



**SPMUD BOARD OF DIRECTORS
REGULAR MEETING: 4:30 PM
November 2, 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 November 2, 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. CONSENT ITEMS

[pg 4 to 35]

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

ACTION: (Roll Call Vote)

Motion to approve the consent items for the November 2, 2023 meeting.

1. MINUTES from the October 5, 2023, Regular Meeting. [pg 4 to 7]
2. ACCOUNTS PAYABLE in the amount of \$635,871 through October 25, 2023. [pg 8 to 11]
3. QUARTERLY INVESTMENT REPORT in the total amount of \$75,400,782 [pg 12 to 14] through September 30, 2023.
4. ANNUAL INVESTMENT REPORT for the fiscal year ended June 30, 2023. [pg 15 to 17]
5. RESOLUTION 23-38 AUTHORIZING A PERFORMANCE MERIT PROGRAM PAYOUT TO DISTRICT EMPLOYEES PER THE EMPLOYEE MOU IN THE AMOUNT OF \$38,369. [pg 18 to 35]

VI. BOARD BUSINESS

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

1. **RESOLUTION 23-39 ADDENDUM #3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH NEXGEN UTILITY MANAGEMENT FOR THE GRANITE TERRACE SUBDIVISION AND LIFT STATION PROJECT** [pg 36 to 47]

Staff will provide information on the addendum to the professional services agreement to complete construction support for the Granite Terrace Subdivision Project.

Action Requested: (Roll Call Vote)

Staff recommends that the Board of Directors adopt Resolution 23-39 to enter into Addendum #3 to the Professional Services Agreement with NexGen Utility Management.

2. **FARRON STREET TRUNK REPLACEMENT PROJECT** [pg 48 to 52]

Discussion on the proposed Farron Street Trunk Replacement Project.

Action Requested: (Voice Vote)

Staff recommends that the Board of Directors review, discuss, and provide direction on the potential Farron Street Trunk Replacement Project.

VII. REPORTS [pg 53 to 65]

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. CLOSED SESSION

PUBLIC EMPLOYMENT – General Manager Performance Evaluation
(Per Subdivision (a) of Government Code Section 54957)

IX. CLOSED SESSION READOUT

X. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to the next regular meeting to be held on **December 7, 2023, at 4:30 p.m.**

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

Meeting	Location	Date	Time
Regular	SPMUD Boardroom Zoom Meeting	October 5, 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 Christy Jewell, Director James Durfee, Director Will Dickinson, Director Jim Williams

Absent: None

Vacant: None

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

III. PLEDGE OF ALLEGIANCE: Adam Brown 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. SPECIAL RECOGNITION – Government Financial Officers Association Awards

President Williams recognized the Administrative Services Department for receiving the Certificate of Achievement in Financial Reporting for its Annual Comprehensive Financial Audit for the fourth consecutive year and for receiving the Distinguished Budget Presentation Award for its Annual Budget Report on the first submission.

VI. CONSENT ITEMS:

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

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

VII. BOARD BUSINESS

1. SOUTH PLACER WASTEWATER AUTHORITY (SPWA) OPERATIONS AND FUNDING UPDATES

Bryan Buchanan, Wastewater Utility Manager with the City of Roseville, presented an update on the funding, budget, and operations at the Wastewater Treatment Plants. He shared that the South Placer Wastewater Authority (SPWA) funds capital expansion projects at the two regional treatment plants through connection fee revenues. The City of Roseville operates the treatment plants under an operations and funding agreement; whereby, each partner pays for operations and maintenance and repair and replacement costs based on their proportional flows. He shared the projected five-year operating budget. He also provided an update on the Pleasant Grove Energy Recovery Project.

Director Dickinson asked about the timing of annual true-up invoices from the City of Roseville. Mr. Buchanan shared that the City could work with the District to provide actual expenses throughout the year to assist the District with budgeting, though they may not be audited numbers. GM Niederberger added that the new accounting system implemented by the City should allow them to provide more accurate and timely true-ups. President Williams asked about the approval process for the operations and maintenance and repair and replacement budget. Mr. Buchanan shared that the capital expansion budget is approved by the SPWA, and the operating budget is approved by the Roseville City Council. There was discussion about funding projects that are both replacement and expansion projects from both the capital expansion and operating funds.

Director Mitchell asked where the flows from Placer Vineyards will go. Mr. Buchanan shared that they will be pumped to the Dry Creek Wastewater Plant. Director Jewell asked how the partner percentages are tracked and split. Mr. Buchanan explained that each partner submits their flow data to the City and that data determines the partner allocations. Director Jewell commented that the District has one-fifth of the vote on the SPWA Board but pays twenty-six percent of the treatment costs.

Director Dickinson asked what would happen to the energy recovery project when the City is forced to implement the electric vehicle mandates. Mr. Buchanan shared that they have just purchased additional CNG trucks. The state mandate is a procurement mandate which means that the CNG trucks can be used until they need to be replaced. He added that the recycled CNG can also be used to power turbines at the treatment plants. He commented that he believes with the sales from the CNG trucks and the sale of energy credits, the energy recovery project will pay for itself sooner than the original projection of twenty years.

The Board thanked Mr. Buchanan for presenting his update and suggested this be more frequent.

2. STRATEGIC PLAN ANNUAL PERFORMANCE REPORT FOR FISCAL YEAR 2022/23

DE Nielsen gave a presentation on the Strategic Plan annual performance. He highlighted the progress made toward the strategic plan priority's work plans and action steps. He also showed

the performance measures contained in the report that were prepared utilizing the Effective Utility Management (EUM) framework. He shared that overall, the District is meeting or exceeding the measures; however, staff has identified some areas where additional monitoring and/or efforts may be needed.

Director Mitchell asked if the EUM performance measures are reported such that agencies can compare their performance. DS Nielsen shared that he hopes that information becomes available through the use of the EUM framework. The EUM framework is used by both water and wastewater agencies and could help identify agencies that are performing very well and may have programs or practices that could be utilized in the District.

Director Dickinson commented that he appreciated that the measurements and analyses were self-critical, and that staff did a good job of identifying issues. He added that sometimes there are circumstances beyond staff's control that can impact the measurements.

Director Mitchell asked if the Board would receive this report every year. DS Nielsen confirmed that they would, and GM Niederberger added that every board report throughout the year contains the strategic plan priorities supported by the board action.

The Board thanked the staff for their efforts on the Strategic Plan Annual Report.

3. RESOLUTION 23-37 AUTHORIZATION TO EXECUTE A CONTRACT FOR LATERAL REPLACEMENT AT MIDAS AVENUE

DE Huff presented the proposed cooperative project with Placer County Water Agency (PCWA) to replace two sewer laterals at Midas Avenue. The proposal is for PCWA's contractor to complete the replacements. DE Huff shared that the project is expensive due to the depth of the laterals, shoring, groundwater, and bypass pumping. She shared that staff did obtain a bid from an additional contractor which came in higher. Completing the repairs as a coordination project saves the District on paving restoration costs.

Director Dickinson thanked staff for obtaining a second bid. He asked if there are more of these issues throughout the District. De Huff shared that through the CCTV program, the staff have been able to identify areas where there are issues. Staff does not believe that these issues are rampant throughout the District. President Williams commented that the main issue with these lateral replacements is the depth requirements. Director Mitchell commented that is better to complete the replacements now as the cost of replacements only increases in the future.

Director Jewell made a motion to adopt Resolution 23-37 Finding that the Midas Lateral Replacement Project is categorically exempt from the California Environmental Quality Act (CEQA) per Section 15302 (Replacement or Reconstruction) and 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); a second was made by Director Durfee; a roll call vote was taken, and the motion carried 5-0.

VIII. REPORTS

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

General Counsel Brown had no report for this meeting.

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

A. ASD, FSD & TSD Reports:

GM Niederberger reminded the Board that he will be out of the office for three weeks in October and during that time the District Engineer would be in responsible charge of District activities.

B. Information Items: No additional items.

3. **Director's Comments:**

Director Mitchell announced that the Loomis Eggplant Festival is this weekend.

Director Dickinson asked about the easements for the Atherton Trunk. GM Niederberger shared that he has been discussing this in his meetings with the Rocklin City Manager. He offered to attend a Rocklin City Council meeting to express the District's concerns about the administrative items not being completed so the District could accept the project. The Board suggested having this discussed during a Rocklin 2x2 meeting in November.

President Williams shared that the Pleasant Grove Wastewater Treatment Plant Expansion Grand Opening was a nice event.

IX. ADJOURNMENT

The President adjourned the meeting at 5:49 p.m. to the next regular meeting to be held on November 2, 2023, at 4:30 p.m.



Emilie Costan, Board Secretary

Item 5.2



South Placer M.U.D.

Check Report

By Check Number

Date Range: 09/26/2023 - 10/25/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1567	American Society of Civil Engineers (ASCE)	09/27/2023	Regular	0.00	261.00	16465
1742	Burrell Consulting Group	09/27/2023	Regular	0.00	425.00	16466
1844	California State Controller	09/27/2023	Regular	0.00	41.42	16467
1858	Dustron Inc	09/27/2023	Regular	0.00	172,150.75	16468
1131	Granite Business Printing	09/27/2023	Regular	0.00	429.00	16469
1817	Matt Harmon	09/27/2023	Regular	0.00	181.25	16470
1475	Petersen & Mapes, LLP	09/27/2023	Regular	0.00	2,760.00	16471
1291	Special District Risk Management Authority (SD	09/27/2023	Regular	0.00	7,881.42	16472
1850	WYJO Services Corp	09/27/2023	Regular	0.00	3,089.83	16473
1327	US Bank Corporate Payment	10/04/2023	Regular	0.00	18,979.34	16474
	Void	10/04/2023	Regular	0.00	0.00	16475
	Void	10/04/2023	Regular	0.00	0.00	16476
	Void	10/04/2023	Regular	0.00	0.00	16477
	Void	10/04/2023	Regular	0.00	0.00	16478
	Void	10/04/2023	Regular	0.00	0.00	16479
1007	Advanced Integrated Pest	10/04/2023	Regular	0.00	116.00	16480
1853	Cartwright Nor Cal Inc.	10/04/2023	Regular	0.00	10,455.00	16481
1652	Cintas Corporation	10/04/2023	Regular	0.00	1,051.69	16482
1068	City of Roseville	10/04/2023	Regular	0.00	67,190.64	16483
1775	CPS HR Consulting	10/04/2023	Regular	0.00	885.00	16484
1086	Dataprose	10/04/2023	Regular	0.00	2,546.27	16485
1087	Dawson Oil Co.	10/04/2023	Regular	0.00	7,410.70	16486
1136	Helix Laboratories, Inc.	10/04/2023	Regular	0.00	4,341.49	16487
1564	Jensen Landscape Services, LLC	10/04/2023	Regular	0.00	978.00	16488
1857	Johnson & Sampson Construction, Inc	10/04/2023	Regular	0.00	5,200.00	16489
1764	Network Design Associates, Inc.	10/04/2023	Regular	0.00	704.00	16490
1218	PCWA	10/04/2023	Regular	0.00	1,859.56	16491
1221	PG&E	10/04/2023	Regular	0.00	10,848.56	16492
1685	Streamline	10/04/2023	Regular	0.00	497.00	16493
1325	Tyler Technologies, Inc.	10/04/2023	Regular	0.00	11,262.50	16494
1329	USA North 811 (Underground Service Alert)	10/04/2023	Regular	0.00	5,443.74	16495
1582	Walker's Office Supply	10/04/2023	Regular	0.00	2,677.63	16496
1850	WYJO Services Corp	10/04/2023	Regular	0.00	5,637.47	16497
248	AT&T	10/11/2023	Regular	0.00	8.82	16498
1022	AT&T CalNet	10/11/2023	Regular	0.00	507.07	16499
1768	Capital Program Management Inc.	10/11/2023	Regular	0.00	2,378.25	16500
1828	Carollo Engineers, Inc	10/11/2023	Regular	0.00	24,258.87	16501
1652	Cintas Corporation	10/11/2023	Regular	0.00	522.54	16502
1509	Crystal Communications	10/11/2023	Regular	0.00	311.64	16503
1666	Great America Financial Services	10/11/2023	Regular	0.00	580.90	16504
1139	Hill Rivkins Brown & Associates	10/11/2023	Regular	0.00	5,140.00	16505
1218	PCWA	10/11/2023	Regular	0.00	42.33	16506
1475	Petersen & Mapes, LLP	10/11/2023	Regular	0.00	768.00	16507
1582	Walker's Office Supply	10/11/2023	Regular	0.00	44.69	16508
1850	WYJO Services Corp	10/11/2023	Regular	0.00	302.57	16509
1021	ARC	10/19/2023	Regular	0.00	106.79	16510
1052	California Special Districts Association (CSDA)	10/19/2023	Regular	0.00	9,125.00	16511
1652	Cintas Corporation	10/19/2023	Regular	0.00	606.58	16512
1073	Consolidated Communications	10/19/2023	Regular	0.00	2,079.11	16513
1080	CWEA (Main)	10/19/2023	Regular	0.00	4,125.40	16514
1131	Granite Business Printing	10/19/2023	Regular	0.00	164.09	16515
1764	Network Design Associates, Inc.	10/19/2023	Regular	0.00	1,125.00	16516
1218	PCWA	10/19/2023	Regular	0.00	32,757.50	16517
1218	PCWA	10/19/2023	Regular	0.00	442.18	16518

Check Report

Date Range: 09/26/2023 - 10/25/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1244	Preferred Alliance Inc	10/19/2023	Regular	0.00	182.52	16519
1518	Sonitrol of Sacramento	10/19/2023	Regular	0.00	1,345.21	16520
1291	Special District Risk Management Authority (SD	10/19/2023	Regular	0.00	500.00	16521
1333	SPOK, Inc.	10/19/2023	Regular	0.00	29.49	16522
1338	Verizon Wireless	10/19/2023	Regular	0.00	1,210.33	16523
1850	WYJO Services Corp	10/19/2023	Regular	0.00	2,034.01	16524
1230	Pers (EFT)	10/01/2023	Bank Draft	0.00	4,411.46	DFT0008520
1230	Pers (EFT)	10/01/2023	Bank Draft	0.00	33,077.34	DFT0008521
1230	Pers (EFT)	10/01/2023	Bank Draft	0.00	9,076.10	DFT0008522
1230	Pers (EFT)	10/01/2023	Bank Draft	0.00	149.01	DFT0008523
1230	Pers (EFT)	10/01/2023	Bank Draft	0.00	3,926.00	DFT0008524
1230	Pers (EFT)	10/01/2023	Bank Draft	0.00	99.70	DFT0008525
1586	Principal Life Insurance Company	10/01/2023	Bank Draft	0.00	237.86	DFT0008526
1015	American Fidelity Assurance	10/01/2023	Bank Draft	0.00	420.16	DFT0008527
1045	Cal Pers 457 Plan (EFT)	09/29/2023	Bank Draft	0.00	775.00	DFT0008528
1135	Empower (EFT)	09/29/2023	Bank Draft	0.00	260.00	DFT0008529
1135	Empower (EFT)	09/29/2023	Bank Draft	0.00	8,931.00	DFT0008530
1135	Empower (EFT)	09/29/2023	Bank Draft	0.00	671.48	DFT0008531
1042	CA State Disbursement (EF	09/29/2023	Bank Draft	0.00	870.00	DFT0008532
1229	Pers (EFT)	09/29/2023	Bank Draft	0.00	49.13	DFT0008533
1229	Pers (EFT)	09/29/2023	Bank Draft	0.00	990.73	DFT0008534
1229	Pers (EFT)	09/29/2023	Bank Draft	0.00	1,975.26	DFT0008535
1229	Pers (EFT)	09/29/2023	Bank Draft	0.00	2,103.58	DFT0008536
1229	Pers (EFT)	09/29/2023	Bank Draft	0.00	3,558.07	DFT0008537
1229	Pers (EFT)	09/29/2023	Bank Draft	0.00	4,739.22	DFT0008538
1229	Pers (EFT)	09/29/2023	Bank Draft	0.00	4,696.40	DFT0008539
1149	Internal Revenue Service	09/29/2023	Bank Draft	0.00	12,174.28	DFT0008540
1098	EDD (EFT)	09/29/2023	Bank Draft	0.00	4,035.88	DFT0008541
1098	EDD (EFT)	09/29/2023	Bank Draft	0.00	883.62	DFT0008542
1149	Internal Revenue Service	09/29/2023	Bank Draft	0.00	3,104.42	DFT0008543
1149	Internal Revenue Service	09/29/2023	Bank Draft	0.00	9,499.51	DFT0008544
1135	Empower (EFT)	10/05/2023	Bank Draft	0.00	225.00	DFT0008545
1229	Pers (EFT)	10/05/2023	Bank Draft	0.00	58.38	DFT0008549
1135	Empower (EFT)	10/05/2023	Bank Draft	0.00	-225.00	DFT0008555
1229	Pers (EFT)	10/05/2023	Bank Draft	0.00	-58.38	DFT0008559
1015	American Fidelity Assurance	09/30/2023	Bank Draft	0.00	28,756.38	DFT0008565
1045	Cal Pers 457 Plan (EFT)	10/13/2023	Bank Draft	0.00	775.00	DFT0008566
1135	Empower (EFT)	10/13/2023	Bank Draft	0.00	260.00	DFT0008567
1135	Empower (EFT)	10/13/2023	Bank Draft	0.00	8,931.00	DFT0008568
1135	Empower (EFT)	10/13/2023	Bank Draft	0.00	671.48	DFT0008569
1042	CA State Disbursement (EF	10/13/2023	Bank Draft	0.00	870.00	DFT0008570
1015	American Fidelity Assurance	10/13/2023	Bank Draft	0.00	85.00	DFT0008571
1015	American Fidelity Assurance	10/13/2023	Bank Draft	0.00	237.08	DFT0008572
1229	Pers (EFT)	10/13/2023	Bank Draft	0.00	49.13	DFT0008573
1229	Pers (EFT)	10/13/2023	Bank Draft	0.00	990.73	DFT0008574
1229	Pers (EFT)	10/13/2023	Bank Draft	0.00	1,975.26	DFT0008575
1229	Pers (EFT)	10/13/2023	Bank Draft	0.00	2,134.00	DFT0008576
1229	Pers (EFT)	10/13/2023	Bank Draft	0.00	3,609.51	DFT0008577
1229	Pers (EFT)	10/13/2023	Bank Draft	0.00	4,739.21	DFT0008578
1229	Pers (EFT)	10/13/2023	Bank Draft	0.00	4,696.39	DFT0008579
1149	Internal Revenue Service	10/13/2023	Bank Draft	0.00	12,670.92	DFT0008580
1098	EDD (EFT)	10/13/2023	Bank Draft	0.00	4,072.17	DFT0008581
1098	EDD (EFT)	10/13/2023	Bank Draft	0.00	881.15	DFT0008582
1149	Internal Revenue Service	10/13/2023	Bank Draft	0.00	3,236.98	DFT0008583
1149	Internal Revenue Service	10/13/2023	Bank Draft	0.00	9,743.65	DFT0008584
1229	Pers (EFT)	10/11/2023	Bank Draft	0.00	-30.42	DFT0008586
1229	Pers (EFT)	10/11/2023	Bank Draft	0.00	-51.44	DFT0008587
1098	EDD (EFT)	10/11/2023	Bank Draft	0.00	-41.33	DFT0008588
1149	Internal Revenue Service	10/11/2023	Bank Draft	0.00	-12.60	DFT0008589
1149	Internal Revenue Service	10/11/2023	Bank Draft	0.00	-96.31	DFT0008590
1229	Pers (EFT)	10/17/2023	Bank Draft	0.00	-19.99	DFT0008595

