



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

November 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) 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 4 to 19]

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

ACTION: (Voice vote)

Motion to approve the consent items for the November 3, 2016 meeting

1. MINUTES from the October 6, 2016 Regular Board Meeting.
2. ACCOUNTS PAYABLE in the amount of \$3,302,448.29 through October 27, 2016.
3. MONTHLY INVESTMENT REPORT in the total amount of \$52,808,032.46 through October 27, 2016.
4. BILL OF SALE Acceptance of the Bill of Sale for sewer improvements associated with the Spring Valley Phase 1 Village 2 Subdivision – 89 EDUs/\$210,175.
5. BILL OF SALE Acceptance of the Bill of Sale for sewer improvements associated with the Goddard School in Rocklin – 3.11EDUs/\$10,500.

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. APPEAL OF ORDINANCE #09-02, IZADJOU - PARTICIPATION FEES FOR SECONDARY UNIT ON RESIDENTIAL PROPERTY LOCATED 3595 BANKHEAD AVENUE, LOOMIS [pg 20 to 27]

Appeal of the interpretation of Ordinance #09-02 requiring the payment of participation fees for the addition of a secondary unit at 3595 Bankhead Avenue in Loomis.

Action Requested: Voice vote

Staff recommends that the Board of Directors:

- 1. Deny the appeal made by Mr. Izadjou.**
- 2. Apply Ordinance #09-02 requiring the payment of the Sewer Participation Fee and the Inspection Fee for existing customers for the proposed secondary living unit at 3595 Bankhead Road (APN 044-051-095-000).**

2. DISCUSSION LOWER LATERAL PROGRAM [pg 28 to 29]

Staff will provide a presentation for discussion purposes of the impacts resulting from the potential District ownership and maintenance of lower lateral.

Action Requested: Provide direction to staff

Staff recommends that the Board of Directors:

- 1. Provide general direction to staff and the General Manager regarding the Lower Lateral Program.**

3. CONSIDERATION & APPROVAL OF RESOLUTION #16-23 CREATING POLICY 3225 FOR JOINT USE OF DISTRICT EASEMENTS AND ROADS [pg 30 to 35]

Creation of a policy to allow the joint use of District owned easements and access roads with other local governmental jurisdictions for compatible uses.

Action Requested: Roll call vote

Staff recommends that the Board of Directors:

- 1. Adopt Resolution #16-23 Creating Policy 3225 for Joint Use of District Easements and Roads.**

VII. REPORTS [pg 36 to 43]

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

1. Legal Counsel (A. Brown)
2. General Manager (H. Niederberger)
 - 1) FSD, ASD & TSD Reports

2) Informational items

3. Director's Comments:

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

VIII. CLOSED SESSION

Closed Session: Per Government Code Section 54957

Public Employment – General Manager Performance Evaluation

IX. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to its next regular meeting on December 1, 2016 at 4:30 p.m.

**BOARD MINUTES
SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

Meeting	Location	Date	Time
Regular	District Office	October 6, 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
Sam Rose, Superintendent
Eric Nielsen, District Engineer
Joanna Belanger, Administrative Services Manager

Others: Paul Stroub, Stroub, Thompson & Noble
Michael O'Hagan, Forsgren Associates Inc.

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

IV. CONSENT ITEMS:

1. Minutes from the September 1, 2016 Regular Board Meeting.
2. Accounts Payable in the amount of \$2,704,873.37 through September 29, 2016.
3. Monthly Investment Report in the total amount of \$52,102,278.29 through September 29, 2016.
4. Bills of Sale Acceptance of the Bill of Sale for sewer improvements associated with the Croftwood 3A – Crowne Subdivision Phase 1 – 30 EDUs/\$124,690.
5. Bill of Sale Acceptance of the Bill of Sale for sewer improvements associated Garnet Creek Multi Family Development – 260.26 EDUs/\$234,770.

Director Williams pulled item #3 from the consent items. Director Williams made a motion to approve all remaining items on the consent calendar, a second was made by Director Mitchell; the motion carried 5-0. A discussion followed regarding the investment report, and unrealized gains and losses for Caltrust and Wells Fargo investments. It was also decided that in future reports a year to date total should be displayed. Director Williams made a motion to approve the investment report a second was made by Director Mitchell; the motion carried 5-0.

V. PUBLIC COMMENTS:

President Dickinson opened the Public comments. Hearing no comments, public comments were closed.

VI. BOARD BUSINESS:

1. Fiscal Year 15/16 Audit Report

General Manager Niederberger introduced Paul Stroub, from the Public Accounting firm of Stroub, Thompson & Noble. Mr. Stroub provided a review of the Districts Financial Statements and reported a clean opinion of District Financials, stating that he had not identified any deficiencies in internal control. Board members asked specific line item questions from the Statement of Net Position and Cash Flows. Director Williams asked about the unfunded liability for retirement with CalPERS, and stated that it might be wise for the Board to review the unfunded liability and other post-employment benefits (OPEB) in the near future. Director Mitchell stated that the Investment Policy allowed the District to diversify its investments during the year, and suggested the Fee & Finance Committee and staff provide a board level discussion during the year to address the investment approach and desired complexity for investments.

Director Williams made a motion to accept the Fiscal Year 15/16 Audit Report; a second was made by Director Mitchell, the motion carried 5-0.

2. Consideration & Approval of Resolution #16-21, authorizing the General Manager to sign & execute a preliminary design agreement with Water Works Engineering for the Lower Clover Valley Trunk Project

District Engineer Nielsen reported that the risk assessment of high risk facilities identified a number of segments of the Lower Clover Valley Trunk Sewer as high risk assets. This particular asset is an 18 inch trunk along Antelope Creek, just south of Sunset Blvd. in Rocklin. He reported that five proposals had been received for the project, and three firms were invited to present their proposal before a review committee. Water Works Engineers was evaluated as the top proposal; this agreement will authorize them to proceed in preparing the preliminary design for the project.

Director Mitchell asked if any of the sections were close to homes that the District would need easements from. DE Nielsen said that there were some sections that might be challenging, but there weren't areas needed for easements on this project. Director Murdock asked what had brought this project to the top of the list. DE Nielsen stated that creek crossings or pipelines in close proximity to the creek such as Lower Clover Valley are higher priority projects, and this particular pipeline has pipe materials which are wearing faster than others and it is necessary to realign the pipeline further away from the creek. GM Niederberger stated that staff has determined that this type of project is typically taking three years to complete, particularly with the environmental process that needs to be completed ahead of construction.

Director Mitchell made a motion to approve Resolution #16-21 authorizing the General Manager to sign & execute an Agreement with Water Works Engineering for the Lower Clover Valley Trunk Project, a second was made by Director Murdock; the motion carried 5-0.

3. Consideration & Approval of Resolution #16-22, amending Policy 3160-Utility Billing Reconciliation & Payments & Policy 3165- Delinquent (Past Due) Bills

General Manager Niederberger reported that Policy 3160 for Utility Billing, Reconciliation & Payments was brought to the board in February 2015; however it had been omitted from the Policy handbook which was adopted in September 2015, this formal adoption will add the policy to the handbook. GM Niederberger reported that Policy 3165 addresses the Boards concerns for delinquent service charges which are currently collected on the tax rolls. The Board directed the Policy & Ordinance Committee to prepare a delinquent (past due) policy. Director Murdock asked why the committee was suggesting a flat fee of \$2.50 per EDU, versus using a percentage amount. Director Mitchell responded that the committee felt it would be a simpler calculation for residents.

Director Mitchell made a motion to approve Resolution #16-22 amending Policy 3160 – Utility Billing Reconciliation & Payments, & Policy 3165 – Delinquent (Past Due) Bills, a second was made by Director Markey; the motion carried 5-0.

