



**SPMUD BOARD OF DIRECTORS  
REGULAR MEETING: 4:30 PM  
August 5, 2021**

SPMUD Board Room  
5807 Springview Drive, Rocklin, CA 95677

Zoom Meeting: 1 (669) 900-9128  
Meeting ID: 852 0883 3548

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

Pursuant to the Governor’s Executive Order N-29-20, issued March 17, 2020, the August 5, 2021 meeting of the SPMUD Board of Directors will be held in the SPMUD Boardroom at 5807 Springview Drive in Rocklin, CA 95677 AND via teleconference using Zoom Meeting 1 (669) 900-9128, <https://us02web.zoom.us/j/85208833548>. Public comments can be emailed to [ecostan@spmud.ca.gov](mailto:ecostan@spmud.ca.gov) from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

**AGENDA**

**I. CALL MEETING TO ORDER**

**II. ROLL CALL OF DIRECTORS**

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

**III. PLEDGE OF ALLEGIANCE**

**IV. CONSENT ITEMS**

[pg 4 to 59]

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

ACTION: (Roll Call Vote)

*Motion to approve the consent items for the August 5, 2021 meeting.*

1. MINUTES from the July 1, 2021 Regular Meeting. [pg 4 to 8]
2. ACCOUNTS PAYABLE in the amount of \$3,472,701.73 through July 27, 2021. [pg 9 to 14]

3. QUARTERLY INVESTMENT REPORT in the total amount of \$65,404,336 through June 30, 2021. [pg 15 to 17]
4. BILL OF SALE Acceptance of Bill of Sale for Sewer Improvements within Secret Ravine with an estimated value of \$250,908. [pg 18 to 20]
5. RESOLUTION 21-26 ABOLISHMENT OF THE FIELD SERVICES MANAGER (PREVIOUSLY FOREMAN) AND PROJECT MANAGER POSITIONS [pg 21 to 30]
6. RESOLUTION 21-27 ACCEPTANCE OF THE FOOTHILL TRUNK SEWER REPLACEMENT PROJECT [pg 31 to 35]
7. RESOLUTION 21-28 ACCEPTANCE OF THE NEWCASTLE SEWER SYSTEM REPAIRS 2021 PROJECT [pg 36 to 39]
8. RESOLUTION 21-29 CCTV SOFTWARE AND IMPLEMENTATION AGREEMENT WITH ITPIPES LLC [pg 40 to 57]
9. RESOLUTION 21-30 AUTHORIZING THE GENERAL MANAGER TO SURPLUS PROPERTY AND/OR EQUIPMENT [pg 58 to 59]

## V. PUBLIC COMMENTS

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

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

## VI. 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. SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) MASTER PLAN PRESENTATION

Staff will provide an overview of the SCADA Design and Implementation.

No Action Requested: Informational Item

## VII. REPORTS

[pg 60 to 70]

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

1. Legal Counsel (A. Brown)
2. General Manager (H. Niederberger)

- 1) ASD, FSD & TSD Reports
- 2) Informational items
3. Director's Comments: Directors may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

#### **VIII. ADDITIONAL PUBLIC COMMENTS**

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

#### **IX. ADJOURNMENT**

If there is no other Board business the President will adjourn the meeting to its next regular meeting on **September 2, 2021 at 4:30 p.m.**

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

<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
Regular	Zoom Meeting	July 1, 2021	4:30 p.m.

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

**II. ROLL CALL OF DIRECTORS:**

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

Absent: None

Vacant: None

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

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

**IV. CONSENT ITEMS:**

1. MINUTES from the June 3, 2021 Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$845,488.57 through June 22, 2021.
3. BILL OF SALE Acceptance of Bill of Sale for Sewer Improvements within Los Cerros Phase 2 with an estimated value of \$1,202,358.
4. BILL OF SALE Acceptance of Bill of Sale for Sewer Improvements within Park Drive Storage with an estimated value of \$23,218.
5. RESOLUTION 21-19 ESTABLISHING A FEE SCHEDULE FOR FISCAL YEAR 2021/22 AND RESOLUTION 21-20 ESTABLISHING A SCHEDULE OF VALUES FOR FISCAL YEAR 2021/22.
6. RESOLUTION 21-21 ANNEXATION OF 3344 BOYINGTON ROAD AND LAFCO RESOLUTION OF SUPPORT (Ward 4).
7. RESOLUTION 21-22 CONSTRUCTION COOPERATION AGREEMENT WITH THE CITY OF ROCKLIN FOR THE WINDING LANE CURVE AND LOST AVENUE INTERSECTION IMPROVEMENT PROJECT.

President Dickinson asked that Consent Item #5 be pulled for additional discussion.

Director Durfee made a motion to approve consent items 1-4 and 6-7; a second was made by Vice President Mitchell; a roll call vote was taken, and the motion carried 5-0.

GM Niederberger introduced Consent Item 5, the Fiscal Year 2021/22 Fee Schedule and Schedule of Values, sharing that the District received a comment letter from the Building Industry Association (BIA) regarding the proposed fee increases. The comment letter stated that the District's participation fees are some of the highest in the region. The letter also provided comments regarding the addition of an accessory dwelling unit (ADU) fee. GM Niederberger shared that the District has adopted a Nexus Study and System Evaluation and Capacity Assurance Plan (SECAP). These documents specify that the local participation fee will increase per the ENR Construction Cost Index. GM Niederberger also discussed the larger portion of the participation fee being the regional fee of which the District does not control or set the rate. GM Niederberger also shared that in the past the District did not have a plan review fee for ADUs. The proposed fee schedule adds a \$65 plan review fee. The District currently waives the participation fee for ADUs.

Vice President Mitchell asked if the District's participation fees are the highest in the region. GM Niederberger shared that a comparison in the greater Sacramento region has not been completed; however, the District's local fee is the highest of the three South Placer Wastewater Authority (SPWA) regional partners. GM Niederberger shared that staff completes the Nexus Fee Study, SECAP, and Annual Sources and Uses Report. Comparing the District's participation fee with other providers may not account for other factors such as how built out a system is or the ability to waive or supplement fees that stand-alone utilities do not have. Vice President Mitchell suggested a review of the District's SECAP by the BIA.

Jeff Short with the BIA provided public comment. He shared that a more thorough analysis would be welcome. In the meantime, the BIA is asking that a hold be placed on the adoption of the fee increase so that more time can be spent discussing the merits of the increases with the Board. He commented that the Board is very experienced with sewer and runs the District very well; however, the State and Sacramento region is in the midst of a major housing crisis due to housing affordability.

Director Williams shared that infrastructure fees are a major concern for not just housing, but all developments. He commented that he does not support lowering participation fees at the expense of ratepayers. He commented that he has been asking for City and County led affordable housing initiatives where there are more sources of funding including the recent funds from the Federal and State governments. Director Murdock asked how ratepayers would be impacted. Director Williams responded that the District is obligated to provide services and adequately operate the system. If the participation fees were not collected, those costs would have to be covered by ratepayer fees. He suggested reviewing the cost of infill verses greenfield development.

Vice President Mitchell commented that government agencies have to complete studies to determine the cost of providing services. Delaying costs only results in the costs getting more expensive. He suggested that the BIA look at ways that the District can reduce construction costs to prevent having to raise the fee. Reducing the larger regional fee and the local fee, would require a dramatic change in how new infrastructure is built, a long-term discussion that would need to be led.

Director Williams shared that fees are reviewed on an annual basis. President Dickinson stated that he is open to further discussion of the broader issues at a later time and adjusting the fee in the future if appropriate. Director Williams shared that input from the BIA at the Fall Fee & Finance Committee is encouraged.

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

#### **V. PUBLIC COMMENTS:**

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

#### **VI. BOARD BUSINESS**

##### **1. RESOLUTION 21-23 COMMENDING SCOTT PERRY, LEAD WORKER FOR HIS YEARS OF SERVICE WITH THE DISTRICT**

President Dickinson read the Resolution commending Scott Perry for his years of service to the District. Mr. Perry commented that he appreciated being of service to the District all these years.

Director Williams made a motion to adopt Resolution 21-23 commending Lead Worker, Scott Perry for his years of service with the District; a second was made by Director Murdock; a roll call vote was taken, and the motion carried 5-0.

##### **2. RESOLUTION 21-24 COMMENDING FRANK LAGUNA, FIELD SERVICES MANAGER FOR HIS YEARS OF SERVICE WITH THE DISTRICT**

President Dickinson read the Resolution commending Frank Laguna for his years of service to the District.

Director Murdock made a motion to adopt Resolution 21-24 commending Field Services Manager Frank Laguna for his years of service with the District; a second was made by Director Durfee; a roll call vote was taken, and the motion carried 5-0.

##### **3. CONSIDERATION & APPROVAL OF RESOLUTION 21-25 ADOPTING THE FISCAL YEAR 2021/22 BUDGET AND PROPOSED SPENDING PLAN**

ASM Costan gave a presentation on the Final Budget document for FY 21/22. She shared the revenue, general fund expense, and capital fund expense schedules and summarized changes and key areas of the budget.

President Dickinson asked about salary and benefits expenses increasing 11%. ASM Costan shared that the increase is due to higher inflation, a newer workforce that is still receiving salary step increases, and Other Post-Employment Benefits (OPEB) and Unfunded Accrued Liability (UAL) payments continuing to increase. The District does have funds in the CERBT and CEPPT Trusts that can be used to pay for these expenses; however, the District is currently making the required payments from the General Fund. Additionally, health insurance premiums are anticipated to increase substantially in 2022.

President Dickinson asked about the budget for three projects. First, he asked if the budget should be adjusted for the Corporation Yard Improvement Project due to the project's start date being delayed. DS Nielsen shared that the District anticipates cost savings from delaying the start of construction. The project will be bid in the Fall with construction starting in the Spring. The District may spend less than budgeted for in this fiscal year. Next, he asked about the City of Rocklin's Atherton Trunk Line Project being included in Participation in Regional Projects. Staff shared that there has not been an

agreement or negotiation with the City of Rocklin to assist with funding for the Atherton Trunk project. The Board's direction was to remove \$500,000 from Participation in Regional Projects. Finally, President Dickinson asked why year-two spending on the SCADA Master Plan project was not included in the Five-Year Capital Fund Expense Projection Table. The Board direction was to add approximately \$2.1M for the SCADA Master Plan in Fiscal Year 22/23.

Director Williams made a motion to adopt Resolution 21-25 adopting the Budget for Fiscal Year 2021/22 and the proposed spending plan with \$500,000 removed from Participation in Regional Projects and approximately \$2.1M added to the Five-Year Capital Fund Expense Projection Table for the SCADA Master Plan in Fiscal Year 22/23; a second was made by Director Durfee; a roll call vote was taken, and the motion carried 5-0.

#### **4. COVID-19 PANDEMIC ILLNESS**

The Board discussed returning to in-person Board meetings. GC Brown shared that the current emergency order temporarily suspending the provisions of the Brown Act regarding remote meetings is set to expire on September 30, 2021. While these provisions may be extended or permanent legislation may be adopted to modifying these provisions, the current order is only through September 30<sup>th</sup>. After discussion, the Board was in favor of moving back to in-person meetings with the option to continue to participate via Zoom if needed.

No action was requested – discussion item.

#### **5. SOUTH PLACER WASTEWATER AUTHORITY (SPWA) BOARD MEETING REPORT – DIRECTOR JIM WILLIAMS**

Director Williams, the District representative to the SPWA Board, provided a brief update on the recent actions and activities of the SPWA Board. The Board met on June 24<sup>th</sup> in person at the Roseville Corporation Yard. The Board approved and appointed Richard Plecker as the new acting Executive Director. Additionally, the Fiscal Year 21/22 Investment Policy was adopted, and the capital improvement budget was modified to add ultraviolet treatment to the Pleasant Grove Wastewater Treatment Plant and capacity studies were approved for both of the treatment plants.

No action was requested – informational item.

### **VII. REPORTS**

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

General Counsel Brown had no report for this meeting.

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

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

Director Murdock asked for an update on an advisory committee meeting regarding redistricting. GM Niederberger shared that he will be circulating a memo with additional information. The Board will also receive attorney-client correspondence regarding the District's obligations under the California Voting Rights Act. The first advisory committee meeting will occur in late August or early September.

President Dickinson shared that he is very pleased that the District won the Collection Systems of the Year award. He also congratulated staff for receiving the Government Finance Officers Association

(GFOA) Certificate of Excellence in Financial Reporting for the Comprehensive Financial Statements for Fiscal Year 19/20.

Vice President Mitchell asked about auditing District operations. Staff shared that the District has a Regulatory Compliance Technician that is working to audit the District's training, safety, and compliance standards.

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

**3. Director's Comments:**

Vice President Mitchell shared that he thought the Budget Book was well done and reflected a lot of hard work by staff. Director Murdock reiterated recognition of the hard work completed by staff on the reports presented.

**VIII. ADDITIONAL PUBLIC COMMENTS**

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

**IX. ADJOURNMENT**

The President adjourned the meeting at 5:54 p.m. to the next regular meeting to be held on August 5, 2021, at 4:30 p.m.



