



**SPMUD BOARD OF DIRECTORS  
REGULAR MEETING: 4:30 PM  
September 6, 2018  
SPMUD Board Room  
5807 Springview Drive, Rocklin, CA 95677**

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

**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 Victor Markey,	Ward 4
Director James Williams,	Ward 5

**III. PLEDGE OF ALLEGIANCE**

**IV. CONSENT ITEMS**

[pg 4 to 49]

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

ACTION: (Voice vote)

***Motion to approve the consent items for the September 6, 2018 meeting***

1. MINUTES from the August 2, 2018 Meeting. [pg 4 to 6 ]
2. ACCOUNTS PAYABLE in the amount of \$854,130.12 through August 27, 2018. [pg 7 to 12]
3. MONTHLY INVESTMENT REPORT in the total amount of \$51,579,537 through August 27, 2018. [pg 13 ]
4. BILL OF SALE FOR SEWER IMPROVEMENTS FOR SIERRA COLLEGE ESTATES [pg 14 to 17]  
located on the west side of Bankhead Road just north of Sierra College Blvd in Loomis – valued at \$539,965.
5. BILL OF SALE FOR SEWER IMPROVEMENTS FOR NEWCASTLE FIRE STATION (PHASE I) [pg 18 to 21]  
located in Newcastle between Interstate 80 and Old State Highway – valued at \$10,618.

6. BILL OF SALE FOR SEWER IMPROVEMENTS WITHIN WHITNEY RANCH UNIT 51 [pg 22 to 25]  
located in Rocklin northwest of Ranch View Drive and Saddlerock Way – valued at \$179,725.
7. BILL OF SALE FOR SEWER IMPROVEMENTS WITHIN WHITNEY RANCH [pg 26 to 29]  
UNIVERSITY AVENUE (STA: 15+50 to 26+50) located in Rocklin between Whitney Ranch Parkway and Ranch View Drive – valued at \$32,588
8. ADOPTION OF RESOLUTION #18-25 AUTHORIZING THE GENERAL MANAGER TO [pg 30 to 47]  
EXECUTE THE CONSENT AGREEMENT REGARDING USE OF EASEMENT FOR BOTH  
ENCROACHMENTS FOR THE GI JULIAN PROPERTY – WEST MARINE DIGITAL SIGN  
(APN 045-080-036-000)
9. ADOPTION OF RESOLUTION #18-26 DISPOSING OF DISTRICT SURPLUS ITEMS [pg 48 to 49]

## V. PUBLIC COMMENTS

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

## 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. STRATEGIC PLAN REPORT FOR FY17/18

[pg 50 to 66]

Staff will provide a report of the Fiscal Year 2017/18 activities and provide comments regarding the status of goals and objectives.

Action Requested: (Voice Vote)

Staff Recommends that the Board of Directors:

#### 1. Accept the Strategic Plan FY 17/18 Report

### 2. JOINT USE DISTRICT EASEMENTS/BIKEWAY MASTER PLAN OVERLAY PRESENTATION

[No written report]

Staff will provide a presentation of proposed Joint Uses for District Easements related to Bikeway Master Plans from other jurisdictions.

Action Requested: Status Report – No action needed

## VII. REPORTS

[pg 67 to 73]

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

1. Legal Counsel (A. Brown)
2. General Manager (H. Niederberger)
  - 1) FSD, ASD & 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**

### **1. Conference with Legal Counsel – Anticipated Litigation**

Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9.

Eminent domain proceeding in connection with the installation of District facilities along Diaz Lane in Rocklin.

## **IX. ADJOURNMENT**

If there is no other Board business the President will adjourn the meeting to its next regular meeting on October 4, 2018 at 4:30 p.m.

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

<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
Regular	District Office	August 2, 2018	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.

**II. ROLL CALL OF DIRECTORS:**

Present: Jerry Mitchell, Will Dickinson, Vic Markey, John Murdock, Jim Williams

Absent: None

Vacant: None

Staff: Herb Niederberger, General Manager  
Adam Brown, Legal Counsel  
Eric Nielsen, District Engineer  
Sam Rose, Superintendent

Others: None

**III. PLEDGE OF ALLEGIANCE:** President Mitchell led the Pledge of Allegiance.

**IV. CONSENT ITEMS:**

1. MINUTES from the June 28, 2018 Board meeting.
2. ACCOUNTS PAYABLE in the amount of \$2,686,649.22 through July 26, 2018.
3. MONTHLY INVESTMENT REPORT in the total amount of \$51,370,252 through July 26, 2018.

Director Dickinson made a motion to approve all items from the consent calendar; a second was made by Director Williams, the motion carried 5-0.

**V. PUBLIC COMMENTS:**

President Mitchell opened the Public comments. Hearing no comments, public comments were closed.

**VI. BOARD BUSINESS**

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

GM Niederberger introduced a presentation of the Actuarial report prepared by MacLeod Watts (formerly Bickmore). He explained that the District holds approximately \$4.6M in the CERBT trust which funds other post-employment benefit (OPEB) liabilities. He reported that the District has made a Strategy change for the Asset Allocation within the CERBT, to Strategy 2. The objective for this portfolio consists of moderate allocations in equities, bonds and other asset investments which are complimentary to the Districts moderate approach to investment strategies as specified in Policy #3120.

President Mitchell asked a question regarding the Unfunded Actuarial Accrued Liability, asking if that amount will grow over time. GM Niederberger responded that if the rate of return is less than expected the Unfunded amount will increase over time. Director Williams said that current retirees are drawing out of this account, and that this Board was forward thinking in contributing to this fund for the future and are consequently in better shape than many other public entities.



Director Dickinson asked to clarify the difference between the explicit subsidy and the implicit subsidy of the OPEB Liability. GM Niederberger directed the Board to page one of the Executive Summary of the OPEB Actuarial Report and read those definitions. Director Dickinson stated that long term liabilities are a concern as these types of costs are getting away from many other government entities. GM Niederberger stated that the District is at least 75% funded for future benefits, and the actuarial report provides a guideline for future payments into the trust and directly to retirees. President Mitchell said that he realizes the analysis is complex and appreciates the assistance of the actuarial firm to prepare this necessary report for the CERBT Fund.

Director Williams said that there are many unknowns, particularly with what will be happening with healthcare in the near future. He further stated that with the changes made to benefits for PEPRA employees, they will be retiring later at aged 62 and therefore much closer to the Medicare age. Meaning that the higher medical insurance rates will be paid out for less years than those employees retiring at age 55. Director Dickinson asked to review the report in further detail with staff in a Fee and Finance Advisory Committee meeting. He would like to understand the implicit and explicit components of the study as well as the information regarding the comparisons to the CalPERS Unfunded Actuarial Accrued Liability (UAAL).

Director Williams made a motion to accept the July 3, 2018 Actuarial Report; a second was made by Director Murdock, the motion carried 5-0.

#### **VII. REPORTS:**

- 1. District General Counsel (A. Brown):** General Counsel Brown reported that he drafted the Agreement to address the claim for veterinary fees related to the Loomis Diversion project. The Agreement has been completed, with payment made to Mr. & Mrs. Nakashoji. He provided a brief report regarding several licenses & easements that the District have held for many years with the Union Pacific Railroad. He stated that he is corresponding with Railroad Legal Counsel to address their continued requests to adjust the agreement amounts, a report will be brought to the Board at a future meeting.
- 2. General Manager (H. Niederberger):** GM Niederberger asked if there were any comments regarding his Manager's report. Director Dickinson asked for further information regarding the need to have a Social Media Policy. GM Niederberger stated that he had attended a Social Media session at the CSDA General Manager summit. He said that staff is reviewing policies and researching items to consider for the future. President Mitchell asked what the Loomis Streetscape reimbursement was for, DE Nielsen reported that the District has been coordinating with the Town of Loomis, during their Streetscape project, they were able to assist the District with a number of items and invoice the District directly.
  - A. ASD, FSD & TSD Reports:** Director Markey asked about the work beginning on Taylor Road near Lorenzo's Restaurant. DE Nielsen reported plans are in for review for mixed use properties in that area.
  - B. Information Items:** No additional items were reported.
- 3. Directors Comments:** Director Dickinson thanked DE Nielsen for taking him on a tour of the Loomis Diversion Project. He also made a request for a meeting of the Personnel Advisory Committee in September, to begin the General Manager's evaluation.

President Mitchell commented that he had been reading about Placer County Regional efforts for Trails in the surrounding area. He said that he has also been working with Parks & Recreation staff at the City of Rocklin who are looking at their future plans for Bikeway and Pedestrian facilities. With these projects in mind, President Mitchell stated that since SPMUD adopted a Joint Use of District Easements & Access Roads Policy he would like to explore opportunities for partnering with surrounding agencies. He asked other Board members if they would entertain this possibility, all members agreed with the concept. GM Niederberger stated that staff will bring back an item to the next Board meeting for further review and discussion.

**VIII. ADJOURNMENT**

The President adjourned the meeting at 5:30 pm. to its next regular meeting to be held on September 6, 2018 at 4:30 p.m.

A handwritten signature in black ink that reads "Joanna Belanger". The signature is written in a cursive style with a large initial 'J' and a long, sweeping underline.

Joanna Belanger, Board Secretary



South Placer Municipal Utility District, CA

# Check Report

By Check Number

Date Range: 07/27/2018 - 08/27/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
1240	Placer County Personnel	07/27/2018	Regular	0.00	2,904.12	10215
1647	Sam and Anna Nakashoji	07/30/2018	Regular	0.00	198.00	10216
1658	Sharjo Inc. dba Service Master Restoration Servic	08/02/2018	Regular	0.00	165.00	10232
1663	Buckmaster Office Solutions	08/02/2018	Regular	0.00	68.28	10233
1068	City of Roseville	08/02/2018	Regular	0.00	320,694.00	10234
1509	Crystal Communications	08/02/2018	Regular	0.00	311.64	10235
1087	Dawson Oil Co.	08/02/2018	Regular	0.00	4,080.07	10236
1113	Ferguson Enterprises, Inc. 1423	08/02/2018	Regular	0.00	2,728.59	10237
1666	Great America Financial Services	08/02/2018	Regular	0.00	548.98	10238
1485	Industrial Safety Supply Corporation	08/02/2018	Regular	0.00	900.90	10239
1631	Instrument Technology Corporation	08/02/2018	Regular	0.00	101.16	10240
1536	Jeff Brackenbury	08/02/2018	Regular	0.00	147.95	10241
1564	Jensen Landscape Services, LLC	08/02/2018	Regular	0.00	861.00	10242
1174	KBA Docusys, Inc. (Copier Contracts)	08/02/2018	Regular	0.00	441.13	10243
1180	Lands' End Business Outfitters	08/02/2018	Regular	0.00	27.25	10244
1221	PG&E (Current Accounts)	08/02/2018	Regular	0.00	4,618.87	10245
1251	Railroad Management Company, LLC	08/02/2018	Regular	0.00	75.00	10246
1554	Service Master	08/02/2018	Regular	0.00	675.28	10247
1333	SPOK, Inc.	08/02/2018	Regular	0.00	26.23	10248
1306	Superior Equipment Repair	08/02/2018	Regular	0.00	1,708.35	10249
1307	Sutter Medical Foundation-Corporate	08/02/2018	Regular	0.00	302.00	10250
1332	USA Blue Book	08/02/2018	Regular	0.00	4,189.58	10251
1332	USA Blue Book	08/02/2018	Regular	0.00	-4,189.58	10251
1492	Wave Broadband - Rocklin	08/02/2018	Regular	0.00	209.85	10252
1327	US Bank Corporate Payment	08/02/2018	Regular	0.00	8,614.76	10253
	**Void**	08/02/2018	Regular	0.00	0.00	10254
	**Void**	08/02/2018	Regular	0.00	0.00	10255
	**Void**	08/02/2018	Regular	0.00	0.00	10256
1020	Aqua Sierra Controls, Inc.	08/09/2018	Regular	0.00	536.24	10257
248	AT&T (916.663.1652) & (248.134.5438.608.80)	08/09/2018	Regular	0.00	165.43	10258
1022	AT&T (9391035571)& (9391053973)	08/09/2018	Regular	0.00	298.46	10259
1652	Cintas Corporation	08/09/2018	Regular	0.00	3,849.14	10260
1086	Dataprose	08/09/2018	Regular	0.00	5,031.99	10261
1163	Joe Gonzalez Trucking, LLC.	08/09/2018	Regular	0.00	1,867.57	10262
1221	PG&E (Current Accounts)	08/09/2018	Regular	0.00	251.42	10263
1473	Pitney Bowes Purchase Power	08/09/2018	Regular	0.00	461.66	10264
1632	Qualtrics	08/09/2018	Regular	0.00	5,250.00	10265
1275	Sacramento Bee	08/09/2018	Regular	0.00	3,000.00	10266
1306	Superior Equipment Repair	08/09/2018	Regular	0.00	382.41	10267
1499	TechRoe.com LLC	08/09/2018	Regular	0.00	900.00	10268
1332	USA Blue Book	08/09/2018	Regular	0.00	2,567.35	10269
1021	ARC	08/16/2018	Regular	0.00	112.74	10306
248	AT&T (916.663.1652) & (248.134.5438.608.80)	08/16/2018	Regular	0.00	9.36	10307
1073	Consolidated Communications	08/16/2018	Regular	0.00	518.81	10308
1131	Granite Business Printing	08/16/2018	Regular	0.00	167.31	10309
1666	Great America Financial Services	08/16/2018	Regular	0.00	452.99	10310
1139	Hill Rivkins Brown & Associates	08/16/2018	Regular	0.00	12,105.00	10311
1564	Jensen Landscape Services, LLC	08/16/2018	Regular	0.00	105.00	10312
1180	Lands' End Business Outfitters	08/16/2018	Regular	0.00	260.08	10313
1669	LMK Technologies, LLC	08/16/2018	Regular	0.00	16,372.69	10314
1668	On-Site Health & Safety	08/16/2018	Regular	0.00	1,083.00	10315
1475	Van Erp, Petersen & Babcock, LLP	08/16/2018	Regular	0.00	3,520.00	10316
1338	Verizon Wireless	08/16/2018	Regular	0.00	1,085.54	10317
1012	All Electric Motors	08/27/2018	Regular	0.00	360.00	10318

