

Resolution 2022-05

Murphys Sanitary District

15 Ernest St Suite A.
Murphys, CA 95247
(209) 728-3094 (209) 728-9510 fax
Email: csecada@murphysd.org
Web site: www.murphysd.org

Board of Directors

Steve Gonzales - President
Paige Mc Math-Jue-Vice President
Marty Mellerer - Treasurer
Bruce Miller- Secretary
Joseph Fontana - Parliamentarian

AGENDA

March 10, 2022 Regular Meeting 10:00 a.m.

Teleconference

Based on guidance from the California Governor's Office and Department of Public Health, in order to minimize the potential spread of the COVID-19 virus, this meeting will not be physically open to the public.

All members of the public may participate in the meeting via Web-Ex teleconference information below and will be given the opportunity to provide public comment.

Members of the public are encouraged to participate in the below noticed meeting:

[Join the meeting Click Here](#)

Join by Meeting Number: 2559 338 2731

Meeting Password: msd03102022

Join by phone 1-978-990-5183 Access code 673 6289

- 1) **Call to Order\ Pledge of Allegiance**
- 2) **Roll Call**
- 3) **Agenda Changes**
- 4) **Public Comment** (*Limit 5 minutes per person*) on items not appearing on agenda.
NOTICE: Pursuant to Government Code § 54954.3(a), any member of the public shall be provided with the opportunity to directly address the Murphys Sanitary District Board of Directors concerning any item that has been described in the notice for the meeting before or during consideration of that item or on items not on the agenda but within the district's jurisdiction provided that no action be taken on off-agenda items unless otherwise authorized by law.
- 5) **Consent Agenda - Discussion\Possible Action**
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 may request that any item be removed for later discussion.
 - a) Minutes:
02/10/2022 Regular Meeting
 - b) Check Disbursements February 2022
 - c) **Adopt Res. 2022-05 Re-Authorizing Remote Teleconference Meetings of The Legislative Bodies of Murphys Sanitary District for The Period March 17, 2022 – April 15, 2022 Pursuant to Brown Act Provisions**
- 6) **Staff Reports:**
 - a) Administration
 - b) Operations
- 7) **Unfinished Business: None**
 - a) 15 Ernest St Purchase Update - Discussion\Possible Action

Resolution 2022-05

- 8) **New Business:**
 - a) Update Salary Schedule - Discussion\Possible Action
 - b) Update Employee Medical Benefit - Discussion\Possible Action
 - c) Update Employee Benefit Package - Discussion\Possible Action
Employer Contribution to Supplemental 457 Plan
Identify other Employee Benefits to Offer
 - d) Change Banking for Operation Account - Discussion\Possible Action
- 9) **Information Only –**
700 Forms Due 04/01/2022
Ethics & Sexual Harassment Prevention Training
- 10) **Ad Hoc Committee – Website Hosting & email – Update**
- 11) **Director Comments**
- 12) **Next Meeting Agenda Items**
- 13) **Next Regular Meeting: April 14, 2022 10:00 a.m.**
- 14) **Adjournment**

***Public Notice: All or a portion of this meeting is being recorded
for purpose of public broadcast and/or internet posting.***

Materials related to any item on this Agenda, are available for public inspection in the District Office at 15 Ernest St Suite Murphys, CA 95247 during normal business hours. Information on materials in the agenda is also available via email request to csecada@murphysd.org. Any material provided to the legislative body at the meeting by agency staff or a member of the legislative body will be available at the public meeting; documents provided by others will be available right after the meeting. This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42USC, §12132) and the Ralph M. Brown Act, CA Government Code §54954.2. Any persons requesting a disability related modification or accommodation in order to participate in the meeting should contact Cindy Secada at 209-728-3094, during regular business hours, at least 72 hours prior to the meetings or via email at csecada@murphysd.org. **Regular meetings are held on the second Thursday of the month at 10:00 A.M. at the districts main office located at 15 Ernest Street Suite A. Murphys, CA 95247 or Teleconference**

Murphys Sanitary District
MINUTES – Regular Board Meeting
Thursday, February 10, 2022

Board of Directors

Steve Gonzales - President
 Paige Mc Math-Jue-Vice President
 Marty Mellerla - Treasurer
 Bruce Miller- Secretary
 Joseph Fontana – Parliamentarian

- 1) Call to Order 10:00 a.m. - *Pledge of Allegiance*
- 2) Roll Call – *Joseph Fontana, Bruce Miller, Marty Mellerla, Paige McMath-Jue (Via Remote) & Steve Gonzales*
- 3) Agenda Changes - *None*
- 4) Public Comment - *None*
- 5) Consent Agenda
 - a) Minutes

