



**SPMUD BOARD OF DIRECTORS
REGULAR MEETING: 4:30 PM
November 1, 2018
SPMUD Board Room
5807 Springview Drive, Rocklin, CA 95677**

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

AGENDA

I. CALL MEETING TO ORDER

II. ROLL CALL OF DIRECTORS

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

III. PLEDGE OF ALLEGIANCE

IV. CONSENT ITEMS

[pg 4 to 12]

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

ACTION: (Voice vote)

Motion to approve the consent items for the September 6, 2018 meeting

1. MINUTES from the October 4, 2018 Meeting. [pg 4 to 6]
2. ACCOUNTS PAYABLE in the amount of \$1,000,703.51 through October 25, 2018. [pg 7 to 11]
3. MONTHLY INVESTMENT REPORT in the total amount of \$53,006,022 through October 25, 2018. [pg 12]

V. PUBLIC COMMENTS

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

VI. BOARD BUSINESS

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

- 1. EMPLOYEE WELLNESS PROGRAM 2017/18 – INFORMATIONAL ITEM** [pg 13 to 14]
Staff will present a summary review of the District Employee Wellness Program for 2017/18.

Action Requested: Informational Item

- 2. EMPLOYEE PERFORMANCE MERIT PROGRAM 2018/19** [pg 15 to 21]
Staff will present a review of the 2017/18 District Performance Merit Pay Program (PMP) for employees covered under the Employee Association as an award for meeting or exceeding performance goals.

Action Requested: Voice Vote

Staff Recommends that the Board of Directors:

1. **Authorize the 17/18 payout to District Employees per the MOU in the total amount of \$47,725; and**
2. **Approve the Performance Elements/Goals for the 2018/19 Performance Merit Program.**

- 3. CONSIDERATION & APPROVAL OF RESOLUTION #18-29, AUTHORIZATION TO EXECUTE CHANGE ORDER NO.8 TO THE CONTRACT FOR THE LOOMIS DIVERSION TRUNKLINE PROJECT FOR ADDITIONAL BRACE ROAD PAVING AND ADJUSTMENT OF QUANTITIES FOR 15” PIPE** [pg 22 to 32]

Staff requests an adjustment to the FY 18/19 Budget for the unanticipated replacement of a Fleet vehicle which has failed earlier than its anticipated life.

Action Requested: (Roll Call Vote)

Staff Recommends that the Board of Directors:

1. **Adopt Resolution #18-29 authorizing the General Manager to execute Change Order No. 8 to the Loomis Diversion Trunkline Construction Contract.**

VII. REPORTS [pg 33 to 40]

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

1. Legal Counsel (A. Brown)
2. General Manager (H. Niederberger)
 - 1) FSD, ASD & TSD Reports
 - 2) Informational items

3. Director's Comments: Directors may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

VIII. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to its next regular meeting on December 6, 2018 at 4:30 p.m.

**BOARD MINUTES
SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

Meeting	Location	Date	Time
Regular	District Office	October 4, 2018	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 Mitchell presiding at 4:30 p.m.

II. ROLL CALL OF DIRECTORS:

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

Absent: None

Vacant: None

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

Others: Robert O’Brien – 4265 Diaz Lane
Devon Perona – 5850 Brace Road

Director Murdock arrived at 5:03 p.m.

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

IV. CONSENT ITEMS:

1. MINUTES from the September 6, 2018 Board meeting.
2. ACCOUNTS PAYABLE in the amount of \$661,982.22 through September 25, 2018.
3. MONTHLY INVESTMENT REPORT in the total amount of \$52,556,417 through September 25, 2018.
4. BILL OF SALE FOR SEWER IMPROVEMENTS WITHIN WHITNEY RANCH UNIT 52A located in Rocklin – valued at \$638,715.
5. ADOPTION OF RESOLUTION #18-27 AUTHORIZING AN AGREEMENT WITH ALASKA ORANGES LLC ALLOWING A TEMPORARY SEWER CONNECTION AND USE FOR A PORTION OF WINDING LANE ESTATES.
6. ADOPTION OF RESOLUTION #18-28 AUTHORIZING THE GENERAL MANAGER TO EXECUTE AGREEMENTS WHICH ASSIGN THE ROCKLIN 60 – PHASE I & II SEWER REFUND AGREEMENTS FROM TAYLOR MORRISON SERVICES, INC. TO CHRIS VRAME Taylor Morrison has entered into an Agreement of Purchase for the Refund areas and therefore requests that the District assign these agreements to the new owner, Chris Vrame.

President Mitchell introduced the consent calendar. Hearing no comments, it was brought for a vote. Director Williams made a motion to approve all items on the consent calendar; a second was made by Director Dickinson, the motion carried 4-0.

V. PUBLIC COMMENTS:

President Mitchell opened the Public comments. Resident Robert O’Brien from 4265 Diaz Lane addressed the Board regarding the roadway on Diaz Lane. He described the current situation of the roadway, where the Districts contractor for the Loomis Diversion Project has been working. He stated that the work to the road has

created a safety issue, particularly for fire vehicles should they need to come down the roadway which is 12 feet wide with sloping shoulders. President Mitchell asked what Mr. O'Brien was asking of the District. Mr. O'Brien stated the road had 150 years of compaction and should have been paved at a minimum of 20 ft wide for a roadway with 20 homes. President Mitchell asked for staff's perception on the matter. DE Nielsen replied that the road is in the process of being restored to its existing state, further stating that paving on Diaz Lane was at 50% of completion. He said that the design replaced the trenching areas as well as the roadway. He indicated that he has spoken with the Fire District who are aware of the project, as well as the Town of Loomis who approved the roadway. Director Williams asked staff if they have been working with the Town of Loomis to bring the roadway to better than the existing road. Resident Robert O'Brien stated that the District should be bringing the road up to standard with this project. He said that the contractor had trenched an area of 6 ft, and that water had filled up his driveway for a period of over 4 months.

Director Williams clarified that this is a private road and asked how long it had been in place – the resident indicated it had been there for over 150 years. President Mitchell stated that the plans for the road had been submitted to the Town of Loomis for approval ahead of the project, and that they have approved the roadway as well as the sewer line project. The District couldn't widen the road without the Town's approval. Director Markey asked Legal Counsel if the District holds any liability. Legal Counsel Brown stated that the District has complied with the Town of Loomis requirements, as well as improving the private roadway to a condition better than before the project began.

Hearing no other comments, the public comments session was closed.

VI. BOARD BUSINESS

1. FY 18/19 BUDGET ADJUSTMENT REQUEST – VEHICLE REPLACEMENT

Superintendent Rose introduced the budget adjustment request, he reported that the increase to the Capital Budget request was for the replacement of a vehicle which unexpectedly failed. The 2011 Ford Escape was deemed surplus in September and is being replaced with a hybrid vehicle at a cost of approximately \$32,000.

Director Williams made a motion to approve the Budget Adjustment request to increase the FY 18/19 Capital Budget from \$1,685,200 to \$1,717,200; a second was made by Director Markey, the motion carried 4-0.

VII. REPORTS:

1. District General Counsel (A. Brown): General Counsel Brown reported that a Final Stipulation Settlement Judgement for the eminent domain case with Dean Dickson had been reached. He said the resolution had been reached within the Board's authority and under the original offer amount. He stated that the agreement serves as the Conveyance of Easement. The Restraining Order will remain in place until next year.

