

MURPHYS SANITARY DISTRICT

"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."

Special Board Meeting
Thursday, May 18, 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 2558 391 5433 Meeting Password: 05182023

Join by phone 1-415-655-0001 Access code 2558 391 5433

CALL TO ORDER\ PLEDGE OF ALLEGIANCE

1. **Motion to Approve Member Requests to Participate Remotely Due to Just Cause and/or Emergency Circumstances Pursuant to AB2449.**
2. **Roll Call**
3. **Agenda Changes**
4. **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.
5. **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) Financial Reports April 2023
 - b) Minutes: 04/13/2023 Regular Meeting

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>

6. New Business

- a) Approve COLA Policy and COLA for FY 2023/2024- Discussion/Action
- b) Approve Employee Benefit Package- Discussion/Action
- c) Approve Holiday Closures, Pay Date, and Salary Schedules for FY 2023/2024- Discussion/Action
- d) Approve President McMath-Jue to attend GM Summit- Discussion/Action
- e) Approve Public Records Act Request Policy- Discussion/Action
- f) Approve Investment Advisory Committee Recommendation of Investments-Discussion/Action
- g) Approve Treatment Plant Encroachment Repair-Discussion/Action
- h) Review of 2023/2024 Preliminary Budget and Reserve Expenditures-Discussion/No Action

7. Unfinished/Old Business

- a) 491 Williams Street-Information Only

8. Staff Reports

- a) Administration
- b) Operation

9. Board and Committee Reports

- a) Investment/Finance Review Committee-see 6.g

10. Future Agenda Items/Director Comments**11. Next Regular Meeting: June 8, 2023 10:00 a.m.****12. CLOSED SESSION**

Public Employee Evaluation

(Government Code Section 54957 (b)(1)(2))

- Operations Manager
- Administration Manager

12. Reportable Action from Closed Session**13. 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.murphysd.org>

Murphys Sanitary District
Operating and Investment Fund Balances
 April 30, 2023

April 30, 2023

Operating and Investment Funds

Operating Fund	92,556.87
Cash Drawer	200.00

Investment Fund Accounts

UBS Investments

UBS #6 T-Bill 05-25-23 4.58%	200,000.00
UBS #5 T-Bill 09-23-23 5.20%	200,000.00
UBS #4 T-Bill 08-17-2023 4.849%	200,000.00
UBS #3 T-Bill 07-13-23 4.67%	200,000.00
UBS #2 T-Bill 06-22-23 4.65%	200,000.00
UBS #1 T-Bill 05-11-23 4.45%	<u>200,000.00</u>

Total UBS Investments	1,200,000.00
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LAIF 2.71%	<u>1,140,066.07</u>
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Investment Fund Accounts	<u>2,340,066.07</u>
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Operating and Investment Funds	2,432,822.94
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05/01/23

Murphys Sanitary District Expense Disbursement Report April 2023

Type	Date	Num	Name	Memo	Amount
Apr 23					
Liability Check	04/05/2023	ACH	CalPERS	Retirement Contributions Empl...	-2,380.72
Liability Check	04/05/2023	ACH	EDD	Payroll Tax Liability	-607.43
Liability Check	04/05/2023	ACH	EFTPS Federal Tax...	Payroll Tax Liability	-3,123.74
Liability Check	04/19/2023	ACH	CalPERS	Retirement Contributions Empl...	-2,383.92
Liability Check	04/19/2023	ACH	EDD	Payroll Tax Liability	-588.12
Liability Check	04/19/2023	ACH	EFTPS Federal Tax...	Payroll Tax Liability	-3,032.70
Check	04/20/2023	ACH	CalPERS Health In...	Health Insurance	-9,391.82
Check	04/03/2023	ACH	coPOWER	Dental & Vision Ins.	-430.07
Check	04/07/2023	ACH	Vanco Services	Vanco Service Fees	-103.00
Check	04/21/2023	ACH	Vanco Services	Debit returned check-NSF MO...	-60.00
Bill Pmt -Check	04/03/2023	10386	Aramark	Uniforms	-207.79
Bill Pmt -Check	04/03/2023	10387	Kim Delbar Cleanin...	Office Cleaning Monthly April 2...	-60.00
Bill Pmt -Check	04/03/2023	10388	Landscaper Alfredo ...	Yard maintenance Office Buildi...	-200.00
Bill Pmt -Check	04/03/2023	10389	Mountain Oasis Wa...	Drinking Water	-89.85
Bill Pmt -Check	04/03/2023	10390	SWRCB Loan Pay...	WWTP SWRCB Loan Paymen...	-43,670.48
Paycheck	04/05/2023	10391	Fillmore, Kristina V	Payroll 04/05/2023	-1,672.95
Paycheck	04/05/2023	10392	Hemstad, Eric N	Payroll 04/05/2023	-1,782.68
Paycheck	04/05/2023	10393	Milliken, Amy R	Payroll 04/05/2023	-947.04
Paycheck	04/05/2023	10394	Mote, Summer Y	Payroll 04/05/2023	-212.87
Paycheck	04/05/2023	10395	Murphy, Daniel W.	Payroll 04/05/2023	-3,002.37
Paycheck	04/05/2023	10396	Onstad, Joseph C	Payroll 04/05/2023	-2,233.50
Paycheck	04/05/2023	10397	Schroeder, Teri L	Payroll 04/05/2023	-574.57
Bill Pmt -Check	04/06/2023	10398	Bruce Miller	Ad-Hoc Finance Committee Me...	-150.00
Bill Pmt -Check	04/06/2023	10399	Calaveras Power A...	WWTP Electric	-8,771.40
Bill Pmt -Check	04/06/2023	10400	Modesto Welding P...	Modesto Welding	-16.00
Bill Pmt -Check	04/06/2023	10401	Mother Lode Answe...	Answering Service	-296.00
Bill Pmt -Check	04/06/2023	10402	Paige Mc Math-Jue	Ad-Hoc Finance Committee Me...	-100.00
Bill Pmt -Check	04/06/2023	10403	The Red Store	Misc Supplies - Mouse trap, Pa...	-36.58
Bill Pmt -Check	04/12/2023	10405	UPUD	Water - Emerald Creek Ct - M	-74.63
Bill Pmt -Check	04/12/2023	10406	UPUD	Water -5 Ernest St - M	-78.08
Bill Pmt -Check	04/12/2023	10407	UPUD	Water - 735 Six Mile Rd - M	-77.85
Bill Pmt -Check	04/12/2023	10408	UPUD	Water - 735 Six Mile Rd	-217.24
Bill Pmt -Check	04/13/2023	10409	Murphys RV-The C...	Backhoe	-16.08
Bill Pmt -Check	04/13/2023	10410	US Bank	Postage; TP Wireless; Fuel; Mi...	-3,069.71
Bill Pmt -Check	04/13/2023	10411	Bruce Miller	Regular Board Meeting - April	-100.00
Bill Pmt -Check	04/13/2023	10412	Joseph Fontana	Regular Board Meeting - April 2...	-100.00
Bill Pmt -Check	04/13/2023	10413	Marty Mellera	Regular Board Meeting - April 2...	-100.00
Bill Pmt -Check	04/13/2023	10414	Paige Mc Math-Jue	Regular Board Meeting - April 2...	-100.00
Bill Pmt -Check	04/13/2023	10415	Steve Gonzales	Regular Board Meeting - April 2...	-100.00
Bill Pmt -Check	04/17/2023	10416	NAPA - New Fronti...	Truck/Tractor Parts	-381.83
Bill Pmt -Check	04/17/2023	10417	Northstar Chemical	Chemicals	-3,300.08
Bill Pmt -Check	04/17/2023	10418	AT&T Murphys Gra...	Murphys Grade Alarm Access ...	-133.21
Bill Pmt -Check	04/18/2023	10419	Hammer Down Rep...	Vehicle Maintenance	-315.53
Bill Pmt -Check	04/18/2023	10420	Hunt & Sons, Inc	Fuel - Generators & Equipment	-1,458.93
Bill Pmt -Check	04/18/2023	10421	PGE-Emerald Cree...	Emerald Creek - Electric	-173.43
Bill Pmt -Check	04/18/2023	10422	PGE-Office	Office - Electric	-243.78
Paycheck	04/19/2023	10423	Fillmore, Kristina V	Payroll 04/19/2023	-1,688.62
Paycheck	04/19/2023	10424	Hemstad, Eric N	Payroll 04/19/2023	-1,782.67
Paycheck	04/19/2023	10425	Milliken, Amy R	Payroll 04/19/2023	-947.06
Paycheck	04/19/2023	10426	Murphy, Daniel W.	Payroll 04/19/2023	-2,816.69
Paycheck	04/19/2023	10427	Onstad, Joseph C	Payroll 04/19/2023	-2,458.67
Paycheck	04/19/2023	10428	Schroeder, Teri L	Payroll 04/19/2023	-460.54
Check	04/19/2023	10429	ARH0004	ARH0004 House sold Partial M...	-48.00
Bill Pmt -Check	04/20/2023	10430	Black Water Consul...	WWTP Upgrade II Application	-3,426.50
Bill Pmt -Check	04/20/2023	10431	Black Water Consul...	Collections Replacement II App...	-4,924.00
Check	04/21/2023	10432	SWRCB Operator ...	Joseph Clayton Onstad	-150.00
Bill Pmt -Check	04/24/2023	10433	Angels Heating & Ai...	15 Ernest St Rental - Thermost...	-140.00
Bill Pmt -Check	04/24/2023	10434	Carbon Copy	Copy Paper - Six Mile	-15.79
Bill Pmt -Check	04/24/2023	10435	Condor Earth Tech...	Quarterly Groundwater Monitori...	-3,486.20
Bill Pmt -Check	04/24/2023	10436	Carbon Copy	Copy Machine - Office	-42.36
Bill Pmt -Check	04/24/2023	10437	Calaveras County P...	Blanket Utility Deposit - Ease...	-502.50
Bill Pmt -Check	04/24/2023	10438	Comcast- Emerald ...	Emerald Creek - Alarm Access	-105.16
Bill Pmt -Check	04/24/2023	10439	Comcast Business	Office - Internet/Phone	-191.99
Bill Pmt -Check	04/24/2023	10440	Signal Service	Alarm Service	-257.52

VOIDED Checks: Misprints 10404

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05/01/23

Murphys Sanitary District
Expense Disbursement Report
April 2023

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	04/25/2023	10441	Computer Firemen	Annual Email Hosting	-120.00
Bill Pmt -Check	04/25/2023	10442	Computer Firemen	New user - E-mail Set Up	-50.00

Apr 23

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05/01/23

Murphys Sanitary District
Profit & Loss Budget vs. Actual-Operating Budget
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Billing				
4100 · Srv Chrgs - Residential	557,589.50	666,440.00	-108,850.50	83.7%
4102 · Srv Chrgs - Apartments	31,800.00	38,160.00	-6,360.00	83.3%
4104 · Srv Chrgs - Lodges/Churches	3,600.00	4,320.00	-720.00	83.3%
4106 · Srv Chrgs - School	3,620.00	4,272.00	-652.00	84.7%
4108 · Srv Chrgs - Commercial	151,093.62	178,695.00	-27,601.38	84.6%
Total Monthly Billing	747,703.12	891,887.00	-144,183.88	83.8%
Misc Income				
4999 · Rental Income	6,500.00	7,800.00	-1,300.00	83.3%
4110 · Pln Chk & Inspection Fees	425.00	500.00	-75.00	85.0%
4111 · Late Fees	2,459.20	2,500.00	-40.80	98.4%
4120 · Taxes	86,679.64	135,000.00	-48,320.36	64.2%
4130 · Other Services	1,753.50	1,800.00	-46.50	97.4%
4140 · General Reserve Interest				
4141 · LAIF Interest	13,153.94	0.00	13,153.94	100.0%
4140 · General Reserve Interest - Other	9,259.83	4,000.00	5,259.83	231.5%
Total 4140 · General Reserve Interest	23,820.23	4,000.00	19,820.23	595.5%
4150 · Vacant lot Billing	1,700.00	1,600.00	100.00	106.3%
4160 · Refunds - Rebates	490.16	500.00	-9.84	98.0%
4170 · Connection Fees	0.00	0.00	0.00	0.0%
Total Misc Income	123,827.73	153,700.00	-29,872.27	80.6%
Reserves				
4200 · Capital Reserves	0.00	0.00	0.00	0.0%
Total Reserves	0.00	0.00	0.00	0.0%
Grant Income				
4901.00 · WWTP Upgrade Grant Receipts	0.00	0.00	0.00	0.0%
Total Grant Income	0.00	0.00	0.00	0.0%
Total Income	871,530.85	1,045,587.00	-174,056.15	83.4%
Gross Profit	871,530.85	1,045,587.00	-174,056.15	83.4%
Expense				
Wages				
5001.00 · Wages - Operations	164,329.76	211,855.00	-47,525.24	77.6%
5001.50 · Wages - Office	125,395.37	159,233.31	-33,837.94	78.7%
5002.00 · Overtime - Operations	5,502.59	6,000.00	-497.41	91.7%
5002.50 · Overtime - Office	0.00	500.00	-500.00	0.0%
5005.00 · On-Call Comp - Operations	12,600.00	15,600.00	-3,000.00	80.8%
Total Wages	307,827.72	393,188.31	-85,360.59	78.3%
Employee Benefits				
5010.00 · Health Insurance - Operations	88,097.10	108,000.00	-19,902.90	81.6%
5010.50 · Health Insurance Administration	34,315.50	42,000.00	-7,684.50	81.7%
5015.00 · Accrued Vac - Operations	0.00	3,951.00	-3,951.00	0.0%
5015.50 · Accrued Vac - Administration	0.00	1,701.00	-1,701.00	0.0%
5020 · Pension Expense				
5020.10 · Contra Pension Expense	4,397.00	18,174.00	-13,777.00	24.2%
5020.00 · calPERS Retirement - Operations	13,310.66	16,785.95	-3,475.29	79.3%
5020.50 · calPERS Retirement - Admin	5,886.88	10,135.00	-4,248.12	58.1%
Total 5020 · Pension Expense	23,594.54	45,094.95	-21,500.41	52.3%
Total Employee Benefits	146,007.14	200,746.95	-54,739.81	72.7%
PR Taxes				
5030.50 · FICA-Medicare	27,152.42	36,438.80	-9,286.38	74.5%
Total PR Taxes	27,152.42	36,438.80	-9,286.38	74.5%
WORKERS' COMPENSATION				
5040.00 · Workers' Comp - Operations	17,000.31	16,000.00	1,000.31	106.3%
5040.50 · Workers' Comp. - Administration	1,420.00	700.00	720.00	202.9%
Total WORKERS' COMPENSATION	18,420.31	16,700.00	1,720.31	110.3%

