



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

**February 4, 2016**  
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 is posted on the District's web site ([www.spmud.ca.gov](http://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
President William Dickinson,	Ward 2
Director John Murdock,	Ward 3
Director Victor Markey,	Ward 4
Director James Williams,	Ward 5

**III. PLEDGE OF ALLEGIANCE**

**IV. CONSENT ITEMS**

[pg 1 to18 ]

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 February 4, 2016 meeting***

1. MINUTES from the January 7, 2016 Regular Board Meeting.
2. ACCOUNTS PAYABLE in the amount of \$3,450,704.81 through January 28, 2016.
3. MONTHLY INVESTMENT REPORT in the total amount of \$48,553,830, through January 28, 2016.
4. BILLS OF SALE Acceptance of the Bill of Sale for sewer improvements within the West Oaks Subdivision – Unit 4.
5. CONSIDERATION OF APPOINTMENT OF DIRECTOR MITCHELL TO THE CITY OF ROCKLIN REDEVELOPMENT DISSOLUTION COMMITTEE appointment of Director Mitchell as the

Board representative to the City of Rocklin Redevelopment Dissolution committee for the upcoming year.

6. ACKNOWLEDGMENT OF THE RETIREMENT OF FIELD SERVICES MANAGER GARY GIBSON & APPROVAL OF RESOLUTION No. 16-05 COMMENDING GARY GIBSON FOR 30 YEARS OF SERVICE TO SPMUD Gary Gibson, Field Services Manager of the Field Services Department is retiring after serving 30 years of outstanding service to the South Placer Municipal Utility District.
7. APPROVAL & ADOPTION OF RESOLUTION No. 16-06 APPROVING THE JOB SPECIFICATION & SALARY RANGE 36 FOR A MAINTENANCE WORKER II/INSPECTOR HYBRID POSITION This Field Services promotional position will provide support to Technical Services during periods when workloads and resources are beyond current staffing levels, the salary will be set at Range 36 of the Salary Schedule.

## 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. LOOMIS BASIN DIVERSION LINE – ASSESSMENT OF DEVELOPMENT, REFUND, REIMBURSEMENT, AND CREDIT AGREEMENTS

[pg 19 to 21]

Staff will report on the Loomis Basin Diversion Line, development potential and the refund, credit and reimbursement agreements impacted by the Loomis Basin Diversion.

Action Requested:

#### **1. Informational Item**

### 2. CONSIDERATION & APPROVAL OF MID YEAR ADJUSTMENTS TO THE FY 15/16 BUDGET

[pg 22 to 25]

Staff will report to the Board the mid-year budget adjustments recommended for FY 15/16.

Details of these recommendations are included in the General Manager Report to the board and Attachment's A & B.

Action Requested: (Voice vote)

#### **1. Approval of mid-year adjustments to the FY 15/16 Budget.**

**3. ADOPTION OF INVESTMENT OF DISTRICT FUNDS STRATEGY FOR 2016, AND ADOPTION OF RESOLUTION #16-04**

[pg 26 to 29]

Staff will explain the strategy for investment of District funds for 2016. The strategy identifies investment types and in accordance with Policy No. 3120 – Investment of District Funds.

Action Requested: (Roll Call vote)

**Adoption of Resolution 16-04, adopting the strategy for investment of District funds for 2016.**

**VII. REPORTS**

[pg 30 to 35]

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) FSD, ASD & 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. ADJOURNMENT**

If there is no other Board business the President will adjourn the meeting to its next regular meeting on March 3, 2016 at 4:30 p.m.

**BOARD MINUTES  
SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
Regular	District Office	January 7, 2016	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 Murdock presiding at 4:30 p.m.

**II. ROLL CALL OF DIRECTORS:**

Present: Will Dickinson, Vic Markey, Jerry Mitchell, John Murdock

Absent: Jim Williams

Vacant: None

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

Others: None

**III. PLEDGE OF ALLEGIANCE:** Director Murdock led the Pledge of Allegiance.

**IV. CONSENT ITEMS:**

1. Minutes from the December 3, 2015 Regular Board Meeting.
2. Accounts Payable in the amount of \$506,903.31 through December 30, 2015.
3. Monthly Investment Report in the total amount of \$51,153,413.54 through December 30, 2015.
4. Bills of Sale Acceptance of the Bill of Sale for sewer improvements in the Brighton Subdivision located in Rocklin at the intersection of Granite Drive and Dominguez Road
5. Bills of Sale Acceptance of the Bill of Sale for sewer improvements within Spring Valley Phase I, Village 1 Subdivision.
6. Status Report on Easement Encroachments A status report identifying 43 potential encroachments on District easements.
7. Construction Cooperation & Reimbursement Agreement for the Front Street Realignment Agreement – Resolution 16-01 An Agreement with the City of Rocklin to coordinate sewer work with improvements the city is making to the roadway.

Director Mitchell asked for clarification on items within the minutes, he asked for item 6 – Status report on Easement Encroachments to be pulled from consent for further discussion. A motion was made by Director Dickinson to approve items 1,2,3,4,5 & 7 on the consent calendar; a second was made by Director Mitchell, the motion carried 4-0.

A discussion followed regarding the Easement Encroachment report. Director Mitchell stated that the report had a comprehensive list of potential encroachment’s on District Easements and asked who would be held responsible for violations. Legal Counsel Brown stated that the legal duty is held by the property

owner, and that it is incumbent on them to identify easements prior to any construction on the property. District Engineer Nielsen further explained that the locations on the list had not yet been field verified, and that there was further work to be completed to determine if the structures were constructed over the Districts easements. Further discussion continued regarding the process to ensure that these types of encroachments (pools, decks & building structures) on District easements do not occur in the future. Pools.

Director Mitchell made a motion to accept the status report on easement encroachments (item #6 on consent), a second was made by Director Markey, the motion carried 4-0.

#### **V. PUBLIC COMMENTS:**

President Murdock opened the Public Comments, hearing none, the public comments were closed.

#### **VI. BOARD BUSINESS:**

##### **1. Consideration of the Board President, Vice-President & Appointments to the Temporary Advisory Committees for 2016**

1. President Murdock dissolved all Advisory Committees from 2015, and made a motion to confirm Vice-President Dickinson as Board President for 2016, a second was made by Director Mitchell the motion carried 4-0.

2. President Dickinson called for nominations to appoint a new Vice-President for 2016. Director Murdock made a motion to nominate Director Markey as Vice-President for 2016, a second was made by Director Mitchell the motion carried 4-0.

3. President Dickinson established Temporary Advisory Committees for 2016 as follows:

Fee & Finance Committee – Director Williams & President Dickinson

Policy & Ordinance Committee – Director Mitchell & Director Markey

Loomis 2x2 Committee – Director Williams & Director Markey

Personnel Advisory Committee – Director Murdock & President Dickinson

SPWA representative – Director Mitchell

##### **2. Conduct a Public Hearing and adopt Resolution 16-02 approving a JPA related to the California Statewide Communities Development Authority and adopt Resolution 16-03 approving the Districts intent to join the Statewide Community Infrastructure program**

General Manager Niederberger reported that the Board requested for a Public Hearing to be held after hearing the presentation made in December by Bob Williams, representative from the Statewide Community Infrastructure Program (SCIP). He noted that a correction was proposed to add change the designation of “Chair” to “President” on page 3 of Resolution 16-03. President Dickinson opened the Public Hearing, hearing no comments the item was brought back to the Board for their consideration.

A motion was made by Director Murdock to approve Resolution 16-02, authorizing staff to execute an amended Joint Exercise of Powers Agreement to the California Statewide Communities Development Authority, a second was made by Director Mitchell the motion carried 4-0.

A motion was made by Director Murdock to approve Resolution 16-03, with corrections, authorizing the District to join the Statewide Community Infrastructure Program (SCIP), and authorizing the California Statewide Communities Development Authority to accept applications from property owners, Conduct Special Assessment Proceedings and Levy Assessments within the territory of the South Placer Municipal Utility District; and approval of the Form of Acquisition Agreement, a second was made by Director Mitchell the motion carried 4-0.

