



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

**March 3, 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 24]

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 4, 2016 meeting***

1. MINUTES from the February 4, 2016 Regular Board Meeting.
2. ACCOUNTS PAYABLE in the amount of \$832,353.94 through February 26, 2016.
3. MONTHLY INVESTMENT REPORT in the total amount of \$50,169,859, through February 26, 2016.
4. CONSTRUCTION & COOPERATIVE AGREEMENT FOR THE LOST AVENUE CONSTRUCTION PROJECT – RESOLUTION #16-07 An Agreement with the City of Rocklin to coordinate sewer work with improvements the city is making to the roadway.

**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. PRESENTATION OF THE LUCITY COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM**

Staff will present a demonstration of the functionality of the Lucity System to the Board.

Action Requested: None

#### **1. Informational Item**

### **2. HEADQUARTER BUILDING INCIDENT/DAMAGE REPORT**

Staff will provide a verbal report to the Board regarding the recent incident sustaining damage to the Headquarter building and next steps for repairs and construction plans.

Action Requested: None

#### **1. Informational Item**

## **VII. REPORTS**

[pg 25 to 31]

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. ADJOURNMENT**

If there is no other Board business the President will adjourn the meeting to its next regular meeting on April 7, 2016 at 4:30 p.m.

**BOARD MINUTES**  
**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

| Meeting | Location        | Date             | Time      |
|---------|-----------------|------------------|-----------|
| Regular | District Office | February 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, John Murdock, Jim Williams

Absent: None

Vacant: None

Staff: Herb Niederberger, General Manager  
Adam Brown, Legal Counsel  
Eric Nielsen, District Engineer  
Sam Rose, Superintendent  
Joanna Belanger, Administrative Services Manager

Others: None

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

**IV. CONSENT ITEMS:**

1. Minutes from the February 4, 2016 Regular Board Meeting.
2. Accounts Payable in the amount of \$3,450,704.81 through January 28, 2016.
3. Monthly Investment Report in the total amount of \$48,553,830 through January 28, 2016.
4. Bills of Sale Acceptance of the Bill of Sale for sewer improvements within the West Oaks Subdivision – Unit 4.
5. Consideration of Appointment of Director Mitchell to the City of Rocklin Redevelopment Dissolution Committee appointment of Director Mitchell as the Board representative to the City of Rocklin Dissolution committee for the upcoming year.
6. Acknowledgement of the Retirement of Field Services Manager Gary Gibson & Approval of Resolution No. 16-05 Commending Gary Gibson for 30 Years of Service to SPMUD Gary Gibson, Field Services Manager of the Field Services Department is retiring after serving 30 years of outstanding service to the South Placer Municipal Utility District.
7. Approval & Adoption of Resolution No. 16-06 Approving the Job Specification & Salary Range 36 for a Maintenance Worker II/Inspector Hybrid Position This Field Services promotional position will provide support to Technical Services during periods when workloads and resources are beyond current staffing levels, the salary will be set at Range 36 of the Salary Schedule.

Director Williams congratulated Gary Gibson for his 30 years of service. Director Mitchell made a motion to accept the items on the consent calendar, a second was made by Director Williams, the motion carried 5-0.

**V. PUBLIC COMMENTS:**

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

**VI. BOARD BUSINESS:**

**1. Loomis Diversion Line – Assessment of Development, Refund, Reimbursement, & Credit Agreements**

District Engineer Nielsen made a presentation to the Board explaining that the Loomis Diversion Line project is currently in the design and permitting phase. With the project anticipated to begin construction in 2017. He showed the assessment for potential projects which are associated with the Loomis Diversion Line and the Local Participation charges which may be eligible for refund agreements in the diversion line area. President Dickinson asked if there would be any capacity left if all of the projected EDU's go forward as currently anticipated. DE Nielsen stated that there would be capacity for Loomis, Penryn and Newcastle future growth; however it is hard to determine the actual capacity left with many unknowns for current and future projects.

This item was an informational item, with no action taken.

**2. Consideration of Approval of Mid-Year Adjustments to the FY 15/16 Budget**

General Manager Niederberger provided an overview of proposed mid-year adjustments for the Fiscal Year 15/16 Budget. He stated that adjustments will result in an actual decrease of \$866,320 (From \$14.948M to \$14.075M) to the budget. President Dickinson asked if the District has considered carrying over the budget from year to year for construction type Capital projects, which would assist with showing an accurate picture for Capital projects which sometimes straddle fiscal years. General Manager Niederberger stated that staff would look into the options and next steps to make the changes for future budgets.

A motion was made by Director Williams to approve the mid-year FY 15/16 Budgetary Adjustments as presented, a second was made by Director Mitchell the motion carried 5-0.

**3. Adoption of Investment of District Funds Strategy for 2016, and Adoption of Resolution No. 16-04**

General Manager Niederberger presented an Investment Strategy for the District to invest surplus funds into the Investment Trust of California (CalTRUST) and other long term securities up to the maximum allowed by Government Code §53601. A motion was made by Director Williams to adopt Resolution No. 16-04, a second was made by Director Murdock and the motion carried 5-0.

**VII. REPORTS:**

**1. District General Counsel (A. Brown):** General Counsel Brown stated that he had no report for this meeting.

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

**A. ASD, FSD & TSD Reports:** General Manager Niederberger stated that staff was available to answer any questions.

**B. Information Items:** No additional items were reported.

**3. Directors Comments:** Director Mitchell reported that he had attended the Rocklin Redevelopment Dissolution meeting in January, and would continue to attend the meetings throughout the year. He also provided a report from discussions heard at the SPWA Meeting held in January. President Dickinson suggested that an Agenda item might be provided to formally report information to the Board from SPWA meetings which are held every six months.

**VIII. ADJOURNMENT**

The meeting was adjourned at 5:15 p.m. to the next regularly scheduled meeting on March 3, 2016 at 4:30 p.m.



