

# MURPHYS SANITARY DISTRICT

*"Dedicated to providing a safe wastewater collection and treatment service at fair and reasonable rates for the community of Murphys, preserving and protecting our environment for future generations."*

**Finance Committee Meeting**  
Wednesday, May 22, 2024  
2:00 PM



**MSD District Office**  
15 Ernest Street, Suite A  
Murphys, CA 95247

## AGENDA

*Finance meetings are open to the public and the following alternative is available for those who wish to participate in the meeting virtually:*

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Meeting ID: 246 002 707 736

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### CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE

#### 1. Roll Call

2. **Public Comment**-(Limit 5 minutes per person) on items not appearing on agenda. At this time, members of the public may address the Board on any non-agendized item. The public is encouraged to work through staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda.

#### 3. New Business

*The Committee may consider the items below for recommendation to the Board of Directors in a public meeting. Public comment is allowed on each individual agenda item listed below.*

- Review/Discuss the Investment Ladder spreadsheet
- Review/Discuss 2024/2025 Draft Budget
- Review/Discuss Rate Study Presentation

#### 4. Director/Staff Comments

#### 5. Next Finance Committee Meeting: June 20, 2024 at 10am

#### 6. Adjournment

#### 2023/2024 BOARD OF DIRECTORS

*Paige McMath-Jue, President | Steve Gonzales, Vice President | Marty Meller, Secretary*

*Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian*

[www.murphyssd.org](http://www.murphyssd.org)

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the **Murphys Sanitary District at 209-728-3094**. Notification in advance of the meeting will enable MSD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at MSD for review by the public.

**2023/2024 BOARD OF DIRECTORS**

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## Murphys Sanitary District 5 Year Income/Expense Comparison

	Actual Jul '19 - Jun 20	Actual Jul '20 - Jun 21	Actual Jul '21 - Jun 22	Actual Jul '22 - Jun 23	Approved Budget Jul '23 - Jun '24	Proposed Jul '24 - Jun 25
<b>Income</b>						
Misc Income	198,956.40	215,990.35	467,426.44	204,750.02	248,800.00	252,700.00
Monthly Billing	866,608.48	865,202.15	879,944.22	895,202.03	894,954.00	915,404.00
<b>Total Income</b>	<b>1,065,564.88</b>	<b>1,081,192.50</b>	<b>1,347,370.66</b>	<b>1,099,952.05</b>	<b>1,143,754.00</b>	<b>1,168,104.00</b>
<b>Expense</b>						
ADMINISTRATIVE - Debt Service	0.00	0.00	43,670.48	43,670.48	-	43,670.48
ADMINISTRATIVE - Advertising	1,834.32	0.00	396.00	701.25	1,250.00	2,500.00
ADMINISTRATIVE - Utilities	4,154.51	4,178.35	5,899.06	7,141.55	8,700.00	8,050.00
ADMINISTRATIVE - Rents - Leases	8,520.00	8,520.00	5,486.70	720.00	720.00	720.00
ADMINISTRATIVE - Supplies	7,963.96	15,636.64	11,931.55	14,420.40	11,100.00	14,160.00
OPERATIONS - Maint & Repairs	34,589.55	17,115.96	9,411.82	7,364.75	13,500.00	14,500.00
ADMINISTRATIVE - Insurance	19,610.18	54,122.65	638.54	29,811.60	35,000.00	40,000.00
ADMINISTRATIVE - Other	17,200.62	15,452.40	28,511.62	21,815.68	21,940.00	19,100.00
ADMINISTRATIVE - Professional	18,840.93	18,393.89	20,822.20	21,394.42	29,700.00	66,730.00
WORKERS' COMPENSATION	28,804.60	19,853.40	28,358.86	18,420.31	16,723.00	11,250.00
ADMINISTRATIVE - License-Permit	29,525.00	30,385.00	34,820.00	38,205.75	41,300.00	41,000.00
OPERATIONS - Other	41,819.76	25,799.32	29,851.31	34,560.57	34,250.00	33,700.00
OPERATIONS - Supplies	40,104.75	36,213.97	35,086.29	35,118.26	56,350.00	50,850.00
OPERATIONS - Utilities	30,517.43	39,740.09	44,985.52	84,536.04	79,500.00	99,000.00
PR Taxes	27,104.62	28,925.15	37,267.63	32,821.96	38,500.00	33,500.00
Employee Benefits	137,632.92	148,371.37	111,589.92	167,811.07	192,607.00	251,034.00
Wages	305,394.95	327,560.68	341,780.91	376,678.47	364,039.00	398,809.00
<b>Total Expense</b>	<b>753,618.10</b>	<b>790,268.87</b>	<b>790,508.41</b>	<b>935,192.56</b>	<b>945,179.00</b>	<b>1,128,573.48</b>

