



**SPMUD BOARD OF DIRECTORS
REGULAR MEETING: 4:30 PM
May 2, 2019
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 are 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
Director William Dickinson,	Ward 2
Vice President John Murdock,	Ward 3
Director Victor Markey,	Ward 4
President James Williams,	Ward 5

III. PLEDGE OF ALLEGIANCE

IV. CONSENT ITEMS

[pg 3 to 13]

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 May 2, 2019 meeting

1. MINUTES from the March 7, 2019 Regular Meeting [pg 3 to 5]
2. MINUTES from the April 4, 2019 Regular Meeting [pg 6 to 7]
3. ACCOUNTS PAYABLE in the amount of \$2,678,279.23 through 04/25/19. [pg 8 to 12]
4. MONTHLY INVESTMENT REPORT in the total amount of \$ 56,276,436 through 04/25/19. [pg 13]

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. CSDA LEGISLATIVE UPDATE & PROFESSIONAL DEVELOPMENT OPPORTUNITIES

[Verbal Rpt]

Dane Wadlé, California Special District Association Public Affairs Field Coordinator will present information on resources available to Special Districts. In addition, Mr. Wadlé will present a legislative update for current issues facing Special Districts

Action Requested: None, Informational item

2. BOARD ACCEPTANCE OF SUCCESSION PLANNING DOCUMENT

[pg 14 to 30]

Staff will present to the board an internal succession planning document to be utilized as a tool for future staffing needs.

Action Requested: Voice Vote

Staff Recommends that the Board of Directors:

- 1. Accept the conceptual succession planning document

VII. REPORTS

[pg 31 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. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to its next regular meeting on June 6, 2019 at 4:30 p.m.

**BOARD MINUTES
SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

Meeting	Location	Date	Time
Regular	District Office	March 7, 2019	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 Williams presiding at 4:30 p.m.

II. ROLL CALL OF DIRECTORS:

Present:	Jerry Mitchell, Will Dickinson, Vic Markey, John Murdock, Jim Williams
Absent:	None
Vacant:	None
Staff:	Herb Niederberger, General Manager Adam Brown, Legal Counsel Eric Nielsen, District Engineer Sam Rose, Superintendent
Others:	None

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

IV. CONSENT ITEMS:

1. MINUTES from the February 7, 2019 Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$3,179,956.65 through 02/28/19.
3. MONTHLY INVESTMENT REPORT in the total amount of \$55,953,540 through February 28, 2018.
4. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements within the Lands of Perona, Brace Rd at an estimated value of \$74,829.
5. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements within Spec Ten/3855 Taylor Rd at an estimated value of \$21,981.
6. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements within Rocklin Station at an estimated value of \$389,110.
7. RESOLUTION #19-06 AWARD OF CIPP MAINLINES/LATERAL PROJECT
8. AUTHORIZATION FOR BOARD DIRECTOR ATTENDANCE TO THE SPECIAL DISTRICT LEADERSHIP ACADEMY (SDLF) IN NAPA, JULY 7-10, 2019

Director Mitchell made a motion to approve all items on the consent calendar, including the amended minutes for February 7, 2019 ; a second was made by Director Markey, a roll call vote was held; the motion carried 5-0.

V. PUBLIC COMMENTS:

President Williams opened the Public comments. Hearing no comments, the public comments session was closed.

VI. BOARD BUSINESS

1. CONSIDERATION & APPROVAL OF RESOLUTION #19-07 REVISING & CREATING DISTRICTWIDE JOB

DESCRIPTIONS GM Niederberger presented a short report to the Board regarding the revisions to districtwide job descriptions. He mentioned that these proposed changes are in line with the Strategic plan and also necessary to be completed prior to the preparation for the upcoming succession plan he will be presenting to the Board in the near future. He reported that all job specifications were standardized into the same format, Probationary periods were extended to 12 months for new hires; and adjusted probationary periods for current employees moving into promotions within a class to 6 months, ADA reasonable accommodation language was incorporated into each job specification. Additional physical needs and return to work requirements will be added as an appendices to the job specifications after the review of each job class has been completed by the Districts vendor - Occumetrics.

The Personnel Advisory committee met to review and discuss the edits and recommendations. After their comments were incorporated into the revised job descriptions, they were then presented to the Employee representative group in a meet and confer meeting for their review and comments. The only comment received pertained to the probationary time for current employees moving within class. Director Markey asked if the District can meet the reasonable accommodations for ADA compliance. GM Niederberger said that this is required language and practice that the Districts Attorney has researched for inclusion. Other job specifications included minor changes such as serving as the Department Director in his/her absence or other duties as assigned. The Assistant Superintendent position was created as a training position for the possibility of an outside employee being recruited with the intention of transitioning into the Superintendent position.

Director Murdock recommended that the Physical Demands section of all the job descriptions be made consistent with regard to the use of hands and fingers. Director Murdock then made a motion to approve Resolution #19-07 revising and creating Districtwide Job Descriptions; a second was made by Director Dickinson, a roll call vote was held; the motion carried 5-0.

VII. REPORTS:

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

2. General Manager (H. Niederberger): GM Niederberger requested a meeting for the Loomis 2x2 Committee, for the week of March 25th2019. He also mentioned that the long-range calendar for the Board items to address the FOG program and Succession Plan will be switched. Will Dickinson asked about the citizens of Loomis and their petition against the Villages Project and delays in terms of repayment and costs. GM Niederberger indicated that staff didn't anticipate immediate cash flow coming in from the area where the project is set to go in. He stated that the SECAP report will be brought to the Fee & Finance Committee in the fall showing the impact and a sensitivity analysis.

A. ASD, FSD & TSD Reports: DE Nielsen provided an update report for the Loomis Diversion Project. He said that with the rains the area has experienced, the paving on Betty Lane has suffered and sections have become soft. With the help of Field Services, trench plates were installed while staff works with the contractor and engineers to address the problem. Will Dickinson asked who will end up paying for this problem, DE Nielsen said that it has yet to be determined.

B. Information Items: No informational items.

3. Directors Comments: There were no additional Director comments.

VIII. ADJOURNMENT

The President adjourned the meeting at 5:15 p.m. to the next Regular meeting to be held on April 4, 2019 at 4:30 p.m.

A handwritten signature in black ink that reads "Joanna Belanger". The signature is written in a cursive style with a large initial 'J' and a long, sweeping underline.

Joanna Belanger, Board Secretary

**BOARD MINUTES
SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

Meeting	Location	Date	Time
Regular	District Office	April 4, 2019	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 Williams presiding at 4:30 p.m.

II. ROLL CALL OF DIRECTORS:

Present: Jerry Mitchell, Will Dickinson, John Murdock, Jim Williams

Absent: Vic Markey

Vacant: None

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

Others: Aaron Moore, Inspector II

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

IV. CONSENT ITEMS:

1. ACCOUNTS PAYABLE in the amount of \$344,811.52 through March 27,2019
2. ADOPTION OF RESOLUTION #19-08 TEMPORARY SEWER USE AND CONNECTION AGREEMENT Village at Civic Center

Director Mitchell made a motion to approve all items on the consent calendar; a second was made by Director Dickinson, a voice vote was held; the motion carried 4-0 (Director Markey, absent).

V. PUBLIC COMMENTS:

President Williams opened the meeting for public comments. Hearing no comments, the public comments session was closed.

VI. BOARD BUSINESS

1. FATS OIL AND GREASE (FOG) PROGRAM UPDATE

GM Niederberger introduced District Engineer, Eric Nielsen and Aaron Moore, Inspector II. Messer's Nielsen and Moore gave a comprehensive presentation of the District's efforts to combat FOG in the collections system coming from food service establishments (FSEs).

Director Murdock inquired about FOG in primary residential areas. He also asked if staff had sufficient tools for the job. Staff responded that they are still doing assessment of those residential areas showing unusual amounts of FOG, but that they had the right tools for the job.

Director Dickinson asked if staff had inspected all the pertinent primary FSEs. Staff responded that most of the primary FSEs had been inspected and appeared to have functioning grease control devices. Staff is embarking on inspecting the remaining secondary FSEs and that staff will continue to monitor the primary customers. Director Dickinson asked if the effort has been successful. District Engineer Nielsen indicated that in some cases

it is too early to tell. Superintendent Rose offered as example of the program's effectiveness; the sewer main behind the existing fast food restaurants on Rocklin Road. Because of previous FOG accumulation, this stretch of main was on the District Hot-Spot list and required weekly cleaning. Since the FOG program came on full force, video inspections indicate the line is still clear after 6 months.

Director Mitchell asked again about the residential FOG. Superintendent Rose responded that he thinks the problem may be from not enough flow in dead end residential areas.

Director Williams inquired about the number of FSE's in the system and the number of haulers servicing the area. Mr. Moore responded that there are about 220 FSEs within the District Boundary and that haulers discharge the FOG at either Sacramento Rendering or in Lincoln. Staff indicated that after the SPWA plant expansion, they expect all food waste to be take to Roseville for processing.

VII. REPORTS:

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

2. General Manager (H. Niederberger): There were no additions to the managers' reports

A. FSD & TSD Reports: GM Niederberger mentioned that there was no ASD report included with the package due to the absence of the Administrative Services Manager.

B. Information Items: GM Niederberger asked if any of the Board would like to attend the Rocklin State of the City, May 10th at Sierra College. President Williams and Director Mitchell expressed interest. Director Dickinson was tentative on his decision. GM Niederberger queried the availability of Directors Murdock and Dickinson for a Personnel Advisory Committee meeting. Director Murdock indicated he would be on vacation April 13 through 22, 2019. The meeting was set for April 23, 2019 at 10 am.

3. Directors Comments: Director Mitchell indicated that he likes the graphs and performance measurements that are being included in the Manager's reports. Director Mitchell also stated that he is involved with the City of Rocklin Community Trail system and asked if the 2019 Budget would include a line item for paving easement roads. Director Williams wanted to recognize one of the founders of the District, his Uncle Roy Rukala who had recently passed away. His services were to be on April 6, 2019.

VIII. ADJOURNMENT

The President adjourned the meeting at 5:16 p.m. to the next regular meeting to be held on May 2, 2019 at 4:30 p.m.



