



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

**December 1, 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 to ]

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 December 1, 2016 meeting***

1. MINUTES from the November 3, 2016 Regular Board Meeting.
2. MINUTES from the November 17, 2016 Special Board Meeting.
3. ACCOUNTS PAYABLE in the amount of \$373,962.11 through November 23, 2016.
4. MONTHLY INVESTMENT REPORT in the total amount of \$53,765,232.00 through November 23, 2016.

### **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. CONSIDERATION & APPROVAL OF RESOLUTION #16-24 CREATING POLICY 4055 FOR THE SELECTION OF OFFICERS ON THE BOARD OF DIRECTORS** [pg to]

In accordance with Section 11882 of the California Municipal Utility District Act, adoption of Policy 4055 formally describes the selection of officers on the Board of Directors.

Action Requested: Roll Call vote

***Staff recommends that the Board of Directors:***

- 1. Adopt Resolution #16-24 creating policy 4055 for the selection of officers of the Board of Directors.***

**2. CONSIDERATION & APPROVAL OF RESOLUTION #16-25 REQUESTING THAT APPOINTMENTS ARE MADE BY THE PLACER COUNTY BOARD OF SUPERVISORS FOR WARD #1, WARD #4 & WARD #5 ON THE SPMUD BOARD OF DIRECTORS IN LIEU OF AN ELECTION** [pg to]

Pursuant to Elections Code 10515(a) when the number of candidates for a Board equals the number of seats, the Placer County Board of Supervisors may appoint Directors in lieu of an election.

Action Requested: Roll Call vote

***Staff recommends that the Board of Directors:***

- 1. Adopt Resolution #16-25 requesting that the Placer County Board of Supervisors appoint the following Board Members to the SPMUD Board:***

***Gerald (Jerry) P. Mitchell*** Ward #1

***Victor S. Markey*** Ward #4

***James T. Williams*** Ward #5

**3. CONSIDERATION & APPROVAL OF RESOLUTION #16-26 AUTHORIZING THE GENERAL MANAGER TO SIGN & EXECUTE A UTILITY AGREEMENT WITH CALTRANS FOR THE I80/SR65 INTERCHANGE IMPROVEMENTS PROJECT** [pg to]

The Utility Agreement between the District and Caltrans is in preparation for the relocation of a 42 inch Trunk Sewer which will be moved for the I80/SR65 Interchange Improvements Project.

Action Requested: Roll call vote

***Staff recommends that the Board of Directors:***

- 1. Adopt Resolution #16-26 authorizing the General Manager to sign & execute a Utility Agreement with Caltrans for the I80/SR65 Interchange Improvements Project***

**VII. REPORTS** [pg to]

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. CLOSED SESSION**

1. Closed Session: Conference with Legal Counsel – Existing Litigation (Subdivision (a) of Section 54956.9)

Name of case: Kimberly Godfrey and M. Franklin Godfrey vs. South Placer Municipal Utility District, et al.

2. Closed Session: Per Government Code Section 54957  
Public Employment – General Manager Performance Evaluation

#### **IX. ADJOURNMENT**

If there is no other Board business the President will adjourn the meeting to its next regular meeting on January 5, 2017 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	November 3, 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, Jim Williams

Absent: John Murdock

Vacant: None

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

Others: Michael O’Hagan, Forsgren Associates Inc.  
Mr. Mike Izadjou, 3595 Bankhead Rd. Appellant

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

**IV. CONSENT ITEMS:**

1. Minutes from the October 6, 2016 Regular Board Meeting.
2. Accounts Payable in the amount of \$3,302,448.29 through October 27, 2016.
3. Monthly Investment Report in the total amount of \$52,808,032.46 through October 27, 2016.
4. Bills of Sale Acceptance of the Bill of Sale for sewer improvements associated with the Spring Valley Phase 1 Village 2 Subdivision – 89 EDUs/\$210,175.
5. Bill of Sale Acceptance of the Bill of Sale for sewer improvements associated with the Goddard School in Rocklin – 3.11 EDUs/\$10,500.

President Dickinson requested that item #3 – monthly investment report was pulled for further discussion. Director Williams made a motion to approve all remaining items on the consent calendar, a second was made by Director Markey; the motion carried 4-0. A discussion followed regarding the revisions made to the investment report. President Dickinson suggested that the report include the annualized rate of return to be able to compare the investments from one to the other. Director Williams made a motion to approve the investment report a second was made by Director Markey; the motion carried 4-0.

**V. PUBLIC COMMENTS:**

President Dickinson opened the Public comments. Hearing no comments, public comments were closed.

**VI. BOARD BUSINESS:**

**1. Appeal of Ordinance #09-02, Izadjou – Participation Fees for Secondary Unit on Residential Property located 3595 Bankhead Avenue, Loomis**

General Manager Niederberger reported that an appeal of Ordinance #09-02 had been made by Mr. Izadjou, for his property located at 3595 Bankhead, Loomis. The appeal addressed sewer participation fees related to the addition of a secondary unit on his property. GM Niederberger introduced District Associate Engineer Carie Huff, who provided a report to the Board regarding the property appeal.

Mr. Izadjou addressed the Board and provided information regarding the addition of a 1500 sq. ft. granny flat on his property, which currently has an existing 1350 sq. ft. 2 Bedroom/1 Bathroom home on site. After he had provided his testimony a lengthy discussion followed. The discussion included information and the application of new state law – Senate Bill 1069 which goes into effect in January 2017, this law eases restrictions on granny units.

Director Williams asked if Mr. Izadjou could wait until January to allow legal counsel and staff to address the effects of SB1069 and assess if this type of addition would be exempt from additional fees and service charges. Mr. Izadjou agreed that he could wait until January if he might be allowed to lay the pipe and cover the open trench on his property. The Board concurred that Mr. Izadjou could lay the pipe, pay his inspection fees and have it inspected by District staff, without connecting to the system. The appeal would then be revisited for further review at the January 5, 2017 Board meeting.

Director Williams made a motion to continue the appeal item to the January 5, 2017 Board meeting, a second was made by Director Mitchell, the motion carried 4-0.

