

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, March 14, 2024
9:00 a.m.



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

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

Remote Location: 14520 Chesapeake Place NE Bainbridge Island, WA 98110

Remote Location: 2711 W Windmill Ln, Las Vegas, NV 89123

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: 234 390 563 972

Passcode: GY682V

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

Or call in (audio only)

[+1 872-242-9031,433227286#](#) United States, Chicago

Phone Conference ID: 433 227 286#

CALL MEETING TO ORDER\ PLEDGE OF ALLEGIANCE

1. **Roll Call** – Board clerk calls attendance of Directors.
2. **Agenda Changes**-Proposed changes to current agenda.
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.

BOARD OF DIRECTORS

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

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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: January 2024 & February 2024
- b) Minutes: January 11, 2024 Regular Board Meeting, January 25, 2024 & February 22, 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. *Indicates Staff Report*

- a) Approval to Submit Letter of Support for UTICA's FERC Exemption-Discussion/Action*
- b) Climate Action & Sustainability Committee-Discussion/Action
- c) New District Mission Statement Workshop-Discussion/Action*
- d) Transfer from Operating to Reserve Funds to Higher Interest Acct-Discussion Only*
- e) Approval for Director to Attend Special District Leadership Academy-Discussion/Action*

6. Unfinished Business

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

7. Committee Reports

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

- a) Finance Advisory Committee 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/Special Meeting: Special Meeting March 28, 2024 10:00 a.m., Regular Meeting April 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 Gonzales, Vice President | Marty Meller, Secretary

Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian

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**Murphys Sanitary Distict
Fund Balance Summary**

		January 31, 2024
	Rates	
El Dorado Savings Bank	.02%	167,578.63
Cash Drawer		200.00
District Investments		
CA Class Discretionary	5.56%	602,803.92
CA Class Equip R&R	5.56%	348,080.40
LAIF	3.59%	57,045.65
UBS T-Bill #1 06/13/2024	5.20%	200,000.00
UBS T-Bill #2 07/11/2024	5.13%	200,000.00
UBS T-Bill #3 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%	200,000.00
Total Investments		2,275,929.97
Balance Ending January 31, 2024		2,443,708.60

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Murphys Sanitary District Expense Disbursement Report January 2024

Date	Num	Name	Memo	Amount
Jan 24				
01/04/2024	ACH	Vanco Services	Returned Vanco-MAD0002	-120.00
01/03/2024	ACH	Vanco Services	To record returned payment-STR0015	-120.50
01/16/2024	ACH	CalPERS	Retirement Contributions	-2,835.36
01/16/2024	ACH	EDD	Payroll Tax Liabilities	-716.35
01/16/2024	ACH	EFTPS Federal Tax...	Payroll Tax Liabilities	-3,371.86
01/24/2024	ACH	CalPERS	Retirement Contributions	-2,832.57
01/24/2024	ACH	EDD	Payroll Tax Liabilities	-682.13
01/24/2024	ACH	EFTPS Federal Tax...	Payroll Tax Liabilities	-3,203.00
01/08/2024	ACH	Vanco Services	Vanco Service Fees	-114.25
01/03/2024	10900	AT&T Internet - Six ...	Six Mile - Internet	-53.50
01/03/2024	10901	Modesto Welding P...	Argon Rental & Oxygen Charges	-16.00
01/03/2024	10902	Landscaper Alfredo ...	Yard maintenance Office Building	-200.00
01/03/2024	10903	Mountain Oasis Wa...	Drinking Water	-61.70
01/03/2024	10904	Alpha	Research & Monitoring	-525.00
01/08/2024	10905	Mother Lode Answe...	Answering Service & Annual Account Mainte...	-333.00
01/08/2024	10906	Murphys RV-The C...	Hydro - Brake Fluid	-9.60
01/08/2024	10907	The Red Store	Christmas Tree;; Sump Pump; Rain Guage	-207.48
01/10/2024	10908	Calaveras Lumber	Materials/Supplies	-78.37
01/10/2024	10909	Calaveras Power A...	WWTP - Electric	-6,327.80
01/11/2024	10916	Fillmore, Kristina V	Payroll: January 11, 2024	-2,153.64
01/11/2024	10917	Hemstad, Eric N	Payroll: January 11, 2024	-1,810.97
01/11/2024	10918	Milliken, Amy R	Payroll: January 11, 2024	-1,001.05
01/11/2024	10919	Murphy, Daniel W.	Payroll: January 11, 2024	-3,056.82
01/11/2024	10920	Onstad, Joseph C	Payroll: January 11, 2024	-2,504.78
01/11/2024	10921	Schroeder, Teri L	Payroll: January 11, 2024	-466.33
01/11/2024	10922	Fontana., Joseph	Board Stipend: January 2024	-91.25
01/11/2024	10923	Gonzales, Steven M	Board Stipend: January 2024	-91.25
01/11/2024	10924	Miller, Lloyd B	Board Stipend: January 2024	-91.25
01/11/2024	10925	Bruce Miller	VOID: Regular Board Meeting - January 2024	0.00
01/11/2024	10926	Joseph Fontana	VOID: Regular Board Meeting - January 2024	0.00
01/11/2024	10927	Steve Gonzales	VOID: Regular Board Meeting - January 2024	0.00
01/17/2024	10928	Aramark	Uniform	-184.48
01/17/2024	10929	AT&T Murphys Gra...	Murphys Grade - Alarm Access	-136.09
01/17/2024	10930	Condor Earth Tech...	Groundwater Research & Monitoring - Sept ...	-4,207.05
01/17/2024	10931	PGE-Emerald Cree...	Emerald Creek- Electric	-202.02
01/17/2024	10932	PGE-Office	Office - Electric	-266.57
01/17/2024	10933	UPUD	26 Emerald Ct - Water Acct#006855-001	-74.69
01/17/2024	10934	UPUD	15 Ernest St - Water Acct#26 Acct#006855-...	-75.70
01/17/2024	10935	UPUD	735 Six Mile Rd - Water Acct#006176-000	-217.24
01/17/2024	10936	UPUD	735 Six Mile Rd - M Water Acct#006179-000	-77.52
01/17/2024	10937	COR0001	COR0001 - Sold - Refund Account Credit	-42.00
01/17/2024	10938	COR0001	COR0001 - Sold Partial Month Refund	-30.00
01/19/2024	10939	SDRMA	Health Insurance Benefits	-10,367.04
01/22/2024	10940	US Bank	Business Card	-2,062.35
01/22/2024	10941	AALR & R Attorney...	General Counsel	-1,171.80
01/23/2024	10942	Carbon Copy	Copy Machine - Six Mile	-17.99
01/23/2024	10943	Comcast Business	Office - - Phone/Internet	-196.62
01/23/2024	10944	Signal Service	Alarm Service	-445.80
01/23/2024	10945	Carbon Copy	Copy Machine - Office	-39.17
01/23/2024	10946	Black Water Consul...	Collection System Replacement	-1,057.75
01/23/2024	10947	Black Water Consul...	WWTP Upgrade II	-1,034.00
01/24/2024	10948	LAN0004	LAN0004 - Sold Partial Month Refund	-24.00
01/24/2024	10949	Fillmore, Kristina V	Payroll: January 24, 2024	-2,117.04
01/24/2024	10950	Hemstad, Eric N	Payroll: January 24, 2024	-1,810.98
01/24/2024	10951	Milliken, Amy R	Payroll: January 24, 2024	-1,001.07
01/24/2024	10952	Murphy, Daniel W.	Payroll: January 24, 2024	-3,056.83
01/24/2024	10953	Onstad, Joseph C	Payroll: January 24, 2024	-2,104.99
01/24/2024	10954	Schroeder, Teri L	Payroll: January 24, 2024	-474.74
01/30/2024	10956	AT&T Internet - Six ...	Six Mile - Internet	-53.50
01/30/2024	10957	Hunt & Sons, Inc	Fuel	-1,660.38
01/31/2024	10958	Jay Ashley	Computer Repair & Set-Up	-150.00
Jan 24				

VOIDED Checks: Inspected Misprints 10910-10915

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Billing				
4100 · Srv Chrgs - Residential	397,169.61	644,400.00	-247,230.39	61.6%
4102 · Srv Chrgs - Apartments	33,180.00	59,760.00	-26,580.00	55.5%
4104 · Srv Chrgs - Lodges/Churches	4,988.55	8,552.00	-3,563.45	58.3%
4106 · Srv Chrgs - School	2,492.00	4,272.00	-1,780.00	58.3%
4108 · Srv Chrgs - Commercial	102,131.61	177,970.00	-75,838.39	57.4%
Total Monthly Billing	539,961.77	894,954.00	-354,992.23	60.3%
Misc Income				
4999 · Rental Income	5,050.00	7,800.00	-2,750.00	64.7%
4110 · Pln Chk & Inspection Fees	0.00	300.00	-300.00	0.0%
4111 · Late Fees	1,313.50	2,000.00	-686.50	65.7%
4120 · Taxes	96,392.96	135,000.00	-38,607.04	71.4%
4130 · Other Services	941.50	1,500.00	-558.50	62.8%
4140 · General Reserve Interest	67,401.83	100,000.00	-32,598.17	67.4%
4150 · Vacant lot Billing	100.00	1,700.00	-1,600.00	5.9%
4160 · Refunds - Rebates	390.48	500.00	-109.52	78.1%
Total Misc Income	171,590.27	248,800.00	-77,209.73	69.0%
Total Income	711,552.04	1,143,754.00	-432,201.96	62.2%
Gross Profit	711,552.04	1,143,754.00	-432,201.96	62.2%
Expense				
Wages				
5001.00 · Wages - Operations	125,925.21	227,497.00	-101,571.79	55.4%
5001.50 · Wages - Office	68,557.01	123,042.00	-54,484.99	55.7%
5002.00 · Overtime - Operations	1,632.42	3,000.00	-1,367.58	54.4%
5002.50 · Overtime - Office	0.00	0.00	0.00	0.0%
5005.00 · On-Call Comp - Operations	6,600.00	10,500.00	-3,900.00	62.9%
Total Wages	209,800.86	364,039.00	-154,238.14	57.6%
Employee Benefits				
5010.00 · Health Insurance - Operations	73,894.02	120,000.00	-46,105.98	61.6%
5010.50 · Health Insurance Administration	26,545.81	42,000.00	-15,454.19	63.2%
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	11,799.15	19,715.00	-7,915.85	59.8%
5020.50 · calPERS Retirement - Admin	4,868.03	8,330.00	-3,461.97	58.4%
Total 5020 · Pension Expense	16,667.18	28,045.00	-11,377.82	59.4%
Total Employee Benefits	117,107.01	192,607.00	-75,499.99	60.8%
PR Taxes				
5030.50 · FICA-Medicare	17,767.21	38,500.00	-20,732.79	46.1%
Total PR Taxes	17,767.21	38,500.00	-20,732.79	46.1%
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%

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
OPERATIONS - Maint & Repairs				
6001.10 · R&M - Collection	1,778.04	3,000.00	-1,221.96	59.3%
6001.20 · R&M - Treatment	200.42	3,000.00	-2,799.58	6.7%
6002.40 · R&M - Truck	649.66	4,000.00	-3,350.34	16.2%
6003.40 · R&M - Tractor	0.00	500.00	-500.00	0.0%
6004.40 · R&M - Trailer-Trash Pumps	0.00	500.00	-500.00	0.0%
6005.40 · R&M - Hydro Equipment	1,391.99	1,500.00	-108.01	92.8%
6006.40 · R&M - Sml Tools & Equipment	564.09	1,000.00	-435.91	56.4%
Total OPERATIONS - Maint & Repairs	4,584.20	13,500.00	-8,915.80	34.0%
OPERATIONS - Supplies				
6016.00 Software Updates	0.00	2,000.00	-2,000.00	0.0%
7011.00 · Office Supplies	1,425.47	2,000.00	-574.53	71.3%
6010.00 · Equipment Rental	0.00	350.00	-350.00	0.0%
6011.00 · Gas-Oil-Fuel	4,035.21	8,500.00	-4,464.79	47.5%
6012.10 · Supplies - Collection	498.60	1,500.00	-1,001.40	33.2%
6012.20 · Supplies - Treatment	21,454.99	37,000.00	-15,545.01	58.0%
6013.00 · Safety Supplies	369.91	1,000.00	-630.09	37.0%
6015.00 · Uniforms	1,625.90	4,000.00	-2,374.10	40.6%
Total OPERATIONS - Supplies	29,410.08	56,350.00	-26,939.92	52.2%
OPERATIONS - Utilities				
6021.10 · Electric - Water Collection	13,899.11	30,000.00	-16,100.89	46.3%
6021.20 · Elec. - Water - Garbage WWTP	37,596.21	45,000.00	-7,403.79	83.5%
6022.00 · Telephone - Internet	1,372.58	4,500.00	-3,127.42	30.5%
Total OPERATIONS - Utilities	52,867.90	79,500.00	-26,632.10	66.5%
OPERATIONS - Other				
6031.20 · Education Operations	1,148.00	3,000.00	-1,852.00	38.3%
6032.20 · Research - Monitoring	16,563.60	24,000.00	-7,436.40	69.0%
6033.00 · Answering Service	2,109.00	3,550.00	-1,441.00	59.4%
6034.00 · Security-Alarm Service	3,140.71	3,700.00	-559.29	84.9%
Total OPERATIONS - Other	22,961.31	34,250.00	-11,288.69	67.0%
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	2,426.30	4,000.00	-1,573.70	60.7%
7012.50 · Postage	1,471.26	1,500.00	-28.74	98.1%
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	3,520.36	3,000.00	520.36	117.3%
7016.50 · Website-email Expenses	145.00	500.00	-355.00	29.0%
Total ADMINISTRATIVE - Supplies	7,812.40	11,100.00	-3,287.60	70.4%
ADMINISTRATIVE - Utilities				
7021.50 · Electric - Water Office	1,750.26	4,500.00	-2,749.74	38.9%
7022.50 · Telephone-Internet Access	2,206.09	4,200.00	-1,993.91	52.5%
Total ADMINISTRATIVE - Utilities	3,956.35	8,700.00	-4,743.65	45.5%
ADMINISTRATIVE - Other				
7030.50 · Bank Charges - Vanco Fees	1,059.34	1,440.00	-380.66	73.6%
7031.50 · County Lien Costs -Mileage	544.62	500.00	44.62	108.9%
7034.50 · Education	1,363.89	4,500.00	-3,136.11	30.3%
7035.50 · Memberships	9,671.69	10,000.00	-328.31	96.7%
7036.50 · Grant Expenses	0.00	2,500.00	-2,500.00	0.0%
7099.50 · 15 Ernest St Building RM	1,760.28	3,000.00	-1,239.72	58.7%
Total ADMINISTRATIVE - Other	14,399.82	21,940.00	-7,540.18	65.6%

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
ADMINISTRATIVE - 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	4,765.80	6,000.00	-1,234.20	79.4%
7052.50 · Board Expenses	5,876.32	11,000.00	-5,123.68	53.4%
Total ADMINISTRATIVE – Professional	20,332.12	29,700.00	-9,367.88	68.5%
ADMINISTRATIVE - License-Permit				
7070.00 · State Permits-Reporting	30,803.00	41,000.00	-10,197.00	75.1%
7071.00 · Plan Check Permits -	0.00	300.00	-300.00	0.0%
Total ADMINISTRATIVE - License-Permit	30,803.00	41,300.00	-10,497.00	74.6%
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	579,839.58	950,179.00	-370,339.42	61.0%
Net Ordinary Income	131,712.46	193,575.00	-61,862.54	68.0%
Net Income	131,712.46	193,575.00	-61,862.54	68.0%

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02/02/24

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	10,000.00	0.00	10,000.00	100.0%
Total CAPITAL INCOME	<u>10,000.00</u>	<u>193,586.00</u>	<u>-183,586.00</u>	<u>5.2%</u>
Total Other Income	<u>10,000.00</u>	<u>193,586.00</u>	<u>-183,586.00</u>	<u>5.2%</u>
Other Expense				
CAPITAL REPAIR & MAINTENANCE				
9016.10 · CollectionSystem Replacement	18,618.25	0.00	18,618.25	100.0%
9999.00 · 15 Ernest St Improvements	159.38	8,000.00	-7,840.62	2.0%
9007.00 · Capital Equipment	91,219.73	132,000.00	-40,780.27	69.1%
9022.00 · CIP - WWTP Upgrade Part II	27,775.00	350,000.00	-322,225.00	7.9%
Total CAPITAL REPAIR & MAINTENANCE	<u>146,912.36</u>	<u>490,000.00</u>	<u>-343,087.64</u>	<u>30.0%</u>
Total Other Expense	<u>146,912.36</u>	<u>490,000.00</u>	<u>-343,087.64</u>	<u>30.0%</u>
Net Other Income	<u>-136,912.36</u>	<u>-296,414.00</u>	<u>159,501.64</u>	<u>46.2%</u>
Net Income	<u><u>-136,912.36</u></u>	<u><u>-296,414.00</u></u>	<u><u>159,501.64</u></u>	<u><u>46.2%</u></u>

**Murphys Sanitary Distict
Fund Balance Summary**

February 29, 2024

	Rates	
El Dorado Savings Bank	.02%	187,256.51
Cash Drawer		200.00
 District Investments		
CA Class Discretionary	5.44%	605,402.00
CA Class Equip R&R	5.44%	349,580.63
LAIF	4.00%	57,618.75
UBS T-Bill #1 06/13/2024	5.20%	200,000.00
UBS T-Bill #2 07/11/2024	5.13%	200,000.00
UBS T-Bill #3 03/21/2024	5.42%	200,000.00
UBS T-Bill #4 08/08/2024	5.20%	200,000.00
UBS CD 06/21/2024	5.36%	44,000.00
UBS CD 05/30/2024	5.25%	224,000.00
UBS CD 11/15/2024	5.80%	<u>200,000.00</u>
Total Investments		2,280,601.38
Balance Ending February 29, 2024		2,468,057.89

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Murphys Sanitary District Expense Disbursement Report February 2024

Date	Num	Name	Memo	Amount
Feb 24				
02/02/2024	ACH	Vanco Services	To record returned payment-AL...	-30.50
02/08/2024	ACH	CalPERS	Retirement Contributions	-2,831.19
02/08/2024	ACH	EDD	Payroll Tax Liabilities	-701.94
02/08/2024	ACH	EFTPS Federal Tax...	Payroll Tax Liabilities	-3,339.96
02/21/2024	ACH	CalPERS	Retirement Contributions	-2,818.67
02/21/2024	ACH	EDD	Payroll Tax Liabilities	-685.46
02/21/2024	ACH	EFTPS Federal Tax...	Payroll Tax Liabilities	-3,250.24
02/23/2024	ACH	Vanco Services	Returned payment	-60.00
02/02/2024	ACH	Vanco Services	Returned payment	-30.50
02/06/2024	ACH	Vanco Services	To record returned payments-S...	-180.00
02/08/2024	ACH	Vanco Services	Monthly service fees	-127.25
02/01/2024	10959	Mountain Oasis Wa...	Drinking Water	-60.05
02/01/2024	10960	Landscaper Alfredo ...	Yard maintenance Office Buildi...	-200.00
02/01/2024	10961	Comcast- Emerald ...	Emerald Creek - Alarm Access	-110.86
02/02/2024	10962	Petty Cash	To reimburse cash drawer	-80.00
02/06/2024	10963	Alpha	Research & Monitoring	-495.00
02/06/2024	10964	Gateway Press, Inc.	Board of Directors Plaque	-306.74
02/06/2024	10965	Calaveras Power A...	WWTP- Electric	-5,272.85
02/06/2024	10966	Mother Lode Answe...	Answering Service	-334.00
02/06/2024	10967	The Red Store	Gloves; Ice Melt; 48" Supply Line	-88.89
02/06/2024	10968	Calaveras Lumber	Operations Supplies	-109.22
02/07/2024	10969	SDRMA	Health Insurance Benefits	-10,367.04
02/08/2024	10970	Fillmore, Kristina V	Payroll 02/08/2024	-2,111.25
02/08/2024	10971	Hemstad, Eric N	Payroll 02/08/2024	-1,810.96
02/08/2024	10972	Milliken, Amy R	Payroll 02/08/2024	-1,001.05
02/08/2024	10973	Murphy, Daniel W.	Payroll 02/08/2024	-3,056.82
02/08/2024	10974	Onstad, Joseph C	Payroll 02/08/2024	-2,329.54
02/08/2024	10975	Schroeder, Teri L	Payroll 02/08/2024	-474.74
02/08/2024	10976	Fontana., Joseph	Director Stipend	-45.62
02/08/2024	10977	Gonzales, Steven M	Director Stipend	-91.25
02/08/2024	10978	Miller, Lloyd B	Director Stipend	-205.31
02/13/2024	10979	Aramark	Uniform	-249.54
02/13/2024	10980	Murphys RV-The C...	Propane	-20.62
02/14/2024	10981	AT&T Murphys Gra...	Murphys Grade /Alarm Access ...	-136.12
02/14/2024	10982	UPUD	26 Emerald Ct - M Acct#00685...	-80.93
02/14/2024	10983	UPUD	15 Ernest St - M Acct#006855-...	-81.79
02/14/2024	10984	UPUD	735 Six Mile Rd - Acct#006176...	-239.16
02/14/2024	10985	UPUD	735 Six Mile Rd - M Acct#0061...	-84.02
02/15/2024	10986	Gateway Press, Inc.	Business Cards	-226.03
02/15/2024	10987	UPUD	Six Mile Rd - M Stand-By Fees ...	-447.84
02/15/2024	10988	UPUD	Murphys Grade Rd - M Stand-...	-447.84
02/20/2024	10989	Lou's Gloves, Inc	Safety Gloves	-264.00
02/20/2024	10990	PGE-Emerald Cree...	Electric - Emerald Creek 5105...	-239.03
02/20/2024	10991	PGE-Office	Electric - Office 5508250837-9	-330.42
02/20/2024	10992	DAV0013	DAV0013 Sold Partial Refund	-30.00
02/21/2024	10993	US Bank	Business Card	-2,412.72
02/21/2024	10994	Calaveras County R...	PAL0001 Lien Release	-20.00
02/21/2024	10995	AALR & R Attorney...	General Counsel	-2,003.40
02/21/2024	10996	Black Water Consul...	WWTP Upgrade II	-849.00
02/21/2024	10997	Carbon Copy	Copy Machine - Office	-24.85
02/21/2024	10998	Carbon Copy	Copy Machine - Six Mile	-12.43
02/22/2024	10999	Fillmore, Kristina V	Payroll 02/22/2024	-2,059.11
02/22/2024	11000	Hemstad, Eric N	Payroll 02/22/2024	-1,706.04
02/22/2024	11001	Milliken, Amy R	Payroll 02/22/2024	-1,001.05
02/22/2024	11002	Murphy, Daniel W.	Payroll 02/22/2024	-3,056.83
02/22/2024	11003	Onstad, Joseph C	Payroll 02/22/2024	-2,417.16
02/22/2024	11004	Schroeder, Teri L	Payroll 02/22/2024	-466.33
02/22/2024	11005	MAD0002	MAD0002 -Apple Blossom - Ja...	-88.00
02/22/2024	11006	MAD0002	MAD0002 - Apple Blossom Fe...	-120.00
02/22/2024	11007	Hansford Economic...	Rate Study - Consulting	-901.25
02/26/2024	11008	WRI0008	WRI0008 - Sold Partial Month ...	-20.00
02/26/2024	11009	SWRCB Operator ...	Grade II Certification - Eric He...	-170.00
02/27/2024	11010	Comcast- Emerald ...	Alarm Service Access Line	-110.86
02/27/2024	11011	Comcast Business	Office - Internet	-196.62

VOIDED Checks:

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Murphys Sanitary District Expense Disbursement Report February 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
02/27/2024	11012	Signal Service	Alarm Service Repair	-202.50
02/29/2024	11013	Calaveras County R...	PAL0001 Lien Release	-1.00

Feb 24

VOIDED Checks:

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Billing				
4100 · Srv Chrgs - Residential	457,382.40	644,400.00	-187,017.60	71.0%
4102 · Srv Chrgs - Condo/Duplex/Apts	38,760.00	59,760.00	-21,000.00	64.9%
4104 · Srv Chrgs - Lodges/Churches	5,588.55	8,552.00	-2,963.45	65.3%
4106 · Srv Chrgs - School	2,848.00	4,272.00	-1,424.00	66.7%
4108 · Srv Chrgs - Commercial	115,331.14	177,970.00	-62,638.86	64.8%
Total Monthly Billing	619,910.09	894,954.00	-275,043.91	69.3%
Misc Income				
4999 · Rental Income	5,700.00	7,800.00	-2,100.00	73.1%
4110 · Pln Chk & Inspection Fees	0.00	300.00	-300.00	0.0%
4111 · Late Fees	1,453.63	2,000.00	-546.37	72.7%
4120 · Taxes	96,392.96	135,000.00	-38,607.04	71.4%
4130 · Other Services	943.00	1,500.00	-557.00	62.9%
4140 · General Reserve Interest	82,699.00	100,000.00	-17,301.00	82.7%
4150 · Vacant lot Billing	1,100.00	1,700.00	-600.00	64.7%
4160 · Refunds - Rebates	549.23	500.00	49.23	109.8%
Total Misc Income	188,837.82	248,800.00	-59,962.18	75.9%
Total Income	808,747.91	1,143,754.00	-335,006.09	70.7%
Gross Profit	808,747.91	1,143,754.00	-335,006.09	70.7%
Expense				
Wages				
5001.00 · Wages - Operations	144,282.17	227,497.00	-83,214.83	63.4%
5001.50 · Wages - Office	77,699.28	123,042.00	-45,342.72	63.1%
5002.00 · Overtime - Operations	1,904.18	3,000.00	-1,095.82	63.5%
5002.50 · Overtime - Office	0.00	0.00	0.00	0.0%
5005.00 · On-Call Comp - Operations	7,500.00	10,500.00	-3,000.00	71.4%
Total Wages	239,274.06	364,039.00	-124,764.94	65.7%
Employee Benefits				
5010.00 · Health Insurance - Operations	83,583.41	120,000.00	-36,416.59	69.7%
5010.50 · Health Insurance Administration	29,992.70	42,000.00	-12,007.30	71.4%
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	13,315.49	19,715.00	-6,399.51	67.5%
5020.50 · calPERS Retirement - Admin	5,488.68	8,330.00	-2,841.32	65.9%
Total 5020 · Pension Expense	18,804.17	28,045.00	-9,240.83	67.0%
Total Employee Benefits	132,380.28	192,607.00	-60,226.72	68.7%
PR Taxes				
5030.50 · FICA-Medicare	20,135.31	38,500.00	-18,364.69	52.3%
Total PR Taxes	20,135.31	38,500.00	-18,364.69	52.3%
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%

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
OPERATIONS - Maint & Repairs				
6001.10 · R&M - Collection	1,778.04	3,000.00	-1,221.96	59.3%
6001.20 · R&M - Treatment	200.42	3,000.00	-2,799.58	6.7%
6002.40 · R&M - Truck	1,072.71	4,000.00	-2,927.29	26.8%
6003.40 · R&M - Tractor	0.00	500.00	-500.00	0.0%
6004.40 · R&M - Trailer-Trash Pumps	0.00	500.00	-500.00	0.0%
6005.40 · R&M - Hydro Equipment	1,391.99	1,500.00	-108.01	92.8%
6006.40 · R&M - Sml Tools & Equipment	564.09	1,000.00	-435.91	56.4%
Total OPERATIONS - Maint & Repairs	5,007.25	13,500.00	-8,492.75	37.1%
OPERATIONS - Supplies				
6016.00 Software Updates	564.02	2,000.00	-1,435.98	28.2%
7011.00 · Office Supplies	1,143.46	2,000.00	-856.54	57.2%
6010.00 · Equipment Rental	0.00	350.00	-350.00	0.0%
6011.00 · Gas-Oil-Fuel	4,473.00	8,500.00	-4,027.00	52.6%
6012.10 · Supplies - Collection	498.60	1,500.00	-1,001.40	33.2%
6012.20 · Supplies - Treatment	21,454.99	37,000.00	-15,545.01	58.0%
6013.00 · Safety Supplies	674.83	1,000.00	-325.17	67.5%
6015.00 · Uniforms	1,875.44	4,000.00	-2,124.56	46.9%
Total OPERATIONS - Supplies	30,684.34	56,350.00	-25,665.66	54.5%
OPERATIONS - Utilities				
6021.10 · Electric - Water Collection	16,956.67	30,000.00	-13,043.33	56.5%
6021.20 · Elec. - Water - Garbage WWTP	41,350.32	45,000.00	-3,649.68	91.9%
6022.00 · Telephone - Internet	1,776.14	4,500.00	-2,723.86	39.5%
Total OPERATIONS - Utilities	60,083.13	79,500.00	-19,416.87	75.6%
OPERATIONS - Other				
6031.20 · Education Operations	1,379.13	3,000.00	-1,620.87	46.0%
6032.20 · Research - Monitoring	17,058.60	24,000.00	-6,941.40	71.1%
6033.00 · Answering Service	2,443.00	3,550.00	-1,107.00	68.8%
6034.00 · Security-Alarm Service	3,590.19	3,700.00	-109.81	97.0%
Total OPERATIONS - Other	24,470.92	34,250.00	-9,779.08	71.4%
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	435.83	1,500.00	-1,064.17	29.1%
7011.50 · Office Supplies	2,597.33	4,000.00	-1,402.67	64.9%
7012.50 · Postage	1,489.66	1,500.00	-10.34	99.3%
7013.50 · Printing	226.03	300.00	-73.97	75.3%
7014.00 · Publications	0.00	300.00	-300.00	0.0%
7015.50 · Office Equipment - Software	2,604.89	3,000.00	-395.11	86.8%
7016.50 · Website-email Expenses	145.00	500.00	-355.00	29.0%
Total ADMINISTRATIVE - Supplies	7,498.74	11,100.00	-3,601.26	67.6%
ADMINISTRATIVE - Utilities				
7021.50 · Electric - Water Office	2,162.47	4,500.00	-2,337.53	48.1%
7022.50 · Telephone-Internet Access	2,402.71	4,200.00	-1,797.29	57.2%
Total ADMINISTRATIVE - Utilities	4,565.18	8,700.00	-4,134.82	52.5%
ADMINISTRATIVE - Other				
7030.50 · Bank Charges - Vanco Fees	1,186.59	1,440.00	-253.41	82.4%
7031.50 · County Lien Costs -Mileage	645.62	500.00	145.62	129.1%
7034.50 · Education	1,425.01	4,500.00	-3,074.99	31.7%
7035.50 · Memberships	9,807.77	10,000.00	-192.23	98.1%
7036.50 · Grant Expenses	0.00	2,500.00	-2,500.00	0.0%
7099.50 · 15 Ernest St Building RM	1,760.28	3,000.00	-1,239.72	58.7%
Total ADMINISTRATIVE - Other	14,825.27	21,940.00	-7,114.73	67.6%

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
ADMINISTRATIVE - 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	1,362.76	1,500.00	-137.24	90.9%
7053.50 Website/IT Maintenance	340.00	1,200.00	-860.00	28.3%
7054.50 · Office Cleaning	0.00	0.00	0.00	0.0%
7053.50 · Accounting Services	9,500.00	10,000.00	-500.00	95.0%
7051.50 · Professional-Legal Services	6,619.20	6,000.00	619.20	110.3%
7052.50 · Board Expenses	6,558.06	11,000.00	-4,441.94	59.6%
Total ADMINISTRATIVE – Professional	25,281.27	29,700.00	-4,418.73	85.1%
ADMINISTRATIVE - License-Permit				
7070.00 · State Permits-Reporting	30,803.00	41,000.00	-10,197.00	75.1%
7071.00 · Plan Check Permits -	0.00	300.00	-300.00	0.0%
Total ADMINISTRATIVE - License-Permit	30,803.00	41,300.00	-10,497.00	74.6%
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	643,046.07	950,179.00	-307,132.93	67.7%
Net Ordinary Income	165,701.84	193,575.00	-27,873.16	85.6%
Net Income	<u>165,701.84</u>	<u>193,575.00</u>	<u>-27,873.16</u>	<u>85.6%</u>

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03/05/24

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	10,000.00	0.00	10,000.00	100.0%
Total CAPITAL INCOME	10,000.00	193,586.00	-183,586.00	5.2%
Total Other Income	10,000.00	193,586.00	-183,586.00	5.2%
Other Expense				
CAPITAL REPAIR & MAINTENANCE				
9016.10 · CollectionSystem Replacement	18,618.25	0.00	18,618.25	100.0%
9999.00 · 15 Ernest St Improvements	159.38	8,000.00	-7,840.62	2.0%
9007.00 · Capital Equipment	91,219.73	132,000.00	-40,780.27	69.1%
9022.00 · CIP - WWTP Upgrade Part II	28,624.00	350,000.00	-321,376.00	8.2%
Total CAPITAL REPAIR & MAINTENANCE	147,761.36	490,000.00	-342,238.64	30.2%
Total Other Expense	147,761.36	490,000.00	-342,238.64	30.2%
Net Other Income	-137,761.36	-296,414.00	158,652.64	46.5%
Net Income	-137,761.36	-296,414.00	158,652.64	46.5%

01/11/2024 Regular Board Meeting DRAFT MINUTES

Murphys Sanitary District



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

CALL MEETING TO ORDER – 10:00 am

PLEDGE OF ALLEGIANCE

1. Roll Call

Directors Present

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

Staff Present

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

2. Agenda Changes – ***Remove Line Item 5a) Guest Speaker, Lindsey Mattos, Grant Funding /Writing Assistance, rescheduled to a Special Meeting, 1/25/2024 @ 10:00 am, Director J. Fontana would like clarification in regards to Line Item 5b) Directors Request to Rescind Motion of HEC Proposal.***

3. Public Comment - ***None***

4. Consent Agenda

a) ***Financial Reports: December 2023 – Director B. Miller requests to pull Line Item 4a) Financial Reports for discussion.***

b) ***Minutes: December 14, 2023, Special Board Meeting***

Motion: Directors J. Fontana & S. Gonzales motion to accept the Consent Agenda as presented; Financial Report December 2023 & Minutes 12/14/203, Regular Board Meeting: Approved 4-0-1 (Absent)

5. New Business

a) ***Guest Speaker, Lindsey Mattos-Grant Fund/Writing Assistance – See Line Item #2 Agenda Changes***

BOARD OF DIRECTORS

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

<https://www.murphyssd.org>

01/11/2024 Regular Board Meeting DRAFT MINUTES

b) Director Request to Rescind Motion of HEC Proposal - Discussion

Motion: Director B. Miller motions to proceed with Item A of the HEC Proposal to determine if it is necessary to move forward with Item B: No second, no action

6. Unfinished Business - None

7. Committee Reports

a) Investment Advisory Committee Report – Nothing to report, meeting scheduled for 1/18/2024 @ 1pm

b) Climate Action & Sustainability Report – Nothing to report, Schedule for discussion next Regular Board Meeting on 2/08/2024.

8. Staff Reports

a) Administration – Information only, hand-out included in board packet.

b) Operation – D. Murphy gives brief overview about the Grease Trap Collection Program; Annual Report and has been sent to the state and accepted; Geotracker Annual Report has been submitted to the State and accepted; Bees have been picked up for pollination until March. – Discussion only

9. Future Agenda Items/Director Comments – Guest Speaker Lindsey Mattos has been rescheduled to attend the Special Meeting on 1/25/2024 @ 10:00 a.m.; Board Members Travel Expense Pre-Authorization Procedure is clarified.

10. Next Regular Meeting – February 8, 2024, 10:00 a.m.

11. Adjournment – 10:42 a.m.

Respectfully;

Amy R Milliken, Clerk of the Board

Director Marty Mollera, Secretary

BOARD OF DIRECTORS

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

01-25-2024 Special Board Meeting Draft Minutes

Murphys Sanitary District



MINUTES – Special Board Meeting
Thursday, January 25, 2024
15 Ernest St Ste. A
Murphys, Ca 95247

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

1. Roll Call

Directors Present

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

Staff Present

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

2. Agenda Changes - None

3. Public Comment - None

4. Consent Agenda – No Action

5. New Business – Briefly discussed & reviewed policies as presented w/recommendations – No Action

a) General Policy Review-Adoption/Amendment of Policies

b) General Policy Review-Memberships

c) General Policy Review-Basis of Authority

d) General Policy Review -Board/Staff Communications

BOARD OF DIRECTORS

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

01-25-2024 Special Board Meeting Draft Minutes

- e) **General Policy Review-Claims Against the District – *Currently in review with Insurance***
- f) **General Policy Review-Code of Ethics – *Additional Research Needed***
- g) **General Policy Review-Conflict of Interest**
- h) **General Policy Review-Correspondence to the Board**
- i) **General Policy Review-Legal Counsel and Auditor**
- j) **General Policy Review-Overview of the Administration and Operation Managers**
- k) **General Policy Review-Legislative Advocacy Policy**

6. Unfinished Business - *None*

7. Committee Reports – *Nothing to Report*

8. Staff Reports – *Nothing to Report*

a) **Administration**

b) **Operation**

9. Future Agenda Items/Director Comments – *Addressing concerns from the public about the Rates Study & Rates, continue with updates on the general policies.*

10. Next Regular Meeting: February 8, 2024, 10:00 a.m.

11. Adjournment – *12:02 p.m.*

Respectfully;

Amy R Milliken, Clerk of the Board

Director Marty Mollera, Secretary

BOARD OF DIRECTORS

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

Murphys Sanitary District



MINUTES – Special Board Meeting
 Thursday, February 22, 2024
 15 Ernest St Ste. A
 Murphys, Ca 95247

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

1. Roll Call

Directors Present

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

Staff Present

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

2. Agenda Changes – *Director McMath-Jue requests to change the March 14th Regular Board meeting time to 9:00 a.m. with no objections from the Directors. Future Regular Board Meetings time change to be agendized.*

3. Public Comment - *None*

4. Consent Agenda – *No Action*

5. New Business

a) *General Policy Manual Review, Session 2- Discussion Only*

6. Unfinished Business

a) *General Policy Manual Revisions of Session 1- Discussion Only*

7. Committee Reports - *None*

BOARD OF DIRECTORS

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

www.murphyssd.org

8. Staff Reports - *None*

9. Future Agenda Items/Director Comments – *Regular Board Meetings time change*

10. Next Regular/Special Meeting:

- **Regular Meeting March 14, 2024, 9:00 a.m.**
- **Special Meeting March 28, 2024, 10:00 a.m.**

11. Adjournment: 11:38 a.m.

Respectfully;

Amy R Milliken, Clerk of the Board

Director Marty Meller, Secretary

BOARD OF DIRECTORS

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

Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian

www.murphyssd.org



Staff Report

Date: March 14, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: UWPA FERC Exemption Applications

RECOMMENDATION:

Make a motion to support the Utica Water and Power Authority's Federal Energy Regulatory Commission Conduit Exemption Applications for Utica P-2019 and Angels P-2699, and authorize the Murphys Sanitary District President to sign a comment letter supporting the process.

SUMMARY:

The Utica Water and Power Authority (Utica) performed a long-term operational alternatives study in 2022, and determined pursuing Federal Energy Regulatory Commission (FERC) Conduit Exemptions for both of its powerhouses was the best course of action. Over the next two years, Utica staff worked with consultants and legal counsel to prepare draft FERC exemption applications for both of its powerhouses. On December 20, 2023, these draft applications were circulated to more than 60 potentially interested parties. Comments on Utica's draft applications are due on March 25, 2024.

Murphys Sanitary District (MSD) staff supports Utica's efforts to secure Conduit Exemptions for its two powerhouses, and associated surrender of water supply infrastructure, and recognizes the benefits to the Joint Powers Authority (consisting of City of Angels Camp and Union Public Utility District) and the Calaveras County community at large. Staff is confident that if the Exemptions are granted Utica will continue to comply with applicable local, state, and federal regulations while continuing to provide safe and reliable water deliveries to the communities they serve.

BACKGROUND:

The primary purpose of Utica is to operate and maintain a 27-mile-long water supply system delivers water to the Union Public Utility District (UPUD), City of Angels Camp

(COA) and 25 water contractors. Water conveyed by Utica is the sole public water supply for nearly 10,000 people in the Murphys, Douglas Flat, Vallecito, Six Mile Village, Carson Hill, and Angels Camp communities and more than 1,000 acres of agricultural land. To help offset the maintenance cost of the water supply system, Utica operates two small hydroelectric powerhouses, each operating under a FERC license, P-2019 Utica Project, and P-2699 Angels Project.

Both of Utica's federal licenses include the powerhouses and associated water conveyance facilities. They are both 30-year term licenses that will expire in 2033. The purpose of FERC licenses is to ensure the licensee (Utica) is safely operating its facilities and that the power and water conveyance facilities conform with the environmental and other needs of the public waterways. The existing federal licenses provide a solid framework for Utica and others to manage water flows and meet community needs. Prior to 2033, Utica would need to apply for new FERC licenses for its two projects. The upcoming relicensing process would take at least five years and could cost the Utica and the communities it serves up to \$10 million to complete. For context, Utica's annual budget is around \$3 million.

Given the financial and operational challenges presented by FERC relicensing, in 2020 the Utica Board performed an in-depth Operational Alternatives Analysis to examine options for the long-term operations of the Authority's two federally licensed hydropower facilities. Of the options analyzed, seeking small Conduit Exemptions from FERC (and associated license surrender of part of the water conveyance system) was selected as the best course of action. Pursuing an exemption requires an application process similar to relicensing. If FERC approves exemptions for the Utica and Angels projects, FERC relicensing every 30 years would no longer be required. It would lead to permanent FERC authorization to operate the powerhouses, with all of the water conveyance system continuing to operate as it does now, but under local authorization and control.

To determine whether Utica was a good candidate for FERC exemptions, Utica staff worked closely with FERC staff in Washington D.C. to provide information about Utica's system, operations, and purpose. In 2022, FERC staff in D.C. confirmed that, at a staff level, Utica was deemed to be a good candidate to apply for exemptions.

In late 2022, Utica began working with a consulting team of regulatory, environmental, and engineering consultants to work on the process of applying for FERC Conduit Exemptions. The goal is to convert the existing Angels Hydroelectric Project to the Angels Powerhouse Project and the Utica Hydroelectric Project to the Murphys Powerhouse Project. As part of the Conduit Exemption process, Utica is also seeking to surrender portions of its existing water conveyance system, meaning they would no longer be regulated by FERC. They would remain under the regulatory oversight of the Department of Water Resources Division of Safety of Dams (DSOD).

Over the course of 2023, Utica staff and its consultants met with many key stakeholders, conferred with specialty FERC legal counsel, and moved forward with the process of drafting an Initial Consultation Document (ICD) in the form of two draft FERC Conduit Exemption applications. This process culminated with Utica distributing draft FERC Conduit Exemption application documents to all interested parties on Wednesday December 20, 2023. The draft FERC Conduit Exemption Applications documents can be viewed here on Utica's website here: <https://www.uticawater.com/exemption/>

NEXT STEPS:

If the MSD Board approves taking a support position and authorizes the Board President to sign a comment letter, that letter will be formally submitted to Utica prior to the March 25, 2024, comment deadline.

FINANCIAL CONSIDERATIONS:

None.



March 14, 2024

Joel Metzger
General Manager
Utica Water and Power Authority
1168 Booster Way
Angels Camp, CA 95222

Regarding: Letter of Support for UWPA's FERC Exemption Applications

Dear Mr. Metzger,

On behalf of the Murphys Sanitary District (MSD) Board of Directors (Board), I am writing in support of the Utica Water and Power Authority's (UWPA) Federal Energy Regulatory Commission (FERC) Conduit Exemption applications for UWPA's two hydropower projects: Utica P-2019 and Angels P-2699.

Murphys Sanitary District maintains and serves approximately 12 miles of sewer collection lines in the Murphys, CA community. We serve approximately 1,150 sewer connections that rely directly on the water supply managed by UWPA. The Board has reviewed UWPA's FERC exemption draft applications and shares in the support UWPA's application. The Board acknowledges that an exemption from FERC licensing would significantly alleviate the financial burden it would cost our mutual customers for generations to come.

After reviewing the draft FERC Exemption applications, we take no issue with the content of UWPA's draft documents and support the approach being taken.

The MSD Board and staff members have worked with UWPA staff over the years, and we have had an excellent experience collaborating and partnering with them on various projects. In our view, UWPA has managed the water supply system serving Murphys in a professional, responsible, and thoughtful manner. We are certain that if the FERC exemptions are approved UWPA will continue to be a good steward of the resources it manages and adhere to applicable local, state, and federal regulations. We are also confident that UWPA will continue to be focused on its mission, which is conveying the sole water supply to the nearly 10,000 people in our community who rely on UWPA's system for their sole water supply.

On behalf of the MSD Board, we strongly support UWPA's applications for FERC Conduit Exemptions for the Murphys and Angels projects and we encourage FERC to approve them.

Sincerely,

Paige McMath-Jue
Board President
Murphys Sanitary District



1168 Booster Way | P.O. Box 358, Angels Camp, CA 95222

joelm@uticawater.com | (209) 736-9419 | www.uticawater.com

December 20, 2023

Via Electronic Submittal (eFile)

**Subject: Angels Hydroelectric Project, FERC No. P-2699
Draft Application for Small Conduit Exemption and Surrender of License**

Dear Potentially Interested Parties:

The Utica Water and Power Authority (UWPA) is applying to the Federal Energy Regulatory Commission (FERC) for a Small Conduit Exemption (Conduit Exemption) for the Angels Powerhouse Project, currently part of the existing Angels Hydroelectric Project (FERC No. 2699). UWPA's Conduit Exemption Application also serves as UWPA's Application for Surrender of License (License Surrender) for the Angels Hydroelectric Project (P-2699) facilities excluded under FERC's definition of a small conduit hydroelectric facility, as defined under 18 CFR 4.30(b)(30) (i.e. the Angels Water Conveyance System). UWPA is filing its License Surrender Application together with its Conduit Exemption Application to convert its License to a Conduit Exemption for the Angels Powerhouse Project as an integrated package.

Pursuant to 18 CFR 4.38(b)(1) and (c)(4), UWPA is notifying potentially interested parties of the availability of the Initial Consultation Document (ICD) consisting of a combined Draft Application for the Conduit Exemption of the Angels Powerhouse Project and Surrender of License for the Angels Hydroelectric Project (P-2699). The Draft Application, serving as the ICD, is available on UWPA's website at: <https://uticawater.com/exemption>. Hard copies and electronic copies of the ICD/Draft Application are available upon request.

Concurrent with the distribution of the Draft Application for the Conduit Exemption and License Surrender for the Angels Hydropower Project (P-2699) is a similar package for the UWPA's Utica Hydroelectric Project (FERC No. 2019).

UWPA is seeking input from interested parties on the Draft Application and requests potentially interested parties provide written comments, or an acknowledgement of no comments, by **Monday, March 25, 2024**. Any comments should follow the requirements of 18 CFR 4.38(b)(5). Please address your comments to:

Mr. Joel Metzger
General Manager
Utica Water and Power Authority
P.O. Box 358
Angels Camp, CA 95222
joelm@uticawater.com

UWPA is filing and distributing all portions of the Draft Application following the Commission's eFiling guidelines. One portion, the Exhibit F drawings will be filed as Critical Energy Infrastructure Information (CEII) and one portion, the Tribal Cultural Resources Native American Heritage Commission (NAHC) Results will be filed as Privileged. Other portions of the filing will be publicly accessible.

The following files and their accessibility designation are included in this filing:

- Introductory Statement, Exhibit A (Project Description), and Exhibit G (Project Boundary Maps) – Filed as Public
- Exhibit F (General Design Drawings) – Filed as CEII
- Exhibit E (Environmental Report) – Filed as Public
- Exhibit E, Appendix B (Tribal Cultural Resources NAHC Results) – Filed as Privileged

Joint Agency Public Meeting and Site Visit (For both the Angels and Utica Projects)

Pursuant to FERC's regulations under 18 CFR 4.38(b)(3), UWPA has scheduled one public site visit and two joint agency public meetings on **Thursday, January 25, 2024** (one in the morning at 9:30 a.m. and one in the evening at 6:00 p.m.) to explain the projects and seek input from potentially interested parties on the proposed Conduit Exemption and Surrender of License. Lunch will be provided. Please RSVP [here](#) by Friday January 12. The meetings will be held at:

Native Sons Hall
389 Main Street
Murphys, CA 95247

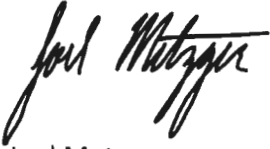
Newspaper notices on the availability of the Draft Application and public meetings will be issued in accordance with FERC's regulations. During the public meetings, UWPA will discuss the Conduit Exemption application, the Angels Powerhouse Project description, existing facilities operation, and the FERC's Conduit Exemption and License Surrender application processes.

An opportunity for a site visit will take place between the morning and evening meetings at 12:30 p.m. for those who [RSVP here](#) or by contacting UWPA at (209) 736-9419 or admin@uticawater.com. Transportation will be provided leaving from the Native Sons Hall. The site visit will consist of the Angels Powerhouse and Murphys Powerhouse areas and accessible representative sections of the Utica and Angels water conveyance systems. Appropriate attire is required for the site visit: long pants, closed-toe shoes, and personal protective equipment. Updated information about the public meetings and site visit (including lunch and transportation) will be available on this webpage <https://uticawater.com/exemption>.

Potentially interested parties may provide comments on the Draft Application at any time during the review period following the distribution date of this transmittal letter. UWPA is requesting parties provide written comments, or an acknowledgement of no comments, by **Monday, March 25, 2024**. Any comments should follow the requirements of 18 CFR 4.38(b)(5).

Please send questions regarding the application or process to joelm@uticawater.com or call (209) 736-9419.

Sincerely,

A handwritten signature in black ink that reads "Joel Metzger". The signature is written in a cursive style with a horizontal line underlining the name.

Joel Metzger
General Manager
Utica Water and Power Authority

Ecc: Distribution List
Michael Swiger, VanNess Feldman, LLC
Michael Manwaring, Stantec

Distribution List
Draft Application for Small Conduit Exemption and License Surrender
Utica Project (FERC No. 2019) and Angels Project (FERC No. 2699)

FEDERAL	
<p>Kimberly D. Bose, Secretary Federal Energy Regulatory Commission 888 First Street, N.E. Washington, DC 20426 ferconlinesupport@ferc.gov</p>	<p>Tomas Torres, Director U.S. Environmental Protection Agency Region 9 – Water Division 75 Hawthorne Street San Francisco, CA 94105 torres.tomas@epa.gov</p>
<p>Jesse Stovall Project Manager USACE Sacramento District 1325 J Street, Room 1350 Sacramento, CA 95814 jesse.stovall@usace.army.mil</p>	<p>Ray Cablayan District Ranger U.S. Forest Service P.O. Box 500 Hathaway Pines, CA 95233 ray.cablayan@usda.gov</p>
<p>Dawn Alvarez Hydropower Program Manager, Region 5 U.S. Forest Service 1323 Club Dr. Vallejo, CA 94592 dawn.alvarez@usda.gov</p>	<p>Jason Kuiken Forest Supervisor U.S. Forest Service 19777 Greenley Rd Sonora, CA 95370 Jason.Kuiken@usda.gov</p>
<p>Kathy Strain Forest Heritage & Tribal Relations Manager U.S. Forest Service P.O. Box 500 Hathaway Pines, CA 95233 kathy.strain@usda.gov</p>	<p>Richard Kuyper Division Supervisor, Sierra Cascades U.S. Fish and Wildlife Service 2800 Cottage Way, Suite W-2605 Sacramento, CA 95825 richard_kuyper@fws.gov</p>
<p>Congressman Tom McClintock California's 5th Congressional District 2256 Rayburn House Office Building. Washington, DC 20515 Chris.Tudor@mail.house.gov rocky.deal@mail.house.gov kimberly.pruett@mail.house.gov</p>	<p>Susan Clark Regulatory Projects Manager Sacramento District 1325 J Street Sacramento, CA 95814 U.S. Army Corps of Engineers Susan.S.Clark@usace.army.mil</p>
<p>Alex Padilla U.S. Senator for California 255 E. Temple St. Suite 1860 Los Angeles, CA 90012. Roberto_Rizo@Padilla.Senate.Gov</p>	<p>Laphonza Butler U.S. Senator for California Dirksen Senate Office Building, Room G-12 Washington, DC 20510 Denise_Sahatdjian@butler.senate.gov</p>

Distribution List

<p>Frank Blackett P.E., Regional Engineer Division of Dam Safety and Inspections Federal Energy Regulatory Commission 100 First Street, Suite #2300 San Francisco, CA 94105-308 Frank.Blackett@ferc.gov</p>	<p>Wes Cooley Branch Chief, San Francisco Office Federal Energy Regulatory Commission 100 First Street, Suite #2300 San Francisco, CA 94105-3084 wes.cooley@ferc.gov</p>
<p>Ricardo Galdamez, P.E., G.E. Civil Engineer Federal Energy Regulatory Commission 100 First Street, Suite #2300 San Francisco, CA 94105-3084 ricardo.galdamez@ferc.gov</p>	<p>Johnnie Siliznof Assistant State Conservationist for Field Operations (Area 3 - Fresno) Natural Resources Conservation Service 1907 N Gateway Blvd, Ste 101 Fresno, CA 93727 Johnnie.Siliznof@usda.gov</p>
<p>Julia White Administrative Officer U.S. Bureau of Indian Affairs, Central California Natural Resources 2800 Cottage Way Sacramento, CA 95825 anjulie.white@bia.gov</p>	<p>U.S. Bureau of Land Management 2800 Cottage Way Suite W1623 Sacramento, CA 95825 BLM CA Web SO@blm.gov</p>
STATE	
<p>Michael Maher Region 2 FERC Coordinator, North Central Region California Department of Fish and Wildlife 1701 Nimbus Road, Suite A Rancho Cordova, CA 95670 Michael.Maher@wildlife.ca.gov</p>	<p>Briana Seapy Water Program Supervisor California Department of Fish and Wildlife 715 P Street Sacramento, CA 95814 Briana.Seapy@wildlife.ca.gov</p>
<p>Garrett Long Lead Engineer, Water Quality California State Water Resources Control Board 1001 I Street Sacramento, CA 95814 Garrett.Long@waterboards.ca.gov</p>	<p>California Regional Water Control Board Central Valley Region 11020 Sun Center Drive, Suite 200 Rancho Cordova, CA 95670 info5@waterboards.ca.gov</p>
<p>Julianne Polanco State Historic Preservation Officer California Office of Historic Preservation 1725 23rd Street, Suite 100 Sacramento, CA 95816 julianne.polanco@parks.ca.gov calshpo.ohp@parks.ca.gov</p>	<p>Brendon Greenway Section 106 Review and Compliance California Office of Historic Preservation 1725 23rd Street, Suite 100 Sacramento, CA 95816 brendon.greenway@parks.ca.gov</p>

Distribution List

<p>Assemblyman Jim Patterson California's 8th Assembly District 6245 N. Fresno Street Suite #106 Fresno, CA 93710 Ian.Coolbear@asm.ca.gov</p>	<p>Senator Alvarado-Gil California's 4th Senate District 4364 Town Center Blvd, Suite 313 El Dorado Hills, CA 95762 Lauren.Hernandez@sen.ca.gov Jacob.Faulder@sen.ca.gov</p>
LOCAL	
<p>Rebecca Callen City Administrator City of Angels Camp 200 Monte Verda St. Ste B Angels Camp, CA 95222 rebeccacallen@angelscamp.gov</p>	<p>Jessica Self General Manager Union Public Utility District 339 Main Street Murphys, CA 95247 jself@upupwater.org</p>
<p>Michael Minkler General Manager Calaveras County Water District 120 Toma Court San Andreas, CA 95249 michaelm@ccwd.org</p>	<p>Jake Eyman Hydro Manager Northern California Power Agency PO Box 2280, 477 Bret Harte Drive, Murphys CA, 95247 Jake.Eymann@ncpa.com</p>
<p>Martin Huberty District 3 Supervisor Calaveras County 891 Mountain Ranch Road San Andreas, CA 95249 mhuberty@co.calaveras.ca.us</p>	<p>Amanda Folendorf District 4 Supervisor Calaveras County 891 Mountain Ranch Road San Andreas, CA 95249 AFolendorf@co.calaveras.ca.us</p>
<p>Teresa Hitchcock Chief Administrative Officer Calaveras County 891 Mountain Ranch Road San Andreas, CA 95249 THitchcock@co.calaveras.ca.us</p>	<p>Pacific Gas & Electric 3136 Boeing Way Stockton, CA 95204 AOS4@pge.com</p>
TRIBES	
<p>Lawrence E. Wilson Cultural Resources Specialist California Valley Miwok Tribe PO Box 395 West Point, CA 95255 L.eWilson@yahoo.com</p>	<p>Debra Grimes Tribal Cultural Resources Specialist Calaveras Band of Mi-Wuk Indians PO Box 1015 West Point, CA 95255 CalaverasMiwukPreservation@gmail.com</p>

Distribution List

<p>Lloyd Mathiesen Chairperson Chicken Ranch Rancheria of Me-Wuk Indians 9195 Tribal Way Jamestown, CA 95327 lmathiesen@crtribal.com</p>	<p>Adam Lewis Cultural Preservation Asst. Director Calaveras Band of Mi-Wuk Indians PO Box 1015 West Point, CA 95255 adam2191983@gmail.com</p>
<p>Sara Dutschke Chairperson Ione Band of Miwok Indians 9252 Bush Street Plymouth, CA, 95669 consultation@ionemiwok.net</p>	<p>Cosme A. Valdez Chairperson Nashville Enterprise Miwok-Maidu-Nishinam Tribe P.O. Box 580986 Elk Grove, CA 95758-001 info@ssband.org</p>
<p>William Garfield Chairperson Tule River Indian Tribe P.O. Box 589 Porterville, CA, 93258 William.Garfield@Tulerivertribe-nsn.gov</p>	<p>Patrick De?ilélegi? Burtt, M.A., Tribal Historic Preservation Officer Washoe Tribe of Nevada and California 919 Highway 395 North Gardnerville, NV, 89410 THPO@washoetribe.us</p>
OTHERS	
<p>Kevin Richard Colburn National Stewardship Director American Whitewater PO Box 1540 Cullowhee, NC 28723 kevin@amwhitewater.org</p>	<p>Chris Shutes FERC Project Director and Water Rights Advocate California Sportfishing Protection Alliance PO Box 1061 Groveland, CA 95321 cshutes@calsport.org</p>
<p>John S. Kessler Owner Kessler & Associates, LLC 2801 Shady Lane Pollock Pines, CA 95726 jskessler26@gmail.com</p>	<p>Carol Roscelli President Murphys Community Club 505 Algiers Street Murphys, CA 95247 MCC95247@gmail.com</p>
<p>Dave Steindorf California Hydropower Specialist American Whitewater PO Box 1540 Cullowhee, NC 28723 dave@amwhitewater.org</p>	<p>UWPA Water Contractors 22 total contractors Names and contact information withheld to protect privacy</p>



1168 Booster Way | P.O. Box 358, Angels Camp, CA 95222

joelm@uticawater.com | (209) 736-9419 | www.uticawater.com

December 20, 2023

Via Electronic Submittal (eFile)

**Subject: Utica Hydroelectric Project, FERC No. P-2019
Draft Application for Small Conduit Exemption and Surrender of License**

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Mr. Joel Metzger
General Manager
Utica Water and Power Authority
P.O. Box 358
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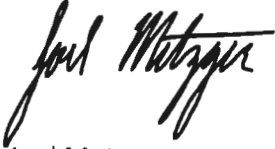
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Please send any questions regarding the application or process to joelm@uticawater.com or call (209) 736-9419.

Sincerely,

A handwritten signature in black ink that reads "Joel Metzger". The signature is written in a cursive style with a large, sweeping initial 'J'.

Joel Metzger
General Manager
Utica Water and Power Authority

Ecc: Distribution List
Michael Swiger, VanNess Feldman, LLC
Michael Manwaring, Stantec

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Draft Application for Small Conduit Exemption and License Surrender
Utica Project (FERC No. 2019) and Angels Project (FERC No. 2699)

FEDERAL	
<p>Kimberly D. Bose, Secretary Federal Energy Regulatory Commission 888 First Street, N.E. Washington, DC 20426 ferconlinesupport@ferc.gov</p>	<p>Tomas Torres, Director U.S. Environmental Protection Agency Region 9 – Water Division 75 Hawthorne Street San Francisco, CA 94105 torres.tomas@epa.gov</p>
<p>Jesse Stovall Project Manager USACE Sacramento District 1325 J Street, Room 1350 Sacramento, CA 95814 jesse.stovall@usace.army.mil</p>	<p>Ray Cablayan District Ranger U.S. Forest Service P.O. Box 500 Hathaway Pines, CA 95233 ray.cablayan@usda.gov</p>
<p>Dawn Alvarez Hydropower Program Manager, Region 5 U.S. Forest Service 1323 Club Dr. Vallejo, CA 94592 dawn.alvarez@usda.gov</p>	<p>Jason Kuiken Forest Supervisor U.S. Forest Service 19777 Greenley Rd Sonora, CA 95370 Jason.Kuiken@usda.gov</p>
<p>Kathy Strain Forest Heritage & Tribal Relations Manager U.S. Forest Service P.O. Box 500 Hathaway Pines, CA 95233 kathy.strain@usda.gov</p>	<p>Richard Kuyper Division Supervisor, Sierra Cascades U.S. Fish and Wildlife Service 2800 Cottage Way, Suite W-2605 Sacramento, CA 95825 richard_kuyper@fws.gov</p>
<p>Congressman Tom McClintock California's 5th Congressional District 2256 Rayburn House Office Building. Washington, DC 20515 Chris.Tudor@mail.house.gov rocky.deal@mail.house.gov kimberly.pruett@mail.house.gov</p>	<p>Susan Clark Regulatory Projects Manager Sacramento District 1325 J Street Sacramento, CA 95814 U.S. Army Corps of Engineers Susan.S.Clark@usace.army.mil</p>
<p>Alex Padilla U.S. Senator for California 255 E. Temple St. Suite 1860 Los Angeles, CA 90012. Roberto_Rizo@Padilla.Senate.Gov</p>	<p>Laphonza Butler U.S. Senator for California Dirksen Senate Office Building, Room G-12 Washington, DC 20510 Denise_Sahatdijan@butler.senate.gov</p>

Distribution List

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STAFF REPORT

DATE: March 14, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Adoption of New District Mission Statement

Recommendation: Staff recommends the Board participate to update the District's new mission statement. Attached are ideas the staff pulled together to propose to the Board.

Summary:

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

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

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

CURRENT MISSION STATEMENT (Current):

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

DISTRICT MISSION STATEMENT IN BYLAWS:

“To provide the highest level of collection, treatment, and reuse of wastewater for environmental and beneficial purposes at the lowest cost possible to the users of the District.”

STAFF WORKSHOP: Below are mission statements from the staff’s workshop.**PROPOSED #1:**

“Dedicated to serve the interests of the community by continuing to preserve our environment, provide safe wastewater collection and treatment in the most cost effective way possible.”

PROPOSED #2:

To provide a safe wastewater collection and treatment service at fair and reasonable rates for the community of Murphys; and dedicated to preserving and protecting our environment for future generations.



STAFF REPORT

DATE: March 14, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Transfer from Operating Fund to Reserve Fund-Information Only

Summary:

As of February 29, 2024, the District's ElDorado Savings balance stood at \$187,256.51. The anticipated allocation to the reserve funds by the end of the 2024 fiscal year is estimated to be around \$190,000. To optimize interest earnings, currently set at 5.40%, a transfer of \$100,000 from ElDorado Savings to CA CLASS is scheduled. This transfer will be divided equally between the equipment reserves and the board discretionary fund.

Fiscal Impact: The transfer has received approval in the 2023/2024 budget. There are no fiscal implications resulting from this transaction.

2/29/2024 CA CLASS (Reserves-Equipment Fund) balance	\$349,580.63
2/29/2024 Class (Reserves-Board Discretionary Fund) balance	\$605,402.00
Transfer from El Dorado Savings (Operating) 50/50 split	<u>\$100,000.00</u>
CA CLASS balance	\$1,054,982.63



Murphis Sanitary District STAFF REPORT

DATE: March 14, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Approval for Director volunteer to Attend CSDA Special District Leadership Academy

Recommendation: Staff recommends the Board approve Director Miller to attend the CSDA Special District Leadership Academy in April.

Background: The CSDA Special District Leadership Academy is set to take place from April 14, 2024-April 17, 2024 in San Diego. Director Miller will be vacationing in the area and will be close to this venue. This conference will provide core governance training for elected/appointed officials.

Cut off for reservations is March 19, 2024 and if there is no room accommodation for the discounted block rates available, Director Miller will wait to attend the conference in November.

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

Fiscal Impact: The cost for a CSDA member is \$720. CSDA room reservations in the designated room block are \$194 plus tax and fees. The Director will be reimbursed per the Boards Reimbursement of traveling and incidental expenses incurred policy in the bylaws. The budget currently supports this educational opportunity.

2024 Special District Leadership Academy San Diego



Comprehensive Governance Leadership Conferences for Elected and Appointed Directors/Trustees

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

Attend for the first time and complete all four modules of the Special District Leadership Academy:

- Governance Foundations
- Setting Directions/Community Leadership
- Board's Role in Human Resources
- Board's Role in Finance and Fiscal Accountability

Sign In

Username

Password

SIGN IN

[Forgot username?](#) |

[Forgot password?](#)

NOTE: You must complete the first-time attendee track to qualify for SDLF Certificate in [Special District Governance](#).

SDLA Graduate? Join us for our Returning Attendee Track with Two Days of Breakout Sessions with topics such as (sample from previous year):

- How to Lead Your Board Meetings Away from Chaos
- Introduction to Labor Relations
- Financing and Financial Management
- Brown Act Updates
- Strategic Planning

Detailed schedule can be found on the [SDLA Website](#).

First-Time Attendee Schedule of Events

Sunday 4/14/24

5:30 - 7:00 p.m. Registration and Networking
Reception

Monday 4/15/24

8:30 a.m. - 4:30 p.m. First-Time Attendee Sessions
5:30 - 7:30 p.m. Sip and Savor Evening Reception

Tuesday 4/16/24

8:30 a.m. - 4:00 p.m. First-Time Attendee Sessions
Open Evening

Wednesday 4/17/24

8:30 a.m. - 12:00 p.m. First-Time Attendee Sessions
12:00 p.m. Graduation Certificate Distribution

Returning Attendee Schedule of Events

Sunday 4/14/24

5:30 - 7:00 p.m. Registration and Networking
Reception

Monday 4/15/24

8:30 a.m. - 4:30 p.m. Returning Attendee Sessions
5:30 - 7:30 p.m. Sip and Savor Evening Reception

Tuesday 4/16/24

8:30 a.m. - 4:00 p.m. Returning Attendee Sessions
4:00 p.m. Conference ends for Returning Attendees

Pricing:

Early Bird Registration on or before March 19, 2024:

\$720 CSDA Member

\$1,080 Non-member

Regular Registration after March 19, 2024:

\$775 CSDA Member

\$1,160 Non-member

Send additional attendees from the same district and receive discounted pricing per additional attendee! Members: discounted pricing will automatically populate at checkout. Non-members: call to obtain discounted pricing for attendees 2, 3, 4, etc.

Interested in Exhibiting/Sponsoring? Check out all of the opportunities and register [here](#).

Need help paying for this conference? Scholarship funds are available from the Special District Leadership Foundation (SDLF). There's no district budget limit and you do not need to be a CSDA member to receive funds.

Apply [here](#)

HOTEL RESERVATIONS: CSDA room reservations in the CSDA room block are available at the rate of \$194* or prevailing federal per diem at time of check in plus tax. The room reservation cut-off is March 19, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration. *current federal per diem as of 9/14/23

Cancellations must be in writing and received by CSDA no later than March 19, 2024, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after March 19, 2024.

Substitutions are acceptable and must be done in writing no later than April 5, 2024, at 5:00 p.m.

Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.

When 4/14/2024 - 4/17/2024

Where Embassy Suites by Hilton San Diego Bay Downtown
601 Pacific Hwy
San Diego, CA 92101
UNITED STATES

Program Options

Sunday, 14 April 2024



[Register as a First-time Attendee](#)

4/14/2024

[Register as a Returning Attendee](#)

4/14/2024

1112 "I" Street, Suite 200
Sacramento, CA 95814
877.924.2732 | 916.442.7887



FIND IT FAST

- SDLF Scholarships
- Register for an Event
- Career Center
- Membership Information
- Take Action
- Bill Tracking
- Knowledge Base



SPECIAL DISTRICT LEADERSHIP FOUNDATION

DISTRICTS MAKE THE DIFFERENCE



CALIFORNIA CLASS



ADMINISTRATION REPORT

DATE: March 14, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Administration Report

Collections System Improvement Project

No change to this project. Still pending.

WWTP Upgrade II Improvement Project

No change to this project, Still pending.

Church Street Improvement Project

Should receive final bid package by 3/15/24

Rate Study

Findings of Task A will be presented to the Board at the May board meeting.

*New HEC Schedule attached

Upcoming Finance Meeting Date(s)

TBD

Reminder of Special Meeting:

Upcoming Special Meeting on March 28, 2024, at 10am to review Personnel and Board policies.

New commercial "flushing" signage:

Please see the attached proof. These will be available at no cost to commercial businesses, vacation rentals, and lodging. *Proof attached

2024/2025 Budget

Budget preparation is underway.

MURPHYS SD RATE STUDY SCHEDULE

<i>months of new rates revenue in fiscal year 2025</i>		6	5	4	3	Start FY26
Monthly Billing	ORDINANCE	Jan-25	Feb-25	Mar-25	Apr-25	7/1/2025
Task A Findings Present to Board	Board Mtg	5/9/2024	6/13/2024			
Task B Findings Presentation to Board	Board Mtg	8/8/2024 **	9/12/2024	10/10/2024	11/14/2024	2/13/2024
Draft Report ready		8/29/2024	9/26/2024	10/31/2024	11/28/2024	2/27/2025
<i>Workshop / Information Evening (focus: effect on rates, possible options)</i>		tbd				
Draft Report Presentation	Board Mtg	9/12/2024	10/10/2024	11/14/2024	12/12/2024	3/13/2025
Last Day to Mail Out Prop 218 Notices		9/28/2024	10/26/2024	11/23/2024	12/28/2024	3/22/2025
<i>Workshop / Information Evening (focus: selected rate structure & public input)</i>		tbd				
Final Report Complete		10/31/2024	11/28/2024	12/26/2024	1/30/2025	4/24/2025
Public Hearing and Ordinance Adopted [1]	Board Mtg	11/14/2024	12/12/2024	1/9/2025	2/13/2025	5/8/2025


[1] No first reading is necessary for an ordinance because rates require a public hearing. Schedule allows 6 weeks for staff to implement new rates in billing system.

** HEC unlikely to be able to make this meeting date. Special Board meeting date or moving of regular Board meeting for August would be requested.




INVOICE
71423

= white fill
 = negative space

*Please be kind to our pipes.
Do not flush feminine products,
medications, paper towels,
or any kind of wipes.
Thanks for flushing toilet paper only.*



NOTICE / PLEASE READ CAREFULLY and review this proof before sign off or approval. You are accepting responsibility that the art displayed is correct. **Any changes (size, quantity, spelling, color, etc.) after approval are at the customer's expense.** If you chose not to use a named color, you accept responsibility that this rendering and the final product may differ slightly in color as a result of production variations and well as screen calibrations that can occur with CMYK/RGB/Hex color formulations. Named colors will be identified above. If your artwork requires specific colors per your brand guidelines, it is your responsibility to provide the PMS or CMYK values prior to proof approval.

Customer: <u>Murphys Sanitary District</u>	Quantity: <u>200</u>
Contact: <u>Kristina</u>	Size: <u>1.5"x5"</u>
Product: <u>Sublimation Plaques</u>	

NOTES:



STAFF REPORT

DATE: March 14, 2024
TO: Members of the Board
FROM: Dan Murphy, Chief Plant Operator
SUBJECT: February 2024 Operational Staff Report

OPERATIONAL MONTHLY TOTALS AND SUMMARY

Water storage levels in Pond# 4	Lost a total of three feet Freeboard in Pond 4 during February. Began March at a 2266.1 elevation (3 feet lower than last year) approx. 42 million gallons in storage out of 69 million gallons total
PG&E Kilo Use	425 kWhrs at WWTP 114 kWhrs at IPS
Rain Fall at WWTF	9.4 inches of rain recorded over 14 days Twice as much than recorded in February 2023 yet the ground water levels are much lower this year resulting in far less I/I than experienced in previous year
CL2 Usage	26 gallons of liquid chlorine used for 1.5 days of Effluent pumping to KHS
Plant influent gallons	6.3 million gallons This is nearly half as much as we received last year
Effluent gallons	402,900 gallons treated and discharged to KHS on the 26 th for operational checks and sampling
Ironstone Influent	151,800 gallons AVG
Hydro flushing lineal footage	>1,600 feet of Collections- Collection system, preventative to insure flow for seasonal/storm increases. System is running fuller from excessive I&I (Infiltration and Inflow)
Sewer Overflow Count	None
Spray Field Gallons Applied	None Tested but, ground is still too saturated to absorb without causing immediate runoff