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Murphys Sanitary District
Profit & Loss Budget vs. Actual-Operating Budget
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
OPERATIONS - Maint & Repairs				
6001.10 · R&M - Collection	1,451.45	3,000.00	-1,548.55	48.4%
6001.20 · R&M - Treatment	1,832.67	3,000.00	-1,167.33	61.1%
6002.40 · R&M - Truck	959.03	4,000.00	-3,040.97	24.0%
6003.40 · R&M - Tractor	468.99	1,000.00	-531.01	46.9%
6004.40 · R&M - Trailer-Trash Pumps	83.90	500.00	-416.10	16.8%
6005.40 · R&M - Hydro Equipment	860.72	1,000.00	-139.28	86.1%
6006.40 · R&M - Sml Tools & Equipment	871.86	1,000.00	-128.14	87.2%
Total OPERATIONS - Maint & Repairs	6,528.62	13,500.00	-6,971.38	48.4%
OPERATIONS - Supplies				
7011.00 · Office Supplies	1,203.91	2,500.00	-1,296.09	48.2%
6010.00 · Equipment Rental	0.00	350.00	-350.00	0.0%
6011.00 · Gas-Oil-Fuel	6,002.23	9,500.00	-3,497.77	63.2%
6012.10 · Supplies - Collection	296.27	1,500.00	-1,203.73	19.8%
6012.20 · Supplies - Treatment	21,419.48	35,000.00	-13,580.52	61.2%
6013.00 · Safety Supplies	369.10	1,000.00	-630.90	36.9%
6014.00 · Tools - Equipment CIP	0.00	0.00	0.00	0.0%
6015.00 · Uniforms	2,526.17	4,000.00	-1,473.83	63.2%
Total OPERATIONS - Supplies	31,817.16	53,850.00	-22,032.84	59.1%
OPERATIONS - Utilities				
6021.10 · Electric - Water Collection	25,586.99	20,440.00	5,146.99	125.2%
6021.20 · Elec. - Water - Garbage WWTP	38,929.36	40,304.00	-1,374.64	96.6%
6022.00 · Telephone - Internet	4,043.38	4,600.00	-556.62	87.9%
Total OPERATIONS - Utilities	68,559.73	65,344.00	3,215.73	104.9%
OPERATIONS - Other				
6031.20 · Education Operations	2,576.88	3,000.00	-423.12	85.9%
6032.20 · Research - Monitoring	22,041.07	24,000.00	-1,958.93	91.8%
6033.00 · Answering Service	2,758.00	3,600.00	-842.00	76.6%
6034.00 · Security-Alarm Service	4,692.90	7,500.00	-2,807.10	62.6%
Total OPERATIONS - Other	32,068.85	38,100.00	-6,031.15	84.2%
ADMINISTRATIVE - Rents - Leases				
7050.10 · Rents & Leases - Collection	720.00	720.00	0.00	100.0%
7050.50 · Rents & Leases	0.00	0.00	0.00	0.0%
Total ADMINISTRATIVE - Rents - Leases	720.00	720.00	0.00	100.0%
ADMINISTRATIVE - Supplies				
7011.50 · Office Supplies	7,122.67	4,000.00	3,122.67	178.1%
7012.50 · Postage	1,677.00	3,300.00	-1,623.00	50.8%
7013.50 · Printing	188.77	300.00	-111.23	62.9%
7014.00 · Publications	0.00	300.00	-300.00	0.0%
7015.50 · Office Equipment - Software	3,366.25	3,000.00	366.25	112.2%
7016.50 · Website-email Expenses	407.74	500.00	-92.26	81.5%
Total ADMINISTRATIVE - Supplies	12,762.43	11,400.00	1,362.43	112.0%
ADMINISTRATIVE - Utilities				
7021.50 · Electric - Water Office	3,402.75	3,828.00	-425.25	88.9%
7022.50 · Telephone-Internet Access	2,698.60	4,400.00	-1,701.40	61.3%
Total ADMINISTRATIVE - Utilities	6,101.35	8,228.00	-2,126.65	74.2%
ADMINISTRATIVE - Other				
7030.50 · Bank Charges - Vanco Fees	1,059.50	1,200.00	-140.50	88.3%
7031.50 · County Lien Costs -Mileage	441.69	500.00	-58.31	88.3%
7034.50 · Education	3,556.33	3,000.00	556.33	118.5%
7035.50 · Memberships	13,412.98	10,500.00	2,912.98	127.7%
7036.50 · Grant Expenses	0.00	2,500.00	-2,500.00	0.0%
7099.50 · 15 Ernest St Building RM	2,370.43	3,000.00	-629.57	79.0%
Total ADMINISTRATIVE - Other	20,840.93	20,700.00	140.93	100.7%
ADMINISTRATIVE - Insurance				
7040.50 · Liability - Property Ins	29,811.60	29,000.00	811.60	102.8%
Total ADMINISTRATIVE - Insurance	29,811.60	29,000.00	811.60	102.8%
ADMINISTRATIVE - Professional				
7054.50 · Office Cleaning	540.00	720.00	-180.00	75.0%
7053.50 · Accounting Services	9,700.00	9,700.00	0.00	100.0%
7051.50 · Professional-Legal Services	117.60	6,000.00	-5,882.40	2.0%
7052.50 · Board Expenses	8,589.15	11,000.00	-2,410.85	78.1%
Total ADMINISTRATIVE - Professional	18,946.75	27,420.00	-8,473.25	69.1%

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Murphys Sanitary District
Profit & Loss Budget vs. Actual-Operating Budget
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
ADMINISTRATIVE - License-Permit				
7070.00 · State Permits-Reporting	37,469.50	41,000.00	-3,530.50	91.4%
7071.00 · Plan Check Permits -	225.00	500.00	-275.00	45.0%
Total ADMINISTRATIVE - License-Permit	37,694.50	41,500.00	-3,805.50	90.8%
ADMINISTRATIVE - Advertising				
7080.50 · Advertising	52.50	750.00	-697.50	7.0%
7081.50 · Customer Outreach	648.75	750.00	-101.25	86.5%
Total ADMINISTRATIVE - Advertising	701.25	1,500.00	-798.75	46.8%
ADMINISTRATIVE – Engineering				
8500.50 · Engineering-General	3,796.75	7,500.00	-3,703.25	50.6%
Total ADMINISTRATIVE – Engineering	3,796.75	7,500.00	-3,703.25	50.6%
ADMINISTRATIVE - Debt Service				
9030.00 · WWTP Upgrade SRF Loan	43,670.48	43,670.48	0.00	100.0%
Total ADMINISTRATIVE - Debt Service	43,670.48	43,670.48	0.00	100.0%
Total Expense	813,427.98	1,009,506.54	-196,078.56	80.6%
Net Ordinary Income	58,102.87	36,080.46	22,022.41	161.0%
Net Income	58,102.87	36,080.46	22,022.41	161.0%

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05/01/23

Murphys Sanitary District
Profit & Loss Budget vs. Actual - Reserve Budget
 July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
CAPITAL INCOME				
Grant Funds-Plant Upgrade II	0.00	390,000.00	-390,000.00	0.0%
Grant Funds-Collection System	0.00	3,500,000.00	-3,500,000.00	0.0%
Cash from Operating Account	0.00	36,080.46	-36,080.46	0.0%
Connection Fees Collected	60,000.00	40,000.00	20,000.00	150.0%
Total CAPITAL INCOME	<u>60,000.00</u>	<u>3,966,080.46</u>	<u>-3,906,080.46</u>	<u>1.5%</u>
Total Other Income	60,000.00	3,966,080.46	-3,906,080.46	1.5%
Other Expense				
CAPITAL REPAIR & MAINTENANCE				
9016.10 · CollectionSystem Replacement 22	51,024.00	3,500,000.00	-3,448,976.00	1.5%
9999.00 · 15 Ernest St Improvements	3,927.00	15,000.00	-11,073.00	26.2%
9007.00 · Capital Equipment	17,693.07	22,600.00	-4,906.93	78.3%
9021.00 · C I P Projects	0.00	0.00	0.00	0.0%
9022.00 · CIP - WWTP Upgrade Part II	20,856.00	390,000.00	-369,144.00	5.3%
Total CAPITAL REPAIR & MAINTENANCE	<u>93,640.07</u>	<u>3,927,600.00</u>	<u>-3,833,959.93</u>	<u>2.4%</u>
Total Other Expense	93,640.07	3,927,600.00	-3,833,959.93	2.4%
Net Other Income	<u>-33,640.07</u>	<u>38,480.46</u>	<u>-72,120.53</u>	<u>-87.4%</u>
Net Income	<u><u>-33,640.07</u></u>	<u><u>38,480.46</u></u>	<u><u>-72,120.53</u></u>	<u><u>-87.4%</u></u>

Murphys Sanitary District



MINUTES – Regular Board Meeting
Thursday, April 13, 2023
15 Ernest St Ste. A
Murphys, Ca 95247

CALL TO ORDER 10:00 a.m.

PLEDGE OF ALLEGIANCE

- 1. Motion to Approve Member Requests to Participate Remotely Due to Just Cause and/or Emergency Circumstances Pursuant to AB2449 – *No Action***
- 2. Roll Call – *Directors Fontana, Miller, Meller, Gonzales & President McMath-Jue*
*Staff – K. Fillmore, Admin. Manager; D. Murphy, Operations Manager & A. Milliken, Accounting Clerk***
- 3. Agenda Changes - *None***
- 4. Public Comment - *None***
- 5. Consent Agenda**
 - a) Financial Reports March 2023**
 - b) Minutes: 03/09/2023 Regular Meeting**

Motion: Directors B. Miller & J. Fontana motion to accept the Consent Agenda; Financial Reports March 2023 & Minutes 03/09/2023 Regular Meeting: Approved 5-0

- 6. New Business**
 - a) Approve Check Signing Policy**

Motion: Directors P. McMath-Jue & S. Gonzales motion to approve the check signing policy as presented: Approved 5-0

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>

4-13-2023 Regular Board Meeting DRAFT MINUTES

b) Approve Rate Study RFP for FY 2024/2025 – Staff directed to seek counsel on Prop 218 & 226 & bring back more information to the Board – Much Discussion, No Action

c) Approve Investment Policy

Motion: Directors P. McMath-Jue & J. Fontana motion to approve the investment policy as presented: Approved 5-0

d) Approve formation of new Investment/Finance Advisory Committee - Director P. MacMath-Jue dissolves Ad-Hoc Investment/Finance Committee

Motion: Directors S. Gonzales & B. Miller motion to approve the formation of the Finance & Investment Advisory Committee: Approved 5-0

Finance & Investment Advisory Committee

Directors:

B. Miller

J. Fontana

P. McMath-Jue (Alt)

Managers:

K. Fillmore, Administration

D. Murphy, Operations

7. Old Business – Agendize 491 Williams St status update

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

a) Administration – K. Fillmore Reports - No update from the Engineer regarding the Grant Application; Estimates on office improvements presented, suggestion made to include replacing office doors during renovations; MSD's new web-site is now live; New employee has been hired, Teri Schroeder; 2023/24 Draft Budget will be available for review – Brief Discussion, Information only

b) Operation – D. Murphys Reports – Pond Storage is staying level pending weather; Discharge requirements & SSMP have been updated – Information Only, See Report Included in Board Packet

9. Board and Committee Reports

a) Ad Hoc Investment/Finance Review Committee - see agenda item 6.C

10. Future Agenda Items/Director Comments – 491 Williams Street Status; Director B. Miller announces to the Board that he will be gone until 1st week of June, Operations Manager D. Murphy or Director J. Fontana have volunteered to be an alternate for the T-Stan IRWMA JPA Meeting.

BOARD OF DIRECTORS

Paige McMath-Jue, President Steve Gonzalez, Vice President

Marty Mollera, Secretary Bruce Miller, Treasurer Joseph Fontana, Director at Large/Parliamentarian

<https://www.murphyssd.org>

4-13-2023 Regular Board Meeting DRAFT MINUTES

11. Next Regular Meeting: May 11, 2023 10:00 a.m.

12. Adjournment 11:17 a.m.

13. CLOSED SESSION

Open Closed Session – 11:18 a.m.

**Public Employee Evaluation
(Government Code Section 54957 (b)(1)(2))**

- **Operations Manager**
- **Administration Manager**

Reportable Action from Closed Session – *None*

End Closed Session -12:15 p.m.

Respectfully;

Amy R Milliken, Clerk of the Board

Director Marty Meller, Secretary

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 STAFF REPORT

DATE: May 18, 2023
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Approval of Revised Cost of Living Adjustment (COLA) Policy

Recommendation: Staff recommends the Board approve the revised Cost of Living Adjustment (COLA) Policy.

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

Discussion: The current COLA policy lacks detail and limits. In the proposed COLA policy will have the following changes:

- Annual upper limits of COLA of 3%, can be adjusted by board approval
- If there is no increase, or if the rounded number is zero, there is no COLA for the year
- The proposed policy will use the CPI for urban wage earners and clerical workers (CPI-W) 12-month percent change, all items, December of the previous calendar year. This is the same CPI index SSA uses provided by the Bureau of Labor Statistics, however their formula is based on a third quarter average.

Fiscal Impact: A COLA may be approved in the 2023/2024 budget, which will raise our earned wages 3%.

Murphys Sanitary District

Policy Title: **Cost of Living Annual Adjustment Policy**

Adopted: 06/09/2022

Updates:

The Murphys Sanitary District is committed to providing staff with an appropriate Cost of Living Adjustment (COLA) annually, in a clear and transparent manner. This policy provides clear and consistent rules with respect to the annual implementation of a Cost-of-Living Adjustment.

Applicability

All Murphys Sanitary District employees, including part-time, shall receive a Cost-of-Living Adjustment when determined by the Murphys Sanitary District board. The COLA increase shall take effect July 1 each year. The COLA adjustment will not update the salary schedule. The salary schedule will be reviewed by the Board as a separate agenda item if necessary.

Method of Calculation

During the annual budget preparation process, the annual COLA increase shall be considered by using multiple sources, such as, but not limited to, current costs for housing, food, healthcare, transportation, and energy, SSA, CPI and other regional sources. This calculation shall be included in the annual Budget, generally presented in April - May of each year.

Review

This policy shall be reviewed at the start of each budget preparation process.

Definitions

“Consumer Price Index” or “CPI” means a measure that examines the weighted average of prices of a basket of consumer goods and services, such as transportation, food, and medical care.

“Cost of Living Adjustment” or “COLA” means an annual change to hourly wages and salaries to compensate staff for inflation related price increases.

“Social Security Administration” or SSA means the U.S. Social Security Administration (SSA) that administers the program.

