



**SPMUD BOARD OF DIRECTORS
REGULAR MEETING: 4:30 PM
October 5, 2023**

SPMUD Boardroom
5807 Springview Drive, Rocklin, CA 95677

Zoom Meeting: 1 (669) 900-9128
Meeting ID: 860 3989 8527

The District's regular Board meeting is held on the first Thursday of every month. This notice and agenda are posted on the District's website (www.spmud.ca.gov) and the District's outdoor bulletin board at 5807 Springview Drive Rocklin, CA. Meeting facilities are accessible to persons with disabilities. Requests for other considerations should be made at (916) 786-8555.

The October 5, 2023 meeting of the SPMUD Board of Directors will be held in the District Board Room at 5807 Springview Drive in Rocklin, CA 95677 with the option for the public to join via teleconference using Zoom Meeting 1 (669) 900-9128, <https://us02web.zoom.us/j/86039898527>. Public comments can also be made in person at the time of the meeting or emailed to ecostan@spmud.ca.gov from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

AGENDA

I. CALL MEETING TO ORDER

II. ROLL CALL OF DIRECTORS

Director Gerald Mitchell	Ward 1
Director William Dickinson	Ward 2
Director Christy Jewell	Ward 3
Vice President James Durfee	Ward 4
President James Williams	Ward 5

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS

Items not on the Agenda may be presented to the Board at this time; however, the Board can take no action. Public comments can be made in person at the time of the meeting or emailed to ecostan@spmud.ca.gov from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

V. SPECIAL RECOGNITION – Government Financial Officers Association Awards

VI. CONSENT ITEMS

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.

[pg 4 to 22]

ACTION: (Roll Call Vote)

Motion to approve the consent items for the October 5, 2023 meeting.

1. MINUTES from the September 7, 2023, Regular Meeting. [pg 4 to 9]
2. ACCOUNTS PAYABLE in the amount of \$3,976,049 through September 25, 2023. [pg 10 to 14]
3. RESOLUTION 23-36, AMENDING THE MEMORANDUMS OF UNDERSTANDING (MOUS) WITH DISTRICT EMPLOYEES AND MANAGERS ADOPTED BY RESOLUTIONS 23-24 AND 23-25. [pg 15 to 22]

VII. 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. SOUTH PLACER WASTEWATER AUTHORITY (SPWA) OPERATIONS AND FUNDING UPDATE

Bryan Buchanan, Wastewater Utility Manager with the City of Roseville, will provide an update on the operations and funding of the SPWA.

No Action Requested: Informational Item

2. STRATEGIC PLAN ANNUAL PERFORMANCE REPORT FOR FISCAL YEAR 2022/23 [pg 23 to 83]

Staff will provide a report of the Fiscal Year 2022/23 activities that have supported the District's Strategic Plan Priorities. The report will include Effective Utility Management (EUM) performance measures for Fiscal Year 2022/23.

Action Requested: (Voice Vote)

Staff Recommends that the Board of Directors accept the Strategic Plan Annual Performance Report for Fiscal Year 2022/23

3. RESOLUTION 23-37 AUTHORIZATION TO EXECUTE A CONTRACT FOR LATERAL REPLACEMENT AT MIDAS AVENUE [pg 84 to 105]

Staff will provide information regarding a cooperative project with PCWA to include the replacement of two deep sewer laterals in PCWA's multi-phase project to replace aging water infrastructure in the Midas,.

Action Requested: (Roll Call Vote)

Staff recommends that the Board of Directors adopt Resolution 23-37:

1. **Finding that the Midas Lateral Replacement Project is categorically exempt from the California Environmental Quality Act (CEQA) per Section 15302 (Replacement or Reconstruction); and**

2. **Authorizing the General Manager to execute the attached Construction Contract with ARB in an amount not to exceed \$84,460 plus a 10% contingency (\$92,906 total).**

VIII. REPORTS

[pg 106 to 120]

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 the public. No decisions are to be made on these issues.

1. Legal Counsel (A. Brown)
2. General Manager (H. Niederberger)
 - 1) ASD, FSD & TSD Reports
 - 2) Informational items
3. Director's Comments: Directors may make brief announcements or brief reports on their 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 the next regular meeting to be held on **November 2, 2023, at 4:30 p.m.**

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

Meeting	Location	Date	Time
Regular	SPMUD Boardroom Zoom Meeting	September 7, 2023	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: Director Jerry Mitchell, Director Will Dickinson, Director Jim Williams

Absent: Director Christy Jewell, Director James Durfee

Vacant: None

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

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

IV. PUBLIC COMMENTS:

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

V. CONSENT ITEMS:

1. MINUTES from the August 3, 2023, Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$1,386,478.16 through August 28, 2023.
3. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements within the Rocklin Road at Pacific Street Roundabout Project with an estimated value of \$482,843.
4. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements within the Racetrack Road Subdivision with an estimated value of \$391,469.
5. RESOLUTION 23-31 UPDATING DISTRICT JOB DESCRIPTIONS FOR THE ADMINISTRATIVE SERVICES MANAGER, DISTRICT ENGINEER, AND SUPERINTENDENT

Director Mitchell pulled consent item #2 for additional discussion.

Director Dickinson made a motion to approve consent items #1, #3, #4, and #5; a second was made by Director Mitchell; a roll call vote was taken, and the motion carried 3-0.

Director Mitchell determined that no additional discussion was needed on consent item #2.

Director Mitchell made a motion to approve consent item #2; a second was made by Director Dickinson; a voice vote was taken, and the motion carried 3-0.

VI. BOARD BUSINESS

1. BIENNIAL CONFLICT OF INTEREST REVIEW AND ADOPTION OF RESOLUTION 23-32 REVISING BOARD POLICY 1020 – CONFLICT OF INTEREST

GM Niederberger shared that the Biennial Conflict of Interest review includes a revision to the Conflict of Interest Policy to add the Field Supervisor Position as a Form 700 Filer. GC Brown shared that he reviewed the District's Conflict of Interest Code and the proposed policy change and confirmed that he believes them to be in compliance with current laws.

Director Dickinson made a motion to adopt Resolution 23-32 Revising Board Policy 1020 Conflict of Interest; a second was made by Director Mitchell; a roll call vote was taken, and the motion carried 3-0.

2. CALPERS PENSION FUNDING UPDATE

ASM Costan reviewed the information contained in the most recent CalPERS Actuarial Reports for the District's three retirement pools. She shared historical data on CalPERS investment returns and the pension funding status of the District. She also provided information on the historical and current balance of the District Section 115 pension trust, CEPPT.

Director Dickinson asked about the administrative fees for CEPPT. GM Niederberger shared that the costs are based on the percentage of assets the District has in the plan. ASM Costan added that CEPPT is a newer offering from CalPERS and the administrative fees should go down as more agencies participate. Director Mitchell asked for more information about the pooling of CEPPT funds. GM Niederberger shared that there are approximately 70 agencies that currently participate in CEPPT. There are two investment strategies, and the District is invested in Strategy 1. Director Mitchell commented that many of the outlined variables cannot be controlled by the District. GM Niederberger shared that staff recently attended training on pension funding strategies and plans to propose additional options to fund pension obligations with the Fee and Finance Committee in November.

President Williams commented that approximately seven to eight years ago, the District thought they had pension obligations under control; however, the balance continues to shift. ASM Costan shared that the District has done several things to control pension obligations including implementing pension tiers before being required to do so by the Pension Reform Act, establishing the CEPPT account, and making additional discretionary payments. She added that while these structural changes have better positioned the District, it likely will be sometime before this debt is no longer a budgetary concern. President Williams added that the pension payments are continuing to be a larger portion of the District's payroll expenses.

Director Mitchell asked how many people are in each retirement pool. ASM shared that larger agencies are in their own pools; however, smaller agencies are placed together in pooled plans. In

the pooled plans, the District has a share of the plan's assets and liabilities, and all agencies are contributing to that pool based on the number of employees that participate and the CalPERS contribution rates. She shared that the retirement benefits provided to the employees determine the pools that the District is part of. President Williams commented that the biggest factor impacting the pools is the CalPERS investment returns.

Director Dickinson asked if the pools are only for grouping funds for investment purposes or if the District assumes liability for how other agencies manage their employees. ASM Costan shared that plan experience, which has resulted in assumption changes, impacts everyone. Director Dickinson asked if the District would have unfunded liability from other people in the pool once the District no longer has any employees in the pool. ASM Costan shared that she does not believe that the District would accrue additional unfunded liability once there aren't any District employees or retirees in the pool. Director Dickinson asked what the impact of providing employees the Tier II, 2% at 55 benefits, instead of the Tier I, 2.7% at 55 benefits, would have been. ASM Costan shared that she believes that would have had a significant impact on the amount of unfunded liability. Director Dickinson commented on the importance of considering long-term impacts when negotiating labor agreements. ASM Costan shared that in the early 2000s, many CalPERS plans were super-funded, and the assumptions used were not based on today's more realistic returns and plan experience assumptions which led to more generous retirement benefits. GM Niederberger added that CalPERS has stated that environmental, social, and governance (ESG) investing has not impacted investment returns. President Williams shared that his experience has shown that returns on ESG portfolios have met or exceeded those of traditional investment portfolios.

3. RESOLUTION 23-33 ESTABLISHING A FINE SCHEDULE FOR FISCAL YEAR 2023/24

DE Huff presented the new District Fine Schedule. She shared that the Fine Schedule contains prescriptive fines contained in the California Government Code and the United States Code and establishes new fines that are calculated based on staff time and were created to prevent tampering and vandalism.

Director Dickinson thanked staff for incorporating suggestions from the Fee and Finance Committee that allow additional board discretion. GM Niederberger reiterated that the purpose of the fine schedule is to encourage compliance with the District's Standards.

Director Mitchell made a motion to adopt Resolution 23-33 Establishing a Fine Schedule for Fiscal Year 2023/24; a second was made by Director Dickinson; a roll call vote was taken, and the motion carried 3-0.

4. ADOPTION OF RESOLUTION 23-34 PROFESSIONAL SERVICES AGREEMENT WITH WATERWORKS ENGINEERS

DE Huff presented the projects that the District would like to engage WaterWorks Engineers to complete. The projects are an update to the Wastewater Pump Station Design Standards, preliminary design of the Creek Crossing at Johnson-Springview Park, preliminary engineering

for the Sierra College Trunk Line and Lift Station Abandonment, and preliminary engineering for the Cameo Court Trunk Line and Lift Station Abandonment.

President Williams asked about the Creek Crossing at Johnson-Springview Park and coordination with the City on how the abutments will be designed to structurally suit the bridge. DE Huff commented there will be coordination with the City of Rocklin's engineer. President Williams asked about the cost-sharing, and DE Huff replied that the District has committed to funding the environmental work and approximately thirty percent of the preliminary bridge design. GM Niederberger commented that he was excited that the City of Rocklin obtained funding for this project. He added that any environmental issues with the bridge would also be encountered with the improvements made to the creek crossing. Director Dickinson asked if staff thought that \$500,000 would be enough for the City to complete their portion of the project. DE Huff shared that total project cost information is not available yet; however, GM Niederberger added that he believes the funding received will likely be sufficient. Director Dickinson asked if there is concern about opposition to the project. DE Huff proposed an outreach workshop with the City of Rocklin.

President Williams asked about the timing of the Sierra College Truck and Lift Station Abandonment. DE Huff shared that while construction of this project is years away, the preliminary design and engineering are needed to properly condition developmental proposals in that area. GM Niederberger added that this project will eliminate several private pump stations at Sierra College.

President Williams asked if WaterWorks would be working with the District to ensure Roseville's standards are met for the Cameo Court Trunk Line and Lift Station Abandonment. DE Huff shared that WaterWork has the hydraulic model for the City of Roseville and the project would include those conversations. Director Mitchell asked for clarification on how the trunk line would be rerouted. DS Nielsen shared that the existing trunk line flows to the Dry Creek Treatment Plant via a lift station at Cameo Court. The project would reroute the flow to the Pleasant Grove Treatment Plant. Director Dickinson asked if the original configuration pre-dated the Pleasant Grove Treatment Plant, and DS Nielsen confirmed that it did. He also added that in that area Rocklin developed before Roseville and the timing of the development impacted the current configuration.

Director Dickinson made a motion to adopt Resolution 23-34 Professional Services Agreement with WaterWorks Engineers; a second was made by Director Mitchell; a roll call vote was taken, and the motion carried 3-0.

5. RESOLUTION 23-35 AUTHORIZATION TO EXECUTE CHANGE ORDER #1 TO THE CONTRACT FOR THE IRISH LANE POND LINER EMERGENCY REPLACEMENT PROJECT

DS Nielsen reported to the Board on the proposed Change Order to repair the existing French Drain system as part of the Irish Lane Pond Liner Emergency Replacement Project.

Director Dickinson asked if approval of the change order would still allow a ten percent contingency that would not need to be approved by the Board. DS Nielsen shared that any additional change orders on the project would come back to the Board for review.

Director Mitchell made a motion to adopt Resolution 23-35 to authorize the General Manager to execute Change Order #1 to the Irish Lane Pond Liner Emergency Replacement Project construction contract; a second was made by Director Dickinson; a roll call vote was taken, and the motion carried 3-0.

VII. REPORTS

1. District General Counsel (A. Brown):

General Counsel Brown shared that his work was summarized in the General Manager's monthly report. He had no other items to report to the Board. President Williams asked for an update on correspondence with the Railroad, and GC Brown commented that the Railroad has not responded to the District.

2. General Manager (H. Niederberger):

A. ASD, FSD & TSD Reports:

GM Niederberger reminded the Board about the upcoming groundbreaking ceremony for the Energy Reuse Project at the Pleasant Grove Treatment Plant.

GM Niederberger shared with the Board that the District has discovered corrosion of the underground pipes in the Granite Terrace Subdivision. Staff is working to determine remedial steps that can be taken. Director Dickinson asked if this finding impacts the decision to continue funding construction inspection and testing services. DE Huff shared that the inspection and testing services ensure that the project is being constructed to the District's Standards, and any funds spent will be reimbursed by the developer at project completion. Director Mitchell asked if the construction bonds are large enough to cover additional costs to repair the collection system. GM Niederberger shared that the bonds only cover completion of the lift station. As the developer works to complete the lift station the construction bonds could be used towards the collection system; however, it would not be enough to replace all the infrastructure. Director Dickinson asked if there was any standing sewage in the line, and GM Niederberger confirmed that the line had been cleaned.

Director Dickinson asked about the water damage at 5555 Saint Francis Woods. DS Nielsen shared that there was a burp when cleaning a main line that caused water to come out of a residential toilet. The District followed normal procedures by using a third party to assess and repair the damage.

President Williams congratulated the District on 2,526 days without a loss time incident and congratulated the District Engineer on obtaining her Certificate in Special District Governance. He also commented on the City of Palo Alto visiting to learn about the District's Fats, Oils, and

Grease (FOG) Program. GM Niederberger shared that he will be out of the office for three weeks in October, and the District Engineer will be in charge during that time.

Director Dickinson asked about the Weiss rating of Five Star Bank and their low liquidity rating. ASM Costan shared that several banks have been downgraded by Weiss with most large banks having a “C” rating. Director Mitchell commented that he hasn’t seen other banks with that low of a liquidity rating. ASM Costan commented that she reached out to the District’s banking manager who shared that the bank has access to lines of credit and funds from the Federal Reserve to address cash flow needs. She added that the District recently moved all funds to insured cash sweep accounts that are fully FDIC insured. Director Dickinson commented that he hopes the regulators are staying on top of the banking industry. ASM Costan shared that she has been assured that if Five Star Bank were to be taken over there would be no disruption to the District’s access to funds. GM Niederberger added that he spoke to several bankers at the Annual CSDA Conference, and no one was familiar with the Weiss rating. Director Mitchell shared that they have been around for 60 years. ASM Costan commented that due to long-term low-interest loan portfolios and higher depositor rates, there has been widespread instability in the banking sector.

Director Mitchell asked if employees have access to more than one dental provider. ASM Costan shared that there is only one provider, Delta Dental. The benefit is administered through Placer County Human Resources.

B. Information Items: No additional items.

3. Director’s Comments: There were no Director comments.

VIII. ADJOURNMENT

The President adjourned the meeting at 5:44 p.m. to the next regular meeting to be held on October 5, 2023, at 4:30 p.m.



Emilie Costan, Board Secretary

Item 6.2



South Placer M.U.D.

Check Report

By Check Number

Date Range: 08/29/2023 - 09/25/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1742	Burrell Consulting Group	08/30/2023	Regular	0.00	4,850.00	16363
1828	Carollo Engineers, Inc	08/30/2023	Regular	0.00	6,019.78	16364
1652	Cintas Corporation	08/30/2023	Regular	0.00	520.86	16365
1701	DKF Solutions Group, LLC	08/30/2023	Regular	0.00	975.00	16366
1107	ESRI	08/30/2023	Regular	0.00	7,920.00	16367
1113	Ferguson Enterprises, Inc. 1423 (Main)	08/30/2023	Regular	0.00	1,783.05	16368
1785	Landmark Construction	08/30/2023	Regular	0.00	75,719.84	16369
1854	Milton Champas	08/30/2023	Regular	0.00	500.00	16370
1819	NATEC International, INC.	08/30/2023	Regular	0.00	1,250.00	16371
1793	NEXGEN Asset Management, Inc.	08/30/2023	Regular	0.00	15,140.00	16372
1218	PCWA	08/30/2023	Regular	0.00	1,264.56	16373
1221	PG&E	08/30/2023	Regular	0.00	2,757.80	16374
1339	Vulcan Materials Co.	08/30/2023	Regular	0.00	261.24	16375
1582	Walker's Office Supply	08/30/2023	Regular	0.00	1,402.44	16376
1327	US Bank Corporate Payment	08/31/2023	Regular	0.00	16,986.96	16377
	Void	08/31/2023	Regular	0.00	0.00	16378
	Void	08/31/2023	Regular	0.00	0.00	16379
	Void	08/31/2023	Regular	0.00	0.00	16380
	Void	08/31/2023	Regular	0.00	0.00	16381
1652	Cintas Corporation	09/05/2023	Regular	0.00	612.28	16383
1751	Comprehensive Medical Inc.	09/05/2023	Regular	0.00	90.00	16384
1775	CPS HR Consulting	09/05/2023	Regular	0.00	1,696.25	16385
1509	Crystal Communications	09/05/2023	Regular	0.00	311.64	16386
1087	Dawson Oil Co.	09/05/2023	Regular	0.00	6,731.75	16387
1113	Ferguson Enterprises, Inc. 1423 (Main)	09/05/2023	Regular	0.00	643.41	16388
1564	Jensen Landscape Services, LLC	09/05/2023	Regular	0.00	978.00	16389
1757	McClatchy Shared Services LLC	09/05/2023	Regular	0.00	862.50	16390
1218	PCWA	09/05/2023	Regular	0.00	48.15	16391
1221	PG&E	09/05/2023	Regular	0.00	8,989.97	16392
1234	Placer County Air Pollution Control District (API	09/05/2023	Regular	0.00	2,586.25	16393
1658	Sharjo Inc. dba Service Master Restoration Ser	09/05/2023	Regular	0.00	4,463.99	16394
1685	Streamline	09/05/2023	Regular	0.00	497.00	16395
1850	WYJO Services Corp	09/05/2023	Regular	0.00	3,834.86	16396
1292	SPMUD Petty Cash	09/12/2023	Regular	0.00	185.18	16397
1561	19six Architects	09/13/2023	Regular	0.00	4,359.10	16398
1021	ARC	09/13/2023	Regular	0.00	96.53	16399
248	AT&T	09/13/2023	Regular	0.00	8.82	16400
1022	AT&T CalNet	09/13/2023	Regular	0.00	526.08	16401
1484	Axa Equitable	09/13/2023	Regular	0.00	1,110.00	16402
1768	Capital Program Management Inc.	09/13/2023	Regular	0.00	3,377.75	16403
1652	Cintas Corporation	09/13/2023	Regular	0.00	532.23	16404
1533	City of Foster City	09/13/2023	Regular	0.00	567.00	16405
1068	City of Roseville	09/13/2023	Regular	0.00	878,798.40	16406
1086	Dataprose	09/13/2023	Regular	0.00	8,610.81	16407
1666	Great America Financial Services	09/13/2023	Regular	0.00	616.18	16408
1480	Herb Niederberger	09/13/2023	Regular	0.00	346.95	16409
1163	Joe Gonzalez Trucking, LLC.	09/13/2023	Regular	0.00	846.44	16410
1764	Network Design Associates, Inc.	09/13/2023	Regular	0.00	450.00	16411
1473	Pitney Bowes Purchase Power	09/13/2023	Regular	0.00	820.99	16412
1333	SPOK, Inc.	09/13/2023	Regular	0.00	29.35	16413
1338	Verizon Wireless	09/13/2023	Regular	0.00	1,235.10	16414
1850	WYJO Services Corp	09/13/2023	Regular	0.00	1,078.72	16415
1742	Burrell Consulting Group	09/20/2023	Regular	0.00	4,740.00	16416
1828	Carollo Engineers, Inc	09/20/2023	Regular	0.00	14,199.84	16417

Check Report

Date Range: 08/29/2023 - 09/25/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1652	Cintas Corporation	09/20/2023	Regular	0.00	519.19	16418
1068	City of Roseville	09/20/2023	Regular	0.00	2,606,750.00	16419
1852	Coastland Civil Engineering LLP	09/20/2023	Regular	0.00	2,100.00	16420
1073	Consolidated Communications	09/20/2023	Regular	0.00	2,169.78	16421
1086	Dataprose	09/20/2023	Regular	0.00	1,893.79	16422
1088	Dell Business Credit	09/20/2023	Regular	0.00	15,587.49	16423
1699	ECS Imaging Inc.	09/20/2023	Regular	0.00	5,140.00	16424
1113	Ferguson Enterprises, Inc. 1423 (Main)	09/20/2023	Regular	0.00	46,426.19	16425
	Void	09/20/2023	Regular	0.00	0.00	16426
	Void	09/20/2023	Regular	0.00	0.00	16427
	Void	09/20/2023	Regular	0.00	0.00	16428
1860	Grandpa's Truck Construction Services	09/20/2023	Regular	0.00	1,850.00	16429
1139	Hill Rivkins Brown & Associates	09/20/2023	Regular	0.00	5,460.00	16430
1764	Network Design Associates, Inc.	09/20/2023	Regular	0.00	3,512.00	16431
1217	Owen Equipment	09/20/2023	Regular	0.00	1,196.00	16432
1218	PCWA	09/20/2023	Regular	0.00	980.43	16433
1244	Preferred Alliance Inc	09/20/2023	Regular	0.00	182.52	16434
1651	Profile Display, Inc	09/20/2023	Regular	0.00	444.00	16435
1253	Recology Auburn Placer	09/20/2023	Regular	0.00	386.11	16436
1797	Red Dog Shredz	09/20/2023	Regular	0.00	75.00	16437
1508	Sacramento Rendering Co.	09/20/2023	Regular	0.00	300.00	16438
1518	Sonitrol of Sacramento	09/20/2023	Regular	0.00	1,345.21	16439
1582	Walker's Office Supply	09/20/2023	Regular	0.00	1,167.22	16440
1240	Placer County Personnel	09/25/2023	Regular	0.00	3,279.94	16441
1230	Pers (EFT)	09/01/2023	Bank Draft	0.00	9,162.90	DFT0008466
1230	Pers (EFT)	09/01/2023	Bank Draft	0.00	35,453.04	DFT0008467
1230	Pers (EFT)	09/01/2023	Bank Draft	0.00	9,076.12	DFT0008468
1230	Pers (EFT)	09/01/2023	Bank Draft	0.00	171.81	DFT0008469
1230	Pers (EFT)	09/01/2023	Bank Draft	0.00	3,926.00	DFT0008470
1230	Pers (EFT)	09/01/2023	Bank Draft	0.00	106.45	DFT0008471
1586	Principal Life Insurance Company	09/01/2023	Bank Draft	0.00	393.06	DFT0008472
1015	American Fidelity Assurance	09/01/2023	Bank Draft	0.00	420.16	DFT0008474
1045	Cal Pers 457 Plan (EFT)	09/01/2023	Bank Draft	0.00	775.00	DFT0008475
1135	Empower (EFT)	09/01/2023	Bank Draft	0.00	260.00	DFT0008476
1135	Empower (EFT)	09/01/2023	Bank Draft	0.00	8,931.00	DFT0008477
1135	Empower (EFT)	09/01/2023	Bank Draft	0.00	671.48	DFT0008478
1042	CA State Disbursement (EF	09/01/2023	Bank Draft	0.00	870.00	DFT0008479
1015	American Fidelity Assurance	09/01/2023	Bank Draft	0.00	85.00	DFT0008480
1015	American Fidelity Assurance	09/01/2023	Bank Draft	0.00	237.08	DFT0008481
1229	Pers (EFT)	09/01/2023	Bank Draft	0.00	49.13	DFT0008482
1229	Pers (EFT)	09/01/2023	Bank Draft	0.00	990.73	DFT0008483
1229	Pers (EFT)	09/01/2023	Bank Draft	0.00	1,975.26	DFT0008484
1229	Pers (EFT)	09/01/2023	Bank Draft	0.00	2,059.95	DFT0008485
1229	Pers (EFT)	09/01/2023	Bank Draft	0.00	3,484.28	DFT0008486
1229	Pers (EFT)	09/01/2023	Bank Draft	0.00	4,707.24	DFT0008487
1229	Pers (EFT)	09/01/2023	Bank Draft	0.00	4,664.69	DFT0008488
1149	Internal Revenue Service	09/01/2023	Bank Draft	0.00	12,661.04	DFT0008489
1098	EDD (EFT)	09/01/2023	Bank Draft	0.00	3,929.50	DFT0008490
1098	EDD (EFT)	09/01/2023	Bank Draft	0.00	870.06	DFT0008491
1149	Internal Revenue Service	09/01/2023	Bank Draft	0.00	3,095.90	DFT0008492
1149	Internal Revenue Service	09/01/2023	Bank Draft	0.00	9,463.43	DFT0008493
1045	Cal Pers 457 Plan (EFT)	09/15/2023	Bank Draft	0.00	775.00	DFT0008501
1135	Empower (EFT)	09/15/2023	Bank Draft	0.00	260.00	DFT0008502
1135	Empower (EFT)	09/15/2023	Bank Draft	0.00	8,931.00	DFT0008503
1135	Empower (EFT)	09/15/2023	Bank Draft	0.00	671.48	DFT0008504
1042	CA State Disbursement (EF	09/15/2023	Bank Draft	0.00	870.00	DFT0008505
1015	American Fidelity Assurance	09/15/2023	Bank Draft	0.00	85.00	DFT0008506
1015	American Fidelity Assurance	09/15/2023	Bank Draft	0.00	237.08	DFT0008507
1229	Pers (EFT)	09/15/2023	Bank Draft	0.00	49.13	DFT0008508
1229	Pers (EFT)	09/15/2023	Bank Draft	0.00	990.73	DFT0008509
1229	Pers (EFT)	09/15/2023	Bank Draft	0.00	1,975.26	DFT0008510

Check Report

Date Range: 08/29/2023 - 09/25/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1229	Pers (EFT)	09/15/2023	Bank Draft	0.00	2,059.95	DFT0008511
1229	Pers (EFT)	09/15/2023	Bank Draft	0.00	3,484.28	DFT0008512
1229	Pers (EFT)	09/15/2023	Bank Draft	0.00	4,716.72	DFT0008513
1229	Pers (EFT)	09/15/2023	Bank Draft	0.00	4,674.09	DFT0008514
1149	Internal Revenue Service	09/15/2023	Bank Draft	0.00	12,460.28	DFT0008515
1098	EDD (EFT)	09/15/2023	Bank Draft	0.00	3,952.60	DFT0008516
1098	EDD (EFT)	09/15/2023	Bank Draft	0.00	871.09	DFT0008517
1149	Internal Revenue Service	09/15/2023	Bank Draft	0.00	3,171.30	DFT0008518
1149	Internal Revenue Service	09/15/2023	Bank Draft	0.00	9,559.00	DFT0008519

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	111	71	0.00	3,792,997.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	7	0.00	0.00
Bank Drafts	46	46	0.00	178,284.30
EFT's	0	0	0.00	0.00
	157	124	0.00	3,971,282.22

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	111	71	0.00	3,792,997.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	7	0.00	0.00
Bank Drafts	46	46	0.00	178,284.30
EFT's	0	0	0.00	0.00
	157	124	0.00	3,971,282.22

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	8/2023	137,351.53
100	GENERAL FUND	9/2023	3,833,930.69
			3,971,282.22

Account Number	Name	Date	Type	Amount	Reference
112-1022370-01	Cole, William K	8/31/2023	Refund	\$ 2,482.56	Check #: 16382
102-0000722-02	Morgan, Vivian	9/25/2023	Refund	\$ 108.00	Check #: 16442
102-0010782-01	Casimir, Chris an	9/25/2023	Refund	\$ 9.41	Check #: 16443
106-0012760-02	Rawe, David W	9/25/2023	Refund	\$ 7.34	Check #: 16444
106-0012906-01	Morgan, Claudett	9/25/2023	Refund	\$ 109.44	Check #: 16445
106-0013238-01	Bongard, Ronald	9/25/2023	Refund	\$ 109.44	Check #: 16446
106-0013537-01	Mockler, Sandra	9/25/2023	Refund	\$ 108.81	Check #: 16447
106-0013632-01	Stanley, Maryann	9/25/2023	Refund	\$ 109.25	Check #: 16448
106-0013750-02	Morris, Steven	9/25/2023	Refund	\$ 108.00	Check #: 16449
106-0014116-01	Burton, Jon	9/25/2023	Refund	\$ 9.60	Check #: 16450
106-0015135-02	Blanc, Dennis an	9/25/2023	Refund	\$ 110.40	Check #: 16451
106-0015600-01	Key, Martha	9/25/2023	Refund	\$ 24.00	Check #: 16452
106-0017083-01	Johnson, Debora	9/25/2023	Refund	\$ 109.44	Check #: 16453
112-1021489-01	Grigsby, Guy and	9/25/2023	Refund	\$ 108.00	Check #: 16454
112-1022975-01	Nguyen, Tam	9/25/2023	Refund	\$ 200.00	Check #: 16455
112-1023763-01	Buccola, Peter ar	9/25/2023	Refund	\$ 108.00	Check #: 16456
112-1024729-01	Scott, Obie A	9/25/2023	Refund	\$ 39.43	Check #: 16457
112-1026083-02	Dooley, Janice	9/25/2023	Refund	\$ 274.89	Check #: 16458
112-1026956-01	Dilegame, Matthe	9/25/2023	Refund	\$ 109.44	Check #: 16459
112-1028307-01	Putman, Chris an	9/25/2023	Refund	\$ 116.81	Check #: 16460
112-1028967-01	Zaffree, Lauren	9/25/2023	Refund	\$ 86.47	Check #: 16461
112-1029834-00	Tim Lewis Comm	9/25/2023	Refund	\$ 110.35	Check #: 16462
112-1030030-00	Toll Brothers	9/25/2023	Refund	\$ 108.00	Check #: 16463
112-1030176-00	Toll Brothers	9/25/2023	Refund	\$ 99.69	Check #: 16464
TOTAL REFUNDS				\$ 4,766.77	

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Herb Niederberger, General Manager

Cc: Emilie Costan, Administrative Services Manager
Carie Huff, District Engineer
Eric Nielsen, District Superintendent

Subject: **Resolution 23-36, Amending the Memorandums of Understanding (MOUs) with District Employees and Managers adopted by Resolutions 23-24 and 23-25**

Meeting Date: October 5, 2023

Overview

On August 3, 2023, the South Placer Municipal Utility District (District) Board of Directors adopted Resolutions 23-24 and 23-25 approving Memorandums of Understanding (MOUs) with District Employees and Managers. Item #6 of the Employee MOU and Item #4 of the Manager MOU state:

“During the term of the MOU, the District will eliminate the retiree life insurance benefit for future retirees of the District not already receiving the benefit and will increase the level of term life insurance coverage for current employees during their employment. Section 4.2 (Health Insurance Programs -Life Insurance) of the District's Civil Service System Employee Manual will be updated during the term of the MOU at the time this modification can be made.”

