



## SPMUD BOARD OF DIRECTORS

**REGULAR MEETING: 4:30PM**

**September 4, 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. 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 17]

ACTION: (Voice vote)

***Motion to approve the consent items for the August 7, 2014 meeting***

1. MINUTES from the August 7, 2014 Regular Board Meeting.
2. MINUTES from the August 18, 2014 Special Board Meeting.
3. ACCOUNTS PAYABLE in the amount of \$231,772.51 through August 28<sup>th</sup>, 2014.
4. MONTHLY INVESTMENT REPORT with the Local Agency Investment Fund balance in the amount of \$7,496,263.60 average interest of 0.22%; the Placer County Treasury Fund balance in the amount of \$34,815,533.28, average interest of 1.137%; and the Checking Account Balance at US Bank in the amount of \$1,693,752.51 through August 28<sup>th</sup>, 2014.

#### 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 RECEIVING GENERAL MANAGER'S REPORT ON THE STRATEGIC PLAN SIMI-ANNUAL REPORT CARD

[pg 18 to 31]

ACTION REQUESTED: (none)

***Hear Report and Comment***

GENERAL MANAGER'S REPORT:

Attached is the 6 month status report on the District's Strategic Plan. Included in the attachment is my GM report, a summary of the strategic goals, the objectives priority and an "At-A-Glance Report Card", color coded for easy review.

### 2. CONSIDERATION OF AN AGREEMENT TO DEFER PAYMENT OF PARTICIPATION FEE

[pg 32 to 36]

ACTION REQUESTED: (Voice vote)

***Motion to Approve an Agreement to Defer Payment of Participation Fees with John Foggy***

GENERAL MANAGER'S REPORT:

John Foggy, owner of Rocklin 65 Commerce Center has requested a deferred payment agreement (Attached) for tenant improvements completed on Lot 26/Bldg 29 (a 56,000 sf empty shell converted to a private school) and now owes the District \$171,510.61. The terms will be twenty quarterly payments of \$9440.71 at 4.667% per Res. 13-08. The District will collect an additional \$31,466 in monthly service charges and \$17,303 in interest over the life of the agreement. Staff is recommending that the Board approve this agreement.

### 3. CONSIDERATION OF A RESOLUTION CREATING THE LOOMIS DIVERSION SEWER SPECIAL BENEFIT AREA

[pg 37 to 39]

ACTION REQUESTED: (Roll Call Vote)

***Motion to Adopt Resolution 14-10: A Resolution Creating the Loomis Diversion Sewer Special Benefit Area (LDSBA)***

GENERAL MANAGER'S REPORT:

This item was discussed by the Board at its regular meeting in August and included the establishment of the terms and conditions of Project Related Participation Fee (PRPF). I've removed the establishment of the

PRPF terms from this resolution until we have better project costs; this resolution only establishes the benefit area boundary. This step is critical in order for the District to allow continued development in the northern reaches of the District before the Loomis Diversion Trunk Sewer project is completed. Staff is recommending that the Board approve this resolution.

## **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 40 to 45]

1. Attorney (A. Brown)
2. Superintendent (J. Allen)
3. General Manager (C. Clark)
  - 1) FSD, ASD & TSD Reports
  - 2) 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 its next regular meeting on October 2, 2014.

**BOARD MINUTES  
SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
Regular	District Office	August 7 <sup>th</sup> , 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, Vic Markey, Jerry Mitchell, John Murdock, Jim Williams

Absent: None

Vacant: None

Staff: Charles Clark, General Manager, Secretary of the District  
Jody Allen, Superintendent  
Joanna Belanger, Administrative Services Manager  
Adam Brown, Legal Counsel  
Eric Nielsen, District Engineer  
Sam Rose, Technical Services Manager

Others: Rick Angelocci, Town Manager of Loomis  
Curtis Miller, Butler & English Colony resident  
Joe Burkhardt, Butler & English Colony resident  
Pat Cannon, Taylor Rd, Loomis resident

**III. PLEDGE OF ALLEGIANCE:** Vic Markey led the Pledge of Allegiance.

**IV. PUBLIC COMMENTS:** President Williams opened the Public Comments. General Manager Clark indicated that a written request for annexation had been received from Curtis Miller and Joe Burkhardt, owner of Curtis Miller Citrus Grove at Butler & English Colony in Penryn across from the grade school in Loomis. He stated that he has acreage within the District and would like to annex further acreage into the District. Mr. Burkhardt has over 40 acres that he would like to also be annexed into the District. He stated that they would like to have sewer to their property. He indicated that he had gone through this process in the past for his other property. He has checked with LAFCO, and they want to confirm their property is within the District, and ensure if this can be requested to hook on to the District sewer. He is ready to divide up his property and is asking whether the District would support the mainline, whether it would require one or two pump stations. If the District agrees to annex his property will the District support the zoning of his parcel?

GM Clark responded to Mr. Miller’s statement, adding that until the application process is completed the District cannot take any action. He suggested that both Mr. Miller and Mr. Burkhardt need to apply to LAFCO. He further stated that once the application process is completed the Board would then have the ability to act upon the request. LAFCO processes the application for annexation and accepts the fees for annexation. At that time the Board will respond to the request. Director Dickinson stated that the Board does have a concern of capacity in the area which may affect the Districts ability to annex properties. President Williams stated that any parcel maps they may submit to the County will have to meet the conditions of demonstrating that they have sewer service available to the property. Mr. Miller thanked the Board for their responses and stated once all was approved they would be starting to build immediately.

Sue Stack, resident in Newcastle wanted to bring to the attention of the Board a new Fire Station being planned in Newcastle, and an apparent relocation of the SPMUD sewer line will be necessary.

Some disagreement in the community in how they will comply with CEQA for this project, no CEQA documents published in the Community, and the people in the community want to participate in this project. In the event that the Fire Department comes to the District, she would like to ensure that the District considers that they have not noticed the community. GM Clark stated that SPMUD is not a land use agency, and does not approve the CEQA. Ms. Stack stated that the Fire District is an elected body and they are the lead agency on the project not the County. Legal Counsel Brown stated that staff would review. Hearing no further comments, President Williams closed the public comments.

#### **V. CONSENT ITEMS:**

1. MINUTES from the July 10, 2014 Regular Board Meeting.
2. ACCOUNTS PAYABLE in the amount of \$426,417.50 & \$107,431.34 through July 31<sup>st</sup>, 2014.
3. MONTHLY INVESTMENT REPORT with the Local Agency Investment Fund balance in the amount of \$7,492,499.62 average interest of 0.23%; the Placer County Treasury Fund balance in the amount of \$34,781,943.96, average interest of 1.53%; and the Checking Account Balance at US Bank in the amount of \$2,572,181.39 through July 31<sup>st</sup>, 2014.

Director Dickinson made a motion to approve all items on the consent calendar, the motion carried 5-0.

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

##### **1. Consideration of Resolution 14-06 amending the District's Conflict of Interest Code:**

Legal Counsel Brown stated that there were no major changes made in his review. Director Mitchell asked if the District was late in reviewing this document. GM Clark stated that it isn't due to be submitted to the County until October 1st. Director Murdock made a motion to adopt Resolution 14-06 as presented, the motion carried with a roll-call vote 5-0.

##### **2. Consideration of Resolution 14-07 approving the SPMUD Sewer System Management Plan (SSMP):**

GM Clark indicated that the Sewer System Management Plan (SSMP) must be adopted every five years. The document is audited every year, but the Board is required to hear and approve the plan. Assistant Superintendent Sam Rose presented a short power point presentation to the Board reviewing the elements that are included within the Management Plan (SSMP). Director Mitchell asked about the self-auditing process. Asst. Superintendent Rose stated that the district is required to complete documented self-audit every two years to identify any problems or compliance issues, including effectiveness of programs. Director Mitchell asked about the after-hours call process, Asst. Superintendent Rose explained the phone system process and how the call back occurs to give the customer immediate assistance in the event of blockages or sewer spills.

Director Mitchell asked a number of clarification questions regarding the overflow plan for SSO's, training provided and how records of spills are maintained and documented. Assistant Superintendent Rose indicated that staff is continuously trained on overflow responses and the SSO documentation process. Director Mitchell asked about any coordination with other agencies for equipment in the event of large spills. Assistant Superintendent Rose stated that the District has informal agreements with surrounding agencies and also participates in the CALWARN system to stay current on any situations occurring in the County.

Director Murdock asked if we have simulation training for SSO's, GM Clark indicated that tabletop exercises are conducted on a regular basis along with evaluation and review of other entities spills. Lessons are learned from spills and procedures are modified as necessary, to ensure containment and spill estimations are conducted. Director Mitchell made a motion to adopt Resolution 14-07 as presented, the motion carried with a roll-call vote 5-0.

**3. Consideration of Resolution 14-08 approving the disposal of surplus items:** GM Clark introduced Resolution 14-07, stating that the surplus items listed have either exceeded their useful service life or are no longer operable and therefore the recommendation is to surplus the items. Director Dickinson made a motion to approve Resolution 14-07, the motion carried with a roll-call vote 5-0.

**4. Consideration of Proposal to create a Loomis Diversion Sewer Special Benefit area:** GM Clark began a discussion of the proposed Loomis Diversion Sewer Special Benefit area. He reported that with the capacity issues for the Lower Loomis trunk. The 2009 State permit requires the District to reserve capacity for potential storm events. The design storm event is more substantial than that used in the past. The East Loomis Trunk solution is to construct a diversion line under I-80 behind Raley's in Loomis. There is a sense of urgency with the Town of Loomis and developers in Loomis. The sewer will be designed to meet storm standards and will be 15 to 18 inches; with the interim solution to line the existing Lower Loomis sewer to give a little extra capacity and reduce the capacity reserved for storm events on a temporary basis to allow development to use the line on an interim basis. We will need to implement an increased monitoring program to watch the line closely. Director Dickinson asked why this is a temporary basis, when it's a permanent fixed liner. GM Clark indicated that the liner increases the useful life and adds 100 or so EDU's of capacity. He further stated that the long term fix is to take the 1100 EDU's north of Boyington and divert their flows into the diversion line, to open up capacity. The 'temporary' basis relates to the use of a smaller storm capacity for the Lower Loomis sewer. As soon as the diversion line is constructed the line will revert back to the regular storm capacity.

Director Dickinson stated that we haven't yet got to the solution of the Loomis Diversion line yet and we should take one step at a time. He asked if we claim that extra capacity, by using the different standard, how long we can do that – GM Clark indicated the Board would need to take that additional risk until the Loomis Diversion Trunk is completed and staff will need to monitor the pipe flows closely. President Williams stated that this pipe is one of our oldest and part of our maintenance projects; the question is really how many more permits adding capacity are we willing to issue. We have to remember that in Newcastle we do have an ability to store sewer. GM Clark stated that this philosophy (the small storm capacity) is a concept that has been accepted and is being used in other agencies until they can make their corrections. There is an additional risk, but we believe we can manage it. Further discussion ensued regarding the process of monitoring emergencies, controlled pumping etc. during rain events. A map of the Lower Loomis area was displayed, showing the three phases of the diversion line. GM Clark indicated that staff is working on the Loomis Pipe Liner project for the 3 miles of 10" pipe; with maintenance crews completing repair work ahead of the Liner project to be awarded in October.

GM Clark explained the process for allowing additional flows into the Lower Loomis trunk, is contingent on the Town of Loomis completing the CEQA, which they can't complete until they receive the engineering report from the district. He suggested that the district needs to devise a method of funding for this project. He stated that he would recommend the creation of a Special Benefit Area creating

additional fees for future development and essentially paying back the district for the work. The discussions continued with alternatives and conceptual ideas on how the project may be funded, and how the district might recoup the large expense of this proposed project, at the same time as offering a reasonable hook-up price for new development in the future. Director Mitchell asked if in the current situation with limited capacity the district is operating on a first come first served basis. GM Clark stated that that is the way the district has always operated, and that during rain storms the district will monitor flows continuously.

