



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

May 5, 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) 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 3 to 16]

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 May 5, 2016 meeting

1. MINUTES from the April 7, 2016 Regular Board Meeting.
2. ACCOUNTS PAYABLE in the amount of \$895,080.91 through April 28, 2016.
3. MONTHLY INVESTMENT REPORT in the total amount of \$49,810,099.50, through April 28, 2016.
4. NOTICE OF GOVERNING BOARD MEMBER ELECTION - RESOLUTION #16-10 Declaring an election to be held in the South Placer Municipal Utility District, and requesting the Board of Supervisors consolidate this election with the election to be conducted on November 8, 2016.
5. VEHICLE PURCHASES 2016 Authorization to approve the purchase of two District vehicles: one Confined Space Entry vehicle & one Customer Service/Emergency

Response vehicle. These vehicles were identified and approved in the FY 15/16 Capital Replacement Budget.

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. Approval of Contract with Duarte Construction for the Reconstruction of the Headquarters Building

[pg 17 to 25]

This item requests approval of a contract with Duarte Construction for the reconstruction of the HQ building which was damaged as a result of a vehicular accident on February 14, 2016. Construction costs will be directly reimbursed from the Districts insurance company, SDRMA.

Action Requested: Voice vote

- 1. Approval of the contract with Duarte Construction for \$108,249.99;**
- 2. Authorization for the General Manager to execute the Contract with Duarte Construction;**
- 3. Authorization for the General Manager to execute any Change Orders to this contract subject to authorization and reimbursement from SDRMA.**

VII. REPORTS

[pg 26 to 33]

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 June 2, 2016 at 4:30 p.m.

**BOARD MINUTES
SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

Meeting	Location	Date	Time
Regular	District Office	April 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 Dickinson presiding at 4:30 p.m.

II. ROLL CALL OF DIRECTORS:

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

Absent: None

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 Markey led the Pledge of Allegiance.

IV. CONSENT ITEMS:

1. Minutes from the March 3, 2016 Regular Board Meeting.
2. Accounts Payable in the amount of \$2,176,251.41 through March 31, 2016.
3. Monthly Investment Report in the total amount of \$49,482,162.00 through March 31, 2016.
4. Execution of an Agreement with Loomis Basin Brew Pub – Resolution #16-08 An agreement granting the Loomis Basin Brew Pub a variance to Ordinance No. 09-01.

Director Williams made a motion to accept all items on the consent calendar, a second was made by Director Mitchell, the motion carried 5-0.

V. PUBLIC COMMENTS:

President Dickinson opened the Public comments. Hearing none, the public comments were closed.

VI. BOARD BUSINESS:

1. CSDA Board of Directors Call for Nominations – CSDA Board 2017-2019 Term

General Manager Niederberger introduced the CSDA Board of Directors Call for Nominations item, noting that in the future this type of item will be polled for interest of the Board prior to placing on the Agenda. He asked if any members of the Board were interested in running as a Board Member for the CSDA Board. Hearing no interest from Board Members, President Dickinson thanked General Manager Niederberger for presenting the item.

2. Out of Service Area Agreement (Aguilar) and Resolution #16-09 Application to Placer County LAFCO

District Engineer provided a brief overview of the request for an out of service agreement from the Aguilar family, with a residence just south of the Munoz Lift Station, close to the Swetzer Road service

line, outside of the District boundaries. The property is within the Districts sphere of influence. As part of the process, if approved by the Board the agreement will be sent to LAFCO. Director Williams asked if the District should annex the entire area, discussion followed regarding the process and if this would force residents to hook-up to the District. Superintendent Rose mentioned that when the Swetzer road project was completed several years ago, a number of residents voiced their concern that in the future the District may annex the area, and several residents stated that they did not want to be mandatorily required to hook up. It was decided that the item regarding annexation would be brought back to the Board at a future date.

1. Director Mitchell made a motion to adopt Resolution #16-09, authorizing the General Manager to apply with Placer County LAFCO for an Out of Area Service Agreement, a second was made by Director Williams, the motion passed 5-0.

2. Director Williams made a motion to authorize the General Manager to execute an Out of Service Agreement for sewer collection services for APN 03.2-171-053-000 & 032-171-052-000, a second was made by Director Murdock, the motion passed 5-0.

3. 2013-17 Strategic Plan, Semi-Annual Report – Ending 2nd Quarter FY15-16

General Manager Niederberger and Management staff from Field Services, Administrative Services and Technical Services presented a presentation to the Board on the progress made toward meeting the Strategic Goals and Objectives of the 2013-17 Strategic Plan. After the presentation, General Manager Niederberger indicated that workshops would be held closer to the end of the year to start discussions for the next Strategic Plan.

VII. REPORTS:

1. District General Counsel (A. Brown): General Counsel Brown stated that he had assisted the General Manager and staff with the Loomis Basin Brew Pub agreement and the Rocklin Road Jack in the Box Fats Oils and Grease issue.

2. General Manager (H. Niederberger):

A. ASD, FSD & TSD Reports: General Manager Niederberger stated that staff was available to answer any questions for departmental reports. He reported that he would be attending the CSDA General Manager Summit in Lake Tahoe from June 12th to June 14th.

Administrative Services Manager reported the timeline for Board Directors Williams, Mitchell and Markey who are up for election in November to file their candidacy with Placer County.

B. Information Items: No additional items were reported.

3. Directors Comments: Director Murdock asked if further boulders would be placed in the planter area in front of the building after the construction to rebuild the headquarter building was completed. GM Niederberger indicated that staff planned to place further decorative boulders in the near future.

VIII. ADJOURNMENT

The meeting was adjourned at 5:47 p.m. to the next Regular Meeting to be held on Thursday, May 5, 2016 at 4:30 p.m.