Check Report

Date Range: 09/26/2023 - 10/25/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1229	Pers (EFT)	10/17/2023	Bank Draft	0.00	-19.81	DFT0008596
1149	Internal Revenue Service	10/17/2023	Bank Draft	0.00	-31.98	DFT0008597
1098	EDD (EFT)	10/17/2023	Bank Draft	0.00	-24.34	DFT0008598
1098	EDD (EFT)	10/17/2023	Bank Draft	0.00	-2.32	DFT0008599
1149	Internal Revenue Service	10/17/2023	Bank Draft	0.00	-7.48	DFT0008600
1149	Internal Revenue Service	10/17/2023	Bank Draft	0.00	-52.35	DFT0008601
1229	Pers (EFT)	10/24/2023	Bank Draft	0.00	19.99	DFT0008603
1229	Pers (EFT)	10/24/2023	Bank Draft	0.00	19.81	DFT0008604
1149	Internal Revenue Service	10/24/2023	Bank Draft	0.00	31.98	DFT0008605
1098	EDD (EFT)	10/24/2023	Bank Draft	0.00	24.34	DFT0008606
1098	EDD (EFT)	10/24/2023	Bank Draft	0.00	2.32	DFT0008607
1149	Internal Revenue Service	10/24/2023	Bank Draft	0.00	7.48	DFT0008608
1149	Internal Revenue Service	10/24/2023	Bank Draft	0.00	52.35	DFT0008609

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	111	55	0.00	436,003.15
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	0.00
Bank Drafts	68	68	0.00	199,868.15
EFT's	0	0	0.00	0.00
	179	128	0.00	635,871.30

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	111	55	0.00	436,003.15
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	0.00
Bank Drafts	68	68	0.00	199,868.15
EFT's	0	0	0.00	0.00
	179	128	0.00	635,871.30

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	9/2023	275,293.63
100	GENERAL FUND	10/2023	360,577.67
			635,871.30

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Emilie Costan, Administrative Services Manager

Cc: Herb Niederberger, General Manager

Subject: 3rd Quarter Investment Report
(July 1, 2023 through September 30, 2023)

Board Date: November 2, 2023

Overview

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

The investments held by the District on September 30, 2023, are shown in Attachment 1 and totaled \$75.40 million. The portfolio is in compliance with the Board's adopted Policy #3120 regarding District investments and has the ability to meet the next six months of cash flow requirements. As of September 30, 2023, the District's investment portfolio had an average quarterly rate of return of 0.79 percent.

Recommendation

Staff recommends that the Board of Directors receive and file the 3rd Quarter Investment Report.

Strategic Plan Priorities

This action is consistent with SPMUD Strategic Plan Priorities:

- Prepare for the future and foreseeable emergencies.
- Provide exceptional value for the cost of sewer service.

Related District Ordinances and Policies

This action is in conjunction with the following District Policies:

- Policy 3120 – Investment of District Funds

Fiscal Impact

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

Attachments:

1. 3rd Quarter South Placer Municipal Utility District Investment Report
2. Allocation by Fund, Allocation by Investment Type, and Historical Performance

INVESTMENT REPORTING PERIOD: July 1, 2023 - September 30, 2023
MEETING DATE: November 2, 2023

Investment	Account Balance Prior Year Jul 22 -Sept 22	Account Balance Previous Quarter Apr 23 - Jun 23	Market Value Jul 23 - Sept 23	Quarterly Rate of Return	% of Portfolio
CALTRUST - Short Term	\$ 4,314,820	\$ 6,419,937	\$ 6,496,967	1.20%	9%
CALTRUST - Medium Term	\$ 8,772,886	\$ -	\$ -	-	-
PLACER COUNTY TREASURY	\$ 25,050,629	\$ 25,460,827	\$ 25,147,011	0.59%	33%
LAIF (Local Agency Investment Fund)	\$ 25,063,936	\$ 25,563,827	\$ 25,794,351	0.87%	34%
CA CLASS	\$ -	\$ 5,062,129	\$ 5,131,400	1.15%	7%
FIVE STAR - Money Market	\$ -	\$ 6,097,695	\$ 5,647,760	0.87%	7%
CASH	\$ 8,906,390	\$ 1,534,245	\$ 4,140,693	0.13%	5%
RESTRICTED - CEPPT	\$ 2,860,045	\$ 3,156,947	\$ 3,042,601	1.00%	4%
TOTAL/AVERAGE	\$ 74,968,706	\$ 73,295,607*	\$ 75,400,782	0.79%	100%

* The quarterly City of Roseville regional treatment payment for the previous quarter (April 30 to June 30) cleared the bank during the quarter which is not typical. The quarterly treatment payment for the current quarter cleared after the end of the quarter as normally occurs.

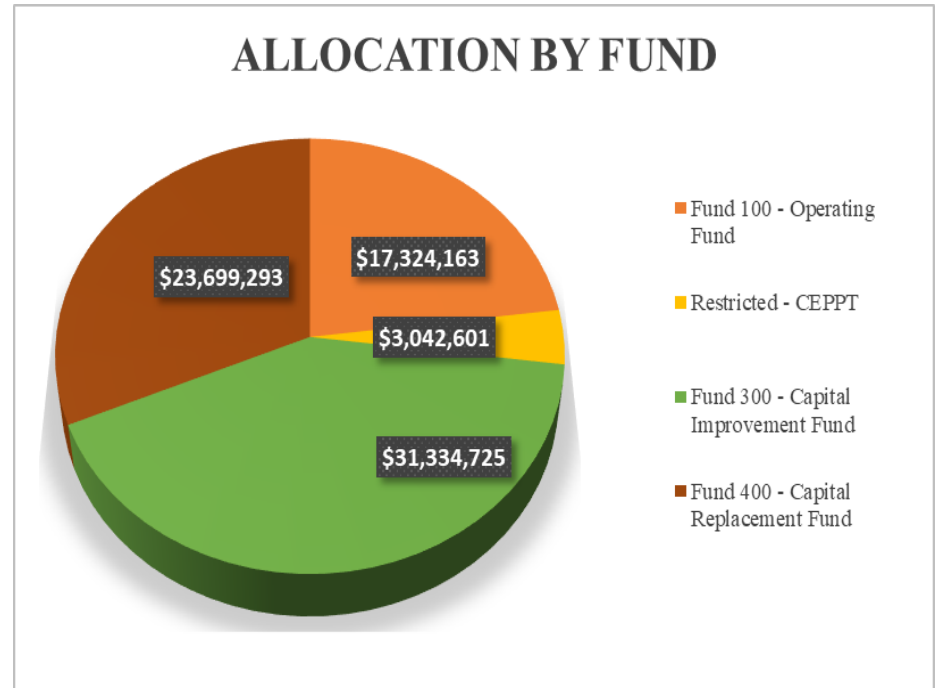
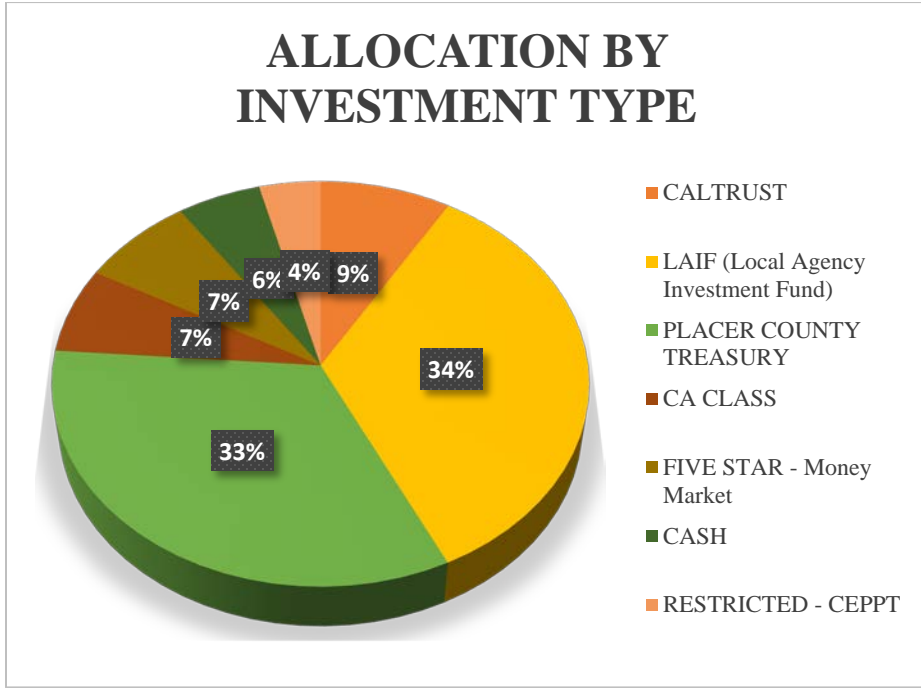
QUARTERLY TRANSFERS

CalTRUST:	None
CA CLASS:	None
LAIF:	None
PLACER COUNTY:	\$500,000 to Cash
FIVE STAR MM:	\$500,000 to Cash

QUARTERLY REGIONAL TREATMENT PAYMENT

Jul 1 to Sept 30, 2023	\$2,606,750	Cleared Oct 12, 2023
Apr 1 to Jun 30, 2023	\$2,416,250	Cleared Jun 27, 2023
Jan 1 to Mar 30, 2023	\$2,566,250	Cleared Apr 4, 2023
Oct 1 to Dec 31, 2022	\$2,416,250	Cleared Jan 23, 2023
Jul 1 to Sept 30, 2022	\$2,416,250	Cleared Nov 9, 2022

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



Historical Performance					
	3 months	6 months	1 year*	3 year*	5 year*
CalTRUST Short Term	1.20%	2.27%	4.25%	1.32%	1.77%
Placer County	0.59%	1.19%	2.37%	1.02%	1.28%
CA Class	1.15%	2.31%	4.61%	-	-
LAIF	0.87%	1.62%	2.79%	1.26%	1.54%
Five Star MM	0.87%	1.62%	2.79%	1.26%	1.54%
CEPPT	1.00%	2.00%	3.99%	1.10%	-

*Annualized

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Emilie Costan, Administrative Services Manager

Cc: Herb Niederberger, General Manager
Carie Huff, District Engineer
Eric Nielsen, Superintendent

Subject: Annual Investment Report for the Fiscal Year Ended June 30, 2023

Meeting Date: November 2, 2023

Overview

The South Placer Municipal Utility District (District) is governed by the Municipal Utilities District (MUD) Act of California, codified in Public Utilities Code §11501, et seq. Public Utilities Code §12871 allows the District to invest surplus money in its treasury. California Government Code, primarily §53601 and related subsections, authorizes the type of investment vehicles that are allowed in a local agency’s portfolio. The investment vehicles that are allowed emphasize the preservation of capital and conservative investment. The District is not permitted to purchase an investment that is not specifically authorized by law and designated by the District’s Board of Directors.

On December 3, 2015, the Board of Directors adopted Board Policy 3120 – Investment of District Funds. In February 2016, the District adopted a strategy for the investment of District funds which was later revised with Resolution 18-15 in June 2018. One of the ways the District managed its exposure to interest rate risk was by purchasing a combination of short and long-term investments and timing cash flows from maturities so that a portion of the portfolio was maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for District operations. Per the revised Resolution 18-15, as Fixed Income Securities being held in the Long-Term Portfolio matured, rather than reinvesting them into other Fixed Income Securities, the proceeds were distributed evenly among the Cal Trust Medium Term Holdings, the Local Agency Investing Fund, and the Placer County Treasury. On January 7, 2021, the Board adopted Resolution 21-01, Updating the Strategy for the Investment of District Funds, to allow the District to move the remaining Fixed Income Securities to any of the District’s investment pools as they matured depending on market conditions and quarterly performance. By October 2021, all Fixed Income Securities had matured with all funds transferred to other investment vehicles. In December 2022, per a recommendation resulting from a California Special District Association (CSDA) investment policy compliance review, the District’s investment policy was revised to remove language that specified permitted investment pools and set maximum asset allocations. In April 2023, the District transferred \$5 million into the CA Class Prime Fund.

During the last fiscal year, interest rates began to rise as the Federal Reserve increased rates to combat persistently high inflation. While equity markets continued to experience high levels of

volatility, short-term fixed income funds began to provide consistent quarterly interest earnings. The overall balance of the District's investment portfolio including unrestricted deposits in financial institutions and the District's CalPERS Section 115 Pension Trust decreased by \$4.06 million (5.25%) from the prior year despite investment earnings of approximately \$1.57 million, primarily due to a high inflationary environment impacting the operating expenses and programmed capital expenditures.

Recommendation

Staff recommends that the Board of Directors receive and file the Annual Investment Report.

Strategic Plan Priorities

This action is consistent with SPMUD Strategic Plan Priorities:

Prepare for the future and foreseeable emergencies.

Provide exceptional value for the cost of sewer service.

Related District Ordinances and Policies

This action is in conjunction with the following District Policies:

Policy 3120 – Investment of District Funds

Policy 3130 – District Reserve Policy

Fiscal Impact

There is no direct fiscal impact associated with the preparation of this report. Interest income is used to fund both operating and capital expenditures.

Attachments:

Table 1 – Balance of Investments

Table 2 – Fund Balances

Table 3 – Asset Allocation as of June 30, 2023

Table 1 – Balance of Investments

<u>Investment</u>	<u>June 30, 2023</u>	<u>June 30, 2022</u>
Local Agency Investment Fund (LAIF)	\$ 25,563,827	\$ 24,978,939
Placer County Treasury's Investment Pool	25,460,827	25,003,614
Investment Trust of CA (CaITRUST)	6,419,937	13,204,416
Five Star Money Market	6,097,695	100
California Class	5,062,129	-
	<u>\$ 68,604,415</u>	<u>\$ 63,187,069</u>
Unrestricted Deposits in Financial Institutions	\$ 1,534,245	\$ 11,163,677
	<u>\$ 70,138,660</u>	<u>\$ 74,350,746</u>
CalPERS CEPPT - Restricted	\$ 3,156,947	\$ 3,006,902
TOTAL	<u>\$ 73,295,607</u>	<u>\$ 77,357,648</u>

Table 2 – Fund Balances

<u>Fund</u>	<u>June 30, 2023</u>	<u>June 30, 2022</u>
Fund 100 - Operating Fund	\$ 14,808,953	\$ 25,250,688
Fund 300 - Capital Improvement Fund	31,500,531	27,140,321
Fund 400 - Capital Replacement Fund	23,829,176	21,959,738
	<u>\$ 70,138,660</u>	<u>\$ 74,350,747</u>
Restricted - CEPPT	\$ 3,156,947	\$ 3,006,901
TOTAL	<u>\$ 73,295,607</u>	<u>\$ 77,357,648</u>

Table 3 – Asset Allocation as of June 30, 2023

<u>Investment Type</u>	<u>% of Portfolio on June 30, 2023</u>
Local Agency Investment Fund (LAIF)	36%
Placer County Treasury's Investment Pool	36%
Investment Trust of CA (CaITRUST) Short Term Fund	9%
Five Star Money Market	9%
California Class Prime Fund	7%
Five Star Checking Account	2%

SOUTH PLACER MUNICIPAL UTILITY DISTRICT**STAFF REPORT**

To: Board of Directors

From: Eric Nielsen, Superintendent

Cc: Herb Niederberger, General Manager

Subject: Performance Merit Program 2022-2023

Meeting Date: November 2, 2023

Overview

On May 4, 2017, the Board of Directors adopted Resolution 17-13, adopting a Memorandum of Understanding (MOU) with District Employees. Among the elements in the MOU was a Performance Merit Pay (PMP) Program for Employees covered under the Employee Association as an award for meeting or exceeding performance goals. The goals are not for “normal” performance. They are to recognize extraordinary performance. The annual goals are not static from one year to another and can be expected to be adjusted each year. On June 4, 2020, the Board of Directors adopted Resolution 20-16, adopting a Memorandum of Understanding with District Employees which continued and modified the PMP program for Employees.