## SUMMARY OF FISCAL YEAR 2024/2025

**Wages:** The adjustment to wages reflects an 8% overall increase for 2024/2025. The increase encompasses a 3% Cost-of-Living adjustment (COLA), salary adjustments, stipends for Board members, and an extension of Administration work hours. Presently, the District currently employs two part-time and one full-time Administration staff. The budget proposal entails transitioning to two full-time and one part-time administrative positions.

**Employee Benefits:** The Board approved to cover eligible employees and their dependents 100% for health insurance benefits at their May 18, 2023, meeting. The proposed budget includes covering health insurance for 4 full-time eligible employees and 1 employee receiving cash in lieu of benefits. CalPERS employer contributions will increase on July 1, 2024, for Classic members, from 10% to 10.15%. PEPRAs members have no change and will remain at 7.68%. There is an Unfunded Accrued Liability (UAL) balance due in 2024/2025 of \$3,322. Accrued vacation is a cash out option for the operations staff who will exceed max accrual in the 2024/2024 fiscal year and will have the option to cash out up to 40 hours as defined in employee handbook.

**Payroll Taxes:** There is a 14% decrease in payroll taxes. There was a noted formula error that was reflected in prior years budgets but has been adjusted and corrected.

**Operations – Supplies & Materials:** There is an overall 10% decrease in operation supplies and materials expenditure due to line-item adjustments in treatment chemicals and software updates, decrease in fuel, and uniform.

**Operations – Utilities:** Utilities operations budget had an increase of 25% from last year's budget to encompass electric, water, and trash removal rate increases.

**Operations – Other:** Other expenditures include education, research, and monitoring, answering service, and alarm service.

**Administrative – Utilities:** Administrative utilities budget has decreased over last year to the rate reduction in telephone service.

**Administrative - Other:** Other expenditures include bank service fees, collection costs, education, district memberships, misc. grant expenses, and 15 Ernest Street repairs and maintenance. This line item decreases memberships, assuming the Board approves not renewing the IRWMA JPA membership.

**Administrative – Insurance:** Liability and property insurance has increased by 14%. Estimated renewal rates are between \$39,476-40,000.

**Administrative – Outside Services:** Outside services have doubled, and this is proposing a 91% increase. Accounting services for our 2022/2023 audit are contracted for \$10,000. There is a necessary increase in legal services due to the continued review of the ordinance, rate study, projects/contracts, and general legal advice. There are two new expense items added to outside services is the rate study consultant fees in addition to engineering services. This category is anticipated to decrease next fiscal year.

**Administrative – Customer Outreach/Advertising:** Advertising budget has increased 100% due to the District's need to communicate important updates to customers throughout the next fiscal year.

**Administrative – Debt Service:** The District has a financing agreement with State Water Resources Control Board. The financing agreement is the shared cost of 25% of the last grant funded project. The beginning balance was \$1,003,397.00 and is required to make annual payments of \$43,670.48 for 30 years at 1.80%. The payments shall come out of the annual operating budget in addition to establishing a restricted reserve fund equal to one year's debt service throughout the term of the loan agreement.

**Capital Improvement Plan (CIP)** The District’s beginning CIP balance for 2024/2025 FY is approximately \$2,389,856. An allocation of approximately \$39,500 which represents the excess revenue/expenses will be transferred from Operating in June 2025. The capital budget incorporates key projects to further advance the District’s Capital Improvement Program (CIP), August 2022 and the rehabilitation and replacement of infrastructure and equipment needed for collection and wastewater.