Prior to the approval of the MOUs, the Board directed the General Manager to finalize #6 of the Employee MOU and #4 of the Manager MOU before the end of the calendar year. On September 11, 2023, the General Manager met with the designated representatives of the District Employees Association, and on September 12, 2023, the General Manager met with the District Managers to discuss: 1) the cost savings of elimination of the retiree life insurance benefit for future retirees not already receiving the benefit; and 2) the cost increase of various levels of term life insurance coverage for current employees. The employees expressed a desire to have the term life insurance benefit match as closely as possible, one year's annual salary. It is being proposed that the term life insurance benefit for employees increase from \$25,000 to \$75,000. As a companion to this, it is being proposed that the term life insurance benefit for managers increase from \$50,000 to \$150,000.

Recommendation

Staff recommends that the Board of Directors Adopt Resolution 23-36, amending the Memorandums of Understanding (MOUs) with District Employees and Managers adopted by

Resolutions 23-24 and 23-25. This amendment modifies Section 4.2 (Health Insurance Programs -Life Insurance) of the District's Civil Service System Employee Manual to:

1. Eliminate the retiree whole life insurance benefit for employees retiring after October 1, 2023;
2. Increase the level of term life insurance coverage to \$75,000 for Active Employees and \$150,000 for Active Managers.

Strategic Plan Priority

- Make SPMUD a Great Place to Work.

Related District Ordinances or Policies

Policy 2010- Civil Service Employee Manual

Fiscal Impact

Currently, the annual cost of the retiree life insurance benefit is \$4,349. The annual cost of the employee and manager life insurance benefit is \$1,974, for a total of \$6,323 annually. Elimination of the retiree life insurance benefit for future retirees not receiving the benefit is estimated to save the District approximately \$2,300 in year one with the premium continuing to decline annually. Quotes to increase the employee term life insurance benefit reflect an increase of about \$3,400 per year. The increased cost of about \$1,100 in year one can be absorbed in the Fiscal Year 2023/24 Budget for Fund 100.

Attachments

- Resolution 23-36, Amending the Memorandums of Understanding (MOUs) with District Employees and Managers adopted by Resolutions 23-24 and 23-25
- Amendment to the Memorandum of Understanding (MOU) between the South Placer Municipal Utility District and the South Placer Municipal Utility District Employee Association
- Amendment to the Memorandum of Understanding (MOU) between the South Placer Municipal Utility District and the South Placer Municipal Utility District Management Employees

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 23-36

AMENDING MEMORANDUMS OF UNDERSTANDING (MOUS) WITH DISTRICT EMPLOYEES AND MANAGERS ADOPTED BY RESOLUTIONS 23-24 AND 23-25

WHEREAS, the South Placer Municipal Utility District (District) Policy 2010 – Civil Service Employee Manual, establishes a policy in accordance with the California Municipal Utility District Act (MUD Act), California Public Utilities Code §11501, et al.) that mandates that the South Placer Municipal Utility District (SPMUD) will maintain a Civil Service System Employee Manual to provide the guidance for the development and application of personnel policies, and to direct the General Manager to administer these personnel relations accordingly; and

WHEREAS, on August 3, 2023, the South Placer Municipal Utility District (District) Board of Directors adopted Resolutions 23-24 and 23-25 approving Memorandums of Understanding (MOUs) with District Employees and Managers. Item #6 of the Employee MOU and Item #4 of the Manager MOU state:

“During the term of the MOU, the District will eliminate the retiree life insurance benefit for future retirees of the District not already receiving the benefit and will increase the level of term life insurance coverage for current employees during their employment. Section 4.2 (Health Insurance Programs -Life Insurance) of the District's Civil Service System Employee Manual will be updated during the term of the MOU at the time this modification can be made.

WHEREAS, the Board directed the General Manager to finalize #6 of the Employee MOU and #4 of the Manager MOU before the end of the calendar year; and

WHEREAS, on September 11, and 12, 2023, the General Manager met with the designated representatives of the District Employees Association and Managers, respectively, to discuss the cost savings of elimination of the retiree life insurance benefit for future retirees not already receiving the benefit, as well as the cost increase of various levels of term life insurance coverage for current employees.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility that the attached amendments to the Memorandums of Understanding (MOUs) with District Employees and Managers adopted by Resolutions 23-24 and 23-25 are hereby adopted. These amendments modify Section 4.2 (Health Insurance Programs -Life Insurance) of the District's Civil Service System Employee Manual to:

1. Eliminate the retiree whole life insurance benefit for employees retiring after October 1, 2023;
2. Increase the level of term life insurance coverage to \$75,000 for Active Employees and \$150,000 for Active Managers.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, California this 5th day of October 2023.

Signed:

James T. Williams, President of the Board of Directors

Attest:

Emilie Costan, Board Secretary

AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING (“MOU”)

BETWEEN

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

AND THE

SOUTH PLACER MUNICIPAL UTILITY DISTRICT EMPLOYEE ASSOCIATION

July 1, 2023 – June 30, 2025

Amended October 5, 2023

The South Placer Municipal Utility District (“District”), through its Board of Directors (“Board”) met during a regular Board meeting on October 5, 2023, to approve the following amendment to the MOU with the South Placer Municipal Utility District Employee Association (“Association”) on matters relating to the employment conditions of District employees represented by the Association. This document memorializes the following terms and conditions modified by the Board between the District and the Association as part of this MOU:

Existing MOU Item #6: *During the term of the MOU, the District will eliminate the retiree life insurance benefit for future retirees of the District not already receiving the benefit and will increase the level of term life insurance coverage for current employees during their employment. Section 4.2 (Health Insurance Programs – Life Insurance) of the District’s Civil Service System Employee Manual will be updated during the term of the MOU at the time this modification can be made.*

Revised MOU Item #6: The District will eliminate the retiree whole life insurance benefit for employees retiring after October 1, 2023. The District will increase the level of term life insurance coverage to \$75,000 for employees during their employment with the District. Section 4.2 (Health Insurance Programs – Life Insurance) of the District’s Civil Service System Employee Manual will be updated to reflect the change.

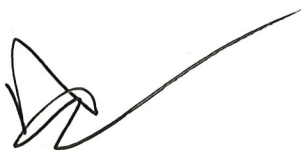
These changes will become effective as provided in this MOU, and as approved by the Board of Directors on October 5, 2023.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

James T. Williams, President of the Board of Directors

Date

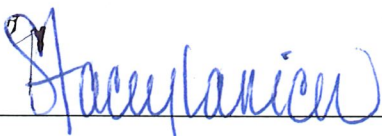
SOUTH PLACER MUNICIPAL UTILITY DISTRICT EMPLOYEE ASSOCIATION:



Aaron Moore, Lead Inspector

9/27/23

Date



Stacey Larick, Administrative Services Assistant III

9/21/23

Date



John Romero, Maintenance Worker I

9/27/23

Date

AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING (“MOU”)

BETWEEN

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

AND THE

SOUTH PLACER MUNICIPAL UTILITY DISTRICT INDIVIDUAL MANAGEMENT
EMPLOYEES

July 1, 2023 – June 30, 2025

Amended October 5, 2023

The South Placer Municipal Utility District (“District”), through its Board of Directors (“Board”) met during a regular Board meeting on October 5, 2023, to approve the following amendment to the MOU with the South Placer Municipal Utility District Individual Management Employees (“Management Employees”) on matters relating to the employment conditions of the Management Employees. This document memorializes the following terms and conditions modified by the Board between the District and the Management Employees as part of this MOU:

Existing MOU Item #4: *During the term of the MOU, the District will eliminate the retiree life insurance benefit for future retirees of the District not already receiving the benefit and will increase the level of term life insurance coverage for current employees during their employment. Section 4.2 (Health Insurance Programs – Life Insurance) of the District’s Civil Service System Employee Manual will be updated during the term of the MOU at the time this modification can be made.*

Revised MOU Item #4: The District will eliminate the retiree whole life insurance benefit for employees retiring after October 1, 2023. The District will increase the level of term life insurance coverage to \$150,000 for managers during their employment with the District. Section 4.2 (Health Insurance Programs – Life Insurance) of the District’s Civil Service System Employee Manual will be updated to reflect the change.

These changes will become effective as provided in this MOU, and as approved by the Board of Directors on October 5, 2023.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

James T. Williams, President of the Board of Directors

Date

SOUTH PLACER MUNICIPAL UTILITY DISTRICT INDIVIDUAL MANAGEMENT EMPLOYEES:

Emilie Costan

Emilie Costan, Administrative Services Manager

9/27/23

Date

Carie Huff

Carie Huff, District Engineer

9/27/23

Date

Eric Nielsen

Eric Nielsen, Superintendent

9/27/23

Date

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Eric Nielsen, Superintendent

Cc: Herb Niederberger, General Manager

Subject: Strategic Plan FY22/23 Annual Performance Report

Meeting Date: September 7, 2023

Overview

On September 1, 2022, the Board of Directors (Board) completed an extensive strategic planning process by adopting the South Placer Municipal Utility District (District) Strategic Plan for the years 2023 through 2027. The Strategic Plan establishes the blueprint for the District’s current activities and response to future activities and changing priorities. The Strategic Plan confirms the District’s Mission, Vision, and Core Values as a customer-driven utility dedicated to protecting public health by providing quality sanitary sewer collection service while protecting and preserving our water environment and resources for future generations.

To help ensure success in achieving goals and priorities, a local government agency should follow up, make course corrections, and ensure accountability. Strategic planning efforts are most effective when they create a process where staff is accountable, and the Board fulfills its proper role of overseeing District progress toward agreed-upon priorities. Department managers are responsible for tracking and analyzing performance against the priorities and measurements that they are assigned. Annual performance reports play an important role in communicating the results of that tracking and analysis.

The objective of the attached Strategic Plan FY22/23 Annual Performance Report is to provide the Board and the public with an overview of the breadth of activities in which District staff are engaged. The report summarizes progress against the five strategic plan priorities beginning on **Page 3**.

The report also tracks performance against strategic measurements using the Effective Utility Management (EUM) framework. A list of the measurements organized by EUM attribute is presented in the Table of Performance Measurements located on **Page 9** of the report. The table uses a simple rating system to provide an overview of the performance during the current reporting year and the prior year. This shows the current performance and trends/changes in performance over time. Each measurement in the table also includes a reference to a page number in the report where there is detailed information that includes 1) a description of the measurement, 2) a chart of current and past performance, and 3) an analysis of the performance.

This is the first year of presenting the Board with an update or report card of performance in this manner. The District made good progress in many areas related to its priorities and continued to perform well against many of its measurements. There are a number of measurements that are new to the District and efforts to track progress against those measurements have not begun yet. Updates on the District's progress in those areas will be provided in future strategic plan annual performance reports.

Recommendation

This is an informational item. Staff recommend that the Board of Directors receive and file the Strategic Plan FY22/23 Annual Performance Report.

Strategic Plan Priorities

This action is consistent with the SPMUD Strategic Plan which outlines the process of returning and reporting progress to the Board on the priorities and performance measurements outlined.

Related District Ordinances, Policies, or Resolutions

Resolution 22-37: Adopt Strategic Plan 2023-2027

Fiscal Impact

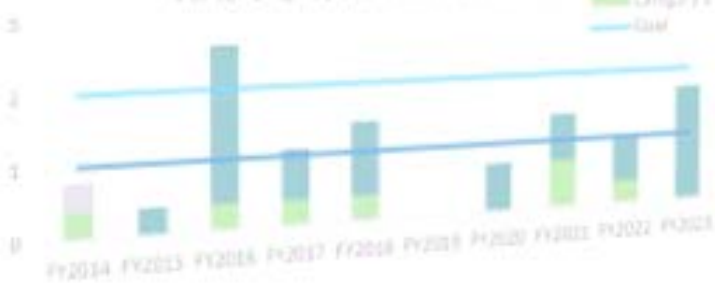
There is no direct fiscal impact associated with this annual strategic plan performance report. Individual projects discussed within the report with a fiscal impact will be approved individually by the Board as appropriate.

Attachments:

1. South Placer Municipal Utility District Strategic Plan FY22/23 Annual Performance Report

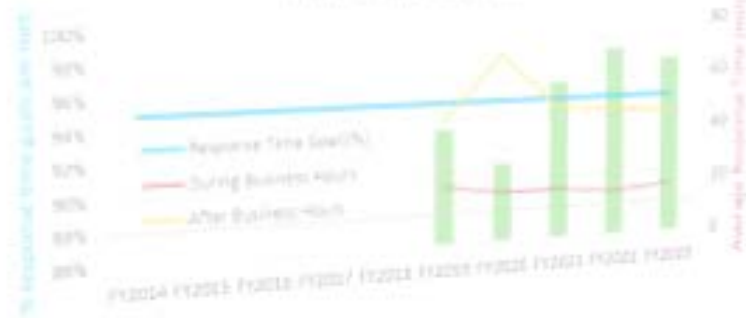
Non-Lateral Sewer Spills

of sewer spills per 100 miles of sewer mains



Service Call Response Time

% response time goals are met



STRATEGIC PLAN 2023 - 2027

ANNUAL PERFORMANCE REPORT

September 2023

South Placer Municipal Utility District

5807 Springview Drive
Rocklin, CA 95677

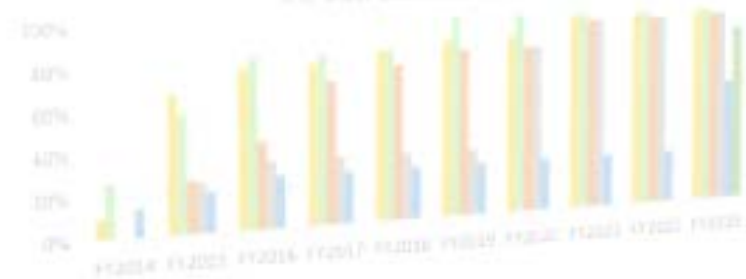
Property Line Clean Outs

of clean outs per 100 miles of laterals



Asset Inventory Data

% of assets inventoried





SOUTH PLACER MUNICIPAL UTILITY DISTRICT

Strategic Plan FY22/23 Annual Performance Report

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Executive Summary

The District Board of Directors (Board) adopted a five-year strategic plan in September 2022 following a multi-month process to reaffirm and/or revise its mission, vision, and core values. The strategic plan outlines five priorities with associated work plans and action steps with timelines to guide the efforts of District staff. Staff reports provided to the Board during monthly board meetings reference associated elements of the strategic plan to tie the work being performed to the guidance of the strategic plan. As part of the process of implementing the strategic plan, staff are committed to providing annual updates to the Board by means of annual performance reports. These annual reports provide an opportunity to take a holistic review of the efforts of the District, assess progress, and allow an opportunity for the Board to provide additional direction and comments.

The format of this annual performance report differs from previous strategic plan report cards provided to the Board as the strategic plan for 2023-2027 adopted a new approach. In addition to identifying a small number of targeted, achievable priorities, the strategic plan adopted the Effective Utility Management (EUM) framework. The EUM framework allows for the analysis and reporting on the various District efforts in a well-known and industry accepted manner. The approach for both the strategic plan priorities and the EUM measurements are described in more detail in the section below on Report Organization.

Some of the notable accomplishments relative to the strategic plan efforts from the past fiscal year include the items listed below. Additional information for each of these summarized items is provided in more detail in the report below.

- Navigating the changes associated with the revision of the State Water Board's General Order
- Completion of a Rate Study and adoption of a new Rate Schedule
- Completion of a Capacity Fee Study amending the Sewer Participation Charge
- Progress in the design of the Supervisory Control and Data Acquisition (SCADA) System replacement

As a five-year strategic plan, a number of planned efforts either have not started yet or saw only limited progress in this first year. Several items are listed below that staff are tracking closely, and the Board can expect to hear future updates on.

- Tracking the changes and impacts of the District's unfunded actuarial liability (UAL)
- Progress toward the development of a comprehensive asset management plan
- Efforts to convert the District's existing fleet to zero-emission vehicles
- Efforts to make the District a great place to work

The intent of this report is to effectively communicate the efforts of the District to fulfill its mission and vision to the Board and its customers in a thorough and transparent way that is easily navigated. The General Manager will continue to collaborate with department managers between Annual Report Cards to keep things on track and adapt to changing circumstances while keeping the Board apprised of significant accomplishments and deviations. Future strategic plan annual performance reports will build upon the initial efforts to compile this report and hopefully facilitate a continuous discussion about the targeted efforts of the District.



Report Organization

This strategic plan annual performance report is organized into two sections. The first section reviews the progress related to the priorities set in the strategic plan. The priorities and associated work plans and action steps are grouped together. A summary of efforts and progress is given for each of the action steps scheduled for this fiscal year.

The second section provides information on several performance measurements. Those measurements are organized into groups according to the EUM attribute they relate to (see the strategic plan for information about the EUM). District staff adapted the EUM framework to align with the services it provides (i.e., sewer collection and not treatment). The EUM framework allows staff to report the performance/progress in several areas that are crucial to the services it consistently provides its customers but may not be identified as a strategic plan priority. These measurements will carry over from year to year and from strategic plan to strategic plan to provide continuity in reporting on the District's regular efforts.

The Table of Performance Measurements on page 9 provides a condensed summary of all of the measurements and is meant to provide an overview of the District's performance. The measurements are organized by EUM attribute. The table gives a rating for each measurement for the current and previous fiscal years. This allows one to quickly see how the District performed in this area and see general change in performance from one year to the next. The table also lists the page number of the report where more detailed information/discussion is provided for that measurement.

A table of acronyms and abbreviations is provided at the end of the report to assist the reader if unfamiliar acronyms or abbreviations are encountered in the report.



Priorities and Work Plans

This section reports on the work completed and the work in progress related to the priorities set in the Strategic Plan. The District identified five priorities with associated work plans, actions steps, and timelines. The text describing the District’s progress is organized on the following pages by priority, work plan, and action steps as shown in the figure below.



Figure: Organization of Strategic Plan Priorities, Work Plans, and Action Steps

Maintain an Excellent Regulatory Compliance Record

Reduce Spills

Maintain a compliant Sewer System Management Plan (SSMP)

The State Water Resources Control Board (SWRCB) issued a general order in 2006, that was revised in December 2022, which requires all public sewer collection systems to maintain a Sewer System Management Plan (SSMP). The next update and recertification of the SSMP is due by August 2, 2025.

Conduct biennial audits of the SSMP

One of the requirements of the General Order (Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems) is to conduct regular audits of the compliance and effectiveness of the SSMP. The District’s most recent SSMP Audit was conducted in 2021. Per the revised General Order (i.e., Order WQ 2022-0103-DWQ), the District’s next SSMP Audit is due August 2, 2024.

Comply with Statewide Sanitary Sewer Systems General Order Reissuance

Attend industry conferences and workshops to stay abreast of updates

District staff attended numerous workshops as the revised General Order was being developed as well as trainings after the General Order was adopted. The table below lists the workshops, meetings, and webinars District staff attended.

Date	Organization Hosting	Topic
7/23/22	CWEA Collection System Committee	SWRCB provided an update
10/6/22	CASSE General Meeting	Agency compliance strategies
11/1/22	CASA Collection System Workgroup	Review responses to comments
11/9/22	CASA Collection System Workgroup	Prepare talking points
11/14/22	SWRCB Public Workshop	Proposed revisions



Date	Organization Hosting	Topic
11/16/22	CASA Collection System Workgroup	Report out from SWRCB meeting
11/30/22	CASA Collection System Workgroup	Prepare for Board Meeting
12/6/22	SWRCB Board Meeting	Adoption of Revised Order
1/11/23	Clean Water Summit Partners	Training on Revised Order
3/22/23	Clean Water Summit Partners	Training on SERP
5/3/23	Clean Water Summit Partners	Training on reporting

Fully comply with all requirements by the Order’s effective date

The effective date of the revised General Order was June 5, 2023. The District met the requirements for compliance by 1) continuing enrollee coverage under the revised General Order, 2) uploading the District’s current SSMP to the SWRCB, 3) updating the District’s Spill Emergency Response Plan (SERP) to reflect updated requirements, and 4) training staff on the updated requirements and procedures.

Prepare for the Future and Foreseeable Emergencies

Pay Down Unfunded Actuarial Liability (UAL)

Analyze rates of return on investments and current UAL liability

The District participates in a CalPERS Section 115 CEPP Trust. The funds in the trust can be used to make larger one-time payments towards the District’s unfunded liability, smooth payments in years that have larger minimum unfunded liability payment requirements, or to pay normal pension costs. The District receives quarterly statements on CEPPT performance. Annually, the District receives CalPERS actuarial reports for each of the District’s risk-sharing pools that provide key information on the CalPERS investment returns and plan experiences that impact unfunded liability payments. Staff uses this information to review strategies and bring them to the Fee and Finance Advisory Committee for further discussion.

Present findings to the Fee & Finance Advisory Committee for consideration annually

District staff meets with the Fee & Finance Advisory Committee annually in November to review the Annual Financial Audit, District investment performance and policies, and the overall financial position of the District. Staff also meets with the Fee & Finance Advisory Committee every year in May to review Budget Priorities as well as throughout the year if additional discussion is needed. In August 2023, due to the large CalPERS investment losses in FY2022, the District met with the Fee and Finance Advisory Committee to review the impacts on the District. Staff presented an informational report on Pension Funding to the full Board of Directors at the September 7, 2023 Board meeting.



Prepare Written Contingency Plans for Emergencies

Develop a list of contingency plans by December 2022

As stewards of the environment and protectors of public health, the District has historically invested significant effort in preparing for emergencies. Examples of this include preparing for and training on sewer spill emergency response plans, emergency action plans to protect staff during emergencies, hazardous material response plans related to the storage of diesel fuel at fixed generators, and workforce continuity of operations plans for events such as the recent pandemic. Staff has started a list of contingency plans to be developed during the timeframe of this strategic plan.

- Lift Station Emergency Response Plans (one for each station)
- Cybersecurity Incident Response Plan
- Natural Disaster Response

Develop two plans per fiscal year

The Spill Emergency Response Plan (SERP) underwent a major revision to comply with the new requirements of the revised General Order. Staff updated the SERP internally; however, the effort was supported by information provided by numerous professional organizations and a consultant specializing in regulatory compliance for sewer agencies. This was the only contingency plan developed this fiscal year.

Leverage Existing and Applicable Technologies to Improve Efficiencies

Develop a Tactical Asset Management Plan

Update asset inventory by July 2023

The District has maintained a robust inventory of many of its assets (e.g., pipes, manholes) for decades in computerized maintenance management systems. These asset inventories are constantly being updated. However, additional asset classes were identified as needing to be developed to support the future efforts of developing the District's asset management plan. Specifically, the lift station asset inventory was enhanced by tracking additional pertinent data, and a new inventory was created for the District's submersible pumps. The improvements to these enhanced/new asset inventories will allow the District to better plan and manage all of its capital assets.

Update SCADA

Design by July 2023

The District retained the professional services of Carollo Engineers, Inc. to complete the needs assessment, technology selection, in-field radio path survey, and SCADA replacement design in November 2022. The current project schedule shows that 60% design will be finished by December 2023. The 100% design is scheduled to be completed by August 2024. This is later than originally planned and this action plan and related action plans will be updated to reflect the current schedule.



Complete Phase 1 by December 2024

The initial plan for phasing the construction of the SCADA replacement was based on the SCADA Master Plan completed in May 2022. The phasing of the construction will potentially be altered as detailed design drawings are prepared for the work. Construction drawings and contract documents are scheduled to be advertised for bid in the fall of 2024.

Reduce Reliance on Energy

Determine the cost of District-wide energy use by July 2023

Electricity and fuel are the two largest uses of energy for the District. Staff began tabulating energy use at the District lift stations, flow recorders, and offices with this strategic plan annual report. Similarly, the District also began tabulating the fuel use of its fleet. Only the last two fiscal years of energy use have been tabulated. Staff intends to continue to collect additional energy use data from prior years to better understand energy use over time.

Develop options for energy savings by July 2024

Staff plans to use the tabulated data for electricity and fuel to understand trends and patterns in the District's use of energy and the cost that represents to the District. Initially, two programs will be investigated as potential options for energy savings. The first is the lift station abandonment program. Lift stations consistently use electricity to convey sewer. Examining options to abandon lift stations by extending gravity pipelines may present viable options for energy savings. The second program that could impact the District's energy savings is the electrification of the District's fleet to comply with the State's Advanced Clean Fleet requirements.

Provide Exceptional Value for the Cost of Sewer Service

Maintain a Low Service Charge While Meeting Established Service Levels

Complete a rate study by March 2023

In July 2022, the District awarded a contract to IB Consulting, LLC to conduct a Wastewater Cost of Service Study. At the time, the wastewater rate of \$36 per month had been in effect since July 1, 2019. IB Consulting determined that the current rate did not provide sufficient revenues to fund necessary operations, maintenance, and regulatory programs, as well as capital investments and reserves to meet the District's stated needs.

