



**SPMUD BOARD OF DIRECTORS  
REGULAR MEETING: 4:30 PM  
March 7, 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](http://www.spmud.ca.gov)) and posted in the District's outdoor bulletin board at the SPMUD Headquarters at the above address. Meeting facilities are accessible to persons with disabilities. Requests for other considerations should be made through the District Headquarters at (916)786-8555.

**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 35]

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

ACTION: (Voice vote)

*Motion to approve the consent items for the March 7, 2019 meeting*

1. MINUTES from the February 7, 2019 Regular Meeting. [pg 3 to 5 ]
2. ACCOUNTS PAYABLE in the amount of \$3,179,956.65 through 02/28/19. [pg 6 to 10]
3. MONTHLY INVESTMENT REPORT in the total amount of \$55,953,540 through 02/28/19. [pg 11]
4. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements within the Lands of Perona, Brace Rd. – at an estimated value of \$74,829. [pg12 to 15]
5. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements within Spec Ten/3855 Taylor Rd. – at an estimated value of \$21,981. [pg 16 to 19]
6. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements within Rocklin Station – at an estimated value of \$389,110. [pg 20 to 23]

- 7. RESOLUTION #19-06 AWARD OF CIPP MAINLINES/LATERAL PROJECT [pg 24 to 34]
- 8. AUTHORIZATION FOR BOARD DIRECTOR ATTENDANCE TO THE SPECIAL DISTRICT LEADERSHIP ACADEMY (SDLF) IN NAPA, JULY 7-10, 2019 [pg 35]

**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 #19-07 REVISING & CREATING DISTRICTWIDE JOB DESCRIPTIONS [pg 36 to 87]

Staff will present Districtwide Job Descriptions with any recommended changes.

Action Requested: Roll Call Vote

Staff recommends that the Board of Directors:

- 1. Approve Resolution #19-07 revising and creating Districtwide Job Descriptions.

**VII. REPORTS** [pg 88 to 100]

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 April 4, 2019 at 4:30 p.m.

**BOARD MINUTES  
SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
Regular	District Office	February 7, 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, Vic Markey, John Murdock (arrived at 4:35 p.m.), Jim Williams

Absent: None

Vacant: None

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

Others: None

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

**IV. CONSENT ITEMS:**

1. MINUTES from the January 3, 2019 Regular Meeting.
2. MINUTES from the January 17, 2019 Special Meeting.
3. ACCOUNTS PAYABLE in the amount of \$414,976.36 through 01/29/19.
4. MONTHLY INVESTMENT REPORT in the total amount of \$56,297,833 through December 26, 2018.
5. BILL OF SALE for Sewer Improvements within Winding Lane Estates – at an estimated value of \$777,755.
6. RESOLUTION #19-04 Support for annexation of Franklin Elementary School to Ward 3, and Placer LAFCO Application.
7. RESOLUTION #19-05 in support for annexation of UAIC School to Ward 4 and LAFCO Resolution of support for the United Auburn Community (UAIC)

Director Dickinson made a motion to approve all items on the consent calendar with an alteration to the Agenda for the investment dollar amount to read as \$56,297,833; a second was made by Director Marquis, a roll call vote was held; the motion carried 4-0.

**V. PUBLIC COMMENTS:**

Director Mitchell opened the Public comments. Hearing no comments, the public comments session was closed.

**VI. BOARD BUSINESS**

1. **CONSIDERATION & APPROVAL OF MID-YEAR ADJUSTMENTS TO THE FY 18/19 BUDGET** GM Niederberger presented a short report to the Board with proposed Mid-Year adjustments, explaining the analysis and recommendations for the proposed changes to budget line items. There were no

questions of staff. Director Mitchell made a motion to approve the mid-year adjustments to the FY 18/19 Budget; a second was made by Director Dickinson, a roll call vote was held; the motion carried 5-0.

- 2. FOOTHILL TRUNK REPLACEMENT CONSTRUCTION SCHEDULE** The Board requested that item #2 was discussed ahead of the Budget report. DE Nielsen provided a presentation showing the proposed project location for the Foothill Trunk-line. He explained that pre-design work began in 2014 and was subsequently delayed due to various challenges including permitting for wetland areas, archaeological testing and various required permits. The project was identified in the 2015 SECAP as a project needed to provide capacity for near-term conditions.

DE Nielsen offered the Board options to either immediately bid the project, or to wait until October/November 2019 leaving time for all permits to have been obtained and then programming the project for construction in Spring of 2020. Staff suggested that the second option may be best, so that all permits have been obtained. The Board were asked for their feedback regarding the status of the project. Director Mitchell asked if the Newcastle ponds wouldn't need to be used once this project is complete, DE Nielsen responded that he was correct. Superintendent Rose mentioned that the District has a pumper truck on call for use during wet weather events as necessary.

Director Dickinson stated that it appeared there was a lot of inflow and asked if we were doing smoke testing. DE Nielsen said that smoke testing has been completed along with the use of smart covers and I-trackers to determine which branches are affected by inflows and isolate them to identify the situations as they occur. Director Markey asked if the benefits of waiting to place the project out to bid outweigh the risks. President Williams followed up by asking how long it might take to build the project. DE Nielsen stated he anticipates the project taking approximately 7 months, depending upon any hurdles or limitations that might be experienced.

GM Niederberger reported that staff thought all comments had been received in the fall of 2018, however the Army Corp of Engineers put it back out for further comments in November. After some additional discussion, the Board agreed that Option 2 looks like the best alternative at this time.

- 3. SOUTH PLACER WASTEWATER AUTHORITY (SPWA) BOARD MEETING REPORT – DIRECTOR MITCHELL**  
Director Mitchell made a brief report to the Board, stating that the SPWA authority has \$144 Million in debt and a rate stabilization fund balance in the amount of \$120 Million; of which the District has a balance of over \$50 million. Director Mitchell stated that during the last year both the District and the City of Roseville had exceeded their estimated EDU's, however Placer County was considerably lower than expected. He said the changes made to the financial and operational plans requires each entity pay annually any deficit they have to the JPA. Director Dickinson said we aren't paying down the debt is because of the way it was set up and it would be disadvantageous to do so, due to variable and fixed rates. GM Niederberger said the proposal presented recently by Ken Glotzbach of the City of Roseville is for the next financing stage to use a proportion in standard debt, a proportion in SRF loans and a proportion of cash, meaning the Rate Stabilization fund balance will drop. Director Mitchell said that the project for the energy recovery program and enhancements to Pleasant Grove are on track to be built this year.

**VII. REPORTS:**

- 1. District General Counsel (A. Brown):** General Counsel Brown had no report.
- 2. General Manager (H. Niederberger):** GM Niederberger had nothing further to add to the staff reports.

**A. ASD, FSD & TSD Reports:** Director Mitchell said the detail included in the new format of the FSD report was appreciated.

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

**3. Directors Comments:** There were no additional Director comments.

**VIII. ADJOURNMENT**

The President adjourned the meeting at 5:35 p.m. to the next Regular meeting to be held on March 7, 2019 at 4:30 p.m.

A handwritten signature in black ink, appearing to read "Joanna Belanger". The signature is written in a cursive, flowing style.

Joanna Belanger, Board Secretary



South Placer Municipal Utility District, CA

# Check Report

By Check Number

Date Range: 01/29/2019 - 02/27/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
1020	Aqua Sierra Controls, Inc.	02/01/2019	Regular	0.00	609.66	10830
1521	Aries Industries, Inc.	02/01/2019	Regular	0.00	4,068.82	10831
248	AT&T (916.663.1652) & (248.134.5438.608.80)	02/01/2019	Regular	0.00	189.25	10832
1509	Crystal Communications	02/01/2019	Regular	0.00	311.64	10833
1080	CWEA (Main)	02/01/2019	Regular	0.00	185.00	10834
1163	Joe Gonzalez Trucking, LLC.	02/01/2019	Regular	0.00	1,680.10	10835
1221	PG&E (Current Accounts)	02/01/2019	Regular	0.00	5,586.61	10836
1487	RJA Heating & Air, Inc.	02/01/2019	Regular	0.00	253.25	10837
1538	Roseville Honda Motorsports	02/01/2019	Regular	0.00	4,181.68	10838
1333	SPOK, Inc.	02/01/2019	Regular	0.00	26.29	10839
1306	Superior Equipment Repair	02/01/2019	Regular	0.00	5,557.96	10840
1499	TechRoe.com LLC	02/01/2019	Regular	0.00	2,258.00	10841
1327	US Bank Corporate Payment	02/01/2019	Regular	0.00	4,747.60	10842
	**Void**	02/01/2019	Regular	0.00	0.00	10843
	**Void**	02/01/2019	Regular	0.00	0.00	10844
	**Void**	02/01/2019	Regular	0.00	0.00	10845
1663	Buckmaster Office Solutions	02/07/2019	Regular	0.00	132.30	10846
1140	Holt of California	02/07/2019	Regular	0.00	1,172.68	10847
1686	Jan Pro	02/07/2019	Regular	0.00	805.00	10848
1564	Jensen Landscape Services, LLC	02/07/2019	Regular	0.00	861.00	10849
1188	Lucity, Inc.	02/07/2019	Regular	0.00	1,080.00	10850
1221	PG&E (Current Accounts)	02/07/2019	Regular	0.00	342.97	10851
1578	Placer Title CO	02/07/2019	Regular	0.00	600.00	10852
1343	Water Works Engineers, LLC	02/07/2019	Regular	0.00	11,964.67	10853
1012	All Electric Motors	02/14/2019	Regular	0.00	1,147.21	10868
248	AT&T (916.663.1652) & (248.134.5438.608.80)	02/14/2019	Regular	0.00	9.34	10869
1022	AT&T (9391035571) & (9391053973)	02/14/2019	Regular	0.00	305.66	10870
1663	Buckmaster Office Solutions	02/14/2019	Regular	0.00	146.88	10871
1652	Cintas Corporation	02/14/2019	Regular	0.00	2,102.42	10872
1086	Dataprose	02/14/2019	Regular	0.00	5,194.28	10873
1087	Dawson Oil Co.	02/14/2019	Regular	0.00	3,134.78	10874
1090	Department of Justice	02/14/2019	Regular	0.00	32.00	10875
1113	Ferguson Enterprises, Inc. 1423 (Main)	02/14/2019	Regular	0.00	1,783.05	10876
1131	Granite Business Printing	02/14/2019	Regular	0.00	190.77	10877
1666	Great America Financial Services	02/14/2019	Regular	0.00	452.99	10878
1139	Hill Rivkins Brown & Associates	02/14/2019	Regular	0.00	8,680.00	10879
1218	PCWA	02/14/2019	Regular	0.00	1,394.88	10880
1475	Petersen & Mapes, LLP	02/14/2019	Regular	0.00	770.00	10881
1473	Pitney Bowes Purchase Power	02/14/2019	Regular	0.00	417.98	10882
1650	Precision Earthworks, Inc.	02/14/2019	Regular	0.00	10,781.00	10883
1244	Preferred Alliance Inc	02/14/2019	Regular	0.00	177.38	10884
1251	Railroad Management Company, LLC	02/14/2019	Regular	0.00	175.00	10885
1685	Streamline	02/14/2019	Regular	0.00	400.00	10886
1306	Superior Equipment Repair	02/14/2019	Regular	0.00	1,103.88	10887
1499	TechRoe.com LLC	02/14/2019	Regular	0.00	900.00	10888
1329	USA North 811 (Underground Service Alert)	02/14/2019	Regular	0.00	3,193.39	10889
1338	Verizon Wireless	02/14/2019	Regular	0.00	1,126.52	10890
1653	Applied Best Practices, LLC	02/21/2019	Regular	0.00	1,200.00	10891
1073	Consolidated Communications	02/21/2019	Regular	0.00	1,869.72	10892
1113	Ferguson Enterprises, Inc. 1423 (Main)	02/21/2019	Regular	0.00	39.67	10893
1131	Granite Business Printing	02/21/2019	Regular	0.00	289.58	10894
1518	Sonitrol of Sacramento	02/21/2019	Regular	0.00	874.19	10895
1306	Superior Equipment Repair	02/21/2019	Regular	0.00	1,027.99	10896
1698	SwiftComply US Opco, Inc	02/21/2019	Regular	0.00	7,020.00	10897

Check Report

Date Range: 01/29/2019 - 02/27/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1325	Tyler Technologies, Inc.	02/21/2019	Regular	0.00	400.00	10898
1684	Eastech Flow Controls, Inc.	02/21/2019	Regular	0.00	8,105.00	10899
1240	Placer County Personnel	02/21/2019	Regular	0.00	3,206.72	10900
1068	City of Roseville	02/27/2019	Regular	0.00	2,889,967.16	10912
1114	Ferguson Enterprises, Inc. #686	02/27/2019	Regular	0.00	138.28	10913
1159	Jensen Precast	02/27/2019	Regular	0.00	3,344.93	10914
1163	Joe Gonzalez Trucking, LLC.	02/27/2019	Regular	0.00	1,098.40	10915
1252	Ramos Environmental	02/27/2019	Regular	0.00	470.08	10916
1253	Recology Auburn Placer	02/27/2019	Regular	0.00	300.84	10917
1306	Superior Equipment Repair	02/27/2019	Regular	0.00	725.71	10918
1045	Cal Pers 457 Plan (EFT)	02/08/2019	Bank Draft	0.00	375.00	DFT0004200
1135	Mass Mutual (EFT)	02/08/2019	Bank Draft	0.00	6,116.00	DFT0004201
1135	Mass Mutual (EFT)	02/08/2019	Bank Draft	0.00	343.22	DFT0004202
1580	TASC	02/08/2019	Bank Draft	0.00	192.30	DFT0004203
1580	TASC	02/08/2019	Bank Draft	0.00	503.82	DFT0004204
1229	Pers (EFT)	02/08/2019	Bank Draft	0.00	147.25	DFT0004205
1229	Pers (EFT)	02/08/2019	Bank Draft	0.00	278.08	DFT0004206
1229	Pers (EFT)	02/08/2019	Bank Draft	0.00	424.55	DFT0004207
1229	Pers (EFT)	02/08/2019	Bank Draft	0.00	3,476.19	DFT0004208
1229	Pers (EFT)	02/08/2019	Bank Draft	0.00	5,306.44	DFT0004209
1229	Pers (EFT)	02/08/2019	Bank Draft	0.00	95.98	DFT0004210
1229	Pers (EFT)	02/08/2019	Bank Draft	0.00	121.91	DFT0004211
1229	Pers (EFT)	02/08/2019	Bank Draft	0.00	1,371.08	DFT0004212
1229	Pers (EFT)	02/08/2019	Bank Draft	0.00	1,741.66	DFT0004213
1229	Pers (EFT)	02/08/2019	Bank Draft	0.00	1,583.90	DFT0004214
1229	Pers (EFT)	02/08/2019	Bank Draft	0.00	1,733.93	DFT0004215
1149	Internal Revenue Service	02/08/2019	Bank Draft	0.00	11,517.62	DFT0004216
1098	EDD (EFT)	02/08/2019	Bank Draft	0.00	3,253.64	DFT0004217
1098	EDD (EFT)	02/08/2019	Bank Draft	0.00	928.84	DFT0004218
1149	Internal Revenue Service	02/08/2019	Bank Draft	0.00	2,693.68	DFT0004219
1149	Internal Revenue Service	02/08/2019	Bank Draft	0.00	8,377.51	DFT0004220
1045	Cal Pers 457 Plan (EFT)	02/22/2019	Bank Draft	0.00	375.00	DFT0004223
1135	Mass Mutual (EFT)	02/22/2019	Bank Draft	0.00	6,116.00	DFT0004224
1135	Mass Mutual (EFT)	02/22/2019	Bank Draft	0.00	343.22	DFT0004225
1580	TASC	02/22/2019	Bank Draft	0.00	192.30	DFT0004226
1580	TASC	02/22/2019	Bank Draft	0.00	503.82	DFT0004227
1229	Pers (EFT)	02/22/2019	Bank Draft	0.00	147.25	DFT0004228
1229	Pers (EFT)	02/22/2019	Bank Draft	0.00	278.08	DFT0004229
1229	Pers (EFT)	02/22/2019	Bank Draft	0.00	424.54	DFT0004230
1229	Pers (EFT)	02/22/2019	Bank Draft	0.00	3,476.19	DFT0004231
1229	Pers (EFT)	02/22/2019	Bank Draft	0.00	5,306.44	DFT0004232
1229	Pers (EFT)	02/22/2019	Bank Draft	0.00	96.12	DFT0004233
1229	Pers (EFT)	02/22/2019	Bank Draft	0.00	122.07	DFT0004234
1229	Pers (EFT)	02/22/2019	Bank Draft	0.00	1,372.98	DFT0004235
1229	Pers (EFT)	02/22/2019	Bank Draft	0.00	1,744.07	DFT0004236
1229	Pers (EFT)	02/22/2019	Bank Draft	0.00	1,581.35	DFT0004237
1229	Pers (EFT)	02/22/2019	Bank Draft	0.00	1,731.14	DFT0004238
1149	Internal Revenue Service	02/22/2019	Bank Draft	0.00	12,100.90	DFT0004239
1098	EDD (EFT)	02/22/2019	Bank Draft	0.00	3,367.82	DFT0004240
1098	EDD (EFT)	02/22/2019	Bank Draft	0.00	937.86	DFT0004241
1149	Internal Revenue Service	02/22/2019	Bank Draft	0.00	2,830.06	DFT0004242
1149	Internal Revenue Service	02/22/2019	Bank Draft	0.00	8,520.07	DFT0004243
1229	Pers (EFT)	02/22/2019	Bank Draft	0.00	2.55	DFT0004246
1229	Pers (EFT)	02/22/2019	Bank Draft	0.00	2.79	DFT0004247
1149	Internal Revenue Service	02/22/2019	Bank Draft	0.00	5.90	DFT0004248
1098	EDD (EFT)	02/22/2019	Bank Draft	0.00	4.61	DFT0004249
1098	EDD (EFT)	02/22/2019	Bank Draft	0.00	0.47	DFT0004250
1149	Internal Revenue Service	02/22/2019	Bank Draft	0.00	1.38	DFT0004251
1149	Internal Revenue Service	02/22/2019	Bank Draft	0.00	9.92	DFT0004252
1015	American Fidelity Assurance	02/21/2019	Bank Draft	0.00	1,289.08	DFT0004253
1229	Pers (EFT)	02/21/2019	Bank Draft	0.00	21,729.98	DFT0004254

Check Report

Date Range: 01/29/2019 - 02/27/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1229	Pers (EFT)	02/21/2019	Bank Draft	0.00	28.23	DFT0004255
1229	Pers (EFT)	02/21/2019	Bank Draft	0.00	28.85	DFT0004256
1230	Pers (EFT)	02/21/2019	Bank Draft	0.00	39,593.26	DFT0004257
1230	Pers (EFT)	02/21/2019	Bank Draft	0.00	2,176.00	DFT0004258
1230	Pers (EFT)	02/21/2019	Bank Draft	0.00	91.06	DFT0004259
1230	Pers (EFT)	02/21/2019	Bank Draft	0.00	37.24	DFT0004260
1586	Principal Life Insurance Company	02/21/2019	Bank Draft	0.00	327.98	DFT0004261

