



**SPMUD BOARD OF DIRECTORS
CLOSED SESSION MEETING: 3:45 PM
REGULAR MEETING: 4:30 PM
September 2, 2021**

Zoom Meeting: 1 (669) 900-9128
Meeting ID: 853 2996 7907

The District's regular Board meeting is held on the first Thursday of every month. This notice and agenda are posted on the District's website (www.spmud.ca.gov) 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 September 2, 2021 meeting of the SPMUD Board of Directors will be held via teleconference using Zoom Meeting 1 (669) 900-9128, <https://us02web.zoom.us/j/85329967907>. 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.

CLOSED SESSION SPECIAL MEETING AGENDA – 3:45 PM

I. CALL MEETING TO ORDER

II. ROLL CALL OF DIRECTORS

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

III. CLOSED SESSION 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.

IV. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) and (3).

Number of potential cases: 8

V. ADJOURN CLOSED SESSION

OPEN SESSION AGENDA – 4:30 PM

I. CALL MEETING TO ORDER

II. ROLL CALL OF DIRECTORS

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

III. PLEDGE OF ALLEGIANCE

IV. CLOSED SESSION READOUT

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. CONSENT ITEMS

[pg 5 to 21]

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 September 2, 2021 meeting.

1. MINUTES from the August 5, 2021 Regular Meeting. [pg 5 to 8]
2. ACCOUNTS PAYABLE in the amount of \$814,829.65 through August 24, 2021. [pg 9 to 14]
3. RESOLUTION 21-31 AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PURCHASE ORDER FOR THE REPLACEMENT OF CCTV EQUIPMENT AND DECLARING THE EXISTING CCTV EQUIPMENT AS SURPLUS [pg 15 to 18]
4. RESOLUTION 21-32 AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PURCHASE ORDER FOR A FORKLIFT [pg 19 to 21]

VII. BOARD BUSINESS

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

1. **RESOLUTION 21-33 AND RESOLUTION 21-34 PAYING AND REPORTING THE VALUE OF EMPLOYER PAID MEMBER CONTRIBUTIONS** [pg 22 to 28]

The District adopted Memorandums of Understanding which required District employees to pay the employee's CalPERS member contribution. Resolutions to adjust the Employer Paid Member Contributions for Tier I and II employees to zero are required to be submitted to CalPERS.

Action Requested: (Roll Call Vote)

Staff Recommends that the Board of Directors:

- 1) **Adopt Resolution 21-33 Paying and Reporting the Value of Employer Paid Member Contributions (EPMC) for Tier I; and**
- 2) **Adopt Resolution 21-34 Paying and Reporting the Value of Employer Paid Member Contributions (EPMC) for Tier II.**

2. **BIENNIAL CONFLICT OF INTEREST REVIEW**

The Political Reform Act requires every local government agency to review its Conflict of Interest Code biennially. The Conflict of Interest Code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700). District General Counsel will review District Policy 1020 – Conflict of Interest Policy, to ensure that the policy remains current and accurate.

No Action Requested: Informational Item

Recommended changes to the policy will return for Board action.

3. **STRATEGIC PLAN REPORT FOR FY2020/21** [pg 30 to 46]

Staff will provide a report of the Fiscal Year 2020/21 activities and provide comments regarding the status of the District's Goals and Objectives.

Action Requested: (Roll Call Vote)

Staff Recommends that the Board of Directors accept the Strategic Plan FY 20/21 Report.

VIII. REPORTS [pg 47 to 59]

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.

IX. 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.

X. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to its next regular meeting on **October 7, 2021 at 4:30 p.m.**

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

Meeting	Location	Date	Time
Regular	Zoom Meeting/District Office	August 5, 2021	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 Dickinson presiding at 4:30 p.m.

II. ROLL CALL OF DIRECTORS:

Present: President Will Dickinson, Vice President Jerry Mitchell, Director John Murdock, Director James Durfee

Absent: Director Jim Williams

Vacant: None

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

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

IV. CONSENT ITEMS:

1. MINUTES from the July 1, 2021 Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$3,472,702 through July 27, 2021.
3. QUARTERLY INVESTMENT REPORT in the total amount of \$65,404,336 through June 30, 2021.
4. BILL OF SALE Acceptance of Bill of Sale for Sewer Improvements within Secret Ravine with an estimated value of \$250,908.
5. RESOLUTION 21-26 ABOLISHMENT OF THE FIELD SERVICES MANAGER (PREVIOUSLY FOREMAN) AND PROJECT MANAGER POSITIONS
6. RESOLUTION 21-27 ACCEPTANCE OF THE FOOTHILL TRUNK SEWER REPLACEMENT PROJECT
7. RESOLUTION 21-28 ACCEPTANCE OF THE NEWCASTLE SEWER SYSTEM REPAIRS 2021 PROJECT
8. RESOLUTION 21-29 CCTV SOFTWARE AND IMPLEMENTATION AGREEMENT WITH ITPIPES LLC
9. RESOLUTION 21-30 AUTHORIZING THE GENERAL MANAGER TO SURPLUS PROPERTY AND/OR EQUIPMENT

Director Durfee made a motion to approve the consent items; a second was made by Vice President Mitchell; a roll call vote was taken, and the motion carried 4-0.

V. PUBLIC COMMENTS:

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

VI. BOARD BUSINESS

1. SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) MASTER PLAN PRESENTATION

DS Nielsen presented the SCADA Master Plan to the Board, sharing the work that has been completed to ensure that the District can efficiently and effectively monitor the SPMUD collection system using SCADA technology, as well as the next steps to implement an updated system.

Vice President Mitchell and Director Murdock asked about other local agencies that are using SCADA. DS Nielsen shared that the City of Roseville implemented a SCADA system last year which included the remote system and the water and wastewater treatment plants. He shared that most local agencies, including Placer County, are currently using SCADA.

Vice President Mitchell inquired as to whether there are enough vendors to ensure a competitive market and about the timeline for completion. DS Nielsen shared that the District would like to move from the existing proprietary system to an open system where there are several providers to choose from. The Master Plan identifies a project timeline of 18 to 24 months.

President Dickinson asked if the vendor preparing the Master Plan will likely bid on the work and have an advantage over other competitors. DS Nielsen shared that the District plans to make the Master Plan available to all interested bidders and work to ensure that the process is competitive. President Dickinson also asked how often SCADA data is used. DS Nielsen shared that the data is currently used to respond to alarms. The District is looking for a system where staff can complete frequent monitoring and use historical data more effectively. The intent is for the data to be monitored daily to anticipate issues before an alarm is received. President Dickinson asked about the viability of continuing to use the current vendor and update existing equipment. DS Nielsen shared that there are challenges with the current vendor regarding limited functionality of the proprietary software, outdated security, and limited customer support.

Director Durfee asked that staff completed a weighted analysis of the items staff believes are most important to include in the upgraded system. Director Murdock asked about outreach to other agencies that have implemented systems. DS Nielsen shared that outreach will be incorporated into the procurement process.

The Board commended staff for ensuring the District is adequately prepared for the future and asked about the next steps. DS Nielsen shared that staff is continuing to move forward with design work and will be coming back to the Board with additional information for review and approval.

VII. REPORTS

1. District General Counsel (A. Brown):

General Counsel Brown shared that the temporary suspension of certain provisions of the Brown Act allowing remote board meetings will expire on September 30, 2021. GC Brown will be following this item to see if the Governor extends the temporary suspension.

The Board discussed continuing to meet remotely due to the recent spike in cases and updated guidance from the Center for Disease Control (CDC).

2. General Manager (H. Niederberger):

A. ASD, FSD & TSD Reports:

Vice President Mitchell commented there are many large projects planned including the SCADA Master Plan, Corporation Yard Improvements, and the Atherton Trunk project and added that he is trusting that there are resources in place to complete this work. GM Niederberger shared that the projects are planned out such that staff should be able to manage the project workload.

President Dickinson asked if the District is changing the 457 provider from MassMutual to Empower? He shared that he was recently appointed to the Placer County Deferred Compensation Committee. He asked if the employees were involved in the decision to change providers. ASM Costan shared that it was not a change initiated by the District. MassMutual was acquired by Empower.

Vice President Mitchell asked what EPMC stands for. GM Niederberger shared that it is an item related to pension payments that will be discussed with the Personnel Advisory Committee and brought back to the Board for further discussion in September.

President Dickinson asked about the purchase orders over \$50,000 listed in the General Manager monthly report. GM Niederberger shared that these are blanket purchase orders used to pay monthly expenses. They are created for tracking purposes in the District's financial software. ASM Costan shared that the blanket purchase orders are closed at the end of the fiscal year and new ones are opened at the beginning of the fiscal year. GC Brown added that the purchase orders reflect the amount budgeted for the year and appear to be compliant with the District Purchasing Policy. The Board recommended a footnote to the table for these types of purchase orders.

Vice President Mitchell inquired as to the percentage of records that have been scanned into Laserfiche. ASM Costan shared that this is an ongoing effort that will likely continue for some time. Staff is making an extra effort to scan records in preparation for the Corporation Yard Improvement Project.

Director Murdock asked about the two service calls noted in the FSD report that the District was responsible for. DS Nielsen shared that these were both lateral stoppages. GM Niederberger shared that the District is experiencing a surge in cockroaches. The District has created a webpage with information for customers on this topic.

B. Information Items: No additional items.

3. Director's Comments:

Director Murdock and Director Durfee thanked DS Nielsen for his SCADA presentation.

Vice President Mitchell shared that there has been a push from the Building Industry Association regarding development fees and there may be additional inquires made of staff.

President Dickinson commented again that he has been appointed to serve on the Placer County Deferred Compensation Committee. The Committee handles concerns and recommendations regarding the County's Deferred Compensation provider. He shared that he does not see any potential conflict of interest but invited others to share any potential concerns.

VIII. ADDITIONAL PUBLIC COMMENTS

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

IX. ADJOURNMENT

The President adjourned the meeting at 6:12 p.m. to the next regular meeting to be held on September 2, 2021, at 4:30 p.m.



Emilie Costan, Board Secretary



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 07/28/2021 - 08/24/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1240	Placer County Personnel	07/29/2021	Regular	0.00	3,221.36	13592
1663	Buckmaster Office Solutions	07/29/2021	Regular	0.00	116.56	13593
1742	Burrell Consulting Group	07/29/2021	Regular	0.00	2,250.00	13594
1652	Cintas Corporation	07/29/2021	Regular	0.00	754.23	13595
1734	Garney Pacific, Inc.	07/29/2021	Regular	0.00	168,058.97	13596
1340	Grainger	07/29/2021	Regular	0.00	68.77	13597
1131	Granite Business Printing	07/29/2021	Regular	0.00	91.16	13598
1764	Network Design Associates, Inc.	07/29/2021	Regular	0.00	300.00	13599
1218	PCWA	07/29/2021	Regular	0.00	3,294.59	13600
1518	Sonitrol of Sacramento	07/29/2021	Regular	0.00	112.61	13601
1306	Superior Equipment Repair	07/29/2021	Regular	0.00	1,393.17	13602
1329	USA North 811 (Underground Service Alert)	07/29/2021	Regular	0.00	5,627.00	13603
1343	Water Works Engineers, LLC	07/29/2021	Regular	0.00	9,982.10	13604
1327	US Bank Corporate Payment	08/18/2021	Regular	0.00	10,656.69	13677
	Void	08/18/2021	Regular	0.00	0.00	13678
	Void	08/18/2021	Regular	0.00	0.00	13679
	Void	08/18/2021	Regular	0.00	0.00	13680
	Void	08/18/2021	Regular	0.00	0.00	13681
248	AT&T (916.663.1652) & (248.134.5438.608.80)	08/19/2021	Regular	0.00	285.90	13682
1022	AT&T (9391035571) & (9391053973)	08/19/2021	Regular	0.00	344.69	13683
1652	Cintas Corporation	08/19/2021	Regular	0.00	1,373.98	13684
1533	City of Foster City	08/19/2021	Regular	0.00	520.00	13685
1068	City of Roseville	08/19/2021	Regular	0.00	354,388.72	13686
1751	Comprehensive Medical Inc.	08/19/2021	Regular	0.00	160.00	13687
1072	Concern	08/19/2021	Regular	0.00	3,400.00	13688
1073	Consolidated Communications	08/19/2021	Regular	0.00	2,058.52	13689
1509	Crystal Communications	08/19/2021	Regular	0.00	311.64	13690
1080	CWEA (Main)	08/19/2021	Regular	0.00	96.00	13691
1086	Dataprose	08/19/2021	Regular	0.00	5,246.77	13692
1087	Dawson Oil Co.	08/19/2021	Regular	0.00	4,005.63	13693
1666	Great America Financial Services	08/19/2021	Regular	0.00	452.99	13694
1686	Jan Pro	08/19/2021	Regular	0.00	861.00	13695
1564	Jensen Landscape Services, LLC	08/19/2021	Regular	0.00	2,037.00	13696
1221	PG&E (Current Accounts)	08/19/2021	Regular	0.00	7,526.59	13697
1473	Pitney Bowes Purchase Power	08/19/2021	Regular	0.00	183.40	13698
1244	Preferred Alliance Inc	08/19/2021	Regular	0.00	170.43	13699
1253	Recology Auburn Placer	08/19/2021	Regular	0.00	320.21	13700
1265	Rocklin Area Chamber of Commerce	08/19/2021	Regular	0.00	475.00	13701
1518	Sonitrol of Sacramento	08/19/2021	Regular	0.00	1,092.39	13702
1333	SPOK, Inc.	08/19/2021	Regular	0.00	27.06	13703
1685	Streamline	08/19/2021	Regular	0.00	400.00	13704
1306	Superior Equipment Repair	08/19/2021	Regular	0.00	2,325.85	13705
1325	Tyler Technologies, Inc.	08/19/2021	Regular	0.00	400.00	13706
1338	Verizon Wireless	08/19/2021	Regular	0.00	1,073.79	13707
1240	Placer County Personnel	08/24/2021	Regular	0.00	3,240.64	13708
1015	American Fidelity Assurance	07/29/2021	Bank Draft	0.00	968.22	DFT0006582
1586	Principal Life Insurance Company	07/29/2021	Bank Draft	0.00	386.37	DFT0006583
1230	Pers (EFT)	07/29/2021	Bank Draft	0.00	5,625.08	DFT0006584
1230	Pers (EFT)	07/29/2021	Bank Draft	0.00	24,734.62	DFT0006585
1230	Pers (EFT)	07/29/2021	Bank Draft	0.00	9,957.38	DFT0006586
1230	Pers (EFT)	07/29/2021	Bank Draft	0.00	3,289.00	DFT0006587
1230	Pers (EFT)	07/29/2021	Bank Draft	0.00	100.79	DFT0006588
1230	Pers (EFT)	07/29/2021	Bank Draft	0.00	64.10	DFT0006589
1045	Cal Pers 457 Plan (EFT)	08/06/2021	Bank Draft	0.00	750.00	DFT0006590

