



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

June 3, 2021

Zoom Meeting: 1 (669) 900-9128

Meeting ID: 821 4894 7242

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 June 3, 2021 meeting of the SPMUD Board of Directors will occur via teleconference using Zoom Meeting 1 (669) 900-9128, <https://us02web.zoom.us/j/82148947242>. Public comments can be emailed to ecostan@spmud.ca.gov from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

AGENDA

I. CALL MEETING TO ORDER

II. ROLL CALL OF DIRECTORS

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. CONSENT ITEMS

[pg 4 to 46]

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

ACTION: (Roll Call Vote)

Motion to approve the consent items for the June 3, 2021 meeting.

1. MINUTES from the May 6, 2021 Regular Meeting. [pg 4 to 9]
2. ACCOUNTS PAYABLE in the amount of \$603,439 through May 25, 2021. [pg 10 to 13]
3. BILL OF SALE Acceptance of Bill of Sale for Sewer Improvements within the Lugo Extension (3240 Taylor Road), with an estimated value of \$164,407. [pg 14 to 16]

4. RESOLUTION 21-15 AUTHORIZING THE GENERAL MANAGER TO PURCHASE A BYPASS PUMP from the Pac Machine Company. [pg 17 to 19]
5. RESOLUTION 21-16 AWARDING AN IT SUPPORT SERVICES AGREEMENT with Network Design Associates (NDA). [pg 20 to 35]
6. RESOLUTION 21-17 CREATING THE JOB DESCRIPTION FOR LEAD INSPECTOR [pg 36 to 44]
7. COVID-19 UPDATE [pg 45 to 46]

V. PUBLIC COMMENTS

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

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

VI. BOARD BUSINESS

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

1. **PUBLIC HEARING: RESOLUTION #21-18 TO COLLECT DELINQUENT SERVICE CHARGES FOR SOUTH PLACER MUNICIPAL UTILITY DISTRICT ON THE PLACER COUNTY TAX ROLLS FOR TAX YEAR 2020** [pg 47 to 51]

The Notice of Public Hearing regarding transfer of delinquent service charges to the Placer County Tax roll has been published per state law for the June 3, 2021 meeting. A Public Hearing should be held to hear testimony and make any Board approved adjustments.

Action Requested: Roll Call Vote

Staff Recommends that the Board of Directors:

1. **Hold a Public Hearing to hear any comments from the public regarding delinquent service charges.**
2. **Approve Resolution #21-18 requesting that Placer County Collect Delinquent Service Charges for SPMUD on the Placer County Tax Roll for Tax Year 2020.**

2. **FISCAL YEAR 2021/22 BUDGET WORKSHOP** [pg 52 to 59]

Staff will provide a report to the Board and conduct a public Budget Workshop for the Annual Budget for the upcoming 2021/22 Fiscal Year. The budget provides the Board of Directors with projected fiscal year revenues and expenses for the General and Capital Funds. Following any direction from the Board of Directors a final budget will be prepared and submitted for approval at the next regularly scheduled meeting on July 1, 2021.

Action Requested: Workshop

Recommendation

Staff recommends that the Board of Directors:

1. Conduct a workshop to receive board and public testimony, and consider said testimony; and
2. After consideration of the testimony, direct staff to return on July 1, 2021, with a Final Budget Book for Fiscal Year 2021/22.

VII. REPORTS

[pg 60 to 70]

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

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

VIII. ADDITIONAL PUBLIC COMMENTS

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

IX. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to its next regular meeting on **July 1, 2021 at 4:30 p.m.**

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

Meeting	Location	Date	Time
Regular	Zoom Meeting	May 6, 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 4:34 p.m.

II. ROLL CALL OF DIRECTORS:

Present: President Will Dickinson, Vice President Jerry Mitchell, Director John Murdock, Director Jim Williams
Director James Durfee joined at 4:36 p.m.

Absent: None

Vacant: None

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

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

IV. CONSENT ITEMS:

1. MINUTES from the April 1, 2021 Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$2,106,444 through April 26, 2021.
3. QUARTERLY INVESTMENT REPORT in the total amount of \$64,574,830 through March 31, 2021.

Director Murdock made a motion to approve the consent items; a second was made by Director Williams; a roll call vote was taken, and the motion carried 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. RESOLUTION 21-13 ACCEPTING REVISED DISTRICT PLANS AND SPECIFICATIONS

GM Niederberger introduced the presentation on the updated District Standard Specifications and Improvement Standards for Sanitary Sewers (Standards) which are necessary for the design and construction of improvements within the District. DE Huff highlighted revisions that were made to the

Standards which were last updated in 2009. She shared the outreach that staff conducted to local partners and the development community and the District's responses to the feedback that was received.

Vice President Mitchell asked about existing development and the requirement to provide all-weather drivable access over easements with increased minimum widths. DE Huff shared that if a 50' easement width were to be required, the drivable all-weather access would not be required over the entire easement width. The easement standards would apply to properties that have not been developed. Vice President Mitchell commented on the level of detail in the Standards and shared that it is encouraging that the District has a clear standard that is available and transparent. He thanked staff for their efforts.

Director Williams shared his appreciation for the outreach that staff completed and the time Ubara spent reviewing the Standards and providing comments. Director Durfee echoed Director William's comments. Additionally, he asked if staff could quantify the cost to a developer as a result of the changes made. DE Huff shared that the major cost component is in the easement requirements which may render less space potentially developable. The District's intent is to work with developers to limit impacts by placing easements in conjunction with drive isles or other access points. GM Niederberger added that the District's pipe cannot be repaired without adequate space for access.

President Dickinson shared his appreciation for the work done to update the Standards and shared his desire for participation from the engineering community. He inquired about allowing alternate solutions to the requirements in the Standards. GM Niederberger shared that the Standards allow for a District approved equal.

Director Murdock made a motion to adopt Resolution 21-13 accepting the revised District Plans and Specifications; a second was made by Director Williams; a roll call vote was taken, and the motion carried 5-0.

2. RESOLUTION 21-14 CREATING POLICIES #2040 OFFICE PETS, #3080 DOMESTIC SEWER OVERFLOWS, AND #3175 REFUNDS AND REVISING POLICIES #3130 DISTRICT RESERVE POLICY AND #3251 RECORDATION OF ASSETS FOR DEPRECIATION PURPOSES

GM Niederberger presented the three newly proposed policies on office pets, domestic sewer overflows, and refunds and the two policy revisions related to the capital replacement and rehabilitation fund to the Board.

President Dickson asked for Board discussion on the revisions to the District Reserve Policy and the corresponding changes to policy 3251. He shared that at the April Fee and Finance Committee Meeting, staff initially proposed revising the District Reserve Policy to increase the annual capital replacement and rehabilitation transfer to 150% of the annual depreciation. GM Niederberger shared that even with a 50% increase that staff is projecting that the replacement and rehabilitation fund (Fund 400) will have a \$10 to \$15 million shortfall by the year 2055. The Fee and Finance Committee recommended modifying the allocation to 115% of the annual depreciation. President Dickinson shared that the District has been challenged in the past on the amount being held in reserve, and there is a substantial amount of time to correct the balance of Fund 400 if there is a future shortfall. Therefore, the Committee is recommending increasing the reserve allocation by 15% and revisiting the allocation no less than every two years. Director Williams shared that the Committee reviewed the allocation very closely, as the reserve increase could impact the monthly service fee. He shared his recommendation

that the District make gradual increases to the allocation and carefully review the fund balance on a regular basis.

GM Niederberger shared that the District is unique in setting aside a reserve for future repairs instead of bonding or using a pay-go method. Vice President Mitchell clarified that the reserve is for the District's system and not the South Placer Wastewater Authority (SPWA). GM Niederberger confirmed that these funds are for the repair and replacement of the District's system and not for SPWA or new capital improvements.

Director Williams added that when the capital repair and replacement reserve was implemented back in 2008, the District was forward-thinking in setting aside funds to maintain the system. There are many examples of jurisdictions that have failed to account for these costs and now have no funds set aside to replace or maintain failing infrastructure. President Dickinson added that there is still an argument to be made that current customers have paid for the pipes to be installed and by excessively collecting for the future that the current customers are subsidizing the infrastructure costs for future customers. A balance is required in properly collecting the reserve.

Director Mitchell commented that this policy ensures that the District has the minimum required funds to face future infrastructure challenges. GM Niederberger shared that the City of Rocklin has a \$40 million unfunded liability in their storm drains as they are now reaching the end of their useful life with no formal replacement plan. President Dickinson reiterated that he believes in a reserve but wants to make sure the District is collecting it appropriately and not overburdening existing customers.

There were no Director comments on the Domestic Sewer Overflow Policy.

President Dickinson asked if the Refund Policy would change the number of refunds that the District issues. ASM Costan replied that the new policy has the potential to reduce the number of refunds being sent as it requires customers who have moved to provide an updated mailing address before a refund check is sent. Any unpaid balances will continue to be transferred to the new property owner.

President Dickinson asked for Board discussion and Policy and Ordinance Committee comments on the Pet Policy. GM Niederberger shared that there are many restrictions built into the policy which was reviewed by our insurance carrier SDRMA. He shared that the idea for the Pet Policy came from a magazine article that highlighted a California Water District that has dogs that roam their campus. The District's policy would allow employees to occasionally bring a pet into the workplace. GM Niederberger also shared that staff had researched a third-party evaluator that could rate a pet's suitability for the office and incorporated that as a requirement into the policy.

President Dickinson stated that he has numerous questions and concerns about the Pet Policy with his number one concern being liability. GC Brown shared that if a pet caused harm or damage, the liability of the person owning the animal would likely attach to the District. He shared that the laws surrounding accommodating employee requests for companion animals in the workplace are evolving; however, employer liability is a real concern. Insurance by the animal owner and a third-party evaluation are, at a minimum, both good ideas to help protect the District. President Dickinson commented that if the District is going to move forward with adopting this policy, he believes the policy should contain more definitive requirements of the employee bring the pet into the workplace. He also shared that customers and staff have to be comfortable visiting the office. Director Murdock asked that the Pet Policy be removed from the resolution and that the item go back to the Policy and Ordinance Committee for

additional review and discussion. Director Williams also shared that he is concerned about allergies that people may have to specific pets and breeds and that the District needs to ensure that the office is accommodating all employees and visitors.

Director Murdock made a motion to strike policy #2040 Office Pets and adopt amended Resolution 21-14, creating policies #3080 Domestic Sewer Overflows and #3175 Refunds and revising policies #3130 District Reserve Policy and #3251 Recordation of Assets for Depreciation Purposes; a second was made by Director Durfee; a roll call vote was taken, and the motion carried 5-0.

3. COVID-19 UPDATE AND RESOLUTION 21-15 RESCINDING RESOLUTION 20-11, COVID-19 DECLARATION OF EMERGENCY AND TEMPORARY AUTHORIZATION OF INCREASED AUTHORITY OF THE GENERAL MANAGER

GM Niederberger presented the item proposing that the District resolution declaring an emergency as a result of COVID-19 and granting temporary increased authority to the General Manager be rescinded. He shared that Governor Newsom has declared that on June 15th the Blueprint for a Safer Economy will cease and most businesses will be allowed to resume normal operations. Emergency OSHA regulations will continue to be in effect until September 30th or until otherwise revised. He also asked for Board Discussion on resuming in-person Board meetings on July 1st.

Director Murdock commented that Placer County is still in the red (substantial) tier. GM Niederberger shared that the numbers in Placer County are not trending downward and have remained consistent. He shared that without the declaration by the Governor regarding the easing of restrictions on June 15th, that the County would likely continue to remain in the substantial tier. Director Murdock shared that he supports keeping the District's resolution in place for a couple more months.

President Dickinson asked if the District would have the legal authority to continue Zoom meetings after June 15th. GC Brown shared that the District will be able to continue meeting remotely until the State's Emergency Order temporarily waiving the Brown Act requirements is formally rescinded. The Board may meet in person when the County is no longer in the red tier but must comply with OSHA and other emergency regulations. Director Murdock stated that if the resolution is rescinded and the situation with the virus turns bad quickly that the General Manager would have no authority to respond. GC Brown shared that if there was a catastrophic situation that the General Manager would call a special meeting to address the issue.

GM Niederberger shared that there was a bill circulating that would have required Brown Act bodies to continue remote meeting access for the public. The California Special District Association was able to exempt Special Districts from the proposed legislation; however, the District is currently in the process of updating the boardroom equipment which will allow the option to conduct meetings via Zoom if needed. The upgrades allow for flexibility for the Board and for members of the public wishing to participate. GC Brown shared that the public could choose to attend a board meeting by Zoom or in-person depending on capacity limitations.

Director Durfee asked about the timing of rescinding the District's resolution. He shared that his preference would be for the resolution to expire in conjunction with the Governor rescinding the State's Emergency Order. GM Niederberger shared that the resolution is currently written to expire either by an action of the Board or when the State's Emergency Order is rescinded. Director Williams shared that rescinding the resolution is not necessary to begin meeting in person, and his preference would be to let the resolution expire when the State Emergency Order is rescinded by the Governor. President

Dickinson asked if staff has a pressing reason for seeking an action to rescind the District's resolution. GM Niederberger shared that as restrictions are lifted and operations are returning to normal that there did not appear to be a need for increased General Manager authority.

Vice President Mitchell asked for more detail on the changes being made to the boardroom. ASM Costan shared that the District is rearranging the boardroom to add a podium that is ADA accessible and updating the existing equipment with newer technology. The upgrades should be completed by July 1st. She shared that the funds to upgrade the equipment in the Boardroom have been included in the last few budget cycles and with the Board meeting via Zoom, staff saw this as an ideal time to complete the upgrades. Vice President Mitchell shared that he believes the Board should wait until July 1st to see what actions the Governor takes before making any decisions and should continue Zoom meetings until the Brown Act requirements are reinstated.

Director Murdock made a motion to continue Resolution 21-15, Rescinding Resolution 20-11, COVID-19 Declaration of Emergency and Temporary Authorization of Increased Authority of the General Manager to a date uncertain; a second was made by Director Durfee; a roll call vote was taken, and the motion carried 5-0.

VII. REPORTS

1. District General Counsel (A. Brown):

General Counsel Brown had no report for this meeting.

2. General Manager (H. Niederberger):

A. ASD, FSD & TSD Reports:

GM Niederberger shared that he was unable to attend the Zoom meeting with Assemblyman Kevin Kiley's Civic Advisory Council. President Dickinson shared that there was a recent grease control issue where the Board and staff were able to work with the owner to come to a solution. He thanked staff for their efforts. Vice President Mitchell asked about the webinar that the General Manager attended on redistricting. GM Niederberger shared that he learned of some available online tools, but after exploration, he is not sure that they will be helpful to the District. He has been reaching out to firms that specialize in demographic study. Many Districts are struggling with the timing of the census data and the requirement to complete redistricting 180 days before the next General Election. There have been requests for relief from the time frames made and staff is following this. Vice President Mitchell congratulated the Superintendent on his loss time incident numbers.

B. Information Items: No additional items.

3. Director's Comments:

Director Williams shared that he attended a tour of the Pleasant Grove Wastewater Treatment Plant in April, and shared that there will be information in the next couple of months regarding studies on the Dry Creek Plant. Director Murdock congratulated DE Huff on the updates done to the District Standards and thanked her staff for their work to complete the updates.

