

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

Meeting	Location	Date	Time
Closed Session	Zoom Meeting	March 4, 2021	3:45 p.m.
Regular	Zoom Meeting	March 4, 2021	4:30 p.m.

I. CALL MEETING TO ORDER: The Regular Meeting of the South Placer Municipal Utility District Board of Directors was called to order with President Dickinson presiding at 4:30 p.m.

II. ROLL CALL OF DIRECTORS:

Present: President Will Dickinson, Vice President Jerry Mitchell, Director John Murdock, Director James Durfee, Director Jim Williams

Absent: None

Vacant: None

Staff: Adam Brown, Legal Counsel
Herb Niederberger, General Manager
Carie Huff, District Engineer
Eric Nielsen, Superintendent
Emilie Costan, Administrative Services Manager

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

IV. CLOSED SESSION READOUT:

The Board met in Closed Session with Legal Counsel at 3:49 p.m. with Vice President Mitchell joining at 3:56 p.m. to discuss potential litigation. At the conclusion of the Closed Session, staff and counsel were directed to prepare a settlement agreement with the affected party which will be brought back to the Board for consideration in Open Session.

Public Comments: None

The Board adjourned the closed session at 4:03 p.m.

IV. CONSENT ITEMS:

1. MINUTES from the February 4, 2021 Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$576,591 through February 22, 2021.
3. CREDIT CARD TRANSACTION POLICY

Director Williams made a motion to approve the consent items; a second was made by Director Durfee; a roll call vote was taken, and the motion carried 5-0.

V. PUBLIC COMMENTS:

Dan Wadlé from the California Special District Association (CSDA) provided public comment on legislative actions regarding COVID-19 relief efforts for Special Districts.

ASM Costan confirmed that no eComments were received. Hearing no other comments, the public comments session was closed.

VI. BOARD BUSINESS

1. RESOLUTION 21-07 AWARD OF CONSTRUCTION CONTRACT FOR NEWCASTLE SEWER SYSTEM REPAIRS 2021 PROJECT

DS Nielsen gave a presentation on the Newcastle Sewer System Repairs 2021 Project. The project is part of the 2017 Newcastle Master Plan which allocated \$200,000 a year in repairs over a ten-year period to address issues in the Newcastle portion of the District's system. He shared that this is the second project that the District will be completing. The goal of the project is to improve access for maintenance activities. Caggiano General Engineering was the lowest responsible bidder.

Director Murdock asked about access for the contractor's equipment. DS Nielsen shared that maintenance crews have been out to the site and have marked the location and depth of the pipes. Director Williams asked if the contractor is local. DS Nielsen shared that they are located in El Dorado Hills and have completed work for the District in the past.

Vice President Mitchell asked about liability to the District from allowing the contractor to store their equipment on District property. DS Nielsen shared that this is offered to the contractor as an option for staging. GC Brown shared that if the contractor chooses to use District property for staging that indemnity language would need to be part of the contract. He will review the contract to ensure that the language sufficiently protects the District.

President Dickinson asked whether the Newcastle Master Plan covered environmental review for all future projects or if a separate environmental review was completed for this project. DS Nielsen shared that this project is categorically exempt from CEQA as a maintenance project. GM Niederberger shared that an initial study was not completed with the Newcastle Master Plan. President Dickinson asked that this information be included in future board reports.

Director Murdock made a motion to adopt Resolution 21-07 awarding the construction contract for the Newcastle Sewer System Repairs 2021 Project; a second was made by Vice President Mitchell; a roll call vote was taken, and the motion carried 5-0.

2. INTRANET DEMONSTRATION

GM Niederberger introduced the new intranet site and shared that Board Members will have access to the site. ASM Costan provided a demonstration of the new site created using Microsoft SharePoint. The site is an internal site designed to be a hub for employees to easily access resources and tools. She shared some of the features of the site which include quick links to frequently accessed materials, news articles, forms, events, and information on the District's

professional development programs. ASM Costan shared the Administrative Services intranet page which contains resources for employees on payroll, purchasing, leaves of absence, benefits, budgeting, and standard operating procedures. DE Huff shared the Technical Service intranet page which contains maps, weather information, PowerBI reports, FOG program resources, and standard operating procedures. Finally, DS Nielsen shared the Field Services intranet page which contains resources for commercial drivers, CWEA certification, safety data sheets, and standard operating procedures.

