



**SPMUD BOARD OF DIRECTORS  
REGULAR MEETING: 4:30 PM  
June 1, 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](http://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 June 1, 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](mailto: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](mailto: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 5 to 31]

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 June 1, 2023 meeting.*

1. MINUTES from the May 3, 2023, Special Meeting. [pg 5]
2. MINUTES from the May 4, 2023, Regular Meeting. [pg 6 to 10]
3. ACCOUNTS PAYABLE in the amount of \$1,108,405 through May 22, 2023. [pg 11 to 15]
4. RESOLUTION 23-14 APPROVING SELECTED BALLOTS FOR THE SDRMA BOARD OF DIRECTORS ELECTION [pg 16 to 18]
5. RESOLUTION 23-15 CONSTRUCTION COOPERATION AND REIMBURSEMENT AGREEMENT FOR THE CITY OF ROCKLIN'S MOUNTAINGATE DRIVE ROADWAY REPLACEMENT PROJECT [pg 19 to 31]

## 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. **PUBLIC HEARING: RESOLUTION 23-16 TO COLLECT DELINQUENT SERVICE CHARGES FOR SOUTH PLACER MUNICIPAL UTILITY DISTRICT ON THE PLACER COUNTY TAX ROLLS FOR TAX YEAR 2023** [pg 32 to 36]

The Notice of Public Hearing regarding transfer of delinquent service charges to the Placer County Tax roll has been published per state law for the June 1, 2023 meeting. A Public Hearing should be held to hear testimony and make any Board approved adjustments.

Action Requested: Roll Call Vote

**Staff Recommends that the Board of Directors:**

1. **Hold a Public Hearing to receive comments regarding delinquent service charges.**
  2. **Approve Resolution 23-16 requesting that Placer County Collect Delinquent Service Charges for the District on the Placer County Tax Roll for Tax Year 2023.**
2. **SECOND READING AND ADOPTION OF ORDINANCE 23-01 AN ORDINANCE IN CONFORMANCE WITH CHAPTER 2.03.04 OF THE DISTRICT SEWER CODE RELATING TO MONTHLY SEWER CHARGES** [pg 37 to 40]

The District is proposing changes to the Monthly Sewer Charge in accordance with the Cost-of-Service Study for Wastewater Rates and Participation Fees being conducted by IB Consulting, LLC.

Action Requested: (Roll Call Vote)

**Staff recommends that the Board of Directors:**

1. Waive the second reading of the proposed Ordinance #23-01.
2. Adopt Ordinance No. 23-01 –An Ordinance Relating to Monthly Sewer Charges.

3. **SECOND READING AND ADOPTION OF ORDINANCE 23-02 AN ORDINANCE IN CONFORMANCE WITH CHAPTER 2.03.04 OF THE DISTRICT SEWER CODE ESTABLISHING SEWER PARTICPATION CHARGES** [pg 41 to 44]

The District is proposing a change to the Local Sewer Participation Charge in accordance with the Cost-of-Service Study for Wastewater Rates and Participation Fees being conducted by IB Consulting, LLC. The fee is collected when additional Equivalent Dwelling Units (EDU) connect to the sewer collection system and is used to fund necessary system expansions and enlargements due to development.

Action Requested: (Roll Call Vote)

**Staff recommends that the Board of Directors:**

1. Waive the second reading of the proposed Ordinance #23-02.
2. Adopt Ordinance No. 23-02 –An Ordinance Establishing Sewer Participation Charges.

4. **FISCAL YEAR 2023/24 BUDGET WORKSHOP** [pg 45 to 59]

Staff will provide a report to the Board and conduct a Public Budget Workshop for the Annual Budget for the upcoming 2023/24 Fiscal Year. The budget provides the Board of Directors with projected fiscal year revenues and expenses for the General and Capital Funds. Following any direction from the Board of Directors a final budget will be prepared and submitted for approval at the next regularly scheduled meeting on July 6, 2023.

Action Requested: (Voice Vote)

**Staff recommends that the Board of Directors:**

1. Conduct a workshop to receive board and public testimony, and consider said testimony; and
2. After consideration of the testimony, direct staff to return on July 6, 2023, with a Final Budget Book for Fiscal Year 2023/24.

5. **RESOLUTION 23-17 CREATING POLICY #5015 BOARD MEMBER TELECONFERENCING AND REVISING POLICIES #3130 DISTRICT RESERVE POLICY AND #4035 DIRECTOR HEALTH INSURANCE** [pg 60 to 75]

Staff will present to the Board a new policy on board member teleconferencing in accordance with AB 2449 as well as a revised district reserve policy and a revised director health insurance policy.

Action Requested: Roll Call Vote

**Staff recommends that the Board of Directors adopt Resolution 23-17, creating policy #5015 and revising policies #3130 and #4035.**

6. **RESOLUTION 23-18 CREATING THE JOB DESCRIPTION FOR GIS IT TECHNICIAN/ANALYST** [pg 76 to 86]

As part of the Classification Study conducted by Ralph Andersen & Associates and in preparation of the Fiscal Year 23/24 Budget Book, the District wishes to create a new GIS IT Technician/Analyst position that is responsible for a variety of technical responsibilities.

Action Requested: (Roll Call Vote)

**Staff recommends that the Board of Director adopt Resolution 23-18 Approving the GIS Technician/Analyst Job Description for use by the District.**

**VII. REPORTS** [pg 87 to 100]

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

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

**VIII. ADJOURNMENT**

If there is no other Board business the President will adjourn the meeting to the next regular meeting to be held on **July 6, 2023, at 4:30 p.m.**

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

<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
Special	SPMUD Boardroom	May 3, 2023	5:00 p.m.

**I. CALL MEETING TO ORDER:** A Special Meeting of the South Placer Municipal Utility District Board of Directors was called to order with President Williams presiding at 5:05 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  
Gage Dungy, Special Counsel  
Herb Niederberger, General Manager

**IV. PUBLIC COMMENTS:**

There were no public comments.

**V. CLOSED SESSION READOUT**

The Board met in Closed Session at 5:05 p.m. to hear a report in connection with the ongoing labor negotiations and provide direction to the District’s Labor Negotiator. No action was taken.

The Board adjourned the closed session at 5:55 p.m.

**IX. ADJOURNMENT**

The President adjourned the meeting at 5:55 p.m. to the next regular meeting to be held on May 4, 2023, at 4:30 p.m.



Emilie Costan, Board Secretary

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

<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
Regular	SPMUD Boardroom Zoom Meeting	May 4, 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  
Eric Nielsen, Superintendent  
Emilie Costan, Administrative Services Manager

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

**IV. PUBLIC COMMENTS:**

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

**V. CONSENT ITEMS:**

1. MINUTES from the April 4, 2023, Special Meeting.
2. MINUTES from the April 6, 2023, Regular Meeting.
3. ACCOUNTS PAYABLE in the amount of \$1,250,541 through April 24, 2023.
4. QUARTERLY INVESTMENT REPORT in the total amount of \$75,425,527 through March 31, 2023
5. RESOLUTION 23-11 INVESTMENT OF DISTRICT FUNDS STRATEGY FOR FISCAL YEAR 2023/24.
6. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements within Sierra Gateway Apartments with an estimated value of \$13,898.
7. SHORT LIST FOR ON-CALL PROFESSIONAL SERVICES

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

## **VI. BOARD BUSINESS**

### **1. PUBLIC HEARING: INTRODUCTION OF ORDINANCE 23-01 AN ORDINANCE IN CONFORMANCE WITH CHAPTER 2.03.04 OF THE DISTRICT SEWER CODE RELATING TO MONTHLY SEWER CHARGES**

GM Niederberger introduced Ordinance 23-01 approving monthly sewer charges per the Cost of Service and Rate Study conducted by IB Consulting. Proposition 218 notices were mailed to impacted customers on March 8, 2023, and notice of the proposed ordinance was posted in the Placer Herald and Loomis News on April 20<sup>th</sup> and 27<sup>th</sup>. The District has received nine letters protesting the proposed rate increases.

President Williams commented that rates are approved for five years due to the Proposition 218 process; however, if there are changes from the anticipated rate model and an increase is not needed the District does not have to implement all of the proposed increases. He shared that this has happened at the District on more than one occasion in the past. Director Dickinson commented that the adopted rates are substantially lower than the rate increases originally proposed, and the District worked hard to maintain low rates for customers.

Public comment was received from Warren Jorgenson who shared that he believes the proposed rates to be reasonable.

Director Dickinson made a motion to (1) Waive the full reading of the proposed Ordinance #23-01. (2) Close the Public Hearing and make a finding that there does not appear to be a majority protest for the proposed increases in the monthly service charge; (3) Schedule the 2nd reading and adoption for the next regularly scheduled meeting of the Board of Directors on June 1, 2023; a second was made by Vice President Durfee; a roll call vote was taken, and the motion carried 5-0.

### **2. PUBLIC HEARING: INTRODUCTION OF ORDINANCE 23-02 AN ORDINANCE IN CONFORMANCE WITH CHAPTER 2.03.04 OF THE DISTRICT SEWER CODE ESTABLISHING SEWER PARTICIPATION CHARGES AND ADOPTION OF RESOLUTION 23-12 ACCEPTING THE SEWER CAPACITY FEE STUDY**

GM Niederberger introduced Ordinance 23-02 establishing the sewer participation fee and Resolution 23-12 accepting the Sewer Capacity Fee Study conducted by IB Consulting. The Ordinance establishes the local participation fee also known as a capacity fee and is separate from the regional participation fee. The fee is based on the reasonable cost to accommodate additional demand from new development or expansion of existing development. The proposed fee is in compliance with Proposition 26, and notice of the proposed ordinance was posted in the Placer Herald and Loomis News on April 20<sup>th</sup> and 27<sup>th</sup>.

Director Dickinson commented that the fee is changing from \$4,827 to \$4,915 per Equivalent Dwelling Unit (EDU), a 1.8 percent increase. Director Jewell shared that she does not believe there was adequate time given to obtain public input on how the fee was derived. She asked for a more open and longer process, commenting that the question of why our fee is higher than neighboring fees has not been adequately addressed and alternative methods that are more business-friendly have not been explored. Director Mitchell commented that the fee is subject to an economy of scale, sharing the high sewer

fees that are required for a small service district like the City of Colfax. GM Niederberger shared a list of the stakeholders that have been part of the outreach on this item. Director Jewell reiterated that she does not believe that enough time was given to engage with the District's public and private partners. President Williams commented that there will be an additional public hearing on this item at next month's meeting. He added that the District's approach to the fee has not changed since 2015, and while the Board wants to keep the fee as low as possible, other agencies are able to complete sewer expansion projects through development agreements. Director Dickinson commented that Director Jewell makes a good point that the District needs to engage with stakeholders early. He shared that the District has engaged with the stakeholders on this item many times over the years. There is a Fee and Finance Committee meeting tomorrow to further discuss proposed alternative methods. Director Mitchell shared that the Placer County Water Agency (PCWA) presents similar items before the Rocklin City Council and the Rocklin Chamber of Commerce. Director Jewell commented that our business partners still have questions and that information sharing with our constituents is the District's responsibility.

Public comment was received from Bill Halldin. There was discussion on additional participation fees charged to restaurants and sewer-intensive businesses that move into existing spaces that previously had a less-intensive use. GM Niederberger commented that these fees are the responsibility of the property owner and credits and assessments are specific to the individual premises.

Habib Isaac with IB Consulting shared that the South Placer Wastewater Authority is not changing its definition of an Equivalent Dwelling Unit (EDU). He added that he is not aware of any wastewater agencies that have restructured their fees to a square footage-based model. He commented that capacity fees are fees for service and are based on an analysis of the demand or flow that each customer places on the system.

Director Mitchell commented that the District does not have discretionary funding like the State to subsidize low-income housing or increase the housing supply. The District's mission is to protect public health, provide efficient and effective sewer service, and prepare for the future. Vice President Durfee commented that the District needs to have adequate funding for projects when they are needed and there is no other source to obtain those funds.

Director Mitchell made a motion to (1) Waive the full reading of the proposed Ordinance #23-02. (2) Schedule the 2nd reading and adoption for the next regularly scheduled meeting of the Board of Directors on June 1, 2023. (3) Adopt Resolution 23-12 Accepting the Sewer Capacity Fee Study dated April 17, 2023; a second was made by Director Dickinson; a roll call vote was taken, and the motion carried 4-1 with Director Jewell voting No.

### **3. RESOLUTION 23-13 WASTEWATER CONSOLIDATION LETTER OF INTENT FOR CASTLE CITY MOBILE HOME PARK**

DE Huff presented the proposal to consolidate with the Castle City Mobile Home Park. The District was approached by the mobile home park which consists of 200 units and a private collection system that discharges to a lagoon. The lagoon lacks capacity and has overflowed in wet years creating environmental concerns. The project is eligible for funding under SB1215 which provides 100 percent of the funding for planning and up to \$25 million for construction costs including payment of the connection fees. The project was reviewed with the Infrastructure Advisory Committee who



recommended that the project be brought before the full Board for consideration. She shared the next steps which are for the property owner and the District to submit a letter of intent to pursue preliminary engineering and funding through the State and prepare a letter to SPWA to ensure adequate capacity at the treatment plant.

President Williams commented that this is an example of the State assisting with funding to help a disadvantaged community. Director Mitchell asked if additional staffing will be required to complete the project. DE Huff shared that the design and construction work will be completed by the mobile home park and the maintenance of the system will not require additional staffing. Director Dickinson pointed out that the letter of intent does not bind the District to expend District funds on the project. He asked if the collection system will be upgraded and if the District will be responsible for the maintenance. DE Huff shared that the initial discussions are for the collection system to remain private with condition assessment and testing occurring before accepting the connection to the District's system. Vice President Durfee asked if the collection system and discharge permit updates are eligible for funding and if LAFCO has been contacted about the annexation. DE Huff confirmed that the grant covers those fees and the associated staff time and that LAFCO has been contacted about the project. Vice President Durfee shared support for the project and abandonment of the lagoons. President Williams commented that the annexation would add 200 new connections and monthly service charges. GM Niederberger shared that the abandonment of the ponds may also allow for future growth of the mobile home park.

President Williams asked for public comments. No comments from the public were received.

Director Jewell made a motion to (1) Prepare a Letter of Intent to further discuss the consolidation and annexation of the sewer assets of the Castle City Mobile Home Park, and (2) Enter into discussions with the California State Water Resources Control Board to provide funding for all aspects of the consolidation including any and all improvement to the District, and (3) Contact the South Placer Wastewater Authority to determine the steps necessary for the Castle City Mobile Home Park service area to be annexed into the Authority's service area; a second was made by Director Dickinson; a roll call vote was taken, and the motion carried 5-0.

## **VII. REPORTS**

Public comment for matters not on the agenda was reopened. John, a Rocklin resident, gave public comment, asking about the use of advanced sewer treatment methods. President Williams shared that the wastewater treatment plants are operated by the City of Roseville and financed through the South Placer Wastewater Authority. He shared that there are discharge permits for several of the local creeks that have stringent requirements and have required continual upgrades to the treatment plants. He invited John to attend future SPWA Board meetings.

### **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:**

Director Dickinson asked about item E in the GM report, the ballot initiative that would make it difficult for the District to raise fees. GM Niederberger shared that this item was in the Take Action Brief from the California Special District Association (CSDA) which was asking Districts to formally oppose the initiative. He stated that he will provide more information on this item at a future board meeting. *(GM Niederberger instead briefed the Board with an email dated May 9, 2023, providing additional information on the proposed 2024 ballot initiative to amend the State Constitution to increase the vote threshold for new or increased state and local taxes.)* Director Dickinson also asked if the restaurant upstream of the emergency repair was responsible for the pipe's failure. DE Huff shared that the grease control device is in disrepair and the restaurant is out of compliance with their pump-out schedule. The District is working with them on a better solution. Staff are also analyzing any similar scenarios that may exist throughout the District so they can be addressed.

President Williams asked if the District is prepared to comply with Advanced Clean Fleet Regulations. DS Nielsen shared that half of the new vehicles that the District purchases after January 2024 are required to be zero emission. He shared that there are challenges with the technology for larger pieces of equipment like the hydro-vacs. The District has the benefit of a fleet that has been regularly maintained and updated. Lobbying groups are actively engaging with the State about these issues. President Williams commented the District may want to adopt a long-term strategy to fund a cleaner fleet including solar for charging electric vehicles.

President Mitchell asked about ongoing compliance corrections with other local restaurants. DE Huff shared the progress that has been made.

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

**3. Director's Comments:**

Director Jewell shared that she attended the Placer County Economic Development Board meeting on April 20<sup>th</sup>, the Roseville Chamber Economic Development meeting on April 27<sup>th</sup>, and the Joint Government Relations Committee meeting on May 3<sup>rd</sup>. Director Mitchell shared that he attended the District Policy and Ordinance Committee meeting.

Director Dickinson thanked staff for their accomplishments, vision, and planning. President Williams thanked Vice President Durfee for chairing the April board meeting.

**IX. ADJOURNMENT**

The President adjourned the meeting at 5:50 p.m. to the next regular meeting to be held on June 1, 2023, at 4:30 p.m.



Emilie Costan, Board Secretary

Item 5.3



South Placer M.U.D.

# Check Report

By Check Number

Date Range: 04/25/2023 - 05/22/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
1020	Aqua Sierra Controls, Inc.	04/26/2023	Regular	0.00	-2,537.61	15995
1020	Aqua Sierra Controls, Inc.	04/26/2023	Regular	0.00	2,537.61	15995
1828	Carollo Engineers, Inc	04/26/2023	Regular	0.00	39,584.42	15996
1652	Cintas Corporation	04/26/2023	Regular	0.00	538.72	15997
1139	Hill Rivkins Brown & Associates	04/26/2023	Regular	0.00	8,400.00	15998
1764	Network Design Associates, Inc.	04/26/2023	Regular	0.00	816.00	15999
1221	PG&E	04/26/2023	Regular	0.00	12,049.91	16000
1473	Pitney Bowes Purchase Power	04/26/2023	Regular	0.00	415.37	16001
1233	Placer County Environmental Health	04/26/2023	Regular	0.00	2,540.00	16002
1244	Preferred Alliance Inc	04/26/2023	Regular	0.00	210.60	16003
1253	Recology Auburn Placer	04/26/2023	Regular	0.00	365.10	16004
1292	SPMUD Petty Cash	04/26/2023	Regular	0.00	156.00	16005
1327	US Bank Corporate Payment	05/01/2023	Regular	0.00	21,238.39	16019
	**Void**	05/01/2023	Regular	0.00	0.00	16020
	**Void**	05/01/2023	Regular	0.00	0.00	16021
	**Void**	05/01/2023	Regular	0.00	0.00	16022
	**Void**	05/01/2023	Regular	0.00	0.00	16023
1838	Boutin Jones	05/03/2023	Regular	0.00	2,970.00	16024
1581	Cameron Lima	05/03/2023	Regular	0.00	198.00	16025
1652	Cintas Corporation	05/03/2023	Regular	0.00	521.28	16026
1068	City of Roseville	05/03/2023	Regular	0.00	473,052.80	16027
1775	CPS HR Consulting	05/03/2023	Regular	0.00	5,088.75	16028
1509	Crystal Communications	05/03/2023	Regular	0.00	311.64	16029
1080	CWEA (Main)	05/03/2023	Regular	0.00	110.00	16030
1087	Dawson Oil Co.	05/03/2023	Regular	0.00	5,446.30	16031
1131	Granite Business Printing	05/03/2023	Regular	0.00	244.53	16032
1686	Jan Pro	05/03/2023	Regular	0.00	913.00	16033
1564	Jensen Landscape Services, LLC	05/03/2023	Regular	0.00	978.00	16034
1221	PG&E	05/03/2023	Regular	0.00	1,153.09	16035
1839	Ralph Andersen & Associates	05/03/2023	Regular	0.00	14,800.00	16036
1685	Streamline	05/03/2023	Regular	0.00	400.00	16037
248	AT&T	05/10/2023	Regular	0.00	8.82	16038
1022	AT&T CalNet	05/10/2023	Regular	0.00	477.26	16039
1663	Buckmaster Office Solutions	05/10/2023	Regular	0.00	125.55	16040
1768	Capital Program Management Inc.	05/10/2023	Regular	0.00	6,619.75	16041
1652	Cintas Corporation	05/10/2023	Regular	0.00	567.59	16042
1086	Dataprose	05/10/2023	Regular	0.00	7,862.91	16043
1666	Great America Financial Services	05/10/2023	Regular	0.00	452.99	16044
1139	Hill Rivkins Brown & Associates	05/10/2023	Regular	0.00	9,240.00	16045
1812	IB Consulting LLC	05/10/2023	Regular	0.00	4,620.00	16046
1764	Network Design Associates, Inc.	05/10/2023	Regular	0.00	6,132.00	16047
1218	PCWA	05/10/2023	Regular	0.00	1,894.44	16048
1475	Petersen & Mapes, LLP	05/10/2023	Regular	0.00	2,076.00	16049
1221	PG&E	05/10/2023	Regular	0.00	8,959.35	16050
1473	Pitney Bowes Purchase Power	05/10/2023	Regular	0.00	804.56	16051
1333	SPOK, Inc.	05/10/2023	Regular	0.00	27.60	16052
1561	19six Architects	05/18/2023	Regular	0.00	2,345.75	16054
1007	Advanced Integrated Pest	05/18/2023	Regular	0.00	116.00	16055
1021	ARC	05/18/2023	Regular	0.00	126.73	16056
1836	Arrow Fence Company	05/18/2023	Regular	0.00	16,900.00	16057
1828	Carollo Engineers, Inc	05/18/2023	Regular	0.00	25,145.95	16058
1652	Cintas Corporation	05/18/2023	Regular	0.00	561.84	16059
1073	Consolidated Communications	05/18/2023	Regular	0.00	2,034.11	16060
1785	Landmark Construction	05/18/2023	Regular	0.00	233,447.94	16061

