



**SPMUD BOARD OF DIRECTORS  
REGULAR MEETING: 4:30 PM  
June 6, 2024**

SPMUD Boardroom  
5807 Springview Drive, Rocklin, CA 95677

Zoom Meeting: 1 (669) 900-9128  
Meeting ID: 882 7964 9201

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 6, 2024 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/88279649201>. 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.

**AGENDA**

**I. CALL MEETING TO ORDER**

**II. ROLL CALL OF DIRECTORS**

Director Gerald Mitchell	Ward 1
Director William Dickinson	Ward 2
Vice President Christy Jewell	Ward 3
President James Durfee	Ward 4
Director 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 4 to 67]

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 6, 2024 meeting.*

1. MINUTES from the May 2, 2024, Regular Meeting. [pg 4 to 7]
2. ACCOUNTS PAYABLE in the amount of \$545,700 through May 27, 2024. [pg 8 to 12]
3. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements for the Loomis Costco with an estimated value of \$32,421 [pg 13 to 16]
4. RESOLUTION 24-11 AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH UNIVERSAL BUILDING SERVICES FOR JANITORIAL SERVICES [pg 17 to 67]

## 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 24-12 TO COLLECT DELINQUENT SERVICE CHARGES FOR SOUTH PLACER MUNICIPAL UTILITY DISTRICT ON THE PLACER COUNTY TAX ROLLS FOR TAX YEAR 2024** [pg 68 to 72]

The Notice of Public Hearing regarding the transfer of delinquent service charges to the Placer County Tax roll has been published per state law for the June 6, 2024 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 24-12 requesting that Placer County Collect Delinquent Service Charges for the District on the Placer County Tax Roll for Tax Year 2024.**
2. **RESOLUTION 24-13 REVISING THE JOB DESCRIPTION FOR ADMINISTRATIVE SERVICES ASSISTANT I/II/III AND CREATING JOB DESCRIPTIONS FOR ADMINISTRATIVE SERVICES SPECIALIST AND MANAGEMENT ANALYST I/II** [pg 73 to 102]

The District wishes to modify the job descriptions for the Administrative Services Department to better fit the long-term needs of the District and improve recruitment and retention.

Action Requested: (Roll Call Vote)

**Staff recommends that the Board of Directors adopt Resolution 24-13 Revising the Job Description for Administrative Services Assistant I/II/III and Creating a Job Description for Administrative Services Specialist and Management Analyst I/II for use by the District.**

3. **FISCAL YEAR 2024/25 BUDGET WORKSHOP**

[pg 103 to 116]

Staff will provide a report to the Board and conduct a Public Budget Workshop for the Annual Budget for the upcoming 2024/25 Fiscal Year. The budget provides the Board of Directors with projected fiscal year revenues and expenses for the Operating 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 June 27, 2024.

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 June 27, 2024, with a Final Budget Book for Fiscal Year 2024/25.

**VII. REPORTS**

[pg 117 to 134]

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 **June 27, 2024, at 4:30 p.m.**

**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 2, 2024	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 Durfee presiding at 4:29 p.m.

**II. ROLL CALL OF DIRECTORS:**

Present: Director Jerry Mitchell, Director Will Dickinson, Director Christy Jewell, Director James Durfee, Director Jim Williams

Absent: None

Vacant: None

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

**III. PLEDGE OF ALLEGIANCE:** Director Mitchell 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, 2024, Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$771,477 through April 23, 2024.
3. QUARTERLY INVESTMENT REPORT in the total amount of \$77,153,581 through March 31, 2024.
4. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements for the DKM New Shop with an estimated value of \$41,117.
5. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements for the Whitney Ranch Chevron and Car Wash at 1217 Whitney Ranch Parkway with an estimated value of \$384,169.
6. RESOLUTION 24-09 A RESOLUTION OF THE SOUTH PLACER MUNICIPAL UTILITY DISTRICT DECLARING AN ELECTION BE HELD IN ITS JURISDICTION; REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE THIS ELECTION WITH ANY OTHER ELECTION CONDUCTED



ON SAID DATE; AND REQUESTING ELECTION SERVICES BY THE COUNTY CLERK.

7. RESOLUTION 24-10 AMENDING RESOLUTION 24-03 CONSTRUCTION COOPERATION AND REIMBURSEMENT AGREEMENTS FOR THE CITY OF ROCKLIN'S FIVE STAR BOULEVARD, DESTINY DRIVE, AND MISSION HILLS PHASE IV PAVEMENT RECONSTRUCTION PROJECT AND PARK DRIVE PAVEMENT REHABILITATION PROJECT.

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

## **VI. BOARD BUSINESS**

### **1. CONTINUATION OF THE APPEAL OF THE RISING ZONE, 5828 LONETREE BOULEVARD, PARTICIPATION CHARGE CALCULATION**

GM Niederberger gave an update on the appeal for the Rising Zone sharing that the appellant would like to withdraw their appeal and enter into a deferred payment agreement based on the revised calculation of 1.98 additional EDUs.

President Durfee asked for confirmation that the appellant submitted a written request to withdraw their appeal. GM Niederberger confirmed that the District has received the request in writing and is in receipt of the application for the deferred payment agreement. President Durfee thanked staff for their work on this item, and Vice President Jewell thanked staff for visiting the site. No public comments were received.

Director Mitchell made a motion to approve the staff recommendation to revise the calculation of the impact of the tenant improvements from 2.30 EDU (\$33,964.10) to 1.98 EDU (\$29,238.66), finding that the calculations of the composite participation charges for TRZ are correct per the District's Sewer Code, deny the appeal, and require payment of the total Participation Charge due of \$29,238.66; a second was made by Vice President Jewell; a roll call vote was taken, and the motion carried 5-0

### **2. FLEET ELECTRIFICATION PLAN**

DS Nielsen gave a presentation on the Advance Clean Fleets Rule and how the rule will impact the District's fleet. He shared the timeline, potential future infrastructure needs, and costs to transition to a zero-emissions fleet. He shared that staff is researching grant and loan options that may be available and is recommending that the District retain a consultant to help develop a compliant program, navigate grant and loan opportunities, establish baseline vehicle ranges, and assist with a master plan that includes a schedule for vehicle replacements, exemptions, and the infrastructure design.

President Durfee asked if any District vehicles currently need to be replaced. DS Nielsen shared that the District's fleet is relatively new and in good condition and pending unforeseen circumstances there is time to develop a replacement plan. Director Jewell asked for confirmation

that the rule only applies to new vehicle purchases. DS Nielsen commented that the rule allows the District to use the current vehicles until they need to be replaced. Director Mitchell asked about the impact on roads and other infrastructure from the added weight from the batteries in vehicles that are already heavy. DS Nielsen commented that the weight of the batteries can also impact the vehicle class. Director Williams shared that he worked on a hydrogen research facility project, and hydrogen infrastructure is extensive and would likely be cost-prohibitive for an agency the size of the District. Vice President Jewell asked about space for charging and other infrastructure additions. DS Nielsen commented that this is one of the areas where the District has identified that they would need additional assistance from a consultant. Director Mitchell asked if the District will be adding solar panels, and DS Nielsen shared that it is being considered to help offset the costs. No public comments were received.

## **VII. REPORTS**

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

General Counsel Brown had no report for this meeting.

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

#### **A. ASD, FSD & TSD Reports:**

Director Mitchell asked for more information on item E pertaining to the April SPWA meeting, item F about the Notice of Violation at Lucille's, and item K concerning the proposed job descriptions for the Administrative Services Department discussed in the GM report. GM Niederberger shared that the April SPWA meeting was canceled, and the next meeting will be on June 27, 2024. DE Huff shared that the District still has not received plans for any improvements at Lucille's and is working on next steps with General Counsel. GM Niederberger shared that the proposed Administrative Services job descriptions were reviewed by the Personnel Advisory Committee who recommended that they be forwarded to the full Board. Management forwarded the job descriptions to the Employee Association who have requested more time to review them.

Director Mitchell asked about the CalPERS Funding Risk Mitigation Policy in the ASM report. ASM Costan shared that CalPERS recently revised the policy so that in high investment yield years an automatic reduction to the Discount Rate is no longer triggered, but instead, the CalPERS Board must vote to reduce the rate which is a favorable change for public agencies. Director Mitchell congratulated DS Nielsen on becoming a Certified Special District Manager.

Director Dickinson asked about the funding for the Castle City Mobile Home Park. GM Niederberger shared that the original proposal presented to the District did not require any upfront funding from the District. Staff has become aware that the project would require the District to be the lead agency, submit the applications, provide the funding for the project, and request State reimbursements. The total project cost is anticipated to be upwards of \$20 million. GM Niederberger shared that staff will bring a presentation back to the Board once there is more information.

**B. Information Items:**

There were no informational items.

**3. Director's Comments:**

Director Mitchell shared that there is a new commercial complex that will be completed on Whitney Ranch Parkway. Director Williams commented that the canceled April SWPA agenda included a capacity fee study that lowers the regional fee by \$50 and an EDU Study. The EDU Study provides a comparison to other jurisdictions but is not yet complete. He discussed how changing the EDUs for certain uses would impact rates for monthly service charges and capacity fees. GM Niederberger shared that he had a lengthy conversation with the City of Roseville regarding how treatment plant expansion and gallons per EDU are calculated. He shared that he would schedule a meeting with the District SPWA representative and alternate to discuss these calculations and the EDU study in more detail. Director Dickinson commented that any change in EDU assignment will require a new rate study and Proposition 218 approval process. Director Williams added that Initiative 1935, discussed at the last board meeting, could impact the approval of a new rate model.

**VIII. ADJOURNMENT**

The President adjourned the meeting at 5:19 p.m. to the next regular meeting to be held on June 6, 2024, at 4:30 p.m.



Emilie Costan, Board Secretary



South Placer M.U.D.

# Check Report

By Check Number

Date Range: 04/24/2024 - 05/27/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
1010	California Air Resources Board	04/24/2024	Regular	0.00	1,470.00	17008
1581	Cameron Lima	04/24/2024	Regular	0.00	257.35	17009
1828	Carollo Engineers, Inc	04/24/2024	Regular	0.00	11,383.81	17010
1652	Cintas Corporation	04/24/2024	Regular	0.00	603.97	17011
1852	Coastland Civil Engineering LLP	04/24/2024	Regular	0.00	14,040.00	17012
1475	Petersen & Mapes, LLP	04/24/2024	Regular	0.00	252.00	17013
1253	Recology Auburn Placer	04/24/2024	Regular	0.00	386.11	17014
1518	Sonitrol of Sacramento	04/24/2024	Regular	0.00	7,501.61	17015
1292	SPMUD Petty Cash	04/24/2024	Regular	0.00	156.00	17016
1850	WYJO Services Corp	04/24/2024	Regular	0.00	1,766.83	17017
1240	Placer County Personnel	04/30/2024	Regular	0.00	3,465.67	17018
1652	Cintas Corporation	05/01/2024	Regular	0.00	584.58	17019
1591	Eric Orlando	05/01/2024	Regular	0.00	100.06	17020
1631	Instrument Technology Corporation	05/01/2024	Regular	0.00	2,471.04	17021
1564	Jensen Landscape Services, LLC	05/01/2024	Regular	0.00	1,017.00	17022
1764	Network Design Associates, Inc.	05/01/2024	Regular	0.00	960.00	17023
1224	Paramount Awards	05/01/2024	Regular	0.00	18.23	17024
1221	PG&E	05/01/2024	Regular	0.00	1,252.44	17025
1291	Special District Risk Management Authority (SD	05/01/2024	Regular	0.00	500.00	17026
1327	US Bank Corporate Payment	05/02/2024	Regular	0.00	16,816.38	17027
	**Void**	05/02/2024	Regular	0.00	0.00	17028
	**Void**	05/02/2024	Regular	0.00	0.00	17029
	**Void**	05/02/2024	Regular	0.00	0.00	17030
1652	Cintas Corporation	05/09/2024	Regular	0.00	584.58	17031
1068	City of Roseville	05/09/2024	Regular	0.00	75,170.76	17032
1775	CPS HR Consulting	05/09/2024	Regular	0.00	3,525.99	17033
1509	Crystal Communications	05/09/2024	Regular	0.00	311.64	17034
1086	Dataprose	05/09/2024	Regular	0.00	8,744.84	17035
1087	Dawson Oil Co.	05/09/2024	Regular	0.00	6,623.77	17036
1113	Ferguson Enterprises, Inc. 1423 (Main)	05/09/2024	Regular	0.00	4,517.05	17037
1163	Joe Gonzalez Trucking, LLC.	05/09/2024	Regular	0.00	2,496.18	17038
1218	PCWA	05/09/2024	Regular	0.00	525.94	17039
1221	PG&E	05/09/2024	Regular	0.00	7,877.99	17040
1244	Preferred Alliance Inc	05/09/2024	Regular	0.00	232.48	17041
1685	Streamline	05/09/2024	Regular	0.00	497.00	17042
1305	Sunbelt Rentals, Inc.	05/09/2024	Regular	0.00	400.00	17043
1868	Tree Pro Tree Service Inc.	05/09/2024	Regular	0.00	2,835.54	17044
1850	WYJO Services Corp	05/09/2024	Regular	0.00	606.32	17045
1021	ARC	05/16/2024	Regular	0.00	116.69	17046
248	AT&T	05/16/2024	Regular	0.00	8.86	17047
1022	AT&T CalNet	05/16/2024	Regular	0.00	537.84	17048
1652	Cintas Corporation	05/16/2024	Regular	0.00	584.58	17049
1073	Consolidated Communications	05/16/2024	Regular	0.00	2,155.55	17050
1124	Gold Mountain California News Media	05/16/2024	Regular	0.00	700.00	17051
1666	Great America Financial Services	05/16/2024	Regular	0.00	577.06	17052
1631	Instrument Technology Corporation	05/16/2024	Regular	0.00	3,949.95	17053
1218	PCWA	05/16/2024	Regular	0.00	2,405.58	17054
1475	Petersen & Mapes, LLP	05/16/2024	Regular	0.00	708.00	17055
1518	Sonitrol of Sacramento	05/16/2024	Regular	0.00	2,177.84	17056
1848	Uhora Engineering & Planning	05/16/2024	Regular	0.00	3,500.00	17057
1338	Verizon Wireless	05/16/2024	Regular	0.00	1,304.11	17058
1850	WYJO Services Corp	05/16/2024	Regular	0.00	1,925.26	17059
1874	All Pro Backflow, Inc.	05/22/2024	Regular	0.00	605.94	17060
1828	Carollo Engineers, Inc	05/22/2024	Regular	0.00	17,430.00	17061

Check Report

Date Range: 04/24/2024 - 05/27/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1652	Cintas Corporation	05/22/2024	Regular	0.00	598.04	17062
1564	Jensen Landscape Services, LLC	05/22/2024	Regular	0.00	570.00	17063
1764	Network Design Associates, Inc.	05/22/2024	Regular	0.00	1,012.50	17064
1233	Placer County Environmental Health	05/22/2024	Regular	0.00	1,030.00	17065
1253	Recology Auburn Placer	05/22/2024	Regular	0.00	386.11	17066
1333	SPOK, Inc.	05/22/2024	Regular	0.00	29.45	17067
1240	Placer County Personnel	05/24/2024	Regular	0.00	3,465.67	17068
1045	Cal Pers 457 Plan (EFT)	04/26/2024	Bank Draft	0.00	2,625.00	DFT0009056
1045	Cal Pers 457 Plan (EFT)	04/26/2024	Bank Draft	0.00	500.00	DFT0009057
1135	Empower (EFT)	04/26/2024	Bank Draft	0.00	225.00	DFT0009059
1135	Empower (EFT)	04/26/2024	Bank Draft	0.00	7,506.00	DFT0009060
1135	Empower (EFT)	04/26/2024	Bank Draft	0.00	670.32	DFT0009061
1042	CA State Disbursement (EF	04/26/2024	Bank Draft	0.00	510.46	DFT0009062
1015	American Fidelity Assurance	04/26/2024	Bank Draft	0.00	455.81	DFT0009063
1229	Pers (EFT)	04/26/2024	Bank Draft	0.00	49.13	DFT0009064
1229	Pers (EFT)	04/26/2024	Bank Draft	0.00	1,000.75	DFT0009065
1229	Pers (EFT)	04/26/2024	Bank Draft	0.00	1,995.24	DFT0009066
1229	Pers (EFT)	04/26/2024	Bank Draft	0.00	2,118.70	DFT0009067
1229	Pers (EFT)	04/26/2024	Bank Draft	0.00	3,583.64	DFT0009068
1229	Pers (EFT)	04/26/2024	Bank Draft	0.00	5,132.06	DFT0009069
1229	Pers (EFT)	04/26/2024	Bank Draft	0.00	5,085.72	DFT0009070
1149	Internal Revenue Service	04/26/2024	Bank Draft	0.00	13,769.36	DFT0009071
1098	EDD (EFT)	04/26/2024	Bank Draft	0.00	3,825.63	DFT0009072
1098	EDD (EFT)	04/26/2024	Bank Draft	0.00	1,221.48	DFT0009073
1149	Internal Revenue Service	04/26/2024	Bank Draft	0.00	3,220.22	DFT0009074
1149	Internal Revenue Service	04/26/2024	Bank Draft	0.00	9,713.42	DFT0009075
1015	American Fidelity Assurance	05/01/2024	Bank Draft	0.00	323.14	DFT0009076
1230	Pers (EFT)	05/01/2024	Bank Draft	0.00	5,455.66	DFT0009077
1230	Pers (EFT)	05/01/2024	Bank Draft	0.00	37,587.89	DFT0009078
1230	Pers (EFT)	05/01/2024	Bank Draft	0.00	10,065.30	DFT0009079
1230	Pers (EFT)	05/01/2024	Bank Draft	0.00	169.95	DFT0009080
1230	Pers (EFT)	05/01/2024	Bank Draft	0.00	3,925.00	DFT0009081
1230	Pers (EFT)	05/01/2024	Bank Draft	0.00	110.53	DFT0009082
1586	Principal Life Insurance Company	05/01/2024	Bank Draft	0.00	598.64	DFT0009083
1098	EDD (EFT)	05/02/2024	Bank Draft	0.00	7,344.00	DFT0009084
1045	Cal Pers 457 Plan (EFT)	05/10/2024	Bank Draft	0.00	2,925.00	DFT0009085
1045	Cal Pers 457 Plan (EFT)	05/10/2024	Bank Draft	0.00	500.00	DFT0009086
1135	Empower (EFT)	05/10/2024	Bank Draft	0.00	225.00	DFT0009088
1135	Empower (EFT)	05/10/2024	Bank Draft	0.00	7,256.00	DFT0009089
1135	Empower (EFT)	05/10/2024	Bank Draft	0.00	635.74	DFT0009090
1042	CA State Disbursement (EF	05/10/2024	Bank Draft	0.00	510.46	DFT0009091
1015	American Fidelity Assurance	05/10/2024	Bank Draft	0.00	455.81	DFT0009092
1229	Pers (EFT)	05/10/2024	Bank Draft	0.00	49.13	DFT0009093
1229	Pers (EFT)	05/10/2024	Bank Draft	0.00	1,000.75	DFT0009094
1229	Pers (EFT)	05/10/2024	Bank Draft	0.00	1,995.24	DFT0009095
1229	Pers (EFT)	05/10/2024	Bank Draft	0.00	2,118.70	DFT0009096
1229	Pers (EFT)	05/10/2024	Bank Draft	0.00	3,583.64	DFT0009097
1229	Pers (EFT)	05/10/2024	Bank Draft	0.00	5,132.07	DFT0009098
1229	Pers (EFT)	05/10/2024	Bank Draft	0.00	5,085.72	DFT0009099
1149	Internal Revenue Service	05/10/2024	Bank Draft	0.00	14,732.86	DFT0009100
1098	EDD (EFT)	05/10/2024	Bank Draft	0.00	4,041.86	DFT0009101
1098	EDD (EFT)	05/10/2024	Bank Draft	0.00	1,232.64	DFT0009102
1149	Internal Revenue Service	05/10/2024	Bank Draft	0.00	3,445.56	DFT0009103
1149	Internal Revenue Service	05/10/2024	Bank Draft	0.00	10,156.04	DFT0009104
1045	Cal Pers 457 Plan (EFT)	05/24/2024	Bank Draft	0.00	2,925.00	DFT0009111
1045	Cal Pers 457 Plan (EFT)	05/24/2024	Bank Draft	0.00	500.00	DFT0009112
1135	Empower (EFT)	05/24/2024	Bank Draft	0.00	225.00	DFT0009114
1135	Empower (EFT)	05/24/2024	Bank Draft	0.00	7,256.00	DFT0009115
1135	Empower (EFT)	05/24/2024	Bank Draft	0.00	635.74	DFT0009116
1042	CA State Disbursement (EF	05/24/2024	Bank Draft	0.00	510.46	DFT0009117
1015	American Fidelity Assurance	05/24/2024	Bank Draft	0.00	455.81	DFT0009118

Check Report

Date Range: 04/24/2024 - 05/27/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1229	Pers (EFT)	05/24/2024	Bank Draft	0.00	49.13	DFT0009119
1229	Pers (EFT)	05/24/2024	Bank Draft	0.00	1,000.75	DFT0009120
1229	Pers (EFT)	05/24/2024	Bank Draft	0.00	1,995.24	DFT0009121
1229	Pers (EFT)	05/24/2024	Bank Draft	0.00	2,118.70	DFT0009122
1229	Pers (EFT)	05/24/2024	Bank Draft	0.00	3,583.64	DFT0009123
1229	Pers (EFT)	05/24/2024	Bank Draft	0.00	5,160.60	DFT0009124
1229	Pers (EFT)	05/24/2024	Bank Draft	0.00	5,113.98	DFT0009125
1149	Internal Revenue Service	05/24/2024	Bank Draft	0.00	13,823.48	DFT0009126
1098	EDD (EFT)	05/24/2024	Bank Draft	0.00	3,861.79	DFT0009127
1098	EDD (EFT)	05/24/2024	Bank Draft	0.00	1,226.27	DFT0009128
1149	Internal Revenue Service	05/24/2024	Bank Draft	0.00	3,232.90	DFT0009129
1149	Internal Revenue Service	05/24/2024	Bank Draft	0.00	9,739.30	DFT0009130
1015	American Fidelity Assurance	05/22/2024	Bank Draft	0.00	29,807.78	DFT0009131
1015	American Fidelity Assurance	05/22/2024	Bank Draft	0.00	29,808.75	DFT0009132

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	58	0.00	225,732.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	68	68	0.00	316,900.59
EFT's	0	0	0.00	0.00
	<b>171</b>	<b>129</b>	<b>0.00</b>	<b>542,632.78</b>

Check Report

Date Range: 04/24/2024 - 05/27/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: PY Bank-PY Bank</b>						
1645	Aspire Retirement Solutions	04/26/2024	Bank Draft	0.00	1,022.32	DFT0009058
1645	Aspire Retirement Solutions	05/10/2024	Bank Draft	0.00	1,022.32	DFT0009087
1645	Aspire Retirement Solutions	05/24/2024	Bank Draft	0.00	1,022.32	DFT0009113

Bank Code PY Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	3,066.96
EFT's	0	0	0.00	0.00
	<b>3</b>	<b>3</b>	<b>0.00</b>	<b>3,066.96</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	58	0.00	225,732.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	71	71	0.00	319,967.55
EFT's	0	0	0.00	0.00
	<b>174</b>	<b>132</b>	<b>0.00</b>	<b>545,699.74</b>

### Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	4/2024	105,513.61
100	GENERAL FUND	5/2024	440,186.13
			<b>545,699.74</b>



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**STAFF REPORT**

**To:** Board of Directors  
**From:** Carie Huff, District Engineer  
**Cc:** Josh Lelko, Engineering Technician  
**Subject:** Acceptance of the Bill of Sale for the Loomis Costco Sewer Improvements  
**Meeting Date:** June 6, 2024

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**Overview**

The Loomis Costco improvements are located within the Town of Loomis, southeast of the intersection of Sierra College Boulevard and Brace Road. The Loomis Costco project consists of public sewer improvements to serve Costco for a total of 68.20 EDU. There is a credit associated with the Costco property of 1.00 EDU, which reduces the EDU to 67.20. The Loomis Costco improvements include the following infrastructure:

- Installation of one (1) manhole; and
- Installation of forty-nine (49) linear feet of lower laterals.

**Recommendation**

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Loomis Costco Sewer improvements.

**Strategic Plan Goal**

This action is consistent with the following Strategic Plan Priorities:

- Maintain an excellent regulatory compliance record
- Prepare for the future and foreseeable emergencies
- Leverage existing and applicable technologies to improve efficiencies

**Fiscal Impact**

The estimated value of the contributed capital is \$32,421.

**Attachments:**

1. Bill of Sale
2. Map – Loomis Costco

BILL OF SALE

COSTCO WHOLESALE CORP. does hereby grant, bargain, sell and convey to SOUTH PLACER MUNICIPAL UTILITY DISTRICT all of its rights, title and interest in and to all public sewer pipes, lines, mains, manholes, and appurtenances installed by its contractor in that subdivision/project commonly known as COSTCO LOOMIS at 4101 Sierra College Blvd. as depicted in Exhibit A attached.

