



**SPMUD BOARD OF DIRECTORS
CLOSED SESSION: 3:45 PM
REGULAR MEETING: 4:30 PM**

November 5, 2020

Zoom Meeting: 1 (669) 900-9128

Meeting ID: 811 6928 4409

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) 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 October 1, 2020 meeting of the SPMUD Board of Directors will occur via teleconference using Zoom Meeting 1 (669) 900-9128, <https://us02web.zoom.us/j/81169284409>. Public comments can be emailed to ecostan@spmud.ca.gov from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

CLOSED SESSION MEETING AGENDA - 3:45 PM

I. CALL MEETING TO ORDER

II. ROLL CALL OF DIRECTORS

Director Gerald Mitchell,	Ward 1
Vice President William Dickinson,	Ward 2
President John Murdock,	Ward 3
Director Victor Markey,	Ward 4
Director James Williams,	Ward 5

III. CLOSED SESSION PUBLIC COMMENTS

Public comments can be emailed to ecostan@spmud.ca.gov from the time the agenda is posted until the matter is heard at the meeting. Comments should be kept to 250 words or less.

IV. CLOSED SESSION

PUBLIC EMPLOYMENT – General Manager Performance Evaluation and Employment Agreement Renewal (per Subdivision (a) of Government Code Section 54957)

V. ADJOURN CLOSED SESSION

OPEN SESSION AGENDA – 4:30 PM

I. CALL MEETING TO ORDER

II. ROLL CALL OF DIRECTORS

Director Gerald Mitchell,	Ward 1
Vice President William Dickinson,	Ward 2
President John Murdock,	Ward 3
Director Victor Markey,	Ward 4
Director James Williams,	Ward 5

III. PLEDGE OF ALLEGIANCE

IV. CONSENT ITEMS

[pg 5 to 29]

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 November 5, 2020 meeting

1. MINUTES from the October 1, 2020 Regular Meeting. [pg 5 to 9]
2. ACCOUNTS PAYABLE in the amount of \$2,747,277 through October 27, 2020. [pg 10 to 17]
3. QUARTERLY INVESTMENT REPORT in the total amount of \$64,292,566 [pg 18 to 20] through September 30, 2020.
4. ANNUAL INVESTMENT REPORT for the fiscal year ended June 30, 2020. [pg 21 to 24]
5. BILL OF SALE Acceptance of the Bill of Sale for Sewer Improvements within [pg 25 to 27] Granite Bluff, with an estimated value of \$1,340,697.
6. COVID-19 PANDEMIC UPDATE [pg 28 to 29]

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 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. **ADOPT RESOLUTION 20-31 AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONSTRUCTION COOPERATION AND REIMBURSEMENT AGREEMENT WITH THE CITY OF ROCKLIN**

[pg 30 to 40]

The City of Rocklin proposes to rehabilitate failed portions of pavement referred to as the 2020 Mission Hills Road Reconstruction Project. The project requires the adjustment of the District's facilities concurrently with the project.

Action Requested: Roll Call Vote

Staff recommends that the Board of Directors adopt Resolution 20-31, Authorizing the General Manager to execute the attached Construction Cooperation and Reimbursement Agreement between South Placer Municipal Utility District and the City of Rocklin for the City of Rocklin 2020 Mission Hills Road Reconstruction Project.

2. RESOLUTION 20-32 AUTHORIZATION TO EXECUTE CHANGE ORDERS #13 THROUGH #22 TO THE CONTRACT FOR FOOTHILL TRUNK SEWER REPLACEMENT PROJECT [pg 41 to 55]

The District has a construction contract with Garney Pacific for the Foothill Trunk Sewer Replacement Project. Change Orders #13 through #22, not to exceed \$61,785, are necessary due to unanticipated changes from the original contract.

Action Requested: Roll Call Vote

Staff recommends that the Board of Directors adopt Resolution 20-32, Authorizing the General Manager to execute Change Orders #13 through #22 to the Foothill Trunk Sewer Replacement Project construction contract.

3. RESOLUTION 20-33 REVISING POLICIES #2576, #3120, & 3150 AND CREATING POLICIES #2023, #2030, #2037, & 2039 [pg 56 to 108]

Staff will present to the Board a revised Funding of CalPERS Unfunded Accrued Liability Policy, a revised Investment of District Funds Policy, a revised Purchasing Policy, and new policies on Reasonable Accommodation, Substance Abuse, Workplace Violence, and Harassment.

Action Requested: Roll Call Vote

Staff recommends that the Board of Directors adopt Resolution 20-33, revising Policies #2576, #3120, & 3150 and creating Policies #2023, #2030, #2037, & 2039.

4. RESOLUTION 20-34 PERFORMANCE MERIT PROGRAM 2019 – 2020 UPDATE [pg 109 to 126]

Staff will provide an update to the Board of Directors on the District's merit program.

Action Requested: Roll Call Vote

Staff recommends that the Board of Directors adopt Resolution 20-34, Authorizing the payout to District employees per the Employee MOU in the amount of \$38,025 and Approving the Performance Elements/Goals for the 2020/21 Performance Merit Program.

VII. REPORTS [pg 127 to 136]

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 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 **December 3, 2020 at 4:30 p.m.**

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

Meeting	Location	Date	Time
Regular	Zoom Meeting	October 1, 2020	4:30 p.m.

I. CALL MEETING TO ORDER: The Regular Meeting of the South Placer Municipal Utility District Board of Directors was called to order with President Murdock presiding at 4:35 p.m.

II. ROLL CALL OF DIRECTORS:

- Present: President John Murdock, Vice President Will Dickinson, Director Jim Williams, Director Vic Markey, Director Jerry Mitchell
- Absent: None
- Vacant: None
- Staff: Adam Brown, Legal Counsel
Herb Niederberger, General Manager
Carie Huff, District Engineer
Eric Nielsen, Assistant Superintendent

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

IV. CLOSED SESSION READOUT:

The Board met in closed session at 3:55 p.m. to discuss the General Managers performance evaluation and pending contract renewal. No action was taken.

The Board adjourned the closed session at 4:22 p.m.

V. CONSENT ITEMS:

1. MINUTES from the September 3, 2020 Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$1,383,312 through September 22, 2020.
3. BILL OF SALE for Sewer Improvements within Pacific Tech Park, with an estimated value of \$113,693.
4. GOVERNMENT FINANCIAL OFFICERS ASSOCIATION Certificate of Achievement for Excellence in Financial Reporting.
5. RESOLUTION 20-29 Authorizing the General Manger to Surplus Property and/or Equipment.

Director Williams noted that the amount for Item 3, \$113,693, was inadvertently omitted from the agenda. Staff indicated that the item would be corrected. Vice President Dickinson made a motion

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

VI. PUBLIC COMMENTS:

President Murdock opened the meeting for public comments on items not on the agenda. GM Niederberger confirmed that no eComments were received. Hearing no other comments, the public comments session was closed.

VII. BOARD BUSINESS

1. CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) UPDATE

Dane Wadlé, Senior Public Affairs Field Coordinator with the California Special District Association provided an update on initiatives that CSDA has been following and their advocacy efforts including Federal Coronavirus relief for Special Districts and State Public Safety Power Shutdown relief. He shared the virtual training events that are currently being offered through CSDA.

Director Mitchell asked about the status of AB 1872 regarding flushable wipes. Mr. Wadlé shared that despite CSDA support, the bill did not pass. Vice President Dickinson asked about opposition to the bill. Mr. Wadlé shared that he believes the industry was opposed to the bill. Vice President Dickinson asked if there was a regulatory agency who could hold the industry accountable for misleading advertising. GM Niederberger shared that the wipes are flushable; however, they are not dispersible thus causing harm to the sewer system when flushed. Director Williams asked General Counsel Brown whether a Special District could bring suit against manufacturers of flushable wipes. GC Brown shared that a lawsuit could occur and would likely be dependent on how the costs of the flushable wipes can be quantified.

2. RESOLUTION #20-30 AUTHORIZATION TO EXECUTE CHANGE ORDERS #11 AND #12 TO THE CONTRACT FOR FOOTHILL TRUNK SEWER REPLACEMENT PROJECT

GM Niederberger introduced change orders #11 and #12 for the Foothill Trunk Sewer Replacement Project, sharing that total change orders are currently at 12.7%. DE Huff provided an overview, sharing that monthly change orders continue to be presented to the Board as a result of the project field conditions. Change order #11 is for additional costs to connect the existing 6-inch pipe in Aguilar Road due to a discrepancy in the location shown on the improvement plans, and change order #12 is for fifty percent of the costs of a 2-inch grind and overlay within the drive aisle at the Creekside Village Apartments. DE Huff shared that there will likely be additional change orders presented at next month's Board Meeting including a change order to repair retaining walls along private property at the Corona Circle easement road; however, as the District is nearing completion of the project there will be a reconciliation of all contract line items which may offset these costs.

Director Mitchell asked if the bypass has been removed, and DE Huff confirmed that it has. Director Mitchell also asked if the section of pavement shown in the presentation was on Aguilar

Road proper. DE Huff confirmed that it is and shared that the road is a rural road without curb, gutter, and sidewalk improvements as typically seen in most parts of Rocklin.

Director Williams asked to be taken on a tour of the project as it is nearing completion. Director Mitchell shared that he would also like to participate in a tour. Vice President Dickinson commented on the upcoming change order for the retaining walls at Corona Circle, asking whether the damage was caused by the contractor or the District. DE Huff shared that the District plans to have an independent evaluation done to determine damage that was caused by proximity to the construction verse damage caused by the contractor. Vice President Dickinson shared that he would also like to be taken on a tour of the project.

President Murdock asked for a review of change orders #1, #4, and #7. DE Huff shared that the Foothill Trunk Project was started in 2016 when the District was using a different set of standards. The longevity of the project caused gaps in the design and changes to the site conditions. As an example, she shared that change order #4 for additional tree removal was necessary as the size of many of the trees that were previously considered clear and grub have since grown to require full tree removal.

Director Mitchell made a motion to approve Resolution 20-30 Authorizing the General Manager to Execute Change Orders #11 and #12 to the Foothill Trunk Sewer Replacement Project; a second was made by Director Williams; a roll call vote was taken, and the motion carried 5-0.

3. ACTUARIAL VALUATION REPORT FOR OTHER POST-EMPLOYMENT BENEFITS (OPEB) PROGRAMS

GM Niederberger gave a PowerPoint presentation of the actuarial valuation report for other post-employment benefits. GM Niederberger explained that these Other-Post Employment Benefits for the District are retiree medical benefits. The actuarial valuation provides a snapshot based on Actuarial Projections (i.e. age of retirement, life expectancy, future cost of medical premiums) of the cost of the benefits over time and is used to determine contributions for the District's California Employers' Retirement Benefit Trust (CERBT).

President Murdock asked whether the District is sound in the OPEB program and moving in the right direction. GM Niederberger shared that the District is currently 77.5% funded, an increase from 2017. The CERBT account has performed very well for the District. He clarified that the numbers provided in the presentation are only for District employees and do not include other members in the pool. Director Mitchell asked that a longer trend analysis be included in the next report.

Vice President Dickinson inquired as to when and how and the importance of the District becoming 100 percent funded. GM Niederberger shared that these reports are snapshots in time and that to be fully funded currently, the District would need to put \$1.4M into the CERBT account. However, the District is making the Actuarially Determined Contributions (ADC) to fund future liabilities. Director Williams shared that there are a number of moving parts that the District doesn't have control of such as the discount rate and the cost of future medical expenses which will continue to impact the funded ratio over time. Vice President Dickinson asked

whether the District should consider changes to the contributions or renegotiating employee agreements to get closer to 100 percent funding. GM Niederberger shared that his recommendation would be to wait since the District is continuing to contribute the ADC payments to the Trust and the funding ratio is increasing.

Vice President Dickinson made a motion to receive and file the Actuarial Valuation Report for Other Post-Employment Benefits (OPEB) Programs, a second was made by Director Mitchell, a roll call vote was taken, and the motion carried 5-0.

4. COVID-19 PANDEMIC ILLNESS

GM Niederberger provided an update on District operations in response to the COVID-19 outbreak. He shared that Placer County has moved to and remained in the Substantial tier for COVID-19 case rates. The District was hoping the County would move to the lower tier of Moderate and was seeking Board direction on moving back to in person Board Meetings. As the County has not advanced to the Moderate tier, GM Niederberger asked that the recommendation be pulled from the agenda.

President Murdock shared his support for continuing virtual Board Meetings. Director Williams shared that with many Board members being in a higher risk status his preference is to remain on virtual meetings. Vice President Dickinson shared that he does not see the need to potentially endanger the Board members by meeting in person. Director Markey shared that he believes that virtual meetings make the most sense right now. Director Mitchell also shared support for continuing virtual meetings. Director Mitchell asked for the location of the map that shows each County by their tier.

VIII. REPORTS

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

2. **General Manager (H. Niederberger):**

A. ASD, FSD & TSD Reports:

GM Niederberger shared an update to the GM report regarding Item 2D. There was a Personnel Advisory Committee meeting on September 25th after the agenda packet was published. President Murdock asked about Item 2C on the General Manager's Report. GM Niederberger shared that staff met with a potential developer regarding a 10-acre parcel off Saunders in Loomis. The District has previously seen proposals for up to nine lots on this parcel, but the entitlements have expired. There will be some restrictions that need to be followed in order to build on the lot.

Director Mitchell asked about Board Policy updates shown on the ASD report. GM Niederberger shared that there will be a Policy and Ordinance Advisory Committee Meeting to review the new and updated policies. Director Mitchell asked if the funds awarded to the District from the Special District Risk Management Authority were related to the District going 1462 days without a lost time accident or injury. DS Nielsen shared that he does not believe that the items are directly related to each other. Director Mitchell also asked about Item 5a on the FSD report. DE Nielsen

shared that the Highway Patrol performs inspections every six years on the District's commercial vehicles.

B. Information Items: No additional items.

3. Director's Comments:

Vice President Dickinson shared that he would like to have a Personnel Advisory Committee meeting regarding how COVID-19 is impacting employees and how employees are utilizing potential allowances.

X. ADJOURNMENT

The President adjourned the meeting at 5:45 p.m. to the next regular meeting to be held on November 5, 2020 at 4:30 p.m. with a closed session meeting to be held prior at 3:45 p.m.



Emilie Costan, Board Secretary

Item 4.2



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 09/23/2020 - 10/27/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1567	American Society of Civil Engineers (ASCE)	09/24/2020	Regular	0.00	285.00	12584
1652	Cintas Corporation	09/24/2020	Regular	0.00	449.73	12585
1080	CWEA (Main)	09/24/2020	Regular	0.00	96.00	12586
1218	PCWA	09/24/2020	Regular	0.00	241.45	12587
1253	Recology Auburn Placer	09/24/2020	Regular	0.00	320.21	12588
1635	Taylor Morrison Services, Inc.	09/24/2020	Regular	0.00	157,152.89	12589
1735	Nathaniel Patterson	09/30/2020	Regular	0.00	118.88	12686
1240	Placer County Personnel	10/01/2020	Regular	0.00	3,352.88	12687
1733	347 Group, Inc.	10/07/2020	Regular	0.00	6,650.00	12689
248	AT&T (916.663.1652) & (248.134.5438.608.80)	10/07/2020	Regular	0.00	252.05	12690
1663	Buckmaster Office Solutions	10/07/2020	Regular	0.00	114.04	12691
1652	Cintas Corporation	10/07/2020	Regular	0.00	893.07	12692
1068	City of Roseville	10/07/2020	Regular	0.00	1,850,933.97	12693
1509	Crystal Communications	10/07/2020	Regular	0.00	311.64	12694
1086	Dataprose	10/07/2020	Regular	0.00	1,662.47	12695
1087	Dawson Oil Co.	10/07/2020	Regular	0.00	3,892.00	12696
1699	ECS Imaging Inc.	10/07/2020	Regular	0.00	5,140.00	12697
1123	Gladding McBean	10/07/2020	Regular	0.00	1,176.64	12698
1340	Grainger	10/07/2020	Regular	0.00	57.95	12699
1631	Instrument Technology Corporation	10/07/2020	Regular	0.00	17,742.69	12700
1686	Jan Pro	10/07/2020	Regular	0.00	836.00	12701
1564	Jensen Landscape Services, LLC	10/07/2020	Regular	0.00	861.00	12702
1218	PCWA	10/07/2020	Regular	0.00	1,034.02	12703
1221	PG&E (Current Accounts)	10/07/2020	Regular	0.00	5,871.65	12704
1537	Rocklin False Alarm Reduction Program	10/07/2020	Regular	0.00	50.00	12705
1685	Streamline	10/07/2020	Regular	0.00	400.00	12706
1307	Sutter Medical Foundation-Corporate	10/07/2020	Regular	0.00	202.00	12707
1499	TechRoe.com LLC	10/07/2020	Regular	0.00	900.00	12708
1325	Tyler Technologies, Inc.	10/07/2020	Regular	0.00	5,128.75	12709
1343	Water Works Engineers, LLC	10/07/2020	Regular	0.00	68,505.85	12710
1346	WEF Membership (Water Environment Federatior	10/07/2020	Regular	0.00	267.00	12711
1561	Williams + Paddon Architects + Planners, Inc.	10/07/2020	Regular	0.00	47,421.84	12712
1327	US Bank Corporate Payment	10/14/2020	Regular	0.00	8,461.54	12713
	Void	10/14/2020	Regular	0.00	0.00	12714
	Void	10/14/2020	Regular	0.00	0.00	12715
1021	ARC	10/16/2020	Regular	0.00	96.53	12716
248	AT&T (916.663.1652) & (248.134.5438.608.80)	10/16/2020	Regular	0.00	9.28	12717
1022	AT&T (9391035571) & (9391053973)	10/16/2020	Regular	0.00	321.44	12718
1652	Cintas Corporation	10/16/2020	Regular	0.00	454.69	12719
1080	CWEA (Main)	10/16/2020	Regular	0.00	3,600.00	12720
1734	Garney Pacific, Inc.	10/16/2020	Regular	0.00	353,480.18	12721
1218	PCWA	10/16/2020	Regular	0.00	2,272.74	12722
1244	Preferred Alliance Inc	10/16/2020	Regular	0.00	196.65	12723
1518	Sonitrol of Sacramento	10/16/2020	Regular	0.00	945.13	12724
1290	Spec-West, Inc.	10/16/2020	Regular	0.00	42.89	12725
1333	SPOK, Inc.	10/16/2020	Regular	0.00	26.68	12726
1305	Sunbelt Rentals, Inc.	10/16/2020	Regular	0.00	140.00	12727
1338	Verizon Wireless	10/16/2020	Regular	0.00	1,114.76	12728
1047	CalChamber	10/22/2020	Regular	0.00	649.00	12771
1052	California Special Districts Association (CSDA)	10/22/2020	Regular	0.00	7,805.00	12772
1652	Cintas Corporation	10/22/2020	Regular	0.00	435.55	12773
1073	Consolidated Communications	10/22/2020	Regular	0.00	1,996.02	12774
1086	Dataprose	10/22/2020	Regular	0.00	1,938.92	12775
1511	DMV Renewal	10/22/2020	Regular	0.00	81.00	12776

Check Report

Date Range: 09/23/2020 - 10/27/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1113	Ferguson Enterprises, Inc. 1423 (Main)	10/22/2020	Regular	0.00	1,245.16	12777
1666	Great America Financial Services	10/22/2020	Regular	0.00	590.36	12778
1139	Hill Rivkins Brown & Associates	10/22/2020	Regular	0.00	2,980.00	12779
1153	James Byrd Smoke Testing	10/22/2020	Regular	0.00	275.00	12780
1712	James Hingst	10/22/2020	Regular	0.00	237.04	12781
1475	Petersen & Mapes, LLP	10/22/2020	Regular	0.00	720.00	12782
1473	Pitney Bowes Purchase Power	10/22/2020	Regular	0.00	208.99	12783
1325	Tyler Technologies, Inc.	10/22/2020	Regular	0.00	800.00	12784
1045	Cal Pers 457 Plan (EFT)	10/02/2020	Bank Draft	0.00	425.00	DFT0005730
1135	Mass Mutual (EFT)	10/02/2020	Bank Draft	0.00	7,777.52	DFT0005731
1135	Mass Mutual (EFT)	10/02/2020	Bank Draft	0.00	455.70	DFT0005732
1580	TASC	10/02/2020	Bank Draft	0.00	279.35	DFT0005733
1580	TASC	10/02/2020	Bank Draft	0.00	407.70	DFT0005734
1229	Pers (EFT)	10/02/2020	Bank Draft	0.00	129.73	DFT0005735
1229	Pers (EFT)	10/02/2020	Bank Draft	0.00	183.84	DFT0005736
1229	Pers (EFT)	10/02/2020	Bank Draft	0.00	326.18	DFT0005737
1229	Pers (EFT)	10/02/2020	Bank Draft	0.00	2,298.09	DFT0005738
1229	Pers (EFT)	10/02/2020	Bank Draft	0.00	4,077.37	DFT0005739
1229	Pers (EFT)	10/02/2020	Bank Draft	0.00	121.14	DFT0005740
1229	Pers (EFT)	10/02/2020	Bank Draft	0.00	181.40	DFT0005741
1229	Pers (EFT)	10/02/2020	Bank Draft	0.00	1,730.52	DFT0005742
1229	Pers (EFT)	10/02/2020	Bank Draft	0.00	2,591.81	DFT0005743
1229	Pers (EFT)	10/02/2020	Bank Draft	0.00	2,856.33	DFT0005744
1229	Pers (EFT)	10/02/2020	Bank Draft	0.00	3,271.90	DFT0005745
1149	Internal Revenue Service	10/02/2020	Bank Draft	0.00	11,593.10	DFT0005746
1098	EDD (EFT)	10/02/2020	Bank Draft	0.00	3,703.41	DFT0005747
1098	EDD (EFT)	10/02/2020	Bank Draft	0.00	934.95	DFT0005748
1149	Internal Revenue Service	10/02/2020	Bank Draft	0.00	2,940.58	DFT0005749
1149	Internal Revenue Service	10/02/2020	Bank Draft	0.00	9,036.80	DFT0005750
1229	Pers (EFT)	09/30/2020	Bank Draft	0.00	-80.60	DFT0005753
1098	EDD (EFT)	09/30/2020	Bank Draft	0.00	3.55	DFT0005759
1149	Internal Revenue Service	09/30/2020	Bank Draft	0.00	9.67	DFT0005762
1015	American Fidelity Assurance	10/01/2020	Bank Draft	0.00	1,067.64	DFT0005763
1586	Principal Life Insurance Company	10/01/2020	Bank Draft	0.00	460.20	DFT0005764
1230	Pers (EFT)	10/01/2020	Bank Draft	0.00	6,103.43	DFT0005765
1230	Pers (EFT)	10/01/2020	Bank Draft	0.00	27,240.90	DFT0005766
1230	Pers (EFT)	10/01/2020	Bank Draft	0.00	10,914.58	DFT0005767
1230	Pers (EFT)	10/01/2020	Bank Draft	0.00	106.22	DFT0005768
1230	Pers (EFT)	10/01/2020	Bank Draft	0.00	3,058.00	DFT0005769
1230	Pers (EFT)	10/01/2020	Bank Draft	0.00	57.04	DFT0005770
1135	Mass Mutual (EFT)	10/05/2020	Bank Draft	0.00	198.75	DFT0005772
1045	Cal Pers 457 Plan (EFT)	10/16/2020	Bank Draft	0.00	425.00	DFT0005783
1135	Mass Mutual (EFT)	10/16/2020	Bank Draft	0.00	7,777.52	DFT0005784
1135	Mass Mutual (EFT)	10/16/2020	Bank Draft	0.00	654.45	DFT0005785
1580	TASC	10/16/2020	Bank Draft	0.00	279.35	DFT0005786
1580	TASC	10/16/2020	Bank Draft	0.00	407.70	DFT0005787
1229	Pers (EFT)	10/16/2020	Bank Draft	0.00	49.13	DFT0005788
1229	Pers (EFT)	10/16/2020	Bank Draft	0.00	183.84	DFT0005789
1229	Pers (EFT)	10/16/2020	Bank Draft	0.00	326.18	DFT0005790
1229	Pers (EFT)	10/16/2020	Bank Draft	0.00	2,298.08	DFT0005791
1229	Pers (EFT)	10/16/2020	Bank Draft	0.00	4,077.37	DFT0005792
1229	Pers (EFT)	10/16/2020	Bank Draft	0.00	121.14	DFT0005793
1229	Pers (EFT)	10/16/2020	Bank Draft	0.00	181.40	DFT0005794
1229	Pers (EFT)	10/16/2020	Bank Draft	0.00	1,730.52	DFT0005795
1229	Pers (EFT)	10/16/2020	Bank Draft	0.00	2,591.81	DFT0005796
1229	Pers (EFT)	10/16/2020	Bank Draft	0.00	2,856.33	DFT0005797
1229	Pers (EFT)	10/16/2020	Bank Draft	0.00	3,271.90	DFT0005798
1149	Internal Revenue Service	10/16/2020	Bank Draft	0.00	11,762.00	DFT0005799
1098	EDD (EFT)	10/16/2020	Bank Draft	0.00	3,626.77	DFT0005800
1098	EDD (EFT)	10/16/2020	Bank Draft	0.00	901.73	DFT0005801
1149	Internal Revenue Service	10/16/2020	Bank Draft	0.00	2,980.06	DFT0005802

Check Report

Date Range: 09/23/2020 - 10/27/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1149	Internal Revenue Service	10/16/2020	Bank Draft	0.00	8,718.58	DFT0005803

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	92	60	0.00	2,573,446.22
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	54	54	0.00	159,682.66
EFT's	0	0	0.00	0.00
	146	116	0.00	2,733,128.88

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	92	60	0.00	2,573,446.22
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	54	54	0.00	159,682.66
EFT's	0	0	0.00	0.00
	146	116	0.00	2,733,128.88

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	9/2020	158,596.78
100	GENERAL FUND	10/2020	2,574,532.10
			2,733,128.88

Account Number	Name	Date	Type	Amount	Reference	Packet
102-0000061-01	McCuistion, Lee C	9/28/2020	Refund	\$ 102.91	Check #: 12590	UBPKT10282
102-0000306-02	Britton, Matthew and Jasmine	9/28/2020	Refund	\$ 20.40	Check #: 12591	UBPKT10282
102-0000966-02	Henderson, Julie	9/28/2020	Refund	\$ 107.53	Check #: 12592	UBPKT10282
102-0001001-03	Ward, Matthew and Carlie	9/28/2020	Refund	\$ 20.20	Check #: 12593	UBPKT10282
102-0001039-01	Talak, Anthony D	9/28/2020	Refund	\$ 98.40	Check #: 12594	UBPKT10282
102-0001216-02	Dutter, John	9/28/2020	Refund	\$ 108.00	Check #: 12595	UBPKT10282
102-0001221-02	Accelerated Realty Group	9/28/2020	Refund	\$ 238.60	Check #: 12596	UBPKT10282
102-0001342-01	Baltzer, Stephen C	9/28/2020	Refund	\$ 108.39	Check #: 12597	UBPKT10282
102-0002084-01	Gundestrup, Keith	9/28/2020	Refund	\$ 113.09	Check #: 12598	UBPKT10282
102-0002967-03	Tacke, Christopher and Jennifer	9/28/2020	Refund	\$ 113.28	Check #: 12599	UBPKT10282
102-0003161-02	Ekomp Properties LLC	9/28/2020	Refund	\$ 83.61	Check #: 12600	UBPKT10282
102-0005437-02	Maszk, Ralph and Delma	9/28/2020	Refund	\$ 184.36	Check #: 12601	UBPKT10282
102-0006362-01	Begin, Robert	9/28/2020	Refund	\$ 107.27	Check #: 12602	UBPKT10282
102-0006442-04	Schilhabel, Kip and Molly	9/28/2020	Refund	\$ 33.09	Check #: 12603	UBPKT10282
102-0006640-01	Felgenhauer, Glenn	9/28/2020	Refund	\$ 69.60	Check #: 12604	UBPKT10282
102-0006659-01	Chitre, Salil	9/28/2020	Refund	\$ 107.24	Check #: 12605	UBPKT10282
102-0007428-01	Marquard, Christopher J	9/28/2020	Refund	\$ 72.94	Check #: 12606	UBPKT10282
102-0007796-01	Wengler, Joseph	9/28/2020	Refund	\$ 84.00	Check #: 12607	UBPKT10282
102-0008293-02	Meyer, Karen	9/28/2020	Refund	\$ 108.91	Check #: 12608	UBPKT10282
102-0008309-02	Ney, Joe and Heather	9/28/2020	Refund	\$ 49.12	Check #: 12609	UBPKT10282
102-0008899-01	Anderson, Paul	9/28/2020	Refund	\$ 84.00	Check #: 12610	UBPKT10282
102-0008902-02	Ya, Chen	9/28/2020	Refund	\$ 92.48	Check #: 12611	UBPKT10282
102-0009002-02	Gudgel, Brent and David	9/28/2020	Refund	\$ 108.37	Check #: 12612	UBPKT10282
102-0009521-02	Lopez, Louis and Pamela	9/28/2020	Refund	\$ 26.84	Check #: 12613	UBPKT10282
102-0009798-02	Vize, Angela	9/28/2020	Refund	\$ 107.27	Check #: 12614	UBPKT10282
102-0009903-02	Griswold, Sean and Robin	9/28/2020	Refund	\$ 109.80	Check #: 12615	UBPKT10282
102-0010155-02	Andrews, Bryan	9/28/2020	Refund	\$ 216.00	Check #: 12616	UBPKT10282
102-0010607-01	Cabezuela, Joel	9/28/2020	Refund	\$ 108.18	Check #: 12617	UBPKT10282
102-0010857-03	Estepa, Cheryl Mae	9/28/2020	Refund	\$ 100.42	Check #: 12618	UBPKT10282
102-0011439-01	Uhl, Sandy	9/28/2020	Refund	\$ 109.20	Check #: 12619	UBPKT10282
102-0011525-02	Tumuluri, Sandeep	9/28/2020	Refund	\$ 170.00	Check #: 12620	UBPKT10282
102-0012045-01	Paiva, David	9/28/2020	Refund	\$ 107.03	Check #: 12621	UBPKT10282
102-0012061-01	Adams, David	9/28/2020	Refund	\$ 109.62	Check #: 12622	UBPKT10282
103-0003623-02	LLC, Wagmore Properties	9/28/2020	Refund	\$ 6.10	Check #: 12623	UBPKT10282
103-0004814-02	Short, Jordan	9/28/2020	Refund	\$ 6.57	Check #: 12624	UBPKT10282
106-0013259-03	Depuy, Brian and Lisa	9/28/2020	Refund	\$ 20.11	Check #: 12625	UBPKT10282
106-0013703-02	Buschman, John	9/28/2020	Refund	\$ 180.00	Check #: 12626	UBPKT10282
106-0013845-02	Larson, Tamara	9/28/2020	Refund	\$ 7.25	Check #: 12627	UBPKT10282