Vice President Mitchell shared that the City of Rocklin is working on a General Plan Update and the State is getting more aggressive in its posture regarding accessory dwelling units and affordable housing. There is a general lack of knowledge about the costs of infrastructure and the challenges faced. Director Williams shared that when discussing the District's connection fee, he communicates

that a large part of the District's fee goes to SPWA for treatment expenses. Developers compare our rates with Sacramento County and other local agencies, and they are not concerned with keeping monthly rates low for customers, only the cost of connecting. Vice President Mitchell shared that the cost of placing infrastructure in flat farmland is not the same as the cost of placing infrastructure in granite. He commented that the Federal Government's promise of funding for infrastructure may help with affordable housing.

President Dickinson commented that he is concerned that staff may be overly aggressive in responding to alarms at District facilities, and he does not want staff to be placed in danger. GM Niederberger shared that the police are responding to security alarms and the only time that staff is responding is during the day and when there is clear evidence of a false alarm viewed from the camera footage. When staff is responding they are typically only there to let the Police into the facility. GM Niederberger also shared that the Board may want to view the progress of the Corporation Yard Fence Project which is currently under construction.

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 5:56 p.m. to the next regular meeting to be held on June 3, 2021 at 4:30 p.m.



Emilie Costan, Board Secretary

Item 4.2



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 04/27/2021 - 05/24/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1021	ARC	04/29/2021	Regular	0.00	286.56	13330
1663	Buckmaster Office Solutions	04/29/2021	Regular	0.00	88.16	13331
1742	Burrell Consulting Group	04/29/2021	Regular	0.00	1,115.00	13332
1652	Cintas Corporation	04/29/2021	Regular	0.00	426.26	13333
1080	CWEA (Main)	04/29/2021	Regular	0.00	106.00	13334
1124	Gold Country Media Publications	04/29/2021	Regular	0.00	338.32	13335
1564	Jensen Landscape Services, LLC	04/29/2021	Regular	0.00	887.00	13336
1253	Recology Auburn Placer	04/29/2021	Regular	0.00	320.21	13337
1306	Superior Equipment Repair	04/29/2021	Regular	0.00	2,234.17	13338
1327	US Bank Corporate Payment	05/05/2021	Regular	0.00	14,620.84	13339
	Void	05/05/2021	Regular	0.00	0.00	13340
	Void	05/05/2021	Regular	0.00	0.00	13341
248	AT&T (916.663.1652) & (248.134.5438.608.80)	05/06/2021	Regular	0.00	301.66	13342
1539	California Cut & Core	05/06/2021	Regular	0.00	325.00	13343
1062	Chad Stites	05/06/2021	Regular	0.00	250.00	13344
1652	Cintas Corporation	05/06/2021	Regular	0.00	3,598.21	13345
1652	Cintas Corporation	05/07/2021	Regular	0.00	-3,598.21	13345
1068	City of Roseville	05/06/2021	Regular	0.00	366,426.51	13346
1509	Crystal Communications	05/06/2021	Regular	0.00	311.64	13347
1086	Dataprose	05/06/2021	Regular	0.00	7,156.46	13348
1087	Dawson Oil Co.	05/06/2021	Regular	0.00	3,946.31	13349
1686	Jan Pro	05/06/2021	Regular	0.00	861.00	13350
1757	McClatchy Shared Services LLC	05/06/2021	Regular	0.00	918.48	13351
1218	PCWA	05/06/2021	Regular	0.00	94.14	13352
1221	PG&E (Current Accounts)	05/06/2021	Regular	0.00	903.35	13353
1685	Streamline	05/06/2021	Regular	0.00	400.00	13354
1306	Superior Equipment Repair	05/06/2021	Regular	0.00	279.16	13355
1499	TechRoe.com LLC	05/06/2021	Regular	0.00	900.00	13356
1325	Tyler Technologies, Inc.	05/06/2021	Regular	0.00	429.00	13357
1561	Williams + Paddon Architects + Planners, Inc.	05/06/2021	Regular	0.00	475.81	13358
1652	Cintas Corporation	05/07/2021	Regular	0.00	730.74	13359
1021	ARC	05/13/2021	Regular	0.00	99.00	13360
248	AT&T (916.663.1652) & (248.134.5438.608.80)	05/13/2021	Regular	0.00	9.36	13361
1022	AT&T (9391035571) & (9391053973)	05/13/2021	Regular	0.00	349.64	13362
1652	Cintas Corporation	05/13/2021	Regular	0.00	412.81	13363
1533	City of Foster City	05/13/2021	Regular	0.00	510.00	13364
1080	CWEA (Main)	05/13/2021	Regular	0.00	192.00	13365
1113	Ferguson Enterprises, Inc. 1423 (Main)	05/13/2021	Regular	0.00	1,815.66	13366
1734	Garney Pacific, Inc.	05/13/2021	Regular	0.00	57,190.00	13367
1666	Great America Financial Services	05/13/2021	Regular	0.00	452.99	13368
1694	Mallory Safety & Supply LLC	05/13/2021	Regular	0.00	1,155.00	13369
1218	PCWA	05/13/2021	Regular	0.00	3,546.64	13370
1221	PG&E (Current Accounts)	05/13/2021	Regular	0.00	5,156.11	13371
1473	Pitney Bowes Purchase Power	05/13/2021	Regular	0.00	1,004.39	13372
1333	SPOK, Inc.	05/13/2021	Regular	0.00	27.10	13373
1338	Verizon Wireless	05/13/2021	Regular	0.00	1,270.72	13374
1343	Water Works Engineers, LLC	05/13/2021	Regular	0.00	1,856.80	13375
1652	Cintas Corporation	05/20/2021	Regular	0.00	431.58	13376
1073	Consolidated Communications	05/20/2021	Regular	0.00	2,061.58	13377
1139	Hill Rivkins Brown & Associates	05/20/2021	Regular	0.00	4,220.00	13378
1244	Preferred Alliance Inc	05/20/2021	Regular	0.00	196.65	13379
1537	Rocklin False Alarm Reduction Program	05/20/2021	Regular	0.00	100.00	13380
1518	Sonitrol of Sacramento	05/20/2021	Regular	0.00	1,092.39	13381
1292	SPMUD Petty Cash	05/21/2021	Regular	0.00	53.76	13382

Check Report

Date Range: 04/27/2021 - 05/24/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1045	Cal Pers 457 Plan (EFT)	04/30/2021	Bank Draft	0.00	750.00	DFT0006340
1135	Mass Mutual (EFT)	04/30/2021	Bank Draft	0.00	100.00	DFT0006341
1135	Mass Mutual (EFT)	04/30/2021	Bank Draft	0.00	8,302.52	DFT0006342
1135	Mass Mutual (EFT)	04/30/2021	Bank Draft	0.00	547.71	DFT0006343
1229	Pers (EFT)	04/30/2021	Bank Draft	0.00	49.13	DFT0006344
1229	Pers (EFT)	04/30/2021	Bank Draft	0.00	183.84	DFT0006345
1229	Pers (EFT)	04/30/2021	Bank Draft	0.00	326.18	DFT0006346
1229	Pers (EFT)	04/30/2021	Bank Draft	0.00	2,298.09	DFT0006347
1229	Pers (EFT)	04/30/2021	Bank Draft	0.00	4,077.36	DFT0006348
1229	Pers (EFT)	04/30/2021	Bank Draft	0.00	123.21	DFT0006349
1229	Pers (EFT)	04/30/2021	Bank Draft	0.00	184.51	DFT0006350
1229	Pers (EFT)	04/30/2021	Bank Draft	0.00	1,760.19	DFT0006351
1229	Pers (EFT)	04/30/2021	Bank Draft	0.00	2,636.26	DFT0006352
1229	Pers (EFT)	04/30/2021	Bank Draft	0.00	2,921.92	DFT0006353
1229	Pers (EFT)	04/30/2021	Bank Draft	0.00	3,347.02	DFT0006354
1149	Internal Revenue Service	04/30/2021	Bank Draft	0.00	12,421.86	DFT0006355
1098	EDD (EFT)	04/30/2021	Bank Draft	0.00	3,589.71	DFT0006356
1098	EDD (EFT)	04/30/2021	Bank Draft	0.00	1,202.13	DFT0006357
1149	Internal Revenue Service	04/30/2021	Bank Draft	0.00	2,905.06	DFT0006358
1149	Internal Revenue Service	04/30/2021	Bank Draft	0.00	9,176.56	DFT0006359
1229	Pers (EFT)	04/28/2021	Bank Draft	0.00	93.76	DFT0006360
1229	Pers (EFT)	04/28/2021	Bank Draft	0.00	107.40	DFT0006361
1149	Internal Revenue Service	04/28/2021	Bank Draft	0.00	543.50	DFT0006362
1098	EDD (EFT)	04/28/2021	Bank Draft	0.00	66.47	DFT0006363
1098	EDD (EFT)	04/28/2021	Bank Draft	0.00	52.60	DFT0006364
1149	Internal Revenue Service	04/28/2021	Bank Draft	0.00	127.10	DFT0006365
1149	Internal Revenue Service	04/28/2021	Bank Draft	0.00	478.85	DFT0006366
1045	Cal Pers 457 Plan (EFT)	05/14/2021	Bank Draft	0.00	750.00	DFT0006368
1135	Mass Mutual (EFT)	05/14/2021	Bank Draft	0.00	100.00	DFT0006369
1135	Mass Mutual (EFT)	05/14/2021	Bank Draft	0.00	8,302.52	DFT0006370
1135	Mass Mutual (EFT)	05/14/2021	Bank Draft	0.00	547.71	DFT0006371
1015	American Fidelity Assurance	05/14/2021	Bank Draft	0.00	416.66	DFT0006372
1015	American Fidelity Assurance	05/14/2021	Bank Draft	0.00	418.73	DFT0006373
1229	Pers (EFT)	05/14/2021	Bank Draft	0.00	49.13	DFT0006374
1229	Pers (EFT)	05/14/2021	Bank Draft	0.00	183.84	DFT0006375
1229	Pers (EFT)	05/14/2021	Bank Draft	0.00	326.18	DFT0006376
1229	Pers (EFT)	05/14/2021	Bank Draft	0.00	2,298.08	DFT0006377
1229	Pers (EFT)	05/14/2021	Bank Draft	0.00	4,077.36	DFT0006378
1229	Pers (EFT)	05/14/2021	Bank Draft	0.00	123.21	DFT0006379
1229	Pers (EFT)	05/14/2021	Bank Draft	0.00	184.51	DFT0006380
1229	Pers (EFT)	05/14/2021	Bank Draft	0.00	1,760.19	DFT0006381
1229	Pers (EFT)	05/14/2021	Bank Draft	0.00	2,636.26	DFT0006382
1229	Pers (EFT)	05/14/2021	Bank Draft	0.00	2,753.68	DFT0006383
1229	Pers (EFT)	05/14/2021	Bank Draft	0.00	3,154.30	DFT0006384
1149	Internal Revenue Service	05/14/2021	Bank Draft	0.00	12,176.12	DFT0006385
1098	EDD (EFT)	05/14/2021	Bank Draft	0.00	3,550.94	DFT0006386
1098	EDD (EFT)	05/14/2021	Bank Draft	0.00	1,176.76	DFT0006387
1149	Internal Revenue Service	05/14/2021	Bank Draft	0.00	2,847.64	DFT0006388

Check Report

Date Range: 04/27/2021 - 05/24/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1149	Internal Revenue Service	05/14/2021	Bank Draft	0.00	8,896.30	DFT0006389

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	75	51	0.00	491,934.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-3,598.21
Bank Drafts	49	49	0.00	115,103.06
EFT's	0	0	0.00	0.00
	124	103	0.00	603,439.02

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	75	51	0.00	491,934.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-3,598.21
Bank Drafts	49	49	0.00	115,103.06
EFT's	0	0	0.00	0.00
	124	103	0.00	603,439.02

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	4/2021	64,174.62
100	GENERAL FUND	5/2021	539,264.40
			603,439.02

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors
From: Carie Huff, District Engineer
Cc: Josh Lelko, Engineering Technician
Subject: Acceptance of the Bill of Sale for Sewer Improvements within the Lugo Extension/3240 Taylor Road
Meeting Date: June 3, 2021

Overview

The Lugo Sewer Extension improvements are an extension of the 3264 Taylor Road improvements constructed in 2018 and are intended to serve the Lugo property at 3240 Taylor Road in Loomis. The Lugo Extension/3240 Taylor Road project consists of offsite infrastructure for a future onsite project (no connections are associated with the construction of the project at this time). The Lugo Extension/3240 Taylor Road improvements include the following infrastructure:

- Installation of three hundred and eight (308) linear feet of sanitary sewer pipe; and
- Installation of three (3) manholes; and
- Installation of two (2) flushing branches; and
- Installation of twenty-five (25) feet of lower laterals.

Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Lugo Extension/3240 Taylor Road improvements.

Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

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

Fiscal Impact

The estimated value of the contributed capital is \$164,407.

Attachments:

1. Bill of Sale
2. Map – Lugo Extension/3240 Taylor Road

BILL OF SALE

Lugo Properties, Inc. does hereby grant, bargain, sell and convey to SOUTH PLACER MUNICIPAL UTILITY DISTRICT all of its rights, title and interest in and to all public sewer pipes, lines, mains, manholes, and appurtenances installed by its contractor in that subdivision/project commonly known as **3240 Taylor Road (Lugo Sewer Extension)**.

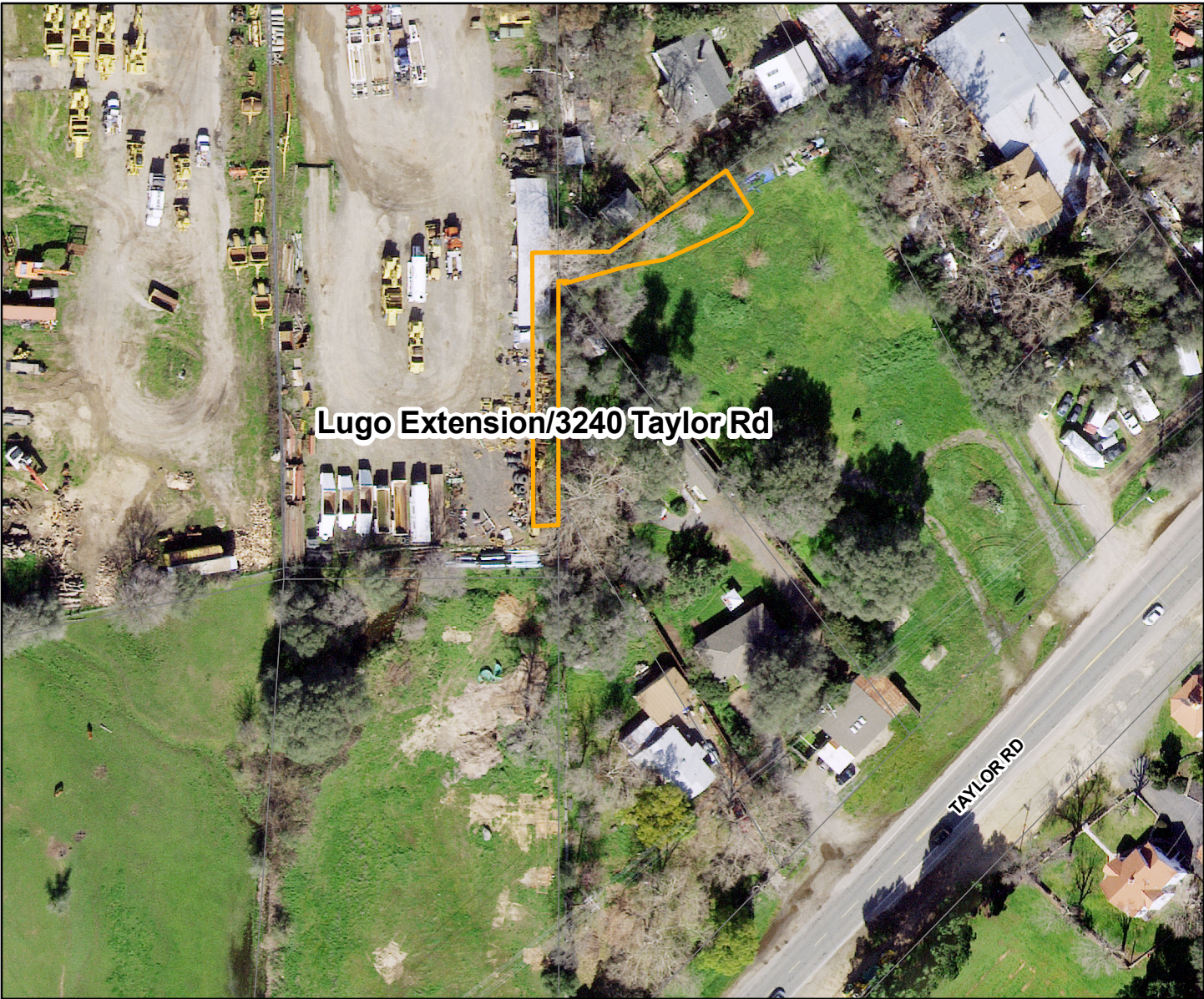
Grantor herein does hereby warrant and guarantee to SOUTH PLACER MUNICIPAL UTILITY DISTRICT that all of the personal property described herein consisting of sewer pipes, lines, mains, manholes, and appurtenances are free and clear of all mechanics liens and encumbrances of any type, nature or description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

Dated this 05/25/2021

By: Lugo Properties, Inc.


