



**SPMUD BOARD OF DIRECTORS  
REGULAR MEETING: 4:30 PM**

**February 4, 2021**

Zoom Meeting: 1 (669) 900-9128

Meeting ID: 822 4161 8510

The District’s regular Board meeting is held on the first Thursday of every month. This notice and agenda are posted on the District’s web site ([www.spmud.ca.gov](http://www.spmud.ca.gov)) and posted in the District’s outdoor bulletin board at the SPMUD Headquarters at the above address. Meeting facilities are accessible to persons with disabilities. Requests for other considerations should be made through the District Headquarters at (916)786-8555.

Pursuant to the Governor’s Executive Order N-29-20, issued March 17, 2020, the February 4, 2021 meeting of the SPMUD Board of Directors will occur via teleconference using Zoom Meeting 1 (669) 900-9128, <https://us02web.zoom.us/j/82241618510>. Public comments can be emailed to [ecostan@spmud.ca.gov](mailto: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**

- |                                |        |
|--------------------------------|--------|
| Vice President Gerald Mitchell | Ward 1 |
| President William Dickinson    | Ward 2 |
| Director John Murdock          | Ward 3 |
| Director James Durfee          | Ward 4 |
| Director James Williams        | Ward 5 |

**III. PLEDGE OF ALLEGIANCE**

**IV. CONSENT ITEMS**

[pg 4 to 43]

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 February 4, 2021 meeting.*

1. MINUTES from the January 7, 2021 Regular Meeting. [pg 4 to 8]
2. ACCOUNTS PAYABLE in the amount of \$2,253,548 through January 25, 2021. [pg 9 to 14]
3. QUARTERLY INVESTMENT REPORT in the total amount of \$62,330,074 through December 31, 2020. [pg 15 to 17]

4. RESOLUTION 21-02 AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A UTILITY AGREEMENT with the City of Rocklin for the Rocklin Road and Pacific Street Roundabout Project. [pg 18 to 26]
5. RESOLUTION 21-03 AUTHORIZING THE GENERAL MANAGER TO PURCHASE A CCTV VAN AND EQUIPMENT from Downtown Ford and U-Rock Utility Equipment, respectively, in the amount of \$170,461.88. [pg 27 to 34]
6. RESOLUTION 21-04 AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT FOR UNIFORM RENTAL AND FACILITY SERVICES with Cintas Corporation for an amount not to exceed \$75,000.00. [pg 35 to 40]
7. COVID-19 PANDEMIC UPDATE [pg 41 to 43]

## V. 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 emailed to [ecostan@spmud.ca.gov](mailto: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.

## 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. RESOLUTION 21-05 AMENDING RESOLUTION 20-22, AND APPROVAL OF MID-YEAR ADJUSTMENTS TO THE FISCAL YEAR 20/21 BUDGET [pg 44 to 51]  
Staff will report to the Board the mid-year budget adjustments recommended for FY 20/21.

Action Requested: Roll Call Vote

**Staff recommends that the Board of Directors adopt Resolution 21-05, amending Resolution 20-22 and authorizing the following adjustments to the FY2020/21 Budget:**

1. Increase the Revenue Budget by \$827,100: from 18.46M to \$19.29M.
2. Decrease the General Fund Budget by \$221,938: from \$16.96M to \$16.74M.
3. Decrease the Capital Budget by \$1,763,300: from \$11.07M to \$9.31M.

2. RESOLUTION 21-06 REVISING POLICIES #3140 CHECK PROCESSING POLICY, #3170 CREDIT CARD TRANSACTION CHARGES POLICY, AND #3310 RECORDS RETENTION POLICY [pg 52 to 82]  
Staff will present to the Board a revised Check Processing Policy, Credit Card Transaction Charges Policy, and a revised Records Retention Policy.

Action Requested: Roll Call Vote

**Staff recommends that the Board of Directors adopt Resolution 21-06, revising Policies #3140, #3170, and #3310.**

**3. SOUTH PLACER WASTEWATER AUTHORITY (SPWA) BOARD MEETING REPORT – DIRECTOR WILLIAMS**

Director Williams, the District representative to the SPWA Board, will provide a brief update on the recent actions and activities of the SPWA Board.

No Action Requested: Informational Item

**VII. REPORTS**

[pg 83 to 92]

The purpose of these reports is to provide information on projects, programs, staff actions and committee meetings that are of general interest to the Board and public. No decisions are to be made on these issues.

1. Legal Counsel (A. Brown)
2. General Manager (H. Niederberger)
  - 1) ASD, FSD & TSD Reports
  - 2) Informational items
3. Director's Comments: Directors may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

**VIII. ADDITIONAL PUBLIC COMMENTS**

Public comments can be emailed to [ecostan@spmud.ca.gov](mailto: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.

**IX. ADJOURNMENT**

If there is no other Board business the President will adjourn the meeting to its next regular meeting on **March 4, 2021 at 4:30 p.m.**

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

<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
Regular	Zoom Meeting	January 7, 2021	4:30 p.m.

**I. CALL MEETING TO ORDER:** The Regular Meeting of the South Placer Municipal Utility District Board of Directors was called to order with President Murdock presiding at 4:36 p.m.

**II. ROLL CALL OF DIRECTORS:**

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

Absent: None

Vacant: Ward 4

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

**III. PLEDGE OF ALLEGIANCE:** General Counsel Brown led the Pledge of Allegiance.

**XI.1 ISSUANCE OF OATH OF OFFICE**

President Murdock requested that the Board hear Item 6.1 Issuance of the Oath of Office prior to the consent items. ASM Costan issued the Oath of Office for Director Gerald Mitchell of Ward 1, Director James Durfee of Ward 4, and Director James Williams of Ward 5.

**IV. CONSENT ITEMS:**

1. MINUTES from the December 3, 2020 Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$1,065,844 through December 29, 2020.
3. BILL OF SALE for Sewer Improvements within Taylor Road Mixed Use with an estimated value of \$572,647.
4. BILL OF SALE for Sewer Improvements within United Auburn Indian Community (UAIC) Tribal School with an estimated value of \$12,242.
5. RESOLUTION 21-01 UPDATING THE DISTRICT INVESTMENT STRATEGY.
6. COVID-19 PANDEMIC UPDATE.

GM Niederberger added that the large number of refunds shown in the Accounts Payable Report was due primarily to residential occupancy changes from a high volume of home sales. GM Niederberger also highlighted the COVID-19 Prevention Plan (CPP) in the COVID-19 Pandemic Update Report, a document required by Cal OSHA. The existing Pandemic Illness Workforce

Shortage Continuity of Operations Guide adopted in April is now a companion to the CPP and will be updated to reflect staff changes that have occurred since its adoption.

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

## **V. PUBLIC COMMENTS:**

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

## **VI. BOARD BUSINESS**

### **2. SELECTION OF OFFICERS AND APPOINTMENTS TO THE TEMPORARY ADVISORY COMMITTEES AND SPWA BOARD**

President Murdock dissolved the existing advisory committees.

President Murdock nominated the current Vice President William Dickinson to succeed as the new President for 2021.

Director Murdock made a motion to nominate Director Mitchell to serve as Vice-President, a second was made by Director Williams, the motion carried 5-0.

President Dickinson created temporary advisory committees and appointed Directors to serve as follows:

- Policy & Ordinance Committee: Director Durfee & Vice President Mitchell
- Personnel Advisory Committee: President Dickinson & Director Murdock
- Redistricting Committee: Director Murdock & Director Durfee
- Architectural Committee: President Dickinson & Director Williams
- Fee & Finance Committee: President Dickinson & Director Williams
- SPWA Advisory Committee: Vice President Mitchell & Director Williams
- Loomis 2 x 2 Committee: Director Durfee & Director Williams

Vice President Mitchell shared that existing South Placer Wastewater Authority (SPWA) debt has been restructured at a low fixed rate and there is no current need for treatment expansion, making the Joint Powers Authority (JPA) very stable at this time. He shared support for it being a good time to appointment someone else to serve as the District's representative on the Board. The District has veto rights over certain actions, and he shared that he does not believe there is a need for six people to serve on the SPWA Board. He shared that outside of conversations regarding debt, which will not likely need to occur for some time, the meetings are fairly routine in nature. The current structure has been working well. Additionally, the County is growing in the West which will increase their consumption.

President Dickinson shared that the SPWA Advisory Board is separate from the appointment to serve as the District's representative on the SPWA Board. The Committee would be set up to discuss maintenance, operations, and other SPWA issues. With over fifty percent of the District budget going to pay for the City of Roseville's treatment, it is important to have more institutional background and eyes on the SPWA's operations.

President Dickinson appointed Director Williams as District representative to the South Placer Wastewater Authority Board of Directors with Vice President Mitchell serving as alternate.

**3. SOUTH PLACER WASTEWATER AUTHORITY (SPWA)**

GM Niederberger reported that the District now receives the SPWA draft agenda well in advance of the SPWA meeting, allowing the draft agenda to be brought to the Board for discussion. Future agendas will be provided to the SPWA Advisory Committee who can then present the materials to the SPMUD Board.

GC Brown provided an overview of the formation of the SPWA Board and how the District ended up with one representative on the Board.

Director Murdock stated that Roseville has a majority vote with Placer County representing Roseville. Director Williams commented that when he was on the Board for Placer County that he represented Roseville, but his area also included Loomis and other parts of the County.

President Dickinson shared that the best time to look at a restructuring is when times are stable, and relationships are good. Director Durfee suggested that we detail and articulate the reasons why we believe there should be a change. It was stated that the Advisory Committee can look into potential restructuring further.

Vice President Mitchell shared that the SPWA meetings are open meetings currently being held via Zoom and anyone can be added to the distribution list.

GM Niederberger provided an overview of the upcoming SPWA meeting agenda and asked for Director comments. There were no Director comments.

Director Williams made a motion to forward the discussion of an additional District representative on the SPWA Board to the SPMUD SPWA Advisory Committee for review and future recommendation to the Board; a second was made by Director Durfee; a roll call vote was taken, and the motion carried 5-0.

**4. GENERAL MANAGER GOALS FOR 2021**

GM Niederberger shared his 2021 Goals which include:

1. Redistricting to comply with the California Voting Rights Act (CVRA) and Transition to by-Ward Area Voting. This goal includes obtaining the information necessary to develop ward boundary scenarios for consideration by the Board. Holding public hearings and working with staff from County Elections to incorporate new ward boundaries into County precincts.
2. Renew Special District Leadership Foundation Transparency Certification.
3. Complete Building Addition and Perimeter Fence Project. This goal includes finalizing the plans and specifications for the Headquarters and Corporation Yard building addition,

bidding the project and bringing it to the Board for contract authorization, and completing the work on schedule and within budget.

4. Evaluate Financial Performance and report to Fee and Finance Advisory Committee. This goal includes incorporating audit and financial information into the District's Financial Model and updating the five-year Capital Improvement Project Plan to determine the need for rate changes.
5. Secure additional SPMUD representation on the SPWA Board of Directors. This goal has been placed on hold pending direction from the SPWA Advisory Committee.
6. Dispose of excess assets such as the Newcastle Sanitary District (NSD) property. This goal includes completing the legal steps necessary to offer the NSD parcel and Munoz Pump Station to other agencies and jurisdictions.
7. Obtain the GFOA Award for Financial Reporting.

GM Niederberger also reviewed the 2021 Long-Range Planning Agenda. President Dickinson asked for the General Manager's Performance Review to be added to the Long-Range Planning Agenda in December.

Director Williams asked about a deadline for Redistricting and recommended adding that to the Long-Range Planning Agenda. GM Niederberger responded that he will be bringing additional information to the Board but is not certain of the timing yet.

Director Durfee made a motion to approve the General Managers 2021 goals as amended; a second was made by Director Williams; 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 introduced the monthly staff reports and shared that he may not be able to attend the February Board meeting.

Vice President Mitchell asked about an upcoming Policy and Ordinance Committee meeting. ASM Costan shared that a meeting would be scheduled following the conclusion of the Board meeting. Vice President Mitchell also congratulated the Superintendent on 1553 days without a loss time incident.

Director Durfee thanked GM Niederberger and ASM Costan for the thorough orientation he received in December.

Director Murdock asked how the processing of the first autopay batch went after implementing the new online autopay service for customers. ASM Costan shared that the initial draft occurred

on January 4<sup>th</sup> and everything went smoothly. Director Murdock also asked about Sutter discontinuing Occupation Health Services at the Roseville location. ASM Costan shared that the District received notice that the Roseville location was closing. There was no explanation given as to why they were choosing to discontinue Occupational Health Services at the Roseville facility.

Director Williams asked about a District policy regarding vaccinations for our staff. GC Brown shared that the decision to receive a vaccination is currently an individual decision under the law. The District could adopt a policy to encourage vaccinations. ASM Costan shared that she read an article stating that employers could mandate the vaccinations for employees; however, employees can still opt out for religious reasons and due to the FDA approval being an emergency approval. GM Niederberger shared that the District does have a Wellness Program that offers flu vaccinations to employees at no cost.

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

**3. Director's Comments:**

Director Williams welcomed Director Durfee to the Board. Director Durfee thanked everyone for the warm welcome.

Vice President Mitchell spoke about connection fees and working with partner agencies to lower the cost of development. As the State exerts more power to mandate affordable housing, he has asked that the District look at deferring payments and being leaders on this issue. Director Williams shared that the current tax structure has prevented other sources of funding for infrastructure costs. President Dickinson asked if this should be heard by the Fee and Finance Committee or scheduled for a future Board meeting. GM Niederberger recommended that this issue be vetted with the Fee and Finance Committee and then brought to the Board.

Director Murdock welcomed Director Durfee and wished President Dickinson a good 2021.

President Dickinson thanked Vice President Mitchell for all his years of service on the SPWA Board.

**VIII. ADJOURNMENT**

The President adjourned the meeting at 5:51 p.m. to the next regular meeting to be held on February 4, 2021 at 4:30 p.m.



Emilie Costan, Board Secretary



Item 4.2



South Placer Municipal Utility District, CA

# Check Report

By Check Number

Date Range: 12/30/2020 - 01/25/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
1021	ARC	12/31/2020	Regular	0.00	230.54	12976
1742	Burrell Consulting Group	12/31/2020	Regular	0.00	3,730.00	12977
1068	City of Roseville	12/31/2020	Regular	0.00	1,385,320.00	12978
1139	Hill Rivkins Brown & Associates	12/31/2020	Regular	0.00	4,320.00	12979
1475	Petersen & Mapes, LLP	12/31/2020	Regular	0.00	739.00	12980
1284	SHRM	12/31/2020	Regular	0.00	219.00	12981
1325	Tyler Technologies, Inc.	12/31/2020	Regular	0.00	400.00	12982
1663	Buckmaster Office Solutions	01/08/2021	Regular	0.00	190.66	12984
1068	City of Roseville	01/08/2021	Regular	0.00	471,219.00	12985
1086	Dataprose	01/08/2021	Regular	0.00	1,713.36	12986
1685	Streamline	01/08/2021	Regular	0.00	800.00	12987
1499	TechRoe.com LLC	01/08/2021	Regular	0.00	900.00	12988
1325	Tyler Technologies, Inc.	01/08/2021	Regular	0.00	5,137.50	12989
1020	Aqua Sierra Controls, Inc.	01/14/2021	Regular	0.00	890.17	12990
248	AT&T (916.663.1652) & (248.134.5438.608.80)	01/14/2021	Regular	0.00	264.24	12991
1022	AT&T (9391035571) & (9391053973)	01/14/2021	Regular	0.00	338.27	12992
1652	Cintas Corporation	01/14/2021	Regular	0.00	1,783.35	12993
1509	Crystal Communications	01/14/2021	Regular	0.00	311.64	12994
1087	Dawson Oil Co.	01/14/2021	Regular	0.00	3,220.24	12995
1113	Ferguson Enterprises, Inc. 1423 (Main)	01/14/2021	Regular	0.00	2,544.73	12996
1734	Garney Pacific, Inc.	01/14/2021	Regular	0.00	168,064.74	12997
1123	Gladding McBean	01/14/2021	Regular	0.00	37.97	12998
1666	Great America Financial Services	01/14/2021	Regular	0.00	452.99	12999
1136	Helix Laboratories, Inc.	01/14/2021	Regular	0.00	1,450.02	13000
1686	Jan Pro	01/14/2021	Regular	0.00	861.00	13001
1564	Jensen Landscape Services, LLC	01/14/2021	Regular	0.00	1,748.00	13002
1646	National Benefit Services (NBS)	01/14/2021	Regular	0.00	644.00	13003
1218	PCWA	01/14/2021	Regular	0.00	878.00	13004
1221	PG&E (Current Accounts)	01/14/2021	Regular	0.00	5,772.35	13005
1333	SPOK, Inc.	01/14/2021	Regular	0.00	27.06	13006
1306	Superior Equipment Repair	01/14/2021	Regular	0.00	5,217.15	13007
1308	Syneco Systems, Inc.	01/14/2021	Regular	0.00	3,215.44	13008
1188	Tri Tech Software Systems	01/14/2021	Regular	0.00	14,606.25	13009
1338	Verizon Wireless	01/14/2021	Regular	0.00	1,445.90	13010
1561	Williams + Paddon Architects + Planners, Inc.	01/14/2021	Regular	0.00	1,955.89	13011
1327	US Bank Corporate Payment	01/20/2021	Regular	0.00	8,160.79	13012
	**Void**	01/20/2021	Regular	0.00	0.00	13013
	**Void**	01/20/2021	Regular	0.00	0.00	13014
	**Void**	01/20/2021	Regular	0.00	0.00	13015
1007	Advanced Integrated Pest	01/21/2021	Regular	0.00	106.00	13016
1012	All Electric Motors	01/21/2021	Regular	0.00	2,979.36	13017
1652	Cintas Corporation	01/21/2021	Regular	0.00	437.89	13018
1073	Consolidated Communications	01/21/2021	Regular	0.00	2,041.47	13019
1080	CWEA (Main)	01/21/2021	Regular	0.00	288.00	13020
1139	Hill Rivkins Brown & Associates	01/21/2021	Regular	0.00	2,720.00	13021
1218	PCWA	01/21/2021	Regular	0.00	405.33	13022
1475	Petersen & Mapes, LLP	01/21/2021	Regular	0.00	540.00	13023
1236	Placer County Clerk-Recorder	01/21/2021	Regular	0.00	750.00	13024
1244	Preferred Alliance Inc	01/21/2021	Regular	0.00	196.65	13025
1253	Recology Auburn Placer	01/21/2021	Regular	0.00	320.21	13026
1487	RJA Heating & Air, Inc.	01/21/2021	Regular	0.00	253.25	13027
1518	Sonitrol of Sacramento	01/21/2021	Regular	0.00	1,092.39	13028
1015	American Fidelity Assurance	12/31/2020	Bank Draft	0.00	1,240.16	DFT0005990
1045	Cal Pers 457 Plan (EFT)	01/08/2021	Bank Draft	0.00	750.00	DFT0006004

