



AREA CHAMBER OF COMMERCE

*Promoting business, building community*

August 12, 2019

General Manager Herb Niederberger  
South Placer Municipal Utility District  
5807 Springview Drive  
Rocklin, CA 95677

Dear Mr. Niederberger,

Thank you for the opportunity to review your website and related content. After conducting a thorough review of the South Placer Municipal Utility District (SPMUD) website and content, I have confirmed that it has met all of the requirements outlined in the SDLF checklist.

Transparency and ease of use is an important and integral part of conducting business. Your commitment is providing both was clearly demonstrated in my review.

I would highly recommend SPMUD receive a Special District Leadership Foundation District Transparency Certificate of Excellence.

Thank you for your commitment to your customers and to our region.

Warm Regards,

A handwritten signature in blue ink that reads 'Robin Trimble'.

Robin Trimble  
CEO



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

## District Transparency Certificate of Excellence

### Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

**Duration**  
2 Years

**Application Cost**  
FREE

### District Receives

- Certificate for display (covering 2 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in social media, letter to the editor of local media outlet, and the CSDA eNews
- Window cling

### Basic Requirements

**Current Ethics Training for All Board Members** (*Government Code Section 53235*)

- Provide names of board members and copies of training certificates along with date completed (see <http://spmud.ca.gov/board-members> )

**Compliance with the Ralph M. Brown Act** (*Government Code Section 54950 et. al* )

- Provide copy of current policy related to Brown Act compliance (see Board Policy #5010, <http://spmud.ca.gov/files/b371608b6/5010-Board-Meetings-ver-082615.pdf> )
- Provide copy of a current meeting agenda (including opportunity for public comment) (see <http://spmud.ca.gov/files/2c5c4a3ad/Agenda+%26+Materials+06+27+19.pdf> )

**Adoption of Policy Related to Handling Public Records Act Requests**

- Provide copy of current policy (see Board Policy #1050, <http://spmud.ca.gov/files/cebd26983/1050-Copying-Public-Documents-ver-082615.pdf> )

**Adoption of Reimbursement Policy, If District Provides Any Reimbursement of Actual and Necessary Expenses** (*Government Code Section 53232.2 (b)*)

- Provide copy of current policy (see Board Policy #2025, <http://spmud.ca.gov/files/cdc68816b/2025-Expenditure-Reimbursement-03012018.pdf> )

**Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products.** This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation. (*Government Code Section 53065.5*)

- Provide copy of the most recent document and how it is accessible. (see <http://spmud.ca.gov/travel-expense-reimbursements> )

**Timely Filing of State Controller's Special Districts Financial Transactions Report - Includes Compensation Disclosure.** (*Government Code Section 53891*)

- Provide copy of most recent filing. (see <http://spmud.ca.gov/district-financial-information> )  
SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'

**Conduct Audits As Required By Law** (*Government Code Section 26909 and 12410.6*)

- Provide copy of most recent audit, management letter, and a description of how/where documents were made available to the public (see SPMUD Audited Financials 2017-2018, <http://spmud.ca.gov/files/23dac3db5/MDA+17-18++11+15+18.pdf> )

**Policies – Have Current Policies Addressing the Following Areas**

## **DISTRICT OF TRANSPARENCY CERTIFICATE OF EXCELLENCE APPLICATION**

Provide copies of each:

- Conflict of Interest (see Board Policy #1020, <http://spmud.ca.gov/files/eafa106ec/1030-Public-Complaints-ver-082615.pdf>)
- Provide copies of Form 700 cover sheet for board members and general manager (Included with Board Member & General Manager bios, see <http://spmud.ca.gov/board-members> and <http://spmud.ca.gov/herb-niederberger-general-manager> )
- Code of Ethics/Values/Norms or Board Conduct (See Board Policy #4010, <http://spmud.ca.gov/files/03d2e757d/4010-Code-of-Conduct-ver082615.pdf>)
- Financial Reserves Policy (see Board Policy #3130, <http://spmud.ca.gov/files/0f165a300/3130-District-Reserve-Policy-ver-082615.pdf> )

### **Website Requirements**

**Maintain a district website with the following items Required.** (provide direct website links for each item) - Required items available to the public:

- Names of board members and their full terms of office to include start and end date (see <http://spmud.ca.gov/board-members> )
- Name of general manager and key staff along with contact information Election/appointment procedure and deadlines (see <http://spmud.ca.gov/staff> )
- Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1) and Government Code Section 54956 (a)*) (see <http://spmud.ca.gov/board-meetings> )
- District's mission statement (see <http://spmud.ca.gov/about-us-91486ad> )
- Description of district's services/functions and service area (see <http://spmud.ca.gov/service-area-map>)
- Authorizing statute/Enabling Act (Principle Act or Special Act) (see <http://spmud.ca.gov/about-us> )
- Current District budget (see <http://spmud.ca.gov/files/90d220e89/Budget+Workbook+FY19-20+Approved+062719.pdf> )
- Most recent financial audit (see <http://spmud.ca.gov/files/23dac3db5/MDA+17-18++11+15+18.pdf> )
- Archive of Board meeting minutes for at least the last 6 months (see <http://spmud.ca.gov/board-meetings> )
- Link to State Controller's webpages for district's reported board member and staff compensation (*Government Code Section 53908*) (see <http://spmud.ca.gov/employment-job-specifications> & <http://spmud.ca.gov/district-compensation> )
- Link to State Controller's webpages for district's reported Financial Transaction Report (*Government Code Section 53891 (a)*) (see District Financial Information <http://spmud.ca.gov/district-financial-information> )
- Reimbursement and Compensation Policy (see Board Policy # 2025 Expenditure reimbursement Policy <http://spmud.ca.gov/files/fe3da9d2f/2025+-+Expenditure+Reimbursement+%5Bver+082615%5D.pdf> )
- Home page link to agendas/board packets (*Government Code Section 54957.5*) (see <http://spmud.ca.gov/> )
- SB 272 compliance-enterprise catalogs (*Government Code Section 6270.5*) (see <https://south-placer-municipal-utility-district.systemcatalog.net/> )

**Additional items – website also must include at least 4 of the following items:**

- Post board member ethics training certificates (see <http://spmud.ca.gov/board-members> )
- Picture, biography and e-mail address of board members (see <http://spmud.ca.gov/board-members> )
- Last (3) years of audits (see <http://spmud.ca.gov/audit-reports> )
- Financial Reserves Policy (see Board Policy #3130, <http://spmud.ca.gov/files/0f165a300/3130-District-Reserve-Policy-ver-082615.pdf>)
- Online/downloadable public records act request form (see <http://spmud.ca.gov/files/6b117a744/Records-Request-Form.pdf> )
- Audio or video recordings of board meetings
- Map of district boundaries/service area (see <http://spmud.ca.gov/service-area-map>)
- Link to California Special Districts Association mapping program (see <http://spmud.ca.gov/service-area-map> & <http://spmud.ca.gov/partnering-agencies> )
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site) (see <http://spmud.ca.gov/history> )
- Link to [www.districtsmakethedifference.org](http://www.districtsmakethedifference.org) site or a general description of what a special district is (see <http://spmud.ca.gov/customer-service-faq-s> )
- Link most recently filed to FPPC forms (Cover sheets included with Board Member & General Manager bios, see <http://spmud.ca.gov/board-members> and <http://spmud.ca.gov/herb-niederberger-general-manager> )
- Machine readable/searchable agendas (required in 2019)

### **Outreach/Best Practices Requirements - (Must complete at least 2 of the following items)**

Regular district newsletter or communication (printed and/or electronic) that keeps the public, constituents and elected officials up to date on district activities (at least twice annually)

- Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom. (see <http://spmud.ca.gov/district-newsletters> )

Community notification through press release to local media outlet announcing upcoming filing deadline for election or Appointment and process for seeking a position on the district board, prior to that election (or prior to the most recent deadline. For consideration of new appointments for those districts with board members appointed to fixed-terms).

- Provide copy of the press release (and the printed article if available)

**Complete salary comparison/benchmarking for district staff positions using a reputable salary survey (at least every 5 years)**

**DISTRICT OF TRANSPARENCY CERTIFICATE OF EXCELLENCE APPLICATION**

Provide brief description of the survey and process used as well as the general results

**Hold informational public budget hearings that engage the public (outreach, workshops, etc.) Prior to adopting the budget**

Provide copy of most recent public budget hearing notice and agenda. (see <http://spmud.ca.gov/files/1e8328be9/Agenda+%26+Materials+06+06+19.pdf> )

**Community Transparency Review**

*The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):*

Chair of the County Civil Grand Jury

Editor of a reputable local print newspaper (only one may count toward requirement) LAFCO Executive Officer

County Auditor-Controller

Local Legislator (only one may count toward requirement)

Executive Director or President of local Chamber of Commerce

General Manager of a peer agency (special district, city, county, neighborhood association, community organization or county administrative officer)

Provide proof of completion signed by individuals completing Community Transparency Review