



**SPMUD BOARD OF DIRECTORS
REGULAR MEETING**

4:30PM – March 20, 2014

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

- A. Director Gerald Mitchell, Ward 1
- B. Director William Dickinson, Ward 2
- C. Director John Murdock, Ward 3
- D. Director Victor Markey, Ward 4
- E. President James Williams, Ward 5

III. PLEDGE OF ALLEGIANCE

IV. CONSENT ITEMS

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.

[pg 4 to 15]

1. MINUTES from the February 6th, 2014 Regular Board Meeting.
2. ACCOUNTS PAYABLE in the amount of \$368,758.74 & \$104,662.59 through February 28th, 2014.
3. MONTHLY INVESTMENT REPORT with the Local Agency Investment Fund balance in the amount of \$5,889,123.73 average interest of 0.26%; the Placer County Treasury Fund balance in the amount of \$34,646,273.91, average interest of 1.278%; and the Checking Account Balance at US Bank in the amount of \$1,114,009.29 through February 28th, 2014.

ACTION: (Voice vote)

Motion to approve the consent items for the March 20, 2014 meeting

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 OF GENERAL MANAGER'S REPORT AND RECOMMENDATION ON SEWER SERVICE REVENUE ANALYSIS.

[pg 16 to 33]

ACTION REQUESTED: (Voice vote)

Motion to Accept the Report and Approve Recommendations on the Sewer Revenue Analysis

GENERAL MANAGER'S REPORT:

Attached is my GM Report & Recommendation on the sewer revenues. The report discusses the actions involved in setting our service fees, an analysis of the "Flow Monitoring Study" and a look at the revenues by our main customer types (residential, commercial and educational). The report makes seven recommendations based on the analysis of the information provided in the report. The Board should review and discuss the report and approve the recommendations with or without changes.

2. CONSIDERATION OF A RESOLUTION TO CONSOLIDATE THE DISTRICT BOARD ELECTION WITH THE COUNTY ELECTIONS

[pg 34 to 35]

ACTION REQUESTED: (Roll Call vote)

Motion to Adopt Resolution 14-02; A Resolution Declaring an Election Be Held in the South Placer Municipal Utility District Jurisdiction; And 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.

GENERAL MANAGER'S REPORT:

Attached is a resolution for the November 2014 election that is required by the county and authorizes the County Clerk to consolidate our election with the rest of the county's elections

VII. REPORTS

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.

[pg 36 to 47]

1. Attorney (A. Brown)
2. Superintendent (J. Allen)
3. General Manager (C. Clark)
 - A. FSD, ASD & TSD Reports

B. Information items

4. 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

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION-Significant Exposure to litigation pursuant to subdivision (b) of Section 54956.9 on the Lower Loomis Trunk sewer capacity.

IX. ADJOURNMENT

If there is no other Board business the President should adjourn the meeting to the next Regular meeting on April 3, 2014.

**BOARD MINUTES
SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

Meeting	Location	Date	Time
Regular	District Office	February 6, 2014	4:30 p.m.

I. CALL MEETING TO ORDER: The Regular Meeting of the South Placer Municipal Utility District Board of Directors was called to order with President Williams presiding at 4:30 p.m.

II. ROLL CALL OF DIRECTORS:

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

Absent: Vic Markey

Vacant: None

Staff: Charles Clark, General Manager, Secretary of the District
Joanna Belanger, Administrative Services Manager
Adam Brown, Legal Counsel
Gary Gibson, Field Services Manager
Sam Rose, Technical Services Manager

Others: Eric Nielson, Waterworks Engineers

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

IV. CONSENT ITEMS:

1. Minutes: Minutes from the Regular Board Meeting held on February 6, 2014.
2. Accounts Payable: Accounts Payable activity for January in the amount of \$1,586,243.35 & \$143,013.38.
3. Monthly Investment Report: Investments in LAIF in the amount of \$6,385,009.68, Placer County Treasury Funds in the amount of \$34,579,272.47 and the Checking Account balance in US Bank in the amount of \$1,544,579.72.

A motion was made by Director Dickinson to approve the consent items the motion carried 3-1, with Director Mitchell abstaining, due to his absence from the last meeting.

V. PUBLIC COMMENTS President Williams opened the Public Comments, hearing no comments from the Public; President Williams closed the public comments.

VI. BOARD BUSINESS

1. CONSIDERATION OF ADJUSTMENTS TO FY 14 BUDGET (MID-YEAR REVIEW)

General Manager Clark gave a brief overview of the proposed adjustments to the FY 14 Budget. He proposed a reduction for the General Fund Budget in the amount of \$479,000 and an increase to the Capital Budget of approximately \$300,000. The changes are attributed to the adjustments to Salary and Benefits, with new employees versus long time employees. There were some additional costs for equipment in the O&M Budget. The Treatment Plant is the largest reduction, the O&M costs are approximately \$500,000 less than anticipated. The expenditures for the Utility/Financial Software upgrades have been reduced by \$45,000 in this FY, the expenses will be incurred in the FY 15 Budget. The CCTV Van budget has been increased slightly, with requests for proposals being accepted at this time. The Upper Antelope Creek project was over budget by \$118,000; GM Clark indicated that these costs were attributed to additional work needed on the roads after the release of the contractor. The regional WWTP rehab costs were increased by approximately \$200,000, budgetary numbers are projected based

upon previous years. GM Clark showed the spread of where each dollar of the Districts customers' money is expended, 0.27 cents for salaries & benefits, 0.21 cents for O&M and 0.51 cents for Treatment and Disposal. Director Dickinson made a comment that in the future when projects go over budget, the board will be notified in advance. GM Clark agreed and stated that the board would be notified. Director Mitchell made a motion to approve the Mid-Year Budget, the motion carried 4-0.

2. CONSIDER A RESOLUTION ADJUSTING THE LOCAL PARTICIPATION CHARGE (RESOLUTION 14-01)

General Manager Clark introduced the Local Participation charge Resolution, indicating that the current participation fees are \$2500, this recommendation reduces the fees to \$2100. Staff has been looking at different mechanisms to calculate the fees, based upon the recommendations of the Fee Committee for ultimate build-out, and review of the Master Plan by Waterworks Engineers. Calculations came out to be exactly the same. Staff and consultants looked at another element of the capacity charge, with the idea to sell the excess capacity to new developers. GM Clark indicated that he feels it is appropriate to reduce the participation charge, demonstrating that the \$63 Million in infrastructure and 35,000 EDU's, calculates to a little over \$2100. He stated that the methodology and analysis lead to staff's recommendation to make the adjustment in Local Participation charges.

Director Dickinson asked what method of inflation was utilized, and if the appropriate measurement was used to inflate costs over time, since historically fees are not typically reduced. Eric Nielson from Waterworks Engineers stated that there was a 3% over time increase in inflation factored into the calculations. Director Dickinson asked if a public hearing needed to be held to change this participation fee. GM Clark indicated that this is a voluntary charge that doesn't have to go through the 218 process, and that a Resolution is the correct way to change these fees. Director Murdock stated item (c) within the Resolution states that this can be adjusted on an annual basis, GM Clark indicated that this is a major process that should be reviewed when the Master Plan updates are reviewed, not necessarily on an annual basis. Director Dickinson made a motion to approve Resolution 14-01, after a roll call vote the motion carried 4-0.

VII. REPORTS

1. STAFF REPORTS:

- A. District Legal Counsel (A. Brown):** Legal Counsel Brown stated that he had no report.
- B. Superintendent (J. Allen):** Superintendent Allen was absent from the meeting, attending a CASSE meeting in Southern California.
- C. General Manager (C. Clark):** GM Clark reported that the Newcastle Sanitary District is now formally dissolved, and that the District is expecting a letter for formal confirmation from LAFCO.
 - 1. ASD & TSD Reports:** GM Clark indicated that ASD and TSD reports were included in the materials, and staff was available to answer any questions from the Board.
 - 2. Information Items.** GM Clark reported that the Upper Antelope Creek Project is essentially complete, a monument needs to be reset and as-builts completed, work that Waterworks Engineers are completing. GM Clark reported that he had attended the Loomis Town Council meeting in January to discuss the Loomis Diversion line, he reported that the Town Council selected their Mayor and Councilperson Morales to participate in the two by two Committee between the District and the Town, the first meeting to be held the second week in February. GM Clark stated that this will be an interesting situation to discuss how the District may participate in this project.

Elliot Homes has missed their January milestones for the temporary lift station resolution, staff feels the best way to approach this situation may be to make the Pump Station permanent. It is a good pump station that simply needs to go from temporary to permanent. At this point we may be better off having Elliot Homes convert it to a permanent pump station, cashing in the bond and going through the legal process would be expensive litigation. President Williams stated there are too many barriers to make it a gravity station. GM Clark stated that to have a permanent building with all of the necessary safety would be the best solution; staff is continuing to talk with Elliot Homes engineers. Director Dickinson indicated he'd hate to take on the added expense of another Lift Station. Director Murdock asked what would be necessary to make it permanent. GM Clark responded that it might cost \$150,000 to \$200,000 to do the work not including any CEQA requirements. Elliot Homes would need to deed over the property to the District. Discussions will continue with the goal of gaining a final agreement with them for their next steps to move in this direction. Director Dickinson suggested that a closed session should be held at the March meeting for further discussion regarding this issue.

GM Clark indicated that he would be at a Utility Conference at the end of February and requested a change to the March 6th meeting date; it was decided to move the meeting to March 20th, 2014.

2. DIRECTOR'S COMMENTS: Director Murdock asked what happened to the JPA that was formed for regional sewer discussions. GM Clark indicated that Lincoln and Auburn are moving forward with the project and the JPA is still in force. Director Murdock also asked for clarification for whose responsibility the sewer line is from the property line to the lower clean out. GM Clark indicated that is the customers lateral, but historically the District has maintained it, this will be looked at further in the future. If there is no PLCO, then we install one, the problem is the liability with service lines versus if sewer backs up from the main. Director Dickinson asked Legal Counsel about the previous discussion for utilizing an HSA account for the Director Health benefits stipend, Legal Counsel Brown responded that he would provide a memo regarding this item. Director Mitchell reported Sierra College is having their 20 year plan meeting, the meeting was postponed from February, and he would keep the board informed once a new meeting had been scheduled. GM Clark agreed it would be wise to have staff and Board members to attend the meeting to determine what additional plans the College may have for the future.

Director Mitchell stated that he asked for the SPWA report to be included in the Agenda packet, to keep board members informed. The report by PFM indicates the Regional connection fee is raised each year. Their analysis shows that it may be necessary to dip into the RSF (Rate Stabilization Fund) which must be kept at \$50 Million. It shows financing for the expansion of Pleasant Grove and Dry Creek phases and the impact on the RSF.

VIII. ADJOURNMENT

The meeting was adjourned at 5:35 p.m. to the next regularly scheduled meeting on March 20th, 2014 at 4:30 p.m.



