



**SPMUD BOARD OF DIRECTORS
REGULAR MEETING: 4:30 PM
October 3, 2024**

SPMUD Boardroom
5807 Springview Drive, Rocklin, CA 95677

Zoom Meeting: 1 (669) 900-9128
Meeting ID: 882 7964 9201

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 website (www.spmud.ca.gov) and the District's outdoor bulletin board at 5807 Springview Drive Rocklin, CA. Meeting facilities are accessible to persons with disabilities. Requests for other considerations should be made at (916) 786-8555.

The October 3, 2024 meeting of the SPMUD Board of Directors will be held in the District Board Room at 5807 Springview Drive in Rocklin, CA 95677 with the option for the public to join via teleconference using Zoom Meeting 1 (669) 900-9128, <https://us02web.zoom.us/j/88279649201>. Public comments can be made in person at the time of the meeting or emailed to ecostan@spmud.ca.gov from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

AGENDA

I. CALL MEETING TO ORDER

II. ROLL CALL OF DIRECTORS

Director Gerald Mitchell	Ward 1
Director William Dickinson	Ward 2
Vice President Christy Jewell	Ward 3
President James Durfee	Ward 4
Director James Williams	Ward 5

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS

Items not on the Agenda may be presented to the Board at this time; however, the Board can take no action. Public comments can be made in person at the time of the meeting or emailed to ecostan@spmud.ca.gov from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

V. CONSENT ITEMS

[pg 5 to 35]

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: (Roll Call Vote)

Motion to approve the consent items for the October 3, 2024 meeting.

1. MINUTES from the September 5, 2024, Regular Meeting. [pg 5 to 9]
2. ACCOUNTS PAYABLE in the amount of \$3,028,898.61 through September 23, 2024. [pg 10 to 15]
3. RESOLUTION 24-26 AMENDING BOARD POLICY 1020 DISTRICT CONFLICT OF INTEREST [pg 16 to 35]

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. CONTINUATION OF THE APPEAL OF HIGH HAND, 3750 TAYLOR ROAD, PARTICIPATION CHARGE CALCULATION [pg 36 to 40]

Scott Paris Enterprises, on behalf of High Hand, is appealing the calculation of the total participation charge due for improvements at 3750 Taylor Road.

Action Requested: Roll Call Vote

Staff recommends that the Board of Directors:

1. Find that the revised calculation of the additional participation charge of 4.35 EDU for High Hand is correct per the District's Sewer Code and Policies;
2. Acknowledge payment of the total Participation Charge due of \$64,066.80;
3. Acknowledge that the entire premises have been placed in billing for a monthly service charge of 13.24 EDUs based upon a composite calculation for the total premises per the District's Sewer Code and Policies.

2. RESOLUTION 24-27 AUTHORIZING THE PURCHASE OF NEW E-TRANSIT VAN AND PICK-UP TRUCK [pg 41 to 43]

The District is purchasing a new e-transit van and pick-up truck. This purchase meets the requirements of the Advance Clean Truck Act.

Action Requested: Roll Call Vote

Staff recommends that the Board of Directors adopt Resolution 24-27, authorizing the General Manager to:

- 1) Execute the purchase of a Ford F-350 crane truck for an amount not to exceed \$102,000.
- 2) Execute the purchase of Ford E-Transit cargo van for an amount not to exceed \$56,000.
- 3) Approve the following budget adjustment:
 - a. Increase the Vehicle Replacement budget (400-F01-71302) by \$15,000 from \$216,000 to \$231,000.

3. **RESOLUTION 24-28 EMERGENCY DESIGNATION AND EMERGENCY AUTHORIZATION FOR THE ANTELOPE CREEK SEWER TRUNK EMERGENCY REPLACEMENT PROJECT** [pg 44 to 63]

Staff will present an emergency repair project for the Antelope Creek Sewer Main located behind Shannon Bay Apartments in Rocklin.

Action Requested: Roll Call Vote

Staff recommends that the Board of Directors adopt Resolution 24-28:

- 1) **Finding that the emergency will not permit a delay caused by a competitive solicitation for bids and that the sewer main replacement is necessary to respond to the emergency in accordance with Section 22050 of the Public Contract Code; and**
- 2) **Finding the Sewer Main I07-119 Emergency Replacement Project categorically exempt from the California Environmental Quality Act (CEQA) per Section 15302 (Replacement or Reconstruction); and**
- 3) **Authorizing the General Manager to execute the attached Construction Contract with a qualified contractor in an amount not to exceed \$311,000 plus a 10% contingency (\$342,000 total).**

4. **STRATEGIC PLAN ANNUAL PERFORMANCE REPORT FOR FISCAL YEAR 2023/24** [pg 64 to 125]

Staff will provide a report of the Fiscal Year 2023/24 activities that have supported the District's Strategic Plan Priorities. The report will include Effective Utility Management (EUM) performance measures for Fiscal Year 2023/24.

No Action Requested: Informational Item

VII. REPORTS [pg 126 to 142]

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 the public. No decisions are to be made on these issues.

1. Legal Counsel (A. Brown)
2. General Manager (H. Niederberger)
 - 1) ASD, FSD & TSD Reports
 - 2) Informational items
3. Director's Comments: Directors may make brief announcements or brief reports on their 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. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

Agency Designated Representative: Adam Brown, SPMUD General Counsel
Review of Memorandum of Understanding and Discuss Timetable for Next MOU Renewal Discussions with SPMUD Employee Association.

PUBLIC EMPLOYMENT – GENERAL MANAGER RECRUITMENT (Government Code Section 54957(b)(1))

The Board will meet in closed session to discuss the recruitment for the General Manager position.

IX. CLOSED SESSION READOUT

X. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to the next regular meeting to be held on **November 7, 2024, at 4:30 p.m.**

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

Meeting	Location	Date	Time
Regular	SPMUD Boardroom Zoom Meeting	September 5, 2024	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 Durfee presiding at 4:30 p.m.

II. ROLL CALL OF DIRECTORS:

Present: Director Jerry Mitchell, Director Will Dickinson, Director Christy Jewell (attending remotely), Director James Durfee, Director Jim Williams

Absent: None

Vacant: None

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

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

IV. PUBLIC COMMENTS:

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

V. CONSENT ITEMS:

1. MINUTES from the August 1, 2024, Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$833,249 through August 26, 2024.

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

VI. BOARD BUSINESS

1. RESOLUTION 24-23 AWARDED THE CONTRACT FOR ASPHALT PAVING RESTORATION TO B&M BUILDERS, INC.

DS Nielsen presented the proposal to award a contract for asphalt paving restoration to B&M Builders. He shared that in addition to the typical small patch paving projects throughout the District, staff have identified two larger paving areas that have been included in the scope of work.

Director Williams asked where the paving projects were located and if the areas had already been identified. DS Nielsen shared that they were for specific locations throughout the District. President Durfee asked if any of the partner jurisdictions have onerous trench ordinances. DS Nielsen shared that staff worked with the agencies to standardize the requirements. Director Dickinson asked for confirmation that the other bidders would still have been higher with the additional scope of work. DS Nielsen confirmed that staff reviewed the total project costs for all bidders to ensure that B&M Builder was the lowest responsible bidder. President Durfee opened the item for public comment. No public comments were received.

Director Williams made a motion authorizing the General Manager to (1) Award the contract for the Asphalt Paving Restoration Project to B&M Builders, Inc. in the amount of \$125,510; (2) Execute potential change orders for the Asphalt Paving Restoration Project contract with B&M Builders, Inc. so far as the cumulative amount does not exceed a total of \$12,500 (10% of contract amount). Change orders that collectively total more than the above amount are not authorized without prior approval of the Board of Directors; and (3) Adjust the following budgeted line items within the FY 2024/25 Operating Fund Budget (a) Increase the Surface Restoration budget (100-F01-61115) by \$75,000 from \$75,000 to \$150,000 and (b) Decrease the Easement / Access Road budget (100-F01-61309) by \$75,000 from \$155,000 to \$80,000; a second was made by Director Mitchell; a roll call vote was taken, and the motion carried 5-0.

2. RESOLUTION 24-24 SETTING AN APPEALS FEE

GM Niederberger introduced the recommendation to set an appeals fee. The District Sewer Code prescribes that an appeal fee shall be adopted by Board Resolution. He added that while the appeal fee is intended to cover the cost of hearing the appeal, the proposed fees would only be sufficient to cover minor administrative costs. He invited the Board to discuss setting an appropriate fee.

Director Williams asked for clarification as to whether the Board has discretion in deciding whether to adopt a fee. GM Niederberger shared that the District Sewer Code is written such that the Board is required to adopt a fee. Director Williams confirmed with staff that the Board could adopt a change to the Sewer Code. Director Dickinson asked GC Brown if the appeal fee must have a nexus to the cost of the services provided. GC Brown shared that a nexus is not required for an appeal fee. Appeals fees are set so as not to be burdensome to the appellant. Other government agencies access small appeal fees to cover a portion of the administrative costs. President Durfee opened the item for public comment. No public comments were received.

Director Williams commented that he does not believe there should be an appeal fee that makes it onerous to appeal to the Board. He voiced acceptance of a nominal administrative fee to prevent frivolous appeals. Director Mitchell commented that it is the burden of the District to communicate reasoning with constituents. The District should be able to defend the positions that it takes. He added that people should be encouraged to bring their issues before the Board. He commented that he has not witnessed any abuse of the appeals process and that he opposes an appeal fee. Director Dickinson commented that staff time shouldn't be wasted on appeals where an actual issue does not exist. Constituents have many opportunities to communicate with the Board. He commented

that the District only hears from constituents when they are voicing their disagreement with the fees being assessed per the Sewer Code, and he supports a \$100 administrative appeal fee.

Vice President Jewell commented that she could support accessing a fee but would like the ability to waive the fee if the Board votes in favor of the appellant. GM Niederberger proposed revising the Resolution to add a statement that would allow the fee to be waived if the appellant prevailed. GC Brown shared that the Board would have the discretion to make this determination on a case-by-case basis depending on the merits of the appeal. Director Williams commented that while he leans towards no fee, last month there was an appeal where the appellant was absent from the hearing. Director Mitchell shared that he would not support even a nominal fee as it may prevent someone from filing a legitimate appeal. GM Niederberger proposed polling other Districts to find out if they have an appeals process and if there is a fee. The item was continued to the November 7, 2024, board meeting.

3. RESOLUTION 24-25 ENGINEERING SERVICES DURING CONSTRUCTION FOR THE SCADA SYSTEMS IMPROVEMENTS PROJECT

DS Nielsen presented an amendment to the existing agreement with Carollo Engineers for additional services during the construction of the Supervisory Control and Data Acquisition (SCADA) Improvements Project. He provided an overview of the purpose and components of a SCADA system and the need to improve the District's existing system. He reviewed various collaborative delivery methods and shared that the design-bid-build approach is the most widely used and has been selected as a cost-effective approach for this project. In this approach, the designer continues to provide support during project construction. He shared the cost of the construction management services as a percentage of the total project costs and compared them to other large projects. He also noted that the construction management services for the SCADA Improvement Project are more specialized than other construction projects and include inspection and programming services.

Director Mitchell asked about the breadth of expertise available through Carollo Engineers. DS Nielsen shared that they have a great depth of resources, verified by references, that led to their initial selection to perform design services. Director Mitchell also asked about the City of Roseville's SCADA system. DS Nielsen shared that their SCADA system is elaborate and is also used for the water and wastewater treatment plants. Director Dickinson asked for more information on the decision not to have a formal request for proposals. DS Nielsen shared that Carollo's familiarity with the project as the designer and the added accountability of having the designer as part of the construction team creates a more collaborative approach that reduces change orders and added project expenses. He added that professional services are typically selected based on qualifications. Director Williams commented that the District is making good progress on the project and noted that the costs were lower than anticipated. President Durfee opened the item for public comment. No public comments were received.

Director Dickinson made a motion to approve Resolution 24-25 authorizing the General Manager to amend the existing agreement with Carollo Engineers for additional services during construction; a second was made by Director Mitchell; a roll call vote was taken, and the motion carried 5-0.

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 shared that he will be out of the office the week of September 9th. Director Dickinson asked for updates on the variance for grease control requirements at the City of Rocklin snack bars, the High Hand appeal, and the Northwest Rocklin Sewer Annexation Project (Atherton Trunk). DE Huff shared that staff is working with the City on the adoption of best management practices and a training program for the snack bars. She also shared that staff met with Mr. Paris regarding the High Hand appeal, and credits were applied for fees that had already been paid for the kitchen and dining areas. The fees were reduced to approximately \$64,000. Finally, DE Huff shared that a new apartment complex and commercial project are seeking to connect to the Atherton Trunk and staff has notified them they are unable to provide connection until the project is accepted by the District. Director Mitchell commented that the City notified the District back in March that the property owner accepted the City's offer to purchase the easement, and no action has been taken. GM Niederberger shared that he has a meeting scheduled with the City Manager.

Director Mitchell asked for an update on the zero-emission fleet transition. He asked about concerns with wait time to charge vehicles and the added weight on roads and infrastructure. DS Nielsen shared that there are funds budgeted for a Fleet Master Plan, and he has been reaching out to firms to develop a scope of work. He added that staff plans to bring an item before the Board next month to purchase an electric transit van and gas-powered truck. As of January 1, 2024, half of all vehicles purchased are required to be zero-emissions vehicles. Director Mitchell asked if the electric vehicle was only being purchased so that the District could purchase the gas-powered vehicle. DS Nielsen shared that the District is working to only purchase vehicles that serve a need of the District; however, some of the purchases may be accelerated by the new regulation. Director Williams asked about considering hydrogen vehicles and expressed concern about purchasing electric vehicles before the Fleet Master Plan is completed. DS Nielsen shared that the Air Resources Board is currently considering some amendments to the zero-emissions requirements which may pertain to the District.

B. Information Items:

President Durfee shared that the District received a letter from the Special District Risk Management Authority (SDRMA) congratulating the District on having no paid worker's compensation claims in fiscal year 2024, which means that no employees were injured at work. Director Mitchell added that safety prevention efforts also result in cost savings.

3. Director's Comments:

Director Williams shared that he will not be able to attend the November board meeting.

IX. CLOSED SESSION READOUT

The Board met in Closed Session at 5:28 p.m. and heard a report from the Personnel Advisory Committee on the selection process for the next General Manager. No action was taken. The Board adjourned the closed session at 6:00 p.m.

VIII. ADJOURNMENT

The President adjourned the meeting at 6:01 p.m. to the next regular meeting to be held on October 3, 2024, at 4:30 p.m.



Emilie Costan, Board Secretary

Item 5.2



South Placer M.U.D.

Check Report

By Check Number

Date Range: 08/27/2024 - 09/23/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1828	Carollo Engineers, Inc	08/29/2024	Regular	0.00	39,326.00	17373
1652	Cintas Corporation	08/29/2024	Regular	0.00	1,163.55	17374
1852	Coastland Civil Engineering LLP	08/29/2024	Regular	0.00	5,253.75	17375
1819	NATEC International, INC.	08/29/2024	Regular	0.00	1,350.00	17376
1764	Network Design Associates, Inc.	08/29/2024	Regular	0.00	9,839.40	17377
1221	PG&E	08/29/2024	Regular	0.00	2,783.46	17378
1232	Pitney Bowes, Inc.(Reserve Account)	08/29/2024	Regular	0.00	600.00	17379
1253	Recology Auburn Placer	08/29/2024	Regular	0.00	395.04	17380
1518	Sonitrol of Sacramento	08/29/2024	Regular	0.00	1,455.55	17381
1090	State of CA-Department of Justice	08/29/2024	Regular	0.00	32.00	17382
1305	Sunbelt Rentals, Inc.	08/29/2024	Regular	0.00	329.11	17383
1308	Syneco Systems, Inc.	08/29/2024	Regular	0.00	3,868.59	17384
1850	WYJO Services Corp	08/29/2024	Regular	0.00	1,822.05	17385
1652	Cintas Corporation	09/05/2024	Regular	0.00	608.44	17386
1751	Comprehensive Medical Inc.	09/05/2024	Regular	0.00	70.00	17387
1775	CPS HR Consulting	09/05/2024	Regular	0.00	10,457.25	17388
1086	Dataprose	09/05/2024	Regular	0.00	2,267.44	17389
1087	Dawson Oil Co.	09/05/2024	Regular	0.00	5,736.02	17390
1719	Emilie Costan	09/05/2024	Regular	0.00	19.50	17391
1564	Jensen Landscape Services, LLC	09/05/2024	Regular	0.00	1,017.00	17392
1218	PCWA	09/05/2024	Regular	0.00	482.67	17393
1218	PCWA	09/05/2024	Regular	0.00	500.00	17394
1221	PG&E	09/05/2024	Regular	0.00	575.51	17395
1234	Placer County Air Pollution Control District (AP	09/05/2024	Regular	0.00	2,581.83	17396
1270	Rootx	09/05/2024	Regular	0.00	1,030.04	17397
1685	Streamline	09/05/2024	Regular	0.00	497.00	17398
1850	WYJO Services Corp	09/05/2024	Regular	0.00	1,312.31	17399
1221	PG&E	09/05/2024	Regular	0.00	10,239.52	17400
1327	US Bank Corporate Payment	09/10/2024	Regular	0.00	13,544.78	17401
	Void	09/10/2024	Regular	0.00	0.00	17402
	Void	09/10/2024	Regular	0.00	0.00	17403
	Void	09/10/2024	Regular	0.00	0.00	17404
248	AT&T	09/12/2024	Regular	0.00	8.86	17405
1484	Axa Equitable	09/12/2024	Regular	0.00	1,110.00	17406
1652	Cintas Corporation	09/12/2024	Regular	0.00	592.27	17407
1068	City of Roseville	09/12/2024	Regular	0.00	238,874.74	17408
1885	Collins Electrical Company Inc.	09/12/2024	Regular	0.00	2,668.00	17409
1073	Consolidated Communications	09/12/2024	Regular	0.00	8,591.50	17410
1775	CPS HR Consulting	09/12/2024	Regular	0.00	1,486.25	17411
1509	Crystal Communications	09/12/2024	Regular	0.00	311.64	17412
1086	Dataprose	09/12/2024	Regular	0.00	9,221.47	17413
1666	Great America Financial Services	09/12/2024	Regular	0.00	747.13	17414
1399	Hadronex, Inc.,	09/12/2024	Regular	0.00	8,184.93	17415
1664	MacLeod Watts, Inc	09/12/2024	Regular	0.00	3,460.00	17416
1599	MUN CPA's	09/12/2024	Regular	0.00	6,000.00	17417
1764	Network Design Associates, Inc.	09/12/2024	Regular	0.00	480.00	17418
1218	PCWA	09/12/2024	Regular	0.00	719.37	17419
1333	SPOK, Inc.	09/12/2024	Regular	0.00	30.88	17420
1878	Universal Building Services & Supply Co.	09/12/2024	Regular	0.00	1,296.00	17421
1850	WYJO Services Corp	09/12/2024	Regular	0.00	135.00	17422
1292	SPMUD Petty Cash	09/18/2024	Regular	0.00	230.90	17423
1021	ARC	09/19/2024	Regular	0.00	125.38	17462
1828	Carollo Engineers, Inc	09/19/2024	Regular	0.00	35,522.25	17463
1652	Cintas Corporation	09/19/2024	Regular	0.00	596.59	17464

Check Report

Date Range: 08/27/2024 - 09/23/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1068	City of Roseville	09/19/2024	Regular	0.00	2,294,162.00	17465
1073	Consolidated Communications	09/19/2024	Regular	0.00	427.99	17466
1080	CWEA (Main)	09/19/2024	Regular	0.00	5,019.08	17467
1139	Hill Rivkins Brown & Associates	09/19/2024	Regular	0.00	12,180.00	17468
1631	Instrument Technology Corporation	09/19/2024	Regular	0.00	558.75	17469
1475	Petersen & Mapes, LLP	09/19/2024	Regular	0.00	1,824.00	17470
1232	Pitney Bowes, Inc.(Reserve Account)	09/19/2024	Regular	0.00	800.00	17471
1244	Preferred Alliance Inc	09/19/2024	Regular	0.00	232.48	17472
1797	Red Dog Shredz	09/19/2024	Regular	0.00	75.00	17473
1508	Sacramento Rendering Co.	09/19/2024	Regular	0.00	300.00	17474
1518	Sonitrol of Sacramento	09/19/2024	Regular	0.00	1,455.55	17475
1305	Sunbelt Rentals, Inc.	09/19/2024	Regular	0.00	283.44	17476
1338	Verizon Wireless	09/19/2024	Regular	0.00	1,310.44	17477
1850	WYJO Services Corp	09/19/2024	Regular	0.00	674.02	17478
1355	Xylem Water Solutions USA	09/19/2024	Regular	0.00	4,766.69	17479
1218	PCWA	09/23/2024	Regular	0.00	1,000.00	17480
1015	American Fidelity Assurance	09/01/2024	Bank Draft	0.00	323.14	DFT0009332
1230	Pers (EFT)	09/01/2024	Bank Draft	0.00	5,455.66	DFT0009333
1230	Pers (EFT)	09/01/2024	Bank Draft	0.00	37,587.89	DFT0009334
1230	Pers (EFT)	09/01/2024	Bank Draft	0.00	10,065.30	DFT0009335
1230	Pers (EFT)	09/01/2024	Bank Draft	0.00	3,925.00	DFT0009336
1230	Pers (EFT)	09/01/2024	Bank Draft	0.00	127.46	DFT0009337
1230	Pers (EFT)	09/01/2024	Bank Draft	0.00	81.14	DFT0009338
1586	Principal Life Insurance Company	09/01/2024	Bank Draft	0.00	598.64	DFT0009340
1045	Cal Pers 457 Plan (EFT)	08/30/2024	Bank Draft	0.00	4,075.00	DFT0009342
1045	Cal Pers 457 Plan (EFT)	08/30/2024	Bank Draft	0.00	500.00	DFT0009343
1135	Empower (EFT)	08/30/2024	Bank Draft	0.00	225.00	DFT0009345
1135	Empower (EFT)	08/30/2024	Bank Draft	0.00	6,256.00	DFT0009346
1135	Empower (EFT)	08/30/2024	Bank Draft	0.00	691.56	DFT0009347
1042	CA State Disbursement (EF	08/30/2024	Bank Draft	0.00	510.46	DFT0009348
1229	Pers (EFT)	08/30/2024	Bank Draft	0.00	49.13	DFT0009349
1229	Pers (EFT)	08/30/2024	Bank Draft	0.00	1,020.59	DFT0009350
1229	Pers (EFT)	08/30/2024	Bank Draft	0.00	2,043.73	DFT0009351
1229	Pers (EFT)	08/30/2024	Bank Draft	0.00	2,254.20	DFT0009352
1229	Pers (EFT)	08/30/2024	Bank Draft	0.00	3,825.71	DFT0009353
1229	Pers (EFT)	08/30/2024	Bank Draft	0.00	5,246.30	DFT0009354
1229	Pers (EFT)	08/30/2024	Bank Draft	0.00	5,327.56	DFT0009355
1149	Internal Revenue Service	08/30/2024	Bank Draft	0.00	13,943.20	DFT0009356
1098	EDD (EFT)	08/30/2024	Bank Draft	0.00	4,160.60	DFT0009357
1098	EDD (EFT)	08/30/2024	Bank Draft	0.00	1,270.95	DFT0009358
1149	Internal Revenue Service	08/30/2024	Bank Draft	0.00	3,350.72	DFT0009359
1149	Internal Revenue Service	08/30/2024	Bank Draft	0.00	10,350.45	DFT0009360
1098	EDD (EFT)	08/27/2024	Bank Draft	0.00	2,207.00	DFT0009363
1045	Cal Pers 457 Plan (EFT)	09/13/2024	Bank Draft	0.00	4,940.00	DFT0009364
1045	Cal Pers 457 Plan (EFT)	09/13/2024	Bank Draft	0.00	500.00	DFT0009365
1135	Empower (EFT)	09/13/2024	Bank Draft	0.00	225.00	DFT0009367
1135	Empower (EFT)	09/13/2024	Bank Draft	0.00	5,391.00	DFT0009368
1135	Empower (EFT)	09/13/2024	Bank Draft	0.00	691.56	DFT0009369
1042	CA State Disbursement (EF	09/13/2024	Bank Draft	0.00	510.46	DFT0009370
1015	American Fidelity Assurance	09/13/2024	Bank Draft	0.00	455.81	DFT0009371
1229	Pers (EFT)	09/13/2024	Bank Draft	0.00	49.13	DFT0009372
1229	Pers (EFT)	09/13/2024	Bank Draft	0.00	1,020.59	DFT0009373
1229	Pers (EFT)	09/13/2024	Bank Draft	0.00	2,043.73	DFT0009374
1229	Pers (EFT)	09/13/2024	Bank Draft	0.00	2,406.69	DFT0009375
1229	Pers (EFT)	09/13/2024	Bank Draft	0.00	4,084.52	DFT0009376
1229	Pers (EFT)	09/13/2024	Bank Draft	0.00	5,324.88	DFT0009377
1229	Pers (EFT)	09/13/2024	Bank Draft	0.00	5,407.34	DFT0009378
1149	Internal Revenue Service	09/13/2024	Bank Draft	0.00	14,299.16	DFT0009379
1098	EDD (EFT)	09/13/2024	Bank Draft	0.00	4,278.73	DFT0009380
1098	EDD (EFT)	09/13/2024	Bank Draft	0.00	1,295.92	DFT0009381
1149	Internal Revenue Service	09/13/2024	Bank Draft	0.00	3,618.30	DFT0009382

Check Report

Date Range: 08/27/2024 - 09/23/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1149	Internal Revenue Service	09/13/2024	Bank Draft	0.00	10,714.59	DFT0009383

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	108	67	0.00	2,764,620.41
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	46	46	0.00	192,729.80
EFT's	0	0	0.00	0.00
	154	116	0.00	2,957,350.21

Check Report

Date Range: 08/27/2024 - 09/23/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1645	Aspire Retirement Solutions	08/30/2024	Bank Draft	0.00	1,042.60	DFT0009344
1645	Aspire Retirement Solutions	09/13/2024	Bank Draft	0.00	1,042.60	DFT0009366

Bank Code PY Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	2,085.20
EFT's	0	0	0.00	0.00
	2	2	0.00	2,085.20

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	108	67	0.00	2,764,620.41
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	48	48	0.00	194,815.00
EFT's	0	0	0.00	0.00
	156	118	0.00	2,959,435.41

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	8/2024	136,569.26
100	GENERAL FUND	9/2024	2,822,866.15
			2,959,435.41

Account Number	Name	Date	Type	Amount	Reference
102-0000297-02	Jacks, Jeremiah	9/19/2024	Refund	\$ 135.72	Check #: 17424
102-0000339-03	Terry O'Hara	9/19/2024	Refund	\$ 117.64	Check #: 17425
102-0001687-02	Ely, Jason and Michelle	9/19/2024	Refund	\$ 111.32	Check #: 17426
102-0002460-01	Osterhout, Jonathan C	9/19/2024	Refund	\$ 233.64	Check #: 17427
102-0005692-01	Ehle, Brian	9/19/2024	Refund	\$ 113.74	Check #: 17428
102-0006110-02	Werner, Lisa	9/19/2024	Refund	\$ 112.61	Check #: 17429
102-0006548-01	Crouch, Mary	9/19/2024	Refund	\$ 316.21	Check #: 17430
102-0006638-02	Dolstad-Young, Elizabeth	9/19/2024	Refund	\$ 108.92	Check #: 17431
102-0006820-01	Holland, David	9/19/2024	Refund	\$ 112.38	Check #: 17432
102-0007149-01	Cram, Laura	9/19/2024	Refund	\$ 8.47	Check #: 17433
102-0010573-04	Candy, Benjamin and Melissa	9/19/2024	Refund	\$ 114.67	Check #: 17434
102-0011616-01	Dick, Ronald D	9/19/2024	Refund	\$ 115.64	Check #: 17435
102-0012086-02	Thomas, Nanci	9/19/2024	Refund	\$ 59.57	Check #: 17436
102-0012321-01	Trust, Moss Family Living	9/19/2024	Refund	\$ 137.26	Check #: 17437
102-0012398-01	Seger, Emma	9/19/2024	Refund	\$ 7.23	Check #: 17438
103-0003751-03	Spiess, Nathan and Tara	9/19/2024	Refund	\$ 114.69	Check #: 17439
106-0013668-01	Munn, Marty	9/19/2024	Refund	\$ 1,636.78	Check #: 17440
106-0013723-02	Garcin, Robert and Josanne	9/19/2024	Refund	\$ 54.44	Check #: 17441
106-0013833-02	Lemos, Robert	9/19/2024	Refund	\$ 116.90	Check #: 17442
106-0015178-02	Malhi, Pervinder Singh	9/19/2024	Refund	\$ 261.55	Check #: 17443
106-0017172-01	Sahr, James	9/19/2024	Refund	\$ 114.39	Check #: 17444
112-1021351-02	Patterson, Andrew and Amy	9/19/2024	Refund	\$ 114.07	Check #: 17445
112-1026116-03	Owensby, Randall and Elise	9/19/2024	Refund	\$ 116.32	Check #: 17446
112-1026304-02	Schuler, Gary and Christina	9/19/2024	Refund	\$ 302.72	Check #: 17447
112-1028184-02	Pagan, Sylvia	9/19/2024	Refund	\$ 71.09	Check #: 17448
112-1028736-01	Olivares, Nydia	9/19/2024	Refund	\$ 112.32	Check #: 17449
112-1028994-01	Morgan, Marlon And Melissa	9/19/2024	Refund	\$ 115.08	Check #: 17450
112-1029386-01	Champine, Aaron	9/19/2024	Refund	\$ 112.64	Check #: 17451
112-1029764-01	Diaz, Marco	9/19/2024	Refund	\$ 112.32	Check #: 17452
112-1030071-01	Terry, Wesley	9/19/2024	Refund	\$ 10.00	Check #: 17453
112-1030196-01	Hodgkin, Desere and Jake	9/19/2024	Refund	\$ 112.55	Check #: 17454
112-1030347-00	Tower Group Holdings LLC	9/19/2024	Refund	\$ 74.88	Check #: 17455
112-1030386-00	Tower Group Holdings LLC	9/19/2024	Refund	\$ 109.85	Check #: 17456
112-1030400-00	Tower Group Holdings LLC	9/19/2024	Refund	\$ 104.28	Check #: 17457
113-1024335-01	Daniels, David M	9/19/2024	Refund	\$ 113.68	Check #: 17458
114-1025873-02	Adams, Tom and Myrtle	9/19/2024	Refund	\$ 117.70	Check #: 17459
202-0010457-01	Patterson Properties	9/19/2024	Refund	\$ 176.67	Check #: 17460
213-1025673-02	LLC, Sierra 4011	9/19/2024	Refund	\$ 63,483.26	Check #: 17461
			TOTAL REFUNDS	\$ 69,463.20	

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors
From: Emilie Costan, Administrative Services Manager
Cc: Herb Niederberger, General Manager
Subject: Resolution 24-26 Amending Board Policy 1020 – Conflict of Interest

Meeting Date: October 3, 2024

Overview

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code.

Resolution 24-13 created the new position of Management Analyst I/II. Staff has identified that per Section 2 of Board Policy 1020, the Management Analyst I/II position qualifies as a filing position. Resolution 24-26 amends Board Policy 1020 Appendix A to include this position as a Conflict of Interest filer.

The following provisions of this Policy 1020 and the attached amendment to Appendix A, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the South Placer Municipal Utility District (the “District”).

Recommendation

Staff recommends that the Board of Directors adopt Resolution 24-26 amending Board Policy 1020 Conflict of Interest.

Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Priorities:

- Maintain an excellent regulatory compliance record
- Prepare for the future and foreseeable emergencies

Related District Ordinances and Policies

This action complies with the following District Policy:

- Policy No. 1020 – Conflict of Interest

Fiscal Impact

There is no fiscal impact associated with this action.