Check Report

Date Range: 04/25/2023 - 05/22/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1217	Owen Equipment	05/18/2023	Regular	0.00	922.37	16062
1338	Verizon Wireless	05/18/2023	Regular	0.00	1,216.64	16063
1015	American Fidelity Assurance	05/01/2023	Bank Draft	0.00	511.16	DFT0008125
1230	Pers (EFT)	05/01/2023	Bank Draft	0.00	7,335.42	DFT0008126
1230	Pers (EFT)	05/01/2023	Bank Draft	0.00	37,280.52	DFT0008127
1230	Pers (EFT)	05/01/2023	Bank Draft	0.00	9,076.12	DFT0008128
1230	Pers (EFT)	05/01/2023	Bank Draft	0.00	177.18	DFT0008129
1230	Pers (EFT)	05/01/2023	Bank Draft	0.00	3,926.00	DFT0008130
1230	Pers (EFT)	05/01/2023	Bank Draft	0.00	109.77	DFT0008131
1586	Principal Life Insurance Company	05/01/2023	Bank Draft	0.00	322.91	DFT0008132
1045	Cal Pers 457 Plan (EFT)	04/28/2023	Bank Draft	0.00	750.00	DFT0008133
1135	Empower (EFT)	04/28/2023	Bank Draft	0.00	250.00	DFT0008134
1135	Empower (EFT)	04/28/2023	Bank Draft	0.00	8,467.52	DFT0008135
1135	Empower (EFT)	04/28/2023	Bank Draft	0.00	636.90	DFT0008136
1042	CA State Disbursement (EF	04/28/2023	Bank Draft	0.00	1,013.07	DFT0008137
1015	American Fidelity Assurance	04/28/2023	Bank Draft	0.00	293.33	DFT0008138
1015	American Fidelity Assurance	04/28/2023	Bank Draft	0.00	237.08	DFT0008139
1229	Pers (EFT)	04/28/2023	Bank Draft	0.00	49.13	DFT0008140
1229	Pers (EFT)	04/28/2023	Bank Draft	0.00	971.48	DFT0008141
1229	Pers (EFT)	04/28/2023	Bank Draft	0.00	1,703.72	DFT0008142
1229	Pers (EFT)	04/28/2023	Bank Draft	0.00	2,008.32	DFT0008143
1229	Pers (EFT)	04/28/2023	Bank Draft	0.00	2,960.85	DFT0008144
1229	Pers (EFT)	04/28/2023	Bank Draft	0.00	4,420.39	DFT0008145
1229	Pers (EFT)	04/28/2023	Bank Draft	0.00	4,891.89	DFT0008146
1149	Internal Revenue Service	04/28/2023	Bank Draft	0.00	13,474.20	DFT0008147
1098	EDD (EFT)	04/28/2023	Bank Draft	0.00	3,739.14	DFT0008148
1098	EDD (EFT)	04/28/2023	Bank Draft	0.00	977.94	DFT0008149
1149	Internal Revenue Service	04/28/2023	Bank Draft	0.00	3,151.14	DFT0008150
1149	Internal Revenue Service	04/28/2023	Bank Draft	0.00	9,134.46	DFT0008151
1045	Cal Pers 457 Plan (EFT)	05/12/2023	Bank Draft	0.00	750.00	DFT0008155
1135	Empower (EFT)	05/12/2023	Bank Draft	0.00	250.00	DFT0008156
1135	Empower (EFT)	05/12/2023	Bank Draft	0.00	8,467.52	DFT0008157
1135	Empower (EFT)	05/12/2023	Bank Draft	0.00	636.90	DFT0008158
1042	CA State Disbursement (EF	05/12/2023	Bank Draft	0.00	1,013.07	DFT0008159
1015	American Fidelity Assurance	05/12/2023	Bank Draft	0.00	293.33	DFT0008160
1015	American Fidelity Assurance	05/12/2023	Bank Draft	0.00	237.08	DFT0008161
1229	Pers (EFT)	05/12/2023	Bank Draft	0.00	49.13	DFT0008162
1229	Pers (EFT)	05/12/2023	Bank Draft	0.00	1,023.93	DFT0008163
1229	Pers (EFT)	05/12/2023	Bank Draft	0.00	1,795.73	DFT0008164
1229	Pers (EFT)	05/12/2023	Bank Draft	0.00	2,008.32	DFT0008165
1229	Pers (EFT)	05/12/2023	Bank Draft	0.00	2,960.85	DFT0008166
1229	Pers (EFT)	05/12/2023	Bank Draft	0.00	4,261.02	DFT0008167
1229	Pers (EFT)	05/12/2023	Bank Draft	0.00	4,715.53	DFT0008168
1149	Internal Revenue Service	05/12/2023	Bank Draft	0.00	14,059.54	DFT0008169
1098	EDD (EFT)	05/12/2023	Bank Draft	0.00	3,836.32	DFT0008170
1098	EDD (EFT)	05/12/2023	Bank Draft	0.00	967.50	DFT0008171
1149	Internal Revenue Service	05/12/2023	Bank Draft	0.00	3,288.10	DFT0008172
1149	Internal Revenue Service	05/12/2023	Bank Draft	0.00	9,534.53	DFT0008173
1098	EDD (EFT)	05/12/2023	Bank Draft	0.00	2,227.21	DFT0008174
1149	Internal Revenue Service	05/17/2023	Bank Draft	0.00	232.16	DFT0008175
1098	EDD (EFT)	05/17/2023	Bank Draft	0.00	16.85	DFT0008176

Check Report

Date Range: 04/25/2023 - 05/22/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1149	Internal Revenue Service	05/17/2023	Bank Draft	0.00	54.30	DFT0008177

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	75	51	0.00	927,725.66
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	-2,537.61
Bank Drafts	50	50	0.00	180,548.56
EFT's	0	0	0.00	0.00
	<b>125</b>	<b>106</b>	<b>0.00</b>	<b>1,105,736.61</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	75	51	0.00	927,725.66
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	-2,537.61
Bank Drafts	50	50	0.00	180,548.56
EFT's	0	0	0.00	0.00
	<b>125</b>	<b>106</b>	<b>0.00</b>	<b>1,105,736.61</b>

### Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	4/2023	124,206.68
100	GENERAL FUND	5/2023	981,529.93
			<b>1,105,736.61</b>

Account Number	Name	Date	Type	Amount	
102-0000868-02	Staricco, Jack	4/28/2023	Refund	\$ 201.60	Check #: 16006
102-0001264-03	Schmidt, Chad and Tarryn	4/28/2023	Refund	\$ 14.40	Check #: 16007
102-0005198-01	Lewis, Dianna	4/28/2023	Refund	\$ 67.20	Check #: 16008
102-0006752-01	Scott, Sherilyn	4/28/2023	Refund	\$ 6.43	Check #: 16009
102-0007243-01	Dobyns, Kimberly and Lance	4/28/2023	Refund	\$ 31.55	Check #: 16010
102-0012295-02	David and Diane Eisenbise	4/28/2023	Refund	\$ 107.70	Check #: 16011
103-0004184-02	Zanella, Luciane	4/28/2023	Refund	\$ 108.00	Check #: 16012
112-1022507-01	Duffy, Richard	4/28/2023	Refund	\$ 5.03	Check #: 16013
112-1023002-02	Merriweather, Brian	4/28/2023	Refund	\$ 72.42	Check #: 16014
112-1025950-02	Bornstein, Justin and Cheryl	4/28/2023	Refund	\$ 109.62	Check #: 16015
112-1025976-02	Malchenko, Zinaida	4/28/2023	Refund	\$ 703.48	Check #: 16016
112-1028595-01	Hook, Mickey and Sylvia	4/28/2023	Refund	\$ 776.00	Check #: 16017
112-1028691-01	Lloyd, Elizabeth	4/28/2023	Refund	\$ 108.35	Check #: 16018
102-0010356-01	Muller, Eric and Carrie	5/17/2023	Refund	\$ 356.50	Check #: 16053
			<b>TOTAL REFUNDS</b>	<b>\$ 2,668.28</b>	

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors  
**From:** Herb Niederberger, General Manager  
**Cc:** Emilie Costan, Administrative Services Manager  
**Subject:** **Resolution 23-14 – Approve Ballot for SDRMA Board of Directors**  
**Meeting Date:** June 1, 2023

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**Overview**

The South Placer Municipal Utility District (District) is a member of the Special District Risk Management Authority (SDRMA). SDRMA is a Joint Powers Authority that provides comprehensive insurance coverage protection, including Workers' Compensation and Property/Liability Programs, as well as risk management solutions, to the District.

Periodically the SDRMA has called for elections for members of their Boards of Directors. SDRMA's Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

The District's Board of Directors typically relies upon management recommendations to forward selections to the SDRMA Board. The adoption of the attached resolution approves the ballot selection to the SDRMA Board of Directors.

**Recommendation**

Staff recommends that the Board of Directors adopt:

1. Resolution 23-14 approving selected ballots for the SDRMA Board of Directors.

**Strategic Plan Priorities**

This action is consistent with the 2022-27 Strategic Plan Priorities, Work Plan, and Action Steps

**Fiscal Impact**

There is no direct fiscal impact associated with these actions.



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
RESOLUTION 23-14**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH PLACER  
MUNICIPAL UTILITY DISTRICT FOR THE ELECTION OF DIRECTORS TO THE  
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven-member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7, Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2017-03 Establishing Guidelines for Director Elections specifies director qualifications, terms of office, and election requirements; and

WHEREAS, Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the South Placer Municipal Utility District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

**OFFICIAL 2023 ELECTION BALLOT**  
**SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY**  
**BOARD OF DIRECTORS**

**VOTE FOR ONLY THREE (3) CANDIDATES**

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery at SDRMA on or before 4:30 p.m., Wednesday, August 8, 2023. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN** (INCUMBENT)  
Board Member, Groveland Community Services District
  
- ACQUANETTA WARREN**  
Vice Chair, Local Agency Formation Commission for San Bernardino County
  
- JESSE D. CLAYPOOL** (INCUMBENT)  
Board Chair, Honey Lake Valley Resource Conservation District
  
- SANDY SEIFERT- RAFFELSON** (INCUMBENT)  
Finance Manager/Treasurer, Herlong Public Utility District

ADOPTED this 1st day of June 2023 by the South Placer Municipal Utility District at a public meeting by the following votes:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
James T. Williams, Board President

ATTEST:

\_\_\_\_\_  
Emilie Costan, Board Secretary

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Carie Huff, District Engineer

**Cc:** Herb Niederberger, General Manager

**Subject:** Construction Cooperation and Reimbursement Agreement for the City of Rocklin’s Mountaingate Drive Roadway Replacement Project

**Meeting Date:** June 1, 2023

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**Background**

The City of Rocklin intends to rehabilitate and overlay pavement within Mountaingate Drive, Saint Andrews Drive, Bradford Place, Knoll Court, Stratton Court, Wyckford Court, and a portion of Pebble Beach Road in Rocklin, Placer County, California, as part of the 2023 Mountaingate Drive Roadway Replacement Project. The District’s manhole frame and covers located within the project area/right-of-way are required to be adjusted to accommodate the paving operations. In addition, the District requires pre- and post-construction closed-circuit television (CCTV) inspection of the District’s facilities to ensure damage has not occurred and debris has not entered the sewer system.

The District’s typical agreement has been updated to reflect the details of this project. It outlines the responsibilities and items of coordination for both parties (e.g., collaboration during design, coordination during construction, and reimbursement of costs).

Should the Board approve Resolution 23-15, the signed agreement will be sent to the City of Rocklin’s City Council for approval and signature. The District and City intend to use a similar process for the coordination of future work to meet the parties’ individual and shared objectives.

**Recommendation**

Staff recommends that the Board of Directors adopt Resolution 23-15 to authorize the General Manager to execute the attached Construction Cooperation and Reimbursement Agreement between South Placer Municipal Utility District and the City of Rocklin for the City of Rocklin 2023 Mountaingate Drive Roadway Replacement Project.

**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

### **Fiscal Impact**

Per the agreement, the District is responsible to pay for the actual cost of the adjustment of nineteen (34) manhole frames and covers as well as pre- and post-construction closed-circuit television (CCTV) inspection of the District's facilities. The City will administer the contract in coordination with District staff. All construction is required to meet the District's standards and specifications.

The City of Rocklin awarded the project to Central Valley Engineering and Asphalt, Inc. which was the lowest responsive, responsible bidder. The cost of the sewer portion of the work is \$62,600 and is included in the FY 22/23 budget as participation in regional projects.

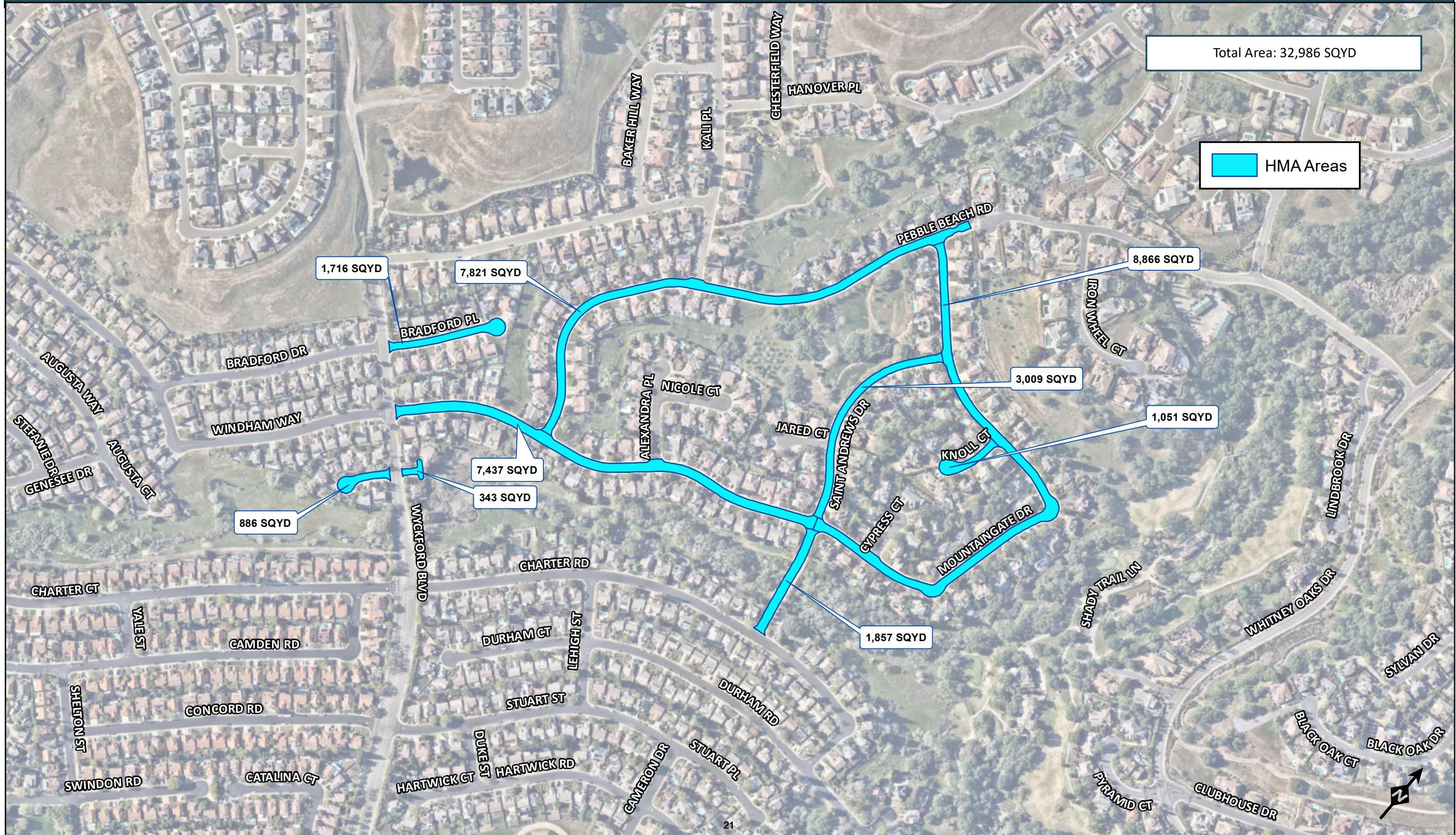
#### Attachments:

1. Exhibit A: City of Rocklin's Mountaingate Drive Roadway Replacement Project Area Map
2. Resolution No. 23-15 – Authorization to Enter Construction Cooperation and Reimbursement Agreement for the City of Rocklin's Roadway Replacement Project.
3. Construction Cooperation and Reimbursement Agreement between South Placer Municipal Utility District and the City of Rocklin for the City of Rocklin's Mountaingate Roadway Replacement Project.



# Mountaingate HMA Areas

Exhibit A





**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 23-15**

**AUTHORIZATION TO ENTER INTO A CONSTRUCTION COOPERATION  
AND REIMBURSEMENT AGREEMENT FOR THE CITY OF ROCKLIN  
MOUNTAINGATE DRIVE ROADWAY REPLACEMENT PROJECT**

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

WHEREAS, the City proposes to rehabilitate failed portions of pavement within Mountaingate Drive, Saint Andrews Drive, Bradford Place, Knoll Court, Stratton Court, Wyckford Court, and a portion of Pebble Beach Road in Rocklin, Placer County, California, as part of the Mountaingate Drive Roadway Replacement Project hereinafter referred to as “Project”, and

WHEREAS, the project requires the adjustment of the District’s facilities concurrently with the Project, and

WHEREAS, the District agrees to pay for the actual cost to adjust the District’s facilities during the Project and pre- and post-construction closed circuit television (CCTV) inspection of existing District facilities which are anticipated to be \$62,600, and

WHEREAS, the District is willing to accept the improvements in accordance with the provisions of this agreement, the District’s Standard Specifications and Improvement Standards for Sanitary Sewers.

NOW, THEREFORE BE IT RESOLVED, the South Placer Municipal Utility District Board of Directors authorizes the General Manager to enter into the attached construction cooperation and reimbursement agreement for the City of Rocklin’s Mountaingate Drive Roadway Replacement Project.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 1<sup>st</sup> day of June 2023.

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

Attest: \_\_\_\_\_  
Emilie Costan, Board Secretary

**CONSTRUCTION COOPERATION AND REIMBURSEMENT AGREEMENT  
BETWEEN SOUTH PLACER MUNICIPAL UTILITY DISTRICT AND THE CITY OF ROCKLIN  
FOR UTILITY COVER ADJUSTMENTS ASSOCIATED WITH THE CITY OF ROCKLIN'S  
MOUNTAINGATE DRIVE ROADWAY REPLACEMENT PROJECT**

This agreement, by and between the SOUTH PLACER MUNICIPAL UTILITY DISTRICT, hereinafter called "OWNER", and the CITY of ROCKLIN, a political subdivision of the State of California, herein called "LOCAL AGENCY", shall be effective on the later of the dates executed by both the OWNER and the LOCAL AGENCY.

**RECITALS**

WHEREAS, the LOCAL AGENCY proposes to rehabilitate failed portions of Mountaingate Drive, Saint Andrews Drive, Bradford Place, Knoll Court, Stratton Court, Wyckford Court and a portion of Pebble Beach Road as part of the Mountaingate Drive Roadway Replacement Project, in Rocklin, Placer County, California, hereinafter referred to as "Project," as shown on the approved improvement plans for the Project; and

WHEREAS, the LOCAL AGENCY and the OWNER agree that the project requires the relocation of the OWNER's facilities concurrently with the Project per the approved improvement plans; and WHEREAS, the Project will require the relocation of sewer facilities which will be described more fully in the plans to be prepared by the LOCAL AGENCY, and which are hereinafter referred to as the "Facilities"; and

WHEREAS, the LOCAL AGENCY intends to engage a qualified contractor and has agreed to bear all expense to relocate existing Facilities as required and shall be reimbursed for construction of such Facilities as described below; and

WHEREAS, the OWNER is willing to accept the Facilities in accordance with the provisions of this Agreement, the OWNER's Standard Specifications and Improvement Standards and Technical Provisions.



