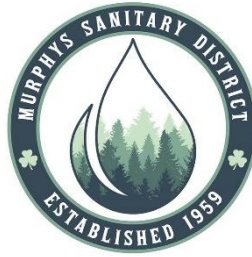


MURPHYS SANITARY DISTRICT

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

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



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

AGENDA

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

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 274 442 116 343

Passcode: cJo2L2

Dial in by phone

[+1 872-242-9031,,473928853#](#) United States, Chicago

[Find a local number](#)

Phone conference ID: 473 928 853#

CALL MEETING TO ORDER\ PLEDGE OF ALLEGIANCE

1. **Roll Call**
2. **Agenda Changes/Agenda Approval**
3. **Public Comment** *(Limit 5 minutes per person) on items not appearing on agenda. At this time, members of the public may address the Board on any non-agendized item. The public is encouraged to work through staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda.*
4. **Consent Agenda** - *The following items are expected to be routine non-controversial. Items will be acted upon by the Board at one time without discussion. Any Board member, staff member, or interested party may request that any item be removed for later discussion.*
 - a) Regular Meeting Minutes-May 9, 2024
 - b) Finance Meeting Minutes-May 22, 2024 & May 24, 2024
 - c) Financial Reports-Ending May 31, 2024

2023/2024 BOARD OF DIRECTORS

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

Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian

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5. New Business

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

**Indicates Staff Report*

- a) Adoption of Resolution 2024-04 2024/2025 Fiscal Budget-Discussion/Action *
- b) Review of Proposed Salary Step and Longevity Schedule-Discussion Only
- c) Approval for President McMath-Jue to attend CSDA GM Summit-Discussion/Action*
- d) Approval of Bid Package Award for Church Street Project-Discussion/Action

6. Unfinished Business

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

7. Committee Reports

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

- a) Finance Committee- Meeting Summary, Director Fontana

8. Staff Reports

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

- a) Administration Report
- b) Operations Report

9. Future Agenda Items/Director Comments

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

10. Next Regular/Special Meeting: Regular Meeting July 11, 2024, 10:00 a.m.

11. ADJOURN TO CLOSED SESSION

Public Employee Performance Evaluation (Government Code Section 54957)

- Title: Operations Manager
- Title: Administration Manager

12. RETURN FROM CLOSED SESSION

- Reportable Action in 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.

2023/2024 BOARD OF DIRECTORS

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

Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian

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Murphys Sanitary District



MINUTES – Regular Board Meeting
Thursday, May 9, 2024
15 Ernest St Ste. A
Murphys, Ca 95247

CALL MEETING TO ORDER – 10:00 a.m.

PLEDGE OF ALLEGIANCE

1. Roll Call

Directors Present

Director Miller; Director Fontana; Director Meller; Director Gonzales & President McMath-Jue

Staff Present

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

Public Present

None

2. Agenda Changes/Agenda Approval - *None*

3. Public Comment - *None*

4. Consent Agenda – *Director Miller gives brief reminder to review credit card statement; Questions status of CIP & confirms legal billing cost.*

- a) Regular Meeting Minutes-April 11, 2024
- b) Finance Meeting Minutes-April 24, 2024
- c) Financial Reports-Ending April 30, 2024

*Motion: Directors J. Fontana & S. Gonzales motion to accept the Consent Agenda as presented; Regular Meeting Minutes, April 11, 2024, Financial Meeting Minutes April 24, 2024 and Financial Reports April 30, 2024:
Approved 5-0*

2023/2024 BOARD OF DIRECTORS

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

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5. New Business

- a) **Rate Study, Presentation HEC Consulting – Catherine Hansford Presents, Board directs Finance Committee to review Rate Study as presented for recommendations. – Discussion Only**
- b) **Adoption of Resolution 2024-02 General Election – Brief Discussion, Board is directed to update contact information with the county.**

**Motion: Directors J. Fontana & S. Gonzales motion to Adopt Resolution 2024-02 General Election as presented:
Approved: 5-0**

- c) **Adoption of Resolution 2024-03 Reserve Policy – Brief Discussion**

Motion: Directors J. Fontana & B. Miller motion to Adopt Resolution 2024-03 Reserve Policy:

- 1 Nay, President P. McMath-Jue
- 1 Abstain, Director M. Meller
- 3 Yeas – Motion Passes, Director J. Fontana, Director B. Miller & Director S. Gonzales

- d) **Approval of 2024/2025 Cost of Living Adjustment**

Motion: Director J. Fontana & President P. McMath- Jue motion to approve the Cost of Living Adjustment for 2024/2025: Approved 5-0

- e) **Approval of 2024/2025 Pay Date and Holiday Closures**

Motion: President P. McMath-Jue & Director J. Fontana motion to approve the 2024/2025 Pay Date & Holiday Closure as presented: Approved 5-0

- f) **Approval of 2024/2025 Salary Schedule**

Motion: President P. McMath-Jue & Director J. Fontana motion to approve the 2024/2025 Salary Schedule as presented: Approved 5-0

- g) **Approval of Rate Adjustment for Residential Account, 340 Bret Harte Drive, Unit A – Discussion, Director M. Meller & President P. McMath-Jue recommend reimbursing property owners from 08/19/2019, however due to tenant occupancy, remaining Board Members felt the reimbursement period should start as of 1/01/2023 when property was no longer tenant occupied. Staff directed to adjust current rate, write a letter to customer & disperse funds of \$960.00.**

Motion: President P. McMath- Jue & B. Miller motion to approve the rate adjustment for 340 Bret Harte Dr Unit A, Bret Harte Dr, from \$120.00 to the regular monthly rate of \$60.00, effective 5/1/2024. Staff is directed to issue a refund in the amount \$960.00 to the owners of the account:

- 2 Nays, President P. McMath-Jue & Director M. Meller
- 3 Yeas – Motion Passes, Director J. Fontana, Director B. Miller & Director S. Gonzale

2023/2024 BOARD OF DIRECTORS

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

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6. Unfinished Business - *None*

7. Committee Reports

- a) Finance Committee- *Information Only*

8. Staff Reports

- a) Administration Report – *Information Only*
- b) Operations Report – *Information Only*

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

10. Next Regular/Special Meeting

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

11. Adjournment – 11:56 a.m.

Respectfully;

Amy R Milliken, Clerk of the Board

Director Marty Meller, Secretary

Murphys Sanitary District



MINUTES – Finance Committee Meeting
Thursday, May 22, 2024
15 Ernest St Ste. A
Murphys, Ca 95247

CALL MEETING TO ORDER- 2:00 p.m.

PLEDGE OF ALLEGIANCE

1. Roll Call

Directors Present

Director B. Miller; Director J. Fontana

Staff Present

K. Fillmore, Admin Manager

Public Present

None

2. Public Comment- None

3. New Business – Discussion only

- a) Review/Discuss the Investment Ladder Spreadsheet – No Action
- b) Review/Discuss 2024/2025 Draft Budget – No Action
- c) Review/Discuss Rate Study Presentation – No Action

4. Director/Staff Comments - None

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

6. Adjournment – 3:00 p.m.

Respectfully;

Director Marty Meller, Secretary

Amy R Milliken, Clerk of the Board

2023/2024 BOARD OF DIRECTORS

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

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Murphys Sanitary District



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

CALL MEETING TO ORDER – 10:00 a.m.

PLEDGE OF ALLEGIANCE

1. Roll Call

Directors Present

Director B. Miller; Director J. Fontana

Staff Present

K. Fillmore, Admin Manager; D. Murphy, Operations Manager

Public Present

None

2. Public Comment - *None*

3. New Business

a) Review/Discuss Rate Study Presentation – *Discussion only, no action*

4. Director/Staff Comments - *None*

5. Next Finance Committee Meeting: *June 20, 2024 at 10:00 a.m.*

6. Adjournment - *11:00 a.m.*

2023/2024 BOARD OF DIRECTORS

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

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**Murphys Sanitary Distict
Account Balance Summary**

May 31, 2024

	Rates	
El Dorado Savings Bank	.02%	86,661.82
Cash Drawer		200.00
 District Investments		
CA Class Discretionary	5.41%	664,206.84
CA Class Equip R&R	5.41%	404,893.30
LAIF	4.30%	57,618.75
UBS T-Bill #1 06/13/2024	5.20%	200,000.00
UBS T-Bill #2 07/11/2024	5.13%	200,000.00
UBS T-Bill #3 09/12/2024	5.20%	200,000.00
UBS T-Bill #4 08/08/2024	5.20%	200,000.00
UBS CD 06/21/2024	5.36%	44,000.00
UBS CD 06/04/2025	5.40%	224,000.00
UBS CD 11/15/2024	5.80%	200,000.00
Total Investments		2,394,718.89
 Balance Ending May 31, 2024		 2,481,580.71

