



**SPMUD BOARD OF DIRECTORS
REGULAR MEETING: 4:30 PM
November 7, 2019
SPMUD Board Room
5807 Springview Drive, Rocklin, CA 95677**

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

AGENDA

I. CALL MEETING TO ORDER

II. ROLL CALL OF DIRECTORS

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

III. PLEDGE OF ALLEGIANCE

IV. CONSENT ITEMS

[pg 3 to 32]

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 November 7, 2019 meeting

1. MINUTES from the October 3, 2019 Regular Meeting [pg 3 to 5]
2. ACCOUNTS PAYABLE in the amount of \$594,560.21 through 10/30/19. [pg 6 to 9]
3. MONTHLY INVESTMENT REPORT – in the amount of \$59,307,152 through 10/17/19. [pg 10]
4. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements 3180 Taylor Rd. [pg 11 to 14]
– at an estimated value of \$140,344.
5. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements Oak Vista – at [pg 15 to 21]
an estimated value of \$989,673.
6. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements Whitney Ranch [pg 22 to 28]
2J Unit 67A – at an estimated value of \$1,721,055.

- 7. ADOPT RESOLUTION 19-22 AUTHORIZING THE GENERAL MANAGER TO SURPLUS PROPERTY AND/OR EQUIPMENT [pg 29 to 31]
- 8. ADOPT RESOLUTION 19-23 COMMENDING RICK PERRY FOR HIS SERVICE TO THE DISTRICT [pg 32 to 33]

V. PUBLIC COMMENTS

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

VI. BOARD BUSINESS

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

1. PERFORMANCE MERIT PROGRAM UPDATE [pg 33 to 38]

Staff will provide an update to the Board of Directors on the District's merit program.

Action Requested: Informational Item

Staff is seeking feedback and direction from the Board after reviewing the results of the District's Performance Merit Program.

VII. REPORTS [pg 39 to 49]

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. CLOSED SESSION

PUBLIC EMPLOYMENT – GENERAL MANAGER PERFORMANCE EVALUATION
(Per Subdivision (a) of Government Code Section 54957)

IX. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to its next regular meeting on **December 5, 2019 at 4:30 p.m.**

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

Meeting	Location	Date	Time
Regular	District Office	October 3, 2019	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 Williams presiding at 4:30 p.m.

II. ROLL CALL OF DIRECTORS:

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

Absent: John Murdock

Vacant: None

Staff: Herb Niederberger, General Manager
Carie Huff, Associate Engineer
Sam Rose, District Superintendent
Emilie Costan, Administrative Services Manager

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

IV. CONSENT ITEMS:

1. MINUTES from September 5, 2019 Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$934,342 through September 24, 2019.
3. MONTHLY INVESTMENT REPORT in the amount of \$59,221,808 through September 19, 2019.
4. ADOPTION of Resolution 19-20 Authorizing the General Manager to purchase a CCTV truck and equipment from U-Rock Utility Equipment Inc. in the amount of \$268,479.14.

GM Niederberger noted that the monthly investment report has no fund details and that staff will be working to correct the report and add inception dates for the November Board meeting. Director Markey made a motion to approve the consent calendar; a second was made by Director Dickinson; a roll call vote was taken, and the motion carried 4-0 with one Director absent.

V. PUBLIC COMMENTS:

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

VI. BOARD BUSINESS

1. SAFETY PROGRAM AUDIT UPDATE

Superintendent Sam Rose gave a presentation on the results of the Safety Program Audit conducted in May of 2019. The Districts overall rating was 77 points. The District received positive feedback in several areas and has gone 3 years without a loss time incident. The District could improve scores by further documenting safety procedures. Director Dickinson asked for a copy of the full Safety Audit Report. President Mitchell commented on the importance of independent audits.

2. ADOPTION OF RESOLUTION 19-21 CREATING JOB DESCRIPTIONS FOR THE TEMPORARY LABORER I/II/III AND THE REGULATORY & SAFETY COMPLIANCE TECHNICIAN/SPECIALIST

GM Niederberger shared that the purpose of the new Temporary Laborer I/II/III position is to help fill upcoming retirements with a qualified pool of candidates. The Regulatory & Safety Compliance Technician/Specialist would be responsible for all regulatory compliance programs and the District safety program. These positions were brought to the Personnel Advisory Committee in August. GM Niederberger also introduced a succession plan for the upcoming retirement of the District Superintendent. Director Dickinson spoke about his recommendation to provide a competitive salary for the Temporary Labor I/II/III position and voiced the Personnel Advisory Committees support of the positions. Director Mitchell asked about space planning for additional employees. Director Mitchell asked about measurement metrics for additional positions as the District grows and continuously improves. GM Niederberger replied that there are several metrics that can be used such as miles of pipe per service employee, number of customers per service employee, or customers per employee manhour, but one of the measures that could be comparable is the excellent customer service with no loss time injuries at some of the lowest rates in the region. Director Dickinson commented that it is difficult to compare with other service providers since each system is so different and referenced Placer County's system and it's many pump stations. Director Williams added that it is difficult to compare staffing based on metrics such miles of pipe, but the District has low rates, is improving productivity, and did not bring on any new staff in the Newcastle annexation. Director Williams asked for clarification on how these positions differ from a standard probationary period. GM Niederberger explained that this position is limited to 6 months. Director Markey asked if the new CCTV truck purchase has additional technology that will provide efficiencies. The Superintendent stated that there is some improved technology in the software.

Director Dickinson made a motion to adopt Resolution 19-21 creating job descriptions for a Temporary Laborer I/II/III and a Regulatory & Safety Compliance Technician/Specialist; a second was made by Director Markey; a roll call vote was taken, and the motion carried 4-0 with one Director absent.

VII. REPORTS

1. **District General Counsel (A. Brown)**: General Counsel Brown was absent.

2. **General Manager (H. Niederberger)**: Director Mitchell asked about item 2(C)(4), *On September 18, 2019, the General Manager met with District Legal Counsel to discuss obtaining a Certified Copy of the Court Decree regarding the Dickson's on Dias Lane*, shown on GM Niederberger's Board Report. GM Niederberger explained that there was a recording issue with the filing of the easements that has been resolved. Director Mitchell asked about item 4, *Award Perimeter Fence Contract*. GM Niederberger responded that an additional approval is needed but the item should be going out to Bid. GM Niederberger discussed utilizing action minutes and posting video recordings on the website. President Williams commented that he preferred to read the minutes when referring to previous discussions and actions versus listening to the entire video recording. Director Mitchell commented that he is on a Board that has video recorded meetings and that the current format works well for the District.

A. FSD & TSD Reports: There were no additions to the managers' reports.

B. Information Items: No additional items.

3. **Director's Comments:**

Director Mitchell asked about the new proposed intranet site. Administrative Services Manager Costan shared that the intranet site could be created using existing SharePoint software. She explained that the intranet will be used as an additional tool to provide access to resources and communicate with staff. Director Mitchell congratulated Sam on 3 years no loss time incidents. Director Mitchell asked whether the easement road reconstruction project at Sierra College and Monte Claire would be paved. The Superintendent responded that the District has not yet designated which roads would be paved. GM Niederberger responded that he would follow up with the City of Rocklin on a joint agreement. Director

Dickinson asked about outstanding follow up items for the Fee & Finance Committee. He also asked about a Personnel Advisory Committee meeting for the General Manager's annual performance review.

VIII. ADJOURNMENT

The President adjourned the meeting at 5:15 p.m. to the next regular meeting to be held on November 7, 2019 at 4:30 p.m.



Emilie Costan, Board Secretary



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 09/25/2019 - 10/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1652	Cintas Corporation	09/26/2019	Regular	0.00	395.16	11524
1068	City of Roseville	09/26/2019	Regular	0.00	51,297.24	11525
1691	CWEA SAS	09/26/2019	Regular	0.00	140.00	11526
1224	Paramount Awards	09/26/2019	Regular	0.00	23.60	11527
1218	PCWA	09/26/2019	Regular	0.00	742.40	11528
1221	PG&E (Current Accounts)	09/26/2019	Regular	0.00	1,290.47	11529
1253	Recology Auburn Placer	09/26/2019	Regular	0.00	307.28	11530
1518	Sonitrol of Sacramento	09/26/2019	Regular	0.00	195.00	11531
1240	Placer County Personnel	09/26/2019	Regular	0.00	3,184.64	11532
248	AT&T (916.663.1652) & (248.134.5438.608.80)	10/02/2019	Regular	0.00	227.77	11534
1663	Buckmaster Office Solutions	10/02/2019	Regular	0.00	91.32	11535
1652	Cintas Corporation	10/02/2019	Regular	0.00	387.70	11536
1068	City of Roseville	10/02/2019	Regular	0.00	246,227.20	11537
1087	Dawson Oil Co.	10/02/2019	Regular	0.00	3,619.65	11538
1686	Jan Pro	10/02/2019	Regular	0.00	805.00	11539
1564	Jensen Landscape Services, LLC	10/02/2019	Regular	0.00	861.00	11540
1599	MUN CPA's	10/02/2019	Regular	0.00	8,400.00	11541
1211	Noble Image, Inc.	10/02/2019	Regular	0.00	132.00	11542
1221	PG&E (Current Accounts)	10/02/2019	Regular	0.00	2,437.51	11543
1261	Riebes Auto Parts	10/02/2019	Regular	0.00	8.30	11544
1333	SPOK, Inc.	10/02/2019	Regular	0.00	111.57	11545
1685	Streamline	10/02/2019	Regular	0.00	400.00	11546
1306	Superior Equipment Repair	10/02/2019	Regular	0.00	1,412.24	11547
1307	Sutter Medical Foundation-Corporate	10/02/2019	Regular	0.00	2,222.00	11548
1325	Tyler Technologies, Inc.	10/02/2019	Regular	0.00	400.00	11549
1582	Walker's Office Supply	10/02/2019	Regular	0.00	63.85	11550
1327	US Bank Corporate Payment	10/08/2019	Regular	0.00	17,504.09	11551
	Void	10/08/2019	Regular	0.00	0.00	11552
	Void	10/08/2019	Regular	0.00	0.00	11553
	Void	10/08/2019	Regular	0.00	0.00	11554
1021	ARC	10/09/2019	Regular	0.00	111.12	11555
248	AT&T (916.663.1652) & (248.134.5438.608.80)	10/09/2019	Regular	0.00	9.34	11556
1022	AT&T (9391035571) & (9391053973)	10/09/2019	Regular	0.00	312.24	11557
1652	Cintas Corporation	10/09/2019	Regular	0.00	497.26	11558
1509	Crystal Communications	10/09/2019	Regular	0.00	311.64	11559
1080	CWEA (Main)	10/09/2019	Regular	0.00	175.00	11560
1086	Dataprose	10/09/2019	Regular	0.00	1,663.74	11561
1140	Holt of California	10/09/2019	Regular	0.00	2,428.82	11562
1163	Joe Gonzalez Trucking, LLC.	10/09/2019	Regular	0.00	3,782.57	11563
1475	Petersen & Mapes, LLP	10/09/2019	Regular	0.00	2,772.00	11564
1221	PG&E (Current Accounts)	10/09/2019	Regular	0.00	5,036.35	11565
1473	Pitney Bowes Purchase Power	10/09/2019	Regular	0.00	57.76	11566
1244	Preferred Alliance Inc	10/09/2019	Regular	0.00	202.72	11567
1259	Rick J. Perry	10/09/2019	Regular	0.00	246.66	11568
1268	Rocklin Windustrial Co.	10/09/2019	Regular	0.00	3,066.88	11569
1306	Superior Equipment Repair	10/09/2019	Regular	0.00	339.55	11570
1499	TechRoe.com LLC	10/09/2019	Regular	0.00	900.00	11571
1325	Tyler Technologies, Inc.	10/09/2019	Regular	0.00	4,276.25	11572
1561	Williams + Paddon Architects + Planners, Inc.	10/09/2019	Regular	0.00	1,708.80	11573
1058	Carquest Auto Parts	10/17/2019	Regular	0.00	13.79	11642
1652	Cintas Corporation	10/17/2019	Regular	0.00	498.98	11643
1073	Consolidated Communications	10/17/2019	Regular	0.00	1,892.15	11644
1719	Emilie Costan	10/17/2019	Regular	0.00	91.48	11645
1131	Granite Business Printing	10/17/2019	Regular	0.00	101.89	11646