**2. Discussion Lower Lateral Program**

General Manager Niederberger reported that this item was taken to the Policy & Ordinance Committee who recommended that staff provide a presentation to the full board. Superintendent Rose presented a PowerPoint slideshow to the Board, showing the application of Ordinance #09-02 and the area that the District is responsible for maintaining. The slides demonstrated current practices and explained that the lower lateral is typically located in the public right-of-way or in an easement.

GM Niederberger asked the Board review alternatives and decide whether the current interpretation of Ordinance #09-02 should be reconsidered and revert back to the operations under Ordinance #01-01. He asked whether the current definition of Lower Lateral designated as “privately owned and District maintained” should be revisited.

President Dickinson stated that there is a trade-off for maintenance verses actually fixing the pipelines, and taking ownership for all necessary repairs. Particularly since most residents or homeowners will not be able to take on the expense of repairs. Director Mitchell stated that the

Committee didn't think it is realistic to go on as we are, and that the District should remember its mission statement. He said that the responsibility of the pipe under the street should be the Districts all the way up to the Upper Lateral where the customer should be responsible. He stated that the District is the sewer department and we therefore should maintain the sewer lines well, protect the environment and prevent Sewer spills.

General Manager Niederberger said that the process will be for staff to bring back an Ordinance change to the Board to clarify responsibilities. At a future meeting a full codification of District Ordinances will be brought for approval in the form of one Sewer Code. Staffing changes to support these changes will be included in the next year's budget. The possibility of raising rates to cover the added costs will be considered in 2017.

### **3. Consideration & Approval of Resolution #16-23 Creating Policy 3225 for Joint Use of District Easements and Roads**

General Manager Niederberger reported that the District currently owns and maintains many miles of easements. The District has had some discussions with the City of Rocklin for shared uses of easements. If a joint use is approached, each instance would be brought back to the board for discussion and approval. This policy is the mechanism which would allow the District to sign agreements for such opportunities.

Director Mitchell made a motion to approve Resolution #16-23 creating Policy 3225 for Joint Use of District Easements and Roads, a second was made by Director Markey; the motion carried 4-0.

## **VII. REPORTS:**

**1. District General Counsel (A. Brown):** General Counsel Brown had no report.

**2. General Manager (H. Niederberger):** GM Niederberger reported that pre-funding of pension obligations may be brought back to the Fee & Finance committees for review. Director Williams asked if an update of FOG outreach could be brought back to the Fee & Finance Committee. Director Mitchell asked when the Loomis 2 x 2 meeting would be held. GM Niederberger stated that the Board would be moving forward with a meeting at some point after the election, and after the new Town of Loomis Council were in place.

**A. ASD, FSD & TSD Reports:** President Dickinson stated that Engineering was doing a great job on their plan review, with 99% success rate. Director Mitchell asked if there would be a need for construction support for both the Foothill Trunk and Loomis Diversion projects. DE Nielsen stated that there would be some assistance provided for the projects.

**B. Information Items:** No additional items were reported.

**3. Directors Comments:** Director Williams stated that Ed Horton had provided him with a copy of a Loomis News article from 1957 which included members of the Board including his father, which might be used for the Districts 60 year press release article.

Director Mitchell posed the question of whether an insert could be included with District Utility Bills for a non-profit entity. Indicating that there would be no costs associated to the

District. A short discussion followed regarding setting precedence and discretion for content, along with use of public funds. Director Mitchell opted for the board to ignore his request.

**The Board convened into Closed Session at 6:14 p.m.**

**VIII. CLOSED SESSION**

Closed Session: Per Government Code Section 54957  
Public Employment – General Manager Performance Evaluation

The form and method of the GM evaluation was discussed. It was decided to hold a Special Closed Session Meeting of the Board of Directors on November 17, 2016.

**IX. ADJOURNMENT**

The meeting was adjourned at 6:37 p.m. to a Special Meeting to be held on Thursday, November 17, 2016 at 4:30 p.m.

A handwritten signature in black ink that reads "Joanna Belanger". The signature is written in a cursive, flowing style.

Joanna Belanger, Board Secretary

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

<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
Special Meeting	District Office	November 17, 2016	4:30 p.m.

**I. CALL MEETING TO ORDER:** The Special 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

Legal Counsel: Adam Brown

Others: None

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

**IV. PUBLIC COMMENTS:**

President Dickinson opened the Public comments. Hearing no comments, public comments were closed.

**The Board convened into Closed Session at 4:31 p.m.**

**V. CLOSED SESSION**

Closed Session: Per Government Code Section 54957

Public Employment – General Manager Performance Evaluation

The Board conducted a review of the General Manager. No action was taken.

**VI. ADJOURNMENT**

The meeting was adjourned at 6:01 p.m. to the next Regular Board meeting to be held on Thursday, December 1, 2016 at 4:30 p.m.