Check Report

Date Range: 12/30/2020 - 01/25/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1135	Mass Mutual (EFT)	01/08/2021	Bank Draft	0.00	8,127.52	DFT0006005
1135	Mass Mutual (EFT)	01/08/2021	Bank Draft	0.00	424.75	DFT0006006
1015	American Fidelity Assurance	01/08/2021	Bank Draft	0.00	416.66	DFT0006007
1015	American Fidelity Assurance	01/08/2021	Bank Draft	0.00	418.73	DFT0006008
1229	Pers (EFT)	01/08/2021	Bank Draft	0.00	49.13	DFT0006009
1229	Pers (EFT)	01/08/2021	Bank Draft	0.00	183.84	DFT0006010
1229	Pers (EFT)	01/08/2021	Bank Draft	0.00	326.18	DFT0006011
1229	Pers (EFT)	01/08/2021	Bank Draft	0.00	2,298.08	DFT0006012
1229	Pers (EFT)	01/08/2021	Bank Draft	0.00	4,077.38	DFT0006013
1229	Pers (EFT)	01/08/2021	Bank Draft	0.00	121.14	DFT0006014
1229	Pers (EFT)	01/08/2021	Bank Draft	0.00	181.40	DFT0006015
1229	Pers (EFT)	01/08/2021	Bank Draft	0.00	1,730.52	DFT0006016
1229	Pers (EFT)	01/08/2021	Bank Draft	0.00	2,591.81	DFT0006017
1229	Pers (EFT)	01/08/2021	Bank Draft	0.00	2,882.47	DFT0006018
1229	Pers (EFT)	01/08/2021	Bank Draft	0.00	3,301.84	DFT0006019
1149	Internal Revenue Service	01/08/2021	Bank Draft	0.00	12,591.16	DFT0006020
1098	EDD (EFT)	01/08/2021	Bank Draft	0.00	3,607.97	DFT0006021
1098	EDD (EFT)	01/08/2021	Bank Draft	0.00	1,218.51	DFT0006022
1149	Internal Revenue Service	01/08/2021	Bank Draft	0.00	2,944.70	DFT0006023
1149	Internal Revenue Service	01/08/2021	Bank Draft	0.00	9,028.44	DFT0006024
1229	Pers (EFT)	01/06/2021	Bank Draft	0.00	-403.92	DFT0006027
1229	Pers (EFT)	01/06/2021	Bank Draft	0.00	-462.68	DFT0006028
1098	EDD (EFT)	01/06/2021	Bank Draft	0.00	41.32	DFT0006030
1149	Internal Revenue Service	01/06/2021	Bank Draft	0.00	48.47	DFT0006033
1149	Internal Revenue Service	01/19/2021	Bank Draft	0.00	4.08	DFT0006037
1098	EDD (EFT)	01/19/2021	Bank Draft	0.00	2.91	DFT0006038
1098	EDD (EFT)	01/19/2021	Bank Draft	0.00	0.38	DFT0006039
1149	Internal Revenue Service	01/19/2021	Bank Draft	0.00	0.96	DFT0006040
1149	Internal Revenue Service	01/19/2021	Bank Draft	0.00	4.39	DFT0006041
1045	Cal Pers 457 Plan (EFT)	01/22/2021	Bank Draft	0.00	750.00	DFT0006043
1135	Mass Mutual (EFT)	01/22/2021	Bank Draft	0.00	8,127.52	DFT0006044
1135	Mass Mutual (EFT)	01/22/2021	Bank Draft	0.00	424.75	DFT0006045
1015	American Fidelity Assurance	01/22/2021	Bank Draft	0.00	416.66	DFT0006046
1015	American Fidelity Assurance	01/22/2021	Bank Draft	0.00	418.73	DFT0006047
1229	Pers (EFT)	01/22/2021	Bank Draft	0.00	49.13	DFT0006048
1229	Pers (EFT)	01/22/2021	Bank Draft	0.00	183.84	DFT0006049
1229	Pers (EFT)	01/22/2021	Bank Draft	0.00	326.18	DFT0006050
1229	Pers (EFT)	01/22/2021	Bank Draft	0.00	2,298.08	DFT0006051
1229	Pers (EFT)	01/22/2021	Bank Draft	0.00	4,077.37	DFT0006052
1229	Pers (EFT)	01/22/2021	Bank Draft	0.00	123.21	DFT0006053
1229	Pers (EFT)	01/22/2021	Bank Draft	0.00	184.51	DFT0006054
1229	Pers (EFT)	01/22/2021	Bank Draft	0.00	1,760.19	DFT0006055
1229	Pers (EFT)	01/22/2021	Bank Draft	0.00	2,636.26	DFT0006056
1229	Pers (EFT)	01/22/2021	Bank Draft	0.00	2,882.47	DFT0006057
1229	Pers (EFT)	01/22/2021	Bank Draft	0.00	3,301.83	DFT0006058
1149	Internal Revenue Service	01/22/2021	Bank Draft	0.00	13,042.00	DFT0006059
1098	EDD (EFT)	01/22/2021	Bank Draft	0.00	3,649.45	DFT0006060
1098	EDD (EFT)	01/22/2021	Bank Draft	0.00	1,230.23	DFT0006061
1149	Internal Revenue Service	01/22/2021	Bank Draft	0.00	3,050.16	DFT0006062

Check Report

Date Range: 12/30/2020 - 01/25/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1149	Internal Revenue Service	01/22/2021	Bank Draft	0.00	8,983.36	DFT0006063

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	95	49	0.00	2,110,939.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	52	52	0.00	115,664.23
EFT's	0	0	0.00	0.00
	<b>147</b>	<b>104</b>	<b>0.00</b>	<b>2,226,604.03</b>

Check Report

Date Range: 12/30/2020 - 01/25/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1645	Aspire Retirement Solutions	01/08/2021	Bank Draft	0.00	26,849.26	DFT0006025

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	1	1	0.00	26,849.26
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>26,849.26</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	95	49	0.00	2,110,939.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	53	53	0.00	142,513.49
EFT's	0	0	0.00	0.00
	<b>148</b>	<b>105</b>	<b>0.00</b>	<b>2,253,453.29</b>

### Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	12/2020	1,396,198.70
100	GENERAL FUND	1/2021	857,254.59
			<b>2,253,453.29</b>

Account Number	Name	Date	Type	Amount	Reference	Packet
112-1029039-01	Manuel, Brandon	1/5/2021	Refund	95.09	Check #: 12983	UBPKT11181
<b>TOTAL REFUNDS</b>				<b>95.09</b>		

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Herb Niederberger, General Manager

**Cc:** Emilie Costan, Administrative Services Manager

**Subject:** 4th Quarter Investment Report (October 1, 2020 thru December 31, 2020)

**Board Date:** February 4, 2021

---

**Overview**

In accordance with Section 53646 of the California Government Code, this report provides the Board with a quarterly investment report.

The investments held by the District on December 31, 2020 are shown in Attachment 1 and totaled \$62.3 million. The portfolio is in compliance with the Board's adopted policy regarding District investments and as of December 31, 2020 had an average yield to maturity of 0.53 percent.

**Recommendation**

Staff recommends that the Board of Directors receive and file the 4th Quarter Investment Report.

**Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.3: Maintain Transparency with all District activities.
- Goal 4.1: Maintain Compliance with Pertinent Regulations
- Goal 5.2: Explore and evaluate investment and business practice alternatives.
- Goal 5.3: Maintain financial responsibility by ensuring allocated funding sources are adequate to meet expenses; and that available funds and resources are managed efficiently.
- Goal 5.6: Provide routine reports on Financial Stability.

**Related District Ordinances and Policies**

This action is in conjunction with the following District Policies:

- Policy 3120 – Investment of District Funds

**Fiscal Impact**

There is no direct fiscal impact associated with the preparation of this report.

Attachments:

1. 4<sup>th</sup> Quarter Investment Report
2. Allocation by Fund, Allocation by Investment Type, and Historical Performance

**SPMUD BOARD INVESTMENT REPORT**  
**INVESTMENT REPORTING PERIOD: October 1, 2020 - December 31, 2020**  
**MEETING DATE: February 4, 2021**

Investment	Par Value	Market Value	Book Value	Yield to Maturity	% of Portfolio	Days to Final Maturity
<b>CALTRUST - Short Term</b>	\$ 4,330,741	\$ 4,330,741	\$ 4,330,741	0.32%	7%	1
<b>CALTRUST - Medium Term</b>	\$ 17,561,210	\$ 17,561,210	\$ 17,561,210	0.30%	28%	1
<b>WELLS FARGO - Money Market</b>	\$ 3,038,684	\$ 3,038,684	\$ 3,038,684	0.01%	5%	1
<b>WELLS FARGO - Fixed Income Securities</b>	\$ 8,250,000	\$ 8,294,557	\$ 8,250,520	1.44%	13%	272
<b>PLACER COUNTY TREASURY</b>	\$ 11,930,124	\$ 11,930,124	\$ 11,930,124	0.55%	19%	1
<b>LAIF (Local Agency Investment Fund)</b>	\$ 10,873,657	\$ 10,873,657	\$ 10,873,657	0.58%	17%	1
<b>CASH</b>	\$ 6,301,101	\$ 6,301,101	\$ 6,301,101	0.20%	10%	1
<b>TOTAL/AVERAGE</b>	<b>62,285,517</b>	<b>62,330,074</b>	<b>62,286,037</b>	<b>0.53%</b>	<b>100%</b>	<b>40</b>

DEFINITIONS

**Par Value** is the principal amount of a security and the amount of principal that will be paid at maturity.

**Market Value** is the value at which a security can be sold at the time it is priced or the need to sell arises.

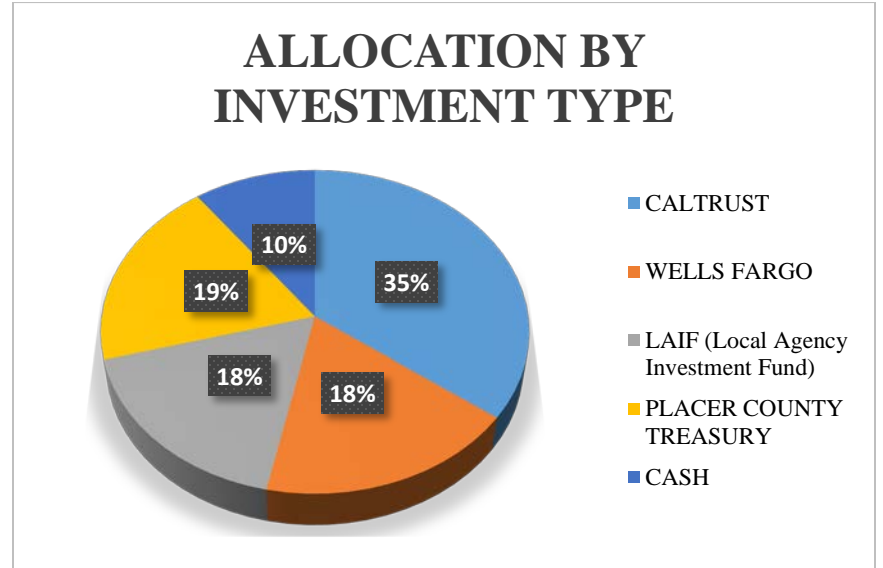
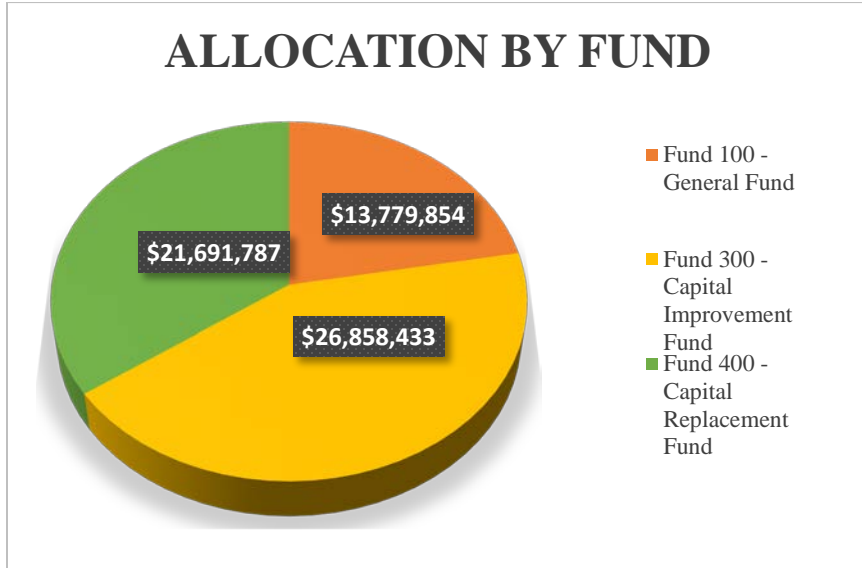
*Market values are only relevant if the investment is sold prior to maturity. Profit or loss would be realized only if the specific investment were to be sold.*

**Book Value** is the purchase price of a security plus amortization of any premium or discount. This may be more or less than face value, depending upon whether the security was purchased at a premium or at a discount.

**Yield to Maturity** is the estimated rate of return assuming the investment is held until maturity.



Attachment 2 – Allocation by Fund, Allocation by Investment Type, and Historical Performance



<b>Historical Performance</b>					
	3 months	6 months	1 year*	3 year*	5 year*
CaTRUST Short Term	0.15%	0.34%	1.09%	1.85%	1.48%
CaTRUST Medium Term	0.20%	0.49%	1.35%	1.87%	1.60%
Wells Fargo	0.23%	0.16%	0.25%	1.62%	
Placer County	0.14%	0.28%	0.74%	1.56%	1.56%
LAIF	0.15%	0.35%	1.17%	1.79%	1.39%

\*Annualized

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Carie Huff, District Engineer

**Cc:** Herb Niederberger, General Manager

**Subject:** Utility Agreement with the City of Rocklin for the Rocklin Road and Pacific Street Roundabout Project

**Meeting Date:** February 4, 2021

---

**Background**

The City of Rocklin intends to construct a roundabout at the intersection of Rocklin Road and Pacific Street. The District has existing facilities located within the project limits and is using the opportunity to replace aging infrastructure and adjust portions of the existing facilities to align with the new geometry of the intersection.

Since the City’s project is utilizing state and federal funds, the attached utility agreement is required with all utility companies that are impacted by the work.

Should the Board approve Resolution 21-02, the signed agreement will be sent to the City of Rocklin for approval and signature. The District and City intend to use a similar process for projects using state and federal funds to meet the parties’ individual and shared objectives.

**Recommendation**

Staff recommends that the Board of Directors:

- Adopt Resolution 21-02 to authorize the General Manager to execute the attached Utility Agreement between South Placer Municipal Utility District and the City of Rocklin for the Rocklin Road and Pacific Street Roundabout Project.

**Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.2: Improve communications.
- Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.

**Fiscal Impact**

Per the utility agreement, the District will be responsible to pay the actual costs for the removal and replacement of eight hundred feet of sewer main, six sewer laterals and four manholes. The City will administer the competitively bid contract in coordination with District staff. All construction work is required to meet the District’s standards and specifications, including all testing requirements. The estimated cost for the work is \$282,370. The budget for involvement with regional projects is sufficient to accommodate this project.

Attachments:

1. Resolution No. 21-02 – Authorization to Enter the Utility Agreement with the City of Rocklin for the Rocklin Road and Pacific Street Roundabout Project.
2. Utility Agreement between South Placer Municipal Utility District and the City of Rocklin for the Rocklin Road and Pacific Street Roundabout Project.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 21-02**

**AUTHORIZATION TO ENTER INTO A UTILITY AGREEMENT WITH THE CITY OF ROCKLIN FOR THE ROCKLIN ROAD AND PACIFIC STREET ROUNDABOUT PROJECT**

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

WHEREAS, the City proposes to construct a roundabout at the intersection of Rocklin Road and Pacific Street in Rocklin, Placer County, California, hereinafter referred to as “Project”, and

WHEREAS, the project requires the removal and replacement of the District’s existing facilities concurrently with the Project, and

WHEREAS, the District agrees to pay for the actual costs to remove and replace the District’s existing facilities per the approved improvement plans during the Project which are anticipated to be \$282,370, and

WHEREAS, the District is willing to accept the improvements in accordance with the provisions of this agreement, the approved improvement plans, 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 authorizes the General Manager to enter into the attached utility agreement for the Rocklin Road and Pacific Street Roundabout Project.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 4<sup>th</sup> day of February 2021.

Signed: \_\_\_\_\_  
William Dickinson, President of the Board of Directors

Attest: \_\_\_\_\_  
Emilie Costan, Board Secretary

Exhibit 14-F Utility Agreements

UTILITY AGREEMENTS

CITY OF ROCKLIN

UTILITY AGREEMENT

County	Route	P.M.	Project #
PLACER	ROCKLIN RD/PACIFIC ST	NA	CML-5095(023)
Fed. Aid. No.: CML-5095(023)			
Owner's File: NA			
<b>FEDERAL PARTICIPATION: On the Project: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b> <b>On the Utilities: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b>			

UTILITY AGREEMENT NO. SPMUD-2021-01

The City of Rocklin hereinafter called "LOCAL AGENCY" proposes to install a roundabout, ADA and bicycle accessibility improvements, landscaping, street lighting, and utility modifications at Rocklin Road and Pacific Street, in the City of Rocklin, Placer County, California.

And: **South Placer Municipal Utility District**

hereinafter called "OWNER," owns and maintains sanitary sewer facilities; within the limits of LOCAL AGENCY's project that requires relocation of said facilities to accommodate LOCAL AGENCY's project.

It is hereby mutually agreed that:

I. WORK TO BE DONE:

In accordance with Notice to Owner No. SPMUD-2021-01 dated TBD, LOCAL AGENCY shall relocate OWNER's sanitary sewer pipes and structures as shown on LOCAL AGENCY's contract plans for the improvement at the intersection of Rocklin Road and Pacific Street, which by this reference are made a part hereof. OWNER hereby acknowledges review of LOCAL AGENCY's plans for work and agrees to the construction in the manner proposed.

Deviations from the plan described above initiated by either the LOCAL AGENCY or the OWNER, shall be agreed upon by both parties hereto under a Revised Notice to Owner. Such Revised Notices to Owner, approved by the LOCAL AGENCY and agreed to/acknowledged by the OWNER, will constitute an approved revision of the plan described above and are hereby made a part hereof. No work under said deviation shall commence prior to written execution by the OWNER of the Revised Notice to Owner. Changes in the scope of the work will require an amendment to this Agreement in addition to the revised Notice to Owner. OWNER shall have the right to inspect the work during construction. Upon completion of the work by LOCAL AGENCY, OWNER agrees to accept ownership and maintenance of the constructed facilities, and relinquishes to LOCAL AGENCY ownership of the replaced facilities except in the case of liability determined pursuant to Water Code 7034 or 7035.

## II. LIABILITY FOR WORK

The existing facilities are located within the LOCAL AGENCY's right of way under permit and will be relocated at OWNER's expense under the provisions of Sections (673) and (680) of the Streets and Highways Code.

## III. PERFORMANCE OF WORK

OWNER shall have access to all phases of the relocation work to be performed by LOCAL AGENCY, as described in Section I above, for the purpose of inspection to ensure that the work is in accordance with the specifications contained in the Highway Construction Contract; however, all questions regarding the work being performed will be directed to LOCAL AGENCY's Resident Engineer for their evaluation and final disposition.

Use of personnel requiring lodging and meal "per diem" expenses will not be allowed without prior written authorization by LOCAL AGENCY's representative. Requests for such authorization must be contained in OWNER's estimate of actual and necessary relocation costs. OWNER shall include an explanation why local employee or contract labor is not considered adequate for the relocation work proposed. Per Diem expenses shall not exceed the per diem expense amounts allowed under the California Department of Human Resources travel expense guidelines.

## IV. PAYMENT FOR WORK

The OWNER shall pay its share of the actual cost of said work included in the LOCAL AGENCY's highway construction contract within 90 days after receipt of LOCAL AGENCY's bill; compiled on the basis of the actual bid price of said contract. The estimated cost to OWNER for the work being performed by the LOCAL AGENCY's highway contractor is \$282,370.00.

