



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

**February 5, 2015**

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
President John Murdock,	Ward 3
Director Victor Markey,	Ward 4
Director 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.

ACTION: (Voice vote)

***Motion to approve the consent items for the February 5, 2015 meeting***

[pg 5 to 15]

1. MINUTES from the January 8, 2015 Regular Board Meeting.
2. ACCOUNTS PAYABLE in the amount of \$1,969,230.49 through January 28, 2015.
3. MONTHLY INVESTMENT REPORT in the total amount of \$46,395,833.01 through January 28, 2015.

**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 ACCEPTANCE OF BILL OF SALE [pg 16 to 19]

#### RECOMMENDATION:

Attached is the Bill of Sale with location map for the following completed project: Sunset West Parcels 39 & 27: a 54 EDU single-family residential development located in Rocklin off of Blue Oaks Drive between Fairway Drive and Sunset Boulevard. The development includes 54 sewer connections, 16 manholes and 2218 linear feet of sanitary sewer pipe. The project has been completed in accordance with SPMUD standards. All field and administrative items have been addressed to the satisfaction and requirements of SPMUD.

ACTION REQUESTED: (Voice vote)

***Motion to Accept a Bill of Sale for Sanitary Sewer Facilities for the Sunset West Parcels 39 & 27.***

### 2. CONSIDERATION OF AN APPEAL OF SEWER IMPACT FEE DEFERRAL AGREEMENT, FROM THE DRAGAS BREWERY LOCATED AT 5860 PACIFIC STREET, ROCKLIN [pg 20 to 26]

#### RECOMMENDATION:

An appeal has been made of the General Manager's decision for the deferred payment agreement for the Dragas Brewery. The business located at 5860 Pacific Street in Rocklin, has requested a Deferred Payment of Participation charges in the amount of \$15,200.60. The Project does not specifically meet the criteria for a deferred payment agreement and is therefore outside the discretion of the General Manager to approve this request. The letter of appeal was received from Pro Equity Asset Management, on behalf of the owner, SCCJ, LLC and staff is recommending that the Board of Directors approve the appeal and the Deferred Payment Agreement for the Dragas Brewery.

ACTION REQUESTED: (Voice vote)

***Motion to approve the appeal and the Deferred Payment Agreement for the Dragas Brewery.***

### 3. CONSIDERATION OF ADJUSTMENTS TO FY 14/15 BUDGET (MID YEAR REVIEW) [pg 27 to 30]

#### RECOMMENDATION:

Staff will present a report to the Board explaining the mid-year budget adjustments recommended for FY 14/15. Details of these recommendations are included in the General Manager Report to the board and Attachment's A & B.

ACTION REQUESTED: (Voice vote)

***Motion to approve the Mid-Year Adjustments to the GY 14/15 Budget***

4. CONSIDER RESOLUTION NO. 15-01 TO APPOINT THE ADMINISTRATIVE SERVICES MANAGER AS DISTRICT BOARD SECRETARY [pg 31 to 32]

RECOMMENDATION:

The General Manager will present a report to the Board to formally appoint the Administrative Services Manager as the District Board Secretary.

ACTION REQUESTED: (Roll Call vote)

***Motion to approve Resolution No. 15-01, to appoint the Administrative Services Manager as District Board Secretary.***

5. CONSIDER RESOLUTION NO. 15-02 TO APPROVE THE DISTRICT PURCHASING POLICY [pg 33 to 39]

RECOMMENDATION:

At the January 8, 2015 Board meeting staff presented to the Board a report of the District Purchasing Policy. Resolution No. 15-02 formally adopts the policy.

ACTION REQUESTED: (Roll Call vote)

***Motion to approve Resolution No. 15-02, to approve the District Purchasing Policy***

6. CONSIDER RESOLUTION NO. 15-03 TO APPROVE THE DISTRICT UTILITY BILLING RECONCILIATION & PAYMENT POLICY [pg 40 to 42]

RECOMMENDATION:

At the January 8, 2015 Board meeting staff presented a report to the Board of the Utility Billing Reconciliation & Payment Policy. Resolution No. 15-03 formally adopts the policy.

ACTION REQUESTED: (Roll Call vote)

***Motion to approve Resolution No. 15-03, to approve the District Utility Billing Reconciliation & Payment Policy***

**VII. REPORTS** [pg 43 to 49]

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. Attorney (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. ADJOURNMENT**

If there is no other Board business the President will adjourn the meeting to its next regular meeting on March 5<sup>th</sup>, 2015 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	January 8, 2015	3:00 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 3:00 p.m.

**II. ROLL CALL OF DIRECTORS:**

- Present: Will Dickinson, Vic Markey, Jerry Mitchell, John Murdock, Jim Williams
- Absent: None
- Vacant: None
- Staff: Herb Niederberger, General Manager  
Jody Allen, Superintendent  
Joanna Belanger, Administrative Services Manager  
Adam Brown, Legal Counsel  
Eric Nielsen, District Engineer  
Gary Gibson, Field Services Manager  
Sam Rose, Assistant Superintendent
- Others: Paul Stroub, Stroub & Associates

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

**IV. CONSENT ITEMS:**

1. MINUTES from the December 11, 2014 Regular Board Meeting.
2. ACCOUNTS PAYABLE in the amount of \$534,667.13 through though December 31, 2014.
3. MONTHLY INVESTMENT REPORT in the total amount of \$46,891,694.23 through December 31, 2014.

Director Mitchell made a motion to approve items on the consent calendar, a second was made by Director Murdock the motion carried 5-0.

**V. PUBLIC COMMENTS:**

President Williams opened the Public Comments, hearing none the public comments were closed.

**VI. BOARD BUSINESS:**

**1. OATH OF OFFICE:**

**Director Murdock – Ward 3**

**Director Dickinson – Ward 2**

The Oath of Office was issued to returning Directors Murdock and Dickinson.

**2. SEATING OF BOARD PRESIDENT FOR 2015 (PER RESOLUTION NO. 03-02)**

President Williams dissolved the temporary Committees from 2014. Director Mitchell made a motion to seat Vice President Murdock as the President of the Board for 2015, a second was made by Director Dickinson the motion carried 5-0.

**3. CALL FOR NOMINATIONS AND APPOINTMENT OF VICE-PRESIDENT FOR 2015**

Director Mitchell made a motion to approve the appointment of Director Dickinson as Vice President for 2015, a second was made by Director Williams, the motion carried 5-0.

**4. CONSIDERATION OF TEMPORARY ADVISORY COMMITTEE(S) FOR 2015**

President Murdock made the following appoints to Advisory Committees for 2015:

- a. Director Williams and Director Dickinson - Fee & Finance Committee with the added scope to look at methods for financing District projects.
- b. Director Williams and Director Markey - Loomis 2 x 2 Committee
- c. Director Mitchell – SPWA JPA
- d. Director Mitchell and Director Markey – Policy and Ordinance Review Committee

**5. CONSIDERATION OF A REPORT FROM THE AUDITOR ON HIS REVIEW OF THE FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING JUNE 30, 2014**

General Manager Niederberger introduced Auditor Paul Stroub to report on the Fiscal Year ending June 30, 2014 Financial Statements. Mr. Stroub reported that he had prepared a Financial Statement with an improved, clear style. He reported that the Districts Financials were in a healthy position, with staff being very cooperative in his review. He made special note in commending the Board for the utilization of an outside CPA, who provides an additional level of confidence for his review during the Audit. Director Dickinson asked about the comment related to a lack of segregation of duties for financial transactions. Mr. Stroub explained that the addition of the CPA does provide that additional level of oversight and he recommended the continued use of a CPA into the future. Director Mitchell thanked the Auditor for a clear, easy to follow report with in depth information. Director Williams made a motion to accept the Audit report for the FY 13/14 Financial statements, a second was made by Director Mitchell, the motion carried 5-0.

**6. CONSIDERATION OF ACCEPTANCE OF BILLS OF SALE**

District Engineer Nielsen reported that the improvements for the West Oaks Subdivision – Unit 3 includes a 52 EDU single family residential development, with 9 manholes, a862 linear feet of public sewer mains. Director Dickinson made a motion to accept the Bills of Sale for sanitary sewer facilities located at West Oaks Subdivision – Unit 3, a second was made by Director Williams, the motion carried 5-0.

**7. CONSIDERATION OF A UTILITY BILLING RECONCILIATION & PAYMENT POLICY**

Administrative Services Manager Belanger provided a report explaining that the Utility Reconciliation and Payment Policy provides uniform procedures for the treatment of billing errors that may occur during the course of business. Since moving to a new billing system a number of errors have been discovered that have occurred through the years. The policy designates the General Manager with the authority to determine each case on an individual basis. In instance where Participation Fees were not paid at the time of connection to the sewer, the General Manager will identify the appropriate fees and if necessary offer a deferred payment plan to the customer. Ms. Belanger reported that the other component within the policy addresses bank service charges that are incurred when customer payments are rejected. The policy allows the District to defer the charges back to the customers' accounts.

Director Dickinson and Director Williams suggested a slight title change to 'Utility Billing Reconciliation & Payment Policy'. Director Dickinson also recommended that the rate of back-billing a customer participation fees should be at the General Manager's discretion for each individual basis. Director

Dickinson made a motion to approve the Utility Billing Reconciliation & Payment Policy with the discussed changes, a second was made by Director Mitchell, the motion carried 5-0.

## **8. CONSIDERATION OF A DISTRICT PURCHASING POLICY**

Administrative Services Manager Belanger provided a report for the District Purchasing Policy, which provides uniform procedures related to purchasing, contracts, professional service agreements, rentals and leases. She explained that the policy creates safeguards to maintain a high quality procurement system which also establishes spending approval levels and formalizes practices for competitive bids, requests for qualifications and proposals, petty cash and purchasing card responsibilities. Director Dickinson suggested that the Departmental Manager spending approval should be limited to \$5,000. Discussion ensued between General Manager Niederberger and Director Williams and Dickinson regarding competitive bidding processes, Legal Counsel Brown suggested that the addition of a statement related to state laws would be advised. Director Dickinson made a motion to approve the Purchasing Policy with minor corrections and an added legal statement, a second was made by Director Williams, the motion carried 5-0.

## **VII. REPORTS:**

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

**2. General Manager (H.Niederberger):**

**A. ASD, FSD & TSD Reports:** GM Niederberger indicated that ASD, FSD and TSD reports were included in the materials, and that staff was available to answer any questions from the Board. Director Mitchell asked for clarification for the Fee Committee role in the next year. GM Niederberger indicated that he would like to work with the Committee to prepare a five year schedule for comprehensive Participation and Customer Fees. He stated that a workshop of the full board may not be necessary once the Committee spends some time planning for the five year schedule.

**B. Information Items:** No further information was reported.

**3. Directors Comments:** Director Mitchell asked about the progress in looking at VOIP telephone systems. Ms. Belanger reported that staff is soliciting information from providers and a status report would be brought back to the board in the near future. Director Dickinson asked if the antenna had been installed at Mareta Lane. Superintendent Allen reported that he had met with the homeowners and was working through some other alternatives, and he would report more at the February meeting. Director Mitchell indicated that he would be attending the SPWA meeting on January 29, 2015.