#### **VII. REPORTS:**

**1. District General Counsel (A. Brown):** General Counsel Brown stated that his report would be presented in closed session.

**2. General Manager (H. Niederberger):**

**A. ASD, FSD & TSD Reports:** General Manager Niederberger provided no further report. Superintendent Rose provided a brief report of recent Sanitary Sewer Overflows (SSOs), explaining that they were either root or FOG related problems. The areas have all been placed on the computerized schedule to ensure they are monitored and cleaned on a regular basis. The FOG related SSO occurred near restaurants on Rocklin Road. It is an area which has been identified as a problem area, and future education and coordination with Placer County Environmental Health will occur.

**B. Information Items:** ASM Belanger reported that SDRMA offers free training webinars and Board members may coordinate attendance with staff. The Board was asked if they would like to purchase tickets to attend the State of the City event to be held on March 4, 2016 at Sierra College. After a short discussion it was decided that tickets would not be purchased by the District, some Board members are attending with individually purchased tickets.

**3. Directors Comments:** Director Murdock thanked staff and members of the board for their assistance to accomplish so many projects and tasks during 2015. He stated that he looked forward to the work the Board will continue in 2016. President Dickinson thanked Director Murdock for his service.

#### **VIII. CLOSED SESSION**

The Board adjourned at 5:10 p.m. and convened into Closed Session for review of the Memorandum of Understanding and Labor Negotiations per Government Code Section 54957.6.

#### **IX. RETURN TO OPEN SESSION**

The Board returned to open session at 5:57 p.m. Legal Counsel Brown reported that the Board approved a 9/80 work schedule for the General Manager to be effective immediately. He reported that the discussion regarding personnel issues required no further action to be taken.

#### **X. ADJOURNMENT**

The meeting was adjourned at 5:59 p.m. to the next regularly scheduled meeting on February 4, 2016 at 4:30 p.m.



Joanna Belanger, Board Secretary



South Placer Municipal Utility District, CA

# Check Report

By Check Number

Date Range: 12/31/2015 - 01/28/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
1006	Aaron Moore	01/06/2016	Regular	0.00	250.00	6887
1004	AT&T	01/06/2016	Regular	0.00	105.34	6888
1124	Gold Country Media Publications	01/06/2016	Regular	0.00	397.20	6889
1174	KBA Docusys, Inc.	01/06/2016	Regular	0.00	442.09	6890
1195	Mark Cervantes	01/06/2016	Regular	0.00	188.11	6891
1218	PCWA	01/06/2016	Regular	0.00	630.97	6892
1221	PG&E	01/06/2016	Regular	0.00	187.19	6893
1263	River City Rentals	01/06/2016	Regular	0.00	250.00	6894
1281	Scott Perry	01/06/2016	Regular	0.00	214.97	6895
1518	Sonitrol of Sacramento	01/06/2016	Regular	0.00	18,375.00	6896
1333	SPOK, Inc.	01/06/2016	Regular	0.00	26.26	6897
1307	Sutter Medical Foundation-Corporate	01/06/2016	Regular	0.00	135.00	6898
1325	Tyler Technologies, Inc.	01/06/2016	Regular	0.00	400.00	6899
1491	Vanguard Cleaning Systems	01/06/2016	Regular	0.00	395.00	6900
1492	Wave Broadband - Rocklin	01/06/2016	Regular	0.00	209.85	6901
1004	AT&T	01/14/2016	Regular	0.00	9.40	6906
1022	AT&T	01/14/2016	Regular	0.00	266.64	6907
1026	AUS Sacramento MC Lockbox	01/14/2016	Regular	0.00	809.61	6908
1068	City of Roseville	01/14/2016	Regular	0.00	309,303.13	6909
1086	Dataprose	01/14/2016	Regular	0.00	3,148.06	6910
1090	Department of Justice	01/14/2016	Regular	0.00	32.00	6911
1173	KBA Docusys	01/14/2016	Regular	0.00	198.58	6912
1188	Lucity, Inc.	01/14/2016	Regular	0.00	1,725.00	6913
1200	Melvin Hetrick	01/14/2016	Regular	0.00	31.71	6914
1218	PCWA	01/14/2016	Regular	0.00	71.29	6915
1473	Pitney Bowes Purchase Power	01/14/2016	Regular	0.00	32.24	6916
1244	Preferred Alliance	01/14/2016	Regular	0.00	126.28	6917
1297	Stanley Convergent Security Solutions, Inc.	01/14/2016	Regular	0.00	3.00	6918
1306	Superior Equipment Repair	01/14/2016	Regular	0.00	237.20	6919
1499	TechRoe.com LLC	01/14/2016	Regular	0.00	980.00	6920
1320	Titus Industrial Group	01/14/2016	Regular	0.00	3,249.21	6921
1325	Tyler Technologies, Inc.	01/14/2016	Regular	0.00	2,225.00	6922
1338	Verizon Wireless	01/14/2016	Regular	0.00	469.44	6923
1346	WEF Membership	01/14/2016	Regular	0.00	297.00	6924
1240	Placer County Personnel	01/19/2016	Regular	0.00	3,050.40	6925
1246	Prudential Municipal Pool	01/19/2016	Regular	0.00	152.98	6926
	**Void**	01/22/2016	Regular	0.00	0.00	6944
	**Void**	01/22/2016	Regular	0.00	0.00	6945
	**Void**	01/22/2016	Regular	0.00	0.00	6946
	**Void**	01/22/2016	Regular	0.00	0.00	6947
	**Void**	01/22/2016	Regular	0.00	0.00	6948
	**Void**	01/22/2016	Regular	0.00	0.00	6949
	**Void**	01/22/2016	Regular	0.00	0.00	6950
	**Void**	01/22/2016	Regular	0.00	0.00	6951
	**Void**	01/22/2016	Regular	0.00	0.00	6952
	**Void**	01/22/2016	Regular	0.00	0.00	6953
	**Void**	01/22/2016	Regular	0.00	0.00	6954
	**Void**	01/22/2016	Regular	0.00	0.00	6955
	**Void**	01/22/2016	Regular	0.00	0.00	6956
	**Void**	01/22/2016	Regular	0.00	0.00	6957
1007	Advanced Integrated Pest	01/22/2016	Regular	0.00	101.00	6958
1515	AT&T	01/22/2016	Regular	0.00	0.04	6959
1073	Consolidated Communications	01/22/2016	Regular	0.00	684.56	6960
1080	CWEA	01/22/2016	Regular	0.00	576.00	6961

