

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

**MINUTES OF APRIL 19, 2023 REGULAR MEETING**

The Board of Directors of the Union Public Utility District met in Regular Session at the UPUD Office in Murphys, California, at 5:36 PM.

Directors Present:	ERIC BOTTOMLEY	President
	GREG RASMUSSEN	Vice President
	TOM QUINCY	Secretary
	RALPH CHICK	Director
	BRUCE TALLAKSON	Treasurer

Directors Absent: NONE

Also Present:	JESSICA SELF	General Manager
	ELAINE URRUTY	Admin Asst/Clerk to Board
	BARBARA BRENNER	District Legal Counsel
	JOEL METZGER	UWPA General Manager
	PUBLIC AT LARGE	

1. PLEDGE OF ALLEGIANCE: The Pledge was given.
2. APPROVAL OF AGENDA:

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

MINUTE ENTRY. MOTION TO APPROVE THE AGENDA WITH CORRECTION TO JUNE MEETING DATE TO WEDNESDAY, JUNE 21, 2023.

3. PUBLIC COMMENT: Jim Saunders asked if the district had calculated the cost of manually reading meters versus the cost of smart meters. Jim said he felt the district should look at this cost, as the increased rates are hard on UPUD's customers. The General Manager said that the district will calculate costs and bring to the Board along with cost quotes for smart meters for consideration before any purchases are made. Director Quincy also noted that current price rates are set and any changes to District rates would take a new 218 study.

**CONSENT AGENDA**

4. **CONSENT AGENDA:**

- a. Minutes – March 15, 2023 – Regular Meeting
- b. Minutes – March 30, 2023 – Special Meeting
- c. Expenditures – March 2023
- d. Fund Balance Report – March 2023
- e. Balance Sheet & Income Statement – March 2023
- f. YTD Budget to Actuals – March 2023

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

MINUTE ENTRY. MOTION TO APPROVE THE CONSENT AGENDA WITH CORRECTION ON THE MARCH 15, 2023 MINUTES ON PAGE 1, IN PUBLIC COMMENT, FROM DIRECTOR QUINCY TO DIRECTOR CHICK.

**REGULAR AGENDA**

**PUBLIC HEARING:**

- 5.a **ADOPTION OF THE IRRIGATION ACCOUNT REVIEW POLICY; DISCUSSION/POSSIBLE ACTION.....ORD NO. 2023-001**  
 The General Manager’s report and a copy of proposed Ordinance #2023-001 were provided in the agenda packet for review. President Bottomley opened the Public Hearing for the proposed Irrigation Policy and Ordinance. General Manager, Jessica Self, gave a presentation on the proposed policy and ordinance. Discussion ensued regarding the proposed ordinance. There was no Public Comment, and the Public Hearing was closed.

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

ORD #2023-001. TO ADOPT THE ORDINANCE NO. 2023-001 – IRRIGATION ACCOUNT REVIEW, AS PRESENTED.

**OLD BUSINESS:**

**6.a AUTHORIZING NEW AND REVISED DISTRICT EMPLOYEE POLICIES...RES NO. 2023-002**

The General Manager's report along with copies of the following policies and policy revisions were included in the agenda packet for review. General Manager, Jessica Self, reviewed the policies with the Board. The General Manager also recommended forming a compensation committee composed of staff, board members and the General Manager, to meet periodically to review salary, benefits, and policies to bring recommendations to the Board for future changes.

1. 2009 – Salary Schedule
2. 2020 – Vacation Policy
3. 2030 – Holiday Schedule
4. 2040 – Sick Leave Policy
5. 2110 – Employee Benefits
6. 2095 – Apprenticeship Program
7. 2090 – District Issued Uniforms and Annual Clothing Stipend
8. 2330, 2335, 2340, 2345, 2350 – Job Descriptions

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

RES NO. 2023-002. TO ADOPT THE RESOLUTION NO. 2023-002 – UPDATING DISTRICT EMPLOYEE POLICIES, AS PRESENTED.

**6.b DISCONNECTION POLICY; DISCUSSION/POSSIBLE ACTION.....RES NO. 2023-003**

The General Manager's report along with a copy of Resolution No. 2023-003 and the Disconnection of Water Service Policy were included in the agenda packet for review.

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

RES #2023-003. TO ADOPT RESOLUTION NO. 2023-003 – DISCONNECTION OF WATER SERVICE POLICY, AS PRESENTED.

**NEW BUSINESS:**

- 7.a AUTHORIZING UPUD REPRESENTATIVE FOR SWRCB FINANCIAL ASSISTANCE APPLICATION; DISCUSSION/POSSIBLE ACTION..... RES NO. 2023-004  
The General Manager’s report and a copy of Resolution No. 2023-004 were included in the agenda packet for review. General Manager, Jessica Self, reviewed the proposed application with the Board for an estimated \$1.6M.

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

RES NO. 2023-004. TO ADOPT RESOLUTION NO. 2023-004 – AUTHORIZING UPUD REPRESENTATIVE FOR SWRCB FINANCIAL ASSISTANCE APPLICATION, AS PRESENTED.

- 7.b TSTAN-IRWM AND ACWA MEMBERSHIPS; DISCUSSION/POSSIBLE ACTION A copy of the General Manager’s report on this item including staff recommendation was included in the agenda packet for review. The General Manager reviewed both memberships and their benefits with the Board. Discussion ensued regarding the benefits of these agencies. Joel Metzger, UWPA General Manager, stated that both memberships are valuable when utilized to gain networking, communication, and grant funding. ACWA is also a great asset for access to JPIA pooled insurance at great savings and valuable training resources, Joel reviewed some of the funding and assets UWPA had gained through connections with these agencies.

