



**SPMUD BOARD OF DIRECTORS
REGULAR MEETING: 2:30 PM
June 27, 2019
SPMUD Board Room
5807 Springview Drive, Rocklin, CA 95677**

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

AGENDA

I. CALL MEETING TO ORDER

II. ROLL CALL OF DIRECTORS

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

III. PLEDGE OF ALLEGIANCE

IV. CONSENT ITEMS

[pg 1 to 18]

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 June 27, 2019 meeting

1. MINUTES from the June 6, 2019 Regular Meeting [pg 3 to 6]
2. ACCOUNTS PAYABLE in the amount of \$2,480,739.91 through 06/20/19. [pg 7 to 10]
3. MONTHLY INVESTMENT REPORT in the total amount of \$57,035,992 through 6/20/19. [pg 11]
4. RESOLUTION #19-13 APPROVING SELECTED BALLOTS FOR SDRMA BOARD OF DIRECTORS the SDRMA Board holds a bi-annual election of their Board. [pg 12 to 14]
5. RESOLUTION #19-14 ESTABLISHING A FEE SCHEDULE FOR FISCAL YEAR 2019/20 [pg 15 to 18]

V. PUBLIC COMMENTS

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

VI. BOARD BUSINESS

Board action may occur on any identified agenda item. Any member of the public may directly address the Board on any identified agenda item of interest, either before or during the Board's consideration of that item.

1. CONSIDERATION & APPROVAL OF RESOLUTION #19-15 ADOPTING THE FISCAL YEAR 2019/20 BUDGET AND PROPOSED SPENDING PLAN [pg 19 to 50]

The Fiscal Year 2019/20 Budget, beginning July 1, 2019 and ending June 30, 2020 outlines projected revenues and expenses for the General and Capital Funds and becomes the fiscal planning tool to accomplish the District's strategic goals and objectives and establish the proposed spending plan.

Action Requested: (Roll Call Vote)

Staff Recommends that the Board of Directors:

1. **Approve Resolution #19-15 adopting the Budget for Fiscal Year 2019/20 and the proposed spending plan.**

2. SOUTH PLACER WASTEWATER AUTHORITY (SPWA) BOARD MEETING REPORT – DIRECTOR JERRY MITCHELL [Verbal report]

Director Mitchell, the District representative to the SPWA Board, will provide a brief update on the recent actions and activities of the SPWA Board.

No Action Requested: **Informational Item**

VII. REPORTS [pg 51 to 63]

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

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

VIII. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to its next regular meeting on **August 1, 2019 at 4:30 p.m.**

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

Meeting	Location	Date	Time
Regular	District Office	June 6, 2019	4:30 p.m.

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

II. ROLL CALL OF DIRECTORS:

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

Absent: None

Vacant: None

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

Others: Regina Souchek, Williams + Paddon Architects

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

IV. CONSENT ITEMS:

1. MINUTES from May 2, 2019
2. ACCOUNTS PAYABLE in the amount of \$701,823.41 through 05/30/19.
3. MONTHLY INVESTMENT REPORT in the amount of \$57,430,221 through 05/30/19.
4. BILL OF SALE FOR SEWER IMPROVEMENTS WITHIN WHITNEY RANCH 55C (PHASE III), 57 & 58 (PHASE II) estimated value of contributed capital @2,377,584.

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

V. PUBLIC COMMENTS:

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

VI. BOARD BUSINESS

1. CONSIDERATION & APPROVAL OF RESOLUTION #19-09 COMMENDING JOHN MARQUIS, TSD INSPECTOR FOR HIS YEARS OF SERVICE WITH THE DISTRICT

GM Niederberger introduced this item, and asked President Williams to present the Resolution commending John Marquis for his service to the District.

ITEM IV.1

Director Dickinson made a motion to approve Resolution #19-09, commending John Marquis for his service to the District; a second was made by Director Murdock, the motion passed 5-0.

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

ASM Belanger introduced the item for the collection of delinquent service charges. She reported the amount of unpaid charges at the close of business for 06/06/19 were approximately \$329k, with 945 accounts. Businesses with the largest delinquent charges were reported to the Board. Director Mitchell asked if future reports could contain the delinquent accounts as a percentage of all billed accounts. President Williams opened a public hearing. Hearing no comments

Director Murdock made a motion to adopt Resolution #19-10 to collect delinquent service charges for South Placer Municipal Utility District on the Placer County Tax Rolls for Tax year 2018 , a second was made by Director Murdock, the motion passed 5-0.

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

President Williams recused himself from this item even though he hasn't had any financial gain from Williams + Paddon since he sold the business over five years ago. At that point President Williams left the room.

Superintendent Rose presented the project and explained that these projects were identified during the space planning and circulation analysis completed in late 2017. The analysis looked at efficiencies and ways to develop space for future growth. Three facility improvement were identified: Lobby security, Locker Room expansion and an addition of a District Breakroom/Meeting room facility. The RFQ for Architectural services was advertised. Six submittals were received from the RFQ. Williams + Paddon + Planners were selected from the six submittals. Director Dickinson asked why Williams +Paddon was the best fit, GM Niederberger explained that he had spoken with many other local agencies who have utilized the firm for this type of work. He added that Legal Counsel Brown had reviewed the bids and stated that there is no conflict which would prevent the District from using Williams + Paddon's services.

Board Directors asked questions regarding the project and the specifics of desired outcomes. Representative Regina Soucek from Williams + Paddon addressed the Boards questions regarding design and permits, explaining that if we stay focused a permit could be submitted by the end of the year. Particularly since the code is changing at the beginning of 2020, with changes for mechanical, electrical and energy requirements. Director Mitchell asked if there would be significant impacts on District operations during construction. Superintendent Rose mentioned that work may occur in the evening hours, and an alternate entrance might be utilized for public access on a temporary basis. Director Mitchell asked about the longevity that this project may assist the District with for future efficiencies. GM Niederberger stated that with current programs in place the planning suggestions should last well for District operations, at least into 2030. Further discussion followed regarding the use of the second floor over the Corporation Yard, and lack of an elevator in that building. GM Niederberger stated that without ADA accessibility the continued use of the second floor for the training room is not ideal.

Discussion followed regarding the security measures that might be necessary for the front lobby area, Ms. Soucek responded that they have a number of ideas for the design of that area to address District concerns.

Director Dickinson made a motion to adopt Resolution #19-11 authorizing the General Manager , a second was made by Director Markey, the motion passed 4-0. (President Williams did not participate in the vote)

President Williams re-entered the Board room. He stated that he would like to establish an Architectural Advisory Committee to review related design ideas and asked for volunteers. Director Dickinson volunteered, and Director Mitchell nominated President Williams to the committee, he accepted the nomination.

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

GM Niederberger asked Superintendent Rose to provide the Board with an informational presentation of the SCADA Master plan RFP process, and explain the recommended options for the Boards discussion. Superintendent Rose reported that the current SCADA system lacks flexibility and has limited functionality. With growing concerns for the longevity of the system. Staff evaluated the seven responses to the RFP and ranked accordingly, selecting TESCO Controls Inc. as the most qualified respondent. He added that the company offered a suggestion of an alternative idea to have a Design Build approach for SCADA. Staff explained this approach to the Board and offered the alternative recommendations for the Boards decision.

After a lengthy discussion, the Board accepted the option A. recommendation, to award the SCADA Master Plan contract to TESCO Controls for an amount not to exceed \$159,460. The option to have a design build contract in the future will be discussed after the Master Plan is completed.

Director Dickinson made a motion to adopt Resolution #19-12 authorizing the General Manager to execute a contract with Tesco Controls to develop a SCADA Master Plan with a change to the Resolution stating “Staff has the authority to renegotiate the scope of the Master Plan so long as the cost does not exceed \$159,460; a second was made by Director Murdock, the motion passed 5-0.

5. CONSIDERATION OF THE FISCAL YEAR 2019/20 BUDGET WORKSHOP

GM Niederberger introduced the Fiscal Year 2019/20 Budget. He presented the components of the General Fund, and explained the proposed expense budget. A further presentation followed, explaining the proposed Capital Spending plan and projects expected to be accomplished in the upcoming year. Directors were given an opportunity to ask questions and make any comments regarding the proposed budget. President Williams asked for an additional chart to placed in the Budget workbook. The chart will identify personnel costs per EDU and Field personnel per miles of pipe. The final FY 19/20 Budget workbook will be brought back to the Board for adoption at the June 27, 2019 Board meeting.

No action was requested – this was an informational item.

VII. REPORTS:

1. District General Counsel (A. Brown): General Counsel Brown had no report for this meeting.

2. General Manager (H. Niederberger): GM Niederberger reported that changes will be made to the long-range Agenda to include the Job specification for the Regulatory Compliance Officer.

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

B. Information Items: No additional items.

3. Directors Comments: Director Dickinson reported that he will not be in attendance for the September 5, 2019 Board meeting.

VIII. ADJOURNMENT

The President adjourned the meeting at 6:00 p.m. to the next regular meeting to be held on June 27, 2019 at 2:30 p.m.

A handwritten signature in black ink that reads "Joanna Belanger". The signature is written in a cursive style with a large initial 'J' and a long horizontal stroke at the end.

Joanna Belanger, Board Secretary



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 05/31/2019 - 06/20/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1240	Placer County Personnel	05/31/2019	Regular	0.00	3,116.96	11214
1020	Aqua Sierra Controls, Inc.	06/06/2019	Regular	0.00	2,358.94	11215
248	AT&T (916.663.1652) & (248.134.5438.608.80)	06/06/2019	Regular	0.00	209.66	11216
1022	AT&T (9391035571) & (9391053973)	06/06/2019	Regular	0.00	303.23	11217
1458	Carie Huff	06/06/2019	Regular	0.00	19.26	11218
1068	City of Roseville	06/06/2019	Regular	0.00	232,075.08	11219
1086	Dataprose	06/06/2019	Regular	0.00	7,312.82	11220
1087	Dawson Oil Co.	06/06/2019	Regular	0.00	4,241.52	11221
1706	Express Sewer & Drain Inc.	06/06/2019	Regular	0.00	203,092.00	11222
1124	Gold Country Media Publications	06/06/2019	Regular	0.00	338.74	11223
1139	Hill Rivkins Brown & Associates	06/06/2019	Regular	0.00	5,920.00	11224
1686	Jan Pro	06/06/2019	Regular	0.00	805.00	11225
1610	Road Safety Inc.	06/06/2019	Regular	0.00	852.00	11226
1333	SPOK, Inc.	06/06/2019	Regular	0.00	76.52	11227
1685	Streamline	06/06/2019	Regular	0.00	800.00	11228
1022	AT&T (9391035571) & (9391053973)	06/13/2019	Regular	0.00	9.34	11243
1663	Buckmaster Office Solutions	06/13/2019	Regular	0.00	173.76	11244
1652	Cintas Corporation	06/13/2019	Regular	0.00	2,460.01	11245
1699	ESC Imaging Inc.	06/13/2019	Regular	0.00	22,120.37	11246
1113	Ferguson Enterprises, Inc. 1423 (Main)	06/13/2019	Regular	0.00	2,048.34	11247
1123	Gladding McBean	06/13/2019	Regular	0.00	50.51	11248
1340	Grainger	06/13/2019	Regular	0.00	517.56	11249
1666	Great America Financial Services	06/13/2019	Regular	0.00	452.99	11250
1218	PCWA	06/13/2019	Regular	0.00	1,328.47	11251
1221	PG&E (Current Accounts)	06/13/2019	Regular	0.00	5,672.48	11252
1238	Placer County Department of Public Works	06/13/2019	Regular	0.00	55.00	11253
1244	Preferred Alliance Inc	06/13/2019	Regular	0.00	202.72	11254
1518	Sonitrol of Sacramento	06/13/2019	Regular	0.00	874.19	11255
1306	Superior Equipment Repair	06/13/2019	Regular	0.00	1,235.43	11256
1499	TechRoe.com LLC	06/13/2019	Regular	0.00	900.00	11257
1338	Verizon Wireless	06/13/2019	Regular	0.00	1,814.52	11258
1036	Bill's Backflow Service	06/20/2019	Regular	0.00	407.70	11260
1652	Cintas Corporation	06/20/2019	Regular	0.00	428.15	11261
1068	City of Roseville	06/20/2019	Regular	0.00	1,791,987.00	11262
1073	Consolidated Communications	06/20/2019	Regular	0.00	1,874.70	11263
1113	Ferguson Enterprises, Inc. 1423 (Main)	06/20/2019	Regular	0.00	339.41	11264
1694	Mallory Safety & Supply LLC	06/20/2019	Regular	0.00	268.12	11265
1396	Sierra Trench Protection	06/20/2019	Regular	0.00	1,173.50	11266
1306	Superior Equipment Repair	06/20/2019	Regular	0.00	832.04	11267
1045	Cal Pers 457 Plan (EFT)	05/31/2019	Bank Draft	0.00	375.00	DFT0004438
1135	Mass Mutual (EFT)	05/31/2019	Bank Draft	0.00	7,041.00	DFT0004439
1135	Mass Mutual (EFT)	05/31/2019	Bank Draft	0.00	443.97	DFT0004440
1580	TASC	05/31/2019	Bank Draft	0.00	192.30	DFT0004441
1580	TASC	05/31/2019	Bank Draft	0.00	428.82	DFT0004442
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	147.25	DFT0004443
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	278.08	DFT0004444
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	424.55	DFT0004445
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	3,476.19	DFT0004446
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	5,306.44	DFT0004447
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	95.98	DFT0004448
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	121.91	DFT0004449
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	1,371.08	DFT0004450
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	1,741.66	DFT0004451
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	1,560.85	DFT0004452