Emilie Costan, Board Secretary





South Placer Municipal Utility District, CA

## Check Report

By Check Number

Date Range: 06/23/2021 - 07/27/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
1018	Andre Kalinyuk	06/24/2021	Regular	0.00	225.21	13481
1614	Caggiano General Engineering, Inc	06/24/2021	Regular	0.00	122,816.00	13482
1713	Chad Johnson	06/24/2021	Regular	0.00	246.66	13483
1652	Cintas Corporation	06/24/2021	Regular	0.00	848.18	13484
1066	City of Rocklin	06/24/2021	Regular	0.00	24,360.00	13485
1068	City of Roseville	06/24/2021	Regular	0.00	1,385,320.00	13486
1080	CWEA (Main)	06/24/2021	Regular	0.00	192.00	13487
1687	Duke's Root Control, Inc	06/24/2021	Regular	0.00	49,421.85	13488
1591	Eric Orlando	06/24/2021	Regular	0.00	250.00	13489
1756	Glissman Excavating, Inc.	06/24/2021	Regular	0.00	83,759.48	13490
1139	Hill Rivkins Brown & Associates	06/24/2021	Regular	0.00	4,040.00	13491
1238	Placer County Department of Public Works	06/24/2021	Regular	0.00	59,888.89	13492
1281	Scott Perry	06/24/2021	Regular	0.00	235.94	13493
1499	TechRoe.com LLC	06/24/2021	Regular	0.00	900.00	13494
1240	Placer County Personnel	06/25/2021	Regular	0.00	3,364.16	13495
1327	US Bank Corporate Payment	06/30/2021	Regular	0.00	7,260.20	13518
	**Void**	06/30/2021	Regular	0.00	0.00	13519
	**Void**	06/30/2021	Regular	0.00	0.00	13520
1018	Andre Kalinyuk	07/02/2021	Regular	0.00	225.21	13524
1663	Buckmaster Office Solutions	07/02/2021	Regular	0.00	96.77	13525
1581	Cameron Lima	07/02/2021	Regular	0.00	226.82	13526
1715	Chris Vrame	07/02/2021	Regular	0.00	1,196.46	13527
1715	Chris Vrame	07/07/2021	Regular	0.00	-1,196.46	13527
1652	Cintas Corporation	07/02/2021	Regular	0.00	441.20	13528
1068	City of Roseville	07/02/2021	Regular	0.00	483,933.65	13529
1068	City of Roseville	07/07/2021	Regular	0.00	-483,933.65	13529
1751	Comprehensive Medical Inc.	07/02/2021	Regular	0.00	345.00	13530
1751	Comprehensive Medical Inc.	07/07/2021	Regular	0.00	-345.00	13530
1080	CWEA (Main)	07/02/2021	Regular	0.00	101.00	13531
1504	Donahue Schriber Realty Group	07/07/2021	Regular	0.00	-16,413.84	13532
1504	Donahue Schriber Realty Group	07/02/2021	Regular	0.00	16,413.84	13532
1631	Instrument Technology Corporation	07/02/2021	Regular	0.00	5,467.61	13533
1686	Jan Pro	07/02/2021	Regular	0.00	861.00	13534
1195	Mark Cervantes	07/02/2021	Regular	0.00	176.95	13535
1746	Mat Rossman	07/02/2021	Regular	0.00	1,295.00	13536
1746	Mat Rossman	07/07/2021	Regular	0.00	-1,295.00	13536
1200	Melvin Hetrick	07/02/2021	Regular	0.00	176.93	13537
1221	PG&E (Current Accounts)	07/02/2021	Regular	0.00	1,336.49	13538
1253	Recology Auburn Placer	07/02/2021	Regular	0.00	320.21	13539
1269	Rodney Pierce	07/02/2021	Regular	0.00	250.00	13540
1737	Shane Boyle	07/02/2021	Regular	0.00	226.26	13541
1343	Water Works Engineers, LLC	07/02/2021	Regular	0.00	657.90	13542
1291	Special District Risk Management Authority (SDRM)	07/08/2021	Regular	0.00	318,984.28	13543
248	AT&T (916.663.1652) & (248.134.5438.608.80)	07/09/2021	Regular	0.00	271.28	13544
1715	Chris Vrame	07/09/2021	Regular	0.00	1,196.46	13545
1652	Cintas Corporation	07/09/2021	Regular	0.00	791.18	13546
1068	City of Roseville	07/09/2021	Regular	0.00	483,933.65	13547
1751	Comprehensive Medical Inc.	07/09/2021	Regular	0.00	345.00	13548
1509	Crystal Communications	07/09/2021	Regular	0.00	311.64	13549
1086	Dataprose	07/09/2021	Regular	0.00	1,672.61	13550
1087	Dawson Oil Co.	07/09/2021	Regular	0.00	4,369.91	13551
1719	Emilie Costan	07/09/2021	Regular	0.00	103.04	13552
1107	ESRI	07/09/2021	Regular	0.00	8,200.00	13553
1480	Herb Niederberger	07/09/2021	Regular	0.00	116.80	13554

Check Report

Date Range: 06/23/2021 - 07/27/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1686	Jan Pro	07/09/2021	Regular	0.00	861.00	13555
1564	Jensen Landscape Services, LLC	07/09/2021	Regular	0.00	887.00	13556
1239	LAFCO	07/09/2021	Regular	0.00	9,115.78	13557
1612	Loomis Basin Chamber of Commerce	07/09/2021	Regular	0.00	225.00	13558
1746	Mat Rossman	07/09/2021	Regular	0.00	1,295.00	13559
1218	PCWA	07/09/2021	Regular	0.00	-93.15	13560
1218	PCWA	07/09/2021	Regular	0.00	93.15	13560
1221	PG&E (Current Accounts)	07/09/2021	Regular	0.00	5,575.33	13561
1518	Sonitrol of Sacramento	07/09/2021	Regular	0.00	1,092.39	13562
1333	SPOK, Inc.	07/09/2021	Regular	0.00	27.06	13563
1685	Streamline	07/09/2021	Regular	0.00	400.00	13564
1499	TechRoe.com LLC	07/09/2021	Regular	0.00	900.00	13565
1007	Advanced Integrated Pest	07/15/2021	Regular	0.00	110.00	13566
1021	ARC	07/15/2021	Regular	0.00	120.62	13567
248	AT&T (916.663.1652) & (248.134.5438.608.80)	07/15/2021	Regular	0.00	9.36	13568
1022	AT&T (9391035571) & (9391053973)	07/15/2021	Regular	0.00	348.93	13569
1652	Cintas Corporation	07/15/2021	Regular	0.00	449.06	13570
1504	Donahue Schriber Realty Group	07/15/2021	Regular	0.00	16,413.84	13571
1666	Great America Financial Services	07/15/2021	Regular	0.00	452.99	13572
1764	Network Design Associates, Inc.	07/15/2021	Regular	0.00	337.50	13573
1218	PCWA	07/15/2021	Regular	0.00	852.87	13574
1221	PG&E (Current Accounts)	07/15/2021	Regular	0.00	250.08	13575
1244	Preferred Alliance Inc	07/15/2021	Regular	0.00	183.54	13576
1090	State of CA-Department of Justice	07/15/2021	Regular	0.00	32.00	13577
1325	Tyler Technologies, Inc.	07/15/2021	Regular	0.00	7,482.50	13578
1338	Verizon Wireless	07/15/2021	Regular	0.00	1,096.27	13579
1652	Cintas Corporation	07/23/2021	Regular	0.00	445.73	13580
1068	City of Roseville	07/23/2021	Regular	0.00	102,676.14	13581
1073	Consolidated Communications	07/23/2021	Regular	0.00	2,057.17	13582
1131	Granite Business Printing	07/23/2021	Regular	0.00	91.16	13583
1139	Hill Rivkins Brown & Associates	07/23/2021	Regular	0.00	6,560.00	13584
1764	Network Design Associates, Inc.	07/23/2021	Regular	0.00	30,502.00	13585
1218	PCWA	07/23/2021	Regular	0.00	561.86	13586
1251	Railroad Management Company, LLC	07/23/2021	Regular	0.00	175.00	13587
1543	Silver Driving	07/23/2021	Regular	0.00	1,430.00	13588
1518	Sonitrol of Sacramento	07/23/2021	Regular	0.00	1,092.39	13589
1306	Superior Equipment Repair	07/23/2021	Regular	0.00	3,354.57	13590
1325	Tyler Technologies, Inc.	07/23/2021	Regular	0.00	400.00	13591
1045	Cal Pers 457 Plan (EFT)	06/25/2021	Bank Draft	0.00	750.00	DFT0006458
1135	Mass Mutual (EFT)	06/25/2021	Bank Draft	0.00	100.00	DFT0006459
1135	Mass Mutual (EFT)	06/25/2021	Bank Draft	0.00	8,252.52	DFT0006460
1135	Mass Mutual (EFT)	06/25/2021	Bank Draft	0.00	348.96	DFT0006461
1015	American Fidelity Assurance	06/25/2021	Bank Draft	0.00	416.66	DFT0006462
1015	American Fidelity Assurance	06/25/2021	Bank Draft	0.00	418.73	DFT0006463
1229	Pers (EFT)	06/25/2021	Bank Draft	0.00	49.13	DFT0006464
1229	Pers (EFT)	06/25/2021	Bank Draft	0.00	156.91	DFT0006465
1229	Pers (EFT)	06/25/2021	Bank Draft	0.00	278.40	DFT0006466
1229	Pers (EFT)	06/25/2021	Bank Draft	0.00	1,961.51	DFT0006467
1229	Pers (EFT)	06/25/2021	Bank Draft	0.00	3,480.19	DFT0006468
1229	Pers (EFT)	06/25/2021	Bank Draft	0.00	123.21	DFT0006469
1229	Pers (EFT)	06/25/2021	Bank Draft	0.00	184.51	DFT0006470
1229	Pers (EFT)	06/25/2021	Bank Draft	0.00	1,760.19	DFT0006471
1229	Pers (EFT)	06/25/2021	Bank Draft	0.00	2,636.26	DFT0006472
1229	Pers (EFT)	06/25/2021	Bank Draft	0.00	2,933.45	DFT0006473
1229	Pers (EFT)	06/25/2021	Bank Draft	0.00	3,360.21	DFT0006474
1149	Internal Revenue Service	06/25/2021	Bank Draft	0.00	12,043.06	DFT0006475
1098	EDD (EFT)	06/25/2021	Bank Draft	0.00	3,369.71	DFT0006476
1098	EDD (EFT)	06/25/2021	Bank Draft	0.00	1,130.64	DFT0006477
1149	Internal Revenue Service	06/25/2021	Bank Draft	0.00	2,816.46	DFT0006478
1149	Internal Revenue Service	06/25/2021	Bank Draft	0.00	8,460.58	DFT0006479
1015	American Fidelity Assurance	06/25/2021	Bank Draft	0.00	1,169.66	DFT0006488

Check Report

Date Range: 06/23/2021 - 07/27/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1230	Pers (EFT)	06/25/2021	Bank Draft	0.00	5,625.08	DFT0006489
1230	Pers (EFT)	06/25/2021	Bank Draft	0.00	28,330.15	DFT0006490
1230	Pers (EFT)	06/25/2021	Bank Draft	0.00	9,957.38	DFT0006491
1230	Pers (EFT)	06/25/2021	Bank Draft	0.00	105.39	DFT0006492
1230	Pers (EFT)	06/25/2021	Bank Draft	0.00	3,146.00	DFT0006493
1230	Pers (EFT)	06/25/2021	Bank Draft	0.00	57.63	DFT0006494
1586	Principal Life Insurance Company	06/25/2021	Bank Draft	0.00	407.80	DFT0006495
1135	Mass Mutual (EFT)	06/30/2021	Bank Draft	0.00	450.00	DFT0006496
1135	Mass Mutual (EFT)	06/30/2021	Bank Draft	0.00	111.51	DFT0006497
1229	Pers (EFT)	06/30/2021	Bank Draft	0.00	23.37	DFT0006498
1229	Pers (EFT)	06/30/2021	Bank Draft	0.00	41.46	DFT0006499
1229	Pers (EFT)	06/30/2021	Bank Draft	0.00	292.12	DFT0006500
1229	Pers (EFT)	06/30/2021	Bank Draft	0.00	518.29	DFT0006501
1149	Internal Revenue Service	06/30/2021	Bank Draft	0.00	979.10	DFT0006502
1098	EDD (EFT)	06/30/2021	Bank Draft	0.00	463.07	DFT0006503
1098	EDD (EFT)	06/30/2021	Bank Draft	0.00	94.75	DFT0006504
1149	Internal Revenue Service	06/30/2021	Bank Draft	0.00	229.00	DFT0006505
1149	Internal Revenue Service	06/30/2021	Bank Draft	0.00	758.65	DFT0006506
1045	Cal Pers 457 Plan (EFT)	07/09/2021	Bank Draft	0.00	750.00	DFT0006507
1135	Mass Mutual (EFT)	07/09/2021	Bank Draft	0.00	100.00	DFT0006508
1135	Mass Mutual (EFT)	07/09/2021	Bank Draft	0.00	7,802.52	DFT0006509
1135	Mass Mutual (EFT)	07/09/2021	Bank Draft	0.00	237.45	DFT0006510
1015	American Fidelity Assurance	07/09/2021	Bank Draft	0.00	416.66	DFT0006511
1015	American Fidelity Assurance	07/09/2021	Bank Draft	0.00	418.73	DFT0006512
1229	Pers (EFT)	07/09/2021	Bank Draft	0.00	49.13	DFT0006513
1229	Pers (EFT)	07/09/2021	Bank Draft	0.00	133.54	DFT0006514
1229	Pers (EFT)	07/09/2021	Bank Draft	0.00	236.94	DFT0006515
1229	Pers (EFT)	07/09/2021	Bank Draft	0.00	1,669.39	DFT0006516
1229	Pers (EFT)	07/09/2021	Bank Draft	0.00	2,961.90	DFT0006517
1229	Pers (EFT)	07/09/2021	Bank Draft	0.00	123.21	DFT0006518
1229	Pers (EFT)	07/09/2021	Bank Draft	0.00	184.51	DFT0006519
1229	Pers (EFT)	07/09/2021	Bank Draft	0.00	1,760.19	DFT0006520
1229	Pers (EFT)	07/09/2021	Bank Draft	0.00	2,636.26	DFT0006521
1229	Pers (EFT)	07/09/2021	Bank Draft	0.00	2,933.45	DFT0006522
1229	Pers (EFT)	07/09/2021	Bank Draft	0.00	3,360.21	DFT0006523
1149	Internal Revenue Service	07/09/2021	Bank Draft	0.00	11,453.10	DFT0006524
1098	EDD (EFT)	07/09/2021	Bank Draft	0.00	3,369.39	DFT0006525
1098	EDD (EFT)	07/09/2021	Bank Draft	0.00	1,106.77	DFT0006526
1149	Internal Revenue Service	07/09/2021	Bank Draft	0.00	2,678.54	DFT0006527
1149	Internal Revenue Service	07/09/2021	Bank Draft	0.00	8,602.13	DFT0006528
1044	Cal Pers	07/08/2021	Bank Draft	0.00	70,922.00	DFT0006539
1229	Pers (EFT)	07/08/2021	Bank Draft	0.00	24,630.42	DFT0006540
1229	Pers (EFT)	07/08/2021	Bank Draft	0.00	24,630.42	DFT0006541
1229	Pers (EFT)	07/08/2021	Bank Draft	0.00	361,246.16	DFT0006542
1045	Cal Pers 457 Plan (EFT)	07/23/2021	Bank Draft	0.00	750.00	DFT0006544
1135	Mass Mutual (EFT)	07/23/2021	Bank Draft	0.00	100.00	DFT0006545
1135	Mass Mutual (EFT)	07/23/2021	Bank Draft	0.00	7,802.52	DFT0006546
1135	Mass Mutual (EFT)	07/23/2021	Bank Draft	0.00	237.45	DFT0006547
1015	American Fidelity Assurance	07/23/2021	Bank Draft	0.00	416.66	DFT0006548
1015	American Fidelity Assurance	07/23/2021	Bank Draft	0.00	418.73	DFT0006549
1229	Pers (EFT)	07/23/2021	Bank Draft	0.00	49.13	DFT0006550
1229	Pers (EFT)	07/23/2021	Bank Draft	0.00	1,757.71	DFT0006551
1229	Pers (EFT)	07/23/2021	Bank Draft	0.00	3,080.41	DFT0006552
1229	Pers (EFT)	07/23/2021	Bank Draft	0.00	1,830.53	DFT0006553
1229	Pers (EFT)	07/23/2021	Bank Draft	0.00	2,703.96	DFT0006554
1229	Pers (EFT)	07/23/2021	Bank Draft	0.00	3,070.22	DFT0006555
1229	Pers (EFT)	07/23/2021	Bank Draft	0.00	3,452.30	DFT0006556
1149	Internal Revenue Service	07/23/2021	Bank Draft	0.00	12,169.88	DFT0006557
1098	EDD (EFT)	07/23/2021	Bank Draft	0.00	3,592.25	DFT0006558
1098	EDD (EFT)	07/23/2021	Bank Draft	0.00	1,139.32	DFT0006559
1149	Internal Revenue Service	07/23/2021	Bank Draft	0.00	2,846.20	DFT0006560

Check Report

Date Range: 06/23/2021 - 07/27/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1149	Internal Revenue Service	07/23/2021	Bank Draft	0.00	8,995.51	DFT0006561
1229	Pers (EFT)	07/27/2021	Bank Draft	0.00	-0.77	DFT0006564
1229	Pers (EFT)	07/27/2021	Bank Draft	0.00	-11.13	DFT0006566
1229	Pers (EFT)	07/27/2021	Bank Draft	0.00	0.77	DFT0006574
1229	Pers (EFT)	07/27/2021	Bank Draft	0.00	11.13	DFT0006576