Check Report

Date Range: 07/28/2021 - 08/24/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1135	Mass Mutual (EFT)	08/06/2021	Bank Draft	0.00	100.00	DFT0006591
1135	Mass Mutual (EFT)	08/06/2021	Bank Draft	0.00	7,802.52	DFT0006592
1135	Mass Mutual (EFT)	08/06/2021	Bank Draft	0.00	237.45	DFT0006593
1015	American Fidelity Assurance	08/06/2021	Bank Draft	0.00	416.66	DFT0006594
1015	American Fidelity Assurance	08/06/2021	Bank Draft	0.00	418.73	DFT0006595
1229	Pers (EFT)	08/06/2021	Bank Draft	0.00	49.13	DFT0006596
1229	Pers (EFT)	08/06/2021	Bank Draft	0.00	1,757.73	DFT0006597
1229	Pers (EFT)	08/06/2021	Bank Draft	0.00	3,080.42	DFT0006598
1229	Pers (EFT)	08/06/2021	Bank Draft	0.00	58.15	DFT0006599
1229	Pers (EFT)	08/06/2021	Bank Draft	0.00	1,830.53	DFT0006600
1229	Pers (EFT)	08/06/2021	Bank Draft	0.00	2,703.95	DFT0006601
1229	Pers (EFT)	08/06/2021	Bank Draft	0.00	3,079.14	DFT0006602
1229	Pers (EFT)	08/06/2021	Bank Draft	0.00	3,462.33	DFT0006603
1149	Internal Revenue Service	08/06/2021	Bank Draft	0.00	11,930.62	DFT0006604
1098	EDD (EFT)	08/06/2021	Bank Draft	0.00	3,622.60	DFT0006605
1098	EDD (EFT)	08/06/2021	Bank Draft	0.00	1,097.89	DFT0006606
1149	Internal Revenue Service	08/06/2021	Bank Draft	0.00	2,790.28	DFT0006607
1149	Internal Revenue Service	08/06/2021	Bank Draft	0.00	9,082.61	DFT0006608
1229	Pers (EFT)	08/04/2021	Bank Draft	0.00	75.86	DFT0006617
1229	Pers (EFT)	08/04/2021	Bank Draft	0.00	85.31	DFT0006618
1149	Internal Revenue Service	08/04/2021	Bank Draft	0.00	400.94	DFT0006619
1098	EDD (EFT)	08/04/2021	Bank Draft	0.00	42.75	DFT0006620
1098	EDD (EFT)	08/04/2021	Bank Draft	0.00	38.80	DFT0006621
1149	Internal Revenue Service	08/04/2021	Bank Draft	0.00	93.78	DFT0006622
1149	Internal Revenue Service	08/04/2021	Bank Draft	0.00	203.02	DFT0006623
1229	Pers (EFT)	08/05/2021	Bank Draft	0.00	-58.15	DFT0006625
1045	Cal Pers 457 Plan (EFT)	08/20/2021	Bank Draft	0.00	750.00	DFT0006633
1135	Mass Mutual (EFT)	08/20/2021	Bank Draft	0.00	100.00	DFT0006634
1135	Mass Mutual (EFT)	08/20/2021	Bank Draft	0.00	7,377.52	DFT0006635
1135	Mass Mutual (EFT)	08/20/2021	Bank Draft	0.00	237.45	DFT0006636
1015	American Fidelity Assurance	08/20/2021	Bank Draft	0.00	416.66	DFT0006637
1015	American Fidelity Assurance	08/20/2021	Bank Draft	0.00	418.73	DFT0006638
1229	Pers (EFT)	08/20/2021	Bank Draft	0.00	49.13	DFT0006639
1229	Pers (EFT)	08/20/2021	Bank Draft	0.00	1,757.73	DFT0006640
1229	Pers (EFT)	08/20/2021	Bank Draft	0.00	3,080.42	DFT0006641
1229	Pers (EFT)	08/20/2021	Bank Draft	0.00	1,830.53	DFT0006642
1229	Pers (EFT)	08/20/2021	Bank Draft	0.00	2,703.95	DFT0006643
1229	Pers (EFT)	08/20/2021	Bank Draft	0.00	3,036.97	DFT0006644
1229	Pers (EFT)	08/20/2021	Bank Draft	0.00	3,414.92	DFT0006645
1149	Internal Revenue Service	08/20/2021	Bank Draft	0.00	12,051.00	DFT0006646
1098	EDD (EFT)	08/20/2021	Bank Draft	0.00	3,552.76	DFT0006647
1098	EDD (EFT)	08/20/2021	Bank Draft	0.00	1,032.85	DFT0006648
1149	Internal Revenue Service	08/20/2021	Bank Draft	0.00	2,818.42	DFT0006649
1149	Internal Revenue Service	08/20/2021	Bank Draft	0.00	8,768.72	DFT0006650
1015	American Fidelity Assurance	08/23/2021	Bank Draft	0.00	968.22	DFT0006651
1230	Pers (EFT)	08/23/2021	Bank Draft	0.00	5,625.08	DFT0006652
1230	Pers (EFT)	08/23/2021	Bank Draft	0.00	31,081.00	DFT0006653
1230	Pers (EFT)	08/23/2021	Bank Draft	0.00	9,957.38	DFT0006654
1230	Pers (EFT)	08/23/2021	Bank Draft	0.00	3,575.00	DFT0006655
1230	Pers (EFT)	08/23/2021	Bank Draft	0.00	116.66	DFT0006656
1230	Pers (EFT)	08/23/2021	Bank Draft	0.00	73.94	DFT0006657
1586	Principal Life Insurance Company	08/23/2021	Bank Draft	0.00	375.11	DFT0006658

Check Report

Date Range: 07/28/2021 - 08/24/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1229	Pers (EFT)	08/24/2021	Bank Draft	0.00	1,050.00	DFT0006659

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	72	41	0.00	598,705.41
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	0.00
Bank Drafts	62	62	0.00	206,498.76
EFT's	0	0	0.00	0.00
	134	107	0.00	805,204.17

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	72	41	0.00	598,705.41
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	0.00
Bank Drafts	62	62	0.00	206,498.76
EFT's	0	0	0.00	0.00
	134	107	0.00	805,204.17

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	7/2021	240,396.08
100	GENERAL FUND	8/2021	564,808.09
			805,204.17

Account Number	Name	Date	Type	Amount	Check #:	Packet
102-0001461-02	Stuart, Ian and Ashley	8/2/2021	Refund	\$ 106.34	13605	UBPKT12407
102-0001646-02	Jensen, Shane	8/2/2021	Refund	\$ 49.74	13606	UBPKT12407
102-0001849-01	Miller, Ross	8/2/2021	Refund	\$ 52.22	13607	UBPKT12407
102-0003365-01	Debord, Sharon	8/2/2021	Refund	\$ 22.55	13608	UBPKT12407
102-0006094-01	Rose, Trevor M	8/2/2021	Refund	\$ 108.23	13609	UBPKT12407
102-0006375-01	Red Rock Ranches Inc	8/2/2021	Refund	\$ 108.44	13610	UBPKT12407
102-0006415-01	Red Rock Ranches Inc	8/2/2021	Refund	\$ 108.44	13611	UBPKT12407
102-0006431-01	Red Rock Ranches Inc	8/2/2021	Refund	\$ 108.44	13612	UBPKT12407
102-0006488-01	Red Rock Ranches Inc	8/2/2021	Refund	\$ 108.44	13613	UBPKT12407
102-0007240-01	Davenport, Thomas Sr	8/2/2021	Refund	\$ 108.00	13614	UBPKT12407
102-0007796-01	Wengler, Joseph	8/2/2021	Refund	\$ 84.00	13615	UBPKT12407
102-0008158-01	Faller, Dean and Beverly	8/2/2021	Refund	\$ 9.60	13616	UBPKT12407
102-0008928-01	Zanella, Luciane	8/2/2021	Refund	\$ 115.10	13617	UBPKT12407
102-0009091-01	Weiss, Stephen and Julia	8/2/2021	Refund	\$ 108.42	13618	UBPKT12407
102-0009502-01	Ford, Michael	8/2/2021	Refund	\$ 116.75	13619	UBPKT12407
102-0009792-02	Schweickert, Nicholas and Amanda	8/2/2021	Refund	\$ 108.21	13620	UBPKT12407
102-0010539-01	Wright, Todd	8/2/2021	Refund	\$ 108.18	13621	UBPKT12407
102-0010647-02	Filippi, James and Courtney	8/2/2021	Refund	\$ 5.40	13622	UBPKT12407
102-0010760-02	Zaragoza, Socorro	8/2/2021	Refund	\$ 107.79	13623	UBPKT12407
102-0011167-01	Sherwood, Ronald	8/2/2021	Refund	\$ 238.24	13624	UBPKT12407
102-0012493-02	Lynn, Oxana	8/2/2021	Refund	\$ 36.40	13625	UBPKT12407
103-0003826-01	Hodgkin, Jake	8/2/2021	Refund	\$ 8.77	13626	UBPKT12407
103-0004338-02	Johnston, Stephen and Jessica	8/2/2021	Refund	\$ 9.00	13627	UBPKT12407
103-0004877-02	Reed, Charles & Kelly	8/2/2021	Refund	\$ 110.87	13628	UBPKT12407
103-0005527-01	Red Rock Ranches Inc	8/2/2021	Refund	\$ 36.83	13629	UBPKT12407
106-0012683-01	Fardos, Edward	8/2/2021	Refund	\$ 5.03	13630	UBPKT12407
106-0014422-03	Norton, Phillip	8/2/2021	Refund	\$ 107.01	13631	UBPKT12407
106-0014863-02	McCord, Brian and Veronica	8/2/2021	Refund	\$ 104.45	13632	UBPKT12407
106-0014887-02	Mason, Eric and Angie	8/2/2021	Refund	\$ 115.50	13633	UBPKT12407
106-0015565-01	Zieminski, Mary	8/2/2021	Refund	\$ 15.10	13634	UBPKT12407
106-0016002-01	Morgan, Robert	8/2/2021	Refund	\$ 107.06	13635	UBPKT12407
106-0016858-02	Parker, Jack and Sally	8/2/2021	Refund	\$ 34.04	13636	UBPKT12407
112-1021489-01	Grigsby, Guy and Melody	8/2/2021	Refund	\$ 108.30	13637	UBPKT12407
112-1022467-02	Smagh, Jagdeep Garcha and Gurpreet	8/2/2021	Refund	\$ 127.50	13638	UBPKT12407
112-1022484-02	Lewis, Fenwick	8/2/2021	Refund	\$ 108.13	13639	UBPKT12407
112-1023304-02	Tan, Wei L	8/2/2021	Refund	\$ 109.43	13640	UBPKT12407
112-1023678-02	Lee, Randy	8/2/2021	Refund	\$ 106.51	13641	UBPKT12407
112-1025718-02	Jeremy and Amanda Salvatierra	8/2/2021	Refund	\$ 108.34	13642	UBPKT12407
112-1027085-01	Cunningham, Julian and Shalon	8/2/2021	Refund	\$ 108.53	13643	UBPKT12407
112-1027444-02	Turpin, Thomas and Anita	8/2/2021	Refund	\$ 17.53	13644	UBPKT12407
112-1028110-01	Valencia, Marlon and Melissa	8/2/2021	Refund	\$ 72.23	13645	UBPKT12407
112-1029240-01	Sigrist, Charity and Frank	8/2/2021	Refund	\$ 42.44	13646	UBPKT12407
112-1029316-00	Toll Brothers	8/2/2021	Refund	\$ 360.00	13647	UBPKT12407
112-1029317-00	Toll Brothers	8/2/2021	Refund	\$ 93.35	13648	UBPKT12407
112-1029318-00	Toll Brothers	8/2/2021	Refund ¹³	\$ 360.00	13649	UBPKT12407

