

MINUTES

UNION PUBLIC UTILITY DISTRICT REGULAR BOARD MEETING

FEBRUARY 28, 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

Others Present: Andrew Ramos, Legal Council
Ryan Jolly, Auditor

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 Tallakson
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.

3. PUBLIC COMMENT:

No Public Comment.

4. CONSENT AGENDA:

- a. Approval of Minutes: January 24, 2023 – Regular Meeting
- b. Approval of Minutes: January 31, 2023 – JPA Special Meeting
- c. Expenditures – January 2024
- d. Fund Balance Report – January 2024
- e. Balance Sheet & Income Statement – January 2024
- f. YTD Budget to Actuals – January 2024
- g. Legal Fees Year-to-Date Review

Motion: Director Quincy
Second: Director Rasmussen
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 ITEM 4 G TO BE PULLED FOR DISCUSSION AND REVIEW.

Director Tallakson highlighted that Hatfield's legal expenses have exceeded \$106,000.00, while the total legal fees have surpassed \$125,000.00, and the conclusion is still pending.

5. NEW BUSINESS

- a. Discussion/Action Regarding UPUD FY 2022-2023 Audit
(Presentation by Ryan Jolley)

Auditor Ryan Jolley gave his report to the Board regarding the UPUD FY 2022-2023 Audit. As part of this presentation, the Auditor's Management Report was also provided to the Board members, offering them a detailed and thorough document for their in-depth review.

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 ITEM 5 A AS PRESENTED.

- b. Discussion/Action Regarding UWPA FERC Exemption Application/Resolution of Support
(Joel Metzger, UWPA General Manager) **RESO NO. 2024-003****

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

RESO NO. 2024-003. TO ADOPT RESOLUTION NO. 2024-003 – SUPPORTING UTICA WATER AND POWER AUTHORITY'S FEDERAL ENERGY REGULATORY COMMISSION (FERC) CONDUIT EXEMPTION APPLICATIONS FOR THE UTICA P-2019 AND ANGELS P-2699 AND AUTHORIZING THE UPUD BOARD PRESIDENT TO SIGN A COMMENT LETTER SUPPORTING THE PROCESS, AS PRESENTED.

- c. Discussion/Action Regarding Adopting New Reserves **RESO NO. 2024-004****

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

RESO NO. 2024-004. TO ADOPT RESOLUTION NO. 2024-004 – ADOPTING UPDATING RESERVES, AS PRESENTED.

- d. Discussion/Action Regarding District Policy Updates **RESO NO. 2024-005**
(Jessica Self, General Manager)**

1. 2002, 2005 – Discipline and Termination
2. 2011 – Reduction in Workforce/Reorganization
3. 3010 – Purchasing
4. 3025 – Financial Reserves

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

RESO NO. 2024-005. TO ADOPT RESOLUTION NO. 2024-005 – UPDATING DISTRICT

EMPLOYEE POLICIES, AS PRESENTED.

e. Discussion/Action revising District Job Descriptions
(Jenna Mayo, Administrative Analyst)

1. 2335, 2340

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

MINUTE ENTRY. MOTION TO APPROVE ITEM 5 E AS PRESENTED.

f. Discussion/Action regarding Proposed Budget Revision FY 2023-2024
(Jessica Self, General Manager)

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 ITEM 5 F AS PRESENTED.

6. **OLD BUSINESS:**

a. Discussion/Action Regarding Irrigation Rate Adjustment

RESO NO. 2024-006

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

RESO NO. 2024-006. TO ADOPT RESOLUTION NO. 2024-006 – ADJUSTMENT TO THE DISTRICT'S IRRIGATION RATE STRUCTURE, AS PRESENTED.

7. **UWPA**

a. Discussion/Potential Direction Regarding UWPA

Board Director Tom Quincy reported that the Ryan Jolly audit was approved, and Joel will provide biannual updates with additional reports for significant events like outages. Mid-year budget adjustments were made, partly due to awaiting FEMA grant reimbursements. March 25th marks

the deadline for FERC stakeholder comments, and Stantec is set to deliver their remarks on April 1st. Despite Joel's interest in evaluating the JPA agreement, most of the UWPA board is uninterested. Joel seeks direction from the board and the manager to accurately represent UWPA's stance. Unified decision-making is crucial for the organization.

8. **REPORTS**

a. General Manager

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

9. **CLOSED SESSION:** The meeting was adjourned into Closed Session at 6:44 PM

- a. Pursuant to Government Code § Section 54957(b)(1):
Public Employee One-Year Performance Evaluation – Title: General Manager

10. **RETURN TO OPEN SESSION:** The meeting returned to open session at 7:27 PM

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

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

General Manager, Jessica Self announced the Trout in the Classroom Release Day @ Murphys Community Park from 10:00 AM – 1:00 PM and invited the Board Directors to attend.

13. **NEXT BOARD MEETINGS & EVENTS**

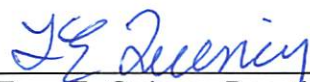
1. Monday, March 4, 2024 – Trout in the Classroom Release Day @ Murphys Community Park from 10:00 AM – 1:00 PM
2. Wednesday, March 27, 2024 at 5:30 PM – Regular Meeting
3. Wednesday, April 24, 2024 at 5:30 PM - Regular Meeting

14. **AJOURNMENT**

The meeting adjourned at 7:32 PM.

Respectfully Submitted:

ATTEST:



Tom E. Quincy, Board Secretary



Jenna Mayo, Clerk to the Board