106-0014332-01	Navarre, James R	9/28/2020	Refund	\$	73.96	Check #: 12628	UBPKT10282
106-0015061-02	Mohoff, John V Jr	9/28/2020	Refund	\$	104.03	Check #: 12629	UBPKT10282
106-0015276-01	Leavitt, Ronnie	9/28/2020	Refund	\$	108.50	Check #: 12630	UBPKT10282
106-0015373-01	Perbetsky, Hanny	9/28/2020	Refund	\$	8.71	Check #: 12631	UBPKT10282
106-0015560-02	Evans, Keith and Amber	9/28/2020	Refund	\$	210.46	Check #: 12632	UBPKT10282
106-0015742-02	Kooyumjian, Kathy	9/28/2020	Refund	\$	114.31	Check #: 12633	UBPKT10282
106-0016018-02	Egli, Joseph and Alycia	9/28/2020	Refund	\$	108.18	Check #: 12634	UBPKT10282
106-0016198-04	Dye, Peter and Jessica	9/28/2020	Refund	\$	104.74	Check #: 12635	UBPKT10282
106-0016984-02	Langseth, Kenneth and Debra	9/28/2020	Refund	\$	26.40	Check #: 12636	UBPKT10282
106-0017191-02	Maher, Harold and Teresa	9/28/2020	Refund	\$	108.08	Check #: 12637	UBPKT10282
106-1025576-00	Tomei, Eric	9/28/2020	Refund	\$	142.96	Check #: 12638	UBPKT10282
112-1021161-01	Nichols, Christopher	9/28/2020	Refund	\$	109.51	Check #: 12639	UBPKT10282
112-1021533-01	Fisher, Tom	9/28/2020	Refund	\$	108.52	Check #: 12640	UBPKT10282
112-1022140-04	Meyer, Jeff and Joy	9/28/2020	Refund	\$	76.30	Check #: 12641	UBPKT10282
112-1022147-02	Sparks, Susan	9/28/2020	Refund	\$	96.00	Check #: 12642	UBPKT10282
112-1022399-01	Peck, Glenn E	9/28/2020	Refund	\$	100.04	Check #: 12643	UBPKT10282
112-1023012-01	Quinn, Aaron	9/28/2020	Refund	\$	192.07	Check #: 12644	UBPKT10282
112-1023137-01	McClelland, Colleen	9/28/2020	Refund	\$	108.47	Check #: 12645	UBPKT10282
112-1024579-04	Millard, Michael and Anita	9/28/2020	Refund	\$	25.00	Check #: 12646	UBPKT10282
112-1024766-03	Williams, Faye	9/28/2020	Refund	\$	108.00	Check #: 12647	UBPKT10282
112-1026487-01	Rainer, Howard and Tracie	9/28/2020	Refund	\$	108.34	Check #: 12648	UBPKT10282
112-1026778-01	Neyens, Ronald and Lisa	9/28/2020	Refund	\$	110.32	Check #: 12649	UBPKT10282
112-1026876-01	Clements, Aaron and Kris	9/28/2020	Refund	\$	29.74	Check #: 12650	UBPKT10282
112-1027014-01	Baek, Austin	9/28/2020	Refund	\$	15.13	Check #: 12651	UBPKT10282
112-1027392-01	Fink, Justin and Tiffany	9/28/2020	Refund	\$	210.26	Check #: 12652	UBPKT10282
112-1027393-01	Brickhandler, Kevin and Cynthia	9/28/2020	Refund	\$	108.18	Check #: 12653	UBPKT10282
112-1027996-01	Winn, Eric and Shannon	9/28/2020	Refund	\$	108.00	Check #: 12654	UBPKT10282
112-1028099-01	Reynolds, Ryan and Shannon	9/28/2020	Refund	\$	57.89	Check #: 12655	UBPKT10282
112-1028281-01	Gale, Lynn and Bernadette	9/28/2020	Refund	\$	8.30	Check #: 12656	UBPKT10282
112-1028905-00	Tim Lewis Communities	9/28/2020	Refund	\$	109.38	Check #: 12657	UBPKT10282
112-1028934-00	Tim Lewis Communities	9/28/2020	Refund	\$	108.18	Check #: 12658	UBPKT10282
112-1028935-00	Tim Lewis Communities	9/28/2020	Refund	\$	108.50	Check #: 12659	UBPKT10282
112-1028958-00	Toll Brothers	9/28/2020	Refund	\$	108.00	Check #: 12660	UBPKT10282
112-1028959-00	Toll Brothers	9/28/2020	Refund	\$	108.00	Check #: 12661	UBPKT10282
112-1028987-00	Tim Lewis Communities	9/28/2020	Refund	\$	110.50	Check #: 12662	UBPKT10282
112-1028988-00	Tim Lewis Communities	9/28/2020	Refund	\$	106.83	Check #: 12663	UBPKT10282
112-1028990-00	The New Home Company	9/28/2020	Refund	\$	108.00	Check #: 12664	UBPKT10282
112-1029005-00	The New Home Company	9/28/2020	Refund	\$	108.00	Check #: 12665	UBPKT10282
112-1029006-00	The New Home Company	9/28/2020	Refund	\$	108.00	Check #: 12666	UBPKT10282

112-1029007-00	Woodside Homes	9/28/2020	Refund	\$	108.00	Check #: 12667	UBPKT10282
112-1029013-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	108.78	Check #: 12668	UBPKT10282
112-1029014-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	108.58	Check #: 12669	UBPKT10282
112-1029033-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	115.50	Check #: 12670	UBPKT10282
112-1029054-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	115.79	Check #: 12671	UBPKT10282
112-1029055-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	116.16	Check #: 12672	UBPKT10282
112-1029056-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	108.00	Check #: 12673	UBPKT10282
112-1029057-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	114.48	Check #: 12674	UBPKT10282
112-1029067-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	99.99	Check #: 12675	UBPKT10282
112-1029068-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	115.88	Check #: 12676	UBPKT10282
112-1029070-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	114.62	Check #: 12677	UBPKT10282
112-1029103-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	100.05	Check #: 12678	UBPKT10282
112-1029105-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	108.73	Check #: 12679	UBPKT10282
112-1029106-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	114.76	Check #: 12680	UBPKT10282
112-1029107-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	108.00	Check #: 12681	UBPKT10282
112-1029151-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	108.13	Check #: 12682	UBPKT10282
112-1029170-00	KB Home Sacramento Inc	9/28/2020	Refund	\$	108.00	Check #: 12683	UBPKT10282
113-1021583-01	O'Donnell, Stephanie	9/28/2020	Refund	\$	444.00	Check #: 12684	UBPKT10282
113-1022282-01	Rath, William	9/28/2020	Refund	\$	122.60	Check #: 12685	UBPKT10282
112-1027549-01	Anzeh, Samir	10/5/2020	Refund	\$	108.00	Check #: 12688	UBPKT10567
101-0009134-01	Gerisch, Steven C	10/20/2020	Refund	\$	107.13	Check #: 12729	UBPKT10573
101-0010051-02	Willilams, Ryan	10/20/2020	Refund	\$	108.15	Check #: 12730	UBPKT10573
102-0001320-01	Sceals, Ingeborg I	10/20/2020	Refund	\$	212.82	Check #: 12731	UBPKT10573
102-0003110-03	Kelly, Conan and Tiffany	10/20/2020	Refund	\$	12.23	Check #: 12732	UBPKT10573
102-0009139-03	Plant, Tyler and Kelsie	10/20/2020	Refund	\$	215.84	Check #: 12733	UBPKT10573
102-0009414-02	Rahimi, Arash	10/20/2020	Refund	\$	6.94	Check #: 12734	UBPKT10573
102-0009596-01	Grayson, Dennis	10/20/2020	Refund	\$	107.87	Check #: 12735	UBPKT10573
102-0010149-01	Hrenyk, Allen	10/20/2020	Refund	\$	108.00	Check #: 12736	UBPKT10573
102-0011892-02	Adamae, Matt	10/20/2020	Refund	\$	72.05	Check #: 12737	UBPKT10573
102-0012027-01	Humphrey, Victor	10/20/2020	Refund	\$	108.00	Check #: 12738	UBPKT10573
102-0012112-02	Yumul, Jennifer	10/20/2020	Refund	\$	108.00	Check #: 12739	UBPKT10573
103-0003846-02	Barrington, Brian and Jennifer	10/20/2020	Refund	\$	403.38	Check #: 12740	UBPKT10573
103-0004010-03	Graham, Mark and Bevin	10/20/2020	Refund	\$	96.26	Check #: 12741	UBPKT10573
103-0004096-01	Cagle, Charles	10/20/2020	Refund	\$	7.20	Check #: 12742	UBPKT10573
103-0004824-01	Boomgaarden, Evelyn	10/20/2020	Refund	\$	108.20	Check #: 12743	UBPKT10573
106-0012621-02	Metias, Emad	10/20/2020	Refund	\$	108.00	Check #: 12744	UBPKT10573
106-0012834-02	Anderson, Michael and Melissa	10/20/2020	Refund	\$	108.39	Check #: 12745	UBPKT10573
106-0013186-04	Forsberg, Stacy	10/20/2020	Refund	\$	57.27	Check #: 12746	UBPKT10573
106-0014494-01	Ruiz, Ricardo	10/20/2020	Refund	\$	5.03	Check #: 12747	UBPKT10573

106-0014647-01	Guest, Samuel	10/20/2020	Refund	\$	108.34	Check #: 12748	UBPKT10573
106-0015084-01	Gross, John	10/20/2020	Refund	\$	102.30	Check #: 12749	UBPKT10573
106-0015775-04	Jackson, Christopher and Sandra	10/20/2020	Refund	\$	108.00	Check #: 12750	UBPKT10573
106-1025664-00	Peterson, Brian and Samantha	10/20/2020	Refund	\$	11.71	Check #: 12751	UBPKT10573
112-1026981-00	Woodside Homes	10/20/2020	Refund	\$	108.00	Check #: 12752	UBPKT10573
112-1026982-00	Woodside Homes	10/20/2020	Refund	\$	108.00	Check #: 12753	UBPKT10573
112-1027392-01	Fink, Justin and Tiffany	10/20/2020	Refund	\$	5.74	Check #: 12754	UBPKT10573
112-1027788-01	Morgan, Michael and Sarah	10/20/2020	Refund	\$	25.20	Check #: 12755	UBPKT10573
112-1028143-01	Leija, Tony	10/20/2020	Refund	\$	100.11	Check #: 12756	UBPKT10573
112-1028214-01	Hom, Wilson	10/20/2020	Refund	\$	9.76	Check #: 12757	UBPKT10573
112-1028584-01	Sandhu, Raminder and Pritpal	10/20/2020	Refund	\$	7.04	Check #: 12758	UBPKT10573
112-1028974-00	Woodside Homes	10/20/2020	Refund	\$	108.00	Check #: 12759	UBPKT10573
112-1028992-00	Tim Lewis Communities	10/20/2020	Refund	\$	108.34	Check #: 12760	UBPKT10573
112-1028994-00	Tim Lewis Communities	10/20/2020	Refund	\$	108.47	Check #: 12761	UBPKT10573
112-1029090-00	Woodside Homes	10/20/2020	Refund	\$	108.00	Check #: 12762	UBPKT10573
112-1029091-00	Woodside Homes	10/20/2020	Refund	\$	108.00	Check #: 12763	UBPKT10573
112-1029101-00	KB Home Sacramento Inc	10/20/2020	Refund	\$	75.47	Check #: 12764	UBPKT10573
112-1029104-00	KB Home Sacramento Inc	10/20/2020	Refund	\$	104.27	Check #: 12765	UBPKT10573
112-1029154-00	The New Home Company	10/20/2020	Refund	\$	108.00	Check #: 12766	UBPKT10573
112-1029155-00	The New Home Company	10/20/2020	Refund	\$	110.40	Check #: 12767	UBPKT10573
112-1029162-00	The New Home Company	10/20/2020	Refund	\$	108.00	Check #: 12768	UBPKT10573
112-1029171-00	KB Home Sacramento Inc	10/20/2020	Refund	\$	108.31	Check #: 12769	UBPKT10573
112-1029187-00	Woodside Homes	10/20/2020	Refund	\$	108.00	Check #: 12770	UBPKT10573
102-0008267-04	Vagnone, Aubrey	10/27/2020	Refund	\$	108.00	Check #: 12785	UBPKT10756
TOTAL REFUNDS				\$	14,148.24		

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors
From: Emilie Costan, Administrative Services Manager
Cc: Herb Niederberger, General Manager
Subject: 3rd Quarter Investment Report (July 1, 2020 thru September 30, 2020)
Board Date: November 5, 2020

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 September 30, 2020 are shown in Attachment 1 and totaled \$64.29 million. The portfolio is in compliance with the Board's adopted policy regarding District investments and has the ability to meet the next six months of cash flow requirements. On September 30, 2020, the District's investment portfolio had an average quarterly yield to maturity of 0.55 percent.

Recommendation

Staff recommends that the Board of Directors receive and file the 3rd 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. 3rd Quarter Investment Report
2. Allocation by Fund, Allocation by Investment Type, and Historical Performance

SPMUD BOARD INVESTMENT REPORT**INVESTMENT REPORTING PERIOD: July 1, 2020 - September 30, 2020****MEETING DATE: November 5, 2020**

Investment	Par Value	Market Value	Book Value	Yield to Maturity	% of Portfolio	Days to Final Maturity
CALTRUST - Short Term	\$ 4,324,398	\$ 4,324,398	\$ 4,324,398	0.10%	7%	1
CALTRUST - Medium Term	\$ 17,542,549	\$ 17,542,549	\$ 17,542,549	0.29%	27%	1
WELLS FARGO - Money Market	\$ 6,007,839	\$ 6,007,839	\$ 6,007,839	0.01%	9%	1
WELLS FARGO - Fixed Income Securities	\$ 8,250,000	\$ 8,324,404	\$ 8,251,193	1.44%	13%	364
PLACER COUNTY TREASURY	\$ 11,916,024	\$ 11,916,024	\$ 11,916,024	0.69%	19%	1
LAIF (Local Agency Investment Fund)	\$ 10,856,492	\$ 10,856,492	\$ 10,856,492	0.80%	17%	1
CASH	\$ 5,320,860	\$ 5,320,860	\$ 5,320,860	0.20%	8%	1
TOTAL/AVERAGE	64,218,162	64,292,566	64,219,355	0.55%	100%	53

DEFINITIONS

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

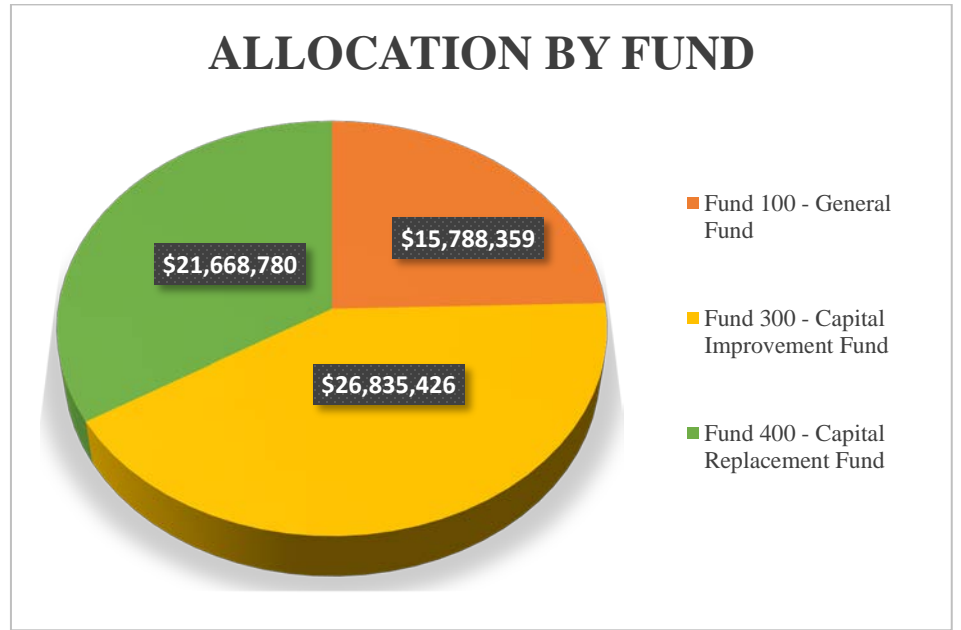
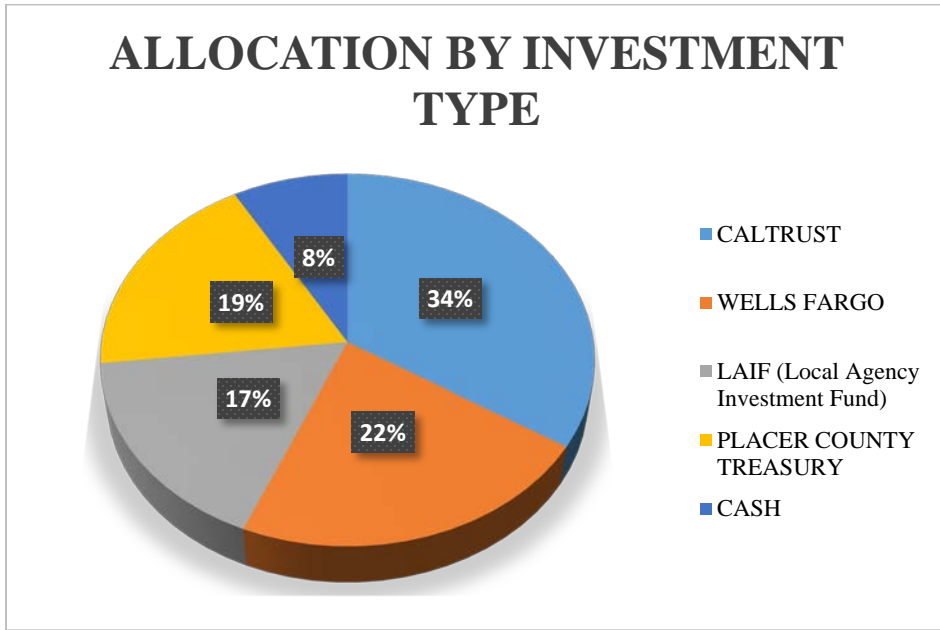
Market Value is the value at which a security can be sold at the time it is priced or the need to sell arises.

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 Investment Type, Allocation by Fund, and Historical Performance



Historical Performance					
	3 months	6 months	1 year*	3 year*	5 year*
CalTRUST Short Term	0.20%	0.49%	1.46%	1.90%	1.48%
CalTRUST Medium Term	0.29%	0.67%	1.67%	1.93%	1.60%
Wells Fargo	0.09%	0.12%	0.58%	1.80%	
Placer County	0.17%	0.35%	0.85%	1.56%	1.55%
LAIF	0.20%	0.55%	1.69%	1.85%	1.38%

*Annualized

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Emilie Costan, Administrative Services Manager

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

Subject: Annual Investment Report for the Fiscal Year Ended June 30, 2020

Meeting Date: November 5, 2020

Overview

The South Placer Municipal Utility District (District) generally operates in accordance with the Municipal Utilities District Act of California, codified in Public Utilities Code §11501, et seq. Public Utilities Code §12871 allows the District to invest surplus money in its treasury and the Government Code, primarily §53601 and related subsections, authorizes the type of investment vehicles allowed in a California local agency’s portfolio. The investment vehicles emphasize preservation of capital and conservative investments, and the District is not permitted to purchase an investment that is not specifically authorized by law and within the scope of investments designated by the District’s Board of Directors.

The District is currently utilizing a “dual portfolio” approach to its investments, consisting of a “Liquidity Portfolio” and a “Long-Term Portfolio” that is consistent with the three primary principals of public fund investment, 1) Safety, 2) Liquidity and 3) Return on Investment, in that order of priority. The Liquidity Portfolio consists of funds necessary for the District’s operation and capital needs for a period of not less than one-year, plus prudent reserves in accordance with *Policy 3130 – District Reserve Policy*. Funds determined by the District in excess of the amount necessary to fund the Liquidity Portfolio may be allocated to the Long-Term Portfolio.

On December 3, 2015, the Board of Directors adopted Resolution 15-27 which reflected that *Policy 3120 – Investment of District Funds* was adopted in its entirety and included in the District Policy Handbook. In February 2016, the District adopted a strategy for the investment of District funds which was revised with Resolution 18-15 in June 2018. One of the ways the District managed its exposure to interest rate risk was by purchasing a combination of short and long-term investments and timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for District operations. Now, as Fixed Income Securities being held in the Long-Term Portfolio mature, rather than reinvesting into other Fixed Income Securities, the proceeds are distributed evenly among the Cal Trust Medium Term Holdings, the Local Agency Investing Fund, and the Placer County Treasury. During the last fiscal year investments experienced both gains and losses. The overall balance of the District’s investment portfolio increased \$6,437,682 (11.4%) from the prior year.

Recommendation

Staff recommends that the Board of Directors receive and file the Annual Investment 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

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

Policy 3130 – District Reserve Policy

Fiscal Impact

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

Attachments:

Table 1 – Balance of Investments

Table 2 – Fund Balances

Table 3 – Short-Term and Long-Term Portfolio Breakdown

Table 4 – Remaining Maturity

Table 5 – Percentage of Portfolio Compared to Maximum Allowance

Table 6 – Credit Risk

Table 1 – Balance of Investments

Investment	Balance 06/30/20	Balance 06/30/19
Wells Fargo Fixed Income Securities & Money Market Mutual Funds	\$ 14,315,195	\$ 22,744,009
Local Agency Investment Fund (LAIF)	10,830,926	4,215,969
Caltrust Investments	21,811,933	20,012,291
Placer County Treasury Investments	11,893,986	5,277,732
Unrestricted deposits in financial institutions	4,203,203	4,367,560
TOTAL	\$ 63,055,243	\$ 56,617,561

Table 2 – Fund Balances

Fund	Balance 06/30/20	Balance 06/30/19
Fund 100 - General Fund	\$ 14,646,769	\$ 15,938,443
Fund 300 - Capital Improvement Fund	26,787,560	20,499,020
Fund 400 - Capital Replacement Fund	21,620,914	20,180,098
TOTAL	\$ 63,055,243	\$ 56,617,561

Table 3 – Short-Term and Long-Term Portfolio Breakdown**Short-Term Portfolio**

Unrestricted Deposits in Financial Institutions	\$ 4,203,203
Wells Fargo Money Market Mutual Funds	4,461,361
Local Agency Investment Fund (LAIF)	10,830,926
CaITRUST Short-Term Investment Fund	4,320,150
Placer County Treasury's Investment Pool	11,893,987
	\$ 35,709,627

Long-Term Portfolio

Wells Fargo Fixed Income Securities	\$ 9,853,833
CaITRUST Medium-Term Investment Fund	17,491,784
	\$ 27,345,617

Tables 4, 5 and 6 do not include unrestricted deposits in financial institutions (cash).

Table 4 – Remaining Maturity

	Remaining Maturity		
	12 Months or Less	1-5 years	Fair Value
Fixed income securities	\$ 8,330,333	\$ 1,523,500	\$ 9,853,833
Money market mutual funds	4,461,361	-	4,461,361
Local Agency Investment Fund (LAIF)	10,830,926	-	10,830,926
CalTRUST Investment Fund	21,811,933	-	21,811,933
Placer County Treasury's Investment Pool	11,893,987	-	11,893,987
	<u>\$ 57,328,540</u>	<u>\$ 1,523,500</u>	<u>\$ 58,852,040</u>

Table 5 – Percentage of Portfolio Compared to Maximum Allowance

Investment Type	% of Portfolio on 06/30/20	Maximum Amount of Portfolio
Local Agency Investment Fund (LAIF)	17%	75%
Placer County Treasurer's Pool	19%	75%
Investment Trust of CA (CalTRUST)	35%	75%
Bank Savings Account	14%	75%
Federal Agencies	9%	25%
Commercial Paper	0%	15%
Negotiable Certificates of Deposits	6%	20%
Repurchase Agreements	0%	20%
U.S. Treasury Obligations	0%	Unlimited
All other investments allowed by GC §53601	0%	20%

Table 6 – Credit Risk

	Total	Rating as of Fiscal Year End		
		S&P	Moody's	N/A
Fixed income securities	\$ 9,853,833	AAAm		
Money market mutual funds	4,461,361	AAAm		
Local Agency Investment Fund (LAIF)	10,830,926			Not rated
CalTRUST Investment Fund	21,811,933			Not rated
Placer County Treasury's Investment Pool	11,893,987			Not rated
	<u>\$ 58,852,040</u>			

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors
From: Carie Huff, District Engineer
Cc: Josh Lelko, Engineering Technician
Subject: Acceptance of the Bill of Sale for Sewer Improvements within Granite Bluff
Meeting Date: November 5, 2020

Overview

The Granite Bluff improvements are located in Rocklin to the east of the intersection of China Garden Road and Aguilar Road. The Granite Bluff project consists of 75 single-family residential homes for a total of 75 EDUs. The Granite Bluff improvements include the following infrastructure:

- Installation of two thousand, five hundred and sixty (2,560) linear feet of sanitary sewer pipe;
- Installation of eighteen (18) manholes;
- Installation of one thousand, six hundred and seventy-six (1,676) feet of lower laterals.

Recommendation

Staff recommends that the Board of Directors accept the attached Bill of Sale for the Granite Bluff improvements.

Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.1: Engage Customers to determine expectations.

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

Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.

Fiscal Impact

The estimated value of the contributed capital is \$1,340,697.

Attachments:

1. Bill of Sale
2. Map – Granite Bluff

BILL OF SALE

KB Home Sacramento, Inc., upon acceptance by SPMUD of these facilities, does hereby grant, bargain, sell and convey to SOUTH PLACER MUNICIPAL UTILITY DISTRICT all of its rights, title and interest in and to all public sewer pipes, lines, mains, manholes, and appurtenances installed by its contractor in that subdivision/project commonly known as Granite Bluff Subdivision Project No. SD 2014-0003.

Grantor herein does hereby warrant and guarantee to SOUTH PLACER MUNICIPAL UTILITY DISTRICT that all of the personal property described herein consisting of sewer pipes, lines, mains, manholes, and appurtenances are free and clear of all mechanics liens and encumbrances of any type, nature or description whatsoever.

Dated this 20th day of August 2020

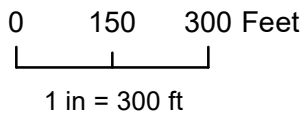
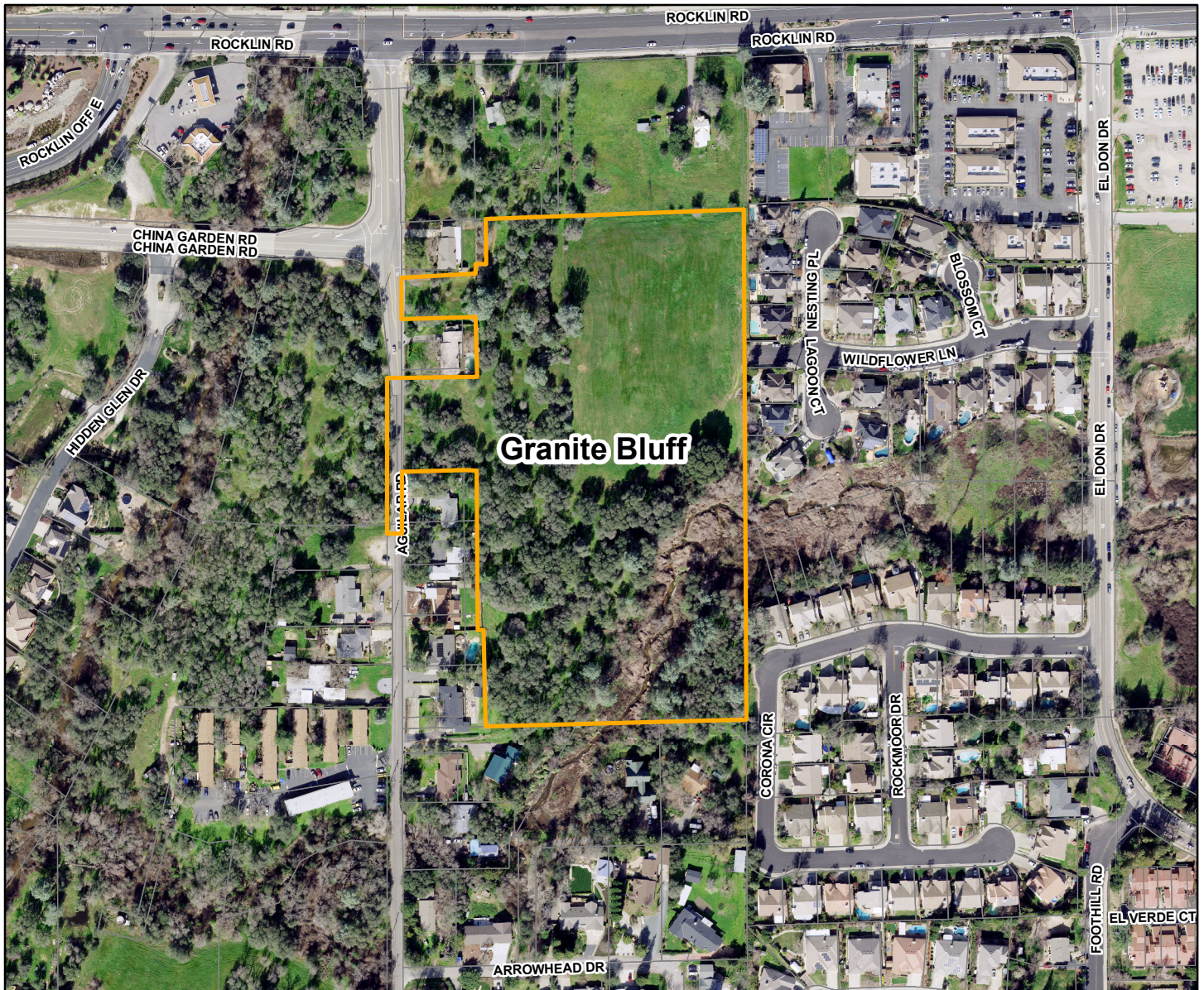
By: (Developer/Owner)



Signature

Matthew Hogan

Vice President Land Development



Granite Bluff

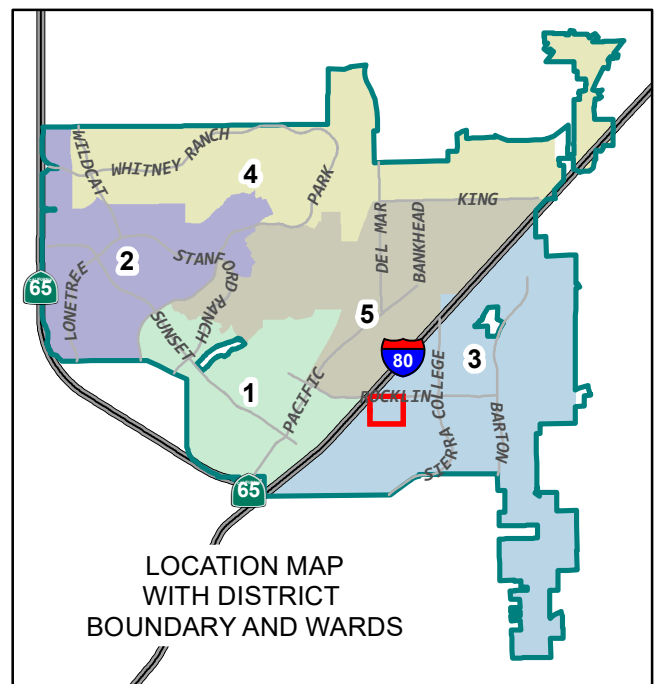
75 EDUs

Date: 10/19/2020

Author: Curtis Little

Document Path:

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Maps\2020\MXD\Granite Bluff.mxd



**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: November 5, 2020

Overview

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

As of October 27, 2020, Placer County has a case rate of 5.0 new cases per day per 100,000 residents and a 2.5% positivity rate. The State considers Placer County’s risk level at the Moderate level and some indoor business operations are open with modifications. The Placer County Board of Supervisors has terminated the local COVID-19 health emergency allowing most businesses to reopen. Residents are expected to follow California’s overall guidance, but the County says it will not enforce the state rules.

