



**SPMUD BOARD OF DIRECTORS  
ADJOURNED MEETING: 4:30PM  
JUNE 19, 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](http://www.spmud.ca.gov)) and posted in the District's outdoor bulletin board at the SPMUD Headquarters at the above address. Meeting facilities are accessible to persons with disabilities. Requests for other considerations should be made through the District Headquarters at (916)786-8555.

**AGENDA**

**I. CALL MEETING TO ORDER**

**II. ROLL CALL OF DIRECTORS**

Director Gerald Mitchell,	Ward 1
Director William Dickinson,	Ward 2
Director John Murdock,	Ward 3
Director Victor Markey,	Ward 4
President James Williams,	Ward 5

**III. PLEDGE OF ALLEGIANCE**

**IV. PUBLIC COMMENTS**

Items not on the Agenda may be presented to the Board at this time; however, the Board can take no action.

**V. 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 A REPORT ON THE FY15 BUDGET**

ACTION REQUESTED: (None)

***Hear a report on the FY15 Budget and provide comments***

GENERAL MANAGER'S REPORT:

Attached is the draft budget document for the fiscal year beginning July 1, 2014. The District will have a balanced budget for the next fiscal year, with \$13.25 million in Annual Operating Revenues and

\$1.0 million in Non-Operating Revenues. Seventy-seven percent (77%) of revenues come from our monthly service charges of \$28/mo/EDU for FY15. This is the third year that service fees have stayed the same. The general fund expenses are estimated to be \$10.8 million; Treatment costs make up 55% of our general fund expenses at \$5.95 million, operation and maintenance cost will be \$2.07 million (19%) and salary and benefits are at \$2.78 million (26%). FY15 Capital outlays are projected to be \$3.72 million, with the largest outlays being \$1.0 million for the Loomis Trunk Sewer Projects and \$1.31 million for RWWTP repair and replacement projects. The District's fiscal sustainability looks good as our projections of Revenues exceed Expenses for the next four years.

## **VI. 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.

## **VII. CLOSED SESSION**

Closed Session: Per Government Code Section 54957(b)-Re: Management Compensation for FY15 thru FY17.

## **VIII. ADJOURNMENT**

If there is no other Board business the President should adjourn the meeting to its next regular meeting on July 10, 2014.

**FY15  
BUDGET  
REPORT**

**SOUTH PLACER  
MUNICIPAL UTILITY DISTRICT**

**BOARD OF DIRECTORS**

**James Williams, President**

**John Murdock, Vice President**

**William Dickinson**

**Victor Markey**

**Gerald Mitchell**

ITEM VI.1

**For the Fiscal Year beginning July 1, 2014  
through June 30, 2015**

# MISSION



We are a customer owned Utility dedicated to:  
**PROTECT** public health and water environment.  
**PROVIDE** efficient and effective sanitary sewer service.  
**PREPARE** for the future.

# VISION



Our vision is to be the most reliable, innovative operations and maintenance organization that preserves and prolongs the life of our assets, resulting in sustainable, efficient, cost-effective customer service.

# VALUES



Our Core Values are:

**INTEGRITY:** We will be trustworthy, truthful and honest.

**STEWARDSHIP:** We will be accountable and committed to responsible management and respect our environment.

**SERVICE:** We will be responsive, reliable and respectful; putting the needs of the District and customers first.

**QUALITY:** We will be dedicated to continuous improvement.

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## **BOARD OF DIRECTORS**



**GERALD MITCHELL - WARD 1:** Southwest central area of the City of Rocklin lying north of Interstate 80, including the Woodside, Five Star/Fairway Heights, south Stanford Ranch, and Sunset neighborhoods, as well as the west parts of old Rocklin.

**WILLIAM DICKINSON - WARD 2:** Northwest part of the City of Rocklin lying on the east side of Highway 65 in the Sunset West and north central Stanford Ranch neighborhoods.

**JOHN MURDOCK - WARD 3:** Southeast Rocklin lying south of Interstate 80 in the vicinity of Sierra Community College. Also includes south Loomis and a stretch of land extending into Granite Bay in the Joe Rodgers Road area.

**VICTOR MARKEY - WARD 4:** Community of Penryn, the Town of Loomis lying north of King Road, extending west into the north part of the City of Rocklin in the Whitney Ranch and north Whitney Oaks neighborhoods.

**JAMES WILLIAMS - WARD 5:** West and central part of the Town of Loomis lying between Interstate 80 and King Road, extending west into the City of Rocklin into the east Stanford Ranch and south Whitney Oaks neighborhoods, as well as the east part of old Rocklin.

## §1.1. INTRODUCTION

### Purpose

This budget report provides the South Placer Municipal Utility District (SPMUD or District) Board of Directors with the upcoming fiscal year revenues and expenses for the General and Capital Funds. The budget is a management tool and not a legal requirement, and therefore not a legal document. Its primary use is as a fiscal planning tool to accomplish our strategic goals and objectives. Dollar values are rounded throughout the report to keep the main purpose clear.

### Report Organization

This Annual Budget is intended to provide the Board with an overview of the District's fiscal plan of action, including revenue and expense details for the upcoming fiscal year (FY15). This report is organized into eight sections; the GM report, the budget summary, general fund expenditures, capital outlays and various schedules.

### Background

The Rocklin-Loomis MUD was created in 1956 to provide sanitary sewer service to Rocklin and Loomis. The District is divided into five wards and governed by an elected five member Board of Directors whom establish policy and oversee the General Manager, who manages the day-to-day operations. The SPMUD boundaries are shown in Figure 1.

In the 1970's the District decommissioned its sewage treatment facilities and began using the City of Roseville (City) Dry Creek Wastewater Treatment Plant (DCWWTP). In the 1980's, the name changed to South Placer Municipal Utility District to reflect its larger service area. In 2000, the District, the City and Placer County (PC) created the South Placer Wastewater Authority (SPWA) to finance the construction of the Pleasant Grove Wastewater Treatment Plant (PG WWTP). In 2008, SPMUD boundaries expanded to match the incorporated town limits of Loomis, and in 2010, annexed the Newcastle Sanitary District (NSD) area.

### Statistics

The SPMUD service area covers 31 square miles as shown (Figure 1) and includes all of the incorporated limits of the City of Rocklin and Town of Loomis, plus portions of southern Placer County around the unincorporated communities of Penryn, Newcastle and the Rodgersdale area of Granite Bay. Rocklin makes up 88%, Loomis is 9%, and 3% is in unincorporated Placer County. The District provides service through 20,800 connections (80% residential and 20% commercial), this equates to 30,900 Equivalent Dwelling Units (EDU) or an equivalent population of 75,000 people.

