

Resolution 2023-01
Resolution 2023-02

MURPHYS SANITARY DISTRICT

OUR MISSION

"To provide the highest level of collection, treatment and disposal of wastewater at the lowest cost possible to the user of the Murphys Sanitary District."

Regular Board Meeting
Thursday, January 12, 2023
10:00 a.m.

Murphys Sanitary District Office
15 Ernest Street
Murphys, CA 95247

AGENDA

Board meetings are open to the public and the following alternative is available to members of the public who wish to participate in the meeting virtually:

[Join the meeting Click Here](#)
[Meeting Number](#)

Meeting Password: 01122023

Join by phone 1-415-655-0001 Access code 2551 437 4700

CALL TO ORDER\ PLEDGE OF ALLEGIANCE

1. **Roll Call**
2. **Agenda Changes**
3. **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.
4. **Consent Agenda - Discussion\Possible Action** The following items are expected to be routine non-controversial. Items will be acted upon by the Board at one time without discussion. Any Board member may request that any item be removed for later discussion.
 - a) Minutes:
12/08/2022 Regular Meeting
 - b) Check Disbursements December 2022
 - c) Adopt Res. 2023-01 Re-Authorizing Remote Teleconference Meetings of The Legislative Bodies of Murphys Sanitary District for The Period January 13, 2023-February 14, 2023 Pursuant to Brown Act Provision
 - d) Adopt Res. 2023-02 Accepting the canvass of the General Election held November 8, 2022

BOARD OF DIRECTORS

Paige McMath-Jue, President Steve Gonzalez, Vice President
Marty Mellera, Secretary Bruce Miller, Treasurer Joseph Fontana, Director at Large/Parliamentarian
<https://www.murphysd.org>

Resolution 2023-01

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5. New Business

- a) Employee Insurance Benefits, report attached-Discussion/Action
- b) USB T-Bill #3 maturity date 1/12/2023, report attachment-Discussion/Action
- c) 15 Ernest Street Improvements, no attachment, information only
- d) Formation of Ad-Hoc Finance/Budget Committee for 2023/2024 Fiscal Year, report attached-Discussion/Action
- e) MSD Holiday Schedule, employee handbook page 35 attached-Discussion/Action
- f) AB2449-ReedSmith summary attached, information only

6. Staff Reports

- a) Administration
- b) Operations

7. Board and Committee Reports

8. Future Agenda Items

9. Next Regular Meeting: February 09, 2023 10:00 a.m.

10. Adjournment

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.

BOARD OF DIRECTORS

Paige McMath-Jue, President Steve Gonzalez, Vice President
Marty Meller, Secretary Bruce Miller, Treasurer Joseph Fontana, Director at Large/Parliamentarian
<https://www.murphyssd.org>

Murphys Sanitary District

MINUTES – Regular board Meeting

Thursday, December 8, 2022

15 Ernest St Ste. A

Murphys, Ca 95247

CALL TO ORDER – 10:02 a.m.

PLEDGE OF ALLEGIANCE

- Directors P. McMath-Jue & M. Meller are sworn in to the Oath of Office by K. Fillmore

1. Roll Call – Joseph Fontana, Marty Meller, Steve Gonzales, Paige McMath-Jue, Bruce Miller (Remote)

2. Select New Board Positions

Director S. Gonzales announces the Board of Director Positions with changes P. Mc Math-Jue, President; S. Gonzales, Vice President; M. Meller, Secretary; B. Miller, Treasurer; J. Fontana, Parliamentarian

**Motion: Directors J. Fontana & S. Gonzales motion to approve the new Board of Director positions:
Roll Call Vote (5) Yeas (0) Nays**

3. Agenda Changes - None

4. Public Comment – None

5. Consent Agenda

a) Minutes

11/17/2022 Special Meeting

b) Check Disbursements November 2022

c) Adopt Res. 2022-18 Re-Authorizing Remote Teleconference Meetings of The Legislative Bodies of Murphys Sanitary District for The Period December 12, 2022 – January 13, 2022 Pursuant to Brown Act Provision

d) Adopt Res. 2022-19 District Appreciation to Cindy Secada for Her Years of Service

Motion: Directors P. McMath-Jue & J. Fontana motion to accept the *Consent Agenda as presented; Minutes 11/17/2022 Special Meeting; Check Disbursements November 2022; Adopt Res. 2022-18 Re-Authorizing Teleconference Meetings & Adopt Res. 2022-19; Roll Call Vote (5) Yeas (0) Nays*

10:59 A.M. – P. McMath-Jue acknowledges & presents Res. 2022-19 District Appreciation to Cindy Secada for her years of service with MSD

6. New Business

- a) **Review Membership Fees – Board & Staff review the current memberships & pricing for future discussion**
- b) **Board to consider withdrawing planning application for WWTP Upgrade II and proceeding with construction ready project at a later date.**

Motion: Directors P. McMath-Jue & J. Fontana motion to withdraw the “Planning Grant” application and proceed with a “Construction Ready” Project: Roll Call Vote (5) Yeas (0) Nays

- c) **USB #2 investment to mature 12-21-2022 – Board & Staff briefly review & discuss**

Motion: Directors S. Gonzales & P. McMath-Jue motion to roll over the current investment at 4.55% for 6 months: Roll Call Vote (5) Yeas (0) Nays

7. Staff Reports – K. Fillmore & D. Murphy

- a) **Administration – K. Fillmore gives brief status updates on Murphys Oaks Construction & Permit Status; Membership Information; Investments & Office Document Status - Brief discussion – Staff will come up with a policy for storing documents.**
- b) **Operations – D. Murphy informs the Board of a customer overflow at 90 Main St. that has been resolved, a report has been submitted per state requirements – Information only**

8. Board and Committee Reports - None

9. Future Agenda Items - None

10. Next Regular Meeting: January 12, 2023 10:00 a.m.

11. Adjournment – 11:05 a.m.

Respectfully;

Amy R Milliken

Paige McMath-Jue, President

BOARD OF DIRECTORS

Paige McMath-Jue, President	Steve Gonzales, Vice President
Marty Mollera, Secretary	Bruce Miller, Treasurer
	Joseph Fontana, Parliamentarian