Adopt new rates (if necessary) by July 2023

The Board of Directors conducted two public workshops to gather Board and Public input on the Wastewater Cost of Service Study. A Proposition 218 Notice with proposed wastewater rates for FY2024 through FY2028 was authorized at the March Board meeting and sent to affected property owners on March 8, 2023. A Public Hearing was held during



the May 4, 2023 Board meeting to consider the adoption of the proposed increases. The second reading and adoption of the proposed Ordinance to fix and establish monthly service charges was held on June 1, 2023, and the Ordinance became effective July 1, 2023.

Use Investment Vehicles with the Best Return

Evaluate investments

The District provides Quarterly and Annual Investment Reports to the Board of Directors. In addition, any investment transactions that occur are reported to the Board in the Administrative Service Manager's Monthly Board Report. Staff works with the California Special District Association (CSDA), the District's Banking Manager, and other financial resources to review investment options and bring those options and potential strategies to the Fee and Finance Advisory Committee for further discussion.

Present options to the Fee & Finance Advisory Committee

Every year at the November Board meeting, an Annual Investment Report is presented to the Board of Directors. Following the report, District staff meets with the Fee and Finance Advisory Committee to review the Annual Financial Audit, District investment performance and policies, and the overall financial position of the District. Staff also meets with the Fee and Finance Advisory Committee every year in May to review Budget Priorities as well as throughout the year if additional discussion is needed.

Become More Involved with the Determination of SPWA Treatment Costs

Staff attends all SPWA Board Meetings

The General Manager, Superintendent, and District Engineer attend the semi-annual meetings of the SPWA Board of Directors. These key staff members also meet quarterly with the key staff of the individual stakeholders to discuss anticipated expenses at the two regional treatment plants.

Staff from SPWA agencies meet to discuss treatment cost options

At present, more than half of all District annual expenses are incurred by the SPWA to cover operations and maintenance of the two regional treatment plants as well as the annual cost for rehabilitation and replacement at these facilities. The District is taking a more active role in the discussion of how these monies are spent as well as revenue from the energy recovery plant (i.e., methane production and resale as compressed natural gas).



Make SPMUD a Great Place to Work

Employee Recognition

Hold monthly employee recognition events

The District implemented monthly all-hands meetings where employees celebrate achievements, such as feedback from customer comment cards. In addition, the Employee Engagement Committee is considering ways to implement employee awards and other ways to foster appreciation between employees.

Promote the Masters Program

In order to cultivate professional development and growth, the District implemented the Masters Program, where employees receive a financial incentive to develop knowledge, skills, and abilities that the District views as desirable. Currently, one employee has successfully completed the program and two additional employees in FSD have begun the process.

Team Building Events

Support Employee Engagement Committee

The Employee Engagement Committee (EEC) meets monthly with representatives from each department to foster a more cohesive and collaborative environment to improve the work experience between employees and across departments. The EEC works to promote a positive culture among employees by prioritizing inclusion and developing ways to demonstrate recognition and appreciation.

Monthly “All Hands” Meetings

The District implemented monthly all-hands meetings to encourage communication and open discussion among employees. Employees present on various topics, which range from the District’s budget to leadership principles, and the capital improvement program.

Annual employee team-building activity

The District facilitates team building events such as the holiday team building event and Koinonia holiday decorating. Koinonia is a local non-profit public service organization that provides support for children and teens. Employees decorate the Koinonia school and administrative offices and the respite care and group homes. In addition, employees may also select and grant wishes from the children and teens in the Koinonia program.



Performance Measurements

Performance measurement is critical to effectively managing a utility. Karl Pearson (1857 – 1936), an English mathematician and biostatistician who authored Pearson's Law: "When performance is measured, performance improves. When performance is measured and reported back, the rate of improvement accelerates." The District has elected to use the Effective Utility Management (EUM) framework which outlines ten elements of effectively managed utilities.

The EUM framework provides detailed information on a range of measurements that utilities can consider using. The District selected a number of measurements from the EUM examples and created measurements that are District-specific. The table below summarizes the measurements used to assess performance, which are organized by EUM element, and it provides a rating based on the system described below. A rating is provided for the fiscal year being reported on as well as the prior fiscal year to be able to identify changes and trends more easily. The table also provides the page number of this report where more detailed information is provided for easy reference. It should be noted that measurements may be changed, added, or removed during the five-year period based on the actual performance and the benefit derived from tracking that measurement.

Rating System Legend and Explanations





-  Satisfactory This symbol signifies that that District has met its goals or that the trend is positive.
-  Watch The symbol signifies that the District is in danger of not meeting its goals, that the trend is indeterminate, or that there is insufficient data to make a determination.
-  Unsatisfactory The symbol signifies that the District has not met its goals or that the trend is negative.
-  No Measurement The symbol signifies that the District has not developed a measurement for this performance measurement yet.

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EUM Element	Measurement	FY22 Rating	FY23 Rating	Page
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* Indicates an EUM Benchmarking Performance Indicator.				



Product Quality

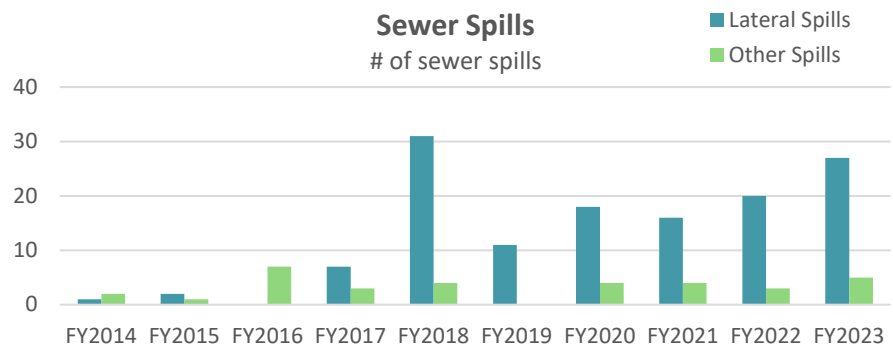


Product Quality

The measurements related to this EUM attribute gauge the District’s efforts to meet the regulatory requirements to lessen sewer spills and the potential associated impacts on public health and the environment.

Number of Sewer Spills

Description: Sewage spilled from a sanitary sewer system may threaten public health, beneficial uses of waters of the State, and the environment. A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Any spill that has the potential to discharge to surface waters of the State is prohibited unless it is promptly cleaned up and reported as required in the Sanitary Sewer Systems General Order. The District’s mission is to protect public health and the water environment which primarily is accomplished by lessening sewer spills through planning and activities.



Analysis: The District has historically had very few spills. The number of spills not originating from a lateral (e.g., from mainlines, manholes, lift stations) has remained consistently low. In March 2017, the District took ownership of the lower lateral. The number of lateral spills increased after 2017 as a result. Spills from laterals differ from other spills because they typically have limited impact on public health and the environment. The number of lateral spills has remained around twenty per year.

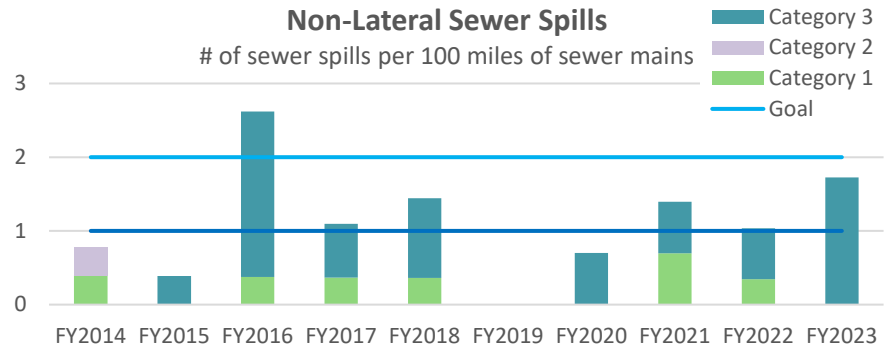


Number of Spills per 100 Miles of Sewer Main

Description: This measurement normalizes the number of spills based on the size of the collection system, which allows for comparison to other agencies regardless of the size of the system. It considers spills from a failure in any part of the collection system except for laterals because not all collection systems take

Product Quality

responsibility for laterals and typically spills from laterals represent a very small risk to public health and the environment. This measurement is tracked this way to ensure that it is useful for comparison and analysis purposes.



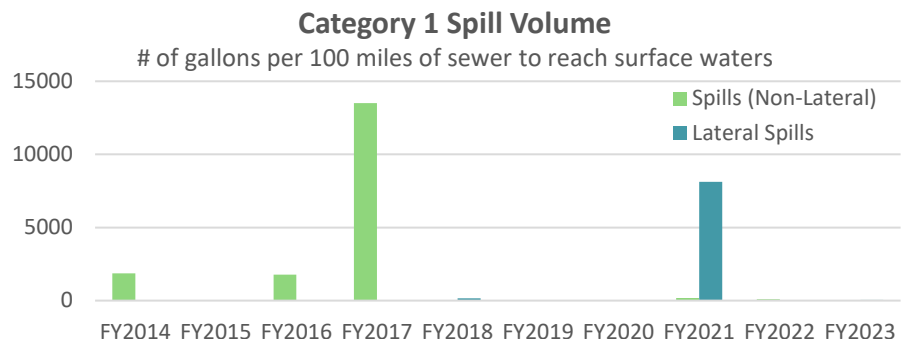
Analysis: Two spills per 100 miles of sewer main is a number that is often used in the collection system industry as a benchmark for good performance. With the exception of one year (FY2016), the District has consistently reached its goal of having less than two spills per 100 miles of sewer main. There have been many years where the District has met its stretch goal of having less than one spill per 100 miles of sewer main.



Volume of Sewer Spills to Waters

Description: The District strives to prevent the number of spills. However, when a spill occurs, the District responds according to its Spill Emergency Response Plan to lessen the volume of sewer and mitigate the potential impacts. The District also makes significant efforts to recover as much sewer as practicable after a spill.

This measurement assesses the volume of sewer spilled over the course of the year and normalizes it based on the size of the collection system. This allows the District to compare performance to other agencies even if they are a different size.



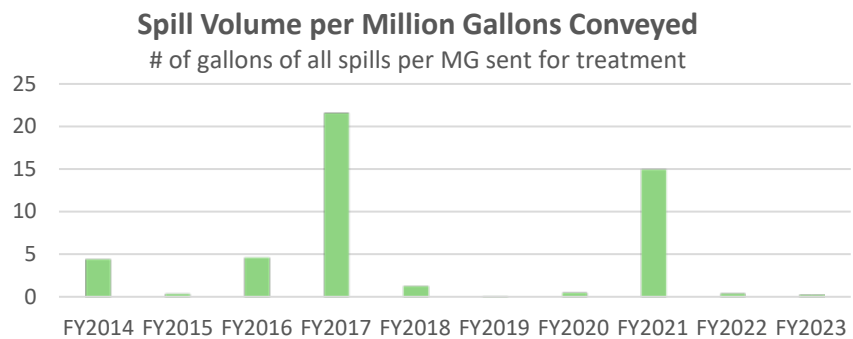


Product Quality

Analysis: The volume of spills in any given year typically is limited to very small amounts. The two exceptions indicated on the above chart are related to two specific events. In FY2017 an intense storm event overwhelmed the capacity of the collection system. That capacity constraint was corrected with the Loomis Diversion project and the Foothill Trunk project. In FY2021 a commercial center let a spill go unnoticed and unreported for multiple days, resulting in a large volume spill.

Volume of Spills per Million Gallons Conveyed

Description: This measurement assesses the volume of sewer spill over the course of the year and normalizes it based on the total volume of flow collected and conveyed to the treatment plants. This measurement allows the District to compare performance to other agencies.



Analysis: The volume of spills typically is very limited. Two specific events created the exceptions seen in the chart above. Staff recommends removing this measurement from future strategic plan annual performance reports. The information and trends identified with this measurement are the same as those identified with the previous measurement which tracks the volume of spills per 100 miles of pipe.

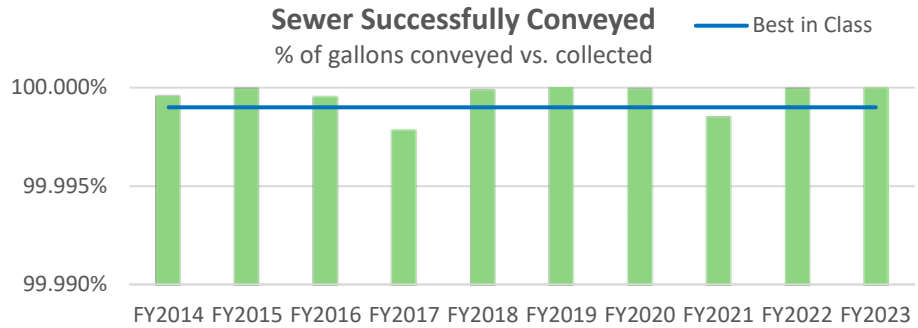
Sewer Successfully Conveyed

Description: This measurement assesses the effectiveness with which the District collects sewer from its customers and conveys it to facilities where it can be treated before discharge back into the environment. It compares the volume of sewer lost during spill events against the volume conveyed to the South Placer Wastewater Authority through the District’s flow recorders.





Product Quality

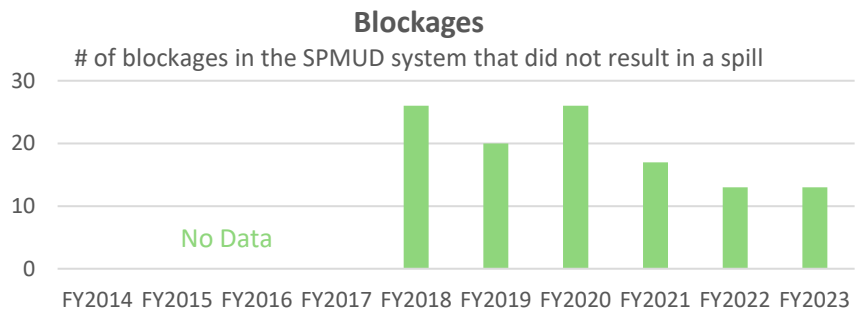


Analysis: The benchmarks for “good” performance (i.e., 99.9%) and “best in class” performance (i.e., 99.999%) are used in the IT industry when measuring the uptime of mission critical networks. For comparison, “best in class” performance of an IT network means that it only has 5.4 minutes of downtime in a year. The District fulfills its mission to protect public health and the environment and provide effective and efficient service. The District’s performance according to this measurement is very good.



Number of Blockages

Description: This measurement counts the number of blockages reported by customers in the District-owned portion of the sewer system. Prior to 2017, the District did not own the lower lateral and thus the method of tracking responsibility for the blockage changed. To remain consistent, the chart only shows data for the full years in which the District tracked responsibility the way it is currently tracked.



Analysis: The chart shows that the number of blockages reported by residents that prove to be the District’s responsibility has trended downward over recent years. Callouts regarding blockages are predominantly for issues in the lateral. This measurement indicates that the efforts of the District’s lower lateral crews are addressing issues before they become problems that result



**Product
Quality**

in a customer service call. The hope is that this is a leading indicator for the reduction of the number of sewer spills.



Customer Satisfaction



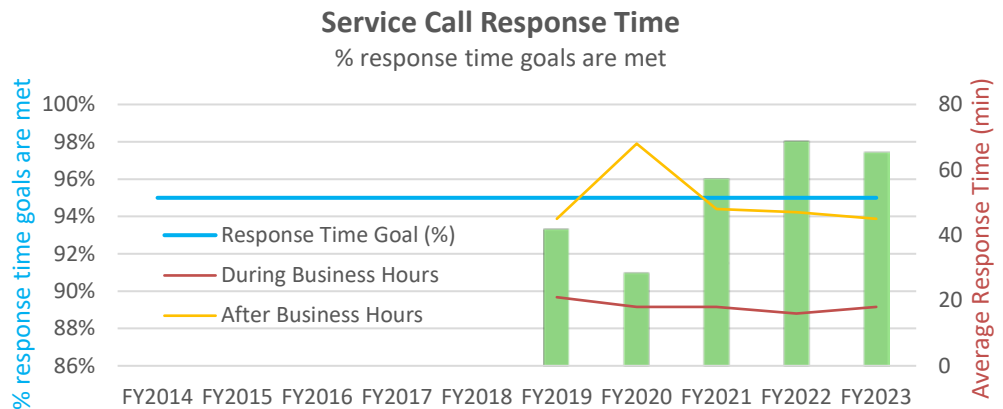
Customer Satisfaction

The measurements related to this EUM attribute gauge the District’s success in being responsive, reliable, and respectful to its customers.

Service Call Response Time

Description: Customers can call 24/7 to report an issue and at least one employee will respond on-site. This measurement assesses the consistency with which employees on standby respond when called out by customers within the timeframes set by the District. The District is committed to responding within 30 minutes during business hours and within 60 minutes outside of business hours. The District began tracking this measurement in 2019.

The chart below shows the percentage of time in a year that the target response times are met (green bars). It also shows the average response time in minutes (red line for during business hours, orange line for after hours).



Analysis: In 2020 the District noticed that improvement was needed in this area. Changes were made to improve the chain of communication in the receipt of calls after hours and coverage for response during business hours. Since those changes, the service response time goals have been met.



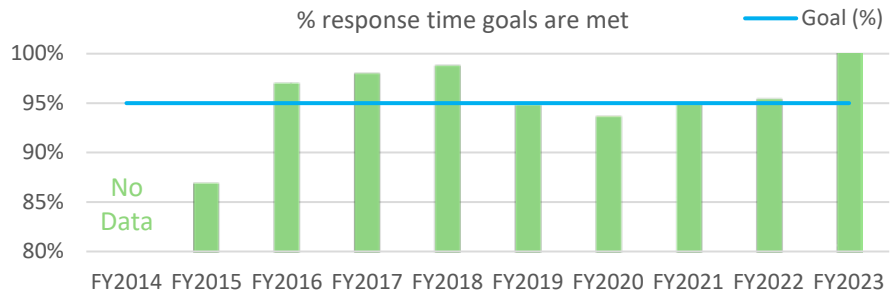
Development Review Response Time

Description: This measurement is a percentage of the number of development plan reviews turned around in twenty days for the first review and ten days for each subsequent review divided by the total number of plan reviews.



Customer Satisfaction

Development Review Response Time

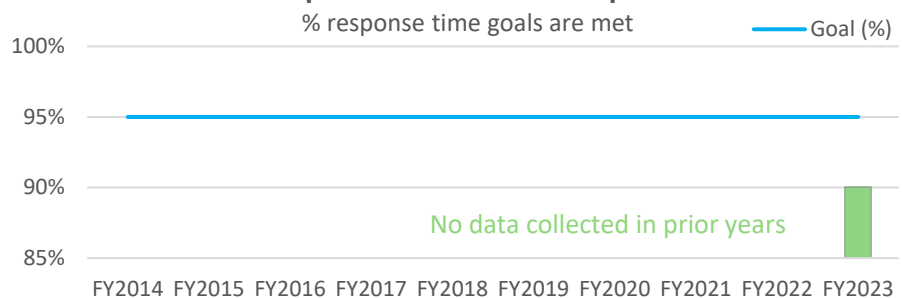


Analysis: The District’s goal is to provide excellent customer service by providing prompt reviews and responses when improvement plans are submitted and to ensure the comments are consistent with the District’s Standard Specifications and Improvement Standards for Sanitary Sewers. Thoughtful reviews are imperative during each step of plan review, from pre-development to improvement plans. Consideration of long-term District objectives is a priority at all levels of review so that the District’s needs are met now and in the future.

Tenant Improvement Review Response Time

Description: This measurement is the percentage of tenant improvement plan reviews turned around in twenty days for the first review and ten days for each subsequent review divided by the total number of plan reviews.

Tenant Improvement Review Response Time



Analysis: The District’s goal is to provide excellent customer service by providing prompt reviews when tenant improvements are submitted and to provide substantive comments based on the District’s Standard Specifications and Improvement Standards for Sanitary Sewers. The District has recently implemented pre-design meetings for food service establishments when changes or alterations to existing grease control devices are required. These pre-design meetings have been extremely beneficial in streamlining the



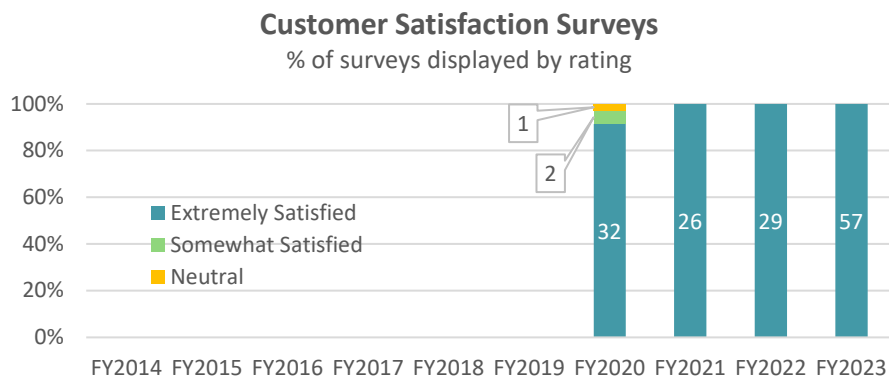
Customer Satisfaction



review process. Based on the results from the first year tracking this measurement, additional effort is required to improve the response time. It should be noted that tenant improvement reviews are difficult to track since items are submitted in multiple iterations.

Customer Satisfaction Surveys

Description: The District collects customer survey information from survey cards and forms on the District website. Customers can rate the service they have received (i.e., extremely satisfied, somewhat satisfied, neutral, somewhat dissatisfied, or extremely dissatisfied) in four different areas (i.e., professionalism, response time, communication, quality of work). The numbers on the columns in the chart below indicate the number of customer surveys received in the given rating.



Analysis: The District began collecting this data in FY2020. Since that time, only three out of 147 surveys have indicated anything other than an “extremely satisfied” rating. Two surveys in FY2020 had all but one of the areas marked as “extremely” satisfied”. There was one survey in FY2020 that marked all areas as “neutral”. This is indicative of the excellent customer service that District employees provide to District customers. It is encouraging to see that the total number of surveys returned by customers increased in FY2023.



Error-Driven Billing Adjustment Rate

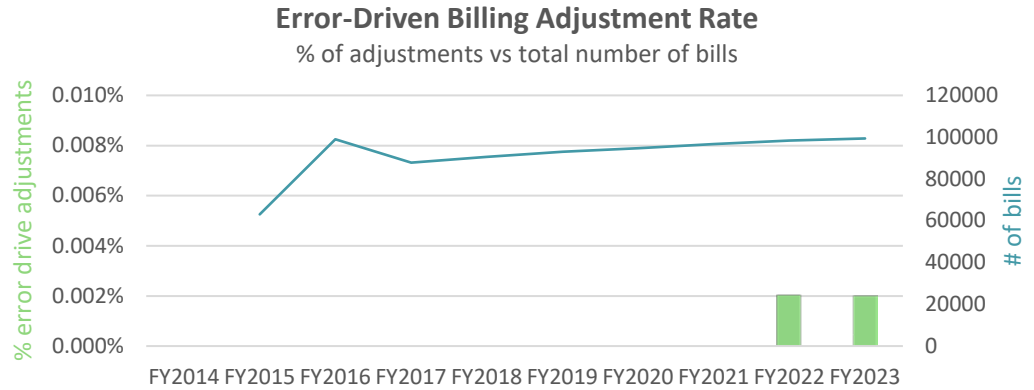
Description: Due to the nature of the District's flat-rate billing model and automated billing process, billing errors are infrequent. While EDUs are subject to change based on the building use, it is the responsibility of the property owner to update the District when a use changes. District staff conducts



Customer Satisfaction

quarterly billing audits to ensure that commercial properties are assessed properly.

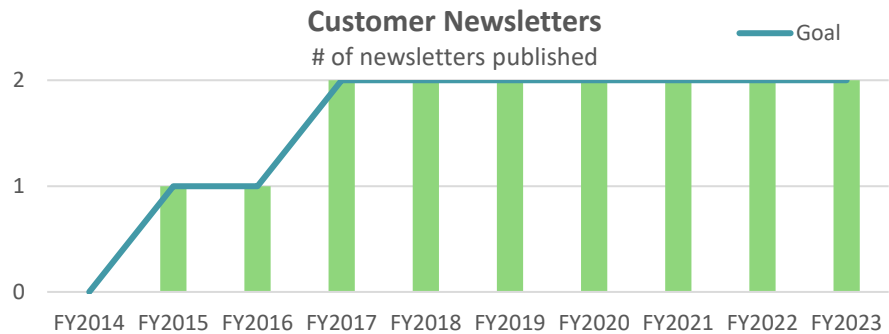
This is an EUM Benchmarking Performance Indicator.



Analysis: This is a new measurement that will be tracked in the customer information system in future years.

Customer Newsletters

Description: The District sends a Spring and Fall Newsletter that is included with the customer billing statement. In FY2023, the newsletter was also sent electronically to customers who have elected to receive electronic billing statements. The measurement tracks how well the District is communicating relevant information to its customers.



Analysis: The newsletter began as an annual letter in December 2015 and increased to two newsletters a year in FY2017. Two newsletters have consistently been sent to customers since that time.

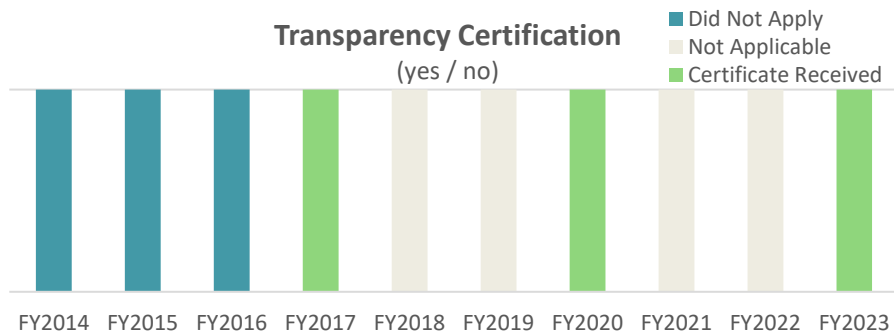


Customer Satisfaction



Transparency Certification

Description: The Special District Leadership Foundation (SDLF) administers an award program whereby they recognize Special Districts for their outstanding efforts to promote transparency and good governance. To receive the District Transparency Certificate of Excellence, a District must demonstrate the completion of essential governance transparency requirements, including conducting ethics training for all board members, properly conducting open and public meetings, and filing financial transactions with the State Controller's Office. The Transparency Certificate of Excellence is awarded every three years.



Analysis: The Transparency Certificate of Excellence is awarded every three years. The District received this award for the first time in 2016/2017. Since then, the District has applied for and received the award every three years.

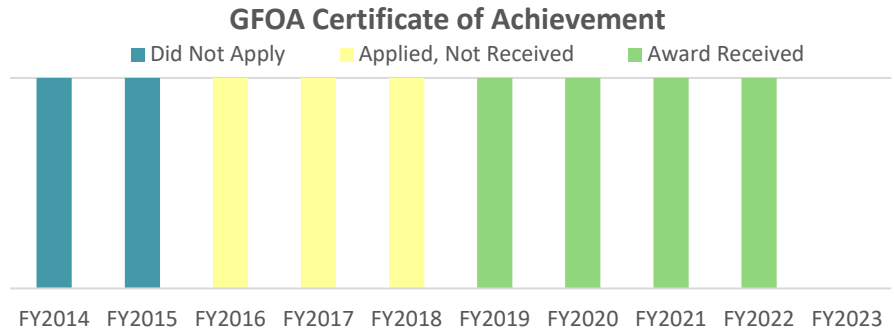
Obtain GFOA Award

Description: The Certificate of Achievement for Excellence in Financial Reporting awarded by the Government Finance Officers Association (GFOA) is the highest form of recognition for excellence in state and local government financial reporting. To be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.





Customer Satisfaction



Analysis: The District has received this prestigious award for its Annual Comprehensive Financial Reports for four consecutive years.



