

SPECIAL BOARD MEETING AGENDA

5:30 PM Wednesday November 20, 2024
UPUD Headquarters | 339 Main Street, Murphys, CA 95247

OUR MISSION

Union Public Utility District is dedicated to protecting, enhancing, and developing our water resources to the highest beneficial use for our customers, while maintaining cost-conscious, reliable service and providing gainful employment through responsible management.

Board Chambers are open to the public and the following alternative is available to members of the public who wish to participate in the meeting virtually:

Microsoft Teams meeting

Join on your computer, mobile app or room device

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Meeting ID: 231 098 604 416

Passcode: fgRMdM

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[+1 209-729-7215,,484999377#](#)

Phone Conference ID: 484 999 377#

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-728-3651. Notification in advance of the meeting will enable UPUD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at UPUD for review by the public.

ORDER OF BUSINESS

CALL TO ORDER/THE PLEDGE OF ALLEGIANCE

1. ROLL CALL

2. APPROVAL OF AGENDA

3. PUBLIC COMMENT:

(LIMIT 5 MINUTES PER PERSON) Members of the public may address the Board on items not agendized. The public is encouraged to contact the General Manager or Board of Directors for consideration of items to be placed on the agenda. No action will be taken by the Board unless an item is agendized.

4. CONSENT AGENDA:

Consent agenda items are expected to be routine and non-controversial. They will be acted upon by the Board at a time, without discussion. Any board member, staff member or interested party may request removal of an item from the consent agenda for later discussion.

- a. Approval of Minutes: October 23, 2024 – Regular Meeting
- b. Expenditures – October 2024
- c. Fund Balance Report – October 2024
- d. Balance Sheet & Income Statement – October 2024
- e. YTD Budget to Actuals – October 2024
- f. Legal Fees Year-to-Date Review

5. OLD BUSINESS: None

6. NEW BUSINESS

- a. Discussion/Action: Resolution Honoring the Retirement of William Eltringham RES 2024-024
- b. Discussion/Action Supporting California Jobs First – Sierra Region | Apprenticeship Program
(Jessica Self, General Manager)
- c. Discussion/Action Regarding District Policy Updates RES 2024-025
(Jessica Self, General Manager)

7. UPDATES

- a. Discussion/Potential Direction Regarding Utica Water & Power Authority

8. REPORTS

- a. General Manager

9. DIRECTORS COMMENTS

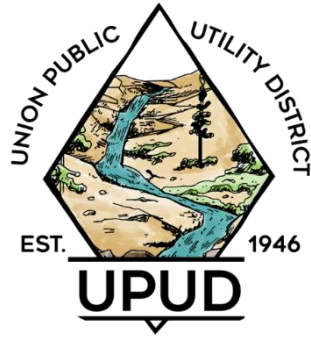
10. NEXT BOARD MEETINGS & EVENTS

- Wednesday, December 11, 2024, at 6:00 PM – Public Hearing
- December Regular Board Meeting: CANCELED
- Happy Holidays!

11. ADJOURNMENT

PROCEDURAL NOTICES

LEVINE ACT PUBLIC PARTY/APPLICANT DISCLOSURE OBLIGATIONS: Applicants, parties, and their agents who have made campaign contributions totaling more than \$250 (aggregated) to a Board Member over the past 12 months must publicly disclose that fact for the official record of that agenda item. Disclosures must include the amount of the campaign contribution aggregated, and the name(s) of the campaign contributor(s) and Board member(s). The disclosure may be made either in writing to the Clerk prior to the agenda item consideration, or by verbal disclosure at the time of the agenda item consideration. The foregoing statements do not constitute legal advice, nor a recitation of all legal requirements and obligations of parties/applicants and their agents. Parties and agents are urged to consult with their own legal counsel regarding the requirements of the law.



MINUTES

UNION PUBLIC UTILITY DISTRICT REGULAR BOARD MEETING

OCTOBER 23, 2024

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

Directors Absent: None

Staff Present: Jessica Self, General Manager
Jenna Mayo, Executive Admin Coordinator

Others Present: Jeffrey Land, Oppenheimer & Co. Inc
Jeremy Tamargo, NBS
Frank Splendorio, Best, Best & Krieger LLP
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 let the Pledge of Allegiance.

2. APPROVAL OF AGENDA

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

Abstained: None

MINUTE ENTRY. MOTION TO APPROVE THE AGENDA AS PRESENTED.

3. PUBLIC COMMENT:

Mike Peirano expressed his appreciation to the UPUD staff and Board Directors for their hard work and dedication.

4. CONSENT AGENDA:

- a. Approval of Minutes: September 25, 2024 – Regular Meeting
- b. Expenditures - September 25, 2024
- c. Fund Balance Report – September 25, 2024
- d. Balance Sheet & Income Statement – September 25, 2024
- e. YTD Budget to Actuals – September 25, 2024
- f. Legal Fees Year-to-Date Review

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

MINUTE ENTRY. MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.

5. NEW BUSINESS

- a. Discussion/Action: Approve Financing Documents Related to Acquisition and Installation of Electric Panel and other CIP Projects
(Jeffrey Land, Oppenheimer & Co. Inc) **RES 2024-022**

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

RESO NO. 2024-022. TO ADOPT RESOLUTION NO. 2024.022 - AUTHORIZING THE EXECUTION AND DELIVERY OF AN INSTALLMENT PURCHASE CONTRACT RELATED TO ACQUISITION AND INSTALLATION OF ELECTRIC PANEL, AS PRESENTED.

- b. Discussion/Action Revising District Job Description
(Jessica Self, General Manager)

Motion: Director Rasmussen

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

MINUTE ENTRY. MOTION TO APPROVE ITEM 5 B REVISING DISTRICT JOB DESCRIPTION, AS PRESENTED.

c. Discussion/Action Regarding District Policy Updates
(Jessica Self, General Manager)

RES 2024-023

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

RESO NO. 2024-023. TO ADOPT RESOLUTION NO. 2024.023 - UPDATING DISTRICT EMPLOYEE POLICIES, AS PRESENTED.

d. Discussion/Action: Authorize the GM to Issue the Draft Proposition 218 Notices for the Proposed Rates and to Set the Public Hearing Pursuant to the Required Notice Period
(Jeremy Tamargo, NBS)

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

MINUTE ENTRY. MOTION TO APPROVE ITEM 5 D AUTHORIZE THE GM TO ISSUE THE DRAFT PROPOSITION 218 NOTICES FOR THE PROPOSED RATES AND TO SET THE PUBLIC HEARING PURSUANT TO THE REQUIRED NOTICE PERIOD, AS PRESENTED.

General Manager

The General Manager's report was presented to the Board by General Manager, Jessica Self.

6. DIRECTORS COMMENTS

Director Chick reported that the 10/22/24 UWPA meeting was cancelled due to the maintenance outage.