Check Report

Date Range: 12/31/2015 - 01/28/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1102	Empire Safety & Supply	01/22/2016	Regular	0.00	4,486.33	6962
1131	Granite Business Printing	01/22/2016	Regular	0.00	191.18	6963
1139	Hill Rivkins Brown & Associates	01/22/2016	Regular	0.00	4,347.20	6964
1218	PCWA	01/22/2016	Regular	0.00	285.39	6965
1487	RJA Heating & Air, Inc.	01/22/2016	Regular	0.00	253.25	6966
1508	Sacramento Rendering Co.	01/22/2016	Regular	0.00	25.00	6967
1297	Stanley Convergent Security Solutions, Inc.	01/22/2016	Regular	0.00	28.09	6968
1363	Travis Wilson	01/22/2016	Regular	0.00	488.79	6969
1325	Tyler Technologies, Inc.	01/22/2016	Regular	0.00	400.00	6970
1355	Xylem Water Solutions USA	01/22/2016	Regular	0.00	987.00	6971
1521	Aries Industries, Inc.	01/28/2016	Regular	0.00	285.32	6978
1068	City of Roseville	01/28/2016	Regular	0.00	2,929,200.00	6979
1509	Crystal Communications	01/28/2016	Regular	0.00	230.00	6980
1087	Dawson Oil Co.	01/28/2016	Regular	0.00	1,120.17	6981
1093	DMG Lawn Maintenance	01/28/2016	Regular	0.00	325.00	6982
1102	Empire Safety & Supply	01/28/2016	Regular	0.00	407.84	6983
1340	Grainger	01/28/2016	Regular	0.00	325.92	6984
1519	K & B Electric Inc.	01/28/2016	Regular	0.00	3,632.00	6985
1207	Municipal Maintenance Equipment	01/28/2016	Regular	0.00	1,039.88	6986
1221	PG&E	01/28/2016	Regular	0.00	4,536.42	6987
1234	Placer County APCD	01/28/2016	Regular	0.00	270.67	6988
1253	Recology Auburn Placer	01/28/2016	Regular	0.00	296.13	6989
1313	Teledyne Isco, Inc.	01/28/2016	Regular	0.00	23,400.60	6990
1343	Water Works Engineers, LLC	01/28/2016	Regular	0.00	2,214.00	6991
1149	Internal Revenue Service	01/01/2016	Bank Draft	0.00	72.40	DFT0001721
1098	EDD (EFT)	01/01/2016	Bank Draft	0.00	6.10	DFT0001722
1098	EDD (EFT)	01/01/2016	Bank Draft	0.00	5.25	DFT0001723
1149	Internal Revenue Service	01/01/2016	Bank Draft	0.00	16.94	DFT0001724
1149	Internal Revenue Service	01/01/2016	Bank Draft	0.00	9.92	DFT0001725
1045	Cal Pers 457 Plan (EFT)	01/01/2016	Bank Draft	0.00	100.00	DFT0001727
1135	Mass Mutual (EFT)	01/01/2016	Bank Draft	0.00	3,857.00	DFT0001728
1229	Pers (EFT)	01/01/2016	Bank Draft	0.00	147.25	DFT0001729
1229	Pers (EFT)	01/01/2016	Bank Draft	0.00	239.84	DFT0001730
1229	Pers (EFT)	01/01/2016	Bank Draft	0.00	328.47	DFT0001731
1229	Pers (EFT)	01/01/2016	Bank Draft	0.00	2,997.83	DFT0001732
1229	Pers (EFT)	01/01/2016	Bank Draft	0.00	4,106.31	DFT0001733
1229	Pers (EFT)	01/01/2016	Bank Draft	0.00	1,022.56	DFT0001734
1229	Pers (EFT)	01/01/2016	Bank Draft	0.00	1,169.08	DFT0001735
1229	Pers (EFT)	01/01/2016	Bank Draft	0.00	682.93	DFT0001736
1229	Pers (EFT)	01/01/2016	Bank Draft	0.00	681.51	DFT0001737
1149	Internal Revenue Service	01/01/2016	Bank Draft	0.00	8,120.16	DFT0001738
1098	EDD (EFT)	01/01/2016	Bank Draft	0.00	2,281.38	DFT0001739
1098	EDD (EFT)	01/01/2016	Bank Draft	0.00	589.38	DFT0001740
1149	Internal Revenue Service	01/01/2016	Bank Draft	0.00	1,899.08	DFT0001741
1149	Internal Revenue Service	01/01/2016	Bank Draft	0.00	6,884.78	DFT0001742
1098	EDD (EFT)	01/01/2016	Bank Draft	0.00	38.06	DFT0001748
1149	Internal Revenue Service	01/01/2016	Bank Draft	0.00	93.01	DFT0001751
1045	Cal Pers 457 Plan (EFT)	01/15/2016	Bank Draft	0.00	100.00	DFT0001753
1135	Mass Mutual (EFT)	01/15/2016	Bank Draft	0.00	3,950.00	DFT0001754
1229	Pers (EFT)	01/15/2016	Bank Draft	0.00	147.25	DFT0001755
1229	Pers (EFT)	01/15/2016	Bank Draft	0.00	239.84	DFT0001756
1229	Pers (EFT)	01/15/2016	Bank Draft	0.00	328.47	DFT0001757
1229	Pers (EFT)	01/15/2016	Bank Draft	0.00	2,997.83	DFT0001758
1229	Pers (EFT)	01/15/2016	Bank Draft	0.00	4,106.31	DFT0001759
1229	Pers (EFT)	01/15/2016	Bank Draft	0.00	1,033.59	DFT0001760
1229	Pers (EFT)	01/15/2016	Bank Draft	0.00	1,181.69	DFT0001761
1229	Pers (EFT)	01/15/2016	Bank Draft	0.00	723.63	DFT0001762
1229	Pers (EFT)	01/15/2016	Bank Draft	0.00	722.13	DFT0001763
1149	Internal Revenue Service	01/15/2016	Bank Draft	0.00	8,606.72	DFT0001764
1098	EDD (EFT)	01/15/2016	Bank Draft	0.00	2,402.45	DFT0001765
1098	EDD (EFT)	01/15/2016	Bank Draft	0.00	600.40	DFT0001766

Check Report

Date Range: 12/31/2015 - 01/28/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1149	Internal Revenue Service	01/15/2016	Bank Draft	0.00	2,012.88	DFT0001767
1149	Internal Revenue Service	01/15/2016	Bank Draft	0.00	7,153.09	DFT0001768
1149	Internal Revenue Service	01/15/2016	Bank Draft	0.00	271.26	DFT0001770
1098	EDD (EFT)	01/15/2016	Bank Draft	0.00	16.76	DFT0001771
1098	EDD (EFT)	01/15/2016	Bank Draft	0.00	19.69	DFT0001772
1149	Internal Revenue Service	01/15/2016	Bank Draft	0.00	63.44	DFT0001773
1149	Internal Revenue Service	01/15/2016	Bank Draft	0.00	61.26	DFT0001774
1229	Pers (EFT)	01/19/2016	Bank Draft	0.00	12,985.00	DFT0001775
1230	Pers (EFT)	01/19/2016	Bank Draft	0.00	32,502.97	DFT0001776
1015	American Fidelity Assurance	01/19/2016	Bank Draft	0.00	1,089.23	DFT0001777
1015	American Fidelity Assurance	01/19/2016	Bank Draft	0.00	1,089.24	DFT0001778

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	87	64	0.00	3,328,762.93
Manual Checks	0	0	0.00	0.00
Voided Checks	0	14	0.00	0.00
Bank Drafts	48	48	0.00	119,754.37
EFT's	0	0	0.00	0.00
	<b>135</b>	<b>126</b>	<b>0.00</b>	<b>3,448,517.30</b>

### Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	1/2016	3,448,517.30
			<u>3,448,517.30</u>