8:27 AM

06/10/24

Murphys Sanitary District Expense Disbursement Report May 2024

Date	Num	Name	Memo	Amount
May 24				
05/01/2024	ACH	CalPERS	Retirement Contributions	-2,800.73
05/01/2024	ACH	EDD	Payroll Tax Liabilities	-686.90
05/01/2024	ACH	EFTPS Federal Tax...	Payroll Tax Liabilities	-3,252.46
05/15/2024	ACH	CalPERS	Retirement Contributions	-2,827.17
05/15/2024	ACH	EDD	Payroll Tax Liabilities	-687.12
05/15/2024	ACH	EFTPS Federal Tax...	Payroll Tax Liabilities	-3,222.92
05/30/2024	ACH	CalPERS	Retirement Contributions	-2,817.28
05/30/2024	ACH	EDD	Payroll Tax Liabilities	-622.77
05/30/2024	ACH	EFTPS Federal Tax...	Payroll Tax Liabilities	-3,270.92
05/08/2024	ACH	Vanco Services	Vanco Monthly Service Fees	-123.75
05/31/2024	ACH	Vanco Services	To record returned payment ...	-60.00
05/01/2024	11110	Mountain Oasis Wa...	Drinking Water	-80.30
05/01/2024	11111	Carbon Copy	Copy Machine - Office	-25.03
05/01/2024	11112	Carbon Copy	Copy Machine-Plant	-14.22
05/01/2024	11113	Fillmore, Kristina V	Payroll 05/01/2024	-2,123.64
05/01/2024	11114	Hemstad, Eric N	Payroll 05/01/2024	-1,867.49
05/01/2024	11115	Milliken, Amy R	Payroll 05/01/2024	-924.35
05/01/2024	11116	Murphy, Daniel W.	Payroll 05/01/2024	-3,013.72
05/01/2024	11117	Onstad, Joseph C	Payroll 05/01/2024	-2,329.54
05/01/2024	11118	Schroeder, Teri L	Payroll 05/01/2024	-441.16
05/01/2024	11119	Fontana., Joseph	Meeting Stipend	-45.63
05/01/2024	11120	Miller, Lloyd B	Meeting Stipend	-136.87
05/02/2024	11121	Alpha	Research & Monitoring	-1,071.00
05/02/2024	11122	AT&T Internet - Six ...	Six Mile - Internet	-53.50
05/02/2024	11123	Landscaper Alfredo ...	Yard maintenance Office Buildi...	-200.00
05/02/2024	11124	CALCAD	Service Area Maps	-450.00
05/02/2024	11125	Hansford Economic...	Rate Study - Consulting	-883.75
05/07/2024	11126	Cal Waste Manage...	Waste/Trash	-185.94
05/07/2024	11127	Hansford Economic...	Rate Study- Consultant	-4,585.00
05/07/2024	11128	Mother Lode Answe...	Answering Service	-334.00
05/08/2024	11129	Calaveras Lumber	Engine & Motor Oil Chainsaw	-74.46
05/08/2024	11130	Calaveras Power A...	WWTP Electric	-5,812.20
05/08/2024	11131	Northstar Chemical	Chemicals	-2,907.86
05/13/2024	11132	Modesto Welding P...	Argon Rental & Oxygen Charges	-16.00
05/13/2024	11133	SDRMA	Health Insurance Benefits	-10,367.04
05/13/2024	11134	The Red Store	Misc Supplies - Masking Tape; ...	-24.62
05/13/2024	11135	UPUD	26 Emerald Creek Water - Acct...	-81.03
05/13/2024	11136	UPUD	Water - 15 Ernest St - M - Acct...	-82.40
05/13/2024	11137	UPUD	Water - 735 Six Mile Rd - M - A...	-89.16
05/13/2024	11138	UPUD	735 Six Mile Rd - Acct#006176...	-217.24
05/13/2024	11139	Sierra Hills Market	Coffee	-10.71
05/15/2024	11140	Vestis	Uniform laundry service	-277.90
05/15/2024	11141	CWEA	Annual Renewal	-221.00
05/15/2024	11142	Fillmore, Kristina V	Payroll 05-15-2024	-2,158.87
05/15/2024	11143	Hemstad, Eric N	Payroll 05-15-2024	-1,648.52
05/15/2024	11144	Milliken, Amy R	Payroll 05-15-2024	-1,001.07
05/15/2024	11145	Murphy, Daniel W.	Payroll 05-15-2024	-3,013.73
05/15/2024	11146	Onstad, Joseph C	Payroll 05-15-2024	-2,329.54
05/15/2024	11147	Schroeder, Teri L	Payroll 05-15-2024	-441.14
05/15/2024	11148	Fontana., Joseph	Meeting Stipend	-91.25
05/15/2024	11149	Gonzales, Steven M	Meeting Stipend	-91.25
05/15/2024	11150	Miller, Lloyd B	Meeting Stipend	-91.25
05/15/2024	11151	US Bank	Business Card	-4,873.67
05/16/2024	11152	CRE0001	CRE0001 House Sold Refund ...	-60.00
05/20/2024	11153	PGE-Emerald Cree...	Electric -Emerald Creek Acct#5...	-175.01
05/20/2024	11154	PGE-Office	Office Electric - Acct#5508250...	-173.47
05/20/2024	11155	AALR & R Attorney...	General Counsel - Brown Act &...	-88.20
05/23/2024	11156	CALNET	Murphys Grade - Alarm Access	-21.31
05/23/2024	11157	Comcast Business	Office - Internet/Phone	-196.47
05/28/2024	11158	SMI0006	SMI0006 - Sold Partial Month ...	-12.00
05/29/2024	11159	Black Water Consul...	General Engineering -CIP Report	-3,749.00
05/29/2024	11160	Carbon Copy	Copy Machine	-16.41
05/29/2024	11161	Comcast- Emerald ...	Emerald Creek - Alarm Acces...	-110.40
05/29/2024	11162	Black Water Consul...	CIP WWTP Upgrade II	-4,031.00
05/29/2024	11163	Carbon Copy	Copy Machine - Office	-28.46
05/29/2024	11164	Black Water Consul...	Collection System Replacemen...	-1,328.00
05/29/2024	11165	Black Water Consul...	Collection System Replacemen...	-6,611.15

VOIDED Checks: 0

8:27 AM

06/10/24

Murphys Sanitary District
Expense Disbursement Report
May 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
05/30/2024	11166	Fillmore, Kristina V	Payroll 05-30-2024	-2,183.62
05/30/2024	11167	Hemstad, Eric N	Payroll 05-30-2024	-1,810.97
05/30/2024	11168	Milliken, Amy R	Payroll 05-30-2024	-1,001.04
05/30/2024	11169	Murphy, Daniel W.	Payroll 05-30-2024	-3,013.72
05/30/2024	11170	Onstad, Joseph C	Payroll 05-30-2024	-2,280.22
05/30/2024	11171	Schroeder, Teri L	Payroll 05-30-2024	-541.92
05/30/2024	11172	Fontana., Joseph	Meeting Stipend	-91.25
05/30/2024	11173	Miller, Lloyd B	Meeting Stipend	-91.25
May 24				

8:46 AM
06/10/24
Cash Basis

Murphys Sanitary District
US Bank Credit Card by Month
As of May 31, 2024

Type	Date	Name	Memo	Paid Amount	Balance
US Bank Credit Card					3,293.71
Credit Card Charge	05/02/2024	Amazon	Label Tape	13.93	3,307.64
Credit Card Charge	05/03/2024	CRWA	Cal Rural Conference-Dan Mu...	575.00	3,882.64
Credit Card Charge	05/03/2024	Amazon	Blink System	215.57	4,098.21
Credit Card Charge	05/04/2024	Intuit	Payroll Subscription/Updates	592.00	4,690.21
Credit Card Charge	05/04/2024	Chevron	Fuel-Truck	51.46	4,741.67
Credit Card Charge	05/05/2024	Microsoft	Microsoft-Administration	66.00	4,807.67
Credit Card Charge	05/05/2024	Microsoft	Microsoft-Operations	66.00	4,873.67
Check	05/15/2024	US Bank	Payment Business Card	-4,873.67	0.00
Total US Bank Credit Card				-3,293.71	0.00
TOTAL				-3,293.71	0.00

8:33 AM

06/10/24

Murphys Sanitary District

Budget vs. Actual- YTD Performance

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Billing				
4100 · Srv Chrgs - Residential	632,755.94	644,400.00	-11,644.06	98.2%
4102 · Srv Chrgs - Condo/Duplex/Apts	53,580.00	59,760.00	-6,180.00	89.7%
4104 · Srv Chrgs - Lodges/Churches	7,899.15	8,552.00	-652.85	92.4%
4106 · Srv Chrgs - School	3,916.00	4,272.00	-356.00	91.7%
4108 · Srv Chrgs - Commercial	160,344.48	177,970.00	-17,625.52	90.1%
Total Monthly Billing	858,495.57	894,954.00	-36,458.43	95.9%
Misc Income				
4110 · Pln Chk & Inspection Fees	0.00	300.00	-300.00	0.0%
4111 · Late Fees	1,788.89	2,000.00	-211.11	89.4%
4120 · Taxes	159,981.00	135,000.00	24,981.00	118.5%
4130 · Other Services	1,386.50	1,500.00	-113.50	92.4%
4140 · General Reserve Interest	102,847.29	100,000.00	2,847.29	102.8%
4150 · Vacant lot Billing	1,400.00	1,700.00	-300.00	82.4%
4160 · Refunds - Rebates	803.47	500.00	303.47	160.7%
4999 · Rental Income	7,800.00	7,800.00	0.00	100.0%
Total Misc Income	276,507.15	248,800.00	27,707.15	111.1%
Total Income	1,135,002.72	1,143,754.00	-8,751.28	99.2%
Gross Profit	1,135,002.72	1,143,754.00	-8,751.28	99.2%
Expense				
Wages				
5001.00 · Wages - Operations	202,300.37	227,497.00	-25,196.63	88.9%
5001.50 · Wages - Office	109,228.14	123,042.00	-13,813.86	88.8%
5002.00 · Overtime - Operations	2,525.08	3,000.00	-474.92	84.2%
5002.50 · Overtime - Office	0.00	0.00	0.00	0.0%
5005.00 · On-Call Comp - Operations	10,200.00	10,500.00	-300.00	97.1%
Total Wages	333,701.87	364,039.00	-30,337.13	91.7%
Employee Benefits				
5010.00 · Health Insurance - Operations	114,036.20	120,000.00	-5,963.80	95.0%
5010.50 · Health Insurance Administration	40,333.37	42,000.00	-1,666.63	96.0%
5015.00 · Accrued Vac - Operations	0.00	2,562.00	-2,562.00	0.0%
5015.50 · Accrued Vac - Administration	0.00	0.00	0.00	0.0%
5020 · Pension Expense				
5020.10 · Contra Pension Expense	0.00	0.00	0.00	0.0%
5020.00 · calPERS Retirement - Operations	18,622.68	19,715.00	-1,092.32	94.5%
5020.50 · calPERS Retirement - Admin	7,615.20	8,330.00	-714.80	91.4%
Total 5020 · Pension Expense	26,237.88	28,045.00	-1,807.12	93.6%
Total Employee Benefits	180,607.45	192,607.00	-11,999.55	93.8%
PR Taxes				
5030.50 · FICA-Medicare	28,348.13	38,500.00	-10,151.87	73.6%
Total PR Taxes	28,348.13	38,500.00	-10,151.87	73.6%
WORKERS' COMPENSATION				
5040.00 · Workers' Comp – Operations	9,382.18	16,000.00	-6,617.82	58.6%
5040.50 · Workers' Comp. – Administration	620.00	723.00	-103.00	85.8%
Total WORKERS' COMPENSATION	10,002.18	16,723.00	-6,720.82	59.8%

