



**SPMUD BOARD OF DIRECTORS
REGULAR MEETING: 4:30 PM
June 6, 2019
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 are posted on the District's web site (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

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

III. PLEDGE OF ALLEGIANCE

IV. CONSENT ITEMS

[pg 5 to 17]

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 May 2, 2019 meeting

1. MINUTES from the May 22019 Regular Meeting [pg 5 to 6]
2. ACCOUNTS PAYABLE in the amount of \$701,823.41 through 05/30/19. [pg 7 to 11]
3. MONTHLY INVESTMENT REPORT in the total amount of \$57,430,221 through 5/30/19. [pg 12]
4. BILL OF SALE FOR SEWER IMPROVEMENTS WITHIN WHITNEY RANCH 55C (Phase III), 57 & 58 (Phase II) with an estimated value of contributed capital of \$2,377,584. [pg 13 to 17]

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. **CONSIDERATION & APPROVAL OF RESOLUTION #19-09 COMMENDING JOHN MARQUIS, TSD INSPECTOR FOR HIS YEARS OF SERVICE WITH THE DISTRICT** [pg 18]

Technical Services Department Inspector, John Marquis is retiring from the District with over thirteen years of service.

Action Requested: Roll Call Vote

Staff Recommends that the Board of Directors:

1. Approve Resolution #19-09 commending TSD Inspector, John Marquis for his years of service with the District.

2. **PUBLIC HEARING & CONSIDERATION OF RESOLUTION #19-10 TO COLLECT DELINQUENT SERVICE CHARGES FOR SOUTH PLACER MUNICIPAL UTILITY DISTRICT ON THE PLACER COUNTY TAX ROLLS FOR TAX YEAR 2018** [pg 19 to 23]

The Notice of Public Hearing regarding transfer of delinquent service charges to the Placer County Tax roll has been published per state law for the June 6, 2019 meeting. A public Hearing should be held to hear testimony and make any Board approved adjustments.

Action Requested: Roll Call Vote

Staff Recommends that the Board of Directors:

1. Hold a Public Hearing to hear any comments from the public regarding delinquent service charges.
2. Approve Resolution #19-10 requesting that Placer County Collect Delinquent Service Charges for SPMUD on the Placer County Tax Roll for Tax Year 2018.

3. **CONSIDERATION & APPROVAL OF RESOLUTION #19-11 AUTHORIZING THE GENERAL MANAGER TO AWARD AN ARCHITECTURAL SERVICES CONTRACT WITH WILLIAMS + PADDON ARCHITECTS + PLANNERS FOR THE DESIGN/BUILDING PERMITS FOR DISTRICT BUILDING IMPROVEMENTS IN THE AMOUNT OF \$93,675** [pg 24 to 26]

The Board reviewed a Space Planning and Circulation Analysis in October 2017. The analysis identified opportunities for efficiencies and building improvements for The Headquarter Lobby Security, Corporation Yard Locker Room expansion and Breakroom/Meeting Room additions. Staff will present a recommendation to move forward with the design for these projects with Williams + Paddon Architects + Planners in the amount of \$93,675.

Action Requested: Roll Call Vote

Staff Recommends that the Board of Directors:

1. Adopt Resolution 19-11 authorizing the General Manager to Award the Contract to design and obtain building permits for the Lobby Security and Locker Room facilities; and determine feasibility and provide a conceptual design of the Breakroom/Meeting Room.
2. The President establish an Architectural Advisory Committee and appoint members.

4. CONSIDERATION & APPROVAL OF RESOLUTION #19-12 AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT IN THE AMOUNT OF \$159,460 WITH TESCO TO DEVELOP A SCADA MASTER PLAN [pg 27 to 29]

Staff will present to the Board the need for a new Supervisory Control and Data Acquisition (SCADA) system. An RFP was issued in February 2019 for proposals to develop a SCADA Master Plan. The Design-Build approach will be discussed, offering the Board alternatives in their approval of this project.

Action Requested: Roll Call Vote

Staff Recommends that the Board of Directors:

EITHER:

- A. Adopt Resolution 19-12 authorizing the General Manager to Award a Contract in the amount of \$159,460 with TESCO to develop a SCADA Master Plan.

OR:

- B. Reject all proposals and resolicit for a Design-Build SCADA System.

5. CONSIDERATION OF THE FISCAL YEAR 2019/20 BUDGET WORKSHOP [pg 30 to 36]

Staff will provide a report to the Board and conduct a public Budget Workshop for the Annual Budget for the upcoming 2019/20 Fiscal Year. The budget provides the Board of Directors with projected fiscal year revenues and expenses for the General and Capital Funds. Following any direction from the Board of Directors a final budget will be prepared and submitted for approval at the next regularly scheduled meeting on June 27, 2019.

Action Requested: None – Informational Item

VII. REPORTS

[pg 37 to 50]

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. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to its next regular meeting on **June 27, 2019 at 2:30 p.m.**

**BOARD MINUTES
SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

Meeting	Location	Date	Time
Regular	District Office	May 2, 2019	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 Williams presiding at 4:30 p.m.

II. ROLL CALL OF DIRECTORS:

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

Absent: None

Vacant: None

Staff: Joanna Belanger, Administrative Services Manager
Herb Niederberger, General Manager
Eric Nielsen, District Engineer
Sam Rose, Superintendent

Others: Dane Wadlé, CSDA Public Affairs Field Coordinator

III. PLEDGE OF ALLEGIANCE: Board Director Markey led the Pledge of Allegiance.

IV. CONSENT ITEMS:

1. MINUTES from March 7, 2019
2. MINUTES from April 4, 2019 Regular meeting
3. ACCOUNTS PAYABLE in the amount of \$2,678,279.23 through April 25, 2019
4. MONTHLY INVESTMENT REPORT in the amount of \$56,276,436 through April 25, 2019

Director Mitchell made a motion to approve all items on the consent calendar; a second was made by Director Markey, a voice vote was held; the motion carried 5-0.

V. PUBLIC COMMENTS:

President Williams opened the meeting for public comments. John Marquis, Inspector of the District addressed the Board of Directors. He stated that he is retiring at the end of May and thanked the Board for all they have done for himself and his family. He said he had enjoyed working for SPMUD for all of these years. Hearing no other comments, the public comments session was closed.

VI. BOARD BUSINESS

1. CSDA LEGISLATIVE UPDATE & PROFESSIONAL DEVELOPMENT OPPORTUNITIES

GM Niederberger introduced Dane Wadlé from CSDA who presented a brief legislative update and professional development opportunities for District staff and Board members. Dane encouraged attendance at the CSDA conferences, workshops and webinar training sessions as well as the Gold Country regional events for the local chapter. He also said the recognition programs for District Transparency and Leadership are programs which showcase that Districts are being pro-active in following best practices, following state laws and requirements. He also mentioned that there are investment programs utilizing CalTrust and LAIF coordinated through CSDA,

and the Liability and Property Insurance program coverage which the District utilizes through SDRMA. The GM and Board President thanked Mr. Wadlé for his presentation and praised the efforts of CSDA and its staff.

2. BOARD ACCEPTANCE OF SUCCESSION PLANNING DOCUMENT

GM Niederberger introduced the succession planning document in a brief presentation. He explained that by 2024 many employees would be coming up to retirement age and therefore it was necessary to plan for the succession and necessary training for staff leaving the District. He explained the long-term goals for the District and ways to accomplish. We need to look forward and plan for opportunities to develop the Districts employees who are here and prepare for the future gaps. He said that the most apparent need is the knowledge transfer necessary to maintain the institutional knowledge from current employees.

Knowledge matrices were developed for all five Management positions and developed a scoring system to determine the areas where knowledge transfer needs to occur to ensure success of employee replacements. He stated that it is a document he will use to plan for the future, and he wanted to make sure the Board was in aware of the plan. Director Mitchell said he likes the plan, and that it shows the roadmap for needs to determine the type of talent the District needs to look for in the future. Director Dickinson stated that the Personnel Committee had met with staff and appreciates that the document is the General Managers roadmap, and not a Board commitment to the future of employee's careers. He stated further that this is a flexible document to be used for planning purposes and is a good basis to ensure an evaluation of the Districts needs continues and in turn ensures the smooth operation of the District.

Director Dickinson made a motion to accept the conceptual succession planning document, a second was made by Director Murdock, the motion passed 5-0.

VII. REPORTS:

1. District General Counsel (A. Brown): General Counsel Brown was not in attendance at the meeting.

2. General Manager (H. Niederberger): GM Niederberger reported that he has added a line item to his monthly Board report for any initiated Contracts and Purchase Orders within the General Managers spending authority.

A. ASD, FSD & TSD Reports: There were no additions to the managers' reports.

B. Information Items: GM Niederberger reported that the State of the City event for Rocklin was scheduled for Friday May 10, 2019 at Sierra College.

3. Directors Comments: Director Dickinson asked the GM to refrain from using acronyms without an accompanying explanation. GM Niederberger reported that a PR Public Records Act request had been received for information regarding Participation fees for Studio Movie Grill. The Sacramento Area Sewer District wanted to see how the calculation for this type of business was completed. Director Markey asked if we were involved with the expansion of the Loomis Brew pub, GM Niederberger indicated that staff is aware of the changes.

VIII. ADJOURNMENT

The President adjourned the meeting at 5:25 p.m. to the next regular meeting to be held on June 6, 2019 at 4:30 p.m.



Joanna Belanger, Board Secretary



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 04/25/2019 - 05/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1007	Advanced Integrated Pest	05/09/2019	Regular	0.00	106.00	11116
1012	All Electric Motors	05/09/2019	Regular	0.00	6,744.79	11117
1696	Andregg Psomas	05/09/2019	Regular	0.00	1,155.74	11118
248	AT&T (916.663.1652) & (248.134.5438.608.80)	05/09/2019	Regular	0.00	219.71	11119
1022	AT&T (9391035571) & (9391053973)	05/09/2019	Regular	0.00	302.73	11120
1509	Crystal Communications	05/09/2019	Regular	0.00	311.64	11121
1086	Dataprose	05/09/2019	Regular	0.00	6,585.19	11122
1087	Dawson Oil Co.	05/09/2019	Regular	0.00	4,025.00	11123
1089	Department of Consumer Affairs	05/09/2019	Regular	0.00	115.00	11124
1687	Duke's Root Control, Inc	05/09/2019	Regular	0.00	2,059.20	11125
1113	Ferguson Enterprises, Inc. 1423 (Main)	05/09/2019	Regular	0.00	568.92	11126
1666	Great America Financial Services	05/09/2019	Regular	0.00	452.99	11127
1480	Herb Niederberger	05/09/2019	Regular	0.00	39.82	11128
1631	Instrument Technology Corporation	05/09/2019	Regular	0.00	884.16	11129
1686	Jan Pro	05/09/2019	Regular	0.00	805.00	11130
1163	Joe Gonzalez Trucking, LLC.	05/09/2019	Regular	0.00	558.35	11131
1167	John Marquis	05/09/2019	Regular	0.00	250.00	11132
1708	OHAGAN Consulting	05/09/2019	Regular	0.00	6,646.88	11133
1218	PCWA	05/09/2019	Regular	0.00	708.01	11134
1473	Pitney Bowes Purchase Power	05/09/2019	Regular	0.00	601.38	11135
1306	Superior Equipment Repair	05/09/2019	Regular	0.00	424.99	11136
1499	TechRoe.com LLC	05/09/2019	Regular	0.00	1,400.00	11137
1332	USA Blue Book	05/09/2019	Regular	0.00	85.57	11138
1338	Verizon Wireless	05/09/2019	Regular	0.00	1,118.32	11139
1696	Andregg Psomas	05/10/2019	Regular	0.00	2,190.76	11140
1499	TechRoe.com LLC	05/15/2019	Regular	0.00	21,273.38	11141
1020	Aqua Sierra Controls, Inc.	05/16/2019	Regular	0.00	292.80	11142
248	AT&T (916.663.1652) & (248.134.5438.608.80)	05/16/2019	Regular	0.00	9.34	11143
1581	Cameron Lima	05/16/2019	Regular	0.00	250.00	11144
1061	Central Valley Engineering	05/16/2019	Regular	0.00	20,445.00	11145
1652	Cintas Corporation	05/16/2019	Regular	0.00	1,276.62	11146
1533	City of Foster City	05/16/2019	Regular	0.00	500.00	11147
1068	City of Roseville	05/16/2019	Regular	0.00	432,912.48	11148
1073	Consolidated Communications	05/16/2019	Regular	0.00	1,881.82	11149
1080	CWEA (Main)	05/16/2019	Regular	0.00	370.00	11150
1113	Ferguson Enterprises, Inc. 1423 (Main)	05/16/2019	Regular	0.00	1,614.75	11151
1131	Granite Business Printing	05/16/2019	Regular	0.00	780.78	11152
1137	Henry Lorton	05/16/2019	Regular	0.00	227.20	11153
1218	PCWA	05/16/2019	Regular	0.00	1,270.19	11154
1475	Petersen & Mapes, LLP	05/16/2019	Regular	0.00	880.00	11155
1244	Preferred Alliance Inc	05/16/2019	Regular	0.00	202.72	11156
1268	Rocklin Windustrial Co.	05/16/2019	Regular	0.00	403.80	11157
1395	Rocky Capehart, LLC	05/16/2019	Regular	0.00	3,285.00	11158
1396	Sierra Trench Protection	05/16/2019	Regular	0.00	741.00	11159
1518	Sonitrol of Sacramento	05/16/2019	Regular	0.00	874.19	11160
1292	SPMUD Petty Cash	05/16/2019	Regular	0.00	48.87	11161
1016	American General Life Insurance	05/22/2019	Regular	0.00	43,653.42	11162
1021	ARC	05/22/2019	Regular	0.00	105.65	11163
1521	Aries Industries, Inc.	05/22/2019	Regular	0.00	1,993.24	11164
1080	CWEA (Main)	05/22/2019	Regular	0.00	277.00	11165
1147	Institute of Business Publications	05/22/2019	Regular	0.00	265.00	11166
1218	PCWA	05/22/2019	Regular	0.00	595.57	11167
1610	Road Safety Inc.	05/22/2019	Regular	0.00	1,083.00	11168
1325	Tyler Technologies, Inc.	05/22/2019	Regular	0.00	400.00	11169