Charles W. Clark, Secretary of the District

REPORT.: Feb 28 14 Friday
 RUN....: Feb 28 14 Time: 08:36
 Run By.: Joanna Belanger

South Placer M.U.D.
 Cash Disbursement Detail Report
 Check Listing for 02-14 Bank Account.: 11013

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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
004234	02/12/14	ARA01	AUS SACRAMENTO MC LOCKBOX	249.79	.00	249.79	2755306	UNIFORMS & CLNG
				194.03	.00	194.03	2770583	UNIFORMS & CLNG
				188.31	.00	188.31	2784629	UNIFORMS & CLNG
				310.30	.00	310.30	2799529	UNIFORMS & CLNG
			Check Total.....:	942.43	.00	942.43		
004235	02/12/14	ATT02	A T & T	57.92	.00	57.92	012514	PHONE FOR 916-663-1652 1/
				86.15	.00	86.15	012814	SIERRA COLLEGE LS - PHONE
				9.79	.00	9.79	020114	ACCT #248 134-5438
			Check Total.....:	153.86	.00	153.86		
004236	02/12/14	CAR03	CARQUEST AUTO PARTS	89.75	.00	89.75	348694	NEW BATTERY FOR UNIT 14
				-18.28	.00	-18.28	348695C	CORE RETURN
				2.80	.00	2.80	348700	BATTERY FOR UNIT 14 EXCHA
				87.58	.00	87.58	349385	MISC CY FLEET MAINT SUPPL
				17.09	.00	17.09	350798	MISC SHOP SUPPLIES
				91.16	.00	91.16	351007	OIL, OIL FILTERS, AIR FIL
			Check Total.....:	270.10	.00	270.10		
004237	02/12/14	CSG01	DATA PROSE	12247.09	.00	12247.09	DP1400231	BILL PACKAGE 12/22/13-1/2
004238	02/12/14	DAW01	DAWSON OIL CO.	1357.28	.00	1357.28	01129949	UNLEADED GAS
004239	02/12/14	DEP02	DEPARTMENT OF JUSTICE	64.00	.00	64.00	017548	FINGERPRINT APPS
004240	02/12/14	FER01	FERGUSON ENTERPRISES, INC	50.06	.00	50.06	2894100	MISC ABS FITTINGS FOR SL
				43.00	.00	43.00	0961312-2	4" BACKORDERED REPAIR COU
			Check Total.....:	93.06	.00	93.06		
004241	02/12/14	GLA01	GLADDING, MC BEAN	1273.62	.00	1273.62	190156698	10" VCP PIPE & COUPLINGS
004242	02/12/14	ISU01	INSIGHT USA	330.00	.00	330.00	100572	STREETEAGLE PROF TRACKING
004243	02/12/14	JEN00	JENSEN PRECAST	993.86	.00	993.86	NC42114	MANHOLE MATERIAL FOR OLD
004244	02/12/14	LUC01	LUCITY INC.	7527.11	.00	7527.11	61583-2	ONSITE ASSISTANCE/LUKE SE
004245	02/12/14	MUR01	JOHN MURDOCK	48.01	.00	48.01	013014	REIMBURSEMENT FUEL/PARKIN
004246	02/12/14	OWE01	OWEN EQUIPMENT	874.59	.00	874.59	00029704	REPAIR RODDER PUMP
004247	02/12/14	PAC01	PACIFIC GAS AND ELECTRIC	2205.68	.00	2205.68	012114	SERVICE FROM 12/19/13-1/2
004248	02/12/14	PER00	PERRY AIR	5157.00	.00	5157.00	023014	INSTALLATION HVAC COMPUTE

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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
004249	02/12/14	PIT01	PITNEY BOWES INC	208.99	.00	208.99	020214	POSTAGE REFILLS
004250	02/12/14	R&S01	R&S LATH & PLASTER	10650.00	.00	10650.00	020614	STUCCO ON CORP BLDG
004251	02/12/14	RAI01	RAILROAD MGMT. CO., LLC	175.00	.00	175.00	305594	LEASE AGREEMENT
004252	02/12/14	RAM01	RAMOS ENVIRONMENTAL	55.00	.00	55.00	143534	USED OIL PICK-UP 50 GALLO
004253	02/12/14	ROC04	ROCKLIN WINDUSTRIAL CO	78.70	.00	78.70	184055-00	OP SUPPLIES/MNT
				21.54	.00	21.54	184208-00	OP SUPPLIES/MNT
			Check Total.....:	100.24	.00	100.24		
004254	02/12/14	SIE03	SIERRA SAFETY	9.62	.00	9.62	IN68446	MARKING FLAG
004255	02/12/14	SPE02	SPEC-WEST, INC.	88.32	.00	88.32	1493439	MISC DIG TRUCK SUPPLIES
004256	02/12/14	STA06	STAPLES CONTRACT & COMMER	137.82	.00	137.82	700104296	PAPER/OFFICE SUPPLIES
				64.48	.00	64.48	700104794	OFFICE SUPPLIES
			Check Total.....:	202.30	.00	202.30		
004257	02/12/14	SUT01	SUTTER MEDICAL FOUNDATION	95.00	.00	95.00	925688246	DOT EXAM JASON LARICK
004258	02/12/14	TEC02	TECDATA INC.	2589.70	.00	2589.70	2742	IT SERVICES JANUARY/SERVE
				1649.92	.00	1649.92	2743	IT MASTER PLAN CONSULTATI
			Check Total.....:	4239.62	.00	4239.62		
004259	02/12/14	TYL01	TYLER TECHNOLOGIES, INC	62.50	.00	62.50	025-87614	CORE FINANCIALS/CHART OF
004260	02/12/14	USA02	USA MOBILITY WIRELESS INC	26.34	.00	26.34	X0370846B	SERVICE FOR 916-535-7320
004261	02/12/14	USB02	U.S. BANK CORPORATE PAYME	7238.46	.00	7238.46	012214	CREDIT CARD PURCHASES
004262	02/12/14	WES01	WESTERN PLACER WASTE	34.50	.00	34.50	01258574	C&D MRF
				36.80	.00	36.80	01258815	C&D LANDFILL
			Check Total.....:	71.30	.00	71.30		
004263	02/12/14	WWG01	W.W. GRAINGER, INC.	106.30	.00	106.30	935847357	CHEMICAL RESISTANT GLOVES
004264	02/12/14	\A020	AZAVEDO, DICK	84.00	.00	84.00	000B40201	MQ CUSTOMER REFUND FOR AZ
004265	02/12/14	\B034	BAKER, CLINTON D	14.92	.00	14.92	000B40201	MQ CUSTOMER REFUND FOR BA
004266	02/12/14	\E007	ENGELSGJERD, MICHAEL J	8.40	.00	8.40	000B40201	MQ CUSTOMER REFUND FOR EN
				-8.40	.00	-8.40	000B40201u	Ck# 004266 Reversed

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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
Check Total.....:				.00	.00	.00		
004267	02/12/14	\E008	ERB, JOHN	15.87	.00	15.87	000B40201	MQ CUSTOMER REFUND FOR ER
004268	02/12/14	\H021	HART, SHANE	84.00	.00	84.00	000B40201	MQ CUSTOMER REFUND FOR HA
004269	02/12/14	\J006	JOHNSON, NORMA L	100.13	.00	100.13	000B40201	MQ CUSTOMER REFUND FOR JO
004270	02/12/14	\K008	KENBER, DANIEL	8.40	.00	8.40	000B40201	MQ CUSTOMER REFUND FOR KE
004271	02/12/14	\L010	LONG, MAX F	84.00	.00	84.00	000B40201	MQ CUSTOMER REFUND FOR LO
004272	02/12/14	\M037	MCGINNIS, PATRICK J	83.99	.00	83.99	000B40201	MQ CUSTOMER REFUND FOR MC
004273	02/12/14	\M038	MERITAGE HOMES,	36.40	.00	36.40	000B40201	MQ CUSTOMER REFUND FOR ME
004274	02/12/14	\M039	MERITAGE HOMES,	38.27	.00	38.27	000B40201	MQ CUSTOMER REFUND FOR ME
004275	02/12/14	\P018	PIAVE PROPERTIES LLC,	337.87	.00	337.87	000B40201	MQ CUSTOMER REFUND FOR PI
004276	02/12/14	\R018	REIS, JAMES	55.07	.00	55.07	000B40201	MQ CUSTOMER REFUND FOR RE
004277	02/12/14	\R019	ROSEN, DANIEL	168.00	.00	168.00	000B40201	MQ CUSTOMER REFUND FOR RO
004278	02/12/14	\R020	ROSEN, DANIEL	168.00	.00	168.00	000B40201	MQ CUSTOMER REFUND FOR RO
004279	02/12/14	\S041	SCALISE, LOUIS J	16.00	.00	16.00	000B40201	MQ CUSTOMER REFUND FOR SC
				-16.00	.00	-16.00	000B40201u	Ck# 004279 Reversed
Check Total.....:				.00	.00	.00		
004280	02/12/14	\S042	SCHWAB, ERICH J	12.13	.00	12.13	000B40201	MQ CUSTOMER REFUND FOR SC
004281	02/12/14	\S043	STANDARD PACIFIC,	84.00	.00	84.00	000B40201	MQ CUSTOMER REFUND FOR ST
004282	02/12/14	\S044	SIPPLE, AMY	770.00	.00	770.00	000B40201	MQ CUSTOMER REFUND FOR SI
004283	02/12/14	\T014	TAKACS, CHARLES J	84.01	.00	84.01	000B40201	MQ CUSTOMER REFUND FOR TA
004284	02/20/14	AFF02	AFFORDA-TEST	325.00	.00	325.00	18972	VAPOR RECOVERY TESTING ON
004285	02/20/14	ATT01	AT&T	.04	.00	.04	5097462	CALNET 2
				180.58	.00	180.58	5097467	CALNET 2
Check Total.....:				180.62	.00	180.62		
004286	02/20/14	CIT01	CITY OF ROSEVILLE	215351.51	.00	215351.51	JAN 2014	CONNECTION FEES -SEWER

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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
004287	02/20/14	EVE00	EVERYTHING RADIOS INC	230.00	.00	230.00	199	DECEMBER
				230.00	.00	230.00	289	JANUARY
				230.00	.00	230.00	378	FEBRUARY
			Check Total.....:	690.00	.00	690.00		
004288	02/20/14	FED00	FEDEX	19.25	.00	19.25	255283207	SHIPPING CHARGES
004289	02/20/14	FER01	FERGUSON ENTERPRISES, INC	398.83	.00	398.83	0970761	OLD 10" TRUNK REHAB PIPE
				43.00	.00	43.00	0961312-3	CY STOCK - COUPLINGS
			Check Total.....:	441.83	.00	441.83		
004290	02/20/14	GLA01	GLADDING, MC BEAN	150.50	.00	150.50	190160699	OLD 10" TRUNK REHAB ITEM
004291	02/20/14	HAR02	HARRIS INDUSTRIAL GASES	27.00	.00	27.00	01622521	OXYGEN
004292	02/20/14	HIL01	HILL RIVKINS BROWN & ASSO	8912.80	.00	8912.80	02122014	FOR PROF SERVICES THROUGH
004293	02/20/14	KBA01	KBA DOCUSYS	363.48	.00	363.48	INV244245	COPIER CONTRACT
004294	02/20/14	KBA02	KBA DOCYSYS, INC	424.61	.00	424.61	20140125	KYOCERA COPIERS
004295	02/20/14	LAN02	LANDGRAF'S MOBILE MIX CON	338.63	.00	338.63	14111	CONCRETE FOR OLD 10" TRUN
004296	02/20/14	LIV01	LIVINGSTON'S G&P INC.	16730.00	.00	16730.00	18849	PAVING AT IRISH LANE
004297	02/20/14	MEE01	MEEKS BUILDING CENTER	16.25	.00	16.25	732495	8816 STD BLOCK
				159.22	.00	159.22	732756	3/4" ELBOW
			Check Total.....:	175.47	.00	175.47		
004298	02/20/14	PIT01	PITNEY BOWES INC	35.45	.00	35.45	578131	RENTAL CHARGES
004299	02/20/14	PRE02	PREFERRED ALLIANCE	166.35	.00	166.35	0094649IN	ADMINISTRATIVE FEES
004300	02/20/14	ROC04	ROCKLIN WINDUSTRIAL CO	96.90	.00	96.90	184210-00	1" HIGH PRESSURE BALL VAL
004301	02/20/14	ROC11	ROCKLIN AREA CHAMBER OF C	275.00	.00	275.00	8547	CHAMBER OF COMMERCE MEMBE
004302	02/20/14	ROO01	ROOTX	562.00	.00	562.00	40093	ROOTX 2# CASE, SQUARE JAR
004303	02/20/14	SAM00	SAM'S CLUB - GE CAPITAL	98.10	.00	98.10	001233	COFFEE, POST ITS, TISSUE
004304	02/20/14	STA05	STANLEY CONVERGENT SECURI	25.00	.00	25.00	11035373	MONITORING CHARGES 4831 S
004305	02/20/14	STA06	STAPLES CONTRACT & COMMER	180.14	.00	180.14	701055121	OFFICE SUPPLIES
				247.24	.00	247.24	701060027	PORCELAIN STEEL BOARD