Joanna Belanger, Board Secretary





South Placer Municipal Utility District, CA

# Check Report

By Check Number

Date Range: 10/28/2016 - 11/23/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
1240	Placer County Personnel	10/31/2016	Regular	0.00	2,583.96	8012
1554	Service Master	11/01/2016	Regular	0.00	9,923.85	8014
1004	AT&T	11/02/2016	Regular	0.00	119.11	8015
1509	Crystal Communications	11/02/2016	Regular	0.00	270.00	8016
1086	Dataprose	11/02/2016	Regular	0.00	4,980.85	8017
1087	Dawson Oil Co.	11/02/2016	Regular	0.00	1,132.57	8018
1340	Grainger	11/02/2016	Regular	0.00	431.57	8019
1564	Jensen Landscape Services, LLC	11/02/2016	Regular	0.00	861.00	8020
1174	KBA Docusys, Inc.	11/02/2016	Regular	0.00	442.09	8021
1559	Mayline2go	11/02/2016	Regular	0.00	7,969.00	8022
1221	PG&E	11/02/2016	Regular	0.00	231.87	8023
1233	Placer County Environmental Health	11/02/2016	Regular	0.00	975.00	8024
1270	Rootx	11/02/2016	Regular	0.00	552.90	8025
1554	Service Master	11/02/2016	Regular	0.00	1,231.12	8026
1333	SPOK, Inc.	11/02/2016	Regular	0.00	52.46	8027
1306	Superior Equipment Repair	11/02/2016	Regular	0.00	245.78	8028
1307	Sutter Medical Foundation-Corporate	11/02/2016	Regular	0.00	168.00	8029
1492	Wave Broadband - Rocklin	11/02/2016	Regular	0.00	209.85	8030
1561	Williams + Paddon Architects + Planners, Inc.	11/02/2016	Regular	0.00	5,030.45	8031
1007	Advanced Integrated Pest	11/09/2016	Regular	0.00	101.00	8044
1021	ARC	11/09/2016	Regular	0.00	2.06	8045
1022	AT&T	11/09/2016	Regular	0.00	292.69	8046
1026	AUS West Lockbox	11/09/2016	Regular	0.00	720.14	8047
1505	California Surveying & Drafting Supply	11/09/2016	Regular	0.00	226.63	8048
1068	City of Roseville	11/09/2016	Regular	0.00	44,742.00	8049
1088	Dell Business Credit	11/09/2016	Regular	0.00	2,146.21	8050
1572	Forsgren Associates Inc	11/09/2016	Regular	0.00	7,345.32	8051
1340	Grainger	11/09/2016	Regular	0.00	197.72	8052
1480	Herb Niederberger	11/09/2016	Regular	0.00	797.23	8053
1173	KBA Docusys	11/09/2016	Regular	0.00	221.16	8054
1218	PCWA	11/09/2016	Regular	0.00	86.31	8055
1473	Pitney Bowes Purchase Power	11/09/2016	Regular	0.00	32.24	8056
1343	Water Works Engineers, LLC	11/09/2016	Regular	0.00	60,350.17	8057
1327	US Bank Corporate Payment	11/09/2016	Regular	0.00	15,659.33	8058
	**Void**	11/09/2016	Regular	0.00	0.00	8059
	**Void**	11/09/2016	Regular	0.00	0.00	8060
	**Void**	11/09/2016	Regular	0.00	0.00	8061
	**Void**	11/09/2016	Regular	0.00	0.00	8062
	**Void**	11/09/2016	Regular	0.00	0.00	8063
	**Void**	11/09/2016	Regular	0.00	0.00	8064
	**Void**	11/15/2016	Regular	0.00	0.00	8068
1048	California Dept. of Fish & Wildlife	11/15/2016	Regular	0.00	1,221.00	8069
1521	Aries Industries, Inc.	11/17/2016	Regular	0.00	1,233.79	8071
1004	AT&T	11/17/2016	Regular	0.00	9.40	8072
1573	B.Z. Service Station Maintenance, Inc,	11/17/2016	Regular	0.00	1,369.80	8073
1047	California Chamber of Commerce	11/17/2016	Regular	0.00	183.76	8074
1052	California Special Districts Association	11/17/2016	Regular	0.00	6,485.00	8075
1153	James Byrd Smoke Testing	11/17/2016	Regular	0.00	200.00	8076
1519	K & B Electric Inc.	11/17/2016	Regular	0.00	1,178.40	8077
1218	PCWA	11/17/2016	Regular	0.00	626.18	8078
1238	Placer County Department of Public Works	11/17/2016	Regular	0.00	55.00	8079
1244	Preferred Alliance	11/17/2016	Regular	0.00	154.44	8080
1252	Ramos Environmental	11/17/2016	Regular	0.00	646.74	8081
1537	Rocklin False Alarm Reduction Program	11/17/2016	Regular	0.00	300.00	8082

