

**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 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 recording. Director Mitchell commented that he is on a Board that has 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