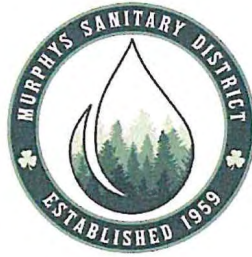


MURPHYS SANITARY DISTRICT

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

Regular Board Meeting

Thursday, April 11, 2024
10:00 a.m.



MSD District Office

15 Ernest Street, Suite A
Murphys, CA 95247

Traditional Brown Act teleconferencing rules that require a quorum of the legislative body to meet in person in the agency's jurisdiction, the posting of the members' remote location on the legislative body's meeting notice and agenda, and public access to each teleconferencing location.

Remote Location: 2580 Country Club Road Borrego Springs, CA 92004

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 meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 225 334 010 049

Passcode: HR4qAr

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 872-242-9031,,320282789#](#) United States, Chicago

Phone Conference ID: 320 282 789#

CALL MEETING TO ORDER\ PLEDGE OF ALLEGIANCE

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

2023/2024 BOARD OF DIRECTORS

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

Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian

www.murphyssd.org

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) Minutes-March 14, 2024
- b) Financial Reports-Ending March 31, 2024

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.

- a) General Draft Policy Manual Review, Session 3-Discussion Only
- b) Approval of Workplace Violence Prevention Plan-Discussion/Action
- c) Approval of Finance Committee Duties and Responsibilities Policy-Discussion/Action
- d) Adoption of Resolution 2024-01 Mission Statement-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.

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
- b) Operations

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 May 9, 2024, 10:00 a.m.**

11. **Adjournment**

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

2023/2024 BOARD OF DIRECTORS

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Murphys Sanitary District



MINUTES – Regular Board Meeting
Thursday, March 14, 2024
15 Ernest St Ste. A
Murphys, Ca 95247

CALL MEETING TO ORDER - 9:00 a.m.

PLEDGE OF ALLEGIANCE

1. Roll Call

Directors Present

Director Fontana (Absent w/notice); Director Miller; Director Mellerera; Director Gonzales & President McMath-Jue

Staff Present

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

Public Present

Joel Metzger (UWPA)

2. Agenda Changes- *None*

3. Public Comment – *None*

4. Consent Agenda

a) Financial Reports: January 2024 & February 2024

b) Minutes: January 11, 2024 Regular Board Meeting, January 25, 2024 & February 22, 2024 Special Board Meeting

Motion: Directors P. McMath-Jue & S. Gonzales motion to accept the Consent Agenda as presented; Financial Reports January 2024; February 2024 and Minutes January 1, 2024, Regular Board Meeting; January 25, 2024 and February 22, 2024 Special Board Meetings: Roll Call Vote (4) Yeas (1) Absent

BOARD OF DIRECTORS

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5. New Business

- a) **Approval to Submit Letter of Support for UTICA’s FERC Exemption – J. Metzger (UWPA) Speaks, Brief Discussion**

Motion: Directors P. McMath-Jue & S. Gonzales motion to approve the submission of a “Letter of Support” for Utica’s FERC Exemption: Roll Call Vote (4) Yeas (1) Absent

- b) **Climate Action & Sustainability Committee – President P. McMath-Jue dissolves Climate Action Committee**

- c) **New District Mission Statement Workshop – Brief Discussion**

Motion: Directors P. McMath-Jue & S. Gonzales motion to adopt Mission Statement #2 as presented with changes: Roll Call Vote (4) Yeas (1) Absent

- d) **Transfer from Operating to Reserve Funds to Higher Interest Acct – Information only, no action.**

- e) **Approval for Director to Attend Special District Leadership Academy**

Motion: Directors P. McMath-Jue & B. Miller motion to approve Director Miller to attend the Special District Leadership Academy & reimburse \$195.00 for lodging expenses accrued if he is unable to make the discounted room reservations that may be available through CSDA: Roll Call Vote (4) Yeas (1) Absent

6. Unfinished Business - None

7. Committee Reports

- a) **Finance Advisory Committee Report – Information only, Next Finance Advisory Committee Meeting scheduled for April 1, 2024 @ 10:00 a.m.**

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

- a) **Administration – Project Application & Rate Study updates only**

BOARD OF DIRECTORS

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Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian
www.murphysd.org**

b) Operation – D. Murphy gives brief update on continued effort to pursue communication between the County Building Department & Local Utility Companies regarding new construction permits; informs the board of a Calco OES meeting to discuss Emergency Preparedness on April 1, 2024 @ 10:00 a.m., Calaveras County Sheriff's Office – Information Only

9. Future Agenda Items/Director Comments - Director B. Miller recommends adding footnotes to Policies; Brief reminder that 700 Forms are due; Board Meeting time will not change – Information only

10. Next Regular/Special Meeting

**Special Meeting March 28, 2024 10:00 a.m.
Regular Meeting April 11, 2024, 10:00 a.m.**

11. Adjournment: 10:01 a.m.

Respectfully;

Amy R Milliken, Clerk of the Board

Director Marty Mellera, Secretary

BOARD OF DIRECTORS

**Paige McMath-Jue, President | Steve Gonzales, Vice President | Marty Mellera, Secretary
Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian
www.murphyssd.org**

**Murphys Sanitary Distict
Fund Balance Summary**

March 31, 2024

	Rates	
El Dorado Savings Bank	.02%	187,256.51
Cash Drawer		200.00
 District Investments		
CA Class Discretionary	5.44%	658,270.73
CA Class Equip R&R	5.44%	401,274.71
LAIF	4.00%	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 05/30/2024	5.25%	224,000.00
UBS CD 11/15/2024	5.80%	200,000.00
Total Investments		2,385,164.19
 Balance Ending March 31, 2024		
		2,572,620.70

