



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

January 9, 2020
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 5 to 18]

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: (Voice Vote)

Motion to approve the consent items for the January 9, 2020 meeting

1. MINUTES from the December 5, 2019 Regular Meeting [pg 5 to 7]
2. ACCOUNTS PAYABLE in the amount of \$1,012,504.00 through **December 30, 2019**. [pg 8 to 11]
3. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements Whitney Ranch Phase II-F Units 59 and 61C improvements– at an estimated value of \$1,345,212. [pg 12 to 18]

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. **SELECTION OF OFFICERS AND APPOINTMENTS TO THE TEMPORARY ADVISORY COMMITTEES AND SPWA BOARD** [pg 19]

Selection of Officers for the 2020 calendar year and appointment to various temporary advisory committees and a district representative to SPWA.

Action Requested: Voice Vote

1. **The current President, Jim Williams, dissolve the existing advisory committees;**
 2. **The current Vice-President, John Murdock, succeed as the new President for 2020;**
 3. **The Board of Directors consider nominations for a new Vice-President, entertain a motion for a nominee and vote on said motion; and**
 4. **The President create and make appointments to any new temporary advisory committees; and**
 5. **The President appoint a District representative to the South Placer Wastewater Authority Board of Directors.**
2. **RESOLUTION 20-01 AMENDING RESOLUTION 19-15, AND APPROVAL OF MID-YEAR ADJUSTMENTS TO THE FISCAL YEAR 19/20 BUDGET** [pg 20 to 27]
Staff will report to the Board the mid-year budget adjustments recommended for FY 19/20.

Action Requested: Roll Call Vote

Staff recommends that the Board of Directors adopt Resolution 20-01, amending Resolution 19-15 and authorizing the following adjustments to the FY2019/20 Budget:

1. **Increase the General Fund Budget by \$125,000: from \$13.75M to \$13.87M.**
 2. **Decrease the Capital Budget by \$144,000: from \$7.62M to \$7.47M.**
3. **RESOLUTION 20-02 AWARD OF CONTRACT FOR THE FOOTHILL TRUNK CONSTRUCTION TO GARNEY PACIFIC, INC.** [pg 28 to 35]
Staff will report to the Board on the contract for the construction of the Foothill Truck Sewer Replacement Project.

Action Requested: Roll Call Vote

Staff recommends that the Board of Directors adopt Resolution 20-02 to authorize the General Manager to:

1. **Award the attached contract for services to Garney Pacific, Inc. to construct the Foothill Trunk Sewer Replacement project in the amount of \$2,869,677.00;**
2. **Execute change orders under \$50,000 to the construction contract for the Foothill Trunk Sewer Replacement Project with Garney Pacific, Inc. not to exceed a total of 10% of the contract amount (\$286,967.70). Change orders in excess of \$50,000 or which collectively total more than 10% of the contract amount are not authorized without prior approval of the Board of Directors.**

4. **RESOLUTION 20-03 ADDENDUM #4 WITH WATER WORKS ENGINEERS FOR FOOTHILL TRUNK CONSTRUCTION PHASE SERVICES** [pg 36 to 47]
 The District has a contract with Waterworks Engineering for the Foothill Trunk Sewer Replacement Project. Addendum #4 is necessary to authorize additional work for construction phase services.

Action Requested: Roll Call Vote

Staff recommends that the Board of Directors adopt Resolution 20-03, authorizing the General Manager to enter into the attached Addendum with Water Works Engineers for construction phase services for the Foothill Trunk Sewer Replacement Project for an amount of \$215,000.

5. **RESOLUTION 20-04 AMENDING RESOLUTION 19-11 EXPANDING SCOPE – LOBBY SECURITY, LOCKER ROOM EXPANSION AND BREAK ROOM PROJECT** [pg 48 to 62]
 Staff will report to the Board on revisions to the scope of the corporation yard office and locker room upgrades.

Action Requested: Roll Call Vote

Staff recommends that the Board of Directors approve Resolution 20-04 that amends Resolution 19-11 to:

1. **Expand the scope of work for the Lobby Security Upgrades and Locker Room Expansion to include the construction of the Break Room; and**
2. **Authorize the General Manager to execute Change Order 001 (attached) for the expanded scope for architectural services.**

6. **GENERAL MANAGER GOALS FOR 2020** [pg 63 to 64]
 The Board has requested that the General Manager present goals for the upcoming year to be reviewed. These items were reviewed by the President’s Committee on December 13, 2019 and are being forwarded for the Board’s discussion and approval.

VII. REPORTS [pg 65 to 75]

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 **February 6, 2020 at 4:30 p.m.**

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

Meeting	Location	Date	Time
Regular	District Office	December 5, 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: John Murdock, Jim Williams, Vic Markey, Will Dickinson, Jerry Mitchell

Absent: None

Vacant: None

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

III. PLEDGE OF ALLEGIANCE: General Counsel Brown led the Pledge of Allegiance.

IV. CONSENT ITEMS:

1. MINUTES from November 7, 2019 Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$734,091.72 through November 25, 2019.
3. BILL OF SALE FOR SEWER IMPROVEMENTS NOBEL LEARNING CENTER AT 5893 STANFORD RANCH ROAD – at an estimated value of \$104,399.
4. BILL OF SALE FOR SEWER IMPROVEMENTS WHITNEY RANCH PHASE III UNIT 44B – at an estimated value of \$833,450.
5. ADOPTION of Resolution 19-24 Award of Contract for Plan Checking Services.
6. ACCEPTANCE of Participation Charge Report for Fiscal Year 18/19.

Director Dickinson asked for consent items #5 and #6, the Adoption of Resolution 19-24 Award of Contract for Plan Checking Services and the Acceptance of Participation Charge Report for Fiscal Year 18/19, to be pulled for further comment. GM Niederberger clarified that on consent item #2 the amount, \$734,091.72, was not stated on the originally published agenda packet but was corrected and reposted to the District website. GM Niederberger also shared that an investment report was not included for this meeting per the recommendation from the Fee and Finance Committee to switch to quarterly reporting. Director Markey made a motion to approve consent items #1 through 4; a second was made by Director Dickinson; a voice vote was taken, and the motion carried 5-0.

Director Dickinson pulled consent item #5, Adoption of Resolution 19-24 Award of Contract for Plan Checking Services off the consent agenda. Director Dickinson asked about the contract language in Section XV.3 titled “Payment upon Termination.” The Board asked for review of the contract language as it pertains to future contracts. Director Murdock shared that prior work was performed for the District by

Bennett Engineering Services on the Newcastle Acquisition. GM Niederberger stated that Bennett Engineering Services also performed work for the District on the Newcastle Master Plan. Director Mitchell asked staff what percentage of the engineering work will be performed using the plan check consultant. District Engineer Nielsen responded that the consultant would be used to help the District maintain the twenty/ten plan check turnaround rule when there are multiple plan sets received within a short timeframe and during staffing transitions. Director Dickinson made a motion to approve consent item #5; a second was made by Director Markey; a roll call vote was taken, and the motion carried 5-0.

Director Dickinson pulled consent item #6, Acceptance of Participation Charge Report for Fiscal Year 18/19 off the consent agenda. Director Dickinson asked about the reporting for the Rocklin 60 Phase III Reimbursement. GM Niederberger clarified that the payments are made per a five-year reimbursement agreement. Director Mitchell asked about footnote #2 regarding payments to suppliers. Justin Williams with Certified Public Accountants Munn, Urrutia & Nelson LLP responded that the information can be found in the Statement of Cash Flows in the Fiscal Year 18/19 Audited Financial Statements. Director Markey made a motion to approve consent item #6; a second was made by Director Murdock; a voice vote was taken, and the motion carried 5-0.

V. PUBLIC COMMENTS:

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

VI. BOARD BUSINESS

1. FISCAL YEAR 18/19 AUDIT REPORT ACCEPTANCE

GM Niederberger shared that modifications were made to the audit in response to the Governmental Finance Officers Association (GFOA) Certification Program comments on the Fiscal Year 17/18 Audit. Specifically, the District modified how the Newcastle Sanitary District loan repayment was reported and provided additional information on the loan in the Management Discussion and Analysis section of the Audit. Justin Williams with Munn, Urrutia & Nelson Certified Public Accountants LLP presented on the Fiscal Year 18/19 Audit Report. The District received an Unmodified or “clean” Audit Opinion. There were no compliance exceptions, no material weaknesses, and no significant deficiencies. The audit resulted in 2 audit adjustments, 2 passed adjustments, and 1 management letter comment. Director Dickinson shared several administrative corrections found in the draft version. Director Mitchell asked about the cost of the audit and the staff time and cost associated with completing the Comprehensive Annual Financial Report and submitting to the GFOA. GM Niederberger responded that there is an application cost for the GFOA and administrative staff time preparing the Management Discussion and Analysis. Director Mitchell made a motion to receive and file the FY18/19 Audit Report; a second was made by Director Markey; a voice 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):** GM Niederberger commented on the long-range agenda. Due to a larger January agenda, the SECAP and Participation Fee Nexus Study were moved to February.
 - A. **FSD & TSD Reports:** There were no additions to the managers’ reports.
 - B. **Information Items:** No additional items.

3. Director's Comments:

Director Markey asked about the status of cycle 3 billing. ASM Costan responded that the District bills in arrears quarterly. Director Dickinson expressed appreciation for a great year and everyone's hard work. President Williams joined in congratulating the District for a very successful year. President Williams also asked about moving the next meeting from January 2nd to January 9th to accommodate holiday schedules. Director Murdock stated that he may have a difficult time getting January 9th off.

VIII. CLOSED SESSION

**Public Employment - GENERAL MANAGER PERFORMANCE EVALUATION
(Per Subdivision (a) of Government Code Section 54957)**

The Board adjourned into closed session at 5:18 p.m. to discuss the General Manager's evaluation. The Board returned from closed session at 5:40 p.m.

The Board will present the General Manager with his written evaluation for review and discussion during closed session at the January 2020 regular meeting of the Board of Directors. No action was taken.

IX. ADJOURNMENT

The President adjourned the meeting at 6:00 p.m. to a Special Meeting to be held on January 9, 2020 at 4:30 p.m. The next regular meeting scheduled for January 2, 2020 was cancelled.



Emilie Costan, Board Secretary



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 11/26/2019 - 12/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1240	Placer County Personnel	11/27/2019	Regular	0.00	3,184.64	11734
1327	US Bank Corporate Payment	12/04/2019	Regular	0.00	19,341.65	11738
	Void	12/04/2019	Regular	0.00	0.00	11739
	Void	12/04/2019	Regular	0.00	0.00	11740
	Void	12/04/2019	Regular	0.00	0.00	11741
	Void	12/04/2019	Regular	0.00	0.00	11742
	Void	12/04/2019	Regular	0.00	0.00	11743
1724	Blackline Safety	12/05/2019	Regular	0.00	840.00	11744
1663	Buckmaster Office Solutions	12/05/2019	Regular	0.00	92.55	11745
1053	Capital Air Tool, LLC.	12/05/2019	Regular	0.00	254.55	11746
1652	Cintas Corporation	12/05/2019	Regular	0.00	955.05	11747
1509	Crystal Communications	12/05/2019	Regular	0.00	311.64	11748
1086	Dataprose	12/05/2019	Regular	0.00	7,384.94	11749
1087	Dawson Oil Co.	12/05/2019	Regular	0.00	3,213.60	11750
1096	Downtown Ford Sales	12/05/2019	Regular	0.00	30,801.56	11751
1719	Emilie Costan	12/05/2019	Regular	0.00	1,348.08	11752
1113	Ferguson Enterprises, Inc. 1423 (Main)	12/05/2019	Regular	0.00	5,600.52	11753
1124	Gold Country Media Publications	12/05/2019	Regular	0.00	416.83	11754
1686	Jan Pro	12/05/2019	Regular	0.00	805.00	11755
1564	Jensen Landscape Services, LLC	12/05/2019	Regular	0.00	861.00	11756
1163	Joe Gonzalez Trucking, LLC.	12/05/2019	Regular	0.00	1,697.25	11757
1218	PCWA	12/05/2019	Regular	0.00	640.34	11758
1221	PG&E (Current Accounts)	12/05/2019	Regular	0.00	351.53	11759
1651	Profile Display, Inc	12/05/2019	Regular	0.00	444.00	11760
1253	Recology Auburn Placer	12/05/2019	Regular	0.00	307.28	11761
1685	Streamline	12/05/2019	Regular	0.00	400.00	11762
1306	Superior Equipment Repair	12/05/2019	Regular	0.00	382.15	11763
1307	Sutter Medical Foundation-Corporate	12/05/2019	Regular	0.00	712.00	11764
1698	SwiftComply US Opco, Inc	12/05/2019	Regular	0.00	4,655.00	11765
1021	ARC	12/13/2019	Regular	0.00	109.30	11767
248	AT&T (916.663.1652) & (248.134.5438.608.80)	12/13/2019	Regular	0.00	248.95	11768
1022	AT&T (9391035571) & (9391053973)	12/13/2019	Regular	0.00	316.94	11769
1458	Carie Huff	12/13/2019	Regular	0.00	57.91	11770
1652	Cintas Corporation	12/13/2019	Regular	0.00	603.98	11771
1068	City of Roseville	12/13/2019	Regular	0.00	456,180.12	11772
1699	ECS Imaging Inc.	12/13/2019	Regular	0.00	3,600.00	11773
1113	Ferguson Enterprises, Inc. 1423 (Main)	12/13/2019	Regular	0.00	527.62	11774
1139	Hill Rivkins Brown & Associates	12/13/2019	Regular	0.00	3,300.00	11775
1172	Justin Roston	12/13/2019	Regular	0.00	93.77	11776
1188	Lucity, Inc.	12/13/2019	Regular	0.00	13,500.00	11777
1218	PCWA	12/13/2019	Regular	0.00	1,154.71	11778
1475	Petersen & Mapes, LLP	12/13/2019	Regular	0.00	2,739.00	11779
1221	PG&E (Current Accounts)	12/13/2019	Regular	0.00	1,851.78	11780
1473	Pitney Bowes Purchase Power	12/13/2019	Regular	0.00	179.10	11781
1244	Preferred Alliance Inc	12/13/2019	Regular	0.00	202.72	11782
1266	Rocklin Hydraulics	12/13/2019	Regular	0.00	32.18	11783
1333	SPOK, Inc.	12/13/2019	Regular	0.00	26.41	11784
1090	State of CA-Department of Justice	12/13/2019	Regular	0.00	64.00	11785
1305	Sunbelt Rentals, Inc.	12/13/2019	Regular	0.00	146.59	11786
1306	Superior Equipment Repair	12/13/2019	Regular	0.00	227.00	11787
1338	Verizon Wireless	12/13/2019	Regular	0.00	1,252.83	11788
1652	Cintas Corporation	12/19/2019	Regular	0.00	520.39	11823
1533	City of Foster City	12/19/2019	Regular	0.00	1,000.00	11824
1073	Consolidated Communications	12/19/2019	Regular	0.00	1,892.49	11825