In the event actual final relocation costs as established herein are less than the sum of money advanced by OWNER to LOCAL AGENCY, LOCAL AGENCY hereby agrees to refund to OWNER the difference between said actual cost and the sum of money so advanced. In the event that the actual cost of relocation exceeds the amount of money advanced to LOCAL AGENCY, in accordance with the provisions of this Agreement, OWNER hereby agrees to reimburse LOCAL AGENCY said deficient costs upon receipt of an itemized bill as set forth herein.

## V. GENERAL CONDITIONS

All costs accrued by OWNER as a result of LOCAL AGENCY's request of 7/16/2020 to review, study and/or prepare relocation plans and estimates for the project associated with this Agreement may be billed pursuant to the terms and conditions of this Agreement.

If LOCAL AGENCY's project which precipitated this Agreement is canceled or modified so as to eliminate the necessity of work by OWNER, LOCAL AGENCY will notify OWNER in writing, and LOCAL AGENCY reserves the right to terminate this Agreement by Amendment. The Amendment shall provide mutually acceptable terms and conditions for terminating the Agreement.

All obligations of LPA under the terms of this Agreement are subject to the acceptance of the Agreement by LPA Board of Directors or the Delegated Authority (as applicable), the passage of the annual Budget Act by the State Legislature,

and the allocation of those funds by the California Transportation Commission.

OWNER shall submit a Notice of Completion to the LOCAL AGENCY within 30 days of the completion of the work described herein.

It is understood that said highway is a Federal aid highway and accordingly, 23 CFR, Chapter 1, Part 645 is hereby incorporated into this Agreement.

In addition, the provisions of 23 CFR 635.410, BA, are also incorporated into this agreement. The BA requirements are further specified in Moving Ahead for Progress in the 21st Century (MAP-21), section 1518; 23 CFR 635.410 requires that all manufacturing processes have occurred in the United States for steel and iron products (including the application of coatings) installed on a project receiving funding from the FHWA.

Owner understands and acknowledges that this project is subject to the requirements of the BA law (23 U.S.C., Section 313) and applicable regulations, including 23 CFR 635.410 and FHWA guidance and will demonstrate BA compliance by collecting written certification(s) from the vendor(s) or by collecting written certification(s) from the manufacturer(s) (the mill test report (MTR)).

All documents obtained to demonstrate BA compliance will be held by the OWNER for a period of three (3) years from the date the final payment was received by the OWNER and will be made available to STATE or FHWA upon request.

One set of copies of all documents obtained to demonstrate BA compliance will be attached to, and submitted with, the final invoice.

This does not include products for which waivers have been granted under 23 CFR 635.410 or other applicable provisions or excluded material cited in the Department's guidelines for the implementation of Buy America requirements for utility relocations issued on December 3, 2013.

If, in connection with OWNER's performance of the Work hereunder, LOCAL AGENCY provides to OWNER any materials that are subject to the Buy America Rule, LOCAL AGENCY acknowledges and agrees that LOCAL AGENCY shall be solely responsible for satisfying any and all requirements relative to the Buy America Rule concerning the materials thus provided (including, but not limited to, ensuring and certifying that said materials comply with the requirements of the Buy America Rule).

LOCAL AGENCY further acknowledges that OWNER, in complying with the Buy America Rule, is expressly relying upon the instructions and guidance (collectively, "Guidance") issued by LOCAL AGENCY and its representatives concerning the Buy America Rule requirements for utility relocations within the State of California. Notwithstanding any provision herein to the contrary, OWNER shall not be deemed in breach of this Agreement for any violations of the Buy America Rule if OWNER's actions are in compliance with the Guidance.

IN WITNESS WHEREOF, the above parties have executed this Agreement the day and year above written.

**LOCAL AGENCY**

**SOUTH PLACER MUNICIPAL  
UTILITY DISTRICT**

By: \_\_\_\_\_  
Justin Nartker  
Local Agency Director

By: \_\_\_\_\_  
Herb Niederberger  
General Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

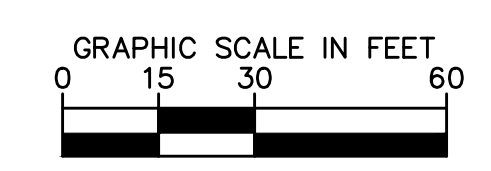
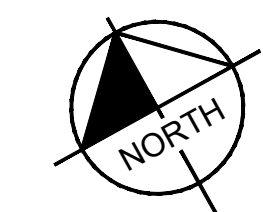
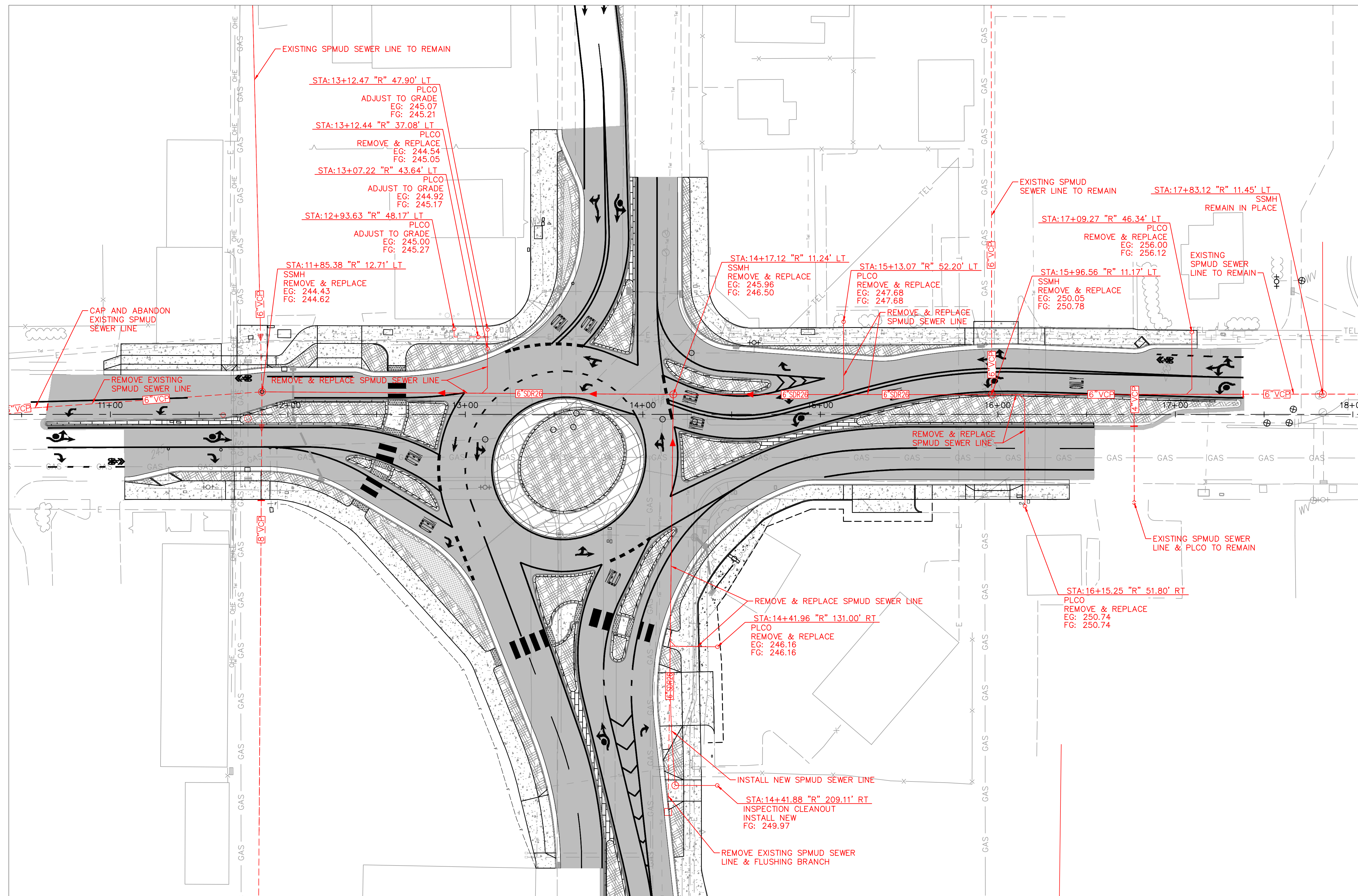
**Distribution:** 1) Owner, 2) Utility Coordinator, 3) DLAE –File, 4) District Utility Coordinator – File



**ROCKLIN ROAD AT PACIFIC STREET ROUNDABOUT (CML-5095(023))  
 100% SUBMITTAL OPINION OF PROBABLE CONSTRUCTION COST  
 ITEMIZED COST ESTIMATE - SPMUD**

January 2021

ITEM No.	ITEM DESCRIPTION	Unit	Quantity	Unit Price	Base Bid Cost
<b>Sewer Improvements</b>					
46	Remove and Replace Sewer Manhole	EA	2	\$10,000.00	\$20,000.00
47	Remove VCP Sewer and Replace with PVC Sewer	LF	655	\$250.00	\$163,750.00
48	Remove VCP Sewer and Replace with new VCP Sewer	LF	142	\$225.00	\$31,950.00
49	Remove and Replace Sewer Lateral and PLCO	EA	5	\$4,000.00	\$20,000.00
50	Remove and Replace Sewer Lateral	EA	1	\$3,000.00	\$3,000.00
51	Remove and Replace Sewer Manhole with Inside Drop Connect	EA	1	\$8,000.00	\$8,000.00
52	Install new Sewer Manhole (48")	EA	1	\$10,000.00	\$10,000.00
Construction Subtotal					<b>\$256,700</b>
Contingency @ 10%					\$25,670
<b>Estimated Construction Total - SPMUD Responsibility</b>					<b>\$282,370</b>



**ROCKLIN ROAD AND PACIFIC STREET ROUNDABOUT PROJECT**  
**UTILITY EXHIBIT: SOUTH PLACER MUNICIPAL UTILITIES DISTRICT (SPMUD)**  
 JANUARY 2021



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors  
**From:** Eric Nielsen, Superintendent  
**Cc:** Herb Niederberger, General Manager  
**Subject:** Vehicle Purchase – CCTV Van Replacement  
**Meeting Date:** February 4, 2021

---

**Overview**

Included in the current year FY 2020/21 budget is the replacement of the District’s Dodge CCTV Van (Unit 21) in the amount of \$180,000. Unit 21 is over 20 years old.

The State of California, Department of General Services, Procurement Division (DGS-PD) administers statewide commodity contracts for use by State departments and California local governments. Statewide Commodity Contracts are a type of Leveraged Procurement Agreement (LPA) used as one of the State's main procurement vehicles for leveraging its buying power. This program employs a competitive solicitation method and conforms to the District’s Purchasing Policy 3150. District staff selected a cab and chassis from this program and the truck will be outfitted to suit our needs at a cost that cannot exceed 10% above dealer costs.

District staff evaluated CCTV equipment from three different manufacturers. The evaluations included discussions with other agencies (references), review of available features, and demonstrations where staff were able to see the equipment in operation while performing work on District facilities. Field staff determined U-Rock Utility Equipment Inc. provided the CCTV equipment that best suited our needs. The District has begun to standardize it’s CCTV equipment which reduces costs because required appurtenances can be shared across camera units and procedures can be streamlined. The CCTV equipment was purchased through a Sourcewell contract.

The District is a member of Sourcewell (formerly known as the National Joint Powers Alliance (NJPA)). Sourcewell is a public corporation/agency serving as a municipal contracting agency for government and education agencies. Sourcewell creates national cooperative contract purchasing solutions on behalf of its member agencies which include all government, education, and non-profit agencies nationwide and in Canada. This process leverages the aggregation of volume from members nationwide. The competitive solicitation and contract process is completed and satisfied on behalf of member agencies. This Sourcewell process improves staff’s ability to purchase the equipment with the desired operational functionality and design that we believe will help reduce life-cycle costs and improve production rates.

**Recommendation**

Staff recommends that the Board of Directors adopt Resolution 21-03, authorizing the General Manager to execute a purchase order for the replacement truck in the amount of \$170,461.88.

**Strategic Plan Goals**

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain Transparency with all District Activities

**Related District Ordinances and Policies**

This action complies with the following District Policy

Policy No. 3150 – Purchasing Policy

**Fiscal Impact**

The total cost of the replacement vehicle of \$170,461.88 is below the budgeted amount of \$180,000.00.

**Attachments**

1. Resolution 21-03
2. Quotes for the replacement truck and CCTV equipment

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 21-03**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PURCHASE ORDER FOR THE REPLACEMENT OF CCTV VAN AND EQUIPMENT**

WHEREAS, the District's 2000 CCTV Van (Unit 21) has served its useful life; and

WHEREAS, the Board of Directors has approved a budget item in the current budget for Vehicle Purchases for the replacement of Unit 21; and

WHEREAS, the competitive bid process required by the State of California Public Contract Code has been met; 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, by the Board of Directors of the South Placer Municipal Utility District that the General Manager is granted the authority to execute a Purchase Order for the replacement CCTV Van and Equipment.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 4<sup>th</sup> day of February 2021.

Signed: \_\_\_\_\_  
William Dickinson, President of the Board of Directors

Attest: \_\_\_\_\_  
Emilie Costan, Board Secretary



DOWNTOWN FORD SALES  
 525 N16th Street, Sacramento, CA. 95811  
 916-442-6931 fax 916-491-3138

QUOTE No. **507201**

**QUOTE**

**Customer**

Name SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
 Address 5807 SPRINGVIEW DR  
 City ROCKLIN State CA Zip 95677  
 Phone ATTN: CHAD 916-871-0123

DATE: revised 1/16/21  
 SALES REP: KAYLA DEAN  
 PHONE: 916-717-0362  
 FOB: ROCKLIN

Qty	Description	Unit Price	TOTAL
1	<b>2022 FORD F250 REGULAR CAB PICK UP 4X4</b> STATE OF CALIFORNIA CONTRACT 1-18-23-20A CLIN 22 <b>PICK UP BOX DELETE</b>	\$25,543.00	\$25,543.00
OPTIONS			
1	UPGRADE TO DIESEL ENGINE	\$10,506.00	\$10,506.00
1	UPGRADE TO LONG BED (56" CA) FACTORY BLUETOOTH IS NOW STANDARD	\$404.00	\$404.00
1	ENOVEN 10' FLATBED WITH MEPS GENERATOR QUOTE 57732 (SEE ATTACHED)	\$22,164.00	\$22,164.00
1	WHELEN LIGHT BAR KIT AND ECCO LIGHTS ULTRA QUOTE 41676 (SEE ATTACHED)	\$4,091.00	\$4,091.00
1	UPFITTER SWITCHES	\$299.00	\$299.00
1	ELECTRONIC DMV FILIE (CA EXEMPT)	\$30.00	\$30.00
1	DOC FEE	\$85.00	\$85.00
SALES TAX CALCULATED AT 7.250% BASED ON REGISTRATION ADDRESS			

SubTotal	\$63,122.00
DELIVERY	\$75.00
SALES TAX	\$4,576.35
CA Tire Tax	\$8.75
<b>TOTAL</b>	<b>\$67,782.10</b>

**Payment Details**

- Cash
- Check
- Credit Card

Name \_\_\_\_\_  
 CC # \_\_\_\_\_  
 Expires \_\_\_\_\_

Office Use Only

**\$500 DISCOUNT WITH PAYMENT IN 20 DAYS!**

SIGNATURE

DATE



# Enoven Truck Body & Equipment

## Quote #: 57732

5125 Caterpillar Rd  
Redding, CA 96003  
530-605-4198

Date: 12/28/202  
CustID: 31497

Thank you for the opportunity to quote your business, please call if you have any questions.

Downtown Ford  
525 North 16th Street  
Sacramento, CA 95811

Downtown Ford  
525 North 16th Street  
Sacramento, CA 95811

Attn: Kayla  
916.442.6931

Qty>=	Description	Unit Price	Ext Price
1	<b>Flatbed: 10', Enoven EWP-1096S10DP</b>	\$6,409.00	\$6,409.00
	(REQUIRES 56" C/A, SRW, BOX DELETE)		
	- 84" Wide		
	- 10ga Diamond Plate Steel Deck		
	- Body will be formed in two pieces and will be 100% welded longitudinally on underside only		
	- 4" 11ga formed crossmembers, 12" on center		
	- 3" C-channel long sills		
	- 45" 10ga square headboard with laser cut full view windows framed in 2" X 3" steel tubing		
	- 10ga gussets on every other crossmember, both sides		
	- Square end stake pockets on side and end rails		
	- 1/2" rope hooks every other crossmember, both sides		
	- (4) 2" lashing winch binders welded to passenger side with 1/2" rope hook on opposite side		
	- (4) 2" X 27' nylon winch straps with sewn eye, SHIPPED LOOSE		
	- 3/16" diamond plate tapered tail apron with 4" Red LED S/T/T, 4" Clear B/U, and 2.5" LED Clearance and ID Lamps		
	- 2.5" Red LED Marker lamps in side rails at end of bed		
	- License plate lamp at end of frame closeout		
	- Class V Hitch with Frame Rail Closeout and 7-way RV Socket		
	- "ENOVEN" Mud Flaps		
	- Body Powdercoated Black		
	- Install factory provided camera and backup alarm		
	- Installed, Weighed, and Certified		
1	<b>Accessories: 42" Removable Stakesides with Aluminum Slats</b>	\$1,760.00	\$1,760.00
	- (2) sections per side and (2) at rear		
	- 42" Tall with (4) Aluminum slats bolted to steel stakes		
	- Sections interconnected with gate latches		
	- Stakes powdercoated Black		

Qty>=	Description	Unit Price	Ext Price
1	<b>Accessories: MEPS Road Power Generator, 4.5kw</b> - 4.5kw generator mounted to engine with pulley, belt, and bracket - ACU and remote panel mounted in 24" underbody toolbox, passenger side - (3) two outlet covered boxes: front bumper, passenger side headboard, and rear bumper - All electrical ran inside flexible conduit	\$10,860.00	\$10,860.00
2	<b>Accessories: Toolbox, 36"</b> - 36" X 18" X 18" steel toolbox mounted to underside of body, one per side - Powdercoated Black	\$560.00	\$1,120.00

<b>TOTAL</b>	<b>\$20,149.00</b>
--------------	--------------------

This Quote is good for 30 days. Acceptance of this Quote is confirmed and accepted by issuance of a Purchase Order, signing and returning this Quote, and/or delivery of a truck chassis to Enoven. This quotation was made expressly upon your request and is confidential and non transferable. If provided, estimated delivery dates are estimates only; actual delivery dates depend on a variety of factors that may/may not be within the direct control of Enoven. FUEL SERVICE CHARGE - IF A TRUCK IS DELIVERED WITH LESS THAN 1/4 TANK OF DIESEL/GASOLINE OR LESS THAN 1,500PSI CNG, A \$100.00 FUEL SERVICE CHARGE WILL BE ADDED TO THE FINAL INVOICE. For complete Terms and Conditions please go to [www.enoven.com](http://www.enoven.com).