Account Number	Name	Date	Type	Amount	Reference	Packet	Receipt	Adj
106-0013595-01	Lafferty, Anthony	12/30/2015	Refund	\$ 84.46	Check #: 6880	UBPKT01587		Tvne
106-0015842-01	Miller, Larry W	12/30/2015	Refund	\$ 744.00	Check #: 6881	UBPKT01587		
102-0004976-03	Corporation, Pacific State Capital	1/5/2016	Refund	\$ 179.87	Check #: 6882	UBPKT01604		
102-0005065-01	Kirchgestner, Vanetta	1/5/2016	Refund	\$ 13.74	Check #: 6883	UBPKT01604		
106-0013279-02	Rogers, Joshua and Stacie	1/5/2016	Refund	\$ 28.00	Check #: 6884	UBPKT01604		
112-1020852-01	Nigh, Timothy S	1/5/2016	Refund	\$ 17.81	Check #: 6885	UBPKT01604		
112-1026723-00	Richmond American Homes	1/5/2016	Refund	\$ 84.00	Check #: 6886	UBPKT01604		
102-0006704-01	Burton, Hal	1/12/2016	Refund	\$ 85.11	Check #: 6902	UBPKT01647		
102-0007132-03	Huntington, Michael and Tara	1/12/2016	Refund	\$ 11.26	Check #: 6903	UBPKT01647		
102-0008778-02	Friedrich, William and Roxanna	1/12/2016	Refund	\$ 29.99	Check #: 6904	UBPKT01647		
113-1021589-02	Bennett, Agnes J	1/12/2016	Refund	\$ 510.77	Check #: 6905	UBPKT01647		
102-0000109-01	Cooper, Jenny L	1/21/2016	Refund	\$ 24.57	Check #: 6927	UBPKT01674		
102-0005759-03	Stamps, Justin	1/21/2016	Refund	\$ 10.35	Check #: 6928	UBPKT01674		
102-0011903-01	Maisel, Scott and Lisa	1/21/2016	Refund	\$ 7.86	Check #: 6929	UBPKT01674		
102-0008588-01	Carmouche, William G	1/28/2016	Refund	\$ 84.00	Check #: 6972	UBPKT01701		
102-0012417-01	Mamone, James	1/28/2016	Refund	\$ 84.20	Check #: 6973	UBPKT01701		
106-0012627-01	Stern, Liese-Loon	1/28/2016	Refund	\$ 7.91	Check #: 6974	UBPKT01701		
106-0015861-01	Mendes, Anthony J	1/28/2016	Refund	\$ 85.38	Check #: 6975	UBPKT01701		
112-1025974-02	Stoddard, Herbert	1/28/2016	Refund	\$ 84.00	Check #: 6976	UBPKT01701		
113-1026470-00	Inc, Alpha Omega Development	1/28/2016	Refund	\$ 10.23	Check #: 6977	UBPKT01701		
			<b>TOTAL REFUNDS</b>	<b>\$ 2,187.51</b>				



**February-16  
MONTHLY INVESTMENT REPORT**

<b>LAIF (Local Agency Investment Fund)</b>	
Balance	\$8,778,262
Interest 0.37%	\$9,050
<b>TOTAL</b>	<b>\$8,787,312</b>
<b>Placer County Treasury</b>	
Balance	\$39,330,057
Interest 1.12%	\$37,259
<b>TOTAL</b>	<b>\$39,367,316</b>
<b>Checking Account Balance</b>	
Balance	\$399,202
<b>TOTAL</b>	<b>\$399,202</b>
<b>GRAND TOTAL</b>	<b>\$48,553,830</b>

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

# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## STAFF REPORT

**To:** Board of Directors

**From:** Eric Nielsen, District Engineer

**Cc:** Carie Huff, Associate Engineer

**Subject:** Acceptance of the Bill of Sale for Sewer Improvements within the West Oaks Subdivision – Unit 4

**Meeting Date:** February 4, 2016

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### Overview

West Oaks Subdivision – Unit 4 is located in Rocklin near the intersection of Stanford Ranch Road and West Oaks Boulevard. West Oaks Subdivision – Unit 4 consists of 74 single-family residential homes for a total of 74 EDU's. West Oaks Subdivision – Unit 4 improvements include the following infrastructure:

- Installation of two thousand seven hundred and seventy one (2,771) linear feet of sanitary sewer pipe;
- Installation of thirteen (13) manholes.

### Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the West Oaks Subdivision – Unit 4.

### 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 \$213,260.00.

### Attachments:

1. Bill of Sale
2. Map – West Oaks Subdivision – Unit 4

BILL OF SALE

D.R. HORTON BAY, INC. does hereby grant, bargain, sell and convey to SOUTH PLACER MUNICIPAL UTILITY DISTRICT all of its rights, title and interest in and to all public sewer pipes, lines, mains, manholes, and appurtenances installed by its contractor in that subdivision/project commonly known as WEST OAKS SUBDIVISION - UNIT 4

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 10, 2015

By: (Developer/Owner)

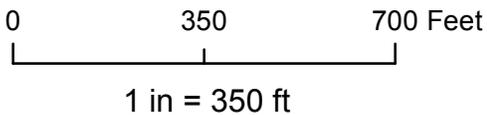
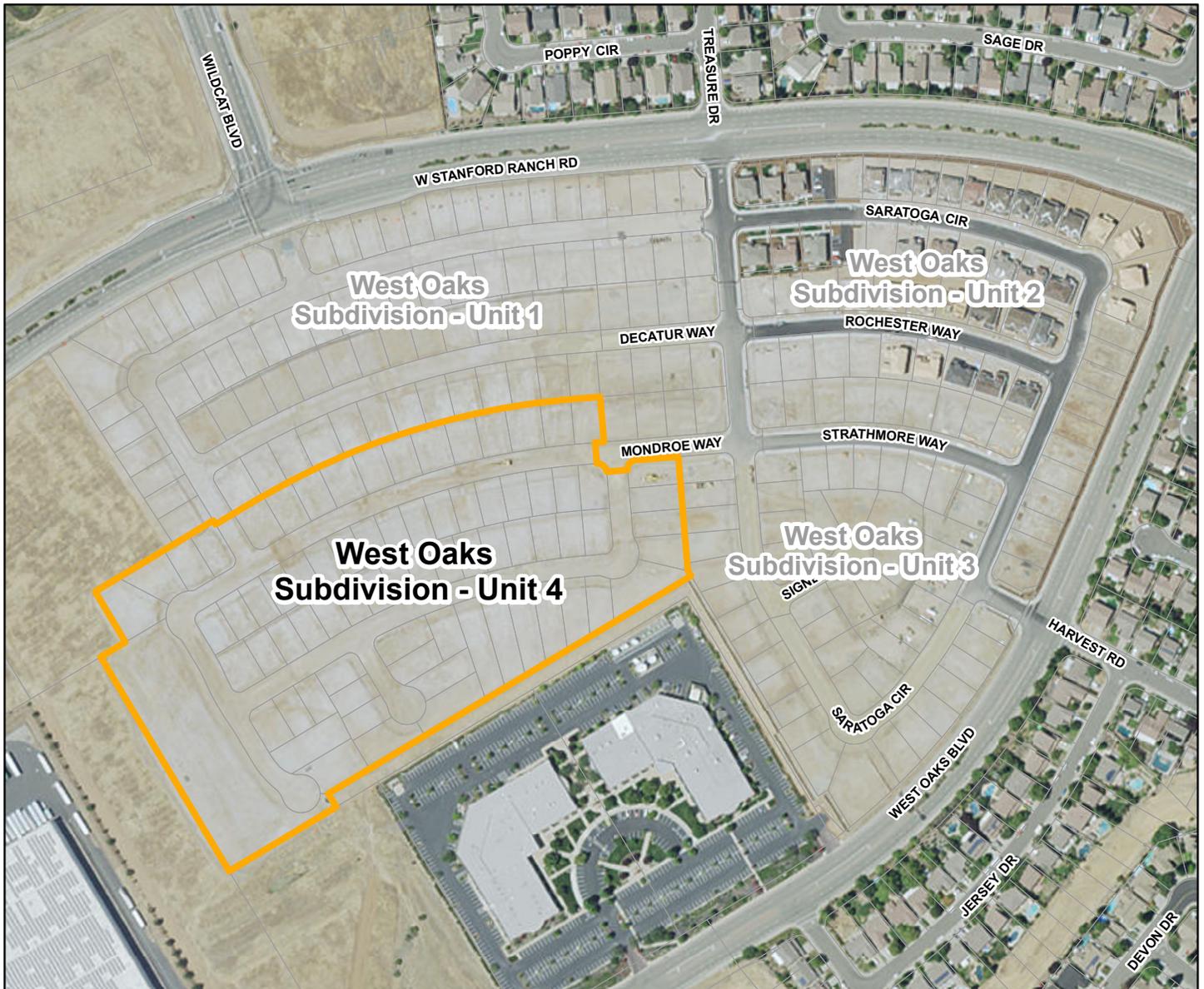


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Signature

Rusty Ameter

Name (Please Type or Print)



