



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

July 2, 2020

Zoom Meeting: 1 (669) 900-9128

Meeting ID: 843 8321 9251

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 July 2, 2020 meeting of the SPMUD Board of Directors will occur via teleconference using Zoom Meeting 1 (669) 900-9128, <https://us02web.zoom.us/j/84383219251>. 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.

AGENDA

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 4 to 14]

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 July 2, 2020 meeting

1. MINUTES from the June 4, 2020 Regular Meeting. [pg 4 to 7]
2. MINUTES from the June 4, 2020 Special Meeting. [pg 8 to 9]
3. ACCOUNTS PAYABLE in the amount of \$2,590,689.42 through June 24, 2020. [pg 10 to 14]

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. RESOLUTION #20-21 ADDENDUM #5 WITH WATER WORKS ENGINEERS FOR FOOTHILL TRUNK CONSTRUCTION PHASE SERVICES [pg 15 to 24]

The District has a contract with Waterworks Engineering for the Foothill Trunk Sewer Replacement Project. Addendum #5 is necessary to authorize additional work for construction phase services.

Action Requested: Roll Call Vote

Staff recommends that the Board of Directors adopt Resolution 20-21, authorizing the General Manager to enter into the attached Addendum with Water Works Engineers for construction phase services for the Foothill Trunk Sewer Replacement Project for an amount of \$130,000.

2. CONSIDERATION & APPROVAL OF RESOLUTION #20-22 ADOPTING THE FISCAL YEAR 2020/21 BUDGET AND PROPOSED SPENDING PLAN [pg 25 to 60]

The Fiscal Year 2020/21 Budget, beginning July 1, 2020 and ending June 30, 2021 outlines projected revenues and expenses for the General and Capital Funds and becomes the fiscal planning tool to accomplish the District’s strategic goals and objectives and establish the proposed spending plan.

Action Requested: Roll Call Vote

Staff Recommends that the Board of Directors adopt Resolution #20-22 adopting the Budget for Fiscal Year 2020/21 and the proposed spending plan.

3. COVID-19 PANDEMIC ILLNESS [pg 61 to 62]

Staff will provide an update of District operations in response to the COVID-19 Outbreak.

Action Requested: Informational Item

4. SOUTH PLACER WASTEWATER AUTHORITY (SPWA) BOARD MEETING REPORT – DIRECTOR JERRY MITCHELL [pg 63 to 65]

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

No Action Requested: Informational Item

VII. REPORTS

[pg 66 to 76]

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 **August 6, 2020 at 4:30 p.m.**

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

Meeting	Location	Date	Time
Regular	Zoom Meeting	June 4, 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 4:34 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
Emilie Costan, Administrative Services Manager

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

IV. CONSENT ITEMS:

1. MINUTES from the May 7, 2020 Regular Meeting.
2. ACCOUNTS PAYABLE in the amount of \$604,301.16 through May 27, 2020.
3. RESOLUTIONS 20-16 AND 20-17 Adopting a Memorandum of Understanding with District Employees and a Memorandum of Understanding with Management Employees for the period of 07/01/20 through 06/30/23.
4. RESOLUTION #20-18 Establishing a Fee Schedule for Fiscal Year 2020/21

GM Niederberger confirmed that the Board received the revised staff report for item 4.4 Resolution 20-18 Establishing a Fee Schedule for Fiscal Year 2020/21.

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.

V. PUBLIC COMMENTS:

President Murdock opened the meeting for public comments. ASM Costan confirmed that no eComments were received. Hearing no other comments, the public comments session was closed.

VI. BOARD BUSINESS

1. PUBLIC HEARING: RESOLUTION #20-19 TO COLLECT DELINQUENT SERVICE CHARGES FOR SOUTH PLACER MUNICIPAL UTILITY DISTRICT ON THE PLACER COUNTY TAX ROLLS FOR TAX YEAR 2019

ASM Costan shared that just over 2,000 assignments letters were mailed out to customers with outstanding balances on April 20th. At that time there was an outstanding balance of \$587,630. A Public Hearing Notice ran in the Placer Herald and Loomis News on May 22nd and May 29th advertising tonight's public hearing. As of the time of the meeting there remained 913 delinquent accounts with an outstanding balance of \$322,028 to be placed on the 2019 Tax Rolls.

President Murdock asked in there was an increase in the number of delinquent accounts. ASM Costan responded that the number of delinquent accounts dropped slightly from last year's outstanding balance of \$355,843 and has remained relatively steady the last few years.

Director Mitchell asked that next year, staff provide a five-year comparison of the outstanding delinquent balance to the number of connections.

Public Comment: None

Director Markey made a motion to adopt Resolution 20-19 to Collect Delinquent Service Charges for South Placer Municipal Utility District on the Placer County Tax Rolls for Tax Year 2019; a second was made by Director Williams; a roll call vote was taken, and the motion carried 5-0.

2. FISCAL YEAR 2020/21 BUDGET WORKSHOP

GM Niederberger presented the proposed annual budget and spending plan for Fiscal Year 2020/21. He shared the proposed revenue projections which show service charges increasing slightly and projected new connections reducing from 500 to 300 due to impacts from COVID-19. He then presented the proposed General Fund Expense Budget. He highlighted an increase in insurance premiums, additional funding for the SCADA Master Plan, and one-time funding to a CEPPT Trust to cover unfunded pension liability. GM Niederberger also shared the proposed Capital Spending Plan. Directors were given an opportunity to ask questions and make any comments regarding the proposed budget. Vice President Dickinson suggested a future action item, looking at using the high reserve balance to buyback SPWA bonds and reduce ongoing debt service payments. The final FY 20/21 Budget Workbook will be brought back to the Board for adoption at the July 2, 2020 Board meeting.

No action was requested – informational item.

3. COVID-19 PANDEMIC ILLNESS

GM Niederberger provided an update on District operations in response to the COVID-19 Outbreak. Placer County has entered into accelerated stage two, and effective June 1st District employees have reverted to their regular work schedules and are no longer telecommuting. GM

Niederberger proposed reopening the office as of July 1st, having a regular Board meeting on July 2nd, and continuing to waive late fees until October 1st. He shared that with commercial businesses having been allowed to open back up, expansion of the Commercial Unoccupied Use Program no longer appears necessary. Vice President Dickinson asked for clarification that businesses that have been closed for three months would still qualify for the current Commercial Unoccupied Use Program. GM Niederberger confirmed they would qualify. Vice President Dickinson asked how the Board and staff would social distance at the July 2nd Board Meeting. Discussion occurred on how social distancing could occur in the Board Room or at alternative locations. Staff will continue to monitor recommendations from the Placer County Public Health Officer and poll the Board Members prior to the next Board meeting.

No action was requested – informational item.

VII. REPORTS

1. District General Counsel (A. Brown):

General Counsel Brown shared that he spent time this past month advising staff on the Foothill Trunk Line Project.

2. General Manager (H. Niederberger):

A. ASD, FSD & TSD Reports:

GM Niederberger shared that the May 3rd spike in the Water Level Above Bottom Table in the TSD Report was not due to an increase in flow.

President Murdock asked about the May 7th meeting with the District Consultants, UAIC, and the Army Corps. GM Niederberger shared that DE Huff is doing an excellent job managing the project. DE Huff shared that she is working on an expanded agreement with UAIC to monitor a larger portion of the site without financial or construction delays to the District.

President Murdock asked about the number of applicants for the ASA positions. ASM Costan replied that eleven candidates were being interviewed.

Director Mitchell acknowledged ASM Costan for doing a CSDA webinar on Implementing an Electronic Management System.

B. Information Items: No additional items.

3. Director's Comments:

Director Markey asked if he could be provided with a District map that includes demographic and use information.

Director Mitchell shared that there is an upcoming SPWA Board meeting at the end of the month, and he will try to get a better understanding of where the District stands with its debt financing and report back at the July 2nd Board Meeting.

VIII. ADDITIONAL PUBLIC COMMENTS

President Murdock re-opened the meeting for public comments. ASM Costan confirmed that no eComments were received. Hearing no other comments, the public comments session was closed.

IX. ADJOURNMENT

The President adjourned the meeting at 5:36 p.m. to the next regular meeting to be held on July 2, 2020 at 4:30 p.m.



Emilie Costan, Board Secretary

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

Meeting	Location	Date	Time
Special	Zoom Meeting	June 4, 2020	5:30 p.m.

I. CALL MEETING TO ORDER: A Special Meeting of the South Placer Municipal Utility District Board of Directors was called to order with President Murdock presiding at 5:37 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
Emilie Costan, Administrative Services Manager

III. CONSENT ITEMS:

1. RESOLUTION 20-20 NOTICE OF GOVERNING BOARD MEMBER ELECTION
Declaring an election to be held in the South Placer Municipal Utility District and requesting the Board of Supervisors consolidate this election with the election to be conducted on November 3, 2020.

GM Niederberger shared that the District has vacancies coming up this year for Ward 1 currently held by Director Mitchell, Ward 4 currently held by Director Markey, and Ward 5 currently held by Director Williams. The November 3, 2020 election will be an election-at-large. The District has discussed moving to an election-by-ward for the next general election. The candidate filing period begins on June 15th and closes on August 7th.

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

IV. PUBLIC COMMENTS:

President Murdock opened the meeting for public comments. ASM Costan confirmed that no eComments were received. Hearing no other comments, the public comments session was closed.

V. ADJOURNMENT

The President adjourned the meeting at 5:41 p.m. to the next regular meeting to be held on July 2, 2020 at 4:30 p.m.

Emilie Costan

Emilie Costan, Board Secretary



South Placer Municipal Utility District, CA

Check Report

By Check Number

Date Range: 05/28/2020 - 06/24/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1268	Rocklin Windustrial Co.	06/04/2020	Regular	0.00	-244.84	12123
1240	Placer County Personnel	05/28/2020	Regular	0.00	3,201.60	12283
1733	347 Group, Inc.	05/28/2020	Regular	0.00	4,071.38	12284
1666	Great America Financial Services	05/28/2020	Regular	0.00	452.99	12285
1172	Justin Roston	05/28/2020	Regular	0.00	370.00	12286
1291	Special District Risk Management Authority (SDRM)	05/28/2020	Regular	0.00	277,856.09	12287
1499	TechRoe.com LLC	05/28/2020	Regular	0.00	900.00	12288
1343	Water Works Engineers, LLC	05/28/2020	Regular	0.00	45,196.25	12289
1733	347 Group, Inc.	06/05/2020	Regular	0.00	2,673.00	12292
1007	Advanced Integrated Pest	06/05/2020	Regular	0.00	106.00	12293
1020	Aqua Sierra Controls, Inc.	06/05/2020	Regular	0.00	2,358.94	12294
1036	Bill's Backflow Service	06/05/2020	Regular	0.00	419.70	12295
1663	Buckmaster Office Solutions	06/05/2020	Regular	0.00	68.55	12296
1652	Cintas Corporation	06/05/2020	Regular	0.00	1,978.91	12297
1068	City of Roseville	06/05/2020	Regular	0.00	176,814.00	12298
1073	Consolidated Communications	06/05/2020	Regular	0.00	1,999.37	12299
1080	CWEA (Main)	06/05/2020	Regular	0.00	94.00	12300
1086	Dataprose	06/05/2020	Regular	0.00	7,442.06	12301
1087	Dawson Oil Co.	06/05/2020	Regular	0.00	1,722.94	12302
1112 (Current)	FedEx	06/05/2020	Regular	0.00	12.87	12303
1113	Ferguson Enterprises, Inc. 1423 (Main)	06/05/2020	Regular	0.00	4,410.77	12304
1124	Gold Country Media Publications	06/05/2020	Regular	0.00	716.04	12305
1139	Hill Rivkins Brown & Associates	06/05/2020	Regular	0.00	9,260.00	12306
1686	Jan Pro	06/05/2020	Regular	0.00	836.00	12307
1564	Jensen Landscape Services, LLC	06/05/2020	Regular	0.00	861.00	12308
1219	Pacific Corrugated Pipe Co.	06/05/2020	Regular	0.00	908.09	12309
1218	PCWA	06/05/2020	Regular	0.00	2,192.22	12310
1221	PG&E (Current Accounts)	06/05/2020	Regular	0.00	4,848.70	12311
1244	Preferred Alliance Inc	06/05/2020	Regular	0.00	196.65	12312
1253	Recology Auburn Placer	06/05/2020	Regular	0.00	307.28	12313
1487	RJA Heating & Air, Inc.	06/05/2020	Regular	0.00	860.00	12314
1518	Sonitrol of Sacramento	06/05/2020	Regular	0.00	945.13	12315
1685	Streamline	06/05/2020	Regular	0.00	400.00	12316
1338	Verizon Wireless	06/05/2020	Regular	0.00	1,201.04	12317
1561	Williams + Paddon Architects + Planners, Inc.	06/05/2020	Regular	0.00	7,832.58	12318
1061	Central Valley Engineering	06/05/2020	Regular	0.00	45,369.50	12319
1327	US Bank Corporate Payment	06/09/2020	Regular	0.00	2,288.79	12320
	Void	06/09/2020	Regular	0.00	0.00	12321
1733	347 Group, Inc.	06/11/2020	Regular	0.00	2,520.00	12323
1021	ARC	06/11/2020	Regular	0.00	98.14	12324
248	AT&T (916.663.1652) & (248.134.5438.608.80)	06/11/2020	Regular	0.00	253.24	12325
1022	AT&T (9391035571) & (9391053973)	06/11/2020	Regular	0.00	307.35	12326
1652	Cintas Corporation	06/11/2020	Regular	0.00	586.25	12327
1066	City of Rocklin	06/11/2020	Regular	0.00	1,304.00	12328
1068	City of Roseville	06/11/2020	Regular	0.00	1,377,331.00	12329
1509	Crystal Communications	06/11/2020	Regular	0.00	311.64	12330
1113	Ferguson Enterprises, Inc. 1423 (Main)	06/11/2020	Regular	0.00	269.38	12331
1734	Garney Pacific, Inc.	06/11/2020	Regular	0.00	419,878.96	12332
1666	Great America Financial Services	06/11/2020	Regular	0.00	452.99	12333
1640	Joshua Pirhofer	06/11/2020	Regular	0.00	72.25	12334
1218	PCWA	06/11/2020	Regular	0.00	825.82	12335
1475	Petersen & Mapes, LLP	06/11/2020	Regular	0.00	828.00	12336
1221	PG&E (Current Accounts)	06/11/2020	Regular	0.00	287.18	12337
1473	Pitney Bowes Purchase Power	06/11/2020	Regular	0.00	238.98	12338

Check Report

Date Range: 05/28/2020 - 06/24/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1238	Placer County Department of Public Works	06/11/2020	Regular	0.00	52,247.65	12339
1244	Preferred Alliance Inc	06/11/2020	Regular	0.00	196.65	12340
1333	SPOK, Inc.	06/11/2020	Regular	0.00	50.50	12341
1306	Superior Equipment Repair	06/11/2020	Regular	0.00	279.43	12342
1338	Verizon Wireless	06/11/2020	Regular	0.00	1,262.89	12343
1733	347 Group, Inc.	06/18/2020	Regular	0.00	3,600.00	12344
1018	Andre Kalinyuk	06/18/2020	Regular	0.00	237.04	12345
1581	Cameron Lima	06/18/2020	Regular	0.00	188.52	12346
1713	Chad Johnson	06/18/2020	Regular	0.00	203.78	12347
1652	Cintas Corporation	06/18/2020	Regular	0.00	409.59	12348
1073	Consolidated Communications	06/18/2020	Regular	0.00	1,995.79	12349
1110	Fastenal	06/18/2020	Regular	0.00	210.64	12350
1631	Instrument Technology Corporation	06/18/2020	Regular	0.00	867.18	12351
1712	James Hingst	06/18/2020	Regular	0.00	200.42	12352
1599	MUN CPA's	06/18/2020	Regular	0.00	6,000.00	12353
1306	Superior Equipment Repair	06/18/2020	Regular	0.00	1,719.69	12354
1363	Travis Wilson	06/18/2020	Regular	0.00	241.30	12355
1582	Walker's Office Supply	06/18/2020	Regular	0.00	2,730.05	12356
1045	Cal Pers 457 Plan (EFT)	05/29/2020	Bank Draft	0.00	375.00	DFT0005436
1135	Mass Mutual (EFT)	05/29/2020	Bank Draft	0.00	6,365.52	DFT0005437
1135	Mass Mutual (EFT)	05/29/2020	Bank Draft	0.00	455.70	DFT0005438
1580	TASC	05/29/2020	Bank Draft	0.00	279.35	DFT0005439
1580	TASC	05/29/2020	Bank Draft	0.00	407.70	DFT0005440
1229	Pers (EFT)	05/29/2020	Bank Draft	0.00	129.73	DFT0005441
1229	Pers (EFT)	05/29/2020	Bank Draft	0.00	175.76	DFT0005442
1229	Pers (EFT)	05/29/2020	Bank Draft	0.00	289.56	DFT0005443
1229	Pers (EFT)	05/29/2020	Bank Draft	0.00	2,196.81	DFT0005444
1229	Pers (EFT)	05/29/2020	Bank Draft	0.00	3,619.80	DFT0005445
1229	Pers (EFT)	05/29/2020	Bank Draft	0.00	116.44	DFT0005446
1229	Pers (EFT)	05/29/2020	Bank Draft	0.00	161.02	DFT0005447
1229	Pers (EFT)	05/29/2020	Bank Draft	0.00	1,663.42	DFT0005448
1229	Pers (EFT)	05/29/2020	Bank Draft	0.00	2,300.27	DFT0005449
1229	Pers (EFT)	05/29/2020	Bank Draft	0.00	2,634.24	DFT0005450
1229	Pers (EFT)	05/29/2020	Bank Draft	0.00	2,725.95	DFT0005451
1149	Internal Revenue Service	05/29/2020	Bank Draft	0.00	11,317.68	DFT0005452
1098	EDD (EFT)	05/29/2020	Bank Draft	0.00	3,204.05	DFT0005453
1098	EDD (EFT)	05/29/2020	Bank Draft	0.00	912.72	DFT0005454
1149	Internal Revenue Service	05/29/2020	Bank Draft	0.00	2,646.90	DFT0005455
1149	Internal Revenue Service	05/29/2020	Bank Draft	0.00	8,040.68	DFT0005456
1229	Pers (EFT)	06/12/2020	Bank Draft	0.00	16.64	DFT0005466
1229	Pers (EFT)	06/12/2020	Bank Draft	0.00	17.20	DFT0005467
1149	Internal Revenue Service	06/12/2020	Bank Draft	0.00	32.08	DFT0005468
1098	EDD (EFT)	06/12/2020	Bank Draft	0.00	23.11	DFT0005469
1098	EDD (EFT)	06/12/2020	Bank Draft	0.00	2.60	DFT0005470
1149	Internal Revenue Service	06/12/2020	Bank Draft	0.00	7.54	DFT0005471
1149	Internal Revenue Service	06/12/2020	Bank Draft	0.00	53.24	DFT0005472
1045	Cal Pers 457 Plan (EFT)	06/12/2020	Bank Draft	0.00	375.00	DFT0005474
1135	Mass Mutual (EFT)	06/12/2020	Bank Draft	0.00	6,365.52	DFT0005475
1135	Mass Mutual (EFT)	06/12/2020	Bank Draft	0.00	455.70	DFT0005476
1580	TASC	06/12/2020	Bank Draft	0.00	279.35	DFT0005477
1580	TASC	06/12/2020	Bank Draft	0.00	407.70	DFT0005478
1229	Pers (EFT)	06/12/2020	Bank Draft	0.00	129.73	DFT0005479
1229	Pers (EFT)	06/12/2020	Bank Draft	0.00	175.76	DFT0005480
1229	Pers (EFT)	06/12/2020	Bank Draft	0.00	289.56	DFT0005481
1229	Pers (EFT)	06/12/2020	Bank Draft	0.00	2,196.82	DFT0005482
1229	Pers (EFT)	06/12/2020	Bank Draft	0.00	3,619.80	DFT0005483
1229	Pers (EFT)	06/12/2020	Bank Draft	0.00	116.44	DFT0005484
1229	Pers (EFT)	06/12/2020	Bank Draft	0.00	161.02	DFT0005485
1229	Pers (EFT)	06/12/2020	Bank Draft	0.00	1,663.42	DFT0005486
1229	Pers (EFT)	06/12/2020	Bank Draft	0.00	2,300.27	DFT0005487
1229	Pers (EFT)	06/12/2020	Bank Draft	0.00	2,642.18	DFT0005488