**Terms of Sale:**  
Net10

**Enoven Truck Body & Equipment**

Authorized by: senochian

Date: 12/28/2020

Printed: 12/28/2020 8:55:46 PM



**ULTRA TRUCK WORKS, INC.**

Estimate

5623 AUBURN BLVD  
SACRAMENTO, CA.95841

ULTRATRUCKWORKS@COMCAST.NET

<b>DATE</b>	<b>ESTIMATE NO.</b>
12/28/2020	41676

<b>NAME / ADDRESS</b>
DOWNTOWN FORD 525 NO. 16TH STREET SACRAMENTO, CA 95814 4426931

WWW.ULTRATRUCKWORKS.COM

<b>PROJECT</b>

DESCRIPTION	QTY	COST	TOTAL
Ecco Electronic ED3701A Warning Light; 1.3 Inch Height x 4.8 Inch Width x 0.6 Inch Depth; Directional LED; Amber LED/Clear Lens; Six LED; 13 Flash Pattern With 29 Modes; 12 To 24 Volt DC 2- FRONT GRILL 2 ONSIDE 2 REAR	6	109.00	654.00
Whelen Engineering Company R1LPPA Light Bar - LED; Responder (R); 17 Inch Length x 6.313 Inch Width x 2.375 Inch Height; 3 Peak AMP/ 1.2 Average AMP; 12 Volt DC; Amber Color Driver Side/ White Color Passenger Side; Amber Lens; Polycarbonate Base; Permanent Mount; 30 Scan-Lock Flash Patterns	1	349.00	349.00
Ecco Electronic EZ1000B-FL Warning Light Mount; EZ1000 LED SERIES; For Use With ECCO EZ1000 LED Series Warning Light; Third Brake Light Mount; Black **MOUNT KIT NO DRILL ON CAB		229.00	229.00
INSTALLATION added	7.5	115.00	862.50
WHELEN TAM83 TRAFFIC ADVISOR WITH CONTROLLER **mounted to the headboard.	1	749.00	749.00
BACK RACK WITH MOUNT KIT ** headboard to mount Tam83 INSTALLATION	1 5	325.00 115.00	325.00 575.00
2020 F250 DIESEL 4X4 STANDARD CAB  ATTN KAYLA DEAN			
		<b>TOTAL</b>	<b>\$3,743.50</b>

**U-Rock Utility Equipment**  
 PO Box 1235  
 Folsom, CA 95763  
 916-294-7693  
 mpaduveris@urockutility.com  
 www.urockutility.com

# Estimate



ADDRESS
South Placer Municipal Utility District 5807 Springview Drive Rocklin, CA 95677

SHIP TO
South Placer Municipal Utility District 5807 Springview Drive Rocklin, CA 95677

ESTIMATE #	DATE	EXPIRATION DATE
1278	01/26/2021	03/31/2021

**SHIP VIA**  
 Delivered

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
<b>E-OUTPOST-RX-V3.0</b>	Outpost Portable Enclosure / Inspection Platform includes washdown system	1	10,350.00	10,350.00T
<b>E-RX-SYS-BASIC-18</b>	Rovver X Basic Mainline Inspection System System includes VC500 Controller with Vision Report Software installed, RAX300 Automatic Cable Reel with 300M (1000ft) cable, wireless remote controller, reel mounting frame, emergency stop cable, RX130 Quick Change version crawler with 3 sets of rubber wheels for 6" to 12" pipe diameter. RCX90 pan, tilt, zoom camera, Pressurization Kit, and Wincan VX entry license.	1	71,500.00	71,500.00T
<b>E-080-0704-02</b>	Wheel D175x88 / d12 QCD (XXL Rubber)	4	525.00	2,100.00T
<b>E-080-0709-00</b>	Quick Change Wheel HMS (Small Aggressive) Wheel D85x18 / d12 QCD	4	425.00	1,700.00T
<b>E-080-0711-00</b>	HMS Wheel D120x31 / d12 QCD (Md Aggressive)	4	560.00	2,240.00T
<b>E-080-0710-00</b>	HMS Wheel D145x52 / d12 QCD (Lg Aggressive)	4	575.00	2,300.00T
<b>E-000-0036-00</b>	Tyger Tail	1	70.00	70.00T
<b>E-036-0921-00</b>	Base extension RAX300 inc Meter Counter	1	3,841.00	3,841.00T
<b>E-035-0209-00</b>	Flexible Cable Guide Pulley	1	1,280.00	1,280.00T
<b>E-579-0215-01</b>	Lowering Device RXSAT140II	1	292.00	292.00T
<b>E-585-0116-00</b>	Bolt Lowering Device X M8	2	32.86	65.72T

SUBTOTAL	95,738.72
TAX	6,941.06
<b>TOTAL</b>	<b>\$102,679.78</b>

Thank you and we appreciate your business.  
 Please remit payment to PO Box 1235 Folsom, CA. 95763

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors  
**From:** Eric Nielsen, Superintendent  
**Cc:** Herb Niederberger, General Manager  
**Subject:** Uniform Rental and Facilities Services Agreement  
**Meeting Date:** February 4, 2021

---

**Overview**

The District has been under contract for uniform rental services for the past three years with CINTAS Corporation (CINTAS). Multiple services were evaluated, and CINTAS was found to best meet the needs of the District. The original three-year agreement is set to expire, and the District is looked to renew the agreement for these services. The agreement for these services is provided through a cooperative purchasing master agreement. The use of cooperative contracts reduces the cost of goods and services by aggregating the purchasing power of public agencies nationwide.

The District is a participating public agency with OMNIA Partners (formerly National IPA and U.S. Communities), the largest cooperative purchasing organization for public sector procurement. OMNIA Partners develops contracts that are competitively solicited and publicly awarded by a government lead agency and made available for participating agencies. This process conforms to the District Purchasing Policy 3150. CINTAS was awarded the agreement for these services through a Request for Proposal (RFP) process. The rates set in the current agreement have remained the same or decreased.

Staff believes leveraging this cooperative purchasing process reduces the overall cost of either performing these services in-house or implementing a standalone RFP process. Well-maintained uniforms and facilities support the professional brand we strive for at the District. Procuring these goods and services at competitively solicited rates allows staff to focus on its core functions of providing excellent service and protecting the environment.

Staff is presenting this resolution to the Board because the total of the three-year agreement is anticipated to exceed \$50,000, which in accordance with Purchasing Policy 3150, requires Board approval.

**Recommendation**

Staff recommends that the Board of Directors adopt Resolution 21-04, authorizing the General Manager to execute the attached agreement with CINTAS for uniform rental and facilities services.

**Strategic Plan Goals**

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.2: Establish and Meet Service Level(s) by Department

Goal 1.3: Build Business Efficiencies

**Related District Ordinances and Policies**

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

**Fiscal Impact**

The projected cost of the three-year agreement based on current quantities is approximately \$75,000.00, which will be paid for in weekly increments as services are performed. The annual cost of these services is within the current District budget of \$25,000 for uniform expenses and facilities services.

**Attachments**

1. Resolution 21-04
2. Agreement

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 21-04**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT FOR UNIFORM RENTAL AND FACILITY SERVICES**

WHEREAS, per the District’s memorandum of understanding with employees, the District will furnish Field Service personnel with uniforms; and

WHEREAS, CINTAS Corporation was awarded a contract for uniform rental and facility services through a competitively solicited cooperative purchasing process facilitated by OMNIA Partners; and

WHEREAS, the District, as a participating public agency of OMNIA Partners, has access to this cooperative purchasing contract; and

WHEREAS, per District Policy No. 3150 - Purchasing, the District can enter purchasing contracts with a supplier for the purchase of good or services when the pricing and terms have been previously established by another government agency; and

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

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the South Placer Municipal Utility District that the General Manager is granted the authority to execute the attached agreement for uniform rental and facilities services with CINTAS Corporation.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 4<sup>th</sup> day of February 2021.

Signed: \_\_\_\_\_  
William Dickinson, President of the Board of Directors

Attest: \_\_\_\_\_  
Emilie Costan, Board Secretary



FACILITIES SOLUTIONS AGREEMENT

Location No. \_\_\_\_\_  
 Contract No. \_\_\_\_\_  
 Customer No. \_\_\_\_\_  
 Main Corporate Code → **New CC 13218**

Customer/Participating Agency \_\_\_\_\_ Date \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

UNIFORM PRODUCT RENTAL PRICING:

Item #	Description	Unit Price

- This agreement is effective as of this date from \_\_\_\_\_ to \_\_\_\_\_, with a minimum term of 36 months. The length of this rental agreement will commence with the actual uniform rental, not affiliated with the start date of the Master Agreement. Any negotiations of price, terms or discounts must be approved by Prince William County Public Schools for the Master Agreement. Any such changes shall take effect on the anniversary date of the master agreement. All requests for price changes must be justified and based upon verifiable criteria which may include the Bureau of Labor Statistics Consumer Price Index (CPI-U).
- Name Emblem \$ \_\_\_\_\_ ea      • Company Emblem \$ \_\_\_\_\_ ea
- Customer Emblem \$ \_\_\_\_\_ ea      • Embroidery \$ \_\_\_\_\_ ea
- COD Terms \$ \_\_\_\_\_ per week charge for prior service (if Amount Due is Carried to Following Week)
- Automatic Lost Replacement Charge: Item \_\_\_\_\_ % of Inventory \_\_\_\_\_ \$ \_\_\_\_\_ Ea.
- Automatic Lost Replacement Charge: Item \_\_\_\_\_ % of Inventory \_\_\_\_\_ \$ \_\_\_\_\_ Ea.
- Minimum Charge \$ \_\_\_\_\_ per delivery.
- Make-Up charge \$ \_\_\_\_\_ per garment.
- Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium \$ \_\_\_\_\_ per garment.
- Seasonal Sleeve Change \$ \_\_\_\_\_ per garment.
- Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.
- Artwork Charge for Logo Mat \$ \_\_\_\_\_
- Size Change: Customer agrees to have employees measured by a Cintas representative using garment "size samples". A charge of \$ \_\_\_\_\_ per garment will be assessed for employee's size changed within 4 weeks of installation.
- Other \_\_\_\_\_

FACILITY SERVICES PRODUCTS PRICING:

Bundle*	Item #	Description	Rental Freq.	Inventory	Unit Price

\*Indicated bundled items/services

- \_\_\_\_  \_\_\_\_\_ Initial and check box if Unilease. All Garments will be cleaned by customer  
Date \_\_\_\_\_
- \_\_\_\_  \_\_\_\_\_ Initial and check box if receiving Linen Service. Company will take periodic physical inventories of items in possession or under control  
Date customer.
- \_\_\_\_  \_\_\_\_\_ Initial and check box if receiving direct embroidery. If service is discontinued for any employee or Customer deletes any of the garments  
Date direct embroidery for any reason, or terminates this agreement for any reason or fails to renew this agreement, Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement values.

Cintas Loc. No: \_\_\_\_\_ CUSTOMER:  
Please Sign Name \_\_\_\_\_

By: \_\_\_\_\_ Please Print Name \_\_\_\_\_

Title: \_\_\_\_\_ Please Print Title \_\_\_\_\_

Accepted-GM: \_\_\_\_\_ Email \_\_\_\_\_

Omnia Partners Public Sector Participating Public Agencies Terms

1. Participating Public Agencies: Supplier agrees to extend the same terms, covenants agreed to under the Master Agreement with Lead Public Agency Prince William County Public Schools to other government agencies (“Participating Public Agencies”) that, in their discretion, desire to access the Master Agreement in accordance with all terms and conditions contained herein or attached hereto. Each participating Public Agency will be exclusively responsible and deal directly with Supplier on matters relating to length of agreement, ordering, delivery, inspection, acceptance, invoicing, and payment for products and services in accordance with the terms and conditions of the Master Agreement. Any disputes between a Participating Public Agency and Supplier will be resolved directly between them in accordance with and governed by the laws of the State in which the Participating Public Agency exists.
2. Master Agreement available at <https://www.omniapartners.com/publicsector>

Supplier General Service Terms Section

3. Prices Customer agrees to rent from Company, and Company agrees to provide to Customer, the Merchandise, inventory and services described on Exhibit A, "Merchandise & Pricing" at the prices set forth in Exhibit A. There will be a minimum charge of thirty-five dollars (\$35.00) per week for each Customer location required to purchase its rental services from Company as set forth in this Agreement.
4. Buyback of Non-Standard Garments Customer has ordered from Company a garment rental service requiring embroidered garments that may not be standard to Company’s normal rental product line. Those non-standard products will be designated as such under-Garment Description in Exhibit C. In the event Customer deletes a non-standard product, alters the design of the non-standard product, fails to renew the Agreement, or terminates the Agreement for any reason other than documented quality of service reasons which are not cured, Customer agrees to buy back all remaining non-standard products allocated to Customer that the Company has in service and out of service at the then current Loss/Damage Replacement Values.
5. Service Guarantee: Company guarantees to deliver the highest quality textile rental service at all times. Any complaints about the quality of the service which have not been resolved in the normal course of business must be sent by registered letter to Company's General Manager. If Company then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this agreement provided all rental items are paid for at the then current replacement values or returned to Company in good and usable condition.
6. Garments' Lack of Flame Retardant or Acid Resistant Features Unless specified otherwise in writing by the Company, the garments supplied under this Agreement are not flame retardant or acid resistant and contain no special flame retardant or acid resistant features. They are not designed for use in areas of flammability risk or where contact with hazardous materials is possible. Flame resistant and acid resistant garments are available from Company upon request. Customer warrants that none of the employees for whom garments are supplied pursuant to this Agreement require flame retardant or acid resistant clothing.
7. Logo Mats In the event that Customer decides to delete any mat bearing the Customer’s logo (Logo Mat) from the rental program, changes the design of the Logo Mats, terminates this agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change or termination, all remaining Logo mats that the Company has in service and out of service held in inventory at the then current Loss/Damage Replacement Value.

8. Adding Employees Additional employees and Merchandise may be added to this Agreement at any time upon written or oral request by the Customer to the Company. Any such additional employees or Merchandise shall automatically become a part of and subject to the terms of this Agreement. If such employees are employed at a Customer location that is then participating under this Agreement, the Customer shall pay Company the one-time preparation fee indicated on Exhibit A. Customer shall not pay Company any one-time preparation fee for garments for employees included in the initial installation of a Customer location. There will be a one-time charge for name and/or company emblems when employees are added to the program in garments requiring emblems.
9. Emblem Guarantee Customer has requested that Company supply emblems designed exclusively for Customer featuring Customer's logo or other specific identification (hereinafter "Customer Emblems"). Company will maintain a sufficient quantity of Customer Emblems in inventory to provide for Customer's needs and maintain a low cost per emblem through quantity purchases.
10. In the event Customer decides to discontinue the use of Customer Emblems, changes the design of the Customer Emblems, terminates this Agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change, termination or expiration, all remaining Customer Emblems that the Company allocated to Customer at the price indicated on Exhibit A of this Agreement. In no event shall the number of Customer Emblems allocated to Customer exceed the greater of (a) twelve (12) months' volume for each unique Customer Emblem or (b) a quantity agreed to by Company and Customer and noted on Exhibit A.
11. Terminating Employees Subject to the provisions of this Agreement, the weekly rental charge attributable to any individual leaving the employ of the Customer, or on a temporary leave of absence of three (3) weeks or more, shall be terminated upon oral or written notice by the Customer to the Company but only after all garments issued to that individual, or value of same at the then current Loss/Damage Replacement Values, are returned to Company.
12. Replacement In the event any Merchandise is lost, stolen or is not returned to Company, or is destroyed or damaged by fire, welding damage, acid, paint, ink, chemicals, neglect or otherwise, the Customer agrees to pay for said Merchandise at the then current Loss/Damage Replacement Values.
13. Indemnification To the fullest extent permitted by law, Company agrees to defend, indemnify, pay on behalf of and save harmless the Participating Public Agency, its elected and appointed officials, agents, employees and authorized volunteers against any and all claims, liability, demands, suits or loss, including reasonable attorneys' fees and all other costs connected therewith, arising out of or connected to the services provided by Company under this Contract, but only to the extent of Company's negligence.
14. Additional Items: Additional customer employees, products and services may be added to this agreement and shall automatically become a part of and subject to the terms hereof and all of its provisions. If this agreement is terminated early for convenience, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration date for any reason other than documented quality of service reasons which are not cured, or terminated by Company for non-payment by Customer at any time Customer will pay to Company, as termination charges and not as a penalty based upon the following schedule:

If this agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as termination charges equal to 50 weeks of rental service.

If this agreement is cancelled for convenience in months thirteen (13) through eighteen (18) of the term, Customer shall pay as termination charges equal to 36 weeks of rental service.

If this agreement is cancelled for convenience in months nineteen (19) through twenty-four (24) of the term, Customer shall pay as termination charges equal to 23 weeks of rental service.

If this agreement is cancelled for convenience after 24 months of service, Customer shall pay as termination charges of 10 weeks of rental service.

Customer shall also be responsible to return all of the Merchandise allocated to such Customer locations terminating this Agreement at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.



## SOUTH PLACER MUNICIPAL UTILITY DISTRICT

### STAFF REPORT

**To:** Board of Directors

**From:** Herb Niederberger, General Manager

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

**Subject:** COVID-19 Update

**Meeting Date:** February 4, 2021

---

---

#### Overview

The purpose of this Staff Report is to provide the Board of Directors with an update of the COVID-19 outbreak.

As of January 13, 2021, the Greater Sacramento Region, of which Placer County is a part, was granted authority by the State to exit the Regional Stay-at-Home Order, effective immediately. This was based on the State's four-week projection putting the region's ICU capacity at 19.1%, above the 15% threshold announced last month. On January 25, 2021, Governor Newsom rescinded the Stay-at-Home order for the rest of the state and allowed outdoor dining at restaurants.

Placer County remains at the highest risk level tier for the spread of COVID 19 -Widespread. As of January 25, 2021. it was reported that Placer County has a case rate of 47.3 new cases per day per 100,000 residents and a 11.4 % positivity rate. As such, many non-essential indoor business operations are obligated to close. Sewer service is considered an essential business, and the District is compelled to take steps necessary to ensure the safety of its employees and customers.

The District is now implementing the District modified operations specified under the Widespread tier in the COVID-19 Prevention Plan (CPP). When Placer County is in the Widespread risk tier, the District will implement the following modifications to its standard operations:

- Conduct meetings including Board meetings remotely.
- Close the District Office to the public.
- Drive separate vehicles.
- Allow telework assignments for staff whose positions allow for it.
- Require electronic plan submittals.

Despite these efforts, the District personnel have experienced multiple instances of close contact, within 6-feet for more than 15 minutes over 24-hours, with someone who tested positive for COVID-19. In accordance with the CPP, these employees are quarantined at home for 14 days from the last day of exposure. The District has had two employees test positive for COVID-19. These employees have returned to work, and there have been no additional positive cases or

symptoms reported from potential exposure at the workplace. Despite an increase in exposures, the Families First Coronavirus Response Act (FFCRA) which provides up to two weeks of additional paid sick leave and partial paid time to care for children whose school or place of care is closed, expires on December 31<sup>st</sup> and has not been extended.

Economic Impacts

The District is experiencing the impact of COVID-19 on the Fund 100 revenues from the monthly sewer charges. The chart below indicates the number and magnitude of the delinquent accounts and past due amounts.

Total Accounts	Current Amount	30 Days Delinquent	60 Days Delinquent	90 Days Delinquent	120 Days Delinquent	Balance Due
45	\$27,360	\$25,796	\$ 12,864	\$12,618	\$0	\$78,638

It should be noted that although it appears that the magnitude of the delinquent accounts has stabilized, that these bills are reported quarterly. As such, the balance due is expected to jump every three months, as opposed to monthly. One of the larger delinquent accounts is responsible for almost \$31,000 of the delinquency and the parent company has filed for Chapter 11 Bankruptcy protection. Several food service establishments are in arrears for amounts over \$1,000 as is one large retail chain in a strip mall. Further review indicates that some of these delinquent accounts are chronic delinquencies and repeat annually with the transfer of delinquent service charges to the Placer County Tax roll. Despite the large balance due, the District has not received any requests for relief from the monthly service charge. The District resumed assessing late fees on delinquent accounts on October 1, 2020.