# West Oaks Subdivision - Unit 4

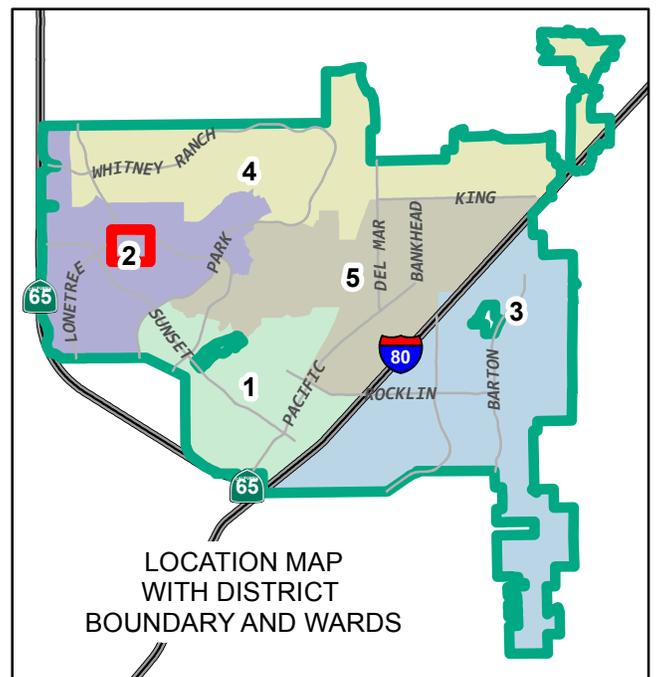
**74 Residential EDUs**

Date: 1/27/2016

Author: Curtis Little

Document Path:

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LOCATION MAP  
WITH DISTRICT  
BOUNDARY AND WARDS

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
RESOLUTION NO. 16-05**

**A RESOLUTION COMMENDING GARY L.GIBSON**

WHEREAS, Mr. Gary L. Gibson, Field Services Manager of the Field Services Department is retiring after serving thirty years of outstanding service to the South Placer Municipal Utility District; and

WHEREAS, the District has greatly benefitted from Gary's knowledge, experience, dedication and integrity; and

WHEREAS, Gary has been instrumental in advancing the District's level of expertise in sewer system operations and maintenance and improvement in the District's level of service to its customers; and

WHEREAS, after thirty years of service, Gary will be retiring from the District on March 1<sup>st</sup>, 2016.

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

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

PASSED AND ADOPTED at a regular meeting of the Board of Directors of South Placer Municipal Utility District this 4<sup>th</sup> day of February 2016, by unanimous vote:

Signed:

\_\_\_\_\_  
Will Dickinson, President of the Board of Directors

Attest:

\_\_\_\_\_  
Joanna Belanger, Board Secretary

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**  
**STAFF REPORT**

**To:** Board of Directors  
**From:** Sam Rose, Superintendent  
**Cc:** Herb Niederberger, General Manager  
**Subject:** Maintenance Worker II/Inspector Position  
**Meeting Date:** February 4, 2016

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**Overview**

This (proposed) position is a Field Services Department (FSD) position intended to support Technical Services Department (TSD) during periods when inspection workloads surpass current staffing capabilities. This is a reclassification of an existing position and it is intended that it will be filled by promotion; staffing levels will not increase.

The Maintenance Worker II/Inspector (MWII/Insp) position will support inspection efforts, both new construction and commercial FOG inspections during high demand periods, during which FSD can function understaffed for short periods. Generally, TSD will be able to provide advanced notice when support is needed allowing FSD to program its work accordingly.

In addition, this position provides a succession planning component, as traditionally inspection positions have been filled via promotion from Field Services. It is also a process that will help us to better evaluate the staffing level needs of both departments.

**Recommendation**

Staff recommends that the Board of Directors:

1. Approve the position and related salary range.

**Strategic Plan Goals**

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.2: Establish and meet Service Levels by Department
- Goal 1.3: Build Business Efficiencies
- Goal 6.3: Continuously Evaluate the Organizational Staffing needs

**Fiscal Impact**

The current difference between the base pay of a MWII and a MWII/Insp is \$250 monthly. The fiscal impact for the remainder of this fiscal year will be negligible and will be offset by the savings anticipated from a pending retirement.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 16-06**

**RESOLUTION FOR THE CREATION OF A MAINTENANCE WORKER II/INSPECTOR POSITION**

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

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

WHEREAS, on September 3, 2015, the Board of Directors adopted Resolution 15-23, which reflected that Policy 5040, Board Actions and Decisions, and approval of personnel positions - was adopted in its entirety and included in the District Policy Handbook: and

WHEREAS, the Field Services Department desires to create a position intended to support Technical Services Department during periods when inspection workloads surpass current staffing capabilities; and

WHEREAS, the Maintenance Worker II/Inspector hybrid position will support inspection efforts, both new construction and commercial FOG inspections during high demand periods during which Field Services will function understaffed for short periods; and

WHEREAS, the provisions of this Resolution comply in all respects with the provisions of the South Placer Municipal Utility District Employees Personnel Manual.

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

- a) the South Placer Municipal Utility District creates a Maintenance Worker II/Inspector position at Range 36 on the District Salary Schedule; the job description is attached, marked "Exhibit A" and incorporated herein by reference, and
- b) the District Organization Chart will reflect these changes.

PASSED and ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 4th day of February, 2016.

Signed:

\_\_\_\_\_  
Will Dickinson, President of the Board of Directors

Attest:

\_\_\_\_\_  
Joanna Belanger, Board Secretary

# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## STAFF REPORT

**To:** Board of Directors

**From:** Eric Nielsen, District Engineer

**Cc:** Herb Niederberger, General Manager

**Subject:** Loomis Diversion Line  
Assessment of Development and Reimbursement and Credit Agreements

**Meeting Date:** February 4, 2016

---

### Background

The District is in the process of designing, permitting, and obtaining rights-of-way for the Loomis Diversion Line scheduled to begin construction in 2017. The costs of these activities will be paid for by the District from the funds collected through the sewer participation charges. The Board requested staff to prepare and present information on the costs of this project and the potential revenue from the associated future development projects.

### Findings

The projected cost of the Loomis Diversion Line from the engineer's estimate prepared in the route study for the project dated November 14, 2014 is \$3,290,000. This includes the cost of construction, construction and design contingencies, environmental permitting, utility coordination, and procurement of rights-of-way.

To project the potential revenue from participation charges of future projects, staff reviewed its database of development projects to identify the future projects that are associated with the Loomis Diversion Line, as well as those that will benefit from being allowed to be served through the existing 10-inch Lower Loomis Trunk Sewer. The list of projects is broken into two groups. The first includes the projects that will flow through the future Loomis Diversion line and the second includes the projects that will flow through the Lower Loomis Trunk Sewer. These projects are in various stages of entitlement and design, but it appears reasonable to assume that they will connect to the SPMUD collection system within the next 10-15 years. The assumed count of equivalent dwelling units (EDUs) for each associated project was developed based on information provided to the District through various submittals and conversations from developers or based on the current zoning of the area. The EDUs presented are subject to change and are only meant to approximate future connections. These associated projects and the assumed EDU counts are listed in Attachment 1.

Attachment 1 also projects the local portion of the participation charge, the cost of construction of major facilities identified in the System Evaluation and Capacity Assurance Plan (SECAP) and associated credit/reimbursement (if applicable). The local portion of the participation charge is assumed to be \$3750/EDU (i.e., the amount of the charge due effective October 1, 2016 per

Ordinance #15-02). The projected cost of the construction projects is based on the values developed in the SECAP and are subject to change with further design.

Given these assumptions, the amount of participation charges from future projects associated with the Loomis Diversion Line is \$3.43 million. The District should anticipate reimbursing \$0.23 million to projects that construct major facilities. The end result is that the District should collect a net revenue of approximately \$3.20 million from projects associated with the Loomis Diversion Line. Comparatively, the cost to design, permit, and construct the Loomis Diversion Line is approximately \$3.29 million.

