



**SPMUD BOARD OF DIRECTORS
REGULAR MEETING: 4:30 PM
September 1, 2022**

Zoom Meeting: 1 (669) 900-9128
Meeting ID: 886 0905 7782

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) 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, and SPMUD Resolution 22-31, the September, 2022 meeting of the SPMUD Board of Directors will be held via teleconference using Zoom Meeting 1 (669) 900-9128, <https://us02web.zoom.us/j/88609057782>. Public comments can be emailed to 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.

AGENDA

I. CALL MEETING TO ORDER

II. ROLL CALL OF DIRECTORS

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

III. PLEDGE OF ALLEGIANCE

IV. 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 from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

V. CONSENT ITEMS

[pg 4 to 62]

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 September 1, 2022 meeting.

1. MINUTES from the August 4, 2022 Regular Meeting. [pg 4 to 8]
2. ACCOUNTS PAYABLE in the amount of \$1,196,176.01 through August 23, 2022. [pg 9 to 14]
3. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements for the Tractor Supply, with an estimated value of \$136,507. [pg 15 to 18]
4. FINAL REPORT ON THE 2018/2022 STRATEGIC PLAN [pg 19 to 32]
5. RESOLUTION 22-33 DEFERRED PAYMENT OF PARTICIPATION FEES FOR KNIESELS COLLISION CENTER AT 4011 SIERRA COLLEGE BLVD [pg 33 to 46]
6. RESOLUTION 22-34 AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH THE CITY OF ROCKLIN ALLOWING A TEMPORARY SEWER CONNECTION AND USE FOR THE NORTHWEST ROCKLIN SEWER ANNEXATION CONSTRUCTION PROJECT [pg 47 to 56]
7. RESOLUTION 22-35 DECLARING AND RE-RATIFYING THE STATE OF EMERGENCY AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS DUE TO THE COVID-19 EMERGENCY [pg 57 to 62]

VI. 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 22-36 ADOPTING THE 2023/2027 STRATEGIC PLAN [pg 63 to 82]
The Board of Directors has held public workshops and committee meetings to establish the strategic goals and objectives for the District's current and future activities. Staff will present the proposed Strategic Plan for the years of 2023 through 2027.

Action Requested: (Roll Call Vote)

Staff Recommends that the Board of Directors adopt Resolution 22-36 Adopting the 2023/2027 Strategic Plan.

VII. REPORTS

[pg 83 to 95]

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 the 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.

VIII. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)

Number of potential cases: 2

Initiation of Litigation pursuant to Government Code Section 54956.9(d)(4)

Number of potential cases: 1

IX. CLOSED SESSION READOUT

X. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to its next regular meeting on **October 6, 2022**, at **4:30 p.m.**

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

Meeting	Location	Date	Time
Regular	Zoom Meeting	August 4, 2022	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 Mitchell presiding at 4:30 p.m. using Zoom Meeting.

II. ROLL CALL OF DIRECTORS:

Present: President Jerry Mitchell, Director John Murdock, Director James Durfee

Vice President Jim Williams joined the meeting at 4:35 p.m.

Absent: Director Will Dickinson

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: President Mitchell led the Pledge of Allegiance.

IV. PUBLIC COMMENTS:

President Mitchell opened public comments to the meeting attendees outlining that the comments should be limited to those topics, not on the agenda and participants would have three (3) minutes to speak. He recognized that retirees had been concerned about matters related to Retiree Health Benefits. He instructed the meeting participants that the Board could listen to comments but could take no action. He further instructed participants that the Board would have a Closed Session during the October Board meeting to discuss the item, followed by an Open Session in November where retirees could voice their concerns

ASM Costan identified that there were a number of attendees to the meeting and that they would have to use the phone functions to unmute. District Engineering Technician, Curtis Little, explained the process to unmute or raise their hand. ASM Costan, then went down the list of attendees to solicit comments. Charles Clark indicated that he would like to address the Board on Item No 2 on the Board Business agenda.

V. CONSENT ITEMS:

1. MINUTES from the July 7, 2022 Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$5,114,691 through July 27, 2022.

3. QUARTERLY INVESTMENT REPORT in the total amount of \$77,410,173 through June 30, 2022.
4. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements within the Grove Subdivision, with an estimated value of \$811,337.
5. RESOLUTION 22-31 DECLARING AND RE-RATIFYING THE STATE OF EMERGENCY AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS DUE TO THE COVID-19 EMERGENCY.

Vice President Williams made a motion to approve the consent items; a second was made by Director Durfee; a roll call vote was taken, and the motion carried 4-0.

VI. BOARD BUSINESS

1. RESOLUTION 22-32 ESTABLISHING A PROCEDURE FOR RECTIFYING PARCELS SPLIT BY CENSUS BLOCK FOR THE ESTABLISHMENT OF WARD BOUNDARIES

GM Niederberger introduced the item explaining that the Board of Directors adopted Ordinance 22-01, which revised and re-established District Ward Boundaries. Ordinance 22-01 utilized Census Block information to establish the new Ward Boundaries. Staff was alerted by Placer County GIS and Elections personnel that in some isolated cases the census block boundaries and Ward boundaries bisected parcels. GM Niederberger showed examples of these split parcels to the Board.

Resolution 22-32 establishes a procedure to rectify those parcels split by the Ward Boundaries in Ordinance 22-01 by presenting the following criteria to the Board of Directors for adoption in Resolution 22-32. In those cases where the Ward Boundary splits a parcel, the whole parcel shall be included in the Ward encompassing the larger portion of the split parcel; except that, in those cases that the Ward Boundary splits a parcel adjacent to a recognized boundary of an incorporated Town or City, the Ward Boundary shall be moved to correspond to the limits of the incorporated Town or City, and the whole parcel shall be included in that Ward.

President Mitchell comment about pending LAFCo actions to incorporate areas not previously recognized into the District's service area boundary. GM Niederberger discussed the pending action by LAFCo to annex those areas currently being served by the District through Out-of-Area service agreements into the recognized District Boundaries is not impacted by this action. DE Huff is working with LAFCo on the project and is also addressing discrepancies where the Board of Equalization tax boundaries do not conform with the current LAFCo Boundaries.

Director Durfee made a motion to adopt Resolution 22-32 Establishing a Procedure for Rectifying Parcels Split by Census Block for the Establishment of Ward Boundaries; a second was made by Director Murdock; a roll vote was taken, and the motion carried 4-0.

2. ACTUARIAL VALUATION REPORT FOR OTHER POST-EMPLOYMENT BENEFITS (OPEB) PROGRAMS

ASM Costan provided a report on the funding status of the District CalPERS CERBT (California Employer's Retirement Benefit Trust) account. She shared that the account was opened by the District in 2008 to fund the retiree medical benefits or Other Post-Employment Benefits (OPEB). The District has a policy to fully fund the benefit through contributions and interest earnings from the CERBT account. CalPERS recently adopted a lower discount rate that adversely affects the expected rate of return. The Actuarial Valuation Report shows that as of June 30, 2021, the trust is 77.9 percent funded.

The District's OPEB payments to retirees are expected to increase until 2055, but these should be offset by increased earnings of the CERBT. The current balance of the CERBT as of June 30, 2022, is \$5.88 million, approximately \$400,000 less than on June 30, 2021. This yields a current funded rate of 72 %.

Director Murdock asked for clarification on the funded rate. GM Niederberger responded that the actuarial report indicates a long-term Actuarial Accrued Liability of about \$8 million. As of 2021, the District's OPEB liability was about 78% funded. When this is compared to the current CERBT balance as of this morning, of \$5.8 million, the District appears to be currently only 72% funded.

ASM Costan polled every attendee of the meeting for Public Comment. Charlie Clark provided public comment regarding the initial setup of the trust in 2007. He commented that it was intended to be a tax-exempt trust that affects twenty-four (24) current retirees.

Vice President Williams made a motion to receive and file the June 30, 2021, Actuarial Valuation: Determination of Other Post-Employment Benefit (OPEB) Funding Contributions; a second was made by Director Durfee; a roll vote was taken, and the motion carried 4-0.

3. STRATEGIC PLANNING WORKSHOP: WORK PLAN AND MEASUREMENTS

DS Nielsen presented the proposed work plan and measurements in preparation for the adoption of the new five-year Strategic Plan. The information was shared with the Strategic Plan Advisory Committee on July 27th to receive additional input. The plan will consist of two parts: 1) Goals and Priorities, and 2) Measures and Benchmarks using the Effective Utility Management (EUM) framework created by WEF (Water Environment Federation), the AWWA (American Water Works Association), and other professional organizations in the water and wastewater industry.

DS Nielsen went over the Strategic Plan priorities: maintain an excellent regulatory compliance record; prepare for the future and foreseeable emergencies; leverage existing and applicable technologies to approve efficiencies; provide exceptional value for the cost of sewer service, and make SPMUD a great place to work.

DS Nielsen explained that the EUM framework contains measurements and benchmarking of ten (10) elements that apply to water and wastewater agencies. He also reviewed the proposed progress reports that will show performance over time and be provided annually to the Board.

Vice President Williams commented that he liked the direction of the proposed plan.

DS Nielsen spoke about accountability and that staff reports will continue to refer to the Strategic Plan as well as the EUM. The next steps will include sharing the plan individually with Board members and then presenting the final plan to the Board at the September Board meeting.

President Mitchell commented that the EUM process provides structure and will include valuable comparisons with state averages and other districts.

4. APPOINTMENTS TO THE TEMPORARY INFRASTRUCTURE ADVISORY COMMITTEE

Board President Mitchell appointed Director Durfee and Director Dickinson to the Infrastructure Advisory Committee.

Additional Public Comment: ASM Costan polled the list of Zoom attendees to determine if there was any additional public comment. Ms. Costan also suggested that participants could email her. There was no additional public comment.

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:

GM Niederberger shared that the monthly department reports were included in the agenda packet. He would be out of the office on Aug 5. He then solicited Board participation in the City of Rocklin Hot Chili /Cool Cars event.

President Mitchell inquired about the Montreo Subdivision. GM Niederberger responded that the Montreo subdivision has to connect to the existing District collection system through an adjacent subdivision that has private streets. There were concerns about access and existing sewer easements. DE Huff also explained that the subdivision proposal also included a lift station and there have been some concerns regarding impacts from that lift station and constructability. President Mitchell also inquired about the location of the subdivision, and DE Huff placed the location off of Park Drive and Coldwater Place.

President Mitchell commented on the 5.83 years since the District experienced a lost time incident. President Mitchell inquired about the abbreviation of PLSD. DS Nielsen identified this as a Private Lateral Sewer Discharge and what constitutes that type of sanitary sewer overflow.

Director Williams inquired about the scheduling of the Loomis 2x2. He shared that he would be unavailable from September 5th to the 20th. GM Niederberger responded that he is working with the Deputy Town clerk to schedule the meeting. Director Durfee would like a briefing on the topics of the proposed 2x2.

B. Information Items: No additional items.

3. Director's Comments:

The Directors had no additional comments.

VIII. ADJOURNMENT

The President adjourned the meeting at 5:28 p.m. to the next regular meeting to be held on September 1, 2022, at 4:30 p.m.



Emilie Costan, Board Secretary

Item 5.2



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 07/28/2022 - 08/23/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1240	Placer County Personnel	07/28/2022	Regular	0.00	3,209.17	15164
1663	Buckmaster Office Solutions	07/29/2022	Regular	0.00	208.88	15165
1663	Buckmaster Office Solutions	07/29/2022	Regular	0.00	-208.88	15165
1652	Cintas Corporation	07/29/2022	Regular	0.00	485.67	15166
1533	City of Foster City	07/29/2022	Regular	0.00	520.00	15167
1735	Nathaniel Patterson	07/29/2022	Regular	0.00	250.00	15168
1253	Recology Auburn Placer	07/29/2022	Regular	0.00	345.53	15169
1265	Rocklin Area Chamber of Commerce	07/29/2022	Regular	0.00	22.00	15170
1265	Rocklin Area Chamber of Commerce	07/29/2022	Regular	0.00	-22.00	15170
1306	Superior Equipment Repair	07/29/2022	Regular	0.00	1,174.34	15171
	Void	08/01/2022	Regular	0.00	0.00	15172
1265	Rocklin Area Chamber of Commerce	08/01/2022	Regular	0.00	22.00	15173
1663	Buckmaster Office Solutions	08/01/2022	Regular	0.00	208.88	15174
1327	US Bank Corporate Payment	08/08/2022	Regular	0.00	19,663.83	15175
	Void	08/08/2022	Regular	0.00	0.00	15176
	Void	08/08/2022	Regular	0.00	0.00	15177
1020	Aqua Sierra Controls, Inc.	08/11/2022	Regular	0.00	2,878.38	15248
248	AT&T	08/11/2022	Regular	0.00	307.83	15249
1022	AT&T CalNet	08/11/2022	Regular	0.00	359.35	15250
1652	Cintas Corporation	08/11/2022	Regular	0.00	485.67	15251
1066	City of Rocklin	08/11/2022	Regular	0.00	160,815.10	15252
1068	City of Roseville	08/11/2022	Regular	0.00	495,956.48	15253
1751	Comprehensive Medical Inc.	08/11/2022	Regular	0.00	382.00	15254
1509	Crystal Communications	08/11/2022	Regular	0.00	311.64	15255
1086	Dataprose	08/11/2022	Regular	0.00	5,736.19	15256
1087	Dawson Oil Co.	08/11/2022	Regular	0.00	4,206.55	15257
1145	Innovyze Inc	08/11/2022	Regular	0.00	1,900.00	15258
1686	Jan Pro	08/11/2022	Regular	0.00	887.00	15259
1564	Jensen Landscape Services, LLC	08/11/2022	Regular	0.00	931.00	15260
1785	Landmark Construction	08/11/2022	Regular	0.00	225,436.90	15261
1757	McClatchy Shared Services LLC	08/11/2022	Regular	0.00	862.32	15262
1218	PCWA	08/11/2022	Regular	0.00	1,944.89	15263
1221	PG&E	08/11/2022	Regular	0.00	11,207.21	15264
1473	Pitney Bowes Purchase Power	08/11/2022	Regular	0.00	1,004.39	15265
1329	USA North 811 (Underground Service Alert)	08/11/2022	Regular	0.00	7,500.32	15266
1770	Youngdahl Consulting Group, Inc.	08/11/2022	Regular	0.00	1,955.00	15267
1021	ARC	08/22/2022	Regular	0.00	102.97	15268
1768	Capital Program Management Inc.	08/22/2022	Regular	0.00	11,628.00	15269
1652	Cintas Corporation	08/22/2022	Regular	0.00	944.85	15270
1073	Consolidated Communications	08/22/2022	Regular	0.00	2,101.10	15271
1080	CWEA (Main)	08/22/2022	Regular	0.00	100.00	15272
1666	Great America Financial Services	08/22/2022	Regular	0.00	452.99	15273
1139	Hill Rivkins Brown & Associates	08/22/2022	Regular	0.00	8,200.00	15274
1812	IB Consulting LLC	08/22/2022	Regular	0.00	15,810.00	15275
1764	Network Design Associates, Inc.	08/22/2022	Regular	0.00	750.00	15276
1218	PCWA	08/22/2022	Regular	0.00	435.82	15277
1253	Recology Auburn Placer	08/22/2022	Regular	0.00	354.27	15278
1518	Sonitrol of Sacramento	08/22/2022	Regular	0.00	1,162.98	15279
1333	SPOK, Inc.	08/22/2022	Regular	0.00	54.18	15280
1306	Superior Equipment Repair	08/22/2022	Regular	0.00	2,076.05	15281
1325	Tyler Technologies, Inc.	08/22/2022	Regular	0.00	4,000.00	15282
1338	Verizon Wireless	08/22/2022	Regular	0.00	1,144.26	15283
1015	American Fidelity Assurance	07/28/2022	Bank Draft	0.00	499.56	DFT0007487
1586	Principal Life Insurance Company	07/28/2022	Bank Draft	0.00	305.87	DFT0007488

Check Report

Date Range: 07/28/2022 - 08/23/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1230	Pers (EFT)	07/28/2022	Bank Draft	0.00	5,983.04	DFT0007489
1230	Pers (EFT)	07/28/2022	Bank Draft	0.00	29,654.31	DFT0007490
1230	Pers (EFT)	07/28/2022	Bank Draft	0.00	8,658.16	DFT0007491
1230	Pers (EFT)	07/28/2022	Bank Draft	0.00	146.18	DFT0007492
1230	Pers (EFT)	07/28/2022	Bank Draft	0.00	3,725.00	DFT0007493
1230	Pers (EFT)	07/28/2022	Bank Draft	0.00	99.47	DFT0007494
1786	Carol Bean	07/29/2022	Bank Draft	0.00	545.42	DFT0007495
1064	Charles Clark	07/29/2022	Bank Draft	0.00	1,227.00	DFT0007496
1788	Dana Gravatt	07/29/2022	Bank Draft	0.00	614.88	DFT0007497
1095	Donald Wilson	07/29/2022	Bank Draft	0.00	456.06	DFT0007498
1118	Frank Laguna	07/29/2022	Bank Draft	0.00	1,778.28	DFT0007499
1799	Gerald Loscalzo	07/29/2022	Bank Draft	0.00	456.06	DFT0007500
1787	Helen Gibson	07/29/2022	Bank Draft	0.00	871.28	DFT0007501
1137	Henry Lorton	07/29/2022	Bank Draft	0.00	1,565.12	DFT0007502
1161	Joanna Belanger	07/29/2022	Bank Draft	0.00	698.71	DFT0007503
1162	Jody Allen	07/29/2022	Bank Draft	0.00	614.88	DFT0007504
1164	Joe Mooney	07/29/2022	Bank Draft	0.00	232.94	DFT0007505
1167	John Marquis	07/29/2022	Bank Draft	0.00	1,565.12	DFT0007506
1170	John Wagner	07/29/2022	Bank Draft	0.00	2,079.36	DFT0007507
1802	Joyce Parker	07/29/2022	Bank Draft	0.00	232.94	DFT0007508
1800	Linda Mackey	07/29/2022	Bank Draft	0.00	1,218.49	DFT0007509
1801	Margaret Montes	07/29/2022	Bank Draft	0.00	232.94	DFT0007510
1195	Mark Cervantes	07/29/2022	Bank Draft	0.00	708.06	DFT0007511
1789	Paul Hardy	07/29/2022	Bank Draft	0.00	614.88	DFT0007512
1803	Richard Stein	07/29/2022	Bank Draft	0.00	1,289.95	DFT0007514
1259	Rick J. Perry	07/29/2022	Bank Draft	0.00	1,080.65	DFT0007515
1269	Rodney Pierce	07/29/2022	Bank Draft	0.00	2,079.36	DFT0007516
1279	Sam Rose	07/29/2022	Bank Draft	0.00	2,079.36	DFT0007517
1281	Scott Perry	07/29/2022	Bank Draft	0.00	1,546.42	DFT0007518
1309	Tamara Brackenbury	07/29/2022	Bank Draft	0.00	1,188.02	DFT0007519
1344	Wayne Lewis	07/29/2022	Bank Draft	0.00	1,080.65	DFT0007520
1229	Pers (EFT)	08/02/2022	Bank Draft	0.00	10.96	DFT0007523
1229	Pers (EFT)	08/02/2022	Bank Draft	0.00	12.13	DFT0007524
1149	Internal Revenue Service	08/02/2022	Bank Draft	0.00	20.14	DFT0007525
1098	EDD (EFT)	08/02/2022	Bank Draft	0.00	15.49	DFT0007526
1098	EDD (EFT)	08/02/2022	Bank Draft	0.00	1.79	DFT0007527
1149	Internal Revenue Service	08/02/2022	Bank Draft	0.00	4.70	DFT0007528
1149	Internal Revenue Service	08/02/2022	Bank Draft	0.00	33.31	DFT0007529
1045	Cal Pers 457 Plan (EFT)	08/05/2022	Bank Draft	0.00	750.00	DFT0007530
1135	Empower (EFT)	08/05/2022	Bank Draft	0.00	325.00	DFT0007531
1135	Empower (EFT)	08/05/2022	Bank Draft	0.00	7,827.52	DFT0007532
1135	Empower (EFT)	08/05/2022	Bank Draft	0.00	354.85	DFT0007533
1042	CA State Disbursement (EF	08/05/2022	Bank Draft	0.00	44.76	DFT0007534
1015	American Fidelity Assurance	08/05/2022	Bank Draft	0.00	333.33	DFT0007535
1015	American Fidelity Assurance	08/05/2022	Bank Draft	0.00	285.40	DFT0007536
1229	Pers (EFT)	08/05/2022	Bank Draft	0.00	49.13	DFT0007537
1229	Pers (EFT)	08/05/2022	Bank Draft	0.00	971.47	DFT0007538
1229	Pers (EFT)	08/05/2022	Bank Draft	0.00	1,703.71	DFT0007539
1229	Pers (EFT)	08/05/2022	Bank Draft	0.00	1,986.26	DFT0007540
1229	Pers (EFT)	08/05/2022	Bank Draft	0.00	2,928.32	DFT0007541
1229	Pers (EFT)	08/05/2022	Bank Draft	0.00	3,872.42	DFT0007542
1229	Pers (EFT)	08/05/2022	Bank Draft	0.00	4,285.47	DFT0007543
1149	Internal Revenue Service	08/05/2022	Bank Draft	0.00	12,674.02	DFT0007544
1098	EDD (EFT)	08/05/2022	Bank Draft	0.00	4,098.68	DFT0007545
1098	EDD (EFT)	08/05/2022	Bank Draft	0.00	1,122.86	DFT0007546
1149	Internal Revenue Service	08/05/2022	Bank Draft	0.00	2,964.04	DFT0007547
1149	Internal Revenue Service	08/05/2022	Bank Draft	0.00	9,261.77	DFT0007548
1149	Internal Revenue Service	08/05/2022	Bank Draft	0.00	37.20	DFT0007552
1098	EDD (EFT)	08/05/2022	Bank Draft	0.00	30.70	DFT0007553
1098	EDD (EFT)	08/05/2022	Bank Draft	0.00	3.30	DFT0007554
1149	Internal Revenue Service	08/05/2022	Bank Draft	0.00	8.72	DFT0007555