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

Dated this 1<sup>st</sup> Day of May, 2024

COSTCO WHOLESALE CORPORATION,  
a Washington corporation

By: Gail E. Tsuboi ]  
Gail E. Tsuboi,  
Vice President / Assistant Secretary

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of Washington }

County of King }

On May 1, 2024, before me, Heather Cimuchowski, Notary Public, State of Washington, personally appeared Gail E. Tsuboi, Vice President and Assistant Secretary of Costco Wholesale Corporation, a Washington corporation, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of Washington that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Heather J Cimuchowski [Seal]







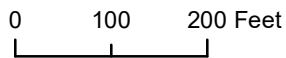
# Exhibit A Costco Loomis

68.20 EDU

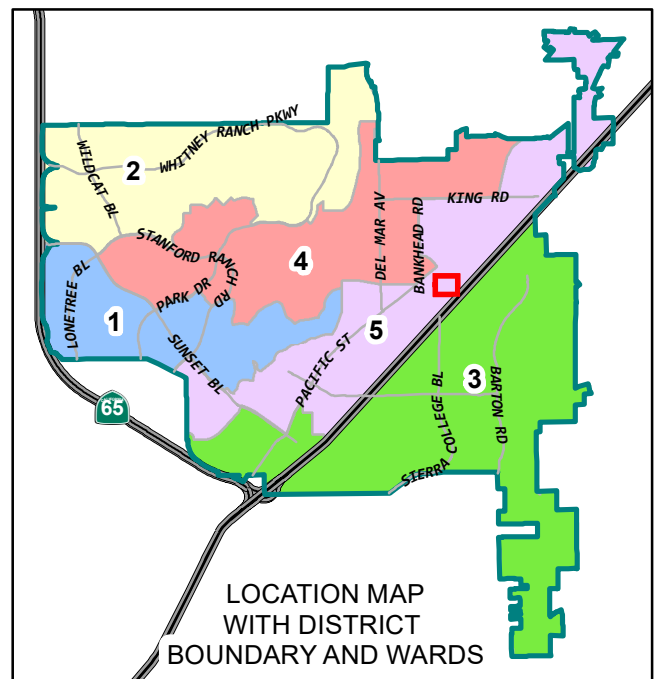
## Public Sewer Infrastructure

1 manhole

49 linear feet of lower lateral



1 in = 200 ft



Date: 4/30/2024  
 Author: Curtis Little  
 Document Path:  
 G:\spmud\_gis\mxd\Bill of Sale\2024\MXD\costco.mxd

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors  
**From:** Eric Nielsen, Superintendent  
**Cc:** Herb Niederberger, General Manager  
**Subject:** Janitorial Services Agreement  
**Meeting Date:** June 6, 2024

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**Overview**

The District owns three buildings at its main location in Rocklin, namely the headquarters building, the maintenance building, and the training room. These buildings are used to provide workspaces for the District’s twenty-nine employees, provide a location for customers to receive assistance, and provide spaces to host the public at various meetings. These buildings require regular maintenance to function properly, provide a conducive work environment, and reflect professionalism when visited by the public. The District is staffed with a focus on providing excellent sewer service. Tasks that fall outside of the core work programs and tasks related to providing excellent sewer service are contracted out. Janitorial services are among the services that the District contracts out for greater efficiency and effectiveness.

The District requested proposals from qualified janitorial vendors on March 29, 2024. Two firms attended the mandatory site walk on April 17, 2024, to review the requested scope of work. Two proposals were received prior to the deadline on May 9, 2024. The proposals were evaluated on the criteria established in the Request for Proposal document, namely qualifications and experience, adherence to proposal requirements, the quality of their proposed operations plan for District facilities, cost, and references. Universal Building Services and Supply Co. was selected as the best firm to provide janitorial services for the District.

Staff are presenting this resolution to the Board because the total cost of the potential five-year agreement (i.e., one year with an option to extend for four additional one-year periods) would exceed \$50,000. District Policy 3150 requires Board authorization for the General Manager to approve purchases over \$50,000.

**Recommendation**

Staff recommends that the Board of Directors adopt Resolution 24-11, authorizing the General Manager to execute the attached agreement with Universal Building Services for janitorial services.

**Strategic Plan Goals**

This action is consistent with SPMUD Strategic Plan Priorities:

- Provide exception value for the cost of sewer service.
- Make SPMUD a great place to work.

**Related District Ordinances and Policies**

This action complies with the following District Policy(ies)

Policy No. 3150 – Purchasing Policy

**Fiscal Impact**

The total annual agreement shall not exceed \$19,000. The total agreement amount, if extended for four additional one-year periods, shall not exceed \$100,000.

**Attachments**

- Resolution 24-11
- Agreement

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 24-11**

**AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT  
WITH UNIVERSAL BUILDING SERVICES FOR JANITORIAL SERVICES**

WHEREAS, The South Placer Municipal Utility District (hereinafter “District”) has facilities that house workspaces for its employees; and

WHEREAS, the District does not employ a full-time janitor, and tasks of cleaning and maintaining the buildings are needed to support efforts by District employees; and

WHEREAS, the District solicited proposals from qualified vendors through a request for proposals process; and

WHEREAS, Universal Building Services was determined to have the experience, qualifications, and approach that most closely aligned with the needs and objectives of the District as defined by the evaluation criteria in the request for proposals; and

WHEREAS, the total cost of the potential five-year agreement (one year with an option to extend for four additional one-year periods) would exceed \$50,000 and per District Policy No. 3150 – Purchasing, Board authorization is required for the General Manager to approve purchases over \$50,000.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the South Placer Municipal Utility District that the General Manager is authorized to execute the attached agreement with Universal Building Services for Janitorial Services.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 6<sup>th</sup> day of June 2024.

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

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





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

NON-PROFESSIONAL SERVICES AGREEMENT

AGREEMENT TERM: One (1) year

EXECUTED:

Provide Non-Professional Services for the project know as:

JANITORIAL SERVICES

DISTRICT: South Placer Municipal Utility District
DISTRICT REPRESENTATIVE: Eric Nielsen
(916) 786-8555; 310 enielsen@spmud.ca.gov

CONTRACTOR: Universal Building Services and Supply Co.
CONTRACTOR REPRESENTATIVE: Sergio Alvarez
(916) 638-1078; sergioa@ubsco.com

SERVICES:

The undersigned agrees to complete the work specified in strict accordance with the General Provisions, Scope of Services and Pricing incorporated herein within the time specified in the proposal.

Total agreement amount shall not exceed \$ 19,000 annually.

This includes all applicable taxes and fees. Proof of insurance, as described in the General Provisions, shall be provided to the District.

Name and address of Contractor:

Universal Building Services and Supply Co.
1808 Tribute Road, Suite B
Sacramento, CA 94804

(916) 564-1078
ubs@ubsco.com

The person signing this Contract for Contractor represents and warrants that he or she has read, understands, and agrees to all the Contract terms and is fully authorized to sign this Contract on behalf of the Contractor and to bind the Contractor to the performance of the Contract's obligations.

Signature of person authorized to sign:

Print Name: \_\_\_\_\_

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

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

NOTICE OF AWARD (This section for District use only)

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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



## GENERAL PROVISIONS

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1. **SCOPE OF SERVICES:** Contractor shall do all work, attend all meetings, and carry out all activities necessary to complete all services described in the attached scope of services (Exhibit B) and associated UBS proposal (Exhibit C) included as part of this Agreement. This Agreement and its exhibits, attached or incorporated by reference, shall be known as the “Agreement Documents.” The Contractor enters into this Agreement as an independent contractor and not as an employee of the District.
2. **TIME OF PERFORMANCE:** The Services described in this Contract shall be provided for one year with the option to extend for four additional one-year periods. The services are to commence upon execution and receipt of this Agreement and shall be completed in a prompt and timely manner in accordance with the conditions of the Agreement.
3. **COMPENSATION:** Payments shall be paid monthly upon completion of services for a total amount not to exceed \$ 19,000 annually. The District reserves the right to perform any of these services with its own staff or to retain other contractors to perform the services. “Reimbursable Expenses” are limited to actual expenditures of the Contractor for expenses that are necessary for the proper satisfaction of the Contract and are only payable if specifically authorized in advance in writing by the District. No additional charges will be allowed unless specified in the Contract, including charges for transportation, fuel, containers, packing, or disposal. Contractor is responsible for supplying invoices and all documentation necessary to verify invoices to the District’s satisfaction. Invoices shall be emailed to [ap@spmud.ca.gov](mailto:ap@spmud.ca.gov) or mailed to 5807 Springview Drive, Rocklin, CA 95677.
4. **TERMINATION:** This Agreement may be terminated, without cause, at any time by the District or Contractor upon ten days written notice. Contractor shall be compensated for all services provided for in the Agreement to that date. District shall be entitled to all work created pursuant to the Agreement.
5. **CHANGES:** District or Contractor may request changes to the scope of services to be performed. Such changes must be authorized in advance by the District in writing. Mutually agreed to changes shall be incorporated in written amendments to this Agreement.
6. **PROPERTY OF THE DISTRICT:** It is mutually agreed that all work or materials prepared under this Agreement shall become the property of the District. The District shall have full ownership and control, including ownership of any copyrights, of all information prepared, produced, or provided by Contractor under this Contract. In this Contract, the term “information” means and includes any and all work product, submittals, reports, plans, specifications, and other deliverables consisting of documents, writings, handwritings, typewriting, printing, photostating, photographing, computer models, and any other computerized data and every other means of recording any form of information, communications, or representation, including letters, works, pictures, drawings, sounds, or symbols, or any combination thereof.
7. **CONFIDENTIALITY:** During performance of this Agreement, the contractor may gain access to and use District information. The contractor agrees to protect all District Information and treat it as strictly confidential, and further agrees that they shall at no time, either directly or indirectly, divulge, disclose, or communicate in any manner any District information to any third party without the prior written consent. In addition, the contractor shall comply with all policies governing the use of the District network and technology systems.
8. **NOTIFICATION OF MATERIAL CHANGES IN BUSINESS:** Contractor agrees that if it experiences any material changes in its business, including a reorganization, refinancing, restructuring, leveraged buyout,

bankruptcy, name change, or loss of key personnel, it will immediately notify the District of the changes. Contractor also agrees to immediately notify the District of any condition that may jeopardize the scheduled delivery or fulfillment of Contractor's obligations to the District under this Contract.

9. WARRANTY: Contractor warrants that it has the expertise or has experts available to perform the services set forth in this Agreement in a manner consistent with accepted standards of its profession. It warrants that it will perform said services in a legal manner in conformance with all applicable laws and guidelines.
10. STANDARD OF PERFORMANCE: Contractor shall perform in the manner and according to the standards currently observed by a competent practitioner of Contractor's profession in California and in compliance with all requirements of this Contract. All products that Contractor delivers to District under this Contract must be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Contractor's profession.

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

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

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

Exhibit A  
INSURANCE REQUIREMENTS

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

**MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

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

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

**OTHER INSURANCE PROVISIONS**

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

***Additional Insured Status***

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

***Primary Coverage***

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

***Umbrella or Excess Policy***

The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The

Umbrella or Excess policies shall be provided on a true “following form” or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor’s primary and excess liability policies are exhausted.

### ***Notice of Cancellation***

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

### ***Waiver of Subrogation***

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

### ***Self-Insured Retentions***

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

### ***Acceptability of Insurers***

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

### ***Claims Made Policies***

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

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained, and evidence of insurance must be provided ***for at least five (5) years after completion of the contract of work.***
3. If coverage is canceled or non-renewed, and not replaced ***with another claims-made policy form with a Retroactive Date prior to*** the contract effective date, the Contractor must purchase “extended reporting” coverage for a minimum of ***five (5) years*** after completion of work.

### ***Verification of Coverage***

Contractor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language affecting coverage required by this clause **and a copy of the Declarations and**

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

***Special Risks or Circumstances***

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

## EXHIBIT B

### **SCOPE OF SERVICES REQUIRED**

The following provides additional information on the janitorial services requested.

Cleaning service times and access are as follows:

South Placer Municipal Utility District (5807 Springview Drive)

Tuesday, Friday

After 5:00 p.m. – Before 9:00 p.m.

Any service requiring weekend performance shall be completed during the hours of 7:00 a.m. and 9:00 p.m. Any scheduled facilities use that would interfere with these times will be coordinated through the District contact with a 24-hour notice.

Services are not required on the following District recognized holidays:

- New Year's Day
- Martin Luther King, Jr. Day (the third Monday in January)
- President's Day Observance (the third Monday in February)
- Memorial Day Observance (the last Monday in May)
- Independence Day
- Labor Day Observance (the first Monday in September)
- Veterans Day Observance (November 11)
- Thanksgiving Day
- The day after Thanksgiving Day
- Christmas Eve Day
- Christmas Day

<b>General Requirements</b>	
Every Visit	Empty all trash receptacles, replace liners as needed.
Every Visit	Trash will be taken to the outside dumpster(s).
Every Visit	Flatten cardboard boxes before placing in trash containers.
Every Visit	Clean entrance glass doors and windows inside and out removing all finger marks and smudges. After cleaning, the surface should present a streak-free appearance.
Every Visit	Dust surfaces including the tops of partitions, pictures (excluding personal pictures in offices and cubicles), and furniture removing all dust, dirt, and cobwebs.
Every Visit	Wet wipe and disinfect all counter tops, tabletops, and public counters to remove dirt and all non-permanent marks. (This does not include desktops). Replace empty Kleenex boxes in meeting rooms.
Every Visit	Turn off all lights, except designated night-lights, and secure all windows and doors when leaving premises. SET ALARMS!
Monthly	Fingerprints and smudges removed from partitions, light switches, and doors. Disinfect door handles, remove stains from walls.
Monthly	Dust all blinds, mini-blinds, bookshelves, door and window frames including high ledges and moldings removing all dirt and cobwebs. (All high and low surfaces not covered with every visit.)
Monthly	Dust and clean interior light diffusers removing all dirt and cobwebs.
Monthly	Dust or vacuum heating and ventilating grills removing all particles.

Monthly	Remove all spider webs from walls and windows inside and outside.
Monthly	Remove dirt and marks from baseboards.
Monthly	Remove marks and smudges from push plates on doors.
<b>Restroom Requirements</b>	
Every Visit	Clean and disinfect restrooms including inside and out of all washbasins, toilets, urinals, plumbing fixtures, mirrors, dispensers, receptacles, floors, walls, and light switches. Remove all stains, smells, soap scum, mildew, by-products, spots, and debris. Different cloths, sponges, brushes and scouring pads shall be used to clean the sinks than the ones used for cleaning the commodes and urinals. Inoperable fixtures and dispensers shall be reported to the Superintendent.
Every Visit	After sweeping, clean floors with detergent cleaner, then damp mop floors with disinfectant and clean water leaving floors free of dirt, grime, scuff marks, cleaning material residue, streaks, and mop strands.
Every Visit	Clean, disinfect, and polish soap, paper towel dispensers, and plumbing fixtures leaving a bright, shiny, and streak-free appearance.
Every Visit	Clean and disinfect partitions and walls leaving a streak-free appearance.
Every Visit	Empty trash receptacles and disposal baskets (including feminine hygiene disposal receptacles), replace liners.
Every Visit	Clean mirrors leaving a streak-free appearance.
Every Visit	Deodorize floor drains. Pour one gallon of fresh floor disinfectant detergent solution down each drain. Using a one gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.
Every Visit	Fill all dispensers with soap, toilet paper, seat covers, paper towels, and replace empty Kleenex boxes, so that the dispenser will not become empty prior to the next service day.
Monthly	Scrub and sanitize showers with a detergent and disinfect to remove all stains, grime, soap scum, mildew and odors. Clean shower drains.
<b>Break Room / Kitchenette Requirements</b>	
Every Visit	Wash and disinfect sinks removing all stains, spots, and debris. Different cloths, sponges, brushes and scouring pads shall be used to clean the sinks than the ones used for cleaning the restrooms.
Every Visit	Empty all trash receptacles, replace liners.
Every Visit	Wash walls and remove marks and spots from tile, vinyl, and painted surfaces making sure not to harm the finishes.
Every Visit	After sweeping, clean floors with detergent cleaner, then damp mop floors with disinfectant and clean water leaving floors free of dirt, grime, scuff marks, cleaning material residue, streaks, and mop strands. Wipe any baseboards free of moisture and wax products.
Every Visit	Wet wipe and disinfect all counter tops, tabletops, and cupboard doors.
Every Visit	Clean and disinfect all appliances to remove all stains, spots, and debris.
<b>Outside Requirements</b>	
Every Visit	Empty and clean all trash receptacles to remove all dirt and debris from inside and outside surfaces. Receptacles are to be clean and odor-free and have a plastic liner of appropriate size and length.



Every Visit	Wipe tables and chairs in the patio area and remove cobwebs.
<b>Window Requirements</b>	
Every Visit	Clean all interior and exterior glass doors inside and out, removing all finger marks and smudges (EXCLUDING protective windows/glass in the reception/entrance lobby area). After cleaning, the surface should present a streak-free appearance.
Monthly	Dust all blinds and window frames removing all dirt and cobwebs.
Monthly	Clean all interior windows and windowsills including floor length windows, removing all finger marks and smudges (EXCLUDING protective windows/glass in the reception/entrance lobby area). After cleaning, the surface should present a streak-free appearance.
<b>Flooring – Carpet Requirements</b>	
Every Visit	Vacuum all carpeted areas including edges and corners to remove all litter, soil, and dust. Move all chairs, trash cans and other easily moved objects and vacuum under them. This includes mats at entrances and other locations.
As-Needed	Spot clean heavy stains on carpet with an appropriate industrial grade spot removing solution using the manufacturer’s recommended technique.
Annually	After vacuuming, clean carpet with hot water steam extraction method.
<b>Flooring – Non-Carpeted Floor Requirements</b>	
Every Visit	Sweep entire floor with an anti-dust treated mop removing all dirt, dust, lint, and debris. Remove door mat(s) and sweep underneath.
Every Visit	Mop floors after sweeping with a good quality cleaner that leaves no visible or sticky residue when dry leaving floors free of dirt, grime, scuff marks, cleaning material residue, streaks, and mop strands. Wipe any baseboards free of moisture and cleaning products.
Weekly	Scrub all non-carpeted floors. Protect the walls and wipe any baseboards free of moisture.
Annually	Strip, wax and polish all non-carpeted floors as appropriate for flooring material leaving a uniformly bright appearance that is free of streaks. Remove furnishings from the area. Protect the walls and wipe any baseboards free of moisture, stripper, and wax products.
Annually	Scrub maintenance building epoxy floor with floor scrubber appropriate for flooring material.

**COMPLIANCE WITH THE LAW**

Contractor shall comply with all applicable State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, work site or performance of the contract.

The Contractor shall comply (if applicable) with the Displaced Janitor Opportunity Act and the Department Property Service Workers Protection Act.

**SAFETY REQUIREMENTS**

All work performed shall comply with safety standards of Cal-OSHA and local environmental

and antipollution regulations. All products used shall meet all EPA and Cal-OSHA standards and be used in accordance with the manufacturer's written instructions. All products/chemicals will have proper identifying labels affixed to them as well as secondary containers (i.e., spray bottles). Any chemical used in the performance of the contract work shall have the appropriate Safety Data Sheet (SDS) in a labeled safety binder in each area/closet in which they are stored.

#### STORAGE CLOSETS

Janitor's closets and/or similar accommodations will be provided for storing equipment, including mops, brooms, vacuum, and janitorial supplies. Closets and stored equipment shall be kept clean and orderly by the Contractor. Equipment and cleaning supplies shall be returned to the closets when not in use.

#### CONTRACTOR-FURNISHED EQUIPMENT AND SUPPLIES

The Contractor shall supply all necessary tools, equipment, waxes, cleaners, brooms, mops, buckets, hoses, restroom cleaner, vacuums, carpet cleaners, and all other tools and supplies not stated as being supplied by the District.

#### DISTRICT-FURNISHED SUPPLIES AND UTILITIES

The District will provide paper towels (fold and roll), toilet paper, seat covers, wax bags for feminine hygiene products, liquid and powder hand soap, dish soap, all-purpose sponges, small and large trash receptacle liners, and Kleenex boxes for restrooms and meeting rooms.

Contractor is responsible for monitoring supply inventories and reporting to the Superintendent or a designee the types and quantities of supplies to be replenished. Upon receipt of supplies, Contractor may assist with restocking storage areas in a neat and orderly fashion.

The District will provide electrical power at existing outlets for the Contractor to operate equipment as necessary. The District will also provide hot and cold water as necessary.

#### KEYS AND ALARM CODES

The Superintendent or a designee will provide the Contractor with keys for regularly assigned staff. Keys issued to the Contractor are property of the District. Keys shall not be duplicated. Keys shall be stored in a secure area when not on the premises. All keys shall be returned to the District upon completion of the contract. Lost keys shall be reported immediately to the Superintendent. Should a lost or stolen key jeopardize the security of the facility, the Contractor shall be responsible for all costs incurred by the District in re-keying the lock system.

A unique security system code will be distributed only to those working at the facilities on a regular basis. The Contractor's assigned staff will be responsible for disarming the security system with the proper code when entering the locked facilities and be responsible for securing all facilities arming the security system upon completion of each shift. The Contractor shall be responsible for any costs or charges associated with responding to a false alarm caused by janitorial personnel.

Only the Contractor's assigned and approved personnel shall be allowed access and entry into each facility. Personnel will not allow anyone on the premises unless that person is

specifically assigned by the Contractor to do janitorial service at the facility.

#### SECURITY

All buildings shall be locked and the lights turned off when cleaning in each area has been completed. All exiting doors are to remain locked while the contractor is in that building. Do not block exterior doors for any reason. Do not assist entry of anyone except emergency personnel.

#### REPORTING PROBLEMS

The Contractor will report any unlocked doors or windows, defective mechanical systems or equipment, damaged property, suspicious persons, or other problems that may be considered unsafe or that may require attention for repairs to the Superintendent.

#### CARE OF FACILITIES

The Contractor shall be responsible for the knowledge and use of all emergency exits and fire alarm and prevention equipment by janitorial employees. In case of emergency, the Contractor's employees shall call 911 to report. For non-emergency problems, the Contractor's employees shall contact the Superintendent.

#### RESPONSIBILITY FOR DAMAGES

The Contractor shall be responsible for all damages to facilities or property that occur as a result of the fault or negligence of the Contractor or Contractor's employees in connection with the performance of this work. The Contractor shall be responsible for the repair and restoration required as a result of the damage to the District's property that was caused by the Contractor's janitorial activities or neglect of work.

#### PROPER ATTIRE

The Contractor shall furnish assigned staff with a shirt, or some other type of upper body wear, of common company color and displaying the company name, patch, or logo. Such attire is to be worn by Contractor's assigned staff at all times while on the premises.

#### CONDUCT

The Contractor's assigned staff shall conduct themselves in a professional manner and are required to adhere to all laws, ordinances, rules, and regulations currently in effect, including the same codes of conduct governing District staff while present on District premises. The codes of conduct include, but are not limited to the following:

The District maintains an alcohol and drug free working environment. The Contractor's assigned staff is prohibited from using any non-prescription drug or alcohol on District property. The Contractor shall not permit any assigned staff under the influence of alcohol or drugs to remain on the premises or report to work.

Sexual harassment of staff, patrons, or guests will not be tolerated. The Contractor shall remove any assigned staff in the event of a sexual harassment complaint being filed against them.

The District facilities are smoke-free environments. Smoking is only permitted outside and

well away from doors and windows to ensure smoke does not enter buildings.

The District maintains a workplace free from harassment, intimidation, and violence. The Contractor shall remove any assigned staff that is determined to be engaged in prohibited behavior.

#### DISTRICT PROPERTY

The Contractor shall prohibit employees from disturbing papers on desks, opening desk drawers or cabinets, using telephones or office equipment, or removing any food or drink items. Any property not belonging to janitorial staff shall not be used, tampered with, or taken.

#### TRANSPORATION

The Contractor's personnel shall furnish their own transportation to, from, and between all facilities as necessary.

EXHIBIT C

A

PROPOSAL

FOR

**South Placer Municipal  
Utility District**

**Response to RFP - Janitorial Services**

**5807 Springview Drive**

**Rocklin, CA 95677**

**Due: May 9, 2024, by 2:30 p.m.**

**Eric Nielson**

**[enielsen@spmud.ca.gov](mailto:enielsen@spmud.ca.gov)**

**Presented by**



**3120 Pierce Street, Richmond, CA 94804**

**(510) 527-1078**

## *Proposal Cover Page*

### **Proposal for Janitorial Services**

***Submissions Must Be Received Prior To 2:30 P.M. (Pacific Time)  
on Thursday, May 9, 2024***

**Submit Information** (Electronically, in PDF format) to [enielsen@spmud.ca.gov](mailto:enielsen@spmud.ca.gov)

#### **NAME AND ADDRESS OF RESPONDENT SUBMITTING THIS INFORMATION**

Name of Consultant: Universal Building Services and Supply Co.

Name of Contact Person: Dario DeVincenzi

Address: 3120 Pierce Street

City, State, Zip Code: Richmond, CA 94804

Phone Number: 510-527-1078

Email: dario@ubsco.com



JANITORIAL DIVISION

SUPPLY DIVISION

POWER SWEEPING DIVISION

All correspondence to:

3120 Pierce Street  
Richmond - CA, 94804  
(510) 527-1078  
1-800-869-6677  
Fax 510 / 526-7289  
ubsc.com

April 24, 2024

South Placer Municipal Utility District  
5807 Springview Drive  
Rocklin, CA 95677  
Eric Nielsen  
[enielsen@spmud.ca.gov](mailto:enielsen@spmud.ca.gov)

Dear Eric:

Thank you for providing Universal Building Services and Supply Co. the opportunity to submit a janitorial proposal to the South Placer Municipal Utility District for services at the locations specified in your RFP, for Janitorial Services. I am pleased to offer our proposal for your review.

