



**SPMUD BOARD OF DIRECTORS
REGULAR MEETING: 4:30 PM
October 3, 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 3 to 15]

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

ACTION: (Roll Call Vote)

Motion to approve the consent items for the August 1, 2019 meeting

1. MINUTES from the September 5, 2019 Regular Meeting [pg 3 to 5]
2. ACCOUNTS PAYABLE in the amount of \$934,342 through 09/24/19. [pg 6 to 9]
3. MONTHLY INVESTMENT REPORT – The monthly investment report has no fund detail this month. Staff is trying to reconcile the balance \$59,221,808 through 09/19/19 to conform with the Board comments from August 1, 2019. [pg 10]
4. ADOPT RESOLUTION 19-20 AUTHORIZING THE GENERAL MANAGER TO PURCHASE CCTV TRUCK AND EQUIPMENT from U-Rock Utility Equipment Inc. in the amount of \$268,479.14. [pg 11 to 15]

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. SAFETY PROGRAM AUDIT UPDATE

[pg 16]

Staff will provide an update to the Board of Directors reviewing the results of the recent audit of the District's Safety Program.

Action Requested: Informational Item

Staff is seeking feedback and direction from the Board after reviewing the results of the District's Safety Program audit.

2. ADOPTION OF RESOLUTION 19-21 CREATING JOB DESCRIPTIONS FOR THE TEMPORARY LABORER I/II/III AND THE REGULATORY & SAFETY COMPLIANCE TECHNICIAN/SPECIALIST

[pg 17 to 26]

The District has established a need for employees described as Temporary Laborer I/II/III and Regulatory & Safety Compliance Technician/Specialist. The Municipal Utility District Act of the State of California mandates that the Board of Directors shall by resolution determine and create such member and character of positions as are necessary to properly to carry on the functions of the District.

Action Requested: (Roll Call Vote)

Staff Recommends that the Board of Directors:

Adopt Resolution 19-21 creating job descriptions for the Temporary Laborer I/II/III and the Regulatory & Safety Compliance Technician/Specialist

VII. REPORTS

[pg 27 to 37]

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

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

VIII. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to its next regular meeting on **November 7, 2019 at 4:30 p.m.**

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

Meeting	Location	Date	Time
Regular	District Office	September 5, 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, Jim Williams, Vic Markey, John Murdock arrived 4:35pm

Absent: Will Dickinson

Vacant: None

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

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

IV. CONSENT ITEMS:

1. MINUTES from August 1, 2019 Regular Meeting
2. ACCOUNTS PAYABLE in the amount of \$367,123.11 through 08/27/19.
3. MONTHLY INVESTMENT REPORT in the amount of \$\$57,253,598 through 08/22/2019 (date corrected).
4. ADOPTION of Resolution 19-17 Approving a Deferred Action Agreement with the Newcastle Sanitary District
5. ADOPTION of Resolution 19-18 Authorizing an Agreement with LCD Rocklin, LLC, allowing a Temporary Sewer Connection and Use

President Williams asked for the Monthly Investment Report, consent item # 3, to be pulled for further comment. Director Mitchell made a motion to approve consent items # 1, 2, 4 and 5; a second was made by Director Markey; a voice vote was taken, and the motion carried 4-0 with one Director absent.

President Williams pulled the Investment Report off the consent agenda. President Williams would like the inception date on the reports in order to get a feel for how the investments are performing. Also, the Rates of Return for LAIF and the Placer County Treasury appeared incorrect and should be reported accurately; the interest rate and the quarterly interest rate do not seem to align. GM Niederberger responded that the calculated rates of return would be verified with the stated rates of return on future investment reports. Director Markey made a motion to approve the monthly investment report; a second was made by Director Mitchell; a voice vote was taken, and the motion carried 4-0 with one Director absent.

V. PUBLIC COMMENTS:

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

VI. BOARD BUSINESS

1. DISPOSAL OF LAND ASSETS WORKSHOP

GM Niederberger introduced the subject and the District's consultant, Michael O'Hagan. Mr. O'Hagan presented his report regarding the Irish Lane Lift Station Properties Land Use Feasibility Study. The District acquired two parcels, A and B (APN 032-152-009-000 and APN 032-152-008-000) comprising roughly 50 acres as a result of the annexation of the Newcastle Sanitary District in 2010. The two parcels contain historic treatment and overflow pond areas, the Irish Lane Pump Station (LS-11), and Radio Repeater Station 01 (RR-01). The ponds are no longer necessary for treatment and the pump station has small overflow ponds. Much of this land is surplus to the needs of the District. Mr. O'Hagan's conclusion is that the existing parcels were not marketable due to lack of access, lack of utilities, high cost for infrastructure, uncertain environmental requirements and remoteness. The Board discussed possible other uses and limitations to the parcels' marketability including meeting low-income housing needs. The Board decided to declare the parcels surplus, with the exception of the area containing the existing Irish Lane Pump Station and Radio Repeater Station.

GM Niederberger added to the discussion the existing Munoz Lift station that was rendered inactive after the installation of the Upper Antelope Creek East Trunk Sewer along Swetzer Road. While the lot size for the lift station was substandard it had all the utilities installed. The conclusion was that the lot was marketable to either Placer County Water Agency or the adjoined landowner.

GM Niederberger suggested that prior to bringing these parcels back to the Board to declare them surplus and authorizing their disposal, that the District pursue a lot line adjustment preserving the Irish Lane Lift Station and overflow ponds on one parcel and designating the remainder on another parcel reserving an easement for access to and the repeater station itself. GM Niederberger estimated that work to be done by a local land surveyor might cost about \$10,000.

The Board directed the General Manager to proceed with the surveying work necessary for the lot line adjustment and return with a future agenda item declaring those unused lands surplus.

2. ADOPTION OF RESOLUTION 19-19 APPROVING THE SANITARY SEWER MANAGEMENT PLAN (SSMP)

The District Superintendent, Sam Rose, went over the 11 elements of the District's SSMP. The main purpose of the SSMP is to reduce Sanitary Sewer Overflows (SSO) from the District's sewer collection system. The District is required to update and approve the SSMP every 5 years. Superintendent Rose was able to show the Board a steady decline in SSOs since the District assumed ownership of lower laterals as well as how the District compares to the Regional and State averages.

The Board questioned the need to name the actual responsible employees in the document and the different categories of spills. The Board also asked if the District still provides training to other sewer collection agencies, to which the Superintendent responded affirmatively. Overall, the Board of Directors was pleased with the presentation and the District's progress in reducing spills. Director Mitchell made a motion to adopt Resolution 19-19 approving the Sanitary Sewer Master Plan; a second was made by Director Markey; a roll call vote was taken, and the motion carried 4-0 with one Director absent.

3. STRATEGIC PLAN REPORT FOR FY 2018/19

GM Niederberger presented a report on the progress during FY 2018/19 made by the District on the Strategic Plan covering 2017-2022.

Director Mitchell made a motion to receive the Annual Report; a second was made by Director Markey; a voice- vote was taken, and the motion carried 4-0 with one Director absent.

4. BIENNIAL CONFLICT OF INTEREST REVIEW

District General Counsel, Adam Brown, conducted the Biennial review of the District’s Conflict of Interest Policies in accordance with the Political Reform Act. General Counsel stated that his review of District Policies concluded that District policies remains current and accurate.

VII. REPORTS:

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

2. General Manager (H. Niederberger): GM Niederberger introduced Emilie Costan as the incoming Administrative Services Manager. Emilie comes to the District from the City of Sacramento and her start date is September 9, 2019. GM Niederberger stated he will be out of the office for a few days at the end of the month to attend the California Special District Association Annual Conference during which he will accept the Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence.

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

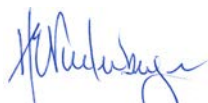
B. Information Items: No additional items.

3. Directors Comments:

Director Markey inquired about the status of the mixed-use project on Taylor Road in Loomis. The District Engineer provided a brief update of the condition of the project. Director Mitchell wished to accept Inspector Henry Lorton’s offer to take the Director on an inspection ride-along and wanted to know if other Board members wanted to go. The District Engineer then extended an invitation to tour the City of Roseville’s Pleasant Grove Wastewater Treatment Plant schedule for November 1, 2019 from 9 – 11am and circulated the necessary waivers. President Williams, Vice-President Murdock and Director Mitchell accepted the invitation.

VIII. ADJOURNMENT

The President adjourned the meeting at 5:48 p.m. to the next regular meeting to be held on October 3, 2019 at 4:30 p.m.