Signature

OMAR LUGO
Omar Lugo, President



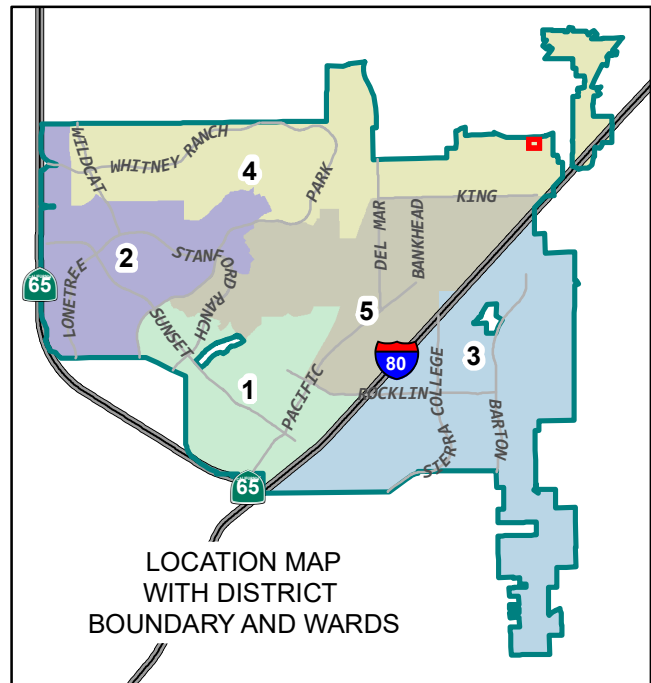
0 50 100 Feet
1 in = 100 ft



Lugo Extension/ 3240 Taylor Road

0 EDU

Date: 3/24/2020
 Author: Curtis Little
 Document Path:
 G:\spmud_gis\mxd\Curtis\Bill Of Sale Maps\2020\MXD\Lugo.mxd



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors
From: Eric Nielsen, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Equipment Purchase – Bypass Pump Replacement
Meeting Date: June 3, 2021

Overview

Approved in the current budget is a line item for Emergency Bypass Equipment in the amount of \$65,000. Staff budgeted for the replacement of the District’s 2005 Godwin portable bypass pump. This portable bypass pump is a critical piece of equipment since it is the only pump that can bypass the District’s high total dynamic head (TDH) lift stations. This pump was permitted through a Stipulated Compliance Agreement with an expiration date because it has a Tier 0 motor. The pump needs to be replaced with a unit that has a Tier 4 Final motor to be compliant with current air quality standards.

The District requested and received several quotes for pumps that meet the design requirements (e.g., total dynamic head, flow, solids handling) necessary to maintain service during emergency operations (e.g., public safety power shutoffs, lift station failure).

Staff recommends replacing the existing 2005 Godwin HL80M bypass pump with a new Godwin HL80M bypass pump for the following reasons. The District has confidence in the proven ability of this bypass pump to effectively convey flow from lift stations with high TDH during emergency situations. The company selling the pump is providing a trade-in value of \$10,000 for the current pump which significantly offsets the cost of replacement. No other company was able to offer a credit for the 2005 Godwin pump. The replacement cost of the Godwin pump with the trade-in value is the lowest of the quotes received. A summary of the quotes received is provided below.

Pump	Provider	Quote	Trade-In	Cost
Godwin HL80M	Pac Machine Company	\$50,069.25	\$10,000.00	\$40,069.25
Thompson Pump 3JSCB-DDST-3.6	Thompson Pump	\$44,297.00	-	\$44,297.00
Godwin HL80M	Aqua Engineering	\$53,300.00	-	\$53,300.00

Recommendation

Staff recommends that the Board of Directors:

1. Authorize the General Manager to execute a purchase order for the Godwin HL80M Pump with Tier 4 Engine provided by Pac Machine Company in the amount of \$40,069.25 plus freight and taxes.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 4.1 – Maintain compliance with pertinent regulations.

Goal 4.2 – Prevent and mitigate sewer system Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.

Fiscal Impact

The book value of the new bypass pump of \$50,069.25 will be entered into fixed assets with the salvage value of \$10,000 for the old pump. The net total cost of the equipment of \$40,069.25 (plus freight and taxes) will be charged to Fund 400, Rehabilitation and Replacement. This booked value is within the budgeted amount of \$65,000.00.

Attachments:

- Resolution 21-15

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 21-15

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A
PURCHASE ORDER FOR A REPLACEMENT BYPASS PUMP**

WHEREAS, the District's 2005 Godwin Bypass Pump must be replaced to meet regulatory requirements; and

WHEREAS, the Board of Directors has approved a budget item in the current budget for Emergency Bypass Equipment; and

WHEREAS, a competitive bid process required by the State of California Public Contract Code yielded a quote of \$50,069.25 for a new Godwin Bypass pump with a trade in value of \$10,000 for the old Godwin pump; and

WHEREAS, the purchase amount of the new pump (before the trade-in) exceeds the General Manager's authorized purchasing limit.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the South Placer Municipal Utility District that the General Manager is authorized to execute a Purchase Order for the replacement Godwin HL80M bypass pump in the amount of \$40,069.25 plus freight and taxes.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 3rd day of June 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
Emilie Costan, Administrative Services Manager
Cc: Herb Niederberger, General Manager
Subject: IT Support Services Agreement with Network Design Associates, Inc.
Meeting Date: June 3, 2021

Overview

The South Placer Municipal Utility District (District) has for several years invested in technology to improve the effectiveness and efficiency with which it provides sewer service to its customers. Examples of these investments include the implementations of Tyler, Lucity, ITPipes, and Laserfische software applications. These efforts are consistent with the direction established in the last two District Strategic Plans.

As with all assets, regular maintenance is necessary to keep these technological tools performing effectively. District staff has the aptitude to operate and maintain its information technology (IT) network and performs many of the routine tasks. The District does not yet have the need for a dedicated full-time IT employee. However, there are times that tasks needed to maintain the IT network, respond to IT emergencies, and plan for the future are beyond the availability and/or expertise of District staff. In the past, the District has supplemented staff by hiring IT consultants that provide additional resources and expertise.

District staff decided to reevaluate the IT support services it receives to ensure the services align with its objectives. The objectives for IT support services are:

- Availability – The District desires regular and consistent support from an IT professional to assist with the planning, design, implementation, and maintenance of its IT assets.
- Documentation – The District desires simple and complete documentation of its network and plans to effectively communicate between staff, consultants, and vendors.
- Cybersecurity – The District desires regular audits and testing of its system to identify and implement improvements to maintain an environment secure from threats.
- Partnership – The District desires a relationship with a technology support/solution provider that will come to understand the District’s systems and keep the District’s best interests in mind.

The District requested proposals from qualified vendors for IT support services on April 5, 2021. Seventeen technology solutions providers submitted proposals by the deadline of April 23, 2021. Of the seventeen proposals, four firms were selected for interviews, which were held on May 19, 2021. Network Design Associates, Inc. of Citrus Heights was selected to provide IT support services following the evaluation of the written proposals and interviews.

Staff is presenting this resolution to the Board because the total of the three-year agreement is anticipated to exceed \$60,000, which in accordance with Purchasing Policy 3150, requires Board approval. Additionally, the agreement allows for up to two one-year extensions to the agreement

at the sole discretion of the District. The compensation for each one-year extension will not exceed \$20,000 per year.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 21-16, authorizing the General Manager to execute the attached agreement with Network Design Associates, Inc. for information technology (IT) support services.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

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

Goal 7.1: Information Technology: improve the various data management and information systems

Goal 7.3: Business Efficiencies

Related District Ordinances and Policies

This action complies with the following District Policy(ies)

Policy No. 3150 – Purchasing Policy

Fiscal Impact

The projected cost of the three-year agreement based on current quantities is approximately \$60,000.00, which will be paid for in monthly increments as services are performed.

Attachments

1. Resolution 21-16
2. Professional Services Agreement for IT Support Services

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION 21-16

**AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH
NETWORK DESIGN ASSOCIATES FOR INFORMATION TECHNOLOGY (IT)
SUPPORT SERVICES**

WHEREAS, The South Placer Municipal Utility District (hereinafter “District”) has for several years invested in technology to improve the effectiveness and efficiency with which it provides sewer service to its customers, and

WHEREAS, regular maintenance is necessary to keep these technological tools performing effectively, and

WHEREAS, the District does not yet have the need for a dedicated, full-time IT employee and there are tasks needed to maintain the IT network, respond to IT emergencies, and plan for the future that are at times beyond the availability and/or expertise of District staff, and

WHEREAS, in the past, the District has supplemented staff by hiring IT consultants that provide additional resources and expertise, and

WHEREAS, the District solicited proposals for qualified vendors and the written proposals were evaluation and follow up interviews were conducted, and

WHEREAS, Network Design Associates, Inc. of Citrus Heights was determined to have the skills and expertise that most closely aligned with the needs and objectives of the District, and

WHEREAS, District Policy 3150 – Purchasing, requires Board authorization for the General Manager to approve purchases over \$50,000.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the General Manager is authorized to execute the attached Agreement with Network Design Associates, Inc. for information technology support services.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 3rd day of June 2021.

Signed:

William Dickinson, President of the Board of Directors

Attest:

Emilie Costan, Board Secretary



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

PROFESSIONAL SERVICES AGREEMENT

AGREEMENT TERM: Three years with options to extend

EXECUTED:

Provide Professional Services for the project know as: IT Support Services

DISTRICT: South Placer Municipal Utility District
DISTRICT REPRESENTATIVE: Emilie Costan
(916) 786-8555; ecostan@spmud.ca.gov

CONTRACTOR: Network Design Associates, Inc.
CONTRACTOR REPRESENTATIVE: JC Chan
(916) 853-1632

SERVICES:

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

Total agreement amount shall not exceed \$60,000 for the three-year agreement term. If an extension to the agreement is provided, the compensation shall not exceed \$20,000 per year for each additional year of the extension.

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

Name and address of Contractor: Network Design Associates, Inc.
6060 Sunrise Vista Drive, Suite 2440
Citrus Heights, CA 95610

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

Signature of person authorized to sign:

[Handwritten signature of Gregory J. Nelson]

Print Name: Gregory J. Nelson

Title: VP, Engineering

Date: 5-25-2021

NOTICE OF AWARD (This section for District use only)

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

Print Name: _____ Title: _____
Signature: _____ Date: _____

GENERAL PROVISIONS

1. **SCOPE OF SERVICES:** Contractor shall do all work, attend all meetings, and carry out all activities necessary to complete all services described in the attached proposal included as part of this Agreement. This Agreement and its exhibits, attached or incorporated by reference, shall be known as the “Agreement Documents.” The Contractor enters into this Agreement as an independent contractor and not as an employee of the District.
2. **TIME OF PERFORMANCE:** The Services described in this Contract shall be provided for three years with an option to extend the agreement for up to two additional one-year periods at the sole discretion of the District. The services are to commence upon execution and receipt of this Agreement and shall be completed in a prompt and timely manner in accordance with the conditions of the Agreement.
3. **COMPENSATION:** Payments shall be paid *monthly* upon completion of services for a total amount not to exceed \$ 60,000 over the three-year agreement term. If an extension to the agreement is provided, the compensation shall not exceed \$20,000 per year for each additional year of the extension. The District reserves the right to perform any of these services with its own staff or to retain other contractors to perform the services. “Reimbursable Expenses” are limited to actual expenditures of the Contractor for expenses that are necessary for the proper satisfaction of the Contract and are only payable if specifically authorized in advance in writing by the District. No additional charges will be allowed unless specified in the Contract, including charges for transportation, fuel, containers, packing, or disposal. Contractor is responsible for supplying invoices and all documentation necessary to verify invoices to the District’s satisfaction. Invoices shall be emailed to ap@spmud.ca.gov or mailed to 5807 Springview Drive, Rocklin, CA 95677.
4. **TERMINATION:** This Agreement may be terminated, without cause, at any time by the District or Contractor upon ten days written notice. Contractor shall be compensated for all services provided for in the Agreement to that date. District shall be entitled to all work created pursuant to the Agreement.
5. **CHANGES:** District or Contractor may request changes to the scope of services to be performed. Such changes must be authorized in advance by the District in writing. Mutually agreed to changes shall be incorporated in written amendments to this Agreement.
6. **PROPERTY OF THE DISTRICT:** It is mutually agreed that all work or materials prepared under this Agreement shall become the property of the District. The District shall have full ownership and control, including ownership of any copyrights, of all information prepared, produced, or provided by Contractor under this Contract. In this Contract, the term “information” means and includes any and all work product, submittals, reports, plans, specifications, and other deliverables consisting of documents, writings, handwritings, typewriting, printing, photostating, photographing, computer models, and any other computerized data and every other means of recording any form of information, communications, or representation, including letters, works, pictures, drawings, sounds, or symbols, or any combination thereof.
7. **CONFIDENTIALITY:** During performance of this Agreement, the contractor may gain access to and use District information. The contractor agrees to protect all District Information and treat it as strictly confidential, and further agrees that they shall at no time, either directly or indirectly, divulge, disclose, or communicate in any manner any District information to any third party without the prior written consent. In addition, the contractor shall comply with all policies governing the use of the District network and technology systems.

