



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

**September 1, 2016**

SPMUD Board Room  
5807 Springview Drive, Rocklin, CA 95677

The District's regular Board meeting is held on the first Thursday of every month. This notice and agenda is posted on the District's web site ([www.spmud.ca.gov](http://www.spmud.ca.gov)) and posted in the District's outdoor bulletin board at the SPMUD Headquarters at the above address. Meeting facilities are accessible to persons with disabilities. Requests for other considerations should be made through the District Headquarters at (916)786-8555.

**AGENDA**

**I. CALL MEETING TO ORDER**

**II. ROLL CALL OF DIRECTORS**

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

**III. PLEDGE OF ALLEGIANCE**

**IV. CONSENT ITEMS**

[pg 3 to 19]

Consent items should be considered together as one motion. Any item(s) requested to be removed will be considered after the motion to approve the Consent Items.

ACTION: (Voice vote)

***Motion to approve the consent items for the August 4, 2016 meeting***

1. MINUTES from the August 4, 2016 Regular Board Meeting.
2. ACCOUNTS PAYABLE in the amount of \$222,994.56 through August 25, 2016.
3. MONTHLY INVESTMENT REPORT in the total amount of \$53,156,519.58 through August 25, 2016.
4. BILL OF SALE Acceptance of the Bill of Sale for sewer improvements associated with the Whitney Ranch Parkway and extension of Painted Pony Lane.
5. BILL OF SALE Acceptance of the Bill of Sale for sewer improvements associated within Stanford Ranch Parcel 61.

## V. PUBLIC COMMENTS

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

## VI. BOARD BUSINESS

Board action may occur on any identified agenda item. Any member of the public may directly address the Board on any identified agenda item of interest, either before or during the Board's consideration of that item.

### **1. CONSIDERATION & APPROVAL OF RESOLUTION #16-20 AUTHORIZING THE GENERAL MANAGER TO SIGN & EXECUTE AN AGREEMENT WITH CALTRANS FOR ADVANCE ENGINEERING SERVICES – I80/SR65 INTERCHANGE IMPROVEMENTS PROJECT** [pg 20 to 26 ]

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

Action Requested: Roll Call vote

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

***1. Adopt Resolution #16-20 authorizing the General Manager to sign & execute an Agreement with Caltrans for Advance Engineering Services related to the I80/SR65 Interchange Improvements project.***

### **2. CONSIDERATION TO HEAR A REPORT OF DISTRICT SECURITY MEASURES** [Verbal Report]

In response to recent intrusions on District property, staff will provide a short presentation regarding the District's improvements to security systems.

Action Requested: None - Informational item

### **3. 2013-17 STRATEGIC PLAN, SEMI-ANNUAL REPORT – ENDING 4<sup>TH</sup> QUARTER FY 15-16** [pg 27 to 35]

Staff will present a Semi-Annual Report on the progress toward meeting the strategic goals and objectives of the 2013-17 Strategic Plan.

Action Requested: Voice vote

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

***1. Receive the 4<sup>th</sup> Quarter FY 15-16 Semi-Annual Report Card.***

## **VII. REPORTS**

[pg 36 to 44]

The purpose of these reports is to provide information on projects, programs, staff actions and committee meetings that are of general interest to the Board and public. No decisions are to be made on these issues.

1. Legal Counsel (A. Brown)
2. General Manager (H. Niederberger)
  - 1) FSD, ASD & TSD Reports
  - 2) Informational items
3. Director's Comments:

Directors may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

## **VIII. CLOSED SESSION – Conference with Legal Counsel – Existing Litigation (Subdivision (a) of Section 54956.9)**

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

## **IX. ADJOURNMENT**

If there is no other Board business the President will adjourn the meeting to its next regular meeting on October 6, 2016 at 4:30 p.m.

**BOARD MINUTES  
SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
Regular	District Office	August 4, 2016	4:30 p.m.

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

**II. ROLL CALL OF DIRECTORS:**

- Present: Will Dickinson, Vic Markey, Jerry Mitchell, Jim Williams
  
- Absent: None
- Vacant: None
  
- Staff: Herb Niederberger, General Manager  
Sam Rose, Superintendent  
Joanna Belanger, Administrative Services Manager
  
- Others: Michael O’Hagan, Forsgren Associates Inc.  
Charley Howard, A1 Grease Trap Pumping and Cleaning Company

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

**IV. CONSENT ITEMS:**

1. Minutes from the July 7, 2016 Regular Board Meeting.
2. Accounts Payable in the amount of \$423,045.14 through July 28, 2016.
3. Monthly Investment Report in the total amount of \$51,324,304.16 through July 28, 2016.
4. Bills of Sale Acceptance of the Bill of Sale for sewer improvements associated with Audit Rocklin.
5. Vehicle Purchase Approval of the purchase of a replacement Dump Truck in the amount of \$90,539.10.
6. KB Homes of Sacramento Temporary Sewer Connection & Use Agreement – Resolution #16-19 Approval of the temporary Sewer Connection & Use Agreement with KB Homes of Sacramento, as part of its Pebble Creek/Sunset at Stanford Ranch residential development.

Director Mitchell pulled items 2 & 5 from the consent calendar for further discussion. Director Williams made a motion to approve items 1, 3, 4, & 6 on the consent calendar, a second was made by Director Mitchell; the motion carried 5-0.

Director Mitchell asked for clarification on an item in the Accounts Payables, for a check paid to Tsakopoulos. Administrative Services Manager Belanger explained that the payment is for the Yankee Hill Refund Agreement with the development company owned by Mr. & Mrs. Tsakopoulos which was extended to 2022.

Director Mitchell asked for further information regarding the 10% additional charge for the Dump Truck item. Superintendent Rose responded that the charge was for additional items that are requested above the State CMAS contract pricing. Director Mitchell made a motion to approve items 2 & 5 on the consent calendar, a second was made by Director Markey; the motion carried 5-0.

**V. PUBLIC COMMENTS:**

President Dickinson opened the Public comments. Comments were received from Charley Howard who owns the A1 Grease Trap Pumping and Cleaning Company. He addressed the board regarding the Districts Ordinance related to Grease Trap cleaning. He explained his observations that he sees every day in Restaurant and Food Service establishments. Mr. Howard described a situation where he cleaned a grease trap at a Subway Restaurant. He stated that the trap hadn't been pumped or cleaned for over two years, he discovered cockroaches, grease packed solid, rusted baffle on the trap, and the owner had no knowledge on how to clean the trap. Another Pizza restaurant he visited in Loomis has an automatic grease trap, the owner did not know what to do with the grease, their trap was clogged up and they didn't know how to clean them. A lot of cities and counties require grease traps to be cleaned every thirty days and professionally emptied at least quarterly. He explained that he just wanted the board to know that food establishments are not cleaning out their grease traps.

General Manager explained that this is why the Board has approved a position for the source control inspector and further work to review food service establishments. Director Williams stated that strong education is necessary and he would like to hear more about steps staff are taking to educate food service establishments.

Hearing no further comments, public comments were closed.

**VI. BOARD BUSINESS:**

**1. Consideration & Approval of Resolution #16-17, authorizing the General Manager to sign & execute Credit & Reimbursement Agreements with Taylor Morrison service incorporated – Rocklin 60**

District Engineer Nielsen introduced the Credit & Reimbursement Agreements with Taylor Morrison for the Rocklin 60 area. He explained that the Rocklin 60 project will extend an 18 inch trunk sewer to the Southern end of Dias Lane. This project area is identified in the District's System Evaluation and Capacity Assurance Plan (SECAP) as a major facility. Taylor Morrison is requesting to enter into a credit and reimbursement agreement per Ordinance 15-01. A credit of \$52,500 will be applied uniformly to the 35 residential logs within the credit area. The reimbursement agreement in the amount of \$741,989.58 is determined by the construction contract which Taylor Morrison awarded by the competitive bid process.

Director Murdock made a motion to approve Resolution #16-17, a second was made by Director Williams; the motion carried 5-0.

**2. Consideration & Approval of Resolution #16-18 Out of Area Service Agreement (Berry – APN 032-171-019-000) Application to Placer County LAFCO**

District Engineer Nielsen provided a brief overview of the request for an out of area service agreement from the Berry family, with a residence located at 2258 Swetzer Road, Penryn. Their property has a failing septic tank and is being required by the Placer County Building Department to connect to the public sewer adjacent to their property. The property is within the Districts sphere of influence. As part of the process, if approved by the Board the agreement will be sent to LAFCO board for their approval.

Director Mitchell made a motion to approve Resolution #16-18 and authorize an Out of Area Service Agreement for APN 032-171-019-000, a second was made by Director Murdock; the motion carried 5-0.

**3. Consideration & Approval of a contract with Restoration Management Company for the reconstruction of the headquarters building**

GM Niederberger provided a brief update regarding the reconstruction of the headquarters building. He stated that due to the Department of Industrial Relations (DIR) Public Works Contract rules the District and Duarte Construction closed out their contract and has since received new bids for the project from eligible contractors registered with the DIR. He stated that SDRMA had approved moving forward with the contract for Restoration Management in the amount of \$105,147, pending SPMUD Board approval. Director Williams asked Legal Counsel Brown for his opinion of the Liability and Indemnification clause in Section 8 of the contract. Legal Counsel Brown stated that if something were to occur involving a third party, the District would likely end up in court. He stated that the owner indemnification language could be stricken out of the agreement if the board desired. GM Niederberger stated that a Faithful Performance Bond had been requested of the contractor.