## **VIII. ADJOURNMENT**

The meeting was adjourned at 3:55 p.m. to the next regularly scheduled meeting on February 5, 2015 at 4:30 p.m.

Herb Niederberger, General Manager



South Placer Municipal Utility District, CA

# Check Report

By Check Number

Date Range: 01/01/2015 - 01/28/2015

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
1007	Advanced Integrated Pest	01/12/2015	Regular	0.00	101.00	5610
1010	Air Resources Board	01/12/2015	Regular	0.00	570.00	5611
1020	Aqua Sierra Controls, Inc.	01/12/2015	Regular	0.00	25,583.05	5612
1023	AT&T	01/12/2015	Regular	0.00	37.25	5613
1004	AT&T	01/12/2015	Regular	0.00	72.37	5614
1031	Batteries Plus	01/12/2015	Regular	0.00	622.43	5615
1058	Carquest Auto Parts	01/12/2015	Regular	0.00	80.31	5616
1478	Cheri Sprunck	01/12/2015	Regular	0.00	50.00	5617
1068	City of Roseville	01/12/2015	Regular	0.00	214,957.65	5618
1070	Clean It Janitorial Service LLC	01/12/2015	Regular	0.00	459.00	5619
1176	Clement Computer Systems	01/12/2015	Regular	0.00	900.00	5620
1108	Everything Radios, Inc.	01/12/2015	Regular	0.00	230.00	5621
1114	Ferguson Enterprises, Inc. #686	01/12/2015	Regular	0.00	12.72	5622
1130	Golden State Tree Care, Inc.	01/12/2015	Regular	0.00	525.00	5623
1340	Grainger	01/12/2015	Regular	0.00	107.42	5624
1134	Harris Industrial Gases	01/12/2015	Regular	0.00	276.63	5625
1173	KBA Docusys	01/12/2015	Regular	0.00	235.33	5626
1467	Mark Jabusch	01/12/2015	Regular	0.00	6,700.00	5627
1199	Meek's Lumber & Hardware	01/12/2015	Regular	0.00	50.18	5628
1218	PCWA	01/12/2015	Regular	0.00	65.68	5629
1234	Placer County APCD	01/12/2015	Regular	0.00	1,298.44	5630
1261	Riebes Auto Parts	01/12/2015	Regular	0.00	15.64	5631
1276	Sacramento Electronic Supply	01/12/2015	Regular	0.00	149.21	5632
1333	SPOK, Inc.	01/12/2015	Regular	0.00	26.38	5633
1299	Staples Contract & Commercial	01/12/2015	Regular	0.00	23.72	5634
1325	Tyler Technologies, Inc.	01/12/2015	Regular	0.00	1,860.00	5635
1475	Van Erp, Petersen & Babcock, LLP	01/12/2015	Regular	0.00	2,250.00	5636
1128	Golden 1 Credit Union	01/14/2015	Regular	0.00	1,447.36	5637
1021	ARC	01/19/2015	Regular	0.00	104.97	5639
1022	AT&T	01/19/2015	Regular	0.00	367.30	5640
1078	Cummins Pacific, LLC	01/19/2015	Regular	0.00	2,471.47	5641
1110	Fastenal	01/19/2015	Regular	0.00	40.42	5642
1340	Grainger	01/19/2015	Regular	0.00	31.22	5643
1146	InSight Mobile Data Inc.	01/19/2015	Regular	0.00	330.00	5644
1186	Loomis Medical Clinic	01/19/2015	Regular	0.00	84.00	5645
1188	Lucity, Inc.	01/19/2015	Regular	0.00	172.50	5646
1199	Meek's Lumber & Hardware	01/19/2015	Regular	0.00	20.82	5647
1218	PCWA	01/19/2015	Regular	0.00	647.22	5648
1473	Pitney Bowes - Purchase Power	01/19/2015	Regular	0.00	208.99	5649
1232	Pitney Bowes, Inc.	01/19/2015	Regular	0.00	40.83	5650
1244	Preferred Alliance	01/19/2015	Regular	0.00	155.26	5651
1268	Rocklin Windustrial Co.	01/19/2015	Regular	0.00	80.68	5652
1280	SAM's Club/Synchrony Bank	01/19/2015	Regular	0.00	120.38	5653
1297	Stanley Convergent Security Solutions, Inc.	01/19/2015	Regular	0.00	26.50	5654
1299	Staples Contract & Commercial	01/19/2015	Regular	0.00	212.82	5655
1306	Superior Equipment Repair	01/19/2015	Regular	0.00	372.39	5656
1316	The Reinalt-Thomas Corporation	01/19/2015	Regular	0.00	874.65	5657
1338	Verizon Wireless	01/19/2015	Regular	0.00	304.16	5658
1343	Water Works Engineers, LLC	01/19/2015	Regular	0.00	51,174.00	5659
1345	WECO	01/19/2015	Regular	0.00	547.50	5660
1355	Xylem Water Solutions USA	01/19/2015	Regular	0.00	822.00	5661
1020	Aqua Sierra Controls, Inc.	01/27/2015	Regular	0.00	29,681.18	5670
1022	AT&T	01/27/2015	Regular	0.00	46.74	5671
1051	California Service Tool, Inc.	01/27/2015	Regular	0.00	50.20	5672

Check Report

Date Range: 01/01/2015 - 01/28/2015

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1068	City of Roseville	01/27/2015	Regular	0.00	1,513,921.00	5673
1073	Consolidated Communications	01/27/2015	Regular	0.00	903.84	5674
1080	CWEA	01/27/2015	Regular	0.00	391.00	5675
1108	Everything Radios, Inc.	01/27/2015	Regular	0.00	73.57	5676
1352	Goodyear Commercial Tire & Service Centers	01/27/2015	Regular	0.00	1,726.96	5677
1139	Hill Rivkins Brown & Associates	01/27/2015	Regular	0.00	6,240.00	5678
1141	Home Depot Credit Service	01/27/2015	Regular	0.00	269.76	5679
1159	Jensen Precast	01/27/2015	Regular	0.00	5,370.75	5680
1186	Loomis Medical Clinic	01/27/2015	Regular	0.00	84.00	5681
1199	Meek's Lumber & Hardware	01/27/2015	Regular	0.00	30.34	5682
1218	PCWA	01/27/2015	Regular	0.00	471.68	5683
1221	PG&E	01/27/2015	Regular	0.00	802.46	5684
1253	Recology Auburn Placer	01/27/2015	Regular	0.00	297.02	5685
1277	Sacramento Safety Training	01/27/2015	Regular	0.00	200.00	5686
1290	Spec-West, Inc.	01/27/2015	Regular	0.00	48.81	5687
1292	SPMUD Petty Cash	01/27/2015	Regular	0.00	17.76	5688
1299	Staples Contract & Commercial	01/27/2015	Regular	0.00	489.97	5689
1325	Tyler Technologies, Inc.	01/27/2015	Regular	0.00	400.00	5690
1045	Cal Pers 457 Plan (EFT)	01/02/2015	Bank Draft	0.00	500.00	DFT0000896
1135	Hartford Mgt. (EFT)	01/02/2015	Bank Draft	0.00	5,290.00	DFT0000897
1229	Pers (EFT)	01/02/2015	Bank Draft	0.00	147.25	DFT0000898
1229	Pers (EFT)	01/02/2015	Bank Draft	0.00	312.81	DFT0000899
1229	Pers (EFT)	01/02/2015	Bank Draft	0.00	652.69	DFT0000900
1229	Pers (EFT)	01/02/2015	Bank Draft	0.00	3,910.01	DFT0000901
1229	Pers (EFT)	01/02/2015	Bank Draft	0.00	8,157.74	DFT0000902
1229	Pers (EFT)	01/02/2015	Bank Draft	0.00	962.23	DFT0000903
1229	Pers (EFT)	01/02/2015	Bank Draft	0.00	1,516.47	DFT0000904
1229	Pers (EFT)	01/02/2015	Bank Draft	0.00	621.00	DFT0000905
1229	Pers (EFT)	01/02/2015	Bank Draft	0.00	621.00	DFT0000906
1149	Internal Revenue Service	01/02/2015	Bank Draft	0.00	9,431.92	DFT0000907
1098	EDD (EFT)	01/02/2015	Bank Draft	0.00	2,851.18	DFT0000908
1098	EDD (EFT)	01/02/2015	Bank Draft	0.00	760.64	DFT0000909
1149	Internal Revenue Service	01/02/2015	Bank Draft	0.00	2,205.88	DFT0000910
1149	Internal Revenue Service	01/02/2015	Bank Draft	0.00	8,113.24	DFT0000911
1229	Pers (EFT)	01/02/2015	Bank Draft	0.00	12.53	DFT0000913
1229	Pers (EFT)	01/02/2015	Bank Draft	0.00	26.15	DFT0000914
1229	Pers (EFT)	01/02/2015	Bank Draft	0.00	156.66	DFT0000915
1229	Pers (EFT)	01/02/2015	Bank Draft	0.00	326.85	DFT0000916
1149	Internal Revenue Service	01/02/2015	Bank Draft	0.00	242.82	DFT0000917
1098	EDD (EFT)	01/02/2015	Bank Draft	0.00	75.00	DFT0000918
1098	EDD (EFT)	01/02/2015	Bank Draft	0.00	19.58	DFT0000919
1149	Internal Revenue Service	01/02/2015	Bank Draft	0.00	56.78	DFT0000920
1149	Internal Revenue Service	01/02/2015	Bank Draft	0.00	190.00	DFT0000921
1045	Cal Pers 457 Plan (EFT)	01/16/2015	Bank Draft	0.00	500.00	DFT0000987
1135	Hartford Mgt. (EFT)	01/16/2015	Bank Draft	0.00	4,125.00	DFT0000988
1229	Pers (EFT)	01/16/2015	Bank Draft	0.00	147.25	DFT0000989
1229	Pers (EFT)	01/16/2015	Bank Draft	0.00	275.68	DFT0000990
1229	Pers (EFT)	01/16/2015	Bank Draft	0.00	575.21	DFT0000991
1229	Pers (EFT)	01/16/2015	Bank Draft	0.00	3,445.84	DFT0000992
1229	Pers (EFT)	01/16/2015	Bank Draft	0.00	7,189.31	DFT0000993
1229	Pers (EFT)	01/16/2015	Bank Draft	0.00	962.23	DFT0000994
1229	Pers (EFT)	01/16/2015	Bank Draft	0.00	1,516.46	DFT0000995
1229	Pers (EFT)	01/16/2015	Bank Draft	0.00	631.55	DFT0000996
1229	Pers (EFT)	01/16/2015	Bank Draft	0.00	631.55	DFT0000997
1149	Internal Revenue Service	01/16/2015	Bank Draft	0.00	8,944.86	DFT0000998
1098	EDD (EFT)	01/16/2015	Bank Draft	0.00	2,630.77	DFT0000999
1098	EDD (EFT)	01/16/2015	Bank Draft	0.00	690.37	DFT0001000
1149	Internal Revenue Service	01/16/2015	Bank Draft	0.00	2,091.98	DFT0001001
1149	Internal Revenue Service	01/16/2015	Bank Draft	0.00	7,590.71	DFT0001002
1149	Internal Revenue Service	01/16/2015	Bank Draft	0.00	442.36	DFT0001004
1098	EDD (EFT)	01/16/2015	Bank Draft	0.00	33.00	DFT0001005