Check Report

Date Range: 05/31/2019 - 06/20/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	1,708.68	DFT0004453
1149	Internal Revenue Service	05/31/2019	Bank Draft	0.00	11,161.12	DFT0004454
1098	EDD (EFT)	05/31/2019	Bank Draft	0.00	3,180.40	DFT0004455
1098	EDD (EFT)	05/31/2019	Bank Draft	0.00	900.09	DFT0004456
1149	Internal Revenue Service	05/31/2019	Bank Draft	0.00	2,610.28	DFT0004457
1149	Internal Revenue Service	05/31/2019	Bank Draft	0.00	8,243.70	DFT0004458
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	12.71	DFT0004460
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	19.41	DFT0004461
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	158.92	DFT0004462
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	242.58	DFT0004463
1149	Internal Revenue Service	05/31/2019	Bank Draft	0.00	797.24	DFT0004464
1098	EDD (EFT)	05/31/2019	Bank Draft	0.00	236.83	DFT0004465
1098	EDD (EFT)	05/31/2019	Bank Draft	0.00	64.29	DFT0004466
1149	Internal Revenue Service	05/31/2019	Bank Draft	0.00	186.44	DFT0004467
1149	Internal Revenue Service	05/31/2019	Bank Draft	0.00	708.93	DFT0004468
1015	American Fidelity Assurance	05/31/2019	Bank Draft	0.00	1,289.08	DFT0004469
1586	Principal Life Insurance Company	05/31/2019	Bank Draft	0.00	327.98	DFT0004470
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	1,307.22	DFT0004471
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	1,307.22	DFT0004472
1229	Pers (EFT)	05/31/2019	Bank Draft	0.00	19,172.62	DFT0004473
1230	Pers (EFT)	05/31/2019	Bank Draft	0.00	7,101.33	DFT0004474
1230	Pers (EFT)	05/31/2019	Bank Draft	0.00	23,657.01	DFT0004475
1230	Pers (EFT)	05/31/2019	Bank Draft	0.00	10,486.10	DFT0004476
1230	Pers (EFT)	05/31/2019	Bank Draft	0.00	94.86	DFT0004477
1230	Pers (EFT)	05/31/2019	Bank Draft	0.00	2,176.00	DFT0004478
1230	Pers (EFT)	05/31/2019	Bank Draft	0.00	37.19	DFT0004479
1045	Cal Pers 457 Plan (EFT)	06/14/2019	Bank Draft	0.00	375.00	DFT0004481
1135	Mass Mutual (EFT)	06/14/2019	Bank Draft	0.00	6,866.00	DFT0004482
1135	Mass Mutual (EFT)	06/14/2019	Bank Draft	0.00	673.67	DFT0004483
1580	TASC	06/14/2019	Bank Draft	0.00	192.30	DFT0004484
1580	TASC	06/14/2019	Bank Draft	0.00	428.82	DFT0004485
1229	Pers (EFT)	06/14/2019	Bank Draft	0.00	147.25	DFT0004486
1229	Pers (EFT)	06/14/2019	Bank Draft	0.00	258.89	DFT0004487
1229	Pers (EFT)	06/14/2019	Bank Draft	0.00	395.26	DFT0004488
1229	Pers (EFT)	06/14/2019	Bank Draft	0.00	3,236.32	DFT0004489
1229	Pers (EFT)	06/14/2019	Bank Draft	0.00	4,940.28	DFT0004490
1229	Pers (EFT)	06/14/2019	Bank Draft	0.00	95.98	DFT0004491
1229	Pers (EFT)	06/14/2019	Bank Draft	0.00	121.91	DFT0004492
1229	Pers (EFT)	06/14/2019	Bank Draft	0.00	1,371.08	DFT0004493
1229	Pers (EFT)	06/14/2019	Bank Draft	0.00	1,741.66	DFT0004494
1229	Pers (EFT)	06/14/2019	Bank Draft	0.00	1,697.10	DFT0004495
1229	Pers (EFT)	06/14/2019	Bank Draft	0.00	1,857.84	DFT0004496
1149	Internal Revenue Service	06/14/2019	Bank Draft	0.00	11,280.56	DFT0004497
1098	EDD (EFT)	06/14/2019	Bank Draft	0.00	3,114.30	DFT0004498
1098	EDD (EFT)	06/14/2019	Bank Draft	0.00	882.71	DFT0004499
1149	Internal Revenue Service	06/14/2019	Bank Draft	0.00	2,638.24	DFT0004500
1149	Internal Revenue Service	06/14/2019	Bank Draft	0.00	8,092.79	DFT0004501

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	71	39	0.00	2,298,748.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	62	62	0.00	170,601.27
EFT's	0	0	0.00	0.00
	133	101	0.00	2,469,349.31

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	71	39	0.00	2,298,748.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	62	62	0.00	170,601.27
EFT's	0	0	0.00	0.00
	133	101	0.00	2,469,349.31

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	5/2019	123,310.27
100	GENERAL FUND	6/2019	2,346,039.04
			2,469,349.31

Account Number	Name	Date	Type	Amount	Reference	Packet
102-0006535-02	Strait, Marc and Ashley	6/13/2019	Refund	324.10	Check #: 11229	UBPKT07947
102-0010191-02	Barrington, Kathe	6/13/2019	Refund	10.78	Check #: 11230	UBPKT07947
102-0011870-03	Hillier, Denny and Susan	6/13/2019	Refund	20.91	Check #: 11231	UBPKT07947
103-0004190-03	Reis, Roger and Virginia	6/13/2019	Refund	321.00	Check #: 11232	UBPKT07947
106-0012794-01	Sinclair, Anna	6/13/2019	Refund	103.62	Check #: 11233	UBPKT07947
106-0012851-01	McLain, Eva	6/13/2019	Refund	103.60	Check #: 11234	UBPKT07947
106-1025744-00	Kashuba, Shannon Lynn	6/13/2019	Refund	110.01	Check #: 11235	UBPKT07947
106-1025795-00	Lamkin, Brent A	6/13/2019	Refund	102.57	Check #: 11236	UBPKT07947
112-1023931-02	Bank of New York Mellon	6/13/2019	Refund	484.18	Check #: 11237	UBPKT07947
112-1027233-02	Inc, Lakeview Loan Servicing	6/13/2019	Refund	102.32	Check #: 11238	UBPKT07947
112-1028497-00	The New Home Company	6/13/2019	Refund	43.70	Check #: 11239	UBPKT07947
112-1028689-00	The New Home Company	6/13/2019	Refund	13.31	Check #: 11240	UBPKT07947
112-1028822-00	KB Home Sacramento Inc	6/13/2019	Refund	3,923.00	Check #: 11241	UBPKT07947
112-1028823-00	KB Home Sacramento Inc	6/13/2019	Refund	3,923.00	Check #: 11242	UBPKT07947
106-0015048-01	Martinez, Gabrielle	6/18/2019	Refund	1,804.50	Check #: 11259	UBPKT08090
			Total Refunds	11,390.60		

SPMUD BOARD INVESTMENT REPORT
MEETING DATE: June 27, 2019

INVESTMENT		TOTAL FUNDS	Fund 100	Fund 300	Fund 400
			General	CIP & Expansion	Capital Replacement & Rehabilitation
Allocation to Fund Type			22.10%	39.34%	38.56%
CALTRUST	Annual Rate of Return				
Balance at inception		\$ 19,000,000	\$ 4,199,789	\$ 7,474,188	\$ 7,326,023
Cumulative Income	5.26%	\$ 998,788	\$ 220,774	\$ 392,902	\$ 385,113
Cumulative Unrealized Gain/Loss	-1.01%	\$ (192,714)	\$ (42,598)	\$ (75,809)	\$ (74,307)
Cumulative Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
Cumulative Balance at beginning of month		\$ 19,806,074	\$ 4,377,965	\$ 7,791,280	\$ 7,636,829
Current month income	0.20%	\$ 40,003	\$ 8,842	\$ 15,736	\$ 15,424
Current month Unrealized Gain/Loss	0.32%	\$ 62,467	\$ 13,808	\$ 24,573	\$ 24,086
Current month Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 19,908,544	\$ 4,400,615	\$ 7,831,589	\$ 7,676,340
WELLS FARGO - Fixed Income Securities	Actual Rate of Return				
Balance at inception		\$ 18,000,000	\$ 3,978,747	\$ 7,080,810	\$ 6,940,443
Transfers		\$ 4,000,000	\$ 884,166	\$ 1,573,513	\$ 1,542,321
Cumulative Income	5.01%	\$ 901,959	\$ 199,370	\$ 354,811	\$ 347,778
Cumulative Unrealized Gain/Loss	-1.80%	\$ (324,300)	\$ (71,684)	\$ (127,573)	\$ (125,044)
Cumulative Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
Cumulative Balance at beginning of month		\$ 22,577,659	\$ 4,990,600	\$ 8,881,561	\$ 8,705,498
Current month income	0.17%	\$ 38,322	\$ 8,471	\$ 15,075	\$ 14,776
Current month Unrealized Gain/Loss	0.20%	\$ 45,203	\$ 9,992	\$ 17,782	\$ 17,430
Market Average/Yield to Worst	1.81%				
TOTALS		\$ 22,661,185	\$ 5,009,063	\$ 8,914,418	\$ 8,737,703
LAIF (Local Agency Investment Fund)	Annual Rate of Return				
Balance		\$ 4,189,198	\$ 925,987	\$ 1,647,940	\$ 1,615,272
Quarterly Interest		\$ -	\$ -	\$ -	\$ -
Withdrawal		\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 4,189,198	\$ 925,987	\$ 1,647,940	\$ 1,615,272
PLACER COUNTY TREASURY	Annual Rate of Return				
Balance		\$ 5,259,474	\$ 1,162,562	\$ 2,068,963	\$ 2,027,949
May report unavailable		\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 5,259,474	\$ 1,162,562	\$ 2,068,963	\$ 2,027,949
SUB-TOTALS		\$ 52,018,401	\$ 11,498,227	\$ 20,462,910	\$ 20,057,264
CHECKING ACCOUNT BALANCE		\$ 5,017,591	\$ 1,109,096	\$ 1,973,812	\$ 1,934,684
GRAND TOTALS		\$ 57,035,992	\$ 12,607,323	\$ 22,436,722	\$ 21,991,947

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

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

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT

To: Board of Directors

From: Herb Niederberger, General Manager

Cc: Joanna Belanger, Administrative Services Manager

Subject: **Adopt Resolution 19-13 – Approve Ballot for SDRMA Board of Directors**

Meeting Date: June 27, 2019

Overview

The South Placer Municipal Utility District (District) is a member the Special District Risk Management Authority (SDRMA). SDRMA is a Joint Powers Authority that provides comprehensive insurance coverage protection, including Workers' Compensation and Property/Liability Programs, as well as risk management solutions, to the District.

SDRMA has a bi-annual election for members of their Boards of Directors. SDRMA's Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

The District's Board of Directors typically relies upon management recommendations to the SDRMA Board. Adoption of the attached resolution will approve the ballot selection to the SDRMA Board of Directors.

Recommendation

Staff recommends that the Board of Directors adopt: Resolution 19-13 approving selected ballots for the SDRMA Board of Directors.

Strategic Plan Goals

Goal 1.3 Maintain Transparency with all District activities

Fiscal Impact

There is no direct fiscal impact associated with these actions.

RESOLUTION NO. 19-13

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH PLACER MUNICIPAL UTILITY DISTRICT
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL
DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF
DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven-member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7, Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2017-03 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the South Placer Municipal Utility District selects the following candidates to serve as Directors on the SDRMA Board of Directors:



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

OFFICIAL 2019 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Wednesday, August 21, 2019. Faxes or electronic transmissions are NOT acceptable.

- BOB SWAN** {INCUMBENT}
Board Member, Groveland Community Services District
- JESSE D. CLAYPOOL**
Board Chair, Honey Lake Valley Resource Conservation District
- PATRICK K. O'ROURKE, MPA/CFRM**
Board Member, Redwood Region Economic Development Commission
- SANDY SEIFERT- RAFFELSON** {INCUMBENT}
Finance Manager/Treasurer, Herlong Public Utility District
- JAMES (Jim) M. HAMLIN**
Board President, Burney Water District

ADOPTED this 27th day of June, 2019 by the South Placer Municipal Utility District at a public meeting by the following votes:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

Joanna Belanger, Board Secretary

APPROVED:

James T. Williams, Board President

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT

To: Board of Directors
From: Herb Niederberger, General Manager
Cc: Eric Nielsen, District Engineer
Subject: Adoption of Resolution #19-14
Establishing a Fee Schedule for Fiscal Year 2019/20
Meeting Date: June 27, 2019

Overview

In order to cover the cost of services provided to the public ranging from copying to annexations, the South Placer Municipal Utility District (District) Board Directors established a methodology for calculating said fees in Resolution 17-16. This methodology applies the fully burdened hourly bill out rate for each position to the specific service provided. The fee schedule is updated annually by applying the employees hourly rate, set by MOU, marked up with an applicable benefits and overhead factor intended to cover District costs.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 19-14 establishing a fee schedule, as shown on Exhibit “A” attached thereto.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 5.1 – Maintain wastewater rates sufficient to meet financial needs, operational demand, regulatory requirements and customer expectations
- Goal 5.3 – Maintain financial responsibility to ensuring allocated funding sources are adequate to meet expenses

Fiscal Impact

The fee schedule is intended to cover the District’s costs to provide the listed services. The projected revenue from the fee schedule is included in the proposed FY 2019/20 Budget.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
RESOLUTION NO. 19-14**

**A RESOLUTION ESTABLISHING A
FEE SCHEDULE FOR FISCAL YEAR 2019-20**

WHEREAS, the South Placer Municipal Utility District (District) Board Directors seeks to develop a schedule of fees and charges based on the District's budgeted and projected costs; and

WHEREAS, the District intends to adjust and establish said fees to be adopted annually to cover the cost of providing services to the public.

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

Section 1

The Board hereby finds and determines that the fees imposed by this resolution are necessary to cover the costs of providing said services.

Section 2

The schedule of fees and charges, as shown on Exhibit "A" attached hereto and incorporated herein by reference, are hereby fixed and established effective July 1, 2019, and said Exhibit "A" hereby amends and replaces all previous fee schedules. Exhibit "A" may be updated to reflect changes in the SPWA Regional Participation Fee or charges established by separate ordinance.

Section 3

The fees set forth by this resolution are for the specific services listed. For any additional services provided, the cost of which is indeterminate and not included in the fee schedule, the General Manager may estimate the time required to provide the service and require payment of a fee at the fully burdened District hourly bill out rate.

Section 4

The District fully burdened bill out rate shall be established annually by applying a specific employee's hourly rate, set annually by MOU, marked up with an applicable benefits and overhead factor intended to cover District costs.

Section 5

The fees and charges shown on the fee schedule, not otherwise fixed and established by separate ordinance or resolution, shall be adjusted by the General Manager on the 1st of July, annually, by applying the time determined by a District time and motion study and analysis and calculate the fee at the fully burdened District hourly bill out rate per employee tasked to do such work,

PASSED AND ADOPTED by the Board of Directors of South Placer Municipal Utility District on this 27th day of June 2019.

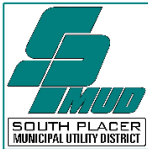
SOUTH PLACER MUNICIPAL UTILITY DISTRICT

James T. Williams, President of the Board of Directors

ATTEST:

Joanna Belanger, Secretary

Exhibit 'A'

 South Placer Municipal Utility District Fee Schedule	
Updated for Fiscal Year 2018-2019	
Fee Description	Fee Amount
Monthly Service Charge (Ordinance 17-02)	\$34 / EDU
Monthly PRSC Newcastle residents (Resolution 13-11)	\$54 / EDU
Building Sewer Inspection	\$225
Building Sewer Inspection (Repairs)	\$115
Residential Ejector Pump Submittal Review	\$455
Reconnect Fee	\$500
Project Plan Check & Inspection Processing Fee	\$1,790 Deposit + District Costs
Tenant Improvement Processing Fee	\$285 Deposit + District Costs
Participation Fee per EDU (Ordinance 17-03)	\$11,777
Local Participation Fee per EDU (Ordinance 17-03)	\$3,923
Regional Participation Fee per EDU (SPWA Treatment)	\$7,854
Project Related Participation Fee per EDU - PRPF (NSD) (Resolution 13-11/10-09 - Year 5)	\$500
Out-of-Area Service Agreement Processing Fee	\$600
Annexation Single Parcel/Single Home	\$1,520
Annexation Large Annex (up to 50 acres)	\$5,700
Annexation Large Annex (More than 50 acres)	\$7,220
Warranty TV/Flush Fee (6" - 15" diameter)	\$2.85/ft + District costs
Warranty TV/Flush Fee (> 15" diameter)	\$4.00/ft + District costs
Inspection Overtime Fee (Weekday - 3 hr max)	\$340.00
Inspection Overtime Fee (Night/Saturday - 8 hr max)	\$905.00
Tap - Mainline	\$2,275.00
Tap - Manhole	\$2,775.00
One-Time Discharge Permit	\$625 (minimum) + treatment costs
Wastewater Discharge Permit (Initial Permit)	\$460.00
Wastewater Discharge Permit (Renewal)	\$155.00
Document Copy Fees	
~ Copy of 8.5 x 11 - 11 x 17	\$0.25
~ Copy 24 x 36	\$11.00
~ Copy GIS Document	\$65
~ Copy Electronic Files onto CD	\$65
Standard Specifications (Binder)	\$65 + shipping if mailed
Sewer System Management Plan (SSMP) (Binder)	\$65 + shipping if mailed

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors

From: Herb Niederberger, General Manager

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

Subject: Adoption of Resolution No. 19-15 adopting a Fiscal Year 2019/2020 Budget

Meeting Date: June 27, 2019

Overview

On June 6, 2019, the South Placer Municipal Utility District (District) Board of Directors conducted a workshop for the proposed Budget for the 2019/20 Fiscal Year (FY 2019/20, beginning July 1, 2019 and ending June 30, 2020) outlining projected revenues and expenses for the General and Capital Funds. The Budget's primary use is as a fiscal planning tool to accomplish the District's strategic goals and objectives. District Policy 3105 states that the District will adopt, by resolution, an annual budget that provides the Board with the upcoming fiscal year revenues and expenses for the General and Capital Funds conforming to policies previously adopted by the Board. All Board comments have been incorporated into the Budget Report attached as Exhibit "A" to Resolution 19-15 being presented to the Board for adoption.

