

# 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."*

**Regular Board Meeting**  
Thursday, May 9, 2024  
10:00 a.m.



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

## AGENDA

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

### [Join the meeting now](#)

Meeting ID: 219 093 022 119

Passcode: KrHCtN

### **Dial-in by phone**

[+1 872-242-9031,,779445850#](#) United States, Chicago

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Phone conference ID: 779 445 850#

## CALL MEETING TO ORDER\ PLEDGE OF ALLEGIANCE

1. **Roll Call**
2. **Agenda Changes/Agenda Approval**
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** - *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, staff member, or interested party may request that any item be removed for later discussion.*
  - a) Regular Meeting Minutes-April 11, 2024
  - b) Finance Meeting Minutes-April 24, 2024
  - c) Financial Reports-Ending April 30, 2024

### 2023/2024 BOARD OF DIRECTORS

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

*Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian*

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

## 5. New Business

*The Board may consider the items below and take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action. \*Indicates Staff Report*

- a) Rate Study, Presentation HEC Consulting-Discussion/Action
- b) Adoption of Resolution 2024-02 General Election -Discussion/Action
- c) Adoption of Resolution 2024-03 Reserve Policy-Discussion/Action
- d) Approval of 2024/2025 Cost of Living Adjustment -Discussion/Action \*
- e) Approval of 2024/2025 Pay Date and Holiday Closures -Discussion/Action\*
- f) Approval of 2024/2025 Salary Schedule-Discussion/Action\*
- g) Approval of Rate Adjustment for Residential Account, 340 Bret Harte Drive-Discussion/Action\*

## 6. Unfinished Business

*Items tabled or carried forward from a previous meeting to be considered on this agenda. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.*

## 7. Committee Reports

*Informational reports on committee meetings. Committees may recommend a future item be placed on the next meeting agenda for Board action.*

- a) Finance Committee- Director Fontana

## 8. Staff Reports

*Brief reports of information on matters of general interest. No action will be taken by the Board during Staff Reports.*

- a) Administration Report
- b) Operations Report

## 9. Future Agenda Items/Director Comments

*Board members and/or staff can comment on district business or request a future item be placed on the next meeting agenda. No action will be taken by the Board.*

## 10. Next Regular/Special Meeting:

- Regular Meeting June 13, 2024, 10:00 a.m.

## 11. 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.

### 2023/2024 BOARD OF DIRECTORS

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*Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian*

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**Murphys Sanitary Distict  
Account Balance Summary**

**April 30, 2024**

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|                                      | <b>Rates</b> |              |
|--------------------------------------|--------------|--------------|
| <b>El Dorado Savings Bank</b>        | <b>.02%</b>  | 45,628.18    |
| <b>Cash Drawer</b>                   |              | 200.00       |
| <br><b>District Investments</b>      |              |              |
| <b>CA Class Discretionary</b>        | <b>5.40%</b> | 661,185.90   |
| <b>CA Class Equip R&amp;R</b>        | <b>5.40%</b> | 403,051.77   |
| <b>LAIF</b>                          | <b>4.00%</b> | 57,618.75    |
| <b>UBS T-Bill #1 06/13/2024</b>      | <b>5.20%</b> | 200,000.00   |
| <b>UBS T-Bill #2 07/11/2024</b>      | <b>5.13%</b> | 200,000.00   |
| <b>UBS T-Bill #3 09/12/2024</b>      | <b>5.20%</b> | 200,000.00   |
| <b>UBS T-Bill #4 08/08/2024</b>      | <b>5.20%</b> | 200,000.00   |
| <b>UBS CD 06/21/2024</b>             | <b>5.36%</b> | 44,000.00    |
| <b>UBS CD 05/30/2024</b>             | <b>5.25%</b> | 224,000.00   |
| <b>UBS CD 11/15/2024</b>             | <b>5.80%</b> | 200,000.00   |
| <b>Total Investments</b>             |              | 2,389,856.42 |
| <b>Balance Ending April 30, 2024</b> |              | 2,435,684.60 |

1:40 PM

05/02/24

## Murphys Sanitary District Expense Disbursement Report April 2024

| Date          | Num   | Name                                  | Memo  | Amount     |
|---------------|-------|---------------------------------------|---|------------|
| <b>Apr 24</b> |       |                                       |   |            |
| 04/04/2024    | ACH   | CalPERS                               | Retirement Contributions                        | -2,804.76  |
| 04/04/2024    | ACH   | EDD                                   | Payroll Tax Liabilities                         | -672.17    |
| 04/04/2024    | ACH   | EFTPS Federal Taxes                   | Payroll Tax Liabilities                         | -3,226.98  |
| 04/17/2024    | ACH   | CalPERS                               | Retirement Contributions                        | -2,814.49  |
| 04/17/2024    | ACH   | EDD                                   | Payroll Tax Liabilities                         | -640.50    |
| 04/17/2024    | ACH   | EFTPS Federal Taxes                   | Payroll Tax Liabilities                         | -3,213.12  |
| 04/30/2024    | ACH   | Vanco Services                        | Returned Payment-GAR0002                        | -60.00     |
| 04/08/2024    | ACH   | Vanco Services                        | Vanco Service Fees                              | -113.25    |
| 04/25/2024    | ACH   | Vanco Services                        | Returned Payment -KRP0001                       | -180.00    |
| 04/01/2024    | 11061 | AT&T Internet - Six Mile              | Internet - Six Mile                             | -53.50     |
| 04/01/2024    | 11062 | AT&T Murphys Grade Alarm              | Murphys Grade - Alarm Access Line               | -182.38    |
| 04/01/2024    | 11063 | Landscaper Alfredo Leon Martinez      | Yard maintenance Office Building                | -200.00    |
| 04/01/2024    | 11064 | Mountain Oasis Water                  | Drinking Water                                  | -62.15     |
| 04/02/2024    | 11065 | Alpha                                 | Research & Monitoring                           | -369.00    |
| 04/03/2024    | 11066 | Cal Waste Management                  | Waste/Trash Services                            | -185.94    |
| 04/03/2024    | 11067 | The Red Store                         | Misc Supplies: Hose end; Carpet Cleaner; Gar... | -144.88    |
| 04/04/2024    | 11068 | Fillmore, Kristina V                  | Payroll 04-04-2024                              | -2,001.17  |
| 04/04/2024    | 11069 | Hemstad, Eric N                       | Payroll 04-04-2024                              | -1,648.52  |
| 04/04/2024    | 11070 | Milliken, Amy R                       | Payroll 04-04-2024                              | -1,001.05  |
| 04/04/2024    | 11071 | Murphy, Daniel W.                     | Payroll 04-04-2024                              | -3,013.72  |
| 04/04/2024    | 11072 | Onstad, Joseph C                      | Payroll 04-04-2024                              | -2,329.54  |
| 04/04/2024    | 11073 | Schroeder, Teri L                     | Payroll 04-04-2024                              | -441.14    |
| 04/04/2024    | 11074 | Miller, Lloyd B                       | Board Stipend                                   | -136.88    |
| 04/04/2024    | 11075 | Calaveras County Recorder             | Notice of Exemption Fee                         | -50.00     |
| 04/04/2024    | 11076 | Mother Lode Answering Service         | Answering Service                               | -334.00    |
| 04/08/2024    | 11077 | Calaveras Lumber                      | Misc; Rat Trap; MPT Plug                        | -35.49     |
| 04/08/2024    | 11078 | Modesto Welding Products              | Argon Rental & Oxygen Charges                   | -16.00     |
| 04/09/2024    | 11079 | Calaveras Lumber                      | VOID: Flag Kit                                  | 0.00       |
| 04/09/2024    | 11080 | Calaveras Power Agency                | WWTP Electric                                   | -5,804.15  |
| 04/09/2024    | 11081 | UPUD                                  | Water - 26 Emerald Ct - Acct#06855-001          | -81.28     |
| 04/09/2024    | 11082 | UPUD                                  | Water - 15 Ernest St - M - Acct#006855-003      | -82.70     |
| 04/09/2024    | 11083 | UPUD                                  | Water - 735 Six Mile Rd - Acct#006176-000       | -217.24    |
| 04/09/2024    | 11084 | UPUD                                  | Water - 735 Six Mile Rd - M - Acct#006179-000   | -89.07     |
| 04/15/2024    | 11085 | Aramark                               | Uniform Service                                 | -212.08    |
| 04/17/2024    | 11086 | Fillmore, Kristina V                  | Payroll 04-17-2024                              | -2,142.59  |
| 04/17/2024    | 11087 | Hemstad, Eric N                       | Payroll 04-17-2024                              | -1,867.47  |
| 04/17/2024    | 11088 | Milliken, Amy R                       | Payroll 04-17-2024                              | -1,001.06  |
| 04/17/2024    | 11089 | Murphy, Daniel W.                     | Payroll 04-17-2024                              | -3,013.73  |
| 04/17/2024    | 11090 | Onstad, Joseph C                      | Payroll 04-17-2024                              | -2,104.99  |
| 04/17/2024    | 11091 | Schroeder, Teri L                     | Payroll 04-17-2024                              | -449.53    |
| 04/17/2024    | 11092 | Fontana., Joseph                      | Board Stipend                                   | -91.25     |
| 04/17/2024    | 11093 | Gonzales, Steven M                    | Board Stipend                                   | -182.50    |
| 04/18/2024    | 11094 | US Bank                               | Credit Card                                     | -10,341.02 |
| 04/22/2024    | 11095 | Condor Earth Technologies, Inc        | Groundwater Research & Monitoring - Dec 20...   | -3,474.50  |
| 04/22/2024    | 11096 | SDRMA                                 | Health Insurance                                | -10,367.04 |
| 04/22/2024    | 11097 | AALR & R Attorneys at Law             | General Counsel                                 | -735.00    |
| 04/22/2024    | 11098 | CALNET                                | Phone Access Line - Alarm Acct#9391083822       | -53.72     |
| 04/22/2024    | 11099 | PGE-Emerald Creek Pump Station        | Emerald Creek - Electric                        | -148.53    |
| 04/22/2024    | 11100 | PGE-Office                            | Office - Electric                               | -213.85    |
| 04/22/2024    | 11101 | Bruce Miller                          | CSDA Leadership Conf. Board Training/Educa...   | -428.71    |
| 04/22/2024    | 11102 | Onstad, Joseph C                      | VOID: Error                                     | 0.00       |
| 04/22/2024    | 11103 | Comcast Business                      | Office - Phone/Internet                         | -196.47    |
| 04/22/2024    | 11104 | Signal Service                        | Alarm Service                                   | -445.80    |
| 04/25/2024    | 11105 | Black Water Consulting Engineers Inc. | WWTP Upgrade II                                 | -7,273.25  |
| 04/25/2024    | 11106 | Comcast- Emerald Creek                | Alarm Access - Emerald Creek                    | -110.40    |
| 04/25/2024    | 11107 | Black Water Consulting Engineers Inc. | Church Street Planning & Design                 | -8,521.00  |
| 04/25/2024    | 11108 | Black Water Consulting Engineers Inc. | CIP Update                                      | -3,770.00  |
| 04/25/2024    | 11109 | Black Water Consulting Engineers Inc. | Fiscal Sustainability Plan Update               | -334.00    |
| <b>Apr 24</b> |       |                                       |   |            |