Joanna Belanger, Board Secretary



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 03/28/2019 - 04/25/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1327	US Bank Corporate Payment	04/03/2019	Regular	0.00	15,475.43	11004
	Void	04/03/2019	Regular	0.00	0.00	11005
	Void	04/03/2019	Regular	0.00	0.00	11006
	Void	04/03/2019	Regular	0.00	0.00	11007
	Void	04/03/2019	Regular	0.00	0.00	11008
1020	Aqua Sierra Controls, Inc.	04/04/2019	Regular	0.00	938.74	11025
1521	Aries Industries, Inc.	04/04/2019	Regular	0.00	905.75	11026
248	AT&T (916.663.1652) & (248.134.5438.608.80)	04/04/2019	Regular	0.00	209.75	11027
1022	AT&T (9391035571) & (9391053973)	04/04/2019	Regular	0.00	304.95	11028
1663	Buckmaster Office Solutions	04/04/2019	Regular	0.00	64.38	11029
1086	Dataprose	04/04/2019	Regular	0.00	1,663.09	11030
1087	Dawson Oil Co.	04/04/2019	Regular	0.00	3,272.19	11031
1498	DLT Solutions	04/04/2019	Regular	0.00	607.60	11032
1113	Ferguson Enterprises, Inc. 1423 (Main)	04/04/2019	Regular	0.00	659.59	11033
1631	Instrument Technology Corporation	04/04/2019	Regular	0.00	1,053.61	11034
1686	Jan Pro	04/04/2019	Regular	0.00	805.00	11035
1564	Jensen Landscape Services, LLC	04/04/2019	Regular	0.00	861.00	11036
1654	Jorgensen Company	04/04/2019	Regular	0.00	1,083.19	11037
1694	Mallory Safety & Supply LLC	04/04/2019	Regular	0.00	240.07	11038
1218	PCWA	04/04/2019	Regular	0.00	827.75	11039
1221	PG&E (Current Accounts)	04/04/2019	Regular	0.00	7,099.84	11040
1473	Pitney Bowes Purchase Power	04/04/2019	Regular	0.00	208.99	11041
1233	Placer County Environmental Health	04/04/2019	Regular	0.00	2,150.00	11042
1487	RJA Heating & Air, Inc.	04/04/2019	Regular	0.00	253.25	11043
1610	Road Safety Inc.	04/04/2019	Regular	0.00	1,250.00	11044
1703	Sharee Sprouse	04/04/2019	Regular	0.00	182.00	11045
1284	SHRM	04/04/2019	Regular	0.00	209.00	11046
1685	Streamline	04/04/2019	Regular	0.00	400.00	11047
1306	Superior Equipment Repair	04/04/2019	Regular	0.00	1,049.63	11048
1307	Sutter Medical Foundation-Corporate	04/04/2019	Regular	0.00	202.00	11049
1652	Cintas Corporation	04/11/2019	Regular	0.00	1,906.86	11050
1666	Great America Financial Services	04/11/2019	Regular	0.00	452.99	11051
1631	Instrument Technology Corporation	04/11/2019	Regular	0.00	1,016.08	11052
1558	Lynn Montes	04/11/2019	Regular	0.00	84.80	11053
1694	Mallory Safety & Supply LLC	04/11/2019	Regular	0.00	780.00	11054
1211	Noble Image, Inc.	04/11/2019	Regular	0.00	66.00	11055
1475	Petersen & Mapes, LLP	04/11/2019	Regular	0.00	440.00	11056
1236	Placer County Clerk-Recorder	04/11/2019	Regular	0.00	750.00	11057
1396	Sierra Trench Protection	04/11/2019	Regular	0.00	741.00	11058
1306	Superior Equipment Repair	04/11/2019	Regular	0.00	3,539.49	11059
1499	TechRoe.com LLC	04/11/2019	Regular	0.00	1,470.73	11060
1325	Tyler Technologies, Inc.	04/11/2019	Regular	0.00	4,257.50	11061
1683	Occumetric	04/12/2019	Regular	0.00	6,500.00	11062
1021	ARC	04/18/2019	Regular	0.00	100.17	11063
248	AT&T (916.663.1652) & (248.134.5438.608.80)	04/18/2019	Regular	0.00	9.34	11064
1700	B&B Locating Inc.	04/18/2019	Regular	0.00	800.00	11065
1652	Cintas Corporation	04/18/2019	Regular	0.00	1,906.86	11066
1068	City of Roseville	04/18/2019	Regular	0.00	554,256.78	11067
1073	Consolidated Communications	04/18/2019	Regular	0.00	1,885.40	11068
1080	CWEA (Main)	04/18/2019	Regular	0.00	373.00	11069
1086	Dataprose	04/18/2019	Regular	0.00	1,716.03	11070
1687	Duke's Root Control, Inc	04/18/2019	Regular	0.00	23,930.31	11071
1113	Ferguson Enterprises, Inc. 1423 (Main)	04/18/2019	Regular	0.00	4,401.54	11072
1118	Frank Laguna	04/18/2019	Regular	0.00	172.39	11073

Check Report

Date Range: 03/28/2019 - 04/25/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1139	Hill Rivkins Brown & Associates	04/18/2019	Regular	0.00	8,080.00	11074
1218	PCWA	04/18/2019	Regular	0.00	1,178.65	11075
1244	Preferred Alliance Inc	04/18/2019	Regular	0.00	202.72	11076
1253	Recology Auburn Placer	04/18/2019	Regular	0.00	300.84	11077
1518	Sonitrol of Sacramento	04/18/2019	Regular	0.00	874.19	11078
1333	SPOK, Inc.	04/18/2019	Regular	0.00	26.26	11079
1306	Superior Equipment Repair	04/18/2019	Regular	0.00	659.65	11080
1499	TechRoe.com LLC	04/18/2019	Regular	0.00	21,273.38	11081
1029	Thomson Reuters/Barclays	04/18/2019	Regular	0.00	344.59	11082
1325	Tyler Technologies, Inc.	04/18/2019	Regular	0.00	400.00	11083
1338	Verizon Wireless	04/18/2019	Regular	0.00	1,078.74	11084
1240	Placer County Personnel	04/24/2019	Regular	0.00	3,419.52	11103
1521	Aries Industries, Inc.	04/25/2019	Regular	0.00	396.55	11104
1113	Ferguson Enterprises, Inc. 1423 (Main)	04/25/2019	Regular	0.00	1,013.93	11105
1145	Innovyze Inc	04/25/2019	Regular	0.00	3,785.00	11106
1279	Sam Rose	04/25/2019	Regular	0.00	15.12	11107
1306	Superior Equipment Repair	04/25/2019	Regular	0.00	100.00	11108
1327	US Bank Corporate Payment	04/25/2019	Regular	0.00	11,130.48	11109
	Void	04/25/2019	Regular	0.00	0.00	11110
	Void	04/25/2019	Regular	0.00	0.00	11111
	Void	04/25/2019	Regular	0.00	0.00	11112
1068	City of Roseville	04/25/2019	Regular	0.00	1,786,054.00	11113
1675	Kodiak Union Roofing Services Inc.	04/25/2019	Regular	0.00	1,038.00	11114
1045	Cal Pers 457 Plan (EFT)	04/05/2019	Bank Draft	0.00	375.00	DFT0004319
1135	Mass Mutual (EFT)	04/05/2019	Bank Draft	0.00	7,016.00	DFT0004320
1135	Mass Mutual (EFT)	04/05/2019	Bank Draft	0.00	343.22	DFT0004321
1580	TASC	04/05/2019	Bank Draft	0.00	192.30	DFT0004322
1580	TASC	04/05/2019	Bank Draft	0.00	503.82	DFT0004323
1229	Pers (EFT)	04/05/2019	Bank Draft	0.00	147.25	DFT0004324
1229	Pers (EFT)	04/05/2019	Bank Draft	0.00	278.08	DFT0004325
1229	Pers (EFT)	04/05/2019	Bank Draft	0.00	424.55	DFT0004326
1229	Pers (EFT)	04/05/2019	Bank Draft	0.00	3,476.19	DFT0004327
1229	Pers (EFT)	04/05/2019	Bank Draft	0.00	5,306.44	DFT0004328
1229	Pers (EFT)	04/05/2019	Bank Draft	0.00	96.65	DFT0004329
1229	Pers (EFT)	04/05/2019	Bank Draft	0.00	122.75	DFT0004330
1229	Pers (EFT)	04/05/2019	Bank Draft	0.00	1,380.58	DFT0004331
1229	Pers (EFT)	04/05/2019	Bank Draft	0.00	1,753.73	DFT0004332
1229	Pers (EFT)	04/05/2019	Bank Draft	0.00	1,837.60	DFT0004333
1229	Pers (EFT)	04/05/2019	Bank Draft	0.00	2,011.67	DFT0004334
1149	Internal Revenue Service	04/05/2019	Bank Draft	0.00	12,645.32	DFT0004335
1098	EDD (EFT)	04/05/2019	Bank Draft	0.00	4,040.24	DFT0004336
1098	EDD (EFT)	04/05/2019	Bank Draft	0.00	1,019.78	DFT0004337
1149	Internal Revenue Service	04/05/2019	Bank Draft	0.00	2,957.40	DFT0004338
1149	Internal Revenue Service	04/05/2019	Bank Draft	0.00	10,101.65	DFT0004339
1045	Cal Pers 457 Plan (EFT)	04/19/2019	Bank Draft	0.00	375.00	DFT0004341
1135	Mass Mutual (EFT)	04/19/2019	Bank Draft	0.00	7,216.00	DFT0004342
1135	Mass Mutual (EFT)	04/19/2019	Bank Draft	0.00	501.59	DFT0004343
1580	TASC	04/19/2019	Bank Draft	0.00	192.30	DFT0004344
1580	TASC	04/19/2019	Bank Draft	0.00	503.82	DFT0004345
1229	Pers (EFT)	04/19/2019	Bank Draft	0.00	147.25	DFT0004346
1229	Pers (EFT)	04/19/2019	Bank Draft	0.00	278.08	DFT0004347
1229	Pers (EFT)	04/19/2019	Bank Draft	0.00	424.55	DFT0004348
1229	Pers (EFT)	04/19/2019	Bank Draft	0.00	3,476.19	DFT0004349
1229	Pers (EFT)	04/19/2019	Bank Draft	0.00	5,306.44	DFT0004350
1229	Pers (EFT)	04/19/2019	Bank Draft	0.00	95.98	DFT0004351
1229	Pers (EFT)	04/19/2019	Bank Draft	0.00	121.91	DFT0004352
1229	Pers (EFT)	04/19/2019	Bank Draft	0.00	1,371.08	DFT0004353
1229	Pers (EFT)	04/19/2019	Bank Draft	0.00	1,741.66	DFT0004354
1229	Pers (EFT)	04/19/2019	Bank Draft	0.00	1,837.60	DFT0004355
1229	Pers (EFT)	04/19/2019	Bank Draft	0.00	2,011.66	DFT0004356
1149	Internal Revenue Service	04/19/2019	Bank Draft	0.00	12,257.24	DFT0004357

Check Report

Date Range: 03/28/2019 - 04/25/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1098	EDD (EFT)	04/19/2019	Bank Draft	0.00	3,344.39	DFT0004358
1098	EDD (EFT)	04/19/2019	Bank Draft	0.00	958.48	DFT0004359
1149	Internal Revenue Service	04/19/2019	Bank Draft	0.00	2,866.68	DFT0004360
1149	Internal Revenue Service	04/19/2019	Bank Draft	0.00	8,684.29	DFT0004361
1015	American Fidelity Assurance	04/24/2019	Bank Draft	0.00	1,289.08	DFT0004362
1586	Principal Life Insurance Company	04/24/2019	Bank Draft	0.00	438.85	DFT0004363
1135	Mass Mutual (EFT)	04/24/2019	Bank Draft	0.00	200.00	DFT0004364
1135	Mass Mutual (EFT)	04/24/2019	Bank Draft	0.00	57.62	DFT0004365
1580	TASC	04/24/2019	Bank Draft	0.00	75.00	DFT0004366
1229	Pers (EFT)	04/24/2019	Bank Draft	0.00	157.75	DFT0004367
1229	Pers (EFT)	04/24/2019	Bank Draft	0.00	172.69	DFT0004368
1149	Internal Revenue Service	04/24/2019	Bank Draft	0.00	1,006.86	DFT0004369
1098	EDD (EFT)	04/24/2019	Bank Draft	0.00	405.67	DFT0004370
1098	EDD (EFT)	04/24/2019	Bank Draft	0.00	81.20	DFT0004371
1149	Internal Revenue Service	04/24/2019	Bank Draft	0.00	235.48	DFT0004372
1149	Internal Revenue Service	04/24/2019	Bank Draft	0.00	618.99	DFT0004373
1230	Pers (EFT)	04/24/2019	Bank Draft	0.00	8,890.10	DFT0004374
1230	Pers (EFT)	04/24/2019	Bank Draft	0.00	23,850.03	DFT0004375
1230	Pers (EFT)	04/24/2019	Bank Draft	0.00	9,605.09	DFT0004376
1229	Pers (EFT)	04/24/2019	Bank Draft	0.00	1,307.22	DFT0004377
1229	Pers (EFT)	04/24/2019	Bank Draft	0.00	1,307.22	DFT0004378
1229	Pers (EFT)	04/24/2019	Bank Draft	0.00	19,172.62	DFT0004379
1230	Pers (EFT)	04/24/2019	Bank Draft	0.00	97.39	DFT0004380
1230	Pers (EFT)	04/24/2019	Bank Draft	0.00	2,176.00	DFT0004381
1230	Pers (EFT)	04/24/2019	Bank Draft	0.00	37.19	DFT0004382

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	97	70	0.00	2,494,905.69
Manual Checks	0	0	0.00	0.00
Voided Checks	0	7	0.00	0.00
Bank Drafts	63	63	0.00	180,924.46
EFT's	0	0	0.00	0.00
	160	140	0.00	2,675,830.15