8:33 AM

06/10/24

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
OPERATIONS - Maint & Repairs				
6001.10 · R&M - Collection	1,778.04	3,000.00	-1,221.96	59.3%
6001.20 · R&M - Treatment	2,818.30	3,000.00	-181.70	93.9%
6002.40 · R&M - Truck	1,229.61	4,000.00	-2,770.39	30.7%
6003.40 · R&M - Tractor	60.31	500.00	-439.69	12.1%
6004.40 · R&M - Trailer-Trash Pumps	9.69	500.00	-490.31	1.9%
6005.40 · R&M - Hydro Equipment	1,427.29	1,500.00	-72.71	95.2%
6006.40 · R&M - Sml Tools & Equipment	833.50	1,000.00	-166.50	83.4%
Total OPERATIONS - Maint & Repairs	8,156.74	13,500.00	-5,343.26	60.4%
OPERATIONS - Supplies				
6010.00 · Equipment Rental	0.00	350.00	-350.00	0.0%
6011.00 · Gas-Oil-Fuel	5,583.46	8,500.00	-2,916.54	65.7%
6012.10 · Supplies - Collection	727.65	1,500.00	-772.35	48.5%
6012.20 · Chemicals - Treatment	21,576.43	37,000.00	-15,423.57	58.3%
6013.00 · Safety Supplies	902.22	1,000.00	-97.78	90.2%
6015.00 · Uniforms	3,324.99	4,000.00	-675.01	83.1%
6016.00 · Software Updates & GIS	1,722.59	2,000.00	-277.41	86.1%
7011.00 · Office Supplies	1,868.19	2,000.00	-131.81	93.4%
Total OPERATIONS - Supplies	35,705.53	56,350.00	-20,644.47	63.4%
OPERATIONS - Utilities				
6021.05 · Water				
6021.07 · Lift Stations	1,145.89	0.00	1,145.89	100.0%
6021.06 · Treatment Plant	4,241.36	0.00	4,241.36	100.0%
Total 6021.05 · Water	5,387.25	0.00	5,387.25	100.0%
6021.10 · Electric				
6021.12 · Treatment Plant	47,772.00	0.00	47,772.00	100.0%
6021.11 · Lift Stations	23,122.03	0.00	23,122.03	100.0%
6021.10 · Electric - Other	0.00	0.00	0.00	0.0%
Total 6021.10 · Electric	70,894.03	0.00	70,894.03	100.0%
6021.20 · Garbage	2,034.23	0.00	2,034.23	100.0%
6022.00 · Telephone & Internet	3,215.65	0.00	3,215.65	100.0%
OPERATIONS - Utilities - Other	0.00	79,500.00	-79,500.00	0.0%
Total OPERATIONS - Utilities	81,531.16	79,500.00	2,031.16	102.6%
OPERATIONS - Other				
6031.20 · Education Operations	2,100.73	3,000.00	-899.27	70.0%
6032.20 · Research - Monitoring	22,271.10	24,000.00	-1,728.90	92.8%
6033.00 · Answering Service	3,445.00	3,550.00	-105.00	97.0%
6034.00 · Security-Alarm Service	3,599.74	3,700.00	-100.26	97.3%
Total OPERATIONS - Other	31,416.57	34,250.00	-2,833.43	91.7%
ADMINISTRATIVE - Rents - Leases				
7050.10 · Rents & Leases - Collection	720.00	720.00	0.00	100.0%
ADMINISTRATIVE - Rents - Leases - Other	0.00	0.00	0.00	0.0%
Total ADMINISTRATIVE - Rents - Leases	720.00	720.00	0.00	100.0%
ADMINISTRATIVE - Supplies				
7017.00 · Operating Expenses	1,302.17	1,500.00	-197.83	86.8%
7011.50 · Office Supplies	3,493.85	4,000.00	-506.15	87.3%
7012.50 · Postage	1,781.23	1,500.00	281.23	118.7%
7013.50 · Printing	308.95	300.00	8.95	103.0%
7014.00 · Publications	240.00	300.00	-60.00	80.0%
7015.50 · Office Equipment - Software	2,551.50	3,000.00	-448.50	85.1%
7016.50 · Website-email Expenses	145.00	500.00	-355.00	29.0%
Total ADMINISTRATIVE - Supplies	9,822.70	11,100.00	-1,277.30	88.5%

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
ADMINISTRATIVE - Utilities				
7021.50 · Electric - Water Office	3,075.20	4,500.00	-1,424.80	68.3%
7022.50 · Telephone-Internet Access	3,958.05	4,200.00	-241.95	94.2%
Total ADMINISTRATIVE - Utilities	7,033.25	8,700.00	-1,666.75	80.8%
ADMINISTRATIVE - Other				
7030.50 · Bank Charges - Vanco Fees	1,490.59	1,440.00	50.59	103.5%
7031.50 · County Lien Costs -Mileage	206.06	500.00	-293.94	41.2%
7034.50 · Education	1,655.01	4,500.00	-2,844.99	36.8%
7035.50 · Memberships	11,832.00	10,000.00	1,832.00	118.3%
7036.50 · Grant Expenses	0.00	2,500.00	-2,500.00	0.0%
7099.50 · 15 Ernest St Building RM	2,837.58	3,000.00	-162.42	94.6%
Total ADMINISTRATIVE - Other	18,021.24	21,940.00	-3,918.76	82.1%
ADMINISTRATIVE - Insurance				
7040.50 · Property/Liability/Auto	36,662.64	35,000.00	1,662.64	104.8%
Total ADMINISTRATIVE - Insurance	36,662.64	35,000.00	1,662.64	104.8%
ADMINISTRATIVE – Professional				
7051.50 · Professional-Legal Services	17,847.60	6,000.00	11,847.60	297.5%
7052.50 · Board Expenses	10,416.73	11,000.00	-583.27	94.7%
7053.50 · Accounting Services	9,500.00	10,000.00	-500.00	95.0%
7054.50 Software Updates	2,086.76	1,500.00	586.76	139.1%
7055.50 · Website/IT Maintenance	340.00	1,200.00	-860.00	28.3%
7054.50 · Office Cleaning	0.00	0.00	0.00	0.0%
Total ADMINISTRATIVE – Professional	40,191.09	29,700.00	10,491.09	135.3%
ADMINISTRATIVE - License-Permit				
7070.00 · State Permits-Reporting	39,728.00	41,000.00	-1,272.00	96.9%
7071.00 · Plan Check Permits -	0.00	300.00	-300.00	0.0%
Total ADMINISTRATIVE - License-Permit	39,728.00	41,300.00	-1,572.00	96.2%
ADMINISTRATIVE - Advertising				
7080.50 · Advertising	461.18	500.00	-38.82	92.2%
7081.50 · Customer Outreach	0.00	750.00	-750.00	0.0%
Total ADMINISTRATIVE - Advertising	461.18	1,250.00	-788.82	36.9%
ADMINISTRATIVE – Engineering				
8500.50 · Engineering-General	5,600.50	5,000.00	600.50	112.0%
Total ADMINISTRATIVE – Engineering	5,600.50	5,000.00	600.50	112.0%
ADMINISTRATIVE - Debt Service				
9030.00 · WWTP Upgrade SRF Loan	0.00	0.00	0.00	0.0%
Total ADMINISTRATIVE - Debt Service	0.00	0.00	0.00	0.0%
Total Expense	867,710.23	950,179.00	-82,468.77	91.3%
Net Ordinary Income	267,292.49	193,575.00	73,717.49	138.1%
Net Income	267,292.49	193,575.00	73,717.49	138.1%

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06/10/24

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

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
CAPITAL INCOME				
Grant Funds-Plant Upgrade II	0.00	0.00	0.00	0.0%
Grant Funds-Collection System	0.00	0.00	0.00	0.0%
Cash from Operating Account	0.00	193,586.00	-193,586.00	0.0%
Connection Fees Collected	10,000.00	0.00	10,000.00	100.0%
Total CAPITAL INCOME	<u>10,000.00</u>	<u>193,586.00</u>	<u>-183,586.00</u>	<u>5.2%</u>
Total Other Income	10,000.00	193,586.00	-183,586.00	5.2%
Other Expense				
CAPITAL REPAIR & MAINTENANCE				
9007.00 · Capital Equipment	91,219.73	153,500.00	-62,280.27	59.4%
9016.10 · CollectionSystem Replacement	31,035.40	0.00	31,035.40	100.0%
9022.00 · CIP - WWTP Upgrade Part II	43,029.25	350,000.00	-306,970.75	12.3%
9040.00 · Church Street Project	14,574.50	215,000.00	-200,425.50	6.8%
9999.00 · 15 Ernest St Improvements	6,200.40	8,000.00	-1,799.60	77.5%
Total CAPITAL REPAIR & MAINTENANCE	<u>195,199.28</u>	<u>726,500.00</u>	<u>-531,300.72</u>	<u>26.9%</u>
Total Other Expense	195,199.28	726,500.00	-531,300.72	26.9%
Net Other Income	<u>-185,199.28</u>	<u>-532,914.00</u>	<u>347,714.72</u>	<u>34.8%</u>
Net Income	<u><u>-185,199.28</u></u>	<u><u>-532,914.00</u></u>	<u><u>347,714.72</u></u>	<u><u>34.8%</u></u>



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

PROPOSED FY2024/2025 BUDGET

June 13, 2024

Board of Directors:

On May 24, 2024, the Finance Committee reviewed the proposed FY2024/2025 Budget (Option 1) and subsequently recommend its adoption to the Board. However, after that meeting management began working on another option for the Board to consider (option 2).

Presented for your review are two proposed options for the FY2024/2025 annual budget of the Murphys Sanitary District. Option 2 encompasses up to a 5% performance increase that will allow management to reward staff members who exceed performance expectations and skills development, while Option 1 does not. This financial outline delineates the funding requirements for administration, operations, maintenance, and capital improvements in the upcoming fiscal year.

The formal approval and adoption of the annual budget is completed in June of each calendar year. In preparation for the fiscal year 2024/2025 budget, staff prepared a presentation for the Board of Directors to review. The Management team contributed to the development of the annual budget and considered potential financial impacts of inflation, anticipated administration staffing levels, cost increases, and critical maintenance needed for our infrastructure.

Management recommends the Board of Directors approve FY 2024/2025 Option 2 that would allow management to recognize staff who exceed performance expectations and skill development. Management will continue to control costs and strive to stay within the budget, make appropriate investments in maintenance and equipment to ensure the community of Murphys has reliable collection and wastewater treatment facility.

On behalf of the Murphys Sanitary District,

Kristina Fillmore, Administration Manager

Daniel Murphy, Operations Manager

PROJECTED REVENUE: The rate revenue projection for the fiscal year 2024/2025 is funded by customer type of residential, commercial, apartments/duplex/condos, church/lodges, and schools. At the present, the District currently has 1141 connections and approximately 1207 equivalent dwelling units (EDU's). The expected revenue for the fiscal year 2024/2025 amounts to \$915,404. Additionally, the District generates revenue from various sources such as rental income, plan check and inspection fees, late fees, taxes, autopay set up fees, interest income, vacant lot billing, and refunds/rebates, projecting an additional revenue of \$252,700. The total revenue for FY 2024/2025 has seen a 2% increase compared to the previous fiscal year, attributed to enhanced yields from the District's investments.

PROJECTED EXPENDITURES: Management presents two alternative expenditure budgets. The first budget proposes no performance increase for staff, while the second budget anticipates a 5% performance increment for staff. The operating budget encompasses such costs 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.

Explanation of Proposed Budget-Expenses

Wages: The adjustment to wages reflects an 8%/16% overall increase for 2024/2025. The increase encompasses a 3% Cost-of-Living adjustment (COLA), salary adjustments, employment status changes, and Board member stipends. Presently, the District employs two part-time and one full-time Administration staff. The budget proposal entails transitioning to two full-time and one part-time administrative positions.

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

Payroll Taxes: There is a 14%/9% decrease in payroll taxes. There was a noted formula error that was reflected in prior years budgets but has been adjusted and corrected.

Workers Compensation: There is a projected 22% decrease in workers' compensation due to a 5 year no claim history. In addition, the District's participation in the Credit Incentive Program encourages the loss prevention administration, training and safety/risk management achieving the lowest contributions possible.

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

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

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

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

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

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

Administrative – Outside Services: Projected outside service expenditures doubled and is proposing a 91% increase. Accounting services for our 2023/2024 Financial Review annual audit are contracted for \$10,000. There is a necessary increase in legal services due to the continued review of the ordinance, rate study, projects/contracts, and general legal advice. There are two new line items added to outside services are the rate study consultant fees in addition to engineering services. This category is anticipated to decrease next fiscal year.

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

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

Capital Improvement Plan (CIP) The District's beginning CIP balance for 2024/2025 FY is approximately \$2,389,856. An allocation of approximately \$42,852/\$18,241 which represents the excess revenue/expenses will be transferred from Operating in June 2025. The capital budget incorporates key projects to further advance the District's Capital Improvement Program (CIP) and the rehabilitation and replacement of infrastructure and equipment needed for collection and wastewater.