The annual budget for payouts, if any, and goals are approved at the sole discretion of the Board of Directors. The payouts for the 2022/23 PMP program are included in the adopted FY 2023/24 Budget.

The fifth year of the Performance Merit Program was completed on September 30, 2022, and 59.1% of the Performance Element Goals were achieved. Per Resolution 20-16, the Board allocated a payout for this program at \$3,000 per employee. The PMP Program applies to all non-management, full-time employees. An employee must have worked more than 90 workdays in the PMP year to participate in the achieved payout. Payouts are pro-rated based on the percentage of workdays worked. Given these criteria, there are twenty-two (22) eligible employees. The total payout to eligible employees is \$38,369.

Attachment 1 includes: (1) Performance Elements/Goals and Results since inception of the PMP Program, and (2) 2022/23 Actual Performance Results.

Recommendation

Staff recommends that the Board of Directors:

- 1) Approve Resolution 23-38 to authorize the payout to the Employees per the MOU of \$38,369.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Priorities:

- Maintain an excellent regulatory compliance record
 - Reduce sanitary sewer spills
- Prepare for the future and foreseeable emergencies
- Provide exceptional value for the cost of sewer service

Related District Ordinances and Policies

Resolution 17-13 – Memorandum of Understanding with District Employees

Resolution 20-16 – Adopting an MOU with District Employees

Fiscal Impact

The proposed payout of \$38,369 is within the FY2023/24 budgeted amount.

Attachments

- Attachment 1 – Results of PMP Program 2022/2023
- Attachment 2 – Resolution 23-38 Performance Merit Program

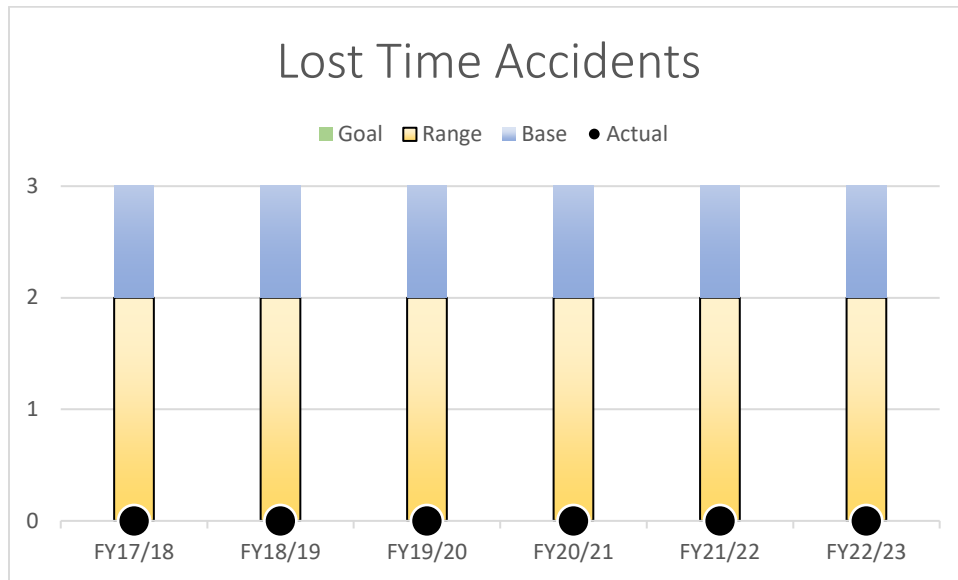
ATTACHMENT 1
Results of PMP Program 2022/2023

Objectives of the PMP Program

- Define a baseline of “normal” performance for important District tasks.
- Set goals to define exceptional performance for these tasks and recognize extraordinary performance.
- Use the goals to monitor performance from year to year to encourage sustainable high performance.

1. Safety Incidents - The number of incidents that result in work time lost due to a work-related incident.

	BASE	GOAL	Actual
2017/2018	2	0	0
2018/2019	2	0	0
2019/2020	2	0	0
2020/2021	2	0	0
2021/2022	2	0	0
2022/2023	2	0	0



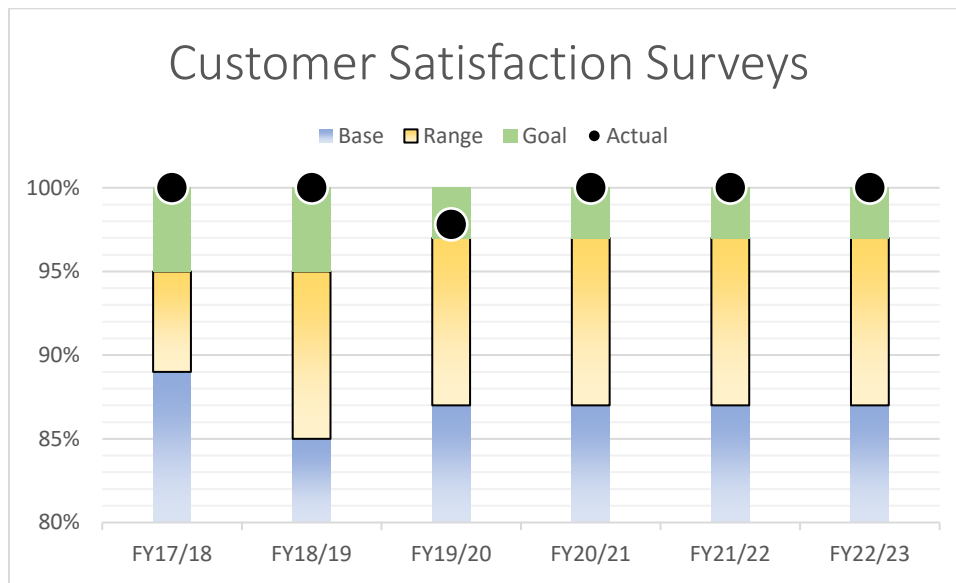
Justification for Base and Goal

There were no Lost-Time Safety Incidents for the term of the program. The last incident was 8/30/2016 (2,587 days). This is a high standard.

ATTACHMENT 1
Results of PMP Program 2022/2023

2. **Customer Satisfaction Surveys** - An ongoing survey of all SPMUD customers who call in for service or are contacted by SPMUD employees during the execution of duties. The overall satisfaction rating must be above “Neutral”.

	BASE	GOAL	Actual
2017/2018	89%	95%	100%
2018/2019	85%	95%	100%
2019/2020	87%	97%	97.8%
2020/2021	87%	97%	100%
2021/2022	87%	97%	100%
2022/2023	87%	97%	100%



- Two surveys are provided to customers
 - One to rate responses to customer service calls
 - One to rate performance of the crew performing repairs on resident’s property
- 62 surveys returned (30 more than last year)
 - 62 surveys indicated an overall satisfaction rating of “Extremely Satisfied”
- Each survey asks customers to rate four aspects of the service provided (e.g., communication, professionalism, timeliness, overall response)
 - 248 of 248 (100%) of the survey ratings were marked at the highest rating (i.e., “Extremely Satisfied”)

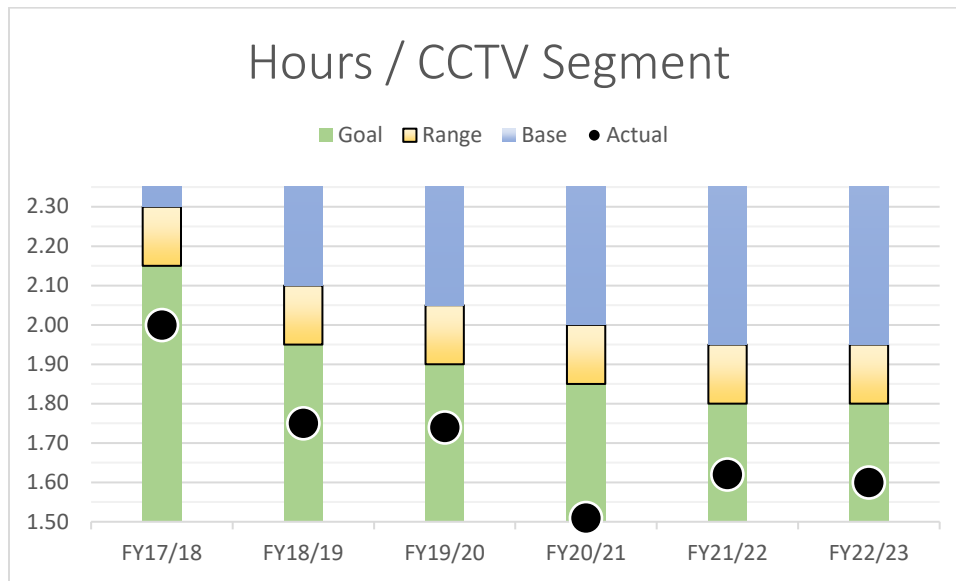
Justification for Base and Goal

With one exception, Customer Satisfaction ratings have been “extremely satisfied” for six years.

ATTACHMENT 1
Results of PMP Program 2022/2023

3. **Hours/CCTV Inspection** - Total hours coded to CCTV Inspection (Gravity Mainlines) divided by the number of mainline pipe segments (structure-to-structure) CCTV inspected.

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	2.30	2.15	2.00
2018/2019	2.10	1.95	1.75
2019/2020	2.05	1.90	1.74
2020/2021	2.00	1.85	1.51
2021/2022	1.95	1.80	1.62
2022/2023	1.95	1.80	1.60



Justification for Base and Goal

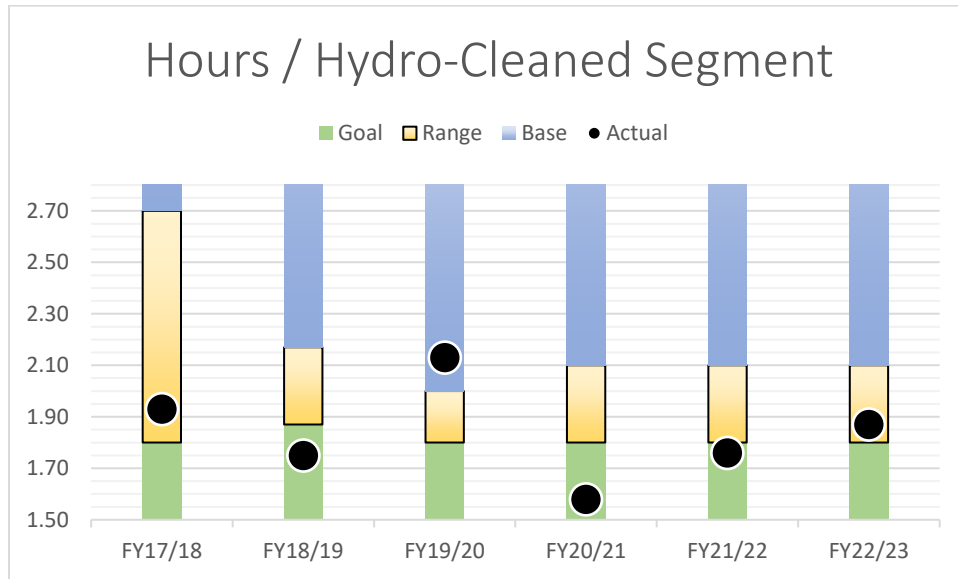
CCTV inspections are a vital component of the FSD work programs. All gravity mains in the system are planned to be CCTV-inspected every four years. The results of this program drive the cleaning program, chemical root treatment program, CIPP lining program, and repair program. Because the CCTV program is methodically implemented, maintenance zone by maintenance zone, this work can be accomplished very efficiently. On average, a two-person crew took 48 minutes to inspect each mainline during this reporting period.

The CCTV crews have sustained exceptional efficiency in performing the task of CCTV inspections. This is a testament to the communication, planning, implementation, and diligence of all the employees who are engaged in CCTV inspection.

ATTACHMENT 1
Results of PMP Program 2022/2023

4. Hours/Pipe Segments Hydro-Cleaned Total hours coded to Hydro-Cleaning (Gravity Mainlines) divided by the number of mainline pipe segments (structure-to-structure) cleaned.

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	2.70	1.80	1.93
2018/2019	2.17	1.87	1.75
2019/2020	2.00	1.80	2.13
2020/2021	2.10	1.80	1.58
2021/2022	2.10	1.80	1.76
2022/2023	2.10	1.80	1.87



Justification for Base and Goal

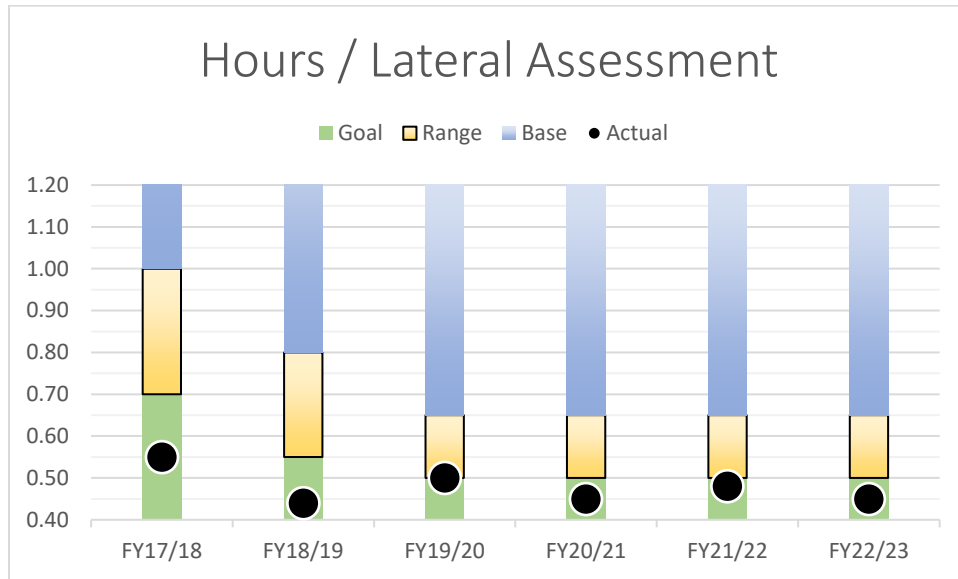
Cleaning mainlines is driven by the inspection results from CCTV inspections. This means that the cleaning crew is only cleaning lines that need to be cleaned. It also means that there is additional “windshield” time traveling from mainline to mainline. We believe that this is a more efficient way to clean the system because time is not spent cleaning a “clean” mainline. However, this is a “less efficient” method of cleaning mainlines as measured by hours per line segment cleaned compared to a crew that cleans sewer all day long.

Three years ago the District discovered that a procedure was adding “windshield” time when the cleaning crew was called upon to respond to urgent findings from CCTV inspections. This procedure has been reviewed and updated and training has been provided to all parties involved. This has improved the efficiency of the cleaning crew.

ATTACHMENT 1
Results of PMP Program 2022/2023

5. Hours/Lower Lateral Assessment - Total hours coded to Lower Lateral Program divided by the number of Lower Laterals assessed.

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	1.00	0.70	0.55
2018/2019	0.80	0.55	0.44
2019/2020	0.65	0.50	0.50
2020/2021	0.65	0.50	0.45
2021/2022	0.65	0.50	0.48
2022/2023	0.65	0.50	0.45



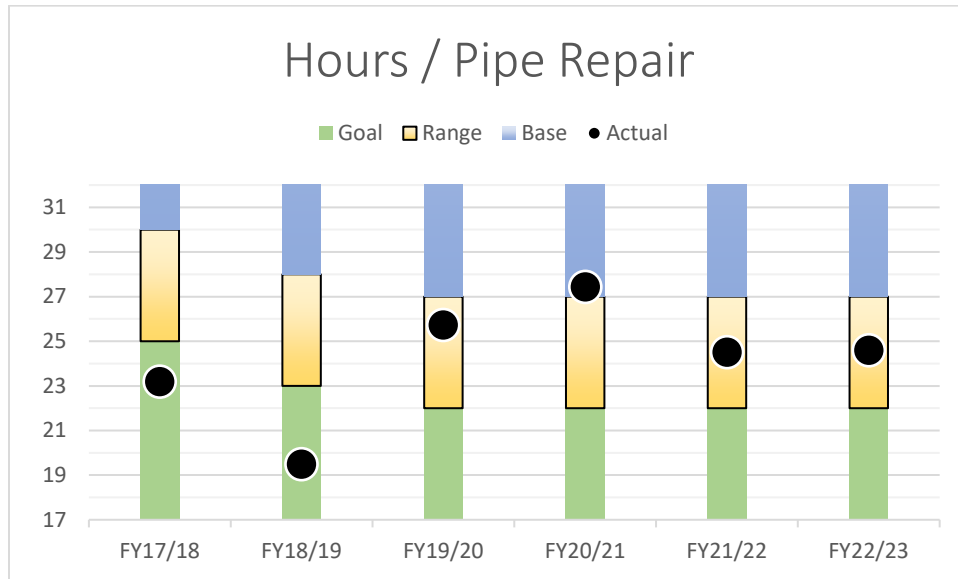
Justification for Base and Goal

The lower lateral program has been in place since July 2017. As a new program and without historical data, it was initially difficult to set a Base considered as “normal” performance. Over the last four years, the crews have performed exceptionally, and we have a better collective understanding of expected performance.