Check Report

Date Range: 07/28/2022 - 08/23/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1149	Internal Revenue Service	08/05/2022	Bank Draft	0.00	36.00	DFT0007556
1045	Cal Pers 457 Plan (EFT)	08/19/2022	Bank Draft	0.00	750.00	DFT0007557
1135	Empower (EFT)	08/19/2022	Bank Draft	0.00	325.00	DFT0007558
1135	Empower (EFT)	08/19/2022	Bank Draft	0.00	7,827.52	DFT0007559
1135	Empower (EFT)	08/19/2022	Bank Draft	0.00	354.85	DFT0007560
1042	CA State Disbursement (EF	08/19/2022	Bank Draft	0.00	44.76	DFT0007561
1015	American Fidelity Assurance	08/19/2022	Bank Draft	0.00	333.33	DFT0007562
1015	American Fidelity Assurance	08/19/2022	Bank Draft	0.00	285.40	DFT0007563
1229	Pers (EFT)	08/19/2022	Bank Draft	0.00	49.13	DFT0007564
1229	Pers (EFT)	08/19/2022	Bank Draft	0.00	971.48	DFT0007565
1229	Pers (EFT)	08/19/2022	Bank Draft	0.00	1,703.72	DFT0007566
1229	Pers (EFT)	08/19/2022	Bank Draft	0.00	1,986.26	DFT0007567
1229	Pers (EFT)	08/19/2022	Bank Draft	0.00	2,928.32	DFT0007568
1229	Pers (EFT)	08/19/2022	Bank Draft	0.00	4,018.24	DFT0007569
1229	Pers (EFT)	08/19/2022	Bank Draft	0.00	4,446.88	DFT0007570
1149	Internal Revenue Service	08/19/2022	Bank Draft	0.00	12,609.56	DFT0007571
1098	EDD (EFT)	08/19/2022	Bank Draft	0.00	3,890.65	DFT0007572
1098	EDD (EFT)	08/19/2022	Bank Draft	0.00	1,114.80	DFT0007573
1149	Internal Revenue Service	08/19/2022	Bank Draft	0.00	3,041.82	DFT0007574
1149	Internal Revenue Service	08/19/2022	Bank Draft	0.00	8,889.44	DFT0007575
1229	Pers (EFT)	08/17/2022	Bank Draft	0.00	1,050.00	DFT0007576

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	80	47	0.00	1,000,495.99
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	-230.88
Bank Drafts	84	84	0.00	187,803.03
EFT's	0	0	0.00	0.00
	164	136	0.00	1,188,068.14

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	80	47	0.00	1,000,495.99
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	-230.88
Bank Drafts	84	84	0.00	187,803.03
EFT's	0	0	0.00	0.00
	164	136	0.00	1,188,068.14

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	7/2022	81,113.13
100	GENERAL FUND	8/2022	1,106,955.01
			1,188,068.14

Account Number	Name	Date	Type	Amount	Reference	Packet
102-0001221-03	Johnson, Corey and Jamie	8/10/2022	Refund	\$108.74	Check #: 15179	UBPKT14985
102-0001263-01	Talmage, Ronald J	8/10/2022	Refund	\$18.20	Check #: 15180	UBPKT14985
102-0001292-01	West, Franklin E	8/10/2022	Refund	\$5.17	Check #: 15181	UBPKT14985
102-0001365-02	Maxwell, Graham and Brittany	8/10/2022	Refund	\$134.40	Check #: 15182	UBPKT14985
102-0001483-02	Messina, Brooke and Daniel	8/10/2022	Refund	\$120.24	Check #: 15183	UBPKT14985
102-0002999-02	Chegia, Cory	8/10/2022	Refund	\$432.00	Check #: 15184	UBPKT14985
102-0003365-01	Debord, Sharon	8/10/2022	Refund	\$108.00	Check #: 15185	UBPKT14985
102-0005585-02	Root, Roger and Colleen	8/10/2022	Refund	\$106.59	Check #: 15186	UBPKT14985
102-0005601-03	Keefer, David and Albina	8/10/2022	Refund	\$108.55	Check #: 15187	UBPKT14985
102-0006015-02	Griffin, Eric and Julia	8/10/2022	Refund	\$108.00	Check #: 15188	UBPKT14985
102-0006618-01	Middleton, Mark	8/10/2022	Refund	\$51.65	Check #: 15189	UBPKT14985
102-0006799-01	Kyburz, Deborah J	8/10/2022	Refund	\$108.70	Check #: 15190	UBPKT14985
102-0007223-02	Patterson, Kenneth	8/10/2022	Refund	\$107.66	Check #: 15191	UBPKT14985
102-0008453-03	Partners, Thunder Ridge	8/10/2022	Refund	\$7.62	Check #: 15192	UBPKT14985
102-0008458-02	Wake, Ryan and Kacey	8/10/2022	Refund	\$28.80	Check #: 15193	UBPKT14985
102-0008698-03	Agostino, Joseph and Julie D'	8/10/2022	Refund	\$7.20	Check #: 15194	UBPKT14985
102-0009334-01	Wermes, Brian and Wendy	8/10/2022	Refund	\$97.08	Check #: 15195	UBPKT14985
102-0009461-02	Elkington, Kevin B	8/10/2022	Refund	\$36.86	Check #: 15196	UBPKT14985
102-0009822-02	Williams, Jeffery	8/10/2022	Refund	\$107.79	Check #: 15197	UBPKT14985
102-0010291-02	Trust, Zillow Homes Property	8/10/2022	Refund	\$102.00	Check #: 15198	UBPKT14985
102-0010598-01	Brown, Douglas H	8/10/2022	Refund	\$10.93	Check #: 15199	UBPKT14985
102-0011252-02	McCall, Michael	8/10/2022	Refund	\$107.97	Check #: 15200	UBPKT14985
103-0003900-02	Scott, William	8/10/2022	Refund	\$166.70	Check #: 15201	UBPKT14985
103-0004010-03	Graham, Mark and Bevin	8/10/2022	Refund	\$115.50	Check #: 15202	UBPKT14985
103-0004873-01	Smith, Andrew	8/10/2022	Refund	\$109.54	Check #: 15203	UBPKT14985
103-0010743-02	Palmer, Anthony and Jennifer	8/10/2022	Refund	\$62.22	Check #: 15204	UBPKT14985
103-0012044-02	Reese, Richard and Ruth	8/10/2022	Refund	\$99.60	Check #: 15205	UBPKT14985
103-0013212-01	Harris, David	8/10/2022	Refund	\$108.00	Check #: 15206	UBPKT14985
103-0016466-01	Morton, Timothy F	8/10/2022	Refund	\$8.58	Check #: 15207	UBPKT14985
106-0012943-02	Kelly, James and Mary	8/10/2022	Refund	\$12.13	Check #: 15208	UBPKT14985
106-0013081-03	Mick, Adam and Danielle	8/10/2022	Refund	\$107.87	Check #: 15209	UBPKT14985
106-0013117-02	Franks, Rodney	8/10/2022	Refund	\$231.93	Check #: 15210	UBPKT14985
106-0013403-02	Susag, Paul	8/10/2022	Refund	\$35.60	Check #: 15211	UBPKT14985
106-0014529-01	Miller, Jennifer	8/10/2022	Refund	\$33.60	Check #: 15212	UBPKT14985
106-0015101-01	Kendra, John	8/10/2022	Refund	\$108.23	Check #: 15213	UBPKT14985
106-0015471-01	Camarillo, Fred Jr	8/10/2022	Refund	\$115.50	Check #: 15214	UBPKT14985
106-0015793-01	Harris, Roy and Cynthia	8/10/2022	Refund	\$108.00	Check #: 15215	UBPKT14985
106-0016052-01	Flores, Jesus	8/10/2022	Refund	\$89.58	Check #: 15216	UBPKT14985
106-0017435-01	Lees, Justin B	8/10/2022	Refund	\$168.00	Check #: 15217	UBPKT14985
106-0017620-03	Leibold, Zachary and Alyson	8/10/2022	Refund	\$90.39	Check #: 15218	UBPKT14985
106-1025695-03	Frazier, Adrienne	8/10/2022	Refund	\$5.84	Check #: 15219	UBPKT14985
112-1021339-03	Angulo, Belen	8/10/2022	Refund	\$1,032.00	Check #: 15220	UBPKT14985
112-1021843-01	Sipes, Jeff and Natalie	8/10/2022	Refund	\$108.00	Check #: 15221	UBPKT14985
112-1022416-02	Dezorzi, Christopher and Alexandra	8/10/2022	Refund	\$61.20	Check #: 15222	UBPKT14985
112-1022696-02	Finn, Richard and Angela	8/10/2022	Refund	\$18.00	Check #: 15223	UBPKT14985
112-1026059-02	Lewis, Shannon	8/10/2022	Refund	\$113.51	Check #: 15224	UBPKT14985
112-1026839-01	Chathu, Sujay	8/10/2022	Refund	\$108.55	Check #: 15225	UBPKT14985
112-1027033-01	Haight, Roy and Deborah	8/10/2022	Refund	\$55.20	Check #: 15226	UBPKT14985
112-1027916-01	Leisey, Christopher and Jennae	8/10/2022	Refund	\$108.16	Check #: 15227	UBPKT14985
112-1028079-01	Lopez, Adolfo and Amber	8/10/2022	Refund	\$109.38	Check #: 15228	UBPKT14985
112-1028200-01	Keefer, David and Albina	8/10/2022	Refund	\$132.92	Check #: 15229	UBPKT14985
112-1028518-01	Kaur, Tarsem	8/10/2022	Refund	\$339.29	Check #: 15230	UBPKT14985
112-1028711-01	Fortune, Austin and Brittany	8/10/2022	Refund	\$127.96	Check #: 15231	UBPKT14985
112-1028884-01	Valentine, Taylor and Kimberly	8/10/2022	Refund	\$31.20	Check #: 15232	UBPKT14985
112-1029481-00	Black Pine Communities	8/10/2022	Refund	\$216.00	Check #: 15233	UBPKT14985
112-1029483-00	Black Pine Communities	8/10/2022	Refund	\$196.80	Check #: 15234	UBPKT14985
112-1029485-00	Black Pine Communities	8/10/2022	Refund	\$254.40	Check #: 15235	UBPKT14985
112-1029486-00	Black Pine Communities	8/10/2022	Refund	\$254.40	Check #: 15236	UBPKT14985
112-1029555-00	Tim Lewis Communities	8/10/2022	Refund	\$108.00	Check #: 15237	UBPKT14985
112-1029633-00	Toll Brothers	8/10/2022	Refund	\$108.00	Check #: 15238	UBPKT14985

112-1029640-00	Black Pine Communities	8/10/2022	Refund	\$156.00	Check #: 15239	UBPKT14985
112-1029641-00	Black Pine Communities	8/10/2022	Refund	\$147.60	Check #: 15240	UBPKT14985
112-1029684-00	Black Pine Communities	8/10/2022	Refund	\$68.40	Check #: 15241	UBPKT14985
112-1029719-00	Tim Lewis Communities	8/10/2022	Refund	\$16.80	Check #: 15242	UBPKT14985
112-1029747-00	Tim Lewis Communities	8/10/2022	Refund	\$98.29	Check #: 15243	UBPKT14985
112-1029772-00	KB Home Sacramento Inc	8/10/2022	Refund	\$115.50	Check #: 15244	UBPKT14985
112-1029800-00	Black Pine Communities	8/10/2022	Refund	\$108.00	Check #: 15245	UBPKT14985
112-1029854-00	Black Pine Communities	8/10/2022	Refund	\$108.00	Check #: 15246	UBPKT14985
115-1025507-01	Brinkman, Thomas and Barbara	8/10/2022	Refund	\$5.35	Check #: 15247	UBPKT14985
TOTAL REFUNDS				\$8,107.87		

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 the Tractor Supply Rocklin Sewer Improvements
Meeting Date: September 1, 2022

Overview

The Tractor Supply Rocklin improvements are located within Rocklin, south of the intersection of Lonetree Boulevard and Sunset Boulevard. The Tractor Supply Rocklin project consists of public sewer improvements to serve a retail hardware store and a future commercial building for a total of 7.9 EDU. The Tractor Supply Rocklin improvements include the following infrastructure:

- Installation of two hundred and sixty-five (265) linear feet of sanitary sewer pipe;
- Installation of one (1) manhole; and
- Installation of twenty-three (23) linear feet of lower laterals.

Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Tractor Supply Rocklin sewer 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 \$136,507.

Attachments:

1. Bill of Sale
2. Map – Tractor Supply Rocklin

BILL OF SALE

CALIFORNIA GOLD DEVELOPMENT CORP. 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 TRACTOR SUPPLY ROCKLIN

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 8-10-22

By: (Developer/Owner)

Mark Patterson

Signature

MARK PATTERSON

Name (Please Type or Print)

CALIFORNIA GOLD DEV. CORP.

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California _____
County of Tuolumne _____)

On August 10, 2022 before me, C. Terrell, Notary Public
(insert name and title of the officer)

personally appeared Mark Patterson,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/~~she~~/they executed the same in his/~~her~~/their authorized capacity(ies), and that by his/~~her~~/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature C. Terrell _____ (Seal)





0 50 100 Feet
1 in = 100 ft



Tractor Supply Co.

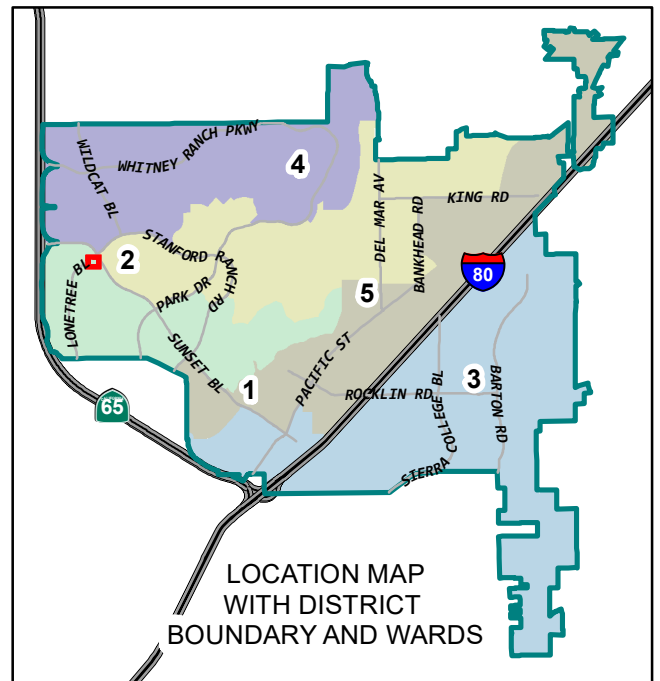
7.9 EDUs

Date: 8/15/2022

Author: Joshua Pirhofer

Document Path:

G:\spmud_gis\mxd\Bill of Sale\2022\MXD\TractorSupply.mxd



LOCATION MAP
WITH DISTRICT
BOUNDARY AND WARDS

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT

To: Board of Directors

From: Herb Niederberger, General Manager

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

Subject: 2018-22 Strategic Plan, Final Report Card

Meeting Date: September 1, 2022

Overview

The South Placer Municipal Utility District 5-Year Strategic Plan covering the years of 2013 through 2017 and approved by the Board of Directors on September 7, 2017, established the blueprint for the District's current activities and response to future activities and changing priorities. The Strategic Plan confirms the District's Mission, Vision, and Core Values as a customer-driven utility dedicated to protecting the public health by providing quality sanitary sewer collection service while protecting and preserving our water environment and resources for future generations.

The 2018-22 Strategic Plan included Key Areas of Focus and Specific Goals that the District plans to accomplish during this planning period. A summary of the Key Areas and Goals are included in Attachment 1 to this report. Staff routinely evaluated and measured the progress toward achieving or completing the desired goals. These outcomes were reported annually to the Board in a Report Card.