VII. REPORTS:

- 1. District General Counsel (A. Brown):** General Counsel Brown provided a brief legislative update regarding AB1244, AB2389, AB2853, AB2257 & AB2435.
- 2. General Manager (H. Niederberger):** GM Niederberger reported that there would be an additional item on the November Agenda for a residential appeal of Ordinance 09-02. President Dickinson asked for clarification regarding a meeting with the interim Town Manager of Loomis. Director Williams indicated that the meeting arrangement was at his suggestion since it appears that development activity in Loomis had stalled. GM Niederberger replied that the meeting with Joan Phillippe was very amicable and that the interim Town Manager was very appreciative of the Districts responsiveness. Mrs. Phillippe indicated that not much had changed since she was the Town Manager in the late 1980's, early 1990's. Director Williams inquired what would be the impact if the Villages at Loomis project were to be delayed. GM Niederberger replied that the Loomis Basin Diversion project would still proceed, but that without the extension of the trunk line thorough the Villages, the District would not be able to abandon sewage lifts stations as planned. There was additional discussion that a delay of the Villages project would impact the pro-forma financial projections for the Loomis Basin Diversion that are provided by the Villages project. The GM was directed to set up a 2x2 meeting with the Town of Loomis. GM Niederberger replied that he would wait until after the November elections to arrange for the meeting.
 - A. ASD, FSD & TSD Reports:** Director Mitchell asked DE Nielsen about the status of encroachments on District easements. DE Nielsen indicated that an SOP had been written and that staff is working towards gaining further information of approximately 40 encroachments and will be going out to verify each situation and take the appropriate next steps. DE Nielsen also provided a short report regarding the file server failure and the actions taken to bring everything back on-line.
 - B. Information Items:** No additional items were reported.
- 3. Directors Comments:** Director Mitchell reported that the Policy & Ordinance Committee had met to discuss a Lower Lateral Policy and Joint Use Policy, stating that the report would be

provided by staff to the full board at the November meeting. President Dickinson reported that he would like to hold an Evaluation Committee meeting before the end of the year for the purpose of evaluating the General Manager. He also indicated that a closed session special meeting might be appropriate.

VIII. ADJOURNMENT

The meeting was adjourned at 5:50 p.m. to the next Regular Meeting to be held on Thursday, November 3, 2016 at 4:30 p.m.

A handwritten signature in black ink, appearing to read "Joanna Belanger". The signature is written in a cursive, flowing style with a large initial 'J' and 'B'.

Joanna Belanger, Board Secretary



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 09/30/2016 - 10/27/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
	Void	10/06/2016	Regular	0.00	0.00	7784
	Void	10/06/2016	Regular	0.00	0.00	7785
	Void	10/06/2016	Regular	0.00	0.00	7786
	Void	10/06/2016	Regular	0.00	0.00	7787
	Void	10/06/2016	Regular	0.00	0.00	7788
	Void	10/06/2016	Regular	0.00	0.00	7789
	Void	10/06/2016	Regular	0.00	0.00	7790
	Void	10/06/2016	Regular	0.00	0.00	7791
	Void	10/06/2016	Regular	0.00	0.00	7792
	Void	10/06/2016	Regular	0.00	0.00	7793
	Void	10/06/2016	Regular	0.00	0.00	7794
	Void	10/06/2016	Regular	0.00	0.00	7795
	Void	10/06/2016	Regular	0.00	0.00	7796
	Void	10/06/2016	Regular	0.00	0.00	7797
	Void	10/06/2016	Regular	0.00	0.00	7798
	Void	10/06/2016	Regular	0.00	0.00	7799
	Void	10/06/2016	Regular	0.00	0.00	7800
	Void	10/06/2016	Regular	0.00	0.00	7801
	Void	10/06/2016	Regular	0.00	0.00	7802
	Void	10/06/2016	Regular	0.00	0.00	7803
	Void	10/06/2016	Regular	0.00	0.00	7804
	Void	10/06/2016	Regular	0.00	0.00	7805
	Void	10/06/2016	Regular	0.00	0.00	7806
	Void	10/06/2016	Regular	0.00	0.00	7807
	Void	10/06/2016	Regular	0.00	0.00	7808
	Void	10/06/2016	Regular	0.00	0.00	7809
1021	ARC	10/06/2016	Regular	0.00	15.31	7827
1004	AT&T	10/06/2016	Regular	0.00	118.81	7828
1022	AT&T	10/06/2016	Regular	0.00	299.42	7829
1505	California Surveying & Drafting Supply	10/06/2016	Regular	0.00	285.88	7830
1509	Crystal Communications	10/06/2016	Regular	0.00	460.00	7831
1080	CWEA	10/06/2016	Regular	0.00	160.00	7832
1086	Dataprose	10/06/2016	Regular	0.00	1,664.52	7833
1087	Dawson Oil Co.	10/06/2016	Regular	0.00	2,412.89	7834
1113	Ferguson Enterprises, Inc. 1423	10/06/2016	Regular	0.00	347.86	7835
1119	Future Ford Fleet Service	10/06/2016	Regular	0.00	164.74	7836
1131	Granite Business Printing	10/06/2016	Regular	0.00	290.25	7837
1564	Jensen Landscape Services, LLC	10/06/2016	Regular	0.00	2,077.00	7838
1173	KBA Docusys	10/06/2016	Regular	0.00	221.16	7839
1174	KBA Docusys, Inc.	10/06/2016	Regular	0.00	581.89	7840
1234	Placer County APCD	10/06/2016	Regular	0.00	277.58	7841
1554	Service Master	10/06/2016	Regular	0.00	883.52	7842
1518	Sonitrol of Sacramento	10/06/2016	Regular	0.00	1,771.00	7843
1306	Superior Equipment Repair	10/06/2016	Regular	0.00	3,646.42	7844
1499	TechRoe.com LLC	10/06/2016	Regular	0.00	900.00	7845
1327	US Bank Corporate Payment	10/06/2016	Regular	0.00	6,114.52	7846
	Void	10/06/2016	Regular	0.00	0.00	7847
	Void	10/06/2016	Regular	0.00	0.00	7848
	Void	10/06/2016	Regular	0.00	0.00	7849
1339	Vulcan Materials Co.	10/06/2016	Regular	0.00	667.15	7850
1343	Water Works Engineers, LLC	10/06/2016	Regular	0.00	10,120.50	7851
1492	Wave Broadband - Rocklin	10/06/2016	Regular	0.00	209.85	7852
1004	AT&T	10/13/2016	Regular	0.00	9.40	7853
1022	AT&T	10/13/2016	Regular	0.00	294.08	7854

Printer
Error
Voided
Checks
7767-7809
(10/06/16)

Check Report

Date Range: 09/30/2016 - 10/27/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1026	AUS West Lockbox	10/13/2016	Regular	0.00	1,022.28	7855
1068	City of Roseville	10/13/2016	Regular	0.00	2,998,170.30	7856
1073	Consolidated Communications	10/13/2016	Regular	0.00	499.84	7857
1080	CWEA	10/13/2016	Regular	0.00	172.00	7858
1096	Downtown Ford Sales	10/13/2016	Regular	0.00	25,854.45	7859
1102	Empire Safety & Supply	10/13/2016	Regular	0.00	404.68	7860
1113	Ferguson Enterprises, Inc. 1423	10/13/2016	Regular	0.00	965.94	7861
1118	Frank Laguna	10/13/2016	Regular	0.00	182.73	7862
1139	Hill Rivkins Brown & Associates	10/13/2016	Regular	0.00	5,329.36	7863
1564	Jensen Landscape Services, LLC	10/13/2016	Regular	0.00	650.00	7864
1188	Lucity, Inc.	10/13/2016	Regular	0.00	3,419.38	7865
1200	Melvin Hetrick	10/13/2016	Regular	0.00	166.59	7866
1568	Minuteman Press	10/13/2016	Regular	0.00	647.91	7867
1563	National Business Furniture, LLC	10/13/2016	Regular	0.00	4,201.64	7868
1217	Owen Equipment	10/13/2016	Regular	0.00	1,405.99	7869
1473	Pitney Bowes Purchase Power	10/13/2016	Regular	0.00	40.23	7870
1238	Placer County Department of Public Works	10/13/2016	Regular	0.00	55.00	7871
1252	Ramos Environmental	10/13/2016	Regular	0.00	60.74	7872
1518	Sonitrol of Sacramento	10/13/2016	Regular	0.00	647.00	7873
1306	Superior Equipment Repair	10/13/2016	Regular	0.00	1,438.88	7874
1325	Tyler Technologies, Inc.	10/13/2016	Regular	0.00	3,783.75	7875
1475	Van Erp, Petersen & Babcock, LLP	10/13/2016	Regular	0.00	950.00	7876
1338	Verizon Wireless	10/13/2016	Regular	0.00	880.94	7877
1343	Water Works Engineers, LLC	10/13/2016	Regular	0.00	30,200.31	7878
1047	California Chamber of Commerce	10/20/2016	Regular	0.00	619.00	7896
1458	Carie Huff	10/20/2016	Regular	0.00	42.12	7897
1176	Clement Computer Systems	10/20/2016	Regular	0.00	1,140.00	7898
1080	CWEA	10/20/2016	Regular	0.00	344.00	7899
1221	PG&E	10/20/2016	Regular	0.00	197.22	7900
1244	Preferred Alliance	10/20/2016	Regular	0.00	154.44	7901
1007	Advanced Integrated Pest	10/21/2016	Regular	0.00	101.00	7902
1172	Justin Roston	10/21/2016	Regular	0.00	171.98	7903
	Void	10/21/2016	Regular	0.00	0.00	7904
1253	Recology Auburn Placer	10/21/2016	Regular	0.00	296.13	7905
1252	Ramos Environmental	10/21/2016	Regular	0.00	137.60	7906
1521	Aries Industries, Inc.	10/27/2016	Regular	0.00	183.99	7998
1552	Bennett Engineering Services	10/27/2016	Regular	0.00	5,805.00	7999
1545	C&C Construction Inc.	10/27/2016	Regular	0.00	6,000.00	8000
1113	Ferguson Enterprises, Inc. 1423	10/27/2016	Regular	0.00	1,012.65	8001
1131	Granite Business Printing	10/27/2016	Regular	0.00	191.18	8002
1570	Karey Hansen	10/27/2016	Regular	0.00	40.00	8003
1569	Madsen Roofing and Waterproofing, Inc	10/27/2016	Regular	0.00	385.00	8004
1207	Municipal Maintenance Equipment	10/27/2016	Regular	0.00	48.22	8005
1221	PG&E	10/27/2016	Regular	0.00	4,230.25	8006
1233	Placer County Environmental Health	10/27/2016	Regular	0.00	975.00	8007
1508	Sacramento Rendering Co.	10/27/2016	Regular	0.00	25.00	8008
1518	Sonitrol of Sacramento	10/27/2016	Regular	0.00	632.00	8009
1306	Superior Equipment Repair	10/27/2016	Regular	0.00	1,171.62	8010
1548	Williams Scotsman	10/27/2016	Regular	0.00	2,083.83	8011
1045	Cal Pers 457 Plan (EFT)	10/07/2016	Bank Draft	0.00	300.00	DFT0002221
1135	Mass Mutual (EFT)	10/07/2016	Bank Draft	0.00	4,659.80	DFT0002222
1229	Pers (EFT)	10/07/2016	Bank Draft	0.00	147.25	DFT0002223
1229	Pers (EFT)	10/07/2016	Bank Draft	0.00	228.97	DFT0002224
1229	Pers (EFT)	10/07/2016	Bank Draft	0.00	332.97	DFT0002225
1229	Pers (EFT)	10/07/2016	Bank Draft	0.00	2,862.13	DFT0002226
1229	Pers (EFT)	10/07/2016	Bank Draft	0.00	4,162.24	DFT0002227
1229	Pers (EFT)	10/07/2016	Bank Draft	0.00	82.89	DFT0002228
1229	Pers (EFT)	10/07/2016	Bank Draft	0.00	99.21	DFT0002229
1229	Pers (EFT)	10/07/2016	Bank Draft	0.00	1,184.23	DFT0002230
1229	Pers (EFT)	10/07/2016	Bank Draft	0.00	1,417.19	DFT0002231
1229	Pers (EFT)	10/07/2016	Bank Draft	0.00	1,070.50	DFT0002232