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	124	84	0.00	3,275,130.01
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	-503,277.10
Bank Drafts	89	89	0.00	696,617.50
EFT's	0	0	0.00	0.00
	<b>213</b>	<b>181</b>	<b>0.00</b>	<b>3,468,470.41</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	124	84	0.00	3,275,130.01
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	-503,277.10
Bank Drafts	89	89	0.00	696,617.50
EFT's	0	0	0.00	0.00
	<b>213</b>	<b>181</b>	<b>0.00</b>	<b>3,468,470.41</b>

### Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	6/2021	1,850,920.27
100	GENERAL FUND	7/2021	1,617,550.14
			<b>3,468,470.41</b>

Account Number	Name	Date	Type	Amount	Check #:	Packet
102-0003453-03	Pugh, Lauren	6/23/2021	Refund	107.75	13462	UBPKT12360
102-0006388-01	Fett, Janice	6/23/2021	Refund	106.62	13463	UBPKT12360
102-0008295-01	Eric J Meier	6/23/2021	Refund	98.11	13464	UBPKT12360
102-0009093-02	Walsh, Clifford and Joyce	6/23/2021	Refund	107.66	13465	UBPKT12360
102-0010505-03	Neher, David and Rebecca	6/23/2021	Refund	118.46	13466	UBPKT12360
102-0010681-01	Crews, Alan	6/23/2021	Refund	105.26	13467	UBPKT12360
102-0011832-03	Lakomy, Jill M	6/23/2021	Refund	5.53	13468	UBPKT12360
106-0017569-01	Shannon, Robert P	6/23/2021	Refund	108.75	13469	UBPKT12360
112-1022821-03	Russell, Kurt and Sydney	6/23/2021	Refund	107.63	13470	UBPKT12360
112-1026463-01	Austin, David and Susanne	6/23/2021	Refund	225.15	13471	UBPKT12360
112-1026637-01	Sommerhauser, Dave and Stacey	6/23/2021	Refund	108.55	13472	UBPKT12360
112-1027586-01	Chow, Joseph and Li-Tz	6/23/2021	Refund	46.5	13473	UBPKT12360
112-1027933-02	Trust, Zillow Homes Property	6/23/2021	Refund	38.52	13474	UBPKT12360
112-1028397-01	Kinnan, Stephanie	6/23/2021	Refund	106.67	13475	UBPKT12360
112-1029326-00	Tim Lewis Communities	6/23/2021	Refund	116.23	13476	UBPKT12360
203-0010874-01	T.W. Smith Company	6/23/2021	Refund	152.64	13477	UBPKT12360
203-0011368-01	T.W. Smith Company	6/23/2021	Refund	155.4	13478	UBPKT12360
203-0013701-01	T.W. Smith Company	6/23/2021	Refund	115.2	13479	UBPKT12360
213-1025241-00	Norman-Thomas LLC	6/23/2021	Refund	72	13480	UBPKT12360
102-0009765-01	Elder, Joseph	6/29/2021	Refund	25.2	13496	UBPKT12395
102-0009963-02	Tyler, Kevin	6/29/2021	Refund	108.3	13497	UBPKT12395
102-0010931-05	Veiga, Daniel and Linda	6/29/2021	Refund	97.08	13498	UBPKT12395
102-0012530-01	Chang, Paul	6/29/2021	Refund	108.44	13499	UBPKT12395
106-0012678-01	Menjivar, Manuel	6/29/2021	Refund	62.4	13500	UBPKT12395
106-0013864-02	Hester, Kelly	6/29/2021	Refund	54.77	13501	UBPKT12395
106-0014062-02	Bradbury, Kent and Alisa	6/29/2021	Refund	223.82	13502	UBPKT12395
106-0017424-01	Mazzoni, Nello	6/29/2021	Refund	108.26	13503	UBPKT12395
106-0017469-01	Taylor, Kathleen	6/29/2021	Refund	63.52	13504	UBPKT12395
112-1020899-01	Durose, Kelly	6/29/2021	Refund	8.4	13505	UBPKT12395
112-1021303-01	Tamson, Robert	6/29/2021	Refund	261.6	13506	UBPKT12395
112-1021567-01	Strong, Robert	6/29/2021	Refund	148.59	13507	UBPKT12395
112-1023972-02	Dhillon, Davinder	6/29/2021	Refund	108.29	13508	UBPKT12395
112-1026133-03	Hong, Gyeong	6/29/2021	Refund	74.4	13509	UBPKT12395
112-1026621-01	Shaw, Valeda	6/29/2021	Refund	108.31	13510	UBPKT12395
112-1026810-01	Mullin, Timothy and Shannon	6/29/2021	Refund	97.98	13511	UBPKT12395
112-1028316-01	Haight, Peter and Natalie	6/29/2021	Refund	213.37	13512	UBPKT12395
112-1028410-01	Brandt, Donald and Rochelle	6/29/2021	Refund	108.55	13513	UBPKT12395
112-1028734-01	Boustead, Paul	6/29/2021	Refund	90.56	13514	UBPKT12395
112-1029325-00	Tim Lewis Communities	6/29/2021	Refund	116.05	13515	UBPKT12395
112-1029407-00	Homes, Tri Pointe	6/29/2021	Refund	33.6	13516	UBPKT12395
112-1029408-00	Homes, Tri Pointe	6/29/2021	Refund	7.2	13517	UBPKT12395
<b>TOTAL REFUNDS</b>				<b>4,231.32</b>		

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Emilie Costan, Administrative Services Manager

**Cc:** Herb Niederberger, General Manager

**Subject:** 2nd Quarter Investment Report (April 1, 2021 thru June 30, 2021)

**Board Date:** August 5, 2021

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**Overview**

In accordance with Section 53646 of the California Government Code, this report provides the Board with a quarterly investment report.

The investments held by the District on June 30, 2021, are shown in Attachment 1 and totaled \$65.4 million. The portfolio is in compliance with the Board's adopted policy regarding District investments and as of June 30, 2021, had an average yield to maturity of 0.29 percent.

**Recommendation**

Staff recommends that the Board of Directors receive and file the 2nd Quarter Investment Report.

**Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.3: Maintain Transparency with all District activities.
- Goal 4.1: Maintain Compliance with Pertinent Regulations
- Goal 5.2: Explore and evaluate investment and business practice alternatives.
- Goal 5.3: Maintain financial responsibility by ensuring allocated funding sources are adequate to meet expenses; and that available funds and resources are managed efficiently.
- Goal 5.6: Provide routine reports on Financial Stability.

**Related District Ordinances and Policies**

This action is in conjunction with the following District Policies:

- Policy 3120 – Investment of District Funds

**Fiscal Impact**

There is no direct fiscal impact associated with the preparation of this report.

Attachments:

1. 2<sup>nd</sup> Quarter Investment Report
2. Allocation by Fund, Allocation by Investment Type, and Historical Performance

**SPMUD BOARD INVESTMENT REPORT**  
**INVESTMENT REPORTING PERIOD: April 1, 2021 - June 30, 2021**  
**MEETING DATE: August 5, 2021**

<b>Investment</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Book Value</b>	<b>Yield to Maturity</b>	<b>% of Portfolio</b>	<b>Days to Final Maturity</b>
<b>CALTRUST - Short Term</b>	\$ 4,332,714	\$ 4,332,714	\$ 4,332,714	0.20%	7%	1
<b>CALTRUST - Medium Term</b>	\$ 19,549,868	\$ 19,549,868	\$ 19,549,868	0.30%	30%	1
<b>WELLS FARGO - Money Market</b>	\$ 844,255	\$ 844,255	\$ 844,255	0.01%	1%	1
<b>WELLS FARGO - Fixed Income Securities</b>	\$ 1,500,000	\$ 1,504,202	\$ 1,500,000	1.44%	2%	91
<b>PLACER COUNTY TREASURY</b>	\$ 16,946,764	\$ 16,946,764	\$ 16,946,764	0.22%	26%	1
<b>LAIF (Local Agency Investment Fund)</b>	\$ 15,898,497	\$ 15,898,497	\$ 15,898,497	0.33%	24%	1
<b>CASH</b>	\$ 6,328,036	\$ 6,328,036	\$ 6,328,036	0.20%	10%	1
<b>TOTAL/AVERAGE</b>	<b>65,400,134</b>	<b>65,404,336</b>	<b>65,400,134</b>	<b>0.29%</b>	<b>100%</b>	<b>14</b>

DEFINITIONS

**Par Value** is the principal amount of a security and the amount of principal that will be paid at maturity.

**Market Value** is the value at which a security can be sold at the time it is priced or the need to sell arises.

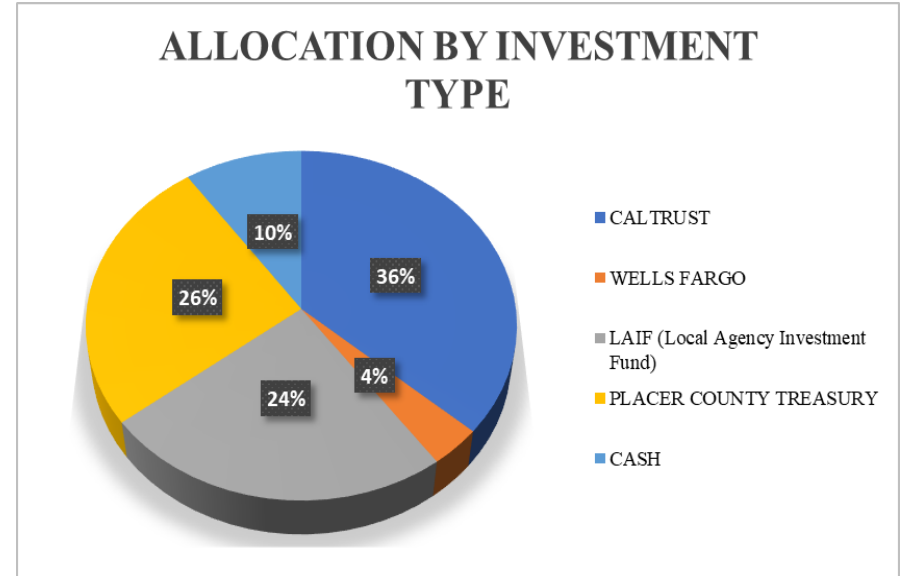
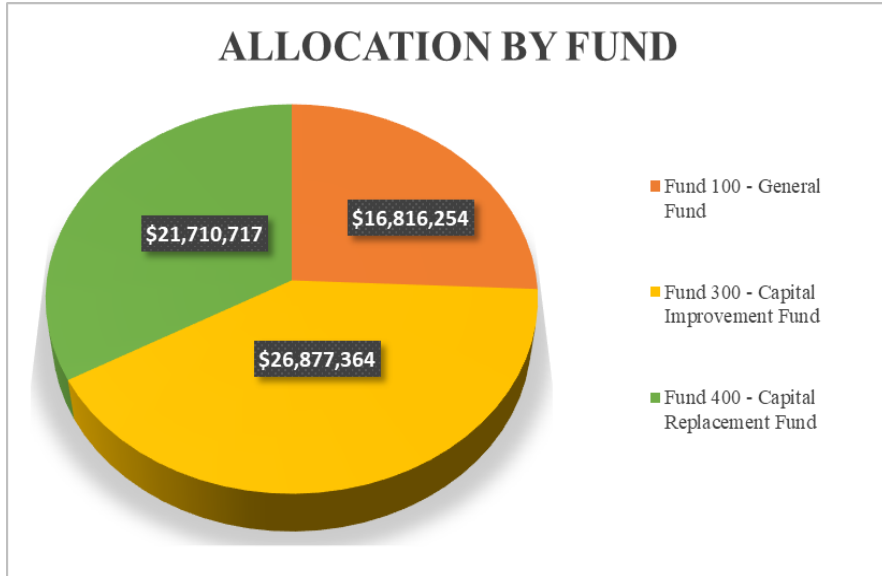
*Market values are only relevant if the investment is sold prior to maturity. Profit or loss would be realized only if the specific investment were to be sold.*

**Book Value** is the purchase price of a security plus amortization of any premium or discount. This may be more or less than face value, depending upon whether the security was purchased at a premium or at a discount.

**Yield to Maturity** is the estimated rate of return assuming the investment is held until maturity.



Attachment 2 – Allocation by Fund, Allocation by Investment Type, and Historical Performance



<b>Historical Performance</b>					
	3 months	6 months	1 year*	3 year*	5 year*
CalTRUST Short Term	0.06%	0.14%	0.49%	1.60%	1.44%
CalTRUST Medium Term	0.09%	0.23%	0.73%	1.64%	1.54%
Wells Fargo	0.23%	0.22%	0.19%	1.22%	
Placer County	0.09%	0.17%	0.34%	1.34%	1.40%
LAIF	0.08%	0.18%	0.52%	1.59%	1.37%

\*Annualized

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**STAFF REPORT**

**To:** Board of Directors  
**From:** Carie Huff, District Engineer  
**Cc:** Josh Lelko, Engineering Technician  
**Subject:** Acceptance of the Bill of Sale for Sewer Improvements within Secret Ravine  
**Meeting Date:** August 5, 2021

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**Overview**

The Secret Ravine improvements are located near the southwest corner of Sierra College Boulevard and Dominguez Road. The Secret Ravine project consists of two commercial parcels to be developed in the future. The Secret Ravine improvements include the following infrastructure:

- Installation of four hundred and twenty-one (421) linear feet of sanitary sewer pipe;
- Installation of four (4) manholes;
- Installation of one (1) flushing branch;
- Installation of forty-nine (49) feet of lower laterals.

**Recommendation**

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Secret Ravine 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 \$250,908.

Attachments:

1. Bill of Sale
2. Map – Secret Ravine

BILL OF SALE

Martin A. Harmon, Trustee of the Crosswinds Trust 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

Secret Ravine

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 6/18/2021

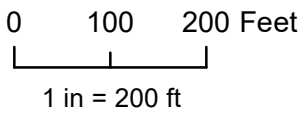
By: (Developer/Owner)

  
\_\_\_\_\_  
Signature

Martin A. Harmon

Name (Please Type or Print)

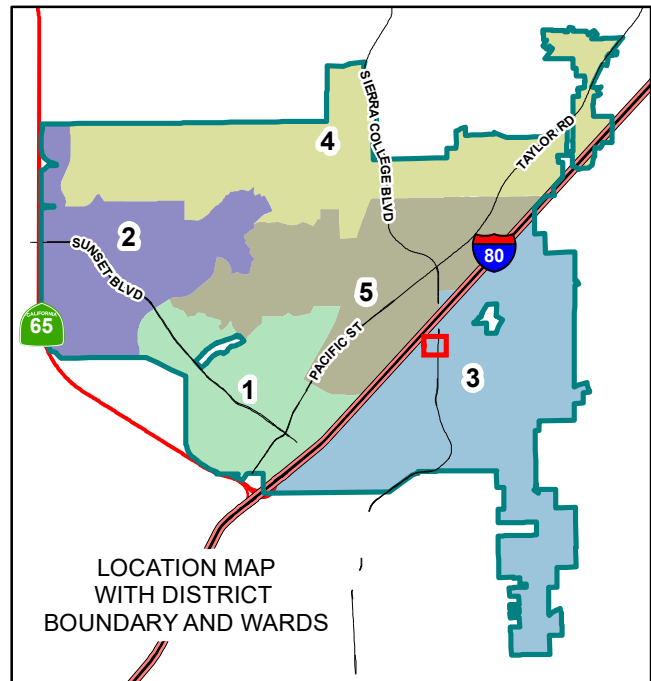




# Secret Ravine

**0 EDUs**

Date: 7/7/2021  
 Author: Curtis Little  
 Document Path:  
 G:\spmud\_gis\mxd\Curtis\Bill Of Sale



LOCATION MAP  
 WITH DISTRICT  
 BOUNDARY AND WARDS

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Emilie Costan, Administrative Services Manager

**Cc:** Herb Niederberger, General Manager

**Subject:** Adoption of Resolution 21-26 Abolishing the Positions of Field Services Manager and Project Manager

**Meeting Date:** August 5, 2021

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**Overview**

The job description and creation of a position for Field Services Manager, previously called District Foreman, was adopted on May 1, 1997 and has been vacant since 2016. The Field Services Manager position was an exempt position that reported to the District Superintendent.