REPORT.: Feb 28 14 Friday
 RUN....: Feb 28 14 Time: 08:36
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South Placer M.U.D.
 Cash Disbursement Detail Report
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 CTL.: SOU

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
Check Total.....:				427.38	.00	427.38		
004306	02/20/14	STA12	STATE OF CALIFORNIA	520.00	.00	520.00	022014	QUALIFIED APPLICATOR CERT
004307	02/20/14	SUR01	SUREWEST	529.06	.00	529.06	20914	5807 SPRINGVIEW
				17.55	.00	17.55	020914	114 VERNON ST ROSEVILLE
				358.86	.00	358.86	02092014	INTERNET/PHONE
Check Total.....:				905.47	.00	905.47		
004308	02/20/14	VER01	VERIZON WIRELESS	176.46	.00	176.46	971925813	VERIZON CELL PHONES
004309	02/20/14	WWG01	W.W. GRAINGER, INC.	92.69	.00	92.69	936208296	SWIVEL PNEUMATIC CASTER
004310	02/28/14	ATT01	AT&T	104.34	.00	104.34	005210336	CALNET 2 9166527296768
004311	02/28/14	CAL08	CALIFORNIA SERVICE TOOL,	199.91	.00	199.91	S3314052	MINI-CAM REPAIR PARTS
004312	02/28/14	COR01	CORBIN WILLITS SYSTEMS	863.20	.00	863.20	00B402151	SERVICE FEES FOR MARCH
				469.35	.00	469.35	01B402151	CBP FEES FOR JANUARY
Check Total.....:				1332.55	.00	1332.55		
004313	02/28/14	DMG01	DMG LAWN MAINTENANCE	325.00	.00	325.00	7521	LANDSCAPE MAINT
004314	02/28/14	EMP03	EMPLOYMENT DEVELOPMENT DE	4950.00	.00	4950.00	532192320	1532192320 - WAYNE LEWIS
004315	02/28/14	FER01	FERGUSON ENTERPRISES, INC	208.93	.00	208.93	2901626	CY PIPE & FITTINGS STOCK
004316	02/28/14	GON01	JOE GONZALEZ TRUCKING LLC	971.31	.00	971.31	05	MATERIAL HAULED TO YARD
004317	02/28/14	GRO01	FERGUSON ENTERPRISES INC	1268.11	.00	1268.11	0970725	CLAY/PVC COUPLING/RUBBER
004318	02/28/14	HOM01	HOME DEPOT CREDIT SERVICE	13.34	.00	13.34	1020884	WHT CAULKING GUN
				111.74	.00	111.74	3011097	PATCH CABLE - CHAD
				133.88	.00	133.88	4020272	TSD SUPPLY-WOOD
				42.97	.00	42.97	4093275	FINISH SAW BLADE
				31.09	.00	31.09	5013390	FUSES AND FUSE PULLER
				193.37	.00	193.37	5021099	SHOVEL, TRASH CAN
				36.53	.00	36.53	6565133	AUGER
				56.61	.00	56.61	8093557	TSD SUPPLIES SHOP STOCK
Check Total.....:				619.53	.00	619.53		
004319	02/28/14	JEN00	JENSEN PRECAST	654.26	.00	654.26	NC42506	BARREL/W STEPHOLES
004320	02/28/14	LAN05	LANDS END BUSINESS OUTFIT	84.13	.00	84.13	1511633	CLOTHING - ADMIN SVCS

REPORT.: Feb 28 14 Friday
 RUN....: Feb 28 14 Time: 08:36
 Run By.: Joanna Belanger

South Placer M.U.D.
 Cash Disbursement Detail Report
 Check Listing for 02-14 Bank Account.: 11013

PAGE: 006
 ID #: PY-DP
 CTL.: SOU

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
004321	02/28/14	LOM04	LOOMIS MEDICAL CLINIC	84.00	.00	84.00	02102014	SCOTT PERRY
004322	02/28/14	PAC01	PACIFIC GAS AND ELECTRIC	2471.43	.00	2471.43	022014	LIFT STATIONS
				699.48	.00	699.48	02202014	5807 SPRINGVIEW DRIVE
			Check Total.....:	3170.91	.00	3170.91		
004323	02/28/14	REC01	RECOLOGY AUBURN PLACER	295.08	.00	295.08	02182014	4 YARD BIN JANUARY
004324	02/28/14	ROC11	ROCKLIN AREA CHAMBER OF C	149.99	.00	149.99	02242014	HOT CHILI COOL CARS
004325	02/28/14	STA05	STANLEY CONVERGENT SECURI	275.00	.00	275.00	11055897	SERVICE TRIP AND LABOR
004326	02/28/14	STA09	STANTEC CONSULTING SERVIC	9061.00	.00	9061.00	764966	SIERRA COLLEGE PUMP ST. O
004327	02/28/14	TYL01	TYLER TECHNOLOGIES, INC	12936.45	.00	12936.45	025-88275	MILESTONE SCHEDULE
				25461.00	.00	25461.00	025-90133	INCODE CUSTOMER RELATIONS
			Check Total.....:	38397.45	.00	38397.45		
			Cash Account Total.....:	368758.74	.00	368758.74		
			Total Disbursements.....:	368758.74	.00	368758.74		
			Cash Account Total.....:	.00	.00	.00		

REPORT.: Feb 28 14 Friday
 RUN....: Feb 28 14 Time: 08:36
 Run By.: Joanna Belanger

South Placer M.U.D.
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 02-14 Bank Account.: 11013

PAGE: 007
 ID #: PY-DP
 CTL.: SOU

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
7814	02/14/14	CAL06	CA STATE DISBURSEMENT (EF	296.30	.00	296.30	B40211	FAMILY SUPPORT-26
7815	02/14/14	CAL13	CAL PERS 457 PLAN (EFT)	150.00 200.00	.00 .00	150.00 200.00	B40211 1B40211	EMPLOYER PERS 457K D/C-PERS 457
Check Total.....:				350.00	.00	350.00		
7816	02/14/14	EMP01	E.D.D. (EFT)	1856.73 574.62	.00 .00	1856.73 574.62	B40211 1B40211	STATE INCOME TAX SDI
Check Total.....:				2431.35	.00	2431.35		
7817	02/14/14	FIR01	FIRST U.S. COMMUNITY CRED	70.00	.00	70.00	B40211	FIRST US COMMUNITY
7818	02/14/14	GOL01	GOLDEN 1 CREDIT UNION	1447.36	.00	1447.36	B40211	GOLDEN 1 CREDIT UN.
7819	02/14/14	HAR05	HARTFORD MGT (EFT)	1250.00 2615.00	.00 .00	1250.00 2615.00	B40211 1B40211	EMPLOYER HART 457K D/C-HARTFORD
Check Total.....:				3865.00	.00	3865.00		
7820	02/14/14	IRS01	INTERNAL REVENUE SERVICE	5736.16 7484.76 1750.44	.00 .00 .00	5736.16 7484.76 1750.44	B40211 1B40211 2B40211	FEDERAL INCOME TAX FICA MEDICARE
Check Total.....:				14971.36	.00	14971.36		
7821	02/14/14	PUB01	PERS (EFT)	12888.43	.00	12888.43	B40211	PERS PAYROLL REMITTANCE
7823	02/28/14	CAL06	CA STATE DISBURSEMENT (EF	296.30	.00	296.30	B40224	FAMILY SUPPORT-26
7824	02/28/14	CAL13	CAL PERS 457 PLAN (EFT)	150.00 200.00	.00 .00	150.00 200.00	B40224 1B40224	EMPLOYER PERS 457K D/C-PERS 457
Check Total.....:				350.00	.00	350.00		
7825	02/28/14	EMP01	E.D.D. (EFT)	1886.13 574.18	.00 .00	1886.13 574.18	B40224 1B40224	STATE INCOME TAX SDI
Check Total.....:				2460.31	.00	2460.31		
7826	02/28/14	FIR01	FIRST U.S. COMMUNITY CRED	70.00	.00	70.00	B40224	FIRST US COMMUNITY
7827	02/28/14	GOL01	GOLDEN 1 CREDIT UNION	1447.36	.00	1447.36	B40224	GOLDEN 1 CREDIT UN.
7828	02/28/14	HAR05	HARTFORD MGT (EFT)	1250.00 2615.00	.00 .00	1250.00 2615.00	B40224 1B40224	EMPLOYER HART 457K D/C-HARTFORD
Check Total.....:				3865.00	.00	3865.00		
7829	02/28/14	IRS01	INTERNAL REVENUE SERVICE	5764.83	.00	5764.83	B40224	FEDERAL INCOME TAX

REPORT.: Feb 28 14 Friday
 RUN....: Feb 28 14 Time: 08:36
 Run By.: Joanna Belanger

South Placer M.U.D.
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 02-14 Bank Account.: 11013

PAGE: 008
 ID #: PY-DP
 CTL.: SOU

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
7829	02/28/14	IRS01	INTERNAL REVENUE SERVICE	7119.60	.00	7119.60	1B40224	FICA
				1665.08	.00	1665.08	2B40224	MEDICARE
			Check Total.....:	14549.51	.00	14549.51		
7830	02/28/14	PUB01	PERS (EFT)	12922.54	.00	12922.54	B40224	PERS PAYROLL REMITTANCE
7831	02/28/14	AMF01	AMERICAN FIDELITY ASSURAN	652.65	.00	652.65	B40228	CAFETERIA-AFTER TAX
				411.18	.00	411.18	1B40228	CAFETERIA-PRE TAX
			Check Total.....:	1063.83	.00	1063.83		
7832	02/28/14	CAL13	CAL PERS 457 PLAN (EFT)	.00	.00	.00	B40228	EMPLOYER PERS 457K
7833	02/28/14	PLA02	PLACER COUNTY PERSONNEL	2456.00	.00	2456.00	B40228	DENTAL INSURANCE
				518.88	.00	518.88	1B40228	VISION INSURANCE
			Check Total.....:	2974.88	.00	2974.88		
7834	02/28/14	PRU01	PRUDENTIAL MUNICIPAL POOL	131.88	.00	131.88	B40228	LIFE INSURANCE
7835	02/28/14	PUB02	PERS (EFT)	28211.18	.00	28211.18	B40228	MEDICAL INSURANCE
7836	02/28/14	STA02	STATE COMPENSATION INS. (.00	.00	.00	B40228	WORKERS' COMP REMITTANCE
			Cash Account Total.....:	104662.59	.00	104662.59		
			Total Disbursements.....:	104662.59	.00	104662.59		

MONTHLY INVESTMENT REPORT

**SOUTH PLACER MUNICIPAL
UTILITY DISTRICT**

Local Agency Investment Fund
As of February 28th, 2014 **\$5,889,123.73**

Average Interest for Month Ended
December 31st, 2013 0.26%

Placer County Treasury
As of February 28th, 2014 **\$34,646,273.91**

Effective Rate of Return for Month Ended
February 28th, 2014 1.278%

Checking Account Balance (U.S. Bank)
As of February 28th, 2014 **\$ 1,114,009.29**

Investments are in compliance with SPMUD Resolution No. 12-16, and have the ability to meet the next six months of cash flow requirements.