Check Report

Date Range: 11/26/2019 - 12/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1080	CWEA (Main)	12/19/2019	Regular	0.00	94.00	11826
1113	Ferguson Enterprises, Inc. 1423 (Main)	12/19/2019	Regular	0.00	1,350.11	11827
1119	Future Ford Fleet Service	12/19/2019	Regular	0.00	429.92	11828
1123	Gladding McBean	12/19/2019	Regular	0.00	952.57	11829
1140	Holt of California	12/19/2019	Regular	0.00	4,808.98	11830
1200	Melvin Hetrick	12/19/2019	Regular	0.00	176.93	11831
1507	Silke Communications	12/19/2019	Regular	0.00	794.28	11832
1518	Sonitrol of Sacramento	12/19/2019	Regular	0.00	874.19	11833
1306	Superior Equipment Repair	12/19/2019	Regular	0.00	3,435.19	11834
	Void	12/19/2019	Regular	0.00	0.00	11835
1499	TechRoe.com LLC	12/19/2019	Regular	0.00	8,760.00	11836
1325	Tyler Technologies, Inc.	12/19/2019	Regular	0.00	400.00	11837
	Void	12/19/2019	Regular	0.00	0.00	11838
1718	U-Rock Utility Equipment Inc	12/19/2019	Regular	0.00	268,479.14	11839
1561	Williams + Paddon Architects + Planners, Inc.	12/19/2019	Regular	0.00	151.30	11840
1499	TechRoe.com LLC	12/20/2019	Regular	0.00	9,560.00	11841
1499	TechRoe.com LLC	12/20/2019	Regular	0.00	-9,560.00	11841
1718	U-Rock Utility Equipment Inc	12/20/2019	Regular	0.00	268,479.14	11842
1718	U-Rock Utility Equipment Inc	12/20/2019	Regular	0.00	-268,479.14	11842
1045	Cal Pers 457 Plan (EFT)	11/29/2019	Bank Draft	0.00	375.00	DFT0004950
1135	Mass Mutual (EFT)	11/29/2019	Bank Draft	0.00	7,465.52	DFT0004951
1135	Mass Mutual (EFT)	11/29/2019	Bank Draft	0.00	495.86	DFT0004952
1580	TASC	11/29/2019	Bank Draft	0.00	323.56	DFT0004953
1580	TASC	11/29/2019	Bank Draft	0.00	428.83	DFT0004954
1229	Pers (EFT)	11/29/2019	Bank Draft	0.00	147.25	DFT0004955
1229	Pers (EFT)	11/29/2019	Bank Draft	0.00	272.80	DFT0004956
1229	Pers (EFT)	11/29/2019	Bank Draft	0.00	449.46	DFT0004957
1229	Pers (EFT)	11/29/2019	Bank Draft	0.00	3,409.86	DFT0004958
1229	Pers (EFT)	11/29/2019	Bank Draft	0.00	5,618.61	DFT0004959
1229	Pers (EFT)	11/29/2019	Bank Draft	0.00	97.41	DFT0004960
1229	Pers (EFT)	11/29/2019	Bank Draft	0.00	134.70	DFT0004961
1229	Pers (EFT)	11/29/2019	Bank Draft	0.00	1,391.61	DFT0004962
1229	Pers (EFT)	11/29/2019	Bank Draft	0.00	1,924.39	DFT0004963
1229	Pers (EFT)	11/29/2019	Bank Draft	0.00	2,080.78	DFT0004964
1229	Pers (EFT)	11/29/2019	Bank Draft	0.00	2,198.06	DFT0004965
1149	Internal Revenue Service	11/29/2019	Bank Draft	0.00	9,537.00	DFT0004966
1098	EDD (EFT)	11/29/2019	Bank Draft	0.00	3,617.54	DFT0004967
1098	EDD (EFT)	11/29/2019	Bank Draft	0.00	762.50	DFT0004968
1149	Internal Revenue Service	11/29/2019	Bank Draft	0.00	2,775.26	DFT0004969
1149	Internal Revenue Service	11/29/2019	Bank Draft	0.00	8,818.90	DFT0004970
1229	Pers (EFT)	11/29/2019	Bank Draft	0.00	-352.73	DFT0004973
1229	Pers (EFT)	11/29/2019	Bank Draft	0.00	-409.82	DFT0004974
1098	EDD (EFT)	11/29/2019	Bank Draft	0.00	36.09	DFT0004975
1149	Internal Revenue Service	11/29/2019	Bank Draft	0.00	42.33	DFT0004977
1015	American Fidelity Assurance	11/27/2019	Bank Draft	0.00	873.28	DFT0004978
1586	Principal Life Insurance Company	11/27/2019	Bank Draft	0.00	346.77	DFT0004979
1230	Pers (EFT)	11/27/2019	Bank Draft	0.00	6,172.50	DFT0004980
1230	Pers (EFT)	11/27/2019	Bank Draft	0.00	23,381.74	DFT0004981
1230	Pers (EFT)	11/27/2019	Bank Draft	0.00	2,448.00	DFT0004982
1230	Pers (EFT)	11/27/2019	Bank Draft	0.00	103.28	DFT0004983
1230	Pers (EFT)	11/27/2019	Bank Draft	0.00	50.78	DFT0004984
1135	Mass Mutual (EFT)	12/03/2019	Bank Draft	0.00	150.00	DFT0004985
1229	Pers (EFT)	12/03/2019	Bank Draft	0.00	13.87	DFT0004986
1229	Pers (EFT)	12/03/2019	Bank Draft	0.00	22.86	DFT0004987
1229	Pers (EFT)	12/03/2019	Bank Draft	0.00	173.40	DFT0004988
1229	Pers (EFT)	12/03/2019	Bank Draft	0.00	285.72	DFT0004989
1149	Internal Revenue Service	12/03/2019	Bank Draft	0.00	482.58	DFT0004990
1098	EDD (EFT)	12/03/2019	Bank Draft	0.00	133.45	DFT0004991
1098	EDD (EFT)	12/03/2019	Bank Draft	0.00	38.92	DFT0004992
1149	Internal Revenue Service	12/03/2019	Bank Draft	0.00	112.86	DFT0004993
1149	Internal Revenue Service	12/03/2019	Bank Draft	0.00	298.43	DFT0004994

Check Report

Date Range: 11/26/2019 - 12/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1230	Pers (EFT)	11/27/2019	Bank Draft	0.00	8,697.38	DFT0004995
1229	Pers (EFT)	11/29/2019	Bank Draft	0.00	-7.62	DFT0004996
1229	Pers (EFT)	11/29/2019	Bank Draft	0.00	-7.88	DFT0004997
1149	Internal Revenue Service	11/29/2019	Bank Draft	0.00	-13.98	DFT0004998
1098	EDD (EFT)	11/29/2019	Bank Draft	0.00	-9.25	DFT0004999
1098	EDD (EFT)	11/29/2019	Bank Draft	0.00	-1.13	DFT0005000
1149	Internal Revenue Service	11/29/2019	Bank Draft	0.00	-3.28	DFT0005001
1149	Internal Revenue Service	11/29/2019	Bank Draft	0.00	-23.14	DFT0005002
1045	Cal Pers 457 Plan (EFT)	12/13/2019	Bank Draft	0.00	375.00	DFT0005004
1135	Mass Mutual (EFT)	12/13/2019	Bank Draft	0.00	7,315.52	DFT0005005
1135	Mass Mutual (EFT)	12/13/2019	Bank Draft	0.00	455.70	DFT0005006
1580	TASC	12/13/2019	Bank Draft	0.00	323.56	DFT0005007
1580	TASC	12/13/2019	Bank Draft	0.00	428.83	DFT0005008
1229	Pers (EFT)	12/13/2019	Bank Draft	0.00	147.25	DFT0005009
1229	Pers (EFT)	12/13/2019	Bank Draft	0.00	254.90	DFT0005010
1229	Pers (EFT)	12/13/2019	Bank Draft	0.00	419.97	DFT0005011
1229	Pers (EFT)	12/13/2019	Bank Draft	0.00	3,186.13	DFT0005012
1229	Pers (EFT)	12/13/2019	Bank Draft	0.00	5,249.94	DFT0005013
1229	Pers (EFT)	12/13/2019	Bank Draft	0.00	97.55	DFT0005014
1229	Pers (EFT)	12/13/2019	Bank Draft	0.00	134.89	DFT0005015
1229	Pers (EFT)	12/13/2019	Bank Draft	0.00	1,393.56	DFT0005016
1229	Pers (EFT)	12/13/2019	Bank Draft	0.00	1,927.09	DFT0005017
1229	Pers (EFT)	12/13/2019	Bank Draft	0.00	1,774.38	DFT0005018
1229	Pers (EFT)	12/13/2019	Bank Draft	0.00	1,836.18	DFT0005019
1149	Internal Revenue Service	12/13/2019	Bank Draft	0.00	10,038.40	DFT0005020
1098	EDD (EFT)	12/13/2019	Bank Draft	0.00	3,647.60	DFT0005021
1098	EDD (EFT)	12/13/2019	Bank Draft	0.00	779.54	DFT0005022
1149	Internal Revenue Service	12/13/2019	Bank Draft	0.00	2,911.68	DFT0005023
1149	Internal Revenue Service	12/13/2019	Bank Draft	0.00	8,910.46	DFT0005024

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	97	64	0.00	1,143,574.70
Manual Checks	0	0	0.00	0.00
Voided Checks	0	9	0.00	-278,039.14
Bank Drafts	71	71	0.00	146,968.44
EFT's	0	0	0.00	0.00
	168	144	0.00	1,012,504.00

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	97	64	0.00	1,143,574.70
Manual Checks	0	0	0.00	0.00
Voided Checks	0	9	0.00	-278,039.14
Bank Drafts	71	71	0.00	146,968.44
EFT's	0	0	0.00	0.00
	168	144	0.00	1,012,504.00

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	11/2019	96,832.86
100	GENERAL FUND	12/2019	915,671.14
			1,012,504.00

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 Phase II-F Units 59 and 61C
Meeting Date: January 9, 2020

Overview

The Whitney Ranch Phase II-F Units 59 and 61C improvements are located in Rocklin to the east of the intersection of Whitney Ranch Parkway and Jamboree Drive. The Whitney Ranch Phase II-F Units 59 and 61C project consists of 76 single-family residential homes for a total of 76 EDUs. The Whitney Ranch Phase II-F Units 59 and 61C improvements include the following infrastructure:

- Installation of three thousand, three hundred and eight (3,308) linear feet of sanitary sewer pipe;
- Installation of fourteen (14) manholes; and
- Installation of two thousand and ninety-one (2,091) feet of lower laterals.

Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Whitney Ranch Phase II-F Units 59 and 61C 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 \$1,345,212.

Attachments:

1. Bill of Sale
2. Map – Whitney Ranch Phase II-F Units 59 and 61C
3. Whitney Ranch Phase II-F Units 59 and 61C 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 Unit Phase II-F Units 59 & 61C.

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 December 17, 2019

DEVELOPER/OWNER:

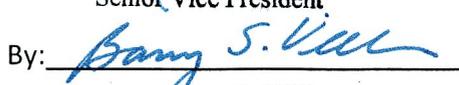
SUNSET RANCHOS INVESTORS, LLC,
a Delaware limited liability company

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: 
Barry S. Villines
Chief Financial Officer



**Whitney Ranch
Phase II-F Units 59 & 61C**

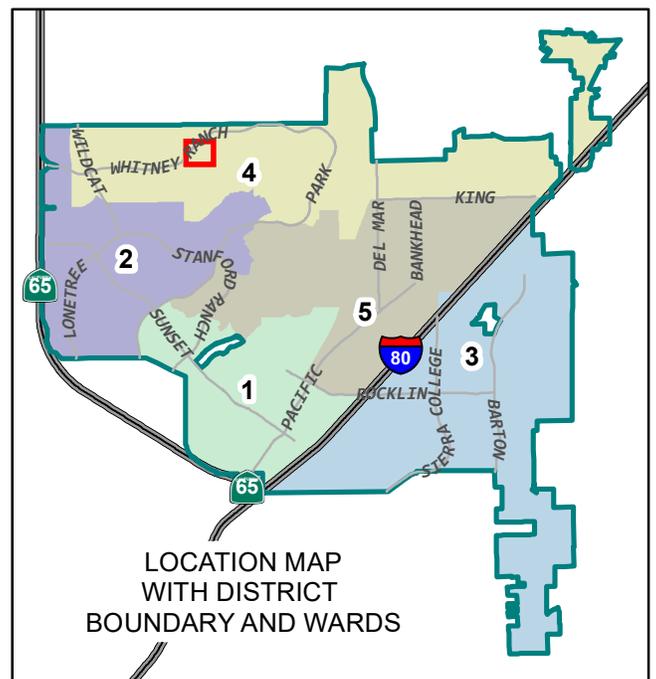
0 100 200 Feet
1 in = 250 ft



**Whitney Ranch
Phase II-F Units 59 & 61C**

76 EDUs

Date: 12/31/2019
 Author: Curtis Little
 Document Path:
 G:\spmud_gis\mxd\Curtis\Bill Of Sale
 Maps\2020\MXD\WRUnit59&62.mxd



LOCATION MAP
WITH DISTRICT
BOUNDARY AND WARDS

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
WHITNEY RANCH PHASE II-F UNITS 59 AND 61C
ASSET INVENTORY**

Pipe ID	Diameter	Material	Length (ft)
O06-047	6	SDR26	309
O06-054	6	SDR26	227
O06-042	6	SDR26	449
O06-049	6	DIP431	232
O06-043	6	SDR26	292
O06-040	6	SDR26	234
O06-051	6	SDR26	282
O06-052	6	DIP431	358
O06-046	6	SDR26	298
O06-S03	6	SDR26	23
O06-045	6	SDR26	305
O06-041	6	SDR26	72
O06-044	6	SDR26	216
O06-050	6	SDR26	59

Manhole ID	Structure Type	Diameter (in)
O06-040	Manhole	48
O06-054	Manhole	48
O06-043	Manhole	48
O06-051	Manhole	48
O06-046	Manhole	48
O06-052	Manhole	48
O06-049	Manhole	48
O06-050	Manhole	48
O06-044	Manhole	48
O06-047	Manhole	48
O06-041	Manhole	48
O06-048	Manhole	48
O06-042	Manhole	48
O06-045	Manhole	48

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
WHITNEY RANCH PHASE II-F UNITS 59 AND 61C
ASSET INVENTORY**

Service Structure	Diameter (in)	Length (ft)	Pipe Material
31461	4	23	SDR26
31462	4	23	SDR26
31463	4	23	SDR26
31464	4	23	SDR26
31465	4	32	SDR26
31466	4	33	SDR26
31467	4	33	SDR26
31468	4	33	SDR26
31469	4	33	SDR26
31470	4	33	SDR26
31471	4	33	SDR26
31472	4	36	SDR26
31473	4	53	SDR26
31474	4	42	SDR26
31475	4	23	SDR26
31476	4	21	SDR26
31477	4	21	SDR26
31478	4	21	SDR26
31479	4	21	SDR26
31480	4	21	SDR26
31481	4	21	SDR26
31482	4	20	SDR26
31483	4	23	SDR26
31484	4	23	SDR26
31485	4	23	SDR26
31486	4	33	SDR26
31487	4	33	SDR26
31488	4	32	SDR26
31489	4	33	SDR26

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
WHITNEY RANCH PHASE II-F UNITS 59 AND 61C
ASSET INVENTORY**

Service Structure	Diameter (in)	Length (ft)	Pipe Material
31490	4	33	SDR26
31491	4	33	SDR26
31492	4	51	SDR26
31493	4	60	SDR26
31494	4	16	SDR26
31495	4	17	SDR26
31496	4	21	SDR26
31497	4	21	SDR26
31498	4	21	SDR26
31499	4	21	SDR26
31500	4	20	SDR26
31501	4	21	SDR26
31502	4	21	SDR26
31503	4	21	SDR26
31504	4	20	SDR26
31505	4	22	SDR26
31506	4	23	SDR26
31507	4	23	SDR26
31508	4	23	SDR26
31509	4	35	SDR26
31510	4	35	SDR26
31511	4	35	SDR26
31512	4	35	SDR26
31513	4	35	SDR26
31514	4	34	SDR26
31515	4	36	SDR26
31516	4	53	SDR26
31517	4	42	SDR26
31518	4	27	SDR26

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
WHITNEY RANCH PHASE II-F UNITS 59 AND 61C
ASSET INVENTORY**

Service Structure	Diameter (in)	Length (ft)	Pipe Material
31519	4	20	SDR26
31520	4	20	SDR26
31521	4	20	SDR26
31522	4	39	SDR26
31523	4	39	SDR26
31524	4	39	SDR26
31525	4	39	SDR26
31526	4	38	SDR26
31527	4	25	SDR26
31528	4	25	SDR26
31529	4	25	SDR26
31530	4	25	SDR26
31531	4	25	SDR26
31532	4	34	SDR26

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors
From: Herb Niederberger, General Manager
Cc: Emilie Costan, Administrative Services Manager
Subject: **Selection of Officers and Appointments to the Temporary Advisory Committees and SPWA Board**
Meeting Date: January 9, 2020

Overview

Every January, the Board of Directors chooses a President and Vice-President, as well as considers appointments to the temporary Advisory Committees. In accordance with Policy 4055, the Vice President shall become President, and a new Vice-President shall be chosen by a majority vote of the Board of Directors. The three (3) remaining Directors will serve At-Large.

Recommendation

Staff recommends that:

1. The current President, Jim Williams, dissolve the existing advisory committees;
2. The current Vice-President, John Murdock, succeed as the new President for 2020;
3. The Board of Directors consider nominations for a new Vice-President, entertain a motion for a nominee and vote on said motion; and
4. The President create and make appointments to any new temporary advisory committees; and
5. The President appoint a District representative to the South Placer Wastewater Authority Board of Directors.

Strategic Plan Goals

The annual appointment of the Board President, Vice-President and temporary advisory committees are not governed by the Strategic Plan.

Related District Ordinances or Policies

Policy 4055- Selection of Officers.

Fiscal Impact

There is no direct fiscal impact associated with these actions.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Herb Niederberger, General Manager
Emilie Costan, Administrative Services Manager

Cc: Sam Rose, Superintendent
Eric Nielson, District Engineer

Subject: Resolution 20-01, Amending Resolution 19-15 and Approving Midyear Adjustments to the Fiscal Year 2019/20 Budget

Board Date: January 9, 2020

Overview

This report provides the Board with information, analysis and recommendations regarding midyear adjustment to the Fiscal Year 2019/20 Budget.

Staff is recommending a minor midyear general fund increase and capital budget decrease.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 20-01, amending Resolution 19-15 authorizing the following adjustments to the FY2019/20 Budget:

- 1) Increase the General Fund Budget by \$125,000: from \$13.75M to \$13.87M.
- 2) Decrease the Capital Budget by \$134,000: from \$7.62M to \$7.48M.

Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.3: Maintain Transparency with all District activities.
- Goal 5.2: Explore and evaluate investment and business practice alternatives.
- Goal 5.3: Maintain financial responsibility by ensuring allocated funding sources are adequate to meet expenses; and that available funds and resources are managed efficiently.
- Goal 5.4: Prepare balanced annual budgets; conduct acceptable audits.
- Goal 5.6: Provide routine reports on Financial Stability.