8. NOTIFICATION OF MATERIAL CHANGES IN BUSINESS: Contractor agrees that if it experiences any material changes in its business, including a reorganization, refinancing, restructuring, leveraged buyout, bankruptcy, name change, or loss of key personnel, it will immediately notify the District of the changes. Contractor also agrees to immediately notify the District of any condition that may jeopardize the scheduled delivery or fulfillment of Contractor's obligations to the District under this Contract.
9. WARRANTY: Contractor warrants that it has the expertise or has experts available to perform the services set forth in this Agreement in a manner consistent with accepted standards of its profession. It warrants that it will perform said services in a legal manner in conformance with all applicable laws and guidelines.
10. STANDARD OF PERFORMANCE: Contractor shall perform in the manner and according to the standards currently observed by a competent practitioner of Contractor's profession in California and in compliance with all requirements of this Contract. All products that Contractor delivers to District under this Contract must be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Contractor's profession.

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

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

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



Request for Proposal

Customer Name: South Placer Municipal Utility District

Project: IT Support Services 2021 – Option #2

Prepared By: JC Chan, Account Manager

Date Prepared: April 23rd, 2021

Date Revised: May 25th, 2021

Description of Services

Overview

South Placer Municipal Utility District (SPMUD) has been providing water and sewer treatment services for the cities of Rocklin and Loomis since the mid-1950s. The agency has sought to continually improve their processes to achieve their mission of reliable, sustainable, and cost-effective services for their customers. Technology has played a critical role in the planning and achievement of the agency's objectives. SPMUD outsources their primary IT operational services and is currently researching firms that could provide the agency with more support consistency.

Proposal Goal

Network Design Associates' (NDA) goal is to provide file server and workstation monitoring, periodic remote Help Desk, as well as optional onsite Senior Network Engineering services that meet or exceed SPMUD support and budgetary expectations. Our services are designed to adjust to our partners' month to month needs, and NDA provides support and services on a non-contractual basis (contract available if requested).

NDA has various service options ranging from basic monitoring and support to comprehensive managed services. We are proposing a combination of our Automation Suite to support all staff members and network topology, and our Outsourced IT services (onsite services on a T&M structure) for additional support and network engineering. Any quantities listed in this proposal are estimated. The number of agents can increase/decrease monthly, as well as the monthly onsite Engineering time.

About NDA

Network Design Associates, Inc. has been providing IT support services to the Greater Sacramento area since 1997, including remote national support for our partners. Our team of Senior Network Engineers, Customer Support Associates and Management staff are very broadly and deeply skilled. We have approximately 80 active partners under one of our service plans. Our partners stay with these plans for many years because they are comprehensive, well-executed, and conform to budgetary expectations.

About NDA Services

Scope of Work Overview

NDA provides extensive IT support services. Each partner has a unique environment requiring a customizable and adaptive approach for their support needs. The activities and tasks below are not intended to be an exhaustive list and some services may not be applicable to every environment. NDA has built flexibility into

our plans so that we can provide excellent support based on our partners' needs. NDA plans are designed to support all aspects of our partner's IT network based on industry standard best practices, ensuring operational continuity.

On-site Senior Network Engineer Support

NDA has found that partner satisfaction is significantly improved when a Senior Network Engineer comes on-site on a recurring basis. Our partners have the option of having a Senior Network Engineer scheduled for a set number of hours weekly, bi-weekly or monthly. The scheduled hours and frequency of the appointments can be adjusted to meet the partner needs on an on-going basis. This service also provides the benefit of flexible use for the engineer's time based on the partner needs. Both a primary and secondary engineer is assigned to your account so you have consistency in support and can build a relationship with for future upgrades and planning. The billing for this optional service is time and materials, reflected in the cost section of this proposal.

Ticket & Service Response

NDA maintains a ticketing system to record all requests for service. New service tickets may be entered directly by the end users via phone call, email or web form. NDA requests that all emergency or urgent tickets be phoned in directly to the help desk. NDA maintains live 24x7 phone service with escalation for after-hours support. NDA provides a partner portal for our ticketing system so tickets can be monitored at any time. Using our ticketing system, partners will have access to ticket information relative to work performed.

Product Fulfillment and Vendor Management

NDA supports all major hardware and software OEM products. As an authorized reseller, NDA can provide quotes as well as, licensing and vendor management as requested by the partner. Product sourcing is the partner's choice. NDA provides quoting, licensing, and vendor management services at no additional cost to our partners.

Contacting NDA

General support requests should be emailed to help@asknda.com. This will create a support ticket and a Help Desk technician will coordinate support. If you are unable to email in your support request, or if you are experiencing a network emergency, please contact the NDA Help Desk at the number below.

If you have a network emergency outside normal business hours, calls are routed to our Answering Service. Please indicate you are experiencing an emergency. They will follow a telephone tree and reach out to NDA management for immediate support.

Department	Contact	Email Address	Phone
Service Manager	Greg Nelson VP, Engineering	gnelson@ndasacramento.com	(916) 853-1632 x222
Help Desk Support	Staff	help@asknda.com	(916) 853-1632 x1 or (833) 2-Ask-NDA
Help Desk Supervisor	Benjamin Holt	bholt@ndasacramento.com	(916) 853-1632 x1
Customer Service Purchasing	Brittney Mims Inside Account Manger	bjmims@ndasacramento.com	(916) 853-1632 x303

Terms of Service

Items not Included within this Statement of Work

No equipment or hardware is included with this Statement of Work. No travel expenses are anticipated, and no travel expenses are included in the prices below. NDA engineers are limited to working no more than 8 hours per day and 40 hours per week. Evening and weekend hours will be negotiated separately.

Rate Plan for Resources (Billing Rate, Quantity, Hours)

NDA bills Automation Suite services monthly in arrears. Users who have logged into Active Directory in the prior 30 days will be invoiced.

NDA does not require a contract for services unless requested by the client.

Payment Terms

NDA sends invoices weekly for the work provided in the prior week. NDA offers NET 30 payment terms.

Service Offering
(Automation Suite w/T&M Help Desk and Supplemental IT)

This service offering includes Automation Suite to be installed on all servers, workstations, and laptops. T&M Help Desk and Engineering services are invoiced at the respective hourly rates. Help Desk calls are rounded to 15-minute increments. Onsite Network Engineering support has a 2-hour minimum unless negotiated ahead of time.

This offering includes 4 hours of onsite engineering support through our Supplemental IT program. We also assign a Primary and Secondary engineer to South Placer Municipal Utility District. This will provide consistent engineering support and allow the agency to form relationships with the engineering performing the work.

Description	Agents	Hours	Agent Cost	Hourly Labor Cost	Average Cost Per Visit / Month
Automation Suite – Computers & Servers	39		\$16.00		\$624.00
Help Desk – Remote		As Needed		\$100.00	
Senior Network Engineer		4		\$150.00	\$600.00
Average Estimated Monthly Cost:					\$1,224.00

Description	Frequency	Cost	Extended
Onboarding Fee	Once	\$1,050.00	\$1,050.00
Additional First Month Charge:			\$1,050.00

Agreed and Accepted By

Network Design Associates, Inc.

South Placer Municipal Utility District

Signature: 

Signature: _____

6060 Sunrise Vista Dr, Suite #2440

5807 Springview Drive

Citrus Heights, CA 95610

Rocklin, CA 95677

Date: 5/25/2021

Date: _____

Exhibit A – Supplemental Information Technology (SIT)

Below are a series of tasks performed as part of the Supplemental IT program. The goal of these tasks is to keep your network up to date and running smoothly. It is important that time be set aside to perform these tasks on a regular basis. If monthly support ticket volume is such that insufficient time is remaining to perform these tasks, additional time may need to be allocated through an additional visit or extending the current appointment.

1. Monthly Preventative Network Server Maintenance

Periodic monthly maintenance is performed during normal business hours. Some tasks require network downtime, especially near the beginning of a relationship with a new client. All clients are advised of anticipated downtime and NDA works closely to ensure impact to business operations is as minimal as possible.

A. Test Backups

Every month NDA will download several files of commonly used and observable file types from distinct locations on multiple computers to a temporary location. We will then compare the files to their originals on disk to ensure a match and readability. This method allows NDA to increase backup reliability and confidence.

B. Active Directory Maintenance

NDA will periodically perform Active Directory maintenance tasks to ensure the directory is up to date, running efficiently, and not corrupted. These tasks include, but are not limited to, removing old accounts and organizational units, running DCdiag checks on the database, and reviewing domain controller event logs.

C. Maintain Server Updates

NDA will work with clients to establish update procedures for all server and desktop operating systems. Ideally, NDA and clients will establish maintenance windows allowing for downtime. Windows updates have become increasingly important and are now critical to the security posture of an organization.

Applying and maintaining updates has a secondary goal: monthly server reboots. Rebooting servers ensures systems can properly power cycle without issue and reloads operating systems, which can assist with performance issues that accumulate over time.

D. Physical Server Maintenance

Visual inspections of server components on a scheduled basis illuminate any physical issues that may not be reported by electronic sensors. Physical server maintenance also allows for routine cleaning of internal components which increases longevity and reduces operating temperatures.

E. Record and Track Statistics from Servers

NDA will record and track vital statistics from servers on a monthly basis, such as free disk space, performance metrics including CPU and memory usage, and uptime.

Maintaining this information assists in forecasting upcoming system expansion. This allows the customer to budget for necessary expansion and schedule the installation at a convenient time.

F. Monitor and Maintain Malware Protection Systems

NDA will ensure that all supported malware protection (antivirus, antispymware, and antispam) solutions are kept up to date and configured properly, including proper scanning exceptions. NDA will also ensure that malware protection solutions are installed on all appropriate computers. NDA will communicate with clients and agree upon malware protection exemptions where appropriate.

G. Test Power Protection Systems

NDA will configure all supported power solutions to communicate with network equipment to carefully shut systems down during power events, where supported.

NDA will ensure all supported power protection solutions are performing internal testing, if the equipment possesses the capacity. On an agreed maintenance window with clients, NDA will disconnect all power solutions from main power and allow them to strategically shut down systems to

test.

2. Windows workstation maintenance

A. Configure Storage Locations and Advise Users

NDA will configure critical file storage in appropriate locations to be backed up. NDA will notify users of these locations and proper filing principles. Windows workstations occasionally require maintenance that is data destructive and NDA will advise users of places to store files that will not be impacted by said maintenance.

B. Maintain Windows Updates

As with servers, NDA maintains updates to Windows PCs. All Windows workstations will be configured on an update schedule. NDA will work with clients to determine if this is an automated, monthly process or a manual process to be performed during maintenance windows.

C. Maintain Malware Protection Solutions

As with servers, NDA will configure all supported malware protection solutions on desktops, as appropriate. NDA will maintain these systems and remediate any problems detected.

D. Advise and Implement Proper Configuration

NDA will consult with clients on best practices for workstation configuration. Though workstations can be configured in a diverse number of ways for many different uses, there are several topics (local administrators, document storage locations, operating system selection) that are universal best practices for all. NDA consults with clients on the best configuration for their particular business and implements the agreed upon configuration.

E. Line of Business Application Support

NDA provides support online of business applications outside of standard Microsoft Office and Windows server software. NDA will engage software vendors on configurations that are outside of our internal knowledgebase. Costs incurred from vendor contacts are billed to clients.

NDA strongly encourages all hardware and software being used in current business operations to be covered under vendor agreements.

3. Disaster recovery

A. Gather Software and Documentation for Network Server Recovery

NDA will gather and maintain all equipment and documentation necessary for network server disaster recovery. This includes all manuals and software, license agreements, usernames and passwords, and miscellaneous configuration details required to completely recreate any servers lost during a disaster.

This step may require ordering manuals from manufacturers or downloading software from Web Sites. Any costs incurred will be discussed with and billed to clients.

B. Document the Current Network Server Configuration

NDA maintains documentation on all network server configurations as time allows. This information is instrumental in recovering from disasters. NDA will request time as appropriate to maintain documentation.

C. Create and Test a Detailed Disaster Recovery Plan

NDA will discuss with clients the appropriate steps to take in the event of a disaster and assist in their documentation. NDA engineers will also review this disaster recovery plan with clients on a scheduled basis to ensure it is up to date and accurate.

NDA maintains copies of clients' disaster recovery plans on our equipment as well, when appropriate. This allows NDA to begin authorized response to disasters more quickly and effectively.

NDA will also discuss with clients an appropriate timeframe for testing the disaster recovery plan. This will involve network downtime, and may be done after hours, as agreed upon by clients. Testing involves simulating a disaster and following the plan as written down.

4. Enterprise-wide license management.

A. NDA will inventory all network servers and workstations to identify the operating system and

application licenses in use.

- B. NDA will maintain a centralized list of all licenses located.
- C. NDA will review all available purchase orders and records to locate which licenses have been properly paid for and recorded.
- D. NDA will identify and remedy any non-compliant uses of operating systems and applications.
- E. NDA will create a process to insure the continued proper maintenance of corporate licenses.
- F. NDA will advise clients of warranty and management contract opportunities and costs associated with client equipment and software.

NDA strongly recommends all software and hardware used for current business operations be covered under a vendor contract or warranty.

- G. NDA will also leverage our relationship with vendors to advise customers of other licensing opportunities that may save clients' money or license their software more effectively.

5. Provide Help Desk and Other Break/Fix/Repair Services.

NDA maintains an active helpdesk for clients to call in for issues, in addition to onsite support.

6. Provide network consulting services.

NDA provides network and technological consulting services to clients. Our organization maintains relationships with a wide array of technology vendors and our employees stay up to date with training and education on new products.

NDA will advise clients of all application upgrades and alternatives that are relevant to client business operations, as well as best practices for network configuration and general IT purchasing going forward.

7. Virtual CTO services.

NDA can provide services to clients as a virtual CTO. We are happy to direct clients on purchasing, personnel management, strategic technological change, overall network design and health, and changes in technology industries relevant to client businesses. NDA is happy to participate with the management team to manage the growth and change of the corporate infrastructure. This includes planning for growth and hardware refresh cycles.

8. Identify and provide or recommend appropriate user training.

NDA will train users as appropriate on daily computing tasks, as well as network best practices.

If NDA and the client determine that more in-depth training is required, NDA will locate training resources and recommend them.

9. Document and inventory the network.

NDA will manage and maintain an inventory of all network equipment, in concert with the appropriate client department. This inventory is used in conjunction with other NDA and client documentation for a wide variety of uses including disaster recovery and refresh.

Exhibit B – Automation Suite & MSP Agents

Automation Suite is a collection of tools and services to automate much of the maintenance process on file servers and workstations. Additionally, there are a handful of auto remediation tasks for services that are critical for end users to continue to function. The Automation Suite is included in the MSP Standard Business Plan and can be purchased separately. Please see the table below describing the functions available for each service offering.