2. General Manager (H. Niederberger): GM Niederberger reported that he had been invited to speak at a Rocklin Rotary meeting in the upcoming month. He asked the board for their availability in October, in the event it was necessary to hold a Special Meeting to discuss a change order for the Loomis Diversion Project. Director Dickinson asked GM Niederberger what his takeaways from the CSDA Annual Conference were – GM Niederberger stated that he had learned information regarding new laws related to ADA accessible webpages, which staff will be reviewing when selecting a contractor to update the Districts website. Also covered during the conference was cyber-security and Social Media presence for Special Districts. GM Niederberger also relayed to the Board that he would be out of the office on October 22 and 23, 2018.

A. ASD, FSD & TSD Reports:

B. Information Items: No additional items were reported.

3. Directors Comments: Director Dickinson stated that a meeting of the Personnel Committee was scheduled for October 5, 2018. Director Murdock, who had arrived after the Public Comment session of the meeting, followed up regarding the content of the email from Mr. O'Brien, he asked for a brief discussion regarding what he had missed from the Public Comments session.

ADDITIONAL PUBLIC COMMENT

Before the adjournment of the meeting there was a request from resident Devon Perona, residing at 5850 Brace Road to address the Board regarding his property. Mr. Perona had arrived late to the meeting after the Public Comments item. He explained his situation for the home he recently purchased. The home's septic has failed, and the County is requiring him to connect to public sewer. He explained that he had spoken with staff regarding his situation and stated that the cost was prohibitive, asking if there were any waivers the board could offer. President Markey responded that the Board could not act upon items not on the Agenda. He stated that Mr. Perona should work with staff who can lay out options relating to Deferred Participation Agreements in line with District Policies.

VIII. ADJOURNMENT

The President adjourned the meeting at 5:15pm. to its next regular meeting to be held on November 1, 2018 at 4:30 p.m.



Joanna Belanger, Board Secretary



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 09/26/2018 - 10/25/2018

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)	10/04/2018	Regular	0.00	285.00	10487
1021	ARC	10/04/2018	Regular	0.00	105.65	10488
248	AT&T (916.663.1652) & (248.134.5438.608.80)	10/04/2018	Regular	0.00	165.00	10489
1663	Buckmaster Office Solutions	10/04/2018	Regular	0.00	133.05	10490
1522	California Department of Fish and Wildlife	10/04/2018	Regular	0.00	-2,023.25	10491
1522	California Department of Fish and Wildlife	10/04/2018	Regular	0.00	2,023.25	10491
1056	Capitol Architectural Products	10/04/2018	Regular	0.00	-900.00	10492
1056	Capitol Architectural Products	10/04/2018	Regular	0.00	900.00	10492
1495	Curtis Little	10/04/2018	Regular	0.00	139.46	10493
1087	Dawson Oil Co.	10/04/2018	Regular	0.00	3,237.93	10494
1340	Grainger	10/04/2018	Regular	0.00	199.40	10495
1664	MacLeod Watts, Inc	10/04/2018	Regular	0.00	975.00	10496
1219	Pacific Corrugated Pipe Co.	10/04/2018	Regular	0.00	1,936.94	10497
1218	PCWA	10/04/2018	Regular	0.00	1,000.46	10498
1220	PG&E	10/04/2018	Regular	0.00	2,484.53	10499
1252	Ramos Environmental	10/04/2018	Regular	0.00	545.00	10500
1554	Service Master	10/04/2018	Regular	0.00	675.28	10501
1676	Site One Landscape Supply, LLC	10/04/2018	Regular	0.00	435.59	10502
1518	Sonitrol of Sacramento	10/04/2018	Regular	0.00	195.00	10503
1306	Superior Equipment Repair	10/04/2018	Regular	0.00	476.45	10504
1325	Tyler Technologies, Inc.	10/04/2018	Regular	0.00	3,742.50	10505
1332	USA Blue Book	10/04/2018	Regular	0.00	85.83	10506
1475	Van Erp, Petersen & Babcock, LLP	10/04/2018	Regular	0.00	2,200.00	10507
1343	Water Works Engineers, LLC	10/04/2018	Regular	0.00	12,466.76	10508
1492	Wave Broadband - Rocklin	10/04/2018	Regular	0.00	209.85	10509
1327	US Bank Corporate Payment	10/05/2018	Regular	0.00	14,768.88	10510
	Void	10/05/2018	Regular	0.00	0.00	10511
	Void	10/05/2018	Regular	0.00	0.00	10512
	Void	10/05/2018	Regular	0.00	0.00	10513
	Void	10/05/2018	Regular	0.00	0.00	10514
	Void	10/05/2018	Regular	0.00	0.00	10515
1480	Herb Niederberger	10/05/2018	Regular	0.00	985.58	10516
1499	TechRoe.com LLC	10/05/2018	Regular	0.00	900.00	10517
1677	Auburn Toyota	10/09/2018	Regular	0.00	27,023.28	10518
1007	Advanced Integrated Pest	10/11/2018	Regular	0.00	106.00	10519
1020	Aqua Sierra Controls, Inc.	10/11/2018	Regular	0.00	536.24	10520
1021	ARC	10/11/2018	Regular	0.00	100.78	10521
1022	AT&T (9391035571)& (9391053973)	10/11/2018	Regular	0.00	302.73	10522
1047	California Chamber of Commerce	10/11/2018	Regular	0.00	629.00	10523
1652	Cintas Corporation	10/11/2018	Regular	0.00	3,508.71	10524
1509	Crystal Communications	10/11/2018	Regular	0.00	311.64	10525
1080	CWEA (Main)	10/11/2018	Regular	0.00	3,948.00	10526
1086	Dataprose	10/11/2018	Regular	0.00	1,664.76	10527
1666	Great America Financial Services	10/11/2018	Regular	0.00	452.99	10528
1564	Jensen Landscape Services, LLC	10/11/2018	Regular	0.00	861.00	10529
1161	Joanna Belanger	10/11/2018	Regular	0.00	42.34	10530
1674	Northern CA Painting	10/11/2018	Regular	0.00	2,350.00	10531
1220	PG&E	10/11/2018	Regular	0.00	4,622.76	10532
1473	Pitney Bowes Purchase Power	10/11/2018	Regular	0.00	208.99	10533
1244	Preferred Alliance Inc	10/11/2018	Regular	0.00	172.20	10534
1625	T & S Construction	10/11/2018	Regular	0.00	689,673.40	10535
1628	T & S Construction Co., Inc./ Escrow #02-700697	10/11/2018	Regular	0.00	36,298.60	10536
1343	Water Works Engineers, LLC	10/11/2018	Regular	0.00	20,640.45	10537
1020	Aqua Sierra Controls, Inc.	10/18/2018	Regular	0.00	4,197.63	10545