Check Report

Date Range: 01/01/2015 - 01/28/2015

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1098	EDD (EFT)	01/16/2015	Bank Draft	0.00	35.68	DFT0001006
1149	Internal Revenue Service	01/16/2015	Bank Draft	0.00	103.46	DFT0001007
1149	Internal Revenue Service	01/16/2015	Bank Draft	0.00	72.90	DFT0001008

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	101	72	0.00	1,879,433.89
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	46	46	0.00	89,796.60
EFT's	0	0	0.00	0.00
	<b>147</b>	<b>118</b>	<b>0.00</b>	<b>1,969,230.49</b>

### Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	1/2015	1,969,230.49
			<u>1,969,230.49</u>



South Placer Municipal Utility District, CA

# Detail Report Account Summary

Date Range: 12/31/2014 - 01/29/2015

Account	Name	Beginning Balance	Total Activity	Ending Balance
<b>Fund: 100 - GENERAL FUND</b>				
<a href="#">100-11005</a>	AUTO BALANCE CASH ACCOUNT	-4,388.91	-3,925.05	-8,313.96
<a href="#">100-11006</a>	CASH ACCOUNT - US BANK	2,587,049.74	-1,568,558.24	1,018,491.50
<a href="#">100-11009</a>	CASH INTEREST BEARING LAIF	9,496,263.60	1,000,000.00	10,496,263.60
<a href="#">100-12002</a>	ACCOUNTS RECEIVABLE - SEWER	492,609.21	1,479,084.43	1,971,693.64
<a href="#">100-12004</a>	ACCOUNTS RECEIVABLE - UNAPPLIED UTILITY CREDITS	-39,546.35	75,787.72	36,241.37
<a href="#">100-15400</a>	VEHICLES	1,362,984.96	-8,692.70	1,354,292.26
<a href="#">100-15600</a>	SEWER SYSTEM	64,484,102.50	-4,029.70	64,480,072.80
<a href="#">100-15900</a>	CONSTRUCTION IN PROGRESS	325,633.47	0.00	325,633.47
<a href="#">100-16200</a>	ALLOW. FOR DEPRECIATION - BLDG	-1,371,243.92	-52,368.05	-1,423,611.97
<a href="#">100-16400</a>	ALLOW. FOR DEPRECIATION - FURN/EQUIP	-172,360.03	-5,197.18	-177,557.21
<a href="#">100-16401</a>	ALLOW. FOR DEPRECIATION - VEHICLES	-1,082,689.87	-19,931.01	-1,102,620.88
<a href="#">100-16501</a>	ALLOW. FOR DEPRECIATION - EQUIP	-504,569.13	-14,852.12	-519,421.25
<a href="#">100-16600</a>	ALLOW. FOR DEPRECIATION - SEWER	-13,903,971.54	-345,125.30	-14,249,096.84
<a href="#">100-20001</a>	ACCOUNTS PAYABLE	-17,504.38	30,453.55	12,949.17
<a href="#">100-21001</a>	FEDERAL WITHHOLDING	57.16	0.00	57.16
<a href="#">100-21002</a>	STATE WITHHOLDING	3.27	0.00	3.27
<a href="#">100-21009</a>	PY CORRECTION LIABILITY	-601.69	665.00	63.31
<a href="#">100-21010</a>	ACCRUED SALARIES	-112.34	0.00	-112.34
<a href="#">100-21012</a>	ACCRUED FICA	-9,489.35	-30.60	-9,519.95
<a href="#">100-21013</a>	ACCRUED SUPPLEMENTAL INSURANCE	-1,512.67	-1,481.08	-2,993.75
<a href="#">100-21014</a>	ACCRUED SDI	0.36	0.00	0.36
<a href="#">100-21016</a>	ACCRUED PERS LIABILITY	-719.03	0.00	-719.03
<a href="#">100-21018</a>	ACCRUED INSURANCE LIABILITY	-56,315.40	1,142.23	-55,173.17
<a href="#">100-21019</a>	ACCRUED DEFERRED COMP LIABILITY	-1,550.00	0.00	-1,550.00
<a href="#">100-22010</a>	OPEB LIABILITY	2,910.61	12,817.81	15,728.42
<a href="#">100-38000</a>	TRANSFER TO/FROM OTHER FUNDS	2,652,157.63	-94,681.26	2,557,476.37
<a href="#">100-41002</a>	SEWER SERVICE CHARGES	-2,070,766.87	-2,064,771.12	-4,135,537.99
<a href="#">100-41003</a>	SEWER SERVICE CHARGES - COMMERCIAL	-565,037.85	-506,818.14	-1,071,855.99
<a href="#">100-41004</a>	SEWER SERVICE CHARGES - BOTH	-13,696.13	-13,886.04	-27,582.17
<a href="#">100-41006</a>	PRSC - NEWCASTLE	-48,269.04	-48,162.59	-96,431.63
<a href="#">100-42001</a>	CONNECTION FEES SEWER	0.00	-65,325.69	-65,325.69
<a href="#">100-44200</a>	PROJECT PROCESSING FEES	-46,112.69	-210.00	-46,322.69
<a href="#">100-44201</a>	INSPECTION FEES	-22,325.00	-14,660.00	-36,985.00
<a href="#">100-44202</a>	PLAN CHECK FEES	-4,030.00	-2,330.00	-6,360.00
<a href="#">100-44600</a>	MISCELLANEOUS REVENUE	-33,451.15	-4,305.88	-37,757.03
<a href="#">100-A02-50100</a>	SALARIES	202,079.61	38,435.24	240,514.85

Detail Report

Date Range: 12/31/2014 - 01/29/2015

Account	Name	Beginning Balance	Total Activity	Ending Balance
<a href="#">100-A02-50201</a>	FICA - SOCIAL SECURITY	13,679.91	3,035.43	16,715.34
<a href="#">100-A02-50307</a>	RETIREMENT 457	6,900.00	1,300.00	8,200.00
<a href="#">100-A02-50401</a>	CALPERS RETIREMENT	39,716.09	7,091.16	46,807.25
<a href="#">100-A02-50901</a>	INSURANCE BENEFITS	74,193.62	7,526.23	81,719.85
<a href="#">100-A02-60101</a>	GENERAL OFFICE EXPENSE	7,669.35	702.79	8,372.14
<a href="#">100-A02-60201</a>	PROFESSIONAL SERVICES - ADMINISTRATION	46,673.70	2,250.00	48,923.70
<a href="#">100-A02-60601</a>	REPAIR/MAINTENANCE AGREEMENTS - ADMINISTRATION	6,759.77	40.83	6,800.60
<a href="#">100-A02-61000</a>	PROFESSIONAL DEVELOPMENT	17,029.07	50.00	17,079.07
<a href="#">100-A02-61200</a>	LEGAL CONSULTANT SERVICES	20,342.40	6,240.00	26,582.40
<a href="#">100-A02-61300</a>	BANK CHARGES	20,231.14	3,925.05	24,156.19
<a href="#">100-A02-61400</a>	BILLING EXPENSE	38,882.92	2,086.75	40,969.67
<a href="#">100-A02-69100</a>	DEPRECIATION EXPENSE	87,726.19	450,196.06	537,922.25
<a href="#">100-F01-50100</a>	SALARIES	411,070.98	72,417.43	483,488.41
<a href="#">100-F01-50201</a>	FICA - SOCIAL SECURITY	34,051.70	5,511.86	39,563.56
<a href="#">100-F01-50307</a>	RETIREMENT 457	9,400.00	1,375.00	10,775.00
<a href="#">100-F01-50401</a>	RETIREMENT PERS	97,369.38	15,166.73	112,536.11
<a href="#">100-F01-50901</a>	INSURANCE BENEFITS	117,541.22	15,834.00	133,375.22
<a href="#">100-F01-60100</a>	OPERATING SUPPLIES/MAINTENANCE	55,531.39	6,660.76	62,192.15
<a href="#">100-F01-60400</a>	GAS & OIL - MAINTENANCE	23,736.74	258.44	23,995.18
<a href="#">100-F01-60500</a>	VEHICLE REPAIR/MAINTENANCE	27,112.21	3,872.32	30,984.53
<a href="#">100-F01-60700</a>	UTILITIES	50,751.10	5,254.65	56,005.75
<a href="#">100-F01-61000</a>	PROFESSIONAL DEVELOPMENT	7,244.34	156.00	7,400.34
<a href="#">100-F01-62000</a>	LIFT STATION MAINTENANCE	8,816.16	835.57	9,651.73
<a href="#">100-F01-62100</a>	WWTP - PLANT MAINTENANCE & OPERATIONS	41,254.56	1,513,921.00	1,555,175.56
<a href="#">100-T03-50100</a>	SALARIES	233,897.56	42,267.98	276,165.54
<a href="#">100-T03-50201</a>	FICA - SOCIAL SECURITY	19,267.36	3,228.04	22,495.40
<a href="#">100-T03-50307</a>	RETIREMENT 457	5,850.00	900.00	6,750.00
<a href="#">100-T03-50401</a>	RETIREMENT PERS	54,388.21	8,993.53	63,381.74
<a href="#">100-T03-50901</a>	INSURANCE BENEFITS	68,662.89	10,583.16	79,246.05
<a href="#">100-T03-60202</a>	PROFESSIONAL SERVICES - OTHER	9,633.23	9,040.00	18,673.23
<a href="#">100-T03-61000</a>	PROFESSIONAL DEVELOPMENT - TECH SERVICES	7,143.24	235.00	7,378.24
<b>Total Fund: 100 - GENERAL FUND:</b>		<b>63,298,115.21</b>	<b>0.00</b>	<b>63,298,115.21</b>
<b>Fund: 300 - CAPITAL OUTLAY</b>				
<a href="#">300-38000</a>	TRANSFER TO/FROM OTHER FUNDS	-2,684,199.52	94,681.26	-2,589,518.26
<a href="#">300-42001</a>	CONNECTION FEES SEWER	-398,786.22	-173,432.15	-572,218.37
<a href="#">300-T03-71403</a>	DATA ACQUISITION - LUCITY	17,616.81	172.50	17,789.31
<a href="#">300-T03-71405</a>	SYSTEM REHABILITATION	73,512.29	6,700.00	80,212.29
<a href="#">300-T03-71410</a>	FOOTHILL TRUNK PROJECT - DESIGN	55,045.00	42,134.00	97,179.00
<a href="#">300-T03-71411</a>	WHITNEY RANCH RECORDER	0.00	29,744.39	29,744.39
<b>Total Fund: 300 - CAPITAL OUTLAY:</b>		<b>-2,936,811.64</b>	<b>0.00</b>	<b>-2,936,811.64</b>
<b>Grand Totals:</b>		<b>60,361,303.57</b>	<b>0.00</b>	<b>60,361,303.57</b>

### Fund Summary

<b>Fund</b>	<b>Beginning Balance</b>	<b>Total Activity</b>	<b>Ending Balance</b>
100 - GENERAL FUND	63,298,115.21	0.00	63,298,115.21
300 - CAPITAL OUTLAY	-2,936,811.64	0.00	-2,936,811.64
<b>Grand Total:</b>	<b>60,361,303.57</b>	<b>0.00</b>	<b>60,361,303.57</b>

**MONTHLY INVESTMENT REPORT**

**SOUTH PLACER MUNICIPAL  
UTILITY DISTRICT**

Local Agency Investment Fund  
As of January 31, 2015 **\$10,500,831.18**

Average Interest for Month Ended  
December 31, 2014 0.25%

Placer County Treasury  
As of December 31, 2014 **\$34,952,268.77**

Effective Rate of Return for Month Ended  
December 31, 2014 0.64 %

Checking Account Balance (U.S. Bank)  
As of January 30, 2015 **\$942,733.06**

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

# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## STAFF REPORT

**To:** Board of Directors

**From:** Eric Nielsen, District Engineer

**Cc:** Sam Rose, Technical Services Manager  
Carie Huff, Engineering Technician

**Subject:** Acceptance of the Bill of Sale for Sewer Improvements within Sunset West Parcels 39 & 27

**Meeting Date:** February 5, 2015

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### Overview

Sunset West Parcels 39 & 27 are located in Rocklin off of Blue Oaks Drive between Fairway Drive and Sunset Boulevard. The work completed will serve 54 single-family residential homes for a total of 54 EDU's. The Sunset West Parcels 39 & 27 improvements include the following infrastructure:

- Installation of two thousand two hundred and eighteen (2,218) linear feet of sanitary sewer pipe
- Installation of sixteen (16) manholes

### Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Sunset West Parcels 39 & 27.

