

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

MINUTES OF JULY 21, 2021 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
	BRUCE TALLAKSON	Treasurer
	RALPH CHICK	Director
Directors Absent:	TOM QUINCY	Secretary
Also Present:	BILL ELTRINGHAM	District Manager
	ELAINE URRUTY	Office Manager
	KEN AIROLA	Legal Counsel
	PUBLIC AT LARGE	

1. PLEDGE OF ALLEGIANCE. The Pledge was given.
2. APPROVAL OF AGENDA. Director Rasmussen requested the June minutes be removed from the agenda, as he did not have time to review them.

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

MINUTE ENTRY. MOTION TO APPROVE THE AGENDA WITH REMOVAL OF THE MINUTES JUNE MINUTES.

3. PUBLIC COMMENT. There was no Public Comment.

CONSENT AGENDA

4. APPROVAL OF MINUTES:
 - a. April 21, 2021 - Regular Meeting
 - b. May 19, 2021 – Regular Meeting
 - c. May 25, 2021 – Special Meeting
 - d. June 16, 2021 – Regular Meeting – Delayed to August Meeting.

5. APPROVAL OF EXPENDITURES:

a. June 2021 Expenditures

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

MINUTE ENTRY. MOTION TO APPROVE THE CONSENT AGENDA; ITEMS #4.a – APRIL 21, 2021 MINUTES; #4.b – MAY 19, 2021 MINUTES; #4.C – MAY 25, 2021 SPECIAL MEETING MINUTES & #5.a – EXPENDITURES – JUNE 2021, AS PRESENTED.

REGULAR AGENDA

RECURRING BUSINESS:

- 6.a CASH RECEIPTS REPORT. The Cash Receipts report for the month of June 2021 was included in the agenda packets for review. Elaine reviewed the cash receipts reports with the Board, noting receipt of two domestic service connections in the amount of \$14,000 each along with hydrant sales and emergency water charges receipts. Elaine noted that the outstanding delinquent receivables continue to increase.
- 6.b BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of June 2021 was included in the agenda packet for review. Elaine Urruty reviewed the Fund Balance report with the Board. The current LAIF balance as of June 30, 2021 is \$2,651,625.10. Elaine has requested a loan payoff quote from SWRCB and will then process the necessary transfer of funds in order to process payoff of the SRLF loan by end of month.
- 6.c BALANCE SHEET & INCOME STATEMENT. The June 2021 Balance Sheet & Income Statement were included in the agenda packet for review. Elaine Urruty reviewed the reports and reported the year to-date net income as of June 30, 2021 is \$378,229.77 and that this amount is prior to end of year postings and completion of the audit. Elaine reported that the net difference of our cash and reserve accounts to our long-term debts as of June 30, 2021 is a positive \$2,259,161.63.

OLD BUSINESS:

- 7.a UWPA FUTURE FUNDING (Tom Quincy); DISCUSSION/POSSIBLE ACTION Director Quincy was not in attendance and there was nothing new to report at this time.
- 7.b UPUD PREPARATION FOR DROUGHT IMPACTS & CONSERVATION PLANNING; DISCUSSION/POSSIBLE ACTION Bill Eltringham reported that UPUD is still on voluntary 15% reduction and at this time have adequate water to serve our customers. Elaine is continuing to meet with Calaveras Conserves and coordinate with other water agencies.

NEW BUSINESS:

- 8.a REQUEST FOR APPROVAL OF TRANSFER OF IRRIGATION SERVICE FROM #6563-001 – PHILLIPS, JONATHAN & JANINE, 692 FRENCH GULCH ROAD, MURPHYS (APN #068-011-055) TO JANET ROMANOWSKI (PURCHASED PROPERTY 06/11/2021); DISCUSSION/POSSIBLE ACTION. Elaine Urruty reviewed the application with the Board noting that they would like the request retro-active to July 1, 2021. Bill Eltringham recommended approval of this transfer.

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

MINUTE ENTRY. TO APPROVE TRANSFER OF IRRIGATION SERVICE FROM #6563-001 – PHILLIPS, JONATHAN & JANINE, 692 FRENCH GULCH ROAD, MURPHYS (APN #068-011-055) TO JANET ROMANOWSKI EFFECTIVE RETROACTIVE TO JULY 1, 2021.

- 8.b ACCEPTANCE OF UPUD BY 2019-2020 AUDIT BY BRYANT JOLLEY, CPA – PRESENTATION BY RYAN JOLLEY, CPA; DISCUSSION/POSSIBLE ACTION. Ryan Jolley gave a presentation reviewing the UPUD 2019-2020 Audit. The Board thanked Ryan for his time and the presentation.

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

MINUTE ENTRY. TO APPROVE THE UPUD FY 2019-2020 AUDIT AS PRESENTED.