Check Report

Date Range: 04/25/2019 - 05/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1654	Jorgensen Company	05/23/2019	Regular	0.00	65.15	11170
1221	PG&E (Current Accounts)	05/23/2019	Regular	0.00	5,541.61	11171
1251	Railroad Management Company, LLC	05/23/2019	Regular	0.00	75.00	11172
1709	Ryan DelValle	05/23/2019	Regular	0.00	52.00	11173
1327	US Bank Corporate Payment	05/30/2019	Regular	0.00	5,584.64	11202
	Void	05/30/2019	Regular	0.00	0.00	11203
	Void	05/30/2019	Regular	0.00	0.00	11204
1012	All Electric Motors	05/30/2019	Regular	0.00	540.00	11205
1020	Aqua Sierra Controls, Inc.	05/30/2019	Regular	0.00	283.05	11206
1663	Buckmaster Office Solutions	05/30/2019	Regular	0.00	82.59	11207
1707	Core Safety Group	05/30/2019	Regular	0.00	2,530.00	11208
1509	Crystal Communications	05/30/2019	Regular	0.00	623.28	11209
1080	CWEA (Main)	05/30/2019	Regular	0.00	92.00	11210
1564	Jensen Landscape Services, LLC	05/30/2019	Regular	0.00	1,722.00	11211
1183	Les Schwab Tire Center	05/30/2019	Regular	0.00	562.25	11212
1307	Sutter Medical Foundation-Corporate	05/30/2019	Regular	0.00	96.00	11213
1045	Cal Pers 457 Plan (EFT)	05/03/2019	Bank Draft	0.00	375.00	DFT0004384
1135	Mass Mutual (EFT)	05/03/2019	Bank Draft	0.00	7,016.00	DFT0004385
1135	Mass Mutual (EFT)	05/03/2019	Bank Draft	0.00	443.97	DFT0004386
1580	TASC	05/03/2019	Bank Draft	0.00	192.30	DFT0004387
1580	TASC	05/03/2019	Bank Draft	0.00	428.82	DFT0004388
1229	Pers (EFT)	05/03/2019	Bank Draft	0.00	147.25	DFT0004389
1229	Pers (EFT)	05/03/2019	Bank Draft	0.00	278.08	DFT0004390
1229	Pers (EFT)	05/03/2019	Bank Draft	0.00	424.54	DFT0004391
1229	Pers (EFT)	05/03/2019	Bank Draft	0.00	3,476.19	DFT0004392
1229	Pers (EFT)	05/03/2019	Bank Draft	0.00	5,306.44	DFT0004393
1229	Pers (EFT)	05/03/2019	Bank Draft	0.00	96.52	DFT0004394
1229	Pers (EFT)	05/03/2019	Bank Draft	0.00	122.58	DFT0004395
1229	Pers (EFT)	05/03/2019	Bank Draft	0.00	1,378.68	DFT0004396
1229	Pers (EFT)	05/03/2019	Bank Draft	0.00	1,751.31	DFT0004397
1229	Pers (EFT)	05/03/2019	Bank Draft	0.00	1,679.85	DFT0004398
1229	Pers (EFT)	05/03/2019	Bank Draft	0.00	1,838.99	DFT0004399
1149	Internal Revenue Service	05/03/2019	Bank Draft	0.00	11,303.98	DFT0004400
1098	EDD (EFT)	05/03/2019	Bank Draft	0.00	3,185.73	DFT0004401
1098	EDD (EFT)	05/03/2019	Bank Draft	0.00	911.62	DFT0004402
1149	Internal Revenue Service	05/03/2019	Bank Draft	0.00	2,643.68	DFT0004403
1149	Internal Revenue Service	05/03/2019	Bank Draft	0.00	8,295.16	DFT0004404
1045	Cal Pers 457 Plan (EFT)	05/17/2019	Bank Draft	0.00	375.00	DFT0004406
1135	Mass Mutual (EFT)	05/17/2019	Bank Draft	0.00	7,016.00	DFT0004407
1135	Mass Mutual (EFT)	05/17/2019	Bank Draft	0.00	443.97	DFT0004408
1580	TASC	05/17/2019	Bank Draft	0.00	192.30	DFT0004409
1580	TASC	05/17/2019	Bank Draft	0.00	428.82	DFT0004410
1229	Pers (EFT)	05/17/2019	Bank Draft	0.00	147.25	DFT0004411
1229	Pers (EFT)	05/17/2019	Bank Draft	0.00	278.08	DFT0004412
1229	Pers (EFT)	05/17/2019	Bank Draft	0.00	424.54	DFT0004413
1229	Pers (EFT)	05/17/2019	Bank Draft	0.00	3,476.20	DFT0004414
1229	Pers (EFT)	05/17/2019	Bank Draft	0.00	5,306.44	DFT0004415
1229	Pers (EFT)	05/17/2019	Bank Draft	0.00	96.25	DFT0004416
1229	Pers (EFT)	05/17/2019	Bank Draft	0.00	122.24	DFT0004417
1229	Pers (EFT)	05/17/2019	Bank Draft	0.00	1,374.88	DFT0004418
1229	Pers (EFT)	05/17/2019	Bank Draft	0.00	1,746.50	DFT0004419
1229	Pers (EFT)	05/17/2019	Bank Draft	0.00	1,600.14	DFT0004420
1229	Pers (EFT)	05/17/2019	Bank Draft	0.00	1,751.70	DFT0004421
1149	Internal Revenue Service	05/17/2019	Bank Draft	0.00	11,599.50	DFT0004422
1098	EDD (EFT)	05/17/2019	Bank Draft	0.00	3,214.42	DFT0004423
1098	EDD (EFT)	05/17/2019	Bank Draft	0.00	907.42	DFT0004424
1149	Internal Revenue Service	05/17/2019	Bank Draft	0.00	2,712.82	DFT0004425

Check Report

Date Range: 04/25/2019 - 05/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1149	Internal Revenue Service	05/17/2019	Bank Draft	0.00	8,273.30	DFT0004426

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	93	68	0.00	594,122.54
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	42	42	0.00	102,784.46
EFT's	0	0	0.00	0.00
	135	112	0.00	696,907.00

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	93	68	0.00	594,122.54
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	42	42	0.00	102,784.46
EFT's	0	0	0.00	0.00
	135	112	0.00	696,907.00

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	5/2019	696,907.00
			696,907.00

Account	Name	Date	Type	Amount	Reference	Packet
112-1023490-02	Cavanaugh, Shannon	5/1/2019	Refund	\$ 1,296.50	Check #: 11115	UBPKT07694
102-0000811-02	Gragg, Carolyn	5/23/2019	Refund	\$ 99.85	Check #: 11174	UBPKT07707
102-0002070-02	S Dean Constructions Inc	5/23/2019	Refund	\$ 102.20	Check #: 11175	UBPKT07707
102-0002633-02	Peterson, Jack and Laurie	5/23/2019	Refund	\$ 18.18	Check #: 11176	UBPKT07707
102-0002704-02	Mysore, Gururaj and Prarthana	5/23/2019	Refund	\$ 10.50	Check #: 11177	UBPKT07707
102-0002842-01	Mackey, Shannon	5/23/2019	Refund	\$ 9.28	Check #: 11178	UBPKT07707
102-0003508-03	Brady, Erin	5/23/2019	Refund	\$ 102.44	Check #: 11179	UBPKT07707
102-0005236-01	Ely, Mike E	5/23/2019	Refund	\$ 102.56	Check #: 11180	UBPKT07707
102-0005721-01	Barnes, Kenneth	5/23/2019	Refund	\$ 102.00	Check #: 11181	UBPKT07707
102-0006682-01	Vise, James M	5/23/2019	Refund	\$ 6.93	Check #: 11182	UBPKT07707
102-0007796-01	Wengler, Joseph	5/23/2019	Refund	\$ 84.00	Check #: 11183	UBPKT07707
102-0008193-02	Branchflower, Danny	5/23/2019	Refund	\$ 23.92	Check #: 11184	UBPKT07707
102-0011525-02	Tumuluri, Sandeep	5/23/2019	Refund	\$ 170.00	Check #: 11185	UBPKT07707
106-0012816-01	Bickford, Brandon	5/23/2019	Refund	\$ 458.00	Check #: 11186	UBPKT07707
106-0014615-01	Sideco, Jesus M	5/23/2019	Refund	\$ 109.84	Check #: 11187	UBPKT07707
106-0015801-04	Wilson, Paul and Dolly	5/23/2019	Refund	\$ 671.84	Check #: 11188	UBPKT07707
106-0016624-02	Martinez, Luis and Gloria	5/23/2019	Refund	\$ 103.43	Check #: 11189	UBPKT07707
112-1021687-02	Leon, Cathy	5/23/2019	Refund	\$ 102.15	Check #: 11190	UBPKT07707
112-1023149-01	English, James	5/23/2019	Refund	\$ 145.00	Check #: 11191	UBPKT07707
112-1023307-02	Gallardo, Crystal	5/23/2019	Refund	\$ 99.85	Check #: 11192	UBPKT07707
112-1023492-03	Austin, Christopher and Bridgitte	5/23/2019	Refund	\$ 102.28	Check #: 11193	UBPKT07707
112-1024060-03	Forstall, Rick	5/23/2019	Refund	\$ 6.05	Check #: 11194	UBPKT07707
112-1026634-01	Holt, Troy and Candace	5/23/2019	Refund	\$ 60.74	Check #: 11195	UBPKT07707
112-1026647-00	Inc, Taylor Morrison Services	5/23/2019	Refund	\$ 102.00	Check #: 11196	UBPKT07707
112-1028314-00	Garnet Creek Homes LLC	5/23/2019	Refund	\$ 98.75	Check #: 11197	UBPKT07707
112-1028642-00	Garnet Creek Homes LLC	5/23/2019	Refund	\$ 102.24	Check #: 11198	UBPKT07707
112-1028643-00	Garnet Creek Homes LLC	5/23/2019	Refund	\$ 102.24	Check #: 11199	UBPKT07707
215-1025584-02	Griggs, Mark	5/23/2019	Refund	\$ 523.64	Check #: 11200	UBPKT07707
Total Refunds				\$ 4,916.41		