### 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 \$161,165.

### Attachments:

1. Staff Memo
2. Bill of Sale
3. Map – Sunset West Parcels 39 & 27

## Technical Services Department Memorandum

Date: January 27, 2015  
To: Eric Nielsen – District Engineer  
From: Carie Huff – Engineering Technician II  
Subject: Bill of Sale for the February 5<sup>th</sup>, 2015 Board Meeting

### **Sunset West Parcels 39 & 27**

Sunset West Parcels 39 & 27 are located in Rocklin off of Blue Oaks Drive between Fairway Drive and Sunset Boulevard. The work completed will serve 54 single-family residential homes for a total of 54 EDU's. The Sunset West Parcels 39 & 27 improvements include the following infrastructure:

- Installation of two thousand two hundred and eighteen (2,218) linear feet of sanitary sewer pipe
- Installation of sixteen (16) manholes

The estimated value of the sewer infrastructure is \$161,165.

This project has been completed in accordance with SPMUD standards. All field and administrative items have been completed to the satisfaction and requirements of SPMUD. Acceptance of the Bill of Sale is recommended.

BILL OF SALE

D.R. Horton Bay, Inc. 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 Sunset West Parcels 39 & 27.

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 11/6/14

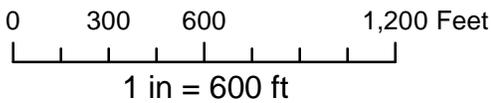
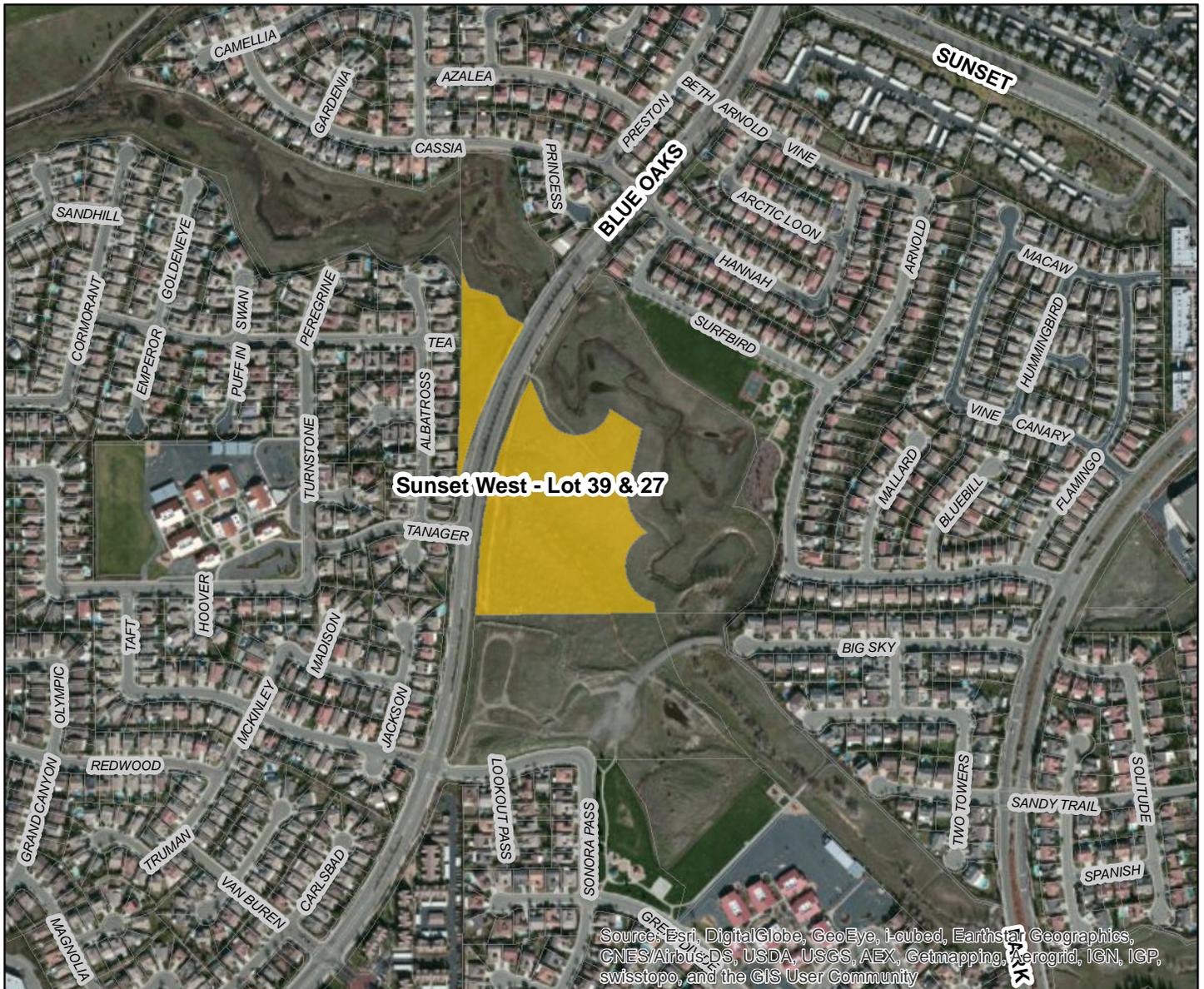
By: D.R. Horton Bay, Inc.  
5050 Hopyard Road, Suite 180  
Pleasanton, CA. 94588



Signature

Dean K. Mills

Name

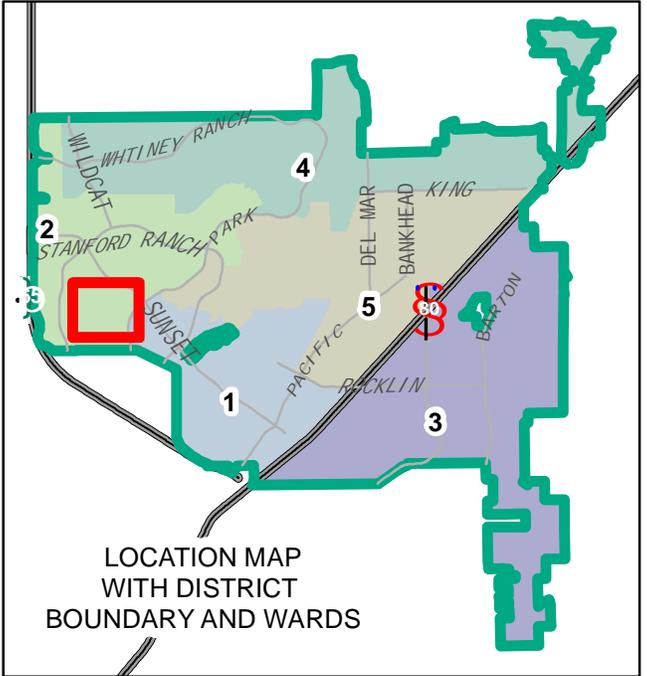


# Sunset West - Lot 39 & 27

54 Residential EDUs

Date: 1/27/2015  
 Author: Aaron Moore

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 Page 19 of 49



LOCATION MAP  
 WITH DISTRICT  
 BOUNDARY AND WARDS

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

**To:** Board of Directors

**From:** Herb Niederberger, General Manager

**Cc:** Eric Nielsen, District Engineer

**Subject:** Dragas Brewery Deferred Payment Agreement  
Consideration of Appeal

**Meeting Date:** February 5, 2015

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**Overview**

In accordance with Resolution 13-08, the Dragas Brewery project located at 5860 Pacific Street in Rocklin, on behalf of the landowner, SCCJ, LLC, has requested a Deferred Payment of Participation charges for the amount of \$15,200.60. Per the resolution, in order to approve the deferred payment agreement, the project must be a new commercial use that the local jurisdiction, the City of Rocklin, has acted to defer the payment of fees, and the intended use provides an economic benefit. The Dragas Brewery Project does not specifically meet this criteria and it is outside the discretion of the General Manager to approve this request. In accordance with Section 7.02 of SPMUD Sewer Use Ordinance No. 09-02, Pro Equity Asset Management, on behalf of the owner, SCCJ, LLC, submitted a letter dated January 28, 2015, appealing the General Manager's decision to the Board of Directors.

**Recommendation**

Staff recommends that the Board of Directors approve the appeal and approve the Deferred Payment Agreement.

**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**

Payments for the deferred amount of \$15,200.60 over 12 months at \$4.665% are \$1298.95 monthly.

Attachments:

1. Appeal Letter
2. Deferred Payment Agreement
3. Resolution 13-08

**RETAIL | OFFICE | INDUSTRIAL**

CORPORATE OFFICE:  
4980 HILLSDALE CIRCLE, SUITE A  
EL DORADO HILLS, CA 96762

www.proequityam.com  
CORPORATE CA DRE 01870526  
CORPORATE UT DRE 8606064-PB00



**MICHAEL H. TURNER**  
Managing Director | CEO  
[michaeltturner@proequityam.com](mailto:michaeltturner@proequityam.com)

D 916.514.5039  
O 866.647.8844x102  
C 916.521.1042  
F 916.514.5039

CA DRE 01220861

Herb Neiderberger  
South Placer Municipal Utility District  
General Manager

**VIA E-Mail**

RE: Deferred Payment for Impact fee at 5860 Pacific Street in Rocklin.

Mr. Neiderberger,

As a follow up to the subject line message, we've worked with the Dragas Brewing staff and believe that they fall within the guidelines laid out in Resolution 13-08 under the requirement for economic development and should be approved for deferred payment per resolution 13-08.