Check Report

Date Range: 07/27/2018 - 08/27/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1036	Bill's Backflow Service	08/27/2018	Regular	0.00	125.90	10319
1539	California Cut & Core	08/27/2018	Regular	0.00	323.75	10320
1066	City of Rocklin	08/27/2018	Regular	0.00	92,522.00	10321
1068	City of Roseville	08/27/2018	Regular	0.00	45,000.00	10322
1113	Ferguson Enterprises, Inc. 1423	08/27/2018	Regular	0.00	2,044.79	10323
1631	Instrument Technology Corporation	08/27/2018	Regular	0.00	396.83	10324
1187	Loomis News	08/27/2018	Regular	0.00	2.54	10325
1218	PCWA	08/27/2018	Regular	0.00	1,374.81	10326
1244	Preferred Alliance Inc	08/27/2018	Regular	0.00	147.60	10327
1508	Sacramento Rendering Co.	08/27/2018	Regular	0.00	300.00	10328
1660	Socal Pacific Construction Corp	08/27/2018	Regular	0.00	4,744.65	10329
1518	Sonitrol of Sacramento	08/27/2018	Regular	0.00	802.03	10330
1292	SPMUD Petty Cash	08/27/2018	Regular	0.00	79.17	10331
1306	Superior Equipment Repair	08/27/2018	Regular	0.00	862.41	10332
1325	Tyler Technologies, Inc.	08/27/2018	Regular	0.00	400.00	10333
1329	Underground Service Alert	08/27/2018	Regular	0.00	4,189.58	10334
1339	Vulcan Materials Co.	08/27/2018	Regular	0.00	518.81	10335
1575	Wrap Concepts	08/27/2018	Regular	0.00	4,760.02	10336
1012	All Electric Motors	08/27/2018	Regular	0.00	5,362.75	10337
1631	Instrument Technology Corporation	08/27/2018	Regular	0.00	5,153.36	10338
1240	Placer County Personnel	08/27/2018	Regular	0.00	2,904.12	10339
1045	Cal Pers 457 Plan (EFT)	07/27/2018	Bank Draft	0.00	375.00	DFT0003759
1135	Mass Mutual (EFT)	07/27/2018	Bank Draft	0.00	6,266.00	DFT0003760
1135	Mass Mutual (EFT)	07/27/2018	Bank Draft	0.00	685.02	DFT0003761
1580	TASC	07/27/2018	Bank Draft	0.00	196.14	DFT0003762
1580	TASC	07/27/2018	Bank Draft	0.00	330.75	DFT0003763
1229	Pers (EFT)	07/27/2018	Bank Draft	0.00	147.25	DFT0003764
1229	Pers (EFT)	07/27/2018	Bank Draft	0.00	275.45	DFT0003765
1229	Pers (EFT)	07/27/2018	Bank Draft	0.00	420.53	DFT0003766
1229	Pers (EFT)	07/27/2018	Bank Draft	0.00	3,443.24	DFT0003767
1229	Pers (EFT)	07/27/2018	Bank Draft	0.00	5,256.16	DFT0003768
1229	Pers (EFT)	07/27/2018	Bank Draft	0.00	97.05	DFT0003769
1229	Pers (EFT)	07/27/2018	Bank Draft	0.00	123.26	DFT0003770
1229	Pers (EFT)	07/27/2018	Bank Draft	0.00	1,386.28	DFT0003771
1229	Pers (EFT)	07/27/2018	Bank Draft	0.00	1,760.97	DFT0003772
1229	Pers (EFT)	07/27/2018	Bank Draft	0.00	1,799.25	DFT0003773
1229	Pers (EFT)	07/27/2018	Bank Draft	0.00	1,969.68	DFT0003774
1149	Internal Revenue Service	07/27/2018	Bank Draft	0.00	12,445.84	DFT0003775
1098	EDD (EFT)	07/27/2018	Bank Draft	0.00	4,178.47	DFT0003776
1098	EDD (EFT)	07/27/2018	Bank Draft	0.00	1,003.71	DFT0003777
1149	Internal Revenue Service	07/27/2018	Bank Draft	0.00	2,910.72	DFT0003778
1149	Internal Revenue Service	07/27/2018	Bank Draft	0.00	9,448.79	DFT0003779
1015	American Fidelity Assurance	07/27/2018	Bank Draft	0.00	999.24	DFT0003780
1230	Pers (EFT)	07/27/2018	Bank Draft	0.00	38,452.99	DFT0003781
1230	Pers (EFT)	07/27/2018	Bank Draft	0.00	88.44	DFT0003782
1230	Pers (EFT)	07/27/2018	Bank Draft	0.00	2,128.00	DFT0003783
1586	Principal Life Insurance Company	07/27/2018	Bank Draft	0.00	316.21	DFT0003784
1230	Pers (EFT)	07/27/2018	Bank Draft	0.00	39.35	DFT0003786
1045	Cal Pers 457 Plan (EFT)	08/10/2018	Bank Draft	0.00	375.00	DFT0003796
1135	Mass Mutual (EFT)	08/10/2018	Bank Draft	0.00	6,266.00	DFT0003797
1135	Mass Mutual (EFT)	08/10/2018	Bank Draft	0.00	685.02	DFT0003798
1580	TASC	08/10/2018	Bank Draft	0.00	196.14	DFT0003799
1580	TASC	08/10/2018	Bank Draft	0.00	330.75	DFT0003800
1229	Pers (EFT)	08/10/2018	Bank Draft	0.00	147.25	DFT0003801
1229	Pers (EFT)	08/10/2018	Bank Draft	0.00	275.45	DFT0003802
1229	Pers (EFT)	08/10/2018	Bank Draft	0.00	420.53	DFT0003803
1229	Pers (EFT)	08/10/2018	Bank Draft	0.00	3,443.24	DFT0003804
1229	Pers (EFT)	08/10/2018	Bank Draft	0.00	5,256.15	DFT0003805
1229	Pers (EFT)	08/10/2018	Bank Draft	0.00	97.05	DFT0003806
1229	Pers (EFT)	08/10/2018	Bank Draft	0.00	123.26	DFT0003807
1229	Pers (EFT)	08/10/2018	Bank Draft	0.00	1,386.28	DFT0003808

Check Report

Date Range: 07/27/2018 - 08/27/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1229	Pers (EFT)	08/10/2018	Bank Draft	0.00	1,760.97	DFT0003809
1229	Pers (EFT)	08/10/2018	Bank Draft	0.00	1,799.25	DFT0003810
1229	Pers (EFT)	08/10/2018	Bank Draft	0.00	1,969.67	DFT0003811
1149	Internal Revenue Service	08/10/2018	Bank Draft	0.00	11,823.30	DFT0003812
1098	EDD (EFT)	08/10/2018	Bank Draft	0.00	3,576.61	DFT0003813
1098	EDD (EFT)	08/10/2018	Bank Draft	0.00	855.17	DFT0003814
1149	Internal Revenue Service	08/10/2018	Bank Draft	0.00	2,765.18	DFT0003815
1149	Internal Revenue Service	08/10/2018	Bank Draft	0.00	8,328.88	DFT0003816
1045	Cal Pers 457 Plan (EFT)	08/24/2018	Bank Draft	0.00	375.00	DFT0003818
1135	Mass Mutual (EFT)	08/24/2018	Bank Draft	0.00	6,266.00	DFT0003819
1135	Mass Mutual (EFT)	08/24/2018	Bank Draft	0.00	685.02	DFT0003820
1580	TASC	08/24/2018	Bank Draft	0.00	196.14	DFT0003821
1580	TASC	08/24/2018	Bank Draft	0.00	330.75	DFT0003822
1229	Pers (EFT)	08/24/2018	Bank Draft	0.00	147.25	DFT0003823
1229	Pers (EFT)	08/24/2018	Bank Draft	0.00	275.45	DFT0003824
1229	Pers (EFT)	08/24/2018	Bank Draft	0.00	420.53	DFT0003825
1229	Pers (EFT)	08/24/2018	Bank Draft	0.00	3,443.24	DFT0003826
1229	Pers (EFT)	08/24/2018	Bank Draft	0.00	5,256.15	DFT0003827
1229	Pers (EFT)	08/24/2018	Bank Draft	0.00	97.05	DFT0003828
1229	Pers (EFT)	08/24/2018	Bank Draft	0.00	123.26	DFT0003829
1229	Pers (EFT)	08/24/2018	Bank Draft	0.00	1,386.28	DFT0003830
1229	Pers (EFT)	08/24/2018	Bank Draft	0.00	1,760.97	DFT0003831
1229	Pers (EFT)	08/24/2018	Bank Draft	0.00	1,799.25	DFT0003832
1229	Pers (EFT)	08/24/2018	Bank Draft	0.00	1,969.67	DFT0003833
1149	Internal Revenue Service	08/24/2018	Bank Draft	0.00	11,438.20	DFT0003834
1098	EDD (EFT)	08/24/2018	Bank Draft	0.00	3,653.30	DFT0003835
1098	EDD (EFT)	08/24/2018	Bank Draft	0.00	880.39	DFT0003836
1149	Internal Revenue Service	08/24/2018	Bank Draft	0.00	2,771.62	DFT0003837
1149	Internal Revenue Service	08/24/2018	Bank Draft	0.00	8,602.48	DFT0003838
1015	American Fidelity Assurance	08/27/2018	Bank Draft	0.00	999.24	DFT0003839
1230	Pers (EFT)	08/27/2018	Bank Draft	0.00	38,452.99	DFT0003840
1230	Pers (EFT)	08/27/2018	Bank Draft	0.00	2,128.00	DFT0003841
1230	Pers (EFT)	08/27/2018	Bank Draft	0.00	88.44	DFT0003842
1230	Pers (EFT)	08/27/2018	Bank Draft	0.00	39.35	DFT0003843
1229	Pers (EFT)	08/27/2018	Bank Draft	0.00	28.85	DFT0003844
1229	Pers (EFT)	08/27/2018	Bank Draft	0.00	28.23	DFT0003845
1229	Pers (EFT)	08/27/2018	Bank Draft	0.00	21,729.98	DFT0003846
1229	Pers (EFT)	08/27/2018	Bank Draft	0.00	1,050.00	DFT0003847
1586	Principal Life Insurance Company	08/27/2018	Bank Draft	0.00	316.21	DFT0003848

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	95	71	0.00	587,327.30
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-4,189.58
Bank Drafts	79	79	0.00	265,164.23
EFT's	0	0	0.00	0.00
	<b>174</b>	<b>154</b>	<b>0.00</b>	<b>848,301.95</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	95	71	0.00	587,327.30
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-4,189.58
Bank Drafts	79	79	0.00	265,164.23
EFT's	0	0	0.00	0.00
	<b>174</b>	<b>154</b>	<b>0.00</b>	<b>848,301.95</b>

### Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	7/2018	99,645.91
100	GENERAL FUND	8/2018	748,656.04
			<b>848,301.95</b>