Murphys Sanitary District Expense Disbursement Report March 2024

	Date	Num	Name	Memo	Amount
Mar 24					
	03/06/2024	ACH	CalPERS	Retirement Contributions	-2,822.84
	03/06/2024	ACH	EDD	Payroll Tax Liabilities	-630.55
	03/06/2024	ACH	EFTPS Federal Tax...	Payroll Tax Liabilities	-3,195.74
	03/21/2024	ACH	CalPERS	Retirement Contributions	-2,795.12
	03/21/2024	ACH	EDD	Payroll Tax Liabilities	-694.52
	03/21/2024	ACH	EFTPS Federal Tax...	Payroll Tax Liabilities	-3,316.50
	03/05/2024	ACH	Vanco Services	To record returned VANCO pay...	-60.00
	03/19/2024	ACH	EI Dorado Savings ...	Domestic Wire Service Fee	-30.00
	03/19/2024	ACH	EI Dorado Savings ...	Domestic Wire Service Fee	-30.00
	03/08/2024	ACH	Vanco Services	Monthly service fee	-127.00
	03/05/2024	11014	Alpha	Research & Monitoring	-83.00
	03/05/2024	11015	AT&T Internet - Six ...	Six Mile - Internet	-53.50
	03/05/2024	11016	Mother Lode Answe...	Answering Service	-334.00
	03/06/2024	11017	Modesto Welding P...	Parts/Supplies	-48.00
	03/06/2024	11018	Landscaper Alfredo ...	Yard maintenance Office Buildi...	-200.00
	03/06/2024	11019	SDRMA	Health Insurance Benefits	-10,367.04
	03/07/2024	11020	Fillmore, Kristina V	Payroll 03/07/2024	-2,187.74
	03/07/2024	11021	Hemstad, Eric N	Payroll 03/07/2024	-1,810.96
	03/07/2024	11022	Milliken, Amy R	Payroll 03/07/2024	-1,001.07
	03/07/2024	11023	Murphy, Daniel W.	Payroll 03/07/2024	-3,056.82
	03/07/2024	11024	Onstad, Joseph C	Payroll 03/07/2024	-2,104.99
	03/07/2024	11025	Schroeder, Teri L	Payroll 03/07/2024	-541.92
	03/07/2024	11026	Fontana., Joseph	Meeting Stipend	-91.25
	03/07/2024	11027	Gonzales, Steven M	Meeting Stipend	-91.25
	03/07/2024	11028	Miller, Lloyd B	Meeting Stipend	-144.09
	03/12/2024	11029	Aramark	Uniforms	-216.84
	03/12/2024	11030	Calaveras Lumber	Supplies/Materials	-61.37
	03/12/2024	11031	Calaveras Power A...	WWTP - Electric	-5,741.33
	03/12/2024	11032	Mountain Oasis Wa...	Drinking water	-100.60
	03/12/2024	11033	The Red Store	Misc Supplies; Hose Adapter; ...	-481.14
	03/12/2024	11034	UPUD	26 Emerald Ct - M Acct#00685...	-80.91
	03/12/2024	11035	UPUD	15 Ernest St - M Acct#006855-...	-82.34
	03/12/2024	11036	UPUD	735 Six Mile Rd - Acct#006176...	-239.16
	03/12/2024	11037	UPUD	735 Six Mile Rd - M Acct#0061...	-82.40
	03/18/2024	11038	AALR & R Attorney...	General Counsel	-2,860.20
	03/20/2024	11039	WRI0008	To refund overpayment applied...	-60.00
	03/21/2024	11040	Fillmore, Kristina V	Payroll 03/21/2024	-2,012.76
	03/21/2024	11041	Hemstad, Eric N	Payroll 03/21/2024	-1,867.50
	03/21/2024	11042	Milliken, Amy R	Payroll 03/21/2024	-943.21
	03/21/2024	11043	Murphy, Daniel W.	Payroll 03/21/2024	-3,013.73
	03/21/2024	11044	Onstad, Joseph C	Payroll 03/21/2024	-2,329.54
	03/21/2024	11045	Schroeder, Teri L	Payroll 03/21/2024	-541.93
	03/21/2024	11046	Gonzales, Steven M	Meeting Stipend	-91.25
	03/25/2024	11047	US Bank	Business Card	-2,801.60
	03/25/2024	11048	PGE-Emerald Cree...	Electric - Emerald Creek	-217.11
	03/25/2024	11049	PGE-Office	15 Ernest Street - Office Electric	-277.97
	03/25/2024	11050	Black Water Consul...	CIP Update	-1,517.50
	03/25/2024	11051	Black Water Consul...	WWTP Upgrade II	-3,101.00
	03/25/2024	11052	Black Water Consul...	Engineering Design and Draftin...	-6,053.50
	03/26/2024	11053	Carbon Copy	Copy machine - Toner	-12.50
	03/26/2024	11054	Comcast Business	Office - Phone/Internet	-196.62
	03/26/2024	11055	Gateway Press, Inc.	MSD Signage	-461.18
	03/26/2024	11056	Carbon Copy	Copy Machine - Six Mile	-18.61
	03/26/2024	11057	Carbon Copy	Copy Machine - Office	-27.23
	03/26/2024	11058	Dept of Water Reso...	Annual Dam Fee - 2024/2025	-8,925.00
	03/31/2024	11059	SWRCB Loan Pay...	WWTP SWRCB Loan Paymen...	-43,670.48
	03/26/2024	11060	Comcast- Emerald ...	Emerald Creek - Alarm Access	-110.86
Mar 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	509,001.40	644,400.00	-135,398.60	79.0%
4102 · Srv Chrgs - Condo/Duplex/Apts	43,080.00	59,760.00	-16,680.00	72.1%
4104 · Srv Chrgs - Lodges/Churches	6,301.20	8,552.00	-2,250.80	73.7%
4106 · Srv Chrgs - School	3,204.00	4,272.00	-1,068.00	75.0%
4108 · Srv Chrgs - Commercial	126,340.65	177,970.00	-51,629.35	71.0%
Total Monthly Billing	687,927.25	894,954.00	-207,026.75	76.9%
Misc Income				
4110 · Pln Chk & Inspection Fees	0.00	300.00	-300.00	0.0%
4111 · Late Fees	1,465.03	2,000.00	-534.97	73.3%
4120 · Taxes	96,392.96	135,000.00	-38,607.04	71.4%
4130 · Other Services	1,383.50	1,500.00	-116.50	92.2%
4140 · General Reserve Interest	93,289.89	100,000.00	-6,710.11	93.3%
4150 · Vacant lot Billing	1,300.00	1,700.00	-400.00	76.5%
4160 · Refunds - Rebates	549.23	500.00	49.23	109.8%
4999 · Rental Income	7,000.00	7,800.00	-800.00	89.7%
Total Misc Income	201,380.61	248,800.00	-47,419.39	80.9%
Total Income	889,307.86	1,143,754.00	-254,446.14	77.8%
Gross Profit	889,307.86	1,143,754.00	-254,446.14	77.8%
Expense				
Wages				
5001.00 · Wages - Operations	159,627.08	227,497.00	-67,869.92	70.2%
5001.50 · Wages - Office	86,810.01	123,042.00	-36,231.99	70.6%
5002.00 · Overtime - Operations	1,981.56	3,000.00	-1,018.44	66.1%
5002.50 · Overtime - Office	0.00	0.00	0.00	0.0%
5005.00 · On-Call Comp - Operations	8,400.00	10,500.00	-2,100.00	80.0%
Total Wages	265,197.32	364,039.00	-98,841.68	72.8%
Employee Benefits				
5010.00 · Health Insurance - Operations	93,272.80	120,000.00	-26,727.20	77.7%
5010.50 · Health Insurance Administration	33,439.59	42,000.00	-8,560.41	79.6%
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	14,831.83	19,715.00	-4,883.17	75.2%
5020.50 · calPERS Retirement - Admin	6,093.46	8,330.00	-2,236.54	73.2%
Total 5020 · Pension Expense	20,925.29	28,045.00	-7,119.71	74.6%
Total Employee Benefits	147,637.68	192,607.00	-44,969.32	76.7%
PR Taxes				
5030.50 · FICA-Medicare	22,489.93	38,500.00	-16,010.07	58.4%
Total PR Taxes	22,489.93	38,500.00	-16,010.07	58.4%
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%

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	692.70	3,000.00	-2,307.30	23.1%
6002.40 · R&M - Truck	1,116.24	4,000.00	-2,883.76	27.9%
6003.40 · R&M - Tractor	0.00	500.00	-500.00	0.0%
6004.40 · R&M - Trailer-Trash Pumps	0.00	500.00	-500.00	0.0%
6005.40 · R&M - Hydro Equipment	1,391.99	1,500.00	-108.01	92.8%
6006.40 · R&M - Sml Tools & Equipment	564.09	1,000.00	-435.91	56.4%
Total OPERATIONS - Maint & Repairs	5,543.06	13,500.00	-7,956.94	41.1%
OPERATIONS - Supplies				
6010.00 · Equipment Rental	0.00	350.00	-350.00	0.0%
6011.00 · Gas-Oil-Fuel	4,693.23	8,500.00	-3,806.77	55.2%
6012.10 · Supplies - Collection	144.00	1,500.00	-1,356.00	9.6%
6012.20 · Supplies - Treatment	21,990.19	37,000.00	-15,009.81	59.4%
6013.00 · Safety Supplies	674.83	1,000.00	-325.17	67.5%
6015.00 · Uniforms	2,092.28	4,000.00	-1,907.72	52.3%
6016.00 · Software Updates	1,100.61	2,000.00	-899.39	55.0%
7011.00 · Office Supplies	1,660.50	2,000.00	-339.50	83.0%
Total OPERATIONS - Supplies	32,355.64	56,350.00	-23,994.36	57.4%
OPERATIONS - Utilities				
6021.10 · Electric - Water Collection	19,726.11	30,000.00	-10,273.89	65.8%
6021.20 · Elec. - Water - Garbage WWTP	45,127.73	45,000.00	127.73	100.3%
6022.00 · Telephone - Internet	2,458.04	4,500.00	-2,041.96	54.6%
Total OPERATIONS - Utilities	67,311.88	79,500.00	-12,188.12	84.7%
OPERATIONS - Other				
6031.20 · Education Operations	1,379.13	3,000.00	-1,620.87	46.0%
6032.20 · Research - Monitoring	17,510.60	24,000.00	-6,489.40	73.0%
6033.00 · Answering Service	2,777.00	3,550.00	-773.00	78.2%
6034.00 · Security-Alarm Service	2,546.03	3,700.00	-1,153.97	68.8%
Total OPERATIONS - Other	24,212.76	34,250.00	-10,037.24	70.7%
ADMINISTRATIVE - Rents - Leases				
7050.10 · Rents & Leases - Collection	720.00	0.00	720.00	100.0%
ADMINISTRATIVE - Rents - Leases - Other	0.00	720.00	-720.00	0.0%
Total ADMINISTRATIVE - Rents - Leases	1,621.25	720.00	901.25	225.2%
ADMINISTRATIVE - Supplies				
7017.00 · Operating Expenses	1,198.22	1,500.00	-301.78	79.9%
7011.50 · Office Supplies	2,925.33	4,000.00	-1,074.67	73.1%
7012.50 · Postage	1,491.53	1,500.00	-8.47	99.4%
7013.50 · Printing	500.66	300.00	200.66	166.9%
7014.00 · Publications	240.00	300.00	-60.00	80.0%
7015.50 · Office Equipment - Software	2,151.60	3,000.00	-848.40	71.7%
7016.50 · Website-email Expenses	145.00	500.00	-355.00	29.0%
Total ADMINISTRATIVE - Supplies	8,652.34	11,100.00	-2,447.66	77.9%
ADMINISTRATIVE - Utilities				
7021.50 · Electric - Water Office	2,522.78	4,500.00	-1,977.22	56.1%
7022.50 · Telephone-Internet Access	3,565.11	4,200.00	-634.89	84.9%
Total ADMINISTRATIVE - Utilities	6,087.89	8,700.00	-2,612.11	70.0%
ADMINISTRATIVE - Other				
7030.50 · Bank Charges - Vanco Fees	1,373.59	1,440.00	-66.41	95.4%
7031.50 · County Lien Costs -Mileage	206.06	500.00	-293.94	41.2%
7034.50 · Education	1,425.01	4,500.00	-3,074.99	31.7%
7035.50 · Memberships	9,823.85	10,000.00	-176.15	98.2%
7036.50 · Grant Expenses	0.00	2,500.00	-2,500.00	0.0%
7099.50 · 15 Ernest St Building RM	2,160.28	3,000.00	-839.72	72.0%
Total ADMINISTRATIVE - Other	14,988.79	21,940.00	-6,951.21	68.3%