Town Manager of Loomis, Rick Angelocci addressed the Board providing an update of the town's progress towards having CEQA completed. He indicated that on 08/12/14 the Town Council had a scheduled meeting, where they would be awarding the environmental contract for the diversion line. He further indicated that developers for the two major developments in Loomis were paying the cost of the environmental work. The Town has received an application for 300 single and multi-family homes for the Village. A further application is being prepared for several hundred single family homes for Turtle Island, the Penryn apartments appears to be completing paperwork with Placer County for single family homes in what was the Penryn 150 project.

Director Dickinson asked if any members of the Public have shown interest and are they going to be supportive of this project. Town Manager Angelocci indicated that he didn't anticipate opposition, stating that at this point no testimony against the project has been received at Town meetings that have occurred to date.

Loomis Resident Pat Cannon stated he has property on Taylor road, and has an application at the Town of Loomis, he stated that it's very important that this project moves forward. He stated that he has a tentative map that is approved and that he would like the Board to look at this very important project to ensure that adequate capacity is created for the future of Loomis.

Director Dickinson asked a number of questions the proposed project. He asked for clarification of the potential additional EDU capacity this pipe might add – GM Clark indicated he would get an accurate number for a future meeting. Director Dickinson questioned if the size of the project may be something to explore, looking at alternatives and ways to save costs. GM Clark stated the System Evaluation & Capacity Assurance Plan (SECAP) will address the modelling challenges of this type of project. Director Dickinson asked where the reserve funds came from and what were the funds intended to be used for, GM Clark stated the funds will come from depreciation and from new development for upsizing pipes. The funds are now customer funds for replacement and upsizing of the pipes, we eventually need to replace the old system. Director Dickinson asked if other parties are willing to pre-pay for capacity if the proposed repayment schedule isn't utilized. GM Clark stated that there may be negotiated partial credit of fees for parties paying up front, or incentives of no interest payments. Director Dickinson asked if the County continues to be informed of this project at the County Executive Office level. President Williams stated that it may be a good idea to invite them to one of the 2x2 meetings. He further stated that we are putting funds aside for replacement and repair, and in any of these instances we have financed the projects, we have always recaptured the funds in fees. We have motivation to look for a solution that gets participation, we must figure out capacity for the entire system.

Director Dickinson stated that we should look outside of the box, SMD2 was built based upon parcel fees, it might be something to consider, and something to throw out to the voters, particularly if the expense turns out to be considerably higher than we anticipate at this point. The board agreed that the concepts for the project look good at this point, there was no action taken.

**VII. REPORTS:**

**1. District Legal Counsel (A. Brown):** Legal Counsel Brown had nothing further to report.

**2. Superintendent (J. Allen):** Superintendent Allen stated that the SSMP is a critical component blended in with the goals of the strategic plan for the district.

**3. General Manager (C. Clark):**

**A. ASD, FSD & TSD Reports:** GM Clark indicated that ASD, FSD and TSD reports were included in the materials, and that staff was available to answer any questions from the Board.

**B. Information Items:** GM Clark indicated that Sam conducted training for members of the State Water Board. He asked if the board would like to see a demonstration/simulation of some of the equipment at the October board meeting, starting at 4:00 p.m. to meet and greet the employees and talk with them about what they do in the field. An August 12<sup>th</sup> meeting was scheduled for a fee committee meeting.

**4. Directors Comments:** Director Mitchell stated that he had participated in the CSDA harassment webinar and that he would like the board to be aware of the potential liability to adhere to the requirements of SB292/AB1825 which address more than sexual harassment, hostility in the workplace, discrimination and ethnicity problems. He wanted to ensure that documented training continues to ensure that the district is in compliance. He asked Legal Counsel Brown to ensure if there is anything further we should be doing.

**VIII. ADJOURNMENT**

The meeting was adjourned at 6:30 p.m. to the next regularly scheduled meeting on September 4<sup>th</sup>, 2014 at 4:30 p.m.



Charles W. Clark, Secretary of the District

**BOARD MINUTES  
SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
Special	District Office	August 18, 2014	4:30 p.m.

**I. CALL MEETING TO ORDER:** A Special Meeting of the South Placer Municipal Utility District Board of Directors was called to order with President Williams presiding at 4:00 p.m.

**II. ROLL CALL OF DIRECTORS:**

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

Absent: Will Dickinson

Vacant: None

Staff: Charles Clark, General Manager, Secretary of the District  
Jody Allen, Superintendent  
Adam Brown, Legal Counsel  
Sam Rose, Assist. Superintendent

Others: None

**III. PLEDGE OF ALLEGIANCE:** President Williams led the Pledge of Allegiance.

**IV. PUBLIC COMMENTS:** President Williams opened the Public Comments. Hearing no comments, President Williams closed the public comments.

**V. BOARD BUSINESS:**

**1. Consideration of Resolution 14-09 appointing Ward 2 & 3 Board Director positions:**  
General Manager Clark introduced this item explaining that in accordance with the new rules of Public Utilities Code Section 11852.5, the Placer County Elections Office has notified the District that only one person has filed for both Ward 2 & 3 Director positions which are up for election for the November 4<sup>th</sup>, 2014 statewide general election. He indicated that in circumstances where this occurs the MUD Act now allows a Board seven days to appoint board members and avoid the costs of an election. This saves the District approximately \$36,000 in election fees. Director Mitchell made a motion to adopt Resolution 14-09, and appoint Will Dickinson, Ward 2 and John Murdock, Ward 3 Board Directors for the South Placer Municipal Utility District as presented in the Resolution, the motion carried with a roll-call vote 4-0.

**VI. REPORTS:**

**Directors Comments:** No Director comments.

**VIII. ADJOURNMENT**

The meeting was adjourned at 4:05 p.m. to the next regularly scheduled meeting on September 4<sup>th</sup>, 2014 at 4:30 p.m.



Charles W. Clark, Secretary of the District



South Placer Municipal Utility District, CA

# Check Report

By Check Number

Date Range: 08/01/2014 - 08/28/2014

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
1401	Batishev, Vitaly	08/05/2014	Regular	0.00	83.07	4952
1402	Bigley, Richard	08/05/2014	Regular	0.00	28.00	4953
1404	Federal National Mortgage	08/05/2014	Regular	0.00	42.93	4954
1369	Gaymond Lee Realtors	08/05/2014	Regular	0.00	8.40	4955
1405	Gratterola, Ronald G.	08/05/2014	Regular	0.00	5.57	4956
1406	Greutert, Timothy C.	08/05/2014	Regular	0.00	83.96	4957
1407	Howard Jr., Vernon J.	08/05/2014	Regular	0.00	235.07	4958
1408	Johnson, James R.	08/05/2014	Regular	0.00	84.00	4959
1409	Labudak, Anthony J.	08/05/2014	Regular	0.00	159.33	4960
1410	Madson, Ambrocia Maria	08/05/2014	Regular	0.00	24.27	4961
1411	Manzer, David M.	08/05/2014	Regular	0.00	6.53	4962
1412	McLemore, Jeffrey & Angelica Ortiz	08/05/2014	Regular	0.00	84.00	4963
1413	Merrill, James & Rosemary	08/05/2014	Regular	0.00	84.00	4964
1414	Naranjo, Matthew	08/05/2014	Regular	0.00	84.88	4965
1415	Ogden, John	08/05/2014	Regular	0.00	83.06	4966
1416	Pahler, Karen S. & Richard A.	08/05/2014	Regular	0.00	84.00	4967
P019	Peterson, Leland	08/05/2014	Regular	0.00	126.00	4968
1418	Rogers, William R. & Lucy Balda	08/05/2014	Regular	0.00	15.86	4969
1419	Romo, Antonio C.	08/05/2014	Regular	0.00	145.60	4970
R016	Rosen, Daniel	08/05/2014	Regular	0.00	78.00	4971
1421	Royce, Jason & Christine O'Conner	08/05/2014	Regular	0.00	84.00	4972
1423	Schnitzler, Eric	08/05/2014	Regular	0.00	172.93	4973
1422	Schwartz Jr., Charles F.	08/05/2014	Regular	0.00	169.87	4974
S023	SHEARER, JOHN	08/05/2014	Regular	0.00	84.00	4975
S003	Standard Pacific	08/05/2014	Regular	0.00	252.00	4976
1425	Tash, Patricia J.	08/05/2014	Regular	0.00	67.17	4977
1427	Taylor, Richard A.	08/05/2014	Regular	0.00	83.07	4978
1426	Taylor, Richard J.	08/05/2014	Regular	0.00	98.47	4979
1428	Traversi, Steven	08/05/2014	Regular	0.00	20.53	4980
1429	Valle, Denis A.	08/05/2014	Regular	0.00	25.13	4981
1022	AT&T	08/12/2014	Regular	0.00	179.75	4983
1023	AT&T	08/12/2014	Regular	0.00	37.14	4984
1004	AT&T	08/12/2014	Regular	0.00	72.54	4985
1026	AUS Sacramento MC Lockbox	08/12/2014	Regular	0.00	840.87	4986
1058	Carquest Auto Parts	08/12/2014	Regular	0.00	391.01	4987
1070	Clean It Janitorial Service LLC	08/12/2014	Regular	0.00	459.00	4988
1077	County of Placer	08/12/2014	Regular	0.00	40,944.04	4989
1086	Dataprose	08/12/2014	Regular	0.00	12,756.58	4990
1087	Dawson Oil Co.	08/12/2014	Regular	0.00	320.90	4991
1088	Dell Business Credit	08/12/2014	Regular	0.00	9,682.18	4992
1108	Everything Radios, Inc.	08/12/2014	Regular	0.00	230.00	4993
1340	Grainger	08/12/2014	Regular	0.00	255.45	4994
1140	Holt of California	08/12/2014	Regular	0.00	3,308.85	4995
1143	Inch's Tooling & Machining	08/12/2014	Regular	0.00	375.00	4996
1146	InSight Mobile Data Inc.	08/12/2014	Regular	0.00	330.00	4997
1171	Johnson Petroleum Construction	08/12/2014	Regular	0.00	2,360.45	4998
1173	KBA Docusys	08/12/2014	Regular	0.00	160.54	4999
1175	Kee & Associates	08/12/2014	Regular	0.00	1,520.00	5000
1179	Landgraf's Mobile Mix Concrete	08/12/2014	Regular	0.00	779.38	5001
1232	Pitney Bowes, Inc.	08/12/2014	Regular	0.00	26.86	5002
1287	Sierra Safety	08/12/2014	Regular	0.00	468.01	5003
1333	SPOK, Inc.	08/12/2014	Regular	0.00	26.32	5004
1297	Stanley Convergent Security Solutions, Inc.	08/12/2014	Regular	0.00	25.00	5005
1299	Staples Contract & Commercial	08/12/2014	Regular	0.00	289.65	5006

