

## MINUTES

### UNION PUBLIC UTILITY DISTRICT REGULAR BOARD MEETING

**JANUARY 24, 2024**

Directors Present: Eric Bottomley, President  
Greg Rasmussen, Vice-President  
Tom Quincy, Secretary  
Bruce Tallakson, Treasurer  
Ralph Chick, Director

Directors Absent: None

Staff Present: Jessica Self, General Manager  
Jenna Mayo, Administrative Analyst/Board Clerk  
Elaine Urruty, Administrative Assistant/Board Clerk

Others Present: Andrew Ramos, Legal Council  
Matt Ospital, District Engineer  
Public at Large

## ORDER OF BUSINESS

### CALL TO ORDER & THE PLEDGE OF ALLEGIANCE

#### 1. ROLL CALL

President Bottomley called the Regular Board Meeting to order at 5:30 p.m. and led the Pledge of Allegiance.

#### 2. APPROVAL OF AGENDA

Motion: Director Rasmussen  
Second: Director Quincy  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE THE AGENDA AS PRESENTED, WITH THE POSTPONEMENT OF ITEM 6 B.

**3. PUBLIC COMMENT:**

No Public Comment.

**4. CONSENT AGENDA:**

- a. Approval of Minutes: November 9, 2023 – Special Meeting
- b. Approval of Minutes: November 15, 2023 – Regular Meeting
- c. Approval of Minutes: November 21, 2023 – Special Meeting
- d. Expenditures - November 2023, December 2023
- e. Fund Balance Report – November 2023, December 2023
- f. Balance Sheet & Income Statement – November 2023, December 2023
- g. YTD Budget to Actuals – November 2023, December 2023
- h. Legal Fees Year-to-Date Review
- i. Request for Leak Adjustment

Motion: Director Rasmussen  
Second: Director Tallakson  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED WITH ITEMS 4 H and 4 I TO BE PULLED FOR DISCUSSION AND REVIEW.

Director Tallakson pointed out that we currently have two separate cases, as well as the water initiative, and urged the public to take note that our legal fees have surpassed \$121,000.00, with the conclusion still pending.

Motion: Director Tallakson  
Second: Director Rasmussen  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE ITEM 4 H AS PRESENTED.

Motion: Director Tallakson  
Second: Director Quincy  
Ayes: Directors Bottomley, Quincy, Tallakson, and Chick  
Nays: Rasmussen  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE ITEM 4 | ONE-TIME CREDIT ADJUSTMENT TO THE CUSTOMER'S ACCOUNT APN#068-071-024 IN THE AMOUNT OF \$201.33 AS RECOMMENDED.

5. **OLD BUSINESS:** None

6. **NEW BUSINESS**

a. Discussion/Action Regarding Utica Irrigation Customer  
(Jessica Self, General Manager)

Motion: Director Bottomley  
Second: Director Chick  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE THE NEW IRRIGATION CUSTOMER CONNECTION WITHIN OUR SPHERE THROUGH UWPA'S SYSTEM, PER THE AGREEMENT WITH UWPA.

b. UPUD FY 2022-2023 Audit  
(Presentation by Ryan Jolley)

Motion: Director Rasmussen  
Second: Director Quincy  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO TABLE ITEM 6 B TO THE NEXT REGULAR MEETING.

c. Discussion/Action Regarding Mutual Assistance Agreements with COA & CCWD  
(Jessica Self, General Manager)

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

Abstained: None

MINUTE ENTRY. MOTION TO APPROVE MUTUAL ASSISTANCE AGREEMENT BETWEEN UPUD AND COA, AS PRESENTED.

