

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 December 14, 2023
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 Meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 236 785 040 733

Passcode: 37U925

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

Or call in (audio only)

[+1 872-242-9031,,173830775#](#) United States

Phone Conference ID: 173 830 775#

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.*
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) Financial Reports: November 2023
 - b) Minutes: November 17, 2023, Special Board Meeting

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.

BOARD OF DIRECTORS

Paige McMath-Jue, President Steve Gonzalez, Vice President
Marty Mellera, Secretary Bruce Miller, Treasurer Joseph Fontana, Director at Large/Parliamentarian

<https://www.murphyssd.org>

- a) Adoption of Res. 2023-06 Opt into California Uniform Public Construction Cost Accounting Act-Discussion/Action
- b) Approval of Purchasing and Procurement Policy-Discussion/Action
- c) Board Member Bylaw Update -Discussion/No Action
- d) Appointment of Board Positions-Discussion/Action
- e) Special Meeting Schedule for Policy Review-Discussion/No 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.

- a) Approval of Hansford Economic Consulting Proposal-Discussion/Action
*Timeline Handout

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) Investment Advisory Committee Report
- b) Climate Action & Sustainability Report

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) Operation

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 Meeting: January 11, 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.

BOARD OF DIRECTORS

Paige McMath-Jue, President Steve Gonzalez, Vice President
Marty Mollera, Secretary Bruce Miller, Treasurer Joseph Fontana, Director at Large/Parliamentarian
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**Murphys Sanitary Distict
Fund Balance Summary**

November 30, 2023

	Rates	
El Dorado Savings Bank	.02%	58,099.49
Cash Drawer		200.00
 District Investments		
CA Class Discretionary	5.55%	643,144.41
CA Class Equip R&R	5.55%	358,801.74
LAIF	3.59%	57,045.65
UBS T-Bill #1 12/21/2023	5.29%	200,000.00
UBS T-Bill #2 01/11/2024	5.35%	200,000.00
UBS T-Bill #3 03/21/2024	5.42%	200,000.00
UBS T-Bill #4 02/15/2024	5.40%	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%	<u>200,000.00</u>
Total Investments		2,326,991.80
 Balance Ending November 30, 2023		
		2,385,291.29

Murphys Sanitary District Expense Disbursement Report

Date	Num	Name	November 2023	Memo	Amount
Nov 23					
11/02/2023	ACH	CalPERS		Retirement Contributions	-2,792.25
11/02/2023	ACH	EDD		Payroll Tax Liabilities	-700.99
11/02/2023	ACH	EFTPS Federal Taxes		Payroll Tax Liabilities	-3,581.76
11/06/2023	ACH	Vanco Services		Returned Vanco - EPV0002	-60.00
11/16/2023	ACH	CalPERS		Retirement Contributions	-2,854.65
11/16/2023	ACH	EDD		Payroll Tax Liabilities	-737.73
11/16/2023	ACH	EFTPS Federal Taxes		Payroll Tax Liabilities	-3,398.29
11/14/2023	ACH	CalPERS Health Insurance		Medical Insurance-Fillmore, Onstad, Hemstad	-9,390.88
11/30/2023	ACH	CalPERS		Retirement Contributions	-2,789.46
11/30/2023	ACH	EDD		Payroll Tax Liabilities	-663.68
11/30/2023	ACH	EFTPS Federal Taxes		Payroll Tax Liabilities	-3,320.30
11/30/2023	ACH	Vanco Services		November Vanco Transactions	-121.75
11/01/2023	ACH	coPOWER		Dental & Vision Insurance	-430.07
11/03/2023	ACH	Vanco Services		Returned Vanco - CAR0008	-60.00
11/02/2023	10791	Fillmore, Kristina V		Payroll 11/02/2023	-1,942.46
11/02/2023	10792	Hemstad, Eric N		Payroll 11/02/2023	-1,805.52
11/02/2023	10793	Milliken, Amy R		Payroll 11/02/2023	-996.60
11/02/2023	10794	Murphy, Daniel W.		Payroll 11/02/2023	-3,028.67
11/02/2023	10795	Onstad, Joseph C		Payroll 11/02/2023	-2,100.66
11/02/2023	10796	Schroeder, Teri L		Payroll 11/02/2023	-472.81
11/02/2023	10797	Murphy, Daniel W.		Payroll 11/02/2023	-1,479.27
11/02/2023	10798	Mountain Oasis Water		Drinking Water	-75.90
11/02/2023	10799	US Bank		Busines Card	-4,019.72
11/02/2023	10800	Comcast- Emerald Creek		Emerald Creek - Alarm	-107.44
11/02/2023	10801	Northstar Chemical		Chemicals	-3,127.64
11/01/2023	10804	JON0002		Transfer/Refund	-12.00
11/02/2023	10805	Alpha		Research & Monitoring	-961.00
11/02/2023	10806	Calaveras Lumber		Operational Supplies	-99.71
11/06/2023	10807	AT&T Internet - Six Mile		Six Mile - Internet	-53.50
11/06/2023	10808	Landscaper Alfredo Leon Martinez		Yard maintenance Office Building	-200.00
11/06/2023	10809	Modesto Welding Products		Argon Rental & Oxygen Charges	-16.00
11/06/2023	10810	Mother Lode Answering Service		Answering Service	-296.00
11/09/2023	10811	Kristina Fillmore.		Mileage Reimburesement - CSDA Conference	-261.36
11/09/2023	10812	Calaveras Power Agency		WWTP - Electric	-6,684.00
11/09/2023	10813	The Red Store		TP Supplies - PVC Cement; Valves & Plugs	-85.57
11/14/2023	10814	AALR & R Attorneys at Law		General Counsel	-1,381.80
11/14/2023	10815	Aramark		Uniform	-308.78
11/14/2023	10816	AT&T Murphys Grade Alarm		Murphys Grade Alarm Access	-136.60
11/14/2023	10817	UPUD		735 Six Mile Rd - M Acct #006179-000	-90.57
11/14/2023	10818	UPUD		735 Six Mile Rd - Acct #006176-000	-217.24
11/14/2023	10819	UPUD		15 Ernest Ct - M Acct #006855-003	-76.10
11/14/2023	10820	UPUD		26 Emerald Ct - M Acct #006855-001	-74.85
11/15/2023	10821	Sierra Hills Market		Supplies	-12.22
11/16/2023	10822	Fillmore, Kristina V		Payroll 11/16/2023	-2,211.91

Murphys Sanitary District Expense Disbursement Report

Date	Num	Name	November 2023	Memo	Amount
11/16/2023	10823	Hemstad, Eric N		Payroll 11/16/2023	-1,920.14
11/16/2023	10824	Milliken, Amy R		Payroll 11/16/2023	-1,092.56
11/16/2023	10825	Murphy, Daniel W.		Payroll 11/16/2023	-3,028.64
11/16/2023	10826	Onstad, Joseph C		Payroll 11/16/2023	-2,305.79
11/16/2023	10827	Schroeder, Teri L		Payroll 11/16/2023	-677.80
11/16/2023	10828	Paige Mc Math-Jue		Mileage Reimbursement	-220.44
11/16/2023	10829	J. Fontana Reinbursements		Mileage Reimbursement	-220.44
11/17/2023	10830	Bruce Miller		Special Board Meeting November 17, 2023	-100.00
11/17/2023	10831	Joseph Fontana		Special Board Meeting November 17, 2023	-100.00
11/17/2023	10832	Marty Meller		Special Board Meeting November 17, 2023	-100.00
11/17/2023	10833	Steve Gonzales		Special Board Meeting November 17, 2023	-100.00
11/20/2023	10834	Black Water Consulting Engineers Inc.		Collection System Replacement Application	-820.00
11/20/2023	10835	Black Water Consulting Engineers Inc.		WWTP Upgrade II	-4,212.50
11/20/2023	10836	CSDA		2024 CSDA Annual Membership Renewal	-4,195.00
11/21/2023	10837	BEN0002		BEN0002 - Sold Partial Month Refund	-40.00
11/22/2023	10838	Carbon Copy		Copy Machine Ink	-402.60
11/22/2023	10839	Comcast Business		Office - Phone/Internet	-193.21
11/22/2023	10840	PGE-Emerald Creek Pump Station		Electric - Emerald Creek	-139.38
11/22/2023	10841	PGE-Office		Office -- Electric	-146.54
11/22/2023	10842	Carbon Copy		Printing/Copying	-35.58
11/27/2023	10843	EDD Cashier		Payroll Tax Liability Acct#925-0399-4	-105.62
11/27/2023	10844	US Bank		Statement Balance	-4,015.72
11/29/2023	10845	Comcast- Emerald Creek		Emerald Creek - Alarm Access	-107.44
11/29/2023	10846	Northstar Chemical		Chemicals	-3,043.11
11/30/2023	10847	Fillmore, Kristina V		Payroll 11/30/2023	-1,930.82
11/30/2023	10848	Hemstad, Eric N		Payroll 11/30/2023	-1,587.00
11/30/2023	10849	Milliken, Amy R		Payroll 11/30/2023	-996.60
11/30/2023	10850	Murphy, Daniel W.		Payroll 11/30/2023	-3,028.66
11/30/2023	10851	Onstad, Joseph C		Payroll 11/30/2023	-2,672.96
11/30/2023	10852	Schroeder, Teri L		Payroll 11/30/2023	-464.38

Nov 23

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	291,001.61	644,400.00	-353,398.39	45.2%
4102 · Srv Chrgs - Apartments	24,180.00	59,760.00	-35,580.00	40.5%
4104 · Srv Chrgs - Lodges/Churches	3,623.25	8,552.00	-4,928.75	42.4%
4106 · Srv Chrgs - School	1,840.00	4,272.00	-2,432.00	43.1%
4108 · Srv Chrgs - Commercial	73,173.04	177,970.00	-104,796.96	41.1%
Total Monthly Billing	393,817.90	894,954.00	-501,136.10	44.0%
Misc Income				
4999 · Rental Income	3,250.00	7,800.00	-4,550.00	41.7%
4110 · Pln Chk & Inspection Fees	0.00	300.00	-300.00	0.0%
4111 · Late Fees	1,047.67	2,000.00	-952.33	52.4%
4120 · Taxes	7,729.11	135,000.00	-127,270.89	5.7%
4130 · Other Services	501.50	1,500.00	-998.50	33.4%
4140 · General Reserve Interest	51,173.41	100,000.00	-48,826.59	51.2%
4150 · Vacant lot Billing	0.00	1,700.00	-1,700.00	0.0%
4160 · Refunds - Rebates	390.48	500.00	-109.52	78.1%
Total Misc Income	64,092.17	248,800.00	-184,707.83	25.8%
Total Income	457,910.07	1,143,754.00	-685,843.93	40.0%
Gross Profit	457,910.07	1,143,754.00	-685,843.93	40.0%
Expense				
Wages				
5001.00 · Wages - Operations	93,070.12	227,497.00	-134,426.88	40.9%
5001.50 · Wages - Office	50,529.62	123,042.00	-72,512.38	41.1%
5002.00 · Overtime - Operations	1,398.42	3,000.00	-1,601.58	46.6%
5002.50 · Overtime - Office	0.00	0.00	0.00	0.0%
5005.00 · On-Call Comp - Operations	4,500.00	10,500.00	-6,000.00	42.9%
Total Wages	154,445.14	364,039.00	-209,593.86	42.4%
Employee Benefits				
5010.00 · Health Insurance - Operations	47,967.94	120,000.00	-72,032.06	40.0%
5010.50 · Health Insurance Administration	16,368.57	42,000.00	-25,631.43	39.0%
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	8,766.47	19,715.00	-10,948.53	44.5%
5020.50 · calPERS Retirement - Admin	3,644.90	8,330.00	-4,685.10	43.8%
Total 5020 · Pension Expense	12,411.37	28,045.00	-15,633.63	44.3%
Total Employee Benefits	76,747.88	192,607.00	-115,859.12	39.8%
PR Taxes				
5030.50 · FICA-Medicare	13,085.83	38,500.00	-25,414.17	34.0%
Total PR Taxes	13,085.83	38,500.00	-25,414.17	34.0%
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	144.41	3,000.00	-2,855.59	4.8%
6002.40 · R&M - Truck	306.03	4,000.00	-3,693.97	7.7%
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	1,382.39	1,500.00	-117.61	92.2%
6006.40 · R&M - Sml Tools & Equipment	320.50	1,000.00	-679.50	32.1%
Total OPERATIONS - Maint & Repairs	3,931.37	13,500.00	-9,568.63	29.1%
OPERATIONS - Supplies				
6016.00 Software Updates	0.00	2,000.00	-2,000.00	0.0%
7011.00 · Office Supplies	1,124.92	2,000.00	-875.08	56.2%
6010.00 · Equipment Rental	0.00	350.00	-350.00	0.0%
6011.00 · Gas-Oil-Fuel	1,797.48	8,500.00	-6,702.52	21.1%
6012.10 · Supplies - Collection	482.60	1,500.00	-1,017.40	32.2%
6012.20 · Supplies - Treatment	17,917.05	37,000.00	-19,082.95	48.4%
6013.00 · Safety Supplies	369.91	1,000.00	-630.09	37.0%
6015.00 · Uniforms	1,248.33	4,000.00	-2,751.67	31.2%
Total OPERATIONS - Supplies	22,940.29	56,350.00	-33,409.71	40.7%
OPERATIONS - Utilities				
6021.10 · Electric - Water Collection	9,952.10	30,000.00	-20,047.90	33.2%
6021.20 · Elec. - Water - Garbage WWTP	27,102.91	45,000.00	-17,897.09	60.2%
6022.00 · Telephone - Internet	723.94	4,500.00	-3,776.06	16.1%
Total OPERATIONS - Utilities	37,778.95	79,500.00	-41,721.05	47.5%
OPERATIONS - Other				
6031.20 · Education Operations	1,050.00	3,000.00	-1,950.00	35.0%
6032.20 · Research - Monitoring	11,831.55	24,000.00	-12,168.45	49.3%
6033.00 · Answering Service	1,776.00	3,550.00	-1,774.00	50.0%
6034.00 · Security-Alarm Service	2,340.52	3,700.00	-1,359.48	63.3%
Total OPERATIONS - Other	16,998.07	34,250.00	-17,251.93	49.6%
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	720.00	720.00	0.00	100.0%
ADMINISTRATIVE - Supplies				
7017.00 Operating Expenses	249.48	1,500.00	-1,250.52	16.6%
7011.50 · Office Supplies	1,672.40	4,000.00	-2,327.60	41.8%
7012.50 · Postage	857.84	1,500.00	-642.16	57.2%
7013.50 · Printing	0.00	300.00	-300.00	0.0%
7014.00 · Publications	0.00	300.00	-300.00	0.0%
7015.50 · Office Equipment - Software	2,753.58	3,000.00	-246.42	91.8%
7016.50 · Website-email Expenses	145.00	500.00	-355.00	29.0%
Total ADMINISTRATIVE - Supplies	5,678.30	11,100.00	-5,421.70	51.2%
ADMINISTRATIVE - Utilities				
7021.50 · Electric - Water Office	1,114.53	4,500.00	-3,385.47	24.8%
7022.50 · Telephone-Internet Access	1,336.26	4,200.00	-2,863.74	31.8%
Total ADMINISTRATIVE - Utilities	2,450.79	8,700.00	-6,249.21	28.2%
ADMINISTRATIVE - Other				
7030.50 · Bank Charges - Vanco Fees	732.50	1,440.00	-707.50	50.9%
7031.50 · County Lien Costs -Mileage	105.06	500.00	-394.94	21.0%
7034.50 · Education	571.77	4,500.00	-3,928.23	12.7%
7035.50 · Memberships	9,574.53	10,000.00	-425.47	95.7%
7036.50 · Grant Expenses	0.00	2,500.00	-2,500.00	0.0%
7099.50 · 15 Ernest St Building RM	1,225.28	3,000.00	-1,774.72	40.8%
Total ADMINISTRATIVE - Other	12,209.14	21,940.00	-9,730.86	55.6%