Development fees have rebounded from the steep decline in the beginning of the pandemic. The first six months of revenues from connection fees, plan review, and inspections have already exceeded not only the amount budgeted for the current fiscal year 2020/21, but also the amount collected during the prior fiscal year 2019/20.

Personnel

Due to the COVID-19 outbreak and the resulting public health orders, schools have taken extra precautions to prevent the spread of COVID-19. Beginning January 19, 2021, students in the Rocklin Unified School District transitioned to a 5-day/week am/pm in-person instruction. At this point in time, a small number of District employees have been inconvenienced by distance learning and the District is accommodating their needs.

Meetings

Staff suggests that the District continue videoconferencing the meeting of the Board of Directors using Zoom Meeting. In the unlikely event that Placer County achieves a Blueprint risk level of Minimal, then perhaps the Board can transition back to meeting in person.

**Recommendation**

Staff requests the Board of Directors receive and file this report.

**Strategic Plan Goals**

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain Transparency with all District Activities

Goal 4.1: Maintain Compliance with Pertinent Regulations

**Fiscal Impact**

Staff believes the accumulating delinquencies will be rectified in the current year or will be transferred to the Placer County Tax roll. Development fees have rebounded from the steep decline in the beginning of the pandemic, with the first six months of revenues from connection fees, plan review, and inspections already exceeding the amount budgeted for the current fiscal year as well as the amount collected in the prior fiscal year. Staff does not anticipate any further significant impact on revenues due to the COVID-19 outbreak or the need to use \$1 million in its rate stabilization reserve to make up for any lost revenue.

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Emilie Costan, Administrative Services Manager

**Cc:** Herb Niederberger, General Manager  
Eric Nielson, Superintendent  
Carie Huff, District Engineer

**Subject:** Resolution 21-05, Amending Resolution 20-22 and Approving Midyear Adjustments to the Fiscal Year 2020/21 Budget

**Board Date:** February 4, 2021

---

---

**Overview**

This report provides the Board with information, analysis, and recommendations regarding midyear adjustments to the Fiscal Year 2020/21 Budget.

Staff continues to increase effectiveness and investigate opportunities for cost efficiencies, and as such, is recommending a midyear general fund decrease. Staff is also recommending a capital fund decrease to adjust for the timing of active and planned capital project expenses.

**Background and Analysis**

Requested Midyear Budget Adjustments:

1. The Revenue Budget is increased by \$827,100:
  - a. The General Fund revenues will increase by \$225,000. The District was anticipating reduced development-related revenues due to COVID-19; however, the initial slowdown that occurred in the fourth quarter of fiscal year 2019/2020 did not last and development related revenues have exceeded the projections. The District also had additional revenues from the sale of surplus property.
  - b. The Capital Fund revenues will increase by \$602,100. The District projected that three hundred new Equivalent Dwelling Units (EDU's) would connect to the District's system in fiscal year 2020/2021, a reduction from prior year projections due to the COVID-19 pandemic; however, as of December 31<sup>st</sup> the District has already processed three hundred new connections. The District is requesting that the mid-year budget be modified to reflect four hundred and fifty new EDUs in fiscal year 2020/2021.

2. The General Fund Budget is decreased by \$221,938:
  - a. The O&M budget will decrease by \$112,000. The District did not incur Election Expenses as two of the Board Members ran uncontested and one Board Member was appointed by the Placer County Board of Supervisors. There was also a decrease in Professional Services, and the District did not purchase outreach materials for the FOG Program due to COVID-19. Additional funds are being requested for Billing and Banking Expenses due to an increase in the overall number of customers as well as the number of customers that are using credit cards and debit cards to pay their fees and charges.
  - b. The Regional Wastewater Treatment Plant costs are projected to decrease by \$109,938 as per the annual invoice received in September from the City of Roseville.
  
3. The Capital Outlay Budget is decreased by \$1,763,300:
  - a. A decrease in the General Fund Capital Outlay Budget of 1,673,300. The District will spend less than anticipated on System Improvements and Newcastle Master Plan Improvements. These costs will be carried over to next fiscal year. The District will also not spend funds budgeted for Easement Inspection Equipment due compliance requirements that need to be researched and implemented prior to the use of drone equipment. Finally, there is a decrease in the budget for the Corporation Yard Improvements. While the total project costs are projected to be \$3.32M, the District only anticipates spending \$1M this fiscal year.
  - b. An increase in the Capital Improvement Outlay Budget of \$160,000. A Rocklin 60 Phase III reimbursement payment did not occur in fiscal year 2019/20 resulting in the need for two payments in fiscal year 2020/21. This budget increase is for the fifth and final payment under the Reimbursement Agreement.
  - c. A decrease in the Rehabilitation and Replacement Capital Outlay Budget of \$250,000 for the Los Flores Mainline Replacement due to delays in the project timeline that will result in design costs in the current fiscal year with construction into FY 2021/22.

**Recommendation**

Staff recommends that the Board of Directors adopt Resolution 21-05, amending Resolution 20-22 authorizing the following adjustments to the FY2020/21 Budget:

- 1) Increase the Revenue Budget by \$827,100: from 18.46M to \$19.29M.
- 2) Decrease the General Fund Budget by \$221,938: from \$16.96M to \$16.74M.
- 3) Decrease the Capital Budget by \$1,763,300: from \$11.07M to \$9.31M.

**Strategic Plan Goal**

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 1.3: Maintain Transparency with all District activities.
- Goal 5.2: Explore and evaluate investment and business practice alternatives.
- Goal 5.3: Maintain financial responsibility by ensuring allocated funding sources are adequate to meet expenses; and that available funds and resources are managed efficiently.
- Goal 5.4: Prepare balanced annual budgets; conduct acceptable audits.
- Goal 5.6: Provide routine reports on Financial Stability.

**Related District Ordinances and Policies**

This action amends Resolution 20-22 which approved the Budget for Fiscal Year 2020/21.

This action is in conjunction with the following District Policies:

Policy 3105 - Budget Preparation

**Fiscal Impact**

Staff's recommendation to approve these adjustments will result in an overall decrease of \$1,985,238 to the total District Fiscal Year 2020/21 Expense Budget. This represents a decrease of 7.24% to the originally approved Budget.

**Attachments:**

1. Resolution 21-05
2. Table 1: Revenue Budget Adjustments for FY2020/21
3. Table 2: General Fund Expenditures Budget Adjustments for FY2020/21
4. Table 3: Capital Expenditures Budget Adjustments for FY2020/21

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 21-05**

**AMENDING RESOLUTION 20-22 AND ADOPTING THE MIDYEAR BUDGET  
ADJUSTMENTS FOR FISCAL YEAR 2020/21**

WHEREAS, the South Placer Municipal Utility District (District) Policy 3105 states that the District will adopt an annual budget that provides the Board of Directors with the upcoming fiscal year revenues and expenses for the General and Capital Funds conforming to policies previously adopted by the Board of Directors; and

WHEREAS, the Budget for the 2020/2021 Fiscal Year (FY 2020/21 beginning July 1, 2020 and ending June 30, 2021), was adopted per Resolution 20-22 and outlines projected revenues, expenses and a spending plan for the General and Capital Funds and is the fiscal planning tool to accomplish the District's strategic goals and objectives; and

WHEREAS, staff reviews the budget at midyear to ensure the continued validity of the adopted budget and to recommend any necessary adjustments to reflect Board recommendations, new legislative mandates, and operational needs; and

WHEREAS, recommended adjustments to the Fiscal Year 2020/21 Budget will align projected revenues, expenses, and the spending plan for the General and Capital Funds to accomplish the District's strategic goals and objectives.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the South Placer Municipal Utility District hereby amends Resolution 20-12 and adjusts the Budget for FY 2020/21 and the proposed spending plan as follows, and in accordance with the attached Tables:

- 1) Increase the Revenue Budget by \$827,100: from 18.46M to \$19.29M.
- 2) Decrease the General Fund Budget by \$221,938: from \$16.96M to \$16.74M.
- 3) Decrease the Capital Budget by \$1,923,300: from \$11.07M to \$9.31M.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 4<sup>th</sup> day of February 2021.

Signed: \_\_\_\_\_

William Dickinson, President of the Board of Directors

Attest: \_\_\_\_\_

Emilie Costan, Board Secretary



**Table 1**  
**Revenue Budget Adjustments for FY2020/21**

	<u>FISCAL YEAR</u> <u>20/21</u>	<u>MIDYEAR</u> <u>FISCAL</u> <u>FY 20/21</u>	<u>REQUESTED</u> <u>VARIANCE</u>
<b>GENERAL FUND</b>			
SEWER SERVICE CHARGES REVENUES	\$ 15,322,500	\$ 15,322,500	\$ -
PERMITS, PLAN CHECK FEES & INSPECTIONS	180,600	355,600	175,000
PROPERTY TAXES	1,100,000	1,100,000	-
LATE FEES SEWER SERVICE CHARGES	127,000	127,000	-
INTEREST	46,575	46,575	-
GAIN/LOSS ON SALE FIXED ASSET DISPOSAL	-	50,000	50,000
MISCELLANEOUS INCOME	48,000	80,000	32,000
<b>TOTAL GENERAL FUND</b>	<b><u>\$ 16,824,675</u></b>	<b><u>\$ 17,081,675</u></b>	<b><u>\$ 257,000</u></b>
<b>CAPITAL IMPROVEMENT FUND</b>			
SEWER PARTICIPATION FEES	\$ 1,224,000	\$ 1,826,100	\$ 602,100
INTEREST	207,500	207,500	-
<b>TOTAL CAPITAL IMPROVEMENT FUND</b>	<b><u>\$ 1,431,500</u></b>	<b><u>\$ 2,033,600</u></b>	<b><u>\$ 602,100</u></b>
<b>CAPITAL REPLACEMENT FUND</b>			
INTEREST	\$ 207,500	\$ 207,500	\$ -
<b>TOTAL CAPITAL REPLACEMENT FUND</b>	<b><u>\$ 207,500</u></b>	<b><u>\$ 207,500</u></b>	<b><u>\$ -</u></b>
<b>TOTAL SPMUD REVENUE</b>	<b><u>\$ 18,463,675</u></b>	<b><u>\$ 19,322,775</u></b>	<b><u>\$ 859,100</u></b>

**Table 2**  
**General Fund Expenditures Budget Adjustments for FY2020/21**

<b>GENERAL FUND EXPENDITURES</b>	<b>FISCAL YEAR 20/21</b>	<b>MIDYEAR FISCAL FY 20/21</b>	<b>REQUESTED VARIANCE</b>
SALARIES/WAGES	\$ 2,697,000	\$ 2,697,000	\$ -
FICA - SOCIAL SECURITY	207,000	207,000	-
CALPERS RETIREMENT & UAL	634,360	634,360	-
457 & 401A RETIREMENT	127,000	127,000	-
INSURANCE BENEFITS	740,000	740,000	-
PERS OPEB	276,000	276,000	-
<b>SUBTOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 4,681,360</b>	<b>\$ 4,681,360</b>	<b>\$ -</b>
PROPERTY & LIABILITY INSURANCE	\$ 225,572	\$ 225,572	\$ -
PROFESSIONAL SERVICES	408,000	358,000	(50,000)
VEHICLE REPAIR & MAINTENANCE	85,000	85,000	-
PROFESSIONAL DEVELOPMENT	70,000	70,000	-
LEGAL SERVICES	100,000	100,000	-
UTILITY BILLING/BANKING EXPENSE/PRINTING	194,000	214,000	20,000
OTHER OPERATING EXPENSE	2,500	2,500	-
GENERAL OPERATING SUPPLIES & MAINTENANCE	180,000	180,000	-
GAS & OIL EXPENSE	50,000	50,000	-
ELECTION EXPENSE	80,000	1,000	(79,000)
SAFETY GEAR/UNIFORMS	28,450	28,450	-
UTILITIES	142,000	142,000	-
REPAIR/MAINTENANCE AGREEMENTS	115,800	115,800	-
REGULATORY COMPLIANCE/GOVERNMENT FEES	58,000	55,000	(3,000)
ROOT CONTROL PROGRAM	40,000	40,000	-
LIFT STATION & FLOW RECORDER PROGRAMS	69,000	69,000	-
BUILDING & GROUNDS MAINTENANCE	55,000	55,000	-
ASPHALT PAVING	25,000	25,000	-
<b>SUBTOTAL Total Local SPMUD General Fund Expenses</b>	<b>\$ 1,928,322</b>	<b>\$ 1,816,322</b>	<b>\$ (112,000)</b>
RWWTP MAINTENANCE & OPERATIONS	\$ 5,276,422	\$ 4,965,124	\$ (311,298)
RWWTP REHAB & REPLACEMENT	374,796	576,156	201,360
<b>Sub Total SPWA O&amp;M + R&amp;R Expenses</b>	<b>\$ 5,651,218</b>	<b>\$ 5,541,280</b>	<b>\$ (109,938)</b>
<b>Total Operations Expense before Depreciation</b>	<b>\$ 12,260,900</b>	<b>\$ 12,038,962</b>	<b>\$ (221,938)</b>
DEPRECIATION EXPENSE	1,700,000	1,700,000	-
ONE-TIME CEPPT FUNDING	3,000,000	3,000,000	-
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$ 16,960,900</b>	<b>\$ 16,738,962</b>	<b>\$ (221,938)</b>

**Table 3**  
**Capital Expenditures Budget Adjustments for FY2020/21**

<b>CAPITAL IMPROVEMENTS</b>	<b>FISCAL YEAR</b>	<b>MIDYEAR FISCAL</b>	<b>REQUESTED</b>
	<b>20/21</b>	<b>FY 20/21</b>	<b>VARIANCE</b>
ARCHIVING / DISASTER DEVELOPMENT PLAN	\$ 10,000.00	\$ 10,000	\$ -
SOFTWARE/DATA ACQUISITION	31,000	31,000	-
COMPUTERS/OFFICE FURNITURE	19,000	19,000	-
SYSTEM IMPROVEMENTS	70,000	-	(70,000)
LATERAL CAMERA	7,000	15,400	8,400
PIPE TRAILER IMPROVEMENTS	19,000	19,000	-
EASEMENT INSPECTION EQUIPMENT	11,700	-	(11,700)
EASEMENT/ACCESS ROAD REPLACEMENT/UPGRADES	435,000	435,000	-
CY MASTER PLAN CAPITAL IMPROVEMENTS	2,500,000	1,000,000	(1,500,000)
NEWCASTLE MASTER PLAN IMPROVEMENTS	350,000	250,000	(100,000)
PARTICIPATION IN REGIONAL PROJECTS	480,000	480,000	-
ROCKLIN 60 PH III REIMBURSEMENT	160,000	320,000	160,000
TRUNK EXTENSION REIMBURSEMENT	400,000	400,000	-
LOWER LOOMIS DIVERSION SEWER - CONSTRUCTION	10,000	10,000	-
FOOTHILL TRUNK PROJECT - CONSTRUCTION	3,815,000	3,815,000	-
BOARD ROOM AUDIO/VISUAL UPGRADES	15,000	15,000	-
HQ HVAC REPAIR/REPLACEMENT	15,000	15,000	-
SCADA DESIGN & IMPLEMENTATION	1,000,000	1,000,000	-
EQUIPMENT UPGRADES/REPLACEMENT	103,000	103,000	-
VEHICLE PURCHASES	217,000	217,000	-
EMERGENCY BYPASS PUMP REPLACEMENT	65,000	65,000	-
CURED IN PLACE PIPE	800,000	800,000	-
CORP YARD FENCE	242,000	242,000	-
LOS FLORES MAINLINE REPLACEMENT	300,000	50,000	(250,000)
<b>TOTAL CAPITAL FUND IMPROVEMENTS</b>	<b>\$ 11,074,700</b>	<b>\$ 9,311,400</b>	<b>\$ (1,763,300)</b>

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
STAFF REPORT**

**To:** Board of Directors

**From:** Emilie Costan, Administrative Services Manager

**Cc:** Herb Niederberger, General Manager

**Subject:** Adoption of Resolution 21-06 revising Policy 3140 – Check Processing Policy, Policy 3170 – Credit Card Transaction Charges Policy, and Policy 3310 – Record Retention Policy

**Meeting Date:** February 4, 2021

---

**Overview**

The South Placer Municipal Utility District (District) adopted a Policy Handbook per Resolution 15-23. From time to time, based upon Board comments or direction, staff proposes new policies and/or revisions to existing policies for inclusion in the Policy Handbook. Included with this staff report are three revised policies for the Board’s consideration.

Policy 3140 – Check Processing Policy. The revision to this policy adds the District Engineer as a signatory, clarifies when the General Manager is required to sign checks, and adds language on invoice approval.

Policy 3170 – Credit Card Transaction Charges Policy. The revision to this policy applies a 2.5% convenience fee when a credit card or debit card is used to pay fees other than the monthly service charge and removes outdated information.

Policy 3310 – Record Retention Policy: The revision to this policy updates the policy to include the electronic content management system and adds a more detailed retention schedule.

On January 25, 2021, the Ordinance and Policy Advisory Committee reviewed the proposed revisions as described above and recommended that the policy revisions be forwarded to the Board of Directors for consideration.

**Recommendation**

Staff recommends that the Board of Directors adopt Resolution 21-06 revising Policies 3140 – Check Processing Policy, 3170 – Credit Card Transaction Charges Policy, and 3310 – Record Retention Policy.

**Strategic Plan Goals**

**Goal 2.5:** Implement a comprehensive waste reduction and recycling program

**Goal 5.3:** Maintain financial responsibility by ensuring that available funds and resources are managed efficiently

**Goal 7.2:** Develop and implement Records Management Plan

**Goal 7.3:** Business Efficiencies

**Fiscal Impact**

There is no fiscal impact related to the adoption of Policies #3140 and 3310. There is a 2.5% cost savings on certain financial transactions associated with the adoption of Policy #3170. The savings for a single Equivalent Dwelling Unit (EDU) Participation Fee Transaction is approximately \$320.00.

Attachments:

1. Resolution 21-06
2. Policy 3140 – Check Processing Policy Redlined
3. Policy 3140 – Check Processing Policy Clean
4. Policy 3170 – Credit Card Transaction Charges Policy Redlined
5. Policy 3170 – Credit Card Transaction Charges Policy Clean
6. Policy 3310 – Record Retention Policy Redlined
7. Policy 3310 – Record Retention Policy Clean

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

**RESOLUTION NO. 21-06**

**REVISING POLICIES #3140, #3170, AND #3310**

WHEREAS, The South Placer Municipal Utility District (District) created a District Policy Handbook adopted by Resolution 15-23 on September 3, 2015; and

WHEREAS, Section 1 of Policy 1010 – Adoption or Amendment of Policies, allows for policies to be added, eliminated, or modified from time to time by Resolution of the Board; and

WHEREAS, Staff is proposing revisions to Policies 3140 – Check Processing Policy, 3170 – Credit Card Transaction Charges Policy, and 3310 – Records Retention Policy; and

WHEREAS, the revision to Policy 3140 – Check Processing Policy, adds the District Engineer as a signatory, clarifies when the General Manager is required to sign checks, and adds language on invoice approval; and

WHEREAS, the revision to Policy 3170 – Credit Card Transaction Charges Policy, applies a 2.5% convenience fee when a credit card or debit card is used to pay fees other than the monthly service charge and removes outdated information; and

WHEREAS, the revision to Policy 3310 – Records Retention Policy, updates the policy to include the electronic content management system and adds a more detailed retention schedule.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the attached Policies, 3140 – Check Processing Policy, 3170 – Credit Card Transactions Charges Policy, and 3310 – Record Retention Policy are adopted in their entirety and are to be included in the aforementioned District Policy Handbook.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility  
District Board of Directors at Rocklin, CA this 4th day of February 2021.