Check Report

Date Range: 09/30/2016 - 10/27/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1229	Pers (EFT)	10/07/2016	Bank Draft	0.00	1,122.76	DFT0002233
1149	Internal Revenue Service	10/07/2016	Bank Draft	0.00	8,435.96	DFT0002234
1098	EDD (EFT)	10/07/2016	Bank Draft	0.00	2,876.01	DFT0002235
1098	EDD (EFT)	10/07/2016	Bank Draft	0.00	612.27	DFT0002236
1149	Internal Revenue Service	10/07/2016	Bank Draft	0.00	2,149.14	DFT0002237
1149	Internal Revenue Service	10/07/2016	Bank Draft	0.00	7,879.55	DFT0002238
1045	Cal Pers 457 Plan (EFT)	10/21/2016	Bank Draft	0.00	300.00	DFT0002240
1135	Mass Mutual (EFT)	10/21/2016	Bank Draft	0.00	4,409.80	DFT0002241
1229	Pers (EFT)	10/21/2016	Bank Draft	0.00	147.25	DFT0002242
1229	Pers (EFT)	10/21/2016	Bank Draft	0.00	228.97	DFT0002243
1229	Pers (EFT)	10/21/2016	Bank Draft	0.00	332.97	DFT0002244
1229	Pers (EFT)	10/21/2016	Bank Draft	0.00	2,862.13	DFT0002245
1229	Pers (EFT)	10/21/2016	Bank Draft	0.00	4,162.25	DFT0002246
1229	Pers (EFT)	10/21/2016	Bank Draft	0.00	82.89	DFT0002247
1229	Pers (EFT)	10/21/2016	Bank Draft	0.00	99.21	DFT0002248
1229	Pers (EFT)	10/21/2016	Bank Draft	0.00	1,184.23	DFT0002249
1229	Pers (EFT)	10/21/2016	Bank Draft	0.00	1,417.19	DFT0002250
1229	Pers (EFT)	10/21/2016	Bank Draft	0.00	1,083.90	DFT0002251
1229	Pers (EFT)	10/21/2016	Bank Draft	0.00	1,136.81	DFT0002252
1149	Internal Revenue Service	10/21/2016	Bank Draft	0.00	9,077.42	DFT0002253
1098	EDD (EFT)	10/21/2016	Bank Draft	0.00	2,870.73	DFT0002254
1098	EDD (EFT)	10/21/2016	Bank Draft	0.00	634.53	DFT0002255
1149	Internal Revenue Service	10/21/2016	Bank Draft	0.00	2,299.16	DFT0002256
1149	Internal Revenue Service	10/21/2016	Bank Draft	0.00	8,161.05	DFT0002257

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	73	0.00	3,141,130.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	30	0.00	0.00
Bank Drafts	36	36	0.00	80,113.56
EFT's	0	0	0.00	0.00
	139	139	0.00	3,221,244.48

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	10/2016	3,221,244.48
			<u>3,221,244.48</u>

Account Number	Name	Date	Type	Amount	Reference	Packet
102-0000854-03	Donnel, Ernest	10/6/2016	Refund	\$ 6.45	Check #: 7810	UBPKT02625
102-0001270-02	Smith, Timothy	10/6/2016	Refund	\$ 84.63	Check #: 7811	UBPKT02625
102-0004991-01	Molina, Othon	10/6/2016	Refund	\$ 175.30	Check #: 7812	UBPKT02625
102-0006435-01	Palmer, Curtis and Debra	10/6/2016	Refund	\$ 7.09	Check #: 7813	UBPKT02625
102-0006819-01	Lowry, William	10/6/2016	Refund	\$ 11.28	Check #: 7814	UBPKT02625
102-0007752-01	Montague, Robert	10/6/2016	Refund	\$ 5.51	Check #: 7815	UBPKT02625
102-0009774-01	PATRICK ARGUEDAS	10/6/2016	Refund	\$ 84.00	Check #: 7816	UBPKT02625
102-0010476-01	Lavoie, Timothy J	10/6/2016	Refund	\$ 84.00	Check #: 7817	UBPKT02625
102-0011426-01	Peterson, Kurt M	10/6/2016	Refund	\$ 28.00	Check #: 7818	UBPKT02625
106-0013279-02	Rogers, Joshua and Stacie	10/6/2016	Refund	\$ 30.00	Check #: 7819	UBPKT02625
106-0014628-01	Le, Chanh Quang	10/6/2016	Refund	\$ 6.75	Check #: 7820	UBPKT02625
106-0015835-01	Goldman, Chris	10/6/2016	Refund	\$ 6.30	Check #: 7821	UBPKT02625
112-1023120-02	Durham, Patrick and Victoria	10/6/2016	Refund	\$ 85.94	Check #: 7822	UBPKT02625
112-1024723-01	ROBERT J DOLEZAL	10/6/2016	Refund	\$ 61.70	Check #: 7823	UBPKT02625
112-1026895-00	D R Horton	10/6/2016	Refund	\$ 84.00	Check #: 7824	UBPKT02625
112-1026901-00	D R Horton	10/6/2016	Refund	\$ 80.64	Check #: 7825	UBPKT02625
112-1027041-00	CalAtlantic Group Inc.	10/6/2016	Refund	\$ 29.22	Check #: 7826	UBPKT02625
102-0002636-01	Trust, The Sheila Noakes Living	10/19/2016	Refund	\$ 523.70	Check #: 7879	UBPKT02666
102-0006907-02	Kruse, James and Mendy	10/19/2016	Refund	\$ 84.00	Check #: 7880	UBPKT02666
102-0007008-01	Northey, Casey and Colleen	10/19/2016	Refund	\$ 85.28	Check #: 7881	UBPKT02666
102-0008826-01	DENNIS PETERSON	10/19/2016	Refund	\$ 113.35	Check #: 7882	UBPKT02666
102-0010168-02	Gilevich, Thomas and Yunyan	10/19/2016	Refund	\$ 9.31	Check #: 7883	UBPKT02666
102-0011426-01	Peterson, Kurt M	10/19/2016	Refund	\$ 28.00	Check #: 7884	UBPKT02666
102-0012273-01	Little, Michael	10/19/2016	Refund	\$ 85.29	Check #: 7885	UBPKT02666
103-0007383-02	Lynch, Nicholas and Lauren	10/19/2016	Refund	\$ 7.82	Check #: 7886	UBPKT02666
106-0013722-02	Swaleh, Gulam	10/19/2016	Refund	\$ 313.22	Check #: 7887	UBPKT02666
106-0013951-01	Fegard Family Trust	10/19/2016	Refund	\$ 11.86	Check #: 7888	UBPKT02666
106-0014469-01	Pavlenko, Sergey	10/19/2016	Refund	\$ 91.91	Check #: 7889	UBPKT02666
112-1020721-01	Wong, Clifford	10/19/2016	Refund	\$ 17.20	Check #: 7890	UBPKT02666
112-1022968-02	Ruiz, Miguel Angel Jr	10/19/2016	Refund	\$ 300.74	Check #: 7891	UBPKT02666
112-1023408-01	Golden, Stuart	10/19/2016	Refund	\$ 58.18	Check #: 7892	UBPKT02666
112-1026111-02	Kluthe, David and Pamela	10/19/2016	Refund	\$ 22.83	Check #: 7893	UBPKT02666
112-1026854-00	Taylor Morrison of California LLC	10/19/2016	Refund	\$ 84.00	Check #: 7894	UBPKT02666
112-1027101-00	D R Horton	10/19/2016	Refund	\$ 19.30	Check #: 7895	UBPKT02666
			TOTAL REFUNDS	\$ 2,726.80		