Murphys Sanitary District December 2022 Disbursements

	Type	Date	Num	Name	Memo	Amount
Dec 22	Check	12/01/2022	EFT	coPOWER	Dental & Vision Insurance	-285.82
	Check	12/01/2022	EFT	Vanco Services	Monthly Vanco Fee	-97.25
	Bill Pmt -Check	12/05/2022	10152	Alpha	Research & Monitoring	-228.00
	Bill Pmt -Check	12/05/2022	10153	Aramark	Uniforms	-209.76
	Bill Pmt -Check	12/05/2022	10154	Modesto Welding Products	Argon rental and Oxygen charges	-14.00
	Bill Pmt -Check	12/05/2022	10155	Kim Delbar Cleaning Service	Office Cleaning Monthly December 2022	-60.00
	Bill Pmt -Check	12/05/2022	10156	Landscaper Alfredo Leon Martinez	Yard maintenance Office Building	-200.00
	Bill Pmt -Check	12/05/2022	10157	Murphys RV-The Car Doctor	Propane Refill	-59.22
	Bill Pmt -Check	12/05/2022	10159	SWRCB Operator Certification	Operations - Certificate Renewal D. Murphy	-150.00
	Bill Pmt -Check	12/05/2022	10158	Mother Lode Answering Service	Answering Service - Dec 2022	-262.00
	Bill Pmt -Check	12/05/2022	10160	AT&T Internet - Six Mile	Six Mile - Internet	-53.50
	Bill Pmt -Check	12/06/2022	10161	Jay Ashley	Comp. Maint & Back-up	-113.75
	Check	12/07/2022	EFT	El Dorado Savings Bank	Deposit Slips	-76.16
	Bill Pmt -Check	12/08/2022	10162	Bruce Miller	Regular Board Meeting 12.08.2022	-100.00
	Bill Pmt -Check	12/08/2022	10163	Joseph Fontana	Regular Board Meeting 12.08.2022	-100.00
	Bill Pmt -Check	12/08/2022	10164	Marty Meller	Regular Board Meeting 12.08.2022	-100.00
	Bill Pmt -Check	12/08/2022	10165	Mountain Oasis Water	Office Water	-60.40
	Bill Pmt -Check	12/08/2022	10166	Paige Mihlinich Mc Math	Regular Board Meeting 12.08.2022	-100.00
	Bill Pmt -Check	12/08/2022	10167	Steve Gonzales	Regular Board Meeting 12.08.2022	-100.00
	Bill Pmt -Check	12/08/2022	10168	Calaveras Power Agency	WWTP - Electric	-4,751.05
	Bill Pmt -Check	12/08/2022	10169	The Red Store	Misc TP Supplies - Mix Bucket; Couplings	-13.18
	Paycheck	12/14/2022	10170	Fillmore, Kristina V	VOID: Check error, payroll item adjustment	0.00
	Paycheck	12/14/2022	10171	Milliken, Amy R	VOID: Check error, payroll item adjustment	0.00
	Paycheck	12/14/2022	10172	Mote, Summer Y	VOID: Check error, payroll item adjustment	0.00
	Paycheck	12/14/2022	10173	Murphy, Daniel W.	VOID: Check error, payroll item adjustment	0.00
	Paycheck	12/14/2022	10174	Onstad, Joseph C	VOID: Check error, payroll item adjustment	0.00
	Paycheck	12/14/2022	10175	Secada, Cynthia D	VOID: Check error, payroll item adjustment	0.00
	Paycheck	12/14/2022	10176	Fillmore, Kristina V	PR 12142022	-2,056.34
	Paycheck	12/14/2022	10177	Milliken, Amy R	PR 12142022	-954.44
	Paycheck	12/14/2022	10178	Mote, Summer Y	PR 12142022	-677.33
	Paycheck	12/14/2022	10179	Murphy, Daniel W.	PR 12142022	-2,941.06
	Paycheck	12/14/2022	10180	Onstad, Joseph C	PR 12142022	-2,268.11
	Paycheck	12/14/2022	10181	Secada, Cynthia D	PR 12142022	-3,702.01
	Liability Check	12/14/2022	EFT	EDD	PR 12142022	-808.39
	Liability Check	12/14/2022	EFT	EFTPS Federal Taxes	PR 12142022	-3,883.88
	Check	12/15/2022	EFT	CalPERS Health Insurance	Medical Insurance	-6,897.52
	Bill Pmt -Check	12/17/2022	10182	AT&T - Office Phone	Office - Phone	-152.28
	Bill Pmt -Check	12/17/2022	10183	AT&T Murphys Grade Alarm	Murphys Grade - Alarm Access	-118.20
	Bill Pmt -Check	12/17/2022	10184	AT&T Six Mile Phone	Six Mile - Phone	-188.65
	Bill Pmt -Check	12/17/2022	10185	PGE-Emerald Creek Pump Station	Emerald Creek Pump Station - Electric	-183.32
	Bill Pmt -Check	12/17/2022	10186	PGE-Office	Office - Electric	-229.41
	Bill Pmt -Check	12/17/2022	10187	SWRCB Fees	Operations - Annual Permit Fees	-24,687.00
	Bill Pmt -Check	12/17/2022	10188	UPUD	26 Emerald CT - M	-67.00
	Bill Pmt -Check	12/17/2022	10189	US Bank	VOID: Misc Supplies; Postage; Fuel; Comp Soft; Mi	0.00
	Bill Pmt -Check	12/17/2022	10190	UPUD	735 Six Mile	-67.00
	Bill Pmt -Check	12/17/2022	10191	UPUD	15 Ernest Street - M	-134.00
	Check	12/19/2022	EFT	Vanco Services	To record NSF payment on 12/19/2022-GOG0001	-60.00
	Bill Pmt -Check	12/19/2022	10192	US Bank	Misc Supplies; Postage; Fuel; Comp Soft; Misc TP	-2,435.12
	Liability Check	12/19/2022	EFT	CalPERS	PR 12142022	-2,552.57
	Bill Pmt -Check	12/20/2022	10193	Secretary of State	Certification Filing Fee	-5.00
	Bill Pmt -Check	12/20/2022	10194	UPUD	735 Six Mile Rd - M Acct #006179	-67.00
	Bill Pmt -Check	12/22/2022	10195	SWRCB Fees	Annual Permit Fees - 07/22-06/2023	-3,453.00
	Bill Pmt -Check	12/27/2022	10198	Black Water Consulting Engineers Inc.	Collection System Replacement Funding Applicatio	-11,334.00