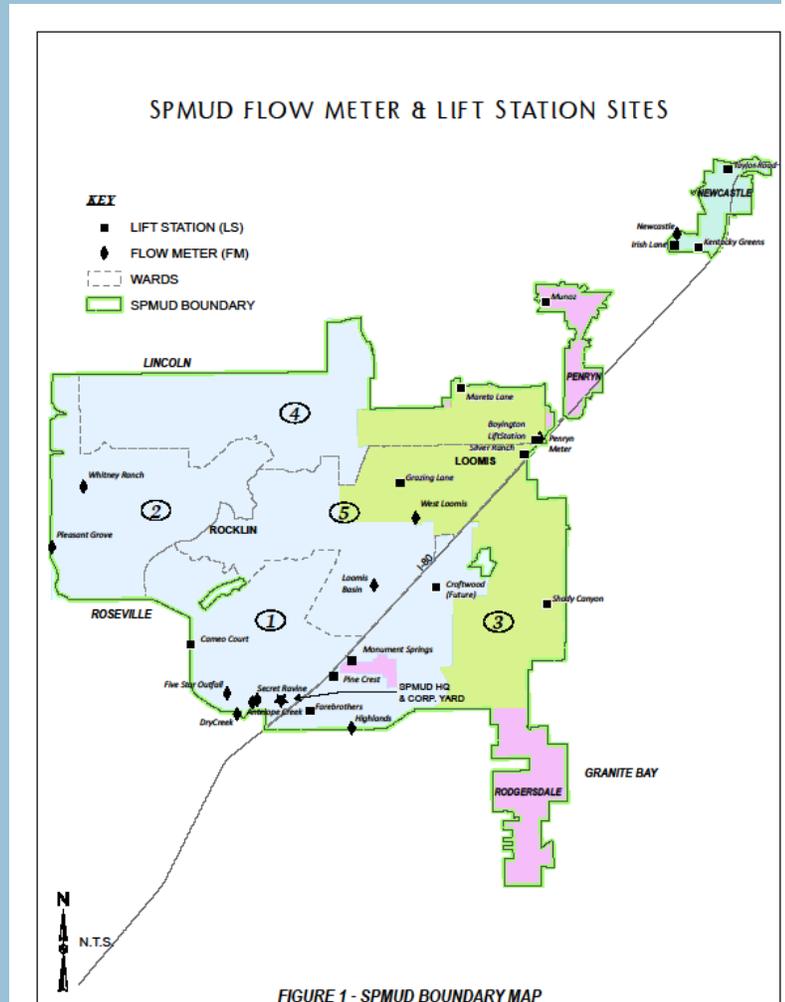


FIGURE 2. STATISTICS	UNIT	TOTAL
SERVICE AREA	SQ. MI.	31
EQUIVALENT POPULATION	EA	70,000
EQUAL DISTRIBUTION UNITS	EDU	30,900
CUSTOMERS CONNECTED	EA	20,800
ANNUAL FLOW TO WWTP	MIL.GAL	1,495
SEWER MAINS	MILES	255.5
LOWER SERVICE LATERALS	MILES	135
MANHOLE/FLUSHING BRANCH	EA	5850
LIFT STATIONS	EA	13
FORCE MAINS	MILES	6.7
FLOW METER STATIONS	EA	12
EASEMENTS	MILES	63.5

Our customers discharge an average sewer flow of about five million gallons per day. The District collects the sewage through customer owned sewer laterals (the pipe connecting their building sewer to the sewer mainlines) and transports this via 255 miles of District owned and operated sewer mains (from 4" to 54" diameter). SPMUD maintains an additional 135 miles of the customer owned lower laterals (their sewer pipe within our easement or public right-of-way). Other assets include our Headquarters, Maintenance and Corporation Yard facilities, 6000 manholes, 13 lift stations, 12 metering sites, and related buildings, facilities and equipment.

### **Regional Wastewater Treatment Plants (RWWTP)**

The District collects and transports about 1.5 billion gallons of raw sewage annually to one of two RWWTP in Roseville for treatment (Dry Creek and Pleasant Grove). Together these two RWWTP and infrastructure that is used by all three partners makes up the regional facilities. SPMUD pays its share of annual O&M costs for the RWWTP's based on our proportional flows to the other partners and is about 25% of total flows into the RWWTP.

SPMUD also pays for about 22.5% of the outstanding Bonds used to construct and expand the two RWWTP. The District maintains a Rate Stabilization Fund [RSF] that is separate from the General Fund to pay these bonds. The RSF is managed by the SPWA and is where the SPMUD banks the *Regional Connection Fee* charged to new development. The District has about \$38.4 million in the RSF as of November 2013 which is in addition to our District fund balance.

## **§1.2. REVENUE ANALYSIS**

The following discussion highlights the major changes in next year's (FY15) budget as compared to the current (FY14) budget in support of the detailed line items presented in *Section 2 - Revenue Budget* of this report. The Operations Revenue Budget is made up of fees and charges, the Non-operations Revenue Budget is made up of taxes and interest, and the Capital Fund Revenue Budget is made up of depreciation, transfers and local connection fees from new development.

### **Operating Revenues**

Operating revenues are comprised of monthly service charges, the local portion of participation fees and any other service fees collected during the year; for FY15 our operating revenues are projected to increase by 1.48M (\$13.25M-\$11.77M) or 13% over FY14 due to an estimated additional 750 new EDU service connections for FY15. The District still has the lowest monthly customer service fees in the region and will not have to increase the \$28/EDU/mo service charge for the third consecutive year.

## Non-Operating Revenues

Non-operating Revenues are made up of taxes, interest income, and any other income not considered a fee for services; non-operating revenue is projected to increase about \$39,000 (\$0.96M vs. \$1.00M) or 4%.

## Total Revenues

The District's total revenues for FY15 are projected to increase by \$1.5M (\$14.25M vs. \$12.74M) or 12% over last year based on the projected 750 new EDUs. The SPMUD total investment and cash balance is projected to increase by \$0.82M (\$43.94M vs \$43.12M) or 1.9%

## §1.3. EXPENSES ANALYSIS

The following discussion provides a summary of the FY15 operational expenses, in support of the detailed line items presented in Section 3 & 4 - Expense Budget of this report. The operating expenses are those District wide costs for goods and services and are comprised of employee, administrative and operational costs; total operational expenses for FY15 are projected to be \$10.8M, an increase of \$0.89M (\$10.8 M - \$9.9M) more than for FY14, or 9.0%.

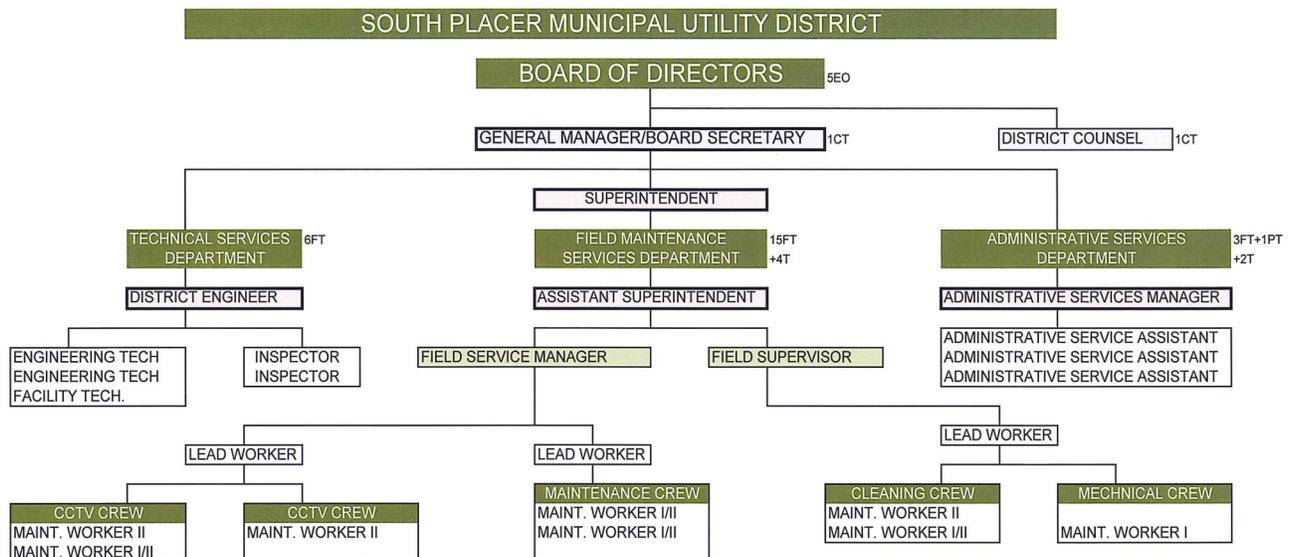
### Salary & Benefits

The SPMUD is under the direction of a five-member elected board and managed by the General Manager. The District is organized into three departments, Field Services, Technical Services and Administrative Services (Figure 3). Salary and benefits are projected to increase by \$190,000 (\$2.78M - \$2.59M) or 7%.