General Manager's Report & Recommendation

Subject: Sewer Service Revenue Analysis

Date: March 2014

Prepared For: SPMUD Board of Directors

Prepared By: Charles W. Clark, P.E., General Manager



1. Purpose

Review our revenue program to insure that it meets our revenue needs and covers our cost of service (COS). This report will provide the Board with information related to sewer service charges and my recommendations on service fee adjustments to meet expenses.

2. Discussion

The District's current revenue policy was established in 1976 to insure that rates and charges were sufficient to meet not only the District's annual expenses (including treatment capacity) but also capital expenditures, and has been reviewed and updated every five years as the District's Five-Year Financing Plan. This 1976 Revenue Program introduced the equivalent dwelling unit (EDU) term we use today, however (unlike today), the term was not related to the customer's sewage flow and was defined as the amount each dwelling unit should pay to meet the district's annual revenue needs.

Our method to determine commercial charges was based primarily on square footage; the over-riding reason for selecting this method was ease of enforcement. Commercial charges are based on some conversion factor applied to EDU rates. They established three conversion factors: Low (1/3 EDU/1000 SF); HIGH (2/3 EDU/1000SF); and OTHER (based on "other" factors). We are still using this basic system, but it has evolved into multiple factors with over 40 different sub-categories and has become a problem.

This program has evolved over the last 38 years but has served the District well. Recent events regarding the District's efforts to collect additional participation fees for commercial change in use resulted in the Board establishing a Fee Committee in February 2013 to review our current fee policies and see if the District might find a way to improve our business processes in this area.

The following information is provided to establish the foundation for my conclusions:

- A. Sanitary Sewer Service is not a metered utility; there is no cost effective way to measure the strength and flow (S&F) of individual customer sewer discharges. The exception to this is High Strength / High Flow- 'Non-residential' customers.
- B. Cost of Service (COS): This is the annual revenues needed to provide sanitary sewer service to our customers in a safe and reliable manner; that meets the State and Federal regulations, protects the public health and prevents sewer overflows into our water environment. This includes all administration, operations, maintenance, repair, replacement, and treatment expenses:

- a. Service charges are calculated based on the COS divided by total EDUs
 - b. Service charges pay for over 80% of the District expenses
 - c. COS is based on our Annual Budget.
- C. Treatment Capacity (TC): The Regional Waste Water Treatment Plant(s) (RWWTP) rated treatment capacity expressed in million gallons per day (MGD). The District has an allocation of TC based on the percentage of total construction costs it agreed to pay for to meet its current and future needs.
- D. The RWWTP annual operation and maintenance (O&M) for treatment and disposal expenses are not based on individual customer S&F discharges, rather on the District's share of the annual expenses at the RWWTP in proportion to the total annual flow into the RWWTP from all three partners. This same percentage is used to fund the RWWTP yearly repair and rehab projects.
- E. Participation Charge (PC): The voluntarily contribution 'future' and 'change of use' customers must pay who choose to meet the District's requirements to use to use the District's facilities and services; sometimes referred to as a connection charge. There are two separate PC (Local and Regional):
- a. Local PC: new connections must pay for the "Right to Participate" in the District's sewer system for the capacity needed to handle their peak demands; this fee has three components:
 - 1) for the purchase of excess capacity in the existing collection system,
 - 2) for the fair-share to replace the existing system when needed, and
 - 3) for upsizing the existing system to meet future development needs
 - b. Regional PC: pays for the "Right to Participate" in the RWWTP for an adequate allocation of existing (excess) TC based on the repayment of the Bonds used to fund the construction of RWWTP and related regional facilities. The District collects the Regional PC and sends it to the South Placer Wastewater Authority (SPWA) who sets this fee; however the individual SPWA partners determine the amount they collect per connection.

Notes:

- 1) The District can't sell system capacity that does not exist.
 - 2) There is no component for constructing new sewers required only for development,
 - 3) The MUD Act prohibits the use existing customer's service fees to fund expenses for development.
- F. Sewer discharge trends are lower due to water conservation efforts:
- a. In 1995 our average sewer discharge per EDU was 235 gals per day (gpd).
 - b. In 2012 our average discharge per EDU was 150 gpd (a 64% reduction).
 - c. Sewage strength has not been reduced; it has become more concentrated in the reduced flows thereby increasing treatment cost per gallon of flow.
 - d. These low flows are also increasing O&M cost/gal for our collection system.
- G. The 'Affordability' issue: i.e. sewer service cost vs. customer financial challenges:
- a. There is no technical solution to the affordability issue; a policy must be set to deviate from the COS method.
 - b. The main challenges are: With declining revenue, who picks up the cost? How to qualify customers? How to implement such a deviation? Should we charge those who can afford it more?
- H. Our current revenue policy is one of "equal distribution" of revenues needed to recover our COS, based on what we charge one dwelling unit [i.e. EDU]. This generally means that there are built in inequities such that:

- a. Residential customers: Those who have larger homes, who discharge more sewage, and/or are farthest away (use more of the system), receive a greater benefit than those customers who are less able to pay, live in smaller residences, and/or use less of our system.
- b. Non-residential customers: There is such a broad spectrum of non-residential customers that to try and use their individual, unmetered sewage flows as a basis for their impact on our COS would require a level of effort that is disproportionate to any benefit to the District.
- c. Being "fair" to one usually means being "unfair" to someone else, because they will be charged additional to make up the difference.

3. Analysis

Staff, working with WaterWorks Engineering (WWE) our Engineering consultant, conducted several District wide sewer flow studies to get up to date '*strength and flow*' (S&F) data that could be considered as a part of our analysis. In May of 2013, a sewer strength and flow monitoring wastewater sampling study was conducted looking at various representative sites throughout the district. The original data collected created additional questions and additional sampling and analysis was conducted thru the fall of 2013. WWE presented their findings to staff in December 2013; The WWE *SPMUD Temporary Flow Monitoring Study Technical Memorandum (TM)* dated November 2013 (Attachment A), collected and analyzed sewer collection system data in representative areas by user type throughout the District.

The data and conclusions I reached from the TM and the information discussed above was used in the following analysis:

- a. The only customer flow factor of any use for establishing the impact on the sewer collection system is the peak daily flow per EDU (Peak Q) because it helps us determine capacity requirements (pipe size);
- b. Average daily flow per EDU (Ave Q) is a conversion of total annual flow divided by our total EDU count and varies greatly customer to customer. Average daily flow is useful for reporting and comparison purposes, but useless for determining cost shares per customer.
- c. Sewage strength is calculated using a combination of factors required to treat the sewage to an acceptable level (based on the combination of chemical, biological and solids components). The cost to treat this is included in the EDU rate; it is important in high strength customers like restaurants to help determine their share of the COS.

The following are my findings based on the TM:

A. RESIDENTIAL CUSTOMERS:

Standard Single Family Residence (SFR): Peak Q = 350 gpd/EDU & Ave Q = 150 gpd/EDU.

The sample of homes used in the Stanford Ranch site is used as the standard for one EDU (ave. home: size=1900 sf; age= 15-30 yr).

Multi-Family Residences (MFR): Peak Q = 500gpd/EDU & Ave. Q = 100gpd/EDU.

So MFR have a 42% higher peak Q [500/350] and a 33% lower ave Q [100/150]. Their sewage strength is 50% greater, therefore: MFR have a 40+% greater impact on sewer collection vs. the standard SFR.

Large Single Family Residences (LSFR): Peak Q = 645gpd/EDU & Ave. Q = 305gpd /EDU; and the strength is about 30% lower. The larger homes have a much greater impact on the sewer than a SFR; LSFR have 83% higher

peak Q [645/350] and 100% higher ave. Q [305/150]; therefore: LSFR have twice the impact to the District as a standard SFR.

B. NON-RESIDENTIAL CUSTOMERS (NRC)

For Commercial (non-restaurant): for NRC with domestic strength the report collected a lot of data with a wide range of results, however, in general, the impact on the sewer collection system for non-residential-domestic strength customers is about 0.5 EDU /1000sf on average.

For Restaurants: Peak Q = 1340gpd/EDU and Ave. Q = 305gpd/EDU. Then restaurants have a 3.8 times greater peak Q [1340/350] and 100% higher average Q, with a strength four times greater than the SFR. Therefore restaurants should pay at least 4 EDU / 1000SF.

For all others: Case by Case, based on General Manager Studies.

4. Financial

The District collected over \$10.26 Million in service fees in FY13 from 20,600 customers (30,500 EDU). The 1060 commercial customers make up 5% of connections (1060/20600) but account for about 20% of the service fees (6000/30500 EDU) and pay over two million dollars. Our education facility customers make up about 2.6% of connections (800 EDU) and pay about ¼ million dollars each year. The remaining 18,800 or 91% are residential customers, of which, about 22% (4400 EDU) live in MFR units and about 78% (14,400) live in SFR. Our COS for FY13 was \$10.7 million.

The RWWTP FY13 total costs are \$20.92M with our proportional volumetric share of 24.45% (1,571Mgal / 6,426Mgal) or \$5.11M. This equates to \$14 of the \$28 monthly service fee (50%) and 141.1 gpd/EDU $\{([1,570.85\text{Mgal/yr}] / 30,500\text{EDU}) / 365\text{dy/yr}\}$.

5. Summary

The District is required to collect service charges from its customers sufficient to meet its revenue needs. These needs are fairly consistent from year to year; therefore a flat cost/unit is still the best way to pay of sewer service. The District's Cost of Service (COS) is expense driven (not flow driven). These annual revenue needs are divided into three categories: [1] Capital outlays, [2] Operations & Maintenance, and [3] Treatment. The COS has historically been fairly and equably distributed over all our customers based on the District determined unit cost we call an Equivalent Dwelling Unit or EDU (currently \$28/mo).