Herb Niederberger, General Manager and Board Secretary



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 08/28/2019 - 09/24/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1327	US Bank Corporate Payment	09/04/2019	Regular	0.00	18,760.69	11465
	Void	09/04/2019	Regular	0.00	0.00	11466
	Void	09/04/2019	Regular	0.00	0.00	11467
	Void	09/04/2019	Regular	0.00	0.00	11468
	Void	09/04/2019	Regular	0.00	0.00	11469
	Void	09/04/2019	Regular	0.00	0.00	11470
248	AT&T (916.663.1652) & (248.134.5438.608.80)	09/05/2019	Regular	0.00	226.25	11471
1484	Axa Equitable	09/05/2019	Regular	0.00	1,110.00	11472
1663	Buckmaster Office Solutions	09/05/2019	Regular	0.00	77.59	11473
1652	Cintas Corporation	09/05/2019	Regular	0.00	389.63	11474
1509	Crystal Communications	09/05/2019	Regular	0.00	311.64	11475
1086	Dataprose	09/05/2019	Regular	0.00	7,154.61	11476
1087	Dawson Oil Co.	09/05/2019	Regular	0.00	3,725.60	11477
1686	Jan Pro	09/05/2019	Regular	0.00	805.00	11478
1564	Jensen Landscape Services, LLC	09/05/2019	Regular	0.00	861.00	11479
1239	LAFCO	09/05/2019	Regular	0.00	10,259.98	11480
1717	M2 Promotions	09/05/2019	Regular	0.00	682.72	11481
1218	PCWA	09/05/2019	Regular	0.00	89.95	11482
1221	PG&E (Current Accounts)	09/05/2019	Regular	0.00	4,306.33	11483
1396	Sierra Trench Protection	09/05/2019	Regular	0.00	96.53	11484
1685	Streamline	09/05/2019	Regular	0.00	400.00	11485
1308	Syneco Systems, Inc.	09/05/2019	Regular	0.00	3,215.44	11486
1582	Walker's Office Supply	09/05/2019	Regular	0.00	48.75	11487
1561	Williams + Paddon Architects + Planners, Inc.	09/05/2019	Regular	0.00	3,410.11	11488
1020	Aqua Sierra Controls, Inc.	09/12/2019	Regular	0.00	559.40	11490
248	AT&T (916.663.1652) & (248.134.5438.608.80)	09/12/2019	Regular	0.00	9.34	11491
1022	AT&T (9391035571) & (9391053973)	09/12/2019	Regular	0.00	311.68	11492
1522	California Department of Fish and Wildlife	09/12/2019	Regular	0.00	1,667.00	11493
1652	Cintas Corporation	09/12/2019	Regular	0.00	402.01	11494
1068	City of Roseville	09/12/2019	Regular	0.00	719,311.50	11495
1139	Hill Rivkins Brown & Associates	09/12/2019	Regular	0.00	4,720.00	11496
1664	MacLeod Watts, Inc	09/12/2019	Regular	0.00	2,000.00	11497
1708	OHAGAN Consulting	09/12/2019	Regular	0.00	1,451.32	11498
1218	PCWA	09/12/2019	Regular	0.00	2,496.75	11499
1475	Petersen & Mapes, LLP	09/12/2019	Regular	0.00	3,630.00	11500
1234	Placer County Air Pollution Control District (APCD)	09/12/2019	Regular	0.00	2,089.65	11501
1238	Placer County Department of Public Works	09/12/2019	Regular	0.00	55.00	11502
1487	RJA Heating & Air, Inc.	09/12/2019	Regular	0.00	253.25	11503
1499	TechRoe.com LLC	09/12/2019	Regular	0.00	1,278.55	11504
1338	Verizon Wireless	09/12/2019	Regular	0.00	1,109.21	11505
1007	Advanced Integrated Pest	09/18/2019	Regular	0.00	106.00	11506
1019	Aqua Engineering Co., Inc.	09/18/2019	Regular	0.00	9,491.25	11507
1021	ARC	09/18/2019	Regular	0.00	120.24	11508
1652	Cintas Corporation	09/18/2019	Regular	0.00	518.41	11509
1073	Consolidated Communications	09/18/2019	Regular	0.00	1,882.72	11510
1666	Great America Financial Services	09/18/2019	Regular	0.00	621.47	11511
1139	Hill Rivkins Brown & Associates	09/18/2019	Regular	0.00	8,340.00	11512
1163	Joe Gonzalez Trucking, LLC.	09/18/2019	Regular	0.00	10,534.23	11513
1219	Pacific Corrugated Pipe Co.	09/18/2019	Regular	0.00	302.70	11514
1244	Preferred Alliance Inc	09/18/2019	Regular	0.00	202.72	11515
1518	Sonitrol of Sacramento	09/18/2019	Regular	0.00	1,748.38	11516
1292	SPMUD Petty Cash	09/18/2019	Regular	0.00	114.00	11517
1090	State of CA-Department of Justice	09/18/2019	Regular	0.00	32.00	11518
1306	Superior Equipment Repair	09/18/2019	Regular	0.00	113.50	11519

Check Report

Date Range: 08/28/2019 - 09/24/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1582	Walker's Office Supply	09/18/2019	Regular	0.00	109.91	11520
1045	Cal Pers 457 Plan (EFT)	09/06/2019	Bank Draft	0.00	375.00	DFT0004701
1135	Mass Mutual (EFT)	09/06/2019	Bank Draft	0.00	6,590.52	DFT0004702
1135	Mass Mutual (EFT)	09/06/2019	Bank Draft	0.00	495.86	DFT0004703
1580	TASC	09/06/2019	Bank Draft	0.00	192.31	DFT0004704
1580	TASC	09/06/2019	Bank Draft	0.00	428.83	DFT0004705
1229	Pers (EFT)	09/06/2019	Bank Draft	0.00	147.25	DFT0004706
1229	Pers (EFT)	09/06/2019	Bank Draft	0.00	271.41	DFT0004707
1229	Pers (EFT)	09/06/2019	Bank Draft	0.00	447.16	DFT0004708
1229	Pers (EFT)	09/06/2019	Bank Draft	0.00	3,392.45	DFT0004709
1229	Pers (EFT)	09/06/2019	Bank Draft	0.00	5,589.93	DFT0004710
1229	Pers (EFT)	09/06/2019	Bank Draft	0.00	75.17	DFT0004711
1229	Pers (EFT)	09/06/2019	Bank Draft	0.00	103.95	DFT0004712
1229	Pers (EFT)	09/06/2019	Bank Draft	0.00	1,073.92	DFT0004713
1229	Pers (EFT)	09/06/2019	Bank Draft	0.00	1,485.08	DFT0004714
1229	Pers (EFT)	09/06/2019	Bank Draft	0.00	2,086.23	DFT0004715
1229	Pers (EFT)	09/06/2019	Bank Draft	0.00	2,158.88	DFT0004716
1149	Internal Revenue Service	09/06/2019	Bank Draft	0.00	10,240.04	DFT0004717
1098	EDD (EFT)	09/06/2019	Bank Draft	0.00	3,326.70	DFT0004718
1098	EDD (EFT)	09/06/2019	Bank Draft	0.00	825.81	DFT0004719
1149	Internal Revenue Service	09/06/2019	Bank Draft	0.00	2,619.68	DFT0004720
1149	Internal Revenue Service	09/06/2019	Bank Draft	0.00	8,347.66	DFT0004721
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	7.49	DFT0004724
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	-1.73	DFT0004725
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	92.94	DFT0004726
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	-20.47	DFT0004727
1149	Internal Revenue Service	09/20/2019	Bank Draft	0.00	151.74	DFT0004732
1098	EDD (EFT)	09/20/2019	Bank Draft	0.00	59.52	DFT0004733
1098	EDD (EFT)	09/20/2019	Bank Draft	0.00	12.23	DFT0004734
1149	Internal Revenue Service	09/20/2019	Bank Draft	0.00	35.54	DFT0004735
1149	Internal Revenue Service	09/20/2019	Bank Draft	0.00	132.80	DFT0004736
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	0.48	DFT0004738
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	0.69	DFT0004739
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	5.98	DFT0004740
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	8.70	DFT0004741
1149	Internal Revenue Service	09/20/2019	Bank Draft	0.00	9.68	DFT0004742
1098	EDD (EFT)	09/20/2019	Bank Draft	0.00	3.55	DFT0004743
1098	EDD (EFT)	09/20/2019	Bank Draft	0.00	0.78	DFT0004744
1149	Internal Revenue Service	09/20/2019	Bank Draft	0.00	2.26	DFT0004745
1149	Internal Revenue Service	09/20/2019	Bank Draft	0.00	8.64	DFT0004746
1045	Cal Pers 457 Plan (EFT)	09/20/2019	Bank Draft	0.00	375.00	DFT0004748
1135	Mass Mutual (EFT)	09/20/2019	Bank Draft	0.00	7,090.52	DFT0004749
1135	Mass Mutual (EFT)	09/20/2019	Bank Draft	0.00	495.86	DFT0004750
1580	TASC	09/20/2019	Bank Draft	0.00	323.56	DFT0004751
1580	TASC	09/20/2019	Bank Draft	0.00	428.83	DFT0004752
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	147.25	DFT0004753
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	271.86	DFT0004754
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	447.90	DFT0004755
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	3,398.10	DFT0004756
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	5,599.21	DFT0004757
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	82.86	DFT0004758
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	114.58	DFT0004759
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	1,183.74	DFT0004760
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	1,636.93	DFT0004761
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	2,086.23	DFT0004762
1229	Pers (EFT)	09/20/2019	Bank Draft	0.00	2,158.87	DFT0004763
1149	Internal Revenue Service	09/20/2019	Bank Draft	0.00	10,833.28	DFT0004764
1098	EDD (EFT)	09/20/2019	Bank Draft	0.00	3,380.04	DFT0004765
1098	EDD (EFT)	09/20/2019	Bank Draft	0.00	842.66	DFT0004766
1149	Internal Revenue Service	09/20/2019	Bank Draft	0.00	2,758.42	DFT0004767

Check Report

Date Range: 08/28/2019 - 09/24/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1149	Internal Revenue Service	09/20/2019	Bank Draft	0.00	8,388.22	DFT0004768

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	69	50	0.00	831,514.01
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	0.00
Bank Drafts	60	60	0.00	102,828.58
EFT's	0	0	0.00	0.00
	129	115	0.00	934,342.59

