



**SPMUD BOARD OF DIRECTORS
REGULAR MEETING: 4:30 PM
March 5, 2020
SPMUD Board Room
5807 Springview Drive, Rocklin, CA 95677**

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

AGENDA

I. CALL MEETING TO ORDER

II. ROLL CALL OF DIRECTORS

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

III. PLEDGE OF ALLEGIANCE

IV. CONSENT ITEMS

[pg 3 to 19]

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

ACTION: (Voice Vote)

Motion to approve the consent items for the March 5, 2020 meeting

1. MINUTES from the February 6, 2020 Regular Meeting. [pg 3 to 6]
2. ACCOUNTS PAYABLE in the amount of \$3,508,294.42 through February 25, 2020. [pg 7 to 11]
3. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements Whitney Ranch Phase II-G Units 50A, 51, and 62 improvements– at an estimated value of \$1,659,437. [pg 12 to 19]

V. PUBLIC COMMENTS

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

VI. BOARD BUSINESS

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

1. **RESOLUTION 20-08 REVISING POLICY #3130 DISTRICT RESERVE POLICY AND CREATING POLICIES #2015 JOB DESCRIPTIONS AND #2050 RETIREMENT SERVICES AWARDS** [20 pg to 28]

Staff will present to the Board a revised District Reserve Policy, a new policy on the creation and modification of Job Descriptions, and a new policy on Retirement Service Awards.

Action Requested: Roll Call Vote

Staff recommends that the Board of Directors adopt Resolution 20-08, revising Policy #3130 and creating Policies #2015, #2050.

2. **LASERFICHE DEMONSTRATION**

Staff will provide a demonstration of the Laserfiche Software used for storage, search and retrieval of District records.

No Action Requested: Informational Item

3. **SOUTH PLACER WASTEWATER AUTHORITY (SPWA) BOARD MEETING REPORT – DIRECTOR JERRY MITCHELL**

Director Mitchell, the District representative to the SPWA Board, will provide a brief update on the recent actions and activities of the SPWA Board.

No Action Requested: Informational Item

VII. REPORTS

[pg 29 to 39]

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

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

VIII. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to its next regular meeting on **April 2, 2020 at 4:30 p.m.**

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

Meeting	Location	Date	Time
Regular	District Office	February 6, 2020	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 Murdock presiding at 4:30 p.m.

II. ROLL CALL OF DIRECTORS:

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

Absent: None

Vacant: None

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

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

IV. CONSENT ITEMS:

1. MINUTES from January 9, 2020 Special Meeting.
2. ACCOUNTS PAYABLE in the amount of \$655,794.57 through January 29, 2020.
3. QUARTERLY INVESTMENT REPORT in the total amount of \$62,220,466 through December 31, 2019.
4. ADOPTION of Resolution 20-05 Disposal of Surplus District Items, declaring certain office equipment surplus and ready for auction.

GM Niederberger highlighted the new format of the Investment Report. Director Williams commented that he would prefer that the line graph be changed to a table. Director Markey made a motion to approve the consent items; a second was made by Director Williams; a roll call vote was taken, and the motion carried 5-0.

V. PUBLIC COMMENTS:

President Murdock opened the meeting for public comments. Hearing no comments, the public comments session was closed.

VI. BOARD BUSINESS

1. **RESOLUTION 20-06 ACCEPTING THE SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN (SECAP)**

AS Nielsen gave a combined presentation on Agenda Item 6.1 Resolution 20-06 Accepting the System Evaluation and Capacity Assurance Plan (SECAP) and Agenda Item 6.2 Resolution 20-07 Accepting the Nexus Study for the Sewer Participation Charge. AS Nielsen shared the objectives of the five-year SECAP update which evaluates the District's system capacity to ensure compliance, improve sustainability, and leverage investments in technology. The current update of the SECAP includes all District main line pipes in addition to the trunk lines. The system is evaluated based on existing, near-term, and long-term flows.

President Murdock asked about connections outside of the District boundary. AS Nielsen explained that there are a limited number of properties outside the District boundary that are connected to the District's system and similarly a limited number of properties within the District boundary that are connected to the Placer County system. There is an annual reconciliation with the County pertaining to these properties. AS Nielsen also clarified that there are a few other areas not included in the SECAP evaluation due to the fact they are built out and there are no capacity issues.

AS Nielsen explained that SECAP data helps determine projects that are needed for future growth. Once future improvements are identified through the system evaluation, projects costs are determined and allocated to Fund 300 Capital Expenditures and Fund 400 Repair and Replacement. Vice President Dickinson asked if the age of the pipe was considered in determining the allocation between Funds 300 and 400. AS Nielsen stated that the current model assumes that pipes are replaced and/or upsized as they age out of the system. Allocation to Fund 400 is new in this SECAP update.

Director Mitchell asked about the dates of the General Plans used. AS Nielsen responded that the General Plans used were the most current versions published by the various agencies. Any future updates will be incorporated into future SECAP evaluations.

AS Nielsen shared that project costs associated with the SECAP evaluation are used in the Nexus Study to determine the local sewer participation fee. A Nexus Study is required every five years in accordance with the Mitigation Fee Act. The eight-step plan-based fee methodology was used to set the fee, and it is updated annually per District Ordinance 17-03.

Director Mitchell asked if SPWA has been notified about our SECAP and Nexus Study. AS Nielsen responded that SPWA requested information from our SECAP to complete their system evaluation and is aware that we have been working on our SECAP and Nexus Study.

Director Williams and President Murdock commended staff for their effort. Director Mitchell asked if we own the software used to create the SECAP. AS Nielsen responded that we own the software. Vice President Dickinson made a motion to adopt Resolution 20-06; a second was made by Director Williams; a roll call vote was taken, and the motion carried 5-0.

2. RESOLUTION 20-07 ACCEPTING THE NEXUS STUDY FOR THE SEWER PARTICIPATION CHARGE

AS Nielsen presented this item in conjunction with Item 6.1.

Vice President Dickinson had questions on the fee methodology used in the Nexus Study. AS Nielsen responded that due to the way the District calculated the fee based on EDUs, the land use determination was a duplicative step. GM Niederberger further clarified that because the District calculates based on EDU, some of the calculations in the eight-step method don't result in a change to the fee calculation.

Vice President Dickinson asked about the lower bound wording on Page 14. AS Nielsen responded that the language is included in error as a carryover from the previous Nexus Study.

Director Williams made a motion to adopt Resolution 20-07 with the removal of the lower bound language on page 14; a second was made by Director Mitchell; a roll call vote was taken, and the motion carried 5-0.

3. SOUTH PLACER WASTEWATER AUTHORITY (SPWA) BOARD MEETING REPORT – DIRECTOR JERRY MITCHELL

Director Mitchell provided a summary of the recent SPWA Board Meeting where there was a discussion regarding restructuring the current bond debt. He shared the three options that were presented to the SPWA Board: (1) extend the current rate (2) restructure a portion of the debt to fixed rate (3) restructure the entire amount to fixed rate. Director Mitchell asked for Board feedback. He explained that moving to a fixed rate bond structure will ensure that there are no unanticipated market fluctuations that negatively impact future rates. Vice President Dickinson asked about the estimated projections of option 2 versus option 3. GM Niederberger explained how the variable rate bond structure based on LIBOR is subject to market conditions and the interest rates are currently favorable to moving away from a variable rate bond structure. Director Williams comments that the LIBOR is subject to world economic trends. Director Mitchell stated that while the current variable rate bonds served SPWA well; fixed rates will better position the Authority for future expansion. Board consensus was favorable to option 3.

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:** There were no additions to the managers' reports.
 - B. **Information Items:** No additional items.
3. **Director's Comments:**

Director Williams commented that he is impressed with the sophistication of District reports.

Director Markey asked AS Nielsen where he sees growth coming from. AS Nielsen shared several projects including Whitney Ranch, commercial development along Highway 65, western Rocklin residential, Sierra College, and Loomis.

Vice President Dickinson shared feedback on the Harassment Training he attended.

Director Mitchell shared his concerns regarding easements and joint use with other agencies. He shared that he attended a meeting with District staff and the City of Rocklin on this topic. Director Mitchell shared that he has safety concerns and asked that an assessment of the easement roads be brought back to the Board.

VIII. ADJOURNMENT

The President adjourned the meeting at 5:39 p.m. to the next regular meeting to be held on March 5, 2020 at 4:30 p.m.



