



**SPMUD BOARD OF DIRECTORS  
CLOSED SESSION MEETING: 3:45 PM  
REGULAR MEETING: 4:30 PM  
October 7, 2021**

Zoom Meeting: 1 (669) 900-9128  
Meeting ID: 872 9274 8622

The District's regular Board meeting is held on the first Thursday of every month. This notice and agenda are posted on the District's website ([www.spmud.ca.gov](http://www.spmud.ca.gov)) and posted in the District's outdoor bulletin board at the SPMUD Headquarters at the above address. Meeting facilities are accessible to persons with disabilities. Requests for other considerations should be made through the District Headquarters at (916)786-8555.

Pursuant to the Governor's Executive Order N-29-20, issued March 17, 2020, the October 7, 2021 meeting of the SPMUD Board of Directors will be held via teleconference using Zoom Meeting 1 (669) 900-9128, <https://us02web.zoom.us/j/87292748622>. Public comments can be emailed to [ecostan@spmud.ca.gov](mailto:ecostan@spmud.ca.gov) from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

**CLOSED SESSION SPECIAL MEETING AGENDA – 3:45 PM**

**I. CALL MEETING TO ORDER**

**II. ROLL CALL OF DIRECTORS**

Vice President Gerald Mitchell,	Ward 1
President William Dickinson,	Ward 2
Director John Murdock,	Ward 3
Director James Durfee,	Ward 4
Director James Williams,	Ward 5

**III. CLOSED SESSION PUBLIC COMMENTS**

Public comments can be emailed to [ecostan@spmud.ca.gov](mailto:ecostan@spmud.ca.gov) from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

**IV. CLOSED SESSION**

PUBLIC EMPLOYMENT – General Manager Performance Evaluation  
(Per Subdivision (a) of Government Code Section 54957)

**V. ADJOURN CLOSED SESSION**

**OPEN SESSION AGENDA – 4:30 PM**

**I. CALL MEETING TO ORDER**

**II. ROLL CALL OF DIRECTORS**

Vice President Gerald Mitchell	Ward 1
President William Dickinson	Ward 2
Director John Murdock	Ward 3
Director James Durfee	Ward 4
Director James Williams	Ward 5

**III. PLEDGE OF ALLEGIANCE**

**IV. CLOSED SESSION READOUT**

**V. PUBLIC COMMENTS**

Items not on the Agenda may be presented to the Board at this time; however, the Board can take no action.

Public comments can be emailed to [ecostan@spmud.ca.gov](mailto:ecostan@spmud.ca.gov) from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

**VI. CONSENT ITEMS**

[pg 5 to 49]

Consent items should be considered together as one motion. Any item(s) requested to be removed will be considered after the motion to approve the Consent Items.

ACTION: (Roll Call Vote)

*Motion to approve the consent items for the October 7, 2021 meeting.*

1. MINUTES from the September 2, 2021 Regular Meeting. [pg 5 to 7]
2. ACCOUNTS PAYABLE in the amount of \$583,140 through September 28, 2021. [pg 8 to 13]
3. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements within Whitney Ranch Unit 64, with an estimated value of \$2,286,323. [pg 14 to 17]
4. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements within Whitney Ranch Parkway (STA 129+00 to 163+00), with an estimated value of \$345,373. [pg 18 to 21]
5. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements within Whitney Ranch Unit 50, with an estimated value of \$937,284. [pg 22 to 25]
6. RESOLUTION 21-36 CONSTRUCTION COOPERATION AND REIMBURSEMENT AGREEMENT FOR THE CITY OF ROCKLIN SCEPTRE, CAMELOT AND MIDAS REPAIR PROJECT [pg 26 to 49]

## VII. BOARD BUSINESS

Board action may occur on any identified agenda item. Any member of the public may directly address the Board on any identified agenda item of interest, either before or during the Board's consideration of that item.

1. **RESOLUTION 21-37 ACCEPTANCE OF THE SEWER SYSTEM MANAGEMENT PLAN (SSMP) AUDIT AND RECERTIFICATION OF THE SEWER SYSTEM MANAGEMENT PLAN (SSMP)** [pg 50 to 137]

Changes to District staff, procedures, and work programs and audit recommendations have required significant updates to the District's SSMP necessitating recertification by the Board of Directors. The main purpose of the SSMP is to reduce Sanitary Sewer Overflows (SSO) from the District's sewer collection system.

Action Requested: (Roll Call Vote)

**Staff Recommends that the Board of Directors:**

- 1) **Accept the 2021 Sewer System Management Plan (SSMP) Audit, and**
- 2) **Adopt Resolution 21-37 Re-certifying the South Placer Municipal Utility District Sewer System Management Plan (SSMP).**

2. **RESOLUTION 21-38 AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES WITH CPM (CAPITAL PROGRAM MANAGEMENT), INC. FOR THE CORPORATION YARD BUILDING PROJECT** [pg 138 to 168]

The District is looking to retain a consultant to provide construction management services to supplement District staff time and provide additional expertise during the construction of the SPMUD building addition and tenant improvement.

Action Requested: (Roll Call Vote)

**Staff Recommends that the Board of Directors approve Resolution 21-38 Authorizing the General Manager to Execute an Agreement with CPM (capital Program Management), Inc. for Construction Management Services during the SPMUD Building Addition and Tenant Improvements, subject to the final approval of the District Legal Counsel.**

3. **RESOLUTION 21-39 PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR THE PERIOD OF OCTOBER 7, 2021 TO NOVEMBER 6, 2021 PURSUANT TO BROWN ACT PROVISIONS** [pg 169 to 174]

Staff will present on the continuation of teleconferencing meetings for the South Placer Municipal Utility District Board of Directors due to the COVID-19 pandemic.

Action Requested: (Roll Call Vote)

**Staff Recommends that the Board of Directors adopt Resolution 21-39 Declaring and Re-ratifying the State of Emergency and Authorizing Remote Teleconference Meetings of the Board of Directors due to the COVID-19 Emergency.**

## **VIII. REPORTS**

[pg 175 to 184]

The purpose of these reports is to provide information on projects, programs, staff actions, and committee meetings that are of general interest to the Board and public. No decisions are to be made on these issues.

1. Legal Counsel (A. Brown)
2. General Manager (H. Niederberger)
  - 1) ASD, FSD & TSD Reports
  - 2) Informational items
3. Director's Comments: Directors may make brief announcements or brief reports on 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.

## **VI. CLOSED SESSION**

### **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) and (3).

Number of potential cases: 8

## **IX. CLOSED SESSION READOUT**

## **X. ADDITIONAL PUBLIC COMMENTS**

Public comments can be emailed to [ecostan@spmud.ca.gov](mailto:ecostan@spmud.ca.gov) from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

## **XI. ADJOURNMENT**

If there is no other Board business the President will adjourn the meeting to its next regular meeting on **November 4, 2021 at 4:30 p.m.**

**REGULAR BOARD MINUTES  
SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
Regular	Zoom Meeting	September 2, 2021	4:30 p.m.

**I. CALL MEETING TO ORDER:** The Regular Meeting of the South Placer Municipal Utility District Board of Directors was called to order with President Dickinson presiding at 4:36 p.m.

**II. ROLL CALL OF DIRECTORS:**

Present: President Will Dickinson, Vice President Jerry Mitchell, Director John Murdock, Director James Durfee, Director Jim Williams

Absent: None

Vacant: None

Staff: Adam Brown, Legal Counsel  
Herb Niederberger, General Manager  
Carie Huff, District Engineer  
Eric Nielsen, Superintendent  
Emilie Costan, Administrative Services Manager

**III. PLEDGE OF ALLEGIANCE:** GM Niederberger led the Pledge of Allegiance.

**IV. CLOSED SESSION READOUT**

The Board met in Closed Session at 4:05 p.m. with Vice President Mitchell joining at 4:15 p.m. to hear a report from District General Counsel and staff. No action was taken.

Public Comments: None

The Board adjourned the closed session at 4:29 p.m.

**V. PUBLIC COMMENTS:**

ASM Costan confirmed that no eComments were received. Hearing no other comments, the public comments session was closed.

**VI. CONSENT ITEMS:**

1. MINUTES from the August 5, 2021 Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$814,829.65 through August 24, 2021.
3. RESOLUTION 21-31 AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PURCHASE ORDER FOR THE REPLACEMENT OF CCTV EQUIPMENT AND DECLARING THE EXISTING CCTV EQUIPMENT AS SURPLUS
4. RESOLUTION 21-32 AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PURCHASE ORDER FOR A FORKLIFT

Director Durfee made a motion to approve the consent items; a second was made by Director Murdock; a roll call vote was taken, and the motion carried 5-0.

## **VII. BOARD BUSINESS**

### **1. RESOLUTION 21-33 AND RESOLUTION 21-34 PAYING AND REPORTING THE VALUE OF EMPLOYER PAID MEMBER CONTRIBUTIONS**

ASM Costan presented on the Resolutions required to be adopted by the Board and submitted to CalPERS to stop Paying and Reporting the Value of Employer Paid Member Contributions in accordance with the 2017 Employee and Manager Memorandums of Understanding.

President Dickinson inquired as to whether the Resolutions contain language that was provided by or reviewed by CalPERS. ASM confirmed that the Resolutions are templates provided by CalPERS and have been reviewed by their staff.

Director Durfee made a motion to adopt Resolutions 21-33 and 21-34 Paying and Reporting the Value of Employer Paid Member Contributions; a second was made by Director Murdock; a roll call vote was taken, and the motion carried 5-0.

### **2. BIENNIAL CONFLICT OF INTEREST REVIEW**

GC Brown reported that he reviewed the District's Conflict of Interest Code and there are no changes in the law or updates requiring modifications to the Code.

Vice President Mitchell inquired as to the documentation that memorializes GC Brown's biennial review of the Conflict of Interest Code. GC Brown shared that the Policy and Board Minutes would reflect updates to the Code and confirm the biennial review.

### **3. STRATEGIC PLAN REPORT FOR FY2020/21**

GM Niederberger presented the update of the District's progress report on the Strategic Plan. The GM explained that because this is an annual report, staff typically only reviews matters and items that have changed since the prior annual report. Many of the goals and objectives are ongoing and staff has accomplished over 90% of the plan.

President Dickinson had questions and recommendations on the formatting and presentation of the content as tracked in the spreadsheet. GM Niederberger shared that staff has considered using Effective Utility Management (EUM) to track progress on the next Strategic Plan and will look at presenting the information in an alternate format for the next Strategic Plan.

Director Durfee asked if cost accounting was used in the Strategic Plan goals and progress reports. ASM Costan shared that itemized cost tracking of individual goals and objectives is not currently being done; however, tracking is occurring for most of the District's larger projects and initiatives. The GM added that he does not believe the cost of the strategic plan implementation is great and that many of the costs have been imbedded in the cost of doing business. The District has not had to raise rates to cover these costs. GM Niederberger shared that this tracking can be valuable for new implementations such as the permeable pavement used in the Foothill Trunk Project. The Board discussed tracking for projects where the data is valuable but not requiring tracking for all strategic plan items.

Director Williams made a motion to accept the Strategic Plan Report for Fiscal Year 2020/21; a second was made by Director Durfee; a roll call vote was taken, and the motion carried 5-0.

## **VII. REPORTS**

### **1. District General Counsel (A. Brown):**

General Counsel Brown had no report for this meeting.

### **2. General Manager (H. Niederberger):**

#### **A. ASD, FSD & TSD Reports:**

President Dickinson asked what the General Manager learned at the CSDA Annual Conference. GM Niederberger shared that he attended several great sessions including sessions on redistricting and strategic planning.

Director Mitchell commended ASM Costan for her participation in the Leadership Rocklin Program.

#### **B. Information Items:** No additional items.

### **3. Director's Comments:**

Director Williams shared that he attended a meeting with the Building Industry Association (BIA). He reported that the Fee and Finance Advisory Committee met to discuss a letter provided during the BIA meeting and provided comments to the General Manager and staff.

Vice President Mitchell shared that he read a CSDA article about COVID-19 relief funds and inquired as to whether these resources would be available to the District. GM Niederberger shared that the District has not had a loss in service fee revenue due to participation in the County Teeter Program which transfers unpaid service charges to the property tax bill. GM Niederberger shared that funding for shovel-ready construction projects may be available soon, and the District may be eligible for these funds.

The Board discussed returning to in-person meetings in October if the temporary suspension of certain provisions of the Brown Act is not extended.

## **VIII. ADDITIONAL PUBLIC COMMENTS**

ASM Costan confirmed that no eComments were received. Hearing no other comments, the additional public comments session was closed.

## **IX. ADJOURNMENT**

The President adjourned the meeting at 5:25 p.m. to the next regular meeting to be held on October 7, 2021, at 4:30 p.m.



Emilie Costan, Board Secretary

Item 6.2



South Placer Municipal Utility District, CA

# Check Report

By Check Number

Date Range: 08/25/2021 - 09/28/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
1021	ARC	08/26/2021	Regular	0.00	96.53	13709
1759	Bender Rosenthal Inc.	08/26/2021	Regular	0.00	5,292.50	13710
1614	Caggiano General Engineering, Inc	08/26/2021	Regular	0.00	6,464.00	13711
1652	Cintas Corporation	08/26/2021	Regular	0.00	453.87	13712
1764	Network Design Associates, Inc.	08/26/2021	Regular	0.00	811.50	13713
1217	Owen Equipment	08/26/2021	Regular	0.00	3,785.31	13714
1224	Paramount Awards	08/26/2021	Regular	0.00	8.58	13715
1475	Petersen & Mapes, LLP	08/26/2021	Regular	0.00	3,684.00	13716
1651	Profile Display, Inc	08/26/2021	Regular	0.00	444.00	13717
1656	SmartCover Systems	08/26/2021	Regular	0.00	5,632.00	13718
1306	Superior Equipment Repair	08/26/2021	Regular	0.00	2,742.92	13719
1329	USA North 811 (Underground Service Alert)	08/26/2021	Regular	0.00	2,718.91	13720
1292	SPMUD Petty Cash	09/08/2021	Regular	0.00	100.00	13733
1327	US Bank Corporate Payment	09/08/2021	Regular	0.00	6,222.75	13734
	**Void**	09/08/2021	Regular	0.00	0.00	13735
	**Void**	09/08/2021	Regular	0.00	0.00	13736
	**Void**	09/08/2021	Regular	0.00	0.00	13737
1007	Advanced Integrated Pest	09/09/2021	Regular	0.00	110.00	13738
248	AT&T (916.663.1652) & (248.134.5438.608.80)	09/09/2021	Regular	0.00	276.66	13739
1759	Bender Rosenthal Inc.	09/09/2021	Regular	0.00	5,056.25	13740
1663	Buckmaster Office Solutions	09/09/2021	Regular	0.00	99.78	13741
1742	Burrell Consulting Group	09/09/2021	Regular	0.00	3,850.00	13742
1652	Cintas Corporation	09/09/2021	Regular	0.00	979.54	13743
1751	Comprehensive Medical Inc.	09/09/2021	Regular	0.00	695.00	13744
1509	Crystal Communications	09/09/2021	Regular	0.00	311.64	13745
1080	CWEA (Main)	09/09/2021	Regular	0.00	182.00	13746
1086	Dataprose	09/09/2021	Regular	0.00	7,442.72	13747
1087	Dawson Oil Co.	09/09/2021	Regular	0.00	4,501.81	13748
1105	Eric Nielsen	09/09/2021	Regular	0.00	830.40	13749
1131	Granite Business Printing	09/09/2021	Regular	0.00	228.89	13750
1666	Great America Financial Services	09/09/2021	Regular	0.00	545.99	13751
1480	Herb Niederberger	09/09/2021	Regular	0.00	264.72	13752
1139	Hill Rivkins Brown & Associates	09/09/2021	Regular	0.00	19,140.00	13753
1686	Jan Pro	09/09/2021	Regular	0.00	861.00	13754
1564	Jensen Landscape Services, LLC	09/09/2021	Regular	0.00	887.00	13755
1599	MUN CPA's	09/09/2021	Regular	0.00	12,500.00	13756
1764	Network Design Associates, Inc.	09/09/2021	Regular	0.00	450.00	13757
1218	PCWA	09/09/2021	Regular	0.00	2,113.85	13758
1221	PG&E (Current Accounts)	09/09/2021	Regular	0.00	7,818.22	13759
1473	Pitney Bowes Purchase Power	09/09/2021	Regular	0.00	127.62	13760
1234	Placer County Air Pollution Control District (APCD)	09/09/2021	Regular	0.00	2,254.80	13761
1253	Recology Auburn Placer	09/09/2021	Regular	0.00	350.33	13762
1268	Rocklin Windustrial Co.	09/09/2021	Regular	0.00	213.96	13763
1685	Streamline	09/09/2021	Regular	0.00	400.00	13764
1306	Superior Equipment Repair	09/09/2021	Regular	0.00	2,238.11	13765
1339	Vulcan Materials Co.	09/09/2021	Regular	0.00	282.67	13766
1019	Aqua Engineering Co., Inc.	09/17/2021	Regular	0.00	897.50	13790
1021	ARC	09/17/2021	Regular	0.00	102.61	13791
248	AT&T (916.663.1652) & (248.134.5438.608.80)	09/17/2021	Regular	0.00	9.36	13792
1022	AT&T (9391035571) & (9391053973)	09/17/2021	Regular	0.00	343.08	13793
1484	Axa Equitable	09/17/2021	Regular	0.00	1,110.00	13794
1652	Cintas Corporation	09/17/2021	Regular	0.00	720.89	13795
1068	City of Roseville	09/17/2021	Regular	0.00	324,411.32	13796
1073	Consolidated Communications	09/17/2021	Regular	0.00	2,058.80	13797



Check Report

Date Range: 08/25/2021 - 09/28/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1080	CWEA (Main)	09/17/2021	Regular	0.00	96.00	13798
1218	PCWA	09/17/2021	Regular	0.00	77.83	13799
1475	Petersen & Mapes, LLP	09/17/2021	Regular	0.00	888.00	13800
1244	Preferred Alliance Inc	09/17/2021	Regular	0.00	170.43	13801
1518	Sonitrol of Sacramento	09/17/2021	Regular	0.00	1,092.39	13802
1090	State of CA-Department of Justice	09/17/2021	Regular	0.00	64.00	13803
1338	Verizon Wireless	09/17/2021	Regular	0.00	1,005.16	13804
1742	Burrell Consulting Group	09/23/2021	Regular	0.00	360.00	13822
1652	Cintas Corporation	09/23/2021	Regular	0.00	479.59	13823
1086	Dataprose	09/23/2021	Regular	0.00	1,948.20	13824
1699	ECS Imaging Inc.	09/23/2021	Regular	0.00	5,140.00	13825
1664	MacLeod Watts, Inc	09/23/2021	Regular	0.00	3,010.00	13826
1764	Network Design Associates, Inc.	09/23/2021	Regular	0.00	496.00	13827
1218	PCWA	09/23/2021	Regular	0.00	709.04	13828
1333	SPOK, Inc.	09/23/2021	Regular	0.00	27.06	13829
1499	TechRoe.com LLC	09/23/2021	Regular	0.00	1,800.00	13830
1325	Tyler Technologies, Inc.	09/23/2021	Regular	0.00	400.00	13831
1343	Water Works Engineers, LLC	09/23/2021	Regular	0.00	6,543.77	13832
1045	Cal Pers 457 Plan (EFT)	09/03/2021	Bank Draft	0.00	750.00	DFT0006660
1135	Mass Mutual (EFT)	09/03/2021	Bank Draft	0.00	100.00	DFT0006661
1135	Mass Mutual (EFT)	09/03/2021	Bank Draft	0.00	7,377.52	DFT0006662
1135	Mass Mutual (EFT)	09/03/2021	Bank Draft	0.00	237.45	DFT0006663
1015	American Fidelity Assurance	09/03/2021	Bank Draft	0.00	416.66	DFT0006664
1015	American Fidelity Assurance	09/03/2021	Bank Draft	0.00	418.73	DFT0006665
1229	Pers (EFT)	09/03/2021	Bank Draft	0.00	49.13	DFT0006666
1229	Pers (EFT)	09/03/2021	Bank Draft	0.00	1,757.72	DFT0006667
1229	Pers (EFT)	09/03/2021	Bank Draft	0.00	3,080.42	DFT0006668
1229	Pers (EFT)	09/03/2021	Bank Draft	0.00	1,830.53	DFT0006669
1229	Pers (EFT)	09/03/2021	Bank Draft	0.00	2,703.95	DFT0006670
1229	Pers (EFT)	09/03/2021	Bank Draft	0.00	3,071.08	DFT0006671
1229	Pers (EFT)	09/03/2021	Bank Draft	0.00	3,453.27	DFT0006672
1149	Internal Revenue Service	09/03/2021	Bank Draft	0.00	11,088.64	DFT0006673
1098	EDD (EFT)	09/03/2021	Bank Draft	0.00	3,651.84	DFT0006674
1098	EDD (EFT)	09/03/2021	Bank Draft	0.00	1,059.04	DFT0006675
1149	Internal Revenue Service	09/03/2021	Bank Draft	0.00	2,801.40	DFT0006676
1149	Internal Revenue Service	09/03/2021	Bank Draft	0.00	9,032.01	DFT0006677
1045	Cal Pers 457 Plan (EFT)	09/17/2021	Bank Draft	0.00	750.00	DFT0006678
1135	Mass Mutual (EFT)	09/17/2021	Bank Draft	0.00	100.00	DFT0006679
1135	Mass Mutual (EFT)	09/17/2021	Bank Draft	0.00	7,627.52	DFT0006680
1135	Mass Mutual (EFT)	09/17/2021	Bank Draft	0.00	237.45	DFT0006681
1015	American Fidelity Assurance	09/17/2021	Bank Draft	0.00	416.66	DFT0006682
1015	American Fidelity Assurance	09/17/2021	Bank Draft	0.00	418.73	DFT0006683
1229	Pers (EFT)	09/17/2021	Bank Draft	0.00	49.13	DFT0006684
1229	Pers (EFT)	09/17/2021	Bank Draft	0.00	1,757.72	DFT0006685
1229	Pers (EFT)	09/17/2021	Bank Draft	0.00	3,080.42	DFT0006686
1229	Pers (EFT)	09/17/2021	Bank Draft	0.00	1,830.53	DFT0006687
1229	Pers (EFT)	09/17/2021	Bank Draft	0.00	2,703.95	DFT0006688
1229	Pers (EFT)	09/17/2021	Bank Draft	0.00	3,200.33	DFT0006689
1229	Pers (EFT)	09/17/2021	Bank Draft	0.00	3,598.61	DFT0006690
1149	Internal Revenue Service	09/17/2021	Bank Draft	0.00	11,621.24	DFT0006691
1098	EDD (EFT)	09/17/2021	Bank Draft	0.00	3,680.38	DFT0006692
1098	EDD (EFT)	09/17/2021	Bank Draft	0.00	1,086.23	DFT0006693
1149	Internal Revenue Service	09/17/2021	Bank Draft	0.00	2,956.10	DFT0006694

Check Report

Date Range: 08/25/2021 - 09/28/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1149	Internal Revenue Service	09/17/2021	Bank Draft	0.00	8,945.88	DFT0006695

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	112	69	0.00	467,430.86
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	36	36	0.00	106,940.27
EFT's	0	0	0.00	0.00
	<b>148</b>	<b>108</b>	<b>0.00</b>	<b>574,371.13</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	112	69	0.00	467,430.86
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	36	36	0.00	106,940.27
EFT's	0	0	0.00	0.00
	<b>148</b>	<b>108</b>	<b>0.00</b>	<b>574,371.13</b>

### Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	8/2021	32,134.12
100	GENERAL FUND	9/2021	542,237.01
			<b>574,371.13</b>

Account Number	Name	Date	Type	Amount	Packet
102-0000412-01	Ellis, Helen H	9/16/2021	Refund	\$ 7.07	Check #: 13767 UBPKT13021
102-0001731-06	Ashby, David and Melissa	9/22/2021	Refund	\$ 107.30	Check #: 13805 UBPKT13141
102-0001820-01	Magee, Meghan	9/22/2021	Refund	\$ 3,500.00	Check #: 13806 UBPKT13141
102-0002367-01	Guerrero, Jamie	8/30/2021	Refund	\$ 35.77	Check #: 13721 UBPKT12985
102-0002519-02	McQueen, Melissa	9/16/2021	Refund	\$ 108.00	Check #: 13768 UBPKT13021
102-0003365-01	Debord, Sharon	9/16/2021	Refund	\$ 108.00	Check #: 13769 UBPKT13021
102-0005466-01	Johnson, Marvin	9/16/2021	Refund	\$ 87.65	Check #: 13770 UBPKT13021
102-0005771-01	Penland, Jack	9/22/2021	Refund	\$ 12.13	Check #: 13807 UBPKT13141
102-0005812-03	Schindler, Derrick	9/22/2021	Refund	\$ 114.95	Check #: 13808 UBPKT13141
102-0007214-02	Easton, Paula	9/22/2021	Refund	\$ 122.87	Check #: 13809 UBPKT13141
102-0007246-01	Knowles, Eli	8/30/2021	Refund	\$ 79.92	Check #: 13722 UBPKT12985
102-0007796-01	Wengler, Joseph	8/30/2021	Refund	\$ 84.00	Check #: 13723 UBPKT12985
102-0007849-02	McGonigle, Michael	8/30/2021	Refund	\$ 21.60	Check #: 13724 UBPKT12985
102-0008242-01	Chudzinski, Michelle	9/16/2021	Refund	\$ 164.43	Check #: 13771 UBPKT13021
102-0008509-02	Smith, Travis	9/22/2021	Refund	\$ 32.22	Check #: 13810 UBPKT13141
102-0009016-01	Wong, Patricia	9/16/2021	Refund	\$ 216.23	Check #: 13772 UBPKT13021
102-0010691-01	Clark, Dean	9/22/2021	Refund	\$ 221.78	Check #: 13811 UBPKT13141
102-0011299-03	Rockwell, Paula	9/16/2021	Refund	\$ 12.91	Check #: 13773 UBPKT13021
102-0012095-02	Todorovits, Iosif	9/22/2021	Refund	\$ 106.38	Check #: 13812 UBPKT13141
102-0012407-02	Davis, Stephen and Debra	9/16/2021	Refund	\$ 89.67	Check #: 13774 UBPKT13021
103-0003736-01	Oesterling, Albert G	9/22/2021	Refund	\$ 111.21	Check #: 13813 UBPKT13141
103-0003923-02	Stogner, David	9/22/2021	Refund	\$ 111.73	Check #: 13814 UBPKT13141
103-0004105-01	Wilson, Gaylord	9/22/2021	Refund	\$ 108.13	Check #: 13815 UBPKT13141
103-0004906-02	Albright, Dave and Pam	8/30/2021	Refund	\$ 111.91	Check #: 13725 UBPKT12985
104-0008406-03	Krause, Kelly	8/30/2021	Refund	\$ 108.63	Check #: 13726 UBPKT12985
106-0013038-02	Vanwagenen, Brian and Valerie	9/16/2021	Refund	\$ 210.30	Check #: 13775 UBPKT13021
106-0013438-01	Murphy, Michael	8/30/2021	Refund	\$ 36.00	Check #: 13727 UBPKT12985
106-0013489-02	O'Donnell, Kim L	9/16/2021	Refund	\$ 30.05	Check #: 13776 UBPKT13021
106-0013675-02	Chmielewski, Eric and Renee	9/22/2021	Refund	\$ 82.88	Check #: 13816 UBPKT13141
106-0014079-01	Polli, John	9/16/2021	Refund	\$ 362.14	Check #: 13777 UBPKT13021
106-0014916-01	Wynne, Johnny A	8/30/2021	Refund	\$ 107.93	Check #: 13728 UBPKT12985
106-0014944-01	Sterri, Haavard	9/16/2021	Refund	\$ 78.31	Check #: 13778 UBPKT13021
106-0014999-02	Hanna, Nidal and Nadia	9/22/2021	Refund	\$ 9.48	Check #: 13817 UBPKT13141
106-0015110-03	Stanley, Craig and Stephanie	9/22/2021	Refund	\$ 16.43	Check #: 13818 UBPKT13141
106-0015665-02	Covella, Eric and Kerry	9/16/2021	Refund	\$ 21.60	Check #: 13779 UBPKT13021
106-0015796-01	Smith, John E	9/16/2021	Refund	\$ 107.27	Check #: 13780 UBPKT13021
106-0016836-01	Cazares, Stephen	9/16/2021	Refund	\$ 425.87	Check #: 13781 UBPKT13021
106-0017307-01	Farran, William	9/16/2021	Refund	\$ 108.13	Check #: 13782 UBPKT13021
106-0017416-02	Zawidski, Joseph and Laurel	9/16/2021	Refund	\$ 101.13	Check #: 13783 UBPKT13021
106-1025794-00	Silicz, Carol L	9/16/2021	Refund	\$ 155.70	Check #: 13784 UBPKT13021
112-1021158-02	Oleson, Erik and Kimberly	8/30/2021	Refund	\$ 111.30	Check #: 13729 UBPKT12985
112-1021567-01	Strong, Robert	8/30/2021	Refund	\$ 319.47	Check #: 13730 UBPKT12985
112-1023480-02	Urquhart, Ryan and Tamara	9/16/2021	Refund	\$ 12.81	Check #: 13785 UBPKT13021
112-1024046-02	Cowsert, Bruce	9/16/2021	Refund	\$ 112.00	Check #: 13786 UBPKT13021
112-1026882-01	Flanagan, Kristen	9/16/2021	Refund	\$ 8.44	Check #: 13787 UBPKT13021

112-1028615-01	Rosatelli, Franklin and Rageena	9/22/2021	Refund	\$	108.10	Check #: 13819	UBPKT13141
112-1028619-01	Jacobson, Barbara	9/22/2021	Refund	\$	108.60	Check #: 13820	UBPKT13141
112-1028883-01	Phelan, Christopher	9/16/2021	Refund	\$	117.60	Check #: 13788	UBPKT13021
112-1029482-00	Black Pine Communities	9/16/2021	Refund	\$	108.00	Check #: 13789	UBPKT13021
112-1029503-00	KB Home Sacramento Inc	8/30/2021	Refund	\$	8.22	Check #: 13731	UBPKT12985
112-1029516-00	KB Home Sacramento Inc	8/30/2021	Refund	\$	9.60	Check #: 13732	UBPKT12985
113-1021611-01	Scott Darling	9/22/2021	Refund	\$	106.91	Check #: 13821	UBPKT13141
<b>TOTAL REFUNDS</b>				<b>\$</b>	<b>8,768.76</b>		

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**STAFF REPORT**

**To:** Board of Directors  
**From:** Carie Huff, District Engineer  
**Cc:** Josh Lelko, Engineering Technician  
**Subject:** Acceptance of the Bill of Sale for Sewer Improvements within Whitney Ranch Unit 64  
**Meeting Date:** October 7, 2021

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**Overview**

The Whitney Ranch Unit 64 improvements are located within Rocklin south of the intersection of Whitney Ranch Parkway and Bear Creek Drive. The Whitney Ranch Unit 64 project consists of ninety-nine (99) single-family residential homes for a total of 99 EDU. The Whitney Ranch Unit 64 improvements include the following infrastructure:

- Installation of four thousand, six hundred and twenty-two (4,622) linear feet of sanitary sewer pipe;
- Installation of seventeen (17) manholes; and
- Installation of two thousand, nine hundred and thirty-four (2,934) linear feet of lower laterals.

**Recommendation**

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Whitney Ranch Unit 64 improvements.

**Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.1: Engage Customers to determine expectations.

Goal 1.2: Establish and meet Service Level(s) by Department.

Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.

**Fiscal Impact**

The estimated value of the contributed capital is \$2,286,323.

Attachments:

1. Bill of Sale
2. Map – Whitney Ranch Unit 64



## BILL OF SALE

SUNSET RANCHOS INVESTORS, LLC, A DELAWARE LIMITED LIABILITY COMPANY does hereby grant, bargain, sell and convey to SOUTH PLACER MUNICIPAL UTILITY DISTRICT all of its rights, title and interest in and to all public sewer pipes, lines, mains, manholes, and appurtenances installed by its contractor in that subdivision/project commonly known as Whitney Ranch Unit 64.

Grantor herein does hereby warrant and guarantee to SOUTH PLACER MUNICIPAL UTILITY DISTRICT that all of the personal property described herein consisting of sewer pipes, lines, mains, manholes, and appurtenances are free and clear of all mechanics liens and encumbrances of any type, nature or description whatsoever.

Dated this September 27, 2021

### DEVELOPER/OWNER:

SUNSET RANCHOS INVESTORS, LLC,  
a Delaware limited liability company

By: SUNSET RANCHOS INVESTORS, LLC  
a Delaware limited liability company

By: JEN California 17, LLC  
a California limited liability company  
its sole member and manager

By:   
Clifton Taylor, Vice President

NEVADA NOTARY ACKNOWLEDGEMENT  
(INDIVIDUAL)

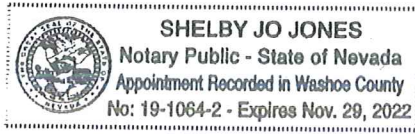
State of Nevada }

County of Washoe }

This instrument was acknowledged before me on 9/28/2021 [date] by \_\_\_\_\_  
Clifton Taylor [name(s) of person(s)].

(Seal)

[Signature]  
Signature of notarial officer



State of Nevada, Notary Public  
Title (and Rank)





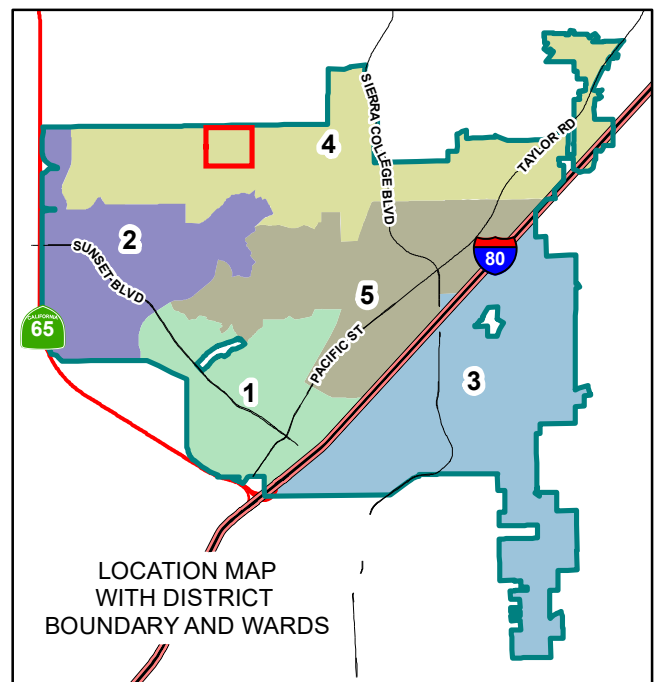
0 250 500 Feet  
1 in = 417 ft



# Whitney Ranch Unit 64

99 EDUs

Date: 8/24/2021  
 Author: Curtis Little  
 Document Path:  
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STAFF REPORT

**To:** Board of Directors  
**From:** Carie Huff, District Engineer  
**Cc:** Josh Lelko, Engineering Technician  
**Subject:** Acceptance of the Bill of Sale for Sewer Improvements within Whitney Ranch Parkway (STA 129+00 to 163+00)  
**Meeting Date:** October 7, 2021

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**Overview**

The Whitney Ranch Parkway (STA 129+00 to 163+00) improvements are located within Whitney Ranch Parkway in Rocklin from Jamboree Drive to Whitney Oaks Drive. The Whitney Ranch Parkway (STA 129+00 to 163+00) project consists of public infrastructure for the connection of future subdivisions. The Whitney Ranch Parkway (STA 129+00 to 163+00) improvements include the following infrastructure:

- Installation of five hundred and sixteen (516) linear feet of sanitary sewer pipe; and
- Installation of two (2) manholes.

**Recommendation**

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Whitney Ranch Parkway (STA 129+00 to 163+00) improvements.

**Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.1: Engage Customers to determine expectations.
- Goal 1.2: Establish and meet Service Level(s) by Department.
- Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.

**Fiscal Impact**

The estimated value of the contributed capital is \$345,373.

Attachments:

1. Bill of Sale
2. Map – Whitney Ranch Parkway (STA 129+00 to 163+00)



## BILL OF SALE

SUNSET RANCHOS INVESTORS, LLC, A DELAWARE LIMITED LIABILITY COMPANY does hereby grant, bargain, sell and convey to SOUTH PLACER MUNICIPAL UTILITY DISTRICT all of its rights, title and interest in and to all public sewer pipes, lines, mains, manholes, and appurtenances installed by its contractor in that subdivision/project commonly known as Whitney Ranch Parkway (Sta 129+00 to 163+00).

Grantor herein does hereby warrant and guarantee to SOUTH PLACER MUNICIPAL UTILITY DISTRICT that all of the personal property described herein consisting of sewer pipes, lines, mains, manholes, and appurtenances are free and clear of all mechanics liens and encumbrances of any type, nature or description whatsoever.

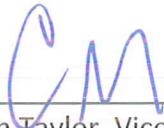
Dated this September 27, 2021

### DEVELOPER/OWNER:

SUNSET RANCHOS INVESTORS, LLC,  
a Delaware limited liability company

By: SUNSET RANCHOS INVESTORS, LLC  
a Delaware limited liability company

By: JEN California 17, LLC  
a California limited liability company  
its sole member and manager

By:   
Clifton Taylor, Vice President

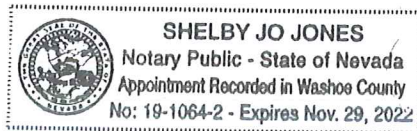
NEVADA NOTARY ACKNOWLEDGEMENT  
(INDIVIDUAL)

State of Nevada }

County of Washoe }

This instrument was acknowledged before me on 9/28/2021 [date] by \_\_\_\_\_  
Clifton Taylor [name(s) of person(s)].

(Seal)



[Signature]  
Signature of notarial officer

State of Nevada, Notary Public  
Title (and Rank)



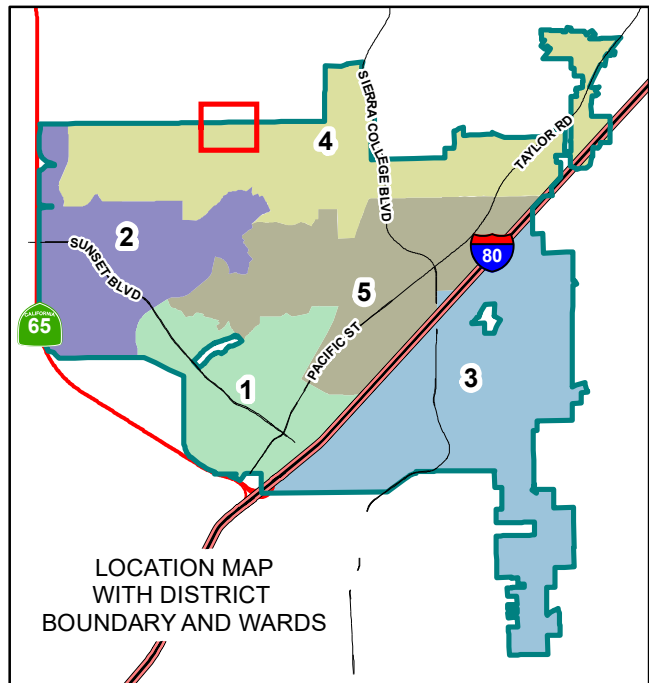
0 250 500 Feet  
1 in = 500 ft



# Whitney Ranch Parkway

**0 EDUs**

Date: 8/24/2021  
 Author: Curtis Little  
 Document Path:  
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**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**STAFF REPORT**

**To:** Board of Directors  
**From:** Carie Huff, District Engineer  
**Cc:** Josh Lelko, Engineering Technician  
**Subject:** Acceptance of the Bill of Sale for Sewer Improvements within Whitney Ranch Unit 50  
**Meeting Date:** October 7, 2021

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**Overview**

The Whitney Ranch Unit 50 improvements are located within Rocklin east of the intersection of Whitney Ranch Parkway and Laredo Drive. The Whitney Ranch Unit 50 project consists of fifty-three (53) single-family residential homes for a total of 53 EDU. The Whitney Ranch Unit 50 improvements include the following infrastructure:

- Installation of one thousand, eight hundred and forty-seven (1,847) linear feet of sanitary sewer pipe;
- Installation of nine (9) manholes; and
- Installation of one thousand, three hundred and sixty-five (1,365) linear feet of lower laterals.

**Recommendation**

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Whitney Ranch Unit 50 improvements.

**Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.1: Engage Customers to determine expectations.

Goal 1.2: Establish and meet Service Level(s) by Department.

Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.

**Fiscal Impact**

The estimated value of the contributed capital is \$937,284.

Attachments:

1. Bill of Sale
2. Map – Whitney Ranch Unit 50



## BILL OF SALE

SUNSET RANCHOS INVESTORS, LLC, A DELAWARE LIMITED LIABILITY COMPANY does hereby grant, bargain, sell and convey to SOUTH PLACER MUNICIPAL UTILITY DISTRICT all of its rights, title and interest in and to all public sewer pipes, lines, mains, manholes, and appurtenances installed by its contractor in that subdivision/project commonly known as Whitney Ranch Unit 50.

Grantor herein does hereby warrant and guarantee to SOUTH PLACER MUNICIPAL UTILITY DISTRICT that all of the personal property described herein consisting of sewer pipes, lines, mains, manholes, and appurtenances are free and clear of all mechanics liens and encumbrances of any type, nature or description whatsoever.


Dated this September 27, 2021

### DEVELOPER/OWNER:

SUNSET RANCHOS INVESTORS, LLC,  
a Delaware limited liability company

By: SUNSET RANCHOS INVESTORS, LLC  
a Delaware limited liability company

By: JEN California 17, LLC  
a California limited liability company  
its sole member and manager

By:   
Clifton Taylor, Vice President

NEVADA NOTARY ACKNOWLEDGEMENT  
(INDIVIDUAL)

State of Nevada }

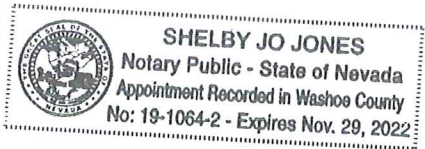
County of Washoe }

This instrument was acknowledged before me on 9/28/2021 [date] by \_\_\_\_\_  
Clifton Taylor [name(s) of person(s)].

(Seal)

*[Signature]*  
Signature of notarial officer

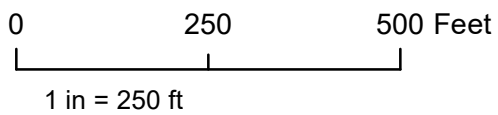
State of Nevada, Notary Public  
Title (and Rank)





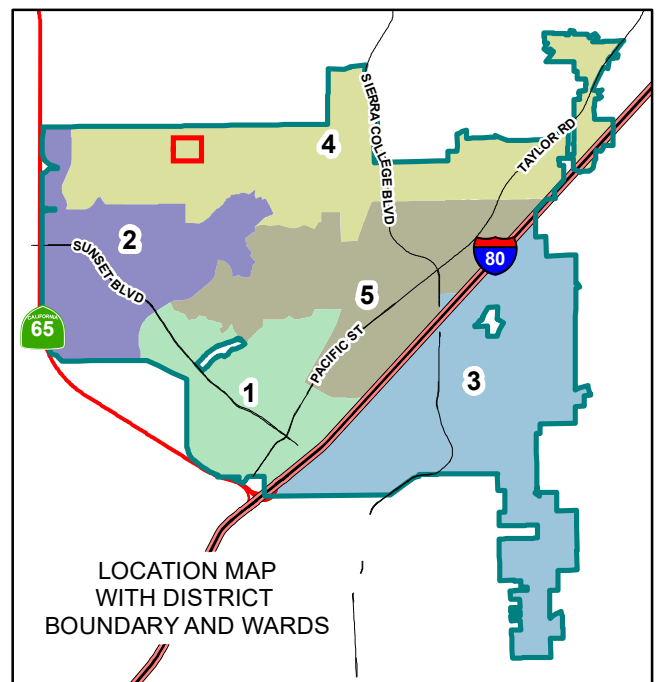


**Whitney Ranch  
Unit 50**



**Whitney Ranch  
Unit 50  
53 EDUs**

Date: 9/23/2021  
 Author: Curtis Little  
 Document Path:  
 G:\spmud\_gis\mxd\Curtis\Bill Of Sale



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**STAFF REPORT**

**To:** Board of Directors

**From:** Carie Huff, District Engineer

**Cc:** Herb Niederberger, General Manager

**Subject:** Resolution No. 21-36 – Authorization to Enter Construction Cooperation and Reimbursement Agreement with the City of Rocklin for the Sewer Replacement within the Sceptre, Camelot, and Midas Repair Project

**Meeting Date:** October 7, 2021

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**Background**

The City of Rocklin is in the process of reconstructing portions of Sceptre Drive, Camelot Drive, and Midas Avenue due to failing subgrade. The District has existing facilities within Sceptre Drive and Camelot Drive that necessitate improvement due to damage indicated on the pre-construction CCTV inspection. The District intends for the City’s contractor (PBM Construction, Inc.) to complete the improvements to the District’s system. The scope of work includes the removal and replacement of approximately one hundred sixty-five (165) feet of pipe and bypass pumping. The cost of the work submitted by PBM Construction, Inc. is \$150,263 (which includes 10% contingency). The District is also responsible for expenses incurred by the City of Rocklin due to extension of the contract time. These expenses are estimated to be \$15,000 and shall only be paid upon agreement between the District and the City of Rocklin. The total cost for the project shall not exceed \$166,000.

The District’s typical agreement has been updated to reflect the details of this project. It outlines the responsibilities and items of coordination for both parties (e.g., coordination during construction, reimbursement of costs).

Should the Board approve Resolution 21-36, the signed agreement will be sent to the City of Rocklin’s City Council for approval and signature. The District and City intend to use a similar process for coordination of future work to meet the parties’ individual and shared objectives.

**Recommendation**

Staff recommends that the Board of Directors:

- Adopt Resolution 21-36 to authorize the General Manager to execute the attached Construction Cooperation and Reimbursement Agreement between South Placer Municipal Utility District and the City of Rocklin for the Sewer Line Associated with the City of Rocklin Winding Lane Curve and Lost Avenue Intersection Improvement Project.

### **Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.2: Improve communications.

Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.

### **Fiscal Impact**

Funds for this project are available in the FY 2021/22 Budget under the item Participation in Regional Projects (Fund 400).

The cost of the work submitted by PBM Construction, Inc. is \$150,263 and the City of Rocklin's estimated expenses for the extension of contract time is \$15,000. The total shall not exceed \$166,000. Per the agreement, the District will be responsible to pay the actual costs for the removal and replacement of compromised sewer pipe and the bypass pumping along with a fair share of project management costs. The project has been advertised, bid, and awarded through the City's competitive bid process.

### **Attachments:**

1. Resolution No. 21-36 – Authorization to Enter Construction Cooperation and Reimbursement Agreement for the City of Rocklin Sewer Replacement within the Sceptre, Camelot, and Midas Repair Project.
2. Exhibit A: Construction Cooperation and Reimbursement Agreement Between South Placer Municipal Utility District and the City of Rocklin for Sewer Replacement within the Sceptre, Camelot, and Midas Repair Project.
3. Exhibit B: City of Rocklin Sceptre, Camelot, and Midas Repair Project Improvement Plans.
4. Exhibit C: City of Rocklin Sceptre, Camelot, and Midas Repair Project Improvement Project – Change Order.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 21-36**

**AUTHORIZATION TO ENTER CONSTRUCTION COOPERATION AND REIMBURSEMENT AGREEMENT FOR THE CITY OF ROCKLIN SCEPTRE, CAMELOT, AND MIDAS REPAIR PROJECT**

WHEREAS, South Placer Municipal Utility District (District), owns and operates the sewer facilities within the City of Rocklin (City), and

WHEREAS, the City proposes to repair portions of the roadway within Sceptre Drive, Camelot Drive, and Midas Avenue in Rocklin, Placer County, California, hereinafter referred to as “Project”, and

WHEREAS, the District desires to remove and replace compromised facilities concurrently with construction of the Project, and

WHEREAS, the District agrees to pay for the actual cost to remove and replace the District’s existing facilities during the Project and contribute a fair share portion of the expense for the extension of the contract estimated to cost \$150,263, along with expenses incurred by the City of Rocklin due to extension of the contract time, estimated to be \$15,000; and

WHEREAS, the District is willing to accept the improvements in accordance with the provisions of this agreement and the District’s Standard Specifications and Improvement Standards for Sanitary Sewers.