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
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	9,479.40	6,000.00	3,479.40	158.0%
7052.50 · Board Expenses	7,652.62	11,000.00	-3,347.38	69.6%
7053.50 · Accounting Services	9,500.00	10,000.00	-500.00	95.0%
7054.50 Software Updates	1,362.76	1,500.00	-137.24	90.9%
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	28,334.78	29,700.00	-1,365.22	95.4%
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	2,170.00	5,000.00	-2,830.00	43.4%
Total ADMINISTRATIVE – Engineering	2,170.00	5,000.00	-2,830.00	43.4%
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	713,457.32	950,179.00	-236,721.68	75.1%
Net Ordinary Income	175,850.54	193,575.00	-17,724.46	90.8%
Net Income	175,850.54	193,575.00	-17,724.46	90.8%

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	<u>10,000.00</u>	<u>193,586.00</u>	<u>-183,586.00</u>	<u>5.2%</u>
Other Expense				
CAPITAL REPAIR & MAINTENANCE				
9007.00 · Capital Equipment	91,219.73	132,000.00	-40,780.27	69.1%
9016.10 · CollectionSystem Replacement	18,618.25	0.00	18,618.25	100.0%
9022.00 · CIP - WWTP Upgrade Part II	31,725.00	350,000.00	-318,275.00	9.1%
9040.00 · Church Street Project	6,053.50	215,000.00	-208,946.50	2.8%
9999.00 · 15 Ernest St Improvements	159.38	8,000.00	-7,840.62	2.0%
Total CAPITAL REPAIR & MAINTENANCE	<u>156,915.86</u>	<u>705,000.00</u>	<u>-548,084.14</u>	<u>22.3%</u>
Total Other Expense	<u>156,915.86</u>	<u>705,000.00</u>	<u>-548,084.14</u>	<u>22.3%</u>
Net Other Income	<u>-146,915.86</u>	<u>-511,414.00</u>	<u>364,498.14</u>	<u>28.7%</u>
Net Income	<u><u>-146,915.86</u></u>	<u><u>-511,414.00</u></u>	<u><u>364,498.14</u></u>	<u><u>28.7%</u></u>



STAFF REPORT

DATE: April 11, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Review of Proposed Policies-Administration

Summary:

Enclosed are the NEW policies that the Board should contemplate incorporating into the revised Employee Handbook. These policies are currently in draft form. Following necessary adjustments, the drafts will be finalized and presented for approval at an upcoming regular meeting.

New Personnel Policies:

1. Accommodations for Disability
2. Employee Information/Emergency Data
3. Grievance Procedures
4. Whistleblowing Policy
5. Lactation Accommodation Policy



POLICY TITLE: Accommodations for Disability
POLICY NUMBER: TBD

3100.1 The employment related provisions of the Fair Employment and Housing Act ("FEHA") and the Americans with Disabilities Act ("ADA") apply to all employees and job applicants seeking employment with the District. Under the ADA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.

3100.2 The District will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result, in accordance with federal or state law. An applicant or employee who requires accommodation to perform the essential functions of the job should inform District Management, or his or her supervisor, to request an evaluation of such an accommodation. The District will participate in the interactive process with the employee in order to determine whether or not a reasonable accommodation, which does not present undue hardship to the District, exists.



POLICY TITLE: Employee Information/Emergency Data
POLICY NUMBER: TBD

3110.1 It shall be the policy of the District to maintain accurate personal contact information for each employee and Director of the District. All such information shall be maintained confidential to the extent allowed by law.

3110.2 It is important that employees promptly notify District of any changes to their personal information including:

- Name
- Home and Mailing Address
- Home and Cell Phone/Telephone Numbers
- Names, Phone Numbers, and Status of Spouse and Dependents
- Change of Emergency Contact Information
- Marital or Registered Domestic Partner Status
- Change of Military Status
- Payroll Deductions
- Benefit Plan Beneficiary

3110.3 Employees are responsible for immediately notifying management in the event of a name, address or other vital information change as required by this policy or any other District policy/procedure.

3110.4 The District shall not be responsible in the event of failure of an employee to provide this information in a timely manner results in a loss of benefits or services by the employee or dependents.

3110.5 Each employee is also responsible for providing the District with records concerning any licenses or certificates required in the performance of his or her job, as well as any documents showing that education or training relevant to employment has been completed.

3110.6 Release of Information. Personnel records are considered confidential. Employees may examine their own personnel file upon request from District Management (written request is preferred). Each employee shall have the right to inspect or copy their personnel file within twenty-one (21) calendar days of the request. If the District provides copies of the personnel file. All information contained therein is District property and may not be removed by the employee but may only be copied.

Employees may authorize the release of their own personnel records by executing a written request identifying the records to be released and the person or entity to which they may be released. This authorization must be signed and dated. Ordinarily, no information on past or present employees shall be provided by the District, other than employment dates and job title, unless such requests for information are accompanied by a signed authorization by the employee to release the information requested.



POLICY TITLE: Grievance Procedure
POLICY NUMBER: 3120

3120.1 This policy shall apply to all regular employees in all classifications.

3120.2 The purpose of this policy is to provide a procedure by which an employee may formally claim that he or she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

3120.3 Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law, resolutions adopted by the District's Board of Directors, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment, and claims or complaints of alleged discrimination or harassment (as there is an alternate procedure for those complaints).

3120.4 Grievance Procedure Steps.

3120.4.1 Level I, Preliminary Informal Resolution. Any employee who believes he or she has a grievance shall present the evidence thereof in writing to his or her immediate supervisor within thirty (30) calendar days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions with the employee within five (5) working days and attempt to resolve the matter within ten (10) working days after the discussions. The supervisor shall provide a written decision to the employee either denying or granting the employee's grievance. It is the intent of this informal meeting that at least one (1) personal conference be held between the employee and the immediate supervisor. If the grievance is against the employee's supervisor, the employee may skip Level I and advance to Level II, if he or she complies with all applicable time limits and other requirements for Level I (i.e., the employee must still file the initial grievance within 30 calendar days).

3120.4.2 Level II, District Management. If the grievance has not been resolved at Level I, the grievant may appeal his or her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to District Management within ten (10) working days after the supervisor has issued his or her written decision.

3120.4.2.1 The statement shall include the following:

- a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied, or misinterpreted.
- b) The circumstances involved.
- c) The decision rendered by the immediate supervisor at Level I, if any.
- d) The dates when: (i) the grievance was first discussed with the immediate supervisor; (ii) the Level I response was issued, and (iii) the employee submitted the grievance to Level II; and
- e) The specific remedy sought.

- f) The dates when: (i) the grievance was first discussed with the immediate supervisor; (ii) the Level I response was issued, and (iii) the employee submitted the grievance to Level II; and
- g) The specific remedy sought.

3120.4.2.2 District Management shall communicate his or her decision within ten (10) calendar days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If District Management does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal shall begin the day following receipt of District Management written decision. Within the above time limits, either party may request a personal conference with the other. If a personal conference is requested, District Management shall have ten (10) calendar days from the date of the conference to issue his or her decision.

3120.4.3 Level III, Board of Directors. In the event the grievant is not satisfied with District Management decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District Board of Directors within five (5) days. The statement shall include a copy of the original grievance; a copy of the written decision by District Management; and a clear, concise statement of the reasons for the appeal to Level III.