Emilie Costan, Board Secretary

Item 4.2



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 01/30/2020 - 02/25/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1539	California Cut & Core	01/30/2020	Regular	0.00	375.00	11930
1652	Cintas Corporation	01/30/2020	Regular	0.00	174.79	11931
1072	Concern	01/30/2020	Regular	0.00	3,400.00	11932
1509	Crystal Communications	01/30/2020	Regular	0.00	311.64	11933
1112 (Current)	FedEx	01/30/2020	Regular	0.00	500.67	11934
1113	Ferguson Enterprises, Inc. 1423 (Main)	01/30/2020	Regular	0.00	64.65	11935
1131	Granite Business Printing	01/30/2020	Regular	0.00	203.78	11936
1188	Lucity, Inc.	01/30/2020	Regular	0.00	750.00	11937
1218	PCWA	01/30/2020	Regular	0.00	480.58	11938
1253	Recology Auburn Placer	01/30/2020	Regular	0.00	307.28	11939
1487	RIA Heating & Air, Inc.	01/30/2020	Regular	0.00	253.25	11940
1306	Superior Equipment Repair	01/30/2020	Regular	0.00	2,518.01	11941
1663	Buckmaster Office Solutions	02/06/2020	Regular	0.00	125.49	11942
1652	Cintas Corporation	02/06/2020	Regular	0.00	482.62	11943
1068	City of Roseville	02/06/2020	Regular	0.00	281,045.00	11944
1086	Dataprose	02/06/2020	Regular	0.00	5,257.87	11945
1087	Dawson Oil Co.	02/06/2020	Regular	0.00	3,948.48	11946
1105	Eric Nielsen	02/06/2020	Regular	0.00	41.98	11947
1113	Ferguson Enterprises, Inc. 1423 (Main)	02/06/2020	Regular	0.00	962.64	11948
1686	Jan Pro	02/06/2020	Regular	0.00	836.00	11949
1564	Jensen Landscape Services, LLC	02/06/2020	Regular	0.00	861.00	11950
1221	PG&E (Current Accounts)	02/06/2020	Regular	0.00	5,228.67	11951
1251	Railroad Management Company, LLC	02/06/2020	Regular	0.00	175.00	11952
1685	Streamline	02/06/2020	Regular	0.00	400.00	11953
1306	Superior Equipment Repair	02/06/2020	Regular	0.00	366.43	11954
1499	TechRoe.com LLC	02/06/2020	Regular	0.00	900.00	11955
1325	Tyler Technologies, Inc.	02/06/2020	Regular	0.00	400.00	11956
1019	Aqua Engineering Co., Inc.	02/12/2020	Regular	0.00	4,115.30	11989
1021	ARC	02/12/2020	Regular	0.00	111.33	11990
248	AT&T (916.663.1652) & (248.134.5438.608.80)	02/12/2020	Regular	0.00	235.29	11991
1022	AT&T (9391035571) & (9391053973)	02/12/2020	Regular	0.00	307.42	11992
1652	Cintas Corporation	02/12/2020	Regular	0.00	421.64	11993
1118	Frank Laguna	02/12/2020	Regular	0.00	168.08	11994
1136	Helix Laboratories, Inc.	02/12/2020	Regular	0.00	1,836.12	11995
1631	Instrument Technology Corporation	02/12/2020	Regular	0.00	577.61	11996
1163	Joe Gonzalez Trucking, LLC.	02/12/2020	Regular	0.00	1,711.01	11997
1728	Kenneth Harris	02/12/2020	Regular	0.00	249.84	11998
1218	PCWA	02/12/2020	Regular	0.00	1,301.39	11999
1475	Petersen & Mapes, LLP	02/12/2020	Regular	0.00	880.00	12000
1221	PG&E (Current Accounts)	02/12/2020	Regular	0.00	311.07	12001
1473	Pitney Bowes Purchase Power	02/12/2020	Regular	0.00	465.31	12002
1333	SPOK, Inc.	02/12/2020	Regular	0.00	26.31	12003
1090	State of CA-Department of Justice	02/12/2020	Regular	0.00	64.00	12004
1306	Superior Equipment Repair	02/12/2020	Regular	0.00	972.17	12005
1338	Verizon Wireless	02/12/2020	Regular	0.00	481.14	12006
1343	Water Works Engineers, LLC	02/12/2020	Regular	0.00	7,690.84	12007
1006	Aaron Moore	02/20/2020	Regular	0.00	250.00	12008
1020	Aqua Sierra Controls, Inc.	02/20/2020	Regular	0.00	1,096.80	12009
1652	Cintas Corporation	02/20/2020	Regular	0.00	404.11	12010
1073	Consolidated Communications	02/20/2020	Regular	0.00	1,901.55	12011
1080	CWEA (Main)	02/20/2020	Regular	0.00	94.00	12012
1702	Government Finance Officers Association	02/20/2020	Regular	0.00	460.00	12013
1666	Great America Financial Services	02/20/2020	Regular	0.00	452.99	12014
1139	Hill Rivkins Brown & Associates	02/20/2020	Regular	0.00	5,843.30	12015

Check Report

Date Range: 01/30/2020 - 02/25/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1244	Preferred Alliance Inc	02/20/2020	Regular	0.00	196.65	12016
1518	Sonitrol of Sacramento	02/20/2020	Regular	0.00	945.13	12017
1685	Streamline	02/20/2020	Regular	0.00	400.00	12018
1306	Superior Equipment Repair	02/20/2020	Regular	0.00	626.02	12019
1338	Verizon Wireless	02/20/2020	Regular	0.00	625.45	12020
1068	City of Roseville	02/25/2020	Regular	0.00	3,044,100.00	12021
1045	Cal Pers 457 Plan (EFT)	02/07/2020	Bank Draft	0.00	375.00	DFT0005192
1135	Mass Mutual (EFT)	02/07/2020	Bank Draft	0.00	7,815.52	DFT0005193
1135	Mass Mutual (EFT)	02/07/2020	Bank Draft	0.00	455.70	DFT0005194
1580	TASC	02/07/2020	Bank Draft	0.00	384.62	DFT0005195
1580	TASC	02/07/2020	Bank Draft	0.00	407.70	DFT0005196
1229	Pers (EFT)	02/07/2020	Bank Draft	0.00	146.93	DFT0005197
1229	Pers (EFT)	02/07/2020	Bank Draft	0.00	254.90	DFT0005198
1229	Pers (EFT)	02/07/2020	Bank Draft	0.00	419.97	DFT0005199
1229	Pers (EFT)	02/07/2020	Bank Draft	0.00	3,186.13	DFT0005200
1229	Pers (EFT)	02/07/2020	Bank Draft	0.00	5,249.94	DFT0005201
1229	Pers (EFT)	02/07/2020	Bank Draft	0.00	115.34	DFT0005202
1229	Pers (EFT)	02/07/2020	Bank Draft	0.00	159.50	DFT0005203
1229	Pers (EFT)	02/07/2020	Bank Draft	0.00	1,647.74	DFT0005204
1229	Pers (EFT)	02/07/2020	Bank Draft	0.00	2,278.59	DFT0005205
1229	Pers (EFT)	02/07/2020	Bank Draft	0.00	2,305.00	DFT0005206
1229	Pers (EFT)	02/07/2020	Bank Draft	0.00	2,385.27	DFT0005207
1149	Internal Revenue Service	02/07/2020	Bank Draft	0.00	12,663.92	DFT0005208
1098	EDD (EFT)	02/07/2020	Bank Draft	0.00	3,654.28	DFT0005209
1098	EDD (EFT)	02/07/2020	Bank Draft	0.00	1,021.26	DFT0005210
1149	Internal Revenue Service	02/07/2020	Bank Draft	0.00	2,961.76	DFT0005211
1149	Internal Revenue Service	02/07/2020	Bank Draft	0.00	9,255.84	DFT0005212
1045	Cal Pers 457 Plan (EFT)	02/21/2020	Bank Draft	0.00	375.00	DFT0005214
1135	Mass Mutual (EFT)	02/21/2020	Bank Draft	0.00	7,165.52	DFT0005215
1135	Mass Mutual (EFT)	02/21/2020	Bank Draft	0.00	455.70	DFT0005216
1580	TASC	02/21/2020	Bank Draft	0.00	384.62	DFT0005217
1580	TASC	02/21/2020	Bank Draft	0.00	407.70	DFT0005218
1229	Pers (EFT)	02/21/2020	Bank Draft	0.00	146.93	DFT0005219
1229	Pers (EFT)	02/21/2020	Bank Draft	0.00	254.90	DFT0005220
1229	Pers (EFT)	02/21/2020	Bank Draft	0.00	419.97	DFT0005221
1229	Pers (EFT)	02/21/2020	Bank Draft	0.00	3,186.13	DFT0005222
1229	Pers (EFT)	02/21/2020	Bank Draft	0.00	5,249.93	DFT0005223
1229	Pers (EFT)	02/21/2020	Bank Draft	0.00	115.34	DFT0005224
1229	Pers (EFT)	02/21/2020	Bank Draft	0.00	159.50	DFT0005225
1229	Pers (EFT)	02/21/2020	Bank Draft	0.00	1,647.74	DFT0005226
1229	Pers (EFT)	02/21/2020	Bank Draft	0.00	2,278.59	DFT0005227
1229	Pers (EFT)	02/21/2020	Bank Draft	0.00	2,455.33	DFT0005228
1229	Pers (EFT)	02/21/2020	Bank Draft	0.00	2,540.83	DFT0005229
1149	Internal Revenue Service	02/21/2020	Bank Draft	0.00	13,391.66	DFT0005230
1098	EDD (EFT)	02/21/2020	Bank Draft	0.00	3,714.01	DFT0005231
1098	EDD (EFT)	02/21/2020	Bank Draft	0.00	1,049.97	DFT0005232
1149	Internal Revenue Service	02/21/2020	Bank Draft	0.00	3,131.96	DFT0005233

