

**MIDWAY HEIGHTS
COUNTY WATER DISTRICT**

**Budget
2022 Fiscal Year**

**Adopted
June 17, 2021**

Midway Heights County Water District
Fiscal Year 2022 Approved

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Fiscal Year 2022

Highlights of the budget:

1. Increased cost for purchasing additional irrigation water due to increased demand and a slight increase from PCWA. (page 3, operational expenditures, item 1)
2. Increase in salaries for adjustment to Water Utility Worker I/II pay scale and additional part time employee for office support. (page 3, operational expenditures, item 3). Note, office employee not approved in adopted budget but was in draft.
3. Payoff of CalPERS Pension-Unfunded Liabilities. (page 3, operational expenditures, item 4 b). Note, paying off unfunded pension liabilities was in draft but not adopted.
4. Grant income from PCWA (page 6, Other Revenue, item 4) and use of matching funds for the grants: Funding Source (page 7, Bond Fund, item 1)

Information can be found in the Budget detail, page 8 to 12 along with the additional support material.

MHCWD BUDGET FISCAL YEAR 2022 Approved

July 1, 2021 to June 30, 2022

	FY 2021 TOTAL AMENDED	FY 2021 IRRIGATION	FY 2021 TREATED		FY 2022 TOTAL Approved	FY 2022 IRRIGATION	FY 2022 TREATED
<u>SALES, FEES AND REIMBURSEMENTS</u>							
1) Irrigation Water Resale	<u>\$234,691</u>	<u>\$234,691</u>	<u>\$0</u>		<u>\$242,587</u>	<u>\$242,587</u>	<u>\$0</u>
a) Miners Inch Service	\$142,024	\$142,024	\$0		\$150,081	\$150,081	\$0
b) Metered Service Charge	\$72,435	\$72,435	\$0		\$71,280	\$71,280	\$0
c) Metered Water Usage	\$20,232	\$20,232	\$0		\$21,227	\$21,227	\$0
2) Treated Water Resale	<u>\$442,081</u>	<u>\$0</u>	<u>\$442,081</u>		<u>\$459,658</u>	<u>\$0</u>	<u>\$459,658</u>
a) Service Charges	\$307,585		\$307,585		\$317,483		\$317,483
b) Metered Water Usage	\$134,495		\$134,495		\$142,175		\$142,175
3) Late Charges/Returned Check Fees	<u>\$156</u>	<u>\$78</u>	<u>\$78</u>		<u>\$156</u>	<u>\$78</u>	<u>\$78</u>
a) Late charges	\$0	\$0	\$0		\$0	\$0	\$0
b) Returned check fees	\$156	\$78	\$78		\$156	\$78	\$78
4) Irrigation Reconnection Fees	<u>\$600</u>	<u>\$600</u>	<u>\$0</u>		<u>\$600</u>	<u>\$600</u>	<u>\$0</u>
5) Treated Reconnection Fees	<u>\$125</u>	<u>\$0</u>	<u>\$125</u>		<u>\$125</u>	<u>\$0</u>	<u>\$125</u>
6) Installations-Irrigation (Reimbursed Expenditures)	<u>\$4,000</u>	<u>\$4,000</u>	<u>\$0</u>		<u>\$4,000</u>	<u>\$4,000</u>	<u>\$0</u>
7) Installations-Treated (Reimbursed Expenditures)	<u>\$4,000</u>	<u>\$0</u>	<u>\$4,000</u>		<u>\$4,000</u>	<u>\$0</u>	<u>\$4,000</u>
TOTAL-SALES, FEES AND REIMBURSEMENTS:	<u>\$685,653</u>	<u>\$239,369</u>	<u>\$446,284</u>		<u>\$711,126</u>	<u>\$247,265</u>	<u>\$463,861</u>