3120.4.3.1 The District Board of Directors shall, as soon as possible, schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made, unless the employee requests the grievance be kept confidential.

3120.5 Basic Rules.

3120.5.1 If an employee does not present the grievance or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved and no further appeal will be allowed.

3120.5.2 By agreement in writing, the parties may extend any and all-time limitations specified above.

3120.5.3 A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

3120.6 Expungement of Written Reprimands: A written reprimand may be expunged upon sustained corrective behavior, as determined by District Management, after a period of three (3) years from the date of the reprimand. It is the responsibility of the employee to request that his or her personnel file be purged of the written reprimand.

3120.6.1 District Management will consider the following factors in making his or her decision to expunge a written reprimand:

- a) whether the employee received further discipline of any kind;
- b) employee's performance evaluation reviews are at least satisfactory in all categories; and

c) that only one (1) expungement can occur during their employment with the District.

Appendix "A"

EMPLOYEE GRIEVANCE FORM
[DISTRICT NAME]

Employee's Name:

Date:

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:



POLICY TITLE: Whistleblowing Policy
POLICY NUMBER: 3142

3142.1 It is the policy of Murphys Sanitary District that its employees should be free to report violations of law, abuse of authority, fraud, economic waste, or gross misconduct, incompetence, or inefficiency without fear of retaliation or retribution. This policy is based on a finding that the District best serves itself and its membership when it can be candid and honest without reservation in conducting the business of the Murphys Sanitary District.

The District prohibits retaliation by employees, Board members or volunteers against any staff member, Board member or volunteer for making good faith complaints, reports or inquiries regarding illegal or improper activities under this policy to the District or any law enforcement agency, or for participating in a review or investigation of any such complaints under this policy. This protection extends to those whose allegations are made in good faith, but prove to be mistaken. The District reserves the right to discipline persons who have bad faith, knowingly false, or vexatious complaints or reports regarding alleged illegal or improper activities, or who otherwise abuse this policy.

Therefore, the purpose of this policy is to: (1) encourage staff, Board members and volunteers to report to the District any credible information in their possession regarding illegal or improper activities and/or retaliation as defined herein, including violations of the District's policies, promptly to those members of the District specified in this policy; and (2) prohibit the District's Board of Directors, District Management and supervising employees from retaliating against any employee who reports illegal or improper activities to the District or law enforcement agencies as provided herein; and (3) specify a procedure by which information regarding illegal or improper activities of or retaliation by members of the Board of Directors or employees can be reported to the District and investigated; and (4) provide a hearing process to any employee or Board member who has filed a written complaint with the District alleging actual or attempted acts of retaliation in response to having made a protected disclosure to the District or law enforcement protected by this policy.

3142.2 Definitions:

- a) "Illegal Order" means a directive to violate or assist in violating a federal, state or local law, rule or regulation, or an order to an employee to work or cause others to work in conditions outside of their scope of duty that could unreasonably threaten the health and safety of employees or the public.
- b) "Illegal or Improper Activity" means an activity by a member of the Board of Directors, an employee, or a volunteer of the District that is undertaken in the performance of that person's duties that is either: (1) a violation of any state or federal law or regulation including, but not limited to, corruption, malfeasance, bribery, theft of property, fraud, coercion, conversion, abuse of property or willful omission to perform a duty; or (2) violates District policies, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. Illegal or Improper Activity includes alleged financial, accounting or audit improprieties and alleged ethical violations by employees or Board members

- c) "Protected Disclosure" means a good faith communication from an employee or Board member of the District to law enforcement agencies that discloses information that may be evidence of Illegal or Improper Activity.
- d) "Retaliation" means an employee or director using or attempting to use his or her official authority or influence over an employee to intimidate, threaten, or coerce any employee in order to interfere with the rights of employees to freely report Illegal or Improper Activity to the District or a law enforcement agency. Retaliation includes, but is not limited to, promising to confer, or conferring any benefit; affecting or threatening to affect any reprisal; or taking or directing others to take, recommend, or approve any personnel action against an employee making a Protected Disclosure including, but not limited to, demotion, transfer, assignment, performance evaluation, suspension, or other disciplinary action including termination.

3142.3 Encouragement of reporting of illegal or improper activity: Murphys Sanitary District encourages employees and members of the Board to file complaints or reports about Illegal Orders or Illegal or Improper Activity or alleged Retaliation with the District Management. All such complaints shall include specific facts supporting any allegation of Illegal or Improper Activity, or Retaliation, as defined by this policy. Complaints of Illegal or Improper Activity or Retaliation may be made anonymously, but such anonymity may impede the ability of the District to conduct a thorough investigation. If the District Management is alleged to be involved in the complaint or report, then such complaint shall be filed with the President of the Board of Directors. If the President of the Board is also alleged to be involved in the complaint, then the complaint or report shall be filed with the Districts General Counsel.

Other allegations with respect to which the District has existing complaint, grievance or appeal procedures as specified in the Districts policies should be addressed pursuant to those procedures, such as issues of alleged discrimination or harassment which are processed by the District's human resources department. This policy is not intended to provide a procedure for the filing of employee or Board member complaints regarding any employment issues other than whistleblowing activities and protection of employees from Retaliation for making Protected Disclosures.

3142.4 Investigations of Allegations of Illegal or Improper Activity: District Management may request that a person submitting a complaint alleging Illegal or Improper Activity provide his or her name and contact information and provide the names and contact information for any persons who could help substantiate the claim. However, this information is not required in order to submit a complaint.

Upon receiving a complaint from any employee or member of the Board that an employee or Board member has engaged in an Illegal or Improper Activity, District Management will conduct an investigation of the allegations in the complaint. The identity of the person filing the complaint, or of any person providing information in confidence regarding the facts in the complaint shall not be disclosed without the express permission of the person providing the information. However, District Management may disclose the facts in the complaint to a law enforcement agency in the event that an allegation of criminal conduct is contained in the complaint filed with the District. District Management may request the assistance of the District's General Counsel and/or any outside consultant for assistance in evaluating an allegation of Illegal or Improper Activity or conducting an investigation of Illegal or Improper Activity as authorized by this policy. District Management shall investigate the allegations in the complaint and prepare a report of the results of the investigation within sixty (60) days of the date of the complaint.

If, upon completion of the investigation, District Management finds that an employee or Board member may have engaged or participated in an Illegal or Improper Activity, District Management shall make such findings in the investigative report and include recommended actions to prevent the continuation or recurrence of the Illegal

or Improper Activity. Such recommendations may include taking disciplinary action against those employees found to have violated this policy, which action may be taken by District Management. The investigative report may also recommend imposing sanctions, including loss of office, on those Board members found to have violated this policy. In that event the report shall be filed with the Board of Directors which shall comply with the policies of the Murphys Sanitary District in initiating discipline against a member of the Board of Directors. The District shall keep confidential all investigation work product including the investigative report.

3142.5 Complaints of Retaliation and Investigation. An employee or volunteer who believes he or she has been subjected to Retaliation as defined and prohibited by this policy shall file a written complaint with District Management which specifies the alleged retaliatory conduct and identifies the individuals allegedly engaged in such conduct.

Upon receipt of the complaint District Management shall commence an investigation of the allegations contained in the complaint of Retaliation, which shall include interviews with the complainant and any potential witnesses. District Management may utilize the services of District's General Counsel and/or other consultants in conducting such investigation and preparing an investigation report. A written investigation report regarding the alleged Retaliation shall be completed within thirty (30) days of receipt of a complaint of Retaliation.

Based on the investigation, District Management shall make a determination as to whether Retaliation occurred in violation of this policy and, if so, what steps should be taken to remedy the situation. The decision shall be communicated to the complaining employee. In making his or her determination, if it is alleged that improper disciplinary action was taken against the complaining employee in Retaliation for having made a Protected Disclosure, District Management shall consider whether the taking or failing to take any personnel action with respect to an employee who has complained of Retaliation is justified on the basis of evidence separate and apart from the fact that the person has made a Protected Disclosure, such as inadequate job performance. If the evidence in the investigation reveals that a Protected Disclosure was a contributing factor in the alleged Retaliation against a former or current employee, the burden of proof shall be on the supervisor or other employee imposing the discipline to demonstrate by clear and convincing evidence that the alleged personnel action would have occurred for legitimate, independent reasons even if the complaining employee had not engaged in Protected Disclosures of Illegal or Improper Activity.

The investigation report of the alleged Retaliation prepared by the District Management shall include a written decision as to whether this policy has been violated. If the investigation report concludes that this policy has not been violated and the complaining employee disagrees with the determination of District Management, the complaining employee may appeal in writing the decision to the Board of Directors. That appeal must be filed within ten (10) business days of receipt of the investigation report and decision of the Department Manager.