Check Report

Date Range: 09/26/2018 - 10/25/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
248	AT&T (916.663.1652) & (248.134.5438.608.80)	10/18/2018	Regular	0.00	18.68	10546
1072	Concern	10/18/2018	Regular	0.00	3,400.00	10547
1073	Consolidated Communications	10/18/2018	Regular	0.00	2,434.87	10548
1105	Eric Nielsen	10/18/2018	Regular	0.00	82.02	10549
1140	Holt of California	10/18/2018	Regular	0.00	9,206.69	10550
1325	Tyler Technologies, Inc.	10/18/2018	Regular	0.00	400.00	10551
1336	Valley Rock	10/18/2018	Regular	0.00	1,671.38	10552
1338	Verizon Wireless	10/18/2018	Regular	0.00	1,059.13	10553
1052	California Special Districts Association (CSDA)	10/25/2018	Regular	0.00	7,252.00	10554
1163	Joe Gonzalez Trucking, LLC.	10/25/2018	Regular	0.00	3,425.82	10555
1218	PCWA	10/25/2018	Regular	0.00	795.40	10556
1253	Recology Auburn Placer	10/25/2018	Regular	0.00	300.84	10557
1554	Service Master	10/25/2018	Regular	0.00	148.99	10558
1518	Sonitrol of Sacramento	10/25/2018	Regular	0.00	802.03	10559
1333	SPOK, Inc.	10/25/2018	Regular	0.00	26.29	10560
1306	Superior Equipment Repair	10/25/2018	Regular	0.00	384.06	10561
1475	Van Erp, Petersen & Babcock, LLP	10/25/2018	Regular	0.00	1,320.00	10562
1678	West Coast Water & Trucking, Inc	10/25/2018	Regular	0.00	18,139.10	10563
1045	Cal Pers 457 Plan (EFT)	10/05/2018	Bank Draft	0.00	375.00	DFT0003904
1135	Mass Mutual (EFT)	10/05/2018	Bank Draft	0.00	6,266.00	DFT0003905
1135	Mass Mutual (EFT)	10/05/2018	Bank Draft	0.00	685.02	DFT0003906
1580	TASC	10/05/2018	Bank Draft	0.00	196.14	DFT0003907
1580	TASC	10/05/2018	Bank Draft	0.00	330.75	DFT0003908
1229	Pers (EFT)	10/05/2018	Bank Draft	0.00	147.25	DFT0003909
1229	Pers (EFT)	10/05/2018	Bank Draft	0.00	275.45	DFT0003910
1229	Pers (EFT)	10/05/2018	Bank Draft	0.00	420.53	DFT0003911
1229	Pers (EFT)	10/05/2018	Bank Draft	0.00	3,443.24	DFT0003912
1229	Pers (EFT)	10/05/2018	Bank Draft	0.00	5,256.16	DFT0003913
1229	Pers (EFT)	10/05/2018	Bank Draft	0.00	95.98	DFT0003914
1229	Pers (EFT)	10/05/2018	Bank Draft	0.00	121.91	DFT0003915
1229	Pers (EFT)	10/05/2018	Bank Draft	0.00	1,371.08	DFT0003916
1229	Pers (EFT)	10/05/2018	Bank Draft	0.00	1,741.66	DFT0003917
1229	Pers (EFT)	10/05/2018	Bank Draft	0.00	1,799.25	DFT0003918
1229	Pers (EFT)	10/05/2018	Bank Draft	0.00	1,969.68	DFT0003919
1149	Internal Revenue Service	10/05/2018	Bank Draft	0.00	10,777.26	DFT0003920
1098	EDD (EFT)	10/05/2018	Bank Draft	0.00	3,686.64	DFT0003921
1098	EDD (EFT)	10/05/2018	Bank Draft	0.00	869.13	DFT0003922
1149	Internal Revenue Service	10/05/2018	Bank Draft	0.00	2,738.98	DFT0003923
1149	Internal Revenue Service	10/05/2018	Bank Draft	0.00	8,518.76	DFT0003924
1045	Cal Pers 457 Plan (EFT)	10/19/2018	Bank Draft	0.00	375.00	DFT0003926
1135	Mass Mutual (EFT)	10/19/2018	Bank Draft	0.00	6,266.00	DFT0003927
1135	Mass Mutual (EFT)	10/19/2018	Bank Draft	0.00	685.02	DFT0003928
1580	TASC	10/19/2018	Bank Draft	0.00	196.14	DFT0003929
1580	TASC	10/19/2018	Bank Draft	0.00	330.75	DFT0003930
1229	Pers (EFT)	10/19/2018	Bank Draft	0.00	147.25	DFT0003931
1229	Pers (EFT)	10/19/2018	Bank Draft	0.00	275.45	DFT0003932
1229	Pers (EFT)	10/19/2018	Bank Draft	0.00	420.54	DFT0003933
1229	Pers (EFT)	10/19/2018	Bank Draft	0.00	3,443.24	DFT0003934
1229	Pers (EFT)	10/19/2018	Bank Draft	0.00	5,256.16	DFT0003935
1229	Pers (EFT)	10/19/2018	Bank Draft	0.00	96.25	DFT0003936
1229	Pers (EFT)	10/19/2018	Bank Draft	0.00	122.24	DFT0003937
1229	Pers (EFT)	10/19/2018	Bank Draft	0.00	1,374.88	DFT0003938
1229	Pers (EFT)	10/19/2018	Bank Draft	0.00	1,746.49	DFT0003939
1229	Pers (EFT)	10/19/2018	Bank Draft	0.00	1,799.25	DFT0003940
1229	Pers (EFT)	10/19/2018	Bank Draft	0.00	1,969.69	DFT0003941
1149	Internal Revenue Service	10/19/2018	Bank Draft	0.00	10,934.40	DFT0003942
1098	EDD (EFT)	10/19/2018	Bank Draft	0.00	3,526.49	DFT0003943
1098	EDD (EFT)	10/19/2018	Bank Draft	0.00	854.81	DFT0003944
1149	Internal Revenue Service	10/19/2018	Bank Draft	0.00	2,775.72	DFT0003945

Check Report

Date Range: 09/26/2018 - 10/25/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1149	Internal Revenue Service	10/19/2018	Bank Draft	0.00	8,302.27	DFT0003946

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	87	65	0.00	899,791.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	7	0.00	-2,923.25
Bank Drafts	42	42	0.00	101,983.91
EFT's	0	0	0.00	0.00
	129	114	0.00	998,851.85

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	87	65	0.00	899,791.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	7	0.00	-2,923.25
Bank Drafts	42	42	0.00	101,983.91
EFT's	0	0	0.00	0.00
	129	114	0.00	998,851.85

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	10/2018	998,851.85
			998,851.85

Account Number	Name	Date	Type	Amount	Reference	Packet
102-0003159-02	Kimball, Earle and Madeleine	10/4/2018	Refund	\$ 22.65	Check #: 10466	UBPKT06258
102-0003398-01	Watson, David	10/4/2018	Refund	\$ 102.48	Check #: 10467	UBPKT06258
102-0005762-02	Ward, Scott A	10/4/2018	Refund	\$ 11.67	Check #: 10468	UBPKT06258
102-0008879-01	Kircher, Debbie	10/4/2018	Refund	\$ 7.80	Check #: 10469	UBPKT06258
102-0010683-01	Bragg, Gerald and Arlis	10/4/2018	Refund	\$ 35.94	Check #: 10470	UBPKT06258
102-0011492-01	Sense, Andrew	10/4/2018	Refund	\$ 196.50	Check #: 10471	UBPKT06258
103-0003867-01	JOE A BAILEY SR	10/4/2018	Refund	\$ 26.87	Check #: 10472	UBPKT06258
103-0016464-01	DWIGHT CUMMINGS	10/4/2018	Refund	\$ 18.60	Check #: 10473	UBPKT06258
106-0013128-01	Miyashiro, Les	10/4/2018	Refund	\$ 96.00	Check #: 10474	UBPKT06258
106-0013656-02	Zelen, Matthew	10/4/2018	Refund	\$ 96.00	Check #: 10475	UBPKT06258
106-0015461-01	Daniels, Mathias C	10/4/2018	Refund	\$ 76.69	Check #: 10476	UBPKT06258
106-0015665-01	Stengle, James	10/4/2018	Refund	\$ 97.72	Check #: 10477	UBPKT06258
106-0015948-01	Marzoq, Isar	10/4/2018	Refund	\$ 11.24	Check #: 10478	UBPKT06258
106-1025741-00	Harlan, Richard and Kristine	10/4/2018	Refund	\$ 84.00	Check #: 10479	UBPKT06258
112-1024046-02	Cowsert, Bruce	10/4/2018	Refund	\$ 28.00	Check #: 10480	UBPKT06258
112-1027294-01	Fehrenbacher, Randolph and Kr	10/4/2018	Refund	\$ 16.34	Check #: 10481	UBPKT06258
112-1028219-00	Taylor Morrison of California LL	10/4/2018	Refund	\$ 78.85	Check #: 10482	UBPKT06258
112-1028222-00	Taylor Morrison of California LL	10/4/2018	Refund	\$ 91.83	Check #: 10483	UBPKT06258
112-1028261-00	Inc, JMC Homes	10/4/2018	Refund	\$ 32.18	Check #: 10484	UBPKT06258
112-1028311-00	Garnet Creek Homes LLC	10/4/2018	Refund	\$ 83.82	Check #: 10485	UBPKT06258
112-1028315-00	Garnet Creek Homes LLC	10/4/2018	Refund	\$ 96.73	Check #: 10486	UBPKT06258
102-0006987-02	Rapolla, Frank and Michelle	10/18/2018	Refund	\$ 35.00	Check #: 10538	UBPKT06421
102-0009620-02	Cox, Carlton and Linda	10/18/2018	Refund	\$ 111.04	Check #: 10539	UBPKT06421
106-0016555-03	Flynn, Anthony and Linda	10/18/2018	Refund	\$ 115.20	Check #: 10540	UBPKT06421
106-0018271-01	Wolverton, Janice L	10/18/2018	Refund	\$ 80.00	Check #: 10541	UBPKT06421
106-1025680-00	Lyon, Andrew A	10/18/2018	Refund	\$ 69.54	Check #: 10542	UBPKT06421
112-1028178-00	Taylor Morrison of California LL	10/18/2018	Refund	\$ 26.74	Check #: 10543	UBPKT06421
112-1028381-00	Tim Lewis Communities	10/18/2018	Refund	\$ 102.23	Check #: 10544	UBPKT06421
TOTAL REFUNDS				\$ 1,851.66		