A brewery brings very unique economic development into an area. Microbreweries have proven to bring economic development above and beyond that of a simple retailer as recognized by the City of Rocklin's City Manager, Rick Horst as indicated in a forthcoming letter from the City of Rocklin. First and foremost, they employ people to produce and serve beer. Beyond that, they increase the throughput of distributors, malters, and hops growers, offering other local businesses a boost in revenues, and consequently an increase in taxes generated for the local community. There are other impacts even beyond this that many microbreweries have on their local area. For instance, Dragas Brewing has an agreement to provide spent grain to be used for composting with Dancing Dog Farm, a non-profit organic farm that donates produce to local food banks. Many of these and other details are discussed at length with supporting details in the California Craft Beer Association's Economic Impact Report located here <http://www.californiacraftbeer.com/beer-stats/>. This study provides research and evidence that in 2012 California's 312 craft breweries had a \$4.7 billion dollar economic impact on California alone.

The City of Rocklin's Director of the Department for Economic Development, Karen Garner, has also recognized the potential economic impact and is chairing a committee that will include Dragas Brewing and two other small breweries located in Rocklin to find ways to

OFFICES:  
SACRAMENTO • EAST/SOUTH BAY AREA • SAN FRANCISCO • SALT LAKE CITY

**ITEM VI.2.**  
**Attachment 1**

ASSET MANAGEMENT | PROPERTY MANAGEMENT | TRANSACTIONS | DEVELOPMENT | ADVISORY

attract future investors to make Rocklin the home of their microbreweries, garnering economic impacts similar to those of the Wine Trail.

The bottom line here is that microbreweries are economic goldmines for their local areas and beyond. We feel they present a strong case for SPMUD to categorize them as a business that is bringing strong economic development to the local area, and as such, meet the criteria outlines in Resolution 13-08 for Deferred Payment for Impact.

If after considering this information, you determine that Dragas Brewery does not provide an economic benefit to the City of Rocklin, we respectfully appeal that decision to your board of directors and ask that they consider the information presented herein in the appeal process.

We, the Landlord, and Dragas Brewing appreciate your consideration of this request.  
Michael H. Turner

SCCJ, LLC  
C/O Pro Equity Asset Management

Sincerely,



Michael H. Turner  
SCCJ, LLC  
C/O Pro Equity Asset Management

AGREEMENT TO DEFER PAYMENT OF PARTICIPATION FEES  
 BETWEEN  
 SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
 AND  
 SCCJ, LLC

This agreement to defer payment of participation fees commences on the 5<sup>th</sup> day of February, 2015 between SOUTH PLACER MUNICIPAL UTILITY DISTRICT (DISTRICT), a public agency and SCCJ, LLC.

The SCCJ, LLC property is located within the City of Rocklin, County of Placer, State of California lying within the boundaries of DISTRICT at 5860 Pacific Street, (APN 010-191-063-000; see Attachment C).

Tenant improvements have been performed 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 1.65 EDU's, which now serves as a credit. The change in use increased the EDU total to 3.40. Participation Fees are due on the difference.

$$3.31 \text{ EDU's} - 1.65 \text{ EDU's} = 1.61 \text{ EDU's} \times \$9157.00 \text{ (rate/EDU currently in effect)} = \$15,200.60$$

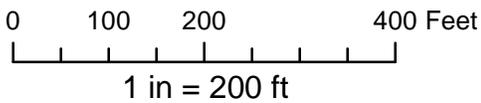
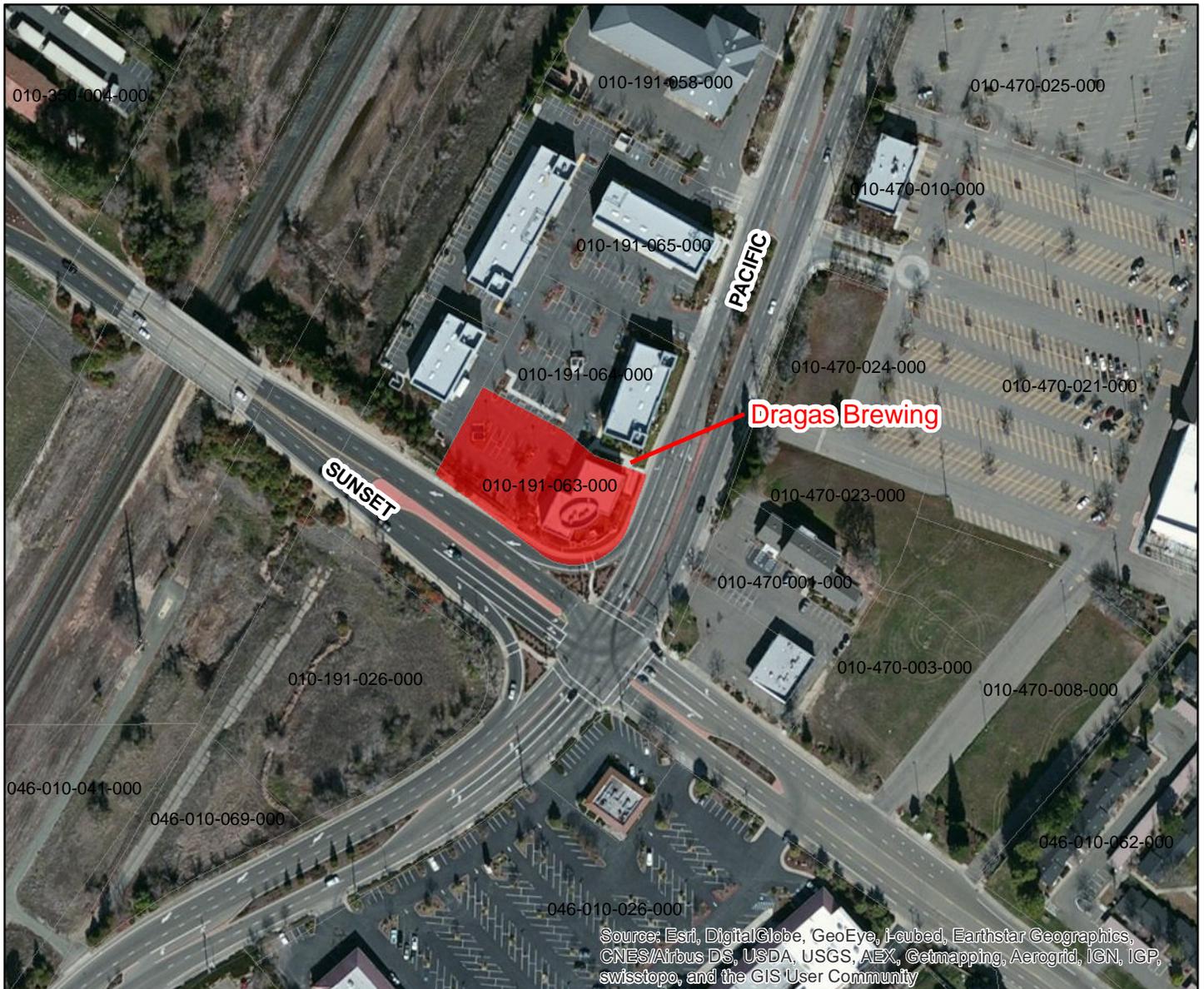
SCCJ, LLC has made a formal request through its property manager, Pro Equity Asset Management (Attachment A) and has appealed the qualifying criteria for deferred payment of participation fees, in accordance with DISTRICT Resolution 13-08 (Attachment B).

DISTRICT and SCCJ, LLC agree to a Participation Fee Deferment plan as follows:

Balance Due: \$15,200.60 over 12 months at \$4.665%. Twelve monthly payments of \$1298.95 due the 10<sup>th</sup> of each month for twelve consecutive months commencing February 10, 2015.

SCCJ, LLC understands this agreement will be recorded and authorizes the DISTRICT 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 DISTRICT following complete payment of the participation fees and any other fees related to default or non-payment.

<b>South Placer Municipal Utility District</b>	<b>SCCJ, LLC</b>
Signature: _____	Signature: _____
Title: _____	Title: _____
Date: ____/____/____	Date: ____/____/____



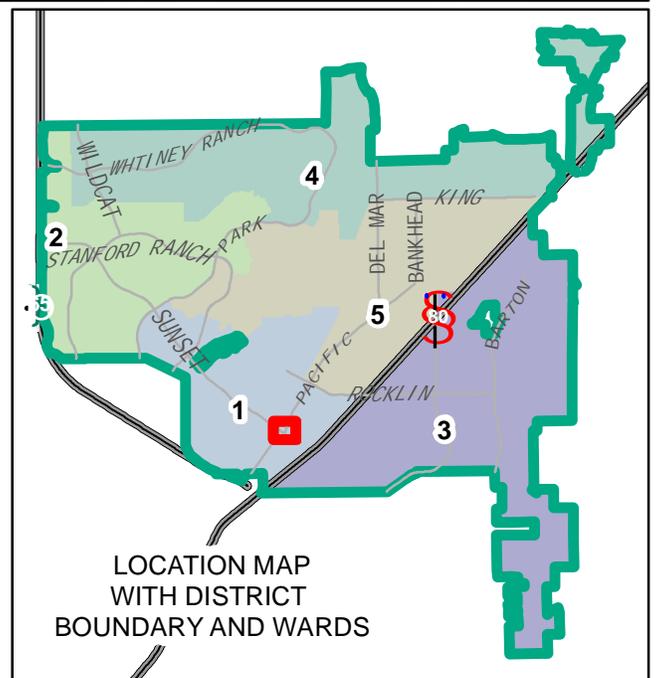
# Attachment C Deferred Payment of Participation Fees For Dragas Brewing

5860 Pacific Street  
010-191-063

Date: 1/29/2015

Author: Aaron Moore

Document Path: G:\spmud\_gis\mxd\Aaron\Deferred Payment\DragasBrewing.mxd



**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) in the district that qualifies may request, and the district may consider, 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.

ITEM VI.2.  
Attachment 3

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.
9. The General Manager has the discretion to approve or deny any request for a deferred payment plan. The General Manager's decision may be appealed to the Board of Directors.

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**  
**STAFF REPORT**

**To:** Board of Directors

**From:** Herb Niederberger, General Manager  
Joanna Belanger, Administrative Services Manager

**Cc:** Jody Allen, Superintendent  
Sam Rose, Asst. Superintendent  
Gary Gibson, Field Services Manager  
Eric Nielson, District Engineer

**Subject:** FY 14-15 Mid-Year Budget

**Board Date:** February 5, 2015

---

**Overview**

This report provides the Board with information, analysis and recommendations related to the mid-year adjustments proposed for the Fiscal Year 2014/15, beginning July 1, 2014 and ending June 30, 2015.

**Recommendation**

While Staff continues to increase effectiveness and investigate opportunities for cost efficiencies, the mid-year review of the budget yields recommendations to increase FY 2014/15 the General Fund budget for Salaries & Benefits by \$74,550 and Operations & Maintenance by \$28,550 (a total increase of \$103,100 (\$10.801M to \$10.904M)). Staff recommends a decrease to the Capital Fund budget of \$402,000 (\$3.723M to \$3.321M) for a total district budget decrease of \$298,900.