Operational Expenditures

	FY 2021 TOTAL AMENDED	FY 2021 IRRIGATION	FY 2021 TREATED	FY 2022 TOTAL Approved	FY 2022 IRRIGATION	FY 2022 TREATED
1) Irrigation Water Purchase	<u>\$26,234</u>	<u>\$26,234</u>	<u>\$0</u>	<u>\$34,171</u>	<u>\$34,171</u>	<u>\$0</u>
2) Treated Water Purchase	<u>\$125,722</u>	<u>\$0</u>	<u>\$125,722</u>	<u>\$131,559</u>	<u>\$0</u>	<u>\$131,559</u>
3) Payroll	<u>\$298,049</u>	<u>\$122,418</u>	<u>\$175,631</u>	<u>\$304,736</u>	<u>\$124,337</u>	<u>\$180,398</u>
a) Administration/Office	\$95,513	\$42,437	\$53,076	\$96,620	\$42,820	\$53,800
b) Administration/Office salaries reimbursed	\$500	\$250	\$250	\$500	\$250	\$250
c) Field salaries	\$147,810	\$55,429	\$92,381	\$157,075	\$58,655	\$98,420
d) Field salaries reimbursed	\$3,760	\$1,880	\$1,880	\$3,760	\$1,880	\$1,880
e) Health Benefits	\$50,466	\$22,422	\$28,044	\$46,781	\$20,733	\$26,049
4) Employer Payroll Liabilities	<u>\$34,141</u>	<u>\$12,803</u>	<u>\$21,338</u>	<u>\$35,781</u>	<u>\$14,004</u>	<u>\$21,777</u>
a) CalPERS Pension	\$22,530	\$8,449	\$14,081	\$22,735	\$8,526	\$14,209
b) CalPERS Pension-Unfunded Liabilities	\$7,315	\$2,743	\$4,572	\$8,591	\$3,807	\$4,784
c) Social Security	\$572	\$215	\$358	\$579	\$217	\$362
d) Medicare	\$3,724	\$1,396	\$2,327	\$3,876	\$1,453	\$2,422
5) Professional Services	<u>\$39,400</u>	<u>\$15,573</u>	<u>\$23,827</u>	<u>\$42,095</u>	<u>\$16,462</u>	<u>\$25,633</u>
a) Legal	\$6,000	\$2,666	\$3,334	\$10,000	\$4,432	\$5,568
b) Engineering	\$2,000	\$889	\$1,111	\$6,000	\$2,659	\$3,341
c) Accounting/Audit/Payroll	\$11,690	\$5,194	\$6,496	\$12,050	\$5,340	\$6,710
d) Laboratory Analysis	\$4,350	\$0	\$4,350	\$4,950	\$0	\$4,950
e) Software and Software Support	\$15,360	\$6,825	\$8,535	\$9,095	\$4,031	\$5,064
6) Contract Field Work	<u>\$5,240</u>	<u>\$2,564</u>	<u>\$2,676</u>	<u>\$5,240</u>	<u>\$2,563</u>	<u>\$2,677</u>
a) Contract Irrigation Repairs/Maintenance	\$2,000	\$2,000	\$0	\$2,000	\$2,000	\$0
b) Irrigation Installations (reimbursed)	\$0	\$0	\$0	\$0	\$0	\$0
c) Contract Treated Repairs/Maintenance	\$2,000	\$0	\$2,000	\$2,000	\$0	\$2,000
d) Treated Installations (reimbursed)	\$0	\$0	\$0	\$0	\$0	\$0
e) Backfill Material	\$1,000	\$444	\$556	\$1,000	\$443	\$557
f) Backfill Material (reimbursed)	\$240	\$120	\$120	\$240	\$120	\$120

