



## **AGENDA**

**Wednesday – June 25, 2014**

**Community Building  
33 Church Street  
Sutter Creek, CA 95685**

**10:00 A.M.**

*PROCEEDINGS OF THIS MEETING ARE TAPE RECORDED.  
PLEASE TURN OFF ALL CELL PHONES, PAGERS AND WIRELESS DEVICES.*

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **AGENDA**: Approval of agenda for this date; any and all off-agenda items must be approved by the Board of Directors.
4. **PUBLIC MATTERS NOT ON AGENDA**: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the Amador Regional Sanitation Authority; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note – there is a five (5) minute limit per topic.
5. **AGENDA**: – Discussion and Action all items.
  - A. 2014-2015 Preliminary Budget review (discussion only).
  - B. ARSA Water Recycling Grant #13-711-550.
    - i. Status update (discussion only).
    - ii. Ad-Hoc Committee Member selection (action requested).
6. **MANAGER’S REPORT**: Discussion only.
  - A. The Manager will provide the Board with a verbal report on any additional District matters and future agenda items.
7. **CITY OF IONE UPDATE**
8. **NEXT MEETING**: The next regular meeting is scheduled for Wednesday, July 23, 2014.
9. **ADJOURNMENT**

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Mary Beth Van Voorhis at (209) 267-5647 ext. 245 or (209) 267-0639 (fax). Requests must be made as early as possible, and at least two-full business days before the start of the meeting.

Any writing that is distributed to a majority of the Board by any person in connection with an agenda item is a disclosable public record (subject to any exemption under the Public Records Act) and is available for inspection at the City of Sutter Creek, Amador Regional Sanitation Authority (ARSA), 18 Main St., Sutter Creek, CA 95685 during regular business hours. Any public documents distributed to the Board less than 72 hours prior to a meeting will be available at the City of Sutter Creek.



## **STAFF REPORT**

**MEETING DATE:** June 20, 2014  
**FROM:** Mary Beth Van Voorhis, Administrative Analyst  
**SUBJECT:** 2014-2015 Preliminary DRAFT Budget  
**AGENDA TYPE:** Open  
**ATTACHMENTS:** Yes

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### **RECOMMENDATION:**

Receive and discuss the attached 2014-2015 Preliminary DRAFT Budget. The 2014-2015 Budget will return to the next meeting for adoption by the Board along with complete detail of budget and expenses for the year 2013-2014.

### **BACKGROUND:**

Please find attached the ARSA Preliminary Draft Budget for 2014-2015.

Staff allocations are based on the approved City of Sutter Creek Budget. The City of Sutter Creek will formally adopt their 2014-2015 Budget at their meeting of July 7, 2014. Until formal approval, the following staff allocations are under consideration as they relate to operational costs under ARSA in a total amount of \$120,000 and reflect staff time of: Operator II – (Stone) = 75%, Operator I – (Jolley) = 25%, and Administration – (Van Voorhis) = 25%.

The City of Sutter Creek is proposing elimination of the Central Services, Human Resources, and Information Services line items from their budget and it is not anticipated to return, therefore, these line items in the ARSA preliminary draft budget are shown as zero.

Additional changes for 2014-2015 include:

Increase General Supplies (52010) by \$1,000.

Decrease Audit & Accounting (61015) due to the recent three year audit, by \$2,500.

Decrease Engineering (61025) to reflect actual anticipated expenses, by \$30,000.

Increase O&M Equipment (67010) by \$5,000 possible upgrade of the Gator (the existing one is getting tired and has been in need of replacement for some time).

The footnote on the attached document indicates it is an estimate and will return to the Board for approval upon adoption of the City of Sutter Creek budget.

### **BUDGET IMPACT**

Total anticipated reduction for 2014-2015 compared to 2013-2014 = \$118,275.

**ARSA BUDGET SUMMARY**  
**FISCAL YEAR**  
**2010-2011, 2011-2012, 2012-2013, 2013-2014 and PROJECTED 2014-2015**

		2010-11 Approved	2011-12 Approved	2012-13 Approved	2013/2014 Approved	Preliminary DRAFT 2014-2015
	<b>Revenues</b>					
	ARSA Service Allocation Cost	319,345	383,635	475,650	480,875	362,600
	Interest Revenue	-	-	-	-	-
	Other Income	5,000	-	-	-	-
	Transfer In from Capital Reserves	-	-	-	-	-
	<b>Total Revenues</b>	<b>324,345</b>	<b>383,635</b>	<b>475,650</b>	<b>480,875</b>	<b>362,600</b>
	<b>Expenditures</b>					
	<b>Personnel</b>					
40000	Salaries	75,000	91,129	76,544	79,493	-
40020	Overtime	6,000	20,679	24,000	24,000	-
41000	FICA	9,400	5,000	8,004	5,497	-
41010	SUI	290	300	433	333	-
41020	PERS	23,000	11,500	19,976	23,071	-
41030	Medicare	2,000	2,000	1,311	1,377	-
41040	Health Benefits	20,000	18,000	4,640	17,640	-
41050	Work Comp	5,000	6,000	4,465	4,674	-
41051	PR life ins	400	400	0	-	-
	<b>Total Personnel</b>	<b>141,090</b>	<b>155,008</b>	<b>139,373</b>	<b>156,085</b>	<b>120,000</b>
	<b>Operations</b>					
52010	General Supplies	250	750	1,000	1,000	2,000
52012	Fuel	3,500	8,694	6,000	6,000	6,500
54010	Small Equipment	-	893	1,000	1,000	1,000
55040	Clothing Sewer	275	275	489	500	500
55055	Lease Vehicle	-	-	0	-	-
55075	Flood Control	-	-	1,020	1,000	1,000
55095	Weed Control	-	-	1,020	1,000	1,000
55095	Taxes/Fees/Lic	28,000	20,015	20,000	20,000	20,000
61015	Audit & Acctg	5,000	5,000	11,000	5,000	2,500
61025	Engineering	20,000	60,000	89,183	90,000	60,000
61030	Special Legal	11,000	20,000	15,000	15,000	15,000
61060	Stipend: Board	1,100	1,100	1,100	1,100	1,100
62010	Communications	100	100	600	500	500
63061	Central Services	21,200	20,000	35,909	42,488	-
63062	Human Resources	2,500	2,500	9,589	13,952	-
63064	Information Services	2,000	-	0	-	-
63065	Facilities Management	2,500	-	0	-	-
63066	Vehicle Management	-	-	0	-	-
65010	Risk Management	9,600	11,076	12,997	12,000	12,000
65030	Membership Dues	750	750	1,500	1,000	1,000
65040	Travel/conf/Training	200	500	250	250	500
67009	Vehicle Maintenance	1,000	1,000	2,500	2,000	2,000
67010	O&M Equipment	6,700	10,000	2,500	5,000	10,000
67015	O&M Bld./Structure	2,000	2,000	352	35,000	35,000
67056	Repair/Maint	3,500	15,000	67,392	20,000	20,000
67057	ARSA Lease	10,000	-	0	-	-
67060	Sludge Removal	3,000	5,000	4,000	-	-
67070	Contingency	13,080	7,974	15,876	15,000	15,000
	<b>Total Operations</b>	<b>147,255</b>	<b>192,627</b>	<b>300,277</b>	<b>288,790</b>	<b>206,600</b>
	<b>Capital</b>					
70025	ARSA-Dam	36,000	36,000	36,000	36,000	36,000
	Equipment Replacement					
	<b>Total Capital</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>
	<b>Summary</b>					
	Personnel	141,090	155,008	139,373	156,085	120,000
	O&M	147,255	192,627	300,277	288,790	206,600
	Capital	36,000	36,000	36,000	36,000	36,000
	<b>Total</b>	<b>324,345</b>	<b>383,635</b>	<b>475,650</b>	<b>480,875</b>	<b>362,600</b>

\* Estimated City of Sutter Creek Budget 2014/2015 - Once approved final cost will return for approval.