## Murphys Sanitary District

### Budget vs. Actual- YTD Performance

July 2023 through June 2024

| Target 83.33%                             | Jul '23 - Jun 24  | Budget              | \$ Over Budget     | % of Budget   |
|---|-------------------|---------------------|--------------------|---------------|
| <b>Ordinary Income/Expense</b>            |                   |                     |                    |               |
| <b>Income</b>                             |                   |                     |                    |               |
| <b>Monthly Billing</b>                    |                   |                     |                    |               |
| 4100 · Srv Chrgs - Residential            | 559,231.40        | 644,400.00          | -85,168.60         | 86.78%        |
| 4102 · Srv Chrgs - Condo/Duplex/Apts      | 47,400.00         | 59,760.00           | -12,360.00         | 79.32%        |
| 4104 · Srv Chrgs - Lodges/Churches        | 6,781.20          | 8,552.00            | -1,770.80          | 79.29%        |
| 4106 · Srv Chrgs - School                 | 3,560.00          | 4,272.00            | -712.00            | 83.33%        |
| 4108 · Srv Chrgs - Commercial             | 138,588.02        | 177,970.00          | -39,381.98         | 77.87%        |
| <b>Total Monthly Billing</b>              | <b>755,560.62</b> | <b>894,954.00</b>   | <b>-139,393.38</b> | <b>84.43%</b> |
| <b>Misc Income</b>                        |                   |                     |                    |               |
| 4110 · Pln Chk & Inspection Fees          | 0.00              | 300.00              | -300.00            | 0.0%          |
| 4111 · Late Fees                          | 1,614.43          | 2,000.00            | -385.57            | 80.72%        |
| 4120 · Taxes                              | 96,392.96         | 135,000.00          | -38,607.04         | 71.4%         |
| 4130 · Other Services                     | 1,385.00          | 1,500.00            | -115.00            | 92.33%        |
| 4140 · General Reserve Interest           | 97,983.33         | 100,000.00          | -2,016.67          | 97.98%        |
| 4150 · Vacant lot Billing                 | 1,300.00          | 1,700.00            | -400.00            | 76.47%        |
| 4160 · Refunds - Rebates                  | 549.23            | 500.00              | 49.23              | 109.85%       |
| 4999 · Rental Income                      | 6,500.00          | 7,800.00            | -1,300.00          | 83.33%        |
| <b>Total Misc Income</b>                  | <b>205,724.95</b> | <b>248,800.00</b>   | <b>-43,075.05</b>  | <b>82.69%</b> |
| <b>Total Income</b>                       | <b>961,285.57</b> | <b>1,143,754.00</b> | <b>-182,468.43</b> | <b>84.05%</b> |
| <b>Expense</b>                            |                   |                     |                    |               |
| <b>Wages</b>                              |                   |                     |                    |               |
| 5001.00 · Wages - Operations              | 185,649.99        | 227,497.00          | -41,847.01         | 81.61%        |
| 5001.50 · Wages - Office                  | 100,070.43        | 123,042.00          | -22,971.57         | 81.33%        |
| 5002.00 · Overtime - Operations           | 2,213.70          | 3,000.00            | -786.30            | 73.79%        |
| 5002.50 · Overtime - Office               | 0.00              | 0.00                | 0.00               | 0.0%          |
| 5005.00 · On-Call Comp - Operations       | 9,600.00          | 10,500.00           | -900.00            | 91.43%        |
| <b>Total Wages</b>                        | <b>297,534.12</b> | <b>364,039.00</b>   | <b>-66,504.88</b>  | <b>81.73%</b> |
| <b>Employee Benefits</b>                  |                   |                     |                    |               |
| 5010.00 · Health Insurance - Operations   | 104,613.40        | 120,000.00          | -15,386.60         | 87.18%        |
| 5010.50 · Health Insurance Administration | 36,905.71         | 42,000.00           | -5,094.29          | 87.87%        |
| 5015.00 · Accrued Vac - Operations        | 0.00              | 2,562.00            | -2,562.00          | 0.0%          |
| 5020.00 · calPERS Retirement - Operation  | 17,106.34         | 19,715.00           | -2,608.66          | 86.77%        |
| 5020.50 · calPERS Retirement - Admin      | 6,997.16          | 8,330.00            | -1,332.84          | 84.0%         |
| <b>Total 5020 · Pension Expense</b>       | <b>24,103.50</b>  | <b>28,045.00</b>    | <b>-3,941.50</b>   | <b>85.95%</b> |
| <b>Total Employee Benefits</b>            | <b>165,622.61</b> | <b>192,607.00</b>   | <b>-26,984.39</b>  | <b>85.99%</b> |
| <b>PR Taxes</b>                           |                   |                     |                    |               |
| 5030.50 · FICA-Medicare                   | 25,989.21         | 38,500.00           | -12,510.79         | 67.5%         |
| <b>Total PR Taxes</b>                     | <b>25,989.21</b>  | <b>38,500.00</b>    | <b>-12,510.79</b>  | <b>67.5%</b>  |
| <b>WORKERS' COMPENSATION</b>              |                   |                     |                    |               |
| 5040.00 · Workers' Comp – Operations      | 9,382.18          | 16,000.00           | -6,617.82          | 58.64%        |

## Murphys Sanitary District Budget vs. Actual- YTD Performance July 2023 through June 2024

| Target 83.33%                                 | Jul '23 - Jun 24 | Budget           | \$ Over Budget    | % of Budget   |
|---|------------------|------------------|-------------------|---------------|
| 5040.50 · Workers' Comp. – Administration     | 620.00           | 723.00           | -103.00           | 85.75%        |
| <b>Total WORKERS' COMPENSATION</b>            | <b>10,002.18</b> | <b>16,723.00</b> | <b>-6,720.82</b>  | <b>59.81%</b> |
| <b>OPERATIONS - Maint &amp; Repairs</b>       |                  |                  |                   |               |
| 6001.10 · R&M - Collection                    | 1,778.04         | 3,000.00         | -1,221.96         | 59.27%        |
| 6001.20 · R&M - Treatment                     | 692.70           | 3,000.00         | -2,307.30         | 23.09%        |
| 6002.40 · R&M - Truck                         | 1,116.24         | 4,000.00         | -2,883.76         | 27.91%        |
| 6003.40 · R&M - Tractor                       | 0.00             | 500.00           | -500.00           | 0.0%          |
| 6004.40 · R&M - Trailer-Trash Pumps           | 0.00             | 500.00           | -500.00           | 0.0%          |
| 6005.40 · R&M - Hydro Equipment               | 1,391.99         | 1,500.00         | -108.01           | 92.8%         |
| 6006.40 · R&M - Sml Tools & Equipment         | 564.09           | 1,000.00         | -435.91           | 56.41%        |
| <b>Total OPERATIONS - Maint &amp; Repairs</b> | <b>5,543.06</b>  | <b>13,500.00</b> | <b>-7,956.94</b>  | <b>41.06%</b> |
| <b>OPERATIONS - Supplies</b>                  |                  |                  |                   |               |
| 6010.00 · Equipment Rental                    | 0.00             | 350.00           | -350.00           | 0.0%          |
| 6011.00 · Gas-Oil-Fuel                        | 5,017.39         | 8,500.00         | -3,482.61         | 59.03%        |
| 6012.10 · Supplies - Collection               | 160.00           | 1,500.00         | -1,340.00         | 10.67%        |
| 6012.20 · Supplies - Treatment                | 22,149.39        | 37,000.00        | -14,850.61        | 59.86%        |
| 6013.00 · Safety Supplies                     | 674.83           | 1,000.00         | -325.17           | 67.48%        |
| 6015.00 · Uniforms                            | 2,549.56         | 4,000.00         | -1,450.44         | 63.74%        |
| 6016.00 · Software Updates                    | 1,120.60         | 2,000.00         | -879.40           | 56.03%        |
| 7011.00 · Office Supplies                     | 1,716.22         | 2,000.00         | -283.78           | 85.81%        |
| <b>Total OPERATIONS - Supplies</b>            | <b>33,387.99</b> | <b>56,350.00</b> | <b>-22,962.01</b> | <b>59.25%</b> |
| <b>OPERATIONS - Utilities</b>                 |                  |                  |                   |               |
| 6021.10 · Electric - Water Collection         | 22,153.79        | 30,000.00        | -7,846.21         | 73.85%        |
| 6021.20 · Elec. - Water - Garbage WWTP        | 49,683.84        | 45,000.00        | 4,683.84          | 110.41%       |
| 6022.00 · Telephone - Internet                | 2,874.01         | 4,500.00         | -1,625.99         | 63.87%        |
| <b>Total OPERATIONS - Utilities</b>           | <b>74,711.64</b> | <b>79,500.00</b> | <b>-4,788.36</b>  | <b>93.98%</b> |
| <b>OPERATIONS - Other</b>                     |                  |                  |                   |               |
| 6031.20 · Education Operations                | 1,637.38         | 3,000.00         | -1,362.62         | 54.58%        |
| 6032.20 · Research - Monitoring               | 22,056.10        | 24,000.00        | -1,943.90         | 91.9%         |
| 6033.00 · Answering Service                   | 3,111.00         | 3,550.00         | -439.00           | 87.63%        |
| 6034.00 · Security-Alarm Service              | 3,155.95         | 3,700.00         | -544.05           | 85.3%         |
| <b>Total OPERATIONS - Other</b>               | <b>29,960.43</b> | <b>34,250.00</b> | <b>-4,289.57</b>  | <b>87.48%</b> |
| <b>ADMINISTRATIVE - Rents - Leases</b>        |                  |                  |                   |               |
| 7050.10 · Rents & Leases - Collection         | 720.00           | 0.00             | 720.00            | 100.0%        |
| ADMINISTRATIVE - Rents - Leases - Other       | 0.00             | 720.00           | -720.00           | 0.0%          |
| <b>Total ADMINISTRATIVE - Rents - Leases</b>  | <b>720.00</b>    | <b>720.00</b>    | <b>0.00</b>       | <b>100.0%</b> |
| <b>ADMINISTRATIVE - Supplies</b>              |                  |                  |                   |               |
| 7017.00 · Operating Expenses                  | 1,241.04         | 1,500.00         | -258.96           | 82.74%        |
| 7011.50 · Office Supplies                     | 3,149.82         | 4,000.00         | -850.18           | 78.75%        |
| 7012.50 · Postage                             | 1,645.23         | 1,500.00         | 145.23            | 109.68%       |
| 7013.50 · Printing                            | 280.49           | 300.00           | -19.51            | 93.5%         |
| 7014.00 · Publications                        | 240.00           | 300.00           | -60.00            | 80.0%         |