Check Report

Date Range: 01/30/2020 - 02/25/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1149	Internal Revenue Service	02/21/2020	Bank Draft	0.00	9,655.01	DFT0005234

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	81	60	0.00	3,389,692.70
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	42	42	0.00	115,331.25
EFT's	0	0	0.00	0.00
	123	102	0.00	3,505,023.95

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	81	60	0.00	3,389,692.70
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	42	42	0.00	115,331.25
EFT's	0	0	0.00	0.00
	123	102	0.00	3,505,023.95

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	1/2020	9,339.65
100	GENERAL FUND	2/2020	3,495,684.30
			3,505,023.95

Account Number	Name	Date	Type	Amount	Reference	Packet
102-0001213-02	McTague, Paul and Terry	2/7/2020	Refund	\$108.00	Check #: 11957	UBPKT09461
102-0002064-01	Blankenship, Brent	2/7/2020	Refund	\$8.40	Check #: 11958	UBPKT09461
102-0002648-03	Higgins, Harold and Mitchell	2/7/2020	Refund	\$151.52	Check #: 11959	UBPKT09461
102-0003077-01	Rogers, Gerald L	2/7/2020	Refund	\$57.52	Check #: 11960	UBPKT09461
102-0003314-01	Roberts, Jim	2/7/2020	Refund	\$115.50	Check #: 11961	UBPKT09461
102-0003582-01	Clark, Michael L	2/7/2020	Refund	\$13.91	Check #: 11962	UBPKT09461
102-0005050-03	Studer, Edwin and Linda	2/7/2020	Refund	\$11.91	Check #: 11963	UBPKT09461
102-0007713-01	Shirley, David	2/7/2020	Refund	\$103.45	Check #: 11964	UBPKT09461
102-0007796-01	Wengler, Joseph	2/7/2020	Refund	\$168.00	Check #: 11965	UBPKT09461
102-0010401-01	Bullock, Penelope	2/7/2020	Refund	\$93.00	Check #: 11966	UBPKT09461
102-0011398-01	Merrifield, Rindy	2/7/2020	Refund	\$18.28	Check #: 11967	UBPKT09461
102-0011686-02	Snyder, Steven and Mai	2/7/2020	Refund	\$108.44	Check #: 11968	UBPKT09461
103-0004707-01	Jamison, Beth	2/7/2020	Refund	\$97.55	Check #: 11969	UBPKT09461
103-0016040-02	Humphries, Kevin and Mary	2/7/2020	Refund	\$106.00	Check #: 11970	UBPKT09461
106-0012661-03	Gatson, Corrine Vieira and S	2/7/2020	Refund	\$200.00	Check #: 11971	UBPKT09461
106-0012993-03	VINCENT LEE FIELDS	2/7/2020	Refund	\$108.00	Check #: 11972	UBPKT09461
106-0013165-02	Suen, Andrew	2/7/2020	Refund	\$108.78	Check #: 11973	UBPKT09461
106-0013860-01	Saelee, Phay	2/7/2020	Refund	\$6.40	Check #: 11974	UBPKT09461
106-0014889-01	Choulos, Christopher J	2/7/2020	Refund	\$109.37	Check #: 11975	UBPKT09461
106-0017100-02	Moore, Kevin and Kathryn	2/7/2020	Refund	\$76.30	Check #: 11976	UBPKT09461
106-1025662-00	Bailey, Orson	2/7/2020	Refund	\$9.23	Check #: 11977	UBPKT09461
112-1021866-03	Bitner, Daniel and Leona	2/7/2020	Refund	\$108.00	Check #: 11978	UBPKT09461
112-1022093-02	LLC, Grant Housing	2/7/2020	Refund	\$8.83	Check #: 11979	UBPKT09461
112-1024766-03	Williams, Faye	2/7/2020	Refund	\$16.43	Check #: 11980	UBPKT09461
112-1027681-01	Baker, Andrew	2/7/2020	Refund	\$106.20	Check #: 11981	UBPKT09461
112-1028776-00	Woodside Homes	2/7/2020	Refund	\$219.50	Check #: 11982	UBPKT09461
112-1028831-00	Woodside Homes	2/7/2020	Refund	\$219.50	Check #: 11983	UBPKT09461
112-1028878-00	Woodside Homes	2/7/2020	Refund	\$173.15	Check #: 11984	UBPKT09461
112-1028887-00	Woodside Homes	2/7/2020	Refund	\$169.76	Check #: 11985	UBPKT09461
113-1021599-03	Brammer, Jeffery	2/7/2020	Refund	\$5.70	Check #: 11986	UBPKT09461
204-0008592-01	Keith C Estes	2/7/2020	Refund	\$213.84	Check #: 11987	UBPKT09461
212-1026475-00	Church, Lifehouse	2/7/2020	Refund	\$250.00	Check #: 11988	UBPKT09461

Total Refunds \$3,270.47

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 Sewer Improvements within Whitney Ranch Phase II-G & H Units 50A, 51 and 62
Meeting Date: March 5, 2020

Overview

The Whitney Ranch Phase II-G & H Units 50A, 51 and 62 improvements are located in Rocklin to the north of the intersection of Whitney Ranch Parkway and Laredo Drive. The Whitney Ranch Phase II-G & H Units 50A, 51 and 62 project consists of 92 single-family residential homes for a total of 92 EDUs. The Whitney Ranch Phase II-G & H Units 50A, 51 and 62 improvements include the following infrastructure:

- Installation of three thousand, seven hundred and sixty-four (3,764) linear feet of sanitary sewer pipe;
- Installation of sixteen (16) manholes; and
- Installation of one (1) flushing branch; and
- Installation of two thousand, seven hundred and fifty-one (2,751) feet of lower laterals.

Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Whitney Ranch Phase II-G & H Units 50A, 51 and 62 improvements.

Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.1: Engage Customers to determine expectations.
- Goal 1.2: Establish and meet Service Level(s) by Department.
- Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.

Fiscal Impact

The estimated value of the contributed capital is \$1,659,437.

Attachments:

1. Bill of Sale
2. Map – Whitney Ranch Phase II-G & H Units 50A, 51 and 62
3. Whitney Ranch Phase II-G & H Units 50A, 51 and 62 Asset Inventory



BILL OF SALE

SUNSET RANCHOS INVESTORS, LLC, A DELAWARE LIMITED LIABILITY COMPANY 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 Whitney Ranch Phase II-G & H Units 50A, 51 & 62.