ATTACHMENT 1
Results of PMP Program 2022/2023

6. Hours/Pipe Repair - Total hours coded to Pipe Repair, both mainlines and laterals, by either the excavation or trenchless methods divided by the number of pipe repairs completed.

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	30	25	23.2
2018/2019	28	23	19.5
2019/2020	27	22	25.7
2020/2021	27	22	27.4
2021/2022	27	22	24.5
2022/2023	27	22	24.6



Justification for Base and Goal

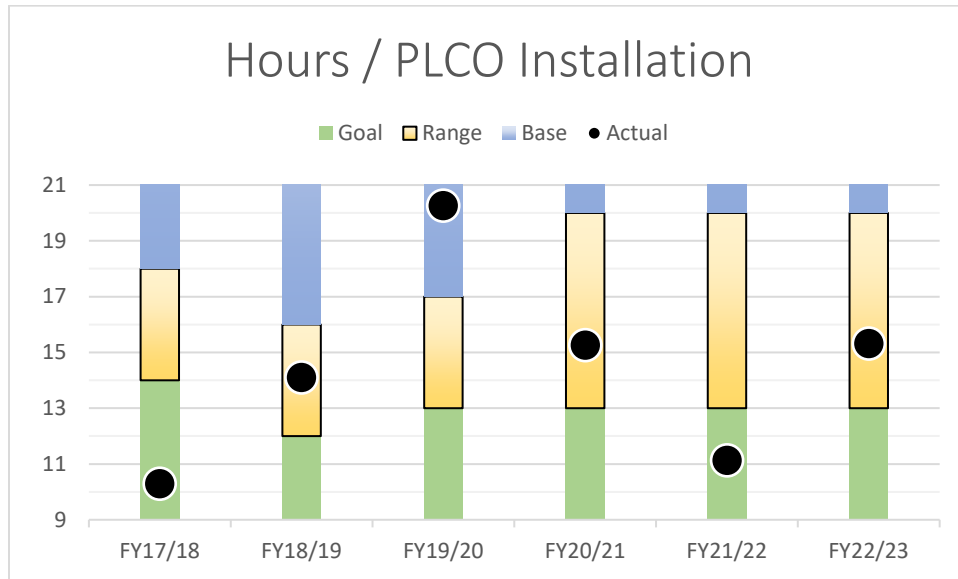
This category includes both lateral and mainline pipes and includes excavation and trenchless repairs. Each trenchless repair is similar in difficulty and time required to complete. On the other hand, no two excavation repairs are the same. Depth, utility conflicts, traffic, and surface conditions are examples of variables that affect time spent to complete excavation repairs.

In recent years, the Construction Crew began utilizing the hydro-excavation equipment that is installed on both Hydro-Vac Trucks. In comparison to the traditional backhoe excavation method, it is a fast and efficient way to excavate when circumstances allow for it.

ATTACHMENT 1
Results of PMP Program 2022/2023

7. Hours/PLCO Installation - Total hours coded to PLCO (Property Line Clean Out) Installation divided by the number of PLCO's installed.

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	18	14	10.30
2018/2019	16	12	14.10
2019/2020	17	13	20.27
2020/2021	20	13	15.26
2021/2022	20	13	11.13
2022/2023	20	13	15.32



Justification for Base and Goal

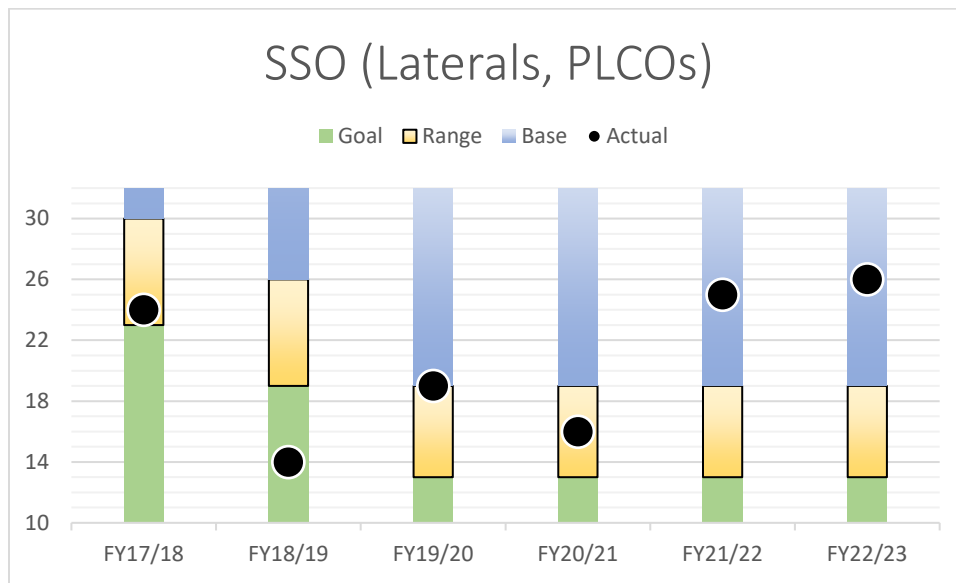
PLCO installations are like excavation repairs, no two are alike, and all require excavation to complete. The hydro-excavation method has proven to be a very efficient method, especially when the excavation is deep. In addition, there is far less impact on customer's yards.

Working on private property has its challenges. Procedures were changed to require a positive response from the resident prior to performing work to improve communication. Procedures were also changed to require all related time spent preparing for and executing the installation of a PLCO to be coded the same. Additionally, there are only a few hundred laterals left in the District without PLCOs. There is a reason that these laterals have not had PLCOs installed yet. They are the more/most difficult situations (e.g., deep, difficult access, congested utilities). These "difficult" PLCOs require additional time.

ATTACHMENT 1
Results of PMP Program 2022/2023

8. **SSO's Lower Laterals** - The number of sanitary sewer overflow (SSOs) as defined by the State Water Resources Control Board where the cause is in the lower lateral.

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	30	23	24
2018/2019	26	19	14
2019/2020	19	13	19
2020/2021	19	13	16
2021/2022	19	13	25
2022/2023	19	13	26



Justification for Base and Goal

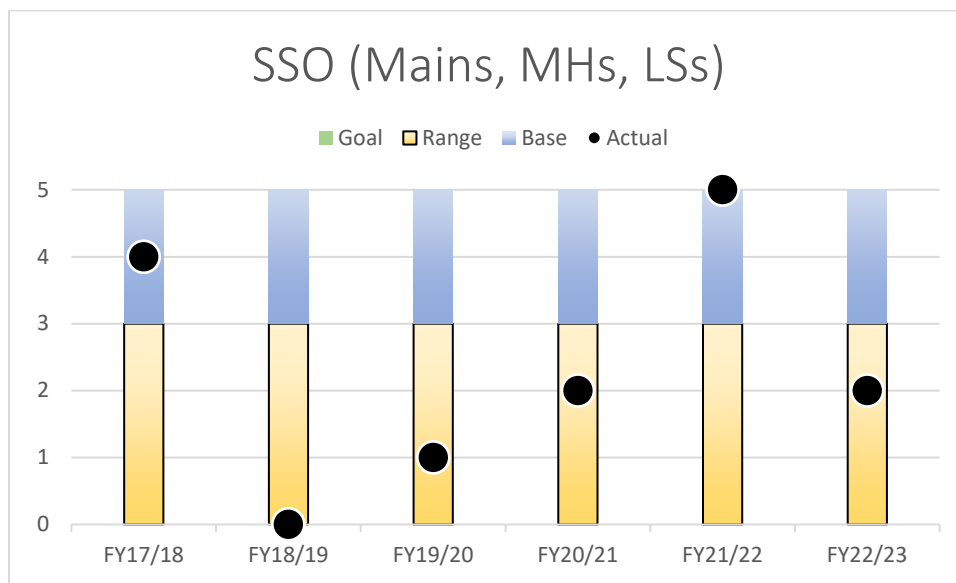
The District assumed ownership of lower laterals in March 2017. Staff has focused attention on the laterals most likely to cause problems, but there is an unpredictability to lateral spills. The intent of all work related to lower laterals is to reduce SSOs. The District maintains approximately 24,700 laterals. Twenty-six SSO's represent 0.10% of all laterals.

The Base and Goal for this element align with the SSO reduction goals established in the District's SSMP and SSMP audits.

ATTACHMENT 1
Results of PMP Program 2022/2023

9. **SSO's All Other** (This is the number of sanitary sewer overflow (SSO's) as defined by the State Water Resources Control Board where the cause is in the mainline pipe, force main pipe, manhole, lift station or flow recorder flume)

	BASE	GOAL	Actual
2017/2018	3	0	4
2018/2019	3	0	0
2019/2020	3	0	1
2020/2021	3	0	2
2021/2022	3	0	5
2022/2023	3	0	2



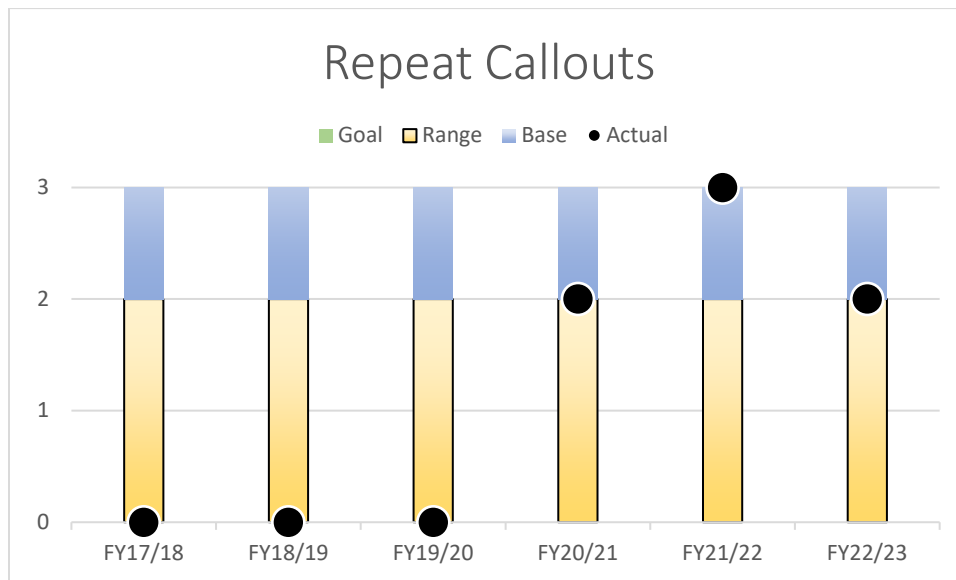
Justification for Base and Goal

The Base and Goal for this element align with the SSO reduction goals established in the District's SSMP and SSMP audits.

ATTACHMENT 1
Results of PMP Program 2022/2023

10. Repeat Callouts (customer service calls to provide service on a lower lateral when SPMUD crews have previously been requested to respond to the location for the same issue. 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)

	BASE	GOAL	Actual
2017/2018	2	0	0
2017/2018	2	0	0
2019/2020	2	0	0
2020/2021	2	0	2
2021/2022	2	0	3
2022/2023	2	0	2



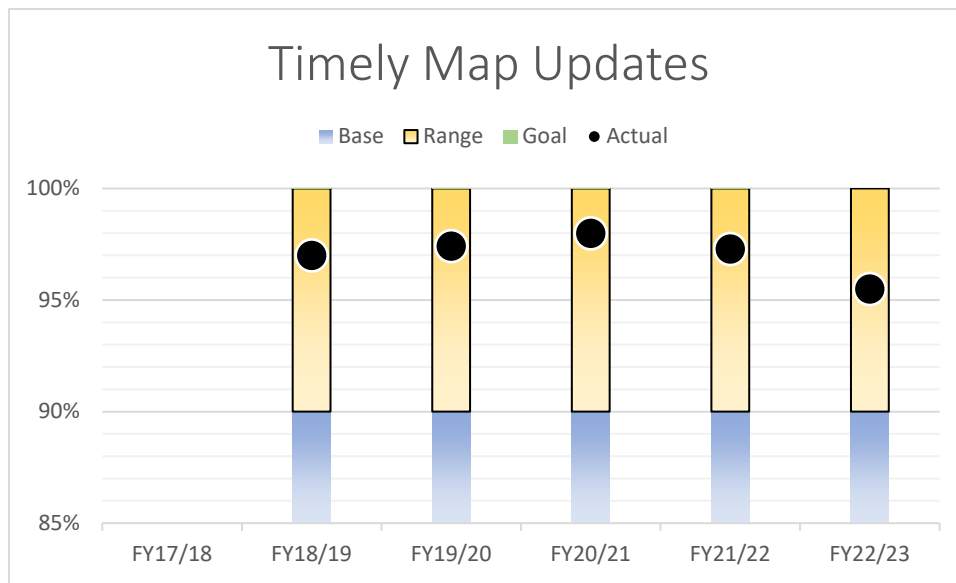
Justification for Base and Goal

This element serves as a quality control measure. We believe once we are aware of a problem, we should be able to mitigate it until the problem can be resolved.

ATTACHMENT 1
Results of PMP Program 2022/2023

11. Map Updates – The goal is to complete a System Map Update request within 21 calendar days. Field staff submits a request, via the Lucity Work Request program, which begins the process. The task is completed when the electronic updates have been completed and the paper maps have been delivered to FSD.

	BASE	GOAL	Actual
2018/2019	90%	100%	97.0%
2019/2020	90%	100%	97.4%
2020/2021	90%	100%	98.0%
2021/2022	90%	100%	97.3%
2022/2023	90%	100%	95.5%



Justification for Base and Goal

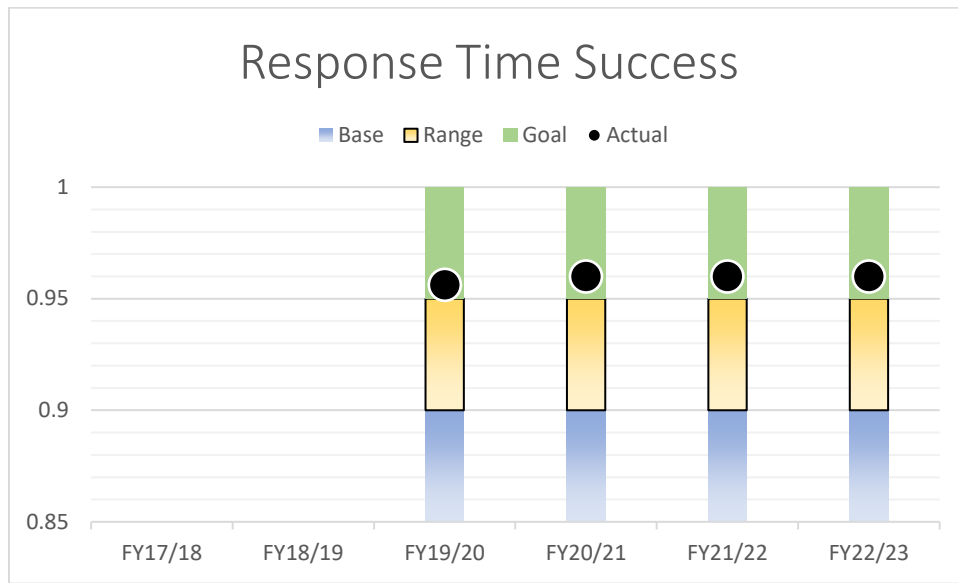
Maintaining up-to-date maps of the District’s collection system is a critical tool that supports a majority of all the District’s work programs and is a requirement of the SSMP. The District’s investment in technology allows needed changes to be documented, the changes to be reviewed and made, and the updated maps to be distributed to all users in less than a month. The process of updating maps is a collaborative effort between the Field Services and Technical Services Departments. Map Change Request procedures have been established and training has been provided. These efforts along with consistent efforts of District staff will help maintain a high level of performance in this element.

ATTACHMENT 1
Results of PMP Program 2022/2023

12. Customer Service Response Time Success Rate – The goal is to maintain a 95% success rate of the following response time targets:

- (1) During Business Hours: 30 minutes from receipt of call to curbside, and
- (2) After Business Hours: 60 minutes from receipt of call to curbside.