## Murphys Sanitary District

### Budget vs. Actual- YTD Performance

July 2023 through June 2024

| Target 83.33%                                | Jul '23 - Jun 24  | Budget            | \$ Over Budget     | % of Budget    |
|--|-------------------|-------------------|--------------------|----------------|
| 7015.50 · Office Equipment - Software        | 2,351.55          | 3,000.00          | -648.45            | 78.39%         |
| 7016.50 · Website-email Expenses             | 145.00            | 500.00            | -355.00            | 29.0%          |
| <b>Total ADMINISTRATIVE - Supplies</b>       | <b>9,053.13</b>   | <b>11,100.00</b>  | <b>-2,046.87</b>   | <b>81.56%</b>  |
| <b>ADMINISTRATIVE - Utilities</b>            |                   |                   |                    |                |
| 7021.50 · Electric - Water Office            | 2,736.63          | 4,500.00          | -1,763.37          | 60.81%         |
| 7022.50 · Telephone-Internet Access          | 3,761.58          | 4,200.00          | -438.42            | 89.56%         |
| <b>Total ADMINISTRATIVE - Utilities</b>      | <b>6,498.21</b>   | <b>8,700.00</b>   | <b>-2,201.79</b>   | <b>74.69%</b>  |
| <b>ADMINISTRATIVE - Other</b>                |                   |                   |                    |                |
| 7030.50 · Bank Charges - Vanco Fees          | 1,486.84          | 1,440.00          | 46.84              | 103.25%        |
| 7031.50 · County Lien Costs -Mileage         | 206.06            | 500.00            | -293.94            | 41.21%         |
| 7034.50 · Education                          | 1,425.01          | 4,500.00          | -3,074.99          | 31.67%         |
| 7035.50 · Memberships                        | 10,694.92         | 10,000.00         | 694.92             | 106.95%        |
| 7036.50 · Grant Expenses                     | 0.00              | 2,500.00          | -2,500.00          | 0.0%           |
| 7099.50 · 15 Ernest St Building RM           | 2,360.28          | 3,000.00          | -639.72            | 78.68%         |
| <b>Total ADMINISTRATIVE - Other</b>          | <b>16,173.11</b>  | <b>21,940.00</b>  | <b>-5,766.89</b>   | <b>73.72%</b>  |
| <b>ADMINISTRATIVE - Insurance</b>            |                   |                   |                    |                |
| 7040.50 · Property/Liability/Auto            | 36,662.64         | 35,000.00         | 1,662.64           | 104.75%        |
| <b>Total ADMINISTRATIVE - Insurance</b>      | <b>36,662.64</b>  | <b>35,000.00</b>  | <b>1,662.64</b>    | <b>104.75%</b> |
| <b>ADMINISTRATIVE – Professional</b>         |                   |                   |                    |                |
| 7051.50 · Professional-Legal Services        | 11,115.65         | 6,000.00          | 5,115.65           | 185.26%        |
| 7052.50 · Board Expenses                     | 10,068.08         | 11,000.00         | -931.92            | 91.53%         |
| 7053.50 · Accounting Services                | 9,500.00          | 10,000.00         | -500.00            | 95.0%          |
| 7054.50 Software Updates                     | 1,362.76          | 1,500.00          | -137.24            | 90.85%         |
| 7055.50 · Website/IT Maintenance             | 340.00            | 1,200.00          | -860.00            | 28.33%         |
| 7054.50 · Office Cleaning                    | 0.00              | 0.00              | 0.00               | 0.0%           |
| <b>Total ADMINISTRATIVE – Professional</b>   | <b>32,386.49</b>  | <b>29,700.00</b>  | <b>2,686.49</b>    | <b>109.05%</b> |
| <b>ADMINISTRATIVE - License-Permit</b>       |                   |                   |                    |                |
| 7070.00 · State Permits-Reporting            | 39,728.00         | 41,000.00         | -1,272.00          | 96.9%          |
| 7071.00 · Plan Check Permits -               | 0.00              | 300.00            | -300.00            | 0.0%           |
| <b>Total ADMINISTRATIVE - License-Permit</b> | <b>39,728.00</b>  | <b>41,300.00</b>  | <b>-1,572.00</b>   | <b>96.19%</b>  |
| <b>ADMINISTRATIVE - Advertising</b>          |                   |                   |                    |                |
| 7080.50 · Advertising                        | 461.18            | 500.00            | -38.82             | 92.24%         |
| 7081.50 · Customer Outreach                  | 0.00              | 750.00            | -750.00            | 0.0%           |
| <b>Total ADMINISTRATIVE - Advertising</b>    | <b>461.18</b>     | <b>1,250.00</b>   | <b>-788.82</b>     | <b>36.89%</b>  |
| <b>ADMINISTRATIVE – Engineering</b>          |                   |                   |                    |                |
| 8500.50 · Engineering-General                | 2,504.00          | 5,000.00          | -2,496.00          | 50.08%         |
| <b>Total ADMINISTRATIVE – Engineering</b>    | <b>2,504.00</b>   | <b>5,000.00</b>   | <b>-2,496.00</b>   | <b>50.08%</b>  |
| <b>ADMINISTRATIVE - Debt Service</b>         |                   |                   |                    |                |
| 9030.00 · WWTP Upgrade SRF Loan              | 0.00              | 0.00              | 0.00               | 0.0%           |
| <b>Total ADMINISTRATIVE - Debt Service</b>   | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>        | <b>0.0%</b>    |
| <b>Total Expense</b>                         | <b>786,938.00</b> | <b>950,179.00</b> | <b>-163,241.00</b> | <b>82.82%</b>  |

12:56 PM  
05/02/24

**Murphys Sanitary District**  
**Budget vs. Actual - Reserve Performance**  
 July 2023 through June 2024

Page 8 of 43

|   | <u>Jul '23 - Jun 24</u> | <u>Budget</u>     | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|-------------------------|-------------------|-----------------------|--------------------|
| <b>CAPITAL INCOME</b>                         |                         |                   |                       |                    |
| Grant Funds-Plant Upgrade II                  | 0.00                    | 0.00              | 0.00                  | 0.0%               |
| Grant Funds-Collection System                 | 0.00                    | 0.00              | 0.00                  | 0.0%               |
| Cash from Operating Account                   | 0.00                    | 193,586.00        | -193,586.00           | 0.0%               |
| Connection Fees Collected                     | 10,000.00               | 0.00              | 10,000.00             | 100.0%             |
| <b>Total CAPITAL INCOME</b>                   | <u>10,000.00</u>        | <u>193,586.00</u> | <u>-183,586.00</u>    | <u>5.17%</u>       |
| <b>Total Other Income</b>                     | 10,000.00               | 193,586.00        | -183,586.00           | 5.17%              |
| <b>CAPITAL REPAIR &amp; MAINTENANCE</b>       |                         |                   |                       |                    |
| 9007.00 · Capital Equipment                   | 91,219.73               | 153,500.00        | -62,280.27            | 59.43%             |
| 9016.10 · CollectionSystem Replacement        | 22,443.75               | 0.00              | 22,443.75             | 100.0%             |
| 9022.00 · CIP - WWTP Upgrade Part II          | 38,998.25               | 350,000.00        | -311,001.75           | 11.14%             |
| 9040.00 · Church Street Project               | 14,574.50               | 215,000.00        | -200,425.50           | 6.78%              |
| 9999.00 · 15 Ernest St Improvements           | 6,200.40                | 8,000.00          | -1,799.60             | 77.51%             |
| <b>Total CAPITAL REPAIR &amp; MAINTENANCE</b> | <u>173,436.63</u>       | <u>726,500.00</u> | <u>-553,063.37</u>    | <u>23.87%</u>      |
| <b>Total Other Expense</b>                    | 173,436.63              | 726,500.00        | -553,063.37           | 23.87%             |



# Murphys Sanitary District



MINUTES – Regular Board Meeting  
 Thursday, April 11, 2024  
 15 Ernest St Ste. A  
 Murphys, Ca 95247

## CALL MEETING TO ORDER

## PLEDGE OF ALLEGIANCE

### 1. Roll Call

#### Directors Present

*Director Fontana; Director Miller (Via Remote); Director Meller; Director Gonzales & President McMath-Jue*

#### Staff Present

*K. Fillmore, Admin. Manager; D. Murphy, Operations Manager; & A. Milliken, Accounting Clerk*

### 2. Agenda Changes - None

### 3. Public Comment – None

### 4. Consent Agenda - Director B. miller requests to pull Line Item 4b for discussion.

a) Minutes-March 14, 2024

b) Financial Reports-Ending March 31, 2024

*Motion: President P. McMath-Jue & Director S. Gonzales motion to accept the Consent Agenda as presented; Financial Reports March 2024 and Minutes March 14, 2024, Regular Board Meeting: Roll Call Vote (5) Yeas (0) Nays*

#### 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)

**5. New Business**

- a) **General Policy Manual Review, Session 3 - Discussion Only**
- b) **Approval of Workplace Violence Prevention Plan**

**Motion: President P. McMath-Jue & Director S. Gonzales motion to approve the Workplace Violence Plan as presented: Roll Call Vote (5) Yeas (0) Nays**

- c) **Approval of Finance Committee Duties and Responsibilities Policy - Discussion**

**Motion: President McMath-Jue & Director S. Gonzales motion to approve the Finance Committee Duties and Responsibilities Policy as presented: Roll Call Vote (4) Yeas (1) Nay, Director J. Fontana**

- d) **Adoption of Resolution 2024-1 Mission Statement**

**Motion: President P. McMath-Jue & Director B. Miller motion to adopt Resolution 2024-1 with the following amendment, remove comma after "preserving": Roll Call Vote (5) Yeas (0) Nays**

**6. Unfinished Business**

- a) **General Policy Manual Revisions of Session 2- Nothing to report**

**7. Committee Reports – Information only, next Finance Committee Meeting April 24, 2024 @ 10:00 a.m.****8. Staff Reports – K. Fillmore & D. Murphy**

- a) **Administration – K. Fillmore gives brief status update regarding the WWTP Upgrade Application, no change, pending; Operations Manager D. Murphy will be speaking & attending a T-Stan Presentation on April 17<sup>th</sup>, 2024; Church Street Improvement Project Bid Package is almost complete; Budget Planning is in progress, final draft will be presented to the Board as soon as Finance Committee has reviewed; The Employee Handbook/District Policies/Use Ordinance are currently being revised and updated.– Information Only**

**2023/2024 BOARD OF DIRECTORS**

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

**Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian**

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

**b) Operations – *Brief update on the County Emergency Operations Plan, copy of Evacuation Plan is available to view; Small Utilities Quarterly Meeting for April 16 @ 9:00 a.m. has been moved to the Calaveras Utility Building Department at the Government Center - Information Only***

**9. Future Agenda Items/Director Comments - *None***

**10. Next Regular/Special Meeting**

- **Regular Meeting May 9, 2024, 10:00 a.m.**

**11. Adjournment -10:51 a.m.**

**DRAFT**

**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)**

# Murphys Sanitary District



MINUTES – Finance Committee Meeting  
Wednesday, April 24, 2024  
15 Ernest St Ste. A  
Murphys, Ca 95247

CALL MEETING TO ORDER – 10:00 a.m.