Operational Expenditures

	FY 2021 TOTAL AMENDED	FY 2021 IRRIGATION	FY 2021 TREATED		FY 2022 TOTAL Approved	FY 2022 IRRIGATION	FY 2022 TREATED
7) Office	<u>\$9,150</u>	<u>\$4,065</u>	<u>\$5,085</u>		<u>\$5,400</u>	<u>\$2,393</u>	<u>\$3,007</u>
a) Supplies	\$4,400	\$1,955	\$2,445		\$4,400	\$1,950	\$2,450
b) Maintenance/Repairs/Replacement	\$4,750	\$2,110	\$2,640		\$1,000	\$443	\$557
8) Postage	<u>\$2,803</u>	<u>\$1,245</u>	<u>\$1,557</u>		<u>\$2,803</u>	<u>\$1,242</u>	<u>\$1,560</u>
9) Telephone & Alarms	<u>\$7,581</u>	<u>\$3,368</u>	<u>\$4,213</u>		<u>\$6,911</u>	<u>\$3,063</u>	<u>\$3,848</u>
10) Utilities (Electric & Telemetry)	<u>\$3,735</u>	<u>\$2,510</u>	<u>\$1,225</u>		<u>\$4,777</u>	<u>\$2,326</u>	<u>\$2,452</u>
11) Publications/Dues/Fees	<u>\$7,244</u>	<u>\$3,099</u>	<u>\$4,145</u>		<u>\$7,624</u>	<u>\$3,281</u>	<u>\$4,343</u>
a) Publications & Publishing	\$70	\$31	\$39		\$70	\$31	\$39
b) Licenses Fees	\$270	\$0	\$270		\$220	\$0	\$220
c) Dues and Subscriptions	\$6,904	\$3,067	\$3,837		\$7,334	\$3,250	\$4,084
12) Election Expense	<u>\$893</u>	<u>\$397</u>	<u>\$496</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
13) Director's Fees	<u>\$9,229</u>	<u>\$4,101</u>	<u>\$5,129</u>		<u>\$9,341</u>	<u>\$4,140</u>	<u>\$5,201</u>
14) Insurance	<u>\$23,586</u>	<u>\$10,479</u>	<u>\$13,107</u>		<u>\$21,886</u>	<u>\$9,699</u>	<u>\$12,186</u>
a) Liability & Property	\$12,615	\$5,605	\$7,010		\$12,100	\$5,363	\$6,738
b) Workers Comp. Insurance	\$10,971	\$4,875	\$6,097		\$9,786	\$4,337	\$5,449
15) Operation & Maintenance Materials	<u>\$21,550</u>	<u>\$13,300</u>	<u>\$8,250</u>		<u>\$14,800</u>	<u>\$6,550</u>	<u>\$8,250</u>
a) Irrigation - maintenance expense	\$11,550	\$11,550	\$0		\$4,800	\$4,800	\$0
b) Irrigation - installation expense (reimbursed to District)	\$1,750	\$1,750	\$0		\$1,750	\$1,750	\$0
c) Treated - maintenance expense	\$6,500	\$0	\$6,500		\$6,500	\$0	\$6,500
d) Treated - installation expense (reimbursed to District)	\$1,750	\$0	\$1,750		\$1,750	\$0	\$1,750

<u>Operational Expenditures</u>	FY 2021 TOTAL AMENDED	FY 2021 IRRIGATION	FY 2021 TREATED		FY 2022 TOTAL Approved	FY 2022 IRRIGATION	FY 2022 TREATED
16) Mileage Reimbursement	<u>\$500</u>	<u>\$225</u>	<u>\$275</u>		<u>\$500</u>	<u>\$222</u>	<u>\$278</u>
17) Travel, Meetings & Training	<u>\$3,000</u>	<u>\$1,333</u>	<u>\$1,667</u>		<u>\$3,000</u>	<u>\$1,330</u>	<u>\$1,670</u>
18) Safety Equipment	<u>\$3,000</u>	<u>\$1,333</u>	<u>\$1,667</u>		<u>\$3,000</u>	<u>\$1,330</u>	<u>\$1,670</u>
19) Water Board System Fee	<u>\$2,897</u>	<u>\$0</u>	<u>\$2,897</u>		<u>\$2,911</u>	<u>\$0</u>	<u>\$2,911</u>
20) Vehicle/Mobile Equip. Maint. & Op.	<u>\$12,600</u>	<u>\$5,598</u>	<u>\$7,002</u>		<u>\$13,439</u>	<u>\$5,956</u>	<u>\$7,483</u>
a) mainnance	\$6,600	\$2,925	\$3,675		\$3,000	\$1,330	\$1,670
b) fuel	\$6,000	\$2,659	\$3,341		\$10,439	\$4,626	\$5,812
21) Rentals	<u>\$9,009</u>	<u>\$4,003</u>	<u>\$5,006</u>		<u>\$11,672</u>	<u>\$5,173</u>	<u>\$6,499</u>
a) Office Rental	\$5,388	\$2,394	\$2,994		\$7,932	\$3,515	\$4,417
b) Field Equipment Rental	\$2,000	\$889	\$1,111		\$2,000	\$886	\$1,114
c) Portable Toilet	\$1,621	\$720	\$901		\$1,740	\$771	\$969
22) Bank Charges	<u>\$1,400</u>	<u>\$622</u>	<u>\$778</u>		<u>\$1,440</u>	<u>\$638</u>	<u>\$802</u>
23) Admin. Fees (includes LAFCO fees)	<u>\$1,405</u>	<u>\$624</u>	<u>\$781</u>		<u>\$1,405</u>	<u>\$623</u>	<u>\$782</u>
TOTAL-OPERATING EXPENDITURES	<u>\$648,369</u>	<u>\$235,894</u>	<u>\$412,475</u>		<u>\$664,490</u>	<u>\$239,502</u>	<u>\$424,988</u>
NET REVENUE-OPERATIONAL	<u>\$37,284</u>	<u>\$3,475</u>	<u>\$33,809</u>		<u>\$46,636</u>	<u>\$7,763</u>	<u>\$38,873</u>