Related District Ordinances and Policies

This action amends Resolution 19-15 which approved the Budget for Fiscal Year 2019/20.

This action is in conjunction with the following District Policies:
Policy 3105 - Budget Preparation

Fiscal Impact

Staff's recommendation to approve these adjustments will result in an overall decrease of \$9,000 to the total District Fiscal Year 2019/20 Budget. This represents a decrease of 0.19% to the originally approved Budget.

Background and Analysis

There are no anticipated adjustments to the district revenue projections.

Requested Midyear Budget Adjustments:

1. The General Fund Budget is increased by \$125,000:
 - a. Due to unanticipated expenses from pump failures, the Operations and Maintenance Budget will increase by \$25,000.
 - b. The Salary and Benefits Budget will increase by \$100,000 for employee salary expenses that were previously discussed during the meeting of the Board of Directors on October 3, 2019. These expenses include an Engineering Technician I/II position and subsequent overlapping salaries during the transition period leading up to the retirement of the current District Superintendent. They also include projected leave balance payouts for retirements.
2. The Capital Outlay budget is decreased by \$134,000:
 - a. A decrease of \$200,000 for Corporation Yard Master Plan Capital Improvements due to changes in the scope of work to add to the design cost in the current fiscal year and will push construction into FY 2019/20.
 - b. A decrease of \$36,000 for Corporation Yard Office Upgrades due to the aforementioned Corporation Yard Improvements.
 - c. A decrease of \$290,000 for Newcastle Master Plan Improvements due to delays in the project timeline.
 - d. An increase of \$330,000 for expenses related to the Foothill Truck Construction Project.
 - e. An increase of \$20,000 for the Corporation Yard Fence Replacement to cover unanticipated expenses incurred during the design phase.
 - f. An increase of \$30,000 for Archiving/Disaster Development to cover the cost of the Laserfiche implementation.
 - g. An increase of \$12,000 to purchase computers and office equipment for new staff positions.

Attachments:

1. Table 1: General Fund Expenditures Budget Adjustments for FY2019/20
2. Table 2: Capital Expenditures Budget Adjustments for FY2019/20

Table 1
General Fund Expenditures Budget Adjustments for FY2019/20

	FISCAL YEAR 19/20	MIDYEAR FISCAL FY 19/20	REQUESTED VARIANCE
GENERAL FUND EXPENDITURES			
Salaries/Wages	\$ 2,618,000	\$ 2,718,000	\$ 100,000
FICA - Social Security	207,000	207,000	-
CalPERS Retirement & UAL	674,900	674,900	-
457 & 401a Retirement	100,200	100,200	-
Insurance Benefits	671,000	671,000	-
Pers OPEB	265,000	265,000	-
Sub Total Salaries & Benefits	\$ 4,536,100	\$ 4,636,100	\$ 100,000
Asphalt Paving	\$ 25,000	\$ 25,000	\$ -
Building & Grounds Maintenance	63,100	63,100	-
Discount - LIL Rate Assistance	8,200	8,200	-
Election Expenses	-	-	-
Gas & Oil Expenses	50,000	50,000	-
General Operating Supplies & Maintenance	162,000	162,000	-
Legal Services	100,000	100,000	-
Lift Station & Flow Recorder Programs	38,000	63,000	25,000
Other Operating Expenses	31,500	31,500	-
Professional Development	63,000	63,000	-
Professional Services	435,200	435,200	-
Property & Liability Insurance	152,000	152,000	-
Regulatory Compliance/Government Fees	54,000	54,000	-
Repair/Maintenance Agreements	110,000	110,000	-
Root Control Program	35,000	35,000	-
Safety Gear/Uniforms	25,000	25,000	-
Utilities	130,000	130,000	-
Utility Billing/Banking Expense/Printing	182,000	182,000	-
Vehicle Repair and Maintenance	85,000	85,000	-
Sub Total Local SPMUD General Fund Expenses	\$ 1,749,000	\$ 1,774,000	\$ 25,000
RWWTP Maintenance & Operations	\$ 5,033,900	\$ 5,033,900	\$ -
RWWTP Rehab & Replacement	1,054,300	1,054,300	-
Sub Total SPWA O&M + R&R Expenses	\$ 6,088,200	\$ 6,088,200	\$ -
Total Operations Expense before Depreciation	\$ 12,373,300	\$ 12,498,300	\$ 125,000
Depreciation expense	1,375,000	1,375,000	-
Total General Fund Expenses	\$ 13,748,300	\$ 13,873,300	\$ 125,000

Table 2
Capital Expenditures Budget Adjustments for FY2019/20

CAPITAL IMPROVEMENTS	FISCAL YEAR 19/20	MIDYEAR FISCAL FY 19/20	REQUESTED VARIANCE
Archiving/Diaster Development	\$ -	\$ 30,000	\$ 30,000
Board Room Audio/Visual Upgrades	15,000	\$ 15,000	-
Computers/Office Furniture	18,000	\$ 30,000	12,000
Corp Yard Fence	200,000	\$ 220,000	20,000
Corp Yard Office Upgrades	36,000	\$ -	(36,000)
Cured in Place Pipe	600,000	\$ 600,000	-
CY Master Plan Capital Improvements	425,000	\$ 225,000	(200,000)
Easement Inspection Equipment	12,000	\$ 12,000	-
Easement/Access Road Repl/Upgrades	235,000	\$ 235,000	-
Emergency Bypass Pump Replacement	60,000	\$ 60,000	-
Flow Monitoring Equipment	6,000	\$ 6,000	-
Foothill Trunk Project - Construction	3,140,000	\$ 3,470,000	330,000
Lateral Seals	200,000	\$ 200,000	-
Lift Station Pump Replacement	13,000	\$ 13,000	-
Lower Loomis Diversion - Construction	20,000	\$ 20,000	-
Newcastle Master Plan Improvements	350,000	\$ 60,000	(290,000)
Participation in Regional Projects	480,000	\$ 480,000	-
Pipe Trailer Improvements	15,000	\$ 15,000	-
Rocklin 60 Ph III Reimbursement	160,000	\$ 160,000	-
SCADA Design & Implementation	1,000,000	\$ 1,000,000	-
Software/Data Acquisition	21,000	\$ 21,000	-
System Improvements	70,000	\$ 70,000	-
Trunk Extension Reimbursement	200,000	\$ 200,000	-
Vehicle Purchases CCTV/Insp Vehicles	310,000	\$ 310,000	-
Vehicle/Equipment Upgrades/Repl	31,000	\$ 31,000	-
Total Capital Improvements	\$ 7,617,000	\$ 7,483,000	\$ (134,000)

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 20-01

**AMENDING RESOLUTION 19-15 AND ADOPTING THE MIDYEAR BUDGET ADJUSTMENTS FOR
FISCAL YEAR 2019/20**

WHEREAS, the South Placer Municipal Utility District (District) Policy 3105 states that the District will adopt an annual budget that provides the Board of Directors with the upcoming fiscal year revenues and expenses for the General and Capital Funds conforming to policies previously adopted by the Board of Directors; and

WHEREAS, the Budget for the 2019/2020 Fiscal Year (FY 2019/20 beginning July 1, 2019 and ending June 30, 2020), was adopted per Resolution 19-15 and outlines projected revenues, expenses and a spending plan for the General and Capital Funds and is the fiscal planning tool to accomplish the District's strategic goals and objectives; and

WHEREAS, staff reviews the budget at midyear to ensure the continued validity of the adopted budget and to recommend any necessary adjustments to reflect Board recommendations, new legislative mandates, and operational needs; and

WHEREAS, recommended adjustments to the Fiscal Year 2019/20 Budget will align projected revenues, expenses and the spending plan for the General and Capital Funds to accomplish the District's strategic goals and objectives.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the South Placer Municipal Utility District hereby amends Resolution 19-15 and adjusts the Budget for FY 2019/20 and the proposed spending plan as follows, and in accordance with the attached Tables 1 and 2:

- 1) Increase the General Fund Budget by \$125,000: from \$13.75M to \$13.87M.
- 2) Decrease the Capital Budget by \$134,000: from \$7.62M to \$7.48M.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 9th day of January 2020.

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

Attest: _____
Emilie Costan, Board Secretary

Table 1
General Fund Expenditures Budget Adjustments for FY2019/20

GENERAL FUND EXPENDITURES	FISCAL YEAR 19/20	MIDYEAR FISCAL FY 19/20	REQUESTED VARIANCE
Salaries/Wages	\$ 2,618,000	\$ 2,718,000	\$ 100,000
FICA - Social Security	207,000	207,000	-
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457 & 401a Retirement	100,200	100,200	-
Insurance Benefits	671,000	671,000	-
Pers OPEB	265,000	265,000	-
Sub Total Salaries & Benefits	\$ 4,536,100	\$ 4,636,100	\$ 100,000
Asphalt Paving	\$ 25,000	\$ 25,000	\$ -
Building & Grounds Maintenance	63,100	63,100	-
Discount - LIL Rate Assistance	8,200	8,200	-
Election Expenses	-	-	-
Gas & Oil Expenses	50,000	50,000	-
General Operating Supplies & Maintenance	162,000	162,000	-
Legal Services	100,000	100,000	-
Lift Station & Flow Recorder Programs	38,000	63,000	25,000
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Professional Development	63,000	63,000	-
Professional Services	435,200	435,200	-
Property & Liability Insurance	152,000	152,000	-
Regulatory Compliance/Government Fees	54,000	54,000	-
Repair/Maintenance Agreements	110,000	110,000	-
Root Control Program	35,000	35,000	-
Safety Gear/Uniforms	25,000	25,000	-
Utilities	130,000	130,000	-
Utility Billing/Banking Expense/Printing	182,000	182,000	-
Vehicle Repair and Maintenance	85,000	85,000	-
Sub Total Local SPMUD General Fund Expenses	\$ 1,749,000	\$ 1,774,000	\$ 25,000
RWWTP Maintenance & Operations	\$ 5,033,900	\$ 5,033,900	\$ -
RWWTP Rehab & Replacement	1,054,300	1,054,300	-
Sub Total SPWA O&M + R&R Expenses	\$ 6,088,200	\$ 6,088,200	\$ -
Total Operations Expense before Depreciation	\$ 12,373,300	\$ 12,498,300	\$ 125,000
Depreciation expense	1,375,000	1,375,000	-
Total General Fund Expenses	\$ 13,748,300	\$ 13,873,300	\$ 125,000

Table 2
Capital Expenditures Budget Adjustments for FY2019/20

CAPITAL IMPROVEMENTS	FISCAL YEAR 19/20	MIDYEAR FISCAL FY 19/20	REQUESTED VARIANCE
Archiving/Diaster Development	\$ -	\$ 30,000	\$ 30,000
Board Room Audio/Visual Upgrades	15,000	\$ 15,000	-
Computers/Office Furniture	18,000	\$ 30,000	12,000
Corp Yard Fence	200,000	\$ 220,000	20,000
Corp Yard Office Upgrades	36,000	\$ -	(36,000)
Cured in Place Pipe	600,000	\$ 600,000	-
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Easement Inspection Equipment	12,000	\$ 12,000	-
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Flow Monitoring Equipment	6,000	\$ 6,000	-
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Lateral Seals	200,000	\$ 200,000	-
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Lower Loomis Diversion - Construction	20,000	\$ 20,000	-
Newcastle Master Plan Improvements	350,000	\$ 60,000	(290,000)
Participation in Regional Projects	480,000	\$ 480,000	-
Pipe Trailer Improvements	15,000	\$ 15,000	-
Rocklin 60 Ph III Reimbursement	160,000	\$ 160,000	-
SCADA Design & Implementation	1,000,000	\$ 1,000,000	-
Software/Data Acquisition	21,000	\$ 21,000	-
System Improvements	70,000	\$ 70,000	-
Trunk Extension Reimbursement	200,000	\$ 200,000	-
Vehicle Purchases CCTV/Insp Vehicles	310,000	\$ 310,000	-
Vehicle/Equipment Upgrades/Repl	31,000	\$ 31,000	-
Total Capital Improvements	\$ 7,617,000	\$ 7,483,000	\$ (134,000)

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Eric Nielsen, Assistant Superintendent

Cc: Herb Niederberger, General Manager

Subject: Adopt Resolution 20-02, Award Construction Contract for Foothill Trunk Sewer Replacement Project to Garney Pacific, Inc.

Meeting Date: January 9, 2020

Overview

The Foothill Trunk Sewer Replacement Project is identified in the South Placer Municipal Utility District (District) System Evaluation and Capacity Assurance Plan as a project to serve existing customers and address near-term development. The project consists of the replacement of approximately 2,700 feet of 12-inch diameter trunk sewer with 24-inch diameter trunk sewer. The District initiated the study, design, and permitting of the Foothill Trunk Sewer Replacement in October of 2014.

The District issued an invitation to bid on October 18, 2019. A non-mandatory pre-bid meeting was held on November 14, 2019. Nine representatives from potential contractors were in attendance. Sealed bids were due by December 18, 2019. Seven bids were received and Garney Pacific, Inc. (Garney) was the apparent low bidder. The table below shows a summary of the base bid amounts from the bid opening. Staff’s review found the bid from Garney to be in compliance with the requirements of the contract documents. Staff requests the Board to authorize the General Manager to provide the Notice of Award to Garney and proceed with executing the contract for services.

Contractor	Base Bid Amount
Garney Pacific, Inc.	\$ 2,869,677.00
Steve P. Rados, Inc.	\$ 3,255,000.00
Mountain Cascade, Inc.	\$ 3,467,829.00
Anvil Builders, Inc.	\$ 3,469,000.00
Caggiano General Engineering, Inc.	\$ 3,482,796.01
T&S Construction, Inc.	\$ 3,695,609.00
Vinciguerra Construction, Inc.	\$ 4,068,682.50

In preparation for the potential for change orders during construction, staff requests that the Board authorize the General Manager to execute change orders under \$50,000 to the construction contract for the Foothill Trunk Sewer Replacement Project with Garney Pacific, Inc. not to exceed a total of 10% of the contract amount (\$286,967.70). Change orders in excess of \$50,000 or which

collectively total more than 10% of the contract amount are not authorized without prior approval of the Board of Directors. This will expedite the process of responding to small adjustments that may arise during the course of construction, while ensuring that more significant changes will require review and approval by the Board. A summary of change orders will be presented to the Board during the project through monthly reports to the Board by the District Engineer.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 20-02 to authorize the General Manager to:

1. Award the attached contract for services to Garney Pacific, Inc. to construct the Foothill Trunk Sewer Replacement project in the amount of \$2,869,677.00; and
2. Execute change orders under \$50,000 to the construction contract for the Foothill Trunk Sewer Replacement Project with Garney Pacific, Inc. not to exceed a total of 10% of the contract amount (\$286,967.70). Change orders in excess of \$50,000 or which collectively total more than 10% of the contract amount are not authorized without prior approval of the Board of Directors.

Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain transparency with all District activities.

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

Fiscal Impact

The bid amount by the lowest responsive, responsible bidder was higher than the engineer's estimate and budget amount. An adjustment to the budget has been requested with the other mid-year budget adjustments to account for this increase. The costs for this construction project will be paid for with a combination of funds from Fund 300 (upsized pipe diameter) and Fund 400 (replacement of existing sewer pipe) in accordance with procedures from the update of the District's System Evaluation and Capacity Assurance Plan.

Attachments:

1. Resolution 20-01 – Resolution to Authorize the General Manager to Award the Contract to Garney Pacific, Inc. for the Foothill Trunk Sewer Replacement Project.
2. Contract for Services – Foothill Trunk Sewer Replacement Project

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 20-02

**NOTICE OF AWARD FOR THE CONTRACT FOR THE FOOTHILL TRUNK SEWER
REPLACEMENT PROJECT TO GARNEY PACIFIC, INC.**

WHEREAS, South Placer Municipal Utility District, hereinafter called SPMUD, owns and operates the sewer facilities within the City of Rocklin, and

WHEREAS, SPMUD competitively bid the work to be performed as required in the Public Contract Code, and

WHEREAS, SPMUD reviewed the bids received and found the bid by Garney Pacific, Inc. to be the lowest responsive, responsible bidder, and

WHEREAS, discoveries during construction may necessitate a need for a change to the contract, and

WHEREAS, the SPMUD Purchasing Policy (Policy 3150) allows for the General Manager to approve commitments up to and including \$50,000.

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

1. Award the contract for services to construct the Foothill Trunk Sewer Replacement Project to Garney Pacific, Inc. in the amount of \$2,869,677.00, and
2. Execute change orders under \$50,000 to the construction contract for the Foothill Trunk Sewer Replacement Project with Garney Pacific, Inc. not to exceed a total of 10% of the contract amount (\$286,967.70). Change orders in excess of \$50,000 or which collectively total more than 10% of the contract amount are not authorized without prior approval of the Board of Directors.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board

of Directors at Rocklin, CA this 9th day of January 2020.

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

Attest: _____
Emilie Costan Board Secretary

SECTION 6

CONTRACT FOR SERVICES

Foothill Trunk Sewer Replacement Project

THIS CONTRACT is made on this 9 day of JANUARY, 2017, between the SOUTH PLACER MUNICIPAL UTILITY DISTRICT, A PUBLIC AGENCY ("OWNER") and GARNEY PACIFIC, INC.
_____, ("CONTRACTOR").