7. CLOSED SESSION:

None

8. NEXT BOARD MEETINGS & EVENTS

- Thursday, November 14, 2024 at 1:00 PM and 6:00 PM – Prop 218 Workshops
- Wednesday, November 20, 2024 at 5:30 PM – Special Board Meeting
- Wednesday, December 11, 2024 at 6:00 PM – Public Hearing

9. ADJOURNMENT

The meeting adjourned at 6:50 PM

Respectfully Submitted:

ATTEST:

Tom E. Quincy, Board Secretary

Jenna Mayo, Clerk to the Board

Bank Reconciliation

Board Audit

Oct-24

<u>Check No.</u>	<u>Vendor/Employee</u>	<u>Transaction Description</u>	<u>Date</u>	<u>Amount</u>
Fund: 01 Water Fund				
Department: 00				
28717	Department of Community Services and Development	LIHWAP Unapplied Funds	10/03/2024	396.46
		Total for Department: 00		396.46
		Total for Fund:01 Water Fund		396.46
Fund: 02 Utica				
Department: 02 Water Purchase				
210050	UWPA	UWPA 1st Qtr Water Agreement - FY 2024-2025	10/31/2024	92,500.00
		Total for Department: 02 Water Purchase		92,500.00
		Total for Fund:02 Utica		92,500.00
Fund: 03 Enterprise				
Department: 00				
0	EDD	Payroll taxes	10/30/2024	118.26
		Total for Department: 00		118.26
Department: 03 Treatment				
0	Anthem Blue Cross	Emp Dental Ins - 11/01/2024 to 12/01/2024	10/30/2024	337.00
0	AT&T U-verse	Treatment Uverse - 09/13/2024 10/12/2024	10/14/2024	127.57
0	AT&T U-verse	TP Uverse - 10/13/2024 to 11/12/2024	10/30/2024	123.93
0	CalPERS - Health Benefits	10/2024 - Emp Health Ins	10/03/2024	3,425.30
0	CPPA	08/23/2024 to 09/23/2024 - Utilities	10/10/2024	2,125.64
0	Farmer's Insurance Exchange	W/C Ins - 10/09/2024 to 11/08/2024	10/14/2024	457.43
0	PG&E	09/11/2024 to 10/09/2024 - TP & Corp Yard Svs	10/30/2024	104.58
0	Verizon Wireless	08/16/2024 to 09/15/2024 - Treatment Cell Phones	10/30/2024	41.33
28712	Alpha Analytical Laboratories, Inc.	Order #24I0950	10/03/2024	1,445.00
28715	CRWA	D Winans - 1st YR Annual Apprenticeship Tuition	10/03/2024	1,500.00
28720	Hach Company	Fld Svs Contract - CL 17, Controller and Turb Sensor	10/03/2024	8,634.00
28722	USA Blue Book	Treat - Supplies - Supplies - LMI B-9 Pump	10/03/2024	3,464.74
210033	Univar Solutions USA INC.	Treat - Supplies - Chemicals	10/10/2024	3,081.21
210034	USA Blue Book	Treat - Supplies - Inj Valve	10/10/2024	203.78
210035	Postmaster	2024 - Bulk Mailing Fee for 218 Notification Letters	10/24/2024	381.60
210036	AT&T CALNET	Telephone - 09/04/2024 to 10/03/2024	10/30/2024	120.38
210040	Gateway Press, Inc	2024 - 218 Notification Letters	10/30/2024	365.90
210043	NBS Government Finance Group	Consulting Svs - (2024) 218 Water Rate Study	10/30/2024	2,883.00
210044	Pegboard	2024 - 218 Notification Envelopes	10/30/2024	114.59
210047	USA Blue Book	Treatment - Supplies	10/30/2024	36.69
210048	USA Vision	October 2024 - Emp Vision Insurance	10/30/2024	76.48
210049	Weber, Ghio & Associates	September 2024 Billing	10/30/2024	4,650.01

Total for Department: 03

33,700.16

Department: 04 Distribution

0	Anthem Blue Cross	Emp Dental Ins - 11/01/2024 to 12/01/2024	10/30/2024	648.00
0	AT&T U-verse	Distr Uverse - 09/13/2024 10/12/2024	10/14/2024	76.38
0	AT&T U-verse	Distr/Irrig Uverse - 10/13/2024 to 11/12/2024	10/30/2024	73.46
0	California Waste Recovery System	Sept 2024 Svs	10/14/2024	77.82
0	CalPERS - Health Benefits	10/2024 - Emp Health Ins	10/03/2024	11,804.12
0	Farmer's Insurance Exchange	W/C Ins - 10/09/2024 to 11/08/2024	10/14/2024	1,097.83
0	First Business Specialty Finance, LLC	2019 Vac Tron Trlr - Loan - Pmt 5 of 10	10/30/2024	3,541.67
0	PG&E	09/11/2024 to 10/09/2024 - TP & Corp Yard Svs	10/30/2024	176.06
0	US Bank	Visa Bill - October	10/30/2024	266.06
0	Verizon Wireless	08/16/2024 to 09/15/2024 - Distr Cell Phones	10/30/2024	159.99
28715	CRWA	K Spence - 1st YR Annual Apprenticeship Tuition	10/03/2024	1,500.00
28719	Ferguson Waterworks #1423	Supplies - Inventory	10/03/2024	2,133.99
210030	Murphys Sanitary District	UPU0002 - Oct 2024 Svs	10/10/2024	48.00
210031	Red Store	Supplies	10/10/2024	99.72
210032	Sierra Hills Market	Distr & Irrig - Supplies	10/10/2024	95.41
210035	Postmaster	2024 - Bulk Mailing Fee for 218 Notification Letters	10/24/2024	305.28
210036	AT&T CALNET	Telephone - 09/04/2024 to 10/03/2024	10/30/2024	135.64
210037	Calaveras Lumber	Distr & Irrig - Supplies	10/30/2024	5.70
210039	Ferguson Waterworks #1423	Supplies - Inventory	10/30/2024	402.93
210040	Gateway Press, Inc	2024 - 218 Notification Letters	10/30/2024	292.72
210041	Hammer Down Repair	New Battery and Installation	10/30/2024	190.07
210042	Hunt & Sons, Inc	October 2024 - Gas, Oil & Fuel	10/30/2024	1,394.42
210043	NBS Government Finance Group	Consulting Svs - (2024) 218 Water Rate Study	10/30/2024	2,307.67
210044	Pegboard	2024 - 218 Notification Envelopes	10/30/2024	91.68
210045	Signal Service	11/01/2024 to 01/31/2025 - 988 Sheep Ranch Rd	10/30/2024	72.00
210048	USA Vision	October 2024 - Emp Vision Insurance	10/30/2024	167.14
210049	Weber, Ghio & Associates	September 2024 Billing	10/30/2024	3,460.65

Total for Department: 04

30,624.41

Department: 07 Irrigation

0	Anthem Blue Cross	Emp Dental Ins - 11/01/2024 to 12/01/2024	10/30/2024	162.00
0	AT&T U-verse	Irrig Uverse - 09/13/2024 10/12/2024	10/14/2024	19.09
0	AT&T U-verse	Distr/Irrig Uverse - 10/13/2024 to 11/12/2024	10/30/2024	18.37
0	California Waste Recovery System	Sept 2024 Svs	10/14/2024	19.45
0	CalPERS - Health Benefits	10/2024 - Emp Health Ins	10/03/2024	2,951.03
0	Farmer's Insurance Exchange	W/C Ins - 10/09/2024 to 11/08/2024	10/14/2024	274.45
0	PG&E	09/11/2024 to 10/09/2024 - TP & Corp Yard Svs	10/30/2024	44.01
0	US Bank	Visa Bill - October	10/30/2024	66.51
0	Verizon Wireless	08/16/2024 to 09/15/2024 - Irrig Cell Phones	10/30/2024	37.69
28719	Ferguson Waterworks #1423	Supplies - Inventory	10/03/2024	533.50
210030	Murphys Sanitary District	UPU0002 - Oct 2024 Svs	10/10/2024	12.00
210031	Red Store	Supplies	10/10/2024	24.93
210032	Sierra Hills Market	Distr & Irrig - Supplies	10/10/2024	23.85
210035	Postmaster	2024 - Bulk Mailing Fee for 218 Notification Letters	10/24/2024	76.32
210036	AT&T CALNET	Telephone - 09/04/2024 to 10/03/2024	10/30/2024	33.91
210037	Calaveras Lumber	Distr & Irrig - Supplies	10/30/2024	1.43
210039	Ferguson Waterworks #1423	Supplies - Inventory	10/30/2024	100.73
210040	Gateway Press, Inc	2024 - 218 Notification Letters	10/30/2024	73.18
210041	Hammer Down Repair	New Battery and Installation	10/30/2024	47.52
210042	Hunt & Sons, Inc	October 2024 - Gas, Oil & Fuel	10/30/2024	348.61
210043	NBS Government Finance Group	Consulting Svs - (2024) 218 Water Rate Study	10/30/2024	576.33
210044	Pegboard	2024 - 218 Notification Envelopes	10/30/2024	22.92
210045	Signal Service	11/01/2024 to 01/31/2025 - 988 Sheep Ranch Rd	10/30/2024	18.00
210048	USA Vision	October 2024 - Emp Vision Insurance	10/30/2024	41.78
210049	Weber, Ghio & Associates	September 2024 Billing	10/30/2024	557.35

Total for Department: 07 6,084.96

Total for Fund:03 Enterprise 70,527.79

Fund: 06 General

Department: 00

0 EDD Payroll taxes 10/30/2024 118.25

Total for Department: 00 118.25

Department: 06 Administration

0	Anthem Blue Cross	Emp Dental Ins - 11/01/2024 to 12/01/2024	10/30/2024	379.00
0	California Waste Recovery System	Sept 2024 Svs	10/14/2024	105.47
0	CalPERS - Fiscal Svs Div - Cashier/PR	FY 2024-2025 - GASB-68-Rptg Svs Fee	10/07/2024	700.00
0	CalPERS - Health Benefits	10/2024 - Emp Health Ins	10/03/2024	2,634.85
0	Comcast	10/01/2024 to 10/31/2024 - Telephone	10/14/2024	201.40
0	Comcast Business	Internet 10/01/2024 to 10/31/2024	10/14/2024	304.99
0	CPPA	08/23/2024 to 09/23/2024 - Utilities	10/10/2024	127.84
0	De Lage Landen Financial Services, Inc.	Copier Lease - 09/15/2024 to 10/14/2024	10/14/2024	265.98
0	De Lage Landen Financial Services, Inc.	Copier Lease - 10/15/2024 to 11/14/2024	10/30/2024	268.46
0	Farmer's Insurance Exchange	W/C Ins - 10/09/2024 to 11/08/2024	10/14/2024	100.36
0	US Bank	Visa Bill - October	10/30/2024	5,699.57
0	Verizon Wireless	08/16/2024 to 09/15/2024 - Admin Cell Phones	10/30/2024	157.39
28713	Carbon Copy	Copier Usage 09/01/2024-09/30/2024	10/03/2024	27.19
28714	Clark Pest Control	September 2024 - Adm Offc (Termite) - #423618	10/03/2024	225.00
28716	Dataprose, LLC	09/01/2024 to 09/30/2024 - Statment Mailings	10/03/2024	1,127.98
28718	Ebbetts Pass Gas Service	Acct #2004997 Propane Delivery - Main Office	10/03/2024	186.24
28721	Springbrook Holding Company, LLC.	Civic Pay Transaction Fee - September 2024	10/03/2024	4,140.00
210028	Best Best & Krieger Attorneys At Law	Matter #90443.00001 - M. Hatfield v UPUD	10/10/2024	14,466.00
210029	Mother Lode Answering Service, Inc.	October 2024 Svs	10/10/2024	275.00
210030	Murphys Sanitary District	UPU0001 - Oct 2024 Svs	10/10/2024	60.00
210035	Postmaster	2024 - Bulk Mailing Fee for 218 Notification Letters	10/24/2024	381.60
210038	CSDA	Annual Membership 2025	10/30/2024	6,858.00
210040	Gateway Press, Inc	2024 - 218 Notification Letters	10/30/2024	365.90
210043	NBS Government Finance Group	Consulting Svs - (2024) 218 Water Rate Study	10/30/2024	2,883.00
210044	Pegboard	2024 - 218 Notification Envelopes	10/30/2024	114.59
210045	Signal Service	11/01/2024 to 01/31/2025 - 339 Main St	10/30/2024	204.00
210046	Springbrook Holding Company, LLC.	Standard Professional Services - Bank Recon	10/30/2024	240.00
210048	USA Vision	November 2024 - Emp Vision Insurance	10/30/2024	45.48

Total for Department: 06 42,545.29

Total for Fund:06 General 42,663.54

Grand Total 206,087.79

General Ledger
Fund Balance Report CA CLASS
Oct-24

<u>Account Number</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Debits (Interest Earned)</u>	<u>Credits</u>	<u>Ending Balance</u>
01	Water Fund				
01-00-1501	CA CLASS - Emergency Reserve	\$ 1,187,248.47	\$ 5,031.91	\$ -	\$ 1,192,280.38
01-00-1502	CA CLASS - Irrigation Reserve	\$ 208,300.31	\$ 882.84	\$ -	\$ 209,183.15
01-00-1504	CA CLASS - UWPA Reserve	\$ 47,435.12	\$ 201.04	\$ -	\$ 47,636.16
01-00-1506	CA CLASS - Operations Reserve	\$ 648,500.18	\$ 2,748.54	\$ -	\$ 651,248.72
01-00-1507	CA CLASS - Capital Reserve	\$ 615,817.30	\$ 2,610.02	\$ -	\$ 618,427.32
Total CA CLASS		\$ 2,707,301.38	\$ 11,474.35	\$ -	\$ 2,718,775.73

General Ledger
Fund Balance Report LAIF
Oct-24

<u>Account Number</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Debits (Interest Earned)</u>	<u>Credits</u>	<u>Ending Balance</u>
01	Water Fund				
01-00-1401	LAIF - Emergency Reserve	\$ 12,729.26	\$ 137.48	\$ -	\$ 12,866.74
Total LAIF		\$ 12,729.26	\$ 137.48	\$ -	\$ 12,866.74

General Ledger

Balance Sheet

Oct-24

Fund ALFRE

Account Type	Amount
01 - Water Fund	
Assets	
Cash & Investments	3,796,359.37
Accounts Receivable	51,348.31
Inventory	0.00
Fixed Assets	4,672,618.36
Other Long Term Assets	0.00
CalPERS Pension Outflows	318,606.00
Grant Receivable	0.00
Total Assets:	<u>8,838,932.04</u>
Liabilities	
Accounts Payable	58,313.54
Payroll Liabilities	0.00
Deferred Revenue	2,962.32
Compensated Absences	74,871.35
Bonds/Notes Payable-Current	0.00
CalPERS Pension -Liability Exp	525,941.00
CalPERS Pension - Inflows	43,711.00
Total Liabilities:	<u>705,799.21</u>
Fund Balance	
Fund Balance	7,469,834.60
Total Fund Balance:	<u>7,469,834.60</u>
Total Liabilities and Fund Balance:	<u>8,175,633.81</u>
Total Retained Earnings:	<u>663,298.23</u>

Total Fund Balance and Retained Earnings: 8,133,132.83

Total Liabilities, Fund Balance, and Retained Earnings: 8,838,932.04

Totals for Fund 01 - Water Fund: 0.00

02 - Utica

Assets

Cash & Investments (92,500.00)

Total Assets: (92,500.00)

Liabilities

Accounts Payable 0.00

Total Liabilities: 0.00

Fund Balance

Fund Balance 0.00

Total Fund Balance: 0.00

Total Liabilities and Fund Balance: 0.00

Total Retained Earnings: (92,500.00)

Total Fund Balance and Retained Earnings: (92,500.00)

Total Liabilities, Fund Balance, and Retained Earnings: (92,500.00)

Totals for Fund 02 - Utica: 0.00

03 - Enterprise

Assets

Cash & Investments (480,535.93)

Total Assets: (480,535.93)

Liabilities

Accounts Payable (59,720.00)

Payroll Liabilities (118.26)

Total Liabilities: (59,838.26)

Fund Balance

Fund Balance 0.00

Total Fund Balance: 0.00

Total Liabilities and Fund Balance: (59,838.26)

Total Retained Earnings: (420,697.67)

Total Fund Balance and Retained Earnings: (420,697.67)

Total Liabilities, Fund Balance, and Retained Earnings: (480,535.93)

Totals for Fund 03 - Enterprise: 0.00

06 - General
Assets

Cash & Investments (241,217.33)

Total Assets: (241,217.33)

Liabilities

Accounts Payable 0.00

Payroll Liabilities (118.25)

Customer Assistance 0.00

Total Liabilities: (928.25)

Fund Balance

Fund Balance 0.00

Total Fund Balance: 0.00

Total Liabilities and Fund Balance: (928.25)

Total Retained Earnings: (240,289.08)

Total Fund Balance and Retained Earnings: (240,289.08)

Total Liabilities, Fund Balance, and Retained Earnings: (241,217.33)

Totals for Fund 06 - General: 0.00

General Ledger
Revenues by Category
Oct-24

Account Number	Description	One Year Prior Actual	Budget	Period Amt	End Bal
01	Water Fund				
01-01-4100	Domestic Water Revenue	\$ (511,087.15)	\$ (1,741,425.00)	\$ (139,806.32)	\$ (604,536.27)
01-01-4105	Irrigation Water Revenue	\$ (88,767.03)	\$ (147,000.00)	\$ (14,368.28)	\$ (64,208.53)
01-01-4106	Utica Conveyance Fees	\$ (123,435.00)	\$ (370,000.00)	\$ (30,946.20)	\$ (123,764.70)
01-01-4107	Utica Irrigation Water Sales	\$ (157.22)	\$ (157.00)	\$ -	\$ -
01-01-4120	Hydrant Meter Revenue	\$ (125.00)	\$ (2,000.00)	\$ (125.00)	\$ (375.00)
01-01-4160	Penalties	\$ (2,710.00)	\$ (10,000.00)	\$ -	\$ 40.00
01-01-4180	Other - Water Related	\$ (2,251.10)	\$ (5,000.00)	\$ (250.00)	\$ (795.00)
01-01-4189	Meter Reset Fees	\$ (1,000.00)	\$ (1,000.00)	\$ -	\$ -
01-01-4190	Meter Connection Fees	\$ (28,000.00)	\$ (14,000.00)	\$ -	\$ -
01-01-4195	Non-Operating Income	\$ -	\$ (1,500.00)	\$ -	\$ -
01-01-4200	Interest Earned	\$ (50,686.70)	\$ (70,000.00)	\$ (11,611.83)	\$ (56,236.22)
01-01-4300	County Taxes	\$ (8,055.86)	\$ (165,000.00)	\$ -	\$ (17,835.30)
01-01-4420	Insurance Refund	\$ (337.06)	\$ -	\$ (91.00)	\$ (91.00)
01-01-4440	Garage Rental Revenue	\$ (560.00)	\$ (1,200.00)	\$ (460.00)	\$ (460.00)
01-01-4441	NCPA Facilities Use Agreement	\$ -	\$ (2,500.00)	\$ -	\$ -
01-01-4460	Grant Income	\$ -	\$ -	\$ (3,500.00)	\$ (3,500.00)
01	Water Fund	\$ (817,172.12)	\$ (2,530,782.00)	\$ (201,158.63)	\$ (871,762.02)
Revenue Total		\$ (817,172.12)	\$ (2,530,782.00)	\$ (201,158.63)	\$ (871,762.02)

General Ledger

YTD Budget Status

October 2024

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 03	Enterprise							
Dept 03-03 Treatment								
	Salary & Benefits							
03-03-6100	Labor	88,798.00	27,483.89	27,483.89	61,314.11	0.00	61,314.11	69.05
03-03-6101	Sick Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-03-6102	Vacation Pay	0.00	734.59	734.59	-734.59	0.00	-734.59	0.00
03-03-6103	Overtime	20,900.00	11,804.14	11,804.14	9,095.86	0.00	9,095.86	43.52
03-03-6104	On Call Pay	10,966.00	3,562.50	3,562.50	7,403.50	0.00	7,403.50	67.51
03-03-6105	WT Cert Bonus	500.00	0.00	0.00	500.00	0.00	500.00	100.00
03-03-6107	Temp Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-03-6108	COVID Bonus Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-03-6110	FICA 7.65%	9,500.00	3,334.28	3,334.28	6,165.72	0.00	6,165.72	64.90
03-03-6300	Health Insurance	40,035.00	10,326.15	10,326.15	29,708.85	0.00	29,708.85	74.21
03-03-6301	Worker's Compensation	4,535.00	1,738.23	1,738.23	2,796.77	0.00	2,796.77	61.67
03-03-6400	CalPERS PR Expense	20,344.00	13,098.82	13,098.82	7,245.18	0.00	7,245.18	35.61
	Sub Totals:	195,578.00	72,082.60	72,082.60	123,495.40	0.00	123,495.40	63.14
	Misc. Operating Expense							
03-03-6209	Uniforms	600.00	490.68	490.68	109.32	0.00	109.32	18.22
03-03-6220	CV Autogate Expense	1,500.00	171.46	171.46	1,328.54	0.00	1,328.54	88.57
03-03-6303	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sub Totals:	2,100.00	662.14	662.14	1,437.86	0.00	1,437.86	68.47
	Utilities							
03-03-6204	Utilities	41,000.00	7,180.81	7,180.81	33,819.19	0.00	33,819.19	82.49
03-03-6500	Telephone	3,500.00	481.08	481.08	3,018.92	0.00	3,018.92	86.25
	Sub Totals:	44,500.00	7,661.89	7,661.89	36,838.11	0.00	36,838.11	82.78
	Materials/Supplies							
03-03-6202	Supplies	75,000.00	28,148.11	28,148.11	46,851.89	0.00	46,851.89	62.47
	Sub Totals:	75,000.00	28,148.11	28,148.11	46,851.89	0.00	46,851.89	62.47
	Professional Services							
03-03-6212	Water Analysis	22,000.00	4,752.00	4,752.00	17,248.00	0.00	17,248.00	78.40

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
03-03-6801	Professional Svc-Engineer	15,000.00	3,563.44	3,563.44	11,436.56	0.00	11,436.56	76.24
03-03-6804	Professional Svc-Other	20,000.00	15,313.63	15,313.63	4,686.37	0.00	4,686.37	23.43
	Sub Totals:	57,000.00	23,629.07	23,629.07	33,370.93	0.00	33,370.93	58.55
	Vehicles/Equipment							
03-03-6200	Repairs & Maintenance	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
03-03-6201	Equipment Repairs	7,500.00	0.00	0.00	7,500.00	0.00	7,500.00	100.00
03-03-6208	Equipment Rental	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
03-03-6215	Equipment Purchase to \$999	8,000.00	88.95	88.95	7,911.05	0.00	7,911.05	98.89
	Sub Totals:	23,000.00	88.95	88.95	22,911.05	0.00	22,911.05	99.61
	Capital Expenditure							
03-03-6205	Capital Exp/ Equip Pur >\$1K	1,513,552.00	2,496.50	2,496.50	1,511,055.50	0.00	1,511,055.50	99.84
	Sub Totals:	1,513,552.00	2,496.50	2,496.50	1,511,055.50	0.00	1,511,055.50	99.84
	Training/Travel							
03-03-6216	Education & Training	2,500.00	1,500.00	1,500.00	1,000.00	0.00	1,000.00	40.00
03-03-6450	Travel & Mileage	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	Sub Totals:	3,500.00	1,500.00	1,500.00	2,000.00	0.00	2,000.00	57.14
	Permits/Fees							
03-03-6207	Permits & Fees	30,000.00	0.00	0.00	30,000.00	0.00	30,000.00	100.00
	Sub Totals:	30,000.00	0.00	0.00	30,000.00	0.00	30,000.00	100.00
	Expense Sub Totals:	1,944,230.00	136,269.26	136,269.26	1,807,960.74	0.00	1,807,960.74	92.99
	Dept 03 Sub Totals:	1,944,230.00	136,269.26	136,269.26	1,807,960.74	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 03-04 Distribution								
	Salary & Benefits							
03-04-6100	Labor	273,045.00	97,855.49	97,855.49	175,189.51	0.00	175,189.51	64.16
03-04-6101	Sick Pay	0.00	873.48	873.48	-873.48	0.00	-873.48	0.00
03-04-6102	Vacation Pay	0.00	5,018.13	5,018.13	-5,018.13	0.00	-5,018.13	0.00
03-04-6103	Overtime	5,000.00	6,484.56	6,484.56	-1,484.56	0.00	-1,484.56	0.00
03-04-6104	On Call Pay	10,966.00	3,562.50	3,562.50	7,403.50	0.00	7,403.50	67.51
03-04-6105	TD Cert Bonus	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
03-04-6107	Temp Labor	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
03-04-6110	FICA	20,064.00	8,705.32	8,705.32	11,358.68	0.00	11,358.68	56.61
03-04-6300	Health Insurance	113,414.00	30,194.09	30,194.09	83,219.91	0.00	83,219.91	73.38
03-04-6301	Worker's Compensation	11,567.00	4,391.28	4,391.28	7,175.72	0.00	7,175.72	62.04
03-04-6400	CalPERS PR Expense	44,185.00	39,491.24	39,491.24	4,693.76	0.00	4,693.76	10.62
	Sub Totals:	494,241.00	196,576.09	196,576.09	297,664.91	0.00	297,664.91	60.23
	Misc. Operating Expense							
03-04-6209	Uniforms	2,000.00	517.30	517.30	1,482.70	0.00	1,482.70	74.14
	Sub Totals:	2,000.00	517.30	517.30	1,482.70	0.00	1,482.70	74.14
	Utilities							
03-04-6204	Utilities	4,640.00	1,219.58	1,219.58	3,420.42	0.00	3,420.42	73.72
03-04-6500	Telephone	4,400.00	916.72	916.72	3,483.28	0.00	3,483.28	79.17
	Sub Totals:	9,040.00	2,136.30	2,136.30	6,903.70	0.00	6,903.70	76.37
	Materials/Supplies							
03-04-6202	Supplies	24,000.00	7,797.41	7,797.41	16,202.59	0.00	16,202.59	67.51
	Sub Totals:	24,000.00	7,797.41	7,797.41	16,202.59	0.00	16,202.59	67.51
	Professional Services							
03-04-6212	Water Analysis	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-04-6801	Professional Svc-Engineer	56,000.00	2,999.09	2,999.09	53,000.91	0.00	53,000.91	94.64
03-04-6804	Professional Svc-Other	30,000.00	6,187.60	6,187.60	23,812.40	0.00	23,812.40	79.37
	Sub Totals:	86,000.00	9,186.69	9,186.69	76,813.31	0.00	76,813.31	89.32
	Vehicles/Equipment							
03-04-6200	Repairs & Maintenance	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
03-04-6201	Equipment Repairs	6,000.00	1,242.29	1,242.29	4,757.71	0.00	4,757.71	79.30
03-04-6208	Equipment Rental	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
03-04-6211	Gas, Oil & Fuel	19,200.00	5,028.20	5,028.20	14,171.80	0.00	14,171.80	73.81
03-04-6215	Equipment Purchase to \$999	4,000.00	71.16	71.16	3,928.84	0.00	3,928.84	98.22
	Sub Totals:	39,700.00	6,341.65	6,341.65	33,358.35	0.00	33,358.35	84.03

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
03-04-6205	Capital Expenditure Capital Exp/Equip Pur > \$1K	80,000.00	18,295.01	18,295.01	61,704.99	0.00	61,704.99	77.13
	Sub Totals:	80,000.00	18,295.01	18,295.01	61,704.99	0.00	61,704.99	77.13
03-04-6216	Training/Travel Education & Training Travel	5,200.00	1,500.00	1,500.00	3,700.00	0.00	3,700.00	71.15
03-04-6450	& Mileage	800.00	0.00	0.00	800.00	0.00	800.00	100.00
	Sub Totals: Memberships	6,000.00	1,500.00	1,500.00	4,500.00	0.00	4,500.00	75.00
03-04-6206	Memberships	3,680.00	1,099.32	1,099.32	2,580.68	0.00	2,580.68	70.13
	Sub Totals:	3,680.00	1,099.32	1,099.32	2,580.68	0.00	2,580.68	70.13
03-04-6207	Permits/Fees Permits & Fees	500.00	0.00	0.00	500.00	0.00	500.00	100.00
	Sub Totals:	500.00	0.00	0.00	500.00	0.00	500.00	100.00
	Expense Sub Totals:	745,161.00	243,449.77	243,449.77	501,711.23	0.00	501,711.23	67.33
	Dept 04 Sub Totals:	745,161.00	243,449.77	243,449.77	501,711.23	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 03-07 Irrigation	Salary & Benefits							
03-07-6100	Labor	68,262.00	14,746.62	14,746.62	53,515.38	0.00	53,515.38	78.40
03-07-6101	Sick Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-07-6102	Vacation Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-07-6103	Overtime	2,000.00	1,081.16	1,081.16	918.84	0.00	918.84	45.94
03-07-6104	On Call Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-07-6105	TD Cert Bonus	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-07-6107	Temp Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-07-6110	FICA	5,016.00	1,210.78	1,210.78	3,805.22	0.00	3,805.22	75.86
03-07-6300	Health Insurance	28,353.00	9,550.89	9,550.89	18,802.11	0.00	18,802.11	66.31
03-07-6301	Worker's Compensation	2,892.00	1,199.34	1,199.34	1,692.66	0.00	1,692.66	58.53
03-07-6400	CalPERS PR Expense	11,046.00	4,934.94	4,934.94	6,111.06	0.00	6,111.06	55.32
	Sub Totals:	117,569.00	32,723.73	32,723.73	84,845.27	0.00	84,845.27	72.17
	Misc. Operating Expense							
03-07-6209	Uniforms	500.00	129.33	129.33	370.67	0.00	370.67	74.13
	Sub Totals:	500.00	129.33	129.33	370.67	0.00	370.67	74.13
	Utilities							
03-07-6204	Utilities	1,160.00	271.89	271.89	888.11	0.00	888.11	76.56
03-07-6500	Telephone	1,100.00	250.06	250.06	849.94	0.00	849.94	77.27
	Sub Totals:	2,260.00	521.95	521.95	1,738.05	0.00	1,738.05	76.90
	Materials/Supplies							
03-07-6202	Supplies	6,000.00	1,784.18	1,784.18	4,215.82	0.00	4,215.82	70.26
	Sub Totals:	6,000.00	1,784.18	1,784.18	4,215.82	0.00	4,215.82	70.26
	Professional Services							
03-07-6212	Water Analysis	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-07-6801	Professional Svc-Engineer	14,000.00	715.08	715.08	13,284.92	0.00	13,284.92	94.89
03-07-6804	Professional Svc-Other	15,000.00	3,369.13	3,369.13	11,630.87	0.00	11,630.87	77.54
	Sub Totals:	29,000.00	4,084.21	4,084.21	24,915.79	0.00	24,915.79	85.92
	Vehicles/Equipment							
03-07-6200	Repairs & Maintenance	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
03-07-6201	Equipment Repairs	1,500.00	185.57	185.57	1,314.43	0.00	1,314.43	87.63
03-07-6208	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-07-6211	Gas, Oil & Fuel	4,800.00	1,257.05	1,257.05	3,542.95	0.00	3,542.95	73.81
03-07-6215	Equipment Purchase to \$999	600.00	17.79	17.79	582.21	0.00	582.21	97.04
	Sub Totals:	8,900.00	1,460.41	1,460.41	7,439.59	0.00	7,439.59	83.59

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
03-07-6205	Capital Expenditure Capital Exp/Equip Pur > \$1K	80,000.00	0.00	0.00	80,000.00	0.00	80,000.00	100.00
	Sub Totals:	80,000.00	0.00	0.00	80,000.00	0.00	80,000.00	100.00
03-07-6216	Training/Travel Education & Training Travel	1,300.00	0.00	0.00	1,300.00	0.00	1,300.00	100.00
03-07-6450	& Mileage	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	Sub Totals: Memberships	1,400.00	0.00	0.00	1,400.00	0.00	1,400.00	100.00
03-07-6206	Memberships	900.00	274.83	274.83	625.17	0.00	625.17	69.46
	Sub Totals:	900.00	274.83	274.83	625.17	0.00	625.17	69.46
03-07-6207	Permits/Fees Permits & Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	246,529.00	40,978.64	40,978.64	205,550.36	0.00	205,550.36	83.38
	Dept 07 Sub Totals:	246,529.00	40,978.64	40,978.64	205,550.36	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	2,935,920.00	420,697.67	420,697.67	2,515,222.33	0.00	2,515,222.33	85.67
	Fund 03 Sub Totals:	2,935,920.00	420,697.67	420,697.67	2,515,222.33	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 06	General							
Dept 06-00								
	Customer Assistance							
06-00-2000	Customer Assistance	0.00	-1,095.00	-1,095.00	1,095.00	0.00	1,095.00	0.00
	Sub Totals: Expense	0.00	-1,095.00	-1,095.00	1,095.00	0.00	1,095.00	0.00
	Sub Totals: Dept 00	0.00	-1,095.00	-1,095.00	1,095.00	0.00	1,095.00	0.00
	Sub Totals:	0.00	-1,095.00	-1,095.00	1,095.00	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 06-06 Admin								
	Salary & Benefits							
06-06-6100	Labor	299,998.00	88,307.97	88,307.97	211,690.03	0.00	211,690.03	70.56
06-06-6101	Sick Pay	0.00	700.58	700.58	-700.58	0.00	-700.58	0.00
06-06-6102	Vacation Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06-06-6103	Overtime	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
06-06-6110	FICA	22,950.00	7,285.64	7,285.64	15,664.36	0.00	15,664.36	68.25
06-06-6300	Health Insurance	45,982.00	14,377.91	14,377.91	31,604.09	0.00	31,604.09	68.73
06-06-6301	Worker's Compensation	1,350.00	391.40	391.40	958.60	0.00	958.60	71.01
06-06-6304	Health Benefits Adm Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06-06-6400	CalPERS PR Expense	37,450.00	17,805.81	17,805.81	19,644.19	0.00	19,644.19	52.45
	Sub Totals:	408,730.00	128,869.31	128,869.31	279,860.69	0.00	279,860.69	68.47
	Misc. Operating Expense							
06-06-6203	Copier Expense	3,700.00	1,194.57	1,194.57	2,505.43	0.00	2,505.43	67.71
06-06-6209	Uniforms	500.00	0.00	0.00	500.00	0.00	500.00	100.00
06-06-6210	Postage	8,200.00	2,942.38	2,942.38	5,257.62	0.00	5,257.62	64.12
06-06-6217	Late Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06-06-6302	General Insurance	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00
06-06-6303	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06-06-6805	Professional Svcs - IT	20,800.00	5,265.00	5,265.00	15,535.00	0.00	15,535.00	74.69
06-06-6810	Communications	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
06-06-6901	Contingencies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sub Totals:	63,200.00	9,401.95	9,401.95	53,798.05	0.00	53,798.05	85.12
	Bad Debts							
06-06-6900	Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Elections							
06-06-6850	Election Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Interest Expense							
06-06-7102	Interest Expense-SRLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06-06-7103	Interest Expense-All Points	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06-06-7104	Interest Expense-West America	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06-06-7105	Interest Expense-DG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Banking Expense							
06-06-6213	Bank Fees	2,000.00	2,662.48	2,662.48	-662.48	0.00	-662.48	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
06-06-6903	Customer Transaction Fee	7,000.00	7,532.45	7,532.45	-532.45	0.00	-532.45	0.00
	Sub Totals:	9,000.00	10,194.93	10,194.93	-1,194.93	0.00	-1,194.93	0.00
	Utilities							
06-06-6204	Utilities	4,500.00	852.84	852.84	3,647.16	0.00	3,647.16	81.05
06-06-6500	Telephone	4,000.00	957.16	957.16	3,042.84	0.00	3,042.84	76.07
	Sub Totals:	8,500.00	1,810.00	1,810.00	6,690.00	0.00	6,690.00	78.71
	Materials/Supplies							
06-06-6202	Supplies	5,000.00	4,811.66	4,811.66	188.34	0.00	188.34	3.77
	Sub Totals:	5,000.00	4,811.66	4,811.66	188.34	0.00	188.34	3.77
	Professional Services							
06-06-6801	Professional Svc-Engineer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06-06-6802	Professional Svc-Legal	30,000.00	22,324.50	22,324.50	7,675.50	0.00	7,675.50	25.59
06-06-6803	Professional Svc-Accounting	20,000.00	700.00	700.00	19,300.00	0.00	19,300.00	96.50
06-06-6804	Professional Svc-Other	32,000.00	18,390.93	18,390.93	13,609.07	0.00	13,609.07	42.53
06-06-6806	Professional Svs - Software	30,000.00	31,877.40	31,877.40	-1,877.40	0.00	-1,877.40	0.00
	Sub Totals:	112,000.00	73,292.83	73,292.83	38,707.17	0.00	38,707.17	34.56
	Vehicles/Equipment							
06-06-6200	Repairs & Maintenance	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
06-06-6201	Equipment Repairs	500.00	0.00	0.00	500.00	0.00	500.00	100.00
06-06-6208	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06-06-6215	Equipment Purchases to \$999	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
	Sub Totals:	15,500.00	0.00	0.00	15,500.00	0.00	15,500.00	100.00
	Capital Expenditure							
06-06-6205	Capital Exp/Equip Pur > \$1K	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Training/Travel							
06-06-6216	Education & Training	6,000.00	1,932.55	1,932.55	4,067.45	0.00	4,067.45	67.79
06-06-6450	Travel & Mileage	12,000.00	1,159.03	1,159.03	10,840.97	0.00	10,840.97	90.34
	Sub Totals:	18,000.00	3,091.58	3,091.58	14,908.42	0.00	14,908.42	82.82
	Memberships							
06-06-6206	Memberships	23,000.00	10,988.45	10,988.45	12,011.55	0.00	12,011.55	52.22
	Sub Totals:	23,000.00	10,988.45	10,988.45	12,011.55	0.00	12,011.55	52.22
	Permits/Fees							
06-06-6207	Permits & Fees	200.00	0.00	0.00	200.00	0.00	200.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Sub Totals: Expense	200.00	0.00	0.00	200.00	0.00	200.00	100.00
	Sub Totals: Dept 06	663,130.00	242,460.71	242,460.71	420,669.29	0.00	420,669.29	63.44
	Sub Totals:	663,130.00	242,460.71	242,460.71	420,669.29	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	663,130.00	241,365.71	241,365.71	421,764.29	0.00	421,764.29	63.60
	Fund 06 Sub Totals:	663,130.00	241,365.71	241,365.71	421,764.29	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	3,599,050.00	662,063.38	662,063.38	2,936,986.62	0.00	2,936,986.62	81.60
	Report Totals:	3,599,050.00	662,063.38	662,063.38	2,936,986.62	0.00		



UPUD legal fees invoiced to date for January 2023 - Present.

Primary Column	Description	Hours	Total Charge
☐ TOTAL FEES			\$97,443.80
☐ Hatfield v. UPUD		258.92	\$97,443.80
+	February 2023	4.3	\$1,397.50
+	April 2023	8.1	\$2,632.50
+	July 2023	5.32	\$1,787.50
+	August 2023	53.35	\$19,908.30
+	September 2023	18.4	\$7,811.28
+	October 2023	25.8	\$10,115.32
+	November 2023	44.7	\$15,784.06
+	December 2023	39.6	\$14,108.05
+	January 2024	7.85	\$3,506.92
+	February 2024	9.95	\$3,090.25
+	March 2024	2	\$612.50
+	April 2024	1.1	\$468.22
+	May 2024	0.1	\$4.40
+	June 2024	0.75	\$228.00
+	July 2024	0.8	\$2,624.50
+	September 2024	4.4	\$1,575.50
+	October 2024	32.4	\$11,789.00

Agenda Item

DATE: November 20, 2024

TO: UPUD Board of Directors

FROM: Jessica Self, General Manager

SUBJECT: Discussion/Action Supporting the grant application to implement a regional Water and Wastewater Apprenticeship Program with California Jobs First – Sierra Region Catalyst Fund.

RECOMMENDED ACTION:

Motion: _____ / _____ Supporting the grant application to implement a regional Water and Wastewater Apprenticeship Program with California Jobs First – Sierra Region Catalyst Fund.

SUMMARY:

This memo seeks Board approval to issue a letter of support for Mother Lode Job Training's proposed project submission to the Sierra Jobs First Catalyst Fund. The project focuses on implementing a water and wastewater apprenticeship program across Calaveras, Amador, Alpine, and Tuolumne Counties.

This program is designed to:

1. Support young, local adults in pursuing lifelong careers in the water and wastewater industries.
2. Strengthen the regional workforce in critical public utility sectors.
3. Offset the cost of onboarding apprentice-level positions for public agencies, including UPUD.

We are requesting that the Catalyst Fund cover tuition costs for apprentices enrolled in the California Rural Water Association (Cal Rural) apprenticeship program and contribute to a portion of their salaries.

Cal Rural is enthusiastically supporting this application effort and hopes our program can be an example of what other water and wastewater agencies can implement across the State.

PROGRAM OBJECTIVES

The apprenticeship program will achieve the following goals:

- **Workforce Development:** Addressing the growing need for qualified professionals in water and wastewater management by creating a pipeline of trained workers in our community.
- **Youth Empowerment:** Providing local young adults with access to quality, sustainable career opportunities.

- **Regional Benefits:** Ensuring the long-term resilience of water and wastewater systems across our community.
- **Agency Support:** Reducing the financial burden on agencies to recruit and train new staff.

ALIGNMENT WITH SIERRA JOBS FIRST CATALYST FUND GOALS

This project aligns closely with the Catalyst Fund's guiding principles:

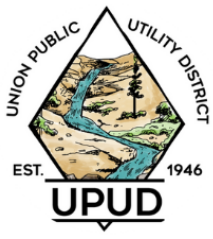
1. **Equity and Inclusion:** Creating accessible, well-paying career paths for local youth, particularly in underserved areas.
2. **Job Quality and Access:** Offering apprenticeships that lead to stable careers with competitive wages and advancement opportunities.
3. **Sustainability:** Building a workforce capable of maintaining environmentally critical infrastructure.
4. **Pragmatic:** Leveraging an established apprenticeship model through Cal Rural Water to ensure a practical, efficient approach.

FINANCIAL CONSIDERATIONS:

None at this time.

Attachments:

- *UPUD Letter of Support*



UNION PUBLIC UTILITY DISTRICT

November 20, 2024

California Jobs First ó Sierra Region
P.O. Box 2428
Truckee, CA 96160

Dear Sierra Business Council,

The Union Public Utility District (UPUD) is pleased to express strong support for our proposed project to the Sierra Jobs First Catalyst Fund. This initiative seeks funding to implement a water and wastewater apprenticeship program across Calaveras, Amador, Alpine, and Tuolumne Counties.

UPUD spans almost 20 square miles and serves critical water infrastructure to approximately 5,000 residents. The entire service area of our district serves multiple Disadvantage Communities with a median household income below \$50,000. This program will provide impactful opportunities for young adults to enter lifelong, sustainable careers in the water and wastewater fields while addressing the growing workforce needs of public utilities in our region. The proposed project directly supports the goals of the Sierra Jobs First program by prioritizing equity, job quality, and sustainability.

The requested funding will ensure tuition for the California Rural Water Association apprenticeship program is fully covered and will offset a portion of apprentice salaries, reducing financial barriers for both participants and agencies like ours located in disadvantaged communities. This will not only empower local youth but also ensure the long-term resilience of our region's water and wastewater infrastructure.

UPUD is excited to collaborate on this effort and looks forward to collaborating with Mother Lode Job Training, Cal Rural, neighboring water & wastewater agencies, and California Jobs First to achieve a stronger, more equitable future for our community.

Sincerely,

Jessica Self
General Manager
Union Public Utility District



Agenda Item

DATE: November 20, 2024
TO: UPUD Board of Directors
FROM: Jessica Self, General Manager
SUBJECT: Discussion/Action Implementing District Policies

RECOMMENDED ACTION:

Motion: _____ / _____ adopting Resolution No. 2024-025 to Establish District Policies 4030 – Distracted Driver and 4035 – Out of Class Pay

SUMMARY:

UPUD staff are in the process of drafting updates to the District's employee policies, with one of the updates aimed at obtaining workers' compensation insurance through the ACWA JPIA. A fully updated and revised Employee Policy Handbook will be brought before the Board for consideration. Accordingly, staff have prioritized specific sections and recommend Board approval at this time

Following are the new policies that are currently before the Board for implementation:

<u>Policy Name</u>	<u>Number</u>
Distracted Driver	4030
Out of Class Pay	4035

FINANCIAL CONSIDERATIONS:

None at this time. All proposed updates have been budgeted for during this current fiscal year (FY24).

Attachments:

- *Resolution No. 2024-026 Adoption of New UPUD District Policies*
- *Proposed Policies*

**UNION PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS**

RESOLUTION NO. 2024-025

ADOPTION OF NEW DISTRICT EMPLOYEE POLICIES

WHEREAS, The Board of Directors of the Union Public Utility District has the authority to change existing policies and implement new policies; and

WHEREAS, the Board of Directors and District staff aim to provide competitive benefits in order to retain and support employees; and

WHEREAS, the Board of Directors and District staff wish to add the following policies;

<u>Policy Name</u>	<u>Number</u>
Distracted Driver	4030
Out of Class Pay	4035

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the Union Public Utility District hereby adopts updated UPUD Employee Policy numbers 4030, and 4035 for incorporation into the Employee Policy Handbook effective immediately.

PASSED, APPROVED, AND ADOPTED this 20th day of November, 2024.

AYES:

NOES:

ABSENT:

ABSTAIN:

Eric Bottomley, President
Union Public Utility District

I hereby certify that the within and foregoing is a full, true, and correct copy of the Resolution which was duly passed and adopted at a regular meeting of the Board of Directors of the Union Public Utility District on the 20th day of November, 2024.

Jenna Mayo
Clerk to the Board

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

DATE APPROVED:	MANUAL	POLICY NO. 4030
APPROVED BY: Board of Directors	POLICY TITLE Distracted Driver	Page 1-2

PURPOSE OF POLICY

It is the policy of Union Public Utility District to ensure the safety of all employees while operating vehicles in the performance of their duties. This policy addresses the dangers of distracted driving and sets forth guidelines to minimize risks and encourage safe driving behaviors.

DEFINITION OF DISTRACTED DRIVING:

Distracted driving is any activity that diverts attention from operating the vehicle. This includes, but is not limited to:

1. Visual Distractions – Looking away from the road (e.g., texting, reading, adjusting GPS).
2. Manual Distractions – Taking hands off the wheel (e.g., eating, reaching for objects).
3. Cognitive Distractions – Diverting mental focus from driving (e.g., phone calls, conversations unrelated to driving).

PROHIBITED ACTIVITIES:

- Use of Mobile Phones: Employees are prohibited from using mobile phones to text, talk, or engage in any activity while driving unless the vehicle is safely parked. Hands-free devices may be used for calls, but drivers are encouraged to minimize phone use while driving.
- In-Vehicle Distractions: Eating, reading, adjusting entertainment systems, or engaging in any activities that could divert attention from driving are prohibited while the vehicle is in motion.
- Personal Distractions: Conversations, personal activities, or any non-driving-related activities that impair focus on the road are prohibited.

EXPECTATIONS FOR DRIVERS:

- Employees must prioritize driving safely over any non-essential activities.
- If a driver needs to use their phone or perform any other distracting activity, they must pull over to a safe location before doing so.
- Employees are responsible for reporting any instances of distracted driving or unsafe behaviors observed in District vehicles.

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

ENFORCEMENT AND CONSEQUENCES:

- Violations of this policy may result in disciplinary action, which could include suspension, termination, or legal consequences if necessary.
- Employees who repeatedly violate