Account Number	Name	Date	Type	Amount	Reference	Packet
102-0003324-01	Bubienko, Edward	8/1/2018	Refund	\$ 65.72	Check #: 10217	UBPKT05789
102-0003478-01	Todd, James	8/1/2018	Refund	\$ 94.55	Check #: 10218	UBPKT05789
102-0007536-03	Peng, Chuanbin	8/1/2018	Refund	\$ 95.02	Check #: 10219	UBPKT05789
102-0011575-02	Pearman, Cindy	8/1/2018	Refund	\$ 31.00	Check #: 10220	UBPKT05789
102-0012419-02	Lew, John Brandt and Pauline	8/1/2018	Refund	\$ 7.60	Check #: 10221	UBPKT05789
106-0013960-01	McClure, Angus	8/1/2018	Refund	\$ 93.11	Check #: 10222	UBPKT05789
106-0014362-01	Dembs, Jonathan	8/1/2018	Refund	\$ 93.95	Check #: 10223	UBPKT05789
106-0016257-01	Flynn, Patrick	8/1/2018	Refund	\$ 96.99	Check #: 10224	UBPKT05789
106-0017188-02	Weiner, Jennifer	8/1/2018	Refund	\$ 82.20	Check #: 10225	UBPKT05789
112-1023478-02	WILLIAM WILSON	8/1/2018	Refund	\$ 5.93	Check #: 10226	UBPKT05789
112-1023505-03	Venkataraman, Sridhar	8/1/2018	Refund	\$ 254.00	Check #: 10227	UBPKT05789
112-1026481-01	Bojkovic, Vladimir and Slavimirka	8/1/2018	Refund	\$ 95.24	Check #: 10228	UBPKT05789
112-1027642-00	Taylor Morrison of California LLC	8/1/2018	Refund	\$ 58.40	Check #: 10229	UBPKT05789
112-1028309-00	KB Home Sacramento Inc	8/1/2018	Refund	\$ 10.24	Check #: 10230	UBPKT05789
203-0011285-01	Lewis, Elden W	8/1/2018	Refund	\$ 40.53	Check #: 10231	UBPKT05789
102-0009548-01	Merrick, Brett	8/9/2018	Refund	\$ 93.68	Check #: 10270	UBPKT05815
103-0004084-01	Wayne Huhtala	8/9/2018	Refund	\$ 119.95	Check #: 10271	UBPKT05815
106-0013952-01	Willson, Christina	8/9/2018	Refund	\$ 93.00	Check #: 10272	UBPKT05815
106-0014137-02	Oswald, Sean	8/9/2018	Refund	\$ 6.96	Check #: 10273	UBPKT05815
112-1026655-01	Watkins, Andrew and Begain	8/9/2018	Refund	\$ 155.00	Check #: 10274	UBPKT05815
112-1026781-01	Gallagher, Paul and Holly	8/9/2018	Refund	\$ 33.65	Check #: 10275	UBPKT05815
112-1027642-00	Taylor Morrison of California LLC	8/9/2018	Refund	\$ 93.00	Check #: 10276	UBPKT05815
112-1027911-00	Taylor Morrison of California LLC	8/9/2018	Refund	\$ 22.81	Check #: 10277	UBPKT05815
112-1028028-00	Taylor Morrison of California LLC	8/9/2018	Refund	\$ 10.11	Check #: 10278	UBPKT05815
112-1028029-00	Taylor Morrison of California LLC	8/9/2018	Refund	\$ 24.86	Check #: 10279	UBPKT05815
115-1025591-01	Wharton, Martha Suzzane	8/9/2018	Refund	\$ 255.00	Check #: 10280	UBPKT05815
102-0002202-03	Scott Ellis Properties LLC	8/14/2018	Refund	\$ 102.65	Check #: 10281	UBPKT05969
102-0005069-01	Drickes, Donald	8/14/2018	Refund	\$ 9.82	Check #: 10282	UBPKT05969
102-0006563-01	Landon, Samantha	8/14/2018	Refund	\$ 12.49	Check #: 10283	UBPKT05969
102-0006983-01	Nisbet, Ronald	8/14/2018	Refund	\$ 93.00	Check #: 10284	UBPKT05969
102-0007023-02	Hoff, Adam and Melissa	8/14/2018	Refund	\$ 100.50	Check #: 10285	UBPKT05969
102-0011996-02	Chang, Hee Sook	8/14/2018	Refund	\$ 96.00	Check #: 10286	UBPKT05969
102-0012302-01	Consol, Alfred J	8/14/2018	Refund	\$ 94.03	Check #: 10287	UBPKT05969
102-0012367-04	Lujan, Wesley and Jennifer	8/14/2018	Refund	\$ 78.00	Check #: 10288	UBPKT05969
103-0003718-02	Bosserman, Justin and Amanda	8/14/2018	Refund	\$ 93.93	Check #: 10289	UBPKT05969
103-0016459-03	Irvin, Jesse and Michelle	8/14/2018	Refund	\$ 134.80	Check #: 10290	UBPKT05969
106-0013041-01	Chudzinski, Kirk T	8/14/2018	Refund	\$ 93.00	Check #: 10291	UBPKT05969
106-0013112-01	Gutierrez, Cecilia	8/14/2018	Refund	\$ 1,768.50	Check #: 10292	UBPKT05969
106-0014068-01	Porter, Richard H	8/14/2018	Refund	\$ 101.63	Check #: 10293	UBPKT05969
106-0014429-01	Wright, William	8/14/2018	Refund	\$ 70.01	Check #: 10294	UBPKT05969
106-1025741-00	Harlan, Richard and Kristine	8/14/2018	Refund	\$ 84.00	Check #: 10295	UBPKT05969
112-1022825-02	WALTER A WOHLFORD	8/14/2018	Refund	\$ 5.28	Check #: 10296	UBPKT05969
112-1026467-01	Parry, Josh and Kelli	8/14/2018	Refund	\$ 220.78	Check #: 10297	UBPKT05969
112-1026896-00	Lennar Corp/ CalAtlantic	8/14/2018	Refund	\$ 93.00	Check #: 10298	UBPKT05969
112-1027865-00	Lennar Corp/ CalAtlantic	8/14/2018	Refund	\$ 75.00	Check #: 10299	UBPKT05969

112-1027939-00	Lennar Corp/ CalAtlantic	8/14/2018	Refund	\$	93.00	Check #: 10300	UBPKT05969
112-1028123-00	The New Home Company	8/14/2018	Refund	\$	11.09	Check #: 10301	UBPKT05969
112-1028155-00	Lennar Corp/ CalAtlantic	8/14/2018	Refund	\$	93.00	Check #: 10302	UBPKT05969
112-1028169-00	Tim Lewis Communities	8/14/2018	Refund	\$	75.00	Check #: 10303	UBPKT05969
112-1028280-00	KB Home Sacramento Inc	8/14/2018	Refund	\$	30.66	Check #: 10304	UBPKT05969
203-0004132-01	Christensen, John	8/14/2018	Refund	\$	166.50	Check #: 10305	UBPKT05969
<b>Total Refunds</b>				<b>\$</b>	<b>5,828.17</b>		



**SPMUD BOARD INVESTMENT REPORT**  
**MEETING DATE: September 6, 2018**

INVESTMENT		TOTAL FUNDS	Fund 100	Fund 300	Fund 400
			General	CIP & Expansion	Capital Replacement & Rehabilitation
Allocation to Fund Type			22.10%	39.34%	38.56%
<b>CALTRUST</b>	<b>Annual Rate of Return</b>				
Balance at inception		\$ 19,000,000	\$ 4,199,789	\$ 7,474,188	\$ 7,326,023
Cumulative Income	3.33%	\$ 631,750	\$ 139,643	\$ 248,517	\$ 243,590
Cumulative Unrealized Gain/Loss	-1.88%	\$ (356,408)	\$ (78,781)	\$ (140,203)	\$ (137,424)
Cumulative Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
<b>Cumulative Balance at beginning of month</b>		<b>\$ 19,275,342</b>	<b>\$ 4,260,651</b>	<b>\$ 7,582,502</b>	<b>\$ 7,432,190</b>
Current month income	0.18%	\$ 35,009	\$ 7,738	\$ 13,772	\$ 13,499
Current month Unrealized Gain/Loss	-0.08%	\$ (15,330)	\$ (3,389)	\$ (6,031)	\$ (5,911)
Current month Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 19,295,021</b>	<b>\$ 4,265,001</b>	<b>\$ 7,590,243</b>	<b>\$ 7,439,777</b>
<b>WELLS FARGO - Fixed Income Securities</b>	<b>Actual Rate of Return</b>				
Balance at inception		\$ 18,000,000	\$ 3,978,747	\$ 7,080,810	\$ 6,940,443
Transfers		\$ 4,000,000	\$ 884,166	\$ 1,573,513	\$ 1,542,321
Cumulative Income	3.34%	\$ 601,540	\$ 132,965	\$ 236,633	\$ 231,942
Cumulative Unrealized Gain/Loss	-3.53%	\$ (634,700)	\$ (140,295)	\$ (249,677)	\$ (244,728)
Cumulative Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
<b>Cumulative Balance at beginning of month</b>		<b>\$ 21,966,840</b>	<b>\$ 4,855,584</b>	<b>\$ 8,641,278</b>	<b>\$ 8,469,978</b>
Current month income	0.05%	\$ 11,617	\$ 2,568	\$ 4,570	\$ 4,479
Current month Unrealized Gain/Loss	0.03%	\$ 6,789	\$ 1,501	\$ 2,670	\$ 2,618
Current month Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
<b>Market Average/Yield to Worst</b>	<b>1.16%</b>				
<b>TOTALS</b>		<b>\$ 21,985,246</b>	<b>\$ 4,859,652</b>	<b>\$ 8,648,519</b>	<b>\$ 8,477,075</b>
<b>LAIF (Local Agency Investment Fund)</b>	<b>Annual Rate of Return</b>				
Balance		\$ 4,114,252	\$ 909,421	\$ 1,618,457	\$ 1,586,374
Quarterly Interest	1.90%	\$ -	\$ -	\$ -	\$ -
Withdrawal		\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 4,114,252</b>	<b>\$ 909,421</b>	<b>\$ 1,618,457</b>	<b>\$ 1,586,374</b>
<b>PLACER COUNTY TREASURY</b>	<b>Annual Rate of Return</b>				
Balance		\$ 5,177,179	\$ 1,144,372	\$ 2,036,590	\$ 1,996,218
Report not available at print time	0.00%	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 5,177,179</b>	<b>\$ 1,144,372</b>	<b>\$ 2,036,590</b>	<b>\$ 1,996,218</b>
<b>SUB-TOTALS</b>		<b>\$ 50,571,698</b>	<b>\$ 11,178,445</b>	<b>\$ 19,893,809</b>	<b>\$ 19,499,444</b>
<b>CHECKING ACCOUNT BALANCE</b>		<b>\$ 1,007,839</b>	<b>\$ 222,774</b>	<b>\$ 396,462</b>	<b>\$ 388,603</b>
<b>GRAND TOTALS</b>		<b>\$ 51,579,537</b>	<b>\$ 11,401,220</b>	<b>\$ 20,290,271</b>	<b>\$ 19,888,047</b>

Investments are in compliance with Policy# 3120 - Investment Policy, and have the ability to meet the next six months of cash flow requirements.

\*Please note information presented is current at print time, and may be delayed by approximately 30 days.

# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## STAFF REPORT

**To:** Board of Directors

**From:** Eric Nielsen, District Engineer

**Cc:** Carie Huff, Associate Engineer

**Subject:** Acceptance of the Bill of Sale for Sewer Improvements for Sierra College Estates

**Meeting Date:** September 6, 2018

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### Overview

Sierra College Estates is located on the west side of Bankhead Road just north of Sierra College Boulevard in Loomis. The Sierra College Estates Subdivision consists of 7 single family residential homes for a total of 7 EDUs. The Sierra College Estates sewer improvements include the following infrastructure:

- Installation of one thousand one hundred ninety-one (1,191) linear feet of sanitary sewer pipe;
- Installation of six (6) manholes;
- Installation of one (1) flushing branch.

### Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for Sierra College Estates.

### 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 \$539,965.

### Attachments:

1. Bill of Sale
2. Map – Sierra College Estates
3. Sierra College Estates Asset Inventory

BILL OF SALE

PRAXIS PROPERTIES LLC 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 SIERRA COLLEGE ESTATES

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 8/8/18

By: (Developer/Owner)

  
Signature

RONALD C. SMITH  
Name (Please Type or Print)





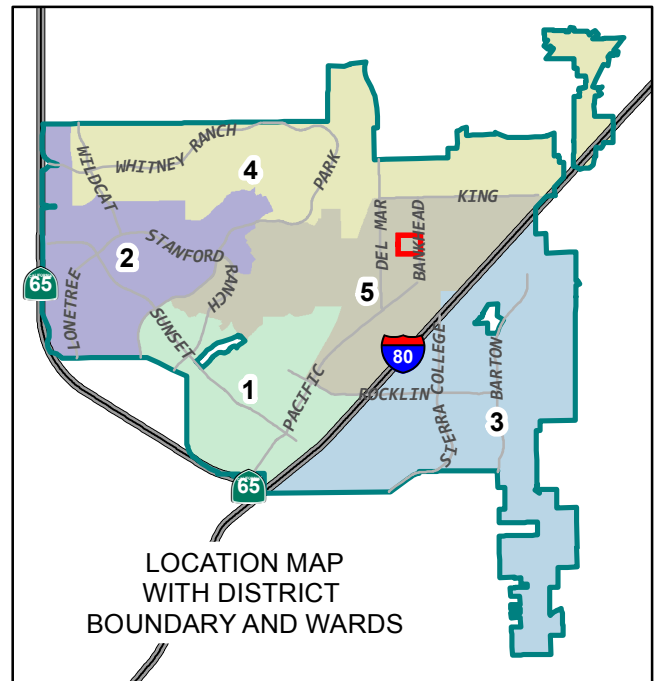
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 1 in = 200 ft



# Sierra College Estates

**7 EDUs**

Date: 8/23/2018  
 Author: Curtis Little  
 Document Path:  
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 Maps\SierraCollegeEstate.mxd



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**  
**SIERRA COLLEGE ESTATES**  
**ASSET INVENTORY**

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Pipe ID	Diameter (in)	Material	Length (ft)
M11-033	6	VCP	150.1
M11-034	6	VCP	325
M11-035	6	VCP	153.5
M11-036	8	VCP	261.1
M11-037	8	VCP	262
M11-F01	6	DIP	38.6

Structure ID	Component Type	Diameter (in)
M11-033	Manhole	48
M11-034	Manhole	48
M11-035	Manhole	48
M11-036	Manhole	60
M11-037	Manhole	48
M11-038	Manhole	48
M11-F01	Flushing Branch	n/a

# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## STAFF REPORT

**To:** Board of Directors

**From:** Eric Nielsen, District Engineer

**Cc:** Carie Huff, Associate Engineer

**Subject:** Acceptance of the Bill of Sale for Sewer Improvements for Newcastle Fire Station (Phase 1)

**Meeting Date:** September 6, 2018

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### Overview

Newcastle Fire Station (Phase 1) is located in Newcastle between Interstate 80 and Old State Highway. The Newcastle Fire Station improvement plans were split into two phases for financial purposes. The first phase included a new manhole and realignment of existing pipe. The second phase of the project will construct the sewer line out to Old State Highway and allow the District to abandon existing sewer infrastructure that does not meet District Standards and Specifications. Newcastle Fire Station (Phase 1) sewer improvements include the following infrastructure:

- Installation of forty-eight (48) linear feet of sanitary sewer pipe;
- Installation of one (1) manhole.

### Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for Newcastle Fire Station (Phase 1).

### 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 \$10,618.

### Attachments:

1. Bill of Sale
2. Map – Newcastle Fire Station (Phase 1)
3. Newcastle Fire Station (Phase 1) Asset Inventory



BILL OF SALE

NEWCASTLE FIRE PROTECTION DISTRICT 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 Newcastle Fire Station (Phase 1).

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 MAY 24, 2018

By: (Developer/Owner)



Signature

LAWRENCE BETTENCOURT, BOARD OF DIRECTOR

Name (Please Type or Print)



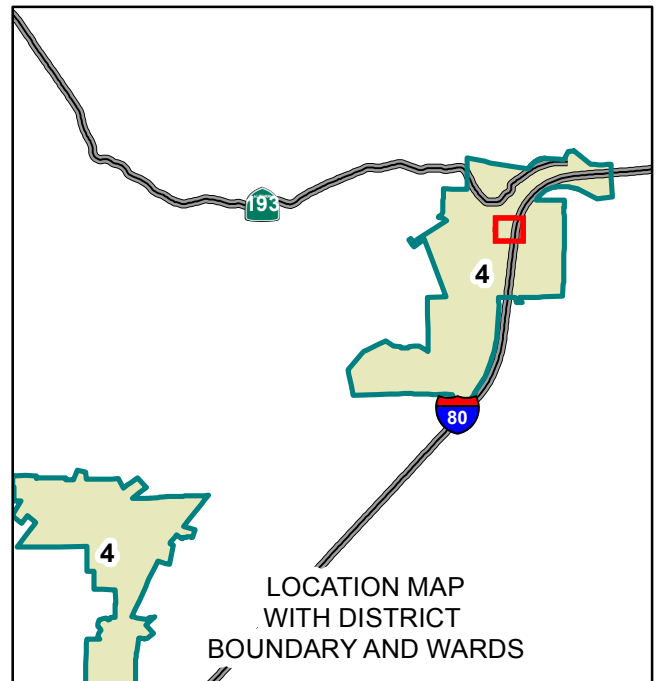
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 1 in = 100 ft



# Newcastle Fire Station Phase 1

**0 EDUs**

Date: 8/23/2018  
 Author: Curtis Little  
 Document Path:  
 G:\spmud\_gis\mxd\Curtis\Bill Of Sale  
 Maps\NewcastleFirePH1.mxd





**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
NEWCASTLE FIRE STATION (PHASE 1)  
ASSET INVENTORY**

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Pipe ID	Diameter (in)	Material	Length (ft)
T18-028	6	SDR26	48

Structure ID	Component Type	Diameter (in)
T18-106	Manhole	48

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**STAFF REPORT**

**To:** Board of Directors  
**From:** Eric Nielsen, District Engineer  
**Cc:** Carie Huff, Associate Engineer  
**Subject:** Acceptance of the Bill of Sale for Sewer Improvements within Whitney Ranch Unit 51  
**Meeting Date:** September 6, 2018

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**Overview**

The Whitney Ranch Unit 51 improvements are located in Rocklin northwest of the intersection of Ranch View Drive and Saddlerock Way. The Whitney Ranch Units 51 project consists of sewer infrastructure and a paved access road; there are no homes associated with this project. The Whitney Ranch Unit 51 improvements include the following infrastructure:

- Installation of four hundred fifty-five (455) linear feet of sanitary sewer pipe;
- Installation of two (2) manholes;
- Installation of one (1) flushing branch.

**Recommendation**

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Whitney Ranch Unit 51 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 \$179,725.

**Attachments:**

1. Bill of Sale
2. Map – Whitney Ranch Unit 51
3. Whitney Ranch Unit 51 Asset Inventory



## BILL OF SALE

SUNSET RANCHOS INVESTORS, LLC, A DELAWARE LIMITED LIABILITY COMPANY does hereby grant, bargain, sell and convey to SOUTH PLACER MUNICIPAL UTILITY DISTRICT all of its rights, title and interest in and to all public sewer pipes, lines, mains, manholes, and appurtenances installed by its contractor in that subdivision/project commonly known as Whitney Ranch Unit 51.

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 June 7, 2018

DEVELOPER/OWNER:

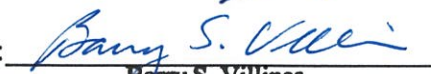
SUNSET RANCHOS INVESTORS, LLC,  
a Delaware limited liability company

By: Whitney Ranch Venture, LLC,  
a Delaware limited liability company  
Its sole Member

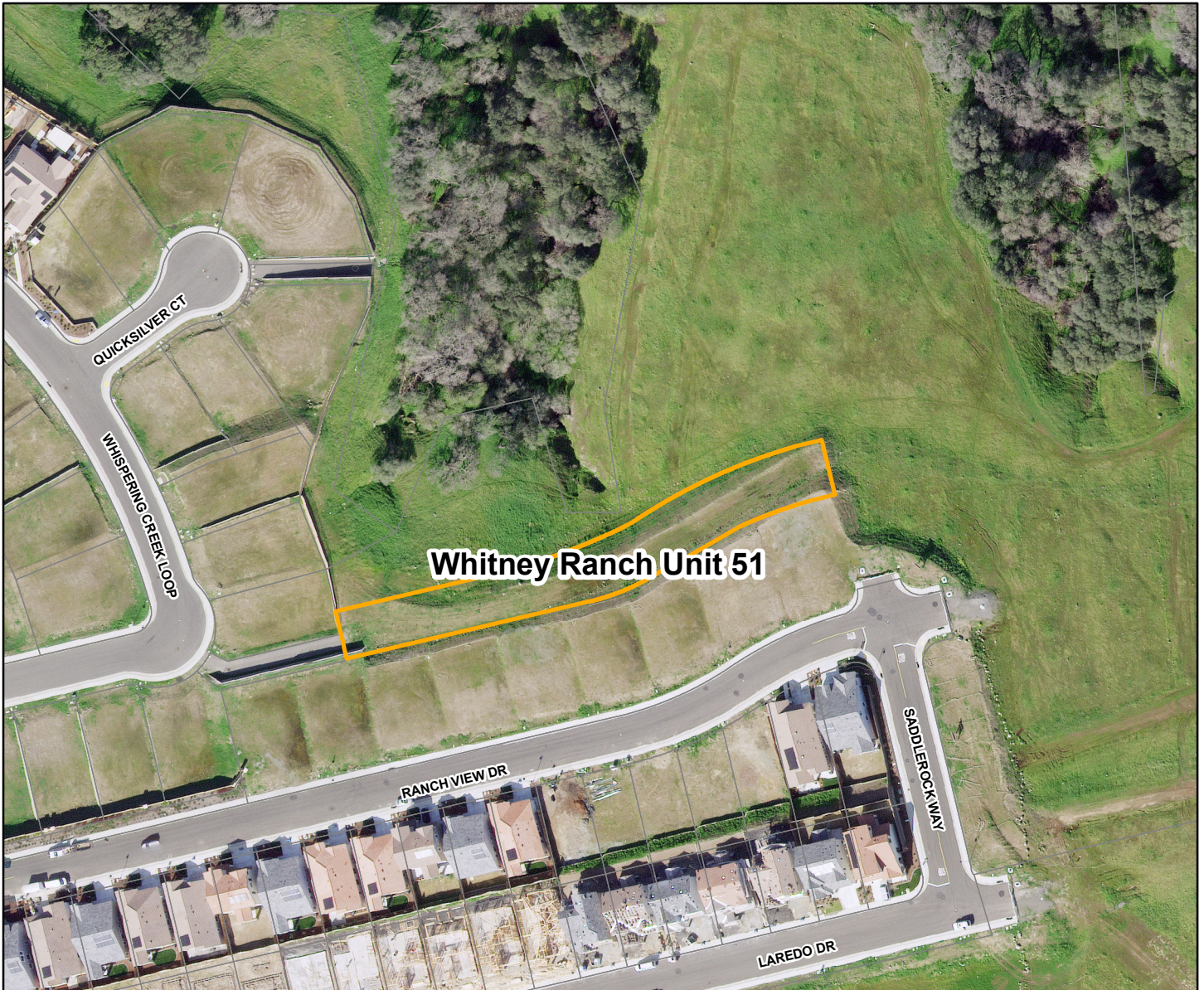
By: Institutional Housing Partners III L.P.,  
a California limited partnership  
Its Manager

By: IHP Capital Partners,  
a California corporation  
Its General Partner

By:   
Peter Bridges, SVP

By:   
Barry S. Villines  
Chief Financial Officer





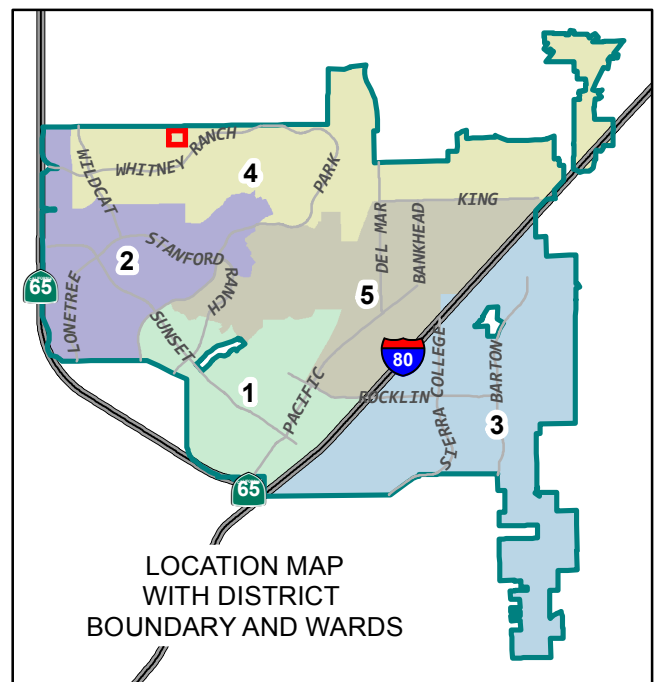
0 75 150 Feet  
 1 in = 150 ft



# Whitney Ranch Unit 51

**0 EDUs**

Date: 8/23/2018  
 Author: Curtis Little  
 Document Path:  
 G:\spmud\_gis\mxd\Curtis\Bill Of Sale  
 Maps\WRUnit51.mxd



LOCATION MAP  
 WITH DISTRICT  
 BOUNDARY AND WARDS

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**  
**WHITNEY RANCH UNIT 51**  
**ASSET INVENTORY**

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Pipe ID	Diameter (in)	Material	Length (ft)
O05-S02	6	SDR26	22
O05-087	6	SDR26	169
O05-086	6	SDR26	263.6

Structure ID	Component Type	Diameter (in)
O05-086	Manhole	48
O05-087	Manhole	48
O05-S02	Flushing Branch	n/a

# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## STAFF REPORT

**To:** Board of Directors  
**From:** Eric Nielsen, District Engineer  
**Cc:** Carie Huff, Associate Engineer  
**Subject:** Acceptance of the Bill of Sale for Sewer Improvements within Whitney Ranch University Avenue (STA: 15+50 to 26+50)  
**Meeting Date:** September 6, 2018

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### Overview

The Whitney Ranch University Avenue (STA: 15+50 to 26+50) improvements are located in Rocklin between Whitney Ranch Parkway and Ranch View Drive. The Whitney Ranch University Avenue project consists of the extension of University Avenue over existing sewer infrastructure; there are no homes associated with this project. The Whitney Ranch University Avenue improvements include the following infrastructure:

- Installation of forty (40) linear feet of sanitary sewer pipe;
- Installation of three (3) flushing branches.

### Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Whitney Ranch University Avenue 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 \$32,588.