1. Roll Call

**Directors Present**

***Director Director Miller; Director Fontana***

**Staff Present**

***K. Fillmore, Admin. Manager; D. Murphy, Operations Manager (absent w/notice) & A. Milliken, Accounting Clerk***

2. Public Comment - *None*

3. New Business

- a) Review/Discuss the Reserve Policy for recommendation to the Board – *Recommendations & discussion only, verbal update to be brought to the Board @ next Regular Board Meeting on May 9, 10:00 a.m.*
- b) Review/Discuss the Investment Ladder spreadsheet – *Discussion Only*
- c) Discuss 2024/2025 Budget preparation schedule – *Discussion Only*

4. Director/Staff Comments – *None*

**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)**

5. Next Finance Committee Meeting: May 22, 2024 at 10am

6. Adjournment – 11:01 a.m.

Respectfully;

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Amy R Milliken, Clerk of the Board

---

Director Marty Meller, Secretary

DRAFT

RESOLUTION NO. 2024-02

**Resolution of the Board of Directors of Murphys Sanitary District Calling General District Election**

**Whereas** an election will be held within the Murphys Sanitary District within Calaveras County on November 5, 2024, for the purpose of electing Governing Board Members; and

**Whereas** Election Code §10403 requires jurisdictions to file with the Board of Supervisors, and the County Clerk, a resolution requesting consolidation with said election.

**THEREFORE, BE IT RESOLVED** that the Murphys Sanitary District requests the Board of Supervisors of Calaveras County to consolidate the District Election with the election to be held on November 5, 2024.

**BE IT FURTHER RESOLVED** the District agrees to reimburse the County Elections Department for actual costs accrued as a result of this consolidation. The District acknowledges that the consolidated election will be held and conducted in the manner prescribed in Election Code § 10418.

**ADOPTED AND SIGNED** on this 9<sup>th</sup> day of May 2024.

AYES:

NOES:

ABSENT/ABSTAIN:

\_\_\_\_\_  
President, Board of Directors of Murphys Sanitary District

Attest:

\_\_\_\_\_  
Clerk, Board of Directors of Murphys Sanitary District



# COUNTY OF CALAVERAS

REBECCA TURNER  
Registrar of Voters

## REGISTRAR OF VOTERS

891 Mountain Ranch Road  
San Andreas, CA 95249  
Phone: (209)754-6376  
Fax: (209)754-6733  
Electionsweb@calaverascounty.gov

DATE: April 4, 2024  
TO: City, School & Special Districts  
RE: November 5, 2024 General Election

Enclosed, please find the following:

1. Notice of General District Election
2. Sample Resolution
3. List of current office holders whose positions will be open for this Election. If there are discrepancies with the list, please make changes to the list and return the updates to the Election Department.

The candidate filing period is from July 15th through August 9th (it will extend five days for everyone other than incumbents if incumbents fail to file for re-election).

Please forward the following documentation to the Elections Office by **May 24, 2024**. This deadline will not be extended and has been established to ensure our office has sufficient time to perform all necessary functions for this election:

- Completed Notice of General District Election – must contain: 1) the district's list of elective officers/positions to be filled for the upcoming election, 2) whether or not the district will pay for printing candidate's statements in the Voter Information Pamphlet, 3) whether or not there have been any boundary changes to your district.
- Resolution adopted by your Board requesting consolidation of the district's election (sample enclosed). Resolution must list each Director that voted.
- <sup>N/A</sup> Certified copy of the district's map showing current boundaries *if* changed: Elections Code §10522 requires that at least 125 days before the election, a current map and boundary description be delivered to the Registrar of Voters.
- A complete listing of current office holders in your district with term expiration dates and contact information, including a main district contact and e-mail address if available.

Pursuant to EC 10004, if any special district fails to call or take any other necessary steps to hold a regular election, the Board of Supervisors may call a special election for the selection of the governing board members.

If you have any questions or need further assistance, please contact the Election Office at (209) 754-6376 or e-mail [electionsweb@calaverascounty.gov](mailto:electionsweb@calaverascounty.gov).

## Elected Officials and Terms of Office

Please refer to the accompanying instructions for important information and instructions, **before** completion.

District Info: **MURPHYS SANITARY**  
 15 Ernest St Unit A  
 Murphys CA 95247-9767  
 (209)728-3094 x  
 www.murphyssd.org

April 04, 2024

Contact 1: Kristina Fillmore  
 Office Manager  
 15 Ernest Street  
 Unit A  
 Murphys CA 95247

Contact 2:

Phone: (209)728-3094  
 Fax: (209)728-9510  
 Email: kristina@murphyssd.org

Phone:  
 Fax:  
 Email:

| Ballot Heading(s):                                | Party | Elected/<br>Appointed  | Term of<br>Office      |
|---|-------|--|------------------------|
| DISTRICT<br>MURPHYS SANITARY DISTRICT<br>Director |       | Elected  | 12/4/2020 to 12/6/2024 |
|   |       | Lloyd Bruce Miller<br>184 Apple Blossom Dr<br>Murphys, CA 95247<br>Phone: (209)532-4793      Fax:<br>Email: writeme@unlikemygirlfriend.com<br>Web:               |                        |
| Director  |       | Elected  | 12/4/2020 to 12/6/2024 |
|   |       | Steven Michael Gonzales<br>577 Algiers St<br>Murphys, CA 95247<br>Phone:                                      Fax:<br>Email: info@thegardeninmurphys.com<br>Web: |                        |
| Director  |       | Elected  | 12/4/2020 to 12/6/2024 |
|   |       | Joseph Arthur Fontana<br>174 Fieldstone Dr<br>Murphys, CA 95247<br>Phone: (916)847-5263      Fax:<br>Email: joegoldrush@gmail.com<br>Web:                        |                        |
| Director  |       | Elected  | 12/2/2022 to 12/4/2026 |
|   |       | Francis Martin Meller III<br>PO Box 131<br>Murphys CA 95247<br>Phone: (415)939-2828      Fax:<br>Email: marty@murphyssd.org<br>Web:                              |                        |
| Director  |       | Elected  | 12/4/2020 to 12/4/2026 |
|   |       | Paige Marie McMathjue  |                        |

I have reviewed all information contained on this form and have indicated any changes necessary.

\_\_\_\_\_  
 Signature



### Elected Officials and Terms of Office

Please refer to the accompanying instructions for important information and instructions, **before** completion.

137 Apple Blossom Dr  
Murphys, CA 95247

Phone: (503)420-7535

Fax:

Email: [paige@murphysd.org](mailto:paige@murphysd.org)

Web:

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I have reviewed all information contained on this form  
and have indicated any changes necessary.

---

Signature

### List of Offices up for Election November 2024

| Office Title     | Office ID | Number of Seats | Term of Office (Years) |
|------------------|-----------|-----------------|------------------------|
| MURPHYS SANITARY | 4506      | 3               | 4                      |

# NOTICE OF GENERAL DISTRICT ELECTION

To be consolidated with the November 5, 2024, General Election  
(ELECTIONS CODE §10509, 10522, 10524, W.C. 71451)

Murphys Sanitary District  
DISTRICT

November 5, 2024  
DATE OF ELECTION

The purpose of said election is to elect 3 directors for a **FULL TERM** to fill the offices presently held by the following directors, whose terms expire 2024.

| NAME                   | DIVISION (if applicable) |
|------------------------|--------------------------|
| <u>L. Bruce Miller</u> | _____                    |
| <u>Steve Gonzales</u>  | _____                    |
| <u>Joseph Fontana</u>  | _____                    |

The following section applies only if Director(s) was/were appointed to fill a vacancy in an office which is not normally scheduled to be voted on this year.

District will also elect \_\_\_\_\_ director(s) for a **SHORT TERM** ending \_\_\_\_\_.

| NAME  | DIVISION | DATE APPOINTED | DIRECTOR REPLACED |
|-------|----------|----------------|-------------------|
| _____ | _____    | _____          | _____             |
| _____ | _____    | _____          | _____             |
| _____ | _____    | _____          | _____             |

Candidates for office may obtain nomination papers between July 15<sup>th</sup> and August 9<sup>th</sup>, 2024 (if incumbents fail to file for re-election the date will extend to August 14<sup>th</sup>, 2024, for everyone other than incumbents) from Calaveras County Clerk, Elections Department, 891 Mountain Ranch Road San Andreas, CA 95249.

A Notice of Election will be published by Calaveras County Clerk, Elections Office in the Enterprise and the Valley Springs News.

### CANDIDATE'S STATEMENTS (Check the appropriate box below)

- District will pay for Candidate's Statements upon billing
- Candidates will pay for Candidate's Statements upon submittal

MAP OR BOUNDARY DESCRIPTION (REQUIRED) is enclosed here with

- NO boundary changes
- SEE boundary changes

Elections Code §10522 requires that at least 125 days (July 3, 2024) before the election, a current map and boundary description be delivered to the Registrar of Voters.