## **AGREEMENT**

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN PROVIDED, it is agreed as follows:

1. The LOCAL AGENCY shall competitively bid and award the contract to the lowest responsible bidder for the entire Project. "Responsible bidder" includes the requirement that the selected contractor, or its subcontractor performing the OWNER work, meet the LOCAL AGENCY shall competitively bid and award the contract to the lowest responsible bidder for the entire Project. "Responsible bidder" includes the requirement that the selected contractor, or its subcontractor performing the OWNER work, meet the OWNER's and LOCAL AGENCY's minimum requirements for relocation of sewer facilities, including possessing and maintaining a California State Class A or C-34 Contractor's License. LOCAL AGENCY shall be the lead for the Project will manage the construction contract and be responsible for all payments to the contractor.
2. The LOCAL AGENCY and the OWNER shall mutually agree on a method to coordinate construction administration, construction engineering, construction surveying, shop drawing review, communications and meetings, traffic control, scheduling, inspection and testing of the work that pertain to construction of the OWNER Facilities.
3. OWNER reserves the right to raise the manholes instead of the contractor at its discretion.
4. During relocation of the OWNER Facilities, the OWNER shall determine whether relocation of the OWNER Facilities is satisfactorily performed in accordance with the construction contract and OWNER requirements and shall notify the LOCAL AGENCY in writing of approval and acceptance of the completed OWNER Facilities. OWNER shall coordinate with the LOCAL AGENCY to bring the completed OWNER Facilities into service. After OWNER acceptance of the completed OWNER Facilities, the OWNER shall own and be responsible for the operation and maintenance of the

completed OWNER Facilities pursuant to any encroachment permits obtained from the LOCAL AGENCY at the time of construction of the Project. Such acceptance of the completed work shall not relieve the contractor of any liability or modify the contractor's guarantee.

5. The OWNER shall reimburse the LOCAL AGENCY for costs paid to the LOCAL AGENCY's contractor(s) to install the OWNER Facilities in accordance with the following procedure:
  - a. The OWNER shall pay its share of the actual cost of said work included in the LOCAL AGENCY's highway construction contract within 90 days after receipt of LOCAL AGENCY's bill; compiled on the basis of the actual bid price of said contract. The estimated cost to OWNER for the work being performed by the LOCAL AGENCY's contractor is \$62,600.
  - b. Prior to the LOCAL AGENCY's issuance of the construction documents for the Project for bids, the OWNER and the LOCAL AGENCY shall agree on the construction line items to be included in the bid schedule for the OWNER Facilities. The LOCAL AGENCY shall require the contractor to submit with each monthly payment application an itemization indicating progress on these unit price line items. Upon payment to the Contractor for any of the OWNER Facilities line items, LOCAL AGENCY may submit an invoice to OWNER for reimbursement hereunder of the amounts paid. OWNER shall pay said invoice within thirty (30) days of receipt.
  - c. The OWNER shall be responsible to reimburse LOCAL AGENCY for all payments to the contractor for approved change orders for extra work performed on the OWNER Facilities. LOCAL AGENCY will be responsible for all other Project-related change orders, delays, and extra work incurred by the contractor. The OWNER and LOCAL AGENCY will jointly work to negotiate change order requests and claims by the contractor to resolve any claims directly related to the OWNER Facilities in a timely manner, provided that neither the LOCAL AGENCY nor the OWNER shall agree to the resolution of any such change order request or claim without the other's approval.

In the event agreement cannot be reached related to active ongoing work within one (1) working day of presentation of a request for change order, or claim, the LOCAL AGENCY shall have the right to direct the contractor to proceed on a force account basis.

6. The OWNER will not unnecessarily delay progress of work or hold up final contract acceptance of the project during the period of closeout. The OWNER shall bear no responsibility for contractor for LOCAL AGENCY caused delays on work other than those directly related to only the OWNER Facilities. The OWNER shall have no obligation under this Agreement to make any direct payment to the LOCAL AGENCY's contractor or to any subcontractor (of any tier) or material supplier or equipment supplier for materials, equipment or labor supplied on the Project.
7. Performance by either party under this Agreement shall not be deemed to be in default where delays or default are due to Force Majeure when a party gives notice, in writing, with details of particulars to the other party as soon as possible. Force Majeure as used in this contract shall mean acts of nature, wars, insurrections, riots, epidemics, major landslides, earthquakes, fires, floods, and civil disturbances, which are not within the control for the party claiming suspension, which by the exercise of due diligence, such party may not have been able to avoid or overcome.
8. Except as otherwise provided in the section on indemnity below, costs arising from claims or lawsuits for personal injury or property damage which are alleged to have resulted from construction of the OWNER Facilities only, including the payment of damages pursuant to a final judgment in favor of a claimant, shall be the OWNER's responsibility. In the event of disagreement concerning the responsibility of any claim resolution costs related to the affected items of work, the parties each expressly reserve the right to seek a judicial determination of the responsibility of each party with respect to any claim or lawsuit arising out of their performance under this agreement.

## **INDEMNITY**

OWNER agrees to save harmless and indemnify LOCAL AGENCY from any liability, claim or demand which may be made by any person resulting from the negligence of OWNER in the performance of its responsibilities under this Agreement, and further agrees, at its own cost and expense, to defend any action which may be brought against LOCAL AGENCY resulting from such negligence of OWNER, and further agrees to pay or satisfy any judgment which may result from such action. The foregoing provisions shall not be applicable to claims or actions that arise from the negligence of LOCAL AGENCY in its performance of the terms of this Agreement.

The LOCAL AGENCY agrees to save harmless and indemnify OWNER from any liability, claim or demand which may be made by any person resulting from the negligence of LOCAL AGENCY in the performance of its responsibilities under this Agreement, and further agrees, at its own costs and expense, to defend any action which may be brought against OWNER resulting from such negligence of LOCAL AGENCY, and further agrees to pay or satisfy any judgment which may result from such action. The foregoing provisions shall not be applicable to claims or actions that arise from the negligence of OWNER in its performance of the terms of this Agreement.

## **INSURANCE**

The LOCAL AGENCY's Contractor shall carry Automobile Liability insurance in the amount of at least \$1,000,000, and Commercial General Liability in the amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate with a maximum \$5,000 deductible, which insurance shall be primary and underlying to the OWNER's insurance and Commercial General Liability and shall specifically name the OWNER as an additional insured and certificate holder. Before work is commenced, the LOCAL AGENCY's Contractor shall furnish the OWNER with a certificate(s) of insurance and Additional Insured Endorsement (ISO CG 2010) or equivalent as satisfactory proof that the LOCAL AGENCY's Contractor

carries the insurance required by the Agreement and Worker's Compensation Insurance in compliance with the laws of the State of California. The LOCAL AGENCY's Contractor's insurance shall be primary and any insurance or self-insurance maintained by the OWNER shall be excess and not contribute to it. The insurance carriers will have a Best Rating of no less than A:-VII or equivalent or as otherwise approved by the OWNER.

### **PERFORMANCE AND PAYMENT BONDS**

All bonds shall be issued by California admitted surety insurers. The estimated cost of the Facilities is \$29,000. Prior to construction of any of the Facilities and during all such construction, the LOCAL AGENCY or LOCAL AGENCY's Contractor shall provide a Performance Bond with a penal sum of 100% of the estimated cost of the Facilities. The performance bond shall be in a form acceptable to the OWNER. The OWNER may formally waive the requirement for a performance bond if the LOCAL AGENCY's Contractor demonstrates that it has provided a comparable performance bond to the LOCAL AGENCY pursuant to Government Code Section 66499.1, which bond encompasses the installation of the Facilities and names the OWNER as co-obligee. The LOCAL AGENCY shall maintain the Performance Bond at all times during the life of this agreement and for a period one (1) year after the completion and acceptance of the Facilities by the OWNER.

In addition, prior to construction, the LOCAL AGENCY or LOCAL AGENCY's Contractor shall provide a Public Works Payment Bond with a penal sum of 100% of the estimated cost of the Facilities. The payment bond shall be in a form that is acceptable to the OWNER. The OWNER may waive the requirement for a payment bond if the LOCAL AGENCY's Contractor demonstrates that it has provided a comparable payment bond to the LOCAL AGENCY pursuant to Government Code Section 66499.2, which bond encompasses the installation of the Facilities. The LOCAL AGENCY shall maintain the Payment Bond at all times until the OWNER accepts the Facilities.

## **WARRANTIES AND REPAIRS**

The LOCAL AGENCY hereby agrees that the OWNER may enforce all warranties provided by LOCAL AGENCY's contractor with respect to OWNER's Facilities, and the LOCAL AGENCY shall require its contractor to provide a warranty against any defects in materials or workmanship in the installed OWNER Facilities for a period of one year following final acceptance of the Project. This Agreement shall cover defects which shall be in existence during such one year period but which shall not become apparent until thereafter. As to any equipment which bears a guarantee or warranty in writing or by law for a period longer than one year, the LOCAL AGENCY hereby stipulates and agrees that such guarantee shall inure to the benefit of the OWNER for such longer period.

This Agreement shall terminate after the OWNER Facilities have been completed and accepted by the OWNER and final payment has been made to the LOCAL AGENCY. However, such termination shall not relieve the contractor of any liability or modify contractor's guarantee or prohibit either the LOCAL AGENCY or the OWNER from enforcing any rights against, or seeking damages from the contractor.

This Agreement shall not inure to the benefit of or create any rights in any third party not a signatory hereto.

**SIGNATURES**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the later of the dates executed by both the OWNER and the LOCAL AGENCY below.

**LOCAL AGENCY**

**(OWNER)**

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

*Justin Nartker*  
Local Agency Director

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

*Herb Niederberger*  
General Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

To: Board of Directors

From: Emilie Costan, Administrative Services Manager

Cc: Herb Niederberger, General Manager

Subject: Public Hearing for Delinquent Service Charges Tax Year 2023 and adoption of Resolution 23-16 Collecting Delinquent Service Charges on the Placer County Tax Rolls

Meeting Date: June 1, 2023

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**Overview**

In April of each year, all customer accounts are reviewed to determine any delinquent service charges that remain outstanding from the previous calendar year. On April 17, 2023, customers with delinquent charges were notified by mail per section 12811.1(c)(1) of the Municipal Utility District Act of California. The notification advised customers of the date to pay delinquent charges and included the required legal notice of the authority under which the District may request for the County of Placer to collect delinquent charges on the 2023-24 Direct Charges County Tax rolls.

Payments are accepted to avoid assignment to the tax rolls up to the completion of the public hearing which is held at the June Board meeting each year.

The Notice for the June 1, 2023, Public Hearing regarding the transfer of delinquent service charges to the Placer County tax roll has been published in the Placer Herald and Loomis News for two consecutive weeks, on May 18<sup>th</sup> and May 25<sup>th</sup>. A Public Hearing should be held to hear testimony and allow the Board to make any adjustments to assigned accounts.

**Recommendation**

Staff recommends that the Board of Directors:

1. Conduct a public hearing to receive public testimony, consider said testimony, and close the public hearing; and
2. After consideration of the testimony, adopt Resolution 23-16 requesting that Placer County collect delinquent service charges for the South Placer Municipal Utility District on the Placer County Tax Rolls for Tax Year 2023.

**Strategic Plan Goals**

This action is consistent with the following SPMUD Strategic Plan Priorities:

- Prepare for the future and foreseeable emergencies
- Provide exceptional value for the cost of sewer service
  - Maintain low service charge while meeting established service levels



**Fiscal Impact**

Over the past ten years, the final amount assigned to the Property Taxes for collections is as follows:

Fiscal Year Ending June 30,	Outstanding Accounts	Amount
2022	909	\$350,989
2021	931	\$371,323
2020	896	\$355,843
2019	831	\$296,622
2018	845	\$336,459
2017	852	\$257,783
2016	890	\$271,300
2015	820	\$244,165
2014	828	\$243,315
2013	886	\$224,416
2012	898	\$209,925

At print time for the Agenda packet, there are 1105 outstanding accounts in the amount of \$426,688. Staff will provide an updated number of outstanding accounts and the amount to be assigned to the County at the June Board meeting.

**Attachments:**

1. Resolution 23-16 Collecting Delinquent Service Charges on the Placer County Tax Rolls

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
RESOLUTION 23-16**

**A RESOLUTION  
REQUESTING THAT PLACER COUNTY COLLECT  
DELINQUENT SERVICE CHARGES FOR SOUTH PLACER MUNICIPAL  
UTILITY DISTRICT ON THE PLACER COUNTY TAX ROLLS FOR TAX YEAR 2023**

**TAX CODE #71100  
DIRECT CHARGE NAME: SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

WHEREAS, The South Placer Municipal Utility District (hereinafter “District”) requests the County of Placer collect on the County tax rolls certain charges which have been imposed pursuant to Section 12811 of the Public Utilities Code and Sections 5473 and 5473(a) of the Health and Safety Code, attached hereto, and

WHEREAS, The County has required as a condition of the collection of said charges that the District warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof,

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

- (a) The Auditor-Controller of Placer County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges.
- (b) The District warrants and represents that the taxes, assessments, fees and/or charges imposed by the District and being requested to be collected by Placer County comply with all requirements of state law, including but not limited to Articles XIIC and XIID of the California Constitution (Proposition 218).
- (c) The District releases and discharges the County, and its officers, agents, and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County on the property tax roll of any taxes, assessments, fees and/or charges on behalf of District.

- (d) In consideration for the County’s collection of the charge through the County’s property tax roll, the District agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the “Indemnified Parties”) from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County of any of District’s said taxes, assessments, fees and/or charges requested to be collected by County for District, or in any manner arising out of District’s establishment and imposition of said taxes, assessments, fees and/or charges. District agrees that in the event, a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of one of District’s taxes, assessments, fees and/or charges, the County may offset the amount of the judgment from any other monies collected by County on behalf of District, including property taxes.
  
- (e) The District agrees that its officers, agents, and employees will cooperate with the County by responding to all inquiries referred to the District by the County from any person concerning the District’s taxes, assessments, fees and/or charges, and that District will not refer such persons to County officers and employees for response.
  
- (f) The District agrees to pay the County for the reasonable and ordinary charges to recoup its costs of placement and collection on the tax rolls at the agreed upon rate of 1% of the taxes, assessments, fees and/or charges, as provided by Government Code sections 29304 and 51800.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 1<sup>st</sup> day of June 2023.

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

Attest: \_\_\_\_\_  
Emilie Costan, Board Secretary

## **ATTACHMENT A**

### **Section 12811 of the Public Utilities Code**

The board may provide for the collection of fees, tolls, rates, rentals, or other charges in any lawful manner and may provide for collection by action at law, and all remedies for the collection and enforcement thereof are cumulative and may be pursued alternatively or consecutively as the board determines. In addition to the amount of the fees, tolls, rates, rentals, or other charges, the board may provide for a penalty of not more than 10 percent or interest at the prevailing prime interest rate, but not to exceed 112 percent per month, or both, in the event of nonpayment within the time and in the manner prescribed by the board and may provide for collection of the penalty and interest.

### **Sections 5473 and 5473(a) of the Health and Safety Code**

5473. Any entity which has adopted an ordinance pursuant to this article or an order pursuant to Section 6520.5 may, by such ordinance or by separate ordinances or resolutions approved by a two-thirds vote of the members of the legislative body thereof, elect to have such charges collected on the tax roll in the same manner, by the same persons, and at the same time as, together with and not separately from, its general taxes. In such event, it shall cause a written report to be prepared each year and filed with the clerk, which shall contain a description of each parcel of real property receiving such services and facilities and the amount of the charge for each parcel for the year, computed in conformity with the charges prescribed by the ordinance or resolution.

Any ordinance or resolution adopted pursuant to this section authorizing the collection of charges on the tax roll shall remain in effect for the time specified in the ordinance or resolution or, if no time is specified in the ordinance or resolution, until repealed or until a change is made in the rates charged by the entity.

The powers authorized by this section shall be alternative to all other powers of any entity, and alternative to other procedures adopted by the legislative body thereof for the collection of such charges. The real property may be described by reference to maps prepared in accordance with Section 327, Revenue and Taxation Code, and on file in the office of the county assessor or by reference to plats or maps on file in the office of the clerk.

5473a. Any entity may make the election specified in Section 5473 with respect only to delinquent charges and may do so by preparing and filing the written report, giving notice and holding the hearing therein required only as to such delinquencies.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Herb Niederberger, General Manager

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

**Subject:** Adopt Ordinance 23-01, in conformance with District Sewer Code Chapter 2.03.04, fixing a monthly service charge for each equivalent dwelling unit.

**Meeting Date:** June 1, 2023

**Overview**

On March 2, 2023, the South Placer Municipal Utility District (District) Board of Directors: 1) Accepted the South Placer Municipal Utility District 5-Year Financial Plan and Cost of Service Study; 2) Approved the proposed annual increases in the monthly service charge over the next five years to be included in a Prop 218 Notice to Property Owners; and 3) Authorized the Notice to Property Owners of a Public Hearing on Proposed Wastewater (Sewer) Rate Increases scheduled for May 4, 2023. The schedule of the proposed increases is as follows:

Implementation Date	July 1, 2023	July 1, 2024	July 1, 2025	July 1, 2026	July 1, 2027
Monthly Service Charge (\$/EDU)	\$ 37.44	\$ 38.94	\$ 40.50	\$ 42.53	\$ 44.66

On May 4, 2023, the Board of Directors conducted a public hearing and considered all testimony and protests related to increasing the monthly service charge. The Board made a finding that a majority protest for the proposed increases in the monthly service charge did not exist and introduced the attached Ordinance 23-01, in conformance with District Sewer Code, Section 2.03.04, fixing a monthly service charge for each equivalent dwelling unit.

**Recommendation**

1. Waive the second reading of Ordinance 23-01; and
2. Adopt Ordinance 23-01 fixing a monthly service charge for each equivalent dwelling unit.

### **Strategic Plan Goals**

This action is consistent with the following SPMUD Strategic Plan Goals:

- Provide exceptional value for the cost of sewer service
  - 1) Maintain low service charge while meeting established service levels

### **Related District Ordinances and Policies**

Sewer Code Chapter 2.03.04

Ordinance 17-02 – Relating to Monthly Service charges.

### **Fiscal Impact**

The estimated revenues realized in the General Fund (Fund 100) generated by each of the proposed rate increases over the next five years, will be approximately \$621K (FY2023-24) \$646K (FY2024-25), \$672K (FY2025-26) \$874K (FY2026-27) and \$918K (FY2027-28).

### **Attachments**

Ordinance No. 23-01 An Ordinance relating to Monthly Service Charges

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
ORDINANCE NO. 23-01**

**AN ORDINANCE IN CONFORMANCE WITH CHAPTER 2.03 OF THE DISTRICT  
SEWER CODE RELATING TO MONTHLY SERVICE CHARGES**

**BE IT ENACTED BY THE BOARD OF DIRECTORS OF SOUTH PLACER  
MUNICIPAL UTILITY DISTRICT AS FOLLOWS:**

SECTION 1

In conformance with Chapter 2.03 of the South Placer Municipal Utility District Sewer Code, a monthly service charge for each equivalent dwelling unit is hereby fixed and established as follows:

Implementation Date	July 1, 2023	July 1, 2024	July 1, 2025	July 1, 2026	July 1, 2027
Monthly Service Charge (\$/EDU)	\$ 37.44	\$ 38.94	\$ 40.50	\$ 42.53	\$ 44.66

Such monthly service charges may be changed from time to time by ordinance. The monthly service charge for multiple dwelling units shall be the basic EDU rate multiplied by the number of equivalent dwelling units.

SECTION 2

This Ordinance shall become effective July 1, 2023.

SECTION 3

Ordinance No. 17-02 adopted on August 3, 2017, is hereby rescinded.

SECTION 4

This Ordinance was introduced at a regular meeting of the Board of Directors held on the 4<sup>h</sup> day of May 2023.

SECTION 5

Upon final passage, this Ordinance, or a summary of this Ordinance, shall be published once a week for two successive weeks in a newspaper of general circulation within the District, pursuant to the provisions of Sections 11534 and 11910 of the Public Utilities Code.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of South Placer Municipal Utility District on the 1<sup>st</sup> day of June 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

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

James T. Williams, Board President

ATTEST:

\_\_\_\_\_  
Emilie Costan, Board Secretary



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Herb Niederberger, General Manager

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

**Subject:** Ordinance 23-02, An Ordinance in Conformance with Chapter 2.03 of the District Sewer Code establishing a Sewer Participation Charge

**Meeting Date:** June 1, 2023

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**Overview**

In accordance with the Municipal Utility District Act of the State of California (MUD Act) and the South Placer Municipal Utility District Sewer Code, Chapter 2.03, the District collects a Participation Charge from all new customers connecting to the sewer collection system. The Participation Fee consists of two components: a Local Participation Charge and a Regional Participation Charge. The Local Charge is used to fund the fair share portion of the cost of construction of the trunk sewer upgrades and expansion facilities that have been identified by the District's System Evaluation and Capacity Assurance Plan (SECAP) as necessary to serve new development within the District's service area boundaries. This fee is collected by the District during the building permit process and deposited into Fund 300-Capital Expansion and Enlargement. The Regional Fee is also collected by the District and paid to the City of Roseville which oversees the operations and financing of the two regional treatment plants by the South Placer Wastewater Authority (SPWA). The Regional Fee pays for the SPWA debt service, maintains a Rate Stabilization Fund, provides monies for additional expansions, modifications, or improvements to the Regional Wastewater Facilities, and provides compliance with state and federal regulatory requirements.

Per Section 66013 of the California Government Code when a local agency imposes fees for sewer connections, or imposes capacity charges, those fees or charges shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed.

On July 7, 2022, the Board of Directors approved Resolution 22-29, authorizing a contract with IB Consultants to, among other things, prepare a Participation Charge Study that provides for a rational nexus between future development areas, and: 1) the use and need of the proposed infrastructure; and 2) the amount of the fee assigned to future development. The Fee and Finance Advisory Committee met to review the findings of the participation charge report on March 9, 2023. The Board of Directors conducted a workshop on April 6, 2023, to solicit public comment on the proposed participation charge.