OTHER REVENUE

	FY 2021 TOTAL AMENDED	FY 2021 IRRIGATION	FY 2021 TREATED		FY 2022 TOTAL Approved	FY 2022 IRRIGATION	FY 2022 TREATED
1) Treated Water Connections	<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>		<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>
2) Taxes	<u>\$48,900</u>	<u>\$21,726</u>	<u>\$27,174</u>		<u>\$50,300</u>	<u>\$22,292</u>	<u>\$28,008</u>
3) Non-Dedicated Interest from Investments	<u>\$10,900</u>	<u>\$4,843</u>	<u>\$6,057</u>		<u>\$3,465</u>	<u>\$1,536</u>	<u>\$1,929</u>
4) Grants-PCWA	<u>\$30,900</u>	<u>\$13,694</u>	<u>\$17,206</u>		<u>\$434,819</u>	<u>\$423,683</u>	<u>\$11,136</u>
5) Miscellaneous income	<u>\$3,600</u>	<u>\$1,595</u>	<u>\$2,005</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL-OTHER REVENUE:	<u>\$99,300</u>	<u>\$41,859</u>	<u>\$57,441</u>		<u>\$493,584</u>	<u>\$447,510</u>	<u>\$46,073</u>

Funding Of Contingencies & Reserves

	FY 2021 TOTAL AMENDED	FY 2021 IRRIGATION	FY 2021 TREATED		FY 2022 TOTAL Approved	FY 2022 IRRIGATION	FY 2022 TREATED
1) Treated Water Capital Facilities above item funded by treated connection charges	<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>		<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>
2) Irrigation And Treated Rate Stabilization Reserves above item funded by water charges	<u>\$30,587</u>	<u>\$30,045</u>	<u>\$542</u>		<u>\$25,402</u>	<u>\$25,203</u>	<u>\$199</u>
3) Vehicle/Mobile Equipment Reserve	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$35,587</u>	<u>\$30,045</u>	<u>\$5,542</u>		<u>\$30,402</u>	<u>\$25,203</u>	<u>\$5,199</u>
NET REVENUE-OTHER	<u>\$63,713</u>	<u>\$11,814</u>	<u>\$51,899</u>		<u>\$463,182</u>	<u>\$422,307</u>	<u>\$40,874</u>

TOTAL-NET REVENUE	<u>\$100,997</u>	<u>\$15,289</u>	<u>\$85,707</u>		<u>\$509,817</u>	<u>\$430,070</u>	<u>\$79,747</u>
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CAPITAL IMPROVEMENT, DEBT SERVICES AND RESERVE FUNDS BUDGET

<u>FUNDING SOURCE</u>	<u>FY 2021 TOTAL AMENDED</u>	<u>FY 2021 IRRIGATION</u>	<u>FY 2021 TREATED</u>		<u>FY 2022 TOTAL Approved</u>	<u>FY 2022 IRRIGATION</u>	<u>FY 2022 TREATED</u>
1) Reserves	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$103,705</u>	<u>\$103,705</u>	<u>\$0</u>
2) Designated for Future Occurrences Reserve	<u>\$13,278</u>	<u>\$5,899</u>	<u>\$7,379</u>		<u>\$13,278</u>	<u>\$5,885</u>	<u>\$7,393</u>
3) Treated Capital Facilities Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
4) Irrigation And Treated Rate Stabilization Reserves	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
5) Emergency Reserve	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
6) Current FY-Operation Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL-FUNDING SOURCE:	<u>\$13,278</u>	<u>\$5,899</u>	<u>\$7,379</u>		<u>\$116,983</u>	<u>\$109,590</u>	<u>\$7,393</u>
<u>CAPITAL EXPENDITURES</u>							
1) Capital Expenses	<u>\$114,275</u>	<u>\$21,189</u>	<u>\$93,086</u>		<u>\$626,799</u>	<u>\$539,660</u>	<u>\$87,139</u>
a) Treated tank loan debt services	\$60,584	\$0	\$60,584		\$60,584	\$0	\$60,584
b) Loan Payment for District trucks	\$27,691	\$12,303	\$15,388		\$27,691	\$12,272	\$15,419
c) Strategic Plan	\$20,000	\$8,886	\$11,114		\$20,000	\$8,864	\$11,136
d) Treated tank maintenance	\$6,000	\$0	\$6,000		\$0	\$0	\$0
e) System improvements	\$0	\$0	\$0		\$0	\$0	\$0
f) System improvements	\$0	\$0	\$0		\$518,524	\$518,524	\$0
TOTAL-Expenditures	<u>\$114,275</u>	<u>\$21,189</u>	<u>\$93,086</u>		<u>\$626,799</u>	<u>\$539,660</u>	<u>\$87,139</u>
NET:CAP IMPR, DEBT SER AND RES FUNDS BUDGET	<u>(\$100,997)</u>	<u>(\$15,290)</u>	<u>(\$85,707)</u>		<u>(\$509,816)</u>	<u>(\$430,070)</u>	<u>(\$79,746)</u>
NET TOTAL-FISCAL YEAR BUDGET	<u>\$0</u>	<u>(\$0)</u>	<u>\$0</u>		<u>(\$0)</u>	<u>\$0</u>	<u>\$0</u>