5/9/2024

Date

[Signature]

Signature (District Secretary)

15 Ernest St, Suite A Murphys CA 95247

District Mailing Address

(209) 728-3094

(AREA CODE) TELEPHONE NUMBER

(DISTRICT SEAL HERE)

RESOLUTION NO. 2024-03

**Resolution of the Board of Directors of Murphys Sanitary District Updating Reserve Policy**

**Whereas** Murphys Sanitary District Reserve Policy #2150 establishes the procedures and level of reserve funds designated by the District’s Reserve Funds; and

**Whereas** the District shall account for reserves as required by Governmental Accounting Standards Board Statement No. 54. The reserves stated by this policy, unless otherwise required by law, contract, or District policy shall be deemed assigned; and

**Whereas** amounts in the assigned fund balance classification are intended to be used for specific purposes designated by the Board.

**Whereas** the District will maintain the following Reserve Funds; Operating Reserve, Debt Service Reserve, Capital Reserve, Equipment Reserve, and Special Use Reserve. Use of funds has been established in the Reserve Policy #2150.

**Whereas** the amounts allocated into Reserve Funds shall be determined by the Board annually; and

**Whereas** the Administration Manager shall perform a reserve status analysis annually, to be provided to the Board during budget process; and

**THEREFORE, BE IT RESOLVED**, the Board approves the implementation of District Reserve Policy #2150, superseding all prior iterations of the policy.

**ADOPTED AND SIGNED** on this 9<sup>th</sup> day of May 2024.

AYES:

NOES:

ABSENT/ABSTAIN:

\_\_\_\_\_  
President, Board of Directors of Murphys Sanitary District

Attest:

\_\_\_\_\_  
Clerk, Board of Directors of Murphys Sanitary District

## GENERAL POLICIES

POLICY TITLE: RESERVE POLICY

POLICY NUMBER: 2150

2150.1 Purpose: The Murphys Sanitary District (the District) shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) Fund replacement and major repairs for the District's physical assets.
- b) Fund regular replacement of computer hardware and software.
- c) Fund designated projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support;
- d) Fund capital improvements; and
- e) Maintain minimal operational sustainability in periods of economic uncertainty.

The District shall account for reserves as required by Governmental Accounting Standards Board Statement No. 54, which distinguishes reserves as among these classes: non-spendable, restricted, committed, assigned and unassigned. The reserves stated by this policy, unless otherwise required by law, contract, or District policy shall be deemed "assigned" reserves. Amounts in the assigned fund balance classification are intended to be used for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

2150.2 Policy: Use of District reserves is limited to available funds including service fees, interest earned, other non-grant earnings. All special use funds will be designated by formal action of the Board. The District will maintain the following reserve funds:

- a) Operating Reserve Fund: The target amount of operating reserves will equal three (3) months of operating expenses.
- b) Debt Service Reserve Fund: This amount will be equal to the annual debt service of the District's obligation(s).
- c) Capital Reserve Fund: Reserves will fund major components of the wastewater infrastructure (e.g. lift stations, treatment plant, pumps, facilities) as documented in the District's ten (10) year CIP, for changes to the infrastructure required to meet new regulatory mandates, or for the planned replacement of assets where the cost of replacement is greater than the current revenue available. The amount allocated annually will be determined annually by the Board.
- d) Equipment Reserve Fund: Reserves will fund repair and replacement of equipment needed for collection and wastewater treatment, vehicle fleet, and technology. General components will be listed annually in the budget for board approval. The amount allocated annually will be determined annually by the Board.

## GENERAL POLICIES

- e) Special Use Reserve: Reserves will fund emergencies and special use projects approved by the Board. Funds accumulate from existing unrestricted funds annually. The amount allocated annually will be determined by the Board.

## 2150.3 Using Reserve Funds:

- a) Operating Reserves: Operating Reserves can be used any time to meet cash flow requirements of District Operations, with Board authorization.
- b) Debt Service Reserve: To fund District obligations should the District not be able to make debt service payments due to cash shortfalls.
- c) Capital Reserves: The Board of Directors will authorize the use of capital reserves during the budget process. Capital reserves are also available unplanned (unbudgeted) capital replacement with Board authorization.
- d) Equipment Reserves: The Board of Directors will authorize the use of Equipment reserves during the budget process. Equipment reserves are also available for unplanned (unbudgeted) equipment replacement with Board authorization.
- e) Special Use Reserves: Special use projects will be identified by District Management and authorized by the Board. Special Use reserves are also available to fund unforeseen emergencies with Board approval.

2150.4 Monitoring Reserve Levels: The Administration Manager shall perform a reserve status analysis annually, to be provided to the Board during budget process.

Additional information may be provided to the Board upon the occurrence of the following events:

1. When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy;
2. Upon District Management and/or Board Member request.



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## STAFF REPORT

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**DATE:** May 9, 2024  
**TO:** Members of the Board  
**FROM:** Kristina Fillmore, Administration Manager  
**SUBJECT:** Approval of Cost of Living Adjustment (COLA) FY 2024/2025

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**Recommendation:** Staff recommends the Board approve the Cost of Living adjustment (COLA) of 3% for the Fiscal Year 2024/2025.

**Background:** Murphys Sanitary District adopted a Cost of Living annual adjustment Policy on June 9, 2022 to help counter act inflation. This policy provides staff and Board members direction when determining an appropriate COLA for the next budget. The current policy clarifies a Cost of Living adjustment will not update the District's salary schedule.

**Discussion:** In the annual budget preparation process the annual Cost of Living adjustment (COLA) shall be considered by using the Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W). The percentage of COLA will be determined from December of the previous calendar year. The Board may approve a higher percent in the event the cost of living has increased significantly beyond the upper limits defined in the District's Cost of Living Policy.

**Fiscal Impact:** If the Board approves a 3% or higher Cost of Living adjustment (COLA) recommendation, it will be considered in the upcoming 2024/2025 earned wages for Administration and Operations budget.

**Consumer Price Index for Urban Wage Earners and Clerical Workers  
12-Month Percent Change**

Series Id: CWUR0490SA0  
 Not Seasonally Adjusted  
 Series Title: All items in Pacific, urban wage earners and clerical  
 Area: Pacific  
 Item: All items  
 Base Period: DECEMBER 2017=100  
 Years: 2018 to 2024

| Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Annual | HALF1 | HALF2 |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|-------|-------|
| 2018 |     |     |     |     |     |     |     |     |     |     |     |     |        |       |       |
| 2019 | 2.7 | 2.5 | 2.5 | 3.1 | 3.0 | 2.7 | 2.6 | 2.3 | 2.5 | 2.7 | 2.6 | 3.1 | 2.6    | 2.7   | 2.5   |
| 2020 | 2.7 | 2.9 | 2.3 | 0.9 | 0.5 | 0.9 | 1.5 | 2.2 | 1.8 | 1.2 | 1.5 | 1.8 | 1.7    | 1.7   | 1.7   |
| 2021 | 1.7 | 1.9 | 2.8 | 4.3 | 5.2 | 6.0 | 5.8 | 5.5 | 5.5 | 6.2 | 6.8 | 7.3 | 4.9    | 3.7   | 6.2   |
| 2022 | 8.0 | 8.0 | 8.9 | 8.5 | 8.5 | 8.8 | 8.2 | 7.9 | 8.0 | 8.1 | 6.8 | 5.7 | 7.9    | 8.5   | 7.4   |
| 2023 | 5.9 | 5.5 | 4.3 | 4.2 | 3.7 | 2.9 | 3.1 | 3.7 | 3.8 | 3.0 | 3.2 | 3.7 | 3.9    | 4.4   | 3.4   |
| 2024 | 3.2 | 3.4 | 4.1 |     |     |     |     |     |     |     |     |     |        |       |       |







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## STAFF REPORT

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**DATE:** May 9,2024  
**TO:** Members of the Board  
**FROM:** Kristina Fillmore, Administration Manager  
**SUBJECT:** Pay dates and Holiday Closures for 2024/2025

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**Recommendation:** Staff recommends the Board approve the pay dates and holiday schedule for fiscal year 2024/2025

**Background:**

Presented is a 2024/2025 annual pay date and holiday scheduled closures.

**Discussion:** Generally, the Board shall approve a pay date and holiday schedule annually during budget the budget process.

**Fiscal Impact:** N/A

MURPHYS SANITARY DISTRICT  
 PAY DATES AND HOLIDAY CLOSURES FY 2024/2025

| <u>Year 2024/2025</u> | <u>Pay Period</u>    | <u>Pay Date</u> | <u>Pay Period</u>    | <u>Pay Date</u> | <u>Pay Period</u>    | <u>Pay Date</u> | <u>PAID Holiday Office Closures</u>                           |
|-----------------------|----------------------|-----------------|----------------------|-----------------|----------------------|-----------------|---|
| July                  | 6/27/24 to 07/10/24  | 07/11/24        | 07/11/24 to 07/24/24 | 07/25/24        |                      |                 | 07/04/24 July Fourth  |
| August                | 07/25/24 to 08/07/24 | 08/08/24        | 08/08/24 to 08/21/24 | 08/22/24        |                      |                 | 09/02/24 Labor Day  |
| September             | 08/22/24 to 9/04/24  | 09/05/24        | 09/05/24 to 9/18/24  | 09/19/24        |                      |                 | 10/14/24 Columbus Day   |
| October               | 09/19/24 to 10/02/24 | 10/03/24        | 10/03/24 to 10/16/24 | 10/17/24        | 10/17/24 to 10/30/24 | 10/31/24        | 11/11/24 Veterans Day, 11/28 & 11/29 Thanksgiving & Day After |
| November              | 10/31/24 to 11/13/24 | 11/14/24        | 11/14/24 to 11/27/24 | 11/27/24**      |                      |                 | 12/24/24 & 12/25/24 Christmas Eve and Christmas Day           |
| December              | 11/28/24 to 12/11/24 | 12/12/24        | 12/12/24 to 12/25/24 | 12/23/24**      |                      |                 | 01/01/25 New Years Day, 01/20/25 Martin Luther King Jr. Day   |
| January               | 12/26/24 to 01/08/25 | 01/09/25        | 01/09/25 to 01/22/25 | 01/23/25        |                      |                 | 02/17/25 Presidents Day                                       |
| February              | 01/23/25-02/05/25    | 02/06/25        | 02/06/25 to 02/19/25 | 02/20/25        |                      |                 |   |
| March                 | 02/20/25 to 03/05/25 | 03/06/25        | 03/06/25 to 03/19/25 | 03/20/25        |                      |                 |   |
| April                 | 03/20-25 to 04/02/25 | 04/03/25        | 04/03/25 to 04/16/25 | 04/17/25        |                      |                 |   |
| May                   | 04/17/25 to 04/30/25 | 05/01/25        | 05/01/25-05/14/25    | 05/15/25        | 05/15/25 to 05/28/25 | 05/29/2024      | 05/26/25 Memorial Day   |
| June                  | 05/29/25 to 06/11/25 | 06/12/25        | 06/12/25 to 06/25/25 | 06/26/25        |                      |                 | 06/19/2025 Juneteenth   |