The 2018-22 Strategic Plan consisted of 8 Key Areas of Focus, 24 Goals, and 62 objectives

- I. Customer Service consisted of 9 goals and 18 objectives. All objectives were achieved
- II. Sustainability consisted of 6 goals with 14 objectives. 10 objectives were achieved. *It was determined early on that the Benefit/Cost Ratio for the installation of photovoltaic panels would not be greater than 1 and the project was not pursued. Also, because of limited resources, the investigation into Institute for Sustainable Infrastructure (ISI) Envision process was delayed indefinitely. It also became apparent that the performance measurements into sustainability efforts would be difficult to quantify.*
- III. Infrastructure Management and Capital consisted of 3 goals with 9 objectives. 7 objectives were achieved. *Efforts to create a Q/C process for District projects are still underway and will proceed into the next strategic plan. This is also true for the investigation into a Regional Partners Regulatory Compliance Program*
- IV. Sewer System Maintenance and Watershed Management consisted of 4 goals with 14 objectives. 13 objectives were achieved.

- V. Financial Stability consisted of 7 goals with 11 objectives. 10 objectives were achieved.
- VI. Workforce Planning and Employee Development consisted of 4 goals with 13 objectives. All objectives were achieved.
- VII. Operational Optimization consisted of 3 goals with 9 objectives. All objectives were achieved.

In summary, the District completed 80 of the 88 identified objectives in the 2018-22 Strategic Plan for a completion rate of 91%

Recommendation

Staff recommends that the Board of Directors receive this Final Report Card for the Strategic Plan Goals and Objectives.

Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

Fiscal Impact

There is no direct fiscal impact associated with receiving this report.

Attachments:

- 1. Summary of the Key Areas and Goals
- 2. Report Card

Summary
South Placer Municipal Utility District
Strategic Planning 2018-2022

Key Areas of Focus & Desired Outcomes; Goals & Key Performance Indicators

I. Customer Service:

Provide efficient and effective level of sewer service that meets customer and stakeholder expectations.

Goal 1.1: Engage Customers and stakeholders and promote Public Participation to determine expectations and deliver excellent customer service (combine with 1.5 below)

Objectives

- a) Implement Customer and Stakeholder feedback form and satisfaction survey
- b) Add a “forum” component to the website
- c) Create an interactive learning tool to the website (FOG, roots, building sewer, responsibility, cleanouts, fixtures)
- d) Investigate an interactive customer-specific tool to the website (billing - Tyler)
- e) Investigate an interactive stakeholder tool to be added to the website (GIS)
- f) Improve web payments site and customer access to their accounts
- g) Focus on building relationships and engage in two-way communication with business partners, title companies, city & county departments as it relates to customer accounts
- h) Develop communication protocol with partner agencies – city/town/county portal

Goal 1.2: Improve Communications.

Objectives

- a) Implement Project Outreach Plan
- b) Publish two newsletters annually
- c) Prepare routine press releases of District activity
- d) Develop more comprehensive content for door hangar
- e) Provide employee training (common voice) regarding communication with media/stakeholders/customers

Goal 1.3: Maintain transparency with all District activities

Objectives

- a) Renew Transparency Certification
- b) Obtain GFOA Award for Financial reporting
- c) Post performance measures and annual work plan goals on website
- d) Post link to State Waterboards SSO program
- e) Encourage clear communications with employees to ensure they understand the Districts values and goals

Key Performance Indicators

Amount of Customer dissatisfaction; complaint summary

Customer contact satisfaction rate

II. Sustainability

By taking advantage of opportunities to invest in energy efficiency, renewable energy, water and wastewater management and other sustainable practices to improve the Districts fiscal health and economic prosperity of the residents and businesses that are served by the District.

Goal 2.1: Develop and implement strategies to conserve energy and use it more efficiently.

Objectives

- a) Perform Energy Audits
- b) Solar at CY Facilities
- c) Explore back-up generation of power for District facilities

Goal 2.2: Implement efforts to ensure water efficiency in District buildings and Operations

Objectives

- a) Perform Water Use Audit
- b) Evaluate Reverse Osmosis Water Treatment Plant for efficiency and continued use
- c) Assess and reduce water use and attributed costs
- d) Irrigate CY grounds with well water
- e) Change CY landscape to drought-resistant, reduce amount of grass
- f) Supplement hydro-cleaning activities with well water
- g) Clean only pipes that need to be cleaned

Goal 2.3: Select, Implement and Integrate strategies to use renewable energy, low carbon fuels, and investigate options for feasibility or alternative fuel-efficient vehicles

Objectives

- a) Perform Fuel Study
- b) Evaluate Fuel alternatives
- c) Hybrid vehicles

Goal 2.4: Embrace Green building policies in the design and operation of District Facilities and enhance sustainable building and construction practices

Objectives

- a) Adopt and Implement Low-Impact-Development Standards
- b) Evaluate use of permeable pavements as a long-term substitute for asphalt paving
- c) Investigate Institute for Sustainable Infrastructure (ISI) Envision process

Goal 2.5: Implement a comprehensive waste reduction and recycling program

Objectives

- a) Enhance current recycling efforts at all District facilities
- b) Establish recycling goals
- c) Continue to pursue a paperless work environment
- d) Procure postconsumer recycled content products
- e) Promote source reduction of office supplies
- f) Enhance used cooking oil pick up program
- g) Enhance e-waste recycling program (household batteries)

Goal 2.6: Provide performance measures and metrics to compare to Best Management Practices.

Objectives

- a) Develop performance measures intended to evaluate sustainability efforts

Key Performance Indicators

Has the District experienced measurable reductions in energy, fuel and water use and waste generation?

III. Infrastructure Management and Capital Improvement

Provide professional, technical, construction and engineering services that ensure the best possible facilities for the District now and in the future.

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

Objectives

- a) Create a Quality Control process for SPMUD projects
- b) Create a Quality Control process for Development projects
- c) Create a Quality Control process for County/City/Town projects

Goal 3.2: Provide construction management to ensure the best possible facilities for the District

Objectives

- a) Evaluate work force to ensure appropriate staffing to achieve this goal.
- b) Develop a Construction Management Program for District projects

Goal 3.3: Develop and implement a Tactical Asset Management Program

Objectives

- a) Evaluate current asset inventories and management processes
- b) Develop condition assessment/rehab replace program
- c) Prioritize CIP and determine long-term needs
 - a. HRF, HFLS
 - b. Lift Station Abandonment Schedule

Goal 3.4: Provide performance measures and metrics to compare to Best Management Practices

Key Performance Indicators

Through an Annual review process, are District projects and process performing as designed and intended?

IV. Sewer System Maintenance and Watershed Management

Maintain and improve the District's infrastructure in a cost-effective manner to ensure delivery of reliable, high quality service now and in the future. Meet or surpass water quality, environmental, regulatory and public health standards, while maintaining the public trust.

Goal 4.1: Maintain Compliance with pertinent regulations

Objectives

- a) Use consultants to establish a regulatory compliance program
- b) Attend/participate in industry workshops and conferences
- c) Participate in the State Water Boards SSO reduction programs
- d) Continuously evaluate the District's OERP
- e) Investigate Regional Partners Regulatory Compliance Program

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

Objectives

- a) CCTV the mainline system in a four-year interval
- b) Perform condition assessment of 1600 laterals/year
- c) Clean all lines identified by CCTV operations to be cleaned
- d) Eliminate repeat customer service calls
- e) Ensure cleanouts on all District owned Lower Laterals

Goal 4.3: Implement the FSE FOG permit system.

Objectives

- a) Permit all FSE's
- b) Inspect all FSE's on an appropriate schedule

Goal 4.4: Provide performance measures and metrics to compare to Industry Best Management Practices

Key Performance Indicators

Are we in compliance with all Federal, State and Local regulatory requirements?

Have we met all established performance goals?

V. Financial Stability

Manage the District's finances to support district needs and maintain reasonable wastewater rates.

Goal 5.1: Maintain Wastewater rates sufficient to meet financial needs, operational demands, regulatory requirements and customer expectations

Objectives

- a) 5-Year Financial Plan Updates
- b) Establish predictable rates
- c) Recover sufficient revenues to maintain wastewater operations, capital and regulatory requirements

Goal 5.2: Explore and evaluate investment and business practice alternatives

Objectives

- a) Periodically review Board Investment and Reserve policies and permitted investment allocations

Goal 5.3: Maintain financial responsibility by ensuring allocated funding sources are adequate to meet expenses; and that available funds and resources are managed efficiently.

Objectives

- b) Evaluate investments and monitor liquidity needs

Goal 5.4: Prepare balanced annual budgets; conduct acceptable audits

Objectives

- a) Obtain GFOA Award
- b) Conduct Annual Audit

Goal 5.5: Provide qualifying low-income program rates for eligible customers

Objectives

- a) Implement Lifeline Low Income Rate Assistance Program

Goal 5.6: Provide routine reports on Financial Stability

Objectives

- a) Monthly and annual reporting of investments and expenditures
- b) Annual report to the Board from the investment team

Goal 5.7: Provide performance measures and metrics to compare to Industry Best Management Practices

Key Performance Indicators

Are wastewater rates sufficient to support district needs?

Are wastewater rates comparable to surrounding sanitary sewer agencies?

VI. Workforce Planning and Employee Development

Provide a collaborative team-oriented workforce that is fully trained, fairly compensated, and accountable with clearly defined career paths for the evolving work environment

Goal 6.1: Enhance Professional Development and Training Programs to invest in District employees

Objectives

- a) Bring experts to the District for in-house training (Departmental specific and advanced word processing, spreadsheets etc.)
- b) Field staff attend CWEA training
- c) Investigate a regional partners training program
- d) Enhanced incentives for professional development
- e) Evaluate core/non-core duties for performance by contracted services/consultants

Goal 6.2: Develop and implement competitive and Incentive-based Compensation Programs

Objectives

- a) Implement Performance Based Compensation Program (West Bay Model)
- b) Implement Performance Based Wellness program

Goal 6.3: Continuously evaluate the organizational staffing needs for the District

Objectives

- a) Investigate staffing triggers
- b) Investigate the concept of staffing models and determine cost benefit analysis
- c) Use of Consultants; evaluate outsourcing of non-core functions
- d) Safety Regulatory Compliance Officer
- e) Develop Performance Standards by Job Classification

Goal 6.4: Provide performance measures and metrics to compare to Industry Best Management Practices

Key Performance Indicators

Are District employees performing as required by Performance Plans?

Have we had voluntary participation in the Employee Training Programs?

VII. Operational Optimization

Improve functions that support the District's administrative, financial, technical, and field activities and provide the best service to the customer.

Goal 7.1: Information Technology

Improve the various data management and information systems

Objectives

- a) Continuously evaluate available technology to ensure efficient programs and processes
- b) Implement technology based upon District needs

Goal 7.2: Develop and implement Records Management Plan

Objectives

- a) Implement Records Retention Policy
- b) Inventory Old Agreements. Establish intention and history, document (use of GIS) and train staff accordingly (refund agreements, assessment districts, pre-paid agreements/credits)
- c) Manage Archiving Systems
- d) Develop Standard documentation procedures/electronic filing protocols, file naming etc.

Goal 7.3: Business Efficiencies

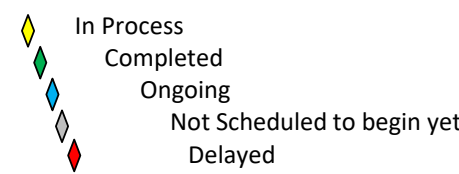
Objectives

- a) Implement Fuel Station Card-Lock (done)
- b) Increase the number of customers using the web site to manage their customer accounts and make web payments
- c) Evaluate need for contracted services/consultants for core/non-core tasks

Key Performance Indicators

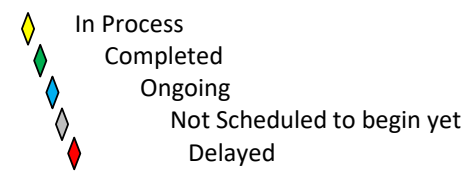
Has the District explored and exploited all opportunities to utilize technology in making District processes more efficient?

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STRATEGIC PLAN - FY 17/18 - 21/22**



Objectives		DEPT RESP.	FY 19/20				FY 20/21				FY 21/22			
			July-Sept 2019	Oct-Dec 2019	Jan-Mar 2020	Apr-June 2020	July-Sept 2020	Oct-Dec 2020	Jan-Mar 2021	Apr-June 2021	July-Sept 2021	Oct-Dec 2021	Jan-Mar 2022	Apr-June 2022
Goal 4.2 d	Eliminate repeat customer service calls	FSD												
Goal 4.2 e	Ensure cleanouts on all District owned Lower Laterals	FSD												
Goal 4.3: Implement the FSE FOG permit system.														
Goal 4.3 a	Permit all FSE's	TSD												
Goal 4.3 b	Inspect all FSE's on an appropriate schedule	TSD												
Goal 4.4: Provide performance measures and metrics to compare to Best Management Practices														
Goal 4.4	Provide Performance Measures and metrics to compare to Best Management Practices	FSD												Revisit
V. Financial Stability														
Goal 5.1: Maintain Wastewater rates sufficient to meet financial needs, operational demands, regulatory requirements and customer expectations														
Goal 5.1 a	5- Year Financial plan updates	ASD												
Goal 5.1 b	Establish predictable rates	ASD												
Goal 5.1 c	Recover sufficient revenues to maintain wastewater operations, capital and regulatory requirements.	ASD												
Goal 5.2: Explore and evaluate investment and business practice alternatives														
Goal 5.2 a	Periodically review Board Investment and Reserve policies and permitted investment allocations.	ASD												
Goal 5.3: Maintain financial responsibility by ensuring allocated funding sources are adequate to meet expenses; and that available funds and resources are managed efficiently.														
Goal 5.3 a	Evaluate investments and monitor liquidity needs.	ASD												
Goal 5.4: Prepare balanced annual budgets; conduct acceptable audits														
Goal 5.4 a	Obtain GFOA Award for Financial Reporting	ASD												
Goal 5.4 b	Conduct Annual Audit	ASD												
Goal 5.5: Provide qualifying low income program rates for eligible customers														
Goal 5.5 a	Investigate the mplementation of a Lifeline Low income Rate Assistance Program.	ASD												
Goal 5.6: Provide routine reports on Financial Stability														
Goal 5.6 a	Monthly and annual reporting of investments and expenditures.	ASD												
Goal 5.6 b	Annual report to the Board from the investment team.	ASD												
Goal 5.7: Provide performance measures and metrics to compare to Best Management Practices														
Goal 5.7:	Provide Performance Measures and metrics to compare to Best Management Practices	FSD												
VI. Workforce Planning and Employee Development														
Goal 6.1: Enhance Professional Development and Training Programs to invest in District employees														
Goal 6.1 a	Bring experts to the District for in-house training (Departmental specific)	FSD												
Goal 6.1 b	Field staff attend CWEA training	FSD				X								
Goal 6.1 c	Investigate a regional partners training program	FSD												
Goal 6.1 d	Enhanced incentives for professional development	FSD												
Goal 6.1 e	Evalate core/non -core duties for performance by contracted services/consultants	TSD												
Goal 6.2: Develop and implement competitive and Incentive-based Compensation Programs														
Goal 6.2 a	Implement Performance Based Compensation Program (West Bay Model)	FSD												
Goal 6.2 b	Implement Performance Based Wellness Program	FSD												
Goal 6.3: Continuously Annually evaluate the organizational staffing needs for the District														
Goal 6.3 a	Investigate staffing triggers	FSD												
Goal 6.3 b	Investigate the concept of staffing models and determine cost benefit analysis	TSD												
Goal 6.3 c	Use of Consultants; evaluate outsourcing of non-core functions	TSD												
Goal 6.3 d	Safety Regulatory Compliance Officer	FSD												

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STRATEGIC PLAN - FY 17/18 - 21/22**



			FY 19/20				FY 20/21				FY 21/22			
Objectives		DEPT RESP.	July-Sept 2019	Oct-Dec 2019	Jan-Mar 2020	Apr-June 2020	July-Sept 2020	Oct-Dec 2020	Jan-Mar 2021	Apr-June 2021	July-Sept 2021	Oct-Dec 2021	Jan-Mar 2022	Apr-June 2022
Goal 6.3 e	Develop Performance Standards by Job Classification	FSD												
Goal 6.4: Provide performance measures and metrics to compare to Industry Best Management Practices														
Goal 6.4:	Provide Performance Measures and metrics to compare to Best Management Practices	FSD												
VII. Operational Optimization														
Goal 7.1: Information Technology Improve various data management and information systems														
Goal 7.1 a	Continuously evaluate available technology to ensure efficient programs and processes	TSD												
Goal 7.1 b	Implement technology based upon District needs	TSD												
Goal 7.2 Develop and Implement Records Management Plan														
Goal 7.2 a	a) Implement Records Retention Policy	ASD												
Goal 7.2 b	a) Inventory Old Agreements, Establish intention and history , document (use of GIS) and train staff accordingly (refund agreements, assessment districts, pre-paid agreements/credits)	ASD												
Goal 7.2 c	a) Manage Archiving Systems	ASD												
Goal 7.2 d	Develop standard documentation procedures/electronic filing protocols, file naming etc.	ASD												
Goal 7.3 Business Efficiencies														
Goal 7.3 a	Implement Fuel Station Card-Lock	FSD												
Goal 7.3 a	Increase the number of customers using the web site to manage their customer accounts and make web payments.	ASD												
Goal 7.3 b	Evaluate contracted services or use of consultants for business tasks	ASD												

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors
From: Herb Niederberger, General Manager
Cc: Carie Huff, District Engineer
Subject: Deferred Payment of Participation Fees with Sierra 4011 LLC for Kniesel’s Collision, Inc. at 4011 Sierra College Boulevard
Meeting Date: September 1, 2022

Background

Policy 3350 – Deferred Participation Charges outlines the District’s criteria to accommodate deferral of the payment of sewer participation charges required by the District. A hardship must be demonstrated in order to qualify for the participation fee deferral program for a commercial or industrial business that relocates within the District. The fees are paid quarterly up to a maximum of five (5) years with an interest rate equivalent to the Wall Street Journal Prime Rate plus two percent. In the event of default or non-payment, the remaining balance will be placed as a lien on the property.

Kniesel’s Collision is relocating to the former Homewood Lumber site from another location within the District. Due to the change in use, additional sewer participation fees of \$164,762.67 are due for 11.37 EDU. The property owner, Sierra 4011 LLC, has submitted a letter demonstrating hardship and has requested a repayment period of five (5) years. Since the request for deferment of participation fees is over five (5) EDU, board consideration and approval is required per Policy 3350.

Recommendation

Staff requests that the Board of Directors adopt Resolution 22-33 Authorizing the General Manager to sign the Agreement to Defer Payment of Participation Charges between South Placer Municipal Utility District and Sierra 4011, Inc. for Kniesel’s Collision, Inc.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

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

Related District Ordinances and Policies

Policy #3150 – Deferred Participation Charges

Fiscal Impact

The total amount requested to be deferred over five years is \$164,762.67. Per Board Policy #3150, the annual interest is the Wall Street Journal Prime Rate plus 2% or 7.5%. Twenty equal payments of \$9,771.98 will be due over the course of five years.