The study concludes that the District should raise the Local Participation Charge to \$4915/ Equivalent Dwelling Unit (EDU<sup>1</sup>). Following the implementation date of July 1, 2023, the sewer participation charge shall be adjusted on July 1 of each successive year by the change in the average of the Construction Cost Index (20-City) and the Construction Cost Index (San Francisco, CA) as reported in the Engineering News Record for the preceding 12-month period ending the prior May.

On May 4, 2023, the Board of Directors: 1) Waived the full reading of the proposed Ordinance #23-02; 2) Introduced Ordinance No. 23-02 –An Ordinance Establishing Sewer Participation Charges; 3) Conducted a Public Hearing for the proposed Ordinance; 4) Scheduled the 2nd reading and adoption for the next regularly scheduled meeting of the Board of Directors on June 1, 2023; and 5) Adopted Resolution 23-12 Accepting the Sewer Capacity Fee Study dated April 17, 2023.

### **Recommendation**

Staff recommends that the Board of Directors:

1. Waive the second reading of Ordinance 23-02; and
2. Adopt Ordinance 23-02. An Ordinance in Conformance with Chapter 2.03 of the District Sewer Code establishing a Sewer Participation Charge

### **Strategic Plan Goal**

This action is consistent with the following SPMUD Strategic Plan Priorities:

Provide exceptional value for the cost of sewer service.

- 1) Maintain low service charge while meeting established service levels.

### **Related Policies and Ordinances**

Sewer Code Chapter 2.03

### **Fiscal Impact**

The additional revenue received with this Capacity Fee increase will be realized in Fund 300, Expansion and Enlargements.

### **Attachments**

Ordinance 23-02 An Ordinance in Conformance with Chapter 2.03 of the District Sewer Code establishing a Sewer Participation Charge

<sup>1</sup> An EDU is used to determine design and fee requirements based on the typical average flow and strength of wastewater generated from a single-family residential (SFR) occupancy. Charges and fees for wastewater generated from non-residential, commercial, or industrial uses are calculated using factors found in Chapter 2.03.03 of the Sewer Code.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
ORDINANCE NO. 23-02**

**AN ORDINANCE IN CONFORMANCE WITH CHAPTER 2.03 OF THE DISTRICT  
SEWER CODE ESTABLISHING SEWER PARTICIPATION CHARGES**

**BE IT ENACTED BY THE BOARD OF DIRECTORS OF SOUTH PLACER  
MUNICIPAL UTILITY DISTRICT AS FOLLOWS:**

SECTION 1

In conformance with the South Placer Municipal Utility District Sewer Code, Chapter 2.03, a local sewer participation charge for each equivalent dwelling unit is hereby fixed and established as follows:

<u>Implementation Date</u>	<u>Local Sewer Participation Charge<sup>1</sup></u>
July 1, 2023	\$4915/EDU

A regional sewer participation fee shall be established by the South Placer Wastewater Authority.

SECTION 2

Section 2 of Ordinance 17-03 is hereby rescinded.

SECTION 3

Following the implementation date of July 1, 2023, the sewer participation charge shall be adjusted on July 1 of each successive year by the change in the average of the Construction Cost Index (20-City) and the Construction Cost Index (San Francisco, CA) as reported in the Engineering News Record for the preceding 12-month period ending the prior May.

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<sup>1</sup> Such sewer participation charge may be changed from time to time by ordinance or inflated in accordance with Section 3 of this Ordinance.

SECTION 4

This Ordinance shall go into effect on July 1, 2023.

SECTION 5

This Ordinance was introduced at a regular meeting of the Board of Directors held on the 4<sup>th</sup> day of May 2023.

SECTION 6

Upon final passage, this Ordinance, or a summary of this Ordinance, shall be published once a week for two successive weeks in a newspaper of general circulation within the District, pursuant to the provisions of Sections 11534 and 11910 of the Public Utilities Code.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of South Placer Municipal Utility District on this 1<sup>st</sup> day of June 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

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

James T. Williams, Board President

ATTEST:

\_\_\_\_\_

Emilie Costan, Board Secretary

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Emilie Costan, Administrative Services Manager

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

**Subject:** Fiscal Year 2023/24 Budget Workshop

**Meeting Date:** June 1, 2023

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**Overview**

The South Placer Municipal Utility District adopts an annual budget that provides the Board of Directors with the anticipated revenues and expenses for the Operating and Capital Funds in the upcoming fiscal year. The Budget’s primary use is as a financial planning tool to accomplish the District’s strategic plan priorities. This staff report along with the information conveyed during the staff presentation and accompanying workshop will provide the background for the Fiscal Year 2023/24 Budget Book.

**Discussion**

The District’s primary funding goals are:

- Fully funding all Operations, Maintenance, and Regulatory Obligations.
- Providing adequate funding for Capital Investments.
- Fully funding the District’s obligations to CalPERS.
- Fully funding the District’s Annual Required Contribution (ARC) for Other Post-Employment Benefits (OPEB).

Revenues

Total revenues for Fiscal Year 2023/24 (FY24) are projected to be \$20.77 Million with Operating Fund revenues projected to be \$18.64 Million (90% of the total) and Capital Fund Revenues projected to be \$2.12 Million (10% of the total).

Revenue is anticipated to be slightly higher than Fiscal Year 2022/23 due to a modest rate increase adopted by the Board of Directors through the Proposition 218 process. Please see attached Appendices A & B.

## Expenses

Fiscal Year 2023/24 Operating Fund expenses are budgeted to be \$21.57 Million, or \$19.02 Million before Depreciation. This is an increase of approximately \$1.84 Million over the projected expenses for the current Fiscal Year 2022/23.

- *Salary & Benefits* \$5,696,780

The District's last adopted Memorandums of Understanding (MOUs) with the Employees and Managers covered the Fiscal Years 2021 through 2023. A cost-of-living addendum was approved by the Board on June 2, 2022, and required that the District undergo a Compensation Study conducted by a third-party consultant prior to entering into new MOUs. In February 2023, the District engaged Ralph Andersen & Associates to conduct a Compensation and Classification Study. The findings of the study have been provided to the Board of Directors and the Employee Association, and the District is in active negotiations on new Employee and Manager MOUs. The District typically uses the April US Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W), which is received in mid-May to determine the cost-of-living increase for the upcoming fiscal year. The April index is 4.2%. The salary numbers included for the budget workshop are placeholder numbers that will be adjusted after negotiations are complete.

The proposed Fiscal Year 2023/24 budget includes the reclassification of an Engineering Technician position to a GIS IT Technician/Analyst. Please see attached Appendix C.

Paying off the District's Unfunded Accrued Liability (UAL) is a Strategic Work Plan item; this budget includes an accelerated payment of \$62,056 to the Tier I (2.7% at 55 Plan) UAL per the CalPERS ten-year payment schedule. This is in addition to the required minimum payment of \$457,782. The accelerated payment will reduce the interest owed on the outstanding UAL. Other Post-Employment Benefits (OPEB) payments for retiree medical benefits are decreasing as an Actuarial Determined Contribution (ADC) to the CalPERS CERB Trust is not required in Fiscal Year 2023/24. Total Salary and Benefits are programmed to increase by \$338,199 (6%) over the prior year.

- *Services & Supplies* \$2,898,225

Service and supply expenses are anticipated to increase due to continued inflationary pressures as well as continued increases in construction and project activity by District staff. Expenses such as gas and utilities have been most notably impacted by inflationary pressures. The Fiscal Year 2023/24 service and supply budget includes spending for professional services for regional participation in the Placer County Water Agency Old State Highway Construction Project, the Taylor Road Crossing Project, the Newcastle Main Street Project, updated lift station and bypass specifications, on-call services for engineering, surveying, and plan review, a GPR locator, out-of-area service agreement annexations, easement acquisitions, easement maintenance including paving, and employee engagement.

- *SPWA Operations & Maintenance and Rehabilitation & Replacement \$10,427,000*  
The District received estimated South Placer Wastewater Authority (SPWA) expenses for Operations and Maintenance (O&M) costs and the annual Rehabilitation and Replacement (R&R) projects from the City of Roseville for Fiscal Year 2023/24. Total SPWA O&M and R&R are projected to be \$8.18 Million and \$2.25 Million, respectively, for FY24 an increase of 6% from the current fiscal year. Treatment expenses continue to grow exponentially, increasing 74% over the last five years.

Please see attached Appendix D.

### Capital Projects

Fiscal Year 2023/24 Capital Projects are projected to be approximately \$15.76 Million.

- *Operating Fund Capital Projects (Fund 100) \$1,028,200*  
Fund 100 capital projects include property acquisition for the Taylor Road Lift Station, design of the Old State Highway and Buena Vista Sewer Replacement project in coordination with Placer County Water Agency in Newcastle, design and construction of the Taylor Road Crossing Project, the Keller Court Project, and easement maintenance including tree removal.
- *Capital Improvements & Expansion Projects (Fund 300) \$9,915,000*  
Fund 300 capital projects include Foothill Trunk access road repairs, preliminary engineering for the Sierra College Trunk, preliminary engineering and environmental for the abandonment of the Cameo Court Lift Station, final engineering, environmental and construction of the Del Rio and Delmar Sewer Trunk Extension, and developer reimbursements for trunk line extensions at Boyington Road and College Park South.
- *Capital Replacement & Rehabilitation Projects (Fund 400) \$4,812,000*  
Fund 400 capital projects include the design and construction of the Jack in the Box Line, preliminary engineering for the abandonment of the Cameo Court Lift Station, preliminary engineering and environmental review of the Johnson Springview/Sunset Whitney Creek Crossing Project, completion of the Corporation Yard Addition and Tenant Improvement Project, the SCADA Master Plan Design, Cured in Place Pipe, easement repair work, new vehicle purchases, payment for the Rocklin Roundabout Project, and participation in several regional projects.

Please see attached Appendices E & F.

### Investment Fund Balances

As of March 31, 2023, investment balances are \$17.39 Million in Fund 100, \$31.27 Million in Fund 300, and \$23.66 Million in Fund 400. Projected Fiscal Year 2022/23 year-end balances after true-up of capital revenues and expenses, are anticipated to be \$15.06 Million in Fund 100, \$32.87 Million in Fund 300, and 25.04 Million in Fund 400. Please see attached Appendices G, H, & I.

### Compliance with Policy #3130

In accordance with Section 3 of the District's Reserve Policy #3130, the Operating Fund Reserve Balance consists of two parts:

- Operation and Maintenance Reserve
- Emergency Reserve

*Table 1 – District Reserve Requirements* shows the required amount for each reserve: The adoption of this budget allows the District to have demonstrated compliance with Reserve Policy #3130. The District is projected to have an Operating Fund Reserve balance of \$15.07 Million at the end of Fiscal Year 2022/23 which is projected to be \$11.01 Million by the end of Fiscal Year 2023/24. This meets the minimum reserve requirement of \$5.76 Million. Please see attached Appendix G.

**Table 1. DISTRICT RESERVE REQUIREMENT**

<u>RESERVE FUND</u>	<u>REQUIREMENT</u>	<u>CALCULATION</u>	<u>AMOUNT</u>
<b>Emergency Reserve</b>	\$1 Million	\$1 Million	\$ 1,000,000
<b>Operations &amp; Maintenance Reserve</b>	3 Months of Operating Expense (before depreciation)	25% of 19,022,005	\$ 4,755,501
<b>TOTAL</b>			<u>\$ 5,755,501</u>

**Recommendation**

Staff recommends that the Board of Directors:

1. Conduct a workshop to receive Board and Public testimony, and consider said testimony; and
2. After consideration of the testimony, direct staff to return on July 6, 2023, with a Final Budget Book for Fiscal Year 2023/24.

**Strategic Plan Goal**

The FY24 budget continues to support the priorities, work plan, action steps, and timeline in the District’s Strategic Plan.

**Related District Ordinances and Policies**

This action complies with the following District Policies:

- Policy No. 3105 – Budget Preparation
- Policy No. 3115 – Fixed Asset Capitalization and Accounting Control
- Policy No. 3120 – Investment of District Funds
- Policy No. 3130 – Reserve Policy

**Fiscal Impact**

The total budget recommendation for FY 2023/24 is \$37.33 Million which can be broken down to \$21.57 Million in Annual Expenses and \$15.76 Million in Capital Investment.

**Attachments**

- Appendix A: Proposed Revenue Budget
- Appendix B: EDU Growth
- Appendix C: Proposed District Organizational Chart
- Appendix D: Proposed Operating Fund Expenditure Budget
- Appendix E: Proposed Capital Investment Budget Summary
- Appendix F: Proposed Capital Investment Budget Detail



Appendix G: Investment Account Balances as of March 31, 2023  
Appendix H: Fund Balances as of March 31, 2023  
Appendix I: Sources & Uses Table

**APPENDIX A: PROPOSED REVENUE BUDGET**

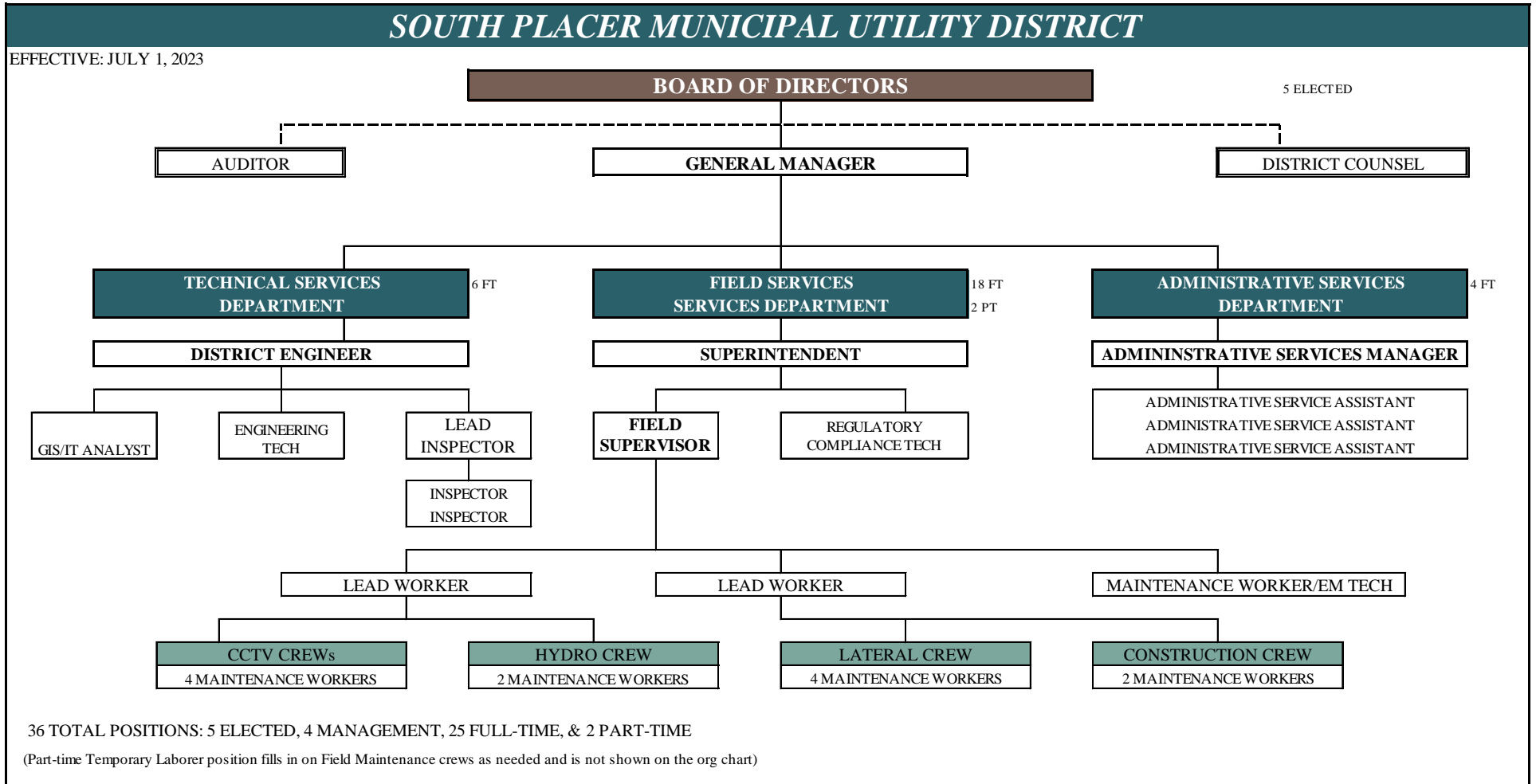
	<u>AUDITED FINANCIALS</u>		<u>PROJECTED</u>	<u>PROPOSED</u>
	<u>FIS CAL YR</u> <u>20/21</u>	<u>FIS CAL YR</u> <u>21/22</u>	<u>FIS CAL YR</u> <u>22/23</u>	<u>FIS CAL YR</u> <u>23/24</u>
<b>OPERATING FUND</b>				
SEWER SERVICE CHARGES	\$ 15,503,728	\$ 15,825,794	\$ 15,951,600	\$ 16,717,810
PERMITS, PLAN CHECK FEES & INSPECTIONS	458,220	255,155	244,740	\$ 246,500
PROPERTY TAXES	1,173,961	1,190,070	1,200,000	\$ 1,200,000
LATE FEES	102,066	130,032	133,840	\$ 140,000
INTEREST	46,631	48,944	350,000	\$ 200,000
GAIN/LOSS ON SALE FIXED ASSET DISPOSAL	(36,147)	21,993	-	\$ -
MISCELLANEOUS INCOME	88,053	478,946	150,000	\$ 40,000
TOTAL OPERATING FUND less CEPPT Interest Earnings	<b>\$ 17,336,512</b>	<b>\$ 17,950,934</b>	<b>\$ 18,030,180</b>	<b>\$ 18,544,310</b>
Interest Income from CEPPT (Restricted)	\$ 440,903	\$ (434,002)	\$ 150,000	\$ 100,000
<b>OPERATING FUND</b>	<b>\$ 17,777,415</b>	<b>\$ 17,516,932</b>	<b>\$ 18,180,180</b>	<b>\$ 18,644,310</b>
<b>CAPITAL IMPROVEMENT FUND</b>				
SEWER PARTICIPATION FEES	\$ 2,933,779	\$ 3,476,886	\$ 1,449,000	\$ 1,474,500
INTEREST	91,326	100,826	550,000	400,000
<b>CAPITAL IMPROVEMENT FUND</b>	<b>\$ 3,025,105</b>	<b>\$ 3,577,712</b>	<b>\$ 1,999,000</b>	<b>\$ 1,874,500</b>
<b>CAPITAL REPLACEMENT FUND</b>				
INTEREST	\$ 640,815	\$ 100,826	\$ 400,000	\$ 250,000
<b>CAPITAL REPLACEMENT FUND</b>	<b>\$ 91,325</b>	<b>\$ 100,826</b>	<b>\$ 400,000</b>	<b>\$ 250,000</b>
<b>TOTAL SPMUD REVENUE</b>	<b>\$ 20,893,845</b>	<b>\$ 21,195,470</b>	<b>\$ 20,579,180</b>	<b>\$ 20,768,810</b>

**APPENDIX B: EDU GROWTH**

South Placer Municipal Utility District  
EDU Growth

	<u>Fiscal Year</u>	<u>Total EDUs</u>	<u>Increase</u>	<u>% Increase</u>
Proposed	2024	36900	300	0.82%
Projected	2023	36600	589	1.64%
Audited	2022	36011	689	1.95%
Audited	2021	35322	466	1.34%
Audited	2020	34856	682	2.00%
Audited	2019	34174	729	2.18%
Audited	2018	33445	620	1.88%