Check Report

Date Range: 09/25/2019 - 10/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1480	Herb Niederberger	10/17/2019	Regular	0.00	879.39	11647
1172	Justin Roston	10/17/2019	Regular	0.00	156.23	11648
1218	PCWA	10/17/2019	Regular	0.00	1,444.83	11649
1268	Rocklin Windustrial Co.	10/17/2019	Regular	0.00	707.42	11650
1518	Sonitrol of Sacramento	10/17/2019	Regular	0.00	874.19	11651
1306	Superior Equipment Repair	10/17/2019	Regular	0.00	1,904.06	11652
1338	Verizon Wireless	10/17/2019	Regular	0.00	1,211.32	11653
1020	Aqua Sierra Controls, Inc.	10/23/2019	Regular	0.00	1,056.40	11655
1047	CalChamber	10/23/2019	Regular	0.00	649.00	11656
1052	California Special Districts Association (CSDA)	10/23/2019	Regular	0.00	7,615.00	11657
1652	Cintas Corporation	10/23/2019	Regular	0.00	418.69	11658
1495	Curtis Little	10/23/2019	Regular	0.00	283.25	11659
1105	Eric Nielsen	10/23/2019	Regular	0.00	146.66	11660
1113	Ferguson Enterprises, Inc. 1423 (Main)	10/23/2019	Regular	0.00	491.34	11661
1666	Great America Financial Services	10/23/2019	Regular	0.00	452.99	11662
1139	Hill Rivkins Brown & Associates	10/23/2019	Regular	0.00	2,485.30	11663
1153	James Byrd Smoke Testing	10/23/2019	Regular	0.00	75.00	11664
1306	Superior Equipment Repair	10/23/2019	Regular	0.00	336.93	11665
1240	Placer County Personnel	10/24/2019	Regular	0.00	3,184.64	11666
1015	American Fidelity Assurance	09/25/2019	Bank Draft	0.00	893.78	DFT0004774
1230	Pers (EFT)	09/25/2019	Bank Draft	0.00	4,545.54	DFT0004775
1230	Pers (EFT)	09/25/2019	Bank Draft	0.00	23,381.76	DFT0004776
1230	Pers (EFT)	09/25/2019	Bank Draft	0.00	8,697.38	DFT0004777
1230	Pers (EFT)	09/25/2019	Bank Draft	0.00	98.89	DFT0004778
1230	Pers (EFT)	09/25/2019	Bank Draft	0.00	2,584.00	DFT0004779
1230	Pers (EFT)	09/25/2019	Bank Draft	0.00	56.15	DFT0004780
1586	Principal Life Insurance Company	09/26/2019	Bank Draft	0.00	357.57	DFT0004781
1580	TASC	09/25/2019	Bank Draft	0.00	237.12	DFT0004782
1045	Cal Pers 457 Plan (EFT)	10/04/2019	Bank Draft	0.00	375.00	DFT0004784
1135	Mass Mutual (EFT)	10/04/2019	Bank Draft	0.00	7,140.52	DFT0004785
1135	Mass Mutual (EFT)	10/04/2019	Bank Draft	0.00	495.86	DFT0004786
1580	TASC	10/04/2019	Bank Draft	0.00	323.56	DFT0004787
1580	TASC	10/04/2019	Bank Draft	0.00	428.83	DFT0004788
1229	Pers (EFT)	10/04/2019	Bank Draft	0.00	147.25	DFT0004789
1229	Pers (EFT)	10/04/2019	Bank Draft	0.00	271.86	DFT0004790
1229	Pers (EFT)	10/04/2019	Bank Draft	0.00	447.90	DFT0004791
1229	Pers (EFT)	10/04/2019	Bank Draft	0.00	3,398.08	DFT0004792
1229	Pers (EFT)	10/04/2019	Bank Draft	0.00	5,599.21	DFT0004793
1229	Pers (EFT)	10/04/2019	Bank Draft	0.00	97.41	DFT0004794
1229	Pers (EFT)	10/04/2019	Bank Draft	0.00	134.70	DFT0004795
1229	Pers (EFT)	10/04/2019	Bank Draft	0.00	1,391.61	DFT0004796
1229	Pers (EFT)	10/04/2019	Bank Draft	0.00	1,924.39	DFT0004797
1229	Pers (EFT)	10/04/2019	Bank Draft	0.00	2,086.23	DFT0004798
1229	Pers (EFT)	10/04/2019	Bank Draft	0.00	2,158.87	DFT0004799
1149	Internal Revenue Service	10/04/2019	Bank Draft	0.00	11,023.04	DFT0004800
1098	EDD (EFT)	10/04/2019	Bank Draft	0.00	3,652.36	DFT0004801
1098	EDD (EFT)	10/04/2019	Bank Draft	0.00	888.94	DFT0004802
1149	Internal Revenue Service	10/04/2019	Bank Draft	0.00	2,802.80	DFT0004803
1149	Internal Revenue Service	10/04/2019	Bank Draft	0.00	8,949.07	DFT0004804
1045	Cal Pers 457 Plan (EFT)	10/18/2019	Bank Draft	0.00	375.00	DFT0004806
1135	Mass Mutual (EFT)	10/18/2019	Bank Draft	0.00	7,465.52	DFT0004807
1135	Mass Mutual (EFT)	10/18/2019	Bank Draft	0.00	495.86	DFT0004808
1580	TASC	10/18/2019	Bank Draft	0.00	323.56	DFT0004809
1580	TASC	10/18/2019	Bank Draft	0.00	428.83	DFT0004810
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	147.25	DFT0004811
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	253.99	DFT0004812
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	418.50	DFT0004813
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	3,174.96	DFT0004814
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	5,231.54	DFT0004815
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	97.27	DFT0004816
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	134.51	DFT0004817

Check Report

Date Range: 09/25/2019 - 10/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	1,389.65	DFT0004818
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	1,921.68	DFT0004819
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	2,036.81	DFT0004820
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	2,107.71	DFT0004821
1149	Internal Revenue Service	10/18/2019	Bank Draft	0.00	11,327.62	DFT0004822
1098	EDD (EFT)	10/18/2019	Bank Draft	0.00	3,744.79	DFT0004823
1098	EDD (EFT)	10/18/2019	Bank Draft	0.00	865.30	DFT0004824
1149	Internal Revenue Service	10/18/2019	Bank Draft	0.00	2,874.00	DFT0004825
1149	Internal Revenue Service	10/18/2019	Bank Draft	0.00	9,075.02	DFT0004826
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	17.98	DFT0004833
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	29.59	DFT0004834
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	224.55	DFT0004835
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	370.04	DFT0004836
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	49.42	DFT0004837
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	51.15	DFT0004838
1149	Internal Revenue Service	10/18/2019	Bank Draft	0.00	80.92	DFT0004839
1098	EDD (EFT)	10/18/2019	Bank Draft	0.00	23.81	DFT0004840
1098	EDD (EFT)	10/18/2019	Bank Draft	0.00	6.52	DFT0004841
1149	Internal Revenue Service	10/18/2019	Bank Draft	0.00	18.92	DFT0004842
1149	Internal Revenue Service	10/18/2019	Bank Draft	0.00	40.07	DFT0004843
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	-0.11	DFT0004846
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	-0.19	DFT0004847
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	-1.43	DFT0004848
1229	Pers (EFT)	10/18/2019	Bank Draft	0.00	-2.37	DFT0004849
1149	Internal Revenue Service	10/18/2019	Bank Draft	0.00	-2.22	DFT0004850
1098	EDD (EFT)	10/18/2019	Bank Draft	0.00	-1.09	DFT0004851
1098	EDD (EFT)	10/18/2019	Bank Draft	0.00	-0.18	DFT0004852
1149	Internal Revenue Service	10/18/2019	Bank Draft	0.00	-0.52	DFT0004853
1149	Internal Revenue Service	10/18/2019	Bank Draft	0.00	-1.98	DFT0004854
1015	American Fidelity Assurance	10/24/2019	Bank Draft	0.00	893.78	DFT0004855
1230	Pers (EFT)	10/24/2019	Bank Draft	0.00	6,172.50	DFT0004856
1230	Pers (EFT)	10/24/2019	Bank Draft	0.00	23,381.74	DFT0004857
1230	Pers (EFT)	10/24/2019	Bank Draft	0.00	8,697.38	DFT0004858
1230	Pers (EFT)	10/24/2019	Bank Draft	0.00	103.28	DFT0004859
1230	Pers (EFT)	10/24/2019	Bank Draft	0.00	2,448.00	DFT0004860
1230	Pers (EFT)	10/24/2019	Bank Draft	0.00	51.76	DFT0004861
1586	Principal Life Insurance Company	10/24/2019	Bank Draft	0.00	431.89	DFT0004862
1098	EDD (EFT)	10/24/2019	Bank Draft	0.00	5,241.33	DFT0004863

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	107	70	0.00	397,756.62
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	80	80	0.00	196,803.59
EFT's	0	0	0.00	0.00
	187	153	0.00	594,560.21