Check Report

Date Range: 05/28/2020 - 06/24/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1229	Pers (EFT)	06/12/2020	Bank Draft	0.00	2,734.16	DFT0005489
1149	Internal Revenue Service	06/12/2020	Bank Draft	0.00	11,752.58	DFT0005490
1098	EDD (EFT)	06/12/2020	Bank Draft	0.00	3,279.57	DFT0005491
1098	EDD (EFT)	06/12/2020	Bank Draft	0.00	919.79	DFT0005492
1149	Internal Revenue Service	06/12/2020	Bank Draft	0.00	2,748.60	DFT0005493
1149	Internal Revenue Service	06/12/2020	Bank Draft	0.00	8,211.34	DFT0005494

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	111	70	0.00	2,489,378.74
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-244.84
Bank Drafts	49	49	0.00	100,995.02
EFT's	0	0	0.00	0.00
	160	121	0.00	2,590,128.92

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	111	70	0.00	2,489,378.74
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-244.84
Bank Drafts	49	49	0.00	100,995.02
EFT's	0	0	0.00	0.00
	160	121	0.00	2,590,128.92

Fund Summary

Fund	Name	Period	Amount
100	GENERAL FUND	5/2020	382,066.61
100	GENERAL FUND	6/2020	2,208,062.31
			2,590,128.92

Account Number	Name	Date	Type	Amount	Reference	Packet
102-0009839-02	Crowder, Robert and Elisa	6/9/2020	Refund	\$ 108.00	Check #: 12322	UBPKT10130
106-1025618-00	Reyna, Donna	6/3/2020	Refund	\$ 229.00	Check #: 12290	UBPKT10117
112-1027154-02	Rainey, Adam and Kayla	6/4/2020	Refund	\$ 223.50	Check #: 12291	UBPKT10122
TOTAL REFUNDS				\$ 560.50		

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Carie Huff, District Engineer

Cc: Herb Niederberger, General Manager

Subject: Resolution 20-21, Addendum #5 for Construction Phase Services for the Foothill Trunk Sewer Replacement Project to Water Works Engineers

Meeting Date: July 2, 2020

Overview

In January 2020, the District awarded the Foothill Sewer Replacement Project to Garney Pacific and adopted Addendum #4 to the original Water Works Engineers (WWE) contract for services to be provided during construction. These services include assistance during bidding, review of submittals, response to requests by the contractor for information (RFIs), site visits, change order review and negotiation assistance, preparation of record drawings, preconstruction surveys, trench monitoring, demarcation of environmentally sensitive areas, worker environmental awareness training, and archeological, water quality and biological monitoring during construction.

As construction has progressed, site conditions have necessitated additional involvement from WWE and their environmental subconsultant beyond the original scope assumptions. This is largely due to additional engineering assistance, coordination with the United Auburn Indian Community (UAIC) and the biological, archaeological, and cultural monitoring requirements. Excavation of the rock within the trench has slowed construction, thus requiring a longer period of monitoring.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 20-21, authorizing the General Manager to execute the attached addendum with Water Works Engineers for construction phase services for the Foothill Trunk Sewer Replacement Project for an amount of \$130,000.

Strategic Plan Goals

This action is consistent with SPMUD Strategic Plan Goals:

Goal 1.3: Maintain transparency with all District activities.

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

Goal 3.2: Provide Engineering and Design to optimize the Capital Improvement Program.

Fiscal Impact

The contract amount for the additional construction phase services is a planned expense in the fiscal year 2020-2021 budget and will be paid for with a combination of funds from Fund 300 and

Fund 400 in accordance with procedures from the update of the District's System Evaluation and Capacity Assurance Plan.

Attachments:

1. Resolution 20-21 – Foothill Trunk Sewer Replacement Project – Addendum 5 Construction Phase Services Contract
2. Professional Services Agreement Addendum 5

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 20-21

**FOOTHILL TRUNK SEWER REPLACEMENT PROJECT –ADDENDUM #5 FOR
CONSTRUCTION PHASE SERVICES TO WATERWORKS ENGINEERS**

WHEREAS, South Placer Municipal Utility District (District) is currently constructing the Foothill Trunk Sewer Replacement Project, and

WHEREAS, the District requires consultant services to complete the tasks of engineering review and assistance during construction, and archaeological, water quality and biological monitoring, to comply with defined permit requirements, and

WHEREAS, the District has an existing contract with Water Works Engineers to provide Professional Services for the Foothill Trunk Sewer Replacement Project Phase II – Construction Phase Services. and intends to execute an Addendum to provide the construction phase services related to the project, and

WHEREAS, the District 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, the scope of engineering services and fee attached, marked “Exhibit A” and incorporated herein by reference, is for an amount of \$130,000.

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 Addendum #5 for the construction phase services for the Foothill Trunk Sewer Replacement Project.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 2nd day of July 2020.

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

Attest: _____
Emilie Costan, Board Secretary



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

PROFESSIONAL SERVICES AGREEMENT ADDENDUM 5

AGREEMENT TERM: Two (2) years

EXECUTED:

Provide Professional Services for the project known as the Foothill Trunk Sewer Replacement Project (Phase II – Construction Phase Services). Services include additional engineering assistance during construction and environmental construction support services per attached Scope of Engineering Services (Exhibit A).

DISTRICT: South Placer Municipal Utility District
DISTRICT REPRESENTATIVE: CARIE HUFF
(916) 786-8555; chuff@spmud.ca.gov

CONTRACTOR: Water Works Engineers
CONTRACTOR REPRESENTATIVE: Mike Fisher
(916) 277-9027; mikef@wwengineers.com

SERVICES:

The undersigned agrees to complete the work specified in accordance with the attached Scope of Engineering Services for the Foothill Trunk Sewer Replacement Project – Phase II (Exhibit A).

Phase II Original Agreement amount: \$325,671

Addendum 4 Agreement amount: \$215,000

Addendum 5 Agreement amount: \$130,000

Total agreement amount shall not exceed: \$670,671

This includes all applicable taxes and fees. Proof of insurance, as described in the General Provisions, has been provided to the District.

Name and address of contractor:
Mike Fisher
Water Works Engineers
2260 Douglas Boulevard, Suite 105
Roseville, CA 95661
(916) 277-9027

Signature of person authorized to sign:

Print Name: _____

Title: _____

Date: _____

NOTICE OF AWARD (This section for District use only)

You are directed to proceed with the work upon receipt of this award.

Print Name: _____ Title: _____

Signature: _____ Date: _____

GENERAL PROVISIONS

1. **SCOPE OF SERVICES:** Contractor shall do all work, attend all meetings, and carry out all activities necessary to complete all services described in the attached proposal included as part of this Agreement. This Agreement and its exhibits, attached or incorporated by reference, shall be known as the “Agreement Documents.” The Contractor enters into this Agreement as an independent contractor and not as an employee of the District.
2. **TIME OF PERFORMANCE:** The services are to commence upon execution and receipt of this Agreement and shall be completed in a prompt and timely manner in accordance with the conditions of the Agreement.
3. **COMPENSATION:** Payments shall be paid monthly upon completion of services for a total amount not to exceed \$20,000.00. The District reserves the right to perform any of these services with its own staff or to retain other contractors to perform the services.
4. **TERMINATION:** This Agreement may be terminated, without cause, at any time by the District or Contractor upon ten days written notice. Contractor shall be compensated for all services provided for in the Agreement to that date. District shall be entitled to all work created pursuant to the Agreement.
5. **CHANGES:** District or Contractor may request changes to the scope of services to be performed. Such changes must be authorized in advance by the District in writing. Mutually agreed to changes shall be incorporated in written amendments to this Agreement.
6. **PROPERTY OF THE DISTRICT:** It is mutually agreed that all work done, or materials prepared under this Agreement shall become the property of the District.
7. **CONFIDENTIALITY:** During performance of this Agreement, the contractor may gain access to and use District information. The contractor agrees to protect all District Information and treat it as strictly confidential, and further agrees that they shall at no time, either directly or indirectly, divulge, disclose or communicate in any manner any District information to any third party without the prior written consent. In addition, the contractor shall comply with all policies governing the use of the District network and technology systems.
8. **WARRANTY:** Contractor warrants that it has the expertise or has experts available to perform the services set forth in this Agreement in a manner consistent with accepted standards of its profession. It warrants that it will perform said services in a legal manner in conformance with all applicable laws and guidelines.
9. **CERTIFICATE OF COMPLIANCE WITH LABOR CODE 3700:** Section 3700 of the Labor Code requires every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and the Contractor will comply with such provisions before commencing with any work of this Agreement.
10. **INTEREST IN AGREEMENT:** Contractor covenants that neither it nor any of its employees has an interest in this Agreement which would conflict in any manner or degree with the performance of its services hereunder.

11. NEGLIGENCE: Contractor shall be responsible for performing the work in a safe and skillful manner consistent with generally accepted standards and shall be liable for its own negligence and the negligent acts of its employees. District shall have no right of control over the manner in which the work is done but only as to its outcome and shall not be charged with the responsibility of preventing risk to any of Contractor's employees.
12. INDEMNITY: Contractor shall indemnify, defend, and hold harmless the District, its officers, officials, agents and employees from and against any and all claims, costs, losses and expenses arising out of or in connection with the performance of work or failure to comply with the obligations contained in the Agreement Documents, except such loss or damage which was caused by the active negligence or willful misconduct of the District.
13. INSURANCE: Contractor shall not commence with any work before obtaining and shall maintain in force at all times during the term of this Agreement, the policies of insurance as specified by the District and incorporated herein by this reference.
14. FACILITIES AND EQUIPMENT: Contractor shall, at its sole cost and expense, furnish all facilities and equipment that may be required for the contractor to perform services pursuant to this Agreement.
15. MISCELLANEOUS PROVISIONS:
 - A. Contractor shall designate a Project Manager, as it's representative in all matters relating to the Agreement. The project manager shall remain in such capacity unless and until he is removed at the request of the District or replaced with the written permission of the District.
 - B. Contractor shall not engage in unlawful employment discrimination.
 - C. Information received from the contractor will be disclosed upon receipt of a request under the California Public Records Act; however, if any information is set apart and clearly marked "trade secret" when provided to the District, the District shall give notice of any request for disclosure. The contractor shall have five (5) days from the date of notification to enter into an agreement with the District, providing for the defense of, and complete indemnification and reimbursement of all costs incurred by the District in any legal action to compel disclosure of the information. The contractor shall have sole responsibility for defense of the "trade secret" designation.
 - D. This Agreement and its exhibits constitute the entire agreement between the parties relative to the services herein and no modifications shall be effective unless and until such modification is in writing and signed by both parties.
 - E. Contractor shall maintain and make available to District accurate records of all its costs and receipts with respect to any work under this Agreement for six months after the final payment under this Agreement.



Scope of Engineering Services
Water Works Engineers, LLC and South Place Municipal Utility District
Foothill Trunk Sewer Replacement Project – Phase II
ADDENDUM 5 – Construction Phase Services

This Scope for Construction Phase Engineering Services, Addendum 5 to the Foothill Trunk Sewer Replacement Project (Project), is issued by the South Placer Municipal Utility District (herein referred to as CLIENT) and accepted by Water Works Engineers, LLC (herein referred to as ENGINEER) pursuant to the mutual promises, covenants and conditions contained in the most current Engineering Services Agreement between the South Placer Municipal Utility District (SPMUD) and Water Works Engineers, LLC (WWE).

Project Understanding / Schedule / Status

The project consists of approximately 2,700 lineal feet of minimum 24-inch of nominal pipe diameter of gravity sanitary sewer pipeline, sewer manholes and 4- and 6-inch diameter of gravity sanitary sewer lateral pipes as designed in contract drawings. Remove and abandon existing 12-inch gravity sewer pipe and re-connect existing sewer laterals as shown in contract drawings. SPMUD is currently programmed to complete this work as follows:

- i. **Bid and award** project from **November 2019 - January 2020**
- ii. Require Contractor to complete **submittals and mobilize** to site **February - April 2020**;
- iii. Oversee Contractor **construction** of improvements from **May to December 2020**; and
- iv. **Closeout contract** with Contractor and complete all final project work **by January 2021**.

As the Project has progressed into construction, site conditions have necessitated additional involvement from ENGINEER and ENGINEER's environmental teaming partner to oversee project execution. In particular the following require additional services beyond the original scope assumptions:

- Daily as-needed engineering review of field conditions (phone, email and onsite visits)
- Project / Construction Management engineering support
- Coordination and facilitation of meetings and negotiators with United Auburn Indian Community (UAIC) regarding SPMUD / UAIC Memorandum of Understanding for Tribal Monitoring of certain field activities along the alignment and disposition of cultural items and potential burial soil along the alignment.
- Additional days of environmental awareness training
- Expanded length of time for Archeological Monitoring to match Contractor work progression
- Expanded length of time for Water Quality Monitoring to match Contractor work progression
- Expanded length of time for Biological Monitoring to match Contractor work progression, in particular for active next bird finds and "spot checks" to accommodate modified work schedule to accommodate bird finds and additional tree removals



Scope of Services

ENGINEER will provide additional Construction Phase Services (beyond the level of effort originally assumed in Task 6) as ADDENDUM 5 as further defined herein. The required additional engineering services has been split into the following subtasks:

Subtask*	Title
6.1	Engineering Assistance during Bidding & Construction
6.2	Environmental Construction Support Services

*Subtasks are numbered sequential with those services provided under existing agreement.

Task 6 – Construction Phase Services

Task 6.1: Engineering Services during Bidding and Construction

Task 6.1.4: Assistance during Construction

ENGINEER shall provide additional, as-requested by CLIENT, assistance during construction to facilitate weekly construction progress meeting; intermittent site visits to observe construction and facilitate response to questions from Contractor; project completion site visits, review of project submittals; addressing RFIs; and assistance with pay requests review and change order review, recommendation and negotiation assistance, as well as correspond, coordinate and assist SPMUD with design clarifications and evaluation of Contractor’s general conformance of construction activities with Contract Documents and design intent. Services under this task will be time and materials with an assumed weekly level of effort of 24 hours (20 hours for an Associate Engineer and 4 hours for a Principal Engineer) x 12 weeks (June 22–September 4). Exact hours and personnel may vary to meet project needs, but total shall not exceed approved budget without prior written approval from CLIENT.

Task 6.2: Environmental Construction Support Services

ENGINEER’s will provide as-needed engineering assistance with coordination and facilitation of environmental subconsultant and technical details related to the implementation of project environmental requirements. ENGINEER’s services under this task will be time and materials with an assumed effort of 80 hours (60 hours for an Associate Engineer and 20 hours for a Principal Engineer). Exact hours and personnel may vary to meet project needs, but total shall not exceed approved budget for this task without prior written approval from CLIENT. Additional Environmental services described herein are for services through August 31st, 2020, which is consistent with ENGINEER’s Team understanding of the current work progression and Contractor schedule.

Task 6.2.1: Project Management and Technical Assistance

ENGINEER’s environmental subconsultant, Stantec, will provide up to sixty (12) hours of project management and twelve (24) hours of technical staff time to be used for meetings and coordination with ENGINEER, SPMUD, and agency staff; and respond to requests including, project team communication and coordination; responding to agency information or revision requests. Services under this task will also include ongoing support of existing permits and additional City of Rocklin Tree Permits, including



additional arborist activities as needed to support permit and field identification of trees requiring or potentially requiring removal.

Task 6.2.6: Water Quality Monitoring

ENGINEER's environmental subconsultant, Stantec, will provide surface water sampling and observation during any in-water work. Monitoring will be conducted in accordance with services detailed in the agreement for an additional six (6) 8-hr days, totaling 48 hours.

Task 6.2.7: Biological Construction Monitoring

ENGINEER's environmental subconsultant, Stantec, will provide surface biological monitoring and observation "spot checking" as required by permits and requested by CLIENT. Monitoring will be conducted in accordance with services detailed in the agreement for an additional 12 weeks for 10 hours per week of monitoring plus office record keeping and oversight , totaling 150 hours.

Task 6.2.8: Archaeological/Cultural Resources Construction Monitoring

ENGINEER's environmental subconsultant will subcontract with Pacific Legacy, Inc. to provide a qualified archaeologist to monitor all project-related ground-disturbing activities in and near site CA-PLA-002 and the area north of Arrowhead Drive. Monitoring will be conducted in accordance with services detailed in the agreement for an additional 60 days, total, of inspection (12 weeks).