WITNESSETH:

WHEREAS, the OWNER desires to construct approximately 2,700 lineal feet of minimum 24-inch of nominal pipe diameter of gravity sanitary sewer pipeline, sewer manholes and 4-,6- and 8-inch diameter of gravity sanitary sewer pipes as designed in contract drawings. Construct access road, rolling gate, CMU wall and fence. Remove and abandon existing 12-inch gravity sewer pipe and re-connect existing sewer laterals as shown in contract drawings, and;

WHEREAS, the Contractor has presented a bid for such facility to the OWNER, dated DEC 16, 2019 (attached hereto and incorporated herein as Exhibit "A") and is duly licensed, qualified and experienced to perform the construction of such facility;

NOW, THEREFORE, the parties hereto mutually agree as follows:

6.0 CONTRACT CONSIDERATIONS: CONTRACTOR enters into this Contract as an independent CONTRACTOR and not as an employee of the OWNER. All employees, agents, Contractors or subcontractors hired or retained by the CONTRACTOR are employees, agents, Contractors or subcontractors of the CONTRACTOR and not of the OWNER.

CONTRACTOR's decision to execute this Contract is based on independent investigation and research of the conditions affecting this Contract and not upon any representations made by the OWNER, its officers, employees or agents.

6.1 SCOPE OF WORK: CONTRACTOR shall provide all labor, equipment, materials and incidentals required to construct and complete, in a good and workmanlike manner, all improvements to provide a complete and useable facility, as designed and approved by the OWNER. The work is to include, but is not necessarily limited to, the following:

1. Construct approximately 2,700 lineal feet of minimum 24-inch of nominal pipe diameter of sanitary sewer pipeline (Trunk Sewer Pipeline);
2. Construct new 60-inch diameter sanitary sewer manholes, FRP Outside Drop Structure, and junction structure;
3. Connect new gravity sewer pipeline to existing gravity sewer pipelines;
4. Connect and Construct sewer service laterals to trunk sewer pipeline;
5. Construct access road, rolling gate, CMU wall and fencing;
6. Remove and Abandon existing 12-inch gravity sewer pipeline and sewer manholes.
7. Exploratory trenching completed in advance of pipeline construction. There are two Bid Alternates for the exploratory trenching; "Bid Alternate 1A" – STA 10+00 to 24+10, and "Bid Alternate 1B" – STA 23+20 to 24+10 & 25+00 to 26+25.

All of the above tasks will be completed in accordance with contract drawings, notes, and specifications provided to the CONTRACTOR by the OWNER.

6.2 TIME OF PERFORMANCE: The CONTRACTOR is to commence upon execution and receipt of this Contract by, and receipt of written Notice to Proceed from, the OWNER, and shall be undertaken and completed in not more than 167 calendar days.

6.3 LIQUIDATED DAMAGES:

6.3.1 OWNER and CONTRACTOR recognize that time is of the essence of this CONTRACT FOR SERVICES and that OWNER will suffer financial loss if the Work is not completed within the times specified in paragraph Time of Performance above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. OWNER and CONTRACTOR also recognize the delays, expense, and difficulties involved in proving in a legal or other dispute resolution proceeding the actual loss suffered by OWNER if the Work is not completed on time. Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER Two Thousand Five Hundred dollars (\$2,500) for each day that expires after the time specified in paragraph Contract Times above, for Substantial Completion until the Work is substantially complete.

6.3.2 After Substantial Completion, if CONTRACTOR neglects, refuses, or fails to complete the remaining Work within the Time of Performance or any proper OWNER-granted extension thereof, CONTRACTOR shall pay OWNER Two Thousand Five Hundred dollars (\$2,500) for each day that expires after the time specified in paragraph Time of Performance above for completion and readiness for final payment.

6.3.3 OWNER shall recover such liquidated damages by deducting the amount owed from the final payment or any retainage held by OWNER.

6.4 COMPENSATION: OWNER shall pay CONTRACTOR for completion of the Work and in accordance with the conformed Bid, which is included in the Contract Documents. The CONTRACTOR shall be paid monthly for the actual fees, costs and expenses for all time and materials required and expended.

Said amount shall be paid upon submittal, in accordance with section 10 of the Special Provisions, of a monthly billing showing tasks completed and materials provided during the preceding billing period. If the Work is halted at the request of the OWNER, compensation shall be based upon the proportion that the work performed bears to the total work required by the Contract.

6.5 RETAINAGE:

6.5.1 OWNER shall retain from progress payments 5 percent of the value of Work completed, and OWNER shall retain 5 percent of the value of stored materials and equipment. Following Substantial Completion, OWNER shall retain from progress payments an amount, not to exceed five (5) percent of the value of the Work complete, sufficient to ensure completion of the Work and to pay all Liens, claims, or other obligations of CONTRACTOR currently outstanding.

6.5.2 CONTRACTOR may elect to substitute securities of equivalent value in accordance with the requirements and procedures of Section 22300 of the Public Contract Code.

6.6 TERMINATION: This Contract may be terminated, without cause, at any time by the OWNER upon thirty (30) days' written notice. In the event of any such termination, the CONTRACTOR shall be compensated as provided for in this Contract. Upon such termination, the OWNER shall be entitled to all work created pursuant to this Contract.

6.7 CHANGES: The OWNER or CONTRACTOR may, from time to time, request changes in the scope of the contract to be performed hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation and/or changes in the schedule must be authorized seven (7) days in advance by the OWNER in writing ONLY. Mutually agreed changes shall be incorporated in written amendments to this Contract.

6.8 PROPERTY OF OWNER: It is mutually agreed that all materials prepared by the CONTRACTOR under this Contract shall become the property of the OWNER, and the CONTRACTOR shall have no property right therein whatsoever.

6.9 WARRANTY: CONTRACTOR warrants that it has the expertise or has experts available to help in the preparation of services as set forth in the contract in a manner consistent with generally accepted standards of Contractor's profession. CONTRACTOR further warrants that it will perform said services in a legally-adequate manner in conformance with all applicable Federal, state and local laws and guidelines.

Should any failure of the work occur within a period of one year from the date of acceptance of the project by the OWNER due to faulty materials, poor workmanship, or defective equipment, the CONTRACTOR shall promptly make the needed repairs at his expense and to the satisfaction of the OWNER.

6.10 SUBCONTRACTING: None of the services covered by this Contract shall be subcontracted without the prior written consent of the OWNER. CONTRACTOR shall be as fully responsible to the OWNER for the acts and omissions of its Contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by CONTRACTOR.

6.11 ASSIGNABILITY: CONTRACTOR shall not assign or transfer any interest in this Contract whether by assignment or novation without the prior written consent of the OWNER. Provided, however, that claims for money due or to become due CONTRACTOR from the OWNER under this Contract may be assigned to a financial institution or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the OWNER.

6.12 PREVAILING WAGES: Pursuant to Section 1773, and following, of the California Labor Code, the CONTRACTOR and all subcontractors shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations for all work performed on site.

6.13 SAFETY: The CONTRACTOR shall be responsible for providing, initiating, maintaining, and supervising appropriate safety precautions and programs in connection with the work or the activities of subcontractors, suppliers, and others at the work site, including the public, as required by U.S. OSHA and Cal OSHA.

6.14 PROTECTION OF WORK AND PROPERTY: The CONTRACTOR shall employ such means and methods to adequately protect the OWNER, and other public and private property against damage. In the event of damage to such property, CONTRACTOR shall immediately restore the property to a condition equal to its original condition and bear all costs thereof. During progress of the work the CONTRACTOR shall keep the construction site in a clean and orderly condition.

6.15 INDEMNITY AND LITIGATION COSTS: CONTRACTOR shall indemnify, defend, and hold harmless the OWNER, its officers, officials, agents, and employees from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in the Contract Documents, except such loss or damage which was caused by the [active negligence], sole negligence or willful misconduct of the OWNER.

6.16 CONTRACTOR TO PROVIDE INSURANCE: CONTRACTOR shall not commence any work before obtaining, and shall maintain in force at all times during the term and performance of this Contract the policies of insurance specified in Section 8 - Exhibit "B", attached hereto and incorporated herein by this reference.

6.17 MISCELLANEOUS PROVISIONS: The CONTRACTOR shall designate a Project Manager who at all times shall represent the CONTRACTOR before the OWNER on all matters relating to this Contract. The Project Manager shall continue in such capacity unless and until he is removed at the request of the OWNER or replaced with the written approval of the OWNER.

6.17.1 CONTRACTOR shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based

upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation.

6.17.2 This Contract and its Exhibits, Instructions to Bidders, the Bid, General Conditions, Special Provisions, Technical Specifications, Appendices, any Addenda and the Drawings constitute the entire Agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

6.17.3 CONTRACTOR shall maintain and make available for inspection by the OWNER and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to Contractor.

Executed the day and year first above written, by the parties as follows:

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

By: _____
Herb Niederberger, General Manager

Attest:

By: _____
Emilie Costan, Secretary to the Board

GARNEY PACIFIC, INC.

By: _____

Title: _____

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Eric Nielsen, District Engineer

Cc: Herb Niederberger, General Manager

Subject: Resolution 20-03, Addendum #4 for Construction Phase Services for the Foothill Trunk Sewer Replacement Project to Water Works Engineers

Meeting Date: January 9, 2020

Overview

In January 2020, South Placer Municipal Utility District (District) is considering awarding the contract for the construction of the Foothill Trunk Sewer Replacement Project. Construction of the project is scheduled to start in the spring and conclude by the end of December 2020.

In March of 2018, the District adopted Resolution 18-10 authorizing Addendum #3 to a contract with Water Works Engineering for preparation of construction document materials for the Foothill Trunk Sewer Replacement Project. The attached Addendum #4 is for services to be provided during construction. These services include assistance during bidding, review of submittals, response to requests by the contractor for information (RFIs), site visits, change order review and negotiation assistance, preparation of record drawings, preconstruction surveys, trench monitoring, demarcation of environmentally sensitive areas, worker environmental awareness training, and biological and archeological monitoring during construction.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 20-03, authorizing the General Manager to execute the attached addendum with Water Works Engineers for construction phase services for the Foothill Trunk Sewer Replacement Project for an amount of \$215,000.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.3: Maintain transparency with all District activities.
- Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.
- Goal 3.2: Provide Engineering and Design to optimize the Capital Improvement Program.

Related District Ordinances, Policies, or Resolutions

This action relates to the following SPMUD Ordinances, Policies, or Resolutions:

- Resolution 20-02: Authorization to Award the Contract to Garney Pacific, Inc. for the Foothill Trunk Sewer Replacement Project

Fiscal Impact

The contract amount for construction phase services is a planned expense in the budget and will be paid for with a combination of funds from Fund 300 and Fund 400 in accordance with procedures from the update of the District's System Evaluation and Capacity Assurance Plan.

Attachments:

1. Resolution 20-03 – Foothill Trunk Sewer Replacement Project – Construction Phase Services Contract
2. Scope of Services – Water Works Engineers – Foothill Trunk Sewer Replacement Project –Construction Phase Engineering Services

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 20-03

**FOOTHILL TRUNK SEWER REPLACEMENT PROJECT –ADDENDUM #4 FOR CONSTRUCTION
PHASE SERVICES TO WATERWORKS ENGINEERS**

WHEREAS, South Placer Municipal Utility District (SPMUD) plans to construct the Foothill Trunk Sewer Replacement Project, and

WHEREAS, SPMUD requires consultant services to complete the tasks of engineering review and assistance during construction, and environmental monitoring, assistance, and training to comply with defined permit requirements, and

WHEREAS, SPMUD has an existing contract with Water Works Engineers and intends to execute an Addendum to provide the construction phase services related to the project, and

WHEREAS, SPMUD Purchasing Policy (Policy 3150) dictates that a single contract or commitment shall not exceed \$50,000 without approval by the Board of Directors, and

WHEREAS, the scope of engineering services and fee attached, marked “Exhibit A” and incorporated herein by reference, is for an amount of \$215,000.

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 Addendum #4 for the construction phase services for the Foothill Trunk Sewer Replacement Project.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 9th day of January 2020.

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

Attest: _____
Emilie Costan, Board Secretary



Scope of Engineering Services
Water Works Engineers, LLC and South Place Municipal Utility District
Foothill Trunk Sewer Replacement Project – Phase II
ADDENDUM 4 – Construction Phase Services

This Scope for Construction Phase Engineering Services, Addendum 4 to the Foothill Trunk Sewer Replacement Project (Project), is issued by the South Placer Municipal Utility District (herein referred to as CLIENT) and accepted by Water Works Engineers, LLC (herein referred to as ENGINEER) pursuant to the mutual promises, covenants and conditions contained in the most current Engineering Services Agreement between the South Placer Municipal Utility District (SPMUD) and Water Works Engineers, LLC (WWE).

Project Understanding / Schedule

The project consists of approximately 2,700 lineal feet of minimum 24-inch of nominal pipe diameter of gravity sanitary sewer pipeline, sewer manholes and 4- and 6-inch diameter of gravity sanitary sewer lateral pipes as designed in contract drawings. Remove and abandon existing 12-inch gravity sewer pipe and re-connect existing sewer laterals as shown in contract drawings. SPMUD is currently programmed to complete this work as follows:

- i. **Bid and award** project from **November 2019 - January 2020**
- ii. Require Contractor to complete **submittals and mobilize** to site **February - April 2020**;
- iii. Oversee Contractor **construction** of improvements from **May to December 2020**; and
- iv. **Closeout contract** with Contractor and complete all final project work **by January 2021**.

Scope of Services

ENGINEER is currently under contract with CLIENT to provide Phase II final design, right-of-way/property procurement assistance and permitting services for the Foothill Trunk Sewer Replacement Project. ENGINEER will provide Construction Phase Services (Task 6) as ADDENDUM 4 as further defined herein. To meet the general project objectives and schedule, the required engineering services has been split into the following subtasks:

Subtask*	Title
6.1	Engineering Assistance during Bidding & Construction
6.2	Environmental Construction Support Services

*Subtasks are numbered sequential with those services provided under existing agreement.



Task 6 – Construction Phase Services

Task 6.1: Engineering Services during Bidding and Construction

Task 6.1.1: Assistance during Bidding

ENGINEER assistance during bidding will include: facilitation of pre-bid conference; response to technical questions; preparation of addenda, clarifications, and improvement plan revisions; availability to attend bid opening and analysis of results.

Task 6.1.2: Assistance during Construction

ENGINEER assistance during construction will include: attendance at the pre-construction conference; weekly construction progress meetings (qty. 26); intermittent site visits (qty. 10) to observe construction and facilitate response to questions from Contractor; project completion site visits (qty. 2) for punch list; review of project submittals (qty. 40); addressing RFIs (qty. 40); and assistance with pay requests review and approval (qty. 8) and change order review, recommendation and negotiation assistance (qty. 7). Correspond, coordinate and assist SPMUD with design clarifications and evaluation of Contractor's general conformance of construction activities with Contract Documents and design intent. Services under this task will include an allowance for periodic SWPPP preparer and developer assistance (SWPPP Solutions, Inc.); survey (Psomas); and geotechnical / trenchless (Bajada & DCM).

Task 6.1.3: Record Drawings / GPS Coordinates

ENGINEER will prepare record drawings in the same format as Final Bid Documents based on technical assistance during construction; Contractor redlines; Owner redlines (40 hours). ENGINEER will provide GPS coordinates of as-installed improvements in text and .SHP file format for incorporation into District GIS. (16 hours).

Task 6.1 Deliverables

- Addenda as Required (PDF submitted via email to SPMUD PM)
- Submittal Reviews, up to 40 (PDF submitted via email to SPMUD PM)
- RFI and Clarifications, up to 40 (PDF submitted via email to SPMUD PM)
- Change Order Review and Pay Requests, up to 15 (PDF submitted via email to SPMUD PM)
- Record Drawings (PDF & source file format uploaded to electronic file sharing site)
- GPS Coordinates and .SHP file of as-installed surface structures

Task 6.2: Environmental Construction Support Services

Task 6.2.1: Project Management and Technical Assistance

ENGINEER's environmental subconsultant, Stantec, will provide up to sixty (60) hours of project management and twelve (12) hours of technical staff time to be used for meetings and coordination with ENGINEER, SPMUD, and agency staff; and respond to requests including, but not limited to: (1) project team communication and coordination; (2) responding to agency information or revision requests; and (3) site meetings. Services under this task will include ongoing support of existing permits and yet to be finalized City of Rocklin Tree Permit, including additional arborist activities as needed to support permit and field identification of trees requiring or potentially requiring removal.



Task 6.2.2: Regulatory Permit Notifications

Stantec will coordinate with the California Department of Fish and Wildlife (CDFW) to obtain written approval for the biological monitors (i.e., Designated Biologists) that Stantec may assign to the project. The names, qualifications, business address, and contact information for the Designated Biologists are required to be submitted to CDFW within 30 days before project commencement (i.e., initial ground disturbing or vegetation-disturbing activities).