SPMUD BOARD INVESTMENT REPORT
MEETING DATE: 11/03/16

INVESTMENT	% Change	INCOME FISCAL YEAR TO DATE	TOTAL FUNDS	Fund 100	Fund 300	Fund 400
				General	CIP & Expansion	Capital Replacement & Rehabilitation
Allocation to Fund Type				22.10%	39.34%	38.56%
CalTRUST						
Balance			\$ 19,098,610	\$ 4,221,797	\$ 7,538,791	\$ 7,343,607
Income	0.1%		\$ 15,145	\$ 3,348	\$ 5,958	\$ 5,840
Unrealized Gain/Loss	0.0%		\$ -	\$ -	\$ -	\$ -
Realized Gain/Loss	0.0%		\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 113,756	\$ 19,113,756	\$ 4,225,145	\$ 7,544,749	\$ 7,349,447
Wells Fargo - Fixed Income Securities						
Balance			\$ 22,119,085	\$ 4,910,489	\$ 8,620,359	\$ 8,588,238
Income	0.2%		\$ 48,240	\$ 10,663	\$ 18,977	\$ 18,600
Unrealized Gain/Loss	0.0%		\$ -	\$ -	\$ -	\$ -
Realized Gain/Loss	0.0%		\$ -	\$ -	\$ -	\$ -
Transfer In			\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 167,325	\$ 22,167,325	\$ 4,921,152	\$ 8,639,335	\$ 8,606,838
LAIF (Local Agency Investment Fund)						
Balance			\$ 5,004,902	\$ 1,106,291	\$ 1,968,820	\$ 1,929,791
Interest 0.60%			\$ 7,605	\$ 1,681	\$ 2,991	\$ 2,932
TOTALS		\$ 14,696	\$ 5,012,506	\$ 1,107,972	\$ 1,971,811	\$ 1,932,723
Placer County Treasury						
Balance			\$ 5,031,547	\$ 1,112,181	\$ 1,979,301	\$ 1,940,065
Interest 1.29%			\$ 5,345	\$ 1,182	\$ 2,103	\$ 2,061
TOTALS		\$ 15,946	\$ 5,036,892	\$ 1,113,362	\$ 1,981,404	\$ 1,942,126
SUB-TOTALS			\$ 51,330,479	\$ 11,367,631	\$ 20,137,299	\$ 19,831,133
Checking Account Balance						
			\$ 1,477,554	\$ 326,601	\$ 581,238	\$ 569,715
GRAND TOTALS			\$ 52,808,032	\$ 11,694,232	\$ 20,718,537	\$ 20,400,849

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

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

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors

From: Eric Nielsen, District Engineer

Cc: Carie Huff, Associate Engineer

Subject: Acceptance of the Bill of Sale for Sewer Improvements within the Spring Valley Phase 1 Village 2 Subdivision

Meeting Date: November 3, 2016

Overview

The Spring Valley Phase 1 Village 2 Subdivision is located in Rocklin adjacent to the Spring Valley Phase 1 Village 1 Subdivision and to the east of University Avenue. The Spring Valley Phase 1 Village 2 Subdivision consists of 89 single-family residential homes for a total of 89 EDU's. The Spring Valley Phase 1 Village 2 Subdivision improvements include the following infrastructure:

- Installation of two thousand and sixty nine (2,069) linear feet of sanitary sewer pipe;
- Installation of eleven (11) manholes.

Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Spring Valley Phase 1 Village 2 Subdivision.

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 \$210,175.00.

Attachments:

1. Bill of Sale
2. Map – Spring Valley Phase 1 Village 2 Subdivision

BILL OF SALE

Spring Valley – Rocklin, L.P. 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 Spring Valley Phase 1 Village 2.

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 12 day of September, 2016.

By: (Developer/Owner)

SPRING VALLEY - ROCKLIN, L.P.,
a Delaware limited partnership

By: HHPXX GP, LLC
a Delaware limited liability company
Its: General Partner

By: Hearthstone Housing Partners XX, LLC,
a Delaware limited liability company
Its: Sole Member

By: Hearthstone, Inc.
Its: Operating Member

By: 

Steven C. Porath
S.V.P. – General Counsel



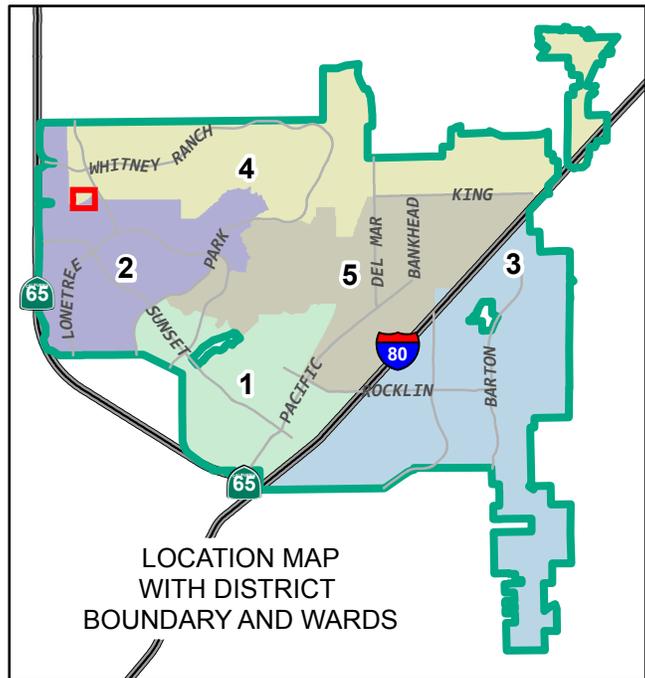
0 100 200 Feet
1 in = 200 ft



Spring Valley Phase 1 Village 2

89 Residential EDUs

Date: 9/27/2016
 Author: Curtis Little
 Document Path:
 G:\spmud_gis\mxd\Curtis\Bill Of Sale Maps\10 -
 October 2016\SpringValleyPH1V2.mxd



SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors

From: Eric Nielsen, District Engineer

Cc: Carie Huff, Associate Engineer

Subject: Acceptance of the Bill of Sale for Sewer Improvements Associated with the Goddard School in Rocklin

Meeting Date: November 3, 2016

Overview

The Goddard School is located in Rocklin at the northeast corner of the intersection of West Stanford Ranch Road and Wildcat Boulevard. The Goddard School consists of a 9,340 square foot building for a total of 3.11 EDU's. The Goddard School improvements include the following infrastructure:

- Installation of a sewer access road and turn-around.

Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Goddard School.

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 \$10,500.00.

Attachments:

1. Bill of Sale
2. Map – The Goddard School

BILL OF SALE

ASHISH & SHARMILI NAIK CORPORATION 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 THE GODDARD SCHOOL, 2021 Wildcat Blvd.