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	99	61	0.00	3,010,312.16
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	58	58	0.00	167,479.18
EFT's	0	0	0.00	0.00
	<b>157</b>	<b>122</b>	<b>0.00</b>	<b>3,177,791.34</b>



### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	99	61	0.00	3,010,312.16
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	58	58	0.00	167,479.18
EFT's	0	0	0.00	0.00
	<b>157</b>	<b>122</b>	<b>0.00</b>	<b>3,177,791.34</b>

### Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	2/2019	3,177,791.34
			<b>3,177,791.34</b>

Account Number	Name	Date	Type	Amount	Reference	Packet
102-0000827-01	Jones, Kyle and Danielle	2/12/2019	Refund	\$ 145.46	Check #: 10854	UBPKT07015
102-0001296-01	David, Dave	2/12/2019	Refund	\$ 102.00	Check #: 10855	UBPKT07015
102-0001993-01	Powell, Gary and Carla	2/12/2019	Refund	\$ 6.77	Check #: 10856	UBPKT07015
106-0013024-01	Holland, Fredrick G	2/12/2019	Refund	\$ 11.30	Check #: 10857	UBPKT07015
106-0014429-01	Wright, William	2/12/2019	Refund	\$ 102.00	Check #: 10858	UBPKT07015
106-1025681-00	Azarchehr, Maryam	2/12/2019	Refund	\$ 7.39	Check #: 10859	UBPKT07015
112-1024046-02	Cowsert, Bruce	2/12/2019	Refund	\$ 28.00	Check #: 10860	UBPKT07015
112-1028526-00	KB Home Sacramento Inc	2/12/2019	Refund	\$ 31.28	Check #: 10861	UBPKT07015
112-1028529-00	Tim Lewis Communities	2/12/2019	Refund	\$ 101.92	Check #: 10862	UBPKT07015
112-1028589-00	Garnet Creek Homes LLC	2/12/2019	Refund	\$ 100.83	Check #: 10863	UBPKT07015
112-1028590-00	Garnet Creek Homes LLC	2/12/2019	Refund	\$ 92.02	Check #: 10864	UBPKT07015
112-1028591-00	Garnet Creek Homes LLC	2/12/2019	Refund	\$ 102.00	Check #: 10865	UBPKT07015
112-1028594-00	Garnet Creek Homes LLC	2/12/2019	Refund	\$ 100.86	Check #: 10866	UBPKT07015
113-1026486-00	Cherokee Trail, LLC	2/12/2019	Refund	\$ 92.25	Check #: 10867	UBPKT07015
102-0001296-01	David, Dave	2/22/2019	Refund	\$ 93.34	Check #: 10901	UBPKT07232
102-0007237-02	Kelly, Paul and Linda	2/22/2019	Refund	\$ 447.00	Check #: 10902	UBPKT07232
102-0009069-03	Keim, Alex and Carole	2/22/2019	Refund	\$ 99.55	Check #: 10903	UBPKT07232
102-0012155-01	Segal, Susan	2/22/2019	Refund	\$ 102.00	Check #: 10904	UBPKT07232
106-0013877-02	Annicella, Christopher and Elisabeth	2/22/2019	Refund	\$ 100.83	Check #: 10905	UBPKT07232
106-0016588-01	Lyons, George	2/22/2019	Refund	\$ 5.60	Check #: 10906	UBPKT07232
112-1023671-02	Desario, Amy	2/22/2019	Refund	\$ 101.79	Check #: 10907	UBPKT07232
112-1027625-01	Zavala, Jorge	2/22/2019	Refund	\$ 80.88	Check #: 10908	UBPKT07232
112-1028345-00	The New Home Company	2/22/2019	Refund	\$ 27.35	Check #: 10909	UBPKT07232
112-1028468-00	Meritage Homes	2/22/2019	Refund	\$ 46.53	Check #: 10910	UBPKT07232
112-1028515-00	Meritage Homes	2/22/2019	Refund	\$ 36.36	Check #: 10911	UBPKT07232
<b>TOTAL REFUNDS</b>				<b>\$</b>	<b>2,165.31</b>	

**SPMUD BOARD INVESTMENT REPORT**  
**MEETING DATE: March 7, 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%
<b>CALTRUST</b>	<b>Annual Rate of Return</b>				
Balance at inception		\$ 19,000,000	\$ 4,199,789	\$ 7,474,188	\$ 7,326,023
Cumulative Income	4.44%	\$ 844,452	\$ 186,659	\$ 332,189	\$ 325,604
Cumulative Unrealized Gain/Loss	-1.65%	\$ (313,937)	\$ (69,393)	\$ (123,496)	\$ (121,048)
Cumulative Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
<b>Cumulative Balance at beginning of month</b>		<b>\$ 19,530,515</b>	<b>\$ 4,317,055</b>	<b>\$ 7,682,881</b>	<b>\$ 7,530,579</b>
Current month income	0.20%	\$ 38,584	\$ 8,529	\$ 15,178	\$ 14,877
Current month Unrealized Gain/Loss	0.18%	\$ 35,137	\$ 7,767	\$ 13,822	\$ 13,548
Current month Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 19,604,236</b>	<b>\$ 4,333,350</b>	<b>\$ 7,711,881</b>	<b>\$ 7,559,005</b>
<b>WELLS FARGO - Fixed Income Securities</b>	<b>Actual Rate of Return</b>				
Balance at inception		\$ 18,000,000	\$ 3,978,747	\$ 7,080,810	\$ 6,940,443
Transfers		\$ 4,000,000	\$ 884,166	\$ 1,573,513	\$ 1,542,321
Cumulative Income	4.32%	\$ 777,915	\$ 171,952	\$ 306,015	\$ 299,949
Cumulative Unrealized Gain/Loss	-2.95%	\$ (530,281)	\$ (117,214)	\$ (208,601)	\$ (204,466)
Cumulative Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
<b>Cumulative Balance at beginning of month</b>		<b>\$ 22,247,634</b>	<b>\$ 4,917,651</b>	<b>\$ 8,751,737</b>	<b>\$ 8,578,246</b>
Current month income	0.04%	\$ 8,982	\$ 1,985	\$ 3,533	\$ 3,463
Current month Unrealized Gain/Loss	0.34%	\$ 76,126	\$ 16,827	\$ 29,946	\$ 29,353
<b>Market Average/Yield to Worst</b>	<b>1.81%</b>				
<b>TOTALS</b>		<b>\$ 22,332,742</b>	<b>\$ 4,936,463</b>	<b>\$ 8,785,216</b>	<b>\$ 8,611,062</b>
<b>LAIF (Local Agency Investment Fund)</b>	<b>Annual Rate of Return</b>				
Balance		\$ 4,163,084	\$ 920,214	\$ 1,637,667	\$ 1,605,203
Quarterly Interest	0.00%	\$ -	\$ -	\$ -	\$ -
Withdrawal		\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 4,163,084</b>	<b>\$ 920,214</b>	<b>\$ 1,637,667</b>	<b>\$ 1,605,203</b>
<b>PLACER COUNTY TREASURY</b>	<b>Annual Rate of Return</b>				
Balance		\$ 5,200,214	\$ 1,149,463	\$ 2,045,651	\$ 2,005,099
Monthly Interest October 2018 True-Up	1.78%	\$ 7,838	\$ 1,732	\$ 3,083	\$ 3,022
Monthly Interest November 2018 True-Up	1.76%	\$ 7,535	\$ 1,665	\$ 2,964	\$ 2,905
<b>TOTALS</b>		<b>\$ 5,215,586</b>	<b>\$ 1,151,196</b>	<b>\$ 2,048,734</b>	<b>\$ 2,008,121</b>
<b>SUB-TOTALS</b>		<b>\$ 51,315,648</b>	<b>\$ 11,341,224</b>	<b>\$ 20,183,499</b>	<b>\$ 19,783,391</b>
<b>CHECKING ACCOUNT BALANCE</b>		<b>\$ 4,637,892</b>	<b>\$ 1,025,167</b>	<b>\$ 1,824,446</b>	<b>\$ 1,788,279</b>
<b>GRAND TOTALS</b>		<b>\$ 55,953,540</b>	<b>\$ 12,366,390</b>	<b>\$ 22,007,945</b>	<b>\$ 21,571,670</b>

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:** Eric Nielsen, District Engineer  
**Cc:** Carie Huff, Associate Engineer  
**Subject:** Acceptance of the Bill of Sale for the Lands of Perona Sewer Improvements  
**Meeting Date:** March 7, 2019

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**Overview**

The property owners at 5850 Brace Road (APN 045-044-057) connected to public sewer in Brace Road due to a failing septic system. The connection to public sewer required construction of public improvements. There is one single family home and an accessory dwelling unit for a total of one (1) EDU. The Lands of Perona improvements include the following infrastructure:

- Installation of one hundred sixty (160) linear feet of sanitary sewer pipe; and
- Installation of one (1) flushing branch.

**Recommendation**

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Lands of Perona improvements.

**Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

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

**Fiscal Impact**

The estimated value of the contributed capital is \$74,829.

**Attachments:**

1. Bill of Sale
2. Map – Lands of Perona
3. Lands of Perona Asset Inventory

BILL OF SALE

Whitney Perona does hereby grant, bargain, sell and convey to SOUTH PLACER MUNICIPAL UTILITY DISTRICT all of its rights, title and interest in and to all public sewer pipes, lines, mains, manholes, and appurtenances installed by its contractor in that subdivision/project commonly known as Perona Sewer Extension

Grantor herein does hereby warrant and guarantee to SOUTH PLACER MUNICIPAL UTILITY DISTRICT that all of the personal property described herein consisting of sewer pipes, lines, mains, manholes, and appurtenances are free and clear of all mechanics liens and encumbrances of any type, nature or description whatsoever.

Dated this 02/13/19

By: (Developer/Owner)

Whitney Perona  
Signature

Whitney Perona  
Name (Please Type or Print)



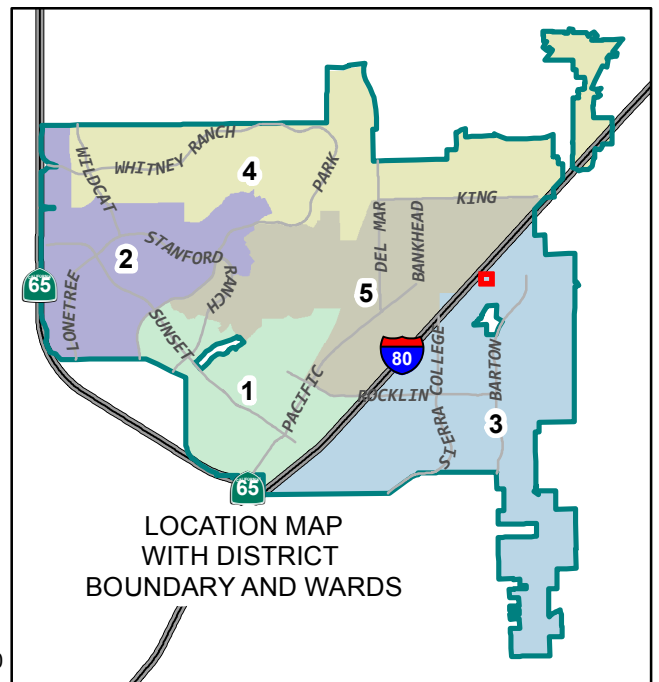
0 50 100 Feet  
1 in = 100 ft



# Lands of Perona

**1 EDU**

Date: 2/26/2019  
 Author: Curtis Little  
 Document Path:  
 G:\spmud\_gis\mxd\Curtis\Bill Of Sale  
 Maps\2019\MXD\LandsOfPerona.mxd



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**  
**LANDS OF PERONA**  
**ASSET INVENTORY**

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<b>Structure ID</b>	<b>Structure Type</b>	<b>Diameter (in)</b>
L12-F04	Flushing Branch	6

<b>Pipe ID</b>	<b>Diameter (in)</b>	<b>Material</b>	<b>Length (ft)</b>
L12-F04	6	SDR26	160

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**STAFF REPORT**

**To:** Board of Directors  
**From:** Eric Nielsen, District Engineer  
**Cc:** Carie Huff, Associate Engineer  
**Subject:** Acceptance of the Bill of Sale for Sewer Improvements Associated with SPEC-TEN/3855 Taylor Road  
**Meeting Date:** March 7, 2019

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**Overview**

The SPEC-TEN / 3855 Taylor Road improvements are located in Loomis on Shawn Way near the intersection of Taylor Road. The SPEC-TEN / 3855 Taylor Road project consists of sewer infrastructure for future development; there are no EDUs associated with this project. The SPEC-TEN / 3855 Taylor Road improvements include the following infrastructure:

- Installation of forty-seven (47) linear feet of sanitary sewer pipe; and
- Installation of one (1) manhole; and

**Recommendation**

Staff recommends that the Board of Directors accept the attached Bill of Sale for the SPEC-TEN / 3855 Taylor Road improvements.

**Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

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

**Fiscal Impact**

The estimated value of the contributed capital is \$21,981.

**Attachments:**

1. Bill of Sale
2. Map – SPEC-TEN/3855 Taylor Road
3. SPEC-TEN / 3855 Taylor Road Asset Inventory



BILL OF SALE

Spec-Ten, LLC does hereby grant, bargain, sell and convey to SOUTH PLACER MUNICIPAL UTILITY DISTRICT all of its rights, title and interest in and to all public sewer pipes, lines, mains, manholes, and appurtenances installed by its contractor in that subdivision/project commonly known as SPEC-TEN 3855 Taylor Road.

Grantor herein does hereby warrant and guarantee to SOUTH PLACER MUNICIPAL UTILITY DISTRICT that all of the personal property described herein consisting of sewer pipes, lines, mains, manholes, and appurtenances are free and clear of all mechanics liens and encumbrances of any type, nature or description whatsoever.

Dated this 13<sup>th</sup> February, 2019

By: (Developer/Owner)



Signature

Randall Sanford



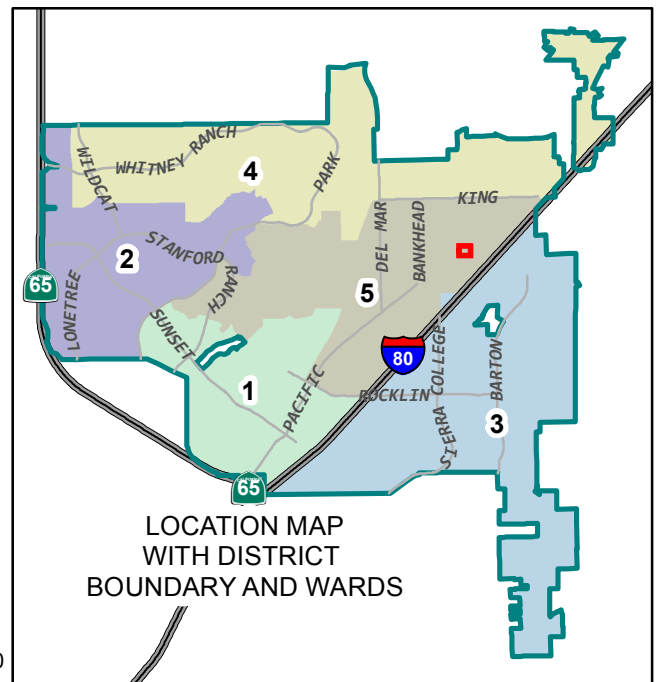
0 50 100 Feet  
1 in = 100 ft



**SPEC-TEN**  
**3855 Taylor Road**

**EDUs - Unknown**  
**Pending Development**

Date: 2/27/2019  
 Author: Curtis Little  
 Document Path:  
 G:\spmud\_gis\mxd\Curtis\Bill Of Sale  
 Maps\2019\MXD\Spec10.mxd



LOCATION MAP  
WITH DISTRICT  
BOUNDARY AND WARDS

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**  
**SPEC-TEN / 3855 TAYLOR ROAD**  
**ASSET INVENTORY**

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<b>Structure ID</b>	<b>Structure Type</b>	<b>Diameter (in)</b>
M12-099	Manhole	48

<b>Pipe ID</b>	<b>Diameter (in)</b>	<b>Material</b>	<b>Length (ft)</b>
M12-099	6	SDR26	46.4

# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## STAFF REPORT

**To:** Board of Directors  
**From:** Eric Nielsen, District Engineer  
**Cc:** Carie Huff, Associate Engineer  
**Subject:** Acceptance of the Bill of Sale for Sewer Improvements within Rocklin Station  
**Meeting Date:** March 7, 2019

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### Overview

Rocklin Station is a commercial development located in Rocklin at the southwest corner of Sierra College Boulevard and Interstate 80. Rocklin Station is anticipated to have the following businesses in addition to Habit Burger (6.78 EDUs):

1. Cracker Barrel (estimated to be 14.12 EDUs)
2. Chick-fil-A (estimated to be 9.32 EDUs)
3. Del Taco (estimated to be 4.80 EDUs)
4. Les Schwab (estimated to be 6.62 EDUs)

Rocklin Station is estimated to contribute a total of 41.64 EDUs. The Rocklin Station improvements include the following infrastructure:

- Installation of eight hundred and thirty-two (832) linear feet of sanitary sewer pipe; and
- Installation of three (3) manholes.

### Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for Rocklin Station.

### Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

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

### Fiscal Impact

The estimated value of the contributed capital is \$389,110.

Attachments:

1. Bill of Sale
2. Map – Rocklin Station
3. Rocklin Station Asset Inventory

BILL OF SALE

Thomas Sierra LLC does hereby grant, bargain, sell and convey to SOUTH PLACER MUNICIPAL UTILITY DISTRICT all of its rights, title and interest in and to all public sewer pipes, lines, mains, manholes, and appurtenances installed by its contractor in that subdivision/project commonly known as Rocklin Station, 4640 Sierra College Boulevard  
APN: 045-052-015-000, 045-052-019-000, 045-052-020-000 and 045-052-021-000

Grantor herein does hereby warrant and guarantee to SOUTH PLACER MUNICIPAL UTILITY DISTRICT that all of the personal property described herein consisting of sewer pipes, lines, mains, manholes, and appurtenances are free and clear of all mechanics liens and encumbrances of any type, nature or description whatsoever.