Recommendation

Staff recommends that the Board of Directors approve Resolution No. 19-15, adopting the Budget for FY 2019/20 and the proposed spending plan therein.

Strategic Plan Goals

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

Related District Ordinances and Policies

This action complies with the following District Policy:
Policy No. 3105 – Budget Preparation

Fiscal Impact

The total budget recommendation for FY 2019/20 is \$21.36 Million which can be broken down to \$13.74 Million in Annual Expenses and \$7.61 Million in Capital Investment. This represents a \$623,000 decrease from last year's budget. General Fund Revenues (\$19.30 Million) exceed the sum of General Fund Expenses (\$13.74 Million) and General Fund Annual Capital Projects (\$1.08 Million).

Revenues

In accordance with Ordinance 17-02, an increase is programmed for July 1, 2019, changing monthly service charges to \$36.00/month/EDU. In addition, per Ordinance 17-03, an increase in the Local Participation Fee is also scheduled for July 1, 2019 that will increase the fee to \$4,014 per EDU. Total revenues for FY 2019/20 are projected to be \$19.30 Million with General Fund revenues projected to be \$15.87 Million (82% of total), and Capital Fund Revenues projected to be \$2.39 Million (18% of total).

Expenses

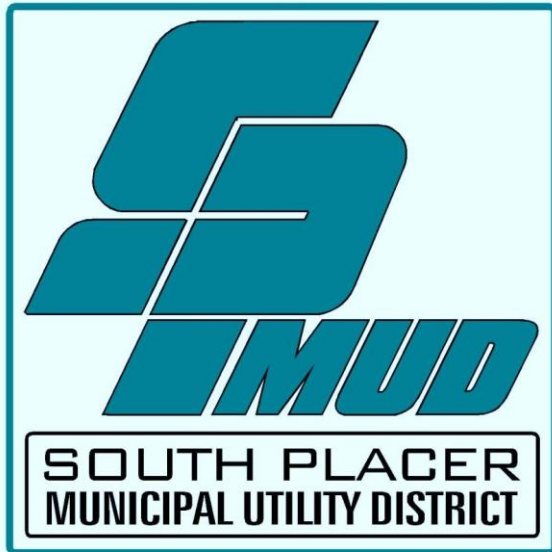
FY 2019/20 General Fund expenses are budgeted to be \$13.74 Million (\$12.37 Million before depreciation), approximately \$250,000 less than the previous year.

Capital Projects

FY 2019/20 Capital Projects are projected to be approximately \$7.61 Million. This can be broken down into the following categories: General Fund (GF) Capital Projects (Fund 100) - \$1,085,500; Capital Improvements & Enlargement (CIP) projects (Fund 300) – \$2,520,000; Capital Replacements & Rehabilitation (R&R) projects (Fund 400) - \$4,011,500.

Fund Balances

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



Fiscal Year
2019/20

Budget Report

For Board Approval 06/27/19

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

Telephone: 916-786-8555
Fax: 916-786-8553
www.spmud.ca.gov

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Vision Mission & Values

VISION

Our vision is to be the most reliable, innovative operations and maintenance organization that preserves and prolongs the life of our assets, resulting in sustainable, efficient, cost-effective customer service

MISSION

We are a customer owned Utility dedicated to:

PROTECT public health and water environment

PROVIDE efficient and effective sanitary sewer service

PREPARE for the future

VALUES

Our Core Values are:

INTEGRITY:

We will be trustworthy, truthful and honest

STEWARDSHIP:

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

SERVICE:

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

QUALITY:

We will be dedicated to continuous improvement

BOARD OF DIRECTORS

- Gerald Mitchell **WARD 1:** Southwest central area of the City of Rocklin lying north of Interstate 80, including the Woodside, Five Star/Fairway Heights, south Stanford Ranch, and Sunset neighborhoods, as well as the west parts of old Rocklin.
- William Dickinson **WARD 2:** Northwest part of the City of Rocklin lying on the east side of Highway 65 in the Sunset West and north central Stanford Ranch neighborhoods.
- John Murdock **WARD 3:** Southeast Rocklin lying south of Interstate 80 in the vicinity of Sierra Community College. Also includes south Loomis and a stretch of land extending into Granite Bay in the Joe Rogers Road area.
- Victor Markey **WARD 4:** Community of Penryn, the Town of Loomis lying north of King Road, extending west into the north part of the City of Rocklin in the Whitney Ranch and north Whitney Oaks neighborhoods.
- James Williams **WARD 5:** West and central part of the Town of Loomis lying between Interstate 80 and King Road, extending west into the City of Rocklin into the east Stanford Ranch and south Whitney Oaks neighborhoods, as well as the east part of old Rocklin.

STAFF

- | | |
|-------------------|---|
| Herb Niederberger | General Manager |
| Joanna Belanger | Administrative Services Manager and Board Secretary |
| Sam Rose | Superintendent |
| Eric Nielsen | District Engineer |

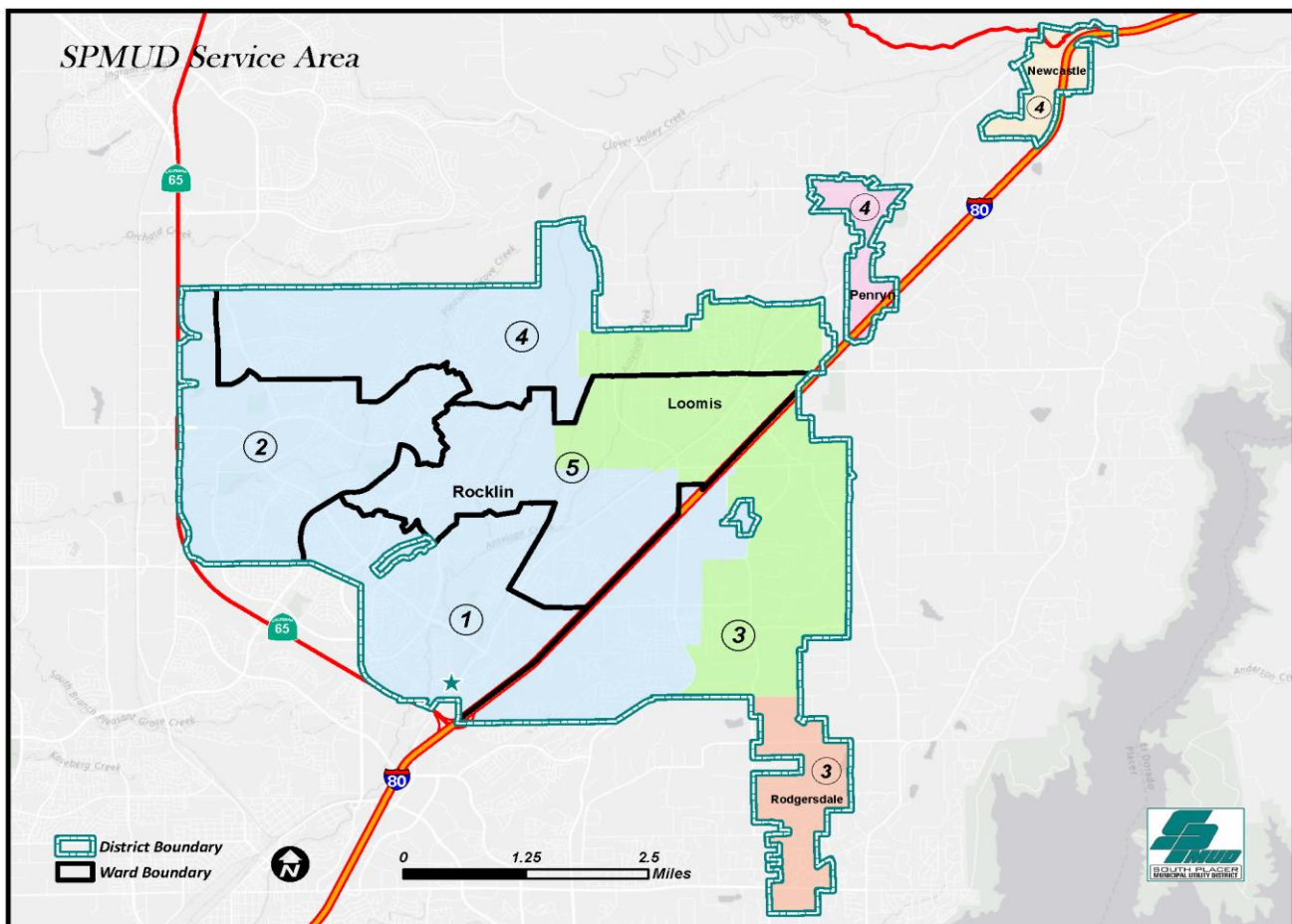
SECTION I - General Manager's Message

To the Honorable Board of Directors and Customers of South Placer Municipal Utility District

South Placer Municipal Utility District (SPMUD or District) staff is pleased to present the operating budget and supplemental information for the Fiscal Year (FY) beginning July 1, 2019 and ending June 30, 2020 (FY 2019/20). Each year staff makes careful consideration in its budget development to ensure SPMUD's mission, strategic goals, and commitments are being financially supported. SPMUD balances its budget by carefully setting sewer rates and charges to address the many challenges facing the sewer industry.

The Budget's primary use is as a fiscal planning tool to accomplish the District's strategic goals and objectives. The budget is a management tool and not a legal requirement, and therefore not a legal document.

Figure I - SPMUD boundaries



Report Organization

This Annual Budget is intended to provide the Board with an overview of the District’s fiscal plan of action, including revenue and expense details for the upcoming fiscal year (FY19/20). This report is organized into a General Manager’s report and revenue, expenditures, capital outlays and personnel schedules.

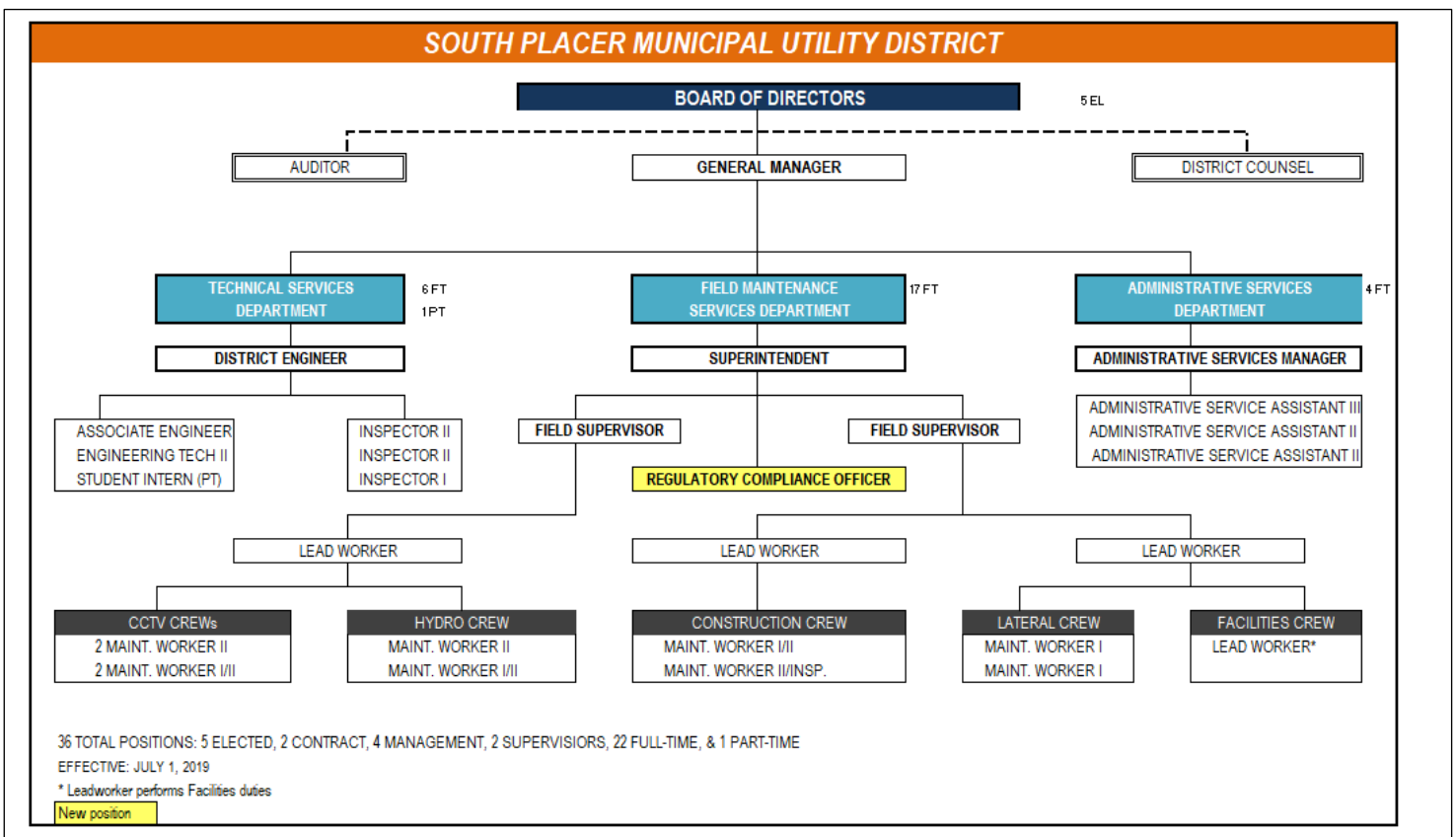
Background

The Rocklin-Loomis MUD was created in 1956 to provide sanitary sewer service to Rocklin and Loomis. The District is divided into five wards and governed by an elected five-member Board of Directors whom establish policy and oversee the General Manager, who manages the day-to-day operations.

In the 1970’s the District decommissioned its sewage treatment facilities and began using the City of Roseville (City) Dry Creek Wastewater Treatment Plant (DCWWTP). In the 1980’s, the name changed to South Placer Municipal Utility District to reflect its larger service area. In 2000, the District, the City of Roseville and Placer County (PC) created the South Placer Wastewater Authority (SPWA) to finance the construction of the Pleasant Grove Wastewater Treatment Plant (PG WWTP). In 2008, SPMUD boundaries expanded to match the incorporated town limits of Loomis, and in 2010, annexed the Newcastle Sanitary District (NSD) area.