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
32	\$22,227.28	\$21,387.50	\$14,962.11	\$912.13	\$20,143.13	\$79,632.15

As business’ have reopened within the District’s service area, the number of delinquent accounts has decreased from 40 in September to 32 this month. One of the larger delinquent accounts listed in previous months has made their account current. Another large account is responsible for almost \$23,000 in delinquent balance due. Several food service establishments are in arrears for amounts over \$1000. 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.

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. Students in the Rocklin Unified School District headed back to the classroom on September 21, 2020. The school district is using a hybrid model in which students are separated into groups to attend school on certain days and do distance learning on others. District officials said they will continue to offer their all-distance learning program to give parents a choice. At this point in time, only a small number of District employees have been inconvenienced by distance learning.

Meetings

A survey of the surrounding jurisdictions indicates that the City of Rocklin, Placer County, and the Placer County Water Agency have resumed conducting and attending their meetings in person. The Town of Loomis is still conducting meetings via tele- and videoconferencing using Zoom Meeting. Staff suggests that the District continue videoconferencing the meeting of the Board of Directors using Zoom Meeting. If Placer County achieves a Blueprint risk level of Minimal, then perhaps the Board can transition back to in person meeting.

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

The District did experience an impact on revenues in both Fund 100 and 300 in Fiscal Year 2019/20. Staff believes the accumulating delinquencies will be rectified in the current year. Staff does not anticipate any further significant impact on revenues due to the COVID19 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: Carie Huff, District Engineer

Cc: Herb Niederberger, General Manager

Subject: Construction Cooperation and Reimbursement Agreement for the City of Rocklin 2020 Mission Hills Road Reconstruction Project

Meeting Date: November 5, 2020

Background

The City of Rocklin intends to rehabilitate and overlay pavement within Rio Court, Mesa Court, Pecan Court, Antelope Court, La Paloma Lane, Antelope Way, Sweetwater Drive, and Mountain View Drive in Rocklin.

The District’s typical agreement has been updated to reflect the details of this project. It outlines the responsibilities and items of coordination for both parties (e.g., collaboration during design, coordination during construction, reimbursement of costs).

Should the Board approve Resolution 20-31, the signed agreement will be sent to the City of Rocklin’s City Council for approval and signature. The District and City intend to use a similar process for coordination of future work to meet the parties’ individual and shared objectives.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 20-31 to authorize the General Manager to execute the attached Construction Cooperation and Reimbursement Agreement between South Placer Municipal Utility District and the City of Rocklin for the City of Rocklin 2020 Mission Hills Road Reconstruction 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 agreement, the District will be responsible to pay the actual costs for the adjustment of fourteen (14) manhole frames and covers through a competitive bidding process as well as pre and post closed-circuit television (CCTV) of the District’s facilities. The low bid submitted for this work is \$24,360. The budget for involvement with other regional projects is sufficient to accommodate this project.

Attachments:

1. Resolution No. 20-31 – Authorization to Enter Construction Cooperation and Reimbursement Agreement for the City of Rocklin 2020 Mission Hills Road Reconstruction Project.
2. Construction Cooperation and Reimbursement Agreement between South Placer Municipal Utility District and the City of Rocklin for the City of Rocklin 2020 Mission Hills Road Reconstruction Project.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 20-31

**AUTHORIZATION TO ENTER CONSTRUCTION COOPERATION AND
REIMBURSEMENT AGREEMENT FOR THE CITY OF ROCKLIN 2020 MISSION
HILLS ROAD RECONSTRUCTION PROJECT**

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

WHEREAS, the City proposes to rehabilitate failed portions of pavement within Rio Court, Mesa Court, Pecan Court, Antelope Court, La Paloma Lane, Antelope Way, Sweetwater Drive, and Mountain View Drive in Rocklin, Placer County, California, hereinafter referred to as “Project”; and

WHEREAS, the project requires the adjustment of the District’s facilities concurrently with the Project; and

WHEREAS, the District agrees to pay for the actual cost to adjust the District’s facilities which are adjusted during the Project and are anticipated to be \$24,360; and

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

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the South Placer Municipal Utility that the General Manager is authorized to enter into the attached construction cooperation and reimbursement agreement for the City of Rocklin 2020 Mission Hills Reconstruction Project.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 5th day of November 2020.

Signed: _____
John Murdock, President of the Board of Directors

Attest: _____
Emilie Costan, Board Secretary

**CONSTRUCTION COOPERATION AND REIMBURSEMENT AGREEMENT
BETWEEN SOUTH PLACER MUNICIPAL UTILITY DISTRICT AND THE CITY OF ROCKLIN
FOR UTILITY COVER ADJUSTMENTS ASSOCIATED WITH THE CITY OF ROCKLIN 2020 MISSION HILLS
ROAD RECONSTRUCTION PROJECT**

This agreement, by and between the SOUTH PLACER MUNICIPAL UTILITY DISTRICT, hereinafter called "OWNER", and the CITY of ROCKLIN, a political subdivision of the State of California, herein called "LOCAL AGENCY", shall be effective on the later of the dates executed by both the OWNER and the LOCAL AGENCY.

RECITALS

WHEREAS, the LOCAL AGENCY proposes to rehabilitate failed portions of Rio Court, Mesa Court, Pecan Court, Antelope Court, La Paloma Lane, Antelope Way, Sweetwater Drive and Mountain View Drive, in Rocklin, Placer County, California, hereinafter referred to as "Project," as shown on the approved improvement plans for the Project; and

WHEREAS, the LOCAL AGENCY and the OWNER agree that the project requires the relocation of the OWNER's facilities concurrently with the Project per the approved improvement plans; and

WHEREAS, the Project will require the relocation of sewer facilities which will be described more fully in the plans to be prepared by the LOCAL AGENCY, and which are hereinafter referred to as the "Facilities"; and

WHEREAS, the LOCAL AGENCY intends to engage a qualified contractor and has agreed to bear all expense to relocate existing Facilities as required and shall be reimbursed for construction of such Facilities as described below; and

WHEREAS, the OWNER is willing to accept the Facilities in accordance with the provisions of this Agreement, the OWNER's Personnel and Administrative Manual, Improvement Standards, Technical Provisions, and Standard Drawings.

AGREEMENT

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN PROVIDED, it is agreed as follows:

1. The LOCAL AGENCY shall competitively bid and award the contract to the lowest responsible bidder for the entire Project. "Responsible bidder" includes the requirement that the selected contractor, or its subcontractor performing the OWNER work, meet the LOCAL AGENCY shall competitively bid and award the contract to the lowest responsible bidder for the entire Project. "Responsible bidder" includes the requirement that the selected contractor, or its subcontractor performing the OWNER work, meet the OWNER's and LOCAL AGENCY's minimum requirements for relocation of sewer facilities, including possessing and maintaining a California State Class A or C-34 Contractor's License. LOCAL AGENCY shall be the lead for the Project will manage the construction contract and be responsible for all payments to the contractor.
2. The LOCAL AGENCY and the OWNER shall mutually agree on a method to coordinate construction administration, construction engineering, construction surveying, shop drawing review, communications and meetings, traffic control, scheduling, inspection and testing of the work that pertain to construction of the OWNER Facilities.
3. OWNER reserves the right to raise the manholes instead of the contractor at its discretion.
4. During relocation of the OWNER Facilities, the OWNER shall determine whether relocation of the OWNER Facilities is satisfactorily performed in accordance with the construction contract and OWNER requirements and shall notify the LOCAL AGENCY in writing of approval and acceptance of the completed OWNER Facilities. OWNER shall coordinate with the LOCAL AGENCY to bring the completed OWNER Facilities into service. After OWNER acceptance of the completed OWNER Facilities, the OWNER shall own and be responsible for the operation and maintenance of the

completed OWNER Facilities pursuant to any encroachment permits obtained from the LOCAL AGENCY at the time of construction of the Project. Such acceptance of the completed work shall not relieve the contractor of any liability or modify the contractor's guarantee.

5. The OWNER shall reimburse the LOCAL AGENCY for costs paid to the LOCAL AGENCY's contractor(s) to install the OWNER Facilities in accordance with the following procedure:
 - a. There 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 contractor is \$24,360.
 - b. Prior to the LOCAL AGENCYs issuance of the construction documents for the Project for bids, the OWNER and the LOCAL AGENCY shall agree on the construction line items to be included in the bid schedule for the OWNER Facilities. The LOCAL AGENCY shall require the contractor to submit with each monthly payment application an itemization indicating progress on these unit price line items. Upon payment to the Contractor for any of the OWNER Facilities line items, LOCAL AGENCY may submit an invoice to OWNER for reimbursement hereunder of the amounts paid. OWNER shall pay said invoice within thirty (30) days of receipt.
 - c. The OWNER shall be responsible to reimburse LOCAL AGENCY for all payments to the contractor for approved change orders for extra work performed on the OWNER Facilities. LOCAL AGENCY will be responsible for all other Project-related change orders, delays, and extra work incurred by the contractor. The OWNER and LOCAL AGENCY will jointly work to negotiate change order requests and claims by the contractor to resolve any claims directly related to the OWNER Facilities in a timely manner, provided that neither the LOCAL AGENCY nor the OWNER shall agree to the resolution of any such change order request or claim without the other's approval.

In the event agreement cannot be reached related to active ongoing work within one (1) working day of presentation of a request for change order, or claim, the LOCAL AGENCY shall have the right to direct the contractor to proceed on a force account basis.

6. The OWNER will not unnecessarily delay progress of work or hold up final contract acceptance of the project during the period of closeout. The OWNER shall bear no responsibility for contractor for LOCAL AGENCY caused delays on work other than those directly related to only the OWNER Facilities. The OWNER shall have no obligation under this Agreement to make any direct payment to the LOCAL AGENCY's contractor or to any subcontractor (of any tier) or material supplier or equipment supplier for materials, equipment or labor supplied on the Project.
7. Performance by either party under this Agreement shall not be deemed to be in default where delays or default are due to Force Majeure when a party gives notice, in writing, with details of particulars to the other party as soon as possible. Force Majeure as used in this contract shall mean acts of nature, wars, insurrections, riots, epidemics, major landslides, earthquakes, fires, floods, and civil disturbances, which are not within the control for the party claiming suspension, which by the exercise of due diligence, such party may not have been able to avoid or overcome.
8. Except as otherwise provided in the section on indemnity below, costs arising from claims or lawsuits for personal injury or property damage which are alleged to have resulted from construction of the OWNER Facilities only, including the payment of damages pursuant to a final judgment in favor of a claimant, shall be the OWNER's responsibility. In the event of disagreement concerning the responsibility of any claim resolution costs related to the affected items of work, the parties each expressly reserve the right to seek a judicial determination of the responsibility of each party with respect to any claim or lawsuit arising out of their performance under this agreement.

INDEMNITY

OWNER agrees to save harmless and indemnify LOCAL AGENCY from any liability, claim or demand which may be made by any person resulting from the negligence of OWNER in the performance of its responsibilities under this Agreement, and further agrees, at its own cost and expense, to defend any action which may be brought against LOCAL AGENCY resulting from such negligence of OWNER, and further agrees to pay or satisfy any judgment which may result from such action. The foregoing provisions shall not be applicable to claims or actions that arise from the negligence of LOCAL AGENCY in its performance of the terms of this Agreement.

The LOCAL AGENCY agrees to save harmless and indemnify OWNER from any liability, claim or demand which may be made by any person resulting from the negligence of LOCAL AGENCY in the performance of its responsibilities under this Agreement, and further agrees, at its own costs and expense, to defend any action which may be brought against OWNER resulting from such negligence of LOCAL AGENCY, and further agrees to pay or satisfy any judgment which may result from such action. The foregoing provisions shall not be applicable to claims or actions that arise from the negligence of OWNER in its performance of the terms of this Agreement.

INSURANCE

The LOCAL AGENCY's Contractor shall carry Automobile Liability insurance in the amount of at least \$1,000,000, and Commercial General Liability in the amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate with a maximum \$5,000 deductible, which insurance shall be primary and underlying to the OWNER's insurance and Commercial General Liability and shall specifically name the OWNER as an additional insured and certificate holder. Before work is commenced, the LOCAL AGENCY's Contractor shall furnish the OWNER with a certificate(s) of insurance and Additional Insured Endorsement (ISO CG 2010) or equivalent as satisfactory proof that the LOCAL AGENCY's Contractor

carries the insurance required by the Agreement and Worker's Compensation Insurance in compliance with the laws of the State of California. The LOCAL AGENCY's Contractor's insurance shall be primary and any insurance or self-insurance maintained by the OWNER shall be excess and not contribute to it. The insurance carriers will have a Best Rating of no less than A:-VII or equivalent or as otherwise approved by the OWNER.

PERFORMANCE AND PAYMENT BONDS

All bonds shall be issued by California admitted surety insurers. The estimated cost of the Facilities is \$24,360. Prior to construction of any of the Facilities and during all such construction, the LOCAL AGENCY or LOCAL AGENCY's Contractor shall provide a Performance Bond with a penal sum of 100% of the estimated cost of the Facilities. The performance bond shall be in a form acceptable to the OWNER. The OWNER may formally waive the requirement for a performance bond if the LOCAL AGENCY's Contractor demonstrates that it has provided a comparable performance bond to the LOCAL AGENCY pursuant to Government Code Section 66499.1, which bond encompasses the installation of the Facilities and names the OWNER as co-obligee. The LOCAL AGENCY shall maintain the Performance Bond at all times during the life of this agreement and for a period one (1) year after the completion and acceptance of the Facilities by the OWNER.

In addition, prior to construction, the LOCAL AGENCY or LOCAL AGENCY's Contractor shall provide a Public Works Payment Bond with a penal sum of 100% of the estimated cost of the Facilities. The payment bond shall be in a form that is acceptable to the OWNER. The OWNER may waive the requirement for a payment bond if the LOCAL AGENCY's Contractor demonstrates that it has provided a comparable payment bond to the LOCAL AGENCY pursuant to Government Code Section 66499.2, which bond encompasses the installation of the Facilities. The LOCAL AGENCY shall maintain the Payment Bond at all times until the OWNER accepts the Facilities.

WARRANTIES AND REPAIRS

The LOCAL AGENCY hereby agrees that the OWNER may enforce all warranties provided by LOCAL AGENCY's contractor with respect to OWNER's Facilities, and the LOCAL AGENCY shall require its contractor to provide a warranty against any defects in materials or workmanship in the installed OWNER Facilities for a period of one year following final acceptance of the Project. This Agreement shall cover defects which shall be in existence during such one year period but which shall not become apparent until thereafter. As to any equipment which bears a guarantee or warranty in writing or by law for a period longer than one year, the LOCAL AGENCY hereby stipulates and agrees that such guarantee shall inure to the benefit of the OWNER for such longer period.

This Agreement shall terminate after the OWNER Facilities have been completed and accepted by the OWNER and final payment has been made to the LOCAL AGENCY. However, such termination shall not relieve the contractor of any liability or modify contractor's guarantee or prohibit either the LOCAL AGENCY or the OWNER from enforcing any rights against, or seeking damages from the contractor.

This Agreement shall not inure to the benefit of or create any rights in any third party not a signatory hereto.

SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the later of the dates executed by both the OWNER and the LOCAL AGENCY below.

LOCAL AGENCY

(OWNER)

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

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Carie Huff, District Engineer

Cc: Herb Niederberger, General Manager

Subject: Authorization to Execute Change Orders #13 through #22 to the Contract for Foothill Trunk Sewer Replacement Project

Meeting Date: November 5, 2020

Overview

The award of the construction contract for the Foothill Trunk Sewer Replacement Project to Garney Pacific was authorized by Resolution 20-02 on January 9, 2020. Subsequent change orders are summarized in the table below:

Item	Cost
Change Order #1 – includes installation of the cast in bells for base manhole connections.	\$17,584.31
Change Order #2 – includes reconnection of unknown existing laterals at the apartment complex (time and materials).	\$20,000.00
Change Order #3 – includes additional costs due to a large concrete mass at Junction Structure 1, resulting in additional removal around the 24-inch pipe and off-haul of concrete.	\$3,000.19
Change Order #4 – includes additional tree removal to facilitate construction.	\$5,227.50
Change Order #5 – includes GrassPave2 surface treatment in lieu of aggregate base for the access road behind Corona Circle. Authorized August 6 th by Resolution 20-23.	\$68,300.00
Change Order #6 – includes additional asbestos cement (AC) pipe removal and trencher standby time. AC pipe is considered a hazardous material and requires special treatment for disposal.	\$15,200.00
Change Order #7 – includes additional costs for lowering the invert at the fiber reinforced plastic (FRP) structure.	\$4,833.00
Change Order #8 – includes additional work for shifting manholes 13 and 14 and associated lateral relocation.	\$6,185.00
Change Order #9 – includes addition of 53 calendar days to the contract based on production time due to rock excavation.	N/A
Change Order #10 – additional rock excavation. Update bid quantity from 500 cubic yards to 2,000 cubic yards for an increase of 1,500 cubic yards. The unit cost remains \$118 per cubic yards.	\$177,000.00

Change Order #11 – includes additional costs to connect the existing 6-inch pipe in Aguilar Road due to a discrepancy in the improvement plans.	\$32,480.00
Change Order #12 – includes additional costs (split 50-50 with the contractor) for a 2-inch grind and overlay within the drive aisle at the Creekside Village Apartments per Change Directive No. 4.	\$16,484.00
Total	\$366,294.00

As construction has continued on the Foothill Trunk Sewer Replacement Project, there have been several changes to the contract. Following is the itemized list of the change orders to date:

Item	Cost
Change Order #13 – includes additional costs to repair/replace four unknown utilities (water, telephone, cable and electrical) at the Gleffe property (5555 Aguilar Road).	\$6,762.00
Change Order #14 – includes additional costs to replace the private waterline at the Pace property. The waterline was in direct conflict with the alignment of the sewer line.	\$2,100.00
Change Order #15 – includes additional costs to modify the manhole within El Don Drive. The existing sewer was in a different horizontal and vertical location than shown on the plans resulting in additional work to modify the precast manhole base and make connections to the north, south, and east.	\$31,000.00
Change Order #16 – includes additional costs to add a barrel section to manhole 14 to match finish grade of the access road. This proposed change order requires further review prior to approval.	\$3,615.00
Change Order #17 – includes the additional costs to pave five driveway approaches along Aguilar Road and Arrowhead Drive to the new pavement section and facilitate roadside drainage.	\$16,768.00
Change Order #18 – includes additional costs for grading behind 4700 Corona Circle (the Carrico property) to facilitate retaining wall replacement.	\$2,428.00
Change Order #19 – includes additional costs to repair/replace three unknown, private utilities (water, irrigation and electrical) at the Creekside Village Apartments that were in direct conflict with the sewer line.	\$9,551.00
Change Order #20 – includes additional paving costs due to City of Rocklin requirements within El Don Drive and Aguilar Road.	\$67,221.00
Change Order #21 – includes additional costs to reconstruct an unknown concrete drainage swale behind Corona Circle at station 32+43 as the concrete slab was previously buried.	\$2,671.00
Change Order #22 – includes credit for unused bid items (63 hours of delay due to archaeologist not needed and installation of manhole 19).	(\$80,331.00)
Total Not to Exceed	\$61,785.00

Recommendation

Staff recommends that the Board of Directors:

- Adopt Resolution 20-32 to authorize the General Manager to execute Change Orders #13 through #22 to the Foothill Sewer Replacement Project construction contract.

Strategic Plan Goal

This action is consistent with SPMUD Strategic Plan Goals:

- Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.
- Goal 3.2: Provide construction management to ensure the best possible facilities for the District.

Related District Ordinances, Policies, or Resolutions

- Resolution 20-02: Authorization to Award the Foothill Trunk Sewer Replacement Project to Garney Pacific, Inc.
- Resolution 20-23: Authorization to Award Change Order #5 for the Foothill Trunk Sewer Replacement Project
- Resolution 20-24: Authorization to Award Change Orders #6, #7, #8, #9 and #10 for the Foothill Trunk Sewer Replacement Project
- Resolution 20-30: Authorization to Award Change Orders #11 and #12 for the Foothill Trunk Sewer Replacement Project
- Policy 3150: Purchasing Policy

Fiscal Impact

All costs associated with the Foothill Trunk Sewer Replacement Project will be paid for out of Fund 300 and Fund 400 in accordance with the District’s System Evaluation and Capacity Assurance Plan. The current breakdown is 39% from Fund 300 and 61% from Fund 400.

The table below shows the amounts of the original contract, change orders to date, and the total project cost.

Item	Amount
Original contract amount	\$2,869,677.00
Total Change Orders to Date (#1 - #22) Not to Exceed	\$438,463.00
Total Project Cost	\$3,308,140.000

Attachments:

1. Resolution 20-32 – Authorization to Sign Change Orders #13 through #22 for the Foothill Sewer Trunk Replacement Project Construction Contract
2. Change Orders #13 through #22

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 20-32

**FOOTHILL TRUNK SEWER REPLACEMENT PROJECT – CHANGE ORDERS #13,
#14, #15, #16, #17, #18, #19, #20, #21, AND #22 TO THE FOOTHILL SEWER
REPLACEMENT PROJECT CONTRACT**

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

WHEREAS, SPMUD awarded the contract for the construction of the Foothill Trunk Sewer Replacement Project to Garney Pacific, Inc. with Resolution 20-02; and

WHEREAS, SPMUD Purchasing Policy (Policy 3150) dictates that a single contract or commitment shall not exceed \$50,000 without approval by the Board of Directors; and

WHEREAS, Garney Pacific, Inc. has been previously authorized to proceed with Change Orders #1 through #12; and

WHEREAS, the contractor has provided a not to exceed amount of \$61,785 to complete the work as Change Orders #13 through #22, summarized in Attachment “A” to this resolution.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the South Placer Municipal Utility District that the General Manager is authorized to execute Change Orders #13 through and #22, subject to final review and approval, to complete the work.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 5th day of November 2020.

Signed: _____
John Murdock, President of the Board of Directors

Attest: _____
Emilie Costan, Board Secretary

Attachment “A”
Resolution #20-32
Foothill Trunk Sewer Replacement Project

Summary
Change Orders #13, #14, #15, #16, #17, #18, #19, #20, #21, and #22

Item	Cost
Change Order #13 – includes additional costs to repair/replace four unknown utilities (water, telephone, cable and electrical) at the Gleffe property (5555 Aguilar Road).	\$6,762.00
Change Order #14 – includes additional costs to replace the private waterline at the Pace property. The waterline was in direct conflict with the alignment of the sewer line.	\$2,100.00
Change Order #15 – includes additional costs to modify the manhole within El Don Drive. The existing sewer was in a different horizontal and vertical location than shown on the plans resulting in additional work to modify the precast manhole base and make connections to the north, south and east.	\$31,000.00
Change Order #16 – includes additional costs to add a barrel section to manhole 14 match finish grade of the access road. This proposed change order requires further review prior to approval.	\$3,615.00
Change Order #17 – includes the additional costs to pave five driveway approaches along Aguilar Road and Arrowhead Drive to the new pavement section and facilitate roadside drainage.	\$16,768.00
Change Order #18 – includes additional costs for grading behind 4700 Corona Circle (the Carrico property) to facilitate retaining wall replacement due to the change in elevation from construction of the access road.	\$2,428.00
Change Order #19 – includes additional costs to repair/replace three unknown, private utilities (water, irrigation and electrical) at the Creekside Village Apartments that were in direct conflict with the sewer line.	\$9,551.00
Change Order #20 – includes additional paving costs due to City of Rocklin requirements within El Don Drive and Aguilar Road.	\$67,221.00
Change Order #21 – includes additional costs to reconstruct an unknown concrete drainage swale behind Corona Circle at station 32+43 as the concrete slab was previously buried.	\$2,671.00
Change Order #22 – includes credit for unused bid items (63 hours of delay due to archaeologist not needed and installation of manhole 19).	(\$80,331.00)
Total Not to Exceed	\$61,785.00



**SOUTH PLACER
MUNICIPAL UTILITY DISTRICT**

CHANGE ORDER FORM

Change Order Number 13

Contract Name: Foothill Trunk Sewer Replacement Project

Executed: 11/5/2020

Owner: South Placer Municipal Utility District (District)

Contractor: Garney Pacific, Inc. (Garney)

The Contract is changed as follows:

In accordance with Article 10 of the Bidding Requirements and Contract Documents (page 40), the District agrees to pay Garney the additional costs up to \$6,762.00 for all expenses required (including, but not limited to, materials, labor, and equipment) to repair and/or replace four unknown utilities (water, telephone, cable and electrical) at the Gleffe property (5555 Aguilar Road).

<p>Except as provided herein, all terms and conditions of the Contract referenced above remain unchanged and in full force and effect.</p>	
<p>Signature of person authorized to execute this change order on behalf of District.</p> <p>By: _____ (authorized Signature)</p> <p>_____</p> <p>(printed name of person signing above)</p> <p>Title: _____</p> <p>Date: _____</p>	<p>Signature of person authorized to execute this change order on behalf of Contractor.</p> <p>By: _____ (authorized Signature)</p> <p>_____</p> <p>(printed name of person signing above)</p> <p>Title: _____</p> <p>Date: _____</p>



**SOUTH PLACER
MUNICIPAL UTILITY DISTRICT**

CHANGE ORDER FORM

Change Order Number 14

Contract Name: Foothill Trunk Sewer Replacement Project

Executed: 11/5/2020

Owner: South Placer Municipal Utility District (District)

Contractor: Garney Pacific, Inc. (Garney)

The Contract is changed as follows:

In accordance with Article 10 of the Bidding Requirements and Contract Documents (page 40), the District agrees to pay Garney the additional costs of \$2,100.00 for all expenses required (including, but not limited to, materials, labor, and equipment) to temporarily relocate during construction and replace the existing waterline serving the Pace property (4635 Arrowhead Drive) after the sewer line was installed.

Except as provided herein, all terms and conditions of the Contract referenced above remain unchanged and in full force and effect.	
Signature of person authorized to execute this change order on behalf of District. By: _____ (authorized Signature) _____ (printed name of person signing above) Title: _____ Date: _____	Signature of person authorized to execute this change order on behalf of Contractor. By: _____ (authorized Signature) _____ (printed name of person signing above) Title: _____ Date: _____



**SOUTH PLACER
MUNICIPAL UTILITY DISTRICT**

CHANGE ORDER FORM

Change Order Number 15

Contract Name: Foothill Trunk Sewer Replacement Project

Executed: 11/5/2020

Owner: South Placer Municipal Utility District (District)

Contractor: Garney Pacific, Inc. (Garney)

The Contract is changed as follows:

In accordance with Article 10 of the Bidding Requirements and Contract Documents (page 40), the District agrees to pay Garney the additional cost of \$31,000.00 for all expenses required (including, but not limited to, materials, labor, and equipment) to modify pre-cast manhole 18 within El Don Drive due to incorrect existing sewer information, including pipe size and locations (both horizontally and vertically) to the north, south and east. Additional pipe, fittings and material and Saturday work was required.

Except as provided herein, all terms and conditions of the Contract referenced above remain unchanged and in full force and effect.	
Signature of person authorized to execute this change order on behalf of District.	Signature of person authorized to execute this change order on behalf of Contractor.
By: _____ (authorized Signature)	By: _____ (authorized Signature)
_____	_____
(printed name of person signing above)	(printed name of person signing above)
Title: _____	Title: _____
Date: _____	Date: _____



**SOUTH PLACER
MUNICIPAL UTILITY DISTRICT**

CHANGE ORDER FORM

Change Order Number 16

Contract Name: Foothill Trunk Sewer Replacement Project

Executed: 11/5/2020

Owner: South Placer Municipal Utility District (District)

Contractor: Garney Pacific, Inc. (Garney)

The Contract is changed as follows:

In accordance with Article 10 of the Bidding Requirements and Contract Documents (page 40), the District agrees to pay Garney the additional costs of \$3,615.00 for all expenses required (including, but not limited to, materials, labor, and equipment) to add a barrel section to manhole 14 to match finish grade of the access road.

Except as provided herein, all terms and conditions of the Contract referenced above remain unchanged and in full force and effect.	
Signature of person authorized to execute this change order on behalf of District.	Signature of person authorized to execute this change order on behalf of Contractor.
By: _____ (authorized Signature)	By: _____ (authorized Signature)
_____ (printed name of person signing above)	_____ (printed name of person signing above)
Title: _____	Title: _____
Date: _____	Date: _____



**SOUTH PLACER
MUNICIPAL UTILITY DISTRICT**

CHANGE ORDER FORM

Change Order Number 20

Contract Name: Foothill Trunk Sewer Replacement Project

Executed: 11/5/2020

Owner: South Placer Municipal Utility District (District)

Contractor: Garney Pacific, Inc. (Garney)

The Contract is changed as follows:

In accordance with Article 10 of the Bidding Requirements and Contract Documents (page 40), the District agrees to pay Garney the additional costs of \$67,221.00 for all expenses required (including, but not limited to, materials, labor, and equipment) to provide additional paving to meet the City of Rocklin’s requirements within El Don Drive and Aguilar Road.

Except as provided herein, all terms and conditions of the Contract referenced above remain unchanged and in full force and effect.	
<p>Signature of person authorized to execute this change order on behalf of District.</p> <p>By: _____ (authorized Signature)</p> <p>_____</p> <p>(printed name of person signing above)</p> <p>Title: _____</p> <p>Date: _____</p>	<p>Signature of person authorized to execute this change order on behalf of Contractor.</p> <p>By: _____ (authorized Signature)</p> <p>_____</p> <p>(printed name of person signing above)</p> <p>Title: _____</p> <p>Date: _____</p>



**SOUTH PLACER
MUNICIPAL UTILITY DISTRICT**

CHANGE ORDER FORM

Change Order Number 21

Contract Name: Foothill Trunk Sewer Replacement Project

Executed: 11/5/2020

Owner: South Placer Municipal Utility District (District)

Contractor: Garney Pacific, Inc. (Garney)

The Contract is changed as follows:

In accordance with Article 10 of the Bidding Requirements and Contract Documents (page 40), the District agrees to pay Garney the additional costs of \$2,671.00 for all expenses required (including, but not limited to, materials, labor, and equipment) to reconstruct an unknown concrete drainage swale located at station 32+43 behind Corona Circle.