Attachments

- Resolution 24-26 Amending Board Policy 1020 - Conflict of Interest
- Board Policy 1020 Conflict of Interest – Redlined
- Board Policy 1020 Conflict of Interest – Clean

SOUTH PLACER MUNICIPAL UTILITY DISTRICT
RESOLUTION NO. 24-26
AMENDING BOARD POLICY 1020 – CONFLICT OF INTEREST

WHEREAS, the South Placer Municipal Utility District (the “District”) was formed in conformance with the Municipal Utility District Act of California, and codified in California Public Utilities Code § 11501, *et seq.*; and

WHEREAS, The Political Reform Act (California Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes and the Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code; and

WHEREAS, District policies are adopted and amended from time to time; and

WHEREAS, the following provisions of this Policy 1020 and the attached Appendix A, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the South Placer Municipal Utility District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the attached Policy 1020 – Conflict of Interest, is hereby adopted in its entirety.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, California this 3rd day of October 2024.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

James Durfee, President of the Board of Directors

Attest: _____
Emilie Costan, Board Secretary

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	1020 – CONFLICT OF INTEREST		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	<u>08/07/14</u> 09/07/23
Resolution No	14-06, 15-23, 16-14, 23-32, 24-XX26	Revised:	<u>10/03/24</u>

PURPOSE

The purpose of this policy is to provide reasonable assurance that all foreseeable conflict of interest situations will be disclosed or prevented, to provide to each affected person a clear and specific statement of his or her duties, and to adequately differentiate between designated employees with different powers and responsibilities. Specifically, the South Placer Municipal Utility District has adopted a Conflict of Interest Code, which shall provide for the disclosure of assets and income of designated employees which may be materially affected by their official actions, and, in appropriate circumstances, to provide that designated employees should be disqualified from acting in order that conflicts of interest may be avoided. Nothing contained herein is intended to modify or abridge the provisions of the California Political Reform Act of 1974, as amended (Government Code §81000 et seq.)

POLICY STATEMENT

Section 1. Incorporation of State Regulations by Reference.

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation, the following provisions of this Policy 1020 and the attached Appendix A, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the South Placer Municipal Utility District (the “District”).

Individuals holding designated positions shall file their statements of economic interests with the District, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). All statements will be retained by the District.

Section 2. Designated Persons and Positions.

The persons holding positions listed in Appendix A are designated persons under this Conflict of Interest Code. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Section 3. Disclosure Categories.

The disclosure categories set forth in the second column of Appendix A specify which kinds of economic

interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in Appendix A. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.¹

Section 4. Statements of Economic Interest: Place of Filing.

All designated employees shall file an original statement of economic interest with the Secretary of the District, who shall in the case of directors and managers of districts make and retain a copy and forward the original to the Clerk of the Board of Supervisors (multi-county districts forward an original to FPPC.) (Government Code §81010 and 2 Cal. Code of Regs. §18115.) Disclosure statement forms will be supplied by the District.

Section 5. Statement of Economic Interest: Time of Filing

(A) Initial Statements. All designated employees employed by the District on the effective date of this Conflict of Interest Code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this Code. Thereafter, each person already in a position when it is designated by an amendment to this Code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this Code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1, disclosing reportable investments, business positions, interest in real property and income held or received at any time during the previous calendar year or since the date the designated employee took office if during the calendar year.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 6. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

1. File a written resignation with the appointing officer; and

¹The Fair Political Practices Commission does not agree that "public generally" language is permitted with respect to disclosure requirements but does agree that it applies to the disqualifying conflict of interest provisions. If the official can establish that the reasonably foreseeable material financial effect on his or her economic interest is indistinguishable from the effect on the public generally, he or she does not have a conflict of interest within the meaning of the Political Reform Act. If the reasonably foreseeable material financial effect on the public official's economic interest is distinguishable from the effect on the public generally, he or she has a conflict of interest within the meaning of the Political Reform Act. (See 2 Cal. Code Regs. § 18707.)

2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

Section 9. Contents of and Period Covered by Statements of Economic Interest.

(A) **Contents of Initial Statements.** Initial statements shall disclose any reportable investments, interest in real property and business positions held on the effective date of the Code and income received during the 12 months prior to the effective date of the Code.

(B) **Contents of Assuming Office Statements.** Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) **Contents of Annual Statements.** Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Government Code §87302.6, the day after the closing date of the most recent statement filed by the member pursuant to 2 Cal. Code Regs. §18754.

(D) **Contents of Leaving Office Statements.** Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the District, and shall contain the following information:

(A) **Investments and Real Property Disclosure.** When an investment or an interest in real property² is required to be reported,³ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

²For purposes of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

³ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

(B) Personal Income Disclosure. When personal income is required to be reported⁴, the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁵ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal. During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 8. Prohibition on Receipt of Honoraria.

No member of a state board or commission, and no Designated Employee shall accept any honorarium from any source, if the member or Designated Employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

Government Code §89501 (a), (b) and (c) shall apply to the prohibitions in this section. This section shall

⁴A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁵Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code §89506.

Section 8.1 Prohibition on Receipt of Gifts In Excess of \$440.

No Designated Employee shall accept gifts with a total value of more than four hundred and forty dollars (\$440) in a calendar year from any single source, if the Designated Employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. Government Code §89503(e), (f), and (g) shall apply to the prohibitions in this section.

Section 8.2 Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (C), (D), (E), (F), and (G) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (C), (D), (E), (F), and (G) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$ 500) at

any given time.

4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3 Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$ 500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

Section 8.4 Personal Loans.

(A) Except as set forth in subdivision (b), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of \$ 100 or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision A, but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision A, but on which the creditor, based on reasonable business considerations, has not undertaken collection action.

Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating four hundred and forty dollars (\$440) or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.1. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 9.2 Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

Section 9.3. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she is disqualified under this section, the following steps shall be taken:

- (A) The designated employee should immediately refrain from making or participating in the making of the decision; and
- (B) For members of the Board of Directors, the fact that a disqualifying interest exists shall be announced and made a part of the District's official record, and in the case of other designated employees shall be reported in writing to his or her superior.
- (C) After disqualification, a designated employee may make an appearance, submit information or express views on the same basis as any other citizen on matters related solely to his or her personal interest, provide that it is done in public and provided that the person clearly indicated he or she is acting in a private capacity.

Section 10. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code §83114 and 2 Cal. Code Regs. §18329 and §18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

No person who acts in good faith on an opinion issued to him or her by the Commission shall be subject to criminal or civil penalties for so acting, provided that the material facts are as stated in the opinion request.

Section 11. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code §81000 – §91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code §87100 or §87450 has occurred may be set aside as void pursuant to Government Code §91003.

Section 11.1. Statute of Limitations.

No action based on a disqualification provision of this Code shall be brought pursuant to Government Code §91003(b) to restrain the execution of or to set aside official action of the District unless the complaint or petition is filed and served upon the District within 90 days following the official action.

Section 12. Revisions to the District's Conflict of Interest Code.

No later than July 1 of each even-numbered year, the code reviewing body shall direct every local agency which has adopted a Conflict of Interest Code in accordance with the Political Reform Act to review its Conflict of Interest Code and, if a change in its code is necessitated by changed circumstances, submit an amended Conflict of Interest Code in accordance with subdivision (a) of §87302 and §87303 of the Government Code to the code reviewing body.

Upon review of its code, if no change in the code is required, the District shall submit a written statement to that effect to the code reviewing body no later than October 1, of the same year.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

APPENDIX A - RESOLUTION NO. 16-14

APPENDIX A

SECTION 1

PUBLIC OFFICIAL'S FUNCTION/TITLE

**TYPE OF BUSINESS ENTITY,
INVESTMENT, SOURCE OF INCOME, OR
REAL PROPERTY DISCLOSURE**

General Manager
Administrative Services Manager
Superintendent
Assistant Superintendent
District Engineer
Field Supervisor
Management Analyst I/II-
-

1. Motor vehicles and specialty vehicles and parts therefore
2. Construction and building materials
3. Office equipment and supplies
4. Petroleum products
5. Pipes, valves, fittings, pumps, meters, tanks, lift station and other appurtenances
6. Safety equipment and facilities
7. Sewer collection chemicals
8. Engineering and other Consulting Services
9. Computer hardware and software
10. Contracts
11. Real property

Directors or candidates for Director
Attorney

1. All of the above
2. Insurance companies
3. Public Utilities
4. Audit agreements and contracts

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	1020 – CONFLICT OF INTEREST		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	08/07/14
Resolution No	14-06, 15-23, 16-14, 23-32, 24-26	Revised:	10/03/24

PURPOSE

The purpose of this policy is to provide reasonable assurance that all foreseeable conflict of interest situations will be disclosed or prevented, to provide to each affected person a clear and specific statement of his or her duties, and to adequately differentiate between designated employees with different powers and responsibilities. Specifically, the South Placer Municipal Utility District has adopted a Conflict of Interest Code, which shall provide for the disclosure of assets and income of designated employees which may be materially affected by their official actions, and, in appropriate circumstances, to provide that designated employees should be disqualified from acting in order that conflicts of interest may be avoided. Nothing contained herein is intended to modify or abridge the provisions of the California Political Reform Act of 1974, as amended (Government Code §81000 et seq.)

POLICY STATEMENT

Section 1. Incorporation of State Regulations by Reference.

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation, the following provisions of this Policy 1020 and the attached Appendix A, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the South Placer Municipal Utility District (the “District”).

Individuals holding designated positions shall file their statements of economic interests with the District, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). All statements will be retained by the District.

Section 2. Designated Persons and Positions.

The persons holding positions listed in Appendix A are designated persons under this Conflict of Interest Code. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Section 3. Disclosure Categories.

The disclosure categories set forth in the second column of Appendix A specify which kinds of economic

interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in Appendix A. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.¹

Section 4. Statements of Economic Interest: Place of Filing.

All designated employees shall file an original statement of economic interest with the Secretary of the District, who shall in the case of directors and managers of districts make and retain a copy and forward the original to the Clerk of the Board of Supervisors (multi-county districts forward an original to FPPC.) (Government Code §81010 and 2 Cal. Code of Regs. §18115.) Disclosure statement forms will be supplied by the District.

Section 5. Statement of Economic Interest: Time of Filing

(A) Initial Statements. All designated employees employed by the District on the effective date of this Conflict of Interest Code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this Code. Thereafter, each person already in a position when it is designated by an amendment to this Code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this Code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1, disclosing reportable investments, business positions, interest in real property and income held or received at any time during the previous calendar year or since the date the designated employee took office if during the calendar year.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 6. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

1. File a written resignation with the appointing officer; and

¹The Fair Political Practices Commission does not agree that "public generally" language is permitted with respect to disclosure requirements but does agree that it applies to the disqualifying conflict of interest provisions. If the official can establish that the reasonably foreseeable material financial effect on his or her economic interest is indistinguishable from the effect on the public generally, he or she does not have a conflict of interest within the meaning of the Political Reform Act. If the reasonably foreseeable material financial effect on the public official's economic interest is distinguishable from the effect on the public generally, he or she has a conflict of interest within the meaning of the Political Reform Act. (See 2 Cal. Code Regs. § 18707.)

2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

Section 9. Contents of and Period Covered by Statements of Economic Interest.

(A) **Contents of Initial Statements.** Initial statements shall disclose any reportable investments, interest in real property and business positions held on the effective date of the Code and income received during the 12 months prior to the effective date of the Code.

(B) **Contents of Assuming Office Statements.** Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) **Contents of Annual Statements.** Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Government Code §87302.6, the day after the closing date of the most recent statement filed by the member pursuant to 2 Cal. Code Regs. §18754.

(D) **Contents of Leaving Office Statements.** Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the District, and shall contain the following information:

(A) **Investments and Real Property Disclosure.** When an investment or an interest in real property² is required to be reported,³ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

²For purposes of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

³ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

(B) Personal Income Disclosure. When personal income is required to be reported⁴, the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁵ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal. During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 8. Prohibition on Receipt of Honoraria.

No member of a state board or commission, and no Designated Employee shall accept any honorarium from any source, if the member or Designated Employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

Government Code §89501 (a), (b) and (c) shall apply to the prohibitions in this section. This section shall

⁴A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁵Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code §89506.

Section 8.1 Prohibition on Receipt of Gifts In Excess of \$440.

No Designated Employee shall accept gifts with a total value of more than four hundred and forty dollars (\$440) in a calendar year from any single source, if the Designated Employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. Government Code §89503(e), (f), and (g) shall apply to the prohibitions in this section.

Section 8.2 Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (C), (D), (E), (F), and (G) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (C), (D), (E), (F), and (G) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$ 500) at

any given time.

4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3 Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$ 500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

Section 8.4 Personal Loans.

(A) Except as set forth in subdivision (b), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of \$ 100 or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision A, but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision A, but on which the creditor, based on reasonable business considerations, has not undertaken collection action.

Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating four hundred and forty dollars (\$440) or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.1. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 9.2 Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

Section 9.3. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she is disqualified under this section, the following steps shall be taken:

- (A) The designated employee should immediately refrain from making or participating in the making of the decision; and
- (B) For members of the Board of Directors, the fact that a disqualifying interest exists shall be announced and made a part of the District's official record, and in the case of other designated employees shall be reported in writing to his or her superior.
- (C) After disqualification, a designated employee may make an appearance, submit information or express views on the same basis as any other citizen on matters related solely to his or her personal interest, provide that it is done in public and provided that the person clearly indicated he or she is acting in a private capacity.

Section 10. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code §83114 and 2 Cal. Code Regs. §18329 and §18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

No person who acts in good faith on an opinion issued to him or her by the Commission shall be subject to criminal or civil penalties for so acting, provided that the material facts are as stated in the opinion request.

Section 11. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code §81000 – §91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code §87100 or §87450 has occurred may be set aside as void pursuant to Government Code §91003.

Section 11.1. Statute of Limitations.

No action based on a disqualification provision of this Code shall be brought pursuant to Government Code §91003(b) to restrain the execution of or to set aside official action of the District unless the complaint or petition is filed and served upon the District within 90 days following the official action.

Section 12. Revisions to the District's Conflict of Interest Code.

No later than July 1 of each even-numbered year, the code reviewing body shall direct every local agency which has adopted a Conflict of Interest Code in accordance with the Political Reform Act to review its Conflict of Interest Code and, if a change in its code is necessitated by changed circumstances, submit an amended Conflict of Interest Code in accordance with subdivision (a) of §87302 and §87303 of the Government Code to the code reviewing body.

Upon review of its code, if no change in the code is required, the District shall submit a written statement to that effect to the code reviewing body no later than October 1, of the same year.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

APPENDIX A - RESOLUTION NO. 16-14

APPENDIX A

SECTION 1

PUBLIC OFFICIAL'S FUNCTION/TITLE

**TYPE OF BUSINESS ENTITY,
INVESTMENT, SOURCE OF INCOME, OR
REAL PROPERTY DISCLOSURE**

General Manager	1. Motor vehicles and specialty vehicles and parts therefore
Administrative Services Manager	2. Construction and building materials
Superintendent	3. Office equipment and supplies
Assistant Superintendent	4. Petroleum products
District Engineer	5. Pipes, valves, fittings, pumps, meters, tanks, lift station and other appurtenances
Field Supervisor	6. Safety equipment and facilities
Management Analyst I/II	7. Sewer collection chemicals
	8. Engineering and other Consulting Services
	9. Computer hardware and software
	10. Contracts
	11. Real property
Directors or candidates for Director	1. All of the above
Attorney	2. Insurance companies
	3. Public Utilities
	4. Audit agreements and contracts

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Herb Niederberger, General Manager

Cc: Carie Huff, District Engineer
Emilie Costan, Administrative Services Manager
Eric Nielsen, Superintendent

Subject: Appeal – High Hand, 3750 Taylor Road, Loomis
Participation Charge Calculation

Meeting Date: October 3, 2024

Overview

On August 1, 2024, the Board of Directors heard an appeal of the participation charge calculation for High Hand which occupies two buildings in Loomis, a café and nursery at 3790 Taylor Road and a large multi-use building at 3750 Taylor Road that contains retail shops and a brewery. Staff was directed to work with the applicant to determine a reasonable charge for the tenant improvement submittal for the addition of a kitchen within the brewery.

District staff, along with Director Williams, met with Scott Paris, the owner/manager of High Hand. Rather than use a composite calculation for the total premises allowed under Sewer Code 2.03.03.A.2, it was decided to charge for the incremental building addition due to the current tenant improvement, not the entire footprint of the premises. This decision yielded the following calculation:

Building B:

Dining Room and Upper Kitchen – 2,418 sq. ft.
Special Commercial User: 2 EDU per 1,000 sq. ft. per the District’s Sewer Code
2,418 sq. ft. @ 2 EDU per 1,000 sq. ft. = 4.84 EDU
(Less credits, previously paid @ 2/3 EDU per 1,000 square feet = 1.61)
Balance Building B = 3.23 EDU

Building C:

Lower Kitchen – 668 sq. ft.
Special Commercial User: 2 EDU per 1,000 sq. ft. per the District’s Sewer Code
668 sq. ft. @ 2 EDU per 1,000 sq. ft. = 1.34 EDU
(Less credits, previously paid @ 1/3 EDU per 1,000 square feet = 0.22)
Balance Building C = 1.12 EDU

Building B and C EDU Assessment = 4.35 EDU

Total = 4.35 EDU × \$14,728* = \$64,066.80

*rate currently in effect

This is roughly half of the previous calculation.

A letter dated September 18, 2024, copy attached, was sent to High Hand with these calculations based upon a tenant improvement equating to 4.35 EDU. The letter included language noting that any additional improvements to the premises located at High Hand may be subject to the payment of additional charges. Mr. Paris paid the participation charge of \$64,066.80 on September 9, 2024.

The entire footprint of the premises has been placed in billing for a monthly service charge based upon a composite calculation for the total premises per District Sewer Code §2.03.03.A.2 (13.24 EDU). The calculated Monthly Service Charge (currently \$38.94/EDU) billed quarterly will be adjusted accordingly:

$$13.24 \text{ EDU} \times \$38.94^*/\text{EDU}/\text{month} \times 3 \text{ months} = \$1,546.70$$

*rate currently in effect for Fiscal Year 2024/25

Recommendation

Staff recommends that the Board of Directors:

1. Find that the revised calculation of the additional participation charge of 4.35 EDU for High Hand is correct per the District's Sewer Code and Policies;
2. Acknowledge payment of the total Participation Charge due of \$64,066.80;
3. Acknowledge that the entire premises have been placed in billing for a monthly service charge of 13.24 EDUs based upon a composite calculation for the total premises per the District's Sewer Code and Policies.

Strategic Plan Priorities

Provide exceptional value for the cost of sewer service.

- 1) Maintain low service charge while meeting established service levels.

Related District Ordinances and Policies

This action complies with:

Sewer Code – Chapter 2

Fiscal Impact

The collection of the Local and Regional Participation Charge of \$64,066.80 is allocated between Fund 300 (\$21,428.10) and the City of Roseville (\$42,638.70) where it is applied to the debt service of the South Placer Wastewater Authority. The collection of monthly service charges (\$1,546.70 quarterly) will be realized in Fund 100.

Attachments:

- High Hand Overall Site Plan
- High Hand Additional Fee Letter, September 18, 2024



PROJECT INFORMATION:
3750 TAYLOR RD
LOOMIS, CA 95650

ZONING SITE COMPLIANCE: [L.M.C., CH. 13.26.040 TABLE 2-8]

CODE REQUIREMENT	REQUIRED	PROVIDED	DIFFERENCE	GENERAL NOTES
FRONT SETBACK	NO SB ALLOWED	NO SB ALLOWED	0'	COMPLIES
SIDE SETBACK	N/A	N/A	0'	COMPLIES
REAR SETBACK	N/A	N/A	0'	COMPLIES
MAX HEIGHT	35'	29.75'	-5.25'	COMPLIES
FLOOR AREA RATIO	0	0	0	N/A
LOT COVERAGE	35% - 60%	0%	0%	ASSUMED EXPENTION

LOT SIZE		BUILDING LOT COVERAGE						
(E) SF	(N) SF	CHANGE	(E) SF	(E) %	(N) SF	(N) %	CHANGE (SF)	CHANGE (%)
42253 SF	42253 SF	0 SF	31697 SF	75.02%	31697 SF	75.02%	0 SF	0.00%

LEGEND: SITE PLAN

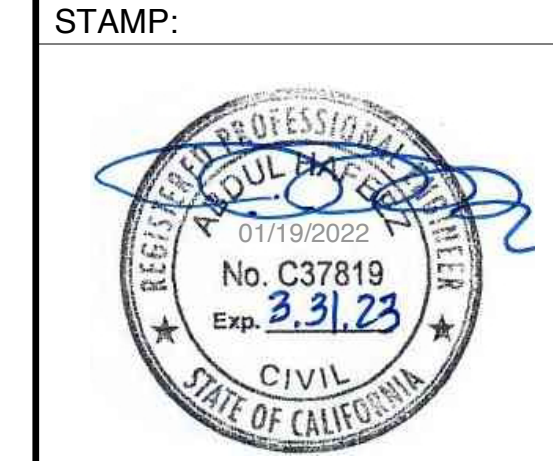
	PROPOSED LOT COVERAGE: PROPOSED IMPERVIOUS LOT COVERAGE
	EXISTING LOT COVERAGE: EXISTING IMPERVIOUS LOT COVERAGE
	RAINWATER DETENTION SITE: XX
	CONCRETE PAD: EXISTING CAST IN PLACE CONCRETE FINISH: EXISTING

GENERAL NOTES: SITE PLAN

- Building A:** 4,127 SF
 - A1: 513 SF Office
 - A2: 729 SF Office
 - A3: 1,242 SF Storage
 - A4: 732 SF Bathroom
 - A5: 911 SF Meeting Space
- Building B:** 4,250SF
 - B1: 1,820 SF Dining Room
 - B2: 1,235 SF Brewery
 - B3: 597 SF Storage
 - B4: 598 SF Upper Kitchen
- Building C:** 2,379SF
 - C1: 668 SF Lower Kitchen
 - C2: 1,711 SF Stage Area
- Building D:** 3,785 SF
 - D1: 2,885 SF Stage Area
 - D2: 900 SF Office
- Building E:** 4,826 SF
 - E1: 1,470 SF Retail/gift
 - E2: 3,356 SF Storage
- Building F:** 9,312 SF
 - F1: 800 SF Retail/gift
 - F2: 560 SF Retail/Gift
 - F3: 672 SF Retail/Gift
 - F4: 300 SF Storage
 - F5: 374 SF Office
 - F6: 832 SF Retail Nursery
 - F7: 5,774 SF Storage

OWNER INFO:
SCOTT PARIS ENTERPRISE INC
P.O. BOX 2280
LOOMIS CA 95650
TEL: 916.257.6832
EMAIL: Scott@highhand.com

TENANT IMPROVEMENT:
HIGH HAND
3750 TAYLOR RD
LOOMIS, CA 95650
APN:004-080-061-000



TITLES:
OVERALL SITE PLAN
PLAN CHECK PC01 06/30/2020
CONST. DOCUMENTS 6/03/2022 XX
SCHEMATIC DESIGN
PRINT DATE/TIME 1/19/2022 5:21:55 PM

SHEET:
A1.11



**SOUTH PLACER
MUNICIPAL UTILITY DISTRICT**

September 25, 2024

Scott Paris
Scott Paris Enterprises, Inc.
3750 Taylor Road
Loomis, CA 95650

Subject: High Hand
APN 044-111-001-000
Additional Sewer Participation Fee

Dear Scott Paris,

Please note that this additional participation fee letter supersedes the additional participation fee letter dated July 1st, 2024.

It has come to South Placer Municipal Utility District’s (the District) attention that changes/alterations **will be/have been** made to 3750 Taylor Road, Loomis, California to accommodate a kitchen addition to High Hand Brewery. Please be advised that the participation fees originally paid on the building are not sufficient to fully cover this change/alteration in usage. In addition, under Chapter 2.03 of the District’s Sewer Code, any alterations to a structure which increase EDU production require the payment of an additional participation charge for each additional EDU or portion thereof. Accordingly, an additional sewer participation fee is due for the kitchen addition along with the remainder of the commercial complex. Based on the Declaration of Density Form, plans, and other information the sewer participation fee for the above project has been determined by the District to be as follows:

CLASSIFICATION: Special Commercial User – Food Service Establishment (FOG Producing)
(2 Equivalent Dwelling Units (EDU) / 1,000 square feet (sq. ft.) per the District’s Sewer Code)

High Hand:

Building B:

Dining Room and Upper Kitchen – 2,418 sq. ft.
Special Commercial User: 2 EDU per 1,000 sq. ft. per the District’s Sewer Code
2,418 sq. ft. @ 2 EDU per 1,000 sq. ft. = 4.84 EDU
(Less credits, previously paid @ 2/3 EDU per 1,000 square feet = 1.61)
Balance Building B = 3.23 EDU

Building C:

Lower Kitchen – 668 sq. ft.
Special Commercial User: 2 EDU per 1,000 sq. ft. per the District’s Sewer Code

668 sq. ft. @ 2 EDU per 1,000 sq. ft. = 1.34 EDU
(Less credits, previously paid @ 1/3 EDU per 1,000 square feet = 0.22)
Balance Building C = 1.12 EDU

Building B and C EDU Assessment = 4.35 EDU

Total = 4.35 EDU × \$14,728* = \$64,066.80

Total Due = \$64,066.80 *rate currently in effect

The Monthly Service Charge (currently \$38.94/EDU) billed quarterly will be adjusted accordingly:

13.24 EDU x \$38.94*/EDU/month x 3 months = \$1,546.70
***rate currently in effect for Fiscal Year 2024/25**

The additional fee has been figured on the size and usage of the space and the determination is consistent with the District's Sewer Code and similar projects within the District. Under the District's Sewer Code, the fee is due and payable immediately upon the completion of the change / alteration and must be paid prior to occupancy. The fee may be paid earlier if so desired. Please be advised that all fees are the responsibility of the record owner of the real property.

Please be aware that all fees are subject to change and the amount due will be based on the rates and ordinances then in effect when payment for the application to connect to the sewer is made, or when/if any subsequent changes occur in the EDU density that result in additional fees being due. There is an increase in the basic rate that is regularly scheduled to occur effective July 1st of each year. The amount due, if paid on or after the effective date, will be required to be paid at the new rate. Please feel free to call the District prior to payment for current rate information or check the District website: <https://spmud.ca.gov/tenant-improvement-plan-check-process>.

The subject matter contained in this letter is material to the real property and project, and should be disclosed to any/all prospective buyer(s) and/or future property owner(s).

If there are any questions, please do not hesitate to contact the District. The District's Sewer Code can be viewed at the District's website: <https://spmud.ca.gov/specifications-and-ordinances>.

Sincerely,



Carie Huff, P.E.
District Engineer

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Eric Nielsen, Superintendent

Cc: Herb Niederberger, General Manager

Subject: Vehicle Purchases –
Electrical Mechanical Technician Crane Truck
Confined Space Entry Cargo Van

Meeting Date: October 3, 2024

Overview

The Field Services Department (FSD) maintains a fleet of vehicles to assist in carrying out the District’s tasks and efforts to provide the high level of service customers expect. FSD maintains a vehicle replacement schedule that plans for the replacement of all vehicles based on an assumed service life with the goal of balancing expenditures from year to year. The vehicle proposed to be replaced is a medium-duty truck used by the Electrical-Mechanical Technicians. It is scheduled to be replaced this year, and the condition and operation of the truck are consistent with a vehicle that should be replaced.

The Advanced Clean Fleet (ACF) Regulation adopted by the California Air Resources Board (CARB) in April 2023 requires that fifty (50) percent of annual vehicle purchases per calendar year are zero-emission vehicles, beginning January 1, 2024. This means that in order to purchase the replacement medium-duty truck, a medium-duty zero-emission vehicle must also be purchased.

After reviewing the District’s fleet, staff identified a vehicle that could logically be replaced with a zero-emission vehicle. The District’s confined space entry cargo van is a diesel Ford Transit. The required range for the functions performed by this vehicle and the frequency of use is lower compared to other District vehicles. This alleviates some of staff’s concerns with electric vehicles and would allow for a good pilot study before other electric vehicles are purchased in the future. The existing cargo van is also experiencing challenges with its exhaust sensors and requires thousands of miles of driving to potentially reset them. Additionally, by replacing the existing cargo van, the District will be saving fuel costs and staff time driving the requisite miles.

District staff typically utilizes the statewide commodity contracts administered by the State of California, Department of General Services, Procurement Division to purchase a cab and chassis, which is outfitted per specifications developed by staff. Typically, a purchasing window will open, the District will obtain pricing information, staff will request authorization for the purchase, and a purchase order will be created before the window closes. Due to supply chain issues, the pricing through statewide commodity contracts is more expensive than buying vehicles from dealerships.

Staff recommends that the Board authorize the General Manager to purchase a Ford F-350 crane truck and a Ford E-Transit, in compliance with the District's Purchasing Policy 3150, within the proposed amounts listed below. The proposed amounts are based on multiple quotes for each vehicle.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 24-27, authorizing the General Manager to:

- 1) Execute the purchase of a Ford F-350 crane truck for an amount not to exceed \$102,000.
- 2) Execute the purchase of a Ford E-Transit cargo van for an amount not to exceed \$56,000.
- 3) Approve the following budget adjustment:
 - a. Increase the Vehicle Replacement budget (400-F01-71302) by \$15,000 from \$216,000 to \$231,000.

Strategic Plan Priorities

This action is consistent with the following Strategic Plan Priorities and Work Plans:

- Maintain an excellent regulatory compliance record
 - Reduce Sanitary Sewer Overflows (SSOs)
- Prepare for the future and foreseeable emergencies

Related District Ordinances and Policies

This action complies with the following District Policy
Policy No. 3150 – Purchasing Policy

Fiscal Impact

The budgeted amount for the Electrical-Mechanical Technician (Ford F-350) Crane Truck vehicle is \$100,000. The lowest quote of the four quotes received for this vehicle is \$101,700.

The planned replacement of two vehicles will be deferred to allow for the purchase of the Confined Space Entry Cargo Van (Ford E-Transit). The lowest quote of the four quotes received for this vehicle is \$55,400.

These two purchases require increasing the Vehicle Replacement budget (400-F01-71302) by \$15,000.

Attachments

- Resolution 24-27 Authorizing the Purchase of Crane Truck and Cargo Van

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 24-27

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE
PURCHASE ORDERS FOR THE REPLACEMENT OF
A CRANE TRUCK AND A CARGO VAN**

WHEREAS, the District requires vehicles to provide the level of service promised to its customers; and

WHEREAS, the Board of Directors has approved a budget item in the current budget for vehicle purchases; and

WHEREAS, per District Policy No. 3150 - Purchasing, the purchase amount exceeds the General Manager's authorized purchasing authority and must be approved by the Board of Directors.

NOW, THEREFORE BE IT RESOLVED, the South Placer Municipal Utility District Board of Directors:

1. Authorizes the General Manager to execute the purchase of a Ford F-350 crane truck for an amount not to exceed \$102,000.
2. Authorizes the General Manager to execute the purchase of a Ford E-Transit cargo van for an amount not to exceed \$56,000.
3. Increases the Vehicle Replacement budget (400-F01-71302) by \$15,000 from \$216,000 to \$231,000.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 3rd day of October 2024.

Signed: _____
James Durfee, President of the Board of Directors

Attest: _____
Emilie Costan, Board Secretary

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Eric Nielsen, District Superintendent

Cc: Herb Niederberger, General Manager
Carie Huff, District Engineer
Emilie Costan, Administrative Services Manager

Subject: Emergency Designation and Emergency Authorization for Sewer Main I07-119 Emergency Replacement Project

Meeting Date: October 3, 2024

Background

The District conducts recurring condition assessments on all gravity sewer mains on a four-year cycle using closed-caption television (CCTV) inspections. Results of the CCTV inspections dictate appropriate follow-up maintenance activities which are scheduled and completed. The results of the CCTV inspection from September 12, 2024, for sewer main I07-119, located in the open space along Antelope Creek south of Sunset Blvd in Rocklin, indicated that roots have grown through the walls of the pipe, stopping the camera from proceeding and impacting the flow through the pipe. The images below show the progression of the pipe deterioration and root growth in less than one year's time.