**Schedule of Capital Improvement Equipment Replacement and Projects for FY 2024/2025:**

Rock for Ponds	\$6,000
Communications/Technology	\$6,500
Hydro Equipmentt	\$6,000
Church Street Project	\$215,000
WWTP Upgrade II-Planning	\$308,000
Collection System Improvements	\$25,000
Admin Office/Ernest Street	\$15,000

**Grant Projects:** The District applied for CWSRF grant funding for two CIP projects in the 10-year CIP plan dated August 2022.

The Collection System Improvement project is to install and/or replace antiquated sanitary sewer pipes, manholes, and cleanouts within the District’s collection system. Estimated grant assistance is \$4,200,000. Unfortunately, Murphys Sanitary District was not on the priority funding list for 2023/2024 due to the States budget cuts in grant funding.

The second project is a Wastewater Treatment Plant Upgrade Phase II. The objective of this project is to replace antiquated sanitary sewer force main, replace the sand filtration system, install site fencing, upgrades to the disinfection system, provide backup power for the system, and upgrade the existing WWTP facilities. Estimated grant assistance is \$5,047,674. There is no funding update on this project, however it is unlikely that it will fall into the states priority lists.

Management is looking into alternative funding opportunities with USDA Rural Development Grants/Loans.

## FY 24/25 Proposed Budget

<b>Income</b>	
Sewer Service Charges	915,404.00
Misc Income	252,700.00
<b>Total</b>	<b>1,168,104.00</b>
<b>Debt Service Loan Payment-SWRCB</b>	<b>(43,670.00)</b>
<b>Operating Expense</b>	
Wages	(398,809.00)
Benefits	(251,034.00)
Payroll Tax Liabilities	(33,500.00)
Workers Compenstation	(11,250.00)
Repairs & Maintenance-Operations	(14,500.00)
Supplies-Operations	(50,850.00)
Utilities-Operations	(99,000.00)
Other-Operations	(33,700.00)
Rent/Leases-Administration	(720.00)
Supplies-Administration	(14,160.00)
Utilites-Administration	(8,050.00)
Other-Administration	(19,100.00)
Insurance-Administration	(40,000.00)
Outside Services-Administration	(66,730.00)
Permit/Licenses-Administration	(41,000.00)
Customer Outreach-Administration	(2,500.00)
<b>Due to Reserve</b>	<b>39,531.00</b>
<b>Reserve Funds</b>	
Income from Operating +/-	39,531.00
Capital Reserve Fund	1,057,619.00
Equipment Reserve Fund	403,052.00
Debt Service Reserve-Restricted Fund	44,000.00
Emergency Operating Reserve Fund	224,000.00
Special Use/Designated Project Fund	661,185.00
	<b>2,429,387.00</b>
24/25 Capital Reserve Projects	(563,000.00)
24/25 Equipment Reserve Repair/Replacement	(18,500.00)
<b>Reserve Fund Balance</b>	<b>1,847,887.00</b>

Murphys Sanitary District  
 Operating Budget Revenue FY 2024/2025

	<b>2022/23 Budget</b>	<b>2023/24 Budget</b>	<b>2024/25 Proposed Budget</b>
4100 · Srv Chrgs - Residential	666,440.00	644,400.00	665,280.00
4102 · Srv Chrgs - Apartments	38,160.00	59,760.00	59,760.00
4104 · Srv Chrgs - Lodges/Churches	4,320.00	8,552.00	8,551.00
4106 · Srv Chrgs - School	4,272.00	4,272.00	3,552.00
4108 · Srv Chrgs - Commercial	178,695.00	177,970.00	178,261.00
<b>Total Sewer Usage Fees</b>	<b>891,887.00</b>	<b>894,954.00</b>	<b>915,404.00</b>
4999 · Rental Income	7,800.00	7,800.00	7800.00
4110 · Pln Chk & Inspection Fees	500.00	300.00	300.00
4111 · Late Fees	2,500.00	2,000.00	2000.00
4120 · Taxes	135,000.00	135,000.00	140000.00
4130 · Other Services-Autopay set up	1,800.00	1,500.00	500.00
4140 · General Reserve Interest		100,000.00	100000.00
4150 · Vacant lot Billing	1,600.00	1,700.00	1600.00
4160 · Refunds - Rebates	500.00	500.00	500.00
<b>Total Misc Income</b>	<b>149,700.00</b>	<b>248,800.00</b>	<b>252,700.00</b>
<b>2024/2025 OPERATING REVENUE</b>	<b>1,041,587.00</b>	<b>1,143,754.00</b>	<b>1,168,104.00</b>