SPMUD BOARD INVESTMENT REPORT
MEETING DATE: November 1, 2018

INVESTMENT		TOTAL FUNDS	Fund 100	Fund 300	Fund 400
			General	CIP & Expansion	Capital Replacement & Rehabilitation
Allocation to Fund Type			22.10%	39.34%	38.56%
CALTRUST	Annual Rate of Return				
Balance at inception		\$ 19,000,000	\$ 4,199,789	\$ 7,474,188	\$ 7,326,023
Cumulative Income	3.69%	\$ 701,544	\$ 155,070	\$ 275,972	\$ 270,501
Cumulative Unrealized Gain/Loss	-1.77%	\$ (336,921)	\$ (74,473)	\$ (132,537)	\$ (129,910)
Cumulative Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
Cumulative Balance at beginning of month		\$ 19,364,623	\$ 4,280,386	\$ 7,617,623	\$ 7,466,615
Current month income	0.16%	\$ 31,927	\$ 7,057	\$ 12,559	\$ 12,310
Current month Unrealized Gain/Loss	-0.26%	\$ (50,266)	\$ (11,111)	\$ (19,774)	\$ (19,382)
Current month Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 19,346,284	\$ 4,276,332	\$ 7,610,408	\$ 7,459,543
WELLS FARGO - Fixed Income Securities	Actual Rate of Return				
Balance at inception		\$ 18,000,000	\$ 3,978,747	\$ 7,080,810	\$ 6,940,443
Transfers		\$ 4,000,000	\$ 884,166	\$ 1,573,513	\$ 1,542,321
Cumulative Income	3.59%	\$ 645,685	\$ 142,723	\$ 253,999	\$ 248,963
Cumulative Unrealized Gain/Loss	-3.31%	\$ (595,355)	\$ (131,598)	\$ (234,200)	\$ (229,557)
Cumulative Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
Cumulative Balance at beginning of month		\$ 22,050,330	\$ 4,874,039	\$ 8,674,122	\$ 8,502,170
Current month income	0.22%	\$ 49,104	\$ 10,854	\$ 19,317	\$ 18,934
Current month Unrealized Gain/Loss	-0.11%	\$ (23,589)	\$ (5,214)	\$ (9,279)	\$ (9,095)
Current month Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
Market Average/Yield to Worst	1.81%				
TOTALS		\$ 22,075,846	\$ 4,879,679	\$ 8,684,159	\$ 8,512,008
LAIF (Local Agency Investment Fund)	Annual Rate of Return				
Balance		\$ 4,114,252	\$ 909,421	\$ 1,618,457	\$ 1,586,374
Quarterly Interest	2.16%	\$ 23,828	\$ 5,267	\$ 9,374	\$ 9,188
Withdrawal		\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 4,138,080	\$ 914,688	\$ 1,627,831	\$ 1,595,562
PLACER COUNTY TREASURY	Annual Rate of Return				
Balance		\$ 5,177,179	\$ 1,144,372	\$ 2,036,590	\$ 1,996,218
Pending - Statement Report unavailable from Placer County					
TOTALS		\$ 5,177,179	\$ 1,144,372	\$ 2,036,590	\$ 1,996,218
SUB-TOTALS		\$ 50,737,388	\$ 11,215,070	\$ 19,958,988	\$ 19,563,331
CHECKING ACCOUNT BALANCE		\$ 2,268,633	\$ 501,462	\$ 892,431	\$ 874,740
GRAND TOTALS		\$ 53,006,022	\$ 11,716,532	\$ 20,851,419	\$ 20,438,071

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

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

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT

To: Board of Directors
From: Sam Rose, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Employee Wellness Program 2017/18 Summary
Meeting Date: November 1, 2018

Overview

On May 4, 2017, the Board of Directors adopted Resolution 17-13, adopting a Memorandum of Understanding with District Employees. Among the elements in the MOU was an Employee Wellness Program (EWP) for employees covered under the Employee Association. The logic behind the establishment of the EWP is that healthier, happier employees will be more motivated to go to work each day, resulting in increased productivity and higher moral.

The cost components of the EWP pertain to Sick Leave Avoidance and Sick Leave Incentives. Management views this first year as a success. The goal was to bring absenteeism due to sick leave usage down to less than 1% of the total work hours; the District experienced a reduction from 3.85% to 2.85%. It should be noted that three employees used a total 751 hours of sick leave for extended absences due to two back surgeries and kidney stone surgery. If these hours were not included, the sick leave use as a percent of all hours would have been 1.3%.

Comparing the first year of the program to the prior year, total sick leave payout was reduced from \$63,024 to \$58,911. Two additional employees were hired in July 2017, increasing the program to 23 eligible employees.

2017-18 Program Highlights

	Overall Sick Leave Use as Percent of Total Hours	Number of Employees using Zero Sick Leave	Number of Employees using < 1% Sick Leave	Sick Leave Cost per Employee
2016/2017	3.85%	1	5	\$3.001
2017/2018	2.85%	5	5	\$ 2,561

Nine employees took advantage of the \$40 Gym Membership subsidy; four employees received immunizations; and the District paid out \$3,537 in incentives (Annual payout & Quarterly gift cards) for sick leave avoidance.

Generally, the employees in the program like the incentives and appreciate the recognition.

Recommendation

This item is informational only.

ITEM VI.1

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain Transparency with all District Activities

Goal 6.2: Develop and Implement Competitive and Incentive-based Compensation Programs

Related District Ordinances and Policies

Resolution 17-13

Fiscal Impact

The District budgeted \$18,960 for this program and paid out \$8,285 in incentives.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors
From: Sam Rose, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Performance Merit Program 2018-2019
Meeting Date: November 1, 2018

Overview

On May 4, 2017, the Board of Directors adopted Resolution 17-13, adopting a Memorandum of Understanding with District Employees. Among the elements in the MOU was a Performance Merit Pay program (PMP) 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. The annual budget for payouts, if any, and goals are established at the sole discretion of the Board of Directors. The payouts for the 2017/18 PMP program are included in the adopted FY 2018/19 Budget.

