

**UNION PUBLIC UTILITY DISTRICT  
339 MAIN STREET  
MURPHYS, CA 95247**

**MINUTES OF AUGUST 19, 2020 REGULAR MEETING**

The Board of Directors of the Union Public Utility District met in Regular Session at the UPUD Office in Murphys, California, at approximately 7:00 PM.

Directors Present:	ERIC BOTTOMLEY	President
	GREG RASMUSSEN	Vice President
	RALPH CHICK	Treasurer
	DUANE ONETO	Director
Directors Absent:	TOM QUINCY	Secretary
Also Present:	ELAINE URRUTY	Office Manager
	BILL ELTRINGHAM	District Manager
	KEN AIROLA	District Attorney
	JOEL METZGER	UWPA GM
	LORI KARNES	UWPA
	DUANE WADLE	CSDA

1. PLEDGE OF ALLEGIANCE. The Pledge was given.
2. APPROVAL OF AGENDA. – Agenda was approved as presented.

Motion:	Director Rasmussen
Second:	Director Oneto
Ayes:	Directors Bottomley, Rasmussen and Oneto
Nays:	None
Absent:	Director Quincy
Abstain:	Director Chick

MINUTE ENTRY. TO APPROVE THE AGENDA AS PRESENTED.

3. PUBLIC COMMENT. There was no Public Comment.

**CONSENT AGENDA**

4. APPROVAL OF MINUTES:
  - a. July 15, 2020 – Regular Meeting
5. APPROVAL OF EXPENDITURES:
  - a. July 2020 Expenditures.

Motion: Director Rasmussen  
Second: Director Oneto  
Ayes: Directors Bottomley, Rasmussen and Oneto  
Nays: None  
Absent: Director Quincy  
Abstain: Director Chick

MINUTE ENTRY. TO APPROVE THE CONSENT AGENDA - ITEMS #4.a – MINUTES – JULY 15, 2020, REGULAR MEETING; & #5.a – EXPENDITURES – JULY 2020, AS PRESENTED.

## REGULAR AGENDA

### RECURRING BUSINESS:

- 6.a CASH RECEIPTS REPORT. The Cash Receipts report for the month of July 2020 was included in the agenda packets for review. Elaine reviewed the cash receipts report with the Board noting receipt of Calaveras County Property Tax disbursement in the amount of \$6,820.01 along hydrant fees & garage rent receipts. Elaine reported that the increase in revenue reflects the increase to UWPA fee effective July 1, 2020. Elaine also reported that our over 30, 60 & 90 day accounts are still elevated due to COVID and no late fees or shut offs.
- 6.b BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of July 2020 was included in the agenda packet for review. Elaine Urruty reviewed the Fund Balance Report with the Board. Elaine reviewed the quarterly LAIF transfers with the Board. The current LAIF balance as of July 31, 2020 is \$2,640,173.99.
- 6.c BALANCE SHEET & INCOME STATEMENT. The July 2020 Balance Sheet & Income Statement were included in the agenda packet for review. Elaine Urruty reviewed the reports and reported the year to-date net loss as of July 30, 2020 is <\$36,094.53>. Elaine noted that the net loss is because we paid the 1<sup>st</sup> quarter UWPA fee early and before funds were collected from our customers per the Board's approval. Funds have been transferred in August from LAIF to cover the UWPA payment from our bank account. If we were to add back in the UWPA contribution amount of \$101,250, our net profit would have been \$65,155.47. Elaine reported that the net difference of our cash and reserve accounts to our long term debts as of July 31, 2020 is a positive \$1,859,437.78.

### OLD BUSINESS:

- 7.a ACCEPTANCE OF UPUD FY 2018-2019 AUDIT BY BRYANT JOLLEY, CPA – PRESENTATION BY RYAN JOLLEY; DISCUSSION/POSSIBLE ACTION Copies of the Draft Audit & Management Report were included in the prior agenda packets and presented and reviewed with Ryan Jolley from Bryant Jolley's office at the July meeting.

