



**SPMUD BOARD OF DIRECTORS
REGULAR MEETING: 4:30 PM**

June 4, 2020

Zoom Meeting: 1 (669) 900-9128

Meeting ID: 859 4814 9392

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.

Pursuant to the Governor’s Executive Order N-29-20, issued March 17, 2020, the June 4, 2020 meeting of the SPMUD Board of Directors will occur via teleconference using Zoom Meeting 1 (669) 900-9128, <https://us02web.zoom.us/j/85948149392>. Public comments can be emailed to ecostan@spmud.ca.gov from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

AGENDA

I. CALL MEETING TO ORDER

II. ROLL CALL OF DIRECTORS

- | | |
|-----------------------------------|--------|
| Director Gerald Mitchell, | Ward 1 |
| 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 4 to 38]

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 4, 2020 meeting

1. MINUTES from the May 7, 2020 Regular Meeting. [pg 4 to 9]
2. ACCOUNTS PAYABLE in the amount of \$604,301.16 through May 27, 2020. [pg 10 to 14]
3. RESOLUTIONS #20-16 AND #20-17 ADOPTING A MEMORANDUM OF UNDERSTANDING WITH DISTRICT EMPLOYEES AND A MEMORANDUM [pg 15 to 33]

OF UNDERSTANDING WITH MANAGEMENT EMPLOYEES FOR THE PERIOD OF 07/01/20 THROUGH 06/30/23

- 4 RESOLUTION #20-18 ESTABLISHING A FEE SCHEDULE FOR FISCAL YEAR 2020/21 [pg 34 to 39]

V. 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 emailed to ecostan@spmud.ca.gov from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

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 #20-19 TO COLLECT DELINQUENT SERVICE CHARGES FOR SOUTH PLACER MUNICIPAL UTILITY DISTRICT ON THE PLACER COUNTY TAX ROLLS FOR TAX YEAR 2019** [pg 40 to 44]

The Notice of Public Hearing regarding transfer of delinquent service charges to the Placer County Tax roll has been published per state law for the June 4, 2020 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 hear any comments from the public regarding delinquent service charges**
 2. **Approve Resolution #20-19 requesting that Placer County Collect Delinquent Service Charges for SPMUD on the Placer County Tax Roll for Tax Year 2019**
2. **FISCAL YEAR 2020/21 BUDGET WORKSHOP** [pg 45 to 52]
- Staff will provide a report to the Board and conduct a public Budget Workshop for the Annual Budget for the upcoming 2020/21 Fiscal Year. The budget provides the Board of Directors with projected fiscal year revenues and expenses for the General and Capital Funds. Following any direction from the Board of Directors a final budget will be prepared and submitted for approval at the next regularly scheduled meeting on July 2, 2020.

Action Requested: Informational Item

3. **COVID-19 PANDEMIC ILLNESS** [pg 53 to 54]

Staff will provide an update of District operations in response to the COVID-19 Outbreak.

Action Requested: Informational Item

VII. REPORTS

[pg 55 to 65]

The purpose of these reports is to provide information on projects, programs, staff actions and committee meetings that are of general interest to the Board and 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. ADDITIONAL PUBLIC COMMENTS

Public comments can be emailed to ecostan@spmud.ca.gov from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

IX. ADJOURNMENT

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

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

Meeting	Location	Date	Time
Closed Session	Zoom Meeting	May 7, 2020	3:45 p.m.
Regular	Zoom Meeting	May 7, 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 4:36 p.m.

II. ROLL CALL OF DIRECTORS:

Present: President John Murdock, Vice President Will Dickinson, Director Jim Williams, Director Vic Markey, Director 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. CLOSED SESSION READOUT:

The Board met in closed session at 3:55 p.m. to hear a report from the General Manager concerning negotiations with District employees regarding MOU proposals. The Board directed the General Manager to bring a draft MOU to the Board for consideration at the June 4th Board Meeting.

Public Comments: None

The Board adjourned the closed session at 4:26 p.m.

V. CONSENT ITEMS:

1. MINUTES from the April 2, 2020 Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$1,922,477.48 through April 26, 2020.
3. QUARTERLY INVESTMENT REPORT in the total amount of \$63,046,986 through March 31, 2020
4. BILL OF SALE FOR SEWER IMPROVEMENTS WITHIN LOS CERROS PHASE 1 – at an estimated value of \$1,806,716.

5. BILL OF SALE FOR SEWER IMPROVEMENTS WITHIN VILLAGES AT CIVIC CENTER – at an estimated value of \$1,232,457.
6. RESOLUTION 20-12 ADDENDUM TO THE PROFESSIONAL SERVICES AGREEMENT WITH MANN, URRUTIA, NELSON, CPAS to extend Auditing Services through Fiscal Year 21/22.

Staff requested that consent item 3 be pulled for additional discussion.

Public Comment: None

Director Williams made a motion to approve consent items 1, 2, 4, 5, and 6; a second was made by Vice President Dickinson; a roll call vote was taken, and the motion carried 5-0.

GM Niederberger shared that in accordance with Resolution 18-15, staff transferred nine million dollars previously held in the Wells Fargo Money Market account equally between the Local Agency Investment Fund (LAIF) and the Placer County Treasury Pool.

Vice President Dickinson asked whether the average yield to maturity in Attachment 1 is a weighted average. ASM Costan replied that it is a weighted number. Vice President Dickinson asked whether the performance values in the Historical Performance table are annualized. ASM Costan replied that these values are not calculated by staff and are taken directly from the performance reports of each investment pool.

Public Comment: None

Director Williams made a motion to approve consent item 3; a second was made by Vice President Dickinson; a roll call vote was taken, and the motion carried 5-0.

VI. PUBLIC COMMENTS:

President Murdock opened the meeting for public comments. ASM Costan confirmed that no eComments were received. Hearing no other comments, the public comments session was closed.

VII. BOARD BUSINESS

1. RESOLUTION 20-13 COMMENDING HENRY LORTON, TSD INSPECTOR FOR HIS YEARS OF SERVICE WITH THE DISTRICT

President Murdock read the Resolution commending Technical Services Department Inspector, Henry Lorton who is retiring from the District after twenty-two years of service.

Public Comment: None

Vice President Dickinson made a motion to adopt Resolution 20-13 Commending Henry Lorton; a second was made by Director Williams; a roll call vote was taken, and the motion carried 5-0.

2. RESOLUTION 20-14 COMMENDING SAM ROSE, SUPERINTENDENT FOR HIS YEARS OF SERVICE WITH THE DISTRICT

President Murdock read the Resolution commending District Superintendent, Sam Rose who is retiring from the District after thirty-four years of service.

Public Comment: None

Director Williams made a motion to adopt Resolution 20-14 Commending Sam Rose; a second was made by Director Mitchell; a roll call vote was taken, and the motion carried 5-0.

3. RESOLUTION 20-15 APPROVING A DEFERRED ACTION AND REFUND AGREEMENT WITH THE NEWCASTLE FIRE DISTRICT

DE Huff reported to the Board on the Deferred Action and Refund Agreement with Newcastle Fire District. The agreement allows deferment of damaged pipe replacement to coincide with proposed site improvements and SPMUD financial participation of one-third of the public sewer service improvements up to \$100,000. Construction of the improvements directly benefits the District as the existing pipe was substandard and difficult to access. The agreement was approved by the Newcastle Fire Protection District at their March 15th Board meeting.

ASM Costan read an eComment from Sue Stack submitted on March 31, 2020, "I would like to make a comment as if I were participating in your Thursday meeting. The essence of the comment is that the Newcastle fire district made the choice not to fully comply with CEQA when it planned its fire station and could have avoided the current problem of relocating the sewer if it had embraced the CEQA concept of early consultation. I don't believe the general public should subsidize the sewer work that is going to be required if Newcastle fire does ever build the building. Your agency is a "responsible agency" and should consider what message you send when you allow other agencies to circumvent CEQA."

President Murdock asked staff how Newcastle Fire District defaulted on CEQA. DE Huff shared that this is outside of our jurisdiction. South Placer Municipal Utility District is not the responsible agency regarding the development of the site. President Murdock asked for more information on the damage to the pipeline and the size of the pipe. DE Huff responded the pipe is deformed to the point that the District cannot get a camera into the pipe to visually inspect it. It is a 4-inch pipe.

Vice President Dickinson asked for confirmation that the District believes that we are getting sufficient value from our capital investment. DE Huff responded that the District budgets up to \$200,000 per year for these types of access and construction standard improvements in Newcastle.

Public Comment: Lawrence Bettencourt, Newcastle Fire Protection District Board Member, shared that he appreciates the District's help in bringing forth these improvements. He shared that there are a lot of improvements along the street frontage that will also benefit the local businesses.

Vice President Dickinson made a motion to adopt Resolution 20-15 Approving a Deferred Action and Refund Agreement with the Newcastle Fire District; a second was made by Director Mitchell; a roll call vote was taken, and the motion carried 5-0.

4. COVID-19 PANDEMIC ILLNESS

GM Niederberger provided an update on District operations in response to the COVID-19 Outbreak. The State of California has moved to Stage 2; however, this will not have a significant impact on District operations, as the District continues to work under the State's COVID-19 guidance document for Energy and Utilities and the Checklist for Utility Operators. In addition to the Pandemic Workforce Continuity Plan brought before the board last month, the District has closed the public counter, implemented social distancing, staggered the workforce, implemented telecommuting, waived late fees, increased PPE, and moved to remote consultant services.

At the April 2nd Board meeting, there was a request for the District to look at ways to provide relief to businesses closed by COVID-19. The GM stated that overall flows have not decreased during COVID-19; the reduced flows from closed commercial businesses has been taken up by residential users sheltering in place. GM Niederberger discussed a potential expansion of the Commercial Unoccupied Use Program that would provide relief to businesses closed due to COVID-19. This would change the business closure time to be eligible for a reduced rate of 1/3 EDU per 1000 square feet from 3 months to one month and allow the credit to be applied to a future bill.

Vice President Dickinson shared that he appreciated staff's work to come up with a strategy to provide relief for the impacted business community.

Director Williams asked whether staff had received inquiries from the public regarding relief on their sewer bill. GM Niederberger responded that there have not been any direct inquiries from businesses closed due to COVID-19; however, there have been indirect inquiries about what the District is doing in response to COVID-19. Most of these inquiries are from customers who received delinquency notices and were past due on their billing before COVID-19. Director Williams stated that his recommendation would be to wait to expand the program.

Director Markey responded that he agrees with the comments made by Director Williams.

Director Mitchell asked about the need for this expansion in light of California's move to Stage 2. GM Niederberger responded that many businesses will still be closed due to COVID-19 under Stage 2. Director Mitchell stated that he would like to wait for the situation to play out longer to see how the phases progress.

President Murdock stated that he also believes the item should be tabled to a future date.

The Board recommended that the expansion of the Commercial Unoccupied Use Program be continued to the June 4th Board Meeting.

VIII. REPORTS

1. **District General Counsel (A. Brown):** None
2. **General Manager (H. Niederberger):**
 - A. **ASD, FSD & TSD Reports:**

GM Niederberger shared Foothill Trunk project activity related to tree removal and artifacts found at the site. He asked DE Huff to provide an update on the Foothill Trunk project and the work with the United Auburn Indian Community (UAIC) on the cultural artifacts. DE Huff shared that there are ongoing discussions and potential project impacts from the requests made by UAIC. Some of the potential impacts include project delays, finding a location onsite to sensitively reintern cultural items, and the cost of the onsite monitors.

President Murdock asked about the tree removal status. DE Huff shared that the District followed the permit process with the City of Rocklin; however, due to delays in the start of construction and changes in residency, there were misunderstandings related to the necessity of the tree removal. The District has been communicating the impact of the trees on the sewer and pipeline access.

Director Markey asked how far the artifacts are from the pipe. DE Huff shared that UAIC has designated this entire area in Rocklin as culturally significant. This potentially elevates the finds on site beyond the requirements in the District's Army Corp of Engineers permit. Director Markey stated that he supports efforts to preserve the area and being sensitive to the issues. DE Huff shared that the pipeline project is a "remove and replace" project, so this ground has previously been disturbed. The District is working with UAIC on mitigation measures.

Director Mitchell asked about the peak on April 5th in the Water Level Above Bottom graph in the TSD report. DE Huff responded that this was due to a rain event.

GM Niederberger shared that the District has received a protest regarding connection fees for multi-family users. The District's multi-family fees are consistent with those assessed by SPWA partners. GM Niederberger will be working with General Counsel Brown on a response.

Vice President Dickinson shared his desire for the Foothill Trunk project to move forward expeditiously, limiting additional expenses to the District. He shared that he believes the District should ensure compliance with the law and avoid unnecessary work at the expense of the District.

Superintendent Rose congratulated Henry Lorton on his retirement and thanked him for his reliability and service to the District. Sam thanked the Board for providing for the District employees. He also thanked his co-workers and shared that he believes the District is in great hands moving forward.

B. Information Items: No additional items.

IX. ADDITIONAL PUBLIC COMMENTS

President Murdock re-opened the meeting for public comments. ASM Costan confirmed that no eComments were received. Hearing no other comments, the public comments session was closed.

3. Director's Comments:

Director Williams congratulated the retirees.

Vice President Dickinson shared that he enjoyed working with Sam who has been a great asset to the District.

Director Mitchell shared information on the South Placer Wastewater Authority (SPWA) bonds. There was a ripple in the market that allowed the bond sale to proceed and eliminate the swap with a 2.07% interest rate. GM Niederberger added that the sale resulted in a net positive savings of over three quarters of a million dollars for the Authority.

President Murdock thanked Sam and Henry for their years of service.