Dated this February 22, 2019

By: (Thomas Sierra, LLC)



\_\_\_\_\_  
Signature

Steve Thomas, Managing Member

Name (Please Type or Print)



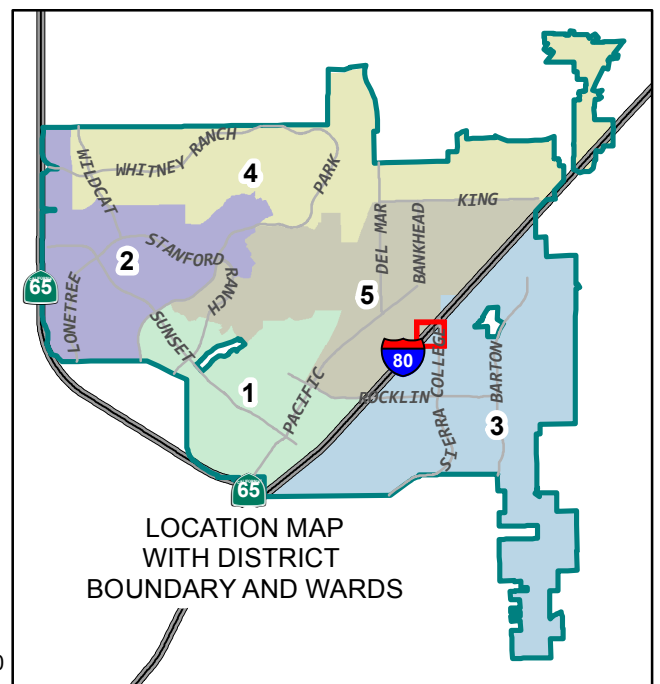
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1 in = 250 ft



# Rocklin Station

**41.64 EDUs (Estimated)**

Date: 2/27/2019  
 Author: Curtis Little  
 Document Path:  
 G:\spmud\_gis\mxd\Curtis\Bill Of Sale  
 Maps\2019\MXD\RocklinStation.mxd



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
ROCKLIN STATION  
ASSET INVENTORY**

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<b>Pipe ID</b>	<b>Diameter (in)</b>	<b>Material</b>	<b>Length (ft)</b>
K11-113	8	SDR26	257.6
K11-115	8	SDR26	275.5
K11-114	8	SDR26	298.3

<b>Structure ID</b>	<b>Structure Type</b>	<b>Diameter (in)</b>
K11-113	Manhole	48
K11-114	Manhole	48
K11-115	Manhole	48

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**STAFF REPORT**

**To:** Board of Directors

**From:** Sam Rose, Superintendent

**Cc:** Herb Niederberger, General Manager

**Subject:** Resolution 19-06 –SPMUD – CIPP Pipe Liner Program 2019 Contract

**Meeting Date:** March 7, 2019

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**Overview**

The current budget has a line item for System Rehabilitation. Staff has identified Thirteen (13) mainline pipe segments and 92 lower laterals to be rehabilitated this during this budget.

The District issued an invitation to bid on January 23, 2019 and sealed bids were due by February 21, 2019. The bid from Express Sewer & Drain, Inc. was the apparent low bid. Staff’s review found the bid from Express Sewer & Drain, Inc. was responsive. The bid amount was well under the budget (\$650,000) for this project.

<b>Bidder</b>	<b>Amount</b>
Express Sewer & Drain, Inc.	\$338, 292.00
NorCal Pipeline Services, Inc.	\$408,739.00
Insituform Technologies, LLC	\$725,550.00

**Recommendation**

Staff recommends that the Board of Directors:

- Adopt Resolution 19-06 to authorize the General Manager to:
  - Award the attached contract for services to Express Sewer & Drain, Inc.
  - File the Notice of Completion upon the District approval of the project
  - Approve Change Orders totaling up to an 10% of the contract amount.

**Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.
- Goal 3.3: Develop and Implement a Tactical Asset Management program

**Fiscal Impact**

\$338,292, plus 10% for Change Orders. The costs for this project will be paid for out of Fund 400.

Attachments:

1. Resolution 19-06: SPMUD – CIPP Pipe Liner Program 2019 Contract
2. Contract for Services: SPMUD – CIPP Pipe Liner Program 2019



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 19-06**

**SPMUD – CIPP PIPE LINER PROGRAM 2019**

WHEREAS, The South Placer Municipal Utility District (District) owns and operates the sewer facilities within the Town of Loomis, City of Rocklin and Communities of Newcastle, Penryn and a portion of Granite Bay, and

WHEREAS, The District competitively bid the work to be performed as required in the Public Contract Code, and

WHEREAS, The District reviewed the bids received and found the bid by Express Sewer & Drain, Inc. to be the lowest responsive bidder, and

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

1. Award the contract Express Sewer & Drain, Inc., in the amount of \$338,292 to perform the SPMUD – CIPP Pipe Liner Program 2019 work:
2. Approve Change Orders totaling up to 10% of contract amount; and
3. File the Notice of Completion upon approval of the project by SPMUD.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 7<sup>th</sup> day of March 2019.

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

Attest: \_\_\_\_\_  
Joanna Belanger, Board Secretary

SECTION 2

**BID FORM**

**TITLE**

Sealed Bids covering the work described in the attached documents entitled:

**SPMUD CIPP Pipe Liner Program 2019**

are being accepted at the South Placer Municipal Utility District office, located at 5807 Springview Drive, CA 95677 until 1:00 p.m. on February 21. Information may be obtained from the District at (916) 786-8555 during normal business hours. (8:00 a.m. – 4:30 p.m. M-Th, 7:00 a.m. – 3:30 p.m. F)

**BID (This section to be completed by bidder.)** **DATE:**

The undersigned agrees, if this bid is accepted, to complete the work specified in strict accordance with the contract documents by June 20, 2019, for the following amount:

BID: \$ 338,292.00 (TOTAL SUM)

Amount in words: Three hundred thirty eight thousand two hundred ninety two <sup>00</sup>/<sub>100</sub> dollars

This includes all applicable taxes and fees. Bids are to be submitted for the entire work on this Bid Form. The bidder shall attach his Bid Schedule with his bid. Discrepancies between words and figures will be resolved so that the written words shall be binding on the bidder. If this bid shall be accepted and the undersigned shall fail to enter into the contract within 10 business days after the bidder has received notice from the District that the contract has been awarded, the District may, at its option, determine that the bidder has abandoned the contract, and thereupon this bid and the acceptance thereof shall be null and void and the forfeiture of such bid security accompanying the acceptance thereof shall operate and same shall be the property of the South Placer Municipal Utility District. The undersigned further agrees, for any contract award resulting from this bid, to furnish evidence of insurance acceptable to the District.

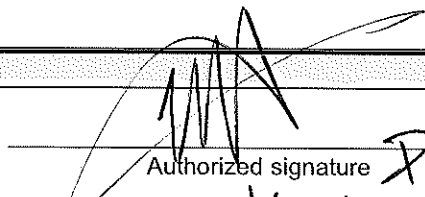
Bidder's comments and exceptions:

**BIDDER INFORMATION**

Name and address of bidder:  
Express Sewer & Drain Inc.  
3300 Fitzgerald Rd, Rancho Cordova,  
CA 95827

Phone No.: (916) 920-0220

Fax No.: (916) 853-1148

  
Authorized signature President  
WILLIAM HENSELMAN  
Signers name and title (type or print)

882660  
License No.

**BID SCHEDULE**

**SPMUD CIPP Pipe Liner Program 2019**

ITEM	DESCRIPTION	NOTE	QTY	UNIT	UNIT COST	ITEM COST
1	Mobilization - Demobilization	a	1	L.S.	5000-	5000-
2	Installation of 4-inch liner	b, c, g	2,486	L.F.	68-	169048-
3	Installation of 6-inch liner	b, c, e, f, g	2,843	L.F.	36-	102348-
4	Installation of 8-inch Liner	b, c, e, f, g	1,336	L.F.	36-	48096-
5	Lateral Reinstatement	b, c, d, g	69	EA.	200-	13800-

**TOTAL**

**338,292.00 -**

**NOTES:**

- a) This Item shall not exceed 5% of bid amount. District will retain 30% of this Item for Demobilization. Mobilization and Demobilization shall be paid only one time for project.
- b) Cost of work includes but is not limited to: Pipe End Seals; Bypass Operations; Traffic Control; Confined Space Entry, CCTV Inspection, sewer pipe cleaning, Encroachment Permits and Water for installation.
- c) Cost of work includes but is not limited to all work necessary to prepare the host pipes for the application of the liner product, including, but not limited to, eliminating sources of infiltration, removing defects such as roots, grease and debris to properly apply the lining and seal products
- d) Cost of work is for 4-inch lateral reinstatements and includes but is not limited to, work equipment and materials necessary to provide a smooth finish, which matches the contour and size of existing lateral opening. Over-cutting of lateral reinstatements or any damage caused to the liner as a result of the lateral reinstatement process shall be rectified to the satisfaction of the District.
- e) Work shall be scheduled in such a way that all laterals are returned to service no later than 6:00 PM.
- f) Pipe End Seal work shall be performed while bypass operations are in place. Pipe End Seal material shall be approved by the District and designed to cure in wet conditions.
- g) Refer to Tables A and B for further detail. The Item Numbers in Tables correlates to the Number callouts in Maps.

All other items and incidentals that are required to complete this job and provide a fully functioning liner in accordance with the plans and specifications are included in the items in the Bid Schedule and no additional compensation will be made by the District.

The estimated quantities listed are for bid purposes only. Compensation for these bid items shall be for actual quantities at the firm (unit cost) bid rates.

**SECTION 3**

**LIST OF SUBCONTRACTORS**

The Bidder shall list the name and address of each subcontractor, required to be listed by the provisions in Section 2-1.054, "Required Listing of Proposed Subcontractors," of the State Standard Specifications, to whom the Bidder proposes to subcontract portions of the work. *The California Contractor License Designation and number shall be included for all subcontractors doing work in excess of \$5,000.*

Name:	License Designation / Nbr.:
Address:	
% of Work Subcontracted per Bid Item:	
Description of Portion of Work Subcontracted w/Applicable Bid Items:	
Name:	License Designation / Nbr.:
Address:	
% of Work Subcontracted per Bid Item:	
Description of Portion of Work Subcontracted w/Applicable Bid Items:	
Name:	License Designation / Nbr.:
Address:	
% of Work Subcontracted per Bid Item:	
Description of Portion of Work Subcontracted w/Applicable Bid Items:	
Name:	License Designation / Nbr.:
Address:	
% of Work Subcontracted per Bid Item:	
Description of Portion of Work Subcontracted w/Applicable Bid Items:	
Name:	License Designation / Nbr.:
Address:	
% of Work Subcontracted per Bid Item:	
Description of Portion of Work Subcontracted w/Applicable Bid Items:	

SECTION 4

**COMPLIANCE STATEMENTS**

**CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700**

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

**PUBLIC CONTRACT SECTION 10232 STATEMENT**

In accordance with Public Contract Code Section 10232, the Contractor, hereby states under penalty of perjury, that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Contractor within the immediately preceding two year period because of the Contractor's failure to comply with an order of a federal court which orders the Contractor to comply with an order of the National Labor Relations Board.

**TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29  
DEBARMENT AND SUSPENSION CERTIFICATION**

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, and manager:

- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years; does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

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Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

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**TITLE 23, UNITED STATES CODE, SECTION 112 NON-COLLUSION AFFIDAVIT**

In accordance with Title 23, United States Code, Section 112, the bidder hereby states, under penalty of perjury, that he has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this contract.

**LABOR CODE § 1773**

**Wage Rates:** Bidders are hereby notified that California Director of Industrial Relations has determined the general prevailing rate of wages for each craft, classification, or type of worker needed to execute the work. It shall be mandatory for Contractor and any subcontractor under him to pay not less than the said specified rates to laborers and workmen employed by them in the execution of the Contract.

**GOVERNMENT CODE § 12990**

**Nondiscrimination Compliance:** This contract is subject to State contract nondiscrimination and compliance requirements pursuant to Government Code, Section 12990.

**PUBLIC CONTRACTS CODE, STATE OF CALIFORNIA § 22300**

**Retention:** This Contract will contain provisions permitting the successful bidder to substitute securities for any moneys withheld by the District to ensure performance under the Contract; or, alternately, the Contractor may request that the District make payments of retentions earned directly to an escrow agent, at the expense of the Contractor. The form of escrow agreement and securities eligible for investment shall be governed by said Section 22300.

**WORKER'S COMPENSATION CERTIFICATION**

I, William Heiselman, make the following certification in accordance with the requirements of California Labor Code Section 1861: I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing performance of the work of this contract.

**DEPARTMENT OF INDUSTRIAL RELATIONS, LABOR CODE SECTION 1725.5**

No contractor or subcontractor may be listed on a bid proposal for a public works project exceeding \$25,000 (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Public Contractor Registration NOT required when the prime contract does not exceed \$25,000 for construction, alteration, demolition, installation or repair, or \$15,000 for maintenance work.

**Notes: All the above Statements, Questionnaire, and Non-Collusion Affidavit are all a part of the Bid. Signing this Bid on the signature portion thereof shall also constitute signature of these Statements, Questionnaire, and Non-Collusion Affidavit. Bidders are cautioned that making false certifications may subject the certifier to criminal prosecution.**

SECTION 5

CONTRACT FOR SERVICES

<b>SPMUD CIPP Pipe Liner Program 2019</b>
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THIS CONTRACT is made on this \_\_\_\_ day of \_\_\_\_\_, 2019, between the SOUTH PLACER MUNICIPAL UTILITY DISTRICT ("District") and EXPRESS SEWER & DRAIN, INC. ("Contractor").

WITNESSETH:

WHEREAS, the District desires to rehabilitate portions of its sewer collection system piping, within the District, by the Cured-In-Place-Pipe (CIPP) method. (See Sheet P-1, Pipe Lining List Detail), and;

WHEREAS, the Contractor has presented a bid for such to the District, dated 2/21/2019, (attached hereto and incorporated herein as Exhibit "A") and is duly licensed, qualified and experienced to perform the construction of such facility;

NOW, THEREFORE, the parties hereto mutually agree as follows:

**5.0 CONTRACT CONSIDERATIONS:** Contractor enters into this Contract as an independent Contractor and not as an employee of the District. All employees, agents, Contractors or subcontractors hired or retained by the Contractor are employees, agents, Contractors or subcontractors of the Contractor and not of the District.

Contractor's decision to execute this Contract is based on independent investigation and research of the conditions affecting this Contract and not upon any representations made by the District, its officers, employees or agents.

**5.1 SCOPE OF WORK:** Contractor shall provide all labor, equipment, materials and incidentals required to construct and complete, in a good and workmanlike manner, all improvements to provide a complete and useable facility, as designed and approved by the District. The work is to include, but is not necessarily limited to, the following:  
This project includes rehabilitation 4,179 lineal feet of 8-inch and 6-inch gravity sewer mainline pipe and 2,486 lineal feet of 4-inch lateral pipe using the Cured-In-Place-Pipe (CIPP) method. Work includes 69 lateral reinstatements.

1. Install 4-inch CIPP liner in 92 service lines totaling approximately 2,486'
2. Install 6-inch CIPP liner in 9 mainline segments totaling approximately 2,843 lineal feet.
3. Install 8-inch CIPP liner in 4 mainline segments totaling approximately 1,336 lineal feet.
4. Reinstate (69) 4-inch lateral openings.

The above tasks shall be completed in accordance with drawings, notes, plans and specifications provided to the Contractor by the District. The District reserves the right to increase and/or decrease quantities at its discretion.

**5.2 TIME OF PERFORMANCE:** The Contractor is to commence, as soon as possible, upon execution and receipt of this Contract by, and receipt of written Notice to Proceed from, the District, and shall be undertaken and completed no later than June 20, 2019. Segments not completed during this timeframe may be removed from the contract at the discretion of the District.

**5.3 COMPENSATION:** The Contractor shall be paid monthly for the actual liners installed, with pipe end-seals and lateral reinstatements, fees, costs and expenses for all time and materials required and expended, but in no event shall total compensation exceed the contract amount without the District's prior written approval.

Said amount shall be paid upon submittal of a monthly billing showing tasks completed and quantities installed during the preceding billing period.

If the Work is halted at the request of the District, compensation shall be based upon the proportion that the work performed bears to the total work required by the Contract.

**5.4 TERMINATION:** This Contract may be terminated, without cause, at any time by the District upon thirty (30) days' written notice. In the event of any such termination, the Contractor shall be compensated as provided for in this Contract. Upon such termination, the District shall be entitled to all work created pursuant to this Contract.

**5.5 CHANGES:** The District or Contractor may, from time to time, request changes in the scope of the contract to be performed hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation and/or changes in the schedule must be authorized in advance by the District in writing. Mutually agreed changes shall be incorporated in written amendments to this Contract.

**5.6 PROPERTY OF DISTRICT:** It is mutually agreed that all materials prepared by the Contractor under this Contract shall become the property of the District, and the Contractor shall have no property right whatsoever.

**5.7 WARRANTY:** Contractor warrants that it has the expertise or has experts available to help in the preparation of services as set forth in the contract in a manner consistent with generally accepted standards of Contractor's profession. Contractor further warrants that it will perform said services in a legally-adequate manner in conformance with all applicable Federal, state and local laws and guidelines.

Should any failure of the work occur within a period of one year from the date of acceptance of the project by the District due to faulty materials, poor workmanship, or defective equipment, the Contractor shall promptly make the needed repairs at his expense and to the satisfaction of the District.

**5.8 SUBCONTRACTING:** None of the services covered by this Contract shall be subcontracted without the prior written consent of the District. Contractor shall be as fully responsible to the District for the acts and omissions of its Contractors and subcontractors, and



of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by Contractor.

**5.9 ASSIGNABILITY:** Contractor shall not assign or transfer any interest in this Contract whether by assignment or novation without the prior written consent of the District. Provided, however, that claims for money due or to become due Contractor from the District under this Contract may be assigned to a financial institution or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the District.

**5.10 PREVAILING WAGES:** Pursuant to Section 1773, and following, of the California Labor Code, the Contractor and all subcontractors shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations for all work performed on site.

**5.11 SAFETY:** The Contractor shall be responsible for providing, initiating, maintaining, and supervising appropriate safety precautions and programs in connection with the work or the activities of subcontractors, suppliers, and others at the work site, including the public, as required by U.S. OSHA and Cal OSHA.

**5.12 PROTECTION OF WORK AND PROPERTY:** The Contractor shall employ such means and methods to adequately protect the District, and other public and private property against damage. In the event of damage to such property, Contractor shall immediately restore the property to a condition equal to its original condition and bear all costs thereof. During progress of the work the Contractor shall keep the construction site in a clean and orderly condition.

**5.13 INDEMNITY AND LITIGATION COSTS:** Contractor shall indemnify, defend, and hold harmless the District, its officers, officials, agents, and employees from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in the Contract Documents, except such loss or damage which was caused by the [active negligence], sole negligence or willful misconduct of the District.

**5.14 CONTRACTOR TO PROVIDE INSURANCE:** Contractor shall not commence any work before obtaining, and shall maintain in force at all times during the term and performance of this Contract the policies of insurance specified in Section 7 - Exhibit "B", attached hereto and incorporated herein by this reference.

**5.15 MISCELLANEOUS PROVISIONS:** The Contractor shall designate a project manager who at all times shall represent the Contractor before the District on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he is removed at the request of the District or replaced with the written approval of the District.

Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's

race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation.