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	69	50	0.00	831,514.01
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	0.00
Bank Drafts	60	60	0.00	102,828.58
EFT's	0	0	0.00	0.00
	129	115	0.00	934,342.59

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	9/2019	934,342.59
			934,342.59

SPMUD BOARD INVESTMENT REPORT
MEETING DATE: October 3, 2019

INVESTMENT		TOTAL FUNDS
Allocation to Fund Type		
CALTRUST	Actual Rate of Return	
Balance at inception		\$ 19,000,000
Cumulative Income		\$ 1,116,888
Cumulative Unrealized Gain/Loss		\$ (114,691)
Cumulative Realized Gain/Loss		\$ -
Cumulative Balance at beginning of month		\$ 20,002,197
Current month income		\$ 35,702
Current month Unrealized Gain/Loss		\$ 114,153
Current month Realized Gain/Loss		\$ -
TOTALS		\$ 20,152,052
WELLS FARGO - Fixed Income Securities	Actual Rate of Return	
Balance at inception		\$ 18,000,000
Transfers		\$ 4,000,000
Cumulative Income		\$ 976,798
Cumulative Unrealized Gain/Loss		\$ (194,190)
Cumulative Realized Gain/Loss		\$ -
Cumulative Balance at beginning of month		\$ 22,782,608
Current month income		\$ 36,649
Current month Unrealized Gain/Loss		\$ 64,849
Market Average/Yield to Worst		
TOTALS		\$ 22,884,105
LAIF (Local Agency Investment Fund)	Annual Rate of Return	
Balance		\$ 4,189,199
Quarterly Interest		\$ 26,770
Withdrawal		\$ -
TOTALS		\$ 4,215,969
PLACER COUNTY TREASURY	Annual Rate of Return	
Balance		\$ 5,277,732
July		\$ 9,309
August		\$ 8,812
TOTALS		\$ 5,295,854
SUB-TOTALS		\$ 52,547,980
CHECKING ACCOUNT BALANCE		\$ 6,673,828
GRAND TOTALS		\$ 59,221,808

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: Sam Rose, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Resolution 19-20, Purchase CCTV Truck and Equipment
Meeting Date: October 3, 2019

Overview

Approved in the current budget is a line item for Vehicle Purchases in the amount of \$310,000. Staff budgeted \$275,000 for the replacement of the District's 2003 CCTV Unit, which has served its useful life and needs to be replaced.

District staff evaluated CCTV equipment from three different manufacturers. The evaluations included discussions with other agencies (references), review of available features and demonstrations where staff were able to see the equipment in operation while performing work on District facilities. One required feature that proved difficult for most vendors to meet was camera size. Six-inch diameter pipes have historically been challenging for CCTV to inspect because there is very little room for the camera equipment. Even the smallest defects can sometimes prohibit the camera from traveling down the pipe. Pipes that have had liners installed have a reduced inside diameter, which exacerbates the issue. The District is committed to using liners to extend the useful life of the pipes. In the end, only one manufacturer was able to meet this requirement.

The District is a member of the National Joint Powers Alliance (NJPA). NJPA is a public corporation/agency serving as a municipal contracting agency for government and education agencies. NJPA creates national cooperative contract purchasing solutions on behalf of its member agencies which include all government, education and non-profit agencies nationwide and in Canada. This process leverages the aggregation of volume from members nationwide. The competitive solicitation and contract process is completed and satisfied on behalf of member agencies. This NJPA process improves staff's ability to purchase the vehicle/equipment with the desired operational functionality and design that we believe will help reduce life-cycle costs and improve production rates. Field staff determined U-Rock Utility Equipment Inc. provided the CCTV Unit that best suited our needs.

Recommendation

Staff recommends that the Board of Directors approve Resolution 19-20, authorizing the General Manager to purchase a CCTV Inspection Unit provided by U-Rock Utility Equipment Inc in the amount of \$268,479.14.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 4.2 – Prevent and mitigate sewer system Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures

- a) CCTV the Mainline system in a four-year interval
- b) Clean all lines identified by CCTV operations to be cleaned

Related District Ordinances and Policies

This action complies with the following District Policy:

Policy No. 3150 – Purchasing Policy

Fiscal Impact

The total cost of the equipment is \$268,479.14 which is within the budgeted amount of \$275,000.00.

Attachment

NJPA Contract Pricing worksheet

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 19-20

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PURCHASE

ORDER OF THE REPLACEMENT OF CCTV VAN AND EQUIPMENT

WHEREAS, the District's CCTV Van was purchased in 2003 and has served its useful life;
and

WHEREAS, the Board of Directors has approved a budget line item in the Fiscal Year 2019/20 budget for Vehicle Purchases – CCTV/Inspection Vehicles; and

WHEREAS, the District utilized the National Joint Powers Alliance (NJPA), a public corporation/agency serving as a municipal contracting agency for government and education agencies to received competitive bids for the CCTV Van; and

WHEREAS, through the NJPA the district received a quote for the replacement CCTV Van and Equipment from Order U-Rock Utility Equipment Inc in the amount of \$268,479.14; and

WHEREAS, use of the NJPA meets the competitive bid process required by the State of California Public Contract Code and District Purchasing Policy 3150.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the South Placer Municipal Utility District that the General Manager is granted the authority to purchase the replacement CCTV Van and Equipment from Order U-Rock Utility Equipment Inc in the amount of \$268,479.14.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility
District Board of Directors at Rocklin, CA this 3rd day of October 2019.

Signed: _____

James T. Williams, President of the Board of Directors

Attest: _____

Emilie Costan, Board Secretary



CONTRACT PRICING WORKSHEET

Contract No.: 022014-EVS

Buying Agency	South Placer Municipal Utility District	Sales Partner	U-Rock Utility Equipment Inc.
Contact Person	Chad Stites	Contact Person	Mark Paduveris
Phone	916-871-0123	Phone	916-294-7693
Fax		Fax	
Email	cstites@spmud.ca.gov	Email	mpaduveris@urockutility.com