Director Williams made a motion to strike the “owner indemnification” paragraph from the agreement and in doing so approve a contract with Restoration Management Company for the reconstruction of the headquarters building, a second was made by Director Mitchell; the motion carried 5-0.

**VII. REPORTS:**

- 1. District General Counsel (A. Brown):** General Counsel Brown stated that there was a late development regarding the Godfrey case, and he would schedule a closed session for the next board meeting held in September.
- 2. General Manager (H. Niederberger):** GM Niederberger reported that staff had met with Bennett Engineering to begin the work for the NSD Master Plan.
  - A. ASD, FSD & TSD Reports:** Director Mitchell asked about the status of the encroachments made on District easements, and suggested that an updated report could be presented to the board later in the year. District Engineer Nielsen reported that he would be bringing an Agreement to the board for approval in September for the Caltrans – Hwy 65 Viaduct project. He stated that Caltrans will be paying for design and construction of the project.
  - B. Information Items:** No additional items were reported.
- 3. Directors Comments:** No additional Director comments were made.

**VIII. ADJOURNMENT**

The meeting was adjourned at 5:30 p.m. to the next Regular Meeting to be held on Thursday, September 1, 2016 at 5:40 p.m.



Joanna Belanger, Board Secretary



South Placer Municipal Utility District, CA

# Check Report

By Check Number

Date Range: 07/27/2016 - 08/25/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
1240	Placer County Personnel	07/28/2016	Regular	0.00	2,526.96	7506
1007	Advanced Integrated Pest	07/28/2016	Regular	0.00	101.00	7507
1023	AT&T	07/28/2016	Regular	0.00	7.84	7508
1505	California Surveying & Drafting Supply	07/28/2016	Regular	0.00	822.00	7509
1112	FedEx	07/28/2016	Regular	0.00	32.17	7510
1113	Ferguson Enterprises, Inc. 1423	07/28/2016	Regular	0.00	457.95	7511
1118	Frank Laguna	07/28/2016	Regular	0.00	200.00	7512
1399	Hadronex, Inc.,	07/28/2016	Regular	0.00	728.00	7513
1211	Noble Image, Inc.	07/28/2016	Regular	0.00	66.00	7514
1218	PCWA	07/28/2016	Regular	0.00	293.01	7515
1221	PG&E	07/28/2016	Regular	0.00	5,486.38	7516
1253	Recology Auburn Placer	07/28/2016	Regular	0.00	296.13	7517
1518	Sonitrol of Sacramento	07/28/2016	Regular	0.00	632.00	7518
1392	State Board of Equalization	07/28/2016	Regular	0.00	110.63	7519
1329	Underground Service Alert	07/28/2016	Regular	0.00	2,113.90	7520
1327	US Bank Corporate Payment	08/01/2016	Regular	0.00	8,321.75	7521
	**Void**	08/01/2016	Regular	0.00	0.00	7522
	**Void**	08/01/2016	Regular	0.00	0.00	7523
1521	Aries Industries, Inc.	08/04/2016	Regular	0.00	4,455.58	7560
1004	AT&T	08/04/2016	Regular	0.00	119.28	7561
1509	Crystal Communications	08/04/2016	Regular	0.00	230.00	7562
1087	Dawson Oil Co.	08/04/2016	Regular	0.00	2,264.69	7563
1340	Grainger	08/04/2016	Regular	0.00	175.07	7564
1174	KBA Docusys, Inc.	08/04/2016	Regular	0.00	568.95	7565
1174	KBA Docusys, Inc.	08/04/2016	Regular	0.00	-568.95	7565
1186	Loomis Medical Clinic	08/04/2016	Regular	0.00	84.00	7566
1221	PG&E	08/04/2016	Regular	0.00	205.70	7567
1554	Service Master	08/04/2016	Regular	0.00	1,020.55	7568
1307	Sutter Medical Foundation-Corporate	08/04/2016	Regular	0.00	136.00	7569
1338	Verizon Wireless	08/04/2016	Regular	0.00	25.02	7570
1492	Wave Broadband - Rocklin	08/04/2016	Regular	0.00	209.85	7571
1345	WECO	08/04/2016	Regular	0.00	683.33	7572
1548	Williams Scotsman	08/04/2016	Regular	0.00	1,565.40	7573
	**Void**	08/05/2016	Regular	0.00	0.00	7574
	**Void**	08/05/2016	Regular	0.00	0.00	7575
	**Void**	08/05/2016	Regular	0.00	0.00	7576
1173	KBA Docusys	08/05/2016	Regular	0.00	345.29	7577
1174	KBA Docusys, Inc.	08/05/2016	Regular	0.00	223.66	7578
1289	Sonsray Machinery LLC	08/05/2016	Regular	0.00	1,448.75	7579
1004	AT&T	08/11/2016	Regular	0.00	9.40	7580
1022	AT&T	08/11/2016	Regular	0.00	231.59	7581
1026	AUS West Lockbox	08/11/2016	Regular	0.00	712.77	7582
1552	Bennett Engineering Services	08/11/2016	Regular	0.00	2,875.71	7583
1244	Preferred Alliance	08/11/2016	Regular	0.00	142.56	7584
1270	Rootx	08/11/2016	Regular	0.00	553.00	7585
1333	SPOK, Inc.	08/11/2016	Regular	0.00	26.25	7586
1335	Valley Power Systems, Inc.	08/11/2016	Regular	0.00	119.27	7587
1475	Van Erp, Petersen & Babcock, LLP	08/11/2016	Regular	0.00	1,925.00	7588
1338	Verizon Wireless	08/11/2016	Regular	0.00	527.81	7589
1345	WECO	08/11/2016	Regular	0.00	489.94	7590
1021	ARC	08/18/2016	Regular	0.00	7.74	7591
1505	California Surveying & Drafting Supply	08/18/2016	Regular	0.00	237.88	7592
1072	Concern	08/18/2016	Regular	0.00	3,300.00	7593
1080	CWEA	08/18/2016	Regular	0.00	172.00	7594

Check Report

Date Range: 07/27/2016 - 08/25/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1086	Dataprose	08/18/2016	Regular	0.00	4,910.92	7595
1253	Recology Auburn Placer	08/18/2016	Regular	0.00	296.13	7596
1508	Sacramento Rendering Co.	08/18/2016	Regular	0.00	25.00	7597
1543	Silver Driving	08/18/2016	Regular	0.00	800.00	7598
1325	Tyler Technologies, Inc.	08/18/2016	Regular	0.00	400.00	7599
1023	AT&T	08/25/2016	Regular	0.00	7.84	7625
1139	Hill Rivkins Brown & Associates	08/25/2016	Regular	0.00	5,824.00	7626
1558	Lynn Montes	08/25/2016	Regular	0.00	51.91	7627
1221	PG&E	08/25/2016	Regular	0.00	5,582.25	7628
1327	US Bank Corporate Payment	08/25/2016	Regular	0.00	11,924.85	7629
	**Void**	08/25/2016	Regular	0.00	0.00	7630
	**Void**	08/25/2016	Regular	0.00	0.00	7631
	**Void**	08/25/2016	Regular	0.00	0.00	7632
	**Void**	08/25/2016	Regular	0.00	0.00	7633
	**Void**	08/25/2016	Regular	0.00	0.00	7634
1045	Cal Pers 457 Plan (EFT)	07/29/2016	Bank Draft	0.00	300.00	DFT0002100
1135	Mass Mutual (EFT)	07/29/2016	Bank Draft	0.00	4,184.80	DFT0002101
1229	Pers (EFT)	07/29/2016	Bank Draft	0.00	147.25	DFT0002102
1229	Pers (EFT)	07/29/2016	Bank Draft	0.00	228.22	DFT0002103
1229	Pers (EFT)	07/29/2016	Bank Draft	0.00	331.88	DFT0002104
1229	Pers (EFT)	07/29/2016	Bank Draft	0.00	2,852.78	DFT0002105
1229	Pers (EFT)	07/29/2016	Bank Draft	0.00	4,148.66	DFT0002106
1229	Pers (EFT)	07/29/2016	Bank Draft	0.00	74.67	DFT0002107
1229	Pers (EFT)	07/29/2016	Bank Draft	0.00	89.37	DFT0002108
1229	Pers (EFT)	07/29/2016	Bank Draft	0.00	1,066.74	DFT0002109
1229	Pers (EFT)	07/29/2016	Bank Draft	0.00	1,276.59	DFT0002110
1229	Pers (EFT)	07/29/2016	Bank Draft	0.00	1,061.55	DFT0002111
1229	Pers (EFT)	07/29/2016	Bank Draft	0.00	1,113.37	DFT0002112
1149	Internal Revenue Service	07/29/2016	Bank Draft	0.00	9,071.82	DFT0002113
1098	EDD (EFT)	07/29/2016	Bank Draft	0.00	2,694.71	DFT0002114
1098	EDD (EFT)	07/29/2016	Bank Draft	0.00	658.40	DFT0002115
1149	Internal Revenue Service	07/29/2016	Bank Draft	0.00	2,121.62	DFT0002116
1149	Internal Revenue Service	07/29/2016	Bank Draft	0.00	7,912.08	DFT0002117
1015	American Fidelity Assurance	07/28/2016	Bank Draft	0.00	1,021.72	DFT0002118
1229	Pers (EFT)	07/28/2016	Bank Draft	0.00	14,841.84	DFT0002119
1229	Pers (EFT)	07/28/2016	Bank Draft	0.00	3.27	DFT0002120
1230	Pers (EFT)	07/28/2016	Bank Draft	0.00	35,159.68	DFT0002121
1246	Prudential Municipal Pool	07/28/2016	Bank Draft	0.00	147.70	DFT0002122
1045	Cal Pers 457 Plan (EFT)	08/12/2016	Bank Draft	0.00	300.00	DFT0002124
1135	Mass Mutual (EFT)	08/12/2016	Bank Draft	0.00	4,559.80	DFT0002125
1229	Pers (EFT)	08/12/2016	Bank Draft	0.00	147.25	DFT0002126
1229	Pers (EFT)	08/12/2016	Bank Draft	0.00	228.22	DFT0002127
1229	Pers (EFT)	08/12/2016	Bank Draft	0.00	331.88	DFT0002128
1229	Pers (EFT)	08/12/2016	Bank Draft	0.00	2,852.78	DFT0002129
1229	Pers (EFT)	08/12/2016	Bank Draft	0.00	4,148.68	DFT0002130
1229	Pers (EFT)	08/12/2016	Bank Draft	0.00	74.67	DFT0002131
1229	Pers (EFT)	08/12/2016	Bank Draft	0.00	89.37	DFT0002132
1229	Pers (EFT)	08/12/2016	Bank Draft	0.00	1,066.74	DFT0002133
1229	Pers (EFT)	08/12/2016	Bank Draft	0.00	1,276.59	DFT0002134
1229	Pers (EFT)	08/12/2016	Bank Draft	0.00	1,070.50	DFT0002135
1229	Pers (EFT)	08/12/2016	Bank Draft	0.00	1,122.76	DFT0002136
1149	Internal Revenue Service	08/12/2016	Bank Draft	0.00	9,169.72	DFT0002137
1098	EDD (EFT)	08/12/2016	Bank Draft	0.00	2,873.29	DFT0002138
1098	EDD (EFT)	08/12/2016	Bank Draft	0.00	643.92	DFT0002139
1149	Internal Revenue Service	08/12/2016	Bank Draft	0.00	2,144.56	DFT0002140