SPMUD BOARD INVESTMENT REPORT
MEETING DATE: June 6, 2019

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%
CALTRUST	Annual Rate of Return				
Balance at inception		\$ 19,000,000	\$ 4,199,789	\$ 7,474,188	\$ 7,326,023
Cumulative Income	5.03%	\$ 956,309	\$ 211,384	\$ 376,191	\$ 368,734
Cumulative Unrealized Gain/Loss	-1.01%	\$ (192,714)	\$ (42,598)	\$ (75,809)	\$ (74,307)
Cumulative Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
Cumulative Balance at beginning of month		\$ 19,763,595	\$ 4,368,575	\$ 7,774,570	\$ 7,620,450
Current month income	0.21%	\$ 42,479	\$ 9,390	\$ 16,710	\$ 16,379
Current month Unrealized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
Current month Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 19,806,074	\$ 4,377,965	\$ 7,791,280	\$ 7,636,830
WELLS FARGO - Fixed Income Securities	Actual Rate of Return				
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	4.84%	\$ 871,502	\$ 192,638	\$ 342,830	\$ 336,034
Cumulative Unrealized Gain/Loss	-1.91%	\$ (344,074)	\$ (76,055)	\$ (135,351)	\$ (132,668)
Cumulative Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
Cumulative Balance at beginning of month		\$ 22,527,428	\$ 4,979,497	\$ 8,861,802	\$ 8,686,130
Current month income	0.14%	\$ 30,457	\$ 6,732	\$ 11,981	\$ 11,744
Current month Unrealized Gain/Loss	0.09%	\$ 19,774	\$ 4,371	\$ 7,779	\$ 7,624
Market Average/Yield to Worst	1.81%				
TOTALS		\$ 22,577,659	\$ 4,990,600	\$ 8,881,561	\$ 8,705,497
LAIF (Local Agency Investment Fund)	Annual Rate of Return				
Balance		\$ 4,189,198	\$ 925,987	\$ 1,647,940	\$ 1,615,272
Quarterly Interest		\$ -	\$ -	\$ -	\$ -
Withdrawal		\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 4,189,198	\$ 925,987	\$ 1,647,940	\$ 1,615,272
PLACER COUNTY TREASURY	Annual Rate of Return				
Balance		\$ 5,250,309	\$ 1,160,536	\$ 2,065,358	\$ 2,024,415
Monthly Interest April 2019	2.12%	\$ 9,165	\$ 2,026	\$ 3,605	\$ 3,534
TOTALS		\$ 5,259,474	\$ 1,162,562	\$ 2,068,963	\$ 2,027,949
SUB-TOTALS		\$ 51,832,405	\$ 11,457,114	\$ 20,389,744	\$ 19,985,548
CHECKING ACCOUNT BALANCE		\$ 5,597,816	\$ 1,237,350	\$ 2,202,059	\$ 2,158,407
GRAND TOTALS		\$ 57,430,221	\$ 12,694,464	\$ 22,591,803	\$ 22,143,954

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.

ITEM IV.3

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 55C (Phase III), 57 & 58 (Phase II)
Meeting Date: June 6, 2019

Overview

The Whitney Ranch 55C (Phase III), 57 & 58 (Phase II) improvements are located in Rocklin between Whitney Ranch Parkway and Painted Pony Lane to the east of Whitney Ranch Phase II Unit 52A. The Whitney Ranch 55C (Phase III), 57 & 58 (Phase II) project consists of 91 single-family residential homes for a total of 91 EDUs. The Whitney Ranch 55C (Phase III), 57 & 58 (Phase II) improvements include the following infrastructure:

- Installation of five thousand, four hundred and thirty-two (5,432) linear feet of sanitary sewer pipe;
- Installation of one (1) flushing branch; and
- Installation of twenty-one (21) manholes.

Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Whitney Ranch 55C (Phase III), 57 & 58 (Phase II) improvements.

Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

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

Fiscal Impact

The estimated value of the contributed capital is \$2,377,584.

Attachments:

1. Bill of Sale
2. Map – Whitney Ranch 55C (Phase III), 57 & 58 (Phase II)
3. Whitney Ranch Phase 55C (Phase III), 57 & 58 (Phase II) 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 55C (Phase III), 57 & 58 (Phase II).

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 7, 2019


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: 
C. Blaine Peterson
Senior Vice President

By: 
Barry S. Villines
Chief Financial Officer



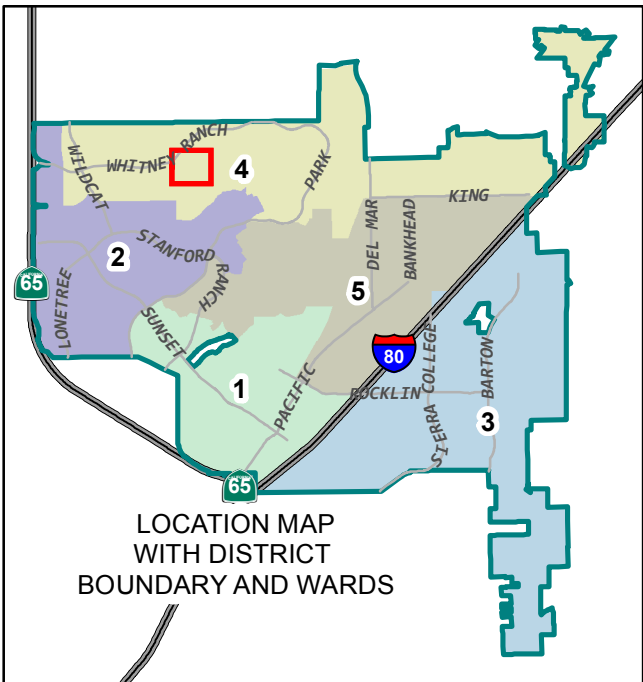
0 175 350 Feet
 1 in = 350 ft



**Whitney Ranch
 Unit 55C (Phase III),
 57 & 58 (Phase II)**

91 EDUs

Date: 5/28/2019
 Author: Curtis Little
 Document Path:
 G:\spmud_gis\mxd\Curtis\Bill Of Sale
 Maps\2019\MXD\WR55C, 57&58.mxd



LOCATION MAP
 WITH DISTRICT
 BOUNDARY AND WARDS

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
 WHITNEY RANCH 55C (PHASE III), 57 & 58 (PHASE II)
 ASSET INVENTORY**

Pipe ID	Diameter (in)	Material	Length (ft)
O06-021	6	SDR26	525
O06-026	8	SDR26	321.1
O06-036	6	SDR26	395.9
O06-035	6	SDR26	61.9
O06-034	6	SDR26	117.3
O06-033	6	SDR26	402.7
O06-032	6	SDR26	154
O06-031	6	SDR26	274
O06-030	6	SDR26	373.2
O06-029	6	SDR26	353.2
N06-123	6	SDR26	254
O06-028	6	SDR26	214.7
O06-027	6	SDR26	328.9
N06-124	6	SDR26	353.2
N06-122	6	SDR26	70.2
N06-121	6	SDR26	89.8
O06-025	8	SDR26	418.9
O06-024	8	SDR26	327.3
O06-023	8	VCP	280.6
O06-F01	8	SDR26	39
O06-F02	6	SDR26	58.1

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
 WHITNEY RANCH 55C (PHASE III), 57 & 58 (PHASE II)
 ASSET INVENTORY**

Structure ID	Structure Type	Diameter (in)
O06-021	Manhole	48
O06-023	Manhole	48
O06-024	Manhole	48
O06-025	Manhole	48
O06-026	Manhole	48
N06-120	Manhole	48
N06-121	Manhole	48
N06-122	Manhole	48
O06-027	Manhole	48
O06-028	Manhole	48
N06-123	Manhole	48
O06-029	Manhole	48
O06-030	Manhole	48
O06-031	Manhole	48
O06-032	Manhole	48
O06-033	Manhole	48
O06-034	Manhole	48
O06-035	Manhole	48
O06-036	Manhole	48
N06-124	Manhole	48
O06-F02	Flushing Branch	6
O06-039	Manhole	60

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
RESOLUTION NO. 19-09**

A RESOLUTION COMMENDING JOHN MARQUIS

WHEREAS, Mr. John Marquis, Inspector of the Technical Services Department is retiring after thirteen years of outstanding service to the South Placer Municipal Utility District; and

WHEREAS, the District has greatly benefitted from John's knowledge, experience, dedication and integrity; and

WHEREAS, John has been a dedicated employee working for both the Field Services and Technical Services Departments; and

WHEREAS, after thirteen years of service, John will be retiring from the District on May 31, 2019,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SOUTH PLACER MUNICIPAL UTILITY DISTRICT:

That this Board does hereby extend to John Marquis our sincere appreciation for his dedicated service to the South Placer Municipal Utility District,

PASSED AND ADOPTED at a regular meeting of the Board of Directors of South Placer Municipal Utility District this 6th day of June 2019, by unanimous vote:

Signed:

Jim Williams, President of the Board of Directors

Attest:

Joanna Belanger, Board Secretary

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT

To: Board of Directors

From: Joanna Belanger, Administrative Services Manager

Cc: Herb Niederberger, General Manager

Subject: Public Hearing for Delinquent Service Charges Tax Year 2018 and adoption of Resolution #19-10 collecting delinquent service charges on the Placer County Tax Rolls

Meeting Date: June 6, 2019

Background

In June of each year all customer accounts are reviewed to determine any delinquent service charges that remain outstanding for the previous calendar year. Customers are notified by mail if they have any delinquent charges. The notification advises of the date to pay these charges, along with a legal notice of the authority under which the District may request for the County of Placer to collect delinquent charges on the 2019-20 Direct Charges County Tax rolls.

Payments are accepted to avoid the assignment to the tax rolls up to the completion of the public hearing which is held at the June Board meeting each year.

The Notice for the June 6, 2019 Public Hearing regarding transfer of delinquent service charges to the Placer County tax roll has been published in the Placer Herald newspaper for two consecutive weeks. A Public Hearing should be held to hear testimony and allow the board to make any adjustments to assigned accounts.

Recommendation

Staff recommends that the Board of Directors:

1. Conduct a public hearing to receive public testimony, consider said testimony and close the public hearing; and
2. After consideration of the testimony, adopt Resolution 19-10 requesting that Placer County collect delinquent service charges for the South Placer Municipal Utility District on the Placer County Tax Rolls for the Year 2018.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Build Business efficiencies

Goal 5.2: Explore and evaluate investment and business practice alternatives

Fiscal Impact

Over the past few years the final amount assigned to the Property Taxes for collections is as follows:

Calendar Year 2017	\$296,445
Calendar Year 2016	\$336,459
Calendar Year 2015	\$257,783
Calendar Year 2014	\$271,287

At print time for the Agenda packet there are 1,067 outstanding accounts in the amount of \$360,000. Staff will provide updated numbers for outstanding accounts and the amount to be assigned to the County at the Board meeting.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
RESOLUTION 19-10**

**A RESOLUTION
REQUESTING THAT PLACER COUNTY COLLECT
DELINQUENT SERVICE CHARGES FOR SOUTH PLACER MUNICIPAL
UTILITY DISTRICT ON THE PLACER COUNTY TAX ROLLS FOR TAX YEAR 2018**

TAX CODE #71100

DIRECT CHARGE NAME: SOUTH PLACER MUNICIPAL UTILITY DISTRICT

WHEREAS, The South Placer Municipal Utility District (hereinafter “District”) requests the County of Placer collect on the County tax rolls certain charges which have been imposed pursuant to Section 12811 of the Public Utilities Code and Sections 5473 and 5473(a) of the Health and Safety Code, attached hereto, and

WHEREAS, The County has required as a condition of the collection of said charges that the District warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof,

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

- (a) The Auditor-Controller of Placer County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges, attached hereto.
- (b) The District warrants and represents that the taxes, assessments, fees and/or charges imposed by the District and being requested to be collected by Placer County comply with all requirements of state law, including but not limited to Articles XIIC and XIID of the California Constitution (Proposition 218).
- (c) The District releases and discharges County, and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County on the property tax roll of any taxes, assessments, fees and/or charges on behalf of District.