Stakeholder Understanding and Support

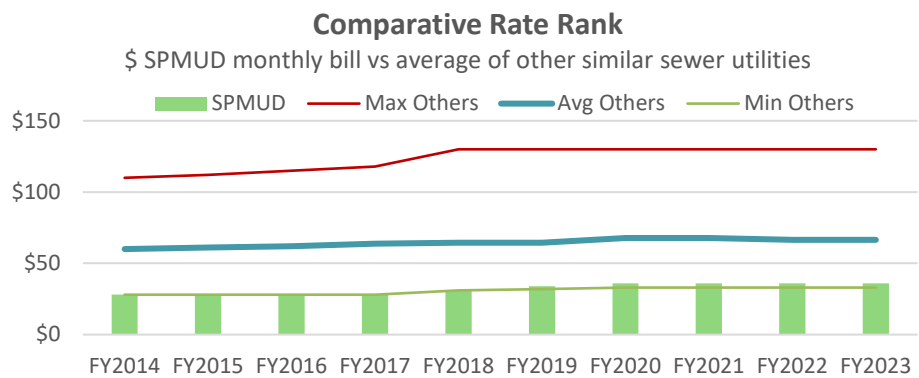


Stakeholder Understanding and Support

The measurements related to this EUM attribute gauge the District’s ability to engender understanding and support from customers, community interests, and regulatory bodies. The measurements gauge the District’s efforts to engage in partnerships and establish the utility as an anchor institution (critical asset) to the community.

Comparative Rate Rank

Description: The District’s vision is to be a reliable, innovative, sustainable, efficient, and cost-effective sewer service provider. To that end, the District works hard to maintain one of the lowest monthly rates in the region for its customers. Rates are compared against Placer County, the Cities of Roseville, Lincoln, Auburn, and Colfax, the Truckee Sanitation District, and the North Tahoe, Tahoe City, and Olympic Valley Public Utility Districts.



Analysis: The District has consistently maintained one of the lowest rates in the region over the last ten years. In FY2014, FY2015, FY2016, FY2017, and FY2023 the District had the lowest rate in the region. A cost-of-service study was conducted in FY2023 and the Board approved a five-year rate increase that continues to see the District as the lowest cost provider in the region.



Stakeholder Consultation

Description: The District strives to partner with stakeholders (i.e., anyone who can affect or be affected by the District) to coordinate shared goals, engender understanding, and receive input to meet the District’s mission and vision. This measurement counts the number of stakeholder entities with which the District engages.



Stakeholder Understanding and Support



Analysis: This is a new measurement for the District. The number of active stakeholder contacts in FY2023 is ten and includes the City of Rocklin, Town of Loomis, Placer County, South Placer Wastewater Authority, Placer County Water Agency, Rocklin Chamber of Commerce, Loomis Basin Chamber of Commerce, Rocklin Unified School District, Loomis Union School District, and North State Building Industry Association. Estimates were made to determine the number of active contacts in previous years. As noted in the chart, the number of contacts has grown over the last decade.

Stakeholder Input

Description: Input is crucial when utilities work to set service levels, rate structures, operating budgets, capital improvement programs, and risk management decisions. The intent of a measurement like this is to track the District’s efforts to actively seek input from stakeholders. A measurement has not been identified yet.

Analysis: The District actively seeks input from stakeholders through public hearings, outreach through chamber of commerce meetings/activities, periodic luncheons, bill inserts, newsletters, and customer survey cards.

Stakeholder Satisfaction

Description: It is important that utilities actively engage in partnerships and seek to understand what it takes to be a “good neighbor”. Soliciting stakeholder feedback on their satisfaction with the overall job of the District. The intent is to provide stakeholders with a survey that can be used to rate the performance of the District as well as provide specific feedback on successes and areas of potential improvement.



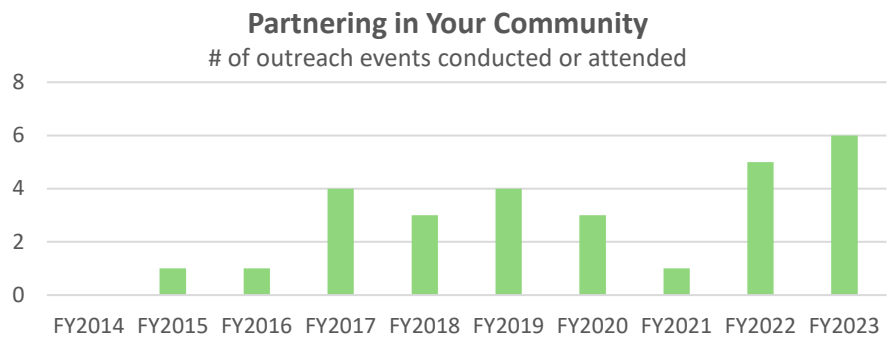
Stakeholder Understanding and Support



Analysis: This survey has not been developed yet but will be in future years.

Partnering in Your Community

Description: Utilities should actively reach out to stakeholders in the community to promote an appreciation of the true value of water and the District’s role in the social, economic, public, and environmental health of the community. This measurement tracks the number of outreach events conducted or attended by the District to build support and highlight the value of sewer services.



Analysis: For many years the District has reached out to the community by participating in community events such as the Rocklin Civic Engagement Event, Hot Chili Cool Cars (Rocklin Chamber), Loomis Day Before Thanksgiving Parade (Loomis Chamber), Rocklin State of the City, Loomis State of the Town, Government Relations Committee Meetings in various jurisdictions, and specific outreach for capital improvement projects.

The managers from each of the District’s three departments have been accepted into and completed the Leadership Rocklin program over the last three years. One of the managers is currently serving on the Leadership Rocklin Steering Committee. This program gives participants the distinct opportunity to meet, connect, and network with community leaders.



Financial Viability

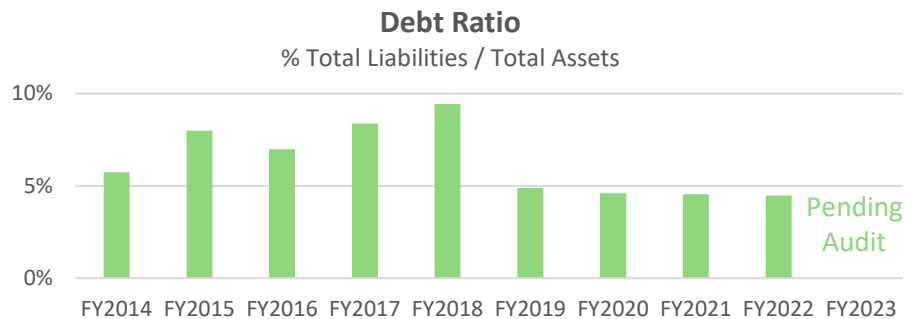


Financial Viability

The measurements related to this EUM attribute gauge the District’s effectiveness in planning for the full life-cycle cost of utility operations, establishing predictable rates, accounting for affordability, and implementing sound strategies for ensuring revenues.

Debt Ratio

Description: The District has assets primarily in the form of infrastructure and capital reserves to expand and maintain that infrastructure. The District has a continuous current liability due to the nature of its billing practices as billing occurs in arrears; however, the District participates in the County Teeter Program which assesses unpaid sewer balances to the property tax bill and greatly mitigates risk from this liability. The only long-term liabilities of the District are pension and other post-employment benefit liabilities. This is an EUM Benchmarking Performance Indicator.



Analysis: The District has no conventional debt for the financing of District improvements and has maintained a consistently low rate of liabilities versus assets.



Financial Procedure Integrity

Description: The District is subject to an annual audit of its financial statements. During the audit process, the auditor examines the policies, procedures, practices, and reporting by the District and determines if material weakness, proper accounting and billing policies, and internal controls exist.

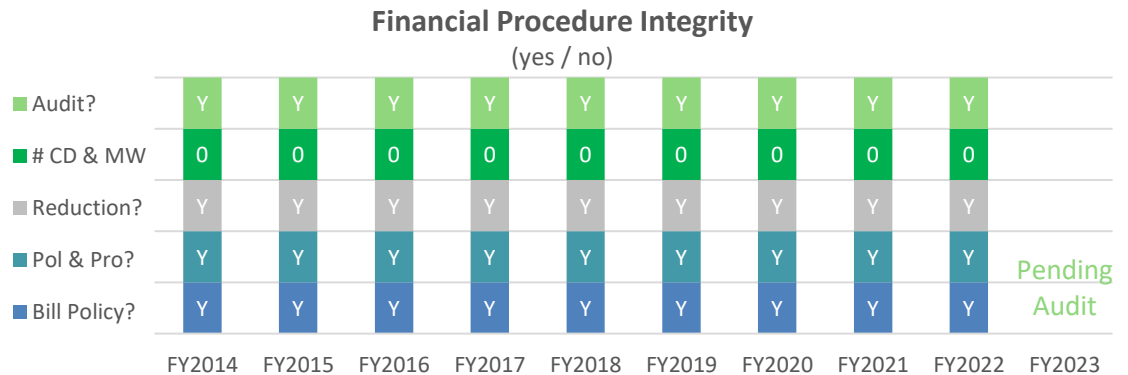
The following chart conveys the following information:

- Audit? Are financial results and internal controls audited annually?
- # CD & MW Number of control deficiencies and material weaknesses reported on annual audits.
- Reduction? Have the number of control deficiencies and material weaknesses been reduced from previous audits?



Financial Viability

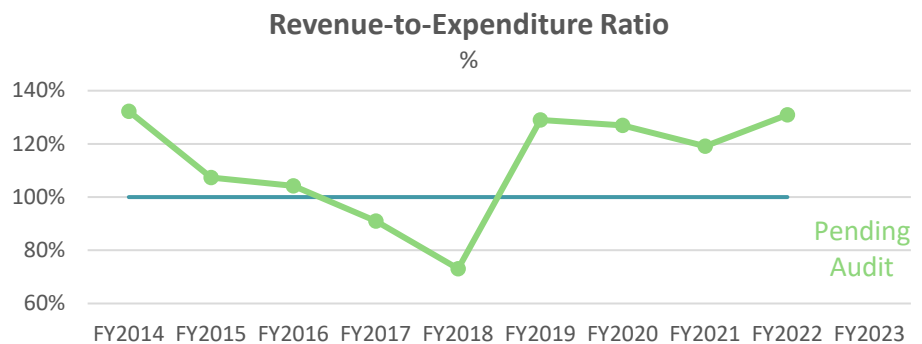
Pol & Pro? Does the utility have financial accounting policies and procedures?
 Bill Policy? Does the utility have a formal policy for the bill collection process?



Analysis: The District has not had any material weaknesses in its financial statements over the last ten years. The various District auditors have consistently determined proper accounting and billing policies and procedures and internal controls are in place.

Revenue-to-Expenditure Ratio

Description: The District primarily generates revenue through monthly service charges and connection fees. Monthly service charges are used to fund operations and maintenance and repair and replacement expenses, and connection fees are used for expansion and enlargement of the system. The timing of large capital projects impacts the revenue and expenditures year to year with some years having higher revenue that is placed into fund balances and some years having higher expenditures as the large capital projects are completed.





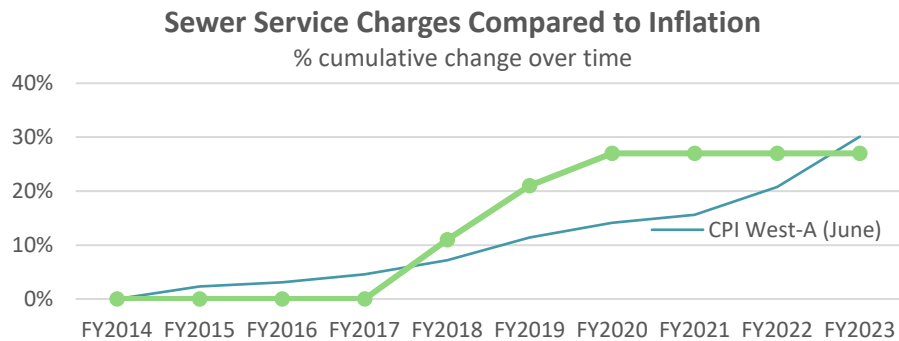
Financial Viability



Analysis: Expenditures fluctuate substantially based on the timing of capital projects. Operating fund expenditures in FY2023 experienced a significant increase from inflationary pressures resulting in the need for a cost-of-service study and rate increase. These increases will be reported in the FY2023 Financial Audit. Overall, the District has managed to maintain low monthly service charges by minimizing expenditures and avoiding debt service.

Sewer Service Charges Compared to Inflation

Description: This measurement tracks increases in the Consumer Price Index against increases in the District's monthly sewer rate. The District works hard to maintain one of the lowest monthly rates in the region for its customers.



Analysis: The Consumer Price Index and the District's monthly service charge have not gone up at the same rate year to year. Historically, the District has tried to maintain rates for as long as possible before adopting an increase. This has required catch-up increases from sustained rates that do not keep up with inflationary pressures. Overall, the District's monthly rate has remained below the CPI over the last ten years.



Operational Optimization



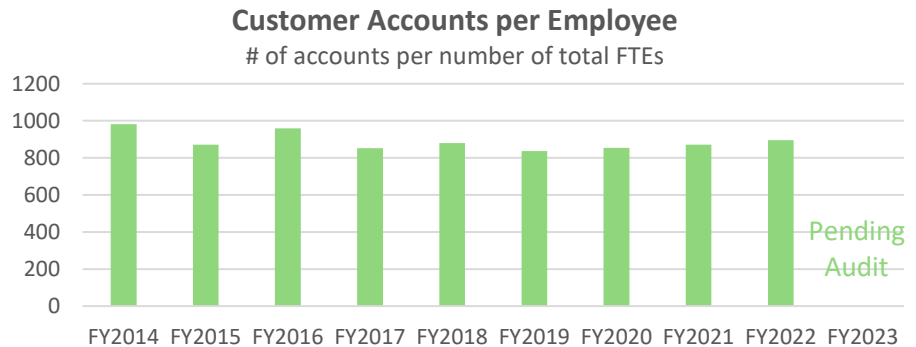
Operational Optimization

The measurements related to this EUM attribute gauge the District’s efficiency in all facets of its operations including day-to-day operations, the use of automated and smart systems, and efforts to reduce waste.

Customer Accounts per Employee

Description: The District's vision is to be an efficient and cost-effective sewer service provider. One way to measure the District’s efforts to achieve this vision is to examine the number of customer accounts per full-time employee. This measurement allows the District to see if the work to be performed is matched by a workforce to complete it.

This is an EUM Benchmarking Performance Indicator.

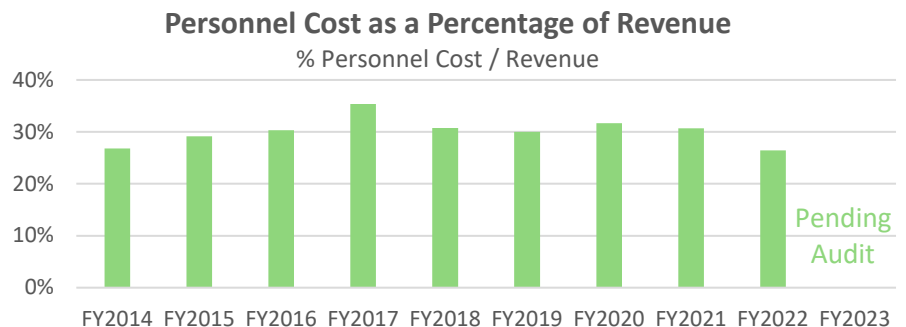


Analysis: The number of customer accounts has remained steady. As the number of customer accounts has grown, so has the number of employees in the District.



Personnel Cost as Percentage of Revenue

Description: The District strives to sustain a workforce that can maintain the District's collection system efficiently and cost-effectively. Cost of Service Studies are completed to ensure that appropriate sewer service charges are collected.





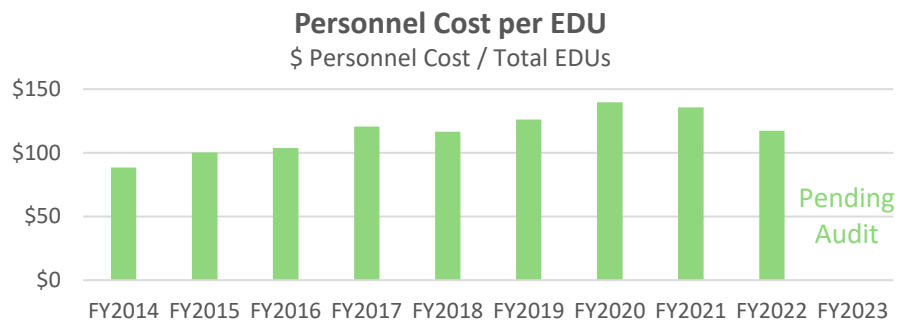
Operational Optimization



Analysis: Personnel costs account for approximately thirty percent of sewer service revenues. This performance measurement is a key indicator of when cost of service studies are likely required to analyze and set appropriate rates.

Personnel Cost per EDU

Description: An EDU is used to determine design and fee requirements based on the typical average flow and strength of wastewater generated from a single-family residential (SFR) occupancy. The Personnel Costs per EDU measurement shows the cost of staffing resources as the system grows.



Analysis: Personnel Costs per EDU have fluctuated over the last ten years due to changes in approved positions, staff turnover, and inflationary pressures. For example, in 2017, the District took responsibility for the lower laterals from District property owners and added two new positions to maintain these pipe segments.

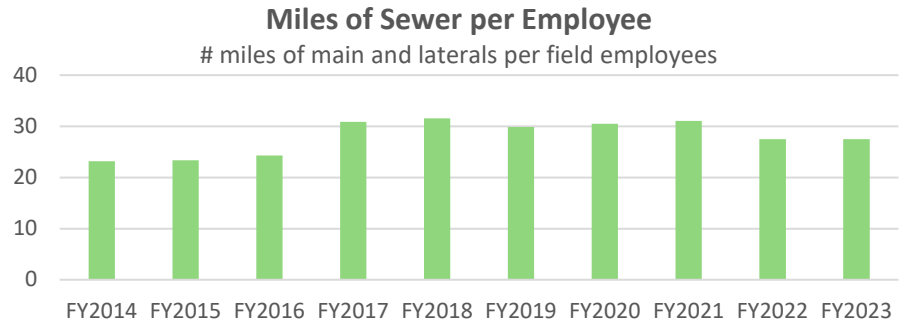


Miles of Sewer per Employee

Description: This measurement tracks the ratio of miles of sewer against the number of field employees needed to operate and maintain the sewer system. Miles of sewer is defined as the miles of sewer main and lower laterals owned and operated by the District. The employees that are counted in this measurement are those who work directly on the collection system (i.e., maintenance workers, lead workers, and field technicians).



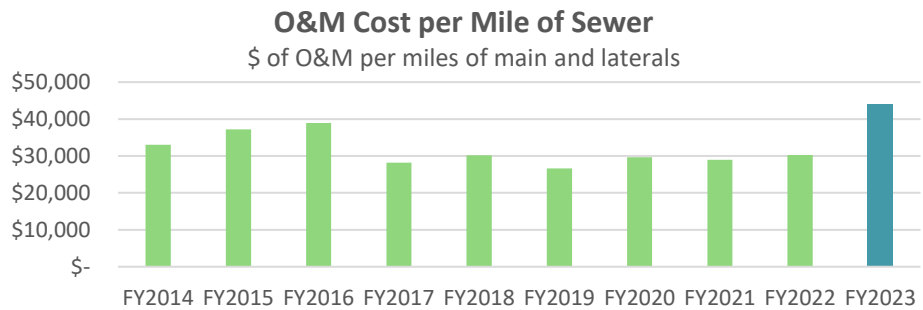
Operational Optimization



Analysis: The number of miles of sewer per employee has remained relatively steady with one exception. The number visibly increased in 2017 when the District took ownership of lower laterals. This added a significant amount of sewer (i.e., approximately 120 miles) to the system. The District has hired four additional field staff since 2017 but continues to operate the collection system very efficiently according to this ratio.

O&M Cost per Mile of Sewer

Description: This measurement normalizes the operation and maintenance costs based on the size of the collection system, which allows for comparison to other agencies regardless of the size of the system. The costs used in this measurement are taken from audited operating fund expenditures before depreciation except for the most recent year. The most recent year’s financials have not been audited yet, so the budgeted cost of operational expenses is used.



Analysis: The cost of operation and maintenance per mile of sewer decreased in 2017 when the District took ownership of lower laterals and the total miles of sewer increased. Otherwise, the cost of operation and maintenance has remained consistent. Costs in FY2023 are projected to be higher due to inflationary pressures on salary, benefits, equipment costs, and indirect costs related to treatment.

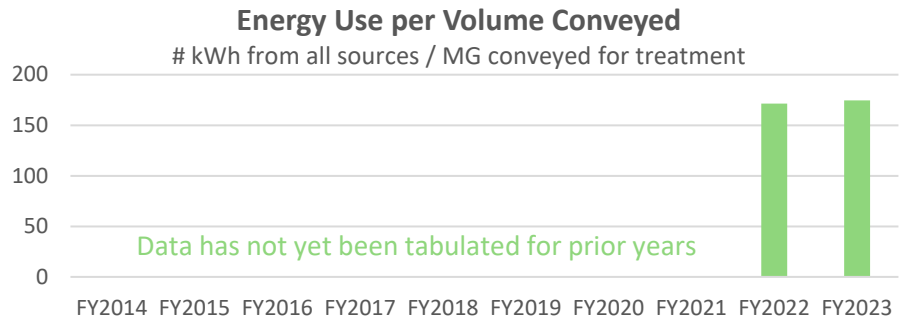


Operational Optimization



Energy Use per Volume Conveyed

Description: Electricity is the primary source of energy used by the District to convey sewer through its collection system. This measurement compares the kilowatt-hours (kWh) used at all District facilities to the millions of gallons of sewer conveyed for treatment.

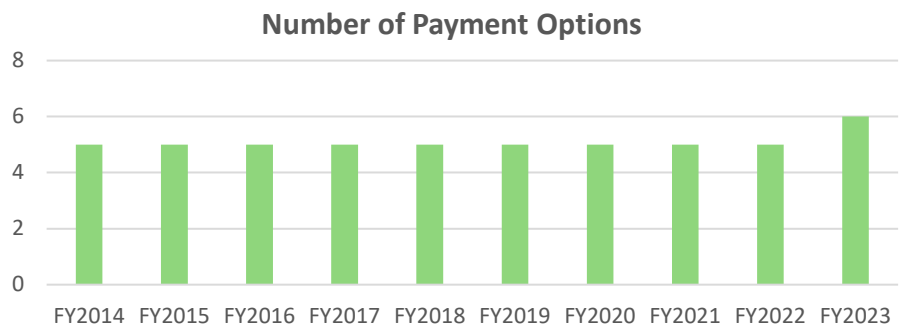


Analysis: The number of kilowatt-hours used is collected from the District’s utility bills. That information has only been collected for the last two fiscal years. Staff plans to make additional efforts to collect this information from prior years’ utility bills. Over the last two fiscal years, the District has consistently used an average of 173 kWh per million gallons of sewer. This measurement will need to be monitored for a longer period before trends can be identified. The amount of energy needed to convey sewer could be decreased if gravity sewer mains are extended to abandon lift stations as part of the District’s fledgling lift station abandonment program.



Payment Options

Description: The District offers the following payment options to customers: online, autopay, in person, by mail, or by speaking with a customer service agent. In 2023, the District also added a pay-by-phone or IVR line as an additional payment option.





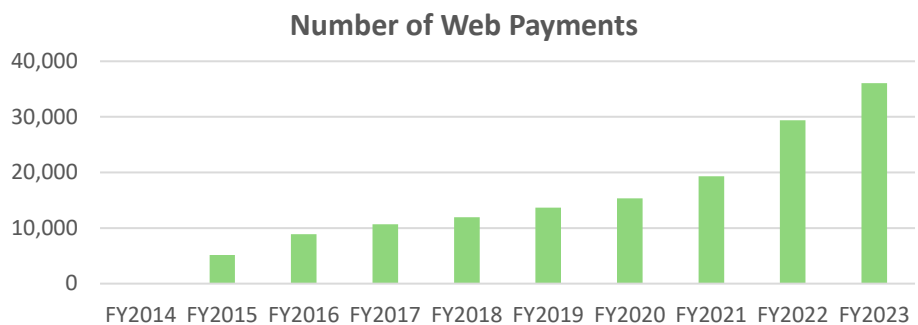
Operational Optimization



Analysis: The District has historically offered several payment options to its customers. IVR was recently added to these options to allow customers to make automated payments by phone.

Number of Web Payments

Description: The District offers autopay through a bank draft or credit card as well as the option for customers to make a one-time online payment. These payments are processed using Municipal Online Payments a site provided by and integrated into the District's Customer Information System.

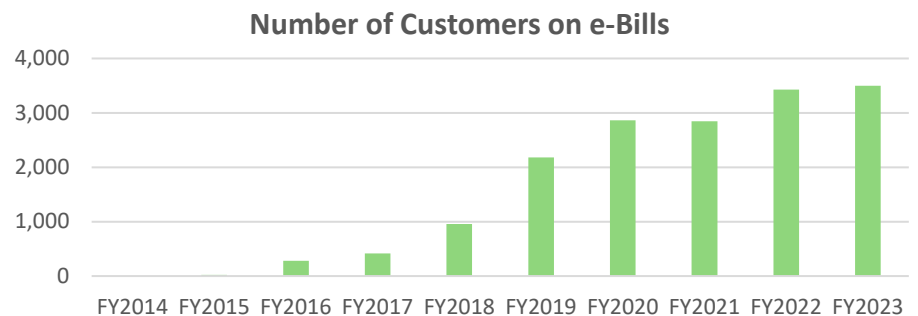


Analysis: Online payments including autopayments save District staff time. The use of these payment methods has been rapidly increasing with the number of online transactions doubling in the last three years.



Number of Customers on e-Bills

Description: The District has an option for customers to sign up to receive an email billing statement in addition to or in lieu of a mailed paper billing statement.



Analysis: Customers utilizing the District's e-billing service have increased exponentially since first offered in FY2015. Paperless billing saves mailing and printing costs for the District.



Operational Optimization



Electronic Forms

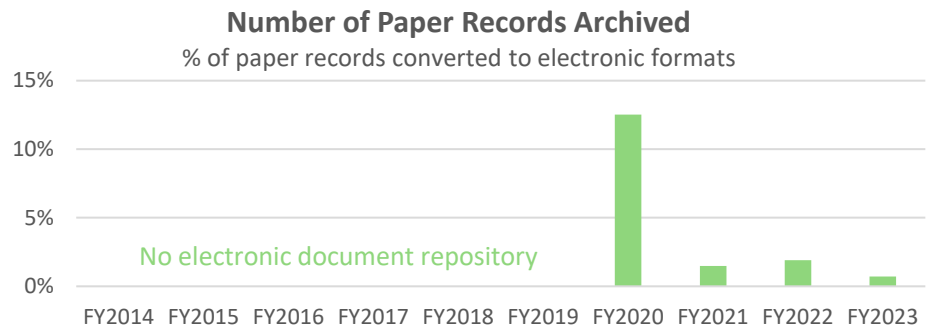
Description: Electronic form submission streamlines processes for District customers and staff.

Analysis: The District currently has three web forms and eleven fillable PDF forms available on the District website. Staff will be working on a goal and tracking for this measurement throughout this five-year strategic plan.



Converting Paper Archive Records into the Electronic Content Management System

Description: The District is working to obtain more sustainable practices which include reducing paper records. In 2019, the District purchased Laserfiche as the electronic content management system and began storing digital records in the centralized repository.



Analysis: The District initially utilized a third-party contractor to digitize many of its paper records. More complex record series have continued to be added to Laserfiche in-house by District staff.



Employee and Leadership Development

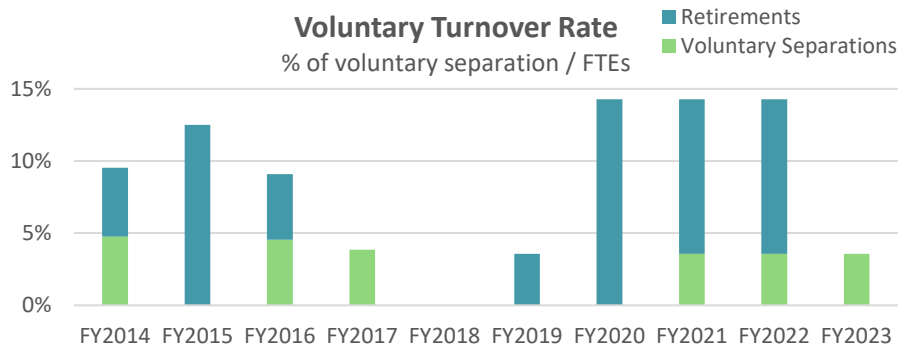


Employee Leadership and Development

The measurements related to this EUM attribute gauge the District’s progress toward developing and maintaining a competent and stable workforce.