District Management considers the first year of the program to be a success. The first year (2017/18) of the Performance Merit Program was completed on September 30, 2018 and eighty-three percent (83%) of the Performance Element goals were achieved. The Board allocated a payout for this program at \$2,500/employee and there are twenty-three (23) eligible employees:

$$\text{Total Payout: } \$2,500 \times 23 \times 0.83 = \mathbf{\$47,725}$$

The recommended Performance Elements for the 2018/19 PMP (Exhibit A) are the same as last year, along with one addition Map Updates. The recommended goals for each element were established by the District Superintendent and are based on historic data, the results from the first year of the program and the work planned for the upcoming year.

Exhibit B (attached) includes: (1) 2017/18 Performance Elements/Goals, (2) Actual Performance Results, and (3) the 2018/19 Performance Elements and Goals with justifications for changes.

Recommendation

Staff recommends that the Board of Directors:

- 1) Authorize the payout to the Employees per the MOU of \$47,725; and
- 2) Approve the Performance Elements/Goals for the 2018/19 Performance Merit Program.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain Transparency with all District Activities

Goal 4.2: Prevent and mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.

Goal 6.2: Develop and Implement Competitive and Incentive-based Compensation Programs

ITEM VI.2

Related District Ordinances and Policies

Resolution 17-13

Fiscal Impact

The proposed payout of \$47,725 is under the FY2018/19 budgeted amount of \$57,500. Staff intends to budget the same amount for FY2019/20, subject to the approval of the Board.

Performance Merit Program 2018/2019
EXHIBIT A

<u>Performance Element</u>	<u>Base</u>	<u>Goal</u>	<u>Spread</u>	<u>Actual</u>	<u>% of Goal</u>	<u>Weight</u>	<u>Value</u>
1. Safety (Incidents of Work Lost/Yr) <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	2	0	2			0.08	
2. Customer Satisfaction (surveys) <i>(Actual - Base / Spread = % of Goal x Weight = Value)</i>	85%	95%	10			0.08	
3. Manhours/CCTV Pipe Segments Inspected <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	2.15	2.00	0.15			0.09	
4. Manhours/Pipe Segments Hydro-Cleaned <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	2.17	1.87	0.30			0.09	
5. Manhours/Lower Lateral Assessment <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	0.80	0.55	0.25			0.09	
6. Manhour/Pipe Repair <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	28	23	5			0.09	
7. Manhours/PLCO Install <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	16	12	4			0.08	
8. SSO's Lower Laterals <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	26	19	7			0.15	
9. SSO's Other (GM, FM, MH, LS) <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	3	0	3			0.15	
10. Repeat Callouts <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	2	0	2			0.05	
11. Map Updates <i>(Actual - Base / Spread = % of Goal x Weight = Value)</i>	90%	100%	10			0.05	

Performance Merit Program
EXHIBIT B

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	

Justification for Adjusting Base and Goal

There were no Safety Incidents for the term of the program. The last incident was 8/30/2016. It has been 760 days since last incident. This is a high standard – the Base and Goal will remain the same for 2018/2019.

2. Customer Satisfaction Surveys - *An ongoing survey of all SPMUD customers that call in for service or whom are contacted by SPMUD employees during the execution of duties. Satisfaction ratings must be above “Satisfactory.”*

	BASE	GOAL	Actual
2017/2018	89%	95%	100%
2018/2019	85%	95%	

- The survey began June 2018
- 14 of 14 of the surveys rated the overall satisfaction a 5 (extremely Satisfied)
- 66 Customer service calls or contacts and 14 surveys returned – 26%

NOTE: Three (3) surveys were NOT used because the customers did not check the Overall Satisfaction box, even though all the other ratings were “Extremely Satisfied.”

Justification for Adjusting Base and Goal

To achieve 95%, 19 of 20 surveys must rate our efforts better than satisfactory. 18 of 20 keeps us at 90%, which is above the Base, but there is little reward for achievement. See example below.

Formula: Actual – Base / Spread = Percent of Goal Achieved: $90 - 89 / 6 = 17\%$

If the base is adjusted to 85% and 18 of 20 surveys rate us above satisfactory: $90 - 85 / 10 = 50\%$

Staff still must perform at the same level as before, because 17 of 20 better than satisfactory surveys puts us at 85% - there is no payout. However, the reward is greater for achieving a 90% satisfaction result is more appropriate to the effort (50% vs 17%)

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

	BASE	GOAL	Actual
2017/2018	2.30	2.15	2.00
2018/2019	2.15	2.00	

Performance Merit Program
EXHIBIT B

Justification for Adjusting Base and Goal

Crews reduced the average time spent inspecting a line segment by 18 minutes or 13%. Looking ahead, for the next 12 months, crews will be cycling back to the older pipes in the system, which generally require more time to inspect due to number of (defect) observations. In addition, there are several areas to be inspected that require significant traffic control, which requires more crew members to complete the inspections. Maintaining the same efficiency as last year will be a challenge. The Base is considered “Normal” performance and it has been lowered to 2.15 hours/inspection.

4. Manhours/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	GOAL	Actual
2017/2018	2.70	1.80	1.93
2018/2019	2.17	1.87	

Justification for Adjusting Base and Goal

Crews reduced time spent cleaning a line segment by 46 minutes or 29%. This year’s goal is a 3% improvement over last year. This represents 66 additional segments (or two miles of pipe) cleaned. The Base is considered “Normal” performance and it has been lowered to 2.15 hours/inspection.

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

	BASE	GOAL	Actual
2017/2018	1.00	0.70	0.55
2018/2019	0.80	0.55	

Justification for Adjusting Base and Goal

This crew has been in place since July 2017, just over one year. One Maintenance Worker has been on the crew continuously, with others rotating on and off of the crew. This long-time crew member has been key to the success of the program and will be rotating to a different crew soon. 0.55 hours/assessment is a high standard. The Base, which represents “normal” work has been increased by 5 assessments/day.

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

	BASE	GOAL	Actual
2017/2018	30	25	23.2
2018/2019	28	23	

Performance Merit Program
EXHIBIT B

Justification for Adjusting 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.

This past year, the Construction Lead Worker, the District’s backhoe operator, was out for an extended period for medical reasons. Jobs were selected that did not require his knowledge, skills and abilities and could be completed with less experienced personnel and without a backhoe in some cases. The focus was on the smaller jobs that did not require as much time to complete. The Lead Worker is back on the job and we are training two additional backhoe operators, which will allow us to complete some of the more significant repairs in the upcoming year.

7. Manhours/PLCO Installation - Total hours coded to PLCO Installation divided by the number of PLCO’s installed.

	BASE	GOAL	Actual
2017/2018	18	14	10.3
2018/2019	16	12	

Justification for Adjusting Base and Goal

PLCO installations are like excavation repairs – no two are alike, all require excavation to complete. With the Lead Worker being out for an extended period, the focus was on the shallow PLCO’s that could be completed without a backhoe. We are anticipating installation of deeper and more complicated PLCO’s.

8. SSO’s Lower Laterals (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 lower lateral)

	BASE	GOAL	Actual
2017/2018	30	23	24
2018/2019	26	19	

Justification for Adjusting Base and Goal

Progress has been made in reducing Lower Lateral SSO’s. The year prior to the first year of this program, the District experienced 30 Lower Lateral SSO’s. This past year the number was reduced to 24. With the programs we have in place, we will continue to reduce SSO’s.

Performance Merit Program
EXHIBIT B

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
2017/2018	3	0	

Justification for Adjusting Base and Goal

Only one SSO was maintenance related. The others were: (1) concrete poured into the system through a cleanout, (2) a cleanout cap that came apart and the pieces of the cap entered the system, and (3) a single occupant home discharging extremely high quantities of tissue that entered the mainline. The Base and Goal will remain the same for 2018/2019.