Motion: Director Tallakson  
Second: Director Quincy  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

MINUTE ENTRY. MOTION TO APPROVE MUTUAL ASSISTANCE AGREEMENT BETWEEN UPUD AND CCWD, AS PRESENTED.

d. Discussion/Action Regarding District Policy Updates **RESO NO. 2024-001**  
(Jessica Self, General Manager)

1. 2030 – Holiday Schedule
2. 2040 – Sick Leave
3. 2020 – Vacation Pay
4. 4025 – Expenditure Reimbursement
5. 5010 – Board Meetings
6. 5020 – Board Meeting Agendas
7. 3020 – Public Records Act

Motion: Director Rasmussen  
Second: Director Quincy  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

RESO NO. 2024-001. TO ADOPT RESOLUTION NO. 2024-001 – UPDATING DISTRICT POLICIES, AS PRESENTED.

e. Discussion/Action Regarding UPUD's Customer Assistance Program **RESO NO. 2024-002**  
(Jenna Mayo, Administrative Analyst)

Motion: Director Rasmussen  
Second: Director Quincy  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

RESO NO. 2024-002. TO ADOPT RESOLUTION NO. 2024-002 – UPUD'S CUSTOMER ASSISTANCE PROGRAM, AS PRESENTED.

**f. Trout in the Classroom Presentation**  
(Jessica Self, General Manager)

General Manager, Jessica Self gave a presentation on the Trout in the Classroom program, a nationwide initiative. The program involves students raising trout in the classroom, providing them with valuable insights into fish biology and watershed health. Subsequently, the students will release the trout into Angels Creek. Weather permitting, they will have the opportunity to enjoy lunch at Murphys Park. Additionally, there is an art contest in which children can illustrate a depiction of "Healthy Waters" or a related theme. The UPUD Board of Directors will judge the artwork, and the top contestants will have their illustrations showcased on UPUD's building. The Board Directors and the public expressed great enthusiasm for this program.

**g. Discussion/Action Regarding 2024 Board Assignments & Positions**  
(Eric Bottomley, Board President)

Discussion ensued regarding election of officers. The Board unanimously agreed to maintain the same Board Officers as in 2023.

Motion: Director Rasmussen  
Second: Director Chick  
Ayes: Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick  
Nays: None  
Absent: None  
Abstained: None

**MINUTE ENTRY. MOTION TO APPOINT THE UPUD OFFICERS AND COMMITTEES FOR 2024 THE SAME AS 2023, AS FOLLOWS:**

President	Director Bottomley
Vice President	Director Rasmussen
Secretary	Director Quincy
Treasurer	Director Tallakson
Director	Director Chick

Finance Committee: Director Tallakson and Director Quincy.

UWPA Board Members: Director Chick and Director Quincy, Director Rasmussen as alternate.

**7. REPORTS**

**a. General Manager**

A copy of the General Manager's report was provided to the Board, and General Manger, Jessica Self reviewed the report with the Board.

**b. UWPA**

Director Chick announced that UWPA completed their EAP testing last week. Additionally, they are scheduled to have a FERC meeting on Thursday, January 25th.

8. **CLOSED SESSION:** The meeting was adjourned into Closed Session at 6:27 PM
- a. Conference with Legal Counsel – Anticipated Litigation (Gov. Code § 54956.9(d)(2): one case
  - b. Public Employee Performance Evaluation (Gov. Code § 54957(b)(1): General Manager

9. **RETURN TO OPEN SESSION:** The meeting returned to open session at 7:11 PM

10. **REPORTABLE ACTION FROM CLOSED SESSION:** There was no reportable action.

11. **DIRECTORS REPORTS, INFORMATION, FUTURE AGENDA ITEMS**

Director Bottomley expressed gratitude to General Manager, Jessica Self for her valuable contributions.

12. **NEXT BOARD MEETINGS & EVENTS**

- 1. Wednesday, January 31, 2024 at 4:00 PM – Full JPA Meeting (Native Sons Hall, Murphys)
- 2. Wednesday, February 28, 2024 at 5:30 PM – Regular Meeting
- 3. Wednesday, March 27, 2024 at 5:30 PM – Regular Meeting


13. **AJOURNMENT**

The meeting adjourned at 7:13 PM.

Respectfully Submitted:

  
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Tom E. Quincy, Board Secretary

ATTEST:

  
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Jenna Mayo, Clerk to the Board