Check Report

Date Range: 08/01/2014 - 08/28/2014

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1310	Tecdata, Inc.	08/12/2014	Regular	0.00	3,043.88	5007
1325	Tyler Technologies, Inc.	08/12/2014	Regular	0.00	9,904.54	5008
1364	United Site Services	08/12/2014	Regular	0.00	120.47	5009
1338	Verizon Wireless	08/12/2014	Regular	0.00	293.05	5010
1339	Vulcan Materials Co.	08/12/2014	Regular	0.00	585.75	5011
1347	Wester Placer Waste Management Authority	08/12/2014	Regular	0.00	458.20	5012
1021	ARC	08/12/2014	Regular	0.00	100.32	5014
1116	First US Community Credit	08/15/2014	Regular	0.00	70.00	5015
1128	Golden 1 Credit Union	08/15/2014	Regular	0.00	1,447.36	5016
	**Void**	08/19/2014	Regular	0.00	0.00	5017
1103	Employment Development Department	08/19/2014	Regular	0.00	1,747.00	5018
1108	Everything Radios, Inc.	08/19/2014	Regular	0.00	726.25	5019
1120	Gary Gibson	08/19/2014	Regular	0.00	250.00	5020
1139	Hill Rivkins Brown & Associates	08/19/2014	Regular	0.00	3,296.80	5021
1199	Meek's Lumber & Hardware	08/19/2014	Regular	0.00	67.56	5022
1221	PG&E	08/19/2014	Regular	0.00	1,241.15	5023
1244	Preferred Alliance	08/19/2014	Regular	0.00	155.26	5024
1430	Rocklin Glass & Mirror	08/19/2014	Regular	0.00	207.90	5025
1266	Rocklin Hydraulics	08/19/2014	Regular	0.00	34.42	5026
1299	Staples Contract & Commercial	08/19/2014	Regular	0.00	226.76	5027
1073	Consolidated Communications	08/19/2014	Regular	0.00	1,020.87	5028
1433	American Traffic Safety Services Association	08/25/2014	Regular	0.00	125.00	5029
1051	California Service Tool, Inc.	08/25/2014	Regular	0.00	28,204.20	5030
1072	Concern	08/25/2014	Regular	0.00	3,700.00	5031
1074	Corbin Willits Systems	08/25/2014	Regular	0.00	1,099.80	5032
1340	Grainger	08/25/2014	Regular	0.00	165.89	5033
1163	Joe Gonzalez Trucking, LLC.	08/25/2014	Regular	0.00	960.11	5034
1188	Lucity, Inc.	08/25/2014	Regular	0.00	1,150.00	5035
1290	Spec-West, Inc.	08/25/2014	Regular	0.00	53.25	5036
1299	Staples Contract & Commercial	08/25/2014	Regular	0.00	247.24	5037
1343	Water Works Engineers, LLC	08/25/2014	Regular	0.00	8,140.34	5038
1360	Bob Murray & Associates	08/27/2014	Regular	0.00	2,873.80	5039
1175	Kee & Associates	08/27/2014	Regular	0.00	3,750.00	5040
1292	SPMUD Petty Cash	08/27/2014	Regular	0.00	97.33	5041
1325	Tyler Technologies, Inc.	08/27/2014	Regular	0.00	1,500.00	5042
1434	William Scribner	08/27/2014	Regular	0.00	479.71	5043
1015	American Fidelity Assurance	08/27/2014	Regular	0.00	1,063.83	5044
1128	Golden 1 Credit Union	08/27/2014	Regular	0.00	1,447.36	5045
1240	Placer County Personnel	08/27/2014	Regular	0.00	3,255.48	5046
1246	Prudential Municipal Pool	08/27/2014	Regular	0.00	147.70	5047
1045	Cal Pers 457 Plan (EFT)	08/15/2014	Bank Draft	0.00	500.00	DFT0000465
1135	Hartford Mgt. (EFT)	08/15/2014	Bank Draft	0.00	4,340.00	DFT0000466
1229	Pers (EFT)	08/15/2014	Bank Draft	0.00	66.65	DFT0000467
1229	Pers (EFT)	08/15/2014	Bank Draft	0.00	311.19	DFT0000468
1229	Pers (EFT)	08/15/2014	Bank Draft	0.00	649.33	DFT0000469
1229	Pers (EFT)	08/15/2014	Bank Draft	0.00	3,889.84	DFT0000470
1229	Pers (EFT)	08/15/2014	Bank Draft	0.00	8,115.66	DFT0000471
1229	Pers (EFT)	08/15/2014	Bank Draft	0.00	374.87	DFT0000472
1229	Pers (EFT)	08/15/2014	Bank Draft	0.00	590.79	DFT0000473
1229	Pers (EFT)	08/15/2014	Bank Draft	0.00	612.87	DFT0000474
1229	Pers (EFT)	08/15/2014	Bank Draft	0.00	612.87	DFT0000475
1149	Internal Revenue Service	08/15/2014	Bank Draft	0.00	8,513.54	DFT0000476
1098	EDD (EFT)	08/15/2014	Bank Draft	0.00	2,233.44	DFT0000477
1098	EDD (EFT)	08/15/2014	Bank Draft	0.00	622.22	DFT0000478
1149	Internal Revenue Service	08/15/2014	Bank Draft	0.00	1,991.08	DFT0000479
1149	Internal Revenue Service	08/15/2014	Bank Draft	0.00	6,553.57	DFT0000480

Check Report

Date Range: 08/01/2014 - 08/28/2014

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Payment Date</b>	<b>Payment Type</b>	<b>Discount Amount</b>	<b>Payment Amount</b>	<b>Number</b>
1230	Pers (EFT)	08/27/2014	Bank Draft	0.00	29,892.79	DFT0000557

Bank Code AP Bank Summary

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	140	93	0.00	161,901.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	17	17	0.00	69,870.71
EFT's	0	0	0.00	0.00
	<b>157</b>	<b>111</b>	<b>0.00</b>	<b>231,772.51</b>

### Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	8/2014	231,772.51
			<u>231,772.51</u>



South Placer Municipal Utility District, CA

# Detail Report Account Summary

Date Range: 08/01/2014 - 08/28/2014

Account	Name	Beginning Balance	Total Activity	Ending Balance
<b>Fund: 100 - GENERAL FUND</b>				
<a href="#">100-11006</a>	CASH ACCOUNT - US BANK	2,107,702.32	-326,285.67	1,781,416.65
<a href="#">100-20001</a>	ACCOUNTS PAYABLE	-42,846.97	44,050.66	1,203.69
<a href="#">100-21001</a>	FEDERAL WITHHOLDING	6,886.97	-6,877.95	9.02
<a href="#">100-21002</a>	STATE WITHHOLDING	2,334.43	-2,332.05	2.38
<a href="#">100-21009</a>	PY CORRECTION LIABILITY	-332.28	332.28	0.00
<a href="#">100-21010</a>	ACCRUED SALARIES	-59,705.41	0.00	-59,705.41
<a href="#">100-21012</a>	ACCRUED FICA	892.13	-10,381.48	-9,489.35
<a href="#">100-21013</a>	ACCRUED SUPPLEMENTAL INSURANCE	-448.39	-0.09	-448.48
<a href="#">100-21014</a>	ACCRUED SDI	678.89	-678.53	0.36
<a href="#">100-21016</a>	ACCRUED PERS LIABILITY	3,919.61	-15,224.07	-11,304.46
<a href="#">100-21018</a>	ACCRUED INSURANCE LIABILITY	-66,758.84	1,572.53	-65,186.31
<a href="#">100-21019</a>	ACCRUED DEFERRED COMP LIABILITY	3,040.00	-4,590.00	-1,550.00
<a href="#">100-23101</a>	REFUND CLEARING ACCOUNT	6,028.92	3,083.41	9,112.33
<a href="#">100-38000</a>	TRANSFER TO/FROM OTHER FUNDS	3,124,733.47	39,309.01	3,164,042.48
<a href="#">100-A02-50100</a>	SALARIES	34,047.77	29,435.05	63,482.82
<a href="#">100-A02-50201</a>	FICA - SOCIAL SECURITY	3,900.83	2,388.63	6,289.46
<a href="#">100-A02-50307</a>	RETIREMENT 457	1,425.00	950.00	2,375.00
<a href="#">100-A02-50401</a>	CALPERS RETIREMENT	5,769.91	6,030.10	11,800.01
<a href="#">100-A02-50901</a>	INSURANCE BENEFITS	25,754.79	7,023.22	32,778.01
<a href="#">100-A02-60101</a>	GENERAL OFFICE EXPENSE	989.43	583.79	1,573.22
<a href="#">100-A02-60201</a>	PROFESSIONAL SERVICES - ADMINISTRATION	6,762.91	10,323.80	17,086.71
<a href="#">100-A02-60601</a>	REPAIR/MAINTENANCE AGREEMENTS - ADMINISTRATION	1,910.11	1,099.80	3,009.91
<a href="#">100-A02-60901</a>	PRINTING/PUBLICATIONS -ADMINISTRATION	182.94	26.86	209.80
<a href="#">100-A02-61200</a>	LEGAL CONSULTANT SERVICES	0.00	3,296.80	3,296.80
<a href="#">100-A02-61400</a>	BILLING EXPENSE	14,035.82	72.30	14,108.12
<a href="#">100-F01-50100</a>	SALARIES	65,405.92	69,104.78	134,510.70
<a href="#">100-F01-50201</a>	FICA - SOCIAL SECURITY	7,682.59	5,269.83	12,952.42
<a href="#">100-F01-50307</a>	RETIREMENT 457	1,975.00	1,350.00	3,325.00
<a href="#">100-F01-50401</a>	RETIREMENT PERS	14,201.55	15,010.94	29,212.49
<a href="#">100-F01-50901</a>	INSURANCE BENEFITS	34,063.02	18,221.30	52,284.32
<a href="#">100-F01-60100</a>	OPERATING SUPPLIES/MAINTENANCE	5,029.91	42,396.78	47,426.69
<a href="#">100-F01-60400</a>	GAS & OIL - MAINTENANCE	4,337.33	2,360.45	6,697.78
<a href="#">100-F01-60500</a>	VEHICLE REPAIR/MAINTENANCE	1,811.06	34.42	1,845.48
<a href="#">100-F01-60700</a>	UTILITIES	10,282.68	3,310.12	13,592.80
<a href="#">100-F01-61000</a>	PROFESSIONAL DEVELOPMENT	204.00	150.03	354.03
<a href="#">100-F01-61101</a>	Uniforms Expense - Maintenance	840.87	603.46	1,444.33

Detail Report

Date Range: 08/01/2014 - 08/28/2014

Account	Name	Beginning Balance	Total Activity	Ending Balance
<a href="#">100-T03-50100</a>	SALARIES	35,285.89	36,419.90	71,705.79
<a href="#">100-T03-50201</a>	FICA - SOCIAL SECURITY	4,076.28	2,784.59	6,860.87
<a href="#">100-T03-50307</a>	RETIREMENT 457	1,200.00	800.00	2,000.00
<a href="#">100-T03-50401</a>	RETIREMENT PERS	7,600.67	8,048.06	15,648.73
<a href="#">100-T03-50901</a>	INSURANCE BENEFITS	18,424.25	8,975.56	27,399.81
<a href="#">100-T03-60202</a>	PROFESSIONAL SERVICES - OTHER	0.00	1,951.38	1,951.38
<b>Total Fund: 100 - GENERAL FUND:</b>		<b>5,393,325.38</b>	<b>0.00</b>	<b>5,393,325.38</b>
<b>Fund: 300 - CAPITAL OUTLAY</b>				
<a href="#">300-38000</a>	TRANSFER TO/FROM OTHER FUNDS	-3,124,733.47	-39,309.01	-3,164,042.48
<a href="#">300-A02-71203</a>	SOFTWARE UPGRADES	15,704.43	2,165.00	17,869.43
<a href="#">300-F01-71300</a>	CCTV REPLACEMENT	208,623.35	682.95	209,306.30
<a href="#">300-F01-71317</a>	REPLACEMENT OF MINI-CAMERAS	0.00	28,204.20	28,204.20
<a href="#">300-T03-71405</a>	SYSTEM REHABILITATION	40,617.37	116.52	40,733.89
<a href="#">300-T03-71409</a>	LOWER LOOMIS DIVERSION SEWER - PRELIM STUDY	0.00	8,140.34	8,140.34
<b>Total Fund: 300 - CAPITAL OUTLAY:</b>		<b>-2,859,788.32</b>	<b>0.00</b>	<b>-2,859,788.32</b>
<b>Grand Totals:</b>		<b>2,533,537.06</b>	<b>0.00</b>	<b>2,533,537.06</b>

### Fund Summary

<b>Fund</b>	<b>Beginning Balance</b>	<b>Total Activity</b>	<b>Ending Balance</b>
100 - GENERAL FUND	5,393,325.38	0.00	5,393,325.38
300 - CAPITAL OUTLAY	-2,859,788.32	0.00	-2,859,788.32
<b>Grand Total:</b>	<b>2,533,537.06</b>	<b>0.00</b>	<b>2,533,537.06</b>

**MONTHLY INVESTMENT REPORT**

**SOUTH PLACER MUNICIPAL  
UTILITY DISTRICT**

Local Agency Investment Fund  
As of August 31<sup>st</sup>, 2014 **\$7,496,263.60**

Average Interest for Month Ended  
July 31<sup>st</sup>, 2014 0.22%

Placer County Treasury  
As of July 31<sup>st</sup>, 2014 **\$34,815,533.28**

Effective Rate of Return for Month Ended  
July 31<sup>st</sup>, 2014 1.137%

Checking Account Balance (U.S. Bank)  
As of August 28<sup>th</sup>, 2014 **\$1,693,752.51**

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

**AGENDA ITEM #1**  
**SPMUD STAFF REPORT**

To: Board of Directors

From: Charley Clark, General Manager

Date: 09/04/14

Subject: Semi-annual Report Card for the Five-year Strategic Plan

This is the second report card for the SPMUD 2013-17 Strategic Planning efforts. As a customer owned utility, we are dedicated to protecting public health by providing quality sanitary sewer service while protecting and preserving our water environment and resources for future generations.