This Contract and its Exhibits, the Notice to Bidders, the Bid, General Conditions, Special Provisions, Technical Specifications, Plans, any Addenda and the Drawings constitute the entire agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

Contractor shall maintain and make available for inspection by the District and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to Contractor.

Executed the day and year first above written, by the parties as follows:

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

By: \_\_\_\_\_  
Herb Niederberger, General Manager

Attest:

By: \_\_\_\_\_  
Joanna Belanger, Secretary to the Board

Contractor

By: \_\_\_\_\_

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

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**  
**STAFF REPORT**

**To:** Board of Directors

**From:** Herb Niederberger, General Manager  
Joanna Belanger, Administrative Services Manager

**Subject:** Authorization for Board Director attendance to the Special District Leadership Academy (SDLF) in Napa, July 7-10, 2019.

**Board Date:** March 7, 2019

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**Overview**

The District is a member of the California Special Districts Association (CSDA). The Association also manages the Special District Leadership Foundation (SDLF) which was formed to provide recognition and certification opportunities to Special District officials and employees, as well as enhancing services to the public. In July the SDLF will host a Leadership Conference in Napa, providing continuing education for Board Directors and Managers. Director Mitchell has expressed interest to attend the Academy session.

Per §4.8 of SPMUD Policy 2025-Expenditure Reimbursement – any Board Director having overnight travel and related expenses must be pre-authorized by the Board of Directors.

**Recommendation**

Staff recommends that the Board of Directors approve the attendance of Director Mitchell to the Leadership Academy session. There are four modules which will be covered during the four-day session including:

- Governance Foundations
- Setting Direction./Community Leadership
- Board’s Role in Human Resources
- Board’s Role in Finance and Fiscal Accountability

The content for each session follows the Districts overall vision, mission and goals and meet the criteria included within the Strategic Plan.

**Strategic Plan Goal**

Attendance at Association training programs 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 2025 – Expenditure Reimbursement.

**Fiscal Impact**

Staff recommend that the Board of Directors approve Director Mitchell’s travel and attendance to the SDLF Academy in July and will be programmed into the Professional Development Budgetary line item in the 2019/20 Budget. Approximate costs for registration and hotel expenses are \$1,300.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**  
**STAFF REPORT**

**To:** Board of Directors  
**From:** Herb Niederberger, General Manager  
**Cc:** Joanna Belanger, Administrative Services Manager  
**Subject:** **Resolution No. 19-07, Revising and Creating Job Description**  
**Meeting Date:** March 7, 2019

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**Overview**

The District is currently preparing a Succession Plan in preparation for the loss of key employees due to normal attrition and pending retirements. During the preparations for the Succession Plan development, it was discovered that a number of Employee job descriptions were severely out of date and job tasks had changed with technology. Staff went about revising each job description and created one for the General Manager. Board Policies 4041 and 4042 grants or delegates to the General Manager the authority to administer 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 properly to carry on the functions of the District.

The District’s Personnel Advisory Committee met on December 18, 2018, January 14, and 21, 2019, and February 6, 2019 to thoroughly evaluate all the proposed job descriptions. The advisory committee recommended that the job descriptions be forwarded to the Board for discussion and approval. In addition, District Management met in good faith on February 19, 2019 and conferred with the representatives of the employees regarding the changes in job descriptions. The employee representatives, on behalf of its members, considered these changes and had no objections.

The following is a complete list of job descriptions being forwarded to the Board for approval:

General Manager	Superintendent
District Engineer	Assistant Superintendent
Associate Engineer	Field Supervisor
Inspector I/II	Lead Worker
Engineering Technician I/II	Maintenance Worker I/II
Administrative Services Manager	
Administrative Services Assistant I/II/III	

**Recommendation**

Staff recommends that the Board of Directors Adopt Resolution 19- 07, Revising and Creating Job Descriptions

**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**

There is no direct fiscal impact associated with these actions.

Attachment

Resolution 19-07, Revising or Creating Job Descriptions

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 19-07**

**REVISING AND CREATING JOB DESCRIPTION**

Whereas, The South Placer Municipal Utility District (District) Strategic Plan Goal 6.3 of the current states, "Continuously evaluate the organizational staffing needs for the District" necessitating the preparation of a Succession Plan in anticipation of the loss of key employees due to normal attrition and pending retirements; and

Whereas, during the preparations for the Succession Plan development, it was discovered that several Employee job descriptions were severely out of date and job tasks had changed with technology; and

Whereas, The District's Personnel Advisory Committee met on December 18, 2018, January 14, and 21, 2019, and February 6, 2019 to thoroughly evaluate all the proposed job descriptions. The advisory committee recommended that the job descriptions be forwarded to the Board for discussion and approval; and

Whereas District Management met in good faith on February 19, 2019 and conferred with the appointed representatives of the employees regarding the changes in job descriptions. The employee representatives, on behalf of its members, considered these changes and had no objections to the following job descriptions; and

General Manager  
District Engineer  
Associate Engineer  
Inspector I/II  
Engineering Technician I/II  
Administrative Services Manager  
Administrative Services Assistant I/II/III

Superintendent  
Assistant Superintendent  
Field Supervisor  
Lead Worker  
Maintenance Worker I/II

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 properly to 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 7<sup>th</sup> day of March 2019.

Signed: \_\_\_\_\_

James Williams, President of the Board of Directors

Attest: \_\_\_\_\_

Joanna Belanger, Board Secretary

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title:	Administrative Services Assistant I/II/III	Job Code:	ASA
Department:	Administrative Services	Job Grade:	Admin
Revision Date:	02/12/19	Fair Labor Standards Act (FLSA):	Non-Exempt
Salary Range:	I 22 II 33 III 42	Hiring Manager:	Administrative Services Manager
Approved By:	General Manager	Reports To:	Administrative Services Manager

**Position Overview:**

Under direct supervision from the Administrative Services Manager, performs a variety of general clerical-administrative duties throughout the District. These duties will encompass administrative assistance to the General Manager and all Departments. The position will assist with front-line customer support and processing requests for service, including telephone and over the counter support. Performs related administrative work including utility billing, adjustments, new services, month end reports, annual service charge delinquency filing, payroll support, accounts payables and receivables, purchasing and receipting, data entry and database management for Administrative Services, Field Services and Technical Services.

**Education/Experience:**

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities for the defined Class/Level within the Administrative Services Assistant Series is qualifying. A typical way to obtain the required knowledge and abilities for each Level within the Series would be:

Administrative Services Assistant Level I

Education: Completion of High School or GED, and some College level coursework.

Experience: Two (2) years of increasingly responsible administrative experience in a progressive office environment.

Administrative Services Assistant Level II

Education: Equivalent to an Associate Degree from an accredited College or University with major course work in public business administration, accounting or related field.

Experience: Four (4) years of increasingly responsible administrative experience in business administration, accounting, payroll and/or fiscal control and analysis.

Administrative Services Assistant Level III

Education: Equivalent to an Associate Degree from an accredited College or University with major course work in public business administration, accounting or related field.



Experience: Seven (7) years of increasingly responsible administrative experience in business administration, accounting, payroll, and/or fiscal control and analysis.

**Licenses and Certifications:**

Valid California Driver License.

**Knowledge and Abilities:**

Level I

Entry Level class within the Administrative Service Assistant Series. Distinguished by more routine tasks and duties assigned. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned and competency is demonstrated.

Level II

Mid-Level class within the Administrative Service Assistant Series. Performs a full range of duties, employees at this level receive only occasional instruction or assistance as new or unusual situations arise. The position should be fully aware of operational procedures and policies within the work unit.

Level III

Senior Level class within the Administrative Service Assistant Series. Distinguished by the level of responsibility assumed, complexity of duties assigned, and independence of action taken. Employees perform the most difficult and responsible types of duties assigned to classes within the series. This level requires a combination of specialized knowledge, abilities, skills and experience as it relates to the functions with the Administrative Services Department.

Knowledge of:

1. Principles of effective and courteous customer service.
2. Business letter writing formats and technical report preparation. English usage, spelling, punctuation and grammar.
3. Modern office equipment and procedures including use of word processing, databases and spreadsheet applications, Microsoft applications including Word, Excel, Outlook and PowerPoint.
4. Cash handling, banking and payment processes.
5. Complex filing systems management and document administration.
6. Interpretation and knowledge of assessor's parcel maps and property transfer and recording processes.

Ability to:

1. Provide clerical administrative support to assigned programs; may process applications, prepare operations manuals, coordinate meetings or interpret and explain District policies and procedures.
2. Open, date, screen, sort, route, and process mail.
3. Process customer payments both over the phone, through online payments systems and in person. Including processing bank downloads and uploads into the payment processing systems.
4. Prepare, classify, index, file, log, and locate a variety of materials according to established filing systems; set up new files, following policies and procedures.
5. Data entry and database management for various records and processes including utilities, maintenance records, personnel and purchasing. As well as providing back-up support for payroll processing, accounts payable and receivables.
6. Communicate clearly and concisely, both orally and in writing while providing customer service for external and internal clients.
7. Type at a rate of 45 net words per minute from printed copy and type accurately from rough draft copy or voice-recording equipment, make arithmetic calculations, including decimals and fractions with speed and accuracy, proofread material for grammatical, numerical and clerical accuracy.
8. Operate computers and associated remittance processing equipment with focus on billing, accounting, and record keeping functions.
9. Learn and become proficient with Tyler Incode Utility Billing Software, operate modern office equipment such as telephone systems, 10-key calculators, copy machines, fax, scanners, etc.
10. Recognize and maintain confidentiality.

**Physical Demands and Working Environment:**

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. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodations unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

1. Specific Physical Requirements to Perform Duties:

While performing the duties of this job:

- a. The employee is exposed to noise and computer displays and regularly required to use a telephone system, to answer customer calls and enter information into a computer system.
- b. The employee is frequently required to stand, walk, reach with hands and arms, stoop or kneel.
- c. The employee is required to sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs.
- d. The employee is regularly required to use hands/fingers.
- e. The employee must be able to occasionally lift and or move up to 40 lbs. of computer/copy paper.

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:**

New hire positions will have a twelve (12) month probationary period.

Existing employees advancing within the class will have a six (6) month probationary 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:	Associate Civil Engineer	Job Code:	AE
Department:	Technical Services	Job Grade/Series:	Engineer
Revision Date:	02/12/19	Fair Labor Standards Act:	Non-Exempt
Salary Range:	53	Hiring Manager:	District Engineer
Approved By:	General Manager	Reports To:	District Engineer

**Position Overview:**

Under general direction, perform and participate in professional and technical, advanced, journey level civil engineering activities of a complex nature relative to assigned areas of responsibility; incumbents may oversee, monitor, and/or direct the work of subordinate personnel; coordinates assigned activities with other departments and outside agencies; provides support to the District Engineer; and performs related duties as assigned.

**Education/Experience:**

The minimum requirements for this position are:

- Education: Four-year degree from an accredited college or university in civil engineering or a closely related field.
- Experience: Five (5) years of full-time, increasingly responsible professional civil engineering experience preferably with demonstrated experience in sewer collection systems-related work or comparable work experience in related engineering or construction fields.

**Licenses and Certifications:**

Minimum requirements: Possession of a valid California Certificate of Registration as a Professional Civil Engineer. Possession of a valid California Driver License. Possession of a California Water Environment Association (CWEA) Certification in Collection System Maintenance at the Grade II level or must obtain within 24 months.

**Knowledge and Abilities:**

Knowledge of:

1. District Standard Specifications and Improvement Standards for Sanitary Sewers;
2. District policies and procedures;
3. Principles of operation, maintenance, construction, inspection and repair of sanitary sewer systems;
4. Business letter writing formats and technical report preparation;
5. English usage, spelling, punctuation and grammar;
6. Methods and techniques of contract negotiations and administration;

7. Project administration, permit, and fee requirements;
8. Principles and practices of sewer design and construction as they are applied to map and plan checking for conformance with District improvement standards and other established requirements and standards, including parcel and subdivision criteria;
9. Safe work practices as defined by Cal-OSHA;
10. Principles and practices of civil engineering, drafting, and design especially as they relate to sewer; and
11. Codes, laws, regulations, and references used by the wastewater industry.

Ability to:

1. Communicate effectively both orally and in writing to the Board, management, other public agencies, engineering firms, contractors, and the public;
2. Respond to common inquires or complaints from customers, regulatory agencies, and members of the business community;
3. Provide pertinent information including research of records, location of sewer lines, and easements;
4. Maintain accurate and complete records of all work performed in writing and in software applications;
5. Prepare letters and notifications to contractors and establishments regarding compliance with District requirements;
6. Prepare technical memorandums and reports to communicate the results of calculations, research, and/or analysis to audiences within the District, to other agencies, and to the public;
7. Use modern office equipment and software, such as the use of common word processing, spreadsheet, database applications, hydraulic modeling applications, CAD, GIS, computerized maintenance management software, and CCTV inspection software;
8. Attend and facilitate meetings with residents, business owners, contractors, and developers as necessary;
9. Develop, review, and modify engineering and construction drawings, plans, specifications, and cost estimates for accuracy, suitability, and completeness;
10. Provide technical information and instruct architects, engineers, contractors, and owners regarding the design of sewer within the District;
11. Perform mathematical principles as applied to civil engineering work, collection systems and surveyor stationing data;
12. Enforce the District's standards and specifications, sewer code, rules, regulations, and ordinances;
13. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations;
14. Interpret and apply applicable federal, state and local policies, laws, and regulations;
15. Assist in the preparation and implementation of the capital improvement plan and associated budget;
16. Prepare standard operating procedures (SOPs) to establish and document District business practices;
17. Work with outside consultants as directed;
18. Calculate fees owed the District for proposed uses/impacts based on the District's fee schedule;

19. Read and interpret maps and engineering drawings of sewer facilities;
20. Review subdivision and improvement plans for conformity with District standards, construction specifications, and validates calculations and quantity estimates; and
21. Review maps, right-of-way easements, and property descriptions, and
22. Plan, organize, direct, and coordinate the work of subordinate staff, and
23. Act as the District Engineer in the District Engineer's absence.

**Physical Demands and Working Environment:**

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. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodations unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

1. Specific Physical Requirements to Perform Duties:

While performing the duties of this job:

- a. The employee is regularly required to use hands/fingers, and
- b. The employee is frequently required to stand, walk, reach with hands and arms, and
- c. The employee is required to drive several hours per week to: 1) pick up documents at other agencies; 2) attend meetings at other public agencies; 3) make trips to construction sites, and
- d. The employee is required to sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs, and
- e. The employee is required to lift items occasionally up to 40 pounds in weight, and
- f. The employee is required to pull 110 lb. manhole covers open approximately three (3) times per day, and
- g. The employee is regularly required to use a telephone system, to respond to customer calls, and
- h. The employee is required to walk, carrying surveying equipment for field work, and
- i. The employee is required to occasionally work outside in the summer and winter, working on rough, uneven and slippery surfaces, occasionally working around machinery with moving parts or stationery equipment with exposure to noise, and
- j. The employee is required to occasionally climb stairs, ramps, or ladders, and
- k. The employee is required to occasionally work below ground in confined spaces.

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:**

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.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title:	Engineering Technician I/II	Job Code:	ET
Department:	Technical Services	Job Grade/Series:	Engineering Technician
Revision Date:	02/12/19	Fair Labor Standards Act:	Non-Exempt
Salary Range:	I 35 II 44	Hiring Manager:	District Engineer
Approved By:	General Manager	Reports To:	District Engineer

**Position Overview:**

Under direction supervision from the District Engineer, performs a variety of tasks of sub-professional engineering, office, design assistance, and drafting work. These tasks include plan checking; assisting in environmental and civil technical support work; perform engineering support work using Geographic Information Systems (GIS), computer aided design (CAD), surveying equipment, and global position systems (GPS); technical writing; public outreach; records keeping, and related duties as assigned.

**Education/Experience:**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Engineering Technician Level I

Education: Completion of high school or G.E.D.

Experience: Two (2) years of sub-professional experience, preferably with sewer facilities or public works.

Engineering Technician Level II

Education: Completion of an Associate's degree from an accredited college with course work in engineering, drafting, GIS, or a related field.

Experience: Three years of full-time experience in the class of Engineering Technician I at South Placer Municipal Utility District, or  
Five years of sub-professional engineering experience preferably with sewer facilities work, including two years of experience comparable to the South Placer Municipal Utility District Engineering Technician Level I.

**Licenses and Certifications:**

Possession of a valid California Driver License.

Engineering Technician Level I

Possession of a California Water Environment Association (CWEA) Certification in Collection System Maintenance (CSM) at the Grade I level or must obtain within 24 months.

Engineering Technician Level II

Possession of a California Water Environment Association (CWEA) Certification in Collection System Maintenance (CSM) at the Grade II level or must obtain within 24 months.

**Knowledge and Abilities:**

Engineering Technician Level I

Entry Level class within the Engineering Technician Job Series. Employees at this level work under supervision and carry out a variety of assignments and/or assisting higher level technicians or professional staff in the conduct of more difficult assignments. Employees at this level are expected to demonstrate a willingness to improve and an increased proficiency.

Engineering Technician Level II

Journey Level class within the Engineering Technician Job Series. Employees at this level perform difficult field or office research and administrative tasks, and perform a variety of complex, technical work involving GIS mapping and CAD design and drafting assignments. Specialty assignments include interpreting and applying engineering principles and techniques to the resolution of problems. These employees work under general supervision, perform a full range of duties independently, and receive only occasional instruction or assistance as new or unusual situations arise. They prepare internal and external written correspondence. Employees at this level demonstrate leadership and an ability to effectively mentor/teach other employees.

Knowledge of:

1. District Standard Specifications and Improvement Standards for Sanitary Sewers.
2. District policies and procedures;
3. Business letter writing formats and technical report preparation;
4. English usage, spelling, punctuation and grammar;
5. Principles and practices of civil engineering, drafting, and design especially as they relate to sewer;
6. Mapping and geo-processing operations of local government using GIS products, including ArcGIS for Desktop and ArcGIS Server;
7. Relational database software, including SQL Server;
8. Information systems and technology resources;
9. Principles for the operation, maintenance, construction, inspection and repair of sanitary sewer systems;
10. Safe work practices as defined by Cal-OSHA; and
11. Sewer construction principles, practices, methods, techniques, and terminology.