Itemized Contract Items / Options - Attach additional sheet if necessary

QTY	Systems	List Price	2% NJPA Discount	Total	
1	E-RX-SYS-PRO 500-18	Truck Pro 500 - System includes DCX5000 Desktop Controller with CCUI including emergency stop, RAX500 Automatic Cable Reel with 500M (1640ft) cable, wireless remote controller, RX130 Quick Change version crawler with 3 sets of rubber wheels for 6" to 12" pipe diameter, RCX90 pan, tilt, zoom camera, pressurization kit, and Wincan VX entry license	\$ 106,250.00	\$ 104,166.67	\$ 104,166.67
1	E-555-0900-03	RX95 Crawler - Steerable, with 2 High Performance Motors and 6 wheel drive. Weight approx 4kg, brass, for diameters from 100 up to approx 200mm, including standard wheels. With pressure indicator, inclinational and tilt sensors, Location transmitter.	\$ 13,000.00	\$ 12,740.00	\$ 12,740.00
	E-595-0920-00	PTP50 Camera for RX Crawlers	\$ 12,739.30	\$ 12,484.50	\$ 12,484.50
1	E-564-0900-04	Remote Lift Accessory - Camera Elevator Kit for RX130 - for pipes with 12" diameter and larger, raises the RCX90 on the RX130 Crawler	\$ 13,020.83	\$ 12,765.52	\$ 12,765.52
1	E-559-0900-03	LED Auxiliary Light with Backeye Camera for ROVVER X 130	\$ 3,675.00	\$ 3,601.50	\$ 3,601.50
	E-080-0704-01	XXL Rubber QCD Wheel	\$ 546.88	\$ 536.15	\$ 2,144.60
	E-080-0705-00	Small Grease QCD Wheel	\$ 265.63	\$ 260.42	\$ 1,041.68
	E-080-0706-00	Medium Grease QCD Wheel	\$ 338.54	\$ 331.90	\$ 1,327.60
	E-080-0707-00	Large Grease QCD Wheel	\$ 385.42	\$ 377.86	\$ 1,511.44
	E-080-0709-00	Small Aggressive QCD Wheel	\$ 442.71	\$ 434.03	\$ 1,736.12
	E-080-0710-00	Large Aggressive QCD Wheel	\$ 598.96	\$ 587.21	\$ 2,348.84
	E-080-0711-00	Medium Aggressive QCD Wheel	\$ 583.33	\$ 571.90	\$ 2,287.60
	E-080-0625-00	Small grease wheel RX95	\$ 382.00	\$ 382.00	\$ 1,528.00
1	E-000-0035-00	Top Manhole Cable Roller (part# 37560); Aluminum frame and rubber wheel with bearings, protects cable from manhole top cover edge and reduces friction to improve crawler performance	\$ 380.10	\$ 372.50	\$ 372.50
1	E-000-0036-00	Tyger® Tail 2" for manhole bottom cable protection; 2 inch diameter rubber sleeve to protect cable from manhole bottom pipe entry.	\$ 69.28	\$ 67.90	\$ 67.90
1	E-035-0209-00	RA150 Flexible Cable Guide Pulley for Manhole-bottom; best way to manage cable and have least amount of friction on cable and crawler.	\$ 1,035.00	\$ 1,014.30	\$ 1,014.30
1		Build out to customer supplied chassis - specifications attached - you must include one power option	\$ 16,332.00	\$ 16,005.00	\$ 16,005.00
1	Available Options				
1	MEPS Power Unit Package	6.3Kw MEPS Power Unit Package	\$ 12,147.00	\$ 11,904.00	\$ 11,904.00
1	Wall Mounted Heater	Wall Mounted Heater EXCLUDE	\$ 260.00	\$ 254.00	
1	Corner Mounted Spotlights	(2) Corner mounted LED Work Area Spotlights	\$ 231.00	\$ 226.00	\$ 226.00
	110 Swing out work light	Swing out Work Light	\$ 173.00	\$ 170.00	
	Hand Spot	12V Hand Held Spot	\$ 148.00	\$ 145.00	
2	4 corner mounted LED Strobes	4 corner mounted LED Strobes	\$ 578.00	\$ 566.00	\$ 1,132.00
1	Rear Arrow Board	Rear Roof Mounted Arrow Board	\$ 1,926.00	\$ 1,887.00	\$ 1,887.00
1	Front Arrow Board	Front Roof mounted arrow board	\$ 1,926.00	\$ 1,887.00	\$ 1,887.00
1	Front Roof Mounted Strobe	Front Roof Mounted Strobe	\$ 288.00	\$ 282.00	\$ 282.00
1	Rear Roof Mounted Strobe	Rear Roof Mounted Strobe	\$ 288.00	\$ 282.00	\$ 282.00
1	Backup Alarm	Back-up Alarm	\$ 296.00	\$ 290.00	\$ 290.00
1	Backup Camera	Back-up Camera	\$ 773.00	\$ 757.00	\$ 757.00
1	Insulated Ceilings and Walls	Full Insulation of the Ceilings and Walls	\$ 1,186.00	\$ 1,162.00	\$ 1,162.00
	Cabinet Light	Remote Cabinet LED with Actuators	\$ 577.00	\$ 565.00	
1	Tool Package	Shovel, Pick, Sledge Hammer, & Manhole Hook	\$ 242.00	\$ 237.00	\$ 237.00
	File Cabinet	2 Drawer Filing Cabinet	\$ 481.00	\$ 471.00	
	Sink	Sink with Installation and Grey Water Tank	\$ 850.00	\$ 833.00	
1	Roof mounted AC	Roof Mounted AC unit - includes Wiring Harness, Digital Thermostat, and Installation	\$ 1,350.00	\$ 1,323.00	\$ 1,323.00
1	Additional Viewing Monitor	19" Tru-Vu Viewing Monitor (required for SAT)	\$ 665.00	\$ 652.00	
1	Sunlight Readable Monitor	19" Tru-Vu Sunlight Readable Monitor	\$ 1,271.00	\$ 1,246.00	\$ 1,246.00
2	Computer Monitor	19" Tru-Vu Computer Monitor (required for Rack Mount)	\$ 665.00	\$ 652.00	\$ 1,304.00
1		Ethernet port with cable		\$ 388.89	\$ 388.89
1	Keyboard Tray	Under-desk mounted Keyboard Tray (required for SAT, optional for Rack Mount)	\$ 133.00	\$ 130.00	\$ 130.00
1	Multi-Monitor Mount	Multi-Monitor Mount for Office Area (required for SAT and/or Rack Mount)	\$ 462.00	\$ 453.00	\$ 453.00
	Color Printer	Color Printer	\$ 292.00	\$ 286.00	
	DVD Recorder	Dual Function DVD Recorder	\$ 779.00	\$ 763.00	
1	Pedestal Crane	Western Mule Pedestal Crane	\$ 4,232.00	\$ 4,147.00	\$ 4,147.00
	Pocket Door	Bulkhead Wall Pocket Door	\$ 2,499.00	\$ 2,449.00	
	Metal Detector	Metal Detector	\$ 885.00	\$ 867.00	
	12V Receptacle	12 V Receptable in Rear	\$ 163.00	\$ 160.00	\$ 160.00
	4 1/2" Bench Vise	4 1/2" Bench Vise	\$ 213.00	\$ 209.00	
	Magnetic Tool Holders over Workbench	Magnetic Tool Holders over Workbench	\$ 139.00	\$ 136.00	
	Peg Board over Workbench	Peg Board over Workbench	\$ 139.00	\$ 136.00	
1	Carbon Monoxide Detector	Battery Operated Carbon Monoxide Detector in office	\$ 122.00	\$ 119.00	\$ 119.00
1	Front Bumper Cone Storage	Front Bumper Cone Storage	\$ 115.00	\$ 113.00	\$ 113.00
1	UPS Device - MEPS build ONLY	Uninterruptible Power Supply	\$ 997.00	\$ 977.00	\$ 977.00
		E-512-0901-00-SP Reformation Kit	\$ 1,297.89	\$ 1,271.93	\$ 1,271.93
1	2016 R3X	2016 Ford Transit Cargo Van T-250 148" Hi Rf 9000 GVWR Sliding RH Dr, 3.2L I5 Diesel, 6-SPEED AUTOMATIC W/OD & SELECTSHIFT Transmission.	\$ 41,507.61	\$41,507.61	\$ 41,507.61
					\$ 250,330.20

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors
From: Sam Rose, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Safety Program Audit
Meeting Date: October 3, 2019

Overview

The District Superintendent has performed the past two updates to the District's Safety Program. The most recent update was performed in 2017 and prior to that it was updated in 2000. In May of 2019, the District contracted with CORE Safety Group to perform a Safety Program Assessment. The Purpose was to evaluate the current safety program as it compares to the requirements set forth by Cal-OSHA and other best management practices commonly used in the industry. Staff will provide a brief presentation on the findings of the assessment.

Recommendation

This is informational only. No action is required. Staff is seeking feedback and direction from the Board after reviewing the results of the District's Safety Program audit.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 4.1 – Maintain Compliance with pertinent regulations.
 - a) Use consultants to establish a regulatory compliance program
- Goal 6.3 – Continuously evaluate the organizational staffing needs for the District.
 - c) Use of consultants; evaluate outsourcing of non-core functions
- Goal 7.3 – Business Efficiencies
 - b) Evaluate need for contracted services/consultants for core/non-core tasks

Related District Ordinances and Policies

This action complies with the following District Policy:

- Policy No. 2020 – Injury and Illness Prevention

Fiscal Impact

It is anticipated \$20,000 will be expended this fiscal year for professional services to enhance the safety program.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors

From: Herb Niederberger, General Manager

Cc: Emilie Costan, Administrative Services Manager
Eric Nielsen, District Engineer
Sam Rose, District Superintendent

Subject: **Resolution No. 19-21, Creating Job Descriptions for Temporary Laborer I/II/III and Regulatory & Safety Compliance Technician/Specialist**

Meeting Date: October 3, 2019

Overview

Years ago, the South Placer Municipal Utility District would hire temporary laborers to perform seasonal work. In some cases, those temporary workers would later be hired as full-time regular employees if vacancies occurred. As a cost savings measure, the District stopped hiring temporary laborers for seasonal work and incorporated those seasonal functions into the Maintenance Worker I/II jobs tasks. Unfortunately, during the past few years, the District has been experiencing a continued lack of resources as its mature work force has been slowly retiring. This has particularly been felt in the Field Services Department. The District anticipates four more retirements before the end of this fiscal year.

During a meeting of the District's Personnel Advisory Committee on August 26, 2019, staff presented the idea of reinstating the temporary laborer position; however, its new purpose would be to test temporary workers to glean the most qualified applicants to fill upcoming openings. These positions are intended to last no more than 6 months. The estimated cost to achieve this is approximately \$40,000.

In addition, while preparing the Strategic Plan for the Fiscal Years covering 2017/18 through 2021/22, the District identified Goal 6.3 d) Hiring a Safety/Regulatory Compliance Officer. This position would ensure that the District conforms and adheres to all applicable city, county, state and federal laws, regulations, policies and procedures. The schedule outlined in the Strategic Plan calls for the hiring of this position in the third quarter of FY 2019/20.

Board Policies 4041 and 4042 grant or delegate to the General Manager the authority to render decisions and administer the District's Civil Service System. Goal 6.3 of the current Strategic Plan states, "Continuously evaluate the organizational staffing needs for the District." However, the Municipal Utility District Act of the State of California §11866, mandates that the Board of Directors shall by resolution determine and create such member and character of positions as are necessary to properly carry on the functions of the District.

The District's Personnel Advisory Committee met On August 26, 2019 and thoroughly evaluated the proposed job descriptions. The advisory committee made revisions and recommended that the job descriptions be forwarded to the Board for discussion and approval.

As an aside, the General Manager also presented to the Personnel Advisory Committee a proposal in anticipation of the May 2020 retirement of the District Superintendent. On January 1, 2020, the General Manager anticipates appointing the current District Engineer to the vacant and currently unfunded Assistant Superintendent position with Y-rate placement at the District Engineer's current salary. Additionally, the General Manager intends to appoint the existing Associate Engineer to the vacant District Engineer position at Step A. In conjunction with these appointments, the vacant Associate position could be recruited at either the Engineer or Technician level. These pending actions are substantially in conformance with the District's Succession Plan accepted by the Board on May 2, 2019. The estimated cost for this transition is approximately \$50,000.

Recommendation

Staff recommends that the Board of Directors Adopt Resolution No. 19-21, Creating Job Descriptions for Temporary Laborer I/II/III and Regulatory & Safety Compliance Technician/Specialist.

Strategic Plan Goals

Goal 6.3: Continuously evaluate the organizational staffing needs for the District.