November 8, 2023

September 12, 2024

Attempts to clean the asbestos cement pipe in November 2023 resulted in chunks of the pipe being broken away. No further cleaning operations have been attempted since November 2023 due to the roots growth through the pipe wall and the evidence of hinge cracks which suggest potential collapse. Plans were made to begin the permitting and design process for the replacement of this section of pipe along with a larger section of the Antelope Creek Trunk (aka Lower Clover Valley

Trunk). Returning to inspect the pipe one year later revealed that the pipeline had deteriorated at a rate much faster than anticipated and that the pipeline was in danger of complete failure. A failure in this section of pipe would result in a sewer spill into Antelope Creek at a rate of 0.6 to 2.0 million gallons per day according to the District's sewer modeling efforts. This spill would be in violation of the State Water Resources Control Board General Order for Sanitary Sewer Systems (Order WQ 022-0103-DWQ).

In accordance with Section 22050 of the Public Contract Code, in the case of an emergency, the Board of Directors, by resolution pursuant to a four-fifths vote, may cause to have a public facility repaired or replaced, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts. The Board of Directors may delegate authority to order any action pursuant to the replacement of the public facility to the General Manager. The Board of Directors is required to review the emergency action(s) at every regularly scheduled meeting until the emergency action is ended.

In accordance with Section 15302 of the California Code of Regulations, the replacement or reconstruction of existing utility systems and/or facilities that are negligible or are not expansion or capacity projects are Class 2 Categorically Exempt.

District staff explored options to rehabilitate the failed sewer main. Any type of trenchless rehabilitation (e.g., cured-in-place pipe, sliplining) requires that the sewer main first be properly cleaned. These options were ruled out since the prior attempt to clean the sewer main resulted in the cleaning equipment damaging the existing asbestos cement pipe. It was determined that open-cut excavation was the only means to effectively replace the failed sewer main. District staff are communicating with local, qualified contractors to determine availability, approach, timeliness, and cost to complete the work. Staff will evaluate the proposals using the criteria listed above. Should the Board approve Resolution 24-28, the District will enter into a Construction Contract with a qualified contractor subject to the approval of the General Manager and the District's Legal Counsel.

The FY 2024/25 Budget contained a line item within Fund 400 for System Rehabilitation of which \$342,000 can be used for this project. The scope of another planned project for this fiscal year changed and the remainder of the budget for that project will be used for this emergency work.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 24-28:

1. Finding that the emergency will not permit a delay caused by a competitive solicitation for bids and that the sewer main replacement is necessary to respond to the emergency in accordance with Section 22050 of the Public Contract Code; and
2. Finding the Sewer Main I07-119 Emergency Replacement Project categorically exempt from the California Environmental Quality Act (CEQA) per Section 15302 (Replacement or Reconstruction); and
3. Authorizing the General Manager to execute the attached Construction Contract with a qualified contractor in an amount not to exceed \$311,000 plus a 10% contingency (\$342,000 total).

Strategic Plan Priorities

This action is consistent with SPMUD Strategic Plan Priorities:

- Maintain an excellent regulatory compliance record
 - Reduce Sanitary Sewer Overflows (SSOs)

Related District Ordinances, Policies, or Resolutions

Policy 3150: Purchasing Policy

Fiscal Impact

Per the Construction Contract, the District will pay the actual costs for the removal and replacement of two hundred and twenty feet of sewer main and one manhole. All construction work is required to meet the District's standards and specifications. Funding for the project will come from Fund 400-T03-71405 – "System Rehabilitation / Capital Improvements Projects".

Attachments:

- Resolution No. 24-28 – Emergency Designation and Authorization to Contract for the
- Sewer Main I07-119 Emergency Replacement Project
Construction Contract

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 24-28

**EMERGENCY DESIGNATION AND AUTHORIZATION TO CONTRACT FOR THE
SEWER MAIN I07-119 EMERGENCY REPLACEMENT PROJECT**

WHEREAS, South Placer Municipal Utility District (District) owns and operates the sewer facilities within the City of Rocklin (City), and

WHEREAS, the District discovered a failed sewer main during the course of a routine condition assessment; and

WHEREAS, the failed sewer main represents a potential threat to public health and the environment and constitutes a real emergency; and

WHEREAS, the District desires to replace the existing failed sewer main; and

WHEREAS, the FY 2024/25 Budget contains a line item within Fund 400 for System Rehabilitation with funds to perform the replacement; and

WHEREAS, the District is willing to accept the improvements in accordance with the provisions of the Construction Contract and the District's Standard Specifications and Improvement Standards for Sanitary Sewers.

NOW, THEREFORE BE IT RESOLVED, the South Placer Municipal Utility District Board of Directors:

1. Finds that the emergency will not permit a delay caused by a competitive solicitation for bids and that the sewer main replacement is necessary to respond to the emergency in accordance with Section 22050 of the Public Contract Code; and
2. Finds the Sewer Main I07-119 Emergency Replacement Project categorically exempt from the California Environmental Quality Act (CEQA) per Section 15302 (Replacement or Reconstruction); and

3. Authorizes the General Manager to execute the attached Construction Contract with a qualified contractor in an amount not to exceed \$311,000 plus a 10% contingency (\$342,000 total).

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 3rd day of October 2024.

Signed: _____
James Durfee, President of the Board of Directors

Attest: _____
Emilie Costan, Board Secretary

CONTRACT FOR SERVICES

SPMUD – SEWER MAIN I07-119 EMERGENCY REPLACEMENT PROJECT

THIS CONTRACT is made on this ____ day of October, 2024, between the SOUTH PLACER MUNICIPAL UTILITY DISTRICT ("District") and _____ ("Contractor").

WITNESSETH:

WHEREAS, the District desires to replace sewer main I07-119 located in the open space along Antelope Creek south of Sunset Blvd in Rocklin, California, on an emergency basis due to a failed condition, and;

WHEREAS, the Contractor has presented a proposal to the District dated _____ (attached hereto and incorporated herein as Exhibit "A") to perform repair and replacement work to District facilities in the above-mentioned location on an emergency basis and is duly licensed, qualified and experienced to perform the construction of such facilities (the "Project" or "Work");

NOW, THEREFORE, the parties hereto mutually agree as follows:

5.0 CONTRACT CONSIDERATIONS: Contractor enters into this Contract as an independent Contractor and not as an employee of the District. All employees, agents, Contractors or subcontractors hired or retained by the Contractor are employees, agents, Contractors or subcontractors of the Contractor and not of the District.

Contractor's decision to execute this Contract is based on independent investigation and research of the conditions affecting this Contract and not upon any representations made by the District, its officers, employees or agents.

5.1 SCOPE OF WORK: Contractor shall provide all labor, equipment, materials and incidentals required to construct and complete, in a good and workmanlike manner, all improvements to provide complete and useable facilities pursuant to the Scope Work set forth in the Contractor's proposal in Exhibit A, subject to the approval of and inspection by the District.

5.2 TIME OF PERFORMANCE: The Contractor is to commence upon execution of this Contract.

5.3 COMPENSATION: The Contractor shall be paid an amount not to exceed \$_____ for all work, materials and bid items described in Exhibit A without the District's prior written approval.

Said amount shall be paid upon completion of the work.

If the work is halted at the request of the District, compensation shall be based upon the proportion that the work performed bears to the total work required by the Contract.

5.4 TERMINATION: This Contract may be terminated, without cause, at any time by the District upon thirty (30) days' written notice. In the event of any such termination, the Contractor shall be compensated as provided for in this Contract. Upon such termination, the District shall be entitled to all work created pursuant to this Contract.

5.5 CHANGES: The District or Contractor may, from time to time, request changes in the scope of the contract to be performed hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation and/or changes in the schedule must be authorized in advance by the District in writing. Mutually agreed changes shall be incorporated in written amendments to this Contract.

5.6 PROPERTY OF DISTRICT: It is mutually agreed that all materials prepared by the Contractor under this Contract shall become the property of the District, and the Contractor shall have no property right therein whatsoever.

5.7 WARRANTY: Contractor warrants that it has the expertise or has experts available to help in the preparation of services as set forth in the contract in a manner consistent with generally accepted standards of Contractor's profession. Contractor further warrants that it will perform said services in a legally-adequate manner in conformance with all applicable federal, state and local laws and guidelines.

Should any failure of the work occur within a period of one year from the date of acceptance of the project by the District due to faulty materials, poor workmanship, or defective equipment, the Contractor shall promptly make the needed repairs at his expense and to the satisfaction of the District.

5.8 SUBCONTRACTING: None of the services covered by this Contract shall be subcontracted without the prior written consent of the District. Contractor shall be as fully responsible to the District for the acts and omissions of its Contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by Contractor.

5.9 ASSIGNABILITY: Contractor shall not assign or transfer any interest in this Contract whether by assignment or novation without the prior written consent of the District. Provided, however, that claims for money due or to become due Contractor from the District under this Contract may be assigned to a financial institution or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the District.

- 5.10 PREVAILING WAGES:** Pursuant to Section 1773, and following, of the California Labor Code, the Contractor and all subcontractors shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations for all work performed on site.
- 5.11 SAFETY:** The Contractor shall be responsible for providing, initiating, maintaining, and supervising appropriate safety precautions and programs in connection with the work or the activities of subcontractors, suppliers, and others at the work site, including the public, as required by U.S. OSHA and Cal OSHA.
- 5.12 PROTECTION OF WORK AND PROPERTY:** The Contractor shall employ such means and methods to adequately protect the District, and other public and private property against damage. In the event of damage to such property, Contractor shall immediately restore the property to a condition equal to its original condition and bear all costs thereof. During progress of the work the Contractor shall keep the construction site in a clean and orderly condition.
- 5.13 INDEMNITY AND LITIGATION COSTS:** Contractor shall indemnify, defend, and hold harmless the District, its officers, officials, agents, and employees from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in the Contract Documents, except such loss or damage which was caused by the sole negligence or willful misconduct of the District.
- 5.14 CONTRACTOR TO PROVIDE INSURANCE:** Contractor shall not commence any work before obtaining, and shall maintain in force at all times during the term and performance of this Contract the policies of insurance specified in Section 7 - Exhibit "B", attached hereto and incorporated herein by this reference.
- 5.15 MISCELLANEOUS PROVISIONS:** The Contractor shall designate a project manager who at all times shall represent the Contractor before the District on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he is removed at the request of the District or replaced with the written approval of the District.

Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation.

This Contract and its Exhibits constitute the entire agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

Contractor shall maintain and make available for inspection by the District and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to Contractor.

SECTION 6

Purposely Left Blank

SECTION 7

INSURANCE

INSURANCE REQUIREMENTS - The successful bidder must provide a current certificate of insurance, naming South Placer Municipal Utility District as also insured. Proof of coverage for the following must be provided within ten (10) business days of notification of award of contract.

Limits of Liability:

General Aggregate (Other than products/Completed Operations):	\$2,000,000
Products/Completed Operations Aggregate:	\$2,000,000
Personal & Advertising Injury Limit:	\$1,000,000
Each Occurrence Limit:	\$1,000,000
Fire damage	\$50,000
Medical expense (Any one person)	\$5,000

Workers compensation Insurance:

Naming the carrier, who must be authorized to do business in the State of California. The Contractor shall require all subcontractors to maintain adequate Workers Compensation Insurance.

The Contractor shall not allow any subcontractor to commence work on his subcontract until such subcontractor has provided proof of insurance in the same type and amount as specified for the Contractor, or; the Contractor shall provide policies which insures the activities of all his subcontractors to the same extent as his own.

2. ENDORSEMENTS:

Each Comprehensive or Commercial General Liability policy shall be endorsed with the following specific language:

- A. "The SOUTH PLACER MUNICIPAL UTILITY DISTRICT, its officers, agents, employees, and volunteers are to be covered as insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement."

- B. "The insurance provided by the Contractor, including any excess liability or umbrella form coverage, is primary coverage to the DISTRICT with respect to any insurance or self-insurance programs maintained by the DISTRICT and no insurance held or owned by the DISTRICT shall be called upon to contribute to a loss."

- C. "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the DISTRICT."

3. AUTOMOBILE LIABILITY INSURANCE:

Automobile Liability insurance covering bodily injury and property damage in an amount no less than two million dollars (\$2,000,000) combined single limit for each occurrence. Covered vehicles should include owned, non-owned, and hired automobiles, trucks and equipment.

SECTION 8

Purposely Left Blank

SECTION 9

GENERAL CONDITIONS

9.1 GENERAL DESCRIPTION OF WORK: This work will be performed on an existing sewer system owned and operated by the District.

9.2 LOCATION OF WORK: The Project is located in Rocklin, California.

9.3 TIME OF COMPLETION: Time is of the essence, the Contractor has until November 15, 2024 to complete this project.

9.4 POINT OF CONTACT (POC): The following District personnel are available to this project:

<u>Name:</u>	<u>Capacity/Title:</u>	<u>Phone No:</u>
Eric Nielsen	Owner's Representative	(916) 786-8555
Emilie Costan	Payments	(916) 786-8555
Aaron Moore	Lead Inspector	(916) 872-3060

The District Superintendent, or his duly appointed representative, is the project manager for this District project and is the Contractor's primary POC. Additional contact information:

Eric Nielsen	Project Manager
Phone:	(916) 786-8555
FAX:	(916) 786-8553
E-mail:	enielsen@spmud.ca.gov
Address:	5807 Springview Drive, Rocklin, CA 95677

9.5 DISPUTE RESOLUTION: In the event of any dispute between the Contractor and the District regarding payment for or prosecution of the work, the Contractor shall not stop the work but will prosecute the work to completion in the manner directed by the District. All claims for extension of time or payment of money of three hundred seventy five thousand dollars (\$375,000) or less shall be resolved pursuant to the provisions of Article 1.5 of Chapter 1 of Part 3 of the Public Contract Code (commencing with section 20104), unless the Contractor and the District agree in writing to a different manner of resolution; provided, however, the District may elect to utilize the dispute resolution procedures as provided in Article 7.1 of Chapter 1 of Part 2 of the Public Contract Code (commencing with section 10240) by providing the Contractor with a notice of such election prior to the issuance of the final contract payment.

The Contractor shall certify at the time of submission of a claim as follows:

I certify under penalty of perjury under the laws of the State of California that the claim submitted herewith is made after a good faith investigation of the facts, that the supporting

data are accurate and complete and that the amount requested accurately reflects the monies due for work performed under the Contract for which the District is liable.

By: _____
(Contractor's signature)

Any litigation arising out of this Contract shall be brought in the Superior Court of Placer County, and the Contractor hereby waives the removal provisions of section 394 of the Code of Civil Procedure.

9.7 SOUND CONTROL REQUIREMENTS: Sound control shall be in conformance with the local governing authority.

9.8 INSPECTION: All material and equipment will be inspected to ensure compliance with the plans and specification requirements.

9.9 ACCEPTANCE: The District will accept the project upon satisfactory completion of all work as described in the plans and specifications.

9.10 PROGRESS PAYMENT INVOICING INSTRUCTIONS: Upon completion of work or delivery of items, the Contractor is to submit an invoice (in duplicate) to the General Manager or his designated representative for certification of work completed or delivery in satisfactory manner.

9.11 RETENTION / SECURITY: Pursuant to Public Contract Code Section 22300, for monies earned by the Contractor and withheld by the District to ensure the performance of the Contract, the Contractor may, at its option, choose to substitute securities meeting the requirements of Public Contract Code Section 22300, or have the retained, earned monies deposited in an escrow account at a federal or state chartered bank.

SECTION 10

SPECIAL PROVISIONS

10.0 REFERENCED STANDARDS AND CODES: The Standards and Codes applicable to the work to be constructed include, but are not limited to the following:

DISTRICT STANDARD SPECIFICATIONS: The Standard Specifications and Improvement Standards for Sanitary Sewers of the South Placer Municipal Utility District, latest edition.

STATE STANDARD SPECIFICATIONS: The 2006 edition of the Standard Specifications of the State of California, Department of Transportation. Reference is made to Section 1 of the State Standard Specifications for other pertinent definitions.

MANUFACTURER'S SPECIFICATIONS: The specifications for materials, design, installation, preparation, etc., for the products involved in this work.

10.1 DEFINITIONS AND TERMS: Whenever the following underlined terms (or similar) are used in the Codes or Standards, or in any documents or instruments where the Codes and Standards govern, the following terms or pronouns in place of them are used, with the intent and meaning to be interpreted as follows:

Agency/State/Owner: **DISTRICT:** The South Placer Municipal Utility District.

Engineer/Architect: **DISTRICT ENGINEER:** The District Engineer of South Placer Municipal Utility District or her duly designated District representative.

10.2 SPECIAL CONDITIONS: Provide all work and materials in full accordance with the latest rules and regulations of the California Administrative Code, OSHA requirements, the latest editions of the Standard Specifications and Codes, and all other applicable laws or regulations.

Furnish without extra charge any additional material or labor required to comply with these rules and regulations, whether shown, specified or not. In the event these Specifications require materials of greater weight, quality or quantity than indicated by Plan or Code requirements, the Specifications shall apply.

All work under this contract shall be typically performed to achieve the highest standard of each and every trade involved whether directly specified or not.

10.3 MATERIALS, SERVICES AND FACILITIES: Except as otherwise specifically stated in the contract documents, the Contractor shall provide and pay for all materials, labor, tools equipment, light, power, transportation, supervision, temporary construction of any nature, and all other services and facilities necessary to complete and deliver the work within the time specified.

10.4 SHOP DRAWINGS: The Contractor shall provide shop drawings to the District for approval as required for the proper prosecution of all aspects of the work.

10.5 PERMITS: The Contractor shall obtain all necessary permits required for the completion of the Scope of Work.

10.6 REGULATORY COMPLIANCE: The Contractor shall provide all appropriate safety equipment required by U.S. OSHA and Cal OSHA for confined space entries and traffic control. Evidence of training for permit required Confined Spaces and Traffic Control shall be submitted to the District for their records at the time the contract is awarded.

The District shall stop work activities in the event that inappropriate safety equipment and traffic control devices are not in use or safety procedures outlined in these Special Provisions, the District Standard Specifications, the State Standard Specifications, and as required by federal and state OSHA and State Labor Code are not adhered to. Work stoppage under these circumstances shall not be considered billable to the District.

10.7 MANHOLE ENTRY: All entries into active sanitary sewer manholes are 'Permit Required' confined space entries, and said entries shall comply with all U.S. OSHA and CAL OSHA safety requirements. These entries shall apply to Contractor's, sub-contractors, their employees, and corporate officers. It shall be the responsibility of the contractor to conform to these safety requirements and provide all the necessary confined space entry equipment. The Contractor shall provide a copy of each completed confined space entry permit to the District upon demand. In addition, as stated in Section 10.6 "Regulatory Compliance", Contractor shall provide to District evidence of completion of confined space training requirements as per Federal Regulation 1910.146 - Permit - Required Confined Spaces.

Full compensation for conforming to the requirements of this section shall be considered as included in the payments for the contracted unit cost pricing and no additional compensation will be allowed.

10.8 BYPASS OPERATIONS: This project necessitates the bypass of live sewer lines. The Contractor shall make provisions to ensure uninterrupted service served by the piping under rehabilitation in such a fashion, that no sewer spills occur. Should a sewage spill occur, as defined by the California Regional Water Control Board, the contractor shall be liable for any and all fines and costs associated with mitigating the spill, cleanup, damage and reporting. The Contractor shall submit a bypass plan and obtain the approval of the District for the method of sewer bypass prior to initiation. Labor and equipment used for sewer bypass operations shall be provided by the Contractor and included into the contracted price.

- a. Redundancy. Two pumps, each with the capability of handling the flows, are required. Bypass operations shall be designed in such a manner that the second pump can immediately take the flows of the primary pump in the event of a failure - until the primary pump failure is resolved. The discharge and suction pipe/hose shall be connected to the pumps such in a manner that no sewage is spilled during the transition from the primary pump to the secondary pump.
- b. The entire system shall be tested (daily) with fresh water for leakage, in the presence of the District Inspector. Any and all leaks shall be corrected prior to startup of the bypass

operations. The system shall be flushed with fresh water prior to dismantling to ensure raw sewage is not spilled.

- c. Bypass operations shall accommodate traffic from the public streets and private property such as driveway access and must comply with the encroachment requirements.
- d. Contractor shall provide an emergency response plan that details spill containment and proper clean up.
- e. The contractor's submittal of his proposed bypass plan must comply with the District's minimum requirements for bypass pumping and must include a simple detail drawing of the setup, the pump curve(s), size/type of the hoses/piping and a narrative describing the bypass operations.

10.9 TRAFFIC CONTROL: Traffic control requirements shall be dictated by encroachment permit issued by the local governing agency. Personal vehicles of the Contractor's employees shall not be parked on the traveled way or shoulders, including any section closed to public traffic. Contractor is responsible to familiarize themselves with liner installation sites and all conditions affecting traffic control. Contractor is encouraged to attend the Pre-Bid meeting, which will include visits to all sites. Labor and equipment used for traffic control operations shall be provided by the Contractor and included into the contracted (unit cost) pricing.

10.10 EXISTING UTILITIES: The Contractor is hereby notified that prior to commencing construction, he is responsible for contacting all utility companies for verification at the construction site of the locations of all underground facilities that may conflict with the placement of the improvements shown on the plans. The Contractor shall call "Underground Service Alert" at 811 forty-eight (48) hours before any excavation is started.

The Contractor's attention is directed to the existence of certain underground facilities that may require special precautions be taken by the Contractor to protect the health, safety, and welfare of workmen and the public.

10.11 CLEAN UP: Work sites shall be maintained in a clean and orderly manner throughout project in so far as possible. At the end of each workday, work sites shall be returned, at a minimum, to their pre-construction condition.

SECTION 11

GENERAL PROVISIONS

11.1 Entire Agreement; Amendment. The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Contract supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work, except those other documents (if any) that are expressly referenced in this Contract. This Contract may be amended only by a subsequent written contract approved and signed by both parties.

11.2 Independent Contractor. Contractor's relationship to District is that of an independent contractor. All persons hired by Contractor and performing the Work shall be Contractor's employees or agents. Contractor and its officers, employees and agents are not District employees, and they are not entitled to District employment salary, wages or benefits. Contractor shall pay, and District shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Contractor's employees. Contractor shall, to the fullest extent permitted by law, indemnify District, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Contractor's independent contractor status or employment-related liability.

11.3 No Waiver of Rights. Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Contractor shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

11.4 Severability. If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Contract.

11.5 Governing Law. This Contract will be governed by and construed in accordance with the laws of the State of California.

11.6 Signature Authority. Each party warrants that the person signing this Contract is authorized to act on behalf of the party for whom that person signs. The parties may execute and deliver this Contract and documents necessary to perform it, including task orders and amendments, in any number of original or facsimile counterparts. When each Party has signed and delivered at least one counterpart to the other Party, each counterpart shall be deemed an original and, taken together, the counterparts shall constitute one and the same document, which shall be binding and effective.

Executed the day and year first above written, by the parties as follows:

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

By: _____
Herb Niederberger, General Manager

Attest:

By: _____
Emilie Costan, Secretary to the Board

Contractor

By: _____

Title: _____

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Eric Nielsen, Superintendent

Cc: Herb Niederberger, General Manager

Subject: Strategic Plan FY23/24 Annual Performance Report

Meeting Date: October 3, 2024

Overview

On September 1, 2022, the Board of Directors (Board) completed an extensive strategic planning process by adopting the South Placer Municipal Utility District (District) Strategic Plan for the years 2023 through 2027. The Strategic Plan establishes the blueprint for the District’s current activities and response to future activities and changing priorities. The Strategic Plan confirms the District’s Mission, Vision, and Core Values as a customer-driven utility dedicated to protecting public health by providing quality sanitary sewer collection service while protecting and preserving our water environment and resources for future generations.

To help ensure success in achieving goals and priorities, a local government agency should follow up, make course corrections, and ensure accountability. Strategic planning efforts are most effective when they create a process where staff is accountable, and the Board fulfills its proper role of overseeing District progress toward agreed-upon priorities. Department managers are responsible for tracking and analyzing performance against the priorities and measurements that they are assigned. Annual performance reports play an important role in communicating the results of that tracking and analysis.

The objective of the attached Strategic Plan FY23/24 Annual Performance Report is to provide the Board and the public with an overview of the breadth of activities in which District staff are engaged. The report summarizes progress against the five strategic plan priorities beginning on **Page 3**.

The report also tracks performance against strategic measurements using the Effective Utility Management (EUM) framework. A list of the measurements organized by EUM attribute is presented in the Table of Performance Measurements located on **Page 9** of the report. The table uses a simple rating system to provide an overview of the performance during the current reporting year and the prior year. This shows the current performance and trends/changes in performance over time. Each measurement in the table also includes a reference to a page number in the report where there is detailed information that includes 1) a description of the measurement, 2) a chart of current and past performance, and 3) an analysis of the performance.

This is the second year of presenting the Board with an update or report card of performance in this manner. The District made good progress in many areas related to its priorities and continued to perform well against many of its measurements. There are a number of measurements that the District has not started tracking yet. Updates on the District's progress in those areas will be provided in future strategic plan annual performance reports.

Recommendation

This is an informational item. Staff recommends that the Board of Directors receive and file the Strategic Plan FY23/24 Annual Performance Report.

Strategic Plan Priorities

This action is consistent with the SPMUD Strategic Plan which outlines the process of returning and reporting progress to the Board on the priorities and performance measurements outlined.

Related District Ordinances, Policies, or Resolutions

Resolution 22-37: Adopt Strategic Plan 2023-2027

Fiscal Impact

There is no direct fiscal impact associated with this annual strategic plan performance report. Individual projects discussed within the report with a fiscal impact will be approved individually by the Board as appropriate.

Attachments:

- South Placer Municipal Utility District Strategic Plan FY23/24 Annual Performance Report

STRATEGIC PLAN 2023 - 2027

ANNUAL PERFORMANCE REPORT

September 2024

South Placer Municipal Utility District

5807 Springview Drive
Rocklin, CA 95677





SOUTH PLACER MUNICIPAL UTILITY DISTRICT Strategic Plan FY23/24 Annual Performance Report

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Executive Summary

The District Board of Directors (Board) adopted a five-year strategic plan in September 2022 following a multi-month process to reaffirm and/or revise its mission, vision, and core values. The strategic plan outlines five priorities with associated work plans and action steps with timelines to guide the efforts of District staff. Staff reports provided to the Board during monthly board meetings reference associated elements of the strategic plan to tie the work being performed to the guidance of the strategic plan. As part of the process of implementing the strategic plan, staff are committed to providing annual updates to the Board by means of annual performance reports. These annual reports provide an opportunity to take a holistic review of the efforts of the District, assess progress, and allow an opportunity for the Board to provide additional direction and comments.

The format of this annual performance report differs from previous strategic plan report cards provided to the Board as the strategic plan for 2023-2027 adopted a new approach. In addition to identifying a small number of targeted, achievable priorities, the strategic plan adopted the Effective Utility Management (EUM) framework. The EUM framework allows for the analysis and reporting on the various District efforts in a well-known and industry-accepted manner. The approach for both the strategic plan priorities and the EUM measurements are described in more detail in the section below on “Report Organization.”

Some of the notable accomplishments relative to the strategic plan efforts from the past fiscal year include the items listed below. Additional information for each of these summarized items is provided in more detail in the report below.

- Investment in fixed-income-securities to reduce interest rate risk and provide stable long-term returns
- Completing the design of the Supervisory Control and Data Acquisition (SCADA) System replacement
- Created a new Workplace Violence Prevention Plan to prepare for potential emergencies

As a five-year strategic plan, a number of planned efforts either have not started yet or saw only limited progress to date. Several items are listed below that staff are tracking closely, and the Board can expect to hear updates on these items in the future.

- Progress toward the development of a comprehensive asset management plan
- Efforts to convert the District’s existing fleet to zero-emission vehicles
- Efforts to make the District a great place to work

The intent of this report is to effectively communicate the efforts of the District to fulfill its mission and vision to the Board and its customers in a thorough and transparent way that is easily navigated. The General Manager will continue to collaborate with department managers between Annual Report Cards to keep things on track and adapt to changing circumstances while keeping the Board apprised of significant accomplishments and deviations. Future strategic plan annual performance reports will build upon the initial efforts to compile this report and hopefully facilitate a continuous discussion about the targeted efforts of the District.



Report Organization

This strategic plan annual performance report is organized into two sections. The first section reviews the progress related to the priorities set in the strategic plan. The priorities and associated work plans and action steps are grouped together. A summary of efforts and progress is given for each of the action steps scheduled for this fiscal year.

The second section provides information on several performance measurements. Those measurements are organized into groups according to the associated EUM attribute (see the strategic plan for information about the EUM). District staff adapted the EUM framework to align with the services it provides (i.e., sewer collection and not treatment). The EUM framework allows staff to report the performance/progress in several areas that are crucial to the services it consistently provides its customers but may not be identified as a strategic plan priority. These measurements will carry over from year to year and from strategic plan to strategic plan to provide continuity in reporting on the District's regular efforts.

The Table of Performance Measurements on page 9 provides a condensed summary of all of the measurements and is meant to provide an overview of the District's performance. The measurements are organized by EUM attribute. The table gives a rating for each measurement for the current and previous fiscal year. This allows one to quickly see how the District performed in this area and see general change in performance from one year to the next. The table also lists the page number of the report where more detailed information/discussion is provided for that measurement.

A table of acronyms and abbreviations is provided at the end of the report to assist the reader if unfamiliar acronyms or abbreviations are encountered in the report.



Priorities and Work Plans

This section reports on the work completed and the work in progress related to the priorities set in the Strategic Plan. The District identified five priorities with associated work plans, actions steps, and timelines. The text describing the District’s progress is organized on the following pages by priority, work plan, and action steps as shown in the figure below.



Figure: Organization of Strategic Plan Priorities, Work Plans, and Action Steps

Maintain an Excellent Regulatory Compliance Record

Reduce Spills

Maintain a compliant Sewer System Management Plan (SSMP)

The State Water Resources Control Board (SWRCB) issued a general order in 2006, that was revised in December 2022, which requires all public sewer collection systems to maintain a Sewer System Management Plan (SSMP). The District currently maintains an SSMP that is compliant with the revised order. The next update and recertification of the SSMP is due by August 2, 2025.

Conduct scheduled audits of the SSMP

One of the requirements of the General Order (Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems) is to conduct regular audits of the compliance and effectiveness of the SSMP. The District’s most recent SSMP Audit was conducted in 2021. Per the revised General Order (i.e., Order WQ 2022-0103-DWQ), the District’s next SSMP Audit is due before February 2, 2025.

Comply with Statewide Sanitary Sewer Systems General Order Reissuance

Attend industry conferences and workshops to stay abreast of updates

The District completed this action step during the 2022/2023 fiscal year. More detailed information can be found in the Strategic Plan F&22/23 Annual Performance Report.

Fully comply with all requirements by the Order’s effective date

The District completed this action step during the 2022/2023 fiscal year. More detailed information can be found in the Strategic Plan F&22/23 Annual Performance Report.



Prepare for the Future and Foreseeable Emergencies

Pay Down Unfunded Actuarial Liability (UAL)

Analyze rates of return on investments and current UAL liability

The District participates in a CalPERS Section 115 CEPP Trust. The funds in the trust can be used to make larger one-time payments towards the District's unfunded liability, smooth payments in years that have larger minimum unfunded liability payment requirements, or to pay normal pension costs. The District receives quarterly statements on CEPPT performance. Annually, the District receives CalPERS actuarial reports for each of the District's risk-sharing pools that provide key information on the CalPERS investment returns and plan experiences that impact unfunded liability payments. Staff uses this information to review strategies and bring them to the Fee and Finance Advisory Committee for further discussion. In addition to the minimum required unfunded liability payments, the District made additional discretionary payments of \$467,739 in FY2023 and \$126,945 in FY2024.