Check Report

Date Range: 07/27/2016 - 08/25/2016

<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>
1149	Internal Revenue Service	08/12/2016	Bank Draft	0.00	7,974.01	DFT0002141

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	81	58	0.00	77,110.66
Manual Checks	0	0	0.00	0.00
Voided Checks	0	11	0.00	-568.95
Bank Drafts	41	41	0.00	130,583.46
EFT's	0	0	0.00	0.00
	<b>122</b>	<b>110</b>	<b>0.00</b>	<b>207,125.17</b>

### Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	7/2016	104,382.69
100	GENERAL FUND	8/2016	102,742.48
			<hr/>
			<b>207,125.17</b>

Account Number	Name	Date	Type	Amount	Reference
112-1020514-01	ALEXANDER MOLITVENIK	8/3/2016	Refund	\$ 7.47	Check #: 7548
102-0001250-02	Bair, Robert	8/3/2016	Refund	\$ 11.73	Check #: 7525
102-0012301-01	BETTY RAMIREZ	8/24/2016	Refund	\$ 264.00	Check #: 7611
106-0016173-01	Brown, Philip M III	8/3/2016	Refund	\$ 11.57	Check #: 7544
102-0007373-01	Buie, Gary and Cynthia	8/3/2016	Refund	\$ 12.43	Check #: 7529
112-1026732-00	CalAtlantic Group, Inc.	8/3/2016	Refund	\$ 79.33	Check #: 7554
102-0008086-02	Carter, Ronald	8/3/2016	Refund	\$ 83.59	Check #: 7530
106-0017315-01	Colamartino, Jon	8/3/2016	Refund	\$ 84.00	Check #: 7547
112-1026345-01	D R Horton	8/3/2016	Refund	\$ 368.65	Check #: 7553
112-1026886-00	D R Horton	8/3/2016	Refund	\$ 24.65	Check #: 7555
112-1026918-00	D R Horton	8/3/2016	Refund	\$ 6.52	Check #: 7556
112-1027001-00	D R Horton	8/24/2016	Refund	\$ 55.70	Check #: 7623
112-1026935-00	D R Horton	8/3/2016	Refund	\$ 51.33	Check #: 7557
112-1022438-01	Dhillon, Davinder	8/24/2016	Refund	\$ 86.90	Check #: 7617
102-0000970-01	Dillon, Michael J	8/24/2016	Refund	\$ 33.60	Check #: 7603
103-0004449-01	Dominick, Leah	8/3/2016	Refund	\$ 11.16	Check #: 7536
106-0014656-04	Draper, Robert	8/3/2016	Refund	\$ 49.00	Check #: 7542
102-0009151-01	Farley, Jeffrey	8/3/2016	Refund	\$ 30.00	Check #: 7532
102-0000633-01	Freeman, Kevin	8/24/2016	Refund	\$ 84.00	Check #: 7602
102-0002733-01	Gordon, Leonard	8/3/2016	Refund	\$ 9.43	Check #: 7527
103-0003722-01	Grinder, Jack D	8/24/2016	Refund	\$ 84.00	Check #: 7612
103-0003722-01	Grinder, Jack D	8/3/2016	Refund	\$ 10.43	Check #: 7535
102-0010413-01	Grossi, Ryan	8/24/2016	Refund	\$ 7.47	Check #: 7609
106-0013553-01	Hillman, Michael and Melina	8/3/2016	Refund	\$ 84.00	Check #: 7540
106-0013124-01	Imire, Marc	8/24/2016	Refund	\$ 86.73	Check #: 7614
102-0000950-02	Inc, Granite Equity Group	8/3/2016	Refund	\$ 121.33	Check #: 7524
113-1022219-01	JEAN-CLAUDE AVENEL	8/3/2016	Refund	\$ 75.69	Check #: 7559
102-0007445-01	JOHN P ORTIZ	8/24/2016	Refund	\$ 84.00	Check #: 7607
102-0000568-01	Kennedy, Drew	8/24/2016	Refund	\$ 84.00	Check #: 7601
112-1022664-03	Kniesel, Justin	8/24/2016	Refund	\$ 84.00	Check #: 7618
103-0004247-01	Kuzmenko, Lyubov	8/24/2016	Refund	\$ 78.86	Check #: 7613
106-0013738-01	Llaguna, Cecila C	8/3/2016	Refund	\$ 88.99	Check #: 7541
202-0005031-05	LLC, Aec Eat	8/24/2016	Refund	\$ 14.25	Check #: 7624

106-0014680-02	LLC, Bill Garner Holdings	8/24/2016	Refund	\$	168.00	Check #: 7615
102-0008399-04	LLC, Fast Feet Ventures	8/3/2016	Refund	\$	84.00	Check #: 7531
102-0000526-01	M. LEKBURG RUHKALA	8/24/2016	Refund	\$	84.00	Check #: 7600
103-0004624-02	Mark R Sauer	8/3/2016	Refund	\$	105.96	Check #: 7537
102-0006774-01	Morton, David B	8/24/2016	Refund	\$	85.21	Check #: 7606
112-1022054-03	Nichols, David	8/3/2016	Refund	\$	87.36	Check #: 7549
102-0010414-01	Pagett, Carmen	8/3/2016	Refund	\$	204.52	Check #: 7533
103-0004857-01	Pera, Nancy	8/3/2016	Refund	\$	85.02	Check #: 7538
102-0011426-01	Peterson, Kurt M	8/3/2016	Refund	\$	10.27	Check #: 7534
102-0011426-01	Peterson, Kurt M	8/24/2016	Refund	\$	28.00	Check #: 7610
112-1022875-03	Quilao, Henry and Charlene	8/3/2016	Refund	\$	85.64	Check #: 7551
112-1027093-00	Richmond America Homes	8/3/2016	Refund	\$	10,957.00	Check #: 7558
102-0006580-01	Russell, Robyn	8/3/2016	Refund	\$	161.65	Check #: 7528
102-0002497-01	Shepherd, Melissa	8/3/2016	Refund	\$	84.00	Check #: 7526
102-0007769-02	Sidher, Niraj	8/24/2016	Refund	\$	145.17	Check #: 7608
106-0014974-01	Stanger, Peter and Janet	8/3/2016	Refund	\$	22.66	Check #: 7543
106-0017084-01	Stefanovic, Robert	8/3/2016	Refund	\$	28.30	Check #: 7546
112-1022137-02	Taggard, Derek	8/3/2016	Refund	\$	84.00	Check #: 7550
106-0018006-01	Taylor, Jennifer	8/24/2016	Refund	\$	446.00	Check #: 7616
112-1026862-00	Tim Lewis Communities	8/24/2016	Refund	\$	84.00	Check #: 7620
112-1026863-00	Tim Lewis Communities	8/24/2016	Refund	\$	84.00	Check #: 7621
112-1026864-00	Tim Lewis Communities	8/24/2016	Refund	\$	84.00	Check #: 7622
112-1026742-00	Tim Lewis Communities	8/24/2016	Refund	\$	84.00	Check #: 7619
106-0012625-01	Trust, Tingle Family	8/3/2016	Refund	\$	79.07	Check #: 7539
106-0016614-01	Vanderlinden, Scott	8/3/2016	Refund	\$	120.00	Check #: 7545
112-1024750-01	White, David	8/3/2016	Refund	\$	20.83	Check #: 7552
102-0002313-01	Whitney, Wayne G	8/24/2016	Refund	\$	84.00	Check #: 7605
102-0000992-01	Wilhite, Mark	8/24/2016	Refund	\$	6.92	Check #: 7604
			TOTAL		\$ 15,869.39	