Project Schedule

ENGINEER's scope of services is based on Construction Schedule previously detailed in this document.

Payment

Payment for Phase II – Addendum 5 (Task 6) will be on a Time and Expense basis totaling no more than an additional **\$130,000**, resulting in a total Phase 2 not to exceed project budget of **\$670,671** (all Phases and Addendum) without written consent from CLIENT and invoiced in accordance with the existing Agreement Hourly Billing Rates, including annual increases specified therein. The total budget previously approved tasks and the new task (Addendum 4), will be as follows:

Subtask	Title	Existing	Addendum 5	Total
3.2-5	Total Phase II to date	\$325,671		\$325,671
6.1	Engineering during Bidding & Construction	\$100,000	+\$50,000	\$150,000
6.2	Environmental Construction Support	\$115,000	+\$80,000	\$205,000
	Total Phase II	\$540,671	\$130,000	\$670,671

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
STAFF REPORT**

To: Board of Directors

From: Herb Niederberger, General Manager

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

Subject: Adoption of Resolution No. 20-22 adopting a Fiscal Year 2020/2021 Budget

Meeting Date: July 2, 2020

Overview

On June 4, 2020, the South Placer Municipal Utility District (District) Board of Directors conducted a workshop for the proposed Budget for the 2020/21 Fiscal Year (FY20/21, beginning July 1, 2020 and ending June 30, 2021) outlining projected revenues and expenses for the General and Capital Funds. The Budget’s primary use is as a fiscal planning tool to accomplish the District’s strategic goals and objectives. District Policy 3105 states that the District will adopt, by resolution, an annual budget that provides the Board with the upcoming fiscal year revenues and expenses for the General and Capital Funds conforming to policies previously adopted by the Board. All Board comments have been incorporated into the Budget Report attached as Exhibit “A” to Resolution 20-22 being presented to the Board for adoption.

Recommendation

Staff recommends that the Board of Directors approve Resolution No. 20-22, adopting the Budget for Fiscal Year 2020/2021 and the proposed spending plan therein.

Strategic Plan Goals

The FY20/21 Budget supports the Key Areas of Focus & Desired Outcomes, Goals & Key Performance Indicators of the Strategic Plan Goal.

Related District Ordinances and Policies

This action complies with the following District Policy:
Policy No. 3105 – Budget Preparation

Fiscal Impact

The total budget recommendation for FY20/21 is \$28.03 Million; \$16.96 Million in General Fund Expenses and \$11.07 Million in Capital Investment. This represents a \$6.67 Million increase (31%) from last year’s budget. General Fund Revenues (\$16.82 Million) and usable General Fund

Reserve Surplus (7.27 Million) exceed the sum of General Fund Expenses (\$16.96 Million) and General Fund Annual Capital Projects (\$3.25 Million).

Revenues

In accordance with Ordinance 17-02, the monthly service charge for FY20/21 will remain \$36.00/month/EDU. In addition, per Ordinance 17-03, the Local Participation Fee will increase to \$4,129 per EDU on July 1, 2020. Total revenues for FY20/21 are projected to be \$18.46 Million with General Fund revenues projected to be \$16.82 Million (91% of total), and Capital Fund Revenues projected to be \$1.64 Million (9% of total).

Expenses

FY20/21 General Fund expenses are budgeted to be \$16.96 Million (\$12.26 Million before depreciation and one-time CEPPT funding), approximately \$112,400 less than the previous year.

Capital Projects

FY20/21 Capital Projects are projected to be approximately \$11.07 Million. This can be broken down into the following categories: General Fund Capital Projects (Fund 100) - \$3.25 Million; Capital Improvements & Enlargement Projects (Fund 300) – \$3.16 Million; and Capital Replacements & Rehabilitation Projects (Fund 400) - \$4.66 Million.

Fund Balances

As of March 31, 2020, fund balances are \$14.99 Million in Fund 100, \$26.61 Million in Fund 300, and \$21.44 Million in Fund 400.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 20-22

ADOPTING THE BUDGET FOR FISCAL YEAR 2020/21

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

WHEREAS, the District conducted a public workshop on June 4, 2020, for the proposed Budget for the Fiscal Year 2020/21 (FY20/21, beginning July 1, 2020 and ending June 30, 2021), and incorporated all board comments into the proposed budget; and

WHEREAS, the FY 20/21 Budget, attached as Exhibit “A” to this Resolution and incorporated herein, outlines the projected revenues, expenses and spending plan for the General and Capital Funds and is the fiscal planning tool to accomplish the District’s strategic goals and objectives.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the South Placer Municipal Utility District hereby adopt the Budget for FY 20/21 and the proposed spending plan therein stated.

PASSED AND ADOPTED at a Regular Meeting of the South Placer Municipal Utility District Board of Directors at Rocklin, CA this 2nd day of July 2020.

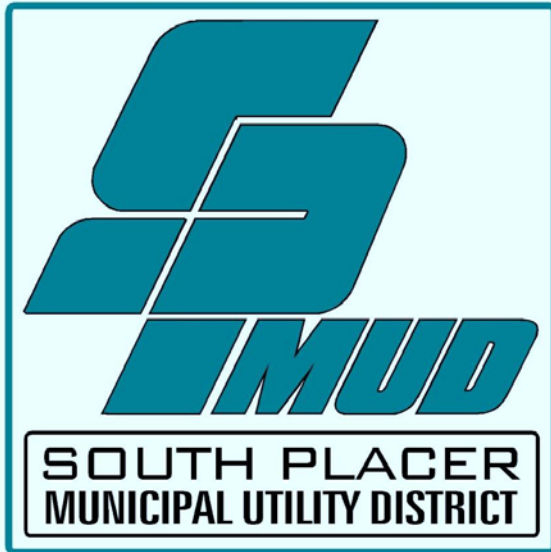
Signed: _____

John Murdock, President of the Board of Directors

Attest: _____

Emilie Costan, Board Secretary

Fiscal Year 2020/2021



Budget Report

Board Approved 7/2/2020

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

Telephone: 916-786-8555
Fax: 916-786-8553

TABLE OF CONTENTS

BOARD OF DIRECTORS	4
STAFF	4
GENERAL MANAGER’S MESSAGE	5
<i>Key Accomplishments</i>	<i>5</i>
<i>Report Organization</i>	<i>7</i>
<i>Background</i>	<i>7</i>
<i>Statistics</i>	<i>8</i>
FIGURE 3 – DISTRICT STATISTICS	8
SECTION 1 BUDGET OVERVIEW	9
SECTION 1.1 REVENUE ANALYSIS	9
<i>Operating Revenues</i>	<i>10</i>
<i>Non-Operating Revenues</i>	<i>10</i>
<i>Total Revenues</i>	<i>10</i>
SECTION 1.2 OPERATIONS EXPENSE ANALYSIS	10
<i>Salary & Benefits</i>	<i>10</i>
<i>Operations & Maintenance Including Regional Wastewater Treatment</i>	<i>11</i>
SECTION 1.3 CAPITAL OUTLAY ANALYSIS	12
<i>FY19/20 Programmed Capital Outlays</i>	<i>12</i>
SECTION 1.4 FUND BALANCES AND RESERVES	12
TABLE 1– FUND BALANCE BREAKDOWN	13
FIGURE 4 – ALLOCATION BY FUND AS OF MARCH 31, 2020	13
<i>District Reserves – Compliance with Policy #3130</i>	<i>13</i>
TABLE 2 - GENERAL FUND RESERVE REQUIREMENTS	14
SECTION 1.5 REGIONAL WASTEWATER TREATMENT PLANTS & RATE STABILIZATION RESERVE FUND	15
SECTION 1.6 GROWTH AND PROJECTIONS	16
FIGURE 5 – HISTORICAL GROWTH	16
FIGURE 6 - MONTHLY SEWER RATE COMPARISON FOR PLACER COUNTY (COLLECTION & TREATMENT)	17
SECTION 1.7 SUMMARY	17
SCHEDULE 1 – INVESTMENTS AS OF MARCH 31, 2020	19
SCHEDULE 2 – FY20/21 REVENUE BUDGET	20
SCHEDULE 3 – FY20/21 GENERAL FUND EXPENDITURE BUDGET	21
SCHEDULE 4 – FY20/21 CAPITAL FUND EXPENDITURE BUDGET	22
SCHEDULE 5A – GENERAL FUND CAPITAL OUTLAY JUSTIFICATIONS	23

SCHEDULE 5B – CIP & EXPANSION CAPITAL OUTLAY JUSTIFICATIONS 26
SCHEDULE 5C – R&R CAPITAL OUTLAY JUSTIFICATIONS..... 27
SCHEDULE 6 – FY20/21 PERSONNEL CLASSIFICATIONS 31
SCHEDULE 7 – FY20/21 SCHEDULE OF SALARY RANGES 32

Vision Mission & Values

VISION

Our Vision is to be the most reliable, innovative operations and maintenance organization that preserves and prolongs the life of our assets, resulting in sustainable, efficient, cost-effective customer service.

MISSION

We are a customer-owned Utility dedicated to:

PROTECT public health and water environment

PROVIDE efficient and effective sanitary sewer service

PREPARE for the future

VALUES

Our Core Values are:

INTEGRITY:

We will be trustworthy, truthful and honest

STEWARDSHIP:

We will be accountable and committed to responsible management and respect our environment

SERVICE:

We will be responsive, reliable and respectful; putting the needs of the District and customers first

QUALITY:

We will be dedicated to continuous improvement

BOARD OF DIRECTORS

- Gerald Mitchell **WARD 1:** Southwest central area of the City of Rocklin lying north of Interstate 80, including the Woodside, Five Star/Fairway Heights, south Stanford Ranch, and Sunset neighborhoods, as well as the west parts of old Rocklin.
- William Dickinson **WARD 2:** Northwest part of the City of Rocklin lying on the east side of Highway 65 in the Sunset West and north central Stanford Ranch neighborhoods.
- John Murdock **WARD 3:** Southeast Rocklin lying south of Interstate 80 in the vicinity of Sierra Community College, and also includes south Loomis and a stretch of land extending into Granite Bay in the Joe Rogers Road area.
- Victor Markey **WARD 4:** Community of Penryn, the Town of Loomis lying north of King Road, extending west into the north part of the City of Rocklin in the Whitney Ranch and north Whitney Oaks neighborhoods.
- James Williams **WARD 5:** West and central part of the Town of Loomis lying between Interstate 80 and King Road, extending west into the City of Rocklin into the east Stanford Ranch and south Whitney Oaks neighborhoods, as well as the east part of old Rocklin.

STAFF

- Herb Niederberger General Manager
- Emilie Costan Administrative Services Manager and Board Secretary
- Eric Nielsen Superintendent
- Carie Huff District Engineer

GENERAL MANAGER'S MESSAGE

To the Honorable Board of Directors and Customers of South Placer Municipal Utility District

South Placer Municipal Utility District (District) staff is pleased to present the operating budget and supplemental information for the Fiscal Year (FY) beginning July 1, 2020 and ending June 30, 2021 (FY20/21). Each year staff makes careful consideration in its budget development to ensure the District's mission, strategic goals, and commitments are being financially supported. This has been especially important this year, as this budget has been prepared in the midst of a global pandemic which has temporarily shut down much of the economy and created high levels of uncertainty. The District remains committed to safety, continued maintenance of the sewer system, and providing the best service to our customers during these uncertain times.

The District balances the budget by carefully setting sewer rates and charges to address the many challenges facing the sewer industry. The Budget's primary use is as a fiscal planning tool to accomplish the District's strategic goals and objectives. The budget is a management tool and not a legal requirement, and therefore not a legal document.

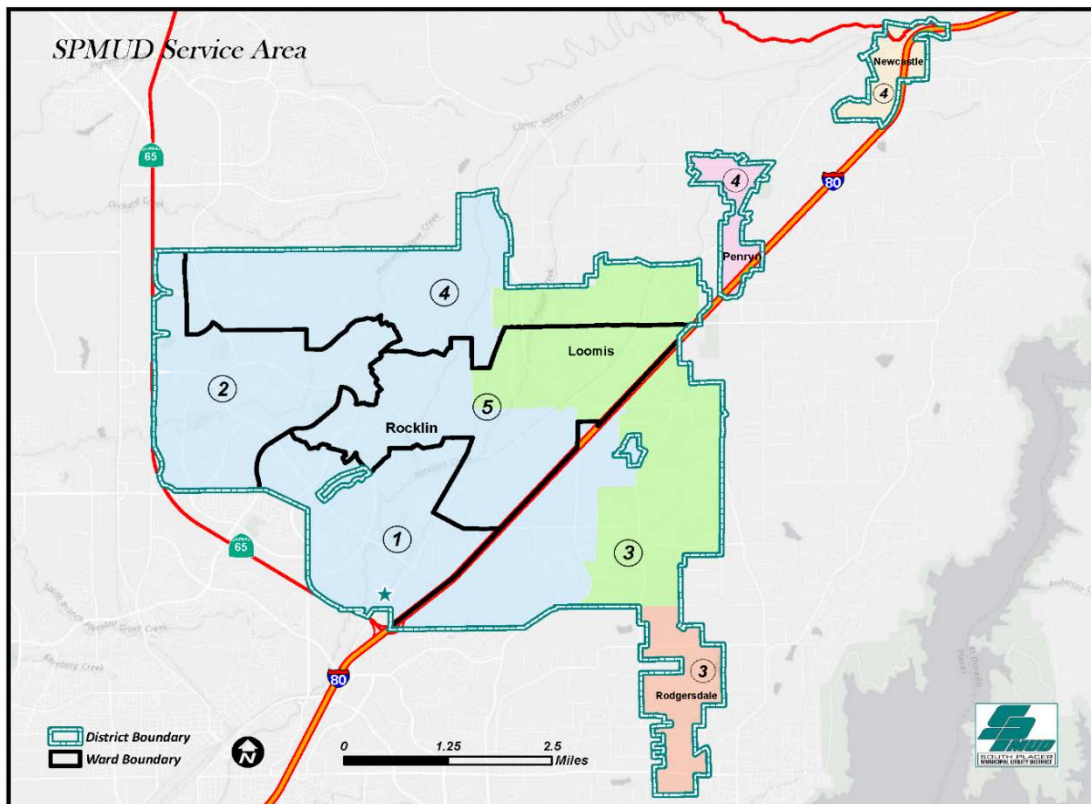
KEY ACCOMPLISHMENTS

The District strives to be the most reliable, innovative operations and maintenance organization that preserves and prolongs the life of our assets, resulting in sustainable, efficient, cost-effective customer service. To that end, the District had the following key accomplishments in Fiscal Year 19/20:

- Achieved the District Transparency Certificate of Excellence administered by the Special District Leadership Foundation (SDLF)
- Maintained Full Operations during the Coronavirus Outbreak
- Completed a Full Transition of the District Management Team
- Hired a Regulatory Compliance Technician to improve the programs and performance of the District in the areas of safety and regulatory compliance.
- Enhanced the Recruitment Process including completed physical demand assessments and updates to the District's Job Specifications and the Employment Application.
- Implemented Electronic Plan Check.
- Implemented an Electronic Content Management System.

- Develop a Regulatory Compliance Handbook summarizing the various regulatory agencies and requirements the District operates under.
- Adopted the 2020 System Evaluation and Capacity Assurance Plan (SECAP) and corresponding Nexus Study
- Lined 6,600 feet of mainline, 2,500 feet of lateral pipe, and installed 100 service lateral connection seals to rehabilitate portions of the sewer system.
- Chemically treated 29,000 feet of mainline to slow root growth and lessen the chance of blockages in the sewer system.
- Successfully maintained operations during the PG&E Public Safety Power Shutoff (PSPS) events.

FIGURE 1 – DISTRICT BOUNDARIES



REPORT ORGANIZATION

This Annual Budget is intended to provide the Board with an overview of the District’s fiscal plan of action, including revenue and expense details for the upcoming Fiscal Year (FY20/21). This report is organized into a General Manager’s report and revenue, expenditures, capital outlays, and personnel schedules.

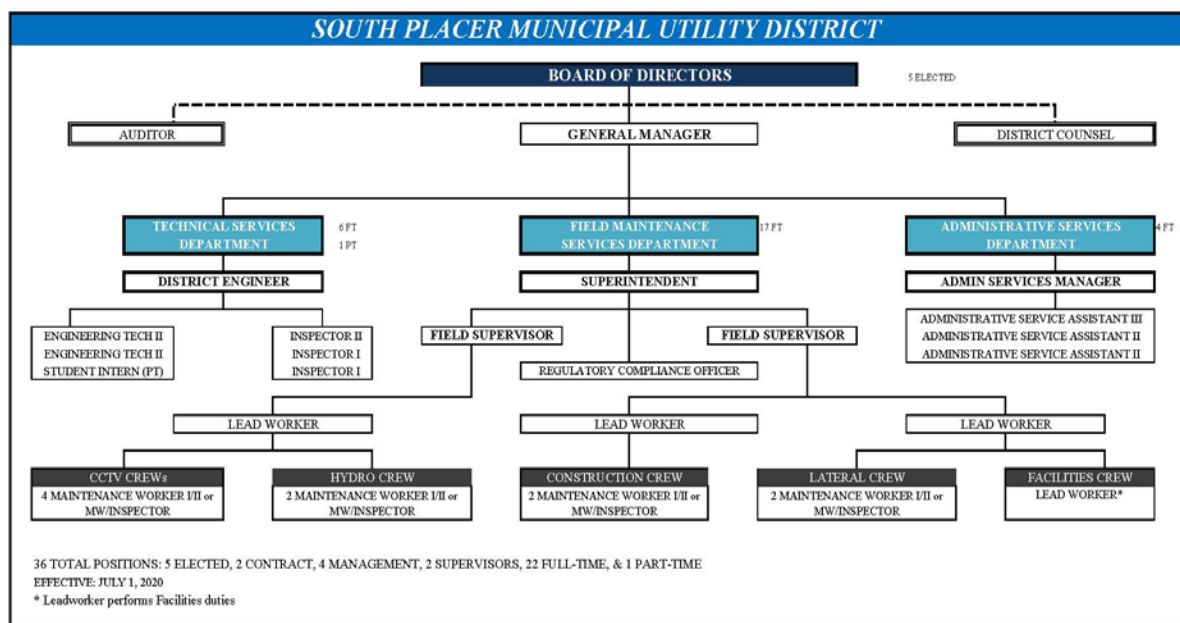
BACKGROUND

The Rocklin-Loomis MUD was created in 1956 to provide sanitary sewer service to Rocklin and Loomis. The District is divided into five wards and governed by an elected five-member Board of Directors who establish policy and oversee the General Manager, who manages the day-to-day operations.