**Murphys Sanitary District
December 2022 Disbursements**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Bill Pmt -Check	12/27/2022	10199	Black Water Consulting Engineers Inc.	WWTP Upgrdae Part II	-145.00
Paycheck	12/28/2022	10196	Secada, Cynthia D	PR 12282022	-3,759.17
Paycheck	12/28/2022	10197	Secada, Cynthia D	PR 12282022	-10,071.51
Paycheck	12/28/2022	10200	Fillmore, Kristina V	PR 12282022	-1,917.19
Paycheck	12/28/2022	10202	Milliken, Amy R	PR 12282022	-792.20
Paycheck	12/28/2022	10203	Mote, Summer Y	PR 12282022	-715.33
Paycheck	12/28/2022	10201	Hemstad, Eric N	PR 12282022	-1,309.25
Paycheck	12/28/2022	10204	Murphy, Daniel W.	PR 12282022	-2,764.01
Paycheck	12/28/2022	10205	Onstad, Joseph C	PR 12282022	-2,647.89
Paycheck	12/28/2022	10206	Secada, Cynthia D	PR 12282022	-256.76
Liability Check	12/28/2022	EFT	CalPERS	PR 12282022	-2,766.81
Liability Check	12/28/2022	EFT	EDD	PR 12282022	-823.74
Liability Check	12/28/2022	EFT	EFTPS Federal Taxes	PR 12282022	-5,925.12
Total December Disbursements					-110,950.70

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MURPHYS SANITARY DISTRICT PROCLAIMING A LOCAL EMERGENCY
PERSISTS, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY
BY EXECUTIVE ORDER N-29-20 MARCH 4, 2020, AND RE-AUTHORIZING
REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF
MURPHYS SANITARY DISTRICT FOR THE
PERIOD JANUARY 13, 2023 THROUGH FEBRUARY 14, 2023
PURSUANT TO BROWN ACT PROVISIONS.

RESOLUTION NO. 2023-01

WHEREAS, the MURPHYS SANITARY DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of MURPHYS SANITARY DISTRICT's legislative body are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the district's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the district, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the district, specifically Executive Order N-15-20 March 4, 2020 and

WHEREAS, social distancing is recommended; and

WHEREAS, the Board of Directors does hereby find that due to the COVID-19 pandemic, and social distancing orders and conditions causing imminent risk to attendees, has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and

desires to affirm a local emergency exists and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative body of Murphys Sanitary District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, Murphys Sanitary District will make available to the public online remote access via WebEx.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF Murphys Sanitary District DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the district and proclaims that a local emergency persists throughout the district.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The Administration Manager or staff and legislative body of Murphys Sanitary District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) **February 14, 2023**, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Murphys Sanitary District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Murphys Sanitary District, this 12th day of January, 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Paige McMath-Jue
Board President

ATTEST:

Marty Mellera, Secretary

Murphys Sanitary District

RESOLUTION 2023-02

January 12, 2023

**RESOLUTION ACCEPTING THE CANVASS OF THE GENERAL ELECTION HELD
NOVEMBER 8, 2022
PURSUANT TO DIVISION 15 CHAPTER 4 OF THE ELECTION CODE**

WHEREAS, the election results for the General Election, held on November 8, 2022, have been presented to the Board of Murphys Sanitary District by the County Clerk, following the canvass of said election;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Murphys Sanitary District of the County of Calaveras hereby accepts the canvass of the returns of the Statewide General Election, held November 8, 2022, as delineated in Exhibit A attached hereto and made part hereof, is hereby accepted:

ON A MOTION by _____, seconded by Director _____, the foregoing Resolution was dully passed and adopted by the Board of Directors of Murphys Sanitary District of the County of Calaveras, State of California this 12th day of January 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Board President

ATTEST:

Secretary

Murphys Sanitary District STAFF REPORT

DATE: January 12, 2023
TO: Honorable Members of the Board
FROM: Kristina Fillmore, Administration Manager
Dan Murphy, Operations Manager
SUBJECT: Approval of Health Benefits for Staff and Dependents

Recommendation: Staff recommends the Board approve one of the options presented:

Option 1: The Board to approve and amend the existing employee handbook to a new medical benefit allowance for eligible full-time employees, not to exceed \$3,300. Eligible employees who elect to not participate in the districts medical insurance plan will receive a monthly allocation not to exceed \$3,000.00. During open enrollments, management will explore options to reduce increases and keep comparable coverage limits. During budget preparation the budget committee will diligently evaluate benefit packages and comps to prepare for unforeseeable premium rate increases for the new policy year. New policy will go into effect January 12, 2023.

Option 2: The Board to approve insurance benefits at 100% coverage cost for the eligible employee, the spouse AND all eligible dependents. This will allow the district to recruit, retain high quality staff, and stay competitive within the industry. Eligible employees who elect to not participate in the districts medical insurance plan will receive a monthly allocation not to exceed \$3,000.00. During open enrollments, management will explore options to reduce increases and keep comparable coverage limits. During budget preparation the budget committee will diligently evaluate benefit packages and comps to prepare for unforeseeable premium rate increases for the new policy year. New policy will go into effect January 12, 2023.

Option 3: The Board to approve paying excess over \$3,000, not to exceed \$300 for each eligible employee until the next open enrollment opportunity (September 2023-October 2023), which will allow the employee to select their plan to avoid paying out of pocket. During open enrollment, management can also look into other medical insurance providers. If an employee's chosen plan exceeds the \$3,000 allocation, any amount over that will be deducted from the employee's paycheck. Policy to go into effect January 2023-October 2023.

Background: The District currently employs six employees. Four employees are currently eligible for the medical benefit package. CalPERS approved a 13.54% premium increase in June of 2022 to Region 1 medical insurance plan, CalPERS Platinum. This increase took effect January 01, 2023. Dental and Vision show 0% increase for 2023. CalPERS offer two PPO plans within our region, CalPERS Gold and CalPERS Platinum. The district offers a \$3,000 monthly medical allowance for eligible regular full-time employees and dependents (approved 02/10/22).