112-1029319-00	Toll Brothers	8/2/2021	Refund	\$ 367.50	Check #: 13650	UBPKT12407
112-1029320-00	Toll Brothers	8/2/2021	Refund	\$ 367.50	Check #: 13651	UBPKT12407
112-1029321-00	Toll Brothers	8/2/2021	Refund	\$ 367.50	Check #: 13652	UBPKT12407
112-1029322-00	Toll Brothers	8/2/2021	Refund	\$ 367.50	Check #: 13653	UBPKT12407
112-1029323-00	Toll Brothers	8/2/2021	Refund	\$ 367.50	Check #: 13654	UBPKT12407
112-1029324-00	Toll Brothers	8/2/2021	Refund	\$ 360.00	Check #: 13655	UBPKT12407
102-0001559-01	Rising Family Trust	8/12/2021	Refund	\$ 108.68	Check #: 13658	UBPKT12762
102-0002272-02	Appel, Jeremy and Heather	8/12/2021	Refund	\$ 94.35	Check #: 13659	UBPKT12762
102-0002706-03	Robenalt, Charles and Tara	8/12/2021	Refund	\$ 36.42	Check #: 13660	UBPKT12762
102-0003145-01	Jean M Doyle	8/12/2021	Refund	\$ 60.37	Check #: 13661	UBPKT12762
102-0006699-03	Valencia, June and Michele	8/12/2021	Refund	\$ 119.58	Check #: 13662	UBPKT12762
102-0006972-01	Hein, Sheila	8/12/2021	Refund	\$ 102.57	Check #: 13663	UBPKT12762
102-0007673-01	Gutierrez, Noelia	8/12/2021	Refund	\$ 133.15	Check #: 13664	UBPKT12762
102-0007726-02	Ford, Robert	8/12/2021	Refund	\$ 9.07	Check #: 13665	UBPKT12762
102-0009611-01	Carleson, Premila G	8/12/2021	Refund	\$ 13.20	Check #: 13666	UBPKT12762
102-0010731-01	Moore, Patricia M	8/12/2021	Refund	\$ 108.00	Check #: 13667	UBPKT12762
102-0011299-03	Rockwell, Paula	8/12/2021	Refund	\$ 66.70	Check #: 13668	UBPKT12762
102-0011344-02	Morrell, Joseph and Amber	8/12/2021	Refund	\$ 25.28	Check #: 13669	UBPKT12762
103-0003958-01	Tokutomi, Dan A	8/12/2021	Refund	\$ 109.36	Check #: 13670	UBPKT12762
103-0004502-01	Seely, Terry	8/12/2021	Refund	\$ 30.00	Check #: 13671	UBPKT12762
106-0012963-02	Pitts, Jeffery	8/12/2021	Refund	\$ 108.73	Check #: 13672	UBPKT12762
106-0013447-01	Alatorre, Timothy and Rebecca	8/12/2021	Refund	\$ 116.11	Check #: 13673	UBPKT12762
106-0016621-01	Jarrett, Jerry	8/12/2021	Refund	\$ 972.00	Check #: 13674	UBPKT12762
112-1028511-01	Kristiansen, Allan and Jana	8/12/2021	Refund	\$ 35.01	Check #: 13675	UBPKT12762
212-1024825-01	KFG & Four CS	8/12/2021	Refund	\$ 884.52	Check #: 13676	UBPKT12762
			TOTAL REFUNDS	\$ 9,625.48		

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Eric Nielsen, Superintendent

Cc: Herb Niederberger, General Manager

Subject: Resolution 21-31 Authorizing the General Manager to Purchase CCTV Equipment

Meeting Date: September 2, 2021

Overview

Approved in the FY 2021/22 budget, is a line item for a CCTV Camera Equipment Purchase in the amount of \$160,000. The CCTV vehicles and equipment are critical to the District's inspection program, which drives the prioritization of many of the other District programs to lessen the occurrence and severity of sanitary sewer overflows (SSOs). The existing CCTV camera equipment was purchased with the vehicle in 2014. This vehicle is expected to last approximately 15 years before being considered for replacement. The CCTV camera equipment, however, is reaching the end of its service life and needs to be replaced.

District staff evaluated CCTV equipment from three different manufacturers in 2019. The evaluations included discussions with other agencies (references), review of available features, and demonstrations where staff were able to see the equipment in operation while performing work on District facilities.

One required feature that proved difficult for most vendors to meet was camera size. Six-inch diameter pipes have historically been challenging to inspect with CCTV because there is very little room for the camera equipment. Even the smallest defects can sometimes prohibit the camera from traveling down the pipe. Pipes that have had liners installed have a reduced inside diameter, which exacerbates the issue. The District is committed to using liners to extend the useful life of the pipes. In the end, only one manufacturer was able to meet this requirement.

The District has been pleased with the performance of the CCTV equipment and the customer support received from the vendor. The District is looking to standardize its CCTV equipment to improve efficiencies with operations, decrease the amount of necessary training and standard operating procedures, and decrease the number of spare parts needed to keep the systems functioning and productive.

The District is a member of Sourcewell (formerly National Joint Powers Alliance (NJPA)). Sourcewell is a public corporation/agency serving as a municipal contracting agency for government and education agencies. Sourcewell creates national cooperative contract purchasing solutions on behalf of its member agencies which include all government, education, and non-profit agencies nationwide and in Canada. This process leverages the aggregation of volume from members nationwide. The competitive solicitation and contract process is completed and satisfied on behalf of member agencies.

This Sourcewell process improves staff's ability to purchase the vehicle/equipment with the desired operational functionality and design that staff believes will help reduce life-cycle costs and improve production rates. Field staff determined U-Rock Utility Equipment Inc. provided the CCTV Unit that best suited the District's needs and provides the best value.

With the purchase of new CCTV equipment, the following items are proposed to be designated as surplus.

Item	Qty	Model	Serial Number
Onan Generator	1	N/A	A140625076
Camera Power Supply	1	PS6013	14065296
Camera Control Unit	1	N/A	CU301718065250
Camera Transporter (6''-24'')	1	TR2015	14065256
Camera Transporter (24''-54'')	1	Titan	JT0712502
Camera	1	N/A	2810103
Camera	1	N/A	SC13060640807
Camera Coax Reel	1	1201	N/A
Camera/Titan Tractor control Box (24''-54'')	1	BT931018	0101207
Camera/Tractor control Box (6''-24'')	1	BT931017	14055102

Recommendation

Staff recommends that the Board of Directors approve Resolution 21-31 Authorizing the General Manager to Execute a Purchase Order for the Replacement of CCTV Equipment and Declaring the Existing Equipment as Surplus

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.3: Maintain Transparency with all District Activities
- Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures
 - a) CCTV the Mainline system in a four-year interval
 - b) Clean all lines identified by CCTV operations to be cleaned

Related District Ordinances and Policies

This action complies with the following District Policy:

- Policy No. 3150 – Purchasing Policy
- Policy No. 3300 – Disposal of Surplus Property or Equipment

Fiscal Impact

The total cost of the equipment is \$159,457.63 which is within the budgeted amount of \$160,000.00.

Attachments:

- 1) Resolution 21-31 Authorizing the General Manager to Execute a Purchase Order for the Replacement of CCTV Equipment and Declaring the Existing Equipment as Surplus

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 21-31

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PURCHASE ORDER FOR THE REPLACEMENT OF CCTV EQUIPMENT AND DECLARING THE EXISTING CCTV EQUIPMENT AS SURPLUS

WHEREAS, the District’s CCTV camera equipment in Unit 004-2014 (formerly Unit 17) has served its useful life; and

WHEREAS, the Board of Directors has approved a budget item in the current budget for Vehicle Purchases, which includes funds for replacement CCTV Camera Equipment for Unit 17; and

WHEREAS, the competitive bid process required by the State of California Public Contract Code has been met; and

WHEREAS, the purchase amount exceeds the General Manager’s authorized purchasing limit per Policy 3150 – Purchasing Policy; and

WHEREAS, the South Placer Utility District owns certain items generally described below:

Item	Qty	Model	Serial Number
Onan Generator	1	N/A	A140625076
Camera Power Supply	1	PS6013	14065296
Camera Control Unit	1	N/A	CU301718065250
Camera Transporter (6”-24”)	1	TR2015	14065256
Camera Transporter (24”-54”)	1	Titan	JT0712502
Camera	1	N/A	2810103
Camera	1	N/A	SC13060640807
Camera Coax Reel	1	1201	N/A
Camera/Titan Tractor control Box (24”-54”)	1	BT931018	0101207
Camera/Tractor control Box (6”-24”)	1	BT931017	14055102

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the South Placer Municipal Utility District that the General Manager is hereby authorized to:

1. Execute a Purchase Order for the replacement CCTV equipment in the amount of \$159,457.63; and
2. Dispose of the aforementioned existing CCTV equipment being replaced by:

- i. causing the items to be auctioned "as is," individually or in one or more lots, to the highest bidder, or
- ii. transferring the items to another agency, or
- iii. discarding, recycling, salvaging, or scrapping any items for which no suitable bids are received.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 2nd day of September 2021.

Signed: _____
William Dickinson, President of the Board of Directors

Attest: _____
Emilie Costan, Board Secretary

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Eric Nielsen, Superintendent

Cc: Herb Niederberger, General Manager

Subject: Resolution 21-32 Authorizing the General Manager to Purchase a Forklift

Meeting Date: September 2, 2021

Overview

Approved in the current budget is a line item for the purchase of a forklift in the amount of \$60,000. Field staff often need to move materials around the corporation yard, load materials on trailers for off-site repairs, and unload materials from delivery trucks. Currently, this is accomplished with fork attachments for the skip loader. This process is slow, and due to the very limited visibility from the seat of the skip loader, potentially dangerous. District staff believes the purchase of the forklift will help improve safety and productivity. Additionally, the forklift is anticipated to be used in case of emergency when materials (e.g., bypass traffic ramps, bypass piping) need to be deployed to respond to a sanitary sewer overflow (SSO).

The District is a member of Sourcewell (formerly National Joint Powers Alliance (NJPA)). Sourcewell is a public corporation/agency serving as a municipal contracting agency for government and education agencies. Sourcewell creates national cooperative contract purchasing solutions on behalf of its member agencies which include all government, education, and non-profit agencies nationwide and in Canada. This process leverages the aggregation of volume from members nationwide. The competitive solicitation and contract process is completed and satisfied on behalf of member agencies and staff is able to purchase vehicles and equipment with the desired operation functionality.

The District has been informed that the delivery of this equipment will take thirty-two (32) weeks. Staff would like to facilitate the delivery of this equipment in the FY2021/22 budget year. The total cost of the forklift is \$61,557.67 which is slightly more than the budgeted amount of \$60,000.00 (an overage of 2.6%). Staff intends to address this small overage with a mid-year budget adjustment prior to payment for the forklift. The adjustment will increase the budget for vehicle purchases and reduce the budget for equipment, thereby resulting in a net-zero change.

Recommendation

Staff recommends that the Board of Directors:

- 1) Authorize the General Manager to execute a purchase order for a forklift provided by Holt of California in the amount of \$61,557.67.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain Transparency with all District Activities

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

Related District Ordinances and Policies

This action complies with the following District Policy:

Policy No. 3150 – Purchasing Policy

Fiscal Impact

The total cost of the forklift is \$61,557.67 which is slightly more than the budgeted amount of \$60,000.00. The increase in cost from the budgetary number provided is due to the material supply challenges brought on by the COVID-19 pandemic. Staff intends to address this small overage with a mid-year budget adjustment. The adjustment will increase the budget for vehicle purchases and reduce the budget for equipment, thereby resulting in a net-zero change.