Universal Building Services and Supply Co., a California corporation, has been providing superior, cost-effective cleaning services to quality facilities such as yours for over sixty (60) years. UBS was founded on March 1<sup>st</sup>, 1963, by Leonard Brusseau and his partner Joseph Pieri in Richmond, California, and incorporated into the State of California on April 10<sup>th</sup>, 1969. **Our Federal Tax ID Number is [REDACTED] and our DIR Registration Number is [REDACTED]** UBS has corporate offices in Richmond and five (5) district offices throughout Northern and Central California. Our company has 480 employees and services commercial and industrial accounts of all sizes. UBS also services many municipalities, including Federal, State, County, and City governments.

Universal Building Services and Supply Co. is a member of the U.S. Green Building Council since 2009 and ISSA (The Worldwide Cleaning Industry Association) since 1980. The company performs green cleaning services in compliance with LEED v4 for Existing Building Operations and Maintenance, Indoor Environmental Quality (EQ), and in accordance with Green Seal GS-42. UBS uses Green Seal Certified products. When providing paper supplies, UBS delivers a product that is compliant with EPA Recycled Content Specifications.

Universal Building Services and Supply Co. attributes its success and growth to several reasons. They include:

- **We have** five (5) district offices in Northern and Central California, located in the following cities: Richmond, Concord, San Jose, Sacramento, and Petaluma. We also cover the areas within Alameda County.
- **UBS has** its own janitorial, window washing, and utility to provide all the services our customers need.



- **Trained personnel** utilizing the latest cleaning techniques and equipment. UBS cleaning personnel are in daily and constant communication with their immediate supervisors. Our clients benefit by receiving prompt, cost-effective services.
- **Exceptional supervision**, which ensures strong quality control and superior service to our clients. Many of our supervisors have been with UBS for over 25 years and have worked their way up the ranks.
- **Experienced and responsive** UBS management, which ensures that our clients' cleaning concerns are minimized, thereby affording our clients more time for other matters. Our clients can contact UBS management personnel 24 hours a day, 7 days a week, to handle emergencies and unforeseen events.
- **Information** regarding state-of-the-art techniques and equipment is disseminated from the UBS Supply Division to the UBS Janitorial Division, ensuring that our cleaning staff uses the latest technologies. Our clients benefit by having their facilities cleaned in an efficient and cost-effective manner.

The aforementioned are some of the many reasons why Universal Building Services and Supply Co. has become a leader in providing janitorial services to an ever-growing number of satisfied clients. UBS now cleans over 30 million square feet of property, ranging in diversity from office buildings to refineries to State, Federal, and Local governments. At UBS, we take pride in providing our clients with superior cleaning services, cost-effectiveness, and a prompt response to their needs.

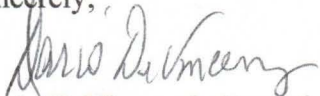
I will serve as your contact during this proposal process and am authorized to represent the company in any negotiations and/or agreements. Should you have any questions about our proposal or Universal Building Services and Supply Co., please contact me at **(510) 527-1078** or email [dario@ubsc.com](mailto:dario@ubsc.com). Thank you for your time.

**This proposal is firm for 90 days.**

**Acknowledgement of Addendum 1**

**Universal Building Services and Supply Co. has no conflict of interest in this RFP for Janitorial Services.**

Sincerely,



Dario DeVincenzi, Operations Manager  
Universal Building Services and Supply Co.  
3120 Pierce Street, Richmond, CA 94804  
Phone: .....510-527-1078  
Fax: .....510-526-7289  
Email:.....[dario@ubsc.com](mailto:dario@ubsc.com)  
Web Site: [www.ubsc.com](http://www.ubsc.com)



## *Proposal Signature Form*

All Respondents must complete and sign this section. **Failure to complete and sign this section will result in rejection of the proposal.**

Name of Respondent: **Universal Building Services and Supply Co.** \_\_\_\_\_

Business Address: **3120 Pierce Street** \_\_\_\_\_

City, State, Zip Code: **Richmond, CA 94804** \_\_\_\_\_

Telephone: **510-527-1078**

Email: **ubs@ubsc.com**

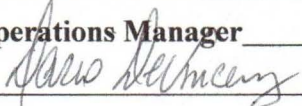
Type of Business:       Corporation; [ ] Partnership; [ ] Individual doing business under own name; [ ] Individual doing business using a firm name; [ ] Joint Venture  
(Attach Joint Venture Agreement)

Federal Tax I.D. Number: [REDACTED] \_\_\_\_\_

The undersigned, as Respondent, certifies that the only persons or parties interested in this Proposal as principals are those named herein as Respondent; that this qualification statement is made without collusion with any other person, firm, or corporation; that in submitting this Proposal the Respondent has examined all terms, conditions, and requirements set forth in the Request for Proposal; that the Respondent proposes and agrees that if this Proposal is accepted, the Respondent will execute and fully perform the contract for which Proposals are called; that the Respondent will perform all the work and/or furnish all the materials specified in the contract, in the manner and time therein prescribed, and according to the requirements as therein set forth; and that the Respondent will take in full payment therefor, the prices set forth in the contract.

Print Name: **Dario DeVincenzi** \_\_\_\_\_

Title: **Operations Manager** \_\_\_\_\_

Signature:  \_\_\_\_\_

Address: (if different than business address above) \_\_\_\_\_

**MINUTES OF ACTION BY WRITTEN CONSENT  
OF  
THE BOARD OF DIRECTORS  
OF  
UNIVERSAL BUILDING SERVICES AND SUPPLY CO.**

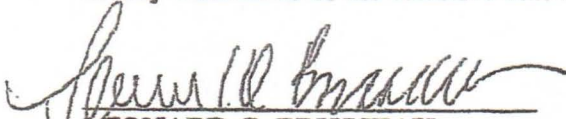
Each of the undersigned, as members of the Board of Directors of UNIVERSAL BUILDING SERVICES AND SUPPLY CO., a California corporation, hereby consent, without a meeting effective as of Dec 15, 1997, by signing below, to the following actions of the Board of Directors of the Corporation:

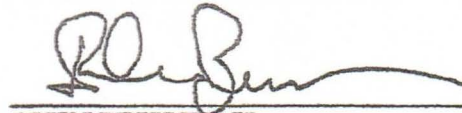
1. The following resolution acknowledging the authority of certain Officers of the Corporation to execute binding agreements on behalf of the Corporation is hereby adopted:

WHEREAS, Grace Brusseau is the duly elected Chief Executive Officer, Secretary/Treasurer and Chief Financial Officer of the Corporation; Leonard Brusseau is the duly elected President and Vice President of the Corporation; and Dario De Vincenzi is the duly elected Operating Manager of the Corporation;

BE IT THEREFORE RESOLVED that the any one or more of Grace Brusseau, Leonard Brusseau and Dario De Vincenzi shall be authorized to execute contracts, leases, purchase orders and other written agreements on behalf of the Corporation, which shall be legally binding upon the Corporation.

There being no further action to come before the Board of Directors, the undersigned hereby consent as of the effective date herein above written to all action taken above.

  
LEONARD C. BRUSSEAU

  
JOHN BRUSSEAU

  
GRACE BRUSSEAU

  
MICHELE BRUSSEAU

  
ELIZABETH BRUSSEAU

## *Statement of Respondent's Qualifications*

- 1) Describe the functional and/or organization structure of your organization (i.e., supervision or maintenance staff, office staff, etc):

See Attached Sheets

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- 2) Describe background, past experience, and organization qualifications that enable the Respondent to provide Janitorial Services:

See Attached Sheets

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Affiliations and accreditations: Describe your firm's professional affiliations and accreditations.

**Member, since 2009, of the U.S. Green Building Council**

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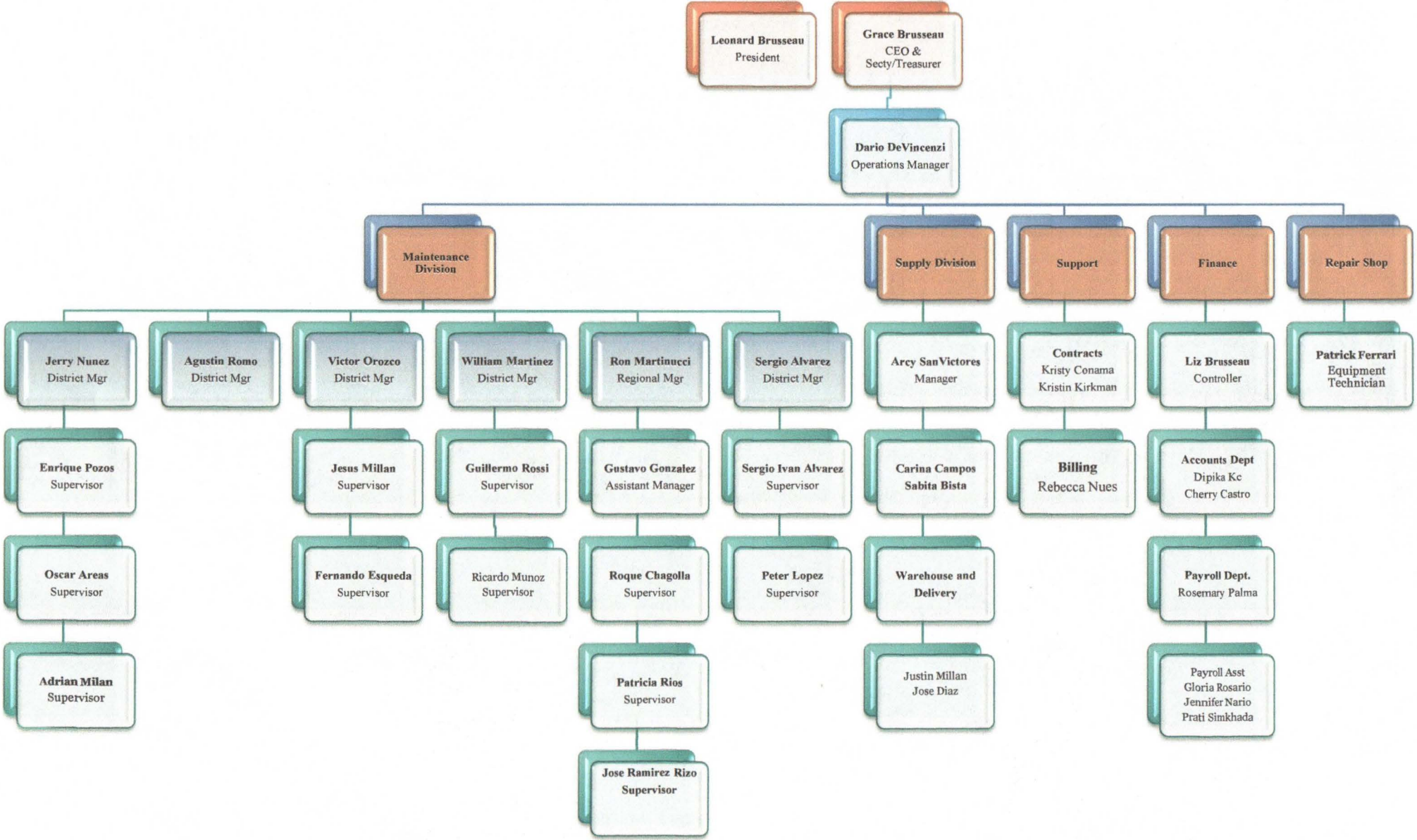
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## **ORGANIZATIONAL STRUCTURE**

Universal Building Services and Supply Co.'s organizational structure is a functional/hierarchical organizational structure. Besides the President, CEO & Secretary/Treasurer, and Operations Manager, our employees are grouped into departments and by their specialized knowledge and skills. Each department is led by a manager with proficiency in the same field who is responsible for designating employee responsibility and monitoring performance and quality control. The functional organization structure of UBS is advantageous because we have groups of highly skilled individuals grouped together performing customized tasks for the company, increasing productivity and value. This also creates accountability and reduces communication channels since each department has a designated functional manager.

# Universal Building Services and Supply Co. 2024 Organization Chart





## **EXECUTIVE SUMMARY**

**Universal Building Services** is a California Corporation founded in 1963 by Leonard Brusseau and Joseph Pieri. UBS prides itself in offering a prompt response, personal contact, efficient service, and thorough follow-up to its clients. These principles support the company's umbrella policy of total client satisfaction. That UBS has steadily grown throughout its history is testimony to the company's success in meeting these principles. Over sixty (60) years later, UBS remains family-owned and services well over 30 million square feet of diverse building space throughout California. Growth and expansion at UBS continue to be steady and controlled.

Universal Building Services began with a single office in Richmond, California. To better accommodate the additional space required for increased staff and workers, more equipment, garaging and servicing of power sweepers, and warehousing of maintenance supplies, the Richmond facility has expanded to include several buildings. Richmond is also the location of the company's corporate offices. As UBS continued to expand, district offices were gradually opened in Petaluma, Sacramento, San Jose, and Concord to provide better client support and service. In addition, UBS has developed working alliances with various service providers throughout California.

Universal Building Services has grown steadily to become a major presence in the field of total building cleaning maintenance throughout California. To the basic janitorial office cleaning, which was the original UBS service, carpet cleaning, hard and resilient floor care, window cleaning, emergency clean-up, and numerous other ancillary services have been added. To strengthen its position as a leading provider of full-service cleaning and maintenance, UBS added maintenance supply sales to the services offered by the company. Maintenance Supply Sales is now a separate division of Universal Building Services.

Universal Building Services remains dedicated to continuing those principles that have contributed to its longevity, stability, and growth and that have resulted in the satisfaction and loyalty of its clients. Providing leadership into the future are UBS managers and supervisors who, individually, average over 25 years of experience with UBS alone. With experienced leadership, trained workers, and a growing base of satisfied clientele, Universal Building Services is poised to meet the challenges of future business and growth with confidence.

## **Mission Statement**

Universal Building Services and Supply Co.'s mission is to serve the business community and, thereby, society at large, by providing superior cleaning services to governmental, commercial, and industrial companies. Our service provides cleaner, healthier, and safer workplaces, thereby improving the environment, business productivity, and people satisfaction, ultimately enhancing the overall quality of life.



JANITORIAL DIVISION

SUPPLY DIVISION

POWER SWEEPING DIVISION

All correspondence to:

3120 Pierce Street  
Richmond • CA, 94804  
(510) 527-1078  
1-800-869-6677  
Fax 510 / 526-7289  
ubsc0.com

UBS currently or have provided cleaning services to a number of municipalities and public agencies, including:

- East Bay Regional Parks**
- City of Burlingame**
- City of Orinda**
- City of Roseville**
- City of Vacaville**
- County of Monterey**
- City of Sacramento**
- City of Pinole**
- City of Sacramento**
- Solano County Superior Court**
- Napa Valley Transit Authority**
- Phillips 66**
- Sonoma County**
- Travis Credit Union**
- City of Berkeley**
- City of Calistoga**
- City of San Ramon**
- City of Vallejo**
- County of Solano**
- City of Mountain View**
- City of San Rafael**
- City of Emeryville**
- County of Solano Libraries**
- City of Brentwood**
- City of Concord**
- City of Pleasant Hill**
- City of Sonoma**
- Town of Windsor**
- City of Novato**
- City of American Canyon**
- Town of Truckee**
- West County Wastewater District**
- Mechanic Banks**
- Stege Sanitary District**
- Amtrak**
- East Bay Sanitation**
- Alameda Municipal Power**



## **SERVICES PROVIDED BY UBS**

### **General Cleaning**

Standard office cleaning  
Day Porter services  
Restroom cleaning  
Emergency clean-up  
Construction clean-up  
Electronic & biotechnology clean rooms

### **Floor Care (Hard & Resilient)**

Stripping  
Sealing  
Finishing  
Maintenance  
Anti-static treatment  
Anti-slip treatment  
Conductive floor care

### **Supplies Division**

Universal Building Services and Supply Co. has a supply division and warehouse located at our corporate office in Richmond. UBS sells environmentally friendly green cleaning supplies plus name-brand paper products, chemicals, and equipment at competitive pricing. Supplies are shipped from our warehouse and are free from delivery and service charges. We also have an open-door policy for the customer will calls.

Universal Building Services and Supply Co. is an environmentally responsible company that is committed to providing reliable, responsive service and high-quality work. Because of its membership in the ISSA (International Sanitary Suppliers Association), its Supply Division, and its relationship with manufacturers and vendors, Universal Building Services and Supply Co. will always be at the forefront of the use of environmentally responsible products and cleaning services.

UBS is constantly being introduced to newer, technologically advanced equipment by our partnered vendors and by having our Supply Division Manager attend the ISSA (The Worldwide Cleaning Industry Association) trade shows. After doing extensive research on the new products/equipment, we request demos of the unit from our vendors and analyze whether it will benefit our services or not. We strive to furnish the best equipment to utilize for all of our maintenance services.

### **Carpet Cleaning**

Vacuuming  
Spot cleaning  
Hot water extraction  
Bonnet shampooing  
Rotary brush technique  
Dry chemical cleaning

### **Window Cleaning**

Interior & Exterior  
Partition Glass

### **Pressure Washing**

Concrete pressure washing



- 3) Contract Administrator: Indicate the name, title, telephone number, and years of experience of the individual who will be administering the contract, if awarded to your firm:

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**Sergio Alvarez, District Manager of Sacramento and surrounding area.**

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**1808 Tribute Road, Suite B, Sacramento, CA 94804**

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**916-564-1078**

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**Sergio has been with UBS for over 33 years, the last 10 of which have been as a District Manager.**

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- 4) Additional information: Any other relevant information that supports the Proposal:

The undersigned hereby states that all representations regarding the Statement of Respondent's Qualifications are true and correct.

Signed this **Third** \_\_\_\_\_ day of **May** \_\_\_\_\_, 2024\_\_

Company: **Universal Building Services and Supply Co.**

Authorized Signature: 

Print Signer's Name: **Dario DeVincenzi**\_\_\_\_\_

Title: **Operations Manager**\_\_\_\_\_

Date: **5/3/2024**\_\_\_\_\_

## Client References

(MINIMUM OF **THREE** REFERENCES REQUIRED)

Client Name: See Attached Sheets – Confidential sent in a separate email

Client Industry: \_\_\_\_\_

Client Size: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Key Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Date Services were Provided: \_\_\_\_\_

Contract Value: \$ \_\_\_\_\_

Scope of Services Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Confidential Materials – Client References with Pricing**

**Universal Building Services and Supply Co. does not put customers' pricing out in the public.**

**Please keep these sheets Confidential from the public.**

**I have e-mailed these sheets separately.**

## *Questions to Responding Firm*

- 1) Is your firm in preparation for, in the process of, or in negotiations toward being sold?  
 NO      D YES
- 2) In the past five (5) years, has your firm been denied bonding?  
 NO      D YES
- 3) In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?  
 NO      D YES
- 4) In the past five (5) years, has your firm been issued a notice to cure performance deficiencies on a contract?  
 NO      D YES
- 5) In the past five (5) years, has your firm defaulted on a contract?  
 NO      D YES
- 6) In the past five (5) years, has a governmental agency terminated your firm's contract prior to completion of the contract period?  
 NO      D YES
- 7) In the past five (5) years, has your firm or any firm owner, partner, or officer been found to have violated or been penalized for any Federal, State, or local law in the performance of a contract, including but not limited to, laws regarding health and safety, labor or employment, wage and hours, and licensing laws which affect employees?  
 NO      D YES
- 8) In the past five (5) years, has your firm been debarred or determined to be non-responsible by a governmental agency?  
 NO      D YES
- 9) In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or governmental contract?  
 NO      D YES
- 10) Does your firm provide uniforms (with a logo) to your janitorial staff so they can be easily identified?  
 D NO       YES
- 11) Does your firm require that all janitorial staff wear their uniforms (with a logo) at all times while performing services?  
 D NO       YES
- 12) Does your firm provide a form of company identification such as an ID badge to your janitorial staff so they can be easily identified?  
 D NO       YES



13) Does your firm require that a form of company identification such as an ID badge be worn and in sight at all times while performing services?

D NO  YES

14) Does your firm maintain a sufficient number of trained staff to cover vacations, illness, and emergency leave for janitors that would be assigned to any future contract?

D NO  YES

15) Does your firm provide Sexual Harassment Prevention Training to all your janitorial staff?

D NO  YES

16) Does your firm provide formal training for your janitorial staff?

D NO  YES

If yes, please detail your formal training program:

See Attached Sheets

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17) Before the award of any contract, the District may require the firm to perform a background check and provide the documentation to the District for each supervisor and janitor staff member that will be servicing the contract. Can you provide this information upon request?

D NO  YES

18) Does your firm provide all necessary tools, equipment, waxes, floor strippers, cleaners, brooms, mops, buckets, hoses, buffers, Kaivac (or similar performance restroom cleaning machines) vacuums, carpet cleaners and anything else necessary to perform the required duties?

D NO  YES

If no, please explain:

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## HIRING AND TRAINING STATEMENT

Universal Building Services and Supply Co. has participated in Federal E-Verify since 2011. Universal Building Services and Supply Co. also performs pre-employment checks and confirmations, including Form I-9, criminal background, driver's license, fingerprints, and authorization to work in the United States. Many UBS workers must secure TWIC (*Transportation Worker Identification Credential*) cards through the Transportation Security Administration (TSA). UBS has accounts that include work in jails, police stations, port and dock areas, server rooms, and other areas requiring security clearances of varying degrees.

Universal Building Services and Supply Co. provides standardized initial (orientation) and ongoing training, ensuring that all UBS janitors are uniformly trained in cleaning techniques and procedures, personal and workplace safety, green cleaning, and emergency and accident procedures.

At Universal Building Services and Supply Co., all new hires, regardless of previous experience, undergo the company's training and orientation program, which covers company policies, proper cleaning techniques, safety in the workplace, communications, and emergency procedures. They are given their own copy of the UBS Employee's Handbook, available in English and in Spanish, which contains all the information presented during their orientation.

Continuing education and skill improvements are ongoing processes throughout Universal Building Services and Supply Co. employees' careers. UBS has a dedicated safety coordinator on its staff whose responsibility is to plan and prepare the safety portion of employee training meetings. Monthly "Tailgate Meetings" are scheduled and conducted by UBS managers and supervisors. All employees attend these meetings, which provide safety and quality of service instructions and refreshers.

### Compliance

Universal Building Services and Supply Co. complies with all Federal, State, and local laws and regulations, including the State of California's Labor Code, Chapter 4.5 Displaced Janitor Opportunity Act, Section 1060-1065.

Universal Building Services and Supply Co has or can obtain all insurance coverages, licenses, certifications, and bonds required to perform cleaning services within its scope of operations.



## UBS NEW EMPLOYEE ORIENTATION AND TRAINING TOPICS

▶ Welcome to UBS	
▶ Purpose of Handbook	
▶ UBS History	
▶ Attendance Policy	
▶ Payroll Information	
▶ Employee Benefits	
▶ Jury Duty	
▶ Military Leave	
▶ Disability Leaves of Absence	
▶ Employee Instructions/Guidelines	
▶ Standards of Conduct/Workplace Rules	
▶ Equal Employment Opportunity	
▶ Family Rights Act of 1991	
▶ Asbestos Notices & Warnings	
▶ Policy Prohibiting Workplace Harassment	
▶ Drug-Free Workplace Program	
▶ California's Anti-Fraud Bill (SB 1218)	
▶ Injury & Illness Prevention Program	
▶ Hazard Communication Program	
▶ Employee Signature Page	



# **UBS SAFETY PROGRAM**

## **SAFETY**

UBS stresses safety to all employees at all times at all jobs. Safety awareness begins when the new UBS employee is hired. Indoctrination training covers all aspects of personal, chemical, and equipment safety. Personal safety training includes proper methods of lifting heavy objects, being cognizant of potentially hazardous and dangerous situations, and ensuring that high visibility barrier tape or wet floor signs are in place where necessary. Chemical safety training includes wearing the proper eye, hand, and skin protection necessary for the assigned task, always mixing chemicals from a higher concentration to a lower one, and being aware of how to use SDS information. Equipment safety training includes proper care and handling of vacuums, mops, floor machines, extractors, and other such machinery. Employees are instructed that regular periodic maintenance of equipment ensures safe operation. Emergency procedures involving personal safety, property protection, and equipment damage control are taught to the new employee.

Safety training and awareness are constantly given to UBS employees in the form of monthly safety talks, presentations from equipment and chemical vendor representatives, and regular job site inspections by UBS supervisors, who are keenly aware of the value of working safely. The supervisors themselves attend quarterly management meetings, wherein presentations about safety on the job are always given.

## **DRUG AND ALCOHOL PROGRAM**

UBS is aware that a person's use of drugs and/or alcohol will affect not only productivity but also the safety of that employee as well as the safety of those employees and people in close proximity. Candidates for employment at UBS are given pre-employment drug and alcohol testing. Candidates who fail to pass these tests are not hired by UBS. In addition, regular UBS employees are given random testing, such that at least 50% of UBS employees are tested in one calendar year.