11:59 AM

12/07/23

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				
7054.50 Software Updates	0.00	1,500.00	-1,500.00	0.0%
7053.50 Website/IT Maintenance	190.00	1,200.00	-1,010.00	15.8%
7054.50 · Office Cleaning	0.00	0.00	0.00	0.0%
7053.50 · Accounting Services	9,500.00	10,000.00	-500.00	95.0%
7051.50 · Professional-Legal Services	2,234.40	6,000.00	-3,765.60	37.2%
7052.50 · Board Expenses	5,715.88	11,000.00	-5,284.12	52.0%
Total ADMINISTRATIVE – Professional	17,640.28	29,700.00	-12,059.72	59.4%
ADMINISTRATIVE - License-Permit				
7070.00 · State Permits-Reporting	272.00	41,000.00	-40,728.00	0.7%
7071.00 · Plan Check Permits -	0.00	300.00	-300.00	0.0%
Total ADMINISTRATIVE - License-Permit	272.00	41,300.00	-41,028.00	0.7%
ADMINISTRATIVE - Advertising				
7080.50 · Advertising	0.00	500.00	-500.00	0.0%
7081.50 · Customer Outreach	0.00	750.00	-750.00	0.0%
Total ADMINISTRATIVE - Advertising	0.00	1,250.00	-1,250.00	0.0%
ADMINISTRATIVE – Engineering				
8500.50 · Engineering-General	652.50	5,000.00	-4,347.50	13.1%
Total ADMINISTRATIVE – Engineering	652.50	5,000.00	-4,347.50	13.1%
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	412,215.36	950,179.00	-537,963.64	43.4%
Net Ordinary Income	45,694.71	193,575.00	-147,880.29	23.6%
Net Income	45,694.71	193,575.00	-147,880.29	23.6%

12:00 PM

12/07/23

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
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	0.00	0.00	0.00	0.0%
Total CAPITAL INCOME	<u>0.00</u>	<u>193,586.00</u>	<u>-193,586.00</u>	<u>0.0%</u>
Total Other Income	0.00	193,586.00	-193,586.00	0.0%
Other Expense				
CAPITAL REPAIR & MAINTENANCE				
9016.10 · CollectionSystem Replacement	11,487.50	0.00	11,487.50	100.0%
9999.00 · 15 Ernest St Improvements	159.38	8,000.00	-7,840.62	2.0%
9007.00 · Capital Equipment	81,942.16	132,000.00	-50,057.84	62.1%
9022.00 · CIP - WWTP Upgrade Part II	26,741.00	350,000.00	-323,259.00	7.6%
Total CAPITAL REPAIR & MAINTENANCE	<u>129,470.04</u>	<u>490,000.00</u>	<u>-360,529.96</u>	<u>26.4%</u>
Total Other Expense	129,470.04	490,000.00	-360,529.96	26.4%
Net Other Income	<u>-129,470.04</u>	<u>-296,414.00</u>	<u>166,943.96</u>	<u>43.7%</u>
Net Income	<u><u>-129,470.04</u></u>	<u><u>-296,414.00</u></u>	<u><u>166,943.96</u></u>	<u><u>43.7%</u></u>

Murphys Sanitary District



MINUTES – Special Board Meeting
Friday, November 17, 2023
15 Ernest St Ste. A
Murphys, Ca 95247

CALL MEETING TO ORDER – 9:00 a.m.

PLEDGE OF ALLEGIANCE

1. Roll Call

Board of Directors

Director Fontana; Director Miller; Director Mellera (Participated under AB2449); Director Gonzales & President McMath-Jue

Staff

K. Fillmore, Admin. Manager; D. Murphy, Operations Manager & T. Schroeder, Office Assistant

2. Agenda Changes – *Line Item 5b, 5c & 5d to be tabled to next Regular Board Meeting December 14, 2023*

3. Public Comment – *Catherine Hansford & Director Mallera present*

4. Consent Agenda

a) Financial Reports October 2023

b) Minutes: October 12, 2023, Regular Board Meeting

Motion: President McMath-Jue & Director Miller motion to accept the Consent Agenda as presented; Financial Report October 2023 & Minutes 10/12/2023, Regular Board Meeting: Roll Call Vote (5) Yeas

BOARD OF DIRECTORS

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

5. New Business

- a) Presentation and Approval of Hansford Economic Consulting Proposal – *Catherine Hansford does a brief presentation on Prop 218/Rate Study as requested by the Board of Directors – Table to Next Regular Board Meeting December 14, 2023.*

9:51 a.m. Director Gonzales Excuses himself from the Meeting

Motion: Directors Miller & Fontana motion to revisit Line Item 5a, Approval of Hansford Economic Consulting Proposal in December 2023: Roll Call Vote (2) Yeas (2) Nays (1) Absent

Motion: President McMath-Jue & Director Melleria motion to approve the Hansford Economic Consulting proposal as presented: Roll Call Vote (2) Yeas (2) Nays (1) Absent

- Tabled to Next Regular Board Meeting December 14, 2023

- b) Adoption of Res. 2023-06 Opt. into California Uniform Public Construction Cost Accounting Act

- Tabled, See Line Item 2 – Agenda Changes

- c) Approval of Purchasing and Procurement Policy

- Tabled, See Line Item 2 – Agenda Changes

- d) Approval of District and Board Member Policy & Manual Revision

- Tabled, See Line Item 2 – Agenda Changes

- e) Approval of Annual Renewal of California Special District Association (CSDA) Membership

Motion: Directors Fontana & Miller motion to move forward with the renewal of the California Special Districts Association (CSDA) Membership: Roll Call Vote (4) Yeas (1) Absent

- f) Adoption of Res. 2023-07 Authorizing Administration Manager to Sign on Behalf of District the WWTP Upgrade II Financial Assistance Application – *Discussion*

Motion: Director Miller & President McMath-Jue motion to Adopt Res. 2023-07 Authorizing Administration Manager to sign on behalf of the District the WWTP Upgrade Financial Assistance Application: Roll Call Vote: (4) Yeas (1) Absent

6. Unfinished Business – *None*

BOARD OF DIRECTORS

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

7. Committee Reports

a) Investment Advisory Committee Report – *Nothing to report, see attached goal list*

- Committee goal list attached for review.

b) Climate Action & Sustainability Report - *None*

8. Staff Reports

a) Administration – K. Fillmore Reports

- CSDA Board Secretary Training, Holiday Luncheon – *Information Only*
- Holiday Staff Party – *To be held at the MSD Office, potluck preferred.*
- Guest Speaker – *Lyndsey Mattos from T-Stan IRWM has been invited to attend the December Board Meeting to discuss Grant Writing & IRWM Grant Funding – Information Only*

b) Operation – D. Murphy Reports

- *D. Murphy informs the Board that the AC Unit has been installed; Proposal to replace the drive at IPS has been requested, could take approx. 12-18 months - Discussion*

9. Future Agenda Items/Director Comments – *Reschedule Line Items 5b, 5c & 5d to the next Regular board meeting; Director Miller expresses his concern to continue seeking future funding options & informs the Board about the county rezoning process & recommends a follow up; Revisit Ordinance Policy after Lawyer has reviewed: 10:45 a.m. Director Gonzales rejoins the meeting & would like to add the Calaveras County Sheriffs Trespass Authorization Enforcement Form for discussion to the December 2023 Regular Board Meeting – Discussions Only*

a) Board Member Training Report - President McMath-Jue and Director Fontana – *Information Only*

b) Board Stipend Review for President McMath-Jue – *President McMath-Jue directs K. Fillmore to waive her Section A Stipend (Board meetings & Conference Attendance), President McMath-Jue will continue to accept Section B Stipend (Reimbursements for direct expenses).*

10. Next Regular Meeting: December 14, 2023, 10:00 a.m.

11. Adjournment: *11:18 p.m.*

BOARD OF DIRECTORS

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



STAFF REPORT

DATE: December 14, 2023
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Adoption of Resolution 2023-06, Opt into California Uniform Public Construction Cost Accounting Act

Recommendation:

Staff recommend Board adopt resolution 2023-06, Opt into California Uniform Public Construction Cost Accounting Act.

Background:

The District's legal counsel provided a memorandum of the process and requirements of opting into the California Uniform Public Construction Act. The District currently has no policy outlining guidance of bidding procedures for District projects. The Act promotes statewide uniformity of cost accounting standards and procedures on construction work performed by public entities.

Discussion:

The benefits of opting into the program include the flexibility to deliver small public projects, speeds up the award process, improves timeliness of completion, identifies the thresholds, and simplifies administrative workloads.

Fiscal Impact:

Opting into the Act requires no membership fee or dues. It's a voluntary program that requires the District once approved to file a copy of resolution with the State's Controllers office. An agency may opt out of the Act at any time by resolution of the Board.

CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

FREQUENTLY ASKED QUESTIONS (FAQs)

These FAQs have been compiled to assist agencies that are participating in the California Uniform Public Construction Cost Accounting Act (the Act), as contained in Public Contract Code (PCC) Section 22000, et seq. All references are to PCC, unless otherwise stated.

1. What is the Uniform Public Construction Cost Accounting Act?

The Act is legislation that was enacted in 1983 to help promote “uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state” (Section 22001). The Act is a voluntary program available to all public entities in the State, but it applies only to those public agencies that have “opted in” to the provisions set forth by the Act using the processes outlined in the Act. The entirety of the Act is found at Sections 22000-22045.

2. What are some of the key provisions of the Act?

The Act allows for public project work in the amount of \$60,000 or less to be performed by a public agency’s force account using the public agency’s own resources, or by negotiated contract, or by purchase order (Section 22032(a)). Public projects in the amount of \$200,000 or less may use the informal or formal bidding procedures set forth in Section 22032(b) or (c) of the Act. Public projects at a cost of more than \$200,000 must use formal bidding procedures to let the contract pursuant PCC Section 22032(c).

3. What are the benefits of the program?

- Increased force account limit for public agencies;
- Simplified bidding for projects that are \$200,000 or less;
- Reduced number of formal bids based on project size; and
- Expedited contracting for projects under \$200,000.

Many participating agencies appreciate the program because it has given them more leeway in the execution of public works projects under a certain dollar amount; sped up the award process; expedited project delivery; reduced the time, effort, and expense associated with bidding projects under \$200,000; and simplified administration for those projects. Few agencies have experienced challenges with the accounting requirements and overhead provisions. Moreover, adjustments, when required, have been relatively simple; most required procedures were already in place, so there were few, if any, major changes to existing operations. The current Standard Accounting Codes Structure satisfies reporting requirements when used properly.

4. Is the Uniform Public Construction Cost Accounting Act mandatory for public agencies?

No. The Act is a voluntary program requiring a public agency to “opt in” using the process outlined in the Act.