### Attachments:

1. Bill of Sale
2. Map – Whitney Ranch University Avenue (STA: 15+50 to 26+50)
3. Whitney Ranch University Avenue (STA: 15+50 to 26+50) Asset Inventory





## BILL OF SALE

SUNSET RANCHOS INVESTORS, LLC, A DELAWARE LIMITED LIABILITY COMPANY does hereby grant, bargain, sell and convey to SOUTH PLACER MUNICIPAL UTILITY DISTRICT all of its rights, title and interest in and to all public sewer pipes, lines, mains, manholes, and appurtenances installed by its contractor in that subdivision/project commonly known as Whitney Ranch University Avenue (STA: 15+50 to 26+50).

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

Dated this July 25, 2018

### DEVELOPER/OWNER:

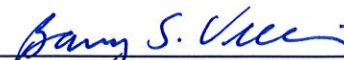
SUNSET RANCHOS INVESTORS, LLC,  
a Delaware limited liability company

By: Whitney Ranch Venture, LLC,  
a Delaware limited liability company  
Its sole Member

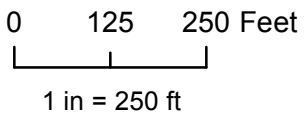
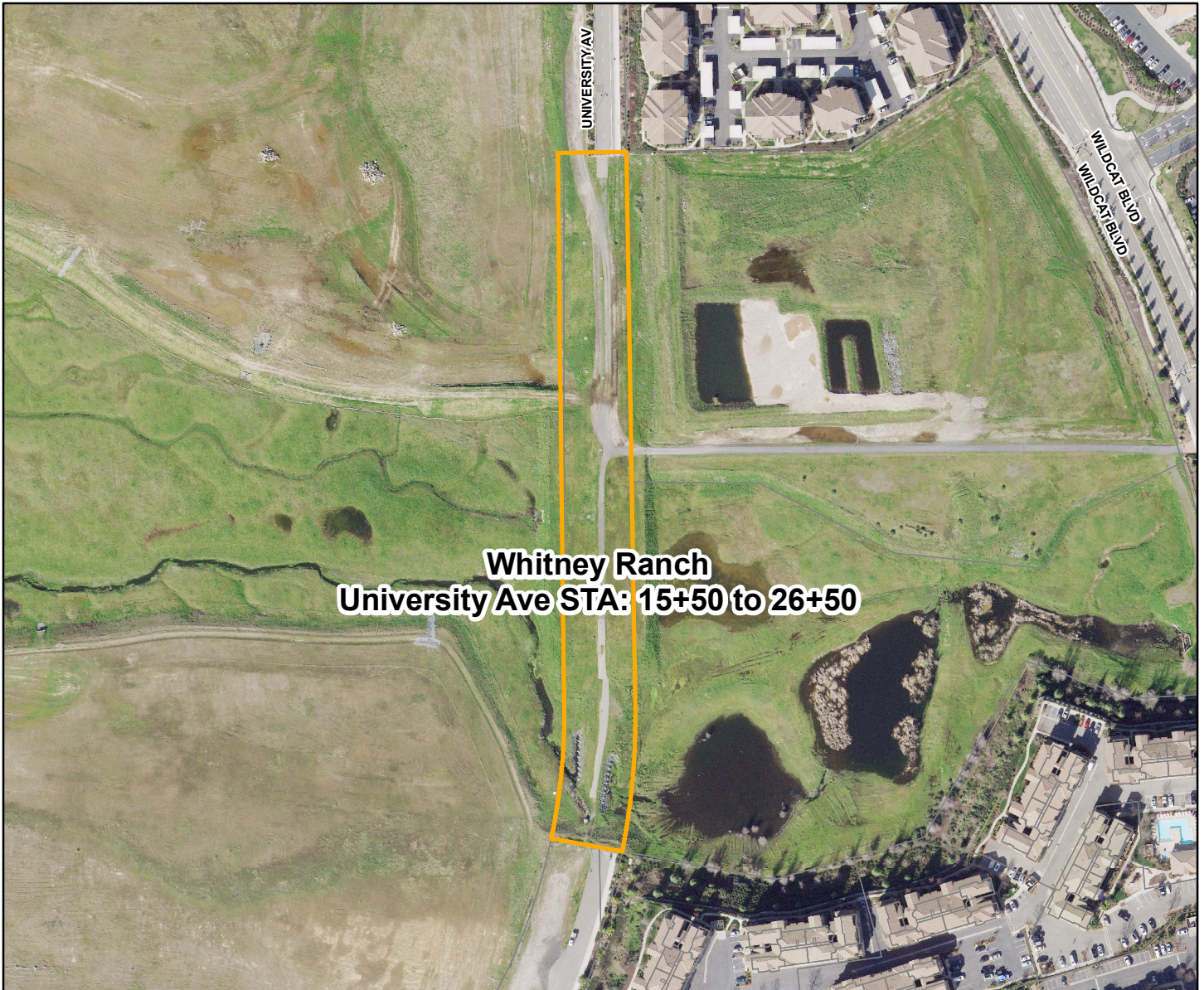
By: Institutional Housing Partners III L.P.,  
a California limited partnership  
Its Manager

By: IHP Capital Partners,  
a California corporation  
Its General Partner

By:   
Peter Bridges, SVP

By:   
**Barry S. Villines**  
**Chief Financial Officer**





**Whitney Ranch**  
**University Ave STA: 15+50 to 26+50**

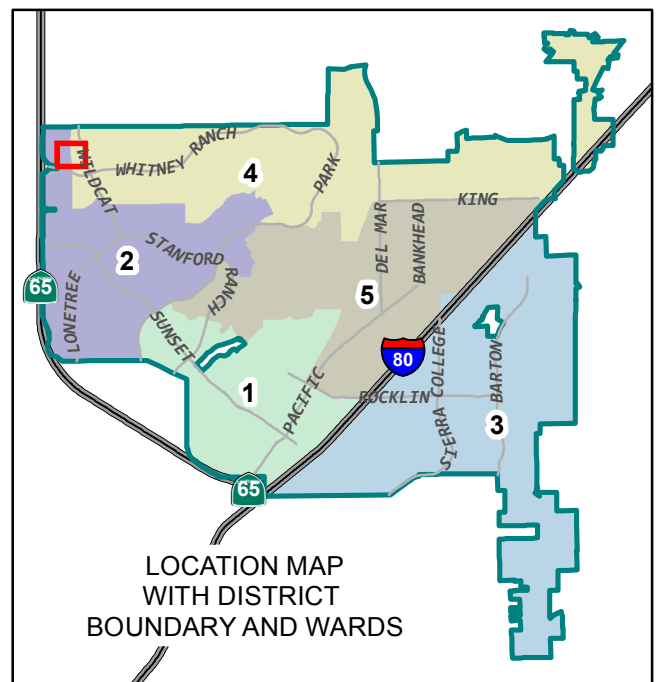
**0 EDUs**

Date: 8/23/2018

Author: Curtis Little

Document Path:

G:\spmud\_gis\mxd\Curtis\Bill Of Sale  
 Maps\WRUniversityAve.mxd



LOCATION MAP  
 WITH DISTRICT  
 BOUNDARY AND WARDS



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
WHITNEY RANCH UNIVERSITY AVENUE  
ASSET INVENTORY**

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Pipe ID	Diameter (in)	Material	Length (ft)
O03-F03	12	VCP	40

Structure ID	Component Type	Diameter (in)
O03-F01	Flushing Branch	n/a
O03-F02	Flushing Branch	n/a
O03-F03	Flushing Branch	n/a

# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## STAFF REPORT

**To:** Board of Directors

**From:** Carie Huff, Associate Engineer

**Cc:** Herb Niederberger, General Manager  
Eric Nielsen, District Engineer

**Subject:** Resolution #18-25 Consent and Agreement Regarding Use of Easement for the West Marine Digital Sign (APN 045-080-036-000)

**Meeting Date:** September 6, 2018

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### Overview

During the City of Rocklin's entitlement process, the District received plans for a digital sign on the GI Julian property located at 4445 Granite Drive in Rocklin. While the proposed footprint of the digital sign is outside of the easement, the sign will overhang the District's easement. Due to the height of the proposed sign (i.e., 43-feet above the ground), it is not anticipated to impact the District's ability to operate and maintain the sewer system. Additionally, during the review of the property, the District discovered that there is an existing sign within the easement on the property that straddles the sewer line. This sign will impact the District's ability to repair and/or replace the sewer line. Each of these encroachments necessitates the consent and agreement regarding use of easement.

SPMUD Ordinance 15-03 establishes the requirements for the issuance of encroachment permits on the District's easement and rights-of-way. As a condition of plan approval, the property owner is required to sign the consent and agreement regarding the use of easement. The property owner has requested a Consent and Agreement Regarding Use of Easement for each sign.

### Recommendation

Staff recommends that the Board of Directors:

- Adopt Resolution 18-25 to authorize the General Manager to execute the consent and agreement regarding use of easement for both encroachments for the GI Julian property (APN 045-080-036-000).

### Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

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

Goal 4.2: Operate and maintain sewer appurtenances to provide functional, reliable, efficient, and effective service life.

### Fiscal Impact

There is no fiscal impact to the District.

ITEM IV.8

Attachments:

1. Resolution 18-25 – Authorization to Execute the Consent and Agreement Regarding Use of Easement for the GI Julian property (APN 045-080-036-000)
2. Consent and Agreement Regarding Use of Easement (APN 045-080-036-000) – Existing Sign
3. Consent and Agreement Regarding Use of Easement (APN 045-080-036-000) – Proposed Digital Message Sign
4. Ordinance 15-03 – An Ordinance Establishing Requirements for the Issuance of Encroachment Permits on District Easements and Rights of Way

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 18-25**

**AUTHORIZATION TO EXECUTE TWO CONSENT AND AGREEMENT**

**REGARDING USE OF EASEMENT FOR THE GI JULIAN PROPERTY (APN 045-080-036-000)**

WHEREAS, the District passed Ordinance 15-03 “An Ordinance Establishing Requirements for the Issuance of Encroachment Permits on District Easements and Rights of Way” on September 3, 2015 prohibiting the construction of permanent building, structures, improvements, or other encroachments upon District easements; and

WHEREAS, the District is the owner of an easement over a portion of APN 045-080-036-000 pursuant to the sewer access easement, book 3807 page 001 of the official records of Placer County (“Easement 1”); and

WHEREAS, the District has a vested interest in the public utility easement over a portion of APN 045-080-036-000 pursuant to the Parcel Map filed February 3, 1982, in book 19 of Parcel Maps at page 33 of the official records of Placer County (“Easement 2”); and

WHEREAS, Owner(s) have constructed permanent improvements consisting of an existing sign on a portion of the Easement; and

WHEREAS, Owner(s) will construct permanent improvements consisting of a digital message sign with the message board overhanging a portion of the Easement; and

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that

1. the attached consent and agreement regarding use of easement is adopted in its entirety; and
2. the General Manager, or his designee, is hereby authorized as the District’s Agent to execute the attached consent and agreement regarding use of easement.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 6<sup>th</sup> day of September 2018.

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

Attest: \_\_\_\_\_  
Joanna Belanger, 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

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APN: 045-080-036-000

**CONSENT AND AGREEMENT REGARDING USE OF EASEMENT**

Existing Sign

This Agreement is entered into by **SOUTH PLACER MUNICIPAL UTILITY DISTRICT**, a municipal utility district formed under the laws of the State of California (hereinafter referred to as "District"), and GI Julian, LLC, (hereinafter referred to as "Owner(s)"), in view of the following facts:

- A. District is the owner of an easement over a portion of APN 045-080-036-000 pursuant to the sewer access easement, book 3807 page 001 in the official records of Placer County as Book 19 Parcel Map 33 (the "Easement 1").
- B. District has a vested interest in the existing public utility easement over a portion of APN 045-080-036-000 pursuant to the Parcel Map filed February 3, 1982, in Book 19 of Parcel Maps at page 33 of the official records of Placer County (the "Easement 2").
- C. Pursuant to District Ordinance No. 15-03, no party, including the Owner of real property over which the District has an easement, may construct, or permit to be constructed, permanent building, structures, improvements or other encroachment upon said easement as defined in Ordinance No. 15-03 and District policy (as such may be amended from time to time) without the prior written consent of the District.
- D. Owner(s) have constructed improvements consisting of a sign impacting the sewer infrastructure within Easement 1 and Easement 2 (hereinafter referred to as "Improvements").
- E. District is willing to consent to the continued location of said Improvements on the Easement upon the terms provided for in this Consent and Agreement.
- F. Owners agree that this Consent and Agreement is made only to the extent of

District's interest in the Easement. The Owners may be required to obtain authority from other entities having easement interests in the property. The Owners are responsible to investigate and acquire appropriate authorizations from other Parties having an interest in the property.