SPMUD is under the direction of a five-member elected board and managed by the General Manager. The District is organized into three departments, Field Services, Technical Services and Administrative Services as shown in Figure 2.

Figure 2 – District Organizational Chart



Statistics

The SPMUD service area covers 31 square miles as shown in Figure 1 and includes all of the incorporated limits of the City of Rocklin and Town of Loomis, plus portions of southern Placer County around the unincorporated communities of Penryn, Newcastle and the Rodgersdale area of Granite Bay. Rocklin makes up 88%, Loomis is 9%, and 3% is in unincorporated Placer County. The District provides service to 22,805 connections (80% residential and 20% commercial); this equates to 33,945 Equivalent Dwelling Units (EDU) or an equivalent population of about 76,300 people with an average sewer flow of about five million gallons per day. The District collects the sewage and transports this via 280 miles of District owned and operated sewer mains (from 4” to 42” diameter). The District maintains an additional 108.5 miles of lower laterals within our easement or public right-of-way. Other assets include our Headquarters, Maintenance and Corporation Yard facilities, 6,619 manholes/flushing branches, 13 lift stations, 12 metering sites, and related buildings, facilities and equipment.

Figure 3 – District Statistics

STATISTICS	UNIT	TOTAL
Service Area	Square Miles	31
Equivalent Population	Each	76300
Equal Dwelling Units	EDU	33,945
Customers Connected	Each	22,805
Annual Flow to WWTP	Million Gallons	1,533
Sewer Mains	Miles	280.32
Lower Service Laterals	Miles	108.5
Manhole/Flushing Branch	Each	6,619
Lift Stations	Each	13
Force Mains	Miles	6.8
Flow Recorder Stations	Each	12
Easements	Miles	39.61
Creek Crossings	Each	79

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Personnel Costs	\$ 3,060,092	\$ 3,355,277	\$ 3,529,988	\$ 3,901,737	\$ 4,037,788	\$ 4,536,100
Equivalent Dwelling Units	30991	31834	32825	33445	33445	33945
Personnel Costs/Per EDU	\$ 98.74	\$ 105.40	\$ 107.54	\$ 116.66	\$ 120.73	\$ 133.63
FSD EMPLOYEES	12	13	14	16	17	18
Miles of Pipe	253	254	267	273	277	280
Miles of Pipe/FSD Employees	21.08	19.54	19.07	17.06	16.29	15.56

SECTION 1.1 REVENUE ANALYSIS

The following discussion highlights the major changes in the Fiscal Year 19/20 budget as compared to the current FY 18/19 budget in support of the detailed line items presented. **Schedule 1 - Revenue Budget.** The General Fund Revenue Budget is made up of service charges, property taxes, miscellaneous revenues and interest revenue. The Capital Outlay Revenue Budget is made up of sewer participation charges, depreciation transfers, investment interests, loan repayments and interest from NSD.

Operating Revenues

General Fund operating revenues are comprised of monthly service charges, service fees collected during the year property taxes and interest revenues. In accordance with Ordinance 17-03, the Board approved an increase of \$2/month/EDU is approved to take effect on July 1, 2019. General Fund revenues are projected to be \$15,871,700. The District remains one of the lowest monthly customer service fees in the region at \$36/per EDU/per month service charge.

Non-Operating Revenues

Non-operating Capital Outlay funds are made up of sewer participation charges, investment interest income, loan repayments and interest from NSD, Capital non-operating revenue is projected to be \$3.4M.

Total Revenues

The District's total revenues for FY19/20 are projected to be approximately \$19.30M, based upon projected additional EDUs of 600. In the current fiscal year, FY18/19 year-end revenues are estimated at \$18.21M due to the addition of 500 EDUs resulting from major development within the District.

SECTION 1.2 OPERATIONS EXPENSE ANALYSIS

The following discussion provides a summary of the FY19/20 operational expenses, in support of the detailed line items presented in **Schedule 2 - Expense Budget** of this report. The operating expenses are those Districtwide costs for goods and services and are comprised of employee, administrative, operational costs and capital projects less than \$5,000.

Salary & Benefits

SPMUD is under the direction of a five-member elected board and managed by the General Manager. The District is organized into three departments, Field Services, Technical Services and Administrative Services as shown in Figure 3.

The District is in the third year of the Employee and Managers MOU's adopted under Resolutions 17-13 and 17-14. In accordance with the MOU, salaries are capped at 4%; the US Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) for the 12-month period ending May 2019 are currently 3.0%. Also, the District is in the third year of the Performance Merit Program; the District is budgeting an

additional \$52,500 for the program.

Operations & Maintenance Including Regional Wastewater Treatment

Total Operation and Maintenance expenses, including regional wastewater treatment and depreciation expense for FY19/20 are projected to be \$13.74M, a decrease of \$0.24M (-2%) less than last year's budget.

Included in these expenses are costs paid to the City of Roseville, who own and operate the two RWWTP (Dry Creek and Pleasant Grove) providing sewage treatment for the regional partners. SPMUD pays for its share of the RWWTP Operation & Maintenance (O&M) and Rehabilitation & Replacement (R&R) costs based on the District's proportional share of total flows (currently around 25%). For FY 19/20 the RWWTP costs are budgeted to be \$6.08M, a decrease of about \$1.29M from FY18/19. These costs include O&M costs of \$5.03M and R&R costs of \$1.05M.

The breakdown of FY19/20 for the General Fund Budget of \$13.74M is as follows: \$4.53M - Salaries & Benefits, \$1.74M - Local SPMUD General Fund expenses, \$6.08M - RWWTP expenses and \$1.3M - Depreciation expense.

SECTION 1.3 CAPITAL OUTLAY ANALYSIS

FY19/20 Programmed Capital Outlays

Schedule 3 in this report includes a listing of the proposed capital outlays for the upcoming FY 19/20. Section 5 provides written justifications and estimated costs that total \$7.61M. This can be broken down into the following categories: R&R - \$4,011,500; CIP - \$2,520,000; GF - \$1,085,800.

Capital Replacement & Rehabilitation Outlays for FY19/20 - \$4,011,500 (Fund 400)

Various items including construction of the Foothill Trunk Project, Board Room Audio Visual equipment, Lift Station Pump Replacement, SCADA Design and Implementation, Vehicle and equipment upgrades, CCTV and Inspection Vehicle replacements, Pipe Trailer and Bypass Pump replacement, Cured in Place Pipe, Lateral Seals, Corporation Yard Fencing, System Rehabilitation and District participation in Regional Projects.

General Fund Capital Outlays for FY19/20 - \$1,085,000 (Fund 100)

Newcastle Master Plan Improvements, Corporation Yard Master Plan Improvements (Locker Room, Office upgrades & Lobby Security), Flow Monitoring & Easement Inspection Equipment, System Improvements, and District Participation in Regional Projects.

Capital Improvement & Expansion Outlays for FY19/20- \$2,520,000 (Fund 300)

Projects included in this category include construction of the Foothill Trunk Project, Rocklin 60 & the Trunk Extension Reimbursements.

SECTION 1.4 PERSONNEL

Schedule 5 - Personnel Classification Positions, and **Schedule 6** - Employee Salary Ranges and Step increase for salaries are capped at 4%; the US Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) for the 12-month period ending May 2019 are currently 3.0%. These schedules are presented for the Board's review as a part of the Budget process. The FY 19/20 Budget has the addition of a Regulatory

Compliance Officer at mid-year added to the organization, increasing personnel expenses for 6 months in the upcoming year.

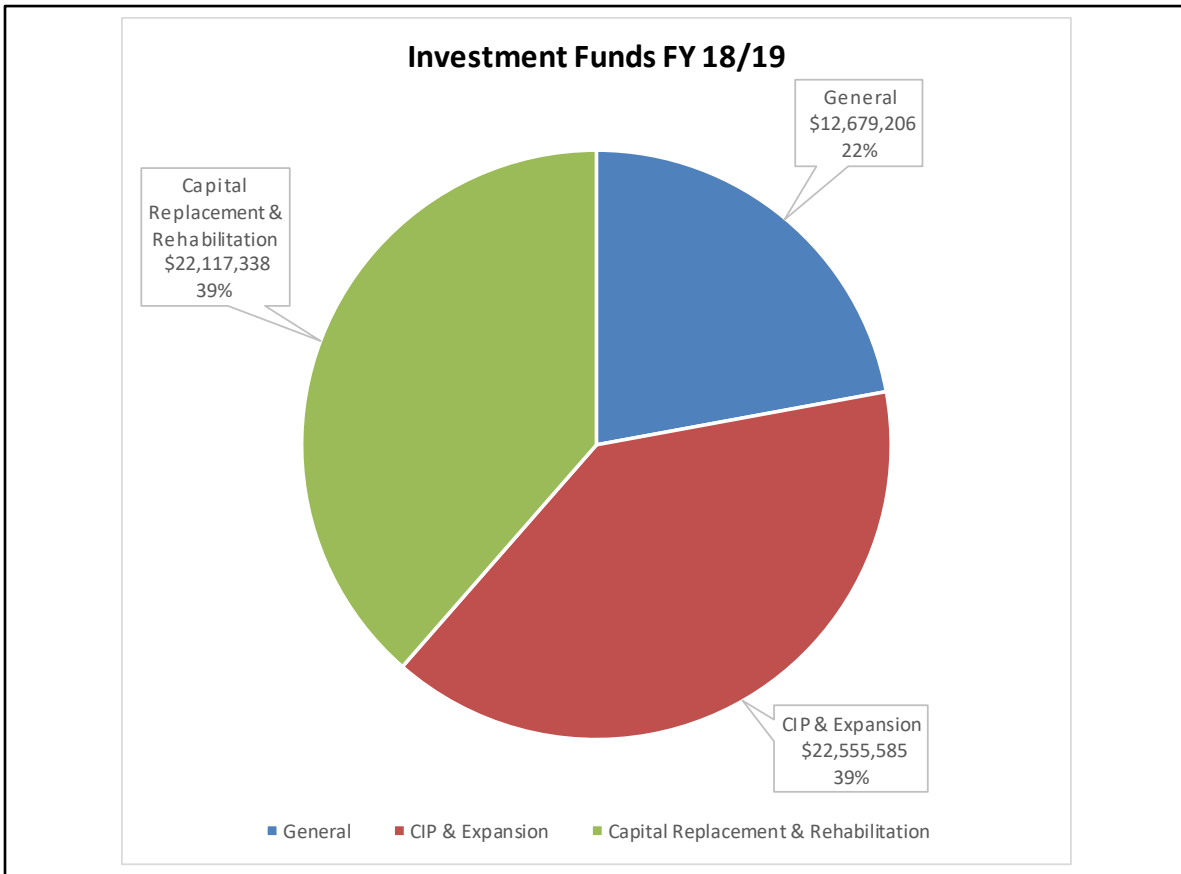
SECTION 1.5 FUND BALANCES AND RESERVES

Cash and Investment Balances

Cash balances are invested in accordance with the District’s Investment Policy 3120 in: i) the Local Agency Investment Fund (LAIF); ii) the Placer County Treasury; iii) CalTrust; and iv) Other Fixed –Income Securities. The breakdown of these investments is shown in **Schedule 1** - Revenue Budget. The FY 2018/19 year-end balances of each fund are projected to be \$12.67M in Fund 100 (22%), \$22.55M in Fund 300 (39%) and \$22.11M in Fund 400 (39%). These fund balances are shown in Table 1 – Fund Balance Breakdown and Figure 4 – Investment Summary.

Table 1– Fund Balance Breakdown

SOUTH PLACER MUNICIPAL UTILITY DISTRICT INVESTMENTS FY 18/19				
		Projected FY 18/19		
CASH & INVESTMENTS	TOTAL AUDITED FUNDS FY 17/18	Fund 100	Fund 300	Fund 400
		General	CIP & Expansion	Capital Replacement & Rehabilitation
Allocation to Fund Type		22.10%	39.34%	38.56%
CALTRUST	\$ 19,275,339	\$ 4,412,261	\$ 7,852,316	\$ 7,696,656
WELLS FARGO - Fixed Income Securities	\$ 21,966,842	\$ 5,029,292	\$ 8,950,420	\$ 8,772,991
LAIF (Local Agency Investment Fund)	\$ 5,114,252	\$ 949,600	\$ 1,680,899	\$ 1,656,461
PLACER COUNTY TREASURY	\$ 5,177,179	\$ 2,167,384	\$ 3,857,203	\$ 3,780,740
CHECKING ACCOUNT BALANCE	\$ 575,599	\$ 120,669	\$ 214,747	\$ 210,490
TOTALS	\$ 52,109,211	\$ 12,679,206	\$ 22,555,585	\$ 22,117,338
		TOTAL INVESTMENT FUNDS FY 18/19 \$ 57,352,129		



District Reserves – Compliance with Policy #3130

Reserve funds are accumulated and maintained in a manner that allows the funding of costs and capital investments consistent with the District’s Capital and Financial Plans while avoiding significant rate fluctuations due to changes in cash flow requirements. In accordance with Section 3 of the District’s Reserve Policy #3130, the General Fund Assigned Fund Balance Reserves consists of three parts: i) Operation and Maintenance Reserve; ii) Rate Stabilization Reserve; and iii) Emergency Reserve; discussed in more detail below and as shown in Table 2 – General Fund Reserve Requirements: The classification of these reserve fund balances are in conformance with Government Accounting Standards Board (GASB) Statement No.54 (Fund balance reporting and governmental fund type definitions).

1. Operations and Maintenance Reserve:

The purpose of the District Operation and Maintenance (O&M) Reserve Fund is to ensure that the district will have sufficient funding available at all times to meet its operating obligations. Operating revenue is flat rate and consistent over the year. Delinquencies are trued up through tax liens which are recoverable twice a year. Operating expenses are generally incurred uniformly over the year; however, work can be planned or deferred during the year to accommodate minor fluctuations in revenue. The source of funding for this reserve shall be from Sewer Service Charges. The District shall maintain an O&M Reserve Fund equivalent to 6 months O&M expenses.

2. Rate Stabilization Reserves:

The purpose of the District Rate Stabilization Reserve Fund is to establish a means to provide more stable sewer service charges to the District's customers. This fund buffers the impacts of unanticipated fluctuations or revenue shortfalls in sewer revenues and should be capable of defraying the need for an immediate rate increase to cover the cost of an unanticipated rise in expenses. Unexpected fluctuations can include, but are not limited to natural disasters, an economic downturn, and unanticipated increases in other utility expenses and/or other extraordinary circumstances. The source of funding for this reserve shall be from Sewer Service Charges. The District shall maintain a Rate Stabilization Reserve Fund equivalent to 10% of the annual revenue.

3. Emergency Reserves:

The purpose of the Emergency Reserve Fund is to provide funds for emergency response for potential repair or replacement of capital facilities due to damage from a natural disaster or unanticipated failure. The Emergency Reserve would be used when capital improvement funds have otherwise been purposefully spent down to a preset limit on planned projects. The source of funding for this reserve shall be from Sewer Service Charges. The District shall maintain an Emergency Reserve of \$3 Million.

Compliance with Policy #3130

The General Fund assigned Fund Balance Reserves; and are shown in Table 2 – General Fund Reserve Requirements.