- 8.c APPROVAL OF UPUD ENERGY EFFICIENCY GRANT AGREEMENT WITH CPPA; DISCUSSION/POSSIBLE ACTION. Elaine Urruty reported to the Board that she had submitted an Energy Efficiency Grant application to CPPA to cover the cost of purchasing and installing a split HVAC unit for the office. She stated that Ebbetts Pass had informed UPUD that if our furnace goes out, they may no longer be able to repair it, as parts are no longer available. Elaine said that CPPA had their meeting today and approved our grant in the amount of \$6,672, which is the amount quoted by Angels Sheet Metal. CPPA needs a resolution approving the contract agreement for the grant. Elaine also informed the Board that CPPA had also approved the UWPA grant application for a maximum of \$30,000 to undertake various projects at the UWPA office.

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

RES NO. 2021-05. TO APPROVE RESOLUTION 2021-05 – ENERGY EFFICIENCY GRANT AGREEMENT BETWEEN CALAVERAS PUBLIC POWER AGENCY (CPPA) AND THE UNION PUBLIC UTILITY DISTRICT FOR A MINI-SPLIT HVAC SYSTEM AT THE UPUD OFFICE.

- 8.d APPROVAL OF PRE-PAYMENT OF CalPERS ANNUAL UNFUNDED LIABILITY (UAL) FOR BOTH THE CLASSIC AND PEPERA PLANS FOR FY 2021-2022; DISCUSSION/POSSIBLE ACTION. A copy of the CalPERS Invoices for both the Classic CalPERS contract and the PEPRA CalPERS contract were included in the agenda packet for review. Elaine reported that the CalPERS UAL prepayment amounts are \$30,324 for the Classic contract and \$141 for the PEPRA contract for a total of \$30,465.

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

MINUTE ENTRY. TO APPROVE PREPAYMENT OF THE UNFUNDED ACCRUED LIABILITY (UAL) FOR CalPERS CLASSIC & PEPRA CONTRACTS FOR FY 2021-2022 FOR A TOTAL AMOUNT OF \$30,465.

- 8.e APPROVAL OF UWPA PAYMENT OF \$10,000 FOR WATER CONTRACT, 1st QUARTER FY 2021-2022; DISCUSSION/POSSIBLE ACTION. A copy of UWPA invoice #21-68 was included in the agenda packet for review.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE \$10,000 WATER CONTRACT PAYMENT FOR 1st QUARTER OF FY 2021-2022.

- 8.f APPROVAL OF UWPA PAYMENT OF \$104,250 CONTRIBUTION FOR 1st QUARTER FY 2021-2022; DISCUSSION/POSSIBLE ACTION. A copy of UWPA invoice #21-70 was included in the agenda packet for review. It was the Board's consensus to use the LAIF UWPA reserve funds to cover the costs until reimbursed by rate payer receipts once the 1st quarter transfers are complete.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE \$104,250 CONTRIBUTION PAYMENT FOR 1st QUARTER OF FY 2021-2022.

- 8.g APPROVAL OF SIGNING AUTHORITIES UPDATE FOR UNION BANK AND EL DORADO BANK; DISCUSSION/POSSIBLE ACTION Elaine Urruty reported that approval is needed to update signing authorities for Union and El Dorado Bank in order to remove Duane Oneto and add Bruce Tallakson as signing authorities.

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

MINUTE ENTRY. TO APPROVE UPDATING SIGNING AUTHORITIES ON UNION BANK AND EL DORADO BANK REMOVING PAST DIRECTOR ONETO AND ADDING DIRECTOR TALLAKSON.

- 8.h APPROVAL OF SIGNING AUTHORITIES UPDATE FOR UPUD LAIF ACCOUNT;DISCUSSION/POSSIBLE ACTION Elaine Urruty reported that approval was also needed to update the LAIF signing authorities by removing Duane Oneto and adding Bruce Tallakson.

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

MINUTE ENTRY. TO APPROVE SIGNING AUTHORITIES UPDATE FOR UPUD LAIF ACCOUNT REMOVING PAST DIRECTOR DUANE ONETO AND ADDING DIRECTOR BRUCE TALLAKSON.

REPORTS:

- 9.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 3rd month, in each quarter. The Stanislaus River Association (SRA) meetings have been cancelled due to COVID-19 until further notice.

- 9.b UWPA REPORT. Director Chick reported that UWPA has completed the ReMAT application and should have a contract signed by the end of September at the approximately \$73 rate. Director Chick also reported that UWPA also received a grant today from CPPA for approximately \$30,000 for upgrades to their facilities, including heat & air & lighting. Director Rasmussen reported that the next UWPA meeting has been changed from Tuesday, July 27th, to Thursday, July 29th, at 5:30 pm.