Open enrollment ended October 14, 2022. This would of gave the employee an opportunity to select another plan to remain under the districts medical allowance and not paid out of pocket for excess. However, the open enrollment period was overlooked and employees were not aware of an increase that could significantly impact their monthly take home pay.

Please see comparison chart below:

Medical Premium Coverage for 2022 Employee + Family (Previous)

Medical	Dental	Vision	Total
2748.23	134.37	34.48	2,917.08

Medical Premium Coverage for 2023 Employee + Family (Current) as of 01/01/2023

Medical	Dental	Vision	Total
3120.31	134.37	34.48	3,289.16

Fiscal 2022/2023 Impact:

	YTD Actual July-Dec 22	Estimated Jan 23-June 23	Estimated Annual Cost	Approved Annual Budget	Impact
5010.00 · Health Insurance – Operations	50,885.62	57,600.00	108,485.62	108,000.00	485.62
5010.50 · Health Insurance Administration	18,028.84	19,800.00	37,828.84	42,000.00	-4,171.16

Option 3: If option 3 is approved, there will be no significant impact to the 2023/2024 budget. The graph above is estimated district cost versus approved annual budget figures. Option 3 would require employees to contribute to plan in excess of \$3,000 per month to comply with employee handbook.

Murphys Sanitary District STAFF REPORT

DATE: January 12, 2023
TO: Honorable Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Approval of Roll Over of T-Bill #3

Recommendation: Staff recommends the Board approve to roll over and invest T-Bill #3 for another 6 months at approximately 4.66%.

Background: T-Bill #3 matures on 1/12/2023. This is the last of our low interest rate investments:

Investments:

UBS #1 T-Bill	4.45%	Matures 05-11-23	\$ 200,000.00
UBS #2 T-Bill	4.65%	Matures 06-22-23	\$ 200,000.00
UBS #3 T-Bill	2.63%	Matures 01-12-23	\$ 200,000.00
UBS #4 T-Bill	2.997%	Matures 02-16-23	\$ 200,000.00
UBS #5 T-Bill	3.786%	Matures 03-23-23	\$ 200,000.00
UBS #6 T-Bill	4.58%	Matures 05-25-23	\$ 200,000.00

Fiscal Impact: Anticipated earned interest of \$4,500 on maturity date of 7/12/23.

Murphys Sanitary District STAFF REPORT

DATE: January 12, 2023
TO: Honorable Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Approval of AdHoc Budget-Finance Committee

Recommendation: Staff recommends the Board appoint two board members to form an Ad\Hoc Budget-Finance Committee.

Discussion: The committee will work with management to update, review, and create financial policies such as reserve, investment, debt, budgeting, procurement and purchasing, and reimbursements. In addition, the committee may assist with the preparation of the 2023/2024 budget. The committee will meet in months February-June 2023. Once budget is approved by the board, the committee will disband.

Fiscal Impact: No impact to note.

Employee Handbook - Murphys Sanitary District

400 Holidays

Updated 08/11/2022 added Juneteenth Holiday

Murphys Sanitary District observes the following paid holidays:

- January 1 (New Year's Day)
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Memorial Day
- Juneteenth
- July 4th (Independence Day)
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Eligible Full-time employees are paid at their regularly scheduled work day rate, 8 hours.

Eligible part-time employees are paid at their regularly scheduled work day rate, 6 hours.

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday, however, Murphys Sanitary District may close on another day or grant compensating time off instead of closing. Holiday observance will be announced in advance.

Each non-exempt employee's eligibility for holiday pay begins after completion of his or her trial period. To be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your Department Manager. If you are required to work on a paid scheduled holiday you will receive time and one half (1 ½) pay.

401 Workers' Compensation

Murphys Sanitary District, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to



28 September 2022 | Reed Smith In-depth

AB 2449 changes remote attendance rules under Ralph M. Brown Act's Opening Meeting Laws

On September 13, 2022, California Governor Gavin Newsom signed California Assembly Bill 2449 (AB 2449) into law. With an effective date of January 1, 2023, AB 2449 imposes four periods of differing rules on remote access to, and member attendance of, local agency public meetings under the Ralph M. Brown Act (Brown Act). This client alert provides a summary of the differing rules for the four specified periods and provides some practical considerations.

Authors: **Maytak Chin, Mariah K. Fairley**

Brown Act Teleconferencing Rules Over the Next Five Year

Now until Jan. 1, 2023 – Traditional Brown Act Rules and AB 361

AB 2449 was not passed as an urgency legislation and has an effective date of January 1, 2023. Until its effective date, the legislative bodies of local public agencies may continue to meet virtually under either:

1. Traditional Brown Act teleconferencing rules that require a quorum of the legislative body to meet in person in the agency's jurisdiction, the posting of the members' remote location on the legislative body's meeting notice and agenda, and public access to each teleconferencing location; or
2. AB 361's abbreviated teleconferencing procedures, which require that the local agency's legislative body makes the following factual determinations by majority vote to justify remote or virtual meetings:
 - That a proclaimed state of emergency exists, and either:
 - State or local officials have imposed or recommended social distancing measures, or
 - As a result of a proclaimed state of emergency, meeting in person would present imminent risks to the health and safety of attendees.

Jan. 1, 2023 to Jan. 1, 2024 – Traditional Brown Act Rules, AB 361, and New Rules under AB 2449

Section 1 of AB 2449 specifies the requirements and procedures for local legislative bodies to hold remote public meetings for calendar year 2023. Gov't Code § 54953(k). Effective January 1, 2023, AB 2449 amends the Brown Act's teleconferencing rules and adds a new alternative for abbreviated teleconferencing procedures that does not require a proclaimed state of emergency. During this period, local legislative bodies may hold virtual, remote public meetings under one of the following alternatives:

1. Traditional Brown Act teleconferencing rules; or
2. AB 361's abbreviated teleconferencing rules described above; or
3. AB 2449's new teleconferencing rules specified in new subdivision (f) of Government Code section 54953 of the Brown Act.

However, if and when the Governor lifts the proclaimed state of emergency due to the COVID-19 pandemic, the legislative bodies of local agencies will no longer be able to rely on AB 361's provisions and will be left only with traditional Brown Act teleconferencing rules and AB 2449's new teleconferencing rules for virtual, remote meetings.