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 January 22, 2020

DEVELOPER/OWNER:

SUNSET RANCHOS INVESTORS, LLC,
a Delaware limited liability company

By: Whitney Ranch Venture, LLC,
a Delaware limited liability company
Its sole Member

By: Resmark Equity Partners VI, LLC,
a Delaware limited liability company
Its Authorized Agent

By: 
Peter M. Bridges, SVP



**Whitney Ranch
Phase II-G & H
Units 50A, 51 & 62**

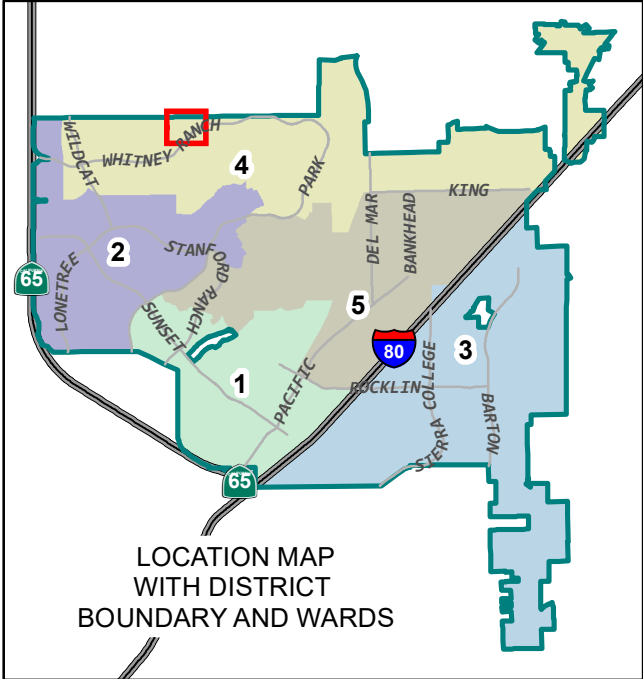
0 175 350 Feet
1 in = 350 ft



**Whitney Ranch
Phase II-G & H
Units 50A, 51 & 62**

92 EDUs

Date: 2/24/2020
 Author: Curtis Little
 Document Path:
 G:\spmud_gis\mxd\Curtis\Bill Of Sale
 Maps\2020\MXD\WRUnit51&62.mxd



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
WHITNEY RANCH PHASE II-G & H UNITS 50A, 51 & 62
ASSET INVENTORY**

Mainline:

Pipe ID	Diameter	Material	Length (ft)
O05-S01	6	SDR26	73
O06-064	6	SDR26	396
O06-063	8	SDR26	193
P06-001	6	SDR26	287
O06-062	6	SDR26	443
O06-061	6	SDR26	162
O06-060	6	SDR26	393
O06-059	6	SDR26	94
O06-058	6	SDR26	392
O06-057	6	SDR26	198
O06-056	8	SDR26	210
O06-055	8	SDR26	439
O05-125	8	SDR26	50
O05-123	6	SDR26	95
O05-124	6	SDR26	192
O05-122	6	SDR26	35

Manholes and Flushing Branches:

Manhole ID	Structure Type	Diameter (in)
O05-122	Manhole	60
O05-123	Manhole	48
O05-124	Manhole	48
O05-125	Manhole	48
O06-055	Manhole	48
O06-056	Manhole	60
O06-057	Manhole	48
O06-058	Manhole	48
O06-059	Manhole	48
O06-060	Manhole	48

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
WHITNEY RANCH PHASE II-G & H UNITS 50A, 51 & 62
ASSET INVENTORY**

Manholes and Flushing Branches continued:

Manhole ID	Structure Type	Diameter (in)
O06-061	Manhole	48
O06-062	Manhole	48
P06-001	Manhole	48
O06-063	Manhole	48
O06-064	Manhole	48
O05-126	Manhole	48
O05-S01	Flushing Branch	48

Service Laterals:

Service Structure	Diameter (in)	Length (ft)	Pipe Material
31592	4	23	SDR26
31593	4	23	SDR26
31594	4	23	SDR26
31595	4	23	SDR26
31596	4	23	SDR26
31597	4	23	SDR26
31598	4	23	SDR26
31599	4	35	SDR26
31600	4	35	SDR26
31601	4	34	SDR26
31602	4	35	SDR26
31603	4	35	SDR26
31604	4	35	SDR26
31605	4	35	SDR26
31606	4	35	SDR26
31607	4	34	SDR26
31608	4	54	SDR26
31609	4	28	SDR26
31610	4	23	SDR26

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
WHITNEY RANCH PHASE II-G & H UNITS 50A, 51 & 62
ASSET INVENTORY

Service Laterals continued:

Service Structure	Diameter (in)	Length (ft)	Pipe Material
31611	4	42	SDR26
31612	4	21	SDR26
31613	4	21	SDR26
31614	4	23	SDR26
31615	4	23	SDR26
31616	4	23	SDR26
31617	4	23	SDR26
31618	4	23	SDR26
31619	4	23	SDR26
31620	4	23	SDR26
31621	4	23	SDR26
31622	4	22	SDR26
31623	4	33	SDR26
31624	4	33	SDR26
31625	4	50	SDR26
31626	4	36	SDR26
31627	4	27	SDR26
31628	4	40	SDR26
31629	4	21	SDR26
31630	4	21	SDR26
31631	4	21	SDR26
31632	4	20	SDR26
31633	4	35	SDR26
31634	4	34	SDR26
31635	4	35	SDR26
31636	4	35	SDR26
31637	4	35	SDR26
31638	4	35	SDR26
31639	4	35	SDR26

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
WHITNEY RANCH PHASE II-G & H UNITS 50A, 51 & 62
ASSET INVENTORY

Service Laterals continued:

Service Structure	Diameter (in)	Length (ft)	Pipe Material
31640	4	35	SDR26
31641	4	35	SDR26
31642	4	35	SDR26
31643	4	35	SDR26
31644	4	35	SDR26
31645	4	35	SDR26
31646	4	35	SDR26
31647	4	37	SDR26
31648	4	35	SDR26
31649	4	35	SDR26
31650	4	35	SDR26
31651	4	34	SDR26
31652	4	35	SDR26
31653	4	35	SDR26
31654	4	35	SDR26
31655	4	54	SDR26
31656	4	39	SDR26
31657	4	32	SDR26
31658	4	25	SDR26
31659	4	19	SDR26
31660	4	19	SDR26
31661	4	23	SDR26
31662	4	23	SDR26
31663	4	23	SDR26
31664	4	23	SDR26
31665	4	23	SDR26
31666	4	33	SDR26
31667	4	33	SDR26
31668	4	33	SDR26

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
WHITNEY RANCH PHASE II-G & H UNITS 50A, 51 & 62
ASSET INVENTORY

Service Laterals continued:

Service Structure	Diameter (in)	Length (ft)	Pipe Material
31669	4	33	SDR26
31670	4	33	SDR26
31671	4	33	SDR26
31672	4	46	SDR26
31673	4	59	SDR26
31674	4	43	SDR26
31675	4	33	SDR26
31676	4	21	SDR26
31677	4	21	SDR26
31678	4	21	SDR26
31679	4	21	SDR26
31680	4	21	SDR26
31681	4	23	SDR26

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Herb Niederberger, General Manager

Cc: Emilie Costan, Administrative Services Manager

Subject: Adoption of Resolution 20-08 creating Policies 2015 – Job Descriptions and 2050 – Retirement Service Awards, and revising Policy 3130 – District Reserve Policy

Meeting Date: March 5, 2020

Overview

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

Policy 2015 – Job Descriptions: This policy establishes the authorities for creation of jobs and job descriptions to the Board of Directors and the ability to make minor changes to the General Manager.

Policy 2050 – Retirement Service Awards: This policy establishes a Service Award Policy to recognize employee retirements after certain milestone years of service.

Policy 3130 – District Reserve Policy: The revision to this policy lowers the General Fund (Fund 100) Operations and Maintenance (O&M) Reserve from 6 months to 3 months O&M expenses.