Present findings to the Fee & Finance Advisory Committee for consideration annually

District staff meets with the Fee & Finance Advisory Committee annually in November to review the Annual Financial Audit, District investment performance and policies, and the overall financial position of the District. Staff also meets with the Fee & Finance Advisory Committee every year in May to review Budget Priorities as well as throughout the year if additional discussion is needed. In March 2024, staff met with the Fee and Finance Advisory Committee to review the District's interest rate risk. The Fee and Finance Advisory Committee recommended a proposal to reinvest a portion of the District's investment funds into long-term fixed-income securities to provide consistent returns regardless of the current interest rates. The proposal was presented and adopted at the April board meeting.

Prepare Written Contingency Plans for Emergencies

Develop a list of contingency plans by December 2022

As stewards of the environment and protectors of public health, the District has historically invested significant effort in preparing for emergencies. Examples of this include preparing for and training on sewer spill emergency response plans, emergency action plans to protect staff during emergencies, hazardous material response plans related to the storage of diesel fuel at fixed generators, and workforce continuity of operations plans for events such as the recent pandemic.

Staff has started a list of contingency plans to be developed during the timeframe of this strategic plan.

- Lift Station Emergency Response Plans (one for each station)
- Cybersecurity Incident Response Plan



- Prolonged Evacuation Plan

Develop two plans per fiscal year

Senate Bill 533 was passed on September 30, 2023 and required all employers to design, implement, and maintain a workplace violence prevention plan by July 1, 2024. District staff prepared a Workplace Violence Prevention Plan during the last fiscal year to comply with these requirements. These efforts lead to many enhancements including improved emergency communication methods, improved physical security of District buildings, and improved coordination with the Rocklin Police Department.

The Workplace Violence Prevention Plan was the only contingency plan finalized during FY2024. Staff intends to focus on information technology (IT)-related contingency plans (i.e., cybersecurity incident response plan, data backup recovery plan, and power backup plan) during FY2025.

Leverage Existing and Applicable Technologies to Improve Efficiencies

Develop a Tactical Asset Management Plan

Update asset inventory

The District has maintained a robust inventory of many of its assets (e.g., pipes, manholes) for decades in computerized maintenance management systems. A significant effort was made in FY2023 to update the existing asset inventories. However, additional asset classes were identified as needing to be developed to support the future efforts of developing the District's asset management plan.

In FY2024 the District owns to assess the condition of lower laterals. In FY2024 staff created an inventory of the lateral cameras in its computerized maintenance management system (i.e., Lucity/CentralSquare) so that costs associated with the repair and replacement of these capital assets can be tracked over time.

Update SCADA

Design by August 2024

The District retained the professional services of Carollo Engineers, Inc. to complete the needs assessment, technology selection, in-field radio path survey, and SCADA replacement design in November 2022. The schedule for the 100% design was updated during last year's Annual Performance Report. It is scheduled to be completed by August 2024. The 90% design documents were submitted in July 2024 and the project is on schedule to complete design by August 2024.

Complete Phase 1 by December 2024

The two phases of construction proposed in the Master Plan were combined into one phase. Construction drawings and contract documents are scheduled to be advertised



for bid in the fall of 2024. Construction activities are anticipated to begin by the end of calendar year 2024 and conclude around the end of calendar year 2025.

Reduce Reliance on Energy

Determine the cost of District-wide energy use by July 2023

Electricity and fuel are the two largest uses of energy for the District. Staff began tabulating energy use at the District lift stations, flow recorders, and offices in FY2023. Similarly, the District also began tabulating the fuel use of its fleet.

Electricity and fuel are the two largest uses of energy for the District. As mentioned in the last Strategic Plan Annual Report, staff attempted to collect data about the District's historical electricity and fuel use to better identify trends in usage and cost. The District was able to collect electrical use data back to 2020 and fuel use data back to 2020.

Develop options for energy savings by July 2024

Staff plans to use the tabulated data for electricity and fuel to understand trends and patterns in the District's use of energy and the cost that represents to the District. Initially, two programs will be investigated as potential options for energy savings.

The first is the lift station abandonment program. Lift stations consistently use electricity to convey sewer. Examining options to abandon lift stations by extending gravity pipelines may present viable options for energy savings.

The second program that could impact the District's energy savings is the electrification of the District's fleet to comply with the State's Advanced Clean Fleet requirements. The District will solicit proposals for a consultant to develop a Zero-Emission Vehicle (ZEV) Fleet Transition Master Plan in FY2025 to develop a roadmap and explore options for energy/cost savings.

Provide Exceptional Value for the Cost of Sewer Service

Maintain a Low Service Charge While Meeting Established Service Levels

Complete a rate study by March 2023

Adopt new rates (if necessary) by July 2023

These work plans are complete. The Wastewater Cost of Service and Rate Study has been completed and an Ordinance fixing and establishing the five-year monthly service charges has been adopted as of July 1, 2023.

Use Investment Vehicles with the Best Return

Evaluate investments

The District provides Quarterly and Annual Investment Reports to the Board of Directors. In addition, any investment transactions that occur are reported to the Board in the Administrative Service Manager's Monthly Board Report. Staff works with the California



Special District Association (CSDA), the District’s Banking Manager, and other financial resources to review investment options and bring those options and potential strategies to the Fee and Finance Advisory Committee for further discussion. In March 2024, staff met with the Fee and Finance Advisory Committee to review the District’s interest rate risk. The Fee and Finance Advisory Committee recommended a proposal to reinvest a portion of the District’s investment funds into long-term fixed-income securities to provide consistent returns regardless of current interest rates. The proposal was presented and adopted at the April board meeting

Present options to the Fee & Finance Advisory Committee

Every year at the November Board meeting, an Annual Investment Report is presented to the Board of Directors. Following the report, District staff meets with the Fee and Finance Advisory Committee to review the Annual Financial Audit, District investment performance and policies, and the overall financial position of the District. Staff also meet with the Fee and Finance Advisory Committee every year in May to review Budget Priorities as well as throughout the year if additional discussion is needed.

Become More Involved with the Determination of SPWA Treatment Costs

Staff attends all SPWA Board Meetings

The General Manager and at least one of the department managers (i.e., District Engineer, Superintendent, and Administrative Services Manager) attended the SPWA Board of Directors Meetings during the last fiscal year. These key staff members also met regularly with key staff from the SPWA regional partners (i.e., City of Roseville and County of Placer) to discuss items such as the SPWA fee study, the SPWA Equivalent Dwelling Unit (EDU) Study, potential mutual aid agreements, and development coordination.

Staff from SPWA agencies meet to discuss treatment cost options

At present, more than half of all District annual expenses are incurred by the SPWA to cover operations and maintenance of the two regional treatment plants as well as the annual cost for rehabilitation and replacement at these facilities. The District is taking a more active role in the discussion of how these monies are spent as well as revenue from the energy recovery plant (i.e., methane production and resale as compressed natural gas).

Make SPMUD a Great Place to Work

Employee Recognition

Hold monthly employee recognition events

The District implemented monthly all-hands meetings where employees celebrate achievements, such as from customer comment cards and birthdays. In addition, the Employee Engagement Committee is considering ways to implement employee awards and other ways to foster appreciation between employees.



Promote the Masters Program

In order to cultivate professional development and growth, the District implemented the Masters Program, where employees receive a financial incentive to develop knowledge, skills, and abilities that the District views as desirable. Currently, one employee has successfully completed the program and two additional employees in FSD have begun the process.

Team Building Events

Support Employee Engagement Committee

The Employee Engagement Committee (EEC) meets monthly with representatives from each department to foster a more cohesive and collaborative environment to improve the work experience between employees and across departments. The EEC works to promote a positive culture among employees by prioritizing inclusion and developing ways to demonstrate recognition and appreciation. The EEC planned and held the first annual chili cook-off and trunk-or-treat event in October 2023.

Monthly “All Hands” Meetings

The District implemented monthly all-hands meetings to encourage communication and open discussion amongst employees. Employees present on various topics, which range from the District’s budget to leadership principals, and the capital improvement program.

Annual employee team-building activity

The District facilitates team building events such as the holiday team building event and Koinonia holiday decorating. Koinonia is a local non-profit public service organization that provides support for children and teens. Employees decorate the Koinonia school and administrative offices and the respite care and group homes. In addition, employees may also select and grant wishes from the children and teens in the Koinonia program. The Employee Engagement Committee also planned and held the first summer BBQ picnic for employees and their families at a local park in June 2024.



Performance Measurements

Performance measurement is critical to effectively managing a utility. Karl Pearson (1857 – 1936), an English mathematician and biostatistician authored Pearson's Law: "When performance is measured, performance improves. When performance is measured and reported back, the rate of improvement accelerates." The District has elected to use the Effective Utility Management (EUM) framework which outlines ten elements of effectively managed utilities.

The EUM framework provides detailed information on a range of measurements that utilities can consider using. The District selected a number of measurements from the EUM examples and created measurements that are District-specific. The table below summarizes the measurements used to assess performance, which are organized by EUM element, and it provides a rating based on the system described below. A rating is provided for the fiscal year being reported on as well as the prior fiscal year to be able to identify changes and trends more easily. The table also provides the page number of this report where more detailed information is provided for easy reference. It should be noted that measurements may be changed, added, or removed during the five-year period based on the actual performance and the benefit derived from tracking that measurement.

Rating System Legend and Explanations





-  Satisfactory This symbol signifies that the District has met its goals or that the trend is positive.
-  Watch The symbol signifies that the District is in danger of not meeting its goals, that the trend is indeterminate, or that there is insufficient data to make a determination.
-  Unsatisfactory The symbol signifies that the District has not met its goals or that the trend is negative.
-  No Measurement The symbol signifies that the District has not developed a measurement for this performance measurement yet.

Table of Performance Measurements

EUM Element	Measurement	FY23 Rating	FY24 Rating	Page
Product Quality	Number of Sewer Spills			12
	Number of Spills per 100 miles of sewer main			12
	Volume of Sewer Spills to Waters			13
	Sewer Successfully Conveyed			14
	Number of Blockages			15
Customer Service	Service Call Response Time			16
	Development Review Response Time			16
	Tenant Improvement Review Response Time			17
	Customer Satisfaction Surveys			18



EUM Element	Measurement	FY23 Rating	FY24 Rating	Page
	Error-Driven Billing Adjustment Rate *			18
	Customer Newsletters			19
	Transparency Certification			20
	Obtain GFOA Award		-	20
Stakeholder Understanding and Support	Comparative Rate Rank			22
	Stakeholder Consultation			22
	Stakeholder Input			23
	Stakeholder Satisfaction			23
	Partnering in Your Community			24
Financial Viability	Debt Ratio *		-	26
	Financial Procedure Integrity		-	26
	Revenue-to-Expenditure Ratio		-	27
	Sewer Service Charges Compared to Inflation			28
Operational Optimization	Customer Accounts per Employee *			29
	Personnel Cost as Percentage of Revenue		-	29
	Personnel Cost per EDU		-	30
	Miles of Sewer per Employee			30
	O&M Cost per Mile of Sewer		-	31
	Energy Use per Volume Conveyed			32
	Payment Options			33
	Number of Web Payments			33
	Number of Customers on e-bills			34
	Electronic Forms			34
	Converting Paper Archive Records into the Electronic Content Management System			34
	Employee and Leadership Development	Voluntary Turnover Rate		
Experience Turnover Rate				36
Employee Survey Response				37
Total Training Hours per Employee *				37
Certification Coverage				38
Succession Planning				39
Enterprise Resiliency	Lost Time Hours			40
	Total Recordable Incident Rate			40
	Number of Insurance Claims			41
	Severity of Insurance Claims			41
	Critical Parts and Equipment Resiliency			42
	Power Resiliency			42
	Cybersecurity Resiliency *			42
	Critical Staff Resiliency			43
	Emergency Response Plan in Place			43
	Contingency Plans in Place			44
	Fuel Supply Adequacy			45



EUM Element	Measurement	FY23 Rating	FY24 Rating	Page
Resource Sustainability	Alternative Water Use			45
	Watershed Protection			45
Infrastructure Strategy and Performance	Asset Inventory Data			47
	Asset Inventory in Tyler			47
	Sewer Main Condition Assessment			48
	Lower Lateral Condition Assessment			48
	Lift Station Condition Assessment			49
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	Collection System Failure Rate (Structural) *			50
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	Repeat Customer Service Calls			51
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Community Sustainability	Bill Affordability			54
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	Energy Use Audit			56
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* Indicates an EUM Benchmarking Performance Indicator.				



Product Quality

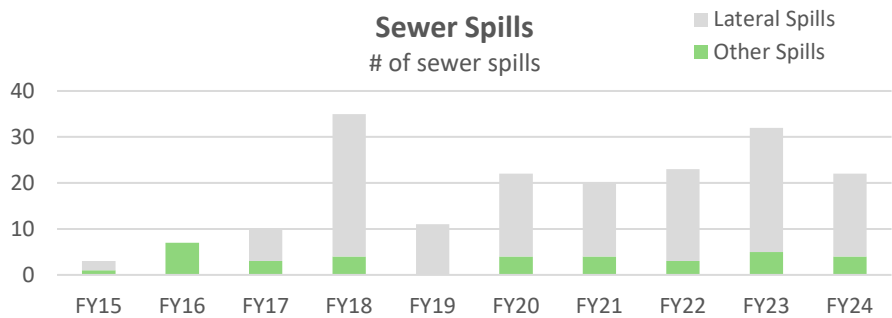


Product Quality

The measurements related to this EUM attribute gauge the District’s efforts to meet the regulatory requirements to lessen sewer spills and the potential associated impacts on public health and the environment.

Number of Sewer Spills

Description: Sewage spilled from a sanitary sewer system may threaten public health, beneficial uses of waters of the State, and the environment. A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Any spill that has the potential to discharge to surface waters of the State is prohibited unless it is promptly cleaned up and reported as required in the Sanitary Sewer Systems General Order. The District’s mission is to protect public health and the water environment which primarily is accomplished by lessening sewer spills through planning and activities.



Analysis: The District has historically had very few spills. The number of spills not originating from a lateral (e.g., from mainlines, manholes, lift stations) has remained consistently low.

In March 2017, the District took ownership of the lower lateral. The number of lateral spills increased after 2017 as a result. Spills from laterals differ from other spills because they typically have limited impact on public health and the environment. The number of lateral spills has remained around twenty per year.



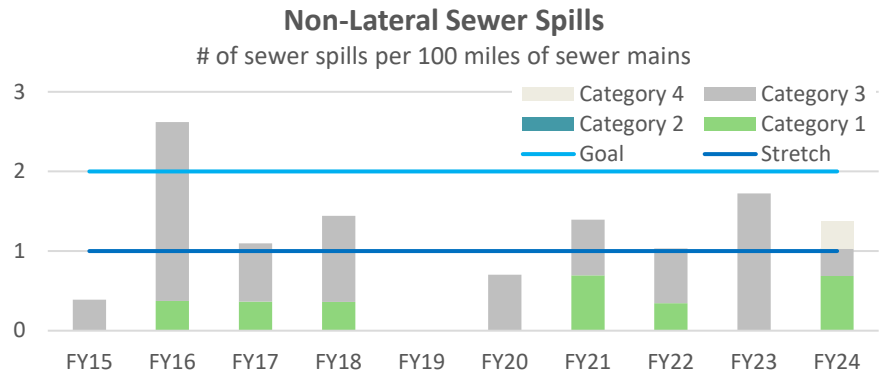
Number of Spills per 100 Miles of Sewer Main

Description: This measurement normalizes the number of spills based on the size of the collection system, which allows for comparison to other agencies regardless of the size of the system. It considers spills from a failure in any part of the collection system except for laterals because not all collection systems take



Product Quality

responsibility for laterals and typically spills from laterals represent a very small risk to public health and the environment. This measurement is tracked this way to ensure that it is useful for comparison and analysis purposes.



Analysis: Two spills per 100 miles of sewer main is a number that is often used in the collection system industry as a benchmark for good performance. With the exception of one year (FY2016), the District has consistently reached its goal of having less than two spills per 100 miles of sewer main. There have been many years where the District has met its stretch goal of having less than one spill per 100 miles of sewer main.



Volume of Sewer Spills to Waters

Description: The District strives to prevent the number of spills. However, when a spill occurs, the District responds according to its Spill Emergency Response Plan to lessen the volume of sewer and mitigate the potential impacts. The District also makes significant efforts to recover as much sewer as practicable after a spill.

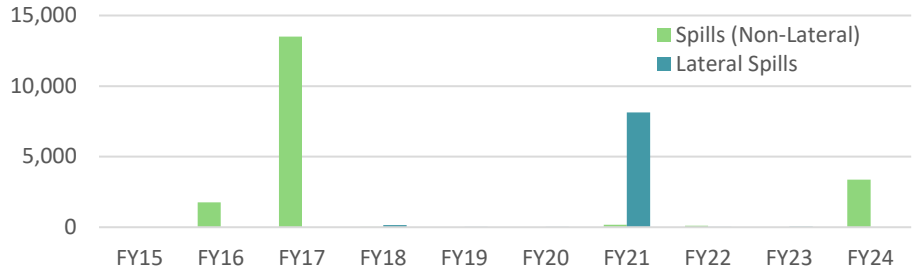
This measurement assesses the volume of sewer spilled over the course of the year and normalizes it based on the size of the collection system. This allows the District to compare performance to other agencies, even if they are a different size.



Product Quality

Spill Volume to Reach Surface Waters

of gallons per 100 miles of Category 1 spills

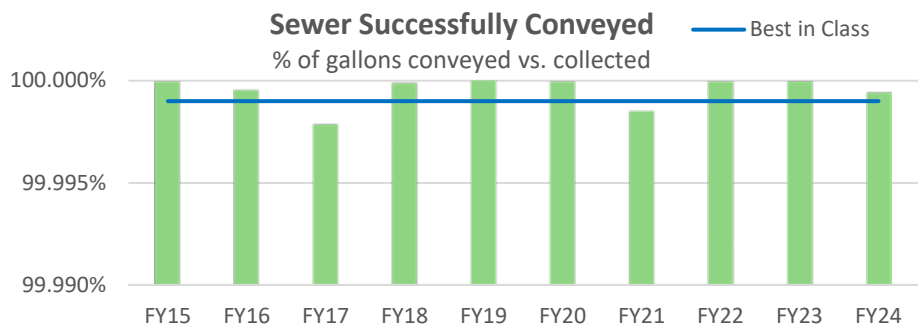


Analysis: The volume of spills in any given year typically is limited to very small amounts. The three exceptions indicated on the above chart are related to specific events. In FY2017 an intense storm event overwhelmed the capacity of the collection system. That capacity constraint was corrected with the Loomis Diversion project and the Foothill Trunk project. In FY2021 a commercial center let a spill go unnoticed and unreported for multiple days, resulting in a large volume spill. During this last year (FY2024) a spill caused by a mainline blockage went unreported by observers for 20 hours after being noticed, allowing for a large-volume spill to occur.



Sewer Successfully Conveyed

Description: This measurement assesses the effectiveness with which the District collects sewer from its customers and conveys it to facilities where it can be treated before being discharged back into the environment. It compares the volume of sewer lost during spill events against the volume conveyed to the South Placer Wastewater Authority through the District’s flow recorders.



Analysis: The benchmarks for “good” performance (i.e., 99.9%) and “best in class” performance (i.e., 99.999%) are used in the IT industry when measuring the uptime of mission critical networks. For comparison, “best in class” performance of an IT network means that it only has 5.4 minutes of downtime



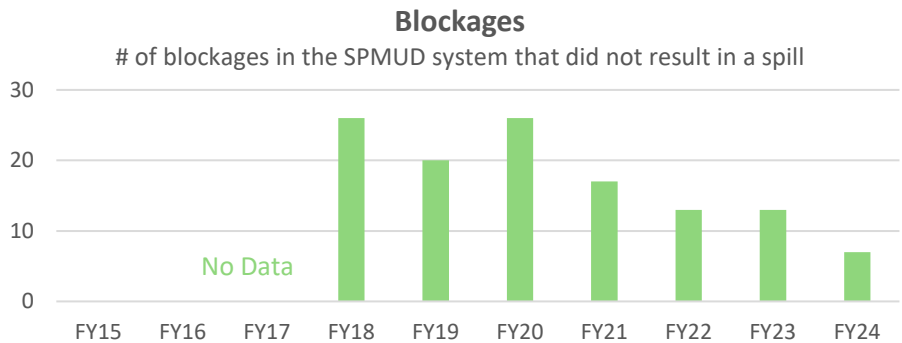
Product Quality



in a year. The District fulfills its mission to protect public health and the environment and provide effective and efficient service. The District’s performance according to this measurement is very good.

Number of Blockages

Description: This measurement counts the number of blockages reported by customers in the District-owned portion of the sewer system. Prior to 2017, the District did not own the lower lateral and thus the method of tracking responsibility for the blockage changed. To remain consistent, the chart only shows data for the full years in which the District tracked responsibility the way it is currently tracked. This is an important measure because it is a leading indicator of potential spills, showing “near misses” for sewer spills.



Analysis: The chart shows that the number of blockages reported by residents that prove to be the District’s responsibility has trended downward over recent years. Callouts regarding blockages are predominantly for issues in the lateral. This measurement indicates that the efforts of the District’s lower lateral crews are addressing issues before they become problems, resulting in a customer service call or spill.



Customer Satisfaction

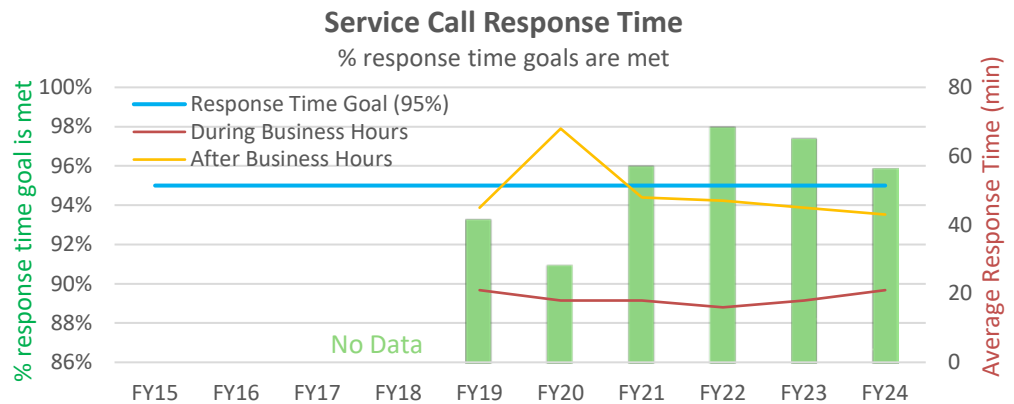


Customer Satisfaction

The measurements related to this EUM attribute gauge the District’s success in being responsive, reliable, and respectful to its customers.

Service Call Response Time

Description: Customers can call 24/7 to report an issue and at least one employee will respond on-site. This measurement assesses the consistency with which employees on standby respond when called out by customers within the timeframes set by the District. The District has committed to responding within 30 minutes during business hours and within 60 minutes outside of business hours. The District began tracking this measurement in 2019. The chart below shows the percentage of time in a year that the target response times are met (green bars). It also shows the average response time in minutes (red line for during business hours, orange line for after hours).



Analysis: In 2020 the District noticed that improvement was needed in this area. Changes were made to improve the chain of communication in the receipt of calls after hours and coverage for response during business hours. Since those changes, the service response time goals have been met.



Development Review Response Time

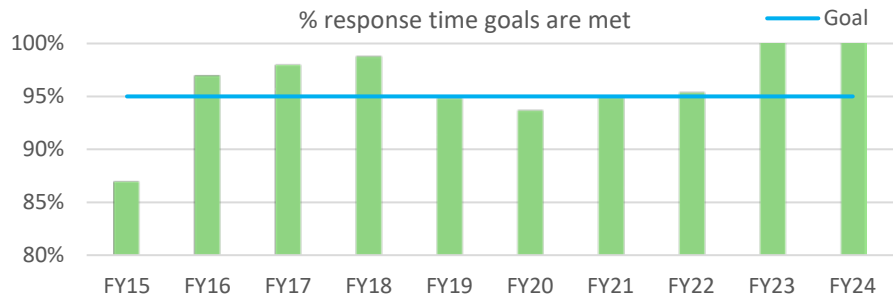
Description: This measure is a percentage of the number of development plan reviews turned around in twenty days for the first review and ten days for each subsequent review divided by the total number of plan reviews.



Customer Satisfaction



Development Review Response Time

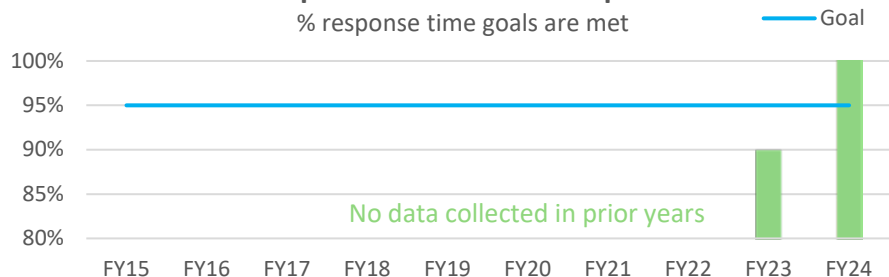


Analysis: The District’s goal is to provide excellent customer service by providing prompt reviews and responses when improvement plans are submitted and to ensure the comments are consistent with the District’s Standard Specifications and Improvement Standards for Sanitary Sewers. Thoughtful reviews are imperative during each step of the plan review process, from pre-development comments to improvement plan reviews. Consideration of long-term District objectives are a priority at all levels of review so that the District’s needs are met now and in the future.

Tenant Improvement Review Response Time

Description: This measure is the percentage of tenant improvement plan reviews turned around in twenty days for the first review and ten days for each subsequent review divided by the total number of plan reviews.

Tenant Improvement Review Response Time



Analysis: The District’s goal is to provide excellent customer service by providing prompt reviews when tenant improvements are submitted and to provide substantive comments based on the District’s Standard Specifications and Improvement Standards for Sanitary Sewers. The District’s implementation of pre-design meetings for food service establishments are extremely beneficial in streamlining the review process. Pre-design meetings happen when changes or alterations to existing buildings occur and include a



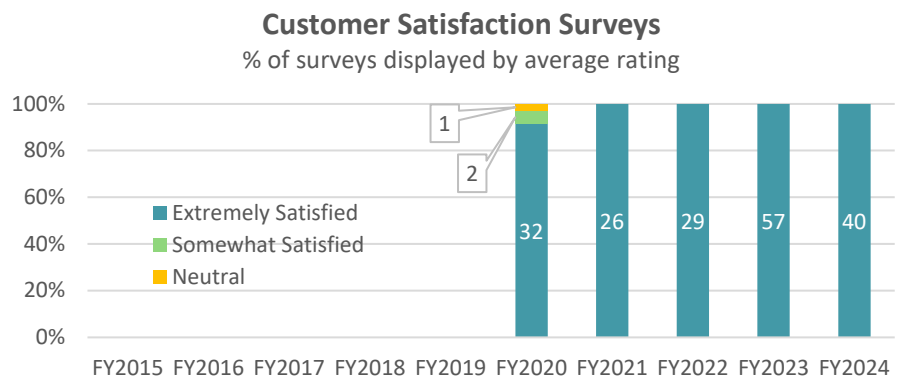
Customer Satisfaction



condition assessment of existing grease control devices. These meetings ensure that the applicant is aware of the District’s requirements and the design is based on the real-world scenario. Since last year, the tenant improvement response time has improved.

Customer Satisfaction Surveys

Description: The District collects customer survey information from survey cards and forms on the District website. Customers can rate the service they have received (i.e., extremely satisfied, somewhat satisfied, neutral, somewhat dissatisfied, or extremely dissatisfied) in four different areas (i.e., professionalism, response time, communication, quality of work). The numbers on the columns in the chart below indicate the number of customer surveys received in the given rating.



Analysis: The District began collecting this data in FY2020. Since that time, only three out of 147 surveys have indicated anything other than an “extremely satisfied” rating. Two surveys in FY2020 had all but one of the areas marked as “extremely” satisfied”. There was one survey in FY2020 that marked all areas as “neutral”.

This is indicative of the excellent customer service that District employees consistently provide to District customers. It is encouraging to see that the total number of surveys returned by customers increased in FY2023.



Error-Driven Billing Adjustment Rate

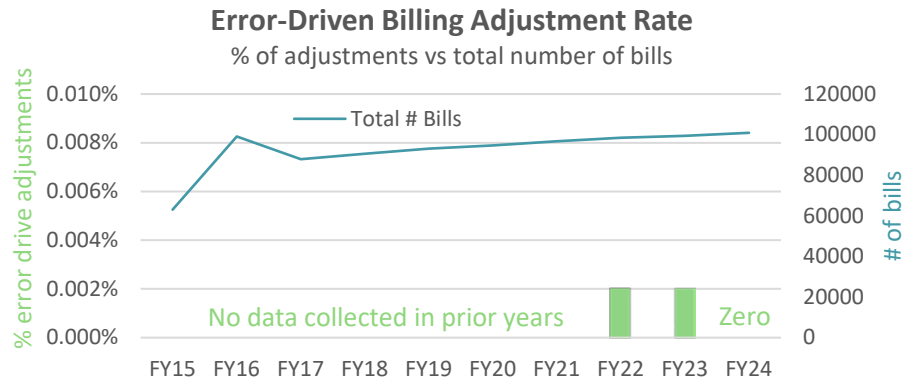
Description: Due to the nature of the District's flat-rate billing model and automated billing process, billing errors are infrequent. While EDUs are subject to change based on the building use, it is the responsibility of the property owner to update the District when a use changes. District staff conducts



Customer Satisfaction

quarterly billing audits to ensure that commercial properties are assessed properly.

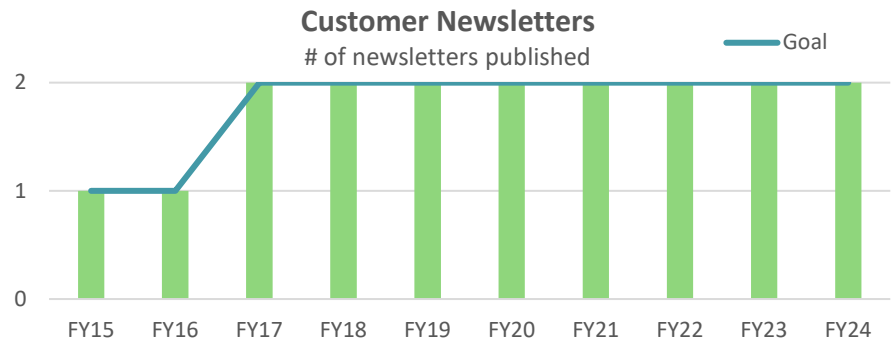
This is an EUM Benchmarking Performance Indicator.



Analysis: This is a newer measurement that is now being tracked in the customer information system. There were no error-driven billing adjustments made in FY2024.

Customer Newsletters

Description: The District sends a Spring and Fall Newsletter that is included with the customer billing statement. In FY2023, for the first time, newsletters were also sent electronically to customers who have elected to receive electronic billing statements. The measurement tracks how well the District is communicating relevant information to its customers.



Analysis: The newsletter began as an annual letter in December 2015 and increased to two newsletters a year in FY2017. Two newsletters have consistently been sent to customers since that time.