NOW, THEREFORE, IT IS AGREED as follows:

1. District hereby consents to the continuation of the Improvements by Owner(s) in the Easement, provided that such continuation does not interfere with any facilities of District in the Easement.
2. District may revoke its consent upon written notice by District to Owner at any time and for any reason; and Owner shall thereupon remove the Improvements at no expense to District. District may remove the Improvements without notice to Owner in the event of an emergency, determined in the discretion of the District General Manager. This consent shall not be construed as a grant of right, license or interest in the District's Easement or property, and Owner acknowledges that it has no property interest in the Easement or the District's consent as provided herein.
3. Owner(s) agree that if, for any reason (including failure to remove said Improvements by the Owner pursuant to paragraph 2, above) the Improvements must be removed or otherwise disturbed in order for District to fully utilize its easement, including, but not limited to, the maintenance, repair and replacement of sewer collection facilities and appurtenances in the Easement, Owner(s) shall reimburse District for all costs incurred and damages suffered by District by reason of the Improvements.
4. District shall not be liable for any damages to the property of Owner(s) or to any other property that may result from the installation, maintenance or use of the Improvements or the removal thereof by District, whether within the Easement or not, which damages shall remain and be the responsibility of Owner(s).
5. Owner(s) shall reimburse District for all costs incurred and damages suffered by District by reason of the Improvements, including the removal of the Improvements, and all legal expenses, litigation costs and attorneys' fees incurred in connection therewith.
6. Owner(s) shall defend, indemnify and hold harmless District, its directors, officers, employees, agents and contractors, from and against any and all claims or actions brought by any persons as a result of the Improvements, or as a result of District's actions to gain access to its Easement and/or pipeline, and Owner(s) shall reimburse District, and its directors, officers, employees, agents and contractors, 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, excepting any loss, damage or expense and claims for loss, damage or expense resulting from the negligent act or acts of District, its contractor, officers, agents or employees.
7. The Improvements shall at all times be the responsibility and property of

Owner(s).

8. This agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto, including all subsequent owners of the real property on which the District's Easement is located.

IN WITNESS WHEREOF, the parties have executed this agreement as of the day of \_\_\_\_\_, 2018.

**OWNER:**

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

**OWNER:**

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

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT:**

\_\_\_\_\_  
Name:  
Title:  
Date:







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: 045-080-036-000

**CONSENT AND AGREEMENT REGARDING USE OF EASEMENT**

Proposed Digital Message Sign

This Agreement is entered into by **SOUTH PLACER MUNICIPAL UTILITY DISTRICT**, a municipal utility district formed under the laws of the State of California (hereinafter referred to as "District"), and GI Julian, LLC, (hereinafter referred to as "Owner(s)"), in view of the following facts:

A. District is the owner of an easement over a portion of APN 045-080-036-000 pursuant to the sewer access easement, book 3807 page 001 in the official records of Placer County as Book 19 Parcel Map 33 (the "Easement 1").

B. District has a vested interest in the existing public utility easement over a portion of APN 045-080-036-000 pursuant to the Parcel Map filed February 3, 1982, in Book 19 of Parcel Maps at page 33 of the official records of Placer County (the "Easement 2").

C. Pursuant to District Ordinance No. 15-03, no party, including the Owner of real property over which the District has an easement, may construct, or permit to be constructed, permanent building, structures, improvements or other encroachment upon said easement as defined in Ordinance No. 15-03 and District policy (as such may be amended from time to time) without the prior written consent of the District.

D. Owner(s) will construct improvements consisting of an overhead digital message sign overhanging Easement 1 and Easement 2 (hereinafter referred to as "Improvements").

E. District is willing to consent to the continued location of said Improvements on the Easement upon the terms provided for in this Consent and Agreement.

F. Owners agree that this Consent and Agreement is made only to the extent of

District's interest in the Easement. The Owners may be required to obtain authority from other entities having easement interests in the property. The Owners are responsible to investigate and acquire appropriate authorizations from other Parties having an interest in the property.

NOW, THEREFORE, IT IS AGREED as follows:

1. District hereby consents to the continuation of the Improvements by Owner(s) in the Easement, provided that such continuation does not interfere with any facilities of District in the Easement.
2. District may revoke its consent upon written notice by District to Owner at any time and for any reason; and Owner shall thereupon remove the Improvements at no expense to District. District may remove the Improvements without notice to Owner in the event of an emergency, determined in the discretion of the District General Manager. This consent shall not be construed as a grant of right, license or interest in the District's Easement or property, and Owner acknowledges that it has no property interest in the Easement or the District's consent as provided herein.
3. Owner(s) agree that if, for any reason (including failure to remove said Improvements by the Owner pursuant to paragraph 2, above) the Improvements must be removed or otherwise disturbed in order for District to fully utilize its easement, including, but not limited to, the maintenance, repair and replacement of sewer collection facilities and appurtenances in the Easement, Owner(s) shall reimburse District for all costs incurred and damages suffered by District by reason of the Improvements.
4. District shall not be liable for any damages to the property of Owner(s) or to any other property that may result from the installation, maintenance or use of the Improvements or the removal thereof by District, whether within the Easement or not, which damages shall remain and be the responsibility of Owner(s).
5. Owner(s) shall reimburse District for all costs incurred and damages suffered by District by reason of the Improvements, including the removal of the Improvements, and all legal expenses, litigation costs and attorneys' fees incurred in connection therewith.
6. Owner(s) shall defend, indemnify and hold harmless District, its directors, officers, employees, agents and contractors, from and against any and all claims or actions brought by any persons as a result of the Improvements, or as a result of District's actions to gain access to its Easement and/or pipeline, and Owner(s) shall reimburse District, and its directors, officers, employees, agents and contractors, 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, excepting any loss, damage or expense and claims for loss, damage or expense resulting from the negligent act or acts of District, its contractor, officers, agents or employees.
7. The Improvements shall at all times be the responsibility and property of

Owner(s).

8. This agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto, including all subsequent owners of the real property on which the District's Easement is located.

IN WITNESS WHEREOF, the parties have executed this agreement as of the day of \_\_\_\_\_, 2018.

**OWNER:**

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

**OWNER:**

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

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT:**

\_\_\_\_\_  
Name:  
Title:  
Date:





**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
ORDINANCE 15-03**

**AN ORDINANCE ESTABLISHING REQUIREMENTS FOR THE ISSUANCE OF  
ENCROACHMENT PERMITS ON DISTRICT EASEMENTS AND RIGHTS OF WAY**

**BE IT ENACTED BY THE BOARD OF DIRECTORS OF SOUTH PLACER  
MUNICIPAL UTILITY DISTRICT AS FOLLOWS:**

**SECTION 1: GENERAL PROVISIONS**

**Section 1.01 Purpose:**

The purpose of this Ordinance shall be to establish the criteria whereby the District may grant a property owner permission to encroach on a District easement or right of way, either upon the request of a property owner or upon the discovery of an unlawful encroachment on District property or rights of way. District facilities are located within established easements, property held by the District in fee and rights of way located within roads, subdivisions and undeveloped areas. The District's property and right of way interests must be protected and preserved at all times against unauthorized use, damage to District property and/or facilities, or hindrance of access to said facilities. The District may remove any encroaching structures from its property and rights of way at the property owner's expense. The purpose of this Ordinance is to establish guidelines and requirements for certain types of encroachments which may be permitted.

**Section 1.02 Definitions:**

- A. "District" means the South Placer Municipal Utility District.
- B. "Board" means the Board of Directors of the South Placer Municipal Utility District.
- C. "Applicant" means the owner or authorized agent of the owner, or subdivider of real property who applies for a permit to encroach on a District-owned property, easement or right of way or who is discovered to have encroached thereon without approval from the District.
- D. "General Manager" means the General Manager of the District appointed pursuant to the provisions of Section 11926 of the Public Utilities Code.
- E. "Person" means any individual, partnership, co-partnership, firm, company, association, society, corporation, joint stock company, trust, estate, governmental entity or any other legal entity, or their legal representatives, agents or assigns. The masculine gender shall include the feminine and the singular shall include the plural where indicated by context.



## **SECTION 2: PROHIBITED ENCROACHMENTS**

### **Section 2.01: Access**

The District must maintain access to its properties and rights of way so that it retains the immediate ability to construct, reconstruct, maintain, repair, test, inspect, relocate, and or operate any of its facilities.

### **Section 2.02: Prohibited Encroachments**

The District may permit certain encroachments in its right of way so long as the encroacher completes an encroachment permit on a form prescribed by the District General Manager and signs an encroachment agreement. The following are encroachments that are prohibited and subject to immediate removal:

- a. Structures/buildings, whether above or below ground, that prohibit free and complete access to District facilities;
- b. Deep rooted trees; however, shallow rooted trees that grow no higher than 15 feet and have a mature root spread of no more than 10 feet may be permitted, provided the trees are planted no closer than 25 feet from the closest edge of the District's pipeline. Bushes and shrubs are generally allowed where they do not block access and they are no more than 3 feet tall. Additionally, trees cannot make the District's easement impassable, even if they comply with the aforementioned criteria.
- c. Large boulders;
- d. Blasting and heavy equipment; and
- e. Permanent structures within 10 feet of a District facility that cannot be removed without damaging other buildings or improvements.

## **SECTION 3: GUIDELINES FOR PERMISSIBLE ENCROACHMENTS**

1. All requests for an encroachment permit are determined on a case-by-case basis depending on the recorded document that originally fixed the legal rights of the District, the location or anticipated location of District facilities, and any other factors that affect the District ownership, use, operation and access to said facilities. All requests for an encroachment permit are subject to review and approval by the District Board of Directors.
2. The applicant must execute and record an agreement satisfactory to the District in all respects, which shall provide that the property owner shall indemnify and hold the District harmless for any damage to the District's facilities and also any damages to the encroachments, including all expenses incurred by the District, when removal by the District is required.

3. The applicant must always supply the District with as-builts.
4. Generally permissible items in an encroachment permit are as follows:
  - a. Turf and other minor landscaping (trees and deep rooted shrubs not permitted per above);
  - b. Asphalt per District approved design;
  - c. Concrete per District approved design.
5. When an unauthorized use of a District property or easement is discovered, the General Manager shall give notice of the infraction to the Person responsible.
6. The decision whether to permit an encroachment shall be at the sole discretion of the Board of Directors of the District.
7. The District may order the immediate removal of any otherwise permitted encroachments in the event such encroachments impair District access, and the cost of such removal shall be borne by the property owner.

#### **SECTION 4: MISCELLANEOUS PROVISIONS**

##### **Section 4.01 Conflicts:**

In the event of a conflict between any provision of this Ordinance and the provisions of any other ordinance, rule or regulation promulgated by any California city or county or by any federal or state agency, the provisions of this Ordinance shall prevail except in cases where Federal or California law provide otherwise.

##### **Section 4.02 Severability:**

It is hereby declared that in the event any provision or section of this Ordinance is declared void or invalid by any Court of competent jurisdiction, that the remaining sections of the Ordinance shall not be affected thereby, and it is the intent of said Board of Directors to enact each and every, all and singular, of the provisions of this Ordinance irrespective of any provision which may be declared null and void.

##### **Section 4.03 Vested Contractual Rights Not Affected:**

No provision of this Ordinance shall be construed as altering or affecting any vested contractual rights between the District and any person, firm, or corporation with whom a valid contract exists as of the effective date of this Ordinance.

##### **Section 4.04 Introduction/Publication/Effect:**

- A. This Ordinance was introduced at a regular meeting of the Board of Directors on the 6th day of August, 2015.

- B. Upon final passage, this Ordinance or a summary of this Ordinance shall be published once a week for two successive weeks in a newspaper of general circulation within the District, pursuant to the provisions of Sections 11534 and 11910 of the Public Utilities Code.
- C. Ordinance to take effect upon final passage.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of South Placer Municipal Utility District on this 3<sup>rd</sup> day of September, 2015 by the following vote:

AYES:

NOES:

ABSTAIN:

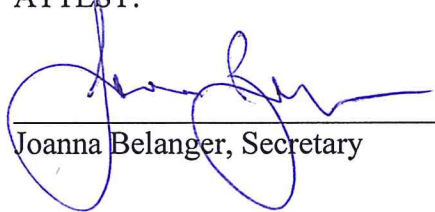
ABSENT:

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

By

  
\_\_\_\_\_  
John Murdock, President

ATTEST:

  
\_\_\_\_\_  
Joanna Belanger, Secretary

# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## STAFF REPORT

**To:** Board of Directors  
**From:** Sam Rose, Superintendent  
**Cc:** Herb Niederberger, General Manager  
**Subject:** Resolution 18-26 – Resolution to dispose of District Surplus Items  
**Meeting Date:** September 6, 2018

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### Overview

The District has several items that have met or exceeded their useful life and are to be removed from fixed assets for disposal. These items include two lateral cameras that have served their useful life and replacements have been purchased; two attachments for the District's easement maintenance tractor are no longer adequate for the purposes intended; and a Ford Escape that has become unreliable.

The Ford Escape, which is operated by the District Superintendent, stalls unexpectedly and intermittently, sometimes at freeway speeds. This has occurred 6 times since October 2017 and has been inspected/repared by not only by a Ford dealership, but also the District's Fleet Maintenance service contractor, costing over \$4,000. The stalling still occurs, and mechanics have failed to adequately diagnose or resolve the problem. Staff did not intend to replace this vehicle during the FY 2018/19 Budget, however it is included in the Vehicle Replacement Schedule contained in the 5-Year Financial Plan and Cost of Service Study. The replacement of this vehicle will be included in the mid-year budget adjustments.