Stantec will prepare the Notification of Project Initiation to CDFW. The notification, which must be submitted two working days before working in CDFW-jurisdictional features (e.g., Aguilar Creek), will consist of a brief email to CDFW staff stating that work will be commencing within the jurisdictional areas.

Upon notification of the completion of the project from SPMUD, Stantec will prepare the CDFW Notification of Project Competition. The notification will include of post-construction photographs of the CDFW-jurisdictional areas. The notification is required to be submitted via email to the CDFW within 15 days of project completion. Stantec will submit the notification to SPMUD within approximately one week of project completion for review and submittal to the CDFW. If requested by SPMUD, Stantec will submit the NOC directly to the CDFW with a copy to SPMUD.

Task Assumptions: Stantec assumes no more than one revision to each of the notifications after review by SPMUD. Assumes pre-construction photographs will be collected during the pre-construction surveys (see below), and one post-construction field visit to take photographs of the project area. All notifications will be provided electronically (i.e., email); no hard copies will be provided. Schedule for deliverables assumes SPMUD notifies Stantec of project completion within 48 hours of project completion.

Task 6.2.2 Deliverables

- RWQCB notification of initiation of activities within waters of the United States;
- RWQCB Notice of Completion;
- CDFW coordination for approval of Designated Biologists;
- CDFW Notification of Project Initiation; and
- CDFW Notification of Project Competition.

Task 6.2.3: Surveys

Nesting Bird and Sensitive Species Surveys

A CDFW-approved biologist from Stantec will conduct a pre-construction survey for nesting birds and sensitive species (e.g., western pond turtle, California red-legged frog). The nesting bird survey will focus on surveying suitable habitat for nesting raptors and migratory birds within 500 feet of project activities. The sensitive species survey will focus on surveying suitable habitats for the species within and immediately adjacent to the project area. Stantec will prepare a brief (e.g., 3–4 pages) letter report describing the results of the surveys. The report will include the biologist's name, dates and times of the survey, and a list of species observed. In the event an active nest detected, the report will also include a map showing the location of active nest(s), anticipated sensitivity of the nest to disturbance, current site



conditions, anticipated disturbance from project activities, and a recommended temporary no-disturbance buffer. If a sensitive species (e.g., western pond turtle) is identified during the survey, the letter report will document the occurrence and provide the items required to submit a California Natural Diversity Database (CNDDDB) form to CDFW. Three completed copies of the CNDDDB form and survey maps will also be prepared and attached as an appendix to the letter report for submittal to CDFW within five working days. The letter report will be submitted to SPMUD for delivery to CDFW within two days of completion of the surveys. If requested by SPMUD, Stantec will submit the report directly to CDFW.

Roosting Bat Surveys

Two qualified biologists from Stantec will conduct pre-construction surveys for roosting bats prior to vegetation removal in riparian habitat. The pre-construction surveys will consist of two evening/night surveys to detect bat activity in trees to be removed. In the event a day roost is detected Stantec will notify SPMUD of the findings to determine when vegetation removal should occur.

Elderberry Shrub Surveys

A qualified Stantec biologist will perform pre and post-construction elderberry shrubs assessment surveys for the two elderberry shrubs located in the project area. The pre-construction survey will involve documenting the current site and shrub conditions, and the post-construction survey will be conducted to document post-project site and shrub conditions. A brief email summarizing the condition of elderberry shrubs and site conditions will be submitted to SPMUD for both the pre- and post-construction surveys. Photographs documenting the conditions will be attached to each transmitting email.

Task Assumptions: Stantec assumes that the nesting bird and sensitive species pre-construction surveys can be performed in one field day. The roosting bat surveys will be performed on two separate evenings/nights. The pre- and post-construction elderberry shrub surveys will respectively be performed with the nesting bird and sensitive species surveys, and the post-project field visit described under previous task. Any survey areas inaccessible for pedestrian access (e.g., lack of right of entry) will be surveyed to the greatest extent practicable with binoculars. Ongoing monitoring of active nests or other protective measures recommended by CDFW, and repeat field visits will not be required. Assumes no coordination with the USFWS for elderberry shrub monitoring or reporting. Assumes no more than two active bird nests or sensitive species will be identified during the nesting bird and sensitive species surveys.

Task 6.2.3 Deliverables

- Letter report summarizing the findings of the nesting bird and sensitive species surveys for transmittal to CDFW.
- In the event a special-status species is identified, three completed copies of the CNDDDB form and survey maps will be provided for transmittal to CDFW.
- Email summaries stating the condition of elderberry shrubs and current site conditions will be submitted to SPMUD for both the pre- and post-construction surveys.
- Photographs documenting the conditions will be attached to each transmitting email.



Task 6.2.4: Work Area Demarcation and Approval

Stantec will provide a CDFW-approved biologist to assist in demarcating the project boundary near environmentally sensitive areas (ESAs) (e.g., elderberry shrubs, Aguilar Creek, riparian and wetland habitat, seasonal wetlands) and review the locations of staging areas prior to the commencement of project activities (per the Streambed Alteration Agreement Measure 2.14). The boundary of ESAs will be flagged by the biologist using pin flags or surveyor stakes to indicate where exclusionary fencing should be placed. The biologist during the same visit will also erect signs noting the presence of elderberry shrubs approximately 20 feet from the shrub driplines. During the same field visit, the biologist will also review the location and placement of the staging areas for approval.

Task Assumptions: Assumes one field day prior to construction to demarcate the ESA and review the location and placement of the staging areas. If practicable, the Stantec biologist will perform the ESA demarcation and review the staging area locations concurrently with the pre-construction field efforts described previously. Assumes the project boundaries will be clearly marked in the field prior to the Stantec biologist mobilizing to the site.

Task 6.2.5 Deliverables

- Stantec will place signs noting the presence of elderberry shrubs approximately 20 feet from each of the shrubs' driplines.

Task 6.2.5: Worker Environmental Awareness Training

Monitoring will be conducted upstream out of the influence of the project and 300 feet downstream of the work area. A mid-depth grab sample for turbidity, settleable material, temperature, and dissolved oxygen will be collected every 4 hours during in-water work. Visual inspections for visible construction-related pollutants will be continuous throughout the construction period. Stantec will notify SPMUD immediately if the samples exceed the criteria outlined in the Certification in order for SPMUD to coordinate with the RWQCB. If requested by SPMUD, Stantec will contact the RWQCB directly.

As necessary, Stantec will prepare a surface water monitoring reports within two weeks of initiation of sampling and every two weeks thereafter. The monitoring data will be arranged in tabular form and will include sampling locations, date, constituents, and concentrations. The reports will include methods, surface water sampling results, visual observations and identification of turbidity increase in receiving waters per the conditions specified in the water quality certification. Stantec will submit the reports every two weeks (as necessary) to the RWQCB after review and approval by SPMUD.

Task Assumptions: Assumes a Stantec biologist and a Pacific Legacy archeologist will attend one meeting prior to construction to train construction personnel. Where feasible construction personnel new to the project will be trained by the monitoring archeologist and biologist concurrently with monitoring activities (i.e., additional site visits to perform training is not included as part of this task). Assumes construction personnel will translate the presentation to non-English speaking crewmembers.



Task 6.2.5 Deliverables

- Stantec will provide a PDF copy of the WEAT sign-in sheet for each training provided.

Task 6.2.6: Water Quality Monitoring

Surface water sampling will be performed by Stantec’s biological monitor during any in-water work. Monitoring will be conducted upstream out of the influence of the project and 300 feet downstream of the work area. A mid-depth grab sample for turbidity, settleable material, temperature, and dissolved oxygen will be collected every 4 hours during in-water work. Visual inspections for visible construction-related pollutants will be continuous throughout the construction period. Stantec will notify SPMUD immediately if the samples exceed the criteria outlined in the Certification in order for SPMUD to coordinate with the RWQCB. If requested by SPMUD, Stantec will contact the RWQCB directly.

As necessary, Stantec will prepare a surface water monitoring reports within two weeks of initiation of sampling and every two weeks thereafter. The monitoring data will be arranged in tabular form and will include sampling locations, date, constituents, and concentrations. The reports will include methods, surface water sampling results, visual observations and identification of turbidity increase in receiving waters per the conditions specified in the water quality certification. Stantec will submit the reports every two weeks (as necessary) to the RWQCB after review and approval by SPMUD.

Task Assumptions: Stantec assumes in-water work will occur for eight hours a day for four working days (i.e., 2 days for installation of diversion structure, 1 day for dewatering, and 1 day for removal of diversion structure). Stantec assumes two samples will be taken daily during the in-water work, and a total of two surface water monitoring reports will be generated. Stantec assumes that adequate BMPs will be in place to avoid project materials reaching surface waters of creating a visible plume in surface waters when in-water work is not being conducted. Construction personnel will be responsible for conducting the water quality monitoring in the event these circumstances occur.

Task 6.2.6 Deliverables

- Stantec will prepare two surface water monitoring reports for transmittal to the RWQCB.

Task 6.2.7: Biological Construction Monitoring

Stantec will provide a CDFW-approved biologist to perform construction monitoring during work within 100 feet of the elderberry shrubs, and while pouring concrete to ensure project impacts on fish and wildlife resources are minimized. Daily monitoring will include pre-construction inspection of exclusionary fencing in/near work area, and monitoring of construction activities. A field monitoring data form will be completed for each day of monitoring. The monitoring forms are 1–2 pages that are completed by hand and provide documentation of the daily monitoring activities. As needed, photographs are taken to supplement the monitoring form. Copies of the daily monitoring forms and associated photographs will be submitted to SPMUD at completion of the project.



Task Assumptions: The duration of construction activities requiring biological monitoring will take up to 10 working days. It is anticipated that monitoring would occur Monday through Friday for 10 hours per day inclusive of travel and reporting. If needed, Stantec can provide additional biological monitoring under optional Task (see below).

Task 6.2.7 Deliverables

- Completed daily monitoring forms will be submitted to SPMUD at completion of the project.

Task 6.2.8: Archaeological/Cultural Resources Construction Monitoring

Pacific Legacy, Inc. (subconsultant to Stantec) will provide a qualified archaeologist to monitor all project-related ground-disturbing activities in and near site CA-PLA-002 and the area north of Arrowhead Drive. Ground-disturbing activities include removal of asphalt along Arrowhead Drive, open trenching, directional drilling, and other types of excavation methods. The completed monitoring forms will be submitted to SPMUD at completion of the project.

Task Assumptions: The duration of construction activities requiring cultural resources monitoring will take up to 20 working days. It is anticipated that monitoring would occur Monday through Friday for 10 hours per day inclusive of travel and reporting. If needed, Pacific Legacy can provide additional cultural resources monitoring under optional Task (see below).

SPMUD will coordinate providing a Native American monitor during all ground-disturbing activities in and near site CA-PLA-002 and the area north of Arrowhead Drive.

The archaeological monitor may temporarily halt construction to inspect discoveries of archaeological material to assess the potential significance of the discovered archaeological materials. Materials determined to be isolated or extremely low-density deposits consisting of non-formal constituents only (e.g., flaked stone debitage) will be determined not significant and construction activities may proceed. Archaeological monitor will track work stoppage time in accordance with Contract Documents.

Task 6.2.8 Deliverables

- Pacific Legacy will prepare daily monitoring forms documenting the monitoring activities and take project photographs, as appropriate. The completed monitoring forms will be submitted to SPMUD at completion of the project.

Task 6.2.9: Biological On-Call Construction Support (Optional)

At the request and approval from SPMUD, Stantec will provide a CDFW-approved biologist to perform on-call construction support in the event that a special-status species is discovered during construction. The Stantec biologist will be available to perform a site visit to confirm the identity of the special-status species, coordinate with SPMUD and the appropriate agency(ies) (if requested and required), and collect the necessary data as required in the project permits for reporting (e.g., CNDDDB forms).



Task Assumptions: Stantec will make every effort to send the CDFW-approved biologist immediately to the site; however, up to a 24-hour wait time may be required. Cost estimate assumes a maximum of 60 hours (inclusive of travel and reporting) will be needed to assist with previously specified Task.

Task 6.2.9 Deliverables

- In the event that a special-status species is identified Stantec will provide the necessary documentation for agency reporting.

Task 6.2.10: Response to Unanticipated Discovery (Optional)

In the event that a potentially significant cultural resource(s) (those that could be considered eligible for inclusion on the National Register of Historic Places [NHRP] or the California Register of Historical Resources [CRHR]) is discovered, Pacific Legacy, Inc. (subconsultant to Stantec) will be available to assess the nature of the find. Pacific Legacy will provide an archaeologist meeting the Secretary of Interior's Professional Qualifications Standards in prehistoric archaeology to perform a field assessment of the discovery. After the field assessment, a brief (i.e., up to 3 pages) letter report will be prepared within one week of the discovery. The letter report will describe the find and identify additional tasks required to complete the NHRP assessment. If the human remains are determined to be of native decent, the guidelines outlined in the project-specific Burial Treatment Plan will also be implemented. The letter report will be submitted to SPMUD for coordination with the United States Army Corps of Engineers (Corps). At the request of SPMUD, Pacific Legacy will submit the letter report and coordinate with the Corps regarding the find.

Task Assumptions: Cost estimate assumes a maximum of 40 hours for Pacific Legacy staff to assist with Task. Pacific Legacy will make every effort to send the archeologist immediately to the site; however, up to a 24-hour wait time may be required.

Task 6.2.10 Deliverables

- A brief (i.e., 3 pages) letter report will be provided to SPMUD for coordination with the Corps.



Project Schedule

ENGINEER's scope of services is based on Construction Schedule previously detailed in this document.

Payment

Payment for Phase II – Addendum 4 (Task 6) will be on a Time and Expense basis totaling no more than an additional **\$215,000**, resulting in a total Phase 2 not to exceed project budget of **\$540,671** (all Phases and Addendum) without written consent from CLIENT and invoiced in accordance with the existing Agreement Hourly Billing Rates, including annual increases specified therein. The total budget previously approved tasks and the new task (Addendum 4), will be as follows:

Subtask	Title	Existing	Addendum 4	Total
3.2-5	Total Phase II to date	\$325,671		\$325,671
6.1	Engineering during Bidding & Construction	\$0	+\$100,000	\$100,000
6.2	Environmental Construction Support	\$0	+\$115,000	\$115,000
	Total Phase II	\$325,671	\$215,000	\$540,671

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors

From: Sam Rose, Superintendent

Cc: Herb Niederberger, General Manager

Subject: Resolution 20-04 – Amend Resolution 19-11 Expanding Scope – Lobby Security, Locker Room Expansion and Break Room project

Meeting Date: January 9, 2020

Overview

On June 6, 2019, the Board of Directors adopted Resolution 19-11 to award the contract to design and obtain building permits for the Lobby Security and Locker Room expansion projects and provide a conceptual design for a future Break Room. While working through the design process with contracted architectural services, staff determined there was value in phased construction: the break room (phase 1), the lobby security upgrades (phase 2), and the locker room expansion (phase 3). The value is derived from two primary drivers, maintaining business operations during construction and making the best use of limited space.

The construction of the Lobby Security Upgrades and Locker Room Expansion will significantly affect business operations and the District’s ability to provide services to customers. However, the breakroom can be constructed without significantly disrupting business operations. Once the breakroom is substantially complete, it can be used to temporarily accommodate staff and the public during the construction of the lobby and locker room phases.

The locker room expansion project includes the creation of an additional office space for the (new) Regulatory Compliance Technician and the reconfiguration of existing cubicle space. In order to make the best use of the corporation yard building space, to accommodate operations today and into the future, the existing break room needs to be re-purposed to allow for not only offices, but also the reconfiguration of the stairway to the upstairs storage area to meet code.

The Architectural Advisory Committee met on December 10, 2019 and recommended that this new proposal and scope of work be presented to the Board for approval.

The initial proposal for architectural services was \$93,675.00. The updated proposal will add \$128,930.00, bringing the total for architectural services to \$222,605.00. The estimated costs for the construction of the amended scope (the break room, lobby security and locker room expansion) is \$2,257,250.00. Staff has included the cost of the change of scope for architectural services in the FY 2019/20 Budget adjustments in Resolution 20-01.

The Fee and Finance Advisory Committee met on November 6, 2019 to review the financial position of the District. This Advisory Committee is recommending that Policy 3130 – Reserve

Policy, be revised to lower the Operations and Maintenance (O&M) Reserve from 6 month's O&M expenses to 3 months O&M expenses. This effectively frees up 3 million in Fund 100 to devote to the construction of the facilities. The Board will approve the revision of Policy 3130 at a future board meeting.