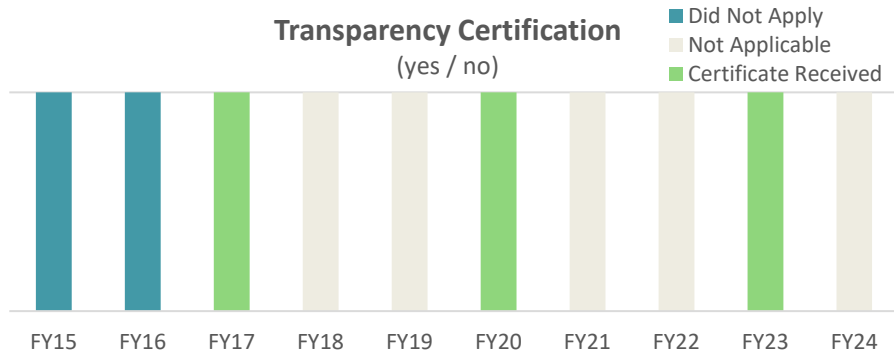


Customer Satisfaction



Transparency Certification

Description: The Special District Leadership Foundation (SDLF) administers an award program whereby they recognize Special Districts for their outstanding efforts to promote transparency and good governance. To receive the District Transparency Certificate of Excellence, a District must demonstrate the completion of essential governance transparency requirements, including conducting ethics training for all board members, properly conducting open and public meetings, and filing financial transactions with the State Controller's Office. The Transparency Certificate of Excellence is awarded every three years.



Analysis: The Transparency Certificate of Excellence is awarded every three years. The District received this award for the first time in FY2017. Since then, the District has applied for and received the award every three years.

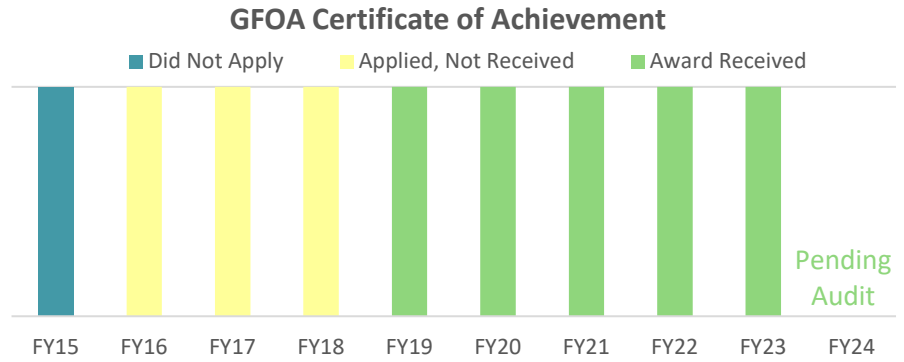
Obtain GFOA Award

Description: The Certificate of Achievement for Excellence in Financial Reporting awarded by the Government Finance Officers Association (GFOA) is the highest form of recognition for excellence in state and local government financial reporting. To be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.





Customer Satisfaction



Analysis: The District has received this prestigious award for its Annual Comprehensive Financial Reports for five consecutive years.



Stakeholder Understanding and Support

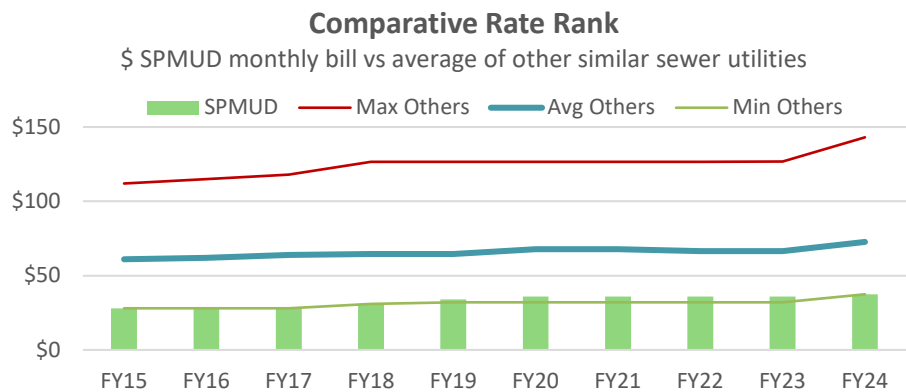


Stakeholder Understanding and Support

The measurements related to this EUM attribute gauge the District’s ability to engender understanding and support from customers, community interests, and regulatory bodies. The measurements gauge the District’s efforts to engage in partnerships and establish the utility as an anchor institution (critical asset) to the community.

Comparative Rate Rank

Description: The District works hard to maintain one of the lowest monthly rates in the region for its customers. Rates are compared against Placer County, the Cities of Roseville, Lincoln, Auburn, and Colfax, the Truckee Sanitation District, and the North Tahoe, Tahoe City, and Olympic Valley Public Utility Districts.



Analysis: The District has consistently maintained one of the lowest rates in the region over the last ten years. In FY2014, FY2015, FY2016, FY2017, FY2023 and FY2024 the District had the lowest rate in the region. A cost-of-service study was conducted in FY2023 and the Board approved a five-year rate increase that continues to see the District as the lowest cost provider in the region.



Stakeholder Consultation

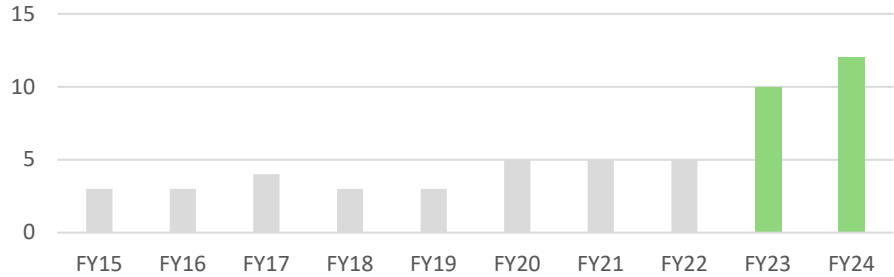
Description: The District strives to partner with stakeholders (i.e., anyone who can affect or be affected by the District) to coordinate shared goals, engender understanding, and receive input to meet the District’s mission and vision. This measurement counts the number of stakeholder entities with which the District engages.



Stakeholder Understanding and Support

Stakeholder Consultation

of active contacts with stakeholders in key areas



Analysis: This is a relatively new measurement for the District. Estimates were made to determine the number of active contacts in previous years (shown in grey). As noted in the chart, the number of contacts has grown over the last decade. The number of active stakeholder contacts in FY2024 is twelve and includes the City of Rocklin, Town of Loomis, Placer County, South Placer Wastewater Authority, Placer County Water Agency, Rocklin Chamber of Commerce, Loomis Basin Chamber of Commerce, Rocklin Unified School District, Loomis Union School District, and North State Building Industry Association. Two new active stakeholder contacts were added this year; Sierra College and Placer Union School District.

Stakeholder Input

Description: Input is crucial when utilities work to set service levels, rate structures, operating budgets, capital improvement programs, and risk management decisions. The intent of a measurement like this is to track the District’s efforts to actively seek input from stakeholders. A measurement has not been identified yet.

Analysis: The District actively seeks input from stakeholders through public hearings, outreach through chamber of commerce meetings/activities, periodic luncheons, bill inserts, newsletters, and customer survey cards. The District intends to develop a method to collect and track stakeholder input before the end of this strategic plan period (i.e., end of FY2027).

Stakeholder Satisfaction

Description: It is important that utilities actively engage in partnerships and seek to understand what it takes to be a “good neighbor”. Soliciting stakeholder feedback on their satisfaction with the overall job of the District. The intent is to provide stakeholders with a survey that can be used to rate the



Stakeholder Understanding and Support

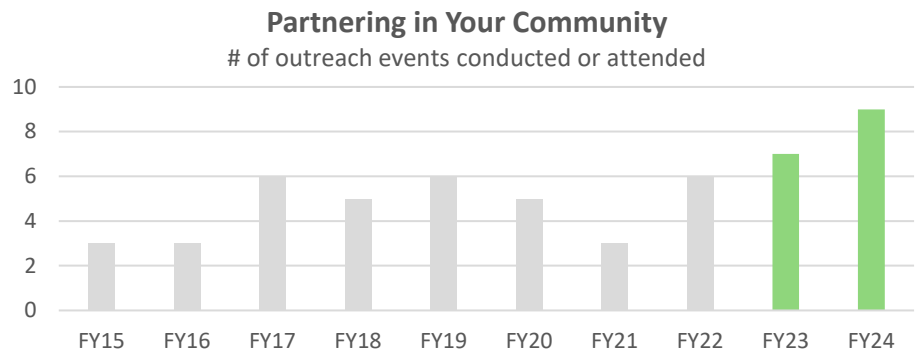


performance of the District as well as provide specific feedback on successes and areas of potential improvement.

Analysis: This survey has not been developed yet. The District intends to develop a method to collect and track stakeholder satisfaction before the end of this strategic plan period (i.e., end of FY2027).

Partnering in Your Community

Description: Utilities should actively reach out to stakeholders in the community to promote an appreciation of the true value of water and the District’s role in the social, economic, public, and environmental health of the community. This measurement tracks the number of outreach events conducted or attended by the District to build support and highlight the value of sewer services.



Analysis: This is a relatively new measurement for the District. Estimates were made to determine the number of outreach events in previous years (shown in grey). As noted in the chart, participation in events has grown over the last decade.

For many years the District has reached out to the community by participating in community events such as the Rocklin Civic Engagement Event, Hot Chili Cool Cars (Rocklin Chamber), Loomis Day Before Thanksgiving Parade (Loomis Chamber), Rocklin State of the City, Loomis State of the Town, Government Relations Committee Meetings in various jurisdictions, and specific outreach for capital improvement projects. The District participated in the inaugural Meet the Machines event hosted by the City of Rocklin this last year.

The managers from each of the District’s three departments have been accepted into and graduated from the Leadership Rocklin program. One of the managers is currently serving on the Leadership Rocklin Steering Committee. This program gives participants the distinct opportunity to meet, connect, and network with community leaders.



Stakeholder Understanding and Support

Additionally, the District worked with a consultant to create an individualized comic book that is specific to the District (e.g., the types of work we perform and the types of equipment we use). The District plans to distribute the comic books at future public outreach events including public education/outreach to schools within the District.



Financial Viability



Financial Viability

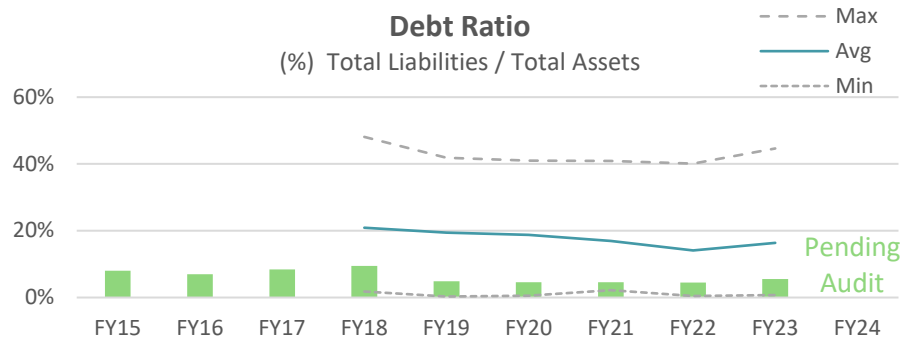
The measurements related to this EUM attribute gauge the District’s effectiveness in planning for the full life-cycle cost of utility operations, establishing predictable rates, accounting for affordability, and implementing sound strategies for ensuring revenues.

Debt Ratio

Description: The District has assets primarily in the form of infrastructure and capital reserves to expand and maintain that infrastructure. The District has a continuous current liability due to the nature of its billing practices as billing occurs in arrears; however, the District participates in the County Teeter Program which assesses unpaid sewer balances to the property tax bill and greatly mitigates risk from this liability. The only long-term liabilities of the District are pension and other post-employment benefit liabilities.

Debt ratios from Placer County, the Cities of Roseville, Lincoln, Auburn, and Colfax, the Truckee Sanitation District, and the North Tahoe, Tahoe City, and Olympic Valley Public Utility Districts are used as a point of comparison with the District’s.

This is an EUM Benchmarking Performance Indicator.



Analysis: The District has no conventional debt for the financing of District improvements and has maintained a consistently low rate of liabilities versus assets.



Financial Procedure Integrity

Description: The District is subject to an annual audit of its financial statements. During the audit process, the auditor examines the policies, procedures, practices, and reporting by the District and determines if material weakness, proper accounting and billing policies, and internal controls exist.

The following chart conveys the following information:

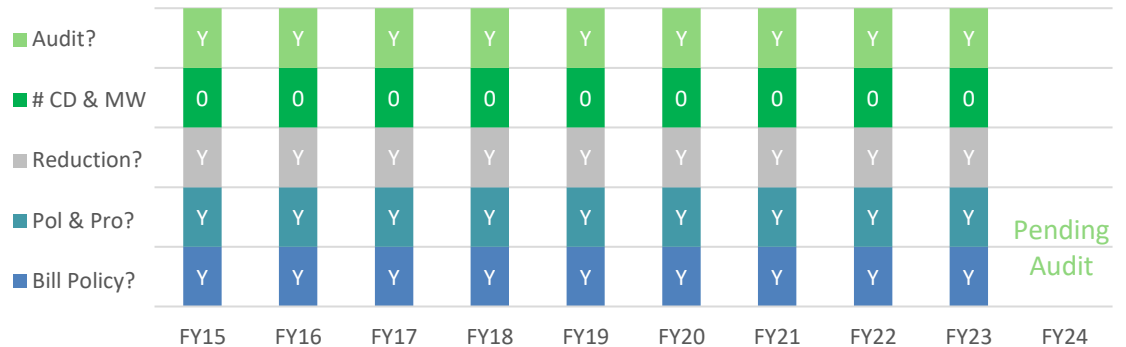
Audit? Are financial results and internal controls audited annually?



Financial Viability

- # CD & MW Number of control deficiencies and material weaknesses reported on annual audits.
- Reduction? Have the number of control deficiencies and material weaknesses been reduced from previous audits?
- Pol & Pro? Does the utility have financial accounting policies and procedures?
- Bill Policy? Does the utility have a formal policy for the bill collection process?

Financial Procedure Integrity (yes / no)



Analysis: The District has not had any material weaknesses in its financial statements over the last ten years. The various District auditors have consistently determined proper accounting and billing policies and procedures and internal controls are in place.

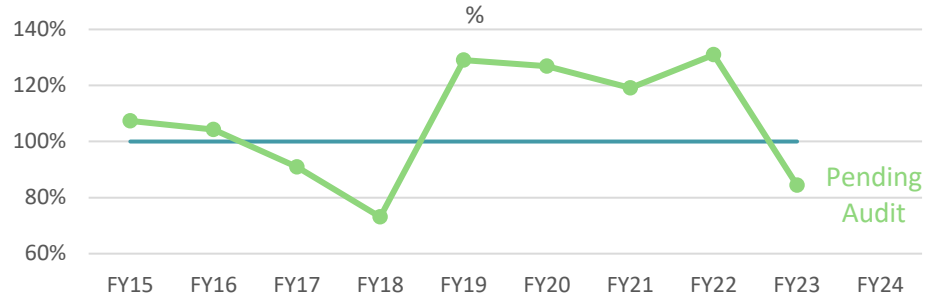
Revenue-to-Expenditure Ratio

Description: The District primarily generates revenue through monthly service charges and connection fees. Monthly service charges are used to fund operations and maintenance and repair and replacement expenses, and connection fees are used for expansion and enlargement of the system. The timing of large capital projects impacts the revenue and expenditures year to year with some years having higher revenue that is placed into fund balances and some years having higher expenditures as the large capital projects are completed.



Financial Viability

Revenue-to-Expenditure Ratio

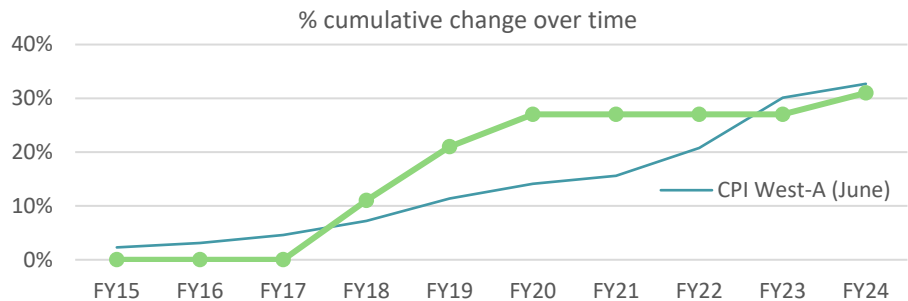


Analysis: Expenditures fluctuate substantially based on the timing of capital projects. Operating fund expenditures in FY2023 experienced a significant increase from inflationary pressures resulting in the need for a cost-of-service study and rate increase. Overall, the District has managed to maintain low monthly service charges by minimizing expenditures and avoiding debt service.

Sewer Service Charges Compared to Inflation

Description: This measurement tracks increases in the Consumer Price Index against increases in the District's monthly sewer rate. The District works hard to maintain one of the lowest monthly rates in the region for its customers.

Sewer Service Charges Compared to Inflation



Analysis: The Consumer Price Index and the District's monthly service charge have not gone up at the same rate year to year. Historically, the District has tried to maintain rates for as long as possible before adopting an increase. This has required catch-up increases from sustained rates that do not keep up with inflationary pressures. Overall, the District's monthly rate has remained below the CPI over the last ten years.



Operational Optimization



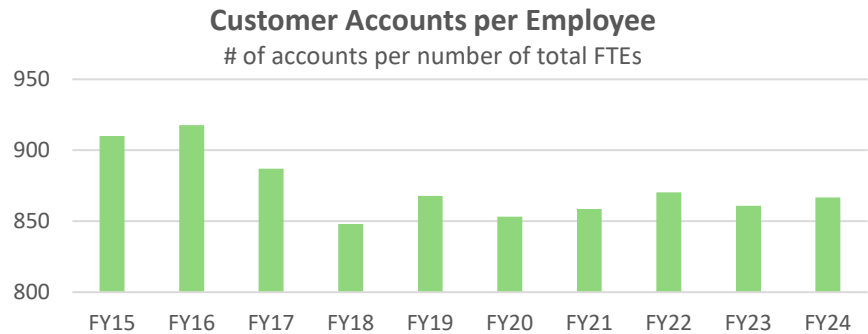
Operational Optimization

The measurements related to this EUM attribute gauge the District’s efficiency in all facets of its operations including day-to-day operations, the use of automated and smart systems, and efforts to reduce waste.

Customer Accounts per Employee

Description: The District’s vision is to be an efficient and cost-effective sewer service provider. One way to measure the District’s efforts to achieve this vision is to examine the number of customer accounts per full-time employee. This measurement allows the District to see if the work to be performed is matched by a workforce to complete it.

[This is an EUM Benchmarking Performance Indicator.](#)



Analysis: The number of employees grew in FY2017 when the District took ownership of the lower lateral while the number of customer accounts remained the same. This explains the noticeable drop in the number of accounts per full-time employee in FY2018. Since that time, the number of customer accounts per employee has remained steady. As the number of customer accounts has grown, so has the number of employees in the District.



Personnel Cost as Percentage of Revenue

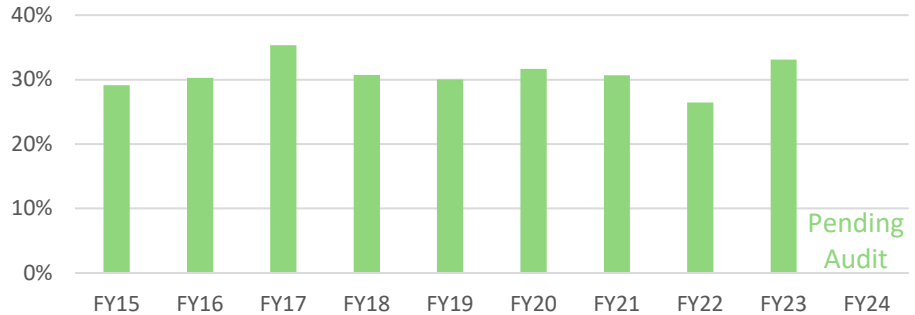
Description: The District strives to sustain a workforce that can maintain the District's collection system efficiently and cost-effectively. This measurement tracks the percentage of revenue used for personnel costs.



Operational Optimization

Personnel Cost as a Percentage of Revenue

% Personnel Cost / Revenue



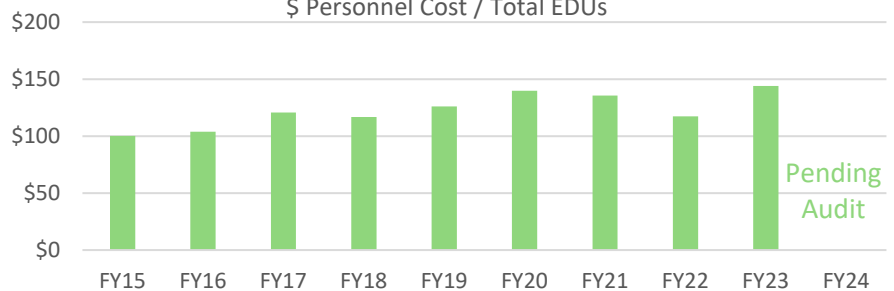
Analysis: Personnel costs account for approximately thirty percent of sewer service revenues. This performance measurement is a key indicator of when cost of service studies are likely required to analyze and set appropriate rates.

Personnel Cost per EDU

Description: An EDU is used to determine design and fee requirements based on the typical average flow and strength of wastewater generated from a single-family residential (SFR) occupancy. The Personnel Costs per EDU measurement shows the cost of staffing resources as the system grows.

Personnel Cost per EDU

\$ Personnel Cost / Total EDUs



Analysis: Personnel Costs per EDU have fluctuated over the last ten years due to changes in approved positions, staff turnover, and inflationary pressures. For example, in FY2017, the District took responsibility for the lower laterals from District property owners and added two new positions to maintain these pipe segments.

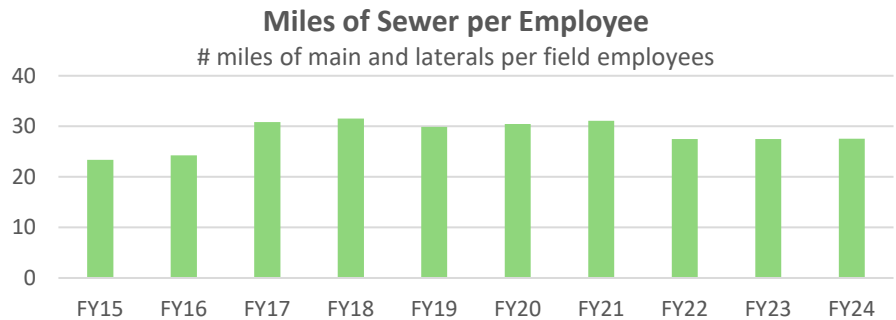
Miles of Sewer per Employee

Description: This measurement tracks the ratio of miles of sewer against the number of field employees needed to operate and maintain the sewer system. Miles of



Operational Optimization

sewer is defined as the miles of sewer main and lower laterals owned and operated by the District. The employees that are counted in this measurement are those who work directly on the collection system (i.e., maintenance workers, lead workers, and field technicians).

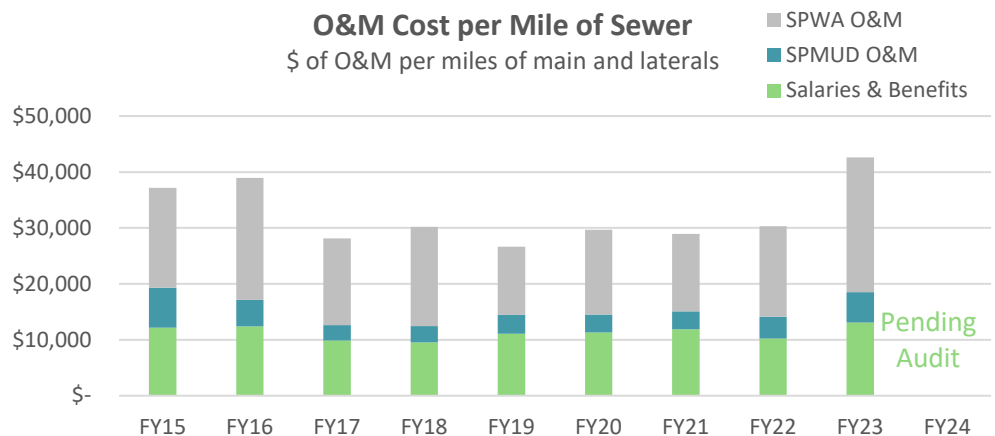


Analysis: The number of miles of sewer per employee has remained relatively steady with one exception. The number visibly increased in 2017 when the District took ownership of lower laterals. This added a significant amount of sewer (i.e., approximately 120 miles) to the system. The District has hired four additional field staff since 2017 but continues to operate the collection system very efficiently according to this ratio.



O&M Cost per Mile of Sewer

Description: This measurement normalizes the operation and maintenance costs based on the size of the collection system, which allows for comparison to other agencies regardless of the size of the system. The costs used in this measurement are taken from audited operating fund expenditures before depreciation.





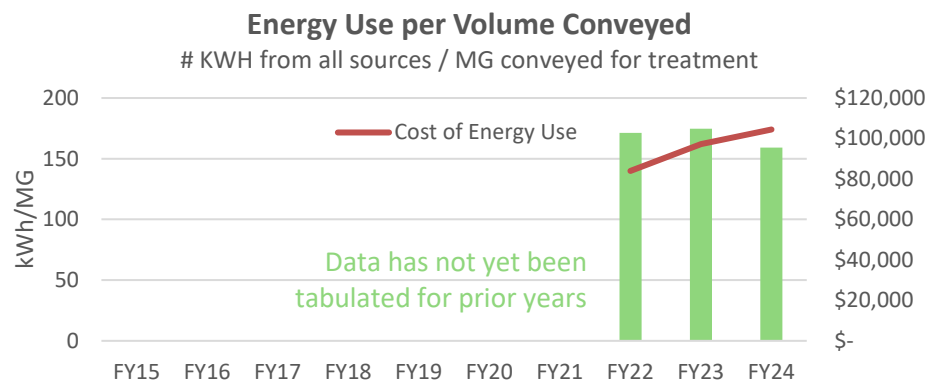
Operational Optimization



Analysis: The cost of operation and maintenance per mile of sewer decreased in FY2017 when the District took ownership of lower laterals and the total miles of sewer increased. Otherwise, the cost of operation and maintenance has remained consistent until FY2023. Costs in FY2023 increased markedly due to inflationary pressures on salary, benefits, property/liability insurance, and equipment costs. Additionally, SPWA changed the accounting methodology for treatment O&M and rehabilitation costs resulting in a large increase.

Energy Use per Volume Conveyed

Description: Electricity is the primary source of energy used by the District to convey sewer through its collection system. This measurement compares the kilowatt-hours (kWh) used at all District facilities to the millions of gallons of sewer conveyed for treatment.



Analysis: The number of kilowatt-hours used is collected from the District’s utility bills. That information has only been readily available since FY2022. The District’s use of energy per million gallons conveyed slightly decreased during the last fiscal year. It is interesting to note that cost of energy use increased during that same period. This measurement will need to be monitored for a longer period before trends can be identified. The amount of energy needed to convey sewer could be decreased if gravity sewer mains are extended to abandon lift stations as part of the District’s fledgling lift station abandonment program. The amount of electricity used is projected to increase as the District transitions to a zero-emission fleet to comply with the state’s Advanced Clean Fleet regulation.

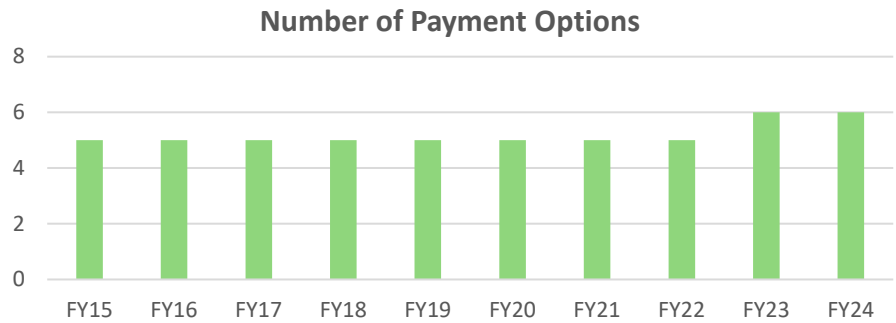


Operational Optimization



Payment Options

Description: The District strives to offer its customers convenience in making required payments. This measurement is a count of the number of payment options available to customers.

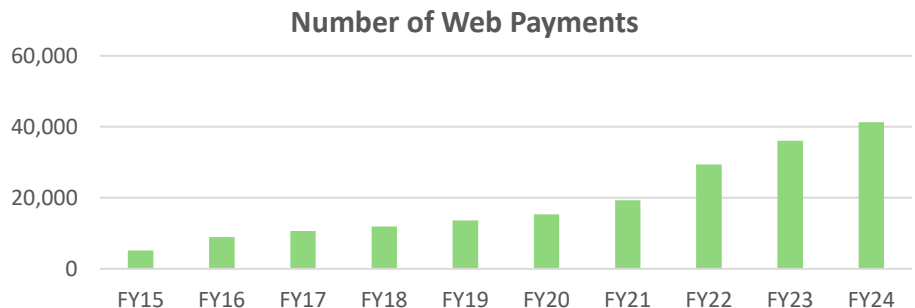


Analysis: The District has historically offered several payment options to its customers. The District offers the following payment options to customers: online, autopay, in person, by mail, or by speaking with a customer service agent. In FY2023, the District also added a pay-by-phone or IVR line as an additional payment option.



Number of Web Payments

Description: The District offers autopay through a bank draft or credit card as well as the option for customers to make a one-time online payment. These payments are processed using Municipal Online Payments a site provided by and integrated into the District's Customer Information System. This measurement counts the number of individual web payments made over the course of the year.



Analysis: Online payments including autopayments save District staff time. The use of these payment methods has been rapidly increasing with the number of online transactions increasing 169 percent over the last five years.

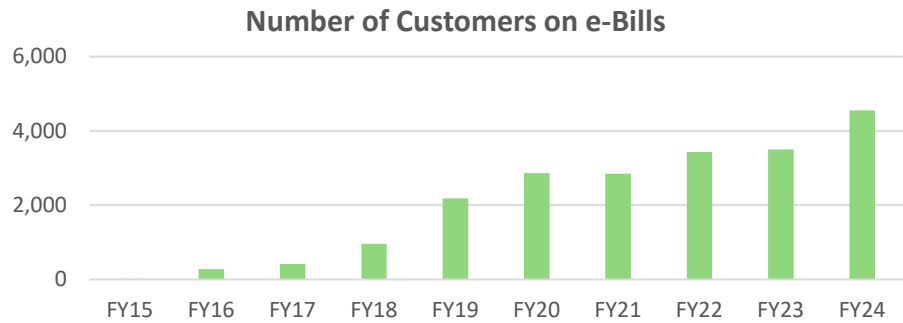


Operational Optimization



Number of Customers on e-Bills

Description: The District has an option for customers to sign up to receive an email billing statement in addition to or in lieu of a mailed paper billing statement. This measurement counts the number of customers on e-Bills.



Analysis: Customers utilizing the District's e-billing service have increased exponentially since first offered in FY2015 with the use of e-billing increasing 59 percent over the last five years. Paperless billing saves mailing and printing costs for the District.



Electronic Forms

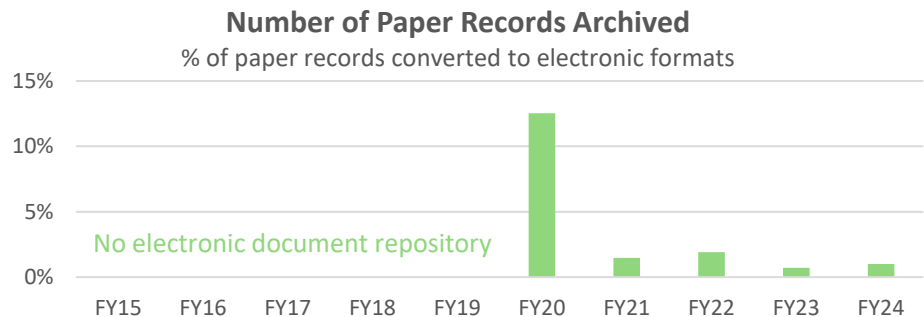
Description: Electronic form submission streamlines processes for District customers and staff.