In accordance with Policy No. 3300 – Disposal of Surplus Property, these items will be removed from fixed assets and sold at auction. The District has been utilizing GovDeals.Com, an online Government Surplus Auction, to date, the District has sold 11 items via GovDeals and has received a total of \$39,655. District policy requires retired property be declared surplus by resolution prior to disposal.

### Recommendation

Staff recommends that the Board of Directors adopt Resolution 18-26 to declare the items listed therein as surplus.

### Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain Transparency with all District Activities

### Related District Ordinances and Policies

This action complies with the following District Policy:

Policy No. 3300 – Disposal of Surplus Property or Equipment

### Fiscal Impact

The items will be removed from the District's Fixed Assets and whatever realized salvage value is realized will be deposited into Fund 400 – Capital Replacement and Rehabilitation.

ITEM IV.9

SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
**RESOLUTION NO. 18-26**

**RESOLUTION TO DISPOSE OF DISTRICT SURPLUS ITEMS**

WHEREAS, the South Placer Utility District owns certain items generally described below:

<b>Make</b>	<b>Model</b>	<b>Year</b>	<b>Description</b>	<b>VIN or Serial</b>
Ford	Escape	2011	SUV	1FMCU9DG4BKA34166
Crary /Bear Cat	73554	2004	Wood Chipper Attach	406861
Unknown	Unknown	2004	Weed Sprayer Attach	Not Marked, purchased with Equipment # 33 Kubota Tractor
Aries	Seeker	2014	Lateral Camera	Not Identifiable, purchased with Vehicle # 17, CCTV Truck
Aries	Seeker	2014	Lateral Camera	Not Identifiable, purchased with Vehicle # 6, CCTV Truck

WHEREAS, Policy 3300 – Disposal of Surplus Property or Equipment provides guidance on the proper disposition of surplus District Property.

WHEREAS, the Board hereby finds that these items have outlived their useful life or are surplus and no longer necessary, useful to, or in the best interest of the District to retain ownership;

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that:

The General Manager, or his designee, is hereby authorized to

- (i) cause the items to be auctioned "as is," individually or in one or more lots, to the highest bidder, or
- (ii) transfer to another agency, or
- (iii) discard, recycle, salvage or scrap any item for which no suitable bids are received.
- (iv) any items not compliant with State Air Board shall be transferred out of the State of California.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 6<sup>th</sup> day of September 2018.

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

Attest: \_\_\_\_\_  
Joanna Belanger, Board Secretary

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**  
**STAFF REPORT**

**To:** Board of Directors

**From:** Herb Niederberger, General Manager

**Cc:** Sam Rose, Superintendent  
Eric Nielsen, District Engineer  
Joanna Belanger, Administrative Services Manager

**Subject:** 2018-22 Strategic Plan, Annual Status Report

**Meeting Date:** September 6, 2018

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**Overview**

The South Placer Municipal Utility District 2018-22 Strategic Plan, approved by the Board of Directors in October 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 includes 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 evaluates and measures the progress toward achieving or completing the desired goals. These outcomes are reported annually to the Board in a Report Card. Included as Attachment 2 is a report card ending the 4<sup>th</sup> Quarter of the last fiscal year (FY 2017-18). As indicated in the Report Card, the District has made progress on meeting its goals, particularly with the high-priority, technology- related projects. As the Strategic Plan is intended to be durable and dynamic, staff may in the future propose revisiting the goals and priorities with suggested improvements, consolidations or eliminations.

**Recommendation**

Staff recommends that the Board of Directors receive Annual Status Report on the progress toward meeting 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; however individual elements of the work plans carry associated financial impacts that will be quantified prior to any District action.

## Attachments:

1. Summary of the Key Areas and Goals
2. Report Card ending 4th Quarter, FY 2017-18



**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**

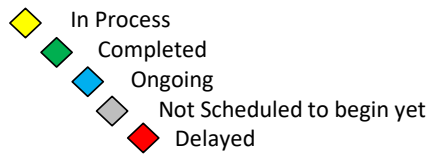
#### Objectives

- 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?*

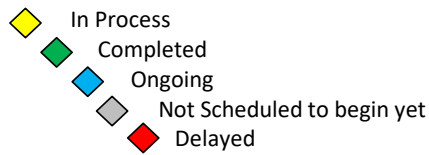




**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STRATEGIC PLAN - FY 17/18 - 21/22**

**FY 17/18**

Objectives		DEPT	July-Sept	Oct-Dec	Jan-Mar	Apr-June
		RESP.	2017	2017	2018	2018
<b>I. Customer Service:</b>						
<b>Goal 1.1: Engage Customers and stakeholders and promote Public Participation to determine expectations and deliver excellent customer service</b>						
Goal 1.1 a	Implement Customer and Stakeholder Feedback Form and Satisfaction survey	ASD	In Process	In Process	Completed	Ongoing
Goal 1.1 b	Add a "Forum" component to the District Website	ASD	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet
Goal 1.1 c	Create an interactive learning tool to the website (FOG, roots, building sewer, responsibility, cleanouts, fixtures...)	TSD	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet
Goal 1.1 d	Investigate an interactive customer-specific tool to the website (billing)	ASD	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet
Goal 1.1 e	Investigate an interactive stakeholder tool to be added to the website (GIS)	TSD	Not Scheduled to begin yet	In Process	In Process	Completed
Goal 1.1 f	Improve web payments site and customer access to their accounts	ASD	In Process	In Process	Completed	Completed
Goal 1.1 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.	ASD	Ongoing	Ongoing	Ongoing	Ongoing
Goal 1.1 h	Develop communication protocol with partner agencies – city/town/county portal	TSD	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet
<b>Goal 1.2: Improve Communications</b>						
Goal 1.2 a	Implement Project Outreach Plan	TSD	Ongoing	Ongoing	Ongoing	Ongoing
Goal 1.2 b	Publish two newsletters annually	ASD	In Process	Completed	In Process	Completed
Goal 1.2 c	Prepare routine press releases of District activities	ASD	Ongoing	Ongoing	Ongoing	Ongoing
Goal 1.2 d	Develop comprehensive content for door hangar	TSD	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet
Goal 1.2 e	Provide employee training (common voice) regarding communication with media/stakeholder/customers.	ASD	Ongoing	Ongoing	Ongoing	Ongoing
<b>Goal 1.3: Transparency with all District Activities</b>						
Goal 1.3 a	Renew Transparency Certification	ASD	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet
Goal 1.3 b	Obtain GFOA Award for Financial Reporting	ASD	Delayed	Delayed	Delayed	Delayed
Goal 1.3 c	Post performance measures and annual work plan goals on website	TSD	Delayed	Delayed	Delayed	Delayed
Goal 1.3 d	Post link to State Waterboards SSO program	FSD	Completed	Completed	Completed	Completed
Goal 1.3 e	Encourage clear communications with employees to ensure they understand the Districts values and goals.	ASD	In Process	Ongoing	Ongoing	Ongoing



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

**II. Sustainability**

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

Goal 2.1 a	Perform Energy Audits	FSD				
Goal 2.1 b	Solar at CY Facilities	FSD				
Goal 2.1 c	Explore back-up generation of power for District facilities	FSD				

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

Goal 2.2 a	Perform Water Use Audit	FSD				
Goal 2.2 b	Evaluate Reverse Osmosis Water Treatment Plant for efficiency and continued use	FSD				
Goal 2.2 c	Assess and reduce water use and attributed costs	FSD				
Goal 2.2 d	Irrigate CY grounds with well water	FSD				
Goal 2.2 e	Change CY landscape to drought-resistant, reduce amount of grass	FSD				
Goal 2.2 f	Supplement hydro-cleaning activities with well water	FSD				
Goal 2.2 g	Clean only pipes that need to be cleaned	FSD				

**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**

Goal 2.3 a	Perform Fuel Study	FSD				
Goal 2.3 b	Evaluate Fuel Alternatives	FSD				
Goal 2.3 c	Hybrid Vehicles	FSD				

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






Goal 2.4 a	Adopt and Implement Low-Impact-Development Standards	TSD				
Goal 2.4 b	Evaluate use of permeable pavements as a long term substitute for asphalt paving	TSD				
Goal 2.4 c	Investigate Institute for Sustainable Infrastructure (ISI) Envision process	TSD				

**Goal 2.5: Implement a comprehensive waste reduction and recycling program**

Goal 2.5 a	Enhance current recycling efforts at all District facilities.	ASD				
Goal 2.5 b	Establish recycling goals.	ASD				
Goal 2.5 c	Continue to pursue a paperless work environment.	ASD				
Goal 2.5 d	Procure postconsumer recycled content products.	ASD				
Goal 2.5 e	Promote source reduction of office supplies.	ASD				
Goal 2.5 f	Enhance used cooking oil pick up program	TSD				
Goal 2.5 g	Enhance e-waste recycling program (household batteries)	FSD				
Goal 2.5 h	Enhance website information regarding oil recycling	TSD				

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

Goal 2.6 a	Develop performance measures intended to evaluate sustainability efforts.	TSD				
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-  In Process
-  Completed
-  Ongoing
-  Not Scheduled to begin yet
-  Delayed

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

**III. Infrastructure Management and Capital Improvement**

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

<b>Goal 3.1 a</b>	Create a Quality Control process for SPMUD projects	TSD				
<b>Goal 3.1 b</b>	Create a Quality Control process for Development projects	TSD				
<b>Goal 3.1 c</b>	Create a Quality Control process for County/City/Town projects	TSD				

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

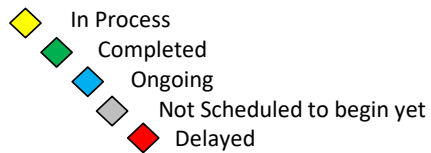
<b>Goal 3.2 a</b>	Evaluate work force to ensure appropriate staffing to achieve this goal	TSD				
<b>Goal 3.2 b</b>	Develop a Construction Management Program for District projects	TSD				

**Goal 3.3: Develop and implement a Tactical Asset Management Program**

<b>Goal 3.3 a</b>	Evaluate current asset inventories and management practices	TSD				
<b>Goal 3.3 b</b>	Develop condition assessment/rehab replace program	TSD				
<b>Goal 3.3 c</b>	Prioritize CIP and determine long-term needs: a. HRD, HFLS b. Lift Station Abandonement Schedule	TSD				

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

<b>Goal 3.4</b>	Provide Performance Measures and metrics to compare to Best Management Practices	TSD				
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**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STRATEGIC PLAN - FY 17/18 - 21/22**

**IV. Sewer System Maintenance and Watershed Management**

**Goal 4.1: Maintain Compliance with pertinent regulations**

<b>Goal 4.1 a</b>	Use consultants to establish a regulatory compliance program	FSD	In Process	In Process	In Process	In Process
<b>Goal 4.1 b</b>	Attend/participate in industry workshops and conferences	FSD	Ongoing	Ongoing	Ongoing	Ongoing
<b>Goal 4.1 c</b>	Participate in the State Water Boards SSO reduction programs	FSD	Ongoing	Ongoing	Ongoing	Ongoing
<b>Goal 4.1 d</b>	Continuously evaluate the District's OERP	FSD	Ongoing	Ongoing	Ongoing	Ongoing
<b>Goal 4.1 e</b>	Investigate Regional Partners Regulatory Compliance Program	TSD	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet
<b>Goal 4.1 f</b>	Implement advocacy program to combat unnecessary regulations that affect Districts' cost of service	TSD	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet

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

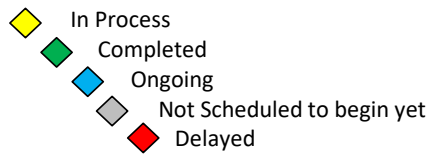
<b>Goal 4.2 a</b>	CCTV the mainline system in a four-year interval	FSD	Ongoing	Ongoing	Ongoing	Ongoing
<b>Goal 4.2 b</b>	Perform condition assessment of 1600 laterals/year	FSD	Ongoing	Ongoing	Ongoing	Ongoing
<b>Goal 4.2 c</b>	Clean all lines identified by CCTV operations to be cleaned	FSD	Ongoing	Ongoing	Ongoing	Ongoing
<b>Goal 4.2 d</b>	Eliminate repeat customer service calls	FSD	Ongoing	Ongoing	Ongoing	Ongoing
<b>Goal 4.2 e</b>	Ensure cleanouts on all District owned Lower Laterals	FSD	In Process	In Process	In Process	In Process

**Goal 4.3: Implement the FSE FOG permit system.**

<b>Goal 4.3 a</b>	Permit all FSE's	TSD	In Process	In Process	In Process	In Process
<b>Goal 4.3 b</b>	Inspect all FSE's on an appropriate schedule	TSD	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet	In Process

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

<b>Goal 4.4</b>	Provide Performance Measures and metrics to compare to Best Management Practices	fsd	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet	Not Scheduled to begin yet
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**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STRATEGIC PLAN - FY 17/18 - 21/22**

**V. Financial Stability**

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

<b>Goal 5.1 a</b>	5- Year Financial plan updates	ASD				
<b>Goal 5.1 b</b>	Establish predictable rates	ASD				
<b>Goal 5.1 c</b>	Recover sufficient revenues to maintain wastewater operations, capital and regulatory requirements.	ASD				