**Strategic Plan Goal**

The adjusted FY 2014/15 Budget continues to supports the Key Areas of Focus & Desired Outcomes; Goals & Key Performance Indicators of the Strategic Plan Goal.

**Fiscal Impact**

The staff recommendation to approve these adjustments will result in an actual decrease of \$298,900 (from \$14.5243M to \$14.2254M) to the FY 2014/15 Budget. This represents a decrease of 2.1% of the original budget

## **Background and Analysis**

There are no anticipated adjustments to the district revenue projections or to the Regional Wastewater Treatment Plant annual operating expenses of rehabilitation pre-funding.

Requested Mid-Year budget adjustments:

1. Salary & Benefits, Social Security and PERS retirement expenses have been increased by \$74,550 and results from the retirement of two long time senior management positions and the cash-out of their unused leave balances as well as the cost of duplication of staff during transitions.
2. The O&M budget will increase by \$28,550. Major areas of adjustment;
  - a. The cost of utilities, particularly PG&E charges, are projected to increase to \$12,000;
  - b. An increase to the Professional Services budget by \$20,000 to account for the recruitment of a new General Manager and costs to update the website and operations videos;
  - c. An increase to the Professional Development budget \$7,000 to acclimate the new General Manager to Special District training through CSDA;
  - d. Added insurance liability costs of \$15,000, for the additional CCTV truck and Sierra College Lift Station;
  - e. While the cost of fuel has decreased, other vehicle maintenance costs have increased leaving this expense category underfunded by approximately \$5,000;
  - f. An increase to the billing expense by \$15,000, resulting from mailing expenses for to notify customers of the changes to the Tyler Billing/Customer Information system; and,
  - g. The savings of \$46,250 realized from projected election expenses for two incumbent Directors who ran unopposed.
3. The Capital Outlay budget is decreased by \$402,000. The major areas of adjustment include:
  - a. A savings of over \$20,000 for the cost of the CCTV replacement;
  - b. An additional cost of over \$16,000 to the Site Controls/SCADA improvements, most significantly to place a remote repeater antennae at the Mareta Lane Lift Station;
  - c. Over \$20,000 increase to the cost of the Corporation Yard site improvements and paving;
  - d. Almost \$17,000 and \$1500 in savings for the cost of replacing the mini-cameras and compactor, respectively;
  - e. \$30,000 in savings from the projected cost to integration of the Lucity CMMS system;
  - f. A reduction of \$150,000 in the system rehabilitation/CIPP projects projected for this year; and,
  - g. \$230,000 in design and construction savings of the Lower Loomis Trunk Liner project.

Attachments A & B are line item summaries of the mid-year budget adjustments. Staff will be available during the Board meeting to respond to any questions or concerns.

## Attachment A - SPMUD FY 2014/15 Budget Adjustments

GENERAL FUND ACCOUNTS	FY 14/15 ADOPTED BUDGET	FY 14/15 MID-YR REQUEST	BUDGET ADJUSTMENTS
SALARIES/WAGES	1,681,000	1,731,000	50,000
FICA - SOCIAL SECURITY	130,000	134,550	4,550
PERS RETIREMENT	370,000	390,000	20,000
457-RETIREMENT	45,000	45,000	-
INSURANCE BENEFITS	555,000	555,000	-
<b>SALARY &amp; BENEFITS SUB-TOTAL</b>	<b>2,781,000</b>	<b>2,855,550</b>	<b>74,550</b>
RENTS & LEASES - INCLUDES UPPR LEASE	54,000	54,000	-
UTILITIES - MAINTENANCE	80,000	92,000	12,000
PROFESSIONAL SERVICES	205,000	225,000	20,000
PRINTING/PUBLICATION	3,500	3,500	-
PROFESSIONAL DEVELOPMENT	39,000	46,000	7,000
VEHICLE REPAIR-ALL DEPTS	70,000	70,000	-
DEPRECIATION EXPENSE	1,000,000	1,000,000	-
INSURANCE-P&L	78,000	93,000	15,000
GENERAL OFFICE EXPENSE	16,000	16,000	-
OPERATING SUPPLIES/MAINTENANCE	160,000	160,000	-
GAS & OIL-MAINTENANCE -ALL DEPTS	50,000	55,000	5,000
LIFT STATION MAINTENANCE	25,000	25,000	-
UNIFORMS EXPENSE-MAINTENANCE & TSD	13,500	14,300	800
BILLING EXPENSE	50,000	65,000	15,000
BANK CHARGES	50,000	50,000	-
LEGAL/CONSULTANT SERVICES	100,000	100,000	-
OUTREACH - PERMIT COMPLY	9,000	9,000	-
ELECTION EXPENSE	47,000	750	(46,250)
GOVERNMENT FEES/PERMITS/ADMIN CHARGES	20,000	20,000	-
<b>OPERATIONS &amp; MAINTENANCE SUB-TOTAL</b>	<b>2,070,000</b>	<b>2,098,550</b>	<b>28,550</b>
RWWTP O&M EXPENSES	4,600,000	4,600,000	-
RWWTP RPR & REHAP PRE-FUNDING	1,350,000	1,350,000	-
<b>RWWTP EXPENSES SUB-TOTAL</b>	<b>5,950,000</b>	<b>5,950,000</b>	<b>-</b>
<b>TOTAL GENERAL FUND BUDGET</b>	<b>10,801,000</b>	<b>10,904,100</b>	<b>103,100</b>
TOTAL CAPITAL BUDGET	3,723,300	3,321,300	(402,000)
<b>TOTAL DISTRICT BUDGET</b>	<b>14,524,300</b>	<b>14,225,400</b>	<b>(298,900)</b>

## Attachment B - SPMUD FY 2014/15 Budget Adjustments

CAPITAL FUND ACCOUNTS	FY 14/15 ADOPTED BUDGET	FY 14/15 MID-YR REQUEST	BUDGET ADJUSTMENTS
CCTV REPLACEMENT	\$ 230,000.00	\$ 209,383.00	\$ (20,617.00)
LIFT STATION PUMP REPLACEMENT	\$ 45,000.00	\$ 45,000.00	\$ -
REMOTE SITE CONTROLS IMPROVEMENTS - SCADA	\$ 100,000.00	\$ 116,195.00	\$ 16,195.00
EASEMENT ROADWAY UPGRADES	\$ 40,000.00	\$ 40,000.00	\$ -
CORPORATION YARD IMPROVEMENTS	\$ 20,000.00	\$ 40,617.00	\$ 20,617.00
REPLACEMENT 580 SUPER E BACKHOE	\$ 95,000.00	\$ 95,000.00	\$ -
RECONDITION SUPER L BACKHOE	\$ 15,000.00	\$ 15,000.00	\$ -
REPLACEMENT OF MINI-CAMERAS	\$ 35,000.00	\$ 28,205.00	\$ (6,795.00)
REPLACEMENT OF VIBRA-PLATE COMPACTOR	\$ 3,500.00	\$ 2,100.00	\$ (1,400.00)
FLAIL MOWER REPLACEMENT	\$ 10,000.00	\$ 10,000.00	\$ -
COMPUTER EQUIPMENT/SOFTWARE - FIELD	\$ 11,000.00	\$ 11,000.00	\$ -
COMPUTER EQUIPMENT/SOFTWARE - TECH	\$ 9,000.00	\$ 9,000.00	\$ -
DATA ACQUISITION - LUCITY	\$ 133,000.00	\$ 103,000.00	\$ (30,000.00)
SYSTEM REHABILITATION	\$ 400,000.00	\$ 250,000.00	\$ (150,000.00)
SAFETY TRAINING AIDS	\$ 2,000.00	\$ 2,000.00	\$ -
OFFICE FURNITURE - TECH SERVICES	\$ 1,800.00	\$ 1,800.00	\$ -
LOWER LOOMIS 10" TRUNK CIPP LINER PROJECT	\$ 730,000.00	\$ 500,000.00	\$ (230,000.00)
LOWER LOOMIS DIVERSION SEWER - PRELIM STUD	\$ 70,000.00	\$ 70,000.00	\$ -
FOOTHILL TRUNK PROJECT - DESIGN	\$ 250,000.00	\$ 250,000.00	\$ -
WHITNEY RANCH RECORDER	\$ 37,000.00	\$ 37,000.00	\$ -
SMART COVERS	\$ 10,000.00	\$ 10,000.00	\$ -
WATER QUALITY SAMPLING EQUIPMENT	\$ 6,000.00	\$ 6,000.00	\$ -
Admin Computer Workstation	\$ 5,000.00	\$ 5,000.00	\$ -
Software Upgrades	\$ 80,000.00	\$ 80,000.00	\$ -
Interior Painting	\$ 3,000.00	\$ 3,000.00	\$ -
Telephone System - VOIP	\$ 75,000.00	\$ 75,000.00	\$ -
<b>TOTAL CAPITAL BUDGET</b>	<b>2,416,300</b>	<b>2,014,300</b>	<b>(402,000)</b>
<b>TOTAL GENERAL FUND BUDGET</b>	<b>10,801,000</b>	<b>10,904,100</b>	<b>103,100</b>
<b>TOTAL DISTRICT BUDGET</b>	<b>13,217,300</b>	<b>12,918,400</b>	<b>(298,900)</b>

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

**To:** Board of Directors

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

**Cc:** Herb Niederberger, General Manager

**Subject:** Approval of Resolution #15-01, Appointing The Administrative Services Manager As Board Secretary

**Meeting Date:** February 5, 2015

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**Overview**

In efforts to continuously evaluate the organization and efficiencies for District operations, staff is recommending the appointment of the Administrative Services Manager's position to serve as Board Secretary. Provisions in §11931 of the Municipal Utility District Act specify the conditions under which the District may appoint a secretary who shall hold office at the pleasure of the board.

The duties associated with the position of Board Secretary encompass preparation of Board meeting agendas, resolutions and materials, recordation of meeting minutes, custodian of board records, papers and documents and other administrative functions as designated by the Board.

In the event of absence of the Board Secretary, staff further recommends that the General Manager will act as the temporary Secretary.

**Recommendation**

Staff recommends that the Board of Directors approve Resolution #15-01 appointing the Administrative Services Manager position as Board Secretary.

**Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Build business efficiencies.

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

**Fiscal Impact**

No direct fiscal impact.

**Attachments:**

Resolution #15-01 Appointment of the Administrative Services Manager as Board Secretary

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 15-01**

**APPOINTMENT OF THE ADMINISTRATIVE SERVICES MANAGER AS THE BOARD SECRETARY**

WHEREAS, The South Placer Municipal Utility District (District) operates under the rules and regulations of the Municipal Utilities District Act of the State of California (MUD Act); and,

WHEREAS, Section 11931, et seq. of the MUD Act specifies conditions under which the District may appoint a secretary who shall hold office at the pleasure of the board; and

WHEREAS, in the absence of the Board Secretary, the President or other presiding officer of the Board may appoint a temporary Secretary to perform the duties of the Board Secretary and

WHEREAS, The South Placer Municipal Utility District (District) wishes to appoint the position of Administrative Services Manager as the Board Secretary

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the Administrative Services Manager is designated as the Board Secretary and in the absence of the Administrative Services Manager, the General Manager will act as the temporary Secretary.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 5<sup>th</sup> day of February 2015.