Table 2 - General Fund Reserve Requirements

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

As indicated in Table 1, the District is projecting a General Fund Reserve balance of \$12.67M by year end which exceeds the minimum requirement of \$10.77M. The adoption of this budget allows the District to have demonstrated compliance with the Reserve Policy #3130.

Regional Wastewater Treatment Plants (RWWTP) & Rate Stabilization Reserve Fund (RSF)

As previously mentioned, the District, the City of Roseville and Placer County (PC) are participants in the South Placer Wastewater Authority (SPWA) with the intended purpose to

finance the construction of the Pleasant Grove Wastewater Treatment Plant (PG WWTP). The District collects and transports about 1.5 billion gallons of raw sewage annually to either of two RWWTP in Roseville for treatment (Dry Creek and Pleasant Grove). Together the two RWWTP and infrastructure used by all three partners make up the regional facilities. SPMUD pays its share of annual O&M costs for the RWWTP's based on our proportional flows to the other partners and is approximately 25% of total flows into the RWWTP.

The SPWA Funding Agreement established a Rate Stabilization Account to be used for the payment of debt service on the Bonds and other costs of the Authority. Monthly contributions of regional connection fees are deposited into the Rate Stabilization Account, and SPWA pays the debt service and other costs from the Account, based on each member's proportionate share. As of the last approved financial statement accepted by SPWA, the District maintained a balance of \$54,090,935 in the Rate Stabilization Account on deposit with the Authority. Per the last approved financial statement accepted by the Authority, the annual SPWA Debt assigned to SPMUD was \$3,220,897. Without any changes, the District has approximately 16 years' worth of debt service on account with SPWA.

In accordance with the SPWA debt indenture, SPMUD has covenanted to prescribe and collect rates and charges sufficient to yield net revenues at least equivalent to 110% of its share of debt service. The source of funding for this reserve can be accounted for from all SPMUD revenues and are expected to provide Debt Coverage Ratio (DCR) of 110% over the lives of the Bonds.

$$\begin{aligned} \text{DCR} &= [\text{All revenues} - \text{All O\&M (before dep)}] / \text{SPWA Debt} > 1.1 \\ \text{All SPMUD Revenues} &= \$19,304,700 \\ \text{All SPMUD Expenses (before depreciation)} &= \$12,373,300 \\ \text{DCR} &= (\$19,340,700 - \$12,373,300) / \$3,220,897 = \mathbf{2.15} > \mathbf{1.1} \end{aligned}$$

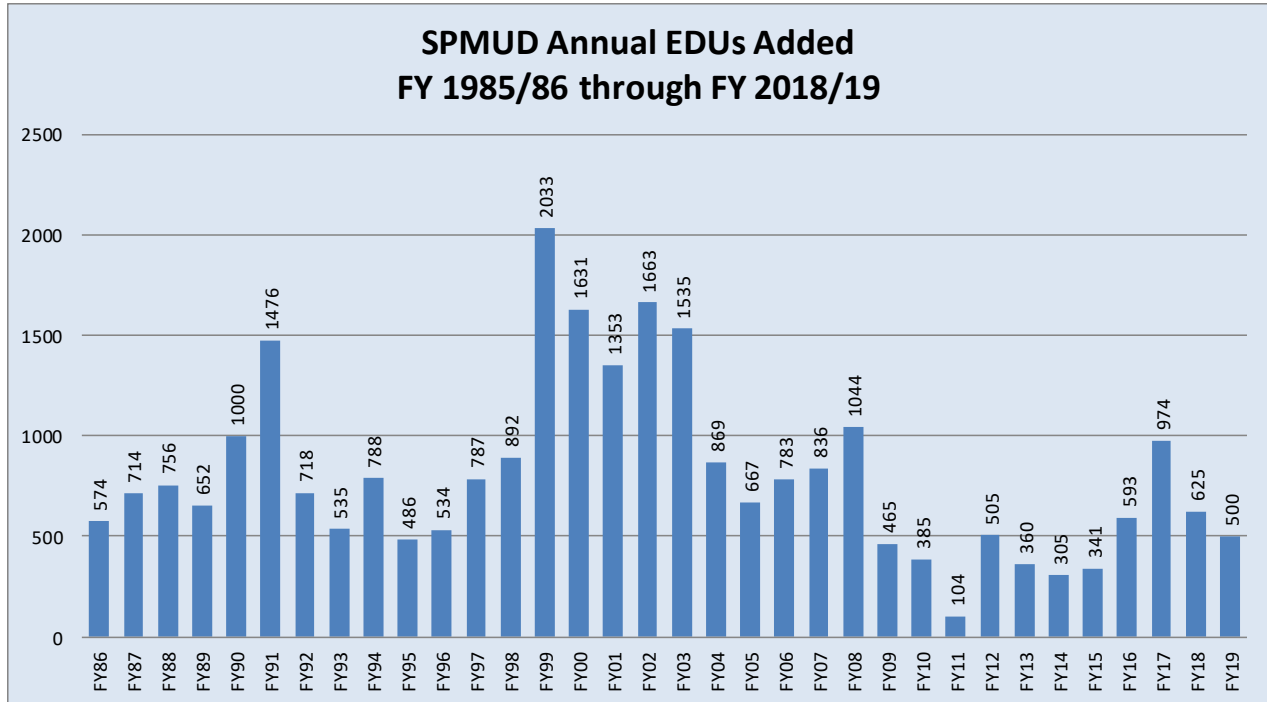
The adoption of this budget allows the District to have demonstrated compliance with the required Debt Coverage Ratio required by the SPWA Bond Indenture.

SECTION 1.6 GROWTH AND PROJECTIONS

Past Growth Trends:

Figure 5 shows how the growth varies greatly from year to year. Based upon an analysis performed in the Sewer Evaluation and Capacity Assurance Plan (SECAP) adopted in 2015, the District is forecasting growth of 500 EDU's each year for the next five years.

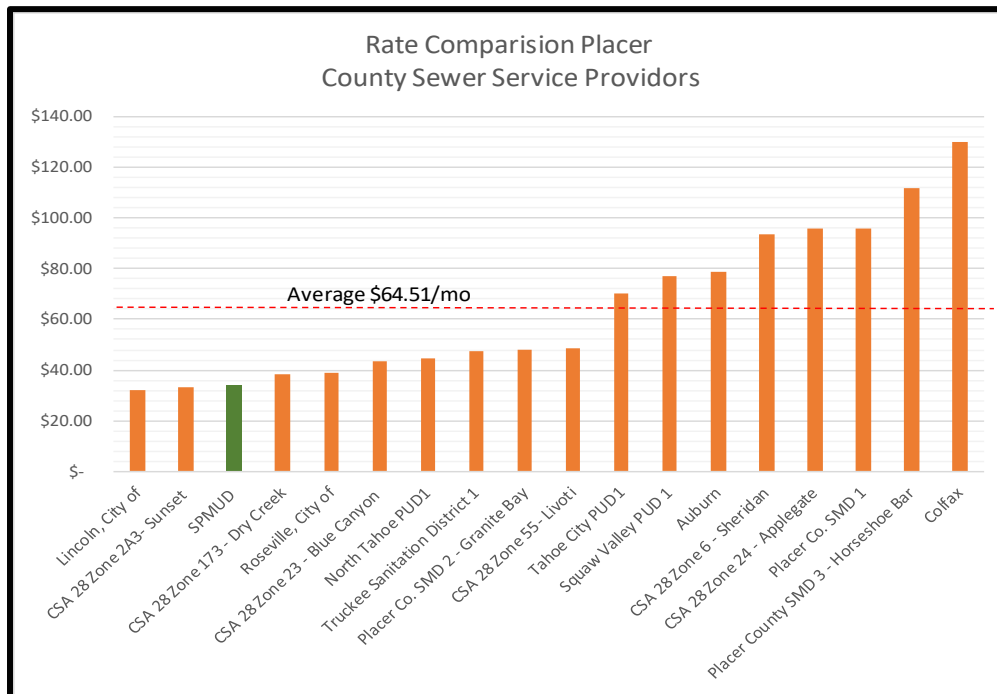
Figure 5 – SPMUD Historical Growth



General Fund Projections

The annual growth is based on the projected annual service fees and that expenses will increase an average of 9% per year during this period. The District maintains its reserve balances through this analysis period. Figure 6 shows a comparison of other local agencies service fees; the district will remain the lowest cost sewer service provider in Placer County (as well as the major Sacramento Metropolitan area) even after the aforementioned increase.

**Figure 6 - Monthly Sewer Rates (Collection & Treatment)
Placer County Sewer Service Providers *updated 2018***



SECTION 1.7 SUMMARY

The total FY 19/20 revenues from all sources are projected to be \$19.30M which is an increase of \$1.09M from FY 18/19. This increase is attributable to additional service connection fees, additional EDU connections, and rate increases which will take effect beginning in July 2019. General Fund expenses for FY19/20 are projected to decrease by \$0.24M from FY18/19. Capital Improvement costs for FY19/20 are anticipated to be \$7.61M.

Personnel and salary schedules are shown in **Schedules 5 and 6**. The District has 36 funded positions comprised of 22 full-time, one part-time, five elected, one part-time Attorney, one contracted Auditor, four management and two supervisors. The District employee and management MOU's are in effect through the end of FY 19/20; MOU adjustments are reflected in this budget. **Schedules 1, 2, 3 & 4** chart the District Budget distribution for FY19/20.

The proposed budget represents an expenditure plan designed to accomplish the District's Strategic Plan Goals and Objectives and meets the needs of both present and future customers in the South Placer Municipal Utility District service area, while keeping the District's vision and mission in focus.

Schedule I – FY19/20 Budget Distribution - REVENUES & INVESTMENTS

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

Schedule 2 – FY19/20 Budget Distribution - GENERAL FUND EXPENSES

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

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

Schedule 3 – FY19/20 Budget Distribution - CAPITAL FUND EXPENSES

South Placer Municipal Utility District CAPITAL INVESTMENT FY19/20				
	AUDITED FINANCIALS		PROJECTED	PROPOSED
	FISCAL YR 16/17	FISCAL YR 17/18	FISCAL YR 18/19	FISCAL YR 19/20
TOTAL GENERAL FUND CAPITAL IMPROVEMENTS	\$ 157,190	\$ 136,274	\$ 98,900	\$ 1,085,500
TOTAL CIP & EXPANSION	\$ 842,722	\$ 4,592,725	\$ 2,633,792	\$ 2,520,000
TOTAL REPLACEMENT & REHABILITATION	\$ 714,054	\$ 1,241,438	\$ 373,173	\$ 4,011,500
TOTAL CAPITAL INVESTMENT	\$ 1,713,966	\$ 5,970,437	\$ 3,105,865	\$ 7,617,000

South Placer Municipal Utility District Capital Expenditure Budget FY 19/20				
		PROPOSED FISCAL YR 19/20		
		FUND 100	FUND 300	FUND 400
		General Fund Capital	CIP & Expansion	Capital Replacement & Rehabilitation
CAPITAL IMPROVEMENTS				
BOARD ROOM AUDIO/VISUAL UPGRADES	\$ 15,000			\$ 15,000
LIFT STATION PUMP REPLACEMENT	\$ 13,000			\$ 13,000
SCADA DESIGN & IMPLEMENTATION	\$ 1,000,000			\$ 1,000,000
VEHICLE/EQUIPMENT UPGRADES/REPLACEMENT	\$ 31,000			\$ 31,000
VEHICLE PURCHASES - CCTV/INSP VEHICLES	\$ 310,000			\$ 310,000
PIPE TRAILER IMPROVEMENTS	\$ 15,000			\$ 15,000
EMERGENCY BYPASS PUMP REPLACEMENT	\$ 60,000			\$ 60,000
CURED IN PLACE PIPE	\$ 600,000			\$ 600,000
LATERAL SEALS	\$ 200,000			\$ 200,000
CORP YARD FENCE	\$ 200,000			\$ 200,000
FOOTHILL TRUNK PROJECT - CONSTRUCTION	\$ 3,140,000		\$ 2,140,000	\$ 1,000,000
ROCKLIN 60 PH III REIMBURSEMENT	\$ 160,000		\$ 160,000	
TRUNK EXTENSION REIMBURSEMENT	\$ 200,000		\$ 200,000	
LOWER LOOMIS DIVERSION SEWER - CONSTRUCTION	\$ 20,000		\$ 20,000	
SOFTWARE/DATA ACQUISITION	\$ 21,000	\$ 21,000		
SYSTEM IMPROVEMENTS	\$ 70,000	\$ 70,000		
PARTICIPATION IN REGIONAL PROJECTS	\$ 480,000	\$ 30,000		\$ 450,000
EASEMENT INSPECTION EQUIPMENT	\$ 12,000	\$ 12,000		
COMPUTERS/OFFICE FURNITURE	\$ 18,000	\$ 18,000		
CY MASTER PLAN CAPITAL IMPROVEMENTS	\$ 425,000	\$ 425,000		
NEWCASTLE MASTER PLAN IMPROVEMENTS	\$ 350,000	\$ 350,000		
CORP YARD OFFICE UPGRADES	\$ 36,000	\$ 36,000		
EASEMENT/ACCESS ROAD REPLACEMENT/UPGRADES	\$ 235,000	\$ 117,500		\$ 117,500
FLOW MONITORING EQUIPMENT	\$ 6,000	\$ 6,000		
Total Capital Improvements	\$ 7,617,000	\$ 1,085,500	\$ 2,520,000	\$ 4,011,500

Schedule 4A – Capital Replacement & Rehabilitation Outlay

FUND 400 - \$4,011,500

FY19/20 Capital Outlay Justifications

ITEM #	TITLE/DESCRIPTION	BUDGET
1	<p>BOARD ROOM AUDIO VISUAL UPGRADES Upgrades to the audio/visual equipment in the District Boardroom. Overhead projection and sound recording system.</p> <p><i>Strategic Plan Goals</i> Goal 7.1 - Continuously evaluate available technology to ensure efficient programs and processes Goal 7.3 - Build upon business efficiencies</p>	\$15,000
2	<p>DISTRICT PARTICIPATION IN REGIONAL PROJECTS The District continues to coordinate with its stakeholders and other regional agencies. These municipalities and agencies plan projects in areas where existing District facilities are located. The District enters into construction cooperation agreements with these partners in the region to rehabilitate or replace some or all of the existing sewer facilities as part of the project. This line item pays for this work. This is advantageous to the regional partners because it decreases the likelihood that the District will need to do work soon after they finish their projects. It is advantageous to the District because the rehabilitation or replacement of the sewer facilities is less impactful to customers when combined with other improvements. The anticipated projects are the Pavement Rehab of the Sunset West Area (City of Rocklin, and the Rocklin Road and Pacific Street Roundabout (City of Rocklin).</p> <p><i>Strategic Plan Goals</i> Goal 1.2 – Improve communications Goal 3.1 – Plan all projects to ensure adherence to District standards and ordinances</p>	\$450,000
3	<p>EASEMENT/ACCESS ROAD REPLACEMENT/UPGRADES The District has an on-going easement upgrade program. Some of the work involves new improvements while other work involves replacements or reconstructions. This work is generally performed by District forces. The new improvements are charged to Fund 100 (see Fund 100 Capital Outlay Justifications.) This year, \$100,000 is committed to asphalt-paving select access roads and this work will be performed by contracted services.</p> <p><i>Strategic Plan Goals</i> Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</p>	\$117,500