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	107	70	0.00	397,756.62
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	80	80	0.00	196,803.59
EFT's	0	0	0.00	0.00
	187	153	0.00	594,560.21

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	9/2019	98,427.98
100	GENERAL FUND	10/2019	496,132.23
			594,560.21

SPMUD BOARD INVESTMENT REPORT
MEETING DATE: November 7, 2019

INVESTMENT		TOTAL FUNDS	Fund 100	Fund 300	Fund 400
			General	CIP & Expansion	Capital Replacement & Rehabilitation
Allocation to Fund Type			22.10%	39.34%	38.56%
CALTRUST	Actual Rate of Return				
Balance at inception (4/22/2016)		\$ 19,000,000	\$ 4,199,789	\$ 7,474,188	\$ 7,326,023
Cumulative Income	6.07%	\$ 1,152,590	\$ 254,770	\$ 453,404	\$ 444,416
Cumulative Unrealized Gain/Loss	0.00%	\$ (539)	\$ (119)	\$ (212)	\$ (208)
Cumulative Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
Cumulative Balance at beginning of month		\$ 20,152,051	\$ 4,454,440	\$ 7,927,380	\$ 7,770,231
Current month income	2.17%	\$ 36,485	\$ 8,065	\$ 14,352	\$ 14,068
Current month Unrealized Gain/Loss	-2.81%	\$ (47,203)	\$ (10,434)	\$ (18,569)	\$ (18,201)
Current month Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 20,141,333	\$ 4,452,071	\$ 7,923,164	\$ 7,766,098
WELLS FARGO - Fixed Income Securities	Actual Rate of Return				
Balance at inception (04/22/2016)		\$ 18,000,000	\$ 3,978,747	\$ 7,080,810	\$ 6,940,443
Transfers		\$ 4,000,000	\$ 884,166	\$ 1,573,513	\$ 1,542,321
Cumulative Income	4.61%	\$ 1,013,447	\$ 224,014	\$ 398,668	\$ 390,765
Cumulative Unrealized Gain/Loss	-0.59%	\$ (129,341)	\$ (28,590)	\$ (50,880)	\$ (49,871)
Cumulative Realized Gain/Loss	0.00%	\$ -	\$ -	\$ -	\$ -
Cumulative Balance at beginning of month		\$ 22,884,106	\$ 5,058,338	\$ 9,002,111	\$ 8,823,657
Current month income	2.76%	\$ 52,637	\$ 11,635	\$ 20,706	\$ 20,296
Current month Unrealized Gain/Loss	-0.31%	\$ (5,901)	\$ (1,304)	\$ (2,321)	\$ (2,275)
Market Average/Yield to Worst	1.81%				
TOTALS		\$ 22,930,842	\$ 5,068,668	\$ 9,020,496	\$ 8,841,678
LAIF (Local Agency Investment Fund)	Annual Rate of Return				
Balance		\$ 4,215,969	\$ 931,904	\$ 1,658,471	\$ 1,625,594
Quarterly Interest	2.57%	\$ -	\$ -	\$ -	\$ -
Withdrawal		\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 4,215,969	\$ 931,904	\$ 1,658,471	\$ 1,625,594
PLACER COUNTY TREASURY	Annual Rate of Return				
Balance		\$ 5,295,854	\$ 1,170,604	\$ 2,083,274	\$ 2,041,976
September	1.96%	\$ 8,515	\$ 1,882	\$ 3,349	\$ 3,283
TOTALS		\$ 5,304,369	\$ 1,172,486	\$ 2,086,624	\$ 2,045,259
SUB-TOTALS		\$ 52,592,513	\$ 11,625,129	\$ 20,688,754	\$ 20,278,630
CHECKING ACCOUNT BALANCE		\$ 6,714,640	\$ 6,714,640	\$ -	\$ -
GRAND TOTALS		\$ 59,307,152	\$ 18,339,769	\$ 20,688,754	\$ 20,278,630

Investments are in compliance with Policy# 3120 - Investment Policy, and have the ability to meet the next six months of cash flow requirements.

*Please note information presented is current at print time, and may be delayed by approximately 30 days.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors
From: Eric Nielsen, District Engineer
Cc: Carie Huff, Associate Engineer
Subject: Acceptance of the Bill of Sale for Sewer Improvements to Serve 3180 Taylor Road
Meeting Date: November 7, 2019

Overview

3180 Taylor Road is located in Loomis to the north of the Taylor Road and Lemos Ranch intersection. The public sewer improvements were constructed to serve the eventual development of 3180 Taylor Road. 3180 Taylor Road sewer improvements include the following infrastructure:

- Installation of three hundred and twenty-three (323) linear feet of sanitary sewer pipe;
- Installation of two (2) manholes; and
- Installation of a single fifty-four (54) foot lower lateral.

Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the 3180 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 \$140,344.

Attachments:

1. Bill of Sale
2. Map – 3180 Taylor Road
3. 3180 Taylor Road Asset Inventory

BILL OF SALE

Mark & Traci Wilson 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 3180 Taylor Road.

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 10-16-19

By: (Owner)



Signature

Mark Wilson

Name



Signature

Traci Wilson

Name



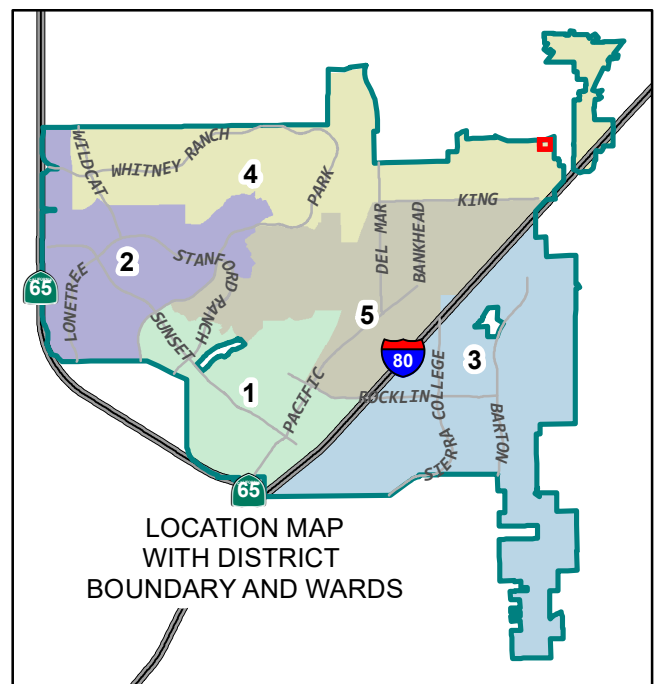
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1 in = 100 ft



3180 Taylor Road Offsite Sewer

1 EDU

Date: 10/29/2019
 Author: Curtis Little
 Document Path:
 G:\spmud_gis\mxd\Curtis\Bill Of Sale
 Maps\2019\MXD\3180 Taylor Rd.mxd



LOCATION MAP
WITH DISTRICT
BOUNDARY AND WARDS

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
3180 TAYLOR ROAD
ASSET INVENTORY

Pipe ID	Diameter (in)	Material	Length (ft)
O14-057	6	SDR26	157
O14-056	6	SDR26	166

Manhole ID	Structure Type	Diameter (in)
O14-056	Manhole	48
O14-057	Manhole	48

Service Structure	Diameter (in)	Length (ft)	Pipe Material
31452	4	54	SDR26

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors
From: Eric Nielsen, District Engineer
Cc: Carie Huff, Associate Engineer
Subject: Acceptance of the Bill of Sale for Sewer Improvements within the Oak Vista Subdivision
Meeting Date: November 7, 2019

Overview

The Oak Vista subdivision improvements are located in Rocklin north of Black Willow Street and between Silver Lupine Lane and Dias Lane. The Oak Vista project consists of 63 single-family residential homes for a total of 63 EDUs. The Oak Vista improvements include the following infrastructure:

- Installation of two thousand, two hundred and fifty-nine (2,259) linear feet of sanitary sewer pipe;
- Installation of eleven (11) manholes; and
- Installation of one thousand, three hundred and sixty-two (1,362) feet of lower lateral sewer pipe.

Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Oak Vista 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 \$989,673.

Attachments:

1. Bill of Sale
2. Map – Oak Vista Subdivision
3. Oak Vista Asset Inventory

BILL OF SALE

KB Home Sacramento, 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 Oak Vista City of Rocklin.

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 18th day of September 2019

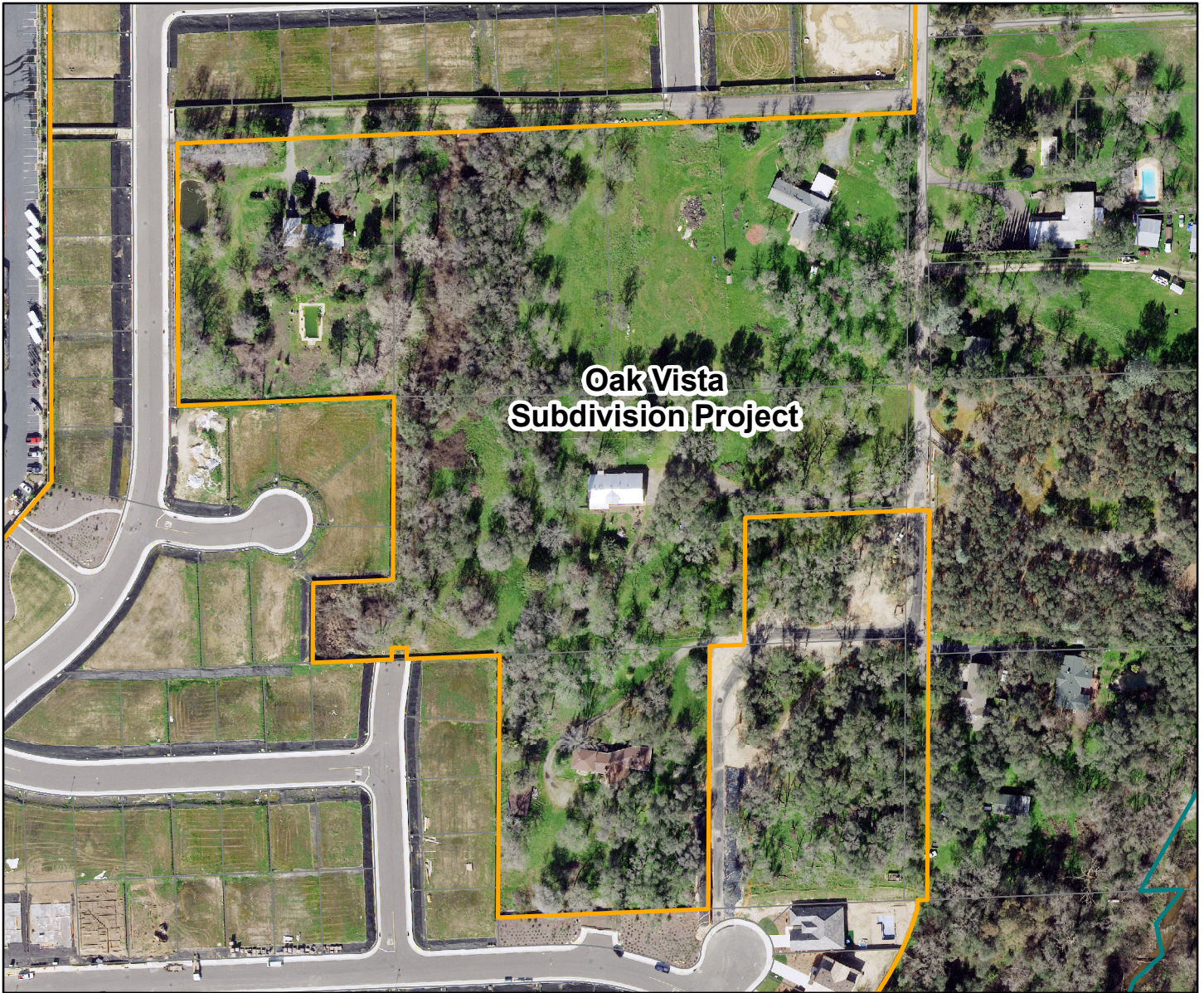
By: (Developer/Owner)