X. ADJOURNMENT

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



Emilie Costan, Board Secretary



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 04/27/2020 - 05/27/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1240	Placer County Personnel	04/29/2020	Regular	0.00	3,557.20	12175
1303	State Water Resources Control Board	05/05/2020	Regular	0.00	484.00	12176
1021	ARC	05/08/2020	Regular	0.00	96.53	12220
1652	Cintas Corporation	05/08/2020	Regular	0.00	1,509.95	12221
1073	Consolidated Communications	05/08/2020	Regular	0.00	2,012.44	12222
1080	CWEA (Main)	05/08/2020	Regular	0.00	480.00	12223
1723	CWEA TCP	05/08/2020	Regular	0.00	190.00	12224
1086	Dataprose	05/08/2020	Regular	0.00	1,533.00	12225
1498	DLT Solutions	05/08/2020	Regular	0.00	613.80	12226
1591	Eric Orlando	05/08/2020	Regular	0.00	250.00	12227
1113	Ferguson Enterprises, Inc. 1423 (Main)	05/08/2020	Regular	0.00	3,099.97	12228
1352	Goodyear Commercial Tire & Service Centers	05/08/2020	Regular	0.00	2,276.20	12229
1131	Granite Business Printing	05/08/2020	Regular	0.00	223.08	12230
1139	Hill Rivkins Brown & Associates	05/08/2020	Regular	0.00	5,120.00	12231
1654	Jorgensen Company	05/08/2020	Regular	0.00	50.00	12232
1217	Owen Equipment	05/08/2020	Regular	0.00	431.87	12233
1475	Petersen & Mapes, LLP	05/08/2020	Regular	0.00	420.00	12234
1233	Placer County Environmental Health	05/08/2020	Regular	0.00	1,104.00	12235
1659	RexMoore	05/08/2020	Regular	0.00	4,760.00	12236
1268	Rocklin Windustrial Co.	05/08/2020	Regular	0.00	1,745.87	12237
1518	Sonitol of Sacramento	05/08/2020	Regular	0.00	945.13	12238
1306	Superior Equipment Repair	05/08/2020	Regular	0.00	1,415.52	12239
1499	TechRoe.com LLC	05/08/2020	Regular	0.00	900.00	12240
1029	Thomson Reuters/Barclays	05/08/2020	Regular	0.00	375.49	12241
1325	Tyler Technologies, Inc.	05/08/2020	Regular	0.00	800.00	12242
1343	Water Works Engineers, LLC	05/08/2020	Regular	0.00	31,901.01	12243
1732	Willdan Financial Services	05/08/2020	Regular	0.00	1,900.00	12244
1561	Williams + Paddon Architects + Planners, Inc.	05/08/2020	Regular	0.00	11,621.84	12245
1733	347 Group, Inc.	05/08/2020	Regular	0.00	7,709.63	12246
1016	American General Life Insurance	05/14/2020	Regular	0.00	4,354.00	12248
1327	US Bank Corporate Payment	05/21/2020	Regular	0.00	5,008.54	12252
	Void	05/21/2020	Regular	0.00	0.00	12253
	Void	05/21/2020	Regular	0.00	0.00	12254
1733	347 Group, Inc.	05/21/2020	Regular	0.00	3,242.25	12255
1021	ARC	05/21/2020	Regular	0.00	101.99	12256
248	AT&T (916.663.1652) & (248.134.5438.608.80)	05/21/2020	Regular	0.00	253.37	12257
1022	AT&T (9391035571) & (9391053973)	05/21/2020	Regular	0.00	288.40	12258
1663	Buckmaster Office Solutions	05/21/2020	Regular	0.00	151.71	12259
1652	Cintas Corporation	05/21/2020	Regular	0.00	875.94	12260
1068	City of Roseville	05/21/2020	Regular	0.00	152,703.00	12261
1509	Crystal Communications	05/21/2020	Regular	0.00	311.64	12262
1086	Dataprose	05/21/2020	Regular	0.00	7,015.45	12263
1087	Dawson Oil Co.	05/21/2020	Regular	0.00	1,634.97	12264
1687	Duke's Root Control, Inc	05/21/2020	Regular	0.00	31,627.68	12265
1112 (Current)	FedEx	05/21/2020	Regular	0.00	3.18	12266
1113	Ferguson Enterprises, Inc. 1423 (Main)	05/21/2020	Regular	0.00	195.59	12267
1734	Garney Pacific, Inc.	05/21/2020	Regular	0.00	86,994.17	12268
1631	Instrument Technology Corporation	05/21/2020	Regular	0.00	1,160.57	12269
1564	Jensen Landscape Services, LLC	05/21/2020	Regular	0.00	861.00	12270
1163	Joe Gonzalez Trucking, LLC.	05/21/2020	Regular	0.00	622.66	12271
1735	Nathaniel Patterson	05/21/2020	Regular	0.00	234.73	12272
1218	PCWA	05/21/2020	Regular	0.00	828.99	12273
1475	Petersen & Mapes, LLP	05/21/2020	Regular	0.00	540.00	12274
1221	PG&E (Current Accounts)	05/21/2020	Regular	0.00	6,203.41	12275

Check Report

Date Range: 04/27/2020 - 05/27/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1473	Pitney Bowes Purchase Power	05/21/2020	Regular	0.00	520.01	12276
1578	Placer Title CO	05/21/2020	Regular	0.00	400.00	12277
1253	Recology Auburn Placer	05/21/2020	Regular	0.00	307.28	12278
1518	Sonitrol of Sacramento	05/21/2020	Regular	0.00	233.13	12279
1333	SPOK, Inc.	05/21/2020	Regular	0.00	26.50	12280
1306	Superior Equipment Repair	05/21/2020	Regular	0.00	751.30	12281
1343	Water Works Engineers, LLC	05/21/2020	Regular	0.00	3,265.80	12282
1045	Cal Pers 457 Plan (EFT)	05/01/2020	Bank Draft	0.00	375.00	DFT0005353
1135	Mass Mutual (EFT)	05/01/2020	Bank Draft	0.00	7,190.52	DFT0005354
1135	Mass Mutual (EFT)	05/01/2020	Bank Draft	0.00	455.70	DFT0005355
1580	TASC	05/01/2020	Bank Draft	0.00	279.35	DFT0005356
1580	TASC	05/01/2020	Bank Draft	0.00	407.70	DFT0005357
1229	Pers (EFT)	05/01/2020	Bank Draft	0.00	146.93	DFT0005358
1229	Pers (EFT)	05/01/2020	Bank Draft	0.00	254.90	DFT0005359
1229	Pers (EFT)	05/01/2020	Bank Draft	0.00	419.97	DFT0005360
1229	Pers (EFT)	05/01/2020	Bank Draft	0.00	3,186.13	DFT0005361
1229	Pers (EFT)	05/01/2020	Bank Draft	0.00	5,249.93	DFT0005362
1229	Pers (EFT)	05/01/2020	Bank Draft	0.00	116.44	DFT0005363
1229	Pers (EFT)	05/01/2020	Bank Draft	0.00	161.02	DFT0005364
1229	Pers (EFT)	05/01/2020	Bank Draft	0.00	1,663.42	DFT0005365
1229	Pers (EFT)	05/01/2020	Bank Draft	0.00	2,300.27	DFT0005366
1229	Pers (EFT)	05/01/2020	Bank Draft	0.00	2,611.33	DFT0005367
1229	Pers (EFT)	05/01/2020	Bank Draft	0.00	2,702.27	DFT0005368
1149	Internal Revenue Service	05/01/2020	Bank Draft	0.00	12,873.80	DFT0005369
1098	EDD (EFT)	05/01/2020	Bank Draft	0.00	3,758.75	DFT0005370
1098	EDD (EFT)	05/01/2020	Bank Draft	0.00	1,038.20	DFT0005371
1149	Internal Revenue Service	05/01/2020	Bank Draft	0.00	3,010.80	DFT0005372
1149	Internal Revenue Service	05/01/2020	Bank Draft	0.00	9,603.17	DFT0005373
1015	American Fidelity Assurance	04/29/2020	Bank Draft	0.00	1,119.80	DFT0005374
1586	Principal Life Insurance Company	04/29/2020	Bank Draft	0.00	465.83	DFT0005375
1230	Pers (EFT)	04/29/2020	Bank Draft	0.00	6,288.82	DFT0005376
1230	Pers (EFT)	04/29/2020	Bank Draft	0.00	27,441.88	DFT0005377
1230	Pers (EFT)	04/29/2020	Bank Draft	0.00	11,683.06	DFT0005378
1230	Pers (EFT)	04/29/2020	Bank Draft	0.00	122.62	DFT0005379
1230	Pers (EFT)	04/29/2020	Bank Draft	0.00	2,641.00	DFT0005380
1230	Pers (EFT)	04/29/2020	Bank Draft	0.00	54.64	DFT0005381
1045	Cal Pers 457 Plan (EFT)	05/15/2020	Bank Draft	0.00	375.00	DFT0005383
1135	Mass Mutual (EFT)	05/15/2020	Bank Draft	0.00	7,190.52	DFT0005384
1135	Mass Mutual (EFT)	05/15/2020	Bank Draft	0.00	455.70	DFT0005385
1580	TASC	05/15/2020	Bank Draft	0.00	279.35	DFT0005386
1580	TASC	05/15/2020	Bank Draft	0.00	407.70	DFT0005387
1229	Pers (EFT)	05/15/2020	Bank Draft	0.00	146.93	DFT0005388
1229	Pers (EFT)	05/15/2020	Bank Draft	0.00	252.68	DFT0005389
1229	Pers (EFT)	05/15/2020	Bank Draft	0.00	416.30	DFT0005390
1229	Pers (EFT)	05/15/2020	Bank Draft	0.00	3,158.31	DFT0005391
1229	Pers (EFT)	05/15/2020	Bank Draft	0.00	5,204.09	DFT0005392
1229	Pers (EFT)	05/15/2020	Bank Draft	0.00	116.44	DFT0005393
1229	Pers (EFT)	05/15/2020	Bank Draft	0.00	161.02	DFT0005394
1229	Pers (EFT)	05/15/2020	Bank Draft	0.00	1,663.42	DFT0005395
1229	Pers (EFT)	05/15/2020	Bank Draft	0.00	2,300.27	DFT0005396
1229	Pers (EFT)	05/15/2020	Bank Draft	0.00	2,611.34	DFT0005397
1229	Pers (EFT)	05/15/2020	Bank Draft	0.00	2,702.27	DFT0005398
1149	Internal Revenue Service	05/15/2020	Bank Draft	0.00	13,274.70	DFT0005399
1098	EDD (EFT)	05/15/2020	Bank Draft	0.00	3,785.28	DFT0005400
1098	EDD (EFT)	05/15/2020	Bank Draft	0.00	1,039.53	DFT0005401
1149	Internal Revenue Service	05/15/2020	Bank Draft	0.00	3,104.54	DFT0005402
1149	Internal Revenue Service	05/15/2020	Bank Draft	0.00	9,643.24	DFT0005403
1135	Mass Mutual (EFT)	05/13/2020	Bank Draft	0.00	17,521.66	DFT0005405
1229	Pers (EFT)	05/13/2020	Bank Draft	0.00	15.02	DFT0005406
1229	Pers (EFT)	05/13/2020	Bank Draft	0.00	24.75	DFT0005407
1229	Pers (EFT)	05/13/2020	Bank Draft	0.00	187.75	DFT0005408

Check Report

Date Range: 04/27/2020 - 05/27/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1229	Pers (EFT)	05/13/2020	Bank Draft	0.00	309.37	DFT0005409
1149	Internal Revenue Service	05/13/2020	Bank Draft	0.00	4,324.00	DFT0005410
1098	EDD (EFT)	05/13/2020	Bank Draft	0.00	1,277.55	DFT0005411
1098	EDD (EFT)	05/13/2020	Bank Draft	0.00	348.71	DFT0005412
1149	Internal Revenue Service	05/13/2020	Bank Draft	0.00	1,011.26	DFT0005413
1149	Internal Revenue Service	05/13/2020	Bank Draft	0.00	3,276.65	DFT0005414
1229	Pers (EFT)	05/14/2020	Bank Draft	0.00	15.13	DFT0005415
1229	Pers (EFT)	05/14/2020	Bank Draft	0.00	24.93	DFT0005416
1229	Pers (EFT)	05/14/2020	Bank Draft	0.00	189.14	DFT0005417
1229	Pers (EFT)	05/14/2020	Bank Draft	0.00	311.66	DFT0005418
1149	Internal Revenue Service	05/14/2020	Bank Draft	0.00	1,855.92	DFT0005419
1098	EDD (EFT)	05/14/2020	Bank Draft	0.00	1,225.59	DFT0005420
1098	EDD (EFT)	05/14/2020	Bank Draft	0.00	149.67	DFT0005421
1149	Internal Revenue Service	05/14/2020	Bank Draft	0.00	434.04	DFT0005422
1149	Internal Revenue Service	05/14/2020	Bank Draft	0.00	3,603.26	DFT0005423

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	100	59	0.00	398,243.79
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	69	69	0.00	202,017.94
EFT's	0	0	0.00	0.00
	169	130	0.00	600,261.73

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	100	59	0.00	398,243.79
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	69	69	0.00	202,017.94
EFT's	0	0	0.00	0.00
	169	130	0.00	600,261.73

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	4/2020	53,374.85
100	GENERAL FUND	5/2020	546,886.88
			600,261.73