The TM evaluated both residential and non-residential customers and reported their findings in terms of gallons per day per EDU and strength in terms of chemical oxygen demand. The results of the TM indicate to me that these units of measure are only useful in very broad terms in determining number of EDUs to be assigned to non-residential customers.

For residential: the TM looked at three residential types; using the standard single-family residence (SFR) as one unit or 1 EDU. The MFR have a 40% greater impact than a SFR or 1.4 EDU, and large single-family residence have

an 80% greater impact than the standard SFR or 1.8 EDU. Although the difference is measurable it's not enough to recommend a change to the way we charge residential customers.

For the non-residential (domestic strength) customers: Strip Malls and restaurants are being charged less than their impact on our system and office and medical buildings are paying more than their impact on our system. However the S&F data is all over the board, so the original revenue program still seems the best approach.

The 1976 Revenue Program originally selected square footage for commercial customers as the best way to charge non-residential customers; with "ease of enforcement" as the overriding reason. The District also made a determination in 1976 that this simple method to recoup its COS was better for our customers as a whole by keeping the District's overall cost low and outweighed any perceived benefit of a more "fair" (difficult to administer and enforce) method, since the district would have to depend on other agencies (Placer Co., City of Rocklin, Town of Loomis, and PCWA) if the Board decides to use a different method, i.e. building permits, fixture counts, or water use. This was true in 1976 and it is true today.

6. Recommendation

The General Manager recommends that the District do the following:

1. Make no change to the way we charge residences for our service, even though there is a measurable difference in impact from residential types.
2. Change the definition of EDU from Equivalent Dwelling Unit to "Equal Distribution Unit" to better reflect that this is a unit cost charge based on collecting the revenues needed to fund our COS.
3. Don't provide for an "Affordability" discount. If the Board desires to address the "affordability" issue than it should establish a policy to deviate from the unit charge based on customer income and not on S&F or what kind of a residence is involved.
4. For most commercial users there fees should be based on 0.5 EDU/1000 SF, with a minimum of one EDU per user.
5. For restaurants, fees should be based on 4 EDU/1000 SF
6. For all atypical non-residential customers, authorize the General Manager to place them into the 'other' category when determining the number of EDU to assign them.
7. Change the Sewer Code to incorporate the findings of this Report and Recommendation.

ATTACHMENTS

- A. SPMUD Temporary Flow Monitoring Study Technical Memorandum (TM) [without Attachments]



SOUTH PLACER MUNICIPAL UTILITY DISTRICT

Temporary Flow Monitoring Study

Technical Memorandum

Date: November 2013

Prepared by: Eric Nielsen, P.E.
Michael Fisher, P.E.

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CHAPTER 1: Introduction

1.1 District Information

South Placer Municipal Utility District (SPMUD or District) was established in 1956 under the State of California Municipal Utility District Act and is one of five municipal utility districts in the state. Under the Public Utilities Code of the State of California, Division 6, municipal utility districts are allowed to provide any number of utility services (e.g., sewer, water, light, power, heat, transportation, refuse, and communications). However, the District was formed and currently focuses on the collection and conveyance of wastewater from the communities it serves. Today the District serves the communities of Rocklin, Loomis, Penryn, Newcastle, and portions of Granite Bay and unincorporated Placer County. The District owns, operates and maintains approximately 250 miles of mainline pipe (ranging from 4-inch to 42-inches in diameter), over 5000 manholes, thirteen lift stations, and ten permanent flow metering stations, which make up the collection system.

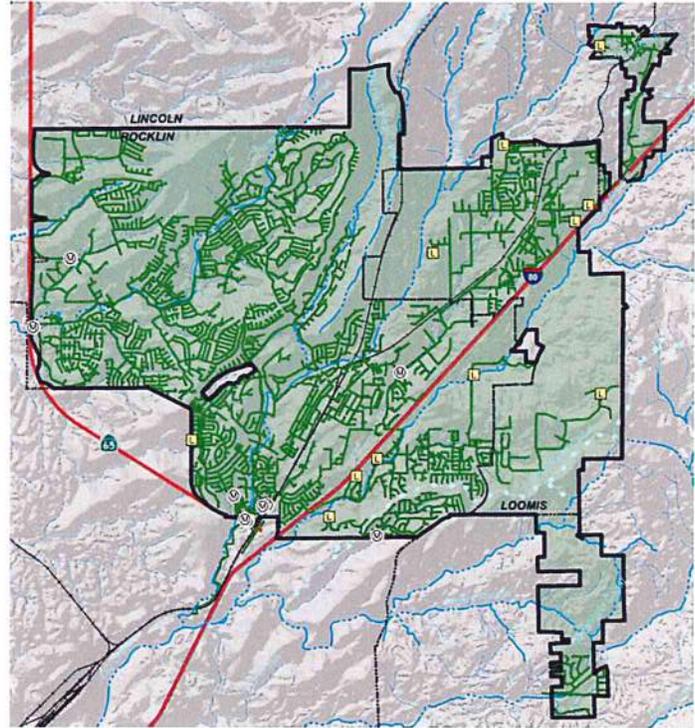


Figure 1-1. SPMUD District Boundary

1.2 Study Purpose

Water Works Engineers (WWE) was contracted by the District to collect and analyze data to quantify the impact the various users within the District have on the collection system. The District has consistently applied a method defined in the 1970's to assign equivalent dwelling units (EDUs) to its customers. However, the District has undergone significant changes from that time until now due to development and the evolution of the types of uses that connect to the system. The District wanted to reassess the validity of the method for assigning EDUs by collecting various quantifiable data on the users. This data was then used to define the impact each user type (e.g., restaurant, office building, fitness center, multi-family residence, single-family residence) has on the improvement and/or operation and maintenance of the collection system. The intent of this study was to identify discrepancies between the impact a type of user has on the system and the associated EDUs (i.e., charges and fees).



CHAPTER 2: Background

2.1 1976 Revenue Program Report

The District conducted a flow monitoring study and wrote a revenue program report in 1976 to define the method by which equivalent dwelling units (EDUs) are assigned to parcels connected to the District collection system. This report is included in this technical memorandum in **Appendix B**. The report made recommendations that have guided the means for collecting revenues to operate and improve the collection system, which include the following:

- Tax properties proportional to its assessed valuation,
- Collect sewer service charges per assigned EDU,
- Charge commercial users based on the area (i.e, square footage) of the establishment,
- Collect connection charges per assigned EDU, and
- Focus most operating and capital costs from property taxpayers to actual users.

One of the main objectives of the report was to develop a revenue program that conformed to the requirements for receiving federal/state capital grant monies. These requirements were:

- The District needed to obtain its operating and maintenance (O&M) revenues primarily from service charges and not property taxes, and
- The District needed to collect as part of its O&M expenses, annual capital depreciation of its depreciable assets.

The report calculated the annual O&M costs of the District collection system and allocated these costs to different types of users based on the amount of flow and the concentration of pollutants (i.e., biochemical oxygen demand (BOD), and suspended solids (SS)). The report considered two methods for charging commercial users. The first method considered basing the number of assigned EDUs off of the building square footage while the second method based the number of EDUs off of the number of fixture units in the building. The first method was selected and the table below summarizes the recommended categories for assigning EDUs.

Table 1. 1976 Recommended Categories of Users and Associated Number of EDUs

Residential	Low Density (1/3 EDU per 1000 sqft)	High Density (2/3 EDU per 1000 sqft)	High Strength Commercial
Single Family Multi-family	Auditoriums Banks/Financial Offices Beauty Salons/Barbers Churches Parking Garages Offices Retail Stores Theaters Warehouses	Bars Hotels/Motels Mortuaries Medical/Dental Offices Schools Service Stations	Laundromats Markets Restaurants



This report was the last time that a study was conducted to assess the impact of different users on the collection system and the results of this study have guided the methods to allocate costs to users. However, the District has undergone a significant amount of development since the time of this study. The total number of EDUs in the District at the time of the study was 3100. Currently there are close to ten times as many EDUs in the District with approximately 30,000 EDUs. The number of restaurants in the District in 1976 was sixteen. Both the number and types of restaurants have increased significantly since that time.

2.2 Ordinance No. 09-02

As the District has grown and evolved since the time of the 1976 Revenue Program Report, it has developed an ordinance to direct the way in which EDUs are assigned to users connected to its collection system. This ordinance has evolved over time to address the changes in numbers and types of users to the system. The method for determining the number of EDUs for various uses is defined in the SPMUD Ordinance No. 09-02 Section 3.02 titled *Charges and Fees*. This section of the District ordinance is located in **Appendix C** of this technical memorandum. Table 2 below summarizes the current categories used for assigning EDUs to users.

Table 2. Summary of Customers Types and Associated EDUs in Current District Ordinance

Low Occupancy	Low-Density	Residential	Medium Density	High Density
1 EDU per 5 employees	1/6 EDU per 1000 sqft	1 EDU per unit	1/3 EDU per 1000 sqft	2/3 EDU per 1000 sqft
Parking Garage Distribution Facility Storage	Church (w/o kitchen)	Single Family Multi-family	Church (w/ kitchen) School (w/o cafeteria) Bowling (w/o showers) Day Care (w/o kitchen) Fitness (w/o showers) Chiropractic Offices / Bank Retail Store Theater Auditorium / Hall	Barber/Beauty School (w/ cafeteria) Bowling (w/ kitchen) Day Care (w/ kitchen) Fitness (w/ showers) Medical / Dental Service Station Pet Grooming Veterinary Clinic Bar / Coffee Shop

Special Commercial Users					
User	Unit	EDUs/unit	User	Qualifier	EDUs/1000 sqft
Car Wash	Automatic Stall	8	Market/ Mini-Market	(w/o Disposal)	2/3
	Self-Service Stall	2		(w/ Disposal)	2
Laundromat	Washer	2/3	Restaurant (FSE)	(FOG producing)	2
Hospital	Licensed Bed	1/2		(limited food prep)	1
Rest Home	Licensed Bed	1/2		(Outside dining w/ cover)	2
Camping / RV	Site	1		(Outside dining w/o cover)	1
Hotel / Motel	Unit w/ kitchen	1	Mortuary	-	2
	Unit w/o kitchen	1/2			



CHAPTER 3: 2013 Flow Monitoring and Water Quality Study

This chapter describes the objectives, efforts, results, and recommendations of this study.

3.1 Objectives

The District identified a number of objectives it intended to achieve as a result of this study. The objectives guided the planning and execution of the efforts of the study to collect and analyze data. These objectives are listed in the bulleted section below and explained in greater detail.

- Charges and fees to users are in line with the user's impact to the collection system.
 - The primary objective of this study is to interrogate the current method for assigning EDUs to users against quantifiable data to align the charges and fees of a user with the impacts of that user to the District's collection system.
- Remain revenue neutral with respect to charges and fees.
 - The District's ability to provide the existing level of service is directly tied to the current capital and operating budgets. To ensure that the District is able to maintain the same high level of service to its customers, any recommendations generated from this report must be revenue neutral. This study however, will not examine the financial impacts of potential changes in detail. If recommendations from this study have the potential to create significant impact to the District's revenue program, additional efforts will need to be made outside of this study to define the limits of those impacts.
- Any changes to the current method of assigning charges and fees must be justifiable.
 - If the study identifies and recommends changes to the current District ordinance, those changes must be justifiable based on quantifiable, defensible, documented data.