MSD POLICY TITLE: Cost of Living Adjustment (COLA) Policy

POLICY NUMBER: 4244

Date Adopted: June 9, 2022

Revisions:

POLICY

The Murphys Sanitary District is committed to providing staff with an appropriate Cost of Living Adjustment (COLA) annually, in a clear and transparent manner. This policy provides clear and consistent rules with respect to the annual implementation of a Cost-of-Living Adjustment. Cost of Living Adjustments will be reviewed at the start of each budget preparation process. Murphys Sanitary District employees, including part-time, may receive a Cost-of-Living Adjustment when approved by the board.

The District's COLA policy will have an upper limit of 3%. The board may approve a higher percent in the event the cost of living has increased significantly beyond the upper limit. If there is no CPI increase, or if the rounded number is zero, there is no COLA for the year. COLA increases shall take effect July 1 each year. The adjustment will not update the salary schedule. The salary schedule will be reviewed by the Board as a separate agenda item if necessary.

Method of Calculation

During the annual budget preparation process, the annual COLA increase shall be considered by using the Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) not seasonally adjusted 12 month change, prepared by the United States Bureau of Labor Statistics. The percent will be determined from December of the previous calendar year (see table 1 below). This calculation shall be included in the annual Budget, generally presented in April - May of each year.

Table 1:

CPI for Urban Wage Earners and Clerical Workers (CPI-W) | 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:	2021 to 2023											
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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
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
2023	5.9	5.5	4.3									

[Bureau of Labor Statistics Data \(bls.gov\)](https://www.bls.gov)



Murphys Sanitary District STAFF REPORT

DATE: May 18, 2023

TO: Members of the Board

FROM: Kristina Fillmore, Administration Manager

SUBJECT: Approval of Staff Health Benefits for Fiscal Year 2023/2024

Recommendation: To retain high quality, experienced staff, and stay competitive within the industry the Board should approve 100% health benefit coverage for eligible employees.

Background: Murphys Sanitary District currently offers medical, dental, and vision insurance to four eligible employees. Current employee handbook policy provides a \$3,000 monthly insurance allowance for eligible employees. Three employees are receiving health benefits and one is receiving an equivalent monthly stipend.

On January 1, 2023 plan premiums exceeded \$3,000. Due to significant increases of the CalPERS medical, the monthly allowance as been exceeded by \$400 per employee. In the event the allowance is exceeded, any amount over shall be paid by the employee, as stated in the handbook. Management reported situation to the Board. At the January 12, 2023 regular board meeting the board approved to cover rates at 100% until CalPERS open enrollment of October of 2023. At that time, employees will be able to select a plan that stays under their \$3,000 monthly allowance. However, CalPERS only offers two PPO (Gold and Platinum) plans in our region and neither is below the allowance especially with another unknown rate increase in July 2023.

When CalPERS approves their rates for the 2024 calendar year in June/July, the district will have 60 days to terminate the contract to sign with a new provider. The District will not be able to contract with CalPERS for the next five years for medical benefits unless approved by their board.

Discussion: Neighboring districts, currently offer excellent benefit packages equal to 100% coverage. Please see sample attachment. Although, this is not common to offer 100% it is a retention tool in this industry. These offers tend to be with smaller districts, similar to Murphys Sanitary District. The Board needs to make a decision to cover the employees at 100% or revert back to our handbook and force the employee to start paying \$400 per month, which is the amount in excess of current allowance.

Fiscal Impact: In the proposed fiscal year budget 2023/2024, the employee benefit budget increased by \$12,000. However, wages decreased by \$41,620. 100% of the employee and their dependent benefit has been determined in the proposed 2023/2024 budget.

During open enrollment, management will diligently evaluate insurance plans and competitive premium before renewals. Management is currently seeking additional estimates and plans similar to current coverage.

Employee Handbook - Murphys Sanitary District

of the district. All regular full time and new hire employees, hired at full time status, must join the district retirement plan. The district contracts with the CA Public Employees Retirement System (CalPERS) for retirement benefits. The district pays the employer retirement contribution and employee pays the employee retirement contribution in accordance with rates established by CalPERS Board of Administration.

The district may from time to time modify its CalPERS contract to provide additional benefits. Any modification must be in accordance with PERS and contract amendments.

Current

405 Insurance Benefits

405.01 Medical Insurance Updates: 11/11/17; 02/14/19

Monthly allocation updates: 02/10/2022 New \$3,000 for insured and cash allowance; 2/14/19 old \$2,200.00 Res. No. 2019-02

Medical Insurance shall be provided by the district for all eligible employees of the district and their dependents as set forth in the following policy:

The district has contracted with CalPERS for Medical insurance for eligible regular full-time employees of the district and their dependents. The scope of health insurance coverage shall be subject to the contractual obligations established between CalPERS and the District. The definition of dependent shall be determined by the insurance provider.

Each employee can select from several CalPERS plans the plan(s) of their choosing. The district will only pay up to an amount not to exceed \$3,000.00 monthly per eligible employee and dependents. The district will pay the full premium each month. If an employee selects a plan(s) that exceeds the \$3,000.00 allocation, any amount over that will be paid for by the employee. The amount will be deducted from the employees pay check each pay period to cover the cost difference.

Eligible employees who elect not to participate in the Districts Medical Insurance plan may choose to receive the monthly allocation of funds in the amount of \$3,000.00. These funds are to be used at the employee's discretion. Cash out amounts will be taxed as regular income and provided to the employee with their regular paycheck.

The scope of coverage for Medical Insurance shall be subject to periodic review and revision by the District Board of Directors.

405.02 Disability Insurance

Proposed

404 Retirement Plan

The policy shall apply to all regular full time and new hire employees, hired at full time status of the district. All regular full time and new hire employees, hired at full time status, must join the district retirement plan. The district contracts with the CA Public Employees Retirement System (CalPERS) for retirement benefits. The district pays the employer retirement contribution and employee pays the employee retirement contribution in accordance with rates established by CalPERS Board of Administration.

The district may from time to time modify its CalPERS contract to provide additional benefits. Any modification must be in accordance with PERS and contract amendments.

405 Insurance Benefits

405.01 Medical Insurance Updates: 11/11/17; 02/14/19; 05/11/23

Medical Insurance shall be provided by the district for all eligible employees of the district and their dependents as set forth in the following policy:

The scope of health insurance coverage shall be subject to the contractual obligations established between Medical Insurance Provider and the District. The definition of dependent shall be determined by the insurance provider.

The district will pay the full premium each month to cover eligible employees and their dependents at 100%.

The scope of coverage for Medical Insurance shall be subject to annual review and revision by the District Board of Directors.

405.02 Disability Insurance

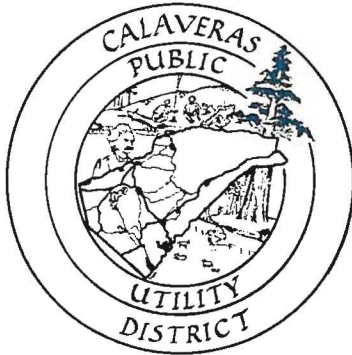
Employees who contribute through payroll tax to California's state disability insurance programs may participate in the Public Employee's Retirement System if eligible. Disability insurance is mandated by the California Unemployment Insurance Code and administered by the Employment Development Department. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at the district. An additional tax funds the state's Paid Family Leave program, and provides partial wage replacement for absences related to care of a family member, or bonding with a new child. Specific rules and regulations governing disability are available from the Employment Development Department.

405.03 Unemployment Compensation

Murphys Sanitary District contributes to the California Unemployment Insurance Fund on behalf of its employees.

405.04 Workers' Compensation

(<https://www.cpud.org/>)



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EMPLOYMENT

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[JOB TITLE AND SALARY RANGE \(/SALARY-RANGE-BY-JOB-TITLE\)](#)

[MEMORANDUM OF UNDERSTANDING \(MOU\) \(/MEMORANDUM-OF-UNDERSTANDING-MOU\)](#)

CPUD Employment Opportunities

Equal Opportunity Employment

We are proud to be an equal opportunity employer, committed to providing career opportunities for all people - regardless of race, religion, sex, age, national origin, or disability.

The District offers an excellent benefits package which includes a CalPERS retirement (2.7% @ 55 for classic members, and 2% @ 62 for new members); 100% employee and dependent paid health, dental, and vision insurance; paid vacation and 12 paid holidays. Employees are members of the SEIU Local 1021 Unit. First review of applications will be May 17, 2023 at 4:00 pm. The application deadline may close at any time without notice; therefore, applicants are encouraged to submit their application as soon as possible. All applicants are subject to a pre-employment physical, drug/alcohol screen and background investigation. **Note: Employment classification and salary are dependent on the qualifications, experience and license/certification of the successful candidate. Additional requirements, qualifications and job duties are included in the job descriptions.**

Interested applicants may submit a completed CPUD application, resume, and certificates if applicable to info@cpud.org (<mailto:info@cpud.org>) or P.O. Box 666, San Andreas, CA 95249

Current Openings


CUSTOMER SERVICE REPRESENTATIVE

Calaveras Public Utility District is seeking a Customer Service Representative to join the team. The hourly pay ranges from \$23.39 – \$28.44.

 Customer Service Representative
(/files/d808cbb9d/Customer+Service+Representative+Packet.pdf)

WATER DISTRIBUTION/TREATMENT OPERATOR I/II/III (DOQ)

Calaveras Public Utility District is seeking a Water Distribution/Treatment Operator to join our field crew. The hourly pay ranges from \$24.55-\$36.30.

 Distribution Treatment Operator I/II/III
(/files/55a87549f/Distribution+Treatment+Operators+Packet+4.2023.pdf)

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506 W. ST. CHARLES ST., SAN ANDREAS CA 95249
TELEPHONE (209) 754-9442

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Murphys Sanitary District STAFF REPORT

DATE: May 18, 2023
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Approval of Pay Date and Salary Schedule and Holidays for 2023/2024

Recommendation: Staff recommends the Board approve the pay date, salary, and holiday schedule.

Background:

- The Board approved the attached salary schedule on April 28, 2023. There has been NO updates or revisions for 2023/2024 FY to the schedule.
- Presented is an annual pay date schedule in addition to the holiday schedule that determines holiday paid time off and office closures.
- Employee pay schedule is biweekly. In the employee handbook pay dates shall be on Thursdays (biweekly). Paychecks are currently issued on Wednesdays; same day as the ending pay period. It is recommended to change the pay date back to Thursdays as stated in the employee handbook.

Discussion: As a general rule, the Board shall approve a staff salary and holiday schedule annually during budget review.

In addition, the approved COLA history for the last four years is added to the bottom of the salary schedule for reference only.

Fiscal Impact: N/A

MURPHYS SANITARY DISTRICT
 PAY AND HOLIDAY SCHEDULE FY 2023/2024

<u>Year 2023/2024</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 Closurers</u>
July	06/29/2023-07/12/2023	07/13/2023	07/13/2023-07/26/2023	07/27/2023			07/04/23 Fourth of July
August	07/27/2023-08/09/2023	08/10/2023	08/10/2023-08/23/2023	08/24/2023			
September	08/24/2023-09/06/2023	09/07/2023	09/07/2023-09/20/2023	09/21/2023			09/04/2023 Labor Day
October	09/21/2023-10/04/2023	10/05/2023	10/05/2023-10/18/2023	10/19/2023			10/09/2023 Columbus Day
November	10/19/2023-11/01/2023	11/02/2023	11/02/2023-11/15/2023	11/16/2023	11/16/2023-11/29/2023	11/30/2023	11/10/23-Veterns Day, 11/23/23 & 11/24/23 Thanksgiving
December	11/30/2023-12/13/2023	12/14/2023	12/14/2023-12/27/2023	12/28/2023			12/25/2023 & 12/26/2023 Christmas Eve & Christmas Day
January	12/28/2023-01/10/2024	01/11/2024	01/11/2024-01/24/2024	01/25/2024			01/01/2024 New Years Day, 01/19/2024 Presidents Day
February	01/25/2024-02/07/2024	02/08/2024	02/08/2024-02/21/2024	02/22/2024			
March	02/22/2024-03/06/2024	03/07/2024	03/07/2024-03/20/2024	03/21/2024			
April	03/21/2024-04/03/2024	04/04/2024	04/04/2024-04/17/2024	04/18/2024			
May	04/18/2024-05/01/2024	05/02/2024	05/02/2024-05/15/2024	05/16/2024	05/16/2024-05/28/2024	05/29/2024	05/27/2024 Memorial Day
June	05/29/2024-06/12/2024	06/13/2024	06/13/2024-06/26/2024	06/27/2024			06/19/2024 Junteenth

Proposed

Current

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

Employee Handbook - Murphys Sanitary District

800 Payment of Wages

Paychecks are normally available by Thursday at 12 p.m. If you observe an error on your check, please report it immediately to your Department Manager.

800.01 Biweekly Payments

All employees of Murphys Sanitary District are paid every other Thursday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid on the last day worked before the holiday. In the event a payday falls during an employee's vacation, the employees shall have the option to receive his/her paycheck on the last day worked prior to leaving on vacation or receiving the paycheck on the regular scheduled payday.

801 Work Schedules

Murphys Sanitary District is normally open for business between the hours of 9 a.m. through 3 p.m., Monday through Friday; Field Crew, Monday through Friday 7:30 a.m. through 3:30 p.m. Your Department Manager will assign your individual work schedule. All employees are expected to be at their desks, workstations, or assigned work area at the start of their scheduled shifts, ready to work.

Exchanging work schedules with other employees is discouraged. However, if you need to exchange schedules, notify your Department Manager, who may authorize an exchange if possible. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in excessive overtime.

The workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

802 Timekeeping Requirements

All non-exempt employees are required to use a timesheet to record time worked for payroll purposes. Employees must record their own time at the start and at the end of each work period, including before and after the lunch break. Employees also must record their time whenever they leave the building for any reason other than Murphys Sanitary District business. Any handwritten marks or changes on the timecard must be initialed by a supervisor. Punching another employee's timecard, allowing another employee to punch your timecard, or altering a timecard is not permissible and is subject to disciplinary action.