If an appeal is filed, the Board of Directors shall conduct a hearing of the complaining employee's appeal and hear and receive all evidence submitted by the complaining employee. In hearing the appeal, the Board may take evidence, and hear testimony from the complaining employee and other witnesses. The Board shall consider whether an activity protected by this policy was a contributing factor in the alleged Retaliation against the complaining employee and if the alleged retaliatory action could have occurred for legitimate, independent business reasons even if the complaining employee had not made Protected Disclosures. The Board shall render a final decision in writing to the complaining employee within thirty (30) days after completing the hearing which concludes whether Retaliation prohibited by this policy has occurred or not. If the Board finds that the provisions of this policy have been violated, it shall order that any personnel action taken against the complaining employee be reversed and that a memorandum be placed in the employee's personnel file indicating the results of the decision of the Board of Directors on appeal.

A complaining employee shall be required to exhaust his or her administrative remedies by filing an appeal with the Board of Directors regarding any alleged violation of this policy before being entitled to commence a civil action in the Superior Court.



POLICY TITLE: Lactation Accommodation Policy

POLICY NUMBER: 3146

3146.1 Murphys Sanitary District recognizes the need to promote a work environment that is supportive of breastfeeding employees who wish to continue nursing their infant children when they return to work. This policy establishes guidelines for promoting a breastfeeding friendly work environment and supporting lactating employees.

3146.2 The District will provide an environment that will enable employees to express their milk in a private, appropriate space. Such space will meet the requirements of the California Labor Code including a surface to place a breast pump and personal items, a place to sit, and access to electricity. Lactating employees will also be provided access to a sink with running water, and access to a refrigerator for storing breast milk.

3146.3 An employee may request an accommodation for reasonable lactation breaks by informing Human Resources and her supervisor in writing (preferably by electronic mail). The supervisor and the employee will discuss an appropriate break schedule for lactation. The lactation break time will, if possible, run concurrently with the employee's regular paid break time already provided. Any time more than a normal lunch or paid break time will not be paid. The District will respond, in writing, if lactation space or additional break time, as described in this policy, cannot be provided.

3146.4 Harassment of and/or discrimination against lactating employees is prohibited. It is also prohibited to retaliate against lactating employees who request time to express breast milk at work. If you are aware of any harassment of and/or discrimination against a lactating employee, please immediately report it to District Management. Any incident of discrimination or harassment of a lactating employee will be addressed in accordance with the Murphys Sanitary District policies and procedures and in accordance with state law.

Employees have the right to file a complaint with the Labor Commissioner for any violation of rights provided under Chapter 3.8 of the California Labor Code regarding lactation accommodations.



STAFF REPORT

DATE: April 11, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Approval of the Workplace Violence Prevention Plan

Recommendation: Staff recommends the Board approve the Workplace Violence Prevention Plan.

Background: Staff received notification from the District's legal counsel that on September 23, 2023, the Governor enacted a new Workplace Violence Prevention and Training Requirements law (SB No. 553) applicable to public employers, scheduled to take effect on July 1, 2024. A template pertaining to this legislation was made available on the CSDA website's discussion board, which the staff utilized to formulate the plan.

Fiscal Impact: No Fiscal Impact.



April 11, 2024

Workplace Violence Prevention Plan

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Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

Policy

The Murphys Sanitary District (MSD) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by SB 533. The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for the purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Prohibited Acts

MSD will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for their safety because there is a reasonable possibility they might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
 - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury.

Workplace violence can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime

Type 2: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors

Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee

In addition, MSD prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all MSD property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on MSD property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

District Management has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports.

Management shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

Management shall coordinate the implementation of the workplace violence prevention plan, when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on MSD's WPV plan.

Management Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Board regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

Management is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring *all* employees receive training on this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violent behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted on an annual basis.

Communication and Training

Management is responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisor about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to District Management they will investigate the incident. District Management will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the MSD's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to use MSD's confidential Employee Assistance Program:

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- MSD alerts, alarms, or systems that are in place to warn of emergencies;

- How to report incidents to law enforcement; and
- MSD'S Employee Assistance Program

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, District Management will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Direct contact, phone call, or text message.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the management and colleagues through phone or text message.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees shall call 911 to report the incident and request assistance from law enforcement.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

Restraining Orders

Employees or other personnel affiliated with the MSD who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Post-Incident Response and Investigation

District Management will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;

- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

Recordkeeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for three years per the recordkeeping requirements of the MSD's Injury and Illness Prevention Program.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained for a minimum of five years at the District's Office.

Annual Review

MSD's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

Incident ID #*:	Date and Time of Incident:
-----------------	----------------------------

Specific Location of Incident:

** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

Describe Incident (Include additional pages if needed):

Assailant information:

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

Circumstances at time of incident:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

Location of Incident:

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Days lost from work (if any) _____
Actions taken by the employer to protect employees from a continuing threat. <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

Appendix B

**WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase MSD’s vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are clients and visitors clearly informed so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Buildings Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting on the parking lot to see clearly?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there alarm systems?	
		Do doors lock?	
		Are telephones with an outside line programmed for 911?	
		Is there a secured entry?	



STAFF REPORT

DATE: April 11, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Approval of Finance Committee Policy Roles and Responsibilities

Recommendation: Staff recommend the Board approve the Finance Committee Policy Roles and Responsibilities.

Discussion: The Board approved to establish a Finance Committee to oversee the Districts financial matters concerning the current and future operations of the District. The Committee will play a crucial role in ensuring transparency and accountability in the financial management of the District. Enclosed is a draft policy describing the roles and responsibilities of the committee.

Fiscal Impact: No fiscal impact.



POLICY TITLE: Finance Committee

POLICY NUMBER: tbd

Policy: The purpose of the Finance Committee is to identify financial matters concerning the current and future operations of the Murphys Sanitary District.

Scope: It shall be the policy of the Murphys Sanitary District Board of Directors to assign a standing Finance Committee to provide financial oversight of the District's finances, budget, and investment accounts.

Objectives: Members of the committee shall consist of two board members and the District's Management Team. For meetings to be effective, at least three members should be present. When the Finance Committee is utilized as a standing committee and has continuing subject matters and oversight on behalf of the Board of Directors, the committee shall be subject to the Brown Act requirements. The Treasurer of the Board of Directors shall serve as the Chairperson of the committee and shall provide a written report of recommendations and/or updates to the Board. The committee may meet no less than quarterly in January, April, July, and October of each calendar year to conduct a financial overview or more as requested by the Board. The meeting time shall be no more than one hour.

The committee shall be responsible to review the following:

- a) Every meeting: Complete a high-level review of the District's current budget versus actual expenditures.
- b) Every meeting: Review the District's investment accounts as outlined in the District's Investment Policy.
- c) At the quarterly meeting in April, conduct preliminary budget review and review Capital Improvement outlays for the new fiscal year.
- d) Review the annual budget with staff and make recommendations to the Board.
- e) Review other financial reports and issues with District Staff as directed by the Board.
- f) Work with staff on financial issues, revenue, and expenditure issues as directed by the Board.
- g) Review financial management policies as directed by the Board.



STAFF REPORT

DATE: April 11, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Adoption of Resolution 2024-01 New District Mission Statement

Recommendation: Staff recommends the Board adoption resolution 2024-01 New Mission Statement.

Summary:

It has come to the staff's attention that the current mission statement printed on agendas is not the same mission statement adopted in the District's Bylaws.

Generally, there needs to be one mission statement clearly defining the overall purpose of the districts priorities and setting a foundation for future decision making.

Staff held workshops for ideas on what customer service truly means to the District employee. We wanted to include values that align with the district's present core values of servicing our customers' needs by using the 5 W's: Who, what, where, when and why (and how) system.

RESOLUTION NO. 2024-01

Resolution of the Board of Directors of Murphys Sanitary District Adopting New District Mission Statement

WHEREAS, the primary responsibilities of the Board shall be the formulation and evaluation of District policy as well as legal and fiduciary oversight of the District and its mission; and

WHEREAS, the District's Board of Directors has taken a comprehensive review and discussed staff recommendations regarding the District's mission statement; and

WHEREAS, the existing District mission statement "To provide the highest level of collection, treatment, and disposal of wastewater at the lowest cost possible to the user of the Murphys Sanitary District," has undergone a revision; and

WHEREAS the Board has agreed to reflect the overall purpose of the District's priorities and setting a foundation for future decision making into a new District mission statement; and

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MURPHYS SANITARY DISTRICT, the new mission statement be adopted. "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."