# Murphys Sanitary District

## Operating Budget Expenditures 2024/2025

	Proposed					% Change
	Jul '23 - Jan'24	Feb'24 - June'24	EOY Projection	23/24 Budget	2024/2025 Budget	
<b>Wages/Staff and Board</b>						
Wages - Operations	125,925.00	94,365.00	220,290.00	227,497.00	236,249.00	
Wages - Office	68,557.01	49,000.00	117,557.01	123,042.00	143,060.00	
Wages-Board					6,000.00	
Overtime - Operations	1,632.42	1,367.58	3,000.00	3,000.00	3,000.00	
On-Call Comp - Operations	6,600.00	3,900.00	10,500.00	10,500.00	10,500.00	
			-			
<b>Total Wages</b>	<b>202,714.43</b>	<b>148,632.58</b>	<b>351,347.01</b>	<b>364,039.00</b>	<b>398,809.00</b>	<b>8%</b>
<b>Employee Benefits</b>						
Health Insurance - Operations	73,894.02	49,778.78	123,672.80	120,000.00	124,800.00	
Health Insurance Administration	26,545.81	17,243.78	43,789.59	42,000.00	88,800.00	
calPERS Retirement - Operations	11,799.15	8,351.34	20,150.49	19,715.00	20,550.00	
calPERS Retirement - Admin	4,868.03	3,400.65	8,268.68	8,330.00	9,462.00	
Unfunded Accrued Liability				0.00	3,322.00	
Accured Vac-Ops	0.00	2,562.00	2,562.00	2,562.00	4,100.00	
Accurd Vac-Admin	0.00	-	-	-	-	
<b>Total Employee Benefits</b>	<b>117,107.01</b>	<b>81,336.55</b>	<b>198,443.56</b>	<b>192,607.00</b>	<b>251,034.00</b>	<b>29%</b>
<b>Payroll Taxes</b>						
FICA-Medicare-SS	17,767.21	13,300.00	31,067.21	38,500.00	33,500.00	
<b>Total PR Taxes</b>	<b>17,767.21</b>	<b>13,300.00</b>	<b>31,067.21</b>	<b>38,500.00</b>	<b>33,500.00</b>	<b>-14%</b>
<b>Workers' Compensation</b>						
Workers' Comp – Operations	9,382.18	-	9,382.18	16,000.00	9,000.00	
Workers' Comp -- Board	0.00	-	-	23.00		
Workers' Comp. – Administration	620.00	-	620.00	700.00	2,250.00	
<b>Total Workers' Compensation</b>	<b>10,002.18</b>	<b>-</b>	<b>10,002.18</b>	<b>16,723.00</b>	<b>11,250.00</b>	<b>-33%</b>
<b>Operations - Maint &amp; Repairs</b>						
R&M - Collection	1,778.04	1,221.96	3,000.00	3,000.00	3,000.00	
R&M - Treatment	1,994.66	1,005.34	3,000.00	3,000.00	3,000.00	
R&M - Truck	993.35	1,000.00	1,993.35	4,000.00	4,000.00	
R&M - Tractor	60.31	-	500.00	500.00	500.00	
R&M-Trailer-Trash Pumps	9.69	-	500.00	500.00	500.00	
R&M - Hydro Equipment	1,391.99	35.30	1,427.29	1,500.00	2,000.00	
R&M - Sml Tools & Equipment	759.04	74.46	833.50	1,000.00	1,500.00	
<b>Total Operations - Maint &amp; Repairs</b>	<b>6,987.08</b>	<b>3,337.06</b>	<b>11,254.14</b>	<b>13,500.00</b>	<b>14,500.00</b>	<b>7%</b>

# Murphys Sanitary District

## Operating Budget Expenditures 2024/2025

	Proposed					% Change
	Jul '23 - Jan'24	Feb'24 - June'24	EOY Projection	23/24 Budget	2024/2025 Budget	
<b>Operations - Supplies</b>						
Equipment Rental	0.00	-	-	350.00	350.00	
Fuel	4,150.58	1,940.01	6,090.59	8,500.00	7,500.00	
Collection	166.51	561.14	727.65	1,500.00	1,500.00	
Chemicals-Treatment	18,495.34	6,000.00	24,495.34	37,000.00	30,000.00	
Office Supplies	1,070.29	900.00	1,970.29	2,000.00	2,000.00	
Safety Supplies	597.30	400.00	997.30	1,000.00	1,000.00	
Uniforms	1,871.10	1,100.00	2,971.10	4,000.00	3,000.00	
Software Updates-GIS	564.02	1,435.98	2,000.00	2,000.00	5,500.00	
<b>Total Operations - Supplies</b>	<b>26,915.14</b>	<b>12,337.13</b>	<b>37,252.27</b>	<b>56,350.00</b>	<b>50,850.00</b>	<b>10%</b>
<b>Operations - Utilities</b>						
Collections - Electric/Water	13,899.11	15,084.70	28,983.81	30,000.00	30,000.00	
WWTP - Electric/Water	37,596.21	19,750.00	57,346.21	45,000.00	65,000.00	
Telephone - Internet	1,947.66	1,626.35	3,574.01	4,500.00	4,000.00	
<b>Total Operations - Utilities</b>	<b>53,442.98</b>	<b>36,461.05</b>	<b>89,904.03</b>	<b>79,500.00</b>	<b>99,000.00</b>	<b>25%</b>
<b>Operations - Other</b>						
Education Operations	1,209.13	1,790.87	3,000.00	3,000.00	3,000.00	
Research - Monitoring	16,563.60	6,492.50	23,056.10	24,000.00	24,000.00	
Answering Service	2,109.00	1,670.00	3,779.00	3,550.00	3,800.00	
Security-Alarm Service	3,029.85	600.00	3,629.85	3,700.00	2,900.00	
<b>Total Operations - Other</b>	<b>22,911.58</b>	<b>10,553.37</b>	<b>33,464.95</b>	<b>34,250.00</b>	<b>33,700.00</b>	<b>2%</b>
<b>Administrative - Rents - Leases</b>						
7050.10 - Rents & Leases - Collection	720.00	-	720.00	720.00	720.00	
<b>Total Administrative - Rents - Leases</b>	<b>720.00</b>		<b>720.00</b>	<b>720.00</b>	<b>720.00</b>	<b>0%</b>
<b>Administrative - Supplies</b>						
Office Supplies	2,215.00	1,534.66	3,749.66	4,000.00	4,000.00	
Operating Expenses	435.83	1,300.00	1,735.83	1,500.00	1,500.00	
Postage	1,471.26	375.00	1,846.26	1,500.00	2,000.00	
Printing-Carbon Copy	203.38	107.11	310.49	300.00	360.00	
Publications	0.00	300.00	300.00	300.00	300.00	
Office Software and Updates	1,819.65	1,429.75	3,249.40	3,000.00	6,000.00	
IT Updates and Repair	145.00	180.00	325.00	500.00		
<b>Total Administrative - Supplies</b>	<b>6,290.12</b>	<b>5,226.52</b>	<b>11,516.64</b>	<b>11,100.00</b>	<b>14,160.00</b>	<b>27%</b>
<b>Administrative - Utilities</b>						
Alarm Service Office			-		1,000.00	
Electric & Water Office	1,750.26	1,791.00	3,541.26	4,500.00	3,900.00	
Telephone & Internet Access	3,171.87	981.71	4,153.58	4,200.00	3,150.00	
<b>Total Administrative - Utilities</b>	<b>4,922.13</b>	<b>2,772.71</b>	<b>7,694.84</b>	<b>8,700.00</b>	<b>8,050.00</b>	<b>7%</b>

# Murphys Sanitary District

## Operating Budget Expenditures 2024/2025

	Proposed					
	Jul '23 - Jan'24	Feb'24 - June'24	EOY Projection	23/24 Budget	2024/2025 Budget	% Change
<b>Administrative - Other</b>						
Bank Charges - Vanco Fees	939.34	587.50	1,526.84	1,440.00	1,600.00	
County Lien Costs -Mileage	105.06	101.00	206.06	500.00	500.00	
Education	1,425.01	3,074.99	4,500.00	4,500.00	4,500.00	
Memberships	10,587.77	1,007.15	11,594.92	10,000.00	7,000.00	
Grant Expenses	0.00	-	2,500.00	2,500.00	2,500.00	
15 Ernest St Building RM	1,837.58	1,000.00	2,837.58	3,000.00	3,000.00	
<b>Total Administrative - Other</b>	<b>14,894.76</b>	<b>5,770.64</b>	<b>23,165.40</b>	<b>21,940.00</b>	<b>19,100.00</b>	<b>13%</b>
<b>Administrative - Insurance</b>						
Liability - Property Ins	36,662.64	-	36,662.64	35,000.00	40,000.00	
<b>Total Administrative - Insurance</b>	<b>36,662.64</b>		<b>36,662.64</b>	<b>35,000.00</b>	<b>40,000.00</b>	<b>14%</b>
<b>Administrative – Professional</b>						
Accounting Services	9,500.00	-	9,500.00	10,000.00	10,000.00	
Engineering Services	652.50	4,347.50	5,000.00	5,000.00	5,000.00	
Legal Services	4,615.80	7,000.00	11,615.80	6,000.00	20,000.00	
Consultant Services	0.00	6,370.00	6,370.00	0.00	28,630.00	
Board Expenses	6,394.53	4,252.20	10,646.73	11,000.00	2,600.00	
IT Maintenance & Repair	190.00		190.00	1,200.00	500.00	
Software Update-PQ, PR, SL	1,164.76		1,164.76	1,500.00	0.00	
<b>Total Administrative – Professional</b>	<b>22,517.59</b>	<b>21,969.70</b>	<b>43,132.53</b>	<b>34,700.00</b>	<b>66,730.00</b>	<b>91%</b>
<b>Administrative - Permits</b>						
State Permits-Reporting	30,803.00	-	30,803.00	41,000.00	41,000.00	
Plan Check Permits -	0.00	-	300.00	300.00	0.00	
<b>Total Administrative - License-Permit</b>	<b>30,803.00</b>	<b>-</b>	<b>31,103.00</b>	<b>41,300.00</b>	<b>41,000.00</b>	<b>-1%</b>
<b>Administrative - Advertising</b>						
Advertising	461.18	-	500.00	500.00	500.00	
Customer Outreach	0.00	-	750.00	750.00	2,000.00	
<b>Total Administrative - Advertising</b>	<b>461.18</b>	<b>0.00</b>	<b>1,250.00</b>	<b>1,250.00</b>	<b>2,500.00</b>	<b>100%</b>

# Murphys Sanitary District

## Operating Budget Expenditures 2024/2025

	Proposed				
	Jul '23 - Jan'24	Feb'24 - June'24	EOY Projection	23/24 Budget	2024/2025 Budget % Change
Administrative – Engineering					
Engineering-General	-	-	5,000.00	-	0%
	<b>Totals</b>				
		<b>917,980.40</b>	<b>955,179.00</b>	<b>1,084,903.00</b>	<b>13%</b>
			<b>2024/2025 Projected Revenue</b>	<b>1,168,104.00</b>	
			<b>2024/2025 Projected Expenditures</b>	<b>1,084,903.00</b>	
DEBT OBLIGATIONS				<b>83,201.00</b>	
Debt Service-SWRCB			Annual Payment 4/1/2025	<b>(43,671.00)</b>	
			<b>2024/2025 Reserve Contribution</b>	<b>39,530.00</b>	

Capital Reserve Fund-Reserves will fund major components of the wastewater infrastructure (e.g. lift stations, treatment plant, pumps, facilities) as documented in the Districts adopted CIP.