Check Report

Date Range: 10/28/2016 - 11/23/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1508	Sacramento Rendering Co.	11/17/2016	Regular	0.00	50.00	8083
1566	Sierra Pacific Turf Supply	11/17/2016	Regular	0.00	5,818.98	8084
1518	Sonitrol of Sacramento	11/17/2016	Regular	0.00	647.00	8085
1347	Western Placer Waste Management Authority	11/17/2016	Regular	0.00	25.53	8086
1292	SPMUD Petty Cash	11/17/2016	Regular	0.00	72.35	8087
1240	Placer County Personnel	11/22/2016	Regular	0.00	2,558.49	8089
1015	American Fidelity Assurance	10/31/2016	Bank Draft	0.00	1,009.72	DFT0002263
1229	Pers (EFT)	10/31/2016	Bank Draft	0.00	14,841.84	DFT0002264
1229	Pers (EFT)	10/31/2016	Bank Draft	0.00	3.27	DFT0002265
1230	Pers (EFT)	10/31/2016	Bank Draft	0.00	32,908.89	DFT0002266
1246	Prudential Municipal Pool	10/31/2016	Bank Draft	0.00	152.98	DFT0002268
1045	Cal Pers 457 Plan (EFT)	11/04/2016	Bank Draft	0.00	300.00	DFT0002270
1135	Mass Mutual (EFT)	11/04/2016	Bank Draft	0.00	4,759.80	DFT0002271
1229	Pers (EFT)	11/04/2016	Bank Draft	0.00	147.25	DFT0002272
1229	Pers (EFT)	11/04/2016	Bank Draft	0.00	228.97	DFT0002273
1229	Pers (EFT)	11/04/2016	Bank Draft	0.00	332.97	DFT0002274
1229	Pers (EFT)	11/04/2016	Bank Draft	0.00	2,862.13	DFT0002275
1229	Pers (EFT)	11/04/2016	Bank Draft	0.00	4,162.26	DFT0002276
1229	Pers (EFT)	11/04/2016	Bank Draft	0.00	82.89	DFT0002277
1229	Pers (EFT)	11/04/2016	Bank Draft	0.00	99.21	DFT0002278
1229	Pers (EFT)	11/04/2016	Bank Draft	0.00	1,184.23	DFT0002279
1229	Pers (EFT)	11/04/2016	Bank Draft	0.00	1,417.19	DFT0002280
1229	Pers (EFT)	11/04/2016	Bank Draft	0.00	1,083.90	DFT0002281
1229	Pers (EFT)	11/04/2016	Bank Draft	0.00	1,136.81	DFT0002282
1149	Internal Revenue Service	11/04/2016	Bank Draft	0.00	8,527.66	DFT0002283
1098	EDD (EFT)	11/04/2016	Bank Draft	0.00	3,007.13	DFT0002284
1098	EDD (EFT)	11/04/2016	Bank Draft	0.00	618.93	DFT0002285
1149	Internal Revenue Service	11/04/2016	Bank Draft	0.00	2,170.58	DFT0002286
1149	Internal Revenue Service	11/04/2016	Bank Draft	0.00	8,286.29	DFT0002287
1045	Cal Pers 457 Plan (EFT)	11/18/2016	Bank Draft	0.00	300.00	DFT0002299
1135	Mass Mutual (EFT)	11/18/2016	Bank Draft	0.00	4,759.80	DFT0002300
1229	Pers (EFT)	11/18/2016	Bank Draft	0.00	147.25	DFT0002301
1229	Pers (EFT)	11/18/2016	Bank Draft	0.00	228.97	DFT0002302
1229	Pers (EFT)	11/18/2016	Bank Draft	0.00	332.97	DFT0002303
1229	Pers (EFT)	11/18/2016	Bank Draft	0.00	2,862.12	DFT0002304
1229	Pers (EFT)	11/18/2016	Bank Draft	0.00	4,162.25	DFT0002305
1229	Pers (EFT)	11/18/2016	Bank Draft	0.00	82.89	DFT0002306
1229	Pers (EFT)	11/18/2016	Bank Draft	0.00	99.21	DFT0002307
1229	Pers (EFT)	11/18/2016	Bank Draft	0.00	1,184.23	DFT0002308
1229	Pers (EFT)	11/18/2016	Bank Draft	0.00	1,417.19	DFT0002309
1229	Pers (EFT)	11/18/2016	Bank Draft	0.00	1,083.90	DFT0002310
1229	Pers (EFT)	11/18/2016	Bank Draft	0.00	1,136.81	DFT0002311
1149	Internal Revenue Service	11/18/2016	Bank Draft	0.00	8,718.44	DFT0002312
1098	EDD (EFT)	11/18/2016	Bank Draft	0.00	2,795.69	DFT0002313
1098	EDD (EFT)	11/18/2016	Bank Draft	0.00	604.87	DFT0002314
1149	Internal Revenue Service	11/18/2016	Bank Draft	0.00	2,215.22	DFT0002315
1149	Internal Revenue Service	11/18/2016	Bank Draft	0.00	7,812.07	DFT0002316
1135	Mass Mutual (EFT)	11/18/2016	Bank Draft	0.00	-350.00	DFT0002318
1098	EDD (EFT)	11/18/2016	Bank Draft	0.00	23.79	DFT0002322
1149	Internal Revenue Service	11/18/2016	Bank Draft	0.00	74.55	DFT0002325
1015	American Fidelity Assurance	11/22/2016	Bank Draft	0.00	1,009.72	DFT0002326
1229	Pers (EFT)	11/22/2016	Bank Draft	0.00	14,841.84	DFT0002327
1229	Pers (EFT)	11/21/2016	Bank Draft	0.00	3.27	DFT0002328
1230	Pers (EFT)	11/22/2016	Bank Draft	0.00	32,906.42	DFT0002329

Check Report

Date Range: 10/28/2016 - 11/23/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1246	Prudential Municipal Pool	11/22/2016	Bank Draft	0.00	152.98	DFT0002330

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	71	53	0.00	193,167.50
Manual Checks	0	0	0.00	0.00
Voided Checks	0	7	0.00	0.00
Bank Drafts	49	49	0.00	177,931.35
EFT's	0	0	0.00	0.00
	<b>120</b>	<b>109</b>	<b>0.00</b>	<b>371,098.85</b>

### Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	10/2016	51,500.66
100	GENERAL FUND	11/2016	319,598.19
			<hr/>
			<b>371,098.85</b>

Account Number	Name	Date	Type	Amount	Reference	Packet
202-0004944-01	Larwin Circle Partners Nor Ltd	11/1/2016	Refund	\$ 1,164.00	Check #: 8013	UBPKT02701
102-0000526-01	M. LEKBURG RUHKALA	11/3/2016	Refund	\$ 168.00	Check #: 8032	UBPKT02729
102-0006845-02	Coldwell, Matthew D	11/3/2016	Refund	\$ 13.82	Check #: 8033	UBPKT02729
102-0011382-01	JASON CLARK	11/3/2016	Refund	\$ 127.46	Check #: 8034	UBPKT02729
106-0012971-01	Yates, William A	11/3/2016	Refund	\$ 84.00	Check #: 8035	UBPKT02729
106-0013324-02	Mokarami, Yadollah	11/3/2016	Refund	\$ 33.98	Check #: 8036	UBPKT02729
106-0013456-01	Anzelmo, Elizabeth	11/3/2016	Refund	\$ 29.24	Check #: 8037	UBPKT02729
106-0013951-01	Fegard Family Trust	11/3/2016	Refund	\$ 84.00	Check #: 8038	UBPKT02729
106-0016614-01	Vanderlinden, Scott	11/3/2016	Refund	\$ 120.00	Check #: 8039	UBPKT02729
106-0017220-01	Chong, Dexter	11/3/2016	Refund	\$ 5.37	Check #: 8040	UBPKT02729
112-1022680-02	Elliott, Shane M and Cassey	11/3/2016	Refund	\$ 64.83	Check #: 8041	UBPKT02729
112-1027095-00	D R Horton	11/3/2016	Refund	\$ 52.04	Check #: 8042	UBPKT02729
112-1027152-00	KB Home Sacramento Inc	11/3/2016	Refund	\$ 84.00	Check #: 8043	UBPKT02729
102-0011299-02	Morrish, Susan	11/10/2016	Refund	\$ 6.30	Check #: 8065	UBPKT02758
106-0016023-02	Mergupe, Delilah	11/10/2016	Refund	\$ 30.84	Check #: 8066	UBPKT02758
113-1025123-02	McGue, Daniel and Monica	11/10/2016	Refund	\$ 403.38	Check #: 8067	UBPKT02758
102-0010587-02	Garcia, Richard Jr	11/16/2016	Refund	\$ 84.00	Check #: 8070	UBPKT02786
102-0011782-02	Keney, Jeffrey S	11/17/2016	Refund	\$ 308.00	Check #: 8088	UBPKT02792
				<b>\$ 2,863.26</b>		