Voluntary Turnover Rate

Description: An effective utility ensures that employee institutional knowledge is retained, transferred, and improved upon over time. Employee turnover is a threat to achieving this effort. The measurement looks at the number of voluntary turnovers in the District as a percentage of the total number of employees. Voluntary turnover includes retirements and voluntary separations from the District.



Analysis: The chart shows that a significant number of employees retired over the last ten years. This was forecasted and documented in succession planning efforts in 2019. The Succession Plan included opportunities to develop the employees who are here and facilitate institutional knowledge transfer. There was also a steady number of voluntary separations over the same period. These separations were typically of less-tenured employees.

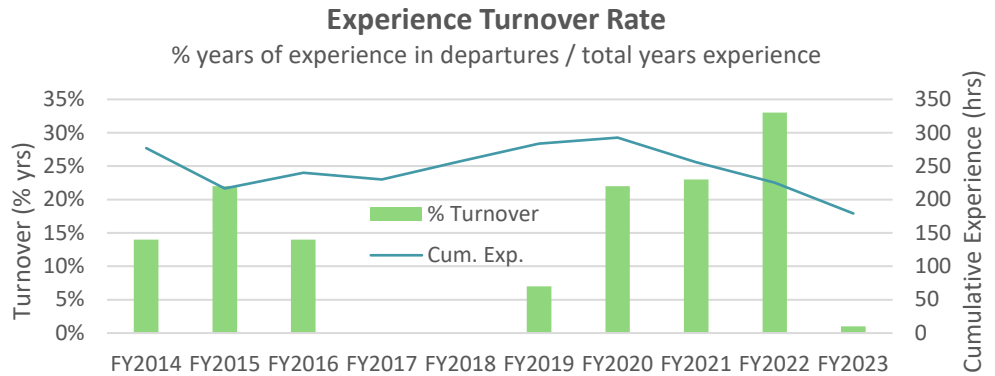
Experience Turnover Rate

Description: This measurement examines the amount of District experience (i.e., number of years worked at the District) that is lost when employees separate from the District. The measurement above looks at turnover based on the number of employees that voluntarily separate from the District. This measurement looks at the impact of employees separating based on the years of District experience lost.





Employee and Leadership Development



Analysis: This chart shows that the retirements over the last ten years were of employees who generally had worked at the District for many years. In each of the years from FY2020 through FY2022, 22% to 33% of the cumulative experience retired from the District. The cumulative years of experience dropped from almost 300 years in FY2020 to 180 years in FY2023. This presents a challenge to the District as years of institutional knowledge leave. However, efforts in recent years to document information in databases, maps, and servers and standardize written operating procedures have assisted with the transfer of knowledge.

Employee Survey Response

Description: This measurement is the percentage of employees with a “satisfied” job satisfaction level or better compared to the total number of employees. The intent is to gauge employee satisfaction and to make the District a great place to work.

Analysis: This has not been measured in the past and will be based on implementation and monitoring of a comprehensive employee survey over time. In 2022, following the COVID epidemic and in advance of upcoming MOU negotiations, employees expressed dissatisfaction with District management.

Total Training Hours per Employee

Description: Effective utilities emphasize and invest in opportunities for technical, professional, and leadership development. This measurement tracks the total training hours for all employees divided by the number of full-time equivalents in all departments. Measuring training hours in this way provides



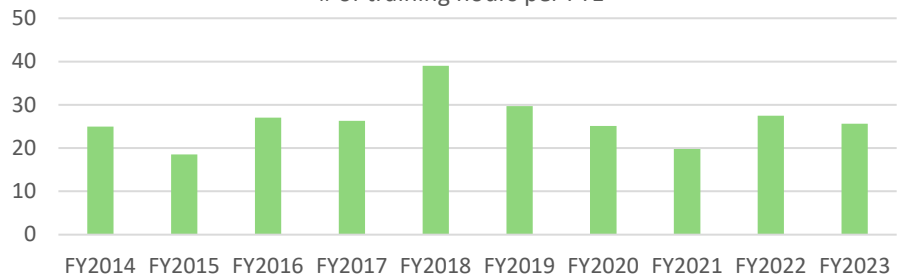
Employee and Leadership Development

consistency over time irrespective of the number of employees and allows for comparison with other agencies.

This is an EUM Benchmarking Performance Indicator.

Total Training Hours per Employee

of training hours per FTE



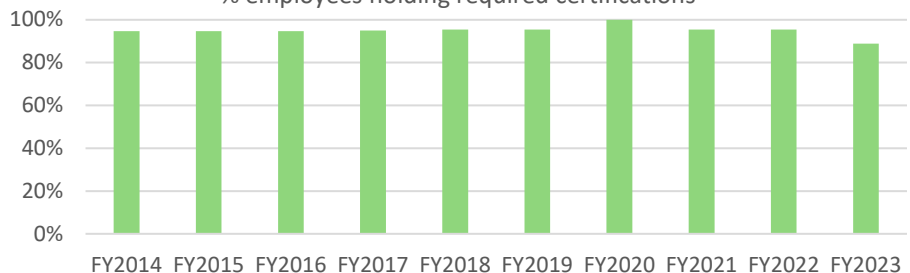
Analysis: The District has provided regular training to its employees throughout its history with the goal of improving safety and performance. The District again provided staff with many hours of training. However, this measurement represents a new way of tracking the District’s training efforts. Future performance reports will further analyze the results of this measurement to gain insights into how the District’s training program can continue to improve.

Certification Coverage

Description: The District requires varying grades of certification as identified in the job specifications of numerous positions. The California Water Environment Association (CWEA), the member association of the Water Environment Federation (WEF) in California, is the certifying entity. CWEA’s certification program provides assurance of professional competency, training, and safe work practices. This measurement reports the percentage of employees who have obtained the required certification of their position as of June 30 each year.

CWEA Certification

% employees holding required certifications





Employee and Leadership Development



Analysis: This metric has not been measured or analyzed prior to this year. Educated estimates were made for previous years based on employee hire dates and certification dates. The District has experienced a good deal of staff turnover in recent years and many employees have been working to obtain newly required certificates. As of June 30, 2023, there are four employees that are still working toward certification.

Succession Planning

Description: This measurement is the percentage of employees covered by a long-term workforce succession plan which accounts for projected retirements and other vacancies in each skill and management area compared to the total number of employees.

Analysis: The District has not measured this in prior years. In May 2019, the Board of Directors accepted an internal succession planning document to be utilized as a tool for future staffing needs. The plan indicated that the District had 9 employees eligible to retire in 2019. An additional 5 more employees would be eligible to retire by 2024. Of those 14 employees eligible to retire by 2024, five employees were high-priority employees acting in field supervisory or management positions. At present only one employee covered by the Succession Plan is eligible for retirement, the General Manager.



Enterprise Resiliency

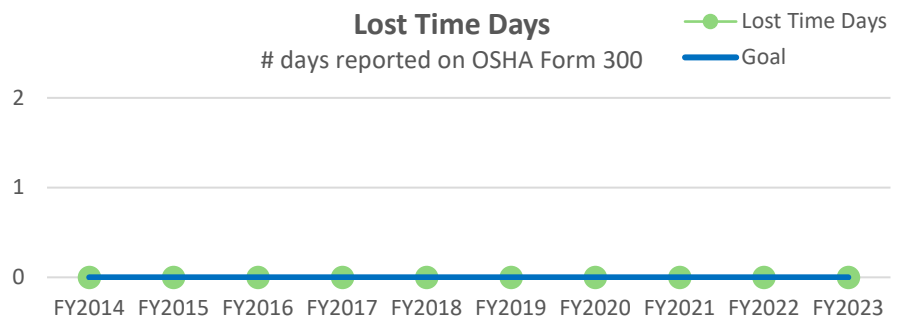
Enterprise Resiliency

The measurements related to this EUM attribute gauge the ability of the entire District (i.e., leadership and staff) to work together internally, and with external partners, to anticipate, respond to, and avoid problems and plan for business continuity.



Lost Time Days

Description: This measurement sums the number of days away from work due to a work-related injury or illness as recorded on OSHA Form 300A each year.

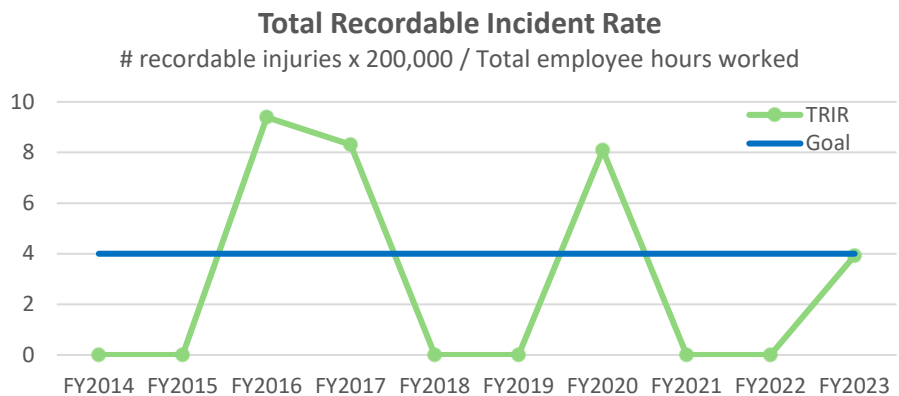


Analysis: The District strives to maintain a safe work environment and has a very good safety record year after year regarding this measurement. This is achieved through training, proper use of appropriate equipment, and standardized policies and procedures.



Total Recordable Incident Rate

Description: The "Total Recordable Incident Rate" was developed by the Occupational Safety and Health Administration (OSHA) to gauge a company's safety record compared to its peers. It looks at the number of recordable incidents (as defined by OSHA) per 100 full-time employees during a year.





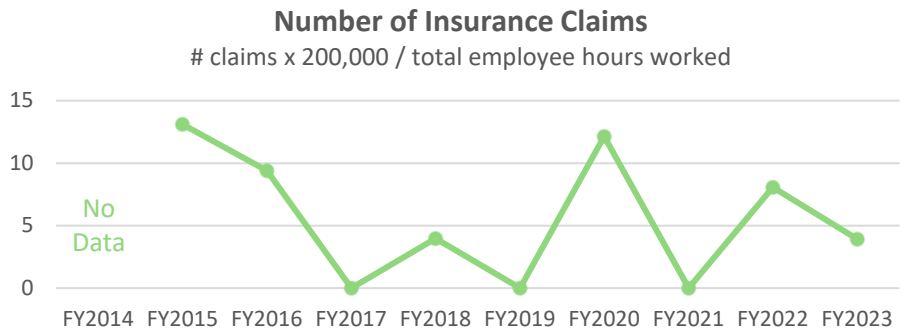
Enterprise Resiliency



Analysis: Generally, the District has a very good safety record. The years that exceed the rate of four recordable injuries per 20,000 hours worked were years where two recordable injuries happened. These injuries did not result in any lost time (as evidenced in the measurement above) but did require treatment beyond first aid. Last year there was one recordable injury. It also did not result in lost time but required medical treatment beyond first aid.

Number of Insurance Claims

Description: The District strives to maintain safe work practices and mitigate risk through training, use of proper equipment, and standardized policies and procedures.

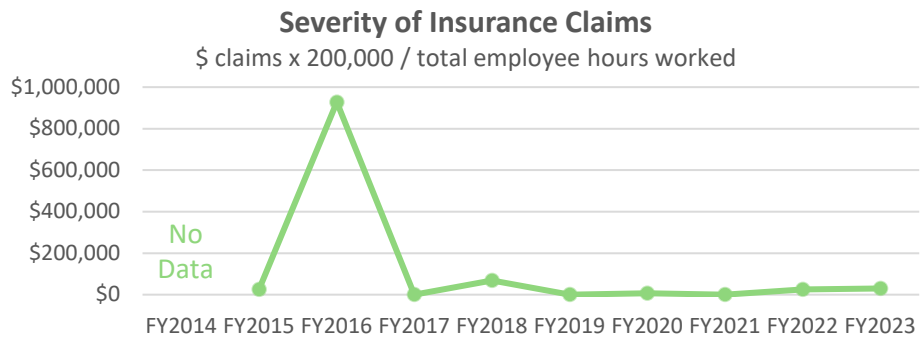


Analysis: While claims have fluctuated due to the nature of accidents that occur, the total number of claims has remained low year after year.



Severity of Insurance Claims

Description: The District works to minimize losses and the severity of injuries by maintaining safe work practices and mitigating risk through training, use of proper equipment, and standardized policies and procedures.



Analysis: While claims have fluctuated due to the nature of accidents that occur, the total dollar amount of claims has remained low year over year except for a



Enterprise Resiliency

large claim in FY2016 caused by a Third Party who was responsible for substantial damage to District property.

Critical Parts and Equipment Resiliency

Description: The District provides a service to its customers that is expected 24 hours a day. This level of service requires that critical parts be identified and planned for so that equipment failure does not create service interruptions. This measurement intends to evaluate the availability of parts and equipment to help ensure the expected continuous high level of service.

Analysis: This strategic plan measurement states that the longest lead time for the single identified item will be measured. The District maintains a list of critical spare parts. However, the District does not currently track the lead times on these critical parts and thus cannot report on this measurement. Staff may propose changing this measurement for future annual reports as data is collected with the goal of better characterizing the District's resiliency related to all its spare parts, not just the single longest lead time.

Power Resiliency

Description: The District is reliant upon power to effectively convey sewer to its ultimate destination to be treated. The potential loss of power represents a real challenge to the District. This measurement strives to track the impact of the loss of power on District operations by totaling the cumulative number of hours lift stations were left without power.

Analysis: The District has not begun tracking this measure yet. The current SCADA system makes it difficult to extract and process data to determine the impact of power loss to the stations. Improvements in the planned replacement of the SCADA system will allow the District to more easily track this measurement in the future.

Cybersecurity Resiliency

Description: The District continually documents and reviews network architecture to maintain cybersecurity resiliency.



Enterprise Resiliency

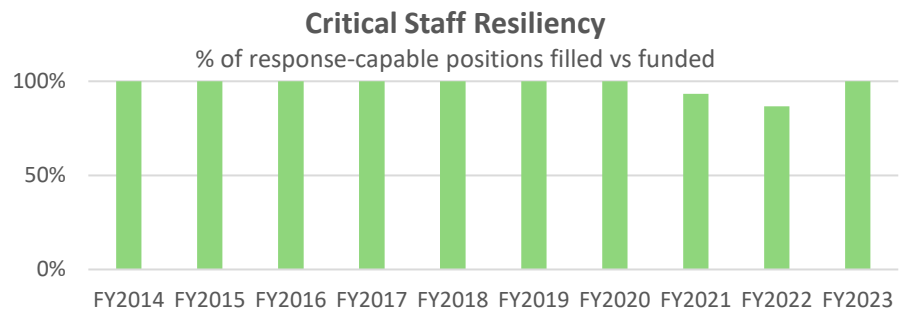


Analysis: The District maintains a comprehensive asset inventory in its CMMS database, which includes cradle-to-grave life cycle and assignment of hardware to employees. District staff meets with its IT consultant monthly to review the network architecture and any updates or changes that are needed to ensure the continued health and stability of the IT network. The District uses advanced firewall protection protocols to limit network vulnerability and only allows domain-registered devices to connect to the network directly. All other devices are only allowed to connect to the guest network, which does not allow access to the internal network.

Critical Staff Resiliency

Description: One component of the District’s three-fold mission is to protect public health and the water environment. One of the District’s Core Values is service. The District fulfills this mission and demonstrates this value by responding to customer needs at any time. To accomplish this, the District relies on its response-capable staff (i.e., first responders and standby supervisors). This measurement tracks the percentage of filled vs. funded response-capable positions.

This is an EUM Benchmarking Performance Indicator.



Analysis: As discussed in the measurement “Experience Turnover Rate”, the District experienced a considerable amount of turnover during FY2020, FY2021, and FY2022. A significant proportion of this turnover occurred in the positions that act as first responders and standby supervisors. It was a challenge to keep the funded positions filled during this period. However, all the funded positions were filled as of the end of FY2023.

Emergency Response Plan in Place

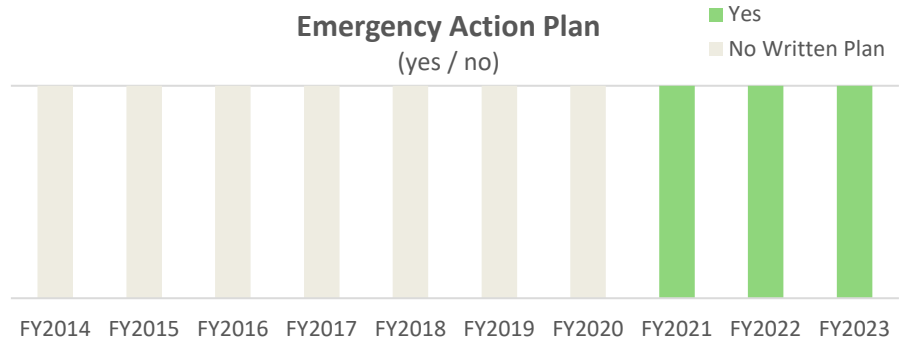
Description: Although the District takes precautions to prevent them, emergencies do occur. A workplace emergency is an unforeseen situation that threatens employees, customers, or the public; disrupting or shutting down operations;





Enterprise Resiliency

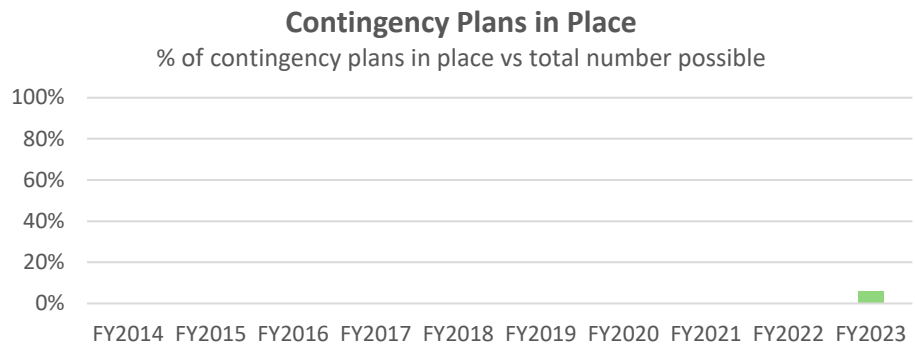
or causing physical or environmental damage. The District’s Emergency Action Plan addresses various potential emergencies and outlines the response, chain of command, emergency communication, and training. This measurement tracks if the District has a current, written Emergency Response Plan in place.



Analysis: Although the District has been prepared for and responded to emergencies for years, no written Emergency Action Plan existed until December 2020. Since that time, the District has trained annually on the content and procedures of the Emergency Action Plan.

Contingency Plans in Place

Description: Contingency plans are important during times of emergency to ensure that the District can continue to provide the expected high-quality level of service. The development of contingency plans is one of the priorities identified in the current strategic plan. This measurement reports on the District’s efforts to develop the desired contingency plans.



Analysis: The District has just begun the process of identifying and developing contingency plans. The District intends to develop two plans each year. This measurement will track the District’s progress.



Resource Sustainability



Resource Sustainability

The measurements related to this EUM attribute gauge the District's understanding and planning for potential resource variability.

Fuel Supply Adequacy

Description: The District relies on fuel (i.e., gasoline, diesel) to power its fleet to accomplish its work programs. This measurement asks if the District has a plan to obtain fuel for vehicles, equipment, and generators in times of power outages and emergencies.

Analysis: Due in part to the recent public safety power shutoffs, the District developed and vetted its plan to obtain fuel in times of power outages and emergencies. Improvements to this measurement will be considered in future strategic plan annual performance reports to better assess the effectiveness of the plan.



Alternative Water Use

Description: The use of water plays a critical role in various District activities (i.e., cleaning sewer pipes, delivering chemical root foaming agent to roots in pipes). This measurement tracks the availability and usage of water from sources other than the public water system owned and operated by the Placer County Water Agency.

Analysis: The District has historically used its well water to supply or supplement its water use for operations and maintenance activities. The District tracks its use of potable water from the Placer County Water Agency; however, efforts need to be made to more effectively use the data on water usage from the District's well.



Watershed Protection

Description: The District partners with regional stakeholders to protect and enhance its watershed.

Analysis: The District participates in bi-monthly regional development coordination meetings as well as utility coordination meetings with various stakeholders including other utilities and local agencies. The primary focus of these



Resource Sustainability

meetings is to discuss regional projects for potential partnership opportunities to capitalize on design and construction costs to protect the watershed. The District has recently partnered with the City of Rocklin and PCWA to design and construct sewer infrastructure improvements in locations with aging infrastructure and to provide better access.



Infrastructure Strategy and Performance

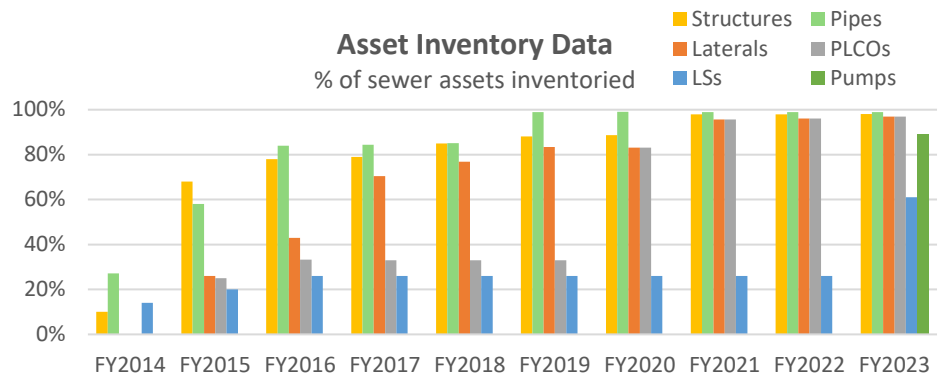


Infrastructure Strategy and Performance

The measurements related to this EUM attribute gauge the District’s understanding of the condition of and costs associated with its infrastructure assets and its efforts to enhance the condition of all assets over the long term at the lowest possible life-cycle cost and acceptable risk.

Asset Inventory Data

Description: This measurement is defined as a percentage of the total number of sewer assets inventoried divided by the total number of sewer assets. To be considered “inventoried”, an asset must be located and have at least the minimum required attribution for that asset class as defined by the District.



Analysis: The District maintains an asset inventory in Lucity/Central Square that includes structures (manholes and flushing branches), pipes, laterals, property line cleanouts, pump stations, and pumps. As the District further refines the process for tracking assets, it is anticipated that additional assets will be tracked in Lucity/Central Square, including generators.

Asset Inventory in Tyler

Description: Asset inventory in Tyler Incode X, the District's financial and utility customer information system, is used to depreciate assets. The depreciation of assets is calculated annually. One hundred and fifteen percent of the depreciation is transferred annually to fund the repair and future replacement of existing assets.

Analysis: The assets in Lucity and Tyler are currently tracked in significantly different ways. Staff will be working on a goal and ways to track this measurement throughout this five-year strategic plan.



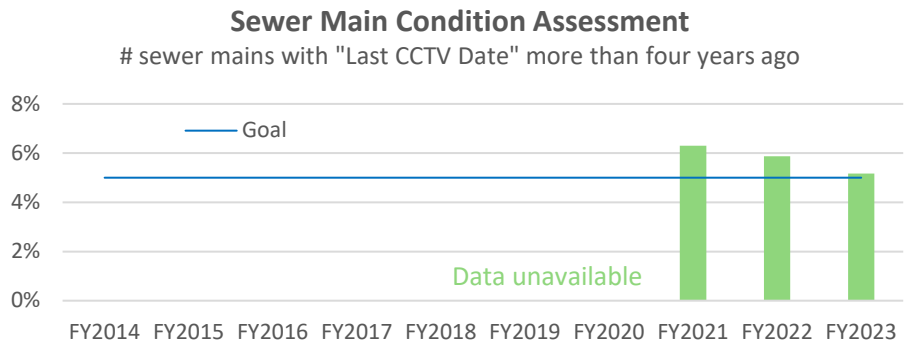


Infrastructure Strategy and Performance



Sewer Main Condition Assessment

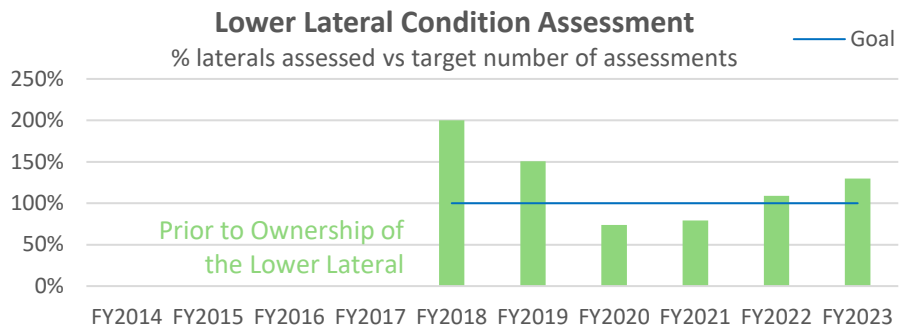
Description: The District employs an aggressive approach to inspecting the sewer collection system by setting a goal to inspect every gravity mainline with CCTV once every four years. The information collected during these inspection efforts drives the District work programs for cleaning, repairs, chemical root treatment, condition assessment, and capital improvement planning. This measurement tracks the percentage of distinct gravity mainline pipes that were CCTV-inspected more than four years ago.



Analysis: As mentioned above, a frequency of once every four years is an aggressive CCTV inspection. It is difficult to maintain this pace of inspection. Some gravity mainlines are in areas that are difficult to access or in high-traffic roadways. However, as shown in the chart above, the District consistently is near the targeted goal and the trend from year to year is improving.

Lower Lateral Condition Assessment

Description: Regularly assessing the condition of lower laterals is important to identify problems and enact appropriate solutions before blockages occur that lead to spills. This measurement tracks the District’s performance in conducting the planned number of assessments each year.





Infrastructure Strategy and Performance



Analysis: The District took ownership of the lower laterals in March 2017. FY2018 marked the beginning of the lower lateral assessment program. The program got off to a good start but then the number of lateral assessments waned for two years. The targeted number of assessments has been achieved in the last two years.

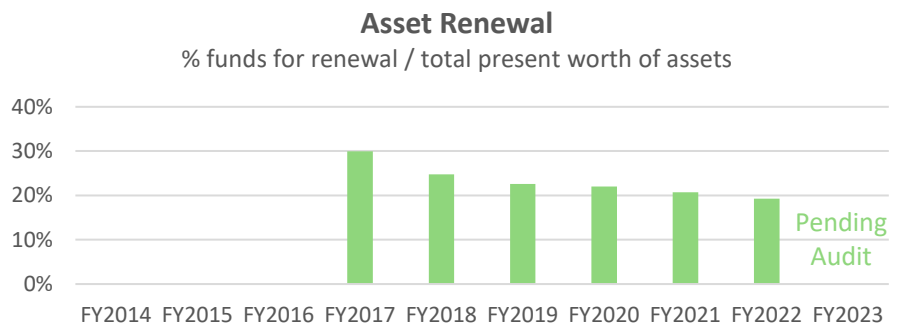
Lift Station Condition Assessment

Description: Lift stations are critical components of the District’s collection system. They are also high-risk assets because they are required to continuously operate, they are often located in low elevations near waterways and can have large volumes of sewer pass through them. This measurement is the percentage of lift stations with a condition assessment report created within the last five years compared to the total number of lift stations.

Analysis: The District intends to perform condition assessments of each lift station, examining the site, structural, mechanical, and electrical aspects of each station. These efforts have not started yet. It is anticipated that condition assessment efforts can coincide with the SCADA improvements.

Asset Renewal

Description: This measurement is defined as a percentage of the total amount of funds expended or reserved for renewal and replacement of assets divided by the total present worth for renewal and replacement needs of all assets. This is an EUM Benchmarking Performance Indicator.



