

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

<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
Regular	District Office	June 6, 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, Vic Markey

Absent: None

Vacant: None

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

Others: Regina Souchek, Williams + Paddon Architects

**III. PLEDGE OF ALLEGIANCE:** Board Director Mitchell led the Pledge of Allegiance.

**IV. CONSENT ITEMS:**

1. MINUTES from May 2, 2019
2. ACCOUNTS PAYABLE in the amount of \$701,823.41 through 05/30/19.
3. MONTHLY INVESTMENT REPORT in the amount of \$57,430,221 through 05/30/19.
4. BILL OF SALE FOR SEWER IMPROVEMENTS WITHIN WHITNEY RANCH 55C (PHASE III), 57 & 58 (PHASE II) estimated value of contributed capital @2,377,584.

Director Mitchell made a motion to approve all items on the consent calendar; a second was made by Director Markey; the motion carried 5-0.

**V. PUBLIC COMMENTS:**

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

**VI. BOARD BUSINESS**

**1. CONSIDERATION & APPROVAL OF RESOLUTION #19-09 COMMENDING JOHN MARQUIS, TSD INSPECTOR FOR HIS YEARS OF SERVICE WITH THE DISTRICT**

GM Niederberger introduced this item, and asked President Williams to present the Resolution commending John Marquis for his service to the District.

Director Dickinson made a motion to approve Resolution #19-09, commending John Marquis for his service to the District; a second was made by Director Murdock, the motion passed 5-0.

**2. PUBLIC HEARING & CONSIDERATION OF RESOLUTION #19-10 TO COLLECT DELINQUENT SERVICE CHARGES FOR SOUTH PLACER MUNICIPAL UTILITY DISTRICT ON THE PLACER COUNTY TAX ROLLS FOR TAX YEAR 2018.**

ASM Belanger introduced the item for the collection of delinquent service charges. She reported the amount of unpaid charges at the close of business for 06/06/19 were approximately \$329k, with 945 accounts. Businesses with the largest delinquent charges were reported to the Board. Director Mitchell asked if future reports could contain the delinquent accounts as a percentage of all billed accounts. President Williams opened a public hearing. Hearing no comments

Director Murdock made a motion to adopt Resolution #19-10 to collect delinquent service charges for South Placer Municipal Utility District on the Placer County Tax Rolls for Tax year 2018 , a second was made by Director Marquis, the motion passed 5-0.

**3. CONSIDERATION & APPROVAL OF RESOLUTION #19-11 AUTHORIZING THE GENERAL MANAGER TO AWARD AN ARCHITECTURAL SERVICES CONTRACT WITH WILLIAMS + PADDON ARCHITECTS + PLANNERS FOR THE DESIGN/BUILDING PERMITS FOR DISTRICT BUILDING IMPROVEMENTS IN THE AMOUNT OF \$93,675**

President Williams recused himself from this item even though he hasn't had any financial gain from Williams + Paddon since he sold the business over five years ago. At that point President Williams left the room.

Superintendent Rose presented the project and explained that these projects were identified during the space planning and circulation analysis completed in late 2017. The analysis looked at efficiencies and ways to develop space for future growth. Three facility improvement were identified: Lobby security, Locker Room expansion and an addition of a District Breakroom/Meeting room facility. The RFQ for Architectural services was advertised. Six submittals were received from the RFQ. Williams + Paddon + Planners were selected from the six submittals. Director Dickinson asked why Williams +Paddon was the best fit, GM Niederberger explained that he had spoken with many other local agencies who have utilized the firm for this type of work. He added that Legal Counsel Brown had reviewed the bids and stated that there is no conflict which would prevent the District from using Williams + Paddon's services.