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	97	70	0.00	2,494,905.69
Manual Checks	0	0	0.00	0.00
Voided Checks	0	7	0.00	0.00
Bank Drafts	63	63	0.00	180,924.46
EFT's	0	0	0.00	0.00
	160	140	0.00	2,675,830.15

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	4/2019	2,675,830.15
			2,675,830.15

Account Number	Name	Date	Type	Amount	Reference	Packet
102-0002472-03	Bruzza, Paul and Lisa	4/4/2019	Refund	\$ 34.55	Check #: 11009	UBPKT07423
102-0005979-02	Faundez, Julio	4/4/2019	Refund	\$ 95.60	Check #: 11010	UBPKT07423
102-0007092-01	Chrisman, Paul	4/4/2019	Refund	\$ 102.00	Check #: 11011	UBPKT07423
102-0010983-02	J2 Transactions Inc	4/4/2019	Refund	\$ 22.59	Check #: 11012	UBPKT07423
102-0012237-01	Stanley H Bishop	4/4/2019	Refund	\$ 102.00	Check #: 11013	UBPKT07423
106-0012681-01	Evans, Thomas	4/4/2019	Refund	\$ 105.77	Check #: 11014	UBPKT07423
106-0016861-01	James, Laverne J	4/4/2019	Refund	\$ 102.00	Check #: 11015	UBPKT07423
112-1021061-01	Ynchausti, John	4/4/2019	Refund	\$ 95.59	Check #: 11016	UBPKT07423
112-1023319-01	Robitaille, Patrick	4/4/2019	Refund	\$ 103.62	Check #: 11017	UBPKT07423
112-1023940-02	Vera, Danny	4/4/2019	Refund	\$ 75.18	Check #: 11018	UBPKT07423
112-1024046-02	Cowsert, Bruce	4/4/2019	Refund	\$ 28.00	Check #: 11019	UBPKT07423
112-1025886-02	Alega, Delfin and Joyce	4/4/2019	Refund	\$ 9.47	Check #: 11020	UBPKT07423
112-1027402-01	Brown, Mark	4/4/2019	Refund	\$ 10.84	Check #: 11021	UBPKT07423
112-1028491-00	KB Home Sacramento Inc	4/4/2019	Refund	\$ 101.57	Check #: 11022	UBPKT07423
115-1025572-01	Gray, Patricia L	4/4/2019	Refund	\$ 362.34	Check #: 11023	UBPKT07423
215-1025510-01	Gailbreath Petroleum	4/4/2019	Refund	\$ 264.91	Check #: 11024	UBPKT07423
102-0000714-01	Brown, Larry	4/22/2019	Refund	\$ 289.00	Check #: 11085	UBPKT07588
102-0007136-01	Robinson, Larry P	4/22/2019	Refund	\$ 16.07	Check #: 11086	UBPKT07588
102-0007695-02	Grey, Garry and Indira	4/22/2019	Refund	\$ 36.12	Check #: 11087	UBPKT07588
102-0009423-02	Stromar, Michael and Lori	4/22/2019	Refund	\$ 104.50	Check #: 11088	UBPKT07588
102-0011518-01	Jacobs, Donald	4/22/2019	Refund	\$ 8.64	Check #: 11089	UBPKT07588
102-0011910-02	Lubiens, Merlyn	4/22/2019	Refund	\$ 8.32	Check #: 11090	UBPKT07588
102-0012257-02	Ayazifar, Mitra	4/22/2019	Refund	\$ 24.89	Check #: 11091	UBPKT07588
103-0004474-01	Brar, Parmjit	4/22/2019	Refund	\$ 5.49	Check #: 11092	UBPKT07588
106-0013970-01	Moreland, George	4/22/2019	Refund	\$ 102.37	Check #: 11093	UBPKT07588
106-0015446-01	Borlin, Yvonne	4/22/2019	Refund	\$ 51.65	Check #: 11094	UBPKT07588
106-1025741-00	Harlan, Richard and Kristine	4/22/2019	Refund	\$ 84.00	Check #: 11095	UBPKT07588
112-1028599-00	Tim Lewis Communities	4/22/2019	Refund	\$ 102.00	Check #: 11096	UBPKT07588
Total Refunds				\$ 2,449.08		

SPMUD BOARD INVESTMENT REPORT
MEETING DATE: May 02, 2019

INVESTMENT	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	Annual Rate of Return			
Balance at inception	\$ 19,000,000	\$ 4,199,789	\$ 7,474,188	\$ 7,326,023
Cumulative Income	4.84% \$ 918,995	\$ 203,136	\$ 361,513	\$ 354,346
Cumulative Unrealized Gain/Loss	-1.45% \$ (274,650)	\$ (60,709)	\$ (108,041)	\$ (105,899)
Cumulative Realized Gain/Loss	0.00% \$ -	\$ -	\$ -	\$ -
Cumulative Balance at beginning of month	\$ 19,644,345	\$ 4,342,216	\$ 7,727,659	\$ 7,574,470
Current month income	0.19% \$ 37,314	\$ 8,248	\$ 14,679	\$ 14,388
Current month Unrealized Gain/Loss	0.42% \$ 81,936	\$ 18,111	\$ 32,232	\$ 31,593
Current month Realized Gain/Loss	0.00% \$ -	\$ -	\$ -	\$ -
TOTALS	\$ 19,763,596	\$ 4,368,575	\$ 7,774,570	\$ 7,620,451
WELLS FARGO - Fixed Income Securities	Actual Rate of Return			
Balance at inception	\$ 18,000,000	\$ 3,978,747	\$ 7,080,810	\$ 6,940,443
Transfers	\$ 4,000,000	\$ 884,166	\$ 1,573,513	\$ 1,542,321
Cumulative Income	4.56% \$ 820,192	\$ 181,297	\$ 322,646	\$ 316,250
Cumulative Unrealized Gain/Loss	-2.39% \$ (430,796)	\$ (95,224)	\$ (169,466)	\$ (166,106)
Cumulative Realized Gain/Loss	0.00% \$ -	\$ -	\$ -	\$ -
Cumulative Balance at beginning of month	\$ 22,389,396	\$ 4,948,986	\$ 8,807,503	\$ 8,632,907
Current month income	0.23% \$ 51,310	\$ 11,342	\$ 20,184	\$ 19,784
Current month Unrealized Gain/Loss	0.39% \$ 86,722	\$ 19,169	\$ 34,115	\$ 33,438
Market Average/Yield to Worst	1.81%			
TOTALS	\$ 22,527,429	\$ 4,979,497	\$ 8,861,802	\$ 8,686,130
LAIF (Local Agency Investment Fund)	Annual Rate of Return			
Balance	\$ 4,163,084	\$ 920,214	\$ 1,637,667	\$ 1,605,203
03/31/19 - Quarterly Interest	2.55% \$ 26,114	\$ 5,772	\$ 10,273	\$ 10,069
Withdrawal	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 4,189,198	\$ 925,987	\$ 1,647,940	\$ 1,615,272
PLACER COUNTY TREASURY	Annual Rate of Return			
Balance	\$ 5,215,586	\$ 1,152,861	\$ 2,051,698	\$ 2,011,027
Monthly Interest December 2018 True-Up	1.77% \$ 7,873	\$ 1,740	\$ 3,097	\$ 3,036
Monthly Interest January 2019 True-Up	2.13% \$ 9,460	\$ 2,091	\$ 3,721	\$ 3,647
Monthly Interest February 2019 True-Up	2.16% \$ 8,650	\$ 1,912	\$ 3,403	\$ 3,335
Monthly Interest March 2019 True-Up	1.96% \$ 8,741	\$ 1,932	\$ 3,438	\$ 3,370
TOTALS	\$ 5,250,309	\$ 1,160,536	\$ 2,065,358	\$ 2,024,415
SUB-TOTALS	\$ 51,730,532	\$ 11,434,596	\$ 20,349,669	\$ 19,946,267
CHECKING ACCOUNT BALANCE	\$ 4,545,905	\$ 1,004,834	\$ 1,788,260	\$ 1,752,811
GRAND TOTALS	\$ 56,276,436	\$ 12,439,429	\$ 22,137,929	\$ 21,699,078

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: Herb Niederberger, General Manager

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

Subject: **Succession Planning Report**

Meeting Date: May 2, 2019

Overview

The District has prepared a Succession Plan in anticipation of the loss of key employees due to normal attrition and pending retirements sometime between now and 2024. During the Succession Plan development, it was discovered that several employee job descriptions were severely out of date and job tasks had changed with technology. On March 7, 2019, the Board of Directors approved new and updated job descriptions for all employee designations.

Succession planning also includes a process of identifying high-potential employees, evaluating and honing their skills and abilities, and preparing them for advancement into positions that are key to the success of business operations and objectives. The Succession planning for the District was prepared using the following 5 steps;

- Step 1. Identify Critical Positions
- Step 2. Develop Success Profiles
- Step 3. Identify and Assess Potential Successors
- Step 4. Create Development Plans
- Step 5. Identify and Capture Knowledge at Risk

It was determined during Step 1 that these were mission critical positions:

- Lead Worker
- Field Supervisor
- Superintendent
- Administrative Services Manager
- District Engineer
- General Manager

There is a concentration of skills and knowledge that make the needs for each position unique, requiring specialized knowledge and/or experience that is only acquired over time or through specialized education and training. This is critical work that other employees could not easily step

in and perform without substantial training. The succession planning report focused on Steps 2 through 5.

The District's Personnel Advisory Committee met on April 23, 2019 to review the Draft Succession Planning Report and provide comments and suggested edits. The committee recommended forwarding the revised report to the Board of Directors for acceptance.

Recommendation

Staff recommends that the Board of Directors accept the Succession Planning Report for use in staff development

Strategic Plan Goals

Goal 6.1: Enhance Professional Development and Training Programs to invest in District employees

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

Related District Ordinances or Policies

Policy 2010- Civil Service Employee Manual

Fiscal Impact

There is no direct fiscal impact associated with this report.

Enc: Succession Planning Report, May 2019



Succession Planning Report — May 2019

South Placer Municipal Utility District Succession Planning May 2019

Background

The Rocklin-Loomis Municipal Utility District (MUD) was created in 1956 to provide sanitary sewer service to Rocklin and Loomis. The District is divided into five wards and governed by an elected five-member Board of Directors whom establish policy and oversee the General Manager, who manages the day-to-day operations.

In the 1970's the District decommissioned its sewage treatment facilities and began using the City of Roseville (City) Dry Creek Wastewater Treatment Plant (DCWWTP). In the late 1980's, the name changed to South Placer Municipal Utility District to reflect its larger service area. In 2000, the District, the City of Roseville and Placer County (PC) created the South Placer Wastewater Authority (SPWA) to finance the construction of the Pleasant Grove Wastewater Treatment Plant (PG WWTP). In 2008, SPMUD boundaries expanded to match the incorporated town limits of Loomis, and in 2010, annexed the Newcastle Sanitary District (NSD) area.

SPMUD is under the direction of a five-member elected board and managed by the General Manager who is engaged under an employment agreement. The District is organized into three departments, Field Services, Technical Services and Administrative Services as shown in organizational chart below. Currently the District has 27 regular, full time positions. The District employees are bound by a Managers' Memorandum of Understanding (MOU) and an Employees' MOU.