Joanna Belanger, Board Secretary



South Placer Municipal Utility District, CA

# Check Report

By Check Number

Date Range: 01/29/2016 - 02/25/2016

| Vendor Number                     | Vendor Name                         | Payment Date | Payment Type | Discount Amount | Payment Amount | Number     |
|-----------------------------------|-------------------------------------|--------------|--------------|-----------------|----------------|------------|
| <b>Bank Code: AP Bank-AP Bank</b> |                                     |              |              |                 |                |            |
| 1004                              | AT&T                                | 02/05/2016   | Regular      | 0.00            | 105.88         | 6995       |
| 1048                              | California Dept. of Fish & Wildlife | 02/05/2016   | Regular      | 0.00            | 2,763.00       | 6996       |
| 1068                              | City of Roseville                   | 02/05/2016   | Regular      | 0.00            | 645,772.34     | 6997       |
| 1112                              | FedEx                               | 02/05/2016   | Regular      | 0.00            | 20.56          | 6998       |
| 1173                              | KBA Docusys                         | 02/05/2016   | Regular      | 0.00            | 198.58         | 6999       |
| 1174                              | KBA Docusys, Inc.                   | 02/05/2016   | Regular      | 0.00            | 442.09         | 7000       |
| 1186                              | Loomis Medical Clinic               | 02/05/2016   | Regular      | 0.00            | 84.00          | 7001       |
| 1467                              | Mark Jabusch                        | 02/05/2016   | Regular      | 0.00            | 20,000.00      | 7002       |
| 1524                              | MGP X REIT, LLC                     | 02/05/2016   | Regular      | 0.00            | 106.00         | 7003       |
| 1207                              | Municipal Maintenance Equipment     | 02/05/2016   | Regular      | 0.00            | 72.17          | 7004       |
| 1221                              | PG&E                                | 02/05/2016   | Regular      | 0.00            | 236.48         | 7005       |
| 1251                              | Railroad Management Company, LLC    | 02/05/2016   | Regular      | 0.00            | 175.00         | 7006       |
| 1518                              | Sonitrol of Sacramento              | 02/05/2016   | Regular      | 0.00            | 1,225.00       | 7007       |
| 1303                              | State Water Resources Control Board | 02/05/2016   | Regular      | 0.00            | 200.00         | 7008       |
| 1327                              | US Bank Corporate Payment           | 02/05/2016   | Regular      | 0.00            | 6,939.44       | 7009       |
|                                   | **Void**                            | 02/05/2016   | Regular      | 0.00            | 0.00           | 7010       |
|                                   | **Void**                            | 02/05/2016   | Regular      | 0.00            | 0.00           | 7011       |
|                                   | **Void**                            | 02/05/2016   | Regular      | 0.00            | 0.00           | 7012       |
| 1491                              | Vanguard Cleaning Systems           | 02/05/2016   | Regular      | 0.00            | 395.00         | 7013       |
| 1343                              | Water Works Engineers, LLC          | 02/05/2016   | Regular      | 0.00            | 1,793.39       | 7014       |
| 1008                              | Afforda-Test                        | 02/17/2016   | Regular      | 0.00            | 345.00         | 7020       |
| 1021                              | ARC                                 | 02/17/2016   | Regular      | 0.00            | 118.12         | 7021       |
| 1521                              | Aries Industries, Inc.              | 02/17/2016   | Regular      | 0.00            | 285.32         | 7022       |
| 1022                              | AT&T                                | 02/17/2016   | Regular      | 0.00            | 211.83         | 7023       |
| 1026                              | AUS West Lockbox                    | 02/17/2016   | Regular      | 0.00            | 700.37         | 7024       |
| 1049                              | California Laboratory Services      | 02/17/2016   | Regular      | 0.00            | 456.00         | 7025       |
| 1073                              | Consolidated Communications         | 02/17/2016   | Regular      | 0.00            | 331.36         | 7026       |
| 1086                              | Dataprose                           | 02/17/2016   | Regular      | 0.00            | 5,002.00       | 7027       |
| 1087                              | Dawson Oil Co.                      | 02/17/2016   | Regular      | 0.00            | 2,157.92       | 7028       |
| 1118                              | Frank Laguna                        | 02/17/2016   | Regular      | 0.00            | 216.00         | 7029       |
| 1139                              | Hill Rivkins Brown & Associates     | 02/17/2016   | Regular      | 0.00            | 4,388.80       | 7030       |
| 1163                              | Joe Gonzalez Trucking, LLC.         | 02/17/2016   | Regular      | 0.00            | 994.98         | 7031       |
| 1467                              | Mark Jabusch                        | 02/17/2016   | Regular      | 0.00            | 6,970.00       | 7032       |
| 1207                              | Municipal Maintenance Equipment     | 02/17/2016   | Regular      | 0.00            | 330.30         | 7033       |
| 1244                              | Preferred Alliance                  | 02/17/2016   | Regular      | 0.00            | 142.56         | 7034       |
| 1265                              | Rocklin Area Chamber of Commerce    | 02/17/2016   | Regular      | 0.00            | 275.00         | 7035       |
| 1508                              | Sacramento Rendering Co.            | 02/17/2016   | Regular      | 0.00            | 25.00          | 7036       |
| 1518                              | Sonitrol of Sacramento              | 02/17/2016   | Regular      | 0.00            | 188.14         | 7037       |
| 1333                              | SPOK, Inc.                          | 02/17/2016   | Regular      | 0.00            | 26.26          | 7038       |
| 1499                              | TechRoe.com LLC                     | 02/17/2016   | Regular      | 0.00            | 800.00         | 7039       |
| 1320                              | Titus Industrial Group              | 02/17/2016   | Regular      | 0.00            | 336.22         | 7040       |
| 1325                              | Tyler Technologies, Inc.            | 02/17/2016   | Regular      | 0.00            | 400.00         | 7041       |
| 1475                              | Van Erp, Petersen & Babcock, LLP    | 02/17/2016   | Regular      | 0.00            | 400.00         | 7042       |
| 1338                              | Verizon Wireless                    | 02/17/2016   | Regular      | 0.00            | 482.31         | 7043       |
| 1492                              | Wave Broadband - Rocklin            | 02/17/2016   | Regular      | 0.00            | 209.85         | 7044       |
| 1240                              | Placer County Personnel             | 02/24/2016   | Regular      | 0.00            | 2,294.68       | 7045       |
| 1246                              | Prudential Municipal Pool           | 02/24/2016   | Regular      | 0.00            | 152.98         | 7046       |
| 1045                              | Cal Pers 457 Plan (EFT)             | 01/29/2016   | Bank Draft   | 0.00            | 100.00         | DFT0001780 |
| 1135                              | Mass Mutual (EFT)                   | 01/29/2016   | Bank Draft   | 0.00            | 4,300.00       | DFT0001781 |
| 1229                              | Pers (EFT)                          | 01/29/2016   | Bank Draft   | 0.00            | 147.25         | DFT0001782 |
| 1229                              | Pers (EFT)                          | 01/29/2016   | Bank Draft   | 0.00            | 239.84         | DFT0001783 |
| 1229                              | Pers (EFT)                          | 01/29/2016   | Bank Draft   | 0.00            | 328.47         | DFT0001784 |
| 1229                              | Pers (EFT)                          | 01/29/2016   | Bank Draft   | 0.00            | 2,997.83       | DFT0001785 |
| 1229                              | Pers (EFT)                          | 01/29/2016   | Bank Draft   | 0.00            | 4,106.31       | DFT0001786 |