Signature

Matthew Hogan

Vice President Land Development

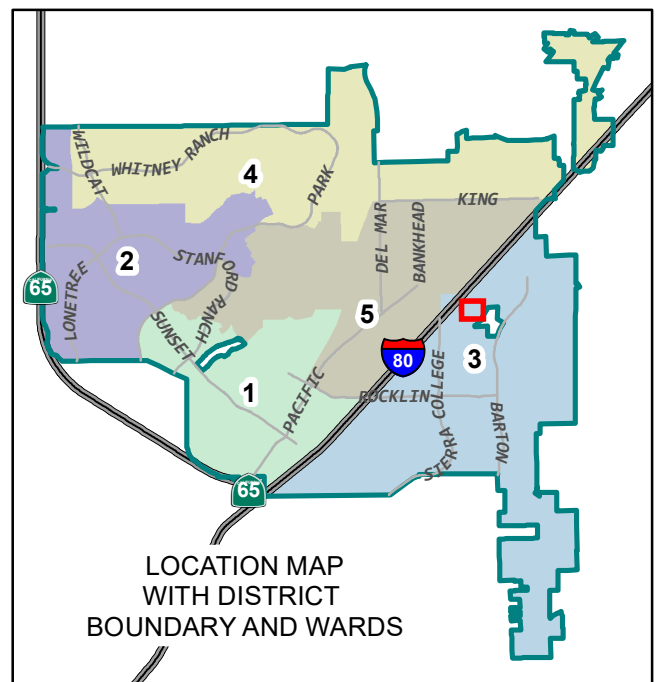


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1 in = 200 ft



**Oak Vista
Subdivision
63 EDUs**

Date: 9/26/2019
Author: Curtis Little
Document Path:
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Maps\2019\MXD\OakVista.mxd



SOUTH PLACER MUNICIPAL UTILITY DISTRICT
OAK VISTA
ASSET INVENTORY

Pipe ID	Diameter	Material	Length (ft)
L12-066	6	SDR26	282
L12-064	6	SDR26	123
L12-065	6	SDR26	262
K12-097	6	SDR26	289
K12-096	6	SDR26	241
K12-095	6	VCP	51
L12-063	6	SDR26	119
L12-067	6	SDR26	363
K12-099	6	SDR26	323
K12-098	8	VCP	206

Manhole ID	Structure Type	Diameter (in)
K12-099	Manhole	48
K12-095	Manhole	48
L12-067	Manhole	48
L12-064	Manhole	48
L12-065	Manhole	48
K12-098	Manhole	48
K12-096	Manhole	48
K12-097	Manhole	48
L12-063	Manhole	48
K12-100	Manhole	48
L12-066	Manhole	48

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
OAK VISTA
ASSET INVENTORY

Service Structure	Diameter (in)	Length (ft)	Pipe Material
30920	4	21	SDR26
30921	4	18	SDR26
30922	4	18	SDR26
30923	4	19	SDR26
30924	4	19	SDR26
30925	4	19	SDR26
30926	4	19	SDR26
30927	4	19	SDR26
30928	4	19	SDR26
30929	4	19	SDR26
30930	4	20	SDR26
30931	4	20	SDR26
30932	4	20	SDR26
30933	4	19	VCP
30934	4	19	VCP
30935	4	19	VCP
30936	4	32	VCP
30937	4	31	VCP
30938	4	31	VCP
30939	4	31	SDR26
30940	4	31	SDR26
30941	4	31	SDR26
30942	4	31	SDR26
30943	4	32	SDR26
30944	4	32	SDR26
30945	4	32	SDR26
30946	4	19	SDR26

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
OAK VISTA
ASSET INVENTORY

Service Structure	Diameter (in)	Length (ft)	Pipe Material
30947	4	19	SDR26
30948	4	19	SDR26
30949	4	19	SDR26
30950	4	19	VCP
30951	4	31	VCP
30952	4	31	SDR26
30953	4	31	SDR26
30954	4	31	SDR26
30955	4	31	SDR26
30956	4	30	SDR26
30957	4	18	SDR26
30958	4	19	SDR26
30959	4	19	SDR26
30960	4	19	SDR26
30961	4	19	SDR26
30962	4	31	SDR26
30963	4	31	SDR26
30964	4	31	SDR26
30965	4	51	SDR26
30971	4	35	SDR26
30972	4	31	SDR26
30973	4	31	SDR26
30974	4	32	SDR26
30975	4	31	SDR26
30976	4	31	SDR26
30977	4	30	SDR26
27649	4	17	VCP
30966	4	18.4	VCP

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
OAK VISTA
ASSET INVENTORY

Service Structure	Diameter (in)	Length (ft)	Pipe Material
30967	4	18.3	VCP
30968	4	18.4	VCP
30969	4	18.3	VCP
30970	4	18.3	VCP

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors
From: Eric Nielsen, District Engineer
Cc: Carie Huff, Associate Engineer
Subject: Acceptance of the Bill of Sale for Sewer Improvements within Whitney Ranch 2J Unit 67A
Meeting Date: November 7, 2019

Overview

The Whitney Ranch 2J Unit 67A improvements are located in Rocklin to the northeast of Whitney Ranch Phase 2J Unit 65, 66 and 67AB (Phase 1) and south of Whitney Ranch Parkway. The Whitney Ranch 2J Unit 67A project consists of 73 single-family residential homes for a total of 73 EDUs. The Whitney Ranch 2J Unit 67A improvements include the following infrastructure:

- Installation of three thousand, nine hundred and sixty-one (3,961) linear feet of sanitary sewer pipe;
- Installation of sixteen (16) manholes; and
- Installation of two thousand and seventy-seven (2,077) feet of lower lateral sewer pipe.

Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Whitney Ranch 2J Unit 67A improvements.

Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.1: Engage Customers to determine expectations.

Goal 1.2: Establish and meet Service Level(s) by Department.

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

Fiscal Impact

The estimated value of the contributed capital is \$1,721,055.

Attachments:

1. Bill of Sale
2. Map – Whitney Ranch 2J Unit 67A
3. Whitney Ranch 2J Unit 67A Asset Inventory



BILL OF SALE

SUNSET RANCHOS INVESTORS, LLC, A DELAWARE LIMITED LIABILITY COMPANY does hereby grant, bargain, sell and convey to SOUTH PLACER MUNICIPAL UTILITY DISTRICT all of its rights, title and interest in and to all public sewer pipes, lines, mains, manholes, and appurtenances installed by its contractor in that subdivision/project commonly known as Whitney Ranch Phase 2J Unit 67A.

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 September 13, 2019

DEVELOPER/OWNER:

SUNSET RANCHOS INVESTORS, LLC,
a Delaware limited liability company

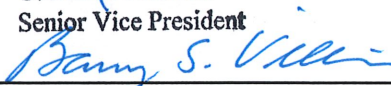
By: Whitney Ranch Venture, LLC,
a Delaware limited liability company
Its sole Member

By: Institutional Housing Partners III L.P.,
a California limited partnership
Its Manager

By: IHP Capital Partners,
a California corporation
Its General Partner

By: 

C. Blaine Peterson
Senior Vice President

By: 

Barty S. Villines
Chief Financial Officer



**Whitney Ranch Phase 2J
Unit 67A**

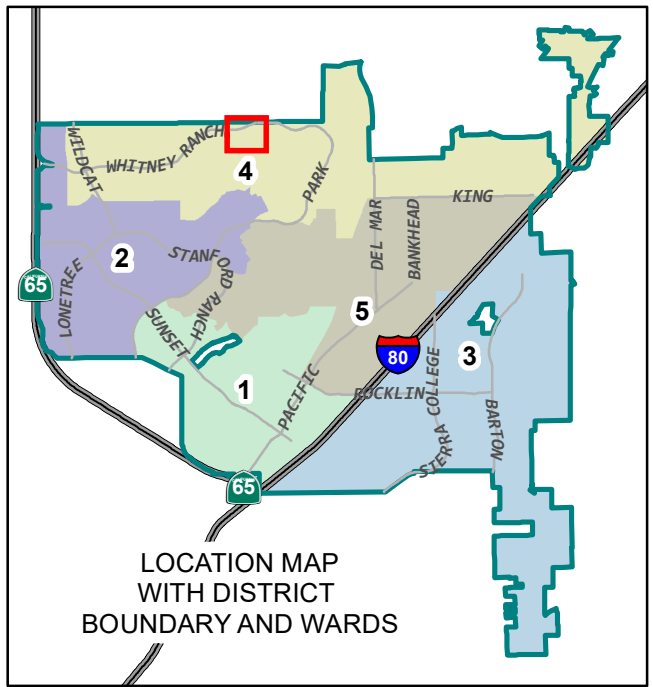
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1 in = 350 ft



**Whitney Ranch Phase 2J
Unit 67A**

73 EDUs

Date: 10/29/2019
 Author: Curtis Little
 Document Path:
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 Maps\2019\MXD\WR_2J Phase2.mxd



LOCATION MAP
WITH DISTRICT
BOUNDARY AND WARDS

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
WHITNEY RANCH 2J UNIT 67A
ASSET INVENTORY**