In the 1970s the District decommissioned its sewage treatment facilities and began using the City of Roseville (City) Dry Creek Wastewater Treatment Plant. In the 1980s, the name changed to South Placer Municipal Utility District to reflect its larger service area. In 2000, the District, the City of Roseville and Placer County (PC) created the South Placer Wastewater Authority (SPWA or Authority) to finance the construction of the Pleasant Grove Wastewater Treatment Plant (PG WWTP). In 2008, the District boundaries expanded to match the incorporated town limits of Loomis, and in 2010, annexed the Newcastle Sanitary District (NSD) area.

The South Placer Municipal Utility District is under the direction of a five-member elected board and managed by the General Manager. The District is organized into three departments, Field Services, Technical Services, and Administrative Services as shown in Figure 2.

FIGURE 2 – DISTRICT ORGANIZATIONAL CHART



STATISTICS

The South Placer Municipal Utility District service area covers 31 square miles as shown in Figure 1 and includes all of the incorporated limits of the City of Rocklin and Town of Loomis, plus portions of southern Placer County around the unincorporated communities of Penryn, Newcastle and the Rodgersdale area of Granite Bay. Rocklin makes up 88%, Loomis is 9%, and 3% is in unincorporated Placer County. The District provides service to 24,733 connections or an equivalent population of about 76,672 people. This equates to 34,859 Equivalent Dwelling Units (EDU) (80% residential and 20% commercial) with an average dry weather sewer flow of about four million gallons per day. The District collects the sewage and transports this via 285 miles of District-owned and operated sewer mains (from 4” to 42” diameter). The District maintains an additional 111 miles of lower laterals within our easement or public right-of-way. Other assets include our Headquarters, Maintenance and Corporation Yard facilities, 6,706 manholes/flushing branches, 13 lift stations, 12 metering sites, and related buildings, facilities and equipment.

FIGURE 3 – DISTRICT STATISTICS

STATISTICS	UNIT	TOTAL
Service Area	Square Miles	31
Equivalent Population	Each	76,672
Equal Dwelling Units	EDU	34,859
Customers Connected	Each	24,733
Annual Flow to WWTP	Million Gallons	1,642
Sewer Mains	Miles	285
Lower Service Laterals	Miles	111
Manhole/Flushing Branch	Each	6,706
Lift Stations	Each	13
Force Mains	Miles	7
Flow Recorder Stations	Each	12
Easements	Miles	57
Creek Crossings	Each	79

	2016/17	2017/18	2018/19	2019/20	2020/21
Personnel Costs	\$ 3,529,988	\$ 3,901,731	\$ 4,306,176	\$ 4,465,994	4,681,360
Sewer Service Revenue	11,196,000	12,694,346	14,197,833	15,257,633	15,322,500
Personnel Cost/ Sewer Service Revenue	32%	31%	30%	29%	31%
Equivalent Dwelling Units	32,825	33,445	34,174	34,859	35,159
Personnel Costs/Per EDU	\$ 107.54	\$ 116.66	\$ 126.01	\$ 128.12	133.15
FSD Employees	14	16	16	17	17
Miles of Pipe	267	273	277	280	285
Miles of Pipe/FSD Employees	19.07	17.06	17.31	16.47	16.76

SECTION 1 BUDGET OVERVIEW

The South Placer Municipal Utility District has three funds: a General Fund (100), a Capital Improvement Project & Expansion Fund (300), and a Rehabilitation & Replacement Fund (400).

The General Fund is used to support the general maintenance and operation of the District. The Capital Improvement Project (CIP) & Expansion Fund is used to fund construction projects for new infrastructure or infrastructure improvements, and the Rehabilitation & Replacement (R&R) Fund is funded through depreciation expense and is used to rehabilitate and replace existing infrastructure.

The South Placer Municipal Utility District primary funding goals are:

- Fully funding all Operations, Maintenance and Regulatory Obligations.
- Providing adequate funding for Capital Investments.
- Fully funding the District's obligations to CalPERS.
- Fully funding the District's annual required contribution (ARC) for Other Post-Employment Benefits (OPEB).
- Maintaining minimum reserve fund balances.
- Meeting the Debt Coverage Ratio mandated by the South Placer Wastewater Authority (SPWA) debt indenture.

SECTION 1.1 REVENUE ANALYSIS

The General Fund Revenue Budget is made up of service charges, plan check and inspection fees, property taxes, miscellaneous revenues, and interest revenue. The Capital Outlay Revenue Budget is made up of sewer participation charges, depreciation transfers, and investment interests. The following discussion highlights the major changes in the Fiscal Year 20/21 revenue budget in support of the detailed line items presented in **Schedule 1 - Revenue Budget**.

In Fiscal Year 19/20 due to changes in accounting required by the Government Financial Officers Association (GFOA), the repayment obligation in the Newcastle Special Benefit Area (NSBA) was transferred from Fund 300 to Fund 100. Future Project Related Service Charges (PRSC) assessed to customers in the NSBA, including interest, are now collected along with Sewer Service Charges and accrued in Fund 100. This fund transfer is reflected in *Section 1.4 Fund Balances and Reserves* and *Table 1 Fund Balance Breakdown*.

OPERATING REVENUES

General Fund revenues are projected to be \$16.82 Million. General Fund operating revenues are comprised of monthly service charges, service fees collected during the year through property taxes and interest revenues. In accordance with Ordinance 17-03, monthly service charges for Fiscal Year 20/21 are \$36 per EDU. The District remains one of the lowest monthly customer service fees in the region, see *Figure 6 Monthly Sewer Rate Comparison for Placer County*.

NON-OPERATING REVENUES

Non-operating Capital Outlay funds are made up of sewer participation charges, and investment interest income. The sewer participation fees for Fiscal Year 20/21 are \$12,051 per EDU which is comprised of a \$4,014 Local Participation Fee and an \$8,037 Regional Participation Fee. Capital non-operating revenue is projected to be \$1.43 Million.

TOTAL REVENUES

The District's total revenues for Fiscal Year 20/21 are projected to be approximately \$18.46 Million, based upon an additional EDU projection of three hundred for the year. In the current Fiscal Year, FY19/20 total year-end revenues are estimated at \$19.31M. This reduction is due to anticipated impact on the economy and reduction of development from the Coronavirus.

SECTION 1.2 OPERATIONS EXPENSE ANALYSIS

The following discussion provides a summary of the Fiscal Year 20/21 operational expenses, in support of the detailed line items presented in **Schedule 2 - Expense Budget**. The operating expenses are those Districtwide costs for goods and services and are comprised of personnel, administrative, and operational costs, and capital projects less than \$5,000.

SALARY & BENEFITS

The District is under the direction of a five-member elected board and managed by the General Manager. The District is organized into three departments, Field Services, Technical Services, and Administrative Services. The District has 36 funded positions comprised of 22 full-time, one part-time, five elected, 2 contracted, four management and two supervisors; see **Schedule 6 - Personnel Classification Positions**.

The District recently adopted updated Employee and Managers MOU's for the period covering July 1, 2020 through June 30, 2023 and adopted under Resolutions 20-16 and 20-17. In accordance with the MOUs and as shown in **Schedule 7 - Employee Salary Ranges**, salaries are expected to increase two (2) to four (4) percent in accordance with the US Department of Labor, Bureau of

Labor Statistics Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) which is currently at 1.3%. The MOU also provides for an increase to Deferred Compensation Contributions and the District is budgeting an additional \$34,000 for these contributions. Additionally, the District is in the third year of the Performance Merit Program; the District is budgeting an additional \$11,500 for the program. Total Salary and Benefits are programmed to increase by \$215,366 (5%) over the prior year.

At the November 6, 2019 Fee and Finance Committee meeting, a recommendation was made to contribute to the California Employer's Pension Prefunding Trust (CEPPT), a Section 115 Trust dedicated to prefunding employer contributions to defined benefit pensions. The District's current Unfunded Pension Liability is \$3.76 Million. This budget includes a one-time contribution of \$3 Million to CEPPT.

OPERATIONS & MAINTENANCE INCLUDING REGIONAL WASTEWATER TREATMENT

Total operation and maintenance expenses, including regional wastewater treatment and depreciation expense, for Fiscal Year 20/21, prior to the one-time CEPPT contribution of \$3 Million, are projected to be \$13.96 Million. This represents an increase of \$0.21 Million (1.5%) over last year's budget. The total budget for operation and maintenance expenses budget request, including regional wastewater treatment, depreciation expense and the one-time CEPPT contribution, is \$16.96 Million.

Included in these expenses are costs paid to the City of Roseville, who owns and operates the two Regional Wastewater Treatment Plants (Dry Creek and Pleasant Grove) providing sewage treatment for the regional partners. The District pays for its share of the RWWTP Operation & Maintenance (O&M) and Rehabilitation & Replacement (R&R) costs based on the District's proportional share of total flows (currently around 25%). For Fiscal Year 20/21 the RWWTP costs are budgeted to be \$5.65 Million, a decrease of about \$0.44 Million from Fiscal Year 19/20. These costs include O&M costs of \$5.28 Million and R&R costs of \$0.37 Million.

The Fiscal Year 20/21 General Fund Budget of \$16.96 Million is comprised of the following: \$4.68 Million for salaries and benefits, \$1.93 Million for local General Fund expenses, \$5.65 Million for Regional Wastewater Treatment Plant expenses, \$1.7 Million for depreciation expense, and \$3 Million allocated to a California Employer's Pension Prefunding Trust.

SECTION 1.3 CAPITAL OUTLAY ANALYSIS

FY19/20 PROGRAMMED CAPITAL OUTLAYS

Schedule 3 – Capital Fund Expenditures includes a listing of the proposed capital outlays for the 20/21 Fiscal Year. **Schedules 5A, B, and C – Capital Replacement & Rehabilitation Outlay** provide written justifications and estimated costs that total \$11.07 Million. This can be broken down into the following categories: General Fund: \$3,255,200, Capital Improvement Projects: \$3,160,000, and Replacement & Rehabilitation: \$4,659,500.

General Fund Capital Outlays for FY20/21 - \$3,255,200 (Fund 100)

Projects include Newcastle Master Plan Improvements, Corporation Yard Master Plan Improvements (Locker Room, Breakroom & Lobby Security), Pipe Trailer & Easement Inspection Equipment, System Improvements, Software Acquisition, and District Participation in Regional Projects.

Capital Improvement & Expansion Outlays for FY20/21- \$3,160,000 (Fund 300)

Projects included in this category are construction of the Foothill Trunk Project, Rocklin 60, Lower Loomis Diversion, and Trunk Extension Reimbursements.

Capital Replacement & Rehabilitation Outlays for FY20/21 - \$4,659,500 (Fund 400)

Projects include Board Room Audio Visual equipment, SCADA Design and Implementation, Vehicle and Equipment Upgrades, Bypass Pump Replacement, Cured in Place Pipe, Corporation Yard Fencing, the Foothill Trunk Project, the Los Flores Mainline Replacement, Headquarter Building HVAC, and District participation in Regional Projects.

SECTION 1.4 FUND BALANCES AND RESERVES

CASH AND INVESTMENT BALANCES

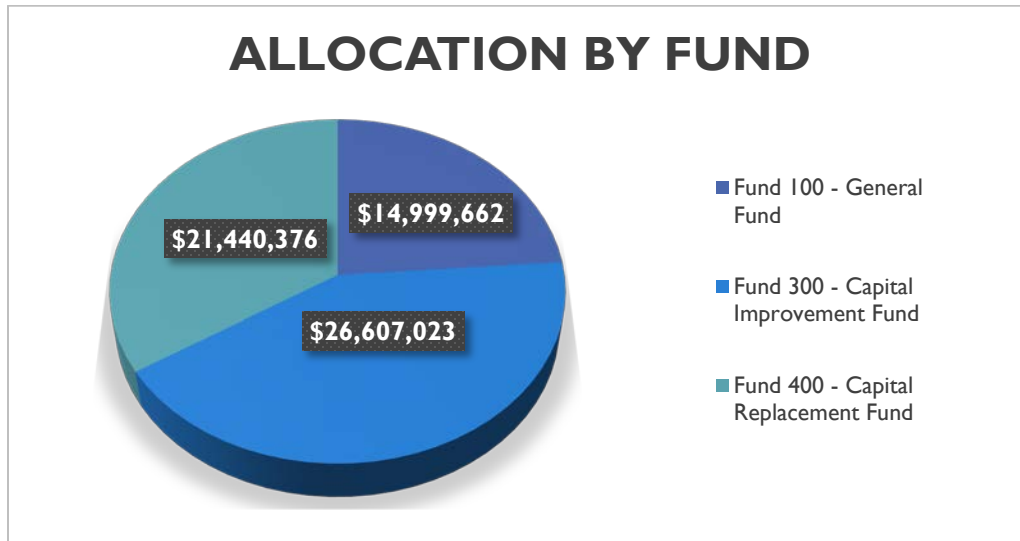
Cash balances are invested in accordance with the District's Investment Policy 3120 in the Local Agency Investment Fund (LAIF); the Placer County Treasury; CalTrust; and other Fixed –Income Securities. The breakdown of these investments is shown in **Schedule 1 – Investments**.

As of March 31, 2020, District investment balances are \$14.99 Million in Fund 100, \$26.61 Million in Fund 300, and \$21.44 Million in Fund 400. Projected year-end balances for Fiscal Year 20/21 are anticipated to remain relatively stagnant. These fund balances are shown in *Table 1 – Fund Balance Breakdown* and *Figure 4 – Allocation by Fund*.

TABLE 1– FUND BALANCE BREAKDOWN

CASH & INVESTMENTS	Interest Allocation	TOTAL AUDITED FUNDS FY 17/18	TOTAL AUDITED FUNDS FY 18/19	FUNDS AS OF MARCH 31, 2020
FUND 100 GENERAL	20%	\$ 11,988,131	\$ 15,938,443	\$ 14,999,662
FUND 300 CIP & EXPANSION	40%	\$ 20,217,209	\$ 20,499,019	\$ 26,607,022
FUND 400 CAPITAL REPLACEMENT & REHABILITATION	40%	\$ 19,903,873	\$ 20,180,098	\$ 21,440,376
TOTALS		\$ 52,109,213	\$ 56,617,560	\$ 63,047,060

FIGURE 4 – ALLOCATION BY FUND AS OF MARCH 31, 2020



DISTRICT RESERVES – COMPLIANCE WITH POLICY #3130

Reserve funds are accumulated and maintained in a manner that allows the funding of costs and capital investments consistent with the District’s Capital and Financial Plans while avoiding significant rate fluctuations due to changes in cash flow requirements. In accordance with Section 3 of the District’s Reserve Policy #3130, the General Fund Assigned Fund Balance Reserves consists of three parts: the Operation and Maintenance Reserve; the Rate Stabilization Reserve; and the Emergency Reserve; discussed in more detail below and shown in *Table 2 – General Fund Reserve Requirements*: The classification of these reserve fund balances are in conformance with Government Accounting Standards Board (GASB) Statement No.54 (Fund balance reporting and governmental fund type definitions).

1. OPERATIONS AND MAINTENANCE RESERVE

The purpose of the District Operation and Maintenance Reserve Fund is to ensure that the District will have sufficient funding available at all times to meet its operating obligations. Operating revenue is a flat rate and consistent over the year. Delinquencies are trued up through tax liens which are recoverable twice a year. Operating expenses are generally incurred uniformly over the year; however, work can be planned or deferred during the year to accommodate minor fluctuations in revenue. The source of funding for this reserve shall be from Sewer Service Charges. The District shall maintain an Operation and Maintenance Reserve Fund equivalent to 3 months of Operation and Maintenance expenses.

2. RATE STABILIZATION RESERVES

The purpose of the District Rate Stabilization Reserve Fund is to establish a means to provide more stable sewer service charges to the District's customers. This fund buffers the impacts of unanticipated fluctuations or revenue shortfalls in sewer revenues and should be capable of defraying the need for an immediate rate increase to cover the cost of an unanticipated rise in expenses. Unexpected fluctuations can include, but are not limited to, natural disasters, an economic downturn, and unanticipated increases in other utility expenses and/or other extraordinary circumstances. The source of funding for this reserve shall be from Sewer Service Charges. The District shall maintain a Rate Stabilization Reserve Fund equivalent to 10% of the annual revenue.

3. EMERGENCY RESERVES

The purpose of the Emergency Reserve Fund is to provide funds for emergency response for potential repair or replacement of capital facilities due to damage from a natural disaster or unanticipated failure. The Emergency Reserve would be used when capital improvement funds have otherwise been purposefully spent down to a preset limit on planned projects. The source of funding for this reserve shall be from Sewer Service Charges. The District shall maintain an Emergency Reserve of \$3 Million.

TABLE 2 - GENERAL FUND RESERVE REQUIREMENTS

RESERVE FUND	DESCRIPTION	AMOUNT
OPERATION & MAINTENANCE RESERVE	3 months O&M expenses (before depreciation) <i>25% of \$12,182,400</i>	\$ 3,045,600

RATE STABILIZATION RESERVE	10% of the annual revenue <i>10% of \$16,824,675</i>	\$ 1,682,468
EMERGENCY RESERVE	\$3 Million	\$ 3,000,000
TOTAL		\$ 7,728,068

As indicated in *Table 1 Fund Balance Breakdown*, the District is projecting a General Fund Reserve balance of \$15 Million by year end which exceeds the minimum requirement of \$7.73 Million. The District is proposing a one-time CEPPT contribution of \$3 million for Fiscal Year 20/21 that will come from the General Fund Reserve balance. The adoption of this budget allows the District to have demonstrated continued compliance with the Reserve Policy #3130.

SECTION 1.5 REGIONAL WASTEWATER TREATMENT PLANTS & RATE STABILIZATION RESERVE FUND

The District, the City of Roseville and Placer County are participants in the SPWA. The District collects and transports about 1.5 Billion gallons of raw sewage annually to the Dry Creek and Pleasant Grove Regional Wastewater Treatment Plants (RWWTPs) in Roseville. The two RWWTPs and infrastructure used by all three partners make up the regional facilities. The District pays its share of annual Operations and Maintenance costs for the RWWTPs based on our proportional flows which are approximately 25% of total flows into the RWWTPs.