Analysis: Staff proposes removing this measurement. The need for specific electronic forms has not materialized. Staff will consider adding this measurement back into future strategic plans when specific needs are identified.



Converting Paper Archive Records into the Electronic Content Management System

Description: The District is working to obtain more sustainable practices which include reducing paper records. In 2019, the District purchased Laserfiche as the electronic content management system and began storing digital records in the centralized repository.





Operational Optimization

Analysis: The District initially utilized a third-party contractor to digitize many of its paper records. More complex record series have continued to be added to Laserfiche in-house by District staff with 837 records added to the repository in FY2024.



Employee and Leadership Development

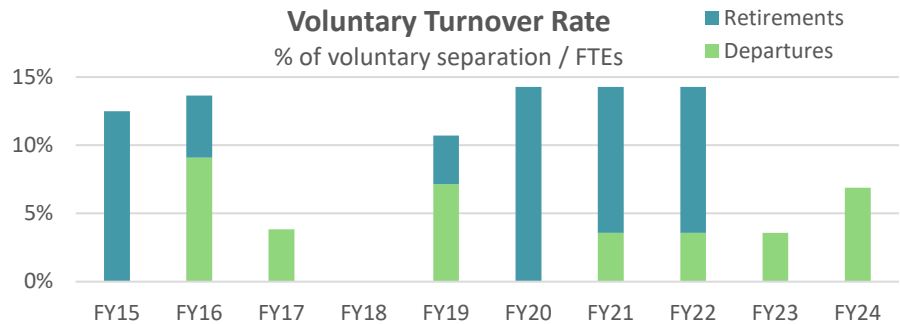


Employee Leadership and Development

The measurements related to this EUM attribute gauge the District’s progress toward developing and maintaining a competent and stable workforce.

Voluntary Turnover Rate

Description: An effective utility strives to retain, transfer, and improve upon employee institutional knowledge over time. Employee turnover is a potential threat to this effort. The measurement looks at the voluntary turnover in the District as a percentage of the total number of employees. Voluntary turnover includes retirements and voluntary separations from the District.



Analysis: The chart shows that a significant number of employees retired over the last ten years. This was forecasted and documented in succession planning efforts in 2019. The Succession Plan included opportunities to develop District employees and facilitate institutional knowledge transfer. There was also a steady number of voluntary separations over the same period. These separations were typically of less-tenured employees.

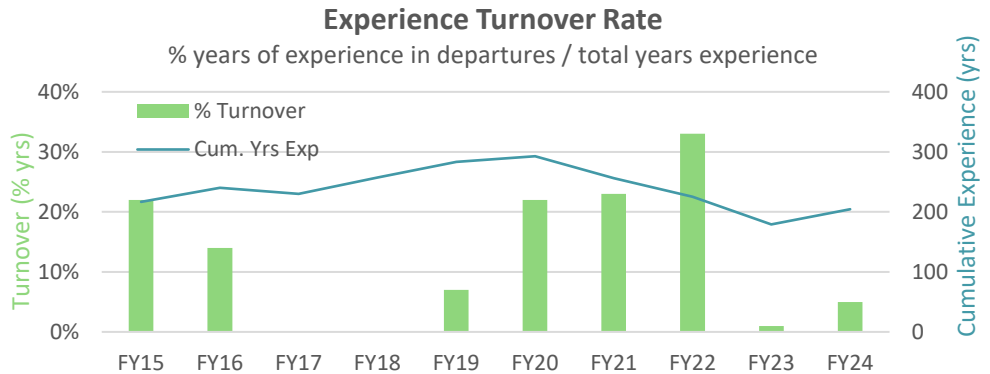
Experience Turnover Rate

Description: This measurement examines the amount of District experience (i.e., number of years worked at the District) lost when employees separate from the District. The “Voluntary Turnover Rate” measurement above looks at turnover based on the number of employees that voluntarily separate from the District. This measurement looks at the impact of employees separating based on the years of District experience lost.





Employee and Leadership Development



Analysis: This chart shows that the retirements over the last ten years were of employees who generally had worked at the District for many years. In each of the years from FY2020 through FY2022, 22% to 33% of the cumulative experience retired from the District. The cumulative years of experience dropped from almost 300 years in FY2020 to 180 years in FY2023. This presents a challenge to the District as years of institutional knowledge leave. However, efforts in recent years to document information in databases, maps, and servers and standardize written operating procedures have assisted with the transfer of knowledge.

Employee Survey Response

Description: The goal of this measurement is to track the level of job satisfaction of employees. The intent is to gauge employee satisfaction and to make the District a great place to work.

Analysis: This has not been measured in the past and will be based on implementation and monitoring of a comprehensive employee survey over time. In 2022, following the COVID epidemic and in advance of upcoming MOU negotiations, employees expressed dissatisfaction with District management. Initial employee surveys and questionnaires are planned to be given in FY2025 with the intent to collect information to track responses and include the results in next year’s Strategic Plan Annual Report.

Total Training Hours per Employee

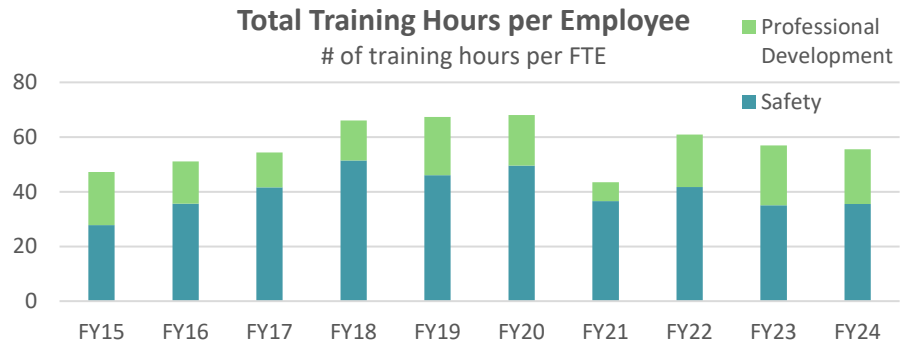
Description: Effective utilities emphasize and invest in opportunities for safety training and technical, professional, and leadership development. This measurement tracks the total training hours for all employees divided by the number of full-time equivalents in all departments. Measuring training hours in this way



Employee and Leadership Development

provides consistency over time irrespective of the number of employees and allows for comparison with other agencies.

This is an EUM Benchmarking Performance Indicator.



Analysis: The District has provided regular training to its employees throughout its history with the goal of improving safety and performance. The decrease in training hours in FY2021 was due to the COVID pandemic where opportunities for training were fewer. The District again provided staff with many hours of training during the last year.

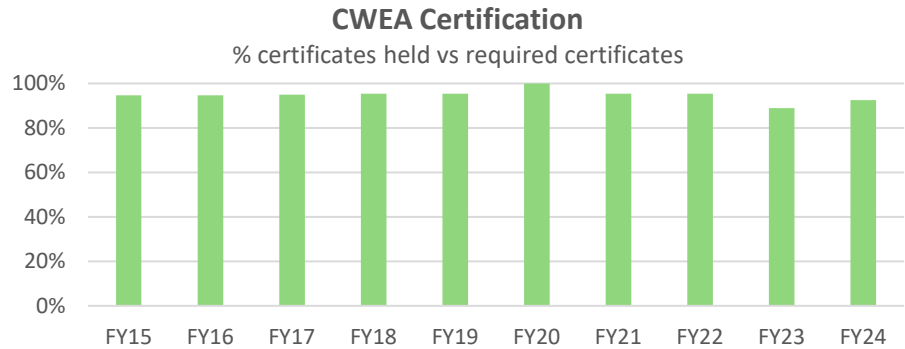
This measurement was improved this year by accounting for and separating the hours of safety training from the professional development hours. Future performance reports will further analyze the results of this measurement to gain insights into how the District’s training program can continue to improve.

Certification Coverage

Description: The District requires varying grades of certification as identified in the job descriptions of numerous positions. The California Water Environment Association (CWEA), the member association of the Water Environment Federation (WEF) in California, is the certifying entity. CWEA’s certification program provides assurance of professional competency, training, and safe work practices. This measurement reports the percentage of employees who have obtained the required certification of their position as of June 30 each year.



Employee and Leadership Development



Analysis: This metric has not been measured or analyzed prior to this year. Educated estimates were made for previous years based on employee hire dates and certification dates. The District has experienced a good deal of staff turnover in recent years which requires attainment of new certifications. As of June 30, 2024, two employees hired within the last 12 months are working to obtain the required certificates. All other employees have the required certification. It is worth noting that eight employees currently hold certificates of a level higher than what is required by the job description for their position.

Succession Planning

Description: This measurement is the percentage of employees covered by a long-term workforce succession plan which accounts for projected retirements and other vacancies in each skill and management area compared to the total number of employees.

Analysis: The District has not measured this in prior years. In May 2019, the Board of Directors accepted an internal succession planning document to be utilized as a tool for future staffing needs. The plan indicated that the District had nine employees eligible to retire in 2019. An additional three more employees would be eligible to retire by 2024. Of those twelve employees eligible to retire by 2024, four employees were high-priority employees acting in field supervisory or management positions. At present, the General Manager is the only employee eligible for retirement that is covered by the Succession Plan.

Although the number of pending retirements is not as high as it was five years ago, staff recommends updating the success planning documents through a risk assessment and mitigation point of view before the end of FY2027.



Enterprise Resiliency

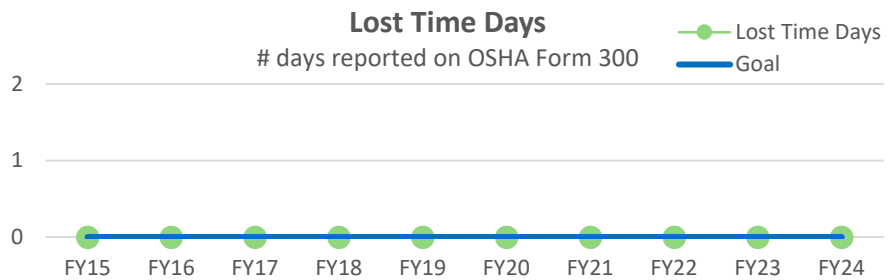
Enterprise Resiliency

The measurements related to this EUM attribute gauge the ability of the entire District (i.e., leadership and staff) to work together internally, and with external partners, to anticipate, respond to, and avoid problems and plan for business continuity.



Lost Time Days

Description: This measurement sums the number of days away from work due to a work-related injury or illness as recorded on OSHA Form 300A each year.

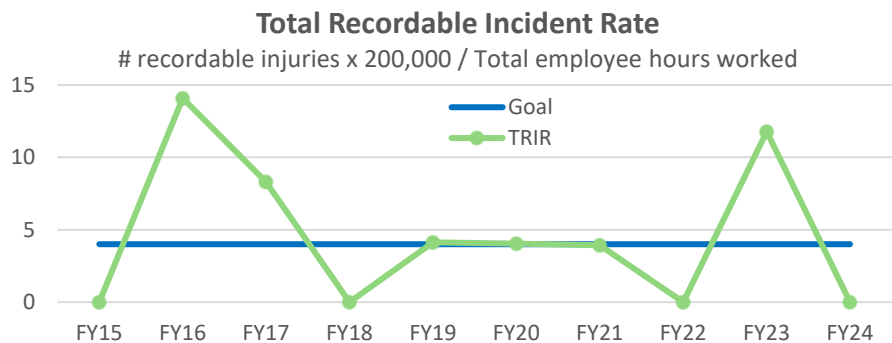


Analysis: The District strives to maintain a safe work environment and has a very good safety record year after year regarding this measurement. This is achieved through training, proper use of appropriate equipment, and standardized policies and procedures.



Total Recordable Incident Rate

Description: The “Total Recordable Incident Rate” was developed by the Occupational Safety and Health Administration (OSHA) to gauge a company’s safety record compared to its peers. It looks at the number of recordable incidents (as defined by OSHA) per 100 full-time employees during a year.



Analysis: Generally, the District has a very good safety record. The years that exceed the rate of four recordable injuries per 200,000 hours worked were years



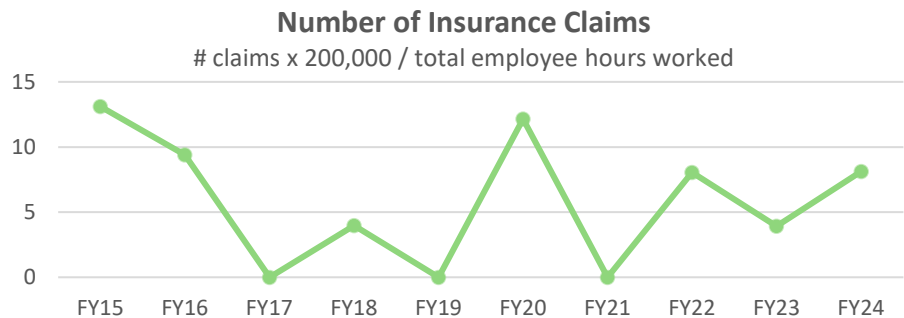
Enterprise Resiliency



where two recordable injuries happened. These injuries did not result in any lost time (as evidenced in the measurement above) but did require treatment beyond first aid. There were no recordable incidents during FY2024.

Number of Insurance Claims

Description: The District strives to maintain safe work practices and mitigate risk through training, use of proper equipment, and standardized policies and procedures.

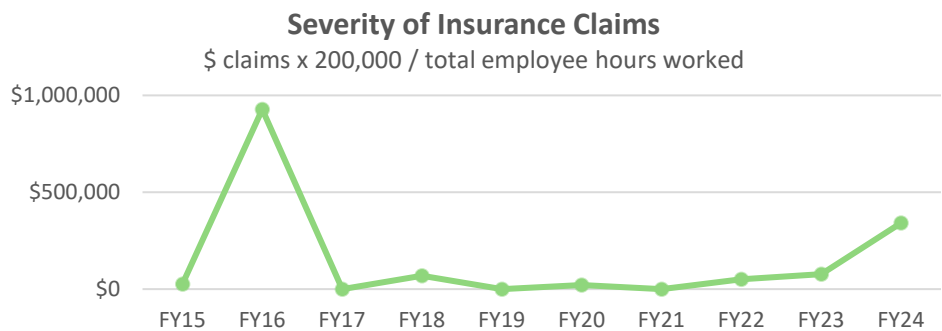


Analysis: While claims have fluctuated due to the nature of accidents that occur, the total number of claims has remained low year after year.



Severity of Insurance Claims

Description: The District works to minimize losses and the severity of injuries by maintaining safe work practices and mitigating risk through training, use of proper equipment, and standardized policies and procedures.



Analysis: While claims have fluctuated due to the nature of accidents that occur, the total dollar amount of claims has remained low year over year except for a large claim in FY2016 caused by a Third Party who was responsible for substantial damage to District property. In FY2024, there was a larger claim from a domestic sewer overflow that made a home unoccupiable for a substantial period of time.



Enterprise Resiliency



Critical Parts and Equipment Resiliency

Description: The District provides a service to its customers that is expected 24 hours a day. This level of service requires that critical parts be identified and planned for so that equipment failure does not create service interruptions. This measurement intends to evaluate the availability of parts and equipment to help ensure the expected continuous high level of service.

Analysis: This strategic plan measurement states that the longest lead time for the single identified item will be measured. The District maintains a list of critical spare parts. However, the District does not currently track the lead times on these critical parts and thus cannot report on this measurement. Staff may propose changing this measurement for future annual reports as data is collected with the goal of better characterizing the District's resiliency related to all its spare parts, not just the single longest lead time.

Power Resiliency

Description: The District is reliant upon power to effectively convey sewer to its ultimate destination to be treated. The potential loss of power represents a real challenge to the District. This measurement strives to track the impact of the loss of power on District operations by totaling the cumulative number of hours lift stations were left without power.

Analysis: The District has not begun tracking this measure yet. The current SCADA system makes it difficult to extract and process data to determine the impact of power loss to the stations. Improvements to the SCADA system will allow the District to more easily track this measurement in the future. SCADA improvements are scheduled to be completed by the end of FY2026.

Cybersecurity Resiliency

Description: The District continually documents and reviews network architecture to maintain cybersecurity resiliency.

Analysis: The District maintains a comprehensive asset inventory in its CMMS database, which includes cradle to grave life cycle and assignment of hardware to employees. District staff meets with its IT consultant monthly to review the network architecture and any updates or changes that are needed to ensure continued health and stability of the IT network. The District uses advanced firewall protection protocols to limit network vulnerability and only allows domain registered devices to connect to the network directly. All other devices are only allowed to connect to the guest network, which does not allow access to the internal network.





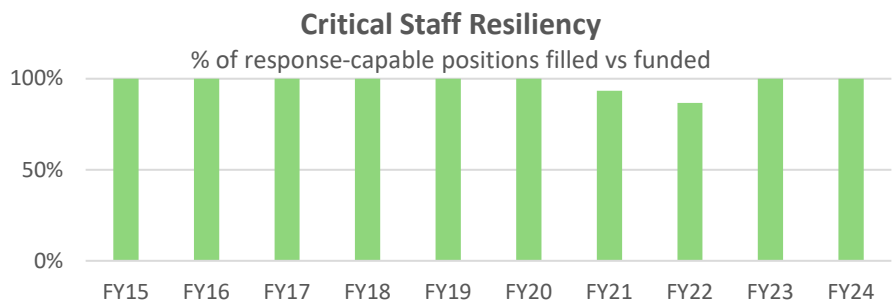
Enterprise Resiliency



Critical Staff Resiliency

Description: One component of the District’s three-fold mission is to protect public health and the water environment. One of the District’s Core Values is service. The District fulfills this mission and demonstrates this value by responding to customer needs at any time. To accomplish this, the District relies on its response-capable staff (i.e., first responders and standby supervisors). This measurement tracks the percentage of filled vs. funded response-capable positions.

This is an EUM Benchmarking Performance Indicator.



Analysis: As discussed in the measurement “Experience Turnover Rate”, the District experienced a considerable amount of turnover during FY2020, FY2021, and FY2022. A significant proportion of this turnover occurred in the positions that act as first responders and standby supervisors. It was a challenge to keep the funded positions filled during this period. However, all the funded positions were filled as of the end of FY2024.

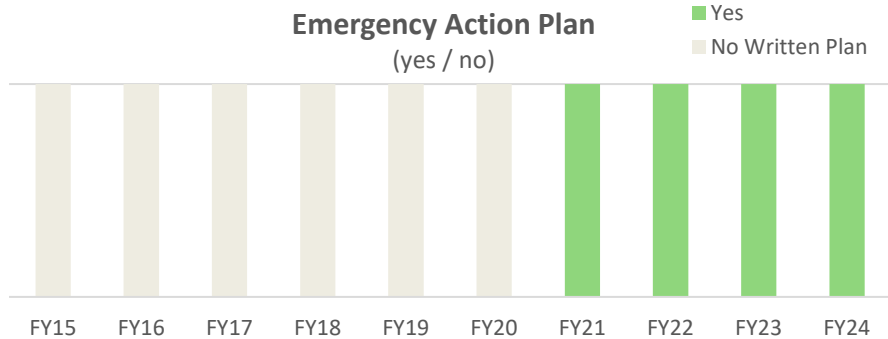
Emergency Response Plan in Place

Description: Although the District takes precautions to prevent them, emergencies do occur. A workplace emergency is an unforeseen situation that threatens employees, customers, or the public; disrupting or shutting down operations; or causing physical or environmental damage. The District’s Emergency Action Plan addresses various potential emergencies and outlines the response, chain of command, emergency communication, and training. This measurement tracks if the District has a current, written Emergency Response Plan in place.





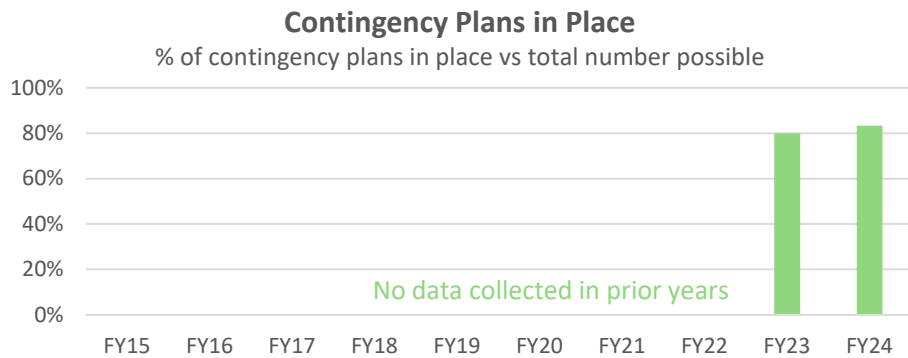
Enterprise Resiliency



Analysis: Although the District has been prepared for and responded to emergencies for years, no written Emergency Action Plan existed until December 2020. Since that time, the District has trained annually on the content and procedures of the Emergency Action Plan. The District improved the Emergency Action Plan in FY2024 as a result of the coordination with the Rocklin Police Department that took place during the development of the District’s Workplace Violence Prevention Plan.

Contingency Plans in Place

Description: Contingency plans are important during times of emergency to ensure that the District can continue to provide the expected high-quality level of service. The development of contingency plans is one of the priorities identified in the current strategic plan. This measurement reports on the District’s efforts to develop the desired contingency plans.



Analysis: The District has just begun the process of identifying and developing contingency plans. The District intends to develop two plans each year. This measurement will track the District’s progress.



Resource Sustainability



Resource Sustainability

The measurements related to this EUM attribute gauge the District’s understanding and planning for potential resource variability.

Fuel Supply Adequacy

Description: The District relies on fuel (i.e., gasoline, diesel) to power its fleet to accomplish its work programs. This measurement tracks if the District has a plan to obtain fuel for vehicles, equipment, and generators in times of power outages and emergencies.

Analysis: Due in part to the recent public safety power shutoffs (PSPS), the District developed and vetted its plan to obtain fuel in times of power outages and emergencies. Improvements to this measurement will be considered in future strategic plan annual performance reports to better assess the effectiveness of the plan.

This measurement may change over time to reflect the change in need for fuel as the District works to comply with the State’s Advanced Clean Fleets (ACF) Regulation, which requires the phasing in of zero-emission vehicles.



Alternative Water Use

Description: The use of water plays a critical role in various District activities (i.e., cleaning sewer pipes, delivering chemical root foaming agent to roots in pipes). This measurement tracks the availability and usage of water from sources other than the public water system owned and operated by the Placer County Water Agency.

Analysis: The District has historically used its well water to supply or supplement its water use for operations and maintenance activities. The District tracks its use of potable water from the Placer County Water Agency; however, the District has not tracked the use of water from its well.

The District will begin tracking the volume of water used from the well on a monthly basis starting in October 2024. This data will be used to determine the benefit of using alternative water sources.



Watershed Protection

Description: The District partners with regional stakeholders to protect and enhance its watershed.

Analysis: The District participates in bi-monthly regional development coordination meetings as well as utility coordination meetings with various stakeholders including other utilities and local agencies. The primary focus of these meetings is to discuss regional projects for potential partnership



Resource Sustainability

opportunities to capitalize on design and construction costs to protect the watershed. The District has recently partnered with the City of Rocklin and PCWA to design and construct sewer infrastructure improvements in locations with aging infrastructure and to provide better access. The District also meets with the SPWA partners three times a year to coordinate and share successes and challenges related to operational issues. This group has recently discussed the idea of developing a memorandum of understanding to assist one another in response to spills.



Infrastructure Strategy and Performance

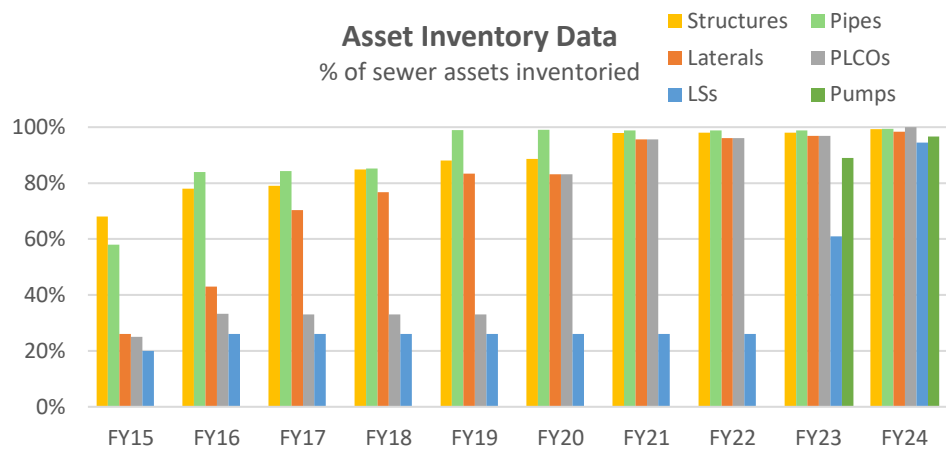


Infrastructure Strategy and Performance

The measurements related to this EUM attribute gauge the District’s understanding of the condition of and costs associated with its infrastructure assets and its efforts to enhance the condition of all assets over the long term at the lowest possible life-cycle cost and acceptable risk.

Asset Inventory Data

Description: This measure is defined as a percentage of the total number of sewer assets inventoried divided by total number of sewer assets (complete attribution).



Analysis: The District maintains and asset inventory in Lucity/Central Square that includes structures (manholes and flushing branches), pipes, laterals, property line cleanouts, pump stations and pumps. As the District further refines the process for tracking assets, it is anticipated that additional assets will be tracked in Lucity/Central Square, including generators.

Asset Inventory in Tyler

Description: Asset inventory in Tyler Incode X, the District's financial and utility customer information system, is used to depreciate assets. The depreciation of assets is calculated annually. The calculated depreciation expense is transferred annually to fund the repair and future replacement of existing assets.

Analysis: The assets in Lucity and Tyler are currently tracked in significantly different ways. Staff will be working on a goal and ways to track this measurement throughout this five-year strategic plan.



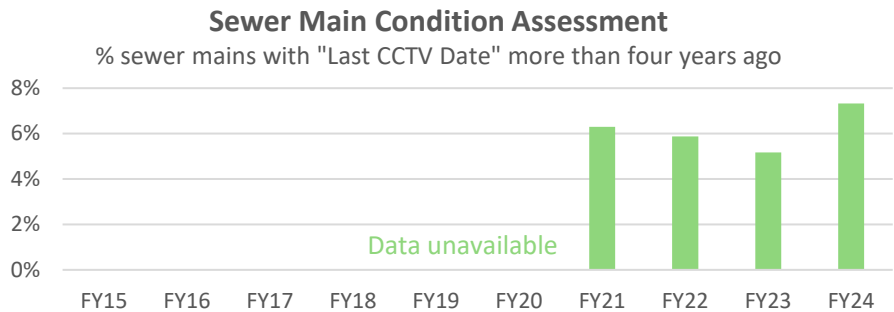


Infrastructure Strategy and Performance



Sewer Main Condition Assessment

Description: The District employs an aggressive approach to inspecting the sewer collection system by setting a goal to inspect every gravity mainline with CCTV once every four years. The information collected during these inspection efforts drives the District work programs for cleaning, repairs, chemical root treatment, condition assessment, and capital improvement planning. This measurement tracks the percentage of distinct gravity mainline pipes that were not CCTV-inspected in the last four years.

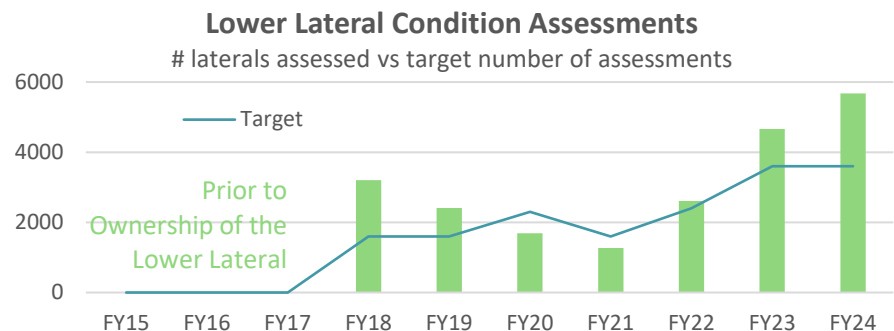


Analysis: A frequency of once every four years is an aggressive CCTV inspection schedule. It is difficult to maintain this pace of inspection. Some gravity mainlines are in areas that are difficult to access or in high-traffic roadways. However, as shown in the chart above, the District consistently is near the targeted goal. One of the two CCTV vans was out of commission for seven months during FY2024 due to mechanical issues which limited inspection efforts.



Lower Lateral Condition Assessment

Description: Regularly assessing the condition of lower laterals is important to identify problems and enact appropriate solutions before blockages occur that lead to spills. This measurement tracks the District's performance in conducting the planned number of assessments each year.





Infrastructure Strategy and Performance

Analysis: The District took ownership of the lower laterals in March 2017. FY2018 marked the beginning of the lower lateral assessment program. The program got off to a good start but then the number of lateral assessments waned for two years. The targeted number of assessments has been achieved in the last three years. The total number of assessments completed each year has also increased which is attributable to the funding of two additional maintenance workers to fill a second crew for lower laterals.

Lift Station Condition Assessment

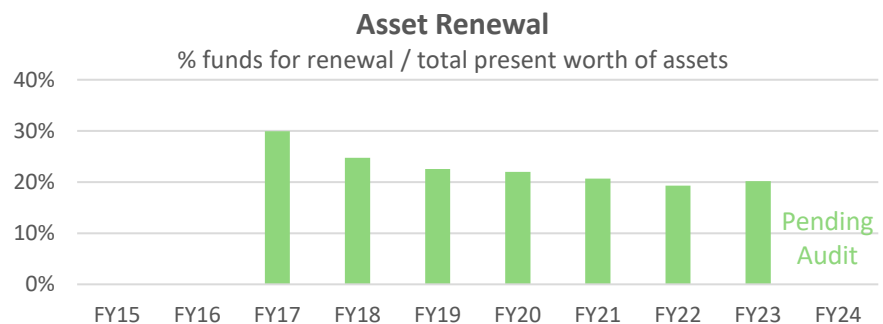
Description: Lift stations are critical components of the District’s collection system. They are also high-risk assets because they are required to continuously operate, they are often located in low elevations near waterways, and can have large volumes of sewer pass through them. This measurement will track the condition of District lift stations as determined by assessment reports created within the last five years.

Analysis: The District intends to perform condition assessments of each lift station, examining the site, structural, mechanical, and electrical aspects of each station. These efforts have not started yet. It is anticipated that condition assessment efforts will follow the SCADA improvements currently under way.

Asset Renewal

Description: This measure is defined as a percentage of the total amount of funds reserved for renewal and replacement for each asset group divided by total present worth for renewal and replacement needs for each asset group.

[This is an EUM Benchmarking Performance Indicator.](#)



Analysis: This data is extracted from the Annual Comprehensive Financial Report, Statement of Net Position, and includes Non-Current Assets (Capital assets (net of accumulated depreciation)) and Total Assets and Deferred Outflows of Resources (Fund 400). This measure indicates the District’s percentage of



Infrastructure Strategy and Performance



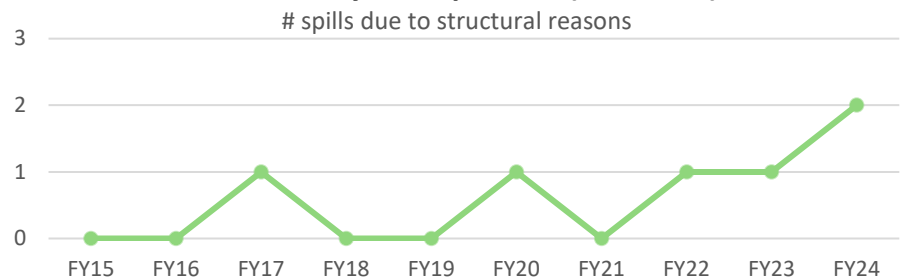
capital available in Fund 400 to replace total fixed assets. This measure tracks one year behind due to the timing of the release of the Annual Comprehensive Financial Report.