Pipe ID	Diameter	Material	Length (ft)
P07-016	6	SDR26	219
P07-015	6	SDR26	109
O07-104	6	SDR26	100
O07-103	6	SDR26	247
P07-014	6	SDR26	396
O07-102	6	SDR26	103
O07-101	6	SDR26	335
O07-096	6	SDR26	305
O07-095	6	SDR26	344
O07-094	6	SDR26	364
O07-100	6	SDR26	321
O07-099	6	SDR26	194
O07-098	6	SDR26	152
O07-097	6	SDR26	258
O07-093	6	SDR26	299
O07-092	6	SDR26	216

Manhole ID	Structure Type	Diameter (in)
O07-103	Manhole	48
O07-096	Manhole	48
P07-016	Manhole	48
O07-093	Manhole	48
O07-102	Manhole	48
O07-104	Manhole	48
O07-099	Manhole	48
O07-100	Manhole	48

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
WHITNEY RANCH 2J UNIT 67A
ASSET INVENTORY**

Manhole ID	Structure Type	Diameter (in)
O07-094	Manhole	48
O07-097	Manhole	48
P07-014	Manhole	48
P07-015	Manhole	48
O07-098	Manhole	48
O07-092	Manhole	48
O07-101	Manhole	48
O07-095	Manhole	48

Service Structure	Diameter (in)	Length (ft)	Pipe Material
31104	4	31	SDR26
31105	4	31	SDR26
31106	4	30	SDR26
31107	4	31	SDR26
31108	4	31	SDR26
31109	4	39	SDR26
31110	4	35	SDR26
31111	4	23	SDR26
31112	4	16	SDR26
31113	4	19	SDR26
31114	4	19	SDR26
31115	4	29	SDR26
31116	4	29	SDR26
31117	4	29	SDR26
31118	4	29	SDR26
31119	4	37	SDR26

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
WHITNEY RANCH 2J UNIT 67A
ASSET INVENTORY**

Service Structure	Diameter (in)	Length (ft)	Pipe Material
31120	4	37	SDR26
31121	4	22	SDR26
31122	4	43	SDR26
31123	4	21	SDR26
31124	4	21	SDR26
31125	4	21	SDR26
31126	4	31	SDR26
31127	4	31	SDR26
31128	4	31	SDR26
31129	4	31	SDR26
31130	4	31	SDR26
31131	4	29	SDR26
31132	4	29	SDR26
31133	4	29	SDR26
31134	4	29	SDR26
31135	4	50	SDR26
31136	4	45	SDR26
31137	4	36	SDR26
31138	4	21	SDR26
31139	4	21	SDR26
31140	4	21	SDR26
31141	4	21	SDR26
31142	4	31	SDR26
31143	4	28	SDR26
31144	4	29	SDR26
31145	4	32	SDR26
31146	4	43	SDR26
31147	4	29	SDR26

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
WHITNEY RANCH 2J UNIT 67A
ASSET INVENTORY

Service Structure	Diameter (in)	Length (ft)	Pipe Material
31149	4	21	SDR26
31150	4	20	SDR26
31151	4	21	SDR26
31152	4	24	SDR26
31153	4	23	SDR26
31154	4	23	SDR26
31155	4	23	SDR26
31156	4	23	SDR26
31157	4	23	SDR26
31158	4	23	SDR26
31159	4	23	SDR26
31160	4	29	SDR26
31161	4	29	SDR26
31162	4	29	SDR26
31163	4	51	SDR26
31164	4	29	SDR26
31165	4	28	SDR26
31166	4	42	SDR26
31167	4	21	SDR26
31168	4	21	SDR26
31169	4	21	SDR26
31170	4	21	SDR26
31171	4	35	SDR26
31172	4	35	SDR26
31173	4	35	SDR26
31174	4	22	SDR26
31175	4	23	SDR26
31176	4	23	SDR26

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors
From: Sam Rose, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Resolution 19-22 – Resolution to dispose of District Surplus Items
Meeting Date: November 7, 2019

Overview

The District has several items listed below that have met or exceeded their useful life. Three vehicles have been or are being replaced during the current fiscal year. Other items are implements for the District's easement tractor that staff has deemed no longer useful or necessary.

Make	Model	Year	Description	Comments
Ford	F-550 Super Duty	2008	Construction Truck	VIN - 1FDAF56R48EC22301
Ford	E350	2003	CCTV Van/Equipment	VIN - 1FDWE35L53HA62561
Chevy	1500	2006	Engineering Tech Truck	VIN - 1GCEK19VX6Z272919
Gannon Mfr	HD 4272BK02	2004	Gannon Box 4x2	SN – 066851
Crary	73554	2004	Bear Cat	Woodchipper
Unknown	N/a	2004	Weed Spraying System	Implement for Kabota

To dispose of these assets, the District will be utilizing GovDeals.Com, an online Government Surplus Auction. Their method is similar to EBAY, marketing the items in North America. The District has the opportunity to set the minimum price of the items on the auction site. Unlike past auctions where the auction removes the items from the premises, they will instead be kept on-site until there is a buyer. A GovDeals representative will consult and advise the District to assist in the sale of the items. GovDeals receives a 10 – 12.5% commission, which is paid by the buyer. The District has successfully used GovDeals.com to dispose of surplus inventory since 2017.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 19-22 to declare the items listed therein as surplus.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 2.5: implement a comprehensive waste reduction and recycling program

Related District Ordinances and Policies

This action complies with the following District Policy:

Policy No. 3300 – Disposal of Surplus Property or Equipment

Fiscal Impact

The items will be removed from the District's Fixed Assets and whatever salvage value (\$13,000 to \$19,000) is realized, will appear as "other" revenue.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
RESOLUTION NO. 19-22

RESOLUTION TO DISPOSE OF DISTRICT SURPLUS ITEMS

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

Make	Model	Year	Description	Comments
Ford	F-550 Super Duty	2008	Construction Truck	VIN - 1FDAF56R48EC22301
Ford	E350	2003	CCTV Van/Equipment	VIN - 1FDWE35L53HA62561
Chevy	1500	2006	Engineering Tech Truck	VIN - 1GCEK19VX6Z272919
Gannon Mfr	HD 4272BK02	2004	Gannon Box 4x2	SN – 066851
Crary	73554	2004	Bear Cat	Woodchipper
Unknown	N/a	2004	Weed Spraying System	Implement for Kabota

WHEREAS, Policy 3300 – Disposal of Surplus Property or Equipment provides guidance on the proper disposition of surplus District Property.

WHEREAS, the Board hereby finds that these items have outlived their useful life or are surplus and no longer necessary, useful to, or in the best interest of the District to retain ownership;

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

The General Manager, or his designee, is hereby authorized to

- (i) cause the items to be auctioned "as is," individually or in one or more lots, to the highest bidder, or
- (ii) transfer to another agency, or
- (iii) discard, recycle, salvage or scrap any item for which no suitable bids are received.
- (iv) any items not compliant with State Air Board shall be transferred out of the State of California.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 7th day of November 2019.

Signed: _____
Jim Williams, President of the Board of Directors

Attest: _____
Emilie Costan, Board Secretary

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
RESOLUTION 19-23
A RESOLUTION COMMENDING RICK PERRY

WHEREAS, Mr. Rick Perry, started with the District in December 2004 as a Maintenance Worker I and was promoted to Maintenance Worker II in May 2007; and

WHEREAS, Rick has been a dedicated and valuable employee competently performing the full array of Field Services duties during his career; and

WHEREAS, the District has benefitted greatly from Rick's knowledge, skills, experience, professionalism, integrity and good nature; and

WHEREAS, after fifteen years of service, Rick will be retiring from the District in December 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTH PLACER MUNICIPAL UTILITY DISTRICT:

That this Board does hereby extend to Rick Perry our sincere appreciation for his dedicated service to the South Placer Municipal Utility District,

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the South Placer Municipal Utility District this 7th day of November 2019, by unanimous vote.

Signed: _____
Jim Williams, President of the Board of Directors

Attest: _____
Emilie Costan, Board Secretary

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors
From: Sam Rose, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Performance Merit Program 2018-2019
Meeting Date: November 7, 2019

Overview

On May 4, 2017, the Board of Directors adopted Resolution 17-13, adopting a Memorandum of Understanding with District Employees. Among the elements in the MOU was a Performance Merit Pay program (PMP) for Employees covered under the Employee Association as an award for meeting or exceeding performance goals. The goals are not for “normal” performance. They are to recognize extraordinary performance. The annual goals are not static from one year to another and can be expected to be adjusted each year. The annual budget for payouts, if any, and goals are established at the sole discretion of the Board of Directors. The payouts for the 2018/19 PMP program are included in the adopted FY 2019/20 Budget.

The second year of the Performance Merit Program was completed on September 30, 2019 and 94.5% of the Performance Element goals were achieved. The Board allocated a payout for this program at \$2,500/employee and there are twenty-three (23) eligible employees:

$$\text{Total Payout: } \$2,500 \times 23 \times 0.945 = \mathbf{\$54,625}$$

The recommended Performance Elements for the 2019/20 PMP (Exhibit A) are the same as last year, along with two additions: (1) Customer Service Response Success Rate and (2) FOG Grease Interceptor Inspections. The recommended goals for each element were established by the District Superintendent and are based on historic data, the results from the first two years of the program and the work planned for the upcoming year.

Exhibit B (attached) includes: (1) 2017/18 Performance Elements/Goals, (2) 2018/19 Actual Performance Results, and (3) the 2019/20 Performance Elements and Goals.

Recommendation

Staff recommends that the Board of Directors:

- 1) Authorize the payout to the Employees per the MOU of \$54,625; and
- 2) Approve the Performance Elements/Goals (Exhibit A) for the 2019/20 Performance Merit Program.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain Transparency with all District Activities

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

Goal 6.2: Develop and Implement Competitive and Incentive-based Compensation Programs

Related District Ordinances and Policies

Resolution 17-13

Fiscal Impact

The proposed payout of \$54,625 is under the FY2019/20 budgeted amount of \$57,500. Staff intends to budget the same amount for FY2020/21, subject to the approval of the Board.