Joanna Belanger, Board Secretary



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 03/29/2016 - 04/28/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1240	Placer County Personnel	03/29/2016	Regular	0.00	2,404.47	7149
1246	Prudential Municipal Pool	03/29/2016	Regular	0.00	142.43	7150
1521	Aries Industries, Inc.	04/01/2016	Regular	0.00	266.33	7155
1004	AT&T	04/01/2016	Regular	0.00	105.82	7156
1509	Crystal Communications	04/01/2016	Regular	0.00	230.00	7157
1093	DMG Lawn Maintenance	04/01/2016	Regular	0.00	325.00	7158
1159	Jensen Precast	04/01/2016	Regular	0.00	232.19	7159
1163	Joe Gonzalez Trucking, LLC.	04/01/2016	Regular	0.00	949.20	7160
1174	KBA Docusys, Inc.	04/01/2016	Regular	0.00	442.09	7161
1221	PG&E	04/01/2016	Regular	0.00	5,643.48	7162
1237	Placer County Clerk Recorder	04/01/2016	Regular	0.00	193.50	7163
1487	RJA Heating & Air, Inc.	04/01/2016	Regular	0.00	253.25	7164
1288	Solon Fire Control	04/01/2016	Regular	0.00	729.22	7165
1327	US Bank Corporate Payment	04/01/2016	Regular	0.00	6,415.86	7166
	Void	04/01/2016	Regular	0.00	0.00	7167
	Void	04/01/2016	Regular	0.00	0.00	7168
1343	Water Works Engineers, LLC	04/01/2016	Regular	0.00	31,683.35	7169
1525	ADS Environmental Services	04/12/2016	Regular	0.00	6,994.54	7179
1016	American General Life Insurance	04/12/2016	Regular	0.00	9,810.00	7180
1020	Aqua Sierra Controls, Inc.	04/12/2016	Regular	0.00	1,736.53	7181
1004	AT&T	04/12/2016	Regular	0.00	9.40	7182
1026	AUS West Lockbox	04/12/2016	Regular	0.00	642.23	7183
1068	City of Roseville	04/12/2016	Regular	0.00	628,058.54	7184
1081	CWEA - TCP	04/12/2016	Regular	0.00	86.00	7185
1086	Dataprose	04/12/2016	Regular	0.00	1,696.87	7186
1536	Jeff Brackenbury	04/12/2016	Regular	0.00	204.98	7187
1159	Jensen Precast	04/12/2016	Regular	0.00	78.12	7188
1163	Joe Gonzalez Trucking, LLC.	04/12/2016	Regular	0.00	732.84	7189
1473	Pitney Bowes Purchase Power	04/12/2016	Regular	0.00	32.23	7190
1244	Preferred Alliance	04/12/2016	Regular	0.00	142.56	7191
1487	RJA Heating & Air, Inc.	04/12/2016	Regular	0.00	875.11	7192
1508	Sacramento Rendering Co.	04/12/2016	Regular	0.00	25.00	7193
1291	Special District Risk Management Authority	04/12/2016	Regular	0.00	112.50	7194
1333	SPOK, Inc.	04/12/2016	Regular	0.00	26.25	7195
1297	Stanley Convergent Security Solutions, Inc.	04/12/2016	Regular	0.00	28.09	7196
1306	Superior Equipment Repair	04/12/2016	Regular	0.00	746.59	7197
1325	Tyler Technologies, Inc.	04/12/2016	Regular	0.00	2,497.50	7198
1491	Vanguard Cleaning Systems	04/12/2016	Regular	0.00	395.00	7199
1338	Verizon Wireless	04/12/2016	Regular	0.00	507.89	7200
1492	Wave Broadband - Rocklin	04/12/2016	Regular	0.00	209.85	7201
1211	Noble Image, Inc.	04/12/2016	Regular	0.00	66.00	7202
1499	TechRoe.com LLC	04/12/2016	Regular	0.00	985.99	7203
1066	City of Rocklin	04/13/2016	Regular	0.00	198.00	7204
1066	City of Rocklin	04/22/2016	Regular	0.00	400.10	7213
1240	Placer County Personnel	04/26/2016	Regular	0.00	2,445.68	7214
1246	Prudential Municipal Pool	04/26/2016	Regular	0.00	147.70	7215
1052	California Special Districts Association	04/26/2016	Regular	0.00	100.00	7216
1458	Carie Huff	04/26/2016	Regular	0.00	34.02	7217
1073	Consolidated Communications	04/26/2016	Regular	0.00	505.64	7218
1509	Crystal Communications	04/26/2016	Regular	0.00	230.00	7219
1087	Dawson Oil Co.	04/26/2016	Regular	0.00	326.16	7220
1340	Grainger	04/26/2016	Regular	0.00	360.18	7221
1131	Granite Business Printing	04/26/2016	Regular	0.00	290.25	7222
1136	Helix Laboratories, Inc.	04/26/2016	Regular	0.00	2,180.10	7223