## 2024/2025 Holiday Closures

Murphys Sanitary District observes the following paid holidays:

| <u>HOLIDAY</u>                    | <u>CLOSURE DATE(S)</u>       |
|-----------------------------------|------------------------------|
| January 1 (New Year's Day)        | Wednesday, January 1, 2025   |
| Martin Luther King Jr.'s Birthday | Monday, January 20, 2025     |
| Presidents' Day                   | Monday, February 17, 2025    |
| Memorial Day                      | Monday, May 26, 2025         |
| Juneteenth                        | Thursday, June 19, 2025      |
| July 4th (Independence Day)       | Thursday, July 4, 2024       |
| Labor Day                         | Monday, September 2, 2024    |
| Columbus Day                      | Monday, October 14, 2024     |
| Veteran's Day                     | Monday, November 11, 2024    |
| Thanksgiving Day                  | Thursday, November 28, 2024  |
| Day after Thanksgiving            | Friday, November 29, 2024    |
| Christmas Eve                     | Tuesday, December 24, 2024   |
| Christmas Day                     | Wednesday, December 25, 2024 |



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## STAFF REPORT

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**DATE:** May 09, 2024  
**TO:** Members of the Board  
**FROM:** Kristina Fillmore, Administration Manager  
**SUBJECT:** Approval of Salary Schedule for 2024/2025 FY

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**Recommendation:** Staff recommends the Board approve the Salary Schedule as presented.

**Background:**

As we move forward into the 2024/2025 fiscal year, it is important to note that the salary schedule remains unchanged from the approvals made on April 28, 2022, and May 18, 2023. This consistency provides stability and predictability for all employees. It also reflects the Board's commitment to fair and transparent compensation practices. Should there be any future updates or revisions to the salary schedule, they will be brought forward to the Board for consideration.

**Discussion:** Typically, the Board is responsible for approving a salary schedule on an annual basis as part of the budget review process. Attached for reference is the approved history of Cost-of-Living Adjustments (COLA) and current wages for each position.

**Fiscal Impact:** N/A

**BOARD APPROVED 4/28/2022 SALARY SCHEDULE**

**Position**

|                          | CURRENT HOURLY RANGE |            |
|--------------------------|----------------------|------------|
|                          | 30.00                | 51.00      |
| Administration Manager   | 62,400.00            | 106,080.00 |
| Operations Manager       | 62,400.00            | 106,080.00 |
| General Manager          | 62,400.00            | 106,080.00 |
| Certified Operators      | 49,920.00            | 93,600.00  |
| Operator in Training     | 41,600.00            | 49,920.00  |
| Finance-Office Manager   | 49,920.00            | 62,400.00  |
| Accounting Clerk         | 37,440.00            | 54,080.00  |
| Administrative Assistant | 33,280.00            | 49,920.00  |
| Temporary Staff          | 33,280.00            | 49,920.00  |

COLA does not update the salary schedule

| Board Approved COLA History | 2019 | 2.80% |
|-----------------------------|------|-------|
|                             | 2020 | 1.60% |
|                             | 2021 | 2.00% |
|                             | 2022 | 7.00% |
|                             | 2023 | 3.00% |

**Current Staff Wages**

|                        |          |
|------------------------|----------|
| Administration Manager | 36.05/hr |
| Operations Manager     | 44.57/hr |
| Operator II            | 39.00/hr |
| Operator I             | 25.79/hr |
| Office Assistant       | 20.60/hr |
| Accounting Clerk       | 26.82/hr |



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## STAFF REPORT

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**DATE:** May 09, 2024  
**TO:** Members of the Board  
**FROM:** Kristina Fillmore, Administration Manager  
**SUBJECT:** Approval of Rate Adjustment for Residential Account-340 Bret Harte Drive

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**Recommendation:** Staff recommends the Board approve the rate adjustment from 3 EDU to 2 EDU, \$180 to \$120.

**Background:** The property located at 340 Bret Harte Drive consists of two single family residences currently assessed for 3 Equivalent Dwelling Units (EDU's) totaling \$180 per month. Initially, one unit was previously divided into two units by a temporary wall placement and rented as business housing by the previous owner. However, upon the property's sale in 2019, the residence was two single family dwellings.

In 2019, John and Sheila Krpan acquired the property and called the District to inquire about their monthly statements after discovering they were being charged for three EDU's instead of two. Despite repeated requests for a review of the charges' accuracy, the District did not respond promptly for unknown reasons.

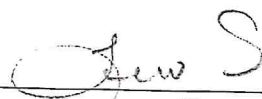
**Discussion:** Recently, the owners made another request for District to verify the property status. Following an inspection conducted by the Operations Manager on April 26, 2024, it was confirmed there are two connections serving two single family residences. According to county records, the property is designated as a single-family residence with two units.

**Fiscal Impact:** If the Board approves the rate adjustment for 340 Bret Harte Drive, it will be effective May 1, 2024. This would decrease the residential sewer fee income by \$60 monthly, \$720 annually.



### SERVICE CALL REQUEST FORM

|  |                                     |  |   |
|--|-------------------------------------|--|---|
| Date: <u>4-26-24</u>   |                                     | Time:  |   |
| Caller: <u>Shelva Krpan</u>  |                                     | Contact Number: <u>209-728-8427</u>  |   |
| Service Address: <u>370 Bret Harte Dr # KRP 0001</u>   |                                     |  |   |
| Additional Information:  |                                     | Permit # <input type="text"/>  |   |
| APN # <input type="text"/>   | Vacant Lot <input type="checkbox"/> |  | New Construction <input type="checkbox"/> |
| Reported Problem:<br><u>check sewer hookups to verify # + status</u><br><u>- CONFIRMED 1 LATERAL PER HOUSE</u><br><u>(2) TOTAL CONNECTIONS</u> |                                     |  |   |
| Responding Operator: <u>DAN MURPHY</u>   |                                     |  |   |
| Repairs/Comments<br><u>2 SINGLE FAMILY DWELLINGS ON LOT</u>  |                                     |  |   |
| Spill: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |                                     | Owner/Customer Notified: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |   |
| **Attach Report  |                                     | Logged (GIS) Yes <input type="checkbox"/> No <input type="checkbox"/>                        |   |
| Online Report (Spills Only) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |                                     |  |   |

Call Received By:   
Signature





LIST 1  
DETAIL

1 Property Address: 340 BRET HARTE DR MURPHYS CA 95247-9763

### Ownership

County: **CALAVERAS, CA**  
 Assessor: **LARIE DURHAM, ASSESSOR**  
 Parcel # (APN): **068-010-121-000**  
 Parcel Status: **ACTIVE**  
 Owner Name: **KRPAN JOHN B & SHEILA L**  
 Mailing Address: **4443 NORTHWOOD DR MURPHYS CA 95247**  
 Legal Description: **MURPHYS TWST POR 25 BLK 7 PCL 1 PM 11-78**

### Assessment

|                               |                               |                                       |
|-------------------------------|-------------------------------|---------------------------------------|
| Total Value: <b>\$696,929</b> | Use Code: <b>1200</b>         | Use Type: <b>RESID. SINGLE FAMILY</b> |
| Land Value: <b>\$101,858</b>  | Tax Rate Area: <b>079-023</b> | County Zoning Code:                   |
| Impr Value: <b>\$595,071</b>  | Year Assd: <b>2023</b>        | Census Tract: <b>1.22/1</b>           |
| Other Value:                  | Property Tax:                 | Price/SqFt: <b>\$293.32</b>           |
| % Improved: <b>85%</b>        | Delinquent Yr:                |                                       |
| Exempt Amt:                   | HO Exempt: <b>N</b>           |                                       |

### Sale History

|                   | Sale 1                              | Sale 2              | Sale 3              | Transfer            |
|-------------------|-------------------------------------|---------------------|---------------------|---------------------|
| Document Date:    | <b>08/19/2019</b>                   | <b>03/27/2012</b>   | <b>08/14/2003</b>   | <b>08/19/2019</b>   |
| Document Number:  | <b>2019R0009480</b>                 | <b>2012R0003735</b> | <b>2003R0019992</b> | <b>2019R0009480</b> |
| Document Type:    | <b>GRANT DEED</b>                   | <b>GRANT DEED</b>   |                     |                     |
| Transfer Amount:  | <b>\$650,000</b>                    | <b>\$220,000</b>    | <b>\$495,000</b>    |                     |
| Seller (Grantor): | <b>LA MONT SANDERS &amp; PATRIC</b> |                     |                     |                     |

### Property Characteristics

|                             |                                  |                          |
|-----------------------------|----------------------------------|--------------------------|
| Bedrooms: <b>4</b>          | Fireplace:                       | Units: <b>2</b>          |
| Baths (Full): <b>2</b>      | A/C:                             | Stories:                 |
| Baths (Half):               | Heating:                         | Quality: <b>6.5</b>      |
| Total Rooms:                | Pool:                            | Building Class: <b>D</b> |
| Bldg/Liv Area: <b>2,216</b> | Park Type: <b>GARAGE/CARPORT</b> | Condition:               |
| Lot Acres: <b>0.680</b>     | Spaces:                          | Site Influence:          |
| Lot SqFt: <b>29,620</b>     | Garage SqFt: <b>420</b>          | Timber Preserve:         |
| Year Built: <b>1930</b>     |                                  | Ag Preserve:             |
| Effective Year:             |                                  |                          |



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## ADMINISTRATION REPORT

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**DATE:** May 9, 2024  
**TO:** Members of the Board  
**FROM:** Kristina Fillmore, Administration Manager  
**SUBJECT:** Administration Report

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### Church Street Improvement Project

The project plans are complete. We are now waiting for final specs to be released by Blackwater. The Project Bid package should be available in mid-May.

### Upcoming Finance Meeting Date(s)

May 22, 2024

### 2024/2025 Budget

Budget planning is in progress. Management is identifying Capital Improvement Projects (CIP) and essential equipment upgrades. The Finance Committee will review a preliminary draft before the final version is submitted to the Board for approval.

### Employee Handbook/District Policies/Use Ordinance

The revision of the District Employee Handbook is currently underway. The process is extending beyond the initial timeline as extensive research on the alterations in labor laws affecting policies and procedures is being conducted.