NOW, THEREFORE BE IT RESOLVED, the South Placer Municipal Utility District Board of Directors authorizes the General Manager to enter into the attached construction cooperation and reimbursement agreement for the City of Rocklin Sceptre, Camelot, and Midas Repair Project.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 7<sup>th</sup> day of October 2021.

Signed: \_\_\_\_\_  
William Dickinson, President of the Board of Directors

Attest: \_\_\_\_\_  
Emilie Costan, Board Secretary

**CONSTRUCTION COOPERATION AND REIMBURSEMENT AGREEMENT**  
**SOUTH PLACER MUNICIPAL UTILITY DISTRICT – CITY OF ROCKLIN**  
**SEWER REPLACEMENT WITHIN THE SCEPTRE, CAMELOT AND**  
**MIDAS REPAIR PROJECT**

This agreement, by and between the SOUTH PLACER MUNICIPAL UTILITY DISTRICT, hereinafter called “DISTRICT”, and the CITY of ROCKLIN, a political subdivision of the State of California, herein called “CITY”, shall be effective on the later of the dates executed by both the DISTRICT and the CITY.

**RECITALS**

WHEREAS, the CITY is undertaking a roadway reconstruction project in a portion of Sceptre Drive, Camelot Drive and Midas Avenue, hereinafter referred to as “Project,” as shown on Exhibit “A” attached hereto and incorporated herein by reference and on a set of plans entitled “Sceptre, Camelot and Midas Repair Project”, prepared by Bennett Engineering Services, 1082 Sunrise Avenue, Suite 100, Roseville, CA 95661; and

WHEREAS, the Project will provide the means for DISTRICT facilities to be replaced within Sceptre Drive and Camelot Drive with the project and that the DISTRICT shall bear the cost for the installation of the DISTRICT’s facilities; and

WHEREAS, the CITY and the DISTRICT agree that it would be advantageous to install the DISTRICT’s facilities concurrently with the Project; and

WHEREAS, the Project will require the removal and replacement of DISTRICT facilities (approximately 165 linear feet (LF) of 8-inch pipe, and bypass operations), hereinafter referred to as the "Facilities"; and

WHEREAS, the CITY has engaged a qualified contractor and has agreed to bear all expense to furnish and install the Facilities as required and shall be reimbursed for construction of such Facilities

as described in Sections 2, 6, and 7 below and Exhibit B attached hereto; and

WHEREAS, the DISTRICT is willing to accept the Facilities in accordance with the provisions of this Agreement and the DISTRICT's Standard Specifications and Improvement Standards for Sanitary Sewers.

### **AGREEMENT**

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN PROVIDED, it is agreed as follows:

1. The CITY will expand the scope of the Project to include the removal and replacement of DISTRICT Facilities. The CITY will incorporate the appropriate plans and technical specifications for the DISTRICT Facilities into the Project plans in a form mutually acceptable to the CITY and the DISTRICT.

2. The parties agree and acknowledge that the CITY competitively bid and awarded the contract to the lowest responsible bidder for the entire Project. "Responsible bidder" includes the requirement that the selected contractor, or its subcontractor performing the DISTRICT work, meet the DISTRICT's and CITY's minimum requirements for installation of sewer facilities, including possessing and maintaining a California State Class A Contractor's License. CITY shall be the lead agency for the Project and will manage the construction contract and be responsible for all payments to the contractor. The DISTRICT will reimburse the CITY for costs paid to the contractor to install the DISTRICT Facilities in accordance with this Agreement. The procedure for such reimbursement shall be as described in paragraph 7 below. The DISTRICT will also reimburse the CITY for a portion of contract administration costs, in accordance with paragraph 6 below. The total reimbursement to the CITY shall not exceed \$166,000 (Line C of Exhibit B).

3. The CITY shall provide contract administration, inspection and construction management for the Project, and shall, at its own expense, pay any charges for any consultant it has

retained or may retain for any design or testing services in connection with the Project. The DISTRICT shall, at its own expense, provide its own inspection and testing services for the installation of the DISTRICT's Facilities as part of the Project.

4. The CITY and the DISTRICT shall mutually agree on a method to coordinate construction administration, construction engineering, construction surveying, shop drawing review, communications and meetings, traffic control, scheduling, inspection and testing of the work that pertain to construction of the DISTRICT Facilities.

5. During construction of the DISTRICT Facilities, the DISTRICT shall determine whether construction of the DISTRICT Facilities is satisfactorily performed in accordance with the construction contract and DISTRICT requirements and shall notify the CITY in writing of approval and acceptance of the completed DISTRICT Facilities. DISTRICT shall coordinate with the CITY to bring the completed DISTRICT Facilities into service. After DISTRICT acceptance of the completed DISTRICT Facilities, the DISTRICT shall own and be responsible for the operation and maintenance of the completed DISTRICT Facilities pursuant to any encroachment permits obtained from the CITY at the time of construction of the Project. Such acceptance of the completed work shall not relieve the contractor of any liability or modify the contractor's guarantee.

6. In full reimbursement of its share of the CITY's costs of providing contract administration for the project, DISTRICT shall pay the CITY up to \$15,000 to those amounts which, under paragraph 7 herein below, DISTRICT is responsible to pay the CITY as reimbursement for costs paid to the CITY's contractor to install the DISTRICT Facilities.

7. The DISTRICT shall reimburse the CITY for costs paid to the CITY's contractor(s) to install the DISTRICT Facilities in accordance with the following procedure:

- a. Upon payment to the Contractor for any of the DISTRICT Facilities line items, CITY may submit an invoice to the DISTRICT for reimbursement hereunder of the

amounts paid. DISTRICT shall pay said invoice within thirty (30) days of receipt.

- b. The DISTRICT shall be responsible to reimburse CITY for all payments to the contractor for approved change orders for extra work performed on the DISTRICT Facilities. CITY will be responsible for all other Project-related change orders, delays, and extra work incurred by the contractor. The DISTRICT and CITY will jointly work to negotiate change order requests and claims by the contractor to resolve any claims directly related to the DISTRICT Facilities in a timely manner, provided that neither the CITY nor the DISTRICT shall agree to the resolution of any such change order request or claim without the other's approval. In the event agreement cannot be reached related to active ongoing work within one (1) working day of presentation of a request for change order, or claim, the CITY shall have the right to direct the contractor to proceed on a force account basis.
- c. The DISTRICT shall be responsible to reimburse CITY for all payments to the contractor(s) for work performed relating to surveying and testing required for the installation of the DISTRICT Facilities.

8. The DISTRICT will not unnecessarily delay progress of work or hold up final contract acceptance of the Project during the period of closeout. The DISTRICT shall bear no responsibility for contractor or CITY caused delays on work other than those directly related to only the DISTRICT Facilities. The DISTRICT shall have no obligation under this Agreement to make any direct payment to the CITY's contractor or to any subcontractor (of any tier) or material supplier or equipment supplier for materials, equipment or labor supplied on the Project.

9. Performance by either party under this Agreement shall not be deemed to be in default where delays or default are due to Force Majeure when a party gives notice, in writing, with details of particulars to the other party as soon as possible. Force Majeure as used in this contract shall mean acts



of nature, wars, insurrections, riots, epidemics, major landslides, earthquakes, fires, floods, and civil disturbances, which are not within the control for the party claiming suspension, which by the exercise of due diligence, such party may not have been able to avoid or overcome.

10. Except as otherwise provided by Section 11, costs arising from claims or lawsuits for personal injury or property damage which are alleged to have resulted from construction of the DISTRICT Facilities only, including the payment of damages pursuant to a final judgment in favor of a claimant, shall be the DISTRICT's responsibility. In the event of disagreement concerning the responsibility of any claim resolution costs related to the affected items of work, the parties each expressly reserve the right to seek a judicial determination of the responsibility of each party with respect to any claim or lawsuit arising out of their performance under this agreement.

#### 11. INDEMNITY

- a. DISTRICT agrees to save harmless and indemnify CITY from any liability, claim or demand which may be made by any person resulting from the negligence of DISTRICT in the performance of its responsibilities under this Agreement, and further agrees, at its own cost and expense, to defend any action which may be brought against CITY resulting from such negligence of DISTRICT, and further agrees to pay or satisfy any judgment which may result from such action. The foregoing provisions shall not be applicable to claims or actions that arise from the negligence of CITY in its performance of the terms of this Agreement.
- b. The CITY agrees to save harmless and indemnify DISTRICT from any liability, claim or demand which may be made by any person resulting from the negligence of CITY in the performance of its responsibilities under this Agreement, and further agrees, at its own costs and expense, to defend any action which may be brought against DISTRICT resulting from such negligence of CITY, and further agrees to

pay or satisfy any judgment which may result from such action. The foregoing provisions shall not be applicable to claims or actions that arise from the negligence of DISTRICT in its performance of the terms of this Agreement.

12. **INSURANCE:** The CITY's Contractor shall carry Automobile Liability insurance in the amount of at least \$2,000,000, and Commercial General Liability in the amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate with a maximum \$5,000 deductible, which insurance shall be primary and underlying to the DISTRICT's insurance and Commercial General Liability and shall specifically name the DISTRICT as an additional insured and certificate holder. Before work is commenced, the CITY's Contractor shall furnish the DISTRICT with a certificate(s) of insurance and Additional Insured Endorsement (ISO CG 2010) or equivalent as satisfactory proof that the CITY's Contractor carries the insurance required by the Agreement and Worker's Compensation Insurance in compliance with the laws of the State of California. The CITY's Contractor's insurance shall be primary and any insurance or self-insurance maintained by the DISTRICT shall be excess and not contribute to it. The insurance carriers will have a Best Rating of no less than A:-VII or equivalent or as otherwise approved by the DISTRICT.

13. **PERFORMANCE AND PAYMENT BONDS:** The estimated cost of the Facilities is \$150,263. Prior to construction of any of the Facilities and during all such construction, the CITY or CITY's Contractor shall provide a Performance Bond with a penal sum of 100% of the estimated cost of the Facilities. The performance bond shall be in a form acceptable to the DISTRICT. The DISTRICT may formally waive the requirement for a performance bond if the CITY's Contractor demonstrates that it has provided a comparable performance bond to the CITY pursuant to Government Code Section 66499.1, which bond encompasses the installation of the Facilities and names the DISTRICT as co-obligee. The CITY shall maintain the Performance Bond at all times during the life of this agreement and for a period one (1) year after the completion and acceptance of the

Facilities by the DISTRICT.

In addition, prior to construction, the CITY or CITY's Contractor shall provide a Public Works Payment Bond with a penal sum of 100% of the estimated cost of the Facilities. The payment bond shall be in a form that is acceptable to the DISTRICT. The DISTRICT may waive the requirement for a payment bond if the CITY's Contractor demonstrates that it has provided a comparable payment bond to the CITY pursuant to Government Code Section 66499.2, which bond encompasses the installation of the Facilities. The CITY shall maintain the Payment Bond at all times until the DISTRICT accepts the Facilities.

All bonds shall be issued by California admitted surety insurers.

14. **WARRANTIES AND REPAIRS:** The CITY hereby agrees that the DISTRICT may enforce all warranties provided by CITY's contractor with respect to DISTRICT's Facilities, and the CITY shall require its contractor to provide a warranty against any defects in materials or workmanship in the installed DISTRICT Facilities for a period of one year following final acceptance of the Project. This Agreement shall cover defects which shall be in existence during such one year period but which shall not become apparent until thereafter. As to any equipment which bears a guarantee or warranty in writing or by law for a period longer than one year, the CITY hereby stipulates and agrees that such guarantee shall inure to the benefit of the DISTRICT for such longer period.

15. This Agreement shall terminate after the DISTRICT Facilities have been completed and accepted by the DISTRICT and final payment has been made to the CITY. However, such termination shall not relieve the contractor of any liability or modify contractor's guarantee or prohibit either the CITY or the DISTRICT from enforcing any rights against or seeking damages from the contractor.

16. This Agreement shall not inure to the benefit of or create any rights in any third party not a signatory hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the later of the dates executed by both the DISTRICT and the CITY below.

“DISTRICT”  
SOUTH PLACER MUNICIPAL UTILITY  
DISTRICT

“CITY”  
CITY OF ROCKLIN,  
A Political Subdivision of  
the State of California

By \_\_\_\_\_  
BOARD PRESIDENT

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print name

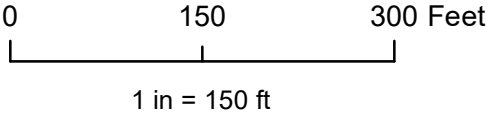
ATTEST

\_\_\_\_\_  
Title

\_\_\_\_\_  
Clerk to the Board

Date: \_\_\_\_\_

3970 Rocklin Road  
Rocklin, CA 95677  
\_\_\_\_\_  
Address



# Exhibit A Sceptre & Camelot Repairs

Date: 9/23/2021  
 Author: Curtis Little  
 Document Path:  
 G:\spsmud\_gis\mxd\Curtis\Exhibit

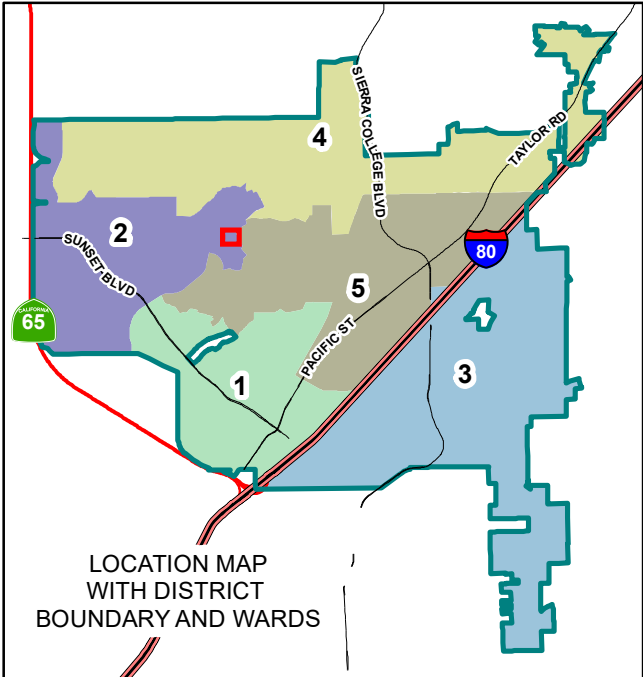


EXHIBIT B

**SOUTH PLACER MUD - CITY OF ROCKLIN  
Sceptre, Camelot and Midas Repair Project  
Sewer Line Removal and Replacement**

**AS-BID COST ESTIMATE**

Item No.	Item Description	Unit	Qty	Unit Cost	Total
1	Sewer Bypass and Sewer Replacement	LS	1	\$ 136,603	\$ 136,603
2					
3					
4					
5					
6					
7					
8					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
	Subtotal				\$ 136,603
	Contingency			10%	\$ 13,660
<b>A</b>	<b>Total Estimated Direct Costs</b>				<b>\$ 150,263</b>
	City Construction Management	LS	1	\$ 15,000	\$ 15,000
<b>B</b>	<b>TOTAL ESTIMATED PROJECT COSTS</b>				<b>\$ 165,263</b>
<b>C</b>	<b>TOTAL REIMBURSEMENT NOT TO EXCEED</b>				<b>\$ 166,000</b>



**PBM Construction Inc.**  
 4500 Yankee Hill Ct Suite A  
 Rocklin, CA 95677  
 916.315.2614 | 916.2619 fax  
[greg@pbmconstruction.com](mailto:greg@pbmconstruction.com)

Client:	<b>City of Rocklin</b> <b>Matt McClure</b>	Business:	916.871.6909
Property:	City of Rocklin 4081 Alvis Court Rocklin, CA 95677		
Contractor:	PBM Construction Inc.	Business:	916.316.2114
Estimator:	Greg Tornberg		
Business:	4500 Yankee Hill Ct Suite A Rocklin, CA 95677	Date:	9.14.2021

PBM Construction Inc. is pleased to provide the following change order cost proposal to furnish all labor, material, and equipment necessary to complete the replacement of sewer pipe along Sceptre and Camelot within the Sceptre, Camelot and Midas Repair Project. Change Order proposal is based on scope of work provided by SPMUD on 9/13/21 and SPMUD Minimum Requirements for Sewer Bypass Operations. Sewer bypass to be performed by MPS.

**Sceptre, Camelot and Midas**  
Rocklin, CA

**Change Order Proposal**

- Sewer bypass and sewer replacement at Sceptre and Camelot

**CHANGE ORDER COST PROPOSAL**

**\$136,603.00**

**General Notes & Exclusions:**

1. Excludes over excavation for unsuitable material below pipe
2. Additional 15 Working days

Thank you,

*Greg Tornberg*

Greg Tornberg  
PBM Construction Inc

## Carie Huff

---

**From:** Carie Huff  
**Sent:** Monday, September 13, 2021 3:03 PM  
**To:** greg@pbmconstruction.com; dave@pbmconstruction.com  
**Cc:** Aaron Moore; Josh Lelko; Matt McClure (matt.mcclure@rocklin.ca.us); Keith Jukes (keith.jukes@rocklin.ca.us)  
**Subject:** Sceptre and Camelot Sewer Repairs  
**Attachments:** Minimum Requirements - Sewer Bypass Operations.pdf

Good afternoon,

Thank you for meeting with the District today regarding the replacement of sewer pipe within the Sceptre and Camelot Repair Project.

Following is the proposed scope of work:

Camelot (32 homes/flow ranges from 9 to 36 gpm):

- Remove approximately 23-feet of existing 8-inch VCP pipe and replace with 8-inch VCP pipe. Use Fernco couplings (1000 RC and 5000 RC) at transitions.
- Bypass plan required to accommodate a range of flow from 9 gpm to 36 gpm.
- Over excavate unsuitable material and replace with 3/4" crushed rock.
- Place 3/4" crushed rock to springline of pipe (slurry to 1' over pipe can be used in lieu of 3/4" crushed rock).
- CCTV inspection of the repair will be required.

Sceptre (25 homes/flow ranges from 7 to 28 gpm):

- Remove approximately 140-feet of existing 8-inch VCP and DIP pipe. Replace with SDR 26 or C900 pipe (green, DR 18). Transition at the manholes with Fernco couplings (1000 RC and 5000 RC).
- Over excavate unsuitable material and replace with 3/4" crushed rock .
- Placer 3/4" crushed rock to springline of pipe (slurry to 1' over pipe can be used in lieu of 3/4" crushed rock).
- Bypass plan required to accommodate a range of flow from 7 gpm to 28 gpm.
- CCTV inspection and air test required.

The District's minimum requirements for bypass operations are included on sheet 2 of the plans and are also attached for reference.

Please let me know if you have any questions or would like to discuss further.

Best regards,

**Carie Huff, P.E.** | District Engineer  
**South Placer Municipal Utility District** | Technical Services Department  
5807 Springview Drive, Rocklin, CA 95677  
T: (916) 786-8555 x321 | E: [chuff@spmud.ca.gov](mailto:chuff@spmud.ca.gov) | W: [www.spmud.ca.gov](http://www.spmud.ca.gov)  
Our Mission: [Protect](#) | [Provide](#) | [Prepare](#)

*E-mail correspondence with the South Placer Municipal Utility District (and attachments, if any) may be subject to the California Public Records Act, and as such may therefore be subject to public disclosure unless otherwise exempt under the Act.*





South Placer Municipal Utility District  
5807 Springview Drive  
Rocklin, CA 95677  
(916) 786-8555

### **Minimum Requirements for Sewer Bypass Operations**

Sewer rehabilitation will necessitate the bypass of live sewer lines, including service laterals. The Contractor shall make provisions to ensure uninterrupted service to the homes served by the piping under rehabilitation in such a fashion, that no sewer spills occur. The Contractor shall submit a bypass plan to the District and obtain the approval of the District for the method of sewer bypass prior to initiation. Labor and equipment used for sewer bypass operations shall be provided by the Contractor at his own expense.

- The District shall provide flow characteristics and establish the output capacity (in GPM) required for the pumps based on known daily peak flows with a safety factor.
- Sewer line and laterals shall be reinstated at the end of each shift or continuous monitoring by the contractor shall be provided.
- A manhole shall not be used as a wet well. It is required that the suction hose(s) be coupled to a flow-through plug that is inserted into the upstream pipe coming into a manhole.
- Redundancy. Two pumps, each with the capability of handling the flows, are required. The suction hoses of the two pumps shall both connect to the flow-through plug with a WYE fitting. If the primary pump fails, the second pump can be started immediately and take the flows until the primary pump failure is resolved. The discharge pipe/hose shall be connected to the pumps in the same manner as the suction hoses unless otherwise approved by the District.
- The entire system shall be tested with fresh water, in the presence of the District inspector, for leakage. Any and all leaks shall be corrected prior to startup of the bypass operations.
- For large volume setups, the District may require that the bypass operations be monitored continuously to ensure proper function.
- Bypass operations shall accommodate traffic from the public streets and private property such as driveway access and must comply with the local governing agency requirements.
- The contractor's submittal of his proposed bypass plan must comply with the above minimum requirements and must include a simple detail drawing of the setup, the pump curve(s), size/type of the hoses/piping and a narrative describing the bypass operations.
- Contractor shall provide an emergency response plan that details spill containment and proper clean up.
- Contractor may be liable for costs incurred by District related to a failure of the bypass operations.

Date: Sept 2015

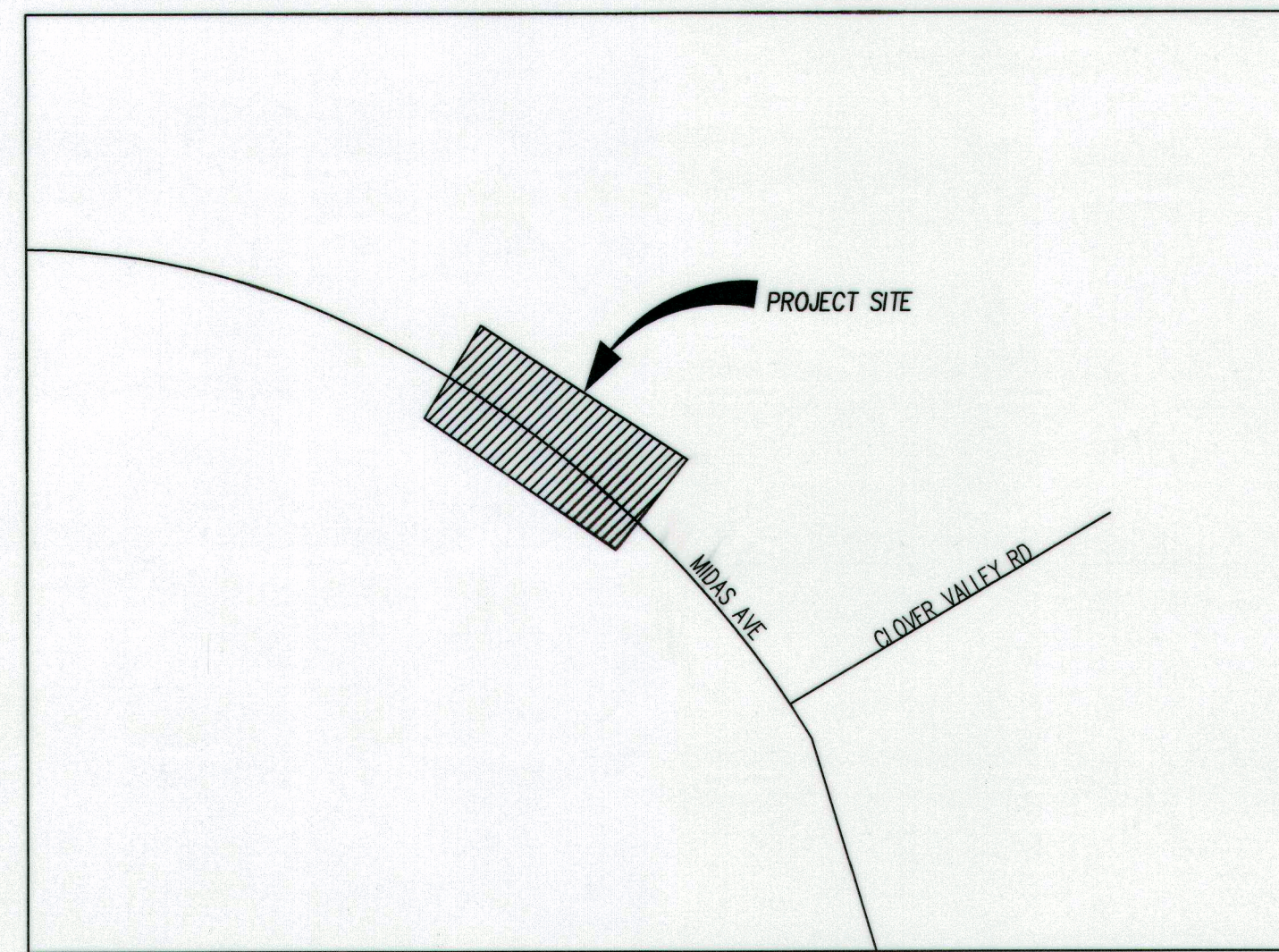


# SCEPTRE, CAMELOT AND MIDAS REPAIR PROJECT

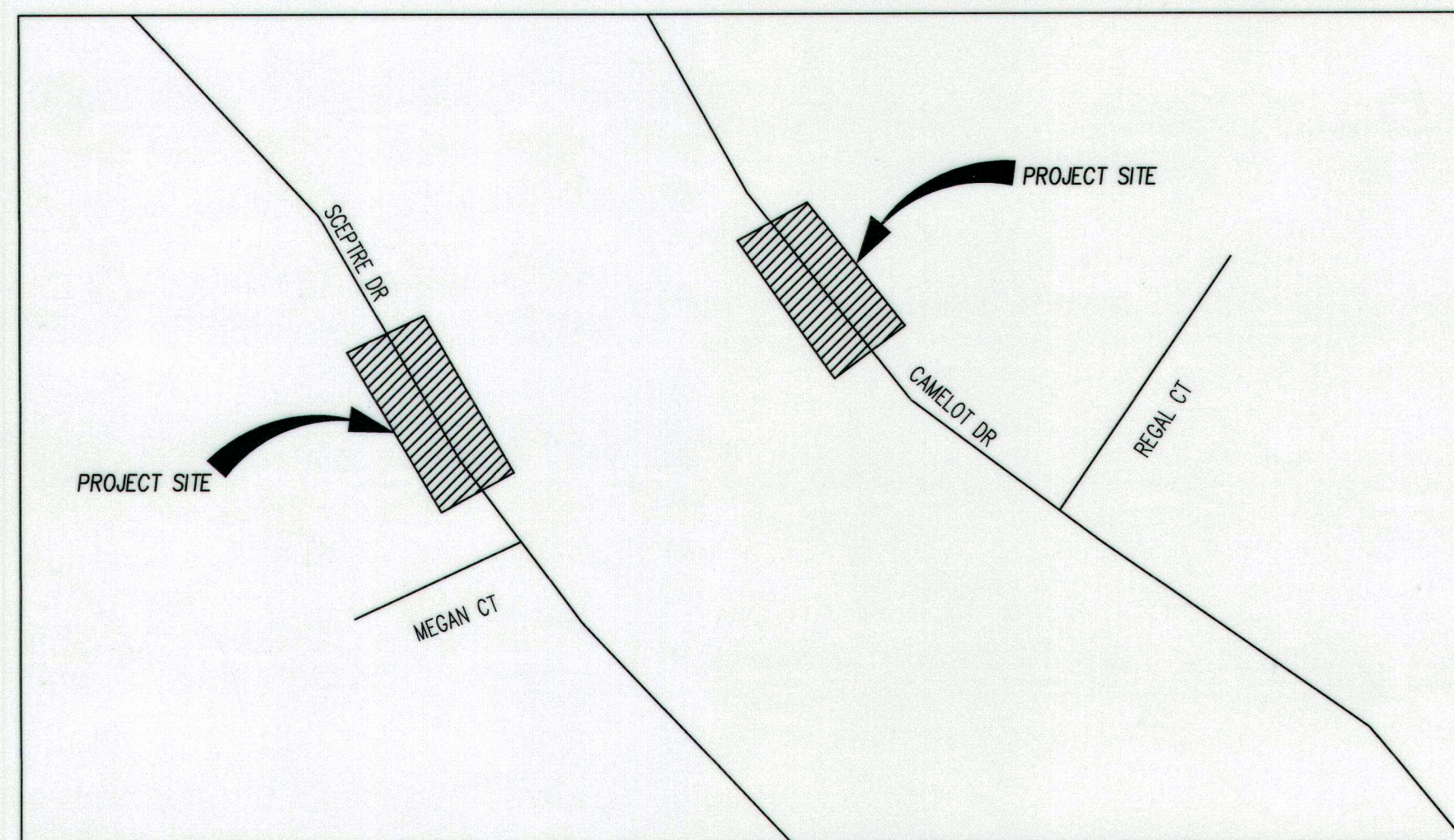
SCEPTRE DRIVE, CAMELOT DRIVE & MIDAS AVENUE  
 IN THE CITY OF ROCKLIN, COUNTY OF PLACER  
 CIP PROJECT NO. 50055 (MIDAS)  
 CIP PROJECT NO. 50172 (SCEPTRE & CAMELOT)

## STANDARD ABBREVIATIONS

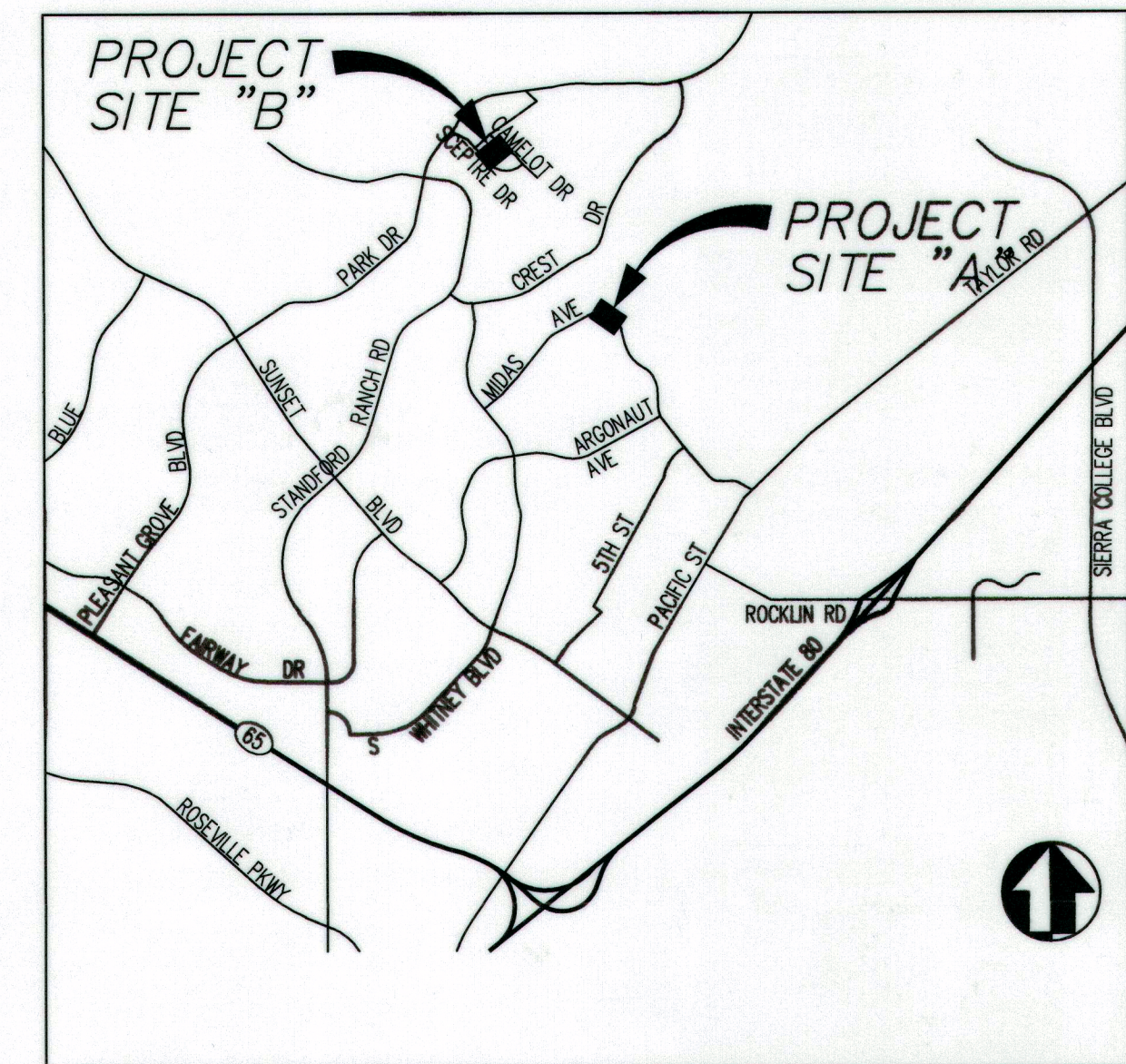
AB	AGGREGATE BASE
AC	ASPHALT CONCRETE
AP	ANGLE POINT
AVE	AVENUE
BB	BEGINNING OF BRIDGE
BLDG	BUILDING
BC	BEGIN CURVE
BFFR	BUFFER
BOC	BACK OF CURB
BSW/BW	BACK OF SIDEWALK
CAB	CABINET
C&G	CURB AND GUTTER
CG&S	CURB, GUTTER AND SIDEWALK
CL/C	CENTER LINE
CMP	CORROGATED METAL PIPE
CO	CLEANOUT
C/CONC	CONCRETE
CLNK	CHAINLINK
CLSM	CONTROLLED LOW STRENGTH MATERIAL
CONST	CONSTRUCT
CTV	CABLE TV
CR	CURB RAMP
CS	COMBINATION SYSTEM
CSMH	COMBINATION SYSTEM MH
CUT	CUTLINE
DB	DITCH BOX
DI	DROP INLET
DRWY/DWY	DRIVEWAY
DTL	DETAIL
DWG	DRAWING
E/ELECT	ELECTRICAL
EB	END OF BRIDGE
EC	END CURVE
EG	EXISTING GRADE
EL/ELEV	ELEVATION
EP/EOP	EDGE OF PAVEMENT
ESA	ENVIRONMENTALLY SENSITIVE AREA
EX/EXIST	EXISTING
FL	FIRE HYDRANT
FL	FLOW LINE
FM	FORCE MAIN
FOC	FACE OF CURB
FSW	FRONT OF SIDEWALK
G	GAS
GB	GRADE BREAK
GD	GUTTER DRAIN
HP	HIGH POINT
JP	JOINT POLE
LF	LINEAR FEET
LIP/LG	LIP OF GUTTER
LP	LOW POINT
LT	LEFT
MB	MAIL BOX
MH	MAINTENANCE HOLE
MFR'S	MANUFACTURE'S
MAX, MIN	MAXIMUM, MINIMUM
N/A	NOT APPLICABLE
No.	NUMBER
N.T.S.	NOT TO SCALE
P	PAVEMENT
PB	PULL BOX
PG	PROFILE GRADE
PI	POINT OF INTERSECTION
PL	PROPERTY LINE
PP	POWER POLE
PCC	PORTLAND CEMENT CONCRETE
PRC	POINT OF RETURN CURVE
(P)/PROP	PROPOSED
PM	PARKING METER
PVC	POLY VINYL CHLORIDE
R	RADIUS
RCP	REINFORCED CONC. PIPE
RP	RADIUS POINT
RT	RIGHT
R/W, ROW	RIGHT-OF-WAY
S	SLOPE
SAW	SAWCUT
SD	STORM DRAIN
SDMH	STORM DRAIN MH
SH	SHEET
SNS	STREET NAME SIGN
SPECS	SPECIFICATIONS
SS	SANITARY SEWER
SSMH	SANITARY SEWER MH
ST	STREET
STA	STATION
STD	STANDARD
SW	SIDEWALK
T/TEL	TELEPHONE
TC	TOP OF CURB
TOB	TOP OF BANK
TOE	TOE OF SLOPE
T.O.P.	TOP OF PIPE
TYP	TYPICAL
TS	TRAFFIC SIGNAL
VAR	VARIES
W	WATER
W/W	WITH
WKWY	WALKWAY
WM	WATER METER
WV	WATER VALVE



PROJECT SITE A  
NOT TO SCALE



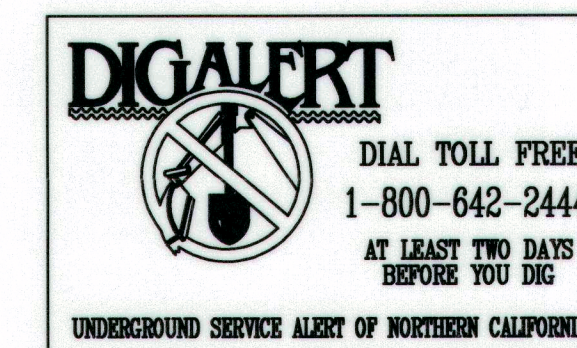
PROJECT SITE B  
NOT TO SCALE



LOCATION MAP  
NOT TO SCALE

### SHEET INDEX

SHT No.	DWG No.	SHEET TITLE
1	T-1	TITLE SHEET
2	G-1	GENERAL NOTES, LEGEND, AND ABBEVIATIONS
3	L-1	LAYOUT PLAN MIDAS AVENUE
4	L-2	LAYOUT PLAN SCEPTRE DRIVE
5	L-3	LAYOUT PLAN CAMELOT DRIVE



### RECORD DRAWING

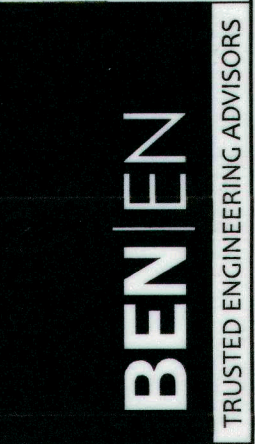
ALL INFORMATION SHOWN ON THESE PLANS HAVE BEEN PREPARED BY, OR UNDER THE DIRECTION OF, THE UNDERSIGNED ENGINEER. ADJUSTMENTS MADE IN THE FIELD DURING CONSTRUCTION ARE INCLUDED HEREIN WHEN THE PROJECT ENGINEER IS ADVISED IN WRITING OF SUCH CHANGE BY THE OWNER, DEVELOPER, CONTRACTOR OR CITY OF ROCKLIN.

PROJECT ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_  
 RCE # \_\_\_\_\_

CITY OF ROCKLIN ENGINEERING DEPARTMENT	
APPROVED BY: <i>[Signature]</i> CITY ENGINEER	8/10/21 DATE
DEPARTMENT OF PUBLIC SERVICES	
APPROVED BY: <i>[Signature]</i> DIRECTOR	8/19/21 DATE
PLACER COUNTY WATER AGENCY	
APPROVED BY: <i>[Signature]</i> ENGINEER	8-9-2021 DATE
SPMUD	
APPROVED BY: <i>[Signature]</i> ENGINEER	8/5/21 DATE

NO.	REVISIONS	BY	DATE

Bennett Engineering Services  
 1082 Sunrise Avenue, Suite 100  
 Roseville, California 95661  
 T 916.785.4100  
 F 916.785.4110



DESIGN BY: B. MICHEL	PROJ NO.: 19609-301
DRAWN BY: J. J. JARAMA	
CHECKED BY: J. J. JARAMA	
SCALE: AS SHOWN	
DATE: 07/28/2021	

CITY OF ROCKLIN - SCEPTRE, CAMELOT AND MIDAS REPAIR

TITLE SHEET

CITY OF ROCKLIN CALIFORNIA

T-1  
1 OF 5

LogIn Name: bmichef  
 Plot Date: July 28, 2021 - 8:55 pm  
 File Name: P:\Proj\19609-301-Sceptre, Camelot, and Midas Repair\03-PLANS\MASTERS SHEETS\19609-301\_01-T1 - TITLE SHEET.dwg  
 Plot To: B:\Projects\19609-301\_2021

**PROJECT NOTES**

1. THE CONTRACTOR SHALL NOT BEGIN ANY WORK SHOWN ON THESE PLANS UNTIL THE CITY ENGINEER'S SIGNATURE OF APPROVAL IS AFFIXED HEREON AND ALL APPLICABLE PERMITS HAVE BEEN OBTAINED.
2. CONTRACTOR SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE CITY, OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE CITY, OWNER OR ENGINEER.
3. THE CONTRACTOR IS HEREBY NOTIFIED THAT PRIOR TO COMMENCING CONSTRUCTION, HE SHALL CONTACT ALL UTILITY COMPANIES FOR VERIFICATION AT THE CONSTRUCTION SITE OF THE LOCATIONS OF ALL UNDERGROUND FACILITIES WHERE SUCH FACILITIES MAY CONFLICT WITH PLACEMENT OF IMPROVEMENTS SHOWN ON THIS PLAN. CALL "UNDERGROUND SERVICE ALERT" A MINIMUM OF 48 HOURS IN ADVANCE, NOT INCLUDING THE DATE OF NOTIFICATION, AT 811 OR (800) 227-2600 PRIOR TO ANY EXCAVATION.
4. THE LOCATIONS OF ALL UNDERGROUND FACILITIES SHOWN ON THIS PLAN ARE APPROXIMATE. A REASONABLE EFFORT HAS BEEN MADE TO LOCATE AND DELINEATE ALL UNDERGROUND FACILITIES; HOWEVER, THE ENGINEER ASSUMES NO LIABILITY FOR THE ACCURACY OR COMPLETENESS OF THE EXISTING FACILITIES SHOWN HEREON OR FOR THE EXISTENCE OF OTHER UNDERGROUND UTILITIES OR OBJECTS WHICH THE CONTRACTOR MAY DISCOVER, BUT ARE NOT SHOWN ON THESE PLANS. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING FACILITIES AND IMMEDIATELY NOTIFY THE ENGINEER IF ANY SUCH FACILITIES INTERFERE WITH THE CONSTRUCTION OF IMPROVEMENTS. THE CONTRACTOR SHALL STOP WORK UNTIL MITIGATIONS CAN BE MADE. ANY COSTS INCURRED RESULTING FROM THE CONTRACTOR'S FAILURE TO STOP WORK AS DIRECTED SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
5. ALL MATERIALS, METHODS, AND WORKMANSHIP SHALL CONFORM TO THE SPECIFICATION OF THE AGENCIES INVOLVED AND ALL WORK IS SUBJECT TO THE APPROVAL OF THEIR DIRECTOR OR AUTHORIZED REPRESENTATIVE.
6. THE CONTRACTOR SHALL NOTIFY THE CITY OF ROCKLIN'S PUBLIC SERVICES INSPECTORS MON.-FRI. 8:00 A.M. TO 4:00 P.M. AT (916) 625-5500 FOR A PRECONSTRUCTION MEETING 48 HOURS IN ADVANCE OF STARTING ANY CONSTRUCTION ACTIVITIES. PLACER COUNTY WATER AGENCY AND SOUTH PLACER MUNICIPAL UTILITY DISTRICT REQUIRE AT LEAST 48-HOURS PRIOR TO ANY CONSTRUCTION REQUESTS FOR INSPECTION OF PUBLIC FACILITIES. THEREFORE NOTICE SHALL BE GIVEN 48-HOURS IN ADVANCE AND BE PERFORMED BY THE AGENCY'S DESIGNATED AGENT.
7. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY ENCROACHMENT PERMITS AND SHALL POSSESS APPROVED PLANS PRIOR TO BEGINNING OF CONSTRUCTION. A SET OF SIGNED AND APPROVED PLANS ARE TO BE ON THE JOB SITE AT ALL TIMES.
8. THE CONTRACTOR SHALL MAINTAIN THE EXISTING PUBLIC AND PRIVATE IMPROVEMENTS WITHIN THE WORK AREA AND SHALL ADEQUATELY BARRICADE THE PROJECT SITE TO KEEP THE GENERAL PUBLIC FROM THE SITE. ANY IMPROVEMENTS DAMAGED DURING CONSTRUCTION SHALL BE REPLACED BY THE CONTRACTOR.
9. THE CONTRACTOR MUST EXPOSE THE END OF EXISTING GRAVITY LINES FOR THE SURVEYOR TO VERIFY LOCATION AND DEPTH OF FACILITIES PRIOR TO CONNECTION OF PROPOSED UTILITY. THE CONTRACTOR SHALL INCUR ALL COSTS FOR SUCH EXCAVATION.
10. THE CONTRACTOR SHALL AT ALL TIMES COORDINATE HIS WORK WITH THAT OF OTHERS ON THE SITE. THE CONTRACTOR SHALL HAVE A RESPONSIBLE PARTY, WHO SHALL HAVE THE AUTHORITY TO REPRESENT AND ACT FOR THE CONTRACTOR ON THE JOB SITE DURING ALL WORKING HOURS.
11. CONTRACTOR SHALL BE IN RECEIPT OF CITY APPROVED PLANS PRIOR TO CONSTRUCTION
12. CONTRACTOR SHALL NOTIFY UTILITY COMPANIES INVOLVED IN THE DEVELOPMENT PRIOR TO BEGINNING OF WORK.
13. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING MONUMENTS AND/OR OTHER SURVEY MONUMENTS AND SHALL NOTIFY CITY OF ROCKLIN DEPARTMENT OF PUBLIC SERVICES OF ANY DAMAGED OR REMOVED CITY, STATE, OR BUREAU MONUMENTS. CONTRACTOR SHALL BE RESPONSIBLE TO RESTORE ANY DAMAGED OR REMOVED MONUMENTS.
14. CONTRACTOR SHALL NOTIFY DEPARTMENT OF PUBLIC SERVICES UPON APPLICATION FOR PERMIT AND PAYMENT OF REQUIRED FEES.
15. CONTRACTOR SHALL BE RESPONSIBLE FOR CONDUCTING HIS OPERATION ENTIRELY OUTSIDE OF ANY FLOODPLAIN BOUNDARIES. FLOODPLAIN BOUNDARIES SHALL BE CLEARLY DELINEATED IN THE FIELD WITH ORANGE ESA FENCING AND SIX FOOT (6') STAKES TEN FEET (10') OC PRIOR TO CONSTRUCTION.
16. CONTRACTOR SHALL BE RESPONSIBLE FOR CONDUCTING HIS OPERATION ENTIRELY OUTSIDE OF ANY "NO GRADING AREA." THESE AREA SHALL BE CLEARLY DELINEATED IN THE FIELD PRIOR TO CONSTRUCTION.
17. WHERE WORK IS BEING DONE IN AN OFFSITE EASEMENT THE CONTRACTOR SHALL NOTIFY THE PROPERTY OWNER 48 HOURS PRIOR TO COMMENCING WORK.
18. CONTRACTOR WILL NEED TO SUBMIT A WORK PLAN TO THE DISTRICT FOR REVIEW AND APPROVAL FOR ANY OF THE OPTIONS THAT THE GEOTECHNICAL ENGINEER HAS PROVIDED.