Attachments:

- 1) Resolution 21-32 Authorizing the General Manager to Execute a Purchase Order for a Forklift

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 21-32

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A
PURCHASE ORDER FOR A FORKLIFT**

WHEREAS, the Board of Directors has approved a budget item in the FY 2021/22 budget for Vehicle Purchases, which includes the purchase of a forklift; and

WHEREAS, the competitive bid process required by the State of California Public Contract Code has been met; and

WHEREAS, the purchase amount exceeds the General Manager's authorized purchasing limit per Policy 3150 – Purchasing Policy.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the South Placer Municipal Utility District that the General Manager is hereby authorized to execute a Purchase Order for a forklift in the amount of \$61,557.67.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 2nd day of September 2021.

Signed: _____
William Dickinson, President of the Board of Directors

Attest: _____
Emilie Costan, Board Secretary

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Emilie Costan, Administrative Services Manager

Cc: Herb Niederberger, General Manager

Subject: Adopt Resolutions 21-33 and 21-34, Paying and Reporting the Value of Employer Paid Member Contributions (EPMC)

Meeting Date: September 2, 2021

Overview

In 1972, the South Placer Municipal Utility District (District) adopted Resolution 72-18 approving a contract to participate in the CalPERS Public Retirement System with a benefit of 2% at age 60 based on three-year final compensation. The following table shows the revisions made to the CalPERS contract.

Date	Resolution #	Description
06/01/1986	86-04	Amending to 1-year final compensation
06/30/1995	95-03	Amending retirement formula to 2% at age 55 and adding credit for unused sick leave
05/03/2001	01-03	Allowing for military service credit
06/12/2003	03-07	Amending retirement formula to 2.7% at age 55
04/05/2012	12-05	Creating Tier II for employees hired after 04/19/2012 with a retirement formula of 2% at age 55 and 3-year final compensation

In 2000, the District adopted Resolutions 00-08 and 00-11 to Pay and Report the Value of Employer Paid Member Contributions (EPMC) for represented and unrepresented employees and submitted them to CalPERS. In accordance with the Memorandum of Understandings (MOUs) adopted at that time, the Resolutions state that the District would pay the employee's member contribution.

In 2012, after creating Tier I and Tier II for retirement benefits, the District adopted Resolutions 12-07 and 12-08 to Pay and Report the Value of EPMC for Tier I and Pay EPMC for the newly created Tier II and submitted those Resolutions to CalPERS. Similar to Resolutions 00-08 and 00-11, these Resolutions state that in accordance with the MOUs adopted at that time that the District would pay the employee's member contribution for Tier I and Tier II.

On May 4, 2017, the District adopted Resolutions 17-13 and 17-14 which approved two new MOUs requiring the employee to pay the employee's member contribution. Resolutions to adjust the Employer Paid Member Contributions for Tier I and II employees to 0% are not currently on file with CalPERS. There is no need for a resolution for Tier III employees since they were hired under the Public Employee Pension Reform Act (PEPRA) provisions and never received EPMC.

On August 11, 2021, the General Manager, Department Managers, and General Counsel meet with the Personnel Advisory Committee to review the need to submit updated resolutions to CalPERS. The Advisory Committee directed the General Manager to bring Resolutions adjusting the Employer Paid Member Contributions to 0% to the Board of Directors for consideration at the September 2nd Board Meeting.

Recommendation

- 1) Adopt Resolution 21-33 Paying and Reporting the Value of Employer Paid Member Contributions (EPMC) for Tier I; and
- 2) Adopt Resolution 21-34 Paying and Reporting the Value of Employer Paid Member Contributions (EPMC) for Tier II

Strategic Plan Goal

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

- Goal 2.2 Maintain Compliance with Pertinent Regulations
- Goal 2.4 Maintain Transparency with all District Activities

Fiscal Impact

There is a projected one-time credit of approximately \$80,000.

Attachments:

- 1) Resolution 21-33 Paying and Reporting the Value of Employer Paid Member Contributions (EPMC) for Tier I; and
- 2) Resolution 21-34 Paying and Reporting the Value of Employer Paid Member Contributions (EPMC) for Tier II

CalPERS ID:

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION 21-33

**RESOLUTION FOR PAYING AND REPORTING THE VALUE OF
EMPLOYER PAID MEMBER CONTRIBUTION**

WHEREAS, the governing body of the South Placer Municipal Utility District has the authority to implement Government Code Section 20636(c) (4) pursuant to Section 20691; and

WHEREAS, the governing body of the South Placer Municipal Utility District has a written labor policy or agreement adopted by Resolution 12-08 which specifically provides for the normal member contributions to be paid by the employer, and reported as additional compensation; and

WHEREAS, the governing body of the South Placer Municipal Utility District has a written labor policy or agreement adopted by Resolution 17-13 which specifically provides for the normal member contributions to be paid by the employee; and

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the South Placer Municipal Utility District of a Resolution to cease paying and reporting the value of said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the South Placer Municipal Utility District has identified the following conditions for the purpose of its election to cease paying EPMC;

- **This benefit shall apply to all employees hired on or prior to April 19, 2012.**

- **This benefit shall consist of paying 0% of the normal contributions as EPMC.**
- **The effective date of this Resolution shall be June 22, 2017.**

NOW, THEREFORE, BE IT RESOLVED that the **Board of Directors of the South Placer Municipal Utility District** elects to pay and report zero percent of the value of EPMC, as set forth above.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 2nd day of September, 2021.

Signed: _____

William Dickinson, President of the Board of Directors

Attest: _____

Emilie Costan, Board Secretary

* Note: Payment of EPMC and reporting the value of EPMC on compensation earnable is on pay rate and special compensation except special compensation delineated in Government Code Section 20636(c)(4) which is the monetary value of EPMC on compensation earnable.

CalPERS ID:

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION 21-34

**RESOLUTION FOR PAYING AND REPORTING THE VALUE OF
EMPLOYER PAID MEMBER CONTRIBUTION**

WHEREAS, the governing body of the South Placer Municipal Utility District has the authority to implement Government Code Section 20636(c) (4) pursuant to Section 20691; and

WHEREAS, the governing body of the South Placer Municipal Utility District has a written labor policy or agreement adopted by Resolution 12-07 which specifically provides for the normal member contributions to be paid by the employer; and

WHEREAS, the governing body of the South Placer Municipal Utility District has a written labor policy or agreement adopted by Resolution 17-13 which specifically provides for the normal member contributions to be paid by the employee; and

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the South Placer Municipal Utility District of a Resolution to cease paying said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the South Placer Municipal Utility District has identified the following conditions for the purpose of its election to cease paying EPMC;

- **This benefit shall apply to all employees hired on or after April 20, 2012.**
- **This benefit shall consist of paying 0% of the normal contributions as EPMC.**
- **The effective date of this Resolution shall be June 22, 2017.**

NOW, THEREFORE, BE IT RESOLVED that the **Board of Directors of the South Placer Municipal Utility District** elects to pay and report zero percent of the value of EPMC, as set forth above.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 2nd day of September, 2021.

Signed: _____

William Dickinson, President of the Board of Directors

Attest: _____

Emilie Costan, Board Secretary

* Note: Payment of EPMC and reporting the value of EPMC on compensation earnable is on pay rate and special compensation except special compensation delineated in Government Code Section 20636(c)(4) which is the monetary value of EPMC on compensation earnable.

**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: 2018-22 Strategic Plan, Annual Status Report

Meeting Date: September 2, 2021

Overview

The South Placer Municipal Utility District 2018-22 Strategic Plan, approved by the Board of Directors in October 2017, established the blueprint for the District’s current activities and response to future activities and changing priorities. The Strategic Plan confirms the District’s Mission, Vision, and Core Values as a customer-driven utility dedicated to protecting the public health by providing quality sanitary sewer collection service while protecting and preserving our water environment and resources for future generations.

The 2018-22 Strategic Plan includes Key Areas of Focus and Specific Goals that the District plans to accomplish during this planning period. A summary of the Key Areas and Goals are included in Attachment 1 to this report. Staff routinely evaluates and measures the progress toward achieving or completing the desired goals. These outcomes are reported annually to the Board in a Report Card. Included as Attachment 2 is a report card ending the 4th Quarter of the last fiscal year (FY 2020-21). As indicated in the Report Card, the District has made progress on meeting its goals, particularly with high-priority, technology-related projects. As the Strategic Plan is intended to be durable and dynamic, staff may in the future propose revisiting the goals and priorities with suggested improvements, consolidations, or eliminations.

Recommendation

Staff recommends that the Board of Directors receive the Annual Status Report on the progress toward meeting the Strategic Plan Goals and Objectives.

Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

Fiscal Impact

There is no direct fiscal impact associated with this report; however, individual elements of the work plans carry associated financial impacts that will be quantified prior to any District action.

Attachments:

- 1) Summary of the Key Areas and Goals
- 2) Report Card ending 4th Quarter, FY 2020-21

Summary
South Placer Municipal Utility District
Strategic Planning 2018-2022

Key Areas of Focus & Desired Outcomes; Goals & Key Performance Indicators

I. Customer Service:

Provide efficient and effective level of sewer service that meets customer and stakeholder expectations.

Goal 1.1: Engage Customers and stakeholders and promote Public Participation to determine expectations and deliver excellent customer service (combine with 1.5 below)

Objectives

- a) Implement Customer and Stakeholder feedback form and satisfaction survey
- b) Add a “forum” component to the website
- c) Create an interactive learning tool to the website (FOG, roots, building sewer, responsibility, cleanouts, fixtures)
- d) Investigate an interactive customer-specific tool to the website (billing - Tyler)
- e) Investigate an interactive stakeholder tool to be added to the website (GIS)
- f) Improve web payments site and customer access to their accounts
- g) Focus on building relationships and engage in two-way communication with business partners, title companies, city & county departments as it relates to customer accounts
- h) Develop communication protocol with partner agencies – city/town/county portal

Goal 1.2: Improve Communications.

Objectives

- a) Implement Project Outreach Plan
- b) Publish two newsletters annually
- c) Prepare routine press releases of District activity
- d) Develop more comprehensive content for door hangar
- e) Provide employee training (common voice) regarding communication with media/stakeholders/customers

Goal 1.3: Maintain transparency with all District activities

Objectives

- a) Renew Transparency Certification
- b) Obtain GFOA Award for Financial reporting
- c) Post performance measures and annual work plan goals on website
- d) Post link to State Waterboards SSO program
- e) Encourage clear communications with employees to ensure they understand the Districts values and goals

Key Performance Indicators

Amount of Customer dissatisfaction; complaint summary

Customer contact satisfaction rate

II. Sustainability

By taking advantage of opportunities to invest in energy efficiency, renewable energy, water and wastewater management and other sustainable practices to improve the Districts fiscal health and economic prosperity of the residents and businesses that are served by the District.

Goal 2.1: Develop and implement strategies to conserve energy and use it more efficiently.

Objectives

- a) Perform Energy Audits
- b) Solar at CY Facilities
- c) Explore back-up generation of power for District facilities

Goal 2.2: Implement efforts to ensure water efficiency in District buildings and Operations

Objectives

- a) Perform Water Use Audit
- b) Evaluate Reverse Osmosis Water Treatment Plant for efficiency and continued use
- c) Assess and reduce water use and attributed costs
- d) Irrigate CY grounds with well water
- e) Change CY landscape to drought-resistant, reduce amount of grass
- f) Supplement hydro-cleaning activities with well water
- g) Clean only pipes that need to be cleaned

Goal 2.3: Select, Implement and Integrate strategies to use renewable energy, low carbon fuels, and investigate options for feasibility or alternative fuel-efficient vehicles

Objectives

- a) Perform Fuel Study
- b) Evaluate Fuel alternatives
- c) Hybrid vehicles

Goal 2.4: Embrace Green building policies in the design and operation of District Facilities and enhance sustainable building and construction practices

Objectives

- a) Adopt and Implement Low-Impact-Development Standards
- b) Evaluate use of permeable pavements as a long-term substitute for asphalt paving
- c) Investigate Institute for Sustainable Infrastructure (ISI) Envision process

Goal 2.5: Implement a comprehensive waste reduction and recycling program

Objectives

- a) Enhance current recycling efforts at all District facilities
- b) Establish recycling goals
- c) Continue to pursue a paperless work environment
- d) Procure postconsumer recycled content products
- e) Promote source reduction of office supplies
- f) Enhance used cooking oil pick up program
- g) Enhance e-waste recycling program (household batteries)

Goal 2.6: Provide performance measures and metrics to compare to Best Management Practices.

Objectives

- a) Develop performance measures intended to evaluate sustainability efforts

Key Performance Indicators

Has the District experienced measurable reductions in energy, fuel and water use and waste generation?

III. Infrastructure Management and Capital Improvement

Provide professional, technical, construction and engineering services that ensure the best possible facilities for the District now and in the future.

Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances

Objectives

- a) Create a Quality Control process for SPMUD projects
- b) Create a Quality Control process for Development projects
- c) Create a Quality Control process for County/City/Town projects

Goal 3.2: Provide construction management to ensure the best possible facilities for the District

Objectives

- a) Evaluate work force to ensure appropriate staffing to achieve this goal.
- b) Develop a Construction Management Program for District projects

Goal 3.3: Develop and implement a Tactical Asset Management Program

Objectives

- a) Evaluate current asset inventories and management processes
- b) Develop condition assessment/rehab replace program
- c) Prioritize CIP and determine long-term needs
 - a. HRF, HFLS
 - b. Lift Station Abandonment Schedule

Goal 3.4: Provide performance measures and metrics to compare to Best Management Practices

Key Performance Indicators

Through an Annual review process, are District projects and process performing as designed and intended?

IV. Sewer System Maintenance and Watershed Management

Maintain and improve the District's infrastructure in a cost-effective manner to ensure delivery of reliable, high quality service now and in the future. Meet or surpass water quality, environmental, regulatory and public health standards, while maintaining the public trust.

Goal 4.1: Maintain Compliance with pertinent regulations

Objectives

- a) Use consultants to establish a regulatory compliance program
- b) Attend/participate in industry workshops and conferences
- c) Participate in the State Water Boards SSO reduction programs
- d) Continuously evaluate the District's OERP
- e) Investigate Regional Partners Regulatory Compliance Program

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

Objectives

- a) CCTV the mainline system in a four-year interval
- b) Perform condition assessment of 1600 laterals/year
- c) Clean all lines identified by CCTV operations to be cleaned
- d) Eliminate repeat customer service calls
- e) Ensure cleanouts on all District owned Lower Laterals

Goal 4.3: Implement the FSE FOG permit system.

Objectives

- a) Permit all FSE's
- b) Inspect all FSE's on an appropriate schedule

Goal 4.4: Provide performance measures and metrics to compare to Industry Best Management Practices

Key Performance Indicators

Are we in compliance with all Federal, State and Local regulatory requirements?

Have we met all established performance goals?

V. Financial Stability

Manage the District's finances to support district needs and maintain reasonable wastewater rates.

Goal 5.1: Maintain Wastewater rates sufficient to meet financial needs, operational demands, regulatory requirements and customer expectations

Objectives

- a) 5-Year Financial Plan Updates
- b) Establish predictable rates
- c) Recover sufficient revenues to maintain wastewater operations, capital and regulatory requirements

Goal 5.2: Explore and evaluate investment and business practice alternatives

Objectives

- a) Periodically review Board Investment and Reserve policies and permitted investment allocations

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

Objectives

- b) Evaluate investments and monitor liquidity needs

Goal 5.4: Prepare balanced annual budgets; conduct acceptable audits

Objectives

- a) Obtain GFOA Award
- b) Conduct Annual Audit

Goal 5.5: Provide qualifying low-income program rates for eligible customers

Objectives

- a) Implement Lifeline Low Income Rate Assistance Program

Goal 5.6: Provide routine reports on Financial Stability

Objectives

- a) Monthly and annual reporting of investments and expenditures
- b) Annual report to the Board from the investment team

Goal 5.7: Provide performance measures and metrics to compare to Industry Best Management Practices

Key Performance Indicators

Are wastewater rates sufficient to support district needs?

Are wastewater rates comparable to surrounding sanitary sewer agencies?

VI. Workforce Planning and Employee Development

Provide a collaborative team-oriented workforce that is fully trained, fairly compensated, and accountable with clearly defined career paths for the evolving work environment

Goal 6.1: Enhance Professional Development and Training Programs to invest in District employees

Objectives

- a) Bring experts to the District for in-house training (Departmental specific and advanced word processing, spreadsheets etc.)
- b) Field staff attend CWEA training
- c) Investigate a regional partners training program
- d) Enhanced incentives for professional development
- e) Evaluate core/non-core duties for performance by contracted services/consultants

Goal 6.2: Develop and implement competitive and Incentive-based Compensation Programs

Objectives

- a) Implement Performance Based Compensation Program (West Bay Model)
- b) Implement Performance Based Wellness program

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

Objectives

- a) Investigate staffing triggers
- b) Investigate the concept of staffing models and determine cost benefit analysis
- c) Use of Consultants; evaluate outsourcing of non-core functions
- d) Safety Regulatory Compliance Officer
- e) Develop Performance Standards by Job Classification

Goal 6.4: Provide performance measures and metrics to compare to Industry Best Management Practices

Key Performance Indicators

Are District employees performing as required by Performance Plans?

Have we had voluntary participation in the Employee Training Programs?

VII. Operational Optimization

Improve functions that support the District's administrative, financial, technical, and field activities and provide the best service to the customer.

Goal 7.1: Information Technology

Improve the various data management and information systems

Objectives

- a) Continuously evaluate available technology to ensure efficient programs and processes
- b) Implement technology based upon District needs

Goal 7.2: Develop and implement Records Management Plan

Objectives

- a) Implement Records Retention Policy
- b) Inventory Old Agreements. Establish intention and history, document (use of GIS) and train staff accordingly (refund agreements, assessment districts, pre-paid agreements/credits)
- c) Manage Archiving Systems
- d) Develop Standard documentation procedures/electronic filing protocols, file naming etc.

Goal 7.3: Business Efficiencies

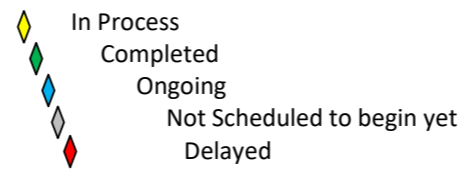
Objectives

- a) Implement Fuel Station Card-Lock (done)
- b) Increase the number of customers using the web site to manage their customer accounts and make web payments
- c) Evaluate need for contracted services/consultants for core/non-core tasks

Key Performance Indicators

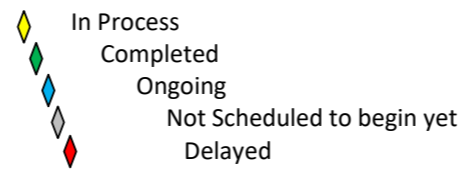
Has the District explored and exploited all opportunities to utilize technology in making District processes more efficient?

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STRATEGIC PLAN - FY 17/18 - 21/22**



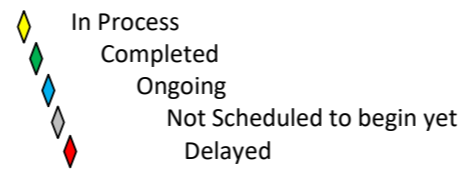
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I. Customer Service:														
Goal 1.1: Engage Customers and stakeholders and promote Public Participation to determine expectations and deliver excellent customer service														
Goal 1.1 a	Implement Customer and Stakeholder Feedback Form and Satisfaction survey	ASD												
Goal 1.1 b	Add a "Forum" component to the District Website	ASD	Discard											
Goal 1.1 c	Create an interactive learning tool to the website (FOG, roots, building sewer, responsibility, cleanouts, fixtures...)	TSD												
Goal 1.1 d	Investigate an interactive customer-specific tool to the website (billing)	ASD	x	x	x	x	x	x	x	x	x	x	x	x
Goal 1.1 e	Investigate an interactive stakeholder tool to be added to the website (GIS)	TSD	x	x	x	x	x	x	x	x	x	x	x	x
Goal 1.1 f	Improve web payments site and customer access to their accounts	ASD												
Goal 1.1 g	Focus on building relationships and engage in two-way communication with business partners, title companies, city & county departments as it relates to customer accounts.	ASD	x	x	x	x	x	x	x	x	x	x	x	x
Goal 1.1 h	Develop communication protocol with partner agencies – city/town/county portal	TSD	x	x	x	x	x	x	x	x	x	x	x	x
Goal 1.2: Improve Communications														
Goal 1.2 a	Implement Project Outreach Plan	TSD	x	x	x	x	x	x	x	x	x	x	x	x
Goal 1.2 b	Publish two newsletters annually	ASD		x		x		x		x		x		x
Goal 1.2 c	Prepare routine press releases of District activities	ASD	x	x	x	x	x	x	x	x	x	x	x	x
Goal 1.2 d	Develop comprehensive content for door hangar	TSD												
Goal 1.2 e	Provide employee training (common voice) regarding communication with media/stakeholder/customers.	ASD		x				x				x		
Goal 1.3: Transparency with all District Activities														
Goal 1.3 a	Renew Transparency Certification	ASD							Prepare	Send				Cert.
Goal 1.3 b	Obtain GFOA Award for Financial Reporting	ASD	Prepare	Send			Prepare	Send			Prepare	Send		
Goal 1.3 c	Post performance measures and annual work plan goals on website	TSD	x	x	x	x	x	x	x	x	x	x	x	x
Goal 1.3 d	Post link to State Waterboards SSO program	FSD												
Goal 1.3 e	Encourage clear communications with employees to ensure they understand the Districts values and goals.	ASD		x				x				x		

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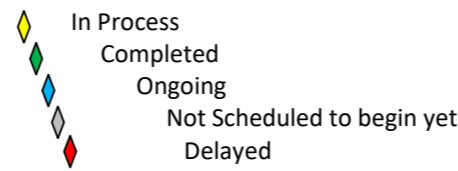
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II. Sustainability													
Goal 2.1: Develop and implement strategies to conserve energy and use it more efficiently													
Goal 2.1 a	Perform Energy Audits	FSD											
Goal 2.1 b	Solar at CY Facilities	FSD											
Goal 2.1 c	Explore back-up generation of power for District facilities	FSD											
Goal 2.2: Implement efforts to ensure water efficiency in District buildings and Operations													
Goal 2.2 a	Perform Water Use Audit	FSD	Complete										
Goal 2.2 b	Evaluate Reverse Osmosis Water Treatment Plant for efficiency and continued use	FSD	Complete										
Goal 2.2 c	Assess and reduce water use and attributed costs	FSD											
Goal 2.2 d	Irrigate CY grounds with well water	FSD	X	X	X	X	X	X	X	X	X	X	X
Goal 2.2 e	Change CY landscape to drought-resistant, reduce amount of grass	FSD											
Goal 2.2 f	Supplement hydro-cleaning activities with well water	FSD	X	X	X	X	X	X	X	X	X	X	X
Goal 2.2 g	Clean only pipes that need to be cleaned	FSD	X	X	X	X	X	X	X	X	X	X	X
Goal 2.3: Select, Implement and Integrate strategies to use renewable energy, low carbon fuels, and investigate options for feasibility or alternative fuel efficient vehicles													
Goal 2.3 a	Perform Fuel Study	FSD											
Goal 2.3 b	Evaluate Fuel Alternatives	FSD				X							
Goal 2.3 c	Hybrid Vehicles	FSD				X							
Goal 2.4: Embrace Green building policies in the design and operation of District Facilities and enhance sustainable building and construction practices													
Goal 2.4 a	Adopt and Implement Low-Impact-Development Standards	TSD									Research	Implement	
Goal 2.4 b	Evaluate use of permeable pavements as a long term substitute for asphalt paving	TSD						Evaluate	Evaluate	X			
Goal 2.4 c	Investigate Institute for Sustainable Infrastructure (ISI) Envision process	TSD						Research	Research				
Goal 2.5: Implement a comprehensive waste reduction and recycling program													
Goal 2.5 a	Enhance current recycling efforts at all District facilities.	ASD	X	X	X	X	X	X	X	X	X	X	X
Goal 2.5 b	Establish recycling goals.	ASD	X	X	X	X	X	X	X	X	X	X	X
Goal 2.5 c	Continue to pursue a paperless work environment.	ASD	X	X	X	X	X	X	X	X	X	X	X
Goal 2.5 d	Procure postconsumer recycled content products.	ASD	X	X	X	X	X	X	X	X	X	X	X
Goal 2.5 e	Promote source reduction of office supplies.	ASD	X	X	X	X	X	X	X	X	X	X	X
Goal 2.5 f	Enhance used cooking oil pick up program	TSD											
Goal 2.5 g	Enhance e-waste recycling program (household batteries)	FSD											
Goal 2.6: Provide performance measures and metrics to compare to Best Management Practices.													
Goal 2.6 a	Develop performance measures intended to evaluate sustainability efforts.	TSD											