5. How does a public agency become subject to the Act?

The governing body must elect by resolution to become subject to the Act and must file a copy of the approved resolution with the State Controller's Office (Section 22030). Sample documents are available at: http://www.sco.ca.gov/ard_cuccac.html. Once an agency has opted into the Act, it will remain a part of the program.

6. May a public agency withdraw from the Act?

Yes. An agency may withdraw from the Act by filing with the State Controller's Office an approved resolution of the agency's election to withdraw that was made during a public meeting of the agency's governing body.

7. Must a participating agency "opt in" to the Act annually?

No. Once a participating agency "opts in" to the Act, the agency remains subject to the Act until it "opts out" of the Act.

8. What is the California Uniform Construction Cost Accounting Commission?

The Commission was created to administer the Act, per Section 22010. It consists of 14 members: 13 members appointed by the State Controller and the License "A" member of the Contractors' State License Board. Seven members represent the public sector (counties, cities, school districts, and special districts). Six members represent the private sector (public works contractors and unions). The Commission members receive no salary, but are eligible for reimbursement of their direct expenses related to the Commission.

9. What are the Uniform Public Construction Cost Accounting Procedures?

These procedures are to be used for tracking costs for work performed by an Agency's own forces on a "project" as defined by the Act (Section 22002(c)). The procedures do not apply to operations or maintenance work, or any work that meets the criteria listed in Section 22002(d).

These procedures are intended to capture and record all direct and indirect labor, materials, equipment, subcontractors, and supervision costs, as well as the appropriate overhead costs for the public agency associated with each "project" it performs with its own forces. The procedures follow industry-standard accounting methods, and in many cases are not much different from those already in place at most agencies. Sample forms are available in the CUCCAC Cost Accounting Policies and Procedures Manual at http://www.sco.ca.gov/Files-ARD-Local/CUCCAC_Manual.pdf

School districts may use the Standard Accounting Code Structure to comply with tracking requirements.

10. Are the cost accounting procedures applicable for agencies whose work forces perform only maintenance tasks as defined in the Act and that contract all of their public projects to third parties?

No. The cost accounting procedures are applicable only for agencies that perform public project work such as construction and alteration by force account or otherwise. As maintenance does not constitute a "project" under the Act, the cost accounting procedures do not apply.

11. When are participating agencies required to advertise if they choose to maintain a list of qualified contractors?

At least once per calendar year, each Public Agency that has elected to become subject to the Act and intends to use the notice provisions outlined in Section 22034(a) must establish a new list or update its existing list of qualified contractors by mailing, faxing, or emailing written notice to all construction trade journals designated for that Agency under Section 22036. The notice must invite all licensed contractors to submit the name of their firms to the Agency for inclusion on the Agency's list of qualified bidders for the following twelve (12) months. Effective January 1, 2016, a participating agency can choose a specific date of their choice in which to renew its list of qualified contractors.

12. May an agency that chooses to maintain a list add a contractor to the list at any time during the year?

Yes.

13. What is meant by the term "qualified contractors" as used in section 22034(a)(1) of the Act?

Qualified contractors are contractors licensed by the State to perform the subject work. The Commission has determined that nothing in the Act prohibits a participating agency from using additional objective pre-qualification standards in the formation and maintenance of their Qualified Contractors Lists if they so desire.

14. How can a contractor get on an agency's list of contractors?

The California Uniform Public Construction Cost Accounting Commission's webpage has a list of agencies that are participating in the California Uniform Public Construction Cost Accounting Act (CUPCCAA). Please contact each agency directly to let them know you would like to be on their list of contractors. For a list of participating agencies, please see the "Participating Agency Lists" header at the following link:

https://www.sco.ca.gov/ard_cuccac.html

More detailed instructions for contractors can be found in Section 1.04.01 of the Cost Accounting Policies and Procedures Manual

15. Can a public agency disqualify or exclude certain contractors from the Qualified Contractors List required in Section 22034(a)(1)?

Agencies may disqualify contractors from Qualified Contractors Lists when the contractors fail to furnish information to meet the minimum criteria as established by the Commission.

16. For agencies that do not maintain an informal bidders list, are they allowed to choose who would get notifications of projects?

No. Section 22034(a)(2) provides for notifications to construction trade journals and exchanges in lieu of sending notifications to contractors on an informal bidders list. An agency may send notices to selected contractors provided it has also met the advertisement requirements of Section 22034(a).

- 17.** What is the difference between “qualifying contractors” under the Act and “prequalification of contractors” by school districts under Section 20101?

Qualifying contractors is a process that allows contractors to register with a public agency for notification of public works opportunities. The prequalification process under Section 20101 is a more complex process that requires a standardized questionnaire and evaluation of contractors using standard scoring criteria. The prequalification process is applicable under the Local Agency Public Construction Act, and does not apply to the Uniform Public Construction Cost Accounting Act.

- 18.** Does a contractor have to be on an agency’s contractor list in order to perform projects less than \$60,000?

No, any public project less than the \$60,000 informal bidding threshold can be performed by employees of the public agency, by negotiated contract, or by purchase order. An agency’s list of contractors is only required to be alerted of projects that surpass the informal bidding threshold.

- 19.** Must a public agency a) notify contractors about public projects if the contractors are believed to not have the skills, credentials, or experience to perform the work required for the public project; and b) consider bids submitted by contractors that the public agency believes do not have the skills, credentials, or experience to perform the work?

a) Yes. If a contractor is on the Qualified Contractors List, the contractor must be notified by the agency of public projects for which he or she is licensed to perform (Section 22034(a)(1)).

b) All bids received must be considered, unless an agency makes appropriate legal findings that a contractor is not legally responsible or his or her bid is not responsive.

- 20.** Does the Act allow flexibility in cases of emergency and when repair or replacements are necessary to permit the continued conduct of a public agency’s operations or services?

Yes. For the purposes of the Public Contract Code, an “emergency” is defined at Section 1102 as “a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.”

The Act sets forth in Section 22035(a) how a governing body should proceed in case of emergency repairs or replacements. This section states:

In cases of emergency when repair or replacements are necessary, the governing body may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two. Section 22050 et seq., provides the emergency contract procedures to be followed in these cases.

- 21.** Do the alternative bidding procedures apply only to public projects as defined in Section 22002(c)?

The alternative bidding procedures apply only to work that constitutes a “public project” as defined in Section 22002(c) and has a construction cost within the limits described in Section 22032. The alternative bidding procedures are not required for the purchase of goods or materials that are not part of a “public project.”

However, as outlined in Section 22003, a participating agency may also use the alternative bidding procedures when contracting for maintenance or other work that does not fall within the definition of a “public project” if it so chooses.

- 22.** What will membership in the Act cost my agency?

Nothing. There are no membership fees or dues. However, the Commission does accept grants to assist it in carrying out its duties (Section 22015(c)).

- 23.** What are the most common concerns addressed by the Act?

These are:

- Cost accounting policies and procedures;
- Informal bidding procedures; and
- Accounting procedures review.

Cost accounting requirements for the Act follow those common to the construction industry. The informal bidding on public projects up to \$200,000 is seen by agencies as an effective tool to expedite completion of small projects. While an accounting procedures review could potentially hold up a project for a minimum of 45 days pursuant to Section 22043(c)(1), these types of reviews have been rare in the Commission’s history.

- 24.** Must an agency calculate an overhead rate to apply the accounting procedures?

No. Cities with populations of less than 75,000 must assume an overhead rate equal to 20% of the total costs of the public project, including the costs of material, equipment, and labor (Section 22017(b)(1)). Cities with a population of more than 75,000 may either calculate an actual overhead rate or assume an overhead rate of 30% of the total costs of a public project including the costs of materials, equipment, and labor (Section 22017(b)(2)).

- 25.** When a public entity opts into the Act, does the Act supersede other contracting legal requirements such as statutory requirements for performance bonds, prevailing wages, and certificates of insurance, etc.?

No. The Act supersedes only the bidding procedures used once a public agency has opted into the Act and has notified the Controller. All other contracting requirements of the PCC remain applicable.

- 26.** Can a public agency claim to be to be exempt from following all of the requirements in Public Contract Code by claiming it only has to follow the language and procedures within the Act?

No. The Act is part of the Public Contract Code; therefore, if the Act is silent on a particular matter, then the Public Contract Code applies on that matter.

- 27.** If public agencies are not following the advertising requirements in the Act, will the Commission address those agencies? Can a complaint be brought to the Commission?

Yes. Recent legislative changes have expanded the Commission's authority to enforce provisions of the Act. The Commission may review complaints filed by interested parties when evidence is provided that:

- The participating agency performed work after rejecting all bids, claiming it could do the work less expensively (Section 22042(a)).
- The work performed exceeded the force account limits (Section 22042(b)).
- The work was improperly classified as maintenance (Section 22042(c)).
- A public agency did not comply with the informal bidding procedures set forth at Section 22034 (Section 22042.5).

- 28.** Section 20112 specifically requires school districts to advertise twice for a two-week period, while Section 22037 requires advertising once, 14 days in advance of the date of opening of bids. How do participating school districts reconcile this conflict?

When the Act is in conflict with any other section in the Public Contract Code, the Act shall supersede. The Act requires advertising once, 14 days in advance of the date of opening of bids. Districts participating in the Act may choose to maximize their outreach by advertising twice.

- 29.** May a public agency contract separately for like work at the same site at the same time using the under \$60,000 Force Account method?

No. Section 22033 states:

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of this article requiring work to be done by contract after competitive bidding.

Separating "like work" would be permitted only if the total of all the "like work" is less than \$60,000. If the work is more than \$60,000, it must be advertised and bid according to the provisions of the Act (i.e. bid informally if the total amount is less than \$200,000; bid formally if the total amount exceeds \$200,000).

- 30.** May a public agency bid out two separate projects that occur at the same time and site, but are different types of work?

Yes. There is no violation if the work is competitively bid. If an agency wishes to use the negotiated or informal bidding processes, it must apply the appropriate limits to each of the projects. Each project must be separate in scope. Projects may not be separated by trade to avoid bidding. If the total of all jobs is greater than \$60,000 then the informal or formal bid limits apply.

- 31.** Can an agency separately bid out for the materials and supplies on a project to avoid contractor markup and then bid out for the installation labor or perform installation with its own forces?

An agency may separately procure the materials and supplies for a project; however, all costs (materials, supplies, labor) of a project must be included in the project cost estimate to determine whether the project falls within the force account, informal bid, or formal bid thresholds.

In addition, if installation is performed by force account, an overhead rate must be applied to all direct costs of the project and included in the cost estimate. For example, if materials/supplies cost \$50,000 to procure separately and the estimated labor cost to install is \$25,000, the project could not be performed with force account, but would fall within the informal bid threshold because the total cost estimate is \$75,000.

- 32.** Must a value be assigned to the volunteer labor when the California Conservation Corps or another volunteer organization provides labor on a public project?

No. Volunteer labor from volunteer organizations does not need to be included as a cost of a public project for bid limit purposes as long as no costs are associated with the volunteer labor.

- 33.** By opting into the Act, does a public agency automatically bring all of its component divisions or departments into the Act?

Yes. When a public agency elects to become subject to the uniform construction cost accounting procedures, the entire legal entity is considered subject to the Act and no divisions or departments are exempt.

- 34.** When a public agency opts into the Act, does it automatically bring all districts under control of its governing Board into the Act?

No. Special Districts, which are governed by a board of supervisors or city council, are subject only if a separate election is made for each special district.

- 35.** PCC 22034 requires that participating agencies adopt an Informal Bidding Ordinance. What do schools and special districts that cannot adopt Ordinances do to comply?

Agencies that do not have the ability to adopt Ordinances should discuss Section 22034 compliance with their legal counsel.

- 36.** Are change orders allowed by the Act, and if so what is allowable? What if a change order goes over one of the allowed thresholds?

The Act does not address change orders. Please consult with your agency's legal counsel regarding any limitation on change orders that may apply to your agency.

37. Is there any training related to the Act? If so, where can I find a list of where the training is offered?

SCO has information regarding the Act on the SCO/CUCCAC website, including the current Cost Accounting and Procedures Manual. Often, commissioners are willing to provide training, answer questions, and/or give a presentation in order to assist agencies in getting the full benefits of participating in the Act.

38. The Act states that public projects of sixty thousand dollars (\$60,000) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. However, the Department of Industrial Relations (DIR) states any project over \$1,000 has to pay prevailing wages. How do the Act and DIR guidance work together?

The Act and DIR are completely separate and govern different aspects of public projects. The Act focuses on bidding related to public projects and DIR deals with wages paid by contractors on public projects. However, they may relate in that if prevailing wages are not paid on a public project, that could potentially impact the total cost of a project which would require a different bidding process utilized under the Act.