Figure 3.

## ORGANIZATIONAL CHART

FY15 BUDGET: FIGURE 3- SPMUD ORGANIZATIONAL CHART



EFFECTIVE: JULY 1, 2014

35 APPROVED POSITIONS: 5 ELECTED 2 CONTRACT 4 MANAGEMENT 2 SUPERVISORS 16 STAFF 6 TEMPORARY  
22.7 FULL-TIME EQUIVALENT EMPLOYEES

## **Operations & Maintenance**

The O&M expenses for all departments in FY15 are projected to be \$2.07M, which includes \$1.0M for depreciation; this is an increase of \$270,000 or 15% over FY14 costs of \$1.80M. The main increases are for consultants to help install and implement our new financial and operations data bases, engineering support under professional services (\$205,000), operations supplies increase to make needed repairs to our easement and maintenance roads (\$160,000), and an added \$47,000 for election expenses.

## **Regional Wastewater Treatment**

The Regional Wastewater Treatment Plant's (RWWTP) provide sewage treatment for the regional partners. The City owns and operates the two RWWTP's (Dry Creek and Pleasant Grove) for the mutual benefit of all the partners. SPMUD pays for its share of the RWWTP O&M costs based on our proportional share of total flows (currently around 25%). FY 15 RWWTP cost is projected to be \$5.95M, an increase of \$0.44M (\$5.95 - \$5.51M) over FY14 or 8.0%. The O&M cost is \$4.60M for RWWTP O&M, plus a \$1.35M transfer to the Capital Fund to pre-fund RWWTP Repair and Rehabilitation (R&R) projects for FY15-FY 19; this pre-funding was increased from \$1.25M to \$1.35M in FY15 based on the RWWTP Five-year R&R Plan.

## **Total General Fund Budget**

The FY15 General Fund Budget is projected to be \$10.80M (\$2.78 S&B, \$2.07 O&M and \$5.95M RWWTP); this is \$0.89M (\$10.80M - \$9.90 M) more than FY14 or 9.0%.

## **§1.4. CAPITAL OUTLAY EXPENSE ANALYSIS**

### **Completed Capital Outlays**

*Section 4-Capital Fund Expense Budget* shows three years: FY13 (Actual), FY14 (Estimated), and FY15 (Budgeted). The FY14 and FY15 Capital Fund projected expenses are \$3.16M & \$3.72M respectively. Some of the capital outlays were annual in nature; hardware/software upgrades, , computer replacement, sewer system R&R, lift station rehabs and WWTP R&R. The other improvement projects include the Upper Antelope Creek Trunk Sewer project, the Data Base replacements, and modernization of our oldest CCTV van. We also made some long needed repairs to the Corp Yard facilities. The FY 15 Capital Budget Items are described below.

### **FY15 - Programmed Capital Outlays**

Section 4 of this report also includes a listing of the proposed capital outlays for the upcoming fiscal year. Section 5 reports written justifications and budget level estimated costs that total \$3.73M. In addition to the recurring capital outlays mentioned above, the major projects for this year are purchase of the new CCTV VAN for \$230,000, repair and rehabilitation work for the RWWTP at \$1.31M and \$730,000 to line the Lower Loomis Trunk sewer. We will continue to implement the improvements in the IT Master Plan (operations and financial data base replacements). The remaining FY15 capital outlays include \$400,000 in sewer rehabilitation projects; \$340,000 for engineering and design work that needs to be done in conjunction with the Loomis Diversion trunk sewer, \$150,000 for motor control upgrades at various remote pumping and metering sites, replacement of the backhoe (\$95,000) and District phone system (\$75,000), and other equipment and needed replacement and repair items. Capital expenses for FY15 are projected to be \$3.72M, an increase of \$565,000 (\$3.72M-\$3.16M) or 18%.

### §1.5. SCHEDULES

Section 6, 7 & 8 present three schedules for the Board’s review as a part of the Budget process. SPMUD annually updates its schedules for: (1) the “*Personnel Classification Positions*” as authorized by the Board, (2) the “*Employee Salary Ranges and Steps*” per the current Employee / Employer MOU, and (3) the “*District Fees*” annual adjustments in accordance with our Fee Resolution No. 09-06.

### §1.6. CONCLUSIONS

#### General Fund Analysis:

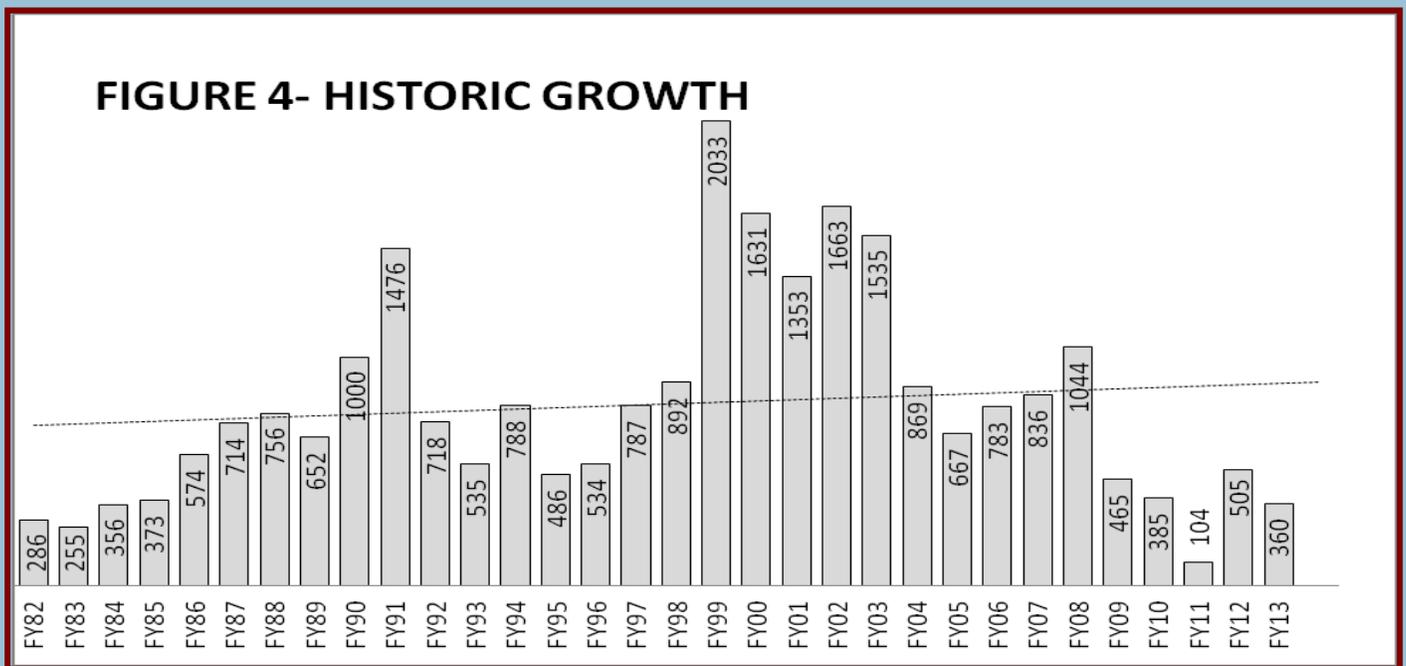
FY15 General Fund revenues are projected to exceed expenses by \$1.4M(\$13.25M - \$11.77M), shown in Section 2.