### **Next Steps**

Staff plans to continue the design, permitting, and right-of-way acquisition process of the Loomis Diversion Line scheduled to begin construction in 2017. The District anticipates issuing will-serve letters to potential projects once the District has a contractor under contract to construct the Loomis Diversion Line.

### **Recommendation**

Staff recommends that the Board of Directors receive this report.

### **Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

Goal 5.2: Explore and evaluate investment and business practice alternatives.

### **Related District Ordinances and Policies**

This action relates to the following SPMUD Policies:

Ordinance 15-01: Establishing Requirements for Credit and Reimbursement Agreements

Ordinance 15-02: Amending Sewer Participation Charges

### **Fiscal Impact**

The District is currently budgeting and plans to continue budgeting for the design and construction of this project. The District will pay for the project up-front and recoup the related expenses through the collection of sewer participation charges over time as future project connect to the collection system.

Attachments:

1. Assessment of Potential Projects Associated with the Loomis Diversion Line

**Attachment 1**  
**Assessment of Potential Projects Associated with the Loomis Diversion Line**

	A	B	E	F	G	J	K
Project	EDUs	Local Participation Charge (LPC)	Cost to Construct Major Facilities + 8% for Design	Available Credit	LPC Due	Reimbursement	Terms of Reimbursements
		(A * LPC)	Varies	(50% of B)	(B - F)	(E - F)	-
Rocklin 60 - Phase 3 <sup>1</sup>	35	\$ 131,250.00	\$ 272,160.00	\$ 65,625.00	\$ 65,625.00	\$ 206,535.00	Paid over 5 years
Oak Vista <sup>1</sup>	61	\$ 228,750.00	\$ -	\$ -	\$ 228,750.00	\$ -	-
Turtle Island <sup>1</sup>	300	\$ 1,125,000.00	\$ -	\$ -	\$ 1,125,000.00	\$ -	-
Village at Loomis <sup>1</sup>	470	\$ 1,762,500.00	\$ 902,016.00	\$ 881,250.00	\$ 881,250.00	\$ 20,766.00	Paid w/in 1 year
Village Commercial <sup>1</sup>	20	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	\$ -	-
Loomis 45 <sup>1</sup>	50	\$ 187,500.00	\$ -	\$ -	\$ 187,500.00	\$ -	-
Orchard at Penryn <sup>1</sup>	54	\$ 202,500.00	\$ -	\$ -	\$ 202,500.00	\$ -	-
<b>Subtotal</b>					<b>\$ 2,765,625.00</b>	<b>\$ 227,301.00</b>	
Taylor Road Mixed Use	57	\$ 213,750.00	\$ -	\$ -	\$ 213,750.00	\$ -	-
Del Oro Vistas	20	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	\$ -	-
Tanklage	80	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00	\$ -	-
Loomis Crossing	20	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	\$ -	-
<b>Subtotal</b>					<b>\$ 663,750.00</b>	<b>\$ -</b>	
<b>Total</b>					<b>\$ 3,429,375.00</b>	<b>\$ 227,301.00</b>	

Note:

<sup>1</sup> The information in this table only represents the local participation charges for this project and does not reflect a financial contribution due to one or more existing refund agreements that may impact the site.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**  
**STAFF REPORT**

**To:** Board of Directors

**From:** Herb Niederberger, General Manager  
Joanna Belanger, Administrative Services Manager

**Cc:** Sam Rose, Superintendent  
Gary Gibson, Field Services Manager  
Eric Nielson, District Engineer

**Subject:** FY 15-16 Mid-Year Budget

**Board Date:** February 4, 2016

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**Overview**

This report provides the Board with information, analysis and recommendations related to the mid-year adjustments proposed for the Fiscal Year 2015/16, beginning July 1, 2015 and ending June 30, 2016. Please see attached background and analysis.

**Recommendation**

While Staff continues to increase effectiveness and investigate opportunities for cost efficiencies, the mid-year review of the budget yields recommendation to increase the FY 2014/15 General Fund Budget for Salary and Benefits by \$194,280 and to decrease Operations and Maintenance by \$10,000 for a total increase of \$184,280 (from \$11.15M to \$11.32M) and decrease the Capital Budget by 1,044,600 (from \$3.80M to \$2.75M) for a total district budget decrease of \$866,320.

**Strategic Plan Goal**

The adjusted FY 2014/15 Budget continues to supports the Key Areas of Focus & Desired Outcomes; Goals & Key Performance Indicators of the Strategic Plan Goal.

**Related District Ordinances and Policies**

This action complies with the following District Policy:  
Policy 3105 - Budget Preparation

**Fiscal Impact**

The staff recommendation to approve these adjustments will result in an actual decrease of \$866,320 (from \$14.948M to \$14.075M) to the FY 2015/16 Budget. This represents a decrease of 5.8% of the original budget.

## **Background and Analysis**

There are no anticipated adjustments to the district revenue projections or to the Regional Wastewater Treatment Plant annual operating expenses of rehabilitation pre-funding.

Requested Mid-Year budget adjustments:

1. Salary & Benefit, The District was notified of a CalPERS Unfunded Liability per GASB 68 and increase health and workers compensation insurance premiums totaling \$194,280.
2. The O&M budget will increase by \$10,000. Major areas of adjustment;
  - a. A savings of \$18,000 to the Professional Services budget to reflect a decrease in the use of outside consultant to complete work;
  - b. A decrease of \$4,000 to the Professional Development budget;
  - c. An increase to the billing expense by \$6,000 incurred during the transition to the staggered billing cycles; and,
  - d. An addition of \$6,000 to reflect in CSDA Memberships fees, inadvertently omitted from the original budget.
3. The Capital Outlay budget is decreased by \$1.045M. The major areas of adjustment include:
  - a. Anticipated savings of \$35,000 for the data acquisition costs associated with the implementation of Lucity and CCTV;
  - b. Anticipated savings of \$15,600 in the purchase of the Security System Upgrades, portable flow recorders and the GPS Unit;
  - c. An increase of about \$6000 to the cost of the Corp Yard site improvements; and
  - d. Delays in the schedule of the Foothill Trunk construction will result in \$1,000,000 being deferred until next fiscal year.

Attachments A & B are line item summaries of the mid-year budget adjustments. Staff will be available during the Board meeting to respond to any questions or concerns.

## Attachment A

## General Fund Expenditure Budget Adjustments for FY15/16

GENERAL FUND EXPENDITURES	ADOPTED	REQUESTED	
	FISCAL YR 15/16	MIDYEAR FISCAL YR 15/16	REQUESTED VARIANCE
Salaries/Wages	\$ 1,660,000	\$ 1,660,000	
FICA - Social Security	\$ 128,000	\$ 128,000	
CalPERS Retirement	\$ 336,000	\$ 486,280	\$ 150,280
457 Retirement	\$ 40,000	\$ 40,000	
Insurance Benefits	\$ 448,000	\$ 492,000	\$ 44,000
Pers OPEB	\$ 200,000	\$ 200,000	
<b>Sub Total Salaries &amp; Benefits</b>	<b>\$ 2,812,000</b>	<b>\$ 3,006,280</b>	<b>\$ 194,280</b>
Property & Liability Insurance	\$ 100,000	\$ 100,000	
Professional Services	\$ 164,000	\$ 146,000	\$ (18,000)
Vehicle Repair and Maintenance	\$ 56,000	\$ 56,000	
Professional Development	\$ 58,000	\$ 54,000	\$ (4,000)
Legal Services	\$ 100,000	\$ 100,000	
Utility Billing/Banking Expense	\$ 129,000	\$ 135,000	\$ 6,000
General Operating Supplies & Maintenance	\$ 216,800	\$ 216,800	
Gas & Oil Expenses	\$ 50,000	\$ 50,000	
Utilities	\$ 92,000	\$ 92,000	
Repair/Maintenance Agreements	\$ 67,800	\$ 67,800	
Regulatory Compliance/Government Fees	\$ 30,000	\$ 36,000	\$ 6,000
Lift Station & Flow Recorder Programs	\$ 25,000	\$ 25,000	
<b>Sub Total Local SPMUD General Fund Expenses</b>	<b>\$ 1,088,600</b>	<b>\$ 1,078,600</b>	<b>\$ (10,000)</b>
RWWTP Maintenance & Operations	\$ 4,526,131	\$ 4,526,131	
RWWTP Rehab & Replacement	\$ 1,369,281	\$ 1,369,281	
<b>Sub Total SPWA O&amp;M + R&amp;R Expenses</b>	<b>\$ 5,895,412</b>	<b>\$ 5,895,412</b>	
<b>Total Operations Expense before Depreciation</b>	<b>\$ 9,796,012</b>	<b>\$ 9,980,292</b>	<b>\$ 184,280</b>
Depreciation expense	\$ 1,350,600	\$ 1,350,600	
<b>Total General Fund Expenses</b>	<b>\$ 11,146,612</b>	<b>\$ 11,330,892</b>	<b>\$ 184,280</b>
400 -Capital Replacement & Rehabilitation	\$ 684,600	\$ 669,000	\$ (15,600)
100 - General Fund Capital	\$ 756,500	\$ 721,500	\$ (35,000)
300 - CIP & Expansion	\$ 2,360,000	\$ 1,360,000	\$ (1,000,000)
<b>Total Capital Improvement Expenses</b>	<b>\$ 3,801,100</b>	<b>\$ 2,756,500</b>	<b>\$ (1,044,600)</b>
<b>TOTAL ADJUSTED BUDGET FY15/16</b>	<b>\$ 14,947,712</b>	<b>\$ 14,081,392</b>	<b>\$ (866,320)</b>