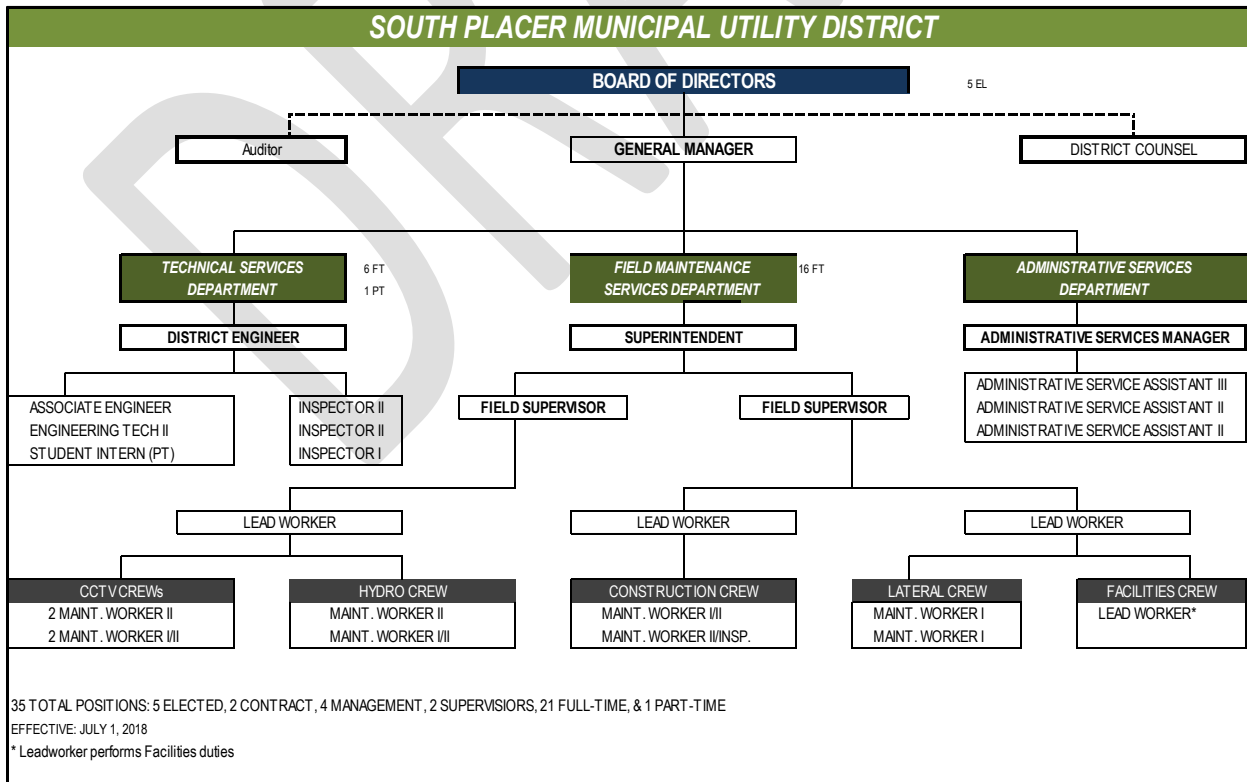


Table 1 – Retirement Risk

Job Title	Years w/District	Eligible to retire 2019 (over 55)	Eligible to retire 2024 (over 55)	High Priority (Field Supervisors)	High Priority (Managers)	Vested in CalPERS
Administrative Services Asst I						
Administrative Services Asst II	7	x	x			Yes
Administrative Services Asst II	2.5	x	x			No
Administrative Services Asst III	5					Yes
Administrative Services Mgr	6		x		x	Yes
Assistant Superintendent						
Associate Engineer	4					Yes
District Engineer	4				x	No
Engineering Tech. I						
Engineering Tech. II	3					No
Field Supervisor	28		x	x		Yes
Field Supervisor	2.5	x	x	x		No
General Manager	4	x	x		x	Yes
Inspector I	13	x	x			Yes
Inspector II	21		x			Yes
Inspector II	9					Yes
Lead Worker	21		x			Yes
Lead Worker	18					Yes
Lead Worker	10	x	x			Yes
Maint. Worker II/Inspector	16		x			Yes
Maintenance Worker I	1.5					No
Maintenance Worker I	1.5					No
Maintenance Worker I	1.5					No
Maintenance Worker I	3					No
Maintenance Worker II	15					Yes
Maintenance Worker II	14	x	x			Yes
Maintenance Worker II	10	x	x			Yes
Maintenance Worker II	5					Yes
Maintenance Worker II	5					Yes
Superintendent	32	x	x		x	Yes

The results shown in Table 1 indicate that currently the District has 9 employees eligible to retire in 2019. An additional 5 more employees will be eligible to retire in the next 5 years (2024). Of those 14 employees eligible to retire by 2024, five employees are high priority employees acting in field supervisory or management positions. To protect the District from knowledge loss due to these pending retirements, it is imperative that the District adopt an adaptive Succession Plan.

Why is succession planning important?¹²

Succession planning is the process of identifying high-potential employees, evaluating and honing their skills and abilities, and preparing them for advancement into positions that are key to the success of business operations and objectives. Succession planning involves:

- Understanding the organization's long-term goals and objectives.
- Identifying the high-potential candidates and their respective developmental needs.
- Determining workforce trends and predictions.

It is important to note that between 20% and 30% of the national wastewater workforce are expected to retire in the next 5 to 10 years. That includes managers, operators, electricians, engineers and IT support staff. As the economy improves, there will be more competition for qualified employees, so agencies are also likely to lose staff to other government agencies and private companies. Most agencies have not invested in cross-training or documented their processes in ways that facilitate fast on-boarding, leaving them vulnerable to unexpected separations. Therefore, succession planning is important:

- The need to ensure a reliable, well trained work force will become more and more of a challenge.
- Planning is needed to avoid extended and costly vacancies in key positions and ensure the stability of business operations.
- Planning also provides meaningful developmental opportunities for both the organization and its employees as it targets key leadership positions at varying levels.
- It also provides for the development of a diverse workforce by enabling decision-makers to look at the future makeup of the organization as a whole.

Succession planning is most successful when it is done from the point of view of risk assessment and mitigation, which was the approach taken in this project.

It is acknowledged that succession planning may require outside recruitment. There has been a general concern expressed that the District had difficulty recruiting seasoned industry professionals due to two concerns 1) Insufficient compensation; and /or 2) Changes in retirement plans. The District has made significant progress addressing both these concerns.

In 2017, the District performed a comprehensive salary survey that resulted in bringing the District field personnel in line with like industry (water, wastewater, and stormwater districts) levels. Also considered in this salary survey was a salary correction to compensate for the payment of retirement contributions mandated by the Public Employees' Pension Reform Act (PEPRA). In accordance with Memorandums of Understanding (MOU) executed by the Employees and Management, these salaries are indexed with the US Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) for West – A. The salary adjustment will be no less than 2% and no more than 4% for any given year. Management believes that this ensures that salaries will remain competitive over the life of the MOU.

¹ Donna Weiss Consulting

² Society for Human Resource Management

Adoption of PEPRA also affects recruitment. District employees hired before 2013 enjoy a 2.7% @55 retirement formula. Employees hired after 2012, who are already vested in CalPERS, are hired at a Classic formula, 2% @55. Because of this, employees with other utilities that currently have a more favorable retirement formula have expressed concern about District employment affecting their ultimate retirement. All other employees hired after 2012 are hired at the PEPRA formula 2% @62.

To address the concern with retirement, the District Board authorized the funding of a supplemental retirement program through an IRS 401a) defined contribution program for managers. The District believes that this benefit makes up for any difference in CalPERS retirement formulas.

Research from EDSI (<https://www.edsisolutions.com/solutions/succession-planning>) indicates there are several steps for successful succession planning. The district has elected to pursue the following 5 steps in its succession planning.

- Step 1. Identify Critical Positions
- Step 2. Develop Success Profiles
- Step 3. Identify and Assess Potential Successors
- Step 4. Create Development Plans
- Step 5. Identify and Capture Knowledge at Risk

Step 1. Identify Critical Positions

As previously noted, of those 14 employees eligible to retire by 2024, five employees are high priority employees acting in field supervisory or management positions. Each position or classification was examined for risks such as:

- Are these mission critical positions?
- What are the jobs that the agency absolutely has to get done in order to protect human health and the environment?
- Is there a concentration of critical skills and knowledge?
- Does one person have specialized knowledge and/or experience that is only acquired over time or through specialized education and training.
- Are there other employees that could step in and perform the critical work with little training?
- Does one employee have specialized skills in several areas?
- What is the availability of qualified internal and external candidates, based on historical recruitments?
- How hard would it be to replace someone who leaves? How long would it take?

It was determined that these pending retirements were all mission critical positions:

- Lead Worker
- Field Supervisor
- Superintendent

- Administrative Services Manager
- District Engineer³
- General Manager

There is a concentration of skills and knowledge that make the needs for each position unique, requiring specialized knowledge and/or experience that is only acquired over time or through specialized education and training. This is critical work that other employees could not easily step in and perform without substantial training.

Management feels that there are qualified internal candidates (or will be qualified by the time a retirement occurs) for the Lead Worker and Field Supervisor positions. Based upon historical experience, it is believed that replacement of the key manager positions (Superintendent, Administrative Services Manager and General Manager) would be through an outside recruitment. While the current District Engineer and General Manager were recruited from the outside, it is believed that with mentoring and coaching, these positions could be filled internally.

Step 2. Develop Success Profiles

Lead Workers – The Lead Worker position is obtained after successfully completing the Maintenance Worker I/II series. system. This takes a minimum of 5 years of field experience. The Lead Worker acts as a crew leader and supervisor of maintenance personnel. He/she organizes, schedules, assigns and reviews the work of assigned personnel engaged in sewer collection system maintenance, operation and repair. Ensures adherence to policies, procedures, safe work practices and pertinent regulations.

Currently the work is divided among three lead workers each having a particular area of expertise; 1) Condition assessment, and Construction; 2) Inspection and Maintenance; and 3) Pump Station Easement Maintenance. Each of these require years of experience and specialized training. Typically, employees are considered for the Lead Worker positions after they have been a Maintenance Work II and possess the correct skill set.

Field Supervisors – There are currently two field supervisors who obtained their positions with ten or more years of collection system experience. The Field Supervisor participates in the development and implementation of the District's goals, objectives, priorities, policies and procedures. He/she provides leadership and coordinates and supervises Lead Workers in the maintenance, operation, and construction of the District's collection system. Field Supervisors review, develop and recommend changes to maintenance programs while ensuring safe work practices and District policies are adhered to.

A Field Supervisor must have knowledge of the use and purpose of tools and equipment employed in the operation, maintenance, repair, and construction of a wastewater collection system, including lift stations, piping systems, manholes, easement roads, flow recorders, facilities/sites; must have competence utilizing computers and software used in day-to-day

³While the current District Engineer is not nearing retirement age, they may become eligible for an internal advancement. The District Engineer position is mission critical and will be included in this succession planning effort.

operations; must be knowledgeable of Collection system construction methods, inspection and terminology; must be knowledgeable of safety standards, both state and federal, as they pertain to a wastewater collection system; must have the ability to plan and schedule work, direct and supervise crews; effectively communicate, prepare oral, written, and computerized reports, records, and logs; and must understand and be able to apply District ordinances and construction standards. CWEA Garde IV certification and an Associate's degree is required.

Typically, Field Supervisors have risen through the ranks of Maintenance Worker I/II and Lead Worker, have proven effective leadership and are proficient with the equipment and systems before they are considered eligible for the position.

Superintendent – The Superintendent oversees all field personnel involved in the operation and maintenance of the District's sewer collection system. It requires a combination of education and experience far exceeding that of the Field Supervisor. The Superintendent must have knowledge of the purpose and use of tools and equipment employed in the construction, operation, maintenance, and repair of a sewer collection system. The Superintendent must know construction methods and terminology, be able to read and understand construction and right-of-way drawings, computer applications, lift station mechanics and operation; as well as applicable and pertinent laws and regulations of local, state, and federal agencies. The Superintendent must be knowledgeable in safe work practices, have strong supervisory and administrative skills in addition to strong written and verbal communication skills. The position requires many years of experience, A Bachelor's degree and CWEA certification as a Grade IV in Collections Systems.

The current Superintendent reached this level after years with the District while concurrently earning a bachelor's degree. While the current Superintendent rose through the ranks, it is believed that a replacement for this position within the next few years will require an outside recruitment.

Administrative Services Manager - As a member of the District leadership team, the Administrative Services Manager manages the day to day operations of the Administrative Services Department (ASD) for administrative, personnel, financial, and clerical functions, and is recording secretary for District Board of Directors meetings. The position requires completion of an Associate Degree in Business or related field with preference for a bachelor's degree and Ten (10) years of experience in office operations, that includes human resources, accounting, customer service, and public relations matters. This position requires exceptional information technology and computer skills.

