



Item No. 4a.

UKIAH VALLEY SANITATION DISTRICT

AGENDA SUMMARY REPORT BOARD MEETING OF JUNE 20, 2013

APPROVAL OF HOURS WORKED BY THE DISTRICT MANAGER, AND ADMINISTRATIVE ASSISTANT FROM MAY 13, 2013 TO JUNE 15, 2013 (PAYROLL NO. 61) AND AUTHORIZATION TO SUBMIT PAYMENT REQUESTS FOR THE TRANSFER OF FUNDS FROM FUND 641 (NEW MUNIS CODE 94024423 51110) TO THE DISTRICT'S BANK ACCOUNT FOR GROSS EMPLOYEE COMPENSATION, EMPLOYER PAYROLL CONTRIBUTIONS, ADP ESTIMATED MONTHLY FEE AND BANK OF AMERICA CHECKING ACCOUNT FEE.

SUMMARY AND DISCUSSION

Submitted for the Board of Director's approval are the time logs depicting the hours worked by the District Manager and Administrative Assistant/Board Secretary for the payroll period between May 13, 2013 and June 15, 2013. Also submitted is an estimate of the ADP monthly payroll processing fee of \$90.00 and an estimate for Bank of America Checking Account fee of \$25.00. The District Manager is requesting that the Board approve the amount of expenditures for Gross Payroll, Employer Payroll Contribution, payroll processing costs and account costs in the amount of \$9976.02 for the five-week pay period as shown on the attached payroll calculation sheet.

FISCAL IMPACT

Payroll expenses for the District Manager and Administrative Assistant are budgeted in subaccount 641.7402.110.00 of Fund 641(new Munis Number 94024423-51110). The amount of \$21,000 has been approved for transfer from Fund 614 to the Salary account of Fund 641 to pay for 5 percent of the District Manager's time spent on projects.

RECOMMENDED ACTIONS

1. Approve the hours worked by the District Manager and Administrative Assistant as the hours are shown on the attached time sheets for the pay period between May 13, 2013 and June 15, 2013.

Authorize the District Manager to submit payment authorization to the City for the transfer of funds in the amount of \$9976.02 for payroll expenses from Fund 641, to the District's Bank of America Checking Account.

ALTERNATIVE ACTIONS

NA

ATTACHMENTS

1. Time sheets for the District Manager and Administrative Assistant/Board Secretary for the five-week pay period from May 13, 2013 and June 15, 2013 (Pay Period No. 61).
2. Calculation of Gross Compensation and Employer Payroll Tax Contributions for Pay Period No 61.

Frank McMichael, UVSD District Manager



Item No. 4b.

UKIAH VALLEY SANITATION DISTRICT

AGENDA SUMMARY REPORT BOARD MEETING OF JUNE 20, 2013

RECEIVE PAYROLL REPORT SUBMITTED BY ADP FOR THE PAY PERIOD FROM APRIL 15, 2013 TO MAY 12, 2013 AND ASSOCIATED REPORT FROM THE DISTRICT MANAGER

SUMMARY

Submitted for the Board's information are (1) the Payroll Summary Report prepared by ADP for the pay period from April 15, 2013 to May 12, 2013 (Pay Period No. 60), (2) calculations of gross compensation, employer payroll contributions, and other fees calculated by the District Manager that were previously approved by the Board on May 16, 2013 for the purpose of transferring funds from Budget Fund 641 to the District's payroll bank account prior to ADP processing the debits, (3) bank account deposit receipt (4) payment request to the City Finance Department, and

DISCUSSION

The purpose of this Report is to provide the following:

- Verification that the fund transfers requested by the District Manager will cover the payroll compensation amount, employer payroll contribution, and payroll service fees calculated by ADP.
- A truing-up of future transfers to ensure that excess funds do not accumulate in the District's Payroll Bank Account.
- Provide a method of accounting control for the Board
- Provide public disclosure of monies expended

The following monetary amounts were transferred from the indicated Funds:

- \$6008.27 from Fund 641 for gross payroll and employer contributions for payroll No. 60

For Payroll No. 60 ADP's fees are \$76.57

For the Month of May checking accounts expenses were \$22.85

The balance of \$9182.90 within the District's Payroll Bank Account reflects the balance before the payroll expenses and ADP fees have been deducted.