#### Projected Cash and Investment Balances:

The Total Fund Balance is projected to increase by \$819,000 (\$43.94M —\$43.12M) by the end FY15.

#### Past Growth Trends:

Figure 4 shows how the growth varies greatly from year to year. The average for the `80s was 433, for the `90s it was 925, and in the 2000s was 1001. We had a high of 2033 in 1999 and a low of 104 in 2011 with the 30 year average at 827 EDU/yr.



#### General Fund Balance Projections

Figure 5 projects the next four years of the Districts future budgets. The annual growth is based on the projected annual service fees and that expenses will increase 5% per year during this period. The District will maintain its Target reserve balance of 100% annual expenses (less General funds transferred to the Capital Fund) through this analysis period. No service fee increase will be needed for FY15 and the District should be able to keep its rate at \$28/mo thru FY15, 16 & 17, if the assumptions used prove accurate and the current economic factors remain the same. A comparison of other local agencies service fees are shown in Figure 7.

## FIGURE 5- FIVE-YEAR GENERAL FUND PROJECTIONS

ITEM	AUDITED FY13	CURRENT FY14	BUDGET FY15*	ESTIMATE FY16*	ESTIMATE FY17*	ESTIMATE FY18*
MONTHLY SERVICE FEE	28.00	28.00	28.00	28.00	28.00	29.00
ANNUAL SERVICE FEES	10,260,100	10,680,000	10,915,200	11,133,600	11,335,200	11,931,429
ANNUAL SVC CHRG / EDU	336.00	336.00	336.00	336.00	336.00	348.00
*TOTAL EDU	30,536	31,786	32,486	33,136	33,736	34,286
NEW EDU	121	1,250	700	650	600	550
OTHER GEN. FUND	828,000	903,000	948,150	995,558	1,045,335	1,097,602
GEN FUND REVENUES	11,088,100	11,583,000	11,863,400	12,129,200	12,380,500	13,029,000
EXPENSES	(9,913,900)	(10,572,100)	(11,100,700)	(11,655,700)	(12,238,500)	(12,850,500)
OPERATING INCOME (LOSS)	1,006,800	1,010,900	762,700	473,500	142,000	178,500
** OPERATION RESERVE	4,957,000	5,286,100	5,550,400	5,827,900	6,119,300	6,425,300

NOTES:  
 \* TOTAL EDU's = ANNUAL SERVICE FEES RECEIVED DIVIDED BY ANNUAL SERVICE CHARGE PER EDU;  
 \*\*OPERATION RESERVE = 6 MONTH OF EXPENSES

### District Fund Balance Uses

The District is projected to have a Fund Balance of \$43.12M at the end of the FY14. The SPMUD sub-fund balance for the SPWA-RSF (used to pay of the RWWTP bonds) is \$38.4M (as of Nov. 2013). There is no legal requirement to define specific uses for the District's fund balance; however, for Budget Planning purposes the District has identified general uses of its fund balance as shown in Figure 6.

In addition to the budget, the District uses several other planning documents, studies, reports and Board policies to establish its Fund Balance uses; which includes the:

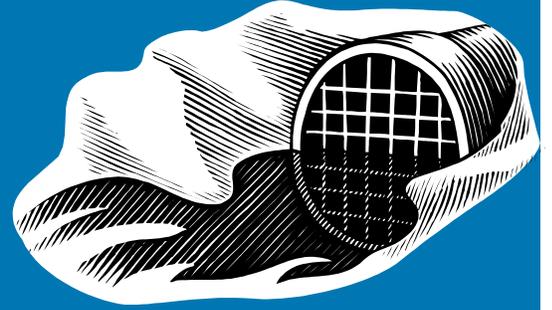
- ✦ Strategic Plan / Goals & Objectives.
- ✦ Capital Assets Report & Equipment Database.
- ✦ Wastewater Maintenance Management System (WWMS).
- ✦ 2009 Sewer Master Plan & 2012 IT Master Plan.
- ✦ 2010 Five-Year Financial Plan.
- ✦ Sanitary Sewer Management Plan.

All were used to develop the information for the Capital Outlay Plan.

<b>FIGURE 6 - FY14 FUND BALANCE USE</b>	<b>AMT(\$000)</b>
BLDG & FACILITIES	3,100
INFRASTRUCTURE R & R	17,300
VEHICLE/ EQUIP.	1,900
RWWTP R & R PROJECTS	4,000
OPERATING RESERVE	7,600
MASTER PLAN PROJECTS	9,200
<b>SUB-TOTAL</b>	<b>43,100</b>
SPWA-Rate Stabilization Fund [RSF]	38,400
<b>TOTAL FUND BALANCE</b>	<b>81,500</b>

## §1.7. SUMMARY

Our total FY 15 revenues for all funds are projected to increase by \$1.51M (\$14.25M - \$12.74M) from FY14 (due mainly to the increase in new service connections). Our actual General Fund expenses for FY15 are projected to increase by \$1.35M (\$10.80M - \$9.48M) from FY14. Our capital outlay for FY15 will be \$3.7 million (including in/out fund transfers). Our total fund balance in FY15 will still be in excellent shape with \$43.94 million, going from \$43.12M to \$43.94M, a \$0.82M increase.



This budget will also set the personnel, salary and fee schedules shown in Section 6. The District has 34 approved positions made up of 23 full-time, 1 part-time, five elected, one part-time attorney, and four temporary positions. The District employee and management MOU's have been negotiated and expire in FY17; these MOU adjustments are reflected in this budget. Figure 8 charts the District Budget distribution for FY15.

This proposed budget is a reasonable expenditures plan designed to accomplish our *Strategic Plan* "Goals and Objectives" and to meet the needs of both present and future customers in the *South Placer MUD* service area, while maintaining the District's vision and mission.