Related District Ordinances or Policies

Policy 4041- Delegation to the General Manager

Policy 4042 – Board/General Manager Relationship and Responsibilities

Fiscal Impact

Staff will return in February 2020 with adjustments to the FY 2019/20 budget to account for these employee actions; the estimated cost to the District is an additional \$90,000 in FY 2019/20.

Attachment

Resolution 19-21 Creating Job Descriptions for Temporary Laborer I/II/III and Regulatory & Safety Compliance Technician/Specialist.

Temporary Laborer Job Description

Regulatory Safety Compliance Technician/Specialist Job Description

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 19-21

CREATING JOB DESCRIPTIONS FOR TEMPORARY LABORER I/II/III AND REGULATORY & SAFETY COMPLIANCE TECHNICIAN/SPECIALIST

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

Whereas, the District has established a need for employees described as Temporary Laborer I/II/III and Regulatory & Safety Compliance Technician/Specialist; and

Whereas, The District's Personnel Advisory Committee met On August 26, 2019 and thoroughly evaluated the proposed job descriptions making revisions and recommending that the job descriptions be forwarded to the Board for discussion and approval; and

Whereas, the Municipal Utility District Act of the State of California §11866, mandates that the Board of Directors shall by resolution determine and create such member and character of positions as are necessary to properly carry on the functions of the District.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the attached job descriptions are approved for use by the District.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 3rd day of October 2019.

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

Attest: _____
Emilie Costan, Board Secretary

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

Job Title:	Temporary Laborer I/II/III	Job Code:	TL
Department:	Field Services	Job Grade:	Temporary Laborer
Revision Date:	8/7/2019	Fair Labor Standards Act:	Non-Exempt
Salary Range:	TL I – 17 TL II – 23 TL III - 29	Hiring Manager:	Superintendent
Approved By:	General Manager	Reports To:	Lead Worker

Position Overview

This is a temporary assignment, usually dependent upon seasons or need, not to exceed 6 months. Under direction of the Lead Worker, performs a variety of semi-skilled and skilled tasks in the operation, maintenance, and repair of sewer collection systems; operates light and moderately heavy power-driven equipment; adheres to safe work practices and District policy and procedures. There are three classes within the job specification I, II, or III. Placement with a class will be dependent upon prior experience.

Education and Experience

Completion of high school, G.E.D. No experience is required; some general maintenance, construction or similar experience is preferred.

Licenses and Certifications

Must possess a valid California Driver License.

Specific Knowledge and Abilities

This is the entry level, temporary position. Positions in this class typically have little or no directly related work experience and work under close supervision while learning job tasks; progressing to general supervision as procedures and processes of assigned area of responsibility are learned. Placement with a class will be dependent upon any prior experience.

Knowledge of:

1. Principles of safe work practices;
2. Concept of teamwork; building positive working relationships;
3. Public relations and customer service
4. Maintenance, operation and repair activities related to sewer collection systems.
5. Use of hand tools and small power tools
6. Cell phones, desktop and tablet computers
7. Internet and email software

8. District’s Mission, Vision and Core Values.

9. District policies and procedures and regulations related to sewer collection systems.
10. Materials, methods, practices, technology equipment and tools used in sewer system construction, maintenance, repair and administration activities.

Ability to:

1. Function as a member of a sewer maintenance crew; participates in the installation, operation, and repair of sewer mains, laterals and appurtenances;
2. Follow direction and complete tasks as directed.
3. Transport pipes and other materials;
4. Excavate concrete, asphalt, and dirt and set up concrete forms as necessary, backfill open trenches and complete surfaces “to-finish” as appropriate;
5. Inspect, install, repair, rehabilitate and/or replace manholes.
6. Set up traffic control including signs and barricades, and direct traffic around work sites.
7. Enter and work in confined spaces; install trench protective systems and work in trenches;
8. Operate a variety of equipment including compacting machines, jack hammers, and compressors, as well as chain saws, concrete saws, mechanical sewer cleaning equipment.
9. Operate pipe location equipment relative for excavation, tapping and repair of mains and lines; utility locations
10. Read and interpret wastewater system maps.
11. Operate and maintain sewer lift stations;
12. Operate hand-rodming machines to remove blockages from sewer pipes;
13. Perform routine preventive maintenance on tools; perform routine inspections on equipment; stock vehicles with adequate supply of tools and equipment needed to perform the work.
14. Use of a desktop and tablet computers to enter and retrieve information related to work assignments, time and attendance data and record- keeping.
15. Build and maintain positive working relationships with co-workers, other employees, and the public using principles of good customer service;
16. Understand operations and observe safety rules; analyze problem equipment; interpret work orders; and explain jobs to others.
17. Implement quality control measures to ensure records are accurate and complete.
18. Work overtime after business hours, on weekends and holidays, when requested.
19. Perform related duties as assigned.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Specific Physical Requirements to Perform Duties:
 - a. Must be able to drive utility truck and commercial vehicles;
 - b. Sit while driving, operating equipment and/or working at desk
 - c. Stand and walk while performing tasks and activities;

- d. Bend and twist to adjust equipment;
 - e. Kneel and squat to review work;
 - f. Climb ladders to inspect work or climb on to equipment to operate;
 - g. Perform simple and power grasping, pushing, pulling, and fine manipulation;
 - h. Lift or carry weight of 90 pounds; pull 110-pound manhole covers.
 - i. Work in confined spaces, trenches, roadways and unimproved areas;
 - j. Perform heavy manual labor;
 - k. Work in adverse weather conditions with reasonable accommodations.
2. Ability to Successfully Pass Medical Examination Based On:
- a. Ability to safely perform required physical duties; and
 - b. Ability to safely perform required physical duties with "reasonable accommodation: that does not create a safety hazard for other employees or the public.

Probationary Period

None – at will employee, limited to not more than 1,000 hours employment in any fiscal period.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

Job Title:	Regulatory Compliance Technician and Specialist	Job Code:	RCT/RCS
Department:	Field Services	Job Grade:	Administrative
Revision Date:		Fair Labor Standards Act:	Non-Exempt
Salary Range:	Technician – 43 Specialist - 49	Hiring Manager:	Superintendent
Approved By:	General Manager	Reports To:	Superintendent

Position Overview

The duties of this position ensure that the District conforms and adheres to all applicable city, county, state and federal laws, regulations, policies and procedures. Additionally, this individual will review and analyze key elements within their purview.

Under the direction of the Superintendent.

1. Administers the District’s Safety Program; ensures compliance with applicable occupational and industrial safety requirements; recommend, develop and implement safe work practices and procedures; performs accident investigations, coordinates and oversees District training activities.
2. Ensures compliance with applicable regulations related to the operation of a sewage collection system. Plans, coordinates, develops, implements, oversees sanitary sewer environmental compliance, and performs management, administrative and coordinated regulatory oversight to ensure the District’s compliance with applicable federal, state, and local regulatory agency requirements.

There are two classes in the Regulatory Compliance series, Regulatory Compliance Technician and Regulatory Compliance Specialist. The duties, knowledge and abilities for Compliance Technician are the same as for Compliance Specialist except that work is originally completed under closer direction. As experience is gained, greater independence of action is exercised, and less detailed supervision is received such that the incumbent is functioning at the higher level.

The Regulatory Compliance Technician is a paraprofessional level and administrative class in the series, providing specialized technical support to the Safety and Regulatory Compliance Programs. This class works under direct supervision of the Superintendent and assists in the application of program responsibilities and requires a general understanding of applicable laws, procedures, and regulations affecting safety operations and regulatory compliance.

The Regulatory Compliance Specialist is a professional level class in the series. Under general supervision, incumbents assist in the program administration of the District-wide Safety and Regulatory Compliance Programs. This class is characterized by a high degree of independence

in the application of program responsibilities and requires a thorough knowledge of applicable laws, procedures, and regulations affecting safety operations and regulatory compliance.

Education and Experience

Technician – AA or AS degree with major course work in occupational safety, regulatory affairs or closely-related field and/or four (4) years of progressively responsible experience in the areas of regulatory compliance, workplace safety and employee training,

Specialist - Bachelor's degree from an accredited college or university with major work in occupational safety, regulatory affairs or closely-related field and/or eight (8) years of progressively responsible experience in the areas of regulatory compliance, workplace safety and employee training, at least two years of which have involved administration of a comprehensive safety and/or regulatory compliance program.