**APPROVED 4/28/2022 SALARY SCHEDULE
NO REVISIONS FOR 2023/2024**

Position

**CURRENT HOURLY
RANGE**

Administration Manager	30.00	51.00	62,400.00	106,080.00
Operations Manager	30.00	51.00	62,400.00	106,080.00
General Manager	30.00	51.00	62,400.00	106,080.00
Certified Operators	24.00	45.00	49,920.00	93,600.00
Operator in Training	20.00	24.00	41,600.00	49,920.00
Finance-Office Manager	24.00	30.00	49,920.00	62,400.00
Accounting Clerk	18.00	26.00	37,440.00	54,080.00
Administrative Assistant	16.00	24.00	33,280.00	49,920.00
Temporary Staff	16.00	24.00	33,280.00	49,920.00

COLA does not update the salary schedule

COLA History	2019	2.80%
	2020	1.60%
	2021	2.00%
	2022	7.00%

current



Murphys Sanitary District STAFF REPORT

DATE: May 18, 2023

TO: Members of the Board

FROM: Kristina Fillmore, Administration Manager

SUBJECT: Approval for Board President to Attend CSDA GM Summit with Managers

Recommendation: Staff recommends the Board approve President McMath-Jue to attend the CSDA GM Leadership Summit with the Districts Managers in June 2023.

Background: The CSDA Annual GM Leadership Summit is set to take place from June 25-June 27, 2023 in Olympic Valley.

Both managers of the district have been qualified on a scholarship to attend. They are enrolled and will be also participating in this event. The GM Leadership Summit provides the best networking and professional development opportunities for districts and emerging leaders.

Discussion: Per the Boards bylaws, directors can attend such conferences, educational programs, and meetings with prior approval from the board. Registration has been prepaid to reserve seat.

Fiscal Impact: The cost for a CSDA member is \$675. CSDA room reservations in the designated room block is \$199 plus tax and fees. The President will be reimbursed per the Boards Reimbursement of traveling and incidental expenses incurred policy in the bylaws. The budget currently supports this educational opportunity.

2023 General Manager Leadership Summit

one form per person

SIGN UP

Don't wait,
register today!

Olympic Valley, CA

Three Ways to Register

- **ONLINE** by visiting the General Manager Leadership Summit at gmsummit.csdanet.net.
- **FAX:** 916-520-2465, All faxed registration forms must include credit card payment.
- **MAIL:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Check should be made payable to: California Special Districts Association.

Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Phone:		Email:	
<input type="checkbox"/> CSDA Member <input type="checkbox"/> Non-member			
Emergency Contact - Name & Phone:			
SUMMIT REGISTRATION FEES			
EARLY BIRD PRICE (ON OR BEFORE MAY 23)		REGULAR PRICE (AFTER MAY 23)	
<input type="checkbox"/> CSDA Member	\$675	<input type="checkbox"/> CSDA Member	\$750
<input type="checkbox"/> Non-member	\$1,010	<input type="checkbox"/> Non-member	\$1,125
<input type="checkbox"/> Guest of a CSDA Member*	\$250	<input type="checkbox"/> Guest of a CSDA Member*	\$325
<input type="checkbox"/> Guest of a Non-member*	\$375	<input type="checkbox"/> Guest of a Non-member*	\$490
PRE-CONFERENCE REGISTRATION FEES			
MEMBER PRICING		NON-MEMBER PRICING	
<input type="checkbox"/> So, You Want to Be a GM? workshop	\$100	<input type="checkbox"/> So, You Want to Be a GM? workshop	\$100
<input type="checkbox"/> Finding Funding workshop	\$250	<input type="checkbox"/> Finding Funding workshop	\$375
		\$	
PAYMENT			
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express			
Acct. Name:		Acct. Number:	
Expiration Date:	CVC:	Authorized Signature:	
SPECIAL NEEDS - INCLUDING DIETARY			
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:			
<small>Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than May 23, 2023. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after May 23, 2023. Substitutions are acceptable and must be done in writing no later June 16, 2023. Please submit any cancellation notice or substitution request to meganh@csda.net or fax to 916-520-2465. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csdanet.net/about-csda/who-we-are. *Guests cannot be from a special district or someone who does business with a special district.</small>			





Murphys Sanitary District STAFF REPORT

DATE: May 18, 2023
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Approval of Revised Public Records Act Request Policy #4242

Recommendation: Staff recommends approval of the revised Public Records Act Request Policy.

Background: Murphys Sanitary District's current Public Records Act Request Policy was adopted by the Board on November 3, 2010. It directs requestors to contact legal counsel that is no longer in contracted with the district.

Discussion: Having an updated Public Records Act Request Policy is fundamental. The District is committed to transparency to our customers, therefore the policy needed updating. Under Gov Code Sec 6250-6270 public records shall be made available for inspection by the public upon request. The revised policy defines public record by law and lists the exemptions from disclosure. In addition, a request form has been updated and posted onto the website.

Fiscal Impact: The District may charge for direct cost of duplicating records and postage. The District will notify of charges in advance and will not generate records until agreement to pay is obtained by requestor.

current

Murphys Sanitary District
Policy /Procedure Handbook
Policy Title: Requests for Public Records
Date : November 3,2010

Any requests for Public Documents from the public must be sent via e-mail to MSD legal counsel Ken Airola for review and response. Any response to the request will be handled by Mr. Airola unless he directs otherwise.

MSD POLICY TITLE: Public Records Act Request Policy**POLICY NUMBER: 4242****Date Adopted:****POLICY**

Access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this State. The Murphys Sanitary District (the district) is required by the California Government Code Sections 6250-6270 to make public records available for inspection by the public and to provide copies upon request, except those specifically exempted by law. The California Public Records Act is found in the California Government Code, beginning at Section 6250. Records subject to inspection and copying include any writings, meaning any handwriting, typewriting, printing, photographing, and every other means of recording upon any form of communication or representation, including information available in an electronic format.

"Public Record" is defined by law to include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. These public records must be open for inspection at all times during the district's normal business hours. Every person has the right to inspect any District record except those records exempted by statute from public disclosure.

There are certain categories of documents that are generally exempt from disclosure. These include, but are not limited to: (1) preliminary drafts of certain documents that are not retained by the District in the ordinary course of business; (2) records related to pending litigation; (3) attorney-client communications; (4) personnel records, medical information, or other similar records the disclosure of which would constitute an unwarranted invasion of personal privacy; (5) corporate financial and proprietary information, including trade secrets; and (6) records protected by State and Federal Law.

This policy does not obligate the district to retain documents beyond the district's record retention policy. In the event a request for records is received after their destruction, the record will not be reproduced.

Requests to inspect or to obtain a copy of a public record should be made by submitting the Public Records Request Form to the Administration Manager or office staff. Upon receipt of the request, the district must determine whether the requested record, in whole or in part, is a public record in the possession of the district, which is not subject to any exemptions to disclosure, and must promptly respond or notify the requestor in writing within 10 calendar days of receiving the request. When the record is not available within 10 calendar days of the request, a notice to the requestor must include time estimate of when the data or record will be provided. When the record is non-existence or exempted, the district must notify the requestor in writing within 10 calendar days of receiving the request, including the reasons why access is being denied.

The district will not charge any fees to cover the time and costs incurred in searching for, locating or collecting existed records. The district may charge for the direct or actual costs of duplicating copies (paper or electronic) and postage. Requestor of existed electronic records may be charged for production costs, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy if the request would require production of a record including compilation, extraction, or programing. When fees are applicable, the district must notify the requestor the costs and should not generate the records until agreement to pay is obtained from the requestor. The district will not charge for access to data that is readily accessible.



Public Records Request Form

Page 32 of 68
Received Date:

Requestor Name: _____ Date: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Phone: _____

DESCRIPTION OF RECORDS REQUESTED: Please be as specific as possible.

I wish to: Review original documents Obtain copies (a copy fee may apply)

The California Public Records Act (Government Code Section 6250 et seq.) provides citizens with important rights to obtain access to records held by public agencies, and the Murphys Sanitary District responds to requests in accordance with these terms. This request form may be mailed, emailed, or submitted in person at the District. This form is available online at www.murphyssd.org.

DESCRIPTION OF RECORDS REQUESTED (continued, if necessary)

FOR INTERNAL USE ONLY

	Approval	Denial	Reason, if Denied:
District Manager:	_____	_____	_____
District Counsel:	_____	_____	_____
Department Head:	_____	_____	_____

Document/response provided on (date) _____ by:

Mail
 Counter
 E-mail
 Fax
 Phone
 Other _____

Comments:

Staff Member(s): _____ Staff Time: _____

**Investment Advisory
Committee Recommendation of Investment Fund Allocation**

Investment Advisory Committee met on April 26, 2023 to discuss investments and opening a new California CLASS investment account.

CA Class account is a joint exercise of powers entity authorized under Ca gov code 6509.7.

CA Class offers public agencies a convenient method for investing in highly liquid, investment grade securities carefully selected to optimize interest earnings while maximizing safety and liquidity.

The recommendation to the Board from the committee is as follows:

#1: The Board to approve transfers into new California CLASS account.

The committee recommends a transfer from the LAIF of approximately \$1,032,895.52 to California CLASS to establish two fund accounts (Discretionary & Equipment R&R CIP).

#2: The Board to approve transfer from LAIF into Eldorado to invest debt service fund into long term CD (9months-1 year @5%)

The committee recommends a transfer from LAIF of \$66,643.00 to Eldorado and cash out Tbill#1 maturing 5/11/23, to establish Operating Reserve and Debt Service Fund investment fund. This fund will become two long term CD's

#3: The Board to approve roll over of Tbill #1 \$200k to establish operating reserve fund into long term CD (9months-1 year @5%)

The committee recommends Tbill #1 to be cashed out to roll over into long term CD, with funds from recommendation #2.

#4: The Board to approve roll over of Tbills #2 and #6 to roll over into 6 month Tbills

The committee recommends Tbill #2 and #6 to roll over into additional 6 month investment

4/01/2023 Investment Fund Balance \$2,332,434.03

LAIF

1,132,434.03	
(66,643.00)	To transfer into Eldorado Savings to invest into Long Term CD
(1,032,895.52)	To transfer into CA Class
32,895.51	Balance In LAIF

CA Class

1,032,895.52	Transfer Desposit from LAIF-Create 2 Sub Accts
619,737.31	Discretionary Fund Account
413,158.21	Equipment R&R CIP Fund Account
1,032,895.52	Balance in CA Class

UBS Investments

Capital R&R CIP Fund Account

200,000.00	UBS #6 T-Bill 05-25-23 4.58%-Recommend roll over
200,000.00	UBS #5 T-Bill 09-23-23 5.20%
200,000.00	UBS #4 T-Bill 08-17-2023 4.849%
200,000.00	UBS #3 T-Bill 07-13-23 4.67%
200,000.00	UBS #2 T-Bill 06-22-23 4.65%-Recommend roll over
1,000,000.00	Balance of Tbill Investments

Long Term CD/Tbill

Operating Reserve and Debt Service Fund Account

200,000.00	Cash out from Tbill #1, Operating Reserve Fund CD
22,972.00	Transfer from Eldorado to add to Tbill #1 to invest into CD
43,671.00	Transfer from from Eldorado to establish Debt Service Fund CD
266,643.00	Balance of CD/Tbill

2,332,434.03 Total Investment Funds



A New Joint Powers Authority Investment Pool for California Public Agencies

www.californiaclass.com

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LEAGUE OF CALIFORNIA CITIES



Diversify and Strengthen Your Public Funds Investment Program

- ✓ Sponsored by Cal Cities and CSDA
- ✓ Preservation of principal and access to liquidity
- ✓ Securities marked-to-market daily
- ✓ Same-day liquidity for Prime fund
- ✓ Next-day liquidity for Enhanced Cash fund
- ✓ No minimum balance requirements nor maximum contributions
- ✓ Managed to generate a competitive daily yield
- ✓ Prime fund for agency operating dollars and Enhanced Cash fund for reserves
- ✓ Ratings of 'AAAm' & 'AAAf/S1'

Learn more about investing for California public agencies, and contact us today.



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Director, Investment Services
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(813) 820-0703

Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses. California CLASS is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. California CLASS Enhanced Cash is rated 'AAAf/S1' by FitchRatings. The 'AAAf' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'S1' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'S1' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk. More information to come.



California Cooperative Liquid Assets Securities System

What is California CLASS?

California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is a pooled investment option that was created via a joint exercise of powers agreement by and among California public agencies. California CLASS offers public agencies a convenient method for investing in highly liquid, investment-grade securities carefully selected to optimize interest earnings while maximizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds offer public agencies the opportunity to strengthen and diversify their cash management programs in accordance with the safety, liquidity, and yield hierarchy that provides the framework for the investment of public funds.

How is it governed and managed?

California CLASS is overseen and governed by a Board of Trustees. The Board is made up of public agency finance professionals who participate in California CLASS and are members of the Joint Powers Authority (JPA). The Board of Trustees has entered into an Investment Advisor and Administrator Agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities as well as many of the services provided on behalf of the Participants.

How can we participate?

Enrolling in California CLASS is simple. Public agencies may become Participants simply by filling out the Participant Registration Form that can be found in the document center on the California CLASS website. Public agencies may submit the completed registration packet to California CLASS Client Services for processing at clientservices@californiaclass.com. To obtain account forms and fund documents, visit www.californiaclass.com/document-center/.

Endorsed By:



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CALIFORNIA
CITIES

www.calcities.org



California Special
Districts Association
Districts Stronger Together

www.csda.net

Participants benefit from the following:

- Same-day availability of funds in Prime Fund (11:00 a.m. PT cut-off)
- Deposits by wire or ACH
- Ratings of 'AAAm' & 'AAAf/S1'
- Prime fund transacts at stable NAV
- Portfolio securities marked-to-market daily
- Secure online access for transactions and account statements
- No withdrawal notices for Prime Fund
- Participant-to-Participant transactions
- Interest accrues daily and pays monthly
- No maximum contributions
- No minimum balance requirements
- No transaction fees*
- Annual audit conducted by independent auditing firm**
- Dedicated client service representatives available via phone or email on any business day

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from California CLASS for such transactions.
**External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



What are the objectives of California CLASS?

Safety

The primary investment objective of the California CLASS Prime fund is preservation of principal. Both California CLASS portfolios are managed by a team of investment professionals who are solely focused on the management of public funds nationwide. The custodian for California CLASS is U.S. Bank, N.A.

Liquidity

When you invest in the California CLASS Prime fund, you have access to your funds on any business day. You must notify California CLASS of your funds transaction requests by 11:00 a.m. PT via the internet or phone. There are no withdrawal notices for the daily-liquid California CLASS Prime fund. Enhanced Cash is a variable NAV fund that provides next-day liquidity and a one-day notification of withdrawal.

Competitive Returns

California CLASS strives to provide competitive returns while adhering to the objectives of safety and liquidity. Participants benefit from the investment expertise and institutional knowledge provided by the team of Public Trust professionals. Portfolio performance is strengthened by the extensive knowledge of California public agency cash flows that the Public Trust team possesses.

Ease of Use

To make cash management streamlined and efficient, California CLASS includes many features that make it easy to access account information and simplify record keeping. Participants can transact on any business day using the California CLASS phone number (877) 930-5213, fax number (877) 930-5214, email clientservices@californiaclass.com or via the California CLASS Online Transaction Portal at www.californiaclass.com.