Performance Merit Program 2019/2020
EXHIBIT A

<u>Performance Element</u>	<u>Base</u>	<u>Goal</u>	<u>Spread</u>	<u>Actual</u>	<u>% of Goal</u>	<u>Weight</u>	<u>Value</u>
1. Safety (Incidents of Work Lost/Yr) <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	2	0	2			0.08	
2. Customer Satisfaction (surveys) <i>(Actual - Base / Spread = % of Goal x Weight = Value)</i>	87%	97%	10			0.07	
3. Manhours/CCTV Pipe Segments Inspected <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	2.05	1.90	0.15			0.08	
4. Manhours/Pipe Segments Hydro-Cleaned <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	2.00	1.80	0.20			0.08	
5. Manhours/Lower Lateral Assessment <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	0.65	0.50	0.15			0.08	
6. Manhour/Pipe Repair <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	27	22	5			0.08	
7. Manhours/PLCO Install <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	17	13	4			0.08	
8. SSO's Lower Laterals/PLCO's <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	19	13	6			0.15	
9. SSO's Other (GM, FM, MH, LS) <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	3	0	3			0.10	
10. Repeat Callouts <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	2	0	2			0.05	
11. Map Updates <i>(Actual - Base / Spread = % of Goal x Weight = Value)</i>	90%	100%	10			0.05	
12. Cust Serv Response Time Success Rate <i>(Actual - Base / Spread = % of Goal x Weight = Value)</i>	90%	95%	5			0.05	
13. FOG Grease Interceptor Inspections	50	70	20			0.05	

Performance Merit Program
EXHIBIT B

1. Safety Incidents - *The number of incidents that result in work time lost due to a work-related incident.*

	BASE	GOAL	Actual
2017/2018	2	0	0
2018/2019	2	0	0
2019/2020	2	0	

2. Customer Satisfaction Surveys - *An ongoing survey of all SPMUD customers that call in for service or are contacted by SPMUD employees during the execution of duties. Overall Satisfaction ratings must be above "Neutral" (4 or 5 on a five-scale)*

	BASE	GOAL	Actual
2017/2018	89%	95%	100%
2018/2019	85%	95%	100%
2019/2020	87%	97%	

3. Manhours/CCTV Inspection - *Total hours coded to CCTV Inspection (Gravity Mainlines) divided by the number of mainline pipe segments (structure-to-structure) CCTV inspected.*

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	2.30	2.15	2.00
2018/2019	2.10	1.95	1.75
2019/2020	2.05	1.90	

4. Manhours/Pipe Segments Hydro-Cleaned *Total hours coded to Hydro-Cleaning (Gravity Mainlines) divided by the number of mainline pipe segments (structure-to-structure) cleaned.*

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	2.70	1.80	1.93
2018/2019	2.17	1.87	1.75
2019/2020	2.00	1.80	

5. Manhours/Lower Lateral Assessment - *Total hours coded to Lower Lateral Program divided by the number of Lower Laterals assessed.*

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	1.00	0.70	0.55
2018/2019	0.80	0.55	0.44
2019/2020	0.65	0.50	

Performance Merit Program
EXHIBIT B

6. Manhours/Pipe Repair - Total hours coded to Pipe Repair, both mainlines and laterals and by either the excavation or trenchless methods divided by the number of pipe repairs completed.

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	30	25	23.2
2018/2019	28	23	19.5
2019/2020	27	22	

7. Manhours/PLCO Installation - Total hours coded to PLCO Installation divided by the number of PLCO's installed.

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	18	14	10.3
2018/2019	16	12	14.1
2019/2020	17	13	

8. SSO's Lower Laterals (This is the number of sanitary sewer overflow (SSO's) as defined by the State Water Resources Control Board where the cause is in the lower lateral)

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	30	23	24
2018/2019	26	19	14
2019/2020	19	13	

9. SSO's All Other (This is the number of sanitary sewer overflow (SSO's) as defined by the State Water Resources Control Board where the cause is in the mainline pipe, force main pipe, manhole, lift station or flow recorder flume)

	BASE	GOAL	Actual
2017/2018	3	0	4
2018/2019	3	0	0
2019/2020	3	0	

10. Repeat Callouts (customer service call to provide service on a lower lateral when SPMUD crews have previously been requested to responded to the location for the same issue. It is expected that once the District is aware of a problem it will mitigate the problem until a permanent resolution to the problem has been implemented)

	BASE	GOAL	Actual
2017/2018	2	0	0
2017/2018	2	0	0
2019/2020	2	0	

Performance Merit Program

EXHIBIT B

Map Updates – *The goal is to complete a System Map Update request within 21 calendar days. Field staff submits a request, via the Lucity Work Request program, which begins the process. The task is complete when the electronic updates have been completed and the paper maps have been delivered to FSD.*

		BASE	GOAL	Actual
Map Updates (First Year)	2018/2019	90%	100%	97%
	2019/2020	90%	100%	

Customer Service Response Time Success Rate – *The goals are (1) During Business Hour: 30 minutes from receipt of call to curbside and (2) After Business Hours: 60 minutes from receipt of call to curbside, both with a 95% success rate. During the past two years the average response times have been 22 minutes During Business Hours and 44 minutes After Business Hours. However, the Success rate for the two years were 89% and 93%.*

NEW		BASE	GOAL	Actual
Response Time Success Rate	2019/2020	91%	95%	

FOG Grease Interceptor Inspections – *The Technical Services Department (TSD) has made great strides in the implementation of the Commercial FOG program. All Food Service Establishments (FSE's) are permitted, and routine inspections are being performed.*

NEW		BASE	GOAL	Actual
FOG GI Inspections	2019/2020	50	70	

ITEM VII.2 GENERAL MANAGER REPORT

To: Board of Directors
From: Herb Niederberger, GM
Date: November 8, 2019
Subject: General Manager Monthly Staff Report – October 2019

1) DEPARTMENT REPORTS

Attached are the monthly status reports for the Boards information:

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

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

2) INFORMATION ITEMS

Much of this month has been devoted to providing information to the Auditors along with the preparation of the Management Discussion and Analysis of the Financial Statements.

- A. On October 1, 2019, the General Manager attended the Loomis Basin Chamber of Commerce Government Relations and Economic Development Committee meeting. Much of the discussion concerned infill projects in Loomis
- B. On October 2, 2019, the General Manager and Director Mitchel attended the Rocklin Chamber of Commerce Government Relations Committee meeting to hear a presentation by Natalie Leighton, Grassroots Coordinator for the California Chamber of Commerce regarding the 2019 California Legislative Update/Roundup.
- C. On October 17, 2019, the General Manager, and Administrative Services Manager, Emilie Costan, District Engineer, attended a Webinar with the representative from GovInvest to discuss strategies and to control unfunded OPEB and pension Liabilities. It was decided that GovInvest will present similar materials to the Fee and Finance Advisory Committee in November.
- D. On October 16, 2019, the General Manager met with District Legal Counsel to discuss: 1) Disclaimer language and acknowledgment on Webmaps; 2) Encroachment Permit for Inspection Services (PG&E); 3) Newcastle FD, Comments on Deferred Action Agreement and whether they constituted Substantive Changes; and 4) Railroad Management Invoices
- E. Advisory Committee Meetings:
 - i. The Personnel Advisory Committee met on October 29, 2019 to discuss the pending Performance Evaluation for the General Manager.

There were no advisory committee meetings in October.

3) **PURCHASE ORDERS/CONTRACTS INITIATED UNDER GENERAL MANAGER AUTHORITY**

None to report in September

4) **LONG RANGE AGENDA**

December 2019

Final Audit and Consolidated Annual Financial Report (CAFR)

Participation Fee Report for Fiscal Year 2018/19

Award Perimeter Fence Contract

Award Plan Check Services Contract

General Manager's Performance Evaluation

January 2020

Selection of Officers and Appointments to Advisory Committees

Approval of final SECAP Report

Approval of Participation Fee Nexus Study

Award of Contract - Foothill Trunk Construction

Award of Contract – Newcastle Master Plan Improvements

February 2020

Mid-Year Budget Adjustments

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: November 7, 2019

CAFR

The District has been working to write and compile data for the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2019.

Laserfiche Records Management Software

The Administrative Services Manger attended a one-day conference to obtain training on the new Laserfiche software application and worked with Laserfiche staff to create and load the templates for all District record series. Creation of individual user accounts is currently in progress.

Recruitment

Administrative Services staff is advertising and assisting with the recruitment of a Maintenance Worker I/II, a Temporary Laborer I/II/III, a Regulatory Compliance Specialist/Officer, and an Engineering Technician I/II.

Newsletter

The newsletter has been completed and will be included in the November, December and January billings.

Commercial & Residential Account Review

Administrative Services continue 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.

To: Board of Directors
From: Sam Rose, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Field Services Department Monthly Report
Meeting Date: November 7, 2019

Overview

This report provides the Board with an overview of Field Services operations and maintenance activities through 09/30/2019. The work listed is not all inclusive.

1. Lost Time Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 1125 days without a Lost Time Accident/Injury.
 - ii. Two FSD employees are currently on modified duty.

2. Safety/Training/Professional Development

- a. All Field employees participated in:
 - i. Four (4) "Tailgate" safety sessions.
 - ii. SSO Emergency Response Training
 - iii. SSO Volume Estimation Training
 - iv. SSO Documentation Training

3. Miscellaneous

- a. PG&E Public Safety Power Shutdown (PSPS)
 - i. The District has experienced two PSPS events as of 10/29/19. Six of the District's 13 pump stations have been affected. To manage these events, three teams with 5 team members each were created. Each team works a 9-hour shift, with a one-hour overlap between shifts. We have easily managed flows from the stations without incident. The biggest impact has been on team members that have had to alter their normal routines when working the non-business hour shifts. All have served well.
- b. Completed easement road construction project between Sierra College Bl and Monte Claire Ave in Rocklin.
- c. Began Smoke Testing in Newcastle to locate sources of Inflow and Infiltration
- d. The District took receipt of the budgeted Construction Truck