Licenses and Certifications

Valid California Class C Driver's License. Certification as a Certified Safety Professional (CSP) and/or an Associate Risk Manager (ARM) are highly desirable

Specific Knowledge and Abilities

Knowledge of:

1. Principles and practices of assessments, inspections and investigations as related to job responsibilities;
2. Policies, regulations, specifications and requirements governing industrial safety, loss prevention, disaster control, emergency preparedness and accident investigation;
3. Applicable Federal, State and local laws, regulatory codes, ordinances and procedures relevant to assigned area of responsibilities including: Cal-OSHA, Workers Compensation, Department of Industrial Relations, State and Regional Water Board and Air Board requirements, State Department of Fish and Wildlife, State Department of Toxic Substances Control, Department of Industrial Relations, Employment Development Department (EDD), Department of Labor (DOL), Federal Communications Commission (FCC), State Controller, Bureau of Automotive Repair, CHP BIT Program, Placer County Environmental Health, Placer Air Pollution Control District and Department of Agriculture, various local authorities;
4. Methods and techniques of training for employee training, development and instruction;
5. Data collection and report writing principles and practices;
6. Modern office practices and methods;
7. Record keeping principles and procedures;

Ability to:

1. Effectively represent the District in contacts with governmental and regulatory agencies;
2. Assist the Superintendent to achieve and maintain compliance with regulatory requirements related to the operation of a sewer collection system;
3. Administer the District's Injury, Illness Prevention Plan fostering a safety culture and ensuring the District's compliance with all applicable health and safety regulations;
4. Learn pertinent federal, state and local laws, codes, ordinances and regulations pertaining to sewage collection systems and employee safety;

5. Assist other Departments with reporting and research/updates to laws and regulations.
6. Work independently and make effective judgements regarding compliance issues;
7. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical deadlines;
8. Operate modern office equipment including computer equipment and specialized software programs;
9. Ability to effectively use Microsoft Office productivity software;
10. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
11. Conduct accident investigations and recommend actions for corrections;
12. Maintain correspondence with risk management provider, and insurance company related to workers compensation and occupational health.
13. Develop and conducts in-house and on-line safety training;
14. Develop and conduct in-house training related to the state General Waste Discharge Requirements (GWDR) and the District's Overflow Emergency Response Plan (OERP);
15. Write and maintain Standard Operating Procedures (SOPs) to be utilized for employee training;
16. Maintain the District's Injury and Illness Prevention Plan (IIPP);
17. Stay abreast of current and new regulations related to employee safety and regulatory compliance for sewer collection systems;
18. Perform other related duties as assigned.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Specific Physical Requirements to Perform Duties:
 - a. Must be able to drive an automobile;
 - b. Spend long periods of time seated;and,
 - c. Spend long periods of time using a computerterminal.
 - d. working at desk
 - e. Stand and walk while performing tasks and activities;
 - f. Bend and twist to adjust equipment;
 - g. Kneel and squat to review work;
 - h. Perform simple and power grasping, pushing, pulling, and fine manipulation;
2. Ability to Successfully Pass Medical Examination BasedOn:
 - a. Ability to safely perform required physical duties;and
 - b. Ability to safely perform required physical duties with "reasonable accommodation: that does not create a safety hazard for other employees or the public.

Probationary Period

Twelve (12) months.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

ITEM VII.2 GENERAL MANAGER REPORT

To: Board of Directors
From: Herb Niederberger, GM
Date: October 3, 2019
Subject: General Manager Monthly Staff Report – September 2019

1) DEPARTMENT REPORTS

Attached are the monthly status reports for the Boards information:

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

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

2) INFORMATION ITEMS

Much of this month has been devoted to providing information to the Auditors. The General Manager is pleased to report that Administrative Services Manager, Emilie Costan started on September 9, 2019.

- A. On September 4, 2019, the General Manager and Director Mitchel attended the Rocklin Chamber of Commerce Government Relations Committee meeting to hear a presentation by the Rocklin Unified School District.
- B. On September 10, 2019, the General Manager, District Engineer, Eric Nielsen, and Associated Engineer, Carie Huff, met with the representative from the Placer County Water Agency (PCWA) to discuss the 3704 Antelope Way encroachment into City Right-of Way and the impact on District and PCWA facilities.
- C. On September 18, 2019, the General Manager met with District Legal Counsel to discuss:
 - 1) The need for a subordinate easement and disclaimer of interest over a parcel in Rocklin;
 - 2) City of Rocklin Resolution 80-93 concerning a sewer easement over Lot A of Tract 4171;
 - 4) Obtaining a Certified Copy of the Court Decree regarding the Dickson's on Dias Lane. and
 - 5) Railroad Management invoice response.
- D. The General Manager was out of the office on September 27 and 28, 2019 to attend the California Special District Association (CSDA) Annual Conference and receive the District Transparency Certificate of Excellence awarded to SPMUD.
- E. Advisory Committee Meetings:

There were no advisory committee meetings in September.

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

None to report in September

4) **LONG RANGE AGENDA**

November 2019

Award Perimeter Fence Contract

December 2019

Final Audit and Consolidated Annual Financial Report (CAFR)

Participation Fee Report for Fiscal Year 2018/19

Award Plan Check Services Contract

General Manager's Performance Evaluation

January 2020

Selection of Officers and Appointments to Advisory Committees

Approval of final SECAP Report

Approval of Participation Fee Nexus Study

Award of Contract - Foothill Trunk Construction

Award of Contract – Newcastle Master Plan Improvements

February 2020

Mid-Year Budget Adjustments

ITEM VII. ASD REPORT

To: Board of Directors

From: Emilie Costan, Administrative Services Manager

cc: Herb Niederberger, General Manager

Subject: Administrative Services Department Monthly Report

Board Date: October 3, 2019

Training

On September 9, 2019, the new Administrative Services Manager, Emilie Costan, joined the South Placer Municipal Utility District team. She has been training with the Administrative Services staff on District processes and procedures.

FY 18/19 Audit

Administrative Services staff have been working on compiling requested documents and analyzing data in response to follow up inquiries received from the Audit team.

Laserfiche Records Management Software

The Administrative Services Manager met with Laserfiche staff to obtain a project update, review the implementation plan, and work on formalizing the final file structures.

Intranet

Administrative Services staff is working on the creation of a potential intranet site using existing SharePoint software and exploring layout and content options.

Newsletter

Initial work on the next biannual newsletter has begun. Administrative Services hopes to have a newsletter ready to be included in the November, December and January billings.

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.

To: Board of Directors
From: Sam Rose, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Field Services Department Monthly Report
Meeting Date: October 3, 2019

Overview

This report provides the Board with an overview of Field Services operations and maintenance activities through 08/31/2019. The work listed is not all inclusive.

1. Lost Time Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 1095 days without a Lost Time Accident/Injury.

2. Safety/Training/Professional Development

- a. All Field employees participated in:
 - i. Five (5) "Tailgate" safety sessions.
 - ii. Lift Station #9 Specific Training (Pneumatic)
 - iii. Lift Station Emergency Response Training

3. Miscellaneous

- a. One Field Services employee is currently on modified duty due to a surgery
 - i. It is anticipated recovery time will be 2 months
- b. Began Easement Road reconstruction Project – between Sierra College Bl and Monte Claire Rd

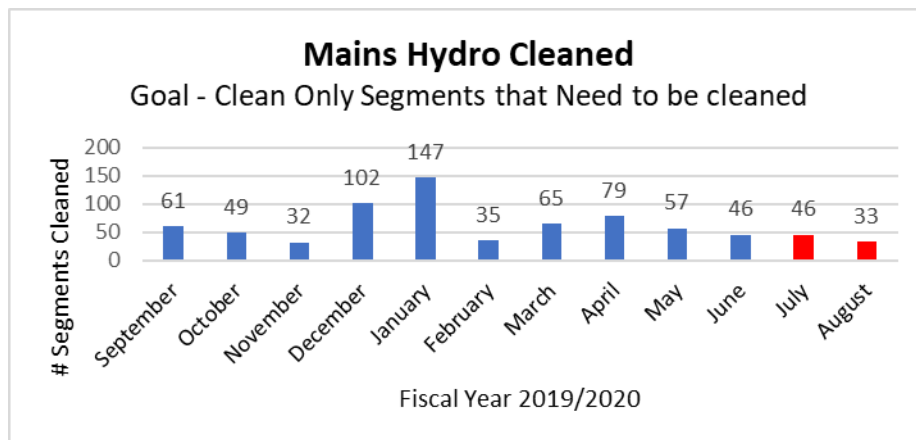
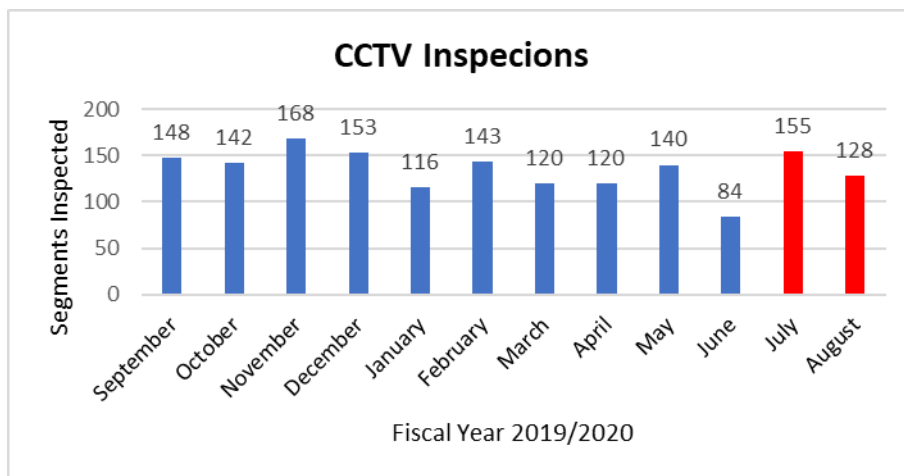
4. Customer Service Calls