NDA is deploying SentinelOne for Endpoint Detection and Response (EDR)

Feature	Automation Suite	MSP Standard Business Plan
Remote Monitoring	Included	Included
Ransomware Detection	Included	Included
Workstation Remote Access	Included	Included
Server / Workstation Security Monitoring	Included	Included
Domain Security Monitoring	Included	Included
Automated Software Installation	Included	Included
Automated Scripting	Included	Included
Endpoint Detection and Response (EDR)	Included	Included
Automated Workstation Optimization	Included	Included
Automated System Repair	Included	Included
Multifactor Authentication	N/A	Included
Remote Help Desk	T&M	Included
Cell Phone and Tablet Support	T&M	Included
Onsite Technical Services (NDA Discretion)	T&M	Included
24 x 7 Support	T&M	Included
Maximum Issue Resolution Duration Covered	T&M	3 Hours

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors
From: Carie Huff, District Engineer
Cc: Herb Niederberger, General Manager
Subject: Adoption of Resolution 21-17 for a Lead Inspector Position
Meeting Date: June 3, 2021

Overview

The activities of the District’s Technical Services Department (TSD) necessitate the addition of a Lead Inspector position due to the recent retirement of two senior inspectors. TSD currently has three inspectors (one Inspector II and two Inspector I’s) and a Maintenance Worker II/Inspector who inspect all new construction (both public and private), perform building sewer inspections, mark Underground Service Alert (USA), and administer the FOG program. The Lead Inspector position will include the regular duties of an inspector plus the immediate supervision of the inspection group, including scheduling. In addition, the Lead Inspector, in conjunction with the District Engineer, will create an inspector training program to provide a more robust knowledge of the Sewer Code, the District’s standards, and basic engineering principles. The Lead Inspector will also provide subprofessional engineering support during the plan review process for land development and tenant improvement projects and for the District’s capital projects.

The addition of a single Lead Inspector position reduces the number of inspectors from three to two.

The Lead Inspector position was presented to the Personnel Advisory Committee on May 24th and the committee recommended that the position be forwarded to the Board for discussion and approval.

Recommendation

Staff recommends the Board of Directors adopt Resolution No. 21-17 creating one Lead Inspector position with the attached job description.

Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.2: Establish and meet Service Level(s) by Department.
- Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.
- Goal 6.3: Continuously evaluate the organizational staffing needs for the District.

Fiscal Impact

The Lead Inspector position will require approximately an additional \$7,100 in salary per year over the top step of the Inspector II range to the top step of the Lead Inspector range. The budget for FY 21/22 will include the Lead Inspector position.

Attachments:

- Resolution 21-17

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 21-17

CREATION OF A LEAD INSPECTOR POSITION

WHEREAS, The South Placer Municipal Utility District (District) Strategic Plan Goal 6.3 states," Continuously evaluate the organizational staffing needs for the District;" and

WHEREAS, Section 11886 of the Public Utilities Code vests in the Board of Directors the power to determine and create or abolish such number and character of positions as necessary to properly carry on the functions of the District and shall establish an appropriate salary, salary range or wage for each position so created; and

WHEREAS, Section 11937 of said Code vests in the General Manager the power to administer the Civil Service System of the District, and to appoint to the positions created by the Board; and

WHEREAS, the District has established a need for an employee described as Lead Inspector; and

WHEREAS, The District's Personnel Advisory Committee met on May 24, 2021, and thoroughly evaluated the proposed job description making revisions and recommending that the job descriptions be forwarded to the Board for discussion and approval; and

WHEREAS, the provisions of this resolution comply in all respects with the provisions of the South Placer Municipal Utility District Civil Service System Employee Manual.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the South Placer Municipal Utility District hereby creates a Lead Inspector position at Range 44 on the District's Salary Schedule; the job description is attached, marked Exhibit A and incorporated herein by reference, and the District Organization Chart will reflect these changes.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 3rd day of June 2021.

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

Attest: _____
Emilie Costan, Board Secretary

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

Job Title:	Lead Inspector	Department:	Technical Services
Department Head:	District Engineer	FLSA:	Non-Exempt
Probationary Period:	1 year	Revision Date:	07/1/2021

Position Overview:

Under direct supervision from the District Engineer, performs a variety of supervisory inspection related duties throughout the District. Lead Inspector is required to have knowledge and understanding of all aspects of District inspection policies, procedures and requirements and be capable of performing all inspection activities, and related duties as assigned. The Lead Inspector is also expected to provide immediate supervisory duties of the inspection group, including training, scheduling and subprofessional engineering support. The primary areas of inspection responsibilities are construction, capital projects, source control and subprofessional engineering support.

Construction inspections primarily involve inspection of sewer infrastructure, both public and private, including related appurtenances. Inspectors enforce the District’s improvement standards and ordinances governing public and private sewer development.

Capital projects include coordination between engineers, contractors, partner agencies and the public, submittal review, communication in various forms and other project management duties.

Source control inspections primarily involve inspection of residential, commercial, and industrial sewer facilities for proper operation and maintenance of source control devices. Responsibilities include enforcement of Best Management Practices (BMP’s), the District’s sewer code, rules, regulations, and ordinances governing the District’s Fats, Oils, and Grease (FOG) Control Program.

Subprofessional engineering support includes assisting with plan check (both land development, capital project and tenant improvements) as needed. Provide support with commercial processes and implementation of the District’s Standards and Specifications.

Education/Experience:

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

Lead Inspector

Education		Experience	
A	Completion of high school / GED	and	Ten (10) years of experience inspecting underground utilities with subprofessional engineering experience in the sewer industry.

B	Associate Degree or higher from an accredited College or University, degree in Construction Management or Engineering is desired.	and	Five (5) years of experience inspecting underground utilities with subprofessional engineering experience in the sewer industry.
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Licenses and Certifications:

Position	Certification
Lead Inspector	(1) Valid California Class C Driver’s License. (2) CWEA Certification in Collection System Maintenance at the Grade III Level within a year. (3) Completion of English 1A (grade of C or better) is required within 12 months of appointment. English 1A requirement may be substituted by an equivalent course, as determined by the Department Head.

Knowledge and Abilities:

This is a supervisor position. It is distinguishable from the Inspector positions by level of responsibility, complexity of duties assigned, and independence of action taken. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Knowledge of:

1. Principles of planning, scheduling, coordinating, goal setting and completing assignments.
2. Principles of leadership, training, and supervision.
3. District Standard Specifications and Improvement Standards for Sanitary Sewers.
4. District policies and procedures.
5. Principles for the operation, maintenance, construction, inspection, and repair of sanitary sewer systems.
6. Safe work practices as defined by Cal-OSHA.
7. Sewer construction principles, practices, methods, techniques, and terminology.
8. Principles and practices of the effective FOG control programs, including the inspection of grease control devices and food service establishments.
9. Business letter writing formats and technical report preparation. English usage, spelling, punctuation, and grammar.
10. The State General Wastewater Discharge requirements (GWDR) and the District’s Sewer System Management Plan (SSMP).

11. Personnel evaluations and progress assignments.
12. District safety program and personnel policies.
13. The District's Mission, Vision and Core Values.

Ability to:

1. Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.
2. Organize, assign, and review and document the work of assigned Inspectors; coordinate with TSD's engineering group, other departments, agencies, and contractors related to the work.
3. Record daily activities and maintain work-related records; provide recommendations for budget planning; provide information to District Engineer for employee performance evaluations.
4. Follow direction, complete assignments, and hold accountable the personnel performing the work.
5. Create and maintain training programs for Inspectors.
6. Communicate effectively both orally and in writing internally, and to other public agencies, contractors, and the public.
7. Direct contractors regarding District requirements for sewer construction.
8. Respond to common inquires or complaints from customers, contractors, owners, and the public.
9. Maintain accurate and complete records of all work performed in writing and in software applications.
10. Prepare letters and notifications to contractors and establishments regarding compliance with District requirements.
11. Use modern office equipment and software, such as the use of common word processing, spreadsheet, database applications, computerized maintenance management software, and CCTV inspection software.
12. Attend and facilitate meetings with residents, business owners, contractors, and developers as necessary.
13. Perform mathematical computations required in determining pipe/slope, pipe testing, basic volumes, and surveyor stationing data.
14. Enforce the District's standards and specifications, sewer code, rules, regulations, and ordinances.

15. Read and interpret maps and engineering drawings.
16. Provide plan review and engineering support as needed.
17. Provide project management support for the District's capital projects, including, but not limited to, submittal review, and project management duties.
18. Perform inspection of sewer infrastructure including interceptor lines, trunk lines, collector sewers, pump stations, sewer laterals, property line cleanouts, and building sewers for new residences and structures.
19. Perform inspections of grease control devices, sand/oil separators, and food service establishments.
20. Monitor and enforce Best Management Practices (BMP's) for the control of Fats, Oils and Grease (FOG) and other illicit discharges into the District's sewer system.
21. Implement quality control measures to ensure records are accurate and complete.
22. Locate and mark District facilities as required through the Underground Service Alert system (utility location).
23. Work overtime, after regular business hours, on weekends and holidays, as directed.

Physical Demands and Working Environment:

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

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-103.
- b. Stand, walk, reach with hands and arms, stoop, or kneel.
 - a. Kneel and squat to review work.
 - b. Sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs. Perform simple and power grasping, pushing pulling, and fine manipulation.
- c. Ability to carry equipment for field work.
- d. Occasionally work on rough, uneven, and slippery surfaces, occasionally working around machinery with moving parts or stationery equipment with exposure to noise.

- e. Climb up and down ramps and ladders.
- f. Ability to drive a company vehicle off road in rough terrain.
- g. Occasionally work in adverse weather conditions with reasonable accommodations.
- h. Work below ground in confined spaces.

Ability to Successfully Pass Medical Examination Based On:

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

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

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Herb Niederberger, General Manager

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

Subject: COVID-19 Update

Meeting Date: June 3, 2021

Overview

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

On May 25, 2021, Placer County moved to the Moderate risk tier. In the Moderate tier, some indoor business operations are open with modifications. California’s Blueprint for a Safer Economy website was reporting as of May 25th that Placer County had a case rate of 4.4 new cases per day per 100,000 residents, a 2.0% positivity rate, and a 3.5% health equity quartile positivity rate. Sewer service is considered an essential business, and the District is compelled to take steps necessary to ensure the safety of its employees and customers.

On May 21, 2021, the California Department of Public Health (CDPH) announced that the state will move beyond the Blueprint for a Safer Economy. Beginning June 15, 2021, all sectors listed in the current Blueprint Activities and Business Tiers Chart may return to usual operations (with the limited exceptions noted for Mega Events). The following restrictions will apply to indoor and outdoor settings:

Restrictions Applying to Indoor & Outdoor Settings	
Vaccine Verification/ Negative Testing	Required for Indoor mega events Recommended for Outdoor mega events
Capacity Limitations	No restrictions
Physical Distancing	No restrictions for attendees, customers and guests
Masking	Follow current CDPH Guidance for Face Coverings
Travelers	Follow CDC recommendations and CDPH Travel Advisory

CDPH Guidance for the Use of Face Coverings

1. For fully vaccinated persons, face coverings are not required outdoors except when attending crowded outdoor events, such as live performances, parades, fairs, festivals, sports events, or other similar settings.
2. For unvaccinated persons, face coverings are required outdoors any time physical distancing cannot be maintained, including when attending crowded outdoor events, such as live performances, parades, fairs, festivals, sports events, or other similar settings.
3. In indoor settings outside of one's home, including public transportation, face coverings continue to be required regardless of vaccination status, except as outlined below.
4. As defined in the CDPH Fully Vaccinated Persons Guidance, fully vaccinated people can:
 - Visit, without wearing masks or physical distancing, with other fully vaccinated people in indoor or outdoor settings; and
 - Visit, without wearing masks or physical distancing, with unvaccinated people (including children) from a single household who are at low risk for severe COVID-19 disease in indoor and outdoor settings.
5. Exemptions:

The following specific settings are exempt from face covering requirements:

- Persons in a car alone or solely with members of their own household,
- Persons who are working alone in a closed office or room,
- Persons who are obtaining a medical or cosmetic service involving the nose or face for which temporary removal of the face covering is necessary to perform the service,
- Workers who wear respiratory protection, or
- Persons who are specifically exempted from wearing face coverings by other CDPH guidance.

The following individuals are exempt from wearing face coverings at all times:

- Persons younger than two years old. Very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

Recommendation

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

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain Transparency with all District Activities.

Goal 4.1: Maintain Compliance with Pertinent Regulations

Fiscal Impact

There is no fiscal impact to the District returning to in person meetings. The retrofit of the Board Chambers to accommodate Zoom participation was included in the FY 2020-21 Budget for Board Room Audio/Visual Upgrades and is estimated at \$15,000.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Emilie Costan, Administrative Services Manager

Cc: Herb Niederberger, General Manager

Subject: Public Hearing for Delinquent Service Charges Tax Year 2020 and adoption of Resolution #21-18 collecting delinquent service charges on the Placer County Tax Rolls

Meeting Date: June 3, 2021

Overview

In April of each year, all customer accounts are reviewed to determine any delinquent service charges that remain outstanding from the previous calendar year. On April 19, 2021, customers with delinquent charges were notified by mail per section 12811.1(c)(1) of the Municipal Utility District Act of California. The notification advised customers of the date to pay delinquent charges and included the required legal notice of the authority under which the District may request for the County of Placer to collect delinquent charges on the 2021-22 Direct Charges County Tax rolls.

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

The Notice for the June 3, 2021 Public Hearing regarding transfer of delinquent service charges to the Placer County tax roll has been published in the Placer Herald newspaper for two consecutive weeks. A Public Hearing should be held to hear testimony and allow the Board to make any adjustments to assigned accounts.

Recommendation

Staff recommends that the Board of Directors:

1. Conduct a public hearing to receive public testimony, consider said testimony and close the public hearing; and
2. After consideration of the testimony, adopt Resolution 21-18 requesting that Placer County collect delinquent service charges for the South Placer Municipal Utility District on the Placer County Tax Rolls for the Year 2020.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Build Business efficiencies

Goal 5.2: Explore and evaluate investment and business practice alternatives

Fiscal Impact

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

Calendar Year	Outstanding Accounts	Amount
2019	885	\$346,094
2018	896	\$355,843
2017	831	\$296,622
2016	845	\$336,459
2015	852	\$257,783
2014	890	\$271,300

At print time for the Agenda packet there are 1,062 outstanding accounts in the amount of \$369,279. Staff will provide updated numbers for outstanding accounts and the amount to be assigned to the County at the Board meeting.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
RESOLUTION 21-18**

**A RESOLUTION
REQUESTING THAT PLACER COUNTY COLLECT
DELINQUENT SERVICE CHARGES FOR SOUTH PLACER MUNICIPAL
UTILITY DISTRICT ON THE PLACER COUNTY TAX ROLLS FOR TAX YEAR 2020**

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

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

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

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

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

- (d) In consideration for the County’s collection of the charge through the County’s property tax roll, the District agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the “Indemnified Parties”) from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County of any of District’s said taxes, assessments, fees and/or charges requested to be collected by County for District, or in any manner arising out of District’s establishment and imposition of said taxes, assessments, fees and/or charges. District agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of one of District’s taxes, assessments, fees and/or charges, the County may offset the amount of the judgment from any other monies collected by County on behalf of District, including property taxes.

- (e) The District agrees that its officers, agents, and employees will cooperate with the County by responding to all inquiries referred to District by County from any person concerning the District’s taxes, assessments, fees and/or charges, and that District will not refer such persons to County officers and employees for response.

- (f) The District agrees to pay the County for the reasonable and ordinary charges to recoup its costs of placement and collection on the tax rolls at the agreed upon rate of 1% of the taxes, assessments, fees and/or charges, as provided by Government Code sections 29304 and 51800.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 3rd day of June 2021.

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

Attest: _____
Emilie Costan, Board Secretary

ATTACHMENT A

Section 12811 of the Public Utilities Code

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

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

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

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

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

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

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Herb Niederberger, General Manager

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

Subject: Fiscal Year 2021/22 Budget Workshop

Meeting Date: June 3, 2021

Overview

The South Placer Municipal Utility District adopts an annual budget that provides the Board of Directors with the revenues and expenses for the upcoming fiscal year General and Capital Funds. The Budget's primary use is as a fiscal planning tool to accomplish the District's strategic goals and objectives. This staff report along with the information conveyed during the staff presentation and accompanying workshop will provide the background for the Fiscal Year 2021/22 Budget.