On November 6, 2019, the Fee and Finance Advisory Committee reviewed the proposed revisions to Policy 3130- District’s Reserve Policy and recommended that they be brought to the Board of Directors for consideration. On February 12, 2020, the District’s Personnel Advisory Committee reviewed the proposed Policies 2015 – Job Descriptions and 2050 – Retirement Service Awards and recommended that these new policies also be forwarded to the Board of Directors for consideration.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 20-08 creating Policies 2015 – Job Descriptions and 2050 – Retirement Service Awards, and revising Policy 3130 – District Reserve Policy

Strategic Plan Goals

Goal 5.2: Explore and evaluate investment and business practice alternatives

Goal 5.3: Maintain financial responsibility by ensuring allocated funding sources are adequate to meet expenses; and that available funds and resources are managed efficiently

Goal 6.3: Continuously evaluate the organizational staffing needs for the District

Goal 7.3: Business Efficiencies

Fiscal Impact

This creation of Policies 2015 and 2050 will have a minimal impact on salary and wages in any given year. The revision of Policy 3130 will lower the O&M reserve component from approximately \$6.19 Million to \$3.09 Million, freeing up \$3.09 Million for use within the General Fund (Fund 100) for FY 2019/20 and future years.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 20-08

REVISING POLICY 3130 – DISTRICT RESERVE POLICY, AND CREATING POLICIES 2015 – JOB

DESCRIPTIONS AND 2050 – RETIREMENT SERVICE AWARDS

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

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

WHEREAS, Staff is proposing revisions to Policy 3130 – District Reserve Policy, as well as creating Policies 2015 – Job Descriptions and 2050 – Retirement Service Awards; and

WHEREAS, the revision to Policy 3130 reduces the amount being held in the Operations and Maintenance (O&M) Reserve from six (6) months to three (3) months; and

WHEREAS, the revision to Policy 3130 will lower the current O&M reserve component from approximately \$6.19 Million to \$3.09 Million, freeing up \$3.09 Million for use within the General Fund (Fund 100) for FY 2019/20 and future years; and

WHEREAS, the creation of Policy 2015 – Job Descriptions, establishes the authorities for creation of jobs and job descriptions to the Board of Directors and the ability to make minor changes to the General Manager; and

WHEREAS, the creation of Policy 2050 – Retirement Service Awards, establishes a Service Award Policy to recognize employee retirements after certain milestone years of service.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the attached Policies, 2015 – Job Descriptions, 2050 – Retirement

Service Awards, and 3130 – District Reserve Policy, are adopted in their entirety and are to be included in the aforementioned District Policy Handbook.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 5th day of march 2020.

Signed: _____

John Murdock, President of the Board of Directors

Attest: _____

Emilie Costan, Board Secretary

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	2015 – JOB DESCRIPTIONS		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	03/05/2020
Resolution No.	20-08	Revised:	

PURPOSE

This policy establishes a policy governing the creation of positions necessary to properly carry out the functions of the District in accordance with the California Municipal Utility District Act (MUD Act, California Public Utilities Code §11501, et al.)

POLICY STATEMENT

General

MUD Act §11886 dictates that the Board shall by resolution determine and create the number and character of positions as are necessary to properly carry on the functions of the District and shall establish an appropriate salary, salary range or wage for each position so created.

Section 1. Creation of Jobs and Job Descriptions

The Board of Directors shall by resolution, create job descriptions for each applicable position within the District. These job descriptions shall establish the minimum education and experience, essential job functions, minimum knowledge and abilities, and physical demands and working environment for each position as well as establish an appropriate salary, salary range or wage for each position.

Section 2. Number of Positions

The Board shall annually adopt a budget in accordance with District Policy 3105 – Budget Preparation. The annual budget shall include the number of each position authorized for that year and allocate funds available for the payment of salary, wages and benefits for each position in the budget. Said number of positions shall not be exceeded without a resolution adjusting the budget to accommodate said increase in positions.

Section 3. Modification of Job Descriptions

Job descriptions created by the District in accordance with Section 1 of this Policy, may be modified from time to time by the General Manager in accordance with authorities established in MUD Act §11937 and delegated to the General Manager per District Policies 4041 – Delegation to the General Manager, and 4042 - Board -General Manager Relationship and Responsibilities.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	2050 – RETIREMENT SERVICE AWARD		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	03/05/2020
Resolution No.	20-08	Revised:	

PURPOSE

This policy establishes a Service Award Policy to recognize employee retirements after certain milestone years of service.

POLICY STATEMENT

General

Full-time, active employees will be eligible for a District funded service award in the year in which they retire after 10, 15, 20, 25, 30, 35, and 40 years of service.

Section 1. Retirement recognition

After consideration of the retirement date of the employee, the District shall award the retiring employee an award in accordance with the following table:

After:	Award
10 Years of Service	\$100
15 Years of Service	\$150
20 Years of Service	\$200
25 Years of Service	\$250
30 Years of Service	\$300
35 Years of Service	\$350
40 Years of Service	\$400

Section 2. Net Pay

Said award amount will be net and after taxes and normal withholdings.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3130 – RESERVE POLICY		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	09/03/2015
Resolution No.	15-23, 20-08	Revised:	03/05/2020

PURPOSE

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

POLICY STATEMENT

Section 1. General

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

Section 2. Definitions

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

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

Section 3: General Fund (Fund 100)

A. Assigned Fund Balance Reserves

- i. Operation and Maintenance Reserve

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

The District shall maintain an O&M Reserve Fund equivalent to 3 months O&M expenses.

ii. Rate Stabilization Reserve

The purpose of the Rate Stabilization Reserve Fund¹ is to establish a means to provide more stable sewer service charges to the District's customers. This fund buffers the impacts of unanticipated fluctuations or revenue shortfalls in sewer revenues and should be capable of defraying the need for an immediate rate increase to cover the cost of an unanticipated rise in expenses. Unexpected fluctuations can include, but are not limited to natural disasters, an economic downturn, and unanticipated increases in other utility expenses and/or other extraordinary circumstances. The source of funding for this reserve shall be from Sewer Service Charges.

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

iii. Emergency Reserve

The purpose of the Emergency Reserve Fund is to provide funds for emergency response for potential repair or replacement of capital facilities due to damage from a natural disaster or unanticipated failure. The Emergency Reserve would be used when capital improvement funds have otherwise been purposefully spent down to a preset limit on planned projects. The source of funding for this reserve shall be from Sewer Service Charges.

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

Section 4: Capital Funds

A. Committed Fund Balance Reserves

i. Capital Improvement Fund Reserve (Fund 300)

The purpose of the Capital Improvement Reserve is to fund on a pay-as-you-go basis future capital facilities that are expansion or growth related. These capital improvements will be identified in a Wastewater Collection Master Plan, a System Evaluation and Capacity Assurance Plan or other such capital improvement plan designated by the District. These funds are accumulated in an orderly

¹ This Rate Stabilization Reserve fund contemplated by the District should not be confused with the Rate Stabilization Fund (RSF) currently held by the South Placer Wastewater Authority. Bonds sold by SPWA and cash contributed by the SPWA participants funded construction of the Pleasant Grove Treatment Plant. The bond payments are made from the RSF from revenues generated from regional connection fees separate and distinct from the District's Sewer Participation Fee, although they are collected at the same time. SPMUD is liable for 25% of the total annual debt service, which calculates to approximately \$2.6 M annually. The District has covenanted to prescribe and collect rates and charges sufficient to yield net revenues at least equivalent to 110% of its share of debt service.

manner in conformance with State law and drawn down as required by growth related projected. The source of funding for the Capital Improvement Reserve shall be the Sewer Participation Fee.

B. Assigned Fund Balance Reserve

i. Capital Replacement and Rehabilitation Fund (Fund 400)

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

The District shall incur an annual expense equivalent to the annual depreciation and accumulate this balance in a Capital Replacement and Rehabilitation Fund to fund replacements of assets that have reached their useful life or are fully depreciated.

ITEM VII.2 GENERAL MANAGER REPORT

To: Board of Directors
From: Herb Niederberger, GM
Date: March 5, 2020
Subject: General Manager Monthly Staff Report – February 2020

1) DEPARTMENT REPORTS

Attached are the monthly status reports for the Boards information:

- A. Administrative Services Department Report
- B. Facility Services Department and
- C. Technical Services Department

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

2) INFORMATION ITEMS

- A. On February 5, 2020, The General Manager and Director Mitchell attended the Rocklin Chamber of Commerce Government Relations Committee meeting to hear a presentation from Ryan Ronco, Placer County Clerk-Recorder-Registrar of Voters on the upcoming Primary and General Elections.
- B. Also, on February 5, 2020, the General Manager along with District Engineer, Carie Huff, met with representatives from the Newcastle Fire District to discuss the Deferred Action Agreement and the relocation of District facilities in conflict with the Fires Station construction.
- C. On February 18, 2020, the General Manager, along with President Mitchell, the District's representative on the South Placer Wastewater Authority (SPWA) Board. attended the meeting of the Authority's Board of Directors. The following items were discussed: 1) Informational items reviewing the Authorities' debt, investments, financial audit and rate stabilization fund balances; and 2) Resolutions agreeing upon the procedures and connection fee program and approval of the materials associated with the refunding of the Authorities' Series 2013 Revenue Refunding Bonds and issuance of the Series 2020 Wastewater Revenue Refunding Bonds.
- D. On February 19, 2020, 2020, the General Manager met District Legal Counsel to discuss: 1) Follow-Up re: CalPERS Special Compensation; 2) Policy 2015 – Job Descriptions: This policy establishes the authorities for creation of jobs and job descriptions to the Board of Directors and the ability to make minor changes to the General Manager; 3) Policy 2050 – Retirement Service Awards: This policy establishes a Service Award Policy to recognize employee retirements after certain milestone years of service; 4)

Policy 3130 – District Reserve Policy: The revision to this policy lowers the General Fund (Fund 100) Operations and Maintenance (O&M) Reserve from 6 months to 3 months O&M expenses; 5) Post-Employment Payment PMP and Supplemental retirement; 6) Land transaction 3704 Antelope Way , City of Rocklin Res 80-93 (see appended email below) 7) PG&E Access Agreement; 8) RR Management payment of \$175: and 9) Ward map revisions; adding or deleting voting precincts.

E. On February 25, 2020, the General Manager and the Administrative Services Manager, Emilie Costan, participated in a Conference Call Rating Presentation with Standards & Poor and Moody’s, for the South Placer Wastewater Authority 2020 Bond Issuance.

F. Advisory Committee Meetings:

1. On February 12, 2020, the General Manager and the District Superintendent, Sam rose, met with Vice President, Will Dickinson, of the Personnel Advisory Committee, to review Policies 2015 – Job Descriptions and 2050 – Retirement Service Awards; Staff also briefed the Vice President on negotiation items under consideration of the pending MOU with the employees and Managers. President Murdock of the Personnel Advisory Committee was briefed on February 27, 2020.

There were no other advisory committee meetings in February.

3) PURCHASE ORDERS/CONTRACTS INITIATED UNDER GENERAL MANAGER AUTHORITY

Date	Vendor	Product	Amount
Feb 5, 2020	GovInvest	Actuarial Services and Technology, Software for Pension Analysis	\$24,200
Feb 11, 2020	Warrant Consulting Engineers	Site Survey 5805/5807 Springview Dr.	\$7,000

4) LONG RANGE AGENDA

June 2020

Approval of Employee’s and Manager’s MOUs
 FY 2020/21 Budget Workshop

July 2020

Adopt FY 2020/21 Budget
 Update on SPWA Issues

ITEM VII. 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: March 5, 2020

Board Director Ethics & Harassment Training

AB 1234 requires that all local agency officials complete ethics training every 2 years. District Board members may register to attend a live Webinar training session on March 18, 2020 through CSDA or view an on-demand Webinar session that can be completed at any time through the Fair Political Practices Commission website or through CSDA.

AB 1661 requires all compensated local agency officials receive sexual harassment prevention training every 2 years. District Board members may register to attend a live Webinar training session on June 3, 2020 through CSDA or view an on-demand Webinar session that can be completed at any time through Cal Chamber or through CSDA.

Form 700 Statement of Economic Interest Filing

Form 700 notifications were sent via email to all designated Form 700 filers on 01/07/2020. Reminders were sent out on 02/07/2020 to filers that have not yet completed their forms. Forms must be completed by 04/01/2020.

Laserfiche Records Management Software

Administrative Services Staff is working to import records into the new Laserfiche software application.

GovInvest Software Implementation

Staff has been working with GovInvest on potential implementation of their Pension module. GovInvest offers three modules: a Pension module, an Other Post-Employment Benefits (OPEB) module, and a Labor Costing module. The District has been provided a quote for \$10,500 for three (3) years of the Pension module. This software provides modeling on pension expenses over time.

Recruitment

The District has posted for an Administrative Services Assistant I/II/III to fill the position that will be vacated due to Tami's retirement. The application period is open through March 13, 2020.

CalPERS Training

The Administrative Services Manager attended a CalPERS Training on Retirement Enrollment to better assist staff with pension and retirement.

To: Board of Directors
From: Sam Rose, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Field Services Department Monthly Report
Meeting Date: March 5, 2020

Overview

This report provides the Board with an overview of Field Services operations and maintenance activities through 1/31/2020. The work listed is not all inclusive.

1. Lost Time Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 1248 days without a Lost Time Accident/Injury.

2. Safety/Training/Professional Development

- a. All Field employees participated in:
 - i. Three (3) “Tailgate” safety sessions.

3. Miscellaneous

- a. Welcomed new employee Mike Harris – Regulatory Compliance Technician

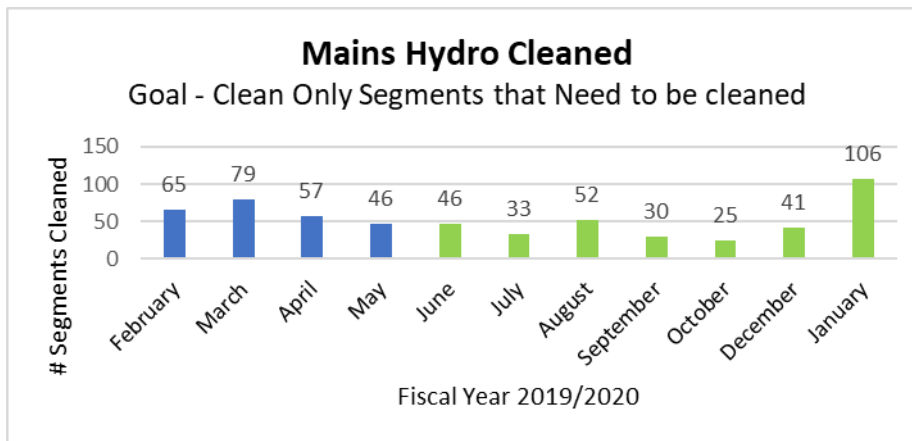
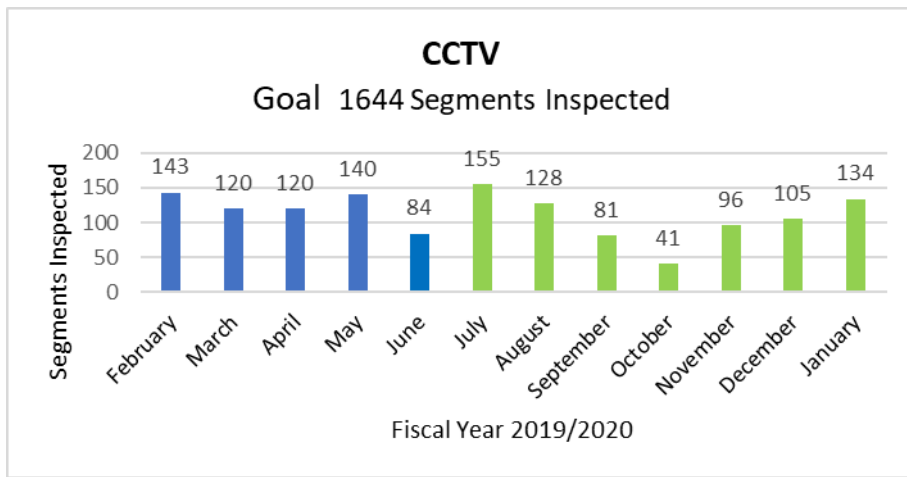
4. Customer Service Calls

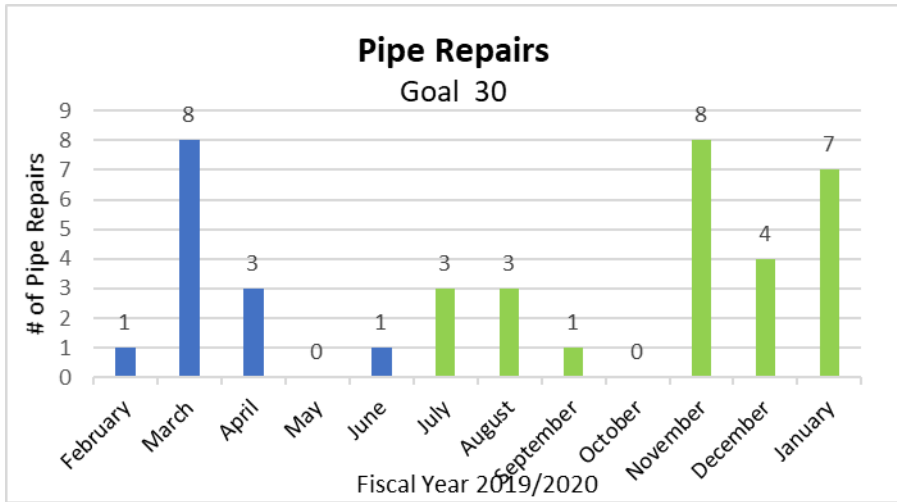
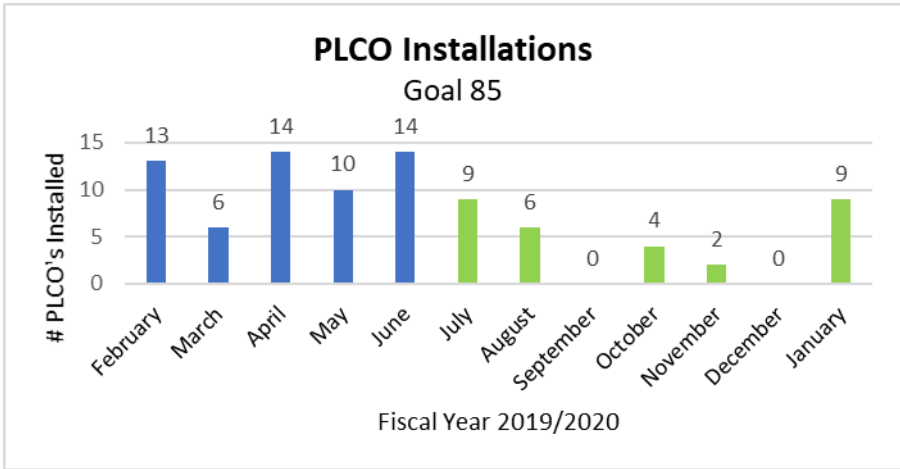
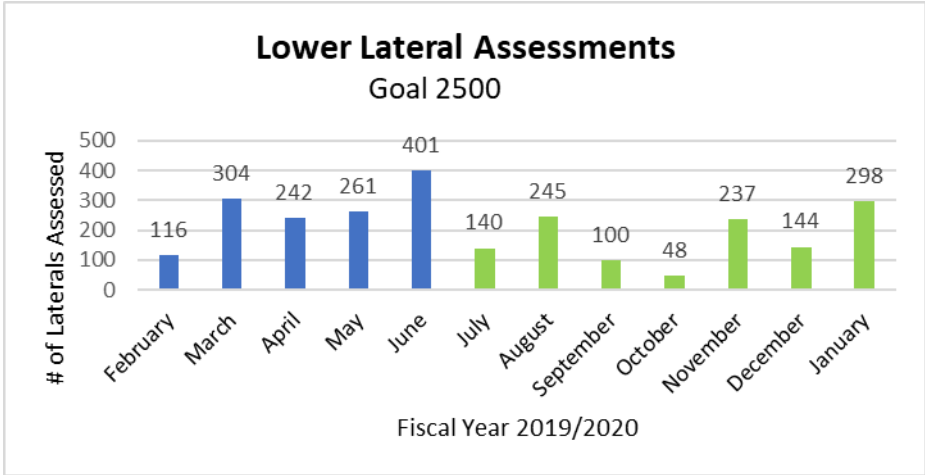
- a. Response Time Goals
 - i. 30 Minutes During Business Hours;
 - A. Average: 16 Minutes
 - ii. 60 Minutes During Non-Business Hours
 - A. Average: 42 Minutes
 - iii. 95% Success Rate
 - A. Success Rate for August – 100%

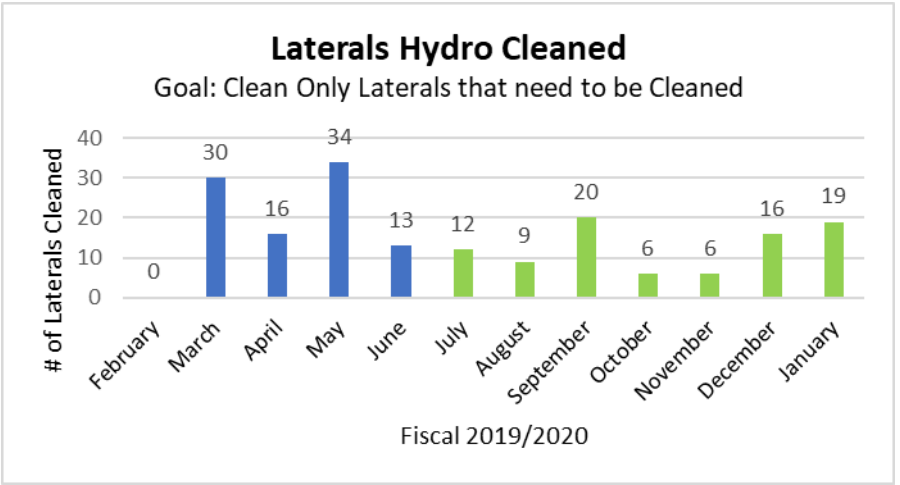
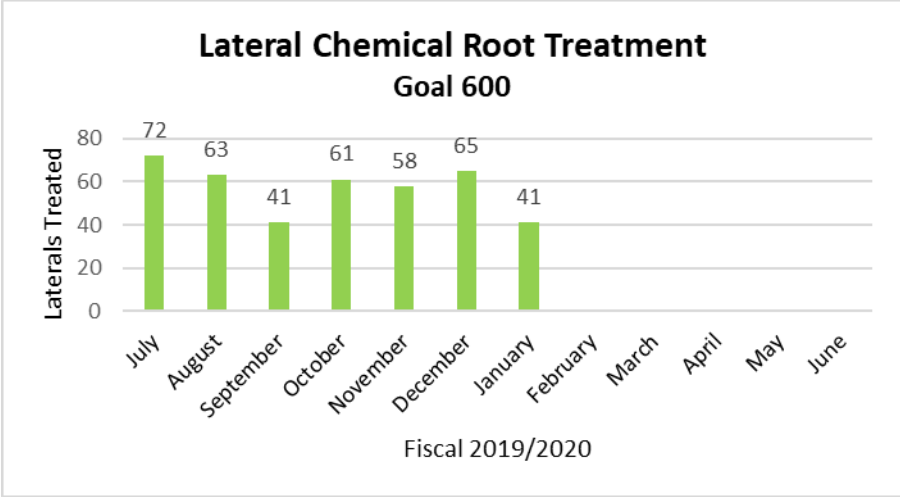
Service Calls						
Responsibility	SSO	Blockage	Odor	Misc	Vermin	Total Calls
SPMUD	1	3	0	2	0	6
Owner	1	19	0	0	0	19
Other			3	0	0	3
						28

5. Production

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





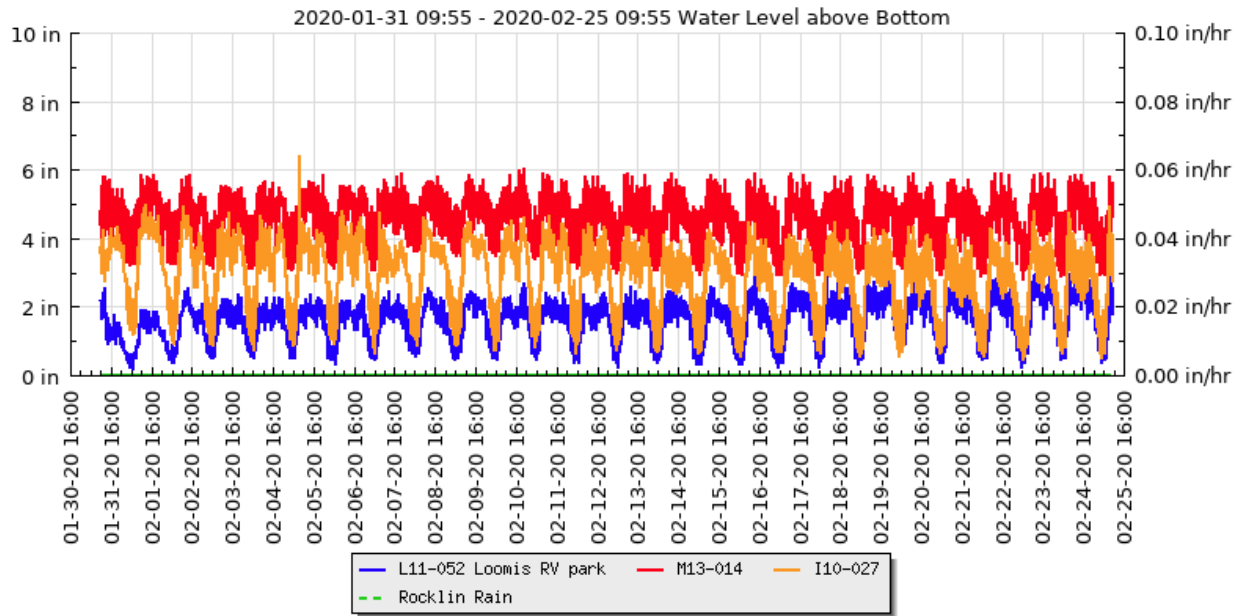


ITEM VII. TSD REPORT

To: Board of Directors
From: Carie Huff, District Engineer
Cc: Herb Niederberger, General Manager
Subject: Technical Services Department Monthly Report
Board Date: March 5, 2020

Foothill Trunk Sewer Replacement Project

The pre-construction meeting for the Foothill Trunk Sewer Replacement Project was held on February 24th with construction anticipated to start in the next thirty days.