**SPMUD BOARD INVESTMENT REPORT**  
**MEETING DATE: 09/01/16**

INVESTMENT	% Change	TOTAL FUNDS	Fund 100	Fund 300	Fund 400
			General	CIP & Expansion	Capital Replacement & Rehabilitation
Allocation to Fund Type			22.10%	39.34%	38.56%
<b>CalTRUST</b>					
Balance		\$ 19,112,690.12	\$ 4,224,909.20	\$ 7,544,329.85	\$ 7,343,451.08
Income	0.1%	\$ 15,313.58	\$ 3,384.94	\$ 6,024.03	\$ 5,904.61
Unrealized Gain/Loss	-0.1%	\$ (14,909.34)	\$ (3,295.58)	\$ (5,865.01)	\$ (5,748.75)
Realized Gain/Loss	0.0%	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		\$ 19,113,094.36	\$ 4,224,998.55	\$ 7,544,488.87	\$ 7,343,606.94
<b>Wells Fargo - Fixed Income Securities</b>					
Balance		\$ 18,131,214.28	\$ 4,029,003.80	\$ 7,051,616.85	\$ 7,050,593.62
Income	0.0%	\$ 8,514.55	\$ 1,882.07	\$ 3,349.44	\$ 3,283.04
Unrealized Gain/Loss	0.0%	\$ 6,223.25	\$ 1,375.60	\$ 2,448.09	\$ 2,399.56
Realized Gain/Loss	0.0%	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		\$ 18,145,952.08	\$ 4,032,261.47	\$ 7,057,414.38	\$ 7,056,276.23
<b>LAIF (Local Agency Investment Fund)</b>					
Balance		\$ 5,004,901.50	\$ 1,106,291.06	\$ 1,968,819.68	\$ 1,929,790.76
Interest		\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		\$ 5,004,901.50	\$ 1,106,291.06	\$ 1,968,819.68	\$ 1,929,790.76
<b>Placer County Treasury</b>					
Balance		\$ 5,026,138.91	\$ 1,110,985.41	\$ 1,977,174.01	\$ 1,937,979.49
Interest 1.26%		\$ 5,407.75	\$ 1,195.34	\$ 2,127.29	\$ 2,085.12
<b>TOTAL</b>		\$ 5,031,546.66	\$ 1,112,180.75	\$ 1,979,301.31	\$ 1,940,064.61
<b>SUB-TOTAL</b>		\$ 47,295,494.60	\$ 10,475,731.82	\$ 18,550,024.23	\$ 18,269,738.54

Checking Account Balance		\$ 5,861,024.98	\$ 1,295,529.90	\$ 2,305,600.08	\$ 2,259,895.00
<b>GRAND TOTAL</b>		\$ 53,156,519.58	\$ 11,771,261.72	\$ 20,855,624.32	\$ 20,529,633.54

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

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

# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## STAFF REPORT

**To:** Board of Directors

**From:** Eric Nielsen, District Engineer

**Cc:** Carie Huff, Associate Engineer

**Subject:** Acceptance of the Bill of Sale for Sewer Improvements within Whitney Ranch Painted Pony Lane

**Meeting Date:** September 1, 2016

---

### Overview

The Whitney Ranch Painted Pony Lane Improvements are located in Rocklin south of Whitney Ranch Parkway and east of Flintlock Lane. The Whitney Ranch Painted Pony Lane improvements include the following infrastructure:

- Installation of one thousand six hundred and fifteen (1,615) linear feet of sanitary sewer pipe;
- Installation of four (4) manholes;
- Installation of three (3) flushing branches.

### Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Whitney Ranch Painted Pony Lane Improvements.

### Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.1: Engage Customers to determine expectations.

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

Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.

### Fiscal Impact

The estimated value of the contributed capital is \$74,622.00.

Attachments:

1. Bill of Sale
2. Map – Whitney Ranch Painted Pony Lane Improvements



## BILL OF SALE

SUNSET RANCHOS INVESTORS, LLC, A DELAWARE LIMITED LIABILITY COMPANY does hereby grant, bargain, sell and convey to SOUTH PLACER MUNICIPAL UTILITY DISTRICT all of its rights, title and interest in and to all public sewer pipes, lines, mains, manholes, and appurtenances installed by its contractor in that subdivision/project commonly known as Whitney Ranch Painted Pony Land Improvements.

Grantor herein does hereby warrant and guarantee to SOUTH PLACER MUNICIPAL UTILITY DISTRICT that all of the personal property described herein consisting of sewer pipes, lines, mains, manholes, and appurtenances are free and clear of all mechanics liens and encumbrances of any type, nature or description whatsoever.

Dated this August 17, 2016

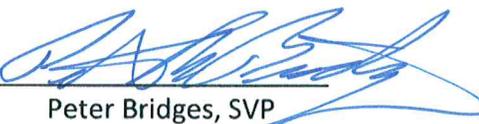
### DEVELOPER/OWNER:

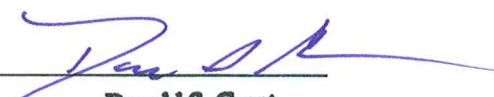
SUNSET RANCHOS INVESTORS, LLC,  
a Delaware limited liability company

By: Whitney Ranch Venture, LLC,  
a Delaware limited liability company  
Its sole Member

By: Institutional Housing Partners III L.P.,  
a California limited partnership  
Its Manager

By: IHP Capital Partners,  
a California corporation  
Its General Partner

By:   
Peter Bridges, SVP

By:   
**Donald S. Grant**  
**Executive Vice President**



0 125 250 Feet  
1 in = 250 ft



# Whitney Ranch Painted Pony Lane

**0 Residential EDUs**

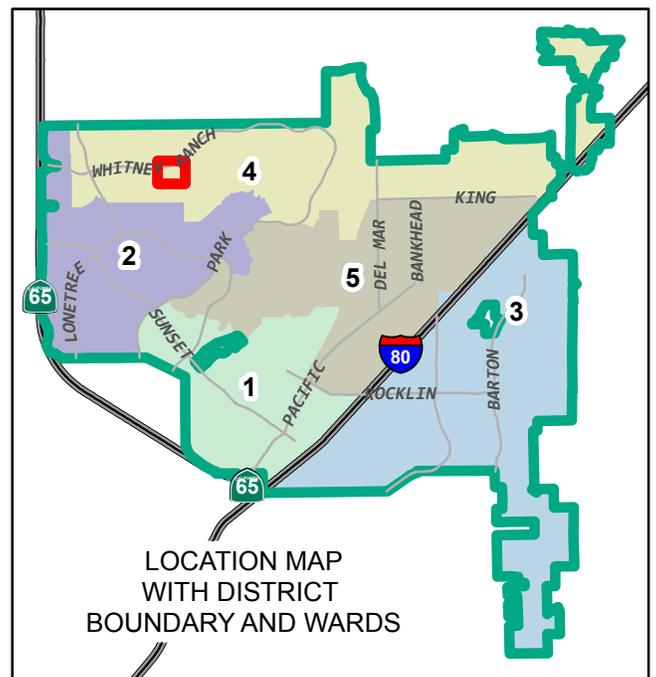
Date: 8/25/2016

Author: Curtis Little

Document Path:

G:\spmud\_gis\mxd\Curtis\Bill Of Sale Maps\PaintedPony.mxd

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# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## STAFF REPORT

**To:** Board of Directors

**From:** Eric Nielsen, District Engineer

**Cc:** Carie Huff, Associate Engineer

**Subject:** Acceptance of the Bill of Sale for Sewer Improvements within Stanford Ranch Parcel 61

**Meeting Date:** September 1, 2016

---

### Overview

The Stanford Ranch Parcel 61 Improvements are located in Rocklin at the northeast corner of the intersection of West Stanford Ranch Road and Wildcat Boulevard. The Stanford Ranch Parcel 61 development consists of four parcels, two of which are being developed as a Goddard School (3.11 EDU's) and Taco Bell (estimated to be 5.11 EDU's). The Stanford Ranch Parcel 61 improvements include the following infrastructure:

- Installation of three hundred and nine (309) linear feet of sanitary sewer pipe;
- Installation of three (3) manholes.

### Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Stanford Ranch Parcel 61 Improvements.

### Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.1: Engage Customers to determine expectations.
- Goal 1.2: Establish and meet Service Level(s) by Department.
- Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.

### Fiscal Impact

The estimated value of the contributed capital is \$39,720.00.

Attachments:

1. Bill of Sale
2. Map – Stanford Ranch Parcel 61 Improvements

BILL OF SALE

Stanford Ranch I, LLC does hereby grant, bargain, sell and convey to SOUTH PLACER MUNICIPAL UTILITY DISTRICT all of its rights, title and interest in and to all public sewer pipes, lines, mains, manholes, and appurtenances installed by its contractor in that subdivision/project commonly known as Stanford Ranch Parcel 61

Grantor herein does hereby warrant and guarantee to SOUTH PLACER MUNICIPAL UTILITY DISTRICT that all of the personal property described herein consisting of sewer pipes, lines, mains, manholes, and appurtenances are free and clear of all mechanics liens and encumbrances of any type, nature or description whatsoever.