**STREETS**

1. PLACEMENT OF PROPOSED PUBLIC IMPROVEMENTS AND PROPOSED ONSITE IMPROVEMENTS SHALL NOT BE LIMITED TO THESE PLANS, BUT BE BUILT IN ACCORDANCE WITH THE CITY OF ROCKLIN IMPROVEMENT STANDARDS AND TO THE SATISFACTION OF THE CITY ENGINEER.
2. ALL UTILITY TRENCHING TO BE DONE AS PER TRENCH DETAILS.
3. ALL DROP INLETS SHALL BE TYPE "B" AS SHOWN IN THE CITY OF ROCKLIN IMPROVEMENTS STANDARDS, DRAWING 4-2, EXCEPT AS NOTED.
4. THE CONTRACTOR SHALL COORDINATE WITH ALL OTHER WORK TO ASSURE THAT ALL UNDERGROUND CONDUITS AND UTILITIES ARE INSTALLED PRIOR TO PAVING. ALL PIPE IN PAVED AREAS SHALL BE PLACED PRIOR TO PLACING AGGREGATE BASE. NO CURB, GUTTER, SIDEWALK OR AGGREGATE BASE SHALL BE PLACED UNTIL ALL UNDERGROUND UTILITIES ARE INSTALLED.
5. EXISTING A.C. SURFACE SHALL BE CUT TO A NEAT STRAIGHT LINE PARALLEL WITH THE STREET CENTERLINE AND THE EXPOSED EDGE AND VERTICAL EDGE OF GUTTER LIP SHALL BE TACKED WITH EMULSION PRIOR TO PAVING. THE CONTRACTOR SHALL PREVENT SAW CUT MATERIAL FROM ENTERING DRAINAGE STRUCTURES, WATERWAYS, DRAINAGE SWALES, ETC.
6. MATERIAL SHALL BE GRADED, RECOMPACTED, AND RESEALED PRIOR TO PAVING. ANY CONCRETE, A.C., TREES, FENCES, AND/OR OTHER OBSTRUCTIONS REQUIRED TO CONSTRUCT THE IMPROVEMENTS SHALL BE REMOVED PRIOR TO PAVING.
7. TRAFFIC CONTROL PROCEDURES SHALL CONFORM TO THE MOST RECENT EDITION OF THE CALIFORNIA MANUAL FOR UNIFORM TRAFFIC CONTROL DEVICES. THE CONTRACTOR SHALL OBTAIN APPROVAL FROM THE CITY OF ROCKLIN FOR THE METHOD OF TRAFFIC CONTROL PRIOR TO STARTING CONSTRUCTION.
8. THE CONTRACTOR WILL BE RESPONSIBLE FOR ANY DAMAGE TO THE STREETS OR SIDEWALKS DURING THE CONSTRUCTION PHASE. IF THE CITY FINDS A SIGNIFICANT AMOUNT OF STREET DAMAGE, AN OVERLAY OF THE ENTIRE PROJECT OR STREET IN QUESTION WILL BE REQUIRED PLACED BEFORE A NOTICE OF COMPLETION IS PROCESSED. THE CONTRACTOR, DEVELOPER AND/OR BUILDER ARE TOTALLY RESPONSIBLE FOR THE QUALITY OF WORKMANSHIP ON THE PROJECT.
9. UTILITIES
  - SEWER: SO. PLACER MUNICIPAL UTILITY DISTRICT (916) 786-8555
  - WATER: PLACER COUNTY WATER AGENCY (530) 823-4886
  - STORM DRAIN, CONDUIT, STREET LIGHTS & TRAFFIC SIGNALS: CITY OF ROCKLIN (PUBLIC SERVICES) (916) 625-5500
  - ELECTRIC: PACIFIC GAS & ELECTRIC (530) 320-0149
  - NATURAL GAS: PACIFIC GAS & ELECTRIC (530) 889-3256
  - TELEPHONE: PACIFIC BELL/ATT (916) 409-1384
  - CABLE T.V.: WAVE BROADBAND (916) 630-7180
  - CONSOLIDATED (916) 786-1217
10. SEE INDIVIDUAL AGENCIES FOR SIZE, TYPE, AND LOCATION OF THEIR PROPOSED FACILITIES
11. ALL OF THE ABOVE UTILITIES ARE MEMBERS OF THE UNDERGROUND SERVICE ALERT (U.S.A.) ONE-CALL PROGRAM. THE CONTRACTOR OR ANY SUBCONTRACTOR FOR THIS PROJECT WILL BE REQUIRED TO NOTIFY MEMBERS OF (U.S.A.) 48-HOURS IN ADVANCE, NOT INCLUDING THE DATE OF NOTIFICATION, OF PERFORMING EXCAVATION WORK BY CALLING THE TOLL-FREE NUMBER (800) 227-2600. EXCAVATION, FOR THE PURPOSE OF THIS REQUIREMENT, IS DEFINED AS BEING 4-6" OR MORE IN DEPTH BELOW THE EXISTING SURFACE.
12. UTILITIES THAT ARE TO BE PROTECTED IN PLACE MUST BE FULLY SUPPORTED AT ALL TIME DURING EXCAVATION, SPECIALLY ON SCEPTRE AND CAMELOT. ANY DAMAGE DONE TO UTILITY BY FAILURE TO SUPPORT UTILITY WILL BE THE RESPONSIBILITY OF THE CONTRACTOR.

**EARTHWORK AND GRADING**

1. THE CONTRACTOR SHALL CONTACT THE CITY OF ROCKLIN PUBLIC SERVICES, 48 HOURS PRIOR TO THE START OF EARTHWORK AND GRADING CONSTRUCTION.
2. GRADING SHALL NOT OCCUR ON THE PROJECT AREA UNTIL ALL EXISTING OAK TREES TO BE SAVED ARE ADEQUATELY PROTECTED PER THE CITY OF ROCKLIN CONSTRUCTION SPECIFICATIONS.
3. ALL COMPACTION TESTING SHALL BE PERFORMED BY THE CITY OR IT'S DESIGNATED AGENT AND BE PAID FOR BY THE CITY (OR CONTRACTOR IN CASE OF RETESTING). TESTS WITHIN THE RIGHT-OF-WAY SHALL BE APPROVED BY THE CITY OF ROCKLIN AND ALL TESTS OUTSIDE THE RIGHT-OF-WAY SHALL BE CERTIFIED BY THE SOILS ENGINEER FOR THE PROJECT. ALL UNSUITABLE AND SURPLUS MATERIAL SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE REMOVED FROM THE SITE UNLESS THE ENGINEER SPECIFIES OTHERWISE.
5. UTILITY TRENCHING TO BE COMPLETED WITH FINAL EARTHWORK. THE PROJECT WILL BE TEMPORARILY SUSPENDED PER SEC 8-1.05 FOR ALLOWING PG&E AND WAVE BROADBAND TO INSTALL THEIR RESPECTIVE FACILITIES.
6. THE CONTRACTOR SHALL AT ALL TIMES CONFORM TO A DUST CONTROL PLAN. PRIOR TO ANY GRADING OR CONSTRUCTION ACTIVITY, A DUST CONTROL PLAN SHALL BE SUBMITTED FOR APPROVAL BY THE CITY ENGINEER AND THE PLACER COUNTY AIR POLLUTION CONTROL DISTRICT. THE DUST CONTROL PLAN SHALL SPECIFY MEASURES TO REDUCE DUST POLLUTION DURING ALL PHASES OF CONSTRUCTION. AREAS SURROUNDING THE WORK SHALL BE KEPT CLEAN AND RETURNED TO ORIGINAL CONDITION UPON COMPLETION OF CONTRACT. GRADING SHALL NOT OCCUR WHEN WIND SPEED EXCEEDS 10 MPH CONTINUOUSLY FOR MORE THAN 1 HOUR.
7. THE CONTRACTOR SHALL DO THE FOLLOWING IF GRADING AND CLEARING IMPROVEMENTS ARE INCOMPLETE BY OCTOBER 1ST.
  - INSTALL EROSION PROTECTION ON SLOPES 10:1 OR STEEPER AND SWALES WITH SLOPES 2% OR GREATER
  - PREVENT SEDIMENT FROM LEAVING THE PROJECT AREA
  - GRADE GUTTER SAG POINTS TO DRAIN. PROVIDE FOR DRAINAGE FROM ENDS OF IMPROVEMENTS.
  - PREVENT SEDIMENTATION IN EXISTING STORM DRAIN SYSTEM AND CLEAN PIPES AS PER SPECIFICATION SECTION S562.
  - SEAL OFF ALL SANITARY SEWER CONNECTIONS TO EXISTING SYSTEMS

THE CONTRACTOR SHALL MAINTAIN WINTERIZATION FACILITIES AT ALL TIMES UNTIL THE CITY ACCEPTS THE ROAD IMPROVEMENTS.

8. PRIOR TO GRADING A RAPTOR SURVEY SHALL BE DONE AND NO CONSTRUCTION ACTIVITIES ARE ALLOWED WITHIN 0.25 MILES OF ANY IDENTIFIED RAPTOR NESTS BETWEEN THE DATES OF MARCH 15 THRU JULY 15 OR AS APPROVED BY DIRECTOR.

**EARTHWORK AND GRADING (CONT'D)**

9. THOSE ENGAGED IN CONSTRUCTION ACTIVITY SHALL COMPLY WITH THE CITY OF ROCKLIN CONSTRUCTION NOISE COMPATIBILITY GUIDELINES, INCLUDING RESTRICTING CONSTRUCTION NOISE GENERATING ACTIVITIES WITHIN OR NEAR RESIDENTIAL AREAS TO BETWEEN 7:00 A.M. AND 7:00 P.M. ON WEEKDAYS AND 8:00 A.M. AND 7:00 P.M. ON WEEKENDS TO THE SATISFACTION OF THE PUBLIC WORKS DIRECTOR OR BUILDING OFFICIAL.

**STRIPING (SEE ENVIRONMENTAL PERMIT)**

1. ALL EXISTING PAVEMENT MARKINGS TO BE REMOVED, SHALL BE REMOVED BY GRINDING.
2. ALL PAVEMENT MARKINGS SHALL BE THERMOPLASTIC AND ARE TO CONFORM TO THE MOST RECENT EDITION OF THE CALTRANS STANDARD SPECIFICATIONS AND PLANS.

**CONSTRUCTION STAKING/MONUMENTATION**

1. NO WORK SHALL COMMENCE UNTIL CONSTRUCTION STAKING IS PROVIDED.
2. THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL MONUMENTS AND OTHER SURVEY MARKERS.
3. ALL SURVEY MONUMENTS SHALL BE PROTECTED IN PLACE UNLESS OTHERWISE NOTED. IN THE CASE WHERE A MONUMENT IS DAMAGED OR MOVED, CONTRACTOR SHALL RESET IT IN ACCORDANCE WITH THE CITY OF ROCKLIN SUBDIVISION ORDINANCE PRIOR TO FINAL INSPECTION AND ACCEPTANCE OF PUBLIC IMPROVEMENTS.

**STORM DRAINS**

STORM DRAIN REQUIREMENTS SHALL BE PER THE CITY OF ROCKLIN STANDARD SPECIFICATIONS INSTALLED PER MANUFACTURER'S RECOMMENDATIONS. MINIMUM OF 12" DIAMETER PIPE WITHIN CITY RIGHT OF WAY AND MINIMUM 8" DIAMETER PIPE ON PRIVATE PROPERTY.

**PIPE ALTERNATIVES SHALL BE:**

- CONCRETE PIPE C76 REINFORCED CONCRETE PIPE:
  - a. ASTM-12" IS SMALLEST
  - b. ASTM-C76 CLASS 5 (UNLESS OTHERWISE SHOWN ON PLANS)
- HDPE (PER CALTRANS STANDARD, SECTION 64, MOST RECENT EDITION)

THE CONTRACTOR SHALL MAINTAIN ALL EXISTING DRAINAGE FACILITIES WITHIN THE CONSTRUCTION AREA UNTIL NEW DRAINAGE IMPROVEMENTS ARE IN PLACE AND FUNCTIONING.

EXISTING STORM DRAIN FACILITIES SHALL BE EXPOSED AND INVERT VERIFIED PRIOR TO PLACEMENT OF PIPE. ALL CONSTRUCTION SHALL CONFORM TO MANUFACTURERS SPECIFICATIONS AND TO REQUIREMENTS OF THE CITY OF ROCKLIN STANDARD SPECIFICATIONS.

CONFINED SPACE ENTRY (STORM DRAIN MANHOLES): IT IS THE PROJECT OWNER/DEVELOPER'S RESPONSIBILITY AS HOST EMPLOYER TO HAVE A CONFINED SPACE ENTRY PROGRAM IN COMPLIANCE WITH THE REQUIREMENTS OF SECTIONS 5156-5159 OF TITLE 8, GENERAL INDUSTRIAL SAFETY ORDERS, CALIFORNIA CODE OF REGULATIONS. CITY OF ROCKLIN EXISTING MANHOLES ARE "PERMIT REQUIRED" CONFINED SPACES. THE HOST EMPLOYER'S CONTRACTOR MUST STRICTLY CONFORM TO CITY OF ROCKLIN PERMIT REQUIRED CONFINED SPACE ENTRY PROGRAM IN ENTERING ANY CITY OF ROCKLIN OWNED MANHOLE. REFER TO G57-1.06

A "NO DUMPING" STORM DRAIN MESSAGE SHALL BE PLACED ADJACENT TO ALL DRAIN INLETS IN ACCORDANCE WITH CITY STANDARD DRAWING 4-24.

**BIOLOGICAL RESOURCES:**

PRIOR TO GRADING OR CONSTRUCTION ACTIVITIES, THE OPEN SPACE/WETLAND/ RIPARIAN AREAS SHALL BE FENCED WITH ORANGE CONSTRUCTION FENCING SUCH THAT THE FENCING SEPARATES THE PROJECT SITE FROM THE OPEN SPACE/ WETLAND/RIPARIAN AREAS. THE FENCING SHALL BE INSTALLED TO THE SATISFACTION OF THE CITY ENGINEER AND SHALL REMAIN IN PLACE DURING ALL CONSTRUCTION ACTIVITIES.

**CULTURAL RESOURCES:**

IF EVIDENCE OF ARCHEOLOGICAL OR PALEONTOLOGICAL SITE IS UNCOVERED DURING GRADING OR OTHER CONSTRUCTION ACTIVITIES, WORK SHALL BE HALTED WITHIN 100FT. OF THE FIND AND THE CITY OF ROCKLIN COMMUNITY DEVELOPMENT DEPARTMENT SHALL BE IMMEDIATELY NOTIFIED. A QUALIFIED ARCHAEOLOGIST OR PALEONTOLOGIST SHALL BE RETAINED AT THE EXPENSE OF THE DEVELOPER/CITY TO CONDUCT AN ON-SITE EVALUATION AND PROVIDE RECOMMENDATIONS FOR REMOVAL AND /OR PRESERVATION. WORK ON THE SITE SHALL NOT RESUME UNTIL THE ARCHAEOLOGIST OR PALEONTOLOGIST HAS HAD REASONABLE TIME TO CONDUCT AN EXAMINATION AND IMPLEMENT MITIGATION MEASURES DEEMED APPROPRIATE AND NECESSARY BY THE COMMUNITY DEVELOPMENT DEPARTMENT TO REDUCE IMPACTS TO A LESS THAN SIGNIFICANT LEVEL.

EVIDENCE OF HUMAN BURIAL OR SCATTERED HUMAN REMAINS RELATED TO PRE-HISTORIC OCCUPATION OF THE AREA COULD BE INADVERTENTLY ENCOUNTERED ANYWHERE WITHIN THE PROJECT AREA DURING CONSTRUCTION ACTIVITY OR OTHER ACTIONS INVOLVING DISTURBANCE TO THE GROUND SURFACE AND SUBSURFACE COMPONENTS. IN THE EVENT OF SUCH AN INADVERTENT DISCOVERY, WORK SHALL BE HALTED WITHIN 100FT. OF THE FIND AND THE CITY OF ROCKLIN COMMUNITY DEVELOPMENT DEPARTMENT AND THE COUNTY CORONER SHALL BE IMMEDIATELY NOTIFIED AND CONSULTED, PER STATE LAW.

**AIR QUALITY**

PRIOR TO ANY GRADING OR CONSTRUCTION ACTIVITY, A DUST CONTROL PLAN SHALL BE SUBMITTED FOR APPROVAL BY THE CITY ENGINEER AND THE PLACER COUNTY AIR POLLUTION CONTROL DISTRICT. THE DUST CONTROL PLAN SHALL SPECIFY MEASURES TO REDUCE DUST POLLUTION DURING ALL PHASES OF CONSTRUCTION.

**PCWA WATER FACILITIES**

PLACER COUNTY WATER AGENCY INSPECTOR - PHONE (530) 823-4885 WATER LINES AND APPURTENANCES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE AGENCY'S LATEST REVISED SPECIFICATIONS. THE CONTRACTOR SHALL CONTACT PLACER COUNTY WATER AGENCY INSPECTOR FORTY EIGHT (48) HOURS PRIOR TO COMMENCEMENT OF INITIAL CONSTRUCTION, AND BY 7:30 A.M. EACH DAY WORK ON WATER BOX INSTALLATION OCCURS.

- WATER VALVE BOXES TO BE INSTALLED PER PCWA STANDARD DRAWING NO. S106 (IF ANY)
- 2-INCH BLOW OFF VALVE BOXES TO BE INSTALLED PER PCWA STANDARD DRAWING NO. S208 (IF ANY)
- AIR VACUUM RELEASE BOXES TO BE INSTALLED PER PCWA STANDARD DRAWINGS NO. S211 (IF ANY)

**SPMUD SEWER NOTES FOR WORK OVER EXISTING SPMUD FACILITIES:**

1. CONTRACTOR SHALL PROVIDE THE DISTRICT WITH 24-HOUR EMERGENCY CONTACT INFORMATION (NAME, TITLE, TELEPHONE NUMBER) PRIOR TO START OF WORK AND TO ARRANGE FOR A PRE-CONSTRUCTION MEETING.
2. DEBRIS THAT ENTERS THE SEWER SYSTEM AS A RESULT OF THE CONTRACTOR'S OPERATIONS SHALL BE IMMEDIATELY REMOVED, PER THE DIRECTION OF SPMUD, AT THE EXPENSE OF THE CONTRACTOR. CONTRACTOR MAY BE REQUIRED TO CLEAN THE SYSTEM, OR A PORTION OF THE SYSTEM, AFTER ALL OTHER WORK HAS BEEN COMPLETED.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING FLOWS AND SHALL BE LIABLE FOR ALL EXISTING SEWER FACILITIES WITHIN THE SCOPE OF THE PROJECT UNTIL ALL IMPROVEMENTS ARE COMPLETED.
4. CONTRACTOR SHALL ACCURATELY REFERENCE, MARK AND DOCUMENT ALL SPMUD SEWER STRUCTURES, IN A WAY ACCEPTABLE TO THE DISTRICT. PRIOR TO REMOVING CASTINGS, COVERS, ETC., IF APPLICABLE. REFERENCE MARKINGS SHALL BE MAINTAINED THROUGHOUT THE PROJECT. SEWER STRUCTURES SHALL BE MADE ACCESSIBLE AS SOON AS POSSIBLE AFTER CONSTRUCTION. IN SOME CASES THE DISTRICT MAY REQUIRE THAT MANHOLES BE KEPT ACCESSIBLE AT ALL TIMES. CASTINGS, COVERS, ETC. SHALL BE SET TO GRADE IN ACCORDANCE WITH CITY OF ROCKLIN STANDARDS.
5. PRIOR TO THE START OF ANY GRADING OR CONSTRUCTION, CONTRACTOR SHALL PERFORM A CCTV INSPECTION OF ALL SEWER PIPES WITHIN THE SCOPE OF THE PROJECT TO DOCUMENT PRE-CONSTRUCTION CONDITIONS. UPON COMPLETION OF CONSTRUCTION AND JUST PRIOR TO FINAL SURFACING, THE CONTRACTOR SHALL RE-CCTV THE SAME EXISTING SEWER. ANY INDICATED DAMAGE SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE REPAIRED AT HIS EXPENSE. CCTV WORK TO BE IN ACCORDANCE WITH DISTRICT STANDARD SPECIFICATIONS. DISTRICT PERSONNEL SHALL BE PRESENT DURING ALL CCTV.
6. ALL WORK PERTAINING TO THE SANITARY SEWER SYSTEM SHALL BE DONE IN ACCORDANCE WITH THE SPMUD STANDARD SPECIFICATIONS AND IMPROVEMENT STANDARDS FOR SANITARY SEWERS, LATEST EDITION.
7. ADJUSTING SEWER MANHOLES TO GRADE. GRADE RINGS SHALL TOTAL A MINIMUM 3" AND MAXIMUM 9" IN HEIGHT. ANY MANHOLE THAT CANNOT BE SET TO GRADE IN ACCORDANCE WITH THIS STANDARD MAY REQUIRE A BARREL OR CONE SECTION REPLACEMENT TO ACHIEVE PROPER GRADE.
8. ACCESS TO SEWER STRUCTURES AND FACILITIES SHALL BE MAINTAINED AT ALL TIMES DURING AND AFTER CONSTRUCTION.
9. THE CONTRACTOR SHALL PROVIDE A PLAN TO THE DISTRICT DEPICTING THE PROPOSED METHODOLOGY TO PROTECT DISTRICT FACILITIES IN PLACE FOR REVIEW AND APPROVAL.
10. ANY VISUAL DAMAGE TO THE EXISTING SEWER SYSTEM THAT OCCURS DURING EXCAVATION, GRADING OR CONSTRUCTION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. REPAIRS SHALL BE COORDINATED DIRECTLY WITH DISTRICT PERSONNEL FOR APPROVAL OF REPAIR METHOD.
11. CONTROLLED LOW STRENGTH MATERIAL (CLSM) SHOULD CONFORM WITH SECTION 2.13 OF SPMUD STANDARD SPECIFICATIONS.

**MINIMUM REQUIREMENTS FOR SEWER BYPASS OPERATIONS:**

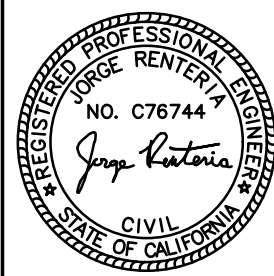
SEWER REHABILITATION WILL NECESSITATE THE BYPASS OF LIVE SEWER LINES, INCLUDING SERVICE LATERALS. THE CONTRACTOR SHALL MAKE PROVISIONS TO ENSURE UNINTERRUPTED SERVICE TO THE HOMES SERVED BY THE PIPING UNDER REHABILITATION IN SUCH A FASHION, THAT NO SEWER SPILLS OCCUR. THE CONTRACTOR SHALL SUBMIT A BYPASS PLAN TO THE DISTRICT AND OBTAIN THE APPROVAL OF THE DISTRICT FOR THE METHOD OF SEWER BYPASS PRIOR TO INITIATION. LABOR AND EQUIPMENT USED FOR SEWER BYPASS OPERATIONS SHALL BE PROVIDED BY THE CONTRACTOR AT HIS OWN EXPENSE.

- THE DISTRICT SHALL PROVIDE FLOW CHARACTERISTICS AND ESTABLISH THE OUTPUT CAPACITY (IN GPM) REQUIRED FOR THE PUMPS BASED ON KNOWN DAILY PEAK FLOWS WITH A SAFETY FACTOR.
- SEWER LINE AND LATERALS SHALL BE REINSTATED AT THE END OF EACH SHIFT OR CONTINUOUS MONITORING BY THE CONTRACTOR SHALL BE PROVIDED.
- A MANHOLE SHALL NOT BE USED AS A WET WELL. IT IS REQUIRED THAT THE SUCTION HOSE(S) BE COUPLED TO A FLOW-THROUGH PLUG THAT IS INSERTED INTO THE UPSTREAM PIPE COMING INTO A MANHOLE.
- REDUNDANCY. TWO PUMPS, EACH WITH THE CAPABILITY OF HANDLING THE FLOWS, ARE REQUIRED. THE SUCTION HOSES OF THE TWO PUMPS SHALL BOTH CONNECT TO THE FLOW-THROUGH PLUG WITH A WYE FITTING. IF THE PRIMARY PUMP FAILS, THE SECOND PUMP CAN BE STARTED IMMEDIATELY AND TAKE THE FLOWS UNTIL THE PRIMARY PUMP FAILURE IS RESOLVED. THE DISCHARGE PIPE/HOSE SHALL BE CONNECTED TO THE PUMPS IN THE SAME MANNER AS THE SUCTION HOSES UNLESS OTHERWISE APPROVED BY THE DISTRICT.
- THE ENTIRE SYSTEM SHALL BE TESTED WITH FRESH WATER, IN THE PRESENCE OF THE DISTRICT INSPECTOR, FOR LEAKAGE. ANY AND ALL LEAKS SHALL BE CORRECTED PRIOR TO STARTUP OF THE BYPASS OPERATIONS.
- FOR LARGE VOLUME SETUPS, THE DISTRICT MAY REQUIRE THAT THE BYPASS OPERATIONS BE MONITORED CONTINUOUSLY TO ENSURE PROPER FUNCTION.
- BYPASS OPERATIONS SHALL ACCOMMODATE TRAFFIC FROM THE PUBLIC STREETS AND PRIVATE PROPERTY SUCH AS DRIVEWAY ACCESS AND MUST COMPLY WITH THE LOCAL GOVERNING AGENCY REQUIREMENTS.
- THE CONTRACTOR'S SUBMITTAL OF HIS PROPOSED BYPASS PLAN MUST COMPLY WITH THE ABOVE MINIMUM REQUIREMENTS AND MUST INCLUDE A SIMPLE DETAIL DRAWING OF THE SETUP, THE PUMP CURVE(S), SIZE/TYPE OF THE HOSES/PIPING AND A NARRATIVE DESCRIBING THE BYPASS OPERATIONS.
- CONTRACTOR SHALL PROVIDE AN EMERGENCY RESPONSE PLAN THAT DETAILS SPILL CONTAINMENT AND PROPER CLEAN UP.
- CONTRACTOR MAY BE LIABLE FOR COSTS INCURRED BY DISTRICT RELATED TO A FAILURE OF THE BYPASS OPERATIONS.

NO.	REVISIONS	BY	DATE

VERIFY SCALE:  
BAR IS ONE INCH ON ORIGINAL DRAWING.  
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

Bennett Engineering Services  
1082 Sunrise Avenue, Suite 100  
Roseville, California 95661  
T 916.783.4100  
F 916.783.4110



DESIGN BY : B.MICHEL  
DRAWN BY : J.MINER  
CHECKED BY : J.RENTIERA  
SCALE : NA  
DATE : 07/28/2021  
PROJ NO. : 19609-301

CITY OF ROCKLIN - SCEPTRE, CAMELOT AND MIDAS REPAIR

GENERAL NOTES

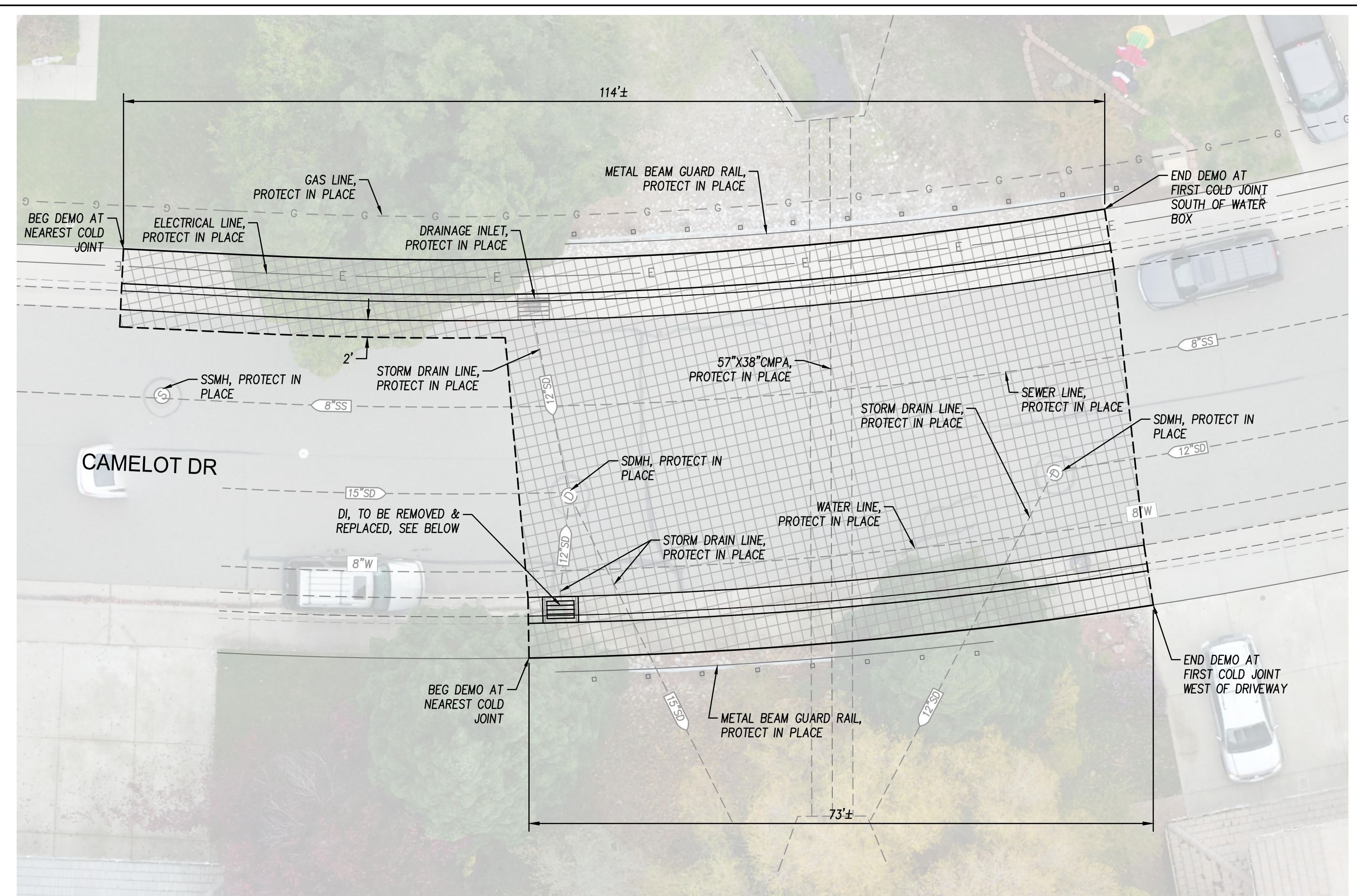
CITY OF ROCKLIN

G-1 2 OF 5

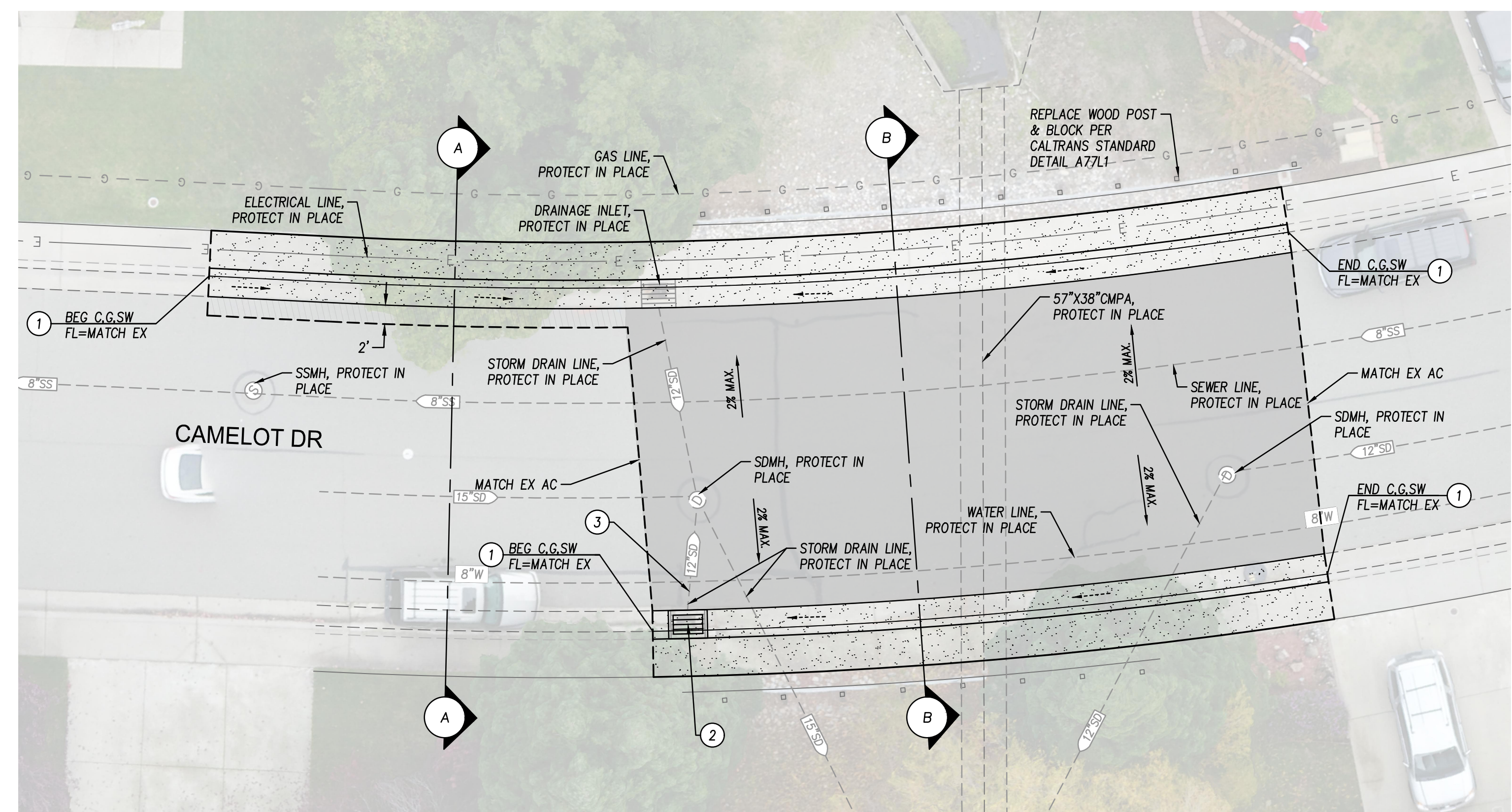




Login Name: jbmichel  
 Print Date: August 02, 2021 - 8:06 pm  
 File Name: P:\Proj\19609-301-Rocklin-Sceptre, Camelo, and Midas Repair\03-PLANS\MASTERS\19609-301\_04-L2 - LAYOUT PLANS.dwg  
 Plot Name: P:\Proj\19609-301-Rocklin-Sceptre, Camelo, and Midas Repair\03-PLANS\MASTERS\19609-301\_04-L2 - LAYOUT PLANS.dwg  
 Plot Size: 36" x 48"



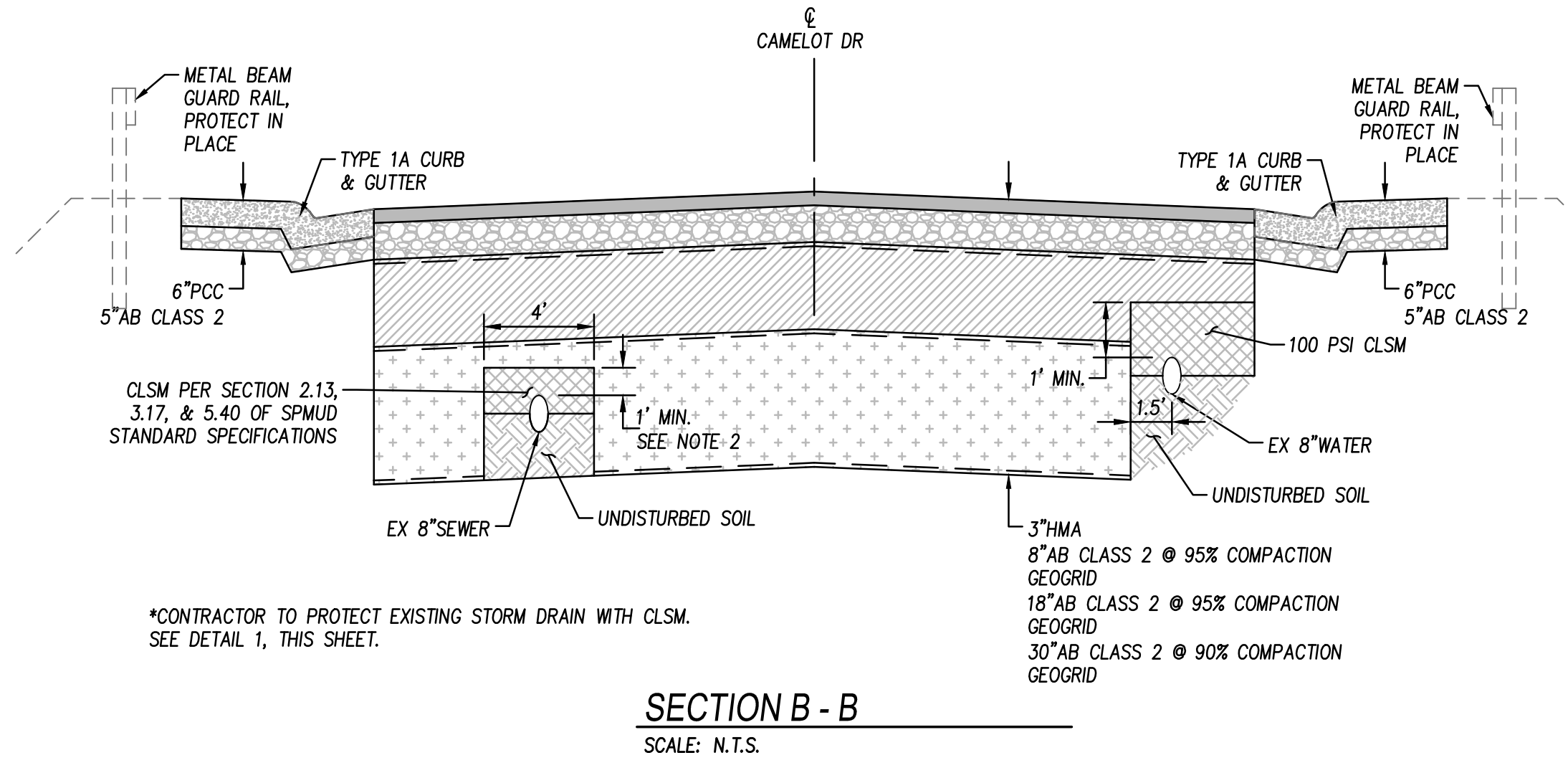
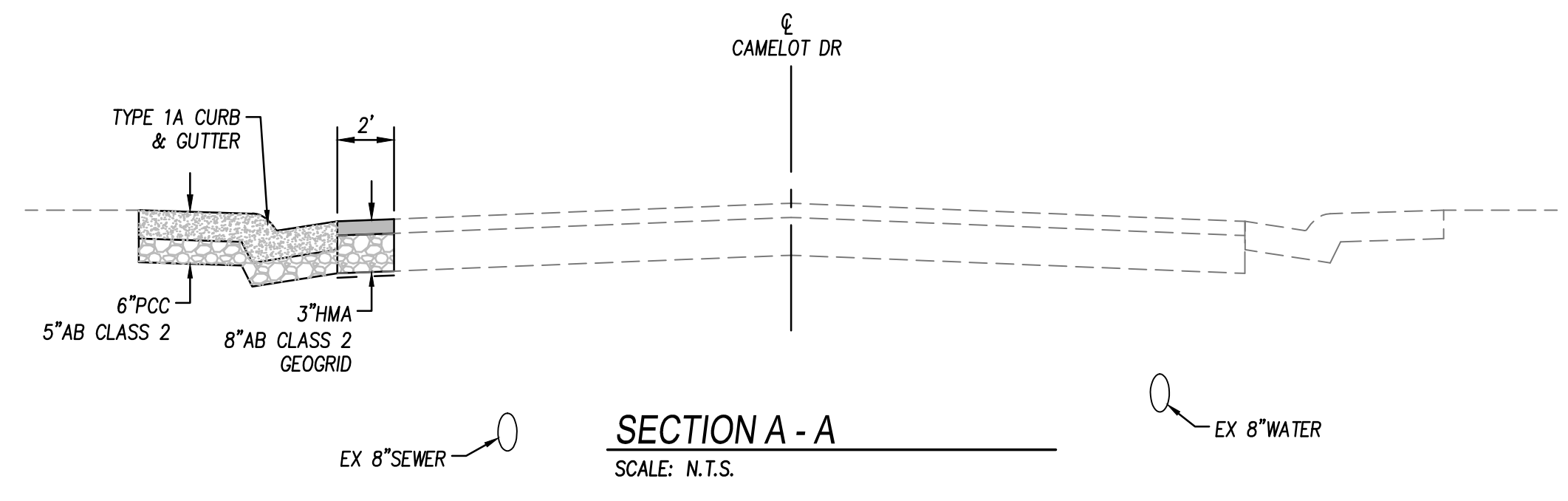
**DEMOLITION PLAN**  
SCALE: 1"=10'



**SITE IMPROVEMENT PLAN**  
SCALE: 1"=10'

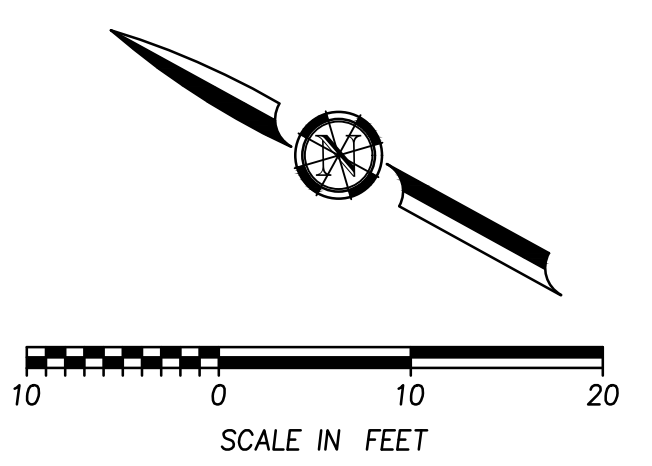
**DEMOLITION LEGEND:**  
 [Hatched Box] AREAS OF DISTURBANCE. REMOVE AC PAVEMENT, CURB, GUTTER, GRAVEL, SIDEWALK AND/OR LANDSCAPE.  
 [Dashed Line] SAWCUT

**NOTES:**  
 1. SPMUD SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE CAUSED BY CONSTRUCTION ACTIVITIES AS DETERMINED BY FIELD INSPECTION OR CCTV.  
 2. CONTRACTOR TO SUBMIT WORK PLAN FOR SPMUD APPROVAL PRIOR TO CONSTRUCTION.



**CONSTRUCTION LEGEND:**  
 [Dotted Box] 6" PCC  
 [Horizontal Lines Box] 5" AB CLASS 2  
 [Vertical Lines Box] 3" HMA  
 [Diagonal Lines Box] 8" AB CLASS 2 @ 95% COMPACTION GEOGRID  
 [Cross-hatch Box] 18" AB CLASS 2 @ 95% COMPACTION GEOGRID  
 [Stippled Box] 30" AB CLASS 2 @ 90% COMPACTION GEOGRID  
 [White Box] 3" HMA  
 [Horizontal Lines Box] 8" AB CLASS 2 GEOGRID  
 [Dashed Line] SAWCUT

**CONSTRUCTION NOTES**  
 1. CONSTRUCT TYPE 1A CURB & GUTTER PER CITY OF ROCKLIN STD DWG 3-15  
 2. INSTALL TYPE B DRAIN INLET PER CITY OF ROCKLIN STD DWG 4-2  
 3. INSTALL 5 LF 12" RCP. CONNECT TO EXISTING PIPE PER CITY OF ROCKLIN STD DWG 4-21. MATCH EXISTING INVERT ELEVATIONS.



NO.	BY	DATE							
1	A	A	A	A	A	A	A	A	A
VERIFY SCALE: BAR IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.									
DESIGN BY: B. MICHEL DRAWN BY: J. MINER CHECKED BY: J. RENTERIA SCALE: 1"=10' DATE: 07/28/2021 PROJ NO.: 19609-301									
<b>BENIEN</b> TRUSTED ENGINEERING ADVISORS									
Bennett Engineering Services 1082 Sunrise Avenue, Suite 100 Roseville, California 95661 T 916.783.4100 F 916.783.4110									
L-3	CITY OF ROCKLIN - SCEPTRE, CAMELOT AND MIDAS REPAIR LAYOUT PLAN CAMELOT DRIVE								CITY OF ROCKLIN CALIFORNIA
5	OF 5								



**PBM Construction Inc.**  
 4500 Yankee Hill Ct Suite A  
 Rocklin, CA 95677  
 916.315.2614 | 916.2619 fax  
[greg@pbmconstruction.com](mailto:greg@pbmconstruction.com)

Client:	<b>City of Rocklin</b> <b>Matt McClure</b>	Business:	916.871.6909
Property:	City of Rocklin 4081 Alvis Court Rocklin, CA 95677		
Contractor:	PBM Construction Inc.	Business:	916.316.2114
Estimator:	Greg Tornberg		
Business:	4500 Yankee Hill Ct Suite A Rocklin, CA 95677	Date:	9.14.2021

PBM Construction Inc. is pleased to provide the following change order cost proposal to furnish all labor, material, and equipment necessary to complete the replacement of sewer pipe along Sceptre and Camelot within the Sceptre, Camelot and Midas Repair Project. Change Order proposal is based on scope of work provided by SPMUD on 9/13/21 and SPMUD Minimum Requirements for Sewer Bypass Operations. Sewer bypass to be performed by MPS.

**Sceptre, Camelot and Midas**  
Rocklin, CA

**Change Order Proposal**

- Sewer bypass and sewer replacement at Sceptre and Camelot

**CHANGE ORDER COST PROPOSAL**

**\$136,603.00**

**General Notes & Exclusions:**

1. Excludes over excavation for unsuitable material below pipe
2. Additional 15 Working days

Thank you,

*Greg Tornberg*

Greg Tornberg  
PBM Construction Inc

## Carie Huff

---

**From:** Carie Huff  
**Sent:** Monday, September 13, 2021 3:03 PM  
**To:** greg@pbmconstruction.com; dave@pbmconstruction.com  
**Cc:** Aaron Moore; Josh Lelko; Matt McClure (matt.mcclure@rocklin.ca.us); Keith Jukes (keith.jukes@rocklin.ca.us)  
**Subject:** Sceptre and Camelot Sewer Repairs  
**Attachments:** Minimum Requirements - Sewer Bypass Operations.pdf

Good afternoon,

Thank you for meeting with the District today regarding the replacement of sewer pipe within the Sceptre and Camelot Repair Project.

Following is the proposed scope of work:

Camelot (32 homes/flow ranges from 9 to 36 gpm):

- Remove approximately 23-feet of existing 8-inch VCP pipe and replace with 8-inch VCP pipe. Use Fernco couplings (1000 RC and 5000 RC) at transitions.
- Bypass plan required to accommodate a range of flow from 9 gpm to 36 gpm.
- Over excavate unsuitable material and replace with 3/4" crushed rock.
- Place 3/4" crushed rock to springline of pipe (slurry to 1' over pipe can be used in lieu of 3/4" crushed rock).
- CCTV inspection of the repair will be required.

Sceptre (25 homes/flow ranges from 7 to 28 gpm):

- Remove approximately 140-feet of existing 8-inch VCP and DIP pipe. Replace with SDR 26 or C900 pipe (green, DR 18). Transition at the manholes with Fernco couplings (1000 RC and 5000 RC).
- Over excavate unsuitable material and replace with 3/4" crushed rock .
- Placer 3/4" crushed rock to springline of pipe (slurry to 1' over pipe can be used in lieu of 3/4" crushed rock).
- Bypass plan required to accommodate a range of flow from 7 gpm to 28 gpm.
- CCTV inspection and air test required.

The District's minimum requirements for bypass operations are included on sheet 2 of the plans and are also attached for reference.

Please let me know if you have any questions or would like to discuss further.

Best regards,

**Carie Huff, P.E.** | District Engineer  
**South Placer Municipal Utility District** | Technical Services Department  
5807 Springview Drive, Rocklin, CA 95677  
T: (916) 786-8555 x321 | E: [chuff@spmud.ca.gov](mailto:chuff@spmud.ca.gov) | W: [www.spmud.ca.gov](http://www.spmud.ca.gov)  
Our Mission: [Protect](#) | [Provide](#) | [Prepare](#)

*E-mail correspondence with the South Placer Municipal Utility District (and attachments, if any) may be subject to the California Public Records Act, and as such may therefore be subject to public disclosure unless otherwise exempt under the Act.*





South Placer Municipal Utility District  
5807 Springview Drive  
Rocklin, CA 95677  
(916) 786-8555

### **Minimum Requirements for Sewer Bypass Operations**

Sewer rehabilitation will necessitate the bypass of live sewer lines, including service laterals. The Contractor shall make provisions to ensure uninterrupted service to the homes served by the piping under rehabilitation in such a fashion, that no sewer spills occur. The Contractor shall submit a bypass plan to the District and obtain the approval of the District for the method of sewer bypass prior to initiation. Labor and equipment used for sewer bypass operations shall be provided by the Contractor at his own expense.