Signed: \_\_\_\_\_

William Dickinson, President of the Board of Directors

Attest: \_\_\_\_\_

Emilie Costan, Board Secretary

-SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3140 – CHECK PROCESSING		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	
Resolution No.	-15-23	Revised:	

**PURPOSE**

This policy provides direction to the Board of Directors, General Manager, and Secretary of the District for the issuance, approval authority, and reporting of checks.

**POLICY STATEMENT**

All creditor obligations of the District or requests for issuance of checks shall be reviewed and approved by ~~the a minimum of two~~ Department Managers ~~or his/her designee and the General Manager~~. A register for issued checks written during the month will be presented at the first board meeting of the following month for board approval during the consent calendar.

**Section 1. Payment of Invoices**

All invoices shall be approved with the signature of a Department Manager. Upon receipt of the approved vendor’s invoice, the Accounting Technician will prepare vendor checks for payment of invoices. Two Department Managers shall review and approve all accounts payable packets. The General Manager, or their designee, shall approve all wire transfers, regardless of authority level established in this Policy.

**Section 2. Signing Authority & Approvals**

A register of issued accounts payable checks, payroll checks, and direct deposits will be presented to the Board of Directors at their regular board meetings. The Board of Directors will consider checks drawn for approved invoices. All checks will have been signed with two signatures. The General Manager shall be one of the two signatories on checks exceeding \$5,000 to a single vendor and all credit card payments regardless of check amount.

Check signatories are as follows:

- All Board Directors
- General Manager
- Superintendent
- District Engineer
- Administrative Services Manager

**Section 3. Accounts Payable & Payroll processing**

The District Administrative Services Manager or his/her designee will process accounts payables and distribute signed checks to the Districts creditors.



The District Administrative Services Manager or his/her designee will process payroll records and distribute signed payroll checks and direct deposits to employees and board directors on a predetermined bi-weekly schedule. Retire health payments will be processed on a monthly basis, the last week of the month.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3140 – CHECK PROCESSING		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	
Resolution No.	15-23	Revised:	

**PURPOSE**

This policy provides direction to the Board of Directors, General Manager, and Secretary of the District for the issuance, approval authority, and reporting of checks.

**POLICY STATEMENT**

All creditor obligations of the District or requests for issuance of checks shall be reviewed and approved by a minimum of two Department Managers. A register for issued checks written during the month will be presented at the first board meeting of the following month for board approval during the consent calendar.

**Section 1.** Payment of Invoices

All invoices shall be approved with the signature of a Department Manager. Upon receipt of the approved vendor’s invoice, the Accounting Technician will prepare vendor checks for payment of invoices. Two Department Managers shall review and approve all accounts payable packets. The General Manager, or their designee, shall approve all wire transfers, regardless of authority level established in this Policy.

**Section 2.** Signing Authority & Approvals

A register of issued accounts payable checks, payroll checks, and direct deposits will be presented to the Board of Directors at their regular board meetings. The Board of Directors will consider checks drawn for approved invoices. All checks will have been signed with two signatures. The General Manager shall be one of the two signatories on checks exceeding \$5,000 to a single vendor and all credit card payments regardless of check amount.

Check signatories are as follows:

- All Board Directors
- General Manager
- Superintendent
- District Engineer
- Administrative Services Manager

**Section 3.** Accounts Payable & Payroll processing

The District Administrative Services Manager or his/her designee will process accounts payables and distribute signed checks to the Districts creditors.

The District Administrative Services Manager or his/her designee will process payroll records and distribute signed payroll checks and direct deposits to employees and board directors on a predetermined bi-weekly schedule. Retire health payments will be processed on a monthly basis, the last week of the month.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3170 – CREDIT CARD TRANSACTION CHARGES		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	06/07/2018
Resolution No.	18-14	Revised:	

**PURPOSE**

The purpose of this policy is to establish criteria for the assessment of credit or debit card transactional charges.

**POLICY STATEMENT**

**Section 1:** General

The District allows payment ~~of the Monthly Service Charges~~ by both credit and debit cards. Use of the credit or debit cards can be transacted over the counter, online, over the phone, and by preauthorized automatic payment (auto-pay). To encourage bill payment by credit or debit cards, the District has decided to absorb the cost of the convenience fees charged by the banking industry for Monthly Service Charges paid by credit/debit card transactions. ~~A 2.5% convenience fee will be assessed on all other credit/debt payments.~~

**Section 2:** Justifications

~~A. The District currently collects revenues of over \$12 million annually from monthly sewer service charges. Of that amount, almost \$2.1 million (17%) is received via credit and debit card transactions. The transactional costs for these charges is approximately 2% for 12,000 transactions.~~

~~B. To support the decision to absorb credit/debit transaction fees staff has developed an estimate of the cost of each type of transaction: Credit card ACH Auto payments, check payments processed through Lockbox, Bank ACH Auto payments, check payments received through the mail or cash payments over the counter.~~

- ~~• \$0.02 to process Credit card ACH Auto payment~~
- ~~• \$0.02 to process Online credit/debit card payments~~
- ~~• \$0.07 to process Over the phone credit/debit card payments~~
- ~~• \$0.09 to process Checks received via Lockbox~~
- ~~• \$0.16 to process Bank ACH Auto payment~~
- ~~• \$0.32 to process Checks received through the mail~~

- ~~\$1.69 to process Cash payments over the counter~~

~~Costs to perform manual transactions typically calculate at a higher processing rate attributed to time and motion labor expenses. Transactions completed online or via lockbox (US Bank) take less time to complete as they are typically combined into a packet of payments.~~

A. The District desires to ~~move customers to lower cost transactions, while providing~~ provide its customers a full range of payment type options to make it simple and convenient for customers to pay their monthly bills on time.

~~C.B. The District, by~~ By encouraging ~~auto-pay~~ autopay and online payments by credit or debit cards, ~~is experiencing the lowest cost transaction. Automation~~ the District is automating repetitive monthly processes and changes to processes away from traditionally manual tasks. These automations ~~has~~ significantly improved efficiencies and offset labor costs ~~and which reduce any the~~ need for additional staff in the Administrative Services Department.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3170 – CREDIT CARD TRANSACTION CHARGES		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	06/07/2018
Resolution No.	18-14	Revised:	

**PURPOSE**

The purpose of this policy is to establish criteria for the assessment of credit or debit card transactional charges.

**POLICY STATEMENT**

**Section 1:** General

The District allows payment by both credit and debit cards. Use of the credit or debit cards can be transacted over the counter, online, over the phone, and by preauthorized automatic payment (auto-pay). To encourage bill payment by credit or debit cards, the District has decided to absorb the cost of the convenience fees charged by the banking industry for Monthly Service Charges paid by credit/debit card transactions. A 2.5% convenience fee will be assessed on all other credit/debt payments.

**Section 2:** Justification

- A. The District desires to provide its customers a full range of payment type options to make it simple and convenient for customers to pay their monthly bills on time.
- B. By encouraging autopay and online payments by credit or debit cards, the District is automating repetitive monthly processes away from traditionally manual tasks. These automations significantly improve efficiencies and offset labor costs which reduce the need for additional staff in the Administrative Services Department.

-SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3310 – RECORDS RETENTION POLICY		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	<del>-09/03/15</del>
Resolution No.	<del>-15-23</del>	Revised:	

**POLICY STATEMENT**

The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of South Placer Municipal Utility District records ~~including, providing guidelines for the~~ to provide for the identification, maintenance, safeguarding, and disposal of records in the normal course of business. ~~This policy is in place to ensure the, ensure ensuring~~ prompt and accurate retrieval of records ~~in, and ensuring~~ compliance with legal and regulatory requirements.

**Section 1:** Authority

The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers, and documents that meet the qualifications governing the retention and disposal of records, ~~as~~ specified below.

Pursuant to the provisions of ~~§12772 of the California Municipal Utility District Act §12772 and California Government Code §§60200 through §60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts,~~ the following ~~qualifications criteria~~ will govern the retention and disposal of records of the South Placer Municipal Utility District.

**Section 2.** Definitions

~~Authorization – Approval from the General Manager, as authorized by the District's Board of Directors.~~

~~Accounting Records – Include, but are not limited to, the following:~~

- ~~1. Invoices, Requisitions/Purchase Orders, Cash Receipts, Claims, Bank Statements, Bank Deposits, Checks, Bills, Vendor Records including W-9 and Insurance, Accounting Authorizations taken from Board Minutes, Resolutions, or Contracts.~~
- ~~2. JOURNALS: Accounts Receivable or Payable Register, Check (payables), General Journal, Payroll Journal.~~
- ~~3. LEDGERS: Expenditure, Revenue, Accounts Payable or Receivable Ledgers, Construction, General Ledger, Assets/Depreciation.~~
- ~~4. TRIAL BALANCE~~
- ~~5. STATEMENTS (Interim or Certified): Balance Sheet, Analysis of Changes in Available Fund Balance, Cash Receipts and Disbursements.~~
- ~~6. JOURNAL ENTRIES~~
- ~~7. PURCHASING: Inventory Records, Capital Asset Record, Depreciation Schedule, Inventory of Fixed Assets, Cost Accounting Records.~~

Destroy – To dispose of a record by shredding or recycling paper records (tangible documents and materials) or permanently deleting electronic records deleting it.

Destroy Securely – To dispose of a confidential record by shredding, erasing, incinerating, or pulverizing it on site. Such records may be destroyed securely off site using a document shredding company approved by the General Manager, which maintains procedures to ensure the confidentiality of records prior to destruction.

Payroll and Personnel Records – Include but are not limited to the following:

1. Accident Reports, Injury Claims, Settlements, Applications, Employment Changes, Earnings Records, Wage and Garnishments Records, Insurance Records of Employees, Job Descriptions, Medical Histories, Retirements, Timecards, Performance Evaluations.

Life – The inclusive, operational, or valid dates of a document.

Record – Any “record” as defined in Government Code §60201, including any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received by the District, and maintained and used as information in the conduct of its operations.

Record Copy – The official District copy of a document or file.

Record Series – A group of records generally filed together and having the same reference and retention value.

Records Center – The site selected for storage of inactive records.

Records Disposal – The planning for and/or the physical operation involved in the transfer of records to a Records Center or the authorized destruction of records pursuant to the approved Records Retention Schedule.

Record Lifecycle – The active period, inactive period, and final disposition period are three commonly used lifecycle terms. The active period will vary according to the record but is generally characterized as a record that is used or referred to frequently during the course of business and should be readily accessible. The inactive period is when the record’s regular use declines or ends; however, the record is still required to be held. The final disposition is generally the end of the record’s life when a final decision is made about the record.

Records Retention Schedule – The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

Retention Code – Abbreviation of retention action which appears on the retention schedule.

Trigger Event – A tangible or intangible barrier or occurrence which, once met, causes another event to occur.

Vital Records – Records which, because of the information they contain, are essential to the resumption and/or continuation of operations, the recreation of legal and financial status of the District, in case of a disaster, or the fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:



1. Agreements, Annexations and Detachments, As-built Drawings, Audits, Contract Drawings, Customer Statements, Deeds, Depreciation Schedule, Disposal of Surplus & Excess Property, District Insurance Records, Easements, Encroachment permits, Facility improvement plans, Personnel Records, Individual Claims/Settlements, Inventory, Journal Vouchers, Ledgers, Licenses & Permits (to operate), Loans & grants, Maps, Minutes of Board Meetings, Resolutions, Ordinances, Payroll registers, Policies, Rules & Regulations, Purchase Orders & Requisitions.

### **Section 3. Storage of Records**

Proper storage of records in all stages of a record's lifecycle, regardless of format, effectively utilizes resources, aids in the allocation of space, and reduces liability and cost to the District. District records should only be stored on approved devices and in appropriate storage locations (See Appendix A Document Storage Requirements).

State laws generally preclude the destruction of a public record less than two years old unless the record has been reproduced in some manner, properly stored, and is available for public disclosure to the same extent as the original. Accordingly, the District's Electronic Content Management System (ECMS) shall be the official repository used to retain and store electronic copies of District records. No page of any record shall be destroyed if the page cannot be reproduced electronically with full legibility. Every irreproducible page shall be permanently preserved for the applicable retention period set forth below. Every reproduction made pursuant to this section shall be deemed to be an original record.

### **Section 42. Duplicate Records**

Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

### **Section 53. Records Prepared in a Manner other than Pursuant to State or Federal Statute**

Originals of records, papers, and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

### **Section 64. Destruction**

Record disposition applies to all records, regardless of the physical form or location of the record. At the conclusion of a record's retention period, the record shall be disposed of in accordance with this Policy. Unless the document is retained permanently, records shall be destroyed (recycled or deleted) or destroyed securely (shredded, erased, incinerated, or pulverized). Records that are securely destroyed shall either be done under the supervision of another employee or by an approved agency.

The records classification and retention periods outlined in this Policy constitute legal authority for retention and disposal of official records. No record shall be destroyed until it has met the

minimum retention period and destruction has been authorized. If this Policy does not include a particular record series, contact the Administrative Services Manager for assistance.

~~Records, papers, or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:~~

- ~~a) The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;~~
- ~~b) The device used to reproduce such record, paper, or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and;~~
- ~~c) The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.~~

### Section 7. Records Hold

When a District employee receives notice of an existing or anticipated lawsuit, that notice shall be immediately communicated to the District's General Counsel. Upon notice of existing or anticipated litigation or upon request for investigative or review purpose, the District's General Counsel shall initiate a record hold to suspend operation of the applicable record retention period for such records that may be related to the lawsuit or claim.

### ~~Section 5: Accounting records excluding journals and ledgers~~

~~Any accounting record **except the journals and ledgers** which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:~~

- ~~a) There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;~~
- ~~b) There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;~~
- ~~c) Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;~~
- ~~d) Said audit or audits contain the expression of an unqualified opinion.~~

### ~~Section 6: Accounting records~~

~~Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies.~~

~~The following may be destroyed at any time:~~

- ~~a) a) Duplicated (original subject to aforementioned requirements).~~
- ~~b) b) Rough drafts, notes, or working papers (except audit).~~
- ~~c) c) Cards, listings, non-permanent indices, other papers used for controlling work or transitory files.~~

**Section 5: Payroll records**

All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction section 4, above.

Payroll and personnel records include the following:

- a) Accident reports, injury claims and settlements.
- b) Medical histories.
- c) Injury frequency charts.
- d) Applications, changes, and terminations of employees.
- e) Insurance records of employees.
- f) Timecards.
- g) Classification specifications (job descriptions).
- h) Performance evaluation forms.
- i) Earning records and summaries.
- j) Retirements.

**Section 6: Assessment Records**

All assessing records may upon authorization be destroyed after seven years retention from lien date; however, their records may be destroyed three years after the lien date when said records are microfilmed as provided for section 4, above.

**Section 7: Meeting Minutes—Permanent Records**

Minutes of the meetings of the Board of Directors are retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above.

**Section 8: Construction records**

Records such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

**Section 9: Contracts**

Contract documents should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

**Section 10:** Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

**Appendix A**  
**Definitions for Records Retention and Disposal Policy**

1. ~~AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Directors.~~

2. ~~ACCOUNTING RECORDS. Include but are not limited to the following:~~

a. ~~SOURCE DOCUMENTS~~

(1) ~~Invoices~~

(2) ~~Warrants~~

(3) ~~Requisitions/Purchase Orders (attached to invoices)~~

(4) ~~Cash Receipts~~

(5) ~~Claims (attached to warrants in place of invoices)~~

(6) ~~Bank Statements~~

(7) ~~Bank Deposits~~

(8) ~~Checks~~

(9) ~~Bills~~

(10) ~~Various accounting authorizations taken from Board minutes, resolutions or contracts~~

b. ~~JOURNALS~~

(1) ~~Cash Receipts~~

(2) ~~Accounts Receivable or Payable Register~~

(3) ~~Check or Warrant (payables)~~

(4) ~~General Journal~~

(5) ~~Payroll Journal~~

c. ~~LEDGERS~~

(1) ~~Expenditure~~

(2) ~~Revenue~~

(3) ~~Accounts Payable or Receivable Ledger~~

(4) ~~Construction~~

(5) ~~General Ledger~~

(6) ~~Assets/Depreciation~~

d. ~~TRIAL BALANCE~~

e. ~~STATEMENTS (Interim or Certified - Individual or All Fund)~~

(1) ~~Balance Sheet~~

(2) ~~Analysis of Changes in Available Fund Balance~~

(3) ~~Cash Receipts and Disbursements~~

(4) ~~Inventory of Fixed Assets (Purchasing)~~

f. ~~JOURNAL ENTRIES~~

g. ~~PAYROLL and PERSONNEL RECORDS include but are not limited to the following:~~

- ~~(1) — Accident reports, injury claims and settlements~~
- ~~(2) — Applications, changes or terminations of employees~~
- ~~(3) — Earnings records and summaries~~
- ~~(4) — Fidelity Bonds~~
- ~~(5) — Garnishments~~
- ~~(6) — Insurance records of employees~~
- ~~(7) — Job Descriptions~~
- ~~(8) — Medical Histories~~
- ~~(9) — Retirements~~
- ~~(10) Time Cards~~

~~h. — OTHER~~

- ~~(1) — Inventory Records (Purchasing)~~
- ~~(2) — Capital Asset Records (Purchasing)~~
- ~~(3) — Depreciation Schedule~~
- ~~(4) — Cost Accounting Records~~

~~3. — LIFE. The inclusive or operational or valid dates of a document.~~

~~4. — RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.~~

~~5. — RECORD COPY. The official District copy of a document or file.~~

~~6. — RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.~~

~~7. — RECORDS CENTER. The site selected for storage of inactive records.~~

~~8. — RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.~~

~~9. — RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.~~

~~10. — RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.~~

~~11. — VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:~~

- ~~a) The resumption and/or continuation of operations;~~
- ~~b) The recreation of legal and financial status of the District, in case of a disaster;~~
- ~~c) The fulfillment of obligations to bondholders, customers, and employees.~~

Vital records include but are not limited to the following:

1. Agreements
2. Annexations and detachments
3. As-built drawings
4. Audits
5. Contract drawings
6. Customer statements
7. Deeds
8. Depreciation schedule
9. Disposal of surplus & excess property
10. Disposal of scrap materials
11. District insurance records
12. District water rights
13. Employee accident reports, injury claims & settlements
14. Employee earning records
15. Employee fidelity bonds
16. Employee insurance records
17. Encroachment permits (by others)
18. Encroachment permits (by OWID)
19. Facility improvement plans
20. Improvement districts
21. Individual water rights
22. Individual claims/settlements
23. Inventory
24. Journal vouchers
25. Ledgers
26. Licenses & permits (to operate)
27. Loans & grants
28. Maps
29. Minutes of Board meetings
30. Payroll register
31. Policies, Rules & Regulations
32. Purchase orders & requisitions
33. Restricted materials permits
34. Rights of ways & easements
35. Spray permits
36. Statements of Economic Interest
37. State surplus acquisitions
38. Warehouse requisitions
39. Warrant/Voucher register  
Warrants (with backup)

**Appendix B**  
**Records Retention & Storage Summary**

Group No.	Title or Description	Original	Duplicate	Office	Retention Periods		Retain or Destroy
					Record Center		
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES	
2	Records required to be kept permanently by statute.	X		2 yrs.	OP	ES	
3	Minutes, ordinances & resolutions of Board.	X		2 yrs.	OP	ES	
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES	
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.	
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.	