**SPMUD BOARD INVESTMENT REPORT**  
**MEETING DATE: 12/01/16**

INVESTMENT	Annual Rate of Return	TOTAL FUNDS	Fund 100	Fund 300	Fund 400
			General	CIP & Expansion	Capital Replacement & Rehabilitation
Allocation to Fund Type			22.10%	39.34%	38.56%
<b>CALTRUST</b>					
Balance at inception		\$ 19,000,000	\$ 4,199,789	\$ 7,474,188	\$ 7,326,023
Cumulative Income	0.6%	\$ 113,921	\$ 25,181	\$ 44,814	\$ 43,926
Cumulative Unrealized Gain/Loss	0.0%	\$ (165)	\$ (36)	\$ (65)	\$ (64)
Cumulative Realized Gain/Loss	0.0%	\$ -	\$ -	\$ -	\$ -
<b>Cumulative Balance at beginning of month</b>		<b>\$ 19,113,756</b>	<b>\$ 4,224,934</b>	<b>\$ 7,518,937</b>	<b>\$ 7,369,885</b>
Current month income	0.1%	\$ 16,043	\$ 3,546	\$ 6,311	\$ 6,186
Current month Unrealized Gain/Loss	-0.2%	\$ (29,894)	\$ (6,608)	\$ (11,760)	\$ (11,527)
Current month Realized Gain/Loss	0.0%	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 19,099,904</b>	<b>\$ 4,221,872</b>	<b>\$ 7,513,488</b>	<b>\$ 7,364,544</b>
<b>WELLS FARGO - Fixed Income Securities</b>					
Balance at inception		\$ 18,000,000	\$ 3,978,747	\$ 7,080,810	\$ 6,940,443
Transfers		\$ 4,000,000	\$ 884,166	\$ 1,573,513	\$ 1,542,321
Cumulative Income	0.6%	\$ 99,277	\$ 21,944	\$ 39,053	\$ 38,279
Cumulative Unrealized Gain/Loss	0.3%	\$ 68,048	\$ 15,041	\$ 26,769	\$ 26,238
Cumulative Realized Gain/Loss	0.0%	\$ -	\$ -	\$ -	\$ -
<b>Cumulative Balance at beginning of month</b>		<b>\$ 22,167,325</b>	<b>\$ 4,899,899</b>	<b>\$ 8,720,145</b>	<b>\$ 8,547,281</b>
Current month income	0.2%	\$ 33,612	\$ 7,430	\$ 13,222	\$ 12,960
Current month Unrealized Gain/Loss	-0.1%	\$ (17,964)	\$ (3,971)	\$ (7,067)	\$ (6,926)
Current month Realized Gain/Loss	0.0%	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 22,182,974</b>	<b>\$ 4,903,358</b>	<b>\$ 8,726,301</b>	<b>\$ 8,553,315</b>
<b>LAIF (Local Agency Investment Fund)</b>					
Balance		\$ 5,004,902	\$ 1,106,291	\$ 1,968,820	\$ 1,929,791
Quarterly Interest 0.6%	0.4%	\$ 7,605	\$ 1,681	\$ 2,991	\$ 2,932
<b>TOTALS</b>		<b>\$ 5,012,506</b>	<b>\$ 1,107,972</b>	<b>\$ 1,971,811</b>	<b>\$ 1,932,723</b>
<b>PLACER COUNTY TREASURY</b>					
Balance		\$ 5,042,136	\$ 1,114,521	\$ 1,983,467	\$ 1,944,148
Monthly Interest 1.2%	1.4%	\$ 5,345	\$ 1,182	\$ 2,103	\$ 2,061
<b>TOTALS</b>		<b>\$ 5,047,481</b>	<b>\$ 1,115,703</b>	<b>\$ 1,985,570</b>	<b>\$ 1,946,209</b>
<b>SUB-TOTALS</b>		<b>\$ 51,342,865</b>	<b>\$ 11,348,905</b>	<b>\$ 20,197,169</b>	<b>\$ 19,796,791</b>
<b>CHECKING ACCOUNT BALANCE</b>		<b>\$ 2,422,367</b>	<b>\$ 535,444</b>	<b>\$ 952,907</b>	<b>\$ 934,017</b>
<b>GRAND TOTALS</b>		<b>\$ 53,765,232</b>	<b>\$ 11,884,349</b>	<b>\$ 21,150,076</b>	<b>\$ 20,730,807</b>

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

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

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

**To:** Board of Directors

**From:** Herb Niederberger, General Manager

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

**Subject:** **Adoption of Resolution 16-24 creating Policy 4055 – Selection of Officers**

**Meeting Date:** December 1, 2016

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**Overview**

In accordance with Section 1882 of the California Municipal Utility District Act, the Board of Directors chooses a President and Vice-President. Per Section 4 of Resolution 03-02, “For the calendar year 2004, and succeeding years, the Vice President shall become President, and a new Vice-President shall be chosen by a majority vote of the Board of Directors. The three (3) remaining Directors will serve At-Large.” However, this annual succession plan and selection of Officers was not adopted when the Board considered and adopted a Policy Handbook per Resolution 15-23, nor was it specifically rescinded in accordance with Policy 1000. Staff was directed to return to the Board with a Policy documenting the succession plan as a policy to be included in the Handbook. The recommendation below recognizes Board’s previous direction.

**Recommendation**

Staff recommends that the Board of Directors adopt Resolution 16-24 creating Policy 4055 – Selection of Officers.

**Strategic Plan Goals**

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

**Related District Ordinances or Policies**

There is no adopted Board policy for these actions although there is previous Board direction per Resolution 03-02.