An SPWA Funding Agreement establishes a Rate Stabilization Account to be used for the payment of debt service on the Bonds and other costs of the Authority. Monthly contributions of regional connection fees are deposited into the Authority's Rate Stabilization Account, and SPWA pays the debt service and other costs from the account, based on each member's proportionate share. As of the last approved financial statement accepted by SPWA, the District maintained a balance of \$57,855,027 in the Rate Stabilization Account on deposit with the Authority. Per the last approved financial statement accepted by the Authority, the annual SPWA Debt assigned to the District was \$2,191,864. At the current debt service, the District has approximately 26 years' worth of debt service on account with SPWA.

In accordance with the SPWA Debt Indenture, the District has covenanted to prescribe and collect rates and charges sufficient to yield net revenues at least equivalent to 110% of its share of debt service. The source of funding for this reserve can be accounted for from the District's General Fund revenues and is expected to provide a Debt Coverage Ratio (DCR) of 110% over the lives of the Bonds.

$$\text{DCR} = [\text{General Fund Revenues} - \text{All O\&M (before dep)}] / \text{SPWA Debt} > 1.1$$

General Fund Revenues = \$16,824,675

Expenses (before depreciation) = \$12,182,400

$$\text{DCR} = (\$16,824,675 - \$12,182,400) / \$2,191,864 = \mathbf{2.12} > \mathbf{1.1}$$

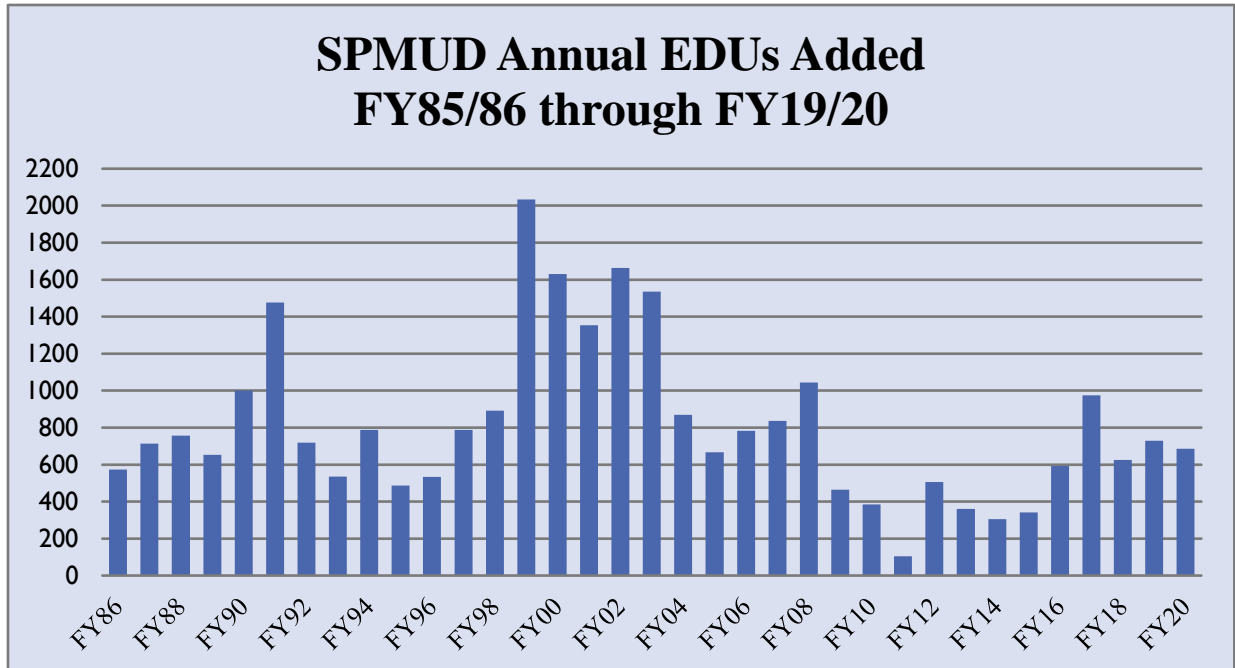
The adoption of this budget allows the District to have demonstrated compliance with the required Debt Coverage Ratio required by the SPWA Bond Indenture. The District's Proportionate Share of Debt Service is to be paid from the Participant Net Revenues deposited in the SPWA Rate Stabilization Fund, collected as the Regional Participation Fee. To the extent that the District's Proportionate Share of Debt Service is not paid in full from the Rate Stabilization Fund, the District pledges payment directly to the SPWA from the District's General Fund.

SECTION 1.6 GROWTH AND PROJECTIONS

PAST GROWTH TRENDS

Figure 5 - Historical Growth shows how growth in the District has varied greatly year over year. Based upon an analysis performed in the Sewer Evaluation and Capacity Assurance Plan (SECAP) adopted in February of 2020, the District is forecasting growth of 500 EDUs a year for the next five years. This projection has been reduced to 300 EDUs for Fiscal Year 20/21 due to impacts on development from the Coronavirus.

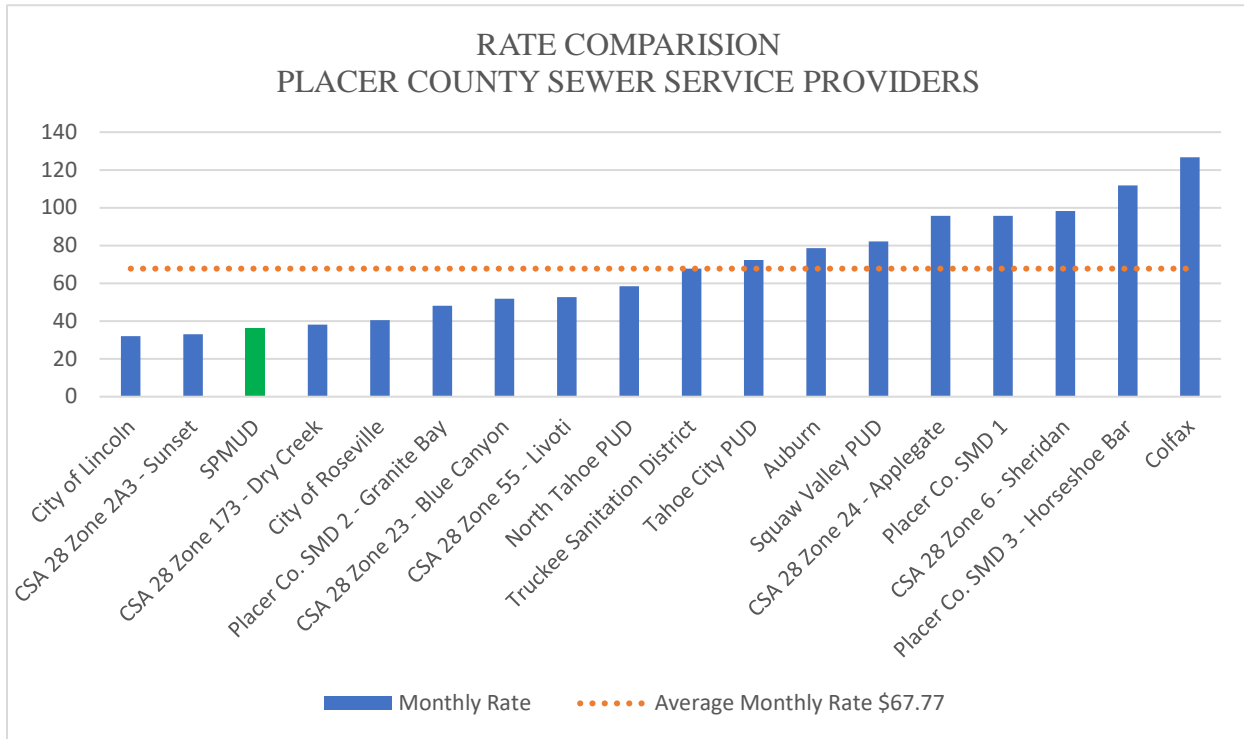
FIGURE 5 – HISTORICAL GROWTH



GENERAL FUND PROJECTIONS

Annual growth is based on the projected annual service fees as well as General Fund expenses. The District maintains its reserve balances through this analysis period. *Figure 6 -Monthly Sewer Rate Comparison for Placer County* shows a comparison of other local agency's service fees; the District is one of the lowest cost sewer service providers in Placer County (as well as the major Sacramento Metropolitan area).

FIGURE 6 - MONTHLY SEWER RATE COMPARISON FOR PLACER COUNTY (COLLECTION & TREATMENT)



SECTION 1.7 SUMMARY

The total Fiscal Year 20/21 revenues from all sources are projected to be \$18.46 Million with General Fund revenues projected to be \$16.82 Million (85% of total), and Capital Fund Revenues projected to be \$1.43 Million.

Personnel and salary schedules are shown in **Schedules 6 and 7**. The District has 36 funded positions comprised of 22 full-time, one part-time, five elected, one part-time contracted Attorney, one contracted Auditor, four management, and two supervisors. The District is entering into new Memorandum of Understandings (MOUs) with the Employees and Managers. The new MOUs will cover the period of July 1, 2020 through June 30, 2023. MOU adjustments are reflected in this

budget. **Schedules 1, 2, 3 & 4** chart the District Budget distribution for Fiscal Year 20/21.

The proposed budget represents an expenditure plan designed to accomplish the District's Strategic Plan Goals and Objectives and aligns with the District's Vision, Mission, and Values. The budget provides for the service needs of both present and future customers in the South Placer Municipal Utility District service area.

SCHEDULE 1 – INVESTMENTS AS OF MARCH 31, 2020

INVESTMENT	FACE AMOUNT SHARES	MARKET VALUE	BOOK VALUE	YTM @ COST	% OF PORTFOLIO
CALTRUST	\$ 21,508,320	\$ 21,508,320	\$ 21,508,320	1.59%	34%
WELLS FARGO	\$ 23,156,993	\$ 23,228,255	\$ 23,166,304	0.93%	37%
LAIF (LOCAL AGENCY INVESTMENT FUND)	\$ 6,299,485	\$ 6,299,485	\$ 6,299,485	1.89%	10%
PLACER COUNTY TREASURY	\$ 7,364,635	\$ 7,364,635	\$ 7,364,635	1.70%	12%
CASH	\$ 4,646,364	\$ 4,646,364	\$ 4,646,364	0.55%	7%
TOTAL/AVERAGE	\$ 62,975,798	\$ 63,047,060	\$ 62,985,109	1.34%	100%

SCHEDULE 2 – FY20/21 REVENUE BUDGET

	AUDITED FINANCIALS		PROJECTED	PROPOSED
	FISCAL YR 17/18	FISCAL YR 18/19	FISCAL YR 19/20	FISCAL YR 20/21
GENERAL FUND				
SEWER SERVICE CHARGES REVENUES	\$ 12,694,346	\$ 14,197,833	\$ 15,257,633	\$ 15,322,500
PERMITS, PLAN CHECK FEES & INSPECTIONS	338,446	533,932	206,000	180,600
PROPERTY TAXES	929,449	993,704	1,082,283	1,100,000
LATE FEES SEWER SERVICE CHARGES	-	138,715	105,896	127,000
INTEREST	45,706	262,916	93,150	46,575
GAIN/LOSS ON SALE FIXED ASSET DISPOSAL	63,498	13,707	-	-
MISCELLANEOUS INCOME	-	98,419	48,000	48,000
TOTAL GENERAL FUND	<u>\$ 14,071,445</u>	<u>\$ 16,239,226</u>	<u>\$ 16,792,961</u>	<u>\$16,824,675</u>
 CAPITAL IMPROVEMENT FUND				
SEWER PARTICIPATION FEES	\$ 2,520,400	\$ 2,574,427	\$ 1,683,600	\$ 1,224,000
INTEREST	\$ 197,569	791,667	\$ 415,000	\$ 207,500
TOTAL CAPITAL IMPROVEMENT FUND	<u>\$ 2,717,969</u>	<u>\$ 3,366,094</u>	<u>\$ 2,098,600</u>	<u>\$ 1,431,500</u>
 CAPITAL REPLACEMENT FUND				
INTEREST	\$ 78,658	\$ 661,805	\$ 415,000	\$ 207,500
TOTAL CAPITAL REPLACEMENT FUND	<u>\$ 78,658</u>	<u>\$ 661,805</u>	<u>\$ 415,000</u>	<u>\$ 207,500</u>
TOTAL SPMUD REVENUE	<u>\$ 16,868,072</u>	<u>\$ 20,267,125</u>	<u>\$ 19,306,561</u>	<u>\$18,463,675</u>

SCHEDULE 3 – FY20/21 GENERAL FUND EXPENDITURE BUDGET

	AUDITED FINANCIALS		PROJECTED	PROPOSED
	FISCAL YR 17/18	FISCAL YR 18/19	FISCAL YR 19/20	FISCAL YR 20/21
SALARIES/WAGES	\$ 2,378,643	\$ 2,525,730	\$ 2,663,332	\$ 2,697,000
FICA - SOCIAL SECURITY	\$ 177,384	\$ 189,153	\$ 196,390	\$ 207,000
CALPERS RETIREMENT & UAL	\$ 497,944	\$ 655,878	\$ 581,476	\$ 634,360
457 & 401A RETIREMENT	\$ 79,098	\$ 87,560	\$ 87,555	\$ 127,000
INSURANCE BENEFITS	\$ 606,026	\$ 664,173	\$ 699,241	\$ 740,000
PERS OPEB	\$ 162,636	\$ 183,682	\$ 238,000	\$ 276,000
SUBTOTAL SALARIES & BENEFITS	\$ 3,901,731	\$ 4,306,176	\$ 4,465,994	\$ 4,681,360
PROPERTY & LIABILITY INSURANCE	\$ 119,949	\$ 122,017	\$ 159,130	\$ 225,572
PROFESSIONAL SERVICES	\$ 89,124	\$ 103,507	\$ 258,402	\$ 408,000
VEHICLE REPAIR & MAINTENANCE	\$ 84,911	\$ 79,777	\$ 73,000	\$ 85,000
PROFESSIONAL DEVELOPMENT	\$ 46,329	\$ 46,483	\$ 37,500	\$ 70,000
LEGAL SERVICES	\$ 31,994	\$ 79,296	\$ 65,550	\$ 100,000
UTILITY BILLING/BANKING EXPENSE/PRINTING	\$ 160,606	\$ 179,123	\$ 186,100	\$ 194,000
OTHER OPERATING EXPENSE	\$ 15,707	\$ 406	\$ 250	\$ 2,500
GENERAL OPERATING SUPPLIES & MAINTENANCE	\$ 155,022	\$ 170,780	\$ 162,500	\$ 180,000
GAS & OIL EXPENSE	\$ 39,096	\$ 40,740	\$ 44,000	\$ 50,000
ELECTION EXPENSE	\$ -	\$ -	\$ -	\$ 80,000
SAFETY GEAR/UNIFORMS	\$ 17,566	\$ 20,177	\$ 25,000	\$ 28,450
UTILITIES	\$ 162,246	\$ 139,540	\$ 125,000	\$ 142,000
REPAIR/MAINTENANCE AGREEMENTS	\$ 73,197	\$ 89,719	\$ 84,090	\$ 115,800
REGULATORY COMPLIANCE/GOVERNMENT FEES	\$ 33,014	\$ 44,892	\$ 49,330	\$ 58,000
ROOT CONTROL PROGRAM	\$ 39,226	\$ 74,057	\$ 35,000	\$ 40,000
LIFT STATION & FLOW RECORDER PROGRAMS	\$ 14,915	\$ 32,843	\$ 66,000	\$ 69,000
BUILDING & GROUNDS MAINTENANCE	\$ 73,546	\$ 73,448	\$ 35,000	\$ 55,000
ASPHALT PAVING	\$ 26,467	\$ 20,445	\$ 25,000	\$ 25,000
SUBTOTAL LOCAL SPMUD GENERAL FUND	\$ 1,182,914	\$ 1,317,249	\$ 1,430,852	\$ 1,928,322
RWWTP MAINTENANCE & OPERATIONS	\$ 5,003,758	\$ 2,567,917	\$ 5,152,756	\$ 5,276,422
RWWTP REHAB & REPLACEMENT	\$ 2,289,670	\$ 2,157,937	\$ 790,725	\$ 374,796
SUBTOTAL SPWA O&M & R&R	\$ 7,293,428	\$ 4,725,854	\$ 5,943,481	\$ 5,651,218
TOTAL OPERATIONS EXPENSE LESS DEPRECIATION	\$ 12,378,073	\$10,349,279	\$ 11,840,328	\$12,260,900
DEPRECIATION EXPENSE	\$ 1,423,548	\$ 1,658,424	\$ 1,675,000	\$ 1,700,000
ONE-TIME CEPPT FUNDING	\$ -	\$ -	\$ -	\$ 3,000,000
TOTAL GENERAL FUND EXPENSES	\$ 13,801,621	\$12,007,703	\$ 13,515,328	\$16,960,900

SCHEDULE 4 – FY20/21 CAPITAL FUND EXPENDITURE BUDGET

	AUDITED FINANCIALS		PROJECTED	PROPOSED
	FISCAL YR	FISCAL YR	FISCAL YR	FISCAL YR
	17/18	18/19	19/20	20/21
TOTAL GENERAL FUND CAPITAL IMPROVEMENTS	\$ 136,274	\$ 162,301	\$ 109,648	\$ 3,255,200
TOTAL CIP & EXPANSION	\$ 4,592,725	\$ 2,816,018	\$ 995,789	\$ 3,160,000
TOTAL REPLACEMENT & REHABILITATION	\$ 1,241,438	\$ 714,504	\$ 1,175,808	\$ 4,659,500
TOTAL CAPITAL INVESTMENT	\$ 5,970,437	\$ 3,692,823	\$ 2,281,245	\$ 11,074,700