Ability to:

1. Communicate effectively both orally and in writing to other public agencies, contractors, and the public;



2. Respond to common inquires or complaints from customers, contractors, owners, and the public;
3. Provide pertinent information including research of records, location of sewer lines, and easements;
4. Maintain accurate and complete records of all work performed in writing and in software applications;
5. Prepare technical memorandums and reports to communicate the results of calculations, research, and/or analysis to audiences within the District, to other agencies, and to the public;
6. Use modern office equipment and software, such as the use of common word processing, spreadsheet, database applications, hydraulic modeling applications, CAD, GIS, computerized maintenance management software, and CCTV inspection software;
7. Perform mathematical principles as applied to civil engineering work, collection systems and surveyor stationing data;
8. Enforce the District's standards and specifications, sewer code, rules, regulations, and ordinances;
9. Read and interpret maps and engineering drawings of sewer facilities;
10. Locate and mark District facilities as required through the Underground Service Alert system (utility location);
11. Prepare standard operating procedures (SOPs) to establish and document District business practices;
12. Work with outside consultants and technical support as directed;
13. Calculate fees owed the District for proposed uses/impacts based on the District's fee schedule;
14. Maintain, develop, and improve District databases for use by District staff;
15. Conduct field surveys, using various types of surveying equipment (e.g., GPS, total station, level), to determine elevations, locations, and other sewer characteristics for additions and revisions to the collection system mapping and databases;
16. Draft detailed drawings and maps of sewer facilities, topographical profiles, and cross sections;
17. Create and revise GIS maps and data to produce web maps that illustrate the District's sewer collection system, easements, access roads, notes, FOG facilities, and other data pertinent data;
18. Review subdivision and improvement plans for conformity with District standards, construction specifications, and validates calculations and quantity estimates; and
19. Review maps, right-of-way easements, and property descriptions.

**Physical Demands and Working Environment:**

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. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodations unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

1. Specific Physical Requirements to Perform Duties:

While performing the duties of this job:

- a. The employee is regularly required to use hands/fingers, and
- b. The employee is frequently required to stand, walk, reach with hands and arms, and
- c. The employee is required to sit at a computer workstation for extended periods of time, and
- d. The employee is required to occasionally climb stairs, ramps, or ladders, and
- e. The employee is regularly required to use telephones to respond to customer and contractor calls, and
- f. The employee is required to lift and carry items up to 90 pounds in weight, and
- g. The employee is required to pull 110 lb. manhole covers open approximately three (3) times per day, and
- h. The employee is required to walk, carrying surveying equipment for field work, and
- i. The employee is required to occasionally work outside in the summer and winter, working on rough, uneven and slippery surfaces, occasionally working around machinery with moving parts or stationery equipment with exposure to noise, and
- j. The employee is required to occasionally climb stairs, ramps, or ladders, and
- k. Ability to drive a company vehicle off road in rough terrain approximately two (2) hours per day, and
- l. The employee is required to occasionally work below ground in confined spaces.

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:**

New hire positions will have a twelve (12) month probationary period.

Existing employees advancing within the class will have a six (6) month probationary 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:	Field Supervisor	Job Code:	FS
Department:	Field Services	Job Grade:	Supervisor
Revision Date:	02/12/19	Fair Labor Standards Act (FLSA):	Non-Exempt
Salary Range:	50	Hiring Manager:	Superintendent
Approved By:	General Manager	Reports To:	Superintendent

**Position Overview:**

Under the direction of the Superintendent, participates in the development and implementation of the District’s goals, objectives, priorities, policies and procedures. Provides leadership and coordinates and supervises Lead Workers in the maintenance, operation, and construction of the District's collection system. Reviews, develops and recommends changes to maintenance programs. Ensures safe work practices and District policies are adhered to.

**Education/Experience:**

Completion of an Associate’s Degree and 8 years of experience in the construction, maintenance and operation of a sewer collection system (or related underground utility) including 5 years of supervisory experience.

Education may be substituted by evidence of appropriate experience, as determined by the District. Completion of English 1A (grade of C or better) is required.

**Licenses and Certifications:**

Valid California Driver License. Must possess a Grade III Certification in Collection Systems as issued by California Water Environment Association (CWEA), Must obtain Grade IV within 18 months.

**Knowledge and Abilities:**

This is an advanced level supervisory position. Incumbents must have knowledge of the use and purpose of tools and equipment employed in the operation, maintenance, repair, and construction of a wastewater collection system, including lift stations, piping systems, manholes, easement roads, flow recorders, facilities/sites. Must have competence utilizing computers and software used in day-to-day operations. Must be knowledgeable of Collection system construction methods, inspection and terminology. Must be knowledgeable of safety standards, both state and federal, as they pertain to a wastewater collection system. Must have the ability to plan and schedule work, direct and supervise crews; effectively communicate, prepare oral, written, and computerized reports, records, and logs; and must understand and be able to apply District ordinances and construction standards.

Knowledge of:

1. Principles of planning, scheduling, coordinating, goal setting and completing assignments;
2. Principles of leadership, management and supervision;
3. Computer Maintenance Management Systems (CMMS) for the predictive and preventive maintenance and record keeping of the District's collection system;
4. Construction methods and terminology related to the maintenance and operation of a sewer collection system.
5. Tools and equipment used in the maintenance and operation of sewer collection systems;
6. The State General Wastewater Discharge Requirements (GWDR) and the District's Sewer System Management Plan (SSMP).
7. Personnel evaluations and progress assignments;
8. District Safety Program and personnel policies;

Ability to:

1. Assist the Superintendent to implement and work towards achieving the goals and objectives contained in the District's Strategic Plan and Annual Work Plans;
2. Provide direct supervision over Lead Workers; plan, schedule, prioritize, and assign workloads utilizing Computerized Maintenance Management System (CMMS) to coordinate preventive, routine and emergency installation, repair and maintenance activities;
3. Provide oversight of the activities performed by field personnel; hold Lead Workers accountable for reaching department goals, the quality of work completed and the performance of the crews they supervise; Perform QA/QC on completed work orders and other District records;
4. Participate in and prepare performance evaluations of all employees working under his/her direction;
5. Provide information to the Superintendent regarding any changes/updates to the State GWDR or District work plans, methods, procedures that would affect the District's SSMP;
6. Serve as a Sanitary Sewer Overflow (SSO) Data Submitter into the State Water Resources Control Board's California Integrated Water Quality System (CIWQS) database.
7. Through delegation to the Lead Workers, ensure the proper use of vehicles, tools and equipment; including the operation and maintenance of lift stations;

8. Serves as a member of the District's Safety Committee and is responsible for the safety of personnel working in the District's wastewater collection system, including the training of present and new employees in safety requirements, methods, equipment, and practices;
9. Conduct, plan, and schedule regular safety meetings; regularly inspect equipment for proper/safe function and enforces the safety policies of SPMUD. Stays abreast of Cal-OSHA and other regulations and ensures District compliance;
10. Evaluate collected data on pipes, manholes, easements, lift stations and other District appurtenances and provide technical support and expertise to the condition assessment process;
11. Investigates customer service calls and complaints, dispatches staff accordingly and promotes good public relations;
12. Conduct accident investigations and recommend actions for corrections;
13. Estimates time, materials, and equipment necessary to complete maintenance and repair projects, and orders materials and supplies required; Keeps material inventory records and oversees O&M materials, and safety, purchases;
14. Perform field investigations on the District's easements: road conditions, levee conditions along creeks, creek crossings, and ponding/inaccessibility due to creek conditions, or changes to the Districts right of way;
15. Keep records of all District autos/trucks/vehicles and makes recommendations for replacement; Ensures general maintenance and safety checks are regularly performed;
16. Assist the Superintendent with the preparation of the annual Field Services Budgets;
17. Perform On-Call Supervisor Duty for customer service and emergency calls;
  - a. Must reside within 30 miles of District Corporation Yard, and
  - b. Must be able to respond and travel to Corp. Yard within 30 minutes of notice.
10. Work overtime, after regular business hours, on weekends and holidays, as directed.
18. Utilize office production software and perform database entry;
19. In the absence of the Superintendent, may assume responsibility for all field activities;
20. Perform other duties as assigned.

**Physical Demands and Working Environment:**

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. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodations unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

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 computer terminal.
- d. Sit while driving, operating equipment and/or 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. Climb ladders to inspect work or climb on to equipment to operate;
- i. Perform simple and power grasping, pushing, pulling, and fine manipulation;
- j. Lift or carry weight of 90 pounds; pull 110-pound manhole covers.
- k. Work in confined spaces, trenches, roadways and unimproved areas;
- l. Perform manual labor;
- m. 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**

Twelve (12) month probationary 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:	Inspector I/II	Job Code:	INSP
Department:	Technical Services	Job Grade/Series:	Inspector
Revision Date:	02/12/19	Fair Labor Standards Act:	Non-Exempt
Salary Range:	I 38 II 41	Hiring Manager:	District Engineer
Approved By:	General Manager	Reports To:	District Engineer

**Position Overview:**

Under direction supervision from the District Engineer, performs a variety of inspection related duties throughout the District. Inspectors are required to have sufficient knowledge and understanding of all aspects of District inspection policies, procedures and requirements and be capable of assisting with all inspection activities, and related duties as assigned. The two primary areas of inspection responsibilities are construction and source control.

Construction inspections primarily involve inspection of sewer infrastructure, both public and private, including related appurtenances. Inspectors enforce the District’s improvement standards and ordinances governing public and private sewer development.

Source control inspections primarily involve inspection of residential, commercial and industrial sewer facilities for proper operation and maintenance of grease control devices; for proper implementation of Best Management Practices (BMP’s), and enforce the District’s sewer code, rules, regulations and ordinances governing the District’s Fats, Oils, and Grease (FOG) Control Program.

**Education/Experience:**

The minimum requirements each Level within the Job Grade are:

Inspector Level I

Education: Completion of high school or G.E.D.

Experience: Three (3) years of experience is required in the operation, maintenance, and construction of sewer facilities.

Inspector Level II

In addition to the education/experience requirements of the Inspector Level 1 position.

Education: Completion of high school or G.E.D.

Completion of English 1A (or approved equivalent) at the college level with a grade of “C” or better.

Experience: Three (3) years of experience in the operation, maintenance, and construction of sewer facilities.  
Three (3) years of experience in the inspection of sewer infrastructure and/or source control inspection.

**Licenses and Certifications:**

Possession of a valid California Driver License. Possession of a California Water Environment Association (CWEA) Certification in Collection System Maintenance (CSM) at the Grade II level or must obtain within 24 months.

**Knowledge and Abilities:**

Inspector Level I

Entry Level class within the Inspector Job Series. Employees at this level work under direct supervision while carrying out a variety of assignments, progressing to general supervision as procedures and processes of assigned area of responsibility are learned and competency is demonstrated. Employees at this level are expected to demonstrate a willingness to improve and an increased proficiency.

Inspector Level II

Journey Level class within the Inspector Job Series. Employees at this level work under general supervision, perform a full range of duties independently, and receive only occasional instruction or assistance as new or unusual situations arise. They prepare internal and external written correspondence. Employees at this level demonstrate leadership and an ability to effectively mentor/teach other employees.

Knowledge of:

1. District Standard Specifications and Improvement Standards for Sanitary Sewers.
2. District policies and procedures;
3. Principles for the operation, maintenance, construction, inspection and repair of sanitary sewer systems;
4. Safe work practices as defined by Cal-OSHA;
5. Sewer construction principles, practices, methods, techniques, and terminology;
6. Principles and practices of the effective FOG control programs, including the inspection of grease control devices and food service establishments;
7. Business letter writing formats and technical report preparation;
8. English usage, spelling, punctuation and grammar;

Ability to:

1. Communicate effectively both orally and in writing to other public agencies, contractors, and the public;
2. Direct contractors in regard to District requirements for sewer construction;
3. Respond to common inquires or complaints from customers, contractors, owners, and the public;



4. Maintain accurate and complete records of all work performed in writing and in software applications;
5. Prepare letters and notifications to contractors and establishments regarding compliance with District requirements;
6. Use modern office equipment and software, such as the use of common word processing, spreadsheet, database applications, computerized maintenance management software, and CCTV inspection software;
7. Attend and facilitate meetings with residents, business owners, contractors, and developers as necessary;
8. Perform mathematical computations required in determining pipe/slope, pipe testing, basic volumes and surveyor stationing data;
9. Enforce the District's standards and specifications, sewer code, rules, regulations, and ordinances;
10. Read and interpret maps and engineering drawings of sewer facilities;
11. Perform inspection of sewer infrastructure including interceptor lines, trunk lines, collector sewers, pump stations, sewer laterals, property line cleanouts, and building sewers for new residences and structures;
12. Perform inspections of grease control devices, sand/oil separators, and food service establishments;
13. Monitor and enforce Best Management Practices (BMP's) for the control of Fats, Oils and Grease (FOG) and other illicit discharges into the District's sewer system; and
14. Locate and mark District facilities as required through the Underground Service Alert system (utility location).

### **Physical Demands and Working Environment:**

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:

While performing the duties of this job:

- a. The employee is regularly required to use hands/fingers, and
- b. The employee is required to spend long periods of time using a computer terminal, and
- c. The employee is required to lift and carry items up to 90 pounds in weight, and
- d. The employee is required to pull 110 lb. manhole covers open approximately three (3) times per day, and
- e. The employee is regularly required to use telephones to respond to customer and contractor calls, and
- f. The employee is required to walk, carrying surveying equipment for field work, and
- g. The employee is required to occasionally work outside in the summer and winter, working on rough, uneven and slippery surfaces, occasionally working around machinery with moving parts or stationery equipment with exposure to noise, and
- h. The employee is required to work below ground in confined spaces for long periods of time, and
- i. Ability to climb up and down ladders three to four times per day, and
- j. Ability to drive a company vehicle off road in rough terrain approximately three (3)

- hours per day, and
- k. The employee is exposed to noise and computer displays and regularly required to use a telephone system, to answer customer calls and enter information into a computer system, and
  - l. The employee is frequently required to stand, walk, reach with hands and arms, and
  - m. The employee is required to sit at a computer workstation for extended periods of time, and
  - n. The employee is required to occasionally climb stairs and ramps, and
  - o. The employee is regularly required to use hands/fingers.
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:**

New hire positions will have a twelve (12) month probationary period.

Existing employees advancing within the class will have a six (6) month probationary 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:	Lead Worker	Job Code:	LW
Department:	Field Services	Job Grade:	Supervisor
Revision Date:	02/12/19	Fair Labor Standards Act (FLSA):	Non-Exempt
Salary Range:	43	Hiring Manager:	Superintendent
Approved By:	General Manager	Reports To:	Field Supervisor

**Position Overview:**

Under direction of the Field Supervisor, performs various administrative and field duties related to the operation of a sewer collection system. Acts as a crew leader and supervisor of maintenance personnel. Organizes, schedules, assigns and reviews the work of assigned personnel engaged in sewer collection system maintenance, operation and repair. Ensures adherence to policies, procedures, safe work practices and pertinent regulations.

**Education/Experience:**

Completion of high school or G.E.D. Five (5) years' experience in the maintenance and operation of a sewer system or comparable experience. Completion of English 1A, at the Community College level (grade of C or better) is desired. Must demonstrate competency utilizing office productivity software.

**Licenses and Certifications:**

Valid Class A California Driver License. Must possess a Grade III Certification in Collection System Maintenance as issued by California Water Environment Association (CWEA).

**Knowledge and Abilities:**

This is a front-line supervisor position. It is distinguished from the maintenance worker positions by level of responsibility, complexity of duties assigned, independence of action taken, amount of time spent performing the duties, and the nature of public contact made. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Knowledge of:

1. Principles of planning, scheduling, coordinating, goal setting and completing assignments;
2. Principles of leadership, management and supervision;
3. Computer Maintenance Management Systems (CMMS) for the predictive and preventive

maintenance and record keeping of the District's collection system;

4. Methods and terminology related to the maintenance and operation of a sewer collection system.
5. Tools and equipment used in the maintenance and operation of sewer collection systems;
6. The State General Wastewater Discharge Requirements (GWDR) and the District's Sewer System Management Plan (SSMP).
7. Personnel evaluations and progress assignments;
8. District safety program and personnel policies;
9. Regulations related to Collection System operations;
10. District's Mission, Vision and Core Values.

Ability to:

1. Organize, assign and review and document the work of assigned Maintenance Workers; coordinate with other lead workers, departments, agencies and contractors related to the work.
2. Review the work of assigned crew(s); inspect work while in progress; ensure work is completed as directed; train personnel in safe and proper operation of a wide variety of tools and equipment used in sewer system maintenance, operation and repair activities.
3. Lead crews and perform the most difficult and complex work; perform a full range of sewer system maintenance, operation and repair work; provide advice, coaching and assistance to assigned personnel.
4. Ensure availability of supplies, materials, parts and equipment to accomplish the work; purchase supplies, materials and parts as necessary.
5. Ensure a high level of safety is always practiced by all Field Services personnel; ensure standard procedures are up-to-date and adhered to; ensure District policies are adhered to;
6. Effectively use a desktop and tablet computer to enter and retrieve information from a Computer Maintenance and Management System (CMMS) related to work assignments and record-keeping.
7. Effectively utilize Time and Attendance database for timecards, leave requests and to retrieve miscellaneous documents
8. Effectively utilize productivity software (Microsoft Word, Excel, Power Point, Outlook)

9. Operate the vehicles and equipment and tools used to operate, maintain and repair sewer collection systems.
10. Record daily activities and maintain work-related records; provide recommendations for budget planning; provide information to Field Supervisors for employee performance evaluations
11. Implement quality control measures to ensure records are accurate and complete.
12. Respond to comments and concerns expressed by the public regarding field activities.
13. Follow direction, complete assignments and hold accountable the personnel performing the work.
14. Make routine purchases and keep inventory records.
15. Promote the District's Mission, Vision and Core Values to field staff and the public.
16. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of excellent customer service.
17. Conduct safety and training meetings; ensure supervised personnel adhere to District safety practices; policies and procedures.
18. Work overtime, after regular business hours, on weekends and holidays, as directed.
19. Perform On-Call Supervisor Duty for customer service and emergency calls;
  - a. Must reside within 30 miles of District Corporation Yard, and
  - b. Must be able to respond and arrive at Corp. Yard within 30 minutes of notice.
20. Read and interpret wastewater system maps, record drawings, and perform Underground Service Alert marking and notification.
21. 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. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodations unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

1. Specific Physical Requirements to Perform Duties:
  - a. Must be able to drive utility truck and commercial vehicles;
  - b. Spend long periods of time seated; and,
  - c. Spend long periods of time using a computer terminal.
  - d. Sit while driving, operating equipment and/or 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. Climb ladders to inspect work or climb on to equipment to operate;
  - i. Perform simple and power grasping, pushing, pulling, and fine manipulation;
  - j. Lift or carry weight of 90 pounds; pull 110-pound manhole covers.
  - k. Work in confined spaces, trenches, roadways and unimproved areas;
  - l. Perform manual labor;
  - m. 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**

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.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title:	Maintenance Worker I, II	Job Code:	MW
Department:	Field Services	Job Grade:	Maintenance Worker
Revision Date:	02/12/19	Fair Labor Standards Act (FLSA):	Non-Exempt
Salary Range:	I 29 II 34	Hiring Manager:	Superintendent
Approved By:	General Manager	Reports To:	Lead Worker

**Position Overview:**

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.

**Education/Experience:**

Completion of high school, G.E.D.

Maintenance Worker I

No experience is required; some general maintenance and/or construction experience is preferred.

Maintenance Worker II

Minimum of 5 years' experience in collection system maintenance and operations or a related underground utility.