The job description and creation of a position for a temporary Project Manager was adopted on April 1, 2010. A second position was created on May 24, 2012. Both temporary Project Manager positions have been vacant since 2014. The Project Manager position was a temporary position tasked with overseeing special engineering projects for the District.

The Personnel Advisory Committee met on May 24, 2021 and reviewed the District's Personnel Classifications to be included in the Fiscal Year 21/22 Budget Book. The committee recommended formally abolishing the positions of Field Services Manager and Project Manager and forwarding to the Board for discussion and approval.

**Recommendation**

Staff recommends the Board of Directors adopt Resolution No. 21-26 abolishing the positions of Field Services Manager and Project Manager.

**Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.2: Establish and meet Service Level(s) by Department.
- Goal 6.3: Continuously evaluate the organizational staffing needs for the District.

**Fiscal Impact**

There is no fiscal impact as the Field Services Manager position has been vacant since 2016 and the temporary Project Manager positions have been vacant since 2014.

**Attachments:**

- Resolution 21-26
- Job Description for Field Services Manager
- Job Description for Temporary Project Manager



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 21-26**

**ABOLISHING THE POSITIONS OF FIELD SERVICES MANAGER AND PROJECT  
MANAGER**

WHEREAS, The South Placer Municipal Utility District (District) Strategic Plan Goal 6.3 states, "Continuously evaluate the organizational staffing needs for the District;" and

WHEREAS, Section 11886 of the Public Utilities Code vests in the Board of Directors the power to determine and create or abolish such number and character of positions as necessary to properly carry on the functions of the District and shall establish an appropriate salary, salary range, or wage for each position so created; and

WHEREAS, Section 11937 of said Code vests in the General Manager the power to administer the Civil Service System of the District, and to appoint to the positions created by the Board; and

WHEREAS, the District has a job description and position adopted by Resolution 97-01 on May 1, 1997 called Field Services Manager, previously District Foreman, that has remained vacant since 2016; and

WHEREAS, the District has a job description and position adopted by Resolution 10-04 on April 1, 2010 called Project Manager and a second position adopted by Resolution 12-10 that have both remained vacant since 2014; and

WHEREAS, The District's Personnel Advisory Committee met on May 24, 2021, and thoroughly evaluated the District's Personnel Classifications and recommended the abolishment of the Field Services Manager and Project Manager job descriptions be forwarded to the Board for discussion and approval; and

WHEREAS, the provisions of this resolution comply in all respects with the provisions of the South Placer Municipal Utility District Civil Service System Employee Manual.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the South Placer Municipal Utility District that the positions of Field Services Manager and Project Manager are hereby abolished.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 5<sup>th</sup> day of August 2021.

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

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



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

**FIELD SERVICES MANAGER**

DEPARTMENT: Operations & Maintenance  
FLSA Status: Exempt  
Bargaining Unit: Management

SUPERVISOR: Superintendent

POSITION DESCRIPTION

Serves as a member of the District's management team, and participates in the development and implementation of the District's goals, objectives, priorities, policies and procedures, project prioritization and problem resolutions. Coordinates and supervises Leadworkers and Maintenance Workers in the maintenance, operation, and construction of the District's collection system. Assists the Superintendent in holding subordinate staff accountable for meeting goals and objectives as defined. Must have good time-management skills and the ability to track multiple duties on oneself and subordinates.

MINIMUM QAULIFICATIONS

EDUCATION/EXPERIENCE

- A. Graduation from an accredited four year college or university is highly desired. Formal education may be waived if there is demonstrated utility management experience with at least six (6) years experience in supervisory/management position (at a minimum, must show proficiency at college level English); and
- B. Five (5) years of increasingly responsible experience in Collections Systems maintenance and repair at a journey or lead level, including at least two (2) years of administratve and supervisory responsibility.

REQUIRED DEGREES/LICENSES

Valid California Driver License, or obtain within six (6) months of date of hire, an appropriate Class A California Driver License. Must possess a Grade IV certification in Collection Systems as issued by C.W.E.A.

## SPECIFIC KNOWLEDGE AND ABILITIES

Must have knowledge of the use and purpose of tools and equipment employed in the operation, maintenance, repair, and construction of a wastewater collection system, including lift stations: (mechanical knowledge of lift stations, SCADA, proper pump curves for specific applications, control panels, and all appurtances related to lift stations is highly desirable). Must be knowledgeable of Collection system construction methods, inspection and terminology. Must be knowledgeable of safety standards, both state and federal, as they pertain to a wastewater collection system. Must have the ability to supervise crews while exercising appropriate direction/delegation and responsibility; prepare oral, written, and computerized reports, records, and logs; and be able to apply District ordinances and construction standards.

## PRIMARY RESPONSIBILITIES

1. Plans, schedules, assigns computerized workload, keeps records, supervises, participates and prioritizes the work of maintenance personnel engaged in the operation, maintenance, and repair of the District's wastewater collection system. Performs QA/QC on completed work-orders following completion.
2. Through delegation to the Leadworkers and Maintenance staff, ensures the proper use of equipment including the operation and maintenance of lift stations, earth moving equipment, general construction equipment, and specialized equipment common to the wastewater collection system, including high pressure cleaners, vacuum units, and closed circuit TV units; Responsible for the safety of personnel working in the District's wastewater collection system, including the training of present and new employees in safety requirements, methods, equipment, and practices.
3. In the absence of the Superintendent, is acting Legal Responsible Operator (LRO) performing data input and certification of SSO's into the State Water Resources Control Board's CIWQS database. Works with the Technical Service Manager in the update of the District's SSMP components: Annual Audit, yearly Questionnaire, and updates as required.
4. Coordinating with the Technical Services Manager, conducts, plans, and schedules regular safety meetings, and enforces the safety policies of SPMUD and Cal-OSHA;
5. Investigates customer service calls and complaints, dispatches staff accordingly and promotes good public relations;
6. Estimates time, materials, and equipment necessary to complete maintenance and repair projects, and orders materials and supplies required;
7. Keeps material inventory records and oversees O&M safety and materials

purchases.

8. Keeps records of all District autos/trucks/vehicles and makes recommendations for replacement;
9. Participates in, and as directed by the Superintendent prepares performance evaluations of all employees working under his/her direction; and,
10. In the absence of the Superintendent, assumes responsibility for all field activities.

### SECONDARY DUTIES

1. Keeps abreast of all field construction activity by other entities and developers;
2. Performs field investigations on the District's easements: road conditions, levee conditions along creeks, creek crossings, encroachment issues with buildings or structures, and ponding/inaccessibility due to creek conditions, or changes to the Districts right of way.
2. Along with the Superintendent and/or Technical Services Manager may coordinate activity of contractors working on District facilities;
3. Assists in updating a variety of wastewater collection system maps and records;
4. Assists in budget requests for field maintenance items, and projections for maintenance and personnel needs;
5. May do inspections and/or provide technical assistance for contractors and plumbers; and,
6. Other duties as required.

### OTHER NECESSARY QUALIFICATIONS

1. Specific Physical Requirements to Perform Duties:
  - a. Ability to drive and operate heavy construction equipment for long periods of time;

- b. Ability to lift and carry 90 lb. items such as bags of concrete;
  - c. Ability to work in confined spaces for long periods of time;
  - d. Spend long periods of time seated; and,
  - e. Spend long periods of time using a computer terminal.
2. Ability to Successfully Pass Medical Examination Based On:
- a. Ability to safely perform required physical duties; and
  - b. Ability to safely perform required physical duties with "reasonable accommodation" that does not create a safety hazard for other employees or the public.
3. On-Call/Emergency Duties:

Must reside within 30 miles of District Corporation Yard and be able to respond and travel to Corporation Yard within 30 minutes of notice.

PROBATIONARY PERIOD: Six (6) months

## **SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

### **JOB DESCRIPTION**

#### **PROJECT MANAGER TEMPORARY PART-TIME EMPLOYEE**

#### POSITION DESCRIPTION

Under direction of the General Manager, this Position is of limited duration, requiring specialized skills to manage specific, on-going projects for the District, prepares technical reports, and performs a variety of technical and administrative tasks related to these projects.

#### REQUIRED EDUCATION/EXPERIENCE

Minimum of 10 years work experience for a utility district/company, public works agency, or comparable work experience in related field that is directly involved in project management and program administration.

#### REQUIRED DEGREES/LICENSES

Requires a Valid California Driver License.

#### SPECIFIC KNOWLEDGE AND ABILITIES

Knowledge of the practices of the District in completing specific projects in the areas of engineering, accounting, or research; and ability to communicate effectively both orally and in writing to the Board, management, other public agencies, engineering firms, vendors, contractors, and the public.

#### PRIMARY RESPONSIBILITIES

1. Assists General Manager in the management of ongoing contracts, service agreements, special projects, accounting or engineering activities of the District;
2. Advise General Manager and other District personnel engaged in the technical and administrative support;
3. Train District staff to apply the District's standards, rules, regulations and ordinances to the specialized areas of engineering and/or accounting;
4. Train District staff to prepare, interpret, update, and revise various documents, procedures and/or programs in the areas of engineering, administration and accounting;
5. Advise District staff and train others to complete these projects in the future;

## SECONDARY DUTIES

1. Participates with management in the formulation of various agreements and other contracts;
2. Operates office and/or engineering equipment;
3. Prepares and presents both written and oral reports;
4. Attends meetings with other District personnel and outside contractors; and,
5. Other duties as required.

## OTHER NECESSARY QUALIFICATIONS

1. Specific Physical Requirements to Perform Duties:
  - a. Ability to drive a vehicle to pick up documents at other agencies; attend meetings at other locations; and make field trips;
  - b. Ability to work at computer terminal for prolonged periods; and
  - c. Ability to stand up, bend over, and work in an office environment for several hours at a time.

EMPLOYMENT PERIOD – Employment shall not exceed 960 hours per fiscal year or more than 12 months in total duration to meet the CALPERS requirements of a temporary “retired annuitant” employee. The hours are reset on July 1<sup>st</sup> of each year.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors  
**From:** Carie Huff, District Engineer  
**Cc:** Herb Niederberger, General Manager  
**Subject:** Acceptance of the Foothill Trunk Sewer Replacement Project  
**Meeting Date:** August 5, 2021

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**Overview**

The District initiated the study, design, and permitting of the Foothill Trunk Sewer Replacement Project in October of 2014. The project consisted of the replacement of approximately 2,700 feet of 12-inch diameter trunk sewer with 24-inch diameter trunk sewer. The construction contract was awarded to Garney Pacific, Inc. in January 2020 and Garney Pacific, Inc. substantially completed construction of the project in June 2021. Garney Pacific, Inc. completed the items from the punch list compiled by District staff and the project is ready for District acceptance. In order to reduce the amount of sewer bypass required for the project, the District entered into a Temporary Sewer Connection and Use Agreement which terminates once the Board of Directors accepts the Bill of Sale for the sewer improvements.

A Notice of Completion has been prepared for the project with the assistance of District Legal Counsel. Once executed, the Notice of Completion will be filed at the Placer County Recorder's Office.

**Recommendation**

Staff recommends that the Board of Directors:

- Accept the improvements constructed as the Foothill Trunk Sewer Replacement Project.
- Adopt Resolution 21-27 authorizing the General Manager to accept the Bill of Sale and execute the Notice of Completion for the Foothill Trunk Sewer Replacement Project.

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

Attachments:

1. 21-27 – Resolution of Acceptance of the Foothill Trunk Sewer Replacement Project.
2. Bill of Sale – Foothill Trunk Sewer Replacement Project.
3. Resolution Notice of Completion – Foothill Trunk Sewer Replacement Project.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 21-27**

**ACCEPTANCE OF THE FOOTHILL TRUNK SEWER REPLACEMENT PROJECT**

WHEREAS, the South Placer Municipal Utility District (SPMUD) Board of Directors awarded the construction contract for the Foothill Trunk Sewer Replacement Project (Project) in January of 2020 to Garney Pacific, Inc.; and

WHEREAS, Garney Pacific, Inc. entered into a Temporary Sewer Connection and Use Agreement with SPMUD which terminates once the Board of Directors accepts the Bill of Sale for the sewer improvements; and

WHEREAS, Garney Pacific, Inc. constructed the Project per SPMUD standards, met the requirements of the contract documents, and submitted the Bill of Sale for the Project improvements.

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

1. Accept the Bill of Sale for the improvements constructed as the Foothill Trunk Sewer Replacement Project.
2. Authorize the General Manager to execute the Notice of Completion for the Foothill Trunk Sewer Replacement Project.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 5<sup>th</sup> day of August 2021.

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

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



Recording Requested By  
And Return To:

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

No Fee per Government  
Code § 6103 and 27383

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**NOTICE OF COMPLETION**

Notice is given by the SOUTH PLACER MUNICIPAL DISTRICT (the “District”), a public agency, 5807 Springview Drive, Rocklin California 95677, that the work known as SOUTH PLACER MUNICIPAL UTILITY DISTRICT/ Foothill Sewer Replacement Project (between Secret Ravine and El Don Drive within Rocklin, CA) was considered by the District to be completed on the 5th day of August, 2021. The undersigned caused the work to be performed and the contract was made with Garney Pacific, Inc. (324 E. 11<sup>th</sup> Street, Suite E2, Tracy, CA 95376), to construct approximately two thousand seven hundred lineal feet of 24-inch gravity sanitary sewer pipe and appurtenances, construct an access road, rolling gate, CMU wall and fence and remove and abandon the existing 12-inch gravity sewer pipe. The surety for said Contractor is The Continental Insurance Company and Liberty Mutual Insurance Company, (151 N. Franklin Street, Chicago, IL, 60606). Said work is situated in the City of Rocklin, Placer County, State of California.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed at Rocklin, California, this 5<sup>th</sup> day of August, 2021.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

\_\_\_\_\_  
Herb Niederberger, General Manager

[Attach notary acknowledgment]

**PROOF OF SERVICE DECLARATION**

I, Carie Huff, declare that I served copies of the above NOTICE OF COMPLETION,

- a)  By personally delivering copies to \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_AM/PM.
- b)  By Registered of Certified Mail, Express Mail or Overnight Delivery by an express service carrier, addressed to each of the parties at the address shown above on August 5, 2021 .
- c)  By leaving the notice and mailing a copy in the manner provided in § 415.20 of the California Code of Civil Procedure for service of Summon and Complaint in a Civil Action.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed at Rocklin, California, this 5 day of August, 2021.