Dated this 8.24.16

By: (Developer/Owner)

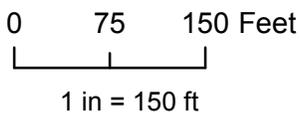
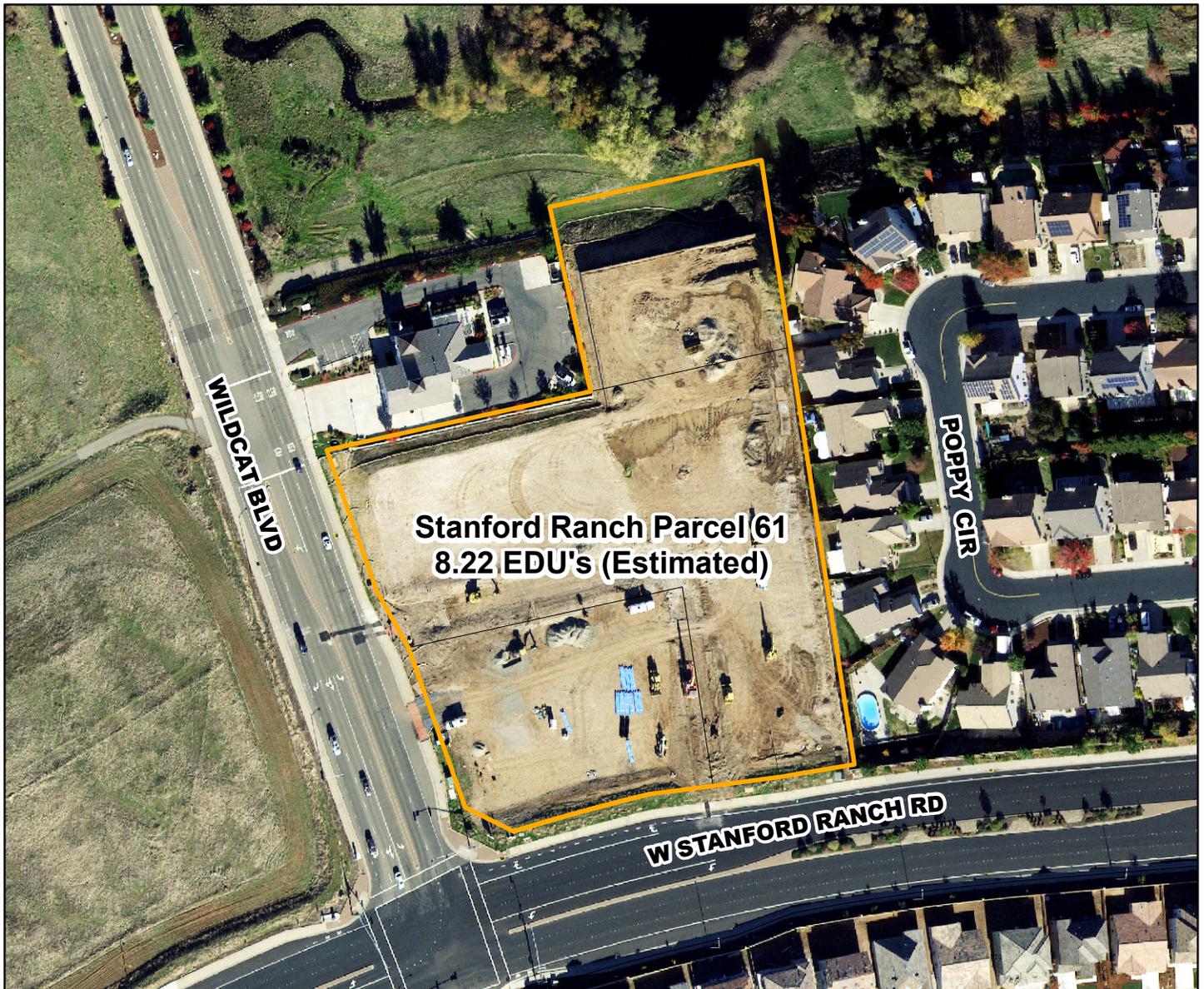


Signature

BLD SCHIVELEY V.P.

Name (Please Type or Print)

STANFORD RANCH I LLC



# Stanford Ranch Parcel 61

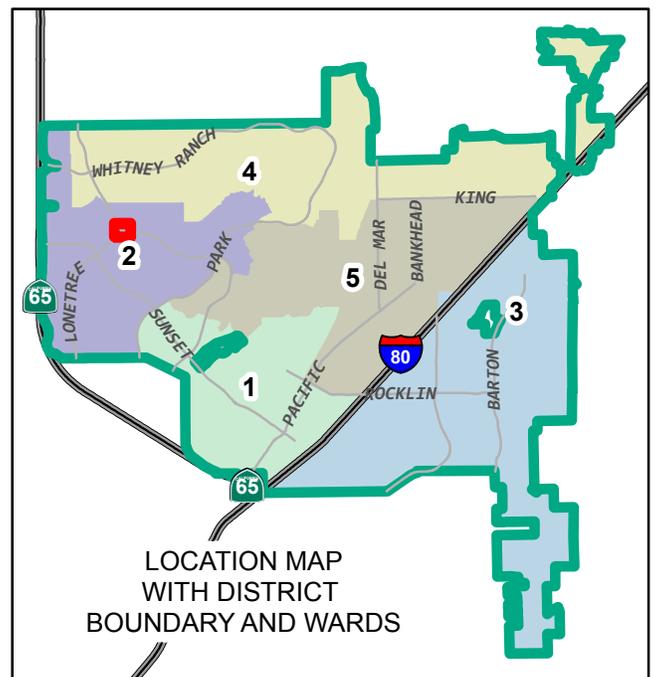
**8.22 EDU's (Estimated)**

Date: 8/25/2016

Author: Curtis Little

Document Path:

G:\spmud\_gis\mxd\Curtis\Bill Of Sale Maps\SR61.mxd



# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## STAFF REPORT

**To:** Board of Directors

**From:** Eric Nielsen, District Engineer

**Cc:** Herb Niederberger, General Manager

**Subject:** Adoption of Resolution for the Authorization to Enter Advance Engineering Agreement with Caltrans for Preparation of the Relocation Plan for the 42-inch Trunk Sewer in Conflict with Proposed State Route 65 and Interstate 80 Improvements

**Meeting Date:** September 1, 2016

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### Overview

State of California, acting by and through its Department of Transportation, (Caltrans), proposes to construct an auxiliary lane on the northbound and southbound on State Route 65 between the Interstate-80 connector ramp and the Galleria Blvd/Stanford Ranch Rd off-ramp and to construct a separate eastbound collector-distributor system parallel to I-80. A portion of the District's existing 42-inch trunk sewer is in conflict with the proposed Caltrans improvements. Caltrans anticipates beginning construction of its proposed improvements in the fall of 2017. Staff worked with representatives from Caltrans to explore other design options to avoid the need for relocating SPMUD facilities and none of the considered options were acceptable. Caltrans has requested that the District relocate these facilities and agrees to pay for the cost of preparing the relocation plan and the cost of construction to relocate the line. The resolution presented to the Board is to enter into the agreement for the advance engineering services to prepare the relocation plan. The utility agreement, in which Caltrans will agree to pay for the costs of construction, will be brought to the Board for authorization at a later date.

### Recommendation

Staff recommends that the Board of Directors:

- Adopt Resolution 16-20 to authorize the General Manager to enter into Special Agreement No. 2653.8 with Caltrans.

### Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

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

Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.

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

**Fiscal Impact**

This action will have no fiscal impact on the District except for the staff time to coordinate with its consultant and process payments. The District will pay its contracted consultant (Water Works Engineers) for coordinating with Caltrans and the engineering services to prepare the required relocation plan. The contract amount for the engineering services for this project is \$35,100. Caltrans agrees to reimburse the District for 100% of the actual cost of the work within 90 days.

## Attachments:

1. Resolution 16-20 – Resolution for the Authorization to Enter Caltrans Advance Engineering Agreement (Special Agreement No. 2653.8) for Preparation of the Relocation Plan for a Portion of the 42-inch Trunk Sewer
2. State of California, Department of Transportation Special Agreement No. 2653.8

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 16-20**

**RESOLUTION FOR THE AUTHORIZATION TO ENTER**

**CALTRANS ADVANCE ENGINEERING AGREEMENT (SPECIAL AGREEMENT NO. 2653.8)**

**FOR PREPARATION OF THE RELOCATION PLAN FOR A PORTION OF THE 42-INCH TRUNK**

WHEREAS, South Placer Municipal Utility District, hereinafter called SPMUD, owns and operates sewer facilities to provide service to SPMUD customers, and

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

WHEREAS, SPMUD facilities are in conflict with the proposed improvements of the STATE Highway 65/80 Project, and

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

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

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

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

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

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

# Memorandum

*Serious drought.  
Help Save Water!*

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

**Date:** August 1, 2016

**File:** Highway 68/80  
EA: 0H260  
UT#: 2653.8

**From:** Brian Goldman   
Associate Right of Way Agent  
District 3

**Subject:** **SPECIAL AGREEMENT SUBMISSION FOR SIGNATURE**

Enclosed are five copies of Special Agreement 2653.8. Please sign all copies on the last page and return four original copies to me at the following address:

Department of Transportation  
Attn: Brian Goldman, R/W  
703 B Street  
Marysville, CA 95747

Please contact me if I can be of further assistance. I can be reached at (530) 741-7145.