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

Rock for Ponds	\$6,000
Communications/Technology	\$6,500
Hydro Equipmentt	\$6,000
Church Street Project	\$215,000
WWTP Upgrade II-Planning	\$308,000
Collection System Improvements	\$25,000
Admin Office/Ernest Street	\$20,000

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

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

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

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

**2024/2025
Proposed Budget
Scenarios**

24/25 Proposed Budget without 5% MERIT increase-Option 1**24/25 Proposed Budget with 5% MERIT wage increase-Option 2**

Income		Income	
Sewer Service Charges	915,404.00	Sewer Service Charges	915,404.00
Misc Income	252,700.00	Misc Income	252,700.00
Total	1,168,104.00	Total	1,168,104.00
Debt Service Loan Payment-SWRCB	(43,671.00)	Debt Service Loan Payment-SWRCB	(43,671.00)
Operating Expense		Operating Expense	
Wages	(398,809.00)	Wages	(421,920.00)
Benefits	(247,712.00)	Benefits	(247,712.00)
Payroll Tax Liabilities	(33,500.00)	Payroll Tax Liabilities	(35,000.00)
Workers Compenstion	(11,250.00)	Workers Compenstion	(11,250.00)
Repairs & Maintenance-Operations	(14,500.00)	Repairs & Maintenance-Operations	(14,500.00)
Supplies-Operations	(50,850.00)	Supplies-Operations	(50,850.00)
Utilities-Operations	(99,000.00)	Utilities-Operations	(99,000.00)
Other-Operations	(33,700.00)	Other-Operations	(33,700.00)
Rent/Leases-Administration	(720.00)	Rent/Leases-Administration	(720.00)
Supplies-Administration	(14,160.00)	Supplies-Administration	(14,160.00)
Utilites-Administration	(8,050.00)	Utilites-Administration	(8,050.00)
Other-Administration	(19,100.00)	Other-Administration	(19,100.00)
Insurance-Administration	(40,000.00)	Insurance-Administration	(40,000.00)
Outside Services-Administration	(66,730.00)	Outside Services-Administration	(66,730.00)
Permit/Licenses-Administration	(41,000.00)	Permit/Licenses-Administration	(41,000.00)
Customer Outreach-Administration	(2,500.00)	Customer Outreach-Administration	(2,500.00)
Due to Reserve	42,852.00	Due to Reserve	18,241.00
Reserve Funds		Reserve Funds	
Income from Operating +/-	42,852.00	Income from Operating +/-	18,241.00
Capital Reserve Fund	1,057,619.00	Capital Reserve Fund	1,057,619.00
Equipment Reserve Fund	403,052.00	Equipment Reserve Fund	403,052.00
Debt Service Reserve-Restricted Fund	44,000.00	Debt Service Reserve-Restricted Fund	44,000.00
Emergency Operating Reserve Fund	224,000.00	Emergency Operating Reserve Fund	224,000.00
Special Use/Designated Project Fund	661,185.00	Special Use/Designated Project Fund	661,185.00
	2,432,708.00		2,408,097.00
24/25 Capital Reserve Projects	(568,000.00)	24/25 Capital Reserve Projects	(568,000.00)
24/25 Equipment Reserve Repair/Replacement	(18,500.00)	24/25 Equipment Reserve Repair/Replacement	(18,500.00)
Reserve Fund Balance	1,846,208.00	Reserve Fund Balance	1,821,597.00

Murphys Sanitary District
 Operating Budget Revenue FY 2024/2025

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

Murphys Sanitary District

Operating Budget Expenditures w/o 5% 2024/2025

	Proposed					% Change
	Jul '23 - Jan'24	Feb'24 - June'24	EOY Projection	23/24 Budget	2024/2025 Budget	
Wages/Staff and Board						
Wages - Operations	125,925.00	94,365.00	220,290.00	227,497.00	236,249.00	
Wages - Office	68,557.01	49,000.00	117,557.01	123,042.00	143,060.00	
Wages-Board					6,000.00	
Overtime - Operations	1,632.42	1,367.58	3,000.00	3,000.00	3,000.00	
On-Call Comp - Operations	6,600.00	3,900.00	10,500.00	10,500.00	10,500.00	
			-			
Total Wages	202,714.43	148,632.58	351,347.01	364,039.00	398,809.00	8%
Employee Benefits						
Health Insurance - Operations	73,894.02	49,778.78	123,672.80	120,000.00	124,800.00	
Health Insurance Administration	26,545.81	17,243.78	43,789.59	42,000.00	88,800.00	
calPERS Retirement - Operations	11,799.15	8,351.34	20,150.49	19,715.00	20,550.00	
calPERS Retirement - Admin	4,868.03	3,400.65	8,268.68	8,330.00	9,462.00	
Accured Vac-Ops	0.00	2,562.00	2,562.00	2,562.00	4,100.00	
Accurd Vac-Admin	0.00	-	-		-	
Total Employee Benefits	117,107.01	81,336.55	198,443.56	192,607.00	247,712.00	29%
Payroll Taxes						
FICA-Medicare-SS	17,767.21	13,300.00	31,067.21	38,500.00	33,500.00	
Total PR Taxes	17,767.21	13,300.00	31,067.21	38,500.00	33,500.00	-14%
Workers' Compensation						
Workers' Comp – Operations	9,382.18	-	9,382.18	16,000.00	9,000.00	
Workers' Comp -- Board	0.00	-	-	23.00		
Workers' Comp. – Administration	620.00	-	620.00	700.00	2,250.00	
Total Workers' Compensation	10,002.18	-	10,002.18	16,723.00	11,250.00	-33%
Operations - Maint & Repairs						
R&M - Collection	1,778.04	1,221.96	3,000.00	3,000.00	3,000.00	
R&M - Treatment	1,994.66	1,005.34	3,000.00	3,000.00	3,000.00	
R&M - Truck	993.35	1,000.00	1,993.35	4,000.00	4,000.00	
R&M - Tractor	60.31	-	500.00	500.00	500.00	
R&M-Trailer-Trash Pumps	9.69	-	500.00	500.00	500.00	
R&M - Hydro Equipment	1,391.99	35.30	1,427.29	1,500.00	2,000.00	
R&M - Sml Tools & Equipment	759.04	74.46	833.50	1,000.00	1,500.00	
Total Operations - Maint & Repairs	6,987.08	3,337.06	11,254.14	13,500.00	14,500.00	7%

Murphys Sanitary District

Operating Budget Expenditures w/o 5% 2024/2025

Proposed

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

Murphys Sanitary District

Operating Budget Expenditures w/o 5% 2024/2025

Proposed

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

Murphys Sanitary District

Operating Budget Expenditures w/o 5% 2024/2025

Proposed

	Jul '23 - Jan'24	Feb'24 - June'24	EOY Projection	23/24 Budget	2024/2025 Budget	% Change
Administrative – Engineering						
Engineering-General	-	-	-	5,000.00	-	0%
Totals			917,980.40	955,179.00	1,081,581.00	13%
					2024/2025 Projected Revenue	1,168,104.00
					2024/2025 Projected Expenditures	1,081,581.00
DEBT OBLIGATIONS						86,523.00
Debt Service-SWRCB					Annual Payment 4/1/2025	(43,671.00)
					2024/2025 Reserve Contribution	42,852.00

Murphys Sanitary District

Operating Budget Expenditures w 5% 2024/2025

	Proposed					% Change
	Jul '23 - Jan'24	Feb'24 - June'24	EOY Projection	23/24 Budget	2024/2025 Budget	
Wages/Staff and Board						
Wages - Operations	125,925.00	94,365.00	220,290.00	227,497.00	252,213.00	
Wages - Office	68,557.01	49,000.00	117,557.01	123,042.00	150,207.00	
Wages-Board					6,000.00	
Overtime - Operations	1,632.42	1,367.58	3,000.00	3,000.00	3,000.00	
On-Call Comp - Operations	6,600.00	3,900.00	10,500.00	10,500.00	10,500.00	
			-			
Total Wages	202,714.43	148,632.58	351,347.01	364,039.00	421,920.00	16%
Employee Benefits						
Health Insurance - Operations	73,894.02	49,778.78	123,672.80	120,000.00	124,800.00	
Health Insurance Administration	26,545.81	17,243.78	43,789.59	42,000.00	88,800.00	
calPERS Retirement - Operations	11,799.15	8,351.34	20,150.49	19,715.00	20,550.00	
calPERS Retirement - Admin	4,868.03	3,400.65	8,268.68	8,330.00	9,462.00	
Accured Vac-Ops	0.00	2,562.00	2,562.00	2,562.00	4,100.00	
Accurd Vac-Admin	0.00	-	-		-	
Total Employee Benefits	117,107.01	81,336.55	198,443.56	192,607.00	247,712.00	29%
Payroll Taxes						
FICA-Medicare-SS	17,767.21	13,300.00	31,067.21	38,500.00	35,000.00	
Total PR Taxes	17,767.21	13,300.00	31,067.21	38,500.00	35,000.00	-9%
Workers' Compensation						
Workers' Comp – Operations	9,382.18	-	9,382.18	16,000.00	9,000.00	
Workers' Comp -- Board	0.00	-	-	23.00		
Workers' Comp. – Administration	620.00	-	620.00	700.00	2,250.00	
Total Workers' Compensation	10,002.18	-	10,002.18	16,723.00	11,250.00	-33%
Operations - Maint & Repairs						
R&M - Collection	1,778.04	1,221.96	3,000.00	3,000.00	3,000.00	
R&M - Treatment	1,994.66	1,005.34	3,000.00	3,000.00	3,000.00	
R&M - Truck	993.35	1,000.00	1,993.35	4,000.00	4,000.00	
R&M - Tractor	60.31	-	500.00	500.00	500.00	
R&M-Trailer-Trash Pumps	9.69	-	500.00	500.00	500.00	
R&M - Hydro Equipment	1,391.99	35.30	1,427.29	1,500.00	2,000.00	
R&M - Sml Tools & Equipment	759.04	74.46	833.50	1,000.00	1,500.00	
Total Operations - Maint & Repairs	6,987.08	3,337.06	11,254.14	13,500.00	14,500.00	7%