**APPENDIX C: PROPOSED DISTRICT ORGANIZATIONAL CHART**



**APPENDIX D: PROPOSED OPERATING FUND EXPENDITURE BUDGET**

	<b>AUDITED FINANCIALS</b>		<b>PROJECTED</b>	<b>PROPOSED</b>
	<b>FISCAL YR 20/21</b>	<b>FISCAL YR 21/22</b>	<b>FISCAL YR 22/23</b>	<b>FISCAL YR 23/24</b>
SALARIES/WAGES	\$ 2,701,984	\$ 2,699,905	\$ 2,779,300	\$ 3,242,000
FICA - SOCIAL SECURITY	\$ 179,702	\$ 201,418	\$ 212,630	\$ 248,027
CALPERS RETIREMENT & UAL	\$ 627,975	\$ 646,726	\$ 701,005	\$ 745,227
ADDITIONAL UAL CONTRIBUTION	\$ -	\$ -	\$ 467,739	\$ 62,056
457 & 401A RETIREMENT	\$ 112,343	\$ 117,263	\$ 105,790	\$ 144,130
INSURANCE BENEFITS	\$ 705,209	\$ 656,252	\$ 722,117	\$ 885,340
PERS OPEB	\$ 287,718	\$ 446,369	\$ 370,000	\$ 370,000
<b>SALARIES &amp; BENEFITS</b>	<b>\$ 4,614,931</b>	<b>\$ 4,767,933</b>	<b>\$ 5,358,581</b>	<b>\$ 5,696,780</b>
ASPHALT PAVING	\$ -	\$ 12,500	\$ 50,000	\$ 75,000
BUILDING & GROUNDS MAINTENANCE	\$ 37,954	\$ 49,812	\$ 35,000	\$ 54,000
ELECTION EXPENSE	\$ -	\$ -	\$ 49,906	\$ -
EMPLOYEE ENGAGEMENT	\$ -	\$ -	\$ -	\$ 2,500
GAS & OIL EXPENSE	\$ 42,472	\$ 60,225	\$ 61,000	\$ 66,000
GENERAL OPERATING SUPPLIES & MAINTENANCE	\$ 108,445	\$ 124,094	\$ 183,550	\$ 219,275
LEGAL SERVICES	\$ 64,964	\$ 92,460	\$ 285,000	\$ 180,000
LIFT STATION & FLOW RECORDER PROGRAMS	\$ 62,281	\$ 38,685	\$ 65,000	\$ 76,000
OTHER OPERATING EXPENSE	\$ (406)	\$ 150	\$ 150	\$ 1,000
PROFESSIONAL DEVELOPMENT	\$ 20,770	\$ 32,095	\$ 30,700	\$ 69,875
PROFESSIONAL SERVICES	\$ 80,243	\$ 168,149	\$ 333,500	\$ 843,000
PROPERTY & LIABILITY INSURANCE	\$ 215,827	\$ 255,095	\$ 322,425	\$ 415,000
REGULATORY COMPLIANCE/GOVERNMENT FEES	\$ 46,960	\$ 56,824	\$ 73,500	\$ 86,600
REPAIR/MAINTENANCE AGREEMENTS	\$ 108,609	\$ 113,144	\$ 114,500	\$ 153,650
ROOT CONTROL PROGRAM	\$ 54,501	\$ 55,310	\$ 65,000	\$ 71,000
SAFETY GEAR/UNIFORMS	\$ 19,281	\$ 21,468	\$ 26,000	\$ 28,825
UTILITIES	\$ 156,342	\$ 167,970	\$ 170,000	\$ 186,000
UTILITY BILLING/BANKING EXPENSE/PRINTING	\$ 235,471	\$ 237,369	\$ 255,500	\$ 290,500
VEHICLE REPAIR & MAINTENANCE	\$ 46,792	\$ 69,169	\$ 65,000	\$ 80,000
<b>SERVICES &amp; SUPPLIES</b>	<b>\$ 1,300,506</b>	<b>\$ 1,554,519</b>	<b>\$ 2,185,731</b>	<b>\$ 2,898,225</b>
RWWTP MAINTENANCE & OPERATIONS	\$ 5,025,013	\$ 5,007,939	\$ 7,204,000	\$ 8,181,000
RWWTP REHAB & REPLACEMENT	\$ 576,156	\$ 1,659,750	\$ 2,611,000	\$ 2,246,000
<b>SPWA O&amp;M &amp; R&amp;R</b>	<b>\$ 5,601,169</b>	<b>\$ 6,667,689</b>	<b>\$ 9,815,000</b>	<b>\$10,427,000</b>
<b>TOTAL OPERATIONS EXPENSE LESS DEPRECIATION</b>	<b>\$11,516,606</b>	<b>\$12,990,141</b>	<b>\$17,359,312</b>	<b>\$19,022,005</b>
DEPRECIATION EXPENSE	\$ 1,889,287	\$ 2,065,934	\$ 2,375,825	\$ 2,551,400
ONE-TIME CEPPT FUNDING	\$ 3,000,000	\$ -	\$ -	\$ -
<b>OPERATING FUND EXPENSES</b>	<b>\$16,405,893</b>	<b>\$15,056,075</b>	<b>\$19,735,137</b>	<b>\$21,573,405</b>

**APPENDIX E: PROPOSED CAPITAL INVESTMENT BUDGET SUMMARY**

	<u>AUDITED FINANCIALS</u>		<u>PROJECTED</u>	<u>PROPOSED</u>
	<u>FISCAL YR 20/21</u>	<u>FISCAL YR 21/22</u>	<u>FISCAL YR 22/23</u>	<u>FISCAL YR 23/24</u>
OPERATING FUND CAPITAL IMPROVEMENTS	\$ 293,219	\$ 405,380	\$ 3,635,140	\$ 1,028,200
CIP & EXPANSION CAPITAL IMPROVEMENTS	\$ 2,087,054	\$ 124,732	\$ -	\$ 9,915,000
REPLACEMENT & REHABILITATION CAPITAL IMPROVEM	\$ 1,389,357	\$ 958,034	\$ 1,141,511	\$ 4,812,000
<b>TOTAL CAPITAL INVESTMENT</b>	<b>\$ 3,769,630</b>	<b>\$ 1,488,146</b>	<b>\$ 4,776,651</b>	<b>\$ 15,755,200</b>

**APPENDIX F: PROPOSED CAPITAL INVESTMENT BUDGET DETAIL**

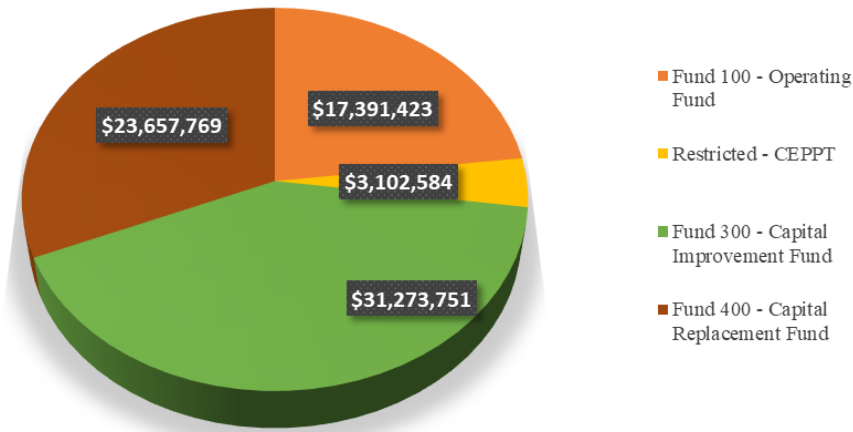
					<b>PROPOSED FOR FISCAL YR 23/24</b>				
					<b>FUND 100</b>	<b>FUND 300</b>	<b>FUND 400</b>		
					<b>OPERATING FUND CAPITAL</b>	<b>CIP &amp; EXPANSION</b>	<b>REHAB &amp; REPLACEMENT</b>		
<b>CAPITAL IMPROVEMENTS</b>									
COMPUTERS/OFFICE FURNITURE	\$	51,700	\$	51,700	\$	-	\$	-	
EASEMENT INSPECTION PROGRAM	\$	15,000	\$	15,000	\$	-	\$	-	
EASEMENT/ACCESS ROAD REPLACEMENT/UPGRADES	\$	420,000	\$	200,000	\$	-	\$	220,000	
EASEMENT ACQUISITION	\$	87,000	\$	87,000	\$	-	\$	-	
EQUIPMENT UPGRADES/REPLACEMENT	\$	6,000	\$	2,000	\$	-	\$	4,000	
LATERAL CAMERA	\$	15,000	\$	15,000	\$	-	\$	-	
NEWCASTLE MASTER PLAN IMPROVEMENTS	\$	300,000	\$	300,000	\$	-	\$	-	
PARTICIPATION IN REGIONAL PROJECTS	\$	1,280,000	\$	50,000	\$	-	\$	1,230,000	
PIPE TRAILER IMPROVEMENTS	\$	15,000	\$	15,000	\$	-	\$	-	
SOFTWARE/DATA ACQUISITION	\$	2,500	\$	2,500	\$	-	\$	-	
SYSTEM IMPROVEMENTS	\$	290,000	\$	290,000	\$	-	\$	-	
EXPANSION PROJECTS	\$	4,490,000	\$	-	\$	4,490,000	\$	-	
FOOTHILL TRUNK PROJECT - CONSTRUCTION	\$	125,000	\$	-	\$	125,000	\$	-	
TRUNK EXTENSION REIMBURSEMENT	\$	5,300,000	\$	-	\$	5,300,000	\$	-	
ASSET REPLACEMENT	\$	150,000	\$	-	\$	-	\$	150,000	
CY MASTER PLAN CAPITAL IMPROVEMENTS	\$	663,000	\$	-	\$	-	\$	663,000	
CURED IN PLACE PIPE	\$	750,000	\$	-	\$	-	\$	750,000	
SCADA DESIGN & IMPLEMENTATION	\$	490,000	\$	-	\$	-	\$	490,000	
SYSTEM REHABILITATION	\$	1,075,000	\$	-	\$	-	\$	1,075,000	
TAYLOR ROAD LIFT STATION REPLACEMENT	\$	160,000	\$	-	\$	-	\$	160,000	
VEHICLE PURCHASES	\$	70,000	\$	-	\$	-	\$	70,000	
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>\$</b>	<b>15,755,200</b>	<b>\$</b>	<b>1,028,200</b>	<b>\$</b>	<b>9,915,000</b>	<b>\$</b>	<b>4,812,000</b>	

**APPENDIX G: INVESTMENT ACCOUNT BALANCES AS OF MARCH 31, 2023**

INVESTMENT	ACCOUNT BALANCE PRIOR YEAR Jan 22 - Mar 22	ACCOUNT BALANCE PREVIOUS QUARTER Oct 22 - Dec 22	MARKET VALUE Jan 23 - Mar 23	QUARTERLY RATE OF RETURN	% OF PORTFOLIO
CALTRUST	\$ 23,287,970	\$ 11,211,628	\$ 6,365,411	0.76%	8%
LAIF (LOCAL AGENCY INVESTMENT FUND)	\$ 19,937,087	\$ 25,194,869	\$ 25,364,678	0.65%	34%
PLACER COUNTY TREASURY	\$ 19,976,455	\$ 25,145,937	\$ 25,290,891	0.58%	34%
FIVE STAR MONEY MARKET	\$ -	\$ 5,022,410	\$ 6,054,558	0.65%	8%
CASH	\$ 6,775,989	\$ 4,629,379	\$ 9,247,405	0.13%	12%
RESTRICTED - CEPPT	\$ 3,345,795	\$ 2,976,402	\$ 3,102,584	1.04%	4%
<b>TOTAL/AVERAGE</b>	<b>\$ 73,323,296</b>	<b>\$ 74,180,626</b>	<b>\$ 75,425,527</b>	<b>0.59%</b>	<b>100%</b>



**APPENDIX H: FUND BALANCES AS OF MARCH 31, 2023**



CASH & INVESTMENTS	AUDITED FUNDS FY 20/21	AUDITED FUNDS FY 21/22	FUNDS AS OF 03/31/2023
FUND 100 OPERATING	\$ 16,786,025	\$ 25,250,688	\$ 17,391,423
FUND 300 CIP & EXPANSION	\$ 26,878,885	\$ 27,140,321	\$ 31,273,751
FUND 400 CAPITAL REPLACEMENT & REHABILITATION	\$ 21,712,239	\$ 21,959,738	\$ 23,657,769
CALPERS CEPP TRUST - RESTRICTED	\$ 3,440,903	\$ 3,006,902	\$ 3,102,584
<b>TOTALS</b>	<b>\$ 68,818,052</b>	<b>\$ 77,357,649</b>	<b>\$ 75,425,527</b>

**APPENDIX I: SOURCES & USES TABLES**

**Fund 100 Operating Fund**

PROJECTED BALANCE AS OF JULY 1, 2023	\$ 15,065,800
<b>Proposed Revenues</b>	
<i>Fund 100 Revenues</i>	\$ 18,344,310
<i>Interest</i>	\$ 300,000
<i>Total Fund 100 Revenues</i>	<u>\$ 18,644,310</u>
<b>Proposed Expenditures</b>	
<i>Local Operations &amp; Maintenance Expenses</i>	\$ (8,595,005)
<i>Regional Operations &amp; Maintenance Expenses</i>	\$ (10,427,000)
<i>Depreciation</i>	\$ (2,551,400)
<i>SubTotal Fund 100 Expenses</i>	<u>\$ (21,573,405)</u>
<i>Capital Projects</i>	\$ (1,028,200)
<i>Total Fund 100 Expenditures</i>	<u>\$ (22,601,605)</u>
<b>100 ENDING FUND BALANCE</b>	<u><u>\$ 11,108,505</u></u>
<i>Minimum Operating Fund Reserve Requirement per Policy #3130</i>	\$ 5,755,501
<b>100 FUND BALANCE (LESS RESERVE REQUIREMENT) AVAILABLE FOR USE</b>	<u><u>\$ 5,353,004</u></u>

## Fund 300 CIP & Expansion

PROJECTED BALANCE AS OF JULY 1, 2023	\$ 32,872,751
<b>Proposed Revenues</b>	
<i>Sewer Participation Charges</i>	\$ 1,474,500
<i>Interest</i>	\$ 400,000
<i>Total Fund 300 Revenues</i>	<u>\$ 1,874,500</u>
<b>Proposed Expenditures</b>	
<i>Capital Projects</i>	\$ (9,935,000)
<i>Total Fund 300 Expenditures</i>	<u>\$ (9,935,000)</u>
<b>300 ENDING FUND BALANCE</b>	<u><u>\$ 24,812,251</u></u>

## Fund 400 Rehab & Replacement

PROJECTED BALANCE AS OF JULY 1, 2023	\$ 25,042,083
<b>Proposed Revenues</b>	
<i>Depreciation</i>	\$ 2,551,400
<i>Interest</i>	\$ 250,000
<i>Total Fund 400 Revenues</i>	<u>\$ 2,801,400</u>
<b>Proposed Expenditures</b>	
<i>Capital Projects</i>	\$ (4,812,000)
<i>Total Fund 400 Expenditures</i>	<u>\$ (4,812,000)</u>
<b>400 ENDING FUND BALANCE</b>	<u><u>\$ 23,031,483</u></u>

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Herb Niederberger, General Manager

**Cc:** Emilie Costan, Administrative Services Manager

**Subject:** Adoption of Resolution 23-17 Creating Policy 5015 – Board Member Teleconferencing and Revising Policies 3130 – District Reserve Policy and 4035 – Director’s Health Insurance

**Meeting Date:** June 1, 2023

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**Overview**

The South Placer Municipal Utility District (District) adopted a Policy Handbook per Resolution 15-23. From time to time, based upon Board comments or direction, staff will propose new policies and/or revisions to existing policies for inclusion in the Policy Handbook. Included with this staff report are three policies for the Board’s consideration.

Policy 5015 – Board Member Teleconferencing: This new policy establishes the requirements for members of the Board of Directors to attend board meetings remotely complying with AB 2449.

Policy 3130 – District Reserve Policy: The revision to this policy aligns the District Reserve policy with the Rate and Cost of Service Study conducted by IB Consulting. It eliminates the Rate Stabilization Fund and lowers the Emergency Reserve to \$1 million.

Policy 4035 – Director’s Health Insurance: The revision to this policy clarifies that the health stipend applies to the Board of Directors and to employees that opt out of District sponsored health benefits. The revision also sets the stipend amount at \$540 per month in accordance with the US Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) for West – A.

On May 1, 2023, the District’s Personnel Advisory Committee reviewed the proposed Policy 5015 – Board Member Teleconferencing and the revisions to Policies 3130 – District Reserve Policy and 4035 – Director’s Health Insurance and recommended that the policies be forwarded to the full Board of Directors for consideration.

**Recommendation**

Staff recommends that the Board of Directors adopt Resolution 23-17 Creating Policy 5015 – Board Member Teleconferencing and Revising Policies 3130 – District Reserve Policy and 4035 – Director’s Health Insurance.

## **Strategic Plan Goals**

This action is consistent with the following SPMUD Strategic Plan Goals:

- Prepare for the future and foreseeable emergencies
- Provide exceptional value for the cost of sewer service
- Make SPMUD a great place to work

## **Fiscal Impact**

The creation of Policy 5015 will have no fiscal impact. The revision of Policy 3130 will eliminate the Rate Stabilization Reserve and reduce the Emergency Reserve from \$3 million to \$1 million, freeing up \$1.9 million in the General Fund (Fund 100) and \$2 million in the Repair and Replacement Fund (Fund 400) that will be used to offset sewer service rates for FY 2023/24 and subsequent years. The revision to Policy 4035 will have a minimal impact on salary and wages in any given year.

## **Attachments:**

1. Resolution 23-17 Creating Policy 5015 – Board Member Teleconferencing and Revising Policies 3130 – District Reserve Policy and 4035 – Director’s Health Insurance
2. Policy 5015 – Board Member Teleconferencing NEW
3. Policy 3130 – District Reserve Policy REDLINE
4. Policy 3130 – District Reserve Policy CLEAN
5. Policy 4035 – Director’s Health Insurance REDLINE
6. Policy 4035 – Director’s Health Insurance CLEAN

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 23-17**

**CREATING POLICY 5015 – BOARD MEMBER TELECONFERENCING AND  
REVISING POLICIES 3130 – DISTRICT RESERVE POLICY AND 4035 – DIRECTOR  
HEALTH INSURANCE**

WHEREAS, The South Placer Municipal Utility District (District) created a District Policy Handbook adopted by Resolution 15-23 on September 3, 2015; and

WHEREAS, Section 1 of Policy 1010 – Adoption or Amendment of Policies, allows for policies to be added, eliminated, or modified from time to time by resolution of the Board; and

WHEREAS, Staff is proposing creating Policy 5015 – Board Member Teleconferencing and revising Policy 3130 – District Reserve Policy and Policy 4035 – Director Health Insurance; and

WHEREAS, the creation of Policy 5015 – Board Member Teleconferencing, establishes the requirements for members of the Board of Directors to attend board meetings remotely; and

WHEREAS, the revision to Policy 3130 – District Reserve Policy, aligns the reserve requirements with the Rate and Cost of Service Study conducted by IB Consulting by eliminating the Rate Stabilization Fund and lowering the Emergency Reserve to \$1 million; and

WHEREAS, the revision to Policy 3130 will lower the reserve requirement from approximately \$9.4 Million to \$5.5 Million, freeing up \$3.9 Million for use within the General Fund (Fund 100) and Repair and Replacement Fund (Fund 400) for FY 2023/24 and future years; and

WHEREAS, the revision of Policy 4035 – Director’s Health Insurance, clarifies that the health stipend applies to the Board of Directors and to employees that opt out of District sponsored health benefits and sets the stipend amount at \$540 per month in accordance with the 5-year change in the US Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) for West – A.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the attached Policies, 5015 – Board Member Teleconferencing, 3130 – District Reserve Policy, and 4035 – Director Health Insurance, are adopted in their entirety and are to be included in the aforementioned District Policy Handbook.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 1st day of June 2023.

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

James T. Williams, President of the Board of Directors

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

Emilie Costan, Board Secretary

## SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

<b>Policy Name:</b>	<b>5015 – BOARD MEMBER REMOTE ATTENDANCE AT BOARD MEETINGS (TELECONFERENCING POLICY)</b>		
<b>Approval Authority:</b>	SPMUD BOARD OF DIRECTORS	<b>Adopted:</b>	06/01/23
<b>Resolution No.</b>	23-17	<b>Revised:</b>	

### PURPOSE

This Policy shall govern the use of teleconferencing and other means of remote participation (e.g. Zoom or Microsoft Teams) for Directors’ attendance of Meetings of the South Placer Municipal Utility District Board of Directors. The Global Teleconference Policies (Section 3) and Standard Teleconferencing Procedures (Section 4) shall apply in all instances, except when (1) a Board member has either “just cause” or an “emergency circumstance” so as to permit the use of the Expanded Teleconferencing Procedures (Section 5) or (2) a State of Emergency issued by the California Governor is in effect sufficient to trigger the use of the Emergency Teleconferencing Procedures (Section 6).

### POLICY STATEMENT

#### Section 1. General

Assembly Bill 2449, effective January 1, 2023, allows for a minority of a District Board of Directors to meet remotely without noticing or providing public access to their remote meeting location under modified Brown Act requirements, provided that the District abides by the strict substantive and procedural requirements within the legislation. The District may avail itself of the alternative agenda posting and teleconference requirements, potentially making it easier for the District Board of Directors to participate in a meeting remotely under certain circumstances that would have otherwise precluded that participation.

#### Section 2. Definitions

Unless otherwise defined herein, the following definitions shall apply to this policy:

Brown Act / Ralph M. Brown Act – shall refer to Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the California Government Code, known as the “Ralph M. Brown Act” pursuant to Government Code section 54950.5, as such shall be amended from time to time.

Member – shall mean a duly elected or appointed Director of the South Placer Municipal Utility District Board of Directors.

Meeting – shall mean a duly noticed regular, special or emergency meeting of the Board of Directors subject to the Brown Act.

State – shall mean the State of California.

State of Emergency – shall mean a state of emergency proclaimed by the California Governor or such others as may be empowered pursuant to Section 8625 of the California Emergency Services Act, as set forth in Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2 of the California Government Code.



Teleconferencing – attendance from different locations, other than the physical location of a meeting, by way of an audio device, whether it be telephone, audio-only internet connection, or otherwise.

Videoconferencing – attendance from different locations, other than the physical location of a meeting, by way of a dual audio and visual device, whereby participants can be both seen and heard. For purposes of this policy, videoconferencing may include attendance by way of a single device or software package, or attendance via an audio device with synced camera or webcasting.