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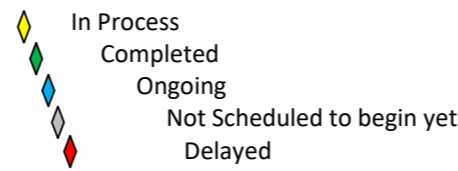
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III. Infrastructure Management and Capital Improvement													
Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances													
Goal 3.1 a	TSD	Develop											
Goal 3.1 b	TSD	Develop				Ongoing	Ongoing	Ongoing					
Goal 3.1 c	TSD	Develop											
Goal 3.2: Provide construction management to ensure the best possible facilities for the District													
Goal 3.2 a	TSD	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing				
Goal 3.2 b	TSD	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing				
Goal 3.3: Develop and implement a Tactical Asset Management Program													
Goal 3.3 a	FSD	Ongoing	Evaluate	Ongoing	Ongoing	Ongoing	Ongoing	Evaluate	Ongoing		Evaluate		
Goal 3.3 b	FSD	Ongoing	Implement	Ongoing	Ongoing	Ongoing	Ongoing	Implement	Ongoing		Implement		
Goal 3.3 c	FSD	Ongoing	Ongoing	Assess	Ongoing	Ongoing	Ongoing	Ongoing	Assess	Ongoing	Ongoing	Assess	Ongoing
Goal 3.4: Provide performance measures and metrics to compare to Best Management Practices													
Goal 3.4	TSD	Ongoing	Ongoing	Ongoing	Revisit	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Revisit

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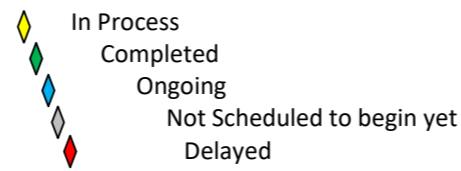
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IV. Sewer System Maintenance and Watershed Management														
Goal 4.1: Maintain Compliance with pertinent regulations														
Goal 4.1 a	Use consultants to establish a regulatory compliance program	FSD												
Goal 4.1 b	Attend/participate in industry workshops and conferences	FSD			X				X				X	
Goal 4.1 c	Participate in the State Water Boards SSO reduction programs	FSD	X	X	X	X	X	X	X	X	X	X	X	
Goal 4.1 d	Continuously evaluate the District's OERP	FSD	X	X	X	X	X	X	X	X	X	X	X	X
Goal 4.1 e	Investigate Regional Partners Regulatory Compliance Program	FSD								Initiated				
Goal 4.1 f	Implement advocacy program to combat unnecessary regulations that affect Districts' cost of service	TSD												
Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.														
Goal 4.2 a	CCTV the mainline system in a four-year interval	FSD	X	X	X	X	X	X	X	X	X	X	X	X
Goal 4.2 b	Perform condition assessment of 1600 laterals/year	FSD	X	X	X	X	X	X	X	X	X	X	X	X
Goal 4.2 c	Clean all lines identified by CCTV operations to be cleaned	FSD	X	X	X	X	X	X	X	X	X	X	X	X
Goal 4.2 d	Eliminate repeat customer service calls	FSD	X	X	X	X	X	X	X	X	X	X	X	X
Goal 4.2 e	Ensure cleanouts on all District owned Lower Laterals	FSD	X	X	X	X	X	X	X	X	X	X	X	X
Goal 4.3: Implement the FSE FOG permit system.														
Goal 4.3 a	Permit all FSE's	TSD	x	x	x	x	x	x	x	x	x	x	x	x
Goal 4.3 b	Inspect all FSE's on an appropriate schedule	TSD						Inspect	Inspect	Inspect		Inspect	Inspect	Inspect
Goal 4.4: Provide performance measures and metrics to compare to Best Management Practices														
Goal 4.4	Provide Performance Measures and metrics to compare to Best Management Practices	FSD												Revisit

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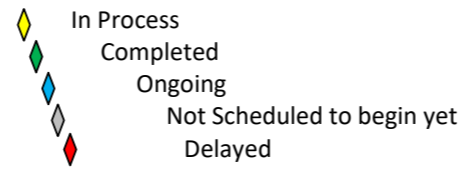
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V. Financial Stability														
Goal 5.1: Maintain Wastewater rates sufficient to meet financial needs, operational demands, regulatory requirements and customer expectations														
Goal 5.1 a	5- Year Financial plan updates	ASD	x				x				x			
Goal 5.1 b	Establish predictable rates	ASD											x	
Goal 5.1 c	Recover sufficient revenues to maintain wastewater operations, capital and regulatory requirements.	ASD	x	x	x	x	x	x	x	x	x	x	x	x
Goal 5.2: Explore and evaluate investment and business practice alternatives														
Goal 5.2 a	Periodically review Board Investment and Reserve policies and permitted investment allocations.	ASD			x					x			x	
Goal 5.3: Maintain financial responsibility by ensuring allocated funding sources are adequate to meet expenses; and that available funds and resources are managed efficiently.														
Goal 5.3 a	Evaluate investments and monitor liquidity needs.	ASD	x	x	x	x	x	x	x	x	x	x	x	x
Goal 5.4: Prepare balanced annual budgets; conduct acceptable audits														
Goal 5.4 a	Obtain GFOA Award for Financial Reporting	ASD	Prepare	Send		Received	Prepare	Send		Received	Prepare	Send		
Goal 5.4 b	Conduct Annual Audit	ASD	Prepare	Complete		Prepare	Prepare	Complete		Prepare	Prepare	Complete		
Goal 5.5: Provide qualifying low income program rates for eligible customers														
Goal 5.5 a	Investigate the mplementation of a Lifeline Low income Rate Assistance Program.	ASD	x	x	x	x	x	x	x	x	x	x	x	x
Goal 5.6: Provide routine reports on Financial Stability														
Goal 5.6 a	Monthly and annual reporting of investments and expenditures.	ASD	x	x	x	x	x	x	x	x	x	x	x	x
Goal 5.6 b	Annual report to the Board from the investment team.	ASD			x				x				x	
Goal 5.7: Provide performance measures and metrics to compare to Best Management Practices														
Goal 5.7:	Provide Performance Measures and metrics to compare to Best Management Practices	FSD												Revisit

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Objectives	DEPT RESP.	FY 19/20				FY 20/21				FY 21/22				
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VI. Workforce Planning and Employee Development														
Goal 6.1: Enhance Professional Development and Training Programs to invest in District employees														
Goal 6.1 a	Bring experts to the District for in-house training (Departmental specific)	FSD								Evaluate	x	x	x	x
Goal 6.1 b	Field staff attend CWEA training	FSD			X				X				X	
Goal 6.1 c	Investigate a regional partners training program	FSD							X					
Goal 6.1 d	Enhanced incentives for professional development	FSD												
Goal 6.1 e	Evalate core/non -core duties for performance by contracted services/consultants	TSD												
Goal 6.2: Develop and implement competitive and Incentive-based Compensation Programs														
Goal 6.2 a	Implement Performance Based Compensation Program (West Bay Model)	FSD	X	X	X	X	X	X	X	X	X	X	X	X
Goal 6.2 b	Implement Performance Based Wellness Program	FSD	X	X	X	X	X	X	X	X	X	X	X	X
Goal 6.3: Continuously Annually evaluate the organizational staffing needs for the District														
Goal 6.3 a	Investigate staffing triggers	FSD			X	Complete								
Goal 6.3 b	Investigate the concept of staffing models and determine cost benefit analysis	TSD			Evaluate	Implement								
Goal 6.3 c	Use of Consultants; evaluate outsourcing of non-core functions	TSD												
Goal 6.3 d	Safety Regulatory Compliance Officer	FSD												
Goal 6.3 e	Develop Performance Standards by Job Classification	FSD												
Goal 6.4: Provide performance measures and metrics to compare to Industry Best Management Practices														
Goal 6.4:	Provide Performance Measures and metrics to compare to Best Management Practices	FSD												

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VII. Operational Optimization														
Goal 7.1: Information Technology Improve various data management and information systems														
Goal 7.1 a	Continuously evaluate available technology to ensure efficient programs and processes	TSD	X	X	X	X	X	X	X	X	X	X	X	X
Goal 7.1 b	Implement technology based upon District needs	TSD	X	X	X	X	X	X	X	X	X	X	X	X
Goal 7.2 Develop and Implement Records Management Plan														
Goal 7.2 a	a) Implement Records Retention Policy	ASD	X	X	X	X	X	X	X	X	X	X	X	X
Goal 7.2 b	a) Inventory Old Agreements, Establish intention and history , document (use of GIS) and train staff accordingly (refund agreements, assessment districts, pre-paid agreements/credits)	ASD	X	X	X	X	X	X	X	X	X	X	X	X
Goal 7.2 c	a) Manage Archiving Systems	ASD	X	X	X	X	X	X	X	X	X	X	X	X
Goal 7.2 d	Develop standard documentation procedures/electronic filing protocols, file naming etc.	ASD	x	x	x	x	x	x	x	x	x	x	x	x
Goal 7.3 Business Efficiencies														
Goal 7.3 a	Implement Fuel Station Card-Lock	FSD	X	X	X	X	X	X	X	X	X	X	X	X
Goal 7.3 a	Increase the number of customers using the web site to manage their customer accounts and make web payments.	ASD	X	X	X	X	X	X	X	X	X	X	X	X
Goal 7.3 b	Evaluate contracted services or use of consultants for business tasks	ASD	x	x	x	x	x	x	x	x	x	x	x	x

Item 8.2

GENERAL MANAGER REPORT

To: Board of Directors
From: Herb Niederberger, GM
Date: September 2, 2021
Subject: General Manager Monthly Staff Report – August 2021

1) DEPARTMENT REPORTS

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

- A. Administrative Services Department,
- B. Field Services Department, and
- C. Technical Services Department.

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

2) INFORMATION ITEMS

- A. On August 4, 2021, the General Manager attended a Rocklin Chamber of Commerce Government Affairs Committee Meeting to hear presentations by Jane Christenson, Placer County Assistant County Executive Officer and Ryan Ronco, Placer County Clerk, Recorder and Elections Officer regarding the Placer County Redistricting Process and update of the recall election.
- B. On August 10, 2021, the General Manager and District Engineer, Carie Huff, met with representatives of the Terracina at Whitney Ranch to discuss development limitations within District sewer easements.
- C. On August 18, 2021, the General Manager, along with the District Engineer, Carie Huff, District Superintendent, Eric Nielsen, and Administrative Services Manager, Emilie Costan participated in a Zoom Meeting with District General Counsel to discuss: 1) a forthcoming Personnel Advisory Commission to discuss EPMC payments and their impact on CalPERS pensions; 2) the need for Faithfull Performance and Labor & Materials Bonds for the Granite Terrace development in Rocklin; 3) Special inspections, Contract Management and alternative delivery methods for the pending Break Room Addition, Locker Room and Lobby Improvements; and 4) the possible District participation in a Survey conducted by the he Federal Railroad Administration.
- D. The General Manager was out of the office on August 19 and 20, 2021.
- E. The Geneal Manager was out of the office August 30 and 31, 2021 to attend the CSDA Annual Conference.
- F. Advisory Committee Meetings:

- i. The Redistricting Advisory Committee participated in a Zoom Meeting on August 6, 2021, to discuss the process to ensure compliance with the California and Federal Voting Rights Acts, the Fair Maps Act, as well as ensure an open, accessible, transparent process that engages District constituents.
- ii. On August 11, the Personnel Advisory Committee participated in a Zoom Meeting to discuss the District’s Civil Service System Employee Manual as well as findings regarding EPMC payments and their impact on CalPERS pensions. This information will be brought to the full Board of Directors during the September 2021 Board meeting.
- iii. On August 24, 2021, the Fee and Finance Advisory Committee participated in a Zoom Meeting to discuss a letter, hand delivered to Director Williams during a recent Building Industry Association, concerning the District’s 2020 SECAP and Nexus Study. The Advisory Committee recommended that the General Manager perform outreach to the interested constituents.

There were no other advisory committee meetings in August.

3) PURCHASE ORDERS/CONTRACTS INITIATED UNDER GENERAL MANAGER AUTHORITY

PO Req#	Date	Vendor	Description	Amount
220	08/11/21	Smart Cover, Inc.	Data services software renewal & parts warranty	\$5,632
222	08/26/21	MacLeod Watts, Inc.	Actuarial Services	\$9,100

4) LONG RANGE AGENDA

October 2021

- SSMP Recertification

November 2021

- Quarterly Investment Report
- PMP Annual Report

December 2021

- Closed Session – GM Employee Evaluation
- Final Audit and Consolidated Annual Financial Report
- Participation Charge Report for FY 2020-21
- Award Corp Yard Construction Contract

January 2022

- Selection of Officers
- GM Goals

Item 8.2.1

ITEM VIII. ASD REPORT

To: Board of Directors
From: Emilie Costan, Administrative Services Manager
cc: Herb Niederberger, General Manager
Subject: Administrative Services Department Monthly Report
Board Date: September 2, 2021

Year-end and Audit Work

Administrative Services Staff has been pulling sample selections for the Fiscal Year 20/21 Audit. The Auditor completed their year-end audit work the week of August 23rd at the District Headquarters. The Auditor's communication *SAS 114 Planning Communication to Governance* is included as an attachment to this report.

Recruitment & Onboarding

Administrative Services staff assisted with the recruitment and onboarding of a Temporary Laborer II starting on August 23rd and a Maintenance Worker I starting on August 30th.