Next UWPA meeting is scheduled for Thursday, July 29, 2021 at 5:30 PM at the UWPA office in Angels Camp.

- 9.c LAFCO REPORT. Elaine Urruty reported that she spoke with John Benoit and he said that UPUD has been listing on the LAFCO agenda for information updates only and that he would like to meet with UPUD to review updates to the SOI & MSR. Elaine said John could not meet until August, so a meeting was tentatively scheduled for August 19th with John, Director Quincy, Bill Eltringham and Elaine.

The next LAFCO meeting is scheduled for Monday, September 20, 2021 at 6:00 PM at the Calaveras County Board of Supervisors Chambers in San Andreas.

- 9.d DISTRICT MANAGER'S REPORT. Bill Eltringham reported that they are still waiting for PG&E to give them a quote for the updates needed to the power at the treatment plant, but he is sure it will be costly. PG&E said it could be 6-8 weeks out before we hear back. Bill said that until the upgrade, they are running one mixer at a time. Bill said that he has met with District Engineer, Matt Ospital, on the CIP and is working on getting costs together. Bill stated that we are producing a little more water than last year. Last year we produced 37M Gal and this year 41M Gal, so not that much over last year and irrigation is about the same. We will continue watching the usage and promoting the voluntary 15% conservation for now. Bill reported that the road project currently being done on Hwy 4 ran into an issue with our water lines and had to do some re-engineering to work around them, which has caused a delay. Hopefully there will be no cost to UPUD. Bill said this new project will put our pipes in a bind and will probably cause us to have to hire contractors to do any repairs in this area in the future with the line being almost on top of our pipeline. Discussion ensued regarding the project and our pipelines.

- 9.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that she will be attending the Calaveras Conserves meeting tomorrow at CCWD to coordinate information to the public regarding water conservation efforts of all agencies. Elaine said she is working on the master plan data and should have this to Gary next week. Elaine said she is also working with the Hildebrand consultants on the 218 data and opened a drop box this week and has been sending data to them via the drop box. Elaine noted that there is only one report that the consultants are requesting that is a very extensive amount of information required and Elaine said there is no report available to get the data they are requesting. Elaine has requested a meeting with Mark Hildebrand to review data he is requesting and verify exactly what is needed. Elaine reported that SWRCB has had us complete a report on our Fed ID and will be

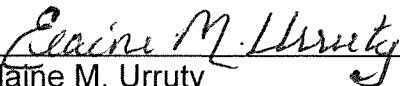
sending us more information on required webinars and a survey that must be completed to apply for COVID-19 costs reimbursement. Elaine said she is not sure how involved or time consuming this project will be yet. Elaine noted that the CCR report was completed and sent out with the June statements and copies are available in the office. The Worker's Comp audit was completed long distance via a drop box and we are awaiting completion and the results. Elaine also reported that she met with Computer Fireman regarding equipment needs for the Springbrook migration and regarding issues with the server cloud backups no longer working. We have had to change back to a local backup to a flash drive until the migration. Elaine said she needs to work on the budget and when she has a draft, schedule a meeting with the budget committee and Bill. Elaine noted that she will also be working on the LAIF quarterly transfers, quarterly payroll taxes and US Bank transfer due this month.

- 9.f IRRIGATION COMMITTEE. There was nothing to report.
- 9.g PERSONNEL COMMITTEE. There was nothing to report.
- 9.h BUDGET/FINANCE COMMITTEE. There was noting to report.
- 9.i LONG RANGE PLANNING COMMITTEE. Director Bottomley reported that they have had an awesome response on the accessory dwelling notice that was sent out. The only response that we haven't received has been from owner's that we know have accessory dwelling units and should be notifying us. The committee will continue meeting with office staff to review results and processing going forward.
- 10. DIRECTORS COMMENTS. Director Rasmussen asked if we should add the review of General Manager postiiion item to Old Business. It was the Board's consensus to add this item back to future agendas Old Business for future discussion and possible action. Director Chick asked what our UPUD unfunded liability is for CalPERS and if we should look into this for the future. Director Chick noted that the City of Angels has run into a real issue with these costs. Director Chick recommended that the Budget committee look at this. Elaine Urruty reported that there are a couple different options to prepay unfunded liability and she will gather data for the budget committee. Director Chick also said that he received compliments on the CCR report. Director Tallakson said that he would like to schedule a time to tour the district with Bill. Bill asked Director Tallakson to contact the office with a time he is available and he will schedule with him.
- 11. NEXT MEETING: The next regular meeting is scheduled for Wednesday, August 18, 2021, at 7:00 PM.
- 12. ADJOURNMENT. The meeting was adjourned with no further business at 8:15 PM.

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

Date: 9-22-21

ATTEST:



Elaine M. Urruty
Clerk to the UPUD Board of Directors