**Licenses and Certifications:**

Maintenance Worker I - Valid California Driver License, and within six (6) months of date of hire obtain an appropriate Class B California Driver License; Possession of Grade I certification in Collection Systems as issued by California Water Environment Association (CWEA), is required within 6 months of completion of the probationary period; Receive certificate for completion of Volume 1 "Operation of Wastewater Collections Systems" published by the Office of Water Programs, CSUS within 6 months of appointment; Receive certificate for completion of Volume 2 "Operation of Wastewater Collections Systems" published by the Office of Water Programs, CSUS within 12 months of appointment.

Maintenance Worker II – Must possess a Grade II Certification in Collection Systems as issued by California Water Environment Association (CWEA).

**Knowledge and Abilities:**

Maintenance Worker I - This is the entry level class in the Maintenance Worker series. Positions in this class typically have little or no directly related work experience and work under

immediate supervision while learning job tasks; progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Maintenance Worker II - This is the journey level class in the Maintenance Worker series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker I position upon satisfactory demonstration of required knowledge, skills and abilities.

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 large trucks and medium-sized construction equipment such as tractor/loaders, compacting machines, jack hammers, mower tractors and compressors, as well as chain saws, concrete saws, mechanical sewer cleaning equipment, hydro/vacuum trucks and CCTV 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, including Underground Service Alert marking and notification.
11. Operate and maintain sewer lift stations;
12. Operate hand-rodding 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 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. Perform On-Call First Responder duty for customer service and emergency calls.
  - a. Must reside within 30 miles of District Corporation Yard, and
  - b. Must be able to respond and arrive at Corp. Yard within 30 minutes of notice.
19. Work overtime after business hours, on weekends and holidays, when requested.
20. Perform related duties as assigned.

**Physical Demands and Working Environment:**

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. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodations unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

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:**

New hire positions will have a twelve (12) month probationary period.

Existing employees advancing within the class will have a six (6) month probationary 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:	Maintenance Worker / Inspector	Job Code:	MWI
Department:	Field Services	Job Grade:	Maintenance Worker
Revision Date:	02/12/19	Fair Labor Standards Act:	Non-Exempt
Salary Range:	36	Hiring Manager:	Superintendent
Approved By:	General Manager	Reports To:	Lead Worker, District Eng.

**Position Overview:**

This position is primarily a Field services position and is intended to provide support to Technical Services during periods when workloads and resources are beyond what current staffing can support. This position provides Inspector training opportunities to help fulfill succession planning needs.

Under the supervision of the Lead Worker, performs a variety of journey-level skilled tasks in the maintenance, repair, and operation of sewer mains, laterals, and other appurtenances.

Under direction of the District Engineer, inspects construction of sewer facilities for conformance with District requirements, assists in the inspection of Food Service Establishments for compliance with the District's Fats, Oils and Grease (FOG) Ordinance, assists with the reconciliation of commercial accounts, performs utility locations and assists with inspection testing for Development projects.

**Education/ Experience:**

Completion of high school or G.E.D. Must currently hold the position of Collection System, Maintenance Worker II and have at least Five (5) years' experience in collection system maintenance at the journeyman level. Completion of English 1A at the Junior college level (a grade of C or better) is desirable.

**Licenses and Certifications:**

Valid California Class B Driver License; possess minimum Grade II certification in Collection System Maintenance as issued by C.W.E.A.

**Knowledge and Abilities:**

This is the journey level class (Maintenance Worker II) in the Maintenance Worker series and is distinguished from the Maintenance Worker II position by exceptional performance and demonstrated ability to work independently, with minimal supervision. It is an entry level position in the Inspector series. Incumbents learn on the job and provide support to inspection staff, learning

and progressing in ability and aptitude over time, with the intent of preparing the incumbent to perform the duties of an Inspector I. This position is normally filled by promotion from the Maintenance Worker II position.

Knowledge of:

1. The duties and expectations of the Maintenance Worker II position;
2. District Standard Specifications and Improvement Standards for Sanitary Sewers; District Sewer Code, Chapter 2, Sewer Use, and Chapter 3, Fats, Oils and Grease;
3. District inspection methods and practices related to the installation and repair of sewer systems;
4. Trenchless rehabilitation and repair methods for sewer pipes;
5. Underground Service Alert (USA) program
6. Inspection methods for building sewers and property line cleanouts; new construction testing; grease control devices;

Ability to:

1. Perform the duties of the Maintenance Worker II position;
2. Enforce District specifications and Sewer Code;
3. Read and interpret plans and record drawings;
4. Assists with the District's Commercial FOG program, inspection and enforcement;
5. Assist with the District's Commercial Account Reconciliation program;
6. Assists with New Construction testing tasks, such as air pressure testing, manhole vacuum testing, CCTV inspection and system cleaning operations;
7. Perform building sewer inspections;
8. Prepare reports and logs on daily construction activity as needed;
9. Locate and mark District sewer facilities in accordance with the USA one-call program;
10. Implement quality control measures to ensure records are accurate and complete.

11. Use a desktop and tablet computer to enter and retrieve information from the (Lucity) database;
12. Utilize Microsoft Word, Excel, and Outlook
13. Establish and maintain effective working relationships with co-workers and those contacted during work.
14. Serves as On-Call Supervisor;
  - a. Must reside within 30 miles of District Corporation Yard, and
  - b. Must be able to respond and arrive at Corp. Yard within 30 minutes of notice.
15. Work overtime after business hours, on weekends and holidays, when requested.
16. 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. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodations unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

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**

New hire positions will have a twelve (12) month probationary period.

Existing employees advancing within the class will have a six (6) month probationary 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:	Assistant Superintendent	Job Code:	AS
Department:	Field Services	Job Grade:	Manager
Revision Date:	02/12/19	Fair Labor Standards Act (FLSA):	Exempt
Salary Range:	56	Hiring Manager:	General Manager
Approved By:	General Manager	Reports To:	Superintendent

**Position Overview:**

This position is created as a temporary, transitional appointment of no longer than 6 months. The intent of this position is to facilitate successional programming within the Field Services Department. The Assistant Superintendent, upon completion of their probation, will ascend to the Superintendent Position and as a member of the District leadership team, oversees all field personnel involved in the operation and maintenance of the District's sewer collection system.

**Education/Experience:**

Completion of a Bachelor's degree from an accredited college or university and 5 years of experience in the maintenance and operation of a sewer system (or related underground utility) including personnel supervision, fiscal responsibilities, and public relations experience.

or

Completion of high school, G.E.D; or Associates Degree and 10 years of experience in the maintenance and operation of a sewer system (or related underground utility) including personnel supervision, fiscal responsibilities, and public relations experience.

**Licenses and Certifications:**

Valid California Driver License;

and

High school, G.E.D; or Associates Degree: Must possess a California Water Environment Association (CWEA) Certification in Collection System Maintenance at the Grade III level and must possess a Grade IV within 18 months.

or

Bachelor's Degree: Must possess a California Water Environment Association (CWEA) Certification in Collection System Maintenance at the Grade III level within 12 months of the date of hire and must possess a Grade IV within 24 months.

**Knowledge and Abilities:**

Must have knowledge of the purpose and use of tools and equipment employed in the construction, operation, maintenance, and repair of a sewer collection system; construction methods and terminology; construction and right-of-way drawings; computer applications, lift station mechanics

and operation; laws and regulations of local, state, and federal health agencies; and be knowledgeable of safe work practices; having strong supervisory and administrative skills; strong written and verbal communication skills; and have the ability to prepare and present various Board agenda items and reports as needed.

Knowledge of:

1. Planning, scheduling and assigning all sewer collection field activities.
2. Budget Preparation for field operations and oversees the financial status of all field operations;
3. Computer Maintenance Management Systems for the predictive and preventive maintenance and record keeping of the District's collection system;
4. Injury and Illness Prevention Programs (IIPP) in conformance with Cal-OSHA requirements, as they pertain to sewer collection systems;
5. Works closely with local and state health agencies as well as state air and water regulatory agencies;
6. Fleet Management in that the position is responsible for the replacement and purchasing of vehicles and equipment,
7. Estimating time, materials, and equipment necessary to complete special maintenance and repair projects;
8. District flow recording systems;
9. Personnel evaluations and progress assessments;

Ability to:

1. Oversee the operation of special equipment used in the field of collection systems;
2. Attend regular and special meetings of the SPMUD Board of Directors and represents the District at various meetings of outside agencies;
3. Report to the General Manager on the progress of field projects and status of field personnel and activities;
4. Follow the District's Strategic Plan goals and Objectives
5. Conduct or coordinate regular safety sessions for the safe work practices of all field personnel;
6. Establish scope, produce bid documents and oversee work done for District-funded maintenance projects by contracted forces.
7. Work closely with local and state health agencies as well as state and federal water quality control agencies;
8. Respond to customer service calls and a good public relations program;
9. Provide information as required to update the collection system maps and records; and,
10. Assume the duties of the General Manager in his absence, except as restricted by the State of California Municipal Utility District Act.
11. Perform other duties as required.

**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. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodation, unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

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 computer terminal.
2. Ability to Successfully Pass Medical Examination Based On:
- a. Ability to safely perform required physical duties; and
  - b. Ability to safely perform required physical duties with "reasonable accommodation: that does not create a safety hazard for other employees or the public.

**Probationary Period**

Six (6) 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.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title:	Administrative Services Manager	Job Code:	ASM
Department:	Administrative Services	Job Grade:	Manager
Revision Date:	02/12/19	Fair Labor Standards Act (FLSA):	Exempt
Salary Range:	61	Hiring Manager:	General Manager
Approved By:	General Manager	Reports To:	General Manager

**Position Overview:**

As a member of the District leadership team, manages the day to day operations of the Administrative Services Department (ASD) for administrative, personnel, financial, and clerical functions, and is recording secretary for District Board of Directors meetings.

**Education/Experience:**

Completion of an Associate Degree in Business or related field with preference for a Bachelor’s degree and Ten (10) years of experience in office operations, that includes human resources, accounting, customer service, and public relations matters. Experience in public sector preferred.

**Licenses and Certifications:**

Valid California Driver License

**Knowledge and Abilities:**

The Administrative Services Manager plans, directs, and coordinates supportive services for the District. The specific responsibilities of the Administrative Services Manager vary by subcategory and are aligned with the functions of Office Manager, Finance, Human Resources and Board Secretary. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Office Manager

1. Manage the general office and accounting activities of the District.
2. Maintain the general ledger and fixed asset records.
3. Provide General Manager with data, reports, and other information for the budget and financial reports, financial forecasting and other administrative assistance.
4. Custodian of District records and management of District filing system.
5. Responsible for monitoring of reimbursement expenses.
6. Data entry into the Tyler-Encode Financial Management Software for financial/utility billing.
7. Interact with the outsourced vendor to send out delinquent letters to customers Set and oversee goals and deadlines for the department.

8. Principles and practices related to purchasing and inventory control.
9. Direct customer support for either internal or external clients including resolution of escalated complaints.

#### Finance

1. Managing investment of District funds to maintain cash flow liquidity.
2. Overseeing of utility billing/fund accounting processes including software, hardware, and on-going support.
3. Principles and practices of budget preparation and monitoring.
4. Pertinent local, State and Federal Laws, Ordinances and rules.
5. Oversees preparation of the District's Annual Financial Report and Audit.

#### Human Resources

1. Human Resource records management including the coordination of CalPERS benefits and OPEB.
2. Responsible for hiring of clerical and administrative personnel.
3. Assist in the hiring and termination of all other personnel.
4. Negotiate agreements between the District and employee groups.
5. Advise and confer with managerial staff regarding personnel issues.
6. Manage and lead ASD employees including performance evaluations.

#### Board Secretary

1. Provide administrative assistance to the Board of Directors and General Manager at all meetings of the Board of Directors, including preparation of all agendas and materials and recording and transcribing meeting minutes.
2. Maintain official files, filings and the retrieval and management of General Manager and Board records.
3. Coordinate and supervise responses to records requests under the California Public Records Act.

#### Knowledge of:

1. Office methods, procedures, and equipment.
2. Principles, practices, and methods of accounting and financial administration.
3. Principles of supervision, training and performance evaluations.
4. Local and State laws and regulations pertaining to bill collection, payment processing and security of customer information.
5. Principles and practices relating to public sector employer-employee relations.
6. State and Federal Laws related to equal employment opportunity, employee working conditions, disability and leave including but not limited to Title VII of the Civil Rights Act of 1964; California Fair Employment and Housing Act; Age Discrimination Act; California Rehabilitation Act; Americans with Disability Act Amendment Act; Equal Pay Act; Fair Labor Standards Act; California Labor Code; Family Medical Leave Act; California Family Rights Act.
7. The functions and operating procedures of local governance bodies and committees.
8. Methods and policies of records retention.
9. Windows operating system and Microsoft office computer programs.

Ability to:

1. Operate and oversee database and other computer functions.
2. Analyze data, prepare reports and provide recommendations.
3. Operate computers with focus on accounting, utility billing, and record keeping functions.
4. Recognize and maintain confidentiality of certain work assignments.
5. Plan, prioritize, organize, and direct others in work assignments.
6. Deal courteously and effectively with management, District departments, and general public.
7. Deal tactfully and effectively with elected officials.
8. Explain/interpret rules, regulations, and District policies.
9. Develop, coach and mentor staff and maintain effective working relationships with personnel at all organizational levels, use good judgement and discretion in dealing with sensitive and difficult matters.
10. Analyze complex employee relations problems and make recommendations, apply excellent interpersonal skills to deal with difficult issues effectively and in mediating disputes.
11. Understand and carry out oral and written instructions.
12. Maintain attention to detail despite frequent interruptions and changing work priorities, respond to changing demands with flexibility and innovation.
13. Assume the duties of the General Manager in his absence, except as restricted by the State of California Municipal Utility District Act.
14. Train and supervise the work of others.
15. Communicate clearly and concisely, both orally and in writing.
16. Operate modern office equipment such as telephone system, calculators, copy machines, fax etc.
17. Maintain a valid California Driver License and an acceptable driving record.
18. Pass a medical examination based on the ability to safely perform job duties.
19. Pass a pre-employment drug screen, live scan background check, and credit background check.
20. Perform other duties as required.

**Physical Demands and Working Environment:**

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. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodation, unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

Specific Physical Requirements to Perform Duties:

While performing the duties of this job,

1. the employee is regularly required to use hands / fingers to handle or feel and talk and hear.
2. The employee is frequently required to stand, walk, reach with hands and arms, stoop

- or kneel.
3. The employee is required to sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs.
  4. The employee must be able to occasionally lift and or move up to 40 lbs. of computer and copy paper frequently.

**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.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title	District Engineer	Job Code:	DE
Department:	Technical Services	Job Grade:	Manager
Revision Date:	02/12/19	Fair Labor Standards Act (FLSA):	Exempt
Salary Range:	64	Hiring Manager:	General Manager
Approved by:	General Manager	Reports to:	General Manager

**Position Overview:**

Under general direction, assists the General Manager and plans, directs, manages, and oversees the activities and operations of the Technical Services Department including Engineering, Contracting, Inspection Services, Capital Improvement Program, Information Technology and other divisions, programs, and functional area as assigned; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

**Education/Experience:**

Minimum requirements are: a four-year degree from an accredited college or university in civil engineering, mechanical engineering or environmental engineering or a closely related field; a Master's degree is desirable; five (5) years of professional engineering experience that includes demonstrated experience in sewer collection systems-related work or comparable work experience in related engineering or construction fields, including management and administrative responsibility.

**Licenses and Certifications:**

Minimum requirements are:

- Possession of a valid California Certificate of Registration as a Professional Civil Engineer;
- California Driver License, Class C;
- California Water Environment Association (CWEA) Certification in Collection System Maintenance at the Grade IV level or must possess within 18 months of appointment.
- Other sub-professional technical certification is highly desirable.

**Essential Job Functions:**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume full management responsibility for all department services and activities including Engineering, Easements and Rights-of-Way, Contracting, Inspection Services, Asset Management, Capital Improvement Planning, Hydraulic Modeling, Computerized Maintenance Management System (CMMS), Geographical Information Systems (GIS), Information Technology/Computer Network Administration and other divisions,

- programs, and functional areas as assigned.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
  3. Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
  4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
  5. Plan, direct, and coordinate, through subordinate level staff, the Technical Services Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
  6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline in accordance with District policies.
  7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
  8. Ensure all department personnel are oriented in department procedures, safety practices, systems operations, and other governing regulations.
  9. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
  10. Apply and enforce the District's standard plans and specifications, rules, regulations, and ordinances with contractors, plumbers, public entities, and customers to the design and construction of sewer facilities;
  11. Oversee and assume responsibility for the development of the District's Capital Improvement Plan; evaluate and forecast the District's capital improvement needs; recommend to the General Manager specific capital projects; oversee development and design of capital improvement projects; oversee the funding, contract administration, and construction inspection of capital improvement projects.
  12. Oversee the provision of contracted services; prepare specifications and requests for proposal; evaluate bids and make recommendations for contract award; manage and administer contract to ensure compliance with contractual obligations and approved budget.
  13. Oversee the District's commercial Fat's Oil & Grease (FOG) source control program;
  14. Coordinates activity between the District and other entities regarding the regional, industrial pretreatment and storm water programs;
  15. Participate in the regular audit and update of the District's Sewer System Management Plan (SSMP) and its various elements.
  16. Works with applicants and LAFCO regarding proposed annexations to the District;
  17. Provide staff assistance to the General Manager; prepare and present staff reports and other necessary correspondence.
  18. Represent the Technical Services Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and

outside agencies and organizations; work closely with other departments in matters relating to the business and operations of the District.

19. Meet with contractors, developers, other government officials, and other professionals about the approval, development, preparation, monitoring and coordinating of improvement projects of an engineering nature and in regard to the operations of the District's facilities.
20. Participate in public education and outreach efforts to support the vision, mission, and values of the District.
21. Attend District Board meetings, participate on a variety of committees and professional group meetings; stay abreast of new trends and innovations in the field of engineering and collection system maintenance, construction, repair and contracting.
22. Coordinates environmental issues and will serve requests with other entities and project developers.
23. Perform related duties as required.

### **Knowledge and Abilities:**

#### Knowledge of:

1. Principles of supervision and civil engineering functions, as well as the principles of operation, maintenance, construction, inspection and repair of sanitary sewer systems;
2. Practical applications of sanitary sewer technology, improvement plan design practices, and flow hydraulics of sewer systems; knowledge of methods and techniques of contract negotiations and administration;
3. Office procedures; references and materials used by the industry,
4. Construction methods and terminology, and safe work practices as defined by Cal-OSHA; operation of lift stations; computer input data and generation of related reports.