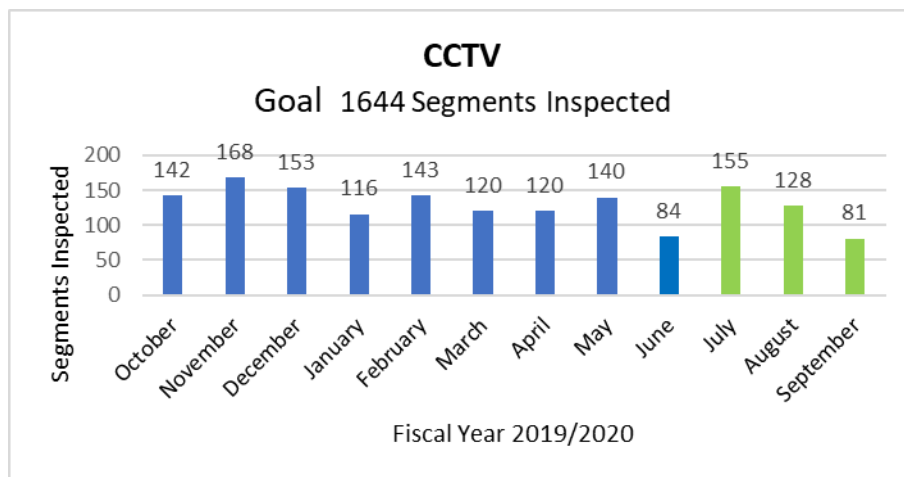
4. Customer Service Calls

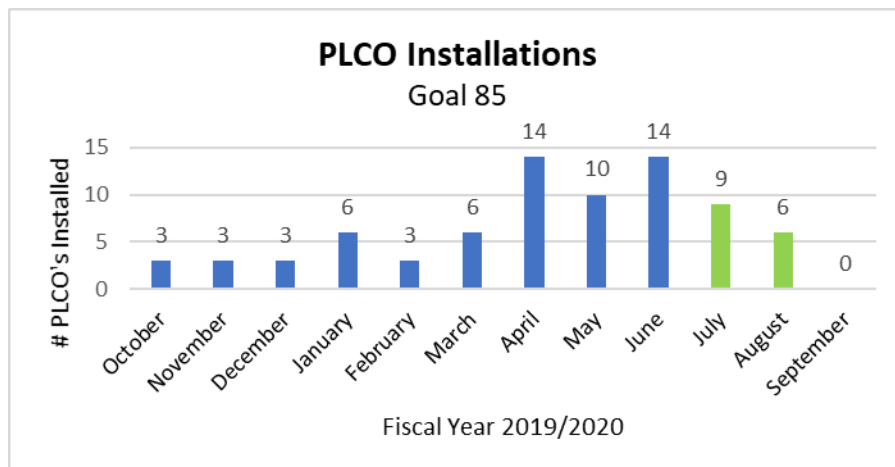
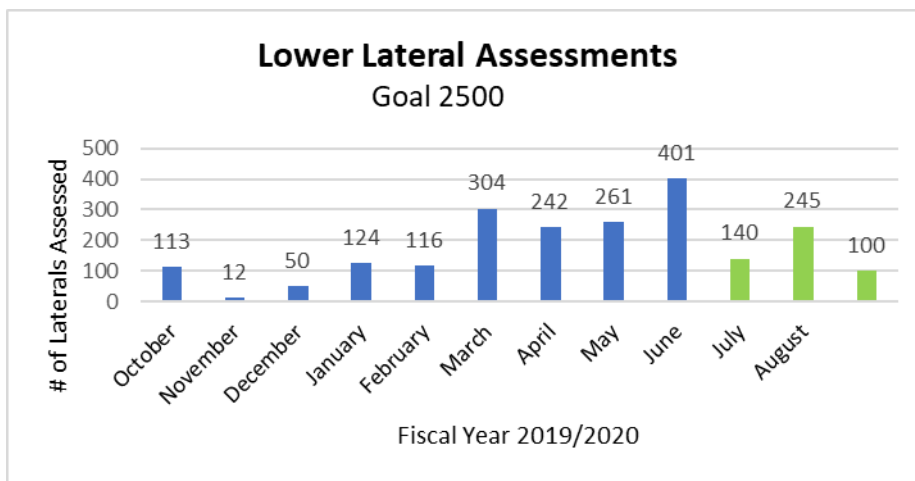
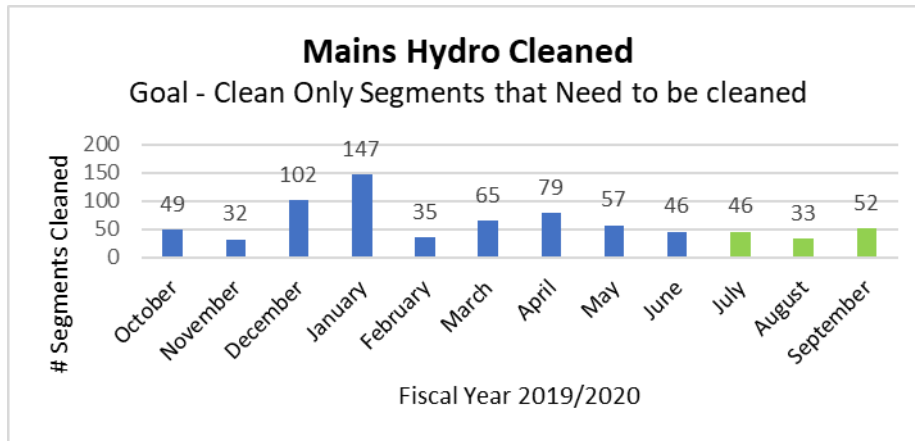
- a. Response Time Goals
 - i. 30 Minutes During Business Hours;
 - A. Average: 19 Minutes
 - ii. 60 Minutes During Non-Business Hours
 - A. Average: 56 Minutes
 - iii. 95% Success Rate
 - A. Success Rate for August – 88 %

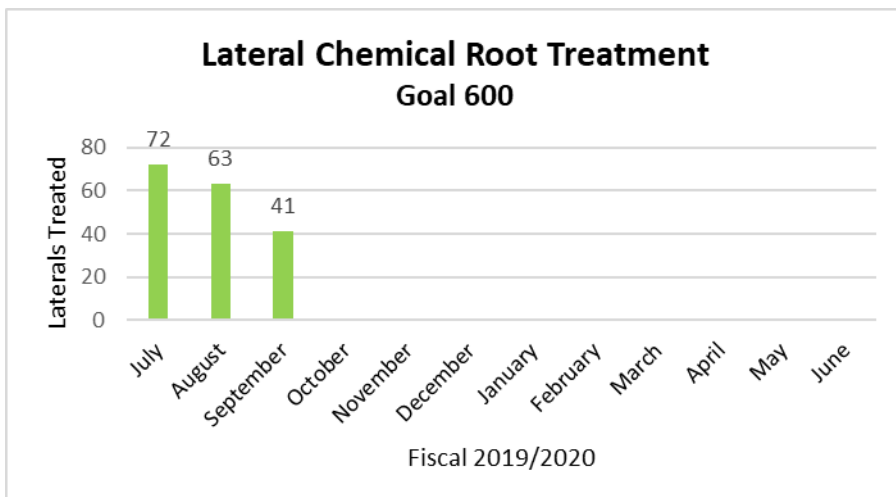
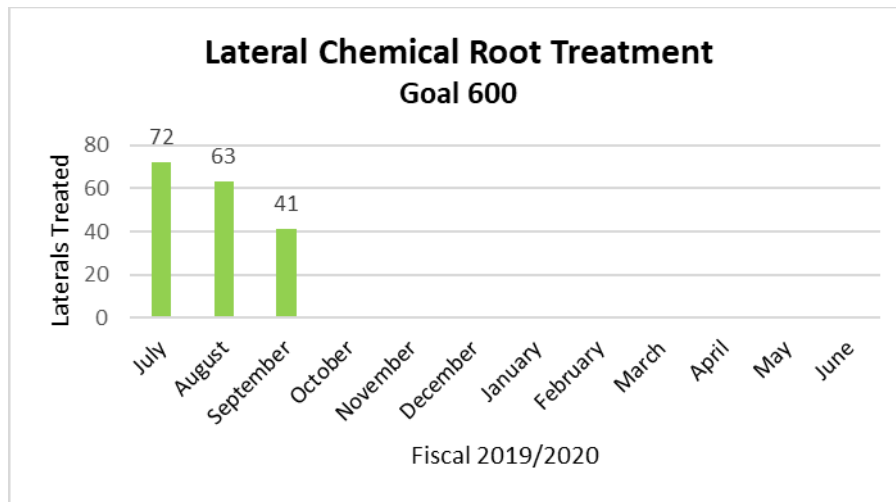
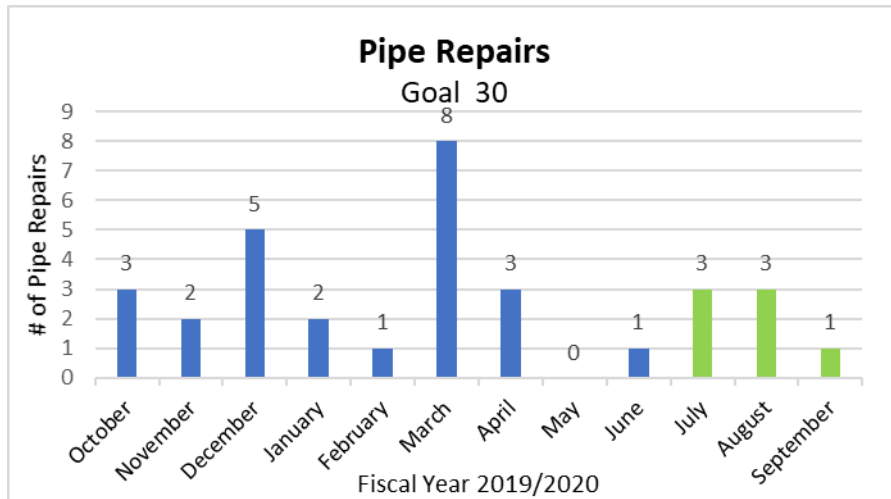
Service Calls						
Responsibility	SSO	Blockage	Odor	Misc	Vermin	Total Calls
SPMUD	3	7	2	2	0	14
Owner	4	5	1	2	0	12
Other			0	3	0	3
						29

5. Production

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







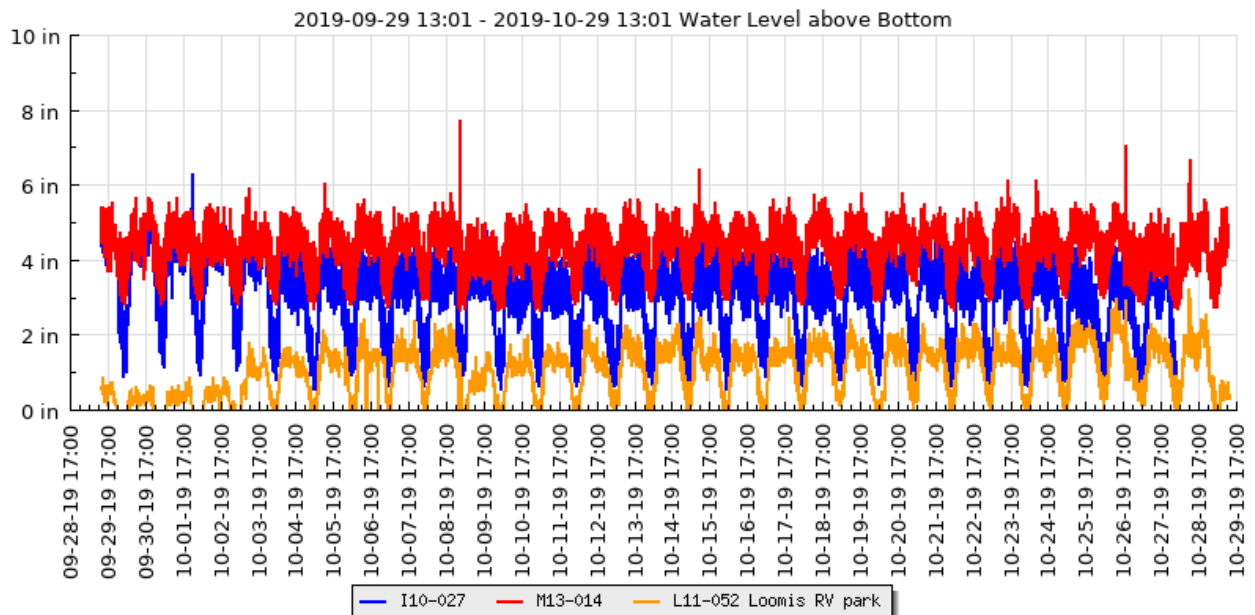
ITEM VII. TSD REPORT

To: Board of Directors
From: Eric Nielsen, District Engineer
Cc: Herb Niederberger, General Manager
Subject: Technical Services Department Monthly Report
Board Date: November 7, 2019

Foothill Trunk Sewer Replacement Project

Staff has posted the invitation for bids for the Foothill Trunk Sewer Replacement Project through its e-procurement platform (i.e., Public Purchase) on October 18, 2019. A pre-bid meeting is scheduled on November 14, 2019 at 1pm. Bids received in response to this invitation will be publicly opened on December 18, 2019.

