

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

<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
Special	District Office	January 9, 2020	4:30 p.m.

**I. CALL MEETING TO ORDER:** A Special Meeting of the South Placer Municipal Utility District Board of Directors was called to order with President Williams presiding at 4:30 p.m.

**II. ROLL CALL OF DIRECTORS:**

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

Absent: None

Vacant: None

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

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

**IV. CONSENT ITEMS:**

1. MINUTES from December 5, 2019 Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$1,012,504.00 through December 30, 2019.
3. BILL OF SALE FOR SEWER IMPROVEMENTS WHITNEY RANCH PHASE II F UNITS 59 & 61C – at an estimated value of \$1,345,212.

Director Dickinson made a motion to approve the consent items; a second was made by Director Markey; a voice vote was taken, and the motion carried 5-0.

**V. PUBLIC COMMENTS:**

President Williams opened the meeting for public comments. Hearing no comments, the public comments session was closed.

**VI. BOARD BUSINESS**

**1. SELECTION OF OFFICERS AND APPOINTMENTS TO THE TEMPORARY ADVISORY COMMITTEES AND SPWA BOARD**

President Williams dissolved the existing advisory committees.

President Williams nominated the current Vice President John Murdock to succeed as the new President for 2020.

Director Markey made a motion to nominate Director Dickinson to serve as Vice-President, a second was made by Director Williams, the motion carried 5-0.

President Murdock created temporary advisory committees and appointed Directors to serve as follows:

Fee & Finance Committee: Vice President Dickinson & Director Williams

Policy & Ordinance Committee: Director Markey & Director Mitchell

Loomis 2 x 2 Committee: Director Markey & Director Williams

Personnel Advisory Committee: Vice President Dickinson & President Murdock

Architectural Committee: Vice President Dickinson & Director Williams

President Murdock appointed Director Mitchell as District representative to the South Placer Wastewater Authority Board of Directors.

2. **RESOLUTION 20-01 AMENDING RESOLUTIONS 19-15, AND APPROVAL OF MID-YEAR ADJUSTMENTS TO THE FISCAL YEAR 19/20 BUDGET**

GM Niederberger provided the Board with a revised Board Report and Resolution. He gave a presentation on the mid-year budget adjustments which include increases in salary and benefits for additional positions and leave balance payouts, an increase in operations and maintenance due to unexpected pump failures, and increases for computers and office equipment, the Foothill Trunk Construction Project, the Corporation Yard Fence Replacement, and the Laserfiche implementation. GM Niederberger explained that staff originally proposed a mid-year adjustment to increase the budget for computers and office equipment by \$2000. This was revised to increase the amount an additional \$10,000 for a total proposed increase of \$12,000. This increase is proposed for the purchase of computer equipment and office furniture for new staff positions. The mid-year adjustments also include decreases due to delays in construction of the Corporation Yard Master Plan and Office Upgrades and the Newcastle Master Plan.

Director Dickinson asked for clarification on whether the operations maintenance increase was for lift stations or pump replacements. GM Niederberger clarified that the increase was for pump replacements.

President Murdock asked about the need for an increase for computers and office equipment. GM Niederberger responded that the additional funds were needed to purchase office furniture and computers for the new staff hired by the District. Director Markey made a motion to adopt Resolution 20-01; a second was made by Director Williams; a roll call vote was taken, and the motion carried 5-0.

3. **RESOLUTION 20-02 AWARD OF CONTRACT FOR THE FOOTHILL TRUNK CONSTRUCTION TO GARNEY PACIFIC, INC**

Assistant Superintendent Nielsen gave a presentation on the advertisement, bidding and selection of Garney Pacific for the Foothill Trunk Construction Project. Seven bids were received with an average bid amount of \$3.4 million. The lowest bid was Garney Pacific at \$2.7 million. AS Nielsen shared that the lowest bid was 9% higher than the amount budgeted. He also explained

that staff is seeking approval to execute change orders under \$50,000 but not to exceed an accumulated amount in excess of 10% of the total contract amount to allow staff to promptly respond to minor changes throughout the project.

Director Williams asked about the scope of the project. AS Nielsen gave an overview of the project plan. Director Williams also asked about rock issues similar to those experienced during the Loomis Diversion project. Assistant Superintendent Nielsen responded that information on the rock was provided to the contractors during the bidding process so it could be incorporated into their design and bid proposals.

Director Mitchell asked if approvals and permits have all been received. AS Nielsen responded that all permits are in hand and that construction is anticipated to start in late April or early May.

Vice President Dickinson asked about neighborhood impacts. AS Nielsen shared that the majority of the project is off the road but there is a section of Aguilar Road that will be impacted. The contractor will be responsible for a traffic control plan and mitigation. Staff has notified residents and will continue to provide updates to the neighbors throughout the project. Vice President Dickinson also asked whether there was one specific area in the bid that came in higher than the engineers original estimate. AS Nielsen shared that generally the pipe and manhole costs were higher than anticipated.

Director Markey made a motion to adopt Resolution 20-02; a second was made by Director Mitchell; a roll call vote was taken, and the motion carried 5-0.