- (d) In consideration for the County’s collection of the charge through the County’s property tax roll, the District agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the “Indemnified Parties”) from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County of any of District’s said taxes, assessments, fees and/or charges requested to be collected by County for District, or in any manner arising out of District’s establishment and imposition of said taxes, assessments, fees and/or charges. District agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of one of District’s taxes, assessments, fees and/or charges, the County may offset the amount of the judgment from any other monies collected by County on behalf of District, including property taxes.

- (e) The District agrees that its officers, agents and employees will cooperate with the County by responding to all inquiries referred to District by County from any person concerning the District’s taxes, assessments, fees and/or charges, and that District will not refer such persons to County officers and employees for response.

- (f) The District agrees to pay the County for the reasonable and ordinary charges to recoup its costs of placement and collection on the tax rolls at the agreed upon rate of 1% of the taxes, assessments, fees and/or charges, as provided by Government Code sections 29304 and 51800.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 6th, day of June 2019.

Signed: _____
Jim Williams, President of the Board of Directors

Attest: _____
Joanna Belanger, Board Secretary

ATTACHMENT A

Section 12811 of the Public Utilities Code

The board may provide for the collection of fees, tolls, rates, rentals, or other charges in any lawful manner and may provide for collection by action at law, and all remedies for the collection and enforcement thereof are cumulative and may be pursued alternatively or consecutively as the board determines. In addition to the amount of the fees, tolls, rates, rentals, or other charges, the board may provide for a penalty of not more than 10 percent or interest at the prevailing prime interest rate, but not to exceed 112 percent per month, or both, in the event of nonpayment within the time and in the manner prescribed by the board, and may provide for collection of the penalty and interest.

Sections 5473 and 5473(a) of the Health and Safety Code

5473. Any entity which has adopted an ordinance pursuant to this article or an order pursuant to Section 6520.5 may, by such ordinance or by separate ordinances or resolutions approved by a two-thirds vote of the members of the legislative body thereof, elect to have such charges collected on the tax roll in the same manner, by the same persons, and at the same time as, together with and not separately from, its general taxes. In such event, it shall cause a written report to be prepared each year and filed with the clerk, which shall contain a description of each parcel of real property receiving such services and facilities and the amount of the charge for each parcel for the year, computed in conformity with the charges prescribed by the ordinance or resolution.

Any ordinance or resolution adopted pursuant to this section authorizing the collection of charges on the tax roll shall remain in effect for the time specified in the ordinance or resolution or, if no time is specified in the ordinance or resolution, until repealed or until a change is made in the rates charged by the entity.

The powers authorized by this section shall be alternative to all other powers of any entity, and alternative to other procedures adopted by the legislative body thereof for the collection of such charges. The real property may be described by reference to maps prepared in accordance with Section 327, Revenue and Taxation Code, and on file in the office of the county assessor or by reference to plats or maps on file in the office of the clerk.

5473a. Any entity may make the election specified in Section 5473 with respect only to delinquent charges and may do so by preparing and filing the written report, giving notice and holding the hearing therein required only as to such delinquencies.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors

From: Sam Rose, Superintendent

Cc: Herb Niederberger, General Manager

Subject: Resolution #19-11 Architectural Services – Facilities Buildings Improvements in the amount of \$93,675

Meeting Date: June 6, 2019

Overview

During the October 2017 Board meeting the Board reviewed a Space Planning and Circulation Analysis that was performed by contracted architectural services. The purpose of the analysis was to identify opportunities for additional land use efficiencies and develop options to accommodate future growth. Three facility building improvements were identified:

1. Headquarters Lobby Security Upgrade. Currently there are no measures in place to prevent non-District personnel from accessing the Headquarters building from the lobby area.
2. Corporation Yard Locker Room Expansion. The locker room is small, and there are more employees than lockers. In addition, the lockers do not adequately accommodate uniforms, District-issued garments and personal items.
3. Breakroom/Meeting Room Addition. Currently there is not a common area where all employees can meet without reconfiguring a space and bring tables and chairs from other rooms. The Headquarters breakroom is small and does not accommodate the eleven employees that work in the building. The construction of the breakroom would create the opportunity to re-purpose other spaces at the corporation yard to allow for much needed storage.

To move forward with these projects, the District advertised the Architectural Services – Facilities Buildings Improvements Request for Qualifications (RFQ) and received submittals from six architectural firms. Williams + Paddon Architects + Planners (WP) was selected.

Staff met with WP to discuss scope and fee. Staff directed WP to design and obtain permits for the Lobby Security Upgrades and Locker Room Expansion projects and to determine feasibility and provide conceptual design for the Break Room Addition. The total fee for professional services is \$93,675.

Recommendation

Staff recommends:

- 1) The Board of Directors adopt Resolution 19-11 authorizing the General Manager to Award the Contract to design and obtain building permits for the Lobby Security and Locker Room facilities; and determine feasibility and provide a conceptual design of the Breakroom/Meeting Room.
- 2) The President establish an Architectural Advisory Committee and appoint members.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain Transparency with all District Activities

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

Related District Ordinances and Policies

Policy 3150 - Purchasing

Fiscal Impact

The estimated cost to design and obtain building permits for the Lobby Security and Locker Room projects and provide a conceptual design for the Breakroom/Meeting room is \$93,675. Budgetary estimates to construct the Lobby Security and Locker Room facilities are \$50,000 and \$250,000 respectively. This project will be charged to Fund 400.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
RESOLUTION NO. 19-11

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES – FACILITIES BUILDINGS IMPROVEMENTS**

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

WHEREAS, the District solicited Statements of Qualifications from Architectural firms via the Request for Qualifications process in accordance with the District’s Purchasing Policy 3150.

WHEREAS, Williams + Paddon Architects + Planners was selected in accordance with the Consultant Selection Process outlined in the RFQ.

NOW, THEREFORE BE IT RESOLVED, the South Placer Municipal Utility District Board of authorizes the General Manager to:

1. Award the contract to design and obtain building permits for the Lobby Security and Locker room facilities; and determine feasibility and provide a conceptual design of the Breakroom Addition for \$93,675.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 6th day of June 2019.

Signed: _____
James T. Williams, President of the Board of Directors

Attest: _____
Joanna Belanger, Board Secretary

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors

From: Sam Rose, Superintendent

Cc: Herb Niederberger, General Manager

Subject: Resolution #19-12 Request for Proposals – Supervisory Control and Data Acquisition (SCADA) Master Plan

Meeting Date: June 6, 2019

Overview

The District's current Supervisory Control and Data Acquisition (SCADA) system has been in place for about 8 years. It runs on a proprietary architecture and is supported by only one service provider in California. The current system lacks flexibility and has limited functionality. In addition, staff has growing concerns regarding the absence of multiple vendor support, and the lone service provider's future availability. Staff has identified the replacement of the system as a key component of the District's ongoing Capital Improvement Program. The objective of the SCADA Master Plan is to provide major scope of items, preliminary design and associated planning level cost estimates for our SCADA/cybersecurity program so a budget can be developed to support upgrades.

The District received seven (7) responses to a February 12, 2019 Request for Proposals (RFP), to Develop the SCADA Master Plan. Staff reviewed and ranked the proposals in accordance with the Consultant Selection process outlined in the RFP. TESCO Controls, Inc. was selected. Incidentally, as part of their proposal, TESCO offered a Design-Build alternative to the traditional Design-Bid-Build approach.

For this type of SCADA project, a traditional Design-Bid-Build approach would involve: (1) RFP for professional services to develop a Master Plan with preliminary design components; (2) An additional Request for Proposals and award for Final Design services; (3) Preparation of a Bid Package for the Installation and Implementation; and 4) Award of a contract to construct, install and implement the SCADA system. Additional consulting services would be required throughout this process leading to the possibility of working with three different consultants throughout this process, which has the potential to create accountability conflicts. Following this approach, the timeline from project commencement to completion would be three to four years. A budget level estimate of replacement costs using this approach is \$3.2 million.

A Design-Build SCADA project would require the award of a contract based only the RFP for Design-Build services from pre-qualified consultant/contractor teams or firm. This approach would include collaborative workshops for planning and budgeting, engineering design and implementation, all by the same team or firm. A "guaranteed maximum price" for these services would be set in the design-build contract to control costs. There is the potential for significant

ITEM VI.4

savings (\$500,000 to \$750,000) and increased accountability, as the Design-build service provider would be responsible for all aspects of the project. Following this approach, the timeline for completion cut in half with significant cost savings. Staff believes this approach would be beneficial to the District. However, the State procurement code has specific requirements and procedures to follow if pursuing a Design-Build contract and the District is currently not in compliance with the code.

Recommendation

Because staff did not initially pursue the Design-Build approach for this project, staff is proposing a menu of options for the Board to consider:

- a. Award the SCADA Master Plan to TESCO Controls, Inc. and utilize the Bid-Design-Build process. Staff has included with this staff report Resolution 19-12 authorizing the General Manager to execute a contract with TESCO for \$159,460 to develop a SCADA Master Plan;

or

- b. Reject all proposals and resolicit for a Design-Build SCADA System.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain Transparency with all District Activities

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

Related District Ordinances and Policies

Policy 3150 - Purchasing

Fiscal Impact

The estimated cost to develop the SCADA Master Plan is \$159,460 and will be funded as an operational expense from Fund 100. Total estimated replacement cost is between \$2,500,000 to \$3,200,000 depending upon the selected procurement method and would be charged to the Rehabilitation and Replacement Fund 400.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
RESOLUTION NO. 19-12

REQUEST FOR PROPOSALS
SOUTH PLACER MUNICIPAL UTILITY DISTRICT - SCADA MASTER PLAN

WHEREAS, the South Placer Utility District (District) owns and operates a Supervisory Control and Data Acquisition (SCADA) system that no longer meets it's needs:

WHEREAS, the District solicited a (qualifications-based) Request for Proposals (RFP) for consulting services to develop a SCADA Master Plan in accordance with the District's Purchasing Policy 3150.

WHEREAS, the TESCO Controls, Inc. was selected in accordance with the Consultant Selection Process outlined in the RFP.

NOW, THEREFORE BE IT RESOLVED, the South Placer Municipal Utility District Board of authorizes the General Manager to:

1. Award the contract to TESCO Controls, Inc. in the amount of \$159,460.00

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 6th day of June 2019.

Signed: _____
James T. Williams, 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: Fiscal Year 2019/20 Budget Workshop

Meeting Date: June 6, 2019

Overview

For each forthcoming fiscal year, the South Placer Municipal Utility District adopts an annual budget that provides the Board of Directors with the upcoming fiscal year revenues and expenses for the General and Capital Funds. The Budget's primary use is as a fiscal planning tool to accomplish the District's strategic goals and objectives. This staff report along with the information conveyed during the staff presentation and accompanying workshop will provide the background for the Fiscal Year 2019/20 Budget.

Discussion

The District's primary funding goals are

- Fully funding all Operations, Maintenance and Regulatory Obligations
- Providing adequate funding for Capital Investments
- Fully funding the District's obligations to CalPERS
- Fully funding the District's annual required contribution (ARC) for Other Post-Employment Benefits (OPEB)
- Maintaining minimum reserve fund balances
- Meeting the Debt Coverage Ratio mandated by the South Placer Wastewater Authority (SPWA) debt indenture

Revenues

In accordance with Ordinance 17-02, an increase is programmed for July 1, 2019, changing monthly service charges to \$36.00/month/EDU. In addition, per Ordinance 17-03, an increase in the Local Participation Fee is also scheduled for July 1, 2019 that will increase the fee to \$3,923 per EDU. Total revenues for FY 2019/20 are projected to be \$19.30 Million with General Fund revenues projected to be \$15.87 Million (82% of total), and Capital Fund Revenues projected to be \$3.43 Million (18% of total). Please see attached Appendix A.

Expenses

The District is in the third year of the Employee and Managers MOU adopted under Resolutions 17- 13 and 17-14. Per the MOU, salaries are expected to increase in accordance with the US Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W), currently at 3.1%. Also, the District is in the second year of the Performance Merit Program; the District is budgeting an additional \$52,500 for the program. Total Salary and Benefits are programmed to increase \$0.59 Million (10.14%) over the prior year. There is a significant increase in this years Unfunded Accrued Liability to be paid to CalPERS. Expenses anticipated by the South Placer Wastewater Authority

for operations and maintenance (O&M) costs are expected to increase. The funding for annual rehabilitation and replacement (R&R) projects are however expected to decrease in the coming year. The Board was notified of these changes during the adoption of the 5-Year Financial Plan on May 4, 2017 Total SPWA O&M and R&R are projected to be \$4.48 Million and \$1.05 Million, respectively, for FY 2019/20.