#### Ability to:

1. Communicate effectively both orally and in writing to the Board, management, other public agencies, engineering firms, contractors, and the public;
2. Supervise and train staff; plan, organize, direct and coordinate the work of subordinate staff;
3. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals,
4. Direct outside contractors regarding District requirements for sewer construction;
5. Develop, review, and modify engineering and construction drawings, plans and specifications;
6. Prepare oral, written, and computerized reports;
7. Keep accurate records, both by log entries and computer entry;
8. Read blueprints and construction plans;
9. Perform mathematical principles as applied to civil engineering work, collection systems and surveyor stationing data;
10. Respond to common inquires or complaints from customers, regulatory agencies, or members of the business community;
11. Interpret and apply applicable federal, state and local policies, laws, and regulations.
12. Assume the duties of the General Manager in their absence, except as restricted by the State of California Municipal Utility District Act.



**Physical Demands and Working Environment:**

The conditions herein 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 job functions. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodation, unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

Specific Physical Requirements to Perform Duties:

1. Ability to drive several hours per week to: 1) pick up documents at other agencies; 2) attend meetings at other public agencies; 3) make trips to construction sites;
2. Ability to spend long periods of time using a computer terminal;
3. Ability to climb up and down ladders as needed;
4. Ability to walk, carrying surveying equipment for field work.
5. Ability to sit for long periods;

Ability to Successfully Pass Medical Examination Based on:

1. Ability to safely perform required physical duties; and,
2. 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.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title:	Superintendent	Job Code:	SUP
Department:	Field Services	Job Grade:	Manager
Revision Date:	02/12/19	Fair Labor Standards Act (FLSA):	Exempt
Salary Range:	64	Hiring Manager:	General Manager
Approved By:	General Manager	Reports To:	General Manager

**Position Overview:**

Oversees all field personnel involved in the operation and maintenance of the District's sewer collection system.

**Education/Experience:**

Completion of Bachelor's degree from an accredited college or university and 5 years of experience in the maintenance and operation of a sewer system (or related underground utility) including personnel supervision, fiscal responsibilities, and public relations experience.

or

Completion of high school, G.E.D; or Associates Degree and 10 years of experience in the maintenance and operation of a sewer system (or related underground utility) including personnel supervision, fiscal responsibilities, and public relations experience.

**Licenses and Certifications**

Valid California Driver License;  
and

High school, G.E.D; or Associates Degree: Must possess a California Water Environment Association (CWEA) Certification in Collection System Maintenance at the Grade III level. must possess a Grade IV within 18 months.

or

Bachelor's Degree: Must possess a California Water Environment Association (CWEA) Certification in Collection System Maintenance at the Grade III level within 12 months of the date of hire and must possess a Grade IV within 24 months.

**Specific Knowledge and Abilities**

Must have knowledge of the purpose and use of tools and equipment employed in the construction, operation, maintenance, and repair of a sewer collection system; construction methods and terminology; construction and right-of-way drawings; computer applications, lift station mechanics and operation; applicable and pertinent laws and regulations of local, state, and federal agencies; and be knowledgeable of safe work practices; having strong supervisory and administrative skills; strong written and verbal communication skills; and have the ability to prepare and present various Board agenda items and reports as needed.

Knowledge of:

1. Planning, scheduling and assigning all sewer collection field activities.
2. Budget Preparation for Field Services Department and oversees the financial status of all field operations;
3. Computer Maintenance Management Systems for the predictive and preventive maintenance and record keeping of the District's collection system;
4. Injury and Illness Prevention Programs (IIPP) in conformance with Cal-OSHA requirements, as they pertain to sewer collection systems;
5. Local, state and federal regulations governing sewer collection systems
6. Fleet Management, including purchasing, maintenance and repair of vehicles and equipment
7. Estimating time, materials, and equipment necessary to complete special maintenance and repair projects;
8. District flow recording systems;
9. Personnel evaluations and progress assessments;

Ability to:

1. Oversee the operation of special equipment used in the field of collection systems;
2. Attend regular and special meetings of the SPMUD Board of Directors and represents the District at various meetings of outside agencies;
3. Report to the General Manager on the progress of field projects and status of field personnel and activities;
4. Conduct or coordinate regular safety sessions for the safe work practices of all field personnel;
5. Establish scope, produce bid documents and oversee work done for District-funded maintenance projects by contracted forces.
6. Stay abreast changes to local, state and federal regulations that govern sewer collection systems
7. Promote and maintain a good public relations program;
8. Provide information as required to update the collection system maps and records; and,
9. Assume the duties of the General Manager in his absence, except as restricted by the State of California Municipal Utility District Act.
10. Perform other duties as required.

**Physical Demands and Working Environment**

The conditions herein 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 job functions. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodation, unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

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 computer terminal.

2. Ability to Successfully Pass Medical Examination Based On:
  - a. Ability to safely perform required physical duties; and
  - b. Ability to safely perform required physical duties with "reasonable accommodation: that does not create a safety hazard for other employees or the public.

**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.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title	General Manager	Job Code:	GM
Department:	Administrative Services	Job Grade:	Manager
Revision Date:	02/12/19	Fair Labor Standards Act (FLSA):	Exempt
Salary Range:	Negotiable	Hiring Manager:	Board of Directors
Approved By:	Board of Directors	Reports To:	Board of Directors

**Position Overview:**

Under broad policy and general administrative direction from the elected Board of Directors (“the Board”), the General Manager plans, organizes, directs and reviews the overall administrative activities and operations of the District; advises and assists the Board; and represents the District’s interests at local, regional, State and Federal levels. The General Manager leads the District by providing strategic planning and development in the areas of future programs, projects, District growth, and service levels using operational, administrative, and technical information. The General Manager deploys the resources necessary to carry out the District's goals and objectives. The position is employed under contract as the Chief Administrative or Executive Officer for the District, which is the highest-level position in the organization.

The General Manager must be a forward-thinking individual who can manage the District today while developing and implementing plans for tomorrow. The ideal candidate will be a strong administrator, able to lead the District's team of front-line managers including the Superintendent, District Engineer, and Administrative Services Manager.

**Education/Experience:**

The minimum requirements are:

1. A bachelor’s degree from an accredited college or university in engineering, business or a closely related field; a master’s degree is desirable, and
2. At least five (5) years of professional experience at senior-executive level in municipal utility systems, ideally with knowledge of wastewater maintenance systems and progressive responsibility in administration and operation of wastewater systems.

**Licenses and Certifications:**

Valid California Driver License

Highly Desirable:

1. Registration in the State of California as a Professional Engineer
2. California Water Environment Association (CWEA) Certification in Collection System Maintenance at the Grade IV level.

**Essential Job Functions:**

The broad duties of the General Manager are set forth in the California Municipal Utility District Act, California Public Utilities Code, Section 11501, et seq, as follows:

1. To see that all ordinances of the District are enforced.
2. To administer the civil service system of the District and, except as otherwise provided in this division, to appoint to the positions created by the board which are subject to the civil service provisions of this division, such employees as are necessary for the administration of the affairs of the District, and to remove such employees, in accordance with the provisions of the civil service system.
3. To attend all meetings of the board and submit a general report of the affairs of the District.
4. To keep the board advised as to the needs of the District.
5. To prepare or cause to be prepared all plans and specifications for the construction of the works of the District.
6. To devote his entire time to the business of the district.
7. To perform such other and additional duties as the board may require.

**Specific Knowledge and Abilities:**

Must have knowledge of the planning, design, management and administration of a sewer collection system; laws and regulations of local, state, and federal health agencies; and be knowledgeable of safe work practices; having strong supervisory and administrative skills; strong written and verbal communication skills; and have the ability to prepare and present various Board agenda items and reports as needed.

Knowledge of:

1. California Municipal Utility District Act, California Public Utilities Code, Section 11501, et seq
2. General Operations, Administration, Finance, Engineering, and Information Technology associated with the provision of utility service.
3. Sewer collections and treatment and how sewer services are assured through the land development process, as well as experience with contract negotiations and experience in California utilities, regional boards and other government agencies.
4. Strategic planning and development in the areas of future programs, projects, District growth, and service levels using operational, administrative, and technical information.
5. Financing public utility service

Ability to:

1. Develop annual planning guidelines, oversee the development of the District's annual Action Plan, and recommend strategies to achieve the District's goals and objectives;
2. Develop and recommend to the Board the annual operating and capital budget;
3. Implement the approved annual budget with full delegated authority;
4. Inform the Board President of expenditures that will increase a Department or Project budget;
5. Monitor the District's performance against objectives and providing a performance reports to the Board;
6. Oversee day-to-day operations and activities of the District;

7. Exercise authority to approve all goods and services purchases and all capital purchases under the approved annual budget;
8. Oversee the preparation of midyear budget variance reports, the annual report, and annual financial statements;
9. Provide accountability to the Board for the activities of the District, carry out the functions and duties that the Board specifies, and provide a highlight report featuring issues that management has or will be addressing;
10. Maintain overall responsibility to the Board for implementation of Board policies and the efficient, effective operations of the District;
11. Work to support Board Members and the Board President;
12. Participate in an annual General Manager performance evaluation;
13. Provide interpretation of government policy to the Board;
14. Provide leadership and direction to the SPMUD staff;
15. Exercise authority to appoint employees necessary to carry on the business and operations of the District;
16. Define employee duties, determine compensation levels, evaluate performance, and take disciplinary action as required;
17. Develop and carry out the SPMUD Civil Service System, negotiating the Memorandum of Understanding (MOU) agreements, and addressing all employee grievances;
18. Act as primary spokesperson for the District; and
19. Communicate closely with the public regarding the operations of the SPMUD.

**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. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodation, unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

Specific Physical Requirements to Perform Duties:

While performing the duties of this job,

1. The employee is regularly required to use hands / fingers to handle or feel and talk and hear.
2. The employee is frequently required to stand, walk, reach with hands and arms, stoop, or kneel.
3. The employee is required to sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs.
4. The employee must be able to occasionally lift and or move up to 40 lbs.

**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: March 7, 2019

Subject: General Manager Monthly Staff Report – February 2019

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### **1) DEPARTMENT REPORTS**

Attached are the monthly status reports for the Boards information:

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

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

### **2) INFORMATION ITEMS**

- A. On February 20, 2019, the General Manager met District Legal Counsel to discuss: 1) Short Form, Consultant Services Agreement for Irish Lane Pump Station site repurposing; 2) 7283 Quarry Lane Fee nonpayment; 3) Granite Bluff escrow agreement; 4) California Alliance for Sewer System Excellence (CASSE) Disclosures Under PRA; 5) District response railroad invoices; 6) Legal requirements for the disposal of surplus land; and 7) Memo to file re: Section 218 Agreement with the Social Security Administration.
- B. On February 6, 2019, the General Manager, along with Director Mitchell, attended the Rocklin Chamber of Commerce Government Relations Committee to hear updates from Assemblyperson Kiley and Placer County Water Agency.
- C. On February 25, 2019, the General Manager, along with District Superintendent, Sam Rose, and District Engineer, Eric Nielsen, participated in the California Water Environment Association's (CWEA) review of the District's collection system in anticipation of a Statewide award.
- D. The General Manager was out of the office on February 26, 2019 with a minor case of the flu.
- E. On February 28, 2019, the General Manager, along with District Superintendent, Sam Rose, and District Engineer, Eric Nielsen, participated in the State Water Resources Control Board (SWRCB) review of the District's collection system.
- F. Advisory Committee Meetings:



- a. On February 6, 2019, the Personnel Advisory Committee of Directors Dickinson and Murdock met to review revised job descriptions for the Technical Services Department. The job descriptions will be edited to incorporate the advisory committee comments and forwarded to the Board for approval at the April Board Meeting,

There were no other advisory committee meetings in February.

### 3) **LONG RANGE AGENDA**

#### **April 2019**

Acceptance of Succession Plan

#### **May 2019**

Award SCADA Masterplan

FOG Program Update report

Dane Wadle – CSDA legislative update & Training opportunities

#### **June 2019**

FY 19-20 Budget Workshop

#### **July 2019 (move to June 27, 2019 @ 2:30 pm)**

Adopt 19-20 Budget

Report on SPWA Issues

#### **August 2019**

SECAP Update

Disposal of NSD Property

#### **September 2019**

Strategic Plan Annual Report

Bi-Annual Conflict of Interest Review

#### **December 2019**

Final Audit and Consolidated Annual Financial Report

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:** March 7, 2019

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## Overview

This report provides the Board with an overview of Field Services operations and maintenance activities through 01/31/2019. The work listed is not all inclusive.

### 1. Recordable Accidents/Injuries (OSHA 300)

- a. Zero (0)
  - i. 910 days without a Recordable Injury

### 2. Safety/Training/Professional Development

- a. All Field employees participated in:
  - i. Four (4) “Tailgate” safety sessions.
  - ii. Lift Station Emergency Generator Training

### 3. Miscellaneous

- a. James Hingst and Chad Johnson have been welcomed as the newest members of Team SPMUD, both hold the position of Maintenance Worker I.
- b. Field staff, in coordination with the District Engineer, have been closely monitoring flows in both the Foothill Trunk and the Lower Loomis 10-inch trunk line during the storms – learning how best to manage the flows during rain events.

### 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

<b>Table A</b>					
<b>Goal is 95%</b>	<b>Responses</b>	<b>Successes</b>	<b>Success Rate</b>	<b>Ave During Business (minutes)</b>	<b>Ave During Non-Business (minutes)</b>
<b>July</b>	6	4	67%	16	59
<b>August</b>	12	12	100%	15	31
<b>September</b>	13	12	92%	22	42
<b>October</b>	24	21	88%	24	54
<b>November</b>	13	13	100%	21	38
<b>December</b>	19	18	95%	24	50
<b>January</b>	23	21	91%	20	53
<b>February</b>					
<b>March</b>					
<b>April</b>					
<b>May</b>					
<b>June</b>					
<b>YTD Totals</b>	<b>110</b>	<b>101</b>	<b>Average</b>	<b>20</b>	<b>47</b>

Success Rate ..... 92%

<b>SSO's</b>			
	<b>Owner</b>	<b>SPMUD Laterals</b>	<b>SPMUD Other</b>
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			
March			
April			
May			
June			
<b>F-YTD</b>	<b>0</b>	<b>6</b>	<b>0</b>

<b>Stoppages</b>			
	<b>Owner</b>	<b>SPMUD Laterals</b>	<b>SPMUD Other</b>
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			
March			
April			
May			
June			
<b>F-YTD</b>	<b>67</b>	<b>16</b>	<b>0</b>

<b>Blockage Cause:</b>	
63%	<b>Root Intrusion</b>
37%	<b>Paper Buildup</b>

Odor			
	Owner	SPMUD	Other
July	1	2	
August			
September	1		
October	2	1	6
November			
December	1		1
January	1		2
February			
March			
April			
May			
June			
<b>F-YTD</b>	<b>6</b>	<b>3</b>	<b>6</b>

Miscellaneous			
	Owner	SPMUD	Other
July			1
August			2
September			
October		1	
November		1	2
December		1	1
January		2	
February			
March			
April			
May			
June			
<b>F-YTD</b>	<b>0</b>	<b>3</b>	<b>6</b>

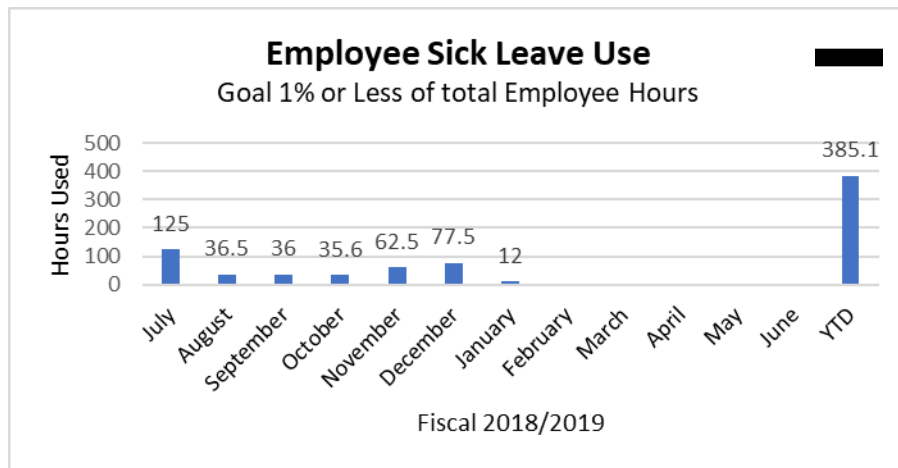
**Odor Notes:**

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 Responsibility**

- (1) Vermin
- (2) Burped Toilet
- (2) Flow Recorder High Level
- (1) Broken PLCO Box

**5. Employee Sick Leave Use**

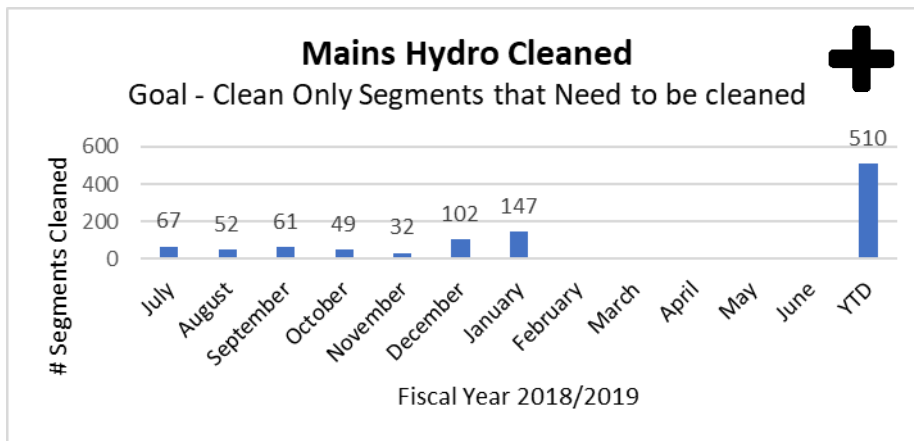
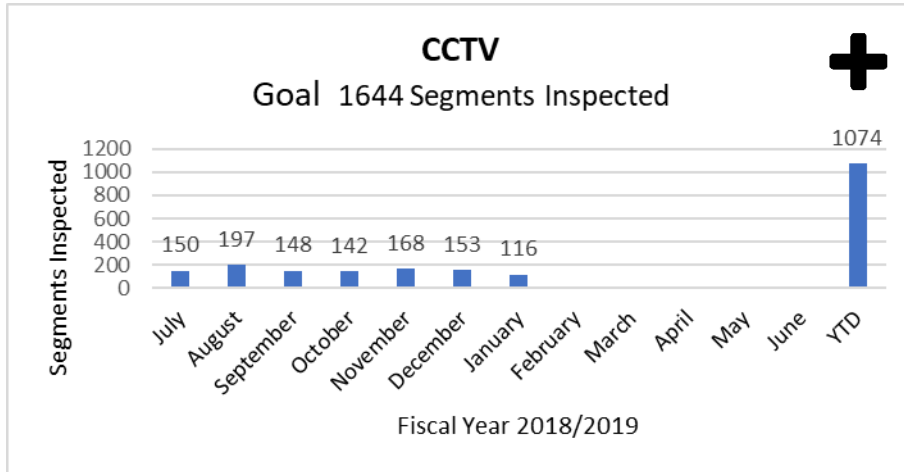