Motion: Director Oneto  
 Second: Director Rasmussen  
 Ayes: Directors Bottomley, Rasmussen, Chick and Oneto  
 Nays: None  
 Absent: Director Quincy  
 Abstain: None

MINUTE ENTRY. MOTION TO ACCEPT THE FY 2018-2019 AUDIT BY BRANT JOLLEY, CPA, AS PRESENTED.

**NEW BUSINESS:**

8.a PRESENTATION REGARDING UPDATE ON CSDA – DANE WADLE CSDA; DISCUSSION/POSSIBLE ACTION Information regarding CSDA was provided in the agenda packet the for Board’s information. Elaine Urruty introduced Dane Wadle, Field Coordinator with the California Special Districts Association (CSDA). Dane is a local liaison for the Gold Country area for Special Districts. Dane reviewed CSDA and the work they do to assist Special District’s and how a membership could benefit our District in regards to legislation, funding and training opportunities & resources. Dane invited the Board to review the documentation and the CSDA website for more information regarding CSDA and said that he is always available for any assistance he can give the District. Discussion ensued regarding costs of membership and Bill Eltringham noted that he thought it would be a good idea for the District to look into membership and the costs involved. Dane noted that the cost for a District with \$1.5 M budget would be \$4,500 per year. Elaine also noted that through SDRMA there are employee health, dental, vision, worker’s comp, life and disability insurance available along with liability insurance and risk management assistance for special districts. Dane confirmed that CSDA works closely with SDRMA and their services. Dane thanked the District for their time and said he is available for any assistance he can provide.

8.b UWPA FIVE YEAR FUNDING COMMITMENT – JOEL METZGER, GENERAL MANAGER UWPA; DISCUSSION/POSSIBLE ACTION.....Res. #2020-06  
 A memo from Joel Metzger, UWPA General Manager, with the Draft Resolution #2020-06 & Draft Five Year Commitment Letter to UWPA and the UWPA CIP Summary & Budget Projections for Years 2020-2025 along with the UPUD Water Rate Cost of Service Study for the UWPA Fee date August 18, 2016 were are provided in the agenda packet for review. Joel Metzger gave a power point presentation on the requested UWPA Five Year Funding Commitment necessary for the UWPA CalPERS Pension Plan application to move forward. Lengthy discussion ensued regarding the funding commitment, possible return of funds to JPA entities, if over amount needed for UWPA budget, and whether to vote without a full Board in attendance. It was the Board’s consensus to move forward because of time constraints with the CalPERS Pension Plan application.

Motion: Director Rasmussen  
 Second: Director Chick  
 Ayes: Directors Bottomley, Rasmussen and Chick  
 Nays: None  
 Absent: Director Quincy  
 Abstain: Director Oneto

RES. NO. 2020-06. MOTION TO APPROVE RESOLUTION #2020-06 APPROVING A MULTI-YEAR FUNDING COMMITMENT TO THE UTICA WATER AND POWER AUTHORITY(UWPA) AND TO AUTHORIZE PRESIDENT BOTTOMLEY TO SIGN THE LETTER OF COMMITMENT TO UWPA.

- 8.c APPROVAL OF UPUD FY 2020-2021 BUDGET; DISCUSSION/POSSIBLE ACTION Director Oneto reported that the Budget Committee had not yet met and a meeting was scheduled for Thursday, August 27<sup>th</sup>, at 9 AM for the Budget Committee to meet and finalize the Draft Budget for the next meeting.

At this time President Bottomley moved to Reports.

#### REPORTS:

- 11.a HWY 4 CORRIDOR ADHOC COMMITTEE REPORT. There was nothing to report at this time.

Hwy 4 Corridor, (AKA; Stanislaus River Association (SRA), plan to meet quarterly on the first Friday of the 3<sup>rd</sup> month in each quarter. The next meeting is tentatively scheduled for Friday, September 4, 2020 with time & location to be determined and depending on COVID-19 status.

- 11.b UWPA REPORT. Director Rasmussen reported that UWPA approved their CIP Plan at the last meeting. Joel Metzger reported that during the forced power outage, the Murphys power house made \$1,000 per MWh versus the normal \$23 per MWh, which was a nice boost.