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

Dated this 8/25/16

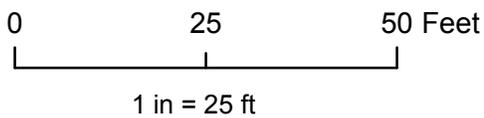
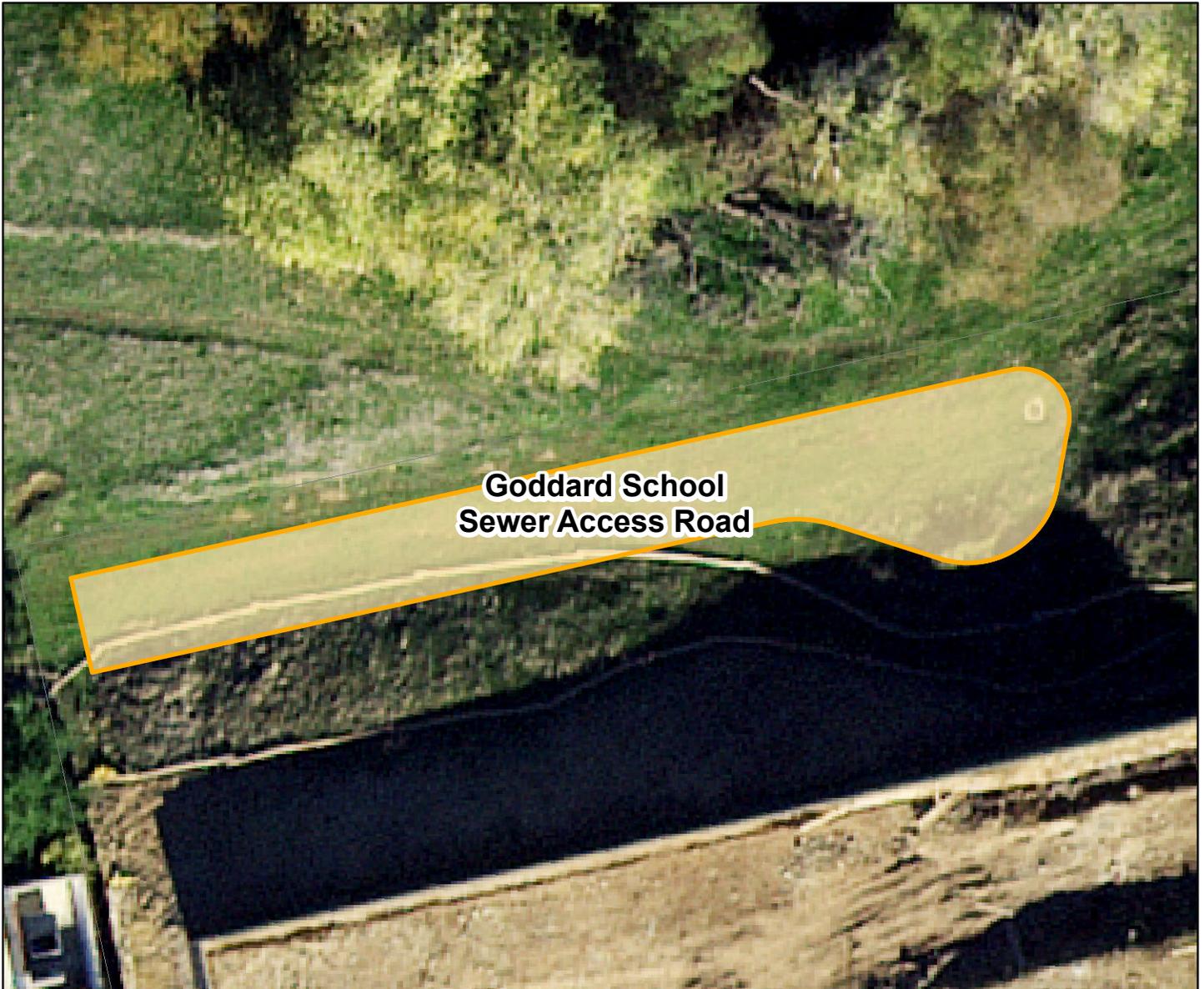
By: (Developer Owner)



Signature

ASHISH N NAIK, President

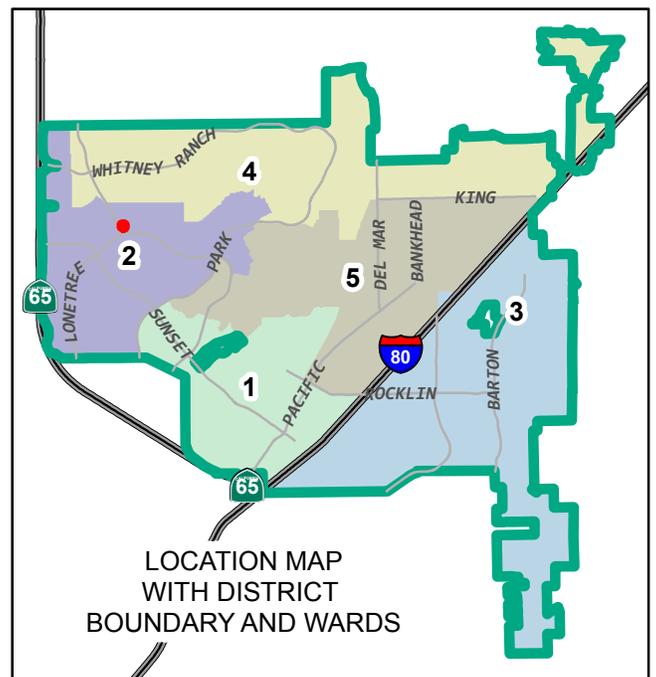
Name (Please Type or Print)



Goddard School Sewer Access Road

3.11 EDU's

Date: 10/25/2016
 Author: Curtis Little
 Document Path:
 G:\spmud_gis\mxd\Curtis\Bill Of Sale Maps\11 -
 November 2016\GoddardSchoolAccessRDNew3.mxd



SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT

To: Board of Directors

From: Eric Nielsen, District Engineer

Cc: Carie Huff, Associate Engineer

Subject: Appeal of the General Manager's Decision Regarding 3595 Bankhead Road in Loomis (APN 044-051-095-000)

Meeting Date: November 3, 2016

Background

The District was first contacted on May 11, 2016 regarding the construction of an accessory structure at 3595 Bankhead Road in Loomis. At that time, it was indicated that there would be no kitchen facilities in the structure. As such, the construction would not warrant payment of an additional Equivalent Dwelling Unit (EDU); however, a separate connection to the sewer collection system in Bankhead Road could be required depending on the ability of the lot to be split in the future.

The District received building plans on August 31, 2016, which indicated that the accessory structure is a secondary living unit with bathroom, kitchen and living facilities included as part of the construction. Based upon an interpretation of the District's Ordinance, Specifications and Improvement Standards, staff concluded:

1. The construction of the subject secondary living unit may be served by the same common building sewer since the structures are located on a single parcel, under one ownership, and it is unlikely that the parcel can be subdivided in the future (confirmed by the Town of Loomis on September 14, 2016).
2. The construction of the accessory structure is considered a secondary living unit under Ordinance 09-02, and is required to pay a participation charge equivalent to one EDU to connect to the District's facilities.
3. The monthly service charge for the multiple dwelling units shall be based upon 2 EDUs (the basic EDU rate multiplied by the number of equivalent dwelling units).

In addition, the District notified Mr. Izadjou that he may be eligible for Deferred Payment of Participation Charges if a hardship can be demonstrated; however, the District has not received any such request for Deferred Payment of Participation Charges.

On September 29, 2016, Mr. Mr. Izadjou filed a formal Appeal of the District's application of Ordinance 09-02 as it pertains to the construction of the secondary dwelling unit at the subject location. A copy of the appeal is attached.

ITEM VI.1

As a side note, the State of California recently approved Senate Bill 1069, making secondary dwelling units easier and less expensive to build. Under the new law, which takes effect in January, 2017, water and sewer agencies would be prevented from charging connection fees for secondary dwelling units building within an existing house or an existing detached unit on the same lot. Since Mr. Izadjou has proposed a new detached unit, the construction would not qualify for this exemption.

Recommendation

Staff recommends that the Board of Directors:

1. Deny the appeal by Mr. Izadjou; and
2. Apply Ordinance 09-02 requiring the payment of the Sewer Participation Fee and the Inspection Fee for existing customers for the proposed secondary living unit at 3595 Bankhead Road (APN 044-051-095-000).

Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

Goal 2.2: Maintain Compliance with pertinent regulations.

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

Related District Ordinances and Polices

Ordinance 09-02:

Section 3.03 Participation Charges – Residential:

A. Determination of Residential Equivalent Dwelling Units. For purposes of this Ordinance, Residential EDU's shall be determined as follows: Dwelling units, including, but not limited to single family homes, duplexes, condominiums, mobile homes, secondary living units, and apartments shall be one (1) EDU per living unit.

Section 3.04 Monthly Service Charges – General:

A. A monthly service charge for each equivalent dwelling unit shall be fixed and established by ordinance, and may be changed from time to time by the Board of Directors in accordance with provisions of Section 12809 and 14401 of the Public Utilities Code. The monthly service charge for multiple dwelling units shall be the basic EDU rate multiplied by the number of equivalent dwelling units.