	BASE	GOAL	Actual
2019/2020	90%	95%	95.6%
2020/2021	90%	95%	96.0%
2021/2022	90%	95%	96.0%
2022/2023	90%	95%	96.0%



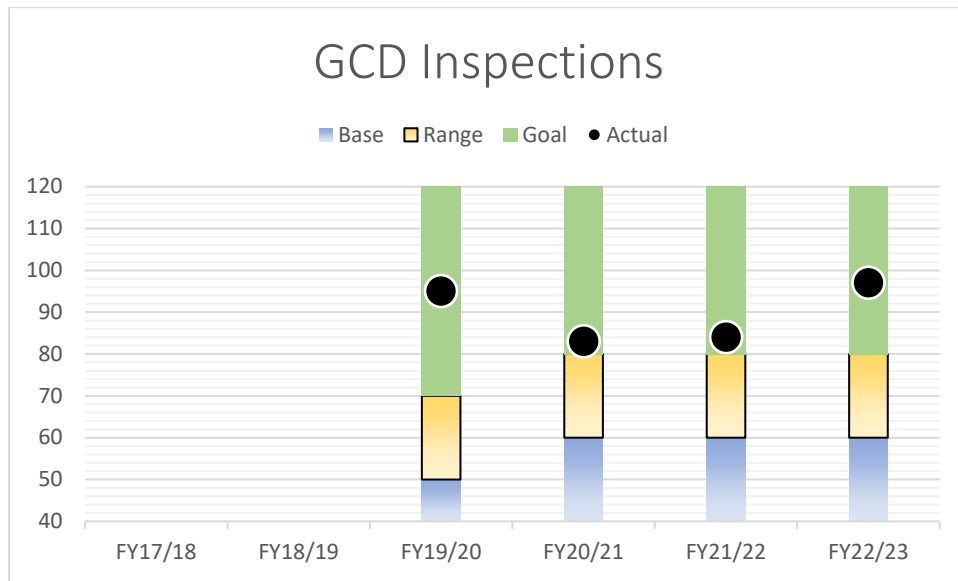
Justification for Base and Goal

The Base and Goal represent the desired level of performance for this element.

ATTACHMENT 1
Results of PMP Program 2022/2023

13. FOG Grease Interceptor Inspections – The Technical Services Department (TSD) has made great strides in the implementation of the Commercial FOG program. All Food Service Establishments (FSEs) are permitted and routine inspections are being performed.

	BASE	GOAL	Actual
2019/2020	50	70	95
2020/2021	60	80	120
2021/2022	60	80	84
2022/2023	60	80	97



Justification for Base and Goal

Inspecting grease control devices (GCDs) on a regular basis is the best way to ensure compliance with the District’s FOG ordinance and collect valuable information related to potential impact of FOG from various uses on the District’s collection system.

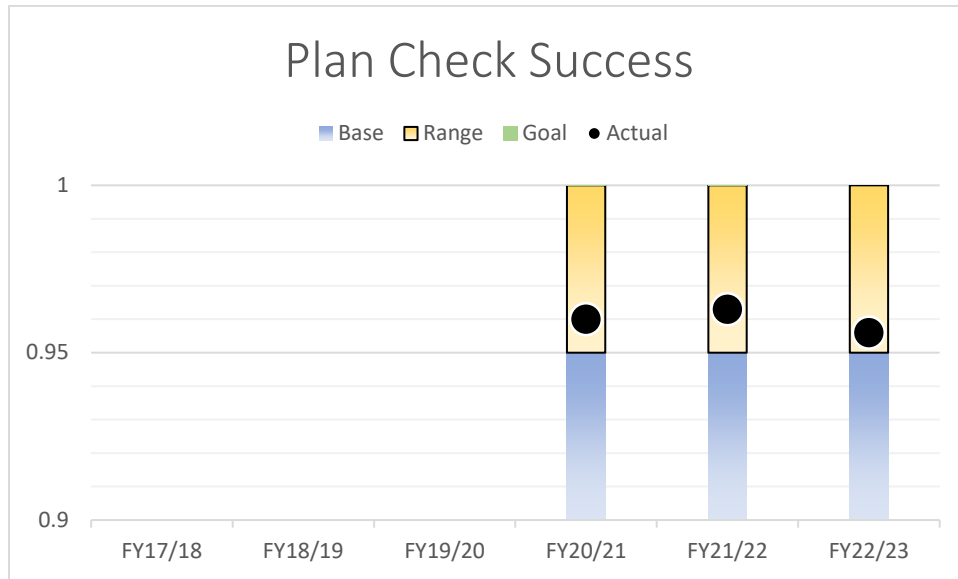
This high level of performance supports the implementation and enforcement of the District’s FOG Program.

ATTACHMENT 1
Results of PMP Program 2022/2023

14. Plan Review Success Rate – The goal is to maintain a 95% success rate of the following plan review targets:

- (1) First Review: 20 business days from complete submittal, and
- (2) Subsequent Reviews: 10 business days from complete submittal.

	BASE	GOAL	Actual
2020/2021	95%	100%	96.0%
2021/2022	95%	100%	96.3%
2022/2023	95%	100%	95.6%



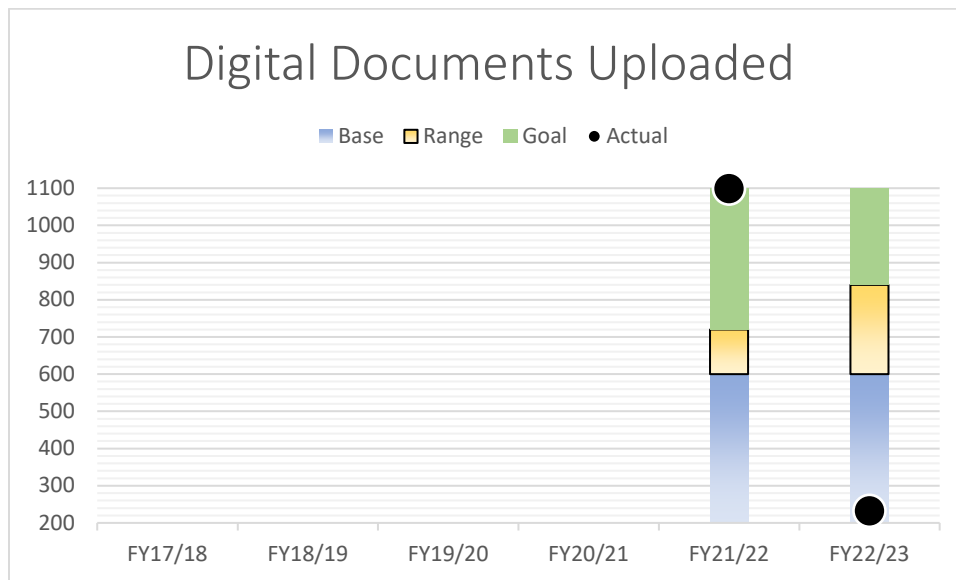
Justification for Base and Goal

The Technical Services Department has been tracking and reporting on the ability to successfully perform plan reviews within a self-imposed timeframe to provide a timely response to the entities that submit plans for District review and/or approval. The Base and Goal for this element are recommended to be set on the measurements that have been used for many years to track performance.

ATTACHMENT 1
Results of PMP Program 2022/2023

15. Digital Documents Uploaded to the Records Management System – The Administrative Services Department (ASD) maintains the District’s records management system. Documents are uploaded and stored digitally in the District’s records management system (i.e., Laserfische). This allows staff to be able to quickly search through documents based on the attributes of the document or text within the document. This records management system also protects documents from damage and loss because the electronic files are backed-up. Historical documents and newly created/acquired documents are converted to a digital format over time.

	BASE	GOAL	Actual
2021/2022	600	720	1099
2022/2023	600	840	233



Justification for Base and Goal

The Base for this element is set assuming that an average of 50 documents will be prepared and uploaded to the records management system each month.

The Goal for this element was set assuming that an average of 60 documents would be uploaded each month.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 23-38

PERFORMANCE MERIT PAY PROGRAM

WHEREAS, the South Placer Municipal Utility District Board of Directors (Board) adopted Resolution 17-13 implementing a Memorandum of Understanding (MOU) with District Employees, and

WHEREAS, the MOU established a Performance Merit Pay (PMP) Program for Employees covered under the Employee Association as an award for meeting or exceeding performance goals, and

WHEREAS, the Board adopted Resolution 20-16 implementing the current MOU which continued the PMP Program, and

WHEREAS, the Employees met or exceeded the Base and Goal values set for various PMP Program Elements.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the payout to District Employees per the Employee MOU in the total amount of \$38,369 is hereby authorized.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 2nd day of November 2023.

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

Attest: _____
Emilie Costan, Board Secretary

**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 23-39 Addendum 3 to the Professional Services Agreement with NexGen Utility Management
Meeting Date: November 2, 2023

Overview

The Granite Terrace Subdivision is located in Rocklin between Granite Drive and Racetrack Road near the Placer County Library. The subdivision consists of forty-one single-family homes with a gravity sewer system internal to the subdivision and a lift station that pumps out to Granite Drive. The project has been under construction since 2018 and has yet to be completed.

The District requires regular inspections and monitoring of private development projects during construction. In April of 2022, the District became aware that NexGen Utility Management, the project engineer, suspended on-site inspection and monitoring due to nonpayment by CEC Homes (the developer). As such, the District placed CEC Homes on notice that the District would contract directly with NexGen to provide resident engineering and inspection services for the lift station to ensure compliance with the District’s standards and approved improvement plans. In addition, the District has requested the services of the structural engineer to provide inspection and punch list items for the lift station building.

The District entered into a professional services agreement with NexGen Utility Management in June of 2022 for an amount of \$14,950 to cover the cost of resident engineering, inspection, and monitoring services for the lift station construction. The District issued Addendum 1 in March of 2023 for \$9,970 and Addendum 2 (Resolution 23-29) in August of 2023 bringing the total to \$74,920. While construction is progressing, the lift station is still not complete and there are likely several months left prior to completion. As such, additional funds are required for resident engineering, inspection, and monitoring services. Since any expenditure over \$50,000 requires Board approval per District Policy 3150, staff is requesting approval of Addendum 3 which includes a time extension and additional funds.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 23-39 to enter into Addendum #3 to the Professional Services Agreement with NexGen Utility Management.

Strategic Plan Goals

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

- Prepare for the future and foreseeable emergencies.
- Leverage existing and applicable technologies to improve efficiencies.
- Provide exceptional value for the cost of sewer service.

Related Board Policies and Resolutions

Policy 3150 – Purchasing Policy

Resolution 23-29 – Professional Services Agreement with NexGen Utility Management for the Granite Terrace Sewer Pump Station

Fiscal Impact

NexGen's proposal for additional professional services is \$50,000, bringing the total to \$124,920. The District requires reimbursement of all outstanding fees, including staff time and outside consultant costs, prior to project acceptance. All costs incurred by NexGen will be reimbursed to the District.

Attachments:

- Resolution 23-39 Addendum #3 to the Professional Services Agreement with NexGen Utility Management
- Addendum #3 to the Professional Services Agreement with NexGen Utility Management

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 23-39

**AUTHORIZATION FOR THE GENERAL MANAGER TO EXECUTE ADDENDUM #3
TO THE PROFESSIONAL SERVICES AGREEMENT WITH NEXGEN UTILITY
MANAGEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE
GRANITE TERRACE SUBDIVISION AND LIFT STATION PROJECT**

WHEREAS, the South Placer Municipal Utility District (District) approved the Granite Terrace Subdivision and Lift Station Improvement Plans (Project) in 2018; and

WHEREAS, the Project has been in construction since 2018 and the completion date is unknown; and

WHEREAS, the District requires the developer of the Project to provide resident engineering, construction inspection, and monitoring services for construction of the Granite Terrace Lift Station; and

WHEREAS, the developer of the Project neglected to provide resident engineering, inspection, and monitoring services for the project; and

WHEREAS, resident engineering, inspection, and monitoring is required to ensure that construction of the Project meets the District's Standard Specifications and Improvement Standards for Sanitary Sewers; and

WHEREAS, NexGen Utility Management is the engineer of record for the Granite Terrace Lift Station Improvement Plans and has been providing the resident engineering, inspection, and monitoring services; and

WHEREAS, the District desires to utilize the services of NexGen Utility Management through the completion of the project to ensure continuity; and

WHEREAS, the District entered into a Professional Services Agreement with NexGen

Utility Management in August of 2023 for professional engineering services including resident engineering, inspection, and monitoring services; and

WHEREAS, the Project is still in construction and requires additional resident engineering, inspection, and monitoring services by NexGen Utility Management until project completion.

NOW, THEREFORE BE IT RESOLVED, the South Placer Municipal Utility District Board of Directors authorizes the General Manager to execute Addendum #3 to the Professional Services Agreement with NexGen Utility Management for construction inspection, testing, and sign-off at the Granite Terrace Sewer Pump Station for an amount not to exceed \$124,920.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 2nd day of November 2023.

Signed: _____

James T. Williams, President of the Board of Directors

Attest: _____

Emilie Costan, Board Secretary



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

PROFESSIONAL SERVICES AGREEMENT
Addendum 3 – Additional Construction Inspection, Testing and Sign Off

AGREEMENT TERM: One (1) year

EXECUTED:

Provide Professional Services for construction inspection, testing and sign off per the approved Granite Terrace Lift Station Improvement Plans and District Standards and Specifications.

DISTRICT: South Placer Municipal Utility District
DISTRICT REPRESENTATIVE: Carie Huff
(916) 786-8555; chuff@spmud.ca.gov

CONTRACTOR: NexGen Utility Management, Inc.
CONTRACTOR REPRESENTATIVE: Dan Rich, Vice President
(916) 779-7301; drich@nexgenum.com

SERVICES:

The undersigned agrees to complete the additional construction inspection, testing and sign off at the Granite Terrace Sewer Pump Station on a time a materials (T&M) basis. Billing Rates shall be in accordance with Exhibit A.

Original Professional Services Agreement dated 6/1/22 (Exhibit B)	\$14,950.00
Addendum 1 Additional Construction Inspection, Testing and Sign Off	\$9,970.00
Addendum 2 Additional Construction Inspection, Testing and Sign Off (T&M)	\$50,000.00
<u>Addendum 3 Additional Construction Inspection, Testing and Sign Off (T&M)</u>	<u>\$50,000.00</u>
Total Services Shall Not Exceed	\$124,920.00

Proof of insurance, as described in the General Provisions, has been provided to the District.

Name and address of contractor:	Signature of person authorized to sign:
NexGen Utility Management, Inc. 4010 Lennane Drive Sacramento, CA 95834	_____ Print Name: <u>Dan Rich</u> Title: <u>Vice President</u> Date: _____

NOTICE OF AWARD (This section for District use only)

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

Print Name: Herbert E. Niederberger Title: General Manager
Signature: _____ Date: _____

GENERAL PROVISIONS

1. SCOPE OF SERVICES: Contractor shall do all work, attend all meetings, and carry out all activities necessary to complete all services described in the attached proposal included as part of this Agreement. This Agreement and its exhibits, attached or incorporated by reference, shall be known as the “Agreement Documents.” The Contractor enters into this Agreement as an independent contractor and not as an employee of the District.
2. TIME OF PERFORMANCE: The Services described in this Contract shall be provided for one year. The services are to commence upon execution and receipt of this Agreement and shall be completed in a prompt and timely manner in accordance with the conditions of the Agreement.
3. COMPENSATION: Payments shall be paid *monthly* upon completion of services for a total amount not to exceed \$124,920. The District reserves the right to perform any of these services with its own staff or to retain other contractors to perform the services. “Reimbursable Expenses” are limited to actual expenditures of the Contractor for expenses that are necessary for the proper satisfaction of the Contract and are only payable if specifically authorized in advance in writing by the District. No additional charges will be allowed unless specified in the Contract, including charges for transportation, fuel, containers, packing, or disposal. Contractor is responsible for supplying invoices and all documentation necessary to verify invoices to the District’s satisfaction. Invoices shall be emailed to ap@spmud.ca.gov or mailed to 5807 Springview Drive, Rocklin, CA 95677.
4. TERMINATION: This Agreement may be terminated, without cause, at any time by the District or Contractor upon ten days written notice. Contractor shall be compensated for all services provided for in the Agreement to that date. District shall be entitled to all work created pursuant to the Agreement.
5. CHANGES: District or Contractor may request changes to the scope of services to be performed. Such changes must be authorized in advance by the District in writing. Mutually agreed to changes shall be incorporated in written amendments to this Agreement.
6. PROPERTY OF THE DISTRICT: It is mutually agreed that all work or materials prepared under this Agreement shall become the property of the District. The District shall have full ownership and control, including ownership of any copyrights, of all information prepared, produced, or provided by Contractor under this Contract. In this Contract, the term “information” means and includes any and all work product, submittals, reports, plans, specifications, and other deliverables consisting of documents, writings, handwritings, typewriting, printing, photostatting, photographing, computer models, and any other computerized data and every other means of recording any form of information, communications, or representation, including letters, works, pictures, drawings, sounds, or symbols, or any combination thereof.
7. CONFIDENTIALITY: During performance of this Agreement, the contractor may gain access to and use District information. The contractor agrees to protect all District Information and treat it as strictly confidential, and further agrees that they shall at no time, either directly or indirectly, divulge, disclose, or communicate in any manner any District information to any third party without the prior written consent. In addition, the contractor shall comply with all policies governing the use of the District network and technology systems.

8. NOTIFICATION OF MATERIAL CHANGES IN BUSINESS: Contractor agrees that if it experiences any material changes in its business, including a reorganization, refinancing, restructuring, leveraged buyout, bankruptcy, name change, or loss of key personnel, it will immediately notify the District of the changes. Contractor also agrees to immediately notify the District of any condition that may jeopardize the scheduled delivery or fulfillment of Contractor's obligations to the District under this Contract.
9. WARRANTY: Contractor warrants that it has the expertise or has experts available to perform the services set forth in this Agreement in a manner consistent with accepted standards of its profession. It warrants that it will perform said services in a legal manner in conformance with all applicable laws and guidelines.
10. STANDARD OF PERFORMANCE: Contractor shall perform in the manner and according to the standards currently observed by a competent practitioner of Contractor's profession in California and in compliance with all requirements of this Contract. All products that Contractor delivers to District under this Contract must be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Contractor's profession.