In order to accomplish our mission, while retaining focus on our vision but not compromising our core values, we are concentrating our energy on Eight Key Areas of Focus (KAOF). Each KAOF has specific goals we want to reach over this five-year planning period and are outlined in Attachment 1. Our objective priorities to accomplish these goals (broken down by responsible manager) are shown in Attachment 2. Attachment 3 is our September 2014 "Report Card" showing our progress.

The SPMUD management team is progressing to complete their objectives per their Work Plans; and is in the process of completing their performance plans to document and track the progress. Highlights include continued progress in implementing our new databases: Tyler (HR, Finance, Billing, Payroll, etc) and Lucity (asset mgmt, work-orders, GIS /mapping, and other operations functions); on schedule with sewer inspection and cleaning programs; no SSO's; upgrading our Web site; implemented new CCTV sewer inspection and reporting system; succession plan continues (new District Engineer, etc); the Loomis Basin improvements, and more...

I am requesting that the Board receive this "Report Card" on our progress toward meeting the Strategic Plan goals and objectives.

# AGENDA ITEM #1

## Attachment 1

### General Manager's Report - Strategic Plan 2013-17 Summary

#### Our Mission (The 3 – P's)

- **PROTECT** public health and the water environment.
- **PROVIDE** efficient and effective sanitary sewer service.
- **PREPARE** for the future.

#### Our Vision

*To be a reliable, efficient, innovative operations and maintenance organization that preserves and prolongs the life of our assets, resulting in sustainable, cost-effective customer services.*

#### Our Core Values

1. **INTEGRITY:** We will be trustworthy, truthful and honest.
2. **STEWARDSHIP:** We will be accountable and committed to responsible management and respect our environment.
3. **SERVICE:** We will be responsive, reliable and respectful; putting the needs of the District and customers first.
4. **QUALITY:** We will be dedicated to continuous improvement.

#### Key Areas of Focus & Desired Outcomes; Goals & Key Performance Indicators

##### **I. Customer Service:**

*Provide efficient and effective Sewer service that meets customer and stakeholder expectations.*

**GOAL 1.1:** Engage Customers to determine expectations

**GOAL 1.2:** Establish and meet Service Level(s) by Department.

**GOAL 1.3:** Build Business efficiencies.

**GOAL 1.4:** Improve Communications

##### **Key Performance Indicators**

*Overall customer satisfaction rate*

*Customer contact satisfaction rate*

##### **II. Watershed Management**

*Meet or surpass water quality, environmental, regulatory and public health standards, while maintaining the public trust.*

**GOAL 2.1:** Develop High Risk Facilities Master Plan

**GOAL 2.2:** Maintain Compliance with pertinent regulations

**GOAL 2.3:** Prevent and mitigate Sewer System Overflows (SSO)

**GOAL 2.4:** Maintain transparency with all District activities

##### **Key Performance Indicators**

*Are we in compliance with all Federal, State and Local regulatory requirements?*

##### **III. Infrastructure Management**

*Provide professional, technical, construction and engineering services that ensure the best possible facilities for the District now and in the future.*

**GOAL 3.1:** Plan all projects to ensure adherence to District standards and ordinances

**GOAL 3.2:** Provide Engineering and Design to optimize the Capital Improvement Program (CIP)

**GOAL 3.3:** Provide construction management to ensure the best possible facilities for the District

##### **Key Performance Indicators**

*Through an Annual review process, are District projects and process performing as designed and intended?*

## AGENDA ITEM #1

### **IV. Sewer System Maintenance**

*Maintain and improve the District's infrastructure in a cost effective manner to ensure delivery of reliable, high quality service now and in the future.*

**GOAL 4.1:** *Eliminate SSO's using the most efficient and effective methods and procedures for maintenance of sewer main pipes.*

**GOAL 4.2:** *Operate and maintain sewer appurtenances to provide functional, reliable, efficient and effective service life.*

**GOAL 4.3:** *Develop and implement a comprehensive customer service lateral maintenance program.*

**GOAL 4.4** *Reduce the impact of HFLS on Collection System Maintenance.*

#### **Key Performance Indicators**

*Are we in compliance with the State Waste Discharge Requirements (WDR) and have we met all established performance goals?*

### **V. Financial Stability**

*Manage the District's finances to support district needs and maintain reasonable wastewater rates.*

**Goal 5.1:** *Maintain sufficient Wastewater rates to meet regulatory requirements and customer expectations*

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

#### **Key Performance Indicators**

*Are wastewater rate increases at or below inflation rates? Are wastewater rates at or below the average of surrounding sanitary sewer agencies?*

*Has the District's service level been maintained without increased cost to our customers?*

### **VI. Workforce Planning**

*Ensure ample talent to do the District's work today and tomorrow.*

**Goal 6.1:** *Enhance Professional Development Programs to invest in District employees*

**Goal 6.2:** *Develop and implement competitive Compensation Programs*

**Goal 6.3:** *Continuously evaluate the organizational staffing needs for the District*

#### **Key Performance Indicators**

*Are District employees performing as required by Performance Plans?*

*Have we had voluntary participation in the Employee Training Programs?*

### **VII. District Growth**

*Embrace opportunities to grow to provide better protection for our watershed and cost effective service to our customers.*

**Goal 7.1:** *Work with Regional Partners and analyze growth opportunities*

#### **Key Performance Indicators**

*Has the District maintained open communication with Regional Agencies regarding services the District could provide?*

### **VIII. Information Technology**

*Evaluate, implement and integrate the various Information Systems that will best support the District's administrative, financial, technical, and field functions.*

**Goal 8.1:** *Develop IT Master Plan*

**Goal 8.2:** *Evaluate available Technology and Databases*

**Goal 8.3:** *Select, Implement and Integrate Databases*

**Goal 8.4:** *Continuously evaluate available technology to ensure efficient programs and processes*

#### **Key Performance Indicators**

*Has the IT Master Plan been successfully implemented?*

## AGENDA ITEM #1

<b>ATTACHMENT 2- OBJECTIVE PRIORITIES BY MANAGER</b>		
OBJ[I.D.]_MGR	Objectives	Priority
<b>G4.1-B_GG</b>	Inspect (CCTV) 400 miles of mainline piping	1
<b>G4.1-A_GG</b>	Hydro-flush (clean) 100% of the System - Hydro flush 10% of total system semi-annually	2
<b>G4.2-E_GG</b>	Maintain easements to ensure 100% year-round accessibility	3
<b>G2.1-A_GG</b>	<u>Document High-Risk Facilities (HRF)</u> 1. Creek Crossings 2. Lift Stations 3. Easement Roads 4. Parallel-Trunk Sewer 5. Flow Meter Sites 6. Storm Drain Systems	4
<b>G4.1-C_GG</b>	Perform (in-house) 175 repairs on mainline piping - Complete 35 repairs/yr	5
<b>G4.3-B_GG</b>	Ensure 100% of the service laterals have accessible PLCO's	6
<b>G4.3-C_GG</b>	Inspect 50% of the service laterals within the District	7
<b>G4.4-E_GG</b>	Develop and implement (In-House) Chemical Root Control Program	8
<b>G4.2-D_GG</b>	Inspect and document 100% of the manholes in our system	9
<b>G2.3-A_GG</b>	Continuously evaluate and improve upon Field processes	10
<b>G4.2-F_GG</b>	Improve efficiency of Plant processes and vehicle operation and maintenance	11
<b>G5.2-D_GG</b>	Assess vehicle and equipment lifecycle costs	12
<b>G1.3-C_GG</b>	Utilize GPS vehicle data to maximize vehicle lifecycles	13
<b>G8.2-G_JA</b>	Evaluate and prioritize SCADA Software Programs	1
<b>G8.2-C_JA</b>	Evaluate and prioritize CCTV Programs and Processes	2
<b>G8.3-C_JA</b>	Program needed changes to databases for CCTV programs and processes - 2014	3
<b>G6.3-A_JA</b>	Perform a GAP analysis as it relates to the District organization	4
<b>G6.3-C_JA</b>	Complete succession planning	5
<b>G8.2-F_JA</b>	Evaluate and prioritize Fuel database processes and fuel card options	6
<b>G1.4-D_JB</b>	Evaluate Radio Technology	7
<b>G2.1-B_JA</b>	Prioritize HRF by probability and risk	8
<b>G2.1-D_JA</b>	Identify improvement measures for each HRF	9

## AGENDA ITEM #1

OBJ.[I.D.]_MGR	Objectives	Priority
G2.1-C_JA	Develop SSO mitigation measures for each HRF	10
G2.1-E_JA	Produce written HRF Master Plan	11
G4.2-A_JA	Implement HRF Master Plan	12
G2.2-A_JA	<u>Identify and compile all applicable regulations that effect the Operations &amp; Maintenance of the Sewer System</u> 1. Federal Laws & Regulations 2. State Laws & Regulations 3. Placer County Laws & Regulations 4. Cities of Rocklin, Loomis & Roseville Laws & Regulations 5. South Placer Waste Water Authority Agreement and Regulations	13
G1.2-A_JA	Establish service level areas/categories by Department	14
G1.2-B_JA	Train staff on service level expectations	15
G1.2-C_JA	Develop method to ensure service levels are adequate	16
G2.2-B_JA	Establish departmental accountability for assurance of regulatory compliance	17
G1.3-D	Evaluate usage of card reader for fuel station	18
G8.3-A-c_JA	Program needed changes for SCADA integration - 2015	19
G2.2-C_JA	Flag regulatory changes that impact costs	20
G4.2-B	Evaluate Headquarters and Corporation Yard (Plant) Facilities	21
G4.2-C_JA	Install SCADA systems at 100% of the Remote Sites in our system	22
G8.3-A-f	Program needed changes to Fuel databases and Fuel Cards - 2015	23
G2.3-D_JA	Participate in CWEA and other Agency coordination/training	24
G8.4-A_JA	Subscribe to Journals and Participate with Association to stay current with the industry	25
G7.1-A_JA/CC	Evaluate surrounding Sewer operations to explore potential for growth by providing service at more reasonable rates	26
G7.1-B_JA/CC	Maintain open communication with Regional Agencies to keep abreast of Wastewater needs	27
G8.2-B_JB	Evaluate and prioritize MOMs Software for Accounts Payable, Receivables & General Ledger	1
G1.3-B_JB	Develop ability to accept credit cards over the phone, via the web and in the office	2
G1.1-B_JB	Redesign Website for better communication with stakeholders and customers	4
G2.4-A_JB	Post District activities and Public Information on the website	5
G8.3-B_JB	Program needed changes to databases for MOMS Software for Accounts Payable, Receivable & General Ledger -2014	6
G2.4-B_JB	Post improved information on website (Annual reports, Maintenance activities, FOG programs, Strategic planning information etc.)	7