Analysis: This data is extracted from the Annual Comprehensive Financial Report Statement of Net Position and includes Non-Current Assets (Capital assets (net of accumulated depreciation)) and Total Assets and Deferred Outflows of Resources (Fund 400). This measurement indicates the District’s



Infrastructure Strategy and Performance



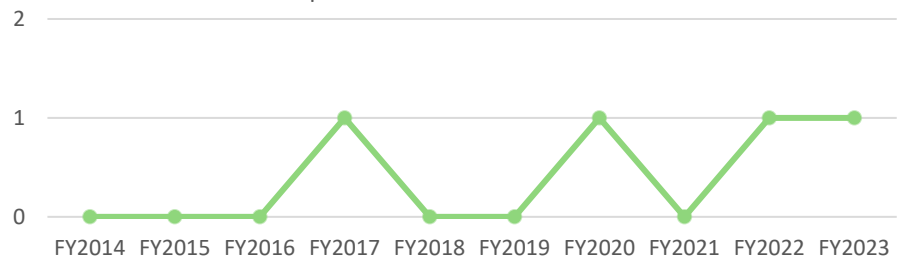
percentage of capital available in Fund 400 to replace total fixed assets. This measurement tracks one year behind due to the timing of the release of the Annual Comprehensive Financial Report.

Collection System Failure/Spill Rate (Structural)

Description: One component of the District’s three-fold mission is to protect public health and the water environment. The District primarily accomplishes this through efforts to reduce sewer spills. A spill is a failure of the collection system to convey sewer to be treated. Spills are caused by various reasons. This measurement tracks the number of spills due to structural failures (e.g., broken or missing pipe, offset joints, collapsed pipe). This is an EUM Benchmarking Performance Indicator.

Collection System Spill Rate (Structural)

spills due to structural reasons



Analysis: The District has historically been very successful at limiting the number of spills due to structural failures of the collection system. The few exceptions have been in older portions of the District (e.g., Newcastle) and rare occurrences (i.e., a broken plastic fitting).

Collection System Failure/Spill Rate (O&M)

Description: One component of the District’s three-fold mission is to protect public health and the water environment. The District primarily accomplishes this through efforts to reduce sewer spills. A spill is a failure of the collection system to convey sewer to be treated. Spills are caused by various reasons. This measurement tracks the number of spills due to operational or maintenance-related failures (e.g., roots, grease, debris, non-dispersable wipes, operator error). This is an EUM Benchmarking Performance Indicator.

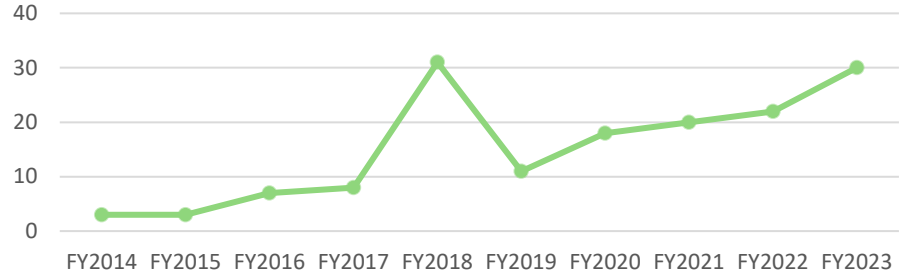




Infrastructure Strategy and Performance

Collection System Spill Rate (O&M)

spills due to operation or maintenance reasons



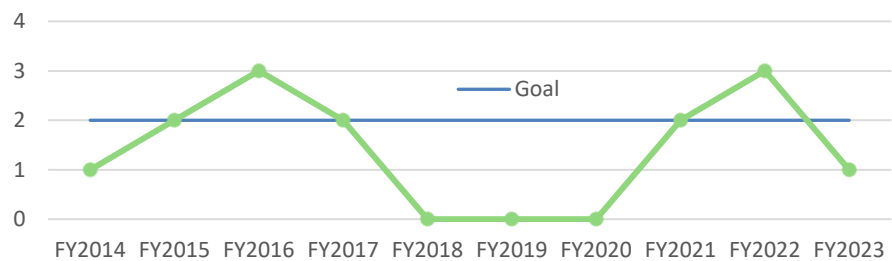
Analysis: Historically, roots have been the leading contributor to blockages and spills in the collection system. The chart above shows a dramatic increase in spills in FY2017 and a steady increase thereafter. This aligns with the timing of the District’s decision to take ownership of lower laterals in March 2017. Adding the responsibility for hundreds of miles of lower laterals has increased the number of spills in the District’s system. Laterals are smaller in diameter and more prone to blockages. However, the District is the entity best suited to operate and maintain lower laterals to ultimately reduce the number of spills.

Repeat Customer Service Calls

Description: A repeat customer service call happens when District crews are requested to respond to the same location for the same issue as a previous callout. It is expected that once the District is aware of a problem it will mitigate the problem until a permanent resolution to the problem has been implemented. This measurement counts the number of repeat customer service calls.

Repeat Customer Service Calls

repeat service calls as the result of a blockage or spill



Analysis: Generally, the District has performed well in addressing issues as they are brought to its attention to limit the number of repeat customer service calls. The District’s recent performance is trending in a positive direction.

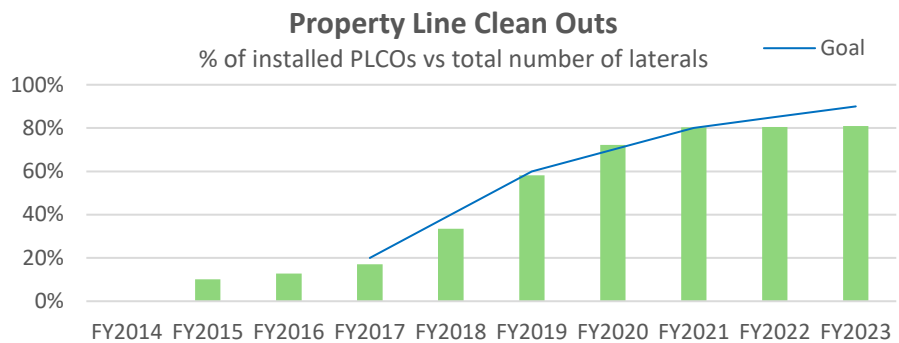


Infrastructure Strategy and Performance



Property Line Cleanouts

Description: The property line clean out (PLCO) provides the District access to the portion of the lateral that the District is responsible for maintaining (i.e., the lower lateral). As such, it is critical that each lateral has a PLCO. This measurement tracks the percentage of lower laterals that have a PLCO installed and the location of that PLCO has been collected with GPS and integrated into the District’s mapping system.



Analysis: A majority of the District’s lower laterals have property line clean outs (PLCOs) already installed. However, before FY2017, only a small percentage of those PLCOs had their location collected with GPS and incorporated into the District’s mapping system. When the District took ownership of the lower lateral in 2017 a plan was implemented to have a PLCO on each lateral and have the location of all PLCOs recorded. The chart shows that significant progress was made in the first few years. It was anticipated that the last 10%-20% would be more challenging (e.g., depth, proximity to obstructions). However, the rate of installation and GPS collection has fallen off and will be monitored in upcoming years.

Capacity Assurance

Description: The District’s System Evaluation and Capacity Assurance Plan (SECAP) provides guidance to ensure capacity for existing customers, provides information on how to prepare for future development, and provides information on how to make the system resilient to the effects of weather conditions. The SECAP identifies Capital Improvement Projects (CIP) to address capacity deficiencies within the District’s sewer system.

Analysis: The District’s 2020 System Evaluation and Capacity Assurance Plan (SECAP) identified two projects based on existing wet weather capacity deficiencies





Infrastructure Strategy and Performance

which have been completed and are in service (Foothill Trunk and Atherton Trunk). The SECAP identified Boyington Diversion as a near-term project to address capacity deficiencies. While the Boyington Diversion is programmed and budgeted in FY2024, the alignment has not yet been finalized pending approval of the development application by the Town of Loomis. The SECAP also identified multiple CIPs to address system deficiencies to accommodate long-term development. These projects will become priorities as development occurs. In addition, new sewer trunks are also included in the SECAP which will be included in future Capital Improvement Programs. The District will evaluate the system again during the 2025 SECAP process.



Community Sustainability

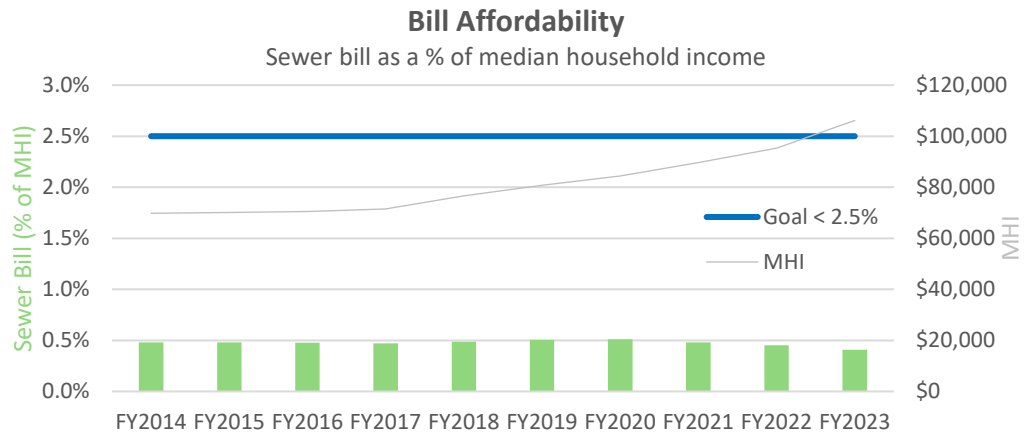


Community Sustainability

The measurements related to this EUM attribute gauge the District's efforts to support the economic, environmental, and social health of the community it serves.

Bill Affordability

Description: This measurement is used to track the affordability of residential sewer charges for the typical household served by the District.

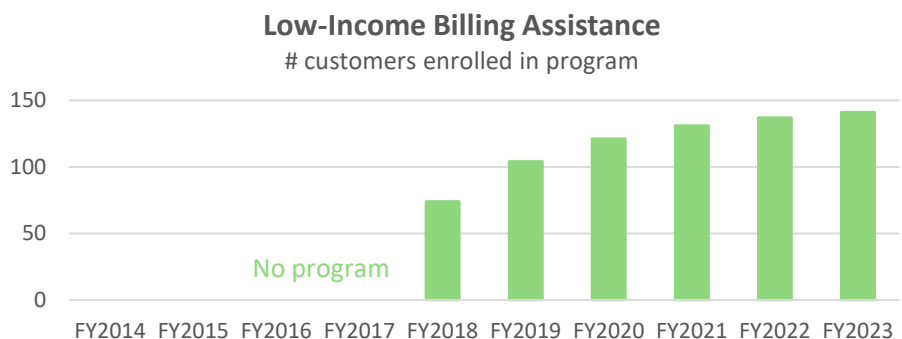


Analysis: The average sewer bill has remained low for the District's residential users and is well below the standard of less than 2.5% of the median household income.



Low-Income Billing Assistance

Description: The District offers a Low-Income Lifeline (LIL) Rate Assistance Program for qualifying eligible property owners. Eligibility is based on ownership of the property and proof of participation in the PG&E CARE Program. This program offers a \$5 per month reduction in sewer service charges. The program is limited by Ordinance #17-04 to the first 500 customers.





Community Sustainability



Analysis: Participation in the District's LIL Program has continued to increase year over year since the inception of the program in FY2018.

Watershed-Based Infrastructure Planning

Description: The District employs alternative, watershed-based approaches to align infrastructure decisions with overall watershed goals and potentially reduce future infrastructure costs.

Analysis: The District continually evaluates high-risk facilities such as creek crossings and lift stations to determine if there are opportunities to improve or, in some cases, eliminate these facilities. In response to these ongoing evaluations, the District's Capital Improvement Program evolves annually to identify and budget for these projects. In situations where a lift station is the only alternative, the District requires multiple levels of redundancy, including dual-force mains and emergency storage. The District also reduces overall infrastructure costs by managing vigorous pretreatment programs for Fats, Oils, and Grease (FOG) and industrial users. While the industrial pretreatment program is in its early stages, the District continues to collaborate with the City of Roseville for implementation.

Greenhouse Gas Emissions

Description: The District strives to protect public health and the environment. This measurement is suggested by the EUM framework. The EUM framework was created for wastewater and water treatment plants also. Treatment processes are energy-intensive and contribute to greenhouse gas emissions. Although the District does not operate a treatment plant, this measurement allows the District to track the percentage of electrical energy demand met by renewable energy sources.

Analysis: The District has not begun tracking this measurement yet. Additional efforts will be needed to identify the data to be collected and analyzed to provide a clear understanding of the potential benefits to the District. On a separate but related note regarding greenhouse gas emissions, the District has begun plans to comply with the California Air Resources Board's recent Advanced Clean Fleet regulation which requires public agencies to convert fleets to zero-emission vehicles. These efforts will continue over the next decade.



Community Sustainability



Energy Use Audit

Description: Understanding the energy demands and the trends in District energy use is important to control costs and inspire innovation. This measurement tracks if audits are performed on the District's use of energy.

Analysis: The District has not begun the process of performing recurring energy audits.

Water Use Audit

Description: Water is a renewable but not always plentiful resource that plays a vital role in the operation and maintenance of the District's collection system. This measurement tracks if audits are performed on the District's use of water.

Analysis: The District has tracked the water use (in units and gallons), the cost of water use, the cost of fixed fees, and the cost of renewal charges since January 2020. However, an audit of the District's water use has yet to be performed.



List of Acronyms & Abbreviations Found in this Document

ASD	Administrative Services Department
Board	South Placer Municipal Utility District Board of Directors
CalPERS	California Public Employees' Retirement System
CAT 1	Category 1 spill - any spill that reaches a waterway
CAT 2	Category 2 spill - spills over 1000 gallons that do not reach a waterway
CAT 3	Category 3 spill - spills less than 1000 gallons that do not reach a waterway
CCTV	Closed Circuit Television
CEPPT	California Employers' Pension Prefunding Trust
CIP	Capital Improvement Program
CMMS	Computerized Maintenance Management System
CPI	Consumer Price Index
CSDA	California Special Districts Association
CWEA	California Water Environment Association
District	South Placer Municipal Utility District (SPMUD)
EDU	Equivalent Dwelling Unit
EEC	Employee Engagement Committee
ERP	Emergency Response Plan
EUM	Effective Utility Management
FOG	Fats, Oils & Grease
FSD	Field Services Department
FR	Flow Recorder
FTE	Full Time Equivalent (2,080 hours per year of employee time equivalent)
FY	Fiscal Year
General Order	Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GM	General Manager
GPS	Global Positioning System
HQ	Headquarters
kWh	Kilowatt-Hour
LIL	Low-Income Lifeline (Rate Assistance Program)
LS	Lift Station
MG	Million Gallons
MOU	Memorandum of Understanding
NC	Newcastle
OSHA	Occupational Safety and Health Administration
O&M	Operation and Maintenance
PCWA	Placer County Water Agency
PLCO	Property Line Clean Out
SCADA	Supervisory Control & Data Acquisition
SDLF	Special District Leadership Foundation



SECAP	System Evaluation and Capacity Assurance Plan
SERP	Spill Emergency Response Plan
SFR	Single Family Residential
SPMUD	South Placer Municipal Utility District (District)
SPWA	South Placer Wastewater Authority
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWOT	Strengths, Weaknesses, Opportunities, Threats
SWRCB	State Water Resources Control Board
TAMP	Tactical Asset Management Plan
TSD	Technical Services Department
UAL	Unfunded Actuarial Liability
U.S.	United States
WDR	Waste Discharge Requirements
WEF	Water Environment Federation

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors
From: Herb Niederberger, General Manager
Cc: Carie Huff, District Engineer
Subject: Adoption of Resolution 23-37 Midas Lateral Replacement
Meeting Date: October 5, 2023

Overview

PCWA is in the midst of a multi-phase project to replace aging water infrastructure in the Midas, Argonaut, Whitney, and Clover Valley areas of Rocklin. The District has been coordinating with PCWA to determine if potential opportunities exist to partner during these projects. PCWA has awarded Phase 2 to ARB, a subsidiary of Primoris Services Corporation. Phase 2 consists of the replacement of the waterline in Midas Avenue from Argonaut Avenue to Clover Valley Road. While the District’s mainline does not require any repairs or replacement, two laterals were identified as needing replacement. The lower laterals serving 3175 and 3185 Midas are in extremely poor condition. 3175 Midas has a large offset at the main and 3185 has a spiral fracture at the main.



Spiral fracture at the wye at 3185 Midas Avenue.

Both laterals were scheduled to be lined during a previous cured-in-place-pipe (CIPP) project but the significant defects in the lower lateral, including offset joints, precluded the lateral from being lined.

In some cases, the District completes these types of repairs in-house; however, due to the depth of the laterals (approximately 15-feet which requires shoring), anticipation of groundwater, and bypass pumping the District elected to request a price from ARB to complete the work:

	Quantity	Unit	Unit Cost	Extension
Remove and replace laterals	2	EA	\$36,340	\$72,680
Dewatering	1	LS	\$5,000	\$5,000
Sidewalk, Curb & Gutter Restoration	80	SF	\$80	\$6,400
Paving (included in PCWA scope)	-	-	-	-
Performance & Payment Bonds	1	LS	\$380	\$380

\$84,460

While the cost of replacement of the two lower laterals is high, replacement in conjunction with PCWA’s project results in lesser impacts to customers and the District realizes cost savings on paving restoration.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 23-37:

1. Finding that the Midas Lateral Replacement Project is categorically exempt from the California Environmental Quality Act (CEQA) per Section 15302 (Replacement or Reconstruction); and
2. Authorizing the General Manager to execute the attached Construction Contract with ARB in an amount not to exceed \$84,460 plus a 10% contingency (\$92,906 total).

Strategic Plan Goals

This action is consistent with the District’s Strategic Priorities:

- Maintain an excellent regulatory compliance record.
 - Reduce Sanitary Sewer Overflows (SSOs)

Related Board Policies and Resolutions

Policy 3150 – Purchasing Policy

Fiscal Impact

The FY23/24 Budget contains a line item within Fund 400 for Participation in Regional Projects of which a portion can be used for replacement of the lower laterals at 3175 and 3185 Midas Avenue.

Attachments:

- Resolution 23-37 Finding the Midas Lateral Replacement Project is Categorically Exempt from CEQA and Authorizing the General Manager to execute a Construction Contract with ARB in an amount not to exceed \$84,460 plus a 10% contingency (\$92,906 total).
- Construction Contract

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 23-37

FINDING THE MIDAS LATERAL REPLACEMENT PROJECT CATEGORICALLY EXEMPT FROM CEQA AND AUTHORIZATION FOR THE GENERAL MANAGER TO EXECUTE A CONSTRUCTION CONTRACT WITH ARB

WHEREAS, the South Placer Municipal Utility District (District) owns and operates the sewer facilities within the City of Rocklin; and

WHEREAS, the District discovered defects within the lower laterals at 3175 and 3185 Midas Avenue during routine maintenance; and

WHEREAS, the defects represent a potential threat to public health and the environment; and

WHEREAS, replacement of the lower laterals is extremely difficult due to the depth of the existing sewer line, impacts from groundwater and bypass considerations; and

WHEREAS, PCWA has awarded a construction contract to ARB based on the lowest responsive, responsible bidder to complete the Rocklin Main Replacement Phase 2; and

WHEREAS, ARB is willing to complete the lateral replacement at 3175 and 3185 Midas Avenue in an amount not to exceed \$84,460 plus a 10% contingency (\$92,906 total); and

WHEREAS, the FY 2023/24 Budget contained a line item within Fund 400 for Participation in Regional Projects; and

WHEREAS, the District is willing to accept the lateral improvements in accordance with the provisions of the Construction Contract and the District's Standard Specifications and Improvement Standards for Sanitary Sewers; and

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

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

1. Finds the Midas Lateral Replacement Project categorically exempt from the California Environmental Quality Act (CEQA) per Section 15302 (Replacement or Reconstruction); and
2. Authorizes the General Manager to execute the attached Construction Contract with ARB in an amount not to exceed \$84,460 plus a 10% contingency (\$92,906 total).

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 5th day of October 2023.

Signed: _____

James T. Williams, President of the Board of Directors

Attest: _____

Emilie Costan, Board Secretary

CONTRACT FOR SERVICES

SPMUD – MIDAS AVENUE LATERAL REPLACEMENT

THIS CONTRACT is made on this 5th day of October 2023, between the SOUTH PLACER MUNICIPAL UTILITY DISTRICT ("District") and ARB, Inc. ("Contractor").

WITNESSETH:

WHEREAS, the District desires to replace the laterals at 3175 and 3185 Midas Avenue in Rocklin, California, due to defects, and;

WHEREAS, the Contractor has presented a proposal to the District dated September 15, 2023 (attached hereto and incorporated herein as Exhibit "A") to replace the laterals, including the wye at the main, at 3175 and 3185 Midas Avenue and is duly licensed, qualified and experienced to perform the construction of such facilities (the "Project" or "Work");

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 complete and useable facilities pursuant to the Scope Work set forth in the Contractor's proposal in Exhibit A, subject to the approval of and inspection by the District.

5.2 TIME OF PERFORMANCE: The Contractor is to complete the work in conjunction with the PCWA Rocklin Main Replacement Phase 2 schedule and upon execution of this Contract.

5.3 COMPENSATION: The Contractor shall be paid an amount not to exceed \$84,460.00 for all work, materials and bid items described in Exhibit A without the District's prior written approval.

Said amount shall be paid upon completion of the work.

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 therein 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 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, 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 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.

SECTION 6

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SECTION 7

INSURANCE

INSURANCE REQUIREMENTS - The successful bidder must provide a current certificate of insurance, naming South Placer Municipal Utility District as also insured. Proof of coverage for the following must be provided within ten (10) business days of notification of award of contract.

Limits of Liability:

General Aggregate (Other than products/Completed Operations):	\$2,000,000
Products/Completed Operations Aggregate:	\$2,000,000
Personal & Advertising Injury Limit:	\$1,000,000
Each Occurrence Limit:	\$1,000,000
Fire damage	\$50,000
Medical expense (Any one person)	\$5,000

Workers compensation Insurance:

Naming the carrier, who must be authorized to do business in the State of California. The Contractor shall require all subcontractors to maintain adequate Workers Compensation Insurance.

The Contractor shall not allow any subcontractor to commence work on his subcontract until such subcontractor has provided proof of insurance in the same type and amount as specified for the Contractor, or; the Contractor shall provide policies which insures the activities of all his subcontractors to the same extent as his own.

2. ENDORSEMENTS:

Each Comprehensive or Commercial General Liability policy shall be endorsed with the following specific language:

- A. "The SOUTH PLACER MUNICIPAL UTILITY DISTRICT, its officers, agents, employees, and volunteers are to be covered as insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement."

- B. "The insurance provided by the Contractor, including any excess liability or umbrella form coverage, is primary coverage to the DISTRICT with respect to any insurance or self-insurance programs maintained by the DISTRICT and no insurance held or owned by the DISTRICT shall be called upon to contribute to a loss."

- C. "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the DISTRICT."

3. AUTOMOBILE LIABILITY INSURANCE:

Automobile Liability insurance covering bodily injury and property damage in an amount no less than two million dollars (\$2,000,000) combined single limit for each occurrence. Covered vehicles should include owned, non-owned, and hired automobiles, trucks and equipment.

SECTION 8

BOND FORMS

8.1 **BOND FOR LABOR AND MATERIAL**

KNOW ALL MEN BY THESE PRESENTS, THAT WE _____ the Contractor in the Contract hereto annexed, as principal, and _____ as surety, are held and firmly bound unto the South Placer Municipal Utility District in the sum of _____ Dollars (\$ _____), lawful money of the United States, for which payment, well and truly to be made, we bind ourselves, jointly and severally, firmly by these presents.

Signed, sealed and dated _____.

The condition of the above obligation is that if said principal, its successors or assigns, as Contractor in the Contract hereto annexed, or his or its subcontractor, fails to pay for any materials, provisions, provender or other supplies, or teams, used in, upon, for or about the performance of the work contracted to be done by said Contractor, namely to furnish all tools, equipment, apparatus, facilities, transportation, labor and material necessary to perform and complete, and to perform and complete in a good workmanlike manner, the work of **SPMUD – MIDAS AVENUE LATERAL REPLACEMENT** in strict conformity with the terms and conditions set forth in the Contract hereto annexed, or for any work or labor done thereon of any kind or for amounts due under the Unemployment Insurance Act with respect to such work or labor, or to make payments to the Franchise Tax Board pursuant to Civil Code, Section 324SA, or to pay any of the persons named in Civil Code 31S1, said surety will pay in addition to the basic obligation herein case suit is brought upon this bond, a reasonable attorney's fee to be awarded and fixed by the courts, and to be taxed as costs and to be included in the judgment therein rendered. This bond is executed in accordance with the requirements of Title XV of the Civil Code and is subject to the provisions thereof, and shall insure to the benefit of any and all persons, companies and corporations entitled to file claims under and by virtue of the provisions of Section 31S1 of the Civil Code, or to their assigns; and the said surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed there under or the specifications accompanying the same shall, in any wise, affect its obligation on this bond, and it does hereby waive notice of such change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications.

APPROVED AS TO FORM:

CONTRACTOR
(Signature must be Notarized)

SURETY Attorney-In-Fact
(Signature must be Notarized)

Address of Surety _____

8.2

BOND FOR FAITHFUL PERFORMANCE

KNOW ALL MEN BY THESE PRESENTS, THAT WE

_____ the Contractor in the Contract hereto annexed, as principal, and _____ as surety, are held and firmly bound unto the South Placer Municipal Utility District in the sum of _____ Dollars (\$_____), lawful money of the United States, for which payment, well and truly to be made, we bind ourselves, jointly and severally, firmly by these presents.

Signed, sealed and dated _____.

The condition of the above obligation is that if said principal as Contractor in the contract hereto annexed shall faithfully perform each and all of the conditions of said contract to be performed by him, and shall furnish all tools, equipment, apparatus, facilities, transportation, labor, and material, other than material, if any, agreed to be furnished by the District, necessary to perform and complete, and to perform and complete in a good workmanlike manner, and to guarantee acceptable performance of the work for a period of one year following the acceptance of the project, the work of, **SPMUD – MIDAS AVENUE LATERAL REPLACEMENT**, in strict conformity with the terms and conditions set forth in the contract hereto annexed, and after a period of one year following the acceptance of the project, then this obligation shall be null and void, otherwise to remain in full force and effect; and the said surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed there under or the specifications accompanying the same shall, in any wise, affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications.

Surety further agrees in case suit is brought upon this bond, that it will pay, in addition to the basic obligation herein, a reasonable attorney's fee to be awarded and fixed by the Court, and to be taxed as costs, and to be included in the judgment therein rendered.

APPROVED AS TO FORM:

CONTRACTOR/TITLE
(Signature must be Notarized)

SURETY Attorney-In-Fact
(Signature must be Notarized)

Address of Surety

SECTION 9

GENERAL CONDITIONS

9.1 GENERAL DESCRIPTION OF WORK: This work will be performed on an existing sewer system owned and operated by the District.

9.2 LOCATION OF WORK: The Project is located at 3175 and 3185 Midas Avenue in Rocklin, California.

9.3 TIME OF COMPLETION: This work shall occur in conjunction with the PCWA Rocklin Main Replacement Project Phase 2. Once initiated, the Contractor has thirty (30) days to complete the lateral replacement.

9.4 POINT OF CONTACT (POC): The following District personnel are available to this project:

<u>Name:</u>	<u>Capacity/Title:</u>	<u>Phone No:</u>
Carie Huff	Owner's Representative	(916) 786-8555
Emilie Costan	Payments	(916) 786-8555

The District Engineer, or her duly appointed representative, is the project manager for this District project and is the Contractor's primary POC. Additional contact information:

Carie Huff Project Manager
Phone: (916) 786-8555
FAX: (916) 786-8553
E-mail: chuff@spmud.ca.gov
Address: 5807 Springview Drive, Rocklin, CA 95677

9.5 CONTRACT BONDS: The Contractor shall provide, at the time of the execution of the agreement or contract for work, and at his own expense, a surety bond ("Performance Bond") in an amount equal to at least 100 percent (100%) of the contract price as security for the faithful performance of said agreement within the time prescribed, in a manner satisfactory to the District, and that all materials and workmanship will be free from original or developed defects. The Contractor shall also provide, at the time of execution of the agreement or contract for the work, and at his own expense, a separate surety bond ("Payment Bond") in an amount equal to at least 100 percent (100%) of the contract price as security for the payment of all persons performing labor and furnishing materials in connection with said agreement. The Contractor shall maintain the Payment Bond in full force and effect until the District accepts the work and until all claims for materials and labor are paid and shall otherwise comply with Civil Code. Sureties on each of said bonds shall be satisfactory to the District Counsel. Section 8 contains Bond forms acceptable to the District.