Date: July 27, 2016  
03-PLA-65/80 PM 1.9/6.1, R4.8/R7.3  
EA: 0H2609 (Project # 03150001184)  
Federal Aid No.: N/A

**SPECIAL AGREEMENT NO. 2653.8**

**WHEREAS**, the State of California, acting by and through its Department of Transportation, hereinafter called STATE, requested South Placer Municipal Utility District, hereinafter called OWNER, to prepare plans for the relocation Sewer facilities to accommodate the proposed construction project to provide an auxiliary lane on North bound and South bound on State Route 65 between the I-80 connector ramp and the Galleria Blvd/Stanford Ranch Rd off-ramp and to construct a separate eastbound collector-distributor system parallel to I-80. The project location is in the Rocklin/Roseville area in Placer County; and,

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

**WHEREAS**, the OWNER has contracted with WATERWORKS Engineers to perform its design, the estimated engineering cost is \$35,100 and the STATE wishes to enter into a Special Agreement to cover Preliminary Engineering.

**NOW, THEREFORE**, it is agreed as follows:

1. The STATE will reimburse the OWNER for the actual cost of the herein described work within 90 days after receipt of OWNER's itemized bill in quintuplicate, signed by a responsible official of OWNER's organization, compiled on the basis of the actual cost and expense and charged or allocated to said work in accordance with the uniform system of accounts prescribed for OWNER by the California Public Utilities Commission or Federal Communications Commission, whichever is applicable.
2. Engineering services to research, evaluate, and identify the preferred alignment based on the proposed STATE's improvements, design and identify improvements to OWNER's gravity sewer system, assist OWNER with providing information requested by STATE in its Relocation Claim Letter to Owner, and provide services within budget are to be furnished by the consulting engineering firm of WATERWORKS Engineers on a fee basis previously approved by STATE. Cost principles for determining the reasonableness and allowability of consultant costs shall be determined in accordance with 48 CFR, Chapter 1, Part 31; 23 CFR Chapter 1, Part 645; and 18 CFR, Chapter 1, Parts 101, 201 and OMB Circular A-87, as applicable.
3. In any event if the final bill exceeds 125% of the estimated cost of this Agreement, an Amended Agreement shall be executed by the parties to this Agreement prior to the payment of the OWNER'S final bill.
4. All costs accrued by OWNER as a result of STATE's request of June 15, 2016 to review, study and/or prepare relocation plans and estimates for the project associated with this Agreement may be billed pursuant to the terms and conditions of this Agreement.

If STATE's project which precipitated this Agreement is canceled or modified so as to eliminate the necessity of work by OWNER, STATE will notify OWNER in writing and STATE reserves the right to terminate this Agreement by Amendment. The Amendment shall provide mutually acceptable terms and conditions for terminating the Agreement.

All obligations of STATE under the terms of this Agreement are subject to the passage of the annual Budget Act by the State Legislature and the allocation of those funds by the California Transportation Commission.

5. Detailed records from which the billing is compiled shall be retained by the OWNER for a period of four years from the date of the final bill and will be available for verification by STATE and Federal auditors.

**SPECIAL AGREEMENT**  
(Form #)

EXHIBIT  
13-EX-25 (REV 4/2009)  
Page 2 of 2

6. The estimated cost to the STATE is \$35,100.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

STATE

South Placer Municipal Utility District

By \_\_\_\_\_  
MARLA MILES  
Senior Right of Way Agent  
Date

By \_\_\_\_\_  
Name  
Title  
Date

APPROVAL RECOMMENDED:

By \_\_\_\_\_  
BRIAN GOLDMAN  
Utility Coordinator  
Date

CT DOCUMENT	EVENT TYPE	DEPT	UNIT	PROJECT ID	PHASE	REPORTING	OBJCODE	(N)	BFY	AMOUNT	
0317JA26538	C401	2660	0408	03150001184 cd	9	9 26538	054	N	16/17	\$35,100	00
	C401	2660				9					
	C401	2660				9					

PROJECT ID FUNDING VERIFIED:		REVIEW / REQUEST FUNDING:	
Sign: <i>[Signature]</i>		Sign: <i>[Signature]</i>	
Print: Curtis Davidson	7-28-16	Print: Brian Goldman	7/27/16
RNV Planning and Management	Date	Utility Coordinator	Date

THE ESTIMATED COST TO THE STATE FOR ITS SHARE OF THE ABOVE-DESCRIBED WORK IS \$35,100.00

CERTIFICATION OF FUNDS					FUND TYPE	PROJECT ID	AMOUNT
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure shown here.					Design Funds		\$0
<i>[Signature]</i> 7-28-16					Construction Funds		\$0
RNVP Planning and Management					RIW Funds	03150001184 cd	\$35,100.00
Date							
ITEM	CHAP	STAT	FY	AMOUNT			
60-302-0042-20.20	23	2016	17	\$35,100.00			

# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## STAFF REPORT

**To:** Board of Directors

**From:** Herb Niederberger, General Manager

**Cc:** Sam Rose, Superintendent  
Eric Nielsen, District Engineer  
Joanna Belanger, Administrative Services Manager

**Subject:** 2013-17 Strategic Plan, Annual Report Card

**Meeting Date:** September 1, 2016

---

### Overview

The South Placer Municipal Utility District 2013-17 Strategic Plan, approved by the Board of Directors in September 2013, established the blueprint for the District's current activities and response to future activities and changing priorities. The Strategic Plan confirms the District's Mission, Vision and Core Values as a customer driven utility dedicated to protecting the public health by providing quality sanitary sewer collection service while protecting and preserving our water environment and resources for future generations.

The 2013-17 Strategic Plan includes Key Areas of Focus and Specific Goals that the District plans to accomplish during this planning period. A summary of the Key Areas and Goals are included in Attachment 1 to this report. Staff routinely evaluates and measures the progress toward achieving or completing the desired goals. These outcomes are reported semi-annually to the Board in a Report Card. Included as Attachment 2 is a report card ending the 4<sup>th</sup> Quarter of the previous fiscal year (FY 2015-16). As indicated in the Report Card, the District has made considerable progress on meeting its goals, particularly with the high-priority, technology-related projects. As the Strategic Plan is intended to be durable and dynamic, staff may in the future propose revisiting the goals and priorities with suggested improvements, consolidations or eliminations.

Staff intends to engage the Board over the next year to develop goals and objectives to be covered in the Strategic Plan for 2018-22.

### Recommendation

Staff recommends that the Board of Directors receive this Semi-Annual Report Card on the progress toward meeting the Strategic Plan Goals and Objectives

### Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

**Fiscal Impact**

There is no direct fiscal impact associated with receiving this report; however individual elements of the work plans carry associated financial impacts that will be quantified prior to any District action.

## Attachments:

1. Summary of the Key Areas and Goals
2. Report Card ending 4th Quarter, FY 2015-16

# Attachment 1

## 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?*

#### **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?*

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

**SEMI-ANNUAL PROGRESS REPORT**

**6 month Period including 3rd Qtr FY 2015/16 & 4th Qtr FY 2015/16**

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

	Projected Fiscal Year	Sept 15	April 16	Sept 16
<b>I. Customer Service - Provide efficient and effective sewer service that meet customer and stakeholder expectations</b>				
<b><u>Goal 1.1 - Engage Customers to determine expectations</u></b>				
<b>Objective A</b> - Develop /Implement a tracking system by type of customer	FY16	50%		
<b>Objective B</b> - Redesign Website for better communication with stakeholders and customers	FY15			
<b><u>Goal 1.2 - Establish and meet Service Levels by Type of Customer</u></b>				
<b>Objective A</b> - Establish service level areas / categories by Department	FY16	30%	30%	30%
<b>Objective B</b> - Train staff on service level expectations	FY16	5%	5%	5%
<b>Objective C</b> - Develop method to ensure service levels are adequate	FY16	5%	5%	5%
<b><u>Goal 1.3 - Build Business efficiencies</u></b>				
<b>Objective A</b> - Review and standardize Purchasing Policies and Practices	FY14			
<b>Objective B</b> - Develop ability to accept credit cards over the phone, via the web and in the office	FY13			
<b>Objective C</b> - Develop a Vehicle/Equipment Maintenance Program	FY15	5%	70%	70%
<b>Objective D</b> - Evaluate usage of card reader for fuel station	FY16			
<b>Objective E</b> - Standardize meeting formats and materials	FY15	60%	65%	70%
<b>Objective F</b> - Standardize electronic filing protocol	FY15	60%	65%	65%
<b>Objective G</b> - Establish paperless practices		+	+	
<b>Objective H</b> - Standardize File naming conventions	FY15	40%	65%	70%
<b>Objective I</b> - Review Payroll and Time Entry processes	FY14			
<b><u>Goal 1.4 - Improve Communications</u></b>				
<b>Objective A</b> - Add Email contact information for customers to enhance communications	FY16	+	+	+
<b>Objective B</b> - Establish Departmental communication protocols	FY15	40%	65%	

<b>Objective C</b> - Evaluate Telephone Technology	FY15			
<b>Objective D</b> - Evaluate Radio Technology	FY15		25%	
<b>Objective E</b> - Investigate other technology for business communications	FY15	+	+	+
<b>Objective F</b> - Improve Relationships with other Agencies for the Permitting Process	FY14	90%	90%	+