Additional inquiries and questions may be directed by email to LocalGovPolicy@sco.ca.gov, or by regular mail to:

State Controller's Office
Local Government Programs and Services Division
Local Government Policy Section
P.O. Box 942850
Sacramento, CA 94250

RESOLUTION NO. 2023-06

**RESOLUTION OF THE BOARD OF DIRECTORS OF MURPHYS
SANITARY DISTRICT ADOPTING UNIFORM PUBLIC
CONSTRUCTION COST ACCOUNTING PROCEDURES**

WHEREAS, Public Contract Code section 22000 *et seq.* sets forth the Uniform Public Construction Cost Accounting Act (the “Act”); and

WHEREAS, the Act provides for the implementation of uniform construction cost accounting procedures and bidding procedures for all public agencies electing to participate, together with instructions for their adoption and implementation by such public agencies; and

WHEREAS, pursuant to Public Contract Code sections 22010 and 22017, the California Uniform Construction Cost Accounting Commission (the “Commission”) developed and recommended to the State Controller uniform construction cost accounting and bidding procedures (the “Uniform Procedures”) consistent with Public Contract Code sections 22030 through 22045 for consideration; and

WHEREAS, pursuant to Public Contract Code section 22019, the State Controller adopted the Uniform Procedures; and

WHEREAS, the Act only applies to a public agency whose governing board has, by resolution, elected to become subject to the Act and the Uniform Procedures and has notified the State Controller of that election; and

WHEREAS, California public agencies such as sanitary districts are eligible to adopt the Uniform Procedures pursuant to the Act; and

WHEREAS, District staff has determined that it is in the best interests of Murphys Sanitary District (“District”) to elect to become subject to the Act and the Uniform Procedures.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF MURPHYS SANITARY DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

1. The above-listed recitals are true and correct and are incorporated as if fully set forth herein.
2. The Board of Directors (“Board”) hereby elects pursuant to Public Contract Code section 22030 to become subject to the Act, the Uniform Procedures set forth in the Act, and to the Commission’s policies and procedures manual and cost accounting review procedures, as each may from time to time be amended, and directs the Administration Manager, or the Administration Manager’s designee(s), to notify the State Controller of this election.
3. The Board elects to utilize the Act for maintenance contracts, as defined in Public Contract Code section 22002, and other projects pursuant to Public Contract Code section 22003.

4. This Resolution shall take effect immediately upon its adoption.

ADOPTED, SIGNED AND APPROVED this _____ day of _____, 2023.

BOARD OF DIRECTORS OF MURPHYS SANITARY DISTRICT

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

ATTEST:

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

STATE OF CALIFORNIA)
) ss.
COUNTY OF CALAVERAS)

I, _____, Clerk of the Board of Directors of Murphys Sanitary District, do hereby certify that the foregoing Resolution No. _____ was duly adopted by the Board of Directors of such District at a regular meeting of said Board held on the _____ day of _____, 2023, at which a quorum of such Board was present and acting throughout and for which notice and an agenda was prepared and posted as required by law and at which meeting all of the members of such Board had due notice and that at such meeting the attached resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Clerk, Board of Directors of Murphys Sanitary District

STATE OF CALIFORNIA)
) ss.
COUNTY OF CALAVERAS)

I, _____, Clerk of the Board of Directors of Murphys Sanitary District, do hereby certify that the foregoing is a true and correct copy of Resolution No. _____, which was duly adopted by the Board of Directors of Murphys Sanitary District at a meeting thereof on the _____ day of _____, 2023.

Clerk, Board of Directors of Murphys Sanitary District



STAFF REPORT

DATE: December 14, 2023
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Adoption of Resolution 2023-08, Purchasing and Procurement Policy #2135

Recommendation:

Staff recommends approval of the Purchasing and Procurement Policy #2135 outlining Informal Bidding Procedures in accordance with the newly adopted California Public Contract Code and Uniform Public Construction Cost Accounting Act.

Background:

There is no District policy to govern purchases and/or contracting for public projects. It is necessary for the district to provide a clearly documented record of the entire process.

Discussion:

This policy was created to establish direction for the staff and Board on how to proceed with informal and formal bidding procedures as well as outline authorized purchase limits and authorizations.

Fiscal Impact:

None



POLICY TITLE: Purchasing and Procurement Policy

POLICY NUMBER: 2135

2135.1 Purpose:

The purpose of this policy is to establish the procedures governing purchase requisitions for materials, supplies and equipment in accordance with the State of California Government Code and contracting for public projects and consulting services in accordance with the State of California Public Contract Code and Uniform Public Construction Cost Accounting Act. It is the intent of the District to control expenditures before it is obligated to pay for goods or services. This policy is designed to accomplish this goal while providing a clearly documented record of the entire process.

2135.2 Purchasing Agents

The District Managers (Administrative and Operations) shall act as the Authorized Purchasing Agent(s) for all procurements up to Ten Thousand Dollars (\$10,000). Procurements over Ten Thousand Dollars will require Board approval. All procurements shall be made within the approved budget set forth by the Board of Directors.

2135.3 Purchase Agent Duties and Approval Levels

The purchasing agent(s) shall have the authority to:

- a) Purchase or contract for supplies, equipment, maintenance services, or public projects in accordance with the purchasing procedures detailed in the directive.
- b) Procure quality supplies, equipment, and services for maintenance and public projects at the least expense to the District;
- c) Keep informed of the current developments in the field of purchasing and contract administration as well as prices, market conditions and new products;
- d) Supervise the regular inspection of all supplies and equipment for adequacies in their intended use;
- e) Maintain a bidders list, contractors list, local business preference list, current vendor list, and other related records required to perform the duties of the purchasing function.

Purchase Amount	Approval Level
\$0 - \$1,000	District – Wide Staff
\$1,001-\$10,000	District Managers
Over \$10,001	Board of Directors

2135.4 Purchase Orders

The purchase of all non-recurring supplies, materials and capital assets will require a Purchase Order. Purchases of supplies, materials, or capital assets of Ten Thousand (\$10,000) or more that are not already included in the approved budget must be approved in advance by the Board.

2135.5 Emergency Procurement

California Public Contract Code Sections 20806, 22035, and 22050, as applicable, govern procurement procedures when emergencies exist. When the Board of Directors declares an emergency by a four-fifths vote, when



repair or replacements for services and materials are necessary to permit the continued conduct of District operations or services or to avoid a danger to life, health or property, the District Managers may then proceed, at once, to replace or repair District facility(s) or infrastructure and/or procure the necessary goods and/or services without the benefit of competitive purchasing, either informal or formal. The District Managers shall report to the Board at the next regular board meeting stating the justification for the emergency work.

2135.6 Informal and Formal Bidding Procedures

Public projects are defined under this policy as construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any District owned, leased, or operated facility.

Informal and Formal Thresholds

Method	Threshold
Formal Bid	Over \$200,000
Informal Bid	\$60,000 - \$200,000
To be performed by District employees by force account, negotiated contract, or purchase order	\$60,000-Less

2135.7 General Provisions for Informal and Formal Bidding Procedures

The following provisions shall apply in contracting for public projects under both informal and formal bidding procedures:

- a) *Material changes to the bid:* If a material change to the bid specification is issued by the District later than seventy two (72) hours prior to the opening for bids, the date and time shall be extended by no less than seventy-two (72) hours. The term "material change" means a change with a substantial cost impact on the total bid as determined by the District.
- b) *Base Contract:* Bid specifications which include one or more alternative bid schedules, shall identify and define the base bid for the purpose of awarding to the lowest responsive and responsible bidder.
- c) *Bid opening procedures:* Sealed bids shall be submitted to the Authorized Purchasing Agent or designee and shall be identified as bids on envelope. Such bids shall be opened in public at the time and place stated in the notice inviting bids in the presence of all bidders who attend. A tabulation of all bids received shall be open for public inspection during regular business hours until award of the contract.
- d) *Records of bid documents:* Bid documents received by the District shall be maintained by the District in accordance with the District's records retention schedule.
- e) *Award of contracts:* Contracts shall be awarded by the District to the responsive and responsible bidder that submits the lowest bid.
- f) *No bids received:* In the event no bids are received, the District shall have the option of any of the following:
 - i. Abandoning the purchase or project;
 - ii. Rebidding the purchase or project; or
 - iii. Perform the work by employees of the District.
 - iv. Perform work via negotiated contract.
- g) *Rejection of bids:* The District may elect to reject all bids. In the event the District anticipates rejecting all bids and declares that the project can be done more economically performed by employees of the District shall provide a written notice to an apparent low bidder, pursuant to Public Contract Code section 22038. Furthermore, the District shall have the option of any of the following:



-
- i. Abandon the project;
 - ii. Rebid the purchase or project using the appropriate bidding procedures; or
 - iii. Perform the project by force account without further complying with Public Contract Code section 22020 et seq., after the Board passes a resolution by four-fifths vote of its governing body declaring that the project can be performed more economically by District employees;
- h) **Tie Bids:** If two (2) or more bids are received from responsive and responsible bidders for the same total amount of unit price, and are the lowest, the District may accept the bid it chooses.
- i) **Written Contracts:** Written contracts in the form approved by the Districts Legal Counsel shall be used in the award of bids.
- j) **Bonds:** Bidders for construction contracts shall give a payment bond and a bond for the faithful performance of the construction contract that are each in an amount that is equal to 100% of the contract price.

Informal Bidding Procedures

Bids may be authorized by both District Managers and the award of contracts for public projects with an estimated value in the amount of Two Hundred Thousand Dollars (\$200,000) or less in accordance with the requirements of the Public Contract Code section 22032, and the following informal bidding procedures.

- a) **Budgetary authorization:** Unless required by and emergency or as otherwise approved by the Board, the bid items shall have been authorized as part of an approved budget of the District, and the purchase or contract shall not exceed the amount authorized without Board approval.
- b) **Contractors List:** A list of contractors shall be developed and maintained in accordance with the provisions of section 22034 of the Public Contract code and criteria promulgated from time to time by the California Cost Accounting Commission.
- c) **Notices Inviting Bids:** Notices inviting bids shall be prepared describing the bid items in general terms, referencing how to obtain more detailed information about the bid items; and stating the time, date, and place for submission of sealed bids.
- d) **Mailing of Notices:** Notices inviting informal bids shall be mailed, faxed, or emailed at least ten (10) calendar days before the due date of the submission of bids as follows:
 - i. Mailed, faxed, or emailed to all firms on the bidders list or contractors list for the category of work being bid;
 - ii. For bid items defined as public projects, mailed, faxed, or emailed to all construction trade journals designated by the California Uniform Construction Cost Accounting Commission; and
 - iii. Other mailings, advertisements, and notifications as deemed appropriate by both District Managers.
 - iv. Bids received more than Two Hundred Thousand (\$200,000), the Board may award the contract to the lowest responsive and responsible bidder by adoption of a resolution by a four-fifths vote if the cost estimate was reasonable and the low bid does not exceed Two Hundred Twelve Thousand and Five Hundred Dollars (\$212,500).

Formal Bidding Procedures

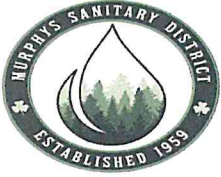
The solicitation of bids and award of contracts for public projects with an estimated value in excess of Two Hundred Thousand Dollars (\$200,000) shall be made in accordance with the requirements of the Public Contract Code section 22030 et seq., and the following formal bid procedures:



-
- a) *Plans and specifications:* The Board shall adopt any plans, specifications, and working details as appropriate for the bid items prior to solicitation for formal bids.
 - b) *Notices:* Notices inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project.
 - c) *Sending, mailing, and publishing of notices:* Notices inviting formal bids shall be published, sent, and mailed as follows:
 - i. For bid items defined as public projects, sent electronically, by either facsimile or electronic mail and mailed to all construction trade journals designated by the California Uniform Construction Cost Accounting Commission at least fifteen (15) calendar days before the date of the bid opening.
 - ii. Sent electronically, by facsimile or electronic mail, or mailed to all firms on the bidders list at least fifteen (15) calendar days before the date of the bid opening;
 - iii. Published at least once in a newspaper of general circulation, printed, and published in the District, at least fourteen (14) calendar days before the date of the bid opening, or in a manner as authorized by Public Contract Code section 22037 if there is no newspaper of general circulation; and
 - iv. Other mailings, advertisements, and notifications deemed appropriate.

2135.8 Contracts for Professional and Consulting Services (Architectural, Landscape Architectural, Professional Engineering, Environmental, Land Surveying, and Construction Management Services) Contracts for consultant/professional services shall be made pursuant to the provisions of this policy.