District policies and procedures updates and revisions have been presented in drafts to the Board for review. Proposed changes will be implemented and presented for approval at a regular board meeting.

The Districts Use Ordinance is receiving a high-level review from the Districts legal counsel. Currently, there is no established completion date.



## Murphys Sanitary District STAFF REPORT

**DATE:** May 9<sup>th</sup> 2024  
**TO:** Honorable Members of the Board  
**FROM:** Dan Murphy, Chief Plant Operator  
**SUBJECT:** Operational Staff Report

### OPERATIONAL MONTHLY TOTALS AND SUMMARY

|                                 |  |
|---------------------------------|--|
| Water storage levels in Pond# 4 | Loss of thirteen inches of freeboard in pond 4 storage. Beginning May at 2269'.3" elevation with roughly 16 million gallons of storage left.                               |
| PG&E Kilo Use                   | 473kWhrs at WWTP<br>97kWhrs at IPS<br>A third of the energy consumption at IPS than last month-mostly attributed to less I/I in April and two days of running on generator |
| Rain Fall at WWTF               | Five inches of rain and snow recorded over 5 days throughout April   |
| CL2 Usage                       | 285 gallons of liquid chlorine used for 5 days of Effluent pumping primarily to spray fields and 3 days to KHS   |
| Plant influent gallons          | 5.4 million gallons<br>On par with normal seasonal Influent totals   |
| Effluent gallons                | 2,015,148 gallons treated and discharged to KHS and LAA spray fields   |
| Ironstone Influent              | 142,000 gallons AVG  |
| Hydro flushing lineal footage   | >4,000' of Collection system   |
| Sewer Overflow Count            | None   |
| Spray Field Gallons Applied     | 1,015,252 gallons treated and applied over 8 days alternating between all 3 fields without run-off or ponding  |

- Grease traps: All customers with grease traps and interceptors were inspected in April and notifications were emailed out. There were not any maintenance or impact issues identified.

- DOT/Caltrans project: Caltrans is set to start a HWY 4 project with intended completion this summer. Utility Verification forms, maps and request for details were submitted to MSD by the DOT due to the area of construction containing several of our main Collection lines. All required utility details and information has been submitted, see enclosed.
- CRWA annual expo: Ops manager attended this year's California Rural Water Association expo on April 23<sup>rd</sup> through 25<sup>th</sup>. Four classes were scheduled- two management classes: Prop 218 studies and administration from the legal perspective (2 SWRCB contact hours) and "designing the right solution to anticipate water utility needs" (1 SWRCB contact hour), and 2 wastewater operator classes: Confined space entry (3 CWEA contact hours) and Wastewater permitting and reporting (4 CWEA contact hours). Good networking opportunities with a few new equipment and service vendors that could benefit the District along with check-ins with current and past suppliers.

State of California  
DEPARTMENT OF TRANSPORTATION

California State Transportation Agency

# Memorandum

**To:** STEPHEN WOODFILL  
D10 Right of Way

**Date:** April 22, 2024

**From:** NATE TUMMINELLO  
D10 Traffic Engineering

**Subject:** **10-1R430- UTILITY VERIFICATION REQUEST**

Please provide Utility Verification for the above referenced project. This Minor B Project is located Calaveras County, on State Route 4, in the town of Murphys, from Mitchler Ave. to Big Trees Rd./Tom Bell Rd. The scope of the project is to install raised concrete median. The purpose of the project is to reduce the number of broadside collisions.

Attached are the Title Sheet & Utility Verification Plan. Please verify this plan with any utility company owners as soon as possible.

If you have any questions or need additional information, please contact me at (209) 986-9203 or Kenny Hoang at (209) 986-9252.

Thank you –

Nate Tumminello  
Traffic Engineering  
Minor B Program

**DEPARTMENT OF TRANSPORTATION**  
 DISTRICT 10  
 CENTRAL REGION RIGHT OF WAY  
 P.O. BOX 2048, STOCKTON, CA 95201-2048  
 (1976 E. DR. MARTIN LUTHER KING JR. BLVD. 95205)  
 PHONE (209) 242-6305  
 FAX (209) 948-7641  
 TTY-711  
 www.dot.ca.gov



*Making Conservation  
 a California Way of Life.*

April 30, 2024

CAL – 4 – PM 29.6  
 E.A. 1R430  
 Project ID: 1023000143

### Request for Utility Verification

Dear Utility Owner:

Please provide us with Utility Verification for the above counties and Post Miles.

This Minor B Project is located Calaveras County, on State Route 4, in the town of Murphys, from Mitchler Ave. to Big Trees Rd./Tom Bell Rd. The scope of the project is to install raised concrete median. The purpose of the project is to reduce the number of broadside collisions.

The State's Project Development staff needs information regarding your existing utility (sewer, water, electric, storm drain, etc.) facilities. The facilities will be considered in design and will be brought to the attention of the State's contractor through inclusion in the construction contract plans.

Enclosed is a set of the State's geometric base maps (consisting of a cover sheet and a utility plan) showing the limits of the project. Please verify your existing facilities, deleting any that have been removed or abandoned and delineating any not shown. Please list what is carried by the facility (gas, electricity, water, etc.) and give ties, depth of cover, size, voltage, pressure, and any other information that might affect the design of the freeway. Return a set of base maps to me prior to **June 5, 2024**. A print of your construction plans, if available for the area, will be satisfactory in lieu of plotting facilities on our base maps. If necessary, later plans will be sent to you for preparing your relocation plans.

The project is within a conventional highway and rights of ingress and egress will be restricted. If any of your plans will be prepared by a consulting engineer, a copy of the proposed Agreement with the consultant must be furnished to this office as soon as possible for transmittal to the Federal Highway Administration (FHWA) for approval. Employment of a consultant for a fee based on a percentage of the relocation cost will not be approved by the FHWA. If desired, an example of typical Agreement, along with the Certification of Consultant, can be furnished upon request.

If easements are required to relocate your facilities, please delineate on your base maps. This information is needed as soon as possible so your easements can be acquired by the State along

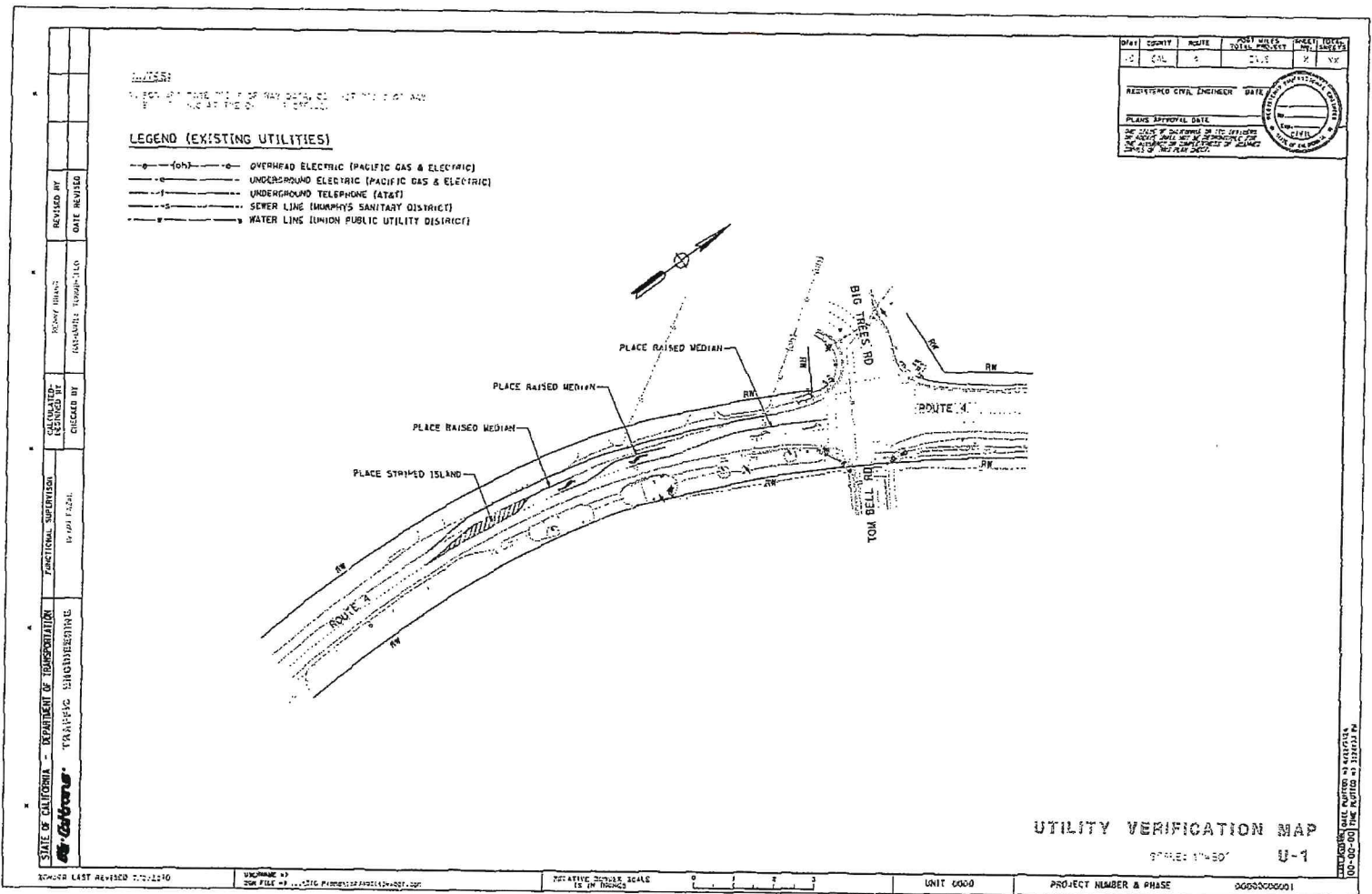
with other lands required for this project. If possible, provide us with your easement requirements prior to submitting your plans to us.

If you have any questions, please contact me directly at (209) 242-6305, or via email at [sophal.kim@dot.ca.gov](mailto:sophal.kim@dot.ca.gov). Your cooperation is appreciated.

