



Agenda Date: 3/13/2025

Agenda Item: 5R-4

Approved:   
 Lilia M. Corona  
 General Manager

# ADMINISTRATIVE SERVICES MANAGER'S REPORT

**TO:** Mt. View Sanitary District Board of Directors  
**FROM:** Denise Gray, CFO/Administrative Services Manager  
**DATE:** March 13, 2025  
**SUBJECT:** Administrative Services Manager's Report – February 2025

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## Finance

### Cash on Hand

Below is a snapshot of the District's financial position as of February 13, 2025. This includes all revenue received and expenditures paid out, including checks cut on February 13, 2025.

The County has not yet advised that the December Sewer Service Charge was paid to our account.

### Cash Balances by Fund at 2/13/25

Per GL: **\*\*Includes checks cut 2/13/25\*\***

Account	Cash Account	Fund 3409	Fund 3410	Fund 3412	Fund 3415	Total
Estimated Balance After Disbursements and LAIF Transfer:						
	Cash in County Treasury	50,815.70	4,793.24	10,149.63	765.00	66,523.57
	Investments (LAIF)	10,514,611.66	690,860.00	2,784,099.36	6,403.50	13,995,974.52

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### FY25-26 Budget Development

The FY25-26 Budget Calendar/Timeline was distributed to supervisors/managers on February 14, 2025. The department budget request templates which are used to assist staff with developing their budget were sent the same day.

First round budget review meetings have been scheduled for March 17, 2025. The subject matter will be to discuss and review, with each department manager, budget requests with the General Manager, Deputy General Manager, and CFO before entering proposed draft budgets into the Caselle financial software. This includes the draft CIP budget.

Board Secretary Seregin has been asked to schedule a Finance Committee meeting between March 24 and April 9<sup>th</sup> to review the draft FY26 Budget. Committee members are Director Halsne (Chair) and Director Ruddell; alternates are Director Danley, Director Javadi, and Director Pyka, respectively.

Additionally, Board Secretary Seregin will be reaching out to our newest board member (Director Javadi) to provide a biography for inclusion in the FY26 Budget Book. For reference, the current FY25 Budget with board member biographies can be viewed by following this link <https://www.mvsd.org/district-annual-budget>.

### State of California, Department of Industrial Relations

The Department of Industrial Relations published its Consumer Price Index (CPI) – California for All Urban Customers on February 14, 2025. The annual average for calendar years 2023 and 2024 were used to calculate the District's Inflation Index for Fiscal Year 2025-26. The District Inflation Index, i.e., CPI, is used for calculating the FY26 rate increases, Board member compensation, and employee COLA's (Cost of Living Adjustment). Using the formula established in the District Code, the CPI is 2.763% as opposed to last fiscal year which was 3.666%. Further details regarding the District's Inflation Index are provided to the Board at tonight's meeting.

### Capital One Rewards

At the end of November, the District switched to a new District Bank Card (e.g., the Capital One SPARK Business - 2% Cash Plus). As reported to the Board last month, there was an incentive to make \$30k in purchases to receive a cash reward of \$2k. As of February 18<sup>th</sup>, the District has received \$2,625.90 in Rewards Cash.

### Human Resources

#### Staff Recognition & Kudos

On February 11, 2025, Pam Christopher received feedback from one of the DVC instructors (Linda McPheron, DVC Field trips) regarding Robert Martin's plant tour. Which stated, "Hi Pam, I just wanted to let you know that I really enjoyed the tour today. If you could thank Robert for a really fabulous tour, that would be great. It was really fun and educational, and I think my students really enjoyed it."

Engineering - Development Support for February

<b>Summary of Activity: FEB</b>	<b>Count</b>
Permit Applications sent	4
Permit Applications Received	3
Over-The-Counter (OTC) application emailed to applicant	1
Over-The-Counter (OTC) application Received and sent to CE	
Over-The-Counter (OTC) Final Saved and emailed to the applicant	
Permit Created and emailed to applicant	1
Checks Received / Receipts written	
Scheduled Inspections	1
Re-scheduled Inspections	
Sent status update emails for inspection request	3
Updated New Connection Spreadsheet and added to Mobile MMS	
Jurisdiction Lookup	
Inspection Cards scanned	13
Created Contractors Bond	
Released Contractors Bond	1
Updated Lateral Inspection Log	
Review: CCC Monthly Report of Building Permit Applications; follow-ups	2
Printed Fee sheets for payments	3
Permit Extension fee sent	
Updated Permit with extension date and emailed to applicant	
Permit Upgrade	
<b>Total:</b>	<b>32</b>