Schedule 4A Capital Replacement & Rehabilitation Outlay

FUND 400

FY19/20 Capital Outlay Justifications

<p>4</p>	<p>SCADA DESIGN & IMPLEMENTATION</p> <p>The District's Supervisory Control and Data Acquisition (SCADA) system's hardware and software are propriatry and are supported by only one service provider on the west coast. Staff has concerns about the the service provider's ability to support the system into the future. It is anticipated the cost to design and implement this new system to be between \$2,500,000 and \$3,200,000. Completion of the project is likely to be during the next fiscal year.</p> <p><i>Strategic Plan Goals</i></p> <p><i>Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p> <p><i>Goal 7.1: Information Technology to improve the various data management and information systems (b) implement technology based upon District needs.</i></p>	<p>\$1,000,000</p>
<p>5</p>	<p>LIFT STATION PUMP REPLACEMENT</p> <p>This item is for the purchase of two pumps. As required by the State Water Board General Waste Discharge Requirements (GWDR) the District maintains spare parts for critical components of the collection system. Four pump stations utilize the same type and size pump. The spare pumps for these stations have been evaluated and it was recommended they be replaced.</p> <p><i>Strategic Plan Goals</i></p> <p><i>Goal 4.2 - Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	<p>\$13,000</p>
<p>6</p>	<p>VEHICLE/EQUIPMENT UPGRADES/REPLACEMENT</p> <p>This item includes: (1) Crane replacement for Unit 15 -Facility Services Truck (\$16,000); (2) Pneumatic Gate Release for Unit 25 -Dump Truck (\$3,000); and (3) replacement hose and nozzles for Unit 27 - Hydro-Vac (\$12,000)</p> <p><i>Strategic Plan Goals</i></p> <p>Goal 4.2 - Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</p>	<p>\$31,000</p>

Schedule 4A Capital Replacement & Rehabilitation Outlay

FUND 400

FY19/20 Capital Outlay Justifications

<p>7</p>	<p>VEHICLE PURCHASES - CCTV/INSPECTION VEHICLE</p> <p>This item includes two purchases: (1) The 2003 CCTV van and equipment have served their useful lifves and are due to be replaced (\$275,000); and (2) a 2006 Inspector truck has served ity's useful life and needs to be replaced (\$35,000)</p> <p><i>Strategic Plan Goals</i> <i>Goal 4.2 - Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	<p>\$310,000</p>
<p>8</p>	<p>PIPE TRAILER REPLACEMENT</p> <p>In the FY 2018-2019 budget was a line item to replace a trailer for the storage and transport of emergency bypass piping and equipment. The trailer was purchased, but the necessary fabrication and protective cover were not. This item is to complete the project started in the previous budget.</p> <p><i>Strategic Plan Goals</i> <i>Strategic Plan Goals</i> <i>Goal 4.2 - Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	<p>\$15,000</p>
<p>9</p>	<p>EMERGENCY BYPASS PUMP REPLACEMENT</p> <p>This 2004 trailered pump was provided to the District through development of the Highlands 3 & 4 Lift Station (a.k.a Mionument Springs lift station) It is permitted by the Placer County Air Polution Control District and the permit expires in January 2020, as it has a Tier III engine and will no longer be permitted to operate in California.</p> <p><i>Strategic Plan Goals</i> <i>Goal 4.2 - Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	<p>\$60,000</p>
<p>10</p>	<p>CURED IN PLACE PIPE</p> <p>As a part of the District's Asset Management Program, this item is for rehabilitation of pipes by installing Cured-In-Place-Pipe (CIPP) liners into both mainline and lateral pipes.</p> <p><i>Strategic Plan Goals</i> <i>Goal 4.2 - Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	<p>\$600,000</p>

Schedule 4A Capital Replacement & Rehabilitation Outlay

FUND 400

FY19/20 Capital Outlay Justifications

11	LATERAL SEALS As a part of the District's Asset Management Program, this item is for installation of Lateral-to-Mainline seals. These seals prevent migration of roots and infiltration between the end of a CIPP liner and the host pipe. <i>Strategic Plan Goals</i> <i>Goal 4.2 - Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i>	\$200,000
12	CORP YARD FENCE The west perimeter fence was constructed in 1985, is failing and does little to prevent trespasser's from entering the corporation yard grounds. This item is to replace the existing fence with a security fence, as approved by the City of Rocklin. <i>Strategic Plan Goals</i> <i>Goal 2.4: Embrace Green Building policies in the design and operation of District facilities and enhance sustainable building and construction practices.</i>	\$200,000
13	FOOTHILL TRUNK PROJECT - CONSTRUCTION The Foothill Trunk Sewer Replacement Project was identified for construction in the 2015 System Evaluation and Capacity Assurance Plan (SECAP). The budget for this line item includes construction costs, anticipated monitoring to comply with regulatory permits, and construction management services. A portion of this project will be paid out of Fund 400 because the project is replacing existing infrastructure that had been depreciated. The remainder will be paid out of Fund 300. <i>Strategic Plan Goals</i> <i>Goal 3.2 – Provide construction management to ensure the best possible facilities for the District</i>	\$1,000,000
	Total Capital Replacement & Rehabilitation Outlay	\$4,011,500

Schedule 4B Capital Improvement Program & Expansion Outlay
FUND 300 - \$2,520,000
FY19/20 Capital Outlay Justifications

ITEM #	TITLE/DESCRIPTION	BUDGET
1	<p>FOOTHILL TRUNK PROJECT - CONSTRUCTION</p> <p>The Foothill Trunk Sewer Replacement Project was identified for construction in the 2015 System Evaluation and Capacity Assurance Plan (SECAP). Construction of the Foothill Trunk Sewer Replacement Project will commence following the completion of the permitting for the project. The budget for this line item includes construction costs, anticipated monitoring to comply with regulatory permits, and construction management services. A portion of this project will be paid from Fund 300 because the project is enlarging the diameter of the trunk line as identified in the System Evaluation and Capacity Assurance Plan (SECAP). A portion of this project will be paid out of Fund 400.</p> <p><i>Strategic Plan Goals</i> <i>Goal 3.2 – Provide construction management to ensure the best possible facilities for the District</i></p>	\$2,140,000
2	<p>ROCKLIN 60 PHASE II REIMBURSEMENT</p> <p>The District entered a reimbursement agreement with Taylor Morrison LLC for the construction of major facilities as part of the Rocklin 60 project. This line item accounts for the third of five annual payments per the agreement.</p> <p><i>Strategic Plan Goals</i> <i>Goal 3.1 – Plan all projects to ensure adherence to District standards and ordinances</i></p>	\$160,000
3	<p>TRUNK EXTENSION REIMBURSEMENT</p> <p>The District is currently reviewing a project that proposes to extend a District trunk sewer that would be eligible for a reimbursement agreement and may be approved and constructed in the upcoming year. This line item will be used only if a reimbursement agreement is approved by the Board.</p> <p><i>Strategic Plan Goals</i> <i>Goal 3.1 – Plan all projects to ensure adherence to District standards and ordinances</i></p>	\$200,000
4	<p>LOWER LOOMIS DIVERSION SEWER - CONSTRUCTION</p> <p>The Lower Loomis Diversion Trunkline Project was completed and accepted in fiscal year 18-19. Damage to the recently paved Betty Lane as a result of the wet weather may necessitate District involvement.</p> <p><i>Strategic Plan Goals</i> <i>Goal 3.2 – Provide construction management to ensure the best possible facilities for the District</i></p>	\$20,000
	TOTAL - Capital Improvement Program & Expansion	\$2,520,000

Schedule 4C General Fund Outlay
FUND 100 - \$1,085,500
FY19/20 Capital Outlay Justifications

ITEM #	TITLE/DESCRIPTION	BUDGET
1	<p>SOFTWARE AQUISITIONS</p> <p>Improvement of the databases (i.e., CMMS, GIS, CCTV) that support the key functions of the District. Staff plans to purchase updated aerial imagery for use with the Lucity and GIS maps that are accessed from desktops in the District offices and on the tablets used by crews in the field.</p> <p>Staff will evaluate and procure modules from the District’s CMMS provider (Lucity) and CCTV inspection software provider (Infrastructure Technologies) that allow for the integration of databases to facilitate the work flow between these and other databases.</p> <p><i>Strategic Plan Goals</i> <i>Goal 7.1: Information Technology: Improve the various data management and information systems.</i></p>	\$21,000
2	<p>SYSTEM IMPROVEMENTS</p> <p>The District plans to improve areas of the system by constructing manholes and access roads to provide improved access to sewer facilities.</p> <p><i>Strategic Plan Goals</i> <i>Goal 3.2: Provide construction management to ensure the best possible facilities for the District</i></p>	\$70,000
3	<p>PARTICIPATION IN REGIONAL PROJECTS</p> <p>The District coordinates with regional agencies to protect District assets during the construction of other agency improvements. The cost of CCTV inspection before and after the agency’s project to ensure damage caused from construction is repaired and the cost to adjust District assets to conform to new finished grades is born by the District.</p> <p><i>Strategic Plan Goals</i> <i>Goal 1.2: Improve communications</i> <i>Goal 3.2: Provide construction management to ensure the best possible facilities for the District</i></p>	\$30,000

Schedule 4C General Fund Outlay
FUND 100
FY19/20 Capital Outlay Justifications

<p>4</p>	<p>EASEMENT INSPECTION EQUIPMENT</p> <p>The District will purchase an unmanned aerial vehicle (UAV or drone), appurtenances, and software to collect and process data collected through inspections of the District's easements. The data from these inspections will be stored for future review, document the condition of easements, demonstrate the change in condition of easements over time, and be used to evaluate the potential encroachment of other improvements in easements.</p> <p><i>Strategic Plan Goals</i> <i>Goal 7.1: Information Technology: Improve the various data management and information systems.</i></p>	<p>\$12,000</p>
<p>5</p>	<p>COMPUTER/OFFICE FURNITURE</p> <p>Purchase of various computers and office furniture components.</p> <p><i>Strategic Plan Goals</i> <i>Goal 7.1: Information Technology: Improve the various data management and information systems.</i></p>	<p>\$18,000</p>
<p>6</p>	<p>EASEMENT/ACCESS ROAD REPLACEMENTS/UPGRADES</p> <p>The District has an on-going easement upgrade program. Some of the work involves new improvements while other work involves replacements or reconstructions. This work is generally performed by District forces. The replacements/reconstructions are charged to Fund 400 (see Fund 400 Capital Outlay Justifications.) This year, \$100,000 is committed to asphalt-paving select access roads and this work will be performed by contracted services.</p> <p><i>Strategic Plan Goals</i> <i>Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	<p>\$117,500</p>
<p>7</p>	<p>CY MASTER PLAN CAPITAL IMPROVEMENTS</p> <p>The District's 2017 Space Planning and Circulation Analysis identified several Corporation Yard facility upgrades. Staff has identified the Lobby Security upgrades and the Locker Room Expansion projects as priorities. In addition, Conceptual Design will be provided for a (future) Break Room Addition. Costs related to these projects are: Professional Services \$93,675; Lobby Security construction \$50,000, Locker Room Expansion construction \$250,000.</p> <p><i>Strategic Plan Goals</i> <i>Goal 2.4: Embrace Green Building policies in the design and operation of District facilities and enhance sustainable building and construction practices.</i></p>	<p>\$425,000</p>

Schedule 4C General Fund Outlay
FUND 100
FY19/20 Capital Outlay Justifications

<p>8</p>	<p>NEWCASTLE MASTER PLAN IMPROVEMENTS</p> <p>The Newcastle Master Plan was completed in March 2017 and identifies system upgrade projects to be undertaken. This project involves: (1) upsize an existing mainline; (2) abandoning a 4" sewer main that runs through backyards and under two homes; and (3) installing new laterals for five homes, and re-connecting the laterals to the newly upsized mainline in the public right-of-way . The Board has authorized \$200,000 per year for these Master Plan upgrades. Funds are available, as only \$10,000 was expended during the 2018-2019 budget.</p> <p><i>Strategic Plan Goals</i> <i>Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	<p>\$350,000</p>
<p>9</p>	<p>CORP YARD OFFICE UPGRADES</p> <p>This item involves two upgrades: (1) Space within the Corporation Yard building is being re-purposed to accommodate a Locker Room Expansion, which requires three cubicles be relocated and reconfigured. The existing cubicles have been in place for 14 years and cannot be used in the new space; (2) an office needs to be created to accomodate the (new) Compliance Officer position. This item includes construction work necessary furniture.</p> <p><i>Strategic Plan Goals</i> <i>Goal 2.4: Embrace Green Building polcies in the design and operation of District facilities and enhance sustainable building and construction practices.</i></p>	<p>\$36,000</p>
<p>10</p>	<p>FLOW MONITORING EQUIPMENT</p> <p>This is for the purchase of two (2) Water Level Sensing devices, which will be used to monitor the flows in pipes with capacity issues until the completion of the Foothill Trunkline project; and, to determine sources of Infiltration and Inflow (I&I).</p> <p><i>Strategic Plan Goals</i> <i>Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i> <i>Goal 7.1: Information Technology: Improve the various data management and information systems.</i></p>	<p>\$6,000</p>
		<p>\$1,085,500</p>

Schedule 5 – FY19/20 PERSONNEL CLASSIFICATIONS

JOB TITLES	ID	Approved	Funded
BY DEPARTMENTS	CODE	Positions	Positions
<u>Administrative Services</u>			
General Manager	GM	1	1
Administrative Services Manager/Board Secretary	ASM	1	1
Administrative Services Assistant III	ASA 3	2	2
Administrative Services Assistant II	ASA 2	1	1
Administrative Services Assistant I	ASA 1	1	0
Project Manager	PM	1	0
ASD Total		7	5
<u>Technical Services</u>			
District Engineer	DE	1	1
Associate Engineer	AE	1	1
Engineering Technician II	ET2	1	1
Inspector II	INSP2	1	1
Inspector I	INSP1	2	2
Student Intern I/II/III	INT	1(c)	1
Engineering Technician I	ET1	0	0
Project Manager	PM	1	0
TSD Total		7	7
<u>Field Services</u>			
Superintendent	SUP	1	1
Assistant Superintendent	AS	1	0
Field Services Manager	FSM	0	0
Regulatory Compliance Officer	RCO	1	1
Field Supervisor	FS	2	2
Leadworker	LW	3	3
Maintenance Worker II/Inspector	MW2/Insp	1	1
Maintenance Worker II	MW2	5	5
Maintenance Worker I	MW1	5	4
FSD Total		19	17
TOTAL REGULAR POSITIONS		33	29
<u>Miscellaneous (Elected/Contract)</u>			
Board of Directors	EO	5	5
District Legal Counsel	DC	1	1
Contract Auditor	CA	1	1
MISCELLANEOUS Total		7	7
TOTAL AUTHORIZED POSITIONS		40	36
(a) Promotional			
(b) Vacant position			
(c) one part-time (up to 20 hours per week/without benefits)			