Flexibility

You may establish multiple California CLASS subaccounts. You will receive comprehensive monthly statements that show all of your transaction activity, interest accruals, and rate summaries. These statements have been specifically designed to facilitate public sector fund accounting and to establish a clear accounting and audit trail for your records.

Legality

California CLASS only invests in securities permitted by California State Code Section 53601; permitted investments are further restricted to those approved by the Board of Trustees as set forth in the California CLASS Investment Policies.

Have Questions? Contact us or visit www.californiaclass.com for more information.



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Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. **Past performance is not an indication of future performance. Any financial and/or investment decision may incur losses.** Please see the Information Statement for further details on the fee calculation and other key aspects about California CLASS. California CLASS Prime is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. California CLASS Enhanced Cash is rated by 'AAA/SI' by FitchRatings. The 'AAA' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'SI' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'SI' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk.



Murphys Sanitary District STAFF REPORT

DATE: May 18, 2023
TO: Members of the Board
FROM: Dan Murphy, Operations Manager
SUBJECT: Approval of Treatment Plant Encroachment Repair

Recommendation: Staff recommends approval of the Treatment Plant Encroachment Repair to not exceed \$30k.

Background: Please see attachment.

Discussion:

Fiscal Impact: Approved allocation of \$30k will come from Capital Repair and Placement Fund.



Ron Cooper General Engineering, Inc.
 P.O. Box 1186
 Arnold, CA 95223
 (209) 795-5475
 cooperengeneng@yahoo.com

ADDRESS
 Dan Murphy
 MSD

Estimate 023-163

DATE 05/01/2023

DATE	DESCRIPTION	AMOUNT
	To remove existing asphalt encroachment, regrade, widen entry on upper 92' from center of entrance on left side and 42' off center on right side, add risers on one valve box, move rock border, build up right side to establish new entry, then lay 6" of base rock and 3" of compacted 3/4 a/c to approx 2,979 sq ft, build a ramp off asphalt at far end to divert water then add rip rap after	26,811.00

Bid accepted by client (Also acknowledges Page 2-Disclosures)
 Escalation Clause - In the event of significant price increase of material, fuel, equipment or energy occurring during the performance of the contract through no fault of the contractor, the contract sum, time of completion or contract requirements shall be equitably adjusted to reflect said increases.

Estimate Total Is Only a Running Total of All Options and Not an Amount Due. Amount Owed Will be Based on Options Chosen and Invoiced at Job Completion

TOTAL \$26,811.00

Please mail signed estimates and payments to:
 Bill Cooper |P.O. Box 1186| Arnold, CA 95223
 Be sure to indicate the option(s) you would like us to proceed with.

THANK YOU FOR YOUR BUSINESS!

Accepted By

Accepted Date

Please mail signed estimates and payments to:
Bill Cooper |P.O. Box 1186| Arnold, CA 95223
Be sure to indicate the option(s) you would like us to proceed with.

THANK YOU FOR YOUR BUSINESS!

— CONDITION OF SALE —

- 1) In California contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is: Contractor's State License Board, P.O. Box 26000, Sacramento, California 95826.
- 2) The performance and/or delivery shall commence not later than as specified on the front page. In the event of delays caused by Purchaser beyond this date, cost increases (if any) shall be charged to Purchaser's account.
- 3) All orders are subject to acceptance at the seller's general offices at P.O. Box 1186, Arnold, CA 95223.
- 4) The seller shall not be liable for failure of performance or failure or delay in delivery by reason of any contingency beyond the seller's reasonable control.
- 5) Unless it shall expressly be agreed thereto in writing, the Seller shall not be responsible for the operation and results of any technical advice in connection with the design, installation or use of the product sold hereunder.
- 6) It is agreed that no promises, agreements or understandings have been made other than contained herein; that no agent has any authority to obligate the seller to any terms or conditions not herein expressed unless seller approves in writing.
- 7) All payments are to be made by the purchaser to the seller's office location noted on the front page. All accounts are due and payable as stated on reverse side under terms. Our Finance Charge on past due accounts is a fixed amount of 2% per month on the principal balance due which is equal to an Annual Percentage Rate of 24%.
- 8) In the event of nonpayment of past due accounts, the entire amount of both principal and interest accrued at such time shall become due, payable and collectable without notice at the option of the seller. The purchaser agrees to pay reasonable attorney's fees incurred, with or without legal action, in collecting the past due account together with all court costs involved.
- 9) This agreement shall be deemed to have been entered into in the State of California, and all questions of the validity, interpretation, or performance of any of its terms, or any rights or obligations of the parties to this agreement shall be governed by California law.
- 10) Any controversy between the parties to this agreement involving this construction, application or performance of any of the terms, provisions or conditions of this agreement, shall, on the written request of either party served on the other, be submitted to arbitration, and such arbitration shall comply with and be governed by the provisions of the California Arbitration Act, Sections 1280 through 1294.2 of the California Code of Civil Procedure. The parties shall each appoint one person to hear and determine the dispute and, if they are unable to agree, then the two persons so chosen shall select a third impartial arbitrator whose decision shall be final and conclusive upon both parties. The cost of arbitration shall be borne by the losing party, or in such proportions as the arbitrator shall decide.
- 11) This contract contains the entire agreement between the parties concerning the rights granted and the obligations assumed in this contract. Any oral representations or modifications concerning this contract shall be of no force or effect, except for a subsequent modification in writing signed by the parties.
- 12) If any action at law or in equity is necessary to enforce or interpret the terms of this agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, expert's fees, and necessary disbursements in addition to any other relief to which such party may be entitled.
- 13) Failure of the seller to enforce any of these conditions or to exercise any right shall in no way affect such rights and no failure shall be construed as a waiver in respect to other or future occurrences.
- 14) Seller will submit progress estimates for work actually completed at the end of each month, and Purchaser will pay 90% of the invoice amount due within ten (10) days after receipt of such billing. The amounts so paid shall be deducted from the final billing after completion of all work.
- 15) The intended use of seal coating and resurfacing materials is to resurface existing asphalt pavements. They are not intended to remove surface variations which may hold water, change existing drainage patterns, restore badly cracked or broken base pavement, or permanently seal cracks subject to base movement. Cracks sealed and filled may open again.
- 16) Ron Cooper General Engineering will not be held responsible for the product or activity of workers or contractors not under the control of or paid directly by Ron Cooper General Engineering.
- 17) Resurfacing may not adhere to heavily oil or fuel saturated areas. Ron Cooper General Engineering will clean these areas by burning, scraping and pre-sealing. However complete removal of saturated pavement may be necessary and is not included unless expressly agreed thereto in writing.
- 18) Ron Cooper General Engineering will not be responsible for damage to any underground utilities, unless said utilities are specifically marked with depths on a furnished blueprint. Ron Cooper General Engineering will also not be responsible for surface drainage on new or existing pavement unless said surfaces have a minimum of 1 1/2% slope to drains.
- 19) The purchaser by signing this contract hereby declares that the pavement and subgrade to be repaired, paved or sealed is structurally sound enough to support the weight of repair and seal costing equipment. Failure or damage to pavement as a result of inadequate structural support of Ron Cooper General Engineering's equipment is the responsibility of the purchaser.
- 20) Ron Cooper General Engineering will not be responsible for any heavy equipment snow removal equipment and/or tire chains that damage the driveway once completed
- 21) Ron Cooper General Engineering will not be responsible for footprints in sealer or asphalt caused by non-employees of Ron Cooper's, wild or domestic animals once said job is complete
- 22) Ron Cooper General Engineering will not be responsible for tire marks in the new sealer or asphalt. Failure to move your car while turning the wheel will result in these marks due to the time it takes to cure the product.



Murphys Sanitary District STAFF REPORT

DATE: May 18, 2023
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Budget 2023/2024 Preliminary Review

Recommendation: Discussion

Background:

The action for approval and adoption of the annual budget is completed in June of each calendar year. In preparation for the fiscal year 2023/24 budget, staff has prepared a presentation for the Board to review. The Management team participated in the development and considered potential financial impacts of inflation and cost increases.

Income: Sewer Service Charges: Rate revenue for the fiscal year 2023/2024 is funded by customer type of residential, commercial, apartments/duplex/condos, church/lodges, and schools. The District currently has 1141 connections and approximately 1207 equivalent dwelling units (EDU's). Anticipated rate revenue for the fiscal year 2023/2024 is \$894,954.24. Other revenue sources for the district encompasses rental income, plan check and inspection fees, late fees, taxes, autopay set up fees, interest income, vacant lot billing, and refunds/rebates. Other revenue income for FY 2023/2024 is anticipated at \$240,700.00. Total revenue has increased 8.6% over last fiscal year due to the increase in yields of the District's investments.

The proposed operation budget for the fiscal year 2023/2024 is \$980,300, a 3% decrease from last fiscal year. The operating budget encompasses such cost as personnel, California Public Employees' Retirement System (CalPERS), Unfunded Accrued Liability (UAL), debt service, insurance premiums, and overhead cost associated with day-to-day operations.

Wages: The change to wages in 2023/2024 budget is attributed to a Cost-of-Living adjustment (COLA) of 3% and the decrease of the new Administration Managers salary.

Employee Benefits: There has been no significant change in the budget for employee benefits in 2023/2024 from last fiscal year. If approved by the board, the

proposed budget line item will support eligible employees and their dependents 100% coverage for medical, dental, and vision. CalPERS employer contributions will increase on July 1, 2023 for Classic members, from 8.63% to 10.1% and for PEPRA members 7.47% to 7.68%. There is no Unfunded Accrued Liability (UAL) balance due in 2023/2024. Accrued vacation is a cash out option for the operations staff who will exceed max accrual in the 2023/2024 fiscal year and will have the option to cash out up to 40 hours as stated in employee handbook.

Payroll Taxes: There has been a decrease in payroll taxes for the 2023/2024 fiscal year due to the reduction in administration wages.

Operations – Supplies & Materials: There is an overall 5% increase in operations supplies and materials expenditures due to cost increases in treatment chemicals and computer software updates.

Operations – Utilities: Utilities operations budget had an increase of 22% from last year's budget to encompass electric, water, and trash removal rate increases.

Operations – Other: Other expenditures include education, research and monitoring, answering service, and alarm service. This line item shows a 10% decrease due to the decrease in alarm service cost.

Administrative – Utilities: Administrative utilities budget has an increase of 6% over last year to encompass electric and water rate increases.

Administrative - Other: Other expenditures include bank service fees, collection costs, education, district memberships, misc. grant expenses, and 15 Ernest Street repairs and maintenance. The education budget increased due to allow staff to further professional development.

Administrative – Insurance: Liability and property insurance has increased by 21%. Estimated renewal rates are between \$33,829-\$34,696.

Administrative – Professional: Professional services has an 8% increase. Office cleaning has been eliminated. Accounting services for our 2022/2023 audit is contracted for \$10,000. Two new line items have been added, IT/website maintenance and software.

Administrative – Advertising: Advertising budget has decreased 16% due to the District's new website platform that has customer engagement features.

Administrative – Engineering: The engineering budget has decreased due to the costs and fees paid to the engineer for plan review of new building and permits. There have been no recent new applications for a permit or plan reviews.

Administrative – Debt Service: The District has a financing agreement with State Water Resources Control Board. The financing agreement is the District’s shared cost of 25% of the last grant funded project. The District’s beginning balance was \$1,003,397.00 and is required to make annual payments of \$43,670.48 for 30 years at 1.80%.

Capital Improvement Plan (CIP) The District’s beginning CIP balance for 2023/2024 FY is approximately \$2,065,791.03. An allocation of approximately \$155,357.68 which represents the excess revenue/expenses will be transferred from Operating in June 2024. The capital budget incorporates key projects to further advance the District’s Capital Improvement Program (CIP), August 2022. Capital projects include rehabilitation and replacement of infrastructure and equipment. There are 6 projects requested in the fiscal year 2023/2024 for a total of \$105,000. Please see schedule below:

Schedule of Capital Improvement Equipment Replacement for FY 2023/2024:

Capital Replacement	
Willow Creek Pump	\$ 1,500.00
Rock for ponds	\$ 6,000.00
Flow meter replacement	\$ 4,500.00
A/C IPS unit install	\$ 15,000.00
New Truck	\$ 70,000.00
Total CIP Equipment	<u>97,000.00</u>
Replace	\$ 97,000.00
15 Ernest Street Improvements	
Roof Replacement	
ADA Deck replacement	\$ 8,000.00
Total Ernest St	<u>8,000.00</u>
Improvements	\$ 8,000.00

Grant Projects: The District applied for CWSRF grant funding for two CIP projects in the 10-year CIP plan dated August 2022. The first project is the Collection System Improvements. The objective is to install and/or replace antiquated sanitary sewer pipes, manholes, and cleanouts within the District’s collection system. Estimated grant assistance is \$4,200,000. Construction is estimated to start in 2024. The second project is a Wastewater Treatment Plant Upgrade Phase II. The objective of this project is to replace antiquated sanitary sewer force main, replace the sand filtration system, install site fencing, upgrades to the disinfection system, provide backup power for the system, and upgrade the existing WWTP facilities. Estimated grant assistance is \$5,047,674. Construction is estimate to start in 2025. Murphys Sanitary District would be eligible for 100% funding for eligible project costs based on the CWSRF IUP.