The current Administrative Services Manager was recruited from the outside and possesses both a bachelor's and an MBA as well as many years managing a large office. While it may be possible to develop and grow a replacement organically, it is believed that a replacement for this position will require an outside recruitment.

District Engineer – The District Engineer plans, directs, manages, and oversees the activities and operations of the Technical Services Department including engineering, contracting, inspection services, capital improvement program, information technology and other divisions, programs, and functional areas. The District Engineer also coordinates assigned activities with other

departments and outside agencies and provides highly responsible and complex administrative support to the General Manager. The position requires a degree in engineering and a Professional Engineers License.

The current District Engineer was recruited from the outside and possesses a master's degree in Civil Engineering. This position is not within the 2024 retirement window. It is believed that replacement for this position can be achieved organically with mentoring and training of the existing Associate Engineer's position.

General Manager - Under Board policy and general administrative direction from the elected Board of Directors ("the Board"), the General Manager plans, organizes, directs and reviews the overall administrative activities and operations of the District; advises and assists the Board; and represents the District's interests at local, regional, State and Federal levels. The General Manager leads the District by providing strategic planning and development in the areas of future programs, projects, District growth, and service levels using operational, administrative, and technical information. The General Manager deploys the resources necessary to carry out the District's goals and objectives. The position is employed under contract as the Chief Administrative or Executive Officer for the District, which is the highest-level position in the organization.

This position requires a bachelor's degree from an accredited college or university in engineering, business or a closely related field; a master's degree is desirable, and at least five (5) years of professional experience at senior-executive level in municipal utility systems, ideally with knowledge of wastewater maintenance systems and progressive responsibility in administration and operation of wastewater systems.

The current General Manager possesses both a bachelor's degree and MBA, is a licensed Professional Engineer and came to the District with over 35 years of professional experience. While the current General Manager was recruited from the outside, it is believed that the position could be filled internally by any of the current management team. (See Step 3)

Step 3. Identify and Assess Potential Successors

Lead Worker -There are several employees in the Maintenance Worker I/II series that possess aptitude for promotion to Lead Worker in the future. The District is embarking on development and training program that will enhance skill sets to enhance that promotability.

Field Supervisor – Historically, this position has been a promotion from the Lead Worker position. However, it is anticipated that the current pool of Lead Workers will also be retiring concurrently with any opening at Field Supervisor. This leads Management to conclude this position will be filled with an outside recruitment. This is not unprecedented; the District has previously hired from the outside before to fill this position.

Superintendent – While the current Superintendent rose through the ranks, it is believed that a replacement for this position will require an outside recruitment. The District believes this will be a difficult recruitment. Those employees with other districts who may possess the knowledge,

certification and skills necessary, may be reluctant to switch to the District. This could be due to the potential loss of retirements benefits. While this can be mitigated, Management feels a more prudent path would be to transfer the existing District Engineer to replace the Superintendent upon their retirement. This would allow the opportunity for significant cross training, mentoring, coaching and development necessary for this employee to be successful if they were to eventually become General Manager.

However, if this promotional path does not occur, Management can recruit at the Assistant Superintendent level. The Assistant Superintendent position was solely created as a transitional appointment so that an outside candidate can be recruited and trained by the existing Superintendent for a time period not to exceed six months.

Administrative Services Manager – It does not appear that there are any employees within the Administrative Services pool that have the prerequisite education, knowledge and experience to promote to Administrative Services Manager. It is possible that the current Administrative Assistant III could enhance their education over the next 5 years to be considered eligible for promotion. Presently, Management believes replacement of this individual will require an outside recruitment.

District Engineer – The current Associate Civil Engineer in the Technical Services Department appears the likely candidate to advance to the District Engineer position should it become available. The District should allow the opportunity for significant cross training, mentoring, coaching and development necessary for this position to succeed eventually at District Engineer.

General Manager - It is believed that the position could be filled internally by any of the current management team. However, the current Superintendent and Administrative Services Manager have indicated that they will be retired prior to the General Manager's tentative retirement date of 2024. With mentoring and training, this leaves the current District Engineer on a path to become General Manager.

Step 4. Create Development Plans

The District Management team considered several strategies when developing their plans. For positions that could be filled internally:

- Create training programs that prepare current employees for promotion through technical and leadership training.
- Encourage employees to take advantage of opportunities to advance their education.
- Create opportunities for employees to gain experience through more challenging assignments.
- Cross-train employees in critical skills and give them experience by rotating work or making temporary assignments
- Capture knowledge of experienced employees and design a training program to transfer knowledge.
- Be ready to recruit. Update recruitment materials. Know what knowledge, skills and abilities you need in new hires. Prepare effective testing materials.
- Document and test work process through Standard Operating Procedures, process maps,

- desk manuals, etc.
- Use a contractor or consultant to cover key tasks.

Lead Workers – This District currently cross trains its Maintenance Workers I/II in all aspects of collection system operations and maintenance including its Lucity Computerized Maintenance Management Systems and GIS. In addition, to maintain a pool of qualified operators, the District periodically allows Maintenance Workers I/II the opportunity for specialized training on backhoe operations, pump station maintenance and flow recording operations. While this training and skill set does not guarantee a candidate will be promoted, it does enhance their ability to be promoted. The District should continue to provide opportunities for promotable candidates to receive District sponsored training opportunities and encourage CWEA Collections Systems Certifications as a tool to improve the likelihood of advancement. The District has a professional development program and employees are encouraged to develop proficiency in Office Productivity software as well as a communication and writing skillset. District management recognizes one's ability to effectively communicate is a sort of tipping point for promotion through the ranks. All employees are encouraged to complete English 1A at the community college level.

Field Supervisor – It is desired that the path to promotion to Field Supervisor is through the Lead Worker position, but that has not always been the case. It is anticipated that those currently in the Lead Worker position will themselves be retired by the time the next Field Supervisor position is open. In order to prepare a future crop of Lead Workers the District must emphasize training not only in Lucity Computerized Maintenance Management Systems and GIS, but also the Microsoft Office productivity suite of programs. It will also be advantageous to expose those employees with the most potential to supervisory training programs through the professional development program.

Superintendent – This position probably has the shortest timeframe for a development plan. The current Superintendent has indicated that he will be retiring sometime in the next year. As discussed in Step 3 - Identify and Assess Potential Successors, it is Management's proposal that the current District Engineer slowly transition into the Superintendent role over the next 12 months. This will allow for the capture knowledge of the experienced employee.

However, if the District Engineer elects to remain in their current position, the District should recruit to fill the Assistant Superintendent position six months prior to his retirement. This will allow the Assistant Superintendent to train alongside the Superintendent to allow for the most knowledge transfer.

Administrative Services Manager – Development of internal candidates for eventual succession to the Administrative Services Manager position requires that an internal candidate: 1) Obtain at least an Associates Degree; 2) Receive advanced training on both the Microsoft Office suite of productivity software; and the Tyler financial software; and 4) Receive advanced supervisory skills training.

District Engineer – As discussed in Step 3 - Identify and Assess Potential Successors, the current Associate Civil Engineer in the Technical Services Department appears the likely candidate to

advance to the District Engineer position should it become available. The District should allow the opportunity for significant cross training, mentoring, coaching and development necessary for this position to succeed eventually at District Engineer.

General Manager - As discussed in Step 3 - Identify and Assess Potential Successors, the current District Engineer appears the likely candidate to advance to the General Manager position. It is Management's proposal that the current District Engineer slowly transition into the Superintendent role to allow for knowledge capture from the experienced Superintendent. Further mentoring and coaching can occur to allow the current District Engineer to be in a position to become the next General Manager, subject to the approval of the Board of Directors.

Step 5. Identify and Capture Knowledge at Risk

The District risks the loss of institutional knowledge from the departure of seasoned and experienced personnel. Among the critical steps to succession planning are:

- Cross-train employees in critical skills and continue to give them experience by rotating work or making temporary assignments
- Capture knowledge of experienced employees and design a training program to transfer knowledge.
- Document and test work process through Standard Operating Procedures, process maps, desk manuals, etc.
- Document process and systems.
- Provide up-to-date Standard Operating Procedures, manuals, as-built drawings etc. will allow employees to perform duties as back-up and shorten the time needed to train new employees.
- Be ready to recruit. Update recruitment materials. Identify the knowledge, skills and abilities you need in new hires as well as prepare effective testing materials

In an effort to mitigate and capture knowledge at most risk, the District has developed a Knowledge Matrix for the four manager positions. These matrices are included on the following pages.

General Manager							Notes
		<i>Protect Against Loss (Total)</i>	<i>Cross-Train/Mentoring</i>	<i>Training Program</i>	<i>Documented programs</i>	<i>SOPs</i>	
Required Knowledge and Skills							
Bachelors Degree and Experience		NA	NA	NA	NA		
Knowledge of the MUD Act	1.67	2	1	2	NA	Mentoring currently in process; MUD Act published	
Knowledge of the Government Code	1.67	2	1	2	NA	Mentoring currently in process; GC published	
Knowledge of General Operations, Administration, Finance, Engineering, and Information Technology associated with the	1.75	2	1	2	2	Mentoring in process; SOPs covering most areas published	
Contract administration and negotiation	1.50	2	1	NA	NA	Mentoring; need formal training	
Strategic planning and development	2.00	2	1	3	NA	Mentoring; Well established process	
Public utility service financing	1.00	1	1	NA	NA	Mentoring	
Preparation of budget reports, annual report, and annual financial statements	1.75	2	2	2	1	Mentoring; Well established process	
Principals of Leadership and Management	1.33	2	2	0	NA	Mentoring	
SPMUD Civil Service System, negotiating the Memorandums of Understanding (MOU)	1.67	1	1	3	NA	Mentoring; Well established process	
Comminications and Media	1.67	2	1	2	NA	Mentoring; Well established process	
Asset management	1.00	1	1	1	1	New program. Add documentation and develop SOPs.	
Ability to apply performance measurement & management	1.67	2	1	2	NA	Mentoring; Well established process	
Contract negotiations and experience in California utilities, regional boards and other government agencies.	1.00	1	1	1	1	Mentoring	
Board of Director Management	1.33	2	1	1	NA	Mentoring; Well established process	

District Engineer						
	Protect Against Loss (Avg)	Cross-Train / Mentoring	Training / Education	Documented programs	SOPs	Notes
Required Knowledge and Skills						
Engineering /math principles		NA	NA	NA	NA	P.E. is required for position. Assumed knowledge and skills.
Standards and Specifications for sewer	2.33	2	2	3	NA	Create a training program to educate on District Standards
Principles of O&M	2.00	2	2	2	2	Lots of exposure to O&M. CWEA certification required.
Manage construction projects	1.25	1	3	1	0	Assign others to manage projects. Develop SOPs.
Contract administration and negotiation	1.00	1	2	0	1	Periodic outside training is available. Document processes.
Inspection of sewer systems	2.50	3	2	3	2	Well defined and established inspection program.
Improvement plan designs	1.75	3	3	1	0	Create SOPs for plan review.
System Evaluation and Capacity Assurance	1.00	1	2	1	0	Assumptions in SECAP report. Document processes to model.
Management principles	1.33	2	2	0	NA	OWP "Managing for Success" training course.
Safe work practices	1.75	2	2	2	1	Established safety program.
Information Technology	1.00	3	0	0	1	Documentation of network, data backup, power backup.
Asset management	1.00	1	1	1	1	New program. Add documentation and develop SOPs.
Geospatial Information Systems	2.00	3	2	1	2	Staff is certified in GIS and work closely together on GIS.
Rights-of-Way and easements	1.50	2	2	1	1	Need to document procedures to accept, record, and map
Process tenant improvements	1.33	3	NA	1	0	Create SOPs for processing tenant improvements.
Process agency requests for comment	2.67	3	NA	2	3	Document point of contact (person/position) for each agency.