Attachments:

1. Resolution 22-33 – Agreement to Defer Participation Fees
2. Exhibit A – Agreement to Defer Participation Fees

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO: 22-33

**RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN
AGREEMENT WITH SIERRA 4011, LLC. FOR DEFERMENT OF PARTICIPATION
FEES**

WHEREAS, The South Placer Municipal Utility District (District) Board Policy Handbook determines the manner in which matters of District business are to be conducted; and

WHEREAS, pursuant to Board Policy #3350 – Deferred Participation Charges, a commercial or industrial business may, under certain conditions, be eligible to defer payment of sewer participation fees in the case of hardship; and

WHEREAS, Kniesel’s Collision, Inc., will be relocating within the District and expanding facilities thereby increasing the equivalent dwelling units (EDU) associated with the parcel from 9.02 EDU to 20.39 EDU which necessitates payment of sewer participation fees; and

WHEREAS, the property owner, Sierra 4011, LLC, has provided a written request demonstrating hardship; and

WHEREAS, any agreement for deferred payment of participation fees over five (5) EDU shall be approved by the Board of Directors pursuant to Board Policy #3350 – Deferred Participation Charges.

NOW, THEREFORE BE IT RESOLVED, that the South Placer Municipal Utility District Board of Directors authorizes the General Manager to enter into the attached Agreement to Defer Participation Fees with Sierra 4011, LLC. at 4011 Sierra College Boulevard in Loomis (APN 044-123-075-000).

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 1st day of September 2022.

Signed: _____
Gerald Mitchell, President of the Board of Directors

Attest: _____
Emilie Costan, Board Secretary

Recording Requested By
And Return To:

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

No Fee per Government Code
§ 6103 and 27383

APN:044-123-075-000

AGREEMENT TO DEFER PAYMENT OF PARTICIPATION
CHARGES BETWEEN SOUTH PLACER MUNICIPAL UTILITY
DISTRICT AND SIERRA 4011, LLC

**AGREEMENT AND GRANT OF LIEN FOR
DEFERRED PAYMENT OF PARTICIPATION
CHARGES BETWEEN SOUTH PLACER
MUNICIPAL UTILITY DISTRICT AND
SIERRA 4011, LLC**

1. This Agreement and Grant of Lien for Deferred Payment of Participation Charges (this “Agreement”) commences on the 1st day of September 2022 by and between SOUTH PLACER MUNICIPAL UTILITY DISTRICT (hereinafter referred to as “DISTRICT”), a public agency and Sierra 4011, LLC (hereinafter referred to as “Owner”) (together, the “Parties”).
2. The property is located within the Town of Loomis, County of Placer, State of California, lying within the boundaries of DISTRICT at 4011 Sierra College Boulevard, Loomis, California 95650, (APN 044-123-075-000); hereinafter referred to as the “Property”. See Attachment C.
3. Tenant improvements have been performed which changed the use of the building space resulting in additional Equivalent Dwelling Units (EDU) and related Participation Charges.

There is an existing 9.02 EDU allocated to the building which has been accounted for as a credit. The change in use increased the total to 20.39 EDU. Participation Charges are due on the difference or 11.37 EDU.

$$20.39 \text{ EDU} - 9.02 \text{ EDU} = 11.37 \text{ EDU}$$

$$11.37 \text{ EDU} \times \$14,491.00 \text{ (rate/EDU currently in effect)} = \$164,762.67$$

Sierra 4011, LLC has made a formal request (Attachment A) and qualifies for a deferred payment of participation Charges, in accordance with DISTRICT Policy 3350 – Deferred Participation Charges (Attachment B).

4. DISTRICT and Owner agree to a Participation Charge deferred payment plan as follows:

Balance Due: \$164,762.67 over five years at 7.50%. Twenty quarterly payments of \$9,771.98 due the 1st day of September, December, March, and June, commencing September 1, 2022 (Attachment D).

Said Payments shall be made according to the attached payment schedule. Owner may prepay any outstanding balance without penalty.

5. Owner understands this agreement will be recorded and by this instrument hereby conveys and grants to DISTRICT a lien on the property served in the event of default or non-payment

of any installment payment when due. This lien will be released by the DISTRICT following complete payment of the Participation Charges and any other charges related to default or non-payment.

6. Miscellaneous

a. Entire Agreement

This Agreement (including the Exhibits hereto) constitutes the entire understanding and agreement of the Parties relating to the District's agreement to defer payment for the above-mentioned Participation Charges for the Property.

b. Waiver

No waiver of any right or remedy by a Party with respect to any occurrence or event under this Agreement shall constitute a continuing waiver or be deemed a waiver of any right or remedy in respect to any other or subsequent occurrence or event.

c. Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which shall constitute but one and the same instrument.

d. Severability

If any term, provision, covenant, or condition set forth in this Agreement is held by the final judgment of a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions, covenants, and conditions shall continue in full force and effect to the extent that the basic intent of the Parties as expressed herein can be accomplished.

e. Amendments

All amendments to this Agreement shall be in writing and, if approved, must be signed by all Parties.

f. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

7. Authority to Execute Agreement

The person or persons executing this Agreement on behalf of Owner warrant and represent that they have the authority to execute this Agreement and the authority to bind Owner to the performance of its obligations hereunder.

8. Consent

Where consent or approval of a Party hereto is required or necessary under this Agreement, such consent or approval shall not be unreasonably withheld, conditioned or delayed.

9. Interpretation of Agreement

All Parties hereto have been represented by legal counsel in the preparation of this Agreement and no presumption or rule that ambiguity shall be construed against the drafting party shall apply to interpretation or enforcement hereof. Captions on sections and subsections are provided for convenience only and shall not be deemed to limit, amend, or affect the meaning of the provision to which they pertain.

10. No Third Party Beneficiaries

This Agreement is made and entered into for the sole protection and benefit of the Parties and their successors and assigns. No other person shall have any right or action based upon any provision of this Agreement.

11. Attorneys' Charges

Should any legal action be brought by any Party for breach of this Agreement or to enforce any provisions herein, the prevailing Party shall be entitled to reasonable attorneys' Charges, court costs, and other costs as may be fixed by the Court. Attorneys' Charges shall include attorneys' Charges on any appeal, and, in addition, a Party entitled to attorneys' Charges shall be entitled to all other reasonable costs for investigating such actions, taking depositions and discovery, and all other necessary costs incurred in the litigation.

12. Venue

Any action arising out of this Agreement shall be brought in the Superior Court of the State of California, County of Placer, regardless of where else venue may lie.

13. Time is of the Essence

Time is of the essence of each and every provision of this Agreement.

14. Notices

All notices required or provided under this Agreement shall be in writing and shall be sent by (i) U.S. mail first class postage prepaid with return receipt requested, (ii) by overnight courier or hand delivery, or (iii) by facsimile with original forwarded by U.S. mail, addressed as follows, with any email copies provided to the email addresses below:

Notice to the District: South Placer Municipal Utility District
 Attention: Herb Niederberger/General Manager
 5807 Springview Drive
 Rocklin, CA 95677
 Telephone: (916) 786-8555

Notice to Owner:

John Stewart
Managing Member
Sierra 4011, LLC.
3345 Swetzer Court
Loomis, CA 95650

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly their duly authorized officers as of the date first set forth above.

South Placer Municipal Utility District	Owner
Signature: _____	Signature: _____
Print: _____	Print: _____
Title: _____	Title: _____
Date: _____	Date: _____

Carie Huff
District Engineer
South-Placer Municipal Utility District

August 23, 2022

Ms. Huff,

I'm writing to request approval of a Deferred Payment Plan for the additional sewer participation fee of \$164,762.67 owed due to the improvements we've made to our property. The property in question is located at 4011 Sierra College Blvd, Loomis CA 95650. It is APN # 044-123-075. This site was formerly occupied by Homewood Lumber, and will now be home to Kniesel's Collision, Inc.

Unfortunately, we were not expecting such a large amount being due to SPMUD, and this has created a severe financial hardship for us. Between unexpected inflation related cost over-runs, and longer than expected delays due to supply chain and approvals, we find ourselves in need of relief in the payment of this fee. We are therefore requesting that you allow us to take advantage of the 5-year payment plan laid out in your Policy 3350 – "Deferred Participation Charges".

In addition, we are also requesting approval of our plans for the install of the required Sand/Oil separator as soon as possible. I understand that the board meets only monthly; and that they are not scheduled to meet again until early September. I'm hopeful that we can get approval on our design, and installation while waiting for board approval on the fee deferral, as not having a functioning detail bay will create great difficulty in operating the business. Note that we are currently operating under a Temporary Certificate of Occupancy at this location, but we're also eager to finalize this last pending item so we can satisfy the Town of Loomis's condition (specifically SPMUD's approval).

Sincerely,



John Stewart
Managing Member
Sierra 4011, LLC.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3350 – DEFERRED PARTICIPATION CHARGES		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	11/05/15
Resolution No.	97-09, 13-08, 15-26, 17-34	Revised:	

PURPOSE

The purpose of this policy is to establish criteria to accommodate the short-term deferral of the payment of Sewer Participation Charges required by the District for the privilege of connecting to the District's wastewater system.

POLICY STATEMENT

Section 1: General

The District requires the payment of Sewer Participation Charges to offset the cost of connecting to the District's wastewater system. In some cases, payment of these charges poses a significant burden on certain residential, commercial or industrial users. To accommodate these users, the District has established a procedure for the short-term deferral of the payment of these charges

Section 2: Qualifications

In order to qualify for the Participation Fee Deferral Program, a project must meet one of the following criteria:

1. Existing commercial or industrial businesses relocating within the District, expanding facilities or changing use in a way that additional Participation Fees are due the District, where a hardship can be demonstrated, as determined by the General Manager.
2. New commercial or industrial projects that provide an economic community benefit and where a hardship can be demonstrated, as determined by the General Manager.
3. Single-family owner-builder residential home where a hardship can be demonstrated, as determined by the General Manager.

Section 3: Payment Plan

The applicant for sewer services for any project(s) that qualify may request that the Participation fees which would be due to the District be paid through a deferred payment plan in accordance with the following conditions:

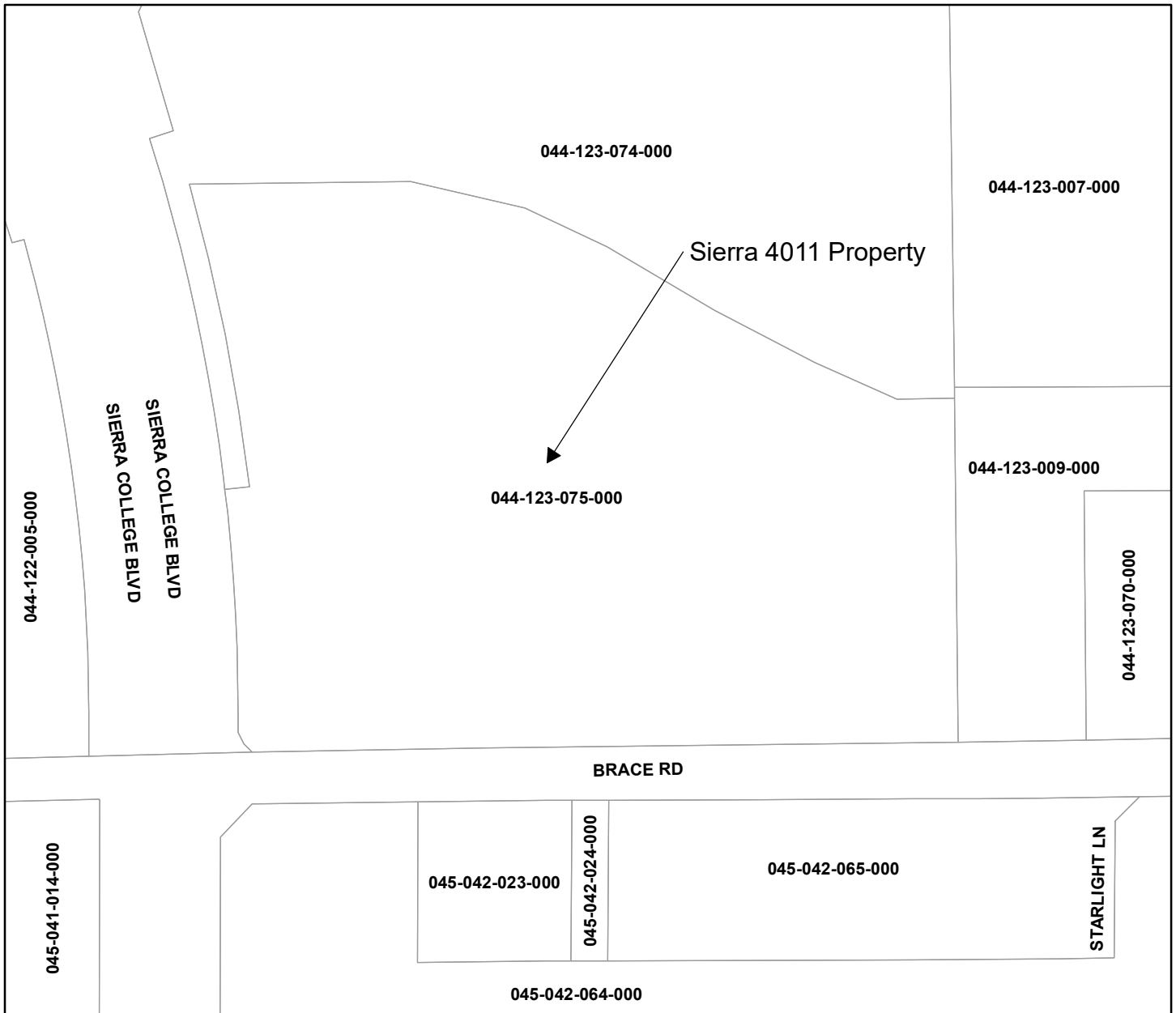
1. This policy applies to single parcel ownership.
2. The proposed usage shall be known, with no estimates for density or usage.
3. Applicant shall enter into a deferred payment agreement with the District.

4. No deferred payment agreement shall be in excess of five (5) years for commercial and industrial projects and one (1) year for residential projects.
5. Deferred payment agreements are non-transferrable.
6. The District shall charge interest on the amount of Participation fees deferred at the Wall Street Journal (WSJ) Prime Rate plus two percentage (2%) points per annum.
7. Any such deferment payment agreement shall be recorded and shall contain a provision authorizing the District to impose a lien on the property served in the event of default or non-payment of any installment payment when due.
8. Prior to the approval of any deferred payment agreement in excess of five (5) Equivalent Dwelling Units (EDU's), the General Manager shall submit a written report to the Board of Directors, for approval, citing the justification for the deferral, the terms of the repayment plan, and a listing of the current outstanding obligations due the District under these payment deferral plans.

Section 4: Delegation to the General Manager

The Board of Directors delegates the following authority to the General Manager:

1. To determine whether an applicant meets the qualifications set forth in Section 2, above.
2. To execute deferred payment agreement for connections of five (5) Equivalent Dwelling Units (EDU's) or less, provided that the application meets the requirement of Sections 2 and 3, above. All other requests for deferred payment agreements must be approved by the Board of Directors.
3. To record the deferment payment agreement, to impose a lien on the property served in the event of default or non-payment of any installment payment and to release said lien when any default or nonpayment is cleared.



Attachment C

Deferred Payment of Participation Fees for Sierra 4011 LLC

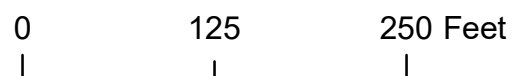
**4011 Sierra College Boulevard
044-123-075-000**

Date: 8/23/2022

Author: Curtis Little

Document Path:

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1 in = 125 ft



Calculation of Deferred Payment of Participation Charges (Resolution 17-34)

Enter Values	
Participation Fee Amount to be Deferred	\$164,762.67
Annual Interest	7.500%
Loan Period in years	5
Payments per Year	4
Payment Due at Beginning of Period	Yes
Interest over Loan Period	\$30,676.92

Owner:	John Stewart, Sierra 4011, LLC.
APN:	044-123-075-000
Address:	4011 Sierra College Boulevard
Use:	Kniesel's Collision

Date	Beginning Balance	Payment	Principal	Interest	Ending Balance
9/1/2022	\$164,762.67	\$9,771.98	\$9,771.98	\$0.00	\$154,990.69
12/1/2022	\$154,990.69	\$9,771.98	\$6,865.90	\$2,906.08	\$148,124.79
3/1/2023	\$148,124.79	\$9,771.98	\$6,994.64	\$2,777.34	\$141,130.15
6/1/2023	\$141,130.15	\$9,771.98	\$7,125.79	\$2,646.19	\$134,004.36
9/1/2023	\$134,004.36	\$9,771.98	\$7,259.40	\$2,512.58	\$126,744.96
12/1/2023	\$126,744.96	\$9,771.98	\$7,395.51	\$2,376.47	\$119,349.45
3/1/2024	\$119,349.45	\$9,771.98	\$7,534.18	\$2,237.80	\$111,815.27
6/1/2024	\$111,815.27	\$9,771.98	\$7,675.44	\$2,096.54	\$104,139.83
9/1/2024	\$104,139.83	\$9,771.98	\$7,819.36	\$1,952.62	\$96,320.47
12/1/2024	\$96,320.47	\$9,771.98	\$7,965.97	\$1,806.01	\$88,354.50
3/1/2025	\$88,354.50	\$9,771.98	\$8,115.33	\$1,656.65	\$80,239.17
6/1/2025	\$80,239.17	\$9,771.98	\$8,267.50	\$1,504.48	\$71,971.67
9/1/2025	\$71,971.67	\$9,771.98	\$8,422.51	\$1,349.47	\$63,549.16
12/1/2025	\$63,549.16	\$9,771.98	\$8,580.43	\$1,191.55	\$54,968.73
3/1/2026	\$54,968.73	\$9,771.98	\$8,741.32	\$1,030.66	\$46,227.41
6/1/2026	\$46,227.41	\$9,771.98	\$8,905.22	\$866.76	\$37,322.19
9/1/2026	\$37,322.19	\$9,771.98	\$9,072.19	\$699.79	\$28,250.00
12/1/2026	\$28,250.00	\$9,771.98	\$9,242.29	\$529.69	\$19,007.71
3/1/2027	\$19,007.71	\$9,771.98	\$9,415.59	\$356.39	\$9,592.12
6/1/2027	\$9,592.12	\$9,771.98	\$9,592.13	\$179.85	(\$0.01)

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors

From: Carie Huff, District Engineer

Cc: Herb Niederberger, General Manager

Subject: Resolution 22-34 – Authorization to Enter into an Agreement with the City of Rocklin Allowing a Temporary Sewer Connection and Use for the Northwest Rocklin Sewer Annexation Construction Project

Meeting Date: September 1, 2022

Overview

The District entered into an agreement with the City of Rocklin in February of 2014 to fund and construct the Atherton Sewer Trunk Line Upgrade Project. The Atherton Sewer Trunk Line Upgrade Project, now known as the Northwest Rocklin Sewer Annexation Construction Project, is intended to serve future development within the Northeast Rocklin Annexation Area of the City of Rocklin which includes Whitney Ranch and the Highway 65 commercial corridor. The agreement requires that the City of Rocklin begin project construction upon the issuance of building permits utilizing 1,900 equivalent dwelling units (EDU) of sewer capacity. The City has confirmed that the threshold has been met and the project is currently out to bid. The City intends to award the project in mid-September with construction occurring this fall.