## **UBS SAFETY TRAINING TOPICS SCHEDULED FOR 2024 MONTHLY REQUIRED SAFETY TOPICS AND TAILGATES SAFETY TRAINING PROGRAMS**

### ***A. CAL-OSHA REQUIRED***

- Hazard Communications and Chemical Safety /
- Personal Protection Equipment /
- Lock Out/Tag Out (In the job sites as needed)
- Safe Work Practices /
- Fall Protection (Window washers)
- Emergency Evacuation/Action /
- Confined Space Entry (Where required for Utilities)
- Ergonomics /
- Blood Borne Pathogens /
- Fire Prevention /
- Job Hazards /
- Asbestos Awareness /
- Lead Awareness /
- Heat & Illness Prevention /



## **B. OTHER- NON-OSHA**

### **TAILGATE MEETING TOPICS as Determine by Supervisor**

- ✓ Hand Tool Safety
- ✓ Hand protection
- ✓ Lifting Techniques
- ✓ Portable Ladders; Use,
- ✓ Ladders training
- ✓ Accident prevention
- ✓ Accident causes
- ✓ Attitude & Behavior
- ✓ Back Injury Prevention & Safety
- ✓ Bending, Twisting, and Reaching
- ✓ Custodians Trash Handling Guidelines
- ✓ Dangers of Clothing and Jewelry
- ✓ Do accidents have warnings
- ✓ Expect the unexpected
- ✓ Hand Tool Safety
- ✓ First aid
- ✓ Good Safety Attitudes
- ✓ Preventing Strains and Sprains
- ✓ Changing Automobile Tires
- ✓ Common Safe Safety
- ✓ Electrical Safety
- ✓ Driving in Poor Conditions
- ✓ Driver Safety-Vehicle Maintenance, Skills, Compliance, and Safety
- ✓ Good Housekeeping
- ✓ Preventing Common Injuries
- ✓ Safe Use of Hand Trucks
- ✓ Safety is Everyone's Responsibility
- ✓ Understanding Safety Signs
- ✓ Why work safely
- ✓ Safety Culture Topics

### **How is the Janitor Trained**

During the recruiting stage, janitors receive a general employment orientation from the recruiting person related to the company and clients' rules, policies, and safety training they will receive.

Janitors are trained on hand tools and equipment operation, which they need to use at the work site by their supervisors and safety coordinator in safety topics regarding chemical safety, chemicals safe handling, understanding SDS, and specific product safety (Smart Dose Bottle, Back Pack Vacuum Safety, Electrical Cords, Handling and moving equipment and supplies, Stair's safety, etc.)

Safety and Operations topics include Removing and disposing of trash bags, potential risks of sharps in the trash, how to dispose of trash safely in the collection bins, slips, trips, and falls, Lifting and carrying techniques, Back safety, how to report a potential risk, incidents, and near misses. Specific training depends on the risks encountered by janitors at their sites or required safety and procedures training policies by clients of their sites.

19) Does your firm have a Quality Assurance Program that provides random or predetermined inspections to evaluate the work performance of your janitorial staff?

D NO  YES

If yes, please detail your Quality Assurance Program:

See Attached Sheets

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20) Read and understand Attachment 9 – Sample Agreement. Is your firm able to comply with all Articles of the agreement, specifically Exhibit A –Insurance Requirements?

D NO  YES

If no, please explain below:

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The undersigned hereby states that all representations regarding the answers and explanations to the questions in "Questions to Responding Firm" are true and correct.

Signed this **Third** \_\_\_\_\_ day of **May** \_\_\_\_\_, 2024\_\_

Company: **Universal Building Services and Supply Co.** \_

Authorized Signature: *Dario DeVincenzi*

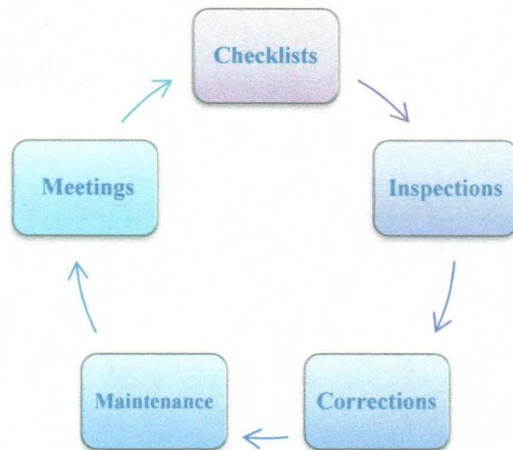
Print Signer's Name: **Dario DeVincenzi** \_\_\_\_\_

Title: Operations Manager \_\_\_\_\_

Date: **5/3/2024** \_\_\_\_\_



# UBS QUALITY CONTROL & ASSURANCE PROGRAM



Universal Building Services and Supply Co.'s quality control and assurance program begin with standardized onboarding and training of newly hired employees. Monthly employee meetings deal with safety, service, products, equipment, and company policies. Day-long Managers' and Supervisors' meetings are held at least quarterly and cover the contents of upcoming monthly meetings and additional operations topics. High levels of service are realized through the implementation of the meetings' material, regular quality control inspections by all levels of UBS supervisory staff, and constant communication with the customer.

Our quality control and assurance program are as follows:

## 1. MEETING & EXCEEDING CUSTOMER EXPECTATIONS

Measurements of delivering quality janitorial service are the basic foundation of UBS's Total Quality Program. While the Contract terms normally spell out the detailed specifications required to be performed, our task does not stop with merely the knowledge of what has to be done.

Instead, our Program procedures incorporate various tools to ensure that the following milestones are achieved:

- **Maintain a high awareness level of what is required to be serviced**

All required routines are spelled out in detailed task or checklist sheets used by janitors and monitored weekly by section foremen and supervisors. This assures that no task completion has been left to chance.

- **Weekly audit inspections performed by foremen and supervisors**

All required routines are inspected to monitor their proper completion under UBS standards. These staff use the unique inspection forms for that facility to measure qualitative and quantitative service criteria, including commenting on the completeness, consistency, and effectiveness of the service.

- **Spell out corrective action, where discovered, and follow up**

Where inspections reveal deficiencies, make employee(s) aware through incident and/or warning reports to control future reoccurrence. Instruction, coaching, and re-training are provided. Follow-up is made the next day and one week later to ensure correct procedures and performance compliance are realized.

- **Communicate non-routine activities so that they can be completed**

Request for extra service is expedited using forms that clearly spell out the task and time of completion. The site supervisors can then better plan or reprioritize schedules to expedite completion as well as expedite obtaining approval of charges and billing.



- **Regular review of service with the facility manager or representative**

Review on a routine basis with customers their observations of the service. Review our efforts to ensure the completion and resolution of deficiencies.

## **2. MAINTAINING QUALITY PERFORMANCE**

All work performed is inspected weekly by our on-site foremen and supervisors. Leaving nothing to chance is one of their principal goals, and they work to communicate their efforts both to their workers so that corrective action is taken, as well as to our customers, to communicate our efforts and listen to their observations.

Regular training of the cleaning staff both on corrective as well as new technologies, procedures, and products is key to not only maintaining but also improving the quality of our service.

Through regular and persistent efforts to review service and upgrade techniques and products, UBS is able to provide consistent quality service.

## **3. QUALITY PROCESS IMPROVEMENTS**

It is UBS' practice to keep up with the latest improved technology, procedures, and products available in our trade. This is facilitated through our exposure and networking with other members in our trade. It is also accomplished through our Janitorial Supply Division activities with its national suppliers. Through this program, our suppliers provide their representatives to demonstrate and educate our staff on the latest products available, including equipment as well as supplies.

In turn, our staff is able to transfer these developments to our cleaning customers' facilities to enhance the quality of our service, the general appearance of their buildings, and their profits.

In addition, Universal Building Services and Supply Co. maintain efforts to monitor its quality of service. For example, as noted, deficiencies are documented through weekly inspection reports, and various quality criteria incidents are tracked and measured for selected locations. The frequency distribution of the measurements is identified over time so that information is obtained as to erring employees, most commonly difficult tasks, etc. It may also lead to identifying that the problem is due to a basic problem with the building, such as a bad air conditioning system requiring communication with the facility staff to resolve.

All Universal Building Services and Supply Co. accounts are monitored through the company's internal quality control and assurance program. This is to maintain Universal Building Services and Supply Co.'s high level of service to its customers. Universal Building Services and Supply Co. takes a proactive approach to customer contact and service. All cleaning programs are tailored to each account and site since each has specific and unique needs.

## *Operations Plan*

Provide a detailed Operations Plan that addresses the following:

- 1) Describe your implementation/start up plan(s) for this Proposal.

### Transition Plan Upon Award of Contract

**Universal Building Services and Supply Co.'s Transition Plan includes the following steps:**

#### **Basic Transition - Pre-Commencement:**

1. Two weeks before start of contract - Survey facilities in detail to determine needs by area
2. Two weeks before start of contract - Meet with South Placer Municipal Utility District's management to discuss special needs and known problem areas
3. Two weeks before start of contract - Order equipment and supplies
4. Two weeks before start of contract - Meet with existing crews to determine existing schedules and assignments
5. One week before start of contract - Develop specific plans for each worker and for the entire crew
6. One week before start of contract - Write specific job descriptions by area
7. One week before start of contract - Set up all periodic schedules
8. One week before start of contract - **Hire workers, taking into consideration California Labor Code Chapter 4.5 Displaced Janitor Opportunity Act, Sections 1060-1065.**
9. One day before start of contract - Label and deliver equipment and supplies the day before or day of start of service

#### **Basic Transition - Upon start of contract:**

1. Completed upon end of week one - Orientation of workers
2. Completed upon end of week one - Make station assignment changes as necessary
3. Completed upon end of week one - Orientation training of workers in UBS methods (re. tools, supplies, safety, security, etc.)
4. Completed upon end of week two - Daily on-site monitoring and inspection of janitors and their performances until standards of cleaning are met

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- 2) Describe the number and size of crews to be assigned to this contract and the proposed work schedules for those crews.
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1 Janitor – working Tuesdays and Fridays After 6 pm.

1 Window Washer – Washing Windows once a month during daytime hours.

3 Utility workers – Clean Carpet and Floors after 6 pm or on Weekends.

1 Supervisor – Oversees Work

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3) How many supervisors will be responsible for overseeing the crews?

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**We will have one supervisor overseeing the crews.**

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- 4) Describe how your personnel or supervisors assess areas for conformance with the contract specifications, such as, vacuuming or the refilling of paper towels and soap dispensers?

### INSPECTIONS

Because cleaning specifications and scopes of work differ from customer to customer, Universal Building Services and Supply Co. works with each customer to create and design checklists, inspection forms, and log sheets that are specific to each customer's needs. UBS will also meet with the District to generate forms specific to the District's facilities.

Where inspections reveal deficiencies, make employee(s) aware through incident and/or warning reports to control future reoccurrence. Instruction, coaching, and re-training are provided. Follow-up is made the next day and one week later to ensure correct procedures and performance compliance are realized.

All Universal Building Services and Supply Co. accounts are monitored through the company's internal quality control and assurance program. This is to maintain Universal Building Services and Supply Co.'s high level of service to its customers. Universal Building Services and Supply Co. takes a proactive approach regarding customer contact and service. All cleaning programs are tailored to each account and site since each has specific and unique needs.

- 
- 5) How will personnel/supervisors address the failures to conform with contract specifications?

UBS maintains job site service checklists used by on-site and off-site management to ensure that all required daily and periodic tasks are performed properly and on time per contract specifications. We also provide calendar schedules of all periodic and project tasks.

To ensure and maintain the high standards of cleaning expected by UBS, all work performed is inspected regularly and periodically by UBS supervisors.

Visual inspections are constantly made along with written inspections; client participation is always encouraged. Any required corrective action will be taken, and a follow-up inspection will be made. Copies of these inspection reports are reviewed with the respective janitor during and upon completion. The Regional/District manager will also make weekly inspections with the appropriate follow-up. Consistency and good follow-up are critical to a successful quality control plan.

UBS maintains its equipment regularly to perform its operations effectively. Equipment inventory and maintenance logs are kept to ensure that UBS personnel have the best equipment for the job.

UBS can provide its clients with regular employee satisfaction questionnaires to elicit feedback about our janitorial service.

UBS has a program in place to routinely and regularly keep its workers' awareness level for safety at all times. Monthly meetings are held on selected topics, and any recent incidents are reviewed to discuss how they happened and how they may be prevented.

UBS also conducts refresher training to ensure employees follow the most updated and efficient procedures, products, and equipment needed for each job site and task.

We reward employees who have demonstrated a strong work ethic by providing them with a letter of recognition, a gift card, and/or a bonus. By providing incentives to our employees, productivity and morale increase, making our services more efficient for our clients.

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6) How does your company provide relief for employees who do not show up for work?

**UBS has a large pool of employees (480), which means that company-trained replacements are available to fill in for emergencies and absences due to vacations, illnesses, special events, and other unpreventable reasons.**

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7) How will you respond to emergencies such as plumbing leaks?

Universal Building Services and Supply Co. maintains a 24/7 staffed answering service for the purpose of off-hours contact in the event of emergencies and other unforeseen events. To minimize customer confusion with multiple numbers, UBS uses its normal office phone number **(510) 527-1078**, which is forwarded to the 24/7 staffed answering service during weekends and off-hours. The answering service can immediately reach a UBS manager, who will be speaking with the customer within minutes.

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For emergencies, UBS expects deployment of supervised workers, equipment, and supplies and on-site presence within 30-60 minutes. UBS has sixty **(60)** years of experience in resolving issues/emergencies, mitigating damages, and providing repairs in the janitorial services industry and will be prepared for any unpreventable incidents that may occur. The customer will always be kept apprised of situational occurrences, progress toward results, and final resolution

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8) How will you respond to complaints from District personnel?

## COMPLAINTS

Universal Building Services and Supply Co. will act immediately upon receipt of a customer complaint. After acknowledging receipt of the complaint to the customer, the UBS District Manager will perform fact-finding to validate the complaint. This may involve interviews with the janitor, the complainant, and inspection of the site or area of concern.

Where inspections reveal janitor performance deficiencies, the following corrective steps are normally taken:

- Discrepancies are pointed out to the janitor
- Instruction, coaching, and re-training is provided
- Follow-up inspections are made the next day and one week later to ensure correct procedures and performance compliance are realized

Repeated performance discrepancies may result in the removal of that worker. All Universal Building Services and Supply Co. managers and supervisors have the authority to resolve problems that may be encountered in the field. Depending upon the type and severity of the problem, advice may be requested from UBS upper management or technicians. The staff in the District will always be kept apprised of situational occurrences, progress toward results, and final resolution.

In order to successfully provide ongoing customer satisfaction, the responsibility to implement, retain, make continuous improvements, and provide an open flow of communication must begin at the highest management level. The owner of the company and the managers are the key personnel who establish a quality assurance/customer satisfactory work plan which will be the basis of the work provided by the actual workers at the job sites. In order for the program to work, upper management must be able to concisely develop specific procedures that employees must abide by. The program has to be constantly monitored, audited, and strictly implemented in order for successful operations.

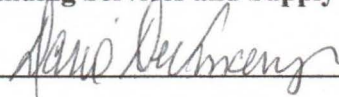
Customer satisfaction will only thrive when the contractor's management and custodial staff work hand in hand to make sure that the number one priority is to fulfill each customer's individual needs. Regular correspondence is a must. Any issues or concerns the client has are extremely important to us. By pinpointing the issue, we can immediately resolve the problem, make sure that the issue does not repeat, and to make necessary changes to our procedures (if necessary) based on whether the issue/complaint will improve our service methods for future execution.

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The undersigned hereby states that all representations regarding the "Operations Plan" are true and correct.

Signed this **Third** \_\_\_\_\_ day of **May** \_\_\_\_\_, 2024\_\_

Company: **Universal Building Services and Supply Co.**

Authorized Signature: 

Print Signer's Name: **Dario DeVincenzi** \_\_\_\_\_

Title: **Operationsd Manager** \_\_\_\_\_

Date: **5/3/2024** \_\_\_\_\_

## ***Exception(s) to Request for Proposal Documents***

We have no exceptions to this Request for Proposal Document

- 1) Exceptions to the Request for Proposal Documents stated herein shall be fully described in writing by the Respondent in the space provided below.

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The undersigned hereby states that all representations regarding the "Operations Plan" are true and correct.

Signed this **Third** \_\_\_\_\_ day of **May** \_\_\_\_\_, 2024\_\_

Company: **Universal Building Services and Supply Co.**

Authorized Signature: *Dario DeVincenzi*

Print Signer's Name: **Dario DeVincenzi** \_\_\_\_\_

Title: **Operations Manager** \_\_\_\_\_

Date: **5/3/2024** \_\_\_\_\_



## *Price Proposal*

Facility	Monthly Price	Annual Carpet	Annual Non-Carpeted Floor	Annual Maintenance Building Floor
South Placer Municipal Utility District	<b>\$1,296.00</b>	<b>\$306.00</b>	<b>\$1,224.00</b>	<b>\$1,530.00</b>

The undersigned Respondent acknowledges that they are familiar with and has satisfied itself as to all federal, state, and local laws, regulations, permits, and surety requirements that may affect the costs, progress, and performance of the work. Respondent has also read and understands the requirements of the Request for Proposal Documents and Sample Agreement and that the provided Price Proposal reflects that understanding.

Signed this **Third** \_\_\_\_\_ day of **May** \_\_\_\_\_, 2024\_\_

**Company: Universal Building Services and Supply Co.** \_\_\_\_\_

**Authorized Signature:** *Dario DeVincenzi* \_\_\_\_\_

**Print Signer's Name: Dario DeVincenzi** \_\_\_\_\_

**Title: Operations Manager** \_\_\_\_\_

**Date: 5/3/2024** \_\_\_\_\_

## **Conflict of Interest Statement**

Universal Building Services and Supply Co. represents and warrants that no director, officer, or employee of the Agency is in any manner interested directly or indirectly in the proposal or in the Agreement that may be made under it or in any expected profits to arise therefrom, as set forth in Article 4, Division 4 Title 1 (commencing with Sec. 1090) of the Government Code of the State of California.

Universal Building Services and Supply Co. warrants and represents that it presently has no financial interest and agrees that it will not acquire any financial interest, which would present a conflict of interest under California Government Code Sections 1090 et seq. or Sections 87100 et seq. during the performance of services under this Agreement. Universal Building Services and Supply Co. further covenants that it will not knowingly employ any person having such an interest in the performance of this Agreement.



**ADDENDUM NO. 1**  
**JANITORIAL SERVICES RFP**  
ISSUED BY  
SOUTH PLACER MUNICIPAL UTILITY DISTRICT (SPMUD)

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This addendum provides information about a modification to the requested scope of services for the Request for Proposals for Janitorial Services.

The information detailed in Addendum No. 1, is issued by South Placer Municipal Utility District.

Date: April 22, 2024

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

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Eric Nielsen, P.E.  
District Superintendent  
South Placer Municipal Utility District

*revised 4/23/24 MC*



## ADDENDUM NO. 1

### PART 1 GENERAL

#### 1.1 DOCUMENT INCLUDES:

- A. Changes to the requested scope of services.

### PART 2 CHANGES

#### 2.1 CHANGES TO THE REQUESTED SCOPE OF SERVICES:

- A. Section 5 – Scope of Services Required
  - 1. Clarification: Update the monthly task for window requirements to include the cleaning of the interior and exterior of windows. Previously the task identified only the cleaning of the interior of the windows.
  - 2. Modify the existing text for the monthly task under “Window Requirements”:
    - a. Clean all interior **and exterior** windows and windowsills including floor length windows, removing all finger marks and smudges (EXCLUDING protective windows/glass in the reception/entrance lobby area).  
After cleaning, the surface should present a streak-free appearance.

### PART 3 ACKNOWLEDGEMENT

- 3.1 Acknowledgement of receipt of this addendum shall be made in the Letter of Transmittal as detailed in Section 6.B of the Request for Proposals.
- 3.2 All proposals submitted without the signed acknowledgment of this Addendum will be rejected.

**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 2024 and adoption of Resolution 24-12 Collecting Delinquent Service Charges on the Placer County Tax Rolls

Meeting Date: June 6, 2024

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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 22, 2024, 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 2024-25 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 6, 2024, 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 24<sup>th</sup> and May 31<sup>st</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 24-12 requesting that Placer County collect delinquent service charges for the South Placer Municipal Utility District on the Placer County Tax Rolls for Tax Year 2024.

**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
2023	1,026	\$438,256
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

At print time for the Agenda packet, there are 1335 outstanding accounts in the amount of \$552,569. 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 24-12 Collecting Delinquent Service Charges on the Placer County Tax Rolls

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
RESOLUTION 24-12**

**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 2024**

**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, attached hereto.
- (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 6<sup>th</sup> day of June 2024.

Signed: \_\_\_\_\_  
James Durfee, 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:** Emilie Costan, Administrative Services Manager

**Cc:** Herb Niederberger, General Manager

**Subject:** Revising the Job Description for Administrative Services Assistant I/II/III and Creating Job Descriptions for Administrative Services Specialist and Management Analyst I/II

**Meeting Date:** June 6, 2024

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**Overview**

The Administrative Services Department currently has four approved and budgeted positions, three Administrative Services Assistant (ASA) I/II/III positions and the Administrative Services Manager (ASM) position. One of the ASA I/II/III positions is currently vacant. Before opening the recruitment, staff is proposing revising the current ASA I/II/III job description into two separate and distinct job descriptions and creating a new Management Analyst I/II job description.

The proposed changes to separate the ASA I/II/III job description into two separate and distinct job descriptions would minimize confusion regarding recruitment and promotion that currently exist in the three-tiered flexible series. While the District hasn't historically recruited at the ASA III level, the current job description has created confusion and misplaced expectations for applicants. Under the current departmental organizational structure, the District could have three potential employees who appear to meet the minimum qualifications for the ASA III level; however, the job duties required of their current positions are not those typically reserved for an ASA III.

The addition of a Management Analyst position would add greater flexibility to meet the varied needs of the District. The position would be an exempt/confidential, professional-level position that would be expected to work on a variety of assignments and projects, providing support to multiple programs. The Management Analyst position is a commonly recognized position title within local government staffing structures, which should aid recruitment efforts by increasing and diversifying the applicant pool during open recruitments. The position would also provide a clearer path for potential internal succession for the ASM role.

The Management Analyst would be an exempt, non-management position. Staff is recommending that employees in the management support series receive benefits equivalent to those that are enjoyed by employees of the District per the existing Employee Memorandum of Understanding along with forty (40) hours per calendar year of Administrative Time Off (ATO). The ATO would be distributed at the beginning of each calendar year, pro-rated for the first year in the

classification, and would be “use it or lose it” time that does not carry over to future calendar years and has no cash value.

On May 13, 2024, the District Administrative Services Manager, District Engineer, and District Superintendent meet with representatives of the South Placer Municipal Utility District (SPMUD) Employee Association to listen to feedback on the restructuring proposal and job descriptions. Based on feedback from the Employee Association the separated ASA III job description was renamed to Administrative Services Specialist (AS), the language in this board report was modified to leave an option for the position to potentially be budgeted for after the Specialist position becomes vacant, and an experience substitution with an associate degree was added to the Management Analyst job description.

These proposed changes to the Administrative Services Department’s job descriptions would create a small cost increase in the near term; however, over the long term have the potential to result in cost-savings and increased efficiency and effectiveness, thereby better supporting the long-term and variable needs of the District. The District does not currently have any employees in an ASA I or ASA II position who were hired with the expectation of eventually promoting to an ASA III that would not be able to meet the minimum qualifications of, and therefore be excluded from, promoting to the new Management Analyst I/II position, making this an ideal time to consider the proposed changes.

The Personnel Advisory Committee met on April 3, and May 23, 2024, to review the proposal to revise the current ASA I/II/III job description into two separate and distinct job descriptions and create a new Management Analyst I/II job description. The Advisory Committee recommended forwarding the proposal to the full Board for consideration.

### **Recommendation**

Staff recommends that the Board of Directors adopt Resolution 24-13, Revising the Job Description for Administrative Services Assistant I/II/III and Creating Job Descriptions for Administrative Services Specialist and Management Analyst I/II.

### **Strategic Plan Priorities**

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**

While there will be a small short-term cost increase estimated at \$2,256 per year, revising the existing Administrative Services Assistant I/II/III job description into two separate and distinct job descriptions and creating a new Management Analyst I/II job description has the potential to generate long-term cost savings. Additional details are provided in the ASD Salary Comparisons Attachment.

## **Attachments**

- Resolution 24-13 Revising the Job Description for Administrative Services Assistant I/II/III and Creating Job Descriptions for Administrative Services Specialist and Management Analyst I/II
- Redlined Job Description – Administrative Services Assistant I/II
- Clean Job Description – Administrative Services Assistant I/II
- Redlined Job Description – Administrative Services Assistant III
- Clean Job Description – Administrative Services Specialist
- Job Description – Management Analyst I/II
- ASD Salary Comparisons

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 24-13**

**REVISING THE JOB DESCRIPTION FOR ADMINISTRATIVE SERVICES  
ASSISTANT I/II/III AND CREATING JOB DESCRIPTIONS FOR  
ADMINISTRATIVE SERVICES SPECIALIST AND MANAGEMENT ANALYST I/II**

WHEREAS, The South Placer Municipal Utility District (District) Strategic Plan Priorities include preparing for the future and foreseeable emergencies, providing exceptional value for the cost of sewer service, and making the District a great place to work, and

WHEREAS, an Administrative Services Assistant I/II/III is currently vacant and staff is recommending revising the current Administrative Services Assistant I/II/III job description into two separate and distinct job descriptions, an Administrative Services Assistant I/II and an Administrative Services Specialist, and creating a new Management Analyst I/II job description, and

WHEREAS, the District has established a need for a Management Analyst I/II that would perform a variety of assignments and project-related work and provide support to multiple programs, and

WHEREAS, the Management Analyst I/II would be an exempt, non-management position in the newly created management support classification and in addition to the other benefits currently provided to District employees, would be eligible for forty hours of Administrative Time Off that is prorated for the first year in the classification, does not carry over to the next calendar year, and cannot be cashed out during employment or upon separation from service, and

WHEREAS, the District's Personnel Advisory Committee recommended that the job descriptions be forwarded to the full Board of Directors for discussion and approval, 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.



NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the South Placer Municipal Utility District that the attached job descriptions are approved for use by the District.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 6th day of June 2024.

Signed: \_\_\_\_\_  
Jame Durfee, President of the Board of Directors

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

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title:	Administrative Services Assistant I/II/III	Department:	Administrative Services
Department Head:	Administrative Services Manager	FLSA:	Non-Exempt
Salary Range:	I 22 II 33 <del>III 42</del>	Reports To:	Administrative Services Manager
Probationary Period:	1 year	Revision Date:	<del>09/07/2023</del> 06/06/2024

**Position Overview:**

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

**Education/Experience:**

Any of the following combinations in the tables below meet the minimum qualifications for education and experience for this position.

Administrative Services Assistant Level I

Education		Experience	
A	Completion of high school / GED	and	Two (2) years performing administrative work in an office environment.
B	Associate Degree or higher from an accredited College or University, degree in Public Administration, Business Management, or Accounting is desired.	and	None

Administrative Services Assistant Level II

Education		Experience	
A	Completion of high school / GED	and	Four (4) years performing administrative work in an office environment with at least

		two (2) of those years in accounts payable, payroll, or utility billing.
B	Associate Degree from an accredited College or University, degree in Public Administration, Business Management, or Accounting is desired.	and Three (3) years performing administrative work in an office environment with at least two (2) of those years in accounts payable, payroll, or utility billing
C	Bachelor's Degree or higher from an accredited College or University, degree in Public Administration, Business Management, or Accounting is desired.	and Two (2) years performing accounts payable, payroll, or utility billing work in an office environment.

Administrative Services Assistant Level III

	Education		Experience
A	Completion of high school / GED	and	Seven (7) years performing administrative work in an office environment with at least four (4) years of experience in accounting, payroll, or utility billing.
B	Associate Degree from an accredited College or University, degree in Public Administration, Business Management, or Accounting is desired.	and	Six (6) years performing administrative work in an office environment with at least four (4) years of experience in accounting, payroll, or utility billing.
C	Bachelor's Degree or higher from an accredited College or University, degree in Public Administration, Business Management, or Accounting is desired.	and	Four (4) years performing accounting, payroll, or utility billing work in an office environment.

**Licenses and Certifications:**

Valid California Class C Driver's License.

**Knowledge and Abilities:**

~~Level Administrative Services Assistant I~~ — ~~This is the entry level~~ class within the Administrative Service Assistant Series. ~~This class is distinguished by more routine tasks and duties assigned to positions in this series. Incumbents Employees at this level work under immediate-general supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned and competency is demonstrated.~~

~~Level Administrative Services Assistant II - Mid Level~~ This is the journey level class within the Administrative Service Assistant Series. This class performs a full range of duties, employees at

this level receive only occasional instruction or assistance as new or unusual situations arise. ~~The Employees in this position should be expected to~~ be fully aware of operational procedures and policies within the work unit and perform the most difficult and responsible types of duties assigned to positions in this series.

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

Knowledge of:

1. Public relations and customer service.
2. District policies and procedures.
3. Safe work practices as defined by Cal-OSHA
4. Business letter writing formats and technical report preparation. English usage, spelling, punctuation and grammar.
5. Modern office equipment and procedures including use of word processing, databases and spreadsheet applications, Microsoft applications including Word, Excel, Outlook and PowerPoint.
6. Cash handling, banking and payment processes.
7. Purchasing and accounts payable/receivable.
- 6.8. Utility Billing and Customer Information Systems.
- 7.9. Complex filing systems management and document administration.
- 8.10. Interpretation and knowledge of assessor's parcel maps and property transfer and recording processes.
- 9.11. The District's Mission, Vision and Core Values.

Ability to:

1. Provide clerical administrative support to assigned programs; may process applications, prepare operations manuals, coordinate meetings or interpret and explain District policies and procedures.
2. Explain/interpret rules, regulations, and District policies.

3. Use modern office equipment and software, such as the use of common word processing, spreadsheet, database applications.
4. Open, date, screen, sort, route, and process mail.
5. Process customer payments both over the phone, through online payments systems and in person. Including processing bank downloads and uploads into the payment processing systems.
6. Prepare, classify, index, file, log, and locate a variety of materials according to established filing systems; set up new files, following policies and procedures.
7. Data entry and database management for various records and processes including utility billings, maintenance records, ~~personnel and~~ purchasing. ~~As well as providing back up support for payroll processing, and~~ accounts payable and receivables.
8. Communicate clearly and concisely, both orally and in writing while providing customer service for external and internal clients.
9. Type at a rate of 45 net words per minute from printed copy and type accurately from rough draft copy or voice-recording equipment, make arithmetic calculations, including decimals and fractions with speed and accuracy, proofread material for grammatical, numerical and clerical accuracy.
10. Maintain attention to detail despite frequent interruptions and changing work priorities, respond to changing demands with flexibility and innovation.
11. Prepare standard operating procedures (SOPs) to establish and document District business practices.
12. Operate computers and associated remittance processing equipment with focus on billing, accounting, and record keeping functions.
13. Operate modern office equipment such as telephone systems, 10-key calculators, copy machines, fax, scanners, etc.
14. Complete assignments as directed.
15. Recognize and maintain confidentiality.

**Physical Demands and Working Environment:**

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



Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-100.
- 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.

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.**

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title:	Administrative Services Assistant I/II	Department:	Administrative Services
Department Head:	Administrative Services Manager	FLSA:	Non-Exempt
Salary Range:	I 22 II 33	Reports To:	Administrative Services Manager
Probationary Period:	1 year	Revision Date:	06/06/2024

**Position Overview:**

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

**Education/Experience:**

Any of the following combinations in the tables below meet the minimum qualifications for education and experience for this position.

Administrative Services Assistant Level I

Education		Experience	
A	Completion of high school / GED	and	Two (2) years performing administrative work in an office environment.
B	Associate Degree or higher from an accredited College or University, degree in Public Administration, Business Management, or Accounting is desired.	and	None

Administrative Services Assistant Level II

Education		Experience	
A	Completion of high school / GED	and	Four (4) years performing administrative work in an office environment with at least

		two (2) of those years in accounts payable or utility billing.
B	Associate Degree from an accredited College or University, degree in Public Administration, Business Management, or Accounting is desired.	and Three (3) years performing administrative work in an office environment with at least two (2) of those years in accounts payable or utility billing
C	Bachelor's Degree or higher from an accredited College or University, degree in Public Administration, Business Management, or Accounting is desired.	and Two (2) years performing accounts payable or utility billing work in an office environment.

**Licenses and Certifications:**

Valid California Class C Driver's License.

**Knowledge and Abilities:**

Administrative Services Assistant I – This is the entry level class within the Administrative Service Assistant Series. This class is distinguished by more routine tasks and duties assigned to positions in this series. Employees at this level work under general supervision while learning job tasks..

Administrative Services Assistant II - This is the journey level class within the Administrative Service Assistant Series. This class performs a full range of duties, employees at this level receive only occasional instruction or assistance as new or unusual situations arise. Employees in this position are expected to be fully aware of operational procedures and policies within the work unit and perform the most difficult and responsible types of duties assigned to positions in this series.

Knowledge of:

1. Public relations and customer service.
2. District policies and procedures.
3. Safe work practices as defined by Cal-OSHA
4. Business letter writing formats and technical report preparation. English usage, spelling, punctuation and grammar.
5. Modern office equipment and procedures including use of word processing, databases and spreadsheet applications, Microsoft applications including Word, Excel, Outlook and PowerPoint.
6. Cash handling, banking and payment processes.
7. Purchasing and accounts payable/receivable.
8. Utility Billing and Customer Information Systems.

9. Complex filing systems management and document administration.
10. Interpretation and knowledge of assessor's parcel maps and property transfer and recording processes.
11. The District's Mission, Vision and Core Values.

Ability to:

1. Provide clerical administrative support to assigned programs; may process applications, prepare operations manuals, coordinate meetings or interpret and explain District policies and procedures.
2. Explain/interpret rules, regulations, and District policies.
3. Use modern office equipment and software, such as the use of common word processing, spreadsheet, database applications.
4. Open, date, screen, sort, route, and process mail.
5. Process customer payments both over the phone, through online payments systems and in person. Including processing bank downloads and uploads into the payment processing systems.
6. Prepare, classify, index, file, log, and locate a variety of materials according to established filing systems; set up new files, following policies and procedures.
7. Data entry and database management for various records and processes including utility billing, maintenance records, purchasing, and accounts payable and receivable.
8. Communicate clearly and concisely, both orally and in writing while providing customer service for external and internal clients.
9. Type at a rate of 45 net words per minute from printed copy and type accurately from rough draft copy or voice-recording equipment, make arithmetic calculations, including decimals and fractions with speed and accuracy, proofread material for grammatical, numerical and clerical accuracy.
10. Maintain attention to detail despite frequent interruptions and changing work priorities, respond to changing demands with flexibility and innovation.
11. Prepare standard operating procedures (SOPs) to establish and document District business practices.
12. Operate computers and associated remittance processing equipment with focus on billing, accounting, and record keeping functions.

13. Operate modern office equipment such as telephone systems, 10-key calculators, copy machines, fax, scanners, etc.
14. Complete assignments as directed.
15. Recognize and maintain confidentiality.

**Physical Demands and Working Environment:**

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

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-100.
- 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.

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.**



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title:	Administrative Services <del>Assistant Specialist I/II/III</del>	Department:	Administrative Services
Department Head:	Administrative Services Manager	FLSA:	Non-Exempt
Salary Range:	<del>I — 22</del> <del>II — 33</del> <del>III — 42</del>	Reports To:	Administrative Services Manager
Probationary Period:	1 year	Revision Date:	<del>09/07/2023</del> 05/02/2024

**Position Overview:**

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

**Education/Experience:**

Any of the following combinations in the tables below meet the minimum qualifications for education and experience for this position.

~~Administrative Services Assistant Level I~~

	Education	Experience
A	<del>Completion of high school / GED</del>	<del>Two (2) years performing administrative work in an office environment.</del>
B	<del>Associate Degree or higher from an accredited College or University, degree in Public Administration, Business Management, or Accounting is desired.</del>	<del>None</del>

~~Administrative Services Assistant Level II~~

	Education	Experience
A	<del>Completion of high school / GED</del>	<del>Four (4) years performing administrative work in an office environment with at least</del>

			<del>two (2) of those years in accounting, payroll, or utility billing.</del>
<del>B</del>	<del>Associate Degree from an accredited College or University, degree in Public Administration, Business Management, or Accounting is desired.</del>	<del>and</del>	<del>Three (3) years performing administrative work in an office environment with at least two (2) of those years in accounting, payroll, or utility billing</del>
<del>C</del>	<del>Bachelor's Degree or higher from an accredited College or University, degree in Public Administration, Business Management, or Accounting is desired.</del>	<del>and</del>	<del>Two (2) years performing accounting, payroll, or utility billing work in an office environment.</del>

Administrative Services Assistant Level III

Education		Experience	
<del>A</del>	<del>Completion of high school / GED</del>	<del>and</del>	<del>Seven (7) years performing administrative work in an office environment with at least four (4) years of experience in accounting, payroll, or utility billing.</del>
<del>B</del>	<del>Associate Degree from an accredited College or University, degree in Public Administration, Business Management, or Accounting is desired.</del>	<del>and</del>	<del>Six (6) years performing administrative work in an office environment with at least four (4) years of experience in accounting, payroll, or utility billing.</del>
<del>C</del>	<del>Bachelor's Degree or higher from an accredited College or University, degree in Public Administration, Business Management, or Accounting is desired.</del>	<del>and</del>	<del>Four (4) years performing accounting, payroll, or utility billing work in an office environment.</del>

**Licenses and Certifications:**

Valid California Class C Driver's License.

**Knowledge and Abilities:**

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

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

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

Knowledge of:

1. Public relations and customer service.
2. District policies and procedures.
3. Safe work practices as defined by Cal-OSHA
4. Business letter writing formats and technical report preparation. English usage, spelling, punctuation and grammar.
5. Modern office equipment and procedures including use of word processing, databases and spreadsheet applications, Microsoft applications including Word, Excel, Outlook and PowerPoint.
- ~~6.~~ 6. Cash handling, banking and payment processes.
- ~~7.~~ 7. Purchasing and accounts payable/receivable.
- ~~6-8.~~ 6-8. Utility Billing and Customer Information Systems.
- ~~7-9.~~ 7-9. Complex filing systems management and document administration.
- ~~8-10.~~ 8-10. Interpretation and knowledge of assessor's parcel maps and property transfer and recording processes.
- ~~9-11.~~ 9-11. The District's Mission, Vision and Core Values.

Ability to:

1. Provide clerical administrative support to assigned programs; may process applications, prepare operations manuals, coordinate meetings or interpret and explain District policies and procedures.
2. Explain/interpret rules, regulations, and District policies.
3. Use modern office equipment and software, such as the use of common word processing, spreadsheet, database applications.
4. Open, date, screen, sort, route, and process mail.

5. Process customer payments both over the phone, through online payments systems and in person. Including processing bank downloads and uploads into the payment processing systems.
6. Prepare, classify, index, file, log, and locate a variety of materials according to established filing systems; set up new files, following policies and procedures.
7. Data entry and database management for various records and processes including utility billings, maintenance records, personnel, and purchasing. ~~As well as providing back-up support for~~, payroll processing, and accounts payable and receivables.
8. Communicate clearly and concisely, both orally and in writing while providing customer service for external and internal clients.
9. Type at a rate of 45 net words per minute from printed copy and type accurately from rough draft copy or voice-recording equipment, make arithmetic calculations, including decimals and fractions with speed and accuracy, proofread material for grammatical, numerical and clerical accuracy.
10. Maintain attention to detail despite frequent interruptions and changing work priorities, respond to changing demands with flexibility and innovation.
11. Prepare standard operating procedures (SOPs) to establish and document District business practices.
12. Operate computers and associated remittance processing equipment with focus on billing, accounting, and record keeping functions.
13. Operate modern office equipment such as telephone systems, 10-key calculators, copy machines, fax, scanners, etc.
14. Complete assignments as directed.
15. Recognize and maintain confidentiality.

**Physical Demands and Working Environment:**

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

**Specific Physical Requirements to Perform Duties:**

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-100.
- 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.

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.**



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title:	Administrative Services Specialist	Department:	Administrative Services
Department Head:	Administrative Services Manager	FLSA:	Non-Exempt
Salary Range:	42	Reports To:	Administrative Services Manager
Probationary Period:	1 year	Revision Date:	05/02/2024

**Position Overview:**

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

**Education/Experience:**

Any of the following combinations in the tables below meet the minimum qualifications for education and experience for this position.

Education		Experience
A	Completion of high school / GED	and Seven (7) years performing administrative work in an office environment with at least four (4) years of experience in accounting, payroll, or utility billing.
B	Associate Degree from an accredited College or University, degree in Public Administration, Business Management, or Accounting is desired.	and Six (6) years performing administrative work in an office environment with at least four (4) years of experience in accounting, payroll, or utility billing.
C	Bachelor's Degree or higher from an accredited College or University, degree in Public Administration, Business Management, or Accounting is desired.	and Four (4) years performing accounting, payroll, or utility billing work in an office environment.

**Licenses and Certifications:**

Valid California Class C Driver's License.

**Knowledge and Abilities:**

This is the Senior Level class within the Administrative Service Assistant Series. Distinguished by the level of responsibility assumed, complexity of duties assigned, and independence of action taken. Employees at this level require a combination of specialized knowledge, abilities, skills, and experience as it relates to the functions of the Administrative Services Department.

Knowledge of:

1. Public relations and customer service.
2. District policies and procedures.
3. Safe work practices as defined by Cal-OSHA
4. Business letter writing formats and technical report preparation. English usage, spelling, punctuation and grammar.
5. Modern office equipment and procedures including use of word processing, databases and spreadsheet applications, Microsoft applications including Word, Excel, Outlook and PowerPoint.
6. Cash handling, banking and payment processes.
7. Purchasing and accounts payable/receivable.
8. Utility Billing and Customer Information Systems.
9. Complex filing systems management and document administration.
10. Interpretation and knowledge of assessor's parcel maps and property transfer and recording processes.
11. The District's Mission, Vision and Core Values.

Ability to:

1. Provide clerical administrative support to assigned programs; may process applications, prepare operations manuals, coordinate meetings or interpret and explain District policies and procedures.
2. Explain/interpret rules, regulations, and District policies.
3. Use modern office equipment and software, such as the use of common word processing, spreadsheet, database applications.
4. Open, date, screen, sort, route, and process mail.

5. Process customer payments both over the phone, through online payments systems and in person. Including processing bank downloads and uploads into the payment processing systems.
6. Prepare, classify, index, file, log, and locate a variety of materials according to established filing systems; set up new files, following policies and procedures.
7. Data entry and database management for various records and processes including utility billing, maintenance records, personnel, purchasing, payroll processing, , and accounts payable and receivable.
8. Communicate clearly and concisely, both orally and in writing while providing customer service for external and internal clients.
9. Type at a rate of 45 net words per minute from printed copy and type accurately from rough draft copy or voice-recording equipment, make arithmetic calculations, including decimals and fractions with speed and accuracy, proofread material for grammatical, numerical and clerical accuracy.
10. Maintain attention to detail despite frequent interruptions and changing work priorities, respond to changing demands with flexibility and innovation.
11. Prepare standard operating procedures (SOPs) to establish and document District business practices.
12. Operate computers and associated remittance processing equipment with focus on billing, accounting, and record keeping functions.
13. Operate modern office equipment such as telephone systems, 10-key calculators, copy machines, fax, scanners, etc.
14. Complete assignments as directed.
15. Recognize and maintain confidentiality.

**Physical Demands and Working Environment:**

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

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-100.
- 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.

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.**

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title:	Management Analyst I/II	Department:	Varies
Class:	Management Support	FLSA:	Exempt
Salary Range:	I     42 II     47	Reports To:	Department Manager
Probationary Period:	1 year	Revision Date:	06/06/2024

**Position Overview:**

Under direct supervision, performs professional administrative, financial, budgetary, and operational support and analysis for a department or program; performs research, statistical, and other analytical work; and fulfills other administrative assignments in functional areas such as budget, contract administration, human resources, grant administration, communications, legislative monitoring, program development, and regulatory compliance.

**Supervision Received and Exercised:**

Receives direction from the assigned Department Manager. May oversee, monitor, and/or direct the work of support staff.

**Education/Experience:**

Any of the following combinations in the tables below meet the minimum qualifications for education and experience for this position.

Management Analyst I

Education	Experience
Possession of an Associate Degree from an accredited College or University, degree in Public Administration, Business Administration, Finance, Human Resources, or Communications is desired.	Twelve (12) years of professional experience performing public administration, finance, or other relevant functions. Public sector experience is preferred.
Possession of a Bachelor’s Degree or higher from an accredited College or University, degree in Public Administration, Business Administration, Finance, Human Resources, or Communications is desired.	Two (2) years of increasingly responsible professional experience performing public administration, finance, or other relevant functions. Public sector experience is preferred.



Management Analyst II

Education	Experience
Possession of an Associate Degree from an accredited College or University, degree in Public Administration, Business Administration, Finance, Human Resources, or Communications is desired.	Twelve (12) years of professional experience performing public administration, finance, or other relevant functions, and an additional Four (4) years of responsible experience performing duties similar to that of a Management Analyst I with the South Placer Municipal Utility District.
Possession of a Bachelor’s Degree or higher from an accredited College or University, degree in Public Administration, Business Administration, Finance, Human Resources, or Communications is desired.	Four (4) years of responsible experience performing duties similar to that of a Management Analyst I with the South Placer Municipal Utility District.

**Licenses and Certifications:**

Valid California Class C Driver’s License.

**Knowledge and Abilities:**

Management Analyst I – This is the entry level class within the Management Analyst Series. This class is distinguished by more routine tasks and duties assigned to positions in this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Employees at this level work under general supervision while learning job tasks.

Management Analyst II – This is the journey level class within the Management Analyst Series. This class performs a full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. Employees in this position are expected to be fully aware of operational procedures and policies within the work unit and perform the most difficult and responsible types of duties assigned to positions in this series. Employees at this level work independently, exercising sound judgment and initiative.

Knowledge of:

1. Advanced principles and practices of public administration including public finance, budgeting, fiscal control, and administrative and policy analysis relevant to assigned area of responsibility.
2. Principles and practices of local government, including administration, organization, programs, and functions.

3. Principles, policies, regulations, and requirements governing industrial safety, loss prevention, disaster control, emergency preparedness, emergency management, and accident investigation as related to job responsibilities.
4. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
5. Public agency purchasing and contracting requirements, grant applications, and fiscal control of same.
6. Communication techniques required for gathering, evaluating, and transmitting information, and directing group discussions.
7. Practices for disseminating public and/or educational information in writing, by presentation, advertising, newsletters, press releases, or any other media presentation form relevant to the assigned area of responsibility.
8. Personnel management and basic supervisory practices, including training, development, instruction, leadership, and coaching.
9. Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and staff.
11. Statistical and graphical presentation methods.
12. Principles and practices of research and quantitative analysis.
13. Principles and practices of assessments, inspections, and investigations as related to job responsibilities.
14. Business letter writing formats and technical report preparation. English usage, spelling, punctuation, and grammar.
15. Modern office equipment and programs including use of word processing, databases, and spreadsheet applications, Microsoft applications including Word, Excel, Outlook, and PowerPoint.
16. Complex filing system management and document administration.
17. Safe work practices as defined by Cal-OSHA.
18. District policies and procedures.
19. The District's Mission, Vision and Core Values.

Ability to:

1. Analyze information and make sound decisions and recommendations.
2. Develop, implement, and evaluate the effectiveness of programs.
3. Work independently and make effective judgments regarding compliance issues.
4. Communicate clearly and concisely, both orally and in writing.
5. Write requests for information, qualifications, proposals, and bid documents to solicit services to support District objectives and meet District needs.
6. Collect disparate information and organize it into written plans that describe, standardize, and improve District work programs.
7. Plan, organize, and administer a variety of projects, programs, and services in an effective and timely manner; organize own work, set priorities, and meet critical deadlines.
8. Provide clerical administrative support including external and internal customer service for assigned programs. Certain roles may require cash handling.
9. Learn programs, processes, and structure of assigned department.
10. Intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
11. Research, evaluate, and prepare statistical, financial, and demographic data used in reports, studies, surveys, and analyses; analyze and make recommendations in the development and administration of assigned program area.
12. Learn applicable Federal, State, and local laws, codes and regulations. Explain/interpret rules, regulations, and District policies.
13. Develop and implement management systems, procedures, and standard department functions and make procedural modifications to improve efficiency and effectiveness.
14. May plan, prioritize, assign, and review the work of support staff; participate in the recommendation of the appointment of personnel; provide or coordinate staff training; act as a resource to staff and advise staff on more complex issues, and work with employees to improve performance.
15. Build and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service.

16. Effectively represent the District when interfacing with outside agencies, companies, and the public in general. Demonstrate political acumen by always representing the District professionally, dealing positively with controversial issues; gaining cooperation through discussion and collaboration; exercising initiative and independence, having astute judgment in sensitive situations; and problem solving and negotiating effectively.
17. Assist with the selection and management of consultants and contractors; develop, monitor, and administer contracts.
18. Give oral presentations; prepare items for the Board of Directors and verify the accuracy of departmental agenda items.
19. Research and analyze pending legislation and identify impacts on department programs and activities.
20. Investigate complaints and recommend corrective action as necessary to resolve the complaint.
21. Assist in the preparation, development, and administration of department operating and capital improvement budgets and supporting analyses and forecasts; prepare revenue projections, conduct fee analyses, recommend strategies to meet budgetary targets, and advise management on fiscal issues.
22. Coordinate and participate in financial and administrative activities of an assigned department or program; participate in the administration of reimbursement activities and programs; review and approve a variety of accounting transactions.
23. Research, document, coordinate, and participate in the implementation of new technology including the development of tools, processes and procedures; develop and provide training and serve as system administrator.
24. Participate in special projects; may act as lead in a team project.
25. Prepare, classify, index, file, log, and locate a variety of materials according to established filing systems; set up new files, following policies and procedures.
26. Data entry, database management, and processing for various records and processes including utilities, maintenance records, personnel, and purchasing.
27. Type at a rate of 45 net words per minute from printed copy and type accurately from rough draft copy or voice-recording equipment, make arithmetic calculations, including decimals and fractions with speed and accuracy, proofread material for grammatical, numerical, and clerical accuracy.
28. Maintain attention to detail despite frequent interruptions and changing work priorities, respond to changing demands with flexibility and innovation.