- The District shall provide flow characteristics and establish the output capacity (in GPM) required for the pumps based on known daily peak flows with a safety factor.
- Sewer line and laterals shall be reinstated at the end of each shift or continuous monitoring by the contractor shall be provided.
- A manhole shall not be used as a wet well. It is required that the suction hose(s) be coupled to a flow-through plug that is inserted into the upstream pipe coming into a manhole.
- Redundancy. Two pumps, each with the capability of handling the flows, are required. The suction hoses of the two pumps shall both connect to the flow-through plug with a WYE fitting. If the primary pump fails, the second pump can be started immediately and take the flows until the primary pump failure is resolved. The discharge pipe/hose shall be connected to the pumps in the same manner as the suction hoses unless otherwise approved by the District.
- The entire system shall be tested with fresh water, in the presence of the District inspector, for leakage. Any and all leaks shall be corrected prior to startup of the bypass operations.
- For large volume setups, the District may require that the bypass operations be monitored continuously to ensure proper function.
- Bypass operations shall accommodate traffic from the public streets and private property such as driveway access and must comply with the local governing agency requirements.
- The contractor's submittal of his proposed bypass plan must comply with the above minimum requirements and must include a simple detail drawing of the setup, the pump curve(s), size/type of the hoses/piping and a narrative describing the bypass operations.
- Contractor shall provide an emergency response plan that details spill containment and proper clean up.
- Contractor may be liable for costs incurred by District related to a failure of the bypass operations.

Date: Sept 2015

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Eric Nielsen, Superintendent

**Cc:** Herb Niederberger, General Manager

**Subject:** Board Acceptance of Sewer System Management Plan (SSMP) Audit and Re-Certification of the Sewer System Management Plan (SSMP)

**Meeting Date:** October 7, 2021

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**Overview**

In May 2006 the State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003-DWQ, requiring that all operators of collection systems develop a Sewer System Management Plan (SSMP). The purpose of the SSMP is to ensure proper management and funding of sanitary sewer systems with the intent of reducing sanitary sewer overflows (SSO's), especially those that would impact the Waters of the State.

As required, biennial audits of the SSMP have been performed including one most recently dated August 2021. The audits focus on evaluating the effectiveness and compliance with the requirements of the provisions of the Order. Appropriate updates and improvements have been implemented in the SSMP.

The Order requires the SSMP be re-certified by the agency's governing board every 5 years and when significant updates are made. Significant updates were made to the SSMP's content and format to match current practices and incorporate recommendations from the most recent SSMP Audit.

Examples of the updates to current practices and incorporation of SSMP Audit recommendations include:

- updates to the individuals responsible,
- updating references to ordinances which have been superseded by the Sewer Code,
- incorporation of additional clarifying language describing the objectives and plans for the various O&M work programs to capture their evolution (e.g., CCTV inspection-driven cleaning, in-house chemical root treatment of laterals),
- incorporation of additional clarifying language describing the improvements to the FOG Control Program (e.g., funding and staffing a FOG Inspector, use of the SwiftComply compliance software for monitoring food service establishments),
- adding references and links to documents and pages on the District website relating to the SSMP elements, and
- incorporation of key performance indicators, where appropriate, for SSMP elements.

The format was updated to organize the information for each SSMP element in a consistent way to improve readability. The intent of this effort is to make it easier for those implementing the SSMP and those auditing the compliance and effectiveness of the SSMP. The updates to the format also organize information incorporating “best practices” observed from a review of SSMPs from other high-performing sewer agencies.

### **Recommendation**

Staff recommends the Board of Directors:

- 1) Accept the 2021 SSMP Audit, and
- 2) Adopt Resolution 21-37 re-certifying the South Placer Municipal Utility District Sewer System Management Plan (SSMP).

### **Strategic Plan Goals**

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain Transparency with all District Activities

Goal 4.1: Maintain Compliance with Pertinent Regulations

Goal 4.2 Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures

### **Related District Ordinances and Policies**

Policy 3370 -Sewer System Management Plan

### **Fiscal Impact**

There is no fiscal impact related to this action.

### **Attachments**

1. Resolution 21-37
2. Sewer System Management Plan Audit, dated August 2021
3. Sewer System Management Plan, dated October 7, 2021

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION 21-37**

**RE-CERTIFICATION OF THE SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
SEWER SYSTEM MANAGEMENT PLAN**

WHEREAS, in May 2006 the State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003-DWQ, requiring that all operators of collection systems develop a Sewer System Management Plan (SSMP); and

WHEREAS, in August 2009 this Board of Directors approved the District's initial SSMP; and

WHEREAS, it is required this SSMP be re-certified by the governing board whenever significant updates to the SSMP are made; and

WHEREAS, significant updates to the format and content of the SSMP were made to update the listing of individuals responsible for SSMP elements, update references to the District Sewer Code, provide additional clarifying language to describe the current state of operation and maintenance work programs and FOG Control Program, and add references and links to documents and pages on the District website relating to SSMP elements, and

WHEREAS, the SSMP was updated to incorporate recommendations from the most recent biennial SSMP audit such as the incorporation of performance indicators for SSMP elements.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the South Placer Municipal Utility District Sewer System Management Plan (SSMP) is hereby approved.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 7<sup>th</sup> day of October 2021.

Signed: \_\_\_\_\_  
William Dickinson, President of the Board of Directors

Attest: \_\_\_\_\_  
Emilie Costan, Board Secretary

# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## Sewer System Management Plan (SSMP) Audit

### FY 19/20 – FY 20/21

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Date: August 2021

Prepared by: Eric Nielsen, Superintendent  
 Carie Huff, District Engineer

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## List of Abbreviations

FOG	Fats, Oils, and Grease
FY	Fiscal Year
MMM	Monitoring, Measurement, and Program Modifications
OERP	Overflow Emergency Response Plan
O&M	Operation and Maintenance
SECAP	System Evaluation and Capacity Assurance Plan
SOP	Standard Operating Procedure
SPMUD	South Placer Municipal Utility District
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SSS WDR	Statewide General Waste Discharge Requirements for Sanitary Sewer Systems



## SECTION 1 Audit Objectives

This report summarizes the results of the required Sewer System Management Plan (SSMP) internal audit process for the FY 19/20 and FY 20/21 evaluation period. The purpose of the SSMP is to provide a written framework for sanitary sewer collection system management, operation, and maintenance programs executed by the South Placer Municipal Utility District (District or SPMUD) with the ultimate goal of minimizing sanitary sewer overflows (SSOs) and achieving compliance with California State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ, the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (SSS WDR). The SSMP audit is based on a review of performance measures established to evaluate the District's success in achieving compliance with various requirements of the SSS WDRs and the effectiveness of implementing programs as stated in the SSMP. The SSMP audit process allows the SSMP document to evolve over time through the identification of potential enhancements in the management, operation, and maintenance of the sanitary sewer collection system, and the implementation of changes to the SSMP to address any deficiencies.

South Placer Municipal Utility District is committed to complete biennial audits of the SSMP consistent with the procedure outlined in Section X of the SSMP. To ensure that the audits are performed effectively, the District normally assigns this task to District staff selected from the Field Services and Technical Services Departments. These individuals have a working knowledge of the collection system and can gather the appropriate data to perform the audit. This audit will follow the same format. The following tasks will be performed as part of this internal audit:

1. Review records from previous internal audits, to ensure noted deficiencies have been addressed. (**this Section**)
2. Compare the records from the computerized maintenance management system (CMMS) of record, to the data reported to the California Integrated Water Quality System (CIWQS). (see **Section 3.1**)
3. Review preventative maintenance schedules, responses to SSOs, and mitigation of SSO causes. (see **Section 3.1**)
4. Review SSMP and identify improvements if needed. (see **SECTION 6**)
5. Record all findings during the audit process and keep the audit on file.



## SECTION 2 Agency Background / System Information

South Placer Municipal Utility District is located in Placer County and is situated approximately 20 miles northeast of the city of Sacramento. The District covers approximately 31 square miles at the base of the foothills of the Sierra Nevada Mountains and provides sanitary sewer service to customers in the communities of Rocklin, Loomis, Penryn, Newcastle, and portions of Granite Bay. The elevations in SPMUD range from approximately 115 feet to 1000 feet above sea level with an average slope of 1.3% from northeast to southwest. Several streams flow through the District (e.g., Pleasant Grove Creek, Antelope Creek, Clover Valley Creek, and Secret Ravine).

The District was established in 1956 under the State of California Municipal Utility District Act and is one of five municipal utility districts in the state. Under the Public Utilities Code of the State of California, Division 6, municipal utility districts are allowed to provide any number of utility services (e.g., sewer, water, light, power, heat, transportation, refuse, and communications). However, the District was formed and currently focuses solely on the collection and conveyance of wastewater from the customers it serves. The District is responsible for operation and maintenance of an extensive sewer collection system. The District has seen periods of tremendous growth in the recent past. The U.S. Census Bureau records show that portions of the District grew by over 1000% from 1970 to 2010. The District’s sewer collection system has grown in step with the rapid population growth. The District currently provides service to over 34,000 equivalent dwelling units (EDUs). **Table 1** provides additional information about the District collection system over the last two SSMP audit periods.

**Table 1. Overview of System Indicators**

Audit	FY 17/18 – 18/19	FY 19/20 – 20/21
Miles of Mainline	277	285
Miles of laterals (lower)	108 <sup>3</sup>	111 <sup>3</sup>
Pump stations	13	13
Population served	~76,000	~77,000
Dedicated Sewer Maintenance Staff	16 <sup>1</sup>	16 <sup>2</sup>
Annual Budget (FY1 / FY2)	25,809,497 / 18,417,822	21,365,300 / 28,035,600
Category 1 SSOs	6	4
Category 2 SSOs	0	0
Category 3 SSOs	40 <sup>3</sup>	38 <sup>3</sup>

<sup>1</sup> - Field Services Department employees (i.e., superintendent [x1], supervisor [x2], Lead Worker [x3], Maint Worker [x10])

<sup>2</sup> - Field Services Department employees (i.e., superintendent [x1], supervisor [x2], Lead Worker [x3], Maint Worker [x10])

<sup>3</sup> - On March 1, 2017 the District, by Ordinance, assumed ownership of all lower laterals

The wastewater conveyed through the District collection system is discharged into the City of Roseville’s collection system and treated at two regional wastewater treatment plants (i.e., the Dry Creek and Pleasant Grove WWTPs).

### 2.1 Review of Prior SSMP Audits

The District reviewed the internal audits of the District SSMP for the 2019 audit (fiscal years 2017/2018 and 2018/2019.) Any identified actions outlined in the previous audit are summarized in **Table 2**. The table also indicates if the identified deficiencies have been resolved.





**Table 2. Summary of SSMP Compliance Deficiencies from Previous SSMP Internal Audit**

Element	Action Item	Completed
None	None	None

## 2.2 Review of FY19/20 and FY20/21

This section reviews the significant changes in the management, maintenance, and operation of the District sewer system related to the SSMP and reduction of SSOs.

### 2.2.1 SSO Reporting

The District takes pride in responding attentively to each SSO. A technical report is produced for every SSO that has occurred since 2012. The content and format of the technical reports has changed over the years. During this audit period the District made efforts to improve its documentation and reporting of SSO events. A Spill Event Summary Report is produced using a standardized template for each SSO and uploaded to CIWQS as an attachment to the SSO. The report documents what occurred, the efforts made to determine required reporting attributes (e.g., start time, volume), the efforts to mitigate impacts of the SSO, and what will be done to lessen the chance that a SSO occurs again at this location. Standard sets of photos are included to help describe the scene at arrival, during the response, and when leaving the site. Additionally, the District created its own “calculators” for SSO start time and SSO volume determination based on its methods of estimating to improve consistency and communication of results.

### 2.2.2 Foothill Trunk Project

The District initiated the study, design, and permitting of the Foothill Trunk Sewer Replacement Project in October of 2014. This section of trunk sewer represented a “bottleneck” in the collection system and the potential lack of capacity was predicted to eventually result in a SSO. The project consisted of the replacement of approximately 2,700 feet of 12-inch diameter trunk sewer with 24-inch diameter trunk sewer. The construction contract was awarded to Garney Pacific, Inc. in January 2020. Garney Pacific, Inc. substantially completed construction of the project in June 2021 and was accepted by the District.

### 2.2.3 Projects to Address Roots

Roots intrusion has been and continues to be the most frequent cause of blockages and SSOs in the District’s collection system. Root intrusion is most impactful to the effective flow of sewer in small diameter pipelines. This is especially true in laterals. The District addressed this issue during the audit period by completing a mainline and lateral lining project with cured-in-place pipe at the cost of approximately half a million dollars. The laterals that were lined were identified and prioritized during the District’s inspection efforts.

### 2.2.4 Standards Update

In May 2021, the District Board of Directors accepted the updated Standards Specifications and Improvement Standards for Sanitary Sewers (Standards) by resolution. The Standards were last updated in 2009. The Standards were updated to maintain relevancy with updated regulatory requirements, changes in the engineering and construction industries, and observations of District staff. The District circulated proposed revisions to the public



for review and comment during the update process. Comments were reviewed and responses generated. The updated Standards will help ensure that the District's collection system is designed and constructed in a manner that will lessen the chance of SSOs.

### **2.2.5 Standard Operating Procedures**

The District has developed and used standards operating procedures (SOPs) for a long time. Although the content of the SOPs was good, there was room for improvement in the standardization and organization of the SOPs. During this audit period, the District made significant efforts to consolidate the various versions of SOPs that existed into a standard format, organized in a centralized location. SOPs now go through a defined review process so that they are created, vetted, and approved by subject matter experts and those with authority to implement them. The SOPs are widely available now through the intranet, the CMMS, and the District's IT network. In addition, a minimum training frequency is set for SOPs based on crew rotations so that employees review SOPs before performing related tasks.

### **2.2.6 Efforts related to Property Line Cleanouts (PLCOs)**

When the District took ownership of the lower laterals, several efforts were identified, and actions were taken to allow the District to effectively operate and maintain these assets. The District has a goal to have a property line cleanout (PLCO) on every lateral so the District has access to the portion of the lateral it owns. Crews have installed many PLCOs to reach this goal.

Additionally, since obtaining ownership of the lower lateral, the District has made a big push to collect the location of each PLCO in the District with a high-accuracy GPS unit. This information is brought into the District's mapping system so the location of each PLCO is available to all employees of the District. This improves planning efforts and improves the ability for crews to better respond to callouts. The "first pass" of locating all of the PLCOs in the District was completed. There are many PLCOs that are buried or covered and could not be located for GPS collection. District staff have started making a "second pass" through the District to locate and/or raise the PLCOs to grade so that they can be accessed and GPS locations can be collected.

### **2.2.7 Create Sub-Maintenance Zones**

The District has 47 Maintenance Zones within the District boundaries. The Maintenance Zones group the assets that make up the sewer collection system into drainage areas (i.e., sewer sheds). Preventative maintenance work (e.g., CCTV inspection, cleaning, root foaming) is planned and organized by Maintenance Zone. It was discovered that the Maintenance Zones assist in effectively planning out work for gravity mainlines, but are not as helpful in planning out work for sewer service laterals (i.e., lower laterals). There are three times more laterals than mainlines in the District. Maintenance Zones contain too many laterals to effectively plan or prioritize work. To address this issue, 253 Sub-Maintenance Zones (i.e., Alternate Zones) were created within each Maintenance Zone to support effective work planning efforts and ensure that work can be completed effectively and in a timely manner.

### **2.2.8 Audit of CalOSHA Training Requirements**

With the assistance of DKF Solutions, the District completed an audit of its training program compared to CalOSHA requirements. The audit was helpful in confirming the compliance of the District's training program and helped



consolidate the various CalOSHA requirements that relate to the District into one place. This exercise also proved useful in evaluating and selecting future projects to improve the training program beyond the minimum requirements. This effort will help ensure that individuals working on District assets are appropriately trained to improve safety and lessen the chance of SSOs.

### 2.2.9 Outfitted Secondary Call-Out Truck

While reviewing the effectiveness of the Lower Lateral Program, the District identified an obstacle that was impeding the progress of the crew assigned to conduct routine assessments of lower laterals. The vehicle used by the Lower Lateral Crew contains the equipment needed to respond to issues related to laterals and was being assigned to respond to customer calls. Responding to multiple callouts in a day was proving very disruptive to the crew's productivity. To address this, the District reallocated and purchased equipment to outfit a light duty truck as another callout truck. This allows an available Lead Worker to respond to customer calls instead of disrupting the Lower Lateral Crew.

### 2.2.10 Significant Investments/Improvements to Technology

During the previous audit period the District retained a consultant to begin developing a SCADA Master Plan. The SCADA Master Plan was completed in 2021. This master plan assessed the current state of the District's SCADA system and presented options and recommendations for making updates to the system's hardware and software. These improvements will result in a SCADA system that will more reliably assist the District in monitoring and responding to its remote lift stations.

### 2.2.11 Intranet

During this audit period, the District developed and published an intranet site available only to District employees to disseminate information. The intranet is used to share SOPs, safety data sheets (SDSs), information about certification, information for commercial drivers, plans (e.g., SSMP, OERP, SECAP, Injury and Illness Prevention Plan, Emergency Action Plan, Silica Exposure Plan), and human resource information.

### 2.2.12 Commercial Account Tracking System

The District has to make continuous efforts to be part of the process whereby businesses are permitted by the municipalities the District serves. To assist in this effort, the District created an inventory of its commercial accounts. Using this inventory, staff inspects every commercial account annually to document changes in ownership, occupancy, and use. This effort helps the District stay current so there is an understanding of the dischargers to the collection system and so there is accurate information in the system if the District is called out to respond to a sewer emergency.

## SECTION 3 SSO Trends

### 3.1 Historical SSO Data

One of the District-defined tasks of the internal audit is to compare the information submitted to the state CIWQS database against the information kept in the District's internal records regarding SSO events. **Table 3** organizes the data by source to show discrepancies, if any, between the data reported to CIWQS and the District's records.



Detailed information about each of the SSO events that occurred during the audit period can be found through the Interactive SSO Report ([link](#)) on the State Water Resources Control Board SSO Reduction Library webpage including Spill Event Summary Reports produced by the District attached to each reported SSO.

**Table 3. CIWQS SSO Data and District SSO Data**

SSO Historical Data since last SSMP Internal Audit	CIWQS Data FY 19/20 – 20/21	Internal Records FY 19/20 – 20/21
Total number of potential SSO service calls received	N/A	623 service calls
Total number of SSOs reported	42 SSOs	42 SSOs
Total volume of SSOs	25,268 gallons	25,268 gallons <sup>1</sup>

The District employs a Spill Response Audit Method that includes a progression of review from the On-Call Supervisor, to the Field Supervisors to the Superintendent, who develops the DRAFT internal spill report. The District Engineer, when requested by the Superintendent, reviews the Draft spill report for completeness, accuracy and to evaluate the report’s conclusions. The Final spill report is stored by the District for each SSO event to document the background, findings, calculations, corrective actions, and supporting information. This Spill Response Audit Method was established during the 2011 internal SSMP audit and has been modified over time to meet the intent of the process.

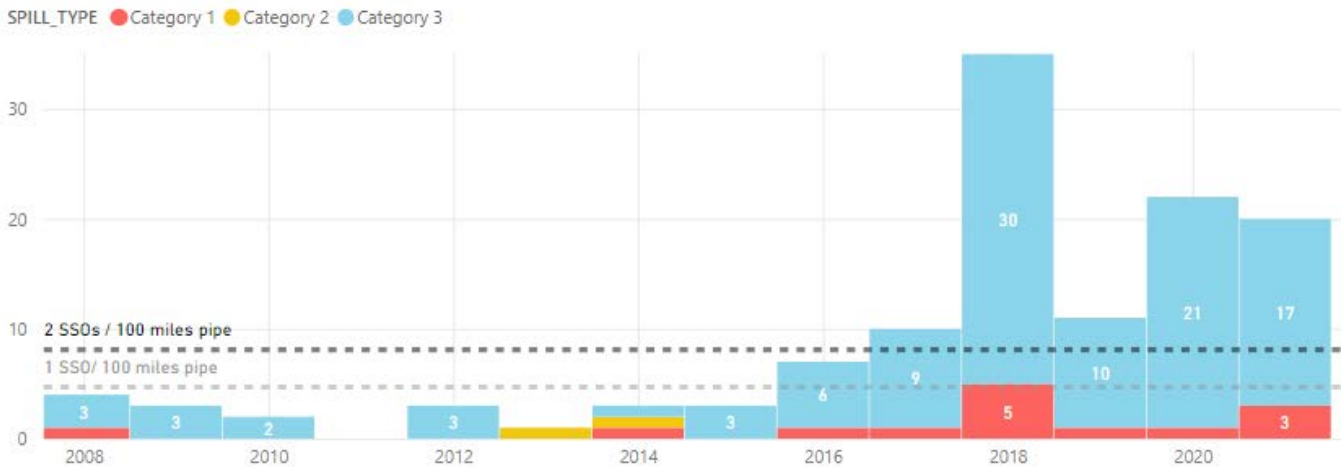
The District strives to maintain quality data regarding historical SSOs so that trends in the occurrences and potential causes of SSOs can be identified and investigated. The following discussion investigates the District’s historical SSO data to identify potential SSO trends so that future efforts can be targeted to reduce SSOs.

### 3.2 Trends in the Number of SSOs

**Figure 1** shows the number of SSOs per year from FY07/08 (FY 2008) to FY20/21 (FY 2021). The number of SSOs increases starting in FY16/17. This is due in large part to the District’s action to take ownership of the lower lateral in March 2017. The number of SSOs in a fiscal year peaked in FY17/18 (FY 2018) with 35. However, after implementing the elements of the lower lateral program (e.g., creating a two-person lower lateral crew, conducting thousands of lower lateral video inspections, aggressively treating laterals known to have root problems), the number of SSOs dropped significantly in FY18/19 (FY 2019) to 11 and is continuing an overall downward trend.

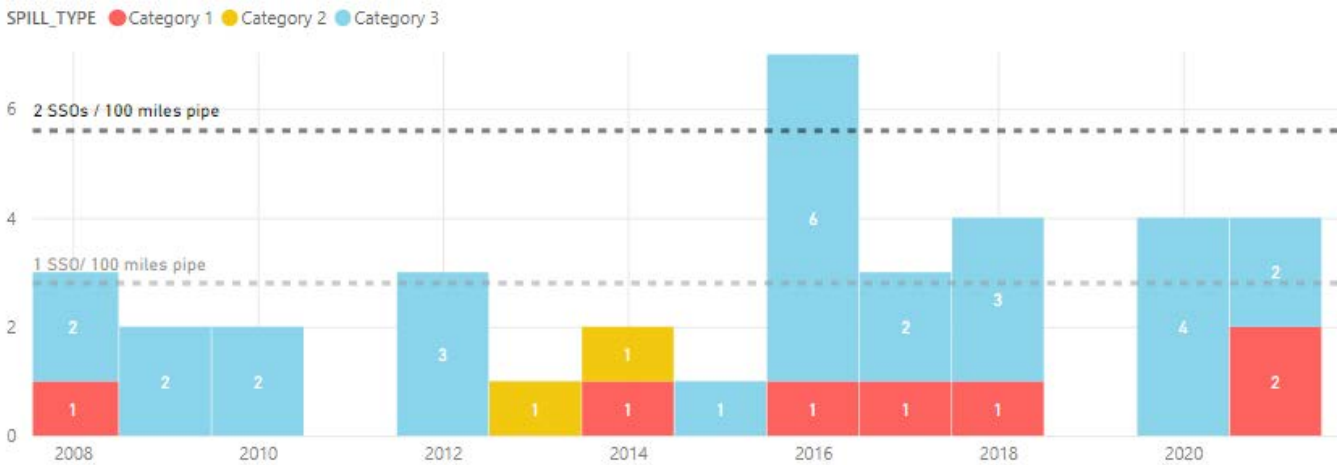


**Figure 1: Number of SSOs per Fiscal Year**



Thirty-four (34) of the forty-two (42) SSOs during this audit period (i.e., 81%) occurred due to a failure in the publicly owned portion of the lower lateral. **Figure 2** shows the number of SSOs over the same period as Figure 1 but removes the SSOs caused by failures in the lower lateral. The District has performed consistently well in minimizing SSOs from sewer mainlines, manholes, lift stations, and other sewer infrastructure since the adoption of the SSS WDR.

**Figure 2: Number of SSOs per Fiscal Year (excluding Laterals)**



The number of SSOs per 100 miles of sewer pipe remains low compared to the average of other municipal agencies in the state and in this region per the Collection System Operational Performance Report posted by SWRCB CIWQS over the audit period.

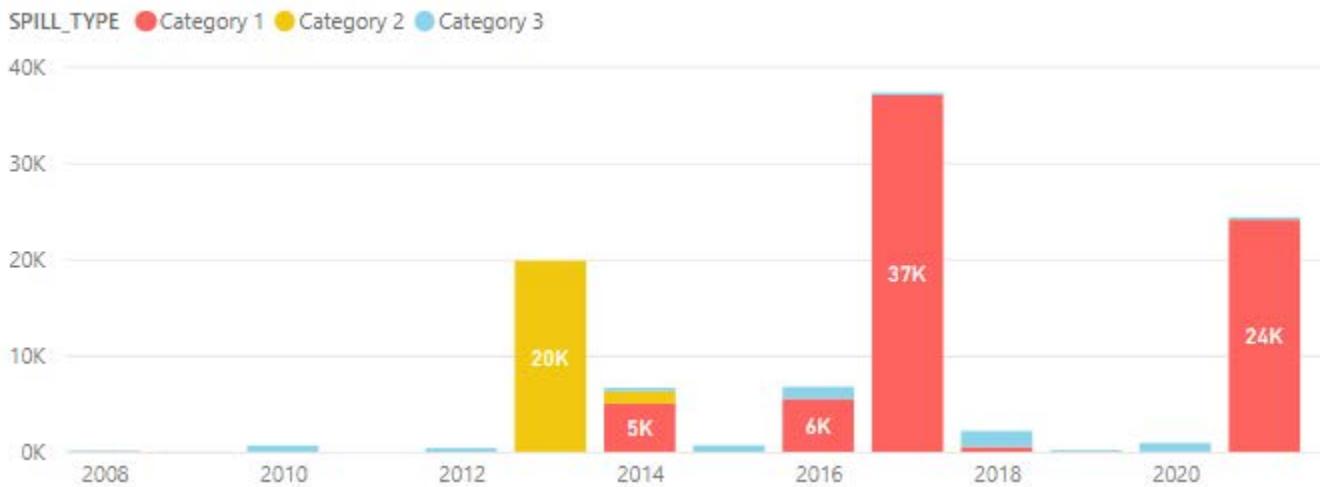


### 3.3 Trends in the Volume of SSOs

**Figure 3** shows that the total volume of SSO per year has generally been very small since fiscal year 2007/2008 except for a few isolated events, which were discussed in previous audits. Another significant spill event in terms of SSO volume occurred during this audit period. This single event accounted for 93% of the total SSO volume for the audit period. Details of this SSO can be reviewed in the Spill Event Summary Report which was uploaded to the CIWQS database. In summary, the spill occurred from a lateral to a commercial complex. The spill was observed by tenants and customers but remained unreported for multiple days. The resulting SSO volume was large because the spill persisted for a long duration.

Except for the one large volume SSO discussed above, the volume of SSOs in FY19/20 (FY 2020) and FY20/21 (FY 2021) was relatively low compared to prior years (i.e., 922 and 805 gallons respectively). The smaller volume of SSOs is consistent and expected from the predominant type of SSO (i.e., lower lateral SSOs) that occurred during this audit period.

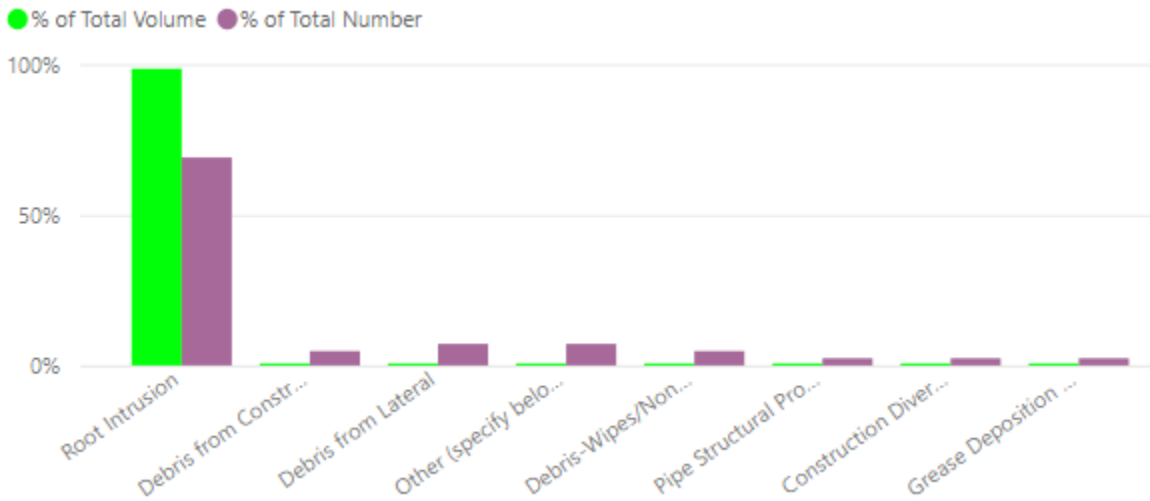
**Figure 3: SSO Volume per Fiscal Year**



### 3.4 Trends in the Causes of SSOs

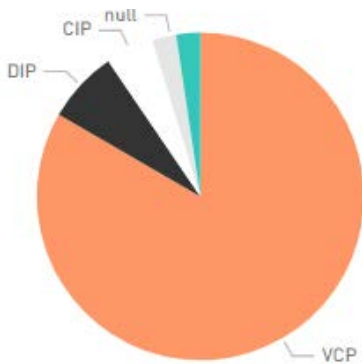
The District’s SSO records were queried to identify the leading causes of SSOs. **Figure 4** shows the leading causes of SSOs in the District by 1) the percentage of total spill volume of SSOs, and 2) the percentage of the total number of SSOs.

**Figure 4. Leading Causes of SSOs in FY19/20 and FY20/21**

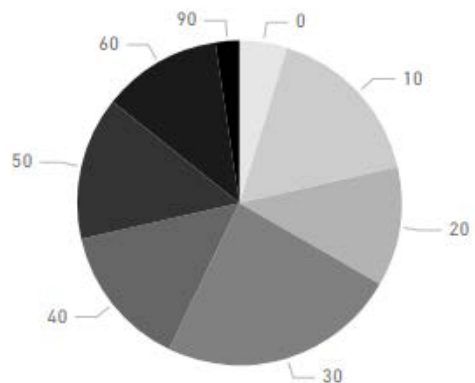


**Figure 4** shows that roots in pipelines is the leading cause of an SSO both in number of SSOs and in the volume of SSOs. Roots have always been the leading cause of SSOs for the District’s collection system. This is likely due to the large quantity of vitrified clay pipe (VCP) and the relatively short joint length, providing roots many points at which to enter the system. **Figure 5** shows the breakdown of the number of SSOs by pipe material type and that SSOs at the District predominantly occur in VCP. This might lead one to think that SSOs are mostly occurring in older parts of the system constructed of VCP. However, the data indicates that SSOs are occurring in a fairly even distribution across pipes of all ages as shown in **Figure 6**. The actions planned as a result of this SSMP Audit will target the leading causes SSOs to attempt to most effectively reduce the number and spill volume of SSOs.

**Figure 5. Percentage of SSOs by Material Type**



**Figure 6. Percentage of SSOs by Age**

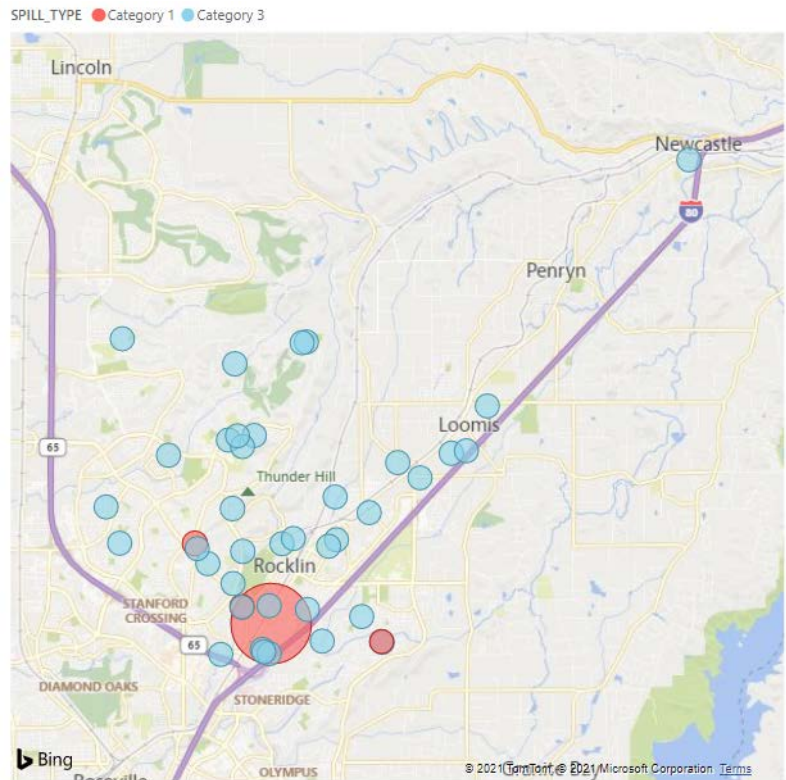


### 3.5 Anecdotal Trends in SSOs

District staff examined the geographical location/age of the points of failure in the collection system (see **Figure 7**). The SSOs during this audit period were fairly evenly dispersed throughout the District service area. This observation can be attributed to the fact that the majority of the District’s SSOs appear from lower laterals and due to the small pipe diameter and variability of discharges to the lower lateral, SSOs from lower laterals are difficult to prevent and can occur anywhere.

The audit process is an opportunity to review anecdotal factors that may present themselves as trends into the future. A trend noticed by maintenance crews in past audits and that has continued, is the buildup of toilet paper in the upstream stretches of the collection system. The implementation of low-flow fixtures within residences has resulted in less water entering the sewer collection system. Toilet paper tends to buildup in areas of the collection system where one residence connects to the sewer and there is not enough flow to move material downstream. The toilet paper hardens over time and creates a blockage. This is an interesting challenge for the District because it is a challenge with limited solutions. The District has placed mainlines and laterals on “high-frequency” cleaning schedules, placed mainlines and laterals on “high-frequency” inspection schedules, and replaced connections of the lateral to the main with varying levels of success. This may be an issue that increases over time with the increasing efforts for water conservation.

**Figure 7. Map of SSOs in FY19/20 and FY20/21**



### 3.6 SSO Reduction Goals

Currently, the District’s measures the number of SSOs and the volume of SSOs to evaluate its SSO reduction efforts. The District will strive for zero SSO events but realizes any goal must be realistic and achievable to be effective. **Table 4** below lists the District’s SSO goals for number of SSO events and the volume of SSOs. Note that the District assumed the ownership of lower laterals in March 2017.





**Table 4. District SSO Goals**

Performance Score	Total Number of Lower Lateral SSOs/year	Total Number of all other SSOs/year	Total Volume of SSOs/year
Excellent	< 13	0	< 250
Good	< 16	1	< 500
Above Goal	< 19	2	< 1000
Goal	19	3	1000
Below Goal	> 20	4+	> 1000

**Table 5** compares the District SSO goals against the actual number of SSOs during the timeframe of the current SSMP internal audit.

**Table 5. SSO Reduction Goals**

	FY19/20			FY20/21		
	Goal	Actual	Performance	Goal	Actual	Performance
Total Number of Lateral SSOs	<=19	18	Above Goal	<= 19	16	Above Goal
Total Number of All Other SSOs	<= 3	4	Below Goal	<= 3	4	Below Goal
Total Volume of SSOs (gallons)	< 1000	922	Above Goal	< 1000	24,346	Below Goal

The number of “Other” SSOs exceeded the goal by one in each of the two fiscal years and is noted as “below goal”. Upon review of the eight (8) SSO events, half of them were caused by root intrusion, two were caused by excessive amounts of toilet paper, one was caused by construction debris introduced by others, and the last was caused by a defective inside drop.

The volume of SSOs is noted as “below goal” for FY20/21. A majority (i.e., 93%) of the total SSO volume for the audit period was due to a single event. In summary, the spill occurred from a lateral to a commercial complex. The spill was observed by tenants and customers but remained unreported for multiple days. The resulting SSO volume was large because the spill persisted for a long duration. Details of this SSO can be reviewed in the Spill Event Summary Report which was uploaded to the CIWQS database.

### 3.6.1 Planned Efforts to Reach Identified SSO Reduction Goals

The following section describes specific changes to be implemented based on the identified SSO trends to meet the target reduction goals in **Table 5**. The discussion of planned efforts is broken down into a number of potential categories (i.e., cleaning, tools, maintenance schedules, BMPs, staffing, funding, and training). It is recommended that these categories for potential changes be revisited with each subsequent SSMP internal audit to examine if they may apply to future conditions. Changes in each category may not be necessary in each audit, but addressing each category provides a holistic approach to SSO reduction.



### **Changes to be employed to sanitary sewer system cleaning**

The District plans to continue to implement its approach to cleaning mainline pipes (i.e., high frequency cleaning and inspection-driven cleaning schedules) as described in the SSMP.

### **Changes to be employed to sanitary sewer system tools and/or technology**

The District is committed to providing efficient and effective sanitary sewer service. One of the ways the District supports this commitment is by approving funds to purchase the vehicles and tools needed to perform vital operations efficiently and effectively. The District plans to purchase the following vehicles/equipment during the next audit period:

- Replace/upgrade the SCADA software and hardware in accordance with the recommendations of the SCADA Master Plan,
- Replace CCTV camera equipment on an existing CCTV truck to improve our ability to access all of the sewer system with camera equipment and to standardize the equipment used by the District,
- Replace one lateral camera, and
- Purchase a new flail mower to maintain easement access roads more effectively.

### **Changes to be employed to sanitary sewer system maintenance and repair schedules**

The District is committed to providing efficient and effective sanitary sewer service. The District is improving the method of communicating and executing planned repairs to the collection system through the use of its CMMS. The CMMS will be used differently to communicate the priority and expected timelines for repairs to help ensure that needed improvements are addressed in a timely manner.

### **Changes to be employed to sanitary sewer system best management practices**

The District will continue a public outreach effort towards its customers to improve notification response times. This effort will include updates to the District website, mailing out information through newsletters, and wrapping certain District vehicles with messaging to urge customers to call the District early with sewer problems.

### **Changes to be employed to sanitary sewer system staffing levels and organization**

The District created and filled a Regulatory Compliance Technician position. This position assists in the creation of standard operating procedures (SOPs), facilitation of required training, and compliance with various regulatory requirements.

No changes to staffing levels are anticipated or suggested.

### **Changes to be employed to sanitary sewer system funding levels**

The District's rates have proven effective in supporting an appropriate and high level of service for its customers.

No changes to rates are anticipated or suggested to meet the District's regulatory requirements.



### **Changes to be employed to sanitary sewer system training**

The District created and filled a new regulatory compliance/safety position. This position is responsible for facilitating training to ensure that the District's training goals are met. This position is helping the District better utilize its training software platform to document training that occurs per its training schedule.

The District has started and plans to continue to train all crew members on the SOPs related to their assigned crew at the beginning of each crew rotation.

### **Measures to Assure No Repeat SSOs**

The District employs various strategies to lessen the chance of repeat SSOs from the same location. The District completes a formal, written Spill Event Summary Report for every SSO that occurs to identify any potential for a repeat blockage and the measures needed to lessen the chance of that occurring.

The District is developing a document to outline the interconnections between the O&M work programs described in the SSMP to help ensure that each pipe identified as a potential concern for future blockage or SSO, ends up in the appropriate maintenance work program to lessen the chance of SSOs.



## SECTION 4 Review of SSMP Compliance

Per SSS WDR Section D.13.x, the objective of this audit is to focus on evaluating the effectiveness of the SSMP and the District’s compliance with the SSMP requirements identified in the SSS WDR Order. This section describes the procedure used to assess the compliance of the District’s SSMP.

**Table 6** below lists each of the mandatory elements of the SSMP as specified in Section D.13 of the SSS WDRs. The reader should refer to the SSS WDRs for the complete description of the requirements. The general compliance status of the associated element of the District’s SSMP with the SSS WDR Order is indicated with one of the following ratings.

**Yes** - in compliance,

**No** - not in compliance, or

**N/A** – not applicable. In this case a written justification is included in the SSMP.

**Table 6** also lists any recommendations from the 2019 SSMP Audit related to an element of the SSMP along with a brief discussion of the follow-through actions taken since the 2019 Audit.

**Table 6. Compliance with Requirements of SSS WDR Section D.13 and Review of Implementation**

Sec.	With Order	2019 Audit Recommendation	Follow-Through of SSMP Implementation and 2019 Audit Recommendations
i	Yes	Continue to evaluate Strategic Plan goals for effectiveness as it relates to the SSMP.	Strategic Plan goals are revisited and evaluated periodically and, at a minimum, reported to the SPMUD Board of Directors annually.
ii(a)	Yes	-	-
ii(b)	Yes	-	-
ii(c)	Yes	-	-
iii(a)	Yes	-	-
iii(b)	Yes	The Standards should be reviewed and updated to align with current standards to limit the chance of SSOs.	The District Standard Specifications and Improvement Standards for Sanitary Sewers was updated and republished in May 2021 (see 2.2.4).
iii(c)	Yes	-	-
iii(d)	Yes	-	-
iii(e)	Yes	-	-
iv(a)	Yes	Continue to inquire about the availability and updates to surrounding jurisdiction’s storm drain maps so updates (when available) can be incorporated into the District’s GIS.	The District continues to ask for updated storm drain mapping from the jurisdictions that own and operate the storm drain systems in its boundary.
iv(b)	Yes	<ul style="list-style-type: none"> <li>- Finalize SOPs currently in DRAFT form and continue to develop pertinent SOPs.</li> <li>- Consider using outside resources to complete this task or hire a regulatory compliance technician.</li> </ul>	<ul style="list-style-type: none"> <li>- The Regulatory Compliance Technician (RCT) hired during this audit period assisted with finalizing SOPs for the District’s equipment and work tasks (see 2.2.5).</li> </ul>



Sec.	With Order	2019 Audit Recommendation	Follow-Through of SSMP Implementation and 2019 Audit Recommendations
		- Continue to evaluate the Lower Lateral Program for effectiveness.	- Staff made two significant changes aimed to improve the effectiveness of the Lower Lateral Program. One was to outfit another vehicle to respond to callouts (see 2.2.9). The second was to create sub-maintenance zones to better prioritize lateral assessments (see 2.2.7).
iv(c)	Yes	Periodically evaluate the progress of 5-Year CIP and R&R Plans.	The District Engineer and Superintendent met annually to review the progress of 5-Year CIP and R&R plans.
iv(d)	Yes	<ul style="list-style-type: none"> <li>- Develop a schedule for regular training on the specific equipment that the District owns. The scheduled equipment training should identify the frequency of training, the proposed instructors, appropriate referencing of SOPs and manuals, and the individuals required to take the training.</li> <li>- Use the SOPs (recommended in this audit) as a training tool for District staff. The SOPs should be developed so that 1) they provide a framework for the consistent delivery of required information, skills, and familiarity with equipment, and 2) they can be used to demonstrate competence of an individual in the particular subject.</li> <li>- The two above topics are carry-overs from previous audits.</li> </ul>	<ul style="list-style-type: none"> <li>- The Regulatory Compliance Technician (RCT) hired during this audit period assisted with finalizing SOPs for the District’s equipment and work tasks (see 2.2.5).</li> <li>- At the beginning of every crew rotation, District staff are required to review all SOPs related to the equipment and tasks associated with that particular crew. SOPs are available for review at any time.</li> </ul>
iv(e)	Yes	-	-
v(a)	Yes	Begin the process of updating the District Specifications and Improvement Standards.	The District Standard Specifications and Improvement Standards for Sanitary Sewers was updated and republished in May 2021 (see 2.2.4).
v(b)	Yes	-	-
vi(a)	Yes	-	-
vi(b)	Yes	-	-
vi(c)	Yes	-	-
vi(d)	Yes	-	-
vi(e)	Yes	-	-
vi(f)	Yes	-	-
vii(a)	Yes	-	-
vii(b)	Yes	-	-
vii(c)	Yes	-	-
vii(d)	Yes	-	-



Sec.	With Order	2019 Audit Recommendation	Follow-Through of SSMP Implementation and 2019 Audit Recommendations
vii(e)	Yes	-	-
vii(f)	Yes	Develop a SOP describing the process of how pipelines are added to the high frequency (hot spot) cleaning schedule, how the cleaning frequency (i.e., number of months) for each hot spot is initially set, and how the cleaning frequency for an individual hot spot may be adjusted over time.	This has not been finalized and will be carried over into the next audit period.  The scope of this effort has increased and the interconnections between all work programs will be mapped out.
vii(g)	Yes	-	-
viii(a)	Yes	-	-
viii(b)	Yes	-	-
viii(c)	Yes	-	-
viii(d)	Yes	-	-
ix(a)	Yes	-	-
ix(b)	Yes	Identify metrics that correspond with specific elements of the SSMP and develop numerical goal ranges so the data currently collected and monitored by the District can be used as performance indicators (PIs) to quantitatively monitor SSMP effectiveness.	Performance indicators (PIs) were developed and used as part of this 2021 SSMP Audit.
ix(c)	Yes	Develop goals for metrics that track preventative maintenance activities and identify the person/position responsible for tracking data against those goals.	Goals, based on the District work programs for preventative maintenance activities were established. Performance against those goals was reported to the SPMUD Board of Directors monthly.
ix(d)	Yes	-	-
ix(e)	Yes	-	-
x	Yes	<ul style="list-style-type: none"> <li>- Post this SSMP internal audit to the District website.</li> <li>- Schedule the next internal SSMP audit for July - August 2023.</li> <li>- Use the format of this audit for future internal audits.</li> </ul>	The 2019 SSMP Audit was posted to the District's public-facing website. The 2021 SSMP Audit was conducted. The general format of the audit was used with modifications as described in the audit itself.
xi(a)	Yes	-	-



## **SECTION 5    Review of SSMP Effectiveness**

Per SSS WDR Section D.13.x, the objective of this audit is to focus on evaluating the effectiveness of the SSMP and the District’s compliance with the SSMP requirements identified in the SSS WDR Order. This section describes the procedure used to assess the effectiveness of the District’s SSMP. This section will not repeat the information and plans presented in each section of the SSMP. The focus of this section is to evaluate the effectiveness of each SSMP element. The reader should reference the District SSMP to obtain the information reviewed by this audit.

The District elected to modify the method used to evaluate the effectiveness of SSMP elements during this audit. As recommended in previous audits, the District developed performance indicators (PIs) to assess the effectiveness of the SSMP elements, where appropriate. The PIs are grouped by SSMP element and are intended to be used multiple times during the two-year audit period. The responsible person for each element collects the data associated with each PI, enters it on the form, adds comments about the District’s performance in that area, assesses the effectiveness of the SSMP element, and makes recommendations for modifications as necessary. The following pages contain the performance indicators used during this audit period to assess the effectiveness of the SSMP.

<b>SSMP Section:</b>	D.13 (ii) - Organization				
<b>Responsible Person:</b>	Superintendent				
<b>Performance Indicators:</b>					
1	Success in Meeting CIWQS Reporting Requirements for SSOs Data Collection Method: <i>Review the data submitted to CIWQS and determine the percentage of SSO events reported on-time according to requirements in Monitoring and Reporting Program Order No. WQ 2013-0058-EXEC.</i>				
2	Success in Meeting Notification Requirements Data Collection Method: <i>Review the data submitted to CIWQS and determine the percentage of SSO events reported on-time according to requirements in Monitoring and Reporting Program Order No. WQ 2013-0058-EXEC.</i>				
3	Reserved for Future Use Data Collection Method: <i>text</i>				
		<b>Rating</b>			
		Below Goal	Above Goal	Good	Excellent
1	CIWQS Reporting Goals Met	<95%	>95%	N/A	100%
2	Notification Requirements Met	<100%	N/A	N/A	100%
3	Reserved for Future Use				

Periodic Performance Tracking					
Date	Measured Value			Performance Assessment Comments	
	Goal	1	2	3	
6/30/20	Value	91%	100%	N/A	The LRO reported 2 of the 22 SSOs after the required date. SSO ID 862269 was reported seven days late. SSO ID 865881 was reported one day late. There were no Category 1 SSOs greater than 1000 gallons. No reporting to Cal OES was required.
6/30/21	Value	85%	100%	N/A	The LRO reported 3 of the 20 SSOs after the required date. SSO ID 868711 was late by one date due to misunderstanding of "30 days" versus "end of the month requirement". SSO ID 870137 was late by three days. SSO ID 871174 was late by 23 days due to confusion in assigning the appropriate SSO Category (i.e., Category 3 vs Category 1). One SSO was a Category 1 greater than 1000 gallons and was successfully reported to Cal OES.