In order to reduce the amount of bypass required and to facilitate reinstating services and existing flow, the project intends to utilize pipe as it is constructed. The District acknowledges the value of avoiding extended sewer bypass operations because of the increased risk of mechanical failure of bypass pumps potentially causing a sanitary sewer overflow. This agreement will permit sewer flows from existing customers of the District to be routed through the new sewer line owned and operated by the City of Rocklin, until such time as the improvements are accepted by the District.

The agreement stipulates that City of Rocklin shall be responsible for maintaining sewer service through the portion of the sewer system it is constructing until the District accepts a Bill of Sale for the sewer improvements. Furthermore, the City of Rocklin shall be solely responsible for the maintenance of sewer service on the Private Sewer Line, which includes, but is not limited to, all activities required to prevent sanitary sewer overflows (“SSOs”) and maintain effective service, such as monitoring flows, cleaning the system with high velocity vacuum cleaner units (i.e., flushing), repairing and/or replacing defective portions of the above-mentioned sewer system. The City of Rocklin shall perform such system maintenance, and any and all repairs associated therewith, at their sole cost and expense. In the event that a sanitary sewer overflow (SSO) has occurred, is imminent, or is suspected to occur, the City of Rocklin shall notify the District.

Recommendation

Staff recommends that the Board of Directors:

1. Adopt Resolution 22-34 authorizing the General Manager to enter into the attached Temporary Sewer Connection and Use Agreement with the City of Rocklin for the Northwest Rocklin Sewer Annexation Construction Project subject to final review and approval from the District's Legal Counsel.

Strategic Plan Goals

This action supports the following Strategic Plan Goals.

Goal 2.3 - Prevent and mitigate Sewer System Overflows (SSO).

Goal 4.1 - Eliminate SSO's using the most efficient and effective methods and procedures for maintenance of sewer main pipes.

Related District Ordinances and Policies

This action complies with the following District Ordinances and Policy:

Ordinance No. 18-01 – Sewer Code

Policy No. 3370 – Sewer System Management Plan

Fiscal Impact

This action will not result in any net increase in District expenses as the City of Rocklin is liable for all the costs incurred while this agreement and temporary facilities are in use.

Attachments:

1. Resolution 22-34 – Authorization to Enter into a Temporary Sewer Connection and Use Agreement with the City of Rocklin for the Northwest Rocklin Sewer Annexation Construction Project.
2. Temporary Sewer Connection and Use Agreement with Exhibit A.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 22-34

**AUTHORIZATION TO ENTER INTO A TEMPORARY SEWER CONNECTION AND
USE AGREEMENT WITH THE CITY OF ROCKLIN FOR THE NORTHWEST
ROCKLIN SEWER ANNEXATION CONSTRUCTION PROJECT**

WHEREAS, on or about February 11, 2014, the South Placer Municipal Utility District (the District) entered into that certain Agreement with the City of Rocklin for the construction of the Atherton Sewer Trunk Line Upgrade Project (the “Atherton Trunk Line Agreement”) to serve future development within the Northeast Rocklin Annexation Area of the City, which includes Whitney Ranch and the Highway 65 commercial corridor; and

WHEREAS, the Atherton Trunk Line Agreement requires the City to begin project construction upon the issuance of building permits utilizing 1,900 Equivalent Dwelling Units (EDU) of sewer line capacity (the “Construction Threshold”); and

WHEREAS, the City has confirmed that the Construction Threshold has been reached, thus necessitating the construction of the Project under the terms and conditions set forth in the Atherton Trunk Line Agreement; and

WHEREAS, the City intends to construct sewer infrastructure as part of the City’s Northwest Rocklin Sewer Annexation Construction Project (the “Project”); and

WHEREAS, the City intends to remove and replace the sewer line per the approved Northwest Rocklin Sewer Annexation Construction Project improvement plans and to reinstate the sewer laterals and existing flow from existing District customers through their constructed improvements to avoid the need for a continuous 24/7 sewer bypass for the duration of the Project; and

WHEREAS, the District acknowledges the complexity of extended temporary sewer bypass operations for existing sewer replacement work; and

WHEREAS the District recognizes the value of avoiding extended sewer bypass operations because of the increased risk of mechanical failure of bypass pumps potentially causing a sanitary sewer overflow (“SSO”); and

WHEREAS, during this period of construction, sewer flows from existing customers of the District will be routed through the new sewer line owned and operated by the City, until such time as the improvements may be accepted by the District via a Bill of Sale.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the South Placer Municipal Utility District that the General Manager is hereby authorized to execute the Temporary Sewer Connection and Use Agreement with the City of Rocklin subject to final review and approval by the District's Legal Counsel.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 1st day September 2022.

Signed: _____
Gerald P. Mitchell, President of the Board of Directors

Attest: _____
Emilie Costan, Board Secretary

TEMPORARY SEWER CONNECTION AND USE AGREEMENT

This Temporary Sewer Connection and Use Agreement (the “Agreement”) is made and entered into as of the _____ day of September 2022 (the “Effective Date”) by and between the South Placer Municipal Utility District (the “District”), a California Municipal Utility District and the City of Rocklin, a municipal corporation (the “City”). The District and City may sometimes be referred to individually as “Party” or together as “Parties” throughout this Agreement.

RECITALS

WHEREAS, on or about February 11, 2014, the District and the City entered into that certain Agreement with the City of Rocklin for the Construction of the Atherton Sewer Trunk Line Upgrade Project (the “Atherton Trunk Line Agreement”) to serve future development within the Northeast Rocklin Annexation Area of the City, which includes Whitney Ranch and the Highway 65 commercial corridor; and

WHEREAS, the Atherton Trunk Line Agreement requires the City to begin project construction upon the issuance of building permits utilizing 1,900 Equivalent Dwelling Units (EDU) of sewer line capacity (the “Construction Threshold); and

WHEREAS, the City has confirmed that the Construction Threshold has been reached, thus necessitating the construction of the Project under the terms and conditions set forth in the Atherton Trunk Line Agreement; and

WHEREAS, the City intends to construct sewer infrastructure as part of the City’s Northwest Rocklin Sewer Annexation Construction Project (the “Project”); and

WHEREAS, the City intends to remove and replace the sewer line per the approved Northwest Rocklin Sewer Annexation Construction Project improvement plans and to reinstate the sewer laterals and existing flow from existing District customers through their constructed improvements to avoid the need for a continuous 24/7 sewer bypass for the duration of the Project; and

WHEREAS, the District acknowledges the complexity of extended temporary sewer bypass operations for existing sewer replacement work; and

WHEREAS the District recognizes the value of avoiding extended sewer bypass operations because of the increased risk of mechanical failure of bypass pumps potentially causing a sanitary sewer overflow (“SSO”); and

WHEREAS, during this period of construction, sewer flows from existing customers of the District will be routed through the new sewer line owned and operated by the City, until such time as such improvements may be accepted by the District via a Bill of Sale.

AGREEMENT

NOW, THEREFORE in consideration of the mutual covenants, conditions and promises herein contained, it is hereby agreed by and between the District and City as follows:

1. The District and the City hereby reaffirm and ratify the Atherton Trunk Line Agreement, and all terms and conditions set forth therein, which continue to remain in full force and effect.
2. The City shall be responsible for maintaining sewer service through the portion of the sewer system it is constructing as denoted in the attached Exhibit A (“Private Sewer Line”) until such time as the District, through duly authorized action of the Board of Directors, accepts a bill of sale for the sewer improvements.
3. The City shall be solely responsible for the maintenance of sewer service on the Private Sewer Line, which includes, but is not limited to, all activities required to prevent sanitary sewer overflows (“SSOs”) and maintain effective service, such as monitoring flows, cleaning the system with high velocity vacuum cleaner units (i.e., flushing), repairing and/or replacing defective portions of the above mentioned sewer system. The City shall perform such system maintenance, and any and all repairs associated therewith, at the City’s sole cost and expense.
4. The City and/or its agent(s) shall be responsible to immediately notify the District in the event that a sanitary sewer overflow (SSO) has occurred, is imminent, or is suspected to occur.
5. The City and/or its agent(s) shall be responsible for the efforts and associated costs to respond to, contain, mitigate, and restore flow in the event of a SSO. The City shall be responsible to pay any and all fines and fees that may be assessed to the District as a result of any SSO that occurs as a result of a blockage or activities within the Private Sewer Line as denoted in Exhibit A.
6. The City and/or its agent(s) shall test all portions of the sewer system denoted in Exhibit A in accordance with the District Standards Specifications and Improvement Standards for Sanitary Sewers, prior to allowing wastewater from existing District customers to flow through those portions.
7. The City and/or its agent(s) shall test all portions of the sewer system denoted in Exhibit A in accordance with the District Standard Specifications and Improvement Standards for Sanitary Sewers as directed by the District prior to District acceptance thereof.
8. All fees, costs and expenses associated with the preparation, processing and approval of this Agreement by the District, including all legal expenses, shall be borne solely by the City.
9. Until such time as the District accepts the bill of sale conveying the Private Sewer Line to the District, the Private Sewer Line shall remain the property of the City, which shall be solely responsible for its maintenance in compliance with District policies and ordinances, as well as state and federal law.
10. The District shall not be liable for any damages to the Private Sewer Line or any property of the City or to any other property owned or occupied by third parties that may result from the

installation, maintenance or use of the Private Sewer Line, which damages shall remain and be the sole responsibility of the City.

11. The City shall defend, indemnify and hold harmless the District, its directors, officers, employees and agents, against and from any and all claims, actions, lawsuits, fines, cease and desist orders, clean up and abatement orders or any type of regulatory activity brought by any persons as a result of the construction, installation, use, operation or maintenance of the Private Sewer Line, and City shall reimburse the District, and its directors, officers, employees and agents, for any and all costs and expenses, including reasonable attorney's fees, incurred in defending any such claim or action or enforcing the provisions of this Agreement.
12. This Agreement shall not be construed to create any third-party beneficiaries. This Agreement is for the sole benefit of the parties, their respective successors and permitted transferees and assigns, and no other person or entity shall be entitled to rely upon or receive any benefit from this Agreement or any of its terms.
13. This Agreement requires the approval of the Board of Directors of the District and the City Council of the City of Rocklin. Modifications or amendments to this Agreement shall be in writing and executed by both the City and the District.
14. This Agreement shall remain in effect in perpetuity until the District has accepted the Private Sewer Line via a duly executed and approved bill of sale, and shall be binding on the City and its successors and assigns. This Agreement may not be transferred or assigned without the express, written consent of the City and the District.
15. This Agreement represents the final, entire and complete agreement between the parties relating to the temporary connection of the Private Sewer Line to District facilities pending the District's formal acceptance of the Private Sewer Line and supersedes all other prior or contemporaneous agreements, communications or representations, whether oral or written, express or implied. The parties acknowledge and agree that they may not and are not relying on any representation, promise, inducement, or other statement, whether oral or written and by whomever made, that is not contained expressly in this Agreement or in the Atherton Trunk Line Agreement. This Agreement may only be modified by a written instrument signed by representatives authorized to bind all parties. Oral modifications are unenforceable.
16. No waiver of any right or remedy by a Party with respect to any occurrence or event under this Agreement shall constitute a continuing waiver or be deemed a waiver of any right or remedy in respect to any other or subsequent occurrence or event.
17. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which shall constitute but one and the same instrument.
18. If any term, provision, covenant, or condition set forth in this Agreement is held by the final judgment of a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions, covenants, and conditions shall continue in full force and effect to the extent that the basic intent of the Parties as expressed herein can be accomplished.

19. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized officers as of the date first set forth above.

“DISTRICT”

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

ATTEST:

By: _____
District Secretary

By: _____
General Manager

APPROVED AS TO FORM:

By: _____
District General Counsel

“CITY”

CITY OF ROCKLIN

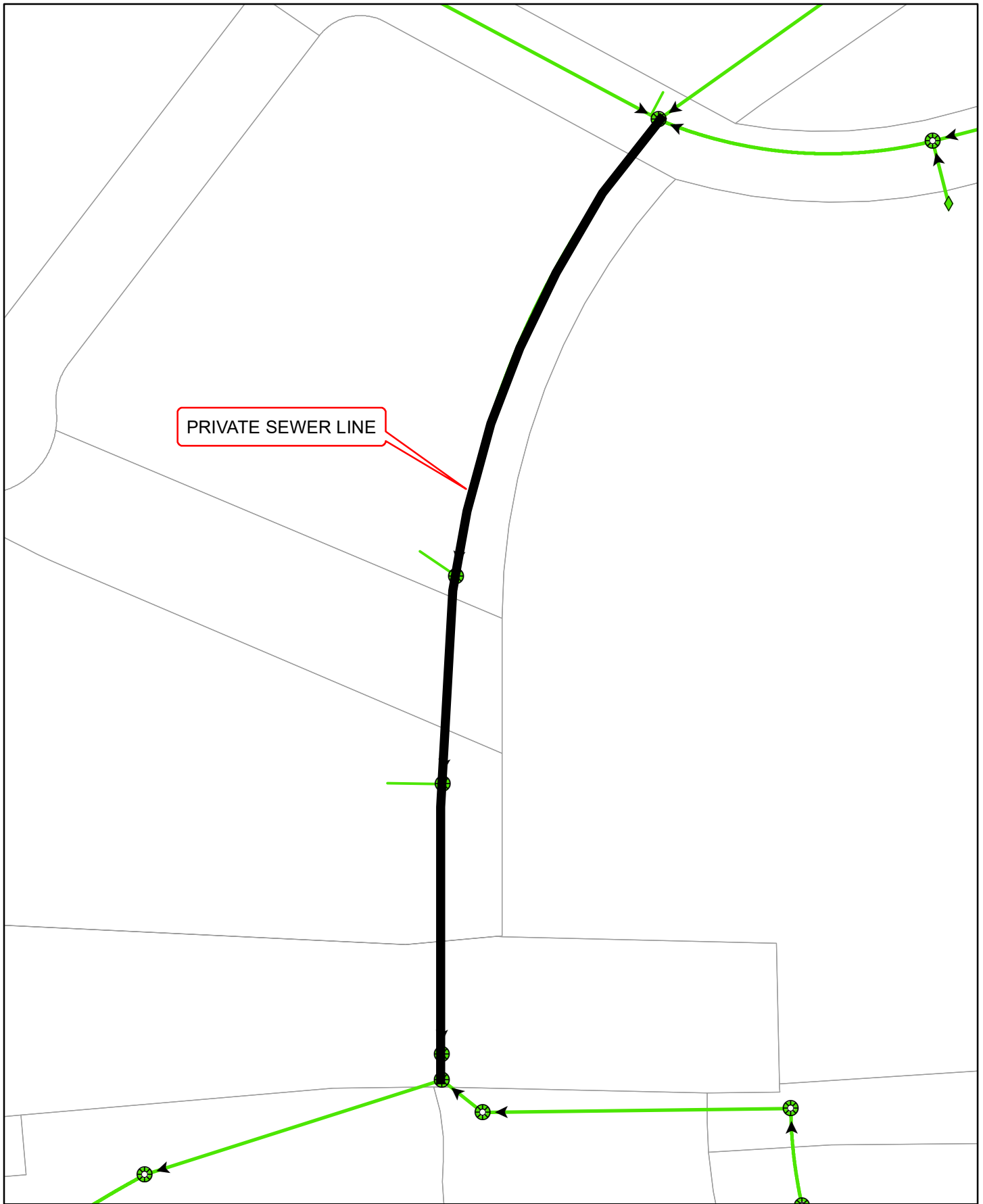
ATTEST:

By: _____
City Clerk

By: _____
City Manager

APPROVED AS TO FORM:

By: _____
City Attorney



PRIVATE SEWER LINE

0 50 100 Feet
1 inch = 100 feet



EXHIBIT "A"

**Northwest Rocklin Sewer
Annexation Construction Project**

Date: 8/23/2022
User Name: clittle
G:\spmud_gis\mxd\Curtis\Exhibit
Maps\Temporary Sewer

**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 22-35, 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: September 1, 2022

Overview

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 22-31 adopted on August 4, 2022, provided authorization from that day through September 3, 2022. To continue remote teleconference meetings, the Board must adopt a subsequent resolution. Resolution 22-35 provides coverage for remote meetings through October 1, 2022.

Recommendation

Staff requests the Board of Directors:

1. Adopt Resolution 22-35 Declaring and Re-ratifying the State of Emergency and Authorizing Remote Teleconference Meetings of the Board of Directors from September 1, 2022, through October 1, 2022, 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.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 22-35

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 OF SEPTEMBER 1, 2022, TO OCTOBER 1, 2022, 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 Resolution 22-31 on August 4, 2022, 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, the Board of Directors does hereby find that 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, 2020.

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) October 1, 2022, 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 1st day of September, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Signed: _____

Gerald P. Mitchell, President of the Board of Directors

Attest: _____

Emilie Costan, Board Secretary

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Herb Niederberger, General Manager

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

Subject: Adopt a Strategic Plan for the years 2023 through 2027

Meeting Date: September 1, 2022

Overview

The Board of Directors of South Placer Municipal Utility District held public workshops for the proposed Strategic Plan 2023/2027 over the course of seven months, during which both public and Board member testimony were solicited. Additionally, two members of the Board were appointed to the Strategic Plan Development Committee which met often to evaluate comments and provide further direction. The table below summarizes the various meetings held to develop the Strategic Plan for the years 2023 through 2027.

Table – Summary of Strategic Planning Process

Date	Topic	Setting
February 23, 2022	Discuss and select a Strategic Planning Process	Strategic Plan Development Committee
March 3, 2022	Public workshop on Mission, Vision, and Core Values	Regular Board Meeting
March 28, 2022	Evaluate SWOT Analysis responses in preparation for the April Board Meeting	Strategic Plan Development Committee
April 7, 2022	Public workshop on summary of SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis	Regular Board Meeting
May 23, 2022	Evaluate submitted Strategic Priorities	Strategic Plan Development Committee
June 2, 2022	Public workshop to set Strategic Priorities	Regular Board Meeting
July 27, 2022	Review the outline of the Strategic Plan and draft Work Plans and Measures	Strategic Plan Development Committee
August 4, 2022	Public workshop to review Work Plans and discuss process for reporting progress	Regular Board Meeting
August 19, 2022	Review final Performance Measures	Strategic Plan Development Committee
September 1, 2022	Proposed Strategic Plan Adoption	Regular Board Meeting

The Strategic Plan establishes the blueprint for the District's current activities and response to future activities and changing priorities. The Strategic Plan confirms the District's Mission, Vision and Core Values as a customer-driven utility dedicated to protecting the public health by providing quality sanitary sewer collection service while protecting and preserving our water environment and resources for future generations.

The Strategic Plan 2023/2027 (attached to this staff report) includes five Strategic Priorities, twelve associated Work Plans with action steps and timelines, and seventy Performance Measures. Staff will return annually to give the Board a status report of the District's progress against prioritized work plans and analyzes of the performance measures.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 22-36 adopting the SPMUD Strategic Plan 2023/2027.

Strategic Plan Goal

This action will establish the ongoing SPMUD Strategic Plan Priorities and Performance Measures.