## AGENDA ITEM #1

OBJ[I.D.]_MGR	Objectives	Priority
G2.4-C_JB	Create and post "Annual Report Card" of District activities	8
G2.4_D_JB	Perform additional Outreach within the Communities	9
G6.2-B_JB	Prepare alternative benefits packages to meet the changes from the Public Employee Pension Reform Act (PEPRA) which affect the cap on retirement salary and benefits	10
G1.3-E_JB	Standardize meeting formats and materials	11
G1.3-F_JB	Standardize electronic filing protocols	12
G5.2-C_JB	Develop detailed Reserve Fund allocation	12
G1.3-A_JB	Review and standardize Purchasing Policies and Practices	13
G1.4-C_JB	Evaluate Telephone technology	14
G1.4-E_JB	Investigate other technology for business communications	15
G1.3-G_JB	Establish paperless practices	16
G1.3-I_JB	Review Payroll and Time Entry processes	16
G6.1-A_JB	Develop Formal Employee Training Programs	17
G6.1-B_JB	Establish Community Based Internship Program	18
G6.1-C_JB	Inform Board Directors of Professional Development opportunities	19
G6.2-A_JB	Prepare Salary and Benefit surveys on a periodic basis in conjunction with the MOU negotiations process	20
G5.2-B_JB	Evaluate and prioritize Utility Billing processes and options available	21
G8.2-D_JB	Evaluate Utility Billing processes and options available - By 3rd Qtr 2015	22
G8.3-D_JB	Program needed changes to databases for Utility Billing processes - 2015	23
G5.2-A_JB	Explore and analyze investment options, to optimize financial growth	24
G1.4-A_JB	Add Email contact information for customers to enhance communication	25
G1.4-B_JB	Establish Departmental communication protocols	26
G1.3-H_JB	Standardize file naming conventions	27
G1.1-A_JB	Develop/Implement a tracking system by type of customer	27
G8.1-A_SR	Using Consultants produce formal IT Master Plan	1
G8.2-A_SR	Evaluate and prioritize CMMS Software Programs - 4th Qtr 2014	2
G5.1-A_SR	Evaluate the fee structure policy to optimize fairness to customers	3
G1.4-F_SR	Relationships with other agencies for permitting processes	4

## AGENDA ITEM #1

OBJ[I.D.]_MGR	Objectives	Priority
G8.3-A-a_SR	Program needed changes to databases for CMMS Software Programs 2015	5
G8.3-A_SR	Program needed changes to databases for GIS programs and processes - 2015	6
G8.2-E_SR	Evaluate and prioritize GIS Program and Processes	7
G3.1-A_SR	Plan Check all projects to ensure adherence to District standards and ordinances	8
G3.2-A_SR	Design Capital Improvement Projects to minimize lifecycle costs of District Assets	9
G3.1-B_SR	Respond to Plan Check and will serve requests in 10 working days with 95% success rate	10
G3.3-A_SR	Provide Construction Management for Capital Improvement projects to complete the planning process and ensure adherence to District standards	11
G3.3-B_SR	Ensure Development Projects are completed in accordance with approved plans and District standards	12
G3.2-B_SR	Update Master Plan, Including System Flow Model by Second Quarter FY 15	13
G8.4-C_SR	Establish an IT support Program	14
G4.4-C_SR	Complete implementation of Commercial FOG Program	15
G8.3-B_SR	Integrate database information between systems to the fullest extent – 2017	16
G8.4-B_SR	Review functions within each Department to ensure integration occurs and duplicity is avoided	17
G2.3-C_SR	Ensure SSO-Emergency Response Training (ERP) training is performed in accordance with the SSMP	18
G2.3-B_SR	Continuously evaluate and improve upon Emergency Response Plan (ERP)	19
G2.3-E_SR	Explore Emergency Response coordination with Regional agencies	20
G4.4-D_SR	Continue improving Residential FOG Outreach Program	21
CWC	Optimize communication and oversight of Regional Wastewater Treatment expense	1
CWC	Ensure Reserves meet 80% of District projected needs	2
CWC	Evaluate staffing levels and organizational growth	3
G6.3-B_JA/CC	Annual review of the Organizational structure (see 5.1)	4

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STRATEGIC PLAN  
FISCAL YEARS 2013-2017**

**SEMIANNUAL PROGRESS REPORT: FY 14 to FY 18  
1<sup>st</sup> HALF - FY 15**

<b>STATUS LEGEND</b>	
	In Process (Estimated % Complete)
	Completed
	Ongoing - Meeting Goal = (+) Not Meeting Goal = (-)
	Not scheduled to begin yet
	Delayed

<b>I. Customer Service - Provide efficient and effective sewer service that meet customer and stakeholder expectations</b>				
		<i>Projected Start</i>	<b>2<sup>nd</sup> Half</b>	<b>1<sup>st</sup> Half</b>
			<b>FY14</b>	<b>FY15</b>
	<b>Goal 1.1 - Engage Customers to determine expectations</b>			
jb	<b>Objective A - Develop/Implement a tracking system by type of customer</b>	<b>FY16</b>		
jb	<b>Objective B - Redesign Website for better communication with stakeholders and customers</b>	<b>FY15</b>	<b>30%</b>	<b>65%</b>
	<b>Goal 1.2 - Establish and meet Service Levels by Type of Customer</b>			
JA	<b>Objective A - Establish service level areas / categories by Department</b>	<b>FY15</b>	<b>25%</b>	<b>30%</b>
JA	<b>Objective B - Train staff on service level expectations</b>		+	+
JA	<b>Objective C - Develop method to ensure service levels are adequate</b>		+	+
	<b>Goal 1.3 - Build Business efficiencies</b>			
jb	<b>Objective A - Review and standardize Purchasing Policies and Practices</b>	<b>FY14</b>	<b>40%</b>	<b>60%</b>
jb	<b>Objective B - Develop ability to accept credit cards over the phone, via the web and in the office</b>	<b>FY13</b>		
GG	<b>Objective C – Utilize GPS vehicle data to maximize vehicle lifecycles</b>	<b>FY15</b>		<b>10%</b>
JA	<b>Objective D - Evaluate usage of card reader for fuel station</b>	<b>FY15</b>	<b>15%</b>	<b>No</b>
jb	<b>Objective E - Standardize meeting formats and materials</b>	<b>FY15</b>	<b>30%</b>	<b>40%</b>
jb	<b>Objective F - Standardize electronic filing protocol</b>	<b>FY15</b>	<b>30%</b>	<b>40%</b>
jb	<b>Objective G - Establish paperless practices</b>		+	+
jb	<b>Objective H- Standardize File naming conventions</b>	<b>FY15</b>		
jb	<b>Objective I - Review Payroll and Time Entry processes</b>	<b>FY14</b>	<b>50%</b>	
	<b>Goal 1.4 - Improve Communications</b>			
jb	<b>Objective A - Add Email contact information for customers to enhance communications</b>	<b>FY16</b>		
jb	<b>Objective B - Establish Departmental communication protocols</b>	<b>FY15</b>		
jb	<b>Objective C – Evaluate Telephone Technology</b>	<b>FY15</b>	<b>15%</b>	<b>15%</b>

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STRATEGIC PLAN  
FISCAL YEARS 2013-2017**

**SEMIANNUAL PROGRESS REPORT: FY 14 to FY 18  
1<sup>st</sup> HALF - FY 15**

<b>STATUS LEGEND</b>	
	In Process (Estimated % Complete)
	Completed
	Ongoing - Meeting Goal = (+) Not Meeting Goal = (-)
	Not scheduled to begin yet
	Delayed

	Goal 1.4 - Improve Communications (continued)	Projected Start	2 <sup>nd</sup> Half FY14	1 <sup>st</sup> Half FY15
jb	<b>Objective D</b> – Evaluate Radio Technology	FY15		
jb	<b>Objective E</b> - Investigate other technology for business communications	FY15		+
S	<b>Objective F</b> - Improve Relationships with other Agencies for the Permitting Process	FY14	70%	75%
<b>2. Watershed Management – Meet or surpass environmental, regulatory and public health standards, while maintaining the public trust</b>				
<b>Goal 2.1 - Develop High Risk Facilities Master Plan</b>				
GG	<b>Objective A</b> – Document High Risk Facilities (HRF)		+	+
JA	<b>Objective B</b> - Prioritize High Risk Facilities by probability and risk	FY15		5%
JA	<b>Objective C</b> - Develop SSO Mitigation measures for each High Risk Facility	FY15		5%
JA	<b>Objective D</b> - Identify improvement measures for each High Risk Facility	FY15		
JA	<b>Objective E</b> - Produce written High Risk Facilities Master Plan	FY15		
<b>Goal 2.2 – Maintain Compliance with Pertinent Regulations</b>				
JA	<b>Objective A</b> – Identify and compile all applicable regulations that affect the operations & maintenance of the sewer system		75%	80%
	1 – Federal Laws and Regulations		75%	80%
	2 - State Laws and Regulations			
	3 – Placer County Laws and Regulations		+	+
	4 – City of Rocklin, Town of Loomis and City of Roseville Laws and Regulations		+	+
	5 – South Placer Wastewater Authority Agreements and Regulations		+	+
JA	<b>Objective B</b> – Establish departmental accountability for assurance of regulatory compliance	FY15		10%
JA	<b>Objective C</b> – Flag regulatory changes that impact costs		+	+
<b>Goal 2.3 – Prevent and mitigate Sewer System Overflows</b>				
GG	<b>Objective A</b> - Continuously evaluate and improve upon field processes		40%	

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
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FISCAL YEARS 2013-2017**

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		<i>Projected Start</i>	<i>2<sup>nd</sup> Half FY14</i>	<i>1st Half FY15</i>
	<b>Goal 2.3 – Prevent and mitigate Sewer System Overflows (continued)</b>			
S	<b>Objective B</b> - Continuously evaluate and improve upon SSO - Emergency Response Plan (SSO-ERP)	<b>FY14</b>	+	+
S	<b>Objective C</b> - Ensure SSO - Emergency Response (ERP) training is performed in accordance with SSMP	<b>FY14</b>	+	+
JA	<b>Objective D</b> - Participate in CWEA and other Agency coordination/training		+	+
S	<b>Objective E</b> - Explore Emergency Response Coordination with Regional Agencies	<b>FY17</b>		
	<b>Goal 2.4 – Maintain transparency with all District activities</b>			
jb	<b>Objective A</b> - Post District activities and Public Information on the website		+	+
jb	<b>Objective B</b> - Post improved information on website (Annual reports, Maint. activities, FOG Programs, Strategic Planning Info. etc.)		+	+
jb	<b>Objective C</b> - Create and post “Annual Report Card” of District activities		+	+
jb	<b>Objective D</b> - Perform additional Outreach within the Communities		+	+
	<b>3. Infrastructure Management – Provide professional, technical, construction and engineering services that ensure the best possible facilities for the District now and in the future.</b>			
	<b>Goal 3.1 - Process all projects in a timely manner and ensure the best possible facilities for the District</b>			
S	<b>Objective A</b> – Plan Check Development projects to ensure adherence to District standards & ordinances	<b>FY14</b>	+	+
S	<b>Objective B</b> - Respond to Plan Check and Will-Serve requests in 10 working days with 95% success rate	<b>FY14</b>	-	-
	<b>Goal 3.2 - Provide Engineering and Design to optimize the Capital Improvement Program (CIP)</b>			
S	<b>Objective A</b> – Design Capital Improvement Projects to minimize lifecycle costs of District Assets	<b>FY15</b>		
S	<b>Objective B</b> - Update Master Plan, including System Flow Model by Second Quarter of FY 15	<b>FY14</b>	50%	65%

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STRATEGIC PLAN  
FISCAL YEARS 2013-2017**