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

11. CERTIFICATE OF COMPLIANCE WITH LABOR CODE 3700: Section 3700 of the Labor Code requires every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and the Contractor will comply with such provisions before commencing with any work of this Agreement.
12. INTEREST IN AGREEMENT: Contractor covenants that neither it nor any of its employees has an interest in this Agreement which would conflict in any manner or degree with the performance of its services hereunder.
13. NEGLIGENCE: Contractor shall be responsible for performing the work in a safe and skillful manner consistent with generally accepted standards and shall be liable for its own negligence and the negligent acts of its employees. District shall have no right of control over the manner in which the work is done but only as to its outcome and shall not be charged with the responsibility of preventing risk to any of Contractor's employees.
14. INDEMNITY: Contractor shall indemnify, defend, and hold harmless the District, its officers, officials, agents and employees from and against any and all claims, costs, losses and expenses arising out of or in connection with the performance of work or failure to comply with the obligations contained in the Agreement Documents, except such loss or damage which was caused by the active negligence or willful misconduct of the District.
15. INSURANCE REQUIREMENTS: Contractor agrees to have and maintain the policies set forth in Exhibit A entitled "INSURANCE REQUIREMENTS," which is attached hereto and incorporated herein. All policies, endorsements, certificates, and/or binders shall be subject to approval by the District as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the District. A lapse in any required insurance coverage during this Agreement shall be a breach of this Agreement.

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

Exhibit A INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. The general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Contractor’s profession, with a limit of no less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate. (**Professional Services Contracts ONLY**)

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

OTHER INSURANCE PROVISIONS

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used).

Primary Coverage

For any claims related to this contract, the **Contractor’s insurance coverage shall be primary and non-contributory** and at least as broad as ISO CG 20 01 04 13 as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be in excess of the Contractor’s insurance and shall not contribute to it. This requirement shall also apply to any Excess or Umbrella liability policies.

Umbrella or Excess Policy

The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true “following form” or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor’s primary and excess liability policies are exhausted.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

Waiver of Subrogation

Contractor hereby grants to the District a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the District. The District may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District. The CGL and any policies, including Excess liability policies, may not be subject to a self-insured retention (SIR) or deductible that exceeds \$5,000 unless approved in writing by the District. Any and all deductibles and SIRs shall be the sole responsibility of Contractor or subcontractor who procured such insurance and shall not apply to the Indemnified Additional Insured Parties. The District may deduct from any amounts otherwise due the Contractor to fund the SIR/deductible. Policies shall NOT contain any self-insured retention (SIR) provision that limits the satisfaction of the SIR to the Named. The policy must also provide that Defense costs, including the Allocated Loss Adjustment Expenses, will satisfy the SIR or deductible. The District reserves the right to obtain a copy of any policies and endorsements for verification.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best’s rating of no less than A:VII, unless otherwise acceptable to the District.

Claims Made Policies

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained, and evidence of insurance must be provided ***for at least five (5) years after completion of the contract of work.***

3. If coverage is canceled or non-renewed, and not replaced *with another claims-made policy form with a Retroactive Date prior to* the contract effective date, the Contractor must purchase “extended reporting” coverage for a minimum of *five (5)* years after completion of work.

Verification of Coverage

Contractor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language affecting coverage required by this clause **and a copy of the Declarations and Endorsements Pages of the CGL and any Excess policies listing all policy endorsements**. All certificates and endorsements and copies of the Declarations & Endorsements pages are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. The District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Special Risks or Circumstances

The District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

NEXGEN UM, Inc
4010 Lennane Drive
Sacramento, CA 95834



July 21, 2023

Carie Huff, P.E.
District Engineer
South Placer Municipal Utility District
5807 Springview Drive
Rocklin, CA 95677

Dear Ms. Huff

Subject Nexgen Utility Management 2023 Billing Rates

Attached please find Nexgen Utility Management’s 2023 Hourly Billing Rate Schedule.

Principal Engineer	260
Senior Engineer	240
Associate Engineer	180
Junior Engineer	160
Construction Manager	240
Inspector	180
CAD	140

Thank you for your consideration of our team and firm. If you have any questions about our rates, please call me at (916) 779-7301 (direct line), (916) 835-3899 (cell), or email me at drich@nexgenum.com. As Vice President I am authorized by NEXGEN to sign and execute agreements with the District.

NEXGEN Utility Management

A handwritten signature in blue ink that reads 'Dan Rich'.

Dan Rich, P.E.
Vice President
(916) 779-7301 | drich@nexgenum.com | www.nexgenum.com
Main Office Address: 4010 Lennane Drive, Sacramento, CA 95834

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors
From: Herb Niederberger, General Manager
Cc: Carie Huff, District Engineer
Subject: Farron Street Trunk Replacement Project
Meeting Date: November 2, 2023

Overview

The District was notified by the City of Rocklin regarding a grading plan for the development of two parcels off Farron Street. The developer intends to construct four homes on the two lots next spring. There is an existing 12-inch trunk line (circa 1958) within an existing easement bisecting the property. Short portions of the existing sewer trunk line have been lined in the past with moderate success.



Existing 12-inch sewer trunk line.

Since the existing sewer trunk line is nearing the end of its useful life (i.e., in the next ten years) and the proposed improvements associated with the development of the site will make replacement more difficult and expensive in the future, staff proposes that the District prioritize the replacement of the trunk line at this time. Since the stretch of pipe spans the two lots, as shown above, there are three bid alternatives that staff proposes to pursue:

1. Alternative 1: Install a new manhole with new lateral connections for the new development. Remove and replace approximately 80-feet of existing 12-inch VCP with SDR 26 and connect to the existing 12-inch pipe.

2. Alternative 2: Install two new manholes, one with new lateral connections for the new development. Remove and replace approximately 80-feet of existing 12-inch VCP with SDR 26 and connect to the existing 12-inch pipe via a new manhole. This alternative sets up the future removal and replacement of the sewer trunk line through 5529 Chester Lane.
3. Alternative 3: Install one new manhole with new lateral connections for the new development. Remove and replace approximately 140-feet of existing 12-inch VCP with SDR 26 and connect to the existing manhole within Chester Lane. Alternative 3 is contingent on the cooperation of 5529 Chester Lane.

Should the board direct staff to pursue the replacement of the Farron Street Trunk Replacement Project, the project will be advertised to bid with the award and environmental determination presented at a future board meeting.

Based on the 2023/24 Schedule of Values, the estimated cost is anticipated to be upwards of \$110,000, depending on the alternative. However, bypass operations are expected to be costly, due to the flow, so staff estimates the actual cost of construction will be closer to \$150,000.

Recommendation

Staff requests direction from the Board of Directors regarding the potential Farron Street Trunk Replacement Project.

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

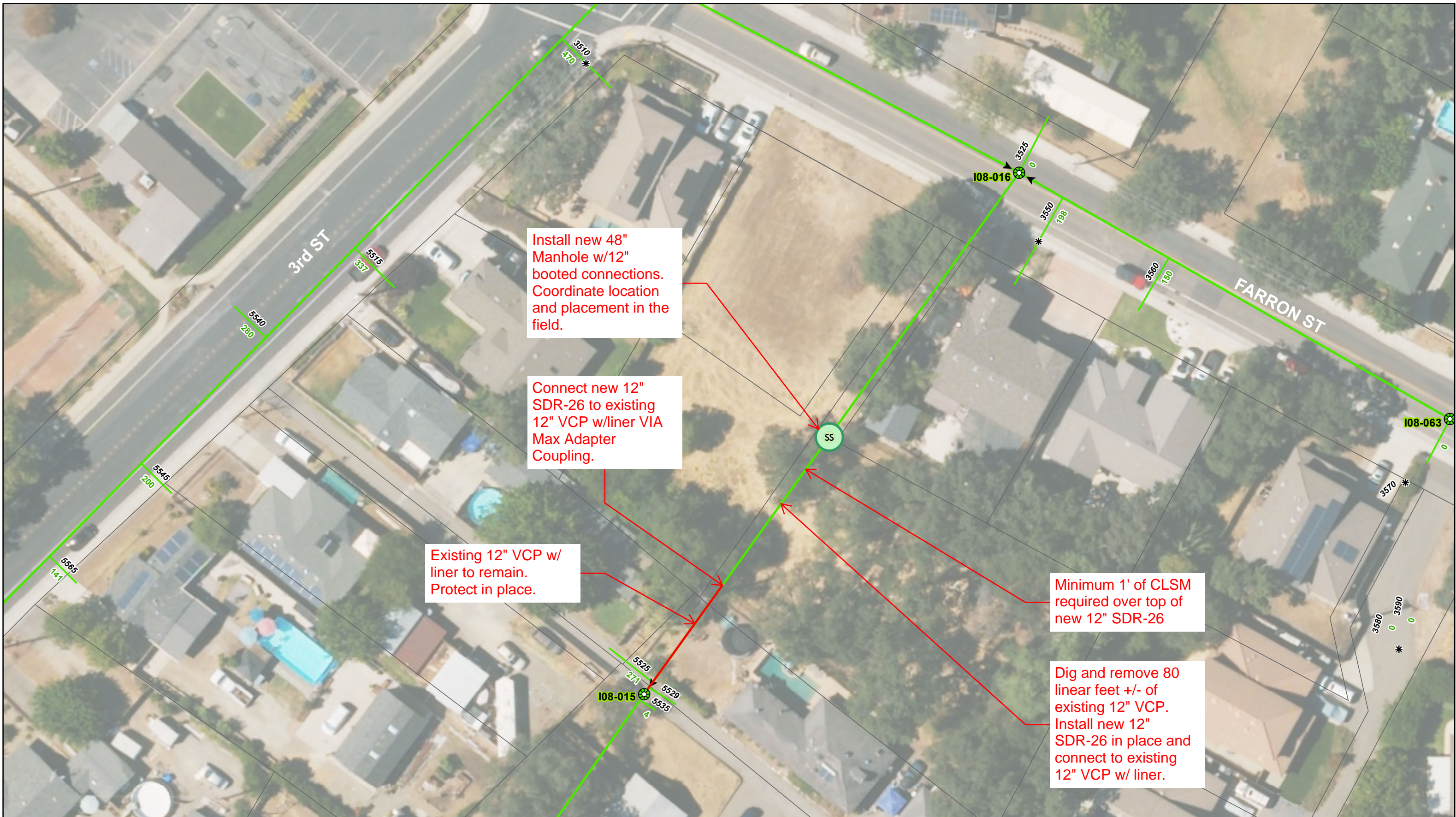
Policy 3150 – Purchasing Policy

Fiscal Impact

The FY23/24 Budget includes a line item within Fund 400 for Participation in Regional Projects of which a portion can be used for replacement of the Farron Street Trunk Replacement Project.

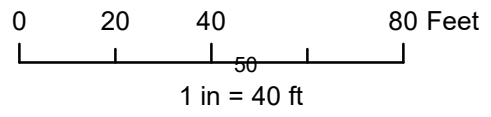
Attachments:

- Alternative 1 Site Plan
- Alternative 2 Site Plan
- Alternative 3 Site Plan



Alternative #1

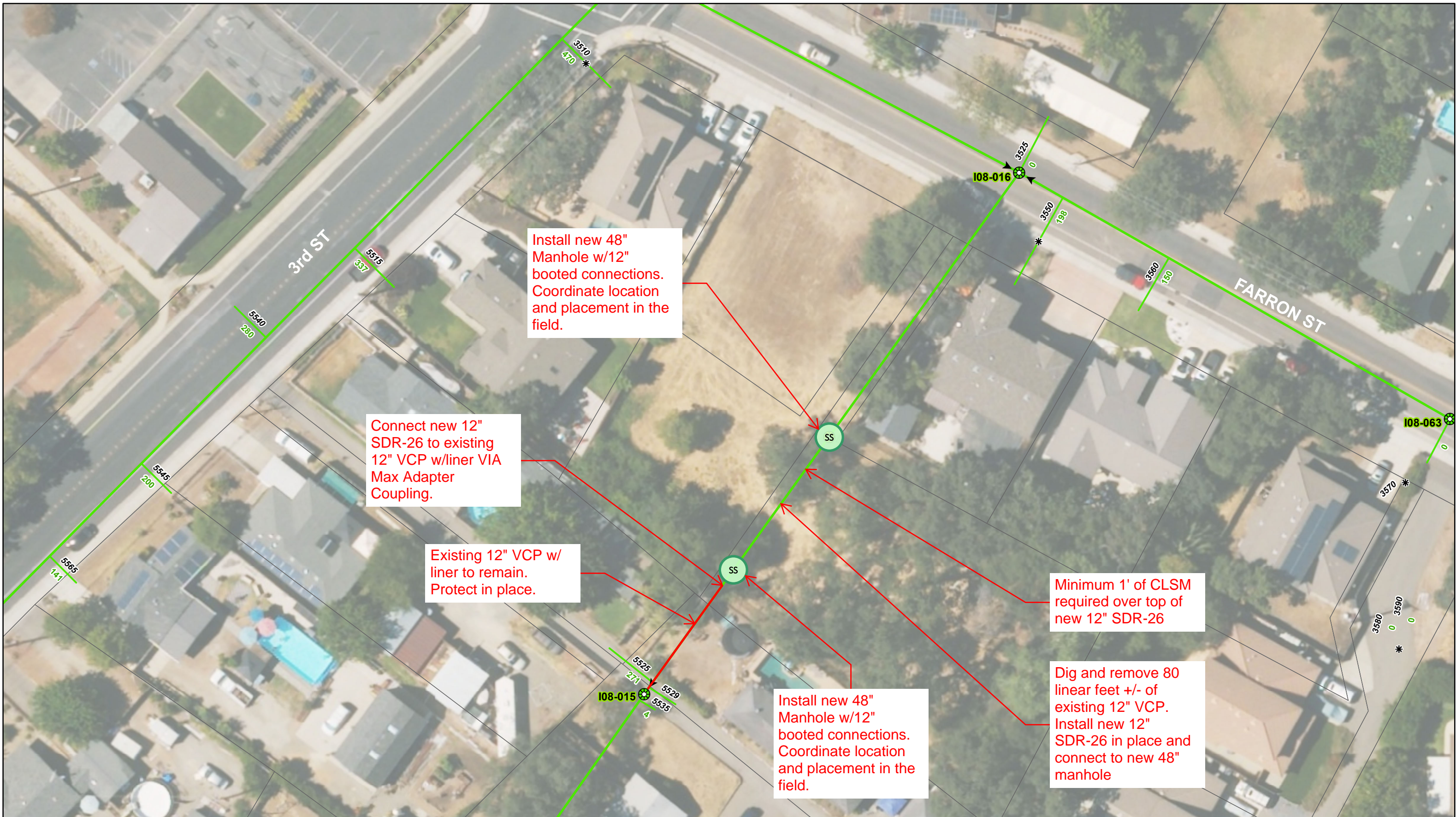
Date: 10/12/2023
 Produced By: SPMUD Technical Services
 Department
 Document Path:
 G:\spsud_gis\mxd\Carie\Farron St\Farron St
 Alternative 1.mxd



SPMUD Sewer Assets

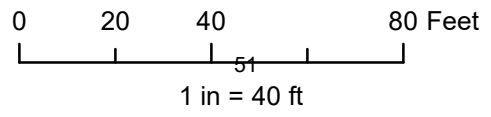
- Manhole
- Proposed Manhole
- Mainline
- Service Lateral





Alternative #2

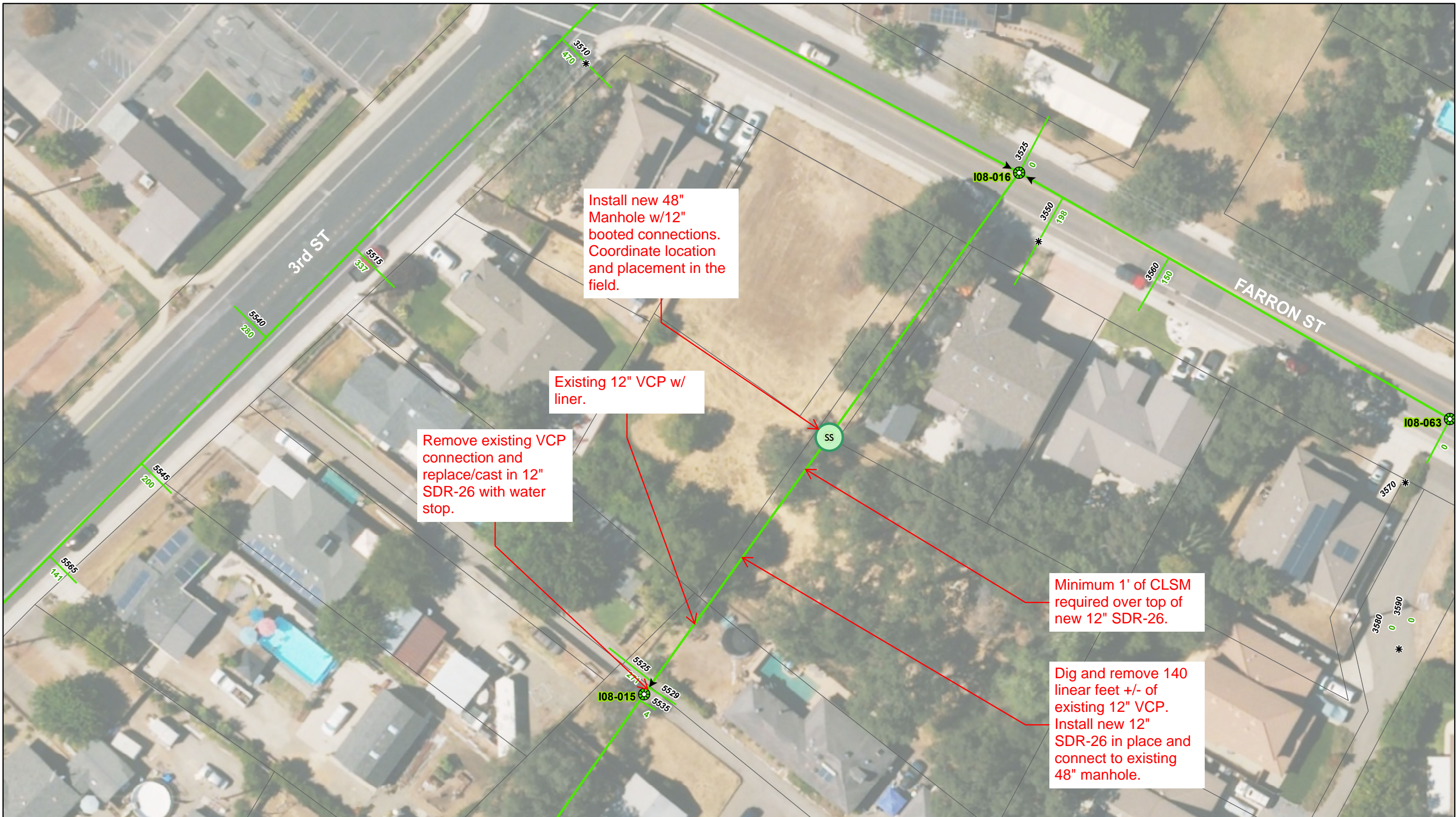
Date: 10/12/2023
 Produced By: SPMUD Technical Services
 Department
 Document Path:
 G:\spsud_gis\mxd\Carie\Farron St\Farron St
 Alternative 2.mxd



SPMUD Sewer Assets

- Manhole
- Proposed Manhole
- Mainline
- Service Lateral





Install new 48" Manhole w/12" booted connections. Coordinate location and placement in the field.