**Section 3.** General Teleconferencing Policies.

- A. The general public may attend and participate in Board Meetings in person or remotely by logging in on a computer or smart phone by following the instructions on the Meeting agenda. At the discretion of the Board of Directors and/or General Manager, any employee, consultant or vendor attending a Meeting of the District Board of Directors for the purpose of making a presentation to the Board and staff shall be permitted to attend via teleconference or videoconference without compliance with the rules or conditions set forth herein. The individual Members of the Board of Directors, inclusive of any committees or bodies required to comply with the Brown Act, may only participate in a Meeting via teleconference or videoconference as permitted by the following policies.
- B. To the extent a Member desires to attend a Meeting via teleconference or videoconference, the Member shall generally be required to comply with the foregoing “Standard Teleconferencing Procedures” (Section 4, below) unless the circumstances exist to justify the use of the “Expanded Teleconferencing Procedures” (Section 5, below) or “Emergency Teleconferencing Procedures” (Section 6, below).
- C. A Member not in compliance with any such procedures, as applicable, shall not be permitted to attend a Meeting via Teleconference or Videoconference for any purpose, whether to participate in or listen to such meeting.
- D. In all instances in which a Member is attending a Meeting via teleconference or videoconference, the District Board of Directors shall:
  - 1. Take all votes by roll-call;
  - 2. Conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and public appearing before the District Board of Directors;
  - 3. Provide notice and post agendas as otherwise required by the Brown Act;
  - 4. Permit members of the public access to the meeting and an opportunity to address the District Board of Directors as required by the Brown Act.

**Section 4.** Standard Teleconferencing Procedures.

- A. A Member may attend a Meeting via teleconference or videoconference if the following conditions are satisfied:
  - 1. At least a quorum of the Board of Directors participate in the meeting from locations within the boundaries of the District;
  - 2. The agenda posted for the Meeting is posted at all teleconference locations, each of which is

identified in the notice and the agenda for the meeting;

3. Each teleconference location is accessible to the public, and the public is permitted to comment at each teleconference location.

**Section 5.** Expanded Teleconferencing Procedures (Effective Through January 1, 2026).

- A. A Member may attend a Meeting via videoconference only (teleconference will not be permitted under these procedures), without the need to comply with the Standard Teleconferencing Procedure requirements to notice and post at the agenda locations or make such locations accessible to the public, if the following conditions are satisfied:
  1. At least a quorum of the members of the Board of Directors participates in-person from a single physical location accessible to the public, which is within the boundaries of the District and clearly identified in the posted agenda;
  2. The public is permitted to attend the meeting either by teleconference or videoconference in a manner such that the public can remotely attend and offer real-time comment during the meeting;
  3. Notice of the means by which the public can remotely attend the meeting via teleconference or videoconference and offer comment during the meeting is included within the posted agenda;
  4. The Member(s) attending remotely have either “just cause” or an “emergency circumstance” that justifies their attendance via videoconference.
    - a. A Member shall only have “just cause” for remote attendance if such participation is for one of the following reasons:
      - i. To provide childcare or caregiving need to a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, with such terms having the same meaning as those terms defined in Government Code section 12945.2;
      - ii. Due to a contagious illness that prevents the Member from attending in-person;
      - iii. Due to a need related to a physical or mental disability as defined in Government Code sections 12926 and 12926.1 not otherwise accommodated; and
      - iv. Due to travel while on official business of the District or another state or local agency;
    - b. A Member shall have an “emergency circumstance” if such participation is due to a physical or family medical emergency that prevents the Member from attending in person.
  5. The Member(s) have not attended a meeting remotely on the basis of “just cause” for more than two meetings in the current calendar year; and
  6. The Member(s) have not attended a meeting remotely on the basis of “just cause” or “emergency circumstance” for more than three consecutive months in a calendar year.
  7. The Board of Directors has, and has implemented, a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the Federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, the Board of Directors

shall also give notice of the procedure for receiving and resolving requests for accommodation.

B. In order to utilize the Expanded Teleconference Procedures, a Member shall:

1. For a “just cause” circumstance, notify the Board of Directors at the earliest opportunity, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstance relating to their need to appear remotely at the given meeting;
2. For an “emergency circumstance,” request to participate at a meeting due to an “emergency circumstance” as soon as possible, preferably before the posting of the agenda but up to the start of the meeting, with such request including a general description of the circumstances relating to their need to appear remotely at the given meeting, though any description for emergency circumstances need not exceed 20 words and need not include any medical diagnosis or disability or personal medical information exempt from disclosure by law;
3. The Member shall publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the Member, and the general nature of the Member’s relationship with such individuals, if any are present;
4. Participate through videoconferencing, with both audio and visual technology.

C. Upon receipt of a request from a Member to utilize the Expanded Teleconference Procedures, the Board of Directors shall:

1. Take action by majority vote on a request to participate remotely due to an “emergency circumstance” at its earliest opportunity, which may be taken as a noticed agenda item or as an added item if sufficient time was not provided to place the proposed action on the agenda;
2. In the event of a disruption that prevents the broadcast of the meeting to members of the public, or in the event of a disruption within the District’s control that prevents members of the public from offering public comment using the teleconferencing or videoconferencing options, take no further action during a meeting until such access is restored.

**Section 6.** Emergency Teleconferencing Procedures (Effective Through January 1, 2024).

A. Notwithstanding the Standard Teleconferencing Procedures, the District may elect to use these “Emergency Teleconferencing Procedures” to allow teleconferencing if any of the following circumstances apply:

1. The District holds a meeting during a proclaimed State of Emergency and state or local officials have imposed or recommended measures to promote social distancing;
2. The District holds a meeting during a proclaimed State of Emergency for the purpose of determining, by a majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. The District holds a meeting during a proclaimed State of Emergency and the Board of Directors has determined, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.

- B. If utilizing the Emergency Teleconferencing Procedures, the Board of Directors shall:
1. Give notice in the agenda for such Meeting of the means by which members of the public may access the meeting and offer public comment via a teleconferencing or videoconferencing option, which shall include an opportunity for public comment in real-time;
  2. In the event of a disruption that prevents the broadcast of the meeting to members of the public, or in the event of a disruption within the District's control that prevents members of the public from offering public comment using the teleconferencing or videoconferencing options, take no further action during a meeting until such access is restored.
- C. The District may continue use of the Emergency Teleconferencing Procedures for as long as the State of Emergency remains active, provided that, not later than 30 days after teleconferencing for the first time, and every 30 days thereafter, the Board of Directors finds by majority vote that:
1. The District has reconsidered the circumstance of the State of Emergency; and
  2. Any of the following circumstances exist:
    - a. The State of Emergency continues to directly impact the ability of the members to meet safely in person; or
    - b. State or local officials continue to impose or recommend measures to promote social distancing.
    - c. In the event of the use of these Emergency Teleconferencing Procedures, it shall not be necessary for the District to provide a physical location from which the public may attend or comment.

**Section 7. Miscellaneous Provisions**

With respect to the Standard Teleconferencing Procedures, Expanded Teleconferencing Procedures, and Emergency Teleconferencing Procedures set forth herein, such are intended to comply with Government Code sections 54953(b), (f), and (e), respectively, and, as such, in the event of a conflict between this Policy and such statutory provisions, the statutory provisions shall control and be implemented as if set forth in full in this Policy.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3130 – RESERVE POLICY		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	09/03/15
Resolution No.	15-23, 20-08, 21-14, <u>23-17</u>	Revised:	<del>06/03/2021</del> <u>06/01/23</u>

**PURPOSE**

The purpose of this policy is to ensure that the South Placer Municipal Utility District will at all times have sufficient funding available to meet its operating and capital needs, anticipate and prepare for future funding requirements, as well as plan for disasters and other unforeseen events.

**POLICY STATEMENT**

**Section 1. General**

Reserve funds will be accumulated and maintained in a manner that allows the funding of costs and capital investments consistent with the District’s Capital and Financial Plans while avoiding significant rate fluctuations due to changes in cash flow requirements. The District will also maintain an emergency reserve position that may be utilized to fund disasters or unanticipated major failures. The classification of these reserve fund balances shall be in conformance with Government Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

**Section 2. Definitions**

Per GASB 54, fund balance will be displayed in the following classifications depicting the relative strength of the spending constraints placed on the purposes for which resources can be used:

- *Non-spendable fund balance*—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
- *Restricted fund balance*—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- *Committed fund balance*—amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
- *Assigned fund balance*—amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
- *Unassigned fund balance*—amounts that are available for any purpose; these amounts are reported only in the general fund.

**Section 3. General Fund (Fund 100)**

A. Assigned Fund Balance Reserves

- i. Operation and Maintenance Reserve

The purpose of the Operation and Maintenance (O&M) Reserve Fund is to ensure that the district will have sufficient funding available at all times to meet its operating obligations. Operating revenue is flat rate and consistent over the year. Delinquencies are tried up through tax liens which are recoverable twice a year. Operating expenses are generally incurred uniformly over the year, however, work can be planned or deferred during the year to accommodate minor fluctuations in revenue. The source of funding for this reserve shall be from Sewer Service Charges.

The District shall maintain an O&M Reserve Fund equivalent to 3 months O&M expenses to cover ongoing daily operations as rate revenue is recovered on a quarterly basis.

~~ii.~~ Rate Stabilization Reserve

~~The purpose of the Rate Stabilization Reserve Fund<sup>4</sup> is to establish a means to provide more stable sewer service charges to the District's customers. This fund buffers the impacts of unanticipated fluctuations or revenue shortfalls in sewer revenues and should be capable of defraying the need for an immediate rate increase to cover the cost of an unanticipated rise in expenses. Unexpected fluctuations can include, but are not limited to natural disasters, an economic downturn, and unanticipated increases in other utility expenses and/or other extraordinary circumstances. The source of funding for this reserve shall be from Sewer Service Charges.~~

~~The District shall maintain a Rate Stabilization Reserve Fund equivalent to 10% of the annual revenue.~~

~~iii.~~ ii. Emergency Reserve

The purpose of the Emergency Reserve Fund is to provide funds for emergency response for potential repair or replacement of capital facilities due to damage from a natural disaster or unanticipated failure. The Emergency Reserve will be used during these events to ensure funds within the capital improvement reserve are not impacted for the ongoing planned repair and replacement of the sewer system. would be used when capital improvement funds have otherwise been purposefully spent down to a preset limit on planned projects. The source of funding for this reserve shall be from Sewer Service Charges.

The District shall maintain an Emergency Reserve equivalent \$~~3~~1 Million.

**Section 4. Capital Funds**

**A. Committed Fund Balance Reserves**

**i. Capital Improvement Fund Reserve (Fund 300)**

The purpose of the Capital Improvement Reserve is to fund on a pay-as-you-go basis future capital facilities that are expansion or growth related. These capital improvements will be identified in a

<sup>4</sup>~~This Rate Stabilization Reserve fund contemplated by the District should not be confused with the Rate Stabilization Fund (RSF) currently held by the South Placer Wastewater Authority. Bonds sold by SPWA and cash contributed by the SPWA participants funded construction of the Pleasant Grove Treatment Plant. The bond payments are made from the RSF from revenues generated from regional connection fees separate and distinct from the District's Sewer Participation Fee, although they are collected at the same time. SPMUD is liable for 25% of the total annual debt service, which calculates to approximately \$2.6 M annually. The District has covenanted to prescribe and collect rates and charges sufficient to yield net revenues at least equivalent to 110% of its share of debt service.~~

Wastewater Collection Master Plan, a System Evaluation and Capacity Assurance Plan or other such capital improvement plan designated by the District. These funds are accumulated in an orderly manner in conformance with State law and drawn down as required by growth related projections. The source of funding for the Capital Improvement Reserve shall be the Local Sewer Participation Fee.

B. Assigned Fund Balance Reserve

i. Capital Replacement and Rehabilitation Fund (Fund 400)

The purpose of this fund is to accumulate the probable replacement cost of equipment each year over the life of the asset so it can be replaced readily when it becomes obsolete, or replacement is needed. Annual depreciation is calculated as a function of the depreciation schedule maintained within the District's Financial Management Software. The source of funding for this reserve shall be in the form of an annual operating expense (transfer) to the Capital Replacement (Depreciation Reserve) Fund.

The District has developed Asset Replacement Funding Projections (Nessie Curves) to determine the Capital Replacement and Rehabilitation Fund balance necessary over time. These curves predict that at the current accumulation rate, Fund 400 will not accumulate enough funds to pay for the necessary future replacements. ~~To correct some of this projected underfunding, the District shall incur an annual expense equivalent to 115% of the annual depreciation and accumulate this balance in a Capital Replacement and Rehabilitation Fund to pay for the replacement of assets.~~ The District shall update funding projections and re-evaluate reserve contributions to Fund 400 no less than every two years.

The District shall maintain a Capital Replacement and Rehabilitation Reserve equal to the next three years of planned capital with an ideal target of five years of planned capital.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3130 – RESERVE POLICY		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	09/03/15
Resolution No.	15-23, 20-08, 21-14, 23-17	Revised:	06/01/23

**PURPOSE**

The purpose of this policy is to ensure that the South Placer Municipal Utility District will at all times have sufficient funding available to meet its operating and capital needs, anticipate and prepare for future funding requirements, as well as plan for disasters and other unforeseen events.

**POLICY STATEMENT**

**Section 1. General**

Reserve funds will be accumulated and maintained in a manner that allows the funding of costs and capital investments consistent with the District’s Capital and Financial Plans while avoiding significant rate fluctuations due to changes in cash flow requirements. The District will also maintain an emergency reserve position that may be utilized to fund disasters or unanticipated major failures. The classification of these reserve fund balances shall be in conformance with Government Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

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The District shall maintain an O&M Reserve Fund equivalent to 3 months O&M expenses to cover ongoing daily operations as rate revenue is recovered on a quarterly basis.

ii. Emergency Reserve

The purpose of the Emergency Reserve Fund is to provide funds for emergency response for potential repair or replacement of capital facilities due to damage from a natural disaster or unanticipated failure. The Emergency Reserve will be used during these events to ensure funds within the capital improvement reserve are not impacted for the ongoing planned repair and replacement of the sewer system. The source of funding for this reserve shall be from Sewer Service Charges.

The District shall maintain an Emergency Reserve equivalent \$1 Million.

**Section 4. Capital Funds**

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i. Capital Improvement Fund Reserve (Fund 300)

The purpose of the Capital Improvement Reserve is to fund on a pay-as-you-go basis future capital facilities that are expansion or growth related. These capital improvements will be identified in a Wastewater Collection Master Plan, a System Evaluation and Capacity Assurance Plan or other such capital improvement plan designated by the District. These funds are accumulated in an orderly manner in conformance with State law and drawn down as required by growth related projections. The source of funding for the Capital Improvement Reserve shall be the Local Sewer Participation Fee.

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The District shall maintain a Capital Replacement and Rehabilitation Reserve equal to the next three years of planned capital with an ideal target of five years of planned capital.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

<b>Policy Name:</b>	4035 - DIRECTOR HEALTH <u>&amp; WELFARE BENEFIT/EMPLOYEE STIPEND IN LIEU OF BENEFITS</u> <del>INSURANCE</del>		
<b>Approval Authority:</b>	SPMUD BOARD OF DIRECTORS	<b>Adopted:</b>	9/3/15
<b>Resolution No.</b>	13-17, 15-23, 18-11, <u>23-17</u>	<b>Revised:</b>	<del>4/5/18</del> <u>06/01/23</u>

**PURPOSE**

The purpose of this policy is to prescribe the manner in which the individual members of the Board of Directors may participate in the health benefits plan provided by the District as well as an individual employee's ability to opt out of health benefits and receive a cash stipend in lieu of benefits.

**POLICY STATEMENT**

**Section 1: General**

California Government Code (CGC) §53200 provides that elected and appointed officials of a State/Local Government and political subdivision may be considered employees of the District for the purposes of providing "health and welfare benefits" to its legislative body.

In addition, in accordance with Section 4.2 of the District's Civil Services Employee Manual, the District offers to employees who are covered under another health insurance plan, a cash stipend in lieu of benefits.

**Section 2: Benefit**

Elected and appointed officials shall receive \$~~440-540~~ per month to be used to pay for health and welfare expenses, and payment will be made via direct deposit through the District Payroll process. Employees that are covered under another health insurance plan may elect to receive a \$540 per month cash stipend in lieu of benefits.

This health and welfare benefit shall be adjusted every 5 years consistent with the US Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) for West – A.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES**

<b>Policy Name:</b>	<b>4035 - DIRECTOR HEALTH &amp; WELFARE BENEFIT/EMPLOYEE STIPEND IN LIEU OF BENEFITS</b>		
<b>Approval Authority:</b>	SPMUD BOARD OF DIRECTORS	<b>Adopted:</b>	9/3/15
<b>Resolution No.</b>	13-17, 15-23, 18-11, 23-17	<b>Revised:</b>	06/01/23

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**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Herb Niederberger, General Manager

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

**Subject:** **Resolution 23-18, Creating a Job Description for Geographic Information System (GIS)/Information Technology (IT) Technician/Analyst**

**Meeting Date:** June 1, 2023

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**Overview**

The Municipal Utility District Act of the State of California §11866, mandates that the Board of Directors shall by resolution determine and create such member and character of positions as are necessary to properly carry on the functions of the District. In addition, one of the South Placer Municipal Utility District Strategic Plan Priorities covering 2023-2027 states, "Leverage existing and applicable technologies to improve efficiencies."

On June 3, 2021, the Board of Directors adopted Resolution 21-16, authorizing a contract with Network Design Associates (NDA) for information technology (IT) support service to maintain the IT network, respond to IT emergencies, and plan for the future that are at times beyond the availability and/or expertise of District staff. The District has established a need for a District position, Geographic Information System (GIS)/Information Technology (IT) Technician/Analyst, to not only address localized IT needs for the District in conjunction with the contract with NDA but also to create, manage, analyze, and map all types of data, integrating location data with various types of descriptive information (aka GIS) crucial to the District.

The District's Personnel Advisory Committee met On April 24, 2023, and evaluated the proposed job description for a GIS/IT Technician/Analyst. The advisory committee recommended that the job description be forwarded to the Board for discussion and approval.

Staff intends to have this position, once approved, replace an existing Engineering Technician II position in the Fiscal Year Budget for 2023/24.

**Recommendation**

Staff recommends that the Board of Directors Adopt Resolution 23-18, Creating a Job Description for Geographic Information System (GIS)/Information Technology (IT) Technician/Analyst.

**Strategic Plan Priority**

- Leverage existing and applicable technologies to improve efficiencies.

**Related District Ordinances or Policies**

Resolution 21-16, Agreement with NDA for IT Support Services

Policy 2010- Civil Service Employee Manual

Policy 2015 – Job Descriptions

**Fiscal Impact**

The GIS/IT Technician/Analyst is intended to be placed in Pay Range 34 (Technician) and 45 (Analyst). An Engineering Technician II is at a Pay Range 44. A promotion from Engineering Technician II to GIS Analyst would represent a 2.5% increase in annual compensation and will be included in the FY 23/24 Budget.

**Attachments**

- Resolution 23-18, Creating a Job Description for Geographic Information System (GIS)/Information Technology (IT) Technician/Analyst
- Job Description - GIS/IT Technician/Analyst

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**  
**RESOLUTION NO. 23-18**  
**CREATING A JOB DESCRIPTION FOR**  
**GEOGRAPHIC INFORMATION SYSTEM (GIS)/ INFORMATION TECHNOLOGY**  
**(IT) TECHNICIAN/ANALYST**

WHEREAS, One of the South Placer Municipal Utility District (District) Strategic Plan Priorities states, "Leverage existing and applicable technologies to improve efficiencies;" and

WHEREAS, On June 3, 2021, the Board of Directors adopted Resolution 21-16, authorizing a contract with Network Design Associates (NDA) for information technology (IT) support service to maintain the IT network, respond to IT emergencies, and plan for the future that are at times beyond the availability and/or expertise of District staff.

WHEREAS, the District has established a need for an employee described as a Geographic Information System (GIS) Technician/Analyst to create, manage, analyze, and map all types of data, integrating location data with various types of descriptive information crucial to the District; and

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

WHEREAS, the District's Personnel Advisory Committee met on April 27, 2023, and evaluated the proposed job description for the Geographic Information System (GIS)/Information/Technology (IT) Technician/Analyst and recommended that the job description be forwarded to the Board for discussion and approval.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the attached job description for the GIS/IT Technician/Analyst is approved for use by the District.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 1st day of June 2023.

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

Attest: \_\_\_\_\_  
Emilie Costan, Board Secretary

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title:	GIS/IT Technician/Analyst	Department:	Technical Services
Department Head:	District Engineer	FLSA:	Non-Exempt
Probationary Period:	1 year	Revision Date:	12/1/2022

**Position Overview:**

Under general direction from the District Engineer, performs a variety of specialized, technical work in the administration, design, creation, implementation, and maintenance of the District’s Geographic Information System (GIS); operates and maintains the District’s Information Technology (IT) systems including, GIS software/database, asset management software/database, desktop systems, local area and wide area networks (LAN & WAN), telecommunication and website; evaluates and participates in the functions necessary to implement, sustain, and expand GIS and IT systems to improve efficiency throughout the District; performs related work as required.