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		<i>Projected Start</i>	<i>2<sup>nd</sup> Half</i>	<i>1<sup>st</sup> Half</i>
			<i>FY14</i>	<i>FY15</i>
	<b>Goal 3.3</b> - Provide Construction Management to ensure the best possible facilities for the District			
S	<b>Objective A</b> – Provide Construction Mgmt. for CIPs to Complete the planning process and ensure adherence to District Standards	FY15		
S	<b>Objective B</b> – Ensure Dev. Projects are completed in accordance with approved plans and District standards	FY14	+	+
	<b>4. Sewer System Maintenance</b> – <i>Maintain and improve the District’s infrastructure in a cost-effective manner to ensure delivery of reliable, high quality service now and in the future.</i>			
	<b>Goal 4.1</b> - Eliminate SSO’s using the most efficient and effective methods and procedures for maintenance of sewer main pipes			
GG	<b>Objective A</b> – Hydro-flush (clean) 100% of the System		+	+
GG	<b>Objective B</b> – Inspect (CCTV) 400 miles of mainline piping		+	+
GG	<b>Objective C</b> – Perform (in-house) 175 repairs on mainline piping		-	-
	<b>Goal 4.2</b> - Operate and maintain sewer appurtenances to provide functional, reliable, efficient and effective service life			
JA	<b>Objective A</b> – Implement High Risk Facility (HRF) Master Plan	FY15		
JA	<b>Objective B</b> – Evaluate Headquarters and Corporation Yard (Plant) facilities		+	+
JA	<b>Objective C</b> – Install SCADA systems at 100% of the critical remote sites		65%	70%
GG	<b>Objective D</b> – Inspect and document 100% of the manholes in our system		+	+
GG	<b>Objective E</b> – Maintain easements to ensure 100% year-round accessibility		+	+
GG	<b>Objective F</b> – Improve efficiency of Plant processes and vehicle operation and maintenance		40%	50%
	<b>Goal 4.3</b> - Develop and implement a comprehensive customer service lateral maintenance program			
GG	<b>Objective A</b> – Assess and eliminate 100% of high risk Double Wyes	FY15		
GG	<b>Objective B</b> – Ensure 100% of the service laterals have accessible PLCO’s		+	+
GG	<b>Objective C</b> – Inspect 50% of the service laterals within the District		-	-

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		Projected Start	2 <sup>nd</sup> Half FY14	1 <sup>st</sup> Half FY15
	<b>Goal 4.4 - Reduce the Impact of HFLS on Collection System Maintenance</b>			
JA	<b>Objective A</b> – Reduce man-hours needed for HFLS maintenance	FY15	30%	35%
JA	<b>Objective B</b> – Complete HFLS elimination program	FY15	25%	30%
S	<b>Objective C</b> – Complete implementation of Commercial FOG program	FY14	35%	35%
S	<b>Objective D</b> – Continue Improving Residential FOG Outreach Program	FY14	+	+
GG	<b>Objective E</b> – Develop and implement (In-House) Chemical Root Control Program		75%	
	<b>5. Financial Stability</b> – <i>Manage District finances to support District needs and maintain reasonable wastewater rates.</i>			
	<b>Goal 5.1 - Maintain sufficient wastewater rates to meet regulatory requirements and customer expectations</b>			
S	<b>Objective A</b> – Evaluate the Fee Structure Policy to optimize fairness to customers	FY14	70%	70%
GM	<b>Objective B</b> – Evaluate staffing levels and organizational growth		+	+
GM	<b>Objective C</b> – Optimize communication and oversight of Regional Wastewater Treatment expenses		+	+
	<b>Goal 5.2 - Explore and evaluate investment and business practice alternatives</b>			
jb	<b>Objective A</b> – Explore and analyze Investment options, to optimize financial growth		5%	5%
jb	<b>Objective B</b> – Evaluate Utility Billing processes and options available			
jb	<b>Objective C</b> – Develop detailed Reserve Fund allocation			
GG	<b>Objective D</b> – Assess vehicle and equipment lifecycle costs	FY16		
GM	<b>Objective E</b> – Ensure reserves meet 80% of District projected needs		+	+
	<b>6. Workforce Planning</b> – <i>Ensure ample talent to do the District’s work today and tomorrow.</i>			
	<b>Goal 6.1 - Enhance Professional Development Programs to invest in District employees</b>			
jb	<b>Objective A</b> – Develop Formal Employee Training Programs		+	+
jb	<b>Objective B</b> – Establish Community Based Internship Program (Delayed, until Sup. Training is completed)			

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STRATEGIC PLAN  
FISCAL YEARS 2013-2017**

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		Projected Start	2 <sup>nd</sup> Half FY14	1 <sup>st</sup> Half FY15
jb	<b>Objective C</b> – Inform Board Directors of Professional Development Opportunities		+	+
	<b>Goal 6.2</b> - Develop and Implement competitive Compensation Programs			
jb	<b>Objective A</b> – Prepare Salary and Benefit surveys on a periodic basis in conjunction with the MOU negotiations process			
jb	<b>Objective B</b> – Prepare alternative benefits packages to meet the changes from the Public Employee Pension Reform ACT (PEPRA) which affect the cap on retirement salary and benefits		60%	
	<b>Goal 6.3</b> - Continuously evaluate the organizational staffing needs for the District			
JA	<b>Objective A</b> – Perform a GAP analysis as it relates to the District Organization		+	+
JA/GM	<b>Objective B</b> – Perform annual review of the Organizational Structure		+	+
JA	<b>Objective C</b> - Complete Succession planning		80%	100%
	<b>7. District Growth</b> – <i>Embrace opportunities to grow to provide better protection for our watershed and cost effective services to our customers.</i>			
	<b>Goal 7.1</b> - Work with Regional Partners and analyze growth opportunities			
JA/GM	<b>Objective A</b> – Evaluate surrounding Sewer operations to explore potential for growth by providing service at more reasonable rates		+	+
JA/GM	<b>Objective B</b> – Maintain open communication with Regional Agencies to keep abreast of Wastewater needs		+	+
	<b>8. Information Technology</b> – <i>Evaluate, implement and integrate the various Information Systems that will best support the District’s Administrative, financial, technical and field functions.</i>			
	<b>Goal 8.1</b> - Develop Information Technology Master Plan			
S	<b>Objective A</b> – Using Consultants produce a formal IT Master Plan	FY14		

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
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		<i>Projected Start</i>	<i>2<sup>nd</sup> Half</i>	<i>1<sup>st</sup> Half</i>
			<i>FY14</i>	<i>FY15</i>
	<b>Goal 8.2 - Evaluate and select available Technology and Databases</b>			
S	<b>Objective A</b> – Evaluate and Prioritize CMMS Software Programs	<b>FY14</b>		
jb	<b>Objective B</b> – Evaluate and prioritize the MOMS Software for Utility Billing, Accts. Payable, Receivables & GL	<b>FY14</b>		
JA	<b>Objective C</b> – Evaluate and prioritize the CCTV Programs and processes			
	<b>Goal 8.2 - Evaluate and select available Technology and Databases (continued)</b>			
jb	<b>Objective D</b> – Evaluate and Prioritize the Utility Billing processes and options available 2013/14	<b>FY15</b>	25%	
S	<b>Objective E</b> – Evaluate and Prioritize Geographical Information Systems (GIS) Programs and Processes	<b>FY14</b>	50%	90%
JA	<b>Objective F</b> – Evaluate and prioritize the Fuel Database processes and fuel card options		75%	
JA	<b>Objective G</b> – Evaluate and prioritize the SCADA Software selection			
	<b>Goal 8.3 - Implement and Integrate Databases</b>			
	<b>Objective A</b> Program needed changes to databases			
S	a – CMMS Software Programs	<b>FY14</b>	5%	70%
jb	b - MOMS Software for Accounts Payable, Receivables & General Ledger	<b>FY15</b>	50%	75%
JA	c – CCTV programs and processes		10%	80%
jb	d – Utility Billing processes and options available			
S	e – GIS programs and Processes	<b>FY14</b>		80%
JA	f – Fuel database processes and fuel card options	<b>FY15</b>	25%	
JA	g- SCADA integration 2015	<b>FY15</b>	65%	70%
S	<b>Objective B</b> – Integrate database information between systems to the fullest extent	<b>FY14</b>	5%	65%
	<b>Goal 8.4 - Continuously evaluate available technology to ensure efficient programs and processes</b>			
JA	<b>Objective A</b> – Subscribe to Journals and Participate with Associations to stay current with the industry		+	+
S	<b>Objective B</b> – Review functions within each department to ensure integration occurs and duplicity is avoided	<b>FY14</b>	10%	50%
S	<b>Objective C</b> – Establish an IT Support Program	<b>FY14</b>	15%	70%

AGREEMENT TO DEFER PAYMENT OF PARTICIPATION FEES  
 BETWEEN  
 SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
 AND  
 JOHN FOGGY

This agreement to defer payment of participation fees commences on the 5<sup>th</sup> day of September 2014 between SOUTH PLACER MUNICIPAL UTILITY DISTRICT (SPMUD), a public agency and John Foggy (FOGGY).

FOGGY's property is located within the City of Rocklin, County of Placer, State of California lying within the boundaries of SPMUD at 6550 Lonetree Blvd, Lot 26/Bldg 29 (APN 365-310-026-000; see Attachment A).

FOGGY has performed tenant improvements which changed the use of the building space resulting in additional Equivalent Dwelling Units (EDU's) and related Participation fees. The building space initially was calculated to be 18.73 EDU's, which now serves as a credit. The change in use increased the EDU total to 37.46. Participation Fees are due on the difference.

$$37.46 \text{ EDU's} - 18.73 \text{ EDU's} = 18.73 \text{ EDU's} \times \$9157.00 \text{ (rate/EDU currently in effect)} = \$171,510.61$$

FOGGY has made a formal request (Attachment B) and has met the qualifying criteria for deferred payment of participation fees, in accordance with SPMUD Resolution 13-08 (Attachment C).

SPMUD and FOGGY agree to a Participation Fee Deferment plan as follows:

Balance Due: \$171,510.61 at 4.667% (see Res.13-08) interest over five year. Deferment Plan shall be 20 equal payments made quarterly in the amount of \$9440.71. The total paid will be \$188,814.20 with a total interest paid of \$17,303.59.

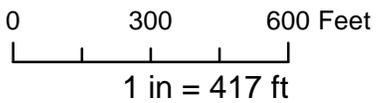
Payments shall be made on or before the 5<sup>th</sup> day of the months of September, December, March and June for a total of twenty payments.

FOGGY understands this agreement will be recorded and authorizes the SPMUD to impose a lien on the property served in the event of default or non-payment of any installment payment when due. This lien will be removed by the SPMUD following complete payment of the participation fees and any other fees related to default or non-payment.

South Placer Municipal Utility District	JOHN FOGGY
Signature: _____	Signature: _____
Title: _____	Title: _____
Date: ____/____/____	Date: ____/____/____

ITEM VI.2

\* Current South Placer Wastewater Authority Revenue Bond interest rate (3.667%) + 1% per annum.



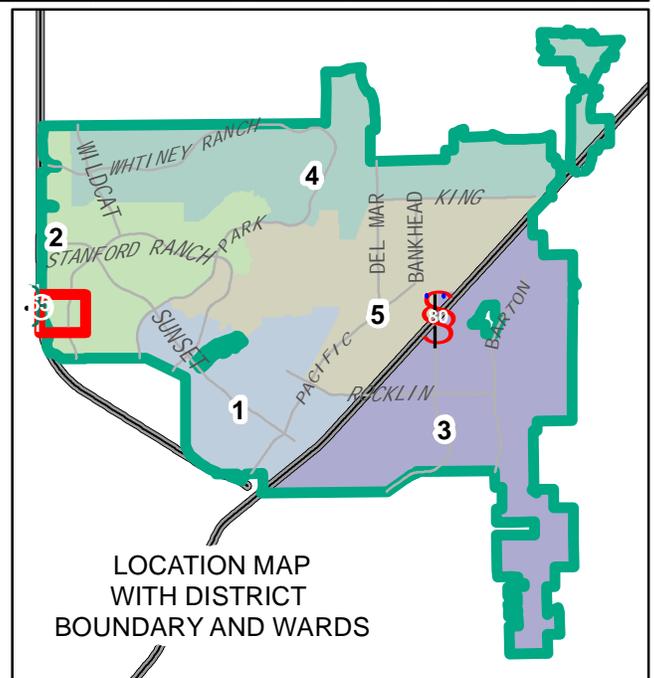
# Attachment A Deferred Payment of Participation Fees For Rocklin Academy

6550 Lonetree Blvd.  
365-310-026

Date: 8/27/2014

Author: Aaron Moore

Document Path: G:\spmud\_gis\mxd\Aaron\Annexations\Rocklin Academy.mxd



JOHN S. FOGGY  
ROCKLIN 65, LLC  
333 Valencia Street, #300  
San Francisco, California 94103  
Phone: 415-621-3131 Fax: 415-621-8181  
Email: Foggy1wf@comcast.net

August 14, 2014

Charles Clark  
General Manager  
South Placer Municipal Utility District  
5807 Springview Drive  
Rocklin, California 95677

Via email to: Aaron Moore – [amoore@spmud.ca.gov](mailto:amoore@spmud.ca.gov)

Dear Mr. Clark,

We are in the process of completing work at 6550 Lonetree Blvd in Rocklin, California (APN 365-310-026-00) under Conditional Use Report, U-2014-0002. We recently received notice from SPMUD that an additional participation fee is due of \$171,510.61 for the project, which poses a real hardship for us. The work is being performed for the Rocklin Academy School to move into the premises before the end of August, so classes can commence for the year. We do not have this additional money in our Project Budget and are requesting a deferred payment arrangement over a three year period as outlined in South Placer Municipal Utility District Resolution 13-08, as we do not have enough time to raise the additional capital to pay the fees at this time.