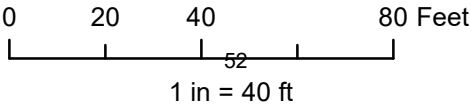
Existing 12" VCP w/ liner.

Remove existing VCP connection and replace/cast in 12" SDR-26 with water stop.

Minimum 1' of CLSM required over top of new 12" SDR-26.

Dig and remove 140 linear feet +/- of existing 12" VCP. Install new 12" SDR-26 in place and connect to existing 48" manhole.

Alternative #3



Date: 10/12/2023
 Produced By: SPMUD Technical Services
 Department
 Document Path:
 G:\spmud_gis\mxd\Carie\Farron St\MXD\Farron St Alternative 3.mxd



SPMUD Sewer Assets

- Manhole
- Proposed Manhole
- Mainline
- Service Lateral



GENERAL MANAGER REPORT

To: Board of Directors
From: Herb Niederberger, GM
Date: November 2, 2023
Subject: General Manager Monthly Activity Report, October 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 October 4, 2023, the General Manager along with Director Jewell, attended the Rocklin Chamber of Commerce Government Relations Committee to hear a presentation from Brian Jensen, Regional Vice President Hospital Council of Northern and Central California, regarding the status of health care regionally.
- B. Also on October 4, 2023, the General Manager met with Dave Butler, a candidate for Placer County Supervisor, to hear an update on District activities.
- C. On October 5, 2023, the General Manager and District Engineer, Carie Huff, met via Microsoft Teams with representatives from TRC Companies to discuss the environmental documentation for the Del Rio/Del Mar Sewer Extension Project.
- D. On October 9, 2023, the General Manager participated in an executive conference with the Placer County Water Agency General Manager, Andy Fecko, and Rocklin City Manager, Aly Zimmerman, to discuss utility coordination and finances within the City Limits.
- E. The General Manager was out of the office from October 10, 2023, through October 30, 2023.
- F. Advisory Committee Meetings:
 - i. On October 23, 2023, the Personnel Advisory Committee met to discuss the General Manager's performance evaluation.

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

PO Req#	Date	Vendor	Description	Amount
372	10/04/2023	Capital Valley Electric	Replace Power Pole for PS 13	\$ 12,600
375	10/19/2023	2M General Engineering	Potholing on Delmar Ave for Del Rio Cr & Delmar Sewer Extension Project	\$ 31,800

4) **LONG RANGE AGENDA**

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

February 2024

- Quarterly Investment Report
- Mid-Year Budget Adjustments

Item 7.2.1

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: November 2, 2023

Audit Work

The Administrative Services Manager is continuing to work with the Auditors from Munn, Urrutia, & Nelson on 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.

Water Professionals Appreciation Week

The District recognized the hard work of its employees during Water Professionals Appreciation Week, October 7th to the 15th. The District website was updated to share information about the important work that District employees do to ensure that the community has safe and reliable wastewater services, and an employee lunch was held on October 12th.

Life Insurance Changes

The Administrative Services Manager has been working to implement the life insurance changes approved by *Board Resolution 23-36 Amending the MOUs with District Employees and Managers*. Prior to bringing the item to the Board, staff worked with the District's insurance broker on rates and implementation dates. Changes were submitted to the insurance broker directly after approval. The broker has recently followed up with the District to communicate that the life insurance companies will not decrease or increase coverage within 90 days of the end of a plan year. The change from a retiree whole life insurance policy to an increased group term life insurance policy for active employees will become effective on January 1, 2024.

Recruitment

The Administrative Services staff has been assisting with the recruitment and onboarding process for the Maintenance Worker I position. The new Maintenance Worker's first day of employment with the District is scheduled for Monday, October 30th.

HR Webinar Series

On October 18th, the Administrative Services Manager attended a free CPS HR Consulting training called Presenting with Impact and Passion.

Special District Leadership Academy

The Administrative Services Manager attended the California Special District Leadership Academy from October 22 through the 25th. She attended the first-time attendee track and earned her Certificate in Special District Governance.

October Monthly Investment Transactions per GC §53607

DEPOSITS, TRANSFERS, OR WITHDRAWALS

CalTRUST:	None
CA CLASS:	None
LAIF:	None
Placer County:	None
Five Star MM:	None

ITEM VII. FSD REPORT

To: Board of Directors
From: Eric Nielsen, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Field Services Department Monthly Report
Meeting Date: November 2, 2023

Department Overview

This section provides the Board with 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 completion of the tenant improvements in the maintenance building are underway and the project is scheduled to be completed around the end of October.
 - b. Staff anticipates bringing a Notice of Completion to the Board for its review and approval at the December Board meeting.

- 2. Supervisory Control and Data Acquisition (SCADA) Replacement**
 - a. The in-field radio path testing is scheduled to happen the week of November 13.
 - b. Carollo Engineers provided the District with the 30% engineering design documents for review.
 - c. A workshop to review the findings of the in-field testing and the 30% engineering design documents is scheduled for November 29.

- 3. Taylor Road Lift Station Damage Repair**
 - a. On September 20, a contractor for Caltrans struck the power line to the District's Taylor Road Lift Station and damaged the power line and power pole. The lift station is currently running off emergency generator power. The District has contracted with a company to replace the pole and repair/replace the power line. Caltrans is willing to hold their contractor's retention until the District is reimbursed for the expenses related to this damage.

- 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. Spencer Madden accepted an offer and started on October 30.

Reporting

This section provides the Board an overview of the Field Services Department operations and maintenance activities through 9/30/2023. The work listed is not all inclusive.

1. Lost Time Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 2587 days without a Lost Time Accident/Injury

2. Safety/Training/Professional Development

- a. Field Services employees participated in training for the following:
 - i. Bloodborne Pathogens / PPE
 - ii. Chemical Safety
 - iii. Head Protection
 - iv. Working Along the Roadway

3. Customer Service Calls

- a. Response Time Goals over the Last 12 Months

	Goal	Average	Success Rate
During Business Hours	< 30 minutes	19 min	98%
During Non-Business Hours	< 60 minutes	45 min	

Service Calls - September

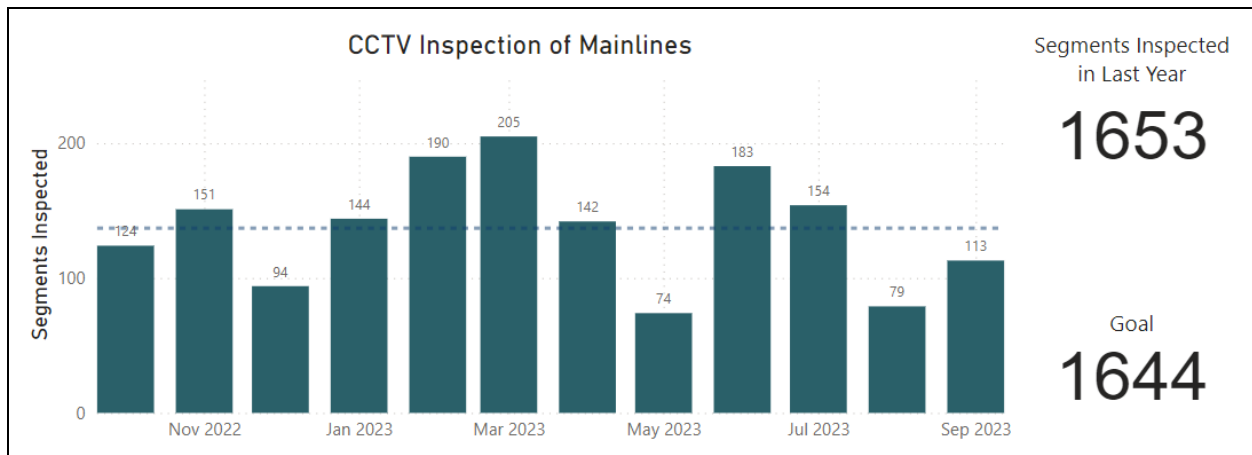
Responsibility	Spill	Stoppage	Odor	Alarm	PLSD	Vermin	Misc
SPMUD Responsibility	2			4			
Owner Responsibility		9			2		
Total	2	9		4	2		

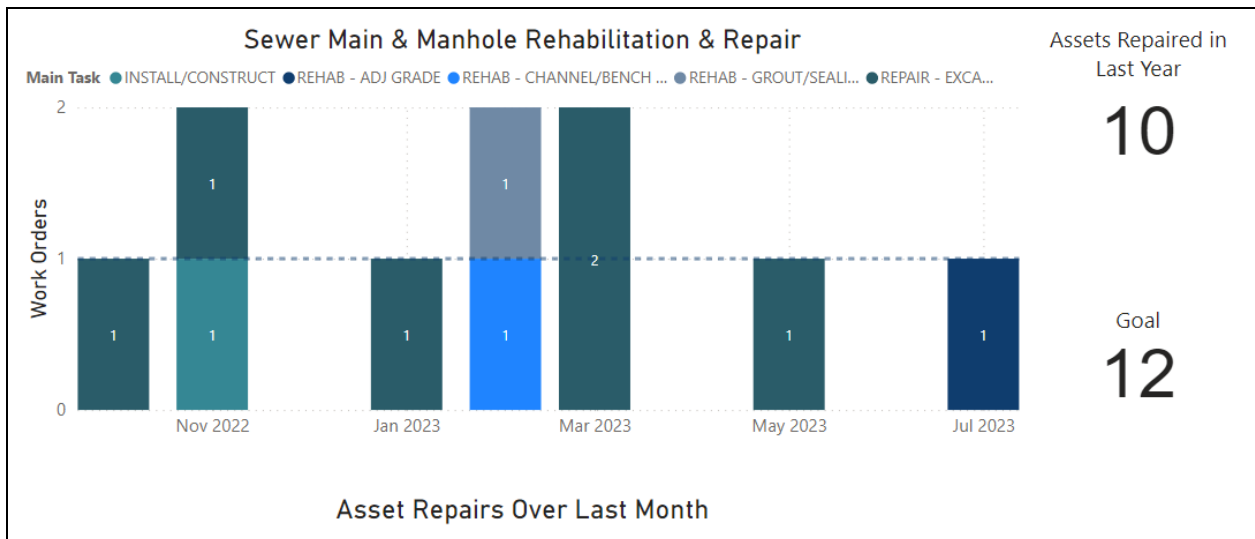
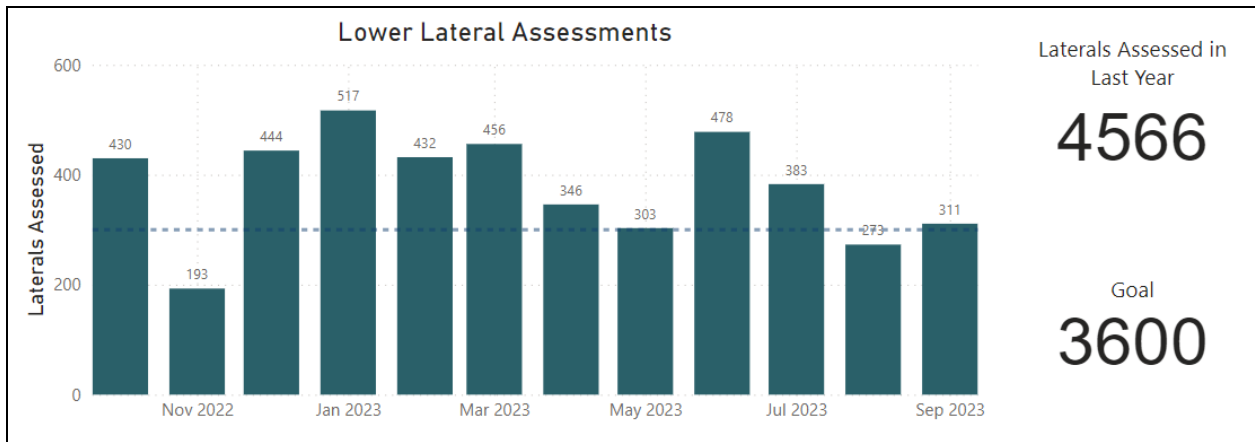
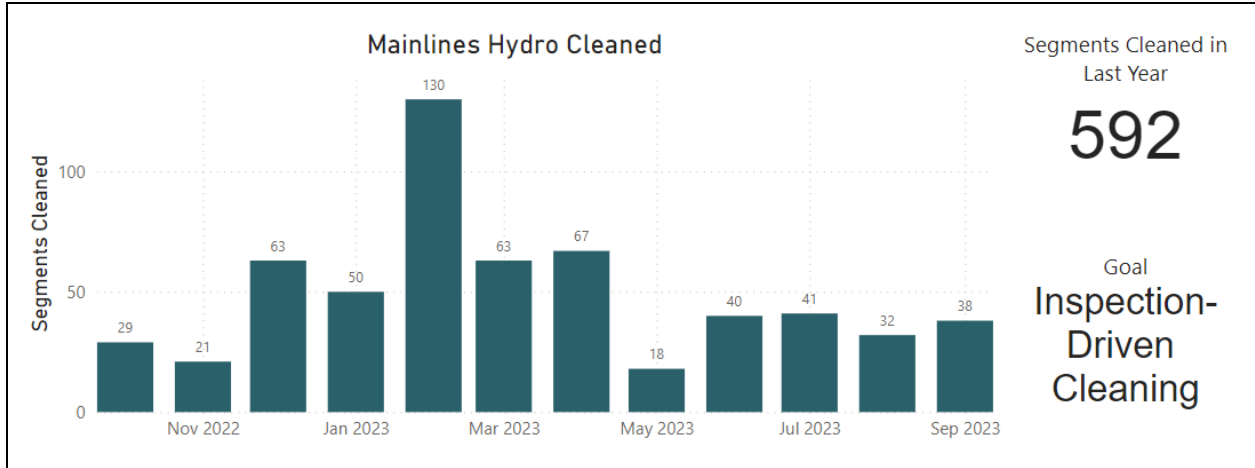
Total Service Calls