10. Repeat Callouts *(customer service call to provide service on a lower lateral when SPMUD crews have previously been requested to responded 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	

Justification for Adjusting 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 rectified. The Base and Goal will remain the same for 2018/2019.

NEW 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 complete when the electronic updates have been completed and the paper maps have been delivered to FSD.*

		BASE	GOAL	Actual
Map Updates	2018/2019	90%	100%	

Historically, the 21-day goal has been met 92% of the time.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors

From: Eric Nielsen, District Engineer

Cc: Herb Niederberger, General Manager

Subject: Authorization to Execute Change Order No. 8 to the Contract for Loomis Diversion Trunkline Project for Additional Brace Road Paving and Adjustment of Quantities for 15” Pipe

Meeting Date: November 1, 2018

Overview

The Loomis Diversion Trunkline Project construction contract was awarded to T&S Construction Company, Inc. (T&S) on June 1, 2017 through Resolution 17-18.

During the coordination of construction activities, the Town of Loomis (Town) expressed an interest in partnering with the District to pave additional portions of Brace Road during the District project. The District has planned for the surface restoration related to pipeline installation and the Town will contribute funds for the additional portions of the overlay. This would extend the new paving completed during the recent modifications to the Brace Road overpass, allow the Town to repave more of Brace Road with a contractor already mobilized to the site, and provide a better surface to the residents in the area at the conclusion of the Loomis Diversion Trunkline project. The Loomis Town Council discussed this matter at its July 10th Council Meeting and supported the idea. The attached reimbursement letter is scheduled to go before the Loomis Town Council on November 13 to authorize the reimbursement.

Change Order No. 3 for the drilling and blasting of hard rock on the Tulip LLC property replaced the amount originally bid under bid item 8B. The original amount of bid item 8B, minus the amount to install the pipeline per bid item 8A, is being credited back to the contract amount.

Change Order No. 8 includes adjustments for the amounts listed in the table below and will result in a net negative adjustment, lowering the total contract amount by \$217,297.35. Additionally, the Town plans to reimburse the District for \$56,412.10 of the paving overlay work.

Item	Cost
Overlay Brace Road	\$ 83,502.65
15” SS Pipe	\$ 46,800.00
15” SS Pipe – Hard Rock Excavation	- \$ 347,600.00
Total	- \$ 217,297.35
Reimbursement from Town of Loomis for Overlay	- \$ 56,412.10

ITEM VI.3

Recommendation

Staff recommends that the Board of Directors:

- Adopt Resolution 18-29 to authorize the General Manager to execute Change Order No. 8 to the Loomis Diversion Trunkline construction contract.

Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.
- Goal 3.2: Provide construction management to ensure the best possible facilities for the District.

Related District Ordinances, Policies, or Resolutions

This action relates to the following SPMUD Ordinances, Policies, or Resolutions:

- Resolution 17-18: Authorization to Award the Contract to T&S Construction Company, Inc. for the Loomis Diversion Trunkline Project
- Resolution 17-27: Authorization to Award Defined Change Orders for the Loomis Diversion Trunkline Project Construction Contract
- Policy 3150: Purchasing Policy

Fiscal Impact

All costs associated with the Loomis Diversion Trunkline Project will be paid for out of Fund 300. The impact of this project on Fund 300 will be examined with the update of the District’s System Evaluation and Capacity Assurance Plan (SECAP), which is scheduled to be completed by 2020. Any adjustment to the local participation fee recommended in the SECAP will be evaluated and presented to the Board for consideration.

The table below shows the amounts of the original contract, the total of all change orders, and the total project cost. The table also shows the percentage of this change order and the total of all change orders against the original contract amount.

Item	Amount	% of Original Contract
Original contact amount	\$ 5,086,485.00	-
Total Change Orders to Date (#1- #8)	\$ 3,918,614.95	77%
Total Project Cost	\$ 9,005,099.95	177%

Attachments:

1. Resolution 18-29– Authorization to Sign Change Order No. 8 for the Loomis Diversion Trunkline Project Construction Contract for Additional Brace Road Paving and Adjustment of Quantities for 15” Pipe
2. Change Order No. 8
3. Reimbursement Letter with Town of Loomis

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 18-29

**AUTHORIZATION TO SIGN CHANGE ORDER NO. 8 FOR THE
LOOMIS DIVERSION TRUNKLINE PROJECT CONSTRUCTION CONTRACT FOR
ADDITIONAL BRACE ROAD PAVING AND ADJUSTMENT OF QUANTITIES FOR 15" PIPE**

WHEREAS, South Placer Municipal Utility District, hereinafter called SPMUD, owns and operates the sewer facilities within the Town of Loomis and the City of Rocklin, and

WHEREAS, SPMUD awarded the contract for the construction of the Loomis Diversion Trunkline Project to T&S Construction with Resolution No. 17-18, and

WHEREAS, the Town of Loomis and SPMUD are looking to partner to accomplish additional paving work during the course of this project, and

WHEREAS, the contract amount needs to be reduced to reflect the adjustment in quantities of Bid Items 8A and 8B for 15-inch sewer pipe, and

NOW, THEREFORE BE IT RESOLVED, the South Placer Municipal Utility District Board of Directors authorizes the General Manager to execute Change Order No. 8 to reduce the Loomis Diversion Trunkline Project construction contract by a net amount of \$217,297.35. Change Order No. 8 pays for the additional paving of Brace Road and the adjustment of quantities to bid items 8A and 8B for the installation of 15-inch pipe.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 1st day of November 2018.

Signed: _____
Gerald P. Mitchell, President of the Board of Directors

Attest: _____
Joanna Belanger, Board Secretary



**SOUTH PLACER
MUNICIPAL UTILITY DISTRICT**

CHANGE ORDER FORM

Change Order No. 8

Contract Name: Loomis Diversion Trunkline Project

Executed: 11/1/2018

Owner: South Placer Municipal Utility District (District)

Contractor: T&S Construction (T&S)

The Contract is changed as follows:

In accordance with Section 6.7 of the Bidding Requirements and Contract Documents (page 18), the District agrees to pay T&S \$83,502.65 for all the expenses required (including, but not limited to, materials, labor, and equipment) to overlay Brace Road with 1.5-inches of asphalt from STA 39+25 to 43+88.

A breakdown of the labor, equipment, and materials associated with the costs to perform this work, as provided by T&S on September 28, 2018, is attached to this change order.

T&S agrees at no cost to the District to pave the entire road width of Brace Road outside the trench from Dias Lane to Martin Lane.

In accordance with Section 6.7 of the Bidding Requirements and Contract Documents (page 18), the measurement and payment of 200-LF of 15-inch sewer pipe will be moved from Bid Item 8B to Bid Item 8A (\$46,800.00). The amount of Bid Item 8B (\$347,600.00) will be credited back to the contract amount.

Item	Description	Additional Quantity	Unit	Unit Cost	Cost
-	Overlay Brace Road	11,417	SF	\$ 6.36	\$ 83,502.65
8A	15" SS Pipe	200	LF	\$ 234.00	\$ 46,800.00
8B	15" SS Pipe – Hard Rock Excavation	- 200	LF	\$ 1,738.00	- \$ 347,600.00
Projected Total					- \$ 217,297.35

Except as provided herein, all terms and conditions of the Contract referenced above remain unchanged and in full force and effect.

Signature of person authorized to execute this change order on behalf of District.

By: _____
(authorized Signature)

(printed name of person signing above)

Title: _____

Date: _____

Signature of person authorized to execute this change order on behalf of Contractor.