Murphys Sanitary District

Operating Budget Expenditures w 5% 2024/2025

Proposed

	Jul '23 - Jan'24	Feb'24 - June'24	EOY Projection	23/24 Budget	2024/2025 Budget	% Change
Operations - Supplies						
Equipment Rental	0.00	-	-	350.00	350.00	
Fuel	4,150.58	1,940.01	6,090.59	8,500.00	7,500.00	
Collection	166.51	561.14	727.65	1,500.00	1,500.00	
Chemicals-Treatment	18,495.34	6,000.00	24,495.34	37,000.00	30,000.00	
Office Supplies	1,070.29	900.00	1,970.29	2,000.00	2,000.00	
Safety Supplies	597.30	400.00	997.30	1,000.00	1,000.00	
Uniforms	1,871.10	1,100.00	2,971.10	4,000.00	3,000.00	
Software Updates-GIS	564.02	1,435.98	2,000.00	2,000.00	5,500.00	
Total Operations - Supplies	26,915.14	12,337.13	37,252.27	56,350.00	50,850.00	-10%
Operations - Utilities						
Collections - Electric/Water	13,899.11	15,084.70	28,983.81	30,000.00	30,000.00	
WWTP - Electric/Water	37,596.21	19,750.00	57,346.21	45,000.00	65,000.00	
Telephone - Internet	1,947.66	1,626.35	3,574.01	4,500.00	4,000.00	
Total Operations - Utilities	53,442.98	36,461.05	89,904.03	79,500.00	99,000.00	25%
Operations - Other						
Education Operations	1,209.13	1,790.87	3,000.00	3,000.00	3,000.00	
Research - Monitoring	16,563.60	6,492.50	23,056.10	24,000.00	24,000.00	
Answering Service	2,109.00	1,670.00	3,779.00	3,550.00	3,800.00	
Security-Alarm Service	3,029.85	600.00	3,629.85	3,700.00	2,900.00	
Total Operations - Other	22,911.58	10,553.37	33,464.95	34,250.00	33,700.00	-2%
Administrative - Rents - Leases						
7050.10 Rents & Leases - Collection	720.00	-	720.00	720.00	720.00	
Total Administrative - Rents - Leases	720.00		720.00	720.00	720.00	0%
Administrative - Supplies						
Office Supplies	2,215.00	1,534.66	3,749.66	4,000.00	4,000.00	
Operating Expenses	435.83	1,300.00	1,735.83	1,500.00	1,500.00	
Postage	1,471.26	375.00	1,846.26	1,500.00	2,000.00	
Printing-Carbon Copy	203.38	107.11	310.49	300.00	360.00	
Publications	0.00	300.00	300.00	300.00	300.00	
Office Software and Updates	1,819.65	1,429.75	3,249.40	3,000.00	6,000.00	
IT Updates and Repair	145.00	180.00	325.00	500.00		
Total Administrative - Supplies	6,290.12	5,226.52	11,516.64	11,100.00	14,160.00	27%
Administrative - Utilities						
Alarm Service Office			-		1,000.00	
Electric & Water Office	1,750.26	1,791.00	3,541.26	4,500.00	3,900.00	
Telephone & Internet Access	3,171.87	981.71	4,153.58	4,200.00	3,150.00	
Total Administrative - Utilities	4,922.13	2,772.71	7,694.84	8,700.00	8,050.00	-7.5%

Murphys Sanitary District

Operating Budget Expenditures w 5% 2024/2025

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

Murphys Sanitary District

Operating Budget Expenditures w 5% 2024/2025

Proposed

	Jul '23 - Jan'24	Feb'24 - June'24	EOY Projection	23/24 Budget	2024/2025 Budget	% Change
Administrative – Engineering						
Engineering-General	-	-	-	5,000.00	-	0%
Totals			917,980.40	955,179.00	1,106,192.00	16%
					2024/2025 Projected Revenue	1,168,104.00
					2024/2025 Projected Expenditures	1,106,192.00
DEBT OBLIGATIONS						61,912.00
Debt Service-SWRCB						Annual Payment 4/1/2025 (43,671.00)
					2024/2025 Reserve Contribution	18,241.00

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

Capital Reserve Fund Balance 4/1 1,057,618.75

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

PROPOSED

	<u>Proposed 24/25 Budget</u>	
2024/2025 Capital Reserve Fund		
Collection System Improvement	25,000.00	
WWTP Upgrade II	308,000.00	Board approved \$390,000 to get project construction ready
District Admin Office/Ernest Street	20,000.00	Driveway Repair Improvement & Windows
Church Street Project	215,000.00	Approved/carryover in 23/24, delay in planning/design/easements
Total 2024/2025 Capital Reserve Fund	568,000.00	

2024/2025 Capital Reserve Fund Ending Balance 489,618.75

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

Equipment Reserve Fund Balance 4/1 403,052.00

ACTUAL

2023/2024 Equipment Reserve

	Jul '23 - Jan'24	Feb'24 - June'24	EOY Projection	23/24 Adopted Budget	\$ Over Budget
Willow Creek Pump	9,277.57	-	9,277.57	15,000.00	(5,722.43)
Air Conditioning Unit	14,000.00	-	14,000.00	20,000.00	(6,000.00)
New Ops Truck	69,003.16	-	69,003.16	70,000.00	(996.84)
Rock for Ponds	-	-	-	6,000.00	(6,000.00)
15 Ernest Street	159.38	6,041.02	6,200.40	8,000.00	(1,799.60)
Flow Meter Replacements	-	2,500.00	2,500.00	4,500.00	(2,000.00)

Total 2023/2024 Equipment Reserve

92,440.11	8,541.02	100,981.13	123,500.00	-22,518.87
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PROPOSED

2024/2025 Equipment Reserve

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

2025 Equipment Reserve Fund Ending Balance 384,552.00

Restricted Reserve Funds

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

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

**Formerly known as Discretionary Funds

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

RESOLUTION NO. 2024-04

Resolution of the Board of Directors of Murphys Sanitary District Adopting FY 2024/2025 Budget

Whereas the Board of Directors of the Murphys Sanitary District have been provided and reviewed the proposed budget Option 1 as presented, for the Fiscal Year of 2024/2025; and

Whereas the budget includes projections of operating and capital revenues and expenditures as well as changes in cash reserves in all district funds for fiscal year 2024/2025; and

Whereas the amount designated in the FY 2024/2025 Operations budget is hereby appropriated and may be expended for which they are designated; and

Whereas such appropriation shall neither increase nor decrease, without approval of the Board of Directors.

THEREFORE, BE IT RESOLVED, the Board of Directors approves and adopts at the regular meeting of the Murphys Sanitary District held June 13, 2024 the proposed FY 2024/2025 budget Option 1.

ADOPTED AND SIGNED on the 13th day of June.

AYES:

NOES:

ABSENT/ABSTAIN:

President, Board of Directors of Murphys Sanitary District

Attest:

Clerk, Board of Directors of Murphys Sanitary District

RESOLUTION NO. 2024-04

Resolution of the Board of Directors of Murphys Sanitary District Adopting FY 2024/2025 Budget

Whereas the Board of Directors of the Murphys Sanitary District have been provided and reviewed the proposed budget Option 2 as presented, for the Fiscal Year of 2024/2025; and

Whereas the budget includes projections of operating and capital revenues and expenditures as well as changes in cash reserves in all district funds for fiscal year 2024/2025; and

Whereas the amount designated in the FY 2024/2025 Operations budget is hereby appropriated and may be expended for which they are designated; and

Whereas such appropriation shall neither increase nor decrease, without approval of the Board of Directors.

THEREFORE, BE IT RESOLVED, the Board of Directors approves and adopts at the regular meeting of the Murphys Sanitary District held June 13, 2024 the proposed FY 2024/2025 budget Option 2.

ADOPTED AND SIGNED on the 13th day of June.

AYES:

NOES:

ABSENT/ABSTAIN:

President, Board of Directors of Murphys Sanitary District

Attest:

Clerk, Board of Directors of Murphys Sanitary District



STAFF REPORT

DATE: June 13, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Review of Proposed Salary Step and Longevity Schedule

Background: Management has prioritized the development of a new salary schedule to replace the existing one, which solely provides salary ranges without longevity incentives. The goal is to enhance transparency by linking future merit increases to employees' positions while establishing and evaluating wages based on current industry trends.

The process in the development of a salary schedule includes a comparable survey of similar positions considering the functions and complexity of each position. The proposed Step A would be an entry level position. Entry level positions would be experienced qualified candidates requiring less training who could perform at the same level as current staff. This would assume, for operators, the candidates would already have the required certificates/licenses in addition to in-depth experience. This method would apply to administration staff as well. With each step there is an up to a 5% increase for positions that exceed performance, advance skills, and longevity incentive. An increase in compensation for staff positions will be considered by management. Management increases will be reviewed by the Board of Directors.

The proposed schedule offers a more structured and controlled framework, aiding the District in forecasting future budgetary requirements. The decision to revise the salary schedule was prompted by concerns raised when local job advertisements offered starting wages higher than what our organization currently provides for similar positions. This discrepancy was also noted by some Board members. Aligning our salaries with the competitive market rates is essential to retain our skilled workforce. It is important to understand that COLA and merit increases are not the same. Merit focuses on employee performance and COLA is designed to ensure employees' pay keeps up with the rate of inflation. A COLA will trigger a revision of the salary schedule.

Typically, the Board is responsible for approving a salary schedule on an annual basis as part of the budget review process. Management has the authority to implement the salary schedule, however only the Board can approve changes.



MURPHYS SANITARY DISTRICT

PROPOSED SALARY SCHEDULE

EFFECTIVE:

Up to 5% annual step increase

JOB POSITION	STEP A	STEP B	STEP C	STEP D	STEP E
Customer Service Representative	\$ 21.22 \$	22.28 \$	23.40 \$	24.56 \$	25.79
Account Specialist/Clerk of the Board	\$ 27.62 \$	29.00 \$	30.45 \$	31.97 \$	33.57
Wastewater Treatment/Field Supervisor	\$ 40.17 \$	42.18 \$	44.29 \$	46.50 \$	48.83
Wastewater Operator G-I	\$ 27.59 \$	28.97 \$	30.42 \$	31.94 \$	33.54
Wastewater Operator G-II	\$ 30.29 \$	31.80 \$	33.39 \$	35.06 \$	36.82
Administration Manager	\$ 37.13 \$	38.99 \$	40.94 \$	42.98 \$	45.13
Operations Manager *	\$ 95,481.00 \$	100,255.05 \$	105,267.80 \$	110,531.19 \$	116,057.75
Board of Directors	\$ 100.00	Per Meeting			

*Board approved salary status for Operations Manager 5/2023

Longevity Incentive:	5 Years	\$ 1,200.00
	10 years	\$ 3,000.00
	15 years	\$ 4,500.00



Murphys Sanitary District STAFF REPORT

DATE: June 13, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Approval for Board President to Attend CSDA GM Summit

Recommendation: Staff recommends the Board approve President McMath-Jue to attend the 2024 CSDA GM Leadership Summit.

Background: The CSDA Annual GM Leadership Summit is set to take place from June 23-June 24, 2023 in Anaheim, CA.

The Administration manager is enrolled and will also be 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 \$775. CSDA room reservations in the designated room block is \$209 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.



**California Special
Districts Association**
Districts Stronger Together

*All New Content
Including Keynotes
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CSDA's 2024
**GENERAL
MANAGER
LEADERSHIP
SUMMIT**



*A leadership conference for general managers
and other management staff of special districts*

June 23 – 25, 2024
JW Marriott Anaheim Resort



The General Manager Leadership Summit provides the best networking and professional development opportunities for special district general managers and other management staff from districts of all types and sizes throughout California.

Come together with others facing the same challenges and opportunities, learn from our expert instructors, and return to your district refreshed and reenergized.

Consider sending an emerging leader from your district to this conference also – it could be the first step in preparing our next generation of special district general managers.

THE CONFERENCE FOR CURRENT & EMERGING LEADERS



SCHOLARSHIPS AVAILABLE!
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OTHERS WHO WOULD BENEFIT FROM ATTENDING:

- DISTRICT ADMINISTRATORS
- DEPARTMENT MANAGERS
- OPERATIONS MANAGERS
- OFFICE MANAGERS
- SUPERVISORS
- FINANCE OFFICERS
- BUSINESS MANAGERS
- LEGAL COUNSEL
- OTHER DISTRICT MANAGEMENT STAFF



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the General Manager Leadership Summit.