FY 2019/20 General Fund expenses are budgeted to be \$13.74 Million (\$12.37 Million before depreciation), down by approximately \$0.25 Million (0.2%) over the previous year. Please see attached Appendix B.

Capital Projects

FY 2019/20 Capital Projects are projected to be approximately \$7.61 Million. This can be broken down into the following categories: General Fund (GF) Capital Projects (Fund 100) - \$1,085,500; Capital Improvements & Enlargement (CIP) projects (Fund 300) – \$3,520,000; Capital Replacements & Rehabilitation (R&R) projects (Fund 400) - \$3,011,500. Please see attached Appendix C.

Investment Fund Balances

FY 2018/19, projected year end balances are projected to be \$12.67 Million in Fund 100 (22%), \$22.55 Million in the Fund 300 (39%) and \$22.11 Million in Fund 400 (38%). Please see attached Appendix D.

Compliance with Policy #3130

In accordance with Section 3 of the District’s Reserve Policy #3130, the General Fund Assigned Fund Balance Reserves consists of three parts: i) Operation and Maintenance Reserve; ii) Rate Stabilization Reserve; and iii) Emergency Reserve; and are shown in Table 1 – General Fund Reserve Requirements: The adoption of this budget allows the District to have demonstrated compliance with the Reserve Policy #3130.

The District has a current General Fund Reserve balance of \$12.67 Million which is projected to be \$11.84 Million by year end. This will exceed the minimum requirement of \$ 10.77 M.

Table 1. General Fund Reserve Requirements

Reserve Fund	Description	Amount
Operation and Maintenance Reserve	6 months O&M expenses (before depreciation)	50% (\$12,373,300) = \$ 6,186,500
Rate Stabilization Reserve	10% of the annual revenue	10% (\$15,871,700) = \$ 1,587,170
Emergency Reserve	\$3 Million	\$ 3,000,000
Total		\$ 10,773,670

Compliance with SPWA Funding Agreement and Debt Indenture

The SPWA Funding Agreement established a Rate Stabilization Account to be used for the payment of debt service on the Bonds and other costs of the Authority. Monthly contributions of regional connection fees are deposited into the Rate Stabilization Account, and SPWA pays the debt service and other costs from the Account, based on each member’s proportionate share. As of June 30, 2018, the District had a balance of \$54,090,935 in the Rate Stabilization Account on deposit with the Authority. Also, in accordance with the revised funding scenarios authorized by the SPWA Amended and Restated Funding Agreement, the annual SPWA Debt assigned to SPMUD is projected to increase to \$3,220,897. Without any changes, the District currently has over 16 years’ worth of debt service on account with SPWA.

In accordance with the South Placer Wastewater Authority (SPWA) debt indenture, the net revenues of the respective members are expected to provide Debt Coverage Ratio of 110% over the lives of the Bonds.

$$\text{DCR} = [\text{All revenues} - \text{All O\&M (before dep)}] / \text{SPWA Debt} > 1.1.$$

$$\text{All SPMUD Revenues} = \$19,304,700$$

$$\text{All SPMUD Expenses (before depreciation)} = \$12,373,300$$

$$\text{DCR} = (\$19,304,700 - 12,373,300) / \$3,220,897 = \underline{\mathbf{2.15}} > \mathbf{1.1}$$

The adoption of this budget allows the District to have demonstrated compliance with the required Debt Coverage Ratio required by the SPWA Bond Indenture.

Strategic Plan Goals

The FY 2019/20 Budget continues to support the Key Areas of Focus & Desired Outcomes; Goals & Key Performance Indicators of the Strategic Plan Goal.

Related District Ordinances and Policies

This action complies with the following District Policies:

Policy No. 3105 – Budget Preparation

Policy No. 3115 – Fixed Asset Capitalization and Accounting Control

Policy No. 3120 – Investment of District Funds

Policy No. 3130 – Reserve Policy

Fiscal Impact

The total budget recommendation for FY 2019/20 is \$21.36 Million which can be broken down to \$13.74 Million in Annual Expenses and \$7.61 Million in Capital Investment.

APPENDIX A

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
REVENUE BUDGET FY 19/20**

GENERAL FUND	AUDITED FINANCIALS		PROJECTED	PROPOSED
	FISCAL YR 16/17	FISCAL YR 17/18	FISCAL YR 18/19	FISCAL YR 19/20
SEWER SERVICE CHARGES REVENUES	\$ 11,196,000	\$ 12,694,346	\$ 13,148,233	\$ 14,128,900
PERMITS, PLAN CHECK FEES & INSPECTIONS	\$ 475,524	\$ 338,446	\$ 386,545	\$ 410,000
PROPERTY TAXES	\$ 874,218	\$ 929,449	\$ 931,900	\$ 950,500
LATE FEES SEWER SERVICE CHARGES	\$ -	\$ -	\$ 151,721	\$ 157,000
INTEREST	\$ 764,133	\$ 45,706	\$ 164,144	\$ 167,500
GAIN/LOSS ON SALE FIXED ASSET DISPOSAL	\$ (27,186)	\$ 63,498	\$ 9,600	\$ 9,800
MISCELLANEOUS INCOME	\$ -	\$ -	\$ 47,832	\$ 48,000
TOTAL GENERAL FUND	\$ 13,282,689	\$ 14,071,445	\$ 14,839,975	\$ 15,871,700
CAPITAL IMPROVEMENT FUND				
SEWER PARTICIPATION FEES	\$ 4,700,227	\$ 2,520,400	\$ 2,945,717	\$ 3,000,000
INTEREST	\$ -	\$ 197,569	\$ 141,446	\$ 144,000
TOTAL CAPITAL IMPROVEMENT FUND	\$ 4,700,227	\$ 2,717,969	\$ 3,087,164	\$ 3,144,000
CAPITAL REPLACEMENT FUND				
INTEREST	\$ -	\$ 78,658	\$ 283,298	\$ 289,000
TOTAL CAPITAL REPLACEMENT FUND	\$ -	\$ 78,658	\$ 283,298	\$ 289,000
TOTAL SPMUD REVENUE	\$ 17,982,916	\$ 16,868,072	\$ 18,210,437	\$ 19,304,700

APPENDIX B

**South Placer Municipal Utility District
General Fund Expenditure Budget FY 19/20**

GENERAL FUND EXPENDITURES	AUDITED FINANCIALS		PROJECTED	PROPOSED
	FISCAL YR 16/17	FISCAL YR 17/18	FISCAL YR 18/19	FISCAL YR 19/20
Salaries/Wages	\$ 2,021,529	\$ 2,378,643	\$ 2,369,196	\$ 2,618,000
FICA - Social Security	\$ 134,846	\$ 177,384	\$ 173,100	\$ 207,000
CalPERS Retirement & UAL	\$ 1,040,419	\$ 497,944	\$ 435,000	\$ 674,900
457 & 401a Retirement	\$ 46,575	\$ 79,098	\$ 82,000	\$ 100,200
Insurance Benefits	\$ 496,890	\$ 606,026	\$ 647,000	\$ 671,000
Pers OPEB	\$ 216,683	\$ 162,636	\$ 235,000	\$ 265,000
Sub Total Salaries & Benefits	\$ 3,956,942	\$ 3,901,731	\$ 3,941,296	\$ 4,536,100
Property & Liability Insurance	\$ 98,407	\$ 119,949	\$ 120,000	\$ 152,000
Professional Services	\$ 59,643	\$ 89,124	\$ 109,501	\$ 435,200
Vehicle Repair and Maintenance	\$ 82,277	\$ 84,911	\$ 85,000	\$ 85,000
Professional Development	\$ 33,384	\$ 46,329	\$ 40,800	\$ 63,000
Legal Services	\$ 111,568	\$ 31,994	\$ 74,000	\$ 100,000
Utility Billing/Banking Expense/Printing	\$ 163,984	\$ 160,606	\$ 175,000	\$ 182,000
Discount - LIL Rate Assistance Program	\$ -	\$ 10,876	\$ 7,800	\$ 8,200
Other Operating Expenses	\$ 19,892	\$ 15,707	\$ 28,000	\$ 31,500
General Operating Supplies & Maintenance	\$ 158,048	\$ 155,022	\$ 150,000	\$ 162,000
Gas & Oil Expenses	\$ 29,109	\$ 39,096	\$ 40,000	\$ 50,000
Election Expenses	\$ -	\$ -	\$ 1,000	\$ -
Safety Gear/Uniforms	\$ 16,128	\$ 17,566	\$ 17,000	\$ 25,000
Utilities	\$ 134,652	\$ 162,246	\$ 126,000	\$ 130,000
Repair/Maintenance Agreements	\$ 74,792	\$ 73,197	\$ 89,200	\$ 110,000
Regulatory Compliance/Government Fees	\$ 39,289	\$ 33,014	\$ 42,000	\$ 54,000
Root Control Program	\$ -	\$ 39,226	\$ 74,000	\$ 35,000
Lift Station & Flow Recorder Programs	\$ 46,533	\$ 14,915	\$ 28,000	\$ 38,000
Building & Grounds Maintenance	\$ 39,810	\$ 73,546	\$ 75,100	\$ 63,100
Asphalt Paving	\$ 6,795	\$ 26,467	\$ 25,000	\$ 25,000
Sub Total Local SPMUD General Fund Expenses	\$ 1,114,311	\$ 1,193,790	\$ 1,307,401	\$ 1,749,000
RWWTP Maintenance & Operations	\$ 4,711,758	\$ 5,003,758	\$ 4,887,293	\$ 5,033,900
RWWTP Rehab & Replacement	\$ 1,505,199	\$ 2,289,670	\$ 2,499,100	\$ 1,054,300
Sub Total SPWA O&M + R&R Expenses	\$ 6,216,957	\$ 7,293,428	\$ 7,386,393	\$ 6,088,200
Total Operations Expense before Depreciation	\$11,288,210	\$12,388,949	\$ 12,635,090	\$ 12,373,300
Depreciation expense	\$ 1,343,872	\$ 1,423,548	\$ 1,362,085	\$ 1,375,000
Total General Fund Expenses	\$12,632,082	\$13,812,497	\$ 13,997,175	\$ 13,748,300

APPENDIX C

South Placer Municipal Utility District CAPITAL INVESTMENT FY19/20

	AUDITED FINANCIALS		PROJECTED	PROPOSED
	FISCAL YR 16/17	FISCAL YR 17/18	FISCAL YR 18/19	FISCAL YR 19/20
TOTAL GENERAL FUND CAPITAL IMPROVEMENTS	\$ 157,190	\$ 136,274	\$ 98,900	\$ 1,085,500
TOTAL CIP & EXPANSION	\$ 842,722	\$ 4,592,725	\$ 2,633,792	\$ 3,520,000
TOTAL REPLACEMENT & REHABILITATION	\$ 714,054	\$ 1,241,438	\$ 373,173	\$ 3,011,500
TOTAL CAPITAL INVESTMENT	\$ 1,713,966	\$ 5,970,437	\$ 3,105,865	\$ 7,617,000