Electronic Plan Checking

Since the purchase of electronic plan checking software (Bluebeam) in January staff is moving towards a paperless plan checking process. The Standards and Specifications and website will be updated to reflect electronic submittal requirements.

Training

Staff from the Technical Services Department attended the 2020 Northern California Lucy Regional User Group Meeting on February 25th. Staff presented at the meeting as well.

FOG Program

District staff continues to strive to meet the performance goals as well as work with food service establishments to comply with the FOG program. The non-compliant list has been reduced

significantly due to coordinated efforts by District Inspectors. This was accomplished by contacting food service establishments and corporations to update contact information and re-educate and train new personnel about the FOG Program requirements for self-reporting pump outs. District Inspectors also met with a California Department of Food and Agriculture (CDFA) Investigator, Paul San Gregorio, to learn about the specific laws that govern grease haulers (referred to as Inedible Kitchen Grease Transporters (IKGT) by CDFA). Since there are several layers to achieve compliance with the FOG Program, staff anticipates that Mr. San Gregorio will be integral to bridge the gap between the District, food service establishments and grease haulers.

Standard Specifications Update

The District Standards were last updated in 2009. The Assistant Superintendent and District Engineer are organizing a collaborative effort among SPMUD staff to make proposed updates to the District Standards. The proposed updates will be highlighted and distributed to stakeholders and made available through the District’s website for public comment. Those comments will be reviewed, and the final updated standards are planned to be adopted in the spring of 2020.

Department Performance Indicators

The following charts depict the efforts and performance of the department in the following areas of work as of February 24th. The charts are being created in a new reporting tool that directly connects to the District’s data, improving the timeliness of reporting efforts and leveraging the District’s investment in technology. Additional charts may be added in the future for other areas of work in the department.

Plan Checks Completed - Monthly Totals

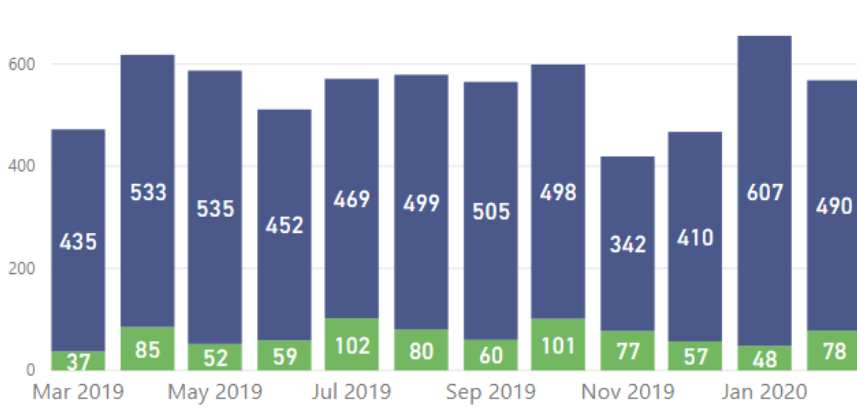


% "In Time" Plan Checks

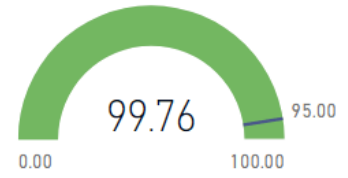


811 Responses - Monthly Totals

● Field ● Office

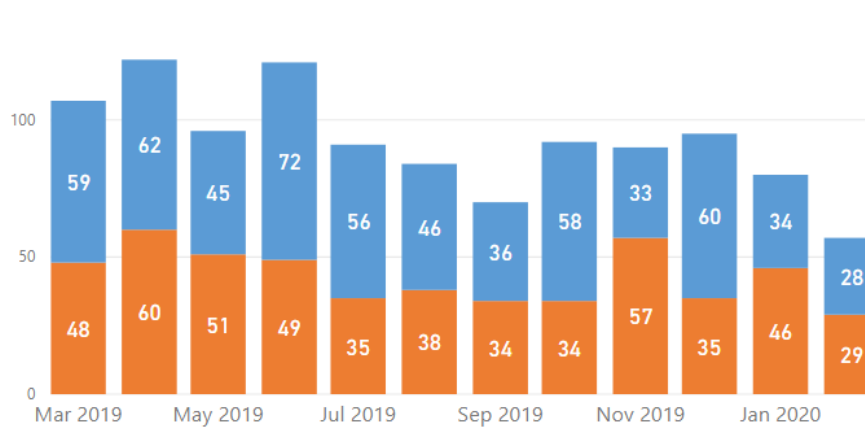


% "In Time" Responses ...

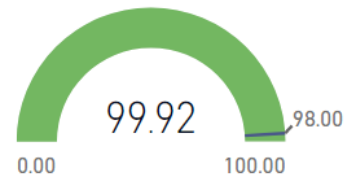


Building Sewer Inspections - Monthly Totals

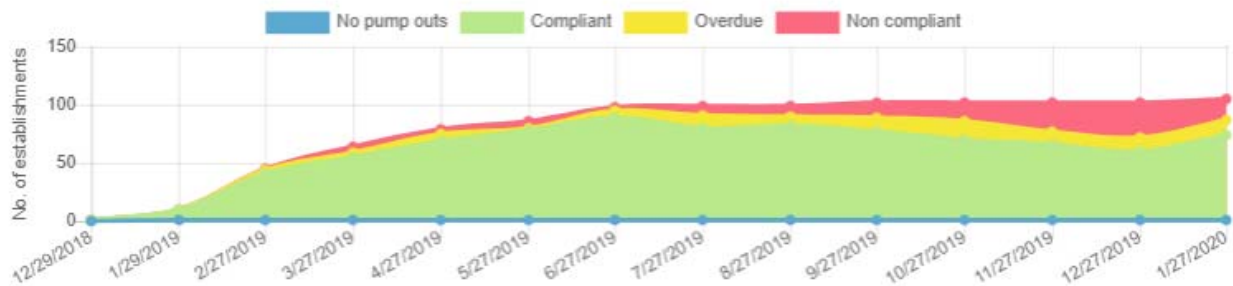
● Rough Inspections ● Final Inspections



% "In Time" Inspections

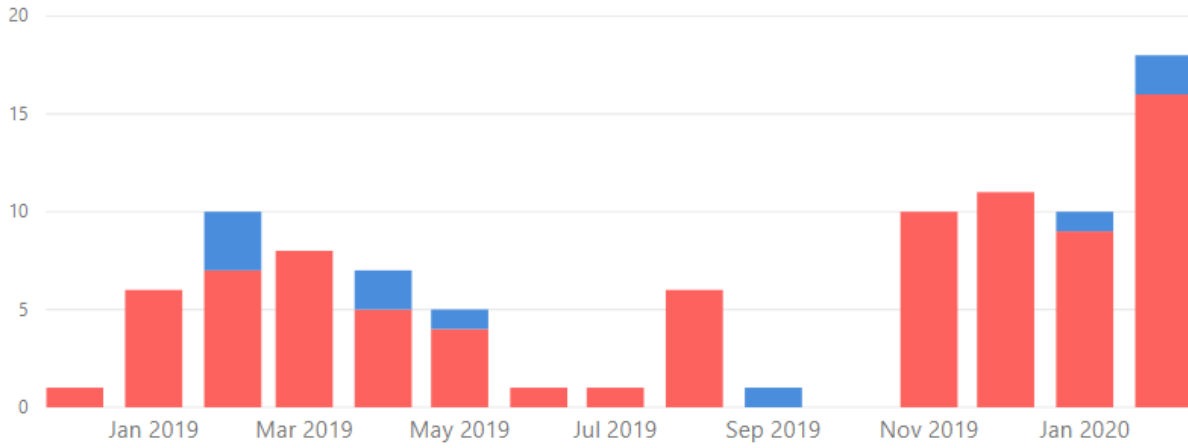


FOG Compliance History



Grease Interceptor Inspections

Template ● GGI Core Sample Inspection ● GGI Pump Out/Cleaning Inspection



FOG Pickups - Monthly Totals