Check Report

Date Range: 01/29/2016 - 02/25/2016

| Vendor Number | Vendor Name                 | Payment Date | Payment Type | Discount Amount | Payment Amount | Number     |
|---------------|-----------------------------|--------------|--------------|-----------------|----------------|------------|
| 1229          | Pers (EFT)                  | 01/29/2016   | Bank Draft   | 0.00            | 1,033.59       | DFT0001787 |
| 1229          | Pers (EFT)                  | 01/29/2016   | Bank Draft   | 0.00            | 1,181.69       | DFT0001788 |
| 1229          | Pers (EFT)                  | 01/29/2016   | Bank Draft   | 0.00            | 794.63         | DFT0001789 |
| 1229          | Pers (EFT)                  | 01/29/2016   | Bank Draft   | 0.00            | 792.99         | DFT0001790 |
| 1149          | Internal Revenue Service    | 01/29/2016   | Bank Draft   | 0.00            | 8,364.30       | DFT0001791 |
| 1098          | EDD (EFT)                   | 01/29/2016   | Bank Draft   | 0.00            | 2,357.89       | DFT0001792 |
| 1098          | EDD (EFT)                   | 01/29/2016   | Bank Draft   | 0.00            | 607.11         | DFT0001793 |
| 1149          | Internal Revenue Service    | 01/29/2016   | Bank Draft   | 0.00            | 1,956.18       | DFT0001794 |
| 1149          | Internal Revenue Service    | 01/29/2016   | Bank Draft   | 0.00            | 7,117.62       | DFT0001795 |
| 1135          | Mass Mutual (EFT)           | 02/04/2016   | Bank Draft   | 0.00            | 150.00         | DFT0001796 |
| 1229          | Pers (EFT)                  | 02/04/2016   | Bank Draft   | 0.00            | 96.05          | DFT0001797 |
| 1229          | Pers (EFT)                  | 02/04/2016   | Bank Draft   | 0.00            | 95.85          | DFT0001798 |
| 1149          | Internal Revenue Service    | 02/04/2016   | Bank Draft   | 0.00            | 379.40         | DFT0001799 |
| 1098          | EDD (EFT)                   | 02/04/2016   | Bank Draft   | 0.00            | 43.83          | DFT0001800 |
| 1098          | EDD (EFT)                   | 02/04/2016   | Bank Draft   | 0.00            | 27.54          | DFT0001801 |
| 1149          | Internal Revenue Service    | 02/04/2016   | Bank Draft   | 0.00            | 88.72          | DFT0001802 |
| 1149          | Internal Revenue Service    | 02/04/2016   | Bank Draft   | 0.00            | 263.29         | DFT0001803 |
| 1045          | Cal Pers 457 Plan (EFT)     | 02/12/2016   | Bank Draft   | 0.00            | 100.00         | DFT0001805 |
| 1135          | Mass Mutual (EFT)           | 02/12/2016   | Bank Draft   | 0.00            | 4,150.00       | DFT0001806 |
| 1229          | Pers (EFT)                  | 02/12/2016   | Bank Draft   | 0.00            | 147.25         | DFT0001807 |
| 1229          | Pers (EFT)                  | 02/12/2016   | Bank Draft   | 0.00            | 239.84         | DFT0001808 |
| 1229          | Pers (EFT)                  | 02/12/2016   | Bank Draft   | 0.00            | 328.47         | DFT0001809 |
| 1229          | Pers (EFT)                  | 02/12/2016   | Bank Draft   | 0.00            | 2,997.83       | DFT0001810 |
| 1229          | Pers (EFT)                  | 02/12/2016   | Bank Draft   | 0.00            | 4,106.31       | DFT0001811 |
| 1229          | Pers (EFT)                  | 02/12/2016   | Bank Draft   | 0.00            | 1,033.59       | DFT0001812 |
| 1229          | Pers (EFT)                  | 02/12/2016   | Bank Draft   | 0.00            | 1,181.69       | DFT0001813 |
| 1229          | Pers (EFT)                  | 02/12/2016   | Bank Draft   | 0.00            | 734.60         | DFT0001814 |
| 1229          | Pers (EFT)                  | 02/12/2016   | Bank Draft   | 0.00            | 733.08         | DFT0001815 |
| 1149          | Internal Revenue Service    | 02/12/2016   | Bank Draft   | 0.00            | 8,963.82       | DFT0001816 |
| 1098          | EDD (EFT)                   | 02/12/2016   | Bank Draft   | 0.00            | 2,456.66       | DFT0001817 |
| 1098          | EDD (EFT)                   | 02/12/2016   | Bank Draft   | 0.00            | 626.31         | DFT0001818 |
| 1149          | Internal Revenue Service    | 02/12/2016   | Bank Draft   | 0.00            | 2,096.38       | DFT0001819 |
| 1149          | Internal Revenue Service    | 02/12/2016   | Bank Draft   | 0.00            | 7,541.50       | DFT0001820 |
| 1015          | American Fidelity Assurance | 02/24/2016   | Bank Draft   | 0.00            | 1,089.24       | DFT0001838 |
| 1229          | Pers (EFT)                  | 02/24/2016   | Bank Draft   | 0.00            | 12,985.00      | DFT0001839 |
| 1230          | Pers (EFT)                  | 02/24/2016   | Bank Draft   | 0.00            | 33,198.44      | DFT0001840 |

Bank Code AP Bank Summary

| Payment Type   | Payable Count | Payment Count | Discount    | Payment           |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 57            | 44            | 0.00        | 708,769.93        |
| Manual Checks  | 0             | 0             | 0.00        | 0.00              |
| Voided Checks  | 0             | 3             | 0.00        | 0.00              |
| Bank Drafts    | 43            | 43            | 0.00        | 122,280.39        |
| EFT's          | 0             | 0             | 0.00        | 0.00              |
|                | <b>100</b>    | <b>90</b>     | <b>0.00</b> | <b>831,050.32</b> |