Schedule 6 – FY19/20 SCHEDULE OF SALARY RANGES

FY 19/20 SCHEDULE OF SALARY RANGE/STEPS									
3.0% COLA Effective 07/01/19									
SALARY - MONTHLY/HOURLY RATES									
RANGE	ID	POSITION	STEPS (\$/MO)						
			A	B	C	D	E	F	
9	TL I/SI I	Laborer I / Student Intern I	15.53	16.31	17.12				
15	TL II/SI II	Laborer II / Student Intern II	18.01	18.91	19.86				
21	TL III/SI III	Laborer III / Student Intern II	20.89	21.93	23.03				
22	ASA I	Admin Svc. Asst I	3707	3893	4087	4292	4506	4619	
		Hrly	21.39	22.46	23.58	24.76	26.00	26.65	
29	MW1	Maint. Worker I	4407	4627	4859	5101	5357	5490	
		Hrly	25.42	26.70	28.03	29.43	30.90	31.68	
33	ASA II	Admin Svc. Asst II	4864	5108	5363	5631	5913	6060	
		Hrly	28.06	29.47	30.94	32.49	34.11	34.96	
34	MW2	Maint. Worker II	4986	5235	5497	5772	6060	6212	
		Hrly	28.77	30.20	31.71	33.30	34.96	35.84	
35	ET1	Eng'r. Tech. I	5111	5366	5634	5916	6212	6367	
		Hrly	29.48	30.96	32.51	34.13	35.84	36.73	
38	INS1	Inspector I	5504	5779	6068	6371	6690	6857	
		Hrly	31.75	33.34	35.01	36.76	38.59	39.56	
36	MW/INS	Maint. Worker II/Inspector	5238	5500	5775	6064	6367	6526	
		Hrly	30.22	31.73	33.32	34.99	36.73	37.65	
41	INS2	Inspector II	5927	6223	6534	6861	7204	7384	
		Hrly	34.19	35.90	37.70	39.58	41.56	42.60	
42	ASA III	Admin Svc. Asst III	6075	6379	6698	7032	7384	7569	
		Hrly	35.05	36.80	38.64	40.57	42.60	43.67	
43	LW	Lead Worker	6227	6538	6865	7208	7569	7758	
		Hrly	35.92	37.72	39.61	41.59	43.67	44.76	
44	ET2	Eng'r. Tech. II	6382	6702	7037	7388	7758	7952	
		Hrly	36.82	38.66	40.60	42.63	44.76	45.88	
50	FS	Field Supervisor	7402	7966	8160	8568	8997	9222	
		Hrly	42.70	45.96	47.08	49.43	51.91	53.20	
53	AE	Associate Engineer	7971	8369	8788	9227	9689	9931	
		Hrly	45.99	48.29	50.70	53.23	55.90	57.29	
56		Assistant Superintendent	8584	9013	9463	9937	10433	10694	
			49.52	52.00	54.60	57.33	60.19	61.70	
61		Administrative Services Mgr	9712	10197	10707	11242	11805	12100	
			56.03	58.83	61.77	64.86	68.10	69.81	
64		Superintendent	10458	10981	11530	12107	12712	13030	
		District Engineer	60.34	63.35	66.52	69.85	73.34	75.17	
		General Manager	Contract Salary \$191,173						

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 19-15

ADOPTING THE BUDGET FOR FISCAL YEAR 2019/20

WHEREAS, the South Placer Municipal Utility District (District) Policy 3105 states that the District will adopt an annual budget that provides the Board of Directors with the upcoming fiscal year revenues and expenses for the General and Capital Funds conforming to policies previously adopted by the Board of Directors; and

WHEREAS, the Budget for the 2019/2020 Fiscal Year (FY 2019/20 beginning July 1, 2019 and ending June 30, 2020), attached as Exhibit "A" to this resolution and incorporated herein, outlines projected revenues, expenses and spending plan for the General and Capital Funds and is the fiscal planning tool to accomplish the District's strategic goals and objectives.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the South Placer Municipal Utility District hereby adopting the Budget for FY 2019/20 and the proposed spending plan therein stated.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 27th day of June 2019.

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

Attest: _____
Joanna Belanger, Board Secretary

ITEM VII.2 GENERAL MANAGER REPORT

To: Board of Directors

From: Herb Niederberger, GM

Date: June 27, 2019

Subject: General Manager Monthly Staff Report – June 2019

1) DEPARTMENT REPORTS

Attached are the monthly status reports for the Boards information:

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

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

2) INFORMATION ITEMS

- A. On June 4, 2019, the General Manager attended the Quarterly Economic Development/Government Affairs meeting sponsored by the Loomis Basin Chamber of Commerce.
- B. On June 5, 2019, the General Manager and Director Mitchell attended the Rocklin Chamber of Commerce Government Relations Committee for a briefing by Kim Summers from Placer Valley Tourism. Placer Valley Tourism began management in July 2017 and initiated major renovation of existing buildings and construction of a \$34-million new Event Center at the former Placer County Fairgrounds. Situated on 60-acre, the multi-purpose venue has been re-branded to @ The GROUNDS.
- C. On June 10, 2019, the General Manager and District Engineer, Eric Nielsen met with representatives from Del Oro High School/Placer Union High School District, and their consultants, to finalize details regarding the pending Asset Purchase Agreement for the transfer of the Del Oro collection system to the High School District.
- D. The General Manger was out of the office on June 24 and 25, 2019 attending the Annual General Manager's Leadership Summit sponsored by the California Special District Association.
- E. On June 26, 2019, the General Manager attended the Joint Government Relations Committee hosted by the Loomis and Auburn Chambers of Commerce to hear a presentation on fire danger in the foothills.

- F. On June 27, 2019, the General Manager accompanied Director Mitchell to the meeting of the Board of Directors for the South Placer Wastewater Authority to 1) Adopt resolutions approving a Permanent Appointment of SPWA Board Secretary, approving the FY2020 Investment Policy and Swap Policy, approving the Annual Operating Budget for FY2019-20' and approving the Blanket Participation in Statewide Community Infrastructure Program 2019A Agreement; and 2) hear informational items concerning the Swap Performance & Annual Reporting Requirements, Investments Report, Rate Stabilization Fund Balances & Connection Fee Revenues and the Capital Improvement Project Update FY19-20.

Director Mitchell will present this information to the Board during the June 27th meeting.

- G. Advisory Committee Meetings:

There were no advisory committee meetings in June.

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

None for June

4) **LONG RANGE AGENDA**

August 2019

SECAP Update

Disposal of Assets Workshop

September 2019

Strategic Plan Annual Report

Bi-Annual Conflict of Interest Review

December 2019

Final Audit and Consolidated Annual Financial Report (CAFR)

Participation Fee Report for Fiscal Year 2018/19

General Manager's Performance Evaluation

To: Board of Directors
From: Sam Rose, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Field Services Department Monthly Report
Meeting Date: June 27, 2019 (** July Board Meeting)

Overview

This report provides the Board with an overview of Field Services operations and maintenance activities through 05/31/2019. The work listed is not all inclusive.

1. Lost Time Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 1003 days without a Lost Time Accident/Injury.

2. Safety/Training/Professional Development

- a. All Field employees participated in:
 - i. Four (4) “Tailgate” safety sessions.
 - ii. Chemical/Asbestos Safety & Safety Data Sheets (SDS)
 - iii. Hydro Nozzle Selection & Function

3. Miscellaneous

- a. One Field Services employee is currently off due to surgery
 - i. It is anticipated recovery time will be 1 (more) month
- b. One employee is scheduled for eight-weeks FMLA leave starting April 29.
- c. Maintenance was performed on 64 easement roads
- d. Liner installed on 13 mainlines and 82 laterals – By Contract. Work continues.

4. Customer Service Calls

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

Table A					
Goal is 95%	Responses	Successes	Success Rate	Ave During Business (minutes)	Ave During Non-Business (minutes)
July	6	4	67%	16	59
August	12	12	100%	15	31
September	13	12	92%	22	42
October	24	21	88%	24	54
November	13	13	100%	21	38
December	19	18	95%	24	50
January	23	21	91%	20	53
February	11	11	100%	19	31
March	35	34	97%	23	45
April	19	16	84%	22	40
May	21	21	100%	22	47
June					
YTD Totals	196	183	Average	21	45

Success Rate 93%

SSO's			
	Owner	SPMUD Laterals	SPMUD Other
July	0	0	0
August	0	1	0
September	0	1	0
October	0	0	0
November	0	0	0
December	0	2	0
January	2	2	0
February	0	0	0
March	1	2	0
April	1	1	0
May	5	2	0
June			
F-YTD	9	11	

Stoppages			
	Owner	SPMUD Laterals	SPMUD Other
July	2	0	0
August	8	1	0
September	11	2	0
October	11	1	0
November	7	3	0
December	20	5	0
January	8	4	0
February	5	1	0
March	7	3	0
April	6	2	0
May	6	1	1
June			
F-YTD	79	19	1

Odor			
	Owner	SPMUD	Other
July	1	2	
August			
September	1		
October	2	1	6
November			
December	1		1
January	1		2
February			1
March	2	1	
April			
May	1	1	
June			
F-YTD	7	4	10

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

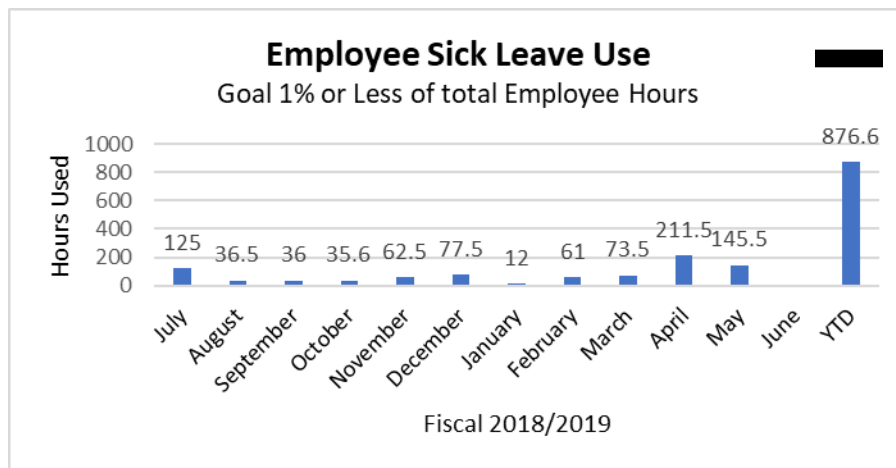
Odor Notes:

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

SPMUD (Misc.) Responsibility

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

5. Employee Sick Leave Use



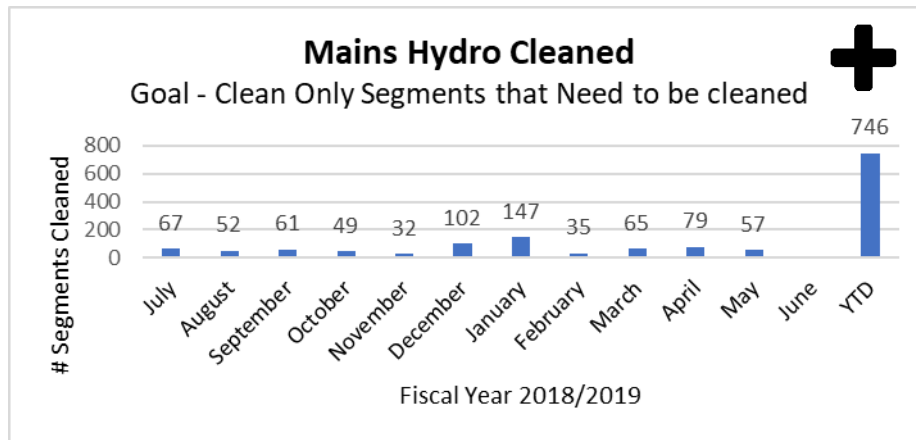
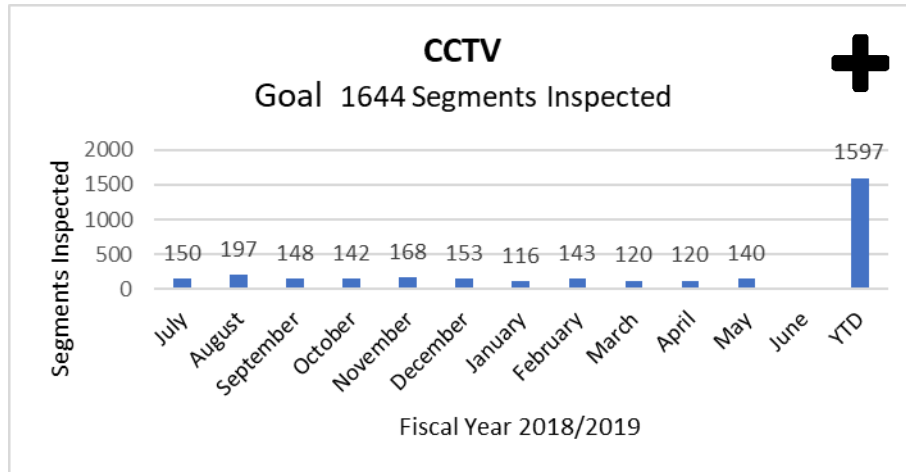
15 employees at 2080 hours/year = 31,200 hours. Goal for year is < 312 hours used.

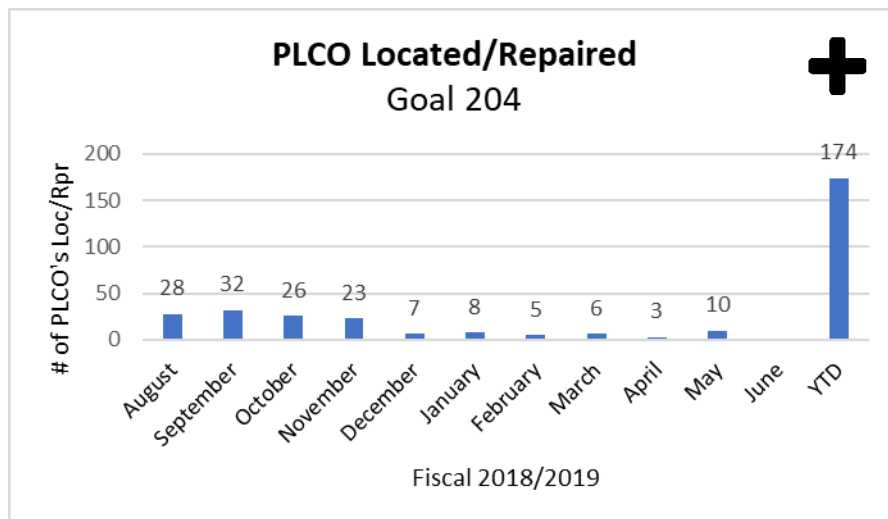
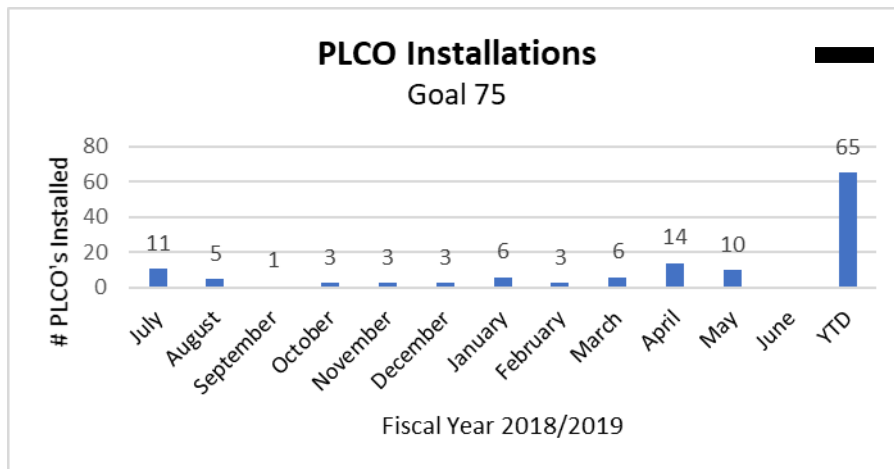
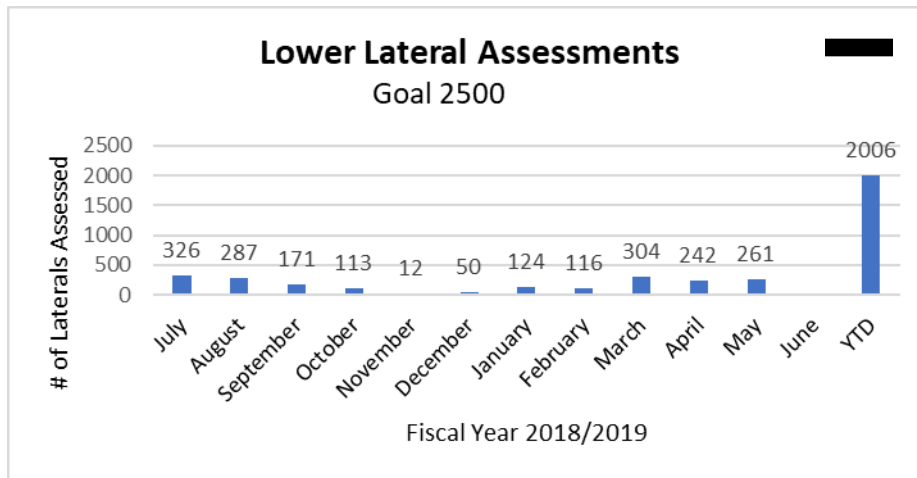
** Sick leave used to date is 3.06% of total hours.

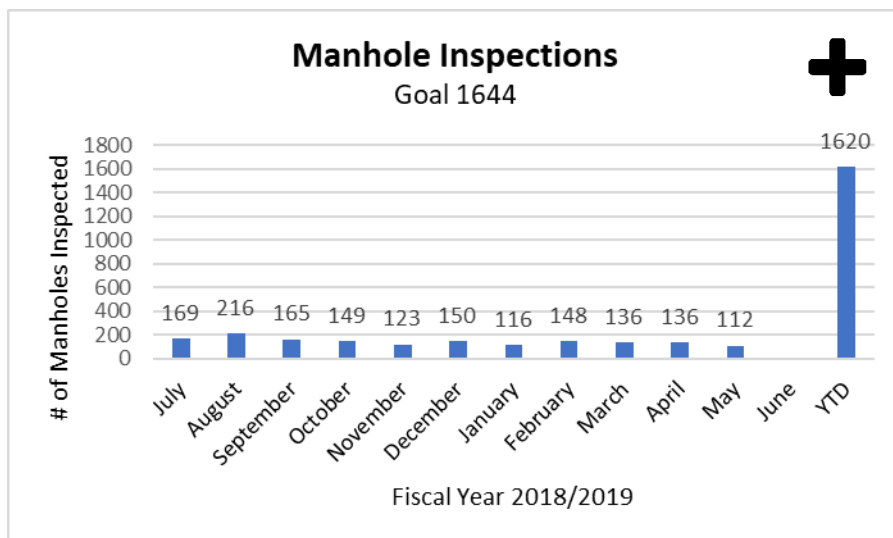
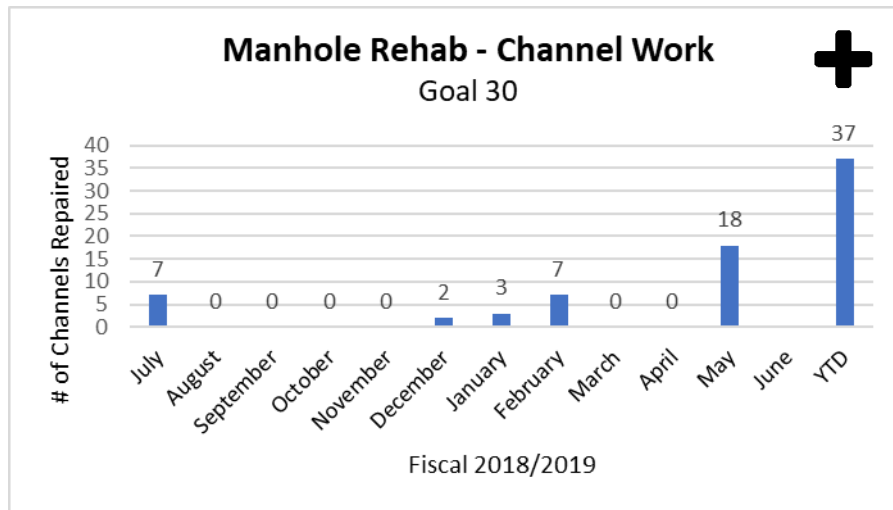
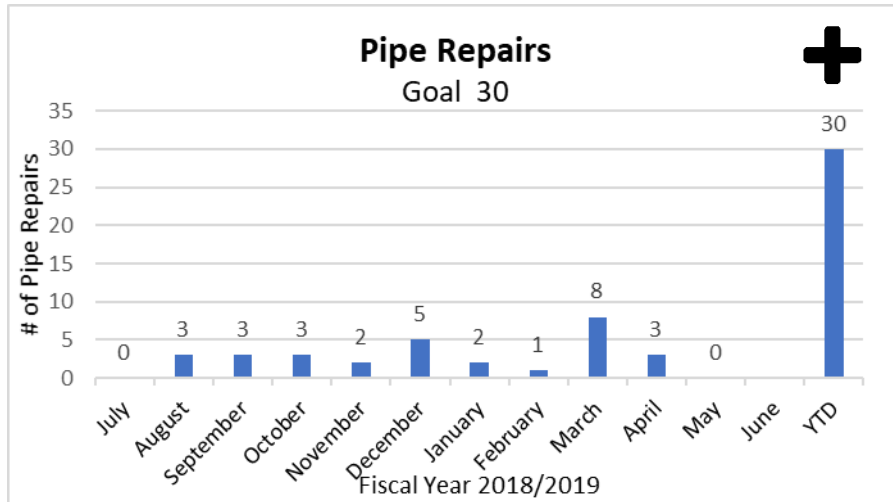
NOTE: One employee is off from work for a non-job-related surgery.

6. Production

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







ITEM VII. ASD REPORT

To: Board of Directors

From: Joanna Belanger, Administrative Services Manager

cc: Herb Niederberger, General Manager

Subject: Administrative Services Department Monthly Report

Board Mtg. Date: June 27, 2019

FY 18/19 Audit Preliminary work

The District Auditor will visit the District the week of June 24, 2019 to complete preliminary work for the FY 18/19 Audit.

New District Website

The new District website launched in the first week of June. The site has many improved capabilities including, ease of access, compliance with Section 508 for visitors to the site with disabilities, transparency customization, and fully customizable design. The site also provides many opportunities for customers to contact staff members with questions, concerns or complaints.

Laserfiche Records Management Software

This project was slightly delayed, with the delay of the new Server installation. It is anticipated this will now occur at the end of this month. The Laserfiche software team has prepared a scanning schedule and is in the process of beginning scanning work. The new site ensures compliance for certified records, stores a copy of records in a centralized repository which saves time by applying disposition schedules to incoming records.

Commercial & Residential Account Review

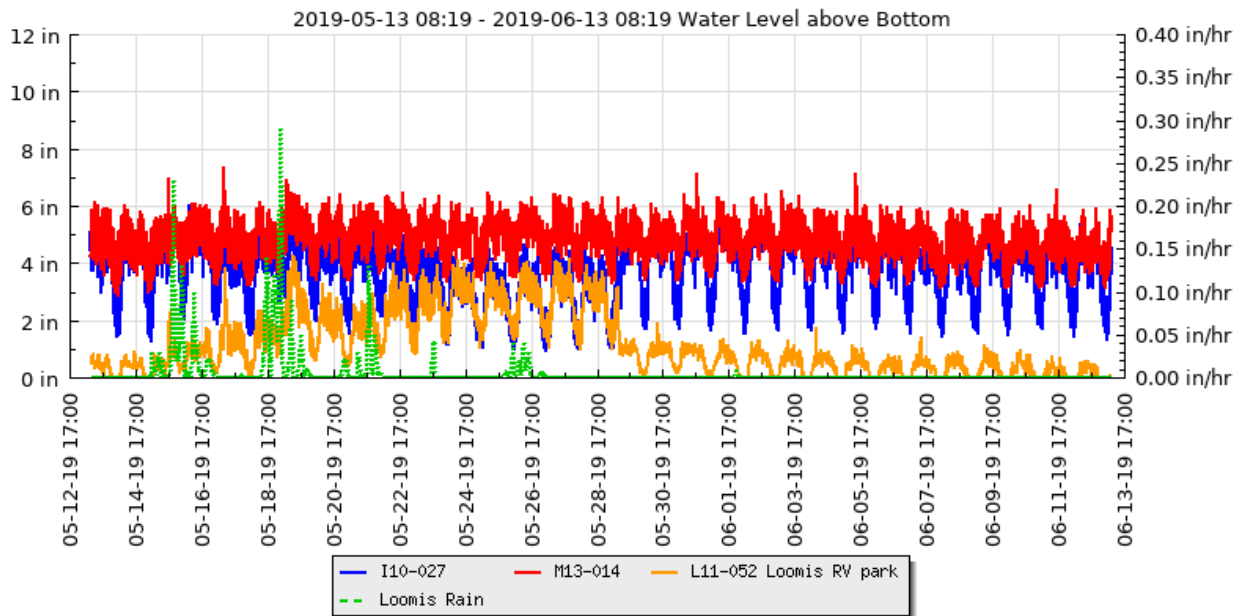
Administrative Services continue to audit both Residential and Commercial Accounts within the District with the assistance of Inspection services in TSD. Notifications and updated bills continue to be sent upon review with any necessary adjustments per Policy 3160 – Utility Billing Reconciliation & Payment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

ITEM VII. TSD REPORT

To: Board of Directors
From: Eric Nielsen, District Engineer
Cc: Herb Niederberger, General Manager
Subject: Technical Services Department Monthly Report
Board Date: June 27, 2019

Foothill Trunk Sewer Replacement Project

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



System Evaluation and Capacity Assurance Plan (SECAP)

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

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

Del Oro High School Asset Purchase Agreement

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

Server Replacement

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

FOG (Fats, Oils, and Grease) Program

SwiftComply is an inspection/compliance tracking database tool. SwiftComply allows food service establishments (FSEs) to meet the requirement of the District Sewer Code to self-report pump-outs. FSEs and grease haulers continue to enroll with SwiftComply. To date, 161 pump-outs have been reported by FSEs (or their assigned grease hauler) through SwiftComply, 40 grease control devices have been inspected, and multiple outreach meetings with FSEs have been held.

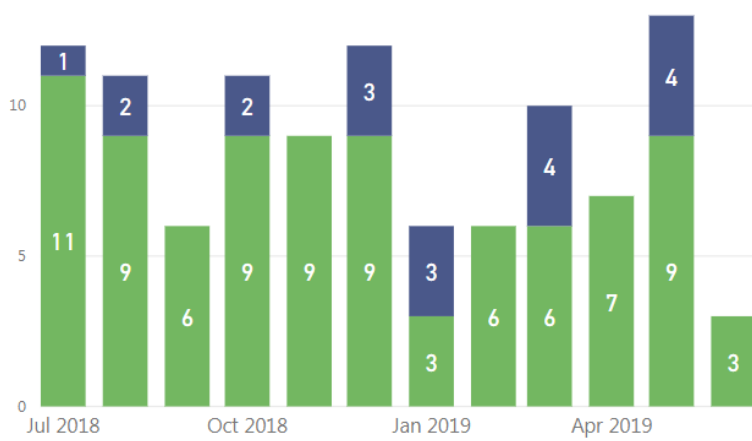
A Notice of Violation (NOV) was issued to Lucille's Smokehouse BBQ as a result a sanitary sewer overflow (SSO) from their private sewer lateral. District staff is working with Lucille's to address the issues contributing to the conditions that increase the likelihood of SSOs.

Department Performance Indicators

The following charts depict the efforts and performance of the department in four areas of work as of June 13th. 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

● Plan Checks ● Sign Plans

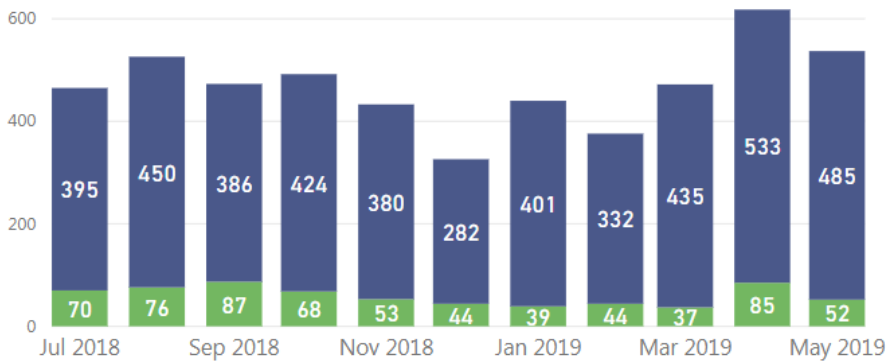


% "In Time" Plan Checks

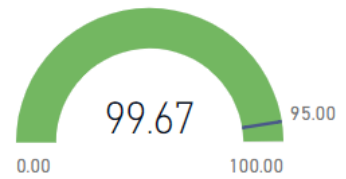


811 Responses - Monthly Totals

● Field ● Office

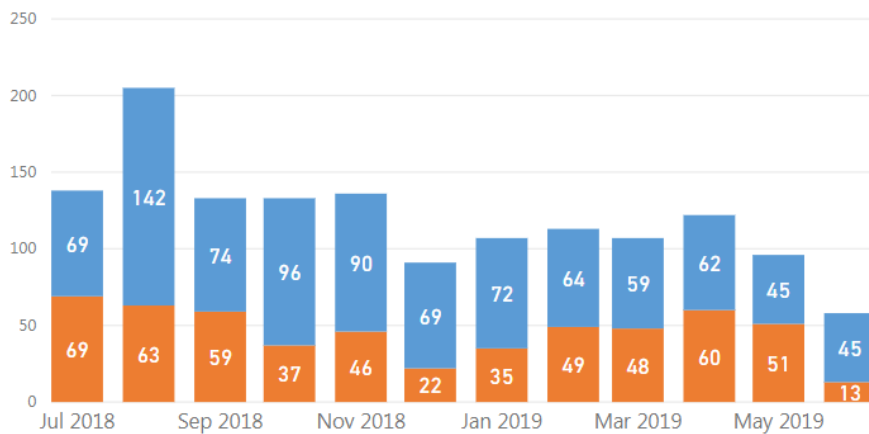


% "In Time" Responses...

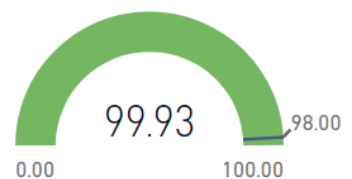


Building Sewer Inspections - Monthly Totals

● Rough Inspections ● Final Inspections



% "In Time" Inspections



FOG Compliance History