Recommendation

Staff recommends that the Board of Directors approve Resolution 20-04 that amends Resolution 19-11 to:

- 1) Expand the scope of work for the Lobby Security Upgrades and Locker Room Expansion to include the construction of the Break Room; and
- 2) Authorize the General Manager to execute Change Order 001 (attached) for the expanded scope for architectural services.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

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

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

Related District Ordinances and Policies

Resolution 19-11 Request for Qualifications Architectural Services – Facilities Buildings Improvements

Fiscal Impact

Per Resolution 20-01, the Board has allocated \$222,605 in Fund 100 for the change in the Scope of Work

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 20-04

**AMENDS RESOLUTION 19-11 - CONCEPTUAL DESIGN & LOBBY SECURITY AND LOCKER ROOM
EXPANSION CONTRACT WITH AN AMENDED SCOPE AND FEE AND AUTHORIZATION FOR
CHANGE ORDER NO. 001 TO THE CONTRACT FOR ARCHITECTURAL SERVICES**

WHEREAS, South Placer Municipal Utility District awarded a contract to Williams + Paddon Architects + Planners (W+P) for Architectural Services for design and obtaining permits for the Lobby Security, Locker Room Expansion and Break Room conceptual design project with Resolution 19-11, and

WHEREAS, the construction of the Lobby Security Upgrades and Locker Room Expansion will significantly affect business operations and ability to provide services to customers; and

WHEREAS, the breakroom can be constructed without significantly disrupting business operations, and once the breakroom is substantially complete, it can be used to temporarily accommodate staff and the public during the construction of the lobby and locker room phases.

WHEREAS, it has been determined by staff and the Architectural Advisory Committee that value can be added by changing and expanding the scope of the project, and

WHEREAS, W+P has submitted a revised scope and fee for architectural services of \$128,930 that is in addition to the initial fee of \$93, 675, bringing the contract total to \$222,605, and

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

NOW, THEREFORE BE IT RESOLVED, the South Placer Municipal Utility District Board of Directors amends Resolution 19-11 to:

1. Approve a change in scope of the Lobby Security Upgrades and Locker Room Expansion to include the construction of the Break Room; and

2. Authorize the General Manager to execute Change Order 001 (attached) for the change in scope for architectural services. to the Break Room Addition – Conceptual Design & Lobby Security and Locker Room Expansion contract for amended scope and fee.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 9th day of January 2020.

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

Attest: _____
Emilie Costan, Board Secretary

Lobby Security Upgrade, Locker Room Expansion, and Building Addition

5807 Springview Drive

Rocklin, CA 95677

South Placer Municipal Utility District

October 30, 2019

PROJECT DESCRIPTION

Williams + Paddon will revise existing Lobby Security Upgrade and Locker Room Expansion scope, and add new scope of services for a Building Addition to house break room / training functions as noted below.

Revisions to the Lobby Security Upgrade scope:

- Lobby Security Upgrade work will be amended to:
 - Include the relocation of the exterior wall/window at Entry 101 under the existing exterior soffit area to capture additional Lobby area; changes to roof structural framing are not anticipated.
 - Delete the reference to Automatic Fire Sprinkler (AFS) scope (by General Contractor provided Design/Build consultants) identified in original scope.
 - Include reconfiguration of existing concrete flatwork as required for relocated entry doors.
 - HVAC Systems – Revisions to HVAC ductwork and controls as required by Tenant Improvements.
 - Electrical Systems - Revisions to Power, Data, Communications, Fire Alarm and Lighting systems as required by Tenant Improvements.

Revisions to the Expansion of the Existing Locker Room scope:

- Locker Room Expansion work will be amended to:
 - Adjust area of relocated/enlarged/reconfigured (E) Men's and Women's Restrooms, Locker Rooms, Toilet Rooms, and Office areas, and create new stair to 2nd floor as determined by Program.
 - HVAC Systems – Revisions to HVAC ductwork and controls as required by Tenant Improvements.
 - Plumbing Systems – Revisions to plumbing supply and sanitary sewer as required by Tenant Improvements.
 - Electrical Systems - Revisions to Power, Data, Communications, Fire Alarm, and Lighting systems as required by Tenant Improvements.
 - Delete the reference to Automatic Fire Sprinkler (AFS) scope (by General Contractor provided Design/Build consultants) identified in original scope.
 - Reconfigure existing concrete flatwork as required for relocated and/or new exterior doors.

New Building Addition is anticipated to include:

- Approximately 1,100 to 1,500 square foot single story break room / training room addition.
- Site work to include improvements associated with the Break Room Addition and relocation of existing (displaced) parking stalls.
- It is anticipated that the Building Addition will be of wood frame construction with cement plaster exterior walls, storefront window/door systems, and metal roof assembly to match existing buildings on site.
- New HVAC system to serve Building Addition.
- New Electrical systems to serve Building Addition.
- New Plumbing systems to serve Building Addition, including improvement associated with break room function such as new sink, garbage disposal, vending machines, etc.
- New Access Control Devices (card readers) to serve Building Addition,
- Relocation of existing and/or addition of new Security Cameras to serve Building Addition and modified site layout.

Supplemental Services #1 Work Plan

Lobby Security Upgrade, Locker Room Expansion, and Building Addition

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It is assumed that design and permit application tasks for the Lobby improvements, Building Addition, and Locker Room improvements will be concurrent; one permit application will be prepared for submittal to the City of Rocklin and will reflect the construction phases.

It is also anticipated that the Lobby improvements, Building Addition, and Locker Room will be bid under one bid package and constructed in two phases by a single contractor, with the Locker Room improvements commencing after the completion of the Building Addition.

PROJECT TEAM

Consultants added to the contract with the Architect include:

Civil Engineer

Landscape Architect

Warren Consulting Engineers

Yamasaki Landscape Architecture

SCOPE of BASIC SERVICES

Basic Services are amended to include items described in Phases Three through Seven below and include limited Architectural and Interior Design services. For purposes of this proposal it is assumed:

- Lobby Security Upgrade design will be generally based on EXHIBIT 1 (Conceptual Lobby Renovation Floor Plan – Option 3), attached.
- Locker Room Expansion design will be generally based sign on EXHIBIT 2 (Conceptual Floor Plan – Option 2C), attached.
- Building Addition design will be generally based on EXHIBIT 3 (Conceptual Space Plan – Building Addition, and Conceptual Site Plan), attached. Interior materials, finishes, colors, and hardware for the Building Addition will be developed as part of the Project.

Phase 3.1 – Programming / Schematic Design (Building Addition only)

Programming

Williams + Paddon will meet with the Owner to confirm overall project objectives, budget and schedule goals and to verify basic Program information.

Meetings

One (1) meeting at Owner's Office

Deliverables

Summary Program Narrative

Project Schedule

Williams +Paddon will prepare project schedule indicative of anticipated Design, Entitlements, Permitting, and Bidding activities.

Meetings

None

Deliverables

None

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Lobby Security Upgrade, Locker Room Expansion, and Building Addition

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Schematic Design

Based on the Program Narrative, and Conceptual Space Plans, Williams + Paddon will facilitate Visioning and Schematic Design tasks for the Project. The purpose of the Visioning task is to explore options and develop a Design Concept for the Project. The Schematic Design task will further the Design Concept to clearly delineate the design and configuration of the site and building, and relationships with interior spaces. Williams + Paddon will:

- Develop alternative approaches to site plan development indicating building footprint, vehicular circulation and parking, landscape area, exterior patio area, relationships to existing improvements, and notation of project statistics. The Site Plan will be generated in conjunction with Schematic Building Plan.
- Develop Schematic Building Plan and Exterior Elevations coordinated with the Space Plan indicating space adjacencies and square footage requirements. Building Plans will be generated in conjunction with Schematic Site Plan.
- Develop Schematic Grading Plan based on Schematic Site Plan and exhibit requirements outlined in the City of Rocklin Project Development Review application form.
- Develop Schematic Landscape Planting Plan based on Schematic Site Plan, and exhibit requirements outlined in the City of Rocklin Project Development Review application form.

Meetings

Included in Progress Meetings

Deliverables

Schematic Site Plan

Schematic Floor Plan

Schematic Elevations

Schematic Grading Plan

Schematic Landscape Planting Plan

Progress Meetings

Williams + Paddon will facilitate Schematic Design Progress Meetings with the Owner and other members of the Project Team to review and discuss progress, determine preferred alternates and secure approval to proceed.

Meetings

Architect: Up to two (2) meetings at Owner's Office

Civil: Up to one (1) design meeting

Landscape: Up to one (1) meeting @ site to observe existing conditions

Deliverables

Meeting Agendas

Meeting Minutes

Phase 3.2 – Entitlements Processing (Building Addition only)

Planned Development Permit Application and Processing

Based on Owner approved Schematic Design progress drawings Williams + Paddon will assist the Owner in connection with the application for and processing of modifications to the existing Planned Development Permit and attendance at a Planning Commission Hearing as required by the City of Rocklin. Exhibits and application package are anticipated to be as required by the City of Rocklin Universal Application Form, and as follows:

Supplemental Services #1 Work Plan

Lobby Security Upgrade, Locker Room Expansion, and Building Addition

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Williams + Paddon will be responsible for coordinating the preparation of the following (Owner may be required to provide necessary information to complete the forms):

- Forms
 - Universal Application Form
 - Agent Authorization Form
 - Notification of Owners of Mineral Rights
 - Notice of Department of Fish and Game Filing fees
 - Hazardous Waste and Substances Statement
 - Environmental Information Sheet
 - Formatting and Minimum Requirements Checklist
- Plan Exhibits
 - Site plan
 - Rough Floor Plans
 - Building Elevations
 - Building Sections and Roof Plans
 - Elevation of Sign Design (when applicable)
 - Architectural and site details as necessary
 - Preliminary Grading and Drainage Plan (Civil Engineer)
 - Preliminary Landscape Planting Plan (Landscape Architect)
 - Stormwater Control Plan and Draft Operation and Maintenance Plan consistent with requirements of the City of Rocklin Post Construction LID Manual
- Color and Materials Board for Buildings and Signs (maximum size 8-1/2" x 14").
- Colored Building Elevations
- Colored Sign Elevations
- Colored Landscape Plan
- Colored Renderings (11x17 reductions)
- Photo Simulations (11x17 reductions)

Exhibits will be provided in PDF or other City acceptable image format, in full size and reduced copies in sizes and quantities required by the City.

It is assumed that Owner will be responsible for providing the following as may be necessary:

- Application/Filing Fee
- Title Report (if required by City)
- Soil Report (if required by City)
- Tree Survey / Arborist Report (if required by City)
- Wetland / Riparian Delineation (if required by City)
- Archeological / Cultural Survey (if required by City)
- Traffic Study (if required by City)
- Phase 1 Site Assessment (if required by City)
- Photometric Study (if required by City)
- Noise Study (if required by City)
- Air Quality / Green House Gas (if required by City)

Other Documentation as may be required by agencies having jurisdiction over the Planned Development Permit modification process.

Supplemental Services #1 Work Plan

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Progress Meetings

At stages appropriate to completion of work Williams + Paddon will meet with representatives of the Owner Team to review progress, discuss proposed Exhibits, select preferred alternatives and secure approval to proceed with revisions and/or finalizing Exhibits.

Planning Commission Meeting

Williams + Paddon will participate in meeting with City of Rocklin Planning Commission to assist with presentation of Design Concepts and solicitation of comments regarding proposed project.

Meetings

Architect: Up to one (1) meetings with Owner (Williams + Paddon Offices)

Architect: Up to one (1) meeting with Planning Department

Architect: Up to one (1) Planning Commission Meeting

Civil: Up to one (1) design meeting

Phase 4 – Not Used

No revisions

Phase 5 - Construction Documents

Design

- Scope amended to include the proposed new building addition; the consultant team consists of:

Interior Design

- Scope amended to include the proposed new building addition.

Construction Documents

- Scope amended to include the proposed new building addition.

Estimates of Probable Construction Cost

The new Building Addition scope will be included in the Estimates of Probable Cost.

Meetings

- Civil: Up to Two (2) design meeting
- Landscape: Up to Two (2) design meeting

Deliverables (PDF Format)

- Deliverables revised to read as follows:
 - 50% and 75% Construction Document Progress Sets (Owner Reviews)
 - 95% Construction Documents (Permit Application)
 - Final Construction Documents Set (Bid Documents)
 - Architectural Drawings and Specifications
 - Interior Finish Drawings and Specifications

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Supplemental Services #1 Work Plan

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- Civil Drawings and Specifications
- Landscape Drawings and Specifications
- Structural Drawings and Specifications
- Mechanical Drawings and Specifications
- Plumbing Drawings and Specifications
- Electrical Drawings and Specifications
- Estimates of Probable Construction Cost (75% CD Level)

Phase Six - Bidding / Negotiations

Meetings

Attendance at one (1) District Board Meeting added

Phase Seven - Construction Administration

Assumptions amended to read,

"It is assumed that phases of the work will be constructed concurrently over a twelve (12) month duration. ..."

Construction Meetings

Williams+Paddon will attend construction meetings facilitated by the General Contractor.

On Site Meetings

Architect: Four (4) additional on-site construction meetings with the Owner and General Contractor.

Site Observation Visits

Architectural: Four (4) additional Site Visits – to be concurrent with on-site Construction Meetings

Civil: Two (2) Site Visits (Building Addition only)

Landscape: Two (2) Site Visits (Building Addition only)

Punchlist Site Visits

Architect – two (2) additional punchlist site visits and two (2) additional final walk-throughs (added to address phased completion of each of the three areas of work)

Civil: One (1) punchlist site visit and one (1) final walk-through. (Building Addition only)

Landscape: One (1) punchlist site visit. (Building Addition only)

Mechanical/Plumbing/Electrical – one (1) punchlist site visit. (Building Addition only)

Additional Services

Services which are not included in Basic Services or Optional Services may be added to the contract/project scope as an Additional Service to the Owner and are subject to additional compensation. *Not Included in Basic Services fee proposal but can be provided as an Additional Service:*

- Automatic Fire Sprinkler Design & Engineering
- Assessment of existing Furniture (freestanding and modular).
- Design and specification of Systems Furniture and freestanding furniture.

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Supplemental Services #1 Work Plan

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- Survey of new & existing equipment & furnishings to be utilized in space.
- Services in connection with registering and/or pursuing USGBC LEED rating.
- Communications & Data Systems Design & Engineering
- Acoustical Engineering
- Audio Visual Design
- Security Systems Design & Engineering
- Project Signage not required by Code
- Building Area Calculations based on BOMA Standards.
- Color Renderings

Client Provided Services

It is anticipated that the following services will be provided by the Owner:

- Title Report
- Boundary, Utility and Topographic Surveys
- Geotechnical Engineering
- Fire Sprinkler System Design and Engineering (if required)
- Communications Systems Engineering
- Special Testing & Inspections

BASIS OF COMPENSATION - BASIC SERVICES

Unless otherwise noted compensation will be billed on a fixed fee basis as follows:

Phase 1	Not Used
Phase 2	Not Used
Phase 3.1 – Programming / Schematic Design	\$ 17,590
Architecture/Interior Design	\$ 11,036
Civil Engineering	\$ 2,500
Landscape Architecture	\$ 3,200
Mark-Up on Consultants (15%)	\$ 855
Phase 3.2 – Entitlements Processing	\$ 16,570
Architecture/Interior Design	\$ 8,633
Civil Engineering	\$ 2,500
Landscape Architecture	\$ 4,400
Mark-Up on Consultants (15%)	\$ 1,035
Phase 4	Not Used
Phase 5 – Design/Construction Documents	\$ 67,645
Architecture/Interior Design	\$ 23,140
Civil Engineering	\$ 8,000
Landscape Architecture	\$ 5,000



Supplemental Services #1 Work Plan

Lobby Security Upgrade, Locker Room Expansion, and Building Addition

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Structural Engineering	\$	5,000
Mechanical/Plumbing/Electrical/Fire Alarm Engineering	\$	18,000
Cost Estimating Consultant	\$	2,700
Mark-Up on Consultants (15%)	\$	5,805