AB 2449's new teleconferencing rules provide a hybrid model of physical and remote attendance for members of local legislative governing bodies, under certain specified circumstances.

As a threshold matter, AB 2449 requires that at least a quorum of members of the local legislative body participate in person from a single physical, public location clearly identified on the agenda and within the local agency's territorial jurisdiction. Gov't Code § 54953(f)(1). Unless there is a physical quorum of members present, the governing body may not utilize AB 2449.

If the physical attendance quorum requirement is met, AB 2449 permits a member who is not physically present to request virtual attendance at the local legislative body's meeting under two circumstances: (1) for "just cause" and (2) due to "emergency circumstances". Both "just cause" and "emergency circumstances" are defined under the statute.

1. A Member's Request to Attend Virtually for "Just Cause"

- **Request Timing and Procedure:** Under AB 2449, in order to attend remotely for "just cause," a member must (1) notify the local agency's legislative body at the earliest opportunity of their need for such participation, and (2) provide a general description of the circumstances justifying their virtual attendance. Gov't Code § 54953(f)(2)(A)(i). The statute allows a member to make their notification as late as the start

of a regular meeting of the local legislative body. *Id.* The legislative body does not need to take action to allow its member to attend the meeting virtually under such circumstances. See *id.*

- **Qualifying Reasons as “Just Cause”:** AB 2449 provides a list of reasons that qualify as “just cause” under its provisions. Specifically, a member has “just cause” for remote participation when:
 - There is a childcare or caregiving need (for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner) that requires the member to participate remotely (Gov’t Code § 54953(j)(2)(A));
 - A contagious illness prevents the member from attending the meeting in person (*Id.*, subd. (j)(2)(B));
 - There is a need related to a defined physical or mental disability that is not otherwise accommodated for (*Id.*, subd. (j)(2)(C)); or
 - Traveling while on official business of the legislative body or another state or local agency (*Id.*, subd. (j)(2)(D)).
- **Number of Instances Permitted:** A member is limited to two virtual attendances based on “just cause” per calendar year. Gov’t Code § 54953(f)(2)(A)(i).

2. A Member’s Request to Attend Virtually Due to an Emergency

- **Request Timing and Procedure:** A member of the legislative body must make a request to the body to allow the member to meet remotely due to an emergency circumstance, and further must provide a general description of the circumstance justifying such attendance. Gov’t Code § 54953(f)(2)(A)(ii). The member seeking to appear remotely must make the request “as soon as possible,” and shall make a separate request for each meeting in which they seek to participate remotely. *Id.*, subd. (f)(2)(A)(ii)(I).

If the request does not allow sufficient time to be placed on the agenda as a proposed action item, then the legislative body may take action at the beginning of the meeting in accordance with paragraph (4) of subdivision (b) of section 54954.2 of the Brown Act. *Id.*, subd. (f)(2)(A)(ii)(II). Unlike a request for remote attendance for “just cause,” a request from a member to attend remotely due to an emergency circumstance requires that the legislative body take action and approve the remote attendance at the start of the meeting for the member to be allowed to participate remotely for that meeting. *Id.*, subd. (f)(2)(A)(ii).

- **Qualifying Reasons as an “Emergency Circumstance:”** AB 2449 defines “emergency circumstances” as “a physical or family medical emergency that prevents a member from attending the meeting in person.” Gov’t Code § 54953(j)(1). A member is not required to disclose any medical diagnosis or disability, or any personal medical information that is already exempt from existing law. *Id.*, subd. (f)(2)(A)(ii).

3. Additional Requirements for a Member Participating Remotely: In addition to making a request either for “just cause” or due to an “emergency circumstance” for remote appearance, AB 2449 imposes the following three additional requirements on legislative body members seeking to appear remotely at public meetings:

- Before any action is taken during the meeting, the member must publically disclose whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals. Gov’t Code § 54953(f)(2)(B).
- A member of the legislative body participating from a remote location *must* participate through *both* audio and visual technology. *Id.*, subd. (f)(2)(C).
- A member’s remote participation cannot be for more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year. *Id.*, subd. (f)(3). And if the legislative body regularly meets fewer than 10 times per calendar year, a member’s participation from a remote location cannot be for more than two meetings. *Id.*

4. Technological Requirements for Virtual Meetings: Assuming the above substantive requirements for virtual meetings are met under AB 2449, the new law provides the following technical specifications for information posted on the meeting’s notice and agendas, and for the conduct of the virtual public meeting:

- **Notice, agenda, and public access:** The legislative body must provide either a two-way audiovisual platform or a two-way telephonic service and a live webcasting of the meeting so that the public may remotely hear, observe, and address the legislative body during the meeting. Gov’t Code § 54953(f)(1)(A). The legislative body must also provide notice and post agendas as otherwise required under the Brown Act (setting aside traditional teleconferencing requirements) and must indicate on the notice how the public may access the meeting and offer comment. *Id.*, subd. (f)(1)(B). The agenda must identify and include an opportunity for all persons to attend via a call-in option, an internet-based service option, and at the in-person location of the meeting. *Id.*, subd. (f)(1)(C). The agenda does not need to be posted at all teleconferencing locations. *Id.*, subd. (f)(1). Public access only needs to be assured at the teleconference location identified as the singular physical location at which a quorum of the legislative body will conduct the meeting, and the notices and agenda do not need to list the individual remote locations that members of the legislative body might attend the meeting from. *Id.*
- **Public comment:** An individual may be required to register for public comment before being allowed to provide public comment, where a third-party platform (such as Zoom or Microsoft Teams) is employed. Gov’t Code § 54953(f)(1)(F). However, AB 2449 prohibits a local legislative body from requiring public comments to be submitted in advance of the meeting and specifies that the agency must provide an opportunity for the public to address the legislative body and offer comment in real time. *Id.*, sub. (f)(1)(E). These requirements are similar to those currently provided under AB 361.

- **Disrupted broadcasting procedures:** In the event that the broadcasting of the meeting to the public by phone or by Internet is disrupted, the local legislative body is prohibited from taking further action on agenda items until public access is restored. Gov't Code § 54953(f)(1)(D). Actions taken on agenda items during a disruption are subject to challenge. *Id.* These requirements are also similar to those currently provided under AB 361.