PROPOSED FOR FISCAL YR 20/21

	PROPOSED FOR FISCAL YR 20/21		
	FUND 100	FUND 300	FUND 400
	GENERAL FUND CAPITAL	CIP & EXPANSION	REHAB & REPLACEMENT
CAPITAL IMPROVEMENTS			
ARCHIVING / DISASTER DEVELOPMENT PLAN	\$ 10,000	\$ 10,000	
SOFTWARE/DATA ACQUISITION	\$ 31,000	\$ 31,000	
COMPUTERS/OFFICE FURNITURE	\$ 19,000	\$ 19,000	
SYSTEM IMPROVEMENTS	\$ 70,000	\$ 70,000	
LATERAL CAMERA	\$ 7,000	\$ 7,000	
PIPE TRAILER IMPROVEMENTS	\$ 19,000	\$ 9,000	\$ 10,000
EASEMENT INSPECTION EQUIPMENT	\$ 11,700	\$ 11,700	
EASEMENT/ACCESS ROAD REPLACEMENT/UPGRADES	\$ 435,000	\$ 217,500	\$ 217,500
CY MASTER PLAN CAPITAL IMPROVEMENTS	\$ 2,500,000	\$ 2,500,000	
NEWCASTLE MASTER PLAN IMPROVEMENTS	\$ 350,000	\$ 350,000	
PARTICIPATION IN REGIONAL PROJECTS	\$ 480,000	\$ 30,000	\$ 450,000
ROCKLIN 60 PH III REIMBURSEMENT	\$ 160,000		\$ 160,000
TRUNK EXTENSION REIMBURSEMENT	\$ 400,000		\$ 400,000
LOWER LOOMIS DIVERSION SEWER - CONSTRUCTION	\$ 10,000		\$ 10,000
FOOTHILL TRUNK PROJECT - CONSTRUCTION	\$ 3,815,000		\$ 2,590,000
BOARD ROOM AUDIO/VISUAL UPGRADES	\$ 15,000		\$ 15,000
HQ HVAC REPAIR/REPLACEMENT	\$ 15,000		\$ 15,000
SCADA DESIGN & IMPLEMENTATION	\$ 1,000,000		\$ 1,000,000
EQUIPMENT UPGRADES/REPLACEMENT	\$ 103,000		\$ 103,000
VEHICLE PURCHASES	\$ 217,000		\$ 217,000
EMERGENCY BYPASS PUMP REPLACEMENT	\$ 65,000		\$ 65,000
CURED IN PLACE PIPE	\$ 800,000		\$ 800,000
CORP YARD FENCE	\$ 242,000		\$ 242,000
LOS FLORES MAINLINE REPLACEMENT	\$ 300,000		\$ 300,000
TOTAL CAPITAL IMPROVEMENTS	\$ 11,074,700	\$ 3,255,200	\$ 4,659,500

SCHEDULE 5A – GENERAL FUND CAPITAL OUTLAY JUSTIFICATIONS

Fund 100 - \$3,255,200

ITEM #	TITLE/DESCRIPTION	BUDGET
1	<p>ARCHIVING / DISASTER DEVELOPMENT PLAN</p> <p>In 2019, the District purchased an electronic content management system. The District plans to continue imaging paper records for long-term storage in the electronic repository.</p> <p><i>Strategic Plan Goals</i> <i>Goal 7.2: Develop and implement a Records Management Plan.</i></p>	\$10,000
2	<p>SOFTWARE ACQUISITIONS</p> <p>Improvement of the databases (i.e., CMMS, GIS, CCTV) that support the key functions of the District. Staff plans to purchase updated aerial imagery for use with the Lucity and GIS maps that are accessed from desktops in the District offices and on the tablets used by crews in the field.</p> <p>Staff will evaluate and procure modules from the District’s CMMS provider (Lucity) and CCTV inspection software provider (Infrastructure Technologies) that allow for the integration of databases to facilitate the workflow between these and other databases.</p> <p><i>Strategic Plan Goals</i> <i>Goal 7.1: Information Technology: Improve the various data management and information systems.</i></p>	\$31,000
3	<p>COMPUTER/OFFICE FURNITURE</p> <p>Purchase of various computers and office furniture components.</p> <p><i>Strategic Plan Goals</i> <i>Goal 7.1: Information Technology: Improve the various data management and information systems.</i></p>	\$19,000
4	<p>SYSTEM IMPROVEMENTS</p> <p>The District plans to improve areas of the system by constructing manholes and access roads to provide improved access to sewer facilities.</p> <p><i>Strategic Plan Goals</i> <i>Goal 3.2: Provide construction management to ensure the best possible facilities for the District.</i></p>	\$70,000
5	<p>LATERAL CAMERA</p> <p>Lateral cameras are standard equipment on most field vehicles. This camera will be stored at the corporation yard and utilized on an as-need basis by those who don't have a camera assigned to their vehicle. This will help improve workflow and maintain timely responses to customer service calls.</p> <p><i>Strategic Plan Goals</i> <i>Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	\$7,000

SCHEDULE 5A – GENERAL FUND CAPITAL OUTLAY JUSTIFICATIONS

Fund 100 - \$3,255,200

ITEM #	TITLE/DESCRIPTION	BUDGET
6	<p>PIPE TRAILER PROTECTIVE COVER</p> <p>The District's goal is to replace a trailer for the storage and transport of emergency bypass piping and equipment. The trailer was purchased, but the necessary fabrication and protective cover were not. This item is to complete the project started in the previous budget.</p> <p style="text-align: center;"><i>Strategic Plan Goals</i></p> <p style="text-align: center;"><i>Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	\$9,000
7	<p>EASEMENT INSPECTION EQUIPMENT</p> <p>The District will purchase an unmanned aerial vehicle (UAV or drone), appurtenances, and software to collect and process data collected through inspections of the District's easements. The data from these inspections will be stored for future review, document the condition of easements, demonstrate the change in condition of easements over time, and be used to evaluate the potential encroachment of other improvements in easements.</p> <p style="text-align: center;"><i>Strategic Plan Goals</i></p> <p style="text-align: center;"><i>Goal 7.1: Information Technology: Improve the various data management and information systems.</i></p>	\$11,700
8	<p>EASEMENT/ACCESS ROAD REPLACEMENTS/UPGRADES</p> <p>The District has an on-going easement upgrade program. Some of the work involves new improvements while other work involves replacements or reconstructions. This work is generally performed by District forces. The replacements/reconstructions are charged to Fund 400 (see Fund 400 Capital Outlay Justifications.) In addition to work performed by District forces, \$200,000 is committed to asphalt-paving select access roads by contracted services.</p> <p style="text-align: center;"><i>Strategic Plan Goals</i></p> <p style="text-align: center;"><i>Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	\$217,500

SCHEDULE 5A – GENERAL FUND CAPITAL OUTLAY JUSTIFICATIONS

Fund 100 - \$3,255,200

ITEM #	TITLE/DESCRIPTION	BUDGET
<p>9</p>	<p>CY MASTER PLAN CAPITAL IMPROVEMENTS</p> <p>The District's 2017 Space Planning and Circulation Analysis identified several Corporation Yard facility upgrades. Staff has identified the Lobby Security upgrades, the Locker Room Expansion, and the Building Addition (Training/Break Room) projects as priorities. Costs related to these projects are: Professional Services \$200,000; Lobby Security construction \$150,000, Locker Room Expansion construction \$1,600,000, and Training/Break Room construction \$550,000.</p> <p style="text-align: center;"><i>Strategic Plan Goals</i></p> <p style="text-align: center;"><i>Goal 2.4: Embrace Green Building policies in the design and operation of District facilities and enhance sustainable building and construction practices.</i></p>	<p>\$2,500,000</p>
<p>10</p>	<p>NEWCASTLE MASTER PLAN IMPROVEMENTS</p> <p>The Newcastle Master Plan was completed in March 2017 and identifies system upgrade projects to be undertaken. This project involves: (1) upsize an existing mainline; (2) abandoning a 4" sewer main that runs through backyards and under two homes; and (3) installing new laterals for five homes, and re-connecting the laterals to the newly upsized mainline in the public right-of-way . The Board has authorized \$200,000 per year for these Master Plan upgrades. Funds are available, as only \$10,000 was expended during the 2018-2019 budget. Up to \$100,000 will be expended as a contribution to the Newcastle Fire Station project.</p> <p style="text-align: center;"><i>Strategic Plan Goals</i></p> <p style="text-align: center;"><i>Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	<p>\$350,000</p>
<p>11</p>	<p>PARTICIPATION IN REGIONAL PROJECTS</p> <p>The District coordinates with regional agencies to protect District assets during the construction of other agency improvements. The cost of CCTV inspection before and after the agency's project to ensure damage caused from construction is repaired and the cost to adjust District assets to conform to new finished grades is born by the District.</p> <p style="text-align: center;"><i>Strategic Plan Goals</i></p> <p style="text-align: center;"><i>Goal 1.2: Improve communications.</i></p> <p style="text-align: center;"><i>Goal 3.2: Provide construction management to ensure the best possible facilities for the District.</i></p>	<p>\$30,000</p>

SCHEDULE 5B – CIP & EXPANSION CAPITAL OUTLAY JUSTIFICATIONS

Fund 300 - \$3,160,000

ITEM #	TITLE/DESCRIPTION	BUDGET
1	<p>ROCKLIN 60 PHASE II REIMBURSEMENT</p> <p>The District entered a reimbursement agreement with Taylor Morrison LLC for the construction of major facilities as part of the Rocklin 60 project. This line item accounts for the fourth of five annual payments per the agreement.</p> <p><i>Strategic Plan Goals</i> <i>Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.</i></p>	\$160,000
2	<p>TRUNK EXTENSION REIMBURSEMENT</p> <p>The District is currently reviewing a project that proposes to extend a District trunk sewer that would be eligible for a reimbursement agreement and may be approved and constructed in the upcoming year. This line item will be used only if a reimbursement agreement is approved by the Board.</p> <p><i>Strategic Plan Goals</i> <i>Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.</i></p>	\$400,000
3	<p>LOWER LOOMIS DIVERSION SEWER – CONSTRUCTION</p> <p>The Lower Loomis Diversion Trunk line Project was completed and accepted in Fiscal Year 18/19. Permitting requirements dictate that the District evaluate the success of reseeded efforts of a specified wetland area over a period of up to five years. The funds are allocated for the assessment of the seeded area and potential reseeded.</p> <p><i>Strategic Plan Goals</i> <i>Goal 3.2: Provide construction management to ensure the best possible facilities for the District.</i></p>	\$10,000
4	<p>FOOTHILL TRUNK PROJECT - CONSTRUCTION</p> <p>The Foothill Trunk Sewer Replacement Project was identified for construction in the 2015 System Evaluation and Capacity Assurance Plan (SECAP). Construction of the Foothill Trunk Sewer Replacement Project is in process. The budget for this line item includes construction costs, anticipated monitoring to comply with regulatory permits, and construction management services. A portion of this project will be paid from Fund 300 because the project is enlarging the diameter of the trunk line as identified in the System Evaluation and Capacity Assurance Plan (SECAP). A portion of this project will be paid out of Fund 400.</p> <p><i>Strategic Plan Goals</i> <i>Goal 3.2: Provide construction management to ensure the best possible facilities for the District.</i></p>	\$2,590,000

SCHEDULE 5C – R&R CAPITAL OUTLAY JUSTIFICATIONS

Fund 400 – 4,659,500

ITEM #	TITLE/DESCRIPTION	BUDGET
1	<p>BOARD ROOM AUDIO VISUAL UPGRADES</p> <p>Upgrades to the audio/visual equipment in the District Boardroom. Overhead projection and sound recording system.</p> <p><i>Strategic Plan Goals</i> <i>Goal 7.1: Continuously evaluate available technology to ensure efficient programs and processes.</i> <i>Goal 7.3: Build upon business efficiencies.</i></p>	\$15,000
2	<p>HQ HVAC REPAIR/REPLACEMENT</p> <p>Repair and replace necessary components on the Headquarter Building HVAC system.</p> <p><i>Strategic Plan Goals</i> <i>Goal 2.4: Embrace Green Building policies in the design and operation of District facilities and enhance sustainable building and construction practices.</i></p>	\$15,000
3	<p>DISTRICT PARTICIPATION IN REGIONAL PROJECTS</p> <p>The District continues to coordinate with its stakeholders and other regional agencies. These municipalities and agencies plan projects in areas where existing District facilities are located. The District enters into construction cooperation agreements with these partners in the region to rehabilitate or replace some or all of the existing sewer facilities as part of the project. This line item pays for this work. This is advantageous to the regional partners because it decreases the likelihood that the District will need to do work soon after they finish their projects. It is advantageous to the District because the rehabilitation or replacement of the sewer facilities is less impactful to customers when combined with other improvements. The anticipated projects are the Pavement Rehab of the Mission Hills area (City of Rocklin), Sceptre and Camelot Repair (City of Rocklin) and the Rocklin Road and Pacific Street Roundabout (City of Rocklin).</p> <p><i>Strategic Plan Goals</i> <i>Goal 1.2: Improve communications</i> <i>Goal 3.1: Plan all projects to ensure adherence to District standards and ordinances.</i></p>	\$450,000

SCHEDULE 5C – R&R CAPITAL OUTLAY JUSTIFICATIONS

Fund 400 – 4,659,500

ITEM #	TITLE/DESCRIPTION	BUDGET
4	<p>EASEMENT/ACCESS ROAD REPLACEMENT/UPGRADES</p> <p>The District has an on-going easement upgrade program. Some of the work involves new improvements while other work involves replacements or reconstructions. This work is generally performed by District forces. The new improvements are charged to Fund 100 (see Fund 100 Capital Outlay Justifications.) In addition to work performed by District forces, \$200,000 is committed to asphalt-paving select access roads by contracted services.</p> <p><i>Strategic Plan Goals</i> <i>Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	\$217,500
5	<p>SCADA DESIGN & IMPLEMENTATION</p> <p>The District's Supervisory Control and Data Acquisition (SCADA) system's hardware and software are proprietary and are supported by only one service provider on the west coast. Staff has concerns about the service provider's ability to support the system into the future. It is anticipated the cost to design and implement this new system to be between \$2,500,000 and \$3,200,000. Completion of the project is likely to be during the next Fiscal Year.</p> <p><i>Strategic Plan Goals</i> <i>Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i> <i>Goal 7.1: Information Technology to improve the various data management and information systems (b) implement technology based upon District needs.</i></p>	\$1,000,000
6	<p>VEHICLE/EQUIPMENT UPGRADES/REPLACEMENT</p> <p>Field Services has several pieces of equipment that have served their useful life and are in need of replacement.</p> <ul style="list-style-type: none"> Soil Pipe Cutters (\$800) Jackhammer (\$1,200) Vibra-Plate Compactor (\$4,000) Lateral Camera (x3) (\$20,000) Hydro-Cleaning Nozzle (\$12,000) CCTV Transporter/Tractor (\$58,000) <p><i>Strategic Plan Goals</i> <i>Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	\$103,000

SCHEDULE 5C – R&R CAPITAL OUTLAY JUSTIFICATIONS

Fund 400 – 4,659,500

ITEM #	TITLE/DESCRIPTION	BUDGET
7	<p>VEHICLE PURCHASES - CCTV/INSPECTION VEHICLE</p> <p>This item includes two purchases: (1) The 2000 CCTV van and equipment have served their useful lives and are due to be replaced (\$180,000); and (2) a 2005 (Lead Worker) truck has served it's useful life and needs to be replaced (\$37,000)</p> <p><i>Strategic Plan Goals</i> <i>Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	\$217,000
8	<p>PIPE TRAILER REPLACEMENT</p> <p>This item was budgeted in the FY19/20 budget, but the required fabrication/customization (to suit our needs) was delayed.</p> <p><i>Strategic Plan Goals</i> <i>Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	\$10,000
9	<p>EMERGENCY BYPASS PUMP REPLACEMENT</p> <p>This 2004 trailered pump was provided to the District through development of the Highlands 3 & 4 Lift Station (a.k.a Monument Springs lift station) It has a Tier 2 engine that does not meet California Air Resources Board (CARB) standards and it needs to be replaced.</p> <p><i>Strategic Plan Goals</i> <i>Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	\$65,000
10	<p>CURED IN PLACE PIPE</p> <p>As a part of the District's Asset Management Program, this item is for rehabilitation of pipes by installing Cured-In-Place-Pipe (CIPP) liners into both mainline and lateral pipes.</p> <p><i>Strategic Plan Goals</i> <i>Goal 4.2: Prevent and Mitigate Sewer System Overflows (SSOs) using the most efficient and effective maintenance and operational methods and procedures.</i></p>	\$800,000

SCHEDULE 5C – R&R CAPITAL OUTLAY JUSTIFICATIONS

Fund 400 – 4,659,500

ITEM #	TITLE/DESCRIPTION	BUDGET
11	<p>CORP YARD FENCE</p> <p>The west perimeter fence constructed in 1985, is failing and does little to prevent trespassers from entering the corporation yard grounds. This item is to replace the existing fence with a security fence, as approved by the City of Rocklin.</p> <p><i>Strategic Plan Goals</i> <i>Goal 2.4: Embrace Green Building policies in the design and operation of District facilities and enhance sustainable building and construction practices.</i></p>	\$242,000
12	<p>FOOTHILL TRUNK PROJECT – CONSTRUCTION</p> <p>The Foothill Trunk Sewer Replacement Project was identified for construction in the 2015 System Evaluation and Capacity Assurance Plan (SECAP). Construction of the Foothill Trunk Sewer Replacement Project is in process. The budget for this line item includes construction costs, anticipated monitoring to comply with regulatory permits, and construction management services. A portion of this project will be paid from Fund 300 because the project is enlarging the diameter of the trunk line as identified in the System Evaluation and Capacity Assurance Plan (SECAP).</p> <p><i>Strategic Plan Goals</i> <i>Goal 3.2: Provide construction management to ensure the best possible facilities for the District.</i></p>	\$1,225,000
13	<p>LOS FLORES MAINLINE REPLACEMENT</p> <p>The Los Flores Main Line Replacement Project will remove and replace approximately 300 feet of pipe that is a maintenance hot spot due to sags in the pipe. Structures that were previously located on the pipe have been removed and improvements on the property have occurred that make it an opportune time to replace the sewer line.</p> <p><i>Strategic Plan Goals</i> <i>Goal 3.2: Provide construction management to ensure the best possible facilities for the District.</i></p>	\$300,000

