

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

Meeting	Location	Date	Time
Regular	District Office	March 5, 2020	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 Murdock presiding at 4:30 p.m.

II. ROLL CALL OF DIRECTORS:

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

Absent: None

Vacant: None

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

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

IV. CONSENT ITEMS:

1. MINUTES from February 6, 2020 Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$3,508,294.42 through February 25, 2020.
3. BILL OF SALE FOR SEWER IMPROVEMENTS AT WHITNEY RANCH PHASE II-G UNITS 50A, 51 and 62– at an estimated value of \$1,659,437.

On consent item #2, Director Mitchell asked about the 3-million-dollar payment to the City of Roseville. GM Niederberger explained that the City of Roseville had not provided invoices or estimated payments for the quarterly wastewater treatment and repair and rehabilitation fees for fiscal year 19/20 due to difficulties with their ERP system. After discussion with the City of Roseville it was agreed that quarterly payments of 1.5 million should be made. The District paid the 1st and 2nd quarter payments in February.

On consent item #3, Director Markey asked for a detailed map of Whitney Ranch that includes streets to keep abreast of development activity.

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

V. PUBLIC COMMENTS:

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

VI. BOARD BUSINESS

1. RESOLUTION 20-08 REVISING POLICY #3130 DISTRICT RESERVE POLICY AND CREATING POLICIES #2015 JOB DESCRIPTIONS AND #2050 RETIREMENT SERVICE AWARDS

GM Niederberger gave an overview of the two new policies and policy revision. GM Niederberger explained that Policy 2015 Job Descriptions allows the General Manager to make minor changes to the Job Descriptions such as physical demand updates without Board approval. Policy 2050 Retirement Service Awards sets a fixed gift at retirement based on longevity. Policy 3130 District Reserve Policy reduces the Operations and Maintenance (O & M) reserve from 6 months to 3 months and frees up approximately 3 million dollars that can be placed in a trust for unfunded pension liability or used for other purposes. Policy 3130 was reviewed by the Fee and Finance Committee and policies 2015 and 2050 were reviewed by the Personnel Advisory Committee. Both Advisory Committees recommended that these policies be brought to the Board for consideration.

Director Mitchell stated that the reserve was previously decreased from 1 year to 6 months and asked about the need for an additional decrease and the intended use for the funds. GM Niederberger stated that as of 2015, the District General Fund has three reserves: an O & M reserve of 6 months, a rate stabilization reserve of 10% of revenue, and an emergency reserve of 3 million dollars. The District has very stable revenue as well as the ability to assign unpaid fees to the tax rolls making the risk that funding annual O & M obligations will not be met, very low. Director Williams and Vice President Dickinson spoke to the District's multiple reserve accounts and redundancy. GM Niederberger explained that reducing the reserve frees up money in the General Fund for other uses.

Vice President Dickinson made a motion to adopt Resolution 20-08; a second was made by Director Williams; a roll call vote was taken, and the motion carried 5-0.

2. LASERFICHE DEMONSTRATION

ASM Costan provided a demonstration of Laserfiche, the software being used to store District records electronically. She shared information on the security and permissions of the software, the folder and file structure, the records currently stored in the system, the various search methods, and the various document tools. President Murdock asked whether using the annotation tools would modify an original record. ASM Costan shared that the annotations are a separate layer and do not modify the original document.

Director Mitchell asked about modifying documents stored in Laserfiche. ASM Costan shared that depending on permissions, staff can upload a new version of a record but the document itself cannot be edited or modified. General Counsel Brown asked about a process for making sure that internal annotations are not disclosed under a public records request. Vice President Dickinson stated that staff should be cautious of the types of notes that are placed on public records. ASM Costan agreed that a Standard Operating Procedure (SOP) should be developed.

Director Mitchell asked for the percentage of the District's records currently loaded in the system. ASM Costan responded that the focus is on loading permanent and legislative records with the goal of having most records stored in Laserfiche in the next 2 to 3 years. President Murdock asked how documents are loaded into the system. ASM Costan showed how records can be imported via scanning or through drag and drop. Director Mitchell asked about storing photos. ASM Costan responded that the system will accept photo files as well as other file types such as PDF and Word.

ASM Costan shared how the District is integrating development records with the District's GIS Maps and is looking to do a similar integration with Tyler Incode. ASM Costan highlighted the benefits of using Laserfiche such as the availability of documents based on granular permissions, quick search and retrieval including the ability to search within the text of the document, and physical space savings.