Leadership Rocklin

The Administrative Services Manager has been accepted into the Rocklin Chamber of Commerce's Leadership Rocklin Program and attended the first session on August 19th which focused on types of Leaders and the History of Rocklin.

Laserfiche

The Administrative Services Staff have set a goal of adding 1,000 new records to the Laserfiche repository this calendar year. Staff is continuing to work on this goal and on improving the Laserfiche repository with 617 new records added so far this year.

August Monthly Investment Transactions per GC §53607

DEPOSITS, TRANSFERS, OR WITHDRAWALS

CalTRUST: None
LAIF: None
Placer County: None
Wells Fargo: None



August 19, 2021

Board of Directors and Management
South Placer Municipal Utility District

We are engaged to audit the financial statements of the business-type activities and each major fund of South Placer Municipal Utility District for the year ended June 30, 2021. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards, Government Auditing Standards and the Uniform Guidance

As stated in our engagement letter dated June 26, 2021, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider South Placer Municipal Utility District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis, the GASB required supplementary other post-employment benefits information and the GASB required pension information, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the Schedule of Operating Expenses and if determined necessary, the Schedule of Expenditure of Federal Awards, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on Introductory Section of the Annual Comprehensive Financial Report, and the Statistical Section of the Annual Comprehensive Financial Report, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing,

and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

Justin Williams is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of the South Placer Municipal Utility District and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully,

Mann, Urrutia, Nelson, CPAs & Associates, LLP

ITEM VII. FSD REPORT

To: Board of Directors
From: Eric Nielsen, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Field Services Department Monthly Report
Meeting Date: September 2, 2021

Department Overview

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

1. SCADA Master Plan

- a. The District is reviewing the Master Plan and preparing to advertise for bids to implement the selected recommendations.

2. Break Room Addition, Locker Room and Lobby Improvements

- a. Staff plans to advertise for solicitation of bids in the fall and award the contract in December 2021 or January 2022. The start of construction is planned to commence in early 2022 and conclude by the end of 2022.

3. Recruitment

- a. An offer of employment was made to Robert Castro for the position of Temporary Laborer. We are pleased to announce that he accepted the offer and joined the SPMUD team on August 23, 2021.
- b. An offer of employment was made to Jordon Olsen for the position of Maintenance Worker I. We are pleased to announce that he accepted the offer. His anticipated start date is August 30, 2021.

4. CCTV Software

- a. Staff executed the agreement approved by the Board at the August 2021 meeting to update the District's CCTV inspection software. The software implementation is planned to start before the end of 2021 and will take place over a 10-12 week period.

5. Lockout/Tagout Procedures

- a. Staff is working to execute a professional services agreement to retain a consultant to assist with the development of equipment-specific lockout/tagout procedures to help ensure the safety of employees working on/around equipment that is normally energized.

6. Equipment

- a. The District took receipt of the replacement emergency bypass pump that was approved by the Board in June 2021.

Reporting

This section provides the Board an overview of the Field Services Department operations and maintenance activities through 7/31/2021. The work listed is not all inclusive.

1. Lost Time Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 1796 days without a Lost Time Accident/Injury

2. Safety/Training/Professional Development

- a. Field Services employees participated in training for the following:
 - i. Temporary Traffic Control
 - ii. Standby Supervisor Training
 - iii. Review of nine (9) Standard Operating Procedures
 - iv. Tailgates (Power tool safety, heat stress, fatigue prevention, emergency evacuation)

3. Customer Service Calls

- a. Response Time Goals over the Last 12 Months

	Goal	Average	Success Rate
During Business Hours	< 30 minutes	18 min	96%
During Non-Business Hours	< 60 minutes	49 min	

Service Calls - July

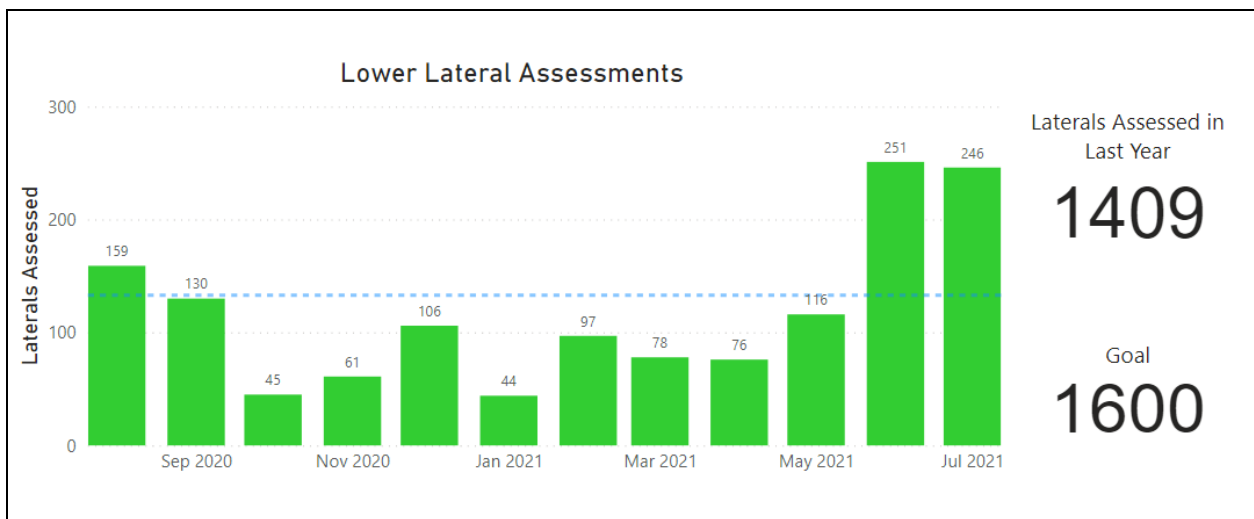
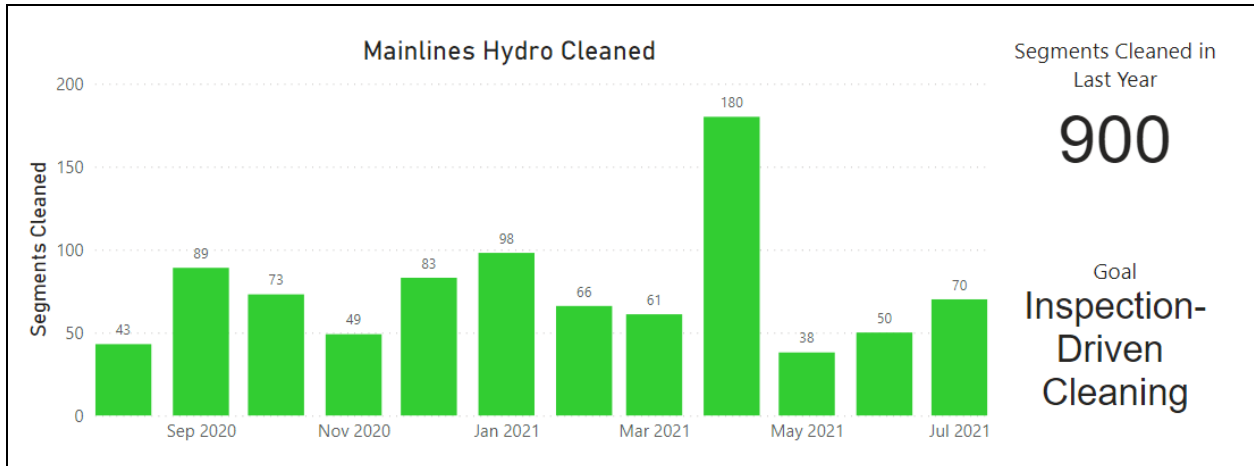
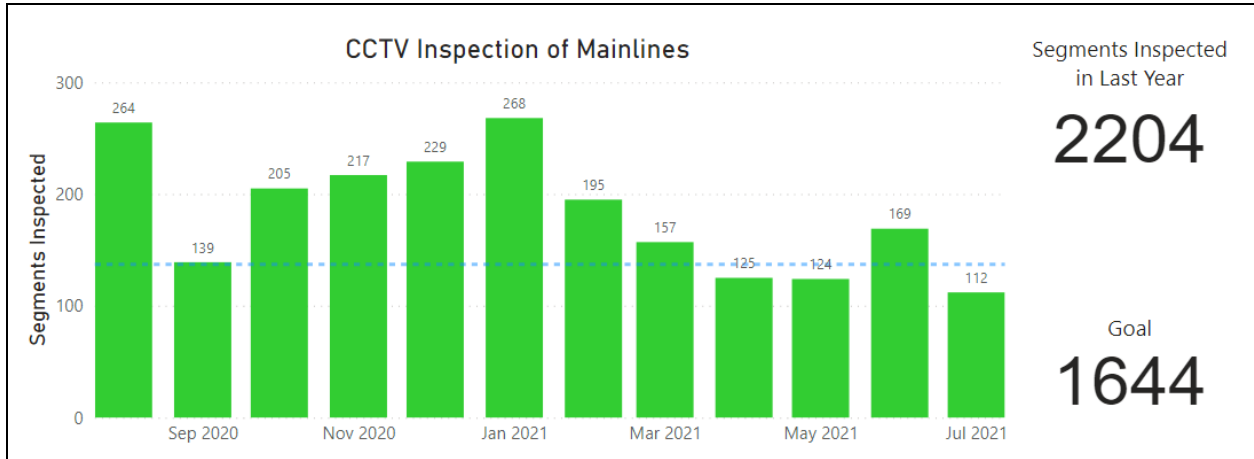
Responsibility	SSO	Stoppage	Odor	Alarm	PLSD	Vermin	Misc
N/A						2	3
Owner Responsibility		5			2	2	1
SPMUD Responsibility	1	1	2	1			2
Total	1	6	2	1	2	4	6

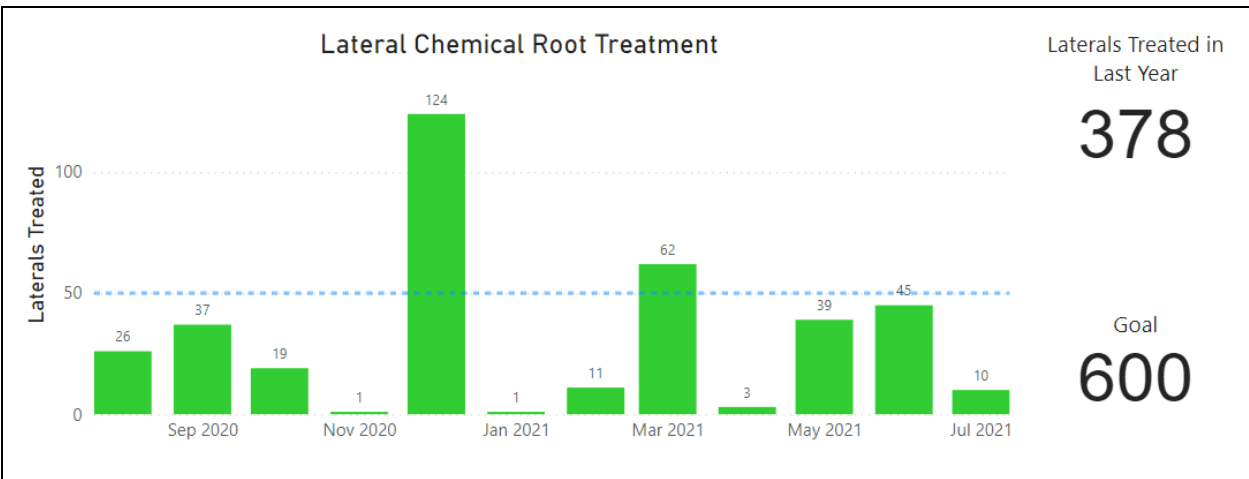
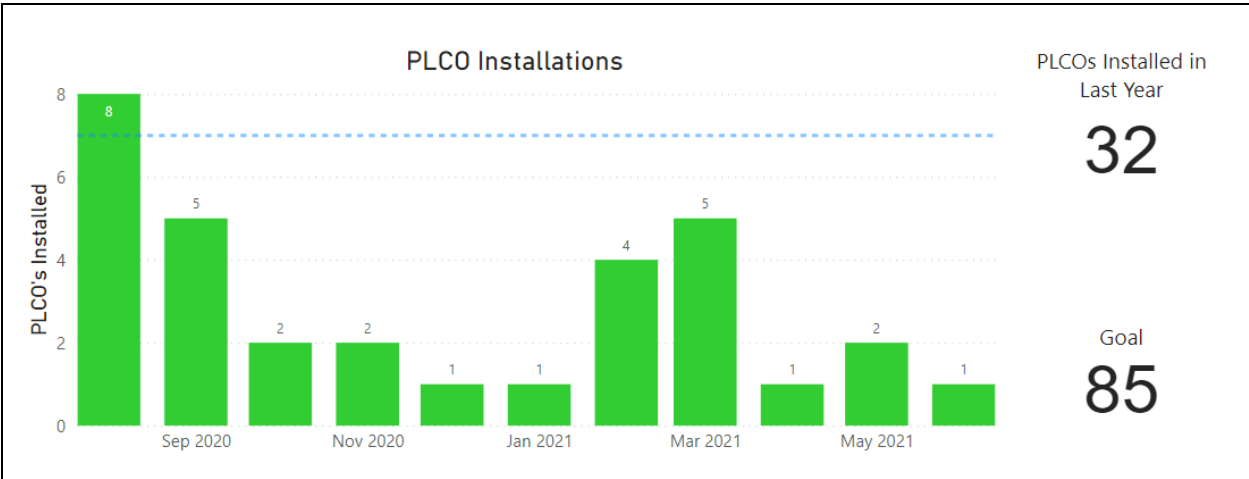
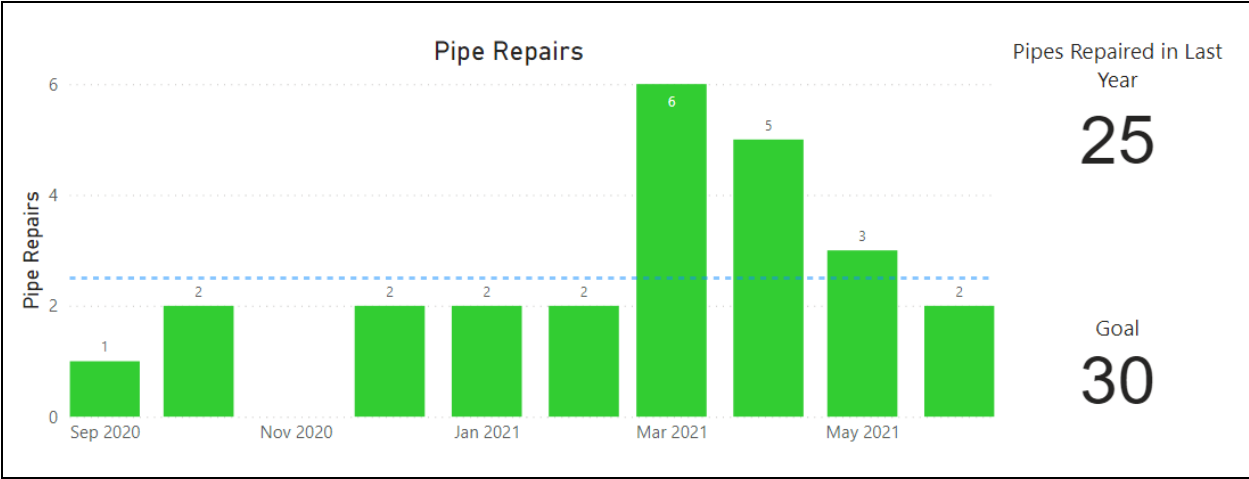
Total Service Calls