Account Number	Name	Date	Type	Amount	Reference	Packet
102-0000492-01	Castle, Julie	5/7/2020	Refund	\$ 14.36	Check #: 12177	UBPKT09890
102-0001026-01	Meredith, Keith	5/7/2020	Refund	\$ 107.10	Check #: 12178	UBPKT09890
102-0001213-02	McTague, Paul and Terry	5/7/2020	Refund	\$ 108.00	Check #: 12211	UBPKT10038
102-0002999-01	Adams, James	5/7/2020	Refund	\$ 109.41	Check #: 12179	UBPKT09890
102-0005408-01	Haney, Hal P	5/7/2020	Refund	\$ 7.42	Check #: 12180	UBPKT09890
102-0006651-02	Sanchez, Robert	5/7/2020	Refund	\$ 9.60	Check #: 12181	UBPKT09890
102-0007542-02	Christopher and Kristin Schoen	5/7/2020	Refund	\$ 109.20	Check #: 12182	UBPKT09890
102-0007796-01	Wengler, Joseph	5/7/2020	Refund	\$ 84.00	Check #: 12212	UBPKT10038
102-0008698-02	Scholl, Donald	5/7/2020	Refund	\$ 110.40	Check #: 12183	UBPKT09890
102-0009533-01	Prekeges, Debbie	5/7/2020	Refund	\$ 7.50	Check #: 12184	UBPKT09890
102-0010234-01	Martinez, Luis	5/7/2020	Refund	\$ 108.00	Check #: 12185	UBPKT09890
102-0010722-03	Pon, Chris	5/7/2020	Refund	\$ 108.40	Check #: 12186	UBPKT09890
102-0011025-01	Hudspeth, Joseph V	5/7/2020	Refund	\$ 108.00	Check #: 12187	UBPKT09890
102-0011115-01	Gidal, Michael	5/7/2020	Refund	\$ 9.60	Check #: 12188	UBPKT09890
102-0011975-02	Krost, Cindie	5/7/2020	Refund	\$ 27.00	Check #: 12189	UBPKT09890
103-0004685-03	Beranek Holdings LLC	5/7/2020	Refund	\$ 21.33	Check #: 12190	UBPKT09890
103-0005529-01	Countryman, Patricia E	5/7/2020	Refund	\$ 13.34	Check #: 12191	UBPKT09890
106-0013862-03	Fistner, William Stephen Jr	5/7/2020	Refund	\$ 110.25	Check #: 12192	UBPKT09890
106-0015542-01	Woody, Gilbert	5/7/2020	Refund	\$ 150.40	Check #: 12193	UBPKT09890
106-0015725-01	Alcantar, Hector	5/7/2020	Refund	\$ 63.80	Check #: 12194	UBPKT09890
106-0015849-02	Wall, Andrew	5/7/2020	Refund	\$ 109.20	Check #: 12195	UBPKT09890
106-0015912-02	Viorel, Charles	5/7/2020	Refund	\$ 6.00	Check #: 12196	UBPKT09890
106-0015948-02	Marshall, Jeffrey and Rene'e	5/7/2020	Refund	\$ 106.80	Check #: 12197	UBPKT09890
106-0016599-02	Brennan, Thomas	5/7/2020	Refund	\$ 7.20	Check #: 12198	UBPKT09890
106-0017006-01	Caballero, Peter	5/7/2020	Refund	\$ 115.50	Check #: 12199	UBPKT09890
106-0017167-04	Garcia, Robert and Kristina	5/7/2020	Refund	\$ 115.50	Check #: 12200	UBPKT09890
112-1022716-03	Grady, James and Deborah	5/7/2020	Refund	\$ 109.20	Check #: 12201	UBPKT09890
112-1024046-02	Cowsert, Bruce	5/7/2020	Refund	\$ 84.00	Check #: 12213	UBPKT10038
112-1024609-03	Angel's Landing Inc	5/7/2020	Refund	\$ 10.40	Check #: 12202	UBPKT09890
112-1025862-03	Croze, Joshua and Arezou	5/7/2020	Refund	\$ 108.00	Check #: 12214	UBPKT10038
112-1026963-01	Manning, Alexander and Michelle	5/7/2020	Refund	\$ 68.09	Check #: 12215	UBPKT10038
112-1027074-01	Tsimboukakis, Konstantinos	5/7/2020	Refund	\$ 110.40	Check #: 12203	UBPKT09890
112-1027146-01	Pasion, Darlene	5/7/2020	Refund	\$ 109.20	Check #: 12204	UBPKT09890
112-1027219-01	Cordell, Claire	5/7/2020	Refund	\$ 68.00	Check #: 12216	UBPKT10038
112-1027432-01	Harris, Zach and Breanne	5/7/2020	Refund	\$ 109.50	Check #: 12205	UBPKT09890
112-1027925-02	Grey, Christopher and Angela	5/7/2020	Refund	\$ 69.92	Check #: 12206	UBPKT09890
112-1028174-01	Vance, Jason and Jacquelyn	5/7/2020	Refund	\$ 402.67	Check #: 12207	UBPKT09890
112-1028954-00	Meritage Homes	5/7/2020	Refund	\$ 108.00	Check #: 12217	UBPKT10038
112-1029023-00	KB Home Sacramento Inc	5/7/2020	Refund	\$ 64.86	Check #: 12218	UBPKT10038
112-1029031-00	KB Home Sacramento Inc	5/7/2020	Refund	\$ 41.38	Check #: 12219	UBPKT10038
113-1026478-00	Harris, John and Lauri	5/7/2020	Refund	\$ 106.96	Check #: 12208	UBPKT09890
115-1025598-01	Clair, Kim St	5/7/2020	Refund	\$ 6.72	Check #: 12209	UBPKT09890
212-1022090-01	Properties, Ty	5/7/2020	Refund	\$ 270.82	Check #: 12210	UBPKT09890
106-0016437-03	McCarty, William	5/11/2020	Refund	\$ 344.00	Check #: 12247	UBPKT10044
TOTAL REFUNDS				\$ 4,039.43		

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Herb Niederberger, General Manager

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

Subject: Adopt Resolutions 20-16 and 20-17, Approving Memorandums of Understanding (MOUs) with District Employees and Managers

Meeting Date: June 4, 2020

Overview

Pursuant to the Municipal Utility District Act of the State of California (MUD Act), commencing with Section 11510 of the Public Utilities Code of the State of California, and in accordance with District Policy 2010 – Civil Service Employment Manual, the South Placer Municipal Utility District maintains a Civil Service System Employee Manual to provide the guidance for the development and application of personnel policies, and to direct the General Manager to administer personnel relations accordingly.

On February 12, 2020, the General Manager and Superintendent met with the Personnel Advisory Committee to review negotiation points for the SPMUD / Employee “Memorandum of Understanding” (MOU) for July 1, 2020 thru June 30, 2023 and the SPMUD / Manager “Memorandum of Understanding” (MOU) for July 1, 2020 thru June 30, 2023. These negotiations included: 1) a cost of living increase; 2) an increase in the District 457 match; 3) establishment of differential pay; 4) expansion of the professional development program; and 5) an increase to incentive based compensation using performance measures.

On March 4, 2020, the General Manager met with the District Employees and Managers for the intended purpose of good faith negotiations for the development of Memorandums of Understandings with both employee groups. On April 8, 2020, the General Manager conducted a teleconference with the Personnel Advisory Committee to review the results of the meeting with the employees and managers. The Advisory Committee directed the General Manager to make certain adjustments to the MOU business points and to bring the MOU to the Board of Directors for consideration. On May 7, 2020, the Board of Directors met in closed session to review the draft

MOU documents and direct the General Manager to bring the MOUs included in the two resolutions attached to this staff report to the Board for consideration at the June 4th Board Meeting.

Recommendation

- 1) Adopt Resolution 20-16 approving the Memorandum of Understanding (MOU) with District Employees; and
- 2) Adopt Resolution 20-17 approving the Memorandum of Understanding (MOU) with District Managers

Strategic Plan Goal

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

- Goal 1.2: Establish and meet service level(s) by Department.
- Goal 1.3 Build Business Efficiencies
- Goal 2.2 Maintain Compliance with Pertinent Regulations
- Goal 2.4 Maintain transparency with all District activities.
- Goal 6.1 Enhance Professional Development Programs to invest in District Employees
- Goal 6.3 Develop and Implement Competitive Compensation Programs

Fiscal Impact

The projected annual fiscal impact of the MOU is approximately \$102,000. The cumulative projected cost of the 3-year MOU is \$305,800.

Attachments:

- 1) Resolution 20-16 approving the Memorandum of Understanding (MOU) with District Employees; and
- 2) Resolution 20-17 approving the Memorandum of Understanding (MOU) with District Managers

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
RESOLUTION 20-16**

**ADOPTING A MEMORANDUM OF UNDERSTANDING WITH DISTRICT
EMPLOYEES**

WHEREAS, the South Placer Municipal Utility District (the “District”), pursuant to the Municipal Utility District Act of the State of California (the “MUD” Act), commencing with Section 11501 of the Public Utilities Code of the State of California, enacted a Civil Service System pursuant to Section 12051 thereof; and

WHEREAS, District Policy 2010 – Civil Service Employment Manual, mandates that the District maintain a Civil Service System Employee Manual to provide the guidance for the development and application of personnel policies, and to direct the General Manager to administer our personnel relations accordingly; and

WHEREAS, the District General Manager has met with representatives of the employees covered under this resolution and conferred in good faith; and

WHEREAS, the parties have reached agreement on matters relating to the employment conditions of said employees as reflected by the Memorandum of Understanding (the “MOU”), which is attached hereto and made a part hereof; and

WHEREAS, the Board of Directors of the District finds that the provisions and agreements contained in said MOU are fair and proper and in the best interests of the District and the covered employees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the terms and conditions contained in said MOU are hereby adopted, subject to ratification by the individual employees.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District
Board of Directors at Rocklin, California this 4th day of June 2020.

Signed: _____

John Murdock, President of the Board of Directors

Attest: _____

Emilie Costan, Board Secretary

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SPMUD EMPLOYEES
AND THE
SPMUD BOARD OF DIRECTORS**

**SPMUD / Employee “Memorandum of Understanding” (MOU) for
July 1, 2020 through June 30, 2023**

The SPMUD Board of Directors met in closed session on May 7, 2020, and during a regular Board meeting on June 4, 2020, to provide direction by the Board on matters relating to the employment conditions of said District employees. This document memorializes this understanding by virtue of a vote of the Board of Directors who have agreed to the following conditions and changes to the SPMUD Employee Manual as they affect said management employees:

1. All previously negotiated MOU business points remain in effect unless specifically modified, changed, or removed by this current MOU.
2. On July 1, 2020, July 1, 2021 and July 1, 2022, there will be a salary adjustment consistent with the US Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) for West – A. The salary adjustment will be no less than two percent (2%) and no more than four percent (4%) for any given year. In the event of an extreme economic condition, either hyperinflation or recession lasting more than six (6) months, all parties governed by this MOU agree to reopen discussion on what would be an appropriate salary adjustment.
3. Effective January 1, 2021, eliminate Columbus Day from the list of paid holidays and include Martin Luther King Day.
4. Salary increases approved by the General Manager will typically occur in the following schedule:

Step A – Recruitment

Step B - Based on performance appraisal at twelve (12) months.

Step C – Based on performance appraisal at twelve (12) months after Step B.

Employees hired at mid-step shall progress in a sequence substantially in conformance with the above schedule.

5. Clarify that longevity pay, fifteen (15) years and twenty-five (25) years, is based on service time and not time in classification. The longevity bonus shall be two and a half percent (2½%) after fifteen (15) years of service and five percent (5%) after twenty-five (25) years of service. Remove Step F from the salary schedule.
6. Remove six (6) month transfer or promotion probation time and make all probations twelve (12) months.
7. Add language that the District will make a reasonable effort to place in a similar position if demoted.
8. Professional Development Program:
 - a. Employees are encouraged to continue to improve themselves as an enhanced asset to the District. The District will reimburse the employee up to three thousand five hundred dollars (\$3500) per calendar year for the cost of tuition and fees, textbooks, and supplies for job related courses intended to achieve an Associate's, Bachelor's or Master's Degree, upon successful completion of courses, when approved in advance by their Department Manager. Employees must be employed by the District for a minimum of six (6) months to be eligible for reimbursement and must remain employed by the District for one (1) year after reimbursement is received.
 - b. All employees will receive a cash incentive of two hundred fifty dollars (\$250.00) upon successful completion for each level above the minimum certification level require for their job, plus reimbursement for testing fees.
 - c. The District will pay annual CWEA certification and membership dues for all certified employees.

- d. The District will pay other annual membership dues for professional or industry related associations upon approval by the General Manager.
 - e. Employees will receive a one-time lifetime reimbursement of one thousand dollars (\$1000) for successful completion of the District's Master Series Program (see Attachment B).
9. The District will modify the Performance Merit Pay program (PMP) for Employees covered under the Employee Association as an award for meeting or exceeding performance goals set annually by District Management and adopted by the Board of Directors. Said PMP shall increase the maximum available annual award from two thousand five hundred dollars (\$2500) to three thousand dollars (\$3000).
10. The District will increase the per pay period matching contribution to the 457 Deferred Compensation Plan to one hundred twenty-five dollars (\$125) per pay period. The District will investigate the possibility of implementing a Roth IRA option.
11. Allow CTO carryover of twenty (20) hours maximum per calendar year.
12. Add language regarding Flexible Classifications:

Promotions to the next series in a flexible classification (I/II/III) will only be considered when an employee has meet the education and experience requirements of the next series as specified in the job description AND has demonstrated the ability to perform all duties of their current series meeting the requirements of the established performance standards.

Appointments within a flexible classification to any series other than the first series, require a formal written justification detailing the experience and education of the candidate/employee and any other relevant information that qualifies the candidate/employee for appointment above the first series.

13. Employee Accrual Schedule: Vacation time shall accrue for all full-time eligible employees based on a 'Years of Service' schedule, as outlined below:

Years of Service	Accrual Rate (hours per year)	Accrual Rate (hours per pay period)	Maximum Vacation Accumulation (hours)
0 - 48 months of service	80	3.077	240
49 - 108 months of service (beginning of 5 yrs. to end of 9 yrs.)	120	4.615	300
109 - 168 months of service (beginning of 10 yrs. to end of 14 yrs.)	160	6.154	380
169 - 228 months of service (beginning of 15 yrs. to end of 19 yrs.)	180	6.923	380
229 months of service (beginning of 20 yrs.)	200	7.692	380

14. Vacation time accrues during a new employee's probationary period. However, vacation time is generally not to be utilized until the employee has been employed at least six (6) months and is subject to the approval of the Department Manager.

15. Differential Pay: During emergencies, employees may be required to work a swing (3pm – 11pm) or graveyard shift (11pm -7am). Employees working a swing shift shall be paid at a rate at one and a half (1.5) times their normal wage. Employees working a graveyard shift shall be paid at a rate at one and three-quarter (1.75) times their normal wage. Overtime meeting the District definition shall be calculated at two (2.0) times normal pay.

16. Increase the annual allowance for prescription safety eye wear from one hundred fifty dollars (\$150) to three hundred dollars (\$300).

17. Increase Stand by Pay from fifty dollars (\$50) a day to fifty-five dollars (\$55) a day.

These changes will become effective on July 1, 2020. Please affix your signature below to indicate that you approved of the adoption of this MOU.

Passed by the Board of Directors on June 4, 2020.

_____, _____
John Murdock, President Date

District Employee Representatives:

_____, _____
Stacey Larick Date

_____, _____
Rod Pierce Date

_____, _____
Aaron Moore Date

Attachment "A"

FY 20/21 SCHEDULE OF SALARY RANGE/STEPS								
2.0% COLA Effective 07/01/20								
SALARY - MONTHLY/HOURLY RATES								
RANGE	ID	POSITION	STEPS (\$/MO)					
			A	B	C	D	E	
9	TL I/SI I	Laborer I / Student Intern I	15.82	16.62	17.45			
15	TL II/SI II	Laborer II / Student Intern II	18.35	19.27	20.23			
21	TL III/SI III	Laborer III / Student Intern III	21.28	22.35	23.46			
22	ASA I	Admin Svc. Asst I	3781	3970	4169	4377	4596	
		Hrly	21.81	22.90	24.05	25.25	26.51	
29	MW1	Maint. Worker I	4494	4719	4955	5203	5463	
		Hrly	25.93	27.23	28.59	30.02	31.52	
33	ASA II	Admin Svc. Asst II	4961	5209	5469	5743	6030	
		Hrly	28.62	30.05	31.56	33.13	34.79	
35	MW2	Maint. Worker II	5212	5473	5746	6034	6335	
		Hrly	30.07	31.57	33.15	34.81	36.55	
35	ET1	Eng'r. Tech. I	5212	5473	5746	6034	6335	
		Hrly	30.07	31.57	33.15	34.81	36.55	
38	INS1	Inspector I	5613	5894	6188	6498	6822	
		Hrly	32.38	34.00	35.70	37.49	39.36	
36	MW/INS	Maint. Worker II/Inspector	5342	5610	5890	6185	6494	
		Hrly	30.82	32.36	33.98	35.68	37.46	
41	INS2	Inspector II	6044	6347	6664	6997	7347	
		Hrly	34.87	36.62	38.45	40.37	42.39	
42	ASA III	Admin Svc. Asst III	6196	6505	6831	7172	7531	
		Hrly	35.74	37.53	39.41	41.38	43.45	
43	LW	Lead Worker	6350	6668	7001	7351	7719	
		Hrly	36.64	38.47	40.39	42.41	44.53	
43	RCT	Regulatory Compliance Tech	6350	6668	7001	7351	7719	
		Hrly	36.64	38.47	40.39	42.41	44.53	
44	ET2	Eng'r. Tech. II	6509	6835	7176	7535	7912	
		Hrly	37.55	39.43	41.40	43.47	45.65	
50	FS	Field Supervisor	7549	8124	8322	8739	9175	
		Hrly	43.55	46.87	48.01	50.42	52.94	
53	AE	Associate Engineer	8129	8536	8962	9410	9881	
		Hrly	46.90	49.24	51.71	54.29	57.01	
56		Assistant Superintendent	8754	9192	9651	10134	10641	
			50.51	53.03	55.68	58.47	61.39	
61		Administrative Services Mgr	9905	10400	10920	11466	12039	
			57.14	60.00	63.00	66.15	69.46	
64		Superintendent	10666	11199	11759	12347	12965	
		District Engineer	61.54	64.61	67.84	71.24	74.80	
		General Manager	Contract Salary \$194,996					

Attachment “B”

South Placer Municipal Utility District Master’s Program

Purpose

The Master’s Program is a (voluntary) incentive program intended to be a succession planning/employee development tool that helps the employee to develop knowledge, skills and abilities that the District views as desirable for promotable positions. It accomplishes this by guiding the employee to training opportunities (classes/courses, seminars, conferences, etc.) that will help develop the aptitudes necessary to be successful in promotable positions.