<del>7</del>	<del>Records requiring retention for more than five years, but no more than fifteen years by statute or administrative value.</del>	<del>X</del>		<del>2 yrs.</del>	<del>13 yrs.</del>	<del>15 yrs.</del>	
<del>8</del>	<del>Duplicates needed for administrative purposes for five to fifteen years.</del>		<del>X</del>	<del>2 yrs.</del>	<del>13 yrs.</del>	<del>15 yrs.</del>	
<del>9</del>	<del>All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.</del>	<del>X</del>		<del>2 yrs.</del>	<del>1 yr.</del>	<del>3 yrs.</del>	
<del>10</del>	<del>Duplicates and other documents not public records required to be maintained for administrative purposes.</del>	<del>X</del>	<del>X</del>	<del>2 yrs.</del>	<del>3 yrs.</del>	<del>5 yrs.</del>	
<del>11</del>	<del>Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.</del>		<del>X</del>	<del>3 yrs.</del>		<del>3</del>	
<del>12</del>	<del>Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).</del>		<del>X</del>	<del>1 yr.</del>		<del>1 yr.</del>	



13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, feeder reports, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.	
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	X		2 yrs.	3 yrs.	5 yrs.	
15	Policy files and reference sets of publications.		X	†		†	
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	†		†	

**OP** = Original or photographic copy.

**ES** = May be destroyed if stored in electronic media.

**†** = Indefinitely

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3310 – RECORDS RETENTION POLICY		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	09/03/15
Resolution No.	15-23	Revised:	

**POLICY STATEMENT**

The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of South Placer Municipal Utility District records to provide for the identification, maintenance, safeguarding, and disposal of records in the normal course of business. This policy is in place to ensure the prompt and accurate retrieval of records in compliance with legal and regulatory requirements.

**Section 1. Authority**

The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers, and documents that meet the qualifications governing the retention and disposal of records, as specified below.

Pursuant to the provisions of §12772 of the California Municipal Utility District Act and California Government Code §60200 through §60203, the following criteria will govern the retention and disposal of records of the South Placer Municipal Utility District.

**Section 2. Definitions**

*Authorization* – Approval from the General Manager, as authorized by the District's Board of Directors.

*Accounting Records* – Include, but are not limited to, the following:

1. Invoices, Requisitions/Purchase Orders, Cash Receipts, Claims, Bank Statements, Bank Deposits, Checks, Bills, Vendor Records including W-9 and Insurance, Accounting Authorizations taken from Board Minutes, Resolutions, or Contracts.
2. JOURNALS: Accounts Receivable or Payable Register, Check (payables), General Journal, Payroll Journal.
3. LEDGERS: Expenditure, Revenue, Accounts Payable or Receivable Ledgers, Construction, General Ledger, Assets/Depreciation.
4. TRIAL BALANCE
5. STATEMENTS (Interim or Certified): Balance Sheet, Analysis of Changes in Available Fund Balance, Cash Receipts and Disbursements.
6. JOURNAL ENTRIES
7. PURCHASING: Inventory Records, Capital Asset Record, Depreciation Schedule, Inventory of Fixed Assets, Cost Accounting Records.

*Destroy* – To dispose of a record by shredding or recycling paper records (tangible documents and materials) or permanently deleting electronic records.

*Destroy Securely* – To dispose of a confidential record by shredding, erasing, incinerating, or pulverizing it on site. Such records may be destroyed securely off site using a document shredding company approved by the General Manager, which maintains procedures to ensure the confidentiality of records prior to destruction.

*Payroll and Personnel Records* – Include but are not limited to the following:

1. Accident Reports, Injury Claims, Settlements, Applications, Employment Changes, Earnings Records, Wage and Garnishments Records, Insurance Records of Employees, Job Descriptions, Medical Histories, Retirements, Timecards, Performance Evaluations.

*Life* – The inclusive, operational, or valid dates of a document.

*Record* – Any “record” as defined in Government Code §60201, including any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received by the District, and maintained and used as information in the conduct of its operations

*Record Copy* – The official District copy of a document or file.

*Record Series* – A group of records generally filed together and having the same reference and retention value.

*Records Center* – The site selected for storage of inactive records.

*Records Disposal* – The planning for and/or the physical operation involved in the transfer of records to a Records Center or the authorized destruction of records pursuant to the approved Records Retention Schedule.

*Record Lifecycle* – The active period, inactive period, and final disposition period are three commonly used lifecycle terms. The active period will vary according to the record but is generally characterized as a record that is used or referred to frequently during the course of business and should be readily accessible. The inactive period is when the record’s regular use declines or ends; however, the record is still required to be held. The final disposition is generally the end of the record’s life when a final decision is made about the record.

*Records Retention Schedule* – The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

*Retention Code* – Abbreviation of retention action which appears on the retention schedule.

*Trigger Event* – A tangible or intangible barrier or occurrence which, once met, causes another **event** to occur.

*Vital Records* – Records which, because of the information they contain, are essential to the resumption and/or continuation of operations, the recreation of legal and financial status of the District, in case of a disaster, or the fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

1. Agreements, Annexations and Detachments, As-built Drawings, Audits, Contract Drawings, Customer Statements, Deeds, Depreciation Schedule, Disposal of Surplus & Excess Property, District Insurance Records, Easements, Encroachment permits, Facility improvement plans, Personnel Records, Individual Claims/Settlements, Inventory, Journal Vouchers, Ledgers,

Licenses & Permits (to operate), Loans & grants, Maps, Minutes of Board Meetings, Resolutions, Ordinances, Payroll registers, Policies, Rules & Regulations, Purchase Orders & Requisitions.

### **Section 3. Storage of Records**

Proper storage of records in all stages of a record's lifecycle, regardless of format, effectively utilizes resources, aids in the allocation of space, and reduces liability and cost to the District. District records should only be stored on approved devices and in appropriate storage locations (See Appendix A *Document Storage Requirements*).

State laws generally preclude the destruction of a public record less than two years old unless the record has been reproduced in some manner, properly stored, and is available for public disclosure to the same extent as the original. Accordingly, the District's Electronic Content Management System (ECMS) shall be the official repository used to retain and store electronic copies of District records. No page of any record shall be destroyed if the page cannot be reproduced electronically with full legibility. Every irreproducible page shall be permanently preserved for the applicable retention period set forth below. Every reproduction made pursuant to this section shall be deemed to be an original record.

### **Section 4. Duplicate Records**

Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

### **Section 5. Records Prepared in a Manner other than Pursuant to State or Federal Statute**

Originals of records, papers, and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

### **Section 6. Destruction**

Record disposition applies to all records, regardless of the physical form or location of the record. At the conclusion of a record's retention period, the record shall be disposed of in accordance with this Policy. Unless the document is retained permanently, records shall be destroyed (recycled or deleted) or destroyed securely (shredded, erased, incinerated, or pulverized). Records that are securely destroyed shall either be done under the supervision of another employee or by an approved agency.

The records classification and retention periods outlined in this Policy constitute legal authority for retention and disposal of official records. No record shall be destroyed until it has met the minimum retention period and destruction has been authorized. If this Policy does not include a particular record series, contact the Administrative Services Manager for assistance.

**Section 7. Records Hold**

When a District employee receives notice of an existing or anticipated lawsuit, that notice shall be immediately communicated to the District's General Counsel. Upon notice of existing or anticipated litigation or upon request for investigative or review purpose, the District's General Counsel shall initiate a record hold to suspend operation of the applicable record retention period for such records that may be related to the lawsuit or claim.

**Appendix A  
Document Storage Requirements**

<b>System</b>	<b>Lifecycle</b>	<b>Retention Standard</b>
<b>Laserfiche (ECMS)</b>	Active/Inactive	+ 5 Years
Laserfiche is recommended for records that are accessed by staff frequently and for records with long retention periods.		
<b>Network Folders</b>	Active/Inactive	- 5 Years
Network folders are recommended for files that are extremely large and may be difficult to work with in an alternate storage location as well as records that require internal sharing but where collaboration and versioning are not needed.		
<b>OneDrive</b>	Active	- 5 Years
OneDrive is recommended for documents where minimal sharing and collaboration is required.		
<b>SharePoint</b>	Active	- 2 Years
SharePoint is recommended for collaboration and frequent internal and external document sharing.		
<b>Software/Database</b>	Active/Inactive	- 5 Years
Case management software, workflow systems, and databases should not be used for long term storage of records. These records should be migrated into or integrated with Laserfiche to ensure adequate preservation of the records.		
<b>Internet/Intranet</b>	Duplicates	N/A
The Internet and Intranet should only contain duplicate copies of records, and links to the official copy shall be provided wherever possible.		
<b>Email</b>	Active	- 2 Years
Records contained in emails shall be moved to an alternate location and stored based on their content and the associated retention period.		
<b>Text Messages</b>	Active	-2 Years
Records contained in text messages shall be moved to an alternate location and stored based on their content and the associated retention period. For assistance migrating and preserving text messages located on a personal device, please contact the Administrative Services Manager.		
<b>Local Machine</b>	Active	N/A
Only drafts, duplicates and transitory documents shall be stored on a desktop or C: Drive.		
<b>External Media</b>	Active	N/A
Only drafts, duplicates and transitory documents shall be stored on an external media device such as a flash drive, CD, DVD, or external hard drive.		
<b>Onsite Physical Storage</b>	Active	- 5 Years
Physical records that are cost prohibitive to digitize due to limited need for access, a short retention period, or media type may be stored onsite in the Record Center.		

Series	Title or Description	Retention Period	Trigger Event	Retain or Destroy	Statue
A.01	Board Minutes, Ordinances & Resolutions	Permanent	N/A	I	GC §60201(d)(2); GC §60201(d)(3)
A.02	Board Agendas, Staff Reports, & Supplemental Materials	Permanent	N/A	I	GC §60201 et seq
A.03	Election Records including Oaths of Office	Permanent	N/A	I	GC §60201 et seq
A.04	Fair Political Practice Commission (FPPC) Filings: Form Series 400, 700, & 800 and Campaign Statements	7 years	Filing Date	DS	GC §81009(a-g)
A.05	Redistricting Records	Permanent	N/A	I	GC §60201(d)(1)
A.06	Public Record Requests	2 years	Request completion	D	GC §60201(d)(5)
A.07	Claims against the District	5 years	Settlement date		CCP §337; GC §911.2; GC §60201(d)(4)
A.08	Records affecting Title to Real Property or Liens Thereof	7 years	Disposal of property or removal of lien	DS	GC §60201(d)(8)
A.09	Contracts, Agreements, and Leases	10 years	Contract expiration date	DS	CCP §337; CCP §337.1(a); CCP §337.15; CCP §343; GC §60201(d)(9)
A.10	Unsuccessful Bids and Proposals	2 years	Close of solicitation period	DS	GC §60201(d)(11)
A.11	Accounting and Banking Records	10 years	Completion of transaction and/or project	DS	IRS Reg §31.6001-1(e)(2); 26 CFR §1.6001-1(e); R&T §19530; R&T §19530; GC §60201(d)(7); GC §60201 (d)(12)
A.12	Budget, Audit, Rate Study, Salary Study, Nexus Study and other Financial Reports and Schedules	Permanent	N/A	I	GC §60201(d)(10)
A.13	Payroll Records	10 years	Date of Payment	DS	GC §60201(d)(12); 29 CFR §1627.3
A.14	Personnel Records	3 years	Separation and/or employee & beneficiary no longer receiving retiree benefits.	DS	GC §12946; GC §60201(d)(12); 29 CFR §1627.3
A.15	Recruitment Records including Employment Applications, Interview Schedules and Notes, and Candidate Letters	2 years	End of recruitment	DS	29 CFR §1602.31; 29 CFR §1627.3(b)(ii); GC §12946
A.16	Utility Customer Information System	3 years	Account Closure	DS	GC §60201 et seq
A.17	Utility Billing Correspondence	3 years	Account Closure	DS	GC §60201 et seq
A.18	Delinquent Assessment Records	7 years	Lien date	DS	GC §60201 et seq
D.01	Documents with lasting Historical, Administrative, Legal, Fiscal, or Research Value.	Permanent	N/A	I	GC §60201(d)(10)
D.02	Policies and Procedures including correspondence, operational reports and information upon which District policy has been established.	10 years	Superseded or Inactive	DS	GC §60201(d)(10)
D.03	Grant Administration and Project Records	Grant requirement but not less than 7 years	Life of the Grant	DS	21 CFR §1403.36(i)(11); 21 CFR §1403.42(b); 24 CFR §85.42; 24 CFR §91.105(h); 24 CFR §570.502(b); 29 §CFR 97.42
D.04	Correspondence and Publications	2 years	Creation	D	GC §60201 et seq

F.01	Accident & Injury Reports	30 years	Date of incident	DS	GC §60201 et seq
F.02	Cal OSHA Records	<u>Regulatory Inspection Reports, Citations, Log 200 &amp; 300: 7 years</u> <u>Employee Medical and Exposure Monitoring: 30 years</u>	Inspection date	DS	8 CCR §3203(b)(1); 8 CCR §3204(d)(1); LC §6429(c)
F.03	Commercial Driver Program	5 years	Completion date	DS	29 CFR §1627.3(b)(v); 49 CFR 653.71
F.04	Training Records including Ethics and Harassment Prevention certificates	5 years	Completion of Training	DS	GC §60201 et seq; GC §53235.2(b)
F.05	Regulatory Permits & Records	15 years	Creation	D	GC §60201(d)(10)
F.06	Equipment Ownership and Maintenance Records	2 years	Surplus of the Equipment	DS	GC §60201 et seq
T.01	Construction Project Records including bids, accounting records, and correspondence	10 years	Project award	DS	GC §60201(d)(6)
T.02	As-Built Construction Plans	Permanent	N/A	I	GC §60201(d)(6)
T.03	Easement Records	Permanent	N/A	I	GC §60201(d)(8)
T.04	Bills of Sale	Permanent	N/A	I	GC §60201(d)(8)
T.05	Work Orders	Permanent	N/A	I	GC §60201(d)(6)
T.06	Inspection Records	2 years	Project completion	D	GC §60201(d)(6)
T.07	Standard Specifications	Permanent	N/A	I	GC §60201(d)(10)
T.08	Sewer Code	Permanent	N/A	I	GC §60201(d)(2)
T.09	Server Backups	<u>Incremental:</u> Daily - 5 days Weekly - 4 weeks Monthly - 3 months <u>Full:</u> Quarterly - 1 year Annual - 2 years	Creation	DS	GC §60201 et seq



SPMUD Record Inventory Worksheet

Date of Inventory: \_\_\_\_\_  
Completed By: \_\_\_\_\_

Record Series #*	Title or Description*	Quantity	Retention Period*	Trigger Event*	1st Applicable Trigger Date	Last Applicable Trigger Date	Notes

\* See Record Retention Schedule (Policy 3310, Appendix B)



**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**  
5807 Springview Drive  
Rocklin, CA 95677  
(916) 786-8555  
(916) 786-8553 (Fax)

### Authorization to Destroy Records

- Record Inventory Worksheet is Attached       Shredding of Paper Version is Required

#### Section I. Authorization

Complete this section prior to Destruction, after documents have been reviewed and prepared for Destruction.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

#### Section II. Certification

Complete this section after Destruction of the documents.

I hereby certify that the records listed on the attached records inventory worksheet, have been dispositioned in accordance with District policies and procedures.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

- Records were destroyed by a 3<sup>rd</sup> party vendor and a Certificate of Destruction is attached.

\*Return completed copies of this form to the Administrative Services Manager\*

**GENERAL MANAGER REPORT**

To: Board of Directors  
From: Herb Niederberger, GM  
Date: February 4, 2021  
Subject: General Manager Monthly Staff Report – January 2021

---

**1) DEPARTMENT REPORTS**

Attached are the monthly status reports for the Boards information:

- A. Administrative Services Department Report
- 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 January 6, 2021, the General Manager participated in a Zoom meeting of the Rocklin Chamber of Commerce Government relations Committee to hear a Water Update by PCWA General Manager, Andy Fecko.
- B. On January 20, 2021, the General Manager and District Engineer, Carie Huff, participated in a Legal Affairs Briefing with the District General Counsel. Among the items of discussion were: 1) Response to Railroad Management invoices; 2) Garney Construction responsibility for retaining wall/stair replacement during construction of the Foothill Trunk; and 3) Garney's claim for extended overhead costs.
- C. On January 25, 2021, the General Manager and the District Superintendent, Eric Nielsen, met with property owners along Main Street in Newcastle to discuss right-of-way needs for pending construction in the area.
- D. On January 28, 2021, the General Manager participated in a Zoom Meeting of the South Placer Wastewater Authority along with the District's appointed Authority member, Director Jim Williams. This meeting was facilitated and coordinated by the District's Administrative Services Manager, Emilie Costan. On the agenda were informational items such as review of the SPWA debt, investments, financial audit and rate stabilization fund balances. The Authority also passed Resolutions approving 2021 meeting dates, Capital Improvement Projects, modification of the SPWA service area boundary, and authorizing the use of BOLD for financing developer fees.
- E. Advisory Committee Meetings:

- i. The Policy and Ordinance Advisory Committee met via Zoom Meeting on January 25, 2021 to discuss revisions to Policies #3140, 3170, and 3310. The Advisory Committee recommended that the Policies be forwarded to the Board of Directors for consideration.

There were no other advisory committee meetings in January.

**3) PURCHASE ORDERS/CONTRACTS INITIATED UNDER GENERAL MANAGER AUTHORITY**

<b>PO Req#</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
189	1/7/21	Crusader Fence Company	Replacement of District Gate at Corona Circle	\$9,599.00
190	1/14/21	All Electric Motors	Repair of Barnes Submersible Pump at the Cameo Lift Station	\$9,791.21

**4) LONG RANGE AGENDA**

**March 2021**

- Resolution – Award contract for Newcastle Service Area Project

**April 2021**

- Resolution – Award Perimeter Fence Contract
- Resolution - Award Building Construction Contract
- Resolution - Accept Revised Plans and Specification

**May 2021**

- Quarterly Investment Report
- Resolution - SCADA Master Plan Approval
- SharePoint Intranet Demonstration

**June 2021**

- FY 2021-22 Budget Workshop
- Resolution - Adopt FY21/22 Fee Schedule
- Resolution - Delinquent Account Assignment

**July 2021**

- Resolution - Adopt FY 2021-22 Budget
- Report on SPWA Meeting

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: February 4, 2021

---

**Form 700 Statement of Economic Interest Filing**

Form 700 notifications were sent via email to all designated Form 700 filers on 01/08/2021. Forms must be completed by 04/01/2021.

**Year End Recertifications and Filings**

The Administrative Services staff completed required year end recertification and filing requirements including Lil Affordable Rate Program Recertifications, the Secretary of the State Annual Registry, and the State Controllers Annual Financial Report.

**Intranet**

The Administrative Services Department is continuing to work on creating content for the new intranet site.

**Laserfiche**

Administrative Services is continuing to work on adding new records and improving the data associated with existing digital records stored in Laserfiche.

**Commercial & Residential Account Review**

Administrative Services staff continues to audit both Residential and Commercial Accounts within the District with the assistance of Inspection services in TSD. Notifications and updated bills continue to be sent upon review with any necessary adjustments per Policy 3160 – Utility Billing Reconciliation & Payment Policy.