Except as provided herein, all terms and conditions of the Contract referenced above remain unchanged and in full force and effect.	
Signature of person authorized to execute this change order on behalf of District.	Signature of person authorized to execute this change order on behalf of Contractor.
By: _____ (authorized Signature)	By: _____ (authorized Signature)
_____	_____
(printed name of person signing above)	(printed name of person signing above)
Title: _____	Title: _____
Date: _____	Date: _____



SOUTH PLACER MUNICIPAL UTILITY DISTRICT

CHANGE ORDER FORM

Change Order Number 22

Contract Name: Foothill Trunk Sewer Replacement Project

Executed: 11/5/2020

Owner: South Placer Municipal Utility District (District)

Contractor: Garney Pacific, Inc. (Garney)

The Contract is changed as follows:

In accordance with Article 10 of the Bidding Requirements and Contract Documents (page 40), the District and Garney agree to the following **deductive** change order:

	Unit Cost	Quantity	Extension
New 60" Diameter SS Manhole Install	\$14,500.00	1	\$14,500.00
New 60" Diameter SS Manhole Test	\$500.00	1	\$500.00
Delay Due to Project Archaeologist	\$1,037.00	63 hours	\$65,331.00
Total Deduction			\$80,331.00

<p>Except as provided herein, all terms and conditions of the Contract referenced above remain unchanged and in full force and effect.</p>	
<p>Signature of person authorized to execute this change order on behalf of District.</p> <p>By: _____ <div style="text-align: center; font-size: small;">(authorized Signature)</div> _____ <div style="text-align: center; font-size: small;">(printed name of person signing above)</div> Title: _____ Date: _____</p>	<p>Signature of person authorized to execute this change order on behalf of Contractor.</p> <p>By: _____ <div style="text-align: center; font-size: small;">(authorized Signature)</div> _____ <div style="text-align: center; font-size: small;">(printed name of person signing above)</div> Title: _____ Date: _____</p>

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Herb Niederberger, General Manager

Cc: Emilie Costan, Administrative Services Manager

Subject: Adoption of Resolution 20-33 revising Policies 2576 – Funding of CalPERS UAL, 3120 – Investment of District Funds, and 3150 – Purchasing Policy and creating Policies 2023 – Reasonable Accommodation, 2030 – Substance Abuse Policy, 2037 – Workplace Violence Policy, and 2039 – Harassment Policy

Meeting Date: November 5, 2020

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 seven policies for the Board’s consideration.

Policy 2576 – Funding of CalPERS Unfunded Accrued Liability (UAL): The revision to this policy establishes the District’s intent to prefund a portion of their share of the CalPERS pension fund UAL by participating in the California Employees’ Pension Prefunding Trust Fund (CalPERS Prefunding Plan).

Policy 3120 – Investment of District Funds: The revision to this policy modifies the investment reports received by the Board of Directors.

Policy 3150 – Purchasing Policy: The revision to this policy adds additional provisions for purchasing goods, equipment, professional and non-professional services, and contracting for construction projects.

Policy 2023 – Reasonable Accommodation: This policy establishes the process for providing reasonable accommodation for current employees, applicants for employment, or individuals with a disability (or their representative) to prevent discrimination on the basis of disability against any qualified person.

Policy 2030 – Substance Abuse Policy: This policy establishes the provisions for assuring worker fitness for duty and protecting District employees and the public from risks posed by the use of alcohol and controlled substances.

Policy 2037 – Workplace Violence Policy: This policy establishes provisions to provide a violence-free workplace for all employees.

Policy 2039 – Harassment Policy: This policy establishes provisions to protect employees, to the extent possible, from reported harassment by employees or non-employees in the workplace.

On October 19, 2020, the Ordinance and Policy Advisory Committee reviewed the proposed revisions and new policies as described above and recommended that the policy revisions and new policies be forwarded to the Board of Directors for consideration.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 20-33 revising Policies 2576 – Funding of CalPERS UAL, 3120 – Investment of District Funds, and 3150 – Purchasing Policy and creating Policies 2023 – Reasonable Accommodation, 2030 – Substance Abuse Policy, 2037 – Workplace Violence Policy, and 2039 – Harassment Policy.

Strategic Plan Goals

Goal 5.2: Explore and evaluate investment and business practice alternatives

Goal 5.6: Provide routine reports on Financial Stability

Goal 6.3: Continuously evaluate the organizational staffing needs for the District

Goal 7.3: Business Efficiencies

Fiscal Impact

There is no fiscal impact related to the adoption of these policies.

Attachments:

1. Policy 2576 – Funding of CalPERS UAL (Redlined)
2. Policy 2576 – Funding of CalPERS UAL
3. Policy 3120 – Investment of District Funds (Redlined)
4. Policy 3120 – Investment of District Funds
5. Policy 3150 – Purchasing Policy (Redlined)
6. Policy 3150 – Purchasing Policy
7. Policy 2023 – Reasonable Accommodation
8. Policy 2030 – Substance Abuse Policy
9. Policy 2037 – Workplace Violence Policy
10. Policy 2039 – Harassment Policy

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 20-33

REVISING POLICIES #2576, #3120 & 3150 AND CREATING POLICIES

#2023, #2030, #2037 & 2039

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 2576 – Funding of CalPERS Unfunded Accrued Liability (UAL), 3120 – Investment of District Funds, and 3150 – Purchasing Policy and creating Policies 2023 – Reasonable Accommodation, 2030 – Substance Abuse Policy, 2037 – Workplace Violence Policy, and 2039 – Harassment Policy; and

WHEREAS, the revision to Policy 2576 – Funding of CalPERS UAL, establishes the District’s intent to prefund a portion of their share of the CalPERS pension fund UAL by participating in the California Employees’ Pension Prefunding Trust Fund (CEPPT); and

WHEREAS, the revision to Policy 3120 – Investment of District Funds, modifies the investment reports received by the Board of Directors; and

WHEREAS, the revision to Policy 3150 – Purchasing Policy, adds additional provisions for purchasing goods, equipment, professional and non-professional services, and contracting for construction projects; and

WHEREAS, the creation of Policy 2023 – Reasonable Accommodation, establishes the process for providing reasonable accommodation for current employees, applicants for employment, or individuals with a disability (or their representative) to prevent discrimination on the basis of disability against any qualified person; and

WHEREAS, the creation of Policy 2030 – Substance Abuse Policy, establishes the provisions for assuring worker fitness for duty and protecting District employees and the public from risks posed by the use of alcohol and controlled substances; and

WHEREAS, the creation of Policy 2037 – Workplace Violence Policy, establishes provisions to provide a violence-free workplace for all employees; and

WHEREAS, the creation of Policy 2039 – Harassment Policy, establishes provisions to protect employees from reported harassment by employees or non-employees in the workplace.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the South Placer Municipal Utility District that the attached Policies, 2576 – Funding of CalPERS UAL, 3120 – Investment of District Funds, 3150 – Purchasing Policy, 2023 – Reasonable Accommodation, 2030 – Substance Abuse Policy, 2037 – Workplace Violence Policy, and 2039 – Harassment 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 5th day of November 2020.

Signed: _____

John Murdock, President of the Board of Directors

Attest: _____

Emilie Costan, Board Secretary

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	2576 – FUNDING OF CALPERS UNFUNDED ACTUARIAL LIABILITY		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	09/07/ <u>2017</u>
Resolution No.	17-30, <u>20-26</u>	Revised:	<u>09/10/2020</u>

PURPOSE

This policy establishes a funding strategy for the unfunded accrued liability (UAL) allocated to the District by CalPERS due to underfunding or pension fund losses.

POLICY STATEMENT

Section 1. General

Chapter 5 of the Municipal Utility District Act provides that the Board of Directors may establish, administer, and fund a retirement system for the District. It is the Policy of the Board of Directors to fund, in full, the unfunded accrued liabilities (UAL) allocated to the District by adopting a retrospective theory of funding. Furthermore, in accordance with Government Accounting Standards Board (GASB) Statement No. 68 the District must recognize this UAL and establish standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures.

Section 2. CalPERS Payment of the UAL

The District shall secure reports periodically issued by CalPERS or other actuarial qualified to prepare such a report, documenting the District’s share of the pension fund’s UAL. The Board of Directors establishes this policy for payment of the UAL over a 20-year amortization schedule recommended by CALPERS.

Section 3. CalPERS Prefunding Plan

The Board of Directors establishes this policy allowing for funding a portion of the UAL by participation in the California Employees’ Pension Prefunding Trust Fund (CalPERS Prefunding Plan). The District’s UAL funding levels shall be reviewed by the Board on an annual basis, or at such other intervals as required or recommended by CALPERS.

Section ~~3~~4. Prepayment of the UAL balance

Nothing in this policy shall prevent the District, at the sole discretion of the Board of Directors, from prepayment of the outstanding balance of the UAL allocated to the District.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	2576 – FUNDING OF CALPERS UNFUNDED ACTUARIAL LIABILITY		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	09/07/2017
Resolution No.	17-30, 20-26	Revised:	09/10/2020

PURPOSE

This policy establishes a funding strategy for the unfunded accrued liability (UAL) allocated to the District by CalPERS due to underfunding or pension fund losses.

POLICY STATEMENT

Section 1. General

Chapter 5 of the Municipal Utility District Act provides that the Board of Directors may establish, administer, and fund a retirement system for the District. It is the Policy of the Board of Directors to fund, in full, the unfunded accrued liabilities (UAL) allocated to the District by adopting a retrospective theory of funding. Furthermore, in accordance with Government Accounting Standards Board (GASB) Statement No. 68 the District must recognize this UAL and establish standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures.

Section 2. CalPERS Payment of the UAL

The District shall secure reports periodically issued by CalPERS or other actuarial qualified to prepare such a report, documenting the District’s share of the pension fund’s UAL. The Board of Directors establishes this policy for payment of the UAL over a 20-year amortization schedule recommended by CALPERS.

Section 3. CalPERS Prefunding Plan

The Board of Directors establishes this policy allowing for funding a portion of the UAL by participation in the California Employees’ Pension Prefunding Trust Fund (CalPERS Prefunding Plan). The District’s UAL funding levels shall be reviewed by the Board on an annual basis, or at such other intervals as required or recommended by CALPERS.

Section 4. Prepayment of the UAL balance

Nothing in this policy shall prevent the District, at the sole discretion of the Board of Directors, from prepayment of the outstanding balance of the UAL allocated to the District.

-SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3120 – INVESTMENT OF DISTRICT FUNDS		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	
Resolution No.	04/08, 09/10, 12/16; 15/23: 15/27	Revised:	

PURPOSE

This policy provides direction to the Board of Directors, General Manager, and Secretary of the District for the prudent and beneficial investment of all funds and monies of the District without regard to source or restrictions.

POLICY STATEMENT

Section 1. Basic Policy and Objectives

The investment policy of the District is a conservative policy guided by three principles of public fund management.

In specific order of importance, the three principles are:

- a) Safety of Principal: Investments shall be undertaken in a manner which first seeks to preserve portfolio principal.
- b) Liquidity: Investments shall be made with maturity dates that are compatible with cash flow requirements and which will permit easy and rapid conversion into cash, at all times, without a substantial loss of value.
- c) Return on Investment (ROI): Investments shall be undertaken to produce an acceptable rate of return after first consideration for principal and liquidity.

Consistent with the three primary principals of public fund investment enumerated above, Safety, Liquidity, and ROI, in that order of priority, the District may utilize a “dual portfolio” approach to its investments consisting of a “Liquidity Portfolio” and a “Long-Term Portfolio.” The Liquidity Portfolio shall consist of funds necessary for the District’s operation and capital needs for a period of not less than one-year, plus prudent reserves in accordance with Policy 3130. Funds determined by the District in excess of the amount necessary to fund the Liquidity Portfolio may be allocated to the Long-Term Portfolio.

~~This policy provides direction to the Board of Directors, General Manager, and Secretary of the District for the prudent and beneficial use of all funds and monies of the District without regard to source or restrictions.~~ Any reference to a portfolio or portfolios shall mean the total of District cash and securities under management by the District.

Section 2. Authority

The State of California Public Utilities Code (PUC) §12871 and Government Code (GC) §53601 and related subsections, authorize the types of investments in which the District may invest any surplus funds in its treasury. The investment vehicles emphasize preservation of capital and are a conservative set of investments. The authority to invest as defined in GC §53601 is delegated to the local agency’s

legislative body. Under no circumstances is the local agency permitted to purchase an investment that is not specifically authorized by law and within the scope of investments designated by the local agency's governing board.

Section 3. Diversification

The District shall maintain a portfolio of authorized investments with diversified maturities, issuers, and security types to avoid the risk inherent in over-investing in any one sector. The District shall evaluate or cause to be evaluated each potential investment, seeking quality of issuer, underlying security or collateral, potential negative effects of market volatility on the investment and shall diversify the portfolio to reduce exposure and assure adherence to the Basic Policy and Objectives of Section 1 of this policy.

Section 4. Prohibited Purchases

The District shall not invest any funds pursuant to Government Code §53601.6 such as inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages. The District shall not invest any funds pursuant to the law in any security that could result in a zero interest accrual if held to maturity. However, the District may hold prohibited instruments until their maturity dates.

Investments in repurchase agreements may be made, on any investment authorized by code, when the term of that agreement does not exceed one year. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two per cent (102%) or greater of the funds borrowed against those securities, and the value shall be adjusted no less than quarterly.

The District, when purchasing any securities as described in Government Code §53601, shall require delivery of the securities to the District, including those purchased for the District by financial advisors, consultants, or managers using the District's funds by book entry, physical delivery, or by third-party custodial agreement. The transfer of securities to the counterparty bank's customer book entry account may be used for book entry delivery. For purposes of this policy, "counterparty" means the other party to the transaction. A counterparty bank's trust department or separate safekeeping department may be used for the physical delivery of the security if the security is held in the name of the District. Purchases of commercial paper may not exceed fifteen percent (15%) of the District's surplus money that may be invested pursuant to the law.

Section 5. Delegation of Authority

The Board of Directors delegates the authority to manage the District's investments to the General Manager or their assigns. Transfers or investments in excess of \$5 million require a Resolution of the Board of Directors authorizing such a transaction.

Section 6. Prudent Person Clause

Investments will be made with the same standard of care that persons of prudence, discretion, and intelligence exercise when managing their own affairs; not for speculation, but for investment with particular consideration for safety of capital, as well as probable income derived.

Section 7. Reporting Requirements

Each month the Secretary shall include a list of investment transactions per Government Code §53607 in the Administrative Services Department Monthly Board Report. This list shall include all transfers and withdrawals that occurred in the reportable month. In addition to the monthly transaction report, the Secretary shall prepare a quarterly investment report that contains and submit a report of investment transactions to the Board of Directors. This report will be sufficiently detailed-detail to provide information for the evaluation of investment evaluation performance. This report shall also contain a statement of compliance of the portfolio ~~with with the District~~the statement of investment policy and a statement of the local agency’s ability to meet its expenditure requirements for the next six (6) months.

Section 8. Grandfather Clause

Any investment held by the District at the time this policy is adopted shall not be sold to conform to any part of this policy unless its sale is judged to be prudent by the General Manager and with the consent of the Board of Directors.

Section 9. Conflicts

In the event any provision of this Investment Policy is in conflict with any of the statutes referred to herein or any other state or federal statute, the provisions of each statute shall govern.

Section 10. Annual Review

An annual review and appraisal of the investment portfolio shall be made for the purpose of evaluating the District’s investment program and such annual review and appraisal shall be considered by the staff and the Board of Directors for the purpose of recommending or making any changes or amendments to the District’s Investment Policy.

Section 11. Permitted Investments

Permissible investments shall consist of the investments listed below to the maximum percentage of the total amount of District funds available for investment in the Liquidity Portfolio or the Long-Term Portfolio pursuant to the limitations in GC §53601.

Investment Type	Maximum Amount of Portfolio	Maximum Maturity
(1) Local Agency Investment Fund (LAIF)	75%	Liquid Account
(2) Placer County Treasurer’s Investment Pool (PCTIP)	75%	Liquid Account
(3) Investment Trust of CA (CalTRUST)	75%	Liquid Account

(4)	Bank Savings Account	75%	Liquid Account
(5)	Federal Agencies	25%	5 years
(6)	Commercial Paper	15%	180 days
(7)	Negotiable Certificates of Deposits	20%	180 days
(8)	Repurchase Agreements	20%	180
(9)	U.S. Treasury Obligations	Unlimited	5 years
(10)	All other investments allowed by GC §53601	20%	Limited to terms under GC §53601

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3120 – INVESTMENT OF DISTRICT FUNDS		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	
Resolution No.	04/08, 09/10, 12/16; 15/23: 15/27	Revised:	

PURPOSE

This policy provides direction to the Board of Directors, General Manager, and Secretary of the District for the prudent and beneficial investment of all funds and monies of the District without regard to source or restrictions.

POLICY STATEMENT

Section 1. Basic Policy and Objectives

The investment policy of the District is a conservative policy guided by three principles of public fund management.

In specific order of importance, the three principles are:

- a) Safety of Principal: Investments shall be undertaken in a manner which first seeks to preserve portfolio principal.
- b) Liquidity: Investments shall be made with maturity dates that are compatible with cash flow requirements and which will permit easy and rapid conversion into cash, at all times, without a substantial loss of value.
- c) Return on Investment (ROI): Investments shall be undertaken to produce an acceptable rate of return after first consideration for principal and liquidity.

Consistent with the three primary principals of public fund investment enumerated above, Safety, Liquidity, and ROI, in that order of priority, the District may utilize a “dual portfolio” approach to its investments consisting of a “Liquidity Portfolio” and a “Long-Term Portfolio.” The Liquidity Portfolio shall consist of funds necessary for the District’s operation and capital needs for a period of not less than one-year, plus prudent reserves in accordance with Policy 3130. Funds determined by the District in excess of the amount necessary to fund the Liquidity Portfolio may be allocated to the Long-Term Portfolio. Any reference to a portfolio or portfolios shall mean the total of District cash and securities under management by the District.

Section 2. Authority

The State of California Public Utilities Code (PUC) §12871 and Government Code (GC) §53601 and related subsections, authorize the types of investments in which the District may invest any surplus funds in its treasury. The investment vehicles emphasize preservation of capital and are a conservative set of investments. The authority to invest as defined in GC §53601 is delegated to the local agency’s legislative body. Under no circumstances is the local agency permitted to purchase an investment that

is not specifically authorized by law and within the scope of investments designated by the local agency's governing board.

Section 3. Diversification

The District shall maintain a portfolio of authorized investments with diversified maturities, issuers, and security types to avoid the risk inherent in overinvesting in any one sector. The District shall evaluate or cause to be evaluated each potential investment, seeking quality of issuer, underlying security or collateral, potential negative effects of market volatility on the investment and shall diversify the portfolio to reduce exposure and assure adherence to the Basic Policy and Objectives of Section 1 of this policy.

Section 4. Prohibited Purchases

The District shall not invest any funds pursuant to Government Code §53601.6 such as inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages. The District shall not invest any funds pursuant to the law in any security that could result in a zero interest accrual if held to maturity. However, the District may hold prohibited instruments until their maturity dates.

Investments in repurchase agreements may be made, on any investment authorized by code, when the term of that agreement does not exceed one year. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two per cent (102%) or greater of the funds borrowed against those securities, and the value shall be adjusted no less than quarterly.

The District, when purchasing any securities as described in Government Code §53601, shall require delivery of the securities to the District, including those purchased for the District by financial advisors, consultants, or managers using the District's funds by book entry, physical delivery, or by third-party custodial agreement. The transfer of securities to the counterparty bank's customer book entry account may be used for book entry delivery. For purposes of this policy, "counterparty" means the other party to the transaction. A counterparty bank's trust department or separate safekeeping department may be used for the physical delivery of the security if the security is held in the name of the District. Purchases of commercial paper may not exceed fifteen percent (15%) of the District's surplus money that may be invested pursuant to the law.

Section 5. Delegation of Authority

The Board of Directors delegates the authority to manage the District's investments to the General Manager or their assigns. Transfers or investments in excess of \$5 million require a Resolution of the Board of Directors authorizing such a transaction.

Section 6. Prudent Person Clause

Investments will be made with the same standard of care that persons of prudence, discretion, and intelligence exercise when managing their own affairs; not for speculation, but for investment with particular consideration for safety of capital, as well as probable income derived.

Section 7. Reporting Requirements

Each month the Secretary shall include a list of investment transactions per Government Code §53607 in the Administrative Services Department Monthly Board Report. This list shall include all transfers and withdrawals that occurred in the reportable month. In addition to the monthly transaction report, the Secretary shall prepare a quarterly investment report that contains sufficient detail to provide information for the evaluation of investment performance. This report shall also contain a statement of compliance of the portfolio with the District investment policy and a statement of the local agency’s ability to meet its expenditure requirements for the next six (6) months.

Section 8. Grandfather Clause

Any investment held by the District at the time this policy is adopted shall not be sold to conform to any part of this policy unless its sale is judged to be prudent by the General Manager and with the consent of the Board of Directors.

Section 9. Conflicts

In the event any provision of this Investment Policy is in conflict with any of the statutes referred to herein or any other state or federal statute, the provisions of each statute shall govern.

Section 10. Annual Review

An annual review and appraisal of the investment portfolio shall be made for the purpose of evaluating the District’s investment program and such annual review and appraisal shall be considered by the staff and the Board of Directors for the purpose of recommending or making any changes or amendments to the District’s Investment Policy.

Section 11. Permitted Investments

Permissible investments shall consist of the investments listed below to the maximum percentage of the total amount of District funds available for investment in the Liquidity Portfolio or the Long-Term Portfolio pursuant to the limitations in GC §53601.

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(8)	Repurchase Agreements	20%	180
(9)	U.S. Treasury Obligations	Unlimited	5 years
(10)	All other investments allowed by GC §53601	20%	Limited to terms under GC §53601

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3150 – PURCHASING POLICY		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	02/05/15
Resolution No.	15-02, 15-23	Revised:	

PURPOSE

This policy seeks to establish efficient, equitable, and uniform procedures for all District contracting for goods (including, without limitation, materials and equipment), services (professional and other), rentals and leases of personal property, and construction; provide for fair and equitable treatment by the District of all persons involved in the contracting process; maximize the purchasing value of public funds; exercise financial control over the District expenditures it covers; clearly define authority for spending approvals and contracting functions; and provide safeguards for maintaining a high-quality procurement system.

POLICY STATEMENT

The District’s General Manager, who shall be the District’s Purchasing Agent, will implement and administer standard operating procedures for District contracting in consultation with the District’s General Counsel, to implement the purpose and requirements of these administrative regulations. The District shall conduct all contracting for goods, services, rentals and leases of personal property, and construction in accordance with these administrative regulations and associated standard operating procedures, and under the administration of the Purchasing Agent.

Section 1. Purchasing Authority

The purchasing authority is established by the dollar amount of the purchase and includes sales tax and shipping.

A single contract or commitment shall not exceed \$50,000 without approval by the Board of Directors.

All other contracts or commitments require the following spending approval:-

- a) Up to and including \$50,000 - General Manager or his designee.
- b) Up to and including \$5,000 – Department Manager, ~~Supervisor,~~ or other employee who has been pre-approved by express written authorization by the General Manager for such spending approval authority.
- c) Up to and including \$1,000 – Field Supervisor or other employee who has been pre-approved by express written authorization by the General Manager for such spending approval authority

Where a single contract or commitment that was originally approved for less than or equal to \$50,000, requires a change order that increases it to more than \$50,000, the change order shall be submitted to the Board of Directors for approval. The General Manager shall ensure that District procurements are not artificially divided or structured to avoid the approval requirements set forth herein.

The following table summarizes the requirements for purchasing goods, equipment, professional and non-professional services, and contracting for construction projects.

<u>Purchase Type</u>	<u># of Quotes</u>	<u>Dollar Limit</u>	<u>Approved By</u>
<u>Goods/Equipment</u>	<u>3</u>	<u>\$250</u>	<u>Lead Workers/ASA</u>
<u>Goods/Equipment</u>	<u>3</u>	<u>\$1000</u>	<u>Field Supervisor</u>
<u>Goods/Equipment</u>	<u>3</u>	<u>\$5,000</u>	<u>Department Manager</u>
<u>Goods/Equipment</u>	<u>3</u>	<u>\$5,001 to \$50,000</u>	<u>General Manager</u>
<u>Goods/Equipment</u>	<u>RFP</u>	<u>\$50,001 and up</u>	<u>SPMUD Board</u>
<u>Services</u>	<u>3</u>	<u>\$5,000</u>	<u>Department Manager</u>
<u>Services</u>	<u>3</u>	<u>\$5,001 to \$50,000</u>	<u>General Manager</u>
<u>Services</u>	<u>RFP, RFQ</u>	<u>\$50,001 and up</u>	<u>SPMUD Board</u>
<u>Construction</u>	<u>3</u>	<u>\$50,000</u>	<u>General Manager</u>
<u>Construction</u>	<u>Public Bidding</u>	<u>\$50,001 and up</u>	<u>SPMUD Board</u>

The General Manager or his or her designee shall have the authority to approve employee benefit payments such as health premiums, dental and vision programs, retirement contributions, OPEB trust contributions, life insurance, etc. as required by contract, Memorandum of Understanding, and employment contracts.

~~Section 1: Purchases Not Requiring Competitive Bids~~

~~The District shall NOT be required to seek competitive bids on the following:~~
~~Contracts to provide a CONTINUOUS work force through independent contractors for the maintenance, installation and repair of the system;~~
~~Items from retail stores;~~
~~Purchase of goods or services for which there is a single source of supply;~~
~~Purchases for immediate delivery in actual emergencies arising from unforeseen causes;~~
~~Purchases of real property (permanent, immovable property such as land, buildings and improvements);~~
~~Purchases from any federal, state or local government unit or agency;~~
~~Purchases from non-profit corporations whose primary purpose is to provide goods or services to various local governments;~~
~~Purchases of items for resale;~~
~~Contracts for professional services.~~

~~A single contract or commitment shall not exceed \$50,000 without approval by the Board of Directors.~~

~~All other contracts or commitments require the following spending approval:~~

- ~~a) Up to and including \$50,000 General Manager or his designee~~
- ~~b) Up to and including \$5,000 Department Manager, Supervisor, or employee who has been pre-approved for such spending approval authority.~~

~~Where a single contract or commitment that was originally approved for less than or equal to \$50,000, requires a change order that increases it to more than \$50,000, the change order shall be submitted to~~

~~the Board of Directors for approval. The General Manager shall ensure that District procurements are not artificially divided to avoid the approval requirements set forth herein.~~

Section 2. Purchase Orders

Except as exempted by this Policy, a purchase order is required for all purchases over \$5,000 prior to requesting the goods or services from the vendor except in the case of an emergency. Requests for purchase orders shall be submitted by the Department Manager against whose budget account the expenditure shall be charged. The request must contain sufficient information to ensure acquisition of the correct item(s). Requisitions must indicate the account number to be charged. Requisitions will not be made utilizing accounts that are unrelated to the type of item or service being purchased. Original quotes or bids, specifications, and other documentation are to accompany the request, if applicable.

Blanket purchase orders may be used with vendors that are expected to supply repetitive-use products or services on an ongoing and/or regular basis throughout the year. Blanket purchase orders are closed at the conclusion of each fiscal year. Examples of open purchase orders may include contract services such as maintenance, landscaping, janitorial services, uniforms, or software subscriptions. Blanket purchase orders shall include the following: a description of the supplies or services that may be incurred; the period of time the order will remain open (not to exceed one fiscal year); the maximum total amount which may be charged on the purchase order and/or agreed upon prices or pricing structure; items excluded from the purchase, if applicable.

The General Manager and Administrative Services Manager must approve all purchase orders. Purchase orders, including blanket purchase orders, will be reported by the General Manager to the Board of Directors at the Board Meeting following the creation of the purchase order.

Purchase Order Exceptions

The following items do not require a purchase order:

- a) Utilities such as water, garbage, telephone, gas, electricity, and similar services.
- b) Medical, dental, vision, life, workers compensation, and similar health insurances, liability, property, and other insurance premiums and insurance claims.
- c) Medical payments for physicians, lab, etc.
- d) Petty cash replenishments.
- e) Regulatory, permitting fees, or taxes paid to other municipalities and government agencies.
- f) Miscellaneous charges such as advertisements and notices, memberships and dues, shipping, delivery, and messenger services, subscriptions, trade circulars, or books, and other similar items.
- g) Items that utilize other forms of authorization such as travel expenses, claim expenses, and tuition reimbursement.
- h) Purchases where petty cash or a credit card are utilized.

Section 3. Charge Accounts Established with Local Vendors

The General Manager, or his/her designee, must approve all requests to establish charge accounts with local vendors. Once the accounts are approved and established, employees may purchase items on account with local vendors. A paid invoice or receipt shall be obtained, and the employee shall acknowledge receipt of the items by signing the invoice. A valid account number(s) shall be included on

the receipt indicating where the item(s) will be charged. The receipt shall be forwarded to Accounting. A blanket purchase order may be established each fiscal year for such accounts.

Section 4. Purchasing Card Responsibilities – e.g. CALCard

A credit card or purchasing card is issued to an employee of the District for the purpose of making authorized purchases on the District's behalf. Cardholders are authorized to use the Purchasing Card to purchase many business-related goods and services needed to perform their duties as an employee of the District. Transactions that are placed on the Purchasing Card should not conflict with any of the District's purchasing policies. Personal purchases may not be made with the card. Personal purchases made with the card subject the Cardholder to disciplinary action, up to and including possible card cancellation, termination of employment, and criminal prosecution. All receipts for Purchasing Card purchases must be detailed and itemized. Receipts should show all items purchased not just a total amount. The also applies to restaurant receipts.

Section 5. Petty Cash – Use and Reimbursement

The District has established a petty cash fund to purchase minor supplies and improve upon the efficiency of District operations. Disbursements from petty cash funds must be properly documented and for a valid District business purpose. An original receipt must be provided. Petty cash funds may not be used for the following:

- a) Items/receipts in excess of \$100.00.
- b) Cashing of personal checks or providing personal loans.

Section 6. Request for Proposals/Qualifications

The District ~~may~~ shall use a Request for Proposals (RFP) or Qualification (RFQ) procedure to acquire goods, equipment, and professional and non-professional services exceeding \$50,000. ~~the services of certain professionals that require extended analysis, the exercise of discretion, independent judgment, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field.~~ The District may utilize the RFP/RFQ procedure for single procurements, or for establishing an on-call list of professional services providers capable and qualified to conduct certain types of services. In reviewing proposals, the District shall considers the quality of the proposal to be reflective of the quality of the work the Consultant is able to perform. The ability of the Consultant to convey information clearly and concisely will be considered in the review process. No contract for the services of legal counsel may be awarded without the approval of the District's General Counsel. Procedures for the selection of architect, engineer, and land surveying services shall be in accordance with state law.

RFP/RFQ Exceptions

The following items do not require a Request for Proposals (RFP) or Qualification (RFQ):

- a) Medical, dental, vision, life, workers compensation, and similar health insurances, liability, property, and other insurance providers.
- b) Contracts to provide a CONTINUOUS work force through independent contractors for the maintenance, installation, and repair of the system.
- c) Purchase of goods or services for which there is a single source of supply.
- d) Purchases for immediate delivery in actual emergencies arising from unforeseen causes.

- e) Purchases of real property (permanent, immovable property such as land, buildings, and improvements).
- f) Purchases from any federal, state, or local government unit or agency.
- g) Purchases from non-profit corporations whose primary purpose is to provide goods or services to various local governments.
- h) Purchases of items for resale.

Section 67. Protests

The District shall adopt and maintain a protest procedure for protests of the solicitation and award of contracts, and contracts and include a description of the protest procedure in solicitation documents. Any actual or prospective bidder, proposer, or contractor who is aggrieved in connection with the solicitation of a bid or proposal, or the award of a contract on which he/she bid or proposed, may file a written protest in the manner prescribed in the solicitation documents.