South Placer Municipal Utility District Capital Expenditure Budget FY 19/20

		PROPOSED FISCAL YR 19/20		
		FUND 100	FUND 300	FUND 400
		General Fund Capital	CIP & Expansion	Capital Replacement & Rehabilitation
CAPITAL IMPROVEMENTS				
BOARD ROOM AUDIO/VISUAL UPGRADES	\$ 15,000			\$ 15,000
LIFT STATION PUMP REPLACEMENT	\$ 13,000			\$ 13,000
SCADA DESIGN & IMPLEMENTATION	\$ 1,000,000			\$ 1,000,000
VEHICLE/EQUIPMENT UPGRADES/REPLACEMENT	\$ 31,000			\$ 31,000
VEHICLE PURCHASES - CCTV/INSP VEHICLES	\$ 310,000			\$ 310,000
PIPE TRAILER IMPROVEMENTS	\$ 15,000			\$ 15,000
EMERGENCY BYPASS PUMP REPLACEMENT	\$ 60,000			\$ 60,000
CURED IN PLACE PIPE	\$ 600,000			\$ 600,000
LATERAL SEALS	\$ 200,000			\$ 200,000
CORP YARD FENCE	\$ 200,000			\$ 200,000
FOOTHILL TRUNK PROJECT - CONSTRUCTION	\$ 3,140,000		\$ 3,140,000	
ROCKLIN 60 PH III REIMBURSEMENT	\$ 160,000		\$ 160,000	
TRUNK EXTENSION REIMBURSEMENT	\$ 200,000		\$ 200,000	
LOWER LOOMIS DIVERSION SEWER - CONSTRUCTION	\$ 20,000		\$ 20,000	
SOFTWARE/DATA ACQUISITION	\$ 21,000	\$ 21,000		
SYSTEM IMPROVEMENTS	\$ 70,000	\$ 70,000		
PARTICIPATION IN REGIONAL PROJECTS	\$ 480,000	\$ 30,000		\$ 450,000
EASEMENT INSPECTION EQUIPMENT	\$ 12,000	\$ 12,000		
COMPUTERS/OFFICE FURNITURE	\$ 18,000	\$ 18,000		
CY MASTER PLAN CAPITAL IMPROVEMENTS	\$ 425,000	\$ 425,000		
NEWCASTLE MASTER PLAN IMPROVEMENTS	\$ 350,000	\$ 350,000		
CORP YARD OFFICE UPGRADES	\$ 36,000	\$ 36,000		
EASEMENT/ACCESS ROAD REPLACEMENT/UPGRADES	\$ 235,000	\$ 117,500		\$ 117,500
FLOW MONITORING EQUIPMENT	\$ 6,000	\$ 6,000		
Total Capital Improvements	\$ 7,617,000	\$ 1,085,500	\$ 3,520,000	\$ 3,011,500

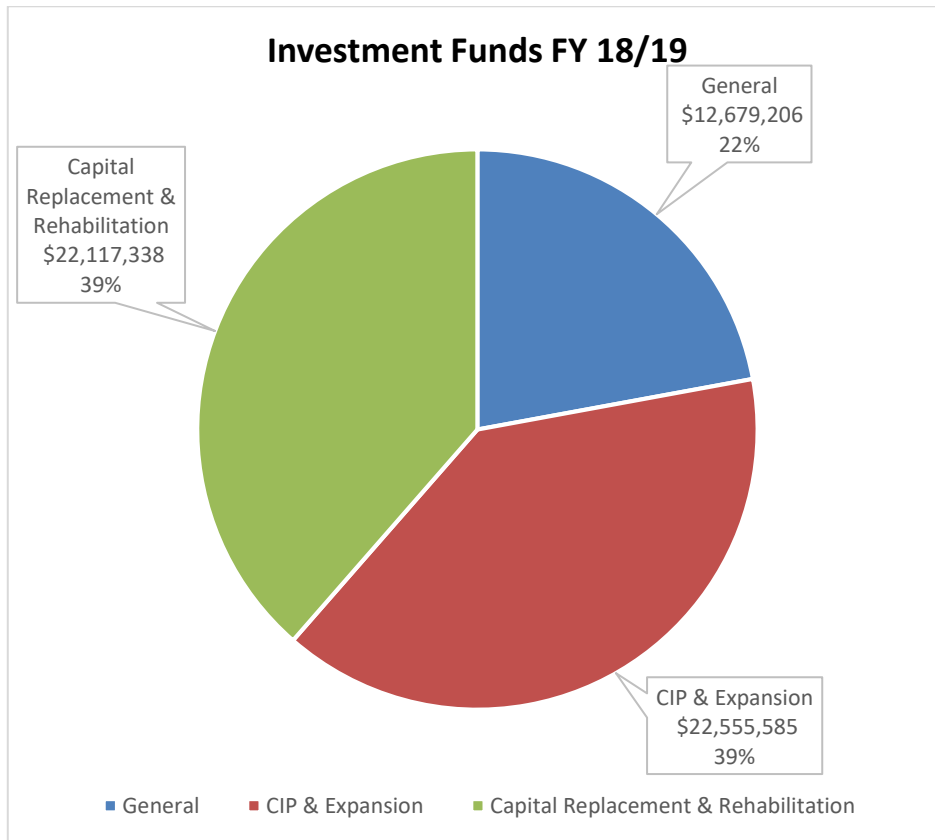
APPENDIX D

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
INVESTMENTS FY 18/19**

Projected FY 18/19

CASH & INVESTMENTS	TOTAL AUDITED FUNDS FY 17/18	Fund 100	Fund 300	Fund 400
		General	CIP & Expansion	Capital Replacement & Rehabilitation
Allocation to Fund Type		22.10%	39.34%	38.56%
CALTRUST	\$ 19,275,339	\$ 4,412,261	\$ 7,852,316	\$ 7,696,656
WELLS FARGO - Fixed Income Securities	\$ 21,966,842	\$ 5,029,292	\$ 8,950,420	\$ 8,772,991
LAIF (Local Agency Investment Fund)	\$ 5,114,252	\$ 949,600	\$ 1,680,899	\$ 1,656,461
PLACER COUNTY TREASURY	\$ 5,177,179	\$ 2,167,384	\$ 3,857,203	\$ 3,780,740
CHECKING ACCOUNT BALANCE	\$ 575,599	\$ 120,669	\$ 214,747	\$ 210,490
TOTALS	\$ 52,109,211	\$ 12,679,206	\$ 22,555,585	\$ 22,117,338

TOTAL INVESTMENT FUNDS FY 18/19 \$ 57,352,129



ITEM VII.2 GENERAL MANAGER REPORT

To: Board of Directors
From: Herb Niederberger, GM
Date: June 6, 2019
Subject: General Manager Monthly Staff Report – May 2019

1) DEPARTMENT REPORTS

Attached are the monthly status reports for the Boards information:

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

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

2) INFORMATION ITEMS

- A. On May 1, 2019, the General Manager and Director Mitchell attended the Rocklin Chamber of Commerce Government Relations Committee for a briefing from Gayle Garbolino-Mojica, Placer County Superintendent of Schools, David Patterson, Placer County Board of Education and Roger Stock, Superintendent of Rocklin Unified School District ,on the challenges faced by public education in Rocklin.
- B. On May 13, 2019, the General Manager and District Superintendent, Sam Rose, met with representatives from Williams & Paddon for a scoping meeting regarding the pending project to improve the District entry and locker room facilities.
- C. On May 16, 2019, the General Manager met with District Legal Counsel to discuss: 1) Del Oro Assignment Agreement; 2) the requirements for a design-build Supervisory Control and Data Acquisition (SCADA) project; and 3) RR payment response.
- D. On May 20, 2019, the General Manager met with Michael O’Hagan to discuss marketing opportunities for the sale of the property associated with Irish Lane Pump Station and Ponds.
- E. Advisory Committee Meetings:
There were no advisory committee meetings in May.

3) PURCHASE ORDERS/CONTRACTS INITIATED UNDER GENERAL MANAGER AUTHORITY

None for May

4) **LONG RANGE AGENDA**

July 2019 (moved to June 27, 2019 @ 2:30 pm)

SDRMA Ballot Approval
Adopt 2019-20 Budget
Report on SPWA Issues
Del Oro Assignment Agreement

August 2019

SECAP Update
Disposal of Assets Workshop

September 2019

Strategic Plan Annual Report
Bi-Annual Conflict of Interest Review

December 2019

Final Audit and Consolidated Annual Financial Report (CAFR)
General Manager's Performance Evaluation

To: Board of Directors
From: Sam Rose, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Field Services Department Monthly Report
Meeting Date: June 6, 2019

Overview

This report provides the Board with an overview of Field Services operations and maintenance activities through 04/30/2019. The work listed is not all inclusive.

1. Lost Time Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 972 days without a Lost Time Accident/Injury.

2. Safety/Training/Professional Development

- a. All Field employees participated in:
 - i. Four (5) “Tailgate” safety sessions.
 - ii. Competent Person Training – Excavations
 - iii. Emergency Bypass Pumping at Lift Stations

3. Miscellaneous

- a. One Field Services employee is currently off for medical reasons - surgery
 - i. It is anticipated recovery time will be 2 (more) months
- b. One employee is scheduled for six-weeks FMLA leave starting May 1.
- c. 78 mainline segments were chemically treated for root intrusion by contracted forces. Project complete.
- d. 6 laterals were CIPP lined by contracted forces. Work continues.

4. Customer Service Calls

- a. Response Time Goals
 - i. 30 Minutes During Business Hours
 - ii. 60 Minutes During Non-Business Hours
 - iii. 95% Success Rate
 - A. See Table A below

ITEM VII.2

Table A					
Goal is 95%	Responses	Successes	Success Rate	Ave During Business (minutes)	Ave During Non-Business (minutes)
July	6	4	67%	16	59
August	12	12	100%	15	31
September	13	12	92%	22	42
October	24	21	88%	24	54
November	13	13	100%	21	38
December	19	18	95%	24	50
January	23	21	91%	20	53
February	11	11	100%	19	31
March	35	34	97%	23	45
April	19	16	84%	22	40
May					
June					
YTD Totals	175	162	Average	21	44

Success Rate 93%

SSO's			
	Owner	SPMUD Laterals	SPMUD Other
July	0	0	0
August	0	1	0
September	0	1	0
October	0	0	0
November	0	0	0
December	0	2	0
January	2	2	0
February	0	0	0
March	1	2	0
April	1	1	0
May			
June			
F-YTD	4	9	0

Stoppages			
	Owner	SPMUD Laterals	SPMUD Other
July	2	0	0
August	8	1	0
September	11	2	0
October	11	1	0
November	7	3	0
December	20	5	0
January	8	4	0
February	5	1	0
March	7	3	0
April	6	2	0
May			
June			
F-YTD	73	18	0

Blockage Cause:	
64%	Root Intrusion
36%	Paper Buildup

Odor			
	Owner	SPMUD	Other
July	1	2	
August			
September	1		
October	2	1	6
November			
December	1		1
January	1		2
February	0	0	1
March	2	1	0
April	0	0	0
May			
June			
F-YTD	6	3	10

Miscellaneous			
	Owner	SPMUD	Other
July			1
August			2
September			
October		1	
November		1	2
December		1	1
January		2	
February	0	1	0
March	3	2	5
April	1	1	4
May			
June			
F-YTD	4	9	15

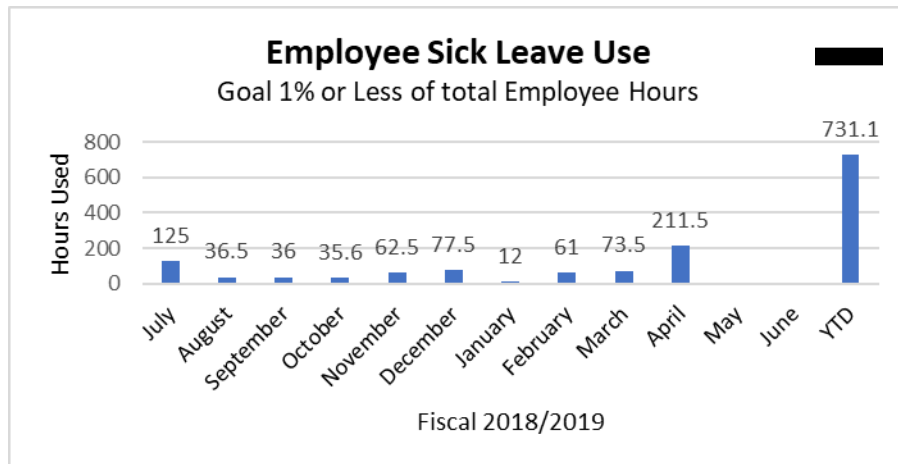
Odor Notes:

The high volume of Odor Complaints in October was due to a (strange) fish kill in a pond off Circle Drive in Loomis. Staff reported this to Town of Loomis, Placer County Environmental Health and State Fish & Wildlife.