**December Monthly Investment Transactions per GC §53607**

**DEPOSITS, TRANSFERS, OR WITHDRAWALS**

CalTRUST: None  
LAIF: None  
Placer County: None  
Wells Fargo: 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:** February 4, 2021

---

**Overview**

This report provides the Board with an overview of the Field Services Department operations and maintenance activities through 12/31/2020. The work listed is not all inclusive.

**1. Lost Time Accidents/Injuries (OSHA 300)**

- a. Zero (0)
  - i. 1584 days without a Lost Time Accident/Injury

**2. Safety/Training/Professional Development**

- a. Field Services employees participated in:
  - i. Lateral root foaming application
  - ii. Compressed gas safety
  - iii. Two (2) “Tailgate” safety sessions (winter driving, repetitive motion awareness)

**3. Customer Service Calls**

- a. Response Time Goals over the Last 12 Months
  - i. 30 Minutes or Less During Business Hours
    - A. Average: 17 Minutes
  - ii. 60 Minutes or Less During Non-Business Hours
    - A. Average: 74 Minutes
  - iii. 95% or Higher Success Rate
    - A. Success Rate – 95%

**4. Break Room, Locker Room, Lobby**

- a. Staff is working with our consultant (Williams + Paddon) to prepare and release bid documents. Staff plans to bring the contract to the Board for approval in March.

**5. SCADA Master Plan**

- a. Staff continues to work with our consultant (TESCO) to prepare the final SCADA Master Plan document.

**6. Newcastle Sewer Improvements**

- a. Staff released bid documents to the public for the 2021 Newcastle Sewer Improvements project.

### Service Calls - December 2020

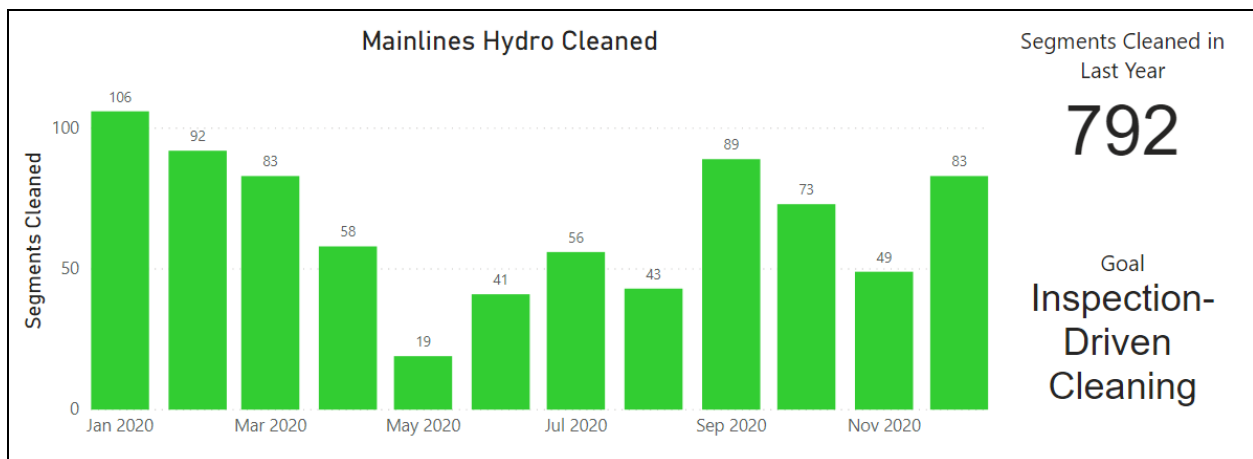
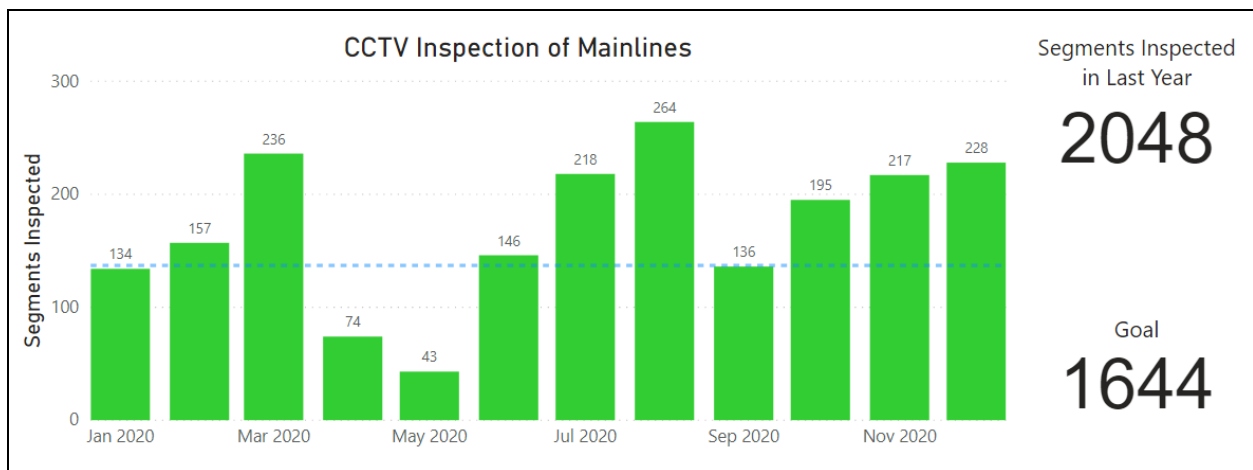
Responsibility	SSO	Stoppage	Odor	Alarm	PLSD	Vermin	Misc
Owner Responsibility		10	2				
SPMUD Responsibility	2	1		2			
<b>Total</b>	<b>2</b>	<b>11</b>	<b>2</b>	<b>2</b>			

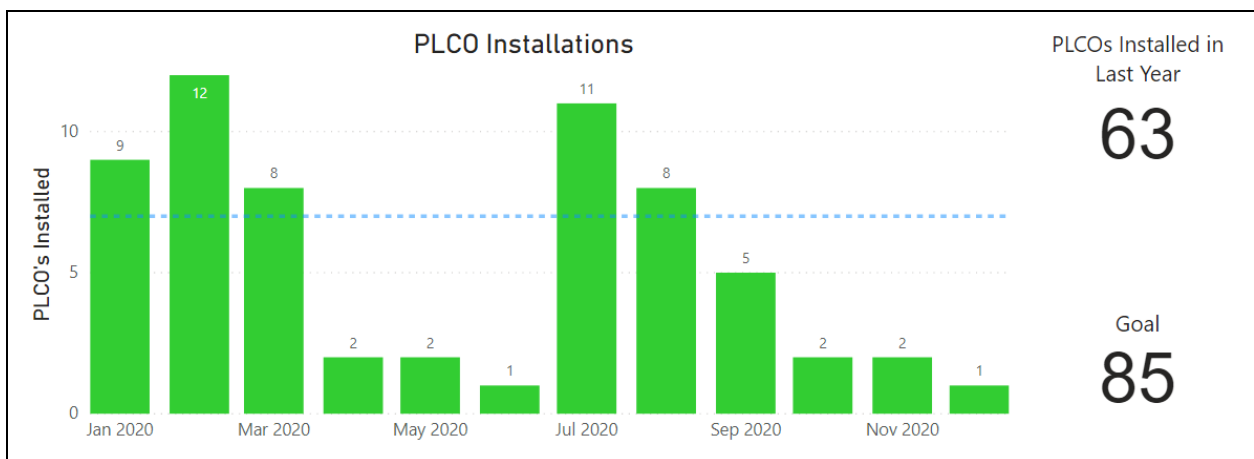
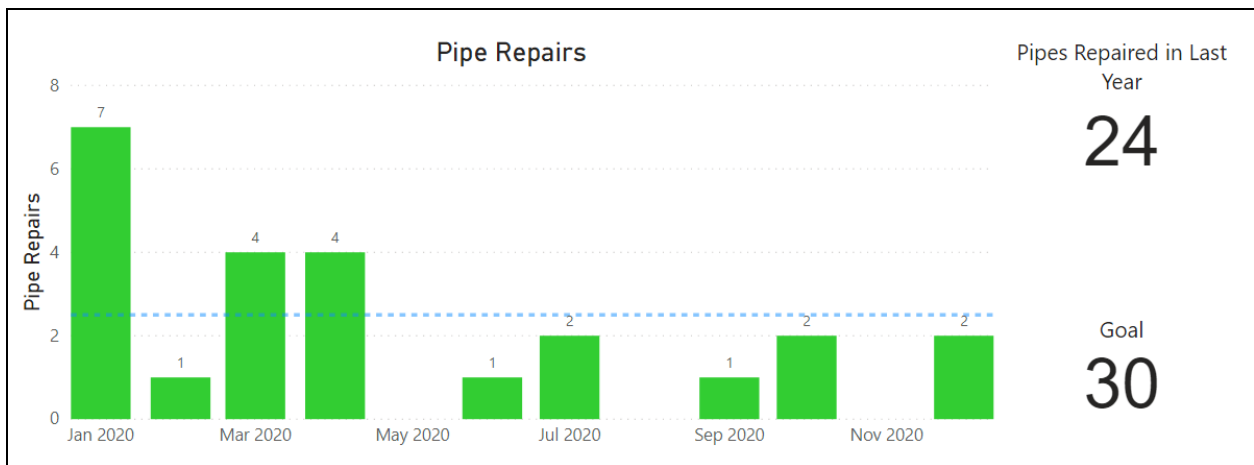
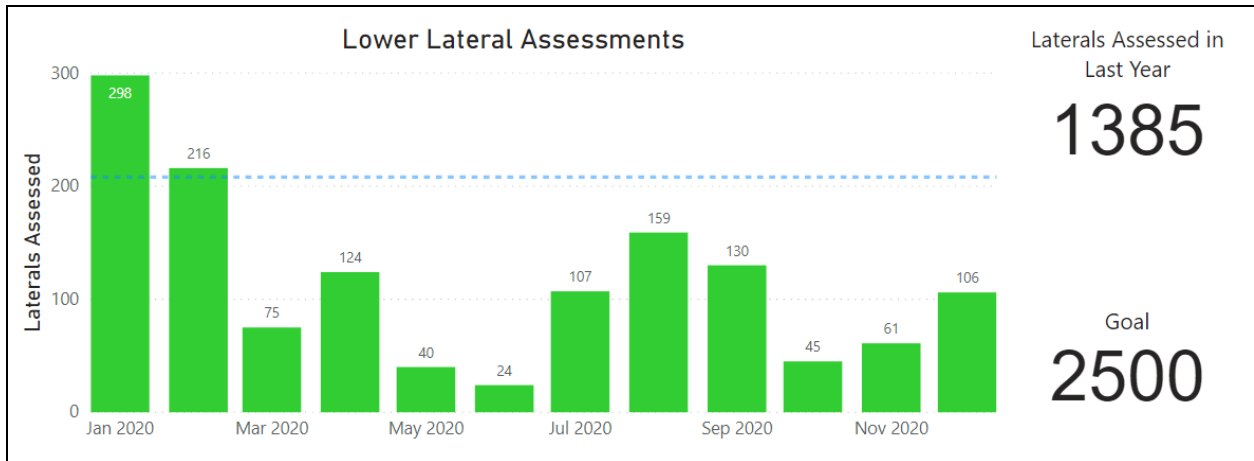
Total Service Calls

**17**

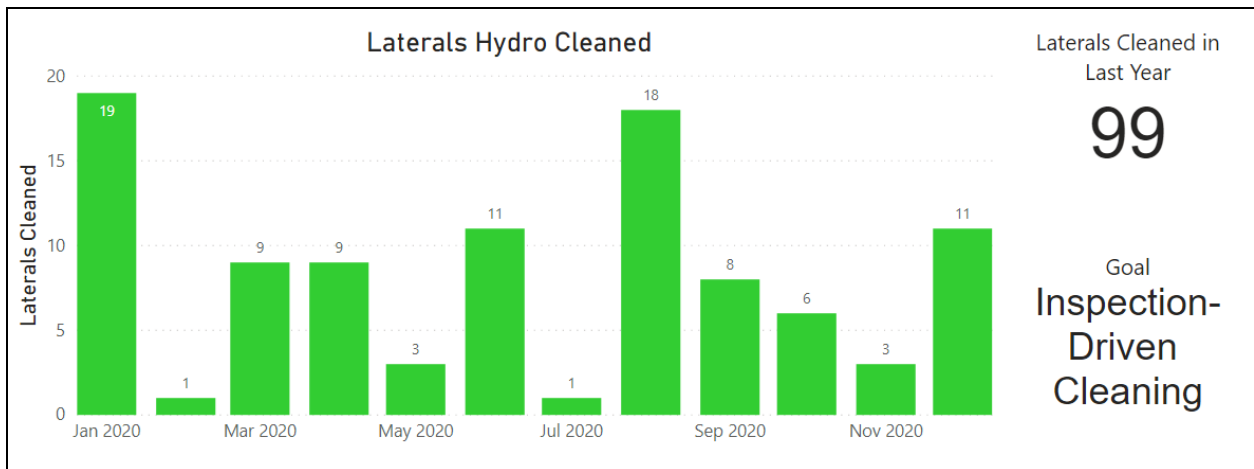
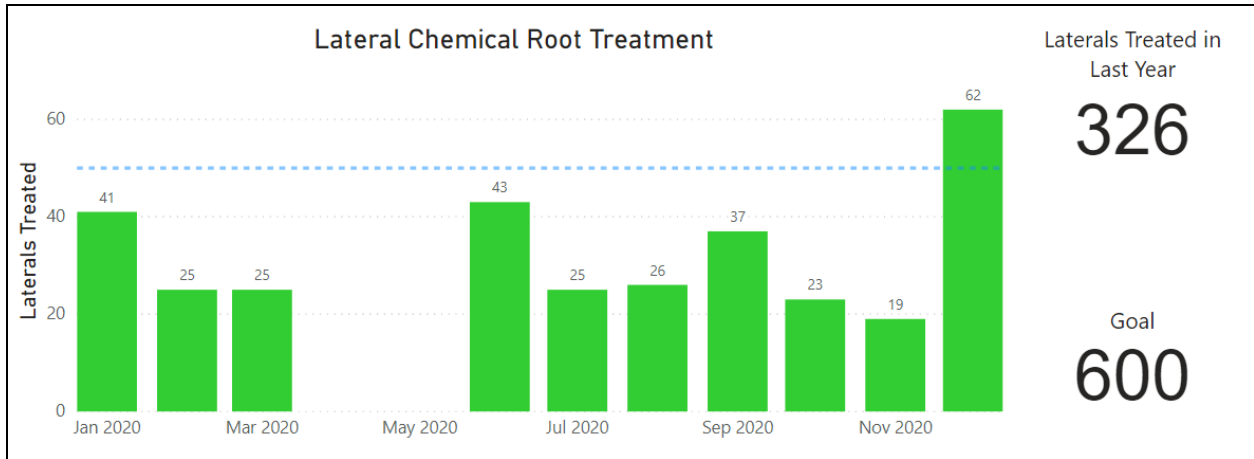
## 7. Production

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









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:                     February 4, 2021

---

**Department Updates**

TSD staff participated in Verbal Judo Training on January 15<sup>th</sup>. Verbal Judo is the practice of communication by redirecting behavior with words.

**Foothill Trunk Sewer Replacement Project**

The Foothill Trunk Sewer Replacement Project is substantially complete and Garney is working on punch list items including tree trimming and the El Don sliding gate. The District Engineer is also working with property owners regarding damage to the existing retaining walls along the alignment behind Corona Circle. Multiple fencing contractors have been reluctant to replace the existing retaining walls due to the project's constraints so now staff is reaching out to landscape contractors to reach a solution.

The General Manager and the District Engineer met with Garney Construction regarding the outstanding punch list items and change orders and negotiations are in process to finalize the project.

**FOG Program**

District staff continues to implement the requirements of the District's FOG Program. Staff turnover at restaurants and changes to the restaurant industry means that permitting and compliance is an ongoing effort.

There are multiple tenant improvements for food service establishments which include replacement of existing grease control devices and cleaning and maintenance of existing sewer laterals. In addition, sixteen core samples were taken to confirm compliance with the District's Sewer Code. Coordination also occurred with specific grease haulers due to unsatisfactory pump outs.

**Department Performance Indicators**

The following charts depict the efforts and performance of the department in the following areas of work as of December 31<sup>st</sup>, 2021. The charts are being created in a new reporting tool that directly connects to the District's data, improving the timeliness of reporting efforts and leveraging the District's investment in technology. Additional charts may be added in the future for other areas of work in the department.

### Plan Checks Completed - Monthly Totals



### % "In Time" Plan Checks



### 811 Responses - Monthly Totals



### % "In Time" Responses ...



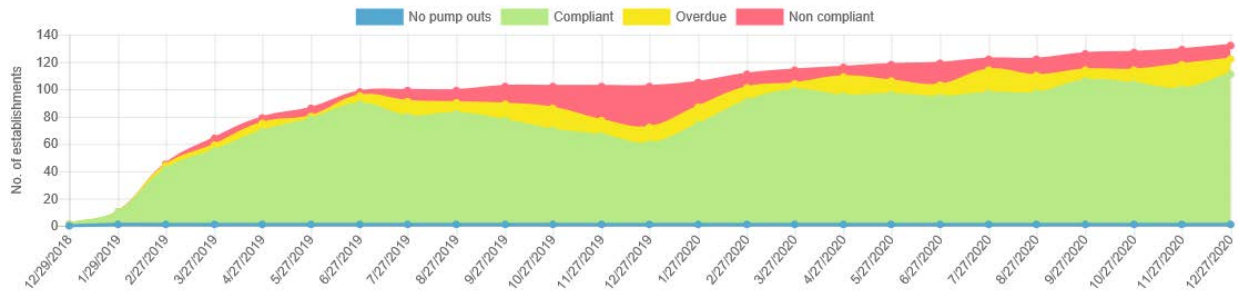
### Building Sewer Inspections - Monthly Totals



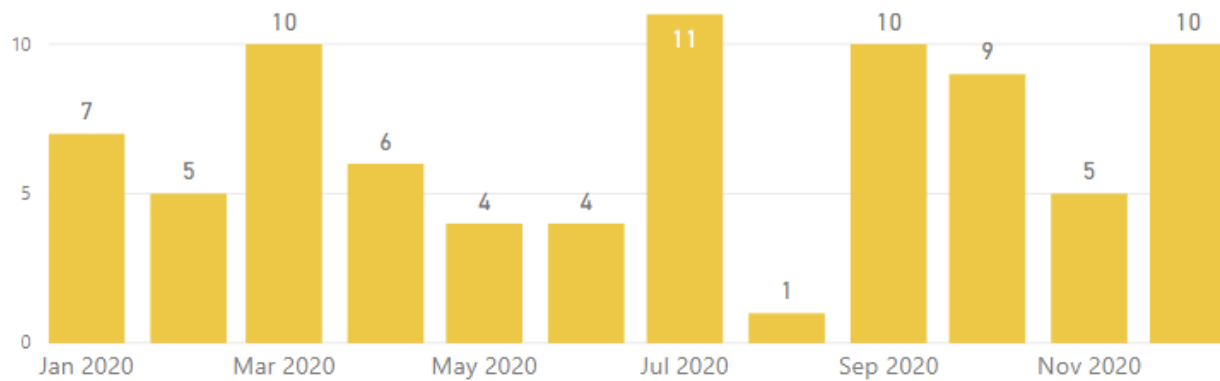
### % "In Time" Inspections



## FOG Compliance History



## FOG Pickups - Monthly Totals



## Grease Interceptor Inspections