- a) Procurements for architectural, landscape architectural, professional engineering, environmental, land surveying, and construction management services contracts shall comply with this section.
- b) Selection. Contracts for architectural, landscape architectural, engineering, environmental, land surveying, and construction management services are subject to the provisions of this article and shall be awarded in accordance with the California Government Code sections 4525 et seq and 4529.10 et seq et seq. A fair and competitive process will be designed to select the most competent and qualified firm to provide the desired services at a reasonable price. Selection will not be solely based on price; however, price may be a factor in selecting a firm. If price will be a factor, it will be discussed in the RFP, along with the method used to consider price.
- c) *Maximum Participation of Small Business Firms.*
 - i. Definition of Small Business. "Small business," as used in this section, shall have the same definition in Government Code section 14837(d)(1).
 - ii. Quotes. The District shall attempt to obtain at least two (2) quotes or proposals from a small business, where this article requires quotes or RFPs.
- d) *Prohibition of Unlawful Activity.* The District specifically prohibits practices which might result in unlawful activity, including but not limited to rebates, kickbacks, or other unlawful consideration. The District also prohibits its employees from participating in the selection process when those employees have a financial interest with an individual or business entity seeking a contract under this Section and would be subject to the prohibition of Government Code sections 1090 and



87100.

e) *Procurement of Professional and Consultant Services: \$45,000.00 or Less.*

- (i) Informal Request for Proposal Procedure. Except as set forth herein, the procurement of consultant or professional services with a value of Forty-Five Thousand Dollars (\$45,000.00) or less shall be made following the procedure prescribed below:
 - (1) Solicitation of Proposals. A District Manager may solicit proposals by written (including e-mail) request to prospective consultants. Informal requests for proposals shall attempt, whenever feasible, to obtain at least three (3) proposals.
 - (2) Award of Contracts. Approval by both District Managers shall award contracts pursuant to this subdivision to the best qualified and most responsible proposer, which may not necessarily be the lowest priced proposal. The dollar amount of the proposal shall be considered but the award need not be made to the lowest dollar proposal.
 - (3) Signature Authority. The Administration Manager shall have the authority to execute a contract granted pursuant to this section. Such contracts shall be formal written agreements executed by the Administration Manager on behalf of the District.
- (ii) Exceptions. The District Managers may dispense with the informal RFP procedure, whether the informal RFP procedure has been initiated or not, for the reasons set forth below:
 - (1) In an emergency;
 - (2) When the services can be obtained from only one (1) source which has been reviewed and approved in writing by the District Managers;
 - (3) When, in the judgment of the District Managers, compliance with the procedure is not in the best interest of the District; or
 - (4) When processed through a cooperative purchasing agreement with another public agency, whose procurement process is substantially consistent with the provisions of this article.

RESOLUTION NO. 2023-08

**RESOLUTION OF THE BOARD OF DIRECTORS OF MURPHYS
SANITARY DISTRICT ADOPTING INFORMAL BIDDING
PROCEDURES PURSUANT TO THE UNIFORM PUBLIC
CONSTRUCTION COST ACCOUNTING ACT**

WHEREAS, Public Contract Code section 22000 *et seq.* sets forth the Uniform Public Construction Cost Accounting Act (the “Act”); and

WHEREAS, the Act provides for the implementation of uniform construction cost accounting procedures for all public agencies electing to participate, together with instructions for their adoption and implementation by any public agency; and

WHEREAS, pursuant to Public Contract Code section 22030, the Board of Directors (“Board”) of Murphys Sanitary District (“District”) has formally elected to become subject to the procedures set forth in the Act and to the California Uniform Public Construction Cost Accounting Commission’s Policies and Procedures Manual (“Manual”) and cost accounting review procedures by adopting Resolution No. 2023-06 on December 14, 2023; and

WHEREAS, pursuant to Public Contract Code section 22034, any public agency that elects to become subject to the Act must also adopt informal bidding procedures to govern the selection of contractors to perform public projects pursuant to Public Contract Code section 22032, subdivision (b).

NOW, THEREFORE, THE BOARD OF DIRECTORS OF MURPHYS SANITARY DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

1. The above-listed recitals are true and correct and are hereby incorporated as if fully set forth herein.
2. The terms and provisions of Resolution No. 2023-06(Election Resolution) are hereby incorporated as if fully set forth herein.
3. Public projects, maintenance work, and other projects undertaken by the District, as defined in the Act, and in accordance with the limits listed in Public Contract Code section 22032, may be let to contract by informal bidding procedures.
4. All other requirements provided in Public Contract Code section 2203, as such statute presently exists or is amended from time-to-time, are hereby incorporated as if fully set forth herein.
5. The District shall notice informally-bid projects, as provided in Public Contract Code section 22032, subdivision (b), in conformance with either paragraph (1) or (2), or both, of Public Contract Code section 22034, subdivision (a), which generally require the District to: (i) develop and maintain a list of qualified contractors, identified according to categories of work, in accordance with the provisions of Public Contract Code section 22034 and criteria promulgated from

time to time by the California Uniform Public Construction Cost Accounting Commission; and/or (ii) mail, fax, or email a notice inviting informal bids to all construction trade journals specified in Public Contract Code section 22036. If the product or service sought by the District is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

6. The notice inviting informal bids shall describe the project in general terms and explain how to obtain more detailed information about the project and state the time and place for the submission of informal bids.
7. The Administration Manager, or the Administration Manager's designee(s), are hereby authorized to take any and all actions required to comply with or meet the requirements of the Public Contract Code section 22034 and/or the Manual.
8. The Manual is available on the State Controller's website (https://www.sco.ca.gov/ard_cuccac.html) and will also be on file in the District Office located at 15 Ernest St., Suite A, Murphys CA 95247.
9. This Resolution shall take effect immediately upon its adoption.

ADOPTED, SIGNED AND APPROVED this 14th day of December 2023.

BOARD OF DIRECTORS OF MURPHYS SANITARY DISTRICT

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

ATTEST:

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

STATE OF CALIFORNIA)
) ss.
COUNTY OF CALAVERAS)

I, _____, Clerk of the Board of Directors of Murphys Sanitary District, do hereby certify that the foregoing is a true and correct copy of Resolution No. _____, which was duly adopted by the Board of Directors of Murphys Sanitary District at a meeting thereof on the _____ day of _____, 2023.

Clerk, Board of Directors of Murphys Sanitary District



STAFF REPORT

DATE: December 14, 2023
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Discussion/Update Only

Recommendation:

No recommendation-Discussion only

Background:

At the October 12, 2023, board meeting there was discussion regarding the lodging expense allowance for board members.

After further research, it was discovered that at the June 13, 2019, board meeting the lodging allowance was increased and approved from \$160 to \$200 (approved minutes attached). However, this update was not incorporated into the bylaws.

Discussion:

Management is preparing a new district policy manual to bring before the Board for approval. The new manual will outline procedures in administration, financial management, and personnel. In addition, the new policy manual will encompass and update Board member responsibilities, duties, and limitations.

Fiscal Impact:

None

Murphys Sanitary District
MINUTES – Regular Board Meeting
Thursday June 13, 2019

Board of Directors

Lydia Scheller - President
Joseph Fontana - Vice President
Delma Harris - Treasurer
Steve Gonzales - Secretary
Ashley Moore - Parliamentarian

Meeting Called to Order

1. Roll Call – Lydia Scheller, Joseph Fontana, Delma Harris, Steve Gonzales & Ashley Moore
2. Public Comment – *See Line Item #5*
3. Pledge of Allegiance
4. Agenda Changes – *Date Correction “Next Regular Board Meeting”, change from July 13, 2019 to July 11, 2019; Line Item #10B & 11d to be tabled to July Regular Board Meeting.*
5. Public Comment – M. Peccia voices his concern over a printed notice on the billing statements - *Resolved*

6. Consent Agenda

Minutes

05/09/19 Regular Meeting

Check Disbursements

May 2019

Motion: Directors J. Fontana & L. Scheller motion to approve the *Consent Agenda as presented; Minutes & Check Disbursements for April 2019: Approved 5-0*

7. Staff Reports

- a) Administration – *Report included in Board Packet presented*
- b) Operations – D. Murphy Reports

Information - Operations have started the removal of fallen trees and brush clean-up at the Pump Station & continue to work with PG&E on an EAP (Emergency Action Plan) – C. Secada to Agendize EAP for future discussion; Rocks were discovered in the well at Willow Creek - Mazingo has been contacted to schedule for removal using the Vector Truck.

- c) Engineer - Quarterly Report – *To be Available in July*

8. Board Reports\Committees

- a) Calaveras HWY 4 Corridor Group – *No Meeting, Nothing to Report – Information: CCWD will be hosting a Small Utilities/Workshop in regards to the County Dig Once Police on July 16th at 8:30/9:00 a.m.*
- b) TS-IRWM - Joseph Fontana – *No Meeting*
- c) Ordinance Review Committee - Cindy Secada, Lydia Scheller, Ashley Moore, Dan Murphy
- Committee to meet on June 27, 2019

d) UWPA HWY 4 Corridor Agencies Collaboration Efforts – *Nothing to Report*

9. CIP Projects – Status Updates

- a) WWTP Upgrade: Design Status: 98% RFP Status: June 27, 2019 – C. Secada Reports
- Bid approval to be determined by the State, Contractors will be allowed 45-60 Days to return proposals
- b) Current Finishing Pond Expansion – Will not be included in the WWTP Upgrade Grant
- c) Replacing Force Main: Will not be included in the WWTP Upgrade Grant
- d) Pond 4 Overflow Contingency Plan: Additional Finishing Pond – Brief Discussion - *On hold until TP Upgrade is complete*

10. Unfinished Business

- a) Status of CD Matured at 5/21/19 & CD Performance – *Rolled over 3 Years, at 2.6%*
- b) Update 10 Year CIP – Rescheduled, see *Agenda Changes Line Item #4*
- c) Approve Board Stipend & Travel Reimbursement Policy Update – *Changes made to Line Item (A) Stipend of the Board Policy Handbook; Adjustments made to the Harassment Policy*

Board & Staff review, discuss & add the following changes/additions

-Rescind MSD Policy #2010 & Refer to the New Policy in the Board Policy Manual

-Board Member Authorization needed prior to attending any Meetings & must provide a brief written report

-Lodging shall not exceed \$200.00

-Parking Fee to be no less than \$15.00

Motion: Directors J. Fontana & A. Moore motion to approve all changes & additions made to the Board Stipend & Travel Reimbursement Policy: Approved 5-0

11. New Business

- a) Approve Salary Increases
- Board briefly discuss Salary Increases & the Cost of Living Increase of 2.8%

1. Administration Manager

Motion: Directors L. Scheller & A. Moore motion to approve a Salary Increase of \$2.00 an hour for the Administration Manager: Approved 5-0

2. Operations Manager

Motion: Directors L. Scheller & A. Moore motion to approve a Salary Increase of \$2.00 an hour for the Operations Manager: Approved 5-0

- b) Approve Cost of Living Increase 2.8 %

Motion: Directors D. Harris & L. Scheller motion to approve the Cost of Living Increase of 2.8% for all employees of MSD: Approved 5-0

c) 2019 Election for SDRMA Board of Directors

-Board briefly discuss and direct C. Secada & D. Murphy to make the nomination for the SDMRA Board of Directors in the 2019 Election

d) Purchase Solar Mixers – Rescheduled, see *Agenda Changes Line Item #4*

e) Approve Employee Handbook Policy 402 Travel Expense & Mileage Update

- Board & Staff briefly review changes

Motion: Directors A. Moore & J. Fontana motion to approve the changes made to *Policy 402 Travel Expense & Mileage* of the Employee Handbook: *Approved 5-0*

f) Approve Employee Handbook Policy 102 Harassment Update

- Board & Staff review & discuss changes/additions made to the Harassment Policy

Motion: Directors L. Scheller & J. Fontana motion to approve *Policy 102 Harassment* of the Employee Handbook with the addition of reporting to the Board of any complaints: *Approved 5-0*

g) Approve Budget 2019/20

- Board & Staff briefly review & discuss adjustments & changes

Motion: Directors J. Fontana & L. Scheller motion to approve the 2019/20 Budget as presented: *Approved 5-0*

h) Unlawful Connection to Public Sewer System 271 Jones

1. Fines
2. Cost of Repairs
3. Other Action

- Board, Staff & Operations Review & Discuss - Board directs C. Secada to draft another certified letter to the customer of 271 Jones St. with an outline of Violations, Initial Fees, Fines & Penalties, Cost for Repairs, Lawyers Fees and a deadline to respond before additional fines and legal action is taken.

12. Director Comments – *J. Fontana informs the Board that he has applied for the Mountain Counties open position.*

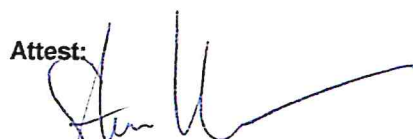
13. Next Regular Meeting: July 11, 2019 Time: 10:00 am Regular Meeting

14. Adjournment – 12:07 p.m.



Amy Lowe

Attest:



Steve Gonzales, Secretary



STAFF REPORT

DATE: December 14, 2023
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Appointment of Board Positions for CY2024

Appointment of Board Positions:

Outlined in the Board Policy Manual dated June 20, 2019, appointment of board members shall be held at the first meeting of December of each year. The positions will serve for a one-year term. The newly elected positions will be effective January 1, 2024.

I. BOARD ORGANIZATION

- A. There shall be FIVE members: a president, a vice-president, secretary, treasurer and a parliamentarian, who shall be the MSD Board of Directors.
- B. Elections of members shall be held at the first meeting in December of each year. These positions will serve for one- year terms.
- C. Selection of the Positions of the Board of Directors may be on a rotational basis amongst all Directors. In the event of a board member vacancy mid-term, the board can select new Positions at the time of the notice of vacancy and/or at the appointment of a new Board member.
- D. The President of the Board of Directors shall serve as chair at the Board meetings. The President shall have the same rights as the other Directors in introducing motions, resolutions, and any discussion of question that follow said actions.
- E. In the absence of the President, the Vice-President of the Board of Directors shall serve as President Pro tem over all meetings of the Board. If the President and Vice-President of the Board are both absent the Secretary shall preside over the meeting.



STAFF REPORT

DATE: December 14, 2023
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Schedule of Special Meetings to Review New Policy Manual

Recommendation:

Having an updated policy manual is a key tool to ensure that our policies align with current and best practices. Dated or non-existing policies pose a legal threat to the district. Our CSDA membership allows the district access to their sample policy handbook template. It includes over 100 essential policies vetted by CSDA business affiliates (attorneys) to be customized for board and board meetings, administration, financial management, and personnel.