SPMUD (Misc.) Responsibility

- (1) Vermin
- (4) Burped Toilet
- (2) Flow Recorder High Level
- (1) Broken PLCO Box
- (2) Ground Water
- (1) Electric Power Fail

5. Employee Sick Leave Use

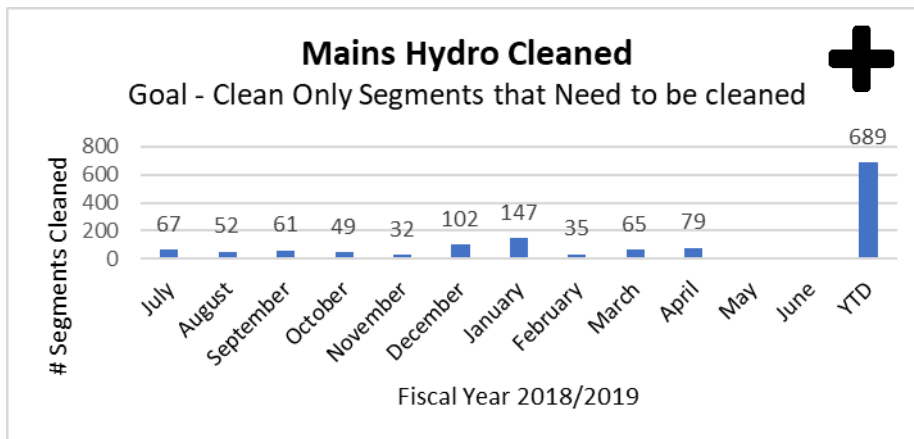
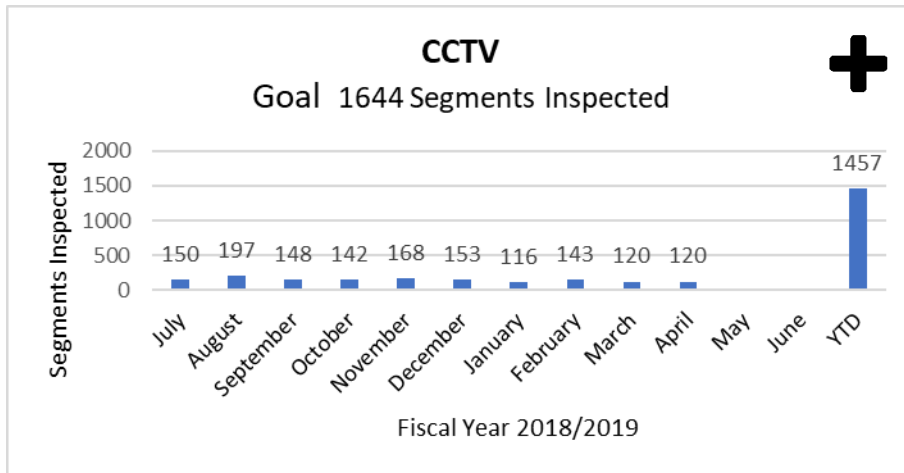


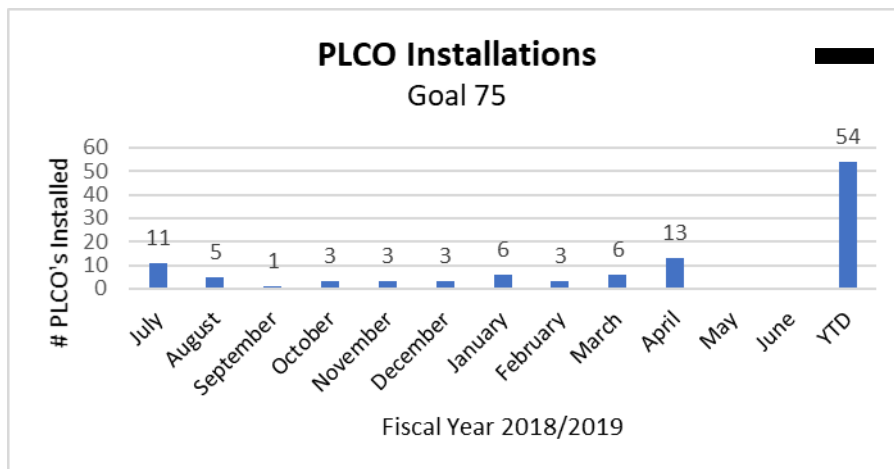
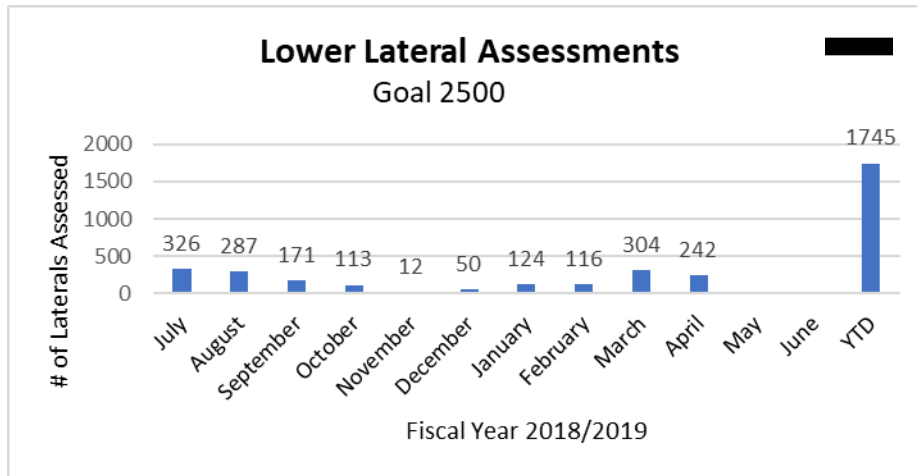
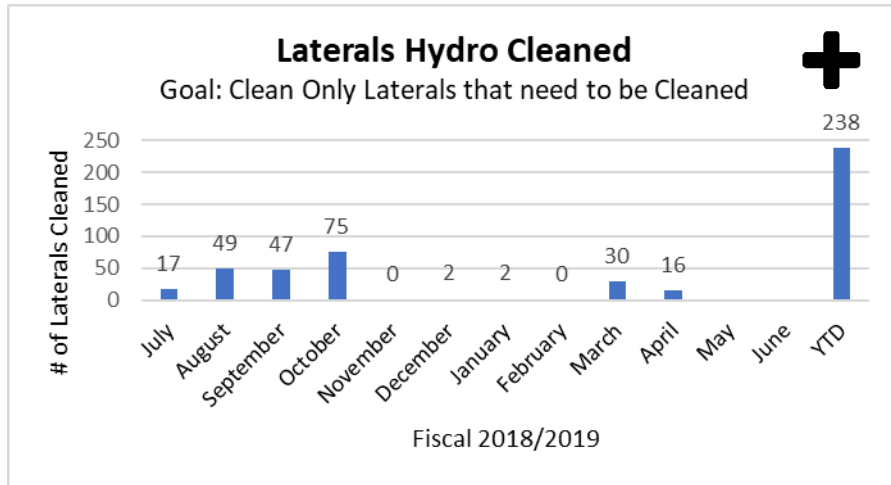
15 employees at 2080 hours/year = 31,200 hours. Goal for year is < 312 hours used.
 ** Sick leave used to date is 2.81% of total hours.

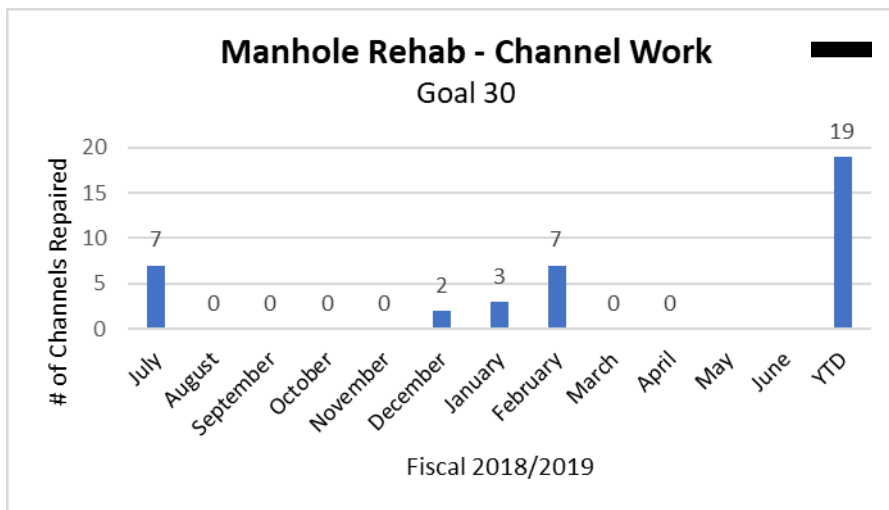
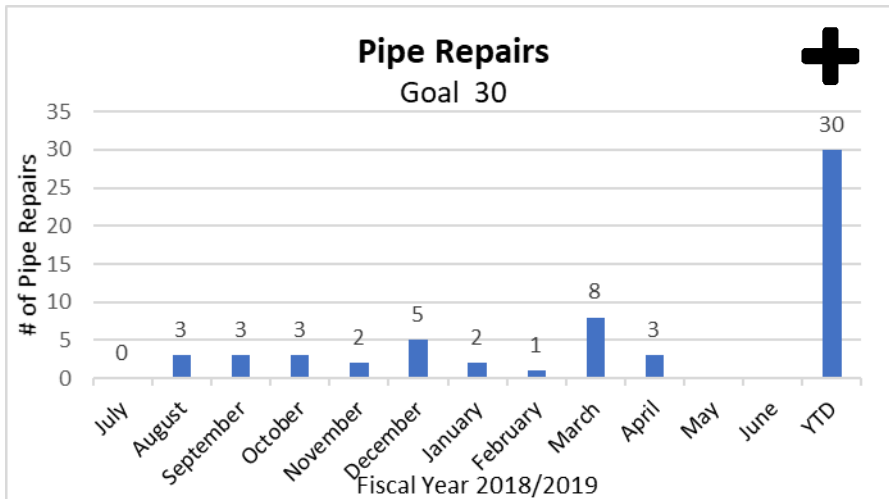
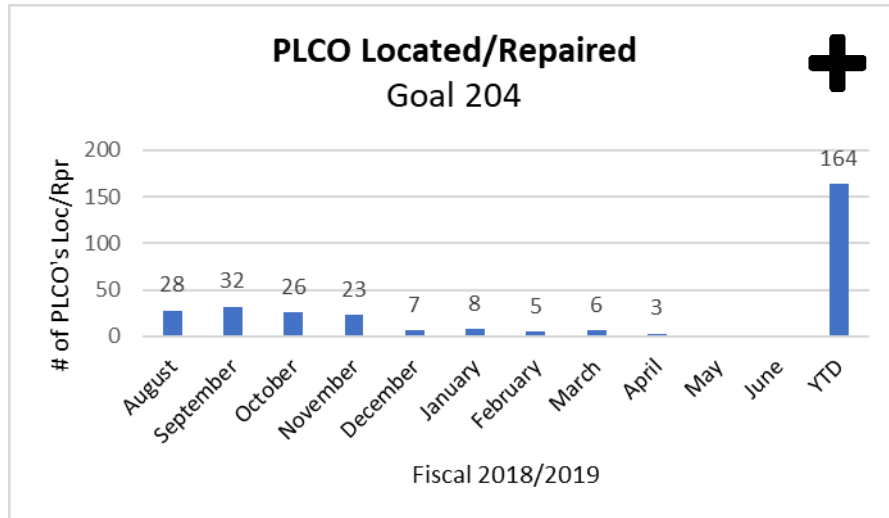
NOTE: One employee is off from work for a non-job-related surgery.