Section 87. Piggyback Procurements

The General Manager may arrange for the District to enter purchase contracts with a supplier for the purchase of goods or services when the pricing and terms have been previously established by another local, state, or federal, public entity, government agency or an association of public entities, provided:

- a) The resulting contract with the supplier of goods or services is the result of competitive bidding or negotiation and is made in compliance with the competitive bid or proposal requirements of the participating entity or association.;
- b) The purchase is made within the longer of one year of the competitive bid or negotiation, or the original contract term or subsequent extension(s).;
- c) The purchase conforms to the District’s specifications for the goods or services; and
- d) The purchase is of equal or better value to the District than if made directly by the District.

Section 8: Purchasing Card Responsibilities — e.g. Cal Card

A credit card or purchasing card is issued to an employee of the District for the purpose of making authorized purchases on the District’s behalf. Cardholders are authorized to use the Purchasing Card to purchase many business related goods and services needed to perform their duties as an employee of the District. Transactions that are placed on the Purchasing Card should not conflict with any of the Districts purchasing policies. Personal purchases may not be made with the card. Personal purchases made with the card subject the Cardholder to disciplinary action up to and including possible card cancellation, termination of employment and criminal prosecution. All receipts for Purchasing Card purchases must be detailed and itemized. Receipts should show all items purchased not just a total amount. The same would apply for restaurant receipts.

Section 9: Petty Cash — Use and reimbursement

The District has established a petty cash fund to purchase minor supplies and improve upon the efficiency of District operations. Disbursements from petty cash funds must be properly documented

~~and for a valid District business purpose. An original receipt must be provided. Petty cash funds may not be used for the following:~~

- ~~— Items/receipts in excess of \$100.00.~~
- ~~— Cashing of personal checks or providing personal loans.~~

Purchases Not Requiring Competitive Bids

The District shall NOT be required to seek competitive bids on the following:

- ~~— Contracts to provide a CONTINUOUS work force through independent contractors for the maintenance, installation and repair of the system;~~
- ~~— Items from retail stores;~~
- ~~— Purchase of goods or services for which there is a single source of supply;~~
- ~~— Purchases for immediate delivery in actual emergencies arising from unforeseen causes;~~
- ~~— Purchases of real property (permanent, immovable property such as land, buildings and improvements);~~
- ~~— Purchases from any federal, state or local government unit or agency;~~
- ~~— Purchases from non-profit corporations whose primary purpose is to provide goods or services to various local governments;~~
- ~~— Purchases of items for resale;~~
- ~~— Contracts for professional services.~~

Section 9. Purchases Requiring Competitive Bids

All purchases requiring complete bids shall comply with §20190 of the State of California Public Contract Code as well as the Municipal Utility District Act provided for in Division 6 (commencing with §11501) of the Public Utilities Code, [as such may be amended from time to time, as well as all other applicable federal, state or local laws.](#)

Before the District requests a competitive bid from a vendor, the request must be approved by the General Manager in writing.

The District will request and accept bids in accordance with §12751 of the Public Utilities Code. Bids may be requested, by any of the following methods:

- a) Internet;
- b) Telephone;
- c) Writing;
- d) Newspaper advertisement;
- e) Fax;
- f) E-mail.

The District may choose, as an alternative to open public bids, use of vendors listed with any other agency that has gone through a public bid process and authorized other agencies to use their bid prices.

The District will request at least three bids from qualified contractors/vendors whenever possible. Contractors/Vendors may submit their bids to the District by [eEmail](#), telephone with a written confirmation or by means of a written bid, at the discretion of the General Manager.

When the District requests bids from vendors, the bids submitted by vendors must will contain the following information:

- a) The title of the project and the date issued;
- b) Date the bid (whether written confirmation of telephone bids or written bid) was received by the District;
- c) The bid amount in words and figures;
- d) The bidder's contact information (including full legal name and address) and signature;
- e) Notice that all bids must be delivered to the District's office.

Any bids submitted after the deadline shall be rejected by the District. The District reserves the right to reject all bids.

The winner of the bid shall be the lowest qualified and responsible bidder, as determined by the District in its discretion. In determining the lowest qualified and responsible bidder, the District may consider the following factors in addition to the price quoted:

- a) Apparent ability to perform;
- b) Quality of the company, product or service;
- c) Purpose or use of the product or service;
- d) Discount for prompt payment provided by the vendor;
- e) Freight method and cost;
- f) Delivery date;
- g) Past performance;
- h) Other pertinent factors such as experience in providing products or services to similar utilities, references on similar jobs, and compatibility with existing utility equipment.

The District is not obligated to purchase a product or service from the bidder with the lowest price. When the District accepts a bid, it will notify the vendor in writing of its acceptance.

Section 10. Bid and Performance/Payment Bonds

The District may require vendors to submit a bid bond with their bids under the following guidelines:

- a) The bid bond must be issued by a surety company licensed to do business in the State of California.;
- b) The bid bond of the successful bidder will be retained until such bidder has executed the contract, furnished the required performance and payment bond(s), certificates of insurance, and all other conditions of the contract.
- b)c) Bid bonds submitted by unsuccessful vendors will be returned upon award of the contract.;
- e)d) Personal or vendor company checks are not acceptable in the place of bid bonds; however, bank cashier's checks will be accepted.

The District may require vendors to submit a performance and/or payment bond(s) under the following guidelines:

- a) A performance and/or payment bond(s) must be issued by a surety company licensed to do business in the State of California.;

- b) When required, the amount of the bond(s) will be stated by the District in writing.
- c) The vendor must file a performance and/or payment bond(s) with the District within ten (10) working days after receipt of the request for bid/Notice of Award.
- d) Personal or vendor company checks are not acceptable in the place of performance or payment bonds; however, bank cashier's checks will be accepted.
- e) An irrevocable letter of credit (LOC) or a certificate of deposit (CD) from a state or national bank or a state or federal savings and loan association having its principal office in California may be acceptable in lieu of a performance or payment bond. The terms and conditions of the LOC or CD are subject to the approval of the District in its sole and exclusive discretion, and any CD must be assigned to the District and be accompanied by the issuing bank's agreement to subordinate its claim to the District's claim.

Section 11. The District's Compliance Requirements

When a purchase requires competitive bidding, the District shall create a file for this purchase transaction which shall include the following:

- a) Written requests for bids.
- b) Written notation of bid deadlines that the District requests by telephone.
- c) Written bids received from vendors.
- d) Any vendor's written confirmation of telephone bids.
- e) All written contracts that relate to competitive bids.
- f) Other related written materials.
- g) If a bid is awarded to someone other than the lowest bidder, a memo shall be placed in the file stating the reason the winning vendor was selected over the low bidder. The person responsible for placing this document in the file is the General Manager.

In the absence of specific rules or policies, the disposition of purchasing procedures shall be made by the Board of Directors in accordance with its usual and customary practices and applicable law.

~~**Section 5: Request for Proposals/Qualifications**~~

~~The District may use a Request for Proposals (RFP) or Qualification (RFQ) procedure to acquire the services of certain professionals that require extended analysis, the exercise of discretion, independent judgment, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field. The District may utilize the RFP/RFQ procedure for single procurements, or for establishing an on-call list of professional services providers capable and qualified to conduct certain types of services. In reviewing proposals, the District considers the quality of the proposal to be reflective of the quality of the work the Consultant is able to perform. The ability of the Consultant to clearly and concisely convey information will be considered in the review process. No contract for the services of legal counsel may be awarded without the approval of the District's General Counsel. Procedures for the selection of architect, engineer, and land surveying services shall be in accordance with state law.~~

~~**Section 6: Protests**~~

~~The District shall adopt and maintain a protest procedure for protests of the solicitation and award of contracts, and include a description of the protest procedure in solicitation documents. Any actual or~~

~~prospective bidder, proposer, or contractor who is aggrieved in connection with the solicitation of a bid or proposal, or the award of a contract on which he/she bid or proposed, may file a written protest in the manner prescribed in the solicitation documents.~~

~~Section 7: Piggyback Procurements~~

~~The General Manager may arrange for the District to enter purchase contracts with a supplier for the purchase of goods or services when the pricing and terms have been previously established by another local, state, or federal, public entity, or an association of public entities, provided:~~

- ~~a) the resulting contract with the supplier of goods or services is the result of competitive bidding or negotiation and is made in compliance with the competitive bid or proposal requirements of the participating entity or association;~~
- ~~b) the purchase is made within the longer of one year of the competitive bid or negotiation, or the original contract term or subsequent extension(s);~~
- ~~c) the purchase conforms to the District's specifications for the goods or services; and~~
- ~~d) the purchase is of equal or better value to the District than if made directly by the District.~~

~~Section 8: Purchasing Card Responsibilities—e.g. Cal Card~~

~~A credit card or purchasing card is issued to an employee of the District for the purpose of making authorized purchases on the District's behalf. Cardholders are authorized to use the Purchasing Card to purchase many business related goods and services needed to perform their duties as an employee of the District. Transactions that are placed on the Purchasing Card should not conflict with any of the District's purchasing policies. Personal purchases may not be made with the card. Personal purchases made with the card subject the Cardholder to disciplinary action up to and including possible card cancellation, termination of employment and criminal prosecution. All receipts for Purchasing Card purchases must be detailed and itemized. Receipts should show all items purchased not just a total amount. The same would apply for restaurant receipts.~~

~~Section 9: Petty Cash—Use and reimbursement~~

~~The District has established a petty cash fund to purchase minor supplies and improve upon the efficiency of District operations. Disbursements from petty cash funds must be properly documented and for a valid District business purpose. An original receipt must be provided. Petty cash funds may not be used for the following:~~

- ~~• Items/receipts in excess of \$100.00.~~
- ~~• Cashing of personal checks or providing personal loans.~~

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3150 – PURCHASING POLICY		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	02/05/15
Resolution No.	15-02, 15-23	Revised:	

PURPOSE

This policy seeks to establish efficient, equitable, and uniform procedures for all District contracting for goods (including, without limitation, materials and equipment), services (professional and other), rentals and leases of personal property, and construction; provide for fair and equitable treatment by the District of all persons involved in the contracting process; maximize the purchasing value of public funds; exercise financial control over the District expenditures it covers; clearly define authority for spending approvals and contracting functions; and provide safeguards for maintaining a high-quality procurement system.

POLICY STATEMENT

The District’s General Manager, who shall be the District’s Purchasing Agent, will implement and administer standard operating procedures for District contracting in consultation with the District’s General Counsel, to implement the purpose and requirements of these administrative regulations. The District shall conduct all contracting for goods, services, rentals and leases of personal property, and construction in accordance with these administrative regulations and associated standard operating procedures, and under the administration of the Purchasing Agent.

Section 1. Purchasing Authority

The purchasing authority is established by the dollar amount of the purchase and includes sales tax and shipping.

A single contract or commitment shall not exceed \$50,000 without approval by the Board of Directors.

All other contracts or commitments require the following spending approval:

- a) Up to and including \$50,000 - General Manager or his designee.
- b) Up to and including \$5,000 – Department Manager or other employee who has been pre-approved by express written authorization by the General Manager for such spending approval authority.
- c) Up to and including \$1,000 – Field Supervisor or other employee who has been pre-approved by express written authorization by the General Manager for such spending approval authority

Where a single contract or commitment that was originally approved for less than or equal to \$50,000, requires a change order that increases it to more than \$50,000, the change order shall be submitted to the Board of Directors for approval. The General Manager shall ensure that District procurements are not artificially divided or structured to avoid the approval requirements set forth herein.

The following table summarizes the requirements for purchasing goods, equipment, professional and non-professional services, and contracting for construction projects.

<u>Purchase Type</u>	<u># of Quotes</u>	<u>Dollar Limit</u>	<u>Approved By</u>
Goods/Equipment	3	\$250	Lead Workers/ASA
Goods/Equipment	3	\$1000	Field Supervisor
Goods/Equipment	3	\$5,000	Department Manager
Goods/Equipment	3	\$5,001 to \$50,000	General Manager
Goods/Equipment	RFP	\$50,001 and up	SPMUD Board
Services	3	\$5,000	Department Manager
Services	3	\$5,001 to \$50,000	General Manager
Services	RFP, RFQ	\$50,001 and up	SPMUD Board
Construction	3	\$50,000	General Manager
Construction	Public Bidding	\$50,001 and up	SPMUD Board

The General Manager or his or her designee shall have the authority to approve employee benefit payments such as health premiums, dental and vision programs, retirement contributions, OPEB trust contributions, life insurance, etc. as required by contract, Memorandum of Understanding, and employment contracts.

Section 2. Purchase Orders

Except as exempted by this Policy, a purchase order is required for all purchases over \$5,000 *prior* to requesting the goods or services from the vendor except in the case of an emergency. Requests for purchase orders shall be submitted by the Department Manager against whose budget account the expenditure shall be charged. The request must contain sufficient information to ensure acquisition of the correct item(s). Requisitions must indicate the account number to be charged. Requisitions will not be made utilizing accounts that are unrelated to the type of item or service being purchased. Original quotes or bids, specifications, and other documentation are to accompany the request, if applicable.

Blanket purchase orders may be used with vendors that are expected to supply repetitive-use products or services on an ongoing and/or regular basis throughout the year. Blanket purchase orders are closed at the conclusion of each fiscal year. Examples of open purchase orders may include contract services such as maintenance, landscaping, janitorial services, uniforms, or software subscriptions. Blanket purchase orders shall include the following: a description of the supplies or services that may be incurred; the period of time the order will remain open (not to exceed one fiscal year); the maximum total amount which may be charged on the purchase order and/or agreed upon prices or pricing structure; items excluded from the purchase, if applicable.

The General Manager and Administrative Services Manager must approve all purchase orders. Purchase orders, including blanket purchase orders, will be reported by the General Manager to the Board of Directors at the Board Meeting following the creation of the purchase order.

Purchase Order Exceptions

The following items do not require a purchase order:

- a) Utilities such as water, garbage, telephone, gas, electricity, and similar services.
- b) Medical, dental, vision, life, workers compensation, and similar health insurances, liability, property, and other insurance premiums and insurance claims.
- c) Medical payments for physicians, lab, etc.
- d) Petty cash replenishments.
- e) Regulatory, permitting fees, or taxes paid to other municipalities and government agencies.
- f) Miscellaneous charges such as advertisements and notices, memberships and dues, shipping, delivery, and messenger services, subscriptions, trade circulars, or books, and other similar items.
- g) Items that utilize other forms of authorization such as travel expenses, claim expenses, and tuition reimbursement.
- h) Purchases where petty cash or a credit card are utilized.

Section 3. Charge Accounts Established with Local Vendors

The General Manager, or his/her designee, must approve all requests to establish charge accounts with local vendors. Once the accounts are approved and established, employees may purchase items on account with local vendors. A paid invoice or receipt shall be obtained, and the employee shall acknowledge receipt of the items by signing the invoice. A valid account number(s) shall be included on the receipt indicating where the item(s) will be charged. The receipt shall be forwarded to Accounting. A blanket purchase order may be established each fiscal year for such accounts.

Section 4. Purchasing Card Responsibilities – e.g. CALCard

A credit card or purchasing card is issued to an employee of the District for the purpose of making authorized purchases on the District’s behalf. Cardholders are authorized to use the Purchasing Card to purchase many business-related goods and services needed to perform their duties as an employee of the District. Transactions that are placed on the Purchasing Card should not conflict with any of the District’s purchasing policies. Personal purchases may not be made with the card. Personal purchases made with the card subject the Cardholder to disciplinary action, up to and including possible card cancellation, termination of employment, and criminal prosecution. All receipts for Purchasing Card purchases must be detailed and itemized. Receipts should show all items purchased not just a total amount. The also applies to restaurant receipts.

Section 5. Petty Cash – Use and Reimbursement

The District has established a petty cash fund to purchase minor supplies and improve upon the efficiency of District operations. Disbursements from petty cash funds must be properly documented and for a valid District business purpose. An original receipt must be provided. Petty cash funds may not be used for the following:

- a) Items/receipts in excess of \$100.00.
- b) Cashing of personal checks or providing personal loans.

Section 6. Request for Proposals/Qualifications

The District shall use a Request for Proposals (RFP) or Qualification (RFQ) procedure to acquire goods, equipment, and professional and non-professional services exceeding \$50,000. The District may utilize

the RFP/RFQ procedure for single procurements, or for establishing an on-call list of professional services providers capable and qualified to conduct certain types of services. In reviewing proposals, the District shall consider the quality of the proposal to be reflective of the quality of the work the Consultant is able to perform. The ability of the Consultant to convey information clearly and concisely will be considered in the review process. No contract for the services of legal counsel may be awarded without the approval of the District's General Counsel. Procedures for the selection of architect, engineer, and land surveying services shall be in accordance with state law.

RFP/RFQ Exceptions

The following items do not require a Request for Proposals (RFP) or Qualification (RFQ):

- a) Medical, dental, vision, life, workers compensation, and similar health insurances, liability, property, and other insurance providers.
- b) Contracts to provide a CONTINUOUS work force through independent contractors for the maintenance, installation, and repair of the system.
- c) Purchase of goods or services for which there is a single source of supply.
- d) Purchases for immediate delivery in actual emergencies arising from unforeseen causes.
- e) Purchases of real property (permanent, immovable property such as land, buildings, and improvements).
- f) Purchases from any federal, state, or local government unit or agency.
- g) Purchases from non-profit corporations whose primary purpose is to provide goods or services to various local governments.
- h) Purchases of items for resale.

Section 7. Protests

The District shall adopt and maintain a protest procedure for protests of the solicitation and award of contracts and include a description of the protest procedure in solicitation documents. Any actual or prospective bidder, proposer, or contractor who is aggrieved in connection with the solicitation of a bid or proposal, or the award of a contract on which he/she bid or proposed, may file a written protest in the manner prescribed in the solicitation documents.

Section 8. Piggyback Procurements

The General Manager may arrange for the District to enter purchase contracts with a supplier for the purchase of goods or services when the pricing and terms have been previously established by another local, state, or federal government agency or an association of public entities, provided:

- a) The resulting contract with the supplier of goods or services is the result of competitive bidding or negotiation and is made in compliance with the competitive bid or proposal requirements of the participating entity or association.
- b) The purchase is made within the longer of one year of the competitive bid or negotiation, or the original contract term or subsequent extension(s).
- c) The purchase conforms to the District's specifications for the goods or services; and
- d) The purchase is of equal or better value to the District than if made directly by the District.

Section 9. Purchases Requiring Competitive Bids

All purchases requiring complete bids shall comply with §20190 of the State of California Public Contract Code as well as the Municipal Utility District Act provided for in Division 6 (commencing with §11501) of the Public Utilities Code, as such may be amended from time to time, as well as all other applicable federal, state or local laws.

Before the District requests a competitive bid from a vendor, the request must be approved by the General Manager in writing.

The District will request and accept bids in accordance with §12751 of the Public Utilities Code.

Bids may be requested, by any of the following methods:

- a) Internet;
- b) Telephone;
- c) Writing;
- d) Newspaper advertisement;
- e) Fax;
- f) E-mail.

The District may choose, as an alternative to open public bids, use of vendors listed with any other agency that has gone through a public bid process and authorized other agencies to use their bid prices.

The District will request at least three bids from qualified contractors/vendors whenever possible.

Contractors/Vendors may submit their bids to the District by email, telephone with a written confirmation or by means of a written bid, at the discretion of the General Manager.

When the District requests bids from vendors, the bids submitted by vendors must contain the following information:

- a) The title of the project and the date issued;
- b) Date the bid (whether written confirmation of telephone bids or written bid) was received by the District;
- c) The bid amount in words and figures;
- d) The bidder's contact information (including full legal name and address) and signature;
- e) Notice that all bids must be delivered to the District's office.

Any bids submitted after the deadline shall be rejected by the District. The District reserves the right to reject all bids.

The winner of the bid shall be the lowest qualified and responsible bidder, as determined by the District in its discretion. In determining the lowest qualified and responsible bidder, the District may consider the following factors in addition to the price quoted:

- a) Apparent ability to perform;
- b) Quality of the company, product or service;
- c) Purpose or use of the product or service;
- d) Discount for prompt payment provided by the vendor;

- e) Freight method and cost;
- f) Delivery date;
- g) Past performance;
- h) Other pertinent factors such as experience in providing products or services to similar utilities, references on similar jobs, and compatibility with existing utility equipment.

The District is not obligated to purchase a product or service from the bidder with the lowest price. When the District accepts a bid, it will notify the vendor in writing of its acceptance.

Section 10. Bid and Performance/Payment Bonds

The District may require vendors to submit a bid bond with their bids under the following guidelines:

- a) The bid bond must be issued by a surety company licensed to do business in the State of California.
- b) The bid bond of the successful bidder will be retained until such bidder has executed the contract, furnished the required performance and payment bond(s), certificates of insurance, and all other conditions of the contract.
- c) Bid bonds submitted by unsuccessful vendors will be returned upon award of contract.
- d) Personal or vendor company checks are not acceptable in the place of bid bonds; however, bank cashier's checks will be accepted.

The District may require vendors to submit performance and/or payment bond(s) under the following guidelines:

- a) A performance and/or payment bond(s) must be issued by a surety company licensed to do business in the State of California.
- b) When required, the amount of the bond(s) will be stated by the District in writing.
- c) The vendor must file a performance and/or payment bond(s) with the District within ten (10) working days after receipt of the Notice of Award.
- d) Personal or vendor company checks are not acceptable in the place of performance or payment bonds; however, bank cashier's checks will be accepted.
- e) An irrevocable letter of credit (LOC) or a certificate of deposit (CD) from a state or national bank or a state or federal savings and loan association having its principal office in California may be acceptable in lieu of a performance or payment bond. The terms and conditions of the LOC or CD are subject to the approval of the District in its sole and exclusive discretion, and any CD must be assigned to the District and be accompanied by the issuing bank's agreement to subordinate its claim to the District's claim.

Section 11. The District's Compliance Requirements

When a purchase requires competitive bidding, the District shall create a file for this purchase transaction which shall include the following:

- a) Written requests for bids.
- b) Written notation of bid deadlines that the District requests by telephone.
- c) Written bids received from vendors.
- d) Any vendor's written confirmation of telephone bids.
- e) All written contracts that relate to competitive bids.

- f) Other related written materials.
- g) If a bid is awarded to someone other than the lowest bidder, a memo shall be placed in the file stating the reason the winning vendor was selected over the low bidder. The person responsible for placing this document in the file is the General Manager.

In the absence of specific rules or policies, the disposition of purchasing procedures shall be made by the Board of Directors in accordance with its usual and customary practices and applicable law.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	2023 – REASONABLE ACCOMMODATION		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	11/05/2020
Resolution No.	20-	Revised:	

PURPOSE

This purpose of this policy is to prevent discrimination on the basis of disability against any qualified person.

POLICY STATEMENT

Section 1. General

California Law under the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA) applies to all employees and job applicants seeking employment with the South Placer Municipal Utility District (District). Under the ADA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.

The District will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result, in accordance with Federal or State law. The District will also attempt to provide reasonable accommodation in connection with the provision of District services, meetings, and activities.

Section 2. Definition of Reasonable Accommodation

(1) Reasonable accommodation is an adjustment to job duties, performance methods, and/or work setting to meet the individualized need of an individual, applicant, or employee with a disability.

(2) The provision of a reasonable accommodation removes barriers in a specific situation, which prevent or limit the application process, recruitment, employment, and upward mobility of a qualified person with a disability or prevents their participation in a program, activity, or event.

Examples of reasonable accommodation are:

- Making facilities accessible and usable.
- Implementing flexible leave policies.
- Reassigning to a vacant position.
- Providing assistive equipment.

Section 3. Requesting a Reasonable Accommodation

Any applicant for employment, current employee, or individual with a disability, or their representative, may request reasonable accommodation. Persons requesting a reasonable accommodation should contact the Department Manager, the Administrative Services Manager, or the General Manager for further information.

An applicant or employee who requires accommodation in order to perform the essential functions of the job should inform their Department Manager, the Administrative Services Manager, or the General Manager to request an evaluation of such an accommodation. Generally, an interactive process meeting will be scheduled to discuss the request, job duties, and possible accommodations.

Section 4. Review of Requests for Reasonable Accommodation

Because of the personal nature of some disability issues every reasonable effort should be taken to ensure confidentiality during the entire review process.

The determination whether to provide an accommodation is made on a case-by-case basis. The following factors must be considered when reviewing a request for accommodation:

- Analyze the job or activity to determine the essential functions.
- Determine with the employee, applicant, or participant how the disability limits their performance of the essential functions.
- Identify accommodation options that overcome limitations and determine the effectiveness and feasibility of the proposed accommodations.
- Considering the requester's preference, the department selects the accommodation most appropriate for the requester and the department.

If the request is approved, the Department Manager will notify the requester and make the necessary implementation arrangements, providing the accommodation without undue delay.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	2030 – SUBSTANCE ABUSE		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	11/05/2020
Resolution No.	20-	Revised:	

PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect South Placer Municipal Utility District (District) employees and the public from risks posed by the use of alcohol and controlled substances.

POLICY STATEMENT

This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry. The Federal Highway Administration (FHWA) of the Department of Transportation (DOT) has enacted 49 CFR Part 382 that mandate urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The Department of Transportation has also enacted 49 DFR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the Department of Transportation has enacted 49 CFR Part 29, “The Drug-Free Workplace Act of 1988,” which requires the establishment of drug free workplace policies and the reporting of certain drug-related offenses to the Department of Transportation. This policy incorporates those requirements of safety-sensitive employees and others when so noted.

The District recognizes that the use of alcohol and/or controlled substances in the workplace is not conducive to safe working conditions. To promote a safe, healthy, and productive work environment for all employees, it is the objective of the District to have a work force that is free from the influence of alcohol and controlled substances.

Section 1. Applicability

This policy applies to all employees when they are on District property or when performing any District related business. Certain provisions, where identified, will apply only to safety-sensitive employees. It also applies to off-site lunch periods and breaks when a safety-sensitive employee is scheduled to return to work.

A safety-sensitive employee is:

- one in any classification requiring the use of a Class “A” or Class “B” commercial driver’s license, as listed in Appendix A,

- one who has voluntarily driven a District vehicle requiring a commercial license within the last 12-month period, or who desires in the future to voluntarily drive a District vehicle requiring a commercial license, or,
- one who performs safety-sensitive functions as specified in Appendix A. A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Any questions regarding this policy should be directed to the Designated Employer Representative (DER) listed below.

Title: Superintendent
 Address: 5807 Springview Drive, Rocklin, CA 95677
 Telephone: (916) 786-8555

Section 2. Definitions

Accident - An unintended happening or mishap where there is loss of human life (regardless of fault), bodily injury or significant property damage.

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

Alcohol Concentration - The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this policy (e.g., 0.02 means 0.02 grams of alcohol in 210 liters of expired deep lung air).

Alcohol Use - Consumption of any beverage, mixture, or preparation, including any medication containing ethyl alcohol. Since ingestion of a given amount of alcohol produces the same alcohol concentration in an individual whether the alcohol comes from a mixed drink or cough syrup, the DOT prohibits the use of any substance containing alcohol, such as prescription or over-the-counter medication or liquor-filled chocolates. Prescription medications containing alcohol may have a greater impairing effect due to the presence of other elements (e.g., antihistamines).

Breath Alcohol Technician (BAT) - A person trained to proficiency in the operation of the Evidential Breath Testing (EBT) device that the technician is using in the alcohol testing procedures. BAT's are the only qualified personnel to administer the EBT tests.

Chain of Custody - The procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of collection to final disposition.

Collection Site - A place designated by the District where individuals present themselves for the purpose of providing a specimen of urine and/or breath.

Commercial Motor Vehicle - A motor vehicle, or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle: (1) has a gross combination weight ratio of 26,001

or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or, (2) has a gross vehicle weight rating of 26,001 or more pounds; or, (3) is designed to transport 16 or more passengers, including the driver; or, (4) is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.

Confirmation Test - For alcohol testing, a second test following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substances testing this is a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry (CG/MS) is the only authorized confirmation method of cocaine, marijuana, opiates, amphetamines, and phencyclidine.)

Controlled Substance (Drug) Test - A method of detecting and measuring the presence of alcohol and other controlled substances, whether legal or illegal, in a person's body. A controlled substance test may be either an initial test or confirmation test. An initial controlled substance test is designed to identify specimens having concentrations of a particular class of drug above a specified concentration level. It eliminates negative specimens from further consideration.

Controlled substances will be tested under the Department of Health and Human Services (DHHS) guidelines. The primary (initial or screening) controlled substance test thresholds (subject to change based on DHHS guidelines) for a verified positive test result are those that are equal to or greater than:

Marijuana Metabolites	50 ng/ml
Cocaine Metabolites	300 ng/ml
Phencyclidine (PCP)	25 ng/ml
Opiates Metabolites ¹	300 ng/ml

A confirmation drug testing is a second analytical procedure to detect the presence of a specific drug or its metabolite. The confirmation procedure is conducted independent of the initial test and uses a different technique and chemical principle to confirm reliability and accuracy. The confirmatory controlled substance test thresholds for a verified positive test result are those that are equal to or greater than:

Marijuana Metabolite (THC) ²	15 ng/ml
Cocaine Metabolite ³	150 ng/ml
Phencyclidine (PCP)	25 ng/ml
Morphine	300 ng/ml
Codeine	300 ng/ml
Amphetamine	500 ng/ml
Methamphetamine ⁴	500 ng/ml

¹25 ng/ml if immunoassay

²Delta-9-tetrahydrocannabinol-9-carboxylic acid

³Benzoyllecgonine

⁴Specimen must also contain amphetamine at a concentration greater than or equal to 200 ng/ml

Covered Employee - A person, including a volunteer or applicant, who performs a safety-sensitive function for the District.

Department of Transportation Guidelines - The controlled substance and alcohol testing rules - 49 CFR Part 382 (FWHA - Commercial Motor Vehicle) - setting forth the procedures for controlled substance and alcohol testing (49 CFR Part 40) in all transportation industries.

Designated Employer Representative (DER) – The Superintendent is the Designated Employer Representative for the District in responsible charge for the implementation of this policy and is authorized to take immediate actions to remove employees from safety-sensitive duties and to make decisions in the testing and evaluation processes.

Driver - Any person who operates a commercial motor vehicle for the District. This includes full time, regularly employed drivers; and casual, intermittent, or occasional drivers.

Drug (Controlled Substance) Metabolite - The specific substance produced when the human body metabolizes (changes) a given drug (controlled substance) as it passes through the body and is excreted in urine.

Evidential Breath Testing Device (EBT) - The device to be used for breath alcohol testing.

Medical Review Officer (MRO) - A licensed physician responsible for analyzing laboratory results generated by the District's substance abuse policy testing program. The MRO is knowledgeable about substance abuse disorders and has appropriate medical training to interpret and evaluate positive test results.

Performing (Safety-Sensitive Function) - A safety-sensitive employee is considered to be performing a safety-sensitive function. Includes any period in which the safety-sensitive employee is actually performing, ready to perform, or immediately available to perform such functions.

Post-Accident Alcohol and/or Controlled Substance Testing - Testing conducted after accidents on employees whose performance could have contributed to the accident. For drivers this is determined by a citation for a moving traffic violation and for all fatal accidents even if the driver is not cited for a moving traffic violation. See "Accident."

Pre-Employment Controlled Substance Testing - Testing conducted after an offer to hire has been extended to a job applicant, but before actually performing District functions as an employee. Also required when employees transfer to a safety-sensitive position.

Random Alcohol and/or Controlled Substance Testing - Testing conducted on a random unannounced basis just before, during, or just after performance of safety-sensitive functions.

Reasonable Suspicion Alcohol and/or Controlled Substance Testing - Testing conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol misuse or controlled substance abuse.