01/13/2022 Regular Meeting
 - b) Check Disbursements January 2022 – *Director B. Miller has a question in regards to the AT&T billing and will meet with “Accounts Payable” outside of meeting with any further questions.*
 - c) Adopt Res. 2022-04 Re-Authorizing Remote Teleconference Meetings of The Legislative Bodies of Murphys Sanitary District for The Period February 15, 2022 – March 16, 2022 Pursuant to Brown Act Provisions

Motion: Directors J. Fontana & M. Mellerla motion to accept the *Consent Agenda as presented; Minutes, Check Disbursements, January 2022 & continue Res. 2022-04 Remote Teleconference Meetings:*
Roll Call Vote (5) Yeas (0) Nays

- 6) Staff Reports
 - a) Administration – *C. Secada informs the Board Income/Expense Sheet continuing to be updated as needed*
 - b) Operations – *D. Murphy informs the Board that the Hydro had some programming issues and is currently in repair, no other concerns, see Operations Report; Brief discussion in regards to Operations Education/Training Requirements & Limits; Reviewing Benefits, agendaize for discussion, next Regular Board Meeting.*
- 7) Unfinished Business
 - a) Investment Policy – *Board & Staff Review & Discuss - No Action*

8) New Business

- a) **Operating Fund and Strategy Fund Policy Update - Board & Staff Review & Discuss, Changes as requested to be included for review in the next Administration Report.**

Motion: Directors P. McMath-Jue & J. Fontana motion to approve the Operating & Strategy Fund Policy Update as presented with the following change; Must have a Quorum no less than (3) Board Members with a "3/3 approval vote" to spend Money out of the Discretionary Funds for anything \$50,000.00 or higher:

Roll Call Vote (5) Yeas (0) Nays

- b) **Woodland Lift Station Pump Review and Possible Upgrade – Board, Staff & Operations Review & Discuss**
 - **D. Murphy informs the Board that the one of the pumps at the Woodland Lift Station has been replaced due to underperformance. Failed Pump was sent off to be rebuilt for replacing the 2nd pump.**
- c) **Update Board Policy Manual – Stipends for Committees**
 - **Board & Staff Review & Clarify Stipend Policy for Committee – Director S. Gonzales requests to add A. Milliken to Ad Hoc Committee**

Motion: Directors B. Miller & J. Fontana motion to approve the Updated Board Policy Clarifying Stipend Policy for Committee as discussed & reviewed: Roll Call Vote (5) Yeas (0) Nays

- d) **Determine Repairs and Upgrades for 15 Ernest St Property – Board & Staff Review & Discuss - Staff directed to get estimates and a list of repairs/upgrades needed for 15 Ernest St, bring back for Board Review.**
- 9) **Ad Hoc Committee – Website Hosting & email – Director B. Miller has researched information in regards to updating our MSD Website Hosting & Email & will work with office staff to gather information and to make changes as necessary.**
- 10) **Director Comments – Director B. Miller reminds the Board to renew their "Ethics Training" if needed; Informs the board of a Water Testing program through the CDC – C. Secada will gather more information; Director J. Fontana would like to look into other banking options- Agendize to next Regular Board Meeting**
- 11) **Next Meeting Agenda Items - Reviewing Staff/Operations Benefits; Further discussion into Bank Options**
- 12) **Next Regular Meeting: March 10, 2022 10:00 a.m.**
- 13) **Adjournment – 12:03 P.M.**

Respectfully;

Amy R Milliken

Bruce Miller, Secretary

Murphys Sanitary District

Monthly Expenses

February 2022

Type	Date	Num	Name	Memo	Amount
Check	02/01/2022	4	coPOWER	Dental & Vision Insurance Feb 2022	-285.82
Bill Pmt -Check	02/03/2022	9618	Kim Delbar Cleaning Service	Office Cleaning Monthly February 2022	-60.00
Bill Pmt -Check	02/07/2022	9619	Alpha	Groundwater Research & Monitoring	-621.00
Bill Pmt -Check	02/07/2022	9620	Aramark	Uniforms	-222.13
Bill Pmt -Check	02/07/2022	9621	Calaveras Power Agency	WWTP - Electric	-3,115.92
Bill Pmt -Check	02/07/2022	9622	Condor Earth Technologies, Inc	4th QTR Research & Monitoring - October 2021	-4,100.55
Bill Pmt -Check	02/07/2022	9623	Modesto Welding Products	Argon rental and Oxygen charges	-14.00
Bill Pmt -Check	02/07/2022	9624	Mother Lode Answering Service	Answering Service	-262.00
Bill Pmt -Check	02/07/2022	9625	Murphys Sanitary District	VOID	0.00
Bill Pmt -Check	02/07/2022	9626	Weco Industries, LLC	TP - Repair/Maintainance - Jetter Problem	-453.68
Bill Pmt -Check	02/07/2022	9627	The Red Store	Misc Supplies - Smoke Detector & Funnel	-63.27
Check	02/08/2022		Vanco Services	January auto pay	-83.00
Paycheck	02/09/2022	9628	Hemstad, Eric N	PR 02092022	-1,364.62
Paycheck	02/09/2022	9629	Milliken, Amy R	PR 02092022	-739.26
Paycheck	02/09/2022	9630	Murphy, Daniel W.	PR 02092022	-2,645.18
Paycheck	02/09/2022	9631	Onstad, Joseph C	PR 02092022	-1,784.21
Paycheck	02/09/2022	9632	Petersen, Carolyn M	PR 02092022	-421.80
Paycheck	02/09/2022	9633	Secada, Cynthia D	PR 02092022	-2,943.58
Liability Check	02/09/2022	1	CalPERS	PR 02092022	-2,768.30
Liability Check	02/09/2022	2	EDD	PR 02092022	-512.89
Liability Check	02/09/2022	3	EFTPS Federal Taxes	PR 02092022	-2,852.80
Check	02/09/2022		El Dorado Savings Bank	Wire transfer	-30.00
Bill Pmt -Check	02/10/2022	9634	Bruce Miller	Regular meeting 02102022	-100.00
Bill Pmt -Check	02/10/2022	9635	Joseph Fontana	Regular meeting 02102022	-100.00
Bill Pmt -Check	02/10/2022	9636	Marty Mollera	Regular meeting 02102022	-100.00
Bill Pmt -Check	02/10/2022	9637	Paige Paige Mihlinich Mc Math	Regular meeting 02102022	-100.00
Bill Pmt -Check	02/10/2022	9638	Steve Gonzales	Regular meeting 02102022	-100.00
Bill Pmt -Check	02/10/2022	9639	Mountain Oasis Water	Drinking water	-43.90
Check	02/15/2022	4	CalPERS Health Insurance	Medical Insurance	-4,874.41
Bill Pmt -Check	02/15/2022	9640	AT&T - Office Phone	Office - Phone	-145.96
Bill Pmt -Check	02/15/2022	9641	AT&T Murphys Grade Alarm	Murphys Grade Alarm Access Line	-70.25
Bill Pmt -Check	02/15/2022	9642	AT&T Six Mile Phone	Six Mile - Phone	-86.34
Bill Pmt -Check	02/17/2022	9643	Gateway Press, Inc.	Grease Trap Report Forms	-157.66
Bill Pmt -Check	02/17/2022	9644	PGE-Emerald Creek Pump Station	1/10/22 - 2/10/2022 - Electric Collections	-144.14
Bill Pmt -Check	02/17/2022	9645	PGE-Office	1/10/22 - 2/10/2022 - Office Electric	-199.73
Bill Pmt -Check	02/17/2022	9646	UPUD	Water Standby charges	-804.00
Paycheck	02/23/2022	9647	Hemstad, Eric N	PR 02232022	-1,364.62
Paycheck	02/23/2022	9648	Milliken, Amy R	PR 02232022	-664.94
Paycheck	02/23/2022	9649	Murphy, Daniel W.	PR 02232022	-2,730.02
Paycheck	02/23/2022	9650	Onstad, Joseph C	PR 02232022	-1,859.05
Paycheck	02/23/2022	9651	Petersen, Carolyn M	PR 02232022	-463.40

Murphys Sanitary District

Monthly Expenses

February 2022

Paycheck	02/23/2022	9652	Secada, Cynthia D	PR 02232022	-2,693.59
Liability Check	02/23/2022	1	CalPERS	PR 02232022	-2,768.30
Liability Check	02/23/2022	2	EDD	PR 02232022	-579.78
Liability Check	02/23/2022	3	EFTPS Federal Taxes	PR 02232022	-3,102.22
Bill Pmt -Check	02/23/2022	9653	AT&T Internet - Office	Internet office	-75.97
Check	02/23/2022	9654	STP0003	STP0003 - Sold Partial Month Refund	-42.00
Bill Pmt -Check	02/24/2022	9655	Carbon Copy	Copy Machine - Six Mile	-10.65
Bill Pmt -Check	02/24/2022	9656	Comcast Business	Office - Internet	-135.56
Bill Pmt -Check	02/24/2022	9657	Carbon Copy	Copy Machine - Office	-18.65
Bill Pmt -Check	02/28/2022	9658	Comcast- Emerald Creek	Emerald Creek - Alarm Access Line - Feb/Marc	-106.84
Bill Pmt -Check	02/28/2022	9659	US Bank	Misc Office/TP Supplies; Fuel; WWTP Electric; \	-1,857.52
Bill Pmt -Check	02/28/2022	9660	USABlueBook	Misc TP Supplies - Hach Solution; replacement \	-83.25
TOTAL					-50,926.76

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MURPHYS SANITARY DISTRICT PROCLAIMING A LOCAL EMERGENCY
PERSISTS, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY
BY EXECUTIVE ORDER N-29-20 MARCH 4, 2020, AND RE-AUTHORIZING
REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF
MURPHYS SANITARY DISTRICT FOR THE PERIOD MARCH 17, 2022
THROUGH APRIL 15, 2022 PURSUANT TO BROWN ACT PROVISIONS.

RESOLUTION NO. 2022-05

WHEREAS, the MURPHYS SANITARY DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of MURPHYS SANITARY DISTRICT's legislative body are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the district's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the district, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the district, specifically Executive Order N-15-20 March 4, 2020 and

WHEREAS, social distancing is recommended; and

WHEREAS, the Board of Directors does hereby find that due to the COVID-19 pandemic, and social distancing orders and conditions causing imminent risk to attendees, has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative body of Murphys Sanitary District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, Murphys Sanitary District will make available to the public online remote access via WebEx.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF Murphys Sanitary District DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the district and proclaims that a local emergency persists throughout the district.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The Administration Manager or staff and legislative body of Murphys Sanitary District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) April 15, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Murphys Sanitary District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Murphys Sanitary District, this 10th day of March, 2022 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Steve Gonzales
Board President

ATTEST:

L. Bruce Miller
Secretary of the Board of Directors

ADMINISTRATION REPORT

03/10/2022 Board Meeting
February 2022
Cindy Secada

Finance

Cash Fund Balances as of 02-28-2022

El Dorado Checking	\$ 116,837.37
Reserves – LAIF	\$ 1,940,732.64
CalPERS Trust Acct Funds	\$ 00.00
UBS CD Accounts <i>Matures 5/2022</i>	\$ 100,000.00
Petty Cash	\$ 200.00
Total Cash Balances	\$ 2,157,770.01

Feb Income	\$ 94,485.90
New Connection Funds YTD	\$ 169,500.00
Grant Income YTD	\$ 112,071.00
Property Tax income YTD	\$ 7,100.29
CD's Interest Earned -	\$ 0.00
YTD Interest Earned	\$ 2,404.74
Budget performance target	66.67 %
LAIF Performance	.234% 1/31/2022

Administration

- We are at the eighth (8) month mark for our 2021/22 fiscal year. We had another \$20,000 of new connection fees for February. We will continue to monitor the Telephone\Internet accounts as we proceed through the fiscal year. Total operating expenses are 70% of budget.*
- Strategy Funds (LAIF & any Investments): as of 02/28/2022 balance is \$2,040,732.64. I have received information from UBS stating the CD rates are improving; current rates: 2 years 1.60% and 3 years 1.80%. We have our last CD maturing 5/2022. I will agendize this for our April meeting, including the first draft of the 2022-23 Budget. See attached balance sheet of 02/28/2022.*
- IRWM: I attended the Watershed Advisory Committee (WAC) and JPA meetings both held on 02/16/2022. Grant applications are moving forward and two projects in the plan that have been funded with TS-IRWM grants, have been completed.*
- Murphys Oaks Sub-division: Two homes are completed. There are fourteen (14) homes under construction, five (5) homes have been connected to the sewer main and inspected by Murphys Sanitary District; the billing will begin after we receive their occupancy certificate from the County. These are the first homes utilizing our new policy we adopted in January 2022. I am expecting at least one (1) more new connection permits to be purchased this fiscal year.*
- WWTP Part Two (2) – Force Main, Filters & Generator: Planning grant application has been submitted. No updates to report. A response is not expected before March 2022.*
- 700 Forms & Required Board Member Training – 700 forms are due for all board members by April 1, 2022. I will work with each of you individually to complete the items.*

**Murphys Sanitary District
February 2022
Fiscal Year 2021/22**

	Feb 2022	2021-22	Annual Budget	% of Annual Budget
66.67%				
Income				
4100 · Srv Chrgs - Residential	55,680.11	436,380.98	645,560.00	67.60%
4102 · Srv Chrgs - Apartments	3,180.00	25,440.00	38,160.00	66.67%
4104 · Srv Chrgs - Lodges/Churches	360.00	2,880.00	4,320.00	66.67%
4106 · Srv Chrgs - School	296.00	2,788.00	4,272.00	65.26%
4108 · Srv Chrgs - Commercial	14,514.54	117,775.29	171,131.00	68.82%
Total Monthly Billing	74,030.65	585,264.27	863,443.00	67.78%
4110 · Plan Ck & Inspection Fees	100.00	500.00	3,000.00	16.67%
4111 · Late Fees	249.01	2,425.59	1,500.00	161.71%
4120 · Taxes	0.00	80,318.57	125,000.00	64.25%
4130 · Other Services	4.05	1,482.25	1,500.00	98.82%
4140 · General Reserve Interest	2.19	2,404.74	3,000.00	80.16%
4150 · Vacant Lot Billing	100.00	400.00	2,000.00	20.00%
4160 · Refunds - Rebates		341.94	474.00	72.14%
4200 · Connection Fees	20,000.00	169,500.00	120,000.00	141.25%
Total Misc. Income	20,455.25	257,373.09	256,474.00	100.35%
TOTAL INCOME	94,485.90	842,637.36	1,119,917.00	75.24%
Grant Funds - Other			0.00	0.00%
Grant Funds - WWTP Construction	-	112,071.00	112,071.00	100.00%
<i>Reserve Balance Transfer</i>			165,036.99	
TOTAL INCOME	94,485.90	954,708.36	1,397,024.99	68.34%
Wages				
5001.00 · Wages - Operations	14,654.40	131,236.80	190,541.00	68.88%
5001.50 · Wages - Administration	9,464.77	85,755.35	126,203.53	67.95%
5002.00 · Overtime - Operations	223.20	5,102.47	6,000.00	85.04%
5002.50 · Overtime - Office	0.00	276.41	500.00	55.28%
5005.00 · On-Call Comp - Operations	400.00	3,800.00	5,200.00	73.08%
Total Wages	24,742.37	226,171.03	328,444.53	68.86%
Employee Benefits				
5010.00 · Health Insurance - Operations	6,675.44	56,805.45	81,600.00	69.61%
5010.50 · Health Insurance Administration	2,032.25	18,271.02	26,400.00	69.21%
5015.00 Accrued Vacation - Operations	-	1,488.00	3,622.00	41.08%
5015.50 Accrued Vacation - Administration			1,701.00	0.00%
5010.10 · CalPERS Retirement - Unfunded Liability	-	187,000.00	200,000.00	93.50%
5020.00 · CalPERS Retirement - Operations	1,175.38	10,528.85	15,522.77	67.83%
5020.50 · CalPERS Retirement - Admin	589.84	5,308.58	9,586.00	55.38%
Total Employee Benefits	10,472.91	279,401.90	338,431.77	82.56%
PR Taxes				
5030.50 · FICA-Medicare	2,203.51	20,212.31	29,510.69	68.49%
Total PR Taxes	2,203.51	20,212.31	29,510.69	68.49%

Murphys Sanitary District
February 2022
Fiscal Year 2021/22

	Feb 2022	2021-22	Annual Budget	% of Annual Budget
66.67%				
Workman's Comp -				
5040.00 · Workers Compensation – Operation	-	27,688.58	31,000.00	89.32%
5040.50 · Workers Comp. – Administration	-	670.28	1,000.00	67.03%
Total Workman's Comp	-	28,358.86	32,000.00	88.62%
OPERATIONS - Maint & Repairs - Other				
6001.10 · R&M - Collection	-	3,629.96	3,000.00	121.00%
6001.20 · R&M - Treatment	536.93	3,286.87	3,000.00	109.56%
6002.40 · R&M - Truck	208.42	223.89	4,000.00	5.60%
6003.40 · R&M - Tractor	-	146.00	1,000.00	14.60%
6004.40 · R&M -Trailer\Trash Pumps	-		500.00	0.00%
6005.40 · R&M - Hydro Equipment	-	270.45	1,000.00	27.05%
6006.40 · R&M - Sml Tools & Equipment	-	544.13	1,000.00	54.41%
Total Maint & Repairs - Other	745.35	8,101.30	13,500.00	60.01%
OPERATIONS - Supplies				
6010.00 · Equipment Rental			350.00	0.00%
6011.00 · Gas-Oil-Fuel	478.88	2,790.99	8,000.00	34.89%
6012.10 · Supplies - Collection	171.66	816.30	1,500.00	54.42%
6012.20 · Supplies - Treatment	16.15	15,129.51	35,000.00	43.23%
6013.00 · Safety Supplies	-		1,000.00	0.00%
6014.00 · Small Tools - Equipment CIP	-		7,000.00	0.00%
6015.00 · Uniforms	222.13	1,495.05	4,000.00	37.38%
OPERATIONS - Supplies	888.82	20,231.85	56,850.00	35.59%
OPERATIONS - Utilities				
6021.10 · Electric - Water	2,445.86	10,583.47	12,000.00	88.20%
6021.20 · Electric - Water - Garbage	1,980.56	17,432.72	26,000.00	67.05%
6022.00 · Telephone - Internet	377.63	3,276.64	4,000.00	81.92%
Total Utilities	4,804.05	31,292.83	42,000.00	74.51%

**Murphys Sanitary District
February 2022
Fiscal Year 2021/22**

	Feb 2022	2021-22	Annual Budget	% of Annual Budget
66.67%				
OPERATIONS - Other				
6031.20 · Education Operations	-	1,250.21	3,000.00	41.67%
6032.20 · Research - Monitoring	4,721.55	16,543.85	24,000.00	68.93%
6033.00 · Answering Service	262.00	1,893.00	3,036.00	62.35%
6034.00 · Alarm \Security All departments	106.84	2,608.60	6,881.00	37.91%
Total Other	5,090.39	22,295.66	36,917.00	60.39%
ADMINISTRATION - Rents - Leases				
7050.10 · Rents & Leases - Collection	-	720.00	720.00	100.00%
7050.50 · Rents & Leases		4,550.00	7,800.00	58.33%
Total Rents - Leases	-	5,270.00	8,520.00	61.85%
ADMINISTRATIVE - Supplies				
7011.00 · Office Supplies - Operations	333.39	1,412.26	2,000.00	70.61%
7011.50 · Office Supplies - Admin	310.46	2,197.44	4,000.00	54.94%
7012.50 · Postage	-	1,863.95	3,300.00	56.48%
7013.50 · Printing			200.00	0.00%
7014.00 · Publications - Operations			200.00	0.00%
7015.50 · Office Equipment-Software	63.29	3,817.78	3,000.00	127.26%
Total Supplies	707.14	9,291.43	12,700.00	73.16%
ADMINISTRATIVE - Utilities				
7021.50 · Electric - Water	199.73	1,261.25	1,700.00	74.19%
7022.50 · Telephone-Internet Access	357.49	3,024.81	4,000.00	75.62%
Total Utilities	557.22	4,286.06	5,700.00	75.19%
ADMINISTRATIVE - Other				
7030.50 · Bank Charges - Vanco Auto Pay Fees	113.00	765.25	1,100.00	69.57%
7031.50 · County Lien Costs -Mileage	-	221.23	500.00	44.25%
7032.50 · Interest Expense				
7034.50 · Education			3,000.00	0.00%
7035.50 · Memberships	-	8,697.00	9,800.00	88.74%
7036.50 · Grant Expenses - Force Main	-	4,947.50	25,000.00	19.79%
Total Other	113.00	14,630.98	39,400.00	37.13%

Murphys Sanitary District
February 2022
Fiscal Year 2021/22

	Feb 2022	2021-22	Annual Budget	% of Annual Budget
66.67%				
ADMINISTRATIVE - Insurance				
7040.50 · Liability Ins	-	26,954.54	27,030.00	99.72%
Total Insurance	-	26,954.54	27,030.00	99.72%
ADMINISTRATIVE - Professional				
7054.50 · Office Cleaning	60.00	480.00	720.00	66.67%
7053.50 · Professional - Accounting	-	8,500.00	8,500.00	100.00%
7051.50 · Professional - Legal Services	-	1,847.00	4,780.00	38.64%
7052.50 · Board Expenses	500.00	5,253.56	10,950.00	47.98%
Total Professional	560.00	16,080.56	24,950.00	64.45%
ADMINISTRATIVE - License - Permits				
7070.00 · State Permits		26,862.00	31,000.00	86.65%
7071.20 · Plan Check Permits - Treatment			3,000.00	0.00%
Total License Permits	-	26,862.00	34,000.00	79.01%
ADMINISTRATIVE - Advertising				
7080.50 · Advertising			750.00	0.00%
7081.50 · Customer Outreach			750.00	0.00%
Total Advertising	-	0.00	1,500.00	0.00%
ADMINISTRATIVE - Engineering				
8500.50 · Engineering-General		265.00	25,000.00	1.06%
Total Engineering	-	265.00	25,000.00	1.06%
TOTAL OPERATING EXPENSES	50,884.76	739,706.31	1,056,453.99	70.02%
CAPITAL EXPENSE - Loans				
9030.00 · WWTP Upgrade DWR Loan	-		51,000.00	
Total Capital Loans	-	-	51,000.00	0.00%
CAPITAL EXPENSES - CIP				
9007.00 · Capital Equipment Repair/Replace			10,000.00	0
9009.00 · Projects SSMP - EAP - Inundation Maps	-			#DIV/0!
9021.20 · CIP WWTP Upgrade II	-	827.50	165,000.00	0.50%
9022.00 · Treatment Plant Upgrade - Grant Funds				#DIV/0!
Total Capital Expenses-CIP	-	827.50	175,000.00	0.00472857
TOTAL CAPITAL	-	827.50	226,000.00	0.0036615
Cash to Reserves				#DIV/0!
Cash to Reserves from Grant Proceed			112,071.00	0.00%
TOTAL EXPENSES	50,884.76	740,533.81	1,394,524.99	53.10%

Operating and Strategy Fund Report

As of 02/28/2022

Income:

- Income from sewer service fees, plan check fees, inspection fees, Interest, other services to: General - Operating Fund
- Income from Taxes, new connection fees to Strategy Fund
- Income from Grant Funds – General Operating Fund or Strategy Fund or reimburses the fund that made the original payment to the vendor for which the grant payment was received.

Operating Fund Allocation (El Dorado Savings Bank): **\$116,837.37**

- Budgeted operating costs

Strategy Fund Allocation (LAIF and Other Investment Account Balances): **\$2,040,732.64**

Priority Allocations:

- Reserve Three (3) months of Billing Income, used to offset any income deficiencies. Fixed amount determined during the budget process. **\$215,862**
- Debt Service - Amount equal to a minimum of 1 (one) year debt service with respect to the districts debt service obligation(s). Fixed amount determined during the budget process. **\$51,000**

Strategy Fund Balance after priority: **\$ 1,773,870.64**

Secondary Allocations:

- Capital Repair & Replacement 50% of Strategy Fund Account Balance (*CIP*); less any adjustments for expenses. **\$886,935.32**
- Equipment Repair & Replacement 20% of Strategy Fund Account Balance (*Equipment*); less any adjustments for expenses. **\$354,474.13**
- Discretionary Fund 30% of Strategy Fund Account Balance; less any adjustments for expenses. **\$532,161.20** (*On 1/13/2022 \$400,000 used to purchase office building*)

Other requirements:

- During each budget process, the individual fund balances will be determined for the new fiscal year using the Strategy Fund (LAIF and other investment accounts) balance as of 5/1 of each year. The percentages assigned to a fund can be changed during this process.
- If a fund has used some of its allocation, that will be considered during the annual reallocation process as to how much will be allocated.
- When a secondary allocation fund has used any of the funds per formula above, the balance of that account will be lowered to reflect the amount used for the remainder of the fiscal year.
- No re-allocation of fund balances based on the cash account balances throughout the current fiscal year, will be performed until the next fiscal year budget process.
- Use the current 10-year CIP as our guide for capital expenses
- Any withdrawals of \$50,000 or more from the Discretionary Fund must have at least three (3) board members voting to approve the expenditure.

1:43 PM
03/07/22
Cash Basis

Murphys Sanitary District
Balance Sheet
As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
Operating Fund	116,837.37
Cash Drawer	200.00
Fund Accounts	
LAIF	1,940,732.64
UBS CD 3	100,000.00
Total Fund Accounts	2,040,732.64
Total Checking/Savings	2,157,770.01
Accounts Receivable	
11000 - Accounts Receivable	-7,816.38
Total Accounts Receivable	-7,816.38
Other Current Assets	
Prepaid Expenses	32,045.33
CIP Force Main	14,527.45
Const. Grant Receivables	112,071.00
Deferred Outflows-Contribution	69,905.00
Grant Funds Receivables	61,870.44
Rent Deposit	600.00
12000 - Undeposited Funds	4,129.22
Total Other Current Assets	295,148.44
Total Current Assets	2,445,102.07
Fixed Assets	
15 Ernest St	400,000.00
Total Fixed Assets	400,000.00
Other Assets	
Capital WWTP Upgrade 2021	5,036,791.47
Accumulated Depreciation	-1,911,254.48
Donated Property	1,440,389.00
Land	274,091.29
Collection Expansion	216,729.72
Capital Equipment	181,671.83
Capital Administration	7,185.80
Capital Improvement-Treatment	1,880,068.90
Capital Improvement-Collection	19,897.00
Subsurface Lines	1,797,846.73
Total Other Assets	8,943,417.26
TOTAL ASSETS	11,788,519.33
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Compensated Absences	24,034.36
Accrued Interest	5,117.32
Total Other Current Liabilities	29,151.68
Total Current Liabilities	29,151.68

1:43 PM
03/07/22
Cash Basis

Murphys Sanitary District
Balance Sheet
As of February 28, 2022

	<u>Feb 28, 22</u>
Long Term Liabilities	
SWRCB Loan WWTP Upgrade	1,003,397.00
Deferred Inflows-Actuarial	3,618.00
Net Pension Liability	181,426.00
	<hr/>
Total Long Term Liabilities	1,188,441.00
	<hr/>
Total Liabilities	1,217,592.68
Equity	
CAPITAL WWTP Bridge Loan	2,134,562.50
Capital Balances	
Fund Balance	3,759,539.44
	<hr/>
Total Capital Balances	3,759,539.44
3200 - Retained Earnings	4,462,650.16
Net Income	214,174.55
	<hr/>
Total Equity	10,570,926.65
	<hr/>
TOTAL LIABILITIES & EQUITY	11,788,519.33
	<hr/> <hr/>



PMIA/LAIF Performance Report as of 02/10/22



PMIA Average Monthly Effective Yields⁽¹⁾

Jan	0.234
Dec	0.212
Nov	0.203

Quarterly Performance Quarter Ended 12/31/21

LAIF Apportionment Rate ⁽²⁾ :	0.23
LAIF Earnings Ratio ⁽²⁾ :	0.0000625812849570
LAIF Fair Value Factor ⁽¹⁾ :	0.997439120
PMIA Daily ⁽¹⁾ :	0.22%
PMIA Quarter to Date ⁽¹⁾ :	0.21%
PMIA Average Life ⁽¹⁾ :	340

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 01/31/22 \$202.8 billion

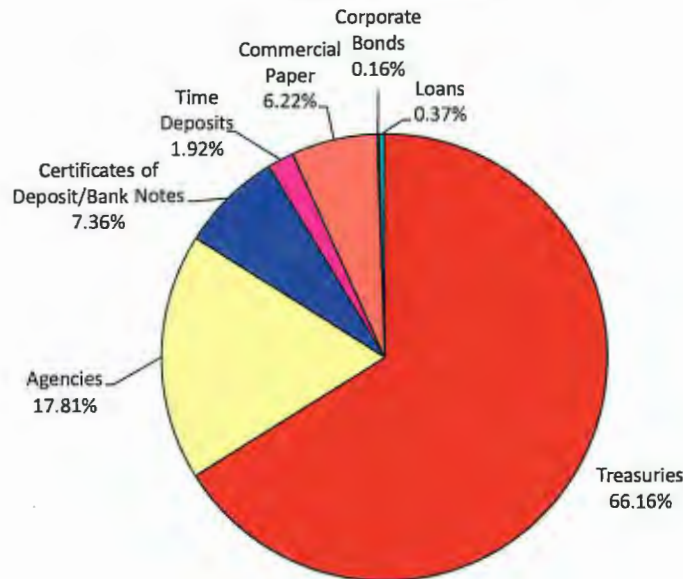


Chart does not include \$6,159,000.00 in mortgages, which equates to 0.003%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

WWTP MONTHLY TOTALS

And Review

MONTH: February

YEAR: 2022

Pond# 4	8" elevation gain, starting March at 2263' (2' higher- approximately 6 million gallons more in storage than March 2021)
PG&E Kilo use	419 kWhrs at WWTP 85 kWhrs at IPS
Rain Fall at WWTF	0.4" recorded between the 22 nd and 23 rd
CL2 Usage	None
Plant influent gallons	3,518,000 gallons (500k less than February 2021)
Effluent gallons	None
Ironstone Influent	97,600 gallons AVG
Hydro flushing lineal footage	>2,000' targeted
Sewer Overflow Count	None
Spray Field Gallons Applied	None

- IPS check valves, pump belts and motor lubrication serviced and cleaned on the 15th. The amount of debris ragging on the check valve amateurs appears to be consistent in amount and material make up as the last service at the end of December. Operations have shortened the timing

between servicing from quarterly to every two months. There were not any performance issues with either of the pumps causing the increase in service frequency but, the amount of debris recovered considerable, warranting a schedule change.

- Param Dhillon our regional Division of Dams inspector conducted our annual facility check on the 9th. Generally, our Dam, dikes, gate, spillway and weeps and were found in good repair and working order however, we do have a on going battle with gophers and ground squirrels burrowing around our ponds. Some different vector baiting technics were discussed with Param and immediately implemented.
- Grant Fong from Northstar Chemicals was at the Plant on the 17th to finalize the chlorine tank placement and delivery. Lead time for the install can be the end of March which could necessitate a final delivery from Brentag before we switch chemical suppliers. Chemical carry over was discussed with Grant and will be taken into account and transferred by Northstar's installation techs.

5/13/2021 Added Cost of Living Or 2.00%

APPROVED SALARY SCHEDULE

Position	HOURLY RANGE			
Administration Manager	31.46	42.62	65,430.14	88,640.45
Operations Manager	31.46	42.62	65,430.14	88,640.45
General Manager	31.46	42.62	65,430.14	88,640.45
Certified Operators	19.92	37.29	41,434.85	77,565.70
Operator in Training	16.77	20.00	34,879.10	41,600.00
Finance-Office Manager	20.97	31.97	43,620.10	66,490.94
Accounting Clerk	15.73	26.64	32,715.07	55,416.19
Administrative Assistant	15.73	26.64	32,715.07	55,416.19
Temporary Staff	15.73	19.18	32,715.07	39,886.08

405 Insurance Benefits

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

Monthly allocation updates: 2/14/19 old \$2,200.00 Res. No. 2019-02

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

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

Each employee can select from several CalPERS plans the plan(s) of their choosing. The District will only pay up to an amount not to exceed \$2,300.00 monthly per eligible employee and dependents. The District will pay the full premium each month. If an employee selects a plan(s) that exceeds the \$2,300.00 allocation, any amount over that will be paid for by the employee. The amount will be deducted from the employees pay check each pay period to cover the cost difference.

Eligible employees who elect not to participate in the Districts Medical Insurance plan may choose to receive the monthly allocation of funds in the amount of \$2,200.00. These funds are to be used at the employee's discretion. Cash out amounts will be taxed as regular income and provided to the employee with their regular paycheck.

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