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

MINUTE ENTRY. TO APPROVE ENTERING INTO MEMBERSHIPS WITH THE TUOLUMNE STANISLAUS INTEGRATED REGIONAL WATER MANAGEMENT AUTHORITY (TSTAN IRWM) AND THE ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA).

- 7.c FORMATION OF A FINANCE COMMITTEE; DISUCSSION/POSSIBLE ACTION A copy of the General Manager’s report on this item including staff recommendation was included in the agenda packet for review. The General Manager reviewed the recommendation and need for a Finance Committee to meet regularly with staff to review the district budget. Director Tallakson and Director Quincy said they would be willing to serve on the Finance Committee.

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

MINUTE ENTRY. TO DEVELOP A FINANCE COMMITTEE FOR UPUD.

- 7.d RENEWAL OF LIABILITY INSURANCE POLICY WITH CUTLER SEGERSTROM INSURANCE; DISCUSSION A copy of the Board Clerk's report on this item including staff recommendation was included in the agenda packet for review. Board Clerk, Elaine Urruty, reviewed the recommendation with the Board.

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

MINUTE ENTRY. TO APPROVE THE RENEWAL OF LIABILITY INSURANCE POLICY WITH CUTLER SEGERSTROM INSURANCE/LEAVITT GROUP, WITH A LIMIT TO THE RENEWAL AMOUNT, NOT TO EXCEED THE BUDGETED \$25,000 WITHOUT THE GENERAL MANAGER'S APPROVAL.

## REPORTS:

- 8.a UWPA REPORT. Joel Metzger reported that UWPA had their budget committee meeting last week and utilized new Smart Sheet software that Jessica introduced them to. Joel said they had a great meeting, but there is still work to do and the next budget committee meeting will be Monday, April 24<sup>th</sup> at 9 am. The budget committee emphasized that they really want both JPA agencies to understand and be comfortable with the UWPA budget and ask any questions regarding the budget. The plan is to adopt the UWPA budget by May so that the JPA agencies can complete their budgets by June.

Joel reported that UWPA is planning more tours of their system. The next UWPA tour is scheduled for Thursday, May 25<sup>th</sup>, at 9 AM. UWPA currently has a waitlist for tours of 150 people. If any UPUD board members or staff are interested, contact UWPA and you will be placed at the top of the list. Joel also reminded the board that the Water: Our Gold presentation will be on Thursday, May 4<sup>th</sup> at 6 pm at Ironstone Vineyards.

Joel said that UWPA submitted an earmark to Senator Padilla's office for \$262,000. UWPA has been notified that they have been chosen to advance to committee. If funded, these funds would be to do an alternatives analysis on the flumes on ways to harden them against disasters. UWPA also received another earmark from Senator Feinstein's office for a \$6M project to tap the tunnel downstream of 16 of the 18 wooden flumes. This would give us an

alternative water supply in case of a fire affecting the upper system. This alternative water supply would also allow us to turn on the lower tap while the crew worked on the upper flumes.

Joel noted that UWPA has moved \$2.2M from US Bank to Bank of Stockton last week. UWPA locked in an interest rate with Bank of Stockton of 4.25% and will make \$95,000 in interest by this time next year. This will increase interest earnings by over \$80,000. Joel said he recommends UPUD investigate this option also.

Next UWPA meeting is scheduled for Tuesday, April 25, 2023, at 5:30 PM at the UWPA office in Angels Camp.

8.b LAFCO REPORT. There was nothing new to report.

The next LAFCO meeting is scheduled for Monday, May 15, 2023, at 6:00 PM at the Calaveras County Board of Supervisors Chambers in San Andreas.

8.c GENERAL MANAGER'S REPORT. A copy of the General Manager's Report was provided to the Board and the General Manager reviewed the report with the Board. General Manager, Jessica Self, noted that she is looking for better interest rates for our reserves. Jessica said she had met with our CSDA representative, Dane Wadle, last week and he informed her that CSDA has partnered with California CLASS. California CLASS is a potential option for investing funds with current interest rates of over 5%. Jessica said that she and Elaine will be meeting with California CLASS to review further and then we will bring this option back to the board for a presentation and review.

9. DIRECTORS COMMENTS. There were no Director Comments.

**ADJOURN TO CLOSED SESSION:** President Bottomley adjourned the meeting to Closed Session at 6:38 PM.

10.a CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d) (ONE (1) MATTER)

10.b LIABILITY CLAIMS – GOVERNMENT CODE SECTION 54956.95  
CLAIMANT: MICHAEL HATFIELD  
AGENCY CLAIMED AGAINST: UNION PUBLIC UTILITY DISTRICT

**RECONVENE TO OPEN SESSION:** The meeting reconvened to open session at 7:05 PM.

11. REPORT ON CLOSED SESSION ITEMS: Direction was given to staff.

12. NEXT MEETINGS:

- Wednesday, May 17, 2023, at 5:30 PM – Regular Meeting
- Wednesday, June 21, 2023, at 5:30 PM – Regular Meeting

13. ADJOURNMENT: The meeting was adjourned with no further business at 7:09 PM.

Submitted by: TE Quincy  
Thomas E. Quincy, Secretary

Date: 5-17-23

ATTEST:

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