Murphys Sanitary District
Proposed Operating Budget Income

	2022/23 Approved Budget	2023/24 Proposed Budget
Income		
4100 · Srv Chrgs - Residential	666,440.00	644,400.00
4102 · Srv Chrgs - Apartments	38,160.00	59,760.00
4104 · Srv Chrgs - Lodges/Churches	4,320.00	8,551.80
4106 · Srv Chrgs - School	4,272.00	4,272.00
4108 · Srv Chrgs - Commercial	178,695.00	177,970.44
Total Monthly Billing	891,887.00	894,954.24
4999 · Rental Income	7,800.00	7800.00
4110 · PIn Chk & Inspection Fees	500.00	300.00
4111 · Late Fees	2,500.00	2,000.00
4120 · Taxes	135,000.00	135,000.00
4130 · Other Services-Autopay set up	1,800.00	1,500.00
4140 · General Reserve Interest		
4141 · LAIF Interest	0.00	-
4140 · General Reserve Interest	4,000.00	100,000.00
4150 · Vacant lot Billing	1,600.00	1,700.00
4160 · Refunds - Rebates	500.00	500.00
Total Misc Income	153,700.00	240,700.00
TOTAL INCOME	1,045,587.00	1,135,654.24

Murphys Sanitary District Proposed Operating Budget Expenses 2023/2024

	Jul '22 - Jan'23	Feb'23 - June'23	EOY Projection	22/23 Budget	Proposed 23/24 Budget	% Change
Wages						
Wages - Operations	115,508.96	90,200.00	205,708.96	211,855.00	223,259.50	
Wages - Office	100,964.13	45,500.00	146,464.13	159,233.31	106,708.00	
Overtime - Operations	4,087.13	1,912.87	6,000.00	6,000.00	6,000.00	
Overtime - Office	0.00	-	-	500.00	-	
On-Call Comp - Operations	9,000.00	6,600.00	15,600.00	15,600.00	15,600.00	
	0.00					
Total Wages	229,560.22	144,212.87	373,773.09	393,188.31	351,567.50	-11.00%
Employee Benefits						
Health Insurance - Operations	60,185.66	46,500.00	106,685.66	108,000.00	120,000.00	
Health Insurance Administration	24,290.06	15,750.00	40,040.06	42,000.00	42,000.00	
UAL Pension Expense	4,397.00	-	4,397.00	18,174.00	8,600.00	
calPERS Retirement - Operations	9,459.98	6,500.00	15,959.98	16,785.95	19,287.57	
calPERS Retirement - Admin	4,353.12	2,750.00	7,103.12	10,135.00	7,076.00	
Accured Vac-Ops	0.00	-	-	3,951.00	2,562.01	
Accurd Vac-Admin	0.00	-	-	1,701.00	-	
Total Employee Benefits	102,685.82	71,500.00	174,185.82	200,746.95	199,525.58	-1.00%
Payroll Taxes						
FICA-Medicare-SS	20,529.41	13,000.00	33,529.41	36,438.80	30,500.00	
Total PR Taxes	20,529.41	13,000.00	33,529.41	36,438.80	30,500.00	-16.00%
Workers' Compensation						
Workers' Comp – Operations	15,897.80	15,897.80	15,475.00	16,000.00	16,000.00	
Workers' Comp – Board					23.00	
Workers' Comp. – Administration	700.00	700.00	650.00	700.00	700.00	
Total Workers' Compensation	16,597.80	16,597.80	16,125.00	16,700.00	16,723.00	0.00%
Operations - Maint & Repairs						
R&M - Collection	1,397.84	1,602.16	3,000.00	3,000.00	3,000.00	
R&M - Treatment	1,475.57	1,524.43	3,000.00	3,000.00	3,000.00	
R&M - Truck	243.50	1,756.50	2,000.00	4,000.00	4,000.00	
R&M - Tractor	71.08	928.92	1,000.00	1,000.00	500.00	
R&M-Trailer-Trash Pumps	0.00	-	-	500.00	500.00	
R&M - Hydro Equipment	747.74	252.26	1,000.00	1,000.00	1,500.00	
R&M - Sml Tools & Equipment	871.86	128.14	1,000.00	1,000.00	1,000.00	
Total Operations - Maint & Repairs	4,807.59	6,192.41	11,000.00	13,500.00	13,500.00	0.00%
Operations - Supplies						
Equipment Rental	0.00	350.00	350.00	350.00	350.00	
Gas-Oil-Fuel	2,787.22	5,212.78	8,000.00	9,500.00	8,500.00	
Supplies - Collection	173.54	1,326.46	1,500.00	1,500.00	1,500.00	
Supplies - Treatment	14,434.37	21,000.00	35,434.37	35,000.00	37,000.00	
Office Supplies - Operations	936.81	1,000.00	1,936.81	2,500.00	2,000.00	
Safety Supplies	352.00	1,000.00	1,000.00	1,000.00	1,000.00	
Uniforms	1,512.49	1,887.51	3,400.00	4,000.00	4,000.00	
Software Update-PQ					2,000.00	
Total Operations - Supplies	20,196.43	31,776.75	51,621.18	53,850.00	56,350.00	5.00%

Murphys Sanitary District Proposed Operating Budget Expenses 2023/2024

	Jul '22 - Jan'23	Feb'23 - June'23	EOY Projection	22/23 Budget	Proposed 23/24 Budget	% Change
Operations - Utilities						
Electric - Water Collection	11,891.36	12,327.64	24,219.00	20,440.00	30,000.00	
Elec. - Water - Garbage WWTP	25,358.58	18,241.42	43,600.00	40,304.00	45,000.00	
Telephone - Internet	2,889.43	1,500.00	4,389.43	4,600.00	4,500.00	
Total Operations - Utilities	40,139.37	32,069.06	72,208.43	65,344.00	79,500.00	22.00%
Operations - Other						
Education Operations	1,287.00	1,713.00	3,000.00	3,000.00	3,000.00	
Research - Monitoring	10,108.27	13,891.73	24,000.00	24,000.00	24,000.00	
Answering Service	1,870.00	1,480.00	3,350.00	3,600.00	3,550.00	
Security-Alarm Service	1,637.35	2,285.80	3,923.15	7,500.00	3,700.00	
Total Operations - Other	14,902.62	19,370.53	34,273.15	38,100.00	34,250.00	-10.00%
Administrative - Rents - Leases						
7050.10 - Rents & Leases - Collectio	720.00	-	720.00	720.00	720.00	
Total Administrative - Rents - Leases	720.00		720.00	720.00	720.00	0.00%
Administrative - Supplies						
Office Supplies - Admin	6,184.57	500.00	6,684.57	4,000.00	4,000.00	
Operating Expenses					1,500.00	
Postage	563.35	1,219.30	1,782.65	3,300.00	1,500.00	
Printing	76.16	223.84	300.00	300.00	300.00	
Publications	0.00	300.00	300.00	300.00	300.00	
Office Equipment - Software	2,100.88	899.12	3,000.00	3,000.00	3,000.00	
Website-email Expenses	395.24	104.76	500.00	500.00	500.00	
Total Administrative - Supplies	9,320.20	3,247.02	12,567.22	11,400.00	11,100.00	-2.00%
Administrative - Utilities						
Electric - Water Office	2,407.81	1,750.00	4,157.81	3,828.00	4,500.00	
Telephone-Internet Access	2,890.13	1,750.00	4,640.13	4,400.00	4,200.00	
Total Administrative - Utilities	5,297.94	3,500.00	8,797.94	8,228.00	8,700.00	6.00%
Administrative - Other						
Bank Charges - Vanco Fees	704.50	500.00	1,204.50	1,200.00	1,440.00	
County Lien Costs -Mileage	381.56	118.44	500.00	500.00	500.00	
Education	2,541.23	1,500.00	4,041.23	3,000.00	4,500.00	
Memberships	13,181.90	-	13,181.90	10,500.00	10,000.00	
Grant Expenses	0.00	2,500.00	2,500.00	2,500.00	2,500.00	
15 Ernest St Building RM	1,550.00	1,450.00	3,000.00	3,000.00	3,000.00	
Total Administrative - Other	18,359.19	6,068.44	24,427.63	20,700.00	21,940.00	6.00%
Administrative - Insurance						
Liability - Property Ins	29,811.60	-	29,811.60	29,000.00	35,000.00	
Total Administrative - Insurance	29,811.60		29,811.60	29,000.00	35,000.00	21.00%
Administrative - Professional						
Office Cleaning	420.00	300.00	720.00	720.00	-	
Accounting Services	9,700.00	-	9,700.00	9,700.00	10,000.00	
Professional-Legal Services	0.00	2,000.00	2,000.00	6,000.00	6,000.00	
Board Expenses	5,772.97	4,675.00	10,447.97	11,000.00	11,000.00	
Website/IT Maintenance					1,200.00	
Software Update-PQ					1,500.00	
Total Administrative - Professional	15,892.97	6,975.00	22,867.97	27,420.00	29,700.00	8.00%

Murphys Sanitary District Proposed Operating Budget Expenses 2023/2024

	<u>Jul '22 - Jan'23</u>	<u>Feb'23 - June'23</u>	<u>EOY Projection</u>	<u>22/23 Budget</u>	<u>Proposed 23/24 Budget</u>	<u>% Change</u>
Administrative - License-Permit						
State Permits-Reporting	28,402.00	8,564.56	36,966.56	41,000.00	41,000.00	
Plan Check Permits -	225.00	-	300.00	500.00	300.00	
Total Administrative - License-Permit	28,627.00	8,564.56	37,266.56	41,500.00	41,300.00	0.00%
Administrative - Advertising						
Advertising	52.50	147.50	200.00	750.00	500.00	
Customer Outreach	398.75	351.25	750.00	750.00	750.00	
Total Administrative - Advertising	451.25	498.75	950.00	1,500.00	1,250.00	-16.00%
Administrative - Engineering						
Engineering-General	3,796.75	1,203.25	5,000.00	7,500.00	5,000.00	-33.00%
Administrative - Debt Service						
WWTP Upgrade SRF Loan	0.00	43,670.48	43,670.48	43,670.48	43,670.48	
Total Administrative - Debt Service	0.00	43,670.48	43,670.48	43,670.48	43,670.48	0.00%
			952,795.48	1,009,506.54	980,296.56	-3.00%
					155,357.68	
					1,135,654.24	

4/1/2023
2,332,434.03

Balance after Op Reserve & Debt Service **2,065,791.03**

Restricted Fund Allocations 2023-2024	3 mos. Billing Income	Debt Service	Capital Repair Replacement 50%	Equipment Repair Replacement 20%	Discretionary 30%
CIP Income	222,972.00	43,671.00	1,032,895.52	413,158.21	619,737.31
<i>From Operating to Reserves</i>			<i>77,678.84</i>	<i>31,071.54</i>	<i>46,607.30</i>
<i>Connection Fees</i>			<i>20,000.00</i>		
<i>Grant Project: WWTP II</i>			<i>350,000.00</i>		
<i>Grant Project: Collections</i>			<i>4,100,000.00</i>		
<hr style="border: 2px solid black;"/>					
CIP Expense					
Capital Equipment Repair/Replace			<i>(85,000.00)</i>	<i>(12,000.00)</i>	
15 Ernest St Improvements			<i>(8,000.00)</i>		
WWTP Upgrade Part II-Const Ready			<i>(350,000.00)</i>		
Grant Project: Collections			<i>(4,100,000.00)</i>		
Balance	222,972.00	43,671.00	1,037,574.36	432,229.75	666,344.61
				Ending FY balance 2024	2,402,791.71

Capital Equipment Replacement	
Willow Creek Pump \$	1,500.00
Rock for ponds \$	6,000.00
Flow meter replacement \$	4,500.00
A/C IPS unit install \$	15,000.00
New Truck \$	70,000.00
Total CIP Equipment Replace \$	97,000.00

15 Ernest Street Improvements

Roof Replacement	
ADA Deck replacement \$	8,000.00
Total Ernest St Impro \$	8,000.00

1:46 PM
05/09/23
Accrual Basis

Murphys Sanitary District 5 Year Income/Expense Comparison

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	Actual Jul '18 - Jun 19	Actual Jul '19 - Jun 20	Actual Jul '20 - Jun 21	Actual Jul '21 - Jun 22	Projected Jul '22 - Jun 23	Approved Budget Jul '22 - Jun '23	Proposed Jul '23 - Jun 24
Income							
Misc Income	169,499.87	198,956.40	215,990.35	467,426.44	197,000.00	153,700.00	240,700.00
Monthly Billing	867,585.89	866,608.48	865,202.15	879,944.22	896,108.00	891,887.00	894,954.24
	-	-	-	-	-	-	-
Total Income	<u>1,037,085.76</u>	<u>1,065,564.88</u>	<u>1,081,192.50</u>	<u>1,347,370.66</u>	<u>1,093,108.00</u>	<u>1,045,587.00</u>	<u>1,135,654.24</u>
	1,037,085.76	1,065,564.88	1,081,192.50	1,347,370.66	1,093,108.00	1,045,587.00	1,135,654.24
Expense							
ADMINISTRATIVE - Debt Service	0.00	0.00	0.00	0.00	43,670.48	43,670.48	43,670.48
ADMINISTRATIVE - Advertising	0.00	1,834.32	0.00	396.00	950.00	1,500.00	1,250.00
ADMINISTRATIVE - Utilities	3,863.94	4,154.51	4,178.35	5,899.06	8,800.00	8,228.00	8,700.00
ADMINISTRATIVE - Engineering	7,776.61	1,485.00	855.00	12,573.31	5,000.00	7,500.00	5,000.00
ADMINISTRATIVE - Rents - Leases	7,860.00	8,520.00	8,520.00	5,486.70	720.00	720.00	720.00
ADMINISTRATIVE - Supplies	9,110.88	7,963.96	15,636.64	11,931.55	12,567.22	11,400.00	11,100.00
OPERATIONS - Maint & Repairs	9,927.06	34,589.55	-633.91	9,411.82	11,000.00	13,500.00	13,500.00
ADMINISTRATIVE - Insurance	0.00	19,610.18	54,122.65	638.54	29,811.60	29,000.00	35,000.00
ADMINISTRATIVE - Other	14,415.34	17,200.62	15,452.40	28,511.62	24,427.00	20,700.00	21,940.00
ADMINISTRATIVE - Professional	17,800.92	18,840.93	18,393.89	20,822.20	22,867.97	27,420.00	29,700.00
WORKERS' COMPENSATION	558.61	28,804.60	19,853.40	28,358.86	16,125.00	16,700.00	16,723.00
ADMINISTRATIVE - License-Permit	25,508.00	29,525.00	30,385.00	34,820.00	37,266.56	41,500.00	41,300.00
OPERATIONS - Other	25,401.04	41,819.76	25,799.32	29,851.31	34,273.15	38,100.00	34,250.00
OPERATIONS - Supplies	29,181.76	40,104.75	36,213.97	35,086.29	51,621.18	53,850.00	56,350.00
OPERATIONS - Utilities	35,347.94	30,517.43	39,740.09	44,985.52	72,208.43	65,344.00	79,500.00
PR Taxes	25,516.37	27,104.62	28,925.15	37,267.63	33,600.00	36,438.80	30,500.00
Employee Benefits	124,266.75	137,632.92	148,371.37	111,589.92	174,185.82	200,746.95	199,525.58
Wages	284,613.04	305,394.95	327,560.68	341,780.91	371,573.09	393,188.31	351,567.50
Total Expense	<u>621,148.26</u>	<u>755,103.10</u>	<u>773,374.00</u>	<u>759,411.24</u>	<u>950,667.50</u>	<u>1,009,506.54</u>	<u>980,296.56</u>



Murphys Sanitary District STAFF REPORT

DATE: May 18, 2023

TO: MSD Board of Directors

FROM: Kristina Fillmore, Administration Manager

SUBJECT: Administration Staff Report

1. Status of Grant Projects: Attachment

Collections Upgrade: BW met with environmental consultant Amy Augustine two weeks ago. Approximately 85% of field work is complete. Completion of the environmental documents will be mid-June. Questions concerning man holes direct to Dan.

WWTP Upgrade: General package and potential flags worksheet complete and submitted to FFAST 4/18/2023. Should receive a project manager from Division of Financial Assistance (DFA) within next few weeks.

Status of CWSRF funding email and FACT sheet from BW, attached.

2. 15 Ernest Street Improvements

- a) Ordered windows, installed new back door
- b) Never heard back from contractor on ADA ramp estimate, seeking new contractor

3. CPPA power rate increase: Attachment

Murphys Sanitary District received an email from CPPA notifying us that another rate increase is projected in July 2023 from \$0.20 to \$0.22 per kWh.

Final rates for FY 23/24 will be adopted at the CPPA July board meeting.

This is the second increase in 2023. First increase was in January 2023, \$0.158 to \$0.20 per kWh.

4. Internal Revenue Code section 3401 (c) 26: Attachments from legal, CPA, and SDRMA. Defines "employee" to include officers, employees, or elected officials of local government. This statute applies for purposes of tax withholding. Therefore, members of the board should receive a W-2.

Kristina Fillmore

From: Patrick Scott <patrick@blackwater-eng.com>
Sent: Wednesday, April 26, 2023 10:01 AM
To: Kristina Fillmore; Dan Murphy - Murphys Sanitary District (dmurphy@murphysd.org)
Cc: Aja Verburg
Subject: MSD - Funding Information
Attachments: ww-grant-fact-sheet.pdf; cwsrf-iup-sfy2022-23-final.pdf

Kristina,

Yesterday we discussed the CWSRF funding and what MSD will be eligible for. The funding for projects is based on the CWSRF Intended Use Plan (IUP).

Based on the Wastewater Grants Fact Sheet (attached) and the 2020 census, MSD is considered a small SDAC. Based on the CWSRF IUP (attached), Appendix D, MSD would be eligible for 100% of total eligible project costs through grant funding with a maximum grant of \$45,000/connection. Given that MSD has 1,142 connections, the maximum grant amount would be approx. \$51,390,000.

This will still need to be reviewed and confirmed with the Department of Financial Assistance Project Manager that is assigned to the project. However, that is my understanding.

Just so you know, we are working on an internal schedule and costs for both CWSRF projects that we plan to present to MSD staff within the next two weeks. This will be a helpful resource moving forward for you and the board. The costs will include necessary field investigations and work to reach project completion.

Let me know if you have any questions!

Thanks,

Patrick Scott

Assistant Engineer



 **BLACKWATER**
CONSULTING ENGINEERS
Black Water Consulting Engineers, Inc.
602 Lyell Drive, Modesto, CA 95356
D: 209.694.4764 | O: 209.322.1820 x221
patrick@blackwater-eng.com
www.blackwater-eng.com



Fact Sheet

Wastewater Grants - Clean Water State Revolving Fund (CWSRF) Program

Helpful Definitions:

- **Disadvantaged Community (DAC):** median household income (MHI) < 80% statewide MHI
- **Small Community:** < or equal to 20,000 people.
- **Large Community:** > 20,000 people.

Planning Grants/Principal Forgiveness (PF):

- Available for projects that serve small DACs.
- No cap on planning grant. Rather, planning grants count towards the total cost a community is eligible for over a 5-year period including planning, technical assistance, and construction.

Construction Grants/PF:

Community	Wastewater Rates as a % of MHI	% of Total Eligible Project Cost	Max Grant/PF Per Project	Max Grant/PF Per Household*
Small Non-DAC (MHI ≤ 150% Statewide MHI)	≥4%	50%	N/A	\$45,000** Or \$125,000 (septic-to-sewer)**
Small DAC/SDAC	N/A	100%		
Septic-to-sewer only: Large DAC or Small Non-DAC	≥1.5%	50%	\$25 million	\$75,000

* The Deputy Director of DFA may approve financing for construction projects with a total eligible project cost up to \$6 M regardless of the amount per connection.

** Deputy Director of DFA can approve up to \$60,000 or \$175,000, respectively, for good cause.

\$350 Million Set-Aside for Septic-to-Sewer Projects (Budget Act of 2021):

- Eligible septic-to-sewer planning or construction projects with local investment that serve small DACs may be awarded funding as applications are complete.
- Construction projects for Large DACs or small non-DAC communities may also be eligible, but eligible small DACs will be prioritized.
 - Must submit a CWSRF general application form prior to November 1, 2022.
 - Complete full CWSRF application by March 1, 2023.
 - Start construction by spring 2024 and complete construction by the end of 2025.
 - Priority based on the following factors: (1) local investment, (2) higher costs per connection, and (3) mitigating impacts to public health or water quality.

Please contact CleanWaterSRF@waterboards.ca.gov or (916) 327-9978 for any questions.

Cindy Secada

From: dda@volcano.net
Sent: Monday, April 24, 2023 8:12 AM
To: Gary Tofanelli; Gretel Tiscornia; laurie.frogtown@gmail.com; Mark Campbell; Michael Minkler; Scott Nanik; Travis.small@cpud.org; 39th District Agricultural Association; Altaville Melones Fire Protection District; Calaveras County Resource Conservation Dist.; cdavis@coo.k12.ca.us; Central Calaveras Fire District; chief@mokehillfire.org; Cindy Secada; Ebbetts Pass Vet. District; Elaine Urruty; Gretchen McReynolds; Hugh Logan; Jack Tressler; Jenny Lind Fire District; Joel Metzger; Melissa Raggio; Mokelumne Hill Sanitary District; Mokelumne Hill Veterans Memorial District; Murphys Fire Protection District; operations@murphysd.org; Rose Beristianos; Roy Blair; San Andreas Fire District; San Andreas Parks & Recreation District; Valley Springs Public Utility District; West Point Fire District; Yassen Roussev
Cc: Brad Arnold; ccauditor@co.calaveras.ca.us; fjmclaughlin@comcast.net; Jessica Self
Subject: CPPA Update
Attachments: MIN023-04.pdf

CPPA's power rate is projected to increase by 10 percent beginning the service month of July 2023. The current Secondary rate would increase from \$0.20 to \$0.22 per kWh. The current Primary Plus rate would increase from \$0.1633 to \$0.1796 per kWh. Final rates for FY 2023/24 will be adopted at the July CPPA Board of Directors meeting.

CPPA continues to offer its members free energy audits and grants to undertake energy efficiency improvements. Contact CPPA for more details about this program.

Attached are the Minutes of the April 19, 2023, CPPA meeting.

Dennis Dickman, General Manager
 Calaveras Public Power Agency
 Government Center
 San Andreas, CA 95249

209 293-7211
 209 768-5248 Cell

Cindy Secada

From: dda@volcano.net
Sent: Wednesday, January 25, 2023 8:25 AM
To: Gary Tofanelli; Gretel Tiscornia; laurie.frogtown@gmail.com; Mark Campbell; Michael Minkler; Scott Nanik; Travis.small@cpud.org
Cc: Brad Arnold; ccauditor@co.calaveras.ca.us; fjmclaughlin@comcast.net; Rose Beristianos; 39th District Agricultural Association; Altaville Melones Fire Protection District; Calaveras County Resource Conservation Dist.; cdavis@ccoe.k12.ca.us; Central Calaveras Fire District; chief@mokehillfire.org; Cindy Secada; Ebbetts Pass Vet. District; Elaine Urruty; Gretchen McReynolds; Hugh Logan; Jack Tressler; Jenny Lind Fire District; Joel Metzger; Melissa Raggio; Mokelumne Hill Sanitary District; Mokelumne Hill Veterans Memorial District; Murphys Fire Protection District; Roy Blair; San Andreas Fire District; San Andreas Parks & Recreation District; Valley Springs Public Utility District; West Point Fire District; Yassen Roussev
Subject: Power Rate Adjustment
Attachments: CPPA Minutes 23-01.pdf

Due to a larger increase in PG&E distribution costs than projected, CPPA's rates will increase the service month of January 2023 to 20 cents per kWh for Secondary service and 16.33 cents per kWh for Primary Plus service.

Attached are the Minutes of the January 18, 2023, meeting,

Dennis Dickman, General Manager
Calaveras Public Power Agency
Government Center
San Andreas, CA 95249

209 293-7211
209 768-5248 Cell

Cindy Secada

From: dda@volcano.net
Sent: Thursday, October 27, 2022 8:56 AM
To: Gary Tofanelli; Gretel Tiscornia; Jack Tressler; laurie.frogtown@gmail.com; Mark Campbell; Michael Minkler; Scott Nanik
Cc: Brad Arnold; ccauditor@co.calaveras.ca.us; fjmclaughlin@comcast.net; Rose Beristianos; Summer Nicotero; Travis.small@cpud.org; 39th District Agricultural Association; Altaville Melones Fire Protection District; Calaveras County Resource Conservation Dist.; cdavis@ccoe.k12.ca.us; Central Calaveras Fire District; chief@mokehillfire.org; Cindy Secada; Ebbetts Pass Vet. District; Gretchen McReynolds; Hugh Logan; Jenny Lind Fire District; Joel Metzger; Melissa Raggio; Mike Chimente; Mokelumne Hill Sanitary District; Mokelumne Hill Veterans Memorial District; Murphys Fire Protection District; Roy Blair; San Andreas Fire District; San Andreas Parks & Recreation District; UPUD; Valley Springs Public Utility District; West Point Fire District; Yassen Roussev
Subject: CPPA Update
Attachments: CPPA Minutes 22-10.pdf

TO: CPPA Members

PG&E distribution rates will be **increasing again beginning in January of 2023**. CPPA's overall rates are estimated to increase in January as follows:

- Current Secondary rate of \$0.158 to approximately \$0.18 per kWh
- Current Primary Plus rate of \$0.131 to approximately \$0.14 per kWh

CPPA's energy efficiency program can assist you in reducing your power costs. CPPA offers free energy audits of your facilities and grants to fund energy efficiency measures. Contact me if you would like to participate in this program.

Dennis Dickman, General Manager
 Calaveras Public Power Agency
 Government Center
 San Andreas, CA 95249

209 293-7211
 209 768-5248 Cell

Kristina Fillmore

From: Jeff W. Frey <Jeff.Frey@aalrr.com>
Sent: Tuesday, May 2, 2023 9:37 AM
To: Kristina Fillmore; Jeff Hoskinson
Subject: RE: [EXTERNAL] Board Members W2 or 1099NEC? [AALRR-Cerritos.006540.00001]

Hi Kristina:

Internal Revenue Code section 3401, subdivision (c) (aka 26 U.S.C. section 3401, subd. (c)), defines "employee" to include officers, employees or elected officials of a local government. This statute applies for purposes of tax withholding.

Accordingly, we believe that a W2 would be the appropriate vehicle with regard to Board Members. Please let us know what your CPA says.

Thanks!

Jeff

Jeff W. Frey | Attorney
Atkinson, Andelson, Loya, Ruud & Romo
20 Pacifica, Suite 1100, Irvine, California 92618
Direct (949) 453-4288 • Main (949) 453-4260 • Fax (949) 453-4262
jeff.frey@aalrr.com | [website](#) | [subscribe](#)

From: Kristina Fillmore [mailto:kristina@murphysd.org]
Sent: Monday, May 1, 2023 2:59 PM
To: Jeff W. Frey; Jeff Hoskinson
Subject: [EXTERNAL] Board Members W2 or 1099NEC?

[EXTERNAL MESSAGE]

Hello,

Hope you are well.

It has been brought to my attention that the IRS considers board members of a public agency employees and they should be receiving a W2? Murphys Sanitary District has always issued 1099NEC. I did write our CPA for direction but have not yet heard back.

Do you have any advice on this? If Murphys Sanitary District ever had an IRS audit we could perhaps be liable for unpaid taxes, payroll taxes, penalties, and interest. So going forward, I just want to do it the correct way, whichever it maybe.

No rush.

Kristina Fillmore

From: luisa.perezcpa@gmail.com
Sent: Tuesday, May 2, 2023 4:35 PM
To: 'Kristina Fillmore'
Subject: FW: W2 or 1099nec

Hi Kristina,

This would be more of a legal question, some time in the past the District likely took the stance that board member duties were more in line with independent contractors. In general, California uses the "ABC test" to determine whether a worker is an employee or an independent contractor for the purposes of California wage and hour laws. The ABC test presumes that a worker is an employee, unless the hiring entity can prove all three of the following factors:

- A. The worker is free from the control and direction of the hiring entity in connection with the performance of the work, both under the contract for the performance of the work and in fact;
- B. The worker performs work that is outside the usual course of the hiring entity's business; and
- C. The worker is customarily engaged in an independently established trade, occupation, or business of the same nature as the work performed.

However, board members of government districts are typically considered public officials rather than employees or independent contractors. As such, the ABC test may not be the most relevant framework for determining the classification of these individuals.

In the case of government district board members, relevant factors that may be considered include:

1. Whether the board members receive compensation for their services and, if so, how the compensation is structured and determined.
2. The degree of control exercised by the district over the board members in connection with their performance of duties.
3. The nature of the work performed by the board members and how it relates to the district's business or operations.
4. The level of independence and discretion exercised by the board members in carrying out their duties.
5. Whether the board members are subject to the district's policies and procedures, including rules and regulations governing their behavior and actions.

It is important to note that each case will depend on its specific facts and circumstances, and that classification determinations can be complex. In our experience, we see both classifications, W2 being the more predominant, however, again, it depends on each case. Therefore, we would advise you to go over their classification with your legal counsel based on their current duties.

I hope this helps!

Luis A. Perez, CPA
 BRYANT JOLLEY CPAS
 559.978.7844

From: Kristina Fillmore <kristina@murphyssd.org>
Sent: Tuesday, May 2, 2023 12:06 PM

Kristina Fillmore

From: Wendy Tucker <WTucker@sdrma.org>
Sent: Thursday, May 11, 2023 1:21 PM
To: kristina@murphysd.org
Cc: Teresa Guillen
Subject: Question Regarding Board Members and Stipends
Attachments: Board Member Classification for Federal Tax Purposes.pdf

Hello Kristina,

Thank you so much for your patience while I obtained the information related to the W2 or 1099 forms for board members. I received the attached informational handout from our partner, CSDA. This states that per government code they are employees:

Furthermore, California Government Code Section 53227.2 and Section 1.1402(c)-2(b), Income Tax Regulations classify board members as employees because:

- ☑ Elected officials are liable to the public, which hold the power to reelect them. Thus, the government entity is deemed to have the power to hire and fire, one characteristic of an employee.
- ☑ District's board members duties are specified by statute and, because generally they are elected public officials, the government entity has the right to control them sufficiently so that they must be classified as employees

We always recommend reviewing with the district's legal counsel as well. Please let us know if you have any additional questions or need anything else. Have a great day!