Check Report

Date Range: 03/29/2016 - 04/28/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1139	Hill Rivkins Brown & Associates	04/26/2016	Regular	0.00	7,675.20	7224
1173	KBA Docusys	04/26/2016	Regular	0.00	394.82	7225
1221	PG&E	04/26/2016	Regular	0.00	4,143.04	7226
1238	Placer County Department of Public Works	04/26/2016	Regular	0.00	275.00	7227
1253	Recology Auburn Placer	04/26/2016	Regular	0.00	296.13	7228
1537	Rocklin False Alarm Reduction Program	04/26/2016	Regular	0.00	15.00	7229
1270	Rootx	04/26/2016	Regular	0.00	277.00	7230
1538	Roseville Honda Motorsports	04/26/2016	Regular	0.00	2,148.93	7231
1518	Sonitrol of Sacramento	04/26/2016	Regular	0.00	1,351.50	7232
1325	Tyler Technologies, Inc.	04/26/2016	Regular	0.00	400.00	7233
1015	American Fidelity Assurance	03/29/2016	Bank Draft	0.00	1,021.72	DFT0001897
1229	Pers (EFT)	03/29/2016	Bank Draft	0.00	12,985.00	DFT0001898
1230	Pers (EFT)	03/29/2016	Bank Draft	0.00	31,538.90	DFT0001899
1045	Cal Pers 457 Plan (EFT)	04/08/2016	Bank Draft	0.00	300.00	DFT0001911
1135	Mass Mutual (EFT)	04/08/2016	Bank Draft	0.00	3,950.00	DFT0001912
1229	Pers (EFT)	04/08/2016	Bank Draft	0.00	147.25	DFT0001913
1229	Pers (EFT)	04/08/2016	Bank Draft	0.00	218.55	DFT0001914
1229	Pers (EFT)	04/08/2016	Bank Draft	0.00	299.31	DFT0001915
1229	Pers (EFT)	04/08/2016	Bank Draft	0.00	2,731.72	DFT0001916
1229	Pers (EFT)	04/08/2016	Bank Draft	0.00	3,741.80	DFT0001917
1229	Pers (EFT)	04/08/2016	Bank Draft	0.00	1,033.59	DFT0001918
1229	Pers (EFT)	04/08/2016	Bank Draft	0.00	1,181.69	DFT0001919
1229	Pers (EFT)	04/08/2016	Bank Draft	0.00	829.18	DFT0001920
1229	Pers (EFT)	04/08/2016	Bank Draft	0.00	827.46	DFT0001921
1149	Internal Revenue Service	04/08/2016	Bank Draft	0.00	8,097.34	DFT0001922
1098	EDD (EFT)	04/08/2016	Bank Draft	0.00	2,325.55	DFT0001923
1098	EDD (EFT)	04/08/2016	Bank Draft	0.00	587.74	DFT0001924
1149	Internal Revenue Service	04/08/2016	Bank Draft	0.00	1,893.78	DFT0001925
1149	Internal Revenue Service	04/08/2016	Bank Draft	0.00	7,044.61	DFT0001926
1045	Cal Pers 457 Plan (EFT)	04/22/2016	Bank Draft	0.00	300.00	DFT0001939
1135	Mass Mutual (EFT)	04/22/2016	Bank Draft	0.00	3,750.00	DFT0001940
1229	Pers (EFT)	04/22/2016	Bank Draft	0.00	147.25	DFT0001941
1229	Pers (EFT)	04/22/2016	Bank Draft	0.00	218.55	DFT0001942
1229	Pers (EFT)	04/22/2016	Bank Draft	0.00	299.31	DFT0001943
1229	Pers (EFT)	04/22/2016	Bank Draft	0.00	2,731.72	DFT0001944
1229	Pers (EFT)	04/22/2016	Bank Draft	0.00	3,741.80	DFT0001945
1229	Pers (EFT)	04/22/2016	Bank Draft	0.00	1,033.60	DFT0001946
1229	Pers (EFT)	04/22/2016	Bank Draft	0.00	1,181.69	DFT0001947
1229	Pers (EFT)	04/22/2016	Bank Draft	0.00	931.32	DFT0001948
1229	Pers (EFT)	04/22/2016	Bank Draft	0.00	929.38	DFT0001949
1149	Internal Revenue Service	04/22/2016	Bank Draft	0.00	8,524.04	DFT0001950
1098	EDD (EFT)	04/22/2016	Bank Draft	0.00	2,335.07	DFT0001951
1098	EDD (EFT)	04/22/2016	Bank Draft	0.00	590.81	DFT0001952
1149	Internal Revenue Service	04/22/2016	Bank Draft	0.00	1,993.56	DFT0001953
1149	Internal Revenue Service	04/22/2016	Bank Draft	0.00	6,929.09	DFT0001954
1135	Mass Mutual (EFT)	04/22/2016	Bank Draft	0.00	100.00	DFT0001955
1098	EDD (EFT)	04/22/2016	Bank Draft	0.00	-2.20	DFT0001959
1149	Internal Revenue Service	04/22/2016	Bank Draft	0.00	-5.00	DFT0001962
1015	American Fidelity Assurance	04/26/2016	Bank Draft	0.00	1,021.72	DFT0001963
1229	Pers (EFT)	04/26/2016	Bank Draft	0.00	12,985.00	DFT0001964

Check Report

Date Range: 03/29/2016 - 04/28/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1230	Pers (EFT)	04/26/2016	Bank Draft	0.00	31,538.90	DFT0001965

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	82	62	0.00	730,911.25
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	41	41	0.00	162,030.80
EFT's	0	0	0.00	0.00
	123	105	0.00	892,942.05

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	3/2016	48,092.52
100	GENERAL FUND	4/2016	844,849.53
			<hr/>
			892,942.05

Account Number	Name	Date	Type	Amount	Reference	Packet
102-0006337-01	Ulle, Steven M	3/29/2016	Refund	\$ 84.00	Check #: 7151	UBPKT01951
106-0014801-02	CARLOS DELVALLE	3/29/2016	Refund	\$ 77.47	Check #: 7152	UBPKT01951
106-0016329-02	Oldes, Roger Charles	3/29/2016	Refund	\$ 83.99	Check #: 7153	UBPKT01951
112-1022765-02	Christensen, Spencer and Marianne	3/29/2016	Refund	\$ 84.00	Check #: 7154	UBPKT01951
102-0010027-01	Wootton, Carrie	4/8/2016	Refund	\$ 84.86	Check #: 7170	UBPKT01987
102-0011896-01	Adame, Angel	4/8/2016	Refund	\$ 206.07	Check #: 7171	UBPKT01987
103-0004487-01	Richards, Mark A	4/8/2016	Refund	\$ 38.61	Check #: 7172	UBPKT01987
106-0015282-01	Ryan, Timothy	4/8/2016	Refund	\$ 12.06	Check #: 7173	UBPKT01987
106-0017093-01	Carol L Tomlin	4/8/2016	Refund	\$ 85.58	Check #: 7174	UBPKT01987
106-0017425-02	Lund, Jeffrey A	4/8/2016	Refund	\$ 7.14	Check #: 7175	UBPKT01987
112-1022634-01	Young, Carl	4/8/2016	Refund	\$ 5.60	Check #: 7176	UBPKT01987
112-1023313-01	Atwal, Narinder Singh	4/8/2016	Refund	\$ 90.53	Check #: 7177	UBPKT01987
113-1021589-02	Bennett, Agnes J	4/8/2016	Refund	\$ 84.00	Check #: 7178	UBPKT01987
102-0010118-01	McPherson, Ronald K	4/14/2016	Refund	\$ 84.93	Check #: 7205	UBPKT02005
103-0004717-01	Dillin, Mark	4/14/2016	Refund	\$ 84.77	Check #: 7206	UBPKT02005
112-1026353-01	D R Horton	4/14/2016	Refund	\$ 308.00	Check #: 7207	UBPKT02005
112-1026770-00	D R Horton	4/14/2016	Refund	\$ 150.47	Check #: 7208	UBPKT02005
102-0000674-01	Rogers, Dawn M	4/20/2016	Refund	\$ 86.79	Check #: 7209	UBPKT02045
102-0005210-02	Winje, Susan	4/20/2016	Refund	\$ 84.15	Check #: 7210	UBPKT02045
106-0014527-01	Hanson, Chris	4/20/2016	Refund	\$ 6.53	Check #: 7211	UBPKT02045
112-1026568-00	CalAtlantic Group, Inc.	4/20/2016	Refund	\$ 18.67	Check #: 7212	UBPKT02045
102-0001022-01	Coiner, Charles	4/27/2016	Refund	\$ 9.53	Check #: 7234	UBPKT02071
102-0002994-01	Rodney, Cheryl	4/27/2016	Refund	\$ 84.15	Check #: 7235	UBPKT02071
103-0003827-01	Neves, Thomas A	4/27/2016	Refund	\$ 94.35	Check #: 7236	UBPKT02071
112-1023757-02	Mamula, John	4/27/2016	Refund	\$ 14.47	Check #: 7237	UBPKT02071
106-0013105-01	Wells, Crystal	4/28/2016	Refund	\$ 168.14	Check #: 7238	UBPKT02084
TOTAL REFUNDS				\$	2,138.86	