**Fiscal Impact**

There is no direct fiscal impact associated with these actions.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 16-24**

**CREATING POLICY 4055 – SELECTION OF OFFICERS**

WHEREAS, In accordance with Section 11882 of the California Municipal Utility District Act, the Board of Directors shall choose a President and Vice-President; and

WHEREAS, Per Section 4 of Resolution 03-02, “For the calendar year 2004, and succeeding years, the Vice President shall become President, and a new Vice-President shall be chosen by a majority vote of the Board of Directors. The three (3) remaining Directors will serve At-Large.”

WHEREAS, This annual succession plan and selection of Officers was not adopted when the Board considered and adopted a Policy Handbook per Resolution 15-23, nor was it specifically rescinded in accordance with Policy 1000.; and

WHEREAS, The Board of Directors wishes to perfect this succession plan and selection of officers as Policy to be included in the Policy Handbook.

Now, therefore be it resolved by the Board of Directors of the South Placer Municipal Utility District that the attached Policy 4055 – Selection of Officers, is hereby adopted in its entirety and to be included in the District Policy Handbook.

Passed and ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 1st day of December, 2016.

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

Attest: \_\_\_\_\_  
Joanna Belanger, Board Secretary



## SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

<b>Policy Name:</b>	4055 – SELECTION OF OFFICERS		
<b>Approval Authority:</b>	SPMUD BOARD OF DIRECTORS	<b>Adopted:</b>	
<b>Resolution No.</b>	03-02, 16-24	<b>Revised:</b>	

### **Purpose**

The purpose of this policy is to conform to Section 11882 of the California Municipal Utility District Act, regarding the selection of the Board President and Vice President.

### **Policy Statement**

#### Section 1: General

During the first meeting of each calendar year the Board of Directors chooses a President and Vice-President, as well as considers appointments to the temporary Advisory Committees.

#### Section 2: Selection of Officers and Succession Plan

- The Vice President shall become President.
- A new Vice President shall chosen by a majority vote of the Board.
- The three (3) remaining Board members will serve At-Large.

# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## STAFF REPORT

**To:** Board of Directors

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

**Cc:** Herb Niederberger, General Manager

**Subject:** Requesting appointments are made by the Placer County Board of Supervisors for SPMUD Board of Directors Ward #1, #4 & #5 in lieu of election

**Meeting Date:** December 1, 2016

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### Overview

Three of the SPMUD Board Directors have expiring terms which were up for election in November 2016. The following incumbents filed paperwork with Placer County for their respective Wards and ran uncontested.

<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

Pursuant to Elections Code Section 10515(a), when the number of candidates for a Board equals the number of seats, the Placer County Board of Supervisors may appoint Directors in lieu of holding an election.

### Recommendation

Staff recommends:

1. That the Board of Directors approves Resolution #16-25, which requests the appointment of the incumbent Directors by 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 not incur costs for election services from Placer County.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 16-25**

**REQUESTING APPOINTMENTS ARE MADE BY THE PLACER COUNTY BOARD OF SUPERVISORS  
FOR WARD #1, WARD #4 & WARD #5 ON THE SPMUD BOARD OF DIRECTORS IN LIEU OF AN  
ELECTION**

WHEREAS, the following candidates filed paperwork with Placer County for expired term  
vacancies on the South Placer Municipal Utility District Board:

Gerald (Jerry) P. Mitchell	Ward #1
Victor S. Markey	Ward #4
James T. Williams	Ward #5

WHEREAS, pursuant to Elections Code 10515(a) when the number of candidates for a Board  
equals the number of seats, the Placer County Board of Supervisors may appoint Directors in lieu of an  
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 appoint the  
following Board Members to the SPMUD Board:

Gerald (Jerry) P. Mitchell	Ward #1
Victor S. Markey	Ward #4
James T. Williams	Ward #5

Passed and ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of  
Directors at Rocklin, CA this 1st day of December, 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:** Adoption of Resolution for Authorization to Enter Utility Agreement with Caltrans for Relocating the Existing 42-inch Trunk Sewer in Conflict with Proposed Improvements to the State Route 65 and Interstate 80 Interchange

**Meeting Date:** December 1, 2016

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### **Overview**

State of California, acting by and through its Department of Transportation, (Caltrans), proposes to construct an auxiliary lane on the northbound and southbound on State Route 65 between the Interstate-80 connector ramp and the Galleria Blvd/Stanford Ranch Rd off-ramp and to construct a separate eastbound collector-distributor system parallel to I-80. A portion of the District's existing 42-inch trunk sewer is in conflict with the proposed Caltrans improvements. Caltrans anticipates beginning construction of its proposed improvements in the fall of 2017. Staff worked with representatives from Caltrans to explore other design options to avoid the need for relocating SPMUD facilities and none of the considered options were acceptable. Caltrans requested that the District relocate these facilities. Pursuant to section 703 of the Streets and Highways Code, the District requested that 100% of the expense to relocate the trunk sewer be paid for by the State since SPMUD is a publically owned sewer facility and the trunk sewer is in an easement and pre-dates the Caltrans interchange and bridge.

### **Recommendation**

Staff recommends that the Board of Directors:

- Adopt Resolution 16-26 to authorize the General Manager to enter the attached Utility Agreement with the State of California Department of Transportation (Caltrans) for the relocation of the 42-inch trunk sewer in conflict with the proposed improvements at the State Route 65 and Interstate 80 interchange.

### **Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

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.

Goal 3.2: Provide Engineering and Design to optimize the Capital Improvement Program.

**Fiscal Impact**

Under the Utility Agreement, the State agrees to pay for the actual cost to relocate the trunk sewer. The opinion of probable construction cost (OPCC) to relocate the existing trunk sewer is \$483,900. The State will pay up to 125% of this amount for the actual cost to construct. The District has elected to upsize this section of the trunk sewer during this work. The District is responsible for the difference in cost for the betterment. This amounts to \$72,100 based on the OPCC and will be paid for out of Fund 300.