3.2 Scope of Study

The primary purpose for this study was to identify the impact of various types of users to the collection system to assess if the current method and means for collecting charges and fees is applied appropriately. This study defined the impact of a user on the system by the following:

1. The volume of wastewater discharged by the user into the system, and
2. The strength of the wastewater discharged in to the system.

The volume of wastewater discharged into the system is imperative to the District because the District's assets (i.e., pipelines, pump stations) are sized to convey a planned amount of flow. The projects to build these assets and to improve/upscale assets to accommodate increased amounts of flow, are paid for with District funds.

The strength of wastewater discharged to the system is important to the District because it can correlate with the need for, and the amount of operation and maintenance activities requiring District resources. For example, high strength wastewater may indicate a high level of fats, oils, and grease which tend to collect on pipelines and restrict the capacity of the pipeline to convey flow. District maintenance workers must routinely locate and clean these pipelines before potential blockages occur. Additionally, higher strength wastewater requires improved



treatment processes at the treatment plants that receive the District’s flow. The cost for needed improvements at those treatment plants are paid, in part, with District funds.

3.3 Monitoring Locations

WWE met with District staff to discuss potential locations to deploy temporary flow monitors and water quality samplers to collect data to quantify the impact of various types of users. After discussing a number of potential locations, the project team settled on nine locations that best represented the types of users to be studied, and that would likely provide the best data. These locations are listed in Table 3 below. Figures of these locations and their respective sewersheds are located in **Appendix D**.

Table 3. List of Temporary Flow Monitoring and Water Quality Sampling Sites

Site	Location	Manhole	Address	Type
1	Stanford Ranch	L5-24	Near Intersection of Farrier Rd. / Devon Dr.	Residential (Low Density)
2	California Fitness	Private Manhole in Parking Lot	2165 Sunset Blvd.	Fitness (w/ showers)
3	Sunset Summit Apartments	Private Manhole near L5-9	2151 Sunset Blvd.	Residential (High Density)
4	Whitney Ranch Medical Center	O3-35	550 West Ranch View Dr.	Medical / Dental
5	Atherton Business Park	L2-19	Near Intersection of Atherton Rd. / Menlo Dr.	Office Building
6	Strike's Bowling	Private Manhole near L3-56	5681 Lonetree Blvd.	Bowling (w/ kitchen)
7	Mel's, Skipolini's, Chevy's, Carl's Jr.	K3-94	Near 6608 Lonetree Blvd.	Restaurant (FOG producing)
8	St. Francis Woods	I11-69	Off of Monte Claire Rd.	Residential (Very Low Density)
9	Save Mart, Cleaners, Mail Center, Salon	M6-120	3021 Stanford Ranch Rd.	High Density

V&A Consulting Engineers, Inc. (V&A) provided the flow monitoring services for this study. The temporary flow monitors were deployed at the various locations for a period of two weeks (April 18, 2013 – May 5, 2013) to quantify the flow rate of wastewater entering the collection system over time. At the end of the two week period, temporary automated composite water sampling equipment was installed at the flow monitoring sites. The sampling equipment collected a flow-paced composite sample of the wastewater over a 24-hour period to get an average wastewater strength. The collected samples were delivered to a local qualified commercial laboratory for testing for chemical oxygen demand (COD), total suspended solids (TSS), and total Kjeldahl nitrogen (TKN) to characterize the waste. The results of the flow monitoring and wastewater sampling activities are found in **Appendix A**.



3.3.1 Monitoring Locations Not Used

The results of two flow monitoring sites were removed from this study after reviewing the flow data collected from those sites. The table below summarizes the data collected with the temporary sewer flow monitors and information obtained from Placer County Water Authority (PCWA, the local water agency) during the monitoring period.

Table 4. Flow Monitoring Sites Removed from Study

Site	Location	Approx. EDUs	ADWF (gpd)	Avg Q /EDU (gpd)	Avg Water Use (gpd)	% of Water into Coll. Sys.
2	California Fitness	29	31,850	1,100	7,920	400% ¹
6	Strike's Bowling	43	2,100	50	13,300 ²	20%

ADWF = Average Dry Weather Flow of wastewater

1 = The amount of water leaving California Fitness is four times greater than the amount of water in through the PCWA water meter.

2 = The potable water meter data from PCWA for Strike's was by far the most variable across recording periods.

The flow recorded from site 2 (California Fitness) appeared abnormally high. The flow from the one building was equivalent to approximately a subdivision of 167 single-family homes (assuming 200 gpd/EDU). Additionally, the amount of water discharged to the sewer collection system, as measured by the portable flow monitor, was four times greater than the amount of potable water entering the building through the PCWA water meter. A subsequent site visit and additional analysis of the data did not provide reasons as to why more water leaves the site than enters it. For this reason, the data collected for site 2 was deemed unreliable and was not used for comparisons in this study.

The flow recorded from site 6 (Strike's Bowling) appeared abnormally low. The flow from the one building was equivalent to approximately 10 single-family homes (assuming 200 gpd/EDU). This alone does not appear to be an unreasonable conclusion. However, when compared to the amount of potable water used at this site over the same period, only 20% of the water passing through the PCWA water meter is discharged to the sewer collection system. Strike's Bowling consists of bowling lanes, a restaurant, two bars, and an arcade. The majority of the water (i.e., 90%) used in all of these facilities is discharged into the sewer system. Strike's Bowling does have a small amount of landscaping around the perimeter of the building that could account for a portion of the water that is not discharged to the collection system. This, however, could not account for the discrepancy between the potable water meter and sewer flow monitor exhibited during this period of observation. For this reason, the data collected for site 6 was deemed unreliable and was not used for comparisons in this study.

3.3.2 Additional Monitoring Data Collected

Additional flow monitoring data was collected after May 5, 2013 to compare to the initial flow monitoring results for the residential sites. Initial flow monitoring results for residential usage types were questioned and it was decided to collect additional data for comparison. Site 8 (St. Francis Woods) was monitored repeatedly from the same manhole. Site 11 (Farrier Dr.) was monitored from a manhole just upstream of site 1 (Stanford Ranch) to check the flows obtained during the initial field investigation. Site 10 (Whitney Blvd.) was included to provide another data point for the single-family residential usage type. The additional flow monitoring was conducted by



V&A and SPMUD. The table below summarizes the additional flow monitoring efforts and results. These results were added to the analysis conducted as part of this study.

Table 5. Additional Flow Monitoring Data

Site	Location	MH	EDUs	Dates	By	Peak Q /EDU (gpd)	Avg Q /EDU (gpd)	Peak Factor	Category per District Ordinance
8	St. Francis Woods	I11-69	78	7/3-7/7	SPMUD	455	200	2.3	Residential (Large)
				9/3-9/26	SPMUD	540	310	1.7	
				9/27-10/17	V&A	645	305	2.1	
10	Whitney Blvd.	K7-74	287	7/17-7/20	SPMUD	270	130	2.0	Residential (Single-)
				7/29-8/23	SPMUD	495	230	2.2	
11	Farrier Dr.	L5-26	282	7/25-7/28	SPMUD	355	150	2.4	Residential (Single-)

While the data collected from these flow monitoring deployments show some consistency, it is important to point out that due to the temporal variability of flows, the inherent difficulty involved with precisely setting up a temporary flow monitor, and the small diameter pipelines examined in this study, results can vary as seen at all of the sites. However, given the additional data points provided by these flow monitoring efforts, trends were identified to provide meaningful results for this study.

3.4 Comparisons

This section contains the analysis of the data collected during the flow monitoring and wastewater sampling activities and makes comparisons to assess the impact of one user-type against another.

3.4.1 Wastewater Flow Rates

Peak flow rates are important to the District because peak flow rates stress the design capacity of the collection system. Table 6 shows the nine monitored locations sorted according to the peaking factor witnessed during the period of data collection. The peaking factor was determined by dividing the instantaneous peak flow rate by the average flow rate over the monitoring period. Some locations experienced dramatic peaking factors (i.e., peaking factors greater than 5). This is in part due to the very small sewersheds and the hours of operation of the selected flow monitoring locations (i.e., Atherton Business Park, and Whitney Ranch Medical Center). The peaking factor tended to be lower at locations with large sewersheds (i.e., St. Francis Wood and Stanford Ranch). The data from the Sunset Summer Apartments was an exception. That location had a fairly large number of existing upstream EDUs and it still exhibited a large peaking factor. This may indicate that multi-family residential users have a propensity for larger peaking factors due to the higher density of individuals connected into the same location of the collection system.

Although an EDU, as determined by the District, represents more than just a standard unit of flow (i.e., it is based on both the volume and strength of wastewater entering the collection system), it can be used to provide a standard unit of flow to compare from one site to the next. Examining the sites in Table 6 shows that the peak flow per EDU from most sites falls within a range approximately of 350 – 650 gpd/EDU. Three sites stand out as



exceptions. Sites 7 (the restaurants site), site 9 (the grocery store and strip mall) have peak flows over 1000 gpd/EDU, which indicates that they have a larger flow-based impact than the number of assigned EDUs would designate. Site 4 (the medical center) has a peak flow around 200 gpd/EDU, which indicates a lower than normal flow-based impact to the system. The impact of these sites due to the strength of wastewater will be explored in the next section.

Table 6. Flow Monitoring Locations Sorted by Wastewater Peaking Factor

Site	Location	Peaking Factor	Approx. EDUs	Peak Q /EDU (gpd)	Avg Q /EDU (gpd)	Category per District Ordinance
5	Atherton Business Park	7.7	55	540	70	Medium
4	Whitney Ranch Medical Center	5.5	44	220	40	High
3	Sunset Summit Apartments	5.2	344	495	95	Residential (Multi-)
7	Mel's, Skipolini's, Chevy's, Carl's Jr.	4.4	41	1340	305	Special
9	Save Mart, Cleaners, Mail Center	3.4	54	1060	315	High
1	Stanford Ranch	2.2	312	635	290	Residential (Single-)
8	St. Francis Woods	2.1	78	645	305	Residential (Large)
10	Whitney Blvd.	2.2	287	495	230	Residential (Single-)
11	Farrier Dr. (Stanford Ranch)	2.4	282	355	150	Residential (Single-)

3.4.2 Strength of Wastewater

Table 7 below shows the locations monitored in order of the concentration of chemical oxygen demand (COD) measured from the wastewater samples collected at each site. As anticipated, the strength of wastewater from residential users is lower in concentration of COD, TSS, and TKN than the other commercial users studied. The two locations with the highest strength of wastewater as characterized by this study are site 7 (the restaurants site) and site 9 that collects flow from the grocery store Save Mart, which contains departments for deli, bakery, and meat. The order of locations in Table 7 (i.e., the impact of each site based on the strength of the wastewater it discharges) matches well with the categorization of users in the existing District ordinance.

Table 7. FM Locations Sorted by Chemical Oxygen Demand (COD)

Site	Location	COD (mg/L)	TSS (mg/L)	TKN (mg/L)	Category per District Ordinance
7	Mel's, Skipolini's, Chevy's, Carl's Jr.	1400	140	93	Special
9	Save Mart, Cleaners, Mail Center	1000	140	37	High
5	Atherton Business Park	680	170	120	Medium
4	Whitney Ranch Medical Center	510	59	83	High
3	Sunset Summit Apartments	470	56	52	Residential (Multi-Family)
1	Stanford Ranch	390	36	44	Residential (Single-Family)
8	St. Francis Woods	280	28	34	Residential (Large Homes)



3.4.3 Residential Users

Table 8 compares the three types of residential uses monitored as part of this study (i.e., multi-family, single family, and large home single family residential).