April-16
MONTHLY INVESTMENT REPORT

INVESTMENT	TOTAL FUNDS
CalTRUST	
Balance	\$ 19,000,000.00
Interest	\$ -
TOTAL	\$ 19,000,000.00
Wells Fargo - Fixed Income Securities	
Balance	\$ 18,000,000.00
Interest	\$ -
TOTAL	\$ 18,000,000.00
LAIF (Local Agency Investment Fund)	
Balance	\$ 4,987,312.00
Interest 0.46%	\$ 10,498.00
TOTAL	\$ 4,997,810.00
Placer County Treasury	
Balance	\$ 4,946,055.00
Interest 1.296%	\$ 43,417.00
TOTAL	\$ 4,989,472.00
SUB-TOTAL	\$ 46,987,282.00
Checking Account Balance	
	\$ 2,822,817.50
GRAND TOTAL	\$ 49,810,099.50

*Initial Contribution Transfers to CalTRUST & Wells Fargo occurred 04/21/16 & 04/22/16

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: Joanna Belanger, Administrative Services Manager
Cc: Herb Niederberger, General Manager
Subject: Notice of Governing Board Member Election – Resolution #16-10
Meeting Date: May 5, 2016

Overview

Three of the SPMUD Board Directors have expiring terms which are coming up for election in November 2016.

<u>Board Member Name</u>	<u>Ward</u>	<u>Regular/Short Term</u>
Gerald P. Mitchell	Ward 1	Regular
Victor S. Markey	Ward 4	Regular
James T. Williams	Ward 5	Regular

Per California Elections Code Section 10509, the Placer County Office of Elections requires a Resolution from the District to request election services. Resolution #16-10 requests a consolidation of the Districts election with the November 8, 2016 election; and requests the County’s services; and identifies the election particulars candidates must follow to qualify for the Ward they are placing their candidacy for.

Recommendation

Staff recommends:

1. That the Board of Directors approves Resolution #16-10, which declares an election to be held in the Districts jurisdiction, and requests the election services of the Placer County Board of Supervisors.

Strategic Plan Goals

This action is consistent with Goal 2.4: Maintaining transparency with all District activities.

Fiscal Impact

The District will incur applicable costs from Placer County Election services.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
RESOLUTION NO. 16-10

RESOLUTION OF THE GOVERNING BODY OF THE SOUTH PLACER MUNICIPAL UTILITY DISTRICT, DECLARING AN ELECTION BE HELD IN ITS JURISDICTION; REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE THIS ELECTION WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE; AND REQUESTING ELECTION SERVICES BY THE COUNTY CLERK

WHEREAS, this District Governing Body orders an election to be held in its jurisdiction on November 8, 2016; at which election the issue(s) to be presented to the voters shall be:

NOMINATION OF CANDIDATES FOR THE GOVERNING BODY

1. Said election shall be to fill a vacancy for the following Board Members whose term has expired:

<u>Incumbent's Name</u>	<u>Division Number</u>	<u>Regular/Short Term</u>
Gerald P. Mitchell	Division 1	Regular
Victor S. Markey	Division 4	Regular
James T. Williams	Division 5	Regular

2. Said Directors for this District are elected in the following manner:

Qualified by Division – Elected at large.

Directors must qualify to run by living in a specific division, but all voters within the District may vote on all candidates.

3. Said District has determined the following election particulars:

- The length of the Candidate Statement shall not exceed **200** words.
- The cost of the Candidate Statement shall be paid by the **Candidate**.

MEASURES TO BE SUBMITTED TO THE VOTERS (IF APPLICABLE)

4. Said District **does not** request measures be decided at this election.

5. Said District has determined the following election particulars:

- In the case of a tie vote, the election shall be determined by **LOT**.
- The County Clerk is **requested** to provide election services, all applicable costs will be paid for by the District.

6. The District hereby certifies that:

There have been **NO** District boundary changes since our last election, but the District understands that the Placer County Public Works Mapping Division will verify our District boundary lines prior to the election.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the Board of Supervisors of the County of Placer is hereby requested to:

1. Consolidate the election with any other applicable election conducted on the same day; and
2. Authorize and direct the County Clerk, at Governing Body expense, to provide all necessary election services.

This Resolution shall be considered a Notice of Election and Specification of Election Order if applicable.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 5th day of May, 2016.

Signed: _____
William 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: Vehicle Purchases 2016
Meeting Date: May 5, 2016

Overview

Approved in the current budget is a line item for Vehicle Purchases (\$125,000). This is intended for the purchase of two vehicles that will replace two existing vehicles. Both are outfitted for specific purposes – Confined Space Entry and Customer Service/Emergency Response.

The State of California, Department of General Services, Procurement Division (DGS-PD) administers statewide commodity contracts for use by State departments and California local governments. Statewide Commodity Contracts are a type of Leveraged Procurement Agreement (LPA), used as one of the State's main procurement vehicles for leveraging its buying power. This program employs a competitive solicitation method.

District staff selected two vehicles from this program and added customized accessories to outfit the vehicles to suit our needs. The Statewide commodity contracts establishes the maximum cost for these accessories at Dealer cost + 10%. This represents a discount of approximately \$6,000 compared to District cost using the same vendors.

Recommendation

Staff recommends that the Board of Directors:

1. Authorize the General Manager to execute the purchase orders for the Confined Space Entry and Customer Service/Emergency Response vehicles.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.2: Establish and Meet Service Level(s) by department
- Goal 1.3: Build Business efficiencies
- Goal 2.3: Prevent and mitigate Sewer System Overflows (SSO)

Fiscal Impact

Staff expects costs to be \$106,760.00 (Quotes attached)

T-350 CUTAWAY (SRW)

THIS IS YOUR QUOTE

DOWNTOWN FORD SALES
 525 N16th Street, Sacramento, CA. 95811
 916-442-6931 fax 916-491-3138