**Goal 5.2: Explore and evaluate investment and business practice alternatives**

<b>Goal 5.2 a</b>	Periodically review Board Investment and Reserve policies and permitted investment allocations.	ASD				
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**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.**

<b>Goal 5.3 a</b>	Evaluate investments and monitor liquidity needs.	ASD				
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**Goal 5.4: Prepare balanced annual budgets; conduct acceptable audits**

<b>Goal 5.4 a</b>	Obtain GFOA Award for Financial Reporting	ASD				
<b>Goal 5.4 b</b>	Conduct Annual Audit	ASD				

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

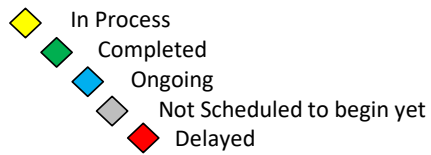
<b>Goal 5.5 a</b>	Investigate the mplementation of a Lifeline Low income Rate Assistance Program.	ASD				
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**Goal 5.6: Provide routine reports on Financial Stability**

<b>Goal 5.6 a</b>	Monthly and annual reporting of investments and expenditures.	ASD				
<b>Goal 5.6 b</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**

<b>Goal 5.7:</b>	Provide Performance Measures and metrics to compare to Best Management Practices	FSD				
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**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STRATEGIC PLAN - FY 17/18 - 21/22**

**VI. Workforce Planning and Employee Development**

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

<b>Goal 6.1 a</b>	Bring experts to the District for in-house training (Departmental specific)	FSD				
<b>Goal 6.1 b</b>	Field staff attend CWEA training	FSD				
<b>Goal 6.1 c</b>	Investigate a regional partners training program	FSD				
<b>Goal 6.1 d</b>	Enhanced incentives for professional development	FSD				
<b>Goal 6.1 e</b>	Evaluate core/non-core duties for performance by contracted services/consultants	TSD				

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






<b>Goal 6.2 a</b>	Implement Performance Based Compensation Program (West Bay Model)	FSD				
<b>Goal 6.2 b</b>	Implement Performance Based Wellness Program	FSD				

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

<b>Goal 6.3 a</b>	Investigate staffing triggers	FSD				
<b>Goal 6.3 b</b>	Investigate the concept of staffing models and determine cost benefit analysis	TSD				
<b>Goal 6.3 c</b>	Use of Consultants; evaluate outsourcing of non-core functions	TSD				
<b>Goal 6.3 d</b>	Safety Regulatory Compliance Officer	FSD				
<b>Goal 6.3 e</b>	Develop Performance Standards by Job Classification	FSD				

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









<b>Goal 6.4:</b>	Provide Performance Measures and metrics to compare to Best Management Practices	FSD				
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-  In Process
-  Completed
-  Ongoing
-  Not Scheduled to begin yet
-  Delayed













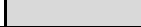
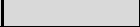


**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STRATEGIC PLAN - FY 17/18 - 21/22**

**VII. Operational Optimization**













**Goal 7.1: Information Technology Improve various data management and information systems**

<b>Goal 7.1 a</b>	Continuously evaluate available technology to ensure efficient programs and processes	TSD				
<b>Goal 7.1 b</b>	Implement technology based upon District needs	TSD				

**Goal 7.2 Develop and Implement Records Management Plan**

<b>Goal 7.2 a</b>	a) Implement Records Retention Policy	ASD				
<b>Goal 7.2 b</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				
<b>Goal 7.2 c</b>	a) Manage Archiving Systems	ASD				
<b>Goal 7.2 d</b>	Develop standard documentation procedures/electronic filing protocols, file naming etc.	ASD				

**Goal 7.3 Business Efficiencies**

<b>Goal 7.3 a</b>	Implement Fuel Station Card-Lock	FSD				
<b>Goal 7.3 a</b>	Increase the number of customers using the web site to manage their customer accounts and make web payments.	FSD				
<b>Goal 7.3 b</b>	Evaluate contracted services or use of consultants for business tasks	ASD				



**ITEM VII.2 GENERAL MANAGER REPORT**

To: Board of Directors  
From: Herb Niederberger, GM  
Date: September 6, 2018  
Subject: General Manager Monthly Staff Report – August 2018

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**1) DEPARTMENT REPORTS**

Attached are the monthly status reports for the Boards information:

- A. Facility Services Department
- B. Administrative Service Department, and
- C. Technical Services Department

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

**2) INFORMATION ITEMS**

- A. On August 1, 2018, the General Manager, along with President Mitchell, attended the Rocklin Chamber of Commerce Government Relations Committee to hear Congressman Tom McClintock provide an update on the current federal legislative efforts.
- B. On August 16, 2018, the General Manager met with the District General Counsel to discuss the following: 1) Commercial condominiums (internal private sewer) with joint sewer maintenance agreements or sewer maintenance provisions in CCRs; 2) SPRR response to payment claims; 3) an update on the Dickson Eminent Domain proceedings; and 4) items necessary for an internal fund promissory note
- C. Advisory Committee Meetings:

There were no advisory meetings during August.

**3) LONG RANGE AGENDA**

**October 2018**

MOU Amendment

**November 2018**

Employee Performance Merit Program Presentation

**December 2018**

Audit Report  
GM Evaluation  
Election Appointments

**January 2019**

Selection of Officers

**To:** Board of Directors  
**From:** Sam Rose, Superintendent  
**Cc:** Herb Niederberger, General Manager  
**Subject:** Field Services Department Monthly Report  
**Meeting Date:** September 6, 2018

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## Overview

This report provides the Board with an overview of Field Services operations and maintenance activities from 7/24/2018 through 8/20/2018. The work listed is not all inclusive.

### 1. Recordable Accidents/Injuries (OSHA 300)

- a. Zero (0)
  - i. 655 days without a Recordable Injury

### 2. Service Calls, Sanitary Sewer Overflows (SSOs) and Lift Station Alarm Calls

- a. Service Calls
  - i. Sixteen (12)
    - A. 7 - Customer's Responsibility
    - B. 2 - SPMUD Responsibility
    - C. 3 - Other
- b. Sanitary Sewer Overflows (SSOs)
  - i. One (1)
    - A. Zero (0) Days since last SSO
- c. Lift Station Calls
  - i. Zero (0)

### 3. Safety/Training/Professional Development

- a. All Field employees participated in:
  - i. Five (5) "Tailgate" safety sessions.
  - ii. Lift Station Emergency Response

**4. Maintenance**

a. CCTV Mainline Segments	187 Segments
b. CCTV Service Laterals	281 Laterals
c. Hydro-Clean Mainline Segments	31 Segments
d. Hydro-Clean Service Laterals	34 Laterals
e. Manhole Inspections	217 Manholes
f. Manhole Cleaning	08 Manholes
g. Rodded/Cleaned Service Laterals	05 Laterals
h. Creek-Crossing Inspections	00 Crossings
i. Chemical Root Treatment (Mainline)	00 Segments
j. Chemical Root Treatment (Lateral)	16 Laterals
k. Easement Maintenance	00 Easement(s)
l. Easement Reconstruction	00 Easement
m. Vector Control (Cockroaches)	87 Manholes

**5. Construction**

a. Service Taps	01 Taps
b. Lateral Installs	01 Laterals
c. Property Line Cleanout Work	
i. Repaired	18 Cleanouts
ii. Installed	08 Cleanout
d. Mainline Repair	00 Mainline
e. Service Lateral Repair	01 Lateral
f. Service Cap-Off	00 Services
g. Manhole Rehabilitation	00 Manholes

**6. Facilities**

a. Lift Station Operations Checks	45 Operation Checks
b. Lift Station Repair	01 Repairs Performed
c. Lift Station Wet Well Cleaning	13 Wet Wells
d. Lift Station Site Maintenance	00 Sites
e. Flow Recorder Inspection	11 Sites
f. Portable Flow Rec. Installations	00 Installations
g. Corp Yard Water Facility	03 Operational Checks
h. Vehicle/Equip Maintenance	09 Work Orders
i. Vehicle/Equip Inspections	17 Work Orders
j. Corp Yard Maint./Improvements	02 Work Orders

**7. Miscellaneous**

- a. Nothing to Report

ITEM VII. ASD REPORT

To: Board of Directors

From: Joanna Belanger, Administrative Services Manager

cc: Herb Niederberger, General Manager

Subject: Administrative Services Department Monthly Report

Board Mtg. Date: September 6, 2018

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**FY 17/18 Audit work**

The Auditors team from Munn, Urrutia & Nelson visited the District for their final year end sampling and review on August 21/22/23, 2018. The Auditor will now prepare the final audit for staffs review in preparation for acceptance by the Board. Finishing pieces include the GASB reports being prepared by MacLeod Watts (formerly Bickmore). The final Audit document is calendared for presentation and acceptance by the Board at the November 2018 Board meeting.

**Placer County Election Status**

The deadline for regular candidates (incumbents) to file election paperwork to Placer County Elections was August 10, 2018. One incumbent (Director Dickinson), filed paperwork before the deadline date. The second incumbent (Director Murdock) did not submit paperwork. If an incumbent fails to file, the County extends the period for filing for non-incumbents to August 15, 2018. In review of the County site, it appears that no additional candidates submitted paperwork to file their candidacy. The SPMUD Board will approve a Resolution in December to request appointment recommendations by the Placer County Board of Supervisors.

**Student Intern Position**

The District continues to recruit for the position of Student Intern.

**Commercial Account Review**

Administrative Services continue to audit Commercial Accounts within the District with the assistance of Inspection services in TSD. Notifications continue to be sent upon review with any necessary adjustments per Policy 3160 – Utility Billing Reconciliation & Payment Policy.

ITEM VII. TSD REPORT

To: Board of Directors  
From: Eric Nielsen, District Engineer  
Cc: Herb Niederberger, General Manager  
Subject: Technical Services Department Monthly Report  
Board Date: September 6, 2018

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**Loomis Diversion Trunkline Project**

The installation of sewer pipe on the property north of Horseshoe Bar Road has concluded. The only remaining sewer to be installed is the portion in Brace Road. Controlled blasting operations began in early August and are scheduled to conclude in early/middle September. Brace Road will be closed to through-traffic 24-hours a day for the duration of the blasting and pipe installation operations. Only local residents will be allowed through the closed portion of Brace Road to access their properties.

**Foothill Trunk Sewer Replacement Project**

The District's consultants completed the collection and analysis of geofraction surveys to determine the potential presence of hard rock along the entire pipeline alignment. The information is being incorporated into the construction contract documents to allow for improved planning by potential contractors and better defining the methods of payment.

The U.S. Army Corps of Engineers (Corps) is currently reviewing the Historic Properties Treatment Plan and is preparing a memorandum of agreement for the project, which outlines the requirements for dealing with sensitive cultural resources. Staff plans to put the project out to bid in late 2018 and awarding the construction project in early 2019 for construction in 2019.

**FOG Program**

Staff has met its goal to permit the Phase 1 and Phase 2 food service establishments (FSEs) in the District and is now working to permit Phase 3 FSEs. The next stage of the initial implementation of the FOG program is to develop frequencies for inspections of facilities and grease removal devices (GRDs). Equipment to perform these inspections has been purchased and regular inspections of FSEs and GRDs will begin according to a prioritized listing developed by staff.

**Corporation Yard Perimeter Wall Replacement**

The existing concrete masonry perimeter wall along Springview Drive needs to be replaced to address its deteriorated condition and to improve the security of the corporation yard. The plan includes replacing the existing masonry wall with a wrought iron fence with curved pickets, screened by fence backing and landscaping. The City of Rocklin provided comment on the initial

submittal and staff is working to incorporate those comments into the construction documents for approval. The design has been delayed due to difficulty in obtaining fence pickets that meet City requirements.

### **Staffing Resiliency**

Staff is adjusting internal workflows and systems to allow for the outsourcing of plan review, which is consistent with goals from the strategic plan to evaluate and ensure appropriate staffing levels. This will provide additional flexibility to the department to allocate internal resources to high priority tasks (e.g., management of SPMUD construction projects). With this change, the department will have consultants available to conduct plan reviews, which will provide a level of redundancy and additional resources to consistently provide a high level of customer service during times of intense development without increasing staffing levels.

### **Commercial Account Audits**

The Technical Services Department and Administrative Services Department are working together to continue efforts to conduct audits of existing commercial accounts. A standard operating procedure is being developed to coordinate efforts to ensure that commercial accounts are reviewed in a timely manner so that any needed billing reconciliation can occur within the timelines and in the manner set by Board policy.

### **Lucity**

Staff is working to leverage the existing capabilities of the District's computer maintenance management system (i.e., Lucity) to support various workflows. New construction inspection has been implemented and is in use. The tracking of food service establishments and FOG inspections is in the process of implementation, and the tracking of new develop plan review is now incorporated into Lucity.

Two District employees have been invited to present at Lucity's Annual Conference & Training in September on the District's use of Lucity Web, Lucity Mobile, and the District's integration of Lucity with its mapping/GIS data.

### **Department Performance Indicators**

The following charts depict the efforts and performance of the department in three areas of work as of August 24th. Additional charts may be added in the future for other areas of work in the department.