Director Mitchell asked if the District charges for Public Records Act requests. GM Niederberger responded that there are certain situations where the District can charge a fee for reproduction. President Murdock asked if the system and files are backed up. ASM Costan stated that the system is fully backed up. President Murdock shared that he is impressed with the system.

3. SOUTH PLACER WASTEWATER AUTHORITY (SPWA) BOARD MEETING REPORT – DIRECTOR JERRY MITCHELL

Director Mitchell provided an update on the last SPWA Board Meeting where the vote on restructuring the current bond debt was held. He shared that of the three options that were presented to the SPWA Board: (1) extend the current rate (2) restructure a portion of the debt to fixed rate (3) restructure the entire amount to fixed rate, the Board voted for option 3. This required a unanimous vote. Effective April 1st all debt will be at a fixed rate. Director Williams asked if the Authority would benefit from the recent rate drop. Director Mitchell said that it could benefit the Authority. Director Williams congratulated the Authority on being able to finally move to a fully fixed rate as discussed for many years.

Director Mitchell also shared that he will be speaking at the groundbreaking ceremony at the Pleasant Grove Water Treatment Plant on March 25th.

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:**

GM Niederberger spoke regarding procurement of the GovInvest Software. Initially staff believed that the software included projections on Unfunded Pension Liability, Other Post-Employment Benefits, and included actuarial services. GM Niederberger asked the Fee and Finance Committee for feedback on whether they shared the same understanding. Vice President Dickinson shared that he had the same understanding at the time of the Fee and Finance Committee presentation. GM Niederberger stated that staff is considering not moving forward with the purchase due to the additional cost to obtain all the

services originally believed to be included unless the Board believes it would make sense to do so. He shared that funding a trust to cover unfunded pension obligations should ensure the District is able to meet its obligations regardless of whether the District purchases the GovInvest analysis software. President Murdock asked if there were competitors, and GM Niederberger responded that this is a unique tool and he is unaware of another vendor offering a similar product. Director Mitchell asked about the value of the tool. GM Niederberger responded that when staff believed that the actuarial reports were included at a cost of \$13,000 over 3 years, there was value in having the additional data available for analysis. At a cost of \$36,000 over 3 years, staff feels the money may be better spent elsewhere. The consensus from the Board was to not move forward with a GovInvest agreement.

GM Niederberger also asked about scheduling a Personnel Advisory Committee Meeting. He shared that the Meet and Confer with employees regarding the next MOU has occurred.

Director Williams asked about the timeline for Tami's retirement. ASM Costan shared that her last day in the office will be on April 8th and that her last official day of employment will be at the beginning of May. Director Williams asked about the plan for her replacement. ASM Costan shared that the hope is to have someone at the beginning of April, close to Tami's last day. GM Niederberger shared that Ryan has been training on commercial accounts and will be moving into Tami's position. The new position will begin working on Accounts Payable and front office responsibilities.

Vice President Dickinson asked about the Railroad Management payment of \$175. GM Niederberger responded that he met with General Counsel Brown and reviewed the invoices that should be paid to the railroad verses the ones that are being protested.

Director Mitchell acknowledged Superintendent Rose for 1248 days without a loss time accident or injury. Superintendent Rose acknowledged those in the field that are keeping those numbers up.

Director Mitchell asked about the Technical Standards and what drives the need for an update. AS Nielsen responded that the current District Standards were adopted in 2009 and that most of the proposed updates are due to materials that have changed or are new, changes in FOG control requirements, and easements. The District is the driver of these updates. Director Mitchell asked in the updates will be done in-house or with consultants. AS Nielsen responded that they will be done in-house.

B. Information Items: No additional items.

3. Director's Comments:

Director Markey asked how the District is responding to the current virus outbreak. Superintendent Rose responded that the daily environment in the field already necessitates protective gear and sanitizers. Staff has been trained and is prepared for working in environments that may contain blood borne pathogens and contaminants. AS Nielsen responded that the District is monitoring information from the Water Environment Federation (WEF) and the Worldwide Health Organization (WHO) regarding the Coronavirus. GM Niederberger responded that additionally, we are preparing a Pandemic Flu Workforce Contingency plan.

GM Niederberger shared that he competed in the national championships for Taekwondo and is a two-time nation champion in his age bracket.

VIII. ADJOURNMENT

The President adjourned the meeting at 5:24 p.m. to the next regular meeting to be held on April 2, 2020 at 4:30 p.m.

Emilie Costan

Emilie Costan, Board Secretary