RJM041420161058

QUOTATION

Customer

Name SOUTH PLACER MUD
 Address _____
 City _____
 Phone ATTN: CHAD STITES

Date 4/25/2016
 REP BOB MILLOY
 Phone _____
 FOB SACRAMENTO

Qty	Description	Unit Price	TOTAL
1	STATE OF CALIFORNIA CONTRACT #1-16-23-23A NEW FORD TRANSIT T-250 MED ROOF CARGO VAN with diesel engine	\$28,448.00	\$28,448.00
1	Upgrade to Transit-350 Cutaway Chassis (SRW)	< \$1,923.00 >	< \$1,923.00 >
1	Upgrade to Heavy Duty Alternator	\$235.00	\$235.00
1	Upgrade to 12V to 110V Power Inverter	\$99.00	\$99.00
1	Upgrade to Manual Regeneration w/ACT	\$380.00	\$380.00
1	Upgrade to Upfitter Switches -User Defined)	\$85.00	\$85.00
1	Upgrade to Rear View Camera	\$517.00	\$517.00
1	Upgrade to Spare Tire and Wheel	\$299.00	\$299.00
1	Upgrade to Trailer Brake Controller	\$229.00	\$229.00
1	MARATHON 12' Dry Van Body, 12'6" OL, 84" OW, 81" IH with aluminum Ramp per attached Marathon QT-037572, dtd 4-11-2016, to include Class IV 2' Receiver Hitch	\$9,825.00	\$9,825.00
1	LEHR equipment upgrade package per LEHR #01 50723, dtd 3/23/2016	\$5,173.00	\$5,173.00
1	VANCO equipment upgrade package per VANCO # 1357, dtd 4/6/2016	\$9,626.00	\$9,626.00
1	DOCUMENT FEE	\$80.00	\$80.00

Subtotal	\$53,073.00
DELIVERY	\$100.00
Sales Tax	\$3,980.48
CA Tire Tax	\$8.75
TOTAL DUE	\$57,162.23

\$500 DISCOUNT FOR PROMPT
 PAYMENT IN 20 DAYS



T-250 HR

THIS IS YOUR QUOTE

DOWNTOWN FORD SALES
525 N16th Street, Sacramento, CA. 95811
916-442-6931 fax 916-491-3138

RJM041420161331

QUOTATION

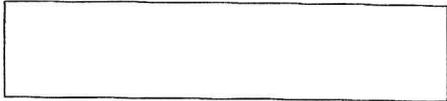
Customer

Name SOUTH PLACER MUD
Address _____
City TRANSIT 250 MD ROOF
Phone ATTN: CHAD STITES

Date 4/25/2016
REP BOB MILLOY
Phone _____
FOB SACRAMENTO

Qty	Description	Unit Price	TOTAL
1	STATE OF CALIFORNIA CONTRACT #1-16-23-23A NEW FORD TRANSIT T-250 MED ROOF CARGO VAN RWD, DIESEL ENGINE, 148" WB,9,000,GVWR	\$28,448.00	\$28,448.00
1	Upgrade to High Roof Model with Diesel Engine	\$2,688.00	\$2,688.00
1	Upgrade to Heavy Duty Alternator	\$235.00	\$235.00
1	Upgrade to 12V to 110V Power Inverter	\$99.00	\$99.00
1	Upgrade to Manual Regeneration w/ACT	\$380.00	\$380.00
1	Upgrade to Upfitter Switches -User Defined)	\$85.00	\$85.00
1	Upgrade to Heavy Duty Trailer Tow Package	\$471.00	\$471.00
1	Upgrade to Trailer Brake Controller	\$233.00	\$233.00
1	Upgrade to Load Area Protection (Full Height)	\$248.00	\$248.00
1	LEHR equipment upgrade package per LEHR #01 50715, dtd 3/23/2016	\$4,974.00	\$4,974.00
1	VANCO equipment upgrade package per VANCO # 1358, dtd 4/6/2016	\$6,050.00	\$6,050.00
1	DOCUMENT FEE	\$80.00	\$80.00
		Subtotal	\$43,991.00
		DELIVERY	\$100.00
		Sales Tax	\$3,299.33
		CA Tire Tax	\$8.75
		TOTAL DUE	\$47,399.08

\$500 DISCOUNT FOR PROMPT
PAYMENT IN 20 DAYS



SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors

From: Herb Niederberger, General Manager

Cc: Joanna Belanger, Administrative Services Manager

Subject: Approval of Contract with Duarte Construction for the Reconstruction of the Headquarters Building

Meeting Date: May 5, 2016

Overview

On February 14, 2016, a vehicular accident resulted in damage to the District's Headquarters Building located at 5807 Springview Drive resulting in the need for building reconstruction. SDRMA, the District's insurer, has reviewed the damage and has approved the reconstruction and the District's need for continuity of operations. SDRMA and the adjuster from DMA Claims Service, along with consultation with District staff, have negotiated with Duarte Construction for the reconstruction. The SDRMA process is for the District to contract with Duarte, and the District will be reimbursed for the approved costs. Since no District funds are being used, and the District is merely acting as a pass-through, this does not constitute a contract subject to the State of California Public Contract Code or the Municipal Utility District Act (commencing with §11501 of the Public Utilities Code). However, in accordance with District Policy No. 3150 – Purchasing Policy, a single contract or commitment shall not exceed \$50,000 without approval by the Board of Directors. The Duarte Contract is for \$108,249.99

Recommendation

Staff recommends:

1. That the Board of Directors approve the contract with Duarte Construction for \$108,249.99;
2. That the Board of Directors authorize the General Manager to execute the Contract with Duarte Construction; and
3. That the Board of Directors authorized the General Manager to execute any Change Orders to this contract subject to authorization and reimbursement from SDRMA.

Strategic Plan Goals

This is no specific strategic plan goal associated with this action, although the goal of the Customer Service portion of the Strategic Plan is to provide efficient and effective level of sewer service to meet customer and stakeholder expectations. The reconstruction and continuity of operations meets this service expectation.

Related District Ordinances and Policies

Policy No. 3150 – Purchasing Policy.

ITEM VI.1

Fiscal Impact

There is no direct fiscal impact associated with this action. The District is acting as a pass-through for the reconstruction costs.

Attachment: Duarte Construction Agreement

CONSTRUCTION AGREEMENT AND AUTHORIZATION TO PROCEED

Duarte
CONSTRUCTION

License #335288

Post Office Box 1260 ♦ 6060 King Road ♦ Loomis, CA 95650

Phone ♦ (916) 652-0355 Fax ♦ (916) 652-3477

DATE: 4/25/2016

OWNER: South Placer Municipal Utility District

JOB LOCATION: 5807 Springview Dr Rocklin CA 95677

INSURANCE COMPANY: SDRMA

PROJECT DESCRIPTION: as per estimate entitled "SPMUD BUILDING-1"

Name of registered home improvement salesperson: Jeff Thomas

Registration Number: 77326 SP

It is hereby agreed between "Owner" and F & T Investments, Inc. dba Duarte Construction Company ("Contractor") as follows:

1. Description of Work

Contractor will furnish all work, labor, equipment, materials, supervision, and contract administration to construct and complete in a good, expeditious, workmanlike, and substantial manner the above described project hereinafter called "Project," on the real property described above. By this reference the plan(s), if any, for the scale drawing(s) of the Project that are attached to this contract are incorporated into this contract. A copy of the Scope of Work or bid proposal (whichever is applicable) is also attached and incorporated into this contract.