ADOPTED AND SIGNED on this 11th day of April 11, 2024.

AYES:

NOES:

ABSENT/ABSTAIN:

By: _____
President, Board of Directors of Murphys Sanitary District

ATTEST:

By: _____
Clerk, Board of Directors of Murphys Sanitary District



ADMINISTRATION REPORT

DATE: April 11, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Administration Report

Collections System Improvement Project

Management was contacted to conduct a presentation at the April 17th TStan IRWMA meeting.

WWTP Upgrade II Improvement Project

No change to this project, Still pending.

Church Street Improvement Project

The project status is in the final stages of completing the bid package. Currently, preliminary activities are being conducted that include identifying existing utilities/laterals, obtaining exemptions, licensing, and permitting, and progressing with the design work. Unfortunately, we don't have a commencement date yet. The timeline is pending engineering

Rate Study

Findings of Task A will be presented at the Regular Board meeting in May.

Upcoming Finance Meeting Date(s)

April 24, 2024 & May 22, 2024

2024/2025 Budget

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

Employee Handbook/District Policies/Use Ordinance

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

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

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



Murphys Sanitary District STAFF REPORT

DATE: April 5th 2024
TO: Honorable Members of the Board
FROM: Dan Murphy, Chief Plant Operator
SUBJECT: Operational Staff Report

March 2024 OPERATIONAL MONTHLY TOTALS AND SUMMARY

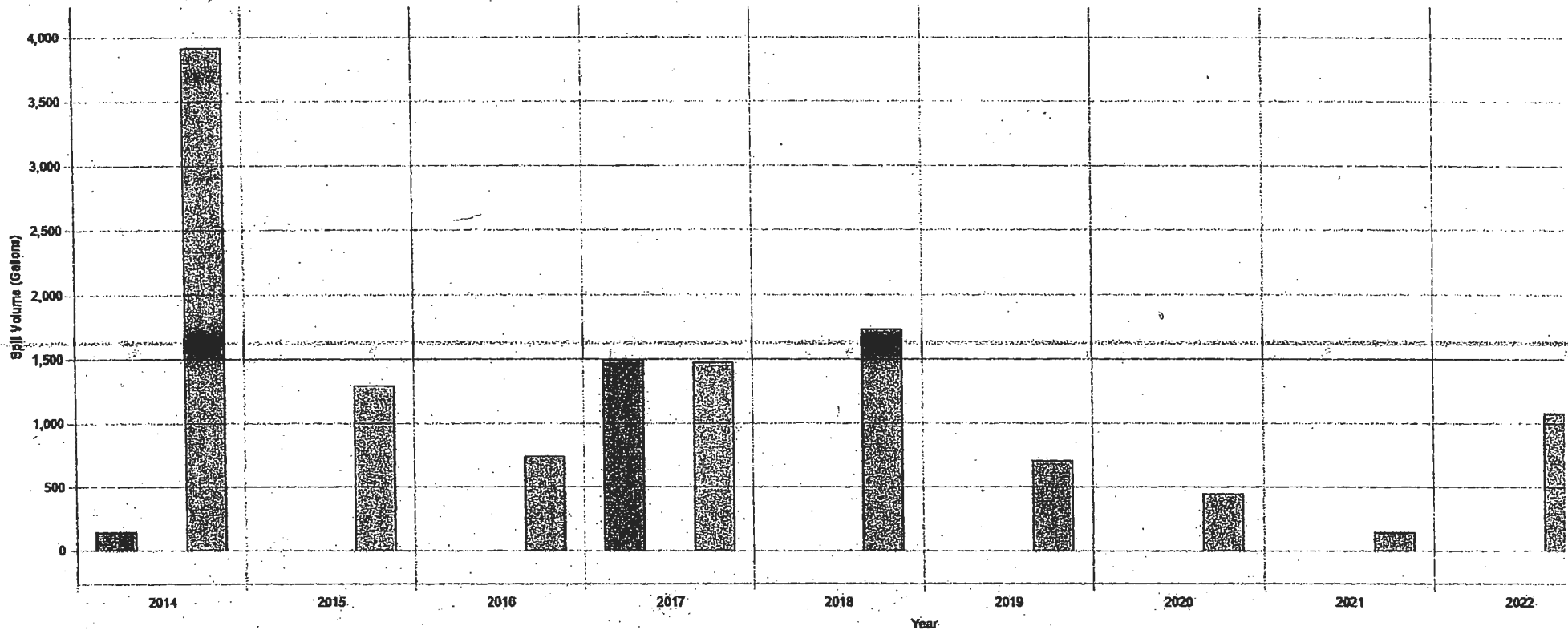
Water storage levels in Pond# 4	Almost 2 feet of freeboard loss in March, typical for this season. Starting April at an elevation of 2268'.2" leaving approximately 20 million gallons of storage in pond 4. Three feet lower than start of April 2023
PG&E Kilo Use	516kWhrs at WWTP 114kWhrs at IPS
Rain Fall at WWTF	7.8 inches of rain recorded over 8 days throughout March 15.7 inches recorded over 16 days in March 2023
CL2 Usage	339 gallons of liquid chlorine used for 7 days of Effluent pumping to KHS and Spray fields
Plant influent gallons	6.5 million gallons (11.1 million gallons recorded March 2023)
Effluent gallons	1.7 Million gallons treated and discharged to KHS mainly for pre season drip irrigation systems checks- 1.2 million gallons to KHS over 3 days of pumping
Ironstone Influent	149,600 gallons AVG
Hydro flushing lineal footage	Approximately 3 miles worth of hydro flushing and video was done in March throughout Collections system in known problem areas and in preparation of Irish days impact and lack of Main street access
Sewer Overflow Count	None
Spray Field Gallons Applied	556,810 gallons alternated evenly throughout the 3 spray fields over 4 days of application without any run-off or ponding. Emitters have been changed out to increase flow and even dispersal from original sprinkler heads

System Performance Analysis Graphs (WDID = 5SSO11007)

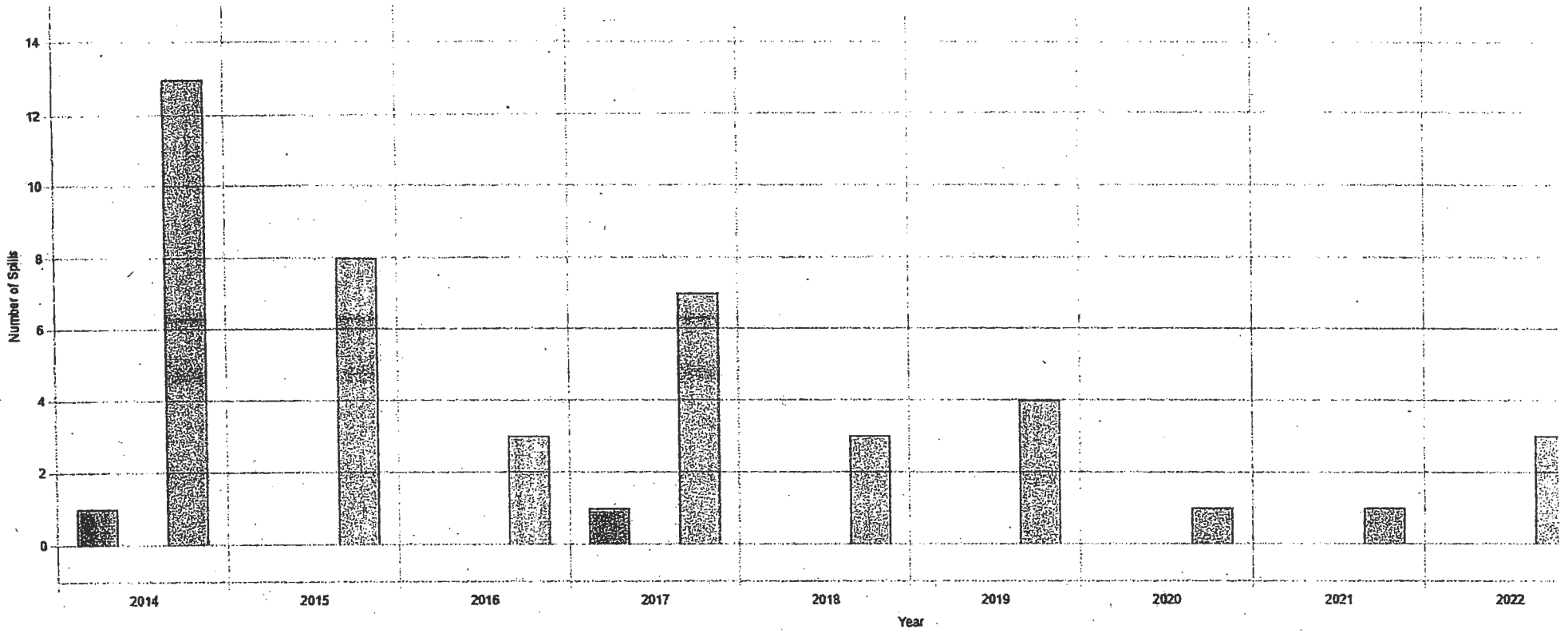
The following System Performance Analysis Graphs represent the enrolled system's Category 1, 2, and 3 total spill volume and total number of spills on a running 10-year basis. The Enrollee shall include these graphs in its Annual Report per section 5.11 of the General Order.