Jan. 1, 2024 to Jan. 1, 2026 – Traditional Brown Act Rules and New Rules under AB 2449

Section 2 of AB 2449 becomes operative on January 1, 2024, which is the date that AB 361 is scheduled to sunset. Accordingly, effective January 1, 2024, local legislative bodies will only have the traditional Brown Act teleconferencing rules and AB 2449's new rules for teleconferencing for "just cause" or due to "emergency circumstances" as options for remote meetings for this period. As a result of AB 361's sunset date, the provisions of AB 2449 will move from subdivision (f) of Gov't Code section 54953 to subdivision (e) of the same statute. This marks a trend towards moving the meetings of local agencies towards in-person meetings and allowing virtual attendance based on need only, as discussed above.

Section 2 of AB 2449 is also scheduled to sunset on January 1, 2026.

Jan. 1, 2026 and Onward – Traditional Brown Act Rules

Section 3 of AB 2449 becomes operative on January 1, 2026. Once AB 2449 sunsets on January 1, 2026, the available teleconferencing rules revert to those provided under the traditional Brown Act teleconferencing rules. Thus, in order for a legislative body to hold a remote meeting under the relevant part of the traditional Brown Act teleconferencing rules, they must do the following:

1. All votes must be by roll call vote;
2. The teleconference locations must be posted on the agendas and each teleconference location must be identified on the notice and agenda of the meeting or proceeding;
3. Each teleconference location must be made accessible to the public; and
4. During the teleconference, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the legislative body's territorial jurisdiction.

Practical considerations

Under AB 2449's new teleconferencing rules, in effect from Jan. 1, 2023 to Jan. 1, 2026, it is important to coordinate amongst members of the local legislative body to ensure that a physical quorum is secured ahead of each meeting. Moreover, any request for a member to participate remotely under AB 2449 – either for "just cause" or due to a specified "emergency circumstance" should be stated on the record at the beginning of each

public meeting. If a member seeks to participate due to a specified "emergency circumstance" and the legislative body votes not to accept the basis for virtual attendance under AB 2449, then that member may only participate as a general member of the public and cannot vote on any action item.

AB 2449's requirements for providing a general description of "just cause" or an "emergency circumstance" will require that the legislative body delicately balance the need for transparency with the need to participate remotely against the member's privacy interest. Therefore, whether a reason is justified under the statute may be up for debate at the start of the meeting. Any justification for virtual attendance must be clearly stated on the record to meet the three requirements of AB 2449:

1. Justification for the need to appear virtually – either for "just cause" or due to an "emergency circumstance";
2. A public affirmation of whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individual(s); and
3. A statement that the member will participate with both audio and video capabilities turned on throughout the meeting (video cannot be turned off).

Lastly, AB 2449 is going to require a lot of administrative support and record-keeping of:

- Which member has made a request to appear remotely under AB 2449's procedures.
- How many times each member has appeared remotely under its terms.
- The member's reason for appearing remotely, and any action taken by the legislative body.
- Whether staff can confirm ahead of each meeting that there will be a physical quorum of members for any given meeting, and who will be in physical attendance.

Understanding how to comply with and administer AB 2449's myriad of provisions can be complicated. If you need assistance with interpreting the provisions and implementing AB 2449, please do not hesitate to reach out to the counsel listed with this client alert.

In-depth 2022-231

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ADMINISTRATION REPORT

01/12/2023 Board Meeting

December 2022

Kristina Fillmore

1. Murphys Oaks Sub-division: *There are 11 homes completed and billed monthly; (32) homes under construction, with 19 connected, waiting for their final. All lots being built by Kautz have been issued and paid for their permits. No information or permits have been issued for (10) custom lots.*
2. WWTP Part Two (2) – Force Main, Filters & Generator: *Blackwater is working on submitting attachments. This should go a lot quickly as a lot of the attachments and information can be re-used from the Collections System application. Blackwater is hoping to have SWCA (formerly Sycamore Environmental), who also did the WWTP improvements in 2016 do the environmental package for this application.*
3. Collection System Upgrades\Replacement Grant Application: *Received the Financial Package on 1/06/2023. Murphys Sanitary District to provide budget projections, tax questionnaire, and project report.*
4. Office Update:
 - a) *Website improvement towards compliance*
 - b) *Red Binder-Emergency Action Plans*
 - c) *Two-way radio purchase, EAP*
 - d) *Monthly staff meetings*
 - e) *Paperless Billing, Opt-Out*

Finance Summary

Cash Fund Balances as of 12-31-2022

El Dorado Checking		\$	45,839.58
LAIF		\$	1,126,123.91
Investments:			
UBS #1 T-Bill	4.45%	Matures 05-11-23	\$ 200,000.00
UBS #2 T-Bill	4.65%	Matures 06-22-23	\$ 200,000.00
UBS #3 T-Bill	2.63%	Matures 01-12-23	\$ 200,000.00
UBS #4 T-Bill	2.997%	Matures 02-16-23	\$ 200,000.00
UBS #5 T-Bill	3.786%	Matures 03-23-23	\$ 200,000.00
UBS #6 T-Bill	4.58%	Matures 05-25-23	\$ 200,000.00
Petty Cash		\$	200.00
Total Cash Balances		\$	2,372,163.49