Program

There are different “Accomplishments” an employee can select from (See Table A). These have been established by Department Managers. An employee must complete a minimum of ten (10) of these and demonstrate ability and/or knowledge, as determined by the Department Manager, in order to achieve the Master status. Possession of a college degree (Associate’s or Bachelor’s) reduces the number of required accomplishments to eight (8).

The Department Manager and employee will meet and develop a curriculum that best meets both the employee’s and the District’s goals. An Accomplishment that is a part of an employee’s job duties will not count towards completion of the program. All classes/courses, seminars, conferences, etc. must be approved by the Department Manager in advance. Enrollment costs and incidentals will be paid for by the District. The employee may be allowed to attend the classes, courses, seminars, and/or conferences on District time. The list below may be updated from time-to-time at the discretion of the Department Manager.

Upon successful completion of the Master’s Program the employee will receive a one-time cash payout of \$1,000 (net).

TABLE A

Accomplishments	ASD	FSD	TSD
Microsoft Word 365 at the intermediate level	X	X	X
Microsoft Excel 365 at the intermediate level	X	X	X
Microsoft Outlook 365 at the intermediate level	X	X	X
Microsoft Power Point 365 at the intermediate level	X	X	X
SharePoint at the intermediate level	X	X	X
Report writing software (e.g., Crystal, Power BI, SSRS) at the intermediate level	X	X	X
CWEA Collection System Maintenance Certification – Grade III		X	
CWEA Collection System Maintenance Certification – Grade II			X
CWEA Collection System Maintenance Certification – Grade I	X		X
CWEA Mechanical Technologist Certification Grade II		X	
CWEA Electrical/Instrumentation Certification Grade II		X	
Certification through National Safety Council or approved Alternate Safety program		X	
Achieve Certification in any District approved vocation	X	X	X
English 1A, or approved equal, with a grade of C or higher	X	X	X
Join and participate in Toastmasters International Club (at least 1 year)	X	X	X
Supervisory courses (Min. 12 contact hours) with evidence of successful completion	X	X	X
Leadership courses (Min. 12 contact hours) with evidence of successful completion	X	X	X
Participation (planning, organizing, facilitation) (Min. 2) CWEA/SAS Collection System	X	X	X
Serve as District Lead for (Min. of 2) Outreach activities	X	X	X
Demonstrated ability/efficiency utilizing the Lucity Database	X	X	X
Demonstrated ability/efficiency utilizing Innovyze InfoSewer software			X
Demonstrated ability/efficiency utilizing Innovyze InfoAsset Planner software			X
Deliver four Safety/Training sessions to SPMUD staff	X	X	X
California Notary License	X		
Create a Training Video	X	X	X
Attend 3 District Board Meetings	X	X	X
Write an article for the District Newsletter	X	X	X
Read an approved book regarding leadership, career development, or a job-related topic and write a book summary and present topic to other employees	X	X	X
Recommend a process improvement and create an implementation plan	X	X	X
Other: Pending Department Approval	X	X	X

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
RESOLUTION 20-17**

**ADOPTING A MEMORANDUM OF UNDERSTANDING WITH MANAGEMENT
EMPLOYEES**

WHEREAS, the South Placer Municipal Utility District (District), pursuant to the Municipal Utility District Act of the State of California (the “MUD” Act), commencing with Section 11501 of the Public Utilities Code of the State of California, enacted a Civil Service System pursuant to Section 12051 thereof; and

WHEREAS, District Policy 2010 – Civil Service Employment Manual, mandates that the District maintain a Civil Service System Employee Manual to provide the guidance for the development and application of personnel policies, and to direct the General Manager to administer our personnel relations accordingly; and

WHEREAS, the District General Manager has met with employees covered under this resolution and conferred in good faith; and

WHEREAS, the parties have reached agreement on matters relating to the employment conditions of said employees as reflected by the Memorandum of Understanding (the “MOU”) which is attached hereto and made a part hereof; and

WHEREAS, The Board of Directors of the District finds that the provisions and agreements contained in said MOU are fair and proper and in the best interests of the District and the covered employees.

Now, therefore, be it resolved by the Board of Directors of the South Placer Municipal Utility District that the terms and conditions contained in said MOU are hereby adopted, subject to ratification by the individual management employees.

Passed and ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 4th day of June 2020.

Signed: _____

John Murdock, President of the Board of Directors

Attest: _____

Emilie Costan, Board Secretary

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SPMUD MANAGERS
AND
SPMUD BOARD OF DIRECTORS**

**SPMUD / Manager “Memorandum of Understanding” (MOU) for
July 1, 2020 thru June 30, 2023**

The SPMUD Board of Directors met in closed session on May 7, 2020, and during a regular Board meeting on June 4, 2020, to provide direction by the Board on matters relating to the employment conditions of said management employees. This document memorializes this understanding by virtue of a vote by the Board of Directors who have agreed to the following conditions and changes to the SPMUD Employee Manual as they affect said management employees:

1. All previously negotiated MOU business points remain in effect unless specifically modified, changed or removed by this current MOU.
2. On July 1, 2020, July 1, 2021 and July 1, 2022, there will be a salary adjustment consistent with the US Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) for West – A. The salary adjustment will be no less than two percent (2%) and no more than four percent (4%) for any given year. In the event of an extreme economic condition, either hyperinflation or recession lasting more than six (6) months, all parties governed by this MOU agree to reopen discussion on what would be an appropriate salary adjustment.
3. Effective January 1, 2021, eliminate Columbus Day from the list of paid holidays and include Martin Luther King Day.
4. Salary increases approved by the General Manager will typically occur in the following schedule:

Step A – Recruitment

Step B - Based on performance appraisal at twelve (12) months.

Step C – Based on performance appraisal at twelve (12) months after Step B.

Employees hired at mid-step shall progress in a sequence substantially in conformance

with the above schedule.

5. Clarify that longevity pay, fifteen (15) years and twenty-five (25) years, is based on service time and not time in classification. The longevity bonus shall be two and a half percent (2½%) after fifteen (15) years of service and five percent (5%) after twenty-five (25) years of service. Remove Step F from the salary schedule.
6. Remove six (6) month transfer or promotion probation time and make all probations twelve (12) months.
7. Add language that the District will make a reasonable effort to place in a similar position if demoted.
8. Professional Development Program:
 - a. Employees are encouraged to continue to improve themselves as an enhanced asset to the District. The District will reimburse the employee up to three thousand five hundred dollars (\$3500) per calendar year for the cost of tuition and fees, textbooks, and supplies for job related courses intended to achieve an Associate's, Bachelor's or Master's Degree, upon successful completion of courses, when approved in advance by their Department Manager. Employees must be employed by the District for a minimum of six (6) months to be eligible for reimbursement and must remain employed by the District for one (1) year after reimbursement is received.
 - b. All employees will receive a cash incentive of two hundred fifty dollars (\$250.00) upon successful completion for each level above the minimum certification level plus reimbursement for testing fees.
 - c. The District will pay annual CWEA certification and membership dues for all certified employees.
 - d. The District will pay other annual membership dues for professional or industry related associations upon approval by the General Manager.
9. The District will increase the per pay period matching contribution to the 457 Deferred Compensation Plan. This would increase the District match for Management Employees to one hundred fifty dollars (\$150) per pay period.
10. Car and Cell Phone Allowance
When a vehicle that is currently assigned to a management employee is declared surplus, in lieu of vehicle replacement, the District shall provide the manager a car/transportation

allowance of one hundred fifty dollars (\$150) per pay period.

In lieu of a District furnished cell phone, the Manager may furnish an employee owned cell phone for District use. The District shall reimburse the Employee thirty dollars (\$30.00) per pay period towards the cost of the Employee provided cell phone. The employee understands that by using their own cell phone for District purposes, the employee may be required to disclose data (such as text messages or emails) pursuant to a Public Records Act request or judicial process, which may include the disclosure of information, communications or data of a personal nature.

11. Managers shall no longer accrue their annual vacation at the anniversary date of their initial hire. Vacation shall accrue from the anniversary date of their initial hire at the following rate:

Years of Service	Accrual Rate (hrs per year)	Accrual Rate (hours per pay period)	Maximum Vacation Accumulation (hours)
0-36 months of service	120	4.615	240
37 months of service (beginning of 3 yrs.)	200	7.692	400

These changes will become effective on July 1, 2020. Please affix your signature below to indicate that you approved of the adoption of this MOU.

Passed by the Board of Directors on June 4, 2020.

_____, _____
John Murdock, President Date

Management Employees:

_____, _____
Superintendent Date

_____, _____
District Engineer Date

Administrative Services Manager

Date

Attachment "A"

FY 20/21 SCHEDULE OF SALARY RANGE/STEPS								
2.0% COLA Effective 07/01/20								
SALARY - MONTHLY/HOURLY RATES								
RANGE	ID	POSITION	STEPS (\$/MO)					
			A	B	C	D	E	
9	TL I/SI I	Laborer I / Student Intern I	15.82	16.62	17.45			
15	TL II/SI II	Laborer II / Student Intern II	18.35	19.27	20.23			
21	TL III/SI III	Laborer III / Student Intern III	21.28	22.35	23.46			
22	ASA I	Admin Svc. Asst I	3781	3970	4169	4377	4596	
		Hrly	21.81	22.90	24.05	25.25	26.51	
29	MW1	Maint. Worker I	4494	4719	4955	5203	5463	
		Hrly	25.93	27.23	28.59	30.02	31.52	
33	ASA II	Admin Svc. Asst II	4961	5209	5469	5743	6030	
		Hrly	28.62	30.05	31.56	33.13	34.79	
35	MW2	Maint. Worker II	5212	5473	5746	6034	6335	
		Hrly	30.07	31.57	33.15	34.81	36.55	
35	ET1	Eng'r. Tech. I	5212	5473	5746	6034	6335	
		Hrly	30.07	31.57	33.15	34.81	36.55	
38	INS1	Inspector I	5613	5894	6188	6498	6822	
		Hrly	32.38	34.00	35.70	37.49	39.36	
36	MW/INS	Maint. Worker II/Inspector	5342	5610	5890	6185	6494	
		Hrly	30.82	32.36	33.98	35.68	37.46	
41	INS2	Inspector II	6044	6347	6664	6997	7347	
		Hrly	34.87	36.62	38.45	40.37	42.39	
42	ASA III	Admin Svc. Asst III	6196	6505	6831	7172	7531	
		Hrly	35.74	37.53	39.41	41.38	43.45	
43	LW	Lead Worker	6350	6668	7001	7351	7719	
		Hrly	36.64	38.47	40.39	42.41	44.53	
43	RCT	Regulatory Compliance Tech	6350	6668	7001	7351	7719	
		Hrly	36.64	38.47	40.39	42.41	44.53	
44	ET2	Eng'r. Tech. II	6509	6835	7176	7535	7912	
		Hrly	37.55	39.43	41.40	43.47	45.65	
50	FS	Field Supervisor	7549	8124	8322	8739	9175	
		Hrly	43.55	46.87	48.01	50.42	52.94	
53	AE	Associate Engineer	8129	8536	8962	9410	9881	
		Hrly	46.90	49.24	51.71	54.29	57.01	
56		Assistant Superintendent	8754	9192	9651	10134	10641	
			50.51	53.03	55.68	58.47	61.39	
61		Administrative Services Mgr	9905	10400	10920	11466	12039	
			57.14	60.00	63.00	66.15	69.46	
64		Superintendent	10666	11199	11759	12347	12965	
		District Engineer	61.54	64.61	67.84	71.24	74.80	
		General Manager	Contract Salary \$194,996					

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT
(REVISED)

To: Board of Directors
From: Herb Niederberger, General Manager
Cc: Carie Huff, District Engineer
Subject: Adoption of Resolution #20-18
Establishing a Fee Schedule for Fiscal Year 2020/21
Meeting Date: June 4, 2020

Overview

In order to cover the cost of services provided to the public ranging from copying to annexations, the South Placer Municipal Utility District (District) Board Directors established a methodology for calculating said fees in Resolution 17-16. This methodology applies the fully burdened hourly bill out rate for each position to the specific service provided. The fee schedule is updated annually by applying the employees' hourly rate, set by MOU, marked up with an applicable benefits and overhead factor intended to cover District costs.

The proposed fees for Fiscal Year 2020/2021 include increases over last year in some cases and in other cases the fees stayed the same due to various factors.

The increase in the Building Sewer Inspection Fee (\$250 to \$345) is due to the length of time and number of visits to complete inspections. The fee is calculated by conducting a time and motion study with information directly from Lucity which tracks building inspections (rough inspections pass or fail, and final inspections pass or fail) and Tyler which tracks the number of hours for inspections. There is also time included for administrative services to process the connection (data entry). Inspections are taking longer than in years past and are requiring about 2.5-hours on average over multiple visits to pass the final inspection.

The Building Sewer Inspection Fee (Repairs) and the Warranty TV/Flush Fees increased moderately due to the Consumer Price Index increases across all SPMUD positions/bill-out-rates.

Many fees remain the same. This is due to a staffing change. Previously the Associate Engineer conducted all the Plan Checks. With the promotion of the Associate Engineer to the District Engineer, now an Engineering Technician II completes most of the work. The bill out rate for an Engineering Technician II is less than an Associate Engineer. At the direction of the General Manager, the Fee Schedule for FY 2020/21 holds these fees steady until the Consumer Price Index adjustment increases beyond the current fee (anticipated to be within the next year). Please, note that the Project Plan Check and Inspection Fee and the Tenant Improvement Processing Fee are deposits towards actual costs, so the District tracks time spent on the project and the developer/engineer is responsible for the actual cost.