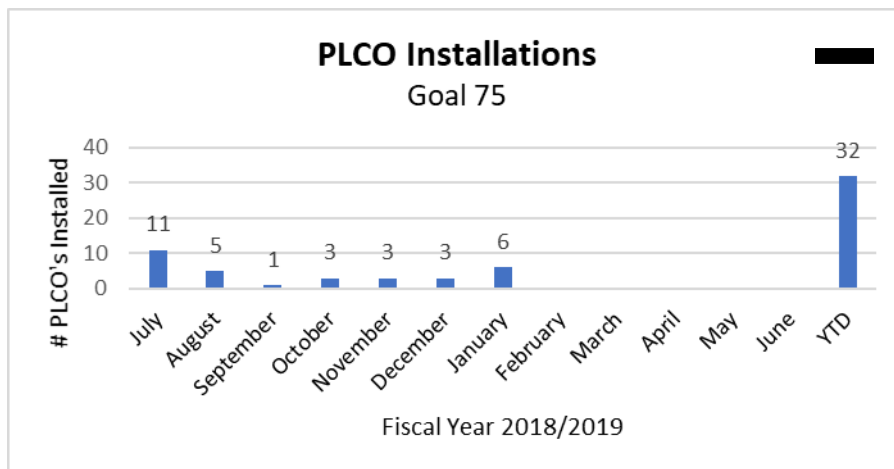
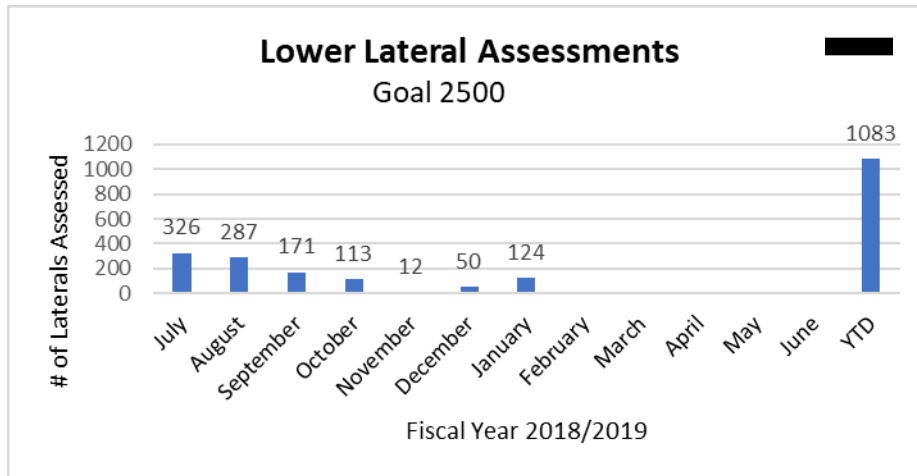
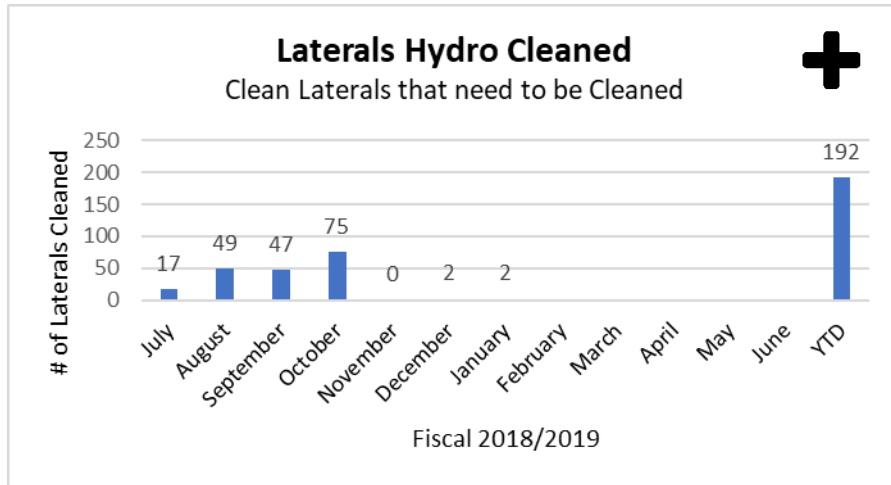
15 employees at 2080 hours/year = 31,200 hours. Goal for year is < 312 hours used.  
 \*\* Sick leave used to date is 2.12% of total hours.

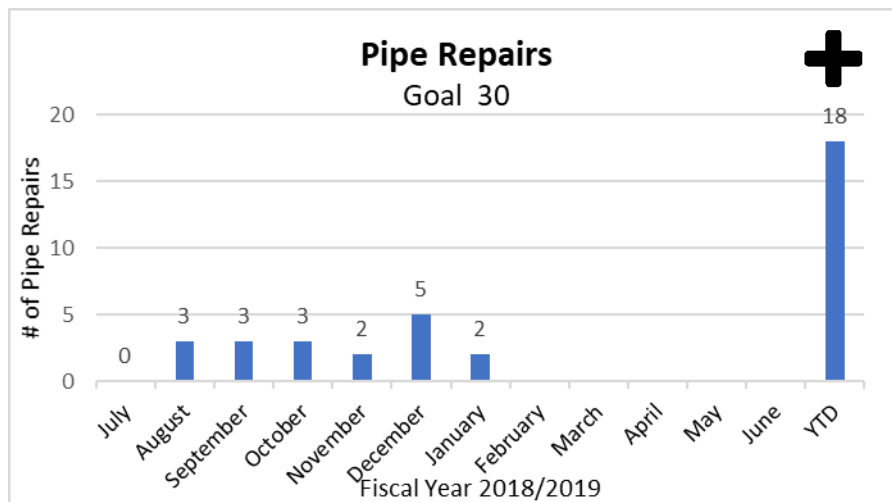
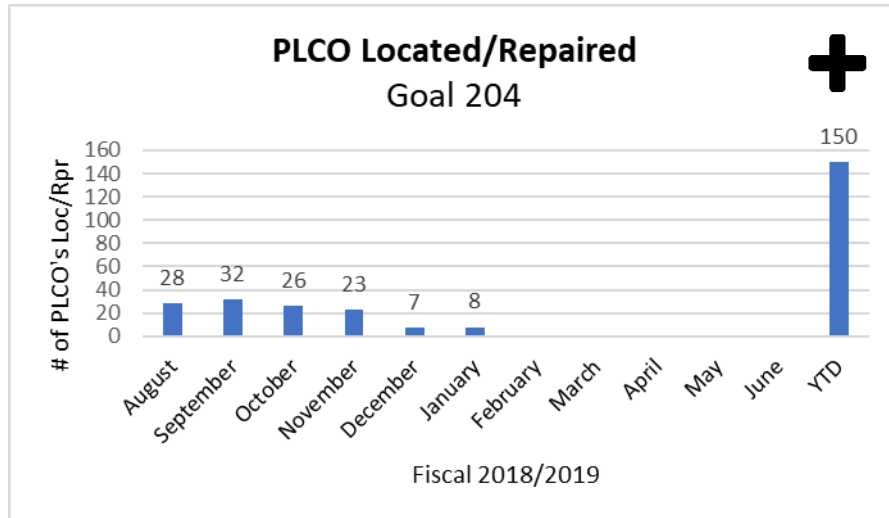
NOTE: 107 hours in July were from an employee off due to back surgery.

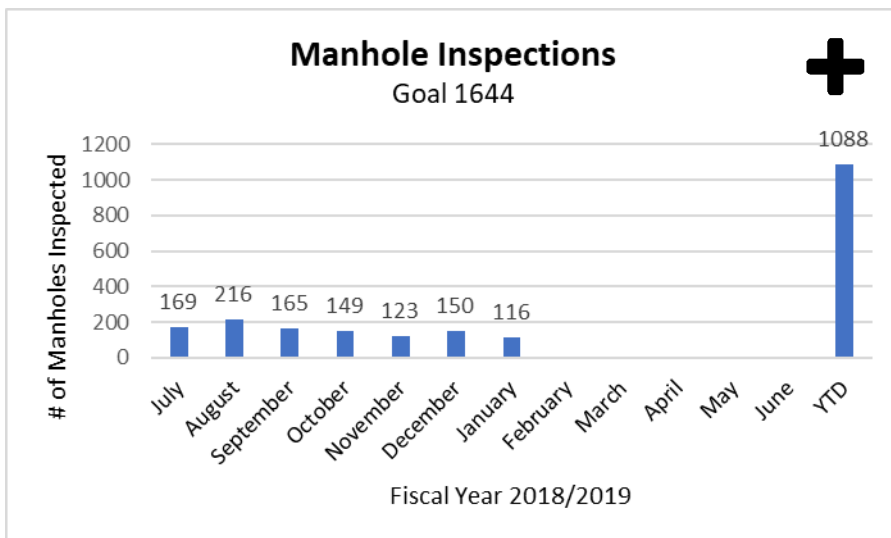
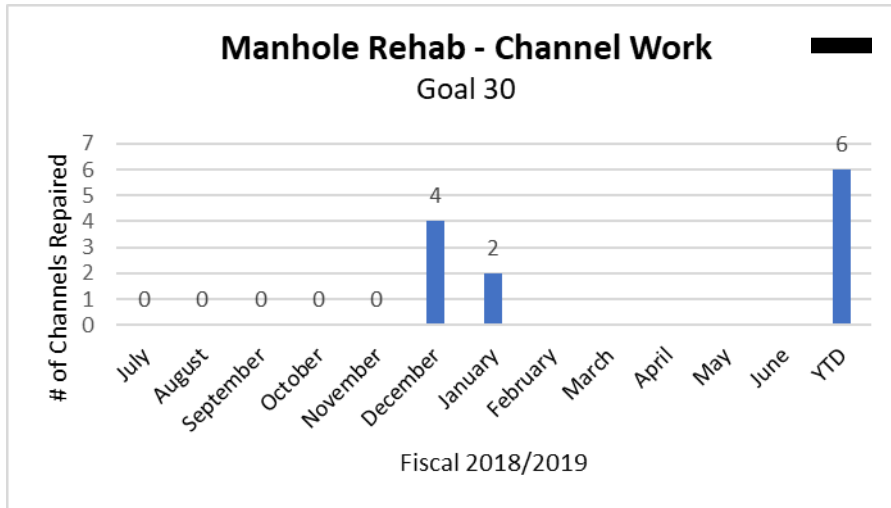
**6. Production**

- 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: March 7, 2019

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**Form 700 due date 04/02/19**

The Form 700 notifications were sent via email to all designated Form 700 filers on 01/19/19. If you need assistance completing the Annual Statement of Economic Interests Form 700 through the <https://edisclosure.placerelections.com> website, please let staff know.

**Website Platform update**

The new SPMUD website is ready to launch to the public. It will take a couple of weeks to coordinate the move with the State of California IT staff.

**Advisory Committee Meeting**

Staff met with the Employee representatives to discuss the revisions to Districtwide Job Specifications. Minor changes were made regarding the length of probation for promotional positions within the same class. A Board report has been prepared for approval at tonight's meeting.

**Annual State Controller Report**

Staff have completed and submitted the Annual State Controller Local Government Compensation Report for Calendar Year 2018. This report is used to report public employee compensation throughout the state.

**Recruitments:**

**Maintenance Worker I position's**

Two new employees have been selected and are in training on the job in the Field Services Department: James Hingst and Chad Johnson.

**Student Intern Position**

The District continues to recruit for the position of Student Intern.

**Laserfiche Records Management Software**

Staff is working with the Laserfiche software team to prepare a scanning schedule and determine the document taxonomy. The site ensures compliance for certified records, stores one copy of a record in a centralized repository which saves time by applying disposition schedules to incoming records.

**Commercial & Residential Account Review**

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

ITEM VII. TSD REPORT

To: Board of Directors  
From: Eric Nielsen, District Engineer  
Cc: Herb Niederberger, General Manager  
Subject: Technical Services Department Monthly Report  
Board Date: March 7, 2019

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**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 by controlling the amount of flow leaving the Irish Lane Lift Station in Newcastle and directing flow using a diversion gate valve. The capacity in the above-mentioned trunk sewers is continuously monitored with ultrasonic level sensors and notifications are automatically sent if/when advisory levels are reached.

**System Evaluation and Capacity Assurance Plan (SECAP)**

Efforts continue with the entering of information about the physical geometry of the collection system (i.e., invert elevations, rim elevations, diameters) in preparation to expanding the hydraulic model to include all pipe segments. This will allow for the capacity of every pipe segment to be evaluated during the SECAP process and in the future as additional development occurs. Staff is also analyzing historic flow data to generate flow patterns for use in the model. Upcoming efforts related to the SECAP include meeting 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 future improvements.

**FOG (Fats, Oils, and Grease) Program**

District staff continues the implementation of SwiftComply, an inspection/compliance tracking database tool. SwiftComply allows FSEs to meet the requirement of the District Sewer Code to self-report pump-outs. Food service establishments and grease haulers are enrolling with SwiftComply. To date, 40 pump-outs have been reported by FSEs (or their assigned grease hauler) through SwiftComply, 17 grease control devices have been inspected, and multiple outreach meetings with FSEs have been held. These efforts have resulted in numerous corrective actions that have been completed/resolved by the FSEs. The objective of these efforts is to improve compliance with the Sewer Code and improve the efficiency and effectiveness of FOG inspection efforts.

### Server Replacement

The District’s server equipment is now five years old and though it is performing well, it has been recommended to staff that the District begin planning for and start replacing server equipment. The replacement is accounted for in this fiscal year’s budget. Staff is reviewing quotes for server equipment. The District intends to use this opportunity to improve the reliability of the software and database tools it depends upon.

### CWEA Collection System of the Year Application

The District was selected as one of the three finalists in the state for the California Water Environment Association (CWEA) Collection System of the Year - Medium Category (250-500 miles of sewer pipe). The CWEA Awards Committee visited the District on Monday February 25<sup>th</sup> to review the information provided in the application and collect information on the District’s programs. Additionally, Travis Wilson was interviewed by the Awards Committee for the Collection System Person of the Year for California. The state awards will be presented at the CWEA Annual Conference in April.

### SPMUD Tour by State Water Resources Control Board

The District will be visited by managers and inspectors from the State Water Resources Control Board and Regional Water Quality Control Board on Thursday February 28<sup>th</sup>. Jim Fischer, Statewide SSO Enforcement Lead, requested the opportunity to visit and observe some the District’s programs and practices to share information about collection systems with new inspectors.

### Department Performance Indicators

The following charts depict the efforts and performance of the department in two areas of work as of February 26<sup>th</sup>. 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.

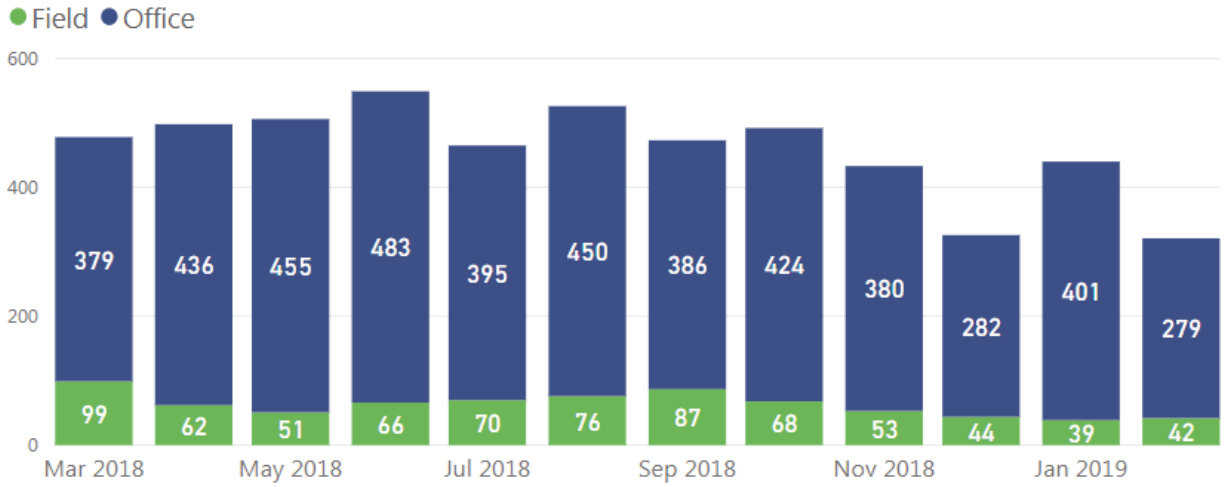
Plan Checks Completed - Monthly Totals



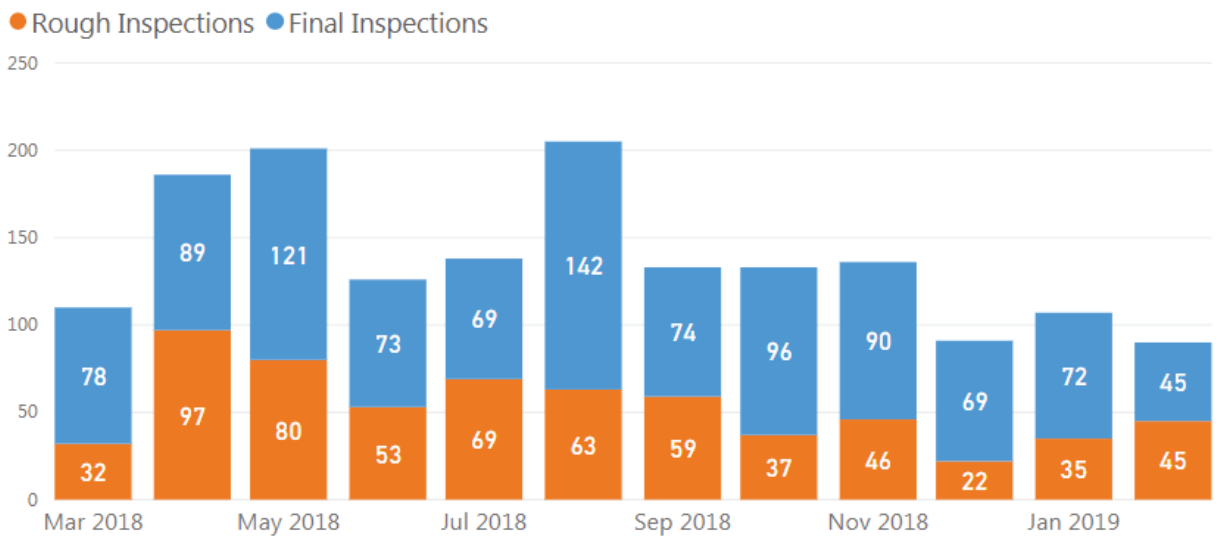
% "In Time" Plan Checks



### 811 Responses - Monthly Totals



### Building Sewer Inspections - Monthly Totals



### FOG Compliance History

Daily ▾