B. In the event a structure is altered to produce more than a single EDU, an additional monthly service charge shall be due for each additional EDU or portion thereof produced. Payment of such charges shall be the responsibility of the real property owner.

SPMUD Standard Specifications and Improvement Standards for Sanitary Sewers:

Section 5.02 Building Sewers:

B. A separate and independent building sewer shall be provided for every structure on a parcel; provided, however, that the provisions of this Section may be waived by the General Manager.

1. If waived by the General Manager, two or more structures on a single parcel under one ownership may be served by the same common building sewer if it is unlikely, under local agency zoning and general plans, that the parcel can be subdivided in the future.

Fiscal Impact

The applicable fees due for a secondary living unit include the Participation Fee of \$11,207 per Equivalent Dwelling Unit and the Building Sewer Inspection Fee for existing customers of \$150 for a total of \$11,357.

Attachments:

1. Letter requesting variance dated September 29, 2016
2. E-mail in response dated October 3, 3016

Notice of Appeal-Ordinance 09-02

To the Board of Directors,

I am currently living at 3595 Bankhead Road in Loomis, CA, and building a new home behind the existing structure. Approximately six months ago I first received the go-ahead from the sewer department via phone call for my new granny unit. In addition, the plan was reviewed and approved to be hooked up to the existing sewer line as a one bedroom/one bathroom home by the Town of Loomis following my conversation with the sewer department.

As I know it, the government of this state, as well as, the government of this country, strongly encourage individuals to plan ahead for their parents as they near the point of needing assisted living. My mother-in-law, Karen Steck, has been hugely apart of my family for over half my life. She lives on a spacious, high-maintenance lot in Auburn, CA currently, and has been complaining of the physicality's required at her house for some years now. As I have stated before, this home is of utmost importance to us because it is her guarantee of a comfortable and supported lifestyle into her late years.

I have budgeted every direction I know how to make this work out alright. The new fee projected for my sewer line has been quite a heavy point of tension around my construction, and I hope my explanation can better acclimate whomever may be reviewing my appeal, to the personal situation I am facing.

Best Regards,
Michael Izadjou

A handwritten signature in black ink, appearing to read "Michael Izadjou", written over a horizontal line. The signature is stylized and cursive.

Carie Huff

From: Herb Niederberger
Sent: Monday, October 03, 2016 11:44 AM
To: mikeizadjou@yahoo.com
Cc: Joan Phillipe; Brit Snipes; Rhonda Gannon; Eric Nielsen; Carie Huff; Adam C. Brown
Subject: SPMUD Hearing - Appeal of Ord. 09-02 for 3595 Bankhead Road, Loomis CA

Mr. Izadjou,
The South Placer Municipal Utility District (District) acknowledges receipt of your Appeal of Ordinance 09-02 dated September 29, 2016, as it pertains to the construction of an Accessory Dwelling Unit (ADU) at 3595 Bankhead Road, Loomis CA.

Our records indicate that you first contacted the District on May 11, 2016, regarding the construction of the subject ADU. At that time, you indicated that there would not be kitchen facilities in the structure. As such, the construction would not warrant payment of an additional Equivalent Dwelling Unit (EDU); however, a separate connection to the sewer collection system in Bankhead Road may be required. As-built plans of the sewer infrastructure located within Bankhead Road were subsequently e-mailed to you in the event of a separate connection to the District's wastewater collection system.

The District received building plans on August 31, 2016, which indicates that the ADU is a secondary dwelling unit with both bathroom and kitchen facilities as part of the construction. This requires a connection to the District's facilities and payment of an additional EDU.

Please note the following excerpts from District Ordinance 09-02 which governs sewer use within the District:

Section 3.03 Participation Charges - Residential:

A. Determination of Residential Equivalent Dwelling Units. For purposes of this Ordinance, Residential EDU's shall be determined as follows: Dwelling units, including, but not limited to single family homes, duplexes, condominiums, mobile homes, secondary living units, and apartments shall be one (1) EDU per living unit. (*underline added*)

Section 3.04 Monthly Service Charges - General:

A. A monthly service charge for each equivalent dwelling unit shall be fixed and established by ordinance, and may be changed from time to time by the Board of Directors in accordance with provisions of Sections 12809 and 14401 of the Public Utilities Code. The monthly service charge for multiple dwelling units shall be the basic EDU rate multiplied by the number of equivalent dwelling units.

B. In the event a structure is altered to produce more than a single EDU, an additional monthly service charge shall be due for each additional EDU or portion thereof produced. Payment of such charges shall be the responsibility of the real property owner.

In addition please note the following excerpt from the District's adopted Standard Specifications and Improvement Standards for Sanitary Sewers

Section 7.05 Separate Building Sewer Required:

A. A separate and independent building sewer shall be provided for every structure on a parcel; provided, however, that the provisions of this Section may be waived by the General Manager.

1. If waived by the General Manager, two or more structures on a single parcel, under one ownership, may be served by the same common building sewer if it is unlikely, under local agency zoning and general plans, that the parcel can be subdivided in the future.

Based upon an interpretation of the District's Ordinance, Specifications and Improvement Standards, the District has concluded:

1. The construction of subject ADU may be served by the same common building sewer since the structures are located on a single parcel, under one ownership, and it is unlikely that the parcel can be subdivided in the future (confirmed by the Town of Loomis on September 14, 2016).
2. The construction of the subject ADU is considered an secondary living unit under Ordinance 09-02, and is required to pay a participation charge equivalent to one EDU to connect to the District's facilities.
3. The monthly service charge for the multiple dwelling units shall be the based upon 2 EDUs. (The basic EDU rate multiplied by the number of equivalent dwelling units.)

It is the District's understanding that you have anecdotally indicted that the Town of Loomis has permitted several similarly constructed ADUs (granny units) without requiring sewer connection permits. The District will be working with Loomis officials to correct this and reconcile accounts.

We also note that that State of California recently approved Senate Bill 1069, making accessory dwelling units (ADUs), so-called "granny units", easier and less expensive to build. Under the new law, which takes effect in January, water and sewer agencies would be prevented from charging hookup fees for ADUs built within an existing house or an existing detached unit on the same lot. (underline added). Since you have proposed a new detached unit, your construction would not qualify for this exemption.

Your Appeal

In accordance with Ordinance 09-02, Section 7.02, Appeals Procedure, your appeal will be heard at the Board of Director's next regularly scheduled meeting on November 3, 2016 at 4:30 pm at the District's offices located at 5807 Springview Drive, Rocklin CA. You, as the appealing party, or your authorized representative, must be personally present at the hearing. Failure to appear at said hearing shall constitute sufficient grounds to affirm the decision of the General Manager.

Herb Niederberger
General Manager
South Placer Municipal Utility District
916-786-8555, ext 110

"In nature nothing exists alone." – Rachel Carson, Silent Spring

From: Herb Niederberger
Sent: Thursday, September 29, 2016 4:36 PM
To: mikeizadjou@yahoo.com

Cc: Eric Nielsen <enielsen@spmud.ca.gov>; Carie Huff <chuff@spmud.ca.gov>

Subject: RE: SPMUD Information

Mr. Izadjou,

I am in receipt of your Appeal of Ordinance 09-02 dated September 29, 2016, as it pertains to the construction of Accessory Dwelling Unit at 3595 Bankhead Road, Loomis CA.

I will respond to you within 5 business days with a determination of the status of your appeal and anything additional that the District may require in order to proceed.

Herb Niederberger
General Manager
South Placer Municipal Utility District
916-786-8555, ext 110

"In nature nothing exists alone." – Rachel Carson, Silent Spring

From: Carie Huff

Sent: Wednesday, September 28, 2016 10:59 AM

To: mikeizadjou@yahoo.com

Cc: Eric Nielsen <enielsen@spmud.ca.gov>; Herb Niederberger <HNiederberger@spmud.ca.gov>

Subject: SPMUD Information

Good Morning,

This e-mail is a follow up to yesterday's conversation regarding the granny flat currently in construction on the property at 3595 Bankhead Road in Loomis. SPMUD Ordinance 09-02 defines Secondary Living Units as 1 EDU (Section 3.03A). Following is the link to the complete ordinance:

http://spmud.ca.gov/wp-content/uploads/2014/09/ORD09-02_Complete.pdf

If you would like to appeal the decision, SPMUD Ordinance 09-02 – Section 7 describes the process for an appeal:

http://spmud.ca.gov/wp-content/uploads/2014/09/ORD09-02_Section7.pdf

In general, a public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected. If the complaint has not been satisfactorily addressed at the administrative level, the complaint shall be forwarded to the General Manager. If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, he/she may request consideration by the Board of Directors by filing said request in writing within twenty (20) calendar days of receiving the General Manager's decision. The Board may then consider the matter at its next regular meeting or call a special meeting.