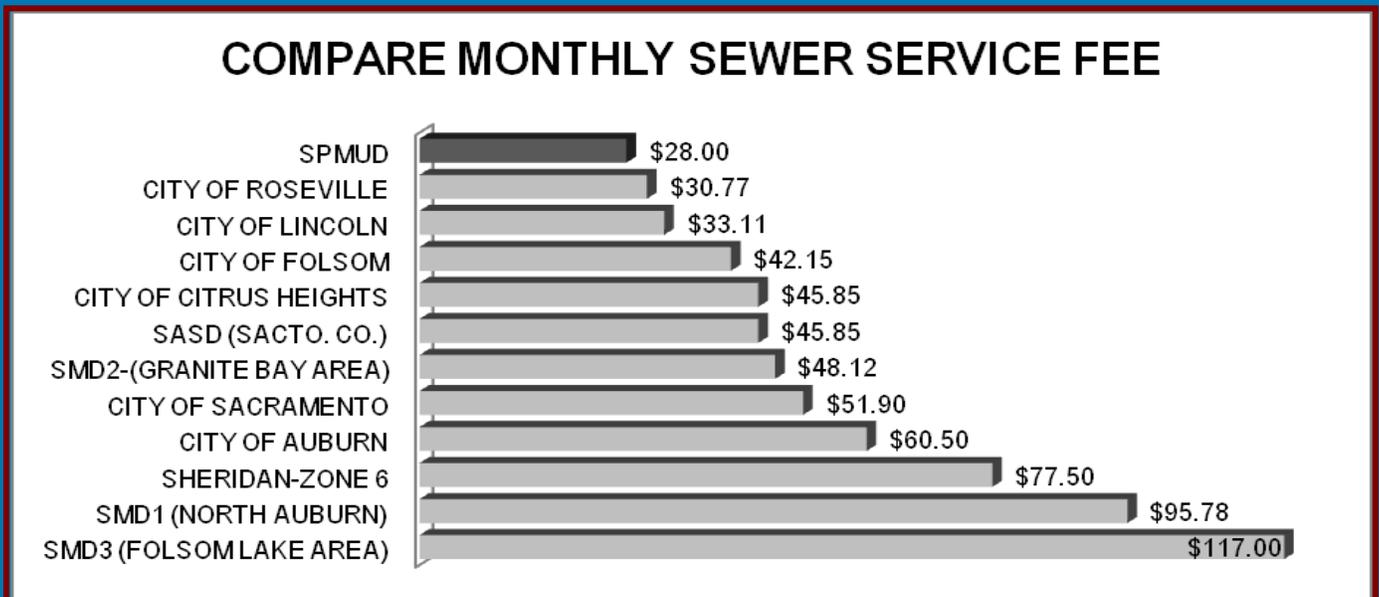
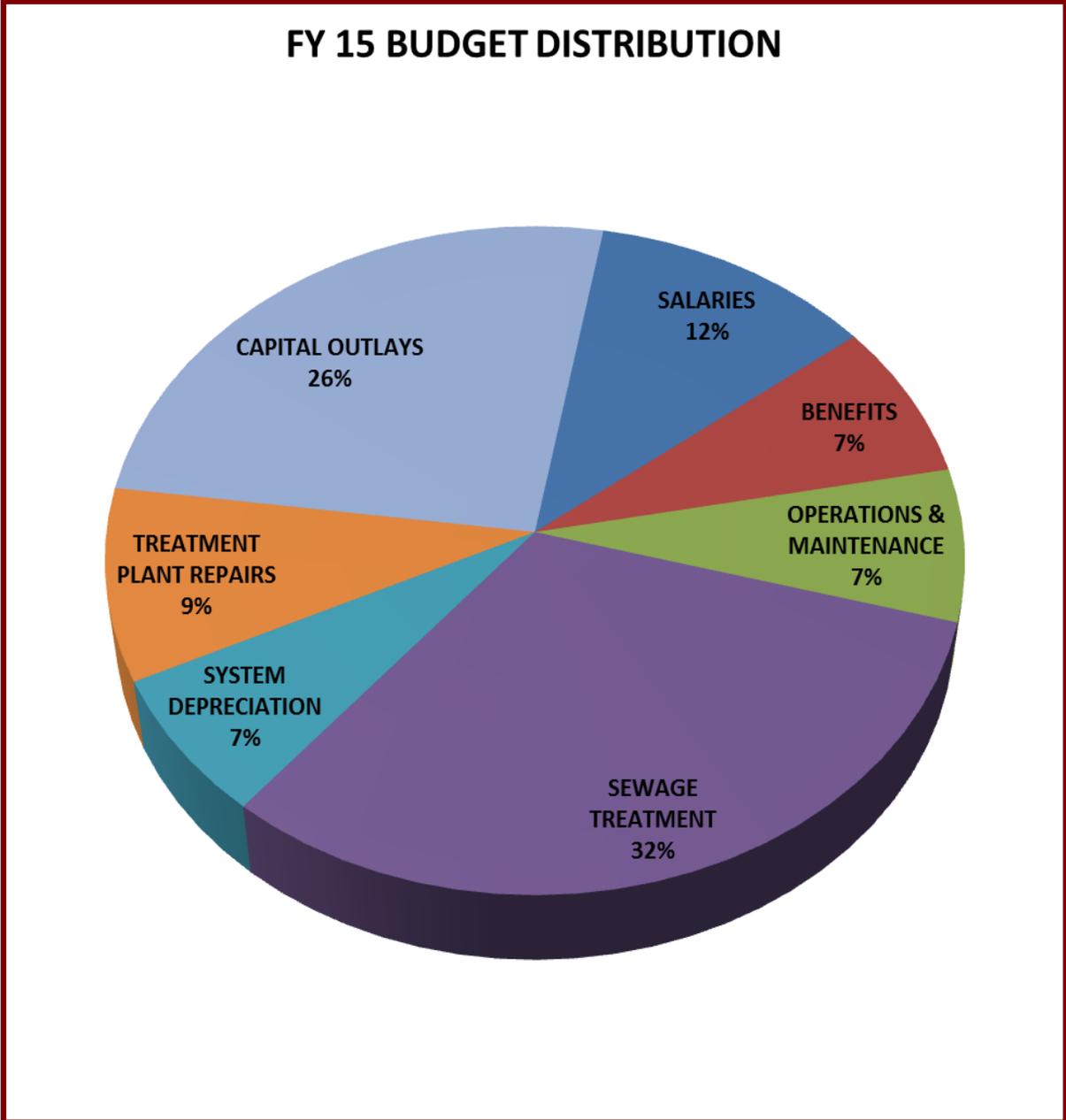


FIGURE 7

The following sections (Sections 2 through 8) provide a series of tables with details of revenues, expenses, capital outlays, personnel positions, salaries and fee schedules.