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Signature of Person Making Service

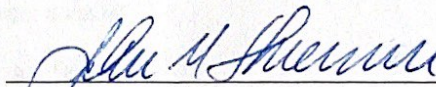
BILL OF SALE

Garney Construction, Inc. 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 project commonly known as Foothill Trunk Sewer Replacement Project

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 6-21-21

By: Garney Construction, Inc.

  
\_\_\_\_\_  
Signature

John M. Thieman  
Name (Please Type or Print)

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Eric Nielsen, Superintendent

**Cc:** Herb Niederberger, General Manager

**Subject:** Acceptance of the Newcastle Sewer System Repairs 2021 Project

**Meeting Date:** August 5, 2021

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**Overview**

The District developed the Newcastle Collection System Master Plan in 2017 to address many of the system deficiencies that were inherited with the annexation of the Newcastle Sanitary District and create additional recurring operation and maintenance burdens that represent additional risk to the District related to sanitary sewer overflows. The project consisted of the installation of seven manholes and seven cleanouts, spot repairs of sewer main, and the abandonment of one line segment. The construction contract was awarded to Caggiano General Engineering, Inc. (CGE) in March 2021. CGE substantially completed the construction of the project in June 2021. CGE completed the items from the punch list compiled by District staff and the project is ready for District acceptance. A Notice of Completion has been prepared for the project with the assistance of District Legal Counsel. Once executed, the Notice of Completion will be filed at the Placer County Recorder's Office.

**Recommendation**

Staff recommends that the Board of Directors:

- Accept the improvements constructed as the Newcastle Sewer System Repairs 2021 Project.
- Adopt Resolution 21-28 authorizing the General Manager to execute the Notice of Completion for the Newcastle Sewer System Repairs 2021 Project.

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

Attachments:

1. Resolution 21-28 – Resolution of Acceptance of the Newcastle Sewer System Repairs 2021 Project.
2. Notice of Completion – Newcastle Sewer System Repairs 2021 Project

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 21-28**

**ACCEPTANCE OF THE NEWCASTLE SEWER SYSTEM REPAIRS 2021 PROJECT**

WHEREAS, the South Placer Municipal Utility District (SPMUD) Board of Directors committed to improve the sewer collection system in the Newcastle area in accordance with the 10-year Master Plan developed by the District in 2017; and

WHEREAS, SPMUD awarded the construction contract for the Newcastle Sewer System Repairs 2021 Project (Project) in March of 2021 to Caggiano General Engineering, Inc. (CGE); and

WHEREAS, CGE constructed the Project per SPMUD standards and met the requirements of the contract documents.

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

1. Accept the improvements constructed as the Newcastle Sewer System Repairs 2021 Project.
2. Authorize the General Manager to execute the Notice of Completion for the Newcastle Sewer System Repairs 2021 Project.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 5<sup>th</sup> day of August 2021.

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

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

Recording Requested By  
And Return To:

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

No Fee per Government  
Code § 6103 and 27383

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**NOTICE OF COMPLETION**

Notice is given by the SOUTH PLACER MUNICIPAL DISTRICT (the “District”), a public agency, 5807 Springview Drive, Rocklin California 95677, that the work known as SOUTH PLACER MUNICIPAL UTILITY DISTRICT/ Newcastle Sewer System Repairs 2021 Project (various locations within Newcastle, CA) was considered by the District to be completed on the 5th day of August, 2021. The undersigned caused the work to be performed and the contract was made with Caggiano General Engineering, Inc. (3941 Park Drive, Suite 20-347, El Dorado Hills, CA 95762), to construct seven manholes and seven cleanouts, spot repairs of sewer main, and the abandonment of one line segment. The surety for said Contractor is Western National Mutual Insurance Company, (4700 West 77<sup>th</sup> Street, Edina, MN, 55435). Said work is situated in the unincorporated community of Newcastle, Placer County, State of California.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed at Rocklin, California, this 5<sup>th</sup> day of August, 2021.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

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Herb Niederberger, General Manager

[Attach notary acknowledgment]

**PROOF OF SERVICE DECLARATION**

I, Eric Nielsen, declare that I served copies of the above NOTICE OF COMPLETION,

- a)  By personally delivering copies to \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_AM/PM.
- b)  By Registered of Certified Mail, Express Mail or Overnight Delivery by an express service carrier, addressed to each of the parties at the address shown above on August 5, 2021 .
- c)  By leaving the notice and mailing a copy in the manner provided in § 415.20 of the California Code of Civil Procedure for service of Summon and Complaint in a Civil Action.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed at Rocklin, California, this 5 day of August, 2021.

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Signature of Person Making Service



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors  
**From:** Eric Nielsen, Superintendent  
Emilie Costan, Administrative Services Manager  
**Cc:** Herb Niederberger, General Manager  
**Subject:** CCTV Software and Implementation Agreement with ITpipes LLC  
**Meeting Date:** August 5, 2021

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**Overview**

The South Placer Municipal Utility District (District) has for several years invested in technology to improve the effectiveness and efficiency with which it provides sewer service to its customers. Examples of these investments include the implementations of Tyler, Lucity, GIS, ITpipes, and Laserfische software applications. These efforts are consistent with the direction established in the last two District Strategic Plans.

The District has been using ITpipes software to collect and analyze observations about the sewer collection system using CCTV cameras since 2014. The data is reviewed in detail on a monthly basis to support many of the District’s maintenance work programs and is the “backbone” of the District’s “inspection-driven” maintenance approach.

ITpipes was selected through a competitive bidding process when originally purchased. Staff has been pleased with the ease of use, the trouble-free performance, the excellent customer support, and the ability to effectively analyze and report on the data. Continuing with ITpipes at this point is reasonably expected to result in reduced costs to the ratepayer. Changing software will require additional equipment costs, labor to reconfigure databases and devices, staff time for training on new software, and reconfiguring existing reports.

The agreement also incorporates an upgrade to the ITpipes software. The District currently uses the Desktop version of ITpipes which was the only option available at the time of the original purchase. Like many other software utilized by the District (e.g., Lucity, GIS, Laserfische), ITpipes has transitioned to a “web-based” application. The Desktop version is no longer being developed and as a result receives limited support. The Web version is the focus of development efforts, allows for unlimited access to users within the District, and can be integrated into other District software (i.e., Lucity, GIS).

Staff is presenting this resolution to the Board because the total of the five-year agreement is anticipated to exceed \$50,000, which in accordance with Purchasing Policy 3150, requires Board approval. A period of five years was selected for this agreement because of the desire for consistency for operators and supervisors and because the District realizes a savings of approximately 11% versus the year-year payment schedule.



**Recommendation**

Staff recommends that the Board of Directors adopt Resolution 21-29, authorizing the General Manager to execute the attached agreement with ITpipes, LLC for CCTV Inspection Software and Implementation Services.

**Strategic Plan Goals**

This action is consistent with SPMUD Strategic Plan Goals:

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

Goal 1.3: Build Business Efficiencies

**Related District Ordinances and Policies**

This action complies with the following District Policy(ies)

Policy No. 3150 – Purchasing Policy

**Fiscal Impact**

The estimated cost of the Year 1 software license and implementation services is \$29,506 and was budgeted for this fiscal year.

The recurring costs for software licensing and support is \$6,977 per year.

**Attachments**

1. Resolution 21-29
2. Professional Services Agreement for CCTV Inspection Software and Implementation

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION 21-29**

**AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH  
ITPIPES, LLC FOR CCTV INSPECTION SOFTWARE AND IMPLEMENTATION**

WHEREAS, The South Placer Municipal Utility District (hereinafter “District”) owns and operates the sanitary sewer collection system that serves Rocklin, Loomis, Penryn, and portions of Newcastle and Granite Bay, and

WHEREAS, regular inspection of sewer pipelines with CCTV cameras is necessary to effectively manage the sewer collection system as prescribed in the District’s Sewer System Management Plan, and

WHEREAS, ITpipes software was originally selected through a competitive bidding process and the District is electing to continue to use this software and the continued use of the software is reasonably expected to reduce the lifecycle cost to the ratepayers, and

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

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the General Manager is authorized to execute the attached Agreement with ITpipes, LLC for CCTV software and implementation services.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 5<sup>th</sup> day of August 2021.

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

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



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

PROFESSIONAL SERVICES AGREEMENT

AGREEMENT TERM: Five years

EXECUTED:

Provide Professional Services for the project know as: CCTV Inspection Software and Implementation

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

CONTRACTOR: ITpipes, LLC.
CONTRACTOR REPRESENTATIVE: Cori Criss
(916) 853-1632

SERVICES:

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

Total agreement amount shall not exceed \$57,500 for the five-year agreement term.

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

Name and address of Contractor: ITpipes, LLC.
6064921 Alexander Blvd. NE, Suite B
Albuquerque, NM 87107

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

Signature of person authorized to sign:

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

NOTICE OF AWARD (This section for District use only)

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

## GENERAL PROVISIONS

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1. **SCOPE OF SERVICES:** Contractor shall do all work, attend all meetings, and carry out all activities necessary to complete all services described in the attached proposal included as part of this Agreement. This Agreement and its exhibits, attached or incorporated by reference, shall be known as the “Agreement Documents.” The Contractor enters into this Agreement as an independent contractor and not as an employee of the District.
2. **TIME OF PERFORMANCE:** The Services described in this Contract shall be provided for five years. The services are to commence upon execution and receipt of this Agreement and shall be completed in a prompt and timely manner in accordance with the conditions of the Agreement.
3. **COMPENSATION:** Payments for initial implementation and subscription shall be paid upon completion of services and license activation. Payments for subscription(s) shall be paid *annually*. The total amount for this agreement shall not to exceed \$ 57,500 over the five-year agreement term. The District reserves the right to perform any of these services with its own staff or to retain other contractors to perform the services. “Reimbursable Expenses” are limited to actual expenditures of the Contractor for expenses that are necessary for the proper satisfaction of the Contract and are only payable if specifically authorized in advance in writing by the District. No additional charges will be allowed unless specified in the Contract, including charges for transportation, fuel, containers, packing, or disposal. Contractor is responsible for supplying invoices and all documentation necessary to verify invoices to the District’s satisfaction. Invoices shall be emailed to [ap@spmud.ca.gov](mailto:ap@spmud.ca.gov) or mailed to 5807 Springview Drive, Rocklin, CA 95677.
4. **TERMINATION:** This Agreement may be terminated, without cause, at any time by the District or Contractor upon ten days written notice. Contractor shall be compensated for all services provided for in the Agreement to that date. District shall be entitled to all work created pursuant to the Agreement.
5. **CHANGES:** District or Contractor may request changes to the scope of services to be performed. Such changes must be authorized in advance by the District in writing. Mutually agreed to changes shall be incorporated in written amendments to this Agreement.
6. **PROPERTY OF THE DISTRICT:** It is mutually agreed that all work or materials prepared under this Agreement shall become the property of the District. The District shall have full ownership and control of all information prepared, produced, or provided by Contractor under this Contract. In this Contract, the term “information” means and includes any and all work product, submittals, reports, plans, specifications, and other deliverables consisting of documents, writings, handwritings, typewriting, printing, photostating, photographing, computer models, and any other computerized data and every other means of recording any form of information, communications, or representation, including letters, works, pictures, drawings, sounds, or symbols, or any combination thereof.
7. **SOFTWARE LICENSE:** The Software license is non-transferable to other individuals or entities. The Software license cannot be sold or given to another person or entity.
8. **CONFIDENTIALITY:** During performance of this Agreement, the contractor may gain access to and use District information. The contractor agrees to protect all District Information and treat it as strictly confidential, and further agrees that they shall at no time, either directly or indirectly, divulge, disclose, or communicate in any manner any District information to any third party without the prior written consent. In addition, the contractor shall comply with all policies governing the use of the District network and technology systems.

9. **NOTIFICATION OF MATERIAL CHANGES IN BUSINESS:** Contractor agrees that if it experiences any material changes in its business, including a reorganization, refinancing, restructuring, leveraged buyout, bankruptcy, name change, or loss of key personnel, it will immediately notify the District of the changes. Contractor also agrees to immediately notify the District of any condition that may jeopardize the scheduled delivery or fulfillment of Contractor's obligations to the District under this Contract.
10. **WARRANTY:** Contractor warrants that it has the expertise or has experts available to perform the services set forth in this Agreement in a manner consistent with accepted standards of its profession. It warrants that it will perform said services in a legal manner in conformance with all applicable laws and guidelines.

Contractor warrants that for a period of ninety (90) days from the date of shipment from the Contractor: (i) the media on which the Software is furnished will be free of defects in materials and workmanship under normal use; and (ii) the Software substantially conforms to its published specifications. Except for the foregoing, the Software is provided AS IS. This limited warranty extends only to District as the original licensee.

The entire liability of the Contractor and its suppliers under this limited warranty will be, at Contractor's or its service center's option, repair, replacement, or refund of the Software if reported (or, upon request, returned) to the party supplying the Software to the District. Contractor does not warrant that the service(s) or Software will be uninterrupted or error-free or unaffected by force majeure events.

This warranty does not apply if the software (a) has been altered, except by Contractor, (b) has not been installed, operated, repaired, or maintained in accordance with instructions supplied by Contractor, (c) has been subjected to abnormal physical or electrical stress, misuse, negligence, or accident, or (d) is used in ultrahazardous activities.

11. **STANDARD OF PERFORMANCE:** Contractor shall perform in the manner and according to the standards currently observed by a competent practitioner of Contractor's profession in California and in compliance with all requirements of this Contract. All products that Contractor delivers to District under this Contract must be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Contractor's profession.

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

12. **CERTIFICATE OF COMPLIANCE WITH LABOR CODE 3700:** Section 3700 of the Labor Code requires every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and the Contractor will comply with such provisions before commencing with any work of this Agreement.
13. **INTEREST IN AGREEMENT:** Contractor covenants that neither it nor any of its employees has an interest in this Agreement which would conflict in any manner or degree with the performance of its services hereunder.
14. **NEGLIGENCE:** Contractor shall be responsible for performing the work in a safe and skillful manner consistent with generally accepted standards and shall be liable for its own negligence and the negligent acts of its employees. District shall have no right of control over the manner in which the work is done but only

as to its outcome and shall not be charged with the responsibility of preventing risk to any of Contractor's employees.

15. INDEMNITY: Contractor shall indemnify, defend, and hold harmless the District, its officers, officials, agents and employees from and against any and all claims, costs, losses and expenses arising out of or in connection with the performance of work or failure to comply with the obligations contained in the Agreement Documents, except such loss or damage which was caused by the active negligence or willful misconduct of the District.
16. INSURANCE: Contractor shall not commence with any work before obtaining, and shall maintain in force at all times during the term of this Agreement, the policies of insurance as specified by the District and incorporated herein by this reference.
17. SEVERABILITY: If a court with jurisdiction rules that any portion of this Contract or its application to any person or circumstance is invalid or unenforceable, the remainder of this Contract will not be affected thereby and will remain valid and enforceable as written, to the greatest extent permitted by law.
18. FACILITIES AND EQUIPMENT: Contractor shall, at its sole cost and expense, furnish all facilities and equipment that may be required for the contractor to perform services pursuant to this Agreement.
19. LICENSES AND PERMITS: Contractor represents and warrants that Contractor has, and shall maintain at all times during the term of this Contract at its sole cost and expense, all licenses, permits, qualifications, and approvals of any nature that are legally required for Contractor to practice its profession or fulfill the terms of this Contract, including any required certification issued by the California Secretary of State.
20. MISCELLANEOUS PROVISIONS:
  - A. Contractor shall not engage in unlawful employment discrimination.
  - B. Information received from the contractor will be disclosed upon receipt of a request under the California Public Records Act; however, if any information is set apart and clearly marked "trade secret" when provided to the District, the District shall give notice of any request for disclosure. The contractor shall have five (5) days from the date of notification to enter into an agreement with the District, providing for the defense of, and complete indemnification and reimbursement of all costs incurred by the District in any legal action to compel disclosure of the information. The contractor shall have sole responsibility for defense of the "trade secret" designation.
  - C. This Agreement and its exhibits constitute the entire agreement between the parties relative to the services herein and no modifications shall be effective unless and until such modification is in writing and signed by both parties.
  - D. Contractor shall maintain and make available to District accurate records of all its costs and receipts with respect to any work under this Agreement for six months after the final payment under this Agreement.

