

**BOARD MINUTES  
SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
Regular	District Office	November 1, 2018	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 Mitchell presiding at 4:30 p.m.

**II. ROLL CALL OF DIRECTORS:**

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

Absent: None

Vacant: None

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

Others:

President Mitchell and Vice President Williams arrived at the meeting at 4:45 p.m. after attending a City of Rocklin event.

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

**IV. CONSENT ITEMS:**

1. MINUTES from the October 4, 2018 Board meeting.
2. ACCOUNTS PAYABLE in the amount of \$1,000,703.51 through October 25, 2018.
3. MONTHLY INVESTMENT REPORT in the total amount of \$53,006,022 through October 25, 2018.

Director Markey introduced the consent calendar. Hearing no comments, it was brought for a vote. Director Dickinson made a motion to approve all items on the consent calendar; a second was made by Director Murdock, the motion carried 3-0.

**V. PUBLIC COMMENTS:**

Director Markey opened the Public comments. Hearing no comments, the public comments session was closed.

**VI. BOARD BUSINESS**

Director Markey suggested that items on the Agenda would be heard in a different order to allow time for President Mitchell and Director Williams to arrive after attending another meeting in Rocklin. Staff reports were heard before the Board Business items.

**1. EMPLOYEE WELLNESS PROGRAM 2017/18 – INFORMATIONAL ITEM**

Superintendent Rose provided highlights for the Employee Wellness Program, he explained that over the past year the District provided immunization opportunities, hearing tests and a small stipend if an employee belongs to a gym. He also discussed the level of sick leave usage over the past year and explained that overall it has been a successful program.

**2. EMPLOYEE PERFORMANCE MERIT PROGRAM 2018/19**

GM Niederberger introduced the Employee Performance Program with Superintendent Rose providing a brief presentation on the program elements and successes of the District. He explained improvements and work process changes that have occurred in each department. A recommendation was made to provide a payout consistent with the 83% Performance Element goals that were achieved. Each employee will receive a stipend in the amount of \$2100. The budget for the merit program for 2018/19 is \$52,000. GM Niederberger suggested that the Board may consider in future MOUs, increasing the amount at risk with the Performance Merit Program, rather than adding additional salary increases. Director Dickinson asked about Customer Services and Inspections receiving the same stipend and asked the criteria for measuring performance. Superintendent Rose explained that each employee provides service in support of each other. Customer Services receives the first contact from the customer and is responsible to enter work orders and contact Field Services immediately. Inspections made by Technical Services and Plan review by Engineering is critical, as they are the frontline contact with developers and single-family home builders. President Mitchell asked if Roseville has a similar program, Superintendent Rose stated he didn't believe they did, however he is aware that Union Sanitary District has a similar program. GM Niederberger stated that we he feels it is a solid program with proven results.

Director Dickinson made a motion to authorize the payout of \$47,725; and approve the performance goals for 2018/19. A second was made by Director Williams, the motion carried 5-0.

**3. CONSIDERATION & APPROVAL OF RESOLUTION #18-29, AUTHORIZATION TO EXECUTE CHANGE ORDER NO. 8 TO THE CONTRACT FOR THE LOOMIS DIVERSION TRUNKLINE PROJECT FOR ADDITIONAL BRACE ROAD PAVING AND ADJUSTMENT OF QUANTITIES FOR 15" PIPE.**

DE Nielsen made a short presentation regarding the change order. He explained that the Town of Loomis has expressed interest in partnering with the District to pave additional portions of Brace Road during the Project. The Town will fund the additional paving work in the amount of \$56,412.10. He stated that the Town would be approving the agreement to reimburse the District at their next town Council meeting. He explained that there is a credit back to the contract for part of the drilling and blasting of rock on the Tulip property. Director Dickinson asked if there was any reason to add language in the contract should the Town of Loomis decide not to sign and approve the agreement. DE Nielsen stated that Town staff and the Town Council have been very supportive of the project and discussed the paving commitment at a meeting in July. Director Williams asked for confirmation that the project will be completed in December and that flow will begin soon after.

Director Williams made a motion to approve Resolution #18-29 authorizing the General Manager to execute Change Order No. 8 to the Loomis Diversion Trunkline construction contract; a second was made by Director Dickinson, the motion carried 5-0.

**VII. REPORTS:**

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

**2. General Manager (H. Niederberger):** GM Niederberger reported that he and President Mitchell had met with Ken Glotzbach to discuss financial impacts of pending revisions to the SPWA JPA, funding and operations agreement. Ken will be attending the January meeting to discuss the revisions with the SPMUD Board.

Director Murdock also asked a question regarding the Foothill Trunk project and the increased cost estimate. He asked if the sounding tests are accurate.

**A. ASD, FSD & TSD Reports:** Director Murdock asked for an update on the Loomis Diversion project. DE Nielsen reported that the contractor anticipates having the pipe installed by the end of the weekend, with testing, paving and punch list items to be completed. He anticipates the project being ready for acceptance in early December.

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

**3. Directors Comments:** Director Williams reported that the Fee & Finance Committee met to discuss the OPEB item previously brought to the Board. The committee agreed with the strategy for the investment within the OPEB – CERBT fund. Director Dickinson handed out a draft of the General Manager evaluation to each Board Director, in preparation for discussion at the Special meeting on November 8, 2018. Director Williams recognized the volunteer work of President Mitchell with his work with the Rocklin historical society and the City of Rocklin.

#### **VIII. ADJOURNMENT**

The President adjourned the meeting at 5:44 p.m. to the Special meeting to be held on November 8, 2018 at 5:00 p.m.

A handwritten signature in black ink that reads "Joanna Belanger". The signature is written in a cursive, flowing style.

Joanna Belanger, Board Secretary