The Sewer Participation Fee increase is due to the Engineering News-Record (ENR) Construction Cost Index increase and is consistent between the SPWA partners.

A comparison of the current and proposed rates along with the reason is included as Attachment 1 REVISED.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 20-18 establishing a fee schedule, as shown on Exhibit “A” attached thereto.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 5.1 – Maintain wastewater rates sufficient to meet financial needs, operational demand, regulatory requirements, and customer expectations

Goal 5.3 – Maintain financial responsibility to ensuring allocated funding sources are adequate to meet expenses

Fiscal Impact

The fee schedule is intended to cover the District’s costs to provide the listed services. The projected revenue from the fee schedule is included in the proposed FY 2020/21 Budget.

Attachments:

1. Comparison of Current and Proposed Rates REVISED
2. Resolution 20-18 Establishing a Fee Schedule for fiscal Year 2020-2021
3. Exhibit A – South Placer Municipal Utility District Fee Schedule 2020-2021



South Placer Municipal Utility District Fee Schedule Comparison

Fee Description	Fee Amount Fiscal Year 2019-2020	Fee Amount Fiscal Year 2020-2021	Change	Reason
Monthly Service Charge (Ordinance 17-02)	\$36 / EDU	\$36 / EDU	\$0.00	No scheduled adjustment.
Monthly PRSC Newcastle residents (Resolution 13-11)	\$54 / EDU	\$54 / EDU	\$0.00	No scheduled adjustment.
Building Sewer Inspection	\$250	\$345	\$95.00	Information taken directly from Lucity and Tyler. Inspector: number of hours per inspection TIMES average number of inspections to final. PLUS admin time to process the application and data entry.
Building Sewer Inspection (Repairs)	\$115	\$120	\$5.00	Increase due to the Consumer Price Index adjustment (CPI).
Residential Ejector Pump Submittal Review	\$470	\$470	\$0.00	Costs stayed the same since the bill out rate for an Engineering Technician II is less than Associate Engineer.
Reconnect Fee	\$550	\$550	\$0.00	Costs stayed the same since the bill out rate for an Engineering Technician II is less than Associate Engineer.
Project Plan Check & Inspection Processing Fee	\$1,845 Deposit + District Costs	\$1,845 Deposit + District Costs	\$0.00	Costs stayed the same since the bill out rate for an Engineering Technician II is less than Associate Engineer.
Tenant Improvement Processing Fee	\$295 Deposit + District Costs	\$295 Deposit + District Costs	\$0.00	Costs stayed the same since the bill out rate for an Engineering Technician II is less than Associate Engineer.
Participation Fee per EDU (Ordinance 17-03)	\$12,051	\$12,396	\$345.00	Increase due to Construction Cost Index (CCI).
Local Participation Fee per EDU (Sewer Code Chapter 2)	\$4,014	\$4,129	\$115.00	Increase due to Construction Cost Index (CCI).
Regional Participation Fee per EDU (SPWA Treatment)	\$8,037	\$8,267	\$230.00	Increase due to Construction Cost Index (CCI).
Project Related Participation Fee per EDU - PRPF (NSD) (Resolution 13-11/10-09 - Year 8) Adjusts 10/1/20	\$700	\$800	\$100.00	Adjusts 10/1/20 per Resolution 13-11.
Out-of-Area Service Agreement Processing Fee	\$650	\$650	\$0.00	Costs stayed the same since the bill out rate for an Engineering Technician II is less than Associate Engineer.
Annexation Single Parcel/Single Home	\$1,565	\$1,565	\$0.00	Costs stayed the same since the bill out rate for an Engineering Technician II is less than Associate Engineer.
Annexation Large Annex (up to 50 acres)	\$5,875	\$5,875	\$0.00	Costs stayed the same since the bill out rate for an Engineering Technician II is less than Associate Engineer.
Annexation Large Annex (More than 50 acres)	\$7,440	\$7,440	\$0.00	Costs stayed the same since the bill out rate for an Engineering Technician II is less than Associate Engineer.
Warranty TV/Flush Fee (6" - 15" diameter)	\$2.95/ft + District Costs	\$3.05/ft + District costs	\$0.10/ft + District Costs	Increase due to the Consumer Price Index adjustment (CPI).
Warranty TV/Flush Fee (> 15" diameter)	\$4.10/ft + District Costs	\$4.30/ft + District costs	\$0.20/ft + District Costs	Increase due to the Consumer Price Index adjustment (CPI).
Inspection Overtime Fee (Weekday - 3 hr max)	\$350.00	\$360.00	\$10.00	Increase due to the Consumer Price Index adjustment (CPI).
Inspection Overtime Fee (Night/Saturday - 8 hr max)	\$935	\$950.00	\$15.00	Increase due to the Consumer Price Index adjustment (CPI).
Tap - Mainline	\$2,350	\$2,350	\$0.00	Costs stayed the same since the bill out rate for an Engineering Technician II is less than Associate Engineer.
Tap - Manhole	\$2,850	\$2,850	\$0.00	Costs stayed the same since the bill out rate for an Engineering Technician II is less than Associate Engineer.
One-Time Discharge Permit	\$650 (minimum) + treatment costs	\$650 (minimum) + treatment costs	\$0.00	Costs stayed the same since the bill out rate for an Engineering Technician II is less than Associate Engineer.
Wastewater Discharge Permit (Initial Permit)	\$470	\$470	\$0.00	Costs stayed the same since the bill out rate for an Engineering Technician II is less than Associate Engineer.
Wastewater Discharge Permit (Renewal)	\$160	\$160	\$0.00	Costs stayed the same since the bill out rate for an Engineering Technician II is less than Associate Engineer.
Document Copy Fees				
~ Copy of 8.5 x 11 - 11 x 17	\$0.25	\$0.25	\$0.00	No change due to cost of paper and Engineering Technician II bill out rate.
~ Copy 24 x 36	\$13	\$13	\$0.00	No change due to cost of paper and Engineering Technician II bill out rate.
~ Copy GIS Document	\$65	\$65	\$0.00	No change due to the Engineering Technician II bill out rate.
~ Copy Electronic Files onto CD	\$65	\$65	\$0.00	No change due to the Engineering Technician II bill out rate.
Standard Specifications (Binder)	\$65 + shipping if mailed	\$65 + shipping if mailed	\$0.00	No change due to cost of paper and Engineering Technician II bill out rate.
Sewer System Management Plan (SSMP) (Binder)	\$65 + shipping if mailed	\$65 + shipping if mailed	\$0.00	No change due to cost of paper and Engineering Technician II bill out rate.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
RESOLUTION NO. 20-18**

**A RESOLUTION ESTABLISHING A
FEE SCHEDULE FOR FISCAL YEAR 2020-21**

WHEREAS, the South Placer Municipal Utility District (District) Board of Directors seeks to develop a schedule of fees and charges based on the District's budgeted and projected costs; and

WHEREAS, the District intends to adjust and establish said fees to be adopted annually to cover the cost of providing services to the public.

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

Section 1

The Board hereby finds and determines that the fees imposed by this resolution are necessary to cover the costs of providing said services.

Section 2

The schedule of fees and charges, as shown on Exhibit "A" attached hereto and incorporated herein by reference, are hereby fixed and established effective July 1, 2020, and said Exhibit "A" hereby amends and replaces all previous fee schedules. Exhibit "A" may be updated to reflect changes in the SPWA Regional Participation Fee or charges established by separate ordinance.

Section 3

The fees set forth by this resolution are for the specific services listed. For any additional services provided, the cost of which is indeterminate and not included in the fee schedule, the

General Manager may estimate the time required to provide the service and require payment of a fee at the fully burdened District hourly bill out rate.

Section 4

The District fully burdened bill out rate shall be established annually by applying a specific employees' hourly rate, set annually by MOU, marked up with an applicable benefit and overhead factor intended to cover District costs.

Section 5

The fees and charges shown on the fee schedule, not otherwise fixed and established by separate ordinance or resolution, shall be adjusted by the General Manager on the 1st of July, annually, by applying the time determined by a District time and motion study and analysis and calculating the fee at the fully burdened District hourly bill out rate per employee tasked to do such work,

PASSED AND ADOPTED by the Board of Directors of South Placer Municipal Utility District on this 4th day of June 2020.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

John Murdock, President of the Board of Directors

ATTEST:

Emilie Costan, Board Secretary



South Placer Municipal Utility District Fee Schedule

Updated for Fiscal Year 2020-2021

Fee Description	Fee Amount
Monthly Service Charge (Ordinance 17-02)	\$36 / EDU
Monthly PRSC Newcastle residents (Resolution 13-11)	\$54 / EDU
Building Sewer Inspection	\$345
Building Sewer Inspection (Repairs)	\$120
Residential Ejector Pump Submittal Review	\$470
Reconnect Fee	\$550
Project Plan Check & Inspection Processing Fee	\$1,845 Deposit + District Costs
Tenant Improvement Processing Fee	\$295 Deposit + District Costs
Participation Fee per EDU (Ordinance 17-03)	\$12,396
Local Participation Fee per EDU (Sewer Code Chapter 2)	\$4,129
Regional Participation Fee per EDU (SPWA Treatment)	\$8,267
Project Related Participation Fee per EDU - PRPF (NSD) (Resolution 13-11/10-09 - Year 8) Adjusts 10/1/20	\$800
Out-of-Area Service Agreement Processing Fee	\$650
Annexation Single Parcel/Single Home	\$1,565
Annexation Large Annex (up to 50 acres)	\$5,875
Annexation Large Annex (More than 50 acres)	\$7,440
Warranty TV/Flush Fee (6" - 15" diameter)	\$3.05/ft + District costs
Warranty TV/Flush Fee (> 15" diameter)	\$4.30/ft + District costs
Inspection Overtime Fee (Weekday - 3 hr max)	\$360
Inspection Overtime Fee (Night/Saturday - 8 hr max)	\$950
Tap - Mainline	\$2,350
Tap - Manhole	\$2,850
One-Time Discharge Permit	\$650 (minimum) + treatment costs
Wastewater Discharge Permit (Initial Permit)	\$470
Wastewater Discharge Permit (Renewal)	\$160
Document Copy Fees	
~ Copy of 8.5 x 11 - 11 x 17	\$0.25
~ Copy 24 x 36	\$13
~ Copy GIS Document	\$65
~ Copy Electronic Files onto CD	\$65
Standard Specifications (Binder)	\$65 + shipping if mailed
Sewer System Management Plan (SSMP) (Binder)	\$65 + shipping if mailed

**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 2019 and adoption of Resolution #20-19 collecting delinquent service charges on the Placer County Tax Rolls

Meeting Date: June 4, 2020

Background

In June of each year all customer accounts are reviewed to determine any delinquent service charges that remain outstanding for the previous calendar year. Customers are notified by mail if they have any delinquent charges. The notification advises of the date to pay these charges, along with a legal notice of the authority under which the District may request for the County of Placer to collect delinquent charges on the 2020-21 Direct Charges County Tax rolls.

Payments are accepted to avoid the 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, 2020 Public Hearing regarding transfer of delinquent service charges to the Placer County tax roll has been published in the Placer Herald newspaper for two consecutive weeks. 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 20-19 requesting that Placer County collect delinquent service charges for the South Placer Municipal Utility District on the Placer County Tax Rolls for the Year 2019.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Build Business efficiencies

Goal 5.2: Explore and evaluate investment and business practice alternatives

Fiscal Impact

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

Calendar Year 2018	\$355,843
Calendar Year 2017	\$296,622
Calendar Year 2016	\$336,459
Calendar Year 2015	\$257,783
Calendar Year 2014	\$271,300

At print time for the Agenda packet there are 1,020 outstanding accounts in the amount of \$372,936. Staff will provide updated numbers for outstanding accounts and the amount to be assigned to the County at the Board meeting.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
RESOLUTION 20-19**

**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 2019**

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 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 District by 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 4th, day of June 2020.

Signed: _____
John Murdock, President of the Board of Directors

Attest: _____
Emilie Costan, Board Secretary

ATTACHMENT A

Section 12811 of the Public Utilities Code

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

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

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

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

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

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

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Herb Niederberger, General Manager

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

Subject: Fiscal Year 2020/21 Budget Workshop

Meeting Date: June 4, 2020

Overview

The South Placer Municipal Utility District adopts an annual budget that provides the Board of Directors with the revenues and expenses for the upcoming fiscal year General and Capital Funds. The Budget's primary use is as a fiscal planning tool to accomplish the District's strategic goals and objectives. This staff report along with the information conveyed during the staff presentation and accompanying workshop will provide the background for the Fiscal Year 2020/21 Budget.

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).
- Maintaining minimum reserve fund balances.
- Meeting the Debt Coverage Ratio mandated by the South Placer Wastewater Authority (SPWA) debt indenture.

Revenues

Total revenues for Fiscal Year 2020/21 (FY21) are projected to be \$18.46 Million with General Fund revenues projected to be \$16.82 Million (85% of total), and Capital Fund Revenues projected to be \$1.43 Million (15% of total). Please see attached Appendix A.

Expenses

The District is entering into new Memorandum of Understandings (MOUs) with the Employees and Managers. The new MOUs will cover the period of July 1, 2020 through June 30, 2023. Per

the MOUs, salaries are expected to increase two (2) to four (4) percent in accordance with the US Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) which is currently at 1.3%. The MOU also provides for an increase to Deferred Compensation Contributions, the District is budgeting an additional \$34,000 for these contributions. Additionally, the District is in the third year of the Performance Merit Program; the District is budgeting an additional \$11,500 for the program. Total Salary and Benefits are programmed to increase by \$215,366 (5%) over the prior year.

At the November 6, 2019 Fee and Finance Committee meeting, a recommendation was made to contribute to the California Employer's Pension Prefunding Trust (CEPPT), a Section 115 Trust dedicated to prefunding employer contributions to defined benefit pensions. The District's current Unfunded Pension Liability is \$3.76 Million. This budget includes a one-time contribution of \$3 Million to CEPPT.

Expenses anticipated by the South Placer Wastewater Authority (SPWA) for Operations and Maintenance (O&M) costs are expected to increase; however, the funding for annual Rehabilitation and Replacement (R&R) projects is expected to decrease in the coming year. Total SPWA O&M and R&R are projected to be \$5.28 Million and \$.375 Million, respectively, for FY21 a decrease of five (5) percent from the prior year.

Fiscal Year 20/2021 General Fund expenses are budgeted to be \$16.88 Million (\$12.18 Million before depreciation and the one-time funding of CEPPT), up by approximately \$0.34 Million (3%) over the previous year. Please see attached Appendix B.

Capital Projects

FY21 Capital Projects are projected to be approximately \$10.60 Million. This can be broken down into the following categories:

General Fund Capital Projects (Fund 100) - \$3,255,200

Capital Improvements & Enlargement Projects (Fund 300) – \$2,960,000

Capital Replacements & Rehabilitation projects (Fund 400) - \$4,387,500

Please see attached Appendix C.

Investment Fund Balances

As of March 31, 2020, investment balances are \$14.99 Million in Fund 100, \$26.61 Million in Fund 300 and \$21.44 Million in Fund 400. Projected Fiscal Year 2019/20 year end balances are anticipated to remain relatively stagnant. Please see attached Appendix D.

Compliance with Policy #3130

In accordance with Section 3 of the District's Reserve Policy #3130, the General Fund Assigned Fund Balance Reserves consists of three parts:

Operation and Maintenance Reserve

Rate Stabilization Reserve

Emergency Reserve

Table 1 – General Fund Reserve Requirements shows the required amounts for each reserve: The adoption of this budget allows the District to have demonstrated compliance with Reserve Policy #3130.

The District has a current General Fund Reserve balance of \$14.99 Million which is projected to be \$15 Million by year end. This will exceed the minimum requirement of \$ 7.73 Million.

Table 1. GENERAL FUND RESERVE REQUIREMENTS

RESERVE FUND	DESCRIPTION	AMOUNT
OPERATION & MAINTENANCE RESERVE	3 months O&M expenses (before depreciation) <i>25% of \$12,182,400</i>	\$ 3,045,600
RATE STABILIZATION RESERVE	10% of the annual revenue <i>10% of \$16,824,675</i>	\$ 1,682,468
EMERGENCY RESERVE	\$3 Million	\$ 3,000,000
TOTAL		\$ 7,728,068

Compliance with SPWA Funding Agreement and Debt Indenture

The SPWA Funding Agreement established a Rate Stabilization Account to be used for the payment of debt service on the Bonds and other costs of the Authority. Monthly contributions of regional connection fees are deposited into the Rate Stabilization Account, and SPWA pays the debt service and other costs from the Account, based on each member’s proportionate share. As of June 30, 2019, the District had a balance of \$57,855,027 in the Rate Stabilization Account on deposit with the Authority. Also, in accordance with the SPWA Audited Financial Statements ending June 30, 2019, the annual SPWA Debt assigned to the District is \$2,191,864. Without any changes, the District currently has over 26 years’ worth of debt service on account with SPWA.

In accordance with the South Placer Wastewater Authority (SPWA) debt indenture, the net revenues of the respective members are expected to provide Debt Coverage Ratio of 110% over the lives of the Bonds.

$$\begin{aligned} \text{DCR} &= [\text{Revenues} - \text{O\&M Expenses}] / \text{SPWA Debt} > 1.1. \\ \text{SPMUD Revenues} &= \$18,463,675 \\ \text{SPMUD O\&M Expenses} &= \$12,182,400 \end{aligned}$$

$$\text{DCR} = (\$18,463,675 - 12,182,400) / \$2,191,864 = \underline{\mathbf{2.86}} > \mathbf{1.1}$$

The adoption of this budget allows the District to have demonstrated compliance with the required Debt Coverage Ratio required by the SPWA Bond Indenture.

Strategic Plan Goals

The FY21 Budget continues to support the Key Areas of Focus & Desired Outcomes; Goals & Key Performance Indicators of the Strategic Plan Goal.

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 2019/20 is \$27.48 Million which can be broken down to \$16.88 Million in Annual Expenses and \$10.60 Million in Capital Investment.

Attachments

Appendix A: Revenue Budget

Appendix B: General Fund Expenditure Budget

Appendix C: Capital Investment Budget

Appendix D: Investments

APPENDIX A

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
REVENUE BUDGET FY 20/21**

	AUDITED FINANCIALS		PROJECTED	PROPOSED
	FISCAL YR 17/18	FISCAL YR 18/19	FISCAL YR 19/20	FISCAL YR 20/21
GENERAL FUND				
SEWER SERVICE CHARGES REVENUES	\$ 12,694,346	\$ 14,197,833	\$ 15,257,633	\$ 15,322,500
PERMITS, PLAN CHECK FEES & INSPECTIONS	338,446	533,932	206,000	180,600
PROPERTY TAXES	929,449	993,704	1,082,283	1,100,000
LATE FEES SEWER SERVICE CHARGES	-	138,715	105,896	127,000
INTEREST	45,706	262,916	93,150	46,575
GAIN/LOSS ON SALE FIXED ASSET DISPOSAL	63,498	13,707	-	-
MISCELLANEOUS INCOME	-	98,419	48,000	48,000
TOTAL GENERAL FUND	\$ 14,071,445	\$ 16,239,226	\$ 16,792,961	\$ 16,824,675
 CAPITAL IMPROVEMENT FUND				
SEWER PARTICIPATION FEES	\$ 2,520,400	\$ 2,574,427	\$ 1,683,600	\$ 1,224,000
INTEREST	\$ 197,569	791,667	\$ 415,000	\$ 207,500
TOTAL CAPITAL IMPROVEMENT FUND	\$ 2,717,969	\$ 3,366,094	\$ 2,098,600	\$ 1,431,500
 CAPITAL REPLACEMENT FUND				
INTEREST	\$ 78,658	\$ 661,805	\$ 415,000	\$ 207,500
TOTAL CAPITAL REPLACEMENT FUND	\$ 78,658	\$ 661,805	\$ 415,000	\$ 207,500
TOTAL SPMUD REVENUE	\$ 16,868,072	\$ 20,267,125	\$ 19,306,561	\$ 18,463,675

APPENDIX B

SOUTH PLACER MUNICIPAL UTILITY DISTRICT GENERAL FUND EXPENDITURE BUDGET FY 20/21

	AUDITED FINANCIALS		PROJECTED	PROPOSED
	FISCAL YR 17/18	FISCAL YR 18/19	FISCAL YR 19/20	FISCAL YR 20/21
SALARIES/WAGES	\$ 2,378,643	\$ 2,525,730	\$ 2,663,332	\$ 2,697,000
FICA - SOCIAL SECURITY	\$ 177,384	\$ 189,153	\$ 196,390	\$ 207,000
CALPERS RETIREMENT & UAL	\$ 497,944	\$ 655,878	\$ 581,476	\$ 634,360
457 & 401A RETIREMENT	\$ 79,098	\$ 87,560	\$ 87,555	\$ 127,000
INSURANCE BENEFITS	\$ 606,026	\$ 664,173	\$ 699,241	\$ 740,000
PERS OPEB	\$ 162,636	\$ 183,682	\$ 238,000	\$ 276,000
SUBTOTAL SALARIES & BENEFITS	\$ 3,901,731	\$ 4,306,176	\$ 4,465,994	\$ 4,681,360
PROPERTY & LIABILITY INSURANCE	\$ 119,949	\$ 122,017	\$ 159,130	\$ 225,572
PROFESSIONAL SERVICES	\$ 89,124	\$ 103,507	\$ 258,402	\$ 408,000
VEHICLE REPAIR & MAINTENANCE	\$ 84,911	\$ 79,777	\$ 73,000	\$ 85,000
PROFESSIONAL DEVELOPMENT	\$ 46,329	\$ 46,483	\$ 37,500	\$ 70,000
LEGAL SERVICES	\$ 31,994	\$ 79,296	\$ 65,550	\$ 100,000
UTILITY BILLING/BANKING EXPENSE/PRINTING	\$ 160,606	\$ 179,123	\$ 186,100	\$ 194,000
OTHER OPERATING EXPENSE	\$ 15,707	\$ 406	\$ 250	\$ 2,500
GENERAL OPERATING SUPPLIES & MAINTENANCE	\$ 155,022	\$ 170,780	\$ 162,500	\$ 180,000
GAS & OIL EXPENSE	\$ 39,096	\$ 40,740	\$ 44,000	\$ 50,000
ELECTION EXPENSE	\$ -	\$ -	\$ -	\$ 1,500
SAFETY GEAR/UNIFORMS	\$ 17,566	\$ 20,177	\$ 25,000	\$ 28,450
UTILITIES	\$ 162,246	\$ 139,540	\$ 125,000	\$ 142,000
REPAIR/MAINTENANCE AGREEMENTS	\$ 73,197	\$ 89,719	\$ 84,090	\$ 115,800
REGULATORY COMPLIANCE/GOVERNMENT FEES	\$ 33,014	\$ 44,892	\$ 49,330	\$ 58,000
ROOT CONTROL PROGRAM	\$ 39,226	\$ 74,057	\$ 35,000	\$ 40,000
LIFT STATION & FLOW RECORDER PROGRAMS	\$ 14,915	\$ 32,843	\$ 66,000	\$ 69,000
BUILDING & GROUNDS MAINTENANCE	\$ 73,546	\$ 73,448	\$ 35,000	\$ 55,000
ASPHALT PAVING	\$ 26,467	\$ 20,445	\$ 25,000	\$ 25,000
SUBTOTAL LOCAL SPMUD GENERAL FUND	\$ 1,182,914	\$ 1,317,249	\$ 1,430,852	\$ 1,849,822
RWWTP MAINTENANCE & OPERATIONS	\$ 5,003,758	\$ 2,567,917	\$ 5,152,756	\$ 5,276,422
RWWTP REHAB & REPLACEMENT	\$ 2,289,670	\$ 2,157,937	\$ 790,725	\$ 374,796
SUBTOTAL SPWA O&M & R&R	\$ 7,293,428	\$ 4,725,854	\$ 5,943,481	\$ 5,651,218
TOTAL OPERATIONS EXPENSE LESS DEPRECIATION	\$ 12,378,073	\$ 10,349,279	\$ 11,840,328	\$ 12,182,400
DEPRECIATION EXPENSE	\$ 1,423,548	\$ 1,658,424	\$ 1,675,000	\$ 1,700,000
ONE-TIME CEPPT FUNDING	\$ -	\$ -	\$ -	\$ 3,000,000
TOTAL GENERAL FUND EXPENSES	\$ 13,801,621	\$ 12,007,703	\$ 13,515,328	\$ 16,882,400

APPENDIX C

SOUTH PLACER MUNICIPAL UTILITY DISTRICT CAPITAL INVESTMENT FY20/21

	AUDITED FINANCIALS		PROJECTED	PROPOSED
	FISCAL YR 17/18	FISCAL YR 18/19	FISCAL YR 19/20	FISCAL YR 20/21
TOTAL GENERAL FUND CAPITAL IMPROVEMENTS	\$ 136,274	\$ 162,301	\$ 109,648	\$ 3,255,200
TOTAL CIP & EXPANSION	\$ 4,592,725	\$ 2,816,018	\$ 995,789	\$ 2,960,000
TOTAL REPLACEMENT & REHABILITATION	\$ 1,241,438	\$ 714,504	\$ 1,175,808	\$ 4,387,500
TOTAL CAPITAL INVESTMENT	\$ 5,970,437	\$ 3,692,823	\$ 2,281,245	\$ 10,602,700

SOUTH PLACER MUNICIPAL UTILITY DISTRICT CAPITAL EXPENDITURE BUDGET FY 20/21

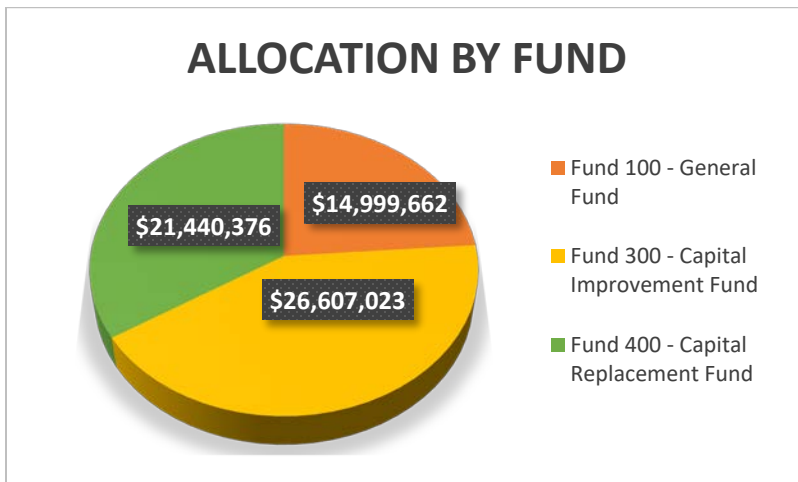
	PROPOSED FOR FISCAL YR 20/21		
	FUND 100 GENERAL FUND CAPITAL	FUND 300 CIP & EXPANSION	FUND 400 CAPITAL REHAB & REPLACEMENT
CAPITAL IMPROVEMENTS			
ARCHIVING / DISASTER DEVELOPMENT PLAN	\$ 10,000	\$ 10,000	
SOFTWARE/DATA ACQUISITION	\$ 31,000	\$ 31,000	
COMPUTERS/OFFICE FURNITURE	\$ 19,000	\$ 19,000	
SYSTEM IMPROVEMENTS	\$ 70,000	\$ 70,000	
LATERAL CAMERA	\$ 7,000	\$ 7,000	
PIPE TRAILER IMPROVEMENTS	\$ 19,000	\$ 9,000	\$ 10,000
EASEMENT INSPECTION EQUIPMENT	\$ 11,700	\$ 11,700	
EASEMENT/ACCESS ROAD REPLACEMENT/UPGRADES	\$ 335,000	\$ 217,500	\$ 117,500
CY MASTER PLAN CAPITAL IMPROVEMENTS	\$ 2,500,000	\$ 2,500,000	
NEWCASTLE MASTER PLAN IMPROVEMENTS	\$ 350,000	\$ 350,000	
PARTICIPATION IN REGIONAL PROJECTS	\$ 480,000	\$ 30,000	\$ 450,000
ROCKLIN 60 PH III REIMBURSEMENT	\$ 160,000		\$ 160,000
TRUNK EXTENSION REIMBURSEMENT	\$ 400,000		\$ 400,000
LOWER LOOMIS DIVERSION SEWER - CONSTRUCTION	\$ 10,000		\$ 10,000
FOOTHILL TRUNK PROJECT - CONSTRUCTION	\$ 3,515,000		\$ 2,390,000
BOARD ROOM AUDIO/VISUAL UPGRADES	\$ 15,000		\$ 15,000
HQ HVAC REPAIR/REPLACEMENT	\$ 15,000		\$ 15,000
SCADA DESIGN & IMPLEMENTATION	\$ 1,000,000		\$ 1,000,000
VEHICLE/EQUIPMENT UPGRADES/REPLACEMENT	\$ 31,000		\$ 31,000
VEHICLE PURCHASES	\$ 217,000		\$ 217,000
EMERGENCY BYPASS PUMP REPLACEMENT	\$ 65,000		\$ 65,000
CURED IN PLACE PIPE	\$ 800,000		\$ 800,000
CORP YARD FENCE	\$ 242,000		\$ 242,000
LOS FLORES MAINLINE REPLACEMENT	\$ 300,000		\$ 300,000
TOTAL CAPITAL IMPROVEMENTS	\$ 10,602,700	\$ 3,255,200	\$ 4,387,500

APPENDIX D

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
INVESTMENTS FY 19/20**

INVESTMENT	FACE AMOUNT SHARES	MARKET VALUE	BOOK VALUE	YTM @ COST	% OF PORTFOLIO
CALTRUST	\$ 21,508,320.44	\$ 21,508,320.44	\$ 21,508,320.44	1.59%	34%
WELLS FARGO	\$ 23,156,993.28	\$ 23,228,181.28	\$ 23,166,304.28	0.93%	37%
LAIF (LOCAL AGENCY INVESTMENT FUND)	\$ 6,299,484.78	\$ 6,299,484.78	\$ 6,299,484.78	1.89%	10%
PLACER COUNTY TREASURY	\$ 7,364,635.00	\$ 7,364,635.00	\$ 7,364,635.00	1.70%	12%
CASH	\$ 4,646,364.21	\$ 4,646,364.21	\$ 4,646,364.21	0.55%	7%
TOTAL/AVERAGE	\$ 62,975,797.71	\$ 63,046,985.71	\$ 62,985,108.71	1.34%	100%

CASH & INVESTMENTS	Interest Allocation	TOTAL AUDITED FUNDS FY 18/19	TOTAL AUDITED FUNDS FY 18/19	FUNDS AS OF MARCH 31, 2020
FUND 100 GENERAL	20%	\$ 11,988,131	\$ 15,938,443	\$ 14,999,662
FUND 300 CIP & EXPANSION	40%	\$ 20,217,209	\$ 20,499,019	\$ 26,607,023
FUND 400 CAPITAL REPLACEMENT & REHABILITATION	40%	\$ 19,903,873	\$ 20,180,098	\$ 21,440,376
TOTALS		\$ 52,109,213	\$ 56,617,560	\$ 63,047,061



SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors

From: Herb Niederberger, General Manager

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

Subject: COVID-19 - Update

Meeting Date: June 4, 2020

Overview

The purpose of this Staff Report is to provide the Board of Directors with an update of the District's responses to the outbreak of COVID-19.