Signed: \_\_\_\_\_  
John R. Murdock, President of the Board of Directors

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

ITEM VI.4  
Attachment A

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

**To:** Board of Directors  
**From:** Joanna Belanger, Administrative Services Manager  
**Cc:** Herb Niederberger, General Manager  
**Subject:** Approval Of Resolution #15-02, Adopting The Purchasing Policy  
**Meeting Date:** February 5, 2015

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**Overview**

At the January 8<sup>th</sup>, 2015 SPMUD Board meeting staff presented the Purchasing Policy for the Boards review and approval. After board discussion, a modification was made to the spending approval limits. A statement was also added to the bidding process to indicate that the District follows state law per §12751 of the Public Utilities Code.

**Recommendation**

Staff recommends that the Board of Directors approve Resolution #15-02 adopting the Purchasing Policy as presented.

**Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.2: Establish and meet service level(s) by Department.
- Goal 1.3: Build business efficiencies.
- Goal 2.2: Maintain compliance with pertinent regulations.
- Goal 2.4: Maintain transparency with all District activities.

**Fiscal Impact**

No direct fiscal impact, the policy establishes financial control over District expenditures.

Attachments:

1. Resolution #15-02 Purchasing Policy
2. Purchasing Policy

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 15-02**

**ADOPTION OF THE DISTRICT'S PURCHASING POLICY**

WHEREAS, The South Placer Municipal Utility District (District) wishes to establish efficient, equitable, and uniform procedures for all District contracting for goods (including, without limitation, materials and equipment), services (professional and other), rentals and leases of personal property, and construction; and ,

WHEREAS, Section 12751, et seq. of the Municipal Utilities Act of California specifies conditions under which the District may make purchases; and

WHEREAS, The District wishes to augment the MUD Act to provide for fair and equitable treatment of all persons involved in the contracting process; and maximize the purchasing value of public funds; at the same time as exercising financial control over District expenditures.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that

1. the attached Purchasing Policy is adopted in its entirety;
2. the General Manager, or his designee, is hereby authorized as the District's Purchasing Agent to implement the purpose and requirements of the policy regulations and will administer the attached Purchasing Policy standard operating procedures in consultation with the Districts Legal Counsel.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 5<sup>th</sup> day of February 2015.

Signed: \_\_\_\_\_  
John R. Murdock, President of the Board of Directors

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

**SOUTH PLACER UTILITY DISTRICT POLICIES**

<b>Policy Name:</b>	<b>PURCHASING POLICY</b>		
<b>Approval Authority:</b>	SPMUD BOARD OF DIRECTORS	<b>Adopted:</b>	02/05/15
<b>Responsible Department:</b>	ADMINISTRATIVE SERVICES	<b>Revised:</b>	

**PURPOSE**

This policy seeks to establish efficient, equitable, and uniform procedures for all District contracting for goods (including, without limitation, materials and equipment), services (professional and other), rentals and leases of personal property, and construction; provide for fair and equitable treatment by the District of all persons involved in the contracting process; maximize the purchasing value of public funds; exercise financial control over the District expenditures it covers; clearly define authority for spending approvals and contracting functions; and provide safeguards for maintaining a high-quality procurement system.

**POLICY STATEMENT**

The District’s General Manager, who shall be the District’s Purchasing Agent, will implement and administer standard operating procedures for District contracting in consultation with the District’s Office of the General Counsel, to implement the purpose and requirements of these administrative regulations. The District shall conduct all contracting for goods, services, rentals and leases of personal property, and construction in accordance with these administrative regulations and associated standard operating procedures, and under the administration of the Purchasing Agent.

**PURCHASES NOT REQUIRING COMPETITIVE BIDS**

The District shall NOT be required to seek competitive bids on the following:

- a) Contracts to provide a CONTINUOUS work force through independent contractors for the maintenance, installation and repair of the system;
- b) Items from retail stores;
- c) Purchase of goods or services for which there is a single source of supply;
- d) Purchases for immediate delivery in actual emergencies arising from unforeseen causes;
- e) Purchases of real property (permanent, immovable property such as land, buildings and improvements);
- f) Purchases from any federal, state or local government unit or agency;
- g) Purchases from non-profit corporations whose primary purpose is to provide goods or services to various local governments;
- h) Purchases of items for resale;
- i) Contracts for professional services.

A single contract or commitment shall not exceed \$50,000 without approval by the Board of Directors. All other contracts or commitments require the following spending approval.

1. Up to and including \$50,000 - General Manager or his designee

2. Up to and including \$5,000 – Department Manager, Supervisor, or employee who has been pre-approved for such spending approval authority.

Where a single contract or commitment that was originally approved for less than or equal to \$50,000, requires a change order that increases it to more than \$50,000, the change order shall be submitted to the Board of Directors for approval. The General Manager shall ensure that District procurements are not artificially divided to avoid the approval requirements set forth herein.

### **COMPETITIVE BID PROCESS**

Before the District requests a competitive bid from a vendor, the request must be approved by the GENERAL MANAGER.

The District will request and accept bids in accordance with §12751 of the Public Utilities Code.

Bids may be requested, by any of the following methods:

- a) Telephone;
- b) Writing;
- c) Newspaper advertisement;
- d) Fax;
- e) E-mail.

The District may choose, as an alternative to open public bids, use of vendors listed with any other agency that has gone through a public bid process and authorized other agencies to use their bid prices.

The District will request at least three bids from qualified vendors whenever possible. Vendors may submit their bids to the District by Email, telephone with a written confirmation or by means of a written bid, at the discretion of the General Manager.

When the District requests bids from vendors, the bids will contain the following:

- a) The title of the project and the date issued;
- b) Date the bid (whether written confirmation of telephone bids or written bid) was received by the District;
- c) The bid amount in words and figures;
- d) The bidders information and signature;
- e) Notice that all bids must be delivered to the District's office.

The District will make its decision on which bid to accept after the bid submission deadline. Any bids submitted after the deadline may be rejected by the District. The District reserves the right to reject all bids.

The winner of the bid shall be the lowest qualified and responsible bidder. In determining the lowest qualified and responsible bidder, the District may consider the following factors in addition to the price quoted:

- a) Apparent ability to perform;
- b) Quality of the company, product or service;
- c) Purpose or use of the product or service;
- d) Discount for prompt payment provided by the vendor;
- e) Freight method and cost;
- f) Delivery date;
- g) Past performance;
- h) Other pertinent factors such as experience in providing products or services to similar utilities, references on similar jobs, and compatibility with existing utility equipment.

The District is not obligated to purchase a product or service from the bidder with the lowest price. When the District accepts a bid, it will notify the vendor in writing of its acceptance.

### **BID AND PERFORMANCE BONDS**

The District may require vendors to submit a bid bond with their bids under the following guidelines:

- a) The bid bond must be issued by a surety company licensed to do action in the State of California;
- b) Bid bonds submitted by unsuccessful vendors will be returned upon award to contract;
- c) Personal or vendor company checks are not acceptable in the place of bid bonds; however, bank cashier's checks will be accepted.

The District may require vendors to submit a performance bond under the following guidelines:

- a) A performance bond must be issued by a surety company licensed to do business in the State of California;
- b) When required, the amount of the bond will be stated by the District in writing;
- c) The vendor must file a performance bond with the District within ten (10) working days after receipt of the request for bid;
- d) Personal or vendor company checks are not acceptable in the place of performance bonds; however, bank cashier's checks will be accepted;
- e) An irrevocable letter of credit (LOC) or a certificate of deposit (CD) from a state or national bank or a state or federal savings and loan association having its principal office in California may be acceptable in lieu of a performance bond. The terms and conditions of the LOC or CD are subject to the approval of the District, and any CD must be assigned to the District and be accompanied by the issuing bank's agreement to subordinate its claim to the District's claim.

### **THE DISTRICT'S COMPLIANCE REQUIREMENTS**

When a purchase requires competitive bidding, the District shall create a file for this purchase transaction which shall include the following:

- a) Written requests for bids;
- b) Written notation of bid deadlines that the District requests by telephone;
- c) Written bids received from vendors;

- d) Any vendor's written confirmation of telephone bids;
- e) All written contracts that relate to competitive bids;
- f) Other related written materials;
- g) If a bid is awarded to someone other than the lowest bidder, a memo shall be placed in the file stating the reason the winning vendor was selected over the low bidder. The person responsible for placing this document in the file is the General Manager.

In the absence of specific rules or policies, the disposition of purchasing procedures shall be made by the Board of Directors in accordance with its usual and customary practices.

### **REQUEST FOR PROPOSALS/QUALIFICATIONS**

The District may use a Request for Proposals (RFP) or Qualification (RFQ) procedure to acquire the services of certain professionals that require extended analysis, the exercise of discretion, independent judgment, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field. The District may utilize the RFP/RFQ procedure for single procurements, or for establishing an on-call list of professional services providers capable and qualified to conduct certain types of services. In reviewing proposals, the District considers the quality of the proposal to be reflective of the quality of the work the Consultant is able to perform. The ability of the Consultant to clearly and concisely convey information will be considered in the review process. No contract for the services of legal counsel may be awarded without the approval of the District's General Counsel. Procedures for the selection of architect, engineer, and land surveying services shall be in accordance with state law.

### **PROTESTS**

The District shall adopt and maintain a protest procedure for protests of the solicitation and award of contracts, and include a description of the protest procedure in solicitation documents. Any actual or prospective bidder, proposer, or contractor who is aggrieved in connection with the solicitation of a bid or proposal, or the award of a contract on which he/she bid or proposed, may file a written protest in the manner prescribed in the solicitation documents.

### **PIGGYBACK PROCUREMENTS**

The General Manager may arrange for the District to enter purchase contracts with a supplier for the purchase of goods or services when the pricing and terms have been previously established by another local, state, or federal, public entity, or an association of public entities, provided:

- a. the resulting contract with the supplier of goods or services is the result of competitive bidding or negotiation and is made in compliance with the competitive bid or proposal requirements of the participating entity or association;
- b. the purchase is made within the longer of one year of the competitive bid or negotiation, or the original contract term or subsequent extension(s);
- c. the purchase conforms to the District's specifications for the goods or services; and
- d. the purchase is of equal or better value to the District than if made directly by the District.

**PURCHASING CARD RESPONSIBILITIES – e.g. Cal Card, Staples, Home Depot, and Meeks Lumber etc.**

A credit card or purchasing card is issued to an employee of the District for the purpose of making authorized purchases on the District's behalf. Cardholders are authorized to use the Purchasing Card to purchase many business related goods and services needed to perform their duties as an employee of the District. Transactions that are placed on the Purchasing Card should not conflict with any of the Districts purchasing policies. Personal purchases may not be made with the card. Personal purchases made with the card subject the Cardholder to disciplinary action up to and including possible card cancellation, termination of employment and criminal prosecution. All receipts for Purchasing Card purchases must be detailed and itemized. Receipts should show all items purchased not just a total amount. The same would apply for restaurant receipts.