Collection System Failure/Spill Rate (Structural)

Description: One component of the District’s three-fold mission is to protect public health and the water environment. The District primarily accomplishes this through efforts to reduce sewer spills. A spill is a failure of the collection system to convey sewer to be treated. Spills are caused by various reasons. This measurement tracks the number of spills due to structural failures (e.g., broken or missing pipe, offset joints, collapsed pipe).

This is an EUM Benchmarking Performance Indicator.

Collection System Spill Rate (Structural)



Analysis: The District has historically been very successful at limiting the number of spills due to structural failures of the collection system. Taking responsibility for the lower lateral in 2017 significantly increased the number of potential structural defects. The two exceptions during FY2024 include an offset joint in the stack of the property line clean out which allowed roots to enter the pipe and an offset joint at the front of the wye of the property line clean out that allowed for a buildup of wipes. Both defects have been corrected by the District’s construction crew.

The District has enhanced its efforts to correct structural issues in the collection system as they are discovered. These efforts are reported monthly in the Field Services Department’s report to the Board.

Collection System Failure/Spill Rate (O&M)

Description: One component of the District’s three-fold mission is to protect public health and the water environment. The District primarily accomplishes this through efforts to reduce sewer spills. A spill is a failure of the collection system to convey sewer to be treated. Spills are caused by various reasons. This measurement tracks the number of spills due to operational or maintenance-

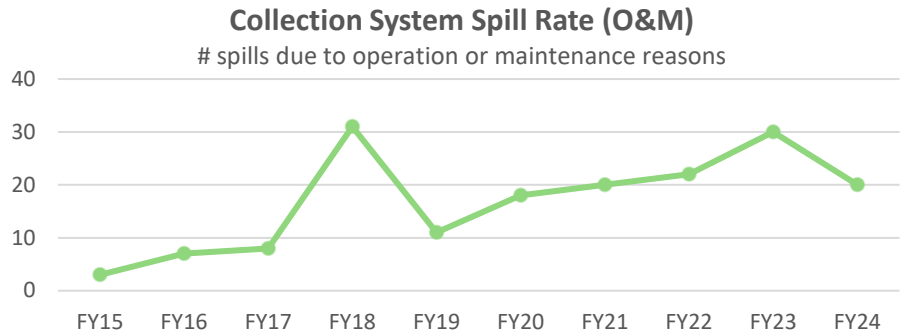




Infrastructure Strategy and Performance

related failures (e.g., roots, grease, debris, non-dispersable wipes, operator error).

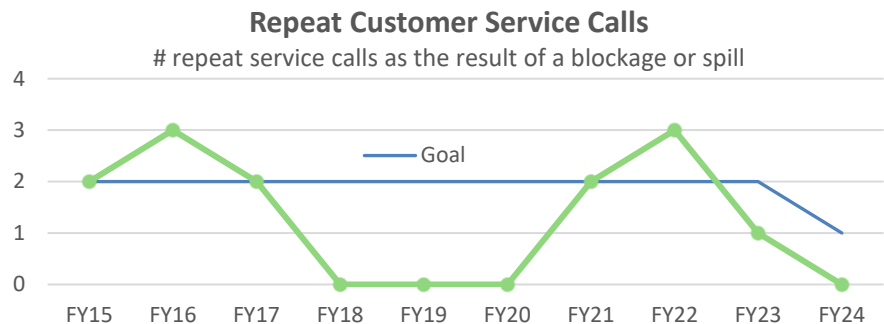
This is an EUM Benchmarking Performance Indicator.



Analysis: Historically, roots have been the leading contributor to blockages and spills in the collection system. The chart above shows a dramatic increase in spills in FY2017 and a steady increase thereafter. This aligns with the timing of the District’s decision to take ownership of lower laterals in March 2017. Adding the responsibility for hundreds of miles of lower laterals has increased the number of spills in the District’s system. Laterals are smaller in diameter and more prone to blockages. However, the District is the entity best suited to operate and maintain lower laterals to ultimately reduce the number of spills. The number of spills due to O&M decreased in FY2024.

Repeat Customer Service Calls

Description: A repeat customer service call happens when District crews are requested to respond to the same location for the same issue as a previous callout. It is expected that once the District is aware of a problem it will mitigate the problem until a permanent resolution to the problem has been implemented. This measurement counts the number of repeat customer service calls.





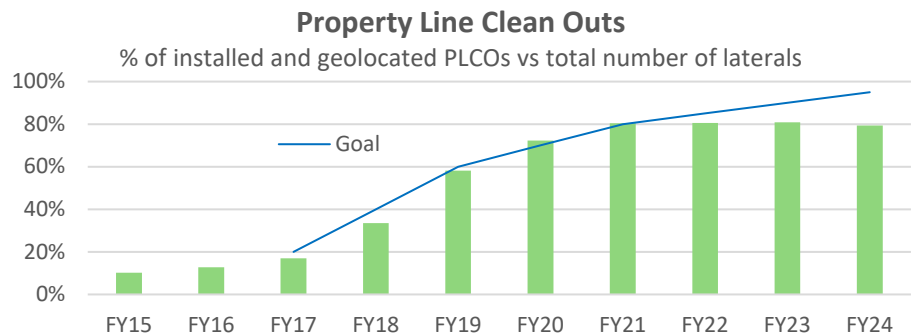
Infrastructure Strategy and Performance



Analysis: Generally, the District has performed well in addressing issues as they are brought to its attention to limit the number of repeat customer service calls. The District’s recent performance is trending in a positive direction.

Property Line Cleanouts

Description: The property line clean out (PLCO) provides the District access to the portion of the lateral that the District is responsible for maintaining (i.e., the lower lateral). As such, it is critical that each lateral has a PLCO. This measurement tracks the percentage of lower laterals that have a PLCO installed and the location of that PLCO has been collected with GPS and integrated into the District’s mapping system.



Analysis: A majority of the District’s lower laterals have property line clean outs (PLCOs) already installed. However, before FY2017, only a small percentage of those PLCOs had their location collected with GPS and incorporated into the District’s mapping system. When the District took ownership of the lower lateral in 2017 a plan was implemented to have a PLCO on each lateral and have the location of all PLCOs recorded. The chart shows that significant progress was made in the first few years. It was anticipated that the last 10%-20% would be more challenging (e.g., depth, proximity to obstructions). However, the rate of GPS data collection has fallen off over the last few years. A plan and schedule to collect GPS information for the remaining installed and accessible PLCOs will be developed and followed.



Capacity Assurance

Description: The District’s System Evaluation and Capacity Assurance Plan (SECAP) provides guidance to ensure capacity for existing customers, provides information on how to prepare for future development, and provide information on how to make the system resilient to the effects of weather



Infrastructure Strategy and Performance

Analysis:

conditions. The SECAP identifies Capital Improvement Projects (CIP) to address capacity deficiencies within the District’s sewer system.

The District’s 2020 System Evaluation and Capacity Assurance Plan (SECAP) identified two projects based on existing wet weather capacity deficiencies which have been completed and are in service (Foothill Trunk and Atherton Trunk). The SECAP identified Boyington Diversion as a near term project to address capacity deficiencies. While the Boyington Diversion is programmed and budgeted in FY2025, the alignment has not yet been finalized pending approval of the development application by the Town of Loomis. The SECAP also identified multiple CIPs to address system deficiencies to accommodate long term development. These projects will become priorities as development occurs. In addition, new sewer trunks are also included in the SECAP which will be included in future Capital Improvement Programs. The District will evaluate the system again during the 2025 SECAP process.



Community Sustainability

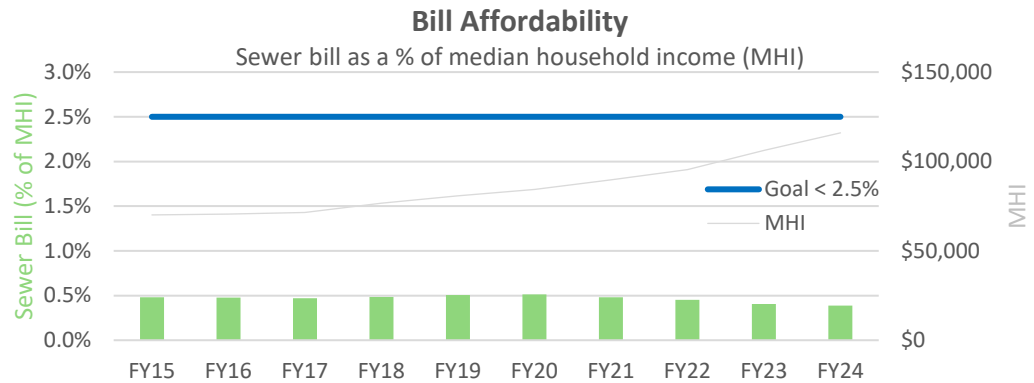


Community Sustainability

The measurements related to this EUM attribute gauge the District’s efforts to support the economic, environmental, and social health of the community it serves.

Bill Affordability

Description: This measurement is used to track the affordability of residential sewer charges for the typical household served by the District.

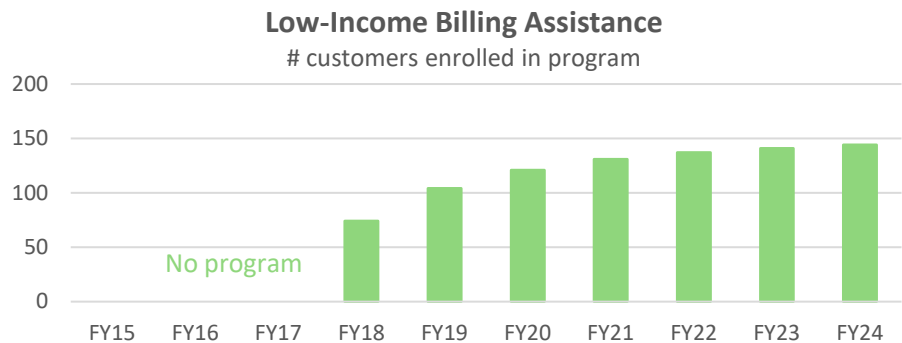


Analysis: While the median household income has continued to rise, the average sewer bill has remained low for the District's residential users and is well below the standard of less than 2.5% of the median household income.



Low-Income Billing Assistance

Description: The District offers a Low-Income Lifeline (LIL) Rate Assistance Program for qualifying eligible property owners. Eligibility is based on ownership of the property and proof of participation in the PG&E CARE Program. This program offers a \$5 per month reduction in sewer service charges. The program is limited by Ordinance #17-04 to the first 500 customers.





Community Sustainability



Analysis: Participation in the District's LIL Program has steadily increased from the inception of the program in FY2018 through FY2022 when participation rates have slowed to a more stabilized usage of approximately 140 customers.

Watershed-Based Infrastructure Planning

Description: The District employs alternative, watershed-based approaches to align infrastructure decisions with overall watershed goals and potentially reduce future infrastructure costs.

Analysis: The District continually evaluates high risk facilities such as creek crossings and lift stations to determine if there are opportunities to improve or, in some cases, eliminate these facilities. In response to these ongoing evaluations, the District's Capital Improvement Program evolves annually to identify and budget for these projects. In situations where a lift station is the only alternative, the District requires multiple levels of redundancy, including dual force mains and emergency storage. The District also reduces overall infrastructure costs by managing vigorous pretreatment programs for Fats, Oils and Grease (FOG) and industrial users. While the industrial pre-treatment program is in its early stages, the District continues to collaborate with the City of Roseville for implementation.



Greenhouse Gas Emissions

Description: The District strives to protect public health and the environment. This measurement is suggested by the EUM framework. The EUM framework was created for wastewater and water treatment plants also. Treatment processes are energy-intensive and contribute to greenhouse gas emissions. Although the District does not operate a treatment plant, this measurement allows the District to track the percentage of electrical energy demand met by renewable energy sources.

Analysis: The District has not begun tracking this measurement yet. Additional efforts will be needed to identify the data needed to effectively analyze the District's greenhouse gas emissions. Additional resources will likely be needed to provide a clear understanding of the District's ability to track this measurement and quantify the benefit.

As mentioned previously, the District began compliance efforts with the California Air Resources Board's recent Advanced Clean Fleet regulation which requires public agencies to convert fleets to zero-emission vehicles



Community Sustainability



over the next 10-20 years. These efforts will impact the District’s greenhouse gas emissions and this measurement could be used to quantify that impact.

Energy Use Audit

Description: Understanding the energy demands and the trends in District energy use is important to control costs and inspire innovation. This measurement tracks if audits are performed on the District’s use of energy.

Analysis: The District has not begun the process of performing recurring energy audits. Staff plan to meet with consultants that provide energy audits in FY 2025 to better understand potential options for energy audits.



Water Use Audit

Description: Water is a renewable but not always plentiful resource that plays a vital role in the operation and maintenance of the District’s collection system. This measurement tracks if audits are performed on the District’s use of water.

Analysis: The District has tracked the volume of water use (in units and gallons), the cost of water use, the cost of fixed fees, and the cost of renewal charges for Placer County Water Agency water since January 2020. The District will begin collecting information about the volume of water used from its onsite well in October 2024. However, an audit of the District’s water use, which examines the efficiency of water use and related costs, has yet to be performed.



List of Acronyms & Abbreviations Found in this Document

ASD	Administrative Services Department
Board	South Placer Municipal Utility District Board of Directors
CalPERS	California Public Employees’ Retirement System
CASA	California Association of Sanitation Agencies
CASSE	California Alliance for Sewer System Excellence
CAT 1	Category 1 spill - any spill that reaches a waterway
CAT 2	Category 2 spill - spills over 1000 gallons that do not reach a waterway
CAT 3	Category 3 spill - spills less than 1000 gallons that do not reach a waterway
CCTV	Closed Circuit Television
CEPPT	California Employers’ Pension Prefunding Trust
CIP	Capital Improvement Program
CMMS	Computerized Maintenance Management System
CPI	Consumer Price Index
CSDA	California Special Districts Association
CWEA	California Water Environment Association
District	South Placer Municipal Utility District (SPMUD)
EDU	Equivalent Dwelling Unit
EEC	Employee Engagement Committee
ERP	Emergency Response Plan
EUM	Effective Utility Management
FOG	Fats, Oils & Grease
FSD	Field Services Department
FR	Flow Recorder
FTE	Full Time Equivalent (2,080 hours per year of employee time equivalent)
FY	Fiscal Year
General Order	Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GM	General Manager
GPS	Global Positioning System
HQ	Headquarters
kWh	Kilowatt-Hour
LIL	Low-Income Lifeline (Rate Assistance Program)
LS	Lift Station
MG	Million Gallons
MOU	Memorandum of Understanding
NC	Newcastle
OSHA	Occupational Safety and Health Administration
O&M	Operation and Maintenance
PCWA	Placer County Water Agency
PLCO	Property Line Clean Out



SCADA	Supervisory Control & Data Acquisition
SDLF	Special District Leadership Foundation
SECAP	System Evaluation and Capacity Assurance Plan
SERP	Spill Emergency Response Plan
SFR	Single Family Residential
SPMUD	South Placer Municipal Utility District (District)
SPWA	South Placer Wastewater Authority
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWOT	Strengths, Weaknesses, Opportunities, Threats
SWRCB	State Water Resources Control Board
TAMP	Tactical Asset Management Plan
TSD	Technical Services Department
UAL	Unfunded Actuarial Liability
U.S.	United States
WDR	Waste Discharge Requirements
WEF	Water Environment Federation

GENERAL MANAGER REPORT

To: Board of Directors
From: Herb Niederberger, GM
Date: October 3, 2024
Subject: General Manager Monthly Staff Report – September 2024

1) DEPARTMENT REPORTS

Attached are the monthly status reports for the Board’s information:

- A. Administrative Services Department,
- B. Field Services Department, and
- C. Technical Services Department.

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

2) INFORMATION ITEMS

- A. On September 6, 2024, the General Manager met with the Rocklin City Manager, Aly Zimmerman and PCWA General Manager, Andy Fecko. Among some of the topics discussed were development activities in the City, the City’s and District’s LAFCo municipal service reviews and annexations, utility capacity fees, and ADUs.
- B. The General Manager was out of the office from September 9 – 12, 2024, attending the CSDA Annual Conference. The General Manager returned and briefed staff on First Amendment Audits, contracting through CUPCAA, and legislative activities.
- C. On September 16, 2024, the General Manager along with staff met with CPSHR to discuss personnel-related matters.
- D. On September 18, 2024, the General Manager and District Engineer Carie Huff, met with the District General Counsel to discuss: 1) Lucille’s NOV and Stipulation Order; 2) the Sierra College Partners Out-of-Area Service Agreement; 3) the Taylor v. SPMUD lawsuit; and 4) the Sierra College Payment Agreement.
- E. On September 19, 2024, the General Manager attended the Quarterly Meeting of the Gold Country Chapter of CSDA. Among the items discussed were: 1) Finance Best Practices, presented by Tri-Counties Bank; 2) Current LAFCo activities presented by Michelle McIntyre, Placer County LAFCo Executive Officer; and 3) a legislative update from CSDA Legislative Analyst, Anthony Tannehill.

- F. On September 25, 2024, the General Manager and District Superintendent met with representatives from Centrica, an energy management company to discuss energy needs and opportunities to create efficiencies within the District.
- G. Also on September 25, 2024, the General Manager and District Engineer Carie Huff, met via Zoom meetings with representatives from the Placer County LAFCo and their consultant regarding the upcoming Municipal Services Review of the District.
- H. In addition, on September 25, 2024, the General Manager and Board President Durfee attended the Loomis State of the Town presentation.
- I. On September 26, 2024, the General Manager participated in the District all-hands meeting during which employees were provided an update on 1) Open Enrollment; 2) Board Activities and Agendas; and 3) a brief presentation on Respect & Accountability in the workplace.
- J. On September 27, 2024, the General Manager attended the Joint Economic Development and Government Affairs Committee Meeting to hear guest speaker, Willy Duncan, President of Sierra College.

K. Advisory Committee Meetings:

There were no advisory committee meetings in September.

3) PURCHASE ORDERS/CONTRACTS INITIATED UNDER GENERAL MANAGER AUTHORITY

PO Req#	Date	Vendor	Description	Amount
429	8/29/2024	Pace Supply Corp	Misc Pipe, Fittings & Couplings	\$18,358.22
430	08/29/2024	Instrument Technology Corp	Metal Detectors, Locator & Misc Camera	\$9,137.24
431	09/03/2024	Hadronex, Inc.	Annual SmartCover Renewal	\$8,184.93
432	09/03/2024	Owen Equipment	High-Pressure Pump for Vactor U2	\$25,079.41
434	09/17/2024	Centegix	Emergency Messaging Software	\$2,699.00
435	09/24/2024	ECS Imaging Inc.	Annual Laserfiche Renewal	\$5,309.50

4) **LONG RANGE AGENDA**

November 2024

- Annual / Quarterly Investment Report
- 1st Reading: Updates to the District Sewer Code
- Board Policy Updates
- Presentation Emergency Services Messaging
- Award CIPP Liner Contract
- Award SCADA Implementation Contract
- Report Back on Appeals Fees
- GM Contract and Budget Amendment
- Sierra College Payment Agreement

December 2024

- Final Audit and Consolidated Annual Financial Report
- GM Employee Evaluation and 401a) award
- 2nd Reading: Updates to the District Sewer Code
- Sierra College Partners Out-of-Area Service Agreement
- Ceremonial Resolutions

January 2025

- Swearing in of new Directors
- Selection of Officers
- Presidential Appointments to Advisory Committees
- Approve GM 2025 Goals

ITEM VII. ASD REPORT

To: Board of Directors

From: Emilie Costan, Administrative Services Manager

cc: Herb Niederberger, General Manager

Subject: Administrative Services Department Monthly Report

Board Date: October 3, 2024

Audit Work

The Administrative Services Manager has been working with the Auditors from Munn, Urrutia, & Nelson on follow-up from the auditor's site visit the week of September 2nd and the Management Discussion & Analysis to be included in the Fiscal Year 2023/24 Audit. The final Audit document is scheduled for presentation and acceptance by the Board at the December 5, 2024, board meeting.

Strategic Plan Metrics

The Administrative Services Manager has been working with the other Department Managers to compile updated data for the Strategic Plan Annual Report Card.

Open Enrollment

Open Enrollment for Medical, Dental, Vision, and other District-sponsored benefits is from September 16th through October 11th. Employees were provided with existing benefits statements and health plan materials. Administrative Services Staff has been assisting employees with any requested benefit changes for the next calendar year.

Laserfiche Updates

The Administrative Services Manager has been working with the District's vendor to complete Laserfiche Administrator Training for District staff and to implement the Laserfiche App which will eventually replace BoardPaq as the BoardPaq software will be retired in March of 2025.

Hot Chili Cool Cars Outreach Event

The District had an outreach booth for the Hot Chili Cool Cars event, held at Quarry Park on September 21st. The event was well attended, and District staff met many SPMUD customers to share outreach regarding non-dispersible items and Fats, Oils, and Greases and their impact on the sewer system.

September Monthly Investment Transactions per GC §53607

DEPOSITS, TRANSFERS, OR WITHDRAWALS

CalTRUST:	None
CA CLASS:	None
LAIF:	None
Placer County:	None
Wells Fargo:	None
Five Star MM:	None

ITEM VII. FSD REPORT

To: Board of Directors
From: Eric Nielsen, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Field Services Department Monthly Report
Meeting Date: October 3, 2024

Department Overview

This section provides the Board an update on the news and major tasks from the Field Services Department (FSD).

1. Supervisory Control and Data Acquisition (SCADA) Replacement

- a. The project bid documents were advertised on August 14, 2024, inviting qualified contractors to bid on the work. The mandatory pre-bid meeting was held on August 28, 2024. The public bid opening was postponed from September 18, 2024 to October 1, 2024 to allow more time for bidders to prepare bids. A contract with the lowest responsible, responsive bidder will be presented to the board in November for consideration and approval.

2. Workplace Violence Prevention Plan and Related Policies

- a. The agreement for the emergency messaging system and anonymous reporting system was executed. Implementation of the two software systems is scheduled to begin on October 8, 2024.

3. Patch Pavement Restoration

- a. The contract was executed with B&M Builders, Inc. to complete the patch paving project. The pre-construction meeting was held, the Notice to Proceed was issued, and work began the week of September 23, 2024.
- b. Pavement restoration is expected to be concluded by November 15, 2024.

4. Zero-Emission Fleet Transition

- a. The District is preparing a request for proposals for a ZEV Fleet Transition Master Plan. The intent of this Master Plan is to explore options for vehicle replacement schedules, investigate ZEV technologies, evaluate charging alternatives, identify available grant funding, and outline possible exemptions.
- b. The budget includes funds for these professional services. Staff will present a contract to the Board at a future board meeting for approval prior to commencing the work.

5. Recruitments

- a. The Temporary Laborer position was advertised a second time. Four applications were received prior to the deadline. Interviews were held on September 17, 2024. Staff is moving forward with the evaluation and selection process.

Reporting

This section provides the Board an overview of the Field Services Department operations and maintenance activities through 8/31/2024. The work listed is not all inclusive.

1. Lost Time Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 2923 days (8.0 years) without a Lost Time Accident/Injury
- b. Workers Compensation Claims over the last twelve (12) months
 - i. One (1)

2. Safety/Training/Professional Development

- a. Field Services employees participated in training for the following:
 - i. Asbestos Cement Pipe Refresher
 - ii. Hazmat Spill Response (for generator diesel storage tanks)
 - iii. Chemical Safety
 - iv. Lockout Tagout
 - v. Eye Protection / Hand Protection

3. Customer Service Calls

- a. Response Time Goals over the Last 12 Months

	Goal	Average	Success Rate
During Business Hours	< 30 minutes	21 min	96%
During Non-Business Hours	< 60 minutes	42 min	

Service Calls - August

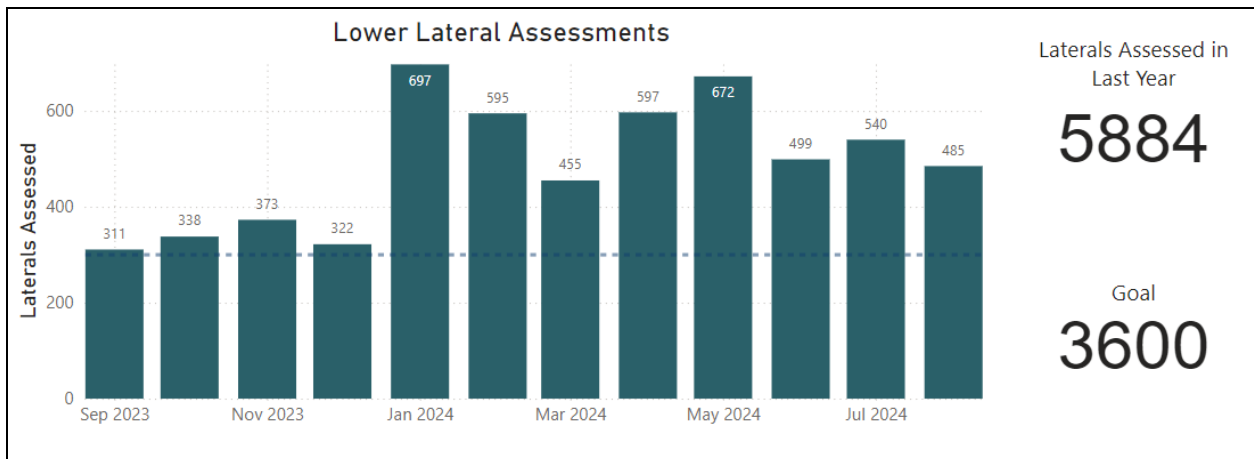
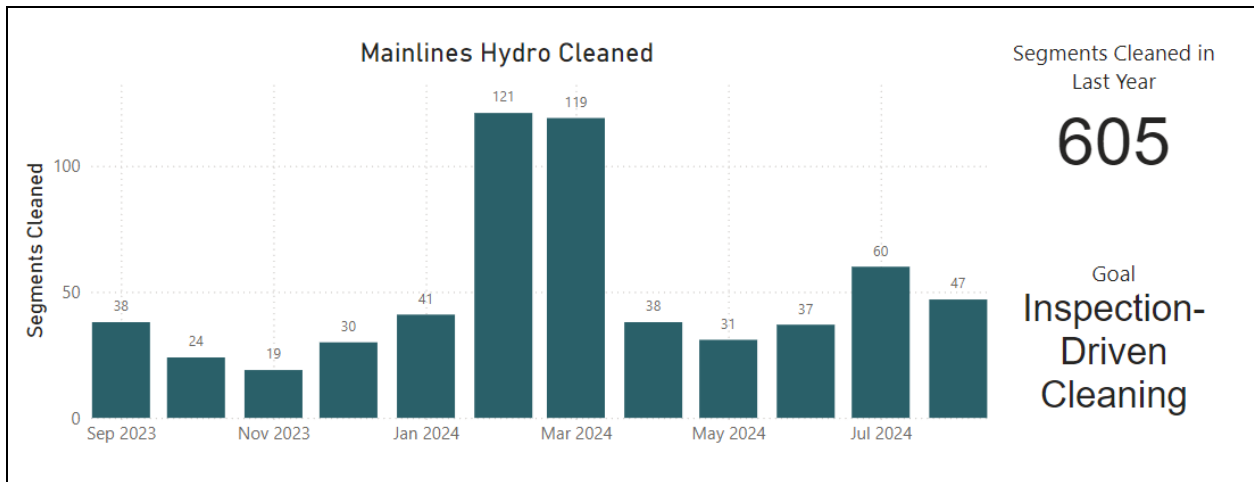
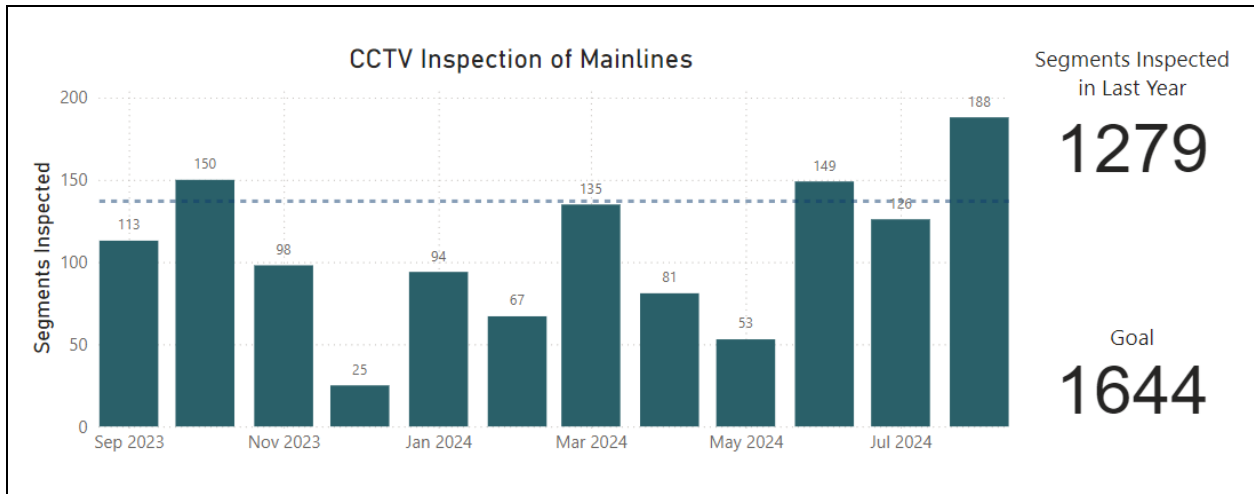
Responsibility	Spill	Stoppage	Odor	Alarm	PLSD	Misc
SPMUD Responsibility	4	1				1
Owner Responsibility		4	2		4	2
N/A						1
Total	4	5	2		4	4