Wendy

Wendy Tucker, AU
 Member Services Manager

Avoid phishing attacks:

- * Check and verify the email address of any email messages coming from SDRMA. All email originating from SDRMA will always use the domain **sdrma.org**.
- * Block all bogus domains such as **sdrma.net**, **sdrmaa.org** and **sdrmma.org** in your email.
- * Contact SDRMA by phone using **800-537-7790**.
- * Report receipt of the fraudulent email to SDRMA staff at memberplus@sdrma.org.



Special District Risk Management Authority
 1112 I Street, Suite 300
 Sacramento, California 95814
Direct: 916-231-4119
 T 916-231-4141 or 800-537-7790 F 916-231-4111
www.sdrma.org

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**California Special
Districts Association**
Districts Stronger Together

FACT SHEET: BOARD MEMBER CLASSIFICATION FOR FEDERAL TAX LAW PURPOSES

There has been some confusion about whether special district board members, elected and appointed, are considered employees of districts to determine which Internal Revenue Service (IRS) form to use to report taxes: the W2 (for employees) or Form 1099 (for contracted individuals).

Determining whether district board members are employees

IRS Publication 963 is a compilation of federal laws that classify individuals who work for government entities as either employees or independent contractors.

Chapter 3 in this publication, states that “public officials” are classified as “employees” under federal law. The reason for this classification is based on the general rule of federal common law that a person is an employee if the entity for which that person works for has the right to control the manner and means of their performance. In short, if the employer has the right to tell the worker not only what shall be done but how it shall be done, then he or she is an employee.

Furthermore, California Government Code Section 53227.2 and Section 1.1402(c)-2(b), Income Tax Regulations classify board members as employees because:

- Elected officials are liable to the public, which hold the power to reelect them. Thus, the government entity is deemed to have the power to hire and fire, one characteristic of an employee.
- District's board members duties are specified by statute and, because generally they are elected public officials, the government entity has the right to control them sufficiently so that they must be classified as employees.

Primary legal authority for this position is found in the following two cases:

- *Buckley v. Valeo*, 424 U.S. 1, 141 (1975): The U.S. Supreme Court has held that public officials are employees. A public official performs a governmental duty exercised pursuant to a public law. Thus, elected public officials, such as the members of the district's board, have the authority to exercise the power of the government and do so as an agent and employee of the government.
- *Metcalf & Eddy v. Mitchel*, 269 U.S. 514 (1926): A public office is a position created by law, holding a delegation of a portion of the sovereign powers of government to be exercised for the benefit of the public.

¹ State of California. Senate Committee on Local Government. “What’s So Special about Special Districts: A Citizen’s Guide to Special Districts in California.” 4th ed. 2010. Print.

In the case of an appointed member of a board of directors, the same legal construction is held: If the person's performance of duties is controlled by the entity, then he or she is an employee.

What does this mean?

In short, this means that compensation paid to members of a district's board is subject to Social Security (unless the district has opted out of Social Security) and Medicare withholding. Additionally, it is subject to federal and state wage withholding. Under these categories, the district is required to withhold amounts from the pay of the board members of the district.

Some districts may have been misclassifying board members as independent contractors rather than as employees of the district. Over the last several years, if that district stops this misclassification, the government tended to ignore earlier mistakes. However, this lenient nature no longer seems to be the norm.



Murphys Sanitary District STAFF REPORT

DATE: May 10, 2023
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	Stayed fairly stable, Pond water level at 2271'.3" 8 million gallons of storage capacity Regular Effluent pumping set to start
PG&E Kilo Use	537kWhrs at WWTP 93kWhrs at IPS
Rain Fall at WWTF	Only 0.2 inches of rain recorded on the 17 th Ground water infiltration seems to have subsided
CL2 Usage	240 gallons of liquid chlorine used for 4 days of Effluent pumping to KHS and 2 days of Spray field application
Plant influent gallons	5.1 million gallons Roughly 1.4 million gallons more than April 2022 and less than half of Influent in March 2023
Effluent gallons	1.9 Million gallons treated and discharged 1.75 million to KHS 150,000 on SFs 1&2
Ironstone Influent	137,000 gallons AVG
Hydro flushing lineal footage	>5,000 feet of Collections- targeted cleaning and video inspection
Sewer Overflow Count	None
Spray Field Gallons Applied	158,000 gallons over 2 days metered between fields 1 and 2

OPERATIONAL MONTHLY TOTALS AND SUMMARY Continued....

- Asphalt encroachment at WWTP:
Operations has determined that the driveway encroachment at the Plant will need replacement soon. This last winter with the increased groundwater levels and storm runoff have greatly accelerated the breakdown of the

asphalt and underlaid base rock. Our encroachment already was deficient as far as current County dimensional and composition standards. Prior to last winter it was believed that it would hold up until being included into the Treatment Plant phase two upgrade, this is no longer the case and with every chlorine delivery and garbage truck that enters and exits the Plant the damage to the driveway becomes worse. Three contractors have been contacted for an estimate, as of May 1st only Cooper Engineering has responded to site and submitted an estimate.

- Spray fields have been tested for saturation runoff and towards the end of April, we were able to discharge nearly 76,000 gallons a day of treated Effluent on fields one and two without significant runoff to the catchment return trench. Spray field three is still unable to take a full day of application but, as weather heats up all three will be utilized during the work day in a rotating cycle.
- With first quarter equipment/facility maintenance wrapping up, Operations attention has shifted to flushing and inspection of Collections system beginning with known choak points and impact problem areas. Typically this widespread system maintenance and checks greatly reduces spills and backups as we go into the Spring and Summer seasons.
- Clean CA Gateway Monument for Murphys is scheduled to go up in the Fall of 2023.



Dewberry Engineers Inc. | 916.363.4210
11060 White Rock Road, Suite 200 | www.dewberry.com
Rancho Cordova, CA 95670-6061

May 4, 2023

Murphys Sanitation District
15 Ernest St, Suite A
Murphys, CA 95247
Submitted via Online Contact Form

RE: Clean California Gateway Monument and Wayfinding Signage Project – Calaveras County

To Whom It May Concern,

Calaveras County is working in collaboration with Caltrans and the City of Angels to install Gateway Monument Signs (14) and Wayfinding Signs (7) throughout Calaveras County. The signs will be located along State Highways within the State right-of-way and are scheduled to go into construction in fall, 2023. On behalf of Calaveras County, Dewberry is performing the design and utility coordination for this project.

Currently, we are asking utility companies to provide us with one (1) set of plans showing existing facilities within the project sites. We will include these facilities in our final plans to avoid conflicts with your facilities. With that said, we will "design-to-miss", meaning if there is a potential conflict identified, we will adjust the design and utilities will remain unaffected. Based on field observations, no utilities are anticipated to be in conflict, however, assurance is needed from utility companies. We are eager to complete the design for this project as soon as possible. Therefore, we would appreciate your comments by May 18, 2023.

Please see the attached Preliminary 90% Design Plan Set and use the exhibit and plans to:

1. Verify your existing facilities as shown on the plans
2. A PDF showing your facilities within the project site(s)
3. Provide comments if conflicts exist with sign locations and existing utilities

If technical design information is needed, you can contact Rebecca Neilon at rneilon@dewberry.com or at (916) 822-3953. For other information or to schedule a coordination meeting, you may contact Amber Collins, at alcollins@dewberry.com or at (916) 231-5005. Your cooperation is appreciated.

Please respond by May 18, 2023, and forward the requested information via email (alcollins@dewberry.com) or to the following mailing address:

Attn: Amber Collins
Dewberry
11060 White Rock Rd., Suite 200
Rancho Cordova

Sincerely,

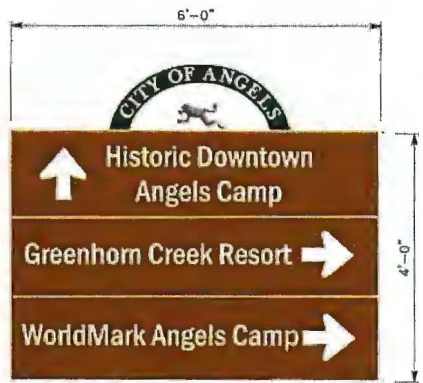
Amber Collins

Amber Collins
Project Manager
Dewberry

U:\2023\0518 - 05/18/2023 Board Meeting Packet - 05/18/2023 4:56 PM
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W2 SIGN
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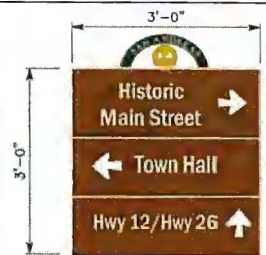
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W6 SIGN
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W5 SIGN
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W7 SIGN
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Dist	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET No.	TOTAL SHEETS
10	CALAVERAS	N/A	N/A	3	19

REGISTERED CIVIL ENGINEER	DATE
REBECCA NELSON	
No. 73737	
Exp. 6/30/2025	
STATE OF CALIFORNIA	

THE COUNTY OF CALAVERAS OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF SCANNED COPIES OF THIS PLAN SHEET.

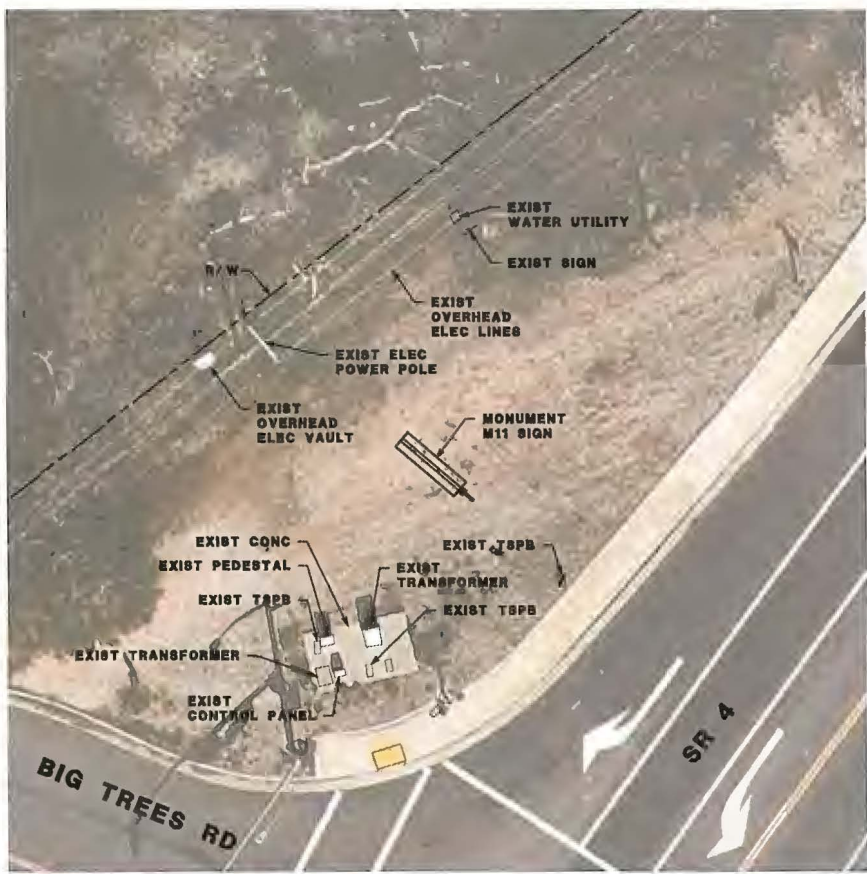
CALAVERAS COUNTY PUBLIC WORKS 691 Mountain Ranch Road San Andreas, CA 95248	DEWBERRY 11500 Artois Park Road, Suite 200 Rancho Cordova, CA 95670
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WAYFINDING SIGN DETAILS C-2

PRELIMINARY PLANS - NOT FOR CONSTRUCTION

U:\50137415 - On Call Engineering Services - Co. Calaveras\50137417 - Clean CA Gateway Movement, Signage, P&E\400 Project Design Files\400 Bridges & Structures\Plan\04-S-M\RTS-401-HMW\cdwg_5/2/2023 4:57 PM

DESIGNED BY	REVISIONS
CHECKED BY	DATE
CONSULTANT SUPERVISOR	DATE
DEPARTMENT OF PUBLIC WORKS	DATE
CALAVERAS COUNTY	DATE



PLAN
1" = 10'

NOTE:
1. SIGNS WILL BE FIELD LOCATED BY THE ENGINEER.

DIST	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET No.	TOTAL SHEETS
10	CALAVERAS	N/A	N/A	14	19

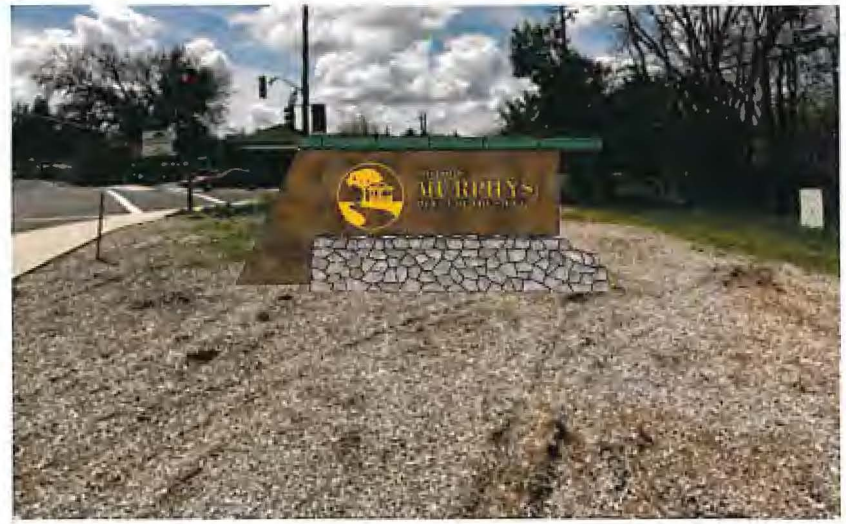
REGISTERED CIVIL ENGINEER	DATE
REBECCA NELSON	5/8/2023
No. 73237	

THE COUNTY OF CALAVERAS OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF SCANNED COPIES OF THIS PLAN SHEET.

CALAVERAS COUNTY PUBLIC WORKS 891 Mountain Ranch Road San Andreas, CA 95249	SCARBERRY 11000 White Rock Road, Suite 200 Rancho Cordova, CA 95670
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ELEVATION



**ARCHITECTURAL LOCATION
MOCKUP**

**MONUMENT SIGN M11
L-9**

PRELIMINARY PLANS - NOT FOR CONSTRUCTION