REVENUE & EXPENSE SUMMARY	Actual FY 13	Estimated FY 14	Budget FY 15
<u>Operating Revenues</u>			
Sewer Service Charges	10,260,100	10,685,000	10,930,000
Connection Fees	680,700	860,000	1,570,000
Permits, Plan Check Fees & Inspections	132,800	230,000	750,000
<b>Total Operating Revenues</b>	<b>11,073,600</b>	<b>11,775,000</b>	<b>13,250,000</b>
<u>Operating Expenses</u>			
Salary & Benefits	2,587,000	2,591,500	2,780,000
Operation & Maintenance	1,787,100	1,799,800	2,070,000
RWWTP	4,517,100	5,057,000	5,950,000
Sub-total	8,891,200	9,448,300	10,800,000
<u>Capital Expenses</u>			
Collection and Treatment	1,743,700	3,158,500	3,723,300
<b>Total Operating &amp; Capital Expenses</b>	<b>10,634,900</b>	<b>12,606,800</b>	<b>14,523,300</b>
Operating Income (Loss)	438,700	(831,800)	(1,273,300)
<u>Non-Operating Revenue (expenses)</u>			
Property Taxes	610,400	642,500	675,000
Interest Income	595,300	305,000	310,000
Other Revenues	16,300	17,000	18,000
<b>Total Non-Operating Revenues (expenses)</b>	<b>1,222,000</b>	<b>964,500</b>	<b>1,003,000</b>
Transfers In/Out	2,272,000	2,204,000	2,350,000
Transfers Out	(2,272,000)	(2,204,000)	(2,350,000)
<b>Total Capital Contributions</b>	<b>-</b>	<b>-</b>	<b>-</b>
Increase (Decrease) in Net Position	1,660,700	132,700	(270,300)
<u>General Fund Analysis</u>			
	FY13	FY14	FY15
Revenues	11,019,600	11,574,500	12,373,000
Expenses	8,891,200	9,448,300	10,800,000
Increase (Decrease)	2,128,400	2,126,200	1,573,000
Revenue Chg		5.0%	6.9%
Expense Chg		6.3%	14.3%
<u>Cash &amp; Investment Balances</u>			
State Investment Pool - LAIF	7,576,700	7,580,500	7,800,000
Placer County Pooled Cash - PCTIP	34,380,000	34,742,000	35,260,000
Checking Account on Hand	469,700	800,100	881,000
<b>Cash &amp; Investment Balances End of Fiscal Year</b>	<b>42,426,400</b>	<b>43,122,600</b>	<b>43,941,000</b>
		1.6%	1.9%

## GENERAL FUND EXPENSE BUDGET



GENERAL FUND ACCOUNTS	FY 13 ACTUAL	FY 14 ESTIMATED	FY 15 BUDGET
SALARIES/WAGES	1,557,370	1,593,000	1,681,000
FICA - SOCIAL SECURITY	116,139	120,000	130,000
PERS RETIREMENT	346,649	349,000	370,000
457-RETIREMENT	34,725	34,500	45,000
INSURANCE BENEFITS	532,148	495,000	555,000
<b>SALARY &amp; BENEFITS SUB-TOTAL</b>	<b>2,587,031</b>	<b>2,591,500</b>	<b>2,781,000</b>
RENTS & LEASES - INCLUDES UPPR LEASE	29,349	30,700	54,000
UTILITIES - MAINTENANCE	60,789	76,000	80,000
PROFESSIONAL SERVICES	82,053	121,500	205,000
PRINTING/PUBLICATION	5,162	2,900	3,500
PROFESSIONAL DEVELOPMENT	25,242	34,800	39,000
VEHICLE REPAIR-ALL DEPTS	46,435	74,000	70,000
DEPRECIATION EXPENSE	1,022,054	954,000	1,000,000
INSURANCE-P&L	118,162	76,000	78,000
GENERAL OFFICE EXPENSE	7,931	16,000	16,000
OPERATING SUPPLIES/MAINTENANCE	74,407	110,000	160,000
GAS & OIL-MAINTENANCE -ALL DEPTS	46,989	53,000	50,000
LIFT STATION MAINTENANCE	30,706	28,000	25,000
UNIFORMS EXPENSE-MAINTENANCE & TSD	11,407	11,500	13,500
BILLING EXPENSE	51,996	46,000	50,000
BANK CHARGES	50,973	49,500	50,000
LEGAL/CONSULTANT SERVICES	99,998	91,000	100,000
OUTREACH - PERMIT COMPLY	5,930	6,900	9,000
ELECTION EXPENSE	750	-	47,000
GOVERNMENT FEES/PERMITS/ADMIN CHAF	16,776	18,000	20,000
<b>OPERATIONS &amp; MAINTENANCE SUB-TOTAL</b>	<b>1,787,109</b>	<b>1,799,800</b>	<b>2,070,000</b>
RWWTP OPER & MAINT EXPENSES	3,694,830	4,261,000	4,600,000
RWWTP RPR & REHAP PRE-FUNDING	1,250,000	1,250,000	1,350,000
<b>RWWTP EXPENSES SUB-TOTAL</b>	<b>4,944,830</b>	<b>5,511,000</b>	<b>5,950,000</b>
<b>TOTAL GENERAL FUND BUDGET</b>	<b>9,318,970</b>	<b>9,902,300</b>	<b>10,801,000</b>
TOTAL CAPITAL BUDGET	1,743,740	3,158,500	3,723,300
<b>TOTAL DISTRICT BUDGET</b>	<b>11,062,710</b>	<b>13,060,800</b>	<b>14,524,300</b>

# CAPITAL FUND EXPENSE BUDGET



CAPITAL FUND ACCOUNTS	FY 13	FY 14	FY 15
	ACTUAL	ESTIMATED	BUDGET
RPS HARDWARE/SOFTWARE UPGRADE	82,125	150,000	80,000
COMPUTERS/PRINTERS	3,037	5,000	5,000
CCTV VAN REPLACEMENT	-	85,000	230,000
LIFT STATION PUMP REPLACE/REHABILITATION	1,157	20,000	45,000
REMOTE SITE CONTROL IMPROVEMENTS	76,813	84,000	100,000
EASEMENT ROADWAY UPGRADES	7,331	65,000	40,000
CORP YARD IMPROVEMENTS	-	120,000	20,000
CORPORATION YARD PAVEMENT/REPAIRS	52,679	102,000	-
ROOT FOAMING/HYDRO TRUCK RETROFIT	-	78,000	-
MAINTENANCE BUILDING REPAIRS	-	38,000	-
COMPUTER EQUIPMENT/SOFTWARE	8,282	6,500	9,000
UPPER ANTELOPE CREEK-EAST TRUNK		593,000	-
SYSTEM REHABILITATION	37,319	285,000	400,000
DATA ACQUISITION/LUCITY	409,000	220,000	133,000
RWWTP REHAB & REPLACEMENT	1,065,997	1,307,000	1,307,000
INTERIOR PAINTING	-	-	3,000
TELEPHONE SYSTEM (VOIP)	-	-	75,000
SAFETY/TRAINING AIDS	-	-	2,000
LOWER LOOMIS 10" TRUNK CIPP LINER	-	-	730,000
FOOTHILL TRUNK PROJECT - DESIGN	-	-	250,000
LOWER LOOMIS DIVERSION SEWER - PRELIM	-	-	70,000
WHITNEY RANCH RECORDER	-	-	37,000
SMART COVERS	-	-	10,000
OFFICE FURNITURE	-	-	1,800
WATER QUALITY SAMPLING EQUIPMENT	-	-	6,000
REPLACEMENT 580 SUPER E BACKHOE	-	-	95,000
RECONDITION SUPER L BACKHOE	-	-	15,000
REPLACEMENT OF MINI-CAMERAS	-	-	35,000
REPLACEMENT OF VIBRA-PLATE COMPACTOR	-	-	3,500
COMPUTER WORKSTATIONS-MAINT.	-	-	11,000
FLAIL MOWER REPLACEMENT	-	-	10,000
<b>TOTAL CAPITAL BUDGET</b>	<b>1,743,740</b>	<b>3,158,500</b>	<b>3,723,300</b>
<b>TOTAL GENERAL FUND BUDGET</b>	<b>9,318,970</b>	<b>9,902,300</b>	<b>10,801,000</b>
<b>TOTAL DISTRICT BUDGET</b>	<b>11,062,710</b>	<b>13,060,800</b>	<b>14,524,300</b>