### Fund Summary

| Fund | Name         | Period | Amount            |
|------|--------------|--------|-------------------|
| 100  | GENERAL FUND | 1/2016 | 36,425.70         |
| 100  | GENERAL FUND | 2/2016 | 794,624.62        |
|      |              |        | <hr/>             |
|      |              |        | <b>831,050.32</b> |

| Account Number | Name                      | Date     | Type   | Amount             | Reference     | Packet     |
|----------------|---------------------------|----------|--------|--------------------|---------------|------------|
| 102-0002983-01 | Spasic, Predrag           | 2/1/2016 | Refund | \$ 15.10           | Check #: 6992 | UBPKT01725 |
| 102-0007333-01 | Wilk, Rick                | 2/1/2016 | Refund | \$ 84.00           | Check #: 6993 | UBPKT01725 |
| 106-0017105-01 | Gonzalez, Victor          | 2/1/2016 | Refund | \$ 5.42            | Check #: 6994 | UBPKT01725 |
| 102-0003239-01 | Norman, Jeanette S        | 2/9/2016 | Refund | \$ 84.37           | Check #: 7015 | UBPKT01754 |
| 102-0006663-01 | Ella, Paul F              | 2/9/2016 | Refund | \$ 86.73           | Check #: 7016 | UBPKT01754 |
| 106-0013279-02 | Rogers, Joshua and Stacie | 2/9/2016 | Refund | \$ 30.00           | Check #: 7017 | UBPKT01754 |
| 112-1021547-02 | Bull, Justin L            | 2/9/2016 | Refund | \$ 364.00          | Check #: 7018 | UBPKT01754 |
| 112-1023818-01 | Banerjee, Shibram         | 2/9/2016 | Refund | \$ 634.00          | Check #: 7019 | UBPKT01754 |
|                |                           |          |        | <b>\$ 1,303.62</b> |               |            |



**March-16  
MONTHLY INVESTMENT REPORT**

|  |                     |
|--|---------------------|
| <b>LAIF (Local Agency Investment Fund)</b> |                     |
| Balance                                    | \$8,787,312         |
| Interest                                   | \$0                 |
| <b>TOTAL</b>                               | <b>\$8,787,312</b>  |
| <b>Placer County Treasury</b>              |                     |
| Balance                                    | \$39,367,315        |
| Interest 1.27%                             | \$42,496            |
| <b>TOTAL</b>                               | <b>\$39,409,811</b> |
| <b>Checking Account Balance</b>            |                     |
| Balance                                    | \$1,972,736         |
| <b>TOTAL</b>                               | <b>\$1,972,736</b>  |
| <b>GRAND TOTAL</b>                         | <b>\$50,169,859</b> |

Investments are in compliance with Policy# 3120 - 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:** Herb Niederberger, General Manager

**Subject:** Construction Cooperation and Reimbursement Agreement for the Lost Avenue Frontage Improvements Project

**Meeting Date:** March 3, 2016

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### Background

The City of Rocklin intends to repave and make frontage improvements along Lost Avenue from the intersection of Kannasto Street to the intersection of Winding Lane. One of the sewer pipe segments located within this portion of the Lost Avenue does not meet current District Standards (i.e., has a reverse curve and multiple sags) and requires regular and frequent maintenance (i.e., “hot spot” or high frequency line segment).

In order to maintain reliable access and to address one of the pipes that requires frequent maintenance activities, the District has coordinated with the City of Rocklin to prepare an agreement to include the construction of District facilities as part of the City’s Lost Avenue Frontage Improvements Project. Coordinating the sewer work with the improvements to the roadway has the benefit of efficiently using funds and lessening the chance of disturbing new pavement, by finishing underground work before paving is complete.

The template for this agreement was reviewed by the District’s legal counsel and updated to reflect the details of this project. It outlines the responsibilities and items of coordination for both parties (e.g., collaboration during design, coordination during construction, reimbursement of costs).

Should the Board approve Resolution 16-07; the signed agreement will be sent to the City of Rocklin’s City Council for approval and signature. The District and City intend to use a similar process for coordination of future work to meet the parties’ individual and shared objectives.

### Recommendation

Staff recommends that the Board approve Resolution 16-07 authorizing the General Manager to sign the attached Construction Cooperation and Reimbursement Agreement on behalf of the District, and limit change order authorization to 10% of the contract amount unless approved by the Board.

### **Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.4.F: Improve relationships with other agencies for permitting processes.

Goal 2.3: Prevent and mitigate sanitary sewer overflows (SSOs).

Goal 3.2: Provide engineering and design to optimize the capital improvement program.

### **Related District Ordinances and Policies**

This action relates to the following SPMUD Ordinances and Policies:

Policy 3150: Purchasing Policy

### **Fiscal Impact**

The not-to-exceed amount for this agreement is \$90,000. The current budget for involvement with other regional projects is sufficient to accommodate this project.

Attachments:

1. Resolution No. 16-07 – Authorization to Enter Construction Cooperation and Reimbursement Agreement for the City of Rocklin Lost Avenue Frontage Improvements Project
2. Construction Cooperation and Reimbursement Agreement – South Placer Municipal Utility District and City of Rocklin – Sewer Installation within Lost Avenue Frontage Improvements Project

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO: 16-07**

**RESOLUTION FOR THE AUTHORIZATION TO ENTER  
INTO A CONSTRUCTION COOPERATION AND REIMBURSEMENT AGREEMENT  
FOR THE CITY OF ROCKLIN LOST AVENUE FRONTAGE IMPROVEMENTS PROJECT**

WHEREAS, Resolution 15-02, the District’s Purchasing Policy, dictates that a single contract or commitment shall not exceed \$50,000 without approval by the Board of Directors; and

WHEREAS, the agreement and not-to-exceed limit attached, marked “Attachment A” and incorporated herein by reference, is for an amount of \$90,000.

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

- a) the South Placer Municipal Utility District Board of Directors authorizes the General Manager to enter into the attached construction cooperation and reimbursement agreement for the City of Rocklin Lost Avenue Frontage Improvements Project.

PASSED and ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at 5807 Springview Drive, Rocklin, CA this 3rd day of March, 2016.