Next UWPA meeting is scheduled for Tuesday, August 25, 2020 at 5:30 PM at the UWPA office in Angels Camp.

- 11.c LAFCO REPORT. There was nothing to report.

The next LAFCO meeting is scheduled for Monday, September 21, 2020 at 6:00 PM at the Calaveras County Board of Supervisors Chambers in San Andreas.

- 11.d DISTRICT MANAGER'S REPORT. Bill Eltringham reported that because UPUD exceeded our TTHMs in the second quarter testing, which left us out of compliance, we were required by the SWRCB to send out a Compliance Letter to customers and respond to the SWRCB on how we are going to fix the issue. Bill said he and Jason met with Matt Ospital to work on UPUD's response and the compliance letters were sent out to customers with the August statements. Bill told the Board that Weber Ghio is working on the paperwork for the funding application, but the District will need to move forward very soon on the solution to the aeration and increased TTHM's at the plant. This work will have to be at the District's cost until funding becomes available, which could be costly. Bill reported that the Monge Ranch Bridge Project has been delayed by the County for 1 to 2 years because of funding, which gives the District more time to move our lines and the delay the cost involved. Bill also reported that our SWRCB Representation, Tahir Mansoor, performed our plant inspection and we have received his report with a listing of a few items to be taken care or respond to, but was favorable all in all. Bill noted that they have been doing a lot of backwashing at the plant and may have to change

out the filter media again soon. Bill reported that he had met with Joel Metzger regarding the Joint Agency Hazard Mitigation Plan and to review possible hazards and the planned public meeting and that he and Jason had also attended the virtual group meeting.

- 11.e **OFFICE MANAGER'S REPORT.** Elaine Urruty reported that UPUD Annual Report had be completed and submitted to the SWRCB. Elaine said she found out that we need to complete another DAC Report to the SWRCB and she is gathering the data to complete the calculations to submit. Elaine said she also completed the quarterly payroll taxes and quarterly LAIF calculations and transfers. Elaine said she has spent a lot of time following up with EDD on Mary's Claim, as they still have not responded to our certified letter from July. Elaine said all info requested to date for the UWPA CalPERS application has been submitted to UWPA. Elaine noted that the Compliance Letters were prepared, printed and sent out with customer statements before the August 5<sup>th</sup> deadline. Elaine said she also had to complete a Spanish version, as one customer requested the letter in Spanish. Elaine reported that she will be finalizing the Draft Budget for the Budget Committee meeting and she also will be setting up the lead & copper listing and calling customers to finalize the list and forms for Jason to complete our required lead & copper testing by September.
- 11.f **IRRIGATION COMMITTEE.** There was nothing to report.
- 11.g **PERSONNEL COMMITTEE.** There was nothing to report.
- 11.h **BUDGET/FINANCE COMMITTEE.** The next meeting will be on Thursday, August 27<sup>th</sup>, at 9 AM.

**ANNOUNCEMENT OF CLOSED SESSION ITEM AND ADJOURNMENT TO CLOSED SESSION.**

President Bottomley adjourned to closed session at 8:28 PM.

- 9. **CLOSED SESSION:**
  - a. Public Employee Performance Evaluation §54957 (b) (1);
    - 1. District Manager – Review/Discussion
    - 2. All Employees – Review/Discussion

**RETURN TO REGULAR MEETING**

- 10. **REPORT OF CLOSED SESSION ITEM**  
There was no action to report.
- 12. **DIRECTORS COMMENTS.** There were no Director comments.
- 13. **NEXT MEETING:** Next regular meeting is scheduled for Wednesday, September 16, 2020, at 7:00 PM.
- 14. **ADJOURNMENT.** The meeting was adjourned with no further business at 9:20 PM.

Submitted by: Thomas E. Quincy  
Thomas E. Quincy, Secretary

Date: 9-16-20

ATTEST:

Elaine M. Urruty  
Elaine M. Urruty  
Clerk to the UPUD Board of Directors