By: _____
(authorized Signature)

(printed name of person signing above)

Title: _____

Date: _____

T&S Construction Co., Inc.
 Loomis Diversion
 Trunkline Project
 SPMUD

Brace Road Paving Analysis

(Impacted by the drill & shoot and request for 1 1/2" overlay)

Brace Road	Station	34 +25 to	39 + 25 or	500' If
Total Area				
3" Asphalt Over 8" Class II ab		486	outside of trench section	Start at station 34 + 25 (Please note different from W.W.)
		443	outside of trench section	
		456	trench section	
	1,593	outside of trench section		
	536	trench section		
	2,589	outside of trench section		
	1,280	trench section		
	505	outside of trench section		
	288	trench section		
	335	outside of trench section		
	160	trench section		
	714	outside of trench section		
	360	trench section		
	1,614	outside of trench section		
	800	trench section		
	297	outside of trench section		
	144	trench section		end at station 39 + 25 (note please note different from WW)
	12,600	total s.f. of roadway to replace		

Brace Road	456 trench section
Trench area only	536 trench section
3" Asphalt Over 8" Class II ab	1,280 trench section
	288 trench section
	160 trench section
	360 trench section
	800 trench section
	144 trench section

4,024 total s.f. of trench section based on 8' wide

1 1/2" Asphalt overlay

Brace Road Stations	Station	39 + 25 to	43 + 88 or	463' l.f.
	(Martin Lane)		(just past Betty Lane)	

463' l.f. x 24'.66 average width = 11,417 total road s.f. of 1 1/2" overlay surface

463' l.f. x 8' wide = 3,704 s.f. of trench width

	11,417 s.f.	total surface
SPMUD	<u>3,704 s.f.</u>	minus the trench section
Loomis	7,713 s.f.	

3,704 s.f. trench portion for SPMUD

7,713 s.f. the remainder portion of the street for the Town of Loomis

Overlay Estimate

quantities:

7,713 total s.f.

83 ton of Asphalt for main overlay

12 ton for driveway approaches

926 l.f. of shoulder backing and driveway approaches 38 ton

1 day to prep and grind road approaches for starting & ending overlay

1 day to pave

2 days to back up shoulders and rock and pave driveway approaches

	qty.	rate	hours	labor	equip.	fuel	trucking	material	other	total
foreman	1	100	30	3,000						3,000
operators	2~5	96	90	8,640						8,640
laborers	4~6	68	126	8,568						8,568
f. truck	1	20	24		480	127				607
tool truck	1	20	24		480	127				607
loader scraper	1	45	24		1,080	168				1248
rollers	2	75	32		2,400	300				2700
paver	1	475	8		3,800	180				3980
grinder	1	3,750	p/d						3,750	3750
grinder trucking	1	110	8				880			880
oil boot truck/tack oil	1	3,500	LS						3,500	3500
asphalt material	95 ton	68						6,460		6460
asphalt trucking	4	120	16				1,920			1920
sweeper	1	120	8						960	960
transport	1	140	16				2,240			2240
									total cost	49,060
									divided by 7,713 s.f.	
									Estimated costs	6.36 s.f.

Extra Work and Credits to district

Bid Item #8B-Hard Rock 200 LF of 15"ss
Credit \$300,800 (Blasting PCO covers item less pipe installed)
T&S agrees to cover additional paving Brace Rd 3"/8"
Extra \$27,090.55 Overlay- 3,704 sf SPMUD Portion
Extra \$56,412.10 Overlay-7,713 sf Town of Loomis Portion

Total for PCO= \$-217,297.35



SOUTH PLACER MUNICIPAL UTILITY DISTRICT

October 11, 2018

Britton Snipes
Town of Loomis
3664 Taylor Road
Loomis, CA 95650

Subject: Loomis Diversion Trunkline Project – Brace Road Overlay

South Placer Municipal Utility District (District) is constructing approximately 7200 linear feet of 18-inch and 15-inch diameter trunk sewer as shown on a set of plans entitled “Loomis Diversion Trunkline Project”, prepared by WaterWorks Engineers LLC, which was approved by the Town of Loomis (Town). The project was bid by the District in accordance with applicable laws and codes for public works.

The project will be paving a portion of Brace Road after trenching operations. The Town requested to partner with the District to overlay additional portions of Brace Road while the District’s contractor is mobilized to the area. The paving will be under the same warranty as the rest of the project. This work is within the limits of the original project and is incorporated into the project through Change Order No. 8. The estimated cost of the Town’s portion of the additional overlay work is \$56,412.10 (estimated quantity of 7,713 square feet at a unit cost of \$6.36/square foot with a mark-up of 15% for overhead and profit). Final amounts will be based on the actual construction cost at completion of this work.

The District would like to enter into an agreement with the Town of Loomis for the reimbursement of this work before the overlay operation begins. By signing this letter, the Town of Loomis agrees to reimburse the District for the cost of the Town’s portion of the additional overlay work on Brace Road. The estimate for reimbursement is \$56,412.10.

Sincerely,

A handwritten signature in black ink that reads "Eric Nielsen".

Eric Nielsen, P.E.
District Engineer

[Print Name]

Town of Loomis

Date

ITEM VII.2 GENERAL MANAGER REPORT

To: Board of Directors

From: Herb Niederberger, GM

Date: November 1, 2018

Subject: General Manager Monthly Staff Report – October 2018

1) DEPARTMENT REPORTS

Attached are the monthly status reports for the Boards information:

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

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

2) INFORMATION ITEMS

- A. On October 11, 2018, the General Manager and the Board President and District Representative on the SPWA Board, Jerry Mitchell, met with the Executive Director of the SPWA Ken Glotzbach, to discuss the financial impacts of pending revisions to the SPWA JPA, Funding, and Operations Agreements.
- B. On October 19, 2018, the General Manger and the District Engineer, Eric Nielsen, met with Mr. Devon Perona of 5850 Brace Road to discuss financing and construction options associated with connection to the District Sewer System due to the failing septic system at his Brace Road property.
- C. The General Manager was out of the office October 22 and 23, 2018.
- D. On October 24, 2018, the General Manager met District Legal Counsel to discuss: 1) SPRR response to payment claims; 2) SPWA Amended JPA, Funding, and Operations Agreements; 3) Rockhurst Out of Area Service Agreement (approved by the Board on June 7, 2018); and 4) Commercial Condo Conversions, Requirements on CCRs
- E. Also, On October 24, 2018, the General Manager sat in on a Webinar titled “Electronically Stored Information (ESI) for Public Records Act (PRA) Requests.”
- F. In addition, on October 24, 2018, the General Manager made a presentation to the Rocklin Rotary, “SPMUD – Your #2 is Our #1.”

G. Advisory Committee Meetings:

1. On October 5, 2018, the General Manager met with the District's Personnel advisory Committee to discuss the following: 1) Results of Employee Voting: Columbus Day vs. Martin Luther King Day; 2) Revised Job Descriptions; and 3) 2018 GM Evaluation
2. On October 10, the General Manager and District Administrative Services Manager, Joanna Belanger met with the District Fee and Finance Advisory Committee to discuss the following: 1) OPEB Liability; 2) PERS Liability, Policy 2576, Sect 115 Trust or Prepayment w/Interfund loan; and 3) Investment Strategy

3) **LONG RANGE AGENDA**

December 2018

Audit Report

SPWA Amended JPA, Funding and Operations Agreements

GM Evaluation

January 2019

Selection of Officers

February 2019

Mid-Year Budget Update

To: Board of Directors
From: Sam Rose, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Field Services Department Monthly Report
Meeting Date: November 1, 2018

Overview

This report provides the Board with an overview of Field Services operations and maintenance activities from 9/25/2018 through 10/23/2018. The work listed is not all inclusive.