Board Directors asked questions regarding the project and the specifics of desired outcomes. Representative Regina Soucek from Williams + Paddon addressed the Boards questions regarding design and permits, explaining that if we stay focused a permit could be submitted by the end of the year. Particularly since the code is changing at the beginning of 2020, with changes for mechanical, electrical and energy requirements. Director Mitchell asked if there would be significant impacts on District operations during construction. Superintendent Rose mentioned that work may occur in the evening hours, and an alternate entrance might be utilized for public access on a temporary basis. Director Mitchell questioned the longevity and benefits of these improvements. GM Niederberger stated that with current programs in place the planning suggestions should last the District operations into 2030. Further discussion followed regarding the use of the second floor over the Corporation Yard, and lack of an elevator in that building. GM Niederberger stated that without ADA accessibility the continued use of the second floor for the training room is not ideal.

Discussion followed regarding the security measures that might be necessary for the front lobby area, Ms. Soucek responded that they have a number of ideas for the design of that area to address District concerns.

Director Dickinson made a motion to adopt Resolution #19-11 authorizing the General Manager , a second was made by Director Markey, the motion passed 4-0. (President Williams did not participate in the vote)

President Williams re-entered the Board room. He stated that he would like to establish an Architectural Advisory Committee to review related design ideas and asked for volunteers. Director Dickinson volunteered, and Director Mitchell nominated President Williams to the committee, he accepted the nomination.

**4. CONSIDERATION & APPROVAL OF RESOLUTION #19-12 AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT IN THE AMOUNT OF \$159,460 WITH TESCO TO DEVELOP A SCADA MASTER PLAN**

GM Niederberger asked Superintendent Rose to provide the Board with an informational presentation of the SCADA Master plan RFP process, and explain the recommended options for the Boards discussion. Superintendent Rose reported that the current SCADA system lacks flexibility and has limited functionality. With growing concerns for the longevity of the system. Staff evaluated the seven responses to the RFP and ranked accordingly, selecting TESCO Controls Inc. as the most qualified respondent. He added that the company offered a suggestion of an alternative idea to have a Design Build approach for SCADA. Staff explained this approach to the Board and offered the alternative recommendations for the Boards decision.

After a lengthy discussion, the Board accepted the option A. recommendation, to award the SCADA Master Plan contract to TESCO Controls for an amount not to exceed \$159,460. The option to have a design build contract in the future will be discussed after the Master Plan is completed.

Director Dickinson made a motion to adopt Resolution #19-12 authorizing the General Manager to execute a contract with Tesco Controls to develop a SCADA Master Plan with a change to the Resolution stating “Staff has the authority to renegotiate the scope of the Master Plan so long as the cost does not exceed \$159,460; a second was made by Director Murdock, the motion passed 5-0.

**5. CONSIDERATION OF THE FISCAL YEAR 2019/20 BUDGET WORKSHOP**

GM Niederberger introduced the Fiscal Year 2019/20 Budget. He presented the components of the General Fund, and explained the proposed expense budget. A further presentation followed, explaining the proposed Capital Spending plan and projects expected to be accomplished in the upcoming year. Directors were given an opportunity to ask questions and make any comments regarding the proposed budget. President Williams asked for an additional chart to placed in the Budget workbook. The chart will identify personnel costs per EDU and Field personnel per miles of pipe. The final FY 19/20 Budget workbook will be brought back to the Board for adoption at the June 27, 2019 Board meeting.

No action was requested – this was an informational item.

**VII. REPORTS:**

**1. District General Counsel (A. Brown):** General Counsel Brown had no report for this meeting.

**2. General Manager (H. Niederberger):** GM Niederberger reported that changes will be made to the long-range Agenda to include the Job specification for the Regulatory Compliance Officer.

**A. ASD, FSD & TSD Reports:** There were no additions to the managers’ reports.

**B. Information Items:** No additional items.

**3. Directors Comments:** Director Dickinson reported that he will not be in attendance for the September 5, 2019 Board meeting.

**VIII. ADJOURNMENT**

The President adjourned the meeting at 6:00 p.m. to the next regular meeting to be held on June 27, 2019 at 2:30 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 'B'.

Joanna Belanger, Board Secretary