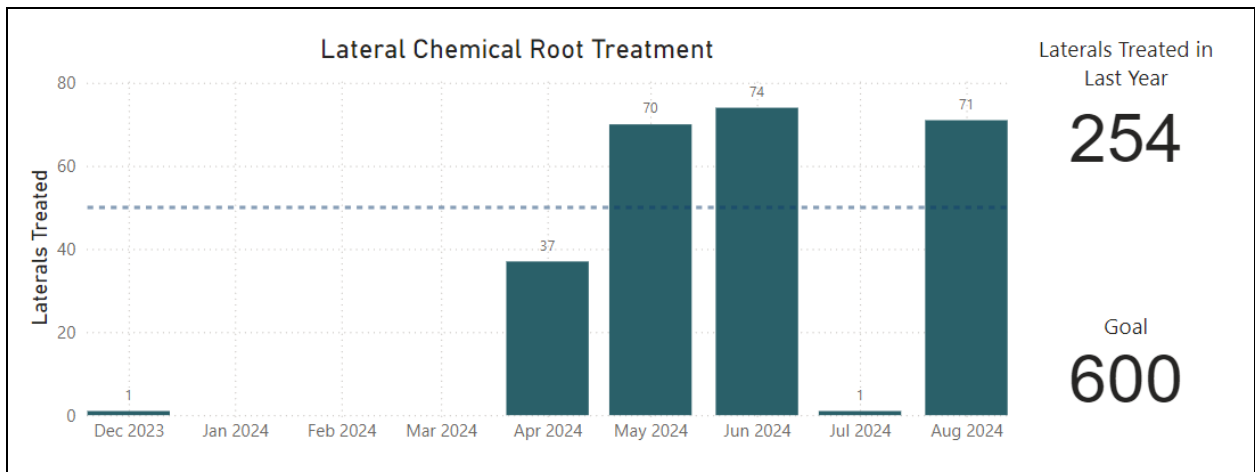
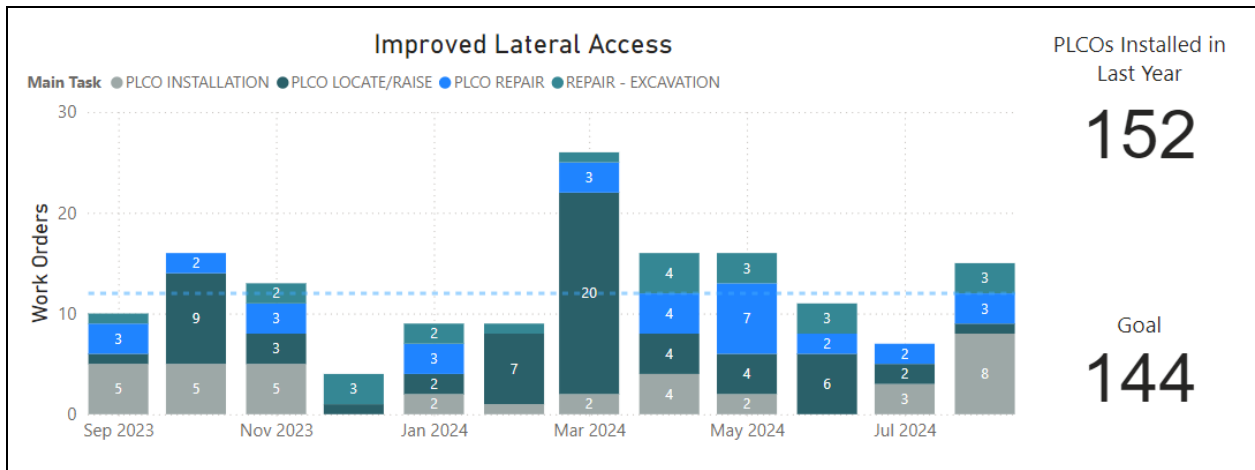
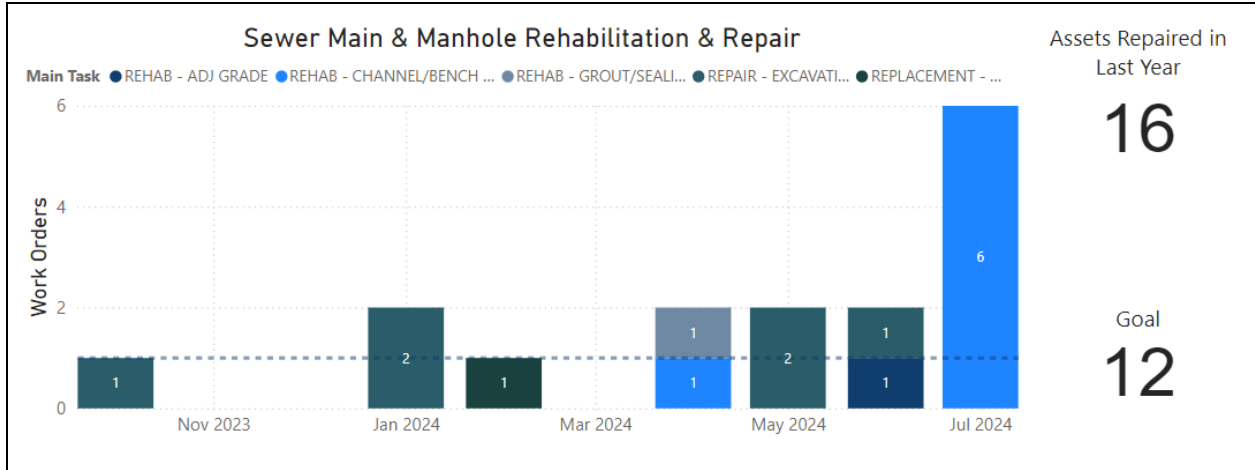
Total Service Calls

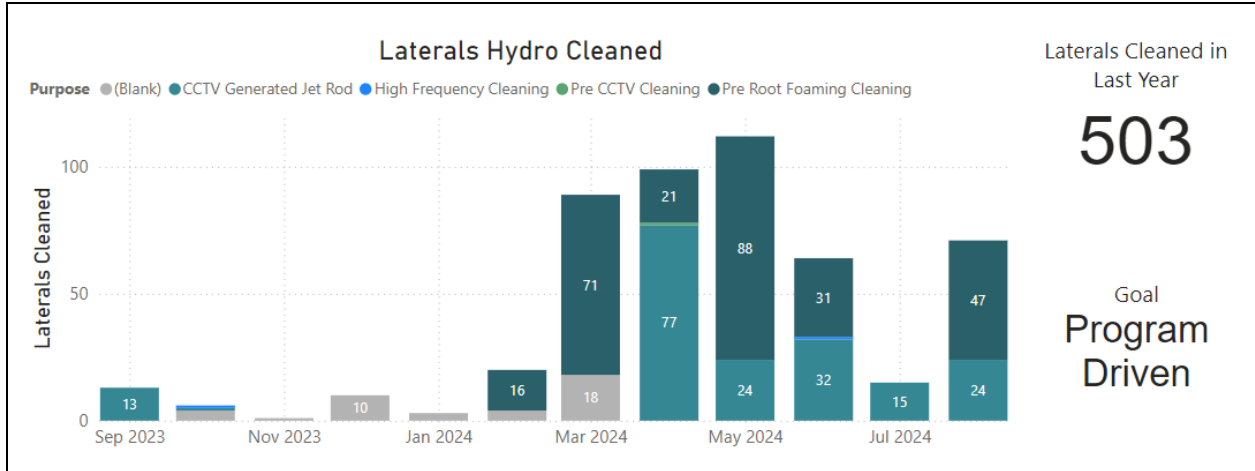
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4. Production

- a. The information provided below shows the work performed in key areas of focus. It does not represent all the work completed in the department.







ITEM VII. TSD REPORT

To: Board of Directors
From: Carie Huff, District Engineer
Cc: Herb Niederberger, General Manager
Subject: Technical Services Department Monthly Report
Board Date: October 3, 2024

TSD Updates:

- ❖ The District's Board of Director's approved Resolution 24-21 at the August 1st board meeting finding the Proposed Annexation of 2624 Swetzer Road (APN 032-181-007) Categorically Exempt from CEQA and Adopted a Resolution of Support for an interim Out-of-Area Service Agreement. Last month, staff included an update in the TSD Monthly Report indicating the proposed agreement/annexation would not be moving forward at the project proponent's request; however, the project proponent recently decided to move forward with the Out-of-Area Service Agreement and connection to the District's public sewer system.
- ❖ The General Manager and District Engineer are working with the City of Lincoln, LAFCO and the Sierra College Partners Development Team to implement the out of area service agreement for the Sierra College Partners development. The Out-of-Area Service Agreement, approved by the District in 2017, is required because the parcel resides within the District's sphere of influence but cannot realistically sewer to District facilities. The agreement specifies that four properties will connect to a new District manhole which will then connect to the City of Lincoln's sewer system. Since the agreement was executed in 2017, the City of Lincoln's fee structure has changed, which complicates the funding portion of the agreement. The District's legal counsel prepared an amendment to address the financial concerns and payment mechanism. The City of Lincoln provided comments on the amendment that negatively impacts the District financially. District staff are currently pursuing modifications to the agreement that would make the Sierra College Partners development customers of the City of Lincoln with no involvement from the District.
- ❖ The District Engineer met with the Assistant Director of Placer County Health and Human Services, Environmental Health, and Animal Services regarding potential changes to the County's Code on August 29th.
- ❖ The District Engineer met with the property owner at 3970 Clover Valley Road on September 5th regarding the proposed location of an accessory dwelling unit adjacent to an existing sewer easement. Based on the location and depth of the existing sewer line within an existing 10-foot substandard sewer easement, additional easement is required.
- ❖ TSD staff met with H&R Plumbing on September 9th regarding the rehabilitation of two manholes impacted by brewery discharges. The District will be entering into a contract for

rehabilitation services to reduce the probability of a sanitary sewer overflow. Staff will consider using this product in future scenarios where a tenant improvement is proposed, and the discharge is known to be corrosive.

- ❖ TSD staff provided nighttime inspection services for Penryn Townhomes on September 9th. Caltrans requires all work within the right-of-way to be completed at night. The contractor will be responsible for paying the District's overtime costs.
- ❖ TSD staff participated in the Employee Engagement Committee (EEC) meeting on September 10th and September 24th.
- ❖ TSD staff attended the SPWA Partners Meeting on September 11th hosted by the City of Roseville. Topics included mutual aid, collection system updates, treatment plan updates, industrial pretreatment, and FOG control.
- ❖ The District Engineer attended the SPWA Board Meeting on September 12th. The board decided to postpone phase 2 of the EDU study pending other potential industry studies.
- ❖ TSD staff provided standby inspection services for the Town of Loomis Storm Drain Rehabilitation Project on September 16th due to excavation around a District force main.
- ❖ The District participated in a meeting on September 18th with the engineer and developer of Hidden Grove in Loomis to discuss the District's requirements which include the extension of the Boyington trunk line and the abandonment of the Boyington Lift Station and the Silver Ranch Lift Station.
- ❖ District staff participated in a lunch presentation by Armorock on September 18th on their polymer concrete manholes. Armorock offers corrosion-proof manhole solutions for new construction and rehabilitation. TSD staff is considering manhole alternatives for locations with high corrosion (downstream of food service establishments and breweries).
- ❖ The first quarter commercial audit of FY2024/25 is complete and the second quarter audit is initiated.
- ❖ TSD continues to work on updates to the District's Standard Specifications and Improvement Standards for Sanitary Sewer to align with the Sewer Code updates and Chapter 4 – Wastewater Pump Stations. Staff is working with WaterWorks Engineers (WWE) to address the District's comments.

Northwest Rocklin Sewer Annexation Construction Project (formerly known as Atherton Trunk)

The City notified the District on March 12th that the property owner accepted their offer to purchase the easement. The City indicated that they were preparing the appropriate documents to finalize the purchase. The City requested that they accept the sanitary sewer easement for the District, which is unacceptable. There has been no update since March 12th.

There are multiple development applications for projects upstream of the Northwest Rocklin Sewer Annexation Construction Project that propose to connect to the District's sewer system. The District has noted in responses to the City of Rocklin that connections will be approved on a case-by-case basis pending acceptance of the Northwest Rocklin Sewer Annexation Project. On July 11th, the District notified the City that Stanford Ranch 6.8 (165 EDU) will not be allowed to

connect to the District's sewer system until the easements are finalized and the project is accepted by the District.

Sierra College Trunk and Lift Station Abandonment, Rocklin

Efforts to coordinate access with property owners to complete a preliminary survey have stalled. The site walk is intended to identify elevation information and an indication of surface obstacles (large rock outcropping, etc.). Test pits and/or ground-disturbing activities are not proposed with the site walk. Staff anticipates meeting with the design team and the District's legal counsel in the coming weeks to determine the next steps.

Cameo Court Trunk and Lift Station Abandonment, Rocklin

WaterWorks Engineers submitted the preliminary design report in August which staff is in the process of reviewing.

PCWA / Newcastle Construction Cooperation Project

Staff reviewed the final plans and specifications submitted by GHD. The initial engineer's estimate indicates that the District's portion of the project is \$1,600,000 with half budgeted in FY24/25 and the other half in FY25/26. This includes cost sharing with PCWA on shared aspects of the project including mobilization/demobilization, traffic control, potholing, survey, and paving. The District and PCWA are working with property owners on right-of-entry agreements.

Jack in the Box Sewer Replacement Project

District staff is in the process of coordinating pothole efforts to confirm utility locations and determining if rock is present in locations where the new sewer alignment will be deeper than the existing pipe. The design will be refined once this information is available.

Del Rio Court and Delmar Sewer Extension Project

Staff is working on the specifications and is reevaluating the construction schedule due to potential weather impacts.

Johnson Springview Park Creek Crossing, Rocklin

As indicated in previous TSD reports, WaterWorks Engineers and their subconsultant, Helix Environmental Planning, completed preliminary biological and cultural resource field surveys and records searches for the project. The preliminary results indicated: 1) close proximity to sensitive tribal resources; 2) this segment of Antelope Creek is identified as an essential fish habitat for listed salmonids; and 3) the proposed crossing is within a FEMA Flood Zone. These factors resulted in a preliminary cost estimate for the project that is significantly higher than anticipated due to the increased complexity of the bridge design. The City of Rocklin has identified \$1.2 million in ARPA funding to construct the pedestrian bridge and issued a Notice to Proceed to their design consultant to pursue another location for the bridge. The District will postpone the creek crossing and will no longer report on this project.

Taylor Road Crossing, Newcastle

The final design is complete, and staff is working on the specifications to go to bid.

Main Street, Newcastle

Coastland Civil Engineering, the design engineer, is working towards the final design.

Proposed Annexation of the Castle City Mobile Home Park in Newcastle

As previously reported, staff met with representatives from the State of California and Caritas, the owner of Castle City Mobile Home Park, to review the District's role in the funding application

and consolidation process. The District is required to submit the funding application and manage all aspects of the project, including funding until reimbursed by the State of California. Coleman Engineering is working on completing the application and requested additional information from the District. Staff will present additional information about the project in the coming months with a request for direction from the board.

Local Agency Formation Commission (LAFCO)

The District completed the survey questions for the Municipal Services Review and Sphere of Influence Study Update. RSG, LAFCO's consultant, will be conducting virtual interviews on September 25th and interviews on-site in early October to better understand the District's operations.

FOG Program

The District's FOG Inspector conducted nine core sample inspections of grease control devices (GCDs) in August at the following locations:

- Mel's Diner, 6708 Lonetree Boulevard
- Blue Oaks Town Center, 6696 Lonetree Boulevard
- Anatolian Table, 6688 Lonetree Boulevard
- Wally's Café, 2110 Sunset Boulevard
- Shell Gas Station, 6001 W Oaks Boulevard
- 7-Eleven, 2101 Sunset Boulevard
- IHOP, 6751 Stanford Ranch Road
- Paquitas Mexican Grill, 3883 Taylor Road
- Skipolini's, 6600 Lonetree Boulevard

All nine inspections passed without any corrections or documented defects.

District staff conducted a pump-out inspection of the existing grease control device at Fred's Burger. This location opened for business without notifying the City of Rocklin or the District which resulted in the issuance of a Warning of Non-Compliance. Staff completed an inspection of the grease control device after it was pumped to assess the condition in the presence of the owner of Fred's Burger. The inspection revealed that the inlet tee of the GCD was damaged and required repair. Since the repair necessitates another pump-out, and to reduce the financial burden on the business, it was agreed that the repair will take place during the next scheduled pump-out in three months. Once the inlet tee is repaired, the conditions of the Warning of Non-Compliance will be satisfied.

District staff also coordinated a pre-design meeting with the owner of Via Roma to address a previously identified issue. On February 27, 2024, a pump-out inspection of the existing GCD at this location revealed significant defects, including holes that had rusted through the existing GCD. As a result, a Warning of Non-Compliance was issued. During the pre-design meeting, it became evident that due to the complexity of the existing plumbing infrastructure, extensive construction would be required to meet the District's Sewer Code requirements. To mitigate the financial impact, the owner was advised to apply for a variance. Once the variance is approved, the existing GCD will be replaced with a new hydromechanical unit.

Finally, the District's FOG Inspector conducted two rough inspections for new grease control devices being installed at Chulla's Café and Raku Sushi, both of which are new establishments in Rocklin. These businesses have successfully navigated the District's Tenant Improvement process and are moving forward with construction.

Industrial Pretreatment

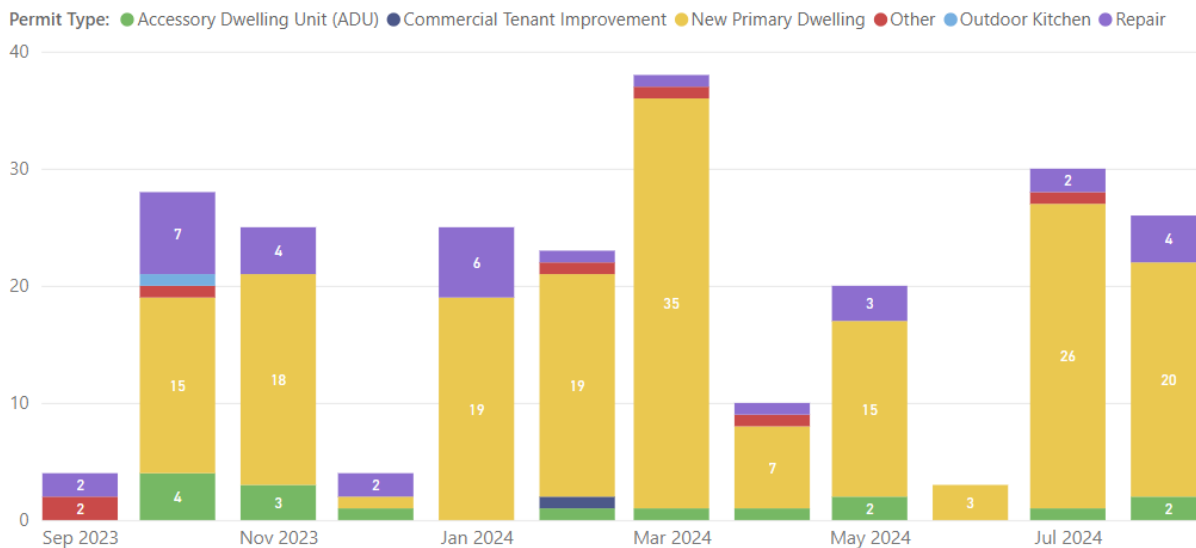
District Staff, together with the City of Roseville’s Industrial Waste Analyst, met with the owners of Moksa Brewing Company and Shred Beer Company to assess their water monitoring and control plans. These meetings were scheduled as part of the ongoing efforts following the Warning of Non-Compliance notices issued in May in relation to the Brewery Study. Both breweries demonstrated their newly implemented processes which comply with regulatory standards. The enhanced water monitoring and control measures will reduce the impact of brewery waste and discharge to the District’s critical infrastructure, ensuring the long-term protection of the sewer system.

The District and the City of Roseville were selected to present the findings from the brewery study at the upcoming California Water Environment Association (CWEA) P3S Conference in February of 2025, following the successful submission of the conference application.

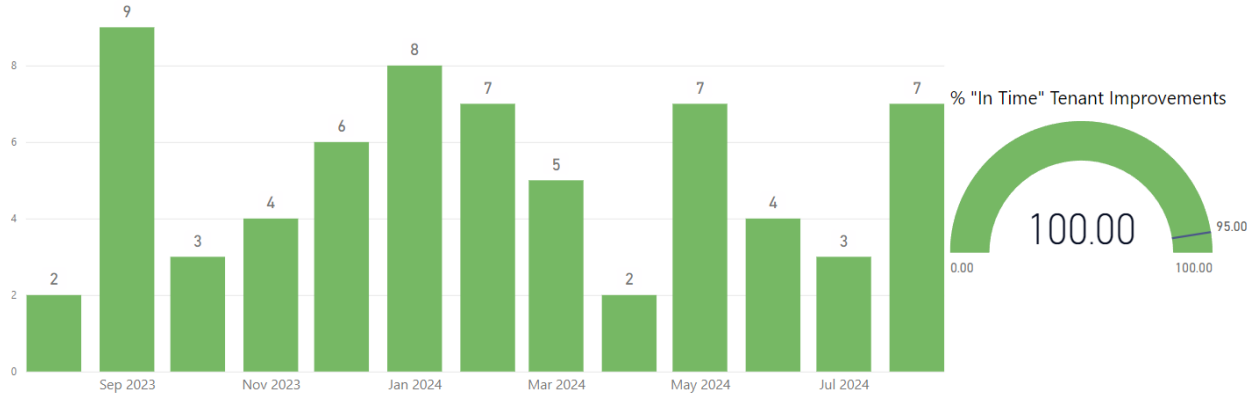
Department Performance Indicators

The following charts depict the efforts and performance of the department in the following areas of work as of August 31, 2024. 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.

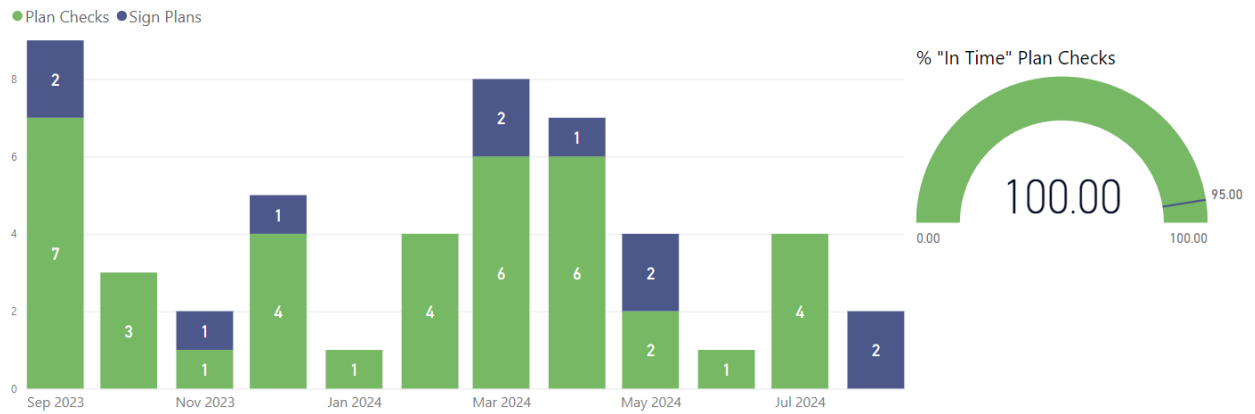
Sewer Permits - Completed - Monthly Totals



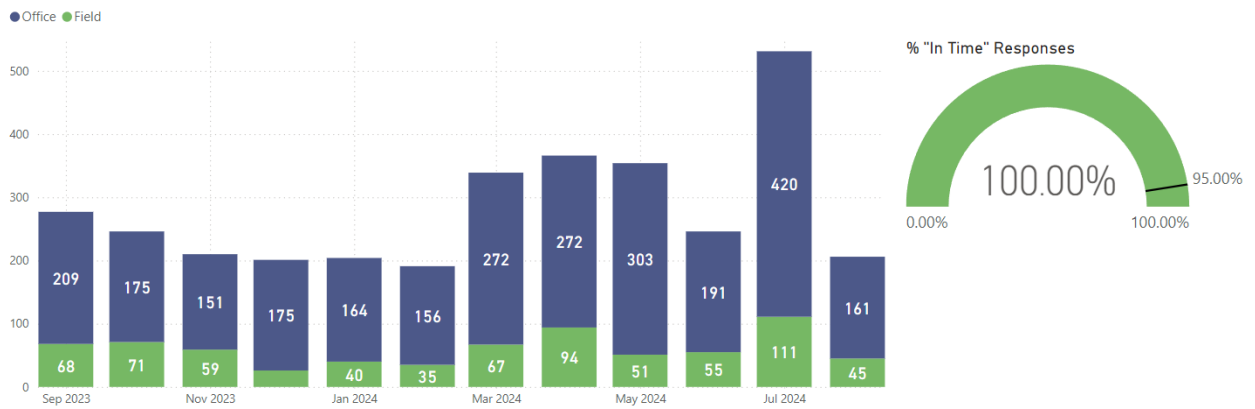
Tenant Improvement Reviews Completed - Monthly Totals



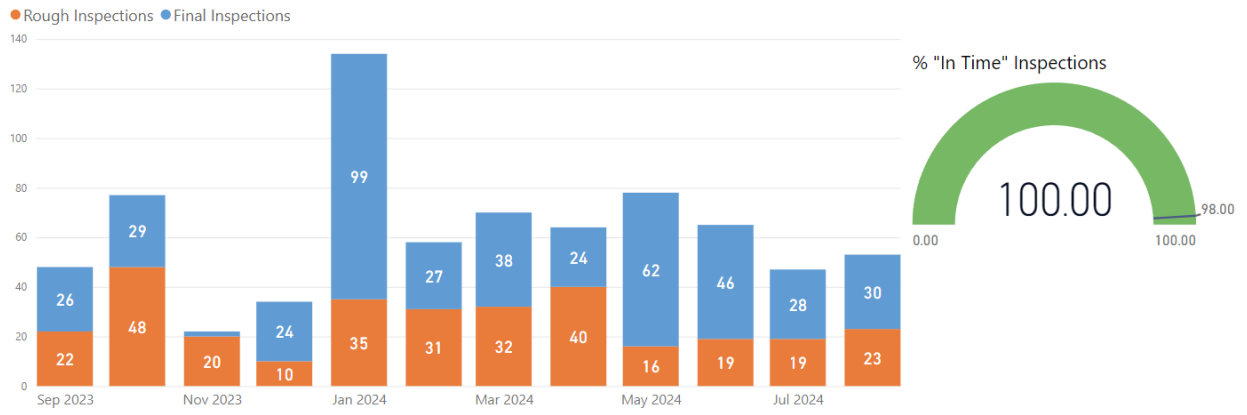
Plan Checks Completed - Monthly Totals



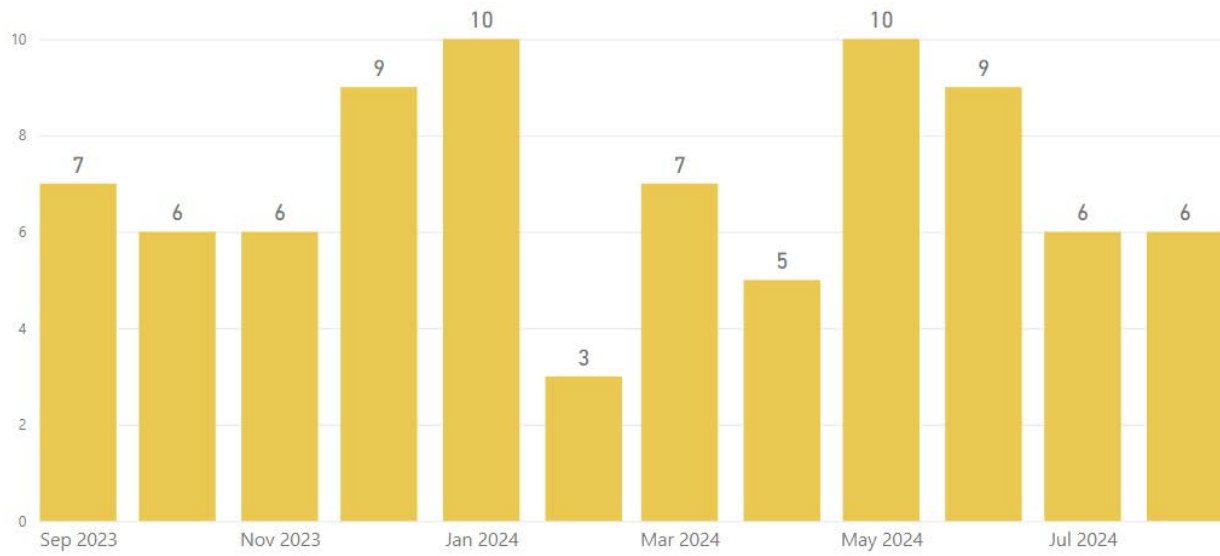
811 Responses



Building Sewer Inspections - Monthly Totals

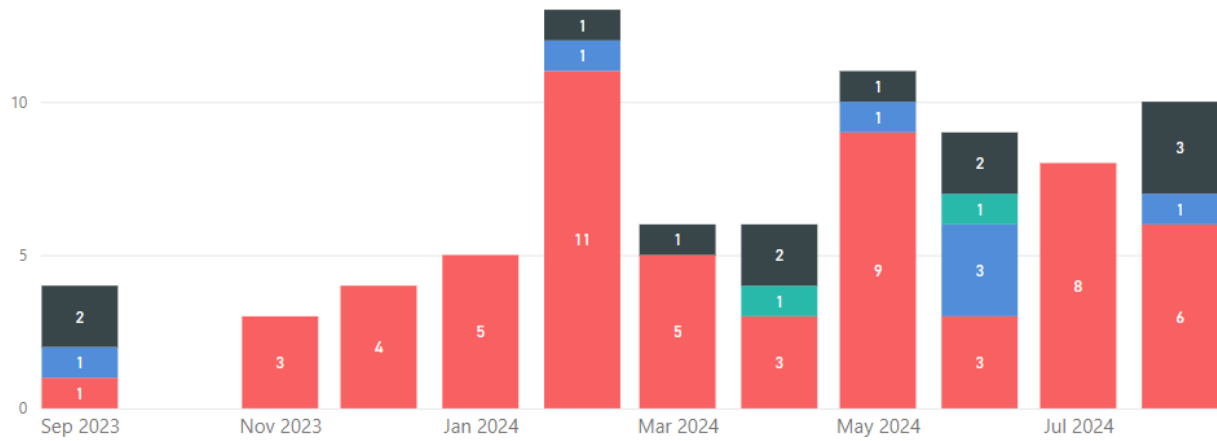


FOG Pickups - Monthly Totals



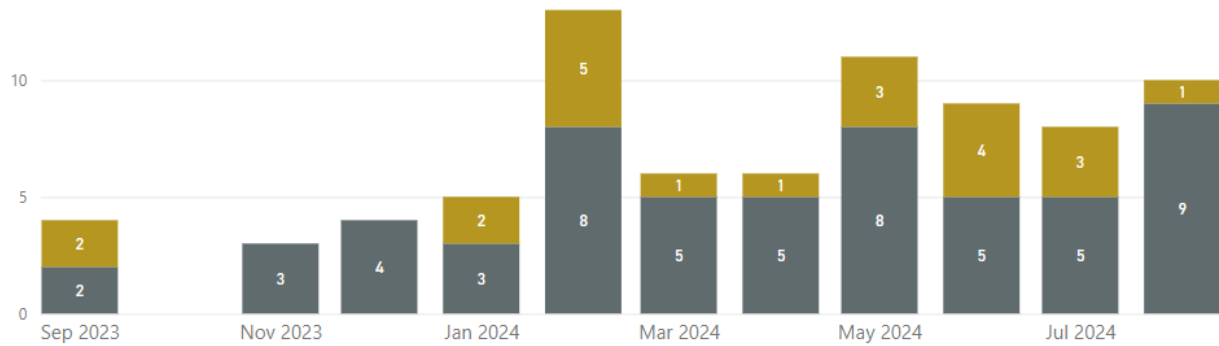
Grease Interceptor Inspections

Template ● GGI Core Sample Inspection - Outside ● GGI Pump Out/Cleaning Inspection ● HGI Core Sample Inspection - Inside ● HGI Core Sample Inspection - Outside

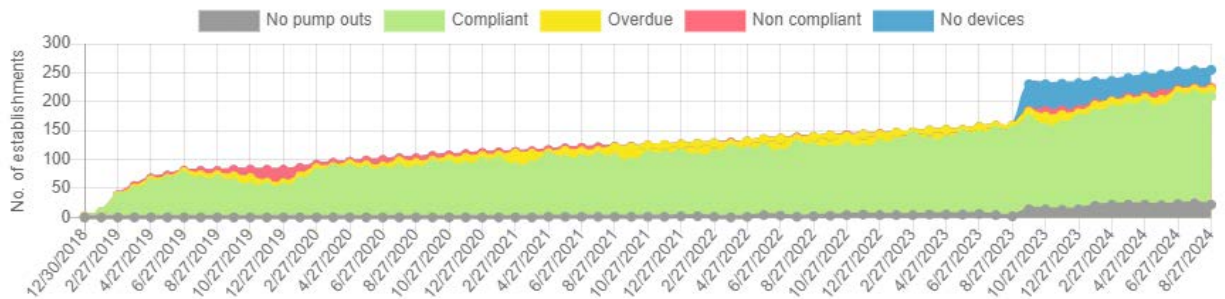


Interceptor Inspection Results

Compliance ● Compliant ● Non-compliant



FOG Compliance History



SwiftComply updated the program to include facilities that do not have a grease control device. This blue area indicates food service establishments that either have no devices or have not been investigated or inspected yet.