Fiscal Impact

There is no direct fiscal impact associated with adopting the plan. Individual projects with a fiscal impact will be approved individually by the Board as appropriate.

Attachments:

1. Resolution 22-36 – Adopt Strategic Plan 2023/2027
2. SPMUD Strategic Plan 2023/2027

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 22-36

ADOPT STRATEGIC PLAN 2023/2027

WHEREAS, every five years the South Placer Municipal Utility District adopts a Strategic Plan that establishes the blueprint for the District’s current activities and response to future activities and changing priorities; and

WHEREAS, the South Placer Municipal Utility District Board of Directors and staff have implemented a process over a seven-month period to review, renew, and update the District’s Strategic Plan, and

WHEREAS, the Board of Directors has determined that the South Placer Municipal Utility District Strategic Plan for the years 2023 through 2027 confirms the District’s Mission, Vision, and Core Values as a customer-driven utility dedicated to protecting the public health by providing quality sanitary sewer collection service while protecting and preserving our water environment and resources for future generations.

NOW, THEREFORE BE IT RESOLVED, that the South Placer Municipal Utility District Board of Directors adopt Strategic Plan 2023/2027 as set forth in the attachment to this resolution.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 1st day of September 2022.

Signed: _____

Gerald Mitchell, President of the Board of Directors

Attest: _____

Emilie Costan Board Secretary

STRATEGIC PLAN 2023 - 2027

September 2022

South Placer Municipal Utility District

5807 Springview Drive
Rocklin, CA 95677





SOUTH PLACER MUNICIPAL UTILITY DISTRICT

Strategic Plan 2023 - 2027

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Introduction and Overview

About the District

South Placer Municipal Utility District (District) is a community-based, customer-owned utility, governed by a five-member Board of Directors (Board), elected by the registered voters within the district boundaries. The District was founded by local community leaders in the 1950s to create a customer-owned, regional sanitary sewer system. 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, the District partnered with the City of Roseville and Placer County to create the joint power authority South Placer Wastewater Authority (SPWA) to finance the construction of a second regional treatment plant called the Pleasant Grove Wastewater Treatment Plant. The Pleasant Grove Wastewater Treatment Plant is located in the western portion of the City of Roseville and was completed in 2005. Today, SPWA owns and operates the two regional wastewater treatment plants. The District is responsible for the collection and conveyance of wastewater only.



The District's sewer collection system is comprised of approximately 290 miles of gravity sewer main, 7 miles of sewer force main, 122 miles of lower laterals, 13 sewer lift stations, and 11 permanent flow recorder stations.

The District's service area covers 31 square miles and includes all of the incorporated limits of the City of Rocklin and Town of Loomis, plus portions of southern Placer County around the unincorporated communities of Penryn, Newcastle, and a portion of Granite Bay. District Offices are located at 5807 Springview Drive, Rocklin CA 95677.

The General Manager acts as the Chief Executive Officer and directs the managers of the three District departments. Each manager is responsible for the day-to-day operations of the department that they oversee. The District has twenty-nine (29) Full Time employees and two (2) Part Time employees. The District is organized into three departments: Field Services (18), Technical Services (6), and Administrative Services (5).



Overview

The District’s first Strategic Plan was developed in 2007 and updated in 2013 and 2017 and has been used to direct and focus District resources and efforts. The purpose of this Strategic Plan is to describe and reaffirm the mission, vision, and core values of the District. It also outlines strategic priorities and combines those with work plans to direct the work of the District departments to implement the priorities. These strategic priorities reflect the direction, insights, and expertise of the District Board of Directors and District staff.

This Strategic Plan also presents performance measures using the Effective Utility Management framework to provide a mechanism for reporting progress, identifying, and making course corrections, and ensuring accountability.

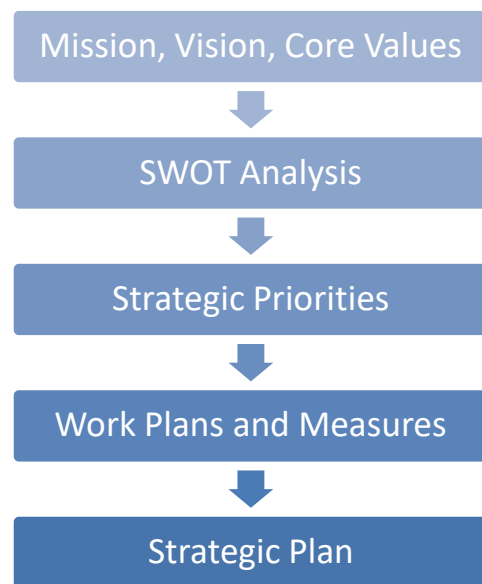
This document represents the culmination of planning activities (i.e., Board workshops, advisory committee meetings, staff meetings) and provides the overall strategic direction for the District for the next five years.

Strategic Planning Framework

The District’s strategic planning process is conducted every five years to review, renew, and update its Strategic Plan. The framework for this process is generally outlined in the figure to the right. The steps of this framework and the results of the process are described in greater detail in later chapters of this plan.

The President of the District’s Board of Directors appointed two members of the Board to serve on the Strategic Plan Advisory Committee. The members of this committee met with staff during each step of the planning process to review information and organize presentations for the entire Board. These presentations were made during workshops held in regularly scheduled Board Meetings so that stakeholders and members of the public could participate.

The benefit of using a strategic planning framework like the one described is that it guides policymakers through a defined process for setting direction. It helps elected bodies realistically set goals and direction so that limited resources can be best used to achieve meaningful results. The process starts with establishing the core purpose for the agency and the vision for what the agency hopes to accomplish in the future. The next step is an introspective look at the strengths, weaknesses, opportunities, and threats facing the agency. With this background, elected officials then narrow in on a few (three to five) important priorities. Staff then works to align these priorities with administrative and operational work plans that have action steps and timelines.





SPMUD Mission

Mission statements should be memorable, inspiring, concise, understandable, and right for the organization. The mission statement should identify the purpose of the organization and the work that is done to fulfill that purpose.

The District’s Mission Statement remains unchanged from prior strategic plans. This mission statement is memorable (i.e., Protect, Provide, Prepare) and concisely explains why the District exists.

SPMUD Vision

A vision is an aspirational statement that describes an agency’s desired future. Vision statements should steer an organization’s efforts in moving forward and maintaining an excellent level of sewer service.

The District’s Vision Statement was consolidated from previous versions to focus on key aspects. It avoids making comparisons to other agencies, instead using the District’s past performance as a benchmark.

SPMUD Core Values

Core values identify concepts or principles that an agency considers important. They are principles that give an agency a greater purpose. Core values help guide responses during challenging situations. An agency’s culture grows from the core values it adopts and implements. Core values bring individual personalities together to create a group’s identity.

The District’s Core Values remain unchanged from prior strategic plans. These core values have served the District well and align well with the mission and vision of the District.

We are a customer owned utility dedicated to:

PROTECTING public health and the water environment.

PROVIDING efficient and effective sanitary sewer service.

PREPARING for the future.

SPMUD Mission Statement

To be a reliable, innovative, sustainable, efficient, and cost-effective sewer service provider.

SPMUD Vision

SPMUD CORE VALUES

INTEGRITY
We will be trustworthy, truthful, and honest.

STEWARDSHIP
We will be accountable and committed to responsible management and respect our environment.

SERVICE
We will be responsive, reliable and respectful, putting the needs of the District and customers first.

QUALITY
We will be dedicated to continuous improvement.



SWOT Analysis

Following the establishment of the District’s Mission, Vision, and Core Values, the District performed a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis to identify drivers/forces that have the potential to affect the District as it moves forward. Board directors, management, and employees (in groups and individually) provided input into the SWOT Analysis. Comments were collected and presented during a workshop at the April 2022 SPMUD Board Meeting. A summary of all the comments provided during the SWOT Analysis is presented in Appendix A.

Strategic Priorities

The insight achieved during the SWOT Analysis was used to develop strategic priorities for the District. To be successful in reporting measurable attainment to customers, agencies should focus in on just a few top priorities. This process results in true priorities for the resources not consumed by daily services. As policymakers, Board directors play a pivotal role in setting direction for the District and selecting strategic priorities. During the June 2022 Board Meeting, directors participated in a workshop to determine the strategic priorities for the next five years. Those priorities are listed in the figure below.

STRATEGIC PRIORITIES





Work Plans

Effective public organizations use work plans to direct the work of the operating and support departments. This is how staff and the governing body ensure they are on the same page with expectations and available resources to achieve outlined strategic priorities.

The Board held a workshop during the August 2022 Board Meeting to review and comment on the work plans presented by staff. The table below lists the strategic priorities identified by the Board and the associated work plans and action steps with timelines prepared by staff.

Strategic Plan Priorities and Associated Work Plans and Action Steps

PRIORITIES	WORK PLAN	ACTION STEPS AND TIMELINE
Maintain an excellent regulatory compliance record	(1) Reduce SSOs	<ul style="list-style-type: none"> • Maintain a compliant Sewer System Management Plan (SSMP) • Conduct biennial audits of the SSMP
	(2) Comply with Statewide Sanitary Sewer Systems General Order Reissuance (Order)	<ul style="list-style-type: none"> • Attend industry conferences and workshops to stay abreast of updates • Fully comply with all requirements by Order Effective Date
Prepare for the future and foreseeable emergencies	(1) Pay down Unfunded Actuarial Liability (UAL)	<ul style="list-style-type: none"> • Analyze rates of return of investments and current UAL liability • Present findings to Fee & Finance Committee for consideration annually
	(2) Prepare written contingency plans for emergencies	<ul style="list-style-type: none"> • Develop a list of contingency plans by Dec 2022 • Develop two plans per fiscal year
Leverage existing and applicable technologies to improve efficiencies	(1) Develop Tactical Asset Management Plan (TAMP)	<ul style="list-style-type: none"> • Update asset inventory by Jul 2023 • Establish criteria for renewal decisions by Dec 2023 • Assess all lift stations by Jul 2024 • Draft TAMP by Dec 2025 • Final TAMP by Dec 2026
	(2) Update SCADA	<ul style="list-style-type: none"> • Design by Jul 2023 • Complete Phase 1 (HQ & FRs) by Dec 2024 • Complete Phase 2 (LSs) by Jul 2026
	(3) Reduce reliance on energy	<ul style="list-style-type: none"> • Determine the cost of District-wide energy use by Jul 2023 • Develop options for energy savings by Jul 2024



PRIORITIES	WORK PLAN	ACTION STEPS AND TIMELINE
Provide exceptional value for the cost of sewer service	(1) Maintain low service charge while meeting established service levels	<ul style="list-style-type: none"> • Complete Rate study by Mar 2023 • Adopt new rates (if necessary) by Jul 2023
	(2) Use investment vehicles with the best return	<ul style="list-style-type: none"> • Evaluate investments • Present options to Fee & Finance Committee
	(3) Become more involved with determination of SPWA treatment costs	<ul style="list-style-type: none"> • Staff attends all SPWA Board Meetings • Staff from partners agencies meet to discuss treatment cost options
Make SPMUD a great place to work	(1) Employee Recognition	<ul style="list-style-type: none"> • Hold monthly employee recognition events • Promote the Masters Program
	(2) Team Building Events	<ul style="list-style-type: none"> • Support Employee Engagement Committee • Monthly “All Hands” meetings • Annual employee team-building activity

Performance Measures

Performance measurement is critical to effectively managing a utility.

Since 2008, a unique coalition, which includes the U.S. Environmental Protection Agency and a growing number of major water/wastewater sector associations, has supported an approach developed by sector leaders for water/wastewater utility management. The approach is based around the Ten Attributes of an Effectively Managed Utility known as Effective Utility Management (EUM). EUM is designed to help utility managers make practical, systematic changes to achieve excellence in utility performance. EUM is now the most widely recognized water/wastewater sector utility management program in the country.

The EUM framework provides detailed information on a range of measures that utilities can consider using. The District selected a number of measures from the EUM examples and created a number of measures that are District-specific. The tables below list the proposed measures to be used to assess performance in each of the ten EUM Elements. Each measure is assigned to a specific District department and includes notes on how each measure will be calculated. It should be noted that measurements may be changed, added, or removed during the five-year period based on the actual performance and the benefit derived from tracking that measure.



Product Quality

2023-2027 MEASUREMENT	DEPT.	NOTES
Number of Sewer Spills	FSD	Number of sewer overflows
Number of Spills per 100 miles of collection system	FSD	Number of sewer overflows per 100 miles of collection system piping
Volume of Sewer Spills	FSD	Volume of sewer overflows
Volume of Spills per million gallons conveyed	FSD	Volume of sewer overflows per million gallons treated/conveyed
Sewer “Up-Time”	FSD	Percentage of volume of sewer that is effectively conveyed for treatment (i.e., not discharged from the sewer collection system)
Number of Blockages	FSD	Number of customers experiencing backups each year; $100 \times (\text{number of customers experiencing backups each year} \div \text{total number of customers})$

Customer Satisfaction

2023-2027 MEASUREMENT	DEPT.	NOTES
Service Call Response Time	FSD	$100 \times (\text{number of calls responded to within set timeframes} \div \text{total number of calls during reporting period})$
Development Review Response Time	TSD	$100 \times (\text{number of development plan reviews turned around in 20 days for the first review and 10 days for each subsequent review} \div \text{total number of plans reviews})$
Tenant Improvement Review Response Time	TSD	$100 \times (\text{number of tenant improvement plan reviews turned around in 20 days for the first review and 10 days for each subsequent review} \div \text{total number of plans reviews})$
Customer Satisfaction Surveys	FSD	Percent of positive or negative customer satisfaction survey responses based on an immediately after-service survey.
Error-driven billing adjustment rate *	ASD	$100 \times (\text{number of error-driven billing adjustments during reporting period} \div \text{number of bills generated during reporting period})$
Customer Newsletters	ASD	Publish two newsletters annually (yes/no)
Transparency Certification	ASD	Renew Transparency Certification annually (yes/no)
Obtain GFOA Award	ASD	Obtain GFOA Award (yes/no)

* This is a Benchmarking Performance Indicator.



Stakeholder Understanding and Support

2023-2027 MEASUREMENT	DEPT.	NOTES
Comparative Rate Rank	ASD	Typical monthly bill for the average household as a percentage of typical monthly bills for similar sewer utilities.
Stakeholder Consultation	GM	Number of active contacts with stakeholders in key areas (e.g., from local government, business, education, non-governmental groups)?
Stakeholder Input	GM	Does the utility actively seek input from stakeholders (yes/no)?
Stakeholder Satisfaction	GM	100 X (number of stakeholders who annually rate the overall job of the utility as positive ÷ total number of stakeholders surveyed)
Partnering in your community	GM	Number of outreach events conducted to build support for utility, value of water, and value of sewer services.

Financial Viability

2023-2027 MEASUREMENT	DEPT.	NOTES
Debt Ratio *	ASD	Total liabilities ÷ total assets. Total liabilities are the entire obligations of the utility under law or equity. Total assets are the entire resources of the utility, both tangible and intangible. Utilities often have different debt-risk acceptability levels, thus the ratio itself should be considered within each utility’s unique circumstances.
Financial Procedure Integrity	ASD	<ul style="list-style-type: none"> • Number of control deficiencies and material weaknesses reported on annual audits. • Does the utility have financial accounting policies and procedures (yes/no)? • Are financial results and internal controls audited annually (yes/no)? • Have the number of control deficiencies and material weaknesses been reduced from previous audits (yes/no)? • Does the utility have a formal policy for the bill collection process (yes/no)?
Revenue-to-Expenditure Ratio	ASD	Total revenue ÷ total expenditures
Sewer Service Charges Compared to Inflation	ASD	How do your rate changes compare currently and over time with the inflation rate and the Consumer Price Index (CPI) or Consumer Price Index for All Urban Consumers (CPI-U)?

* This is a Benchmarking Performance Indicator.



Operational Optimization

2023-2027 MEASUREMENT	DEPT.	NOTES
Customer Accounts per Employee *	FSD	Customer accounts per employee: Number of accounts ÷ number of FTEs.
Personnel Cost as Percentage of Revenue	ASD	Personnel costs ÷ sewer service revenue
Personnel Cost per EDU	ASD	Personnel costs ÷ total number of equivalent dwelling units
Miles of Sewer per Employee	FSD	Miles of sewer (mains and laterals) ÷ FSD employees
O&M Cost per Mile of Sewer	FSD	O&M costs ÷ miles of sewer (mains and laterals)
Energy Use per Volume Conveyed	FSD	KWH from all sources ÷ MG conveyed to SPWA
Payment options	ASD	Total number of options customers have to make payments
Number of web payments	ASD	Total number of web payments
Number of customers on e-bills	ASD	100 X (number of customers on e-billing ÷ total number of customers)
Electronic forms	ASD	100 X (number of electronic forms in use ÷ number of electronic forms set as a goal)
Converting paper archive records into the electronic content management system	ASD	100 X (number of paper records converted to electronic ÷ total number of paper records)

* This is a Benchmarking Performance Indicator.

Employee and Leadership Development

2023-2027 MEASUREMENT	DEPT.	NOTES
Voluntary Turnover Rate	GM	100 X (number of voluntary departures ÷ total number of authorized positions per year)
Experience Turnover Rate	GM	100 X (number of years of experience represented by all departures ÷ total years of experience with the organization) (at the beginning of the year)
Employee Survey Response	GM	100 X (number of employees with “satisfied” job satisfaction level or better ÷ total number of employees) (based on implementation and monitoring over time of a comprehensive employee survey)
Total Training Hours per Employee *	FSD	Total of qualified formal training hours for all employees ÷ total FTEs
Certification Coverage	FSD	100 X (number of certifications achieved or maintained ÷ number of needed certifications per year)
Succession Planning	GM	100 X (number of employees covered by a long-term workforce succession plan that accounts for projected retirements and other vacancies in each skill and management area ÷ total number of employees)

* This is a Benchmarking Performance Indicator.



Enterprise Resiliency

2023-2027 MEASUREMENT	DEPT.	NOTES
Lost Time Hours	FSD	Total number of lost time hours as recorded on OSHA Form 300
Total recordable incident rate	FSD	(Number of work-related injuries and illnesses X 200,000) ÷ employee hours worked
Number of Insurance Claims	ASD	Number of general liability and auto insurance claims per 200,000 employee hours worked
Severity of Insurance Claims	ASD	Total dollar amount of general liability and auto insurance claims per 200,000 employee hours worked.
Critical Parts and Equipment Resiliency	FSD	Current longest lead time (e.g., hours or days) for repair or replacement of operationally critical parts or equipment (calculated by examining repair and replacement lead times for all identified critical parts and equipment and taking the longest single identified time)
Power Resiliency	FSD	Total number of hours when a lift station was left without power (total across all lift stations)
Cybersecurity Resiliency *	TSD	Does the utility document and periodically review network architecture (including defining network boundaries and network asset inventory)?
Critical Staff Resiliency	FSD	Average number of response-capable backup staff for critical operation and maintenance positions (calculated as the sum of all response-capable backup staff ÷ total number of critical operation and maintenance positions)
Emergency Response Plan in Place	FSD	Does the utility have an ERP in place (yes/no)?
Contingency Plans in Place	FSD	100 X (number of contingency plans ÷ total number of possible contingency plans set as a goal)

* This is a Benchmarking Performance Indicator.