Table 8. Comparison of Residential Uses

Site	Location	Peak Q/EDU (gpd)	Avg Q/EDU (gpd)	COD (mg/L)	TSS (mg/L)	TKN (mg/L)	Residential Category
3	Sunset Summit Apartments	495	95	470	56	52	Multi-Family
1	Stanford Ranch	355	150	390	36	44	Single-Family
8	St. Francis Woods	645	305	280	28	34	Large Homes

Currently all three residential usage types are assigned one EDU per residence per the District ordinance for the purpose of assigning charges and fees. One of the objectives of the study was to compare the impact each type of residential use has on the collection system to see if a variation in charges and fees is warranted. Examining the data regarding flow rates from each type shows that the average flow rate from apartments is a third of the flow rate from large single-family residences (site 8). However, the peak flow per EDU is similar for all three residential usage types. The apartments exhibited a large peaking factor, so although the average flow is lower than the other residential usage types, the peak flow is similar. The capacity of the sewer (i.e., the size of sewer infrastructure) is designed based on peak flow rates and thus peak flows have a larger impact on the cost of the collection system and should be used as the basis of comparison between flows.

When comparing the strength of wastewater, we see that the apartments have the highest concentration of constituents and the large single-family residences have the lowest. However, the difference between these concentrations is not large and may be due to the fact that these constituents are diluted as the rate of flow increases from activities with lower concentrations of constituents (e.g., showers, baths).

Because the peak flow and strength of wastewater is similar between the surveyed residential usage types, it is recommended that no change be made to the way that residential customers are assigned EDUs for charges and fees.

3.4.4 Commercial Users

Table 9 compares the commercial users monitored during this study. The table shows the approximate number of EDUs for each location as previously assigned by the District, the average dry weather flow, the average flow per EDU, the average potable water usage during the period of monitoring, the percentage of potable water returned to the collection system, and the number of fixtures as counted during site visits to each establishment.

It is important to note that the flow locations with some of the highest assigned EDUs (i.e., Atherton Business Park, and Whitney Ranch Medical Center) have the lowest average flow rates per EDU. Additionally, both the Atherton Business Park and Whitney Ranch Medical Center have relatively low wastewater strengths. The combination of low flow rates and relatively low wastewater strengths may justify altering the number of assigned EDUs to these locations. There are very few medical centers within the District, so this would not represent a



significant impact. However, there are a number of office spaces within the District and before deciding to apply a new standard for assigning EDUs to offices, it is recommended that the District collect additional data from other business parks to verify these findings.

Table 9. Comparison of Commercial Users

Site	Location	Approx. EDUs	ADWF (gpd)	Avg Q /EDU (gpd)	Avg Water Use (gpd)	% of Water into Coll. Sys.	Showers	Toilets	Urinals	Faucets	Washer
9-a	Save Mart	40	16,875	315	1,440	NA	0	4	1	26	0
9-b	Strip Mall ¹	14			NA	NA	-	-	-	-	-
7-a	Chevy's	14	5,220 ²	370	4,750	90%	0	7	2	17	1
7-b	Original Mel's	13	3,480 ²	270	3,170	90%	0	6	1	12	1
7-c	Skipolini's	8	2,370 ²	300	2,160	90%	0	6	1	15	1
7-d	Carl's Jr.	6	1,420 ²	240	1,300	90%	0	3	1	5	0
5	Atherton Business Park	55	3,860	70	NA	NA	-	-	-	-	-
4	Whitney Ranch Med.	44	1,800	40	2,300	80%	-	-	-	-	-

ADWF = Average Dry Weather Flow of wastewater

NA = Not Available

1 = Four stores contribute to the measured flow (i.e., Fresh Cleaners, AIM Mail Center, Great Clips, US Bank Admin Offices).

2 = The flow from these four restaurants were monitored together. The ADWF was estimated based on metered potable water use.

CHAPTER 4: Conclusion

This study attempted to quantify the impact of various usage types discharging to the District's collection system based on the flow and strength of wastewater. A summary of the results of this study and potential changes to the method of assigning EDUs to the studied usage types is summarized below in Table 10. Water Works Engineers recommends that the District consider the data and potential adjustments to the current methods for assigning EDUs outlined below.

Table 10. Usage Types Analyzed

Usage Type	Impacts			Potential Adjustment to EDUs
	Peak Q per EDU	Avg Q per EDU	Strength	
Residential (High Density)	High	Low	-	None
Residential (Low Density)	-	-	-	None
Residential (Very Low Density)	-	-	-	None
Restaurant (FOG producing)	High	-	High	Increase
High Density (Grocery)	-	-	High	None
Medical / Dental	Low	Low	-	Decrease
Office Building	-	Low	-	Decrease
Fitness (w/ showers)	Inconclusive data			
Bowling (w/ kitchen)	Inconclusive data			



Careful consideration will need to be given to these recommendations since the District intends to only make changes to the process of assigning EDUs that are revenue neutral. The study found that two usage types (medical/dental and office buildings) may currently be assigned EDUs that are higher than the observed impacts. Decreasing the assigned EDUs of these usage types will require the increase of assigned EDUs to another usage type (potentially customers with a restaurant usage type) to offset the associated loss of revenue. WWE recommends identifying the number of customers with usage types the District may consider changing, to quantify the potential financial impact, before a decision is made to alter the process of assigning EDUs.

Additionally, the data from this study can be used in the future to determine the appropriate category, and thus, the appropriate number of EDUs to assign to new users connecting to the collection system. This study can provide additional data points (i.e., flow rates, potable water usage, fixture counts) to document and justify the reasons for assigning EDUs with the intent of assisting the District in fairly and consistently assigning EDUs based on the impact of the user to the collection system.

INTRODUCTION

Scope and Purpose

V&A has completed sanitary sewer flow monitoring and wastewater sampling at nine locations within the District. Flow monitoring occurred over a 2-week period from April 17 to May 6, 2013. The purpose of this study was to measure sanitary sewer flows at the given flow monitoring sites and conduct analyses pertaining to capacity. V&A was also tasked with installing samplers to collect a composite 24 hour sample. Those samples were then tested at a local laboratory. A vicinity map of the project area is illustrated in Figure 1. Table 3 lists the flow monitoring and sampling sites. Detailed descriptions of the individual flow monitoring sites, including photographs, are included in *Appendix A*.

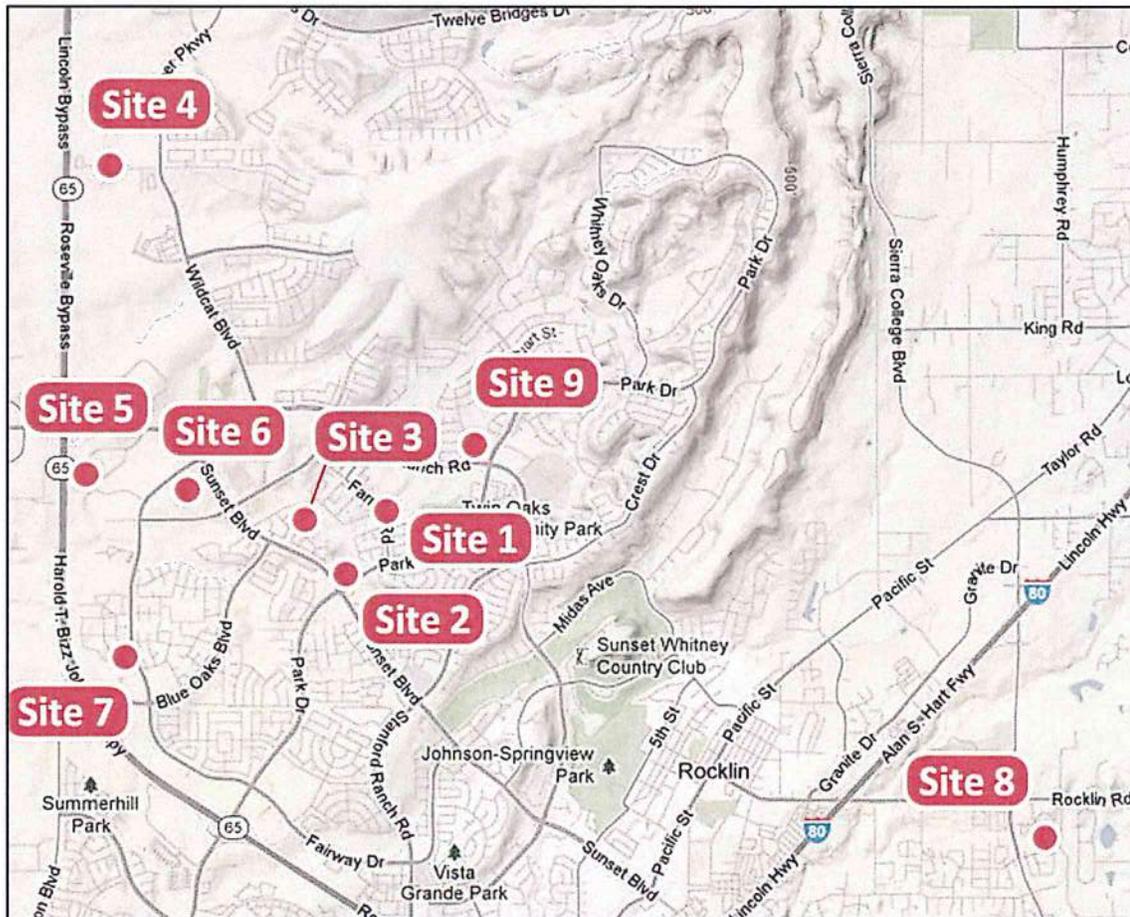


Figure 1. Project Area Vicinity Map

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
RESOLUTION NO. 14-02**

**NOTICE OF GOVERNING BOARD MEMBER ELECTION TO A VOTE OF THE VOTERS.
A RESOLUTION DECLARING AN ELECTION BE HELD IN THE SOUTH PLACER MUNICIPAL UTILITY
DISTRICT JURISDICTION; AND 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, (1): The District Governing Body orders an election to be held in its jurisdiction on November 4, 2014; at which election the issue(s) to be presented to the voters shall be:

NOMINATION OF CANDIDATES FOR THE GOVERNING BODY

Said election shall be to fill a vacancy for the following Board Members(s) who resigned and/or whose term(s) expired:

Incumbent's Name	Division Number (if applicable)	Regular/Short Term
William John Dickinson	2	Regular
John R Murdock	3	Regular

WHEREAS, (2): Said Directors for this District are elected in the following manner:

_____ At Large.
There are no divisions in the District; all voters within the District vote for all candidates.

_____ By Division.
Districts are split into areas; only those voters residing in the area may vote for candidates who run in the area.

 X Qualified by Ward-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.

WHEREAS, (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**.

WHEREAS, (4): 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.

WHEREAS, (5): The District hereby certifies that:

_____ There have been changes to the District boundary lines since our last election as shown on the attached map and/or legal description.

 X 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.

RESOLVED, (a): 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;
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.

RESOLUTION ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA on March 20th, 2014.