Refuse to Submit (to an Alcohol and/or Controlled Substance Test) - Failure by an employee to provide an adequate breath or urine sample for testing without a valid medical explanation after that employee

received notice of the requirement to be tested, or engages in conduct that clearly obstructs the testing process (i.e., verbal declarations, obstructive behavior, or physical absence resulting in the inability to conduct the test).

Rehabilitation - The total process of restoring an employee to satisfactory work performance through constructive confrontation, referral to the SAP, and participation in SAP recommendations such as education, treatment, and/or support groups to resolve personal, physical, or emotional/mental problems which contributed to job problems.

Return-to-Duty and Follow-Up Alcohol and/or Controlled Substance Testing - Testing conducted when an employee who has violated the prohibited alcohol or controlled substance conduct standards returns to performing duties. Follow-up tests are unannounced, and at least six (6) tests must be conducted in the first twelve (12) months after an employee returns to duty. Follow-up testing may be extended for up to sixty (60) months following return-to-duty upon the SAP recommendation.

Return-to-Duty Agreement - A document agreed to and signed by the DER or their designee, the employee, and the SAP, that outlines the terms and conditions under which the employee may return to duty after having had a verified positive controlled substance test result, or an alcohol concentration of 0.04 or greater on an alcohol test.

Safety-Sensitive Employee (Function and/or Position) - An employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. (A complete list of safety-sensitive classifications and functions is listed in Appendix A of this policy.)

Screening (Initial) Test - An analytical procedure in alcohol testing to determine whether an employee may have a prohibited concentration of alcohol in their system. In controlled substance testing, it is an immunoassay screen to eliminate negative urine specimens from further consideration.

Service Agent – An agent (e.g., Consortium/Third party administrator) that performs random selections, conducts tests, and delivers test results. Service agents may prepare the MIS report on behalf of the District, although the DER must certify the accuracy and completeness of the MIS report.

Substance Abuse Professional (SAP) - A licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker (with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders, the license alone does not authorize this), Certified Employee Assistance Professional (CEAP), or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance related disorders.

Supervisor - Lead Worker, Superintendent, Department Manager, or General Manager who has had one (1) hour of training on the signs and symptoms of alcohol abuse and an additional hour training on the signs and symptoms of controlled substance abuse. The training will include available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation and referral to an employee assistance program.

Section 3. Prohibited Substances

“Prohibited substances” addressed by this policy include the following:

- *Drugs.* marijuana, amphetamines, opiates, phencyclidine (PCP), cocaine and any other substance regulated and/or prohibited by state or federal law (a “controlled substance”).
- *Alcohol.* The use of beverages or substances, including any medication, containing alcohol such that it is present in the body at a level in excess of that stated in DOT guidelines while actually performing, ready to perform, or immediately available to perform any District business is prohibited. “Alcohol” is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.
- *Legal Medications.* Using or being under the influence of any legally prescribed medication(s), or non-prescription medication(s) while performing District business or while on District property is prohibited to the extent that such use or influence affects job safety or effective and efficient job performance. An employee who feels their performance of work-related duties may be impaired by use of any legal substance which carries a warning label that indicates that mental functioning, motor skills and/or judgment may be adversely affected should report it to their supervisor, and medical advice should be sought before performing work-related duties. In the above instance, an employee using legally prescribed medication or non-prescription medication may continue to work if the supervisor determines that the employee does not pose a safety threat and that job performance is not affected by such use.

Section 4. Prohibited Conduct

“Prohibited conduct” addressed by this policy includes the following:

- *Manufacture, Trafficking, Possession and Use.* Engaging in the unlawful manufacture, distribution or dispensing of a controlled substance or alcohol on District premises, in a District vehicle, or while conducting District business off the premises is absolutely prohibited. Violation may result in discipline, up to and including termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

Engaging in unlawful possession or use of a controlled substance or alcohol on District premises, in a District vehicle, or while conducting District business off the premises is absolutely prohibited. Violation will result in removal from duty and referral to a Substance Abuse Professional (SAP) and may result in discipline, up to and including termination of employment.

- *Impaired/Not Fit for Duty.* Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty shall be removed from job duties and be required to undergo a reasonable suspicion controlled substance or alcohol test. Employees failing to pass this reasonable suspicion controlled substance or alcohol test shall remain off duty and be referred to an SAP. A controlled substance or alcohol test is considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in the DOT guidelines.

- *Alcohol Use.* No safety-sensitive employee may report for duty or remain on duty when their ability to perform assigned functions is adversely affected by alcohol or when their breath alcohol concentration is 0.04 or greater. No employee shall use alcohol during working hours. No safety-sensitive employee shall use alcohol within four (4) hours of reporting for duty. Violation of this provision is prohibited and will subject the employee to disciplinary action, including removal from safety-sensitive duty and referral to an SAP.

- *Refusal to Comply with Testing Requirements.* All safety-sensitive employees are subject to controlled substance testing and breath alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing, who fails to appear for any test, who fails to remain at the testing site until the process is complete, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution will be treated as a having failed the controlled substance and/or alcohol test and shall be removed from duty immediately and be referred to an SAP. Refusal to submit to a test can include an inability to provide a urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test. An employee who refuses to submit to an alcohol or controlled substances test shall incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations.

- *Treatment/Rehabilitation Program.* An employee with a controlled substance and/or alcohol problem will be afforded an opportunity for treatment in accordance with the following provisions:
 - *Positive Controlled Substance and/or Alcohol Test.* A Rehabilitation Program is available for employees who have tested positive for a prohibited substance on a one-time basis only. Employees will be terminated immediately on the occurrence of a second event with a verified positive test result. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the employee. When recommended by the SAP, participation and completion of the rehabilitation program is mandatory. Failure of an employee to attend and complete a prescribed program will result in termination from employment. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one (1) year or longer than five (5) years.

 - *Voluntary Admittance.* All employees who feel they have a problem with controlled substances and/or alcohol may request voluntary admission to a rehabilitation program. Requests must be submitted to the Designated Employer Representative (DER) or their designee for review. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the employee. An employee completing a rehabilitation program must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test, and be subject to unannounced follow-up testing for thirty-six (36) months following return to duty. A positive result on the return-to-duty test or on the unannounced follow-up tests will result in termination from employment.

- *Time during Rehabilitation.* Participants in the rehabilitation program may use accumulated sick leave, vacation, and floating holidays, if any.

Section 5. Notifying the District of Criminal Drug Conviction

Pursuant to the "Drug Free Workplace Act of 1988," any employee who fails to immediately notify the District of any criminal controlled substance statute conviction shall be subject to disciplinary action, up to and including termination of employment.

Section 6. Proper Application of the Policy

The District is dedicated to assuring fair and equitable application of this Substance Abuse Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to their subordinates shall be subject to disciplinary action, up to and including termination of employment.

Section 7. Testing for Prohibited Substances

Analytical urine testing for controlled substances and breath testing for alcohol will be conducted as required under DOT guidelines. All employees shall be subject to testing prior to employment and for reasonable suspicion. All safety-sensitive employees shall be subject to testing randomly and following an accident, as defined in the DOT guidelines. In addition, all safety-sensitive employees will be tested prior to returning to duty after failing a controlled substance and/or alcohol test. Employees who have returned to duty will be subject to unannounced follow-up tests for up to five (5) years, as determined by an SAP. Safety-sensitive employees who perform safety-sensitive functions as defined in the DOT guidelines shall also be subject to testing on a randomly selected and unannounced basis.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the Department of Health and Human Services (DHHS), including split-sample testing. All testing will be conducted consistent with the procedures put forth in the DOT guidelines.

An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in the DOT guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). If the initial test indicated an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. A safety-sensitive employee who has a confirmed alcohol concentration of 0.02, but less than 0.04 will be removed from their position for at least twenty-four (24) hours unless a retest results in an alcohol concentration of 0.02 or less. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of DOT guidelines and this policy.

Any employee who has a confirmed positive controlled substance or alcohol test will be removed from their position, informed of educational and rehabilitation programs available, and evaluated by an SAP.

The District affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process.

Circumstances under which employees may be tested addressed by this policy include the following:

- *Pre-Employment Testing.* All job applicants who have been offered District employment in a safety-sensitive position, including current non-safety-sensitive employees who promote, demote, or transfer to such positions, shall undergo urine testing for controlled substances prior to employment. Receipt of a satisfactory test result is required prior to employment and failure of a controlled substance test will disqualify the candidate from further consideration for employment. Current employees who promote, demote or transfer from non-safety-sensitive to safety-sensitive position shall test negative prior to assignment to a safety-sensitive classification. The District will obtain records from previous employers of new employees in conformance with DOT guidelines. Probationary employees who receive a positive alcohol and/or substance abuse test, or who fail to provide “clean” records from previous employers will fail to complete the District’s probationary period.
- *Reasonable Suspicion Testing.* All employees will be subject to urine and/or breath testing when there is a reason to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:
 - Adequate documentation of unsatisfactory work performance or on-the-job behavior.
 - Physical signs and symptoms consistent with prohibited substance use.
 - Occurrence of a serious or potentially serious accident that may have been caused by human error.
 - Fights (i.e., physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operational procedures.

Reasonable-suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in their work performance due to prohibited substance abuse or misuse.

- *Post-Accident Testing.* Safety-sensitive employees will be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident with a District vehicle that results in a fatality. This includes all safety-sensitive employees who are on duty in the vehicles. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incurs disabling damage that requires towing from the site; or the safety-sensitive employee receives a citation under State or local law for a moving traffic violation arising from the accident.

Following an accident, the safety-sensitive employee will be tested as soon as possible, but not to exceed eight (8) hours for alcohol and thirty-two (32) hours for controlled substances. If an alcohol test required by this section is not administered within two (2) hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If an alcohol test required by this section is not administered within eight (8) hours following the accident, the employer shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. If a controlled substance test required by this section is not administered within thirty-two (32) hours following the accident, the employer shall cease attempts to administer a controlled substances test and prepare and maintain on file a record stating the reasons the test was not promptly administered. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and be subject to termination of employment. Post-accident testing of safety-sensitive employees will include not only the operation personnel, but any other employees whose performance could have contributed to the accident. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

- *Random Testing.* Employees working in safety-sensitive classifications will be subjected to randomly selected, unannounced testing. The random selection will be by a scientifically valid method. Each safety-sensitive employee will have an equal chance of being tested each time selections are made. Safety-sensitive employees will be tested either just before departure, or during duty, or just after the safety-sensitive employee has ceased performing their duty. The dates for administering random alcohol and controlled substances tests are spread reasonably throughout the calendar year.

When safety-sensitive employees are off work due to long-term lay-offs, illness, injury, or vacation, the employee's name will be placed back into the pool and another employee name selected.

The number of safety-sensitive employees selected for random testing will be the amount required in the DOT guidelines. The employee pool will consist of all District safety-sensitive employees or, if the District participates in a consortium of employers, all safety-sensitive employees within the consortium.

- *Return-to-Duty Testing.* All employees who previously tested positive for a controlled substance or alcohol test must test negative and be evaluated and released to duty by the SAP before returning to duty. Employees will be required to undergo unannounced follow-up controlled substance and/or alcohol breath testing following returning to duty. The SAP will determine the duration and frequency. However, it shall not be less than six (6) tests during the first twelve (12) months, nor longer than sixty (60) months in total, following return to duty.
- *Employee Requested Testing.* Any employee who questions the result of a required controlled substance test may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs

for such testing are to be paid by the employee unless the second test invalidated the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the DOT guidelines. The safety-sensitive employee's request for a retest must be made to the Medical Review Officer (MRO) within seventy-two (72) hours of notice of the initial test result. Requests after seventy-two (72) hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

Records Retention. The District shall maintain complete records of alcohol and/or controlled substance test results for each employee in a secure location with controlled access. Employee records are confidential and will be available to the DOT or any state or local officials with regulatory authority over the District or any of its drivers only.

The following records are maintained according to the following schedule.

Record	Retention Period (min)
Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater	Five years
Records of driver verified positive controlled substances test results	
Documentation of refusals to take required alcohol and/or controlled substances tests	
Driver evaluation and referrals	
Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations	
Copy of each annual calendar year summary of the testing program (i.e., Management Information System (MIS) form)	
Records related to the alcohol and controlled substances collection process.	Two years
Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02.	One year

Records related to the education and training of supervisors and drivers shall be maintained by the District indefinitely while the individual performs the functions which require the training and for two (2) years after ceasing to perform those functions.

A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to their alcohol or controlled substances tests. The employer shall promptly provide the records requested by the driver. Access to a driver's records shall not be contingent upon payment for records other than those specifically requested.

Records shall be made available to a subsequent employer upon receipt of a written request from a driver.

Reporting to the Drug and Alcohol Clearinghouse. Effective January 6, 2020, the District is obligated to report the following information to the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse once obtained:

1. A verified positive, adulterated, or substituted drug test result,
2. An alcohol confirmation test with a concentration of 0.04 or higher,

3. A refusal to submit to any test required by this policy,
4. An employer's report of actual knowledge (as defined at 49 CFR 382.107) of:
 - a. On duty alcohol use pursuant to 49 CFR 382.205,
 - b. Pre-duty alcohol use pursuant to 49 CFR 382.207,
 - c. Alcohol use following an accident pursuant to 49 CFR 382.209, and
 - d. Controlled substance use pursuant to 49 CFR 382.213,
5. A substance abuse professional's report of the successful completion of the return-to-duty process,
6. A negative return-to-duty test, and
7. An employer's report of completion of follow-up testing.

Section 8. Employee Assessment

Any employee who tests positive for the presence of controlled substances or whose breath alcohol concentration is above the minimum thresholds set forth in the DOT guidelines will be assessed by an SAP. An SAP is a District selected licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance or alcohol abuse or misuse.

If an employee is returned to duty following rehabilitation, they must agree to and sign a Return-to-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up tests for a period of one (1) to five (5) years, as determined by the SAP. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is borne by the employee and is on a one-time basis only. An employee will be immediately terminated from employment on the occurrence of a second verified positive test result. Employees may use accumulated sick leave, vacation, administrative leave, personal leave, and/or floating holidays, if any, to participate in the prescribed rehabilitation program.

Section 9. Test Related Time-Off Work Provisions

Any employee who is relieved from duty due to a positive drug or controlled substance test must use accumulated compensated leave (i.e., vacation, sick leave, administrative leave, personnel leave or floating holidays, if any) during the regularly scheduled work time missed. If the employee has insufficient accumulated compensated leave to cover the regularly scheduled work time missed due to a positive alcohol or controlled substance test, such time shall be without pay. In the event there is a false positive test the District, upon verification, will compensate the employee for any regularly scheduled work time missed as a result thereof.

APPENDIX "A"

SAFETY-SENSITIVE CLASSIFICATIONS AND FUNCTIONS

District Safety-Sensitive Classifications

Maintenance Worker I
Lead Worker

Maintenance Worker II
Field Supervisor

Safety-Sensitive Function

Operating any vehicle where a Class A or Class B driver's license would be required.

APPENDIX "B"

CERTIFICATE OF RECEIPT OF SUBSTANCE ABUSE POLICY

I hereby certify that I have received a copy of South Placer Municipal Utility District's Substance Abuse Policy.

Employee's Signature

Date

Employee's Name Printed

APPENDIX "C"

VOLUNTARY PARTICIPATION IN RANDOM TESTING

In accordance with Appendix A of the District's Substance Abuse Policy, my classification is not considered safety sensitive. Therefore, I am not required to participate in the random testing for controlled substances, even though I have a Class A or Class B (commercial) driver's license.

However, for the convenience of the District, and because I would like to have the opportunity to operate District vehicles and equipment requiring a commercial license, designated as safety-sensitive functions in the District's policy, I hereby request that I be included - during the current calendar year - in the pool of safety-sensitive employees for the purpose of controlled substance random testing, in conformance with the District's Substance Abuse Policy.

Employee's Signature

Date

Employee's Name Printed

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	2037 – WORKPLACE VIOLENCE POLICY		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	
Resolution No.	20-	Revised:	

PURPOSE

The purpose of this policy is to provide a violence-free workplace for all employees.

POLICY STATEMENT

Section 1. General

This Policy is in conformance with the SPMUD Employee Manual, Section 2.20 Workplace Restrictions, Workplace Violence. South Placer Municipal Utility District will take all appropriate, reasonable, and timely steps to prevent acts and threats of violence against employees and other individuals while on District property or in the course of doing business with the District.

Section 2. Behaviors

The following behavior will not be tolerated:

1. Threats or threatening behavior towards fellow employees, visitors, guests, or other individuals. All threats will be considered serious.
2. Acts of violence against fellow employees, visitors, guests, or other individuals.
3. Use or possession of a weapon, firearm, or fixed blade knife, on District property, or while on District business, unless allowed by state law or local ordinance and permitted in writing by the General Manager.

Section 3. Weapon Defined

Weapon - Includes firearms, a fixed blade knife or knives greater than three and one-half inches in length, explosives, hazardous materials, or any item that could be reasonably be defined as a weapon.

Section 4. Reporting

Every District employee has an obligation to immediately report any violence or threat of violence against any District employee, visitor, or other individual. This report should be made as quickly as possible, either by radio, in person, or by telephone-regardless of the time of day or night that the threat or violence occurs. Emergencies should be reported immediately to a manager or supervisor. If the situation warrants, the City of Rocklin Police Department or Placer County Sheriff shall also be notified.

Any person who makes substantial threats, exhibits threatening behavior, is found to be in possession of a weapon, or engages in violent acts on District property or during the course of conducting District business, shall be removed from the premises as quickly as safety permits, and shall remain off District premises pending the outcome of an investigation.

Section 5. Investigation

All such reports will be investigated, and corrective action will be taken as deemed necessary. The investigation will be immediate, thorough, and objective. Documentation of the investigation will be maintained in a confidential file. To protect the privacy of the people involved, detailed information regarding investigations and subsequent actions will be confidential.

Section 6. Confidentiality

To the extent possible, an employee reporting an act of violence or the threat of violence will be accorded confidentiality. However, depending on the circumstances, disclosure of identities of individuals making such reports may be required (i.e., when discipline results from such reports). Investigation records will be held in the strictest confidence, to the extent permitted by law. The privacy rights of all parties involved in an investigation will be protected to the greatest extent possible.

Section 7. Truthfulness

Information provided by employees must be factual, based on witnessed events, accurate and complete. It is against District policy to make false or malicious statements about other employees and doing so can result in disciplinary action being taken against the offending employee.

Section 8. Retaliation

All employees may report an actual or potentially violent incident or participate in any investigation under this policy without fear of retaliation by the District, a management staff person, or another employee. Regardless of disciplinary action resulting from an investigation of a reported incident of violence, retaliation of any kind will not be tolerated. Acts of retaliation or behavior suggestive of retaliation shall be reported to a manager.

Section 9. Training

All employees shall be trained on general workplace violence prevention issues and on the specifics of this policy. Training shall be provided when this policy is first implemented and periodically thereafter. Training shall also be provided to new employees on hire. Additional training will be provided to all employees whenever the District is made aware of new or previously unrecognized hazards, or whenever a significant change to this policy is deemed necessary. The District may also conduct additional training for managers and supervisors, so they can better deal with potentially violent situations. Records of all training performed will be maintained for a minimum of three years.

Training will include the following:

1. Explanation of the District's Workplace Violence Prevention Policy, including measures for reporting any violent acts or threats of violence.
2. Identification and recognition of the risk factors associated with workplace violence.
3. Measures to prevent workplace violence, including procedures for reporting to management workplace security hazards or threats.
4. Suggested ways to defuse hostile or threatening situations.

Section 10. Employee and Management Responsibility

Employee Responsibility - Every District employee has an obligation to immediately report any violence or threat of violence against any District employee, visitor, or other individual. If the situation warrants, the City of Rocklin Police Department or Placer County Sheriff shall also be notified. Employees are required to behave in accordance with all aspects of this policy, which includes cooperating with and being truthful in any investigation of potential or actual workplace violence; maintaining confidentiality; participating in training; and refraining from engaging in retaliation.

Management Responsibility – Upon notification of a violation of the policy, District Management is obligated to:

1. Take appropriate and immediate action to prevent injury.
2. Managers must notify the General Manager of all acts or threats of violence.
3. Investigate every reported threat or act of violence. Include another manager when possible. The investigation will be immediate, thorough, and objective.
4. Document the investigation in a confidential file to be maintained by the Administrative Services Manager.
5. Maintain confidentiality. To protect the privacy of the people involved, detailed information regarding investigations and subsequent actions will be confidential.
6. Take appropriate preventive and disciplinary action.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	2039 – HARASSMENT POLICY		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	11/05/2020
Resolution No.	20-	Revised:	

PURPOSE

The purpose of this policy is to protect employees, to the extent possible, from reported harassment by employees or non-employees in the workplace.

POLICY STATEMENT

Section 1. General

California Law under the Fair Employment and Housing Act (FEHA) prohibits discrimination, harassment, and retaliation. The law also requires that employers “take reasonable steps to prevent and correct wrongful (harassing, discriminatory, retaliatory) behavior in the workplace (Cal. Govt. Code §12940(k)). The South Placer Municipal Utility District takes reasonable steps to prevent and promptly correct discriminatory and harassing conduct. It is the District's policy to provide a workplace environment that is free from employment practices prohibited by the Harassment and Discrimination Prevention and Correction Act and to maintain an atmosphere of mutual respect that is free of harassment. The kind of conduct which is characterized as harassment will not be tolerated.

Section 2. Behaviors

Along with Federal Laws prohibiting discrimination, harassment, and accommodations in California, harassment laws are also part of the FEHA. The California Department of Fair Employment and Housing (DFEH) enforces FEHA. Harassment is defined to include:

- Verbal harassment, such as epithets, derogatory comments, or slurs.
- Physical harassment, such as assault or physical interference with movement or work,
- Visual harassment, such as derogatory cartoons, drawings, or posters.
- Gender harassment.
- Hostile work environment harassment where speech or conduct is “severe or pervasive” enough to create a hostile or abusive work environment.
- Harassment based upon pregnancy, childbirth, breastfeeding and/pregnancy related medical conditions.
- Sexual favors, e.g., employment benefits in exchange for unwanted sexual advances (often referred to as *quid pro quo* harassment).

Complaints of discrimination must be filed within one (1) year from the date of the alleged discriminatory act. This law specifically provides protection from harassment or discrimination in employment because of:

- Age (40 and over)
- Ancestry

- Color
- Religious Creed (including religious dress and grooming practices)
- Denial of Family and Medical Care Leave
- Disability (mental and physical) including HIV and AIDS
- Marital Status
- Medical Condition (cancer and genetic characteristics)
- Genetic Information
- Military and Veteran Status
- National Origin (including language use restrictions)
- Race
- Sex (which includes pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, child- birth, or breastfeeding)
- Gender, Gender Identity, and Gender Expression
- Sexual Orientation

It does not matter if the harasser and the victim are of the same sex. Sexual harassment includes unwelcome conduct of a verbal or physical nature, regardless of the gender, gender identity, gender expression, or sexual orientation of the harasser or the victim.

Section 3. Personal Liability

Any individual who engages in harassing conduct contrary to this policy may be personally liable in any legal action brought against them.

Section 4. Reporting

If any employee believes that they are a victim of harassment, that employee should immediately report the incident to their manager. If the manager is involved in the reported conduct, or if for some reason the employee feels uncomfortable about making a report to that manager, the report should be made to the General Manager (or to the District General Counsel if the General Manager is involved in the reported conduct). If management receives a third-party report of harassment by someone other than the employee, it is obligated to investigate the report of harassment and take action in accordance with this policy.

Section 5. Investigation

The District will investigate any such report and will take whatever corrective action is deemed necessary including disciplining or discharging any individual who is believed to have violated this prohibition against harassment.

Section 6. Confidentiality

To the extent possible, an employee reporting an act of harassment will be accorded confidentiality. However, depending on the circumstances, disclosure of identities of individuals making such reports may be required (i.e., when discipline results from such reports). Investigation records will be held in the strictest confidence, to the extent permitted by law. The privacy rights of all parties involved in an investigation will be protected to the greatest extent possible.

Section 7. Disciplinary Actions

Harassment of any kind will not be tolerated, and the District will take appropriate disciplinary action whenever such harassment is demonstrated.

Section 8. Non-Employee Harassment

A non-employee who subjects a District employee to harassment in the workplace will be informed of the harassment policy by the employee's manager or the General Manager, who will take such actions as they deem appropriate and which are consistent with this policy.

Section 9. Employee and Management Responsibility

Employee Responsibility - It is each employee's responsibility to conduct themselves in a manner consistent with a harassment-free workplace. Any harassment should be reported to a manager or the General Manager.

Management Responsibility - It is management's responsibility to ensure a workplace free from harassment and to implement and maintain this policy. Upon notification of a violation of the policy, District Management is obligated to:

1. Take appropriate and immediate action to ensure a workplace free from harassment.
2. Managers must notify the General Manager of all acts or threats of harassment.
3. Investigate every reported threat or act of harassment. Include another manager when possible. The investigation will be immediate, thorough, and objective.
4. Document the investigation in a confidential file to be maintained by the Administrative Services Manager.
5. Maintain confidentiality. To protect the privacy of the people involved, detailed information regarding investigations and subsequent actions will be confidential.
6. Take appropriate preventive and disciplinary action.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT**STAFF REPORT**

To: Board of Directors
From: Eric Nielsen, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Performance Merit Program 2019-2020
Meeting Date: November 5, 2020

Overview

On May 4, 2017, the Board of Directors adopted Resolution 17-13, adopting a Memorandum of Understanding (MOU) with District Employees. Among the elements in the MOU was a Performance Merit Pay (PMP) Program for Employees covered under the Employee Association as an award for meeting or exceeding performance goals. The goals are not for “normal” performance. They are to recognize extraordinary performance. The annual goals are not static from one year to another and can be expected to be adjusted each year. On June 4, 2020, the Board of Directors adopted Resolution 20-16, adopting a Memorandum of Understanding with District Employees which continued and modified the PMP program for Employees.

The annual budget for payouts, if any, and goals are established at the sole discretion of the Board of Directors. The payouts for the 2019/20 PMP program are included in the adopted FY 2020/21 Budget.

The third year of the Performance Merit Program was completed on September 30, 2020 and 58.4% of the Performance Element Goals were achieved. Per Resolution 20-16, the Board allocated a payout for this program at \$3,000/employee. The PMP Program applies to all non-management, permanent employees. An employee must have worked in excess of 90 days in the PMP year to participate in the achieved payout. Payouts are pro-rated based on the percentage of time worked. Given these criteria, there are twenty-three (23) eligible employees. The total payout to eligible employees is \$38,025.

Attachment 1 includes: (1) Performance Elements/Goals and Results since inception of the PMP Program, (2) 2019/20 Actual Performance Results, and (3) the recommended values for 2020/21 Performance Elements and Goals.

The recommended Performance Elements and Goals for the 2020/21 PMP (Exhibit A of attached Resolution 20-34) are the same as last year, along with one addition: (1) Plan Review Success Rate. The recommended goals for each element were established by the District Superintendent and are based on historic data, the results from the first three years of the program, and the work planned for the upcoming year.

Recommendation

Staff recommends that the Board of Directors:

- 1) Authorize the payout to District Employees per the Employee MOU in the amount of \$38,025; and
- 2) Approve the Performance Elements and Goals (Exhibit A) for the 2020/21 Performance Merit Program.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain Transparency with all District Activities

Goal 4.2: Prevent and mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.

Goal 6.2: Develop and Implement Competitive and Incentive-based Compensation Programs

Related District Ordinances and Policies

Resolution 17-13

Resolution 20-16

Fiscal Impact

The proposed payout of \$38,025 is within the FY2020/21 budgeted amount. Staff intends to budget for this program in FY2021/22, subject to the approval of the Board.

Attachments

Attachment 1 – Results of PMP Program 2019/2020 and Justifications for Recommended Elements and Goals for PMP Program 2020/2021

Attachment 2 – Resolution 20-34

Exhibit A – Elements and Goals for PMP Program 2020/2021

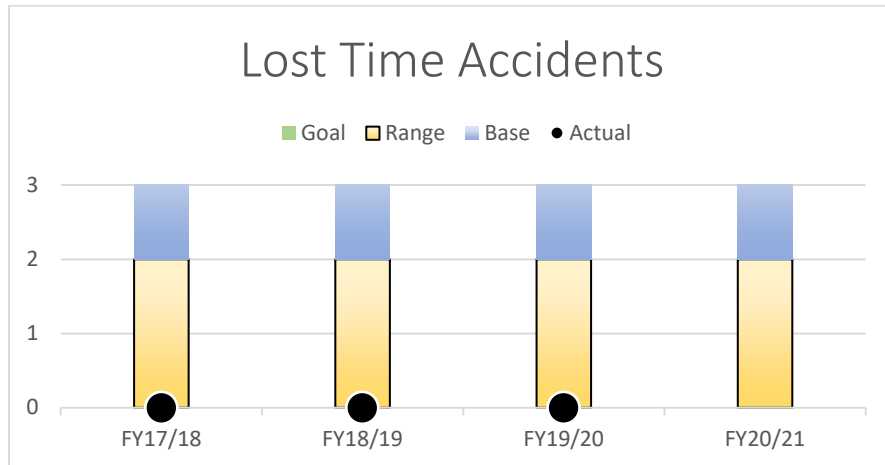
ATTACHMENT 1
 Results of PMP Program 2019/2020 and
 Justifications for Recommended Elements and Goals for PMP Program 2020/2021

Objectives of the PMP Program

- Define a baseline of “normal” performance for important District tasks.
- Set goals to define exceptional performance for these tasks and recognize extraordinary performance.
- Use the goals to monitor performance from year to year to encourage sustainable high performance.

1. Safety Incidents - The number of incidents that result in work time lost due to a work-related incident.

	BASE	GOAL	Actual
2017/2018	2	0	0
2018/2019	2	0	0
2019/2020	2	0	0
2020/2021	2	0	



Justification for Adjusting Base and Goal

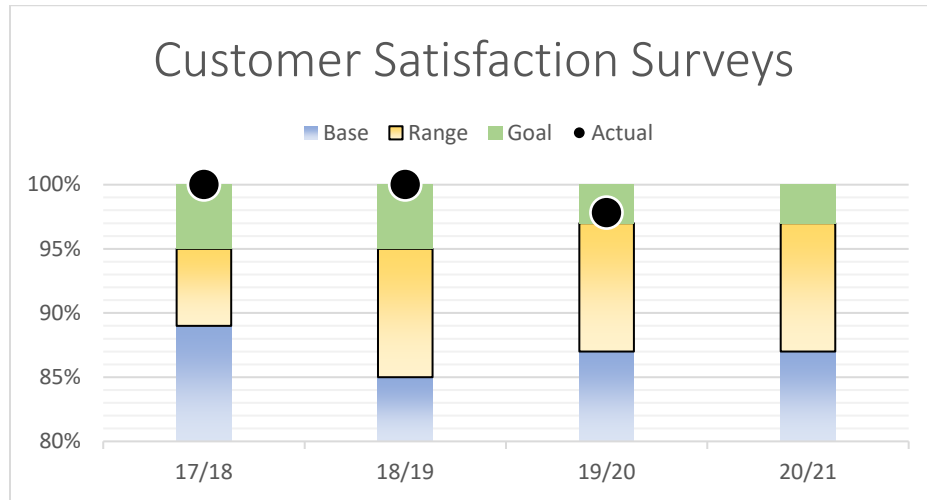
Recommend no change to Base and Goal.