District Response to COVID-19

The District has implemented a variety of actions to comply with the Governor's Executive Order and the Placer County Department of Public Health recommendations and directives while continuing essential operation of the District. These actions include, but are not limited to:

- Office Closure
- Social Distancing
- Staggered Work Crews and Work Hours
- Telecommuting
- Waiving of Late Fees / Unofficial Payment Arrangements
- Increased PPE
- Remote Consultant Services

On May 13, 2020, Placer County has been given the green light by the California Department of Public Health to begin moving further into Stage 2 of California's Roadmap to Modify the Stay-at-Home Order. This will allow the District to resume normal operations soon. Effective June 1, those employees telecommuting have returned to the office. Effective July 1, those employees with staggered work hours will return to a normal work schedule and the office will reopen. Staff would like to have a regular meeting of the Board of Directors on July 2, 2020 in the Board Chambers. In addition, Staff would like to continue waiving of late fees until October 1, 2020.

Commercial Unoccupied Use

At the April 2, 2020 Board meeting, there was a request for the District to look at ways to provide relief to businesses closed by COVID-19. During the May 7, 2020 Board meeting, Staff proposed an expansion of the Commercial Unoccupied Use Program for commercial businesses closed by the Shelter-in-Place Order enacted by the Governor in Executive Order N-33-20. While there was a concern by the Board to provide relief, staff informed the Board that there had not been any

requests by businesses closed by the Executive Order for such relief. The Board recommended that the expansion of the Commercial Unoccupied Use Program be continued to the June 4th Board Meeting.

On May 8, 2020, California moved into Stage 2, modifying the State’s Stay-at-Home Order and allowing many businesses to open with continued guidance on social distancing and cleaning. As previously mentioned, Placer County has moved further into the Stage 2 Stay-at-Home Order. Business sectors in Placer County are allowed to resume operations once they have implemented State reopening guidance. These businesses include shopping centers and all in-store retail, in addition to dine-in restaurants — although bars, breweries and wineries will not be permitted to reopen beyond takeout and delivery at this time unless they provide in-house dining. Office-based businesses will also be allowed to reopen.

At this time, it appears that the expansion of the District’s Commercial Unoccupied Use Program is unnecessary.

Recommendation

Staff requests the Board of Directors receive and file this report.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain Transparency with all District Activities

Goal 4.1: Maintain Compliance with Pertinent Regulations

Fiscal Impact

At this time, it is unknown how the COVID-19 outbreak will impact the District financially. The District currently maintains \$1 million in its rate stabilization reserve to make up for any lost revenue.

ITEM VIII.2 GENERAL MANAGER REPORT

To: Board of Directors
From: Herb Niederberger, GM
Date: June 4, 2020
Subject: General Manager Monthly Staff Report – May 2020

1) DEPARTMENT REPORTS

Attached are the monthly status reports for the Board’s information:

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

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

2) INFORMATION ITEMS

Most of the month has been spent responding to COVID 19 related issues.

- A. On May 7, 2020, the General Manager along with District Engineer, Carie Huff, participated in a conference call with District Consultants, members of the United Auburn Indian Community and Army corps of Engineers to discuss cultural issues along the alignment of the Foothill Trunk Sewer replacement.
- B. Advisory Committee Meetings:
There were no advisory committee meetings in May.

3) PURCHASE ORDERS/CONTRACTS INITIATED UNDER GENERAL MANAGER AUTHORITY

None to report for May.

4) LONG RANGE AGENDA

July 2020

Adopt FY 2020/21 Budget
Update on SPWA Issues

September 2020

Strategic Plan Annual Report

October 2020

Closed Session – GM Evaluation and Contract Renewal

November 2020

GM Contract Renewal

December 2020

Final Audit and Consolidated Annual Financial Report

Participation Charge Report for FY 2019/20

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: June 4, 2020

COVID-19 Pandemic Illness

As of May 18th, Administrative Services staff is no longer teleworking, and all staff members are currently reporting to the office. The office remains closed to the public.

FY 19/20 Preliminary Audit Work

The Administrative Services Staff has begun working on providing sample documents for the Fiscal Year 2019/2020 Audit.

FY20/21 Budget

The Administrative Services Manager has been working on the Fiscal Year 2020/2021 budget.

CSDA Webinar

On May 27, 2020, the Administrative Services Manager gave a two-hour webinar on Implementing an Electronic Content Management System for CSDA.

Recruitment

Interviews for the vacant Administrative Services Assistant position are scheduled to be held the week of June 15th.

Laserfiche Records Management Software

Administrative Services Staff is continuing to work on scanning and importing records into the new Laserfiche software application.

To: Board of Directors
From: Eric Nielsen, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Field Services Department Monthly Report
Meeting Date: June 4, 2020

Overview

This report provides the Board with an overview of Field Services operations and maintenance activities through 4/30/2020. The work listed is not all inclusive.

1. Lost Time Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 1338 days without a Lost Time Accident/Injury

2. Safety/Training/Professional Development

- a. All Field employees participated in:
 - i. Two (2) “Tailgate” safety sessions

3. Miscellaneous

- a. Root Foam 46 Mainlines under contract
- b. Easement Maintenance – One easement
- c. Installed 1 inside drop
- d. Treated 1 manhole for cockroaches

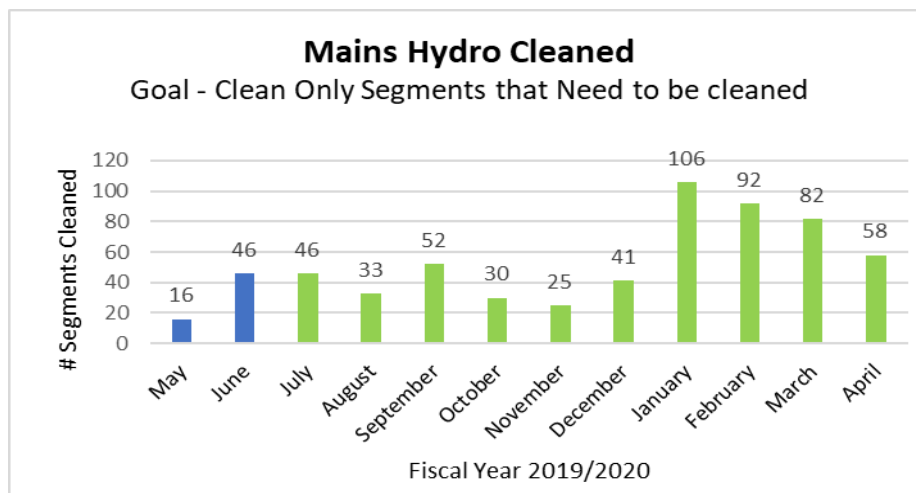
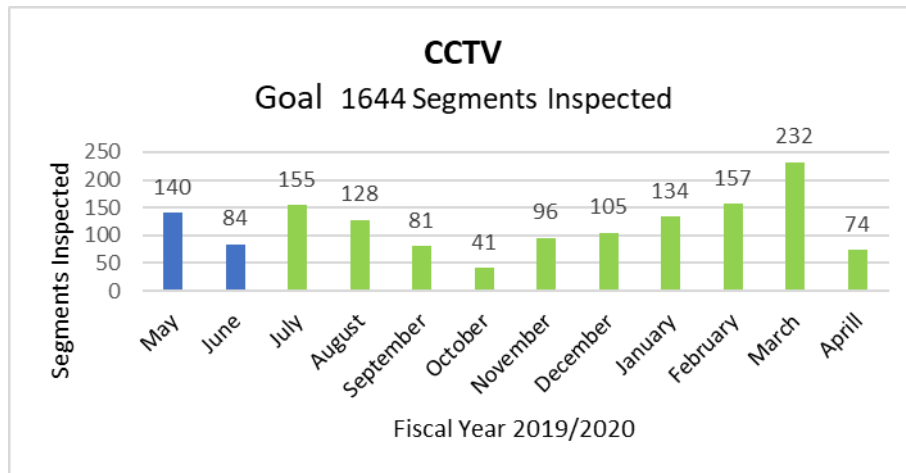
4. Customer Service Calls

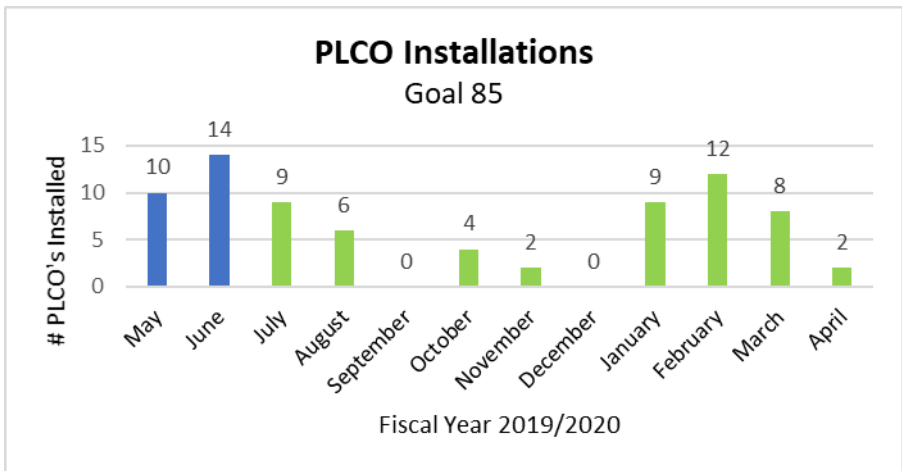
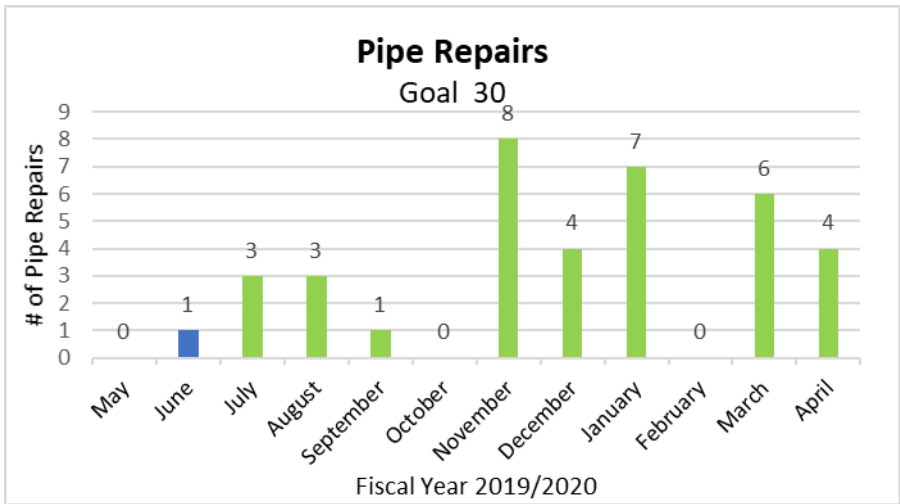
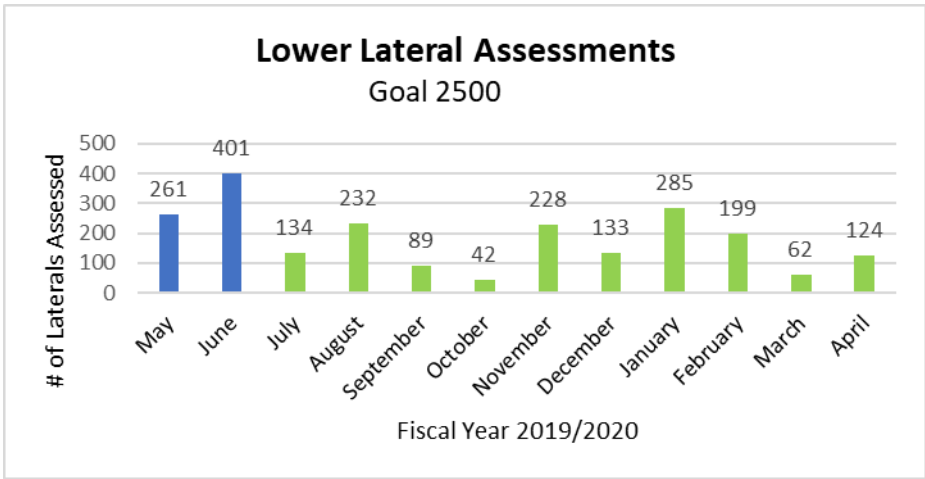
- a. Response Time Goals over the Last 12 Months
 - i. 30 Minutes or Less During Business Hours
 - A. Average: 18 Minutes
 - ii. 60 Minutes or Less During Non-Business Hours
 - A. Average: 68 Minutes
 - iii. 95% or Higher Success Rate
 - A. Success Rate – 94%