## Attachment B

## Capital Expenditures Budget Adjustments for FY15/16

		MID YEAR REQUESTED ADJUSTED BUDGET 15/16	REQUESTED VARIANCE
<b>CAPITAL IMPROVEMENTS</b>			
Board Room Furniture	\$ 6,500	\$ 6,100	\$ (400)
Board Room Audio/Visual upgrades	\$ 5,000	\$ 5,000	
Corp Yard Storage Enclosure Upgrade	\$ 26,000	\$ 32,000	\$ 6,000
Corp Yard Bathroom Renovation	\$ 7,500	\$ 7,500	
Corp Yard Vehicle Wash Facility Upgrades	\$ 5,500	\$ 5,500	
Bypass Equipment	\$ 77,000	\$ 77,000	
Easement Roadway Replacements	\$ 35,000	\$ 35,000	
Vehicle Replacement (x2)	\$ 125,000	\$ 125,000	
Hydro-Vac Excavation Kit	\$ 6,800	\$ 6,000	\$ (800)
Portable Flow Recorder Replacement	\$ 40,000	\$ 32,000	\$ (8,000)
Hands-Free Communication	\$ 6,500	\$ 6,500	
CY & HQ Fire/Bldg Access Ctrl/HQ Lobby/Camera Security	\$ 60,000	\$ 50,000	\$ (10,000)
Hydro Cleaning Nozzle - Chain Flail	\$ 7,800	\$ 7,800	
RPS Tyler Software Upgrades	\$ 10,000	\$ 10,000	
Solar Upgrades	\$ 200,000	\$ 200,000	
Corp Yard/HQ Smart TV Screens	\$ 7,500	\$ 2,500	\$ (5,000)
Data Acquisition - Lucity	\$ 60,000	\$ 35,000	\$ (25,000)
System Rehabilitation	\$ 440,000	\$ 440,000	
Lower Loomis Diversion Sewer - Final Design & R.O.W.	\$ 490,000	\$ 490,000	
Foothill Trunk Project - Design	\$ 230,000	\$ 230,000	
Foothill Trunk Project - Construction	\$ 1,640,000	\$ 640,000	\$(1,000,000)
HRF Pre-Design	\$ 100,000	\$ 100,000	
GPS Survey Unit	\$ 15,000	\$ 13,600	\$ (1,400)
District Participation in Regional Projects	\$ 200,000	\$ 200,000	
<b>Total Capital Improvements</b>	<b>\$ 3,801,100</b>	<b>\$ 2,756,500</b>	<b>\$(1,044,600)</b>

## SOUTH PLACER MUNICIPAL UTILITY DISTRICT

### STAFF REPORT

**To:** Board of Directors

**From:** Herb Niederberger, General Manager

**Cc:** Joanna Belanger, Administrative Services Manager

**Subject:** Adoption of Resolution 16-04 adopting an Investment of District Funds Strategy for 2016

**Meeting Date:** February 4, 2016

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#### **Overview**

The South Placer Municipal Utility District (District) operates in accordance with the Municipal Utilities District Act of California, and codified in the State of California Public Utilities Code § 11501, et seq. Public Utilities Code § 12871 allows the District to invest surplus money in its treasury and Government Code of the State of California, primarily §53601 and related subsections, authorizes the type of investment vehicles allowed in a California local agency's portfolio.

On December 3, 2015, the Board of Directors adopted Resolution 15-27 which reflected that Policy No. 3120 – Investment of District Funds - was adopted in its entirety and included in the District Policy Handbook. Consistent with the three primary principals of public fund investment, 1) Safety, 2) Liquidity and 3) Return on Investment, in that order of priority, the District has elected to utilize a “dual portfolio” approach to its investments, consisting of a “Liquidity Portfolio” and a “Long-Term Portfolio; ”

Section 6 of Policy 3120 requires require a Resolution of the Board of Directors authorizing transfers or investments in excess of \$5 million. The attached Resolution 16-04 reflects a strategy of investments in excess of \$5 million into the Investment Trust of California (CalTRUST) and long term securities up to the maximum maturities allowed by Government Code §53601in the Long-Term Portfolio.

#### **Recommendation**

Staff recommends that the Board of Directors adopt Resolution 16-04 adopting an Investment of District Funds Strategy for 2016.

#### **Strategic Plan Goals**

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3 Build Business Efficiencies

Goal 5.2 Explore and Evaluate Investment and Business Practice Alternatives

A. Explore and analyze investment options to optimize financial growth

**Related District Ordinances and Policies**

This action complies with the following District Policy:  
Policy No. 3120 – Investment of District Funds

**Fiscal Impact**

This action has the potential increase the rate of return on District investments thereby increasing the funds available in the District's treasury.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 16-04**

**ADOPTION OF INVESTMENT OF DISTRICT FUNDS STRATEGY FOR 2016**

WHEREAS, Public Utilities Code § 12871 allows the District to invest money in its treasury; and,

WHEREAS, on December 3, 2015, the Board of Directors adopted Resolution 15-27 which reflected that Policy No. 3120 – Investment of District Funds - was adopted in its entirety and included in the District Policy Handbook; and

WHEREAS, Consistent with the three primary principals of public fund investment, 1) Safety, 2) Liquidity and 3) Return on Investment, in that order of priority, the District has elected to utilize a “dual portfolio” approach to its investments, consisting of a “Liquidity Portfolio” and a “Long-Term Portfolio;” and

WHEREAS, the District will expanded its investment portfolio into the Investment Trust of California (CalTRUST), a program established by public agencies in California for the purpose of pooling and investing local agency funds, and to permit the use long term securities up to the maximum maturities allowed by Government Code §53601 in the Long-Term Portfolio; and

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that in accordance with the aforementioned Policy No. 3120 – Investment of District Funds, the following investment strategy shall be employed for the investment of District funds for the year 2016:

Section 1:

<b>Investment</b>	<b>Amount</b>
Checking (US Bank)	\$ 2,000,000
<b>Liquidity Portfolio</b>	
LAIF	\$ 5,000,000
Placer County Treasury	\$ 5,000,000
CalTrust Short-Term	\$ 5,000,000
CalTrust Medium Term	\$ 5,000,000
<b>Long-Term Portfolio</b>	
CalTrust Medium Term	\$ 10,000,000
Fixed Income Securities	\$ 18,000,000

Section 2: This strategy assumes \$50,000,000 in District funds available for investment. Individual investments are limited to the limits of Policy 3120 and funds actually available. Any

funds in excess of \$50,000,000 will be invested in those investments listed in the Liquidity Portfolio

Section 3: This Strategy shall be employed for the year 2016 and shall remain in effect unless further refined from year-to-year as necessary by resolution.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 4th day of February, 2016.