There were no Lost-Time Safety Incidents for the term of the program. The last incident was 8/30/2016 (1,492 days). This is a high standard. The Base and Goal are recommended to remain the same for 2020/2021.

ATTACHMENT 1
Results of PMP Program 2019/2020 and
Justifications for Recommended Elements and Goals for PMP Program 2020/2021

2. **Customer Satisfaction Surveys** - An ongoing survey of all SPMUD customers that call in for service or are contacted by SPMUD employees during the execution of duties. The overall satisfaction rating must be above “Neutral”.

	BASE	GOAL	Actual
2017/2018	89%	95%	100%
2018/2019	85%	95%	100%
2019/2020	87%	97%	97.8%
2020/2021	87%	97%	



- Two surveys are provided to customers
 - One to rate responses to customer service calls
 - One to rate performance of crew performing repairs on resident’s property
- 46 surveys returned (one less than last year)
 - 45 surveys indicated an overall satisfaction rating of “Extremely Satisfied”
 - 1 survey rated the overall satisfaction as “Neutral”
- Each survey asks customer to rate four aspects of the service provided (e.g., communication, professionalism, timeliness, overall response)
 - 175 of 181 (97%) of the survey ratings were marked at the highest rating (i.e., “Extremely Satisfied”)

Justification for Adjusting Base and Goal

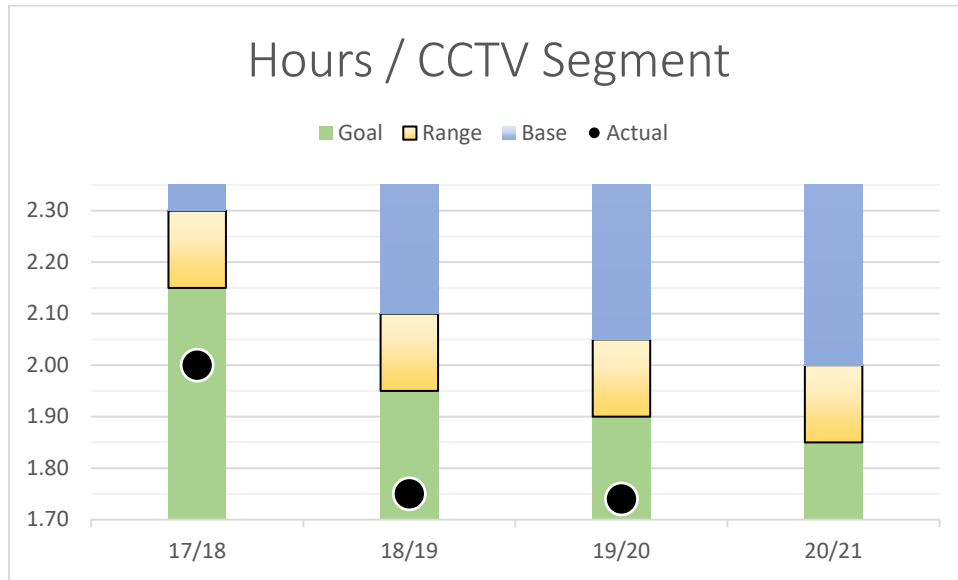
Recommend no change to Base and Goal.

With one exception, Customer Satisfaction ratings have been “extremely satisfied” for three years. The Goal was raised by two percentage points last year. This Goal accounts for one dissatisfied customer satisfaction survey during the year.

ATTACHMENT 1
 Results of PMP Program 2019/2020 and
 Justifications for Recommended Elements and Goals for PMP Program 2020/2021

3. **Hours/CCTV Inspection** - Total hours coded to CCTV Inspection (Gravity Mainlines) divided by the number of mainline pipe segments (structure-to-structure) CCTV inspected.

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	2.30	2.15	2.00
2018/2019	2.10	1.95	1.75
2019/2020	2.05	1.90	1.74
2020/2021	2.00	1.85	



Justification for Adjusting Base and Goal

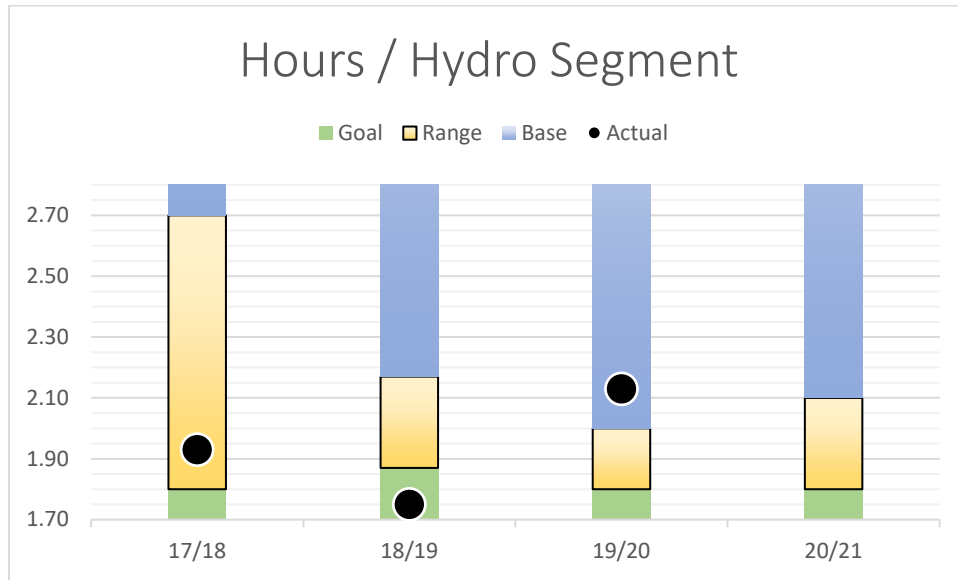
CCTV inspections are a vital component of the FSD work programs. All gravity mains in the system are CCTV inspected every four years. The results of this program drive the cleaning program, chemical root treatment program, CIPP lining program, and repair program. Because the CCTV program is methodically implemented, maintenance zone by maintenance zone, this work can be accomplished very efficiently.

The CCTV crews have sustained exceptional efficiency in performing the task of CCTV inspections. This is a testament to the communication, planning, implementation, and diligence of all the employees that are engaged in CCTV inspection. Accordingly, the Goal for this element has been lowered by 0.05 hours (3 minutes) to align with the demonstrated “normal” performance.

ATTACHMENT 1
 Results of PMP Program 2019/2020 and
 Justifications for Recommended Elements and Goals for PMP Program 2020/2021

4. Hours/Pipe Segments Hydro-Cleaned Total hours coded to Hydro-Cleaning (Gravity Mainlines) divided by the number of mainline pipe segments (structure-to-structure) cleaned.

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	2.70	1.80	1.93
2018/2019	2.17	1.87	1.75
2019/2020	2.00	1.80	2.13
2020/2021	2.10	1.80	



Justification for Adjusting Base and Goal

During the first two years of the PMP Program, the cleaning crew spent less than 2 hours per line segment cleaned. This year the crew spent 2.13 hours per line segment cleaned. We believe that this increase is due to at least two reasons.

First, cleaning mainlines is driven by the inspection results from CCTV inspections. This means that the cleaning crew is only cleaning lines that need to be cleaned. It also means that there is additional “windshield” time traveling from mainline to mainline. We believe that this is a more efficient way to clean the system because time is not spent cleaning a “clean” mainline. However, this is a “less efficient” method of cleaning mainlines as measured by hours per line segment cleaned.

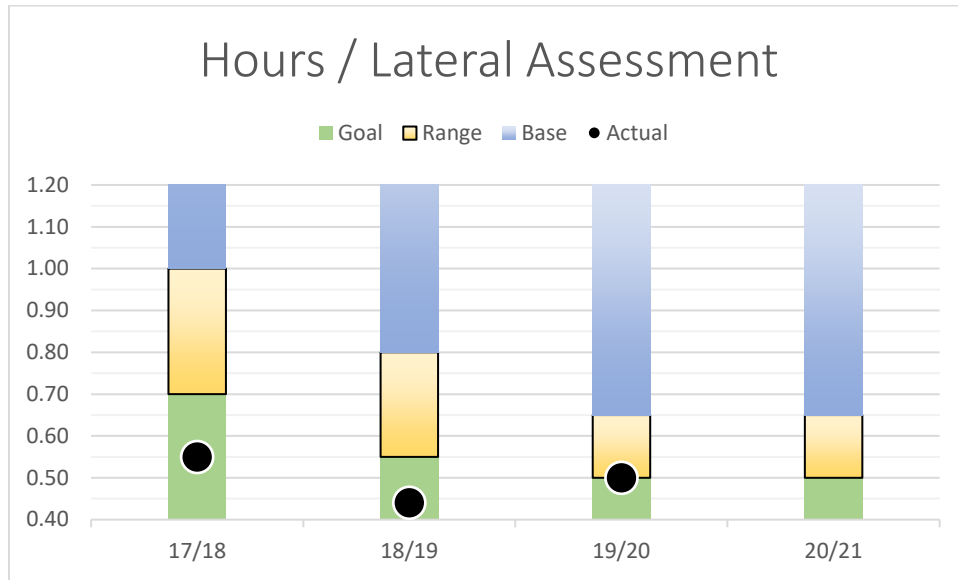
Second, during this last year, we discovered that a procedure was adding “windshield” time when the cleaning crew was called upon to respond to urgent findings from CCTV inspections. This procedure has been reviewed, updated, and training provided to all parties involved. This should improve performance next year.

The Goal is recommended to remain the same, but the Base has been adjusted to better align with the Base value from previous years. These changes provide a reasonable range of exceptional performance.

ATTACHMENT 1
 Results of PMP Program 2019/2020 and
 Justifications for Recommended Elements and Goals for PMP Program 2020/2021

5. Hours/Lower Lateral Assessment - Total hours coded to Lower Lateral Program divided by the number of Lower Laterals assessed.

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	1.00	0.70	0.55
2018/2019	0.80	0.55	0.44
2019/2020	0.65	0.50	0.50
2020/2021	0.65	0.50	



Justification for Adjusting Base and Goal

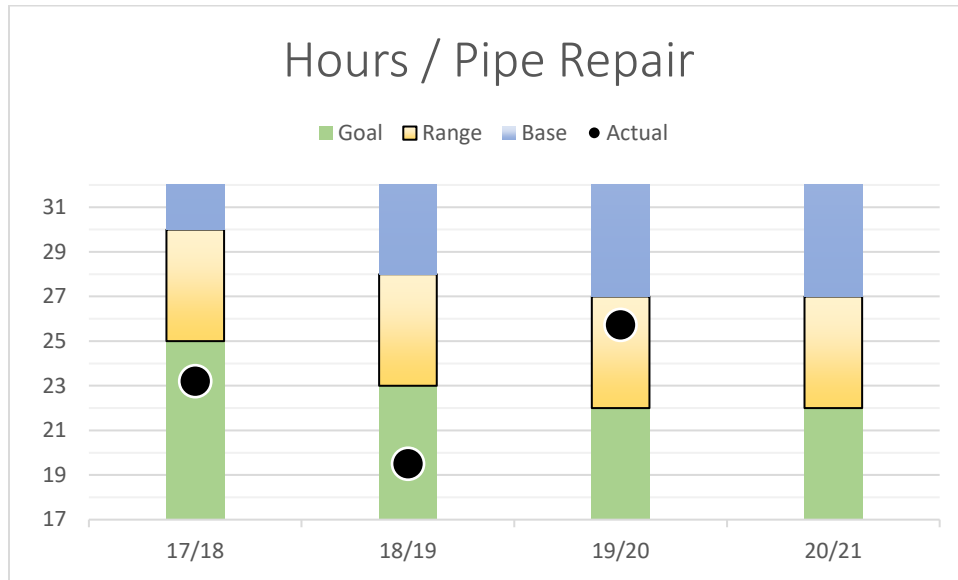
Recommend no change to Base and Goal.

The lower lateral program has been in place since July 2017. As a new program and without historical data, it was initially difficult to set a Base considered as “normal” performance. Over the last three years the crews have performed exceptionally, and we have a better collective understanding of expected performance. The Base and Goal for this element are recommended to remain the same.

ATTACHMENT 1
 Results of PMP Program 2019/2020 and
 Justifications for Recommended Elements and Goals for PMP Program 2020/2021

6. Hours/Pipe Repair - Total hours coded to Pipe Repair, both mainlines and laterals and by either the excavation or trenchless methods divided by the number of pipe repairs completed.

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	30	25	23.2
2018/2019	28	23	19.5
2019/2020	27	22	25.7
2020/2021	27	22	



Justification for Adjusting Base and Goal

Recommend no change to Base and Goal.

This category includes both lateral and mainline pipes and includes excavation and trenchless repairs. Each trenchless repair is similar in difficulty and time required to complete. On the other hand, no two excavation repairs are the same. Depth, utility conflicts, traffic, and surface conditions are examples of variables that affect time spent to complete excavation repairs.

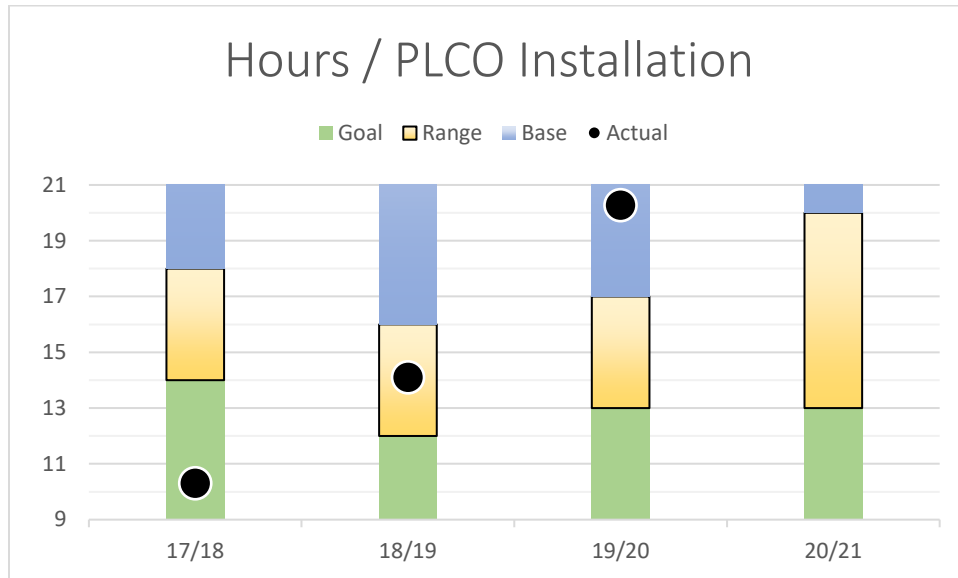
In recent years, the Construction crew began utilizing the Hydro-Excavation equipment that is installed on both Hydro-Vac Trucks. In comparison to the traditional backhoe excavation method, it is a fast and efficient way to excavate when circumstances allow for it.

The Base and Goal for this element represent a good targeted range for performance and are recommended to remain the same.

ATTACHMENT 1
 Results of PMP Program 2019/2020 and
 Justifications for Recommended Elements and Goals for PMP Program 2020/2021

7. Hours/PLCO Installation - Total hours coded to PLCO (Property Line Clean Out) Installation divided by the number of PLCO's installed.

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	18	14	10.3
2018/2019	16	12	14.1
2019/2020	17	13	20.27
2020/2021	20	13	



Justification for Adjusting Base and Goal

PLCO installations are like excavation repairs, no two are alike, and all require excavation to complete. The Hydro-Excavation method has proven to be a very efficient method, especially when the excavation is deep. In addition, there is far less impact on customer's yards.

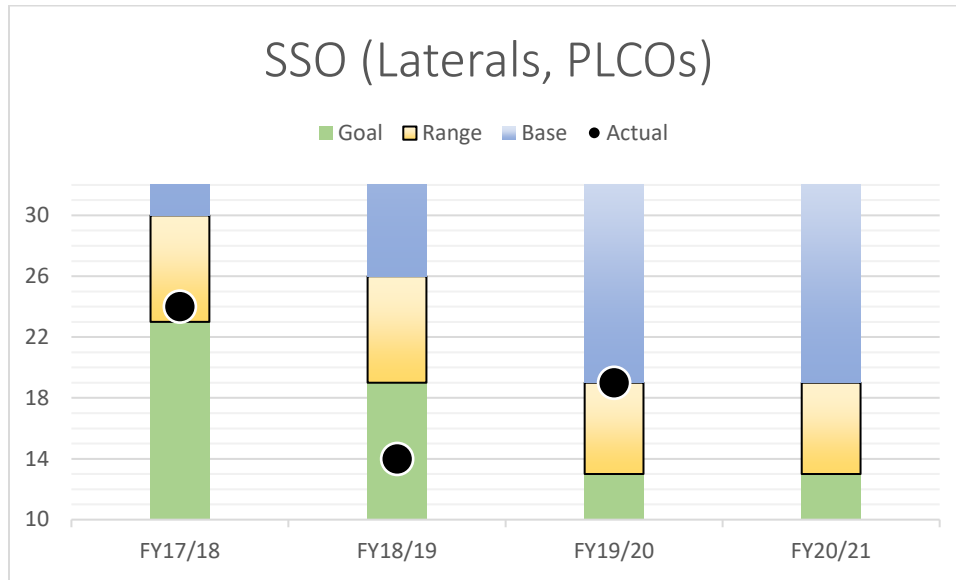
Working on private property has its challenges. Procedures were changed to require a positive response from the resident prior to performing work to improve communication. Procedures were also changed to require all related time spent preparing for and executing the installation of a PLCO to be coded the same. Additionally, there only a few hundred laterals left in the District without PLCOs. There is a reason that these laterals have not had PLCOs installed yet. They are the more/most difficult situations (e.g., deep, difficult access, congested utilities). These "difficult" PLCOs require additional time.

These changes and circumstances are reflected in the results from the three years of the PMP Program. Each year the number of hours per PLCO installed has increased. Staff will attempt to streamline this process in the upcoming year. The Goal is recommended to stay the same; however, the Base is recommended to increase to 20 hours per PLCO install.

ATTACHMENT 1
 Results of PMP Program 2019/2020 and
 Justifications for Recommended Elements and Goals for PMP Program 2020/2021

- 8. SSO's Lower Laterals** - The number of sanitary sewer overflow (SSOs) as defined by the State Water Resources Control Board where the cause is in the lower lateral.

	BASE/Hrs	GOAL/Hrs	ACTUAL/Hrs
2017/2018	30	23	24
2018/2019	26	19	14
2019/2020	19	13	19
2020/2021	19	13	



Justification for Adjusting Base and Goal

Recommend no change to Base and Goal.

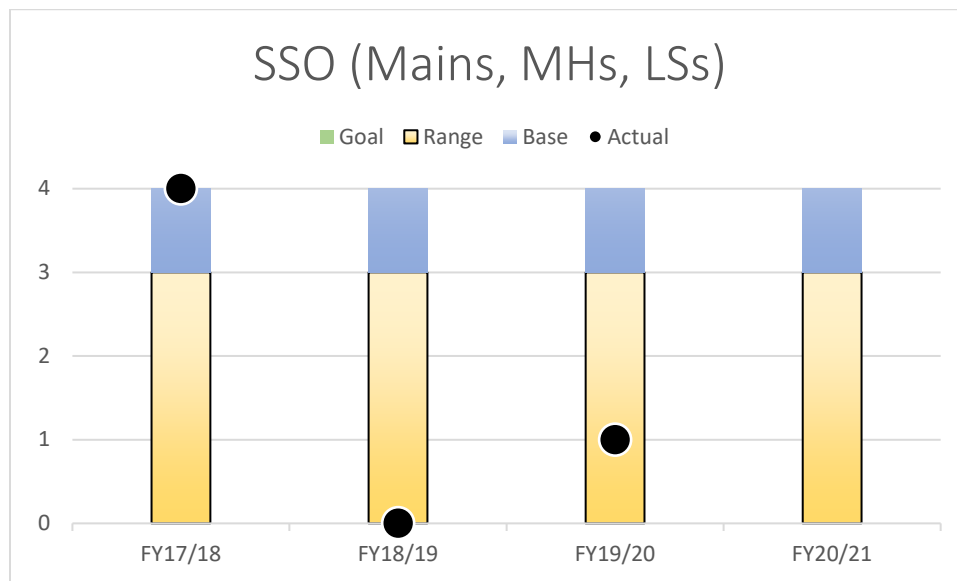
The District assumed ownership of lower laterals in March 2017. Staff has focused attention on the laterals most likely to cause problems, but there is an unpredictability to lateral spills. The intent of all the work we do related to lower laterals is to reduce SSOs. The District maintains approximately 24,000 laterals. Nineteen SSO's represents 0.08% of all laterals.

The Base and Goal for this element align with the SSO reduction goals established in the District's SSMP and SSMP audits. No change is recommended.

ATTACHMENT 1
 Results of PMP Program 2019/2020 and
 Justifications for Recommended Elements and Goals for PMP Program 2020/2021

9. **SSO's All Other** (This is the number of sanitary sewer overflow (SSO's) as defined by the State Water Resources Control Board where the cause is in the mainline pipe, force main pipe, manhole, lift station or flow recorder flume)

	BASE	GOAL	Actual
2017/2018	3	0	4
2018/2019	3	0	0
2019/2020	3	0	1
2020/2021	3	0	



Justification for Adjusting Base and Goal

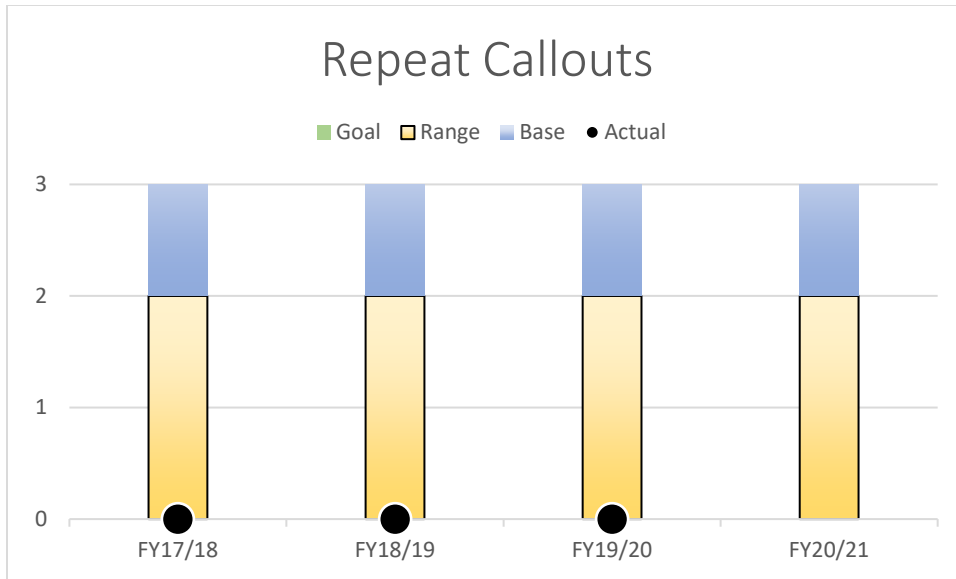
Recommend no change to Base and Goal.

The Base and Goal for this element align with the SSO reduction goals established in the District's SSMP and SSMP audits. No change is recommended.

ATTACHMENT 1
 Results of PMP Program 2019/2020 and
 Justifications for Recommended Elements and Goals for PMP Program 2020/2021

10. Repeat Callouts (customer service call to provide service on a lower lateral when SPMUD crews have previously been requested to responded to the location for the same issue. It is expected that once the District is aware of a problem it will mitigate the problem until a permanent resolution to the problem has been implemented)

	BASE	GOAL	Actual
2017/2018	2	0	0
2017/2018	2	0	0
2019/2020	2	0	0
2020/2021	2	0	



Justification for Adjusting Base and Goal

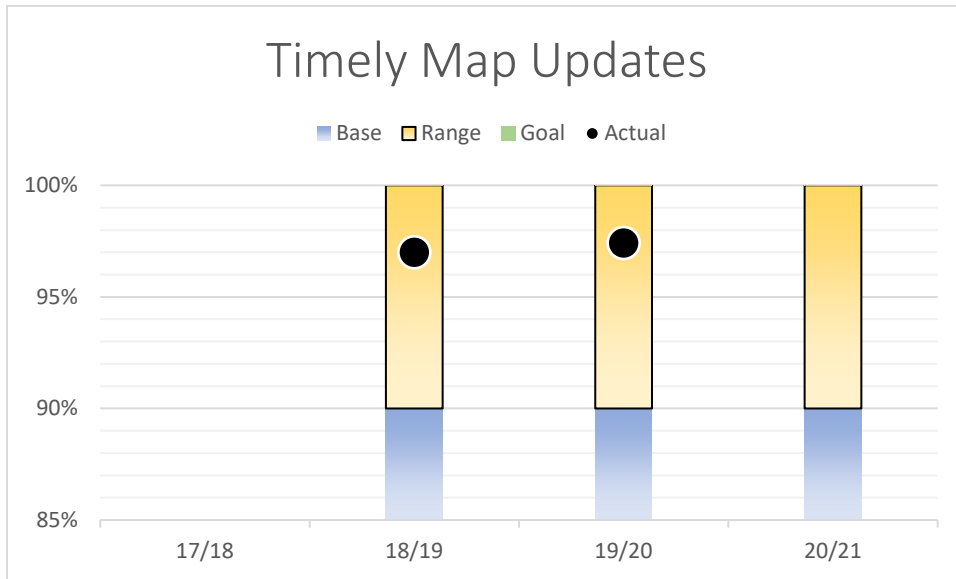
Recommend no change to Base and Goal.

This element serves as a quality control measure. We believe once we are aware of a problem, we should be able to mitigate it until the problem can be resolved. The Base and Goal are recommended to remain the same for 2020/2021.

ATTACHMENT 1
 Results of PMP Program 2019/2020 and
 Justifications for Recommended Elements and Goals for PMP Program 2020/2021

11. Map Updates – The goal is to complete a System Map Update request within 21 calendar days. Field staff submits a request, via the Lucity Work Request program, which begins the process. The task is complete when the electronic updates have been completed and the paper maps have been delivered to FSD.

	BASE	GOAL	Actual
2018/2019	90%	100%	97.0%
2019/2020	90%	100%	97.4%
2020/2021	90%	100%	



Justification for Adjusting Base and Goal

Recommend no change to Base and Goal.

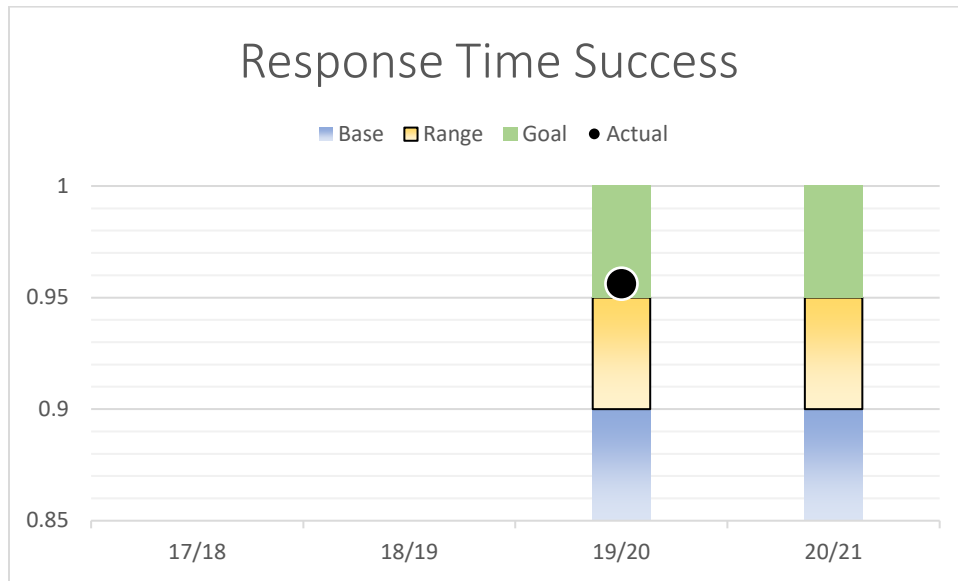
Maintaining up-to-date maps of the District’s collection system is a critical tool that supports a majority of all the District’s work programs and is a requirement of the SSMP. The District’s investment in technology allows needed changes to be documented, the changes to be reviewed and made, and the updated maps to be distributed to all users in less than a month. The process of updating maps is a collaborative effort between the Field Services and Technical Services Departments. Map Change Request procedures have been established and training has been provided. These efforts along with consistent efforts of District staff will help maintain a high level of performance in this element.

ATTACHMENT 1
 Results of PMP Program 2019/2020 and
 Justifications for Recommended Elements and Goals for PMP Program 2020/2021

12. Customer Service Response Time Success Rate – The goal is to maintain a 95% success rate of the following response time targets:

- (1) During Business Hours: 30 minutes from receipt of call to curbside, and
- (2) After Business Hours: 60 minutes from receipt of call to curbside.

	BASE	GOAL	Actual
2019/2020	90%	95%	95.6%
2020/2021	90%	95%	



Justification for Adjusting Base and Goal

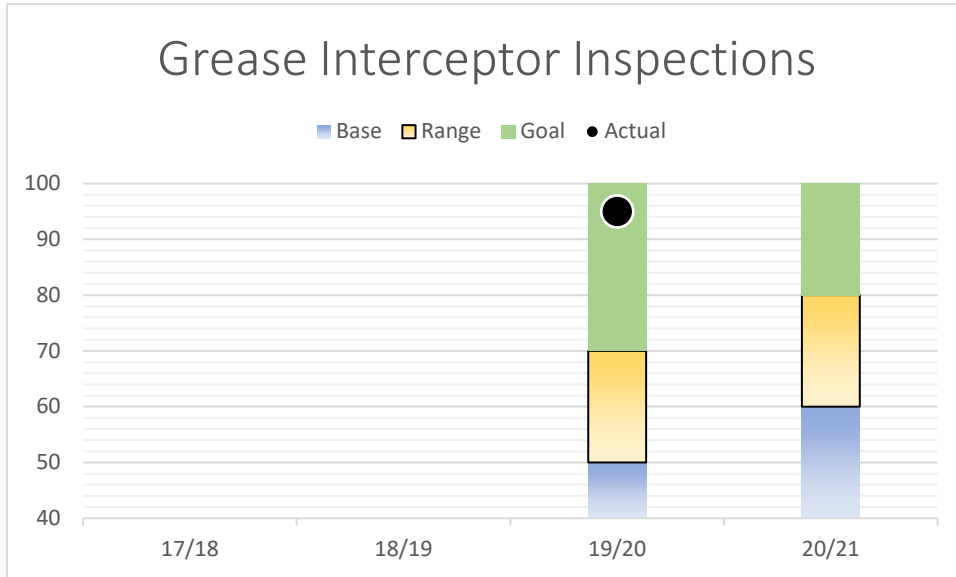
Recommend no change to Base and Goal.

This element was added to the PMP Program last year. The Base and Goal represent the desired level of performance for this element and no change is recommended for next year.

ATTACHMENT 1
 Results of PMP Program 2019/2020 and
 Justifications for Recommended Elements and Goals for PMP Program 2020/2021

13. FOG Grease Interceptor Inspections – The Technical Services Department (TSD) has made great strides in the implementation of the Commercial FOG program. All Food Service Establishments (FSE’s) are permitted and routine inspections are being performed.