# South Placer Municipal Utility District, CA Project Scope



Contact Details	Sales Details
-----------------	---------------

**Contact:** Eric Nielsen, PE

**Quote #:** 13IT2547

**Email:** enielsen@spmud.ca.gov

**Date:** July 8, 2021

### Project Description

Setup ITpipes platform for Sewer for the South Place Municipal Utility District, CA. This includes ITpipes Mobile, Sync, Web, Inspection View, and consulting services for implementation and data migration. The asset types that are part of this project include: **Mainline**. This includes mainline for Sewer.

### Products with Major Tasks

This project scope includes each product purchased with a description, objective, deliverable, client resources required to meet the deliverable, product requirements with installation/setup instructions, assumptions, and detailed activities necessary to complete that product implementation. *Please note ITpipes licenses/subscription products are part of this Scope, however, typically these products only require license issuance therefore requirements in relation to tasks are often not applicable.*

Upon project discovery, the order of major tasks will be realigned to meet implementation needs. Many tasks need to be sequential and cannot happen simultaneously. It is critical tasks be approved upon completion or this will hold up other tasks. Adjustments to tasks after confirmation of approval can cascade into major changes and escalated time and effort needed for the project; if adjustments to accepted deliverables are required, there may be associated costs and potentially a change order required.

### Product List with Associated Description, Deliverables, and more.

**Product Description:** Project kick-off and introduction call. Product Name: t-kickoffintro

**Objective:** To have an introduction call between the Client primary stakeholder and the ITpipes Project Manager.

**Deliverable(s):** Established communication between the Client primary stakeholder and the ITpipes Project Manager, with a coordinating list of all Client stakeholders and general understanding of role for each.

#### Client Resources Required:

- Primary Client stakeholder participation in an introductory call. One remote session of 1 hour.

#### Product Requirements & Installation/Setup Instructions:

- See Client Resources Required.

#### Assumptions:

The main project contact for Client:

- Is familiar with the CCTV Unit operations.
- Knows the reports they would like to run from ITpipes and knows the user list/contacts for end-users receiving ITpipes installations on their systems.
- Understands overall the Client GIS and AMS set up and has availability to pull in specific GIS and/or AMS Administrators as needed.

#### Activities:

- ITpipes Project Manager obtain a list of Client stakeholder contacts and related contact details for each. This may include field supervisors, inspectors, office users, engineers, IT, GIS and/or AMS contacts.
- Plan for scheduling of Investigation/Discovery call to include Client stakeholders.

**Product Description: Discovery with stakeholders.** Product Name: t-discovery

**Objective:** To conduct a virtual introduction with the Client stakeholders and determine leadership task responsibilities. Discovery may require additional meetings and will include review of workflow, Client resources and requirements, product requirements, determining asset template details, and a proposed project timeline.

**Deliverable(s): Details confirmed for the workflow using ITpipes, product requirements, Client resource requirements, and assumptions are met and/or a timeline defined for these to be met, a confirmed asset template, and a proposed timeline defined for the overall project implementation.**

**Client Resources Required:**

- Stakeholder time and availability to prep, participate, and follow up on the discovery call. One prep session of 1 hour, two remote sessions of 2 hours each, for a total of 5 hours.
- Stakeholder time and availability to review asset template options and confirm a template is approved. Time for this task varies, but is estimated at two remote sessions of 1-2 hours each for a total of 2-4 hours.
- I.T. Administrator to confirm permissions are possible and/or set up permissions for defined workflows. Three to 4 remote sessions of 1 hour each, for a total of 4 hours.

**Product Requirements & Installation/Setup Instructions:**

- See Client Resource Requirements.

**Assumptions:**

- Stakeholders have ability to provide information and access to Client resources as needed.

**Activities:**

- Review existing workflow and confirm any adjustments to workflow.
- Review product requirements and ensure all requirements are or can be met.
- Review Client Resources Required and ensure all requirements are or can be met.
- Review asset template options and confirm the template is approved.
- Determine proposed timeline for task completion.



**Product Description:** ITpipes Web set up on-premise. Product Name: p-websetup-i

**Objective:** To set up ITpipes Web on Client's Server.

**Deliverable(s):** Client stakeholders able to access ITpipes Web on Client Server successfully.

**Client Resources Required:**

- I.T. Administrator to confirm server meets requirements and is set up prior to online session with ITpipes. One session of 1 hour.
- I.T. Administrator with full system permissions. Three to four remote sessions of 1-2 hours each, for a total of 6-8 hours.
- GIS Administrator to set up initial map for ITpipes consumption and provide input on field mapping. Time for this varies based on existing map setup and needs.
- Client to assign an internal "ITpipes Administrator" that will setup Client users. One remote session of 1-2 hours.
- Stakeholders to attend training. One to two remote sessions of 2-4 hours.

**Product Requirements & Installation/Setup Instructions:**

- Broadband internet.
- Web Server that meets the requirements listed here: <https://bit.ly/2VISyNP> .
- SQL requirements listed here (Web, SQL, and Media Storage can be set up on a single computer or multiple computers) : <https://bit.ly/3cU5gg8> .
- GIS/Mapping integration requirements here: <https://bit.ly/3f2YEjC> .

**Assumptions:**

- Client I.T. Administrator has determined how users will access the server internally and if appropriate, externally. This may include set up of user permissions, VPN access, firewall, anti-virus, devices, and other items.

**Activities:**

- Client review server requirements and confirm all is setup prior to online session with ITpipes.
- Setup and test ITpipes Web on the Client SQL server.
- Client to set up map for ITpipes consumption and provide input on field mapping.
- ITpipes Administrator (Client stakeholder) to set up (Client) users with associated permission levels.
- Attend training on ITpipes Web, Web read-only and/or Inspection View

**Product Description: ITpipes Mobile set up.** Product Name: p-mobilesetup-m

**Objective:** Setup ITpipes Mobile in the cctv inspection unit, with H.264 recording. Install Sync to ensure data is properly transferring automatically.

**Deliverable(s): ITpipes Mobile fully functional on the mobile system, communicating with camera hardware and recording video in an H.264 format.**

**Client Resources Required:**

- Access to field inspection unit for initial set up of ITpipes Mobile and for sync. Three to six remote sessions of 1-2 hours each, for a total of 6-12 hours.
- GIS Administrator to set up initial map for ITpipes consumption and provide input on field mapping. Time for this varies based on existing map setup and needs.
- Inspectors available to perform inspections regularly to test ITpipes Mobile and Sync. Time varies depending on inspections performed.
- Stakeholders available to assign work and/or confirm completed inspections sync properly. Three to six remote sessions of 1-2 hours each, for a total of 6-12 hours.
- I.T. Administrator with full system permissions as needed.

**Product Requirements & Installation/Setup Instructions:**

- Broadband internet.
- GIS/Mapping integration requirements here: <https://bit.ly/3f2YEjC> .
- CCTV unit has a computer that meets specifications: <https://bit.ly/2LlxtTQ> .
- Hardware connections for encoder/ footage counter to CCTV Unit computer are in place.
- CCTV Unit computer and/or user accounts have read/write access to media storage location.

**Assumptions:**

- CCTV computer and/or user accounts have read/write access to media storage location for Sync usage.
- Client stakeholders are familiar with the inspections workflow.
- Inspectors are familiar with the inspection camera equipment and all equipment is fully functional.

**Activities:**

- Software installation via remote pc of ITpipes Mobile and Sync
- Install and test ITpipes with camera and overlay equipment, confirm overlay connection or card set up for counter, inclination, or other sensory input is functional
- Confirm video capture device is set up and functional
- Setup H.264 recording, connection to camera hardware/distance encoder, video check, and test installation
- Test set up of the system

**Product Description: ITpipes Sync set up.** Product Name: p-syncsetup1-5

**Objective:** Set up ITpipes Sync to automate the process of transferring data between systems.

**Deliverable(s): Automated, bi-directional syncing between CCTV Units and ITpipes Web fully functioning and executing any processes selected successfully.**

**Client Resources Required:**

- I.T. Administrator with full system permissions.
- Access to the CCTV Unit for initial set up of ITpipes Mobile and Sync for set up and testing. Three to six remote sessions of 1-2 hours each, for a total of 6-12 hours.
- Inspectors available to perform inspections to test integration. Time varies depending on inspections performed.
- Stakeholders available to assign work and/or confirm completed inspections sync properly. Three to six remote sessions of 1 hour each, for a total of 3-6 hours.

**Product Requirements & Installation/Setup Instructions:**

- Confirm sync upload and download are functioning with all features expected.
- Sync requirements and instructions for setup here: <https://bit.ly/3hOOAfg>.

**Assumptions:**

- Inspector will perform inspections and test Sync connectivity, adjusting connectivity as necessary.

**Activities:**

- Install and set up Sync on the CCTV Unit(s) and/or server.
- Confirm Sync upload and download are functioning with all processes selected.
- Review Sync logs for any errors and adjust as necessary.
- QA/QC primary inspection repository to ensure that data and media are properly transferring
- Confirm Sync functionality with QA/QC approximately 3 occurrences.
- Confirm stakeholders are fully trained on using Sync.

**Product Description:** Data migration. Product Name: ts-legacydatamigration

**Objective:** To confirm the legacy inspection data migrated into ITpipes is accurate and complete.

**Deliverable(s):** Data migrated into ITpipes and approved by Client stakeholders.

**Client Resources Required:**

- I.T. Administrator to provide access to the data to be migrated into ITpipes. Time for this task varies, and is dependent upon Clients system and selected method for transferring data. This can take 3 to 4 sessions of 2 hours each, for a total of 8 hours and may require additional time "waiting" for tasks to be completed such as file transfer, template approval etc.
- Stakeholders will need to review the data migrated and ensure accuracy is adequate for approval. Time for this task varies, but can range from 2 to 3 sessions of 1-2 hours each, for a total of 4 to 6 hours.

**Product Requirements & Installation/Setup Instructions:**

- Access to the data to be converted.
- Asset template confirmed.

**Assumptions:**

- Stakeholders are familiar with the legacy, existing inspection data.
- Any suggestions to the ITpipes asset template defined during the Discovery process will be adjusted after the project is complete and not during data migration. Suggested changes may result in additional service requirements after project completion.

**Activities:**

- ITpipes convert the data into the approved asset template.
- Client review with feedback.
- ITpipes adjust data as necessary.
- Client review until approval.
- Set up data in primary repository.

**Product List with Associated Description, Deliverables, and more.**

**Product Description: t-useracceptancetesting** Product Name: t-useracceptancetesting

**Objective:** To confirm users are able to perform expected functions within ITpipes.

**Deliverable(s): The ITpipes products are fully functional and users are able to test each product to ensure functioning successfully.**

**Client Resources Required:**

- All stakeholders participate in testing the ITpipes product and functions that will be used within ITpipes.

**Product Requirements & Installation/Setup Instructions:**

Not applicable.

**Assumptions:**

Not applicable.

**Activities:**

- All products purchased are tested with associated workflow and process by the Client stakeholders.

**Product Description: Go live with ITpipes implementation.** Product Name: t-golive

**Objective:** To confirm the ITpipes implementation is complete and all products are functioning successfully.

**Deliverable(s): The ITpipes implementation is complete and ITpipes service and support will move into maintenance mode for the Client.**

**Client Resources Required:**

- Stakeholders using ITpipes products and testing all workflow options.

**Product Requirements & Installation/Setup Instructions:**

- All products are fully functional.

**Assumptions:**

- All previous tasks are complete.

**Activities:**

- Client stakeholders will confirm each product deliverable is met.

**Subscription Products for Go-live include:**

**Product Description: ITpipes Mobile Subscription.** Product Name: p-mobilesub  
**Product Description: ITpipes Sync Subscription.** Product Name: p-syncsub1-5  
**Product Description: ITpipes Web Subscription.** Product Name: p-webusersub

<b>Consulting Services include:</b>	<b>Consulting Services for legacy data migration include:</b>
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Online setup and training for up to 8 hours.	Legacy Video Conversion
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- The End -

**South Placer Municipal Utility District, CA**  
**Project Scope Timeline**



<b>Contact Details</b>	<b>Sales Details</b>
------------------------	----------------------

**Contact:** Eric Nielsen, PE

**Quote #:** 13IT2547

**Email:** enielsen@spmud.ca.gov

**Date:** July 8, 2021

**Project Timeline**

This proposed timeline is heavily dependent on the availability of client resources and response time. To move forward on implementation, it is imperative the Project Manager receives confirmation of completion on tasks.

#	Task/Product	Week 1	2	3	4	5	6	7	8	9	10
1	Project kick-off and introduction call.	X									
2	Discovery with stakeholders.	X	X	X	X						
3	ITpipes Mobile set up.		X	X	X	X	X	X			
4	ITpipes Sync set up.			X	X	X	X	X			
5	ITpipes Web set up on Client's Server.				X	X	X	X	X		
6	Data migration and Video Conversion					X	X				
7	ITpipes Cloud set up for Client User Access.						X	X			
8	User Acceptance Testing.							X	X	X	X
9	Go live with ITpipes implementation.										X
	ITpipes Mobile Subscription.										
	ITpipes Sync Subscription.										
	ITpipes Web Subscription.										

**Software Subscription Terms, Order Form, & Payment Schedule**

**Payment and Term:** This is a **5** year minimum commitment. CLIENT shall pay VENDOR the following minimum total amount **\$35,102** for use of the Platform.

**Subscription:** This includes licensing for the following:

- ITpipes Web - **1** users
- ITpipes Sync - **2** units
- ITpipes Mobile - **2** units
- ITpipes Inspection View - unlimited users
- Service Level Agreement

**Software Subscription Term & Payment Schedule:**

<b>Due Date</b>	<b>Renew Annually/ No committed SSA. *</b>	<b>5 year with pay prior to expiration</b>	<b>Fee Schedule</b>
<b>Initial Implementation</b>	\$22,313	\$22,313	Licensing fee due upon activation and implementation due upon completion.
<b>Year 1</b>	\$7,193	\$7,193	Due upon licensing activation.
<b>Year 2</b>	\$7,553	\$6,977	Due annually one year past licensing activation.
<b>Year 3</b>	\$7,930	\$6,977	Due one year past year 2 activation.
<b>Year 4</b>	\$8,326	\$6,977	Due one year past year 3 activation.
<b>Year 5</b>	\$8,743	\$6,977	Due one year past year 4 activation.
<b>Total</b>	<b>\$39,746</b>	<b>\$35,102</b>	

\*If there is no committed/confirmed contract for 3 years or more, the price increases annually based on the consumer price index increase or 5%, whichever is higher. ITpipes, upon annual renewal, emails record of current pricing and upon renewal approval, provides an invoice.