Management is in the process of developing a new policy manual using CSDA templates. This manual is intended to override outdated policies.

It is recommended that the board schedule special meetings and allow sufficient time to thoroughly review new policies.

Recommended Special Meeting Schedule Dates are Below:

General and Administration Section Review	Thursday, January 25, 2024
Financial Management Section Review	Thursday, February 22, 2024
Personnel Section Review	Thursday, March 28, 2024



STAFF REPORT

DATE: December 14, 2023
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Approval of Hansford Economic Consulting (HEC) Proposal Task A and Task B

Recommendation:

Staff recommend Board approval of proposal Task A and B of the Wastewater Rate Study and Qualifications.

Background:

At the August 10, 2023, board meeting the Board requested staff contact a consultant to discuss a prop 218 rate study. Catherine Hansford of (HEC) presented the proposal at the November 17, 2023 special board meeting. A director was absent from the meeting, and it was decided to postpone further discussion/action until the next regular meeting.

Discussion:

During the November 17th meeting, Q&A allowed directors a chance to clarify concerns on prop 218 and the service provided from HEC. The board asked HEC if a cost-of-study is required. She referred to California Government Code 54999.7 (c)-a public agency providing utility service shall complete a cost-of-service at least once every 10 years that addresses the cost of providing utility service to public schools. Prop 218 Omnibus Implementation Act-Prop 218 is triggered by (a) increase to rates, (b) revision of methodology to charge a customer (rate design or cost allocation among customers) if it results in an increase charge to any person or parcel.

The Board continues discussion of a wastewater rate study to determine if the current rate structures align with the financial health and future projected revenue requirements.

*Additional Information: A handout and timeline will be distributed to board members at the meeting regarding the 2017 Fiscal Sustainability Plan and Cost of Study 2016 prepared by Blackwater Eng.

Fiscal Impact:

A wastewater rate study was not allocated in the FY 23/24 budget. If the Board approves the proposal, the expense will be budgeted in the FY 24/25.

October 30, 2023

Ms. Kristina Fillmore, Administration Manager
Murphy's Sanitary District

Letter sent via email

Subject: **Wastewater Rates Study; HEC #230423**

Dear Kristina:

Thank you for the opportunity to submit a proposal to potentially update the Murphy's Sanitary District (hereafter 'District' or 'MSD') wastewater rates. HEC and its Principal, Catherine Hansford, bring more than 20 years of experience in municipal finance with specialization in the water industry. With a proven track record of completed projects and references listed herein, HEC offers the necessary skill set for successful, straightforward execution of the Study. HEC has provided professional services to many small cities and special districts in California. We work with staff, engineers, bond counsel, planners, public outreach, and legal professionals routinely to determine the best solutions to unique circumstances. The majority of HEC's clients are small communities. Our qualifications are provided in **Exhibit A**.

Proposed Scope of Services

Task A: Financial Analysis and Proposition 218 Explanation

Task A.1: Project Management

This subtask includes time for Catherine Hansford to manage, track, and report on Task A progress every month. It entails review of work status/progress, invoicing/determination of remaining budget, and coordination with District staff.

Task A.2: Financial Discovery

HEC will provide a list of data needs to the District and will collect other information and data pertinent to the rate study. Once the data has been collected, HEC will thoroughly review the financial health of the District, examining revenue and cost information for all operations, maintenance, administration, general expenses, short and long-term liabilities, as well as capital and reserve expenditures. The financial review will establish the historical and current financial health of the District under the current rate and taxes structures, generally describe components of annual revenues, and characterize expenses.

Looking forward, HEC will estimate the District's revenue requirement. The revenue requirement is the amount that must be raised by customers each year to maintain revenue sufficiency. HEC will summarize the wastewater capital improvement plan (CIP) as provided by the District and will present

a financing strategy to ensure the facilities are completed in a timely fashion, while minimizing the impact to rate-payers. Assumptions in the financial model include rate of growth and number of customers by customer category, which will be discussed with staff and vetted by the District Board of Directors (Board). Future operation and maintenance expenses may be projected using known cost changes, historical annual percentage increases, or some other index, such as a consumer price index. Expense item categories, such as utility costs and labor costs, services and supplies costs, permits and lab costs, will be projected independently.

The projected revenue requirement may also include other non-operating cost considerations, such as an operating reserve, rate stabilization fund, short-lived asset reserve, or additional funds to meet debt service coverage requirements. Non-operating revenues, such as interest revenue, late charges, and other miscellaneous revenue sources, will be included as credits in the analysis so that the revenue requirement is not over-estimated. A cash flow will be presented to ensure sufficiency of funding for the next five years, demonstrating adequate debt service coverage and reserve levels are met.

Task A.3: Proposition 218 and Financial Best Practices Explanation

HEC will explain the legal requirements of Proposition 218 for changes to rate levels and rate structure, as well as the timeline to make changes. Financial best practices, including funding of reserves and pay-as-you-go versus debt financing will be discussed. In addition, HEC will explain other financing instruments such as low-cost loans from the State and Federal governments, and other fee mechanisms to recover District costs (connection fees, regulatory fees, special taxes, and assessments, for example).

***Task A Deliverables:** memorandum and accompanying PowerPoint that describe (a) the District's historical and current financial health, and (b) projects the revenue requirement for at least 5 years. Best financial practices and financing strategies to meet future financial obligations will be presented.*

***Task A Meetings:** Virtual meetings with staff and one public (Board) meeting explaining findings of Task A. It is assumed that the Board meeting participation will also be virtual.*

Task B: Wastewater Rate Analysis

Task B.1: Project Management

This subtask includes time for Catherine Hansford to manage, track, and report on Task B progress every month. It entails review of work status/progress, invoicing/determination of remaining budget, and coordination with District staff.

Task B.2: Cost of Service Calculations and Rate Design

Once the projected revenue requirement is established, it is allocated to customers based on customer characteristics (number of units, number of accounts, strength of wastewater for example).

The current rate structure will be assessed for alignment with current District goals and objectives and current legal interpretations of Proposition 218. Alternative rate structures may be discussed with the Board; HEC will model up to two alternative rate structures.

The cost-of-service analysis leads to the calculation of user rates for wastewater so that the system is adequately funded for existing and projected future costs and that the rates are based on the best estimate of system use by each customer. HEC will provide guidance and advice to District staff to ensure the proposed rate structure complies with Proposition 218 and all related laws, and that rates are implemented within the District's desired timeframe.

Task B.3: Wastewater Cost-of-Service Report

HEC will prepare a report that includes the methodology used, detailed calculations of rates, findings, and recommendations. The report will demonstrate cost of service and proportionality requirements such that the District shows compliance with Proposition 218. Following edits and changes to the draft report, HEC will prepare a final report before the public hearing.

The report will include a comparison of wastewater bills with other regional wastewater providers.

Task B.4: Wastewater Rates Implementation

HEC will assist the District with implementing proposed rates. Technical assistance includes helping District staff, particularly with staff reports, changes to ordinances, and providing help to staff responsible for implementing rate changes with technical questions.

HEC will work with District staff to draft the public hearing notice. The notice will specify the basis of the fee, the reason for the fee, the customer's right to protest the fee, and the date/time/location of the public hearing. Since wastewater fees are property-related fees, not assessments, they do not require a ballot. Only property owners of record must receive notification of property-related fee increases; however, tenants or property owners may protest the fee. Only one protest per property can be counted.

This proposal assumes that HEC mails the public hearing notices and counts protests upon conclusion of the public hearing.

***Task B Deliverables:** Cost-of-service report, materials for public meetings, public hearing notice preparation and distribution.*

***Task B Meetings:** Up to three (3) in-person public meetings are included in Task B. Meetings include two (2) meetings with the Board, and one public workshop. All other meetings will be virtual.*

Estimated Budget and Schedule

The proposed not-to-exceed budget of \$34,930 for the scope of services described above is based on HEC's 2023/24 hourly billing rates as follows: Principal \$205 per hour, Associate \$145 per hour, and clerical/administrative work \$95 per hour. These rates will be held through 2024 and are subject to change January 1, 2025. If any non-staff costs are incurred that are specific to work performed for the District (direct costs), these will be billed at cost. Direct costs could include mileage reimbursement and other travel-related costs, printing, videoconference hosting fees, meals when traveling for meetings, and mail and postage costs.

The Board could proceed with authorizing the full scope of services and budget, or only authorize Task A. HEC is amenable to a contract with all tasks included but only having budget released for Task A, with future release of Task B budget, if authorized by the Board, upon conclusion of Task A.

The estimated budget includes these assumptions:

Three in-person meetings with travel to Murphy's.

- Proposition 218 public notice creation (content and design) is included in the budget but the cost of third-party printing and mailing of the notices is excluded.

The estimated cost is separated between Task A and Task B as shown in **Table 1**; however, HEC retains the right to move budget between subtasks within a task as needed. HEC charges for services on a cost not-to-exceed basis; therefore, you will only be billed for the work completed up to the authorized budget amount. If additional work is requested that is beyond the original scope of services, or if work efforts are greater than anticipated in development of the budget, HEC will request authorization for additional budget.

Table 1
Estimated Budget

Task/Item Description <i>Hourly Billing Rates</i>	HEC			Total
	Hansford \$205	Rollins \$145	Clerical \$95	Estimated Cost
Task A				
1 Project Management	4	0	8	\$1,580
2 Financial Discovery	14	0	0	\$2,870
3 Proposition 218 Explanation	10	0	0	\$2,050
Total Task A	28	0	8	\$6,500
Task B				
1 Project Management	5	0	10	\$1,980
2 Cost-of-Service & Rate Design	36	0	0	\$7,380
3 Cost-of-Service Report	20	6	8	\$5,730
4 Wastewater Rates Implementation	32	28	18	\$12,330
Task B Subtotal	93	34	36	\$27,420
Task B Direct Costs (3 trips)				\$1,010
Total Task B				\$28,430
Total Cost Estimate				\$34,930

HEC reserves the right to move budget between subtasks.

HEC can begin work on this project February 1, 2024. Rate studies typically take 6 to 8 months to complete. Table 2 shows two potential timelines to implement new rates – a ‘comfortable schedule’ and an ‘accelerated schedule’. The earliest new rates could be implemented is September 1, 2024; depending on how the process goes, rates could certainly be in place by January 1, 2025.

Table 1
Estimated Schedule

	Comfortable Schedule	Accelerated Schedule
Project Start	2/1/2024	2/1/2024
Financial Discovery & 218 Explanation Memo	3/28/2024	2/22/2024
Task A Virtual Presentation to the Board	4/11/2024	3/7/2024
Rate Study Findings (to staff)	6/20/2024	4/18/2024
Task B: Draft Report to the Board	7/11/2024	5/9/2024
Draft Final Report Presentation to Board	8/8/2024	N/A
Approval to Send Out Rate Change Notices	9/12/2024	6/6/2024
Last Day to Mail Out Notices (45 day period begins)	9/28/2024	6/22/2024
Public Workshop	mid Oct	early July
Final Rate Study Due to Staff	11/2/2024	7/27/2024
Public Hearing (and Rate Adoption)	11/14/2024	8/8/2024
<i>Billing Effective</i>	<i>Jan-25</i>	<i>Sep-24</i>

We look forward to having the opportunity to discuss our proposal further. You can reach Catherine at (530) 412-3676 or catherine@hansfordecon.com with any questions about this proposal.

Sincerely,



Catherine R. Hansford, Principal
 HANSFORD ECONOMIC CONSULTING LLC

EXHIBIT A

HEC QUALIFICATIONS AND EXPERIENCE

Utility Rate Studies • Municipal Finance • Water Resources Planning • Economic Analysis

Catherine is a practitioner of financial, economic, and resource sciences. As a professional for more than 20 years, Catherine has built a reputation for creative problem solving, excellent speaking skills and written products. Catherine combines her powerful analytical skills with the invaluable ability to take complex topics, distill them into key components, and deliver relevant information in a clear and concise manner. She is particularly sensitive to the public process required to address most municipal finance issues; her presentations are crafted so that public finance decisions are understood, even if constituents do not favor them.

“Catherine is a rare combination of powerful analytical skills with an extraordinary ability to assess the big picture.”

Lori Williams, Liberty
Utilities Energy
Efficiency Manager

Experience

Catherine has worked in both the public and private sectors over the course of her career. In the public sector, Catherine worked as a senior planner for the Truckee Meadows Water Authority (TMWA), performing management analyst functions such as cost-benefit analysis, managing interlocal agreements, performing rate and fee studies, and working with stakeholders. Catherine served as liaison/chair between TMWA and various customer groups. These included a Rate Making Review Committee and Landscape Subcommittee. Catherine served as the Chair of the Advisory Committee on Conservation for the Washoe County Regional Water Planning Commission from 2003 through 2005.

In the private sector, Catherine worked for Economic and Planning Systems (Sacramento office) helping clients with municipal bond sales, financing plans, special district formation, user fee studies, fiscal studies, and nexus fee studies. At ECO:LOGIC Engineering (now Stantec), Catherine specialized in water utilities public financing. Since 2005, Catherine has been the owner and principal of HEC, engaging in municipal planning and finance issues, primarily in the water industry.

Education

Master of Science, Agricultural Economics, University of Nevada, Reno

Bachelor of Science, Rural and Environmental Economics, University of Newcastle-upon-Tyne, UK

Career

Hansford Economic Consulting	Principal	Truckee, CA
ECO:LOGIC Engineering	Senior Economist	Rocklin, CA
Truckee Meadows Water Authority	Senior Water Planner	Reno, NV
Economic and Planning Systems	Senior Associate	Sacramento, CA

Presentations and Publications

The Dichotomy of Grant Funding for Groundwater Activities: Leverage and Reliance, *2023 California Groundwater Resources Association 101 Week*

Funding Groundwater Management Programs, How Fees were established for Two New Agencies tasked with Groundwater Sustainability, *2021 Nevada Water Resources Association Conference*

Water Rights for Sale: Know what you're Selling or Buying, *2020 Schroeder Law Offices Webinars*

Utility Financial Planning: Facility Funding Options and Different Types of Fees, *2019 Nevada Rural Water Association Videoconference classes*

Stormwater Rate Calculation, *2018 Tri-State Seminar, Las Vegas*

Western US Water Issues, *2018 Women In Economics, University of Nevada Reno*

Funding for Flood Facilities, *2017 Nevada Water Resources Association Fall Event*

Financial Management: Understand your Cost Structure, Customer Cost-Share Responsibilities and Funding Options, *3-Hour Videoconference class, Nevada Rural Water Association (multiple times)*

Successful Strategic Planning Starts with Understanding Your Financial Position and Engaging a Wide Range of Stakeholders, *2014 Nevada Rural Water Association Conference*

The Cost of Rectifying Over-Appropriation of Groundwater in Diamond Valley, *2014 Nevada Water Resources Association Conference*

Rate Setting Fundamentals: Math or Art? *2013 Nevada Rural Water Association Conference*

A Misunderstood Relationship: Economic Vitality and Environmental Improvement in the Tahoe Basin, *2012 Tahoe Science Conference*

What is a Reasonable Water Rate? *2011 Nevada Water Resources Association Conference*

Projecting Population and Employment: A Platform for Projecting Water Purveyor Demands in an Urban Area, *2003 Nevada Water Resources Association Conference*

Water Conservation Recommendations from a Consumer Outreach Group, *2002 AWWA Cal-Nev Section Conference*

"Setting and Assessing the Impact of Water-Related Development Fees", *The Water Spot*, First Joint issue of the Nevada Water Environment Association and Nevada Water Resources Association, Winter 2017.

References

Client	Contact	Study
American Valley Community Services District	Katie Nunn, Business Manager (530) 283-0836 <i>katie@americanvalleycsd.com</i>	Water and Wastewater Rates and Fees Study (2022)
Gold Mountain Community Services District	Rich McLaughlin, Treasurer (619) 248-1048 <i>rich.mclaughlingmcsd@gmail.com</i>	Water and Wastewater Rates Study (2022)
Midway Heights County Water District	Jason Tiffany, General Manager (530) 878-8096 <i>admin@mhcwd.org</i>	Potable and Raw Water Rates and Fees Study (2020)
Georgetown Divide Public Utility District	Adam Brown, Water Resources Manager (530) 333-4356 ext. 110 <i>abrown@gd-pud.org</i>	Wastewater Rates and Fees Study (2019)
Minden Gardnerville Sanitation District	Peter Baratti, District Manager (775) 782-3546 <i>peter@mgsdistrict.org</i>	Wastewater Rates and Fees Study (2023)

About HEC

Hansford Economic Consulting LLC (HEC), self-member LLC, provides planning, economic, and financial services for public and private clients in the Western United States. The company, founded in 2005, is owned and managed by Catherine Hansford, an applied economist with more than 25 years of experience. HEC clients include regional agencies, counties and cities, special districts, non-profits, private entities, and homeowner associations.

Our high-quality work products span a breadth of land and water resource related topics that touch our human communities and environments. HEC endorses progressive and adaptive planning, understanding that plans are useful only if they are comprehensive, relevant to the specific local conditions, and lead to implementation. Our approach is especially desirable when working on sensitive community issues with a divergent customer base and/or the interests of multiple stakeholders. HEC appreciates the challenge of balancing equity, feasibility, and public acceptance goals when approaching fee studies.

HEC is committed to a positive experience with an outcome that provides concrete steps forward; we strive to offer solutions that are legally grounded and follow best practices.

Rate and Fee Studies Experience

California

- ❖ *Linden County Water District – Water and Wastewater Rate Study*
- ❖ *Lockeford Community Services District – Water Rate Study*
- ❖ *Calaveras Public Utility District – Connection and Capacity Fees Study*
- ❖ *Sierraville Public Utility District – Water Rate Study*
- ❖ *Sierra County Waterworks District #1 – Water Rate Study*
- ❖ *Grizzly Flats Community Services District – Water Rate Study*
- ❖ *Heather Glen Community Services District – Water System Consolidation Feasibility*
- ❖ *City of Newman – Water and Wastewater Rate Studies*
- ❖ *City of Livingston - Water, Wastewater and Solid Waste Rate Studies*
- ❖ *Salinas Valley Basin Groundwater Sustainability Agency – Sustainability Fee Study*
- ❖ *Merced Irrigation Urban Groundwater Sustainability Agency – Sustainability Fee Study*
- ❖ *Ukiah Valley Basin Groundwater Sustainability Agency - Sustainability Fee Study*
- ❖ *Bishop Paiute Tribe – Water and Wastewater Rates Study*
- ❖ *Midway Heights County Water District – Potable and Raw Water Rates Study and Strategic Plan*
- ❖ *Heather Glen Community Services District – Water Rate and Consolidation Feasibility Studies*
- ❖ *American Valley Community Services District – Water and Wastewater Rates, Connection Fees, and Administrative Fees Study*
- ❖ *Gold Mountain Community Services District – Water and Wastewater Rates, Connection Fees, and Administrative Fees Study*
- ❖ *Woodbridge Sanitary District – Wastewater Rate Studies*
- ❖ *South Placer Municipal Utility District - Wastewater Rates and Capacity Fees Study*
- ❖ *Donner Summit Public Utility District - Wastewater System Upgrades Financing Plan and Cost of Service Study, Water Rate Study, Special Tax Analysis, and Wastewater Capacity Fees Study*
- ❖ *Alpine County – Effluent Management and Pricing Study*
- ❖ *Georgetown Divide Public Utilities District – Wastewater Rates, Connection Fees, and Administrative Fees Study*
- ❖ *Amador Water Agency – Wastewater Capacity Fees Study*
- ❖ *City of Colfax – Wastewater Rate Study*
- ❖ *City of Live Oak – Water and Sewer Rate Studies*
- ❖ *City of Waterford – Water Rate Study*
- ❖ *City of Livingston - Water, Wastewater and Solid Waste Rate Studies*
- ❖ *City of Escalon – Water and Wastewater Rate and Capacity Fee Studies*
- ❖ *City of Turlock - Water Rate and Recycled Water Pricing Studies*
- ❖ *City of Riverbank - Wastewater Rates and Recycled Water Pricing Studies*
- ❖ *City of Colusa - Wastewater Revenue Program*
- ❖ *City of Newman - Water and Sewer Rate Studies*
- ❖ *City of Williams – AB1600 Nexus Study and City User Fees Update*
- ❖ *City of Winters – Development Impact Fees Nexus Study*
- ❖ *City of West Sacramento – Affordable Housing In-Lieu Fee Analysis*
- ❖ *Placer County – East and West County Affordable Housing Fee Nexus Studies*
- ❖ *Mountain Housing Council – Analysis of Development Impact Fees in the Tahoe region*
- ❖ *Spring Creek Homeowners Association –Water and Wastewater Rates Expert Analysis*

- ❖ *City of Williams* – Development Impact Fees and User Fees Study
- ❖ *City of Winters* – Citywide Development Impact Fees and Drainage Impact Fees Update Studies
- ❖ *City of Sacramento* – Development Impact Fees Review, Best Practices
- ❖ *Mountain Housing Council* – Comparison of Regional Development Fees
- ❖ *City of West Sacramento* – Flood In-lieu Fee Study Update
- ❖ *Placer County* – East and West County Affordable Housing Fee Nexus Studies
- ❖ *Squaw Valley PSD* – Water and Wastewater Public Services Financial Analysis
- ❖ *Rancho Murieta Community Services District* – Water and Wastewater Rates Study, Security and Drainage Fees (Special Taxes) Study
- ❖ *Yuba County* – East Linda Specific Plan Nexus Study (roads and parks fees)
- ❖ *City of West Sacramento* – Affordable Housing In-Lieu Fee Analysis
- ❖ *Sierra County Fire District* – Fire Impact Fee Study
- ❖ *Western Regional Water Commission* – Impact of Water-Related Fees on Development

Nevada

- ❖ *Truckee Meadows Water Authority* - Water Resource Plan, Water Conservation Plan, ET Controller Pilot Study, Residential Water Demand Study, Retail and Wholesale Rates Study
- ❖ *City of Fernley* – Water and Sewer Rate Studies
- ❖ *Minden-Gardnerville Sanitation District* – Rates, Capacity Charges and Administrative Fees Study
- ❖ *Washoe County* – Spanish Springs Wastewater Connection Fee Analysis
- ❖ *Wingfield Springs HOA* – Recycled Water Feasibility Study
- ❖ *Eureka County* – Water and Sewer Rates and Consolidation Feasibility Study
- ❖ *Carson City* – Cost Efficiencies Identification in the Marlette Water System
- ❖ *Carson City* – Analysis of special district formation to fund roads improvements

Oregon

- ❖ *City of Ashland* – Water, Wastewater, Storm Water and Transportation Rate and Fee Studies
- ❖ *City of Phoenix* – Water, Transportation and Parks Rate and Fee Studies
- ❖ *City of Talent* – Water, Transportation and Parks Rate and Fee Studies
- ❖ *City of Phoenix* – Water Rates and Capacity Fees Analysis
- ❖ *Charlotte Ann Water District* – Pricing Impacts of Dissolution
- ❖ *City of Coos Bay* – New Interlocal Agreement with Charleston Sanitary District for Wastewater Treatment and Disposal
- ❖ *Talent-Ashland-Phoenix Water System* – New Interlocal Agreement for Management of the TAP System, and Funding Plan for the Master Plan
- ❖ *Eagle Point* – Water Master Plan Financial Analysis and Rates Update



ADMINISTRATION REPORT

DATE: December 14, 2023
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Administration Report

Collections System Improvement Project

Project application will be submitted to the Tuolumne Stanislaus Integrated Regional Water Management Authority (T-Stan IRWMA) this month. Once submitted, management and district engineers will schedule a project presentation for the Watershed Advisory Committee (WAC). The district still has a completed grant funding application with Clean Water State Revolving Fund (CWSRF) to be considered this next year. Continued efforts to seek funding for this project are ongoing.

WWTP Upgrade II

Project application is near complete. Waiting on the environmental application, tax questionnaire, and project report.

Murphys Oaks Update

All new construction has been finalized. No new information on custom lots.

Trespass Enforcement Authorization Form

Application submitted online on 12/06/23 for district properties.

Guest Speaker for January Meeting

Linday Mattos District Manager for the Tuolumne County Resource Conservation District and Administrator for T-Stan IRWMA will be joining our January meeting as a guest speaker to field Q&A about grant writing and applications.

Board Member Updates

All board members who elect to receive a stipend will need to complete a W4 for the 2024 calendar year as previously mentioned in email.

Reminder: Required ethics and sexual harassment certificates need to be updated every two years. You will be notified by staff when training is due.

Upcoming Office Closures

Christmas Eve and Christmas Day 12/25 & 12/26

New Years Day 1/1



Murphys Sanitary District STAFF REPORT

DATE: December 14th, 2023
TO: Honorable Members of the Board
FROM: Dan Murphy, Chief Plant Operator
SUBJECT: Operational Staff Report November 2023

OPERATIONAL MONTHLY TOTALS AND SUMMARY

Water storage levels in Pond# 4	Gain of nearly a foot of freeboard in Pond 4 storage levels Starting December with an elevation of 2260'.3"-roughly 22.5 million gallons total in storage with a goal of losing another 8 million gallons prior to any major rains
PG&E Kilo Use	573 kWhrs at WWTP 69 kWhrs at IPS
Rain Fall at WWTF	2.3 inches of rain recorded over 4 days throughout November
CL2 Usage	886 gallons of liquid chlorine used for 17 days of Effluent pumping to KHS and Spray fields
Plant influent gallons	3,486,100 gallons Nearly identical Influent received as November 2022
Effluent gallons	4,984,750 gallons treated and discharged. 4,373,900 to KHS (4.1 million more than November 2022) 610,850 to LAA spray fields
Ironstone Influent	176,840 gallons AVG
Hydro flushing lineal footage	>3,500 feet of Collection lines cleared and videoed
Sewer Overflow Count	None
Spray Field Gallons Applied	610,850 gallons applied over 8 days alternating evenly between the 3 Spray fields without runoff or ponding

- Pump replacement at Woodland lift station- pump #2 faulted and was unable to run and produce water. Post removal and inspection, it was determined that this pump (originally installed in April 2007) had eroded casing and wiring and was taken out of service. Newly rebuilt E1 D series pump, that was in storage on stand-by, was installed, tested and brought online by staff.
- Ips pump service and checkvalve maintenance- Alarms, backup power generation, pumps lubed and exercised and check valves cleared of accumulated debris post-Thanksgiving weekend in preparation for the Christmas holiday impact.
- Willow Creek liftstation maintenance- Both pumps pulled and cleared of debris, alarm functionality checked and backup power generation tested.
- Hwy 4 sidewalk project-*attached*



*Making Conservation
a California Way of Life.*

DEPARTMENT OF TRANSPORTATION

DISTRICT 10

CENTRAL REGION RIGHT OF WAY

P.O. BOX 2048, STOCKTON, CA 95201-2048

(1976 E. DR. MARTIN LUTHER KING JR. BLVD. 95205)

PHONE (209) 280-2072

FAX (209) 948-7641

TTY-711

www.dot.ca.gov

November 20, 2023

10-CAL-4

PM 29.2/29.4

E.A. 1Q380

Project ID: 1023000008

Murphys Sanitary District

Attention: Daniel Murphy

15 Ernest St Suite A

Murphys, CA 95247

Re: Request for Utility Verification

Dear Daniel Murphy:

The State is developing plans in Calaveras County in the City of Murphy's on State Route 4, westbound direction only, from Pennsylvania Gulch Road to Jones Street. The project is proposing to construct new sidewalks and ADA curb ramps.

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

Enclosed is a set of the State's geometric base maps (consisting of a cover sheet and a utility plan) showing the limits of the project. Please verify your existing facilities, deleting any that have been removed or abandoned and delineating any not shown. Please list what is carried by the facility (gas, electricity, water, etc.) and give ties, depth of cover, size, voltage, pressure, and any other information that might affect the design of the highway. Return a set of base maps to me prior to **December 20, 2023**. A print of your construction plans, if available for the area, will be satisfactory in lieu of plotting facilities on our base maps. If necessary, at a later date, plans will be sent to you for preparing your relocation plans.

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

*"Provide a safe, sustainable, integrated and efficient transportation system
to enhance California's economy and livability"*

Daniel Murphy
Murphys Sanitary District
Page Two

If easements are required to relocate your facilities, please delineate on your base maps. This information is needed as soon as possible so your easements can be acquired by the State along with other lands required for this project. If possible, provide us with your easement requirements prior to submitting your plans to us.

This project is currently scheduled for construction in **June 2025**. If you have any questions, please contact me directly at (209) 280-2072, or via email at adriana.jacobs@dot.ca.gov. Your cooperation is appreciated.

Sincerely,

A handwritten signature in blue ink that reads "adriana jacobs".

Adriana Jacobs
Right of Way Agent
Utility Coordinator
adriana.jacobs@dot.ca.gov

Enclosure: 1 set of Utility Verification Plans

INDEX OF PLANS

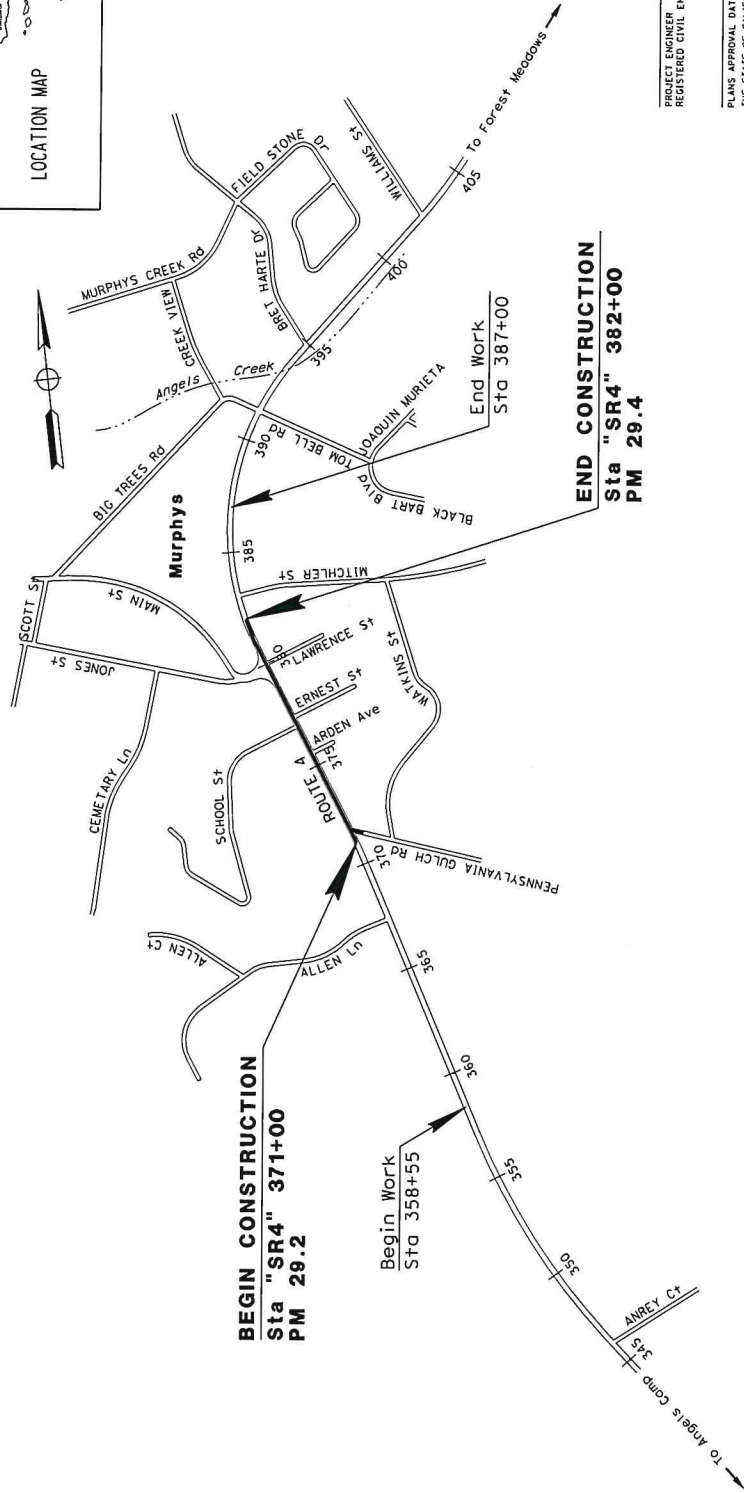
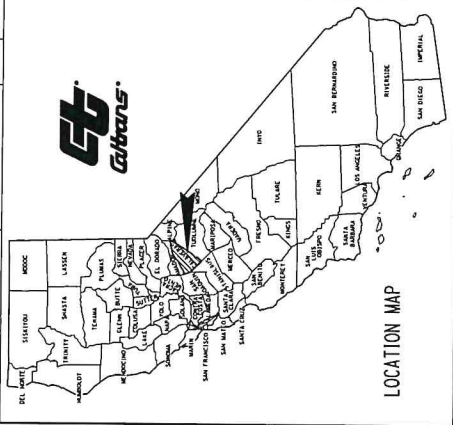
SHEET NO.	DESCRIPTION
1	TITLE AND LOCATION MAP
2-5	TYPICAL CROSS SECTIONS
6	LAYOUTS

THE STANDARD PLANS LIST APPLICABLE TO THIS CONTRACT IS INCLUDED IN THE NOTICE TO BIDDERS AND SPECIAL PROVISIONS BOOK.

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
PROJECT PLANS FOR CONSTRUCTION ON
STATE HIGHWAY
IN CALAVERAS COUNTY
AT MURPHYS
FROM PENNSYLVANIA GULCH ROAD
TO MAIN STREET

TO BE SUPPLEMENTED BY STANDARD PLANS DATED 2023

DIST	COUNTY	ROUTE	PERCENT TOTAL PROJECT	SHEET NO.	TOTAL SHEETS
10	Col	4	29.2/29.4	1	??



NO SCALE

PROJECT ENGINEER _____ DATE _____
 REGISTERED CIVIL ENGINEER _____
 PLANS APPROVAL DATE _____
 REGISTERED CIVIL ENGINEER _____
 THE STATE OF CALIFORNIA OR ITS
 COUNTY OF CALAVERAS COUNTY
 COMPLETENESS OF SCANNED COPIES OF THIS PLAN SHEET.

CONTRACT No.	10-103804
PROJECT ID	1023000008
PROJECT NUMBER & PHASE	UNIT 4727

THE CONTRACTOR SHALL POSSESS THE CLASS (OR CLASSES) OF LICENSE AS SPECIFIED IN THE "NOTICE TO BIDDERS."
 BORDER LAST REVISED 8/1/2016 CALTRANS WEB SITE IS: [HTTP://WWW.DOT.CA.GOV/](http://www.dot.ca.gov/)
 USERNAME: \1023000008\p01.dgn
 RELATIVE BORDER SCALE 0 1 2 3
 1/8 IN. INCHES
 USER: \1023000008\p01.dgn
 DATE PLOTTED: 9/1/2023 2:02:27 PM
 06-01-23

DESIGN MANAGER	WUTHY SENG
PROJECT MANAGER	DANIEL HA

DIST#	COUNTY	ROUTE	POST MILE TO PROJECT	SHEET NO.	TOTAL SHEETS
10	Ccl	4	29.2/29.4	77	77

REGISTERED CIVIL ENGINEER DATE _____

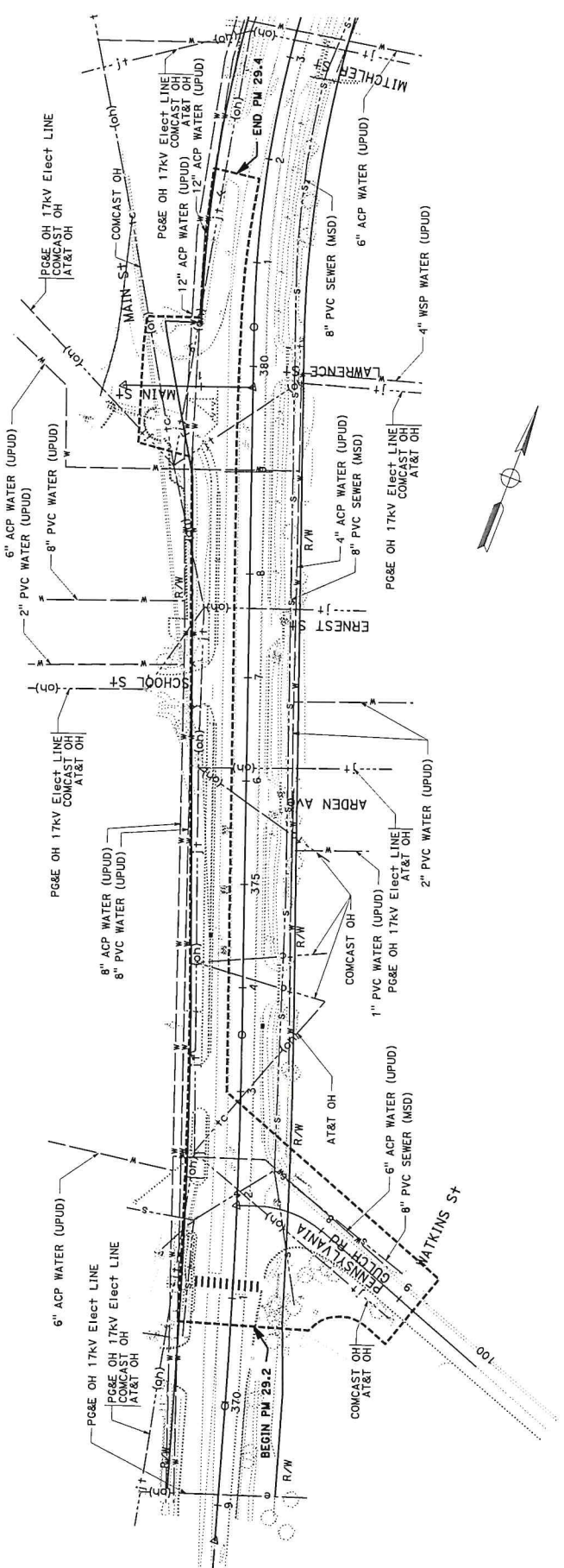
PLANS APPROVAL DATE _____

THE STATE OF CALIFORNIA OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR CORRECTIONS OF THIS PLAN SHEET.



- NOTES:**
- FOR ACCURATE RIGHT OF WAY DATA CONTACT RIGHT OF WAY ENGINEERING AT THE DISTRICT OFFICE.
 - UTILITY OWNERSHIP ON THIS PROJECT:
 - ELECTRICAL - PACIFIC GAS AND ELECTRIC COMPANY (PG&E)
 - WATER - UNION PUBLIC UTILITY DISTRICT (UPUD)
 - SEWER - MURPHY'S SANITATION DISTRICT (MSD)
 - TELECOMMUNICATIONS - AMERICAN TELEPHONE & TELEGRAPH (AT&T) COMCAST

LEGEND:
 ----- PROJECT LIMITS



03-02-20 DATE PLOTTED => 6-SEP-2023

UTILITY PLAN U-1
 SCALE 1" = 50'

PROJECT NUMBER & PHASE UNIT 4727 10230000081

RELATIVE BORDER SCALE 15 IN INCHES

USERNAME => 15141
 BOX FILE => 10230000081.dgn

BORDER LAST REVISED 7/2/2010

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION	FUNCTIONAL SUPERVISOR	DESIGNED BY	CHECKED BY	REVISIONS	DATE REVISED