Notes: <u>Rating of Potential Knowledge Loss</u> 0 = Knowledge Loss 1 = High Risk of Loss 2 = Intermediate Risk of Loss 3 = Low/No Risk of Loss	<u>Knowledge Retention Strategies</u> Cross-Train / Mentoring = Training / Education = Documented Programs = SOPs =	Person currently in position is providing on-the-job training/mentoring to potential successor(s). Internal training programs exist (or staff receive educational opportunities) that provide knowledge/skill for potential successor(s). The District has documented programs that outline the application of the given knowledge/skill. The District has written Standard Operating Procedures to implement the given knowledge/skill.

Superintendent	Protect Against Loss (Avg)	Cross-Train / Mentoring	Training / Education	Documented programs	SOPs	Notes
Required Knowledge and Skills						
Education and Experience		NA	NA	NA	NA	CWEA Certification; Bachelor's Degree, see job description
Standards and Specifications for sewer	1.25	1	1	3	0	Create a training program to educate on District Standards. Insp/MW position
Principles of O&M and Inspection of sewer systems	2.75	3	2	3	3	Lots of exposure to O&M. CWEA certification and training opportunities
Project Management	0.75	2	1	0	0	Allow others to manage projects. Develop processes and SOPs. OJT
Contract administration and negotiation	0.50	1	0	1	0	Periodic outside training is available. Document processes., Eric is back up
SCADA, Telemetry and Control Systems	1.25	2	1	1	1	Development will come with SCADA Master Plan; Chad and Rod are our most knowledgeable emps.
Knowledge of the WDR and other local, state and federal regulations governing sewer collection systems (F&W, FCC, County Enviro Health, etc.)	1.00	1	1	1	1	SSMP, OERP + Training, Attend State Water Board Workshops, CIWQS Data Review Committee; Data Submitters; Eric is LRO & Data Submitter
Budget Preparation for Field Services Department	1.00	2	1	1	0	Past Budgets, expense reports, understanding of Fund 100, 300, 400, Joanna
Management Principles	0.75	1	1	1	0	Manage For Success OWP, Policy Manual, Employee Manual
Injury and Illness Prevention Programs (IIPP) in conformance with Cal-OSHA requirements	2.50	1	3	3	3	Developing JSA/JHA's, will be auditing safety program Next month
Lucity Computer Maintenance Management Systems	1.25	2	1	1	1	New program. Document processes and develop SOPs. Need Desktop capabilities, Build PMs and Workflow Setup
Fleet Management, including purchasing, maintenance	1.75	3	0	3	1	
Annual Work Plan Development and Execution	1.75	2	1	3	1	This is directly related to the Strategic Plan, Involves Planning, Scheduling to achieve goals
Employee Merit Program	2.25	2	2	3	2	
Employee Wellness Program	2.25	3	1	3	2	Joanna, Stacy for SL use hours,
Purchasing	2.50	3	1	3	3	
CWEA Membership	2.25	3	2	3	1	
Condition Assessment	1.50	2	1	1	2	Staff understands the basics of pipes and manholes, need to develop LS CA plan
Knowledge of Air Board regulations, DOORS, PERP and other Fleet regulations	1.50	1	1	3	1	Need to document processes to accept, record, and map

Administrative Services Mgr

	Protect Against Loss (Total)	Cross-Train	Training Program	Documented processes	SOPs	
Required Knowledge and Skills						Notes
Bachelors Degree & Experience		NA	NA	NA	NA	
Budget preparation/reporting/financial forecasting	1.50	0	0	3	3	Continual enhancement of SOPs use of Tyler Incode for Budget Prep. Templates created for FY planning tools, Budget Workbooks.
Tyler-Incode financial management software for financials/utility billing	2.50	2	2	3	3	High level use of financial and proprietary software. SOPs in place for financials, accounts payables, utility billing, reporting etc.
District records and management of District filing system	1.25	1	2	1	1	Enhance SOPs once archiving system is installed on server, file scanning & retrieval.
General ledger and fixed asset records	1.25	0	1	2	2	Coordination and oversight of GL with District Contract Accountant
Purchasing and inventory control	1.75	1	2	2	2	Tyler Incode SOPs in place for purchase orders/Calcard/policies in place/add info re: State bids/US Communities & DIR reporting.
Managing investment of District funds	1.25	1	1	2	1	Developing SOPs for reporting, access to investment mgmt.
District's Annual Financial Report and Audit	2.00	1	2	3	2	Coordination and oversight of GL with District Contract Accountant & Auditor
CalPERS benefits and OPEB	2.00	1	2	2	3	Ongoing training opportunities with CalPERS.
Human Resources Legal Requirements /Regulations/ Records/ Recruitment/Civil Service Code	1.50	1	2	2	1	Enhance SOPs for processes from posting, interviews, selection, background req./physicals/onboarding
Administrative assistance to the Board of Directors and General Manager	1.75	1	2	2	2	Prepare SOPs for calendaring and processes, attend Board Secretary training update sessions CSDA.
Preparation & Posting of Board Agendas/Materials (BoardPaq & Web)	1.50	1	1	2	2	Enhance SOPs for Board meeting preparations prior to posting to websites
Office methods, procedures, and equipment	3.00	3	3	3	3	Remittance Processor/Scanner/Office technology
Local and State laws and regulations pertaining to bill collection, payment processing and security of customer information	2.00	2	2	2	2	Attend CSDA training, Regular training with Tyler Incode, Software specific training/Legal & Regulatory training, Coordinate with County and State reps.
State and Federal Laws related to EEO, safety, employee working conditions, disability, leave requirements etc.	1.75	1	2	2	2	Attend regular SHRM, SDRMA, EDD, State, CalPERS and CSDA training, Regular training with Tyler Incode, and additional training for State and Federal Laws & Regulations. Enhance SOPs for leave types

ITEM VII.2 GENERAL MANAGER REPORT

To: Board of Directors
From: Herb Niederberger, GM
Date: May 2, 2019
Subject: General Manager Monthly Staff Report – April 2019

1) DEPARTMENT REPORTS

Attached are the monthly status reports for the Boards information:

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

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

2) INFORMATION ITEMS

- A. On April 3, 2019, the General Manager, along with Director Mitchell and District Engineer, Eric Nielsen, attended the Rocklin Chamber of Commerce Government Relations Committee to hear a truly scintillating presentation, “SPMUD – Your #2 is Our #1.”
- B. On April 15, 2019, the General Manager attended the SPWA Systems Evaluation Kickoff Meeting with representatives from the City of Roseville, Placer County and the consulting firm of Woodard & Curran.
- C. On April 18, 2019, the General Manager met with District Legal Counsel to discuss: 1) SASD PRA re: Studio Movie Grill Billing Information; 2) Del Oro Assignment Agreement; 3) Prequalification of waste haulers; 4) Granite Bluffs Escrow Agreement; 5) RR payment response; and 6) Resolution19-08, Agreement.
- D. Advisory Committee Meetings:
 - a. On April 23, 2019, the General Manger met with Director Dickinson of the Personnel Advisory Committee to review the draft Succession Planning Report. Director Murdock sent in his comments electronically.

There were no other advisory committee meetings in April.

3) PURCHASE ORDERS/CONTRACTS INITIATED UNDER GENERAL MANAGER AUTHORITY

- A. Requisition # 0140, TechRoe, April 18, 2019, \$42,576.45, Server Replacement

4) **LONG RANGE AGENDA**

June 2019

SCADA Master Plan Contract
FY 2019-20 Budget Workshop

July 2019 (move to June 28, 2019 @ 2:30 pm)

Adopt 2019-20 Budget
Report on SPWA Issues

August 2019

SECAP Update
Disposal of Assets Workshop

September 2019

Strategic Plan Annual Report
Bi-Annual Conflict of Interest Review

December 2019

Final Audit and Consolidated Annual Financial Report
General Manager's Performance Evaluation

To: Board of Directors
From: Sam Rose, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Field Services Department Monthly Report
Meeting Date: May 2, 2019

Overview

This report provides the Board with an overview of Field Services operations and maintenance activities through 03/31/2019. The work listed is not all inclusive.

1. Recordable Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 942 days without a Recordable Injury

2. Safety/Training/Professional Development

- a. All Field employees participated in:
 - i. Four (4) "Tailgate" safety sessions.
 - ii. Fit Testing – Respiratory Protection

3. Miscellaneous

- a. One Field Services employee is currently off for medical reasons - surgery
 - i. It is anticipated recovery time will be 3 months
- b. One employee is scheduled for six-weeks FLMA leave starting May 1.

4. Customer Service Calls

- a. Response Time Goals
 - i. 30 Minutes During Business Hours
 - ii. 60 Minutes During Non-Business Hours
 - iii. 95% Success Rate
 - A. See Table A below

Table A					
Goal is 95%	Responses	Successes	Success Rate	Ave During Business (minutes)	Ave During Non-Business (minutes)
July	6	4	67%	16	59
August	12	12	100%	15	31
September	13	12	92%	22	42
October	24	21	88%	24	54
November	13	13	100%	21	38
December	19	18	95%	24	50
January	23	21	91%	20	53
February	11	11	100%	19	31
March	35	34		23	45
April					
May					
June					
YTD Totals	156	146	Average	20	45

Success Rate 94%

SSO's			
	Owner	SPMUD Laterals	SPMUD Other
July	0	0	0
August	0	1	0
September	0	1	0
October	0	0	0
November	0	0	0
December	0	2	0
January	2	2	0
February	0	0	0
March	1	2	0
April			
May			
June			
F-YTD	3	8	0

Stoppages			
	Owner	SPMUD Laterals	SPMUD Other
July	2	0	0
August	8	1	0
September	11	2	0
October	11	1	0
November	7	3	0
December	20	5	0
January	8	4	0
February	5	1	0
March	7	3	0
April			
May			
June			
F-YTD	67	16	0

Blockage Cause:	
63%	Root Intrusion
37%	Paper Buildup

Odor			
	Owner	SPMUD	Other
July	1	2	
August			
September	1		
October	2	1	6
November			
December	1		1
January	1		2
February	0	0	1
March	2	1	0
April			
May			
June			
F-YTD	6	3	10

Miscellaneous			
	Owner	SPMUD	Other
July			1
August			2
September			
October		1	
November		1	2
December		1	1
January		2	
February	0	1	0
March	3	2	5
April			
May			
June			
F-YTD	3	8	11

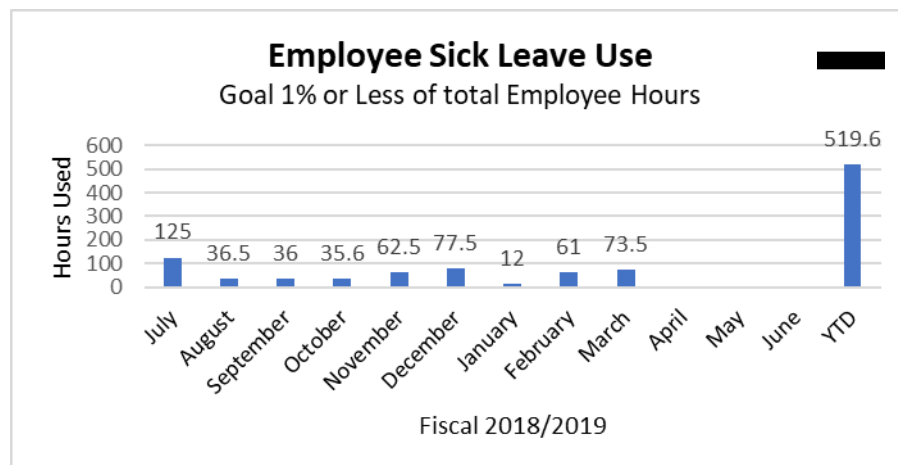
Odor Notes:

The high volume of Odor Complaints in October was due to a (strange) fish kill in a pond off Circle Drive in Loomis. Staff reported this to Town of Loomis, Placer County Environmental Health and State Fish & Wildlife.