**Optional Services:**

CLIENT shall pay VENDOR for additional products or services purchased outside the quote at the agreed upon rates shown below.

<b>Services and/or Add-on Items (purchased as needed)</b>	<b>Payment Amount*</b>	<b>Term</b>
Hourly Rate, 4 hour block Consulting Tier 1	Hourly Rate for Services outside standard Service Level Agreement Scope, but performed online by technical support: to be used in minimum one hour increments	\$600 per 1, 4 hour block
Hourly Rate, 4 hour block Consulting Tier 2	Hourly Rate for online Project Management or Advanced Services: to be used in minimum one hour increments	\$600 per 1, 4 hour block
Hourly Rate, 4 hour block Consulting Tier 3	Hourly Rate for web development and/or programming, i.e. Sausalito Lateral Web Review Page	\$1,120 per 1, 4 hour block
On-site	Per day rate with advance scheduling/flexibility required, 2 days minimum and travel costs may be associated if under 3 days minimum.	\$3,300 (2 days required minimum)
ITpipes integration to Asset Management System	This is a per instance setup cost for integration between ITpipes and an AMS, such as Cityworks.	\$3,500 per instance
ITpipes integration to Asset Management Subscription	This is a flat annual subscription rate for ITpipes integration to an AMS, such as Cityworks.	\$3,500 annually

-The End

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**STAFF REPORT**

**To:** Board of Directors  
**From:** Eric Nielsen, Superintendent  
**Cc:** Herb Niederberger, General Manager  
**Subject:** Resolution 21-30 – Resolution to Dispose of District Surplus Items  
**Meeting Date:** August 5, 2021

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**Overview**

The District has several items that have met or exceeded their useful life and have been replaced by newer, more reliable, updated versions or equivalents. The items to be designated as surplus are listed in the table below.

<b>Item</b>	<b>Qty</b>	<b>Make</b>	<b>Model</b>	<b>Serial Number</b>
CCTV Push Camera - Reel	1	Vivax Metrotech	VX109-03	10903130373
CCTV Push Camera - Camera	1	Vivax Metrotech	VX109-03	Illegible
CCTV Push Camera - Reel	1	Vivax Metrotech	VX109-03	10903130381
CCTV Push Camera - Camera	1	Vivax Metrotech	VX109-03	10902160017
CCTV Push Camera - Monitor	1	Vivax Metrotech	VX109-1	10901130152

In accordance with Policy No. 3300 – Disposal of Surplus Property, District property with a unit value greater than \$500 shall be declared surplus by the Board of Directors. All items will be disposed of in accordance with this policy. The District plans to use GovDeals.com, an online government surplus auction site and partner of the California Special Districts Association, to sell these items. GovDeals.com provides a valuable service in recovering value from surplus items for the District. GovDeals.com receives a 10% commission, which is paid by the buyer. The District has successfully used GovDeals.com to dispose of surplus inventory since 2017.

**Recommendation**

Staff recommends that the Board of Directors adopt Resolution 21-30 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 salvage value is realized will be deposited into Fund 400 – Capital Replacement and Rehabilitation.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 21-30**

**RESOLUTION TO DISPOSE OF DISTRICT SURPLUS ITEMS**

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

<b>Item</b>	<b>Qty</b>	<b>Make</b>	<b>Model</b>	<b>Serial Number</b>
CCTV Push Camera - Reel	1	Vivax Metrotech	VX109-03	10903130373
CCTV Push Camera - Camera	1	Vivax Metrotech	VX109-03	Illegible
CCTV Push Camera - Reel	1	Vivax Metrotech	VX109-03	10903130381
CCTV Push Camera - Camera	1	Vivax Metrotech	VX109-03	10902160017
CCTV Push Camera - Monitor	1	Vivax Metrotech	VX109-1	10901130152

WHEREAS, Policy 3300 – Disposal of Surplus Property or Equipment provides guidance on the proper disposal of surplus District property and equipment; and

WHEREAS, the Board hereby finds that these items have outlived their useful life and are surplus and no longer necessary, useful to, nor is it the best interest of the District to retain ownership of said items.

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 property for which no suitable bids are received.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 5<sup>th</sup> day of August, 2021.

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

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

**GENERAL MANAGER REPORT**

To: Board of Directors  
From: Herb Niederberger, GM  
Date: August 5, 2021  
Subject: General Manager Monthly Staff Report – July 2021

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**1) DEPARTMENT REPORTS**

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

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

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

**2) INFORMATION ITEMS**

- A. On July 6, 2021, the General Manager and the District Engineer, Carie Huff, participated in a Microsoft Teams meeting with Bender Rosenthal to discuss the appraisal of easements in Newcastle and Loomis, California.
- B. On July 15, 2021, the General Manager and District Engineer, Carie Huff, met with the Rocklin City Manager, Aly Zimmerman and Community Development Director, David Mohlenbrok, to discuss the status of the Atherton Trunk Sewer Replacement and a projected funding shortfall for the project.
- C. On July 21, 2021, the General Manager, met with District General Counsel to discuss: 1) a forthcoming Personnel Advisory Commission to discuss EPMC payments and their impact on CalPERS pensions; 2) contract language in the switch from Mass Mutual to Empower for Employee 457 deferred compensation plans; and 3) a forthcoming meeting of the Redistricting Advisory Committee to discuss the process to ensure compliance with the California and Federal Voting Rights Acts, the Fair Maps Act, and an open, accessible, transparent process that engages District constituents.
- D. On July 27, 2021, the General Manager participated in a CSDA Live Web Event: Handling the Eminent Domain Process.
- E. The General Manager was out of the office on July 28 through 30, 2021.
- F. Advisory Committee Meetings:

- i. The Personnel Advisory Committee met on July 12, 2021, to continue reviewing the Civil Service System Employee Manual. The advisory committee offered suggestions to staff of items that they wished to discuss in future MOU negotiations.

There were no other advisory committee meetings in July.

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

<b>PO Req#</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
204	07/07/21	Cintas	Uniform & Paper Products	\$25,000
205	“	Jan Pro	Janitorial Services	\$11,000
206	“	Sonitrol	Security & Alarm Services	\$13,200
207	“	Tyler Technology	Annual Fee Financial Management Software	\$25,000
208	“	Great American Financial	Copier Service Contract	\$6,000
209	“	Hill Rivkins Brown	Legal Services	\$75,000
210	“	DataProse	Bill Processing	\$63,000
211	“	Peterson Mapes, LLP CPAs	General Accounting services	\$15,000
212	“	Network Design Associates	IT Support Services	\$20,000
213	“	Dawson Oil	Fuel	\$50,000
214	“	Jensen Landscape	Landscape Maintenance	\$11,000
217	“	Redistricting Insights	Redistricting Demographic Services	\$20,000
218	07/20/21	Network Design Associates	Purchase Back-up server & security updates	\$31,124
219	“	Burrell Consulting Engineers	Surveying services	\$9,700

**4) LONG RANGE AGENDA**

**September 2021**

- Strategic Plan Annual Report

**November 2021**

- Quarterly Investment Report
- PMP Annual Report

**December 2021**

- Final Audit and Consolidated Annual Financial Report
- Participation Charge Report for FY 2020-21
- Award Corp Yard Construction Contract

ITEM VII. ASD REPORT

To: Board of Directors

From: Emilie Costan, Administrative Services Manager

cc: Herb Niederberger, General Manager

Subject: Administrative Services Department Monthly Report

Board Date: August 5, 2021

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**Year-end and Audit Work**

Administrative Services Staff has continued working with the District’s Accountant on reconciling and posting year-end entries. The Administrative Services Manager has begun compiling records in preparation of the Fiscal Year 20/21 Audit. The Auditor is scheduled to complete their year-end audit work the week of August 23<sup>rd</sup>.

**CalPERS Special Compensation Reporting**

Administrative Services Staff has been working with CalPERS staff on special compensation reporting. The Personnel Advisory Committee will be meeting to review and discuss this item on August 11<sup>th</sup> with a report to the full Board in September.

**Worker’s Comp 101 Training**

The Administrative Services Manager worked with the District’s insurance provider SDRMA to hold a Worker’s Comp 101 Training Session. The session was attended by the Department Managers, Supervisors, and the Regulatory Compliance Technician.

**Laserfiche**

Staff is continuing to work on adding new records and improving the Laserfiche repository. Staff has been continuing to perform quality control on the digital version of the District’s permanent records and destroying paper copies from the records room.

**July Monthly Investment Transactions per GC §53607**

**DEPOSITS, TRANSFERS, OR WITHDRAWALS**

CalTRUST: None

LAIF: Transfer of \$4M from Cash Account

Placer County: None

Wells Fargo: None

ITEM VII. FSD REPORT

**To:** Board of Directors  
**From:** Eric Nielsen, Superintendent  
**Cc:** Herb Niederberger, General Manager  
**Subject:** Field Services Department Monthly Report  
**Meeting Date:** August 5, 2021

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**Department Overview**

This section provides the Board an update on the news and major tasks currently worked on in the Field Services Department.

**1. SCADA Master Plan**

- a. The District's consultant is submitting the results of the data collection, investigations, meetings, and recommendations in a master plan report. Staff is scheduled to present the recommendations and costs to the Board at the August board meeting.

**2. Break Room Addition, Locker Room and Lobby Improvements**

- a. Staff plans to advertise for solicitation of bids in mid-September and award the contract in December 2020. The start of construction is planned to commence in early 2022 and conclude by the end of 2022.

**3. Recruitment**

- a. An offer of employment was made to John Romero for the position of Maintenance Worker I. We are pleased to announce that he accepted the offer. His start date is August 2, 2021.

**4. IT Consultant Transition**

- a. The department assisted with the transition/coordination of IT services to the newly awarded firm, Network Design Associates.

**Reporting**

This section provides the Board an overview of the Field Services Department operations and maintenance activities through 6/30/2021. The work listed is not all inclusive.

**1. Lost Time Accidents/Injuries (OSHA 300)**

- a. Zero (0)
  - i. 1765 days without a Lost Time Accident/Injury

**2. Safety/Training/Professional Development**

- a. Field Services employees participated in training for the following:
  - i. Sun Safety / Heat Stress
  - ii. Workplace Violence
  - iii. Review of Standard Operating Procedures during crew rotations

**3. Customer Service Calls**

- a. Response Time Goals over the Last 12 Months

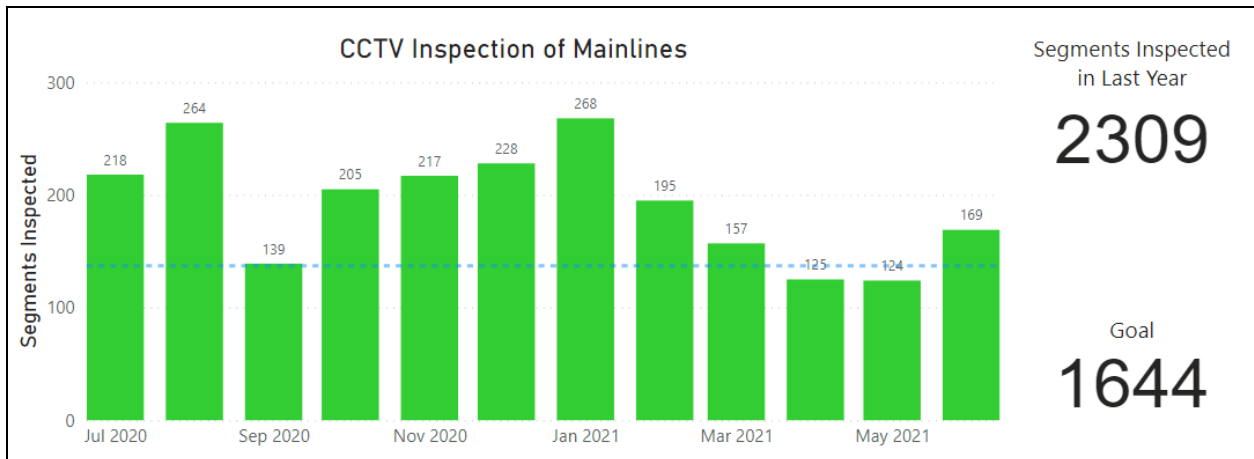
	Goal	Average	Success Rate
During Business Hours	< 30 minutes	18 min	96%
During Non-Business Hours	< 60 minutes	48 min	

Service Calls - June 2021

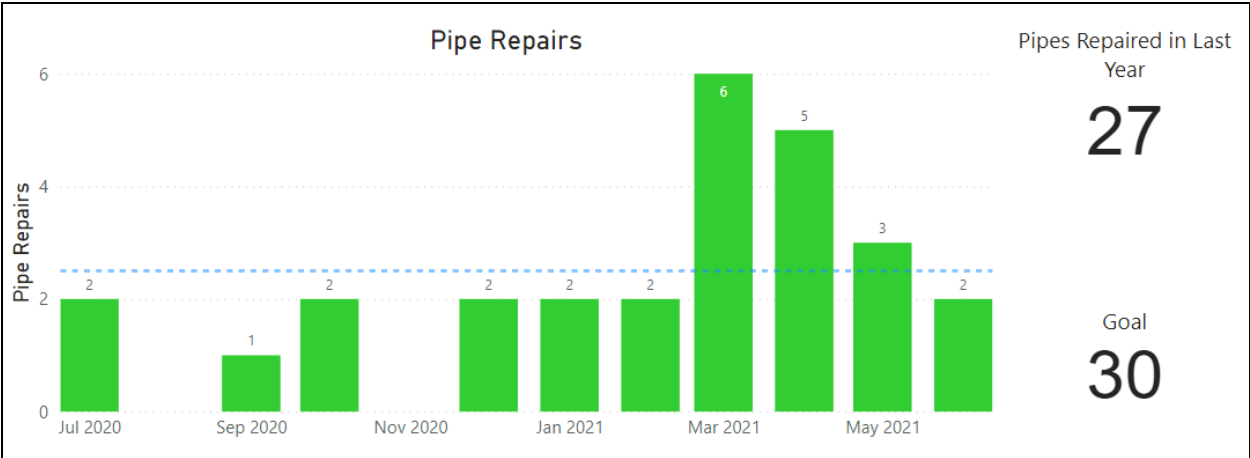
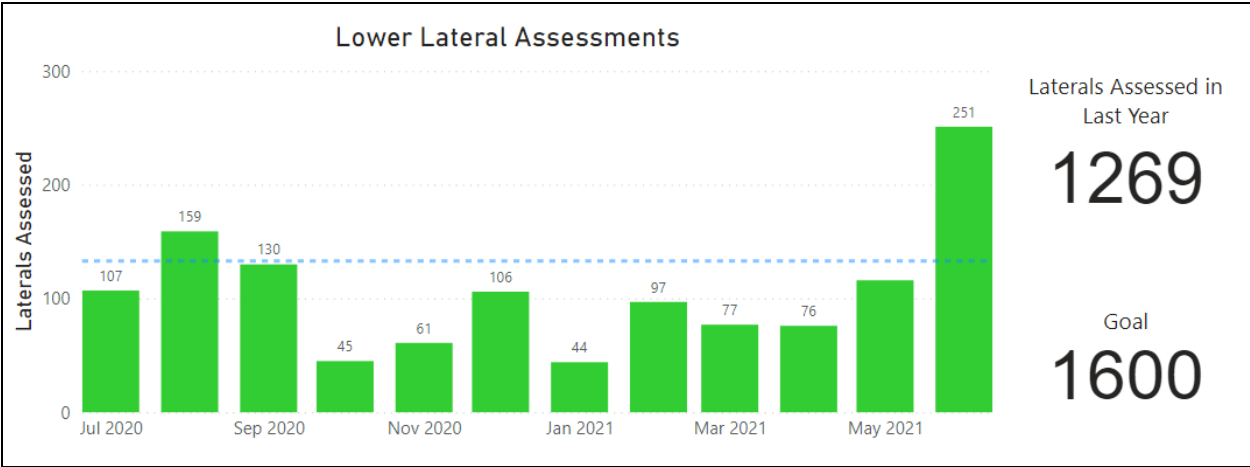
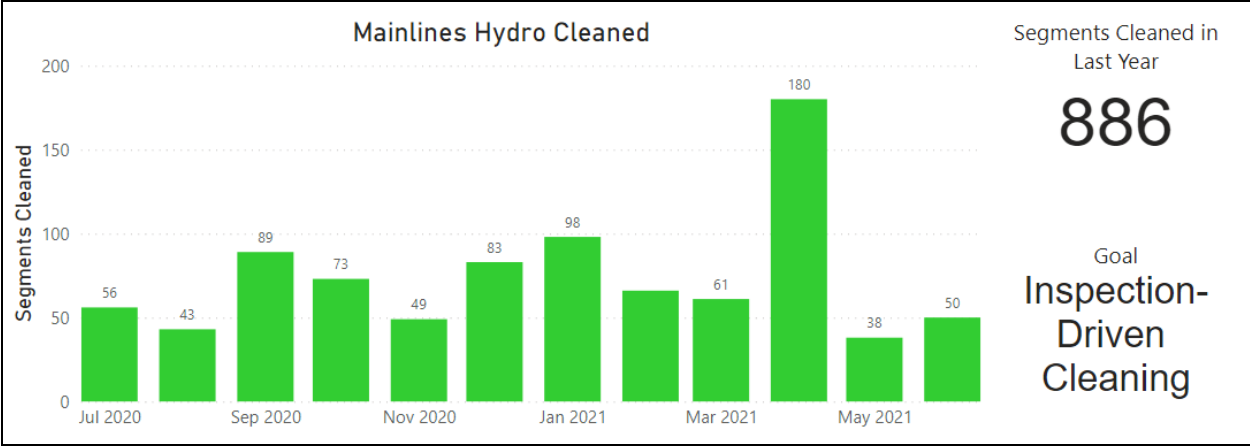
Responsibility	SSO	Stoppage	Odor	Alarm	PLSD	Vermin	Misc	Total Service Calls
N/A			2			11	1	
Owner Responsibility		2			6	4		
PCWA							1	
SPMUD Responsibility	1	1						
<b>Total</b>	<b>1</b>	<b>3</b>	<b>2</b>		<b>6</b>	<b>15</b>	<b>2</b>	