Vice President Mitchell asked if tailgate safety materials were located on the intranet. DS Nielsen shared that a third-party creates the content and Target Solutions is used to track attendance. Vice President Mitchell also inquired as to the current quantity of SOPs and whether the District has a formal training plan. DS Nielsen shared that there are well over one hundred District SOPs. He also shared that there is a monthly training schedule that includes weekly, monthly, and annual training requirements. Vice President Mitchell also commented that while Directors have access to the intranet, they should be careful about sharing these resources. ASM Costan replied that Directors will have access, though depending on security settings, some links may not work. She confirmed that the resources are intended for internal use. Vice President Mitchell shared that he liked the new site.

President Dickinson shared that he is impressed by the work that Department Managers are doing and appreciates their dedication. He asked if staff is using links to prevent duplicated versions that may not get updated consistently. ASM Costan showed an example of a document that was linked to the District's public website. President Dickinson also commented on the use of chat and that employees should be trained to understand the appropriate use of the tools. GM Niederberger shared that managers will continue to reiterate the proper use to employees. Vice President Mitchell commented that new employees should get trained on these tools.

Director Durfee shared that he was very impressed by the site. Director Murdock shared that he looks forward to getting to use the new site. GM Niederberger shared his appreciation of Emilie and Curtis who worked very hard on the project and to the Board for their support of technology initiatives.

3. COVID-19 PANDEMIC ILLNESS

GM Niederberger provided an update on the current COVID-19 modifications, sharing that the District has been having remote board meetings for eleven months and that Placer County is still in the widespread tier. Based on previous discussions, the Board would return to in-person meetings when the County reaches the minimal risk tier. GM Niederberger invited board discussion on returning to in-person board meetings sooner than the minimal tier.

Director Williams shared that not all of the Board Members are currently eligible to receive a vaccine and that he believes it would be better to wait before returning to in-person meetings. He shared that new guidance is being issued that allows those who are vaccinated to gather; however, there are still Board and staff members who are not vaccinated. Vice President Mitchell shared that he supports returning to in-person meetings in the minimal tier. He shared that Zoom meetings are working well right now.

President Dickinson shared that he is looking forward to meeting in-person again. While he shared support for possibly discussing it again before moving fully to the minimal tier, for now, he feels more comfortable continuing Zoom meetings. GM Niederberger shared that there has been a push to continue Zoom meetings for the public even after the District returns to in-person meetings. Staff is looking at changes that may need to be made in the Boardroom to accommodate this. Director Murdock suggested that the District does not change course until there are better numbers in the County. Director Durfee shared that he supports the wishes of the other Board Members.

VII. REPORTS

1. District General Counsel (A. Brown):

General Counsel Brown had no report for this meeting.

2. General Manager (H. Niederberger):

A. ASD, FSD & TSD Reports:

Director Murdock asked about the fraudulent activity noted in the ASD Monthly report. ASM Costan shared that during the monthly bank reconciliation process staff identified a refund check that was altered. The fraud was reported to the bank and the Rocklin Police Department. Director Murdock asked if staff is looking at ways to protect the District from future incidents. ASM Costan shared that staff is evaluating the District's check refund process and is working on a policy with GC Brown that would include language on refunds related to changes in ownership. She shared that a new refund policy will be coming to the Board for review.

President Dickinson asked ASM Costan if she was a speaker at the Laserfiche Conference. ASM Costan shared that she only participated as an attendee. Vice President Mitchell asked how Laserfiche is backed up. ASM Costan shared that the program is on a separate server that is backed up to the cloud.

President Dickinson asked about the delay in the release of the bid documents on the Corporation Yard Improvements. DS Nielsen shared that the District received a plan review comment regarding fire hydrants that has required additional review and response thereby delaying the release of the bid documents. Vice President Mitchell congratulated the District for 1,615 days without a lost-time accident or injury. He asked if that number is a factor in the cost of insurance. ASM Costan shared that the District completes an annual renewal questionnaire and the information on the questionnaire is used in determining the District's rates.

B. Information Items: No additional items.

3. Director's Comments:

Director Murdock acknowledged staff for their work on the intranet site. He also asked about the status of the Redistricting Committee and when they could expect to meet. GM Niederberger shared that he has received precinct information from Placer County Elections. He will be attending an online workshop through CSDA on Redistricting to comply with California Voter's Right Act (CVRS). He shared that the City of Rocklin is not planning to pursue redistricting at this time. The first committee meeting will occur after attendance at the CSDA workshop.

VIII. ADDITIONAL PUBLIC COMMENTS

ASM Costan confirmed that no eComments were received. Hearing no other comments, the additional public comments session was closed.

IX. ADJOURNMENT

The President adjourned the meeting at 5:39 p.m. to the next regular meeting to be held on April 1, 2021 at 4:30 p.m.



Emilie Costan, Board Secretary