Staff from the Field Services Department (FSD) and the Technical Services Department (TSD) have been actively operating the collection system to manage flows through the Lower Loomis and Foothill Trunk Sewers until the Foothill Trunk Sewer is replaced. The capacity of the above-mentioned trunk sewers is continuously monitored with ultrasonic level sensors and notifications are automatically sent if advisory or alarm levels are reached. The image below shows the water levels in three trunk lines and rainfall (if any). Flows are maintaining average dry weather diurnal patterns as expected during this time of year (see figure below). Please note that on October 3 SPMUD crews made adjustments to the diversion manhole to more evenly distribute flow between the two trunk sewers in anticipation of the rainy season.



College Intern Position

The District hired Scott Kelly to the College Intern position. Scott started with the District on October 28th and will be working primarily with the Technical Services Department.

Public Facing Webmap of District Facilities

In alignment with the District's Strategic Plan Goal 1.1.e, a GIS webmap of the District's sewer facilities has been made available to the public. Stakeholders can access information about the District facilities to better plan projects and activities. Staff worked with legal counsel to develop appropriate disclaimer language related to the use of the interactive map.

System Evaluation and Capacity Assurance Plan (SECAP)

Efforts continue to document the findings of the SECAP in the report that will become the 2020 update to the 2015 SECAP. This report is scheduled to be completed in January 2020.

Staff continues to provide information prepared during SECAP efforts to the South Placer Wastewater Authority (SPWA) in support of its effort to update the SPWA System Evaluation.

As-Needed Plan Checking RFQ

The District is looking to retain the services of an engineering firm to assist the District with as-needed plan checking services. Three proposals were submitted by the deadline of October 15. Staff is currently working through the evaluation process to select firm that best meets the needs of the District. Staff plans to bring a contract to the Board for approval in December.

Server Replacement

The District's server equipment is now over five years old and though it is performing well, it has been recommended that the District begin planning for and start replacing server equipment to limit risk of failure, downtime, and the associated potential fiscal impacts. The District intends to use this opportunity to improve the functionality and reliability of the hardware and database tools it relies upon to effectively serve our customers. The migration of servers has begun and the updates to the network will be completed over the next month.

FOG (Fats, Oils, and Grease) Program

District staff continue to work with Studio Movie Grill to address the issues that resulted in an SSO from their private sewer lateral and a NOV from the District. Studio Movie Grill has until October 31st to develop and implement plans to address the violations identified in the NOV.

Lucity

The District Engineer and Engineering Technician attended the Lucity Annual Conference and Training event last month. Staff obtained an increased understanding of the effects of Central Square's acquisition of Lucity and Central Square's commitments to existing Lucity users. The training event also provided staff with additional understanding of the software and possibilities to further leverage the software to help the District be more efficient and effective.

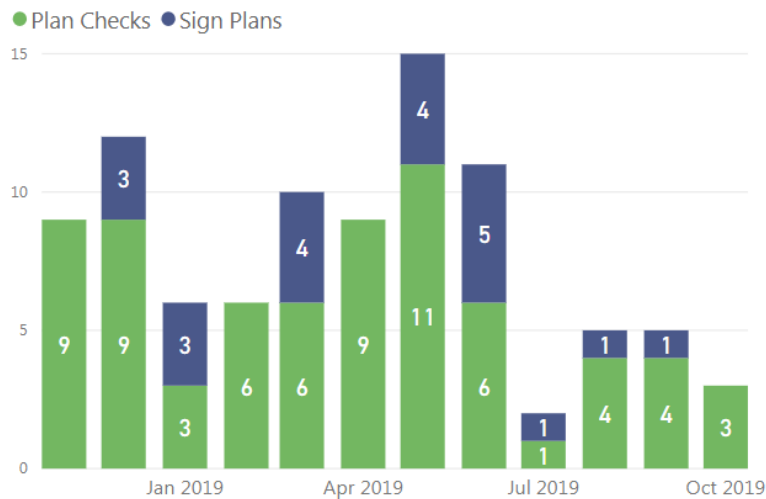
Standard Specifications Update

The District Standards were last updated in 2009. The District Engineer is organizing a collaborative effort among SPMUD staff to make necessary updates to the District Standards. The update is planned to be completed by the end of December 2019.

Department Performance Indicators

The following charts depict the efforts and performance of the department in the following areas of work as of October 29th. 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.

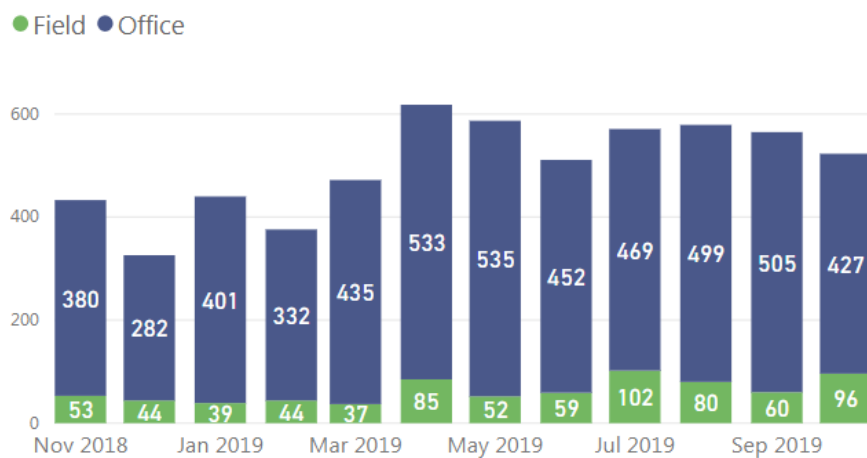
Plan Checks Completed - Monthly Totals



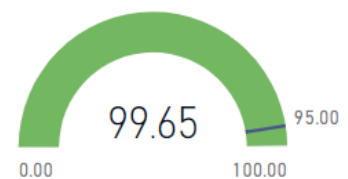
% "In Time" Plan Checks



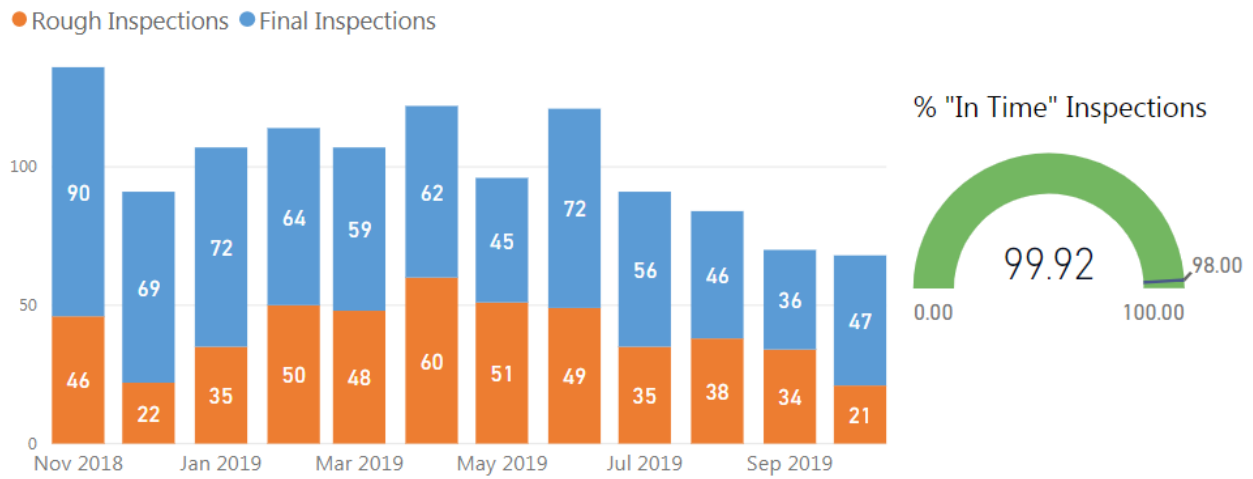
811 Responses - Monthly Totals



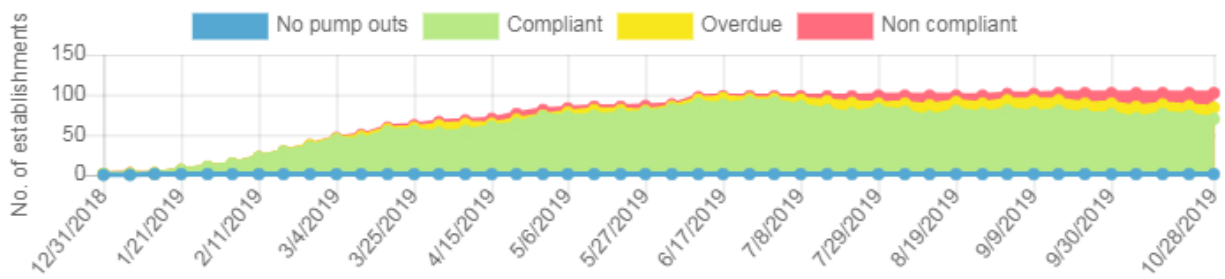
% "In Time" Responses...



Building Sewer Inspections - Monthly Totals



FOG Compliance History



FOG Pickups - Monthly Totals