[Click to Print This Page \(Select Printer as Adobe PDF and Orientation as Landscape\)](#)

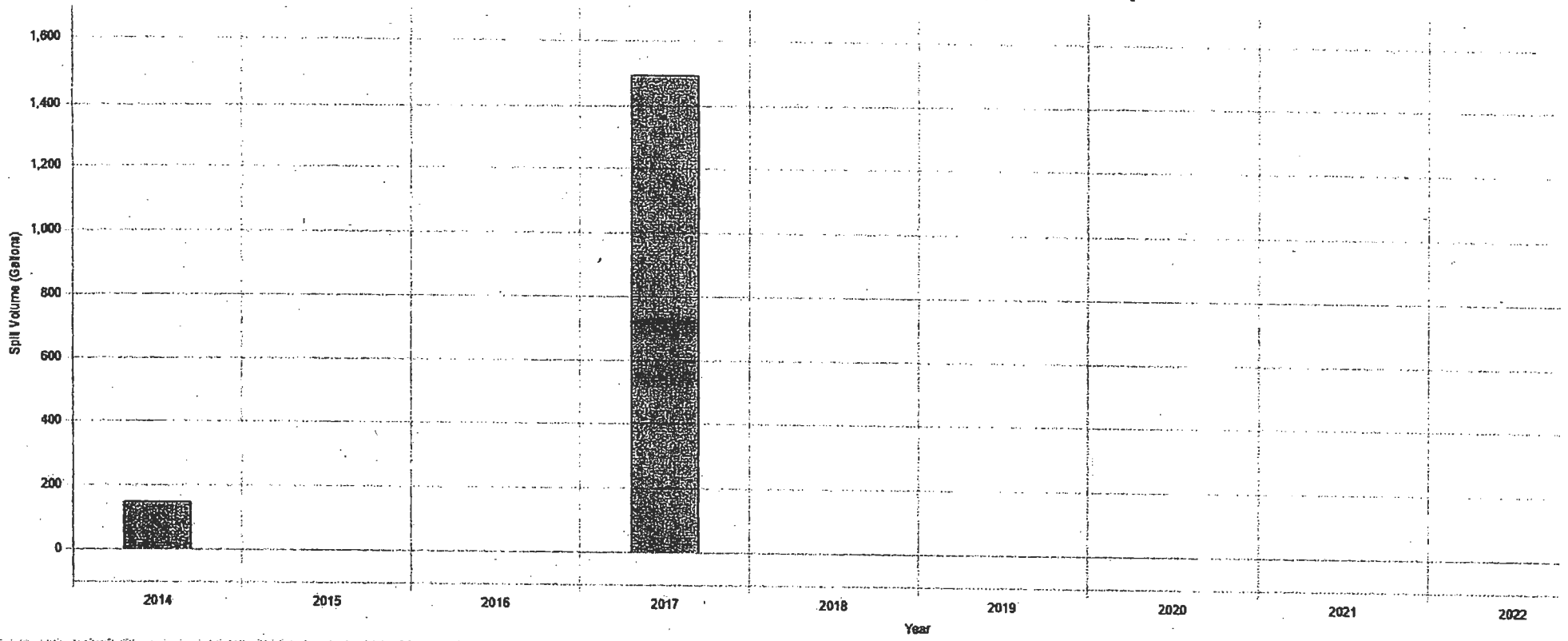
Graph 1 - Total Spill Volume Per Year Per Category



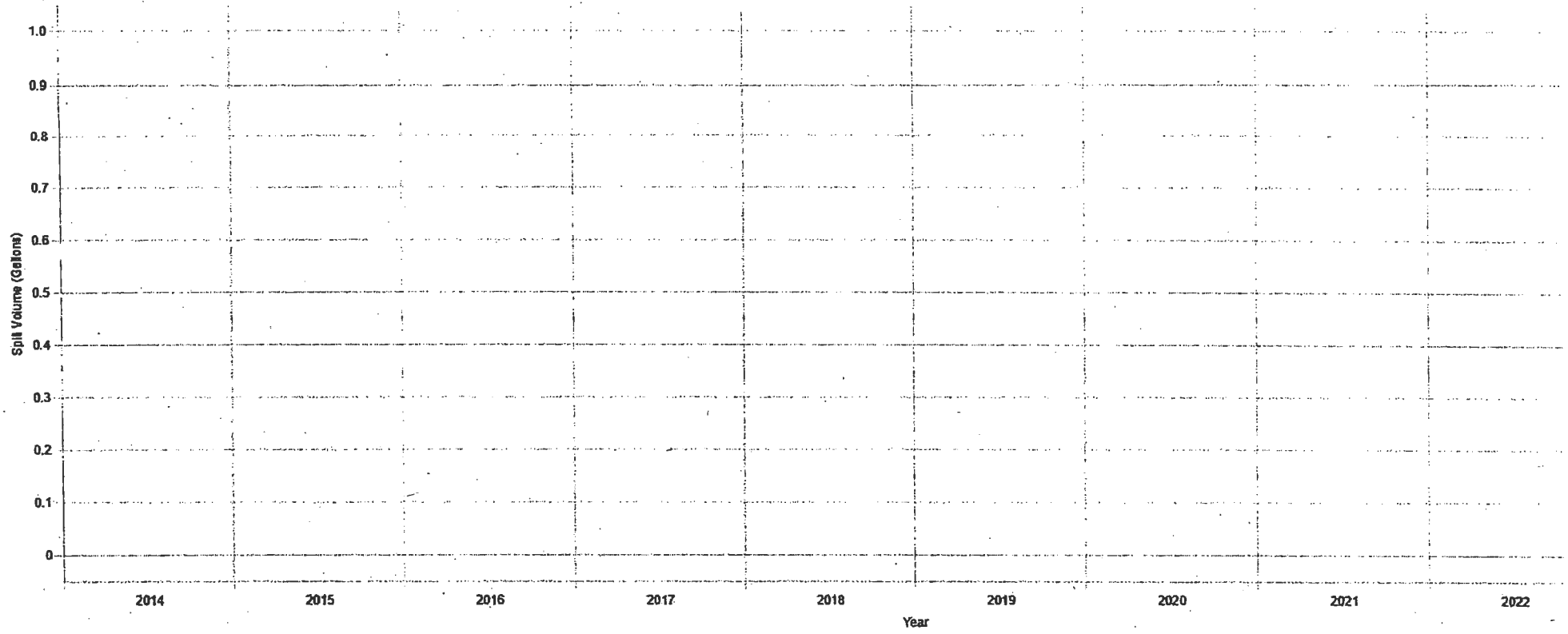
Graph 2 - Total Number Of Spills Per Year Per Category