The General Manager Leadership Summit qualifies for 25 points of continuing education toward the Special District Leadership Foundation's Certified Special District Manager program. Learn more about the requirements for taking the CSDM examination on page 9.

“The variety of breakout session topics provide valuable education and relevant resources for all types and sizes of special districts.”

—PETE KAMPA, CSDM, GROVELAND COMMUNITY SERVICE DISTRICT

at a glance
SCHEDULE



Pre-conference workshops held on Sunday, June 23 are not included with full registration. They require separate registration and are offered at an additional cost. Detailed information on pre-conference workshops can be found on page 5.

SUNDAY, JUNE 23, 2024

8:30 a.m.–3:30 p.m.	Pre-Conference Workshop: So, You Want to Be A General Manager? <i>(separate registration and payment required)</i>
11:00 a.m.–3:30 p.m.	Pre-Conference Workshop II: Passing the Torch: How to Recruit, Engage and Carry Your Dream Team Forward <i>(separate registration and payment required)</i>
1:00–3:00 p.m.	Certified Special District Manager (CSDM) Exam: Optional, Must be Scheduled Prior to Conference
3:45–5:15 p.m.	Speed Networking

SUMMIT OFFICIALLY BEGINS SUNDAY EVENING

5:30–7:00 p.m.	Welcome Reception and Registration
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MONDAY, JUNE 24, 2024

8:00 a.m.	Conference Registration Opens
8:00–8:30 a.m.	Continental Breakfast with the Exhibitors
8:30–10:00 a.m.	OPENING KEYNOTE: The Future of Leadership
10:00–10:30 a.m.	Break: Networking with the Exhibitors
10:30 a.m.–12:00 p.m.	BREAKOUT OPTIONS: Leadership Lessons from Your Peers - Collaboration and Transformation; Navigating Funding Strategies for Capital Projects; Better District Leadership Through a Productive Partnership Between the Manager and Board
12:15–1:30 p.m.	Networking Lunch with the Exhibitors
1:30–3:00 p.m.	BREAKOUT OPTIONS: Leading a Values-Based Organizational Culture; Cybersecurity and IT Strategy for Special District Leaders; Navigating Legal Landmines: Essential Updates for Special District General Managers
3:00–3:45 p.m.	Break and Networking with the Exhibitors
3:45–5:00 p.m.	BREAKOUT OPTIONS: Money Market Securities and Joint Powers Authority Pools; Thriving Together: Navigating Community Engagement in the Fast Lane; How to be a More Strategic Thinker
5:15–6:45 p.m.	Food & Wine Experience Reception

TUESDAY, JUNE 25, 2024

8:30–9:00 a.m.	Continental Breakfast with the Exhibitors
9:00–10:30 a.m.	GENERAL SESSION WITH KEYNOTE: Bridge the Gap
10:30–11:00 a.m.	Break: Networking with the Exhibitors
11:00 a.m.–12:15 p.m.	BREAKOUT OPTIONS: Let's Invite Attention: It's Time to Stop Flying Below the Radar and Tell Your District's Story; Harnessing AI: Strategies for Productivity and Protection for Special Districts; Stellar Public Sector Customer Service
12:30–2:30 p.m.	CLOSING LUNCH: Special Districts Face an Existential Threat in CA as NSDC Works to Define Them in DC
2:30 p.m.	Conference Adjourns

“Great event with very informative speakers!”

– Sandy Raffelson, General Manager,
Herlong Public Utility District

LOCATION

Anaheim, CA



JW MARRIOTT ANAHEIM RESORT

1775 S Clementine Street
Anaheim, CA 92802

CSDA room reservations in the CSDA room block start at the rate of \$209 plus tax and fees per day. The room reservation cut-off is May 31, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration.



LOCATION

The JW Marriott Anaheim Resort is located in the heart of Anaheim and a short drive from iconic beaches. You are at the center of all that makes Southern California such a beloved destination. JW Marriott Anaheim Resort puts you at Disneyland® Resort's doorstep, just a short walk from its gates. World-class shopping, dining, and entertainment are all nearby while sporting and cultural venues connect you to the local scene.



BRING A GUEST!

Guest Fee (cannot be from a district or a company that does business with districts): Includes Welcome Reception, Continental Breakfast on Monday and Tuesday, and Food & Wine Experience on Monday.

For guest pricing options, please refer to Registration Fees below.

Not sure if you are a member? Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership contact Member Services at membership@csla.net or 877-924-2732.

REGISTRATION FEES

EARLY BIRD (on or before May 31, 2024):

Member	\$775
Non-member	\$1,110
Guest of a CSDA Member*	\$285
Guest of a Non-member*	\$415

Regular (after May 31, 2024):

Member	\$860
Non-member	\$1,240
Guest of a CSDA Member*	\$375
Guest of a Non-member*	\$540

ADDITIONAL COST WORKSHOPS**

Pre-conference workshop - two options!

So, You Want to Be a GM?	\$115 Member/Non-member
Passing the Torch: How to Recruit, Engage, and Carry Your Dream Team Forward	\$285 Member/\$430 Non-member



Need help paying for this conference? Check out available scholarships at SDFL.org. There is no district budget limit and you don't need to be a CSDA member.

* Cannot be from a district or company that does business with districts.

** Separate registration and payment required. Space is limited and on a first-come, first-served basis.

PRE-CON

Two Pre-Conference
Workshops and Networking

Sunday, June 23, 2024

Pre-Conference Workshops - Two options!



8:30 a.m.–3:30 p.m.

Pre-Conference Workshop: So, You Want to Be a General Manager?

Scott Carroll, CSDM, Costa Mesa Sanitary District

This is a practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles, and skill sets of a general manager; identifying general manager opportunities; developing positive relationships with the board, staff, and peer agency executives; and leadership best practices.

Includes continental breakfast and buffet-style lunch.



11:00 a.m.–3:30 p.m.

Pre-Conference Workshop II: Passing the Torch: How to Recruit, Engage, and Carry Your Dream Team Forward

Christine Sliz, Regional Government Services Authority

Gabe Lanusse, Greater Vallejo Recreation District

Ryder Todd Smith, Tripepi Smith

NEW!

In October 2021, 3 million adults took early retirement in the U.S. Many agencies were caught flat-footed after losing organizational talent and district knowledge about history, processes, and decisions. Innovative recruitment, engagement and succession planning processes can reignite the energy in your organization. In this two-part workshop, we will address the foundation of every agency's success: innovative recruitment and succession planning.

PART ONE: Building Your A-Team

PART TWO: Passing the Torch without Burning Your Fingers

Includes buffet-style lunch.

Networking



3:45–5:15 p.m.

Speed Networking

Come and enjoy lively and fun speed rounds of networking and prizes and learn about CSDA business affiliate members that can save your district time and money - or both!

Limited space, so register now! Limited to special district staff and board members only.



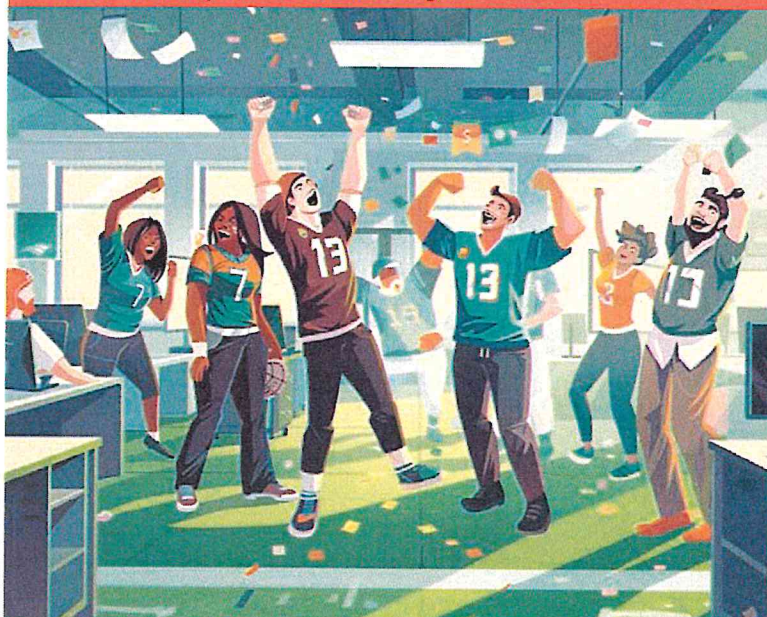
1:00–3:00 p.m.

Certified Special District Manager (CSDM) Exam

Optional, must be scheduled prior to conference.

Separate registration and payment required for pre-conference workshops. Space is limited and on a first-come, first-served basis.

Welcome Reception - Conference Begins!



5:30–7:00 p.m.

WELCOME RECEPTION AND REGISTRATION – IT'S AN MVP PARTY!

Join us for a spirited celebration as we honor our Most Valuable Partners (MVPs) at our themed reception! Embrace the team spirit by donning your favorite sports jersey as we recognize and appreciate the invaluable contributions of our partners. It's a winning combination of recognition, camaraderie, and fun!

MONDAY

Training & Networking
Opportunities

Monday, June 24, 2024

8:00 a.m.

Conference Registration Opens

8:00–8:30 a.m.

Continental Breakfast with the Exhibitors



8:30–10:00 a.m.

Opening Keynote

Sponsored by



The Future of Leadership

John Spence, Global Business Expert, Coach, Trainer, Speaker

Some fundamentals of leadership will never change. Honesty, integrity, courage, fairness, vision, and a handful of other elements are essential to being a successful leader. However, as the speed of change accelerates, it demands that leadership evolve to keep pace. To successfully navigate tomorrow's business challenges, you must increase the leadership and management capabilities of your existing leaders and ensure the readiness of your top talent to move to their next role.

10:00–10:30 a.m.

Break and Networking with the Exhibitors

10:30 a.m.- 12:00 p.m.

BREAKOUT SESSION OPTIONS

Leadership Lessons from Your Peers - Collaboration and Transformation

*Leah Harris, San Miguel Consolidated Fire Protection District
Ian Prichard, Calleguas Municipal Water District*

This breakout session will help show you how to lead an organization through a collaborative approach with a department-wide organizational skillset that will change how governing bodies, management, and staff work together as a team with the same vision. From there, you can plan for the transformation of your organization through strategic plan implementation as a process of change. This will create a work culture that is measurably more productive and brings joy back into public service.

Navigating Funding Strategies for Capital Projects

*Dmitry Semenov, Ridgeline Municipal Strategies, LLC
Tom Neisler, Tehachapi-Cummings County Water District
Rick Brandis, Brandis Tallman, A Division of Oppenheimer & Co., Inc.*

Project financing can be a daunting task. Recent market turbulence and California's budget deficit make it even more complicated and may require adjustments to the financing plan. In this session, we discuss funding strategies available to special districts for infrastructure and facility projects. We will also discuss the management of financing in a higher interest rate environment. A market update will be provided because even though we may not always know what the future holds, we should always know where we stand right now.

Better District Leadership Through a Productive Partnership Between the Manager and Board

Martin Rauch, Rauch Communication Consultants, Inc.