Murphys Sanitary District
Budget Performance
December 2022
Fiscal Year 2022/23

	December 2022	YTD 2022-23	Annual Budget	% of Annual Budget
50.00%				
1 Income				
2 4100 · Srv Chrgs - Residential	55,603.86	333,133.52	666,440.00	49.99%
3 4102 · Srv Chrgs - Apartments	3,180.00	19,080.00	38,160.00	50.00%
4 4104 · Srv Chrgs - Lodges/Churches	360.00	2,160.00	4,320.00	50.00%
5 4106 · Srv Chrgs - School	356.00	2,196.00	4,272.00	51.40%
6 4108 · Srv Chrgs - Commercial	17,422.24	93,128.95	178,695.00	52.12%
7 Total Monthly Billing	76,922.10	449,698.47	891,887.00	50.42%
8				
9 4999 · Rental Income	650.00	3,900.00	7,800.00	50.00%
10 4110 · Plan Ck & Inspection Fees	-	225.00	500.00	45.00%
11 4111 · Late Fees	329.91	1,303.65	2,500.00	52.15%
12 4120 · Taxes	0.00	8,437.18	135,000.00	6.25%
13 4130 · Other Services	38.50	857.50	1,800.00	47.64%
14 4140 · General Reserve Interest	1,597.27	8,263.78	4,000.00	206.59%
15 4150 · Vacant Lot Billing	0.00	200.00	1,600.00	12.50%
16 4160 · Refunds - Rebates	164.64	326.03	500.00	65.21%
17 Total Misc. Income	2,780.32	23,513.14	153,700.00	15.30%
18 TOTAL INCOME	79,702.42	473,211.61	1,045,587.00	45.26%
19				
20 <i>Reserve Balance Transfer</i>				
21 TOTAL INCOME	79,702.42	473,211.61	1,045,587.00	45.26%
22 Expense				
23 Wages				
24 5001.00 · Wages - Operations	13,693.76	99,555.36	211,855.00	46.99%
25 5001.50 · Wages - Administration	26,803.22	92,663.21	159,233.31	58.19%
26 5002.00 · Overtime - Operations	359.48	3,231.40	6,000.00	53.86%
27 5002.50 · Overtime - Office	0.00	0.00	500.00	0.00%
28 5005.00 · On-Call Comp - Operations	1,200.00	7,800.00	15,600.00	50.00%
29 Total Wages	42,056.46	203,249.97	393,188.31	51.69%
30 Employee Benefits				
31 5010.00 · Health Insurance - Operations	9,933.35	50,888.62	108,000.00	47.12%
32 5010.50 · Health Insurance Administration	2,770.71	18,028.84	42,000.00	42.93%
33 5015.00 Accrued Vacation - Operations	-	-	3,951.00	0.00%
34 5015.50 Accrued Vacation - Administration	-	-	1,701.00	0.00%
35 5010.10 · CalPERS Retirement - Unfunded Liabilit	-	4,397.00	18,174.00	24.19%
36 5020.00 · CalPERS Retirement - Operations	1,096.78	7,916.90	16,785.95	47.16%
37 5020.50 · CalPERS Retirement - Admin	630.76	4,099.94	10,135.00	40.45%
38 Total Employee Benefits	14,431.60	85,331.30	200,746.95	42.51%
39 PR Taxes				
40 5030.50 · FICA-Medicare	3,641.00	18,304.83	36,438.80	50.23%
41 5050.00 · State EDD - Operations				
42 Total PR Taxes	3,641.00	18,304.83	36,438.80	50.23%

**Murphys Sanitary District
Budget Performance
December 2022
Fiscal Year 2022/23**

50.00%	December 2022	YTD 2022-23	Annual Budget	% of Annual Budget	
43	Workman's Comp -				
44	5040.00 · Workers Compensation – Operation	-	15,897.80	16,000.00	99.36%
45	5040.50 · Workers Comp. – Administration	-	700.00	700.00	100.00%
46	Total Workman's Comp	-	16,597.80	16,700.00	99.39%
47					
48	OPERATIONS - Maint & Repairs - Other				
49	6001.10 · R&M - Collection	-	1,397.84	3,000.00	46.59%
50	6001.20 · R&M - Treatment	-	1,475.57	3,000.00	49.19%
51	6002.40 · R&M - Truck	-	243.50	4,000.00	6.09%
52	6003.40 · R&M - Tractor	-	71.08	1,000.00	7.11%
53	6004.40 · R&M -Trailer\Trash Pumps	-	-	500.00	0.00%
54	6005.40 · R&M - Hydro Equipment	-	747.74	1,000.00	74.77%
55	6006.40 · R&M - Sml Tools & Equipment	513.73	871.86	1,000.00	87.19%
56	Total Maint & Repairs - Other	513.73	4,807.59	13,500.00	35.61%
57	OPERATIONS - Supplies				
58	6010.00 · Equipment Rental	-	-	350.00	0.00%
59	6011.00 · Gas-Oil-Fuel	104.96	2,396.59	9,500.00	25.23%
60	6012.10 · Supplies - Collection	14.00	159.54	1,500.00	10.64%
61	6012.20 · Supplies - Treatment	653.14	14,434.37	35,000.00	41.24%
62	6013.00 · Safety Supplies	-	352.00	1,000.00	35.20%
63	6015.00 · Uniforms	209.76	1,306.23	4,000.00	32.66%
64	OPERATIONS - Supplies	981.86	18,648.73	51,350.00	36.32%
65	OPERATIONS - Utilities				
66	6021.10 · Electric - Water	1,713.49	9,769.23	20,440.00	47.79%
67	6021.20 · Electric - Water - Garbage	3,593.71	22,157.99	40,304.00	54.98%
68	6022.00 · Telephone - Internet	634.85	3,008.26	4,600.00	65.40%
69	Total Utilities	5,942.05	34,935.48	65,344.00	53.46%
70	OPERATIONS - Other				
71	6031.20 · Education Operations	150.00	612.00	3,000.00	20.40%
72	6032.20 · Research - Monitoring	-	9,609.27	24,000.00	40.04%
73	6033.00 · Answering Service	262.00	1,572.00	3,600.00	43.67%
74	6034.00 · Alarm \Security All departments	-	1,425.87	7,500.00	19.01%
75	Total Other	412.00	13,219.14	38,100.00	34.70%
76	ADMINISTRATION - Rents - Leases				
77	7050.10 · Rents & Leases - Collection	-	720.00	720.00	100.00%
78	Total Rents - Leases	-	720.00	720.00	100.00%
79	ADMINISTRATIVE - Supplies				
80	7010.00 · Office Supplies - COVID				
81	7011.00 · Office Supplies - Operations	24.65	685.99	2,500.00	27.44%
82	7011.50 · Office Supplies - Admin	708.35	4,228.48	4,000.00	105.71%
83	7012.50 · Postage	489.90	563.35	3,300.00	17.07%
84	7013.50 · Printing	-	-	300.00	0.00%
85	7014.00 · Publications - Operations	-	-	300.00	0.00%
86	7015.50 · Office Equipment-Software	-	1,976.42	3,000.00	65.88%
87	7016.50 · Website-IT-email	157.74	157.74	500.00	31.55%
88	Total Supplies	1,380.64	7,611.98	13,900.00	54.76%