**Summary of Effectiveness of SSMP Elements / Recommendations for Updates**

The results of this review were surprising and helpful. With one exception, SSOs were assumed to have been reported and certified on-time by the LRO. Changes have been made to the scheduling of reporting/certifying SSO events to CIWQS to ensure that reporting is completed within the required timelines (i.e., use of spreadsheets and calendars to calculate and track reporting deadlines).

<b>Signature of Responsible Person:</b> (sign when complete)	<b>Date:</b>



<b>SSMP Section:</b>	D.13 (iii) - Legal Authority					
<b>Responsible Person:</b>	District Engineer					
<b>Performance Indicators:</b>						
1	Review/Update District Sewer Code at least every 10 years Data Collection Method: <i>Average of the Lucity field "Response Time (min)" [WO_USER24] for the work orders with a "Main Task" of "221-CALL OUT SSO" and "Call Time Category" [WO_USER31] of "1-During Business Hours".</i>					
2	Reserved for Future Use Data Collection Method: <i>text</i>					
3	Reserved for Future Use Data Collection Method: <i>text</i>					
<b>Performance Indicators</b>			<b>Rating</b>			
			<b>Below Goal</b>	<b>Above Goal</b>	<b>Good</b>	<b>Excellent</b>
1	Years since last Sewer Code update		>10	10	<10	<5
2						
3						

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
	Goal	1	2	3	
6/30/21	Value	3	N/A	N/A	The Sewer Code was last updated in June 2018.
	Goal	1	2	3	
	Value				

**Summary of Effectiveness of SSMP Elements / Recommendations for Updates**

The Sewer Code has proven effective in making the laws of the District more accessible, readable, and understandable to the persons governed by such laws and by those persons administering such laws. The Sewer Code provides the District the legal authority necessary to meet the requirements of the SSS WDRs and to effectively operate and maintain the sewer collection system.

<b>Signature of Responsible Person:</b> (sign when complete)	<b>Date:</b>

<b>SSMP Section:</b>	D.13 (iv) - Operations and Maintenance Program (1 of 2)					
<b>Responsible Person:</b>	Superintendent					
<b>Performance Indicators:</b>						
1 Number of maintenance-related SSOs from laterals per year Data Collection Method: <i>Review the data submitted to CIWQS and determine the number of spills where "Where Failure Occur" is "Lower Lateral (Public)" and the "Spill Cause" is maintenance-related (e.g., root intrusion, debris, grease deposition, etc.)</i>						
2 Number of maintenance-related SSOs from everything except laterals per year Data Collection Method: <i>Review the data submitted to CIWQS and determine the number of spills where "Where Failure Occur" is <u>not</u> "Lower Lateral (Public)" and the "Spill Cause" is maintenance-related (e.g., root intrusion, debris, grease deposition, etc.)</i>						
3 Volume of maintenance-related SSOs per year Data Collection Method: <i>Review the data submitted to CIWQS and determine the volume of spills where the "Spill Cause" is maintenance-related (e.g., root intrusion, debris, grease deposition, etc.)</i>						
<b>Performance Indicators</b>			<b>Rating</b>			
			<b>Below Goal</b>	<b>Above Goal</b>	<b>Good</b>	<b>Excellent</b>
1	Number of maint. SSOs (laterals)		> 19	< 19	< 16	< 13
2	Number of maint. SSOs (all other)		3	2	1	0
3	Volume of maint. SSOs		> 1000	< 1000	< 500	< 250

Periodic Performance Tracking					
Date	Measured Value			Performance Assessment Comments	
	Goal	1	2	3	
6/30/20	Value	18	4	922	The number of lateral SSOs and the total volume of SSOs was better than our goals. The number of all other SSOs exceeded the goal by one. Two were caused by root intrusion. One was caused by construction debris. One was caused by a failed inside drop structure.
6/30/21	Value	14	4	24,340	The reduction of lateral SSOs was good. The number of all other SSOs exceeded the goal by one. Two were caused by excessive toilet paper and two were caused by root intrusion. One large volume spill occurred. The spill went unreported by tenants for multiple days, leading to the large volume.

**Summary of Effectiveness of SSMP Elements / Recommendations for Updates**

Overall, the number and volume of SSOs is good compared to the average of other agencies based on the CIWQS Collection System Operational Report. However, there is room for improvement. Efforts will be focused on addressing root intrusion and continuing outreach efforts to encourage customers to call the District first when there is a sewer problem so that staff can respond quickly.

<b>Signature of Responsible Person:</b> (sign when complete)	<b>Date:</b>

<b>SSMP Section:</b>	D.13 (iv) - Operations and Maintenance Program (2 of 2)					
<b>Responsible Person:</b>	Superintendent					
<b>Performance Indicators:</b>						
1 Number of Mainline Segments Inspected with CCTV per year Data Collection Method: <i>The number of work orders with a main task of "CCTV Inspection" and a category of "Gravity Main" during the year.</i>						
2 Number of Lower Laterals Assessments per year Data Collection Method: <i>The number of work orders with a main task of "CCTV Inspection" and a category of "Service Lateral" during the year.</i>						
3 Number of Lower Laterals Chemically Treated for Roots per year Data Collection Method: <i>The number of work orders with a main task of "Chemical Root Treatment by SPMUD" and a category of "Service Lateral" during the year.</i>						
<b>Performance Indicators</b>			<b>Rating</b>			
			<b>Below Goal</b>	<b>Above Goal</b>	<b>Good</b>	<b>Excellent</b>
1	CCTV Inspection of Mainlines		<1644	>1644	>1800	>2000
2	Laterals Assessments		<2400	>2400	>2600	>2800
3	Lateral Chemical Root Treatment		<600	>600	>800	>1000

<b>Periodic Performance Tracking</b>					
<b>Date</b>	<b>Measured Value</b>				<b>Performance Assessment Comments</b>
6/30/20	Goal	1	2	3	Staff in the Field Services Department switched to alternating weeks for two months which impacted overall productivity.
	Value	1393	1693	494	
6/30/21	Goal	1	2	3	CCTV inspections were a priority and crews responded to the challenge. The productivity of the lateral crew was below goal. This was due in part to the effects of the pandemic on staff availability and the retirement/resignation of ~10% of the department. We also found that the lateral crew was frequently being called to respond to customer calls. This disrupted workflow and productivity. Lateral root foaming was below goal.
	Value	2309	1269	393	

**Summary of Effectiveness of SSMP Elements / Recommendations for Updates**

The work programs tracked on this PI form are critical to the operation of the collection system. The results of this work drive many of the other work programs. The CCTV program is seeing improvement. Additional focus (i.e., resources, planning) will be needed to improve the performance of the lateral assessment and root foaming programs. Another truck was outfitted with necessary equipment so that a Lead Worker could respond to calls, allowing the lateral crew to focus on assessments. Discussions are ongoing to reorganize and prioritize the work of the root foaming program.

<b>Signature of Responsible Person:</b> (sign when complete)	<b>Date:</b>

<b>SSMP Section:</b>	D.13 (v) - Design and Performance Provisions					
<b>Responsible Person:</b>	District Engineer					
<b>Performance Indicators:</b>						
1 Update District Standards at least every 10 years Data Collection Method: <i>Average of the Lucity field "Response Time (min)" [WO_USER24] for the work orders with a "Main Task" of "221-CALL OUT SSO" and "Call Time Category" [WO_USER31] of "1-During Business Hours".</i>						
2 Construction-Related SSOs per year Data Collection Method: <i>Review the data submitted to CIWQS and determine the count of the number of spills that have a "Spill Cause" of "Debris from Construction" or "Construction Diversion Failure".</i>						
3 Reserved for Future Use Data Collection Method: <i>text</i>						
<b>Performance Indicators</b>			<b>Rating</b>			
			<b>Below Goal</b>	<b>Above Goal</b>	<b>Good</b>	<b>Excellent</b>
1	Years since last Standards update		>10	10	<10	<5
2	Construction-related SSOs		>1	1	N/A	0
3						

Periodic Performance Tracking					
Date	Measured Value			Performance Assessment Comments	
	Goal	1	2	3	
6/30/20	Value	11	1	N/A	The District Standards Specifications were last updated in 2009. The construction-related SSOs that occurred was due to a contractor/plumber dumping construction debris in the sewer system.
6/30/21	Value	1	2	N/A	The District Standards Specifications were last updated in May 2021. Two construction-related SSOs occurred. One was the result of nefarious acts by a paving contractor. The other occurred during a lining project when residents were requested to refrain from water use for a short time but elected to discharge wastewater anyway.

**Summary of Effectiveness of SSMP Elements / Recommendations for Updates**

The Standards continue to prove effective in directing the design and installation testing methods to help ensure a properly functioning sewer collection system.

The SSO events that were related to construction demonstrate the difficulty in preventing SSOs in this area. Construction-related SSOs often occur because of a single action by a third party. District inspectors make significant efforts to track and document construction activities. This documentation and the Standards help hold third parties accountable for their actions.

<b>Signature of Responsible Person:</b> (sign when complete)	<b>Date:</b>

<b>SSMP Section:</b>	D.13 (vi) - Overflow Emergency Response Plan (OERP)				
<b>Responsible Person:</b>	Superintendent				
<b>Performance Indicators:</b>					
<p>1 Average SSO Response Time (During Business Hours) in the last year Data Collection Method: <i>Average of the Lucity field "Response Time (min)" [WO_USER24] for the work orders with a "Main Task" of "221-CALL OUT SSO" and "Call Time Category" [WO_USER31] of "1-During Business Hours" in the last year.</i></p> <p>2 Average SSO Response Time (During Non-Business Hours) in the last year Data Collection Method: <i>Average of the Lucity field "Response Time (min)" [WO_USER24] for the work orders with a "Main Task" of "221-CALL OUT SSO" and "Call Time Category" [WO_USER31] of "2-During Non-Business Hours" in the last year.</i></p> <p>3 Success in Meeting SSO Response Time Goals in the last year Data Collection Method: <i>The percentage of time that the SSO Response Time Goal (i.e., &lt;=30 minutes during business hours and &lt;=60 minutes during non-business hours) was met in the last year.</i></p>					
<b>Performance Indicators</b>		<b>Rating</b>			
		<b>Below Goal</b>	<b>Above Goal</b>	<b>Good</b>	<b>Excellent</b>
1	SSO Response Time (Business)	>30 min	<30 min	<25 min	<20 min
2	SSO Response Time (Non-Business)	>60 min	<60 min	<55 min	<45 min
3	SSO Response Time Goals Met	<95%	95%	>95%	100%

<b>Periodic Performance Tracking</b>					
<b>Date</b>	<b>Measured Value</b>				<b>Performance Assessment Comments</b>
	Goal	1	2	3	
6/30/20	Goal				The average response time during non-business hours is skewed by one event. The caller left a message per the District's notification process. Neither the person on standby or the standby supervisor received notification so the response was not made until the next day.
	Value	18	68	91%	
6/30/21	Goal				Performance improved.
	Value	18	48	96%	

**Summary of Effectiveness of SSMP Elements / Recommendations for Updates**

Two modifications were made following the review in 2020. First, the notification process was reviewed to determine the cause of the missing voicemail. The system appears to have failed to forward the message. The system was tested and the problem did not repeat itself. Also, the procedure was modified to require the standby supervisor to acknowledge receipt of the call. The person on standby has always been required to call the standby supervisor. This is the first level protection from missed calls. This was the first time that both missed the call. Now if both miss the call, others who monitor SSO calls know to follow up. Second, the department held a discussion on the urgency of responding to calls in a timely manner. Many times a response time goal was missed due to assumptions. The priority and urgency of meeting these goals was reiterated.

Performance in these areas improved the following year.

<b>Signature of Responsible Person:</b> (sign when complete)	<b>Date:</b>

<b>SSMP Section:</b>	D.13 (vii) - FOG Control Program					
<b>Responsible Person:</b>	District Engineer					
<b>Performance Indicators:</b>						
1	FOG-Related SSOs per year Data Collection Method: <i>Review the data submitted to CIWQS and determine the number of spills that have a "Spill Cause" of "Grease Deposition (FOG)".</i>					
2	Grease Control Devices (GCD) inspected per year Data Collection Method: <i>Review the data stored in SwiftComply and determine the number of inspections performed on grease control devices.</i>					
3	Reserved for Future Use Data Collection Method: <i>text</i>					
<b>Performance Indicators</b>			<b>Rating</b>			
			<b>Below Goal</b>	<b>Above Goal</b>	<b>Good</b>	<b>Excellent</b>
1	FOG-related SSOs		>1	1	N/A	0
2	Grease control device inspections		<60	>=60	>=70	>=80
3						

<b>Periodic Performance Tracking</b>					
<b>Date</b>	<b>Measured Value</b>				<b>Performance Assessment Comments</b>
	Goal	1	2	3	
6/30/20	Value	0	79	N/A	Performance was very good.
6/30/21	Value	1	110	N/A	The one FOF-related SSO was actually a combination of a sag in the line, grease, and over papering which makes it a spill that would be difficult to prevent through the efforts of the FOG Control Program alone.

<b>Signature of Responsible Person:</b> (sign when complete)	<b>Date:</b>

<b>SSMP Section:</b>	D.13 (viii) - System Evaluation and Capacity Assurance Plan (SECAP)						
<b>Responsible Person:</b>	District Engineer						
<b>Performance Indicators:</b>							
1 Capacity-Related SSOs per year Data Collection Method: <i>Review the data submitted to CIWQS and determine the count of the number of spills that have a "Spill Cause" of "Flow Exceeded Capacity".</i>							
2 Update SECAP at least every 5 years Data Collection Method: <i>Calculate the number of years since the last SECAP update.</i>							
3 Reserved for Future Use Data Collection Method: <i>text</i>							
<b>Performance Indicators</b>				<b>Rating</b>			
				<b>Below Goal</b>	<b>Above Goal</b>	<b>Good</b>	<b>Excellent</b>
1	Capacity-related SSOs			>0	N/A	N/A	0
2	Years since last SECAP update			>5	5	N/A	<5
3	Reserved for Future Use						

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
	Goal	1	2	3	
6/30/20	Goal	1	2	3	Performance is excellent.
	Value	0	0.5	N/A	
6/30/21	Goal	1	2	3	Performance is excellent.
	Value	0	1.5	N/A	

**Summary of Effectiveness of SSMP Elements / Recommendations for Updates**

The District is working hard to actively manage the capacity of the sewer collection system. The efforts to date appear to be proving effective to reduce/prevent capacity-related SSOs from occurring. It should be noted that two significant investments in District resources were devoted during the previous audit and this audit period toward completing two large capital improvement projects which addressed potential capacity deficiencies identified in the 2015 SECAP. These projects were the Loomis Diversion Line Project and Foothill Trunk Replacement Project.

<b>Signature of Responsible Person:</b> (sign when complete)	<b>Date:</b>

<b>SSMP Section:</b>	D.13 (ix) - Monitor, Measure, and Modify					
<b>Responsible Person:</b>	Superintendent					
<b>Performance Indicators:</b>						
1	Update and Recertify SSMP at least every 5 years Data Collection Method: <i>Number of years since the last SSMP recertification by the SPMUD Board.</i>					
2	Reserved for Future Use Data Collection Method: <i>text</i>					
3	Reserved for Future Use Data Collection Method: <i>text</i>					
<b>Performance Indicators</b>			<b>Rating</b>			
			<b>Below Goal</b>	<b>Above Goal</b>	<b>Good</b>	<b>Excellent</b>
1	Years since last SSMP recertification		>5	5	N/A	<5
2	Reserved for Future Use					
3	Reserved for Future Use					

<b>Periodic Performance Tracking</b>					
<b>Date</b>	<b>Measured Value</b>				<b>Performance Assessment Comments</b>
	<b>Goal</b>	<b>1</b>	<b>2</b>	<b>3</b>	
6/30/20	Value	1	N/A	N/A	The District Board of Directors last certified the SSMP on September 5, 2019.
6/30/21	Goal	1	2	3	
	Value	2	N/A	N/A	The District Board of Directors last certified the SSMP on September 5, 2019.
<b>Summary of Effectiveness of SSMP Elements / Recommendations for Updates</b>					
<p>The SSMP has proven an effective means to manage the District's sewer collection system. However, staff intends to update the format and content of the SSMP to ensure that it matches with current practices and work programs and is easier to read, reference, and understand. The SSMP is planned to be recertified by the District Board of Directors on October 7, 2021.</p>					

<b>Signature of Responsible Person:</b> (sign when complete)	<b>Date:</b>





## SECTION 6 Audit Summary

This section summarizes the level of compliance of the SSMP with the SSMP requirements identified in subsection D.13 and the identified deficiencies as described in **SECTION 4**. **Table 7** is a summary of the results of that evaluation.

**Table 7. Summary of SSMP Compliance Deficiencies**

SSMP Requirement	Compliance	Deficiencies
No compliance deficiencies identified during audit		

This section also summarizes the recommended enhancements made during the process of evaluating the effectiveness of each SSMP element as described in **SECTION 5**. Error! Reference source not found. is a summary of those recommendations.

**Table 8. Summary of Audit Recommendations**

SSMP Section	Recommendation	Timeline for Completion
-	Update the format and content of the SSMP to ensure that it matches with current practices and work programs and is easier to read, reference, and understand	Sep 2021
4.A	Continue to inquire about the availability and updates to surrounding jurisdiction’s storm drain maps.	Annually
4.C	Periodically evaluate the progress of 5-Year CIP and R&R Plans. Adjust as necessary.	Annually
7.F	Develop a SOP describing the process of how pipelines are added to the high frequency (hot spot) cleaning schedule, how the cleaning frequency (i.e., number of months) for each hot spot is initially set, and how the cleaning frequency for an individual hot spot may be adjusted over time. Map out the interconnection between all District work programs (e.g., CCTV inspection, cleaning, root foaming, lateral lining) for all asset types (i.e., mainlines, laterals, force mains)	Jul 2022
10	Post this SSMP internal audit to the District website. Schedule the next internal SSMP audit for July - August 2023. Use the format of this audit for future internal audits.	Oct 2021



# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## Sewer System Management Plan

Date: October 2021

Prepared by: Eric Nielsen, P.E.  
Carie Huff, P.E.

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## Introduction

### Background

To provide a consistent, statewide regulatory approach to address SSOs, the State Water Resources Control Board (State Water Board) adopted Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems, Water Quality Order No. 2006-0003 (Sanitary Sewer Systems WDR or SSS WDR) on May 2, 2006. The SSS WDR requires public agencies that own or operate sanitary sewer systems to develop and implement sewer system management plans and report all SSOs to the State Water Board's online SSO database. On September 9, 2013, Attachment A, SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring and Reporting Program (MRP) for the SSS WDRs. Information about the SWRCB Sanitary Sewer Overflow Reduction Program can be found [here](#).

All public agencies that own or operate a sanitary sewer system that is comprised of more than one mile of pipes or sewer lines which conveys wastewater to a publicly owned treatment facility must apply for coverage under the Sanitary Sewer Systems WDR. The South Placer Municipal Utility District (District) submitted a Notice of Intent (NOI) for coverage under the Order and received the Waste Discharge Identification (WDID) 5SSO11054. A significant requirement outlined in the Order is the completion and implementation of a Sewer System Management Plan (SSMP).

### Purpose

The unpermitted discharge of wastewater from a sanitary sewer collection system (i.e., sanitary sewer overflow (SSO)) constitutes a violation of the Federal Clean Water Act and the California Water Code and is subject to enforcement action. The SWRCB will take into consideration the adequacy of the actions taken by the utility in response to any spill as prescribed by the utility's SSMP when determining enforcement actions.

The purpose of this document is to ensure that the District is taking all feasible steps to reduce or eliminate SSOs to protect public health and the environment. This is accomplished by implementing a management plan for the proper funding, operation, maintenance, expansion, and renewal of the District's sewer collection system.

### Sewer System Overview

South Placer Municipal Utility District (SPMUD) was founded by local community leaders from the City of Rocklin and Town of Loomis (Placer County) through a grassroots effort in the 1950's to create a customer-owned, regional sanitary sewer system for their communities. On September 24, 1956, the Rocklin-Loomis Municipal Utility District (R-L MUD) was established under the Municipal Utility District Act of the State of California (MUD Act). At its inception, the District covered an area of approximately 4,200 acres and had 452 connections. The District bonded for and constructed the original sewer infrastructure between 1958 and 1962, installing over 41 miles of sewer mains.

Initially, the District provided sewer collection and treatment via its own sewer treatment lagoon systems at various sites within the service area. These lagoons were decommissioned in 1974, when, under the Federal Clean Water Act, the District constructed a sewer pipeline to convey the sewage to the City of Roseville Dry Creek



Wastewater Treatment Plant located in the southern end of Roseville. In October 2000, SPMUD partnered with the City of Roseville and Placer County to finance the construction of a second regional treatment plant called the Pleasant Grove Wastewater Treatment Plant located west of the City of Roseville and was completed in 2005.

Over the years, the District has grown from 7 to 31 square miles as the City of Rocklin and Town of Loomis expanded their boundaries, and by annexing several unincorporated areas (Penryn and Newcastle to the north and Rogersdale in the Granite Bay area). In 1988, the District changed its name to South Placer Municipal Utility District (SPMUD) to reflect its larger service area. As of 2020, SPMUD provides sewer collection services to about 24,700 connections, serving an equivalent population of approximately 77,000. SPMUD's customer base has tripled over the last twenty-five years from 10,000 Equivalent Dwelling Units (EDUs) to almost 34,000 EDUs. Thus, the District has had to adjust management of the system as it has evolved from a small- to medium-sized system.

The District operates a satellite sanitary sewer collection system made up of approximately 287 miles of sanitary sewer pipe with 6,800 mainlines, 6,800 manholes, 13 sewer lift stations, 7 miles of sewer force main, and 11 flow recording stations. The District owns the portion of the building sewer within the public right-of-way, extending from the property line to the public sewer (i.e., lower lateral) and as such, operates 240 miles of sewer service laterals. The District does not own or allow for the construction of siphons. The collection system is a separate sewer collection system (i.e., no stormwater is collected or diverted into the sewer system), which discharges to the City of Roseville's Pleasant Grove and Dry Creek wastewater treatment plants. A public-facing webmap of the District boundary and sewer facilities is available for viewing on the [District website](#).

The District uses multiple software and data management systems to assist in the operation and management of its facilities.

### **SSMP Organization**

This SSMP is organized into the elements and requirements that are outlined in the SSS WDRs and summarized in the Table of Contents. Each of the sections of the SSMP reviews the requirement of the SSS WDRs, identifies the responsible person for that SSMP element, provides a discussion of the plan to meet the intent of the requirement, lists related documents, provides a plan and schedule when appropriate, and lists potential performance indicators for measuring the effectiveness of the District's efforts related to that SSMP element.

### **SSMP Certification and Re-Certification Schedule**

The District SSMP was originally certified on August 6, 2009. The SSMP is required to be updated every five (5) years and re-certified by the District's governing board (i.e., District Board of Directors) when significant updates to the SSMP are made.

### **Abbreviations**

ASM	Administrative Services Manager
BMP	Best Management Practices
CCTV	Closed Circuit Television
CIP	Capital Improvement Program
CIPP	Cured in Place Pipe
CMMS	Computerized Maintenance Management System



DE	District Engineer
EPA	Environmental Protection Agency
FOG	Fats, Oils and Grease
FSE	Food Service Establishment
GCD	Grease Control Device
GIS	Geographic Information System
GPS	Global Positioning System
GM	General Manager
WDR	General Wastewater Discharge Requirements
HCFLS	High Cleaning Frequency Line Segments
I & I	Inflow and Infiltration
LRO	Legally Responsible Official
MGals	Million Gallons
MRP	Monitoring and Reporting Program
NPDES	National Pollutant Discharge Elimination System
OERP	Overflow Emergency Response Plan
PLCO	Property Line Clean Out
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SOP	Standard Operating Procedure
SPWA	South Placer Wastewater Authority
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SSO-ERP	Sanitary Sewer Overflow – Emergency Response Plan
SSS WDR	Sanitary Sewer Systems General Wastewater Discharge Requirements
SUP	Superintendent
SWRCB	State Water Resources Control Board



## i Goals

### i. Goals

Requirement	The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent sanitary sewer overflows (SSOs), as well as mitigate any SSOs that do occur.
Responsible	General Manager
Discussion	<p><u>Mission</u> Protect public health and water environment. Provide efficient and effective sanitary sewer service. Prepare for the future.</p> <p><u>Vision</u> To be the most reliable, innovative, operations and maintenance organization that preserves and prolongs the life of our assets, resulting in sustainable, efficient, cost-effective customer service.</p> <p>The District’s goal is to minimize preventable SSOs. This is accomplished by implementing the measures outlined in the District’s SSMP.</p>
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">South Placer Municipal Utility District Strategic Plan</a></li> <li>• <a href="#">District Fiscal Year Budget Reports</a></li> </ul>
Plan & Schedule	None



## ii Organization

Implementation of the District’s Sewer System Management Plan (SSMP) requires the efforts of many individuals serving in a multitude of roles. This section describes the organization of the South Placer Municipal Utility District.

### ii-a. Authorized Representative

Requirement	The SSMP must identify the name of the responsible or authorized representative as described in Section J of the SSS WDRs. Section J of the SSS WDRs requires all applications, reports, or information to be signed and certified by a person designated as a principal executive officer or ranking elected official, or a duly authorized representative of that person.
Responsible	General Manager
Discussion	The District’s principal executive officer is the General Manager. The Superintendent is designated as the District’s Legally Responsible Official (LRO) who is fully authorized by the General Manager to sign and certify applications, reports, or information submitted to the SWRCB. The Field Supervisor are authorized Data Submitters.  The District Engineer serves as the LRO in the Superintendent’s absence.
Related Documents	None
Plan & Schedule	None





**ii-b. Organizational Chart**

Requirement	Identify the names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation.
Responsible	General Manager
Discussion	<p>All District employees listed below can be reached by calling (916) 786-8555.</p> <p><b><u>General Manager (GM)</u></b>  <i>Position Filled by: Herb Niederberger</i>  <i>Responsible for SSMP Elements: ...i, ii-a,b iii-a,b,c,d,e</i>            The General Manager is the principal executive officer of the South Placer Municipal Utility District. The General Manager acts as the Chief Executive Officer and provides the day-to-day management of the operations of the District.</p> <p><b><u>Superintendent (SUP)</u></b>  <i>Position Filled by: Eric Nielsen</i>  <i>Responsible for SSMP Elements: ...ii-c iv-b,c,d,e vi-a,b,c,d,e,f ix-a,b,c,d,e x-a</i>            The Superintendent manages and supervises the work performed in the Field Services Department. The Field Services Department is responsible for the operation and maintenance of the District's infrastructure which consists of 287 miles of mainline sanitary sewer collection piping; 6,791 manholes; 24,733 connections and 15 sewer lift stations.</p> <p><b><u>District Engineer (DE)</u></b>  <i>Position Filled by: Carie Huff</i>  <i>Responsible for SSMP Elements: ...iv-a,c v-a,b vii-a,b,c,d,e,f viii-a,b,c,d xi-a,b</i>            The District Engineer manages and supervises the work performed in the Technical Services Department. The Technical Services Department is responsible for engineering, inspection, contracting and Information Technology services and works in support of Operations and Maintenance activities. Engineering services includes plan check for new development projects and (commercial) Tenant Improvements and responding to Will Serves and requests for development related inquires.</p> <p><b><u>Administrative Services Manager (ASM)</u></b>  <i>Position Filled by: Emilie Costan</i>  <i>Responsible for SSMP Elements: ...</i>            The Administrative Services Manager manages and supervises the work performed in the Administrative Services Department. The Administrative Services Department provides a wide range of services including customer service for new accounts, billing &amp; payment processing, and reporting of service-related issues. The Department is also responsible for financials of the District, human resources, accounts payables and receivable.</p>



Related  
Documents

- [District Staff Webpage with Organization Chart](#)

Plan &  
Schedule

None



**ii-c. SSO Reporting Chain of Communication**

**Requirement** Identify the chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

**Responsible** Superintendent

**Discussion** Receipt of complaint

Customers served by the District are directed to call the District headquarters (24-hour emergency) phone number to report any disruption of sewer service. During normal business hours, this phone number is monitored continuously by Administrative Services staff. Any reported disruption of service is reported to the designated on-call supervisor (default position is Field Supervisor) who, in turn, notifies the appropriate on-call responder to attend to the emergency.

After normal business hours, the District always has two individuals on-call to respond to disruptions of service. The positions designated and trained as On-Call Supervisors and On-Call Responders are listed in **Table 1** below.

**Table 1. On-Call Responders**

Positions Designated and Trained as On-Call Supervisors	Positions Designated and Trained as On-Call First Responders
Field Supervisor Lead Worker Maintenance Worker/Inspector	Maintenance Worker I/II

After business hours and on weekends/holidays, calls made to the District headquarters (24-hour emergency) phone number are transferred to an automated phone system that directs the caller to leave pertinent information. Upon completion of the call, the automated system begins a sequence of call outs (texts and e-mails) to a pager and cell phone that is carried at all times by both the On-Call person and to the designated On-Call Supervisor.

All Lift Stations are equipped with an auto-dialer alarm system that make (redundant) call outs to designated phone numbers, including the on-call numbers and the emergency phone numbers described above, until the alarm has been acknowledged. The recipient of the call dials the auto-dialer and retrieves the alarm message and the appropriate personnel are notified to respond to the emergency. Operating concurrently with the auto-dialer alarms is a SCADA system and related alarms that contact emergency response personnel in essentially the same manner.



Notification of Supervisor

District emergency response procedures require that, upon discovery/determination of any SSO, the On-Call First Responder shall immediately notify the designated On-Call Supervisor. If the SSO is a Category 1 SSO, if it is potentially a Category 1 SSO, or if the On-Call First Responder is uncertain it is a Category 1 SSO, the On-Call Supervisor shall respond to the site.

In the event of a Category 1 or Category 2 SSO, or any SSO event that the supervisor attends, the On-Call Supervisor leads and coordinates the efforts to remove the blockage, mitigate the spill, document the event. The On-Call Supervisor is also responsible for notifying regulatory agencies, utility owners, and the public in accordance with the District’s SSO - Emergency Response Plan (SSO-ERP). The SSO-ERP is available for review at the District’s Headquarters located at 5807 Springview Drive, Rocklin, CA 95677.

CIWQS Reporting

The Superintendent is the designated LRO and is responsible for CIWQS reporting. The position of District Engineer is authorized to act as the LRO in the Superintendent’s absence. The Position of Field Supervisor is designated a Data Submitter.

Related Documents

- SSO Emergency Response Plan

Plan & Schedule

Task	Responsible Party	Scheduled Date
Review the SSO OERP and update as necessary.	SUP	Every 5 years Last Review June 2018

Performance Indicators

- Performance against Response Time Goals



### iii Legal Authority

Agencies must have the proper legal authority to conduct its critical functions, prohibit actions detrimental to the performance of the system, and to enforce any and all violations of its laws. This section describes the District’s legal authority in the various required areas outlined in the SSS WDRs.

#### iii-a. Authority to Prevent Illicit Discharges

Requirement	Possess the necessary legal authority to prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.)								
Responsible	General Manager								
Discussion	<p>Chapter 2 of the District Sewer Code governs the use of public and private sewers and establishes the rules and regulations for service and services rendered by the District.</p> <p>Section 2.02.001 of the Sewer Code pertains to the public sewer and requires an individual/entity to obtain permission from the District and pay all established fees and charges prior to uncovering, making any connections with or opening into, using, altering or disturbing any public sewer.</p> <p>Section 2.02.005 prohibits persons from discharging or causing to be discharged a list of waters/wastewaters to any public sewer including, stormwater, surface water, ground water, roof run off, subsurface drainage, cooling water, swimming pool drainage, industrial process waters, waters that contain various chemicals, and waters that contain various types of debris or garbage. This section also governs the discharge of wastewater from any nonresidential type uses.</p> <p>Section 2.02.006 governs the preliminary treatment of wastewater before discharge to the public sewer.</p>								
Related Documents	<ul style="list-style-type: none"> <li><a href="#">South Placer Municipal Utility District – Sewer Code</a></li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review the Sewer Code and update as necessary.</td> <td>GM</td> <td>Every 5 years Last Review June 2018</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Review the Sewer Code and update as necessary.	GM	Every 5 years Last Review June 2018
Task	Responsible Party	Scheduled Date							
Review the Sewer Code and update as necessary.	GM	Every 5 years Last Review June 2018							



**iii-b. Authority to Properly Design and Construct Sewers**

Requirement	Possess the necessary legal authority to require that sewers and connections be properly designed and constructed.								
Responsible	General Manager								
Discussion	<p>Chapter 2 of the District Sewer Code governs the use of public and private sewers and establishes the rules and regulations for service and services rendered by the District.</p> <p>Section 2.05 requires the design and construction of building sewers, private sewers, and public sewers be in conformance with the Sewer Code and the District Specifications.</p>								
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">South Placer Municipal Utility District – Sewer Code</a></li> <li>• <a href="#">South Placer Municipal Utility District – Standard Specifications and Improvement Standards for Sanitary Sewers</a></li> </ul>								
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Task	Responsible Party	Scheduled Date							
Review the Sewer Code and update as necessary.	GM	Every 5 years Last Review June 2018							



**iii-c. Authority to Ensure Access**

Requirement	Possess the necessary legal authority to ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency.								
Responsible	General Manager								
Discussion	<p>The District owns the portion of the building sewer within the public right-of-way, extending from the property line to the public sewer (i.e., lower lateral).</p> <p>Section 2.02.003 of the Sewer Code states that it is the customer’s responsibility to ensure the Property Line Clean Out (PLCO) is readily accessible at all times. When a PLCO cannot be accessed by the District, the customer will be notified and shall correct the condition(s). If the issue is not rectified within 30 days after notification, District staff will make the correction(s) and the customer will be responsible for actual costs incurred.</p>								
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">South Placer Municipal Utility District – Sewer Code</a></li> </ul>								
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Task	Responsible Party	Scheduled Date							
Review the Sewer Code and update as necessary.	GM	Every 5 years Last Review June 2018							



**iii-d. Authority to Limit FOG**

Requirement	Possess the necessary legal authority to limit the discharge of fats, oils, and grease and other debris that may cause blockages.								
Responsible	General Manager								
Discussion	Chapter 3 of the District Sewer Code governs the use of public and private sewers and establishes the rules and regulations for the prevention of blockages of the sewer lines resulting from discharges of fats, oils, and grease (FOG) into the public sewer, and to specify appropriate FOG discharge requirements for food service establishments (FSEs).								
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">South Placer Municipal Utility District – Sewer Code</a></li> </ul>								
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Task	Responsible Party	Scheduled Date							
Review the Sewer Code and update as necessary.	GM	Every 5 years Last Review June 2018							





**iii-e. Authority to Enforce Any Violation**

Requirement	Possess the necessary legal authority to enforce any violation of its sewer ordinances.								
Responsible	General Manager								
Discussion	<p>Chapter 2 of the District Sewer Code governs the use of public and private sewers and establishes the rules and regulations for service and services rendered by the District.</p> <p>Section 2.06.001 defines a violation of the Sewer Code as a public nuisance and informs that violations may be abated by legal action.</p> <p>Section 2.06.002 states that violations of the Sewer Code must be corrected by the owner of record of the real property.</p> <p>Section 2.06.004 states that any person violating the provisions of the Sewer Code shall be subject to any and all existing criminal and civil penalties provided for under the laws of the State of California, and in addition thereto, shall be responsible to the District for any and all damages caused to the District by such violations.</p>								
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">South Placer Municipal Utility District – Sewer Code</a></li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review the Sewer Code and update as necessary</td> <td>GM</td> <td>Every 5 years Last Review June 2018</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Review the Sewer Code and update as necessary	GM	Every 5 years Last Review June 2018
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Review the Sewer Code and update as necessary	GM	Every 5 years Last Review June 2018							



## iv Operation and Maintenance Program

An effective operation and maintenance program is central to a high-performing sewer collection system and the reduction of SSOs. This section outlines the planned components of the District’s operation and maintenance programs.

### iv-a. Maintain an Up-To-Date System Map

Requirement	Maintain an up-to-date map of the sanitary sewer system showing all gravity segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities.																																									
Responsible	District Engineer																																									
Discussion	<p>The District operates and maintains a Geographic Information System (GIS) mapping system that includes information for its wastewater collection system assets. The GIS mapping and associated attribute information is available to all staff through web maps available on desktops and tablets. These web maps are available to District staff in the office and in the field. These web maps are connected to District databases and as additions and corrections are made to an asset’s location or information, it is immediately viewable by staff using the maps. A pdf map book, which is updated monthly, is uploaded to all of the tablets taken into the field so that in the rare case of a loss of connectivity to the District’s network, users still have access to the District’s mapping while working or responding to an emergency. The District also maintains a limited number of hard copy map books in the rare case that web maps are not available.</p> <p>The assets and features that are available through the GIS mapping system include the following:</p> <table border="1"> <thead> <tr> <th>Sewer</th> <th>Facilities</th> <th>Boundaries</th> </tr> </thead> <tbody> <tr> <td>Control Valves</td> <td>Sewer Easements</td> <td>District Boundary</td> </tr> <tr> <td>FOG Extractors</td> <td>Sewer Access Easements</td> <td>Projects in District</td> </tr> <tr> <td>FOG Facilities</td> <td>PUEs</td> <td>Gated Access Points</td> </tr> <tr> <td>Gravity Lines</td> <td>Easement Roads</td> <td>Maintenance Zones</td> </tr> <tr> <td>Force Main Lines</td> <td>Lift Station Sites</td> <td>Map Grid</td> </tr> <tr> <td>Flow Recorder Locations</td> <td>Flow Recorder Sites</td> <td>Record Drawing Areas</td> </tr> <tr> <td>Lift Station Locations</td> <td></td> <td>Ward Boundaries</td> </tr> <tr> <td>Service Laterals</td> <td><b>Placer County Data</b></td> <td>Refund Boundaries</td> </tr> <tr> <td>Service Connections (PLCO)</td> <td>Address Points</td> <td>Sphere of Influence</td> </tr> <tr> <td>Manholes</td> <td>Parcels</td> <td>City/Town Limits</td> </tr> <tr> <td>Flushing Branches</td> <td>Roads</td> <td></td> </tr> <tr> <td>Stub/Caps</td> <td></td> <td></td> </tr> </tbody> </table>			Sewer	Facilities	Boundaries	Control Valves	Sewer Easements	District Boundary	FOG Extractors	Sewer Access Easements	Projects in District	FOG Facilities	PUEs	Gated Access Points	Gravity Lines	Easement Roads	Maintenance Zones	Force Main Lines	Lift Station Sites	Map Grid	Flow Recorder Locations	Flow Recorder Sites	Record Drawing Areas	Lift Station Locations		Ward Boundaries	Service Laterals	<b>Placer County Data</b>	Refund Boundaries	Service Connections (PLCO)	Address Points	Sphere of Influence	Manholes	Parcels	City/Town Limits	Flushing Branches	Roads		Stub/Caps		
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Map corrections are noted by field crews, in accordance with established SOP, and submitted to the Engineering Technician for corrections to the GIS. Updates to the mapping system are immediately available to users who utilize the web maps. Updates are made to the hard copy grid maps once a month.

Mapping of the facilities that make up the District sewer collection system plays a critical role in the effective management of the system. The District’s service area is divided into 43 maintenance zones. The maintenance zones break the sewer facilities up into basins (i.e., areas where sewer from all the facilities within that area drain to a common point). Many of the planned, routine maintenance activities are organized by maintenance zone. This approach facilitates a methodical and prioritized way of scheduling and completing work.

- Related Documents
- [Link to Public-Facing Webmap](#)
  - SOP for Map Updates

Plan & Schedule

None

- Performance Indicators
- Timeliness of Map Updates



**iv-b. Routine Preventative O&M Activities**

Requirement	<p>Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The preventative maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.</p>
Responsible	<p>Superintendent</p>
Discussion	<p><u>Computerized Maintenance Management System (CMMS)</u> The District uses the Central Square (formerly Lucity) enterprise asset and maintenance management system to plan and document the results of all work completed on District assets. Work orders are created, tracked, and completed for the tasks generated by each of the work programs described below. Detailed standard operating procedures (SOPs) related to the work programs are kept at the District offices and available upon request.</p> <p><u>Mainline CCTV Program</u> The objective of the mainline CCTV program is to inspect with CCTV every gravity mainline once every four (4) years to assess conditions and prevent SSOs. Specialized vehicles outfitted with specialized CCTV camera systems and software systems to inspect gravity mainlines. As a rule, CCTV inspections are performed before the line segments are cleaned to observe the undisturbed condition of the pipe. The observed conditions are categorized and recorded using the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP). The District uses the CCTV software platform ITpipes to collect and analyze observations from CCTV inspections. The findings from CCTV inspections are available to all District employees for review and analysis through ITpipes software. The results of the routine CCTV inspection program drive many of the other work programs (e.g., inspection-driven cleaning, condition assessment, rehabilitation, FOG control). The District requires that all mainline deeded to the District by means of a bill of sale (e.g., new development), be inspected with CCTV prior to the expiration of the one-year warranty period. This work is typically accomplished by District forces. Although not considered part of the routine CCTV inspection program, these inspections are critical to ensure that sewer assets were installed correctly and to establish a baseline against which future CCTV inspections will be compared.</p> <p><u>Mainline High Velocity Vacuum Cleaning Program</u> The objective of the mainline high velocity vacuum cleaning program is to clean only the line segments that need to be cleaned to prevent blockages and SSOs. The District’s mainline cleaning program is driven by CCTV inspection results (i.e., CCTV-driven or Inspection-driven Cleaning). As described above, the District has a goal to inspect every gravity mainline with CCTV once every four (4) years. On the first of every month, the results of each CCTV inspection from the previous month are reviewed by two staff members. They collaborate and determine which gravity mainline segments need to be cleaned. Using two staff members ensures nothing is overlooking. A work order is created, and those lines are cleaned during the month. This helps ensure that the District is not cleaning “clean” lines. This</p>



allows the District to work effectively, allocate resources to other critical tasks, and lessens the amount of water used to achieve the objectives of the cleaning program to reduce SSOs and provide a high level of service to its customers.

Some gravity mainline segments require more frequent cleaning than once every four years based on the District's experience and history operating the collection system. These problem lines are often referred to as "hot spots". The District refers to gravity mainline segments that require more frequent cleaning as High Frequency Line Segments (HFLS). HFLS are cleaned on intervals that range from every month to every 48 months. At the beginning of every month, work orders are generated by the preventative maintenance scheduler in the CMMS for each HFLS that needs to be cleaned based on the frequency and the last clean date of each gravity mainline segment. This helps keep problematic gravity mainline segments from becoming a problem that results in an SSO.

Although the District strives to maintain a preventative or proactive approach to its maintenance programs, there are times when cleaning occurs as a reactive measure (i.e., SSO/blockage/odor cleaning, and pre-chemical root treatment cleaning).

#### Lift Station Maintenance Program

The objective of the lift station maintenance program is to maintain the reliability of the lift stations to effectively convey wastewater and prevent SSOs.

The District operates thirteen (13) sewer lift stations throughout the District. Twelve (12) have wet wells with submersible pumps and one is pneumatic. All are equipped with telephone auto-dialers for alarm notification and eleven (11) are equipped with SCADA. All have either a bypass manifold or it has been determined that the flows are such that the station can be maintained using the District's Hydro-Vac equipment to dewater in the event of emergency or scheduled repair. Five (5) stations have on-site generators to provide emergency electricity. Eight (8) stations have a receptacle and manual transfer switch for use with the District's portable generators. One station is pneumatic and can be operated with a portable generator or using a portable air compressor in the event of an emergency or scheduled maintenance/repair.

Weekly inspections are performed. During these routine inspections, the stations are checked for proper function and cleanliness. Any maintenance issues are either resolved during the inspection or are scheduled through the work order system. Elapsed time meter readings are logged and generators are inspected, as applicable.

Monthly maintenance on each lift station includes a high-pressure washdown of the wet well, cleaning of the floats, exercising all system valves, checking generator battery and fluids, and checking the SCADA backup battery.

Pumps are serviced by a professional service when needed.

Stations with excessive grease are equipped with peristaltic pumps that discharge chemical enzymes that live on the grease mat. This reduces the amount of grease build up, keeps it from solidifying and helps reduce odors.

#### Lower Lateral Assessment Program

The objective of the lower lateral assessment program is to assess the condition of lower laterals to prevent blockages and SSOs.

Lower laterals are inspected with CCTV push cameras from the property line cleanout to the mainline. If no defects are found, the inspection is documented in the CMMS and the lateral



will be assessed again in approximately ten (10) years. If defects that may cause a blockage are observed, the crew will rod the lateral with the goal of providing at least 30 days of service. Another inspection with CCTV is performed after rodding the lateral. If the operator does not believe the 30-day standard can be achieved, a work request is sent to the supervisor who assumes responsibility for maintaining service without an SSO.

#### Lower Lateral High Velocity Cleaning Program

The objective of the lower lateral high velocity cleaning program is to clean the lower laterals that need to be cleaned to prevent blockages and SSOs.

If the lower lateral assessment program discovers defects such as roots, grease, or debris in a lateral, the lateral is flagged to be cleaned with a high velocity jetter machine (i.e., jet rodded). Each month a work order is generated, and all the laterals flagged during the prior month are cleaned. The lower lateral cleaning program is inspection-driven like the mainline cleaning program. The operators assigned that work order are provided defect information for each lateral so the proper nozzle can be selected.

#### Chemical Root Treatment Program

The objective of the chemical root treatment program is to mitigate the risk of blockages and SSOs caused by roots until a more permanent solution can be applied.

Mainline stretches and service laterals that have been identified as having significant root intrusion and are not scheduled to be repaired/rehabilitated in the immediate future are chemically treated to temporarily control the roots and prevent blockages and related SSO's. This is a mitigation measure and is employed to buy time until a more permanent repair/rehabilitation method can be applied.

Root intrusion defects are typically identified via the District's CCTV inspection programs. The District has a Root Control Program for service laterals and mainline segments. These defects, their severity ratings, and their exact locations within the collection system are maintained in the CMMS. Mainline segments and service laterals are prioritized and scheduled for treatment. The treatment of mainline segments is typically contracted to outside services. It is generally accepted that the chemical root treatment will be applied on each pipe every two years. District forces cut the roots from the pipes in January/February and the chemical root treatment is applied in April/May of each year.

The treatment of service laterals is typically conducted by a District crew with District equipment. Service laterals requiring chemical root treatment are scheduled in the CMMS and completed throughout the year.

The District maintains a supply of smaller-dose chemical root treatment that can be applied into a service through a clean out by District employees. On a case-by-case basis, this will be employed if deemed necessary to maintain flows until either the pipe is repaired/rehabilitated or until it can be treated chemically by contracted forces or a District crew.

#### Property Line Cleanout (PLCO) Program

The objective of the property line cleanout program is to ensure access to the District-owned lower lateral for maintenance to provide a high level of service to our customers and prevent failures that result in blockages and SSOs.

The District assumed ownership of the lower lateral on March 1, 2017. The PLCO is an important appurtenance, as its the primary means of access to the District-owned lower lateral.



As of July 2017, the District identified 421 connections that did not have a PLCO. The District's goal is all lower laterals will have a PLCO by 2025.

Another component of the PLCO program is the continuous task of locating/raising/repairing PLCO's. They are constantly being damaged or covered up under landscaping. The District's two CCTV crews are primarily responsible for identifying PLCO's that need to be made accessible. For each mainline segment CCTV inspected, crews inspect each parcel that is connected to determine if the PLCO is readily accessible. If it requires minor effort to rectify, the PLCO is raised immediately. If more extensive effort is required, the parcel will be tagged, and a work order will be created to resolve the issue.