Signed:

\_\_\_\_\_  
Will Dickinson, President of the Board of Directors

Attest:

\_\_\_\_\_  
Joanna Belanger, Board Secretary

## **ITEM VII.2 GENERAL MANAGER REPORT**

To: Board of Directors  
From: Herb Niederberger, GM  
Date: February 4, 2016  
Subject: General Manager Monthly Staff Report – January 2016

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### **1) DEPARTMENT REPORTS**

Attached are the monthly status reports for the Boards information:

- A. Facility Services Department
- B. Administrative Service Department, and
- C. Technical Services Department

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

### **2) INFORMATION ITEMS**

- A. On January 6, 2016, the General Manager, along with Director Mitchell, attended the Rocklin Chamber of Commerce Government Relations Committee during which the committee heard a scintillation presentation regarding SPMUD.
- B. The General Manager was on vacation from January 12 through 22, 2016.
- C. On January 26, 2015, the General Manager met with the District Legal Counsel to discuss District legal needs. Among some of the items that were discussed:
  - i. Godfrey Lawsuit
  - ii. City of Rocklin MOU
  - iii. New laws concerning prevailing wage
  - iv. Recruitment incentives using sick and vacation leave balances
  - v. Draft Credit and Reimbursement Agreements
- D. Advisory Committee Meetings:
  - i. There were no advisory committee meetings during January

### **3) LONG RANGE AGENDA**

March 2016

- Lucy Presentation
- Auditor Contract

April 2016

- Solar Contract
- Strategic Plan Semi-annual Report

**To:** Board of Directors  
**From:** Sam Rose, Superintendent  
**Cc:** Herb Niederberger, General Manager  
**Subject:** Field Services Department Monthly Report  
**Meeting Date:** February 4, 2016

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## **Overview**

This report provides the Board with an overview of Field Services operations from 12/28/2015 through 01/22/2016. The work listed is not all inclusive.

### **1. Recordable Accidents/Injuries (OSHA 300)**

- a. One (1)
- b. 11 days without a Recordable Injury
  - i. Had one case – knee injury (No lost time, modified duty only)

### **2. Service Calls / Sanitary Sewer Overflows (SSOs)**

- a. Service Calls
  - i. Twenty Four (24)
    - A. 23 - Customer's Responsibility
    - B. 1 - SPMUD Responsibility
- b. Lift Station Calls
  - i. Two (2)
- c. Sanitary Sewer Overflows (SSOs)
  - i. One (1) (23 Days since last SSO)
    - A. Mainline (Category 3)

### **3. Safety/Training/Professional Development**

- a. All Field employees participated in:
  - i. Locator Training – Underground Service Alert System
- b. Four (4) “Tailgate” safety sessions were held.
- c. Provided orientation and initial training for new hire

#### 4. Maintenance

Feet

a. CCTV Mainline Segments	68 Segments	08,832'
b. CCTV Service Laterals	70 Laterals	3,011'
c. Hydro-Clean Mainline Segments	70 Segments	20,902'
d. Manhole Inspections	48 Manholes	
e. Rodded/Cleaned Service Laterals	30 Laterals	
f. Double Wye Assessments	25 Double Wye's	
g. Creek-Crossing Inspections	16 Crossings – Due to rain events	

#### 5. Construction

a. Service Taps	2 Taps	
b. Lateral Installs	2 Laterals	
c. Property Line Cleanout Work		
i. Repaired	2 Cleanouts	
ii. Installed	2 Cleanout	
d. Mainline Repair	1 Mainline point repair	
e. Service Lateral Repair	1 Lateral point repairs	
f. Manhole Rehabilitation	0 Manholes	
g. Easement Reconstruction	1 Installed Access Gate	
h. Easement Maintenance	1 Placed fractured stone for erosion control	

#### 6. Facilities

a. Lift Station Operations Checks	25 Operation Checks
b. Lift Station Repair	04 Repairs Performed
c. Lift Station Wet Well Cleaning	12 Wet Wells
d. Lift Station Site Maintenance	01 Site
e. Corp Yard Water Treatment Facility	03 Operational Checks
f. Vehicle Maintenance	04 Vehicles

#### 7. Miscellaneous

- a. Hired Maintenance Worker I – Cameron Lima. He started January 4, 2016
- b. Removed asphalt and excavated footings for Corp Yard Enclosure Upgrade Project. Supported efforts of contractor dealing with multiple rain events
- c. Received portable flow recorders (x2) (Budget Item);
- d. Received Hands-Free Communication devices (Budget Item)
- e. Began Corp Yard Bathroom Renovation – Contracted Forces
- f. Completed Vehicle Inventory (bi-annual task)
- g. Installed conduit and concrete pedestal in preparation for new Security System
- h. Performed 11 Hydro-Cleaning audits – A Quality Control measure to ensure effectiveness of cleaning program

ITEM VII. ASD REPORT

To: Board of Directors  
From: Joanna Belanger, Administrative Services Manager  
CC: Herb Niederberger, General Manager  
Subject: Administrative Services Department Monthly Report  
Board Mtg. Date: February 4, 2016

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**Recruitments**

Recruitment for the position of Field Services Supervisor has begun, with anticipated interviews to be held the week of February 22, 2016.

**Records Archiving**

Staff has begun the arduous task to review District records in the Archive Room. The records are being reviewed in accordance with Policy 3310-Records Retention Policy. Any records identified as eligible for disposal will be reviewed by the General Manager, as authorized by the District's Board of Directors. Additional property records continue to be scanned and attached to customer records as appropriate.

**Fire Alarm System Upgrades & Access/Camera/Security Control Systems**

Sonitrol Security Systems were selected as the vendor to install access control, camera and security systems in both the 5805 & 5807 buildings. Installation is anticipated to be completed by the end of January.

**F.O.G. Outreach Events**

The coordination with local schools continues for educational events to be held in early spring 2016. A copy of the first issue of the semi-annual newsletter was included with recent billing cycle statements mailed in December and January. The newsletter will be mailed in early February to the remaining billing cycle customers.

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: February 4, 2016

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**IT Master Plan**

Staff continues to work towards Phase One Implementation, which will include discontinued use of the existing WWMS database and implementation of the Lucity database. Staff is working through the details of the final migration of legacy data from WWMS to the Lucity databases and developing standard operating procedures for Lucity workflows. Training of District employees on the use of Lucity has begun.

**Foothill Trunk Sewer Replacement Project**

The project is now in the final design, permitting, and right-of-way acquisition phase. Contact with residents along the alignment has begun to gain right of entry during construction and to obtain required signatures for the City of Rocklin tree permit. The application for the other required permits is underway. The project team is coordinating with the United Auburn Indian Community to establish guidelines and procedures for the discovery and treatment of cultural resources during testing and construction.

Construction of this project is planned for spring/summer of 2016.

**Loomis Diversion Trunkline Project**

The project is now in the final design, permitting, and right-of-way acquisition phase. The project team is currently conducting property research and preparing for initial correspondence with property owners and preparing for environmental and geotechnical field work.

Construction of this project is anticipated to start in the spring of 2017.

**High Risk Facilities (HRF) Program**

The RFP for preliminary engineering and cost estimates for the projects identified in the HRF report is being prepared and is anticipated to be advertised in February 2016.

**District Easements**

Staff is scheduling the field verification of the potential easement encroachments identified during records research to develop a list of owners to send notification letters.

## Department Performance Indicators

The following charts depict the efforts and performance of the department in three areas as of January 26th. Additional charts may be added in the future for other areas of work in the department.