29. Prepare standard operating procedures (SOPs) to establish and document District business practices.
30. Recognize and maintain confidentiality.
31. Maintain regular, predictable, consistent, and timely attendance to support the District's ability to provide critical services to employees, departments, and the public.
32. Complete assignments as directed.

**Physical Demands and Working Environment:**

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

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-100.
- 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.

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. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.**

**Fiscal Impact of Revising the Administrative Services Assistant (ASA I/II/III) and  
Adding Administrative Services Specialist (AS) and Management Analyst I/II (MA I/II)**

<b>Scenario</b>	<b>Positions</b>	<b>Monthly</b>	<b>Annually</b>
Current Cost Prior to Vacancy	ASA II / ASA II / ASA III	\$ 21,365	\$ 256,380
Current Highest Potential Cost	ASA III / ASA III / ASA III	\$ 25,716	\$ 308,592
Anticipated Cost with Proposed Changes	ASA II / AS / MA I	\$ 21,553	\$ 258,636
Highest Cost with Proposed Changes without an AS	ASA II / ASA II / MA II	\$ 23,426	\$ 281,112
Highest Cost with Proposed Changes with an AS	ASA II / AS / MA II	\$ 25,134	\$ 301,608



**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 2024/25 Budget Workshop

**Meeting Date:** June 6, 2024

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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 2024/25 Budget Book. Staff met with the Fee & Finance Committee on May 8, 2024, to review the budget priorities and strategies for Fiscal Year 2024/25. The Committee recommended forwarding the proposed budget numbers to the full Board for discussion at the June Budget Workshop.

**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 2024/25 (FY25) are projected to be \$22.99 million with Operating Fund revenues projected to be \$19.80 million (86% of the total) and Capital Fund Revenues projected to be \$3.19 million (14% of the total).

Revenue is anticipated to be slightly higher than in Fiscal Year 2023/24 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 2024/25 Operating Fund expenses are budgeted to be \$21.49 million, or \$18.81 million before Depreciation. This is an increase of approximately \$2.77 million over the projected expenses for the current Fiscal Year 2023/24.

- *Salary & Benefits* \$6,056,793

The District adopted two-year Memorandums of Understanding (MOUs) with the Employees and Managers on August 3, 2023, covering the Fiscal Years of 2023/24 and 2024/25. The MOUs provided for a two percent cost of living increase in July of each fiscal year covered by the MOUs and a one percent cost of living increase in January of each fiscal year covered by the MOUs.

The proposed Fiscal Year 2024/25 budget includes the reclassification of an Administrative Assistant I/II/III position to a Management Analyst I/II in the Administrative Services Department. The budget also provides for a part-time Temporary Laborer in the Field Services Department and a Student Intern in the Technical Services Department. Please see attached Appendix C.

Workers Compensation Insurance is projected to increase from \$75,000 to \$120,000 due to three District claims in Fiscal Year 2023/24 and the rising costs of insurance in the limited California insurance market.

This budget includes payment of the required minimum CalPERS unfunded liability payments of \$492,044 for Tier I, \$4,961 for Tier II, and \$4,716 for Tier III. Other Post-Employment Benefits (OPEB) payments for retiree medical benefits are expected to increase to \$430,000 with an Actuarial Determined Contribution (ADC) to the CalPERS CERB Trust of \$64,012. Total Salary and Benefits are programmed to increase by \$658,500 (11%) over the prior year.

- *Services & Supplies* \$3,575,825

Service and supply expenses are anticipated to increase due to continued inflationary pressures as well as 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 2024/25 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, updated modeling for the 2025 SECAP, a Fleet Conversion Master Plan, easement maintenance including tree removal, a Labor Negotiator, the General Manager recruitment, and on-call services for engineering, surveying, and plan review. The service and supply budget also includes spending for remote site repairs, property and liability insurance, board member elections, and employee engagement.

- *SPWA Operations & Maintenance and Rehabilitation & Replacement \$9,176,648*  
The District is still waiting to receive South Placer Wastewater Authority (SPWA) estimated 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 2024/25. The District was recently notified that there is a true-up credit of \$2.20 million from Fiscal Year 2022/23. Due to the large credit, the fourth quarter Fiscal Year 2023/24 estimated payment of \$2.61 million will not be made. The District is budgeting to pay the SPWA based on the numbers in the Cost of Service and Rate Study approved by the Board on March 2, 2023. Total SPWA O&M and R&R are projected to be \$7.73 million and \$1.44 million, respectively, for FY25 an increase of 10% from the payments made in the current fiscal year.

Please see attached Appendix D.

### Capital Projects

Fiscal Year 2024/25 Capital Projects are projected to be approximately \$19.75 million.

- *Operating Fund Capital Projects (Fund 100) \$1,661,000*  
Fund 100 capital projects include the Taylor Road Crossing Project in Newcastle, design and construction of the Old State Highway and Buena Vista Sewer Replacement project in coordination with Placer County Water Agency in Newcastle, new IT equipment, and upgrades to District easements.
- *Capital Improvements & Expansion Projects (Fund 300) \$10,484,000*  
Fund 300 capital projects include preliminary engineering for the Sierra College Trunk, preliminary engineering and environmental for the abandonment of the Cameo Court Lift Station, preliminary engineering for the Antelope Creek A project, 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) \$7,606,000*  
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 for the Antelope Creek A project, the King Road Replacement Project, the Farron Street Project, the SCADA Master Plan Implementation, Cured in Place Pipe, easement repair work, new vehicle purchases, and participation in several regional projects.

Please see attached Appendices E & F.

### Investment Fund Balances

As of March 31, 2024, investment balances are \$16.07 million in Fund 100, \$32.96 million in Fund 300, and \$24.71 million in Fund 400. Projected Fiscal Year 2023/24 year-end balances after true-

up of capital revenues and expenses, are anticipated to be \$14.31 million in Fund 100, \$34.15 million in Fund 300, and 25.53 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 \$14.31 million at the end of Fiscal Year 2023/24 which is projected to be \$10.89 million by the end of Fiscal Year 2023/24. This meets the minimum reserve requirement of \$5.70 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 \$18,809,266	\$ 4,702,317
		<b>TOTAL</b>	\$ 5,702,317

**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 June 27, 2024, with a Final Budget Book for Fiscal Year 2024/25.

**Strategic Plan Goal**

The FY25 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 2024/25 is \$41.24 million which can be broken down to \$21.49 million in Annual Expenses and \$19.75 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, 2025

Appendix H: Fund Balances as of March 31, 2025

Appendix I: Sources & Uses Table

**APPENDIX A: PROPOSED REVENUE BUDGET**

	AUDITED FINANCIALS		PROJECTED	PROPOSED
	FISCAL YEAR 2021/22	FISCAL YEAR 2022/23	FISCAL YEAR 2023/24	FISCAL YEAR 2024/25
<b>OPERATING FUND</b>				
SEWER SERVICE CHARGES	\$ 15,825,794	\$ 16,143,342	\$ 16,897,496	\$ 17,602,000
PERMITS, PLAN CHECK & INSPECTIONS	255,155	\$ 263,345	496,388	\$ 269,800
PROPERTY TAXES	1,190,070	\$ 1,290,539	1,300,000	\$ 1,320,000
LATE FEES	130,032	\$ 129,800	143,000	\$ 140,000
INTEREST	48,944	\$ 340,185	400,000	\$ 346,000
GAIN/LOSS ON SALE FIXED ASSET DISPOSAL	21,993	\$ 13,900	-	\$ -
MISCELLANEOUS INCOME	478,946	\$ 134,579	75,000	\$ 50,000
OPERATING FUND less CEPPT Interest Earnings	<b>\$ 17,950,934</b>	<b>\$ 18,315,690</b>	<b>\$ 19,311,884</b>	<b>\$ 19,727,800</b>
Interest Income from CEPPT (Restricted)	\$ (434,002)	\$ 184,070	\$ 300,000	\$ 75,000
<b>OPERATING FUND</b>	<b>\$ 17,516,932</b>	<b>\$ 18,499,760</b>	<b>\$ 19,611,884</b>	<b>\$ 19,802,800</b>
 <b>CAPITAL IMPROVEMENT FUND</b>				
SEWER PARTICIPATION FEES	\$ 3,476,886	\$ 1,443,652	\$ 1,474,500	\$ 1,474,500
INTEREST	100,826	\$ 648,461	1,000,000	979,000
<b>CAPITAL IMPROVEMENT FUND</b>	<b>\$ 3,577,712</b>	<b>\$ 2,092,113</b>	<b>\$ 2,474,500</b>	<b>\$ 2,453,500</b>
 <b>CAPITAL REPLACEMENT FUND</b>				
INTEREST	\$ 100,826	\$ 444,622	\$ 850,000	\$ 733,000
<b>CAPITAL REPLACEMENT FUND</b>	<b>\$ 100,826</b>	<b>\$ 444,622</b>	<b>\$ 850,000</b>	<b>\$ 733,000</b>
<b>TOTAL SPMUD REVENUE</b>	<b>\$ 21,195,470</b>	<b>\$ 21,036,495</b>	<b>\$ 22,936,384</b>	<b>\$ 22,989,300</b>

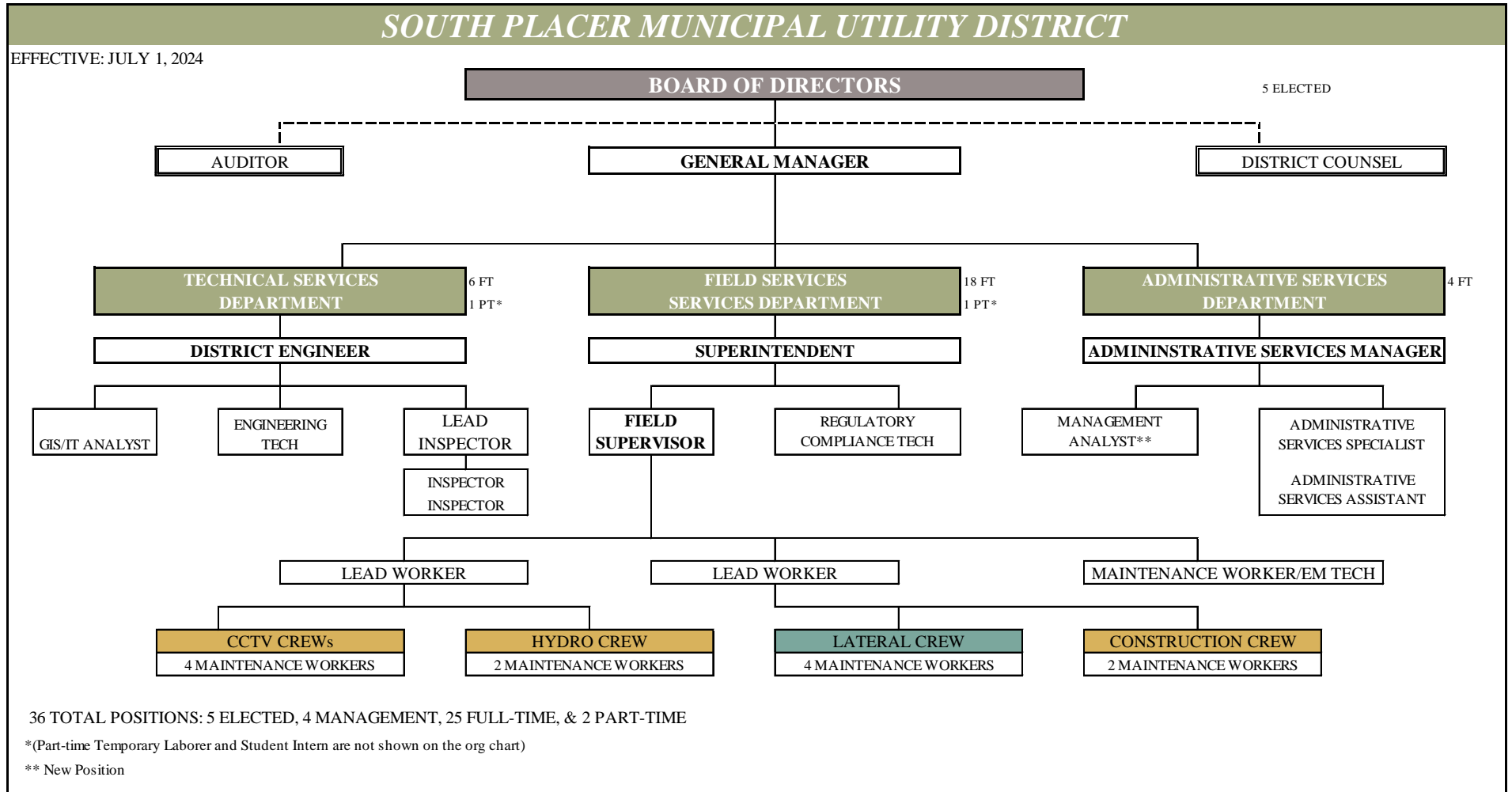


**APPENDIX B: EDU GROWTH**

**South Placer Municipal Utility District  
EDU Growth**

	<u>Fiscal Year</u>	<u>Total EDUs</u>	<u>Increase</u>	<u>% Increase</u>
Proposed	2025	37440	300	0.81%
Projected	2024	37140	300	0.81%
Audited	2023	36840	829	2.30%
Audited	2022	36011	689	1.95%
Audited	2021	35322	466	1.34%
Audited	2020	34856	682	2.00%
Audited	2019	34174	729	2.18%

**APPENDIX C: PROPOSED DISTRICT ORGANIZATIONAL CHART**



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

	AUDITED FINANCIALS		PROJECTED	PROPOSED
	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR
	2021/22	2022/23	2023/24	2024/25
SALARIES/WAGES	\$ 2,699,905	\$ 2,884,440	\$ 2,961,391	\$ 3,356,000
FICA - SOCIAL SECURITY	\$ 201,418	\$ 214,556	\$ 226,546	\$ 256,734
CALPERS RETIREMENT	\$ 236,219	\$ 241,103	\$ 271,164	\$ 297,000
CALPERS UNFUNDED ACCRUED LIABILITY	\$ 410,507	\$ 470,864	\$ 412,354	\$ 502,507
ADDITIONAL UAL CONTRIBUTION	\$ -	\$ 467,739	\$ 126,945	\$ -
457 & 401A RETIREMENT	\$ 117,263	\$ 105,787	\$ 147,875	\$ 142,300
INSURANCE BENEFITS	\$ 656,252	\$ 755,812	\$ 857,640	\$ 1,008,240
RETIREE HEALTH/OPEB	\$ 446,369	\$ 379,945	\$ 394,378	\$ 494,012
<b>SALARIES &amp; BENEFITS</b>	<b>\$ 4,767,933</b>	<b>\$ 5,520,246</b>	<b>\$ 5,398,293</b>	<b>\$ 6,056,793</b>
ASPHALT PAVING	\$ 12,500	\$ 4,950	\$ 25,000	\$ 75,000
ARCHIVING/DISASTER PLAN	\$ 5,140	\$ 5,140	\$ -	\$ -
BUILDING & GROUNDS MAINTENANCE	\$ 49,812	\$ 38,090	\$ 46,000	\$ 97,000
COMPUTER EQUIPMENT & SMALL OFFICE	\$ 5,205	\$ 16,154	\$ 21,000	\$ 8,750
EASEMENT/ACCESS ROAD UPGRADES	\$ 846	\$ 14,849	\$ -	\$ -
EASEMENT ACQUISITION	\$ 21,207	\$ 36,967	\$ -	\$ -
EASEMENT MAINTENANCE	\$ -	\$ -	\$ -	\$ 155,000
ELECTION EXPENSE	\$ -	\$ 30,094	\$ -	\$ 80,000
EMPLOYEE ENGAGEMENT	\$ -	\$ -	\$ 2,500	\$ 2,500
GAS & OIL EXPENSE	\$ 60,225	\$ 63,707	\$ 66,000	\$ 75,000
GENERAL OPERATING SUPPLIES & MAINTENANCE	\$ 124,094	\$ 168,252	\$ 228,838	\$ 225,700
LATERAL CAMERA REPAIRS	\$ -	\$ -	\$ -	\$ 29,000
LEGAL SERVICES	\$ 92,460	\$ 293,830	\$ 96,920	\$ 125,000
LIFT STATION & FLOW RECORDER PROGRAMS	\$ 38,685	\$ 56,578	\$ 88,000	\$ 96,000
OTHER OPERATING EXPENSE	\$ 150	\$ (936)	\$ -	\$ 2,500
PARTICIPATION IN REGIONAL PROJECTS	\$ -	\$ 78,192	\$ -	\$ -
PROFESSIONAL DEVELOPMENT	\$ 32,095	\$ 32,431	\$ 46,300	\$ 65,125
PROFESSIONAL SERVICES	\$ 168,149	\$ 274,578	\$ 620,000	\$ 1,069,000
PROPERTY & LIABILITY INSURANCE	\$ 255,095	\$ 322,423	\$ 410,375	\$ 515,000
REGULATORY COMPLIANCE/GOVERNMENT FEES	\$ 56,824	\$ 68,645	\$ 85,276	\$ 91,500
REPAIR/MAINTENANCE AGREEMENTS	\$ 113,144	\$ 112,554	\$ 184,000	\$ 171,200
ROOT CONTROL PROGRAM	\$ 55,310	\$ 56,513	\$ 77,000	\$ 79,000
SAFETY GEAR/UNIFORMS	\$ 21,468	\$ 22,097	\$ 27,300	\$ 32,750
SOFTWARE/DATA ACQUISITION	\$ 995	\$ 25,113	\$ -	\$ -
SYSTEM IMPROVEMENTS	\$ 3,700	\$ -	\$ -	\$ -
TOOLS & EQUIPMENT	\$ -	\$ -	\$ -	\$ 16,000
UTILITIES	\$ 167,970	\$ 181,497	\$ 186,000	\$ 204,000
UTILITY BILLING/BANKING EXPENSE/PRINTING	\$ 237,369	\$ 269,358	\$ 256,354	\$ 280,800
VEHICLE REPAIR & MAINTENANCE	\$ 69,169	\$ 60,609	\$ 75,000	\$ 80,000
<b>SERVICES &amp; SUPPLIES</b>	<b>\$ 1,591,612</b>	<b>\$ 2,231,685</b>	<b>\$ 2,541,863</b>	<b>\$ 3,575,825</b>
RWWTP MAINTENANCE & OPERATIONS	\$ 5,007,939	\$ 7,314,424	\$ 6,544,571	\$ 7,734,919
RWWTP REPLACEMENT & REHABILITATION	\$ 1,659,750	\$ 2,611,000	\$ 1,684,500	\$ 1,441,729
<b>SPWA O&amp;M &amp; R&amp;R</b>	<b>\$ 6,667,689</b>	<b>\$ 9,925,424</b>	<b>\$ 8,229,071</b>	<b>\$ 9,176,648</b>
<b>OPERATING EXPENSE LESS DEPRECIATION</b>	<b>\$ 13,027,234</b>	<b>\$ 17,677,355</b>	<b>\$ 16,169,227</b>	<b>\$ 18,809,266</b>
DEPRECIATION EXPENSE	\$ 2,218,607	\$ 2,330,061	\$ 2,551,400	\$ 2,678,970
<b>OPERATING FUND EXPENSES</b>	<b>\$ 15,245,841</b>	<b>\$ 20,007,416</b>	<b>\$ 18,720,627</b>	<b>\$ 21,488,236</b>

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

	AUDITED FINANCIALS		PROJECTED	PROPOSED
	FISCAL YEAR 2021/22	FISCAL YEAR 2022/23	FISCAL YEAR 2023/24	FISCAL YEAR 2024/25
OPERATING FUND	\$ 405,380	\$ 3,473,440	\$ 385,000	\$ 1,661,000
CIP & EXPANSION	\$ 124,732	\$ 61,424	\$ 200,000	\$ 10,484,000
REPLACEMENT & REHABILITATION	\$ 958,034	\$ 1,518,698	\$ 2,066,000	\$ 7,606,000
<b>TOTAL CAPITAL INVESTMENT</b>	<b>\$ 1,488,146</b>	<b>\$ 5,053,562</b>	<b>\$ 2,651,000</b>	<b>\$ 19,751,000</b>

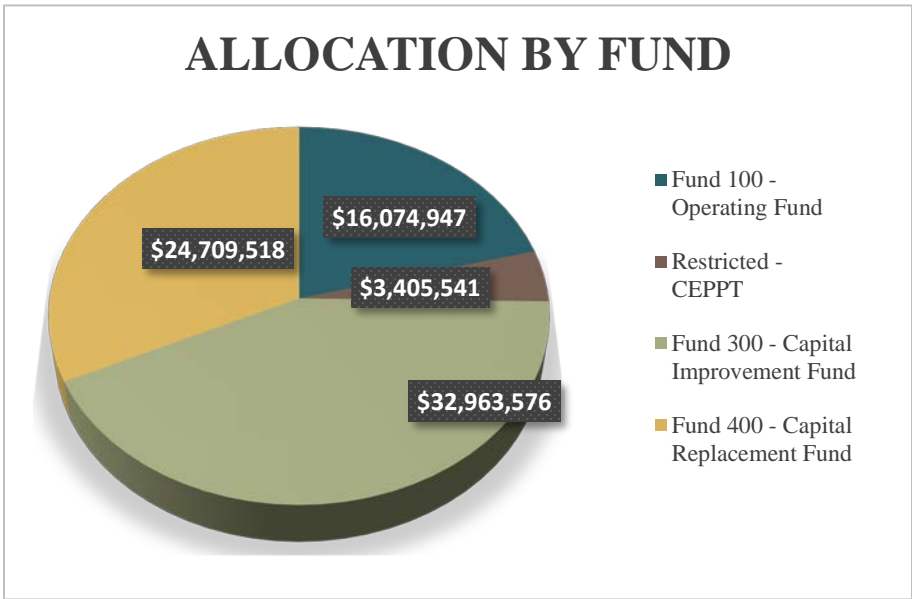
**APPENDIX F: PROPOSED CAPITAL INVESTMENT BUDGET DETAIL**

	PROPOSED FOR FISCAL YR 2024/25			
	FUND 100	FUND 300	FUND 400	
	OPERATING	CIP & EXPANSION	REPLACEMENT & REHABILITATION	
<b>CAPITAL IMPROVEMENTS</b>				
COMPUTERS/OFFICE FURNITURE	\$ 60,000	\$ 60,000	\$ -	\$ -
CY MASTER PLAN CAPITAL IMPROVEMENTS	\$ 95,000	\$ 75,000	\$ -	\$ 20,000
EASEMENT/ACCESS ROADS	\$ 321,000	\$ 160,000	\$ -	\$ 161,000
EASEMENT ACQUISITION	\$ 150,000	\$ 150,000	\$ -	\$ -
EASEMENT INSPECTION PROGRAM	\$ 25,000	\$ 25,000	\$ -	\$ -
PARTICIPATION IN REGIONAL PROJECTS	\$ 830,000	\$ 50,000	\$ -	\$ 780,000
SYSTEM IMPROVEMENTS	\$ 1,125,000	\$ 1,125,000	\$ -	\$ -
TOOLS & EQUIPMENT	\$ 16,000	\$ 16,000	\$ -	\$ -
EXPANSION PROJECTS	\$ 5,034,000	\$ -	\$ 5,034,000	\$ -
TRUNK EXTENSION REIMBURSEMENT	\$ 5,450,000	\$ -	\$ 5,450,000	\$ -
CURED IN PLACE PIPE	\$ 750,000	\$ -	\$ -	\$ 750,000
HIGH-RISK FACILITY CREEK CROSSINGS	\$ 500,000	\$ -	\$ -	\$ 500,000
LATERAL CAMERA REPLACEMENTS	\$ 13,000	\$ -	\$ -	\$ 13,000
SCADA	\$ 3,800,000	\$ -	\$ -	\$ 3,800,000
SYSTEM REHABILITATION	\$ 1,366,000	\$ -	\$ -	\$ 1,366,000
VEHICLE PURCHASES	\$ 216,000	\$ -	\$ -	\$ 216,000
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>\$ 19,751,000</b>	<b>\$ 1,661,000</b>	<b>\$10,484,000</b>	<b>\$ 7,606,000</b>

**APPENDIX G: INVESTMENT ACCOUNT BALANCES AS OF MARCH 31, 2024**

INVESTMENT	PRIOR YEAR Jan 23 - Mar 23	MARKET VALUE Jan 24 - Mar 24	QUARTERLY RETURN	% OF PORTFOLIO
LAIF	\$ 25,364,678	\$ 26,331,860	1.03%	34%
PLACER COUNTY TREASURY	\$ 25,290,891	\$ 20,509,592	0.76%	27%
CA CLASS	\$ -	\$ 10,360,722	1.36%	13%
CALTRUST	\$ 6,365,411	\$ 6,683,877	1.25%	9%
FIVE STAR MONEY MARKET	\$ 6,054,558	\$ 5,453,683	1.03%	7%
CASH	\$ 9,247,405	\$ 4,408,307	0.13%	6%
RESTRICTED - CEPPT	\$ 3,102,584	\$ 3,405,541	2.41%	4%
<b>TOTAL/AVERAGE</b>	<b>\$ 75,425,527</b>	<b>\$ 77,153,582</b>	<b>1.03%</b>	<b>100%</b>