#### Pipe Repair Program

The objective of the pipe repair program is to address issues that could potentially cause blockages and/or SSOs in a timely manner.

The District runs a crew whose primary responsibility is to perform repairs of pipe and other collection system assets. CCTV inspections are performed on a continuous basis with the intent of assessing the condition of the pipes and identifying defects. Defects are rated, a method of repair is determined, and the repair/rehabilitation of the most critical problems is performed first.

Excavation Repairs – The District owns the necessary equipment to perform excavation repairs up to approximately 15 feet in depth, which allows this method to be utilized throughout a majority of the system.

For repairs where depths exceed the capabilities of the District's equipment, the District will opt to either rent the necessary equipment or use contracted forces to perform the work.

Typical defects that can be repaired by this method are Cracked Pipe, Offset Joints, Sags, Protruding Taps, and Root Intrusion.

CIPP Point Repairs – The District owns the equipment necessary and maintenance workers are trained to perform CIPP point repairs in 4-inch through 10-inch pipes. Labor and equipment to perform this work is programmed in accordance with established goals.

CIPP Liners – The District utilizes contracted forces to install CIPP liners when defects (roots, cracks, and infiltration) are continuous throughout the pipe. These liners can be installed in pipes ranging from 4" to 54" in diameter. When installed in mainline pipes with lateral connections, a lateral connection seal is also installed.

#### Easement Maintenance Program

The objective of the easement maintenance program is to maintain year-round access to all sewer facilities contained within an easement for maintenance, repair, and emergency access.

During the fall, site inspections serve the purpose of evaluating the integrity of the easement access roads prior to the rainy season to ensure no change in condition (e.g., fallen trees, illegal dumping, and beaver activity with its related flooding) that might hinder access.

Typically, inspection, maintenance, and repair of easement access roads are performed in the spring and may include the following tasks: trimming trees and brush to ensure access for vehicles and equipment, mowing weeds; grading AB surfaces; placing additional AB; inspecting all manholes, removing debris that might obstruct access, cleaning culverts, and placing additional rock at culverts to control erosion.



The District has developed a pre-emergent and weed abatement program to decrease the maintenance time required for current operations. The District has personnel trained and certified as qualified applicator of pesticides and owns a truck-mounted weed spraying system. Some easement access roads are paved. These typically require less maintenance. However, the condition of these roads are also assessed and inspected to ensure free and clear access.

#### Manhole Inspection Program

The objective of the manhole inspection program is to maintain the integrity of the access points to the collection system so preventative maintenance and emergency response procedures can occur to prevent blockages and SSOs.

Manhole inspections are performed visually by the CCTV crew as they perform CCTV inspections of the gravity mainlines. The upstream manhole of all gravity mainlines are inspected as CCTV inspections occur. The observations from manhole inspections are entered into the CMMS and available for review by all District employees. Urgent issues discovered during manhole inspections are escalated to supervisors for proper resolution.

#### Flow Monitoring Program

The objective of the flow monitoring program is to ensure adequate sewer capacity.

The District owns and operates multiple permanent/fixed flow recorders, portable flow monitors, and level-sensing devices (i.e., SmartCovers and iTrackers). These devices are used to collect data about the amount of wastewater being conveyed through the collection system. Fixed flow recorders are located on major trunk lines. Three are located on the borders of the District and are used to measure flows for billing/treatment costs. All serve to monitor inflow and infiltration and provide data for the District's hydraulic model. Dry weather flows are gathered during the months of June, July, August, and September and are used as a benchmark to determine wet weather peaking factors.

All fixed flow recorders are equipped with sensors and communications equipment to connect them to the District's SCADA system. Actual live data and flow conditions can be monitored in real-time and alarm set points are created to alert staff of pending emergencies. The SCADA system is monitored from computer workstations at the office and from tablets and phones in the field. These devices are all utilized to monitor flow conditions during significant rain events. These fixed recorders are interrogated regularly, and the data is maintained in a spreadsheet for the purpose of analysis. "Billing" recorder data is summarized and forwarded to SPWA for billing purposes.

Portable flow monitors are typically installed on collector sewer lines to measure flow from smaller sewer basins. These devices are installed on a temporary basis (e.g., 2-3 weeks). They are used to establish average dry weather diurnal curves and to investigate the sources of inflow and infiltration.

Level-sensing devices are strategically placed in manholes to monitor the depth of flow. Some of the level-sensing units have the ability to alarm the District of pending emergencies (e.g., blockages, surcharging) so that the District can respond before a SSO occurs. Level-sensing devices are also used to monitor selected high-frequency line segments (i.e., hot spots) to verify or, when warranted, adjust cleaning frequencies.

Related Documents

- SOPs associated with each work programs are available on the District intranet.





Plan &  
Schedule

Task	Responsible Party	Scheduled Date
<b>Mainline CCTV Program</b>		
Inspect every gravity mainline.	SUP	Every 4 years
Review CCTV observations to generate inspection-driven cleaning work orders and to appropriately adjust the frequency of maintenance activities based.	SUP	Monthly
<b>Mainline High Velocity Vacuum Cleaning Program</b>		
Clean all scheduled High Frequency Line Segments (HFLS).	SUP	Monthly
Clean all mainlines identified through CCTV inspection.	SUP	Monthly
<b>Lift Station Maintenance Program</b>		
Inspect all lift stations.	SUP	Weekly
Clean all lift stations.	SUP	Monthly
<b>Lower Lateral Assessment Program</b>		
Assess 1600 laterals.	SUP	Annually
<b>Lower Lateral High Velocity Cleaning Program</b>		
Clean all laterals identified through assessments.	SUP	Monthly
<b>Chemical Root Treatment Program</b>		
Chemically treat 600 laterals.	SUP	Annually
<b>Property Line Cleanout (PLCO) Program</b>		
Have a PLCO on every lower lateral.	SUP	By 2025
Install 85 PLCOs.	SUP	Annually
<b>Pipe Repair Program</b>		
Complete 30 pipe repairs.	SUP	Annually
<b>Easement Maintenance Program</b>		
Assess easements and access roads.	SUP	Biannually
<b>Manhole Inspection Program</b>		
Inspect 1750 manholes.	SUP	Annually
<b>Flow Monitoring Program</b>		
Inspect calibration of fixed flow recorders.	SUP	Quarterly



**iv-c. Prioritization Program**

Requirement	<p>Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.</p>
Responsible	District Engineer and Superintendent
Discussion	<p><u>Inspection and Condition Assessment</u></p> <p>The District regularly inspects its manholes, sewer pipes, and lift stations and has a system for ranking defects and performing condition assessment (as described above in <i>iv-b. Routine Preventative O&amp;M Activities</i>). All observations collected through CCTV inspections are reviewed each month and inspection-driven action plans are generated based on the results of that review.</p> <p><u>Capital Improvement Program (CIP)</u></p> <p>The District plans yearly projects for rehabilitation and replacement. Condition assessment is a continuous process as is the development of future rehabilitation and replacement (R&amp;R) projects. Typical R&amp;R projects include CIPP liner installation, CIPP pipe patch installation, manhole liner application, and complete pipe replacement. These repairs are completed based on priority and are performed by District and contracted forces.</p> <p>Every five (5) years the District evaluates the capacity of its sewer collection system. This effort serves two purposes. First, it helps assure that capacity exists for its current customers and for planned growth in the communities it serves. Second, this effort meets the District’s obligation under the Mitigation Fee Act to evaluate the participation (e.g., connection) fee for new connections. The most recent evaluation was completed, and the District’s System Evaluation and Capacity Assurance Plan (SECAP) was finalized in January 2020. The SECAP identifies the location, pipe diameter, length, and associated costs of needed future improvements. The timing of these future improvements is mostly driven by development.</p> <p>Many of the capital improvement projects identified in the District’s SECAP assume the replacement of an existing facility to provide the needed additional capacity. The District manages different funds for different activities. One fund (i.e., Fund 300) is used for the extension or expansion of sewer facilities for new users and is paid for through participation (i.e., connection) fees collected from new development. Another fund (i.e., Fund 400) is used to pay for the eventual replacement and/or rehabilitation of assets when they reach the end</p>



of their useful service life and is paid for through existing customer service charges. The costs of SECAP projects are divided based on project specifics to align with the designated functions of these two funds.

Related Documents

- [District Webpage – System Evaluation and Capacity Assurance Plan](#)

Plan & Schedule

Task	Responsible Party	Scheduled Date
Review CCTV observations to generate inspection-driven rehabilitation work orders and action plans (e.g., repairs).	SUP	Monthly
Review the SECAP and update/republish as necessary.	DE	Every 5 years Last Review Jan 2020



**iv-d. Training**

Requirement	Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained.								
Responsible	Superintendent								
Discussion	<p>The District requires all field staff, and Technical Services positions to maintain California Water Environment Association Collection Systems certification relevant to their job classification. All field staff are certified at or above the District-required level.</p> <p>The District cross-trains all of the field staff to become proficient at both maintenance and construction work processes for collection system operations. Field personnel periodically rotate between maintenance and repair crews, which allows for on-the-job training on a consistent basis. Based on the size of our system, and the ratio of dedicated field positions, cross-trained staff is imperative to achieve consistent success on the maintenance programs listed in section <i>iv-b. Routine Preventative O&amp;M Activities</i>.</p> <p>The District conducts annual emergency by-pass pump and emergency generator training for lift station failures. Emergency response training, in accordance with the District’s Overflow Emergency Response Plan (OERP) is conducted on an annual basis.</p> <p>Training for new equipment or for newly established procedures is provided prior to the equipment being put into service and/or procedures being implemented. Additionally, each time crew changes occur, all maintenance workers first review the standard operating procedures (SOPs) associated with the crew they are assigned.</p> <p>The internal District training program is outlined and tracked by the District Regulatory Compliance position. All training is documented by employee in a training software platform (i.e., Vector Solutions) so that reports can be produced to demonstrate a history of compliance.</p> <p>All contracted labor is required to provide evidence of competent person training, shoring training, traffic control and other safety training appropriate to the work being performed. District inspectors oversee all contracted labor to ensure compliance.</p>								
Related Documents	<ul style="list-style-type: none"> <li>• Training schedule</li> <li>• SOPs used in training are available on the District intranet</li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Conduct trainings</td> <td>SUP</td> <td>Per schedule</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Conduct trainings	SUP	Per schedule
Task	Responsible Party	Scheduled Date							
Conduct trainings	SUP	Per schedule							



**iv-e. Identify Equipment and Critical Replacement Parts**

Requirement	Provide equipment and replacement part inventories, including identification of critical replacement parts.								
Responsible	Superintendent								
Discussion	<p>The District maintains critical replacement parts for all of its lift stations. Included, but not limited to, items such as replacement pumps; force main pipe and mechanical repair couplings for each size/type of pipe; control floats and transducers; relays; and fuses. All are clearly labeled for the appropriate application. Audits of critical parts are periodically performed.</p> <p>All lift stations are equipped with either a standby generator with automatic transfer switch or a receptacle (with manual transfer switch) for the District’s three (3) portable generators. In addition, larger volume stations are equipped with a bypass manifold, which allows for de-watering of the wet well, using portable pumps, in the event the pumps and/or controls are inoperable. Low volume stations can be de-watered using one of the District’s two (2) combination hydro-vacuum units.</p> <p>The District contracts with Aqua Sierra Controls Inc, of Auburn, CA to provide 24-hour service for lift station control and electrical problems that District staff cannot immediately resolve.</p>								
Related Documents	<ul style="list-style-type: none"> <li>Critical spare parts inventories</li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review critical spare parts inventories</td> <td>SUP</td> <td>Annually</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Review critical spare parts inventories	SUP	Annually
Task	Responsible Party	Scheduled Date							
Review critical spare parts inventories	SUP	Annually							



## v Design and Performance Provisions

The design and construction phase of the lifecycle of sewer facilities is critical to achieve a high level of service. If portions of the sewer system are designed and/or constructed incorrectly, they likely will not function properly regardless of the operation and maintenance program efforts. This element of the SSMP is crucial reducing and preventing SSOs.

### v-a. Design and Construction Standards and Specifications

Requirement	Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems.								
Responsible	District Engineer								
Discussion	<p>The District’s Standard Specifications and Improvement Standards for Sanitary Sewers (Standards) provide design and construction standards for the installation of new sewers facilities and for the repair/rehabilitation of existing sewer facilities. The Standards are organized into sections covering general requirements, materials, design, pump stations, installation, easements, building sewers, and standard details.</p> <p><u>Plan Review Process</u></p> <p>The plans and specifications for any public or private sewer facilities within the District must be approved in writing by the District prior to any commencement of any construction activities. The Technical Services Department coordinates the review and approval of all planned sewer construction by developers and residents. The plan review process is outlined on the District’s website. This process helps ensure that sewer facilities are planned and designed in accordance with District Standards so those facilities effectively convey sewer and do not increase the likelihood of SSOs.</p>								
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">South Placer Municipal Utility District – Standard Specifications and Improvement Standards for Sanitary Sewers</a></li> <li>• <a href="#">New Development Plan Check Process</a></li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review the Standards and update as necessary</td> <td>DE</td> <td>Every 5 years Last Update May 2021</td> </tr> </tbody> </table>	Task	Responsible Party	Scheduled Date	Review the Standards and update as necessary	DE	Every 5 years Last Update May 2021		
Task	Responsible Party	Scheduled Date							
Review the Standards and update as necessary	DE	Every 5 years Last Update May 2021							
Performance Indicators	<ul style="list-style-type: none"> <li>• Timeliness of Plan Review</li> </ul>								



**v-b. Procedures and Standards for Inspecting and Testing**

Requirement	Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.								
Responsible	District Engineer								
Discussion	<p>The District takes a “cradle to grave” approach when it comes to managing its sewer facilities. Assets (i.e., pipes, manholes, laterals, lift stations) approved for construction through the plan review process are entered into the District CMMS and are given a status indicating that they are not owned by the District yet. This way, work orders and inspection results can be documented, tracked, and stored from the time that the assets are first placed in the ground. Should failures occur that cause a SSO, information about the asset can be reviewed all the way back to construction.</p> <p>Section 5 of the District Standard Specifications and Improvement Standards for Sanitary Sewers outlines the requirements for construction of sewer as well as the inspection and testing requirements prior to District acceptance of new or rehabilitated sewer facilities.</p> <p><u>Acceptance Process</u> District Inspectors from the Technical Services Department follow the testing procedures and process outline in the District Standards to help ensure that sewer facilities are constructed in accordance with approved plans and specifications. This step is equally as critical as the design process in ensuring that the District sewer collection system and the private systems that connect to it are constructed free of defects that would increase the likelihood of SSOs.</p> <p><u>Warranty CCTV Inspection</u> The District requires a one-year warranty on all construction projects. Prior to the expiration of the warranty, all of the sewer facilities are inspected with CCTV. This process is tracked through the District’s CMMS. All observed defects are brought to the attention of the contractor/developer and addressed.</p>								
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">South Placer Municipal Utility District – Standard Specifications and Improvement Standards for Sanitary Sewers</a></li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review the Standards and update as necessary</td> <td>DE</td> <td>Every 5 years Last Update May 2021</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Review the Standards and update as necessary	DE	Every 5 years Last Update May 2021
Task	Responsible Party	Scheduled Date							
Review the Standards and update as necessary	DE	Every 5 years Last Update May 2021							
Performance Indicators	<ul style="list-style-type: none"> <li>• The number of structural defects observed during warranty CCTV</li> </ul>								



## vi Overflow Emergency Response Plan

Sanitary Sewer Overflows (SSOs) can have serious public health and environmental consequences and can cause significant and costly property damage. It is necessary to develop and implement a SSO Emergency Response Plan (SSO ERP) that identifies measures to protect public health and the environment, reduce SSOs, limit liability, and limit the severity of damage/impact.

### vi-a. Proper Notification Procedures

Requirement	The SSO ERP must include proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner.
Responsible	Superintendent
Discussion	<p>Section 1 of the District’s Sanitary Sewer Overflow Emergency Response Plan (SSO ERP) contains notification procedures from contact of on-call/first responder personnel to proper and timely notification of regulatory agencies, other utility owners and the public.</p> <p>The District is notified of a potential SSO in three ways.</p> <ul style="list-style-type: none"> <li>• During business hours, customers are directed to call the District office. This number is monitored by administrative personnel continuously during business hours. The information is routed to the Field Supervisor or assigned SSO Supervisor. The responding supervisor dispatches a crew and makes a return call to the notifying party.</li> <li>• During non-business hours, customers are directed to the 24-hour phone number and routed through an automated system that directs the caller to leave pertinent information. Upon completion of the call, the automated system forwards the voicemail to the First Responder. The First Responder retrieves the information and responds in accordance with District procedures.</li> <li>• All District lift stations are equipped with telephone auto-dialers and SCADA (i.e., alarm telemetry). When an alarm occurs at a lift station the telemetry sends the alarm to the on-call pager and the on-call cell phone until it receives a response. The First Responder dials back, retrieves the alarm information, and responds in accordance with District procedures.</li> </ul> <p>The District’s First Responder personnel are responsible to contact a SSO Supervisor immediately upon discovery of any SSO. SSO Supervisors assist the First Responder in appropriately responding to a SSO, documenting the SSO, and following notification requirements. SSO Supervisors are responsible to notify the other District staff monitoring the sewer emergency line that they have received and are responding to the complaint or alarm.</p>
Related Documents	<ul style="list-style-type: none"> <li>• Sanitary Sewer Overflow Emergency Response Plan</li> </ul>





Plan & Schedule	Task	Responsible Party	Scheduled Date
		Review the SSO ERP and update as necessary	SUP



**vi-b. Appropriate Response**

Requirement	The SSO ERP must include a program to ensure an appropriate response to all overflows.								
Responsible	Superintendent								
Discussion	Section 2 of the District’s Sanitary Sewer Overflow Emergency Response Plan (SSO ERP) provides procedures explaining actions to be taken for appropriate response to sewage overflows. It sets expectations regarding the timeliness of the response by outlining the requirements for response times during business hours and during non-business hours. It outlines the process for communicating with the caller/notifying party. It outlines the priorities for potential response activities. It describes the procedures for initial assessment and investigation referring to the “SSO Field Report” which is to be completed during a SSO event.								
Related Documents	<ul style="list-style-type: none"> <li>Sanitary Sewer Overflow Emergency Response Plan</li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review the SSO ERP and update as necessary</td> <td>SUP</td> <td>Every 5 years Last Update Sep 2017</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Review the SSO ERP and update as necessary	SUP	Every 5 years Last Update Sep 2017
Task	Responsible Party	Scheduled Date							
Review the SSO ERP and update as necessary	SUP	Every 5 years Last Update Sep 2017							



**vi-c. Prompt Notification and Reporting**

Requirement	The SSO ERP must include procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with the MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification.								
Responsible	Superintendent								
Discussion	Section 7 of the District’s Sanitary Sewer Overflow Emergency Response Plan (SSO ERP) contains measures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g., California Office of Emergency Services, Regional Water Boards, health agencies, water suppliers, general public, etc.) of all SSOs that that potentially affect public health or reach the Waters of the State and Waters of the U.S. and identify persons responsible for notification. Reporting requirements outlined in the Monitoring and Reporting Program (MRP) of the SSS WDRs are incorporated into the District’s SSO ERP and procedures.								
Related Documents	<ul style="list-style-type: none"> <li>Sanitary Sewer Overflow Emergency Response Plan</li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review the SSO ERP and update as necessary</td> <td>SUP</td> <td>Every 5 years Last Update Sep 2017</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Review the SSO ERP and update as necessary	SUP	Every 5 years Last Update Sep 2017
Task	Responsible Party	Scheduled Date							
Review the SSO ERP and update as necessary	SUP	Every 5 years Last Update Sep 2017							



**vi-d. OERP Distribution and Training**

Requirement	The SSO ERP must include procedures to ensure that appropriate staff and contractor personnel are made aware of proper procedures and are appropriately trained.											
Responsible	Superintendent											
Discussion	The District conducts annual training for all relevant staff on emergency response procedures as outlined in the District’s Sanitary Sewer Overflow Emergency Response Plan. All field personnel are required to demonstrate their ability to perform emergency response duties responsibly and effectively prior to being designated as First Responders and being placed into the On-Call rotation. Additionally, all contractors performing work on the sewer collection system are trained on how to provide prompt notification to the District in the event of a sewer emergency and the steps they can take to assist with an initial SSO response (typically containment measures).											
Related Documents	<ul style="list-style-type: none"> <li>Sanitary Sewer Overflow Emergency Response Plan</li> </ul>											
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Provide SSO ERP training annual to staff</td> <td>SUP</td> <td>Annually</td> </tr> <tr> <td>Provide training to contract employees</td> <td>SUP</td> <td>By project</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Provide SSO ERP training annual to staff	SUP	Annually	Provide training to contract employees	SUP	By project
Task	Responsible Party	Scheduled Date										
Provide SSO ERP training annual to staff	SUP	Annually										
Provide training to contract employees	SUP	By project										



**vi-e. Emergency Operations**

Requirement	The SSO ERP must include procedures to address emergency operations, such as traffic and crowd control and other necessary response activities.								
Responsible	Superintendent								
Discussion	<p>A portion of Section 3 of the District’s Sanitary Sewer Overflow Emergency Response Plan (SSO ERP) provides procedures to address emergency operations when a SSO has entered a private structure/residence.</p> <p>Section 5 of the District’s SSO ERP contains information and procedures for addressing hazardous spills. This includes SSOs that may contain hazardous materials. This section outlines who to contact in the event that additional resources are needed in an emergency operation. This section also provides direction when traffic control and crowd control are necessary to respond to a SSO.</p>								
Related Documents	<ul style="list-style-type: none"> <li>Sanitary Sewer Overflow Emergency Response Plan</li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review the SSO ERP and update as necessary</td> <td>SUP</td> <td>Every 5 years Last Update Sep 2017</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Review the SSO ERP and update as necessary	SUP	Every 5 years Last Update Sep 2017
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Review the SSO ERP and update as necessary	SUP	Every 5 years Last Update Sep 2017							



**vi-f. Containment/Prevention and/or Minimization/Correction of Spills**

Requirement	A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.								
Responsible	Superintendent								
Discussion	<p>Section 3 of the District’s Sanitary Sewer Overflow Emergency Response Plan provides containment and mitigation procedures, to prevent or minimize the impact of an SSO on the environment. The SSO ERP outlines who is responsible to implement the procedures, what methods to use depending on the type of sewer facility and the nature of the SSO, and what equipment can be used. The procedures of this section outline options for responding to a SSO that has entered a separate storm drain system.</p> <p>Spill containment kits are maintained in designated District vehicles and at the corporation yard so that they are readily available.</p>								
Related Documents	<ul style="list-style-type: none"> <li>Sanitary Sewer Overflow Emergency Response Plan</li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review the SSO ERP and update as necessary</td> <td>SUP</td> <td>Every 5 years Last Update Sep 2017</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Review the SSO ERP and update as necessary	SUP	Every 5 years Last Update Sep 2017
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Review the SSO ERP and update as necessary	SUP	Every 5 years Last Update Sep 2017							



## vii FOG Control Program

The District has determined that a FOG Control Program is necessary to appropriately and effectively mitigate the discharge of FOG to the system that could cause blockages and SSOs. This section describes the District’s efforts to control FOG to reduce the impacts of SSOs.

### vii-a. FOG Public Outreach Program

Requirement	The FOG program shall have an implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG.		
Responsible	District Engineer		
Discussion	<p>The District has a public education outreach program directed at residential customers. The District regularly includes messaging about the proper disposal of FOG in its quarterly newsletter to customers and on its website. This FOG-related messaging is typically included in the fall newsletter in advance of holiday cooking/baking. In addition, messaging related to the proper disposal of FOG is on stickers/wraps on District vehicles that circulate throughout the District all year. The District has purchased equipment and materials to promote the residential FOG program during community events and educational outreach to schools.</p> <p>The District also makes significant efforts to reach out to and educate individuals working in the food services industry during inspections of food service establishments (FSEs) and their associate grease control devices. The District has produced and provides outreach and educational materials during those visits. The messaging includes best practices in kitchens, how to properly dispose of FOG, and how to properly maintain grease control devices.</p> <p>The District is also a member of the “Live Sewer Smart” group, which is a group of agencies within southwestern Placer County that own and operate sewer collection systems. The “Live Sewer Smart” group promotes proper use of the sewer collection system (i.e., proper disposal of FOG, avoiding flushing wipes, proper disposal of medications). The group’s outreach efforts include the website, email distribution lists, and commercials in local movie theaters.</p>		
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">District Webpage – FOG Program</a></li> <li>• <a href="#">Live Sewer Smart Website</a></li> </ul>		
Plan & Schedule	<b>Task</b>	<b>Responsible Party</b>	<b>Scheduled Date</b>
	Attend at least one community outreach event	DE	Annually



**vii-b. FOG Disposal**

Requirement	The FOG control program shall include a plan and schedule for the disposal of FOG generated within the sanitary sewer system service area.
Responsible	District Engineer
Discussion	<p>FOG generated within the sanitary service area is currently removed by District crews during the course of routine maintenance of pipes and lift stations. Grease removed from the system is disposed of at either the Placer County Loomis Lift Station (formerly SMD 3 WWTP) located on Auburn Folsom Road near the intersection of Dick Cook Road or the City of Roseville Dry Creek WWTP located on Booth Road in Roseville CA.</p> <p>FOG generated by food service establishments (FSEs) is collected in grease control devices owned and maintained by the FSEs. The FOG that accumulates in the grease control devices is pumped out by contractors hired by the FSE at a frequency prescribed by the District. The District monitors the frequency of pump outs and the quantity of grease removed with each pump out using SwiftComply. SwiftComply is a web-based FOG compliance software built specifically to track the pump out and inspection of grease control devices. FSEs submit information regarding pump outs directly into SwiftComply for later review by the District. SwiftComply will automatically flag a FSE as non-compliant if they are late in submitting a scheduled pump out.</p>
Related Documents	<ul style="list-style-type: none"><li>• <a href="#">Kitchen Best Management Practices Poster</a></li></ul>
Plan & Schedule	None





**vii-c. Legal Authority**

Requirement	The District shall have the legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG.								
Responsible	District Engineer								
Discussion	Chapter 3 of the District’s Sewer Code was established to facilitate the maximum beneficial use of the District’s sewer services and facilities while preventing blockages of sewer lines resulting from discharges of FOG into the public sewer. The Sewer Code and the MUD Act (Municipal Utility District Act of the State of California) provide the legal authority to prohibit discharges of FOG to the system. The District also has the legal authority to enact measures to help prevent blockages caused by FOG (e.g., installation and maintenance of properly designed grease control devices, inspection of FSEs and GRDs, require FOG wastewater discharge permits, require kitchen best management practices, levee fines, issue enforcement actions).								
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">Chapter 3 of the District Sewer Code</a></li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review the Sewer Code and update as necessary</td> <td>GM</td> <td>Every 5 years Last Review June 2018</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Review the Sewer Code and update as necessary	GM	Every 5 years Last Review June 2018
Task	Responsible Party	Scheduled Date							
Review the Sewer Code and update as necessary	GM	Every 5 years Last Review June 2018							



**vii-d. Grease Removal Devices**

Requirement	The FOG program shall include requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements.								
Responsible	District Engineer								
Discussion	<p>Chapter 3 of the District Sewer Code and the District’s Standard Specifications together require the installation of grease control devices (such as traps or interceptors), design standards for removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements.</p> <p>SwiftComply, a web-based FOG compliance software built specifically to track the compliance of establishments with grease control devices against maintenance requirements (e.g., pump outs, cleanings, inspections). SwiftComply stores records of pump outs, cleanings, inspections, and enforcement actions in a database for review and reporting at any time.</p>								
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">South Placer Municipal Utility District – Standard Specifications and Improvement Standards for Sanitary Sewers (see sections 3.16 and 5.32)</a></li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review the Sewer Code and update as necessary</td> <td>GM</td> <td>Every 5 years Last Review June 2018</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Review the Sewer Code and update as necessary	GM	Every 5 years Last Review June 2018
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Review the Sewer Code and update as necessary	GM	Every 5 years Last Review June 2018							



**vii-e. Inspection**

Requirement	The District shall have the authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance.								
Responsible	District Engineer								
Discussion	Chapter 3 of the District’s Sewer Code provides the authority to inspect grease producing facilities and enforcement authorities.								
Related Documents	<p>Inspection and enforcement are provided by the Technical Services Department, with one full-time position dedicated specifically to inspection and enforcement of the FOG program.</p> <ul style="list-style-type: none"> <li>• <a href="#">Chapter 3 of the District Sewer Code</a></li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review the Sewer Code and update as necessary</td> <td>GM</td> <td>Every 5 years Last Review June 2018</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Review the Sewer Code and update as necessary	GM	Every 5 years Last Review June 2018
Task	Responsible Party	Scheduled Date							
Review the Sewer Code and update as necessary	GM	Every 5 years Last Review June 2018							
Performance Indicators	<ul style="list-style-type: none"> <li>• Percentage of FOG-producing facilities in compliance as recorded in SwiftComply</li> </ul>								



**vii-f. Identification of Potential FOG Blockages**

Requirement	The FOG control program shall include an identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section.								
Responsible	District Engineer / Superintendent								
Discussion	The District identifies specific portions of the collection system where excessive amounts of FOG accumulate through its CCTV Inspection Work Program. These line segments are added to the list of “High Frequency Cleaning Line Segments”. All of these “High Frequency Cleaning Line Segments” have been evaluated, prioritized, assigned a cleaning frequency, and are cleaned using high pressure hydro-vacuum units. This is currently the primary means to control grease accumulation within the collection system.								
Related Documents	None								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Clean HFLS at the prescribed frequency</td> <td>SUP</td> <td>As Needed</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Clean HFLS at the prescribed frequency	SUP	As Needed
Task	Responsible Party	Scheduled Date							
Clean HFLS at the prescribed frequency	SUP	As Needed							
Performance Indicators	<ul style="list-style-type: none"> <li>Number of FOG-related SSOs</li> </ul>								



**vii-g. Source Control Measures**

Requirement	Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.
Responsible	District Engineer
Discussion	The District's source control measures are directed primarily at Food Service Establishments (FSEs). FSEs are categorized broadly by the District and include any commercial establishment that is generating and discharging FOG. The District employs an inspector that is primarily tasked with inspecting, monitoring compliance, and educating FSEs related to FOG discharge. The FOG Inspector ensures that FSEs have grease control devices that are appropriately designed and maintained to control the discharge of FOG to the sewer.
Related Documents	None
Plan & Schedule	None



## viii System Evaluation and Capacity Assurance Plan

### viii-a. Identify Hydraulic Deficiencies

Requirement	Describe actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events.								
Responsible	District Engineer								
Discussion	<p>The District regularly prepares a System Evaluation and Capacity Assurance Plan (SECAP). The effort includes the use of a computerized hydraulic model within a GIS environment to assess capacity and project future growth and its potential impact on sewer capacity. The specific objectives of the SECAP include:</p> <ul style="list-style-type: none"> <li>Evaluate the capacity of the collection system under various scenarios (i.e., existing dry weather, existing wet weather, near-term wet weather, and long-term wet weather conditions) to identify potential capacity deficiencies and assign capital improvements projects to address any potential deficiencies for each scenario.</li> <li>Evaluate all collection system facilities six inches in diameter and larger.</li> <li>Estimate the costs of planned capital improvement projects that address capacity deficiencies. The estimated costs are used in the District’s Nexus Study to determine the participation fee for new connections to the sewer system.</li> <li>Comply with requirements of the SSS WDR.</li> </ul> <p>This SECAP provides the District with updated information on the existing and future hydraulic capacity of the collection system. The SECAP describes the assumptions used, the process of model development, the model simulation results, and the resulting proposed capital improvement projects.</p>								
Related Documents	<ul style="list-style-type: none"> <li><a href="#">District Webpage – System Evaluation and Capacity Assurance Plan</a></li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review the SECAP and update/republish as necessary.</td> <td>DE</td> <td>Every 5 years Last Review Jan 2020</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Review the SECAP and update/republish as necessary.	DE	Every 5 years Last Review Jan 2020
Task	Responsible Party	Scheduled Date							
Review the SECAP and update/republish as necessary.	DE	Every 5 years Last Review Jan 2020							



**viii-b. Establish Appropriate Design Criteria**

Requirement	Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria.
Responsible	District Engineer
Discussion	<p>The 10-year, 6-hour storm event was established as the design storm for the District during the development of the 2009 master plan. The 10-year, 6-hour storm event continues to be used as the design storm for system evaluations and capacity assurance plans.</p> <p>The design storm for SECAP model simulations is developed using the EPA's Sanitary Sewer Overflow Analysis and Planning (SSOAP) Toolbox. The SSOAP Toolbox is a suite of computer software tools that allows one to utilize collected data for both sewer flows and rainfall to predict rainfall-dependent inflow and infiltration (RDI/I). RDI/I is defined by using the RTK method to generate synthetic unit hydrographs for each basin within the collection system. The unit hydrographs are used to develop the design storm hydrographs. The 10-yr, 6-hr storm event for the Rocklin area as defined by the National Oceanic and Atmospheric Administration (NOAA) Atlas 14, Volume 6, Version 2 data is applied to the synthetic unit hydrographs to produce the RDI/I hydrographs for each basin.</p>
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">District Webpage – System Evaluation and Capacity Assurance Plan</a></li> </ul>
Plan & Schedule	None
Performance Indicators	<ul style="list-style-type: none"> <li>• Number of capacity-related SSOs</li> </ul>



**viii-c. Capacity Enhancement Measures**

Requirement	Define the steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.								
Responsible	District Engineer								
Discussion	<p>The SECAP outlines planned capital improvement projects to address identified hydraulic deficiencies based on existing, near-term, and long-term growth scenarios. Generally, the planned improvements assume an increase in pipe size until further engineering can be performed. Opinions of probable construction costs are generated using the District’s adopted Schedule of Values or using estimates based on engineering design if it has been completed.</p> <p>The District manages different funds for different activities. One fund (i.e., Fund 300) is used for the extension or expansion of sewer facilities for new users. Another fund (i.e., Fund 400) is used to depreciate assets and pay for the eventual replacement and/or rehabilitation of assets when they reach the end of their useful service life. The District uses a method based on the ratio between the existing (Fund 400) and the proposed (Fund 300) cross-sectional areas of the trunk sewer to apportion the costs of the project. This method was selected because the cross-sectional area of a pipeline is related to the capacity of the pipeline to convey sewer.</p> <p>The funds are available for the needed capital improvement projects to help ensure sufficient capacity. The funds are either used by the District to initiate and manage the construction of projects or they can be used by developers that construct trunk sewers or major sewer facilities through credit and/or reimbursement agreements.</p>								
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">District Webpage – System Evaluation and Capacity Assurance Plan</a></li> <li>• Resolution 18-12 – Schedule of Values</li> <li>• <a href="#">Chapter 4 of District Sewer Code – Credit and Reimbursement Agreements</a></li> </ul>								
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Review the SECAP and update/republish as necessary	DE	Every 5 years Last Review Jan 2020							





**viii-d. Schedule for Planned Enhancements**

Requirement	The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.								
Responsible	District Engineer								
Discussion	The District schedules completion dates/timeframes/triggers for capital improvement projects to address capacity deficiencies in the current SECAP. The SECAP is reviewed and updated or republished every five years, which is a similar schedule for the review and update of the SSMP.								
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">District Webpage – System Evaluation and Capacity Assurance Plan</a></li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review the SECAP and update/republish as necessary</td> <td>DE</td> <td>Every 5 years Last Review Jan 2020</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Review the SECAP and update/republish as necessary	DE	Every 5 years Last Review Jan 2020
Task	Responsible Party	Scheduled Date							
Review the SECAP and update/republish as necessary	DE	Every 5 years Last Review Jan 2020							



## ix Monitoring, Measurement and Program Modifications

One of the District’s Values is “Quality: We will be dedicated to continuous improvement”. Staff try to demonstrate this value to continually monitoring productivity and progress and taking steps to make incremental improvements to provide a high level of service. A part of this high level of service is reducing the impact of SSOs.

### ix-a. Maintain Relevant Information

Requirement	The Enrollee shall maintain relevant information that can be used to establish and prioritize appropriate SSMP activities.
Responsible	Superintendent
Discussion	<p>The District is focused on moving to paperless records keeping. Maintaining data electronically makes it easier to search, easier to access across District departments and staff, and easier to aggregate and analyze. The District stores and shares information through a number of databases. Some of those databases are described below.</p> <p>The District maintains accurate information on all components of the collection system (e.g., pipes, manholes, laterals, force mains, lift stations) in the CMMS database. The database contains information on the District’s collection system assets, related work-orders, inspections, maintenance, and repair histories. The CMMS has extensive reporting capabilities available in the field as well as the office.</p> <p>The District’s GIS database is linked to the CMMS database, providing a more comprehensive approach to maintaining pertinent data related to the maintenance and operation of the District’s collection system. The GIS allows District staff to understand the spatial relationships between relevant data.</p>
Related Documents	None
Plan & Schedule	None



**ix-b. Measure Effectiveness**

Requirement	The Enrollee shall monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP.
Responsible	Superintendent
Discussion	The District monitors and measures the effectiveness of each element of this SSMP, where appropriate, based on identified key performance indicators. Potential performance indicators are listed in various elements of the SSMP. Performance indicator forms are used by responsible persons during the SSMP Audit to assess the effectiveness of SSMP elements in reducing the impact of SSOs. Reporting tools such as Microsoft PowerBI and SAP Crystal Reports are used to analyze data and generate the values needed to assess performance indicators.
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">District Webpage – Performance Measures</a></li> <li>• Performance Indicators in SSMP Audits</li> </ul>
Plan & Schedule	None



**ix-c. Assess Preventative Maintenance Program**

Requirement	The Enrollee shall assess the success of the preventative maintenance program.								
Responsible	Superintendent								
Discussion	<p>The District reviews the performance of the various preventative maintenance work programs and reports progress in these areas to the District Board of Directors monthly. These same performance measures are also shared with the public through the District website. Performance and productivity are measured against work plan goals. This allows supervisors responsible for scheduling work to determine the level of success and efficiency in meeting these goals. Depending on the observed performance, resources can be reallocated from one work program to another to most efficiently implement the District’s preventative maintenance program.</p>								
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">District Webpage – Performance Measures</a></li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review the performance measures of the District’s work programs</td> <td>SUP</td> <td>Monthly</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Review the performance measures of the District’s work programs	SUP	Monthly
Task	Responsible Party	Scheduled Date							
Review the performance measures of the District’s work programs	SUP	Monthly							



**ix-d. Update SSMP**

Requirement	The Enrollee shall update program elements, as appropriate, based on monitoring or performance evaluations.								
Responsible	Superintendent								
Discussion	The District is continuously monitoring and evaluating its processes and related SSMP program elements using the performance measurements and performance indicators described above. The SSMP is typically reviewed annually and audited every two years. The SSMP is reviewed, updated, and certified by the District Board of Directors every five years.								
Related Documents	None								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Review the SSMP and update/recertify as necessary</td> <td>SUP</td> <td>Every 5 years Last Update Sep 2021</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Review the SSMP and update/recertify as necessary	SUP	Every 5 years Last Update Sep 2021
Task	Responsible Party	Scheduled Date							
Review the SSMP and update/recertify as necessary	SUP	Every 5 years Last Update Sep 2021							



**ix-e. SSO Trends**

Requirement	The Enrollee shall identify and illustrate SSO trends, including: frequency, location, and volume.								
Responsible	Superintendent								
Discussion	The District analyzes SSO trends at a minimum every two years during the SSMP Audit. The District looks at SSO trends in frequency, volume, location, category, material type, age of asset, cause of SSO, and variation in time by month and by season. These efforts are helpful in planning efforts with limited resources to reduce the impact of SSOs most effectively.								
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">SSMP Audits</a></li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Conduct regular SSMP Audits</td> <td>SUP</td> <td>Every 2 years Last Audit Aug 2021</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Conduct regular SSMP Audits	SUP	Every 2 years Last Audit Aug 2021
Task	Responsible Party	Scheduled Date							
Conduct regular SSMP Audits	SUP	Every 2 years Last Audit Aug 2021							



## x SSMP Program Audits

### x-a. SSMP Program Audits

Requirement	As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum the audits must occur every two years and a report must be prepared and kept on file.								
Responsible	Superintendent								
Discussion	<p>Per SSS WDR Section D.13.x, the objective of SSMP audits is to focus on evaluating the effectiveness of the SSMP and the District’s compliance with the SSMP requirements identified in the SSS WDR Order.</p> <p>The review for “compliance” is a two-step process during a SSMP Audit. The first component of the review is to determine if the SSMP contains the required elements as outlined in the Order. The second component of the review is to determine if the District is implementing what is outlined in the SSMP.</p> <p>The review for “effectiveness” is a collaborative process. Performance indicators (PIs) are developed for each element of the SSMP, were appropriate, with goals set to help assess effectiveness of an element to reduce the impact of SSOs. The metrics in PIs are tabulated periodically during the audit period. During the SSMP Audit, PIs are assessed, the responsible person makes comments on the effectiveness of the SSMP element, and when necessary, makes recommendations for improvements.</p> <p>The results of the audit, including the identification of any deficiencies and corrective measures will be included in an Audit Report. The Audit Report will be presented to the District’s Board of Directors for review and made available to the public through the District website.</p>								
Related Documents	<ul style="list-style-type: none"> <li>• <a href="#">SSMP Audits</a></li> </ul>								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Conduct regular SSMP Audits</td> <td>SUP</td> <td>Every 2 years Last Audit August 2021</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Conduct regular SSMP Audits	SUP	Every 2 years Last Audit August 2021
Task	Responsible Party	Scheduled Date							
Conduct regular SSMP Audits	SUP	Every 2 years Last Audit August 2021							



## xi Communication Program

### xi-a. Plan of Communication with the Public

Requirement	The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.											
Responsible	District Engineer											
Discussion	<p>The District communicates with the public via its website, quarterly billing statements, message placards on vehicles and directly through the course of day-to-day operations.</p> <p>The website has a customer survey that offers customers the opportunity to provide feedback regarding their experience(s) with District service, or any comment they wish to make. In addition, the website will be used to educate the public about the nature of a collection system, what is involved in operating and maintaining it and how the public can help.</p> <p>District staff will present the findings of SSMP Audits to the District Board of Directors during a public meeting so that the public has opportunity to comment and provide input. Staff will also present the SSMP for certification every five years to the Board of Directors in a public meeting.</p>											
Related Documents	None											
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Conduct regular SSMP Audits</td> <td>SUP</td> <td>Every 2 years Last Audit August 2021</td> </tr> <tr> <td>Review the SSMP and update/recertify as necessary</td> <td>SUP</td> <td>Every 5 years Last Update Sep 2021</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Conduct regular SSMP Audits	SUP	Every 2 years Last Audit August 2021	Review the SSMP and update/recertify as necessary	SUP	Every 5 years Last Update Sep 2021
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Conduct regular SSMP Audits	SUP	Every 2 years Last Audit August 2021										
Review the SSMP and update/recertify as necessary	SUP	Every 5 years Last Update Sep 2021										





**xi-b. Plan of Communication with Satellite Collection Systems**

Requirement	The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee’s sanitary sewer system.								
Responsible	District Engineer								
Discussion	The District has one satellite agency that discharges into the District’s sewer collection system. That satellite agency is Placer County. The District and Placer County are two of the three partners in the joint power authority (i.e., South Placer Wastewater Authority) that shares ownership of the regional wastewater treatment plants. The collection system operators of the partner agencies meet three times per year								
Related Documents	None								
Plan & Schedule	<table border="1"> <thead> <tr> <th>Task</th> <th>Responsible Party</th> <th>Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>Partners Meetings with collection system operators</td> <td>SUP</td> <td>Three times per year</td> </tr> </tbody> </table>			Task	Responsible Party	Scheduled Date	Partners Meetings with collection system operators	SUP	Three times per year
Task	Responsible Party	Scheduled Date							
Partners Meetings with collection system operators	SUP	Three times per year							

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Eric Nielsen, Superintendent

**Cc:** Herb Niederberger, General Manager

**Subject:** Resolution 21-38, authorizing the General Manager to execute the attached agreement with Capital Program Management, Inc. for Construction Management Services during SPMUD Building Addition and Tenant Improvements

**Meeting Date:** October 7, 2021

**Overview**

During the October 2017 Board meeting the Board reviewed a Space Planning and Circulation Analysis that was performed by contracted architectural services. The purpose of the analysis was to identify opportunities for additional land use efficiencies and develop options to accommodate future growth. The South Placer Municipal Utility District (District) retained the architectural firm Williams + Paddon Architects + Planners (W+P) to design and permit the construction of a building addition and tenant improvements to the District buildings located at 5807 Springview Drive in Rocklin. The design is complete, and the District is looking to retain a consultant to provide construction management services to supplement District staff time and provide additional expertise during building construction.

In response to a District request, W+P provided the names of three local firms with expertise in building construction projects and that were a good match to the type and scale of the District’s proposed project. Staff reached out to the three firms to request a statement of qualifications and a proposal. The result of that request is summarized in the table below.

<b>Firm</b>	<b>Not-to-Exceed Cost</b>
KRM Consulting Company, LLC	\$ 153,000 <sup>1</sup>
Capital Program Management, Inc. (CPM)	\$176,500
Earl Consulting Co., LLC	Did not respond

The District was informed after the receipt of proposals that the project manager from KRM Consulting Company, LLC (a sole proprietorship) was hired by another firm and had to rescind its proposal. This left Capital Project Management as the lone remaining firm that submitted a statement of qualifications/proposal. In any event, staff was impressed with their experience and expertise in the construction industry. Also, Capital Project Management has previously worked on projects designed by W+P and has a good working relationship with the firm which will benefit the District during the construction of this project. Staff recommends that Capital Program Management, Inc. be awarded the contract due to its understanding of the District’s needs, its extensive experience in public works and public bidding, and its depth of resources available for the District’s project.

<sup>1</sup> After the receipt of proposals that the project manager from KRM Consulting Company, LLC (a sole proprietorship) was hired by another firm and had to rescind its proposal.

**Recommendation**

Staff recommends that the Board of Directors adopt Resolution 21-38, authorizing the General Manager to execute the attached agreement with Capital Program Management, Inc. for Construction Management Services during the SPMUD Building Addition and Tenant Improvements, subject to the final approval of the District Legal Counsel.

**Strategic Plan Goals**

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.2: Establish and Meet Service Level(s) by Department

Goal 1.3: Build Business Efficiencies

**Related District Ordinances and Policies**

This action complies with the following District Policy(ies)

Policy No. 3150 – Purchasing Policy

**Fiscal Impact**

The FY 2021/22 Budget includes a line item of \$3.395 million for the Corporation Yard Master Plan Capital Improvements. The Construction Management Services will be charged against the budgeted amount for the Corporation Yard Master Plan Capital Improvements.

**Attachments**

1. Resolution 21-38 authorizing the General Manager to execute the attached agreement with Capital Program Management, Inc. for Construction Management Services during SPMUD Building Addition and Tenant Improvements
2. Professional Services Agreement for Construction Management Services during the SPMUD Building Addition and Tenant Improvements

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION 21-38**

**AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH  
CAPITAL PROGRAM MANAGEMENT, INC. FOR  
CONSTRUCTION MANAGEMENT SERVICES**

WHEREAS, the South Placer Utility District (District) has identified facility building upgrades through a Space Planning Analysis that was completed in September 2017, and

WHEREAS, the District solicited statements of qualifications and proposals from local construction management firms in accordance with the District’s Purchasing Policy 3150, and

WHEREAS, Capital Program Management, Inc. was selected following an evaluation of the submitted qualifications and proposals, and

WHEREAS, District Policy 3150 – Purchasing, requires Board authorization for the General Manager to approve purchases over \$50,000.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the General Manager is authorized to execute the attached Agreement with Capital Program Management, Inc. for construction management services during the SPMUD Building Addition and Tenant Improvements project for an amount not to exceed \$176,500.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 7<sup>th</sup> day of October 2021.