I understand from Aaron Moore that the next Board meeting is scheduled for September 4, 2014 and we are requesting that our request be held at this meeting. Given that the Rocklin Academy School must occupy the premises August 25, 2014 and school starts August 27, 2014, which is prior to your Board meeting. Therefore, we request that you allow occupancy while this request is pending. If we need to put up a good faith deposit, we can presently do up to \$10,000.00.

I look forward to your response on the Board meeting as well as allowing occupancy while the request is pending. If you need additional information or wish to speak to me, I'd appreciate it, if you would call me at 415-621-3131.

Thank you very much for your consideration and courtesies.

Very truly yours,



John S. Foggy

ATTACH. 'B'  
FOGGY - DEFERED PARTICIPATION FEE AGREEMENT.

ATTACHMENT C

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
RESOLUTION 13-08**

**A RESOLUTION AMENDING RESOLUTION 97-9,  
DISTRICT POLICY REGARDING DEFERRED PAYMENT(S) OF  
PARTICIPATION CHARGES IN CERTAIN CASES**

- WHEREAS, (1): South Placer Municipal Utility District's policy regarding deferred payment(s) of Participation Charges was established by Resolution 97-9, and
- WHEREAS, (2): The District desires to amend its policy to include qualifying criteria and changes to conditions, and
- WHEREAS, (3): The original Resolution 97-9 is attached as Exhibit 'A', now be it:
- RESOLVED, (a): The District hereby amends its policy regarding deferred payment(s) of participation charges in certain cases
- RESOLVED, (b): In order to qualify for the Participation Fee Deferral Program, a project must meet one of the following criteria:
1. Existing commercial or industrial businesses relocating within the District, expanding facilities or changing use in a way that additional Participation Fees are due the District, where a hardship can be demonstrated, as determined by the General Manager.
  2. New commercial or industrial projects where the public entity having jurisdiction over land-use planning or building has acted to permit deferred payments of any fees, charges or other incentives and found that such commercial or industrial concern will provide an economic community benefit.
  3. Single-family residential home where a hardship can be demonstrated, as determined by the General Manager.
- RESOLVED, (c): The applicant for sewer services for any project(s) that qualify may request that the Participation fees which would be due to the District be paid through a deferred payment plan in accordance with the following conditions:
1. This policy applies to single parcel ownership.
  2. The proposed usage shall be known, with no estimates for density or usage.
  3. Applicant shall enter into a deferred payment agreement with the District.

ATTACHMENT C

4. No deferred payment agreement shall be in excess of five (5) years for commercial and industrial projects and one (1) year for residential projects.
5. Deferred payment agreements are non-transferrable.
6. The District shall charge interest on the amount of Participation fees deferred at one percent (1%) per annum over the current South Placer Wastewater Authority Revenue Bond interest rate.
7. Any such deferment payment agreement shall be recorded and shall contain a provision authorizing the District to impose a lien on the property served in the event of default or non-payment of any installment payment when due.
8. Prior to the approval of any deferred payment agreement in excess of five (5) Equivalent Dwelling Units (EDU's), the General Manager shall submit a written report to the Board of Directors, for approval, setting forth the potential income to the District by way of service charges and shall set forth the expected potential expense to the District in rendering sewer service to the project.

RESOLVED, (d): This resolution may be modified, altered or amended at any time by the Board of Directors and shall be effective from and after the date of adoption.

RESOLUTION ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 2nd day of May 2013.

Signed: \_\_\_\_\_  
Gerald P. Mitchell, President of the Board of Directors

Attest: \_\_\_\_\_  
Charles Clark, Board Secretary

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
RESOLUTION 14-10  
A RESOLUTION CREATING THE LOOMIS DIVERSION SEWER SPECIAL BENEFIT AREA (LDSBA)**

- WHEREAS, (1) Town of Loomis is completing the CEQA for the ‘Loomis Diversion Sewer’ and requested that the SPMUD Board cause sanitary sewer facilities to be installed that provide sewer disposal services to future Development projects within the Town; and
- WHEREAS, (2) SPMUD deems that said sewer facilities if constructed, will be or can be used for the benefit of properties not participating in the cost of construction of said facilities; and
- WHEREAS, (3) SPMUD is willing to construct or cause to be constructed said sewer facilities, as hereby described, using existing customer revenues, in return for reimbursement from new connections benefiting from the project, pursuant to the terms and conditions of this resolution, and
- WHEREAS, (5) SPMUD requires the creation of a special sewer benefit area to insure reimbursement.

NOW, THEREFORE BE IT RESOLVED:

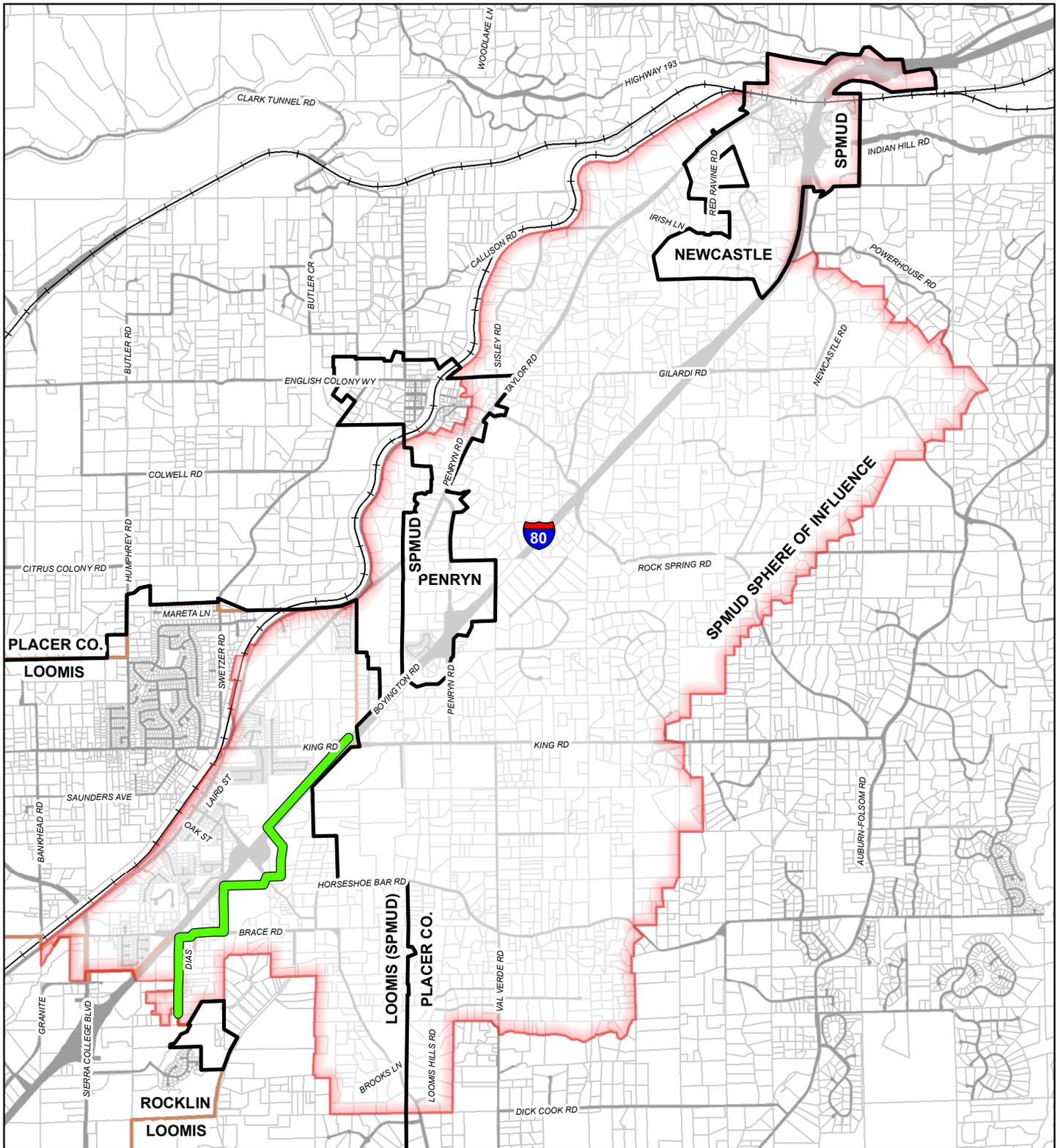
- A. There is hereby created and established the “Loomis Diversion Sewer Special Benefit Area” (LDSBA), the boundary of which is depicted in “Exhibit A –Boundary for Loomis Diversion Sewer Special Benefit Area” attached hereto and incorporated herein by reference. The creation of this special benefit area will facilitate the repayment to SPMUD of the amount required to be repaid by those who are benefitted by the financing provided by SPMUD.
- B. After the Town of Loomis, as Lead Agency, approves the CEQA document for the “Loomis Diversion Sewer Project”. Hereinafter, referred to as the Project. SPMUD will furnish or cause to be furnished, all necessary labor, materials, machinery, apparatus, and other means of construction, and do all the work required to construct the *Project* as generally depicted on the drawing attached hereto, marked “Exhibit B – LOOMIS DIVERSION SEWER” attached hereto and incorporated herein by reference.
- C. “Project” means the SPMUD sewer system improvements to be made to provide sewer service to the new connections within the LDSBA. The scope of work will include but is not limited to: constructing manholes, gravity pipes, access roads, I-80 highway undercrossing, and connections to existing facilities; and abandoning old and/or constructing new sewer lift station(s) and force main(s); and any other facility or appurtenance(s) required to connect new customers within the LDSBA to the SPMUD sewer system; and the acquisition of easements and rights-of-way, project administration and related services and costs; and any and all studies, reports and designs related thereto.

- D. The Project amount financed by SPMUD provides a special benefit to the landowners in the LDSBA above and beyond that of a general nature, and said amount, together with interest, requires repayment to be made to SPMUD by those receiving said special benefit.
- E. The improvements undertaken as a result of the Project are of such size, character and quality that a benefit to landowners (not connected to the SPMUD system) in the LDSBA is available. In consideration of such benefit being provided by the LDSBA Project, all additional connections within the LDSBA shall be subject to the payment of a "Project Related Participation Fee" (PRPF), which Fee represents each additional connection's equable share per EDU of the Project costs for the benefit received.
- F. The PRPF shall be based on the total cost of the Project to be repaid multiplied by the number of new EDU's that the District determines may connect to the SPMUD system within the LDSBA.
- G. The PRPF terms and conditions used to determine its amount shall be determined after construction costs are known under separate resolution of the SPMUD Board.
- H. The effective date of the LDSBA shall be the date the SPMUD adopts this Resolution. This Resolution shall stay in effect until such time as the amount required to be repaid for all monies expended by the District to construct the Project, plus interest, has been recovered.