2. Start and Completion of Work

Contractor agrees to substantially commence work within **(3 Business)** days after execution of this agreement and shall diligently pursue the work to completion within approximately **(3 Months)**, subject to permissible delays. Work will begin on approximately **(5/9/2016)** and all construction will be completed by approximately **(8/12/2016)**. Substantial commencement of the work shall be deemed to be the date when Contractor first supplies workers to the job who actually commence construction operations. Failure by the Contractor without lawful excuse to substantially commence work within twenty (20) days from the approximate date specified in the contract when work will begin is a violation of the Contractors' State License Law.

Owner
Initials

Owner
Initials

Contractor
Initials

3. **Payment**

In progress payments which do not include finance charges of any kind, according to the following schedule:

\$ 10,825.00	When: Demolition complete
\$ 27,062.50	When: Rough Frame Inspection
\$ 27,062.50	When: Drywall Nail Inspection
\$ 27,062.50	When: Interior Paint
\$ 16,237.49	When: Upon Final Completion
TOTAL OF CONTRACT	<u>\$108,249.99</u>

All payments will be made within ten (10) days after billing. Overdue payments will bear interest at the maximum legally permissible rate. If any payment is not made when due, Contractor may keep the job idle until such time as all payments due have been made. Payments outlined in the payment schedule above are due and payable at the completion of each phase. Contractor reserves the right to cease work if Owner fails to meet scheduled payment as outlined above. All change orders are due in full at the time the change order is authorized by Owner unless prior arrangements have been agreed upon in writing by Contractor. It is fully understood that the Owner and its agents, successors, assigns and heirs are personally responsible for any and all deductibles, depreciation, or any costs not covered by the policy. Any change orders written for services not reimbursed by your insurance company are the responsibility of Owner. Any and all changes must be in writing.

4. **Description of Materials**

Attached to this contract incorporated by this reference is a description of the materials to be used in construction of the project intended to be used by Contractor.

5. **Extra Work and Change Order Work**

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon a written change order by owner and will become an extra charge over the sum mentioned above. Owner may, without affecting the validity of this contract, order changes, modifications, deletions, and extra work by issuing written change orders from time to time during the progress of the project. If Owner orders work added or deleted, the contract price will be increased or reduced by a fair and reasonable valuation; if the parties are unable to agree on the amount, Contractor will perform the work as modified and the amount to be charged or credit will be determined by negotiation or otherwise. As the extra work progresses, payments for extra work will be made concurrently with progress payments made under the payment schedule. Each change order form for changes or extra work will be incorporated into and become a part of this contract.

6. **Selection of Materials**

Owner agrees to make material selections in a timely fashion as requested from time to time by Contractor so as not to impede the course of construction and so as not to increase the cost of such materials by such delay in selection.

_____ Owner Initials	_____ Owner Initials	_____ Contractor Initials
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7. **Site Investigation**

Prior to the receipt of bids, owner shall provide all information of which Owner is aware as to surface and subsurface conditions in the vicinity of the project, including topographical maps, reports of exploratory tests, written opinions of technical advisors and other information that might assist the contractor in properly evaluating the extent and character of the work that might be required. Such information is the best information obtainable by the owner from its employees, agents, and consultants, through the exercise of reasonable diligence.

8. **Completion of Work**

Contractor agrees to complete said work within a reasonable time with exception of delays caused by strike or other labor disturbance, act of Owner, public enemies, elements, acts of God and delays caused by unavailability of materials

9. **Solicitation of Subcontractors or Contractors Employees**

Owner shall not make direct requests from subcontractors or employees of Contractor nor shall Owner engage in contracts with others to furnish materials and/or labor for the project without first obtaining Contractor's permission. Contractor shall have no liability for labor provided or material installed or supplied by owner or his agent.

10. **Termination**

Should the owner become insolvent or commit a material breach or default under the contract, including but not limited to failure to pay timely undisputed sums due to the contractor and fail to act in good faith to remedy the same within ten (10) days after notice from the contractor the contractor may terminate this contract. The contractor shall be entitled to all damages incurred a result of such termination.

11. **Warranty**

Contractor warrants all workmanship and material which he has agreed to furnish against original defects "Fit and Finish" for a period of one year from the date of completion. Up to four years on defective installation. Ten years on structural defects. During such period, Contractor will remedy or replace any defective component of the warranted work at no additional cost to Owner. This warranty shall not apply, however, to items of normal wear and tear through usage, not to items constituting normal maintenance.

12. **Disclaimer of Warranty**

Contractor and Owner recognize that the typical soil conditions in the project described produce a considerable amount of shrinkage, swelling, raising, settling and discoloration of concrete slab areas and cracking of plastered exterior walls and rigid interior surfaces is normal and to be anticipated, due to generalized soil movement. Contractor does not warrant that such cracking, checking, raising, settling and/or discoloration will not occur, and the parties agree that such occurrence will not represent defects in Contractor's performance. Contractor makes no warranty, and shall be defended, indemnified and held harmless by Owner from and against any defect in the work resulting from omission or commission in the plans and specifications prepared by others.

Owner
Initials

Owner
Initials

Contractor
Initials

13. Arbitration

Any controversy or claim arising out of or relating to this contract or its alleged breach which cannot be resolved by mutual agreement shall be settled by arbitration in accordance with the Construction Industry Rules of the American Arbitration Association in effect on the date of the contract and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction.

If any party refuses or neglects to appear at or to participate in arbitration proceedings after reasonable notice, the arbitrator is empowered to decide the controversy in accordance with whatever evidence is presented by the party or parties who do participate. The arbitrator may award any remedy that is just and equitable in the opinion of the arbitrator. The arbitrator will award to the prevailing party or parties such sums as are proper to compensate for the time, expense and trouble of arbitration, including arbitration fees and attorney fees. The arbitrator will retain jurisdiction of a controversy even if a party or parties to the dispute are not or cannot be joined in the arbitration proceedings.

NOTICE:

BY INITIALING IN THE SPACE BELOW, YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW, YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE BUSINESS AND PROFESSIONS CODE OR OTHER APPLICABLE LAWS. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.