Signed: \_\_\_\_\_  
William Dickinson, President of the Board of Directors

Attest: \_\_\_\_\_  
Emilie Costan, Board Secretary



South Placer Municipal Utility District
5807 Springview Drive Rocklin, CA 95677

PROFESSIONAL SERVICES AGREEMENT

AGREEMENT TERM: 2 years

EXECUTED:

Provide Professional Services for the project know as:

Construction Management Services during SPMUD Building Addition and Tenant Improvements

DISTRICT:

South Placer Municipal Utility District
DISTRICT REPRESENTATIVE:
Eric Nielsen (916) 786-8555; 310
enielsen@spmud.ca.gov

CONTRACTOR:

Capital Program Management, Inc.
CONTRACTOR REPRESENTATIVE:
Sharon M Thomas
(916) 553-4400

SERVICES:

The undersigned agrees to complete the work specified in strict accordance with the General Provisions, Scope of Work and Pricing incorporated herein within the time specified in the proposal.

Total agreement amount shall not exceed \$ 176,500

This includes all applicable taxes and fees. Proof of insurance, as described in the General Provisions, has been provided to the District.

Name and address of Contractor:
Capital Program Management, Inc.
1851 Heritage Lane, Suite 210
Sacramento, CA 95815

The person signing this Contract for Contractor represents and warrants that he or she has read, understands, and agrees to all the Contract terms and is fully authorized to sign this Contract on behalf of the Contractor and to bind the Contractor to the performance of the Contract's obligations.

Signature of person authorized to sign:

Print Name:
Title:
Date:

NOTICE OF AWARD (This section for District use only)

You are directed to proceed with the work upon receipt of this award.

Print Name: Title:
Signature: Date:

## GENERAL PROVISIONS

---

1. **SCOPE OF SERVICES:** Contractor shall do all work, attend all meetings, and carry out all activities necessary to complete all services described in the attached proposal included as part of this Agreement. This Agreement and its exhibits, attached or incorporated by reference, shall be known as the “Agreement Documents.” The Contractor enters into this Agreement as an independent contractor and not as an employee of the District.
2. **TIME OF PERFORMANCE:** The Services described in this Contract shall be provided until the close out of the construction project or two years, whichever comes first. The time may be extended by the mutual agreement of the parties. The services are to commence upon execution and receipt of this Agreement and shall be completed in a prompt and timely manner in accordance with the conditions of the Agreement.
3. **COMPENSATION:** Payments shall be paid *monthly* upon completion of services for a total amount not to exceed \$ 176,500. The District reserves the right to perform any of these services with its own staff or to retain other contractors to perform the services. “Reimbursable Expenses” are limited to actual expenditures of the Contractor for expenses that are necessary for the proper satisfaction of the Contract and are only payable if specifically authorized in advance in writing by the District. No additional charges will be allowed unless specified in the Contract, including charges for transportation, fuel, containers, packing, or disposal. Contractor is responsible for supplying invoices and all documentation necessary to verify invoices to the District’s satisfaction. Invoices shall be emailed to [ap@spmud.ca.gov](mailto:ap@spmud.ca.gov) or mailed to 5807 Springview Drive, Rocklin, CA 95677.
4. **TERMINATION:** This Agreement may be terminated, without cause, at any time by the District or Contractor upon ten days written notice. Contractor shall be compensated for all services provided for in the Agreement to that date. District shall be entitled to all work created pursuant to the Agreement.
5. **CHANGES:** District or Contractor may request changes to the scope of services to be performed. Such changes must be authorized in advance by the District in writing. Mutually agreed to changes shall be incorporated in written amendments to this Agreement.
6. **PROPERTY OF THE DISTRICT:** It is mutually agreed that all work or materials prepared under this Agreement shall become the property of the District. The District shall have full ownership and control, including ownership of any copyrights, of all information prepared, produced, or provided by Contractor under this Contract. In this Contract, the term “information” means and includes any and all work product, submittals, reports, plans, specifications, and other deliverables consisting of documents, writings, handwritings, typewriting, printing, photostating, photographing, computer models, and any other computerized data and every other means of recording any form of information, communications, or representation, including letters, works, pictures, drawings, sounds, or symbols, or any combination thereof.
7. **CONFIDENTIALITY:** During performance of this Agreement, the contractor may gain access to and use District information. The contractor agrees to protect all District Information and treat it as strictly confidential, and further agrees that they shall at no time, either directly or indirectly, divulge, disclose, or communicate in any manner any District information to any third party without the prior written consent. In addition, the contractor shall comply with all policies governing the use of the District network and technology systems.
8. **NOTIFICATION OF MATERIAL CHANGES IN BUSINESS:** Contractor agrees that if it experiences any material changes in its business, including a reorganization, refinancing, restructuring, leveraged buyout,

bankruptcy, name change, or loss of key personnel, it will immediately notify the District of the changes. Contractor also agrees to immediately notify the District of any condition that may jeopardize the scheduled delivery or fulfillment of Contractor's obligations to the District under this Contract.

9. WARRANTY: Contractor warrants that it has the expertise or has experts available to perform the services set forth in this Agreement in a manner consistent with accepted standards of its profession. It warrants that it will perform said services in a legal manner in conformance with all applicable laws and guidelines.
10. STANDARD OF PERFORMANCE: Contractor shall perform in the manner and according to the standards currently observed by a competent practitioner of Contractor's profession in California and in compliance with all requirements of this Contract. All products that Contractor delivers to District under this Contract must be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Contractor's profession.

Contractor shall designate a Project Manager as its representative in all matters relating to the Agreement. The Project Manager shall remain in such capacity unless and until he is removed at the request of the District or replaced with the written permission of the District.

11. CERTIFICATE OF COMPLIANCE WITH LABOR CODE 3700: Section 3700 of the Labor Code requires every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and the Contractor will comply with such provisions before commencing with any work of this Agreement.
12. INTEREST IN AGREEMENT: Contractor covenants that neither it nor any of its employees has an interest in this Agreement which would conflict in any manner or degree with the performance of its services hereunder.
13. NEGLIGENCE: Contractor shall be responsible for performing the work in a safe and skillful manner consistent with generally accepted standards and shall be liable for its own negligence and the negligent acts of its employees. District shall have no right of control over the manner in which the work is done but only as to its outcome and shall not be charged with the responsibility of preventing risk to any of Contractor's employees.
14. INDEMNITY: Contractor shall indemnify, defend, and hold harmless the District, its officers, officials, agents and employees from and against any and all claims, costs, losses and expenses arising out of or in connection with the performance of work or failure to comply with the obligations contained in the Agreement Documents, except such loss or damage which was caused by the active negligence or willful misconduct of the District.
15. INSURANCE: Contractor shall not commence with any work before obtaining, and shall maintain in force at all times during the term of this Agreement, the policies of insurance as specified by the District and incorporated herein by this reference.
16. SEVERABILITY: If a court with jurisdiction rules that any portion of this Contract or its application to any person or circumstance is invalid or unenforceable, the remainder of this Contract will not be affected thereby and will remain valid and enforceable as written, to the greatest extent permitted by law.
17. FACILITIES AND EQUIPMENT: Contractor shall, at its sole cost and expense, furnish all facilities and equipment that may be required for the contractor to perform services pursuant to this Agreement.

18. LICENSES AND PERMITS: Contractor represents and warrants that Contractor has, and shall maintain at all times during the term of this Contract at its sole cost and expense, all licenses, permits, qualifications, and approvals of any nature that are legally required for Contractor to practice its profession or fulfill the terms of this Contract, including any required certification issued by the California Secretary of State.

19. MISCELLANEOUS PROVISIONS:

- A. Contractor shall not engage in unlawful employment discrimination.
- B. Information received from the contractor will be disclosed upon receipt of a request under the California Public Records Act; however, if any information is set apart and clearly marked “trade secret” when provided to the District, the District shall give notice of any request for disclosure. The contractor shall have five (5) days from the date of notification to enter into an agreement with the District, providing for the defense of, and complete indemnification and reimbursement of all costs incurred by the District in any legal action to compel disclosure of the information. The contractor shall have sole responsibility for defense of the “trade secret” designation.
- C. This Agreement and its exhibits constitute the entire agreement between the parties relative to the services herein and no modifications shall be effective unless and until such modification is in writing and signed by both parties.
- D. Contractor shall maintain and make available to District accurate records of all its costs and receipts with respect to any work under this Agreement for six months after the final payment under this Agreement.



# STATEMENT OF QUALIFICATIONS AND PROPOSAL



Presented To:  
South Placer Municipal Utility District  
For Construction Management Services

PREPARED BY:  
Capital Program Management, Inc.

September 24, 2021





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### Appendices

1. Project Schedule
2. Project Budget Sample



## I. COVER LETTER

September 24, 2021

Mr. Eric Nielsen, P.E. / Superintendent  
South Placer Municipal Utility District  
Field Services Department  
5807 Springview Drive  
Rocklin, CA 95677

Re: Request for Statement of Qualifications and Proposal ("RFQ/P")  
Construction Management Services

Dear Mr. Nielsen,

Capital Program Management, Inc. (CPM) is pleased to submit our Statement of Qualifications and Proposal to the South Placer Municipal Utility District (SPMUD) to provide Construction Management services for your upcoming Building Addition and Tenant Improvement Project. We specialize in providing project and construction management services to public and institutional clients. With this focus, CPM can provide the invaluable expertise necessary to work side-by-side with your staff, Williams + Paddon and other consultants toward the successful completion of the SPMUD construction project. In fact, we have worked on several successful projects with Williams + Paddon and their consultants, and look forward to doing so again.

We truly work well in a team environment, and that commitment is so important in assisting our clients and other team members with day-to-day decision making. CPM's integrated approach and talent rich staff drives value into every project by ensuring that each project is delivered with the highest quality of management expertise; on time, within budget and safely, with minimal disruption. This includes the setting and understanding of objectives, developing a realistic schedule, effective facilitation and communication, agency coordination, budget development/cost control, and quality assurance. We understand the new addition, related sitework and tenant improvements have been planned in two phases; thus, ensuring that existing operations can be maintained without interruption will be of high importance.

You will find samples of our budget and cost control tools within the Appendix of this proposal. Also included in the Appendix is a tentative Project Schedule based on the documents provided by Williams + Paddon.

If given the opportunity to work with the South Placer Municipal Utility District, CPM will assign highly trained and skilled professional staff members with extensive expertise in project and construction management services well suited for this project. CPM prides itself with client satisfaction, and we welcome and encourage you to check our references. We thank you for your time and consideration, and look forward to introducing ourselves personally to the South Placer Municipal Utility District.

Sincerely,

A handwritten signature in blue ink that reads "Sharon M. Thomas".

Sharon M. Thomas, AIA  
Principal-In-Charge



## II. COMPANY BACKGROUND

### Capital Program Management, Incorporated (CPM)

Website: [www.capitalpm.com](http://www.capitalpm.com)

#### Legal Name

Capital Program Management, Incorporated

#### CPM Offices

Sacramento, CA Headquarters	San Diego, CA
1851 Heritage Lane, Suite 210	1161 Law Street
Sacramento, CA 95815	San Diego, CA 92109
Phone: 916.553.4400	Phone: 916.553.4400
Fax: 916.553.4200	



#### CPM Principals

Mark Rosson, President	mark@capitalpm.com
Mike Wassermann, Vice President	mike@capitalpm.com
Wallace E. Browe, Principal	wally@capitalpm.com
Tim Doane, CFO/Principal	timd@capitalpm.com
Steven McGuckin, Principal	stevenm@capitalpm.com

#### CPM Associate Partners

Tracy Nishihira	tracyn@capitalpm.com
Susan Lockington	suel@capitalpm.com
Windy Buller	windyb@capitalpm.com
Sharon Thomas	sharont@capitalpm.com

#### CPM Background

CPM, a privately owned firm, was founded in 1999 by four individuals who share over 80 years of combined program and construction project management experience serving public and private sector clients. CPM employs 27 individuals in 2 offices, including 5 principals, and 4 associate partners; all experienced in the management of public agency capital outlay programs.

CPM specializes as an Owner's Representative in planning and executing capital improvement projects for clients including California public K-12 school districts, Cities, Counties, and Healthcare. CPM's services range from program-wide management to our discrete specialty services such as: comprehensive project and program budget management including cash flow analysis, construction management, technology planning and implementation, preparation of performance audits, and facility design standards / master specifications.

CPM comprises four integrated practices to support its clients' consulting needs, including:

- The original planning and **program / project management practice**, is rooted in California K-12 school and community college districts, with educational and institutional facility projects of all types, including master planning.
- The construction management practice, with a combined experience of over 50+ years, CPM provides these services and ensures that each project is delivered with the highest quality of management expertise; on time, within budget and safely, with minimal disruption.
- The **budget and accounting practice**, started in early 2000 in response to a large client's need for forensic accounting, budgeting, budget and expenditure tracking, and reporting to its Board and Citizens' Oversight Committee. This practice serves our clients with combined capital outlay budgets of nearly two billion dollars. In its history, the practice has accounted for several billion dollars of capital outlay expenditures.
- The **technology practice** started in 2002 in response to a client's need for unbiased (i.e., non-vendor connected) third party consulting on its building technology systems. This practice supports our clients' design and project management needs in the eight common low voltage systems and several other not-so-common found in modern facilities.



### III. BUSINESS ORGANIZATION/PROFESSIONAL SERVICES

The following explanation represents the business practices that comprise CPM:

- *PROGRAM MANAGEMENT*

Program Management involves multiple projects; it is the development of a comprehensive program for the design, development and implementation of small and large-scale multi-project facilities programs, generally occurring over several years or longer. Program management services may include:

- Consultant Selection
- Condition assessments
- Site investigation and condition assessments
- Facility Design Standards
- Facilities master planning
- California Clean Energy Jobs Act - Prop 39 Planning Services
- Implementation planning
- Master program schedule
- Project prioritization
- Management information system

- *PROJECT MANAGEMENT*

Project Management encompasses the life of the project; it is the professional management of a single project from the planning and design phase through closeout and occupancy. Project management services may include:

- Project definition
- Developing a realistic and complete budget
- Out-to-Bid / Award Phase Coordination
- Schedule of planning and design activities
- Management information system
- Schedule and quality control
- Review of documents for coordination and constructability

- *CONSTRUCTION MANAGEMENT*

Construction management is the management of the out-to-bid and award through construction and close-out phases of a project. As the District's representative during construction, CPM provides value by ensuring that each project is delivered with the highest quality of management expertise; on time, within budget and safely, with minimal disruption.

A summary list of these services may include:

- Review delivery methods and assign for each project
- Budget and Cost Tracking
- Construction Administration Duties
- Punchlist Coordination
- Staff Training and Commissioning Coordination



- *BUDGET AND ACCOUNTING*

CPM specializes in developing and monitoring project and program budgets, we have provided this service for all capital outlay work. We work in assembling various project budgets into a coherent whole by identifying both hard and soft cost components for each type of project in the program, and then fitting them into a program budget which includes escalation, appropriate contingencies, and generates cash flow to properly inform the Client on a regular basis. With this program budget in place, supported by its component parts, Clients will be able to quickly make modifications and model the effect of changes in schedule priority of the various projects. It will also serve as the basis later to set up a budget tracking system for the program. All costs and expenditures will be tracked accordingly.

A summary list of these services may include:

- Confirm Schedule and Cash Flow Analysis
- Prepare Individual Project Budgets
- Prepare Master Program Budget
- Calculate Escalation
- Assignment of Appropriate Contingencies and Allowances
- Invoice Due Diligence
- Reconciliation of County Facility Accounting Systems
- Program Budget and Budget Control System

- *TECHNOLOGY PLANNING AND IMPLEMENTATION*

Implementation of new technology usually succeeds or fails based not on the quality of the technology itself, but rather on the quality of forethought and planning around the actual use of the technology.

For example, when constructing or modernizing facilities, the right technology can greatly complement and enhance experience. For a District project, properly conceived technology can make the jobs of District personnel easier and more efficient.

Our Technology Planning and Implementation Practice brings the facility's key users and IT staff together to develop a master plan and an implementation road map that best meets our clients' operational objectives, support capacity, and program budget.

Technology planning services may include:

- Establishing client goals
- Assessing current technology infrastructure
- Creating an integrated program schedule, budget and funding plan
- Developing training, equipment and service standards
- Establishing support team roles and responsibilities
- Technology implementation services may include:
- Developing a specific execution plan
- Designing, procuring, and delivering new technology infrastructure



## IV. EXPERIENCE

### *NATOMAS CHARTER SCHOOL, SACRAMENTO COUNTY*

CPM was selected by the Natomas Charter School (NCS), to provide Program/Project and Construction Management services for two projects on NCS's main campus after receiving preliminary apportionment under the NCS Facilities Program (CSFP). CPM served as the Owner's Representative during the procurement and construction of the replacement of six (6) portable classrooms with new modular classrooms, a new modular PE/Locker building and a new music building with three (3) classrooms. During the Design Phase, CPM worked with NCS's Architect (Williams+Paddon), and Financial Consultant to develop program/project schedule timelines, program planning, phasing, and other cost-saving methods to match the program cash flow and create budgets for the project overall budget of \$4M. CPM also assisted NCS with developing project delivery options, bidding, and defining program processes.

### *CENTER JOINT UNIFIED SCHOOL DISTRICT, SACRAMENTO AND PLACER COUNTIES*

CPM was originally selected as project manager and Owner's Representative for the \$35 million Wilson C. Riles Junior High School. In this role, CPM developed and coordinated the CM At-Risk project-delivery selection process, assisted with the bid-award-start phase of the project, budget tracking and ongoing Owner representation through the duration of the project. CPM has begun the design phase management, including the architect selection process, for four (4) modernization projects and their new Rex Fortune Elementary School. CPM developed the first master program budget for the District that included the calculation of construction cost escalation, catastrophic loss reserve, and future interest earnings through the preparation of cash flow reports. Exercises were performed in anticipation of related project and program budget development for the District's Board as part of their local bond planning.

### *VACAVILLE UNIFIED SCHOOL DISTRICT, SOLANO COUNTY*

CPM began working for the District in 2001 in preparation for a \$196 million local new construction and modernization bond, Measure V. The District hired CPM to review program and project budgets and schedules, and to help bring a realistic, credible plan for capital outlay expenditures to the voters. After the bond passed, CPM was awarded contracts to provide program management, including strategic planning, monitoring and tracking of program and project budgets, reporting to the Citizens' Oversight Committee, developing design standards and project management of design phase through bid and award.

CPM was chosen once again as the District's Program Manager for it's Measure A Bond Program that was passed in November 2014 for \$194M and is currently in the process of planning and implementing various new construction and modernization projects.

### *ELVERTA JOINT ELEMENTARY SCHOOL DISTRICT, SACRAMENTO COUNTY*

CPM first began working with the Elverta Joint Elementary School District (EJESD) in to provide on-call project management services. One such project was a Septic System Upgrade project for the Elverta Elementary School campus. Due to the critical nature of the situation presenting unsafe conditions that could potentially threaten the safety of students, staff, and district property, CPM successfully prosecuted this project under an Emergency Resolution basis approved by the Board.

CPM engaged with the District once again to perform a feasibility study for a Roofing Removal and Replacement project and a Courtyard Paving project at the Elverta Elementary School. CPM conducted preliminary on-site condition assessments, provided corresponding construction estimates, prepared overall project budgets and met with District staff to review the projects and projected budgets. Additionally, CPM successfully obtained funding approval for the District's Energy Expenditure Plan for the Proposition 39 – California Clean Energy Jobs Act. A portion of the Prop 39 funding helped pay for part of the Roofing Removal and Replacement project, by adding thermal roof insulation where none had originally existed. Both projects came in under budget, and by folding in the Prop 39 funding, CPM was successful in assisting the District in making their General Fund and Deferred Maintenance funds go further, which was very much appreciated.



### *LODI UNIFIED SCHOOL DISTRICT, SAN JOAQUIN COUNTY*

CPM was hired as one of the Construction Management firms to provide professional services for the District's \$281 million Measure U Bond Program. The first project assignment was the construction of the District's new M&O Building utilizing the Design-Build delivery method. This project is part of the District's overall Master Plan to move the existing M&O facility off of the north end of the Lodi High School campus so it can be expanded and renovated. Responsibilities include managing the Design-Build Entity (DBE) selection process, and contract award. With design-build, fulfilling the duties as the Owner's Representative to provide oversight of the design process in concert with the Criteria Documents architectural firm through project completion in July 2020. CPM is also overseeing five (5) Fire Alarm Upgrade projects and twelve (12) Paving Upgrade projects. All of these projects have compressed construction schedules for work to be completed over the summer months, and the fire alarm upgrade for Bear Creek High School will utilize a split-shift approach with work being completed after hours until the new system can be completed and brought online over the Winter break.

### *MARIPOSA UNIFIED SCHOOL DISTRICT, MARIPOSA COUNTY*

CPM was hired by the District to provide program planning services for the District's \$25 million Measure L bond. Participation has included planning the scope, schedule and budget of projects identified in the bond with direction from the District team, oversight of the architectural pool and other consultants as needed. Currently, construction at three school sites and over \$8 million in spending of bond dollars has occurred. Design phase management, estimating and out to bid tasks for HVAC and Roof replacement at the high school and two elementary school sites. A campus storm drainage improvement project an exterior renovation at the high school is underway, and a \$5 million new classroom building to replace (7) aging portables is currently in DSA.

### *LAS LOMITAS ELEMENTARY SCHOOL DISTRICT, SAN MATEO COUNTY*

Capital Program Management was selected by the LLESB to be their owner's representative to assist with resolving over 200 disputed change order items valued at over \$5M. Through the excellent work performed by CPM, the District hired CPM to run the remaining \$58M bond program. CPM is currently in the process of developing the program implementation plan. This work includes condition assessments, community meetings, master planning, development of program budgets, schedule planning, logistical planning, and prioritization of schedule and scope. CPM will be overseeing the execution of the implementation plan that includes Board reports, Citizens' Oversight Committee reporting, professional services selection and contract negotiations, oversight and coordination of design professionals, oversight of the construction management team, tracking all program expenditures, and assisting with problems that may arise.

### *SOLANO COUNTY OFFICE OF EDUCATION, SOLANO COUNTY*

CPM was retained by the Solano County Office of Education to provide project management services for the \$4.7M Golden Hills Education Center. The scope consisted of assisting the Owner with the A-E selection process, working with the County's legal counsel in preparing the contracts, and contract negotiations. In addition, CPM also assisted the County with developing project budgets, preliminary project schedules, implementation of educational technology, and is poised to provide other "on-call" project management services as the needs arise.

### *HILLSBOROUGH CITY SCHOOL DISTRICT, SAN MATEO COUNTY*

CPM (program manager) and McCarthy (construction manager) teamed together to provide complete program management services for the District's \$67 million local bond program of new construction and renovation. The District hired the CPM / McCarthy team as its program manager to assist with the planning and implementation of the entire construction program. Initial services included revisiting and refining the master plan, providing strategic planning, conducting condition assessments, establishing project priorities, analyzing cash flow, developing a program schedule, determining project budgets and compiling this plan. Also included were the development of District design standards and outline specifications, procurement of design services and design phase management through bid and award.





### *WOODSIDE ELEMENTARY SCHOOL DISTRICT, SAN MATEO COUNTY*

CPM was selected by the WESD to be their owner's representative to plan, manage and oversee the implementation of their \$13.5M measure D Bond program, plus a \$5M capital campaign for a total of \$18.5M. Our work included condition assessments, community meetings, master planning, development of program budgets, schedule planning, logistical planning, and prioritization of schedule and scope. In addition, CPM was to oversee the execution of the implementation plan that included Board reports, Citizens' Oversight Committee reporting, professional services selection and contract negotiations, oversight and coordination of design professionals, oversight of the construction management team, tracking all program expenditures, assisting with problems that may arise during the construction phase, furniture and equipment procurement and coordinating owner moving logistics. In summary, our on-call services included the development of District design standards and outline specifications, develop and maintain project budgets, develop and maintain project schedules, assist with the review and approval of consultant invoices, pay applications, assist with the governmental agencies, and project closeouts with DSA.

### *LAFAYETTE SCHOOL DISTRICT, CONTRA COSTA COUNTY*

A \$69 Million Bond Program, CPM was hired by the District to implement a Master Program Workbook (MPW), a comprehensive multi-worksheet Excel Workbook used to track project budgets, expenditures and contracts for small to medium size Bond Programs. CPM's director of budget and accounting, Tim Doane, worked with the Director of Facilities developing initial project budgets, preparing cash flow scenarios based on construction schedules and overseeing the day to day financial operations of the Bond Program. Tim was also responsible for designing data export/import routines to facilitate the sharing of financial data between the District's fiscal accounting system and the Master Program Workbook and assisting staff with the reconciliation of expenditures and fund balance.

### *JOHN SWETT UNIFIED SCHOOL DISTRICT, CONTRA COSTA COUNTY*

\$63 Million dual Bond Program. CPM was selected for the implementation of our Master Program Workbook (MPW), a comprehensive multi-worksheet Excel Workbook used to track project budgets, expenditures and contracts for District's Bond Programs. Responsibilities included working with the Director of Facilities and the District's Program Manager developing initial program and project budgets, customization of the MPW to incorporate District account codes, vendors and funding sources, training staff on the use of the MPW and oversee the implementation of protocols and procedures to ensure efficient document and audit controls. Other responsibilities included assisting the preparing the annual Work-In-Progress report for the auditors and designing data export/import routines to facilitate the sharing of financial data between the District's fiscal accounting system and the Master Program Workbook and assisting staff with the reconciliation of expenditures and fund balance.

### *WALNUT CREEK UNIFIED SCHOOL DISTRICT, CONTRA COSTA COUNTY*

\$60 Million Bond Program. CPM was selected for the implementation of CPM's Master Program Workbook (MPW), a comprehensive multi-worksheet Excel Workbook used to track project budgets, expenditures and contracts for District's Bond Programs. Responsibilities include working with the Director of Facilities and Chief Business Officer developing initial program and project budgets reflected in the Facilities Master Plan, customization of the MPW to incorporate District account codes, vendors and funding sources, training staff on the use of the MPW and oversee the implementation of protocols and procedures to ensure efficient document and audit controls. Other responsibilities include entering expenditure data and associated budget revisions into the MPW, reconciliation of the MPW with the District's accounting system and preparation of the financial reports for the Citizens Bond Oversight Committee. Also assist in the preparation of the annual fiscal budget for the Bond Fund.

### *MARTINEZ UNIFIED SCHOOL DISTRICT, CONTRA COSTA COUNTY*

\$52 Million Bond Program. Responsible for the implementation of CPM's Master Program Workbook (MPW) to assist the District with analyzing the financial status of their existing Bond Program and the managing of remaining funds. CPM worked with the Contra Costa County Office of Education (CCCOE) and the District's staff to create a data export of project expenditure information from the District's accounting system, Tyler Munis, eliminating the need to enter expenditures manually in to CPM's workbook. In addition, CPM assisted the District with reconciling expenditures, to past financial audits, periodic updates to the Master Program Workbook and balancing to remaining bond funds.



### *DRY CREEK JOINT ELEMENTARY SCHOOL DISTRICT, PLACER COUNTY*

Following the passage of its \$67.3 million Measure E General Obligation bond in early 2008, Dry Creek subsequently contracted with CPM's Technology practice to provide a Technology Master Plan following the obligation of the bond to provide for "digital classrooms" at selected campuses throughout the District. The District needed guidance in defining, budgeting and planning for "digital classrooms" of the future. CPM led a collaborative group of curriculum, IT, facility and maintenance staff, administrative staff, support staff and technical staff in working toward a unique phased approach of technology integration through curriculum driven design and implementation. Following master schedule planning, assessment of existing infrastructure and data network systems, CPM assisted the District through implementation and project management. CPM also provided presentation and financial reporting to the COC.

### *SAN DIEGO COUNTY OFFICE OF EDUCATION, SAN DIEGO COUNTY*

CPM has been retained by the Educational Facility Solutions Group to provide "on-call" Professional School/Facilities Planning Consulting Services. The scope and types of deliverables will be determined on a case by case basis and issued in a Work Authorization format. Our first task on behalf of the Technology Services Department was to critique its Technology Plan with the Boards goal to improve the standards for uniform technologies, both hardware and software, which are deployed to the general workforce. A subsequent task was to review and provide input for the Project Requirements and Standard Performance Specifications for the Lakeside Unified School District. CPM is poised to be able to assist with any number of our discrete planning, project management, and educational-technology implementation types of services as an adjunct to their staff, as the needs arise.

### *LONG BEACH UNIFIED SCHOOL DISTRICT, LOS ANGELES COUNTY*

CPM was selected by the district to provide overall program management services for its \$1.2+ Billion Measure K capital outlay program. A major emphasis has been placed on financial controls with the development of a Bond Program Management Plan, Bond Program Implementation Guidance Document, Master Program Schedule, Funding/Fiscal Plan (including Master Program Budget, Revenues and Cash Flow Projection, Project Priority Recommendations, Communications Plan, COC and Measure K Audits Assistance, Current Project Owner Assistance, Accounting Systems Integration, Measure A Expenditures Review, and Technology Implementation Planning).

### *BONITA UNIFIED SCHOOL DISTRICT, LOS ANGELES COUNTY*

Following passage of its \$56.4 million Measure C General Obligation bond in March 2004, the District later hired CPM to guide the work in its \$90 million capital outlay program. Bonita USD's program now exceeds \$173.5M with the passage of Measure AB in 2008. CPM developed a program implementation strategy for that involved eight (8) key steps: prioritization of work, identification of funding, detailed scope of work development, budget development, schedule development, project controls and reporting, design standards, and guiding the project delivery method selection process. The development of a roadmap for the build-out of the program over the next several years was a key ingredient to the success of the Bonita program. Additionally, CPM provided on-going owner representation, design phase management, out-to-bid/award functions and budget-management expenditure tracking, and quarterly COC reporting for each bond measure through 2019.

### *WOODSIDE PORTOLA VALLEY FIRE PROTECTION DISTRICT FOUNDATION, SAN MATEO COUNTY*

Capital Program Management was selected by the WPVFPDF to be their owner's representative to plan, manage, and oversee the implementation of their \$16.8 million program based on recommendations from the Woodside Elementary School Board. The program includes replacement of an existing fire station and renovations to another station to bring all their facilities up to current standards. CPM's work included condition assessments, budget development, implementation planning, feasibility studies for evaluation of existing and alternative sites, coordination with the Town of Woodside Planning Department for entitlements, public review, and CEQA studies. In addition, CPM coordinated with the foundations counsel on entitlements, contracts, and alternative project delivery methods. Since this program is being partially funded through a Capital Campaign, CPM coordinated the needs of the campaign, communication planning, and community outreach.



### *CALIFORNIA STATE LOTTERY HEADQUARTERS, SACRAMENTO COUNTY*

CPM was engaged with the California State Lottery to provide project management services in support of the development and construction of its new headquarters facility. We directly assist the Lottery's in-house Contract Manager in the capacity of Owner's Representative. Included in our scope of services are scheduling and budget components, services for procurement, including development of requests for qualifications or proposals, selection process, and final evaluation. Further, CPM assisted the Lottery with the facilitation and oversight of the Integrated Project Delivery (IPD) process, working with the Lottery's legal department in the development of design and construction contracts, establishing QA/QC objectives for construction phase oversight, and services related to building occupancy and operation. CPM has been working with the Lottery since 2008.

CPM was hired once again by the California State Lottery to support the development and implementation of their \$60 million statewide facility improvement program. As a leading State agency, one very important goal for the Lottery is to implement operating cost efficiencies through a Zero Net Energy (ZNE) design effort. CPM was brought on board to provide Program-level strategic planning, oversight and development services related to design and pre-construction. In addition, CPM provided assistance to the Lottery's Contract Manager at the Project-level during construction, including construction administration support activities, construction cost validations, and close-out of 9 renovated or newly built District Offices and warehouses located throughout the State.

### *MARSHALL MEDICAL CENTER, EL DORADO COUNTY*

A dramatic increase in demand for services over recent years led Marshall Medical Center to initiate a \$60 million expansion project. The new acute care wing would provide much-needed additions to emergency, maternity, intensive care and medical-surgical recovery units. Marshall Medical Center tapped all three of CPM's practice areas to help with this major undertaking.

Right from the start, CPM found ways to solve the project budget impasse. CPM determined that a design-build model would be more efficient than the traditional design-bid-build, and convinced the owner and architect as such.

Among the many services provided, CPM evaluated the preliminary design, led value engineering work group sessions, and prepared a complete project budget and master project schedule. CPM also facilitated communications with state agencies such as the Office of Statewide Health Planning and Development (OSHPD) and coordinated the fulfillment of California Environmental Quality Act (CEQA) requirements. With most of the planning completed and initial obstacles overcome, construction began in late 2008.

### *NORTHBAY HEALTHCARE, SOLANO COUNTY*

NorthBay Healthcare has two medical facilities; VacaValley Medical Center, a 50 bed non-profit hospital providing a wide range of medical services to the residents of Vacaville and surrounding communities of northern Solano County and a sister hospital; NorthBay Medical Center, a 123 bed hospital located in Fairfield, California. A major expansion project of the VacaValley Medical Center began in 2007. This is the hospital's first four-phased construction project being delivered using the collaborative Integrated Project Delivery (IPD) method. The hospital's accounting system lacked the ability to provide the facilities branch with job cost budgeting, expenditure tracking, and financial reporting to enable effective management of the project. CPM was initially engaged to assess the facilities department's accounting needs and provide recommendations for a Budget and Expenditure tracking system which would provide the detailed financial information necessary to manage the project and administer the incentive based construction contracts. CPM's services were further expanded to include evaluation of Lawson's Project Accounting (PA) module; development of an interim Budget and Expenditure tracking solution; review and development of appropriate protocols and procedures to ensure the integrity of financial data, and software implementation services once a software solution has been selected.

## V. PROJECT HIGHLIGHTS/REFERENCES

### NATOMAS CHARTER SCHOOL, SACRAMENTO, CA

#### MUSIC BUILDING AND CLASSROOM REPLACEMENT PROJECTS



CPM was selected by the Natomas Charter School (NCS), to provide Program/Project Management services for two projects on NCS's main campus after receiving preliminary apportionment under the NCS Facilities Program (CSFP). CPM served as the Owner's Representative during the procurement and construction of the replacement of six (6) portable classrooms with new modular classrooms, a new modular PE/Locker building and a new music building with three (3) classrooms.

During the Design Phase, CPM worked with NCS's Architect (Williams+Paddon), and Financial Consultant to develop program/project schedule timelines, program planning, phasing, and other cost-saving methods to match the program cash flow and create budgets for the project overall budget of \$4M. CPM also assisted NCS with developing project delivery options, bidding, and defining program processes.

CPM's services included facilitating meetings with NCS staff, Architect, Engineers, the IOR and Contractors to provide comprehensive project management - including but not limited to:

- Prepare and assemble out-to-bid and front-end documents
- Management of out -to- bid process based on delivery method chosen
- Management of post bid contracts and submittals
- Gathering of all legal/insurance documents from contractors
- Facilitate construction meetings
- Review and processing of PCO/CO's
- Managing final approval and payment of contractor invoices/progress payments
- Monitoring the project budget throughout the course of construction
- Project close out activities; punch walk, close out and recording Notice of Completion
- Coordination of staff training/commissioning

#### MUSIC BUILDING



#### Contact:

Mr. Charlie Leo  
Former Executive Director and Co-Founder  
Natomas Charter School  
Retired  
(916) 416-6839  
clcharer@aol.com



## CENTER JOINT UNIFIED SCHOOL DISTRICT, SACRAMENTO, CA:



CPM was originally selected as project manager and Owner’s Representative for the \$35 million Wilson C. Riles Junior High School. In this role, CPM developed and coordinated the CM At-Risk project-delivery selection process, assisted with the bid-award-start phase of the project, budget tracking and ongoing Owner representation through the duration of the project. CPM began the design phase management, including the architect selection process, for four (4) modernization projects and their new Rex Fortune Elementary School.

CPM assisted Center USD with a District-Wide wireless access point infrastructure project, and managed the design process for a fully digital TV Studio and Performing Arts audio-visual project. This hugely successful project was well received by the District and community at large.

CPM’s quick-strike project team has implemented over \$1 million of “beautification” type projects for the District. Paralleling these upgrades are complete Prop 39 California Energy Commission lighting upgrade projects on eight (8) campuses. Duties include consultant selection, budget development and tracking and oversight of project management responsibilities. Responsibilities include development and implementation of a CM at risk construction delivery method for the middle school project, including the RFQ, guide the District’s selection process, draft contract agreement and function as owner’s representative. Additional duties include establishing bid-award-start schedules for all of the District’s capital outlay projects, setting up a labor compliance program (LCP) and maintaining construction administration functions.

Most recently, CPM helped the District plan and implement HVAC Upgrades at two (2) elementary schools, a Senior Plaza Upgrade project at Center High School, along with a new campus-wide VoIP Phone System/Digital Intercom Clock Bell System, and a complete Fiber Backbone Infrastructure project.



### Contact:

Mr. Scott Loehr  
Superintendent, Center JUSD  
8408 Watt Ave.  
Antelope, CA 95843-9116  
(916) 338-6409  
superintendent@centerusd.org

*“Through many projects, including the building of our Center High School Stadium, the professionalism, rapid response, and attention to detail have been a great asset to the successful completion of each project on time and under budget”*

*- Jeanne Bess, Director of Fiscal Services, Center Unified School District*



## LODI UNIFIED SCHOOL DISTRICT, LODI, CA:



CPM was hired as one of the Construction Management firms to provide professional services for the District's \$281 million Measure U Bond Program. The first project assignment for CPM was the construction of the District's new M&O Building utilizing the Design-Build delivery method. This project is part of the District's overall Master Plan to move the existing M&O facility off of the north end of the Lodi High School campus so it can be expanded and renovated. Responsibilities included managing the Design-Build Entity (DBE) selection process and contract award. With design-build, CPM fulfilled its duties as the Owner's Representative of the design process in concert with the Criteria Documents through project completion in July 2020.

CPM is currently managing the construction at Tokay High School involving the replacement of (22) classrooms with a two-story modular building, a modular practice gymnasium and associated sitework including all supporting utilities. Additionally, work at Needham Elementary School where a century old building was removed and is being replaced with two modular classroom wings, a new Multi-Purpose Room and all associated sitework. Both projects are a multi-prime contract format utilizing a hard bid delivery for the sitework and Lease-Leaseback for the modular construction.



Approximately 337'x100', the Maintenance & Operations Building at the Lodi Unified School District is roughly longer than a football field! At 37,000 s.ft., It's set on 6-acres. GMP cost was \$11,413,700 and was in built in 10-months.

CPM is also overseeing (10) Fire Alarm Upgrade projects and (12) Paving Upgrade projects. All of these projects had compressed construction schedules for work to be completed over summer break and also utilized a split shift approach for the fire alarm with work being completed after hours so the disruption to school functions was minimized.

### **Contact:**

Mr. Leonard Kahn  
 Chief Business Officer, Lodi USD  
 1305 E. Vine Street  
 Lodi, CA 95240  
 (209) 331-7121  
 lkahn@lodiUSD.net



## VACAVILLE UNIFIED SCHOOL DISTRICT, VACAVILLE, CA:



CPM originally began working for the District in 2001 in preparation for a \$196 million local new construction and modernization bond, Measure V. CPM worked closely with the District to successfully complete a massive list of 57 projects that were completed on time and on budget, proving its success to it's staff, students, and community at large.

The District once again chose CPM as their Program/Construction Manager for it's new Measure A Bond Program that was passed in November 2014 for \$194M. The District hired CPM to provide program and construction management services, including strategic planning, monitoring and tracking of program and project budgets, reporting to the Citizens' Oversight Committee, developing/maintaining design standards and project management of design phase through bid and award.

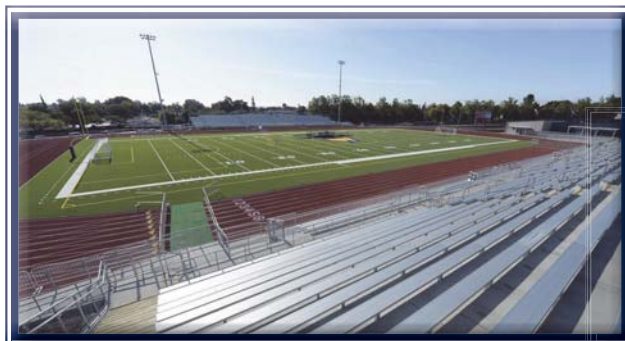
CPM is currently in the process of planning and the implementation of various new construction and modernization projects for Measure A, a short summary list of some of those projects are highlighted below:

### Name of Project & School:

- Elm Campus - ADA Improvement Project
- Jepson MS - Modernization Project
- Sierra Vista K/8 - Inc. 1 - Campus Conversion Project
- Sierra Vista K/8 - Inc. 2 - New MPB and Science Classroom Project
- Sierra Vista K/8 - Inc. 3 - Admin./Library/Media Ctr. Modernization
- Vacaville HS - Inc. 1 - Parking Lot & Tennis Court Improvement Project
- Vacaville HS - Inc. 2 - New Classroom Building(s) Project
- WC Wood HS - New Stadium Project
- District-Wide
- District-Wide

### Nature of Project:

- ADA Improvement
- Modernization
- Conversion
- New Construction
- Modernization
- Improvement
- New Construction
- New Construction
- Technology - Phase 1
- Prop 39 Planning &



### WILL C. WOOD HIGH SCHOOL - NEW STADIUM

#### GRAND OPENING



### Contact:

Mr. Dan Banowetz, Chief Facilities,  
Maintenance & Operations Officer  
401 Nut Tree Road  
Vacaville, CA 95687  
(707) 453-6139  
dbanowetz@vacavilleusd.org

"When I was building my bond program management team I did not hesitate to include Capital Program Management (CPM). They proved to be invaluable during our previous bond program and they have gotten even better over the last three plus years of my current bond program. They excel in all aspects of program, construction and budget management." - Dan Banowetz, VUSD



## VI. PROPOSED STAFF

CPM proposes the following personnel to ensure all components of South Placer Municipal Utility District's (SPMUD) desired services and needs are met:

### **Key CPM Personnel:**

1. Sharon Thomas, AIA - Associate Partner, Senior Project Manager
2. Omar Peña - Construction Manager
3. Tim Doane - Director of Budget & Accounting

### **CPM Additional Resources:**

At CPM, we are committed to hiring people who can best empathize with the needs of our clients. By ensuring that we populate our staff with the most experienced and knowledgeable design-side, construction/contracting-side, technology-side and client-side experience, we can address a challenge from all appropriate angles. With this level of diversity, we work as a team to make the most complex activities seem simple. We would make this talented group of individuals available to the SPMUD, as needed. Resumes of our additional staff are available upon request.

(27) Total employees, at least half of which are experts in their field, including:

- (4) Licensed Architects
- (1) Principal with CSI and LEED-AP Certifications
- (2) Principals with IPD/Lean Certified Specialist
- (1) Technology Integration Specialist with RCDD Certification
- (2) Senior Budget/Accounting Specialists
- (2) Contracts Specialists
- (1) Certified Access Specialist (CAsp)





**SHARON M. THOMAS, AIA**  
ASSOCIATE PARTNER AND SENIOR PROJECT MANAGER



Sharon Thomas has over 30 years' experience as a licensed architect and has spent her career on projects in a variety of industries including California K-12 school districts, healthcare, and commercial tenant improvements. Her strengths are with methodical project coordination, keeping projects in scope, on schedule and in budget by maintaining consistent communication with the client and team members. Sharon is also talented in balancing innovative design with the realities of code compliance, environmental conditions and construction methods and materials.

Sharon was named an Associate Partner of CPM in 2020, and currently leads the CPM team of internal staff and consultants in planning and implementation assistance for several clients.

**CPM EXPERIENCE**

CPM TEAM MEMBER SINCE 2014

INDUSTRY EXPERIENCE: 30+

**EDUCATION / LICENSES**

University of California;  
Berkeley, BA, Architecture

California Licensed Architect #  
C23190

**PROFESSIONAL MEMBERSHIPS**

American Institute of Architects

National Association of Women  
in Construction (NAWIC)

**Natomas Charter School, Sacramento, CA**

**Music Building and Classroom Replacement**

Sharon served as the owner's representative during the procurement and construction phase of the replacement of (6) portable classrooms with new modular classrooms, a new modular PE/Locker building and a new music building with (3) classrooms. Construction oversight included managing the architectural and construction team on the owner's behalf, review and processing of PCO/CO's, monitoring the project budget of \$4 million, which also included some matching state funding.

**Lodi Unified School District, Lodi, CA - Measure U Bond**

Sharon has been actively involved with the program planning and implementation for the \$281 million Measure U bond for the District. Participation has included assistance in managing internal team and coordination with District stakeholders, District architects and Lease Lease Back contractors on two high profile projects: Needham Elementary School new classrooms and MPR and Tokay High School new practice gym and two-story classroom building. Design phase management, estimating and out to bid tasks for Paving Projects at (10) school sites over the past two years.

**Mariposa Unified School District, Mariposa, CA - Measure L Bond**

Sharon has been actively involved with the program planning for the \$25 million Measure L bond for the District. Participation has included planning the scope, schedule and budget of projects identified in the bond with direction from the District team, oversight of the architectural pool and other consultants as needed. Currently, construction at three school sites and over \$8 million in spending of bond dollars has occurred. Design phase management, estimating and out to bid tasks for HVAC and Roof replacement at the high school and two elementary school sites. A campus storm drainage improvement project, and exterior renovation at the high school is underway. A \$5 million new classroom building to replace (7) aging portables is currently in DSA.

**Center Joint Unified School District, Antelope, CA**

Sharon oversaw the design phase management and construction of a Campus Entry and Plaza project at the Center High School site during the summer of 2018. The \$750K project included ADA access upgrades, the demolition of a portable building, security features, updated landscaping and a high profile entry for the student population. She also served as program lead in architectural firm selection and design phase management for (3) financial hardship modernization projects.



## OMAR PEÑA, CONSTRUCTION MANAGER



CPM TEAM MEMBER SINCE 2016

INDUSTRY EXPERIENCE: 15+

### EDUCATION / CERTIFICATIONS

Sonoma State University,  
Bachelor of Arts, Environmental  
Studies & Planning

Sonoma State University,  
Professional Certificate, Green  
Building

Sierra College,  
Associate of Arts, Social Science

Bilingual, English & Spanish

Omar has over fifteen years of professional experience managing different aspects of public agency construction projects. He currently works with a variety of clients on bond planning efforts as well as project/construction management.

Omar is proficient at providing energy efficiency and green building technical assistance including code compliance reviews.

### CPM EXPERIENCE

#### Lodi Unified School District

#### Tokay High School Sitework, New Classroom Building, and New Practice Gym Project

Omar is currently managing the construction of a \$10 million practice gym, \$13.5 million classroom building, and \$4.8 million sitework package at Tokay High School in Lodi, CA. Duties include coordinating three separate contractors working onsite to ensure projects are delivered on-time and within budget.

#### Center Joint Unified School District, Antelope, CA

CPM's quick-strike project team implemented over \$1million of "beautification" type of projects for the District over the summer of 2017. Paralleling these upgrades are complete Proposition 39 California Energy Commission lighting upgrade projects on eight (8) campuses. Duties include assisting with consultant selection, budget development and tracking and oversight of project management responsibilities. Responsibilities include development and implementation of a CM at risk construction delivery method for the middle school project, including the RFQ, guide the District's selection process, draft the contract agreement and function as owner's representative. Additional duties include establishing bid-award-start schedules for all the District's capital outlay projects and maintaining construction administration functions.

#### Proposition 39 – California Clean Energy Jobs Act Program

As assistant construction/program manager, Omar assisted the Prop 39 team consultants, design professionals and contractors in the planning and implementation of Proposition 39 energy conservation programs for school districts throughout California. This program is prescribed by the California Energy Commission guidelines and CPM's Prop 39 team has secured approval for over \$10 million in funding for energy efficiency projects. Capital Program Management along with its team of consultants and design professionals has been selected by the following Local Educational Agencies (LEA's) to plan and/or implement their Prop 39 projects.



Tim Doane has over 35 years' experience in the project, technology and accounting management fields. In the budget and accounting arena, his areas of expertise include job cost accounting, cash flow projections, budget analysis and internal controls. Tim's technology experience includes implementation of computerized accounting systems, software integration, network design, conversion and administration. Tim is responsible for oversight of the Budget and Accounting department, quality control, establishment of protocols and procedures to ensure integrity of data and adherence to audit standards, business development, software maintenance and customization, systems integration and product enhancement.