**Education/Experience:**

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

GIS/IT Technician

Education		Experience
A	Associate Degree from an accredited College or University with a degree in geographic information systems, information systems, computer science, engineering, or a related field.	Five (5) years of progressively responsible experience in the development of geographic information systems, computer network maintenance, hardware/software maintenance, and technical training and support.
B	Bachelor’s Degree or higher from an accredited College or University with a degree in geographic information systems, information systems, computer science, engineering, or a related field.	Two (2) years of progressively responsible experience in the development of geographic information systems, computer network maintenance, hardware/software maintenance, and technical training and support.



GIS/IT Specialist

Education		Experience
A	Associate Degree from an accredited College or University with a degree in geographic information systems, information systems, computer science, engineering, or a related field.	Six (6) years of professional experience in the development of geographic information systems, computer network maintenance, hardware/software maintenance, and technical training and support.
B	Bachelor's Degree or higher from an accredited College or University with a degree in geographic information systems, information systems, computer science, engineering, or a related field.	Three (3) years of professional experience in the development of geographic information systems, computer network maintenance, hardware/software maintenance, and technical training and support.

**Licenses and Certifications:**

1. Valid California Class C Driver's License.
2. California Water Environment Association Certification in Collection System Maintenance at the Grade I Level within 12 months.

**Knowledge and Abilities:**

This position performs a variety of responsible duties relating to the operation and maintenance of the District's GIS/IT systems and applications within general policy and procedural guidelines and, under direction from a supervisor, has the ability to adapt specific program procedures and activities to meet the needs of the District, other agencies, and technological advances. The work requires public contact, the frequent use of tact and judgment, good knowledge of departmental operations, project and program development, implementation, and maintenance, and the ability to work independently.

Essential Job Functions:

1. Coordinates and maintains the development, implementation, policies, and procedures related to the District's Geographic Information System (GIS) program; monitors GIS system utilization and recommends appropriate revisions to processes and procedures.
2. Identifies, designs, and develops GIS applications and procedures for integrating the GIS program with existing District databases.
3. Creates and maintains a variety of maps and tabular data from a variety of sources; explains technical information to non-technical system users, including assisting them in accessing and interpreting GIS information; develops quality control procedures.
4. Write SQL queries to create reports and display data as requested by District staff.
5. Represents the District in inter-District coordination activities relating to GIS.

6. Attends meetings, conferences, workshops, and training sessions, reviews, publications and audio-visual materials to become and remain current on principles, practices, and new developments pertinent to GIS and the District.
7. Serves as a technical resource to all District departments, including providing assistance and training in the proper use of data and systems, and recommending, troubleshooting and providing support for software, databases and other related applications.
8. Works closely with the District's contracted information system and network administrator.
9. Provides a variety of responsible support for specialized applications throughout the District; establishes policies, procedures, and standards to ensure District-wide consistency and carryover of applications for multiple users.
10. Sets up workstations, including supplying computer terminal, data connection, and telephone; installs desktop equipment, software, and operating systems; installs, maintains, and troubleshoots voice connections, cabling, instruments, and switches; tests each installed connection; works with various vendors to support these systems.
11. Assists users in LAN and WAN procedures and programs and in efficiently accessing networking resources.
12. Consults with other District departments and management regarding department IT and data management needs; evaluates current technology and databases; recommends software and hardware acquisition.
13. Adds, modifies, and deletes content from the District's website and intranet.
14. Prepares a variety of written correspondence, reports, procedures, and other materials.
15. Monitors changes in technology and applications, recommends improvements and upgrades, and implements changes after approval.
16. Performs other duties as assigned.

Knowledge of:

1. The District's Mission, Vision and Core Values.
2. District Standard Specifications and Improvement Standards for Sanitary Sewers.
3. District policies and procedures.
4. Safe work practices as defined by Cal-OSHA.
5. Applications and functions of computer hardware, software, and peripheral devices.
6. Principles of database management and system development.
7. Local area network (LAN) and wide area network (WAN) design, operations, and support, such as printers, modems, scanners, routers, switches, and other network devices and various applications.
8. Computer and peripheral equipment maintenance methods and procedures.
9. The function and role of the District in developing and coordinating a broad-based GIS program with applications for District departments, public agencies, and the general public.

10. Technology, hardware, and software and current applications related to GIS systems, including database management, mapping and report generation and desktop publishing systems.
11. Principles and practices of identifying technology needs and issues, researching and evaluating technology, applications and the most effective courses of action and implementing solutions.
12. Applicable Federal, State, and local laws, codes, and regulations.
13. Modern office practices, methods, and computer equipment.
14. Record keeping principles and procedures.
15. Computer applications related to the work.
16. English usage, grammar, spelling, vocabulary, and punctuation.
17. Business letter writing formats and technical report preparation. English usage, spelling, punctuation and grammar.
18. Techniques for dealing effectively with the public, vendors, contractors, and District staff, in person, in writing, and over the telephone.
19. Techniques for providing a high level of customer service to the public and District staff, in person, in writing, and over the telephone.
20. Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
21. ESRI, ArcMAP software, the District's asset management software, Microsoft operating systems, Exchange Server, MS Office Applications, SQL Server, Microsoft Access, HTML, and network security.
22. Principles for the operation, maintenance, construction, inspection, and repair of sanitary sewer systems.
23. Sewer construction principles, practices, methods, techniques, and terminology.

Ability to:

1. Analyze, diagnose, and troubleshoot information technology networks, servers, and systems and workstation hardware and software using logic to solve problems.
2. Operate, install, maintain, configure, and troubleshoot a variety of highly technical computer equipment and peripherals.
3. Analyze and evaluate data, formulate proposals, and implement computer system plans.

4. Establish and maintain a computer maintenance schedule.
5. Write system procedures.
6. Learn to use new and existing software and hardware.
7. Present effective training programs and train users in the application and use of computer hardware and software.
8. Develop and implement goals, objective, policies and procures related to the District's Geographic Information Systems (GIS) program.
9. Develop and administer a broad-based GIS program that includes effective database development and management for District departments and the public.
10. Assess user needs and recommend appropriate hardware, software, and systems to meet those needs.
11. Perform complex modeling, mapping, database maintenance and other GIS professional level tasks.
12. Develop documentation and informational materials and train users in GIS applications.
13. Interpret, apply, and explain technical materials to non-technical users.
14. Interpret, apply, and explain complex Federal, State, and local laws, codes, regulations, departmental policies, and procedures.
15. Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
16. Prepare clear and effective reports, correspondence, policies, procedures, and other written material.
17. Make accurate arithmetic, financial, and statistical computations.
18. Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend appropriate course of action.
19. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, set priorities, and meet critical time deadlines.
20. Operate modern office equipment including computer equipment and specialized software applications programs.
21. Use English effectively to communicate in person, over the telephone, and in writing.
22. Use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines.

23. Establish and maintain effective working relationships with those contacted in the course of work.
24. Provide pertinent information including research of records, location of sewer lines, and easements.
25. Locate and mark District facilities as required through the Underground Service Alert System (utility locations).
26. Maintain, develop, and improve District databases for use by District staff.
27. Conduct field surveys, using various types of surveying equipment (e.g., GPS, total station, level), to determine elevations, locations, and other sewer characteristics for additions and revisions to the collection system mapping and databases.
28. Create and revise GIS maps and data to produce web maps that illustrate the District's sewer collection system, easements, access roads, notes, FOG facilities, and other pertinent data.
29. Review maps, right-of-way easements, and property descriptions.

**Physical Demands and Working Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodations unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-102.
- b. Stand, walk, reach with hands and arms, stoop, or kneel.
- c. Sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs.
- d. Ability to carry equipment for field work.
- e. Occasionally work on rough, uneven and slippery surfaces, occasionally working around machinery with moving parts or stationery equipment with exposure to noise.
- f. Occasionally climb ramps or ladders.
- g. Occasionally work in adverse weather conditions with reasonable accommodations.

- h. Ability to drive a company vehicle off road in rough terrain.

Ability to Successfully Pass Medical Examination Based On:

- a. Ability to safely perform required physical duties, and
- b. Ability to safely perform required physical duties with “reasonable accommodation; that does not create a safety hazard for other employees or the public.

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

DRAFT

**GENERAL MANAGER REPORT**

To: Board of Directors  
From: Herb Niederberger, GM  
Date: June 1, 2023  
Subject: General Manager Monthly Activity Report, May 2023

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**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 May 2, 2023, the General Manager attended the Loomis Basin Chamber of Commerce Quarterly Joint Economic Development/Government Affairs Meeting. Among the subjects discussed were 1) the recent announcement of Sean Rabe's decision to leave Loomis, to become the Auburn City Manager 2) the Loomis Unified School District's plans for expansion; and 3) the status of the Costco construction.
- B. On May 3, 2023, the General Manager along with Director Mitchell, attended the Rocklin Chamber of Commerce Governmental Affairs meeting to listen to Featured Guest Speaker: Sonbol Aliabadi, of the Sierra College Foundation.
- C. The General Manager was out of the office on May 11 and 12, 2023.
- D. On May 16, 2023, the General Manager, District Engineer, Carie Huff, and District Superintendent, Eric Nielsen, met with representatives of Waterworks Consulting Engineers to discuss the following: 1) Update to the District Lift Station Standards and Bypass Operations plans; 2) Preliminary Engineering and Environmental Documentation for the Johnson Springview/Sunset Whitney Recreation Area Creek Crossing and Bridge Abutment project; 3) Preliminary Engineering and Alignment Study for the pipeline necessary for the Abandonment of the Sierra College Lift Station; and 4) Preliminary Engineering and Alignment Study for the pipeline necessary for the Abandonment of the Cameo Court Lift Station.
- E. On May 17, 2023, the General Manager conducted a Zoom Meeting with the District General Counsel to discuss: 1) Calling the bonds on Granite Terrace; 2) Legal Opinion of applying ad-valorem tax revenue to offset local participation fee for low-income housing; and 3) Labor Negotiations

- F. On May 18, 2023, the General Manager and District Engineer, Carie Huff, met with the Facilities Manager of the Loomis Unified School District to discuss their expansion plans and the needs of the District.
- G. On May 25, 2023, the General Manager, along with President Williams, Director Mitchell, Administrative Services Manager, Emilie Costan, District Engineer, Carie Huff, and District Superintendent, Eric Nielsen, attended the Loomis State of the Town sponsored by the Loomis Basin Chamber of Commerce.
- H. Advisory Committee Meetings:
- i. On May 1, 2023, the Policy and Ordinance Advisory committee met to discuss creating Policy #5015 regarding Board Member Teleconferencing during meetings and revising Policies #3130 – District Reserves, to conform with the Cost-of-Service Study, and #4035- Director Health Insurance. The advisory committee recommended that these policies be brought to the full Board for deliberation and approval.
  - ii. On May 5, 2023, the Fee and Finance Advisory Committee met to discuss: 1) Insured Cash Sweep (ICS) for the 5 Star Bank checking account; 2) Review of the budget priorities by fund; and 3) a legal review of the use of ad-valorem taxes to subsidize low-income housing, and the possibility of disconnecting the local participation fee calculation from SPWA regional fee calculation. The advisory committee recommended utilizing the ICS for the 5-Star Bank accounts and bringing the FY 23/24 Budget for discussion at the Budget Workshop. The advisory committee requested a full discussion at a future Board meeting of why the Local Participation Fee is substantially different from other local sewer service providers.
  - iii. On May 22, 2023, the Personnel Advisory Committee met to discuss: 1) job descriptions for a Geographical Information Systems Technician/Analyst position; and 2) the findings of the Classification and Compensation study prepared by Ralph Anderson and Associates. These will both be brought to the Board of Directors for discussion.

There were no other advisory committee meetings in May.

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

<b>PO Req#</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
325	05/23/2023	Brower Mechanical	Replace HQ Building A/C unit	\$ 16,524



#### 4) **LONG RANGE AGENDA**

##### July 2023

- Approve FY 2023/24 Budget
- Adopt Fee Schedule & Schedule of Values
- Award Cured-in-Place Pipe Lining Project Contract
- Award Fleet Services Contract
- Approve New MOU for Employees and Managers
- Report on SPWA Meeting

##### August 2023

- Employee Engagement Presentation
- Standards Update
- FOG Program Update
- Presentation Industrial Pre-Treatment Program

##### September 2023

- Strategic Plan Update
- Biennial Conflict of Interest Review

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  
Board Date: June 1, 2023

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**FY23/24 Budget**

The Administrative Services Manager has been working on the Fiscal Year 2023/2024 Budget Book. This year's budget book will be submitted for the Government Finance Officers Association Distinguished Budget Presentation Award.

**Assignment Notifications**

Assignment notifications were mailed on April 17, 2023, to customers with delinquent balances from 2022. A Public Hearing will be held at this evening's Board meeting for any members of the public to address the board. Notice of the Public Hearing was published in the Placer Herald and Loomis News on May 18<sup>th</sup> and May 25<sup>th</sup>.

**Insured Cash Sweep Accounts**

The District's checking and money market accounts were transferred to structured fully FDIC-insured accounts. This move better protects the District's assets and has no impact on cash flow requirements.

**Rocklin Civic Celebration Outreach Event**

The District had an outreach booth for the Rocklin Civic Celebration event, held at Johnson-Springview Park on May 6<sup>th</sup>. Despite the rainy weather, District staff met many SPMUD customers to share outreach regarding non-dispersible items as well as Fats, Oils, and Greases and their impact on the sewer system.

**May 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:** June 1, 2023

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**Department Overview**

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

**1. Training/Break Room Addition, Locker Room, and Lobby Improvements**

- a. The second phase of the project, which includes the tenant improvements to the maintenance building began in January 2023.
  - i. The interior walls have been textured and painted. Flooring is scheduled to start on May 30, 2023.
  - ii. PG&E informed the District that the work to pull in the feeders to provide permanent electricity to the new switchgear in the maintenance building could be delayed as much as four months due to PG&E scheduling. Plans have been made to complete the remainder of the work to be able to occupy the building as scheduled until PG&E can complete their work.
- b. The current schedule shows substantial completion of the project by July 2023.

**2. Supervisory Control and Data Acquisition (SCADA) Replacement**

- a. The in-field radio communication verification study is scheduled for the week of June 5, 2023.
- b. Carollo Engineers is proceeding with the 30% engineering design documents.
- c. The project is currently ahead of schedule.

**3. Emergency Sewer Replacement**

- a. Construction commenced on April 25, 2023, and progressed quickly and efficiently. The Contractor (Lafleur Excavating) was very professional and skilled in the planning and execution of the work. District Lead Inspector Aaron Moore was instrumental in the inspection and coordination with the Contractor during the night work.
- b. Paving was delayed for a week due to a drop in temperatures overnight. Paving was completed on May 10, 2023, and striping was completed on May 16, 2023.
- c. The project is successfully completed.

**4. Leadership Rocklin**

- a. The District Superintendent completed the Rocklin Chamber of Commerce – Leadership Rocklin Program. The program graduation was held on May 11, 2023.

**Reporting**

This section provides the Board an overview of the Field Services Department operations and maintenance activities through 4/30/2023. The work listed is not all inclusive.

**1. Lost Time Accidents/Injuries (OSHA 300)**

- a. Zero (0)
  - i. 2434 days without a Lost Time Accident/Injury

**2. Safety/Training/Professional Development**

- a. Field Services employees participated in training for the following:
  - i. Emergency Action Plan
  - ii. Fire Extinguisher
  - iii. Repetitive Motion
  - iv. Safe Lifting
  - v. Sun Safety

**3. Customer Service Calls**

- a. Response Time Goals over the Last 12 Months

	Goal	Average	Success Rate
During Business Hours	< 30 minutes	18 min	97%
During Non-Business Hours	< 60 minutes	45 min	

**Service Calls - April**

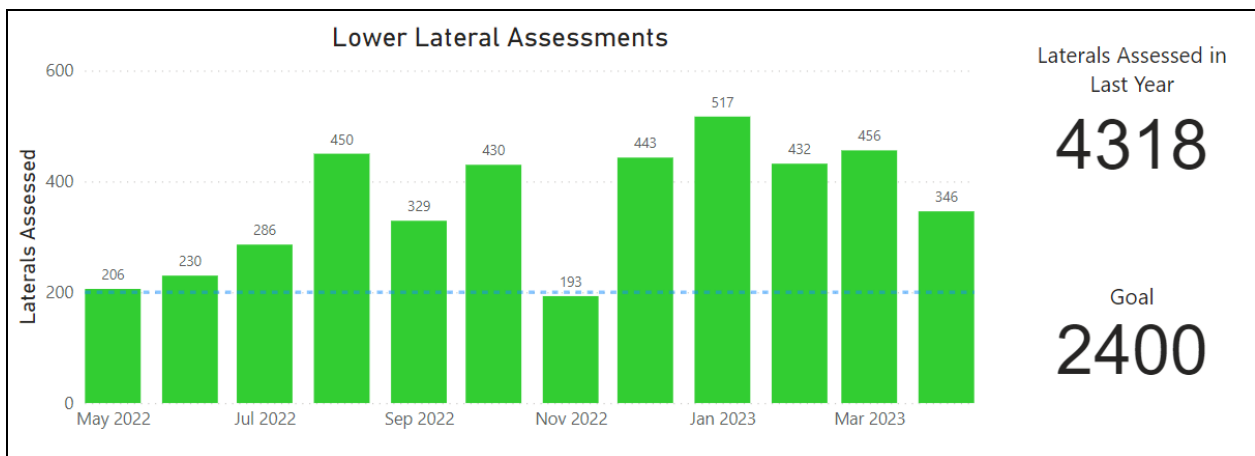
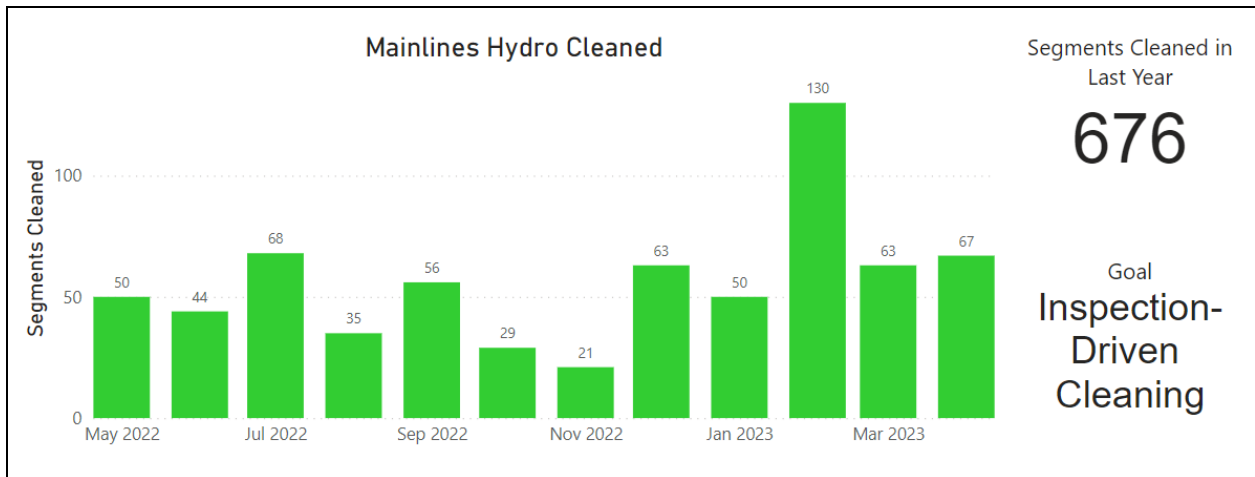
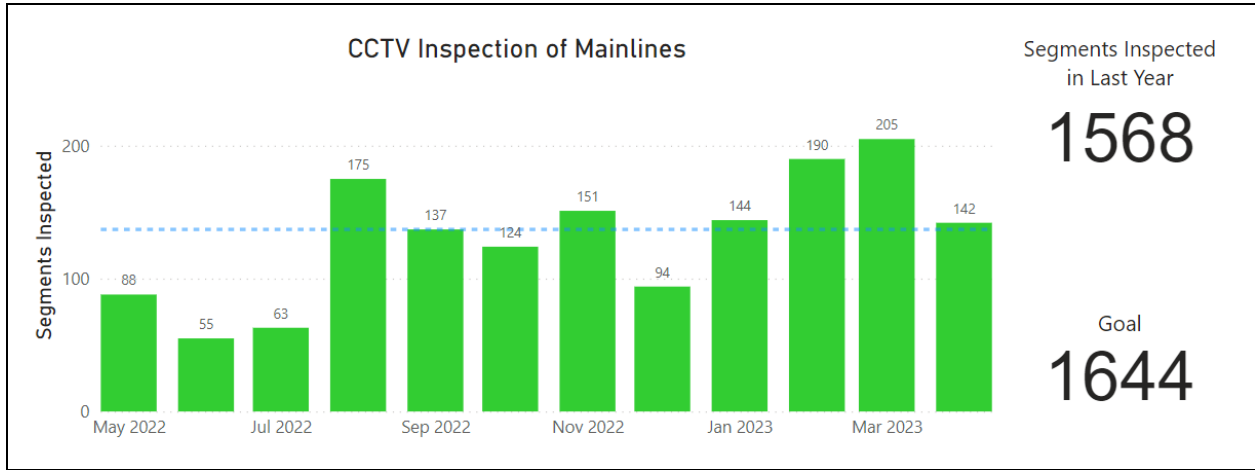
Responsibility	SSO	Stoppage	Odor	Alarm	PLSD	Vermin	Misc
SPMUD Responsibility	4						1
Owner Responsibility		5			4		1
<b>Total</b>	<b>4</b>	<b>5</b>			<b>4</b>		<b>2</b>