	Projected Fiscal Year	Sept 15	April 16	Sept 16
<b>2. Watershed Management</b> - Meet or surpass environmental, regulatory and public health standards, while maintaining public trust				
<b>Goal 2.1 - Develop High Risk Facilities Master Plan</b>				
<b>Objective A</b> - Document High Risk Facilities (HRF)	FY15	90%	90%	
<b>Objective B</b> - Prioritize High Risk Facilities by probability and risk	FY15	30%	30%	+
<b>Objective C</b> - Develop SSO Mitigation measures for each High Risk Facility	FY15	5%	+	+
<b>Objective D</b> - Identify improvement measures for each High Risk Facility	FY15			50%
<b>Objective E</b> - Produce written High Risk Facilities Master Plan	FY15			30%
<b>Goal 2.2 - Maintain Compliance with Pertinent Regulations</b>				
<b>Objective A</b> - Identify and compile all applicable regulations that affect the operations & maintenance of the sewer system				
1 - Federal Laws and Regulations		-	+	+
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		-	+	+
<b>Objective B</b> - Establish departmental accountability for assurance of regulatory compliance	FY15	10%	10%	10%
<b>Objective C</b> - Flag regulatory changes that impact costs		-	+	+
<b>Goal 2.3 - Prevent and mitigate Sewer System Overflows</b>				
<b>Objective A</b> - Continuously evaluate and improve upon field processes		+	+	+
<b>Objective B</b> - Continuously evaluate and improve upon SSO - Emergency Response Plan (SSO-ERP)	FY14	+	+	+
<b>Objective C</b> - Ensure SSO - Emergency Response (ERP) training is performed in accordance with SSMP	FY14	+	+	+
<b>Objective D</b> - Participate in CWEA and other Agency coordination/training		+	+	+
<b>Objective E</b> - Explore Emergency Response Coordination with Regional Agencies	FY17		+	+
<b>Goal 2.4 - Maintain transparency with all District activities</b>				
<b>Objective A</b> - Post District activities and Public Information on the website		+	+	+
<b>Objective B</b> - Post improved information on website (Annual reports, Maint. activities, FOG Programs, Strategic Planning Info. etc.)		+	+	+
<b>Objective C</b> - Create and post "Annual Report Card" of District activities		+	+	+
<b>Objective D</b> - Perform additional Outreach within the Communities		+	+	+

<b>3. Infrastructure Management</b> - Provide professional, technical, construction and engineering services that ensure the best possible facilities for the District now and in the future.	Projected Fiscal Year	Sept 15	April 16	Sept 16
<b>Goal 3.1 - Process all projects in a timely manner and ensure the best possible facilities for the District</b>				
<b>Objective A</b> - Plan Check Development projects to ensure adherence to District standards & ordinances	FY14	+	+	+
<b>Objective B</b> - Respond to Plan Check and Will-Serve requests within 20 working days for the 1st submittal, and within 10 working days for the 2nd and 3rd (if necessary) submittals with 95% success rate.	FY14	+	+	+
<b>Goal 3.2 - Provide Engineering and Design to optimize the Capital Improvement Program (CIP)</b>				
<b>Objective A</b> - Design Capital Improvement Projects to minimize lifecycle costs of District Assets	FY15	20%	50%	50%
<b>Objective B</b> - Update Master Plan, including System Flow Model by Second Quarter of FY 15	FY14			
<b>Goal 3.3 - Provide Construction Management to ensure the best possible facilities for the District</b>				
<b>Objective A</b> - Provide Construction Mgmt. for CIPs to Complete the planning process and ensure adherence to District Standards	FY15	+	+	+
<b>Objective B</b> - Ensure Dev. Projects are completed in accordance with approved plans and District standards	FY14	+	+	+

<b>4. Sewer System Maintenance</b> - 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.	Projected Fiscal Year	Sept 15	April 16	Sept 16
<b>Goal 4.1 - Eliminate SSO's using the most efficient and effective methods and procedures for maintenance of sewer main pipes</b>				
<b>Objective A</b> - Hydro-flush (clean) 100% of line segments identified as needing to be cleaned		+	+	+
<b>Objective B</b> - Inspect all mainline pipe segments once every 4 years.		+	+	+
<b>Objective C</b> - Perform 175 repairs on District-owned pipes		-	-	-
<b>Goal 4.2 - Operate and maintain sewer appurtenances to provide functional, reliable, efficient and effective service life</b>				
<b>Objective A</b> - Implement High Risk Facility (HRF) Master Plan	FY15			30%
<b>Objective B</b> - Evaluate Headquarters and Corporation Yard (Plant) facilities		+	+	+
<b>Objective C</b> - Install SCADA systems at 100% of the critical remote sites		95%	95%	95%
<b>Objective D</b> - Inspect and document 100% of the manholes in our system		+	+	+
<b>Objective E</b> - Maintain easements to ensure 100% year-round accessibility		+	+	+
<b>Objective F</b> - Improve efficiency of Plant processes and vehicle operation and maintenance		50%	+	+
<b>Goal 4.3 - Develop and implement a comprehensive customer service lateral maintenance program</b>				
<b>Objective A</b> - Assess condition, ensure accessibility, eliminate or mitigate all defects in 100% of District-Owned Double Wyes	FY15	25%	60%	
<b>Objective B</b> - Develop a private Lateral Program/Customer Service Program		10%	50%	50%

<b>Goal 4.4 - Reduce the Impact of HFLS on Collection System Maintenance</b>				
<b>Objective A</b> - Reduce man-hours needed for HFLS maintenance	FY15	35%	+	+
<b>Objective C</b> - Complete implementation of Commercial FOG program	FY14	35%	75%	+
<b>Objective D</b> - Continue Improving Residential FOG Outreach Program	FY14	+	+	+
<b>Objective E</b> - Develop and implement (In-House) Chemical Root Control Program				

<b>5. Financial Stability</b> - Manage District finances to support District needs and maintain reasonable wastewater rates.	Projected Fiscal Year	Sept 15	April 16	Sept 16
<b>Goal 5.1 - Maintain sufficient wastewater rates to meet regulatory requirements and customer expectations</b>	FY14	70%	70%	70%
<b>Objective A</b> - Evaluate the Fee Structure Policy to optimize fairness to customers		+	+	+
<b>Objective B</b> - Evaluate staffing levels and organizational growth		+	+	+
<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>				
<b>Objective A</b> - Explore and analyze Investment options, to optimize financial growth		25%	85%	
<b>Objective B</b> - Evaluate Utility Billing processes and options available		+	+	+
<b>Objective C</b> - Develop detailed Reserve Fund allocation				
<b>Objective E</b> - Ensure reserves meet 80% of District projected needs		+	+	+

<b>6. Workforce Planning</b> - Ensure ample talent to do the District's work today and tomorrow.	Projected Fiscal Year	Sept 15	April 16	Sept 16
<b>Goal 6.1 - Enhance Professional Development Programs to invest in District employees</b>				
<b>Objective A</b> - Develop Formal Employee Training Programs		+	+	+
<b>Objective B</b> - Establish Community Based Internship Program				
<b>Objective C</b> - Inform Board Directors of Professional Development Opportunities		+	+	+
<b>Goal 6.2 - Develop and Implement competitive Compensation Programs</b>				
<b>Objective A</b> - Prepare Salary and Benefit surveys on a periodic basis in conjunction with the MOU negotiations process				
<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				
<b>Goal 6.3 - Continuously evaluate the organizational staffing needs for the District</b>				
<b>Objective A</b> - Perform a GAP analysis as it relates to the District Organization		+	+	+
<b>Objective B</b> - Perform annual review of the Organizational Structure		+	+	+
<b>Objective C</b> - Complete Succession planning		+	+	+

	Projected Fiscal Year	Sept 15	April 16	Sept 16
<b>7. District Growth</b> - Embrace opportunities to grow to provide better protection for our watershed and cost effective services to our customers.				
<b>Goal 7.1 - Work with Regional Partners and analyze growth opportunities</b>				
<b>Objective A</b> - Evaluate surrounding Sewer operations to explore potential for growth by providing service at more reasonable rates		+	+	+
<b>Objective B</b> - Maintain open communication with Regional Agencies to keep abreast of Wastewater needs		+	+	+
<b>8. Information Technology</b> - Evaluate, implement and integrate the various Information Systems that will best support the District's Administrative, financial, technical and field functions.	Projected Fiscal Year	Sept 15	April 16	Sept 16
<b>Goal 8.1 - Develop Information Technology Master Plan</b>				
<b>Objective A</b> - Using Consultants produce a formal IT Master Plan	FY14			
<b>Goal 8.2 - Evaluate and select available Technology and Databases</b>				
<b>Objective A</b> - Evaluate and Prioritize CMMS Software Programs	FY14			
<b>Objective B</b> - Evaluate and prioritize the MOMS Software for Utility Billing, Accts. Payable, Receivables & GL	FY14			
<b>Objective C</b> - Evaluate and prioritize the CCTV Programs and processes	FY15			
<b>Objective D</b> - Evaluate and Prioritize the Utility Billing processes and options available 2013/14	FY14			
<b>Objective E</b> - Evaluate and Prioritize Geographical Information Systems (GIS) Programs and Processes				
<b>Objective F</b> - Evaluate and prioritize the Fuel Database processes and fuel card options				
<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				
a - CMMS Software Programs	FY14	90%	95%	95%
b - MOMS Software for Accounts Payable, Receivables & General Ledger	FY15			
c - CCTV programs and processes		90%	95%	95%
d - Utility Billing processes and options available				
e - GIS programs and Processes	FY14	95%		
f - Fuel database processes and fuel card options.	FY15			
g- SCADA integration 2015	FY15	95%	95%	95%
<b>Objective B</b> - Integrate database information between systems to the fullest extent	FY14	80%	90%	90%
<b>Goal 8.4 - Continuously evaluate available technology to ensure efficient programs and processes</b>				
<b>Objective A</b> - Subscribe to Journals and Participate with Associations to stay current with the industry		+	+	+
<b>Objective B</b> - Review functions within each department to ensure integration occurs and duplication is avoided	FY14	80%	90%	90%
<b>Objective C</b> - Establish an IT Support Program	FY14			

**ITEM VII.2 GENERAL MANAGER REPORT**

To: Board of Directors  
From: Herb Niederberger, GM  
Date: September 1, 2016  
Subject: General Manager Monthly Staff Report – August 2016

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**1) DEPARTMENT REPORTS**

Attached are the monthly status reports for the Boards information:

- A. Facility Services Department
- B. Administrative Service Department, and
- C. Technical Services Department

The Department Managers are prepared to answer any questions from the Board.