Signed: _____
James Williams, Board President

Attest: _____
Charles Clark, Board Secretary

ITEM VII. REPORTS

ITEM VII.2. SUPERINTENDENT REPORT

To: South Placer MUD Board of Directors

Via: Charles Clark, GM

From: Jody Allen, Superintendent

Date: 3/13/14

Subject: Budget Items, Personnel update

1. **Corporation Yard:** The Corporation Yard Maintenance Building up-grades are complete, and have been signed off by the City of Rocklin. In addition to work contracted, staff did a great job with a “Spring Cleaning”; we discarded several truck-loads of “junk”, and re-organized the Equipment Building, Block Building, and the upper yard. I anticipate bringing items for surplus prior to the end of this Fiscal year.
2. **Equipment Purchase:** The Request for Proposals for the CCTV Vehicle(s) have been reviewed. We will be working to negotiate the best package from the vendor whose equipment best meets our needs. I should have an update at the next Board meeting with the results.
3. **Staff update:** Our newest Maintenance Workers are doing well. We will make crew changes for Cross-Training purposes, as soon as one of our Staff passes his class “B” CDL, (which is scheduled for the beginning of April). Our Supervisor Training is moving forward, and I will update as we develop and deliver the next modules.

ITEM VII.3: GENERAL MANAGER REPORT

To: Board of Directors
From: Charles Clark, GM
Date: 3/17/14
Subject: General Manager Staff Report

A. DEPARTMENT REPORTS

Attached are the FACILITY SERVICES DEPARTMENT [Item 3A1], ADMINISTRATIVE SERVICES DEPARTMENT [Item 3A2] and TECHNICAL SERVICES DEPARTMENT [Item 3A3] monthly status reports for the Boards information. The Department Managers are prepared to answer any questions from the Board.

B. INFORMATION ITEMS

- 1) The Loomis Town Council and District Board 2X2 Committee met on February 11th on the Lower Loomis Diversion Trunk Sewer and the sewer capacity issues in the town. Mayor Wheeler and Council member Morillas met with President Williams and Director Markey. I'm working on a recommendation for a near-term, temporary solution to allow development to continue in the Loomis area.
- 2) Staff continues to work with Elliott Homes to upgrade the lift station. A new agreement is being developed and will be brought to the Board when complete.
- 3) Attached (Item VII.3.B.3) is the LAFCO letter dated February 28th and Certificate of Completion dated February 3rd for the dissolution of the Newcastle Sanitary District for the Board's information.
- 4) Senior management will be gone from April 29th thru May 2nd for the CWEA Annual Conference and Workshops. I would request that the Board move the regular May 1st meeting date to the next Thursday, May 8th, 2014.
- 5) Attached (Item VII.3.B.5) is a call for nominations for the Calif. Special Districts Association (CSDA) Board of Directors; if one of the Directors wants to apply then I'll bring it back to the next Board meeting in the form of a motion.
- 6) I will be conducting interviews for the District Engineer position the week of March 24th.

7) Committee Meetings:

FEE	GM	MOU	LOOMIS	IT
JAN. 15	FEB. 12		FEB. 11	

I can answer any questions on these at the meeting.

ITEM VII.3.A.1. FACILITY SERVICE DEPARTMENT REPORT

To: South Placer MUD Board of Directors

Via: Charles Clark, GM

From: Gary Gibson, FSM

Date: 3/13/14

Subject: February Field Services Department Activities

Field Activities:

1. **CCTV:** TV crews were mostly idle this month to **refocus** manpower to complete item # 3 below.
2. **Flushing (HVVC):** Crew cleaned monthly high frequency line-segments, performed Lift Station wet-well cleaning and continued to flush line segments identified with roots at joints, via TV inspections. Crew flushed 140 main line segments, completing a total of 36,496 feet (6.9 miles).
3. **Rodding and Service-line CCTV:** Crews continue to assess 4" & 6" service laterals in advance of the projected City of Rocklin's 2014 Pavement Restoration project and a major PCWA water distribution system upgrade due to start in the spring or early summer. Work included locating and mapping out service locations, ensuring an accessible PLCO (property line cleanout) is available, TVing and rodding if needed as preventative maintenance.
4. **Construction:** Crews continue to focus on the rehabilitation and upgrade of the old original 10" trunk line between Loomis and Rocklin (Fibreboard Trunk line). Flows have been restored to the lower 4,500 ft. of this project and a through TV inspection is scheduled to address obvious infiltration issues. Crew also performed detailed finish work in completing the Corporation Yard building stucco project.

ITEM VII.3.A.2. ASD REPORT

To: Board of Directors
From: Joanna Belanger, Administrative Services Manager
VIA: Charley Clark, General Manager
Date: 03/13/14
Subject: Administrative Services Department Monthly Report

Tyler Technologies Utility Billing and Financial Software Conversion

A representative from Tyler’s financial software team has been working at the District for three weeks to install the software and complete the initial set-up of components related to the General Ledger, Accounts Payable, Purchasing, Fixed Assets, Payroll and Human Resources. Training within the software will be ongoing for all Administrative Staff, working towards the first phase of live data/install occurring the week of May 26th. Data exports are continuing from the old system, with staff and consultants reviewing, cleaning and testing the data in preparation for porting over to Tyler. At the same time the Utility team at Tyler are preparing the set-up for the Utilities components of the software, in preparation for the team’s arrival to the District at the end of June.

Strategic Planning

ASD staff have completed the survey in preparation for the MOU negotiations.

Staff continues to meet with consultants to solicit proposals to update the District website. At this point no decisions have been made in the selection process. Staff will update the Board at the next Board meeting.

ASD staff have been conducting weekly training sessions in Word, Outlook and correspondence for the Lead workers, the sessions are going well, with positive feedback from the new supervisors.

CPA Assistance

Staff from David Kee & Associates participated in the initial set up of the Tyler software for the financial components, they will be returning to the District to continue assistance with porting over the data to Tyler. Staff will also be preparing an RFQ for the selection of an Auditor to complete the Audit for 2013/14 later this fall.

ITEM VII.3.A.3. TSD REPORT

To: Board of Directors
From: Sam Rose, Technical Services Manager
VIA: Charley Clark, General Manager
Date: 3/13/14
Subject: Technical Services Department Monthly Report

1. Upper Antelope Creek – East Trunk Sewer

One pending item: (1) Completion of Record Drawings. This work is in progress and is being completed by the District's consulting engineers – Water Works Engineering.

2. IT Master Plan

District staff and consultants are working through the data-merge process, which is the process of converting the form of the current data to a form that can be utilized by the new (Lucity) database software. This is expected to be completed by end of April. Best estimate of when staff will be utilizing the new database is late summer.

3. Elliott Homes Temporary Lift Station

On March 5th, 2014 staff met at the lift station site with Elliott Homes' design team to discuss the steps necessary to bring the lift station in compliance with District Standards.

PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION

110 Maple Street, Auburn, California 95603 530-889-4097 lafco@placer.ca.gov

COMMISSIONERS:

Miguel Ucovich
(City)

February 28, 2014

Gray Allen
(Special Districts),

Robert Weygandt
(County)

Ron Treabess
(Special Districts)

Jim Holmes
(County)

E. Howard Rudd
(Public), Chair

Donna Barkle (City)

Charles W. Clark, General Manager
South Placer Municipal Utility District
5807 Sprinview Drive
Rocklin, Ca 95677

Subject: LAFCO #2009-05, Newcastle Sanitary District Dissolution

Dear Mr. Clark,

ALTERNATE COMMISSIONERS:

Jim Gray
(Public)

Jack Duran
(County)

Dr. William Kirby
(City)

Brian Sheehan
(Special Districts)

The above referenced boundary action has been filed with the Placer County Recorder, County Assessor and Auditor, the State Board of Equalization and the Secretary of State pursuant to Government Code Sections 57203 and 57205.

Enclosed for your records is a certified copy of the recorded Certificate of Completion.

This letter completes the LAFCO procedures. If you have any questions or concerns please contact this office.

STAFF:

Kris Berry
Executive Officer

Linda Wilkie
Clerk to the
Commission

William Wright
LAFCO Counsel

PLACER LOCAL AGENCY FORMATION COMMISSION



Linda Wilkie, Clerk to the Commission

Encls.
C: Ed Sander

Recording requested by:

PLACER LOCAL AGENCY FORMATION COMMISSION (LAFCO)

When recorded mail to:
LAFCO
110 Maple Street
AUBURN, CA 95603



PLACER, County Recorder
JIM MCCAULEY
DOC- 2014-0007334-00

TUESDAY, FEB 4, 2014 9:28:40
MIC \$0.00 | AUT \$0.00 | SBS \$0.00
ERD \$0.00 | RED \$0.00 | * \$0.00
ADD \$0.00

Ttl Pd \$0.00 Rcpt # 02336186
CLKFPMLEJ1/CC/1-15

PLACER
LOCAL AGENCY FORMATION COMMISSION
CERTIFICATE OF COMPLETION

Pursuant to Government Code Sections 57200 and 57201, this Certificate of Completion is issued by the Executive Officer of the Placer Local Agency Formation Commission certifying that the following change of organization or reorganization has been completed:

PROPOSAL: Dissolution of the Newcastle Sanitary District

SHORT FORM DESIGNATION: LAFCO # 2009-05

AFFECTED AGENCIES AND TYPE OF CHANGE:

City or District

Newcastle Sanitary District

Type of Organizational Change

Dissolution

The above-listed agencies are located within the County of Placer

BOUNDARIES AND TERMS AND CONDITIONS: The boundaries and the terms and conditions of approval of the above-cited change of organization are described and depicted in the attached LAFCO Resolution

CONDUCTING AUTHORITY PROCEEDINGS: This change of organization or reorganization was subject to Conducting Authority proceedings pursuant to Government Code Section 57075.

EFFECTIVE DATE OF THE ORGANIZATION:

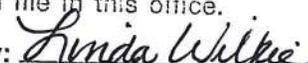


Kristina Berry, Executive Officer
Placer Local Agency Formation Commission



Date

The foregoing instrument is a correct copy of the original on file in this office.

By: 

Clerk of the Commission



**California Special
Districts Association**

Districts Stronger Together

DATE: February 21, 2014

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2015 - 2017 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy.
- Attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- **Complete all four modules of CSDA's Special District Leadership Academy within 2 years.**
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

Nomination Procedures: Any Regular Member is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 23, 2014.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 6th. The ballots must be received by CSDA no later than 5:00 p.m. August 1, 2014 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 5th. All selected Board Members will be introduced at the Annual Conference in Palm Springs, CA in September.

Expiring Terms

(See enclosed map for regional breakdown)

Region 1	Seat C	Phil Schoefer, Western Shasta Resource Conservation District
Region 2	Seat C	David Pierson, Sacramento Metropolitan Fire District*
Region 3	Seat C	Stanley Caldwell, Mt. View Sanitary District*
Region 4	Seat C	Steve Perez, Rosamond Community Services District*
Region 5	Seat C	Jim Acosta, Saticoy Sanitary District
Region 6	Seat C	Elaine Sullivan, Leucadia Wastewater District*

(* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@csda.net.



**California Special
Districts Association**
Districts Stronger Together

BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Region: _____ (see map on back)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this **form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet** by fax or mail to:

CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 23, 2014



2015 Regions/Networks





2015 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 5, 2014 will not be included with the ballot mailing.**