SPMUD Responsibility

- (1) Vermin
- (3) Burped Toilet
- (2) Flow Recorder High Level
- (1) Broken PLCO Box
- (2) Ground Water

5. Employee Sick Leave Use

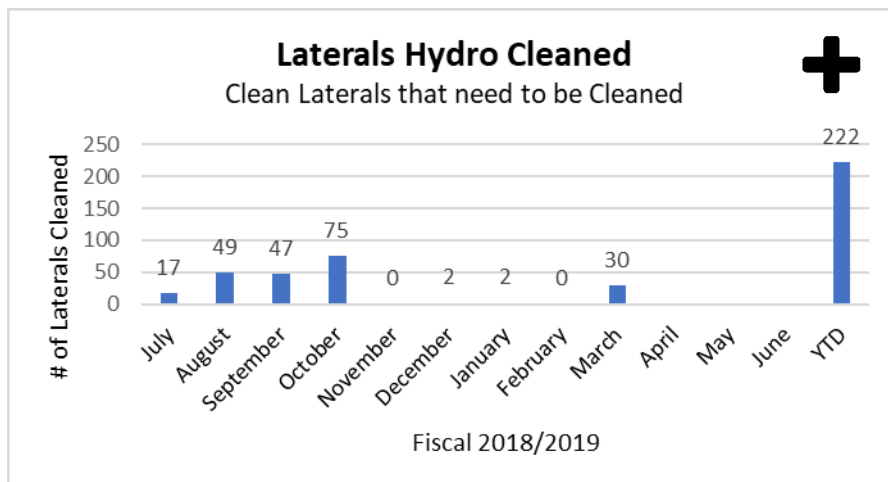
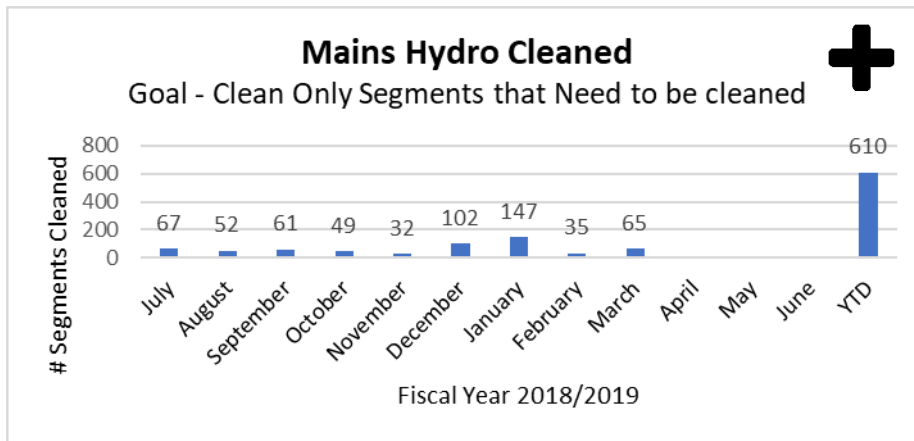
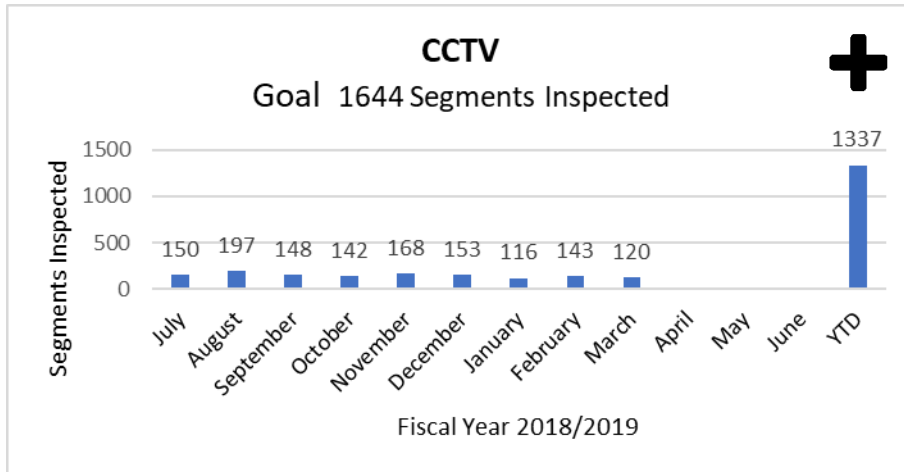


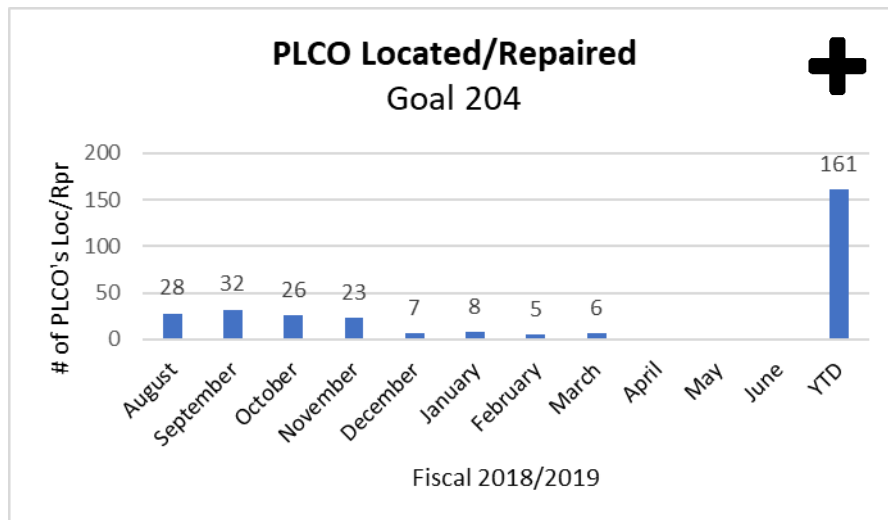
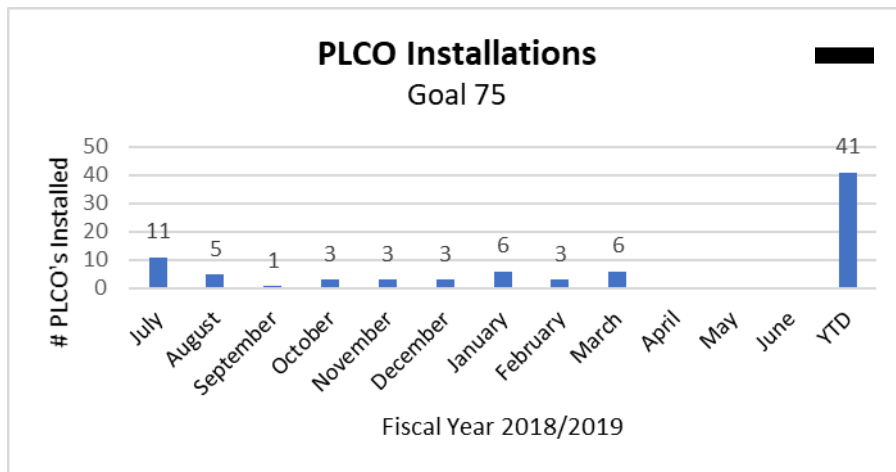
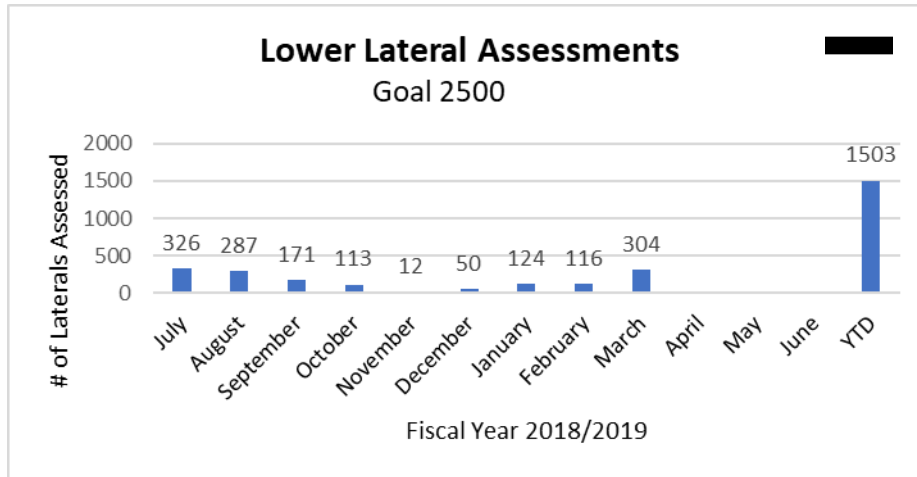
15 employees at 2080 hours/year = 31,200 hours. Goal for year is < 312 hours used.
** Sick leave used to date is 2.22% of total hours.

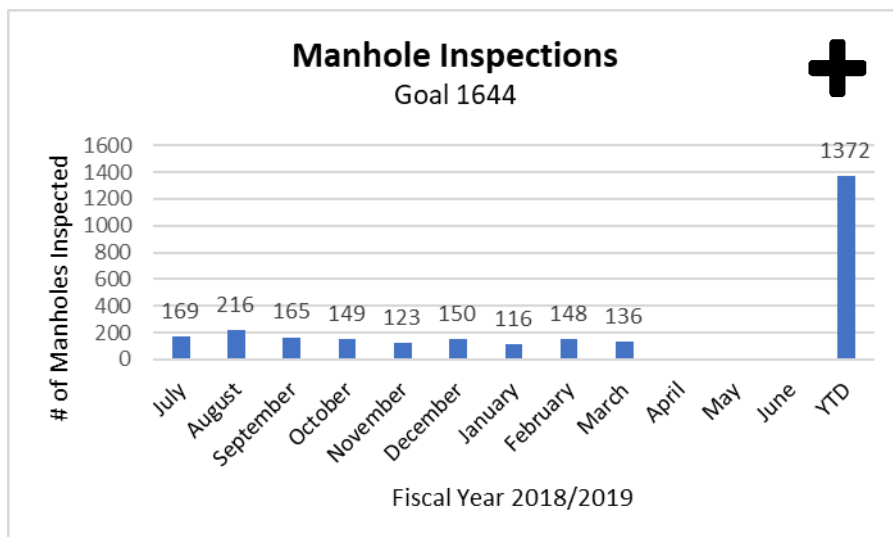
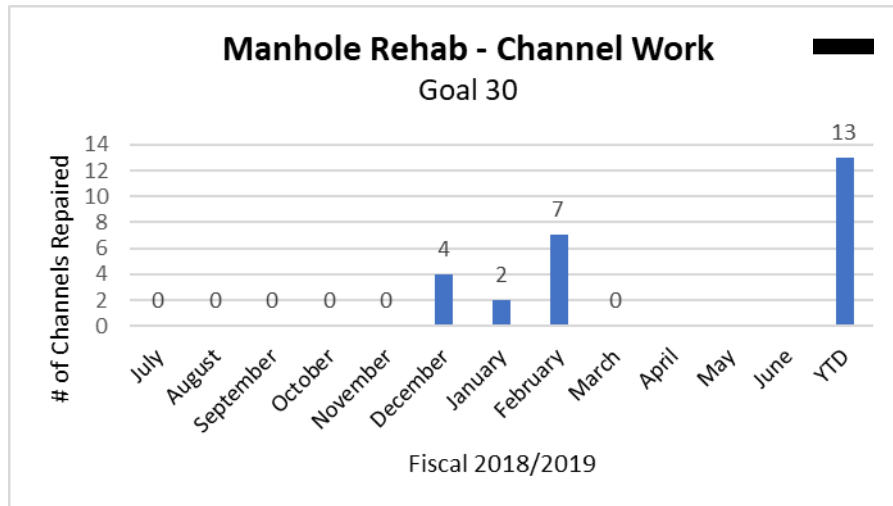
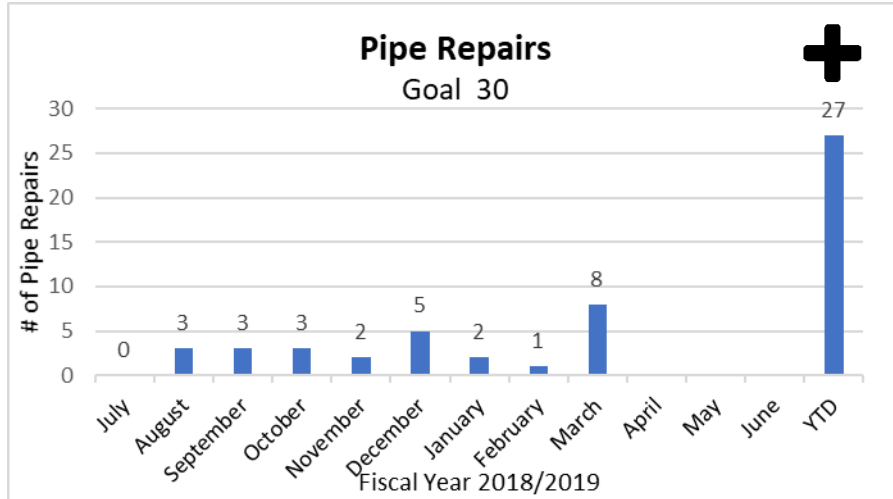
NOTE: 169 hours in July were related to non-work injuries/surgeries.