Please let me know if you have any questions or need additional information.

Regards,

Carie Huff, P.E.

Associate Engineer - Technical Services
South Placer Municipal Utility District
5807 Springview Drive
Rocklin, CA 95677
Tel: 916-786-8555 x311
Fax: 916-786-8553
chuff@spmud.ca.gov

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors
From: Sam Rose, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Discussion- Lower Lateral Program
Meeting Date: November 3, 2016

Overview

Prior to the adoption of current Sewer Use Ordinance 09-02 (09-02), the District had assumed ownership and responsibility for the Lower Lateral.¹ This understanding was perfected under Ordinance 01-01 (01-01) and went back to the inception of the District. However, for the last 7 years, after the adoption of 09-02, the ownership of the lower lateral was shifted to the property owner. The ownership and responsibility for maintenance and repair of the various sewer components serving properties are summarized in Table A.

Table 'A'		
	Ordinance 01-01	Ordinance 09-02
Building Drain	Privately Owned/Maintained	Privately Owned/Maintained
Upper Lateral	Privately Owned/Maintained	Privately Owned/Maintained
Lower Lateral	SPMUD Owned & Maintained	Privately Owned, SPMUD Maintained
Collector Sewer	SPMUD Owned & Maintained	SPMUD Owned & Maintained

There are approximately 22,500 lower laterals in the District. Under 09-02, the District owns 470 lower laterals (by definition, a lower lateral that serves two or more parcels is a public facility.) These have been referred to as Double Wye connections. Currently, the District continues to approach maintenance/repair/service of these Double Wye lower laterals in the same manner as it did under 01-01.

There has been some uncertainty on field staff's part about what services should be provided for the privately-owned lower laterals. The current definition of Lower Lateral is "...privately owned and District maintained." Since the adoption of 09-02 the District's maintenance has become more reactive due to shifting priorities. We continue to provide 24-hour service to remove blockages, clean up when spills occur and inform the property owner/resident of any information gathered about the location and nature of the problem. We have performed far fewer repairs, electing to do only those that are a nuisance or are a threat to public health/environment.

¹ "Lower Lateral" shall mean that part of the building sewer running from the public right-of-way to the public sewer; gravity flow, privately owned, and District maintained.

Staff estimates the cost of a major repair or replacement of the lower lateral ranges from \$10,000 to \$15,000. Since 09-02 was adopted, the typical property owner does not appear willing to perform these repairs. It also should be noted that since the adoption of 09-02, the number of service calls has increased 30% from about 95/year to 135/year. Sewage spills from lower laterals have increased from approximately 12/year to 30/year. Staff recognizes the District is better suited to perform repairs, particularly those repairs in the public right-of-way.

If the Board elects to assume ownership of the lower lateral, staff is recommending two maintenance workers are hired to facilitate the District's lower lateral program while maintaining current maintenance programs.

The Policy and Ordinance Advisory Committee has met with staff and directed that the concept of revising the Sewer Use Ordinance such that the District assumes ownership of the Lower Lateral be brought before the whole Board for discussion. There will be a brief Power Point presentation to facilitate this discussion.

Recommendation

Staff recommends that the Board of Directors:

1. Provide direction to staff on the District's stance regarding the ownership lower laterals and levels of service provided.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.2: Establish and meet Service Levels by Department

Goal 1.3: Build Business Efficiencies

Goal 2.3: Prevent and mitigate Sewer System Overflows (SSOs)

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

Goal 4.3: Develop and implement a comprehensive customer service lateral program

Goal 6.3: Continuously Evaluate the Organizational Staffing needs

Fiscal Impact

The annual cost to employ two maintenance workers is \$200,000/year. In addition, staff anticipates an on-going Lower Lateral Capital Improvement Program will need to be established.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors

From: Herb Niederberger, General Manager

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

Subject: Adoption of Resolution 16-23 creating Policy 3225 – Joint Use of District Easements and Access Roads

Meeting Date: November 3, 2016

Overview

The District owns and maintains miles of easements and access roads over private property for the purpose of installation, access, maintenance, operation, repair, and replacement of sewer facilities. In certain instances, these easements and access roads are adjacent to creeks, waterways and riparian corridors that under certain circumstances could be jointly used by other local governmental jurisdictions for compatible uses.

For example, the City of Rocklin is in the process of adopting a Parks and Trails Master Plan and Trails Strategy and Action Plan. Staff feels that it would be advantageous to jointly use the District's easements and access roads in the implementation of these City plans. As such, the creation of a policy allowing these joint uses appears timely. The joint use of District's easements and access roads with other local governmental jurisdictions should be perfected in a Maintenance and Indemnification Agreement approved separately by the Board of Directors and not result in any additional operation, maintenance, financial any other burden to the District. The attached Policy 3225 – Joint Use of District Easements and Access Roads, contains these provisions.

The Policy and Ordinance Advisory Committee reviewed this policy in draft form on October 5, 2016 and recommended forwarding it to the Board of Directors for adoption.

Recommendation

Staff recommends that the Board of Directors adopt the Resolution 16-23 creating Policy 3225 – Joint Use of District Easements and Access Roads.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3 Build Business Efficiencies

Goal 2.4: Maintain transparency with all District activities.

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

ITEM VI.3

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

Related District Ordinances and Policies

Ordinance 15-03 - Easements & Right of Way Encroachment Permits

Fiscal Impact

While there is no immediate fiscal impact with the creation of this policy, the policy could create some shared maintenance opportunities with other governmental jurisdictions that may offset long term easement and road maintenance expenses.

Attachments:

- Resolution 16-23 creating Policy 3225 – Joint Use of District Easements and Access Roads
- Policy 3225 – Joint Use of District Easements and Access Roads

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 16-23

ADOPTING POLICY 3225 – JOINT USE OF DISTRICT EASEMENTS AND ACCESS ROADS

WHEREAS, The District owns and maintains miles of easements and access roads over private property for the purpose of installation, access, maintenance, operation, repair, and replacement of sewer facilities; and

WHEREAS, In certain instances, these easements and access roads are adjacent to creeks, waterways and riparian corridors that under certain circumstances could be jointly used by other local governmental jurisdictions for compatible uses; and

WHEREAS, The District seeks a policy is to provide guidance for the potential joint use of the District’s easements and access roads with other local governmental jurisdictions [e.g. for a pedestrian and bicyclist pathway to provide for the public recreation] where such joint use is practicable and in the best interest of the District and its customers; and

WHEREAS, The joint use of District’s easements and access roads with other local governmental jurisdictions should be perfected in a Maintenance and Indemnification Agreement approved separately by the Board of Directors and not result in any additional operation, maintenance, financial any other burden to the District; and

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the attached Policy 3225 – Joint Use of the District Easements and Access Roads, is hereby adopted in their entirety and to be included in the District Policy Handbook.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 3rd day of November 2016.

Signed: _____

Will Dickinson, President of the Board of Directors

Attest: _____

Joanna Belanger, Board Secretary

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3225 – JOINT USE OF DISTRICT EASEMENTS AND ACCESS ROADS		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	11/03/16
Resolution No.	16-23	Revised:	

PURPOSE

The purpose of this policy is to provide guidance for the potential joint use of the District’s easements and access roads with other local governmental jurisdictions [e.g. for a pedestrian and bicyclist pathway to provide for the public recreation] where such joint use is practicable and in the best interest of the District and its customers.

POLICY STATEMENT

Section 1: General

The District owns and maintains miles of easements and access roads over private property for the purpose of installation, access, maintenance, operation, repair, and replacement of sewer facilities. In certain instances, these easements and access roads are adjacent to creeks, waterways and riparian corridors that under certain circumstances could be jointly used by other local governmental jurisdictions for compatible uses.

Section 2: Maintenance and Indemnification Agreement

Upon a finding that the joint use of a District easement is compatible and consistent with District operational requirements, the General Manager is authorized to negotiate with other governmental jurisdictions for the joint use of District Easements and Access Roads, subject to approval of a Maintenance and Indemnification Agreement separately authorized by the Board of Directors.

Section 3 – Terms of Joint Use

If, in the sole discretion of the Board of Directors upon a finding of suitability by the General Manager, that joint use of a District easement with another public agency is appropriate, the terms of such joint use shall include, but not be limited to, the following conditions:

- A. The joint use of District’s easements and access roads with other local governmental jurisdictions shall:
 - 1. be perfected in a Maintenance and Indemnification Agreement approved separately by the Board of Directors; and
 - 2. not result in any additional operation, maintenance, financial any other burden to the District.

Section 4 –Obligation of the Public Agency Using District Easements.