Resolution adopted at a regular meeting of the Board of Directors at 5807 Springview Drive, Rocklin, CA, this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

Signed: \_\_\_\_\_  
James Williams, Board President

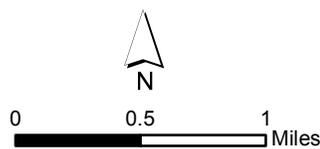
Attest: \_\_\_\_\_  
Charles Clark, Board Secretary



**Legend**

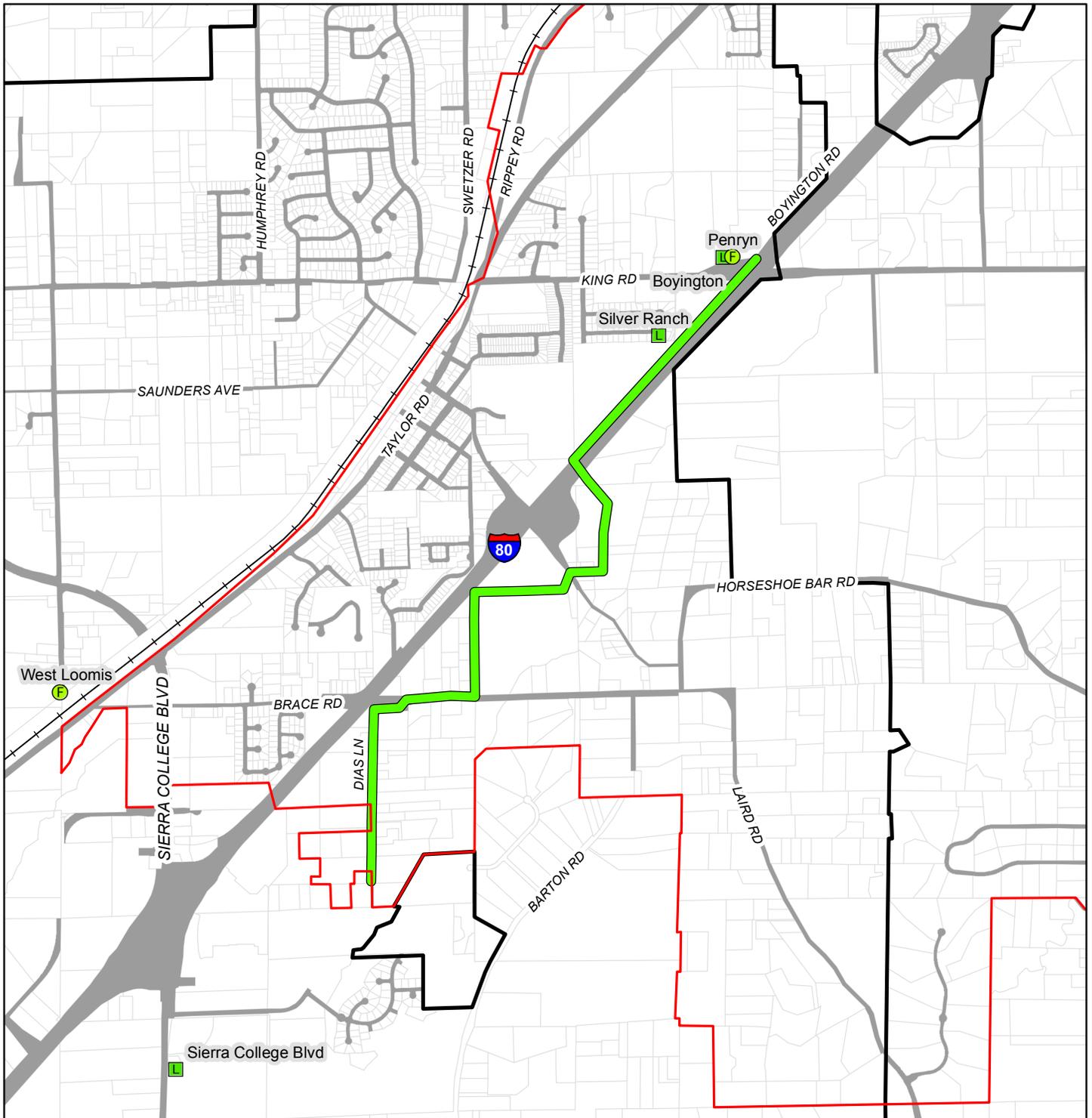
- SPMUD Boundary
- Loomis Diversion Sewer
- LDSBA
- City Limits

Date: 8/28/2014

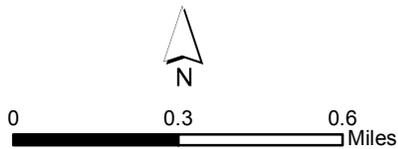


ITEM VI.3

**Exhibit A**  
**Boundary for Loomis Diversion Sewer Special Benefit Area**



Date: 8/28/2014  
 Author: Eric Nielsen



**Legend**

- LDSBA
- LD General Alignment
- SPMUD Boundary
- Parcels

**Exhibit B**  
**Loomis Diversion Sewer Alignment**

## ITEM VII. REPORTS

### **ITEM VII.2. SUPERINTENDENT REPORT**

To: South Placer MUD Board of Directors

Via: Charles Clark, GM

From: Jody Allen, Superintendent

Date: 8/27/14

Subject: Monthly Board Report - Capital Budget Items & Staff Report

1. We sent a trailer load of items to Auction, from the Surplus list that was approved at the last Board meeting. Some of the remaining items will go to E-Waste, and the remainder will go to salvage as scrap metal.
2. We've sent the Request for Bids out for the Loader / Box Scraper approved for this year's Budget. I hope to have an update on that at the October Board meeting.
3. We're in construction of the small cinder-block building for the Loomis Basin Recorder that I discussed last month. We've contracted to have a mason set the block. During the month of September, staff will install a roof, and the internal electronics for the SCADA system. Aqua Sierra Controls will assist with calibration of the flume and the data capture, here at the Office.
4. As captured on the Strategic Plan Report Card, we're working diligently on areas of focus, especially as we transition critical parts of our Succession Plan. We've moved some bodies around, and are continuing Training, as staff settle into positions.

**ITEM VII.3. GENERAL MANAGER REPORT**

To: Board of Directors  
From: Charles Clark, GM  
Date: 8/28/14  
Subject: General Manager Staff Report

1) DEPARTMENT REPORTS

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

2) INFORMATION ITEMS

- a. The staff will have its equipment set up for October meeting at 4PM (half-hour early) so the Directors can meet some of our hard-working employees and see the specialized equipment and tools they use so the board can see and talk to them about what they do.
- b. Eric, Joanna and I conducted interviews to fill our vacant Engineering Technician position last week. We hope to have the new employee on board by the end of September.
- c. Last Ad Hoc Committee Meetings:

LOOMIS 2x2 [Jim/Vic]	GM SEARCH [Jim/Will]	FEE [Will/Jim]	SPWA [Jerry]	IT [John/Vic]
July 16	September 2	Aug 12	July 9	June 12

Notes on committees:

- 1. **Town of Loomis Sewer Capacity 2X2:** See action Item VI.3 for an update.
- 2. **GM Search:** Executive recruitment consultant Bob Murray & Assoc (BMA) closed the GM advertising on August 15 conducted their screening interviews. The GM Search committee will meet with BMA on September 2<sup>nd</sup> and report to the full Board their findings.
- 3. **Fee Policy:** met on August 12 to discuss the participation fee elements; staff is re-evaluating its approach to setting the local participation fee. We didn't get around to discussing the GM report and analysis of the monthly service fee.
- 4. **SPWA:** standing committee and meets least twice a year for RWWTP issues. The SPWA Board met to approve the re-issue of \$30 million variable rate Bonds.
- 5. **IT:** progress continues to be made on the implementation of the IT Master Plan. (See ASD & TSD reports for additional details).

### **ITEM VII.3 FACILITY SERVICE DEPARTMENT REPORT**

To: South Placer MUD Board of Directors

Via: Charles Clark, GM

From: Gary Gibson, FSM

Date: 8/28/14

Subject: Monthly Board Report

1. **CCTV:** With the two new TV trucks in operation, crews were able to TV assess 4.2 miles of mainline. As the crews become more familiar with the new equipment and the PACP based assessment software (IT Pipes) implemented last month, production levels will improve to a point that meet or exceed the goals staff set in the Strategic Plan. In addition to this, crew inspected 20 service laterals totaling approximately 522'.
2. **Flushing (HVVC):** Crew continued to flush line segments identified with roots at joints, via TV inspections and performed pre-TV flushing in preparation for pending Loomis pavement restoration and the district's Cured-In-Place pipe lining project for the Lower Loomis 10" Trunk Line rehabilitation. Including monthly "Hot Spot" flushing, over 7.5 miles of hydro cleaning was completed for the month.
3. **Construction:** Crew continue to focus on the rehabilitation of the 10" Lower Loomis trunk line. Work performed include resetting loose/offset manhole frames and covers, brush and weed abatement around manholes and along trunk alignment to improve large vehicle access and constructed the pad for the new Loomis Basin Flow Recorder building. Crew also repaired several problematic lower service laterals and improved the channel flow characteristics of several manholes.

**ITEM VII.3. ASD REPORT**

To: Board of Directors

From: Joanna Belanger, Administrative Services Manager

Via: Charley Clark, General Manager

Date: 08/29/14

Subject: Administrative Services Department Monthly Report

**Tyler Technologies Utility Billing and Financial Software Conversion**

Administrative Services staff are reviewing and testing data that has been ported over to the new Tyler software. Forms and receipting processes are being reviewed by our third party printer Dataprose and US Bank representatives for their comments. Tyler representatives will be on site for Utilities Training beginning on September 8<sup>th</sup>. Notices are being prepared to inform our online customers of the website changes and temporary disruption for payments online as we transition in early October to the new website. Customers will have improved access to their account history and also the ability to combine multiple accounts for ease of making payments.

**Website**

Members of Designwerks were here in early August to capture photographs of employees and Board Members to be placed on the new site. A makeup date has been scheduled for those who weren't available to have their photograph taken. The website design is complete; content is now being imported into the website in preparation for a launch in early October.

**Audit & CPA Assistance**

The date for the Audit testing has been moved to the week of September 22<sup>nd</sup>, this move accommodates schedules and allowed additional time to review legacy data ported over from the MOM's software into Tyler.

**ITEM VII.3. TSD REPORT**

To: Board of Directors  
From: Sam Rose, Technical Services Manager  
VIA: Charley Clark, General Manager  
Date: 8/25/14  
Subject: Technical Services Department Monthly Report

**1. IT Master Plan**

District and Lucity staffs continue to work to develop the web user screens, dashboards, security roles, work flow setup and work order templates. It is anticipated Lucity will be developed to the point it can be implemented late October/early November.

**2. Elliott Homes Temporary Lift Station Upgrades**

District staff has approved the plans and the Pre-Construction meeting was held on August 26, 2014. Construction to complete the lift station began August 27.

**3. Loomis Diversion Line – Route Study**

The District entered into an agreement with Water Works Engineers to perform this preliminary study and work is underway. District staff has met with the Town of Loomis to collect information and coordinate efforts to help facilitate this study. The project schedule follows:

- |   |                    |
|---|--------------------|
| 1. Preliminary Survey, Right-of-Way and Easement    | End Date: 8/15/14  |
| 2. Preliminary Environmental Constraints Assessment | End Date: 8/22/14  |
| 3. Geotechnical Desktop Study                       | End Date: 8/22/14  |
| 4. Utility Coordination “A” Letters                 | End Date: 9/5/14   |
| 5. Route Study                                      | End Date: 10/15/14 |
| 6. Draft Route Study / Route Study Review Workshop  | End Date: 10/15/14 |
| 7. Final Route Study                                | End Date: 11/15/14 |

Items 1 through 3 are complete and Items 4 and 5 are in progress.

**4. System Evaluation and Capacity Assurance Plan (SECAP) Development**

Technical Services continues development of the SECAP, which is a planning document that identifies Capital Improvement Projects (CIP’s) that are intended to ensure hydraulic capacity of existing system as well as design criteria for future development. Anticipated completion is mid-October, 2014.

**5. Engineering Technician Position**

The District received 30 applications for the position and, through the slating process, selected 5 candidates to be interviewed (as well as three alternate candidates). Interviews will be held on Wednesday August 27, 2014.