Resource Sustainability

2023-2027 MEASUREMENT	DEPT.	NOTES
Fuel Supply Adequacy	FSD	Does the utility have a plan to obtain fuel for vehicles, equipment, and generators in times of power outages and emergencies (yes/no)?
Alternative Water Use	FSD	100 X (Amount (gallons) of SPMUD well water used for O&M ÷ amount (gallons) of PCWA water used for O&M activities)
Watershed Protection	TSD	Does the utility partner with regional stakeholders to protect and enhance its watershed (yes/no)?



Infrastructure Strategy and Performance

2023-2027 MEASUREMENT	DEPT.	NOTES
Asset Inventory Data	TSD	100 X (total number of sewer assets inventoried ÷ total number of sewer assets (complete attribution)).
Asset Inventory in Tyler	ASD	100 X (total number of distinct sewer assets in Tyler ÷ total number of sewer assets in Lucity)
Sewer Main Condition Assessment	FSD	Number of sewer mains segments with a “Last CCTV Date” greater than four years ago
Lower Lateral Condition Assessment	FSD	100 X (number of laterals assessed this year ÷ target number of laterals (1600 laterals))
Lift Station Condition Assessment	FSD	100 X (number of lift stations with a condition assessment report in the last five years ÷ total number of lift stations)
Asset Renewal *	TSD	100 X (total actual expenditures or total amount of funds reserved for renewal and replacement for each asset group ÷ total present worth for renewal and replacement needs for each asset group)
Collection System Failure Rate (Structural) *	FSD	100 X (total number of collection system failures ÷ total miles of collection system piping per year)
Collection System Failure Rate (O&M) *	FSD	100 X (total number of collection system failures ÷ total miles of collection system piping per year)
Repeat Customer Service Calls	FSD	Total number of repeat customer service calls
Property line clean outs	FSD	100 X (number of PLCOs collected with GPS ÷ total number of laterals)
Capacity Assurance	TSD	Does the District have any existing capacity deficiencies identified in the current SECAP (yes/no)?

* This is a Benchmarking Performance Indicator.

Community Sustainability

2023-2027 MEASUREMENT	DEPT.	NOTES
Bill Affordability	ASD	100 X (number of households served for which average sewer bill is > 2.5% of median household income ÷ total number of households served)
Low-Income Billing Assistance	ASD	Total number of customers enrolled in SPMUD low-income billing assistance program
Watershed-based Infrastructure Planning	TSD	Does the utility employ alternative, watershed-based approaches to align infrastructure decisions with overall watershed goals and potentially reduce future infrastructure costs (yes/no)?
Greenhouse gas emissions	FSD	Percent of utility electrical energy demand met by renewable energy resources
Energy use audit	FSD	Did the utility have an energy use audit performed (yes/no)?
Water use audit	FSD	Did the utility have a water use audit performed (yes/no)?



Plan Implementation

To ensure success in goal and priority setting, a local government agency should follow up, make course corrections, and ensure accountability. The goal of this strategic planning effort is to create a process where staff will be accountable, and the Board will fulfill its proper role of overseeing District progress toward agreed-upon priorities. Department managers are responsible for tracking and analyzing performance against the measurements that they are assigned. The General Manager and department managers will include updates on strategic priorities in monthly departmental reports and identify relevant strategic priorities on pertinent staff reports.

The General Manager will continue to present an Annual Report Card on District performance to the Board of Directors at the regular September meeting every year. Annual Report Cards will provide an update on the progress made against work plans that are tied to strategic priorities and contain a summary of performance measures grouped by EUM Element. The summary will provide a rating of performance for the previous two years so that at-a-glance, readers will be able to quickly determine the overall performance of the District. If readers would like additional information, the summary will provide a page number where a detailed explanation of the measurement and an analysis of performance is presented. An example of what the summary measures will look like is shown below.

Example Annual Report Card Summary of Measures

EUM Element	Measurement	2023 Rating	2024 Rating	Page
Product Quality	Number of sewer overflows	+	+	12
	Number of sewer overflows per 100 miles of collection system piping	✗	+	12
	Volume of sewer overflows	+	+	13
Customer Service	Service Call Response Time	-	+	14
	Development Review Response Time	+	+	15

The General Manager will continue to collaborate with department managers between Annual Report Cards to keep things on track and adapt to changing circumstances while keeping the Board apprised of significant accomplishments and deviations.



List of Acronyms Found in this Document

ASD	Administrative Services Department
CCTV	Closed Circuit Television
CIP	Capital Improvement Program
CMMS	Computerized Maintenance Management System
ERP	Emergency Response Plan
EUM	Effective Utility Management
FOG	Fats, Oils & Grease
FSD	Field Services Department
FR	Flow Recorder
FTE	Full Time Equivalent (2,080 hours per year of employee time equivalent)
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GM	General Manager
GPS	Global Positioning System
HQ	Headquarters
KWH	Kilowatt-Hour
LS	Lift Station
MG	Million Gallons
OSHA	Occupational Safety and Health Administration
O&M	Operation and Maintenance
PCWA	Placer County Water Agency
PLCO	Property Line Clean-Out
SCADA	Supervisory Control & Data Acquisition
SECAP	System Evaluation and Capacity Assurance Plan
SPMUD	South Placer Municipal Utility District (District)
SPWA	South Placer Wastewater Authority
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWOT	Strengths, Weaknesses, Opportunities, Threats
TAMP	Tactical Asset Management Plan
TSD	Technical Services Department
UAL	Unfunded Actuarial Liability
U.S.	United States
WDR	Waste Discharge Requirements



Appendix A – Summary of SWOT Analysis

Summary of SWOT Analysis

	Internal / Existing	External / Future
+	<p style="text-align: center;"><u>Strengths</u></p> <ul style="list-style-type: none"> • Low number and volume of SSOs. • Good rapport with customers. • Dedicated employees that want to work. • Single-service utility. • Willingness to implement technology. • Solid financial foundation and policy. 	<p style="text-align: center;"><u>Opportunities</u></p> <ul style="list-style-type: none"> • District staff grow as a “team” and set a “culture”. • Use technology to create additional efficiencies. • Divert resources from land development to other projects. • Utilize outside training for staff development. • Create a social media presence for outreach. • Develop sound long-term policies.
-	<p style="text-align: center;"><u>Weaknesses</u></p> <ul style="list-style-type: none"> • Small-volume SSOs from laterals. • Impacts of staff turnover. • Lack of communication/trust between staff. • Less layers of oversight due to small staff. • Limited control over treatment. • Portions of sewer system are failing (NC). 	<p style="text-align: center;"><u>Threats</u></p> <ul style="list-style-type: none"> • Pending revision to the SSS WDR. Evolving regulations. • Staff burnout. • Impacts of cost of living on workforce. • Ransomware attacks. • Inflation. • Dependency on PG&E for energy (high rates).

Item 7.2

GENERAL MANAGER REPORT

To: Board of Directors
From: Herb Niederberger, GM
Date: September 1, 2022
Subject: General Manager Monthly Activity Report – August 2022

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 August 2, 2022, the General Manager participated in the Loomis Basin Chamber of Commerce Economic and Government Roundtable Discussion. The District is working with project applicants to process a deferred payment agreement to extend the payment of participation fees over a 5-year period.
- B. On August 3, 2022, the General Manager, along with Board President Mitchell attended the Rocklin Chamber of Commerce Government Relations Committee to hear a presentation by Placer County District Attorney, Morgan Gire. Mr. Gire briefly went over the District Attorney's Office, the criminal justice system in Placer County, and the services that are provided to residents.
- C. On August 4, the General Manager met with Rocklin City Manager, Aly Zimmerman, to discuss the following: 1) the City’s restaurant support system; 2) the City’s recent adoption of a Community Facilities development impact fee; 3) Possible programs available to lessen the impact of the District’s Local and Regional Participation fee on low-income development; and 4) the possibility of district participation in a bridge connecting the trails in Johnson Springview park to the Sunset Whitney Recreation Area.
- D. On August 10, the General Manager, Administrative Services Manager, Emilie Costan, and Administrative Services Assistant III, Stacey Larick, participated in a Zoom Meeting with representatives of 5 Star Bank and CheckAlt, to discuss the banking transition and address issues concerning misapplied payments and an acceptable payee list.
- E. On August 17, 2022, the General Manager and the District Engineer, Carie Huff, participated in a Zoom Meeting with the District General Counsel to discuss the following legal concerns: 1) Cease & Desist Letter to Corona Circle residents; 2) Granite Terrace – prepare to call the bond through the City of Rocklin; 3) Newcastle Fire Station deferred remedial action and reimbursement agreement – time extension; 4) CEQA Form/template;

5) Beamer property – next steps/condemnation; and 6) Atherton Trunk building moratorium relief.

F. On August 19, 2022, the General Manager briefed Director Durfee on the items to be discussed in the upcoming 2X2 with the Town of Loomis.

G. The General Manager was out of the office on August 5, 2022 for a personal matter, and on August 22 through 25, 2022, attending the CSDA Annual Conference.

H. Advisory Committee Meetings:

i. On August 18, 2022, the Personnel Advisory Committee met to discuss the findings outlined in a white paper of the payroll and pension report. These findings will be brought before the Board of Directors during the meetings scheduled for November 2022.

ii. On August 19, 2022, the Strategic Plan Advisory Committee met to review the priorities, outcomes, and measurements contained in the 2023-2027 Strategic Plan that will be presented at the September 1, 2022, Board meeting.

iii. On August 26, 2022, the General Manager joined Vice President Williams and Director Durfee in their 2x2 meeting with representatives of the Town of Loomis to discuss the following: 1) District tree removal within sewer easements; 2) District sewer easement and tree removal at 5361 Saunders; 3) Loomis status of the Costco proposal; and 4) Loomis status on the Hidden Grove development.

There were no other advisory committee meetings conducted in June.

3) PURCHASE ORDERS/CONTRACTS INITIATED UNDER GENERAL MANAGER AUTHORITY

PO Req#	Date	Vendor	Description	Amount
284	8/01/2022	IW Consulting Services	Professional Services to provide FOG updates to the Sewer Code	\$9,990
285	8/10/2022	Burrell Consulting Service	Mapping services for LAFCO boundary update	\$8,500
287	8/18/2022	Best Best & Krieger LLP	Pension & Payroll Audit Legal Review	\$25,000
288	08/24/2022	ESRI	ArcGIS Software	\$8,200

4) LONG RANGE AGENDA

October 2022 (Remote due to Corp Yard Addition)

- Resolution; Teleconferencing
- Resolution: Authorizing the GM to execute temporary sewer use agreements

- Introduce Ordinance 22-03 Changes to the District Sewer Code pertaining to ADUs, FOG, & Fines
- Cured in Place Pipe Contact

November 2022 (Need Location for public input)

- Closed Session – GM Employee Evaluation
- Resolution; Teleconferencing
- Pension & Payroll Report Findings
- Performance Merit Program
- Annual Investment Report
- Resolution: Award SCADA Contract
- 2nd Reading of Ordinance 22-03

December 2022 (Remote due to Corp Yard Addition)

- Resolution; Teleconferencing
- Final Audit and Consolidated Annual Financial Report
- Participation Charge Report for FY 2021-22

January 2023

- Selection of Officers
- Presidential Appointments to Advisory Committees
- 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

Meeting Date: September 1, 2022

City of Roseville True-ups

The District received wastewater treatment true-up calculations from the City of Roseville covering fiscal years 2015-2021. The Administrative Service Manager is working to review these true-ups which show that the District owes the City of Roseville \$655,476. Staff is proposing making phased payments to the City. This fiscal year, staff will be proposing a mid-year budget adjustment to move \$100,000 in funds originally budgeted towards a contribution to the District's Other Post-Employment Benefit (OPEB) Trust that was anticipated but not required per the Actuarial Report dated June 29, 2022.

Laserfiche Optical Character Recognition Project

Staff attended a kick-off meeting for a project that will create a new workflow process in the Laserfiche Repository. The workflow will automatically perform Optical Character Recognition of all files added to the repository to render the document's text and make it searchable. There is no additional cost to the District to complete this project.

Year-end, Audit Work, and Banking Transition

Administrative Services Staff has been working with the District's Accountant on reconciling and posting year-end entries. The Administrative Services Manager is continuing to compile records in preparation for the Fiscal Year 21/22 Audit. The Auditor is scheduled to complete their year-end audit work the week of August 30th. Administrative Services Staff have been continuing to work on resolving outstanding issues with the banking transition.

Payroll Audit

The Administrative Services Manager has been continuing to work on the findings from the Pension and Payroll Audit. The General Manager, Administrative Services Manager, and Personnel Advisory Committee met on August 18, 2022, to provide an update on the status of the project. Additional information will be presented to the Board at the November Board meeting.

Recruitment

The Administrative Services staff has been assisting with the recruitment process for two additional Maintenance Worker I positions. Interviews were held on August 15, 2022.

August Monthly Investment Transactions per GC §53607

DEPOSITS, TRANSFERS, OR WITHDRAWALS

CalTRUST: None
LAIF: None
PLACER COUNTY: 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: September 1, 2022

Department Overview

This section provides the Board an update on the news and major tasks from the Field Services Department (FSD).

- 1. Training/Break Room Addition, Locker Room, and Lobby Improvements**
 - a. Construction on the first phase is well underway. The slab for the new training room/break room building has been poured and the walls for that building have been framed. The walls are scheduled to be erected in late August/early September.
 - b. The current schedule shows reaching substantial completion by July 2023.
- 2. Staffing**
 - a. The District advertised for two additional Maintenance Worker positions during the month of July. Interviews were held on August 15, 2022.
- 3. Strategic Plan**
 - a. The Strategic Plan is being presented to the Board for adoption at the September board meeting.
- 4. SCADA Update**
 - a. A request for proposals (RFP) for professional engineering services to design improvements to the Supervisory Control and Data Acquisition (SCADA) system was issued through Public Purchase on August 19, 2023. Proposals are due by September 23, 2022. The design will develop a schedule and estimate costs to implement those improvements efficiently and effectively.
- 5. Leadership Rocklin**
 - a. The District Superintendent applied and was accepted to participate in the Leadership Rocklin program facilitated by the Rocklin Chamber of Commerce. The “Get to Know You” event was held on August 18, 2022 and the first session on leadership and Rocklin history was held on August 25, 2022.

Reporting

This section provides the Board an overview of the Field Services Department operations and maintenance activities through 7/31/2022. The work listed is not all inclusive.

1. Lost Time Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 2161 days without a Lost Time Accident/Injury

2. Safety/Training/Professional Development

- a. Field Services employees participated in training for the following:
 - i. Competent Person Trenching/Excavation (In-house)
 - ii. Hazmat Spill Response (Lift station-11, Lift station-14)
 - iii. Back Injury Prevention
 - iv. Flagger Safety / Working Along the Roadway
 - v. Head Protection

3. Customer Service Calls

- a. Response Time Goals over the Last 12 Months

	Goal	Average	Success Rate
During Business Hours	< 30 minutes	16 min	98%
During Non-Business Hours	< 60 minutes	48 min	

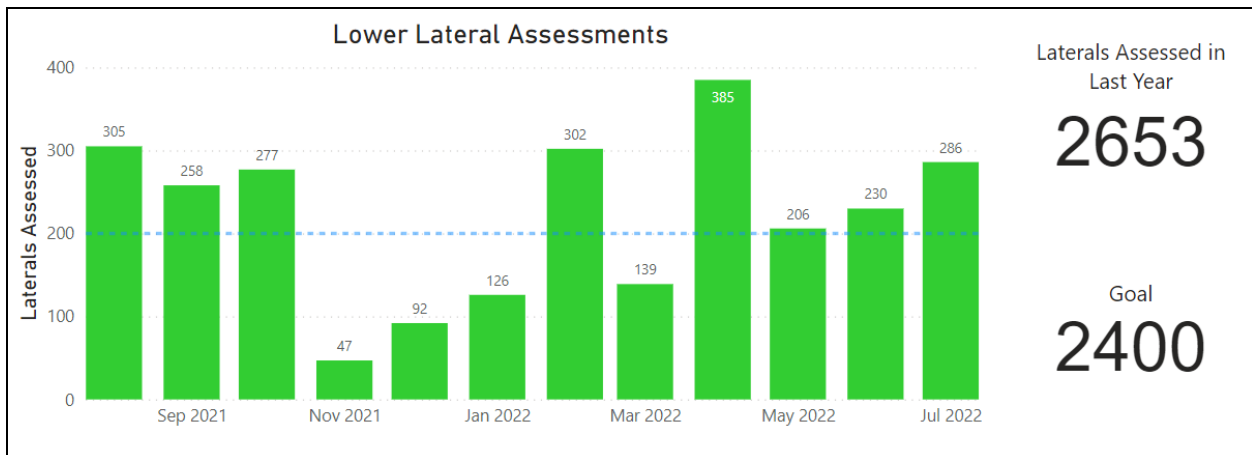
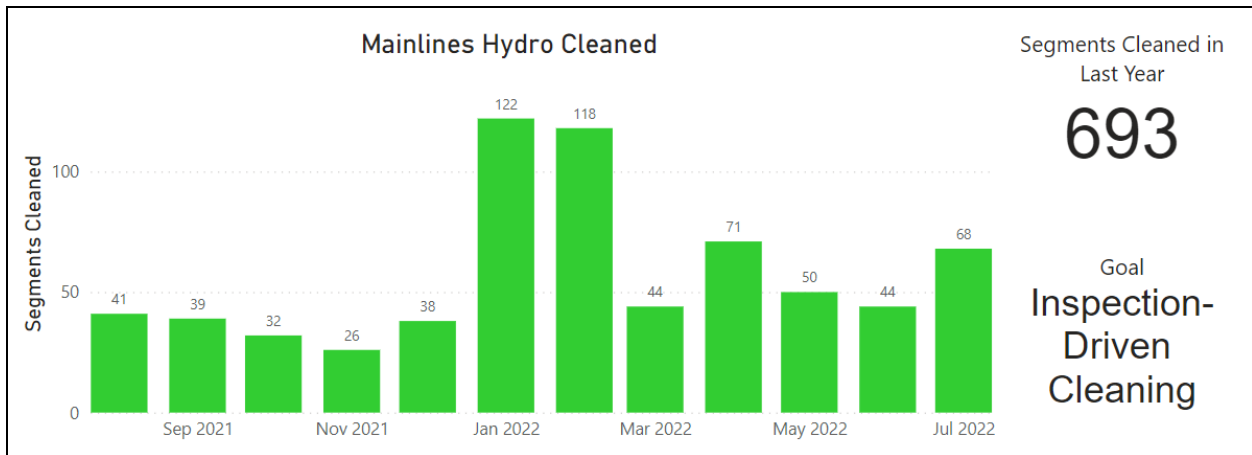
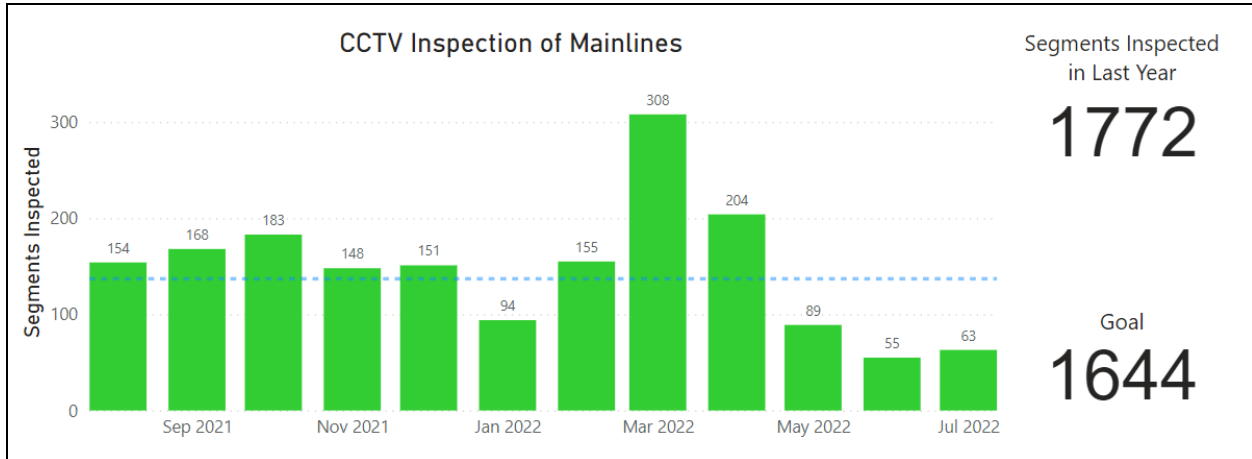
Service Calls - July