	BASE	GOAL	Actual
2019/2020	50	70	95
2020/2021	60	80	



Justification for Adjusting Base and Goal

The FSE’s with grease interceptors (GI’s) are generally the ones that produce the largest amounts of grease. Inspecting interceptors on a regular basis is the best way to ensure compliance with the District’s FOG ordinance and collect valuable information related to potential impact of FOG from various uses on the District’s collection system.

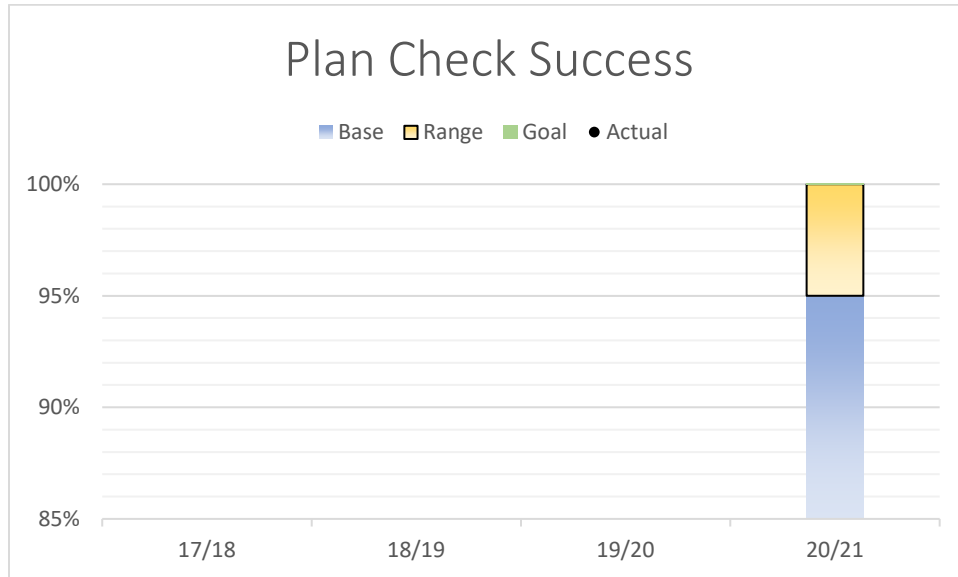
We recommend increasing the Base and Goal by ten inspections. Inspectors performed 95 inspections of grease interceptors (gravity grease interceptors and hydromechanical grease interceptors) this year. This level of performance may not be sustained from year to year, but this high level of performance supports the implementation and enforcement of the District’s FOG Program.

ATTACHMENT 1
 Results of PMP Program 2019/2020 and
 Justifications for Recommended Elements and Goals for PMP Program 2020/2021

14. Plan Review Success Rate – The goal is to maintain a 95% success rate of the following plan review targets:

- (3) First Review: 20 business days from complete submittal, and
- (4) Subsequent Reviews: 10 business days from complete submittal.

	BASE	GOAL	Actual
2020/2021	95%	100%	



Justification for Setting Base and Goal

The Technical Services Department has been tracking and reporting on the ability to successfully perform plan reviews within a self-imposed timeframe to provide a timely response to the entities that submit plans for District review and/or approval. The Base and Goal for this element are recommended to be set on the measurements that have been used for many years to track performance.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 20-34

PERFORMANCE MERIT PAY PROGRAM

WHEREAS, the South Placer Municipal Utility District Board of Directors (Board) adopted Resolution 17-13 implementing a Memorandum of Understanding (MOU) with District Employees; and

WHEREAS, the MOU established a Performance Merit Pay (PMP) Program for Employees covered under the Employee Association as an award for meeting or exceeding performance goals; and

WHEREAS, the Board adopted Resolution 20-16 implementing the current MOU which continued the PMP Program; and

WHEREAS, the Employees met or exceeded the Base and Goal values set for various PMP Program Elements; and

WHEREAS, the Superintendent has proposed the Elements and Goals of the PMP Program Year 2020/2021.

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

1. Authorize the payout to District Employees per the Employee MOU in the amount of \$38,025, and
2. Approve the Performance Elements and Goals (Exhibit A) for the 2020/2021 Performance Merit Pay Program.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 5th day of November 2020.

Signed: _____
John Murdock, President of the Board of Directors

Attest: _____
Emilie Costan, Board Secretary

EXHIBIT A
Elements and Goals for PMP Program 2020/2021

<u>Performance Element</u>	<u>Base</u>	<u>Goal</u>	<u>Spread</u>	<u>Actual</u>	<u>% of Goal</u>	<u>Weight</u>	<u>Value</u>
1. Safety (Incidents of Work Lost/Yr) <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	2	0	2			0.08	
2. Customer Satisfaction (surveys) <i>(Actual - Base / Spread = % of Goal x Weight = Value)</i>	87%	97%	10			0.07	
3. Manhours/CCTV Pipe Segments Inspected <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	2.00	1.85	0.15			0.08	
4. Manhours/Pipe Segments Hydro-Cleaned <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	2.10	1.80	0.30			0.08	
5. Manhours/Lower Lateral Assessment <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	0.65	0.50	0.15			0.08	
6. Manhour/Pipe Repair <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	27	22	5			0.08	
7. Manhours/PLCO Install <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	20	13	7			0.08	
8. SSO's Lower Laterals/PLCO's <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	19	13	7			0.10	
9. SSO's Other (GM, FM, MH, LS) <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	3	0	3			0.10	
10. Repeat Callouts <i>(Base - Actual / Spread = % of Goal x Weight = Value)</i>	2	0	2			0.05	
11. Map Updates <i>(Actual - Base / Spread = % of Goal x Weight = Value)</i>	90%	100%	10			0.05	
12. Cust Serv Response Time Success Rate <i>(Actual - Base / Spread = % of Goal x Weight = Value)</i>	90%	95%	5			0.05	
13. FOG Grease Interceptor Inspections <i>(Actual - Base / Spread = % of Goal x Weight = Value)</i>	60	80	20			0.05	
14. Plan Check Success Rate <i>(Actual - Base / Spread = % of Goal x Weight = Value)</i>	95%	100%	5			0.05	

GENERAL MANAGER REPORT

To: Board of Directors

From: Herb Niederberger, GM

Date: October 1, 2020

Subject: General Manager Monthly Staff Report – Oct 2020

1) DEPARTMENT REPORTS

Attached are the monthly status reports for the Boards information:

- A. Administrative Services Department
- B. Facility Services Department and
- C. Technical Services Department

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

2) INFORMATION ITEMS

- A. On October 8, 2020, the General Manager attended training for CPR recertification as well as general first aid and use of an automated external defibrillator (AED).
- B. On October 19, 2020, the General Manager, District Engineer, Carie Huff, Administrative Services Manager, Emilie Costan, and District Superintendent, Eric Nielsen met with representatives of the Architectural Firm, Williams+Paddon, to discuss finishes for the final design of the locker room renovations, security upgrades of the HQ lobby and the building addition at 5805/5807 Springview Drive.
- C. On October 21, 2020, the General Manager and District Engineer, Carie Huff, met with District General Counsel to discuss the following: 1) Railroad Management Invoices; and 2) Releases of Liability for damage claims by local homeowners impacted by the Foothill Trunk construction
- D. On October 23, 2020, the General Manager and District Engineer, Carie Huff, met with homeowners on Corona Circle to discuss damage claims due to construction of the Foothill Trunk Sewer main.
- E. The General Manager was out of the office from October 23 through October 27, 2020
- F. Advisory Committee Meetings:
 - i. On October 5, 2020, the Personnel Advisory Committee met via Zoom Meeting to discuss the annual performance evaluation and proposed renewal of the Employment Agreement for the General Manager. The advisory committee is

recommending that the final evaluation and employment agreement be forwarded to the Board of Directors for approval at the November Board Meeting.

- ii. On October 19, 2020, the Policy and Ordinance Advisory Committee met to review the following policies: 2576 – Funding of CalPERS Unfunded Accrued Liability (UAL); 3120 – Investment of District Funds; 3150 – Purchasing Policy; 2023 – Reasonable Accommodation; 2030 – Substance Abuse Policy; 2037 – Workplace Violence Policy; and, 2039 – Harassment Policy. The advisory committee is recommending that the final policies be forwarded to the Board of Directors for approval at the November Board Meeting.

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

4)

PO Req#	Date	Vendor	Description	Amount
181	9/16/20	CVS Electronics	Rigid Compact 2 Lateral Camera	\$8,392
182	9/23/20	Instrument Technology Corp	Vivak VC6 Metrotech Camera	\$17,743
185	10/21/20	Burrell Consulting Group	Surveying Services for Irish Lane MBLA	\$14,850

5) **LONG RANGE AGENDA**

December 2020

- Oath of Office
- Participation Charge Report for FY 2019/20
- Award Newcastle Service Area Construction Projects
- Foothill Construction Damage Claims
- Final Audit and Consolidated Annual Financial Report

January 2021

- Selection of Officers

February 2021

- Investment Report
- Mid-Year Budget Adjustments

Item 7.2.1

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: November 5, 2020

Fiscal Year 19/20 Audit Work

Administrative Services Staff is continuing to work with the Auditors from Munn, Urrutia, & Nelson on the fiscal year 19/20 Audit. The final Audit document is calendared for presentation and acceptance by the Board at the December 2020 Board meeting.

Intranet

The District plans to start using SharePoint to host an intranet site for employees. Content editors attended the first training class and additional training has been scheduled.

Records Retention Policy Updates

The Administrative Services Manager is working on updates to the Records Retention Policy in preparation for additional scanning and disposition of District records.

CEPPT Account

The District's CEPPT Account has been opened and funded.

September 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: November 5, 2020

Overview

This report provides the Board with an overview of the Field Services Department operations and maintenance activities through 9/30/2020. The work listed is not all inclusive.

1. Lost Time Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 1492 days without a Lost Time Accident/Injury

2. Safety/Training/Professional Development

- a. All Field Services employees participated in:
 - i. Regulatory Compliance Technician attended CalOSHA 30-hour Compliance Course.
 - ii. Review of crew-specific standard operating procedures in conjunction with crew changes.
 - iii. Reasonable suspicion training for controlled substances and alcohol abuse.
 - iv. Electrical awareness training.
 - v. Two (2) “Tailgate” safety sessions (Combustible Dust, New Worker Safety)

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: 68 Minutes
 - iii. 95% or Higher Success Rate
 - A. Success Rate – 95%

4. Break Room, Locker Room, Lobby

- a. Submitted drawings to the City of Rocklin Building Department and Engineering Department on September 17th.

5. Miscellaneous

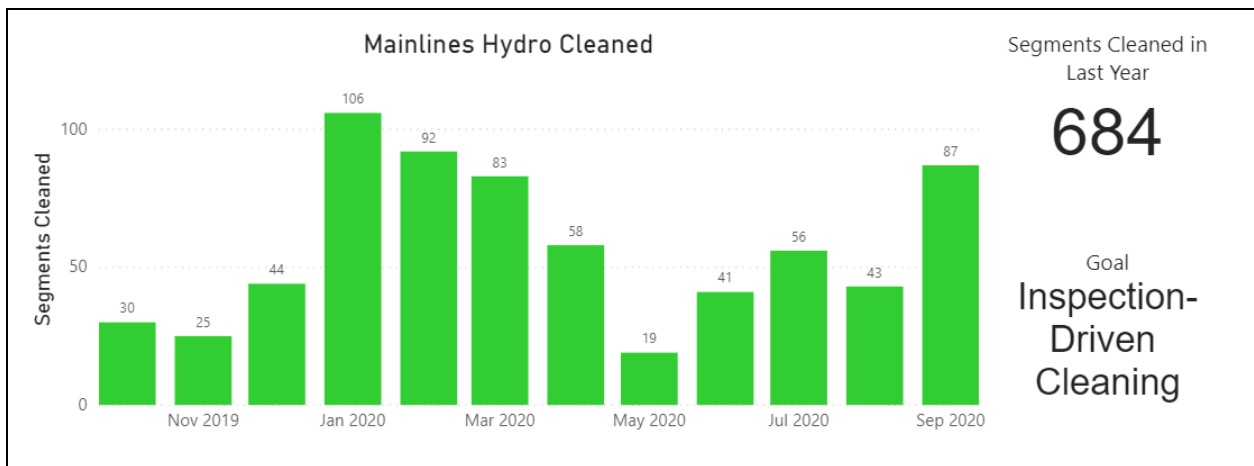
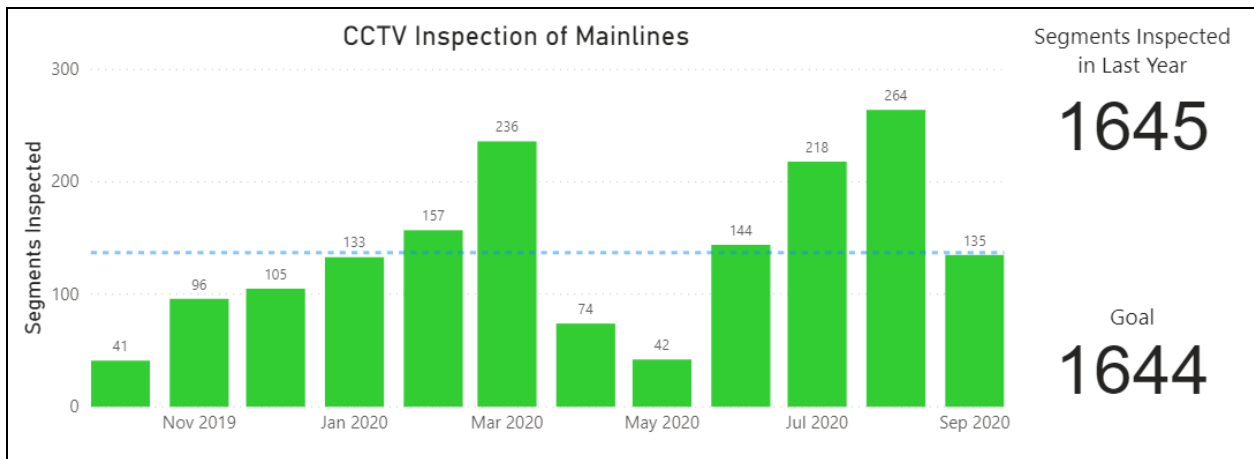
- a. Auctioned surplus items through GovDeals auction site.
- b. City of Rocklin Fire Department inspected Sierra College Lift Station on September 8th.

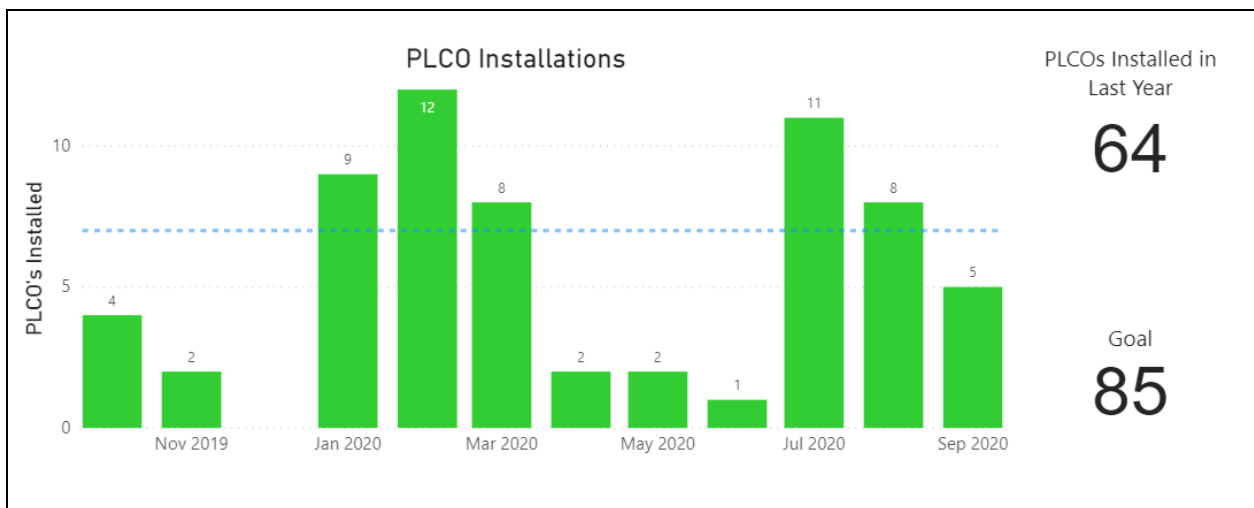
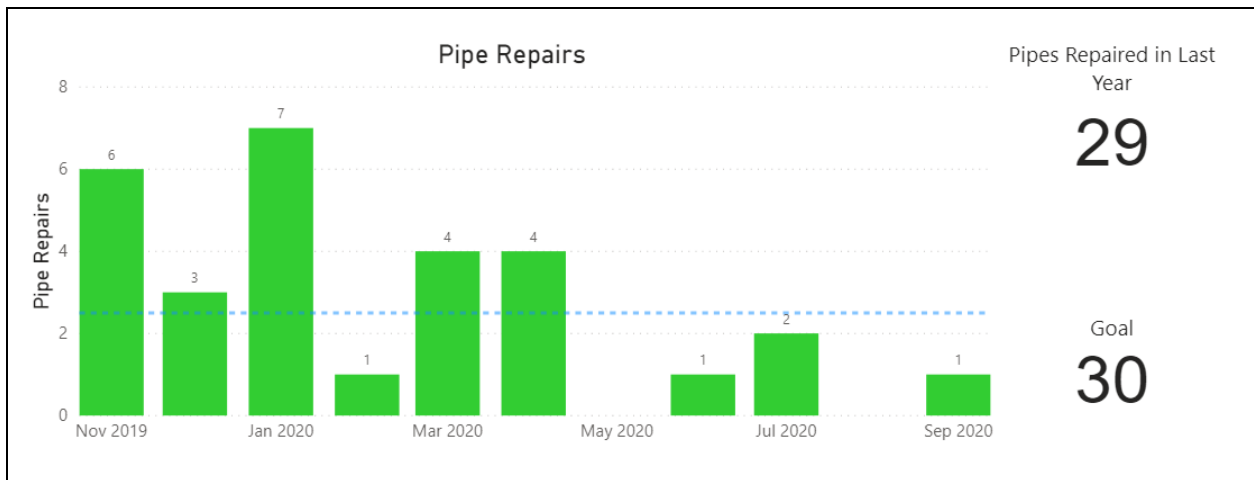
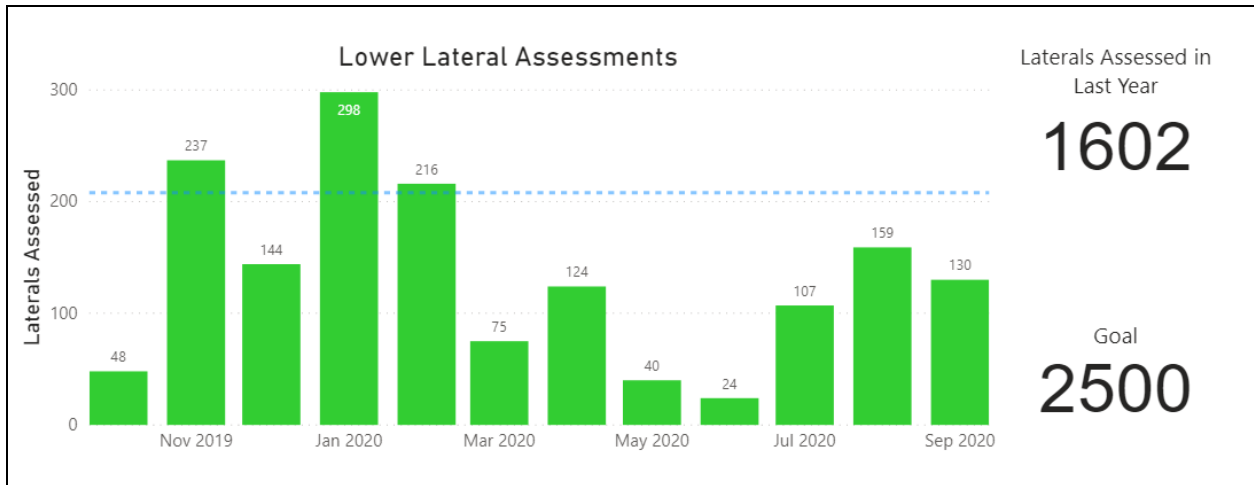
Service Calls - September 2020

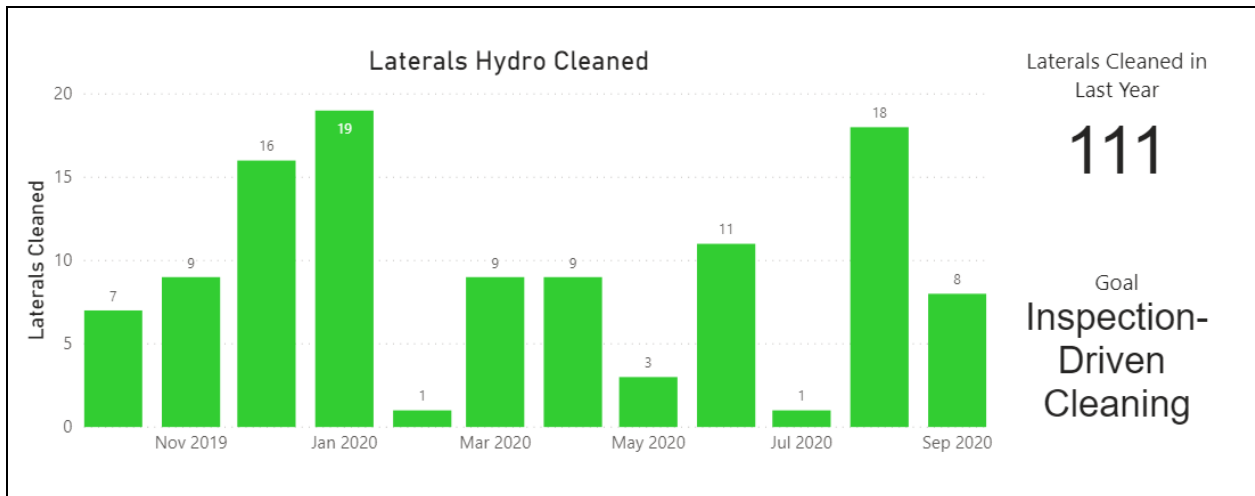
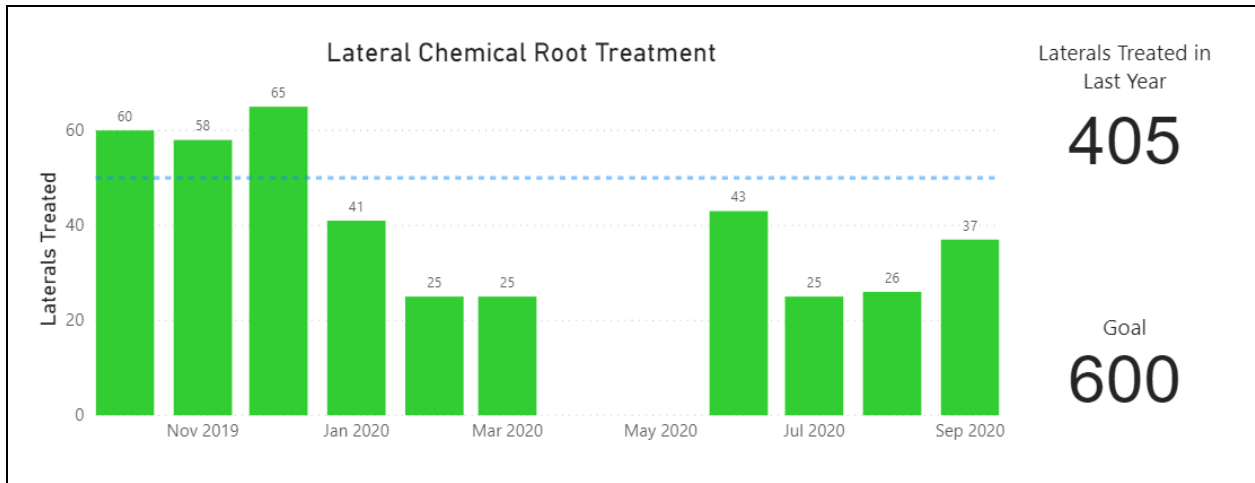
Responsibility	SSO	Stoppage	Odor	Alarm	PLSD	Vermin	Misc	Total Service Calls 24
Owner Responsibility		12	4				1	
SPMUD Responsibility	1	1	2	2			1	
Total	1	13	6	2			2	

6. 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: November 5, 2020

Foothill Trunk Sewer Replacement Project

The project is substantially complete and Garney is working on punch list items, including site clean-up and hydroseed of the disturbed areas. The District Engineer is also working with property owners regarding damage to the existing retaining walls along the alignment behind Corona Circle and other punch list items.

The District is in the process of negotiating third-party claims from the property owners for damage to retaining walls. Any savings realized from change orders with Garney will be used to offset the claims. The claims will not be paid until a release of liability is received from the property owner.

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. As District staff becomes more familiar with the various types of interceptors and their functionality, cleaning frequencies are adjusted. District staff continues to test indoor and outdoor grease control devices to ensure compliance with the Districts FOG Program.

As indicated in last month's report, the KFC/A&W on Rocklin Road had a deteriorated sewer lateral. Staff worked with the restaurant, property owner, City of Rocklin and Placer County Environmental Health on replacement of the sewer lateral which is now complete.

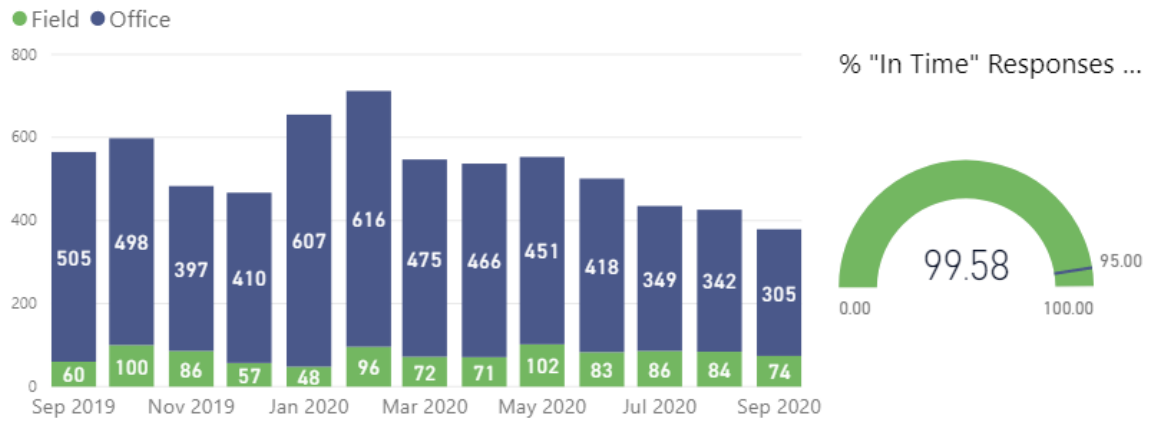
Department Performance Indicators

The following charts depict the efforts and performance of the department in the following areas of work as of September 30th, 2020. 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.

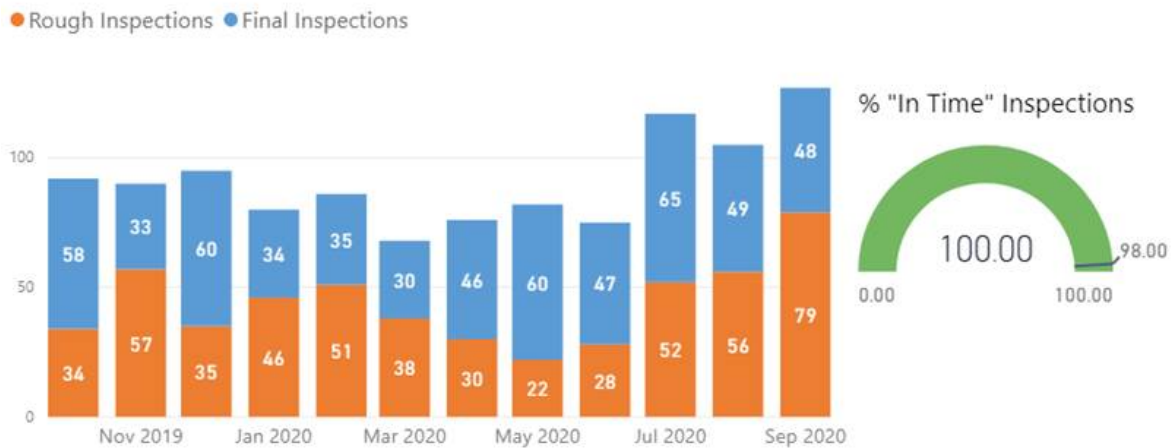
Plan Checks Completed - Monthly Totals



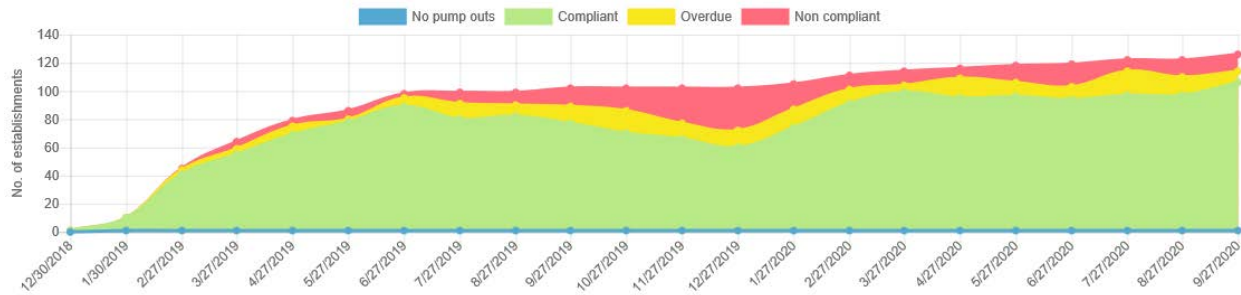
811 Responses - Monthly Totals



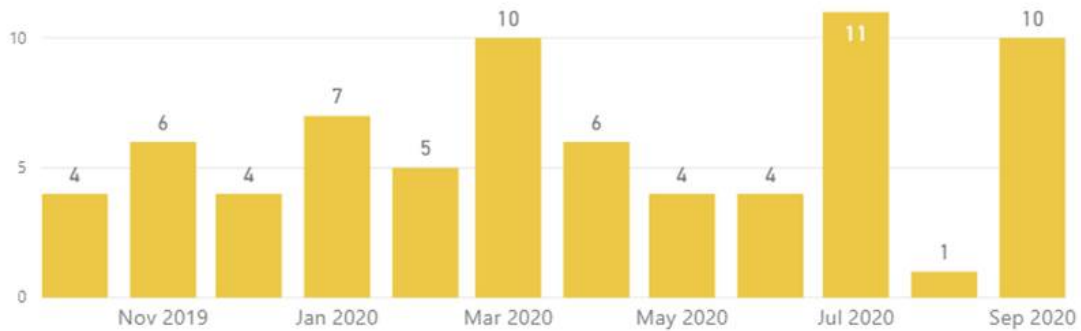
Building Sewer Inspections - Monthly Totals



FOG Compliance History



FOG Pickups - Monthly Totals



Grease Interceptor Inspections