We have read and understand the foregoing and agree to submit disputes arising out of the matters included in the "Arbitration of Disputes" provision to neutral arbitration.

Initials of Owner

Initials of Owner

14. Release of Mechanics' Lien

As each progress payment is made according to the schedule of payments set forth above, and before any further payment is made, Contractor shall furnish to Owner a full and unconditional release of any claim or mechanics' lien under California Civil Code Section 3114 for the portion of work for which payment was made. Each release must comply with Civil Code Section 3262 and be signed by all subcontractors, material suppliers and others that have performed work on or furnished equipment or materials to the project. No further payment will be made to Contractor until Contractor has furnished releases that comply with these requirements.

15. Contractor's Right to Subcontract

Contractors shall have the right to subcontract any part, or all of the work herein agreed to be performed.

Owner
Initials

Owner
Initials

Contractor
Initials

16. **Insurances**

Contractor agrees to carry liability insurance in amounts of \$1,000,000.00 per occurrence and Worker’s Compensation Insurance to cover its employees. Owner agrees to maintain property damage insurance on the work and material at the site, to its full insurable value during construction, at his expense.

17. **Governing Law**

The contract shall be governed by the law of California.

18. **Right to Require Performance Bond Clause**

Owner has a right to require Contractor to have a performance and payment bond.

19. **Right of Cancellation**

Owner may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction (see the attached Notice of Cancellation form for an explanation of this right).

[Optional – For contracts for the repair or restoration of residential premises damaged by a disaster pursuant to 1689.6© the following must be used:

Owner may cancel this transaction at any time prior to midnight of the seventh business day after the date of this transaction (see the attached Notice of Cancellation form for an explanation of this right).]

20. **Contractor’s License Notice**

Contractors are required by law to be licensed and regulated by the Contractors’ State License Board, which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent or omission is filed within four (4) years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten (10) years of the date of the alleged violation. Any questions concerning the contractor may be referred to the Registrar, Contractors State License Board, Post Office Box 2600, Sacramento, California 95826.

21. **Complete Agreement**

This contract constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed under this contract exists between the parties. This contract can be modified only by an agreement in writing signed by both parties.

Signatures

Owner or legal representative

Date

Owner or legal representative

Date

F &T Investments, dba Duarte Construction

Date

NOTICE TO OWNER

- 1) Contractors are required by law to be licensed by the Contractor's State License Board. Any questions concerning a contract may be referred to the Registrar, Contractors' State License Board, 9835 Goethe Road, Sacramento, CA 95827. Mailing Address: P.O. Box 2600, Sacramento, CA 95826.
- 2) Under the California Mechanics Lien Law, any contractor, subcontractor, laborer, supplier or other person who helps to improve your property, but is not paid for his/her work or supplies has a right to enforce a claim against your property. This means that after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your contractor in full if the subcontractors, laborers or suppliers remain unpaid.

To preserve their right to file a claim or lien against your property, certain claimants, such as contractors or material suppliers, are required to provide you with a document entitled "Preliminary Notice". Original (or prime) contractors and laborers for wages do not have to provide this notice. A Preliminary Notice is not a lien against your property. Its purpose is to notify you of persons who may have a right to file a lien against your property if they are not paid. (Generally, the maximum time allowed for filing a claim or lien against your property is ninety [90] days after completion of your project.)

TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS.

- A) Require that your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county Recorder for your further protection.
 - B) Require that payments be made directly to subcontractors and material suppliers through a joint control. Any joint control agreement should include the addendum approved by the Registrar of Contractors.
 - C) Issue joint checks for payments, made out to both your contractor and subcontractors or material suppliers involved in the project. This will help to insure that all persons due payment are actually paid.
 - D) After making a payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional lien releases signed by each material supplier, subcontractor and laborer involved in that portion of the work for which payment was made. On projects involving improvements to a single family residence or a duplex owned by individuals, the person signing these releases loses the right to file a claim against your property. In other types of construction, this protection may still be important, but may not be as complete. **TO PROTECT YOURSELF UNDER THIS OPTION, YOU MUST BE CERTAIN THAT ALL MATERIAL SUPPLIERS, SUBCONTRACTORS OR LABORERS HAVE SIGNED.**
- 3) You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction.

By initialing, the property Owner(s) acknowledges receipt of the three (3) day notice referenced above as provided in Civil Code Section 1689.13.

Homeowner Initial _____ Date _____

Homeowner Initial _____ Date _____

GUIDELINES FOR UNIT COSTS

Here is a copy of our estimate for your review. Please use this estimate as a guideline for the work to be performed. The intent of the estimate is to communicate the bottom line price for Duarte Construction to complete the full scope of repairs.

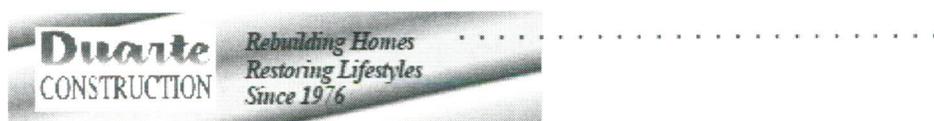
Please understand that many items are priced using an average unit cost price which is acceptable to the insurance industry. These prices may or may not reflect actual costs incurred on any one particular portion of the job. Unit pricing includes many factors which all have to be present to make this a valid cost; such as preparation time, the cost of specific materials, actual labor cost and the size of the project.

Duarte Construction will negotiate in good faith to make substitutions or to perform additional work which might be requested. In such cases, we will make these substitutions based on actual costs which may differ somewhat from the unit cost prices shown. At any rate, we are happy to work with you in any way we can to ensure that you are satisfied with the finished product.

Note also that where allowances are shown on the estimate, you may make your own material selections based on those figures.

We appreciate your confidence in us to do your repair or remodeling work and will always work to the high standards that have developed our reputation over the years.

Thank you again for your patronage.