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

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

**CONSTRUCTION COOPERATION AND REIMBURSEMENT AGREEMENT  
SOUTH PLACER MUNICIPAL UTILITY DISTRICT – CITY OF ROCKLIN**

**SEWER INSTALLATION WITHIN  
LOST AVENUE FRONTAGE IMPROVEMENTS PROJECT**

This agreement, by and between the SOUTH PLACER MUNICIPAL UTILITY DISTRICT, hereinafter called “DISTRICT”, and the CITY of ROCKLIN, a political subdivision of the State of California, herein called “CITY”, shall be effective on the later of the dates executed by both the DISTRICT and the CITY.

**RECITALS**

WHEREAS, the CITY is undertaking a roadway widening project on Lost Avenue, hereinafter referred to as “Project,” as shown on Exhibit “A” attached hereto and incorporated herein by reference and on a set of plans entitled “Lost Street Frontage Improvements Project”, prepared by UBORA Engineering and Planning, Inc., 2901 Douglas Blvd #285, Roseville, CA 95661; and

WHEREAS, the Project will provide the means for DISTRICT facilities to be realigned within Lost Avenue with the project and that the DISTRICT shall bear the cost for the installation of the DISTRICT’s facilities; and

WHEREAS, the CITY and the DISTRICT agree that it would be advantageous to install the DISTRICT’s facilities concurrently with the Project; and

WHEREAS, the Project will require the installation of DISTRICT facilities including the installation of approximately 350 linear feet (LF) of 6-inch pipe, and associated appurtenances, which will be described more fully in the plans to be prepared by the CITY, and which are hereinafter referred to as the "Facilities"; and

WHEREAS, the CITY intends to engage a qualified contractor and has agreed to bear all expense to furnish and install the Facilities as required and shall be reimbursed for construction of such Facilities as described in Sections 3, 7, 8, and 9 below and Exhibit B attached hereto; and

WHEREAS, the DISTRICT is willing to accept the Facilities in accordance with the provisions of this Agreement and the DISTRICT's Standard Specifications and Improvement Standards for Sanitary Sewers.

### **AGREEMENT**

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN PROVIDED, it is agreed as follows:

1. The CITY will expand the scope of the Project to include the installation of the DISTRICT Facilities. The CITY will incorporate the appropriate plans and technical specifications for the DISTRICT Facilities into the Project plans and specifications in a form mutually acceptable to the CITY and the DISTRICT.

2. The CITY will prepare and provide the construction documents (plans and specifications) to the DISTRICT such that the DISTRICT can use these documents as a basis for reviewing and approving the material and appurtenances required for the DISTRICT Facilities before the CITY issues the construction documents for the Project for bids.

3. The parties agree and acknowledge that the CITY shall competitively bid and award the contract to the lowest responsible bidder for the entire Project. "Responsible bidder" includes the requirement that the selected contractor, or its subcontractor performing the DISTRICT work, meet the DISTRICT's and CITY's minimum requirements for installation of sewer facilities, including possessing and maintaining a California State Class A Contractor's License. CITY shall be the lead agency for the Project and will manage the construction contract and be responsible for all payments to the contractor. The DISTRICT will reimburse the CITY for costs paid to the contractor to install the DISTRICT Facilities in accordance with this Agreement. The procedure for such reimbursement shall be as described in paragraph 9 below. The DISTRICT will also reimburse the CITY a portion of the costs of preparing the bid documents to incorporate the sewer line installation, in accordance with paragraph 7

below. The DISTRICT will also reimburse the CITY for a portion of contract administration costs, in accordance with paragraph 8 below. The total reimbursement to the CITY shall not exceed \$90,000 (Line C of Exhibit B). Upon award of the construction contract, the DISTRICT and the CITY may agree to revise Exhibit B if the “Total Reimbursement Not to Exceed” (Line C of Exhibit B) is determined to be insufficient for the awarded bid, and the DISTRICT will reimburse the CITY for construction costs based on the award in accordance with the revised not to exceed limit of the revised Exhibit B.

4. The CITY shall provide contract administration, inspection and construction management for the Project, and shall, at its own expense, pay any charges for any consultant it has retained or may retain for any design or testing services in connection with the Project. The DISTRICT shall, at its own expense, provide its own inspection and testing services for the installation of the DISTRICT’s Facilities as part of the Project.

5. The CITY and the DISTRICT shall mutually agree on a method to coordinate construction administration, construction engineering, construction surveying, shop drawing review, communications and meetings, traffic control, scheduling, inspection and testing of the work that pertain to construction of the DISTRICT Facilities.

6. During construction of the DISTRICT Facilities, the DISTRICT shall determine whether construction of the DISTRICT Facilities is satisfactorily performed in accordance with the construction contract and DISTRICT requirements and shall notify the CITY in writing of approval and acceptance of the completed DISTRICT Facilities. DISTRICT shall coordinate with the CITY to bring the completed DISTRICT Facilities into service. After DISTRICT acceptance of the completed DISTRICT Facilities, the DISTRICT shall own and be responsible for the operation and maintenance of the completed DISTRICT Facilities pursuant to any encroachment permits obtained from the CITY at the time of construction of the Project. Such acceptance of the completed work shall not relieve the

contractor of any liability or modify the contractor's guarantee.

7. In full reimbursement of its share of the CITY's costs of preparing the bid documents and issuing the project for bids, the DISTRICT shall pay the CITY:

The actual costs paid by the CITY to its design consultant for the incorporation of the installation of the DISTRICT Facilities into the project plans and specifications, plus a markup of five percent (5%) on such costs. A proposal of scope and cost for these services shall be received and approved by the DISTRICT prior to commencing work. Payment shall be made by the DISTRICT within thirty (30) days after receipt of an invoice therefor from the CITY.

8. In full reimbursement of its share of the CITY's costs of providing contract administration for the project, DISTRICT shall pay the CITY a markup of five percent (5%) of those amounts which, under paragraph 9 herein below, DISTRICT is responsible to pay the CITY as reimbursement for costs paid to the CITY's contractor to install the DISTRICT Facilities.

9. The DISTRICT shall reimburse the CITY for costs paid to the CITY's contractor(s) to install the DISTRICT Facilities in accordance with the following procedure:

- a. Prior to the CITY's issuance of the construction documents for the Project for bids, the DISTRICT and the CITY shall agree on the construction line items to be included in the bid schedule for the DISTRICT Facilities. The CITY shall require the contractor to submit with each monthly payment application an itemization indicating progress on these unit price line items. Upon payment to the Contractor for any of the DISTRICT Facilities line items, CITY may submit an invoice to the DISTRICT for reimbursement hereunder of the amounts paid. DISTRICT shall pay said invoice within thirty (30) days of receipt.
- b. The DISTRICT shall be responsible to reimburse CITY for all payments to the contractor for approved change orders for extra work performed on the DISTRICT

Facilities. CITY will be responsible for all other Project-related change orders, delays, and extra work incurred by the contractor. The DISTRICT and CITY will jointly work to negotiate change order requests and claims by the contractor to resolve any claims directly related to the DISTRICT Facilities in a timely manner, provided that neither the CITY nor the DISTRICT shall agree to the resolution of any such change order request or claim without the other's approval. In the event agreement cannot be reached related to active ongoing work within one (1) working day of presentation of a request for change order, or claim, the CITY shall have the right to direct the contractor to proceed on a force account basis.

- c. The DISTRICT shall be responsible to reimburse CITY for all payments to the contractor(s) for work performed relating to surveying and testing required for the installation of the DISTRICT Facilities.

10. The DISTRICT will not unnecessarily delay progress of work or hold up final contract acceptance of the Project during the period of closeout. The DISTRICT shall bear no responsibility for contractor or CITY caused delays on work other than those directly related to only the DISTRICT Facilities. The DISTRICT shall have no obligation under this Agreement to make any direct payment to the CITY's contractor or to any subcontractor (of any tier) or material supplier or equipment supplier for materials, equipment or labor supplied on the Project.

11. Performance by either party under this Agreement shall not be deemed to be in default where delays or default are due to Force Majeure when a party gives notice, in writing, with details of particulars to the other party as soon as possible. Force Majeure as used in this contract shall mean acts of nature, wars, insurrections, riots, epidemics, major landslides, earthquakes, fires, floods, and civil disturbances, which are not within the control for the party claiming suspension, which by the exercise of due diligence, such party may not have been able to avoid or overcome.

12. Except as otherwise provided by Section 13, costs arising from claims or lawsuits for personal injury or property damage which are alleged to have resulted from construction of the DISTRICT Facilities only, including the payment of damages pursuant to a final judgment in favor of a claimant, shall be the DISTRICT's responsibility. In the event of disagreement concerning the responsibility of any claim resolution costs related to the affected items of work, the parties each expressly reserve the right to seek a judicial determination of the responsibility of each party with respect to any claim or lawsuit arising out of their performance under this agreement.

### 13. INDEMNITY

- a. DISTRICT agrees to save harmless and indemnify CITY from any liability, claim or demand which may be made by any person resulting from the negligence of DISTRICT in the performance of its responsibilities under this Agreement, and further agrees, at its own cost and expense, to defend any action which may be brought against CITY resulting from such negligence of DISTRICT, and further agrees to pay or satisfy any judgment which may result from such action. The foregoing provisions shall not be applicable to claims or actions that arise from the negligence of CITY in its performance of the terms of this Agreement.
- b. The CITY agrees to save harmless and indemnify DISTRICT from any liability, claim or demand which may be made by any person resulting from the negligence of CITY in the performance of its responsibilities under this Agreement, and further agrees, at its own costs and expense, to defend any action which may be brought against DISTRICT resulting from such negligence of CITY, and further agrees to pay or satisfy any judgment which may result from such action. The foregoing provisions shall not be applicable to claims or actions that arise from the negligence of DISTRICT in its performance of the terms of this Agreement.

14. **INSURANCE:** The CITY's Contractor shall carry Automobile Liability insurance in the amount of at least \$2,000,000, and Commercial General Liability in the amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate with a maximum \$5,000 deductible, which insurance shall be primary and underlying to the DISTRICT's insurance and Commercial General Liability and shall specifically name the DISTRICT as an additional insured and certificate holder. Before work is commenced, the CITY's Contractor shall furnish the DISTRICT with a certificate(s) of insurance and Additional Insured Endorsement (ISO CG 2010) or equivalent as satisfactory proof that the CITY's Contractor carries the insurance required by the Agreement and Worker's Compensation Insurance in compliance with the laws of the State of California. The CITY's Contractor's insurance shall be primary and any insurance or self-insurance maintained by the DISTRICT shall be excess and not contribute to it. The insurance carriers will have a Best Rating of no less than A:-VII or equivalent or as otherwise approved by the DISTRICT.

15. **PERFORMANCE AND PAYMENT BONDS:** The estimated cost of the Facilities is \$75,214. Prior to construction of any of the Facilities and during all such construction, the CITY or CITY's Contractor shall provide a Performance Bond with a penal sum of 100% of the estimated cost of the Facilities. The performance bond shall be in a form acceptable to the DISTRICT. The DISTRICT may formally waive the requirement for a performance bond if the CITY's Contractor demonstrates that it has provided a comparable performance bond to the CITY pursuant to Government Code Section 66499.1, which bond encompasses the installation of the Facilities and names the DISTRICT as co-obligee. The CITY shall maintain the Performance Bond at all times during the life of this agreement and for a period one (1) year after the completion and acceptance of the Facilities by the DISTRICT.

In addition, prior to construction, the CITY or CITY's Contractor shall provide a Public Works Payment Bond with a penal sum of 100% of the estimated cost of the Facilities. The payment

bond shall be in a form that is acceptable to the DISTRICT. The DISTRICT may waive the requirement for a payment bond if the CITY's Contractor demonstrates that it has provided a comparable payment bond to the CITY pursuant to Government Code Section 66499.2, which bond encompasses the installation of the Facilities. The CITY shall maintain the Payment Bond at all times until the DISTRICT accepts the Facilities.

All bonds shall be issued by California admitted surety insurers.

16. WARRANTIES AND REPAIRS: The CITY hereby agrees that the DISTRICT may enforce all warranties provided by CITY's contractor with respect to DISTRICT's Facilities, and the CITY shall require its contractor to provide a warranty against any defects in materials or workmanship in the installed DISTRICT Facilities for a period of one year following final acceptance of the Project. This Agreement shall cover defects which shall be in existence during such one year period but which shall not become apparent until thereafter. As to any equipment which bears a guarantee or warranty in writing or by law for a period longer than one year, the CITY hereby stipulates and agrees that such guarantee shall inure to the benefit of the DISTRICT for such longer period.

17. This Agreement shall terminate after the DISTRICT Facilities have been completed and accepted by the DISTRICT and final payment has been made to the CITY. However, such termination shall not relieve the contractor of any liability or modify contractor's guarantee or prohibit either the CITY or the DISTRICT from enforcing any rights against, or seeking damages from the contractor.