**2) INFORMATION ITEMS**

- A. On August 1, 2016 the General Manager and the District Engineer, Eric Nielsen, met with Kate Donahue of the North State Building Industry Association to discuss District needs as they relate to new construction and development within District Boundaries.
- B. On August 3, 2016 the General Manager, the Engineering Manager Eric Nielsen and Associate Engineer, Carrie Huff, met with representative of the Loomis Basin Chamber of Commerce to discuss District needs regarding potential development within the Town of Loomis, the Districts Fog Ordinance and short-range District projects that may affect development potential within Loomis.
- C. On August 8, 2016, the General Manager and the District's Project Manager met with the Restoration Management Company Project Manager for a preconstruction walk-through of the building reconstruction in anticipation of the start of reconstruction on August 22, 2016.
- D. The General Manager was out of the office from August 9 through 15, and August 18 and 19, 2016.
- E. On August 23, 2016, the General Manager met with the District Legal Counsel to discuss District legal needs. Among some of the items that were discussed:
  - a. Godfrey litigation update, pending mediation and closed session
  - b. Pending Policy and Ordinance Advisory Committee items
    - i. Deferred payment agreement flow of funds
    - ii. Additional billing policies
    - iii. Codification of existing District Ordinances into a District Sewer Code
  - c. Sole-Source Justification for corporation yard space planning and site programming
  - d. Legislative update

F. On August 24, 2016, the General Manager met with Director Mitchell to discuss the City of Rocklin's Parks and Trail Master Plan and Trail Strategy & Action Plan currently under consideration by the City's Parks, Recreation & Arts Commission.

G. Advisory Committee Meetings:

a. There were no advisory committee meetings during August.

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

October 2016

FY15/16 Audit

HRF Preliminary Design Contracts for Creek Crossings and Lower Clover Valley Trunk

November 2016

Resolutions: Policy 3160 – Billing Reconciliation & Payment

Policy 3165 – Delinquent (Past Due) Bills

Presentation: Lower lateral responsibility

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

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## **Overview**

This report provides the Board with an overview of Field Services operations from 07/26/2016 through 08/23/2016. The work listed is not all inclusive.

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

- a. Zero (0)
  - i. 219 days without a Recordable Injury

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

- a. Service Calls
  - i. Eighteen (18)
    - A. 18 - Customer's Responsibility
    - B. 0 - SPMUD Responsibility
- b. Lift Station Calls
  - i. Five (5)
- c. Sanitary Sewer Overflows (SSOs)
  - i. Zero (0) 160 Days since last SSO

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

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

#### 4. Maintenance

Feet

a. CCTV Mainline Segments	169 Segments	36,308'
b. CCTV Service Laterals	20 Laterals	708'
c. Hydro-Clean Mainline Segments	59 Segments	12,844'
d. Manhole Inspections	170 Manholes	
e. Rodded/Cleaned Service Laterals	09 Laterals	
f. High Frequency Rodding (Newcastle)	00 Mainlines	
g. Creek-Crossing Inspections	00 Crossings	
h. Chemical Root Treatment	09 Segments	
i. Easement Maintenance	00 L.F.	

#### 5. Construction

a. Service Taps	1 Taps	
b. Lateral Installs	0 Laterals	
c. Property Line Cleanout Work		
i. Repaired	05 Cleanouts	
ii. Installed	00 Cleanout	
d. Mainline Repair	00 Mainline point repair	
e. Service Lateral Repair	00 Lateral point repair	
f. Service Cap-Off	00 Services	
g. Manhole Rehabilitation	01 Manholes	
h. Manhole Install	00 Manhole	
i. Easement Reconstruction	00 L.F.	
j. Vector Control (Cockroaches)	00 Manholes	

#### 6. Facilities

a. Lift Station Operations Checks	42 Operation Checks	
b. Lift Station Repair	03 Repairs Performed	
c. Lift Station Wet Well Cleaning	08 Wet Wells	
d. Lift Station Site Maintenance	02 Sites	
e. Flow Recorder Inspection	04 Sites	
f. Corp Yard Water Treatment Facility	01 Operational Checks	
g. Vehicle/Equip Maintenance	07 Work Orders	

#### 7. Miscellaneous

- The District welcomed new employee Ricky Gonzales (Maintenance Worker I) on 8/22/16. Ricky fill the position vacated when John Marquis was promoted to fill the Inspector position, which was approved in the current budget.
- Intruder Activity: (8/23/16) The Security System notified the District and police of activity inside the corporation yard fences. Police and District were dispatched. Intruder was on site for 6 minutes and left shortly after the police arrived. No one was apprehended, and no indication of damage or lost property.
- The District's (VacCon) hydro-vac transmission failed and is being rebuilt. It is possible this failure caused further damage to related components – still being investigated. Staff is anticipating costly repairs. Field crews are utilizing the backup (Vactor) hydro-vac until repairs are made.

- d. Installed additional water hydrant at corp. yard – water source is District’s water treatment facility.
- e. The District has entered into a Landscape Maintenance Agreement with a new service (Jensen Landscape) that can comply with the Department of Industrial Relations - Public Works Contracting requirements. There is a significant increase in the monthly cost (\$325/mo. To \$860/mo.) plus initial start up costs.

ITEM VII. ASD REPORT

To: Board of Directors

From: Joanna Belanger, Administrative Services Manager

CC: Herb Niederberger, General Manager

Subject: Administrative Services Department Monthly Report

Board Mtg. Date: September 1, 2016

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**FY 15-16 Audit**

The Districts Auditor is continuing their work to provide an opinion as to whether the Districts financial statements are accurately prepared and in conformance with U.S. generally accepting accounting principles. The scope of the audit includes obtaining an understanding of the District and its environment, review of internal controls, and an assessment of risks. Staff anticipates bringing the Audit Report to the Fee & Finance Committee for their review in September and to the full Board for review in October.

**Archiving Project**

Administrative Services employees are continuing research of alternatives for the Archiving/Records Management project. Staff has attended webinar sessions, and met with a number of representatives including companies who have the ability to scan the archived documents into the selected database. Important components sought after for the selected system include: Taxonomy structure for ease of records retrieval, configuration for various types of records, security and access controls, and space management.

**Personnel**

Open Enrollment for employee health insurance will be held from September 12, to October 7, 2016. Rates have experienced an average increase of 3.24 percent for active and retired employees. Rates for retirees in Medicare supplemental plans have decreased slightly, by an average of 1.63 percent. These increases were anticipated with the FY16/17 Budget.

**Intranet**

The Intranet project (District network accessible only by staff with access to a wide range of information and services internally) is in its final stages. The Districts IT consultant is working with Designwerks Company staff to load the program and set up the components in preparation to go live.

**Rocklin Chamber Display**

Staff is preparing a display sign to be placed in the Rocklin Chamber of Commerce offices. The sign will provide District Engineering contact information and outreach information for current businesses and potential businesses coming to the area.

ITEM VII. TSD REPORT

To: Board of Directors  
From: Eric Nielsen, District Engineer  
Cc: Herb Niederberger, General Manager  
Subject: Technical Services Department Monthly Report  
Board Date: September 1, 2016

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**IT Master Plan**

Staff continues to work towards implementation of Lucity. Lucity is currently in the process of migrating the legacy data from WWMS into the Lucity database. After review of the data by staff, Lucity will conduct the final push of legacy data and staff will begin use of Lucity.

**Foothill Trunk Sewer Replacement Project**

The project is now in the final design, permitting, and right-of-way acquisition phase. Contact with residents along the alignment continues in order to obtain easements and gain right of entry during construction. Construction of this project is planned for the spring of 2017.

**Loomis Diversion Trunkline Project**

The project is now in the final design, permitting, and right-of-way acquisition phase. The project team is currently preparing easement documentation and conducting work to support environmental permitting. Exploratory drilling for geotechnical analysis to support the pipeline design is scheduled for early October. Construction of this project is anticipated to start in the spring of 2017.

**High Risk Facilities (HRF) Program**

Requests for proposals (RFPs) for preliminary engineering and cost estimates for the Lower Clover Valley Trunk Sewer Replacement were received on August 25. Staff is currently reviewing and evaluating those proposals. It is anticipated that the District will award the contract in October.

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

The Advance Engineering Agreement is on this month's Board meeting agenda. Staff is coordinating with its consultant and Caltrans to prepare the Relocation Plan. The Utility Agreement between Caltrans and SPMUD is anticipated to be brought to the Board in December or January.

## FOG Program

SPMUD staff continue meeting with food service establishments to inform them of the District’s FOG program and permit the establishments according to Ordinance 09-01. The number of FOG Permits collected to date compared to the goal is shown in the performance indicators below. Staff is in the process of preparing two policies related to the FOG program to present to the Policy and Procedure subcommittee in September for review.

## Department Performance Indicators

The following charts depict the efforts and performance of the department in four areas as of August 24. Additional charts may be added in the future for other areas of work in the department.