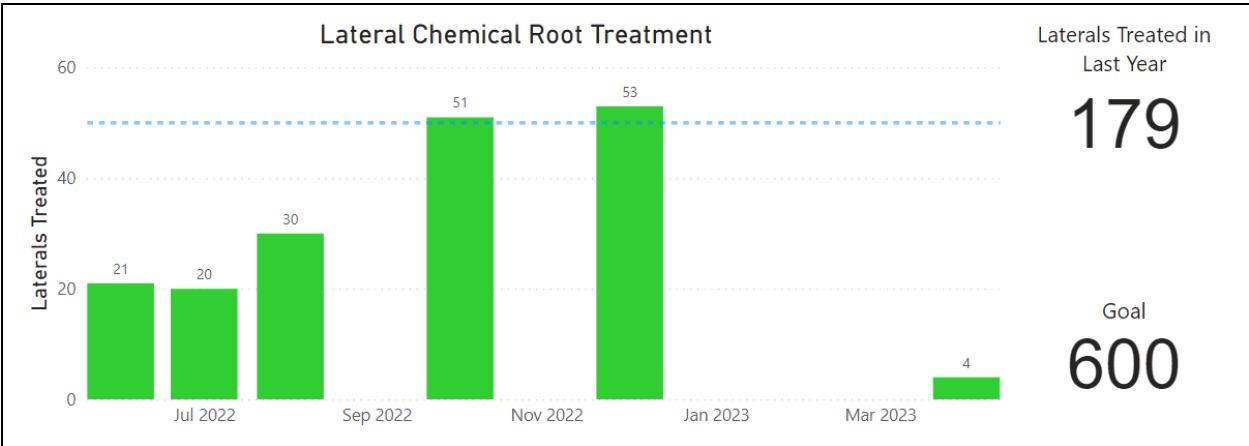
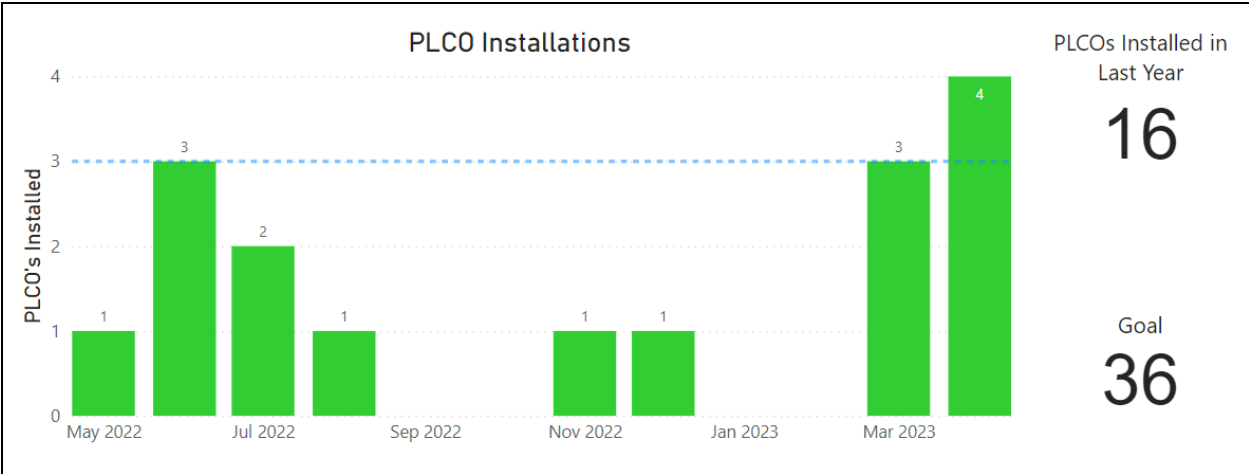
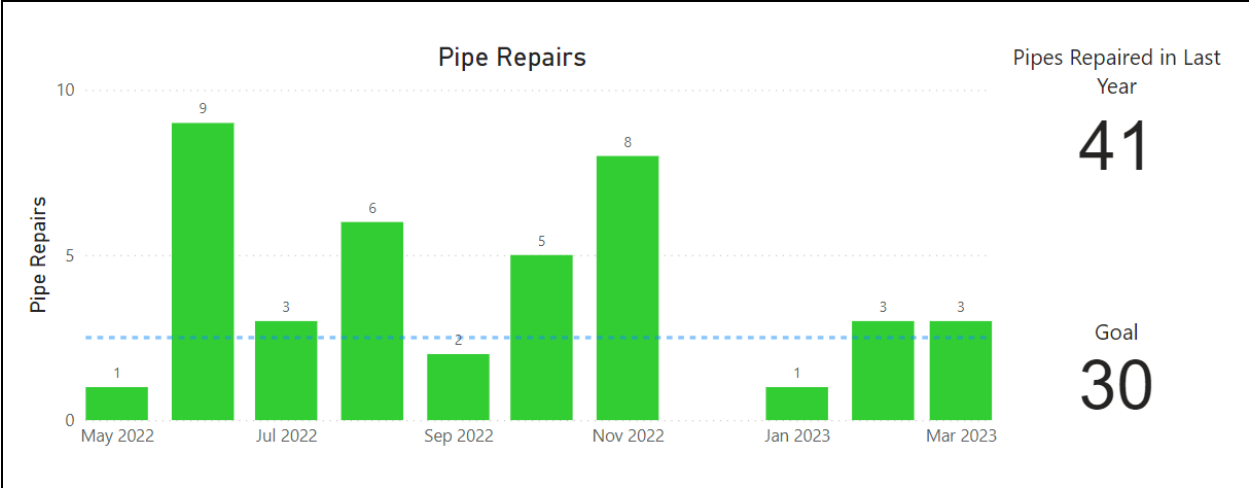
Total Service Calls

**15**

#### 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: June 1, 2023

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**TSD Updates:**

- ❖ The District Engineer presented an introduction to leadership at the All Hands meeting on April 27. Additional leadership workshops will be held in the future.
- ❖ District staff, including Josh Lelko, Engineering Technician II, participated in Rocklin’s Civic Celebration Outreach at Johnson Springview Park on May 6.
- ❖ The emergency sewer replacement at Lucille’s in Rocklin is complete. TSD inspectors were onsite for nightwork. TSD staff continues to work with Lucille’s on the Notice of Violation orders, including replacement of the existing grease control device and all deteriorated sewer piping and appurtenances.
- ❖ TSD completed a project to backfill over 5,000 missing tap distances in the GIS database. The data was taken from the CCTV record stored in ITPipes for each mainline stretch and each missing tap distance was entered. This information is critical for marking assets for USA requests.
- ❖ TSD completed annual map training for all departments.
- ❖ TSD is nearly complete with the fourth and last commercial audit area for fiscal year 2022/23. The first quarter audit will begin on July 1 for FY2023/24.
- ❖ The District Engineer met with Uhora Engineering and Planning, WaterWorks Engineers, TRC Solutions, and Burrell Consulting to develop scope of work and cost estimates for upcoming capital projects. Additional information will be presented at a future board meeting.
- ❖ The General Manager and District Engineer met with the Loomis Union School District on May 18 to discuss upcoming school capital projects.
- ❖ The District Engineer is working on updates to the District’s Standard Specifications and Improvement Standards for Sanitary Sewer to align with the Sewer Code updates.

**City of Rocklin’s Pacific Street and Rocklin Road Roundabout Project**

Construction of the City of Rocklin’s Pacific Street and Rocklin Road Roundabout project is complete. TSD met with the City of Rocklin to review proposed change orders. Several change orders have been rejected and others are being checked against contract requirements. Change



Order 1 for a lateral size upgrade (\$1,333) and slurry backfill over the sewer pipe (\$2,994) for a total of \$4,327. The change orders will be presented at a future board meeting once finalized.

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

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

### **PCWA / Newcastle Construction Cooperation Project**

The Design and Construction Cooperation Agreement with PCWA is finalized and the District participated in the kick-off meeting in May. Staff anticipates a 30% design submittal at the beginning of June.

### **Easement Acquisition**

Arrow Fence completed the gate installation in May. Staff secured the tree permit from the Town of Loomis. FSD will pursue tree removal prior to paving the access road which is anticipated in fiscal year 2023/2024.

### **Local Agency Formation Commission (LAFCO)**

The geographic descriptions of the properties served through out-of-area service agreements are nearly complete. While Burrell Consulting Group recently received the necessary information from the railroad to complete the last descriptions, the information is not useful. Burrell will plot the railroad right-of-way to the best of their ability so that the geographic descriptions can be included in the annexation application to LAFCO. Additional information will be provided at a future board meeting as the application to LAFCO is refined.

LAFCO approved the District's Municipal Service Review (MSR) and Sphere of Influence study in the 2023/24 work plan. LAFCO anticipates issuing the request for proposals in May with the approval of the consultant and contract by the July 12<sup>th</sup> meeting.

### **FOG Program**

The District's FOG Inspector completed seven core samples of outdoor gravity grease control devices (GCD's) in April. Most of these inspections confirmed that the GCD and FOG accumulation is meeting the 25% rule. However, two of the inspections resulted in Warning of Non-Compliance letters being issued to McDonald's on Sunset Boulevard and Taqueria Roberto (Stanford Ranch Road). At McDonald's, which is served by a 1,500-gallon Jensen Precast concrete vault GCD, all internal fittings and appurtenances (inlet tee, baffle tee and outlet tee) were missing and/or broken. Due to this discovery, the District's FOG Inspector used CCTV (closed circuit television) equipment to inspect the upper lateral immediately downstream of the GCD to look for evidence of FOG buildup. CCTV verified significant FOG buildup which is typical when a GCD's internal fittings are not functioning properly. Hydro-jetting and cleaning was included as a corrective action in the Warning of Non-Compliance to help prevent a sewer stoppage and/or spill. Taqueria Roberto is also served by a 1,500-gallon GCD and will require replacement of the inlet tee. In addition, after multiple non-compliant core samples at this location, the pump out frequency will be increased to a minimum of once per month. Despite considerable effort from the District's FOG Inspector to educate staff about kitchen Best Management Practices in order to retain a three-month cleaning interval, minimal improvement has been observed in any of these attempts to help mitigate food solids and FOG.

At Mario’s Early Toast, the District’s FOG Inspector completed and resolved a Warning of Non-Compliance that was sent during the month of March. The resolution at this FSE included making a repair to the dynamic inlet baffle and also included hydro-jetting and cleaning of the lateral lines immediately downstream of the GCD.

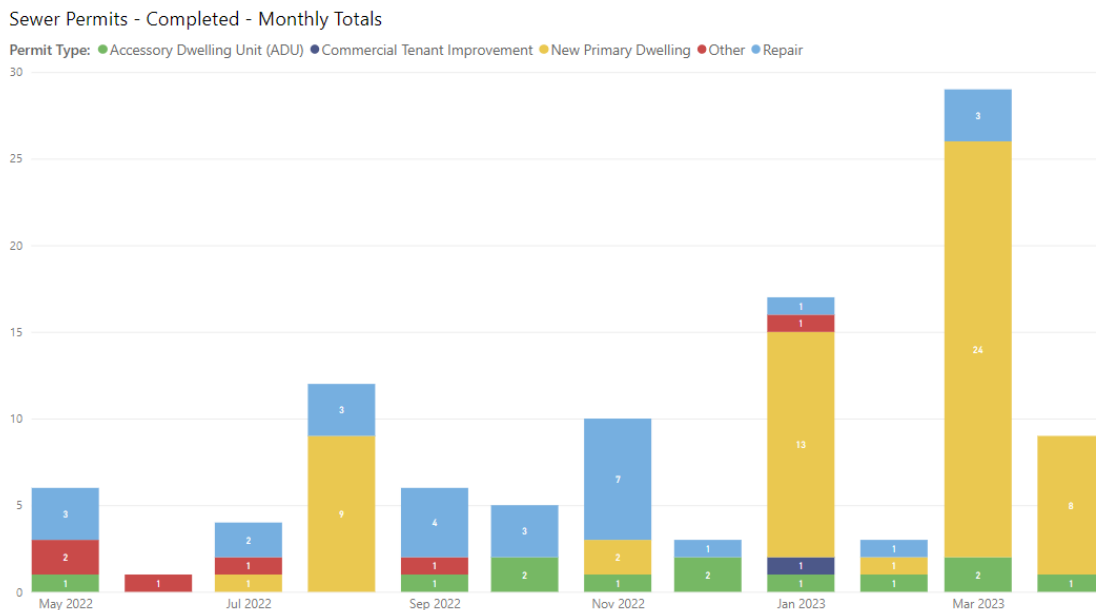
Lastly, Inspectors continue to work with several food service establishments in various stages of construction through the tenant improvement process for installation of GCD’s that meet the current Sewer Code. The District attempts to help the process in multiple ways – from holding pre-design meetings as well as pre-construction meetings utilizing the District Inspector’s experience and resources. The result of this proactive outreach results in expedited plan review and less corrections during construction.

### Industrial Pretreatment

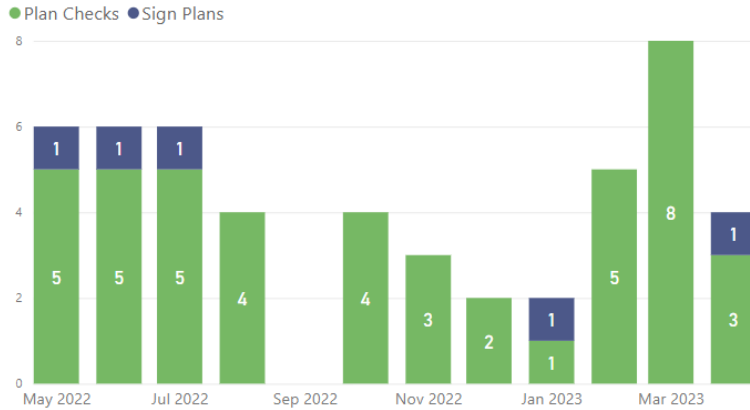
The District, in partnership with the City of Roseville’s Environmental Utilities Wastewater Division, made progress on the brewery study. Additional meetings were held at Moksa Brewing Company, Loomis Basin Brewing Company, High-Hand Brewing Company and Mindscape Fermentations in coordination with a District Inspector and the City of Roseville’s Industrial Waste Specialist. The brewery study was introduced to each establishment and dates and times were scheduled with the owners to install sampling equipment. Sampling each brewery allows for a greater understanding of the potential impacts on the District’s system and the wastewater treatment plants. Moksa Brewing Company was the first establishment to be sampled with lab results expected by June. In addition to the establishments that have already been contacted, the District reached out to Brass Tap to include them in the study. Once the brewery previously known as Out of Bounds begins operations again, the District will schedule a time to review the intent of the brewery study and coordinate a time to install sampling equipment.

### Department Performance Indicators

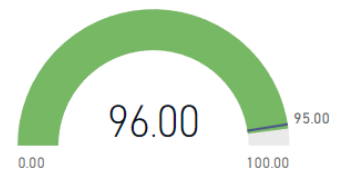
The following charts depict the efforts and performance of the department in the following areas of work as of April 30, 2023. The charts are being created in a new reporting tool that directly connects to the District’s data, improving the timeliness of reporting efforts and leveraging the District’s investment in technology. Additional charts may be added in the future for other areas of work in the department.



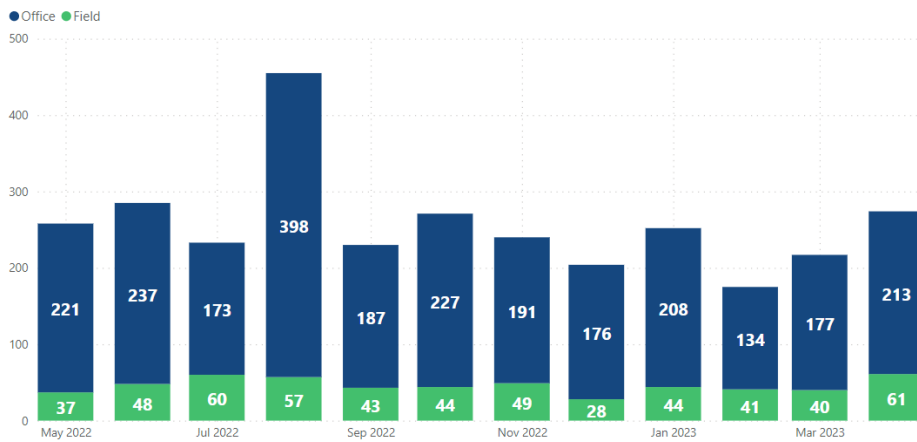
### Plan Checks Completed - Monthly Totals



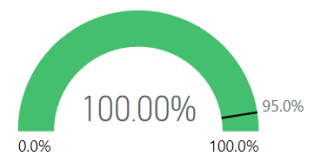
### % "In Time" Plan Checks



### 811 Responses

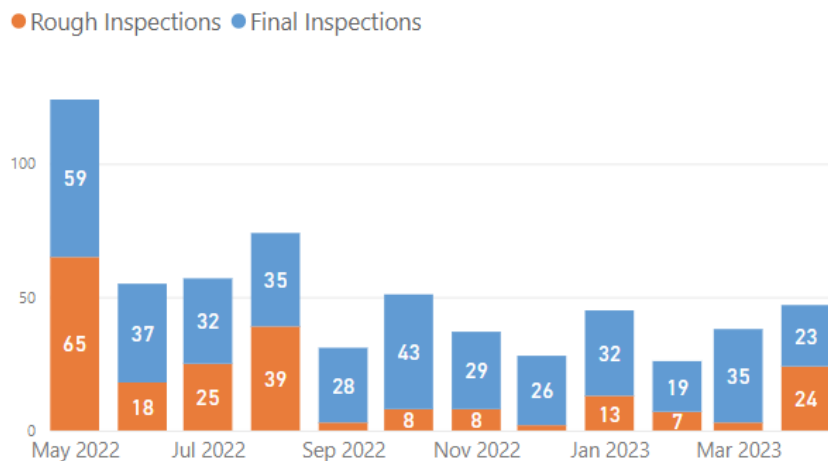


### % "In Time" Responses



Note that the monthly totals of 811 responses differ from previous monthly reports. This is due to the migration from WebTMS to Boss811. As of May 1, WebTMS is no longer provided to USA participants and the District is still working to determine the best way to report the data.

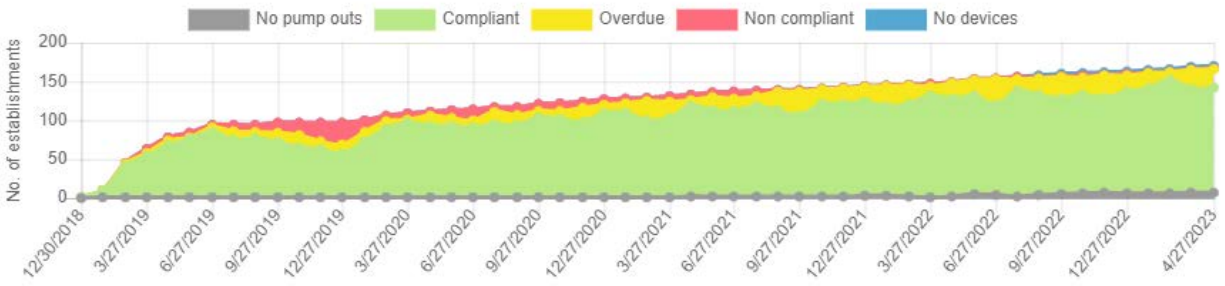
### Building Sewer Inspections - Monthly Totals



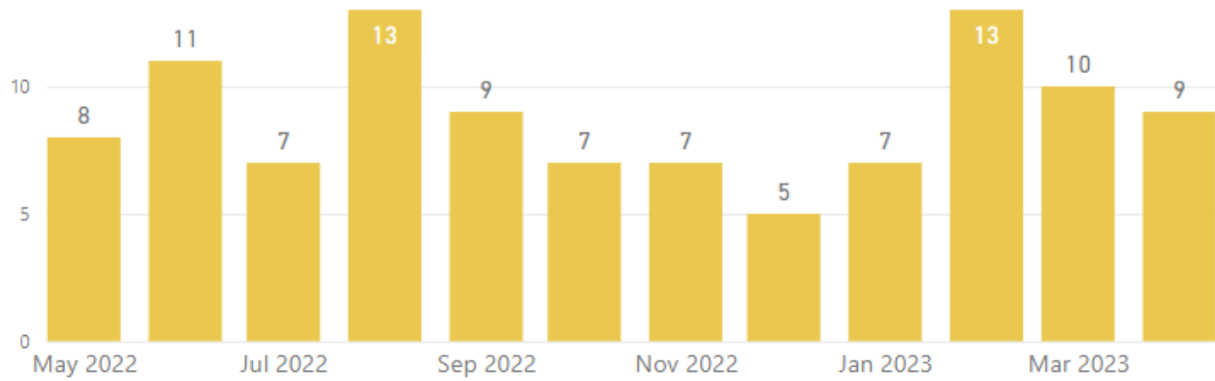
### % "In Time" Inspections



## FOG Compliance History



## FOG Pickups - Monthly Totals



## Grease Interceptor Inspections