6. Production

a. The information provided below is not inclusive of all work completed.







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: May 2, 2019

Assignment Notifications

Assignment notifications were mailed on April 23, 2019 to customers with delinquent balances from 2018. The notification explains that outstanding balances from 2018 must be paid before the public hearing at the Board meeting scheduled for June 6, 2019 to avoid being sent to Placer County for collection through their property taxes.

Laserfiche Records Management Software

The Software will be loaded to the new District Server once it is in configured sometime in May. Staff continues to work with the Laserfiche software team to prepare a scanning schedule and determine the document taxonomy. The site ensures compliance for certified records, stores one copy of a record in a centralized repository which saves time by applying disposition schedules to incoming records.

Commercial & Residential Account Review

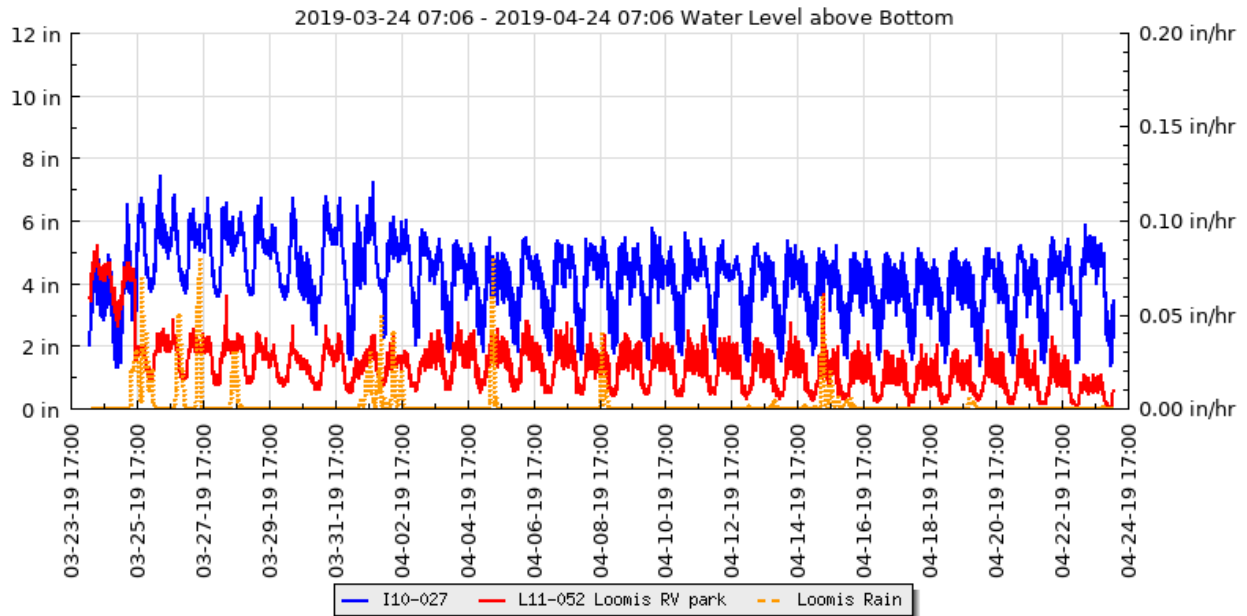
Administrative Services continue to audit both Residential and Commercial Accounts within the District with the assistance of Inspection services in TSD. Notifications and updated bills continue to be sent upon review with any necessary adjustments per Policy 3160 – Utility Billing Reconciliation & Payment Policy. We are noticing an increase in Commercial activity, particularly in the Rocklin area.

ITEM VII. TSD REPORT

To: Board of Directors
From: Eric Nielsen, District Engineer
Cc: Herb Niederberger, General Manager
Subject: Technical Services Department Monthly Report
Board Date: May 2, 2019

Foothill Trunk Sewer Replacement Project

This District awaits the issuance of the 404 permit for the project. Staff from the Field Services Department (FSD) and the Technical Services Department (TSD) have been actively operating the collection system to manage flows through the Lower Loomis and Foothill trunk sewers. The capacity in the above-mentioned trunk sewers is continuously monitored with ultrasonic level sensors and notifications are automatically sent if advisory levels are reached. The image below shows the water levels in the two trunk lines. Flows are subsiding and returning to average dry weather diurnal patterns as the frequency and intensity of rain events are lessening (see figure below).



System Evaluation and Capacity Assurance Plan (SECAP)

Efforts to enter information about the physical geometry of the collection system (i.e., invert elevations, rim elevations, diameters) to model all pipe segments is now complete. This will allow for the capacity of every pipe segment to be evaluated during the SECAP process and in the future as additional development occurs. Staff also completed the analysis of historic flow data to generate flow patterns for use in the model.

Staff is working with stakeholders to obtain and understand planning efforts related to density and development. This will be incorporated into the model to evaluate existing performance of the collection system and determine requirements for future improvements.

Staff is coordinating efforts in support of the South Placer Wastewater Authority System Evaluation with the District's SECAP.

Sierra College Trunk Sewer

District staff has been in coordination with staff from Sierra College regarding the potential extension of a trunk sewer through the college property. The College's proposed improvements to update and expand facilities in line with its 20-year master plan and will use bond revenues from the recently approved Measure E. The campus improvements trigger needed improvements to the College's onsite sewer system. The District and the College are working together to investigate the feasibility of extending a trunk sewer through the College property to meet the goals of both parties. If the trunk sewer is extended, the District would plan to participate financially.

FOG (Fats, Oils, and Grease) Program

District staff continues the implementation of SwiftComply, an inspection/compliance tracking database tool. SwiftComply allows Food service establishments (FSEs) to meet the requirement of the District Sewer Code to self-report pump-outs. FSEs and grease haulers continue to enroll with SwiftComply. To date, 98 pump-outs have been reported by FSEs (or their assigned grease hauler) through SwiftComply, 35 grease control devices have been inspected, and multiple outreach meetings with FSEs have been held.

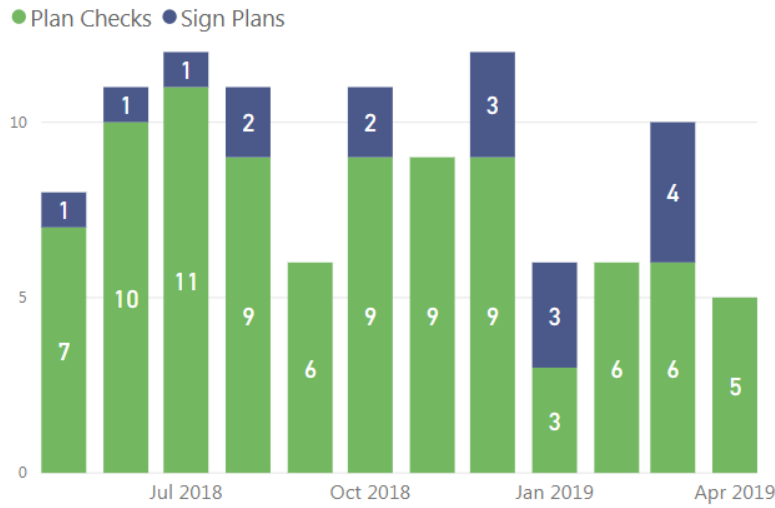
Server Replacement

The District's server equipment is now five years old and though it is performing well, it has been recommended that the District begin planning for and start replacing server equipment to limit risk of failure and downtime. The replacement is accounted for in this fiscal year's budget. The District intends to use this opportunity to improve the functionality and reliability of the software and database tools it relies upon to effectively serve our customers. The equipment has been ordered and being shipped to the District. It is scheduled to be installed the first week of June.

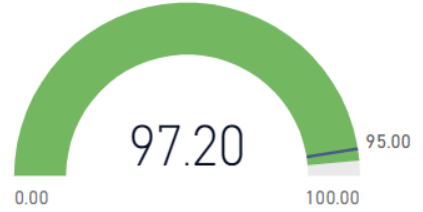
Department Performance Indicators

The following charts depict the efforts and performance of the department in four areas of work as of April 24th. The charts are being created in a new reporting tool that directly connects to the District's data, improving the timeliness of reporting efforts and leveraging the District's investment in technology. Additional charts may be added in the future for other areas of work in the department.

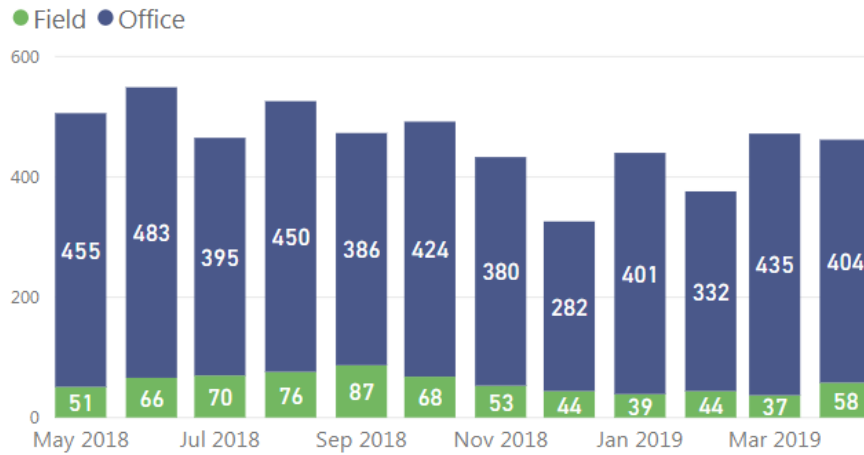
Plan Checks Completed - Monthly Totals



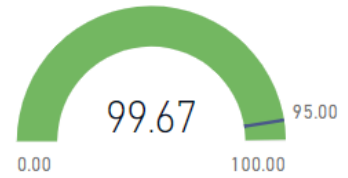
% "In Time" Plan Checks



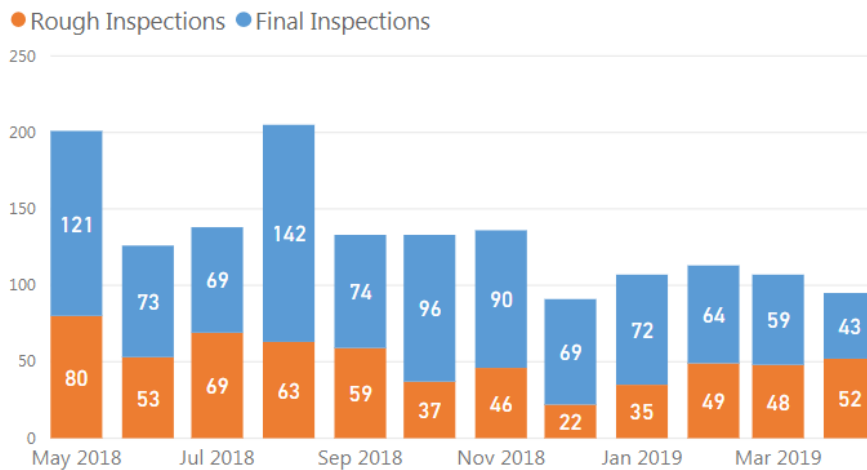
811 Responses - Monthly Totals



% "In Time" Responses...



Building Sewer Inspections - Monthly Totals



% "In Time" Inspections



FOG Compliance History

Daily ▾