18. This Agreement shall not inure to the benefit of or create any rights in any third party not a signatory hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the later of the dates executed by both the DISTRICT and the CITY below.

“DISTRICT”  
SOUTH PLACER MUNICIPAL UTILITY  
DISTRICT

“CITY”  
CITY OF ROCKLIN,  
A Political Subdivision of  
the State of California

By \_\_\_\_\_  
BOARD PRESIDENT

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print name

ATTEST

\_\_\_\_\_  
Title

\_\_\_\_\_  
Clerk to the Board

Date: \_\_\_\_\_

3970 Rocklin Road  
Rocklin, CA 95677  
Address



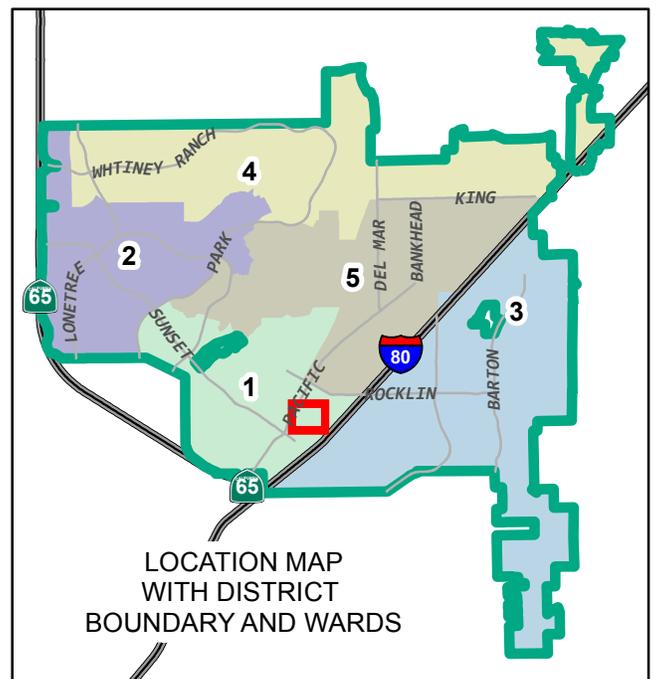
0 300 600 Feet

1 in = 300 ft



# Exhibit A

## Lost Avenue Frontage Improvements



LOCATION MAP WITH DISTRICT BOUNDARY AND WARDS

Date: 12/21/2015

Author: Curtis Little

Document Path:

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EXHIBIT B

**SOUTH PLACER MUD - CITY OF ROCKLIN  
Lost Street Widening Project  
Sewer Line Installation**

**AS-BID COST ESTIMATE**

| Item No. | Item Description                                  | Unit | Qty | Unit Cost | Total            |
|----------|---|------|-----|-----------|------------------|
| 1        | Furnish & Install 6" SDR 26 Sewer Mainline        | LF   | 350 | \$ 60     | \$ 21,000        |
| 2        | Connect to Existing 4" SDR 26 Sewer Lateral       | EA   | 3   | \$ 1,400  | \$ 4,200         |
| 3        | Furnish & Install 48" Sewer Manhole (New)         | EA   | 2   | \$ 7,000  | \$ 14,000        |
| 4        | Connect to Existing Sewer                         | EA   | 2   | \$ 3,000  | \$ 6,000         |
| 5        | Abandon Existing 6" Sewer and Manholes            | LS   | 1   | \$ 5,000  | \$ 5,000         |
| 6        | Pre- and Post-CCTV Inspection of Existing Sewer   | LS   | 1   | \$ 3,000  | \$ 3,000         |
| 7        | Relocate Ex. Service Lateral Cleanout Behind Curb | EA   | 6   | \$ 1,000  | \$ 6,000         |
| 8        | Mobilization                                      | LS   | 1   | \$ 5,920  | \$ 5,920         |
| 8        |   |      |     |           |                  |
| 9        |   |      |     |           |                  |
| 10       |   |      |     |           |                  |
| 11       |   |      |     |           |                  |
| 12       |   |      |     |           |                  |
| 13       |   |      |     |           |                  |
| 14       |   |      |     |           |                  |
| 15       |   |      |     |           |                  |
| 16       |   |      |     |           |                  |
| 17       |   |      |     |           |                  |
| 18       |   |      |     |           |                  |
| 19       |   |      |     |           |                  |
| 20       |   |      |     |           |                  |
|          | Subtotal  |      |     |           | \$ 65,120        |
|          | Compaction Testing and Staking                    |      |     | 5%        | \$ 3,256.00      |
|          | Contingency                                       |      |     | 10%       | \$ 6,838         |
| <b>A</b> | <b>Total Estimated Direct Costs</b>               |      |     |           | <b>\$ 75,214</b> |
|          | City Construction Management                      |      |     | 5%        | \$ 3,761         |
|          | Engineering - Design and Project Management       | LS   | 1   | \$ 10,000 | \$ 10,000        |
|          | City 5% Markup on Engineering Costs               |      |     | 5%        | \$ 500           |
| <b>B</b> | <b>TOTAL ESTIMATED PROJECT COSTS</b>              |      |     |           | <b>\$ 89,474</b> |
| <b>C</b> | <b>TOTAL REIMBURSEMENT NOT TO EXCEED</b>          |      |     |           | <b>\$ 90,000</b> |

## **ITEM VII.2 GENERAL MANAGER REPORT**

To: Board of Directors

From: Herb Niederberger, GM

Date: March 3, 2016

Subject: General Manager Monthly Staff Report – February 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 February 8, 2015, the General Manager met with Rocklin City Manager, Ricky Horst, to discuss the possibility of the creating a SPMUD stormwater utility for services within the City of Rocklin, as well as the feasibility of SPMUD fleet maintenance to be performed by the City of Rocklin.
- B. On February 10, 2016, the General Manager, along with Director Mitchell, attended the Joint Chamber of Commerce Government Relations Committee meeting held by the Auburn Chamber.
- C. On February 24, 2016, the General Manager met with the District Legal Counsel to discuss District legal needs. Among some of the items that were discussed:
  - i. Godfrey Lawsuit
  - ii. Prevailing Wage Legislation
  - iii. Solar RFP
  - iv. Consultant Services Standard Form of Agreement
  - v. Auditor Contract
  - vi. City of Rocklin MOU, SWU & Vehicle Maintenance
  - vii. Recruitment incentives using sick and vacation leave balances
- D. Advisory Committee Meetings:
  - i. Loomis 2x2: As a follow-up to the February Board Meeting item regarding the Loomis Basin Diversion, on February 18, 2016, the General Manager and the District Engineer, Eric Nielsen, met with the District representatives to the Loomis 2x2, Directors Markey and Williams, to provide an update on the project status and the current proposed alignment.
  - ii. There were no other advisory committee meetings during February

3) **LONG RANGE AGENDA**

April 2016

- Strategic Plan Semi-Annual Report

May 2016

- Solar Contract
- Foothill Trunk construction contract

June 2016

FY 16/17 Budget Workshop

July 2016

FY 16/17 Budget Adoption

**To:** Board of Directors  
**From:** Sam Rose, Superintendent  
**Cc:** Herb Niederberger, General Manager  
**Subject:** Field Services Department Monthly Report  
**Meeting Date:** March 3, 2016

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## **Overview**

This report provides the Board with an overview of Field Services operations from 01/23/2016 through 02/19/2016. The work listed is not all inclusive.