9.6 DISPUTE RESOLUTION: In the event of any dispute between the Contractor and the District regarding payment for or prosecution of the work, the Contractor shall not stop the work but will prosecute the work to completion in the manner directed by the District. All claims for extension of time or payment of money of three hundred seventy five thousand dollars (\$375,000) or less shall be resolved pursuant to the provisions of Article 1.5 of

Chapter 1 of Part 3 of the Public Contract Code (commencing with section 20104), unless the Contractor and the District agree in writing to a different manner of resolution; provided, however, the District may elect to utilize the dispute resolution procedures as provided in Article 7.1 of Chapter 1 of Part 2 of the Public Contract Code (commencing with section 10240) by providing the Contractor with a notice of such election prior to the issuance of the final contract payment.

The Contractor shall certify at the time of submission of a claim as follows:

I certify under penalty of perjury under the laws of the State of California that the claim submitted herewith is made after a good faith investigation of the facts, that the supporting data are accurate and complete and that the amount requested accurately reflects the monies due for work performed under the Contract for which the District is liable.

By: _____
(Contractor's signature)

Any litigation arising out of this Contract shall be brought in the Superior Court of Placer County, and the Contractor hereby waives the removal provisions of section 394 of the Code of Civil Procedure.

- 9.7 SOUND CONTROL REQUIREMENTS:** Sound control shall be in conformance with the local governing authority.
- 9.8 PRE-CONSTRUCTION CONFERENCE:** Prior to commencing work, a pre-construction meeting will be held for discussing with the Contractor the scope of work, plans, specifications, existing conditions, and all essential matters pertaining to the execution and the satisfactory completion of this project. The Contractor's representative at this meeting shall include the job Superintendent and the on-site Supervisor, who will be directly involved in the work, or who shall oversee and direct the work of other contracted staff.
- 9.9 CONTRACT WORKING HOURS:** Contract working hours shall be in conformance with the local governing authority Monday through Friday. Weekends and Holidays are excluded unless otherwise approved by the District.
- 9.10 STAGING:** Staging areas required by the Contractor shall be his responsibility to provide.
- 9.11 INSPECTION:** All material and equipment will be inspected to ensure compliance with the plans and specification requirements.
- 9.12 ACCEPTANCE:** The District will accept the project upon satisfactory completion of all work as described in the plans and specifications.
- 9.13 PROGRESS PAYMENT INVOICING INSTRUCTIONS:** Upon completion of work or delivery of items, the Contractor is to submit an invoice (in duplicate) to the General Manager or his designated representative for certification of work completed or delivery in satisfactory manner.

9.14 RETENTION / SECURITY: Pursuant to Public Contract Code Section 22300, for monies earned by the Contractor and withheld by the District to ensure the performance of the Contract, the Contractor may, at its option, choose to substitute securities meeting the requirements of Public Contract Code Section 22300, or have the retained, earned monies deposited in an escrow account at a federal or state chartered bank.

SECTION 10

SPECIAL PROVISIONS

10.0 REFERENCED STANDARDS AND CODES: The Standards and Codes applicable to the work to be constructed include, but are not limited to the following:

DISTRICT STANDARD SPECIFICATIONS: The Standard Specifications and Improvement Standards for Sanitary Sewers of the South Placer Municipal Utility District, latest edition.

CITY OF ROCKLIN CONSTRUCTION SPECIFICATIONS, IMPROVEMENT STANDARDS AND STANDARD DRAWINGS: Latest edition.

STATE STANDARD SPECIFICATIONS: Latest edition.

MANUFACTURER'S SPECIFICATIONS: The specifications for materials, design, installation, preparation, etc., for the products involved in this work.

10.1 DEFINITIONS AND TERMS: Whenever the following underlined terms (or similar) are used in the Codes or Standards, or in any documents or instruments where the Codes and Standards govern, the following terms or pronouns in place of them are used, with the intent and meaning to be interpreted as follows:

Agency/State/Owner: **DISTRICT:** The South Placer Municipal Utility District.

Engineer/Architect: **GENERAL MANAGER:** The General Manager of South Placer Municipal Utility District or his duly designated District representative.

10.2 SPECIAL CONDITIONS: Provide all work and materials in full accordance with the latest rules and regulations of the California Administrative Code, OSHA requirements, the latest editions of the Standard Specifications and Codes, and all other applicable laws or regulations.

Furnish without extra charge any additional material or labor required to comply with these rules and regulations, whether shown, specified or not. In the event these Specifications require materials of greater weight, quality or quantity than indicated by Plan or Code requirements, the Specifications shall apply.

All work under this contract shall be typically performed to achieve the highest standard of each and every trade involved whether directly specified or not.

10.3 MATERIALS, SERVICES AND FACILITIES: Except as otherwise specifically stated in the contract documents, the Contractor shall provide and pay for all materials, labor, tools equipment, light, power, transportation, supervision, temporary construction of any nature, and all other services and facilities necessary to complete and deliver the work within the time specified.

10.4 SHOP DRAWINGS: The Contractor shall provide shop drawings to the District for approval as required for the proper prosecution of all aspects of the work.

10.5 PERMITS: The Contractor shall obtain all necessary permits required for the completion of the Scope of Work.

10.6 REGULATORY COMPLIANCE: The Contractor shall provide all appropriate safety equipment required by U.S. OSHA and Cal OSHA for confined space entries and traffic control. Evidence of training for permit required Confined Spaces and Traffic Control shall be submitted to the District for their records at the time the contract is awarded.

The District shall stop work activities in the event that inappropriate safety equipment and traffic control devices are not in use or safety procedures outlined in these Special Provisions, the District Standard Specifications, the State Standard Specifications, and as required by federal and state OSHA and State Labor Code are not adhered to. Work stoppage under these circumstances shall not be considered billable to the District.

10.7 MANHOLE ENTRY: All entries into active sanitary sewer manholes are 'Permit Required' confined space entries and said entries shall comply with all U.S. OSHA and CAL OSHA safety requirements. These entries shall apply to Contractor's, sub-contractors, their employees, and corporate officers. It shall be the responsibility of the contractor to conform to these safety requirements and provide all the necessary confined space entry equipment. The Contractor shall provide a copy of each completed confined space entry permit to the District upon demand. In addition, as stated in Section 10.6 "Regulatory Compliance", Contractor shall provide to District evidence of completion of confined space training requirements as per Federal Regulation 1910.146 - Permit - Required Confined Spaces.

Full compensation for conforming to the requirements of this section shall be considered as included in the payments for the contracted unit cost pricing and no additional compensation will be allowed.

10.8 BYPASS OPERATIONS: Should this require the bypass of live sewer the Contractor shall make provisions to ensure uninterrupted service in such a fashion, that no sewer spills occur. Should a sewage spill occur, as defined by the California Regional Water Control Board, the contractor shall be liable for any and all fines and costs associated with mitigating the spill, cleanup, damage and reporting. The Contractor shall submit a bypass plan and obtain the approval of the District for the method of sewer bypass prior to initiation. Labor and equipment used for sewer bypass operations shall be provided by the Contractor and included into the contracted price.

- a. Redundancy. Two pumps, each with the capability of handling the flows, are required. Bypass operations shall be designed in such a manner that the second pump can immediately take the flows of the primary pump in the event of a failure - until the primary pump failure is resolved. The discharge and suction pipe/hose shall be connected to the pumps such in a manner that no sewage is spilled during the transition from the primary pump to the secondary pump.
- b. The entire system shall be tested (daily) with fresh water for leakage, in the presence of the District Inspector. Any and all leaks shall be corrected prior to startup of the bypass

operations. The system shall be flushed with fresh water prior to dismantling to ensure raw sewage is not spilled.

- c. Bypass operations shall accommodate traffic from the public streets and private property such as driveway access and must comply with the encroachment requirements.
- d. Contractor shall provide an emergency response plan that details spill containment and proper clean up.
- e. The contractor's submittal of his proposed bypass plan must comply with the District's minimum requirements for bypass pumping and must include a simple detail drawing of the setup, the pump curve(s), size/type of the hoses/piping and a narrative describing the bypass operations.

10.9 TRAFFIC CONTROL: Traffic control requirements shall be dictated by encroachment permit issued by the local governing agency. Personal vehicles of the Contractor's employees shall not be parked on the traveled way or shoulders, including any section closed to public traffic. Contractor is responsible to familiarize themselves with liner installation sites and all conditions affecting traffic control. Labor and equipment used for traffic control operations shall be provided by the Contractor and included into the contracted (unit cost) pricing.

10.10 EXISTING UTILITIES: The Contractor is hereby notified that prior to commencing construction, he is responsible for contacting all utility companies for verification at the construction site of the locations of all underground facilities that may conflict with the placement of the improvements shown on the plans. The Contractor shall call "Underground Service Alert" at 811 forty-eight (48) hours before any excavation is started.

The Contractor's attention is directed to the existence of certain underground facilities that may require special precautions be taken by the Contractor to protect the health, safety, and welfare of workmen and the public.

10.11 CLEAN UP: Work sites shall be maintained in a clean and orderly manner throughout project in so far as possible. At the end of each workday, work sites shall be returned, at a minimum, to their pre-construction condition.

SECTION 11

GENERAL PROVISIONS

11.1 Entire Agreement; Amendment. The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Contract supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work, except those other documents (if any) that are expressly referenced in this Contract. This Contract may be amended only by a subsequent written contract approved and signed by both parties.

11.2 Independent Contractor. Contractor's relationship to District is that of an independent contractor. All persons hired by Contractor and performing the Work shall be Contractor's employees or agents. Contractor and its officers, employees and agents are not District employees, and they are not entitled to District employment salary, wages or benefits. Contractor shall pay, and District shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Contractor's employees. Contractor shall, to the fullest extent permitted by law, indemnify District, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Contractor's independent contractor status or employment-related liability.

11.3 No Waiver of Rights. Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Contractor shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

11.4 Severability. If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Contract.

11.5 Governing Law. This Contract will be governed by and construed in accordance with the laws of the State of California.

11.6 Signature Authority. Each party warrants that the person signing this Contract is authorized to act on behalf of the party for whom that person signs. The parties may execute and deliver this Contract and documents necessary to perform it, including task orders and amendments, in any number of original or facsimile counterparts. When each Party has signed and delivered at least one counterpart to the other Party, each counterpart shall be deemed an original and, taken together, the counterparts shall constitute one and the same document, which shall be binding and effective.

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: _____
Emilie Costan, Secretary to the Board

Contractor

By: _____

Title: _____



1875 Loveridge Rd.
Pittsburg, CA 94565
A subsidiary of
Primoris Services Corporation

September 15, 2023

South Placer Municipal Utility District
5807 Springview Dr.
Rocklin, CA 95677
Carrie Huff, PE

Project: Rocklin Main Replacements Phase 2
Subject: Proposal for 3185 and 3175 Midas Ave. Lateral Replacement.

Dear Mrs. Huff,

ARB, Inc. proposes to provide labor, materials, and equipment to perform the lateral replacements at 3175 and 3185 Midas Ave. per the attached drawing for the amount as follows:

1) Remove and Replace Laterals – 2 EA @ \$36,340.00 = \$72,680.00

Alternate 1) Trench Dewatering - \$5,000.00 (Revokable if no groundwater)

Allowance 1) Sidewalk, Curb, Gutter Restoration – 80 SF @ \$80.00 Per SF = \$6,400.00 (Estimated Qty and will be determined in the field in conjunction with restoration for PCWA project as there could be overlap between PCWA project water services.

Allowance 2) Current permanent paving scope is covered by PCWA from Curb to Centerline of the Road. Any paving in addition to PCWA Scope will be at a cost of \$10.30 Per SF.

EXCLUSIONS/CLARIFICATIONS:

1. ARB proposes a 5 day a week, M- F, 8-hour per day schedule. Upon contract execution, ARB will start ordering Materials and Allocate resources for the expected mobilization date.
2. Laterals will be backfilled and temporarily paved. Finish Paving will be determined in conjunction with PCWA Rocklin Main Replacement project.
3. ARB has included cost for temporary plugging and pumping of sewer system during new mainline wye installation.
4. ARB excludes rock excavation.
5. Performance and Payment Bonds are not included. If required, the cost will be an additional **\$380.00**.
6. No additional mobilization is included. This work would be in conjunction with PCWA Rocklin Main Replacement Project Schedule.
7. TV inspection or flushing of mains and laterals is not included.

If you have any questions, please do not hesitate to contact me.





1875 Loveridge Rd.
Pittsburg, CA 94565
A subsidiary of
Primoris Services Corporation

Sincerely,

ARB, Inc.

Kevin Downs

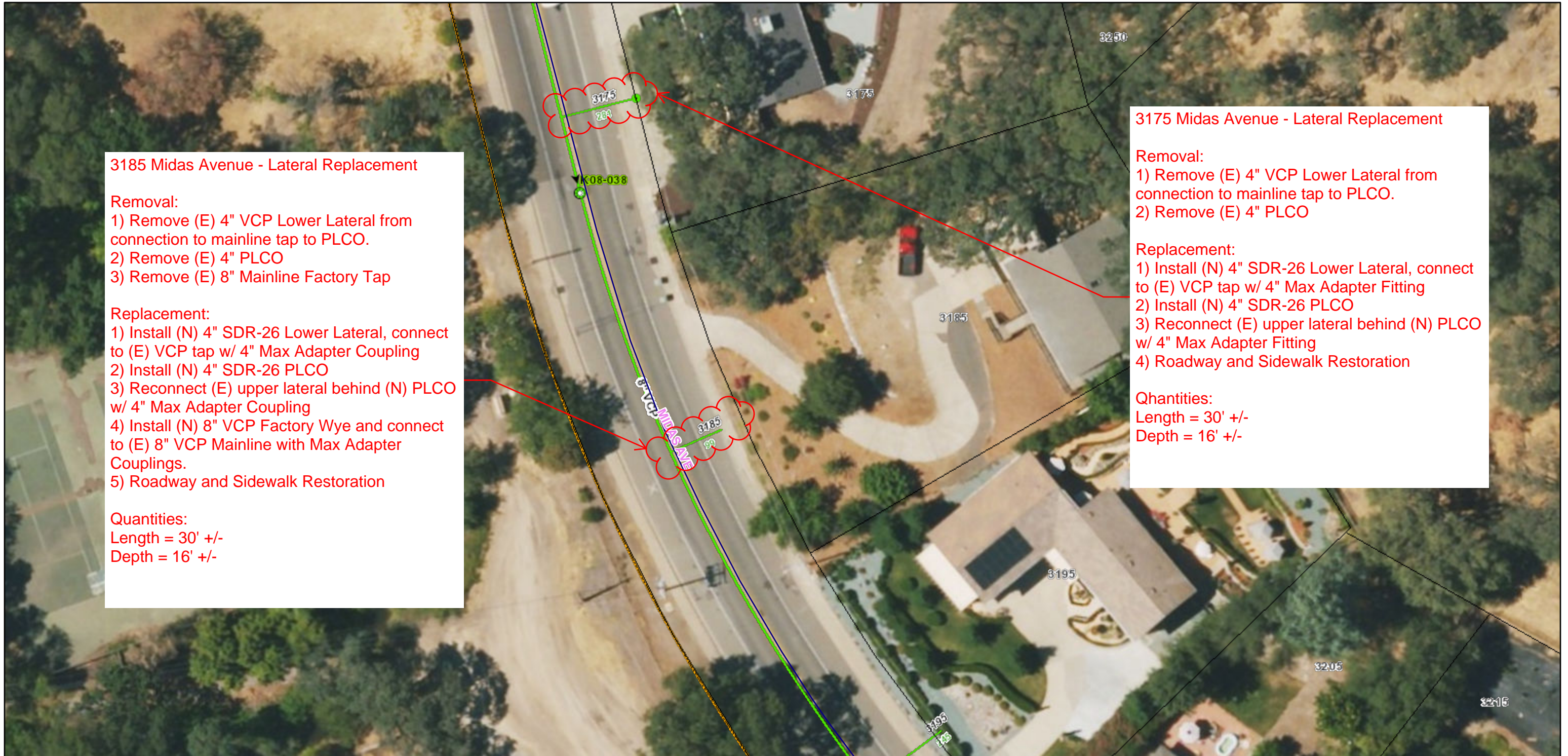
Kevin Downs
Regional Operations Manager – Water Division
Kevin.downs@prim.com
925-628-9238

DIR# 1000004506

CA Lic #194079 – CLASS A



ArcGIS Web Map



3185 Midas Avenue - Lateral Replacement

Removal:

- 1) Remove (E) 4" VCP Lower Lateral from connection to mainline tap to PLCO.
- 2) Remove (E) 4" PLCO
- 3) Remove (E) 8" Mainline Factory Tap

Replacement:

- 1) Install (N) 4" SDR-26 Lower Lateral, connect to (E) VCP tap w/ 4" Max Adapter Coupling
- 2) Install (N) 4" SDR-26 PLCO
- 3) Reconnect (E) upper lateral behind (N) PLCO w/ 4" Max Adapter Coupling
- 4) Install (N) 8" VCP Factory Wye and connect to (E) 8" VCP Mainline with Max Adapter Couplings.
- 5) Roadway and Sidewalk Restoration

Quantities:
 Length = 30' +/-
 Depth = 16' +/-

3175 Midas Avenue - Lateral Replacement

Removal:

- 1) Remove (E) 4" VCP Lower Lateral from connection to mainline tap to PLCO.
- 2) Remove (E) 4" PLCO

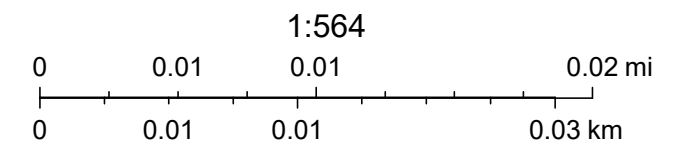
Replacement:

- 1) Install (N) 4" SDR-26 Lower Lateral, connect to (E) VCP tap w/ 4" Max Adapter Fitting
- 2) Install (N) 4" SDR-26 PLCO
- 3) Reconnect (E) upper lateral behind (N) PLCO w/ 4" Max Adapter Fitting
- 4) Roadway and Sidewalk Restoration

Quantities:
 Length = 30' +/-
 Depth = 16' +/-

8/24/2023, 8:33:56 AM

- | | | | | |
|---------------------------------|--------------------------------|-----------------------|---|--|
| Portable Flow Monitor Locations | Other SPMUD Utility Line | SPMUD - Double Wye | Placer Union High School District - Operational | Force Main - Abandoned - SPMUD |
| Blocked Access Features | Electrical Line | SPMUD - Proposed | SPMUD - Abandonment Pending | Gravity Line - Abandoned - SPMUD |
| Bollard, Key | Water Line | SPMUD - Inactive | Sanitary Pipe Inventory | Force Main - Operational - Other |
| Cable, Combination Lock | Other SPMUD Utility Box | SPMUD - Abandoned | Gravity Line - Operational - SPMUD | Gravity Line - Operational - Private |
| Gate, Garage Door Opener | Pull Box | Private - Inactive | Force Main - Operational - SPMUD | Gravity Line - Proposed - Private |
| Gate, Gate Code | Water Valve | Private - Proposed | Gravity Line - Proposed - SPMUD | Gravity Line - Operational - Placer Unified High School District |
| Gate, Key | Sanitary Sewer Services | Private - Operational | Force Main - Proposed - SPMUD | Gravity Line - Operational - Roseville |
| Parcels | SPMUD - Operational | | Gravity Line - Inactive - SPMUD | |



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GENERAL MANAGER REPORT

To: Board of Directors
From: Herb Niederberger, GM
Date: October 5, 2023
Subject: General Manager Monthly Activity Report, September 2023

1) DEPARTMENT REPORTS

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

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

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

2) INFORMATION ITEMS

- A. On September 8, 2023, the General Manager met with Loomis Town Manager, Wes Heathcock to discuss both the needs of the Town as well as the needs of the District. It was decided to arrange for a 2x2 meeting in early November.
- B. On September 11, 2023, the General Manager met with representatives of the Employee Association to discuss: 1) the cost savings of eliminating the retiree life insurance benefit for future retirees not already receiving the benefit; and 2), the cost increase of various levels of term life insurance coverage for current employee.
- C. On September 12, the General Manager met with the Managers to discuss the concept of elimination of the retiree life insurance benefit for future retirees and an increase in the level of term life insurance coverage for current employees.
- D. On September 18, 2023, the General Manager attended a webinar by AALR regarding the NLRB decision regarding CEMEX, "New Framework for Union Representation Proceedings." District General Counsel concluded that the District is excluded from National Labor Relations Board collective bargaining regulations, so the new Cemex standards will not impact the District.
- E. On September 20, the General Manager, along with President Williams and Directors Dickinson, Jewell, and Mitchell attended the Grand Opening of the Pleasant Grove Wastewater Treatment Plant Expansion.
- F. On September 26, 2023, the General Manager and the District Engineer, Carie Huff, met with representatives of the Town of Loomis to discuss the storm drain installation at the intersection of Taylor Road and Sierra College Blvd. It was decided to leave the sewer in place and for the Town to carefully construct the culvert outlet near the sewer crossing.

G. On September 28, 2023, the General Manager participated in a District All-hands meeting. Employees were provided with information on the CalPERS Open Enrollment period for Health Care changes, CalPERS Unfunded Actuarial Liability, and the transition to new phone equipment.

H. Advisory Committee Meetings:

There were no advisory committee meetings in September.

3) PURCHASE ORDERS/CONTRACTS INITIATED UNDER GENERAL MANAGER AUTHORITY

PO Req#	Date	Vendor	Description	Amount
363	09/07/2023	Burrell Consulting Group	Newcastle Survey & Data Collection	\$ 39,500
364	09/07/2023	Johnson & Sampson Construction	Patch Paving at the Corp Yard	\$ 5,200
370	09/19/2023	ECS Imaging	Annual License Renewal Records Mgmt	\$ 5,140

4) LONG RANGE AGENDA

November 2023

- Quarterly Investment Report
- Final PMP Annual Report

December 2023

- GM Employee Evaluation
- Final Audit and Consolidated Annual Financial Report
- Participation Charge Report for FY2022/23

January 2024

- Selection of Officers
- Presidential Appointments to Advisory Committees
- Approve GM 2024 Goals

ITEM VIII. ASD REPORT

To: Board of Directors

From: Emilie Costan, Administrative Services Manager

cc: Herb Niederberger, General Manager

Subject: Administrative Services Department Monthly Report

Meeting Date: October 5, 2023

Audit Work

The Administrative Services Manager has been working with the Auditors from Munn, Urrutia, & Nelson on follow-up from the auditor's site visit the week of September 4th and the Management Discussion & Analysis to be included in the Fiscal Year 2022/23 Audit. The final Audit document is calendared for presentation and acceptance by the Board at the December 7, 2023 Board meeting.

Bill Update

The Administrative Services Manager completed the Bill Design update to provide more information on local and regional services and breakout District local collection charges and South Placer Wastewater regional treatment charges on the billing statement. The changes will take effect on the October 1, 2023, billing statements.

Employee All Hands

At the September All Hands meeting, the Administrative Services Manager provided information on the upcoming required updates to the District's physical phone inventory and reminded employees about Open Enrollment.

Open Enrollment

Open Enrollment for Medical, Dental, Vision, and other District-sponsored benefits is from September 18th through October 13th. Employees were provided with existing benefits statements and health plan materials. Administrative Services Staff has been assisting employees with any requested benefit changes for the next calendar year.

Hot Chili Cool Cars Outreach Event

The District had an outreach booth for the Hot Chili Cool Cars event, held at Quarry Park on September 16th. The event was well attended, and District staff met many SPMUD customers to share outreach regarding non-dispersible items as well as Fats, Oils, and Greases and their impact on the sewer system.

Pension Liability Training

The Administrative Services Manager attended a webinar series offered by GovInvest on September 13th called “CalPERS Calculations for FYE 2022 and Beyond.” The webinar provided many valuable insights on CalPERS investment returns, non-investment gains and losses, how the impacts are allocated to the plans and agencies, and what agencies can expect in future years.

September Monthly Investment Transactions per GC §53607

DEPOSITS, TRANSFERS, OR WITHDRAWALS

CalTRUST:	None
CA CLASS:	None
LAIF:	None
Placer County:	None
Five Star MM:	\$500,000 Transfer to Checking Account

ITEM VII. FSD REPORT

To: Board of Directors
From: Eric Nielsen, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Field Services Department Monthly Report
Meeting Date: October 5, 2023

Department Overview

This section provides the Board an update on the news and major tasks from the Field Services Department (FSD).

- 1. Training/Break Room Addition, Locker Room, and Lobby Improvements**
 - a. The work to install the new PG&E feeders and finish the wiring of the new switchgear is now complete and the old switchgear has been abandoned.
 - b. The completion of the tenant improvements in the maintenance building is underway and the project is scheduled to be completed around the end of October.
- 2. Supervisory Control and Data Acquisition (SCADA) Replacement**
 - a. The project team is waiting for a specific antenna to be shipped so that the in-field radio path verification study can be conducted. The team is waiting to schedule the dates of the in-field testing until the antenna arrives.
 - b. Carollo Engineers is wrapping up the 30% engineering design documents and will be submitting them for District review soon.
- 3. Irish Lane Pond Liner Emergency Replacement**
 - a. Work on the Irish Lane Pond Liner began on August 28, 2023.
 - b. Additional work was identified during demolition of the liner. The Board approved a change order (Resolution 23-35) to make improvements that will protect the new liner and allow the pond to function better in the future.
 - c. All work was completed on September 22, 2023.
- 4. Advertise for Maintenance Worker Position**
 - a. The advertisement for a maintenance worker position closed on September 1, 2023. Interviews were conducted during the week of September 18. The hiring process will continue into the month of October.

Reporting

This section provides the Board an overview of the Field Services Department operations and maintenance activities through 8/31/2023. The work listed is not all inclusive.