**APPENDIX H: FUND BALANCES AS OF MARCH 31, 2024**



FUND	AUDITED FUNDS		FUND BALANCE AS OF
	FISCAL YEAR 2021/22	FISCAL YEAR 2022/23	
FUND 100 OPERATING	\$ 25,250,688	\$ 14,808,953	\$ 16,074,947
FUND 300 CIP & EXPANSION	\$ 27,140,321	\$ 31,500,531	\$ 32,963,576
FUND 400 CAPITAL REPLACEMENT & REHABILITATION	\$ 21,959,738	\$ 23,829,176	\$ 24,709,518
CALPERS CEPP TRUST - RESTRICTED	\$ 3,006,901	\$ 3,156,947	\$ 3,405,541
<b>TOTALS</b>	<b>\$ 77,357,648</b>	<b>\$ 73,295,607</b>	<b>\$ 77,153,582</b>



**APPENDIX I: SOURCES & USES TABLES**

**Fund 100 Operating Fund**

PROJECTED BALANCE AS OF JULY 1, 2024	\$ 14,315,047
<b>Proposed Revenues</b>	
<i>Fund 100 Revenues</i>	\$ 19,381,800
<i>Interest</i>	\$ 346,000
<i>Total Fund 100 Revenues</i>	<u>\$ 19,727,800</u>
<b>Proposed Expenditures</b>	
<i>Local Operations &amp; Maintenance Expenses</i>	\$ (9,632,618)
<i>Regional Operations &amp; Maintenance Expenses</i>	\$ (9,176,648)
<i>Depreciation</i>	\$ (2,678,970)
<i>SubTotal Fund 100 Expenses</i>	<u>\$ (21,488,236)</u>
<i>Capital Projects</i>	\$ (1,661,000)
<i>Total Fund 100 Expenditures</i>	<u>\$ (23,149,236)</u>
<b>100 ENDING FUND BALANCE</b>	<u><u>\$ 10,893,611</u></u>
<i>Minimum Operating Fund Reserve Requirement per Policy #3130</i>	<u>\$ 5,702,317</u>
<b>100 FUND BALANCE (LESS RESERVE REQUIREMENT) AVAILABLE FOR USE</b>	<u><u>\$ 5,191,294</u></u>

## Fund 300 CIP & Expansion

PROJECTED BALANCE AS OF JULY 1, 2024 \$ 34,147,251

### **Proposed Revenues**

*Sewer Participation Charges* \$ 1,474,500

*Interest* \$ 979,000

*Total Fund 300 Revenues* \$ **2,453,500**

### **Proposed Expenditures**

*Capital Projects* \$ (10,484,000)

*Total Fund 300 Expenditures* \$ **(10,484,000)**

**300 ENDING FUND BALANCE** \$ **26,116,751**

## Fund 400 Replacement & Rehab

PROJECTED BALANCE AS OF JULY 1, 2024 \$ 25,527,483

### **Proposed Revenues**

*Depreciation* \$ 2,678,970

*Interest* \$ 733,000

*Total Fund 400 Revenues* \$ **3,411,970**

### **Proposed Expenditures**

*Capital Projects* \$ (7,606,000)

*Total Fund 400 Expenditures* \$ **(7,606,000)**

**400 ENDING FUND BALANCE** \$ **21,333,453**

**GENERAL MANAGER REPORT**

To: Board of Directors  
From: Herb Niederberger, GM  
Date: June 6, 2024  
Subject: General Manager Monthly Staff Report – May 2024

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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. The General Manager was out of the office on May 6, 9 and 10, 2024.
- B. The General Manager and Administrative Services Manager, Emilie Costan, joined Director Mitchell in attending the Rocklin Chamber of Commerce Government Relations Committee on May 1, 2024, to hear a presentation from the Department of Insurance regarding insurance trends and affordability in California.
- C. On May 7, 2024, the General Manager and Administrative Services Manager, Emilie Costan, met with representatives from Sierra College to negotiate terms for a proposed Sierra College Participation and Monthly Service Charge Agreement. This will allow the District to place the college into a standard billing arrangement.
- D. The General Manager met via Zoom Meeting on May 15, 2024, with District General Counsel to discuss the following: 1) Taylor vs. SPMUD interrogatories; 2) PCWA information sharing agreement; and 3); Sierra College and Del Oro Participation and Monthly Service Charge Agreement.
- E. On May 16, 2024, the General Manager and District Engineer, Carie Huff, met via Microsoft Teams with the representatives of the Castle City Mobile Home Park and the State Water Board to discuss available State funding opportunities necessary for the wastewater consolidation with the District.
- F. Also on May 16, 2024, the General Manager participated in the District All-hands Safety meeting. Employees were briefed on the upcoming Workplace Violence Prevention Policy

to be presented to the Board on June 27<sup>th</sup>, as well as recent Board items and the upcoming Employee Engagement Committee teambuilding event.

- G. The General Manager, and District Engineer, Carie Huff, met via Microsoft Teams with representatives from the City of Lincoln on May 20, 2024, to discuss the implementation of the Sewer Service Collection and Treatment Agreement necessary for the provision of service to the Sierra College Partners subdivision.
- H. On May 22, 2024, the General Manager and District Engineer, Carie Huff, met via Zoom with the representatives of the Castle City Mobile Home Park and their consultant to determine the next steps for the application for available State funding opportunities necessary for the MHP wastewater consolidation with the District.
- I. The General Manager and District Engineer, Carie Huff, held a teleconference on May 23, 2024, with District General Counsel to finalize the response to the Interrogatories and Requests for Production in response to Taylor vs. SPMUD.
- J. Advisory Committee Meetings:
  - i. The Fee and Finance Advisory Committee met on May 8, 2024, to discuss the FY 24/25 Budget and budget priorities, funding strategies, and updates on the proposed Participation and Monthly Service Charge Agreements with Sierra College as well as the SPWA Capacity and EDU Studies.
  - ii. The Personnel Advisory Committee met on May 23, 2024, to discuss 1) the GM recruitment 2) the restructuring of the Administrative Services Department and job descriptions for an ASA I/II, an Administrative Specialist, and Management Analyst I/II; and 3) CPS HR.

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>
400	5/01/2024	CPS HR Consulting	GM Recruitment	\$27,000

**4) LONG RANGE AGENDA**

**July 2024 (rescheduled to June 27, 2024)**

- Adopt FY 2024/25 Fee & Fine Schedule
- Adopt FY 2024/25 Budget
- Report on SPWA Board Meeting
- Resolution of Support - LAFCo
- Workplace Violence Protection Plan Presentation

- Brewery Study

#### **August 2024**

- Quarterly Investment Report
- OPEB Funding Update
- Award CIPP Liner Contract
- Award Paving Contract

#### **September 2024 (Regular)**

- Strategic Plan 2023-27, Annual Report

#### **September 2024 (Special)**

- GM Interviews

#### **October 2024**

- TBD

#### **November 2024**

- Quarterly Investment Report

#### **December 2024**

- GM Employee Evaluation and 401a) award
- Final Audit and Consolidated Annual Financial Report
- Participation Charge Report for FY2023/24

#### **January 2025**

- Swearing in of new Directors
- Selection of Officers
- Presidential Appointments to Advisory Committees
- Approve GM 2025 Goals

ITEM VIII. ASD REPORT

To: Board of Directors

From: Emilie Costan, Administrative Services Manager

cc: Herb Niederberger, General Manager

Subject: Administrative Services Department Monthly Report

Board Date: June 6, 2024

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**Rocklin Chamber Government Relations Committee**

On May 1<sup>st</sup>, the Administrative Services Manager and General Manager attended the Rocklin Chamber of Commerce Government Relations Committee and heard an update from the California State Insurance Commissioner and other local government agency partners.

**Sierra College & Del Oro Billings**

On May 7<sup>th</sup>, the Administrative Services Manager and General Manager met with representatives from Sierra College to further discuss transitioning to standard billing for their monthly service charges, capacity charges pertaining to the College's Facilities Master Plan, and the acquisition of easements for future elimination of the Sierra College Lift Station. General Counsel is currently working on agreement language for Sierra College and Placer Union High School that will be presented to the Board for consideration.

**Fee & Finance Committee**

On May 8<sup>th</sup>, the Administrative Services Manager and General Manager meet with the Fee & Finance Advisory Committee to discuss the budget priorities and depreciation transfer for next fiscal year, funding strategies, the contracts for Sierra College and Del Oro, and Capacity Fees.

**FY2024/25 Budget**

The Administrative Services Manager has been working on the Fiscal Year 2024/25 Budget Book. The budget book is being prepared to incorporate comments from the review of the Fiscal Year 2023/24 Budget by the Government Finance Officers Association in order to be considered for the Distinguished Budget Presentation Award.

**Assignment Notifications**

Assignment notifications were mailed on April 22, 2024, to customers with delinquent balances from 2023. 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 24<sup>th</sup> and May 31<sup>st</sup>.



**Special District's Week**

May 19<sup>th</sup> through the 25<sup>th</sup> was Special District's week. The District website was updated with information commemorating Special District's week.

**May Monthly Investment Transactions per GC §53607**

**DEPOSITS, TRANSFERS, OR WITHDRAWALS**

CalTRUST:	None
CA CLASS:	None
LAIF:	None
Placer County:	None
Wells Fargo:	None
Five Star MM:	\$800,000 from Checking to MM

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 6, 2024

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**Department Overview**

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

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

- a. The consultant plans to deliver the 90% design package (i.e., plans and specifications) by the end of May.
- b. Construction/implementation of the identified SCADA improvements is targeted to start in the summer of 2024. The upcoming FY2025 budget will include cost estimates to complete this work. All work will be brought to the Board for approval and authorization prior to commencing.

**2. Taylor Road Lift Station Damage Repair**

- a. The District received the requested reimbursement payment for the damage caused by Caltrans' contractor to the District's power pole, conduit, and wiring. This matter has been settled.

**3. Vehicles Out of Service**

- a. Based on the documentation provided, the Bureau of Automotive Repair (BAR) provided a one-time monitor failure override for each of the two vehicles that had been placed out of service. Both vehicles are back in service performing their functions.
- b. Staff are implementing a plan to drive each vehicle the required number of miles over the next two years to prepare for the next scheduled smog inspection.

**4. Professional Development**

- a. Staff attended the California Water Environment Association (CWEA) Annual Conference at the Sacramento Convention Center on April 10-12, attending multiple technical sessions and observing new technology in the industry.
- b. Staff met with representatives from multiple sewer collection system agencies from the greater Sacramento area on April 25 to discuss reviving the local section collection system committee of CWEA. The District has been a long-time member/supporter of this committee, which facilitates education events for collection system operators.

**5. Safety Meeting**

- a. All employees of the District met on May 16 for the annual Safety Meeting/Luncheon to review the District’s safety performance and safety programs, and review the draft Workplace Violence Prevention Plan.

**6. Outreach**

- a. The District participated in the City of Rocklin’s “Meet the Machines” event on May 23, 2024. The event celebrated National Public Works Week by providing a venue for kids to interact with the people and equipment that protect, build, and serve our community.

**Reporting**

This section provides the Board an overview of the Field Services Department operations and maintenance activities through 4/30/2024. The work listed is not all inclusive.

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

- a. Zero (0)
  - i. 2800 days (7.7 years) without a Lost Time Accident/Injury

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

- a. Field Services employees participated in training for the following:
  - i. Respiratory Protection
  - ii. Sun Safety

**3. Customer Service Calls**

- a. Response Time Goals over the Last 12 Months

	Goal	Average	Success Rate
During Business Hours	< 30 minutes	20 min	97%
During Non-Business Hours	< 60 minutes	44 min	

**Service Calls - April**

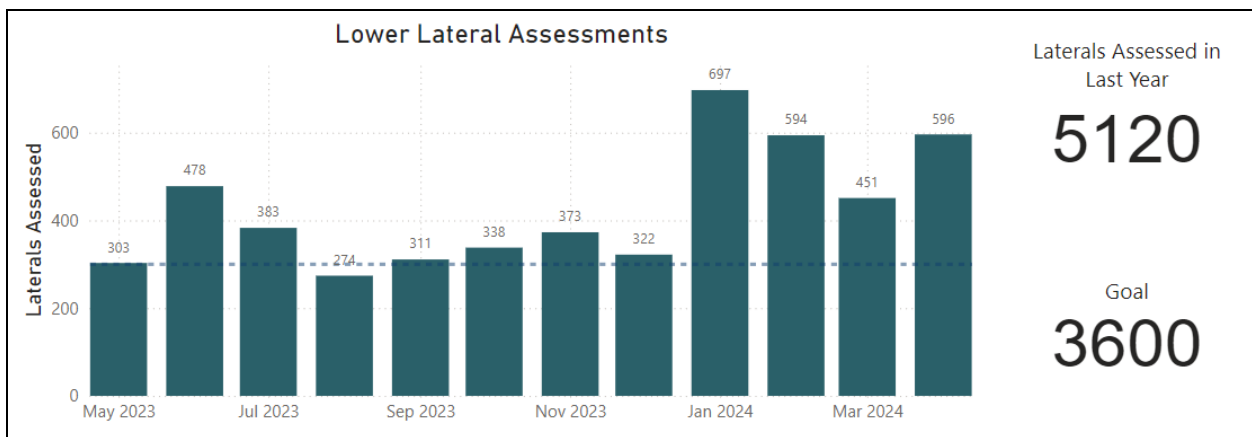
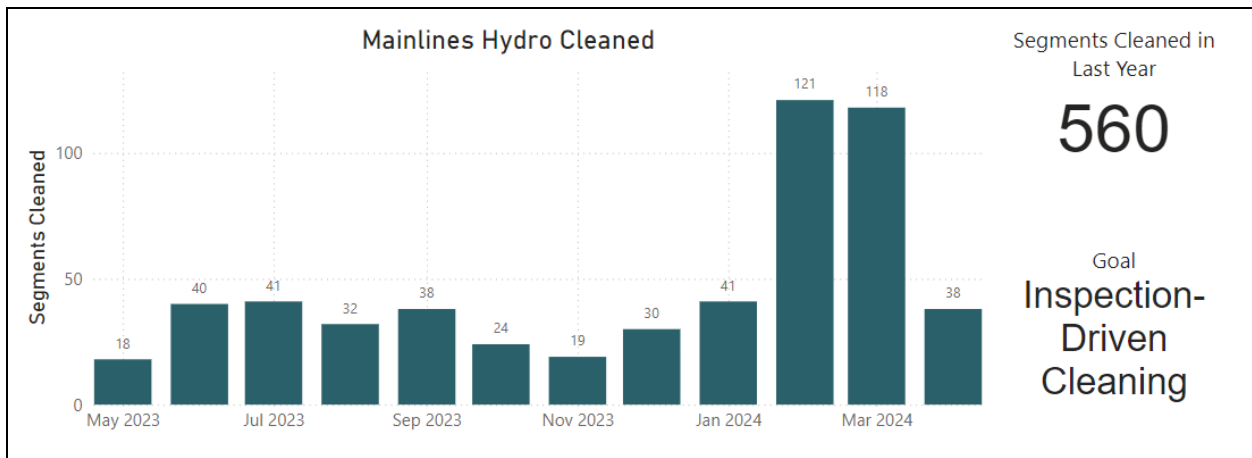
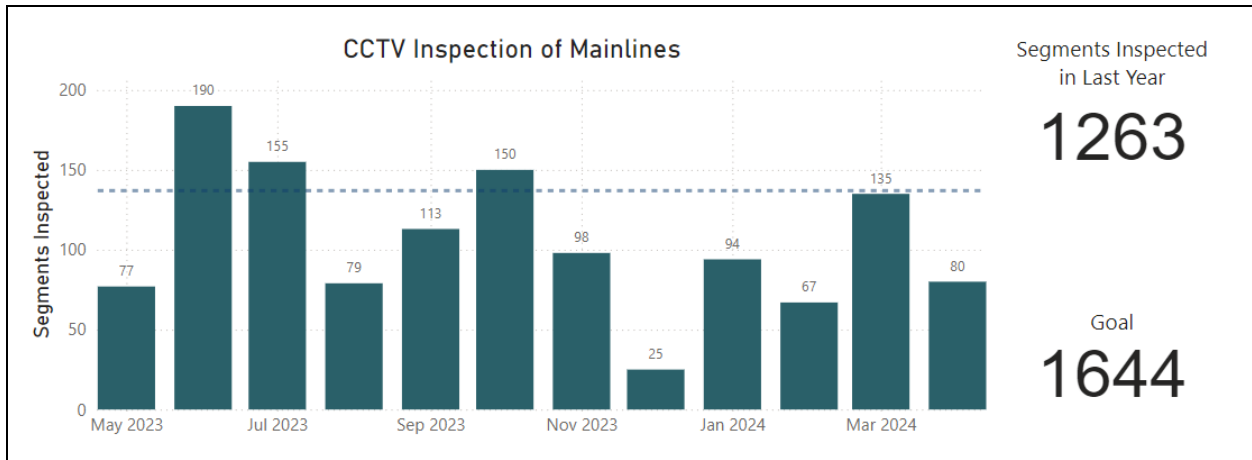
Responsibility	Spill	Stoppage	Odor	Alarm	PLSD	Misc
SPMUD Responsibility	1	1		1		
Owner Responsibility		1	1		5	2
<b>Total</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>2</b>

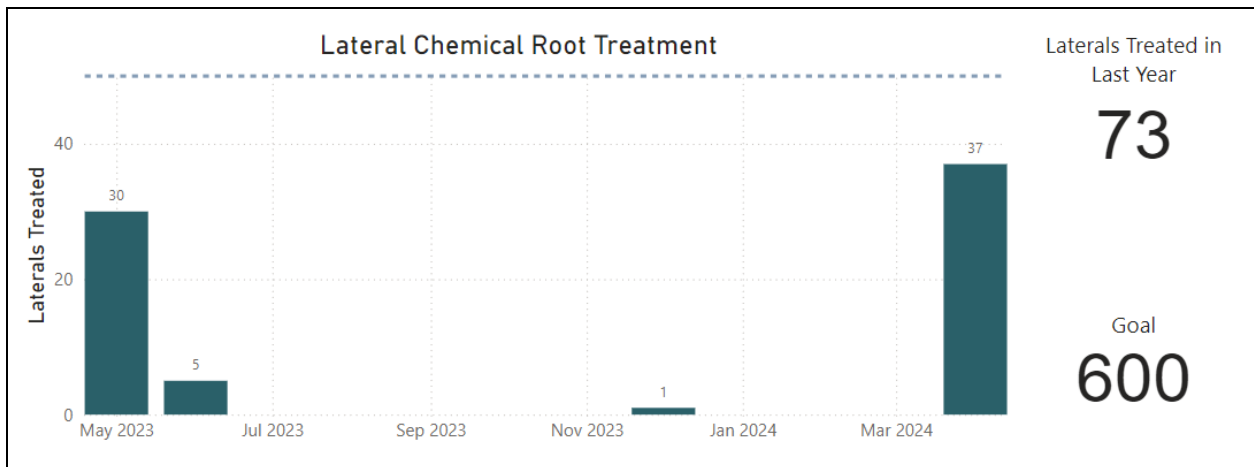
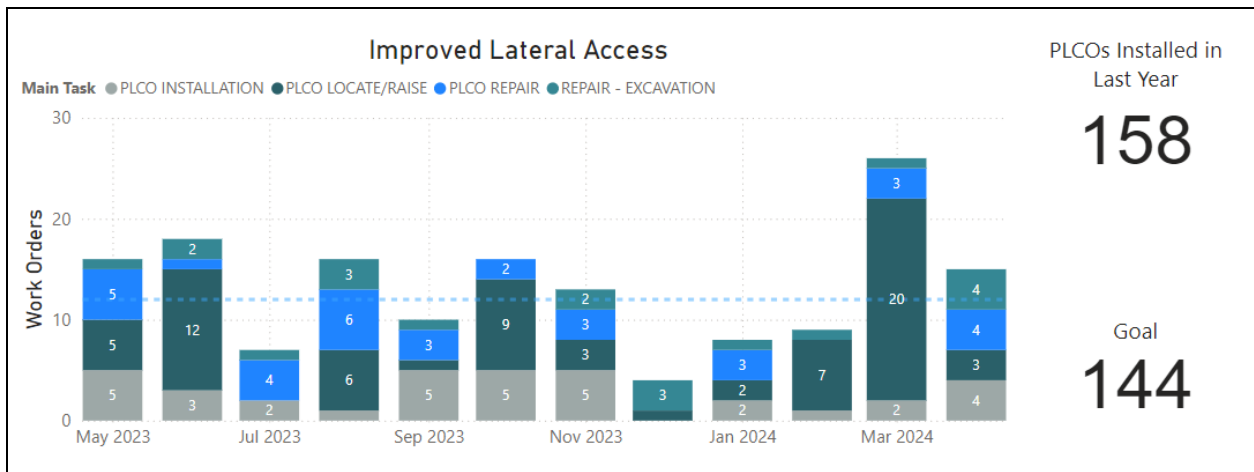
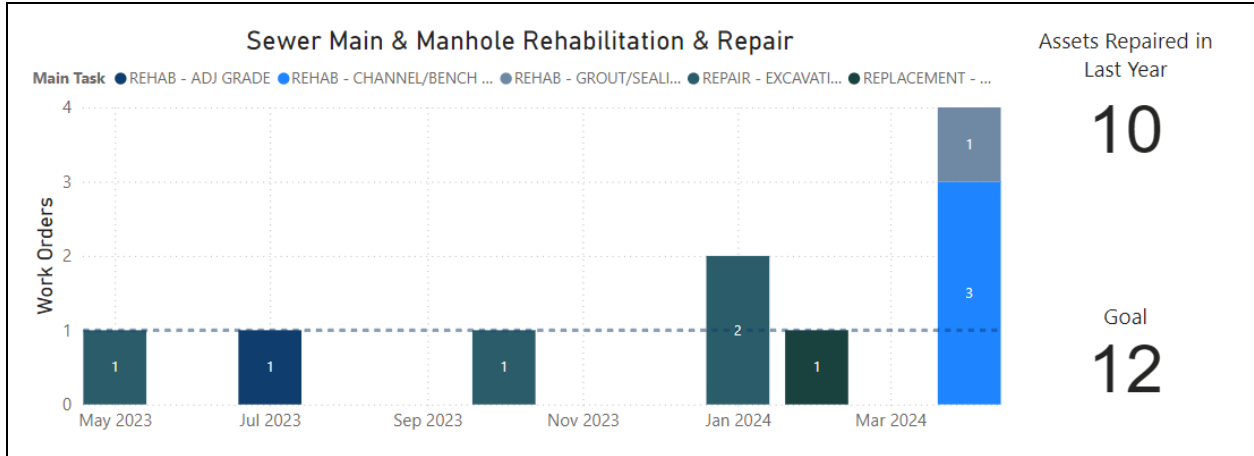
Total Service Calls

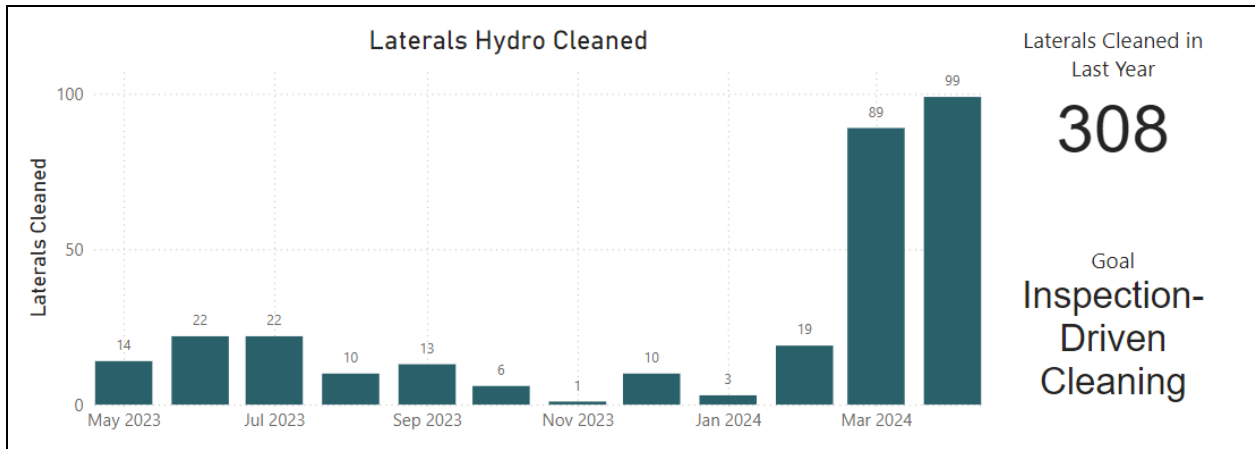
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#### 4. Production

- a. The information provided below shows the work performed in key areas of focus. It does not represent all the work completed in the department.