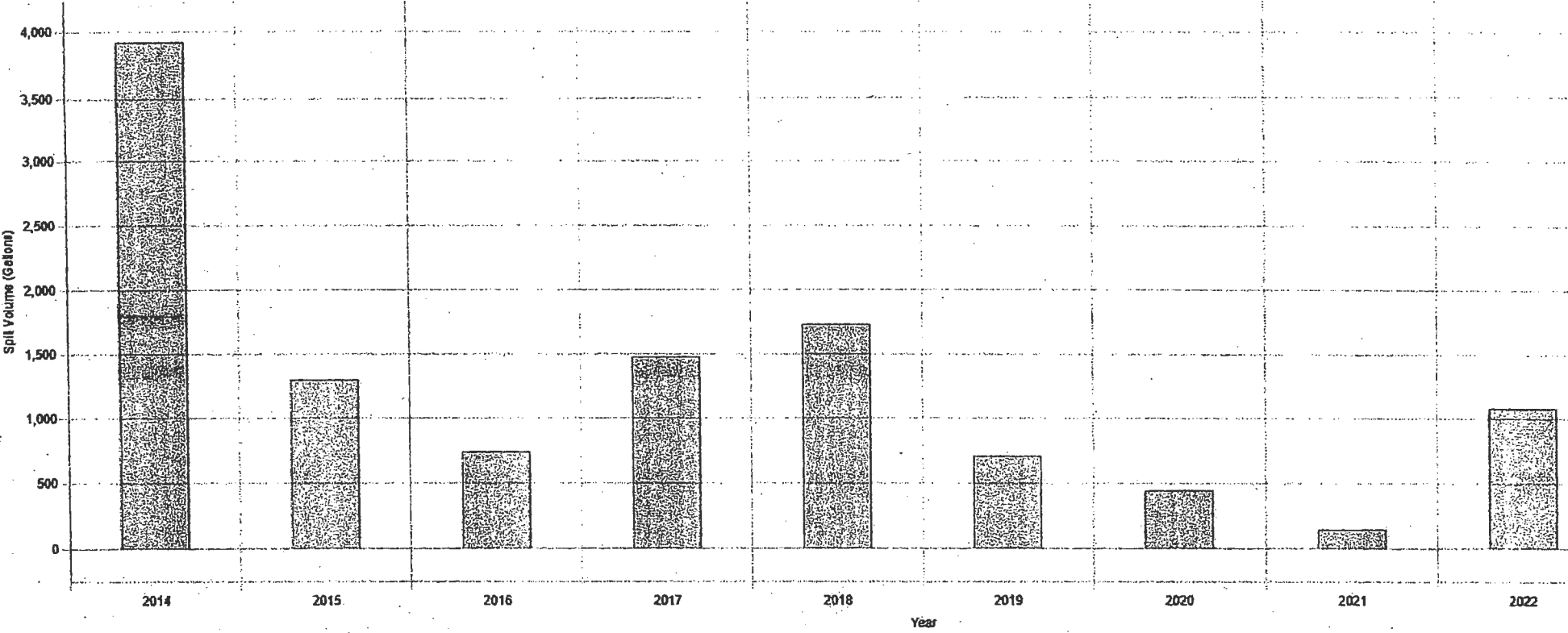
Category 1 - Total Spill Volume per Year



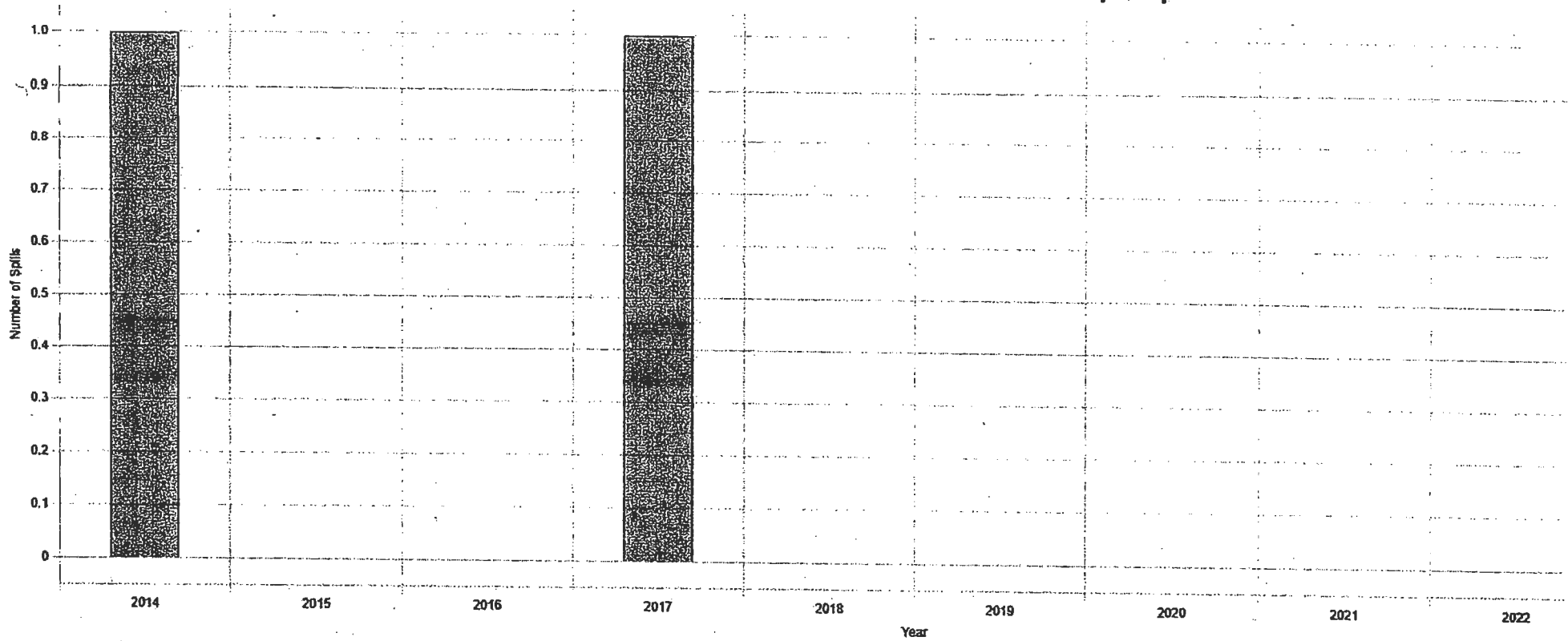
Category 2 - Total Spill Volume per Year



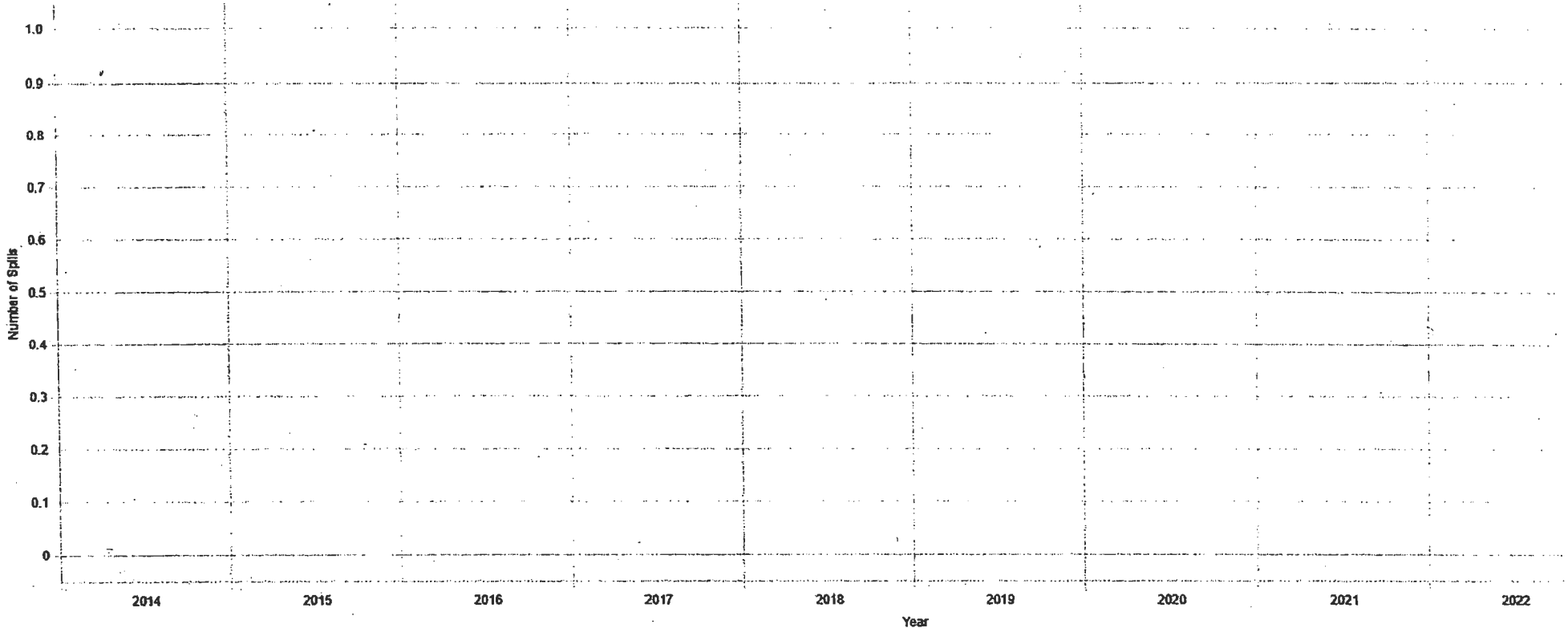
Category 3 - Total Spill Volume per Year



Category 1 - Total Number of Spills per Year



Category 2 - Total Number of Spills per Year



Category 3 - Total Number of Spills per Year