**Capital Reserve Fund Balance 4/1**

1,057,618.75

	<u>Jul '23 - Jan'24</u>	<u>Feb'24 - June'24</u>	<u>EOY Projection</u>	<u>23/24 Adopted Budget</u>	<u>\$ Over Budget</u>
<b>ACTUAL</b>					
<b>2023/2024 Capital Reserve Fund</b>					
Collection System Improvement	18,618.25	5,000.00	23,618.25	-	23,618.25
WWTP Upgrade II	27,775.00	14,223.00	41,998.00	350,000.00	(308,002.00)
District Admin Office/15 Ernest Street	0.00	8,000.00	8,000.00	8,000.00	-
<b>Total 2023/2024 Capital Reserve Expense</b>	<b>46,393.25</b>	<b>27,223.00</b>	<b>73,616.25</b>	<b>358,000.00</b>	<b>-284,383.75</b>

**PROPOSED**

	<u>Proposed 24/25 Budget</u>	
<b>2024/2025 Capital Reserve Fund</b>		
Collection System Improvement	25,000.00	
WWTP Upgrade II	308,000.00	Board approved \$390,000 to get project construction ready
District Admin Office/Ernest Street	15,000.00	Driveway Repair Improvement
Church Street Project	215,000.00	Approved/carryover in 23/24, delay in planning/design/easements
<b>Total 2024/2025 Capital Reserve Fund</b>	<b>563,000.00</b>	

2024/2025 Capital Reserve Fund Ending Balance

494,618.75

Equipment Reserve Fund-Reserves will fund repair and replacement of equipment needed for collection and wastewater treatment, vehicle fleet, and technology.

Equipment Reserve Fund Balance 4/1 403,052.00

**ACTUAL**

	Jul '23 - Jan'24	Feb'24 - June'24	EOY Projection	23/24 Adopted Budget	\$ Over Budget
<b>2023/2024 Equipment Reserve</b>					
Willow Creek Pump	9,277.57	-	9,277.57	15,000.00	(5,722.43)
Air Conditioning Unit	14,000.00	-	14,000.00	20,000.00	(6,000.00)
New Ops Truck	69,003.16	-	69,003.16	70,000.00	(996.84)
Rock for Ponds	-	-	-	6,000.00	(6,000.00)
15 Ernest Street	159.38	6,041.02	6,200.40	8,000.00	(1,799.60)
Flow Meter Replacements	-	2,500.00	2,500.00	4,500.00	(2,000.00)
<b>Total 2023/2024 Equipment Reserve</b>	<b>92,440.11</b>	<b>8,541.02</b>	<b>100,981.13</b>	<b>123,500.00</b>	<b>-22,518.87</b>

**PROPOSED**

<b>2024/2025 Equipment Reserve</b>	<b>Proposed 24/25 Budget</b>
Rock for Ponds	6,000.00
Communications/Head Sets	6,500.00
Hydro Equipment	6,000.00
<b>Total 2023/2024 Equipment Reserve</b>	<b>18,500.00</b>

'2025 Equipment Reserve Fund Ending Balance 384,552.00

## Restricted Reserve Funds

<b>PROPOSED</b>	
2024/2025	Proposed 24/25 Budget
Debt Service-SWRGB	44,000.00
Operating Reserve Fund	224,000.00
<b>Total 2023/2024 Restricted Reserve</b>	<b>268,000.00</b>

Debt Service Reserve-The District shall establish a restrict reserve fund equal to one years debt service.

The District shall establish an Operating Reserve Fund equal to three months of operating Operating Reserve- expenses to help meet cash flow requirements.

**Special Use Reserves-Funds will be identified by District Management and approved by the budget process.**

\*\*Formerly known as Discretionary Funds

<b>PROPOSED</b>	
2024/2025	Proposed 24/25 Budget
Special Use Reserve Balance	661,185.00
<b>Total 2023/2024 Special Use Reserve Funds</b>	<b>661,185.00</b>

\* The balance in this account currently held with CA Class is under Finance Committee review