1. Recordable Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 783 days without a Recordable Injury

2. Service Calls, Sanitary Sewer Overflows (SSOs) and Lift Station Alarm Calls

- a. Service Calls
 - i. Twenty-One (21)
 - A. 13 - Customer's Responsibility
 - B. 4 - SPMUD Responsibility
 - C. 4 - Other
- b. Sanitary Sewer Overflows (SSOs)
 - i. Zero (0)
 - A. Fifteen (15) Days since last SSO
- c. Lift Station Calls
 - i. Two (2)

3. Safety/Training/Professional Development

- a. All Field employees participated in:
 - i. Four (4) "Tailgate" safety sessions.
 - ii. Overflow Emergency Response Training

4. Maintenance

a. CCTV Mainline Segments	143 Segments
b. CCTV Service Laterals	94 Laterals
c. Hydro-Clean Mainline Segments	49 Segments
d. Hydro-Clean Service Laterals	77 Laterals
e. Manhole Inspections	151 Manholes
f. Manhole Cleaning	03 Manholes
g. Rodded/Cleaned Service Laterals	07 Laterals
h. Creek-Crossing Inspections	00 Crossings
i. Chemical Root Treatment (Mainline)	00 Segments
j. Chemical Root Treatment (Lateral)	00 Laterals
k. Easement Maintenance	00 Easement(s)
l. Easement Reconstruction	01 Easement
m. Vector Control (Cockroaches)	13 Manholes

5. Construction

a. Service Taps	00 Taps
b. Lateral Installs	00 Laterals
c. Property Line Cleanout Work	
i. Repaired	22 Cleanouts
ii. Installed	01 Cleanout
d. Mainline Repair	01 Mainline
e. Service Lateral Repair	01 Lateral
f. Service Cap-Off	00 Services
g. Manhole Rehabilitation	01 Manholes

6. Facilities

a. Lift Station Operations Checks	38 Operation Checks
b. Lift Station Repair	02 Repairs Performed
c. Lift Station Wet Well Cleaning	13 Wet Wells
d. Lift Station Site Maintenance	00 Sites
e. Flow Recorder Inspection	11 Sites
f. Portable Flow Rec. Installations	03 Installations
g. Corp Yard Water Facility	04 Operational Checks
h. Vehicle/Equip Maintenance	01 Work Orders
i. Vehicle/Equip Inspections	16 Work Orders
j. Corp Yard Maint. /Improvements	02 Work Orders

7. Miscellaneous

- a. Three employees completed PACP Defect Coding Training

ITEM VII.2.1 ASD REPORT

To: Board of Directors

From: Joanna Belanger, Administrative Services Manager

cc: Herb Niederberger, General Manager

Subject: Administrative Services Department Monthly Report

Board Mtg. Date: November 1, 2018

Laserfiche Annual Conference Attendance

Administrative Services Manager attended the annual conference for Laserfiche in San Ramon. The day included various sessions as well as Case Study examples for how other entities are using the software for their Records Management programs.

CalPERS Annual Education Forum Attendance

One staff member of the Administrative Services Department attended the CalPERS Annual Education Forum in Indian Wells. The forum covers various sessions such as Payroll reports, Health Insurance Business rules, Survivor Benefits, Legislation and Retirement Planning.

Commercial & Residential Account Review

Administrative Services continue to audit both Residential and Commercial Accounts within the District with the assistance of Inspection services in TSD. Notifications and updated bills continue to be sent upon review with any necessary adjustments per Policy 3160 – Utility Billing Reconciliation & Payment Policy. Of recent note, there are a number of local subdivisions with homes having Accessory Dwelling Units (ADU), per the District Sewer Code these types of properties are charged an additional EDU service charge for monthly services. Additional Connection Fees are not charged based upon the changes to California law in early January 2018.

FY 17/18 Audit work

The Auditing team from Munn, Urrutia & Nelson continues to work with staff to prepare the final audit for review in preparation for acceptance by the Board. The District has received the GASB report prepared by MacLeod Watts for inclusion in the audit document and financial report. The final Audit document is scheduled for presentation and acceptance by the Board at the December 2018 Board meeting.

Student Intern Position

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

ITEM VII.2.1 TSD REPORT

To: Board of Directors
From: Eric Nielsen, District Engineer
Cc: Herb Niederberger, General Manager
Subject: Technical Services Department Monthly Report
Board Date: November 1, 2018

Loomis Diversion Trunkline Project

Paving of Dias Lane was completed the first week of October. Controlled blasting operations have concluded, and pipeline installation is underway. The only remaining sewer to be installed is the portion in Brace Road. Brace Road will be closed to through-traffic 24-hours a day for the duration of pipe installation operations. Only local residents will be allowed though the closed portion of Brace Road to access their properties.

The property owners at 5850 Brace Road are looking to connect to the sewer in Brace Road once the sewer improvements have been accepted. Their connection to the sewer system will require the extension of a sewer main. The property owner plans to address the Board at the December 6th meeting regarding requests relating to the costs of construction and fees.

Foothill Trunk Sewer Replacement Project

The District’s consultants completed the analysis of geo-refraction surveys to determine the potential presence of hard rock along the proposed pipeline alignment. The contract documents are being modified to include this information and lessen the exposure of hard rock during construction. This information will allow for improved planning by potential contractors and better define the methods of payment. The original engineer’s estimate from 2016 was approximately \$1.6M. The current engineer’s estimate is \$2.5M based on changes in the current bidding environment and the quantities of expected hard rock.

The U.S. Army Corps of Engineers (Corps) has requested comments on the draft Memorandum of Agreement and Historic Properties Treatment Plan from the State Historic Preservation Officer (SHPO) and the United Auburn Indian Community (UAIC). The project awaits the issuance of the 404 permit before work can begin.

Staff plans to put the project out to bid in late 2018 and awarding the construction project in early 2019 for construction in 2019.

FOG (Fats, Oils, and Grease) Program

District staff commenced with the inspection of food service establishments (FSEs) in September. Visits by the District’s FOG inspector include inspections of the establishment/kitchen and/or the grease removal device for compliance with the District’s Sewer Code. Issues identified during inspections are being addressed in accordance with the enforcement procedures defined in the Sewer Code.

Additionally, District staff plans to implement an inspection/compliance tracking database tool which interfaces with Lucy to improve the efficiency and effectiveness of inspection efforts.

Corporation Yard Perimeter Wall Replacement

The existing concrete masonry perimeter wall along Springview Drive needs to be replaced to address its deteriorated condition and to improve the security of the corporation yard. The plan includes replacing the existing masonry wall with a wrought iron fence with curved pickets, screened by fence backing and landscaping. The City of Rocklin provided comment on the initial submittal and staff is working to incorporate those comments into the construction documents for approval.

Lucity

Staff is working to leverage the existing capabilities of the District’s computerized maintenance management system (i.e., Lucy) to support various workflows. Staff from the Field Services and Technical Services Departments met to prepare information to enter into Lucy to improve the effectiveness of the High Frequency Cleaning Program. The tracking of FOG inspections and the review of tenant improvements are in the process of implementation into Lucy.

Sewer Summit

The District Engineer attended a one-day seminar held by the California Sanitation Risk Management Authority (CSRMA). The seminar provided information on best practices related to safety, training, and response to sanitary sewer overflows. Representatives from the State Water Resources Control Board shared information about recent enforcement actions from agency inspections and information about pending changes to Water Quality Order No. 2006-0003.

Department Performance Indicators

The following charts depict the efforts and performance of the department in three areas of work as of October 24th. Additional charts may be added in the future for other areas of work in the department.