Murphys Sanitary District
Budget Performance
December 2022
Fiscal Year 2022/23

50.00%	December 2022	YTD 2022-23	Annual Budget	% of Annual Budget
89 ADMINISTRATIVE - Utilities				
90 7021.50 · Electric - Water	363.41	2024.34	3,828.00	52.88%
91 7022.50 · Telephone-Internet Access	632.28	2372.13	4,400.00	53.91%
92 Total Utilities	995.69	4,396.47	8,228.00	53.43%
93 ADMINISTRATIVE - Other				
94 7030.50 · Bank Charges - Vanco Auto Pay Fees	173.41	686.66	1,200.00	57.22%
95 7031.50 · County Lien Costs -Mileage	167.39	381.56	500.00	76.31%
96 7034.50 · Education	(504.91)	2,466.23	3,000.00	82.21%
97 7035.50 · Memberships	-	13,181.90	10,500.00	125.54%
98 7036.50 · Grant Expenses - Force Main	-	-	2,500.00	0.00%
99 7099.50 · Office Building RM	200.00	1,350.00	3,000.00	45.00%
100 Total Other	35.89	18,066.35	20,700.00	87.28%
101 ADMINISTRATIVE - Insurance				
102 7040.50 · Liability Ins	-	29,811.60	29,000.00	102.80%
103 Total Insurance	-	29,811.60	29,000.00	102.80%
104 ADMINISTRATIVE - Professional				
105 7054.50 · Office Cleaning	60.00	360.00	720.00	50.00%
106 7053.50 · Professional - Accounting	-	9,700.00	9,700.00	100.00%
107 7051.50 · Professional - Legal Services	-	162.50	6,000.00	2.71%
108 7052.50 · Board Expenses	592.78	4,887.88	11,000.00	44.44%
109 Total Professional	652.78	15,110.38	27,420.00	55.11%
110 ADMINISTRATIVE - License - Permits				
111 7070.00 · State Permits	28,140.00	28,140.00	41,000.00	68.63%
112 7071.20 · Plan Check Permits - Treatment	-	225.00	500.00	45.00%
113 Total License Permits	28,140.00	28,365.00	41,500.00	68.35%
114 ADMINISTRATIVE - Advertising				
115 7080.50 · Advertising	-	52.50	750.00	7.00%
116 7081.50 · Customer Outreach	-	398.75	750.00	53.17%
117 Total Advertising	-	451.25	1,500.00	30.08%
118 ADMINISTRATIVE - Engineering				
119 8500.50 · Engineering-General	-	3,796.75	7,500.00	50.62%
120 Total Engineering	-	3,796.75	7,500.00	50.62%
121 TOTAL OPERATING EXPENSES	99,183.70	503,424.62	965,836.06	52.12%
122				
123 ADMINISTRATIVE - Loans				
124 9030.00 · WWTP Upgrade DWR Loan	-	0.00	43,670.48	
125 Total Loans	-	-	43,670.48	0.00%
126				
127 TOTAL EXPENSES	99,183.70	503,424.62	1,009,506.54	49.87%
128 Cash to Strategy Funds			36,080.46	
129 Total	99,183.70	503,424.62	1,045,587.00	
130				

**Murphys Sanitary District
Budget Performance
December 2022
Fiscal Year 2022/23**

50.00%	December 2022	YTD 2022-23	Annual Budget	% of Annual Budget
STRATEGY FUNDS				
131	Income			
132	Cash from Operations	-	36,080.46	0.00%
133	9201 · Connection Fees	60,000.00	40,000.00	150.00%
134	Grant Funds - Collection System Upgrades	-	3,500,000.00	0.00%
135	Grant Funds IRWM - Other	-	-	
136	Grant Funds - Plant Upgrade Part II Planning	-	390,000.00	0.00%
137	Total CIP Income	60,000.00	3,966,080.46	1.51%
138	Expenses			
139	9007.00 · Capital Equipment Repair\Replace	9,393.32	22,600.00	41.56%
140	9010.10 · Capital Repair\Replace Collection	-	3,500,000.00	0.00%
141	9016.10 - Collection System Replacement 22	11,334.00	29,453.00	
142	9021.20 · CIP - WWTP Upgrade Part II-Const Ready	145.00	390,000.00	0.04%
143	9999.00 · 15 Ernest St Improvements	3,927.00	15,000.00	26.18%
	Total CIP Expenses	15,406.00	3,927,600.00	1.09%

Operational monthly totals and summary

DECEMBER 2022

Water storage levels in Pond# 4	Loss of six feet of Freeboard in December, starting January at an elevation of 2260'.3" (roughly 23.6 million gallons in storage)
PG&E Kilo use	496kWhrs at WWTP 152kWhrs at IPS
Rain Fall at WWTF	18.3 inches of rain recorded over 13 days throughout December- 4.5 inches recorded on New Years Eve within 8 hours
CL2 Usage	None, there was no treatment/ pumping of Effluent in December- total of 350 gallons Cl2 in storage
Plant influent gallons	6.1 million gallons Nearly 80% more Influent than dry months with over 2 million taken in from the 28 th to the 31 st
Effluent gallons	None, Effluent production is shut down for the winter season
Ironstone Influent	135,000 gallons AVG
Hydro flushing lineal footage	>3,500 feet of Collections Preventative maintenance, high flow and impact prep and spill response

Sewer Overflow Count	1- Recorded on the 7 th at 90 Main street was a category one SSO- less than 1,000 gallons spilled, none reaching waterways and all retrieved and cleaned
Spray Field Gallons Applied	None

- State water resources board's GeoTracker annual volumetric readings of our 2022 Influent and Effluent has been reported.
- Murphys fire department conducted their annual site inspection of our WWTP and found all to be in proper order.
- A pine tree at the Grade road pumphouse that appears to be affected by bark beetles and is in fall proximity of the motor control cabinet has been scheduled for removal as soon as possible by Proper Pruning.
- MSD's annual CERS (California Environmental Reporting System) report has been submitted to SWRCB and Calaveras County Environmental department. This report includes hazardous material cataloging and location identification, site maps, emergency contact lists and a copy of our EAP (Emergency Action Plan).