ITEM VII.2 GENERAL MANAGER REPORT

To: Board of Directors

From: Herb Niederberger, GM

Date: May 5, 2016

Subject: General Manager Monthly Staff Report – April 2016

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. A considerable amount of time was spent coordinating the Continuity of Operations Plan and building reconstruction necessitated by the accident that occurred on February 14, 2015.
- B. On April 11, 2016, the General Manager and the Administrative Services Manager, Joanna Belanger, met with representatives of Wells Fargo Securities, LLC to prepare for investment into CalTRUST and other fixed income securities as allowed by Policy 3120-Investment of District Funds and Resolution 16-04, Investment of District Funds Strategy for 2016.
- C. On April 18, 2016, the General Manager, along with District General Counsel and the District Engineering Staff, Eric Nielsen and Carie Huff, met with Engineering and Legal staff from the City of Rocklin to discuss pending resolutions for the conveyance of Sanitary Sewer Easement's accepted by the City of Rocklin through Irrevocable Offers of Dedication.
- D. On April 22, 2016, the General Manager met with the District Legal Counsel to discuss District legal needs. Among some of the items that were discussed:
 - i. Rocklin SSEs accepted by IOD
 - ii. Prevailing wage requirements during reconstruction
 - iii. Credit and Reimbursement Agreements for Rocklin 60.
 - iv. Godfrey
 - v. SB885 – Letter of Opposition
 - vi. SPMUD adoption of Annual Legislative Policies
- E. On April 27, 2016, the General Manager and District Engineer, Eric Nielsen, met with Al Johnson, of Johnson Consultants, and Steve Schnabel of JMC Homes to discuss the requirements for developers working within the District's easement.

- F. Advisory Committee Meetings:
 - i. There were no advisory committee meetings during April.

3) **LONG RANGE AGENDA**

June 2016

- FY 16/17 Budget Workshop
- Assignment Notices

July 2016

- FY 16/17 Budget Adoption

August 2016

- SSE Resolution for Rocklin

September 2016

- Strategic Plan Report Card.

To: Board of Directors
From: Sam Rose, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Field Services Department Monthly Report
Meeting Date: May 5, 2016

Overview

This report provides the Board with an overview of Field Services operations from 03/30/2016 through 04/26/2016. The work listed is not all inclusive.

1. Recordable Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 104 days without a Recordable Injury

2. Service Calls / Sanitary Sewer Overflows (SSOs)

- a. Service Calls
 - i. Thirteen (13)
 - A. 13 - Customer's Responsibility
 - B. 0 - SPMUD Responsibility
- b. Lift Station Calls
 - i. Two (2)
- c. Sanitary Sewer Overflows (SSOs)
 - i. Zero (0) (45 Days since last SSO)

3. Safety/Training/Professional Development

- a. All Field employees participated in:
 - i. Respiratory Protection Training
- b. Four (4) "Tailgate" safety sessions were held.

4. Maintenance

Feet

a. CCTV Mainline Segments	87 Segments	20,721'
b. CCTV Service Laterals	51 Laterals	2,511'
c. Hydro-Clean Mainline Segments	87 Segments	22,730'
d. Manhole Inspections	46 Manholes	
e. Rodded/Cleaned Service Laterals	17 Laterals	
f. Double Wye Assessments	55 Laterals	
g. Creek-Crossing Inspections	00 Crossings – Due to rain events	

5. Construction

a. Service Taps	0 Taps	
b. Lateral Installs	0 Laterals	
c. Property Line Cleanout Work		
i. Repaired	7 Cleanouts	
ii. Installed	4 Cleanout	
d. Mainline Repair	1 Mainline point repair	
e. Service Lateral Repair	4 Lateral point repairs	
f. Service Cap-Off	1 Lateral – House Demolished	
g. Manhole Rehabilitation	0 Manholes	
h. Easement Reconstruction	0	
i. Easement Maintenance		

6. Facilities

a. Lift Station Operations Checks	20 Operation Checks	
b. Lift Station Repair	01 Repairs Performed	
c. Lift Station Wet Well Cleaning	12 Wet Wells	
d. Lift Station Site Maintenance	00 Site	
e. Corp Yard Water Treatment Facility	03 Operational Checks	
f. Vehicle/Equip Maintenance	05 Work Orders	

7. Miscellaneous

- a. Replaced Fan in HQ restrooms (contracted)
- b. Prepared for delivery of temporary Office Building
- c. Installed new float hangers in LS-02
- d. Service five (5) lift station generators
- e. Installed Auto-Dialer (Alarm Callout device) at LS-13 in Newcastle
- f. Installed new gate controller for C.Y. North Gate
- g. Repaired Safety Loops for C. Y. South Gate

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: May 5, 2016

Records Archiving

Staff continues to evaluate software solutions to retain District records electronically. This item will be brought to the Board for further discussion at the Budget workshop in June.

Assignment Notifications

Assignment notifications were mailed to customers to remind them of delinquent balances from 2015. The notification explains that outstanding balances from 2015 must be paid before June 3rd, 2016 to avoid being sent to Placer County for collection through their property taxes. A public hearing will be held at the June Board meeting.

District Investments

The Board provided authorization to the General Manager through Resolution 16-04 (dated 02/04/16) to transfer a distribution of District investments from the Placer County Treasury and LAIF into CalTRUST and Wells Fargo Fixed Income Securities. Withdrawals occurred from existing investments on April 21 & 22, 2016. Transfers into the new investments have been made during the week of April 25, 2016.

The investment modifications are consistent with the Districts 2016 Investment Strategy and with Policy 3120 – Investment of District funds. The investments follow the three primary principals of public fund investments – Safety, Liquidity and ROI, in that order of priority, utilizing a dual portfolio approach, consisting of a Liquidity Portfolio and a Long-Term Portfolio. The investment report for today’s meeting shows the current breakdown of District investments.

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: May 5, 2016

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 is underway.

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 continues in order to obtain easements, gain right of entry during construction, and to obtain required signatures for the City of Rocklin tree permit. Cultural resources testing and geotechnical testing is underway to support permitting and design efforts. The coordination of the other required permits is underway. Construction of this project is planned for 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, commencing environmental permitting and preparing for geotechnical field work. The 60% plans were submitted to the District in April and are currently under review. 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 this month.

Relocation of 42-inch Trunk Sewer for Caltrans I80/SR65 Interchange Improvements

SPMUD was contacted by Caltrans to assess the impacts of the proposed improvements to the interchange of Interstate 80 and State Route 65. A column supporting the viaduct of SR65 conflicts with the location of a 42-inch trunk sewer. Staff is coordinating with Caltrans

regarding the details of a utility relocation agreement between the State and SPMUD. The State has communicated that the cost of the design and construction of the relocation will be paid for by the State. Staff is preparing a RFP for engineering services to prepare the relocation plan.

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.

FOG Program

SPMUD staff have begun meeting with food service establishments to inform them of the District’s FOG program and permit the establishments according to Ordinance 09-01. To date, the District has received two completed and signed FOG permits.

SPMUD staff met with staff from Placer County Environmental Health Division to discuss our separate programs and discuss opportunities to coordinate and collaborate our inspection efforts related to food service establishments and industrial users.

Department Performance Indicators

The following charts depict the efforts and performance of the department in three areas as of April 29th. Additional charts may be added in the future for other areas of work in the department.