4. **RESOLUTION 20-03 ADDENDUM #4 WITH WATER WORKS ENGINEERS FOR FOOTHILL TRUNK CONSTRUCTION PHASE SERVICES**

AS Nielsen gave a briefing on the Addendum with Water Works Engineers. The scope of work has been expanded to include having the design engineer available to respond to requests for information during construction, coordinate the construction meetings, review submittals, and perform environmental work during construction.

Director Mitchell asked about the reference to Stantec in the Addendum. AS Nielsen explained that Stantec is a subcontractor of Water Works that has been involved throughout the project.

Vice President Dickinson asked if all the work in the Addendum is new. Assistant Superintendent Nielsen stated that it is all new work; however, a portion of the bidding and initial work have been completed. Director Williams made a motion to adopt Resolution 20-03; a second was made by Vice President Dickinson; a roll call vote was taken, and the motion carried 5-0.

5. **RESOLUTION 20-04 AMENDING RESOLUTION 19-11 EXPANDING SCOPE – LOBBY SECURITY, LOCKER ROOM EXPANSION AND BREAK ROOM PROJECT**

Superintendent Rose gave a presentation on the proposed revisions to the Corporation Yard Expansion Project. The existing project included expansion of the lobby for increased security and expansion of the locker rooms. The revision is for a three-phase project. Phase 1 is for construction of a new combined breakroom that joins the two main buildings. Phase 2 is for expansion and reconfiguration of the existing lobby, and phase 3 is for a locker room expansion,

reconfiguration of the existing stairway to meet accessibility requirements, and adding offices in the space currently used as the FSD breakroom. The phased approach allows the District to move staff into the new breakroom space as their existing workspace is impacted by construction.

President Murdock asked for clarification on whether the breakroom would be finished out when staff temporarily move into the space. Superintendent Rose shared that discussion on how much of the interior would be finished before staff moved into the space has not occurred yet.

Director Mitchell asked for the project timeline. Regina Soucek from Williams and Paddon shared that entitlements will be required as the buildings are part of a Planned Unit Development. The entitlement process is anticipated to take 3 to 4 months. Plan review of the construction drawings is anticipated to take an additional 2 to 3 months. Early estimates for construction anticipate that it will take 5 months for phase 1, 1 month for phase 2, and a few months for phase 3 with the project completion in early Fall. Regina stated that she believes the breakroom could be finished out before staff are temporarily moved into the space.

Director Mitchell asked for clarification on the location of the breakroom and the use of the existing FSD breakroom. Regina provided the clarification. GM Niederberger discussed funding for the 2.3-million-dollar project. He shared that the Fee and Finance Committee is considering a proposal to revise Policy 3130, the District's Reserve Policy. Funding for the project will come to the Board for approval next fiscal year.

Vice President Dickinson made a motion to adopt Resolution 20-04; a second was made by Director Markey; a roll call vote was taken, Director William abstained, and the motion carried 4-0.

## **6. GENERAL MANAGER GOALS FOR 2020**

GM Niederberger shared that he has five goals for 2020 and reviewed the programmed items for the year. He asked for any additional goals that the Board may have. Vice President Dickinson asked that 6) analysis and potential funding of an account with the California Employee Prefunded Pension Trust (CEPPT) and 7) an improved investment report, be added as 2020 goals. The remainder of the Board found these additions acceptable and they have been added to the list of GM goals for 2020.

## **VII. REPORTS**

1. **District General Counsel (A. Brown):** General Counsel Brown had no additional report for this meeting.
2. **General Manager (H. Niederberger):** There were no additions to the General Managers report.
  - A. **ASD, FSD & TSD Reports:**

Vice President Dickinson asked if District Engineer Huff would be leading the Standard Specifications update. DE Huff responded that AS Nielsen would be completing the update. Vice President Dickinson asked if the update would address grease interceptors. AS Nielsen responded that this section is a major component of the updates. Vice President Dickinson also asked about FOG compliance numbers. AS Nielsen responded that the decrease was anticipated as all customers were brought into compliance and now are

having to maintain the compliance. Staff is continuing to educate customers about the maintenance requirements.

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

**3. Director's Comments:**

President Murdock reminded the Board of the required Ethics and Harassment Training.

Director Mitchell asked why there were two SPWA meetings, one in January and one in February. GM Niederberger responded that it was due to staff availability. SPWA has a meeting in January to set a meeting in February.

Director Williams thanked the Board for their hard work during his time as President.

**VIII. CLOSED SESSION**

**Public Employment - GENERAL MANAGER PERFORMANCE EVALUATION**  
**(Per Subdivision (a) of Government Code Section 54957)**

The Board adjourned into closed session at 5:30 p.m.

President Murdock re-opened the Board meeting at 5:35 pm. The Board of Directors met in closed session to discuss the General Manager's evaluation.

Action Taken: The Board awarded the General Manager 4.5% of his annual salary to the General Manager's 401a) Supplemental Retirement account.

**IX. ADJOURNMENT**

The President adjourned the meeting at 5:36 p.m. to the next regular meeting to be held on February 6, 2020 at 4:30 p.m.



Emilie Costan, Board Secretary