SCHEDULE 6 – FY20/21 PERSONNEL CLASSIFICATIONS

PERSONNEL CLASSIFICATIONS FY20/21

JOB TITLES BY DEPARTMENT	ID Code	Approved Positions	Funded Positions
<u>Administrative Services</u>			
General Manager	GM	1	1
Administrative Services Manager/Board Secretary	ASM	1	1
Administrative Services Assistant III	ASA 3	1	1
Administrative Services Assistant II	ASA 2	1	1
Administrative Services Assistant I	ASA 1	1	1
Project Manager	PM	1	0
ASD TOTAL		6	5
<u>Technical Services</u>			
District Engineer	DE	1	1
Associate Engineer	AE	0	0
Engineering Technician II	ET2	2	2
Inspector II	INSP2	1	1
Inspector I	INSP1	2	2
Student Intern I/II/III	INT	1(c)	1(b)
Engineering Technician I	ET1	0	0
Project Manager	PM	1	0
TSD TOTAL		8	7
<u>Field Services</u>			
Superintendent	SUP	1	1
Assistant Superintendent	AS	1	0
Field Services Manager	FSM	0	0
Regulatory Compliance Officer	RCO	1	1
Field Supervisor	FS	2	2
Leadworker	LW	3	3
Maintenance Worker II/Inspector	MW2/Insp	1	1
Maintenance Worker II	MW2	6	3
Maintenance Worker I	MW1	4	6
FSD TOTAL		19	17
TOTAL REGULAR POSITIONS		33	29
<u>Miscellaneous</u> (Elected/Contract)			
Board of Directors	EO	5	5
District Legal Counsel	DC	1	1
Contract Auditor	CA	1	1
MISCELLANEOUS TOTAL		7	7
TOTAL AUTHORIZED POSITIONS		40	36
(a) Promotional			
(b) Vacant position			
(c) one part-time (up to 20 hours per week/without benefits)			

SCHEDULE 7 – FY20/21 SCHEDULE OF SALARY RANGES

FY 20/21 SCHEDULE OF SALARY RANGE/STEPS						
2.0% COLA Effective 07/01/20						
SALARY - MONTHLY/HOURLY RATES						
STEPS (\$/MO)						
RANGE	ID	POSITION	A	B	C	D
9	TL I/SI I	Laborer I / Student Intern I	15.82	16.62	17.45	
15	TL II/SI II	Laborer II / Student Intern II	18.35	19.27	20.23	
21	L III/SI II	Laborer III / Student Intern II	21.28	22.35	23.46	
22	ASA I	Admin Svc. Asst I	3781	3970	4169	4377
		Hrly	21.81	22.90	24.05	25.25
29	MW1	Maint. Worker I	4494	4719	4955	5203
		Hrly	25.93	27.23	28.59	30.02
33	ASA II	Admin Svc. Asst II	4961	5209	5469	5743
		Hrly	28.62	30.05	31.56	33.13
35	MW2	Maint. Worker II	5212	5473	5746	6034
		Hrly	30.07	31.57	33.15	34.81
35	ET1	Eng'r. Tech. I	5212	5473	5746	6034
		Hrly	30.07	31.57	33.15	34.81
38	INS1	Inspector I	5613	5894	6188	6498
		Hrly	32.38	34.00	35.70	37.49
36	MW/INS	Maint. Worker II/Inspector	5342	5610	5890	6185
		Hrly	30.82	32.36	33.98	35.68
41	INS2	Inspector II	6044	6347	6664	6997
		Hrly	34.87	36.62	38.45	40.37
42	ASA III	Admin Svc. Asst III	6196	6505	6831	7172
		Hrly	35.74	37.53	39.41	41.38
43	LW	Lead Worker	6350	6668	7001	7351
		Hrly	36.64	38.47	40.39	42.41
43	RCT	Regulatory Compliance Tech	6350	6668	7001	7351
		Hrly	36.64	38.47	40.39	42.41
44	ET2	Eng'r. Tech. II	6509	6835	7176	7535
		Hrly	37.55	39.43	41.40	43.47
50	FS	Field Supervisor	7549	8124	8322	8739
		Hrly	43.55	46.87	48.01	50.42
53	AE	Associate Engineer	8129	8536	8962	9410
		Hrly	46.90	49.24	51.71	54.29
56		Assistant Superintendent	8754	9192	9651	10134
			50.51	53.03	55.68	58.47
61		Administrative Services Mgr	9905	10400	10920	11466
			57.14	60.00	63.00	66.15
64		Superintendent	10666	11199	11759	12347
		District Engineer	61.54	64.61	67.84	71.24
		General Manager	Contract Salary \$200,852			

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

STAFF REPORT

To: Board of Directors

From: Herb Niederberger, General Manager

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

Subject: COVID-19 - Update

Meeting Date: July 2, 2020

Overview

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

District Response to COVID-19

The District has previously reported to the Board a variety of actions that were implemented to comply with the Governor's Executive Order and the Placer County Department of Public Health recommendations and directives while continuing essential operation of the District. Effective June 1, 2020 those employees telecommuting and working staggered work hours returned to a normal work schedule and the office reopened.

California had moved into Stage 2, modifying the State's Stay-at-Home Order and allowing many businesses to open with continued guidance on social distancing and cleaning. Due to a second wave of COVID 19 positive test results, on June 19, 2020, the Governor issued additional guidance to those business that had reopened. At this time, all visitors to the District office are being screened and scanned with a temporal thermometer. Also, all office employees and visitors are always being asked to wear a mask or face covering indoors. Field employees are not required to wear masks or face covering when outdoors if social distancing of at least 6-feet can be maintained.

It appears that it will be necessary for the District to continue conducting Board Meetings via Zoom for the next few months. Staff still plans on waiving late fees until October 1, 2020.

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

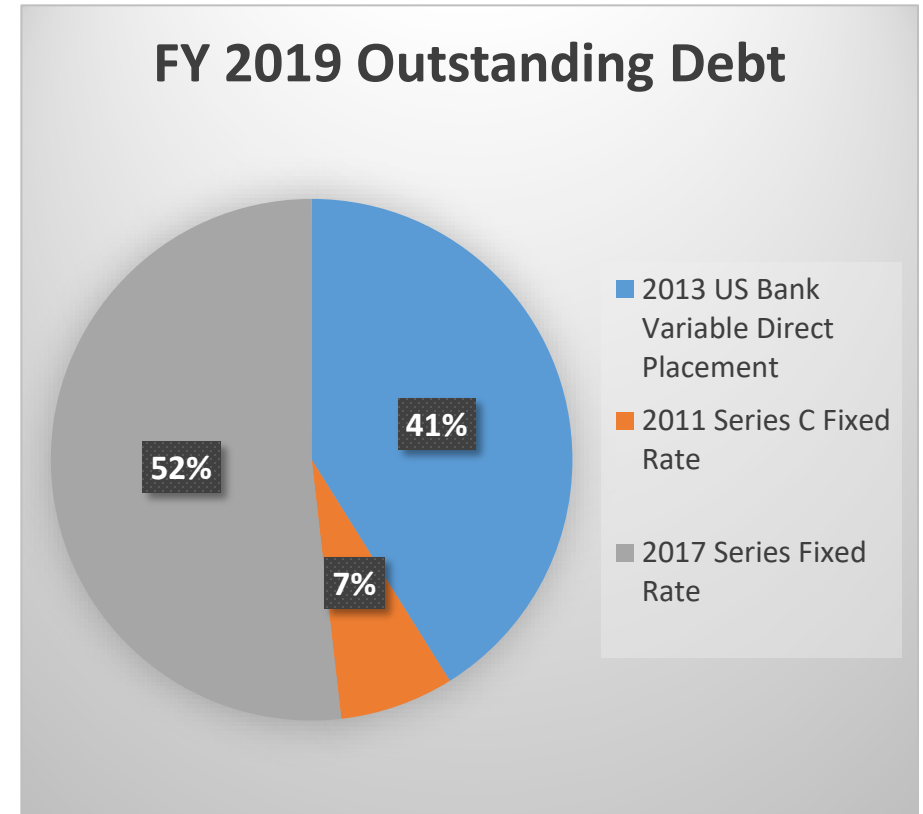
Goal 4.1: Maintain Compliance with Pertinent Regulations

Fiscal Impact

At this time, it is unknown how the COVID-19 outbreak will impact the District financially. The District currently maintains \$1 million in its rate stabilization reserve to make up for any lost revenue.

SPWA Debt As of June 30, 2019

- \$144,320,000 in outstanding debt
- 41% Variable Rate Debt
- 59% Fixed Rate Debt
- Interest Rate Swap with Morgan Stanley with notional value of \$25,680,000
- Total Debt Service \$10,278,889

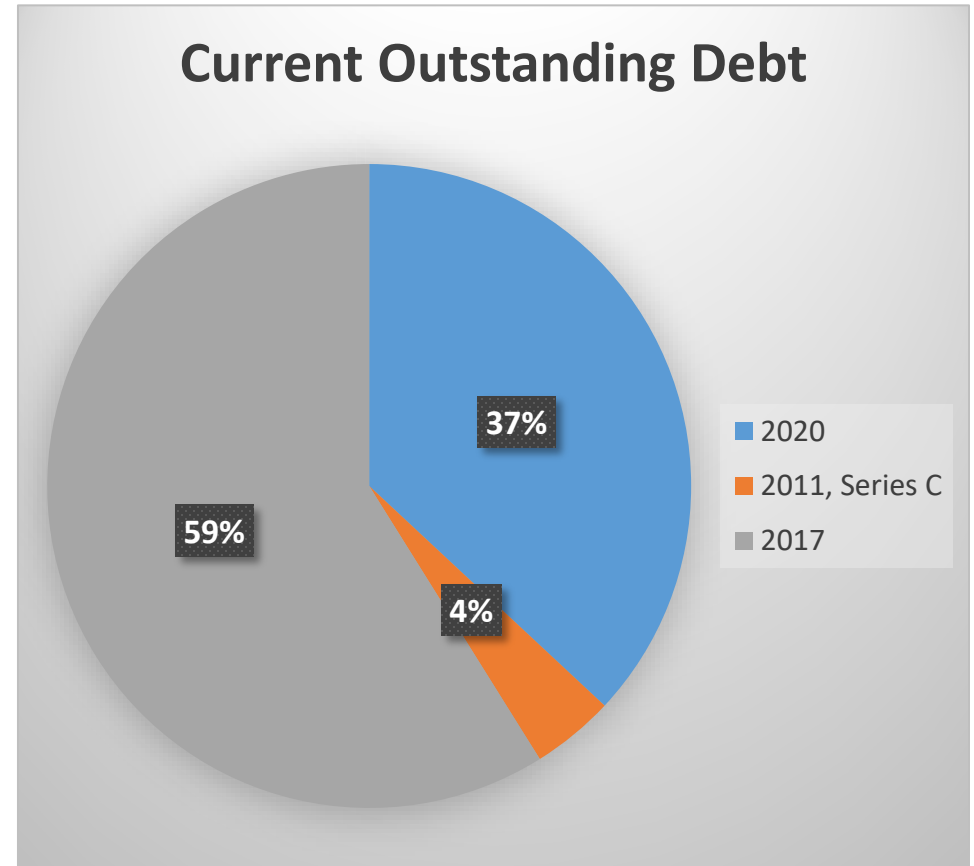


Activity since June 30, 2019

- The Authority issued the Series 2020 Wastewater Revenue Refunding Bonds
 - Par Value: \$46,920,000
 - Funds were used for the redemption of the 2013 Series Bonds, and for debt service reserve.
 - The Authority paid \$1,267,000 from available cash to terminate the interest rate swap with Morgan Stanley, making the entire debt portfolio of the Authority fixed rate debt.

Current Debt Portfolio

- Total principal outstanding: \$126,985,000
 - 2011 Refunding Wastewater Revenue Bonds, Series C. Outstanding principal of \$5,285,000
 - 2017 Wastewater Revenue Bonds. Outstanding principal of \$74,780,000
 - 2020 Wastewater Revenue Refunding Bonds. Outstanding principal of \$46,920,000



ITEM VIII.2 GENERAL MANAGER REPORT

To: Board of Directors
From: Herb Niederberger, GM
Date: July 2, 2020
Subject: General Manager Monthly Staff Report – June 2020

1) DEPARTMENT REPORTS

Attached are the monthly status reports for the Boards information:

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

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

2) INFORMATION ITEMS

Most of June has been spent returning to normal business operations following the initial COVID 19 outbreak.

- A. On June 3, 2020, the General Manager participated in a Zoom Meeting of the Rocklin Chamber of Commerce Government Relations Committee to hear updates from the City of Rocklin and Placer County on their COVID 19 responses.
- B. On June 12, 2020, the General Manager participated in a Zoom Meeting of Assemblyman Kevin Kiley’s Civic Advisory Committee, to hear a legislative update and updates from key stakeholders on their COVID 19 responses.
- C. On June 22, 2020, in compliance with Resolution 17-21, the General Manager, on behalf of SPMUD, cast a vote for Pete Kampa for the California Special District Association Board of Directors. Mr. Kampa is the current General Manager of the Groveland Community Services District and an active member of CSDA.
- D. On June 24, 2020, the General Manager met with District General Counsel to discuss: 1) Railroad management Invoices; 2) Covenants, Conditions & Restrictions associated with the Irish Lane Pump Station (former NSD Treatment Plant); and 3) signatures on a Temporary Sewer Use Agreement.
- E. On June 25, 2020, the General Manager participated in a Zoom Meeting of the South Placer Wastewater Authority along with the District’s appointed Authority member, Director Jerry Mitchell. This meeting was facilitated and coordinated by the District’s Administrative Services Manager, Emilie Costan. On the agenda were informational items such as 1) General Overview of Long-Term Debt and Bond Closing, 2) Investments

Report; 3) Rate Stabilization Fund Balances & Connection Fee Revenues; 4) Capital Improvement Project Update. The Authority also passed Resolutions approving FY20-21 Investment Policy and Annual Operating Budget for FY20-21.

F. The General Manager was out of the office on June 29, 2020.

G. Advisory Committee Meetings:

There were no advisory committee meetings in June.

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

6/4/2020, PO Req 161 to Central Valley Engineering for the patch paving at various locations, \$12,832.

6/4/2020, PO Req 162 to Central Valley Engineering for the repaving of the Corporation Yard, \$32,537.

6/11/2020, Amendment #1 to Professional Services Agreement to 347 Group to perform cultural monitoring along Foothill Trunk Alignment, \$20,000.

6/11/2020, Change Order # 1 to Construction Contract to Garney Pacific to install services and cleanouts along the alignment of the Foothill Trunk, time and materials not to exceed \$20,000.

6/24/2020, Professional Services Agreement with Wallace Kuhl & Assoc. to perform geotechnical work associate with the building addition at 5807 Springview, \$7,260.

4) **LONG RANGE AGENDA**

September 2020

Strategic Plan Annual Report

October 2020

Closed Session – GM Evaluation and Contract Renewal

November 2020

GM Contract Renewal

December 2020

Final Audit and Consolidated Annual Financial Report

Participation Charge Report for FY 2019/20

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: July 2, 2020

FY 19/20 Preliminary Audit Work

The Administrative Services Staff has been working to provide sample documents for the Fiscal Year 2019/2020 Audit.

FY20/21 Budget

The Administrative Services Manager has been working to prepare the Fiscal Year 2020/2021 Budget Book included in the Agenda packet for approval.

Year-end

Administrative Services Staff have begun working on Purchase Orders, Journal Entries, and other year-end items.

Contract Routing

A new contract routing and numbering process has been developed and will be implemented on July 1st. The new process ensures that contracts and agreements are numbered and stored centrally in Laserfiche.

Recruitment

Interviews have been held for the vacant Administrative Services Assistant position and a conditional offer of employment has been made. The anticipated start date is July 20th.

Employee Civil Service Manual

The Administrative Services Manager has been working to update the Employee Civil Service Manual to incorporate the recent employee and manager MOUs adopted under Resolutions 20-16 and 20-17. The updated manual will be distributed to all District employees.

SPWA Board Meeting

The Administrative Services Manager assisted with coordinating and hosting the June 25, 2020 SPWA Board Meeting using the Zoom Platform.

To: Board of Directors
From: Eric Nielsen, Superintendent
Cc: Herb Niederberger, General Manager
Subject: Field Services Department Monthly Report
Meeting Date: July 2, 2020

Overview

This report provides the Board with an overview of Field Services operations and maintenance activities through 5/31/2020. The work listed is not all inclusive.

1. Lost Time Accidents/Injuries (OSHA 300)

- a. Zero (0)
 - i. 1370 days without a Lost Time Accident/Injury
 - ii. A “Safety Scoreboard” was installed in the Corp Yard to promote our culture of safety

2. Safety/Training/Professional Development

- a. All Field employees participated in:
 - i. Two (2) “Tailgate” safety sessions (Poisonous plants, sun safety, skin safety, slips/trips/falls)
 - ii. Standby Supervisor Training for new Standby Supervisor
 - iii. Standby Training for employee going into the On-Call rotation

3. Miscellaneous

- a. Root Foam 57 mainlines under contract
- b. Creek crossing maintenance for two crossings
- c. Replace/repair the frame and cover for one manhole
- d. Locate/repair five property line cleanouts (PLCOs)
- e. Treated 8 manholes for cockroaches
- f. FSD staff discontinued alternating work schedules. All FSD staff are reporting to the Corp Yard for work every day.