**Attachments:**

1. Resolution 16-26 – Resolution for the Authorization to Enter the Utility Agreement with Caltrans for Relocating the Existing 42-inch Trunk Sewer in Conflict with Proposed Improvements to the State Route 65 and Interstate 80 Interchange
2. Utility Agreement No. 2653.8
3. Notice to Owner 2653.8

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 16-26**

**RESOLUTION FOR THE AUTHORIZATION TO ENTER A CALTRANS UTILITY AGREEMENT FOR THE RELOCATION OF AN EXISTING 42-INCH TRUNK SEWER IN CONFLICT WITH PROPOSED IMPROVEMENTS TO THE STATE ROUTE 65 AND INTERSTATE 80 INTERCHANGE**

WHEREAS, South Placer Municipal Utility District, hereinafter called SPMUD, owns and operates sewer facilities beneath, and

WHEREAS, the State of California, acting by and through its Department of Transportation, hereinafter called STATE, proposes to construct an auxiliary lane on the North bound and South bound on State Route 65 between the I-80 connector ramp and the Galleria Blvd/Stanford Ranch Rd off-ramp and to construct a separate eastbound collector-distributor system parallel to I-80, and

WHEREAS, the STATE requested SPMUD to prepare plans for the relocation of sewer facilities to accommodate the proposed construction project to provide, and

WHEREAS, the cost of relocating said facilities is to be 100% STATE expense pursuant to Section 703 of the Streets and Highways Code, and

NOW, THEREFORE BE IT RESOLVED, by the South Placer Municipal Utility District Board of Directors authorizes the General Manager to enter into the attached Utility agreement for the preparation of plans for the relocation of sewer facilities to accommodate the proposed construction project.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 1<sup>ST</sup> day of December 2016.

Signed: \_\_\_\_\_  
William Dickinson, President of the Board of Directors

Attest: \_\_\_\_\_  
Joanna Belanger, Board Secretary

**NOTICE TO OWNER**

RW 13-04 (REV 1/2014)

**NOTICE TO OWNER**

Number 2653.8

District	County	Route	Post Mile	Proj. ID	E.A.
03	PLA	65/80	1.9/6.1 R4.8/R7.3	0315*1184	0H2601
FEDERAL AID NUMBER N/A					
OWNER'S FILE NUMBER 16-057					
DATE 11/23/2016			FREEWAY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

**To:**

South Placer Municipal Utility District  
 Attn: Eric Nielsen  
 5807 Springview Drive  
 Rocklin, CA 95677

**Because of the State Highway construction project:**

To provide an auxiliary lane on North bound and South bound on State Route 65 between the I-80 connector ramp and the Galleria Blvd/Stanford Ranch Rd off-ramp and to construct a separate eastbound collector-distributor system parallel to I-80. The project location is in the Rocklin/Roseville area in Placer County.

**Which affects your facilities:**

Sewer facilities

**You are hereby ordered to:**

Relocate your facilities in accordance with your plans (filename: 16-057D-G.DWG), dated 10/27/16 consisting of 9 sheets (G-2 through G-5, D-1, and C-1 through C-3).

**Your work schedule shall be as follows:**

from February 1, 2017 to July 31, 2017


Notify Carl Berexa at telephone number (916) 952-6800, 72 hours prior to initial start of work, and 24 hours prior to subsequent restart when your work schedule is interrupted.

**Liability for the cost of the work is:**

100% STATE's expense under the provisions of Section 703 of the Streets and Highways Code.

DISTRICT DIRECTOR

DISTRICT DIVISION CHIEF

By   
 DISTRICT UTILITY COORDINATOR

CC: Resident Engineer  
 Permits  
 R/W

**THIS NOTICE DOES NOT CONSTITUTE A PERMIT. OBTAIN AN ENCROACHMENT PERMIT BEFORE STARTING WORK.**

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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

To: Board of Directors

From: Herb Niederberger, GM

Date: December 1, 2016

Subject: General Manager Monthly Staff Report – November 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 November 1, 2016, the General Manager met with representatives of the City of Roseville and Sierra College to discuss the results of the condition assessment of the College's on-site sewer collection system.
- B. On November 3, 2016, the General Manager participated in the Rocklin Chamber of Commerce Governmental Relations Committee meeting.
- C. On November 8, 2016, the General Manager and the Engineering Manager Eric Nielsen along with District Legal Counsel met with all parties associated with the Godfrey litigation as part of the ongoing mediation.
- D. On November 10, 2016, the General Manager participated in a Panel Interview of candidates for the City of Woodland Deputy Director of Public Works.
- E. On November 16, 2016, the General Manager met with the District Legal Counsel to discuss District legal needs. Among some of the items that were discussed:
  - a. Godfrey litigation update
  - b. Pending Policy and Ordinance Advisory Committee items
    - i. Ordinance in response to SB1069
    - ii. Codification of existing District Ordinances into a District Sewer Code
    - iii. Prop 64 impact to District
- F. Advisory Committee Meetings:
  - a. Policy 4055 – Selection of Officers, was distributed to the Policy and Ordinance Advisory Committee via email. Although no meeting was held, the Advisory



Committee recommended that the Policy be forwarded to the Board for consideration.

No other Advisory Committee meetings were conducted during the month.

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

January 2017

Oath of Office, Wards 1, 4 & 5

Seating of Board President, Vice President and Appointments to Advisory Committees

Strategic Plan Workshop #1

Izadjou Appeal

February 2017

Foothill Trunk Construction Contract

Loomis Basin Construction Contract

CalTrans Relocation Contract

Mid-year Budget Adjustments

Report on SPWA issues

**To:** Board of Directors  
**From:** Sam Rose, Superintendent  
**Cc:** Herb Niederberger, General Manager  
**Subject:** Field Services Department Monthly Report  
**Meeting Date:** December 1, 2016

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## **Overview**

This report provides the Board with an overview of Field Services operations from 10/26/2016 through 11/21/2016. The work listed is not all inclusive.

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

- a. Zero (0)
  - i. 82 days without a Recordable Injury

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

- a. Service Calls
  - i. Eleven (11)
    - A. 11 - Customer's Responsibility
    - B. 0 - SPMUD Responsibility
- b. Lift Station Calls
  - i. Four (4)
- c. Sanitary Sewer Overflows (SSOs)
  - i. Zero (0) 245 Days since last SSO

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

- a. All Field employees participated in:
  - i. Generator and Bypass pumping Operations
  - ii. Three (3) "Tailgate" safety sessions were held.