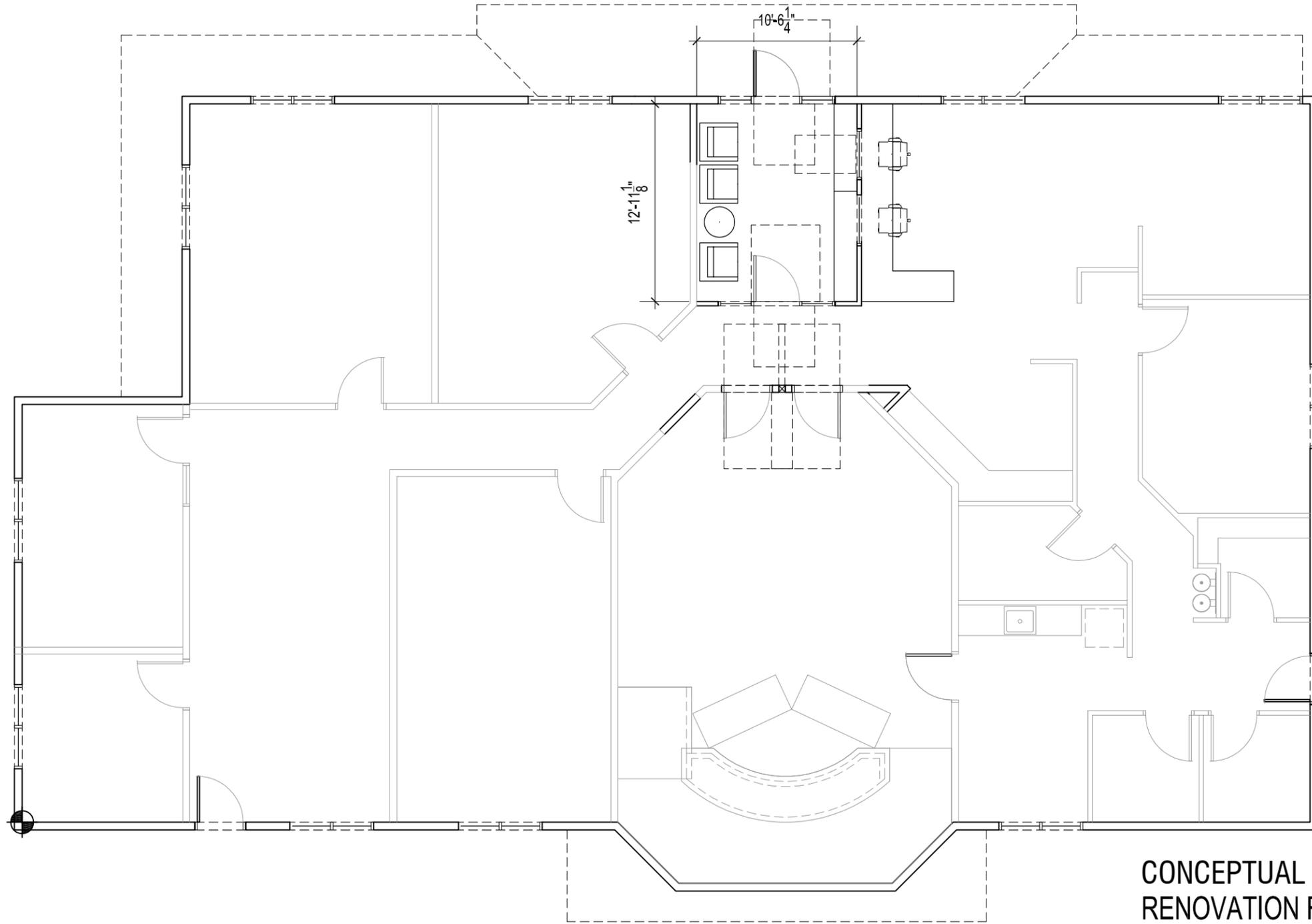
Phase 6 – Bidding & Negotiations **\$ 2,575**

Architecture/Interior Design	\$	1,425
Civil Engineering	\$	1,000
Mark-Up on Consultants (15%)	\$	150

Phase 7 – Construction Administration **\$ 24,550**

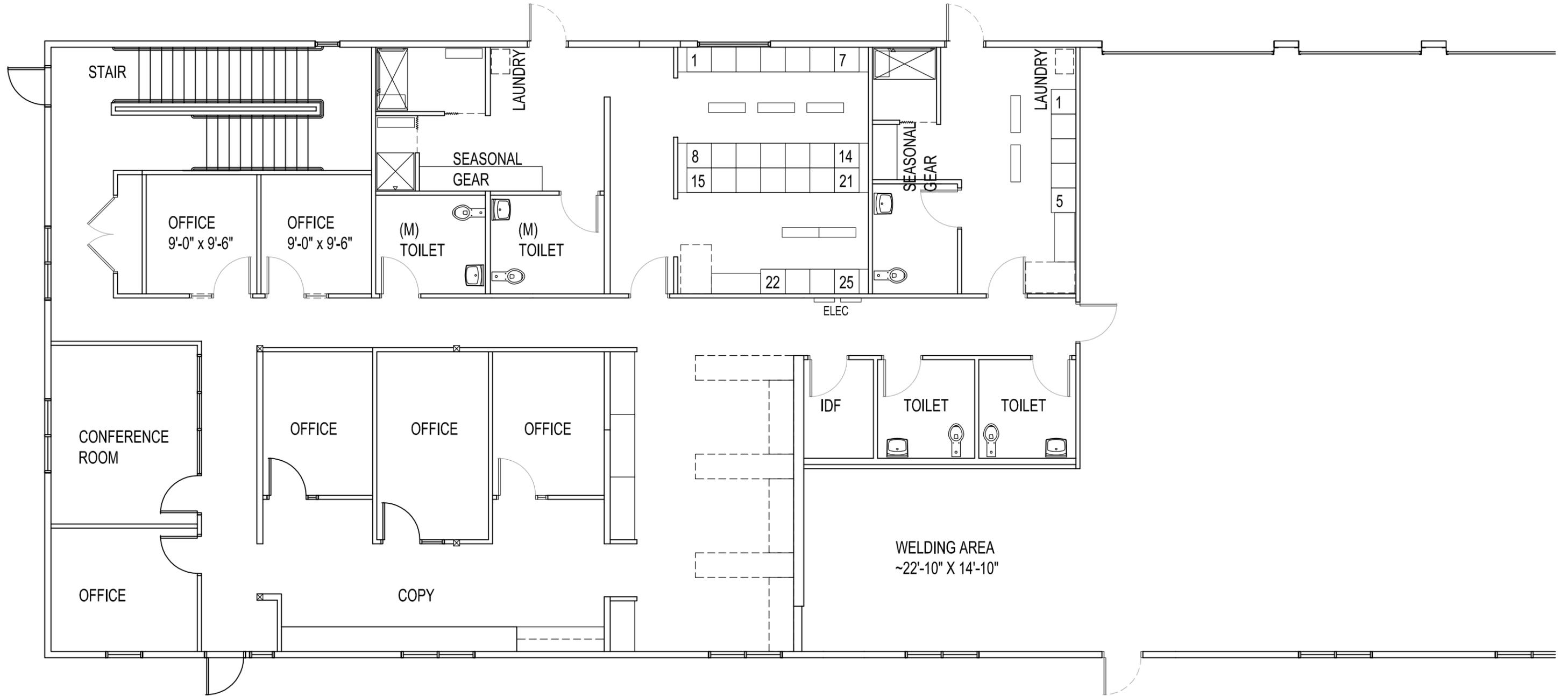
Architecture/Interior Design	\$	16,730
Civil Engineering	\$	2,500
Landscape Architecture	\$	1,800
Structural Engineering	\$	1,000
Mechanical/Plumbing/Electrical/Fire Alarm Engineering	\$	1,500
Mark-Up on Consultants (15%)	\$	1,020

Basic Services Fee – Supplemental Services #1 **\$128,930**



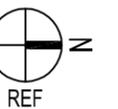
CONCEPTUAL LOBBY
RENOVATION FLOOR PLAN - OPT. 3
SCALE: 1/8" = 1'-0"

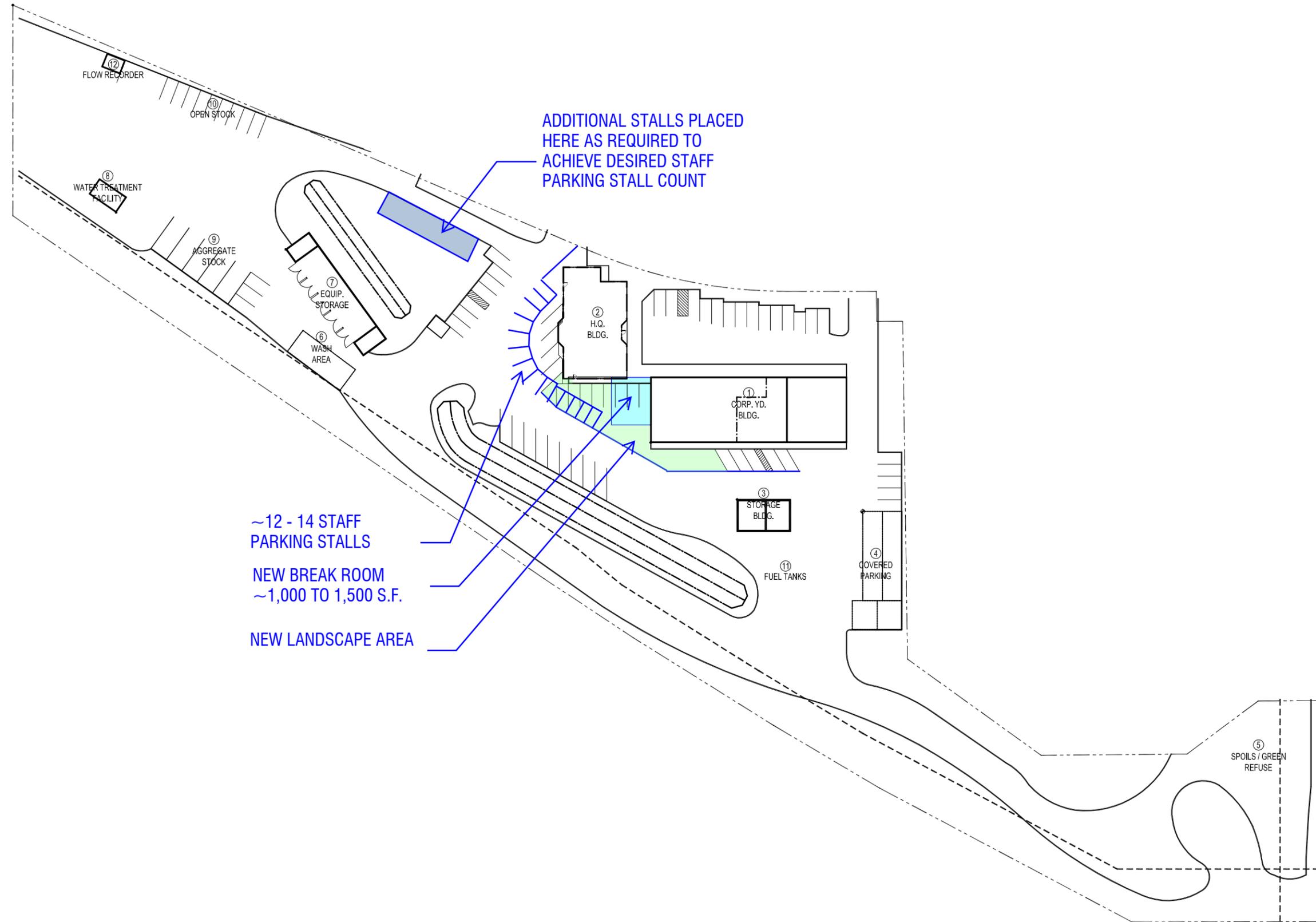




CONCEPTUAL FLOOR PLAN - OPTION 2C

SCALE: 1/8" = 1'-0"





SOUTH PLACER MUNICIPAL UTILITY DISTRICT
OVERALL SITE PLAN - CONCEPTUAL
SCALE: 1" = 80'-0"

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors
From: Herb Niederberger, General Manager
Cc: Emilie Costan, Administrative Services Manager
Subject: **Approval of General Manager’s Goals for 2020**
Meeting Date: January 9, 2020

Overview

In the past the Board has requested that the General Manager’s goals for the upcoming year be reviewed. Listed below are goals for 2020, along with a list of items programed for 2020. These items were reviewed by the President’s Committee on December 13, 2019, and are being forwarded to the Board for discussion and approval

Goals 2020

1. Strategic Plan Goal 1.1 Engage Customer and Stakeholders - Create an interactive stakeholder tool for the GIS
2. Strategic Plan Goal 3.1 Infrastructure Management and Capital Improvement – Plan projects to ensure adherence to District standards Including Completion of the Foothill Trunk and Newcastle Improvements
3. Strategic Plan Goal 5.4 Annual budgets and acceptable audits - Obtain GFOA Award for Financial Reporting
4. Strategic Plan Goal 6.3 – Organizational Staffing – Negotiate new Memorandums of Understanding with Employees and Managers
5. Strategic Plan Goal 7.2 – Records Management Plan - Implement Records Management Program

Programmed Future Items:

January (move to Jan 9)

- President change-over
- Mid-year budget review and adoption of revisions
- Foothill Trunk Award of Construction
- GM 2020 Goals
- Closed Session - GM Evaluation

February

- Approval of Final SECAP Report
- Approval of Participation Fee Nexus Study
- Report on SPWA issues

March

- Review Job Descriptions for Maintenance Worker II/Inspector and Inspector Positions

April

- Closed Session – MOU Negotiations

May

- Closed Session – MOU Negotiations

June

- Approval of MOUs for Employees and Managers
- FY 20-21 Budget Workshop

July

- Adopt 19-20 Budget
- Report on SPWA Issues

September

- Strategic Plan Annual Report

October

- Closed Session – GM Evaluation and Contract Renewal

November

- GM Contract Renewal

December

- Final Audit and Consolidated Annual Financial Report
- Participation Charge Report for FY 2019/20

Recommendation

Staff recommends that the Board of Directors review, comment, edit and approve the list of 2020 Goals and Programmed Items and return to the General Manager for implementation.

Strategic Plan Goals

The General Manager's goals for 2020 are tied to specific Strategic Plan goals.

Related District Ordinances or Policies

Policy 4041 – Delegation to the General Manager

Policy 4042 – Board-General Manager Relationship and Responsibilities

Fiscal Impact

The specific fiscal impact associated with these actions will be addressed at the time of project approval or budget.

ITEM VII.2 GENERAL MANAGER REPORT

To: Board of Directors
From: Herb Niederberger, GM
Date: January 9, 2020
Subject: General Manager Monthly Staff Report – December 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

- A. On December 4, 2019, the General Manager and the Administrative Services Manager, Emilie Costan, conducted an on-line review of the proposal by GovInvest for Actuarial Services and Technology to manage the District's OPEB and Pension fund liability.
- B. On December 18, 2019, the General Manager and the Administrative Services Manager, Emilie Costan, participated in a Webinar with CalPERS personnel who provided an update of the performance of the California Employers' Retiree Benefit Trust (CERBT) Fund for the District. CalPERS staff also provided the District with an overview of the California Employers' Pension Prefunding Trust (CEPPT) Fund.
- C. Advisory Committee Meetings:
 - i. The Architectural Advisory Committee met on December 10, 2019, to review a change in scope and fee for the design of the Lobby Security, Locker Room Expansion and Break Room project. The Advisory Committee recommended that this new proposal for the expanded Scope of Work be presented to the Board for approval.
 - ii. The Presidents Committee met on December 13, 2019 to discuss the General Manager's goal achievements in 2019 and goal setting for the coming year, the 2020 advisory committee schedule and assignments and the programmed items for Board consideration in 2020. The committee recommended that the General Manager's Goals for 2020 be forwarded to the Board of Directors' approval at the January Board meeting.

There were no other advisory committee meetings in December.

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

Date	Req #	Vendor	Product	Amount
12/18/2019	153	TecRoe	Computer Server Build	\$8760.00

4) **LONG RANGE AGENDA**

February 2020

Approval of Final SECAP Report
Approval of Participation Fee Nexus Study
Report on SPWA Issues

March 2010

Review Job Descriptions for Maintenance Worker II/Inspector and Inspector Positions

June 2020

Approval of Employee's and Manager's MOUs
FY 2020/21 Budget Workshop

July 2020

Adopt FY 2020/21 Budget
Update on SPWA Issues

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: January 9, 2020

Board Director Ethics & Harassment Training

AB 1234 requires that all local agency officials complete ethics training every 2 years. District Board members may register to attend a Webinar training session on March 18, 2020 through CSDA or view an on-demand Webinar session through the Fair Political Practices Commission website.

AB 1661 requires all compensated local agency officials receive sexual harassment prevention training every 2 years. District Board members may register to attend a Webinar training session on June 3, 2020 through CSDA or view an on-demand Webinar session through Cal Chamber.

Laserfiche Records Management Software

Administrative Services Staff is working to import records into the new Laserfiche software application. Laserfiche staff is also scanning and importing paper records. Account administrators have been trained.

Investment Transfers

On December 19, 2019, the Administrative Services Manager transferred 2 million dollars from the Checking account to the Local Area Investment Fund (LAIF) per Policy 3120 – Investment of District Funds.

Recruitment

The District is continuing with the recruitment process for the positions of Regulatory Compliance Specialist/Officer and Engineering Technician I/II.

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: January 9, 2020

Overview

This report provides the Board with an overview of Field Services operations and maintenance activities through 11/30/2019. The work listed is not all inclusive.