Discussion

The District's primary funding goals are:

- Fully funding all Operations, Maintenance and Regulatory Obligations.
- Providing adequate funding for Capital Investments.
- Fully funding the District's obligations to CalPERS.
- Fully funding the District's annual required contribution (ARC) for Other Post-Employment Benefits (OPEB).

Revenues

Total revenues for Fiscal Year 2021/22 (FY21) are projected to be \$19.55 Million with General Fund revenues projected to be \$17.42 Million (89% of total), and Capital Fund Revenues projected to be \$2.13 Million (11% of total). Please see attached Appendix A.

Expenses

Per the Memorandum of Understandings (MOUs) with the Employees and Managers adopted June 4, 2020, salaries are expected to increase two (2) to four (4) percent in accordance with the US Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) which is currently at 4.4%. Unfunded Accrued Liability (UAL) payments for pension expenses and Other Post-Employment Benefits (OPEB) payments for retiree

medical benefits are increasing and will continue to rise through 2035. Total Salary and Benefits are programmed to increase by \$500,917 (10%) over the prior year.

Expenses anticipated by the South Placer Wastewater Authority (SPWA) for Operations and Maintenance (O&M) costs and the annual Rehabilitation and Replacement (R&R) projects are expected to increase in the coming year. In addition, staff has completed the true-up process with the City of Roseville for Fiscal Year 18/19 that showed the District's actual expenses exceeded estimated payments by \$618,700. Total SPWA O&M and R&R are projected to be \$5.41 Million and \$2.37 Million, respectively, for FY22 an increase of twenty-nine (29) percent (less the true-up payment) from the prior year.

Fiscal Year 20/2021 General Fund expenses are budgeted to be \$17.52 Million (\$14.87 Million before depreciation, up by approximately \$2.61 Million (21%) over the previous year. Please see attached Appendix B.

Capital Projects

FY22 Capital Projects are projected to be approximately \$11.76 Million. This can be broken down into the following categories:

General Fund Capital Projects (Fund 100) - \$4,444,850

Capital Improvements & Enlargement Projects (Fund 300) – \$600,000

Capital Replacements & Rehabilitation projects (Fund 400) - \$6,715,000

Please see attached Appendix C.

Investment Fund Balances

As of March 31, 2021, investment balances are \$16.03 Million in Fund 100, \$26.85 Million in Fund 300 and \$21.69 Million in Fund 400. Projected Fiscal Year 2020/21 year-end balances are anticipated to remain relatively stagnant. Please see attached Appendix D.

Compliance with Policy #3130

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

Operation and Maintenance Reserve

Rate Stabilization Reserve

Emergency Reserve

Table 1 – General Fund Reserve Requirements shows the required amounts for each reserve: The adoption of this budget allows the District to have demonstrated compliance with Reserve Policy #3130. The District has a current General Fund Reserve balance of \$16.03 Million which is projected to be \$12 Million by year end. This will exceed the minimum requirement of \$8.46 Million.

Table 1. GENERAL FUND RESERVE REQUIREMENTS

RESERVE FUND	DESCRIPTION	AMOUNT
OPERATION & MAINTENANCE RESERVE	3 months O&M expenses (before depreciation) <i>25% of \$14,870,091</i>	\$ 3,717,523
RATE STABILIZATION RESERVE	10% of the annual revenue <i>10% of \$17,417,920</i>	\$ 1,741,792
EMERGENCY RESERVE	\$3 Million	\$ 3,000,000
TOTAL		\$ 8,459,315

Compliance with SPWA Funding Agreement

The SPWA Funding Agreement established a Rate Stabilization Account to be used for the payment of debt service on the Bonds and other costs of the Authority. Monthly contributions of regional connection fees are deposited into the Rate Stabilization Account, and SPWA pays the debt service and other costs from the Account, based on each member’s proportionate share. As of June 30, 2020, the District had a balance of \$57,323,801 in the Rate Stabilization Account on deposit with the Authority. Also, in accordance with the SPWA Audited Financial Statements ending June 30, 2020, the annual SPWA Debt assigned to the District is \$2,544,758. Without any changes, the District currently has over 22 years’ worth of debt service on account with SPWA.

Recommendation

Staff recommends that the Board of Directors:

1. Conduct a workshop to receive board and public testimony, and consider said testimony; and
2. After consideration of the testimony, direct staff to return on July 1, 2021 with a Final Budget Book for Fiscal Year 2021/22.

Strategic Plan Goals

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

Related District Ordinances and Policies

This action complies with the following District Policies:

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

Fiscal Impact

The total budget recommendation for FY 2021/22 is \$29.27 Million which can be broken down to \$17.52 Million in Annual Expenses and \$11.76 Million in Capital Investment.

Attachments

Appendix A: Revenue Budget

Appendix B: General Fund Expenditure Budget

Appendix C: Capital Investment Budget

Appendix D: Investments

APPENDIX A

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
REVENUE BUDGET FY 21/22**

	AUDITED FINANCIALS		PROJECTED	PROPOSED
	FISCAL YR 18/19	FISCAL YR 19/20	FISCAL YR 20/21	FISCAL YR 21/22
GENERAL FUND				
SEWER SERVICE CHARGES REVENUES	\$ 14,197,833	\$ 15,277,632	\$ 15,322,500	\$ 15,408,900
PERMITS, PLAN CHECK FEES & INSPECTIONS	533,932	224,844	400,000	250,000
PROPERTY TAXES	993,704	1,083,897	1,444,020	1,469,020
LATE FEES SEWER SERVICE CHARGES	138,715	105,579	127,000	160,000
INTEREST	262,916	320,408	70,000	90,000
GAIN/LOSS ON SALE FIXED ASSET DISPOSAL	13,707	-	(50,000)	
MISCELLANEOUS INCOME	98,419	28,403	80,000	40,000
TOTAL GENERAL FUND	\$ 16,239,226	\$ 17,040,763	\$ 17,393,520	\$17,417,920
CAPITAL IMPROVEMENT FUND				
SEWER PARTICIPATION FEES	\$ 2,574,427	\$ 1,415,952	\$ 2,188,370	\$ 1,732,000
INTEREST	791,667	\$ 641,155	\$ 180,000	200,000
TOTAL CAPITAL IMPROVEMENT FUND	\$ 3,366,094	\$ 2,057,107	\$ 2,368,370	\$ 1,932,000
CAPITAL REPLACEMENT FUND				
INTEREST	\$ 661,805	\$ 640,815	\$ 180,000	\$ 200,000
TOTAL CAPITAL REPLACEMENT FUND	\$ 661,805	\$ 640,815	\$ 180,000	\$ 200,000
TOTAL SPMUD REVENUE	\$ 20,267,125	\$ 19,738,685	\$ 19,941,890	\$19,549,920

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
EDU GROWTH**

	<u>Fiscal Year</u>	<u>Total EDU'S</u>	<u>Increase</u>	<u>% Increase</u>
Proposed	2022	35,722	400	1.12%
Projected	2021	35,322	463	1.31%
Audited	2020	34,859	685	1.97%
Audited	2019	34,174	729	2.13%
Audited	2018	33,445	620	1.85%
Audited	2017	32,825	991	3.02%

APPENDIX B

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
GENERAL FUND EXPENDITURE BUDGET FY 21/22**

	<u>AUDITED FINANCIALS</u>		<u>PROJECTED</u>	<u>PROPOSED</u>
	<u>FISCAL YR 18/19</u>	<u>FISCAL YR 19/20</u>	<u>FISCAL YR 20/21</u>	<u>FISCAL YR 21/22</u>
SALARIES/WAGES	\$ 2,525,730	\$ 2,724,830	\$ 2,651,000	\$ 2,910,000
FICA - SOCIAL SECURITY	\$ 189,153	\$ 202,806	\$ 202,284	\$ 222,615
CALPERS RETIREMENT & UAL	\$ 655,878	\$ 585,325	\$ 634,352	\$ 715,832
457 & 401A RETIREMENT	\$ 87,560	\$ 86,803	\$ 127,000	\$ 119,000
INSURANCE BENEFITS	\$ 664,173	\$ 651,560	\$ 740,000	\$ 778,106
PERS OPEB	\$ 183,682	\$ 233,288	\$ 276,000	\$ 386,000
SUBTOTAL SALARIES & BENEFITS	\$ 4,306,176	\$ 4,484,612	\$ 4,630,636	\$ 5,131,553
ASPHALT PAVING	\$ 20,445	\$ 12,832	\$ 25,000	\$ 25,000
BUILDING & GROUNDS MAINTENANCE	\$ 73,448	\$ 32,548	\$ 55,000	\$ 53,000
ELECTION EXPENSE	\$ -	\$ -	\$ 1,000	\$ -
GAS & OIL EXPENSE	\$ 40,740	\$ 40,110	\$ 50,000	\$ 51,000
GENERAL OPERATING SUPPLIES & MAINTENANCE	\$ 170,780	\$ 156,299	\$ 146,900	\$ 162,250
LEGAL SERVICES	\$ 79,296	\$ 56,309	\$ 75,000	\$ 100,000
LIFT STATION & FLOW RECORDER PROGRAMS	\$ 32,843	\$ 63,934	\$ 57,500	\$ 69,000
OTHER OPERATING EXPENSE	\$ 406	\$ 12,919	\$ 1,500	\$ 2,500
PROFESSIONAL DEVELOPMENT	\$ 46,483	\$ 37,515	\$ 26,560	\$ 68,120
PROFESSIONAL SERVICES	\$ 103,507	\$ 95,461	\$ 129,000	\$ 416,000
PROPERTY & LIABILITY INSURANCE	\$ 122,017	\$ 159,130	\$ 215,828	\$ 248,918
REGULATORY COMPLIANCE/GOVERNMENT FEES	\$ 44,892	\$ 54,117	\$ 55,214	\$ 68,400
REPAIR/MAINTENANCE AGREEMENTS	\$ 89,719	\$ 76,913	\$ 136,050	\$ 149,000
ROOT CONTROL PROGRAM	\$ 74,057	\$ 33,687	\$ 50,000	\$ 55,000
SAFETY GEAR/UNIFORMS	\$ 20,177	\$ 25,193	\$ 27,670	\$ 27,650
UTILITIES	\$ 139,540	\$ 132,770	\$ 142,000	\$ 155,000
UTILITY BILLING/BANKING EXPENSE/PRINTING	\$ 179,123	\$ 192,576	\$ 212,399	\$ 234,000
VEHICLE REPAIR & MAINTENANCE	\$ 79,777	\$ 73,026	\$ 60,000	\$ 80,000
SUBTOTAL LOCAL SPMUD GENERAL FUND	\$ 1,317,249	\$ 1,255,339	\$ 1,466,621	\$ 1,964,838
RWWTP MAINTENANCE & OPERATIONS	\$ 2,567,917	\$ 5,205,004	\$ 4,965,124	\$ 5,407,307
RWWTP REHAB & REPLACEMENT	\$ 2,157,937	\$ 790,725	\$ 576,156	\$ 2,366,393
SUBTOTAL SPWA O&M & R&R	\$ 4,725,854	\$ 5,995,729	\$ 5,541,280	\$ 7,773,700
TOTAL OPERATIONS EXPENSE LESS DEPRECIATION	\$ 10,349,279	\$ 11,735,680	\$ 11,638,537	\$ 14,870,091
DEPRECIATION EXPENSE	\$ 1,658,424	\$ 1,889,287	\$ 2,300,000	\$ 2,645,000
ONE-TIME CEPPT FUNDING	\$ -	\$ -	\$ 3,000,000	\$ -
TOTAL GENERAL FUND EXPENSES	\$ 12,007,703	\$ 13,624,967	\$ 16,938,537	\$ 17,515,091

APPENDIX C

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
CAPITAL INVESTMENT FY 21/22**

	AUDITED FINANCIALS		PROJECTED	PROPOSED
	FIS CAL YR	FIS CAL YR	FIS CAL YR	FIS CAL YR
	18/19	19/20	20/21	21/22
TOTAL GENERAL FUND CAPITAL IMPROVEMENTS	\$ 162,301	\$ 118,277	\$ 421,523	\$ 4,444,850
TOTAL CIP & EXPANSION	\$ 2,816,018	\$ 500,346	\$ 2,092,755	\$ 600,000
TOTAL REPLACEMENT & REHABILITATION	\$ 714,504	\$ 918,263	\$ 1,808,893	\$ 6,715,000
TOTAL CAPITAL INVESTMENT	\$ 3,692,823	\$ 1,536,886	\$ 4,323,171	\$ 11,759,850

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
CAPITAL EXPENDITURE BUDGET FY 21/22**

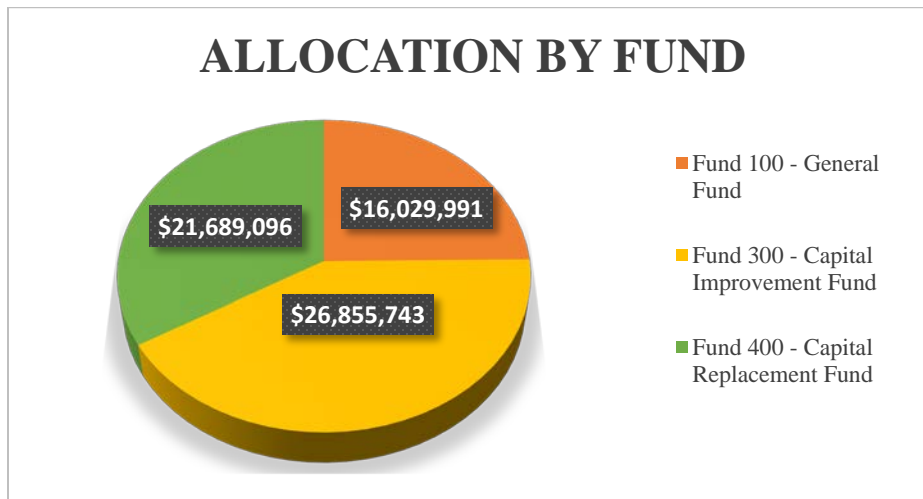
	PROPOSED FOR FISCAL YR 21/22		
	FUND 100	FUND 300	FUND 400
	GENERAL FUND CAPITAL	CIP & EXPANSION	REHAB & REPLACEMENT
CAPITAL IMPROVEMENTS			
ARCHIVING / DISASTER DEVELOPMENT PLAN	\$ 10,000	\$ 10,000	
SOFTWARE/DATA ACQUISITION	\$ 40,000	\$ 40,000	
COMPUTERS/OFFICE FURNITURE	\$ 43,650	\$ 43,650	
SYSTEM IMPROVEMENTS	\$ 205,000	\$ 205,000	
PIPE TRAILER IMPROVEMENTS	\$ 19,000	\$ 9,000	\$ 10,000
EASEMENT INSPECTION EQUIPMENT	\$ 11,700	\$ 11,700	
EASEMENT/ACCESS ROAD REPLACEMENT/UPGRADES	\$ 557,500	\$ 342,500	\$ 215,000
CY MASTER PLAN CAPITAL IMPROVEMENTS	\$ 3,395,000	\$ 3,395,000	
NEWCASTLE MASTER PLAN IMPROVEMENTS	\$ 350,000	\$ 350,000	
PARTICIPATION IN REGIONAL PROJECTS	\$ 960,000	\$ 30,000	\$ 930,000
TRUNK EXTENSION REIMBURSEMENT	\$ 400,000		\$ 400,000
FOOTHILL TRUNK PROJECT - CONSTRUCTION	\$ 300,000		\$ 200,000
HQ HVAC REPAIR/REPLACEMENT	\$ 15,000		\$ 15,000
SCADA DESIGN & IMPLEMENTATION	\$ 3,275,000		\$ 3,275,000
EQUIPMENT UPGRADES/REPLACEMENT	\$ 26,000	\$ 8,000	\$ 18,000
HYDRO CLEANING NOZZLE	\$ 12,000		\$ 12,000
VEHICLE PURCHASES	\$ 220,000		\$ 220,000
EMERGENCY BYPASS PUMP REPLACEMENT	\$ 50,000		\$ 50,000
CURED IN PLACE PIPE	\$ 650,000		\$ 650,000
CORP YARD FENCE	\$ 110,000		\$ 110,000
TAYLOR ROAD LIFT STATION REPLACEMENT	\$ 110,000		\$ 110,000
SYSTEM REHABILITATION	\$ 1,000,000		\$ 1,000,000
TOTAL CAPITAL IMPROVEMENTS	\$ 11,759,850	\$ 4,444,850	\$ 6,715,000