#### 4. Maintenance

a. CCTV Mainline Segments	14 Segments
b. CCTV Service Laterals	164 Laterals
c. Hydro-Clean Mainline Segments	53 Segments
d. Manhole Inspections	24 Manholes
e. Rodded/Cleaned Service Laterals	27 Laterals
f. Creek-Crossing Inspections	02 Crossings
g. Chemical Root Treatment	00 Segments
h. Easement Maintenance	01 L.F.

#### 5. Construction

a. Service Taps	1 Taps
b. Lateral Installs	0 Laterals
c. Property Line Cleanout Work	
i. Repaired	13 Cleanouts
ii. Installed	01 Cleanout
d. Mainline Repair	01 Mainline point repair
e. Service Lateral Repair	00 Lateral point repair
f. Service Cap-Off	00 Services
g. Manhole Rehabilitation	03 Manholes
h. Manhole Install	01 Manhole
i. Easement Reconstruction	00 L.F.
j. Vector Control (Cockroaches)	00 Manholes

#### 6. Facilities

a. Lift Station Operations Checks	50 Operation Checks
b. Lift Station Repair	04 Repairs Performed
c. Lift Station Wet Well Cleaning	13 Wet Wells
d. Lift Station Site Maintenance	00 Sites
e. Flow Recorder Inspection	00 Sites
f. Corp Yard Water Treatment Facility	03 Operational Checks
g. Vehicle/Equip Maintenance	04 Work Orders

#### 7. Miscellaneous

- a. Newcastle Master Plan – Received 60% submittal for review (Budgeted Project)
- b. Corporation Yard Master Plan: (1) Received/Reviewed Draft of Qualitative Requirements and (2) met with consultant for Fuel Study (Budgeted Project)
- c. Security Alarms - Two (2) instances of Trespassers at Corp Yard.
- d. Participated in Loomis Holiday Parade
- e. Received two (budgeted) replacement vehicles: (1) Field Supervisor truck and (2) Confined Space Entry Van.
- f. Performed pipe condition assessment for a Town of Loomis Improvement project.
- g. Performed (SPWA) Meter Verification with Partner Agencies
- h. Installed of HQ furniture related to move in after HQ Damage.
- i. Installed gates in place of cables at entrance to four (4) easement roads.
- j. General Corp Yard grounds clean up – removed/recycle scrap metal.

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: December 1, 2016

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**Newsletter**

Administrative Services staff has prepared the next SPMUD newsletter which will be included in customer bills beginning the first week of December, and in subsequent billing cycles in January and February. This issue provides information regarding Fats, Oils & Grease programs, the “What not to Flush” initiative, Eggshells & Waste Disposals, Roots in the pipes and an important notice to our customers regarding the Delinquent Bills (Past Due) Policy.

**Outreach Event – Day before Thanksgiving Parade - Loomis**

Staff attended the “Day before Thanksgiving Parade” outreach event in Loomis on November 23, 2016. This was an opportunity for staff to meet with residents in the Loomis area and distribute outreach materials and information regarding keeping Fats, Oils & Grease and Non Dispersibles out of the Sewers.

**Intranet**

The Intranet project (District network accessible only by staff with access to a wide range of information and services internally) is in its final stages. The Districts IT consultant continues to work with Designwerks staff to load the program and set up the components in preparation to go live early next year. Among other things, District employees will access all District programs such as Lucity, Tyler & GIS. Also, the intranet will be a one stop location where employees will be able to view online the District’s Injury and Illness Prevention Plan (IIPP), Department Standard Operating Procedures (SOPs), Performance Measures and Productivity Results, Payroll Time & Attendance, Employee Manual, MOU’s, Forms & other Personnel materials.

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: December 1, 2016

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**IT Master Plan**

Staff continues to work towards implementation of Lucity. Lucity migrated legacy data from the previous computerized maintenance management system (i.e., WWMS) into the Lucity database two times in November to work to finalize comments (November 3 and November 14). After confirmation of a correct migration, Lucity will conduct the final push of legacy data and staff will begin use of Lucity.

**Foothill Trunk Sewer Replacement Project**

The project is in the final design, permitting, and right-of-way acquisition phase. Members of the project team are meeting with residents to obtain easements and right of entry during construction. The final design drawings and specifications were submitted for review on November 22. Construction of this project is planned for the spring of 2017.

**Loomis Diversion Trunkline Project**

The project is in the final design, permitting, and right-of-way acquisition phase. Members of the project team are meeting with residents to obtain easements and conducting work to support environmental permitting. Exploratory drilling for geotechnical analysis to support the pipeline design was completed in November. Construction of this project is anticipated to start in the spring of 2017.

**High Risk Facilities (HRF) Program**

The District has contracted with Forsgren Associates, Inc. for preliminary engineering and design of four high-risk creek crossings identified in the SPMUD risk assessment. The project team has visited all of the sites and meets on November 14 to present initial findings and options for permitting and construction of improvements.

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

The requested Relocation Plan and supporting documentation was submitted to Caltrans for review on November 2. Caltrans has reviewed the Relocation Plan and has prepared the Notice

to Owner, Report of Investigation, and the Utility Agreement. The Utility Agreement is an item on today’s Board meeting agenda.

**District Easements**

Staff is implementing the standard operating procedure (SOP) for investigating potential encroachments into District easement. The SOP includes steps for desktop research, notification of property owners, and data collection in the field.

**FOG Program**

As part of the initial phase of the implementation of the FOG inspection program, SPMUD staff continue meeting with food service establishments to inform them of the District’s FOG program and permit the establishments according to Ordinance 09-01. The number of FOG Permits collected to date compared to the goal is shown in the performance indicators below. Staff developed templates for warning of non-compliance and notice of violation letters in accordance with Ordinance 09-01 Section 5.

**Department Performance Indicators**

The following charts depict the efforts and performance of the department in four areas of work as of November 23. Additional charts may be added in the future for other areas of work in the department.