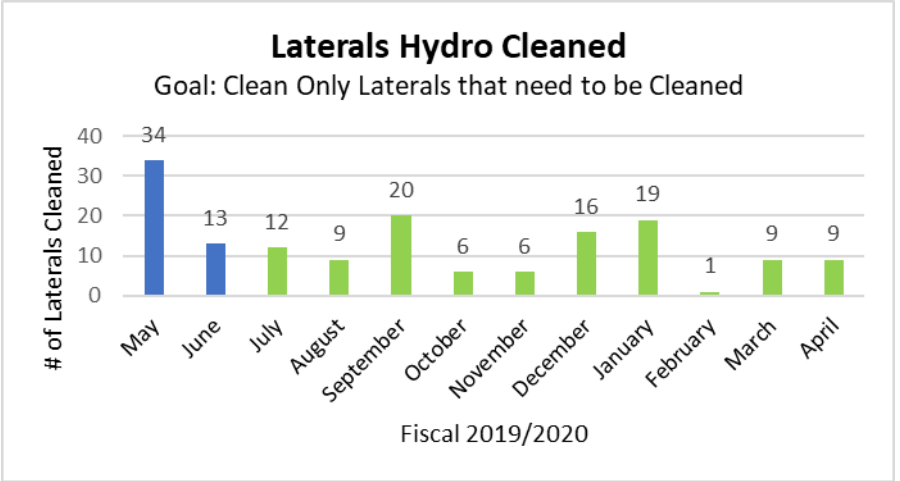
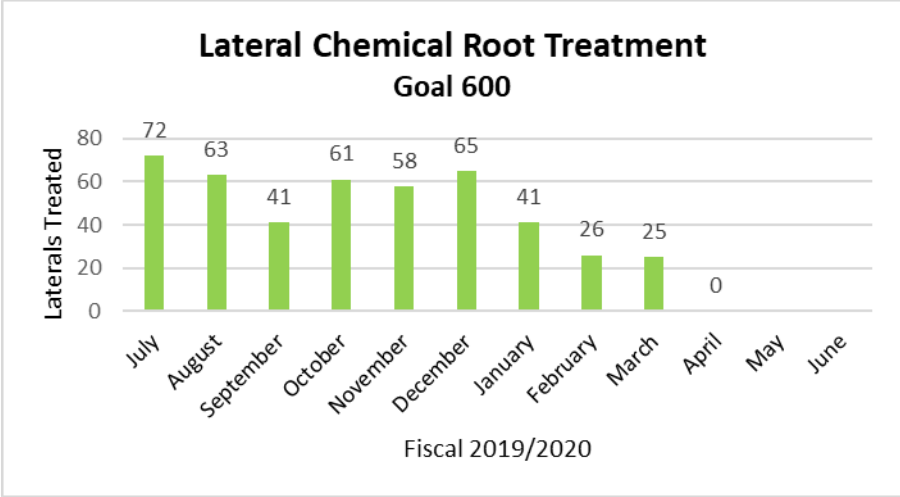
Service Calls						
Responsibility	SSO	Blockage	Odor	Vermin	Misc	Total Calls
SPMUD	0	1	1	1	0	3
Owner	0	11	0	0	1	12
Other			0	0	2	2
						17

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: June 4, 2020

Department Updates

Cameron Lima, from FSD, was promoted to the position of Maintenance Worker/Inspector on May 18th. Cameron will be working with TSD through the summer construction season and on his Fridays in the office.

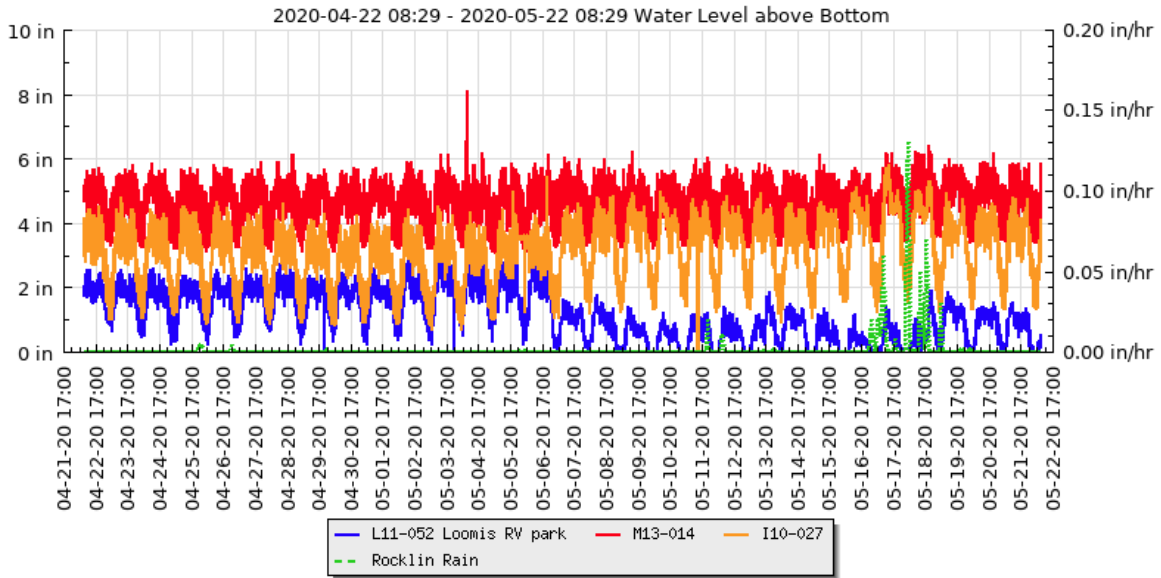
As of June 1st, TSD staff have transitioned to working back in the SPMUD offices.

Foothill Trunk Sewer Replacement Project

Construction continues on the Foothill Trunk Sewer Replacement Project. The majority of the trees have been removed and the remainder will be removed as the contractor, Garney, constructs the pipeline. Concrete for the junction structure was poured on May 21st and the contractor has also installed approximately 150-feet of mainline pipe. The contractor has encountered rock which is impacting their schedule. Garney anticipates excavation in Aguilar Road beginning the week of June 1st in order to determine the material under the culvert crossing. Working within Aguilar Road will impact traffic, and the traffic control plan has been approved by the City of Rocklin.

Staff continues to spend considerable time with the biological, archeological, and cultural monitors and residents due to the sensitivity of the work.

Expenditures on the project are occurring faster than anticipated due to the permitting and monitoring requirements. Staff anticipates that additional costs requiring changes to the scope will be requested by the consultants. Staff will be presenting an addendum to Water Works Engineers contract at the July Board Meeting. While it is possible that the District could hire another consultant, there is efficiency with maintaining the same consultants and Water Works Engineers is providing excellent service; continuity on the project is critical.



FOG Program

TSD inspectors continue to work with restaurants that are operating on a limited basis during the COVID-19 crisis. These restrictions and the sensitive nature of FSEs either being closed or having decreased business operations have impacted indoor FOG inspections. For now, these inspections have been put on hold. Staff continues to keep track of and maintain contact with open FSEs regarding the scheduled cleanings of grease interceptors. There are fourteen FSEs on the non-complaint list and five of those are currently closed. Staff made contact with two FSEs and agreed to extend their scheduled cleanings by one month to assist with the financial strain of slower business. Many of the other FSEs on the non-compliant list are due to the lag between the pumper performing the cleaning and the time the FSEs receive an invoice and upload the invoice into Swift Comply.

Staff performed two grease interceptor core samples to confirm that reduced business due to COVID-19 directly results in a lower impact on grease interceptors.

Staff also conducted a pre-construction meeting with Oracle for the replacement of their grease interceptor. The new design will function more efficiently and also be easier to maintain. Construction is tentatively scheduled to begin the 3rd week of June.

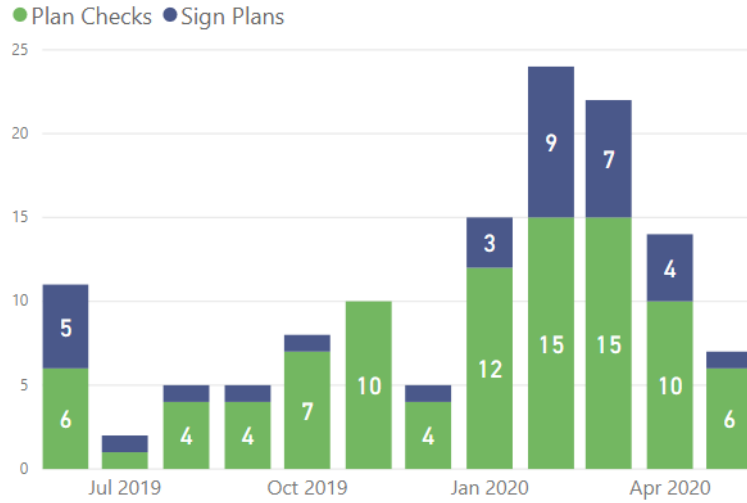
Standard Specifications Update

TSD staff is currently drafting the standard details so that changes can be made. 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 summer of 2020.

Department Performance Indicators

The following charts depict the efforts and performance of the department in the following areas of work as of May 22nd, 2020. 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.

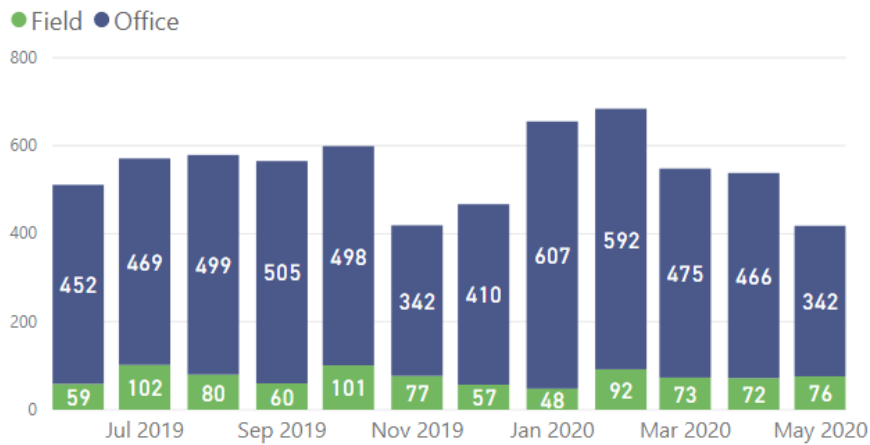
Plan Checks Completed - Monthly Totals



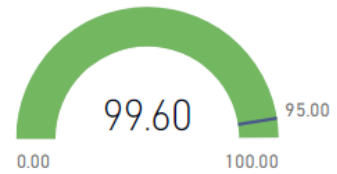
% "In Time" Plan Checks



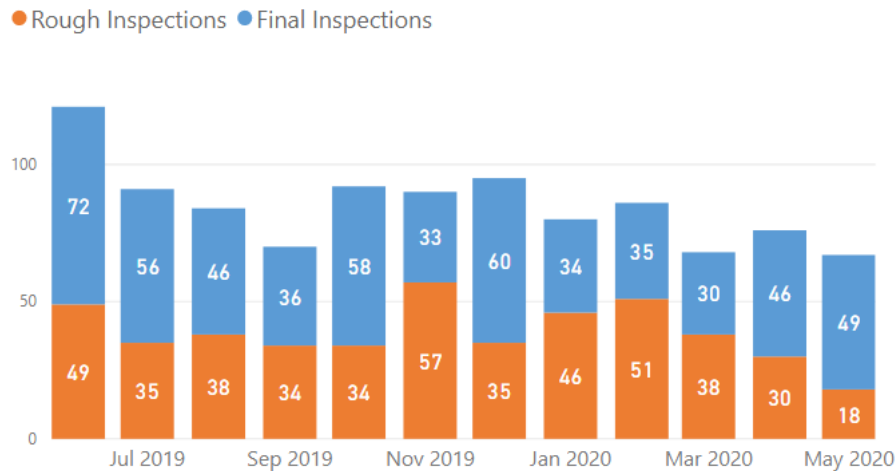
811 Responses - Monthly Totals



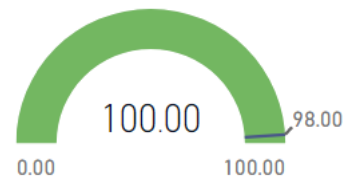
% "In Time" Responses ...

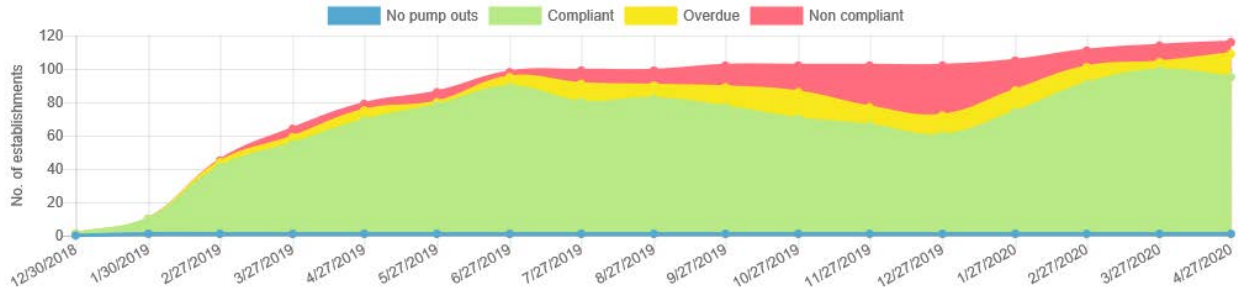


Building Sewer Inspections - Monthly Totals

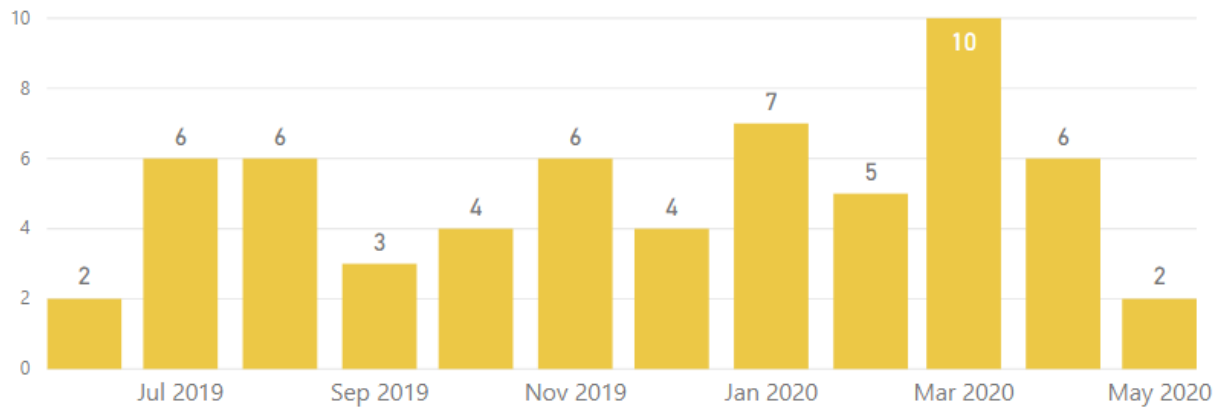


% "In Time" Inspections





FOG Pickups - Monthly Totals



Grease Interceptor Inspections