APPENDIX D

SOUTH PLACER MUNICIPAL UTILITY DISTRICT INVESTMENTS FY 20/21

INVESTMENT	FACE AMOUNT SHARES	MARKET VALUE	BOOK VALUE	YTM @ COST	% OF PORTFOLIO
CALTRUST	\$ 23,861,893	\$ 23,861,893	\$ 23,861,893	0.22%	37%
WELLS FARGO	\$ 8,318,333	\$ 8,334,192	\$ 8,318,333	0.73%	13%
LAIF (LOCAL AGENCY INVESTMENT FUND)	\$ 12,887,382	\$ 12,887,382	\$ 12,887,382	0.41%	20%
PLACER COUNTY TREASURY	\$ 13,938,780	\$ 13,938,780	\$ 13,938,780	0.26%	22%
CASH	\$ 5,552,583	\$ 5,552,583	\$ 5,552,583	0.20%	9%
TOTAL/AVERAGE	\$ 64,558,971	\$ 64,574,830	\$ 64,558,971	0.36%	100%

CASH & INVESTMENTS	Interest Allocation	TOTAL AUDITED FUNDS FY 18/19	TOTAL AUDITED FUNDS FY 19/20	FUNDS AS OF MARCH 31, 2021
FUND 100 GENERAL	20%	\$ 15,938,443	\$ 14,646,769	\$ 16,029,991
FUND 300 CIP & EXPANSION	40%	\$ 20,499,019	\$ 26,787,560	\$ 26,855,743
FUND 400 CAPITAL REPLACEMENT & REHABILITATION	40%	\$ 20,180,098	\$ 21,620,914	\$ 21,689,096
TOTALS		\$ 56,617,560	\$ 63,055,243	\$ 64,574,830



GENERAL MANAGER REPORT

To: Board of Directors
From: Herb Niederberger, GM
Date: June 3, 2021
Subject: General Manager Monthly Staff Report – May 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 May 5, 2021, the General Manager, along with Director Jerry Mitchell, participated in a Zoom meeting of the Rocklin Chamber of Commerce Government Relations Committee to hear a presentation featuring David Attaway, CEO of Placer Valley Tourism and @thegrounds. Mr. Attaway presented an update on the tourism industry and activities @thegrounds.
- B. On May 12, 2021, the General Manager met with Rocklin City Manager, Aly Zimmerman, to discuss: 1) Attached and detached accessory dwelling units (ADUs) in the City and their impact on current negotiations with the California Department of Housing and Community Development; 2) The current status of City projects impacting District facilities; 3) Design, construction, and payment of the Atherton Trunk Sewer; and 4) The City’s intent to address existing non-conforming construction of outside seating at certain food service establishments.
- C. On May 18, the General Manager participated in a conference call with the consulting firm, Redistricting Insights, concerning retaining the firm to provide demographic services necessary to complete the District’s redistricting efforts. Redistricting Insights submitted a proposal on May 21, 2021.
- D. On May 19, 2021, the General Manager and the District Engineer, Carie Huff, participated in a Microsoft Teams meeting with Bender Rosenthal, Inc. concerning a proposal for real estate appraisals necessary for pending easement acquisitions in Loomis and Newcastle California.

- E. Also on May 19, 2021, the General Manager, met with District General Counsel to discuss: 1) Garney Construction completion of work on the Foothill Trunk Sewer; 2) The District’s redistricting effort to ensuring compliance with the California and Federal Voting Rights Acts, the Fair Maps Act, and ensuring an open, accessible, transparent process that engages District constituents; 3) Solutions to resolve a funding shortfall of the design, construction and payment of the Atherton Trunk Sewer; 4) Possible eminent domain actions to resolve easement disputes in Loomis and Newcastle California; 5) District requirements prior to the recordation of the final map for Granite Terrace; 6) The Specialty Inspection contract with the Youngdahl Consulting Group for the construction of the building expansion and additions; and 7) Railroad Management invoices.
- F. On May 20, 2021, the General Manager attended the Graduation Ceremonies for the District Engineer, Carie Huff, from the Leadership Rocklin Program sponsored by the Rocklin Chamber of Commerce.
- G. Advisory Committee Meetings:
- i. The Personnel Advisory Committee met on May 24, 2021, to discuss 1) The creation of a new position and job description for a Lead Inspector; 2) The current list of District personnel classifications; and 3) An overview of the District Civil Service Employee Manual. The advisory committee made comments to the proposed job description and recommended: 1) Forwarding the creation of the position and job description to the Board of Directors for consideration; and 2) Including the position in the District budget for Fiscal Year 2021/22 being considered at the June 3, 2021, meeting of the Board of Directors.

There were no other advisory committee meetings in May.

3) PURCHASE ORDERS/CONTRACTS INITIATED UNDER GENERAL MANAGER AUTHORITY

PO Req#	Date	Vendor	Description	Amount
197	5/20/21	Bender Rosenthal	Real Estate Appraisal Services	\$33,850.00
198	05/27/21	Instrument Tech Corp	Lateral Camera	\$5,467.61

4) LONG RANGE AGENDA

July 2021

- Resolution - Adopt FY21/22 Fee Schedule
- Resolution - Adopt FY 2021-22 Budget
- Award Building Construction Contract
- Report on SPWA Meeting
- SDRMA Ballot

August 2021

- Quarterly Investment Report
- Presentation – SCADA Master Plan

September 2021

- Strategic Plan Annual Report

November 2021

- Quarterly Investment Report
- PMP Annual Report

Item 7.2.1

ITEM VII. ASD REPORT

To: Board of Directors
From: Emilie Costan, Administrative Services Manager
cc: Herb Niederberger, General Manager
Subject: Administrative Services Department Monthly Report
Board Date: June 3, 2021

Assignment Notifications

Assignment notifications were mailed on April 19, 2021 to customers with delinquent balances from 2020. A Public Hearing will be held at this evening's Board meeting for any members of the public to address the board.

FY21/22 Budget

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

RFP for IT Support Services

ASD staff assisted in evaluating the proposals and conducting interviews for the IT Support Services Request for Proposals. The proposed agreement is being brought to the Board for consideration at this evening's Board meeting.

Laserfiche

Staff is continuing to work on adding new records and improving the Laserfiche repository. Staff has been continuing to perform quality control on the digital version of the District's permanent records and destroying paper copies from the records room.

Commercial & Residential Account Review

Administrative Services staff continues to audit both Residential and Commercial Accounts within the District with the assistance of Inspection services in TSD. Notifications and updated bills continue to be sent upon review with any necessary adjustments per Policy 3160 – Utility Billing Reconciliation & Payment Policy.

April Monthly Investment Transactions per GC §53607

DEPOSITS, TRANSFERS, OR WITHDRAWALS

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

ITEM VII. FSD REPORT

To: Board of Directors
From: Eric Nielsen, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Field Services Department Monthly Report
Meeting Date: June 3, 2021

Overview

This report provides the Board with an overview of the Field Services Department operations and maintenance activities through 4/30/2021. The work listed is not all inclusive.

1. Lost Time Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 1704 days without a Lost Time Accident/Injury

2. Safety/Training/Professional Development

- a. Field Services employees participated in:
 - i. Annual Fit Testing
 - ii. Two (2) “Tailgate” safety sessions (Slips, Trips, & Falls, Heat Stress)

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	48 min	

4. Break Room Addition, Locker Room and Lobby Improvements

- a. Staff is working with our consultant (Williams + Paddon) to prepare and release bid documents.

5. Newcastle Sewer System Improvements

- a. Work is underway installing the additional access points. Work is planned to conclude by the middle of June.

6. Chemical Root Foaming Project

- a. Staff received bids for the annual chemical root foaming contract. Work is schedule to be completed before the end of the fiscal year.

Service Calls - April 2021

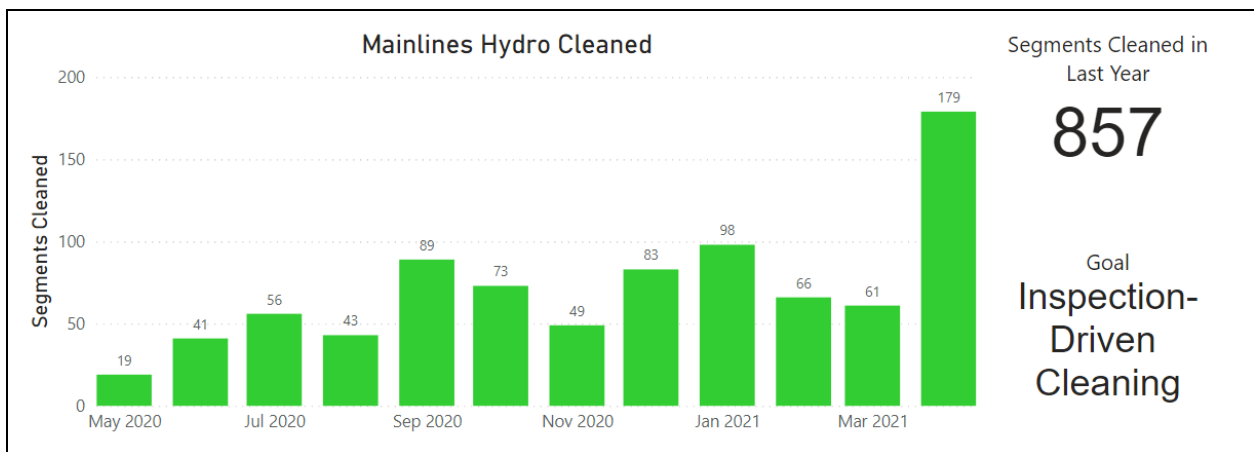
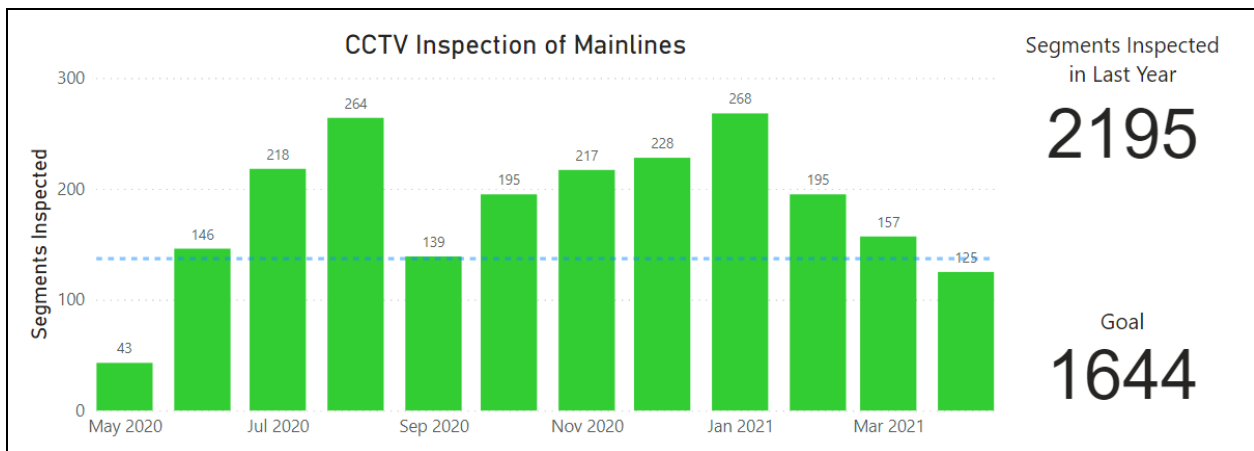
Responsibility	SSO	Stoppage	Odor	Alarm	PLSD	Vermin	Misc
			1				1
Owner Responsibility	1	5	2		4	1	
SPMUD Responsibility		3		3			
Total	1	8	3	3	4	1	1