This session recognizes the crucial importance of maintaining the best relationship between the manager and the board. It will provide tips on defining roles and relationships, building an effective team between the board and manager, helping your board fulfill its role, maintaining communication over time, executing a useful performance evaluation, and much more. This interactive session will also provide real-life examples, and opportunities for questions, answers, and discussion.

12:15–1:30 p.m.

Networking Lunch with the Exhibitors

“ *The GM Leadership Summit is our go-to venue in the development of our management staff, enabling and inspiring them to continuously increase their competencies and advance in the district.* ”

— PETE KAMPA, CSDM, GROVELAND COMMUNITY SERVICES DISTRICT



1:30–3:00 p.m.

BREAKOUT SESSION OPTIONS**Leading a Values-Based Organizational Culture***Sean Barclay, Tahoe City Public Utility District*

Creating alignment around a shared set of values at an organizational level requires so much more than just adopting a “set of words on a wall.” This session will examine one district’s journey towards implementing a set of shared values and behaviors that guide decision-making, from strategic planning to everyday customer interactions. The session will share actual experiences along the way toward implementation, the challenges, and the real benefits realized over time. Come learn firsthand from our mistakes and successes and take-home practical tips to help you understand if a values-based organizational culture is the right fit for your district.

Cybersecurity and IT Strategy for Special District Leaders*Corey Kaufman, VC3*

In this session, we will outline the necessary items to build out an effective IT strategic plan. This will include addressing the following items:

- What is required to build an IT Strategic Plan
- Identifying the goals of the local government agency
- How to identify the current risks and build a realistic plan to remediate those risks
- How does this impact the budget
- How to make sure that we have executed the plan we put together.

Navigating Legal Landmines: Essential Updates for Special District General Managers*David Boyer and Suparna Jain, Atkinson, Andelson, Loya, Ruud & Romo*

In the dynamic landscape of special districts, staying abreast of legal updates is essential. As stewards of public resources tasked with ensuring the smooth operation of their districts, General Managers must keep up with the latest legal developments to mitigate risks and ensure compliance. This presentation will offer a comprehensive overview of essential legal updates tailored specifically to the needs of General Managers and special districts.

3:00–3:45 p.m.

Break and Networking with the Exhibitors

3:45–5:00 p.m.

BREAKOUT SESSION OPTIONS**Money Market Securities and Joint Powers Authority Pools***Bob Shull, California CLASS*

The investment portfolio is one of the only areas where state and local governments can generate income without charging taxes or fees to the citizenry. With rates rising last year, interest income has become a more relevant and valuable revenue source. Drawing from real-life success stories, this session will provide insights into the key components of an effective investment plan including cash flow analysis, portfolio diversification, and effective investment and risk management strategies.

Thriving Together: Navigating Community Engagement in the Fast Lane*Hilary Straus, Citrus Heights Water District**Josh Nelson, Best Best & Krieger LLP**Melanie Mow Schumacher, Soquel Creek Water District**Ashley Metzger, Regional Government Services Authority*

As a leader, guiding and supporting organizational change is part of your daily life. So how can you best manage yourself and others through these changes? Adopting an Agile Mindset is one fundamental approach. This presentation explains what an Agile Mindset is, how critical it is for leaders of an organization, and some of the associated leadership behaviors essential for achieving success.

How to be a More Strategic Thinker*John Spence*

Your strategic plan is essentially a decision-making tool. How will you allocate your scarce resources? What markets will you serve? What products and projects are priorities? Every critical decision you make is tested for alignment with the plan. This is why organizations take the strategic planning process so seriously, and they should. There is a computer programming term: GI=GO. Garbage In; GO= Garbage Out. It is much the same with strategic planning. If the thinking that goes into the planning process is flawed, your plan will be too. Therefore, the leaders in your organization must be superior strategic thinkers.

5:15 - 6:45 p.m.

FOOD & WINE EXPERIENCE RECEPTION

Join your fellow attendees and exhibitors for more networking while enjoying food, wine, and beer sampling.

Sponsored by



TUESDAY

Training & Networking
Opportunities

Tuesday, June 25, 2024

8:30 – 9:00 a.m.

Continental Breakfast with the Exhibitors



9:00 – 10:30 a.m.

General Session Keynote

Sponsored by



Bridge the Gap

Jennifer Edwards, Best-Selling Author,
Keynote Speaker, Coach

Let's face it, many conversations can go sideways. Many of us feel "squeezed" in these polarizing, cancel-culture times, and shocking data shows that this tension is seeping into the workplace and costing organizations millions.

How can we engage optimally with people, especially if they hold different perspectives, values, and beliefs... and sometimes seem to be on a "whole other planet?" In a fast-paced, reactive, and noisy world, listening and speaking the truth has become more complicated than ever. The quality of our conversations has never been more important. It is time to level up. Participants will leave with 5 practical skills to help them communicate and collaborate better with anyone, anywhere, anytime.

10:30 – 11:00 a.m.

Break and Networking with the Exhibitors

11:00 a.m. – 12:15 p.m.

BREAKOUT SESSION OPTIONS

Let's Invite Attention: It's Time to Stop Flying Below the Radar and Tell Your District's Story

Rachel Murphy, Contra Costa Water District
Ryder Todd Smith, Tripepi Smith

Developing a brand, marketing strategy and comprehensive communication plan is a wise investment to increase presence in the community and build trust. There are foundational steps needed to have an agency-wide brand platform to which marketing goals, objectives, and tactics are tied. Brand development for public agencies is foundational to raising awareness, increasing trust enhancing communications, and elevating connections with customers and key audiences.

Harnessing AI: Strategies for Productivity and Protection for Special Districts

Mac Clemmens, Streamline
Nick Clair, Lozano Smith, Attorneys at Law

In an era where Artificial Intelligence (AI) is set to transform the public sector, this presentation explores the transformative potential of AI for special districts. We delve into practical applications that promise to significantly boost productivity, from automating tasks for general managers and district staff to revolutionizing how districts do business. This session will highlight both the unprecedented opportunities and the legal and ethical challenges they present, such as data privacy, bias, and security risks. Attendees will come away equipped with actionable strategies to harness AI's potential responsibly while safeguarding against its pitfalls.

Stellar Public Sector Customer Service

Emanuela Tala, Liebert Cassidy Whitmore

The session will cover an expansive myriad of pressing issues. The following issues: Public Sector Responsibility and Accountability; Public Sector Transparency; and Public Perception of Public Sector Employment.

- Deep dives into the Public Sector Customer Service
- Deep dives into the Public Service Standards of Conduct
- Deep dives into the Implicit Bias.

“The timing of the GM Summit is perfect. Falling at the conclusion of the fiscal year, you can reflect on the past year while picking up tools for the upcoming year in a forum with other special district leaders.”

— RYAN CLAUSNITZER, CSDM, GENERAL MANAGER, ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT



12:30 – 2:30 p.m.

Closing Lunch: Special Districts Face an Existential Threat in CA as NSDC Works to Define Them in DC

Kyle Packham, CSDA

Aaron Avery, CSDA

2024 could be the most important year for advocacy yet, with a statewide ballot measure to revise the Constitution threatening severe, retroactive invalidation of special district revenue and rejection of local control over our essential services. Meanwhile, in Washington, the National Special Districts Coalition, of which CSDA is a founding member, is pressing forward with an effort to define special districts in federal law and ensure districts receive equitable access to federal grants. All that, and a run-down of the hottest bills and budget proposals facing special districts, including ERAF property tax shifts, development impact fee restrictions, Surplus Land Act guidelines, zero emissions vehicle mandates, labor laws, and more.

2:30 p.m.

Event Adjourns

BECOME A CERTIFIED LEADER IN SPECIAL DISTRICTS



Need Help Paying for this Conference?
Scholarship funds are available from the Special District Leadership Foundation (SDLF). There is no district budget limit and you do not need to be a CSDA member to receive funds. Apply at www.sdlf.org.

CERTIFIED SPECIAL DISTRICT MANAGER (CSDM)

A PROGRAM FOR GENERAL MANAGERS AND OTHER MANAGEMENT POSITIONS

Certified Special District Manager (CSDM) is a voluntary designation sought by individuals who strive to be the best in their field. Administrators with various academic and professional backgrounds can be candidates for the program.

The certification examination and study guide were developed through the participation of over 100 volunteer subject matter experts who know about special district management. Guided by the SDLF Board, Certification and Audit Advisory Committee, and under direction by a professional examination development firm, this certification gives successful candidates recognition unmatched by any other program.

The two-hour exam covers all key aspects of special district management including governance, legal requirements, policy development, ethics in public service, strategic planning, public finance, and more. To find out the requirements for taking the Certified Special District Manager (CSDM) examination visit www.sdlf.org or call 916-231-2939.

The General Manager Leadership Summit qualifies for 25 hours of continuing education toward CSDM.

2024 General Manager Leadership Summit



SIGN-UP

Attendee
Registration Form

Anaheim, CA

Three Ways to Register

- 1. ONLINE** by visiting the General Manager Leadership Summit at gmsummit.csdanet.net.
- 2. FAX:** 916-520-2465, All faxed registration forms must include credit card payment.
- 3. 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			
Is this your first year attending the General Manager Leadership Summit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
SUMMIT REGISTRATION FEES			
EARLY BIRD PRICE (ON OR BEFORE MAY 31)		REGULAR PRICE (AFTER MAY 31)	
<input type="checkbox"/> CSDA Member	\$775	<input type="checkbox"/> CSDA Member	\$860
<input type="checkbox"/> Non-member	\$1,110	<input type="checkbox"/> Non-member	\$1,240
<input type="checkbox"/> Guest of a CSDA Member*	\$285	<input type="checkbox"/> Guest of a CSDA Member*	\$375
<input type="checkbox"/> Guest of a Non-member*	\$415	<input type="checkbox"/> Guest of a Non-member*	\$540
		Subtotal	
PRE-CONFERENCE REGISTRATION FEES			
MEMBER		NON-MEMBER	
<input type="checkbox"/> So, You Want to Be a GM? Workshop	\$115	<input type="checkbox"/> So, You Want to Be a GM? Workshop	\$115
<input type="checkbox"/> Passing the Torch Workshop	\$285	<input type="checkbox"/> Passing the Torch Workshop	\$430
<input type="checkbox"/> Speed Networking (district attendee)	\$0	<input type="checkbox"/> Speed Networking (district attendee)	\$0
		Total \$	
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:	Zip:	Authorized Signature:
SPECIAL NEEDS - INCLUDING DIETARY			
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:			
Emergency Contact - Name & Phone:			
<small>*Guests cannot be from a special district or someone who does business with a special district. Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than May 31, 2024. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after May 31, 2024. Substitutions are acceptable and must be done in writing no later June 14, 2024. 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.</small>			



Finance Committee Meeting Summaries

May 22, 2024 Meeting - The Finance Committee met to review and discuss the FY 2024/2025 proposed budget. The Admin Manger presented the proposed budget predictions and explained the increase of some expenditures. After thorough review, the committee agreed with no changes to recommend budget to the Board. The committee is also considering long-term investments (more than 6 months-1 year) to align with projects slated for future years' improvements. Continued discussion on the reserve fund spreadsheet.