1. Lost Time Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 2557 days without a Lost Time Accident/Injury

2. Safety/Training/Professional Development

- a. Field Services employees participated in training for the following:
 - i. Asbestos Cement Pipe Refresher Training
 - ii. Hazmat Spill Response for Diesel Generators
 - iii. Lockout Tagout
 - iv. Standard Operating Procedures Training

3. Customer Service Calls

- a. Response Time Goals over the Last 12 Months

	Goal	Average	Success Rate
During Business Hours	< 30 minutes	18 min	98%
During Non-Business Hours	< 60 minutes	45 min	

Service Calls - August

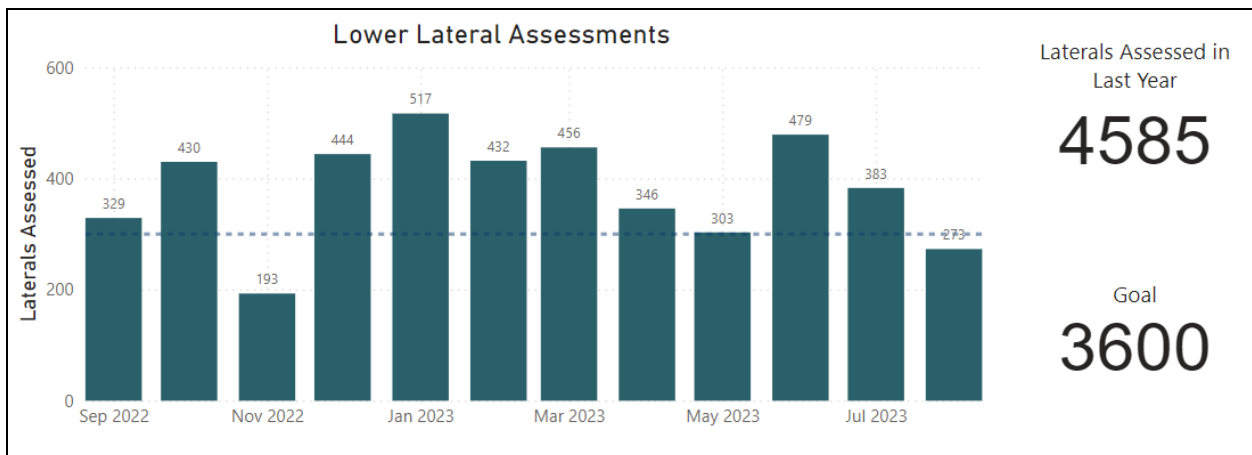
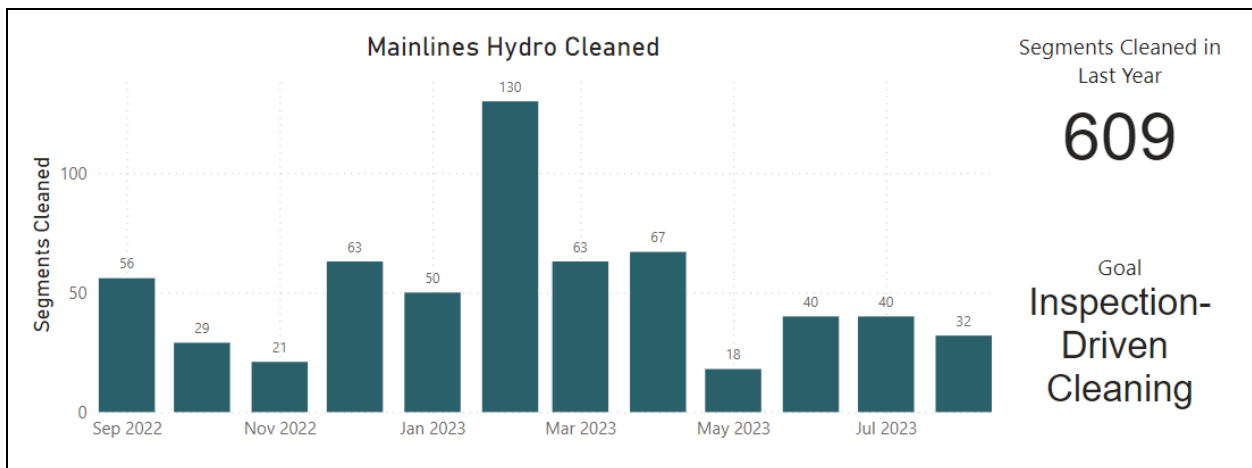
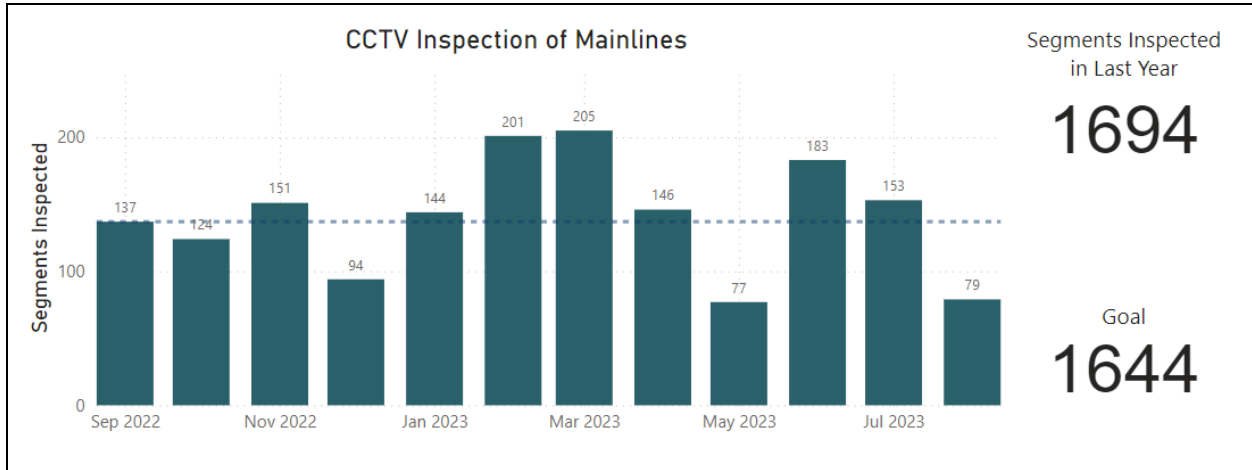
Responsibility	SSO	Stoppage	Odor	Alarm	PLSD	Vermin	Misc
SPMUD Responsibility	1			8			
Owner Responsibility		2			6		1
Total	1	2		8	6		1

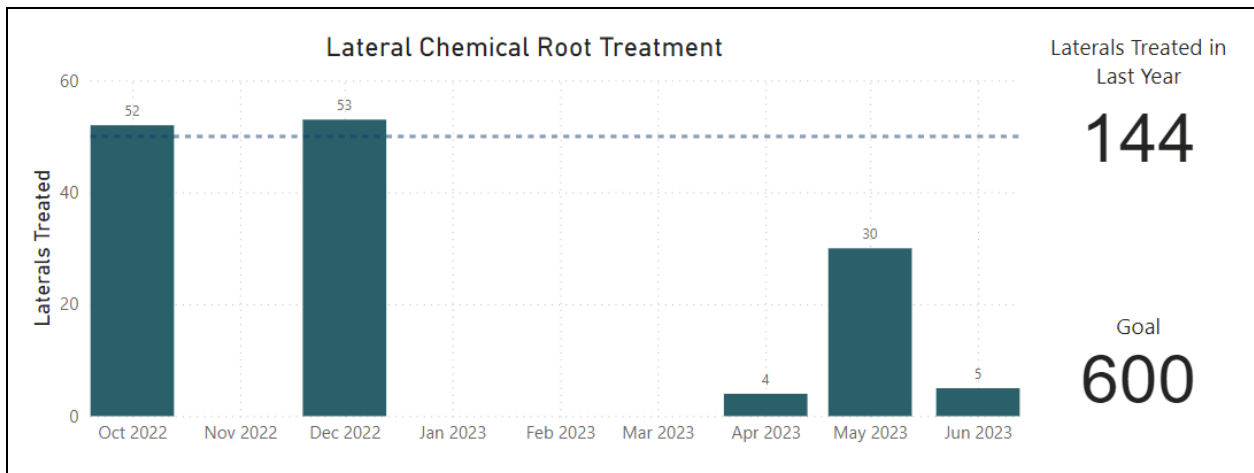
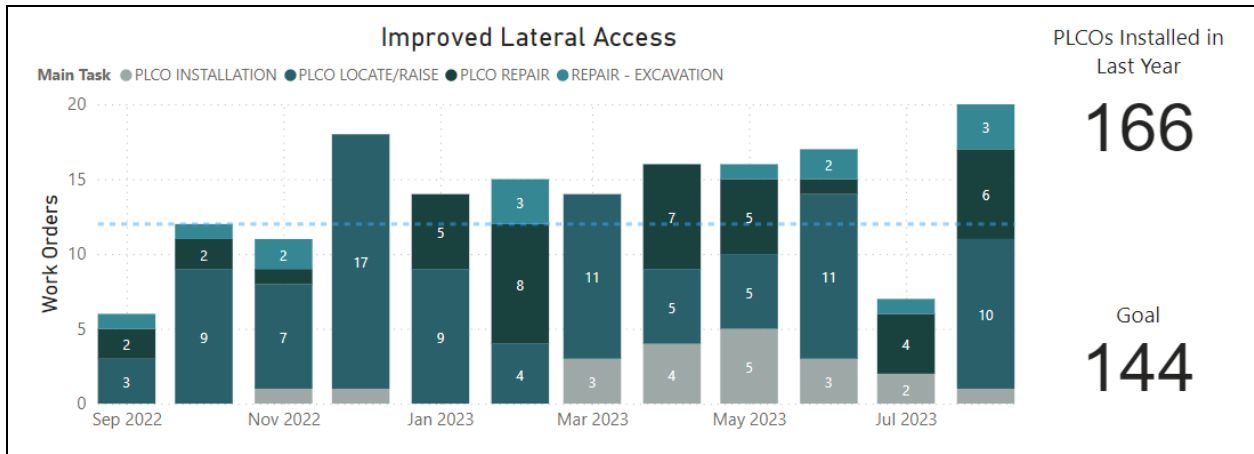
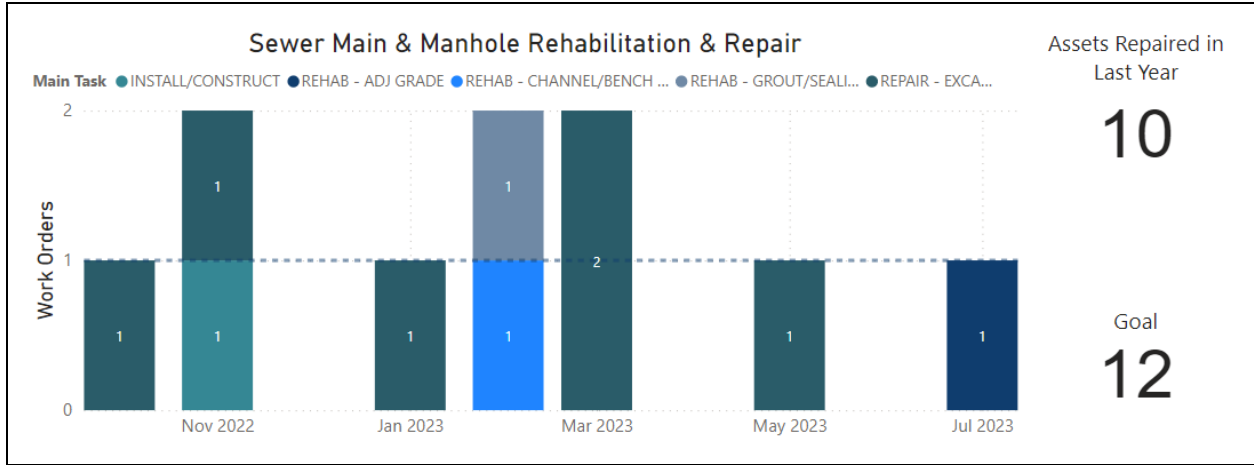
Total Service Calls

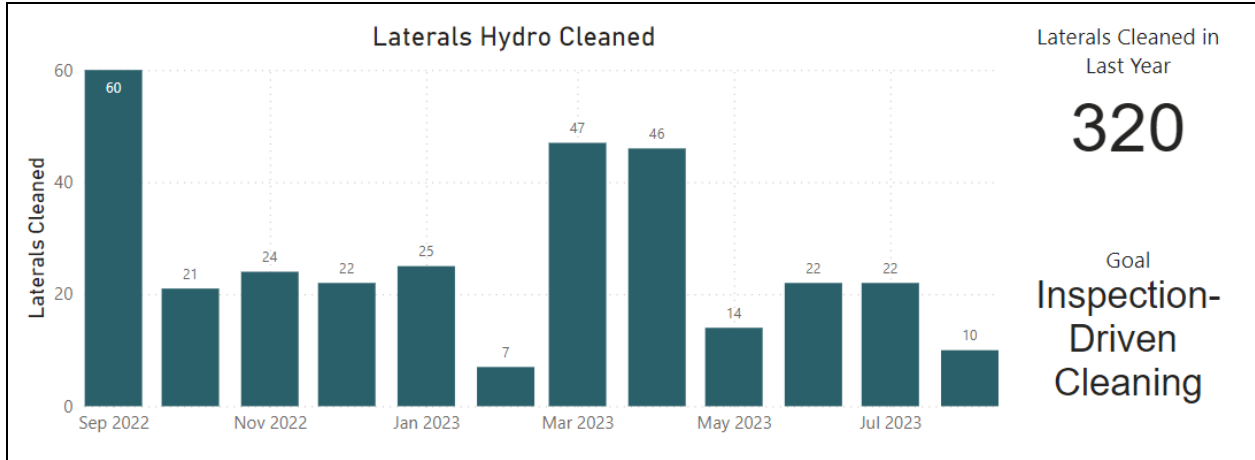
18

4. Production

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







Item 8.2.3

ITEM VII. TSD REPORT

To: Board of Directors
From: Carie Huff, District Engineer
Cc: Herb Niederberger, General Manager
Subject: Technical Services Department Monthly Report
Board Date: October 5, 2023

TSD Updates:

- ❖ TSD staff participated in the Employee Engagement Committee (EEC) meeting on September 12th. The EEC is planning the fall chili cook off event for employees.
- ❖ TSD staff participated in the Countywide Development Coordination Meeting on September 19th.
- ❖ District staff attended the pre-construction meeting for PCWA's Rocklin Main Replacement Phase 2 on September 7th. PCWA is in the process of replacing aging infrastructure in the Midas and Argonaut areas of Rocklin. There are a total of six projects phased over the next several years. The District is coordinating with PCWA on their new main placement and in areas where the District may have repairs or replacements.
- ❖ The District was notified that a contractor for Caltrans completing a lining project in a culvert in Newcastle hit the power pole serving the Taylor Road Lift Station. The District currently has a generator on-site and is working on the replacement and associated repairs with the contractor.
- ❖ The first quarter commercial audit of FY2023/24 is in process.
- ❖ TSD is working on updates to the District's Standard Specifications and Improvement Standards for Sanitary Sewer to align with the Sewer Code updates and to Chapter 4 – Wastewater Pump Stations.

Northwest Rocklin Sewer Annexation Construction Project (formerly known as Atherton Trunk)

As of December 1, 2022, all fieldwork and punch list items were completed. The District is working with the City of Rocklin to finalize the administrative items required for project acceptance, mainly the acquisition of easements.

PCWA / Newcastle Construction Cooperation Project

The District received the 70% design from GHD and is in the process of review. Several coordination meetings have occurred to discuss design considerations, constructability, paving, and traffic control.

Jack in the Box Sewer Replacement Project

The survey is complete, and design is underway.

Del Rio Court and Delmar Sewer Extension Project

Cartwright submitted the consolidated plans and comments have been returned. The District also met with the City of Rocklin's new City Engineer to review the project and coordinate paving requirements. The District met with the environmental consultant, and they have reached out to the City of Rocklin and the Town of Loomis regarding land use designations and future development along the alignment. The District is moving forward with potholing along the Delmar alignment to determine if rock exists. The cost of sixteen potholes, traffic control, asphalt restoration, and permitting is \$31,800 which is within the General Manager's authorization to approve per the District's Purchasing Policy 3150.

Johnson Springview Park Creek Crossing, Rocklin

The District held a kick-off meeting on September 14th. The District met with the consultant team and the City of Rocklin. This initial phase is to refine the project scope to determine the next steps for environmental and design.

Taylor Road Crossing, Newcastle

The District held a kick-off meeting on September 13th. The survey is complete, and design is underway.

Main Street, Newcastle

The District held a kick-off meeting on September 13th. The District is still in the process of locating existing facilities in Newcastle so that the survey can accurately depict existing facilities.

Newcastle Data Collection

The District held a kick-off meeting on September 15th to discuss logistics and project outreach. It is anticipated that the data collection will occur over the next six months. The District is in the process of sending out a letter to residents notifying them of the upcoming survey work to be completed.

Proposed Annexation of the Castle City Mobile Home Park in Newcastle

Coleman Engineering has been retained by Caritas, the owner of the Mobile Home Park, to proceed with preliminary engineering so that the funding application to the state can be submitted. Coleman Engineering will be coordinating site visits to District facilities in the coming weeks.

Local Agency Formation Commission (LAFCO)

LAFCO's Executive Officer is preparing the Request for Proposals for the Municipal Service Review (MSR) and Sphere of Influence Study. Both are included in the 2023/24 work plan.

The District's surveyor addressed the comments provided by the County regarding the geographic descriptions. Additional information will be provided at a future board meeting as the annexation application to LAFCO is refined.

FOG Program

The District's FOG Inspector completed five core sample inspections of grease control devices (GCD) in August. One of the visits included a GCD pump out and inspection at Joy House Chinese Restaurant. This location has an indoor metal legacy GCD. During the inspection, the GCD was found to be missing its internal baffle, and the lid was unable to seal due to rust and corrosion. The District is working closely with the property and business owners to resolve these issues.

At Moo Moo's Burger Barn and Save Mart, the District's FOG Inspector completed and resolved both outstanding Warning Of Non-Compliances. Moo Moo's was resolved by having the submerged baffle tee extended above the static water line, and a hydro jet cleaning of the lateral line immediately downstream of the GCD. Save Mart was completed with the replacement of the GCD's outlet tee.

Lastly, through the food service establishment (FSE) tenant improvement process, the District was notified of two new potential restaurant locations. The first location is for Oak House BBQ at 4155 Rocklin Road, and the second location is for Raku Sushi at 6661 Stanford Ranch Road. A pre-design meeting was held for both FSEs.

The District hosted Palo Alto's FOG Inspector on August 30th and 31st. The City of Palo Alto's FOG Inspector shadowed District inspectors during daily operations and obtained hands-on experience with grease control device sampling and implementation of SwiftComply. As part of the ride along, District inspectors completed three outdoor core sample inspections of hydromechanical GCD, one core sample of a legacy indoor hydrodynamical GCD, and one core sample of a legacy outdoor gravity GCD. The intent of these inspections was to give a broad demonstration of the different types and scenarios of grease control within the District.

Industrial Pretreatment

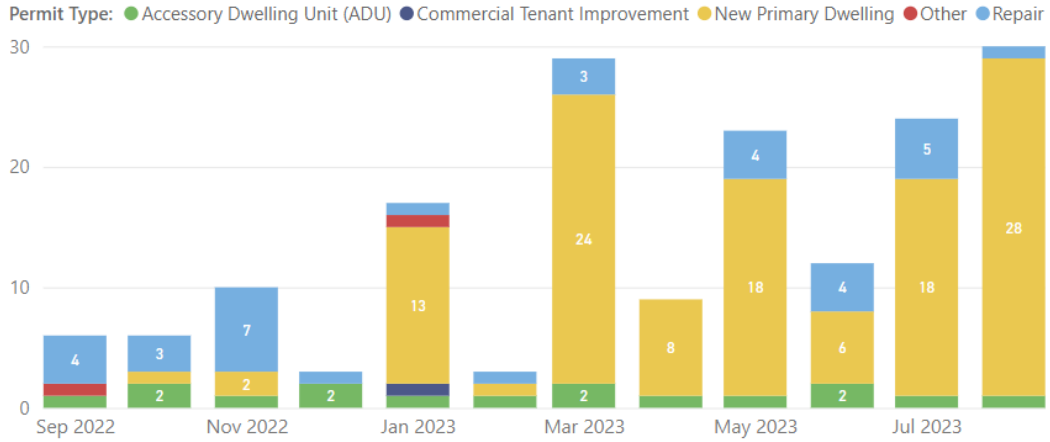
District staff continues to work with the City of Roseville's Industrial Waste Department to inspect and enforce the Industrial Pretreatment Program. The City is preparing the Brewery Characterization Study for review in October which will allow the District to add to or make additional comments in preparation of finalizing the study.

The City is also preparing a Request for Proposals to evaluate and update the Industrial Pretreatment Program. The District will be included in the program update. Part of the review and update will include potential funding mechanisms.

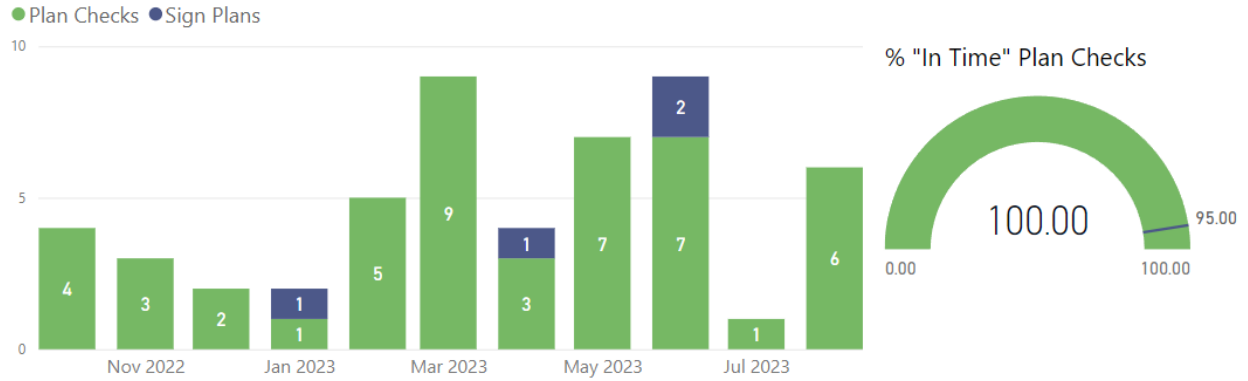
Department Performance Indicators

The following charts depict the efforts and performance of the department in the following areas of work as of August 31, 2023. 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. A new chart has been added that reflects Tenant Improvement reviews completed for the month. Additional charts may be added in the future for other areas of work in the department.

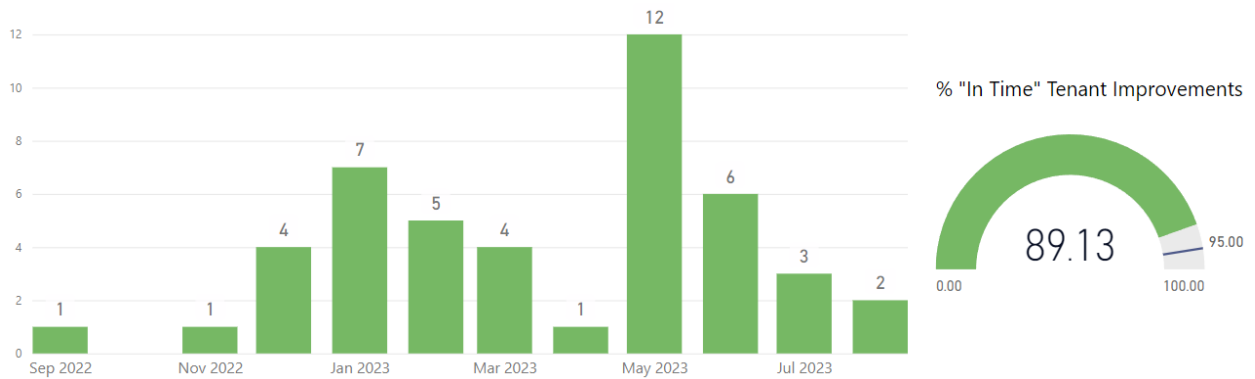
Sewer Permits - Completed - Monthly Totals



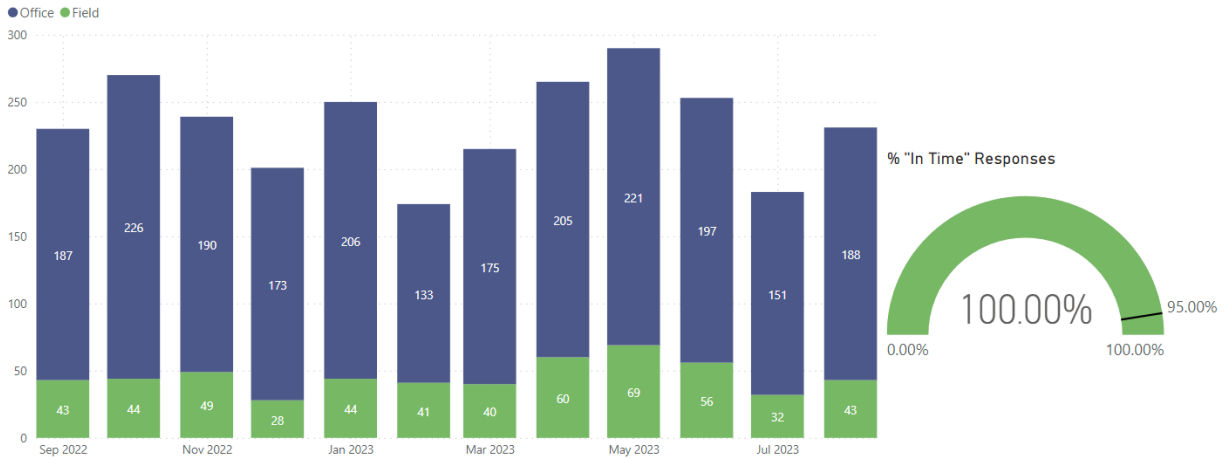
Plan Checks Completed - Monthly Totals



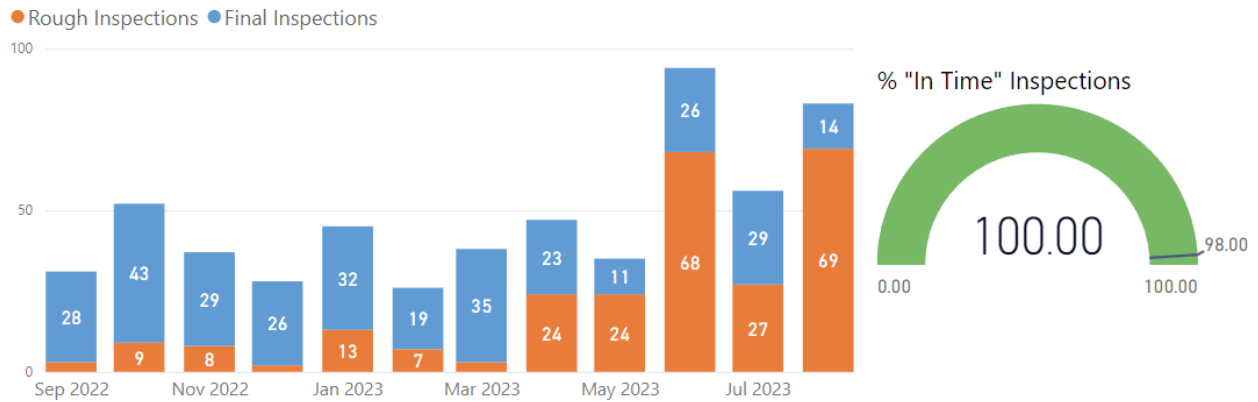
Tenant Improvement Reviews Completed - Monthly Totals



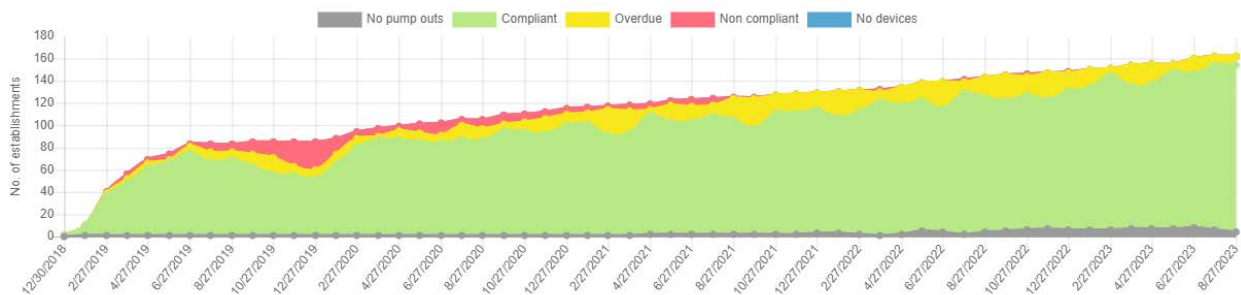
811 Responses



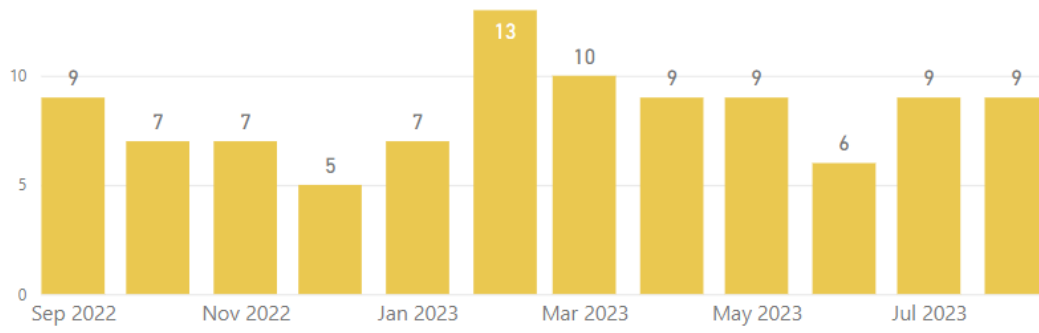
Building Sewer Inspections - Monthly Totals



FOG Compliance History



FOG Pickups - Monthly Totals



Grease Interceptor Inspections

Template ● GGI Core Sample Inspection - Outside ● GGI Pump Out/Cleaning Inspection ● HGI Core Sample Inspection - Inside ● HGI Core Sample Inspection - Outside