Sincerely,

*Sophal Kim*

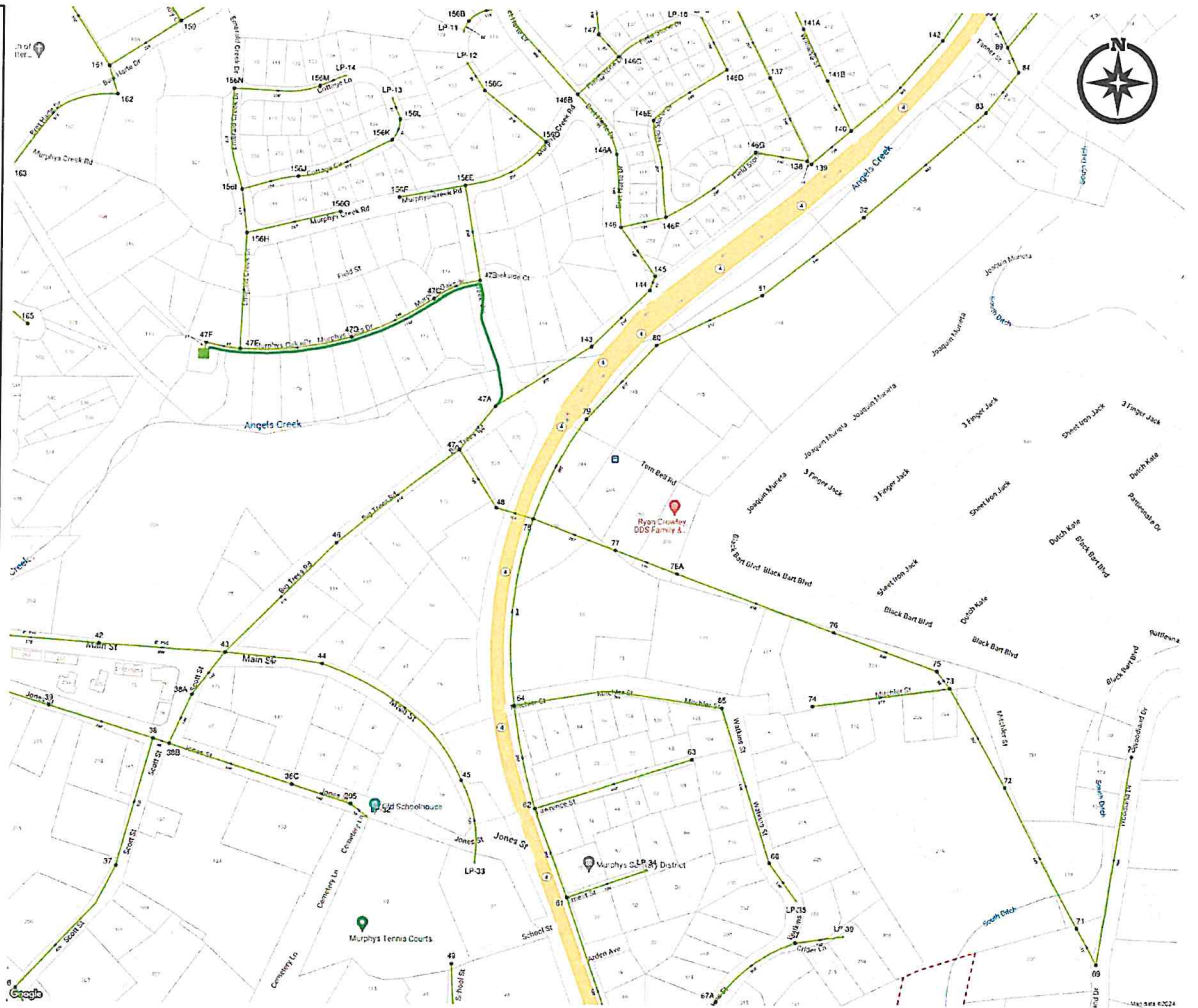
Sophal Kim  
Right of Way Agent  
D-10 Utilities Relocation  
California Department of Transportation  
Phone (209) 242-6305  
Fax (209) 948-7641





# Highway 4

| Legend                 |  |
|------------------------|--|
| Addresses              | Addresses                              |
| Parcels                | Parcels                                |
| Murphys SD Boundary    | Murphys SD Boundary                    |
| Sewer Mains            | Sewer Mains                            |
| Sewer Structures       | CO<br>MH<br>Outfall<br>Treatment Plant |
| Sewer Flow Arrows      | Sewer Flow Arrows                      |
| Diameter/Material      | Size/Mat Labels                        |
| Length                 | Length Labels                          |
| Label Leader Lines     | Label Leader-Lines                     |
| Structure Labels       | Gravity Structure Labels               |
| Sewer Force Mains      | Sewer Force Mains                      |
| Sewer Force Structures | Valve                                  |
| Sewer Lift Stations    | Pump Stations                          |
| Sewer Flow Arrows      | Sewer Flow Arrows                      |
| Diameter/Material      | Size/Mat Labels                        |
| Length                 | Length Labels                          |
| Label Leader Lines     | Label Leader-Lines                     |



MURPHYS SANITARY DISTRICT  
MANHOLE INVENTORY

M.H. # 48 PT. # 3169  
DATE: 2/6/13 INSPECTOR SH/SH  
 STREET(S) \_\_\_\_\_  
 OFF ROAD STREET(S) Highway 4

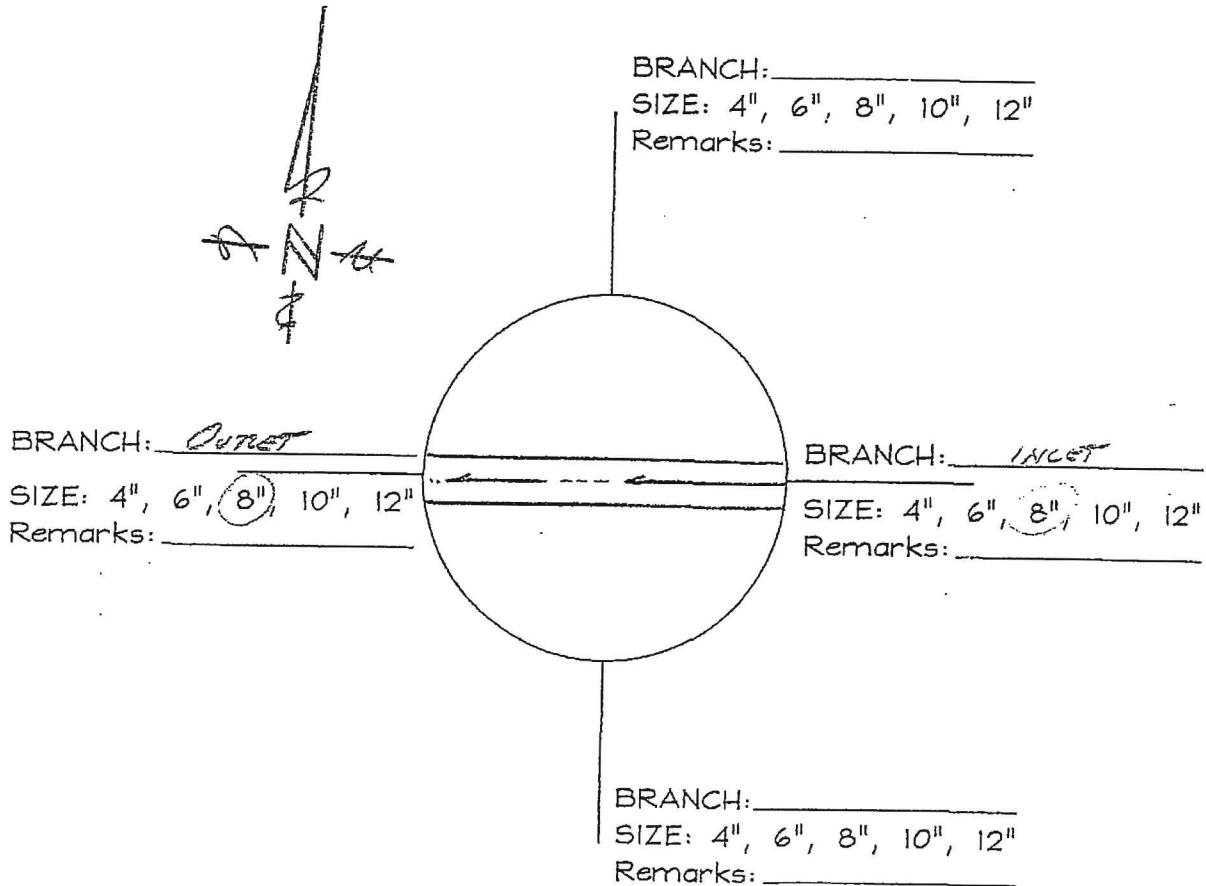
MANHOLE BARREL

TYPE: \_\_\_\_\_ CONCRETE,  METAL, \_\_\_\_\_ OTHER  
SIZE:  24", \_\_\_\_\_ 30", \_\_\_\_\_ 36", \_\_\_\_\_ 48", \_\_\_\_\_ 60" ELEV. ON RIM 2185.46  
DEPTH TO FLOWLINE FROM RIM 6.92 FEET. FL ELEV. 2178.54  
CONDITION:  GOOD, \_\_\_\_\_ FAIR, \_\_\_\_\_ NEEDS ATTENTION \_\_\_\_\_  
BASE OF MANHOLE:  GOOD, \_\_\_\_\_ FAIR, \_\_\_\_\_ NEEDS ATTENTION \_\_\_\_\_

MANHOLE PAVED OVER  NOT SHOWN ON EXISTING MAPS  
 CANNOT LOCATE

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BRANCH DIAGRAM:



MURPHYS SANITARY DISTRICT  
MANHOLE INVENTORY

M.H. # 78 PT. # 3165  
DATE: 2/6/13 INSPECTOR SJ/2013  
 STREET(S) Highway 4 & "Crescent"  
 OFF ROAD STREET(S) \_\_\_\_\_

MANHOLE BARREL

TYPE: \_\_\_\_\_ CONCRETE,  METAL, \_\_\_\_\_ OTHER  
SIZE: 24", \_\_\_\_\_ 30", \_\_\_\_\_ 36", \_\_\_\_\_ 48", \_\_\_\_\_ 60" ELEV. ON RIM 2185.54  
DEPTH TO FLOWLINE FROM RIM 5.88 FEET. FL ELEV. 2179.66  
CONDITION:  GOOD, \_\_\_\_\_ FAIR, \_\_\_\_\_ NEEDS ATTENTION \_\_\_\_\_  
BASE OF MANHOLE:  GOOD, \_\_\_\_\_ FAIR, \_\_\_\_\_ NEEDS ATTENTION \_\_\_\_\_

MANHOLE PAVED OVER  NOT SHOWN ON EXISTING MAPS  
 CANNOT LOCATE

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BRANCH DIAGRAM:

