

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

MINUTES OF SEPTEMBER 19, 2018 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:	RALPH CHICK	President
	GREG RASMUSSEN	Vice President
	TOM QUINCY	Secretary
	DUANE ONETO	Treasurer
	ERIC BOTTOMLEY	Director

Also Present:	ELAINE URRUTY	Office Manager
	KEN AIROLA	District Legal Counsel
	FRANK FIELDS	UWPA
	PUBLIC AT LARGE	

1. PLEDGE OF ALLEGIANCE. The Pledge was given.
2. PUBLIC COMMENT. There was no public comment.
3. APPROVAL OF MINUTES. The minutes of the August 15, 2018, regular meeting were included in the agenda packets for review.

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

MINUTE ENTRY. THE MINUTES OF THE MEETING OF AUGUST 15, 2018 WERE APPROVED AS CORRECTED.

RECURRING BUSINESS:

- 4.a APPROVAL OF EXPENDITURES. The August 2018 Expenditures were included in the agenda packets for review. Elaine Urruty reviewed the expenditures with the Board, noting the large expenditures of payments to State Unemployment for Joseph Darby in the amount of \$5,897; Condor Earth Tech., Inc. for the Dam Break Analysis Report in the amount of \$12,264.62; Ron Cooper General Contracting for paving on the Douglas Flat Main Street Irrigation Project in the amount of \$2,900; UWPA for the 1st Qtr Contribution payment in the amount of \$21,250; Weber-Ghio & Associates for work on the Treatment Plant project in the

amount of \$8,439; Sterling Water Tech, LLC for purchase of Cationic Polymer in the amount of \$18,863.40 and CalPERS annual payment for our GASB report in the amount of \$350.

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

MINUTE ENTRY. THE AUGUST 2018 EXPENDITURES WERE APPROVED AS PRESENTED.

- 4.b CASH RECEIPTS REPORT. The Cash Receipts report for the month of August 2018 was included in the agenda packets for review. Elaine reviewed the cash receipts report noting continuing hydrant sales. Elaine also reported to the Board that Bill Eltringham instructed the office to give Anthony Darby notice to vacate Garage Space #2, since we have not been receiving payments as agreed, and Bill plans to utilize this space for UPUD storage after some improvements are done. Elaine noted that one of the receipts was from the Hitchcock's for the cost of installing their second meter, in the amount of \$583.59, for the second dwelling on their property. The Hitchcock's are still working on a filtration system to enable usage of the well on their property for their cabana house. Once they know the water is cleared for domestic use, they will install a backflow device and have Bill Eltringham inspect the hookups as agreed to. Elaine provided the Board with copies of the over 90-day accounts report and reviewed the report with the Board.
- 4.c BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of August 2018 was included in the agenda packet for review. Elaine reported the only change this month was the increase in the SRLF Reserve accounts for interest earned. The current LAIF balance is \$1,580,756.77.
- 4.d BALANCE SHEET & INCOME STATEMENT. The August 2018 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 August 31, 2018 is \$103,356.75. Elaine also noted that the net difference of our cash and reserve accounts to our long term debts as of August 31, 2018 is a positive \$937,047.87. Elaine noted that these figures are prior to end of year postings & audit.

OLD BUSINESS: There was no Old Business.

NEW BUSINESS:

- 6.a APPLICATION FOR IRRIGATION SERVICE – ANNA GUTIERREZ – 1602 MONGE RANCH RD., DOUGLAS FLAT – APN #066-024-045; DISCUSSION/POSSIBLE ACTION A copy of the application was included in the agenda packet for review. Elaine Urruty reported that this application was discussed at the last meeting and Bill Eltringham recommended approval and the payment of the \$5,000 connection fee has been paid. The application just needs formal

Board approval. Elaine said the account will be set-up and put on Paid/Not Installed status until Anna Gutierrez completes the necessary replacement of old lines on her property prior to meter installation. UPUD will charge monthly usage once the meter is installed.

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

MINUTE ENTRY. TO APPROVE THE IRRIGATION SERVICE FOR ANNA GUTIERREZ AT 1602 MONGE RANCH RD., DOUGLAS FLAT – APN #066-024-045.

- 6.b REQUEST FOR LEAK ADJUSTMENT – THOMAS GERBER - #6543-000 – 522 ALGIERS ST., MURPHYS; DISCUSSION/POSSIBLE ACTION A copy of the request letter from Mr. Gerber was included in the agenda packet for the Board’s review. Elaine reported that during reads the office staff noticed the large usage and notified Mr. Gerber, who lives out of the area, and also had the crew go out and check for leak. The crew located a large amount of water coming from the foundation and turned off the water to avoid further damage. Elaine introduced Mr. Gerber who was in attendance and said the usage totaled 72,840 cf and the bill totaled \$1,274.28. Calculations were included in the agenda packet showing the overage from the average bill = \$1,167.05 and ½ of this overage = \$583.53. Elaine also reported that this is an excellent paying account and there is no record of ever receiving a leak adjustment on this account. Mr. Gerber said that luckily the leak was under the foundation, so there was not a lot of damage to the house and reported that the repairs have been completed. Discussion ensued regarding the leak adjustment and it was the Board’s consensus that this type of incident it was the leak adjustment was intended for. Director Rasmussen recommended to Mr. Gerber that, since he lives out of the area, that he may want to install a shutoff on his side of the meter and shut the water off when he is out-of-town to prevent these types of leaks in the future. Director Bottomley thanked Mr. Gerber for his nice letter commending the staff.

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

MINUTE ENTRY. TO APPROVE A ONE TIME LEAK ADJUSTMENT TO MR. GERBER’S ACCOUNT #6543-000 IN THE AMOUNT OF ½ OF THE Overage COST IN THE AMOUNT OF \$583.55.

- 6.c PRESENTATION AND REVIEW OF THE NEW UPUD WEBSITE – NHU BERGSTROM, NHU DESIGN; DISCUSSION/POSSIBLE ACTION Elaine reported that unfortunately Nhu could not attend due to a family emergency. Elaine gave a presentation and reviewed the website template with the Board and asked the Board for any input of what they would like to see on

the website. The Board is welcome to come into the office to review some of the different sites Nhu has done for examples. Elaine said we will start with a very basic site, but have chosen a template that we can grow with. The website domain is UPUDwater.com, which Elaine said she purchased years back to save for the district. Nhu has suggested that we also purchase UPUDwater.org as a security, so no one can get it and use to phish or scam customers. Elaine is looking into this domain. We can also set up everyone's emails as @upudwater.com, including Board members, if we wish to do so. Discussion ensued regarding the website and Elaine answered questions from the Board. Elaine said she is trying to make sure the site is as user friendly as possible.

- 6.d REVIEW AND POSSIBLE APPROVAL OF FY 2018-2019 SALARIES AND SALARY SCHEDULE; DISCUSSION/POSSIBLE ACTION The Personnel Committee provided a recommendation of salary increases in writing to the Board for their review. Director Chick said the Personnel Committee recommends not to go retroactive and to make the salary increase effective with the next pay period because of the budget not being done earlier and the staff time involved to do retro pay. Director Quincy stated that General Manager, Bill Eltringham, stated that staff raises have always been retroactive historically to the beginning of each fiscal year and felt strongly that they should be this time also. Discussion ensued regarding the increases and whether or not to have the salaries retroactive to July 1, 2018. Director Chick also brought up the issue of pay dates and that payroll is currently the same week as the pay period being paid which puts stress on the staff to complete payroll in such a short period. Director Chick felt that this is something we need to look into possibly changing. Discussion also ensued regarding pay dates and this item will be looked into further.

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

MINUTE ENTRY. TO APPROVE THE SALARY INCREASES AS PRESENTED BY THE PERSONNEL COMMITTEE WITH NO COLA CHANGE TO THE SALARY SCHEDULE.

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

MINUTE ENTRY. TO APPROVE THE RAISES RETROACTIVE TO JULY 1, 2018 TO ALIGN WITH THE FISCAL YEAR.

REPORTS:

- 7.a HWY 4 CORRIDOR ADHOC COMMITTEE REPORT. There was nothing to report.

Next Hwy 4 Corridor meeting is scheduled for Thursday, October 4, 2018 at 4:00 PM at the CCWD office in San Andreas.

7.b UWPA REPORT. Frank Fields from UWPA reported that the FERC inspection was done today and it went fairly well. They had a new inspector, the third one in three years, so things are always different. The outgoing draft was promising and they have a few things to fix and should come out okay.

Next UWPA meeting is scheduled for Tuesday, September 25, 2018 at 5:30 PM at the UWPA office in Angels Camp.