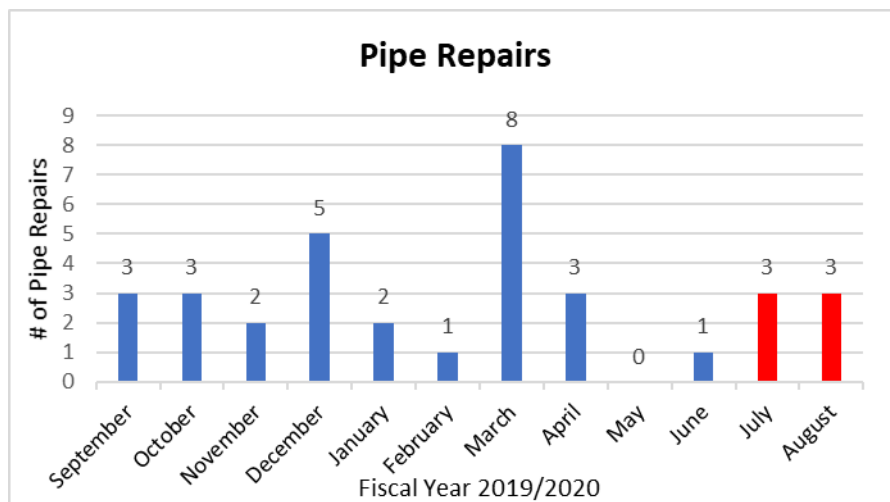
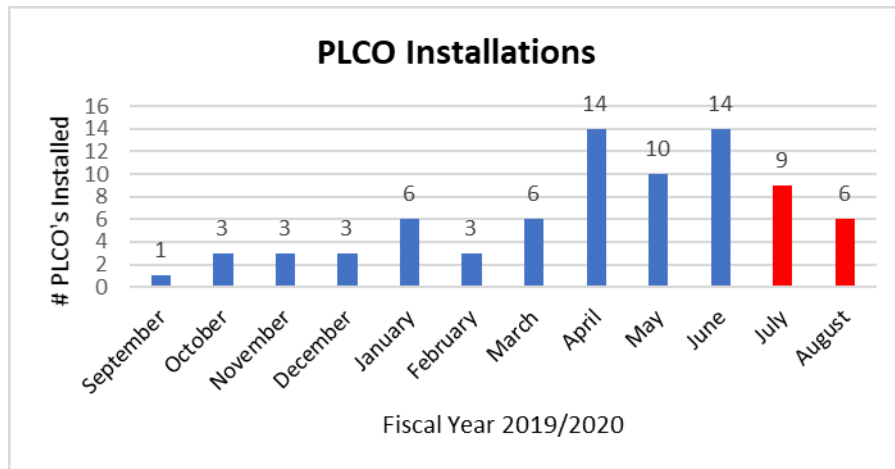
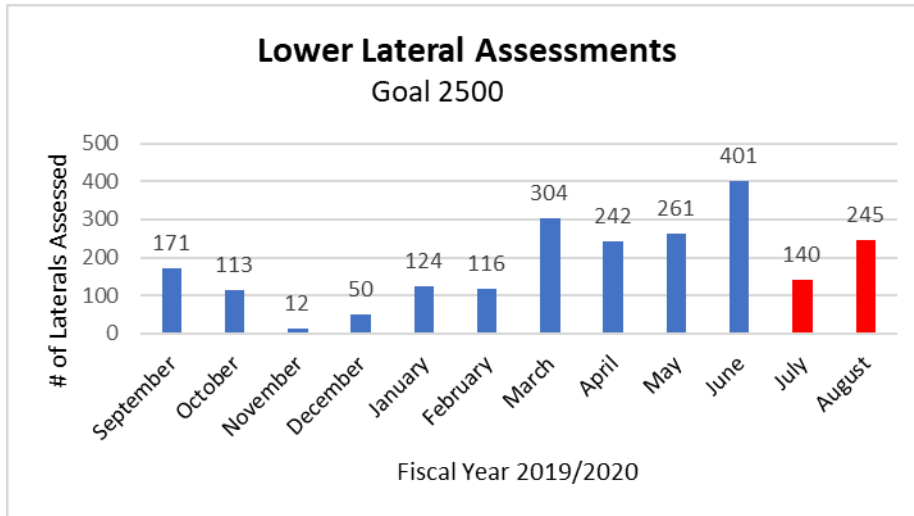
- a. Response Time Goals
 - i. 30 Minutes During Business Hours;
 - A. Average: 19 Minutes
 - ii. 60 Minutes During Non-Business Hours
 - A. Average: 56 Minutes
 - iii. 95% Success Rate
 - A. Success Rate for August – 88 %

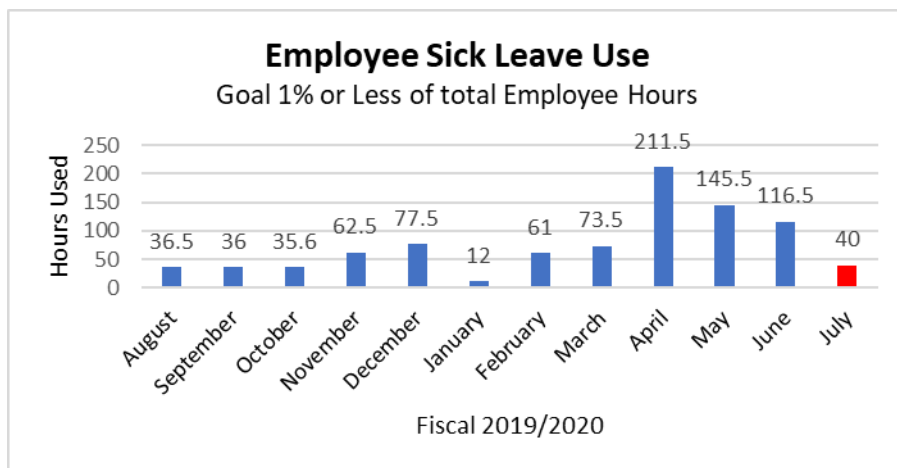
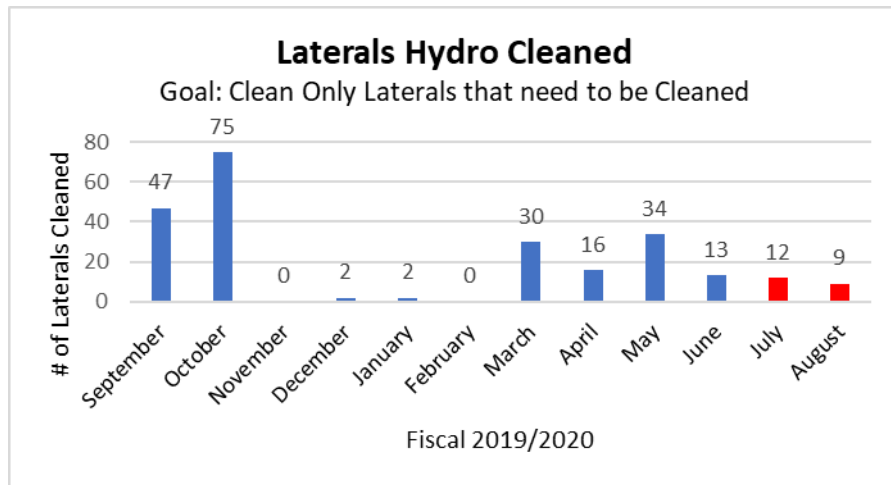
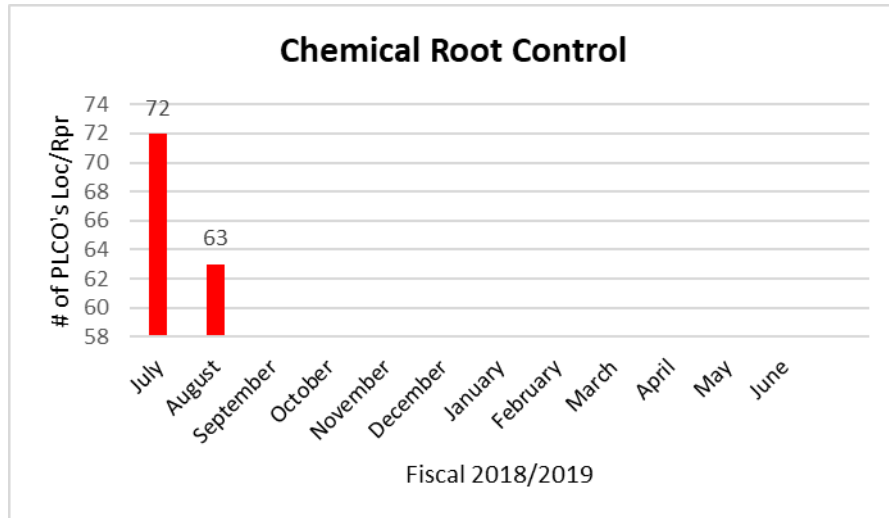
Service Calls						
Responsibility	SSO	Blockage	Odor	Misc	Vermin	Total Calls
SPMUD	0	1	2	1	0	4
Owner	1	4	0	2	1	8
Other			0	2	0	2
						14