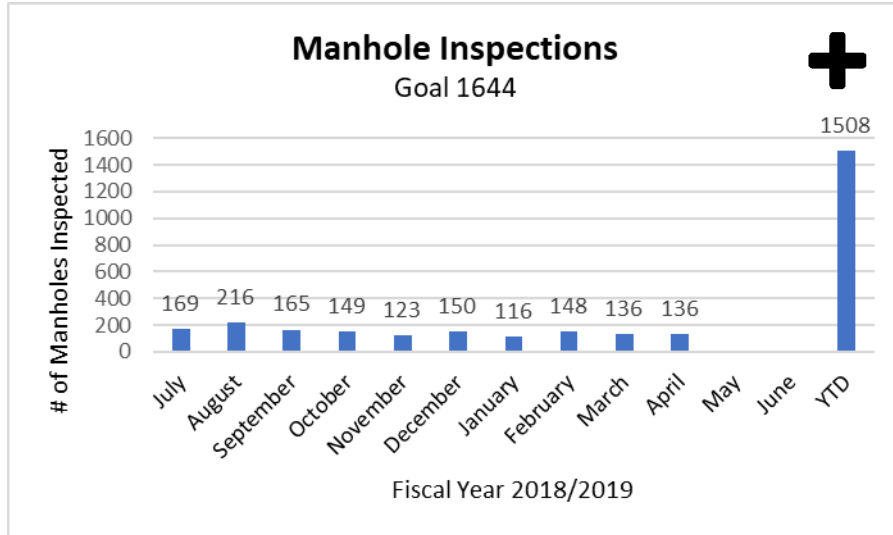
6. Production

a. The information provided below is not inclusive of all work completed.









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: June 6, 2019

Assignment Notifications

Assignment notifications were mailed on April 23, 2019 to customers with delinquent balances from 2018. A Public Hearing will be held at this evening's Board meeting, for any members of the public to address the board.

FY 19/20 Budget Preparation

ASD staff have been working with each department to prepare projections in preparation of the budget for the upcoming fiscal year. An FY 19/20 Budget workshop will be held at this evening's Board meeting.

New ASD Employee

Administrative Services has a new employee who has joined the District team, Ryan Gonzalez DelValle. Ryan served in the United States Airforce for over six years and was most recently employed by Sacramento County.

FY 18/19 Audit Preliminary work

The District Auditor will be starting preliminary work for the FY 18/19 Audit in mid-June. Staff have been working on compiling requested documents in preparation for the sampling selections that the Audit team will request prior to their visit.

Laserfiche Records Management Software

The Software is scheduled to be loaded to the new District Server which is scheduled to be configured at the end of May. The Laserfiche software team has prepared a scanning schedule and will begin picking up documents to be scanned very soon. The new site ensures compliance for certified records, stores a copy of records in a centralized repository which saves time by applying disposition schedules to incoming records.

Commercial & Residential Account Review

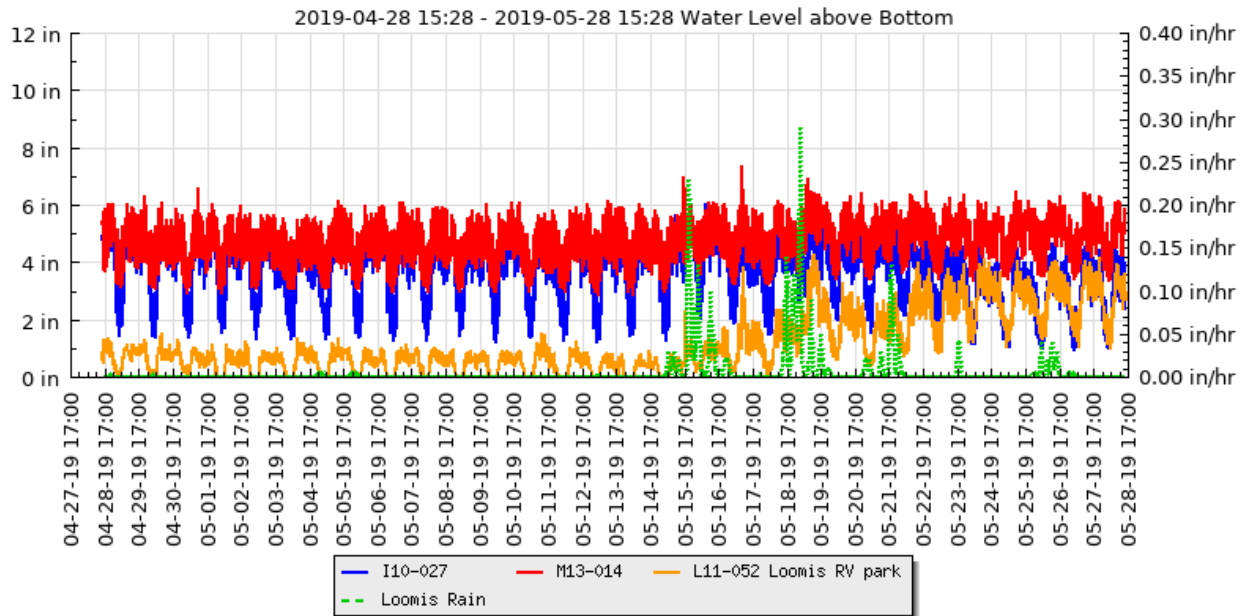
Administrative Services continue to audit both Residential and Commercial Accounts within the District with the assistance of Inspection services in TSD. Notifications and updated bills continue to be sent upon review with any necessary adjustments per Policy 3160 – Utility Billing Reconciliation & Payment Policy. We are noticing an increase in Commercial activity, particularly in the Rocklin area.

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: June 6, 2019

Foothill Trunk Sewer Replacement Project

This District awaits the issuance of the 404 permit for the project. Staff from the Field Services Department (FSD) and the Technical Services Department (TSD) have been actively operating the collection system to manage flows through the Lower Loomis and Foothill trunk sewers. The capacity in the above-mentioned trunk sewers is continuously monitored with ultrasonic level sensors and notifications are automatically sent if advisory or alarm levels are reached. The image below shows the water levels in three trunk lines and the recent rainfall. Flows are returning to average dry weather diurnal patterns as the frequency and intensity of rain events are lessening (see figure below).



System Evaluation and Capacity Assurance Plan (SECAP)

Staff is working with stakeholders to obtain and understand planning efforts related to density and development. This will be incorporated into the model to evaluate existing performance of the collection system and determine requirements for future improvements. The results of these efforts will be presented to the Board in August as requested for comment.

Staff continues to provide information prepared during SECAP efforts to the South Placer Wastewater Authority (SPWA) in support of its effort to update the SPWA System Evaluation.

Del Oro High School Asset Purchase Agreement

Placer Union High School District (PUHSD) has plans to improve the Del Oro High School campus. One proposed building conflicts with the sewer easements on the campus. Staff from SPMUD and PUHSD worked together during the plan review process to develop a solution that meets SPMUD standards and PUHSD objectives for the project. SPMUD staff and legal counsel are preparing a draft agreement to transfer the sewer assets on the high school campus to PUHSD and abandon the onsite sewer easements. The draft agreement will be reviewed by PUHSD in June. Staff plans to bring the final agreement to the SPMUD Board during the next board meeting.

Server Replacement

The District's server equipment is now five years old and though it is performing well, it has been recommended that the District begin planning for and start replacing server equipment to limit risk of failure and downtime. The replacement is accounted for in this fiscal year's budget. The District intends to use this opportunity to improve the functionality and reliability of the software and database tools it relies upon to effectively serve our customers. The equipment was delivered and prepared for installation. It is scheduled to be installed the first week of June.

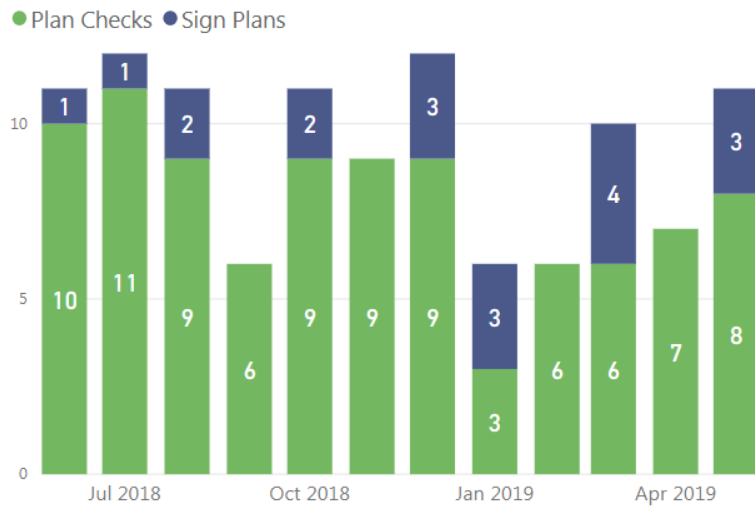
FOG (Fats, Oils, and Grease) Program

District staff is concluding the initial implementation of SwiftComply; an inspection/compliance tracking database tool. SwiftComply allows food service establishments (FSEs) to meet the requirement of the District Sewer Code to self-report pump-outs. FSEs and grease haulers continue to enroll with SwiftComply. To date, 141 pump-outs have been reported by FSEs (or their assigned grease hauler) through SwiftComply, 40 grease control devices have been inspected, and multiple outreach meetings with FSEs have been held.

Department Performance Indicators

The following charts depict the efforts and performance of the department in four areas of work as of May 28th. The charts are being created in a new reporting tool that directly connects to the District's data, improving the timeliness of reporting efforts and leveraging the District's investment in technology. Additional charts may be added in the future for other areas of work in the department.

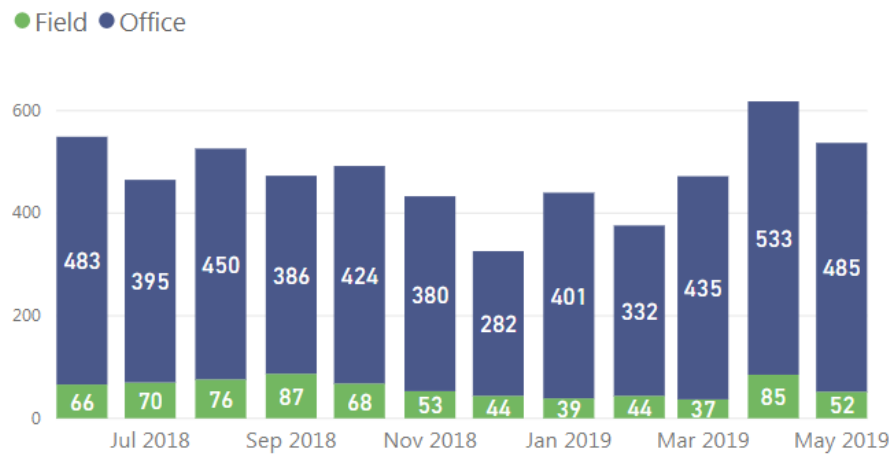
Plan Checks Completed - Monthly Totals



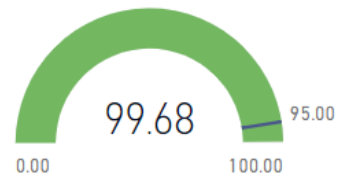
% "In Time" Plan Checks



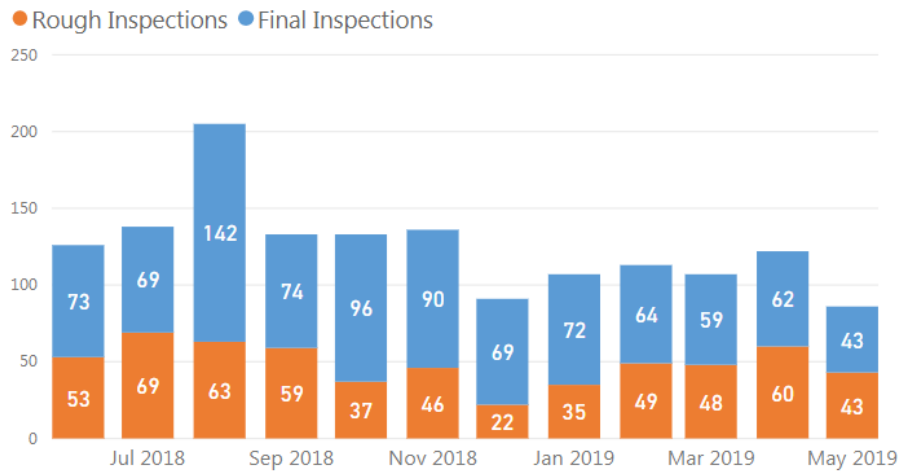
811 Responses - Monthly Totals



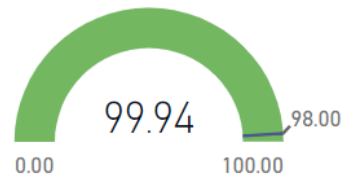
% "In Time" Responses...



Building Sewer Inspections - Monthly Totals



% "In Time" Inspections



FOG Compliance History