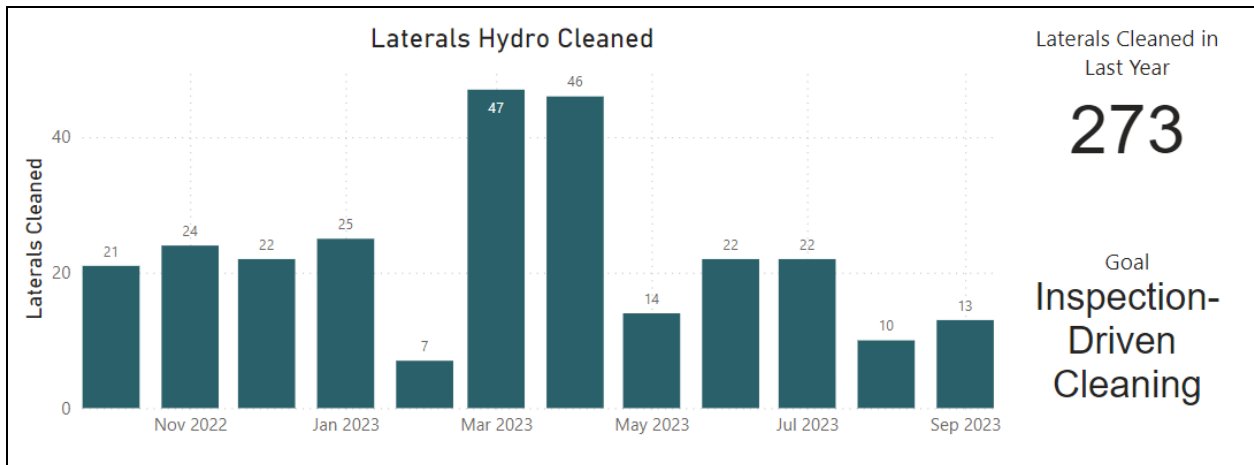
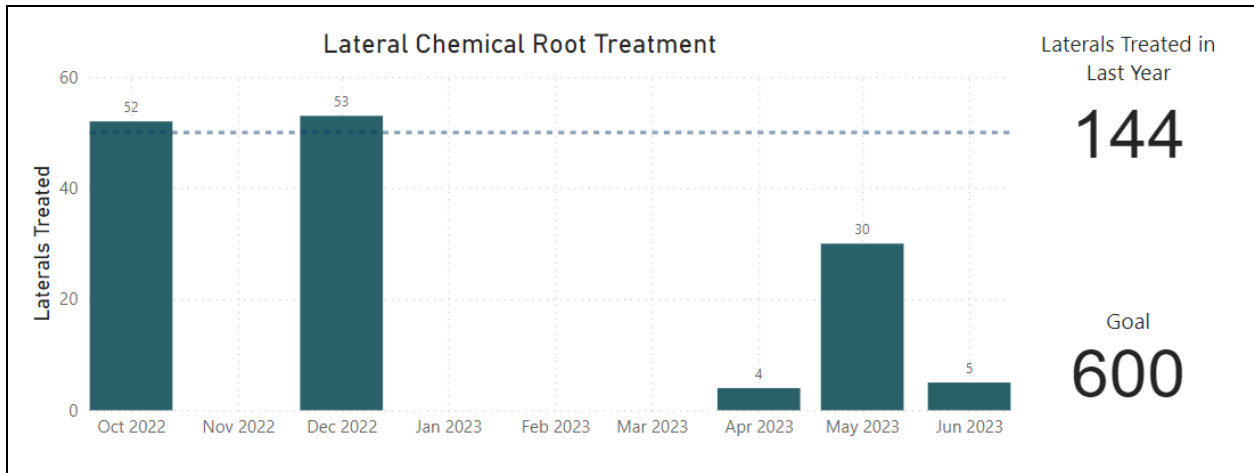
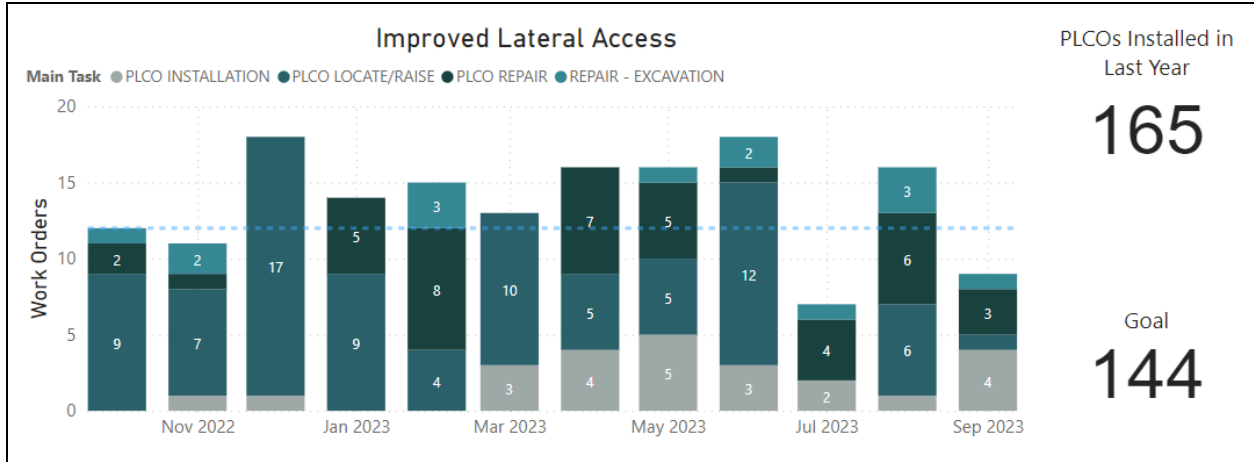
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4. Production

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







ITEM VII. TSD REPORT

To: Board of Directors
From: Carie Huff, District Engineer
Cc: Herb Niederberger, General Manager
Subject: Technical Services Department Monthly Report
Board Date: November 2, 2023

TSD Updates:

- ❖ TSD staff participated in the Employee Engagement Committee (EEC) meeting on September 26th. The EEC is planning the Fall chili cook off event and trunk or treat for employees and their families.
- ❖ TSD staff participated in the regional Utility Coordination Meeting on October 18th.
- ❖ District staff continues to coordinate repairs at the Taylor Road Lift Station associated with the damage caused by a Caltrans contractor completing a lining project in a culvert in Newcastle. The District has a contractor under contract to replace the power pole and complete the electrical work. The District’s contractor is currently working through the permitting process with Placer County. The District currently has a generator on-site and is tracking staff time required to refuel and monitor the generator to include as part of the claim.
- ❖ The first quarter commercial audit of FY2023/24 is in process.
- ❖ TSD staff 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. District staff held a kick-off meeting on October 17th with WaterWorks Engineers to discuss updates to the Wastewater Pump Station standards.

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

There is no update on the City’s acquisition of easements, which is the last remaining item for project acceptance.

Sierra College Trunk and Lift Station Abandonment, Rocklin

District staff held a kick-off meeting with the WaterWorks Engineers project team on October 17th to discuss the project and visit the site.

Cameo Court Trunk and Lift Station Abandonment, Rocklin

District staff held a kick-off meeting with the WaterWorks Engineers project team on October 17th to discuss the project and visit the site.

PCWA / Newcastle Construction Cooperation Project

The District reviewed GHD's 70% design and met to discuss comments. GHD is proceeding with final design.

Jack in the Box Sewer Replacement Project

The topo and survey are complete, and design is underway. Uhora is finalizing the potential alignments for District consideration. A meeting is scheduled for October 26th to review the alignments and provide feedback.

Del Rio Court and Delmar Sewer Extension Project

The project team met with the City of Rocklin and the Town of Loomis regarding land use designations and future development along the alignment. The District's consultant, TRC, is moving forward with the memo regarding the recommended environmental determination.

2M Locating, Inc. is under contract (\$31,800) to complete the potholing along the Delmar Avenue alignment. They have submitted the encroachment permit to the City of Rocklin and are waiting for approval.

Staff anticipates that the project will go to bid in early January with an award in March of 2024.

Johnson Springview Park Creek Crossing, Rocklin

District staff met with WaterWorks Engineers to discuss the next steps for environmental and design.

Taylor Road Crossing, Newcastle

The survey is complete, and design is underway.

Main Street, Newcastle

District staff located existing sewer facilities in Newcastle so that the survey can accurately depict existing facilities.

Newcastle Data Collection

Burrell Consulting began the survey in October and anticipates that the data collection will occur over the next six months. The District sent outreach letters to residents in Newcastle notifying them of the project and what to anticipate. Staff also prepared door hangers to notify residents within 48 hours of when the survey will occur on private property.

Proposed Annexation of the Castle City Mobile Home Park in Newcastle

Coleman Engineering has been retained by Caritas, the owner of the Castle City 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.

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 four core sample inspections of grease control devices (GCD) in September. In addition, the new grease control device for Paquita's Mexican Grill (formerly Lorenzo's in Loomis) and Bubble Time were approved for installation. The new grease control devices for Don Quixote's and Tea Bar and Fusion Kitchen were finalized in September.

Staff continues to work with the District's legal counsel regarding the Lucille's Notice of Violation that was issued in April.

Industrial Pretreatment

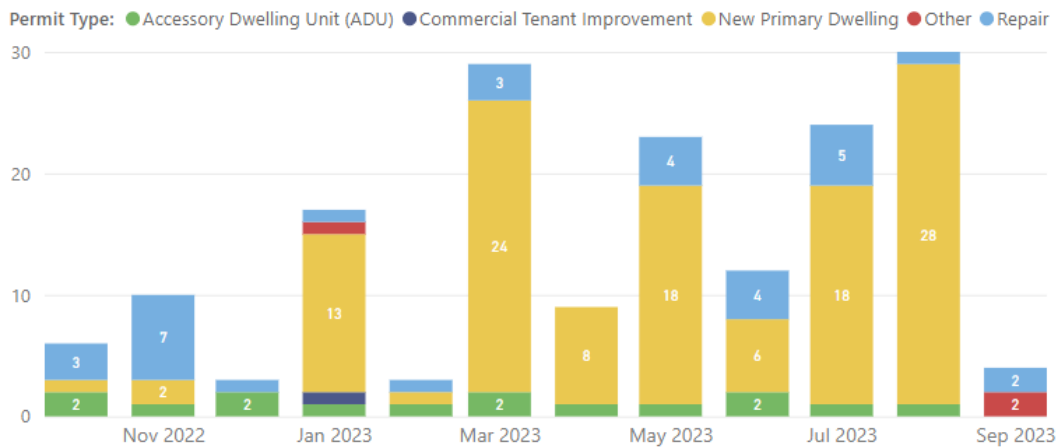
District staff continues to coordinate with the City of Roseville's Industrial Waste Department regarding the Industrial Pretreatment Program. The City is preparing the Brewery Characterization Study for the District's review in November.

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

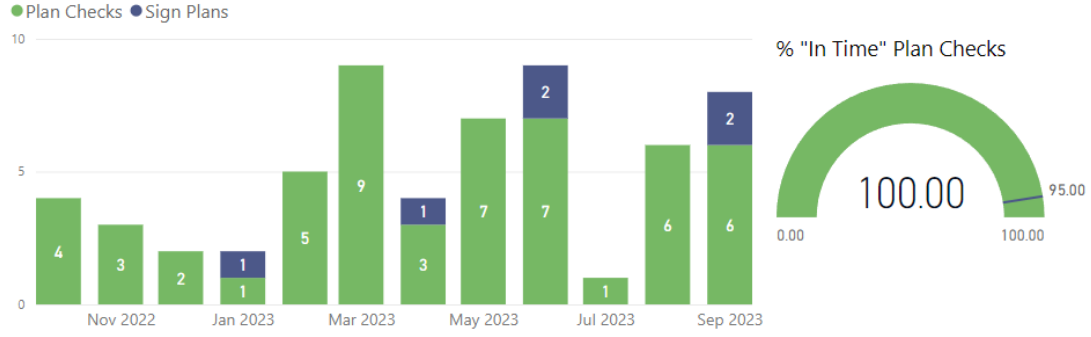
Department Performance Indicators

The following charts depict the efforts and performance of the department in the following areas of work as of September 30, 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. Additional charts may be added in the future for other areas of work in the department.

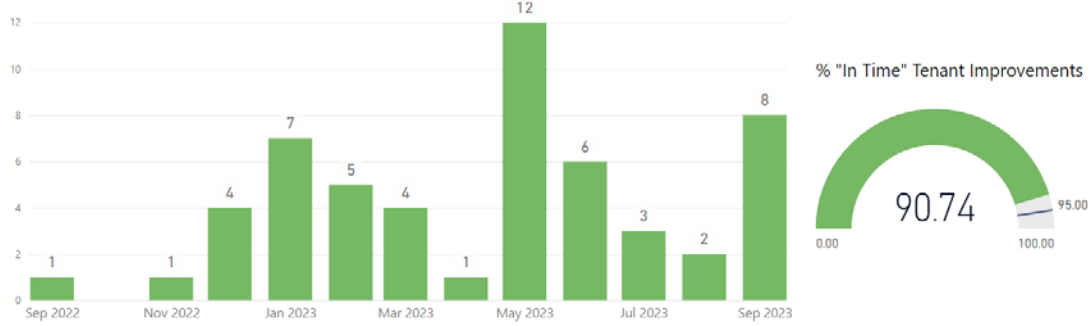
Sewer Permits - Completed - Monthly Totals



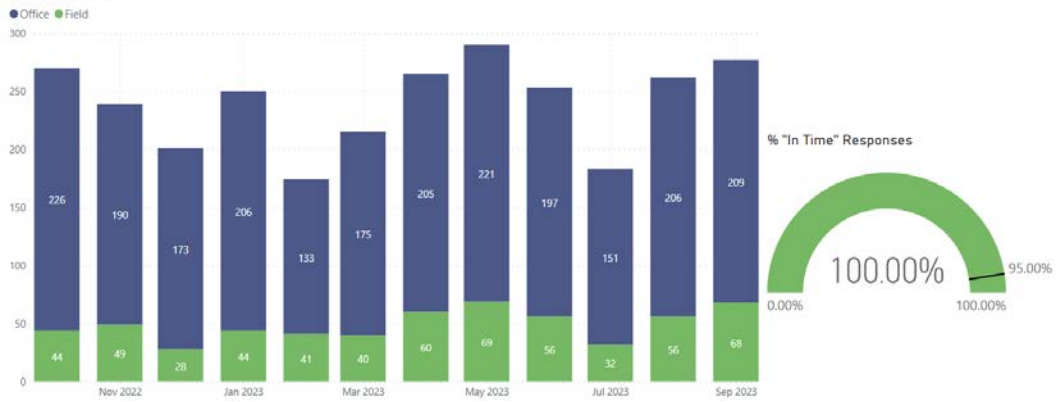
Plan Checks Completed - Monthly Totals



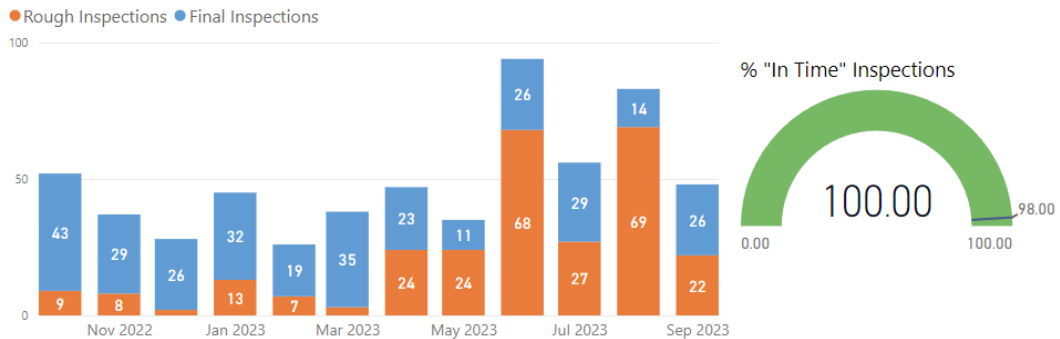
Tenant Improvement Reviews Completed - Monthly Totals



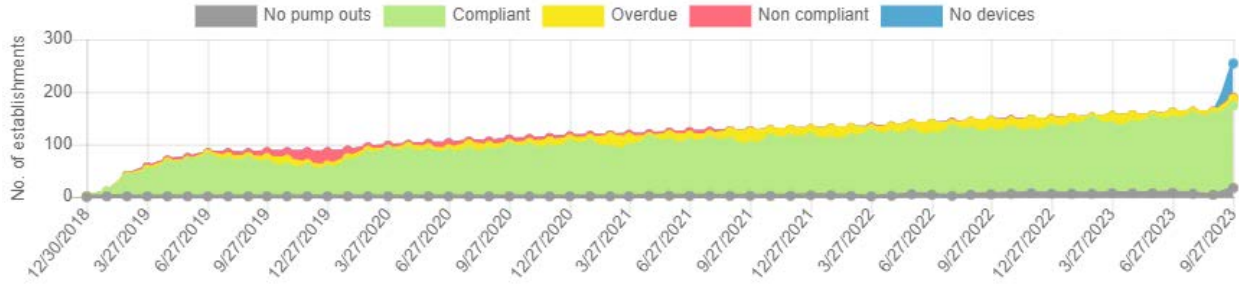
811 Responses



Building Sewer Inspections - Monthly Totals

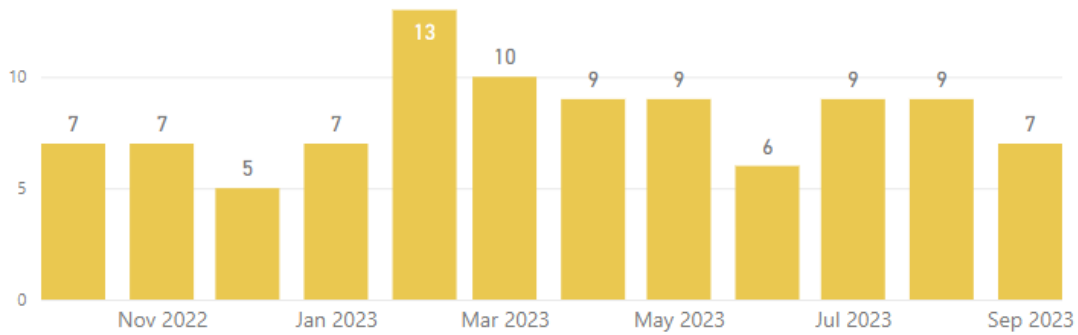


FOG Compliance History



SwiftComply updated the program to include facilities that do not have a grease control device. This blue area indicates food service establishments that either have no devices or have not investigated or inspected yet.

FOG Pickups - Monthly Totals



Grease Interceptor Inspections