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

- a. Zero (0)
  - i. 38 days without a Recordable Injury

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

- a. Service Calls
  - i. Nine (9)
    - A. 9 - Customer's Responsibility
    - B. 0 - SPMUD Responsibility
- b. Lift Station Calls
  - i. Six (6)
- c. Sanitary Sewer Overflows (SSOs)
  - i. Zero (0) (50 Days since last SSO)

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

- a. All Field employees participated in:
  - i. SCBA Fit Testing – Confined Space Program
- b. Four (4) “Tailgate” safety sessions were held.

#### 4. Maintenance

#### Feet

|                                    |                                   |         |
|------------------------------------|-----------------------------------|---------|
| a. CCTV Mainline Segments          | 117 Segments                      | 18,874' |
| b. CCTV Service Laterals           | 47 Laterals                       | 2,123'  |
| c. Hydro-Clean Mainline Segments   | 85 Segments                       | 22,226' |
| d. Power Rodding                   | 01 Segment                        | 373'    |
| e. Manhole Inspections             | 95 Manholes                       |         |
| f. Rodded/Cleaned Service Laterals | 07 Laterals                       |         |
| g. Double Wye Assessments          | 12 Double Wye's                   |         |
| h. Creek-Crossing Inspections      | 00 Crossings – Due to rain events |         |

#### 5. Construction

|                                |                                      |  |
|--------------------------------|--------------------------------------|--|
| a. Service Taps                | 1 Taps                               |  |
| b. Lateral Installs            | 1 Laterals                           |  |
| c. Property Line Cleanout Work |                                      |  |
| i. Repaired                    | 5 Cleanouts                          |  |
| ii. Installed                  | 2 Cleanout                           |  |
| d. Mainline Repair             | 1 Mainline point repair              |  |
| e. Service Lateral Repair      | 4 Lateral point repairs              |  |
| f. Manhole Rehabilitation      | 1 Manholes                           |  |
| g. Easement Reconstruction     | 1 placed aggregate to stabilize road |  |
| h. Easement Maintenance        | 0                                    |  |

#### 6. Facilities

|                                       |                       |
|---------------------------------------|-----------------------|
| a. Lift Station Operations Checks     | 48 Operation Checks   |
| b. Lift Station Repair                | 01 Repairs Performed  |
| c. Lift Station Wet Well Cleaning     | 12 Wet Wells          |
| d. Lift Station Site Maintenance      | 00 Site               |
| e. Corp Yard Water Treatment Facility | 03 Operational Checks |
| f. Vehicle Maintenance                | 04 Vehicles           |

#### 7. Miscellaneous

- a. Clean up – Vehicle Damage to Headquarters Building
- b. Structural Engineer evaluation of Headquarters Damage
- c. Extended groundwater Relief Drain – Swetzer Rd (Warranty Work)
- d. Completed Bathroom Renovation in Corp Yard Building (Budget Item)
- e. Portable Flow Recording Equipment Received (Budget Item)
- f. Performed Utility Locations in support of TSD
- g. Performed 1 Power Rodder Audit – A Quality Control measure to ensure effectiveness of Power Rodding program.
- h. Recruitment for Field Supervisor position was extended due to low number of qualified applicants.

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: March 3, 2016

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**Recruitments**

Recruitment for the position of Field Services Supervisor was extended through March 1, 2016. Interviews are anticipated to be held the week of March 21, 2016.

Recruitment for the internal position of Maintenance Worker II/Inspector closed on February 18, 2016. Interviews are scheduled for March 1, 2016.

Recruitment of the open position for Administrative Services Assistant closed after receiving the maximum of 50 applications, interviews were held on February 17, 2016. It is anticipated that the successful candidate will begin at the beginning of March.

**Records Archiving**

With staff vacancies within the department, the records archiving project was delayed. The project will resume in late March after the new employee has completed initial training. Additional property records continue to be scanned and attached to customer records as appropriate.

**Fire Alarm System Upgrades & Access/Camera/Security Control Systems**

Installation of the security system upgrades, camera systems and fire alarm upgrades were completed the week of February 8, 2016. The system has many enhancements adding to the safety and security of District property. Video of the car accident that damaged the Districts building was downloaded from the system and provided to the Districts Insurance representatives.

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: March 3, 2016

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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. Staff is working through the details of the final migration of legacy data from WWMS to the Lucity databases and developing standard operating procedures for Lucity workflows. Training of District employees on the use of Lucity has begun.

**Foothill Trunk Sewer Replacement Project**

The project is now in the final design, permitting, and right-of-way acquisition phase. Water Works Engineers submitted the 90% improvement plans and specifications. Contact with residents along the alignment has begun to gain right of entry during construction and to obtain required signatures for the City of Rocklin tree permit. The application for the other required permits is underway.

Construction of this project is planned for summer of 2016.

**Loomis Diversion Trunkline Project**

The project is now in the final design, permitting, and right-of-way acquisition phase. The project team is currently conducting property research and preparing for initial correspondence with property owners and preparing for environmental and geotechnical field work.

Construction of this project is anticipated to start in the spring of 2017.

**High Risk Facilities (HRF) Program**

The RFP for preliminary engineering and cost estimates for the projects identified in the HRF report is being prepared and is anticipated to be advertised this month.

**Maintenance Worker / Inspector Position**

Interviews will be held with the candidates for the maintenance worker / inspector position on Tuesday March 1<sup>st</sup>.

## Department Performance Indicators

The following charts depict the efforts and performance of the department in three areas as of February 23rd. Additional charts may be added in the future for other areas of work in the department.