**PETTY CASH – Use and reimbursement**

The District has established a petty cash fund to purchase minor supplies and improve upon the efficiency of District operations. Disbursements from petty cash funds must be properly documented and for a valid District business purpose. An original receipt must be provided. Petty cash funds may not be used for the following:

- Items/receipts in excess of \$100.00.
- Cashing of personal checks or providing personal loans.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

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

**Cc:** Herb Niederberger, General Manager

**Subject:** Approval Of Resolution #15-03, Adopting The Utility Billing Reconciliation & Payment Policy

**Meeting Date:** February 5, 2015

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**Overview**

At the January 8<sup>th</sup>, 2015 SPMUD Board meeting staff presented the Utility Billing Reconciliation & Payment Policy for the Boards review and approval. After board discussion a minor change was made to the title of the policy and to allow the General Manager discretion regarding the payment of unpaid Participation fees.

**Recommendation**

Staff recommends that the Board of Directors approve Resolution #15-03 adopting the Utility Billing Reconciliation & Payment Policy as presented.

**Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.2: Establish and meet service level(s) by Department.
- Goal 2.4: Maintain transparency with all District activities.
- Goal 5.2: Explore and evaluate investment and business practice alternatives.

**Fiscal Impact**

This policy establishes the ability to collect for erroneous utility billing charges and connection fees. And also allows the District to defer any bank charges incurred through returned payments back to the payer.

Attachments:

1. Resolution #15-03 Utility Billing Reconciliation & Payment Policy
2. Utility Billing Reconciliation & Payment Policy

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 15-03**

**ADOPTION OF A BILLING RECONCILIATION & PAYMENT POLICY**

WHEREAS, The South Placer Municipal Utility District (District) wishes to establish uniform procedures for the treatment of utility billing errors and reconciliations; and the treatment of returned payments where a service charge is incurred on the District; and,

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the attached Billing Reconciliation and Payment Policy is adopted in its entirety.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 5<sup>th</sup> day of February 2015.

Signed: \_\_\_\_\_  
John R. Murdock, President of the Board of Directors

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

## SOUTH PLACER UTILITY DISTRICT POLICIES

<b>Policy Name:</b>	<b>UTILITY BILLING RECONCILIATION &amp; PAYMENT POLICY</b>		
<b>Approval Authority:</b>	SPMUD BOARD OF DIRECTORS	<b>Adopted:</b>	01/08/15
<b>Responsible Department:</b>	ADMINISTRATIVE SERVICES	<b>Revised:</b>	

### PURPOSE

This policy establishes a uniform procedure for the treatment of Utility billing errors, reconciliations and payments made to the District.

### POLICY STATEMENT

The District may correct billing errors if not more than three years has elapsed from the bill due date to the date of discovery of the error. If the District has over billed a customer, the District may grant the customer either a refund or a credit to the customer’s account for not more than three years of over billed amounts.

If the District has under-billed a customer, the District may back-bill the customer for not more than three years of under billed amounts. In most situations the District will bill for only one year of billed amounts. The General Manager will determine each instance individually.

If the District has not charged a customer for Participation fees due at the time of connection to the District’s sewer facilities, the District will back-bill the customer for the participation fee, at the current fee rate. The District reserves the right to offer both residential and commercial customers for whom a participation fee has not been made, a deferred payment plan in accordance with Resolution #13-08.

In instances when a payment is made to the District and the payment method (checks, electronic payments, automated fund transfers and other similar payment transactions) is returned unpaid or non-sufficient funds, the District may impose a service charge, equivalent to the bank charges incurred upon the District.

ITEM VII.2 GENERAL MANAGER REPORT

**To:** Board of Directors  
**From:** Herb Niederberger, GM  
**Subject:** General Manager Monthly Staff Report – January 2015  
**Board Mtg. Date:** February 5, 2015

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**1) DEPARTMENT REPORTS**

Attached are the monthly status reports for the Boards information:

- A. Field 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 January 2, 2015, met with the City Attorney to discuss District legal needs. Among some of the items that were discussed and later have been identified as District needs:
  - i. The need to transition from refund agreements to credit/reimbursement agreements
  - ii. Impediments to addition of Solar power at District facilities
  - iii. Final steps needed for acceptance of lift station improvements at Highlands Units 3&4
  - iv. Easement Conveyance via Final Map
- B. Attended the Rocklin Chamber of Commerce Government Relations Committee (GRC) Meeting on January 7, 2015
- C. Met with the Rocklin City Manager and Public Services Staff on January 15, 2015, to discuss potential partnerships between the two public agencies as well as formalizing the relationship through the development of an MOU.
- D. Attended the Special District Leadership Academy January 25-28, 2015.
- E. Advisory Committee Meetings:
  - i. At the January 12, 2015, Board of Directors Meeting appointments to the following Temporary Advisory Committees were made:
    - a. Director Williams and Director Dickinson - Fee & Finance Committee with the added scope to look at methods for financing District projects.
    - b. Director Williams and Director Markey - Loomis 2 x 2 Committee
    - c. Director Mitchell – SPWA JPA

- d. Director Mitchell and Director Markey – Policy and Ordinance Review Committee
- ii. **SPWA:** There was a meeting of the South Placer Wastewater Authority on January 29, 2015. The Board approved resolutions regarding:
  - a. Updating the SPWA Investment Policy
  - b. Approval of the Mid-Year Budget Adjustments including \$5M for preliminary design of the Pleasant Grove Wastewater Treatment Plant Upgrade that will include addition of new primary clarifiers and secondary digesters

No other committee meetings were held during January 2015

ITEM VII. FSD REPORT

**To:** Board of Directors  
**From:** Jody Allen, Superintendent  
**CC:** Herb Niederberger, General Manager  
**Subject:** Field Services Department Monthly Report  
**Board Mtg. Date:** February 5, 2015

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**Superintendent Transition:**

I moved into the newly constructed office (mentioned in last month's Board report), and Sam has moved into the Superintendent's office. Sam and I have been holding weekly meetings to review the Superintendents duties, focusing this past month on external agreements and reporting requirements.

**Capital Budget items for 2014/15:**

Corporation Yard Improvements: We've received several bids for steel roofing needed to expand our Large Equipment parking, adjacent to the Corporation Yard offices. I'm working with Discount Metal Panels Inc. based out of Loomis to finalize the required plans, fabrication and installation. They were lowest bidder, at \$21,111.00.

SCADA Antennae for Mareta lift Station: I've reached out to AT&T to determine the extent of the Public Utility Easement at the intersection of Mareta Lane and Swetzer Road, to coordinate the placement of our off-site antennae to send our SCADA signals from Mareta lift station down to the Corporation Yard. I hope to report out further success next month.

**CCTV:**

With both TV trucks operating in the Stanford Ranch area of Rocklin over the past month, crews TV inspected 6.44 miles of mainline. As part of the TV work, 154 manholes were also inspected for condition. In addition to this, TV crew assisted in inspecting 14 – four (4") service laterals totaling approximately 440'.

**Flushing (HVVC):**

Crew focused on general shed flushing mainline segments in the older core downtown area of Rocklin. Including monthly "Hot Spot" flushing, just over 7.25 miles of hydro cleaning was completed for the month.

**Construction:**

The crew's primary focus for the month was manhole rehabilitation. Entries were made to drill and inject sealant into the manhole barrels to stop water infiltration. They also jack-hammered

and lengthened manhole channels to maximize flow characteristics, which also improved accessibility for maintenance equipment. They changed out standard frame and covers with bolt down covers to address manhole security on South Placer's trunk lines. Crew also performed two (2) service lateral pipe repairs, a severely offset PLCO stack with substantial root intrusion and the other, a damaged pipe which had a steel construction stake driven through it years ago.

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:** February 5, 2015

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**Administrative Processes**

Departmental integration between the new software systems - Tyler & Lucity continues through the organizational stages. ASD and TSD staff are coordinating with the software companies to prepare for the 'live' implementation of Lucity and flow of data between systems. SOP's continue to be developed as staff moves through regular work processes in the new system.

**Strategic Planning**

Strategic planning tasks programmed to be completed over the next two quarters include interior painting of the Headquarter building, an evaluation of the Telephone system and options for Voice over IP (VOIP), a review of financial investments and the investment policy to optimize financial growth, standardization of meeting formats and materials along with the standardization of electronic filing protocols.

Staff has met with a number of VOIP providers and will be preparing an analysis of options and making a recommendation to move forward in the next month or so. Quotes continue to be received for interior painting of the Head Quarters offices. Work will likely be scheduled to begin mid-February or early March.

ASD staff has begun the lengthy process of scanning and saving District Resolutions and Ordinances. The project serves a number of business efficiencies, including the electronic storage and ease of access to board decisions and records at the same time as gathering and reviewing policies and ordinances which will be reviewed and analyzed with the Policy & Ordinance Review Committee.

ASD and TSD continue to move forward with the standardization of forms, reports, correspondence and filing protocols.

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 Mtg. Date:** February 5, 2015

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**IT Master Plan**

Staff continues to work towards Phase One Implementation, which will include discontinued use of the existing (WWMS) database and implementation of the Lucity database. The work that has been completed in the Lucity test database is being moved to the Lucity production database in preparation for implementation and training of District staff. Staff is working on integrating the Tyler and Lucity databases to share information and increase efficiency.

**Elliott Homes Temporary Lift Station Upgrades**

The contractor scheduled a temporary shutdown of the lift station on Wednesday February 4th to relocate the lift station control panel and PG&E electrical meter to the control building. The delivery of the generator has been delayed at the manufacturer. The site is scheduled to be completed on February 20, 2015 after receipt of the generator.

**Loomis Diversion Line – Route Study**

Staff met with the Town of Loomis CEQA consultant on January 26th to provide support during the CEQA documentation process.

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

Staff is working to complete the SECAP to plan the required upsizing and extension of sewer trunk within the District and define the costs to implement the identified capacity enhancements. The results of the SECAP are scheduled to be completed in April and will be used to support the efforts of the fee committee and the Board to appropriately define the local portion of the participation fee.

**High Risk Facilities (HRF) Program**

TSD facilitated an internal workshop with managers and leadworkers from the Field Services Department on January 13<sup>th</sup> to present the process staff will use to identify high risk facilities in the District. The group brainstormed the criteria to be used to define risk and began identifying potential sources of related data. Staff plans to conduct a comprehensive risk assessment of

District facilities using a software tool to leverage the information available in District databases. The results will allow staff to prioritize planned improvements according to risk and develop a long-term capital improvement program.

### **Foothill Trunk Sewer Upsizing Project**

Water Works Engineers (WWE) is in process of completing 60% plans based on the direction provided in the preliminary design workshop and is scheduled to submit those plans on February 15th. WWE and their sub-consultants have continued the required field studies (environmental cultural, biological, and jurisdictional delineation) and are continuing the analysis and production of the initial study / mitigated negative declaration (ISMND). The draft ISMND is scheduled to be submitted to the District on March 15th.

Construction of this project is planned for spring of 2016 to provide sufficient time for design, public outreach, environmental documentation, and scheduling of construction during the dry season.

### **Loomis 10-Inch CIPP Project**

Staff held a pre-construction meeting with SAK to coordinate project schedules and required submittals. SAK plans to start CCTV inspection and cleaning pipelines the week of February 16th and lining will begin the week of March 2nd. Staff has begun distributing public outreach materials and making visits with specific residents within the project area in advance of any construction activities.