ITEM#	TITLE/DESCRIPTION	BUDGET
1.	<b>Hardware/Software Upgrades -</b> The Tyler, Utility Billing & Financial software implementation will continue into the next fiscal year, with planned project completion in late October 2014.	\$80,000
2.	<b>Computers &amp; Printers -</b> Replacement Computer for the Administrative Services department, Small desktop Remittance Processing unit for utility payment receipting. The new General Manager may require an alternative computer work station to fit their needs after the current General Manager retires in December.	\$5,000
3.	<b>Interior Painting -</b> The interior walls of the Headquarter Offices were painted when the building was constructed in 2008. After six years the interior walls are in need of some freshening up due to everyday wear and tear.	\$3,000
4.	<b>Telephone System -</b> The Districts telephone system is no longer supported by the manufacturer or repair companies. The system lacks capabilities, particularly for the customer line and needs for the emergency 24/7 options. This item meets one of the goals for improved communication within the Districts strategic plan.	\$75,000
5.	<b>Computer Management Maintenance System (CMMS) IT Master Plan –</b> Phase 3 – Includes continued development and integration, engineering support, training, SOP development and reporting software	\$133,000
6.	<b>Computer Equipment and Software –</b> A. <u>Computer Work Stations (x3) and Laptops (x2)</u> . These computers are 5 years or older and are using an unsupported operating system (Windows XP). Due to age, it is more cost-effective to replace all rather than upgrade the operating systems. \$6,700 B. <u>TV View Screens (x2)</u> . These are for District Intranet and will serve as message boards at HQ and the corporation yard. \$1,500 C. <u>Anti-Virus Software</u> . This is for 22 site licenses for all District work stations. \$800	\$9,000
7.	<b>Safety and Training Aids –</b> Purchase of training aids to enhance the Safety and Training Program	\$2,000
8.	<b>Lower Loomis 10" Trunk CIPP Liner Project –</b> This trunk line is a part of the original system. The liners will rehabilitate the pipes and increase capacity. A. Phase I – 19 mainline segments, totaling 6,800 feet. \$340,000 B. Phase II – 28 mainline segments, totaling 7,500 feet. \$390,000	\$730,000
9.	<b>Foothill Trunk Project – Design –</b> This trunk line is identified in the current and the 1986 Master Plans as needing to be upsized. The trigger to begin the project was the construction of the Sierra College Blvd Lift station. It is anticipated this project will take two years to complete.	\$250,000

10.	<p><b>Lower Loomis Diversion Sewer – Preliminary Study</b> This project is an alignment study that will look at all practical routes and determine the best alternative for the trunk sewer that will serve to relieve flows from the Lower Loomis trunk sewer and collect flows from new connections in parts of Loomis and parcels north of Loomis in unincorporated Placer County.</p>	\$70,000
11.	<p><b>Capital System Rehabilitation –</b> The repair projects programmed for this FY are:</p> <p>A. Mainline-to-Lateral Pipe Seal. This project will stop root intrusion at the junction where the service lateral connects to the sewer main. \$85,000 B. Mainline (CIPP) Liners. The liners are intended to resolve defects and extend the useful life of the pipes. \$250,000 C. Miscellaneous District Capital Projects. Miscellaneous expenses related to (in-house) R &amp; R projects. \$35,000 D. City/County/Town Projects. This is to cover District expenses related to local agency projects. \$30,000</p>	\$400,000
12.	<p><b>Whitney Ranch Recorder –</b> The repair projects programmed for this FY are:</p> <p>A. Mainline-to-Lateral Pipe Seal. This project will stop root intrusion at the junction where the service lateral connects to the sewer main. \$85,000 B. Mainline (CIPP) Liners. The liners are intended to resolve defects and extend the useful life of the pipes. \$250,000 C. Miscellaneous District Capital Projects. Miscellaneous expenses related to (in-house) R &amp; R projects. \$35,000 D. City/County/Town Projects. This is to cover District expenses related to local agency projects. \$30,000</p>	\$37,000
13.	<p><b>Smart Covers –</b> These (two) devices monitor the flow level in manholes and will be used during rain events to alert staff of surcharging manholes. This data will be used to supplement the data used in the hydraulic model to better understand and utilize the available capacity in the sewer pipes. They are portable and can be installed in any manhole.</p>	\$10,000
14.	<p><b>Office Furniture –</b> This is for the replacement of two office chairs, to match existing, and the purchase of two paper shredders.</p>	\$1,800
15.	<p><b>Water Quality Sampling Equipment –</b> This equipment will be used by staff as a part of the Water Quality Sampling program being developed by the District. This device will measure pH, Temperature, Conductivity and Dissolved Oxygen.</p>	\$6,000
16.	<p><b>Corp Yard Improvements-</b> This budget item would add additional equipment storage adjacent to the Equipment Building. Trucks, Generators and Pumps are stored in the Equipment Building, with all-weather protection. A covered fenced area would be added to the southern wall for storage of the various Kubota tractor implements.</p>	\$20,000



17.	<p><b>Replace 1986 Backhoe -</b> The District's older Backhoe was purchased in 1986, and is due for replacement: it needs significant work on the backhoe portion to stay viable as a back-up piece of equipment, and is currently limited as to the hours it can be operated, due to the California Air Resources Control Board. This Capital expenditure would replace the 580 Super E with a Tier 4 compliant Tractor outfitted with a Loader and a Box Scraper. This unit will be used in the field to grade our easement roads, and as the primary materials loader in the Corporation Yard.</p>	\$95,000
18.	<p><b>Recondition 580 Super L Backhoe -</b> The main Backhoe is 14 years old, and needs to have a thorough preventative maintenance performed to extend its' useful life-cycle: hydraulic ram seals, pivot pins and replacement of worn hardware. The effort put into this line item should keep this critical piece of equipment generally trouble-free until the California Air Board requires us to send it to salvage.</p>	\$15,000
19.	<p><b>Replacement Vibraplate -</b> The District's compaction vibraplate can no longer be used to perform minor asphalt repair work, as the water tank is no longer functional. This line item would replace the current vibraplate with an updated version that allows preventative maintenance to be performed on the water tank portion of the unit.</p>	\$3,500
20.	<p><b>Remote Site Controls Improvements -</b> Install signal hardware on the remaining Lift Stations, located throughout the District. This expenditure will finalize this program, except the Taylor Rd. LS, which will be addressed through a future Capital Improvement Project.</p>	\$100,000
21.	<p><b>Lift Station Pump Replacement / OSHA Compliance -</b> This line item will be the second year of a 4 year program to purchase new pumps (by priority and age) to restart submersible pump life-cycles. In addition to purchasing the correct pumps, Staff will upgrade our Lift Stations to add additional "fall protection" as a requirement to remain compliant with OSHA regulations.</p>	\$45,000
22.	<p><b>CCTV Van Procurement -</b> The retro-fit of the District's CCTV van will be completed in Fiscal year 13/14. The new CCTV van will arrive in mid-Summer of Fiscal year 14/15. This amount is a carry-over from last year's Capital Budget.</p>	\$230,000
23.	<p><b>Replacement Mini-Cam CCTV's -</b> The District's Lateral inspection units have exceeded their useful life-cycle. This line item will replace two (2) Inspector inspection cameras, the lateral inspection camera for the Stoppage vehicle, and one (1) unit similar to the Inspector's units for Lateral inspections for Special projects. These units are portable, and not associated with the new and retro-fit CCTV Vans; those units have designated Lateral Cameras for daily use through the data-capture software inherent to those Vehicles.</p>	\$35,000
24.	<p><b>Easement Roadway Upgrades -</b> a continuation of maintenance, and upgrading access to the District's critical infrastructure. This year, we'll focus on some of our shorter access roads, and capitalize on the use of the Loader / Box-scraper listed as the replacement unit for our old Backhoe. This line item will cover materials, and minor equipment rental.</p>	\$40,000