**CPM EXPERIENCE**

CPM TEAM MEMBER SINCE 2004

INDUSTRY EXPERIENCE: 35+

**EDUCATION / CERTIFICATIONS**

C.A.S.H. School Facilities Leadership Academy, graduating class of 2011

Associate of Arts Degree in Business Administration

Certified Installer Great Plains Software

System Manager Certificate Novell

System Operator Certificate Hewlett-Packard Training Center

QICBASIC Programming Certificate Project Date Systems

**PROFESSIONAL MEMBERSHIPS**

Coalition for Adequate School Housing (C.A.S.H.)

California Association of School Business Officials (CASBO)

**Vacaville Unified School District, Vacaville, CA**

Responsibilities include developing comprehensive project and program budgets, modeling project construction schedule to determine estimated construction escalation costs and developing Cash Flow analysis' based on bond issuance schedule. Responsibilities also include preparation of the District's fiscal year budgets for the Facilities bond program, reconciling the Bond fund balance, periodic presentations to the Citizens' Bond Oversight Committee and implementing procedures to facilitate effective communication and document flow. Responsibilities also include working with the CBO in the preparation of the annual Work-In-Progress report and Asset addition worksheets.

**Davis Joint Unified School District, Davis, CA**

As of January 2019, Tim has been responsible for the implementation of CPM's Master Program Workbook (MPW) assisting the District with analyzing its financial status. Responsibilities include customizing the MPW for the Measure M Bond Projects, assisting the District with the preparation of cash flow analysis and projected escalation cost calculations as needed, developing internal accounting processes and procedures to ensure the ongoing integrity of the MPW, assisting the District with the preparation of customized reports to be provided to the Citizens' Bond Oversight Committee (CBOC), as needed, and making quarterly presentations to the CBOC.

**Lafayette School District, Lafayette, CA**

\$69 million Bond Program. Responsible for the implementation of CPM's Master Program Workbook (MPW), a comprehensive multi-worksheet Excel Workbook used to track project budgets, expenditures and contracts for small to medium-size Bond Programs. Responsibilities include working with the Director of Facilities developing initial project budgets, preparing cash flow scenarios based on construction schedules and overseeing the day to day financial operations of the Bond Program.

**San Ramon Valley Unified School District, San Ramon, CA**

\$264 million renovation and new construction program which includes funding from various sources, including a \$260 million local bond. Director level oversight of the financial activities of the District's Capital Program. Responsibilities include preparation and presentation of financial reports for the District's facilities bond oversight and advisory committee(s). Responsibilities include reconciling expenditures to audit reports and the development of various process and procedures to ensure compliance with state requirements governing Proposition 39 authorized bonds.



## VII. FEE PROPOSAL

Our preliminary cost and fee summary “Proposal” outlines our approach and methodology to the fee calculations necessary to support the anticipated Scope of Services, as outlined in the Williams + Paddon specification documents.

Our business model is based on an hourly Schedule of Rates (SOR) multiplied over time, and we only invoice for actual hours worked (much like a law firm or CPA). Therefore, our proposal is expressed as an “estimated fee budget” knowing that the price quote is an estimate, not a lump sum or not-to exceed (NTE) amount. We believe our fee determination method creates flexibility to provide our services as the implementation of this project ebbs and flows over time. It has been acknowledged by our clients that with our combined expertise, we drive value and efficiency into every successful project, and we are delighted when our actual hours expended are less than our original estimated fee budget.

Note that we are planning on discounting the hourly rate for Sharon Thomas from a PIC rate to our Senior Project Manager rate of \$176 per hour for the duration of this project, and our rates will hold firm until 2023. We have also included time for Tim Doane, our Budget & Accounting Manager, to provide for the development of the overall Project Budget. Additionally, there is a modest number of hours for Tim to produce monthly project budget updates, and invoice due-diligence (See example Exhibit in our Appendix). Lastly, in support of our Construction Management duties, we have included 12 hours per week for Omar Pena to oversee the construction activities on site, and represent SPMUD at all Owner-Architect-Contractor (OAC) meetings on a regular basis.

Our estimated fee budget when compared to the preliminary Construction Budget of \$3,500,000 calculates out to a percentage of 5%, which is very appropriate for a project of this size. We would be happy to share our fee calculation worksheet, and also sit down to discuss it further with you if you would like to see our approach to hours estimated for each of the activities noted below.

### Preliminary Fee Proposal:

#### Hourly Estimated Fee Budget Schedule of Activities:

»	Kick-Off and Coordination with SPMUD and W+P	\$4,400
»	Prepare Out-to-Bid Docs and Bid Award Phase	\$20,000
»	Procurement/Mobilization/Construction Phase	\$13,900
»	Construction Management/Oversight Phase 1	\$73,000
»	Construction Management/Oversight Phase 2	\$51,400
»	Owner Move-In Coordination Phase	\$7,600
»	Commissioning/Training/Close-Out Phase	<u>\$6,200</u>

**Total Estimated Fee Budget: \$176,500**



### Schedule of Hourly Rates

South Placer Municipal Utility District					
Position		2021	2022	2023	2024
PIC	President	\$204	\$204	\$212	\$212
	Principal in Charge	\$204	\$204	\$212	\$212
Program & Construction Management	Program Director	\$191	\$191	\$199	\$199
	Senior Construction/Project Manager	\$176	\$176	\$183	\$183
	Construction/Project Manager	\$169	\$169	\$176	\$176
	Asst. Construction/Project Manager	\$149	\$149	\$155	\$155
	Construction Coordinator	\$112	\$112	\$116	\$116
	Senior Estimator	\$191	\$191	\$199	\$199
	Estimator	\$176	\$176	\$183	\$183
	Senior Scheduler	\$191	\$191	\$199	\$199
	Scheduler	\$176	\$176	\$183	\$183
	Clerical	\$60	\$60	\$62	\$62
Budget & Accounting Practice	Director of Budget & Accounting	\$204	\$204	\$212	\$212
	Budget & Accounting Manager	\$191	\$191	\$199	\$199
	Senior Budget Analyst	\$146	\$146	\$152	\$152
	Budget Analyst	\$131	\$131	\$136	\$136
	Asst. Budget Analyst	\$102	\$102	\$106	\$106
Technology Practice	Director of Technology	\$204	\$204	\$212	\$212
	Senior Technology Manager	\$191	\$191	\$199	\$199
	Technology Manager	\$176	\$176	\$183	\$183
	Asst. Technology Manager	\$149	\$149	\$155	\$155
	Drafter	\$135	\$135	\$140	\$140
Contract Management	Director of Contract Management	\$204	\$204	\$212	\$212
	Senior Contract Manager	\$191	\$191	\$199	\$199
	Contract Manager	\$176	\$176	\$183	\$183
	Contract Administrator	\$149	\$149	\$155	\$155
	Assistant Contract Administrator	\$112	\$112	\$116	\$116

Reimbursable Expenses\* - 5% mark-up

\* Note that the only reimbursable expenses are for reprographics and postage.

Any other reimbursable expenses must have prior approval.

There are no reimbursable travel expenses and no charge for time while traveling.



## Appendix 2 - Project Budget Sample

**123 Unified School District**  
**Happy High School - New Classroom Building (Portable Replacement) & Site Work**

**Budget Detail Report**

Project ID: 219

Funding			
Funding Source	Funding	Funding Changes	Current Funding
21.0 - Measure L	5,138,880	603,562	5,742,442
25.0 - Developer Fees	-	-	-
35.0 - State Funding	-	-	-
14.0 - Deferred Maintenance	-	-	-
<b>Total Funding</b>	<b>5,138,880</b>	<b>603,562</b>	<b>5,742,442</b>

Account Description	CPM Account Code	District Object Code	Budgets through 08/09/21				Committed through 07/31/21			Expenditures through 07/31/21				
			Initial Budget	Prior Periods Changes	Current Period Changes	Revised Budget	Initial Commitment	Approved Changes	Revised Committed	Expensed To Date	Unspent Committed	Unspent Budget	Uncommitted Budget	
<b>A - Site Costs</b>														
Special Studies	6120	6140.00	-	5,700	-	5,700	5,700	-	5,700	5,700	-	-	-	-
Geotechnical Costs	6120.001	6160.00	7,800	-	-	7,800	7,800	(7,800)	-	-	-	7,800	7,800	-
Site Surveys	6120.005	6140.00	2,800	2,033	-	4,833	4,833	-	4,833	4,833	-	-	-	-
Miscellaneous Site Costs	6190	6160.00	-	1,476	-	1,476	1,418	58	1,476	1,476	-	-	-	-
Preliminary Tests	6190.002	6240.00	-	509	-	509	509	-	509	509	-	-	-	-
<b>Site Costs</b>			<b>10,600</b>	<b>9,719</b>	<b>-</b>	<b>20,319</b>	<b>20,261</b>	<b>(7,742)</b>	<b>12,519</b>	<b>12,519</b>	<b>-</b>	<b>7,800</b>	<b>7,800</b>	<b>-</b>
<b>B - District and Agency Costs</b>														
DSA Plan Check Fees	6201	6220.00	38,200	13,500	-	51,700	34,750	-	34,750	34,750	-	16,950	16,950	-
Utility Set-Up Fees - Electrical	6207.002	6200.00	20,000	-	-	20,000	2,000	-	2,000	2,000	-	18,000	18,000	-
Fees - CEQA	6207.021	6200.00	200	-	-	200	-	-	-	-	-	200	200	-
Other Agencies	6209	6200.00	300	-	-	300	-	-	-	-	-	300	300	-
<b>District and Agency Costs</b>			<b>58,700</b>	<b>13,500</b>	<b>-</b>	<b>72,200</b>	<b>36,750</b>	<b>-</b>	<b>36,750</b>	<b>36,750</b>	<b>-</b>	<b>35,450</b>	<b>35,450</b>	<b>-</b>
<b>C - Consultant Costs</b>														
Architect and Engineering	6210	6210.00	306,530	4,910	-	311,440	-	311,440	311,440	286,626	24,814	24,814	-	-
Project Mgmt. (Design Phase)	6216	6200.00	120,000	(2,800)	-	117,200	120,000	(2,800)	117,200	117,200	-	-	-	-
HazMat Consultant	6220	6200.00	3,500	-	-	3,500	-	-	-	-	-	3,500	3,500	-
<b>Consultant Costs</b>			<b>430,030</b>	<b>2,110</b>	<b>-</b>	<b>432,140</b>	<b>120,000</b>	<b>308,640</b>	<b>428,640</b>	<b>403,826</b>	<b>24,814</b>	<b>28,314</b>	<b>3,500</b>	<b>-</b>
<b>D - Documents and Bid Costs</b>														
Printing and Distribution	6231	6200.00	2,000	-	-	2,000	461	-	461	461	-	1,539	1,539	-
Advertisements & Notices	6233	6200.00	2,000	-	-	2,000	588	-	588	588	-	1,412	1,412	-
<b>Documents and Bid Costs</b>			<b>4,000</b>	<b>-</b>	<b>-</b>	<b>4,000</b>	<b>1,050</b>	<b>-</b>	<b>1,050</b>	<b>1,050</b>	<b>-</b>	<b>2,951</b>	<b>2,951</b>	<b>-</b>
<b>E - Construction Costs</b>														
General Contractor	6243	6270.00	3,147,000	879,279	-	4,026,279	4,026,279	-	4,026,279	1,980,125	2,046,154	2,046,154	-	-
Miscellaneous Construction Costs	6259	6274.00	-	325	5,529	5,854	5,854	-	5,854	325	5,529	5,529	-	-
<b>Construction Costs</b>			<b>3,147,000</b>	<b>879,604</b>	<b>5,529</b>	<b>4,032,133</b>	<b>4,032,133</b>	<b>-</b>	<b>4,032,133</b>	<b>1,980,450</b>	<b>2,051,683</b>	<b>2,051,683</b>	<b>-</b>	<b>-</b>
<b>F - Construction Support &amp; Other Costs</b>														
Inspection	6261	6290.00	47,200	20,200	-	67,400	64,420	-	64,420	31,682	32,738	35,718	-	2,980
Testing	6263	6290.00	31,500	27,015	-	58,515	58,515	-	58,515	23,404	35,111	35,111	-	-
CM Construction	6267	6272.00	157,350	42,650	-	200,000	200,000	-	200,000	98,360	101,640	101,640	-	-
<b>Construction Support &amp; Other Costs</b>			<b>236,050</b>	<b>89,865</b>	<b>-</b>	<b>325,915</b>	<b>322,935</b>	<b>-</b>	<b>322,935</b>	<b>153,446</b>	<b>169,489</b>	<b>172,469</b>	<b>2,980</b>	<b>-</b>

Account Description	CPM Account Code	District Object Code	Budgets through 08/09/21				Committed through 07/31/21			Expenditures through 07/31/21			
			Initial Budget	Prior Periods Changes	Current Period Changes	Revised Budget	Initial Commitment	Approved Changes	Revised Committed	Expensed To Date	Unspent Committed	Unspent Budget	Uncommitted Budget
<b>H- Miscellaneous Project Costs</b>													
Moving and Storage	6274	6200.00	2,000	-	-	2,000	-	-	-	-	-	2,000	2,000
<b>Miscellaneous Project Costs</b>			<b>2,000</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>
<b>I - Contingencies/Unallocated</b>													
Construction Contingency	6297	6299.00	306,900	95,700	(5,529)	397,071	-	-	-	-	-	397,071	397,071
Project Contingency	6298	6299.00	62,900	(8,836)	-	54,064	-	-	-	-	-	54,064	54,064
Owner Contingency	6299	6299.00	314,700	87,900	-	402,600	-	-	-	-	-	402,600	402,600
Escalation Reserve	6400	6299.00	566,000	(566,000)	-	-	-	-	-	-	-	-	-
<b>Contingencies</b>			<b>1,250,500</b>	<b>(391,236)</b>	<b>(5,529)</b>	<b>853,735</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>853,735</b>	<b>853,735</b>
<b>Grand Total</b>			<b>5,138,880</b>	<b>603,562</b>	<b>-</b>	<b>5,742,442</b>	<b>4,533,129</b>	<b>300,898</b>	<b>4,834,027</b>	<b>2,588,041</b>	<b>2,245,986</b>	<b>3,154,401</b>	<b>908,415</b>

		% of Hard Costs	% of Total Project
<b>Hard Construction Costs:</b>	\$4,032,133	100.00%	70.22%
<b>Soft Costs:</b>	\$856,574	21.24%	14.92%
<b>F&amp;E:</b>	\$0	0.00%	0.00%
<b>Contingencies and Escalation Reserve:</b>	\$853,735	21.17%	14.87%
	<u><b>5,742,442</b></u>		



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Herb Niederberger, General Manager

**Cc:** Emilie Costan, Administrative Services Manager  
Carie Huff, District Engineer  
Eric Nielsen, Superintendent

**Subject:** Resolution 21-39 Declaring and Re-ratifying the State of Emergency and Authorizing Remote Teleconference Meetings of the Board of Directors due to the COVID-19 Emergency

**Meeting Date:** October 7, 2021

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**Overview**

On September 30, 2021, in accordance with the provisions of AB361, the Board of Directors adopted Resolution 21-35, a Resolution of the Board of Directors proclaiming a State of Emergency, ratifying that the Governors declaration of a State of Emergency remains in effect and authorizing remote teleconference meetings from September 30, 2021, through October 30, 2021, subject to the applicable provisions of the Brown Act.

All meetings of the District’s Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s Board of Directors conduct their business. The Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions.

Required conditions are: that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and it is further required that state or local officials have imposed or recommended measures to promote social distancing, or the legislative body meeting in person would present imminent risks to the health and safety of attendees.

Such conditions now exist in the District, specifically, the State of Emergency declared by the Governor with Executive Order N-25-20 on March 4, 2020, due to the COVID-19 pandemic. Guidance from the State of California has been adopted by the Placer County Health Department

which recommends or mandates social distancing and face coverings in certain settings to prevent the spread of COVID-19.

In compliance with Executive Order N-25-20, since April 2020, the District has implemented virtual meeting protocols which comply with the requirements of paragraph (2) of subdivision (e) of section 54953, by providing for public participation through online meeting attendance and the opportunity to provide comment during a Board meeting both verbally and via email.

A provision of AB361 requires that the Board of Directors Declare and Re-ratify the State of Emergency and Authorize continuing Remote Teleconference Meetings of the Board of Directors every 30 days. Resolution 21-35 adopted on September 30, 2021 provided authorization from September 30, 2021, through October 30, 2021. The next regular meeting of the Board of Directors is scheduled for November 4, 2021, which is beyond the period covered by Resolution 21-35. As such, in order to continue remote teleconference meetings, the Board must adopt a subsequent resolution covering the next 30-day window. In the future, the board will adopt these subsequent resolutions during regular and special meetings, whichever is appropriate to extend the 30-day window.

### **Recommendation**

Staff requests the Board of Directors:

1. Adopt Resolution 21-39 Declaring and Re-ratifying the State of Emergency and Authorizing Remote Teleconference Meetings of the Board of Directors due to the COVID-19 Emergency.

### **Strategic Plan Goals**

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain Transparency with all District Activities.

Goal 4.1: Maintain Compliance with Pertinent Regulations

### **Fiscal Impact**

There is no fiscal impact to the District resulting directly from this action. The retrofit of the Board Chambers to accommodate Zoom participation has been completed.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 21-39**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH PLACER MUNICIPAL UTILITY DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE SOUTH PLACER MUNICIPAL UTILITY DISTRICT FOR THE PERIOD OCTOBER 7, 2021 TO NOVEMBER 6, 2021 PURSUANT TO BROWN ACT PROVISIONS.**

WHEREAS, the South Placer Municipal Utility District (the “District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District’s Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s Board of Directors conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 21-35 on September 30, 2021, finding that the requisite conditions exist for the District's Board of Directors to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, the State of Emergency declared by the Governor on March 4, 2020 due to the COVID-19 pandemic; and

WHEREAS, guidance from the State of California, which has been adopted by the Placer County Health Department, recommends or mandates social distancing and face coverings in certain settings to prevent the spread of Covid-19; and

WHEREAS, the Board of Directors does hereby find that the rise in SARS-CoV-2 Delta Variant during the COVID-19 pandemic has caused, and will continue to cause, conditions dangerous to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the Board of Directors of the District shall continue to conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District has implemented virtual meeting protocols which comply with the requirements of paragraph (2) of subdivision (e) of section 54953, by providing for public participation through online meeting attendance and the opportunity to provide comment during the Board meeting both verbally or via email.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SOUTH PLACER MUNICIPAL UTILITY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and COVID-19 has caused, and will continue to cause, an unreasonable risk of harm to the safety of persons within the District that are likely to be beyond the control of the services, personnel, equipment and facilities of the District.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2021.

Section 4. Remote Teleconference Meetings. The General Manager and Board of Directors are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) November 6, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of the South Placer Municipal Utility District this 7<sup>th</sup> day of October, 2021, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

Signed: \_\_\_\_\_

Will Dickinson, President of the Board of Directors

Attest: \_\_\_\_\_

Emilie Costan, Board Secretary

**GENERAL MANAGER REPORT**

To: Board of Directors  
From: Herb Niederberger, GM  
Date: October 7, 2021  
Subject: General Manager Monthly Staff Report – September 2021

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**1) DEPARTMENT REPORTS**

Attached are the monthly status reports for the Board’s information:

- A. Administrative Services Department,
- B. Field Services Department, and
- C. Technical Services Department.

The Department Managers are prepared to answer any questions from the Board.

**2) INFORMATION ITEMS**

- A. On September 3, 2021, the General Manager met with representatives of the Sacramento Area Council of Governments (SACOG) and the Placer County Transportation Planning Agency (PCTPA) to discuss the joint use of District easements for regional bike and pedestrian trails. The district shared Policy 3225 – Joint Use of District Easements and Rights-of-Way as well as a GIS map of the districts roads within easements.
- B. On September 9, 2021, 2021, the General Manager and District Engineer, Carie Huff, met with representatives of Placer County Local Agency Formation Commission (LAFCO) to discuss the District’s procedures for Out-of-Area Service Agreements and Annexations within the Sphere of Influence.
- C. On September 16, 2021, the General Manager participated in a Zoom Meeting with District General Counsel to discuss: 1) Covid 19 Vaccine Mandates, Reasonable Accommodation and Funding Opportunities; 2) District’s procedures for Out-of-Area Service Agreements and Annexations within the Sphere of Influence; 3) pending real estate purchases; and 4) GM Authority during the State of Emergency.
- D. On September 18, 2021, the General Manager participated in District outreach during the Rocklin Hot Chili/Cool Cars event.
- E. On September 22, 2021, the General Manager and the District Superintendent, Eric Nielsen, met with representatives from Placer County and the City of Roseville to discuss: 1) Overview of SPWA and Regional Partners; 2) Rehabilitation Projects based upon Condition Assessments and the RPM Model, 3) Proposed New Method of Funding Rehabilitation Projects; 4) PGWWTP Expansion and Energy Recovery Projects; 5) Status of Partner Billing True-Ups; 6) Regional Wastewater Connection Fees and the Request for Reduced Connection Fees for Affordable Housing; and 7) Annual Connection Fee increases and the need for a Nexus Study.

- F. On September 27, 2021, the General Manager and the Administrative Services Manager, Emilie Costan, participated in a CSDA Webinar concerning the Special District COVID Fund application process. The application period is open from October 1 through 15, 2021. The District will be seeking recovery of all extraordinary costs incurred during the COVID 19 emergency.
- G. On September 28, 2021, the General Manager and the District Superintendent, Eric Nielsen, met with representatives from the North State Building Industry Association (BIA) and the California Apartment Association (CAA) to discuss the DFA analysis of the District Local Participation Fee and the SPWA Regional Participation Fee. The BIA and CAA have agreed to include the District in any industry outreach regarding multi-family developer impact fee reduction.
- H. On September 30, 2021, the General Manager and the Administrative Services Manager, Emilie Costan, met with representatives of Redistricting Insights, the demography consultant the District has retained to discuss the process to ensure compliance with the California and Federal Voting Rights Acts, the Fair Maps Act, incorporation of the most recent census data and an open, accessible, transparent process that engages District constituents in the ongoing redistricting effort.
- I. Advisory Committee Meetings:

There were no advisory committee meetings in September.

**3) PURCHASE ORDERS/CONTRACTS INITIATED UNDER GENERAL MANAGER AUTHORITY**

<b>PO Req#</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
225	09/10/21	Martin Technical, Inc.	Lockout/Tagout Procedure Development and Training	\$10,765

**4) LONG RANGE AGENDA**

**November 2021**

- Closed Session – GM Employee Evaluation
- Quarterly Investment Report
- PMP Annual Report

**December 2021**

- Closed Session – GM Employee Evaluation
- Final Audit and Consolidated Annual Financial Report
- Participation Charge Report for FY 2020-21
- Award Corp Yard Construction Contract

**January 2022**

- Selection of Officers
- GM Goals



ITEM VIII. ASD REPORT

To: Board of Directors

From: Emilie Costan, Administrative Services Manager

cc: Herb Niederberger, General Manager

Subject: Administrative Services Department Monthly Report

Board Date: October 7, 2021

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**Fiscal Year 20/21 Audit Work**

Administrative Services Staff is continuing to work with the Auditors from Munn, Urrutia, & Nelson on the Fiscal Year 20/21 Audit. The final Audit document is calendared for presentation and acceptance by the Board at the December 2021 Board meeting.

**Special District COVID-19 Relief Fund**

The Administrative Services Manager attended a CSDA webinar to learn about the process to apply for COVID-19 relief funds from the \$100 Million Fund designated for Special Districts.

**Notary Training**

The Administrative Services Manager attended an all-day class to obtain her CA Notary license.

**Open Enrollment**

Open Enrollment for Medical, Dental, Vision, and other District-sponsored benefits is September 20<sup>th</sup> through October 15<sup>th</sup>. Administrative Services staff will be assisting employees with benefit changes for next calendar year.

**Hot Chili Cool Cars Outreach Event**

The District had an outreach booth for the Hot Chili Cool Cars event, held at Quarry Park on September 18<sup>th</sup>. The event was well attended, and District staff met many SPMUD customers to share outreach regarding non-dispersible items as well as Fats, Oils, and Greases and their impact on the sewer system.

**Fall Newsletter**

The Administrative Services Manager worked with the Department Managers to prepare the Fall newsletter. The newsletter will be included in the September, October, and November billings.

**September Monthly Investment Transactions per GC §53607**

**DEPOSITS, TRANSFERS, OR WITHDRAWALS**

CalTRUST: None

LAIF: None

Placer County: None

Wells Fargo: None

ITEM VII. FSD REPORT

**To:** Board of Directors  
**From:** Eric Nielsen, Superintendent  
**Cc:** Herb Niederberger, General Manager  
**Subject:** Field Services Department Monthly Report  
**Meeting Date:** October 7, 2021

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**Department Overview**

This section provides the Board an update on the news and major tasks from the Field Services Department.

**1. Break Room Addition, Locker Room and Lobby Improvements**

- a. Staff plans to advertise for solicitation of bids in the fall and award the contract in December 2021 or January 2022. The start of construction is planned to commence in early 2022 and conclude by the end of 2022.

**2. CCTV Software**

- a. Staff executed the agreement approved by the Board at the August 2021 meeting to update the District's CCTV inspection software. The software implementation is underway and will take place over a 10-12 week period.

**3. Lockout/Tagout Procedures**

- a. Staff, with the assistance of a consultant, completed the development of equipment-specific lockout/tagout procedures to help ensure the safety of employees working on/around equipment that is normally energized.

**Reporting**

This section provides the Board an overview of the Field Services Department operations and maintenance activities through 8/31/2021. The work listed is not all inclusive.

**1. Lost Time Accidents/Injuries (OSHA 300)**

- a. Zero (0)
  - i. 1827 days without a Lost Time Accident/Injury

**2. Safety/Training/Professional Development**

- a. Field Services employees participated in training for the following:
  - i. CMV Defensive Driving Part 1 of 3
  - ii. Use of Vermeer Wood Chipper
  - iii. Train on 14 SOPs for various maintenance equipment

- iv. Tailgates (Biological hazards, Confined space entry permits, Skin protection)

**3. Customer Service Calls**

- a. Response Time Goals over the Last 12 Months

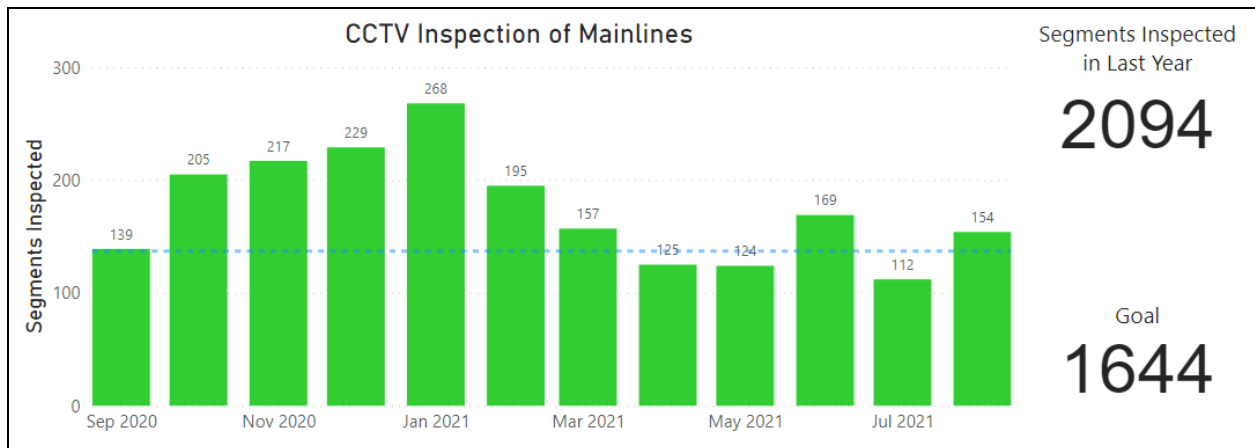
	Goal	Average	Success Rate
During Business Hours	< 30 minutes	18 min	95%
During Non-Business Hours	< 60 minutes	51 min	

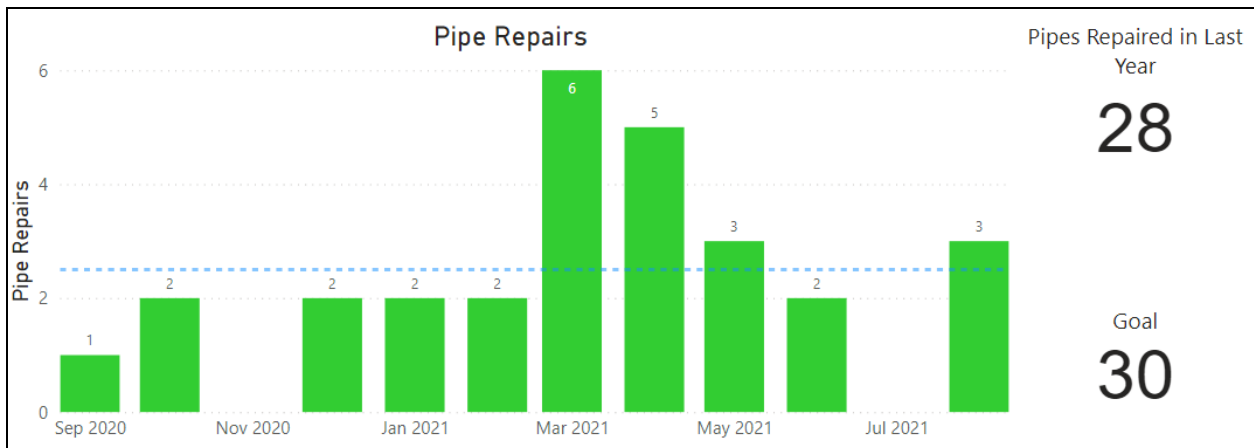
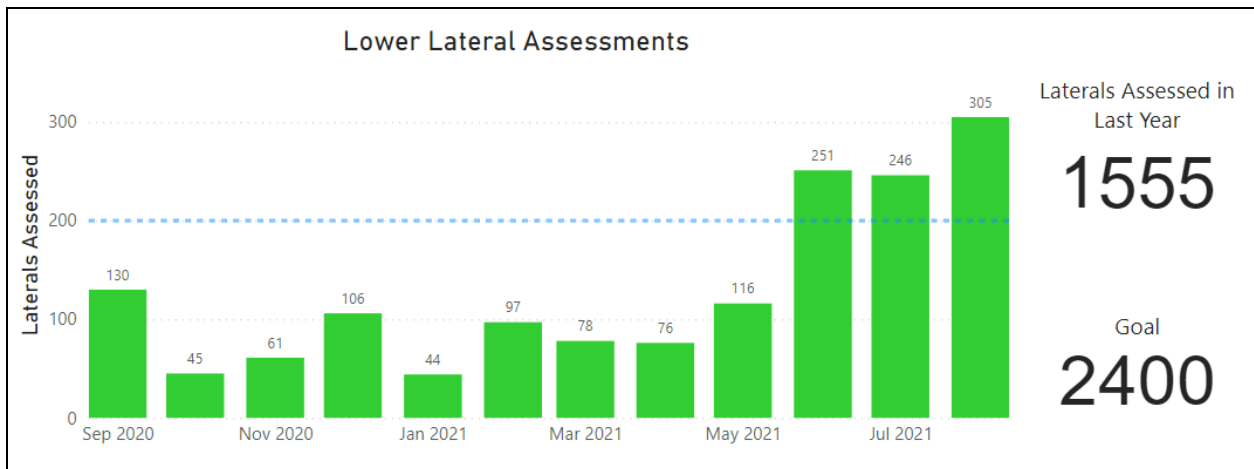
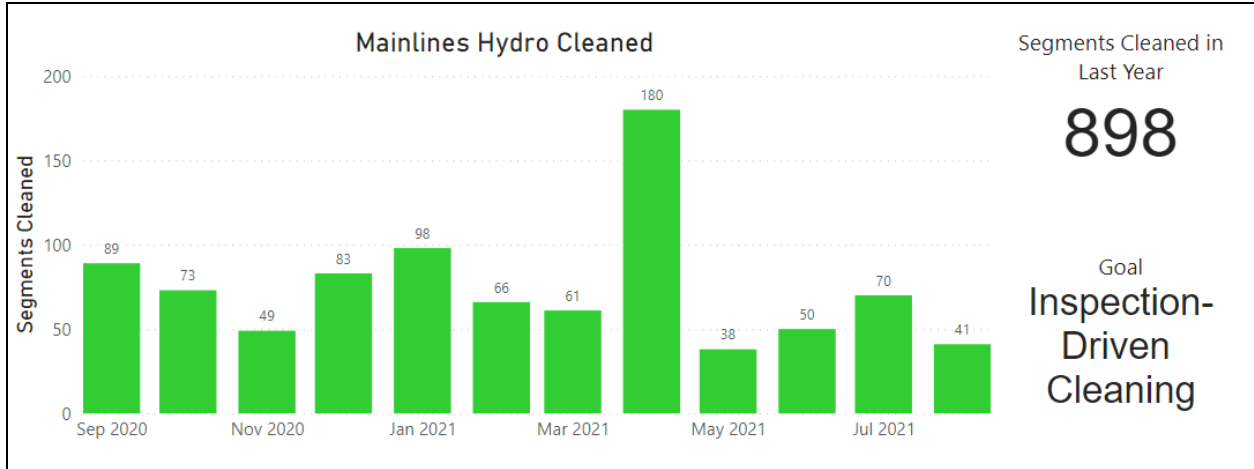
**Service Calls - August**

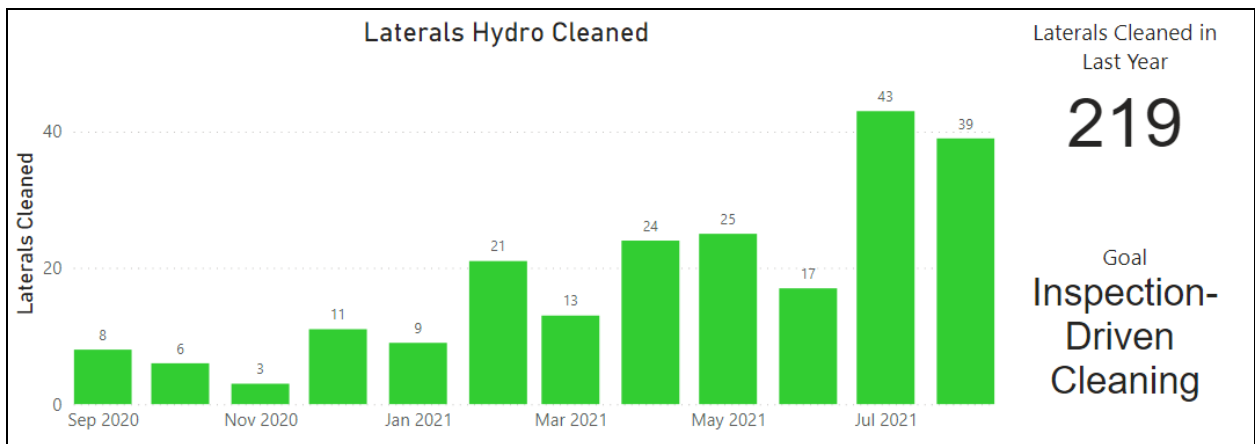
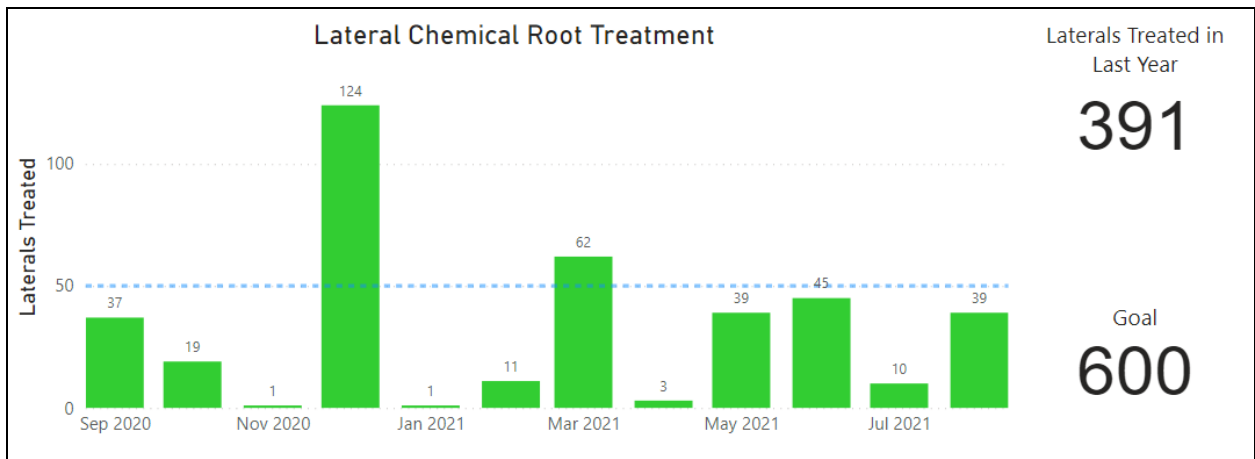
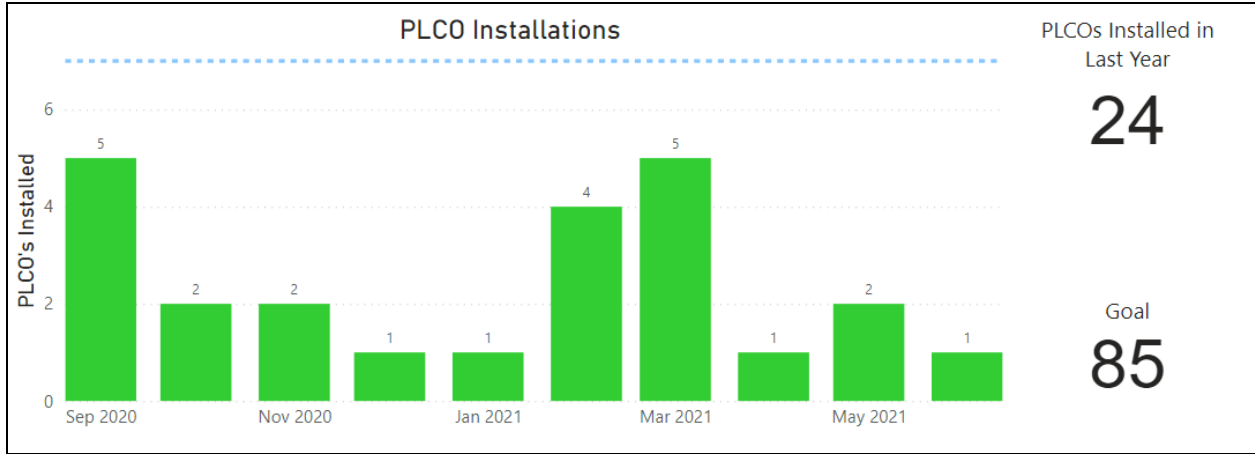
Responsibility	SSO	Stoppage	Odor	Alarm	PLSD	Vermin	Misc	Total Service Calls
N/A			2			1		<b>24</b>
Owner Responsibility		8				1	2	
SPMUD Responsibility	1	1	1	6		1		
<b>Total</b>	<b>1</b>	<b>9</b>	<b>3</b>	<b>6</b>		<b>3</b>	<b>2</b>	

**4. Production**

- a. The information provided below is not inclusive of all work completed.







ITEM VII. TSD REPORT

To: Board of Directors  
From: Carie Huff, District Engineer  
Cc: Herb Niederberger, General Manager  
Subject: Technical Services Department Monthly Report  
Board Date: October 7, 2021

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**Department Updates**

The District participated in Rocklin’s Hot Chili Cool Cars outreach event on September 18<sup>th</sup>. Multiple employees staffed the booth and educated attendees about acceptable items to discharge to the sewer and also what NOT to put down the drain to protect the environment and, ultimately, save money. Hot Chili Cool Cars was the first outreach event in almost two years, and it was great to be back out in the community educating others about sewer.

The District Engineer is attending CSDA’s Special District Leadership Academy September 26<sup>th</sup> through September 30<sup>th</sup> in Lake Tahoe.

**Commercial EDU Tracking**

TSD is continuing to review and enter historical data for commercial properties into the Lucity database. To date, half the District has been audited. It is anticipated that entering the historical information will continue through March of 2022. This new work program will ensure that every commercial property is audited at least once a year through planned work that is tracked and updated through Lucity. ASD will use this information to update billing.

**Corporation Yard Wall Replacement Project**

The new gate is in place and the fence panels are currently being installed. After significant material delays, the fence is anticipated to be substantially complete by September 30<sup>th</sup>.

**FOG Program**

One of the ongoing efforts of the FOG Program is determining the appropriate frequency of grease control device (GCD) pump outs. Pump out frequencies are based on a variety of factors including size and type of GCD, fixtures connecting to the GCD and kitchen Best Management Practices (BMPs). As the FOG Inspector performs core sample testing of each FSE, he works with each FSE to determine the best frequency based on these factors. In some cases, this is an iterative process that occurs over multiple months. However, significant progress has been made at multiple FSE, including Curry Leaves (went from pump outs every six months to three months), Starbucks on Stanford Ranch Road (adjusted from three months to two month), Starbucks at Rocklin Crossings (adjusted from six months to two months), Adalberto’s (adjusted from six-months to every month), Wally’s on Sunset (adjusted from six months to four months) and Krispy Krunchy Chicken in Penryn (adjusted from six months to three months).

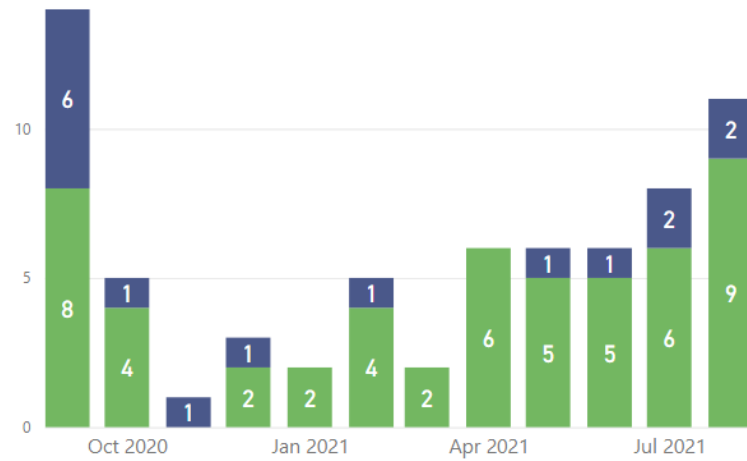
**Department Performance Indicators**

The following charts depict the efforts and performance of the department in the following areas of work as of August 31<sup>st</sup>, 2021. The charts are being created in a new reporting tool that directly connects to the District’s data, improving the timeliness of reporting efforts and leveraging the

District's investment in technology. Additional charts may be added in the future for other areas of work in the department.

### Plan Checks Completed - Monthly Totals

● Plan Checks ● Sign Plans

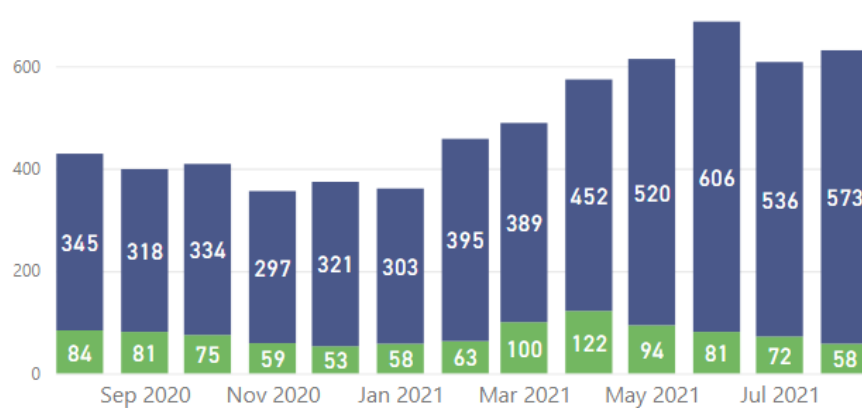


### % "In Time" Plan Checks

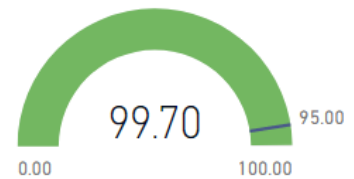


### 811 Responses - Monthly Totals

● Field ● Office

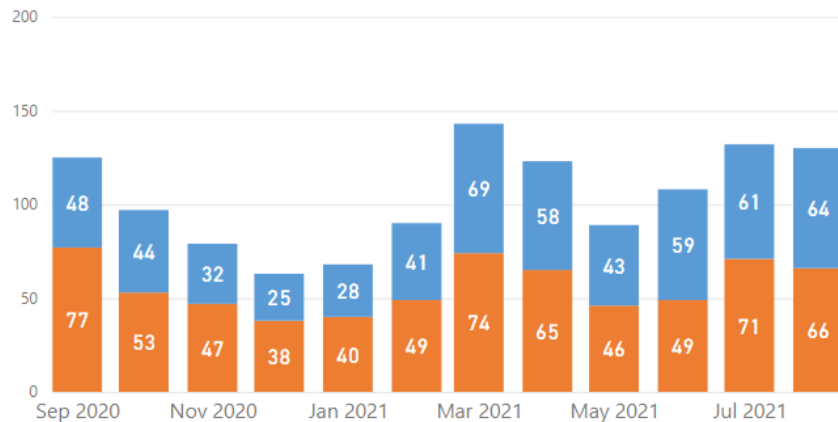


### % "In Time" Responses ...



### Building Sewer Inspections - Monthly Totals

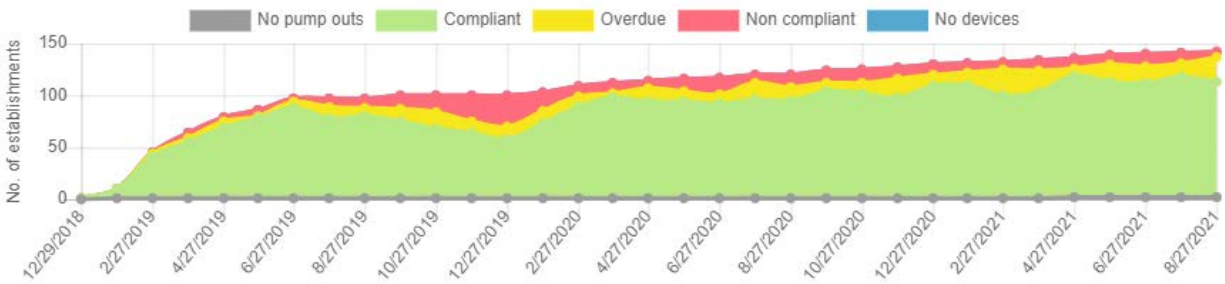
● Rough Inspections ● Final Inspections



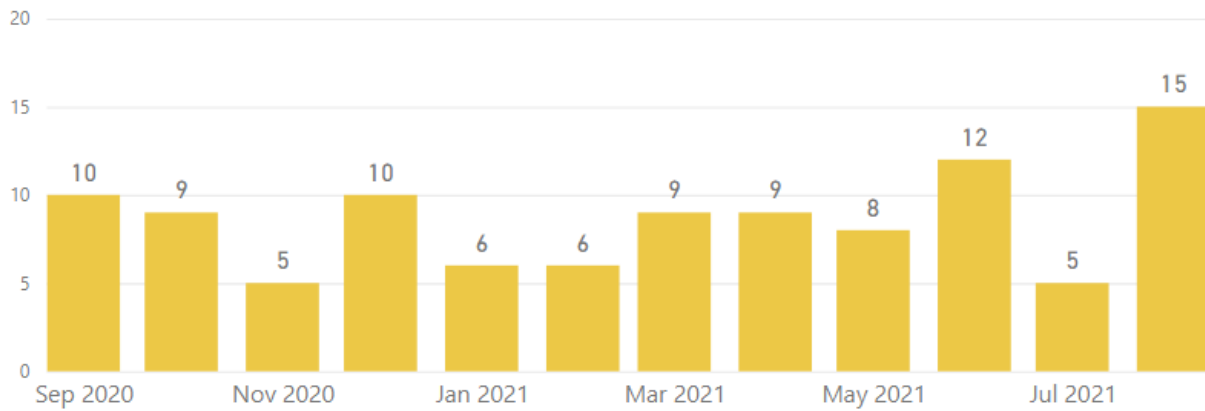
### % "In Time" Inspections



## FOG Compliance History



## FOG Pickups - Monthly Totals



## Grease Interceptor Inspections