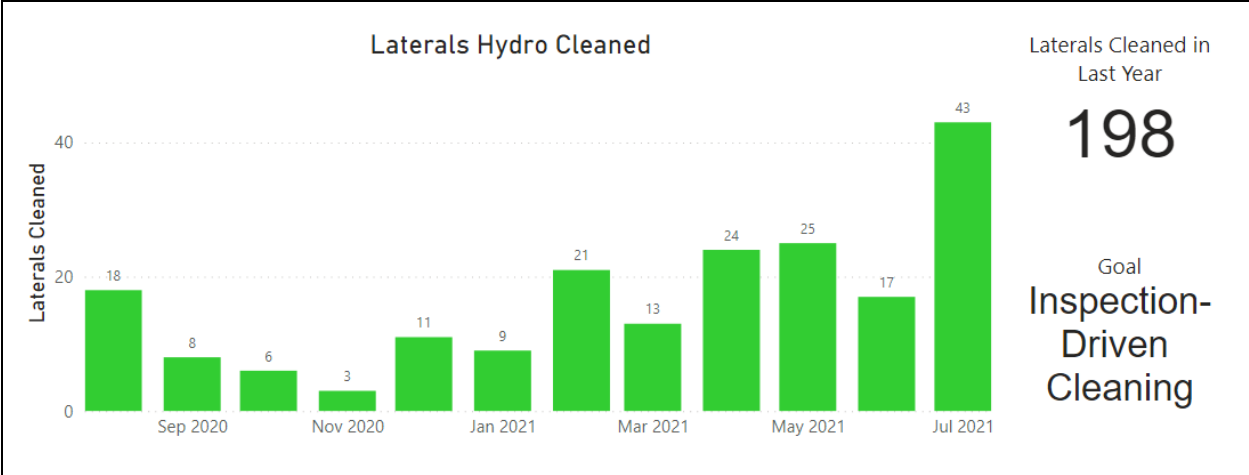
22

4. Production

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







Item 8.2.3

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: September 2, 2021

Commercial EDU Tracking

TSD is continuing to review and enter historical data for commercial properties into the Lucity database. This is the first step in the new commercial account auditing program. It is anticipated that entering the historical data will continue for a full calendar year. This new work program will ensure that every commercial property is audited at least once a year through planned work that is tracked and updated through Lucity. ASD will use this information to update billing.

Corporation Yard Wall Replacement Project

The bock wall is currently in construction with the fence panels to follow later this week. Installation is anticipated to be complete by the end of September.

FOG Program

The summer construction season is busy with many projects nearing their testing phases and several others just breaking ground. The District’s FOG Source Control Inspector has been overseeing the FOG Control program and also supporting construction. Despite the heavy workload, the District continues to maintain a presence in the food service industry making progress in the FOG Program.

Cool River Pizza received a Warning of Non-Compliance due to a non-functioning grease control device. Since Cool River is under new ownership, the District is working with the owner of the building and the food service establishment (FSE) to rehabilitate the existing device or install a new device.

La Fogata submitted a design to install a grease removal device. This building has operated without grease control for several years as was discovered during the permitting process.

District staff will be working through several active FSE tenant improvements to find proper grease control solutions. Some of these establishments include Starbucks – Granite Drive, Smithville Coffee, and Lean Feast.

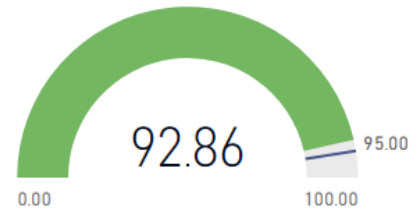
Department Performance Indicators

The following charts depict the efforts and performance of the department in the following areas of work as of July 31st, 2021. 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.

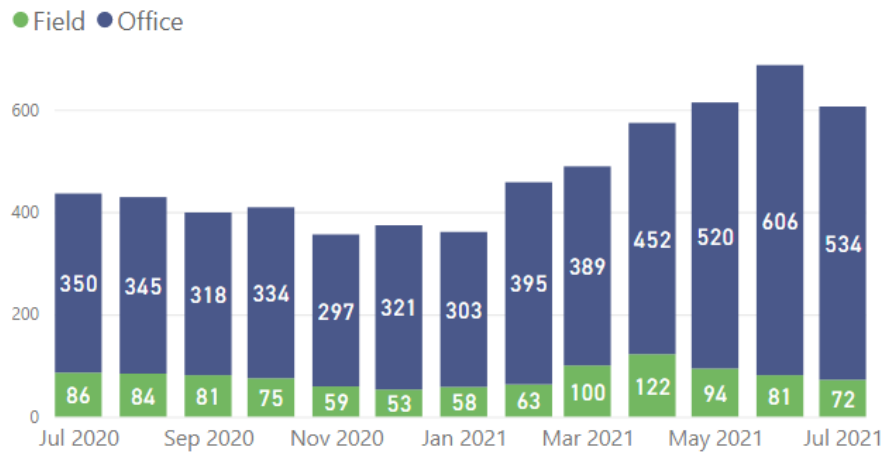
Plan Checks Completed - Monthly Totals



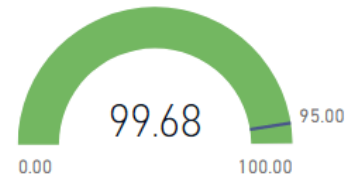
% "In Time" Plan Checks



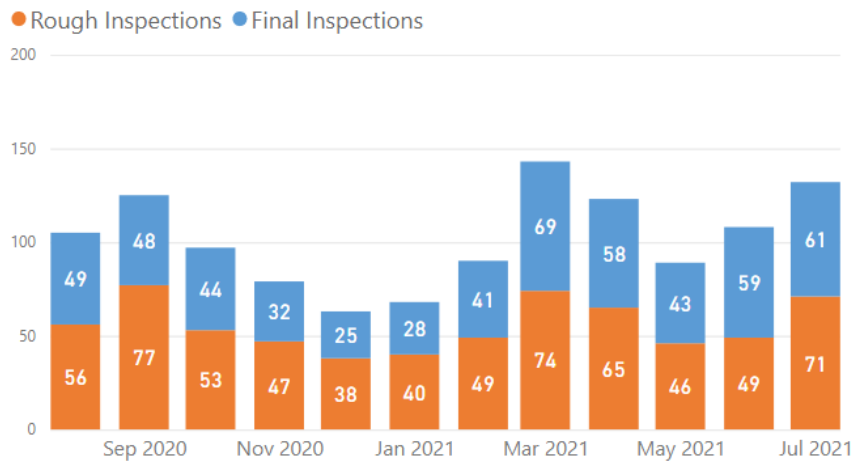
811 Responses - Monthly Totals



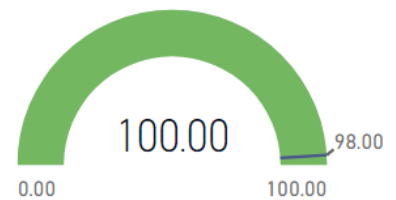
% "In Time" Responses ...



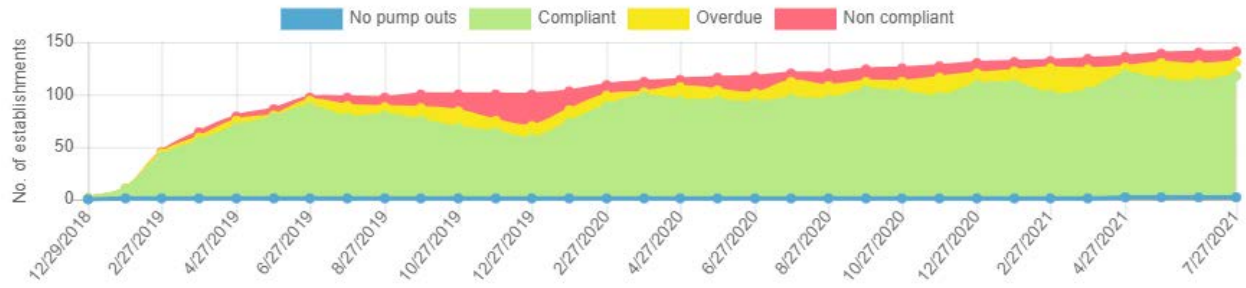
Building Sewer Inspections - Monthly Totals



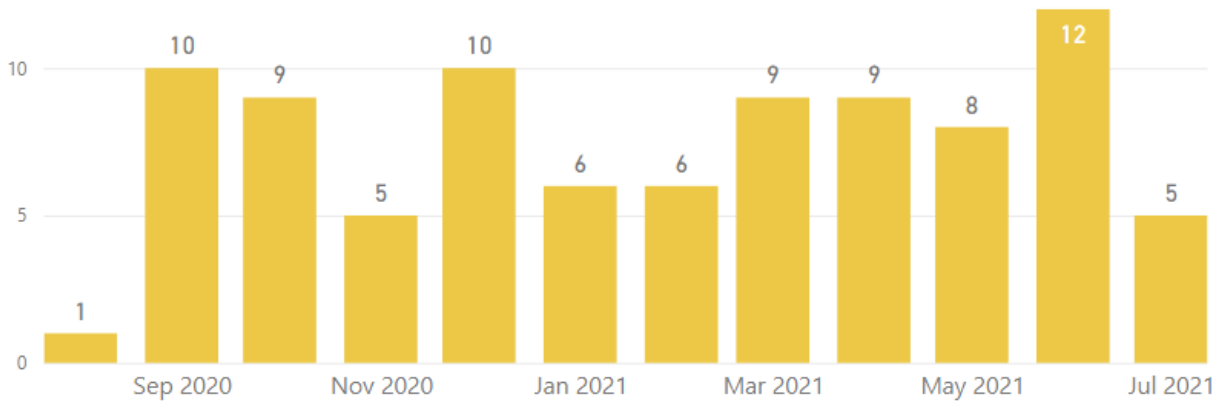
% "In Time" Inspections



FOG Compliance History



FOG Pickups - Monthly Totals



Grease Interceptor Inspections