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 6, 2024

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**TSD Updates:**

- ❖ TSD staff is working with 10 Ton Press on outreach materials, including a comic book and postcard, based on an example from Castro Valley Sanitary District shared by Director Mitchell. 10 Ton Press is updating the messaging and artwork to reflect the District's operations. The final products will be shared once available.
- ❖ The District Engineer is working with the City of Lincoln, LAFCO, and the Sierra College Partners Development Team to implement the out of area service agreement for the Sierra College Partners development. The out of area service agreement, approved by the District in 2017, is required because the parcel resides within the District's sphere of influence but cannot realistically sewer to District facilities. The agreement specifies that four properties will connect to a new District manhole which will then connect to the City of Lincoln's sewer system. Since the agreement was executed in 2017, the City of Lincoln's fee structure has changed, which complicates the funding portion of the agreement. The City of Lincoln is currently reviewing the intent of the agreement in relation to the new fee structure or if the agreement needs to be revised.
- ❖ On April 25<sup>th</sup>, TSD staff met with the City of Rocklin regarding grease control requirements at park snack bars. Should improvements occur at the snack bars, grease control will be required.
- ❖ TSD staff volunteered at the District's outreach booth at the City of Rocklin's Civic Celebration at Johnson Springview Park on April 27<sup>th</sup>.
- ❖ TSD staff participated in a utility coordination meeting with the City of Rocklin on the Whitney Ranch Parkway improvements on May 6<sup>th</sup>.
- ❖ TSD staff participated in a project meeting with the City of Rocklin and the development team for the Whitney Ranch Retail project on May 7<sup>th</sup>.
- ❖ TSD staff participated in a coordination meeting with the City of Rocklin regarding the Monument Springs Bridge on May 8<sup>th</sup> and May 22<sup>nd</sup>.
- ❖ TSD and ASD staff participated in a meeting regarding commercial accounts and department responsibilities and workflow due to recent staff turnover on May 13<sup>th</sup>.



- ❖ The Superintendent, Administrative Services Manager, and the District Engineer participated in a meeting with the Employee Association representatives on May 13<sup>th</sup> regarding the proposed Management Analyst position.
- ❖ TSD staff participated in the Employee Engagement Committee (EEC) meetings on May 14<sup>th</sup>. The EEC is planning a family picnic at Whitney Park on June 1<sup>st</sup>.
- ❖ TSD staff attended the District's annual safety lunch on May 16<sup>th</sup>.
- ❖ TSD staff participated in the Countywide Development Coordination meeting on May 21<sup>st</sup>.
- ❖ Staff is working through the fourth quarter FY2023/24 commercial field audit.
- ❖ TSD staff is working on updates to the District's Standard Specifications and Improvement Standards for Sanitary Sewer to align with the Sewer Code updates and to Chapter 4 – Wastewater Pump Stations. WaterWorks Engineers is working towards the next submittal based on District comments.

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

The City notified the District on March 12<sup>th</sup> that the property owner accepted their offer to purchase the easement. The City is preparing the appropriate documents to finalize the purchase and will reach out once again to update the District on the schedule. There has been no update since March 12<sup>th</sup>.

There are multiple development applications for projects upstream of the Northwest Rocklin Sewer Annexation Construction Project that propose to connect to the District's sewer system. The District has noted in responses to the City of Rocklin that connections will be approved on a case-by-case basis pending acceptance of the Northwest Rocklin Sewer Annexation Project.

### **Sierra College Trunk and Lift Station Abandonment, Rocklin**

Efforts to coordinate access with property owners to complete a preliminary survey have stalled. The site walk is intended to identify elevation information and an indication of surface obstacles (large rock outcropping, etc.). Test pits and/or ground disturbing activities are not proposed with the site walk. Staff anticipates meeting with the design team and the District's legal counsel in the coming weeks to determine next steps.

### **Cameo Court Trunk and Lift Station Abandonment, Rocklin**

WaterWorks Engineers is working with the City of Roseville to analyze their hydraulic model to determine downstream improvements required to accommodate the District's connection. This analysis is anticipated to be completed in June.

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

GHD submitted the final design and staff is in the process of reviewing the plans and specifications in coordination with PCWA. The District Engineer and PCWA are also coordinating with property owners as the design is finalized.

### **Jack in the Box Sewer Replacement Project**

The District provided comments on the design to Uhora, the engineer. District staff is coordinating pothole efforts to confirm utility locations and if rock is present in locations where the new sewer alignment will be deeper than the existing pipe. The design will be refined once this information is available.

### **Del Rio Court and Delmar Sewer Extension Project**

Staff is working on the specifications and anticipates that the project will go to bid this summer with an award in September of 2024.

### **Johnson Springview Park Creek Crossing, Rocklin**

As indicated in previous TSD reports, WaterWorks Engineers and their subconsultant, Helix Environmental Planning, completed preliminary biological and cultural resource field surveys and records searches for the project. The preliminary results indicate close proximity to sensitive tribal resources and that this segment of Antelope Creek is identified as essential fish habitat for listed salmonids. In addition, the preliminary cost estimate for the project is significantly higher than anticipated due to the complexity of the design. Staff presented these findings in detail at the Infrastructure Advisory Committee in February and will present them to the full board once the City of Rocklin indicates whether they will pursue the project.

### **Taylor Road Crossing, Newcastle**

The final design is complete, and staff is working on the specifications to go to bid in July.

### **Main Street, Newcastle**

Coastland is in the process of potholing multiple locations within the project area to confirm utility locations and depths. Results from the potholing efforts will be used to refine the design.

### **Farron Street Sewer Trunk Replacement**

TSD staff is currently working on the contract documents to release for bidding.

### **Proposed Annexation of the Castle City Mobile Home Park in Newcastle**

Staff met with representatives from the State of California and Caritas, the owner of Castle City Mobile Home Park, to review the District's role in the funding application and consolidation process on May 16<sup>th</sup>. The District is required to submit the funding application and manage all aspects of the project, including funding until reimbursed by the State of California. Staff met again on May 22<sup>nd</sup> with Caritas and Coleman Engineering, the design engineer working on the Plan of Study, to determine the status of the application. Coleman will move forward with the application in the coming weeks. Staff will present additional information about the project in the coming months with a request for direction from the board.

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

LAFCO received a proposal from RSG to complete the District's Municipal Services Review and Sphere of Influence Update. The District reviewed the proposal and provided feedback. The updated proposal is scheduled to be presented at the June 12<sup>th</sup> LAFCO board meeting for contract approval. The agenda will be posted three days prior to the meeting.

### **FOG Program**

The District's FOG Inspector conducted six core sample inspections of grease control devices (GCD) in March at the following locations:

- Starbucks, 5494 Crossings Drive
- Urban Rolls, 5428 Crossings Drive
- Mindscape, 5424 Crossings Drive
- Applebee's, 6811 Lonetree Boulevard
- Marco's Pizza, 6839 Lonetree Boulevard
- Sila Thai, 6815 Lonetree Boulevard

A Warning of Non-Compliance issued to Joy House Chinese Food at 2164 Sunset Boulevard has been resolved. This location had an existing legacy GCD in disrepair due to rust and corrosion. Staff worked with the ownership group through the FSE tenant improvement process to create a solution to install a new hydromechanical GCD. The new device has been successfully installed and inspected.

The District's FOG Inspector was alerted to a potential spill from the existing GCD that serves Jing Jing Chinese Cuisine at 2164 Sunset Boulevard. Upon inspection, the GCD was found to be actively spilling. Placer County Environmental Health (PCEH) and the City of Rocklin were contacted, and a cease-and-desist order was issued. The property owner was directed to hire a plumbing contractor to clear the stoppage and a professional cleanup company to manage the spill under PCEH's supervision. The District issued a Notice of Violation and is working with the property owner to ensure all corrective actions are completed.

Finally, TSD hosted the City of Roseville's new FOG Inspector to review the District's FOG Control Program. The visit included a morning overview of SwiftComply and a question-and-answer session covering various topics regarding the formation and implementation of the District's FOG Control Program. In the afternoon, the City's FOG Inspector shadowed staff during three core sample inspections highlighting the process, equipment, and tools the District uses to inspect GCDs. The City of Roseville is implementing a similar FOG Control Program, and the visit highlighted many commonalities and similar challenges both agencies face. This marks the fourth time the District has been contacted by an outside agency to inquire and learn more about the District's FOG Control Program.

### **Industrial Pretreatment**

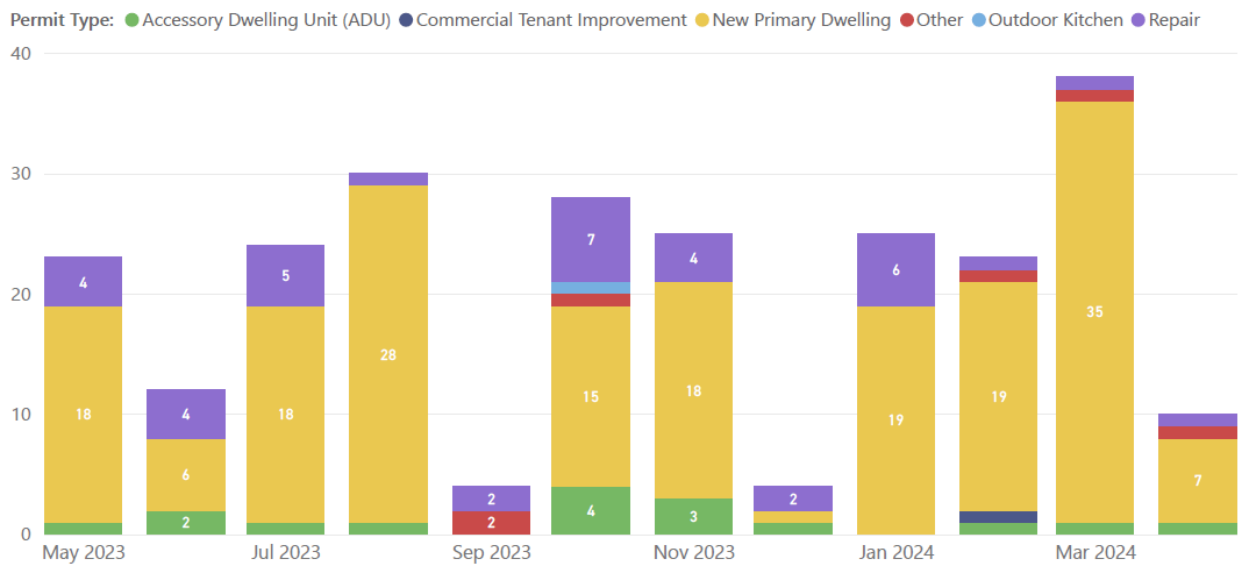
District staff met with representatives from the City of Roseville's Industrial Waste Division to discuss finalizing the brewery wastewater study and the next steps both agencies would take prior to publishing. The results of the study detail severe impacts to the public sewer infrastructure along with the formation of microbial growth colonies that attach to the inside walls of sewer pipes. The District's public sewer infrastructure immediately downstream of brewery establishments indicates signs of corrosion at alarming rates. Specifically, sewer manholes are degrading and corroding due to discharges from breweries that fail to meet local and Federal limits for pH, biochemical oxygen demand (BOD), and total suspended solids (TSS). The manholes that receive brewery discharge exhibit exposed aggregate and sunken channels (troughing) which are creating offsets at the manhole outfalls. The presence of microbial growth colonies and the expansion of these types of microorganisms can alter flow patterns by creating obstructions. Another result of microbial growth is that it can lead to an increase in sewer odors by producing gases such as hydrogen sulfide (H<sub>2</sub>S), methane (CH<sub>4</sub>), and volatile organic compounds (VOCs). District and City of Roseville staff agreed that the first step should be sending notification to the brewery establishments via a warning of non-compliance letter regarding the issues discovered. The letters were sent at the beginning of May. Additional information on the brewery study will be presented at the June 27<sup>th</sup> board meeting.

Another topic discussed with the City of Roseville is how the District could further cooperation and collaboration by establishing and developing an enforcement process for businesses operating in the District that are categorized under the City's Industrial Pretreatment Program (IPT). District staff assists and participates in IPT inspections when conducted within the boundaries of the District. Developing an enforcement process will help protect the District's infrastructure and will ensure compliance with local, State, and Federal requirements. Staff plans to draft and complete a new IPT enforcement process by the end of May.

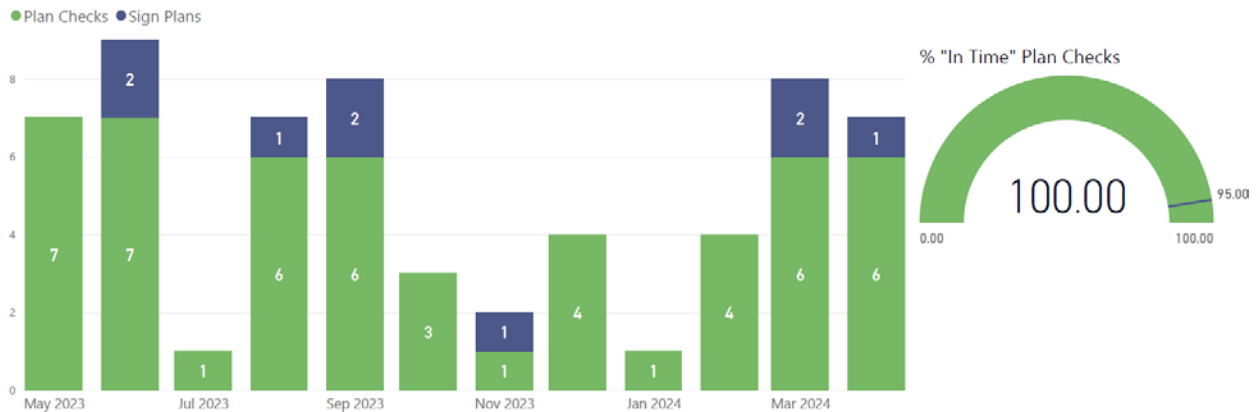
## Department Performance Indicators

The following charts depict the efforts and performance of the department in the following areas of work as of April 30, 2024. The charts are being created in a new reporting tool that directly connects to the District’s data, improving the timeliness of reporting efforts and leveraging the District’s investment in technology. Additional charts may be added in the future for other areas of work in the department.

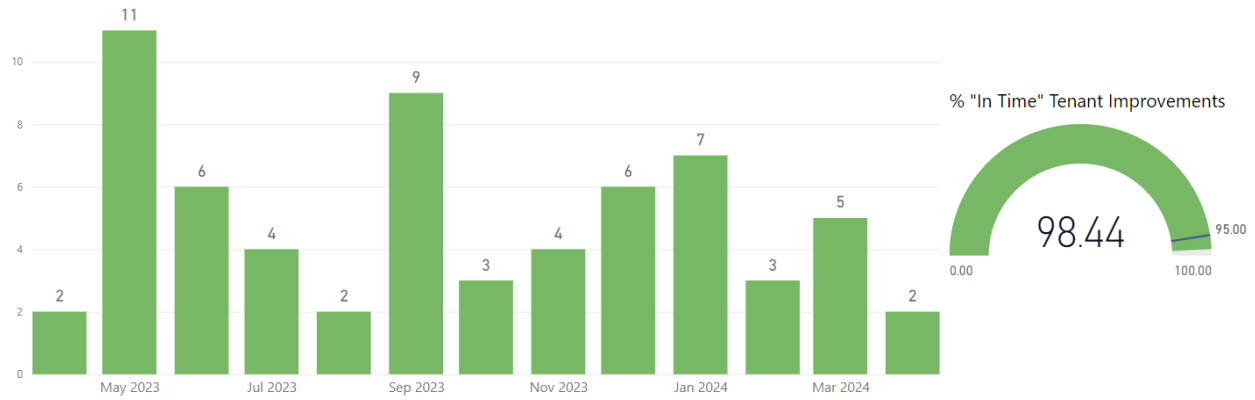
Sewer Permits - Completed - Monthly Totals



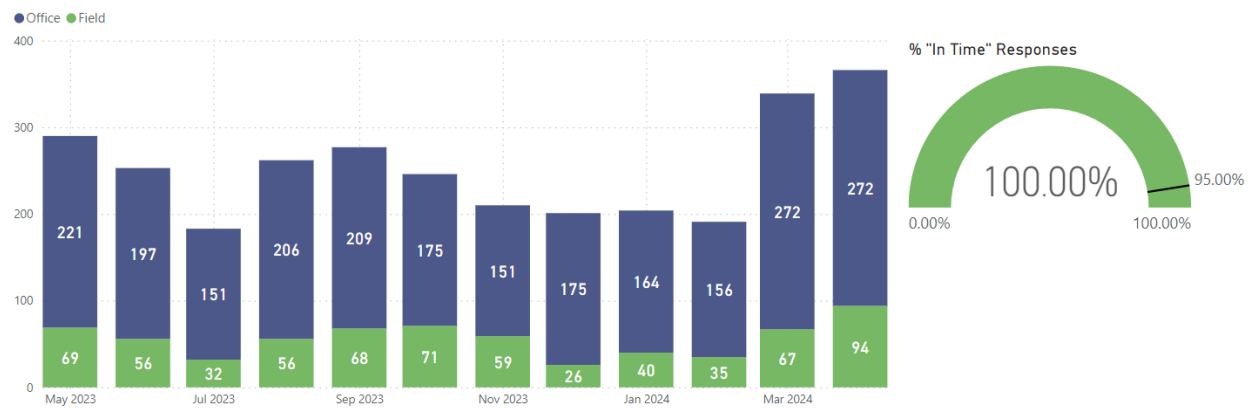
Plan Checks Completed - Monthly Totals



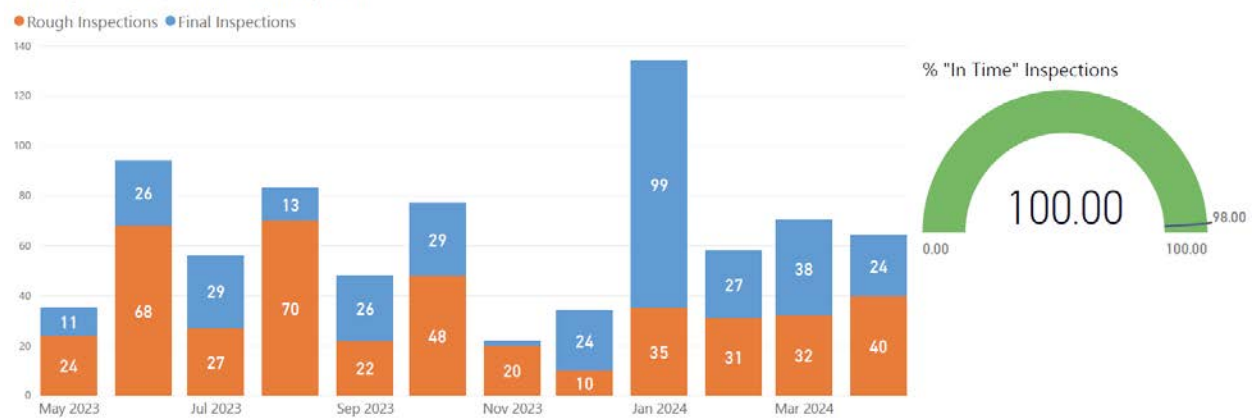
### Tenant Improvement Reviews Completed - Monthly Totals



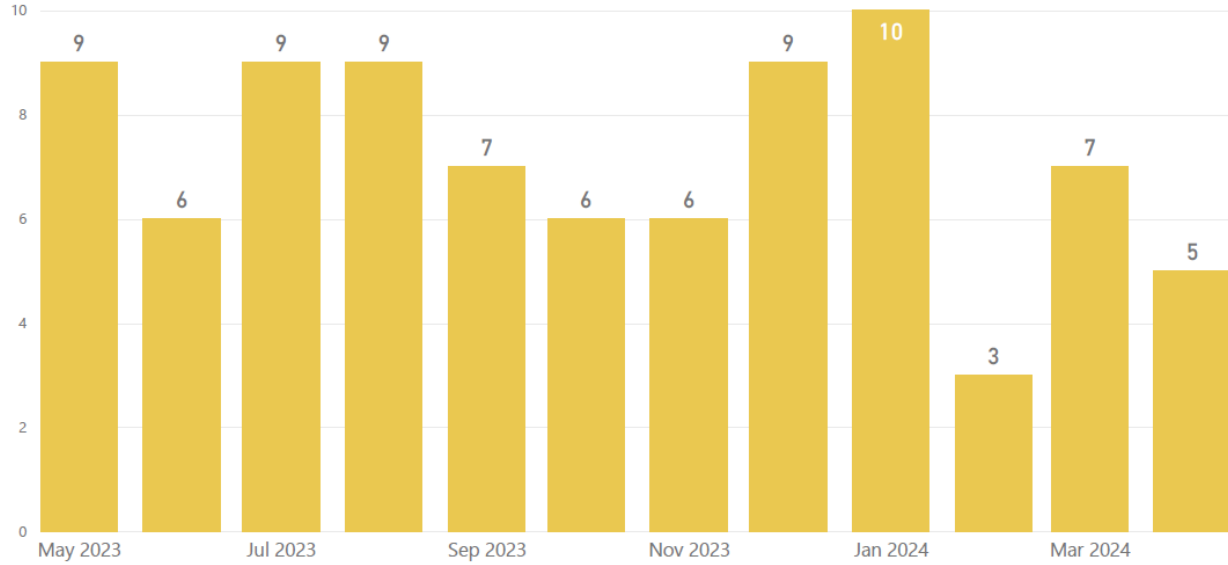
### 811 Responses



### Building Sewer Inspections - Monthly Totals

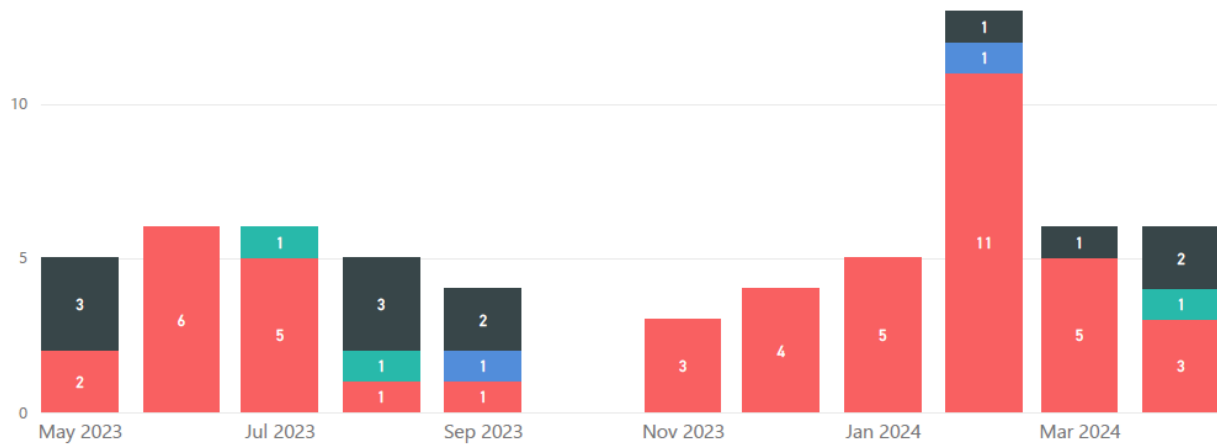


### FOG Pickups - Monthly Totals



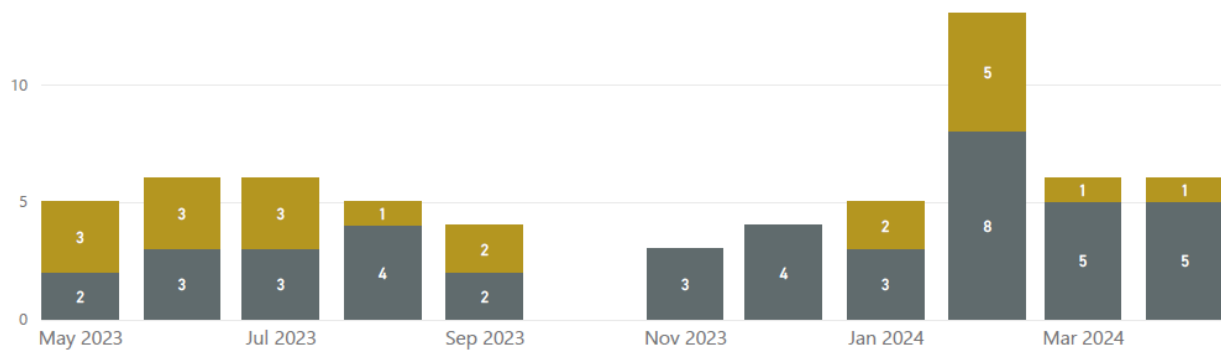
### Grease Interceptor Inspections

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

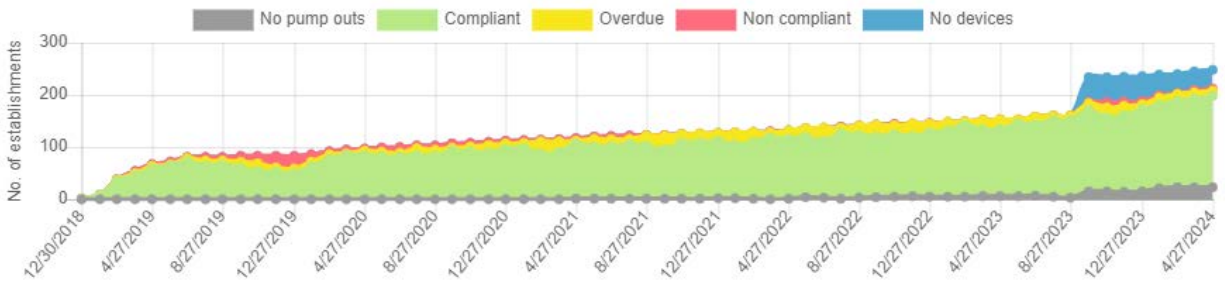


### Interceptor Inspection Results

Compliance ● Compliant ● Non-compliant



## FOG Compliance History



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