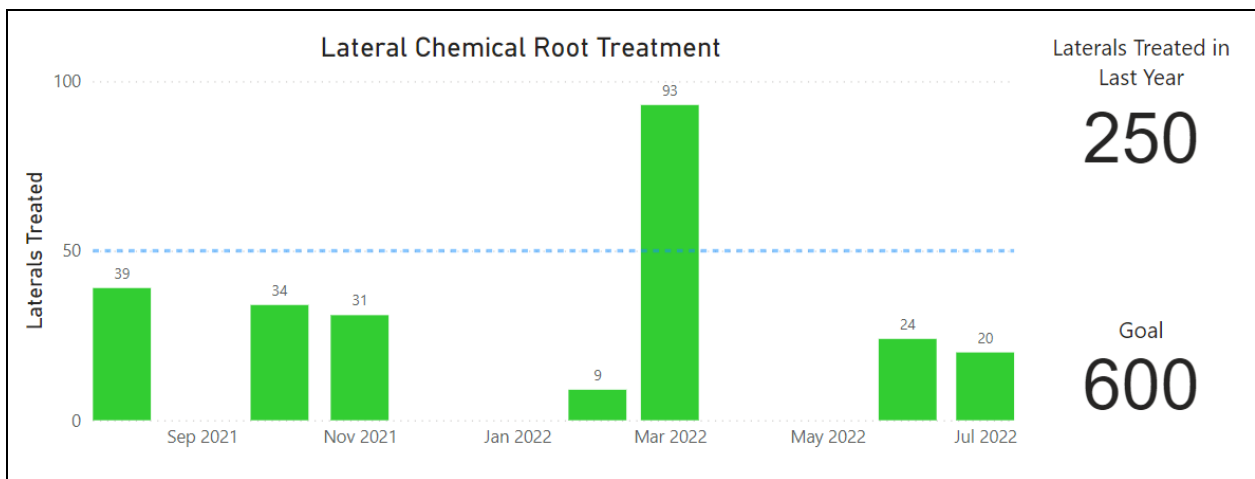
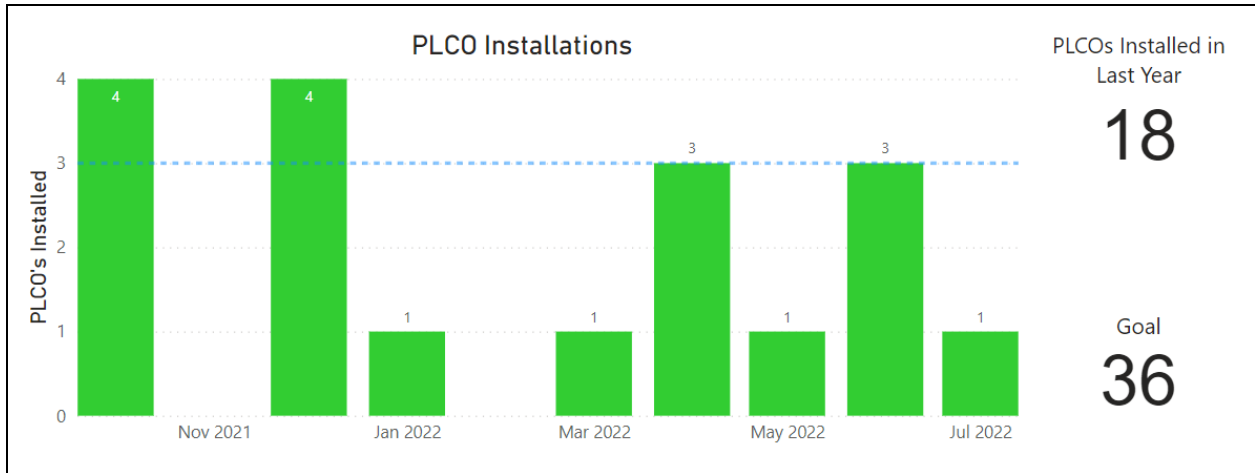
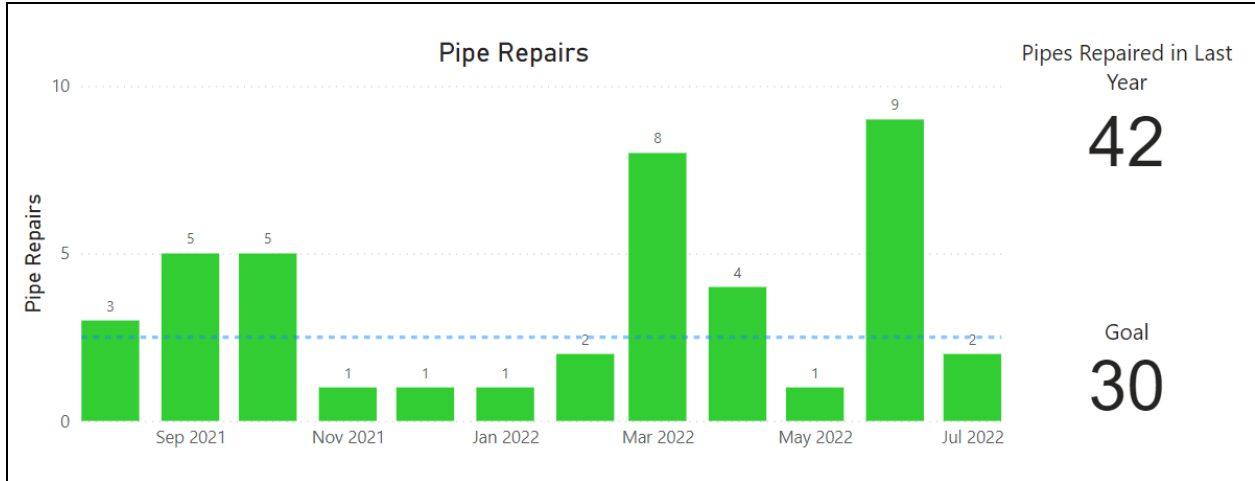
Responsibility	SSO	Stoppage	Odor	Alarm	PLSD	Vermin	Misc
SPMUD Responsibility	5			2			
Owner Responsibility		5	3		4		
N/A							1
Total	5	5	3	2	4		1

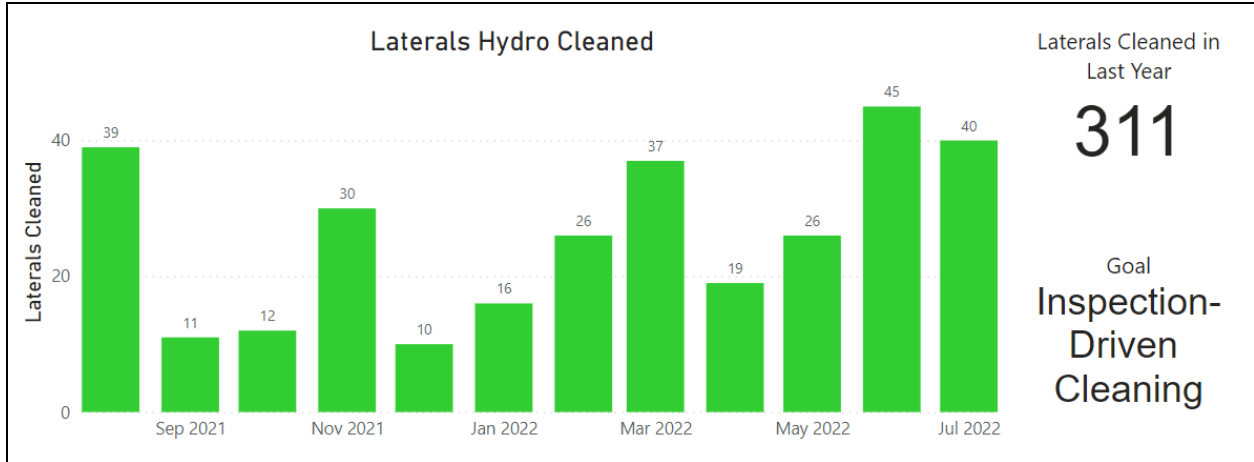
Total Service Calls
20

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: September 1, 2022

TSD Updates

- TSD is coordinating warranty work with Garney Pacific, Inc. on access road repairs behind Corona Circle. Based on the condition of the GrassPave 2 surface treatment, it is anticipated that there will be a cooperative project to address a permanent solution to the access road.
- Construction of the City of Rocklin’s Pacific Street and Rocklin Road Roundabout project is underway and the majority of the District’s sewer improvements have been completed. There is still a portion of the existing sewer to be abandoned along with testing of the new sewer system. The contractor has begun paving and there will be a shift in traffic control. The District is currently reviewing change orders submitted by the contractor and they will be presented at a future board meeting. The City anticipates that construction will be complete around the beginning of 2023.
- TSD is hosting virtual utility coordination meetings between local utility companies and agency stakeholders within Placer County. These meetings occur every other month and are intended to assist in coordinating current and future projects.

Northwest Rocklin Sewer Annexation Construction Project (formerly known as Atherton Trunk)

The Northwest Rocklin Sewer Annexation Construction Project is currently out to bid. The bid opening is scheduled for August 25th with award anticipated to be September 13th. The City anticipates a notice to proceed at the end of September with six weeks of construction. The City is still in the process of securing temporary and permanent sewer easements. The District will provide inspection services and construction support for the project.

Newcastle Fire Station Deferred Remedial Action and Reimbursement Agreement Update

The District entered into a Deferred Remedial Action and Reimbursement Agreement with Newcastle Fire District due to damage to the District’s sewer main from grading operations during Phase 1 of the Newcastle Fire Station project. Since Phase II of the Newcastle Fire Station project would eliminate the damaged stretch of sewer pipe, the District agreed to defer the repair for two years or until the sewer improvements included in Phase II of the project were completed. The agreement stipulated that the repair be completed by July 1, 2022. In addition, the District opted to participate towards the cost of construction for up to one third of the cost of the public sewer improvements within Old State Highway up to \$100,000 (Fund 100).

The sewer improvements are substantially complete, and the existing damaged sewer line has been abandoned, thereby meeting the obligations of the Deferred Remedial Action and Reimbursement Agreement. However, Newcastle Fire District has not submitted the information necessary for the District to accept improvements and initiate reimbursement. The District will pay Newcastle Fire District once the items are submitted and deemed acceptable.

Easement Acquisition

The District is in midst of negotiations for easement acquisition with the property owner on Saunders Avenue in Loomis. The easement has been surveyed and the tree inventory completed. The next step is to finalize the purchase agreement. Staff will move forward with finalizing the acquisition once an agreement is reached.

Local Agency Formation Commission (LAFCO)

Burrell Consulting Group is in the process of generating geographic descriptions of the properties served through out of area service agreements to be included in the annexation application to LAFCO. Additional information will be provided at a future board meeting as the application to LAFCO is refined.

FOG Program

The District's FOG Inspector completed two core samples and inspections in the month of July. Both of these core samples are part of an ongoing effort to determine proper pump out frequencies. The District's approach regarding pump out compliance has always been focused on data driven evidence and education to assist food service establishment owners to understand the District's Sewer Code and regulations.

During the busier construction season, the FOG Inspector continues to track and address grease control pump out compliance via email, phone calls and site visits, while also covering new construction projects. Currently TSD staff is working with two food service establishments on retrofitting their existing grease control device with highly efficient grease control devices as a result of the District's Warning of Non-Compliance process.

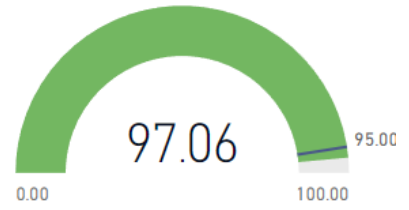
Department Performance Indicators

The following charts depict the efforts and performance of the department in the following areas of work as of July 31st, 2022. 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.

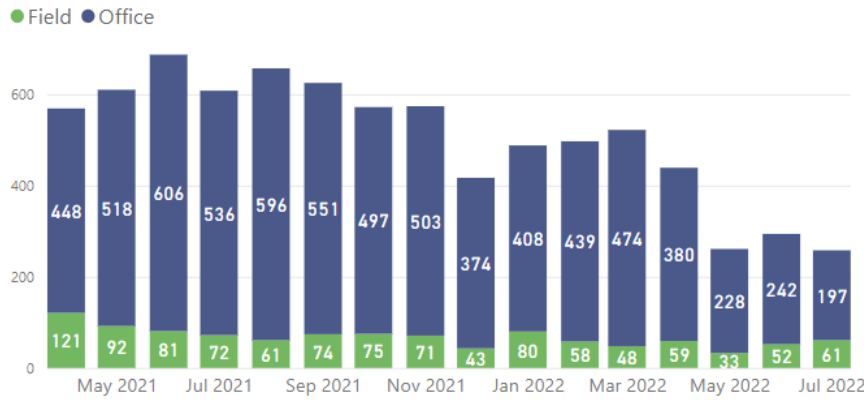
Plan Checks Completed - Monthly Totals



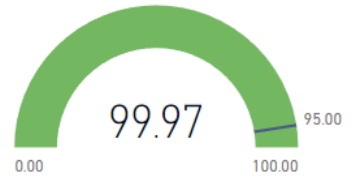
% "In Time" Plan Checks



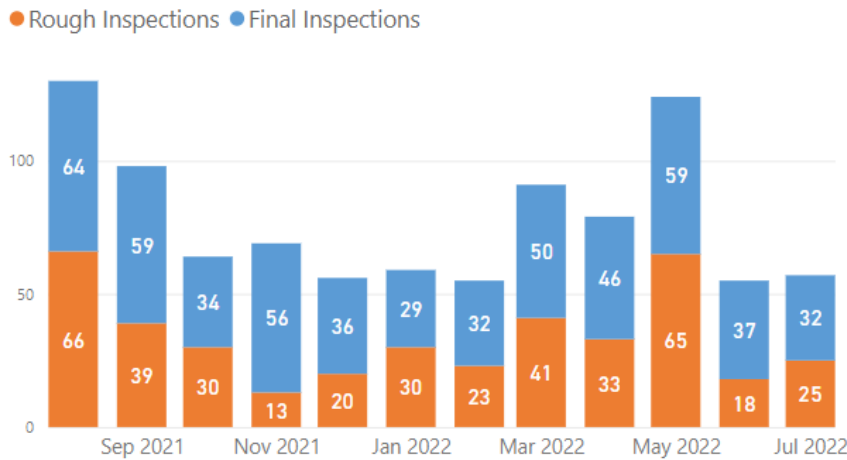
811 Responses - Monthly Totals



% "In Time" Responses



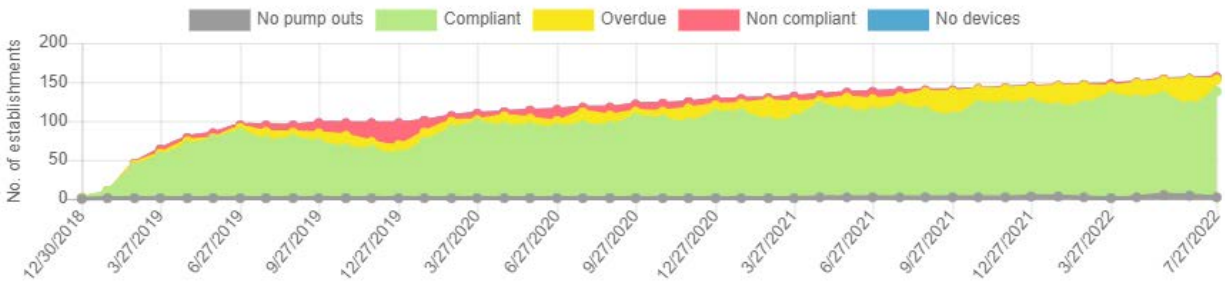
Building Sewer Inspections - Monthly Totals



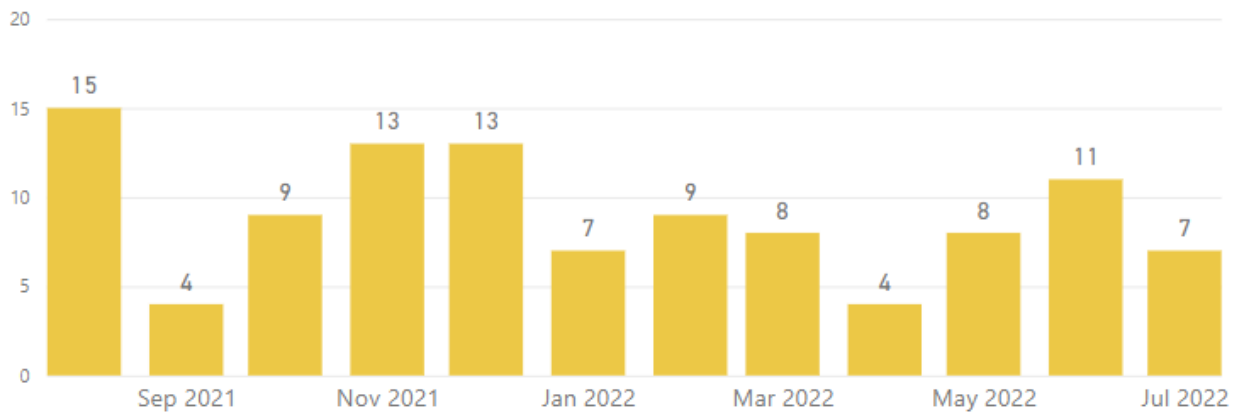
% "In Time" Inspections



FOG Compliance History



FOG Pickups - Monthly Totals



Grease Interceptor Inspections

Template ● GGI Core Sample Inspection - Outside ● GGI Pump Out/Cleaning Inspection ● HGI Core Sample Inspection - Insi...