The public agency jointly shall maintain in good condition at all times the joint-use facility at no cost to the District. The public agency shall complete or cause to be completed all maintenance to the satisfaction of the District, and to maintain the joint-use facility in such a manner as to not impair or impede the District’s use of its easement and access to District facilities to perform repairs and maintenance. Any failure to maintain the joint-use facility to the District’s satisfaction may result in the termination of the joint use of the easement or facility.

Section 5 - Indemnification.

The Maintenance and Indemnification Agreement must fully indemnify and hold the District and its officers, directors, employees and agents, harmless from any claim, expense or cost, damage, civil action, regulatory action or proceeding, fines or penalties or any liability resulting from any personal injury, property damage or liability causing event as a result of the use of the District easement or facility by the public agency or the general public occasioned by the joint use thereof.

Section 6 – Recordation

The Maintenance and Indemnification Agreement shall be recorded in the appropriate public records of Placer County, California.

Section 7 - Property Interest

Neither this policy nor any Maintenance and Indemnification Agreement or permission granted by the District to any public agency for the joint use of a District easement or facility shall confer any real property interest of any kind in District’s property.

ITEM VII.2 GENERAL MANAGER REPORT

To: Board of Directors
From: Herb Niederberger, GM
Date: November 3, 2016
Subject: General Manager Monthly Staff Report – October 2016

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 October 4, 2016, the General Manager, the Engineering Manager Eric Nielsen and Associate Engineer, Carie Huff, met with representative of the Country Club Saloon regarding proposed tenant improvements and compliance with the District's FOG Ordinance.
- B. The General Manager was out of the office from October 11 through 13, 2016, attending the California Special Districts Association annual conference.
- C. On October 25, 2016, the General Manager met with the District Legal Counsel to discuss District legal needs. Among some of the items that were discussed:
 - a. Godfrey litigation update
 - b. Pending Policy and Ordinance Advisory Committee items
 - i. Joint Use of Easements
 - ii. Codification of existing District Ordinances into a District Sewer Code
 - iii. Lower Lateral Policy
 - c. Employee Manual Update
 - i. Renegotiation of Employee and Management MOUs in 2017
- D. Advisory Committee Meetings:
 - a. The Policy and Ordinance Advisory Committee met on October 5, 2016 to discuss pending Policy 3225 – Joint Use of District Easements and Roads, and a proposed ordinance change that could affect the ownership, maintenance and repair of the lower laterals. Both were recommended to be brought to the Board for consideration.
 - b. The Personnel Advisory Committee met on October 20, 2016, to discuss the pending General Manager evaluation including the form of the evaluation,

professional attributes and performance elements to be evaluated, schedule of closed session meetings and any specific requests for compensation.

3) **LONG RANGE AGENDA**

December 2016

- Policy 4055 – Selection of Officers
- Design Contract for HRF Creek Crossings
- Caltrans Utility Agreement

January 2017

- Oath of Office, Wards 1, 4 & 5
- Seating of Board President, Vice President and Appointments to Advisory Committees
- Strategic Plan Workshop #1

February 2017

- Foothill Trunk Construction Contract
- Loomis Basin Construction Contract
- CalTrans Relocation Contract
- Mid-year Budget Adjustments
- Report on SPWA issues

ITEM VII. FSD REPORT

To: Board of Directors

From: Sam Rose, Superintendent

Cc: Herb Niederberger, General Manager

Subject: Field Services Department Monthly Report

Meeting Date: November 3, 2016

Overview

This report provides the Board with an overview of Field Services operations from 09/28/2016 through 10/25/2016. The work listed is not all inclusive.

1. Recordable Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 56 days without a Recordable Injury

2. Service Calls / Sanitary Sewer Overflows (SSOs)

- a. Service Calls
 - i. Twenty Four (24)
 - A. 23 - Customer's Responsibility
 - B. 0 - SPMUD Responsibility
- b. Lift Station Calls
 - i. Ten (10)
- c. Sanitary Sewer Overflows (SSOs)
 - i. Zero (0) 219 Days since last SSO

3. Safety/Training/Professional Development

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

4. Maintenance

Feet

a. CCTV Mainline Segments	133 Segments	30,823'
b. CCTV Service Laterals	133 Laterals	4,723'
c. Hydro-Clean Mainline Segments	45 Segments	11,884'
d. Manhole Inspections	80 Manholes	
e. Rodded/Cleaned Service Laterals	42 Laterals	
f. Creek-Crossing Inspections	17 Crossings	
g. Chemical Root Treatment	01 Segments	
h. Easement Maintenance	00 L.F.	

5. Construction

a. Service Taps	1 Taps	
b. Lateral Installs	0 Laterals	
c. Property Line Cleanout Work		
i. Repaired	03 Cleanouts	
ii. Installed	01 Cleanout	
d. Mainline Repair	01 Mainline point repair	
e. Service Lateral Repair	00 Lateral point repair	
f. Service Cap-Off	00 Services	
g. Manhole Rehabilitation	04 Manholes	
h. Manhole Install	01 Manhole	
i. Easement Reconstruction	00 L.F.	
j. Vector Control (Cockroaches)	00 Manholes	

6. Facilities

a. Lift Station Operations Checks	59 Operation Checks	
b. Lift Station Repair	06 Repairs Performed	
c. Lift Station Wet Well Cleaning	13 Wet Wells	
d. Lift Station Site Maintenance	02 Sites	
e. Flow Recorder Inspection	07 Sites	
f. Corp Yard Water Treatment Facility	03 Operational Checks	
g. Vehicle/Equip Maintenance	10 Work Orders	

7. Miscellaneous

- Newcastle Master Plan – Met with consulting engineers (Bennett Engineering) review data and discuss format/outcome of final document.
- Corporation Yard Master Plan – Met with consulting architects (Williams + Paddon) initial meeting to discuss data collected (via surveys) and walk the grounds.
- Field staff assisted with the assembly of new office furniture and removal of the old furniture as part of the Headquarters building repairs.

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: November 3, 2016

Outreach Event – Day before Thanksgiving Parade - Loomis

Staff will be attending an outreach event in Loomis on November 23, 2016. The “Day before Thanksgiving Parade” is an opportunity for staff to meet with residents in the Loomis area and distribute outreach materials and information regarding keeping Fats, Oils & Grease and Non Dispersibles out of the Sewers. Three large pieces of equipment will drive the parade route, and staff will walk alongside the vehicles.

Archiving Project

Administrative Services has received three quotations for the scanning of District documents to be entered into an Archiving/Records Management system. Staff will be selecting the contractor and entering into a contract in early November. Once the files are scanned the next step will be selection of a Records Management program.

Intranet

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

CalPERS Conference

Administrative Service Manager Belanger attended the Annual CalPERS Educational Forum in Riverside and the York Educational Session for Risk Management and Workers Compensation.

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: November 3, 2016

IT Master Plan

Staff continues to work towards implementation of Lucity. Lucity migrated legacy data from the previous computerized maintenance management system into the Lucity database on October 21. The data is being reviewed by staff. After confirmation of a correct migration, Lucity will conduct the final push of legacy data and staff will begin use of Lucity.

Foothill Trunk Sewer Replacement Project

The project is in the final design, permitting, and right-of-way acquisition phase. Members of the project team are meeting with residents to obtain easements and right of entry during construction. Construction of this project is planned for the spring of 2017.

Loomis Diversion Trunkline Project

The project is in the final design, permitting, and right-of-way acquisition phase. Members of the project team are meeting with residents to obtain easements and conducting work to support environmental permitting. Exploratory drilling for geotechnical analysis to support the pipeline design began the week of October 24th. Construction of this project is anticipated to start in the spring of 2017.

High Risk Facilities (HRF) Program

The District has contracted with Forsgren Associates, Inc. for preliminary engineering and design of four high-risk creek crossings identified in the risk assessment conducted by staff in November of 2015. The project will produce a preliminary design report, which will present design approaches based on constraints (e.g., hydraulics, permitting, topography) and estimated costs.

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

The requested Relocation Plan and supporting documentation was submitted to Caltrans for review on November 2nd. The Utility Agreement between Caltrans and SPMUD is anticipated to be brought to the Board in December or January.

District Easements

Staff prepared a plan and schedule for investigating potential encroachments into District easement. The standard operating procedure (SOP) for investigating potential encroachments will be implemented. The SOP includes steps for desktop research, notification of property owners, and data collection in the field.

FOG Program

SPMUD staff continue meeting with food service establishments to inform them of the District’s FOG program and permit the establishments according to Ordinance 09-01. The number of FOG Permits collected to date compared to the goal is shown in the performance indicators below.

Department Performance Indicators

The following charts depict the efforts and performance of the department in four areas as of October 26th. Additional charts may be added in the future for other areas of work in the department.