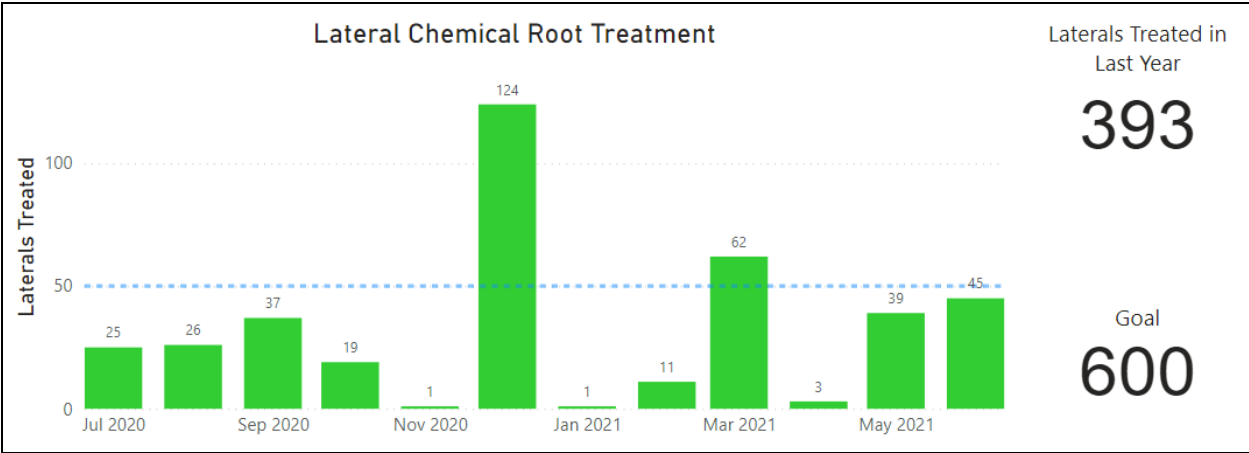
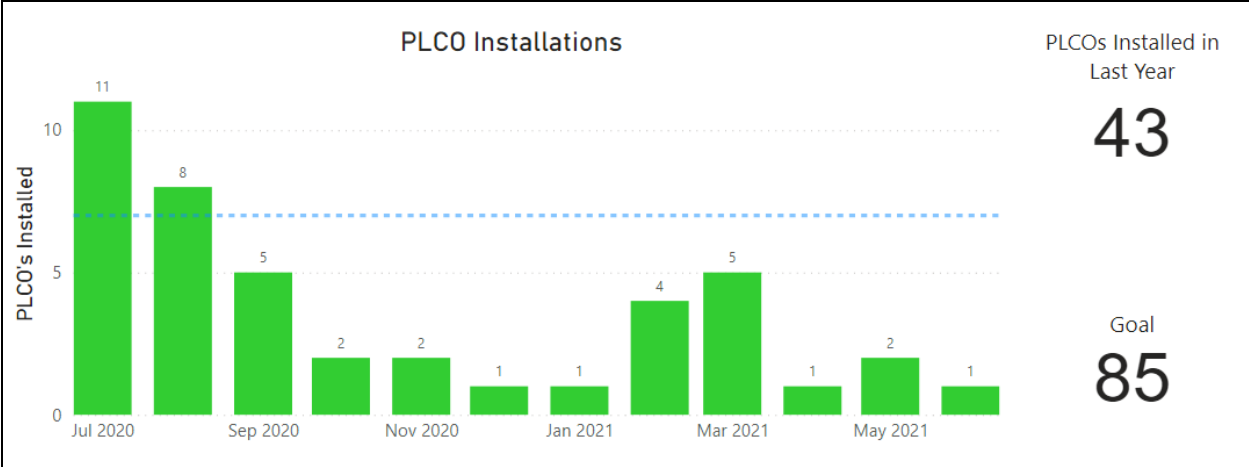
**4. Production**

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









ITEM VII. TSD REPORT

To: Board of Directors  
From: Carie Huff, District Engineer  
Cc: Herb Niederberger, General Manager  
Subject: Technical Services Department Monthly Report  
Board Date: August 5, 2021

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**Commercial EDU Tracking**

TSD has created and will be implementing a new commercial EDU tracking program to maintain accurate records for billing purposes. This new work program will ensure that every commercial property is audited at least once a year through planned work that is tracked and updated through Lucy.

1. TSD will add historical data and information from the Commercial EDU Tracking Form to Lucy, thereby creating a database of all commercial developments and the tenants both in Lucy and GIS.
2. TSD will generate a Crystal Report that displays all of the commercial tenants and vacant suites in a commercial development. This report also includes current EDU balances.
3. TSD will systematically audit commercial properties annually by visiting each commercial property to confirm which tenants are occupying each tenant space.
4. This information will be shared with ASD so that Tyler can be updated to ensure accurate information for billing purposes and to confirm whether the commercial development owes any additional participation fees and what credits may be available.

**Corporation Yard Wall Replacement Project**

Glissman Excavating has placed the posts for the fence and the fence panels and screening are on order. During excavation of the footings, Glissman encountered the subsurface irrigation from the District's onsite well. The irrigation will be replaced after the fence is complete. Installation of the new fence, screening, block wall and gate was delayed due to supply-chain problems with specified materials and is anticipated to be complete by the end of September.

**FOG Program**

The summer construction season is still progressing well underway with many projects nearing their testing phases and several others just breaking ground. The District's FOG Source Control Inspector has been doing double duty primarily overseeing the FOG Control program and also supporting construction schedule demands. Despite the double duty, the District continues to maintain a presence in the food service industry making progress in the FOG Program.

As of July 20<sup>th</sup>, La Fornaretta has met all the requirements outlined in the Notice of Violation. District staff worked closely with the representatives of the restaurant to meet the requirements and achieve a compliant status. A properly sized hydromechanical grease interceptor was installed and inspected. In addition, La Fornaretta was enrolled into SwiftComply and training was conducted by the District's FOG Inspector on submitting pump outs into the database.

District staff will be working through several active FSE tenant improvements to find proper grease control solutions. Some of these establishments include Starbucks – Lonetree, Starbucks – Granite Drive, Smithville Coffee and Cool River Pizza.

### Department Performance Indicators

The following charts depict the efforts and performance of the department in the following areas of work as of June 30<sup>th</sup>, 2021. The charts are being created in a new reporting tool that directly connects to the District’s data, improving the timeliness of reporting efforts and leveraging the District’s investment in technology. Additional charts may be added in the future for other areas of work in the department.

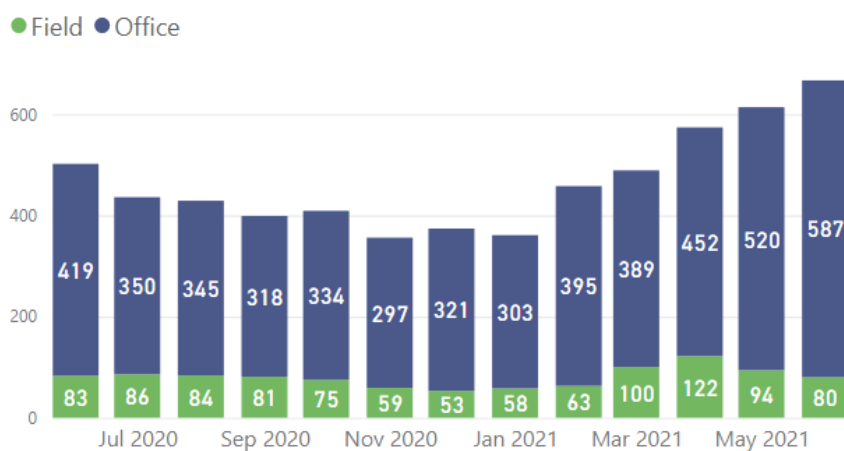
Plan Checks Completed - Monthly Totals



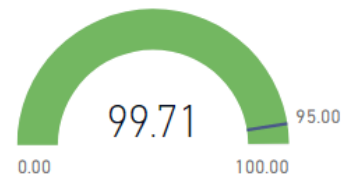
% "In Time" Plan Checks



811 Responses - Monthly Totals

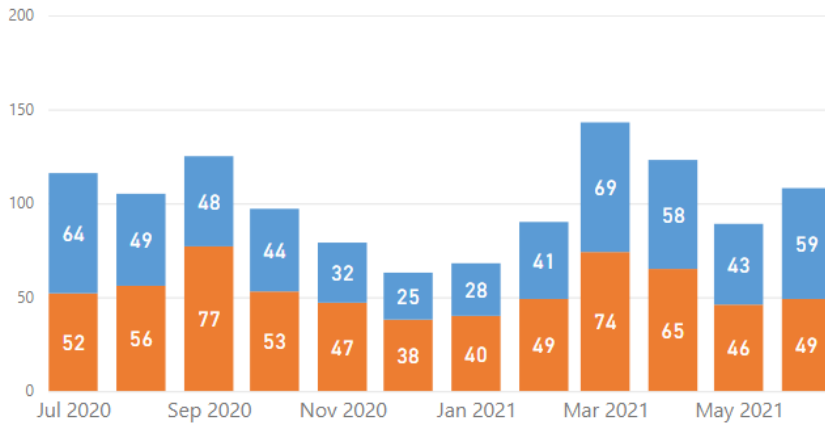


% "In Time" Responses ...

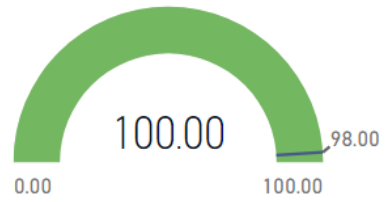


### Building Sewer Inspections - Monthly Totals

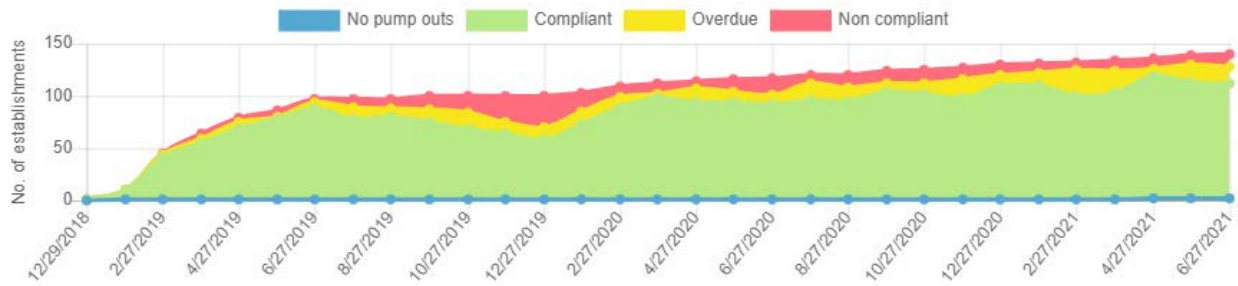
● Rough Inspections ● Final Inspections



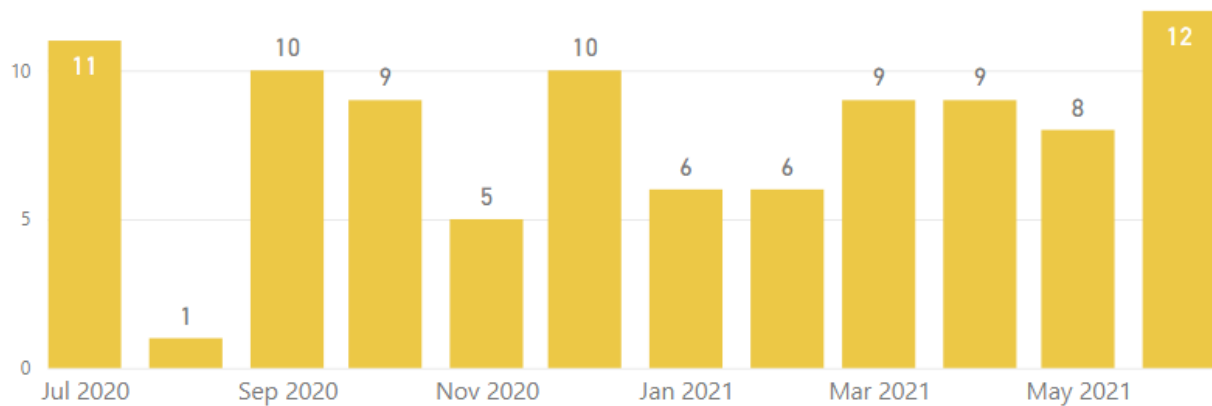
### % "In Time" Inspections



### FOG Compliance History



### FOG Pickups - Monthly Totals



# Grease Interceptor Inspections