25.	<p><b>Computer Software/ Equipment –</b>                  The Corporation yard's PC's are overdue for replacement, as we have extended their useful life to its fullest. In addition to the age of our computers, the majority of them are functioning on an operating system that is no longer supported by Microsoft. This line item includes purchase of PC's, installation of the latest operating system, and two replacement monitors.</p>	\$11,000
26.	<p><b>Flail Mower Replacement –</b>                  The district's current easement mower has been in service for 9 years. The past two years has required extensive maintenance and costly repairs to keep it operational (we had to have the main spline straightened and balanced). The existing tractor &amp; mower return on investment (purchase vs rental) was seen this past year. This line item will replace the flail mower only.</p>	\$10,000
<b>SUB-TOTAL CAPITAL PROJECTS</b>		<b>\$2,416,300</b>
<b>RWWTP REHAB &amp; REPLACEMENT</b>		<b>\$1,307,000</b>
<b>TOTAL 14/15 CAPITAL</b>		<b>\$3,723,300</b>



## PERSONNEL CLASSIFICATIONS



JOB TITLES BY DEPARTMENTS	ID CODE	Approved Positions	Filled Positions
<b><u>Administrative Services</u></b>			
General Manager/Secretary to the Board	GM	1	1
Administrative Services Manager	ASM	1	1
Administrative Services Assistant III	ASA	(a)	0
Administrative Services Assistant II	ASA	(a)	1
Administrative Services Assistant I	ASA	3 (c)	2
ASD Total		5	5
<b><u>Technical Services</u></b>			
District Engineer	DE	1	1
Technical Services Manager	TSD	1(b)	0
Engineering Technician II	ET2	(a)	0
Inspector II	INSP2	(a)	1
Field Services Technician	FST	1	1
Inspector I	INSP1	2	1
Engineering Technician I	ET1	2	1
TSD Total		7	5
<b><u>Field Services</u></b>			
Superintendent	SUP	1	1
Assistant Superintendent	AS	1(b)	1
Field Services Manager	FSM	1	1
Field Supervisor	FS	1	0
Leadworker	LW	3	3
Maintenance Worker II	MW2	(a)	6
Maintenance Worker I	MW1	8	2
FSD Total		14	14
<b><u>Temporary/Part-time (b)</u></b>			
Board of Directors	EO	5	5
District Legal Counsel	DC	1	1
Laborers I/II/III	TL	4(d)	0
Project Manager	PM	2(d)	0
Total Temporary Positions		12	6
<b>Total Authorized Positions</b>		<b>36</b>	<b>30</b>
(a) Promotional			
(b) Temporary Full-time position (move TSM to AS)			
(c) one part-time (less than 34 hrs/wk- with benefits)			
(d) temporary- less than 1000hrs/yr (no benefits)			

### 2014/15 SCHEDULE OF SALARY RANGE/STEPS - effective 07/01/14

#### SALARY - MONTHLY/HOURLY RATES

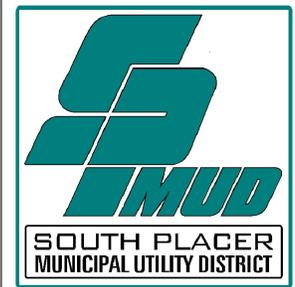
RANGE	ID	POSITION	STEPS (\$/MO)					
			A	B	C	D	E	F
9	TL I	Laborer I	12.53	13.15	13.81			
15	TL II	Laborer II	14.53	15.25	16.01			
21	TL III	Laborer III	16.85	17.69	18.57			
22	ASA I	Admin Svc. Asst I	2993	3143	3300	3465	3638	3729
29	MW1	Maint. Worker I	3557	3735	3922	4118	4324	4432
33	ASA II	Admin Svc. Asst II	3927	4123	4329	4546	4773	4892
34	MW2	Maint. Worker II	4025	4226	4438	4659	4892	5015
35	ET1	Eng'r. Tech. I	4126	4332	4548	4776	5015	5140
38	INS1	Inspector I	4443	4665	4898	5143	5400	5535
40	FST	Fac. Services Tech.	4668	4901	5146	5403	5674	5816
41	INS2	Inspector II	4784	5024	5275	5539	5816	5961
42	ASA III	Admin Svc. Asst III	4904	5149	5407	5677	5961	6110
43	LW	Lead Worker	5027	5278	5542	5819	6110	6263
44	ET2	Eng'r. Tech. II	5152	5410	5680	5964	6263	6419
50	FS	Field Supervisor	5975	6274	6588	6917	7263	7444





## RESOLUTION 09/06 - Exhibit A - Updated for Fiscal Year 2014-15

Fee Description	Fee Amount
District Hourly Bill-Out-Rate	\$106.00
Building Sewer Inspection	\$355.00
Building Sewer Inspection Repairs (Existing Customers)	\$105.00
Project Plan Check & Inspection Processing Fee	\$740 Deposit + District Costs
Tenant Improvement Processing Fee	\$210.00 + District Costs
Reconnect Fee per Ordinance 09-02	\$400
Annexation Deposit	N/A
Annexation Fee	
Single Parcel/Single Home	\$1,060
Large Annex (up to 50 acres)	\$3,710
Large Annex (More than 50 acres)	\$4,770
One-Time Discharge Permit	\$450 (minimum) + treatment costs
Tap - Mainline	\$1,165.00
Tap - Manhole	\$2,015.00
Participation Fee (Ord. 09-04)	\$9,157.00
Monthly Service Charge (Ord. 09-03)	\$28/EDU
Document Copy Fees	
~ Copy of 8.5 x 11 - 11 x 17	\$0.25
~ Copy 24 x 36	\$10.00
~ Copy GIS Document	\$50.00
~ Copy Electronic Files onto CD	\$50.00
Standard Specifications (Binder)	\$50.0; + \$6.50 if mailed
Master Plan (paper copy)	\$255
SSMP (Paper Copy)	\$50; + \$5.50 if mailed
Warranty TV/Flush Fee	6"- 15" \$1.60/ft; 15"+ \$2.25/ft,
Wastewater Discharge Permit	\$320 for initial permit; \$105 for renewal
Inspection Overtime Fee	\$320 for Weekday; \$850 for Nights/Weekends



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**  
5807 SPRINGVIEW DRIVE  
ROCKLIN, CA 95677



**Tel: 916-786-8555**



**Fax: 916-786-8553**



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**SALARIES & WAGES 12¢**

**EMPLOYEE BENEFITS 7¢**

**OPERATIONS 8¢**

**SEWAGE TREATMENT 42¢**

**DEPRECIATION 7¢**

**CAPITAL 24¢**



**HOW YOUR BUDGET DOLLAR IS SPENT**