7.c LAFCO REPORT. Director Quincy reported that he and Director Chick attended the LAFCO meeting, as the UPUD annexations for Metzger and Padou were on the agenda. No action was taken and this item was postponed to the next meeting. Joel Metzger was in attendance to give a presentation on SB606 and AB1668, which does not affect us at this time as it rules urban districts with over 2,000 customers. Joel reported that the State will fly over properties and decide how much water will be allocated to each customer by the size and usage of the properties and also are restricting domestic home usage to 55 gals per person per residence.

The next LAFCO meeting is scheduled for Monday, November 19, 2018 at 6:00 PM at the Calaveras County Board of Supervisors Chambers in San Andreas.

7.d DISTRICT MANAGER'S REPORT. The District Manager was not in attendance.

7.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that she was been working on the website with Nhu and will continue doing so. Elaine is still working on getting an ad in paper for the part time Customer Service Rep position, but her time as been taken with computer issues with our internet & email service all month. Elaine said she has been searching for furniture to setup the office next door and was looking into better quality used furniture to try and save the district money and luckily found a complete oak desk unit with an original value of approximately \$5,000 and only paid \$375. Elaine, her husband and Kyle Spence went to El Dorado Hills with a U-Haul and picked up the unit and it has been put in the office next door and is ready to be assembled once we have wiring in place. Elaine said that Angels Sheet Metal is scheduled to install the heat and air unit October 1st. Elaine said she has also gotten quotes for 3 new PCs for the office in order to upgrade with the migration and have a PC for the new part time Customers Service Rep. Elaine will use of the old PCs for processing Sensus handhelds as recommended by Sensus. Elaine reviewed issues the office has been having all month with CalNet, formerly Goldrush, with both internet and email; which has taken a lot of her time this month. Discussion ensued regarding the part time Customer Service Rep position and whether to post or not and it was decided to go forward with posting in the paper. Elaine also reported to the Board that in talking with CalPERS in regards to the part time position and employee benefits, she was informed that the District must offer all benefits to their employees that are available in our area and then tell the employees how much will be covered by the District. Then once employees choose their preference, if any difference is due, they pay through monthly payroll deductions. Elaine said due to this she needs to meet with the Personnel Committee to review and come up with a recommendation and the Board

needs to decide how much will be covered for each employee and their families as soon as possible. This will also add more time on the payroll side to setup and keep track of employee benefit deductions monthly. Elaine reported that she will be inputting the budget in the system so it will show on future financial reports and is also working on end-of-year calculations, project costs and GL postings to prepare for the audit. Elaine said she is still waiting for the GASB report that we paid CalPERS for to send to the auditor for CalPERS liability end-of-year calculations. Elaine said she is reviewing the MSR report for updates to send to John Benoit.

- 7.f IRRIGATION COMMITTEE. There was nothing to report.
- 7.g PERSONNEL COMMITTEE. There was nothing to report.
- 7.h BUDGET/FINANCE COMMITTEE. There was nothing to report.
- 10. DIRECTORS COMMENTS. Director Chick reported to the Board that District Counsel, Ken Airola, had prepared a draft letter to Mark Wilson regarding his accessory dwelling unit. Discussion ensued regarding the letter and whether or not to further review our ordinances regarding accessory dwellings. Director Oneto reported that he and Bill Eltringham met with the owner of the KOA trailer park in Angels Camp adjacent to the Fairgrounds regarding his request for possible water service. The park is not in the District and he would like to look into annexation because he is concerned about lack of water during a drought year as he is on a well. The owner said he could run line towards Oneto's property, if needed, and they also discussed the possibility of using infrastructure at the fairgrounds. The owner wanted to meet to discuss the possibilities before moving forward with any formal requests. Director Bottomley said that he also spoke with the owner, Jonathan, regarding his request. Director Rasmussen reported that UWPA will be having another two by two meeting with CCWD on Tuesday before the UWPA meeting. Director Bottomley thanked Elaine for her work and presentation on the website and said he is excited that we are moving forward. Director Bottomley thanked Ken Airola for his work on the letter to Mr. Wilson.
- 11. NEXT MEETING: Next regular meeting is scheduled for Wednesday, October 17, 2018, at 7:00 PM.
- 12. ADJOURNMENT. The meeting was adjourned with no further business at 8:30 PM.

Submitted by: _____
Thomas E. Quincy, Secretary

Date: _____

ATTEST:

Elaine M. Urruty
Clerk to the UPUD Board of Directors