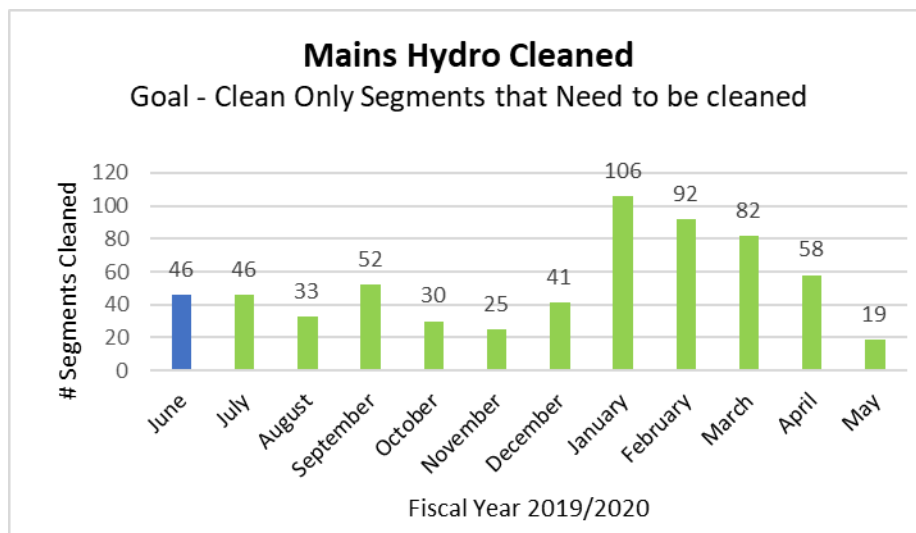
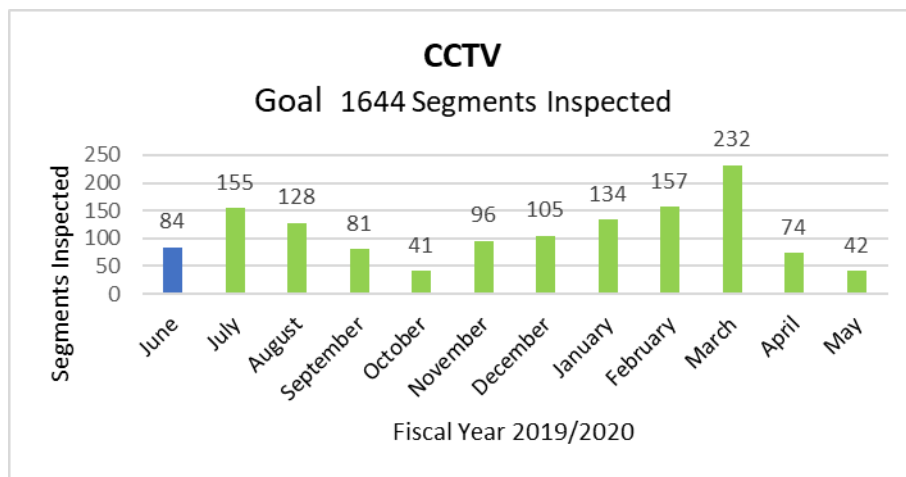
4. Customer Service Calls

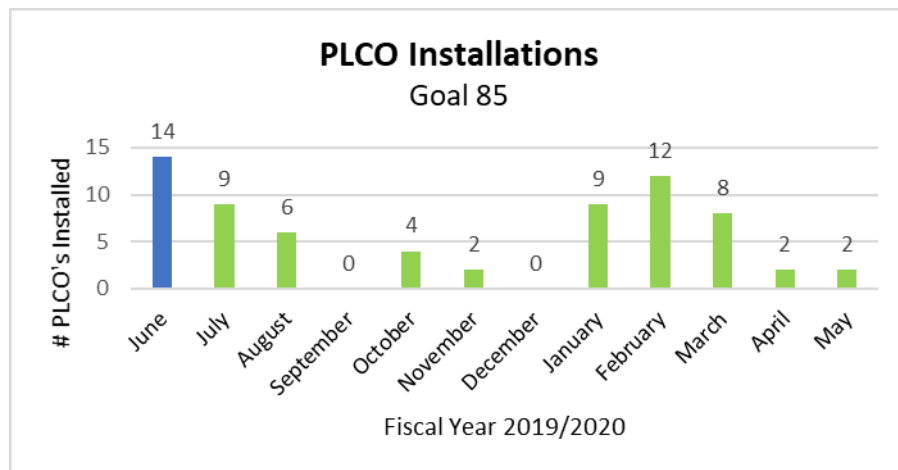
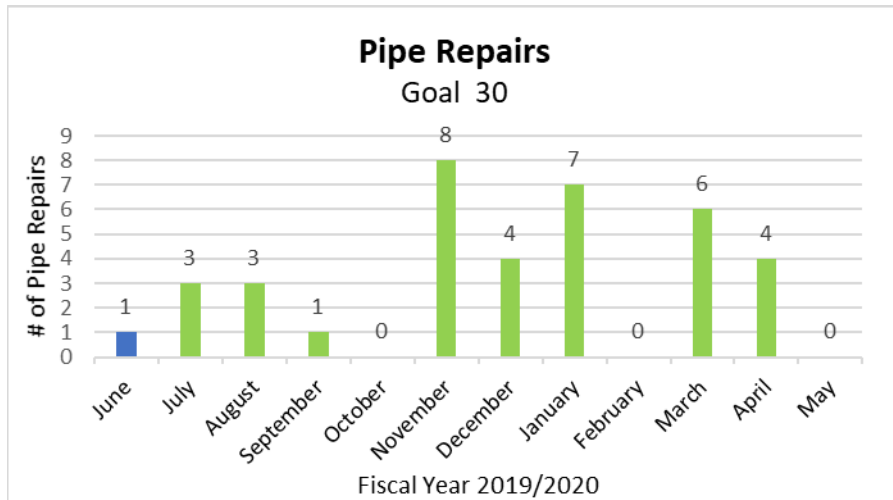
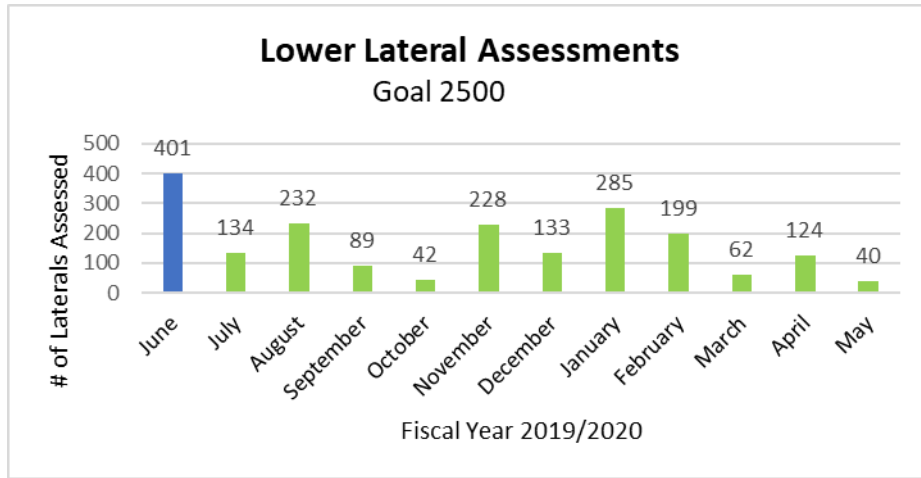
- a. Response Time Goals over the Last 12 Months
 - i. 30 Minutes or Less During Business Hours
 - A. Average: 18 Minutes
 - ii. 60 Minutes or Less During Non-Business Hours
 - A. Average: 68 Minutes
 - iii. 95% or Higher Success Rate
 - A. Success Rate – 91%

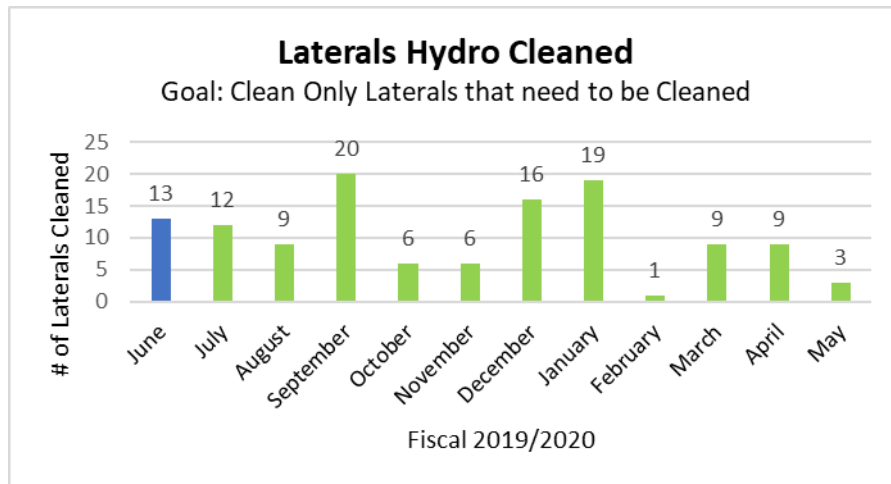
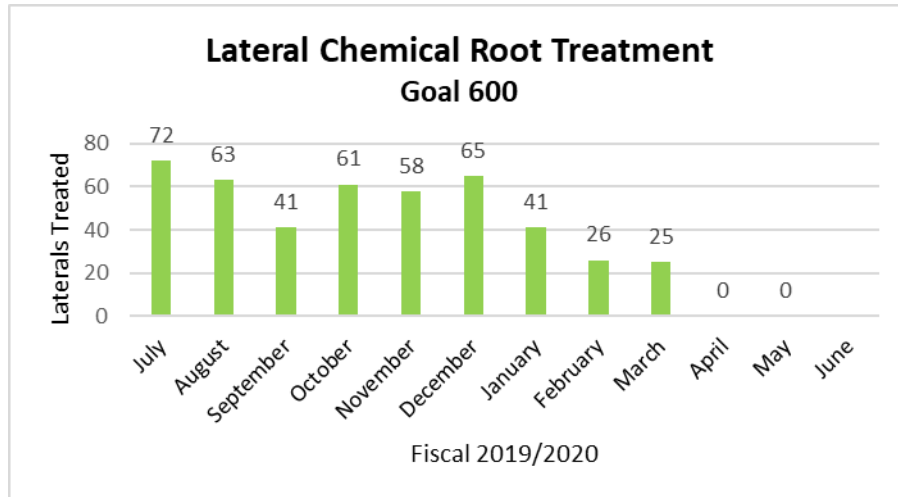
Service Calls in May						
Responsibility	SSO	Blockage	Odor	Vermin	Misc	Total Calls
SPMUD	3	0	1	4	0	8
Owner	0	3	0	1	2	6
Other			0	0	1	1
Total	3	3	1	5	3	15

5. 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: July 2, 2020

Foothill Trunk Sewer Replacement Project

Rock expected within the trench area continues to slow progress on the Foothill Trunk Sewer Replacement Project. Garney is exploring various options to speed up pipe installation, including using a rock trencher. Garney anticipates that jumping ahead and utilizing a rock trencher on the private driveway portion of the project will help get them back on schedule. However, since excavation is moving slower than anticipated, work has not started out in Aguilar Road yet. The contractor has installed approximately 500-feet of mainline pipe. Modifications to the junction structure occurred this week to address channelization of the trunk line.

The District continues to work with the biologist, archaeologist, and tribal monitors. A few isolated artifacts have been discovered, including a small cobble bowl and a two-handed cobble milling stone.

Since expenditures on the project are occurring faster than anticipated due to additional engineering assistance and the permitting and monitoring requirements, a contract amendment is included on this agenda. Additionally, it should be noted that the District has a contract directly with 347 Group, UAIC's designated staffing agency for cultural monitoring. To date, the District has approved \$40,000 for cultural monitoring. Per the District's Purchasing Policy (Policy 3150), the General Manager may approve expenditures up to \$50,000. Depending on the timeline for excavation within the U.S. Army Corps of Engineer permitted area, additional funds may be required to satisfy the permit and MOA obligations. Staff will present this at a future board meeting if necessary.

Note that the typical graph indicating rainfall and flow information is not included in this month's TSD report. This is because the Smart Cover installed on the existing 12-inch sewer line has been removed due to construction activity and is being replaced as part of the Foothill Sewer Replacement Project. Staff does not anticipate issues since the project is actively in construction and there is a low probability of a significant rain event during the summer months. If the project continues through the wet season, staff will re-evaluate the need for the Smart Cover.

FOG Program

TSD inspectors continue to work with food service establishments (FSEs) and grease haulers to ensure that they are maintaining cleaning schedules and are uploading information into SwiftComply. As indicated in previous reports, the reason that many of the FSEs are on the non-compliant list is due to the lag between the pumper performing the cleaning and the time the FSEs receive an invoice and upload it into SwiftComply. Staff reached out to SwiftComply to see if there is a way to adjust the timing prior to an FSE going into non-compliant status. SwiftComply indicated that it is not currently possible to adjust the timing, but they are looking at rewriting the code for this reason.

Staff has also started inspection of indoor grease control devices, including inspections, core samples, education, and gathering information.

Staff is currently working with Starbucks to better understand the impact from establishments that do not have extensive food preparation yet contribute FOG to the sewer system.

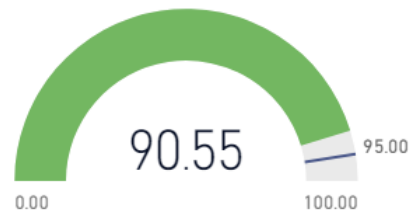
Department Performance Indicators

The following charts depict the efforts and performance of the department in the following areas of work as of June 18th, 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.

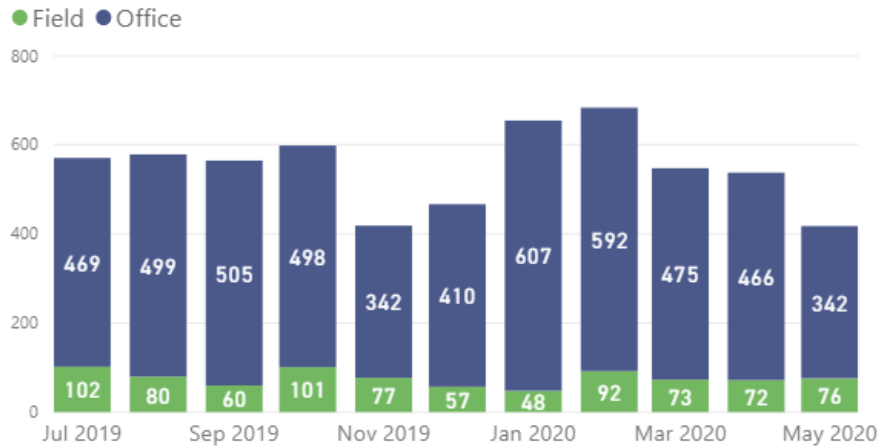
Plan Checks Completed - Monthly Totals



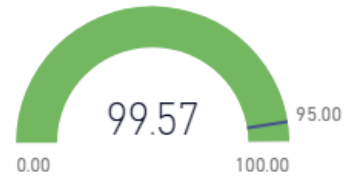
% "In Time" Plan Checks



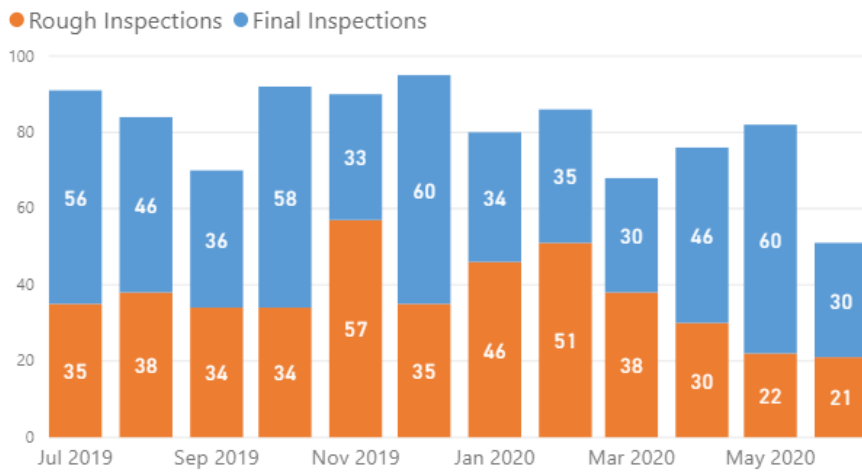
811 Responses - Monthly Totals



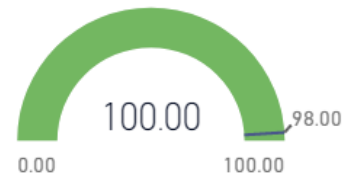
% "In Time" Responses ...



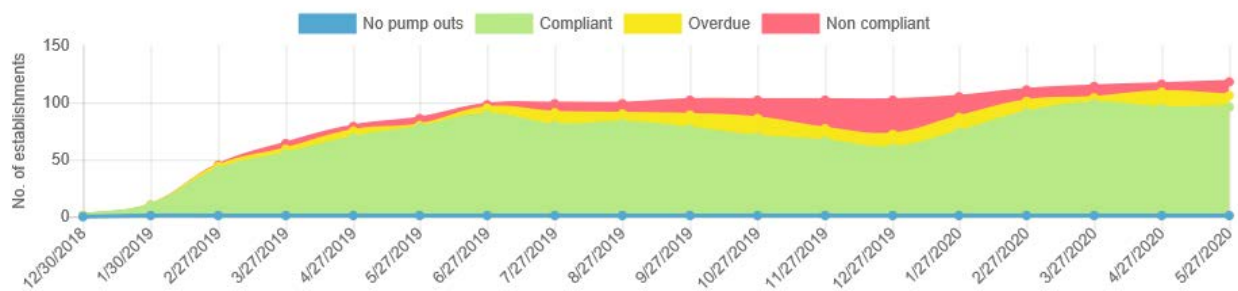
Building Sewer Inspections - Monthly Totals



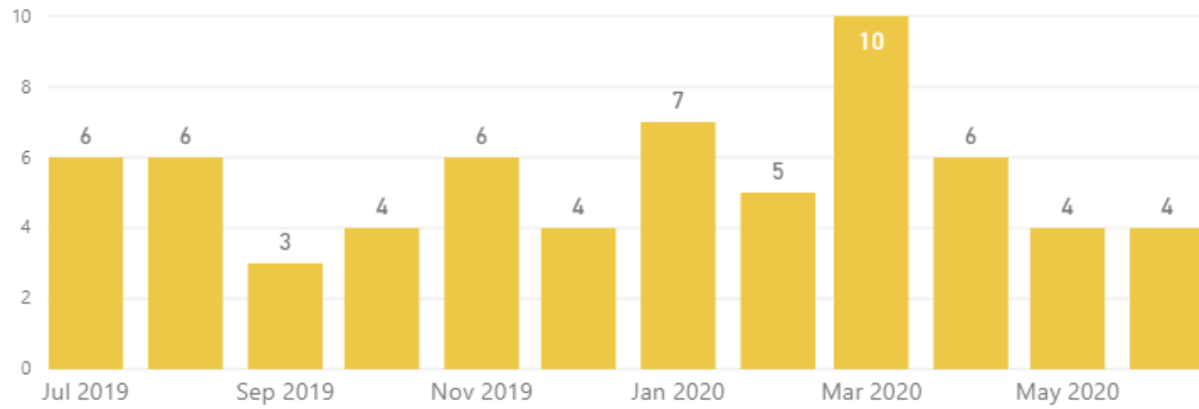
% "In Time" Inspections



FOG Compliance History



FOG Pickups - Monthly Totals



Grease Interceptor Inspections