SALES, FEES AND REIMBURSEMENTS: PAGE 1

EXPENDITURES DETAIL: PAGE 2-4

Note: shared item costs are allocated based a percentage of the customer base of irrigation customers (44%) and treated customers (56%).

1. Irrigation Water Purchase

Provides funding for irrigation water purchases from Placer County Water Agency (PCWA). Increased water purchased above three-year historical average related to increased demand possibly linked to customer fire-safe efforts.

2. Treated Water Purchase

Provides funding for treated water purchases from Weimar Water Company (WWC).

3. Salaries and Benefits

This category represents direct and indirect costs associated with the funding for personnel employed by the District for administration and field operations. A 1.21% COLA was included for field staff.

Ad-hoc committee added a part time office employee for the last six months of the year.

Administration/ Office

Provides funding for administration salary costs.

Administration/Office Salaries Reimbursed

Administrative cost reimbursed to the District for events such as installation of water services.

Field Salaries

Provides funding for field operations salary costs.

Field Salaries Reimbursed

Field costs reimbursed to the District for events such as installation of water services.

Health Benefits

Provides funding for payments related to employee health benefits.

4. Employer Payroll Liabilities

Represents payments associated with employer payroll liabilities: social security, PERS retirement, and Medicare.

5. Professional Services

Legal

Provides funding for administrative services by the District's legal counsel. Normally based on 3 year average. Ad-hoc committee increased this item by \$2,000 over that of the prior Fiscal Year.

Engineering

Provides funding for projects provided by the District's engineering consultants. Normally based on 3 year average. Ad-hoc committee adjusted this item downward by \$2,000 from that of the prior Fiscal Year.

Accounting/ Audit/ Payroll

Provides funding for the preparation of the District's annual audit and for the District's accountant.

Laboratory Analysis

Provides funding for laboratory services for mandated water quality monitoring of the water supply. This includes routine distribution system monitoring, emergency repair sampling and samples collected for analysis at customer request. The District voluntarily increased water sampling in 2019 to monitor the incoming treated water quality supply. This cost is \$1,500 a year plus staff time.

Software and Software Support

Provides funding for the District's maintenance and service agreement for the billing system, software upgrades, etc. Increased cost relates to introduction of online bill payment and other services.

6. Contract Field Work: Based on three year average

Contract Irrigation Repairs/Maintenance

Provides funding for repairs and maintenance associated with the District's irrigation system done by outside contractors.

Irrigation Installations Reimbursed

Reimbursements associated with installing customer services.

Contract Treated Repairs/Maintenance

Provides funding for repairs and maintenance associated with the District's treated system done by outside contractors.

Treated Installations Reimbursed

Reimbursements associated with installing customer services.

Backfill Material

Provides funding for backfill material for restoration of areas affected by system repairs.

Backfill Material Reimbursed

Provides funding for backfill material reimbursements for restoration of areas affected by installing water services.

7. Office:

Supplies - Based on three year average

Provides funding for costs associated with the printing of bills, customer correspondence and Board Meeting items as well as all miscellaneous office supplies.

Maintenance/Repairs

Provides funding for costs associated with maintaining and repairing office equipment. Decrease is because PCWA provided a grant of \$4,000 for new computer equipment to run the District's GIS program in prior fiscal year.

8. Postage

Provides funding for mailing of all customer bills and District correspondence.

9. Telephone and alarms:

Provides funding for telephones, cellular phones, pagers, and alarms.

10. Utilities:

Provides funding for telemetry and electrical energy costs for the operation of all District facilities. Increased electrical cost includes PG&E rate increase and installation of heat and air unit that protect the electronics that monitor the treated water system at the treated tank site.

11. Publications/Dues/Fees

Publications and Publishing

Provides funding for District advertising of legal ads and for vacancies that may occur.

Licenses Fees

Provides funding for operator's licenses.

Dues and Subscriptions

Provides funding for professional organization memberships including ACWA, AWWA, CSDA, NRWA, and USA North.

12. Election Expenses

Provides funding for the general election.

13. Director's Fees

Provides funding for the Board of Directors to attend the monthly Board Meeting, standing committee meetings and miscellaneous meetings that may arise. 1.21% COLA.

14. Insurance

Provides funding for insurance premiums payable to ACWA/JPIA.

Liability and Property: based on current rates plus 5%.

Workers Compensation: based on current rates

15. Operation and Maintenance Material

Irrigation - Maintenance Expense

Provides funding for repairs and maintenance associated with the District's irrigation system. Based on three-year average.

Irrigation - Installation Expense

Provides funding for installation expenses associated with the District's irrigation system.

Treated - Maintenance Expense

Provides funding for repairs and maintenance associated with the District's treated system. Based on three-year average.

Treated - Installation Expense

Provides funding for installation expenses associated with the District's treated system.

16. Mileage Reimbursement

Provides funding for mileage reimbursement to District employees who use their personal vehicle for District business.

17. Travel, Meetings and Training

Provides funding for meetings and conferences associated with job assignments or related to the conduct of District business. Also provides funds for training materials, programs, and fees to attend training sessions for staff to keep current with new laws, technologies and methods of carrying out the mission of the District.

18. Safety Equipment

Provides funding for worksite safety and personal protective equipment.

19. Water Board System Fee

Provides funding for the State Department of Health Services Drinking Water Program permit.

20. Vehicle/Mobile Equipment M&O:

Provides funding for the maintenance and operation of the District's vehicles and mobile equipment including fuel purchases. The anticipated maintenance cost was lowered by \$3,600 from the prior year when the District purchased new tires for the three service trucks. Fuel costs have risen. Fuel is now \$4.00 a gallon. Fuels Cost is estimated to be \$10,439 and maintenance \$3,000.

21. Rentals

Office Rental

Provides funding for the District office space rental located at 16733 Placer Hills Rd. Meadow Vista.

Field equipment rental

Provides funding for field equipment rentals.

Portable Toilet

Provides funding for the rental, maintenance and cleaning of the portable toilet located at the District's maintenance yard.

22. Bank Charges

Provides funding for service charges associated with the District's bank accounts. Increased due to online bill pay available to customers.

23. Administration Fees

Provides funding for miscellaneous administrative fees including LAFCO.

OTHER REVENUE, PAGE 5

4. Grants-PCWA

Grant from PCWA of \$20,000 to do a strategic plan, \$135,200 for improvements at the District's reservoir and \$279,619 for replacement of approximately 1,500 feet of irrigation main with installation of a fire hydrant.

FUNDING OF CONTINGENCIES & RESERVES: PAGE 6

This category accounts for expenditures designated for contingencies and reserves.

1) Treated Water Connections - from connection fees.

2) Irrigation And Treated Rate Stabilization Reserves - from charges for water service.

3) Vehicle/Mobile Equipment Reserve - funds replacement of vehicles, backhoe, etc.

CAPITAL IMPROVEMENT, DEBT SERVICES AND RESERVE FUNDS BUDGET: PAGE 7

1) Bond Fund: \$91,400 to pay off unfunded pension liabilities. This will save the District \$57,270 in interest payments over the next 22 years according to the CalPERS amortization schedule. Additionally, this will free up approximately \$10,000 of cash flow each year for the next eight years. \$103,705 is for matching funds for the PCWA grants.

2) Designated for Future Occurrences Reserve: to fund 50% of truck loan payment from reserves.

CAPITAL EXPENDITURES

1) f) System Improvements: \$169,000 for District reservoir improvements plus \$349,524 for replacement of approximately 1,500 feet of irrigation main with installation of a fire hydrant.

Investment Fund @ Placer County

	4/1/2021
Emergency Reserve	\$80,000.00
Future Occurrences	\$160,195.65
Current FY Operation Fund	\$66,904.72
DWR-1990 Loan Fund	\$261,161.20
Treated Water Capital Facilities	\$47,313.29
Rate Stabilization	\$0.00
TOTAL	\$615,574.86

Breakdown of Future Occurrences Fund

Truck & Mobile Equipment	\$39,833.10
Easement Clearing	\$9,759.06
Irrigation Rate Shift Fund	\$72,655.00
System Repair & Replacement	\$37,948.49
TOTAL	\$160,195.65

MIDWAY HEIGHTS COUNTY WATER DISTRICT

WAGE STEPS

WATER UTILITY MAINTENANCE WORKER I

Steps	Prior Hourly	Proposed Hourly
1	\$ 16.92	\$ 16.92
2	\$ 17.35	\$ 17.77
3	\$ 17.78	\$ 18.66
4	\$ 18.23	\$ 19.59
5	\$ 18.68	\$ 20.57
6	\$ 19.16	\$ 21.60
7	\$ 19.65	\$ 22.68
8	\$ 20.15	\$ 23.81

WATER UTILITY MAINTENANCE WORKER II

Steps	Prior Hourly	Proposed Hourly
1	\$ 19.73	\$ 21.00
2	\$ 20.23	\$ 22.05
3	\$ 20.76	\$ 23.15
4	\$ 21.29	\$ 24.31
5	\$ 21.84	\$ 25.53
6	\$ 22.42	\$ 26.80
7	\$ 23.00	\$ 28.14
8	\$ 23.60	\$ 29.55

MIDWAY HEIGHTS COUNTY WATER DISTRICT

**SALARY RANGE FOR OFFICE ASSISTANT II
RECEPTIONIST**

<u>Steps</u>	<u>Prior Hourly wage</u>	<u>Proposed Hourly</u>
1	\$13.11	\$16.92
2	\$13.90	\$17.77
3	\$14.73	\$18.66
4	\$15.62	\$19.59
5	\$16.55	\$20.57
6	\$17.55	\$21.60
7	\$18.60	\$22.68
8	\$19.71	\$23.81

OFFICE ASSISTANT II /RECEPTIONIST

Employee Name:
Grade:N/A
Status: Non-Exempt
Other:

Reports to: General Manager
Salary Range:\$12.93 to \$19.44
Date:12/14/2013

Definition/Summary

Under general supervision, positions in the Office Assistant II classification are responsible for performing office support work. Incumbents work under minimal supervision, performing a variety of the more complex typing and office support assignments. Incumbents are expected to understand the services, policies, and procedures of the Department or service area to which they are assigned.

Essential Functions

- Performs a variety of data entry assignments, using a computer's word processing programs.
- Answers the telephone and greets office visitors, providing a wide range of information, or referring them to other staff.
- Performs filing and recordkeeping.
- Prepares a variety of correspondence.
- Receives, distributes, and dispatches mail.
- Develops, maintains, and completes forms.
- Arranges interviews and coordinates schedules.
- Receives and processes applications.
- Proofreads copies.
- Gathers and organizes a variety of information and material.
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Prepares a variety of reports.
- May assist with preparing payroll information.
- Operates copiers and a variety of office equipment.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Policies, procedures, and operations of the Department or office to which assigned.
- Modern office methods, procedures, and equipment.
- Filing methods and recordkeeping systems.
- Receptionist and telephone techniques.
- Basic mathematics.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Perform a variety of office support and program support assignments with minimal supervision.
- Spell correctly.
- Make basic arithmetical computations.
- Follow oral and written directions.
- Type at a rate of 45 words per minute from clear, legible copy.
- Operate a computer for word processing and other purposes.
- Operate a variety of office equipment.
- Talk to and interview others to obtain or exchange information.
- Prepare and organize a variety of information.
- Effectively maintain good relations during public contacts.

Typical Physical Activities

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education: Completion of basic educational training in office skills.

Experience: One year of increasingly responsible work experience performing a variety of office support work.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

REMOVE BEFORE USE: The following Job Description is intended as a model or template for use within an organization. It is not intended as a final document. The individual districts that download and utilize this template should edit and modify the document to fit their own district and job specific duties. The JPIA is not engaged in rendering legal advice or professional legal services. Anyone creating a job description using this document should consult a qualified labor attorney or consultant before relying on it.