5. Production

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







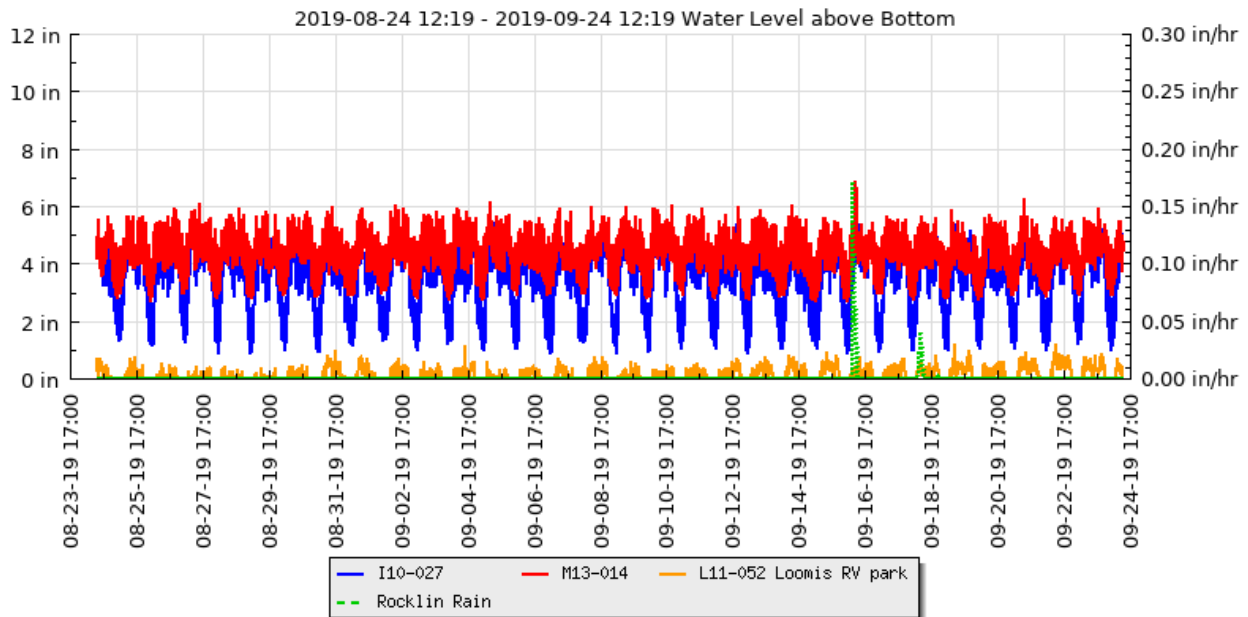
ITEM VII. TSD REPORT

To: Board of Directors
From: Eric Nielsen, District Engineer
Cc: Herb Niederberger, General Manager
Subject: Technical Services Department Monthly Report
Board Date: October 3, 2019

Foothill Trunk Sewer Replacement Project

The Foothill Trunk Replacement Project received the permit from the United States Army Corps of Engineers on July 31, 2019. Staff is preparing the invitation for bids to be released in early October and anticipates presenting a report to the Board in January to award the contract for construction.

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 until the Foothill Trunk is constructed. The capacity of 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 maintaining average dry weather diurnal patterns as expected during this time of year (see figure below).



System Evaluation and Capacity Assurance Plan (SECAP)

Efforts continue to document the findings of the SECAP in the report that will become the 2020 update to the 2015 SECAP. This report is scheduled to be completed in January 2020.

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.

As-Needed Plan Checking RFQ

The District is looking to retain the services of an engineering firm to assist the District with as-needed plan checking services. A request for qualifications was advertised through the District's e-procurement platform (Public Purchase). Submittals are due by October 15 and staff plans to bring a contract to the Board for approval in December.

Server Replacement

The District's server equipment is now over 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 District intends to use this opportunity to improve the functionality and reliability of the hardware and database tools it relies upon to effectively serve our customers. The process is being planned to occur without any impact to our customers or the planned workflow of District staff.

FOG (Fats, Oils, and Grease) Program

District staff continue to work with Lucille's Smokehouse BBQ to address the issues that resulted in a Sanitary Sewer Overflow (SSO) from their private sewer lateral and a Notice of Violation (NOV) from the District. Lucille's Smokehouse BBQ completed the cleaning, inspection, and dye testing of its private sewer system. The issues addressed during this investigative work are being addressed and resolved.

District staff continue to work with Studio Movie Grill to address the issues that resulted in an SSO from their private sewer lateral and a NOV from the District. Studio Movie Grill has until October 31st to develop and implement plans to address the violations identified in the NOV.

Lucity

The District Engineer and Engineering Technician will attend Lucity's Annual Conference and Training event the week of September 30. This will be the first conference since the company CentralSquare acquired Lucity. Conference attendance by the District is necessary for the transition and limit disruptions to District workflow.

Standard Specifications Update

The District Standards were last updated in 2009. The District Engineer is organizing a collaborative effort among SPMUD staff to make necessary updates to the District Standards. The update is planned to be completed by the end of December 2019.

Department Performance Indicators

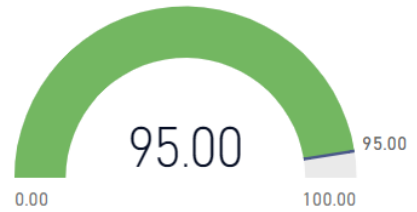
The following charts depict the efforts and performance of the department in the following areas of work as of September 24th. The charts are being created in a new reporting tool that directly

connects to the District's data, improving the timeliness of reporting efforts and leveraging the District's investment in technology. Additional charts may be added in the future for other areas of work in the department.

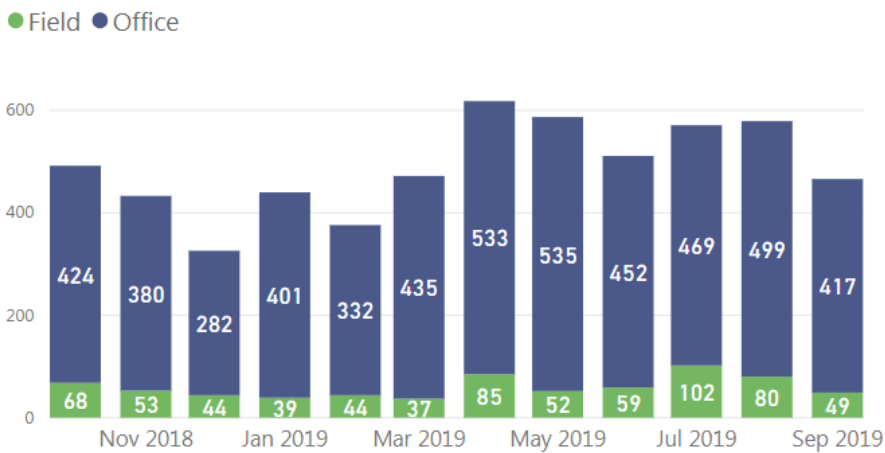
Plan Checks Completed - Monthly Totals



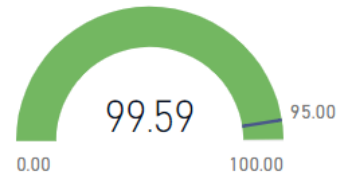
% "In Time" Plan Checks



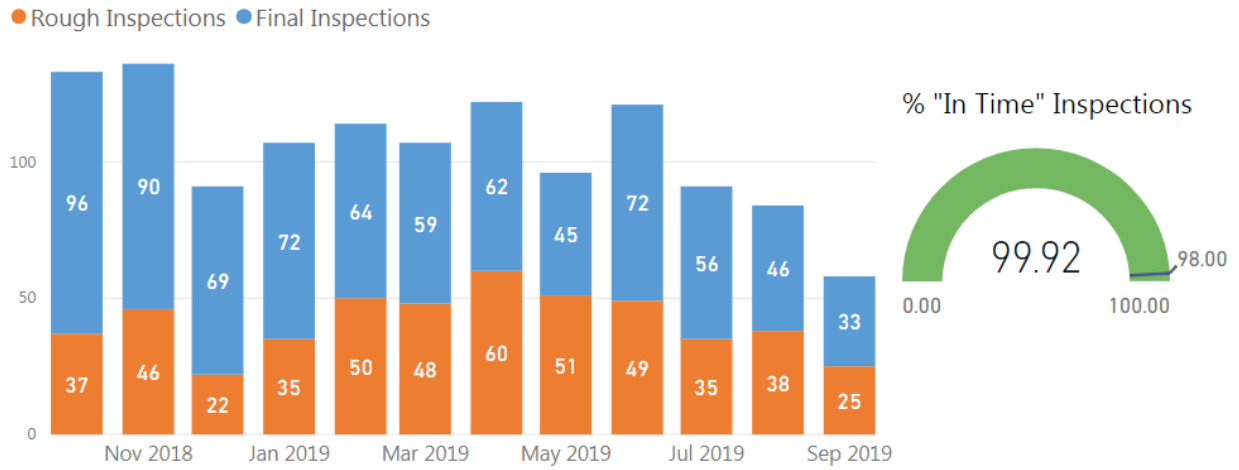
811 Responses - Monthly Totals



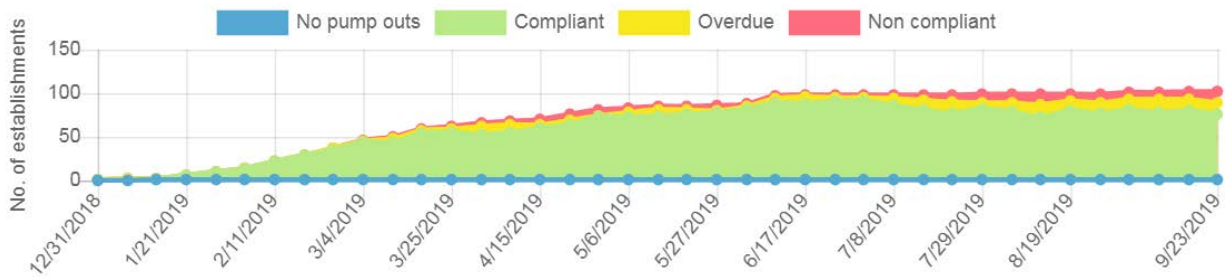
% "In Time" Responses...



Building Sewer Inspections - Monthly Totals



FOG Compliance History



FOG Pickups - Monthly Totals