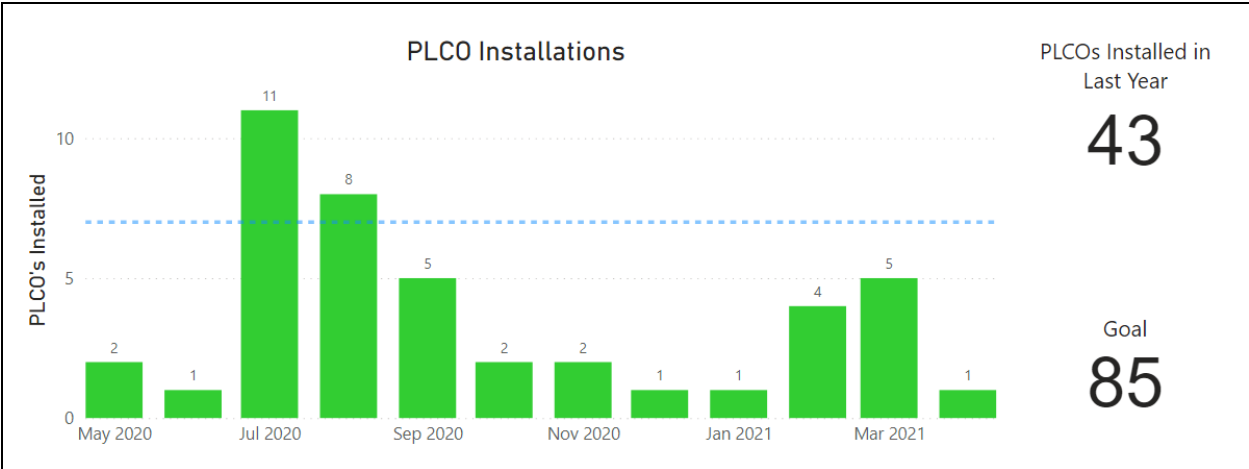
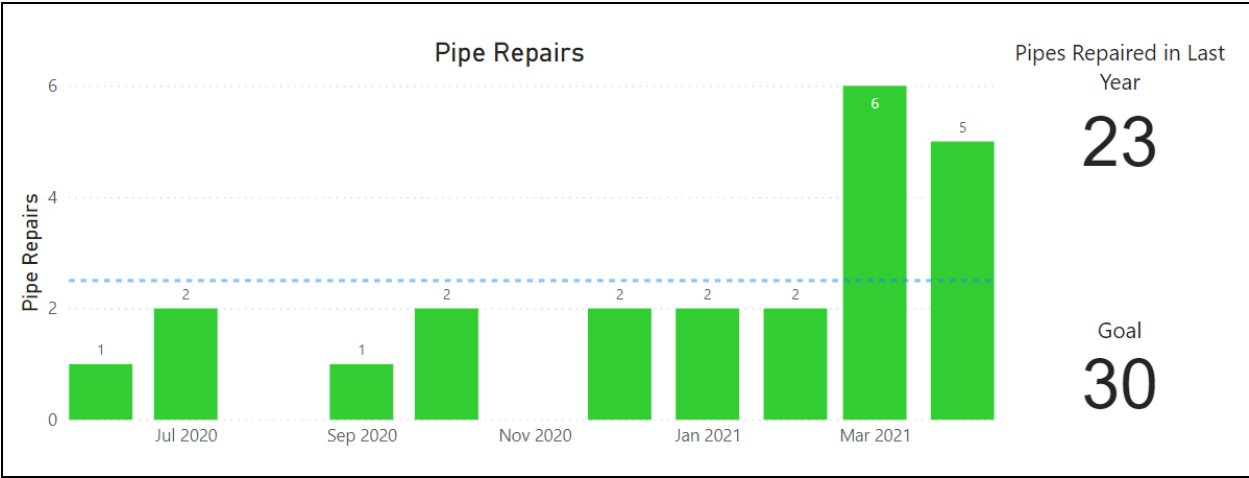
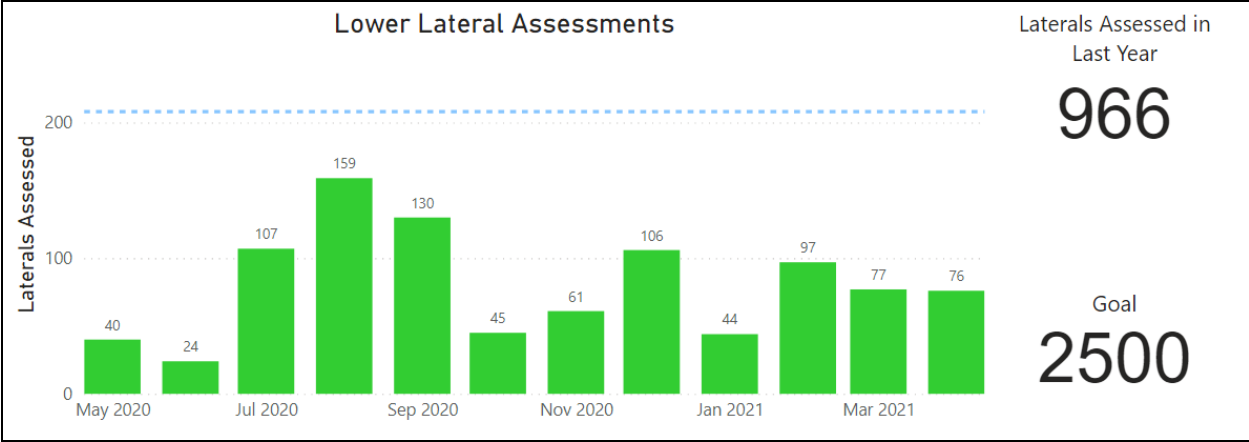
Total Service Calls

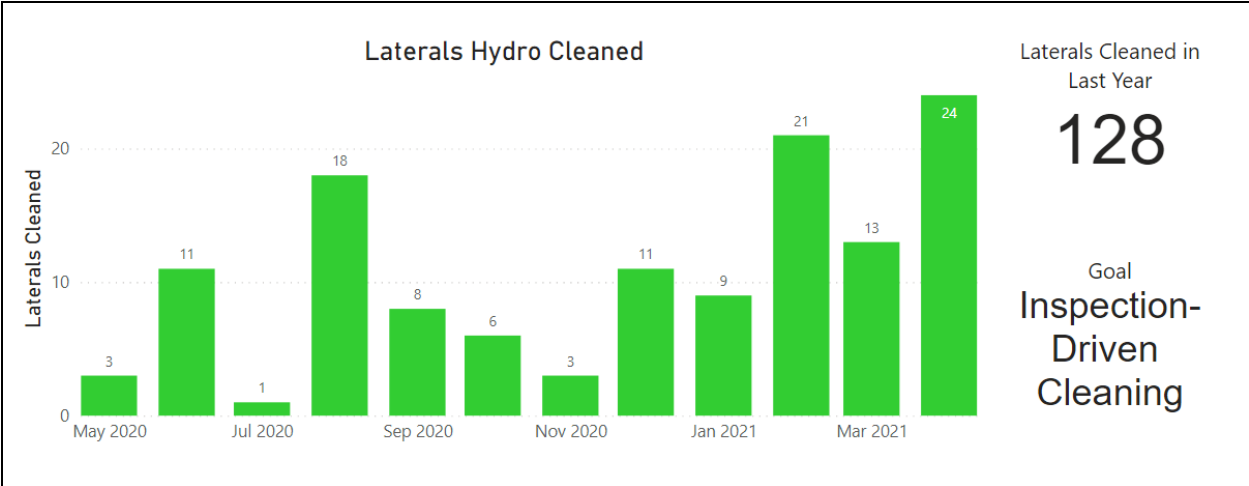
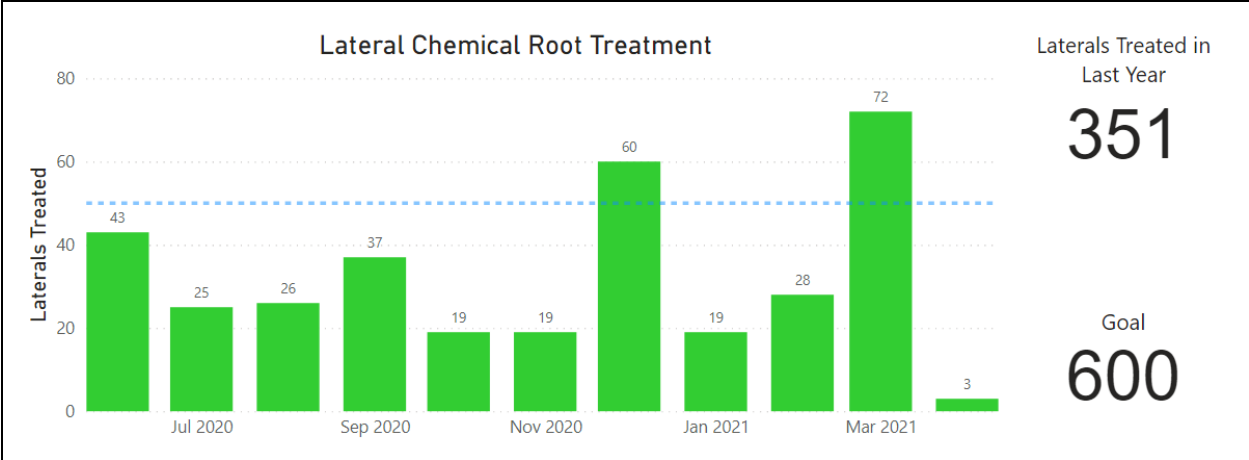
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7. Production

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







ITEM VII. TSD REPORT

To: Board of Directors
From: Carie Huff, District Engineer
Cc: Herb Niederberger, General Manager
Subject: Technical Services Department Monthly Report
Board Date: June 3, 2021

Department Updates

The District Engineer completed the Leadership Rocklin program and graduated on May 20th, 2021. The class project was a community recycling event with proceeds benefiting the Rocklin Education Excellence Foundation (REEF). The District Engineer will be implementing an internal leadership program in TSD using curriculum from the Leadership Rocklin program.

Corporation Yard Wall Replacement Project

The City of Rocklin issued the building permit for the Corporation Yard Wall replacement and demolition of the existing wall is complete. Glissman Excavating is currently forming the new retaining curb. The new fence is ordered and is anticipated to be installed in mid-June.

Foothill Trunk Sewer Replacement Project

The Foothill Trunk Sewer Replacement Project is substantially complete. Since the last board meeting, Garney has completed removal and replacement of the remaining retaining wall behind Corona Circle. Garney is still working on the additional screening at the El Don sliding gate. The Bill of Sale and the Notice of Completion is expected at the July board meeting.

FOG Program

The District's main FOG Inspector was out on leave for the majority of April which is why the amount of grease interceptor inspections was less than usual. However, District staff continued to permit, perform core samples and coordinate with food service establishments (FSE) to maintain compliance with the District's FOG program.

Skipolini's resolved the issues identified in the Warning of Non-Compliance with Opportunity to Correct and District staff continues to work with La Fornaretta regarding the issues outlined in their Notice of Violation.

There are several FSE within the District with active tenant improvements including Kiki's Chicken and Starbucks. District staff is working with each FSE to resolve existing issues and to install adequate grease control. La Fogata Taqueria in Loomis is also in the process of installing a grease control device as well.

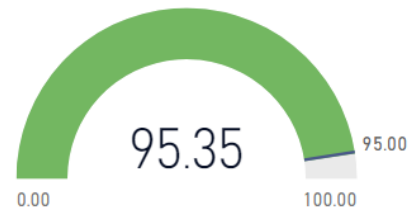
Department Performance Indicators

The following charts depict the efforts and performance of the department in the following areas of work as of April 30th, 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.

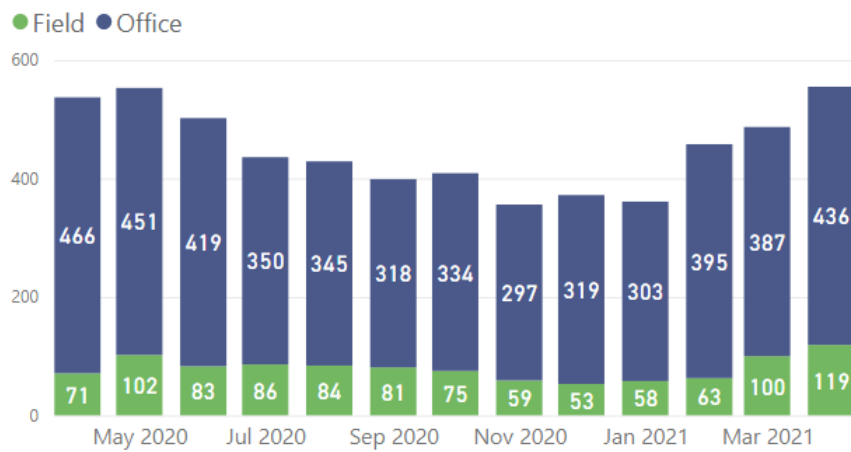
Plan Checks Completed - Monthly Totals



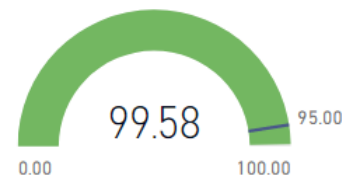
% "In Time" Plan Checks



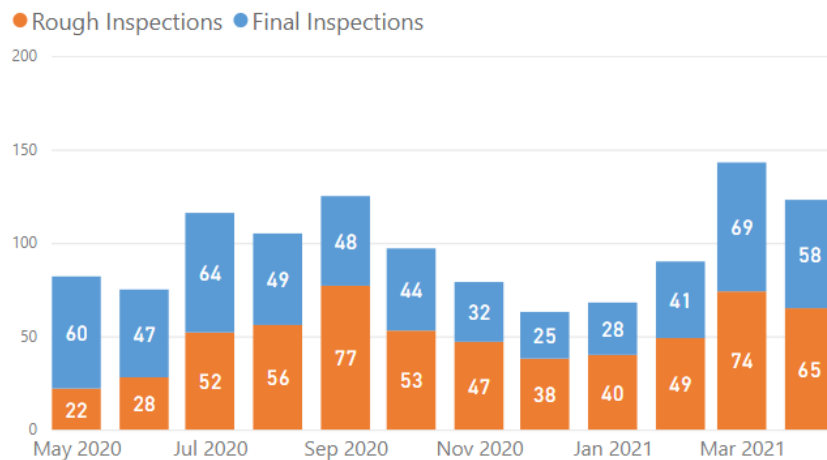
811 Responses - Monthly Totals



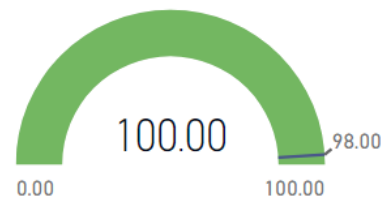
% "In Time" Responses ...



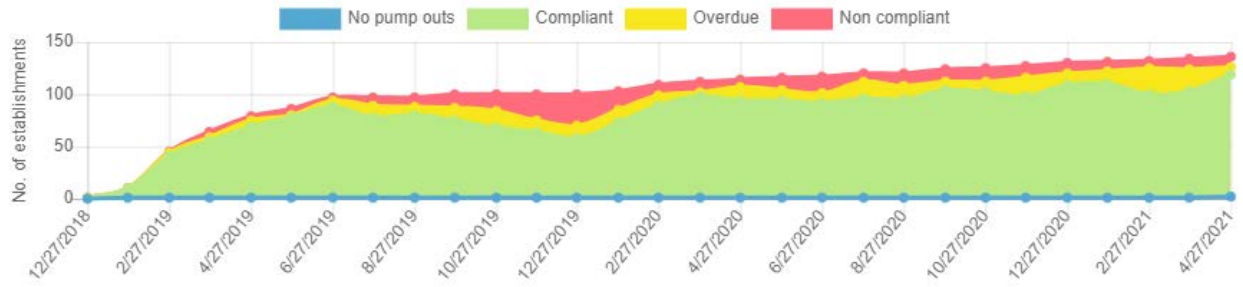
Building Sewer Inspections - Monthly Totals



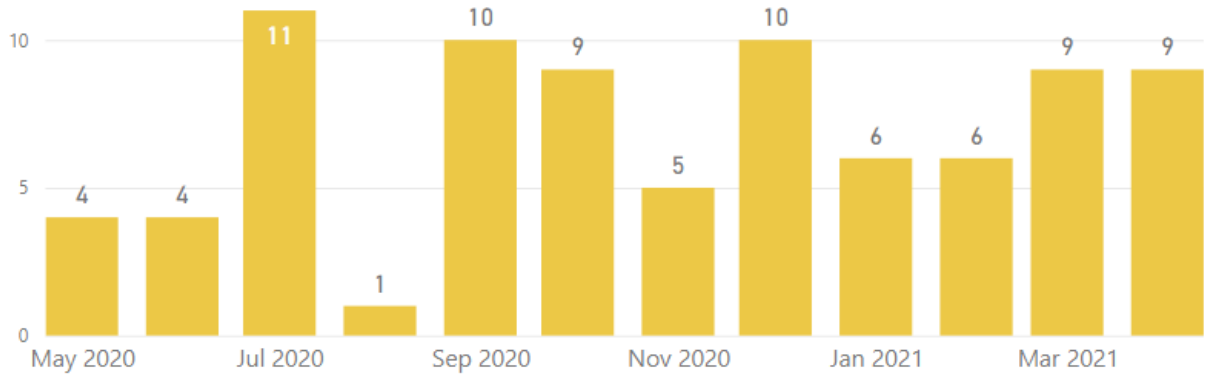
% "In Time" Inspections



FOG Compliance History



FOG Pickups - Monthly Totals



Grease Interceptor Inspections