1. Lost Time Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 1186 days without a Lost Time Accident/Injury.

2. Safety/Training/Professional Development

- a. All Field employees participated in:
 - i. Two (2) “Tailgate” safety sessions.
 - ii. Bypass Pump Training
 - iii. Lift Station Generator Training

3. Miscellaneous

- a. Performed 33 Easement Inspections
- b. Received budgeted (replacement) Construction Truck
- c. Participated in the Loomis Holiday Parade
- d. Decorated the Koinonia Group Homes (x6) in Loomis and Rocklin

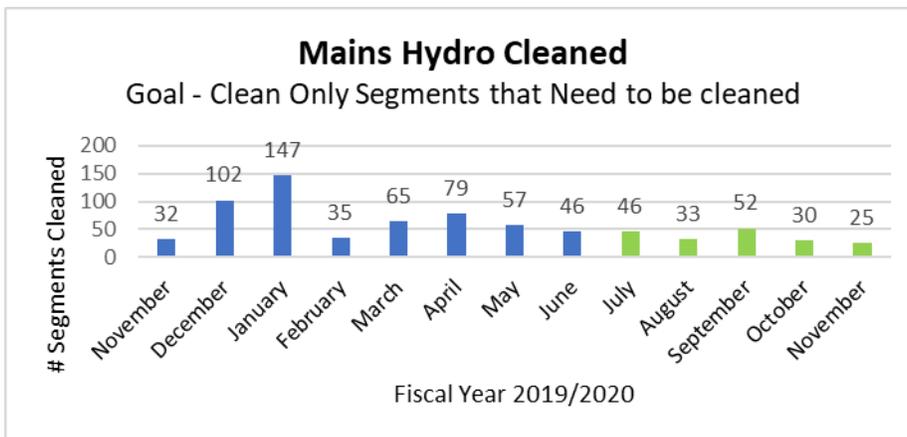
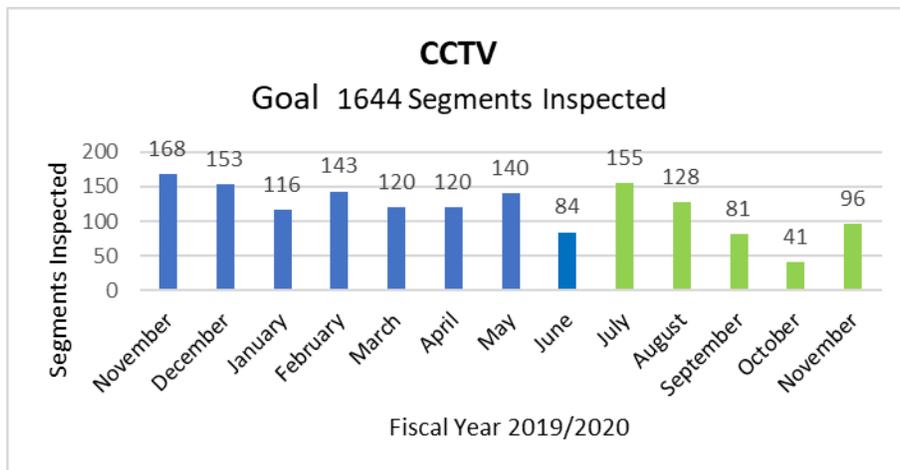
4. Customer Service Calls

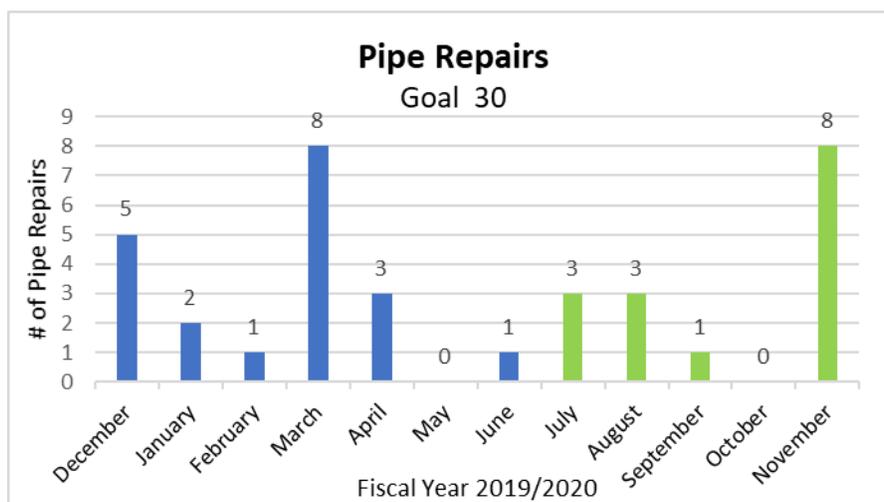
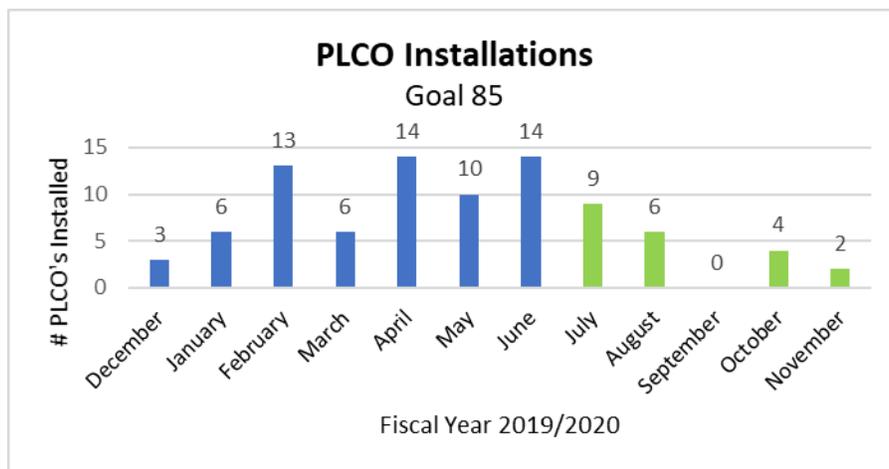
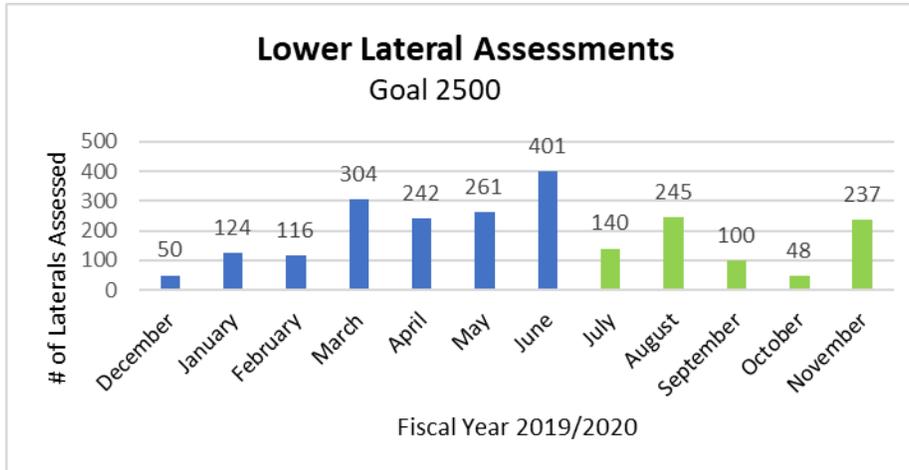
- a. Response Time Goals
 - i. 30 Minutes During Business Hours;
 - A. Average: 16 Minutes
 - ii. 60 Minutes During Non-Business Hours
 - A. Average: 49 Minutes
 - iii. 95% Success Rate
 - A. Success Rate for August – 100%

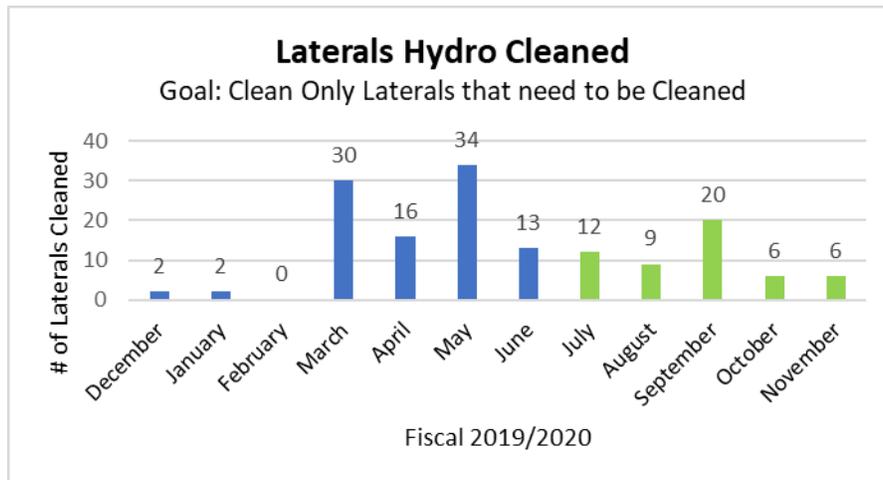
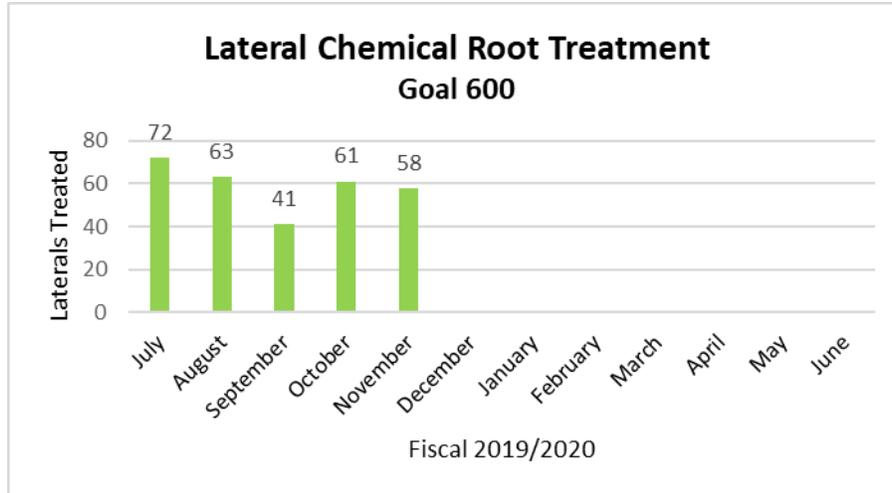
Service Calls						
Responsibility	SSO	Blockage	Odor	Misc	Vermin	Total Calls
SPMUD	0	3	0	2	0	5
Owner	2	7	0	5	0	14
Other			1	2	0	3
						22

5. Production

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







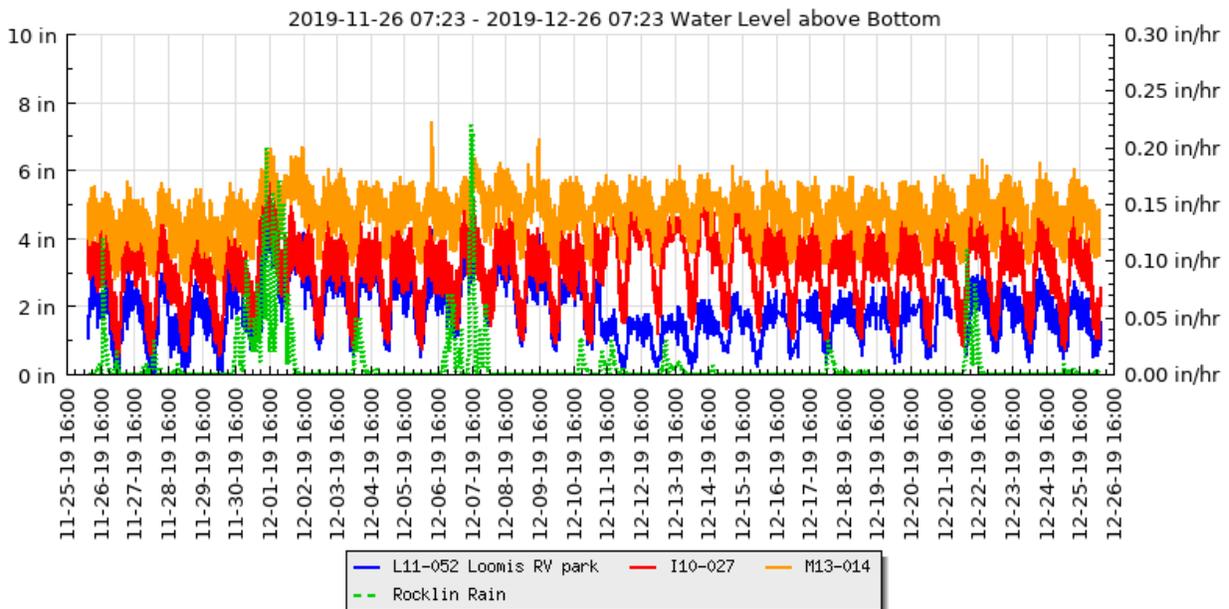
ITEM VII. TSD REPORT

To: Board of Directors
 From: Eric Nielsen, District Engineer
 Cc: Herb Niederberger, General Manager
 Subject: Technical Services Department Monthly Report
 Board Date: January 9, 2020

Foothill Trunk Sewer Replacement Project

The bid opening for the Foothill Trunk Sewer Replacement Project was held on December 18, 2019. A staff report and resolution are being presented to the Board at the January 9 Board meeting for authorization to issue a Notice of Award to the lowest responsive, responsible bidder.

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). Several small storms have occurred in the last month (as indicated by the green line on the chart below) without significant impact to the flow levels in the three trunk sewers. The ultrasonic sensors alerted staff to a change in flow condition around December 11 due to a partial blockage at the diversion manhole. The blockage was removed, and the flow conditions have returned to normal operating levels.



Engineering Technician Position

The District advertised the Engineering Technician position to fill an upcoming vacancy due to promotion. The advertisement closed on Friday November 22. The District interviewed six of the twenty-two applicants and has made a conditional offer to the highest ranked candidate.

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 February 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.

Training

Select staff from the Technical Services Department attended outside training on grease interceptors and underground utility locating certification. Both sessions provided valuable information that will be incorporated into District procedures and standards.

Standard Specifications Update

The District Standards were last updated in 2009. The District Engineer is organizing a collaborative effort among SPMUD staff to make proposed updates to the District Standards. The proposed updates will be highlighted and distributed to stakeholders and made available through the District's website for public comment. Those comments will be reviewed, and the final updated standards are planned to be adopted in the spring of 2020.

Department Performance Indicators

The following charts depict the efforts and performance of the department in the following areas of work as of December 26th. 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



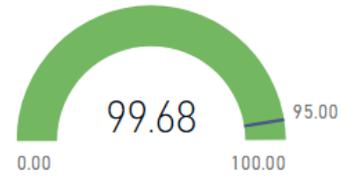
% "In Time" Plan Checks



811 Responses - Monthly Totals



% "In Time" Responses...



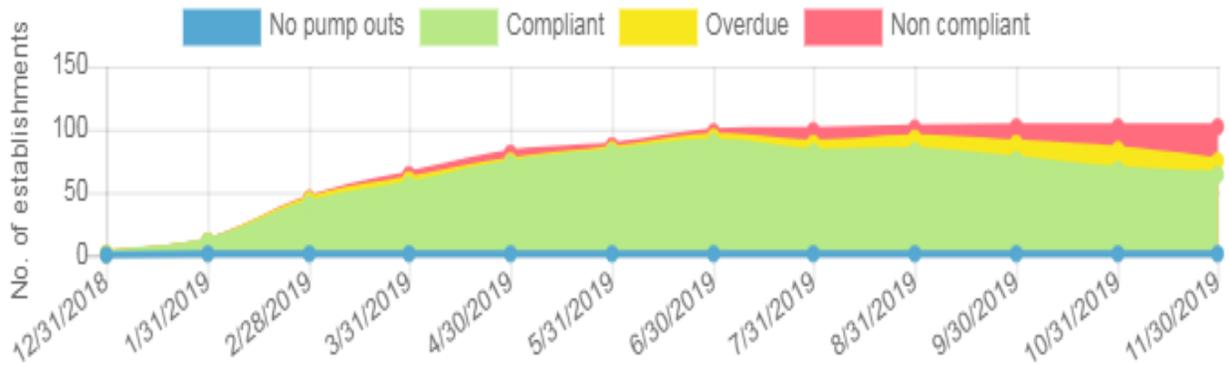
Building Sewer Inspections - Monthly Totals



% "In Time" Inspections

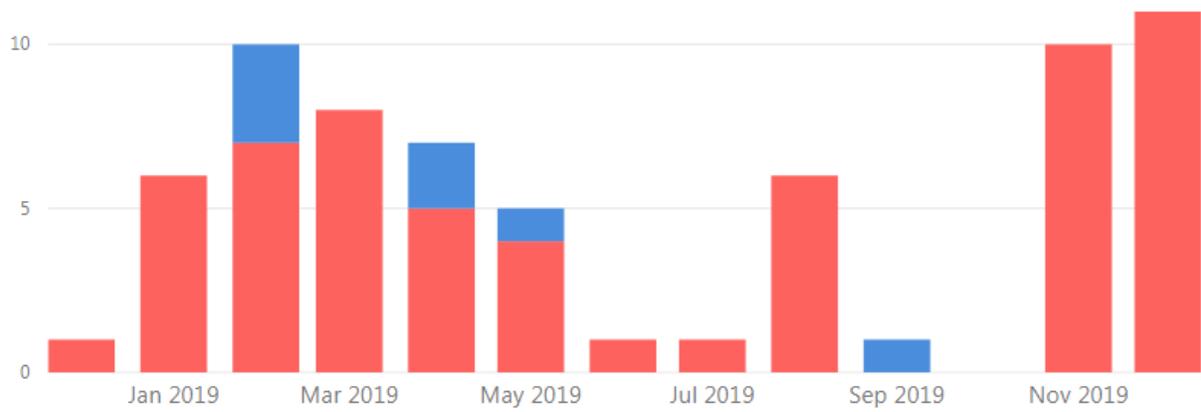


FOG Compliance History



Grease Interceptor Inspections

Template ● GGI Core Sample Inspection ● GGI Pump Out/Cleaning Inspection



FOG Pickups - Monthly Totals