May 24, 2024 Meeting - The Finance Committee met to discuss the Rate Study tables provided by HEC. There is concern that the Capital Improvement Plan projections are too much over the next 5 years. Admin Manager explained that the plan HEC used is dated and currently being updated which will change the projections. There was also concern of the numbers used in the presentation are not the same numbers in monthly reports. Admin Manager explained that the sources used to create the tables are from Financial Statements prepared by the Districts CPA and future predictions. It was determined that the committee would like to meet with HEC for clarification of the report since there are many unanswered questions. HEC agreed to meet with the committee on June 17, 2024 at 10am.



ADMINISTRATION REPORT

DATE: June 13, 2024

TO: Members of the Board

FROM: Kristina Fillmore, Administration Manager

SUBJECT: Administration Report

Church Street Project

Due to the delay in engineering and plan development this project will commence in the next fiscal year. A non-mandatory pre bid meeting will take place on June 10th. Award of contractor will be determined in the June 13, 2024 regular board meeting. Notice to homeowners will be sent out with details of the project with anticipated project start date.

Rate Study

The Finance Committee's next meeting will be June 17th. Catherine Hansford will attend the meeting remotely to discuss her presentation and answer questions.

Employee Handbook/District Policies/Use Ordinance

The revision of the District Employee Handbook is complete and will go before the Board of Directors for approval at the next regular meeting. District policies and procedures updates and revisions have been presented in drafts to the Board for review. Proposed changes will be implemented and presented for approval at a regular board meeting. Use Ordinance continues to receive a high-level review from the Districts legal counsel. Currently, there is no established completion date.

UPUD & MSD

Organizing an event to educate our shared customers about the operations and future endeavors of both districts.

Administration Staff

Staffing changes will be implemented July 1. Amy will become full-time and will take on additional responsibilities encompassing the Board Clerk role.

California Department of Finance

The District has been selected for an internal audit for the grant awarded by the SWCRB in 2021 for the Wastewater Treatment Plant Upgrade I. Staff are prepared for this upcoming audit to provide historical documentation requested by the department.

GM Summit 2024

The Admin Manger will be attending the GM Summit in Anahiem, CA at the end of this month.

Upcoming Office Closures

June 19, 2024-Juneteenth, July 4, 2025 Fourth of July



Murphys Sanitary District STAFF REPORT

DATE: June 13th 2024
TO: Members of the Board
FROM: Dan Murphy, Operations Manager
SUBJECT: Operations Report

OPERATIONAL MONTHLY TOTALS AND SUMMARY- May 2024

Water storage levels in Pond# 4	With lack of rain and the drying up of groundwater, I/I has ceased. Influent amounts have dropped back down to the average 130,000 gallons for 24 hours and we were able to maintain a freeboard level of 3'9" throughout May, leaving an optimum level of water in storage as we begin regular pumping season.
PG&E Kilo Use	484kWhrs at WWTP 79kWhrs at IPS Our power consumption at the IPS should plateau and remain right around this 79-85 kilowatt hours per month amount but, as we start to process and pump more Effluent, consumption will increase undoubtedly at the treatment plant.
Rain Fall at WWTF	Only 1.5 inches of rain was recorded for May
CL2 Usage	188 gallons of liquid chlorine to treat over half a million gallons of Effluent 370ppm
Plant influent gallons	4,351,300 gallons Well within our normal dry weather flow
Effluent gallons	575,165 gallons treated and discharged to KHS over two days of pumping
Ironstone Influent	166,500 gallons AVG
Hydro flushing lineal footage	>2,500' of Collections system
Sewer Overflow Count	None
Spray Field Gallons Applied	None Metering in of spray field application with regular discharge to KHS to begin in June.

PRESERVING SURVEY MONUMENTS – FREQUENTLY ASKED QUESTIONS

Purpose & Objective: The purpose of this Fact Sheet is to document the County's standard policies with respect to the responsibilities of perpetuating survey monuments in accordance with current laws and regulations.

The objective of survey monument preservation is to safely protect and perpetuate survey control monuments as stipulated by State, Federal, Civil Legal Codes and Business and Professions Code.

The County is responsible for the perpetuation of survey monuments and/or the enforcement of survey monument perpetuation in accordance with California's Business and Professions Code §8771 (b) and California's Streets and Highways Code §1810.5. The perpetuation of survey monuments is required and intended to protect both public and private property rights in accordance with federal and state law.

Who is authorized to reference Survey Monuments?

State Business and Professions Code section 8771 requires that a licensed land surveyor or registered civil engineer licensed prior to January 1, 1982, legally authorized to practice land surveying reference the monuments any time a street, highway, right-of-way, or easement is improved, constructed, reconstructed, maintained, or resurfaced. If a monument is relocated, it must be reset into the surface of the new construction and recorded with the County Surveyor's Office; otherwise, monuments must be retained or replaced in their original positions upon completion of the work. The local government agency that has jurisdiction over the project property also must be involved in the monument identification and preservation process.

Where is the Calaveras County Surveyor's Office located?

Calaveras County Surveyor's Office is currently located at 891 Mountain Ranch Road, San Andreas CA 95249 and can be reached by calling (209) 754-6401.

What are Survey Monuments?

A survey monument is a marker that defines a geographic position on the face of the earth. It is tangible evidence of the location of a boundary corner or other survey point. A boundary survey monument is fixed permanently in land and referred to in a legal description or map identifying the land. Monuments can be found in the sidewalk, middle of the street, or at the actual property corner of lots.

The corners of parcels or lines of easements can only be visualized on the ground by setting markers, or survey monuments. A survey monument is a physical marker and tangible evidence that locates a corner or line on the ground. They can be on a line or offset from a line, on, above or below the surface, noticeable or almost invisible. These markers can take many forms, some more durable than others:

- a chiseled cross in a sidewalk set 60 years ago.
- a nail and brass tag under 2" of pavement.
- iron pipes of any diameter driven into the ground, either buried well below the surface or visible at the surface.
- wood stakes or posts, with or without identifying tags.
- old nails or "X" scribed in concrete.
- rebar, with or without identifying caps.
- a brass disk.

- a scribed stone or post.
- a railroad spike.

The list goes on, and on...

If at any time a monument will be destroyed or covered during construction, it must be perpetuated in accordance with state law.

Why is it important to preserve and protect Survey Monuments?

Survey control monuments are critically important to maintaining the position of property lines, right-of-way lines, geodetic positions, and elevation control for FEMA Elevation Certificates. Monuments have been used in California for over 150 years to mark ranchos, subdivisions, and all various types of public land holdings. It is a requirement of local Subdivision Ordinances that permanent monument be placed and protected. Almost all survey field measurements are tied to survey monuments, which are set to allow for the retracement (or mark the position) of features and legal rights on the earth's surface. For example, homeowners need to know their boundaries, and Cities and Counties want to maintain their rights-of-way and jurisdictional boundaries. Control surveys monitor earthquake activity, subsidence, flood-control studies and determine accurate positions of navigation aids.

Survey monuments are expensive to establish and even more expensive to re-establish when they are destroyed. Monuments are required by government and local subdivision ordinance for orderly development and to protect the public from unscrupulous developers/sellers. They are an essential element to our legal system of land holdings and various aspects of ownership rights and obligations.

What are the Benefits of Monument Preservation?

Some of the benefits of preserving existing Survey Monumentation are:

- Protection of Private Property Rights - Survey monuments protect the rights of property owners, easement holders, and their adjoining neighbors.
- Keeping the Law - Malicious removal or destruction of survey monuments are against the law.
- Stability – Survey monuments provide stability and balance of interests in real property.
- Avoid liability! - You may be liable for the destruction of monuments caused by your improvements.
- Cost Savings - It costs much less to preserve a monument than it does to replace it after it is destroyed.
- Taxpayer Protection and Tax Savings – Survey monuments defining public rights-of-way represent our tax dollars at work. Destruction of these critical points is inefficient and wasteful of public funds, which equals taxpayers' money.
- Preserve Original Locations.

What Damage Occurs When Survey Monuments Are Destroyed?

Extra costs are now imposed on future land surveyors, landowners, and land improvement projects. These extra costs include the following:

- Additional monument search and recovery costs.
- Additional monument replacement costs.
- The costs of land disputes caused by uncertainty over boundary location.
- Additional survey costs.
- The requirement to prepare and file additional survey records with public agencies when field surveys reveal monuments are destroyed or when replacement monuments are set.
- The actual cost of the physical monument and its installation is often just a tiny fraction of these other costs.

- It's time consuming and very costly to replace.
- If points on the curb and the street are removed at the same time, they are very difficult to replace correctly and then we are required to file a Record of Survey map which is much more involved, can take several months to complete and be very costly.
- It causes difficulties with the County Surveyor's office, which causes more delay, and therefore more incurred costs.
- It causes delays and extra costs for surveyors performing private surveys. Just think if it was your property being surveyed and there were no points in the ground to be found.
- It's a violation of State law.

Who is responsible to protect Survey Monuments?

Under state law, governmental agencies and "those actually performing construction work" are jointly responsible to ensure that monuments are protected. Get out in front of the issues and ask questions about the survey monuments on your project before construction begins.

If you are a contractor on a private or public project, speak up and ask whether the monuments in the construction limits have been perpetuated. If you are the project engineer with a governmental agency, you have the ethical and legal duty to ensure that adequate provisions for monument preservation have been addressed contractually and in the field.

What documentation is required?

A Corner Record or Record of Survey must be filed by a professional land surveyor in accordance with state law for each and every survey monument that has been impacted.

How do I locate my property corners?

You will need a copy of the map and/or deed that created your parcel. You may try to interpret it; however, to ensure that all monuments are in the proper location you need to contact a Professional Land Surveyor (or Civil Engineer Registered prior to 1982) licensed by the State Board of Registration.

Who can perpetuate survey monuments?

In California, survey monuments can only be referenced and reset by a Professional Land Surveyor, or a civil engineer licensed prior to January 1, 1982, with a license number below C33966.

Does the County Surveyor's Office survey privately held lands?

No. The County of Calaveras does not survey private lands. However, our Survey staff will try and answer any questions the public may have regarding land surveying.

Can you recommend a private land surveyor to survey my property?

The County cannot recommend one surveyor over another. Professional Land Surveyors are licensed by the State Board of Professional Engineers, Land Surveyors and Geologists and are able to practice anywhere in the state. Most Land Surveyors in private practice are listed in the local Yellow Pages or on the California Land Surveyors Association (CLSA) [Find a Surveyor](#) webpage. You may also find a surveyor in your area through the [Board of Professional Engineers, Land Surveyors and Geologists](#).

How do I obtain copies of fields notes, record maps, as-built drawings, or other county drawings?

Most Recorded Maps are available at Calaveras County Public Works-Surveyor.

What are some of the current laws, regulations, and penalties related to Monument Preservation?

Business & Professions Code §6731, §6731.1, & §6731.2 (Professional Engineers Act) Business & Professions Code §8725 & §8771 (Professional Land Surveyors Act) Board Rules (Administrative Code, Title 16, Division 5) 464(d) California Penal Code §605, §615, & §622 California Streets & Highways Code §732 & §732.5 Government Code §27581.

For technical assistance and survey advice please contact a professional land surveyor.