FISCAL IMPACT

Employee payroll expenses for the District Manager and Administrative Assistant/Board Secretary along with the associated employer payroll contributions have been budgeted in Fund 641 under account 641.7402.110.000 (new Munis Number 94024423 - 51110)

RECOMMENDED ACTIONS

Receive Report

ALTERNATIVE ACTIONS

Provide other direction to staff

ATTACHMENTS

1. Payroll Summary Report submitted by ADP for Payroll Period No. 60
2. Calculation of Gross Compensation and Employer Payroll Contributions and Other Fees for Payroll Period No. 60
3. Copies of bank statement

Frank McMichael
UVSD District Manager/Clerk



UKIAH VALLEY SANITATION DISTRICT

AGENDA SUMMARY REPORT BOARD MEETING OF JUNE 20, 2013

REPORT OF PAYMENTS APPROVED BY THE DISTRICT MANAGER PURSUANT TO RESOLUTION 09-07

SUMMARY

The attached Reports are being submitted to the Board pursuant to the requirements of Resolution 09-07 which was adopted by the Board on December 17, 2009. Resolution 09-07 authorizes the District Manager to approve the payment of invoices for those expenses that have been budgeted within Funds 641 with the requirement that a Report be provided to the Board on a monthly basis indicating what payments have been approved during the previous reporting period.

DISCUSSION

The Report includes a description of the budget line item, the vendor name, the subaccount number, the adopted budget level, a revised budget column should the budget level be adjusted, the total paid to date and the percent of the budget used for each line item. The Report includes a total for the amount of payments approved, the total budgeted amount and the total approved to date for each approval category. The Report also includes the payroll expenses, ADP charge and Payroll Account fees that the Board will consider approving at their meeting of June 20, 2013.

FISCAL IMPACT

The cost to provide the monthly report is minimal and it is needed to assist the Board in its financial oversight responsibilities.

RECOMMENDED ACTIONS

Receive the Reports

ALTERNATIVE ACTIONS

Provide other direction to staff.

ATTACHMENTS

Payments Approved by the District Manager as of June 20, 2013 and as considered for approval by the Board on June 20, 2013.

Frank McMichael
UVSD District Manager/Clerk



Item No. 5a

**UKIAH VALLEY SANITATION DISTRICT
AGENDA SUMMARY REPORT**

BOARD MEETING OF JUNE 20, 2013

PRESENT CIRCUMSTANCES OF FY 2013-2014 BUDGET

At the date of this ASR the District has not received a proposed budget from the City. Because of the changeover to the new Munis accounting system, it appears that the City continues to be in disarray as to completing the budget process in time for review and adoption by the Board in June.

On Thursday June 6, 2013 I received an email from Tim Ericson indicating an interest in having a joint meeting on June 25, 2013 for purpose of adopting a budget. In reply to his email (attached) , I questioned as to how the two agencies could meet by this date for a yet to be received budget. As of the time of the development of this ASR, I have not received a response.

John Dickerson and I met with the Finance Committee on May 14, 2013 for the purpose of discussing the proposed District administrative budget and for review of the present circumstances of the FY 2013-2014 budget. Because of some unknowns, the Committee decided to wait before finalizing a recommendation for the Administrative Budget.

In that the District needs to have an adopted Administrative Budget for the beginning of the new fiscal year starting on July 1, 2013 with agreement of the Chair, I am submitting a proposed Administrative Budget that may have to be amended sometime in the future once we better understand future needs.

As you will see, the format for the Administrative Budget is somewhat changed over past years; mostly I have aggregated some items into a more readable format and for purpose of ease of review have color coded each major section so that you may refer to the provided graphs. The graphs provide a display of the summary information in each section so that you may more easily understand any changes from year to year.

For ease of review and comparison of past years, I have maintained the old accounting number system. Once an adopted budget is approved I will convert the various line items to the new MUNIS system numbers.

Frank McMichael, District Manager



Item No. 6a

**UKIAH VALLEY SANITATION DISTRICT
AGENDA SUMMARY REPORT**

BOARD MEETING OF JUNE 20, 2013

REVIEW AND RESPONSE TO GRAND JURY REPORTS

The ad hoc committee met on June 6, 2013 and reviewed the two Grand Jury Reports (Forming and Reforming A Community and City of Ukiah vs. Ukiah Valley Sanitation District, Round Three). After discussion the Committee has recommended the attached responses to these two reports.

While I had sent each Board member copies of the GJ Reports the day that I received them, I have also attached the body of the original reports to this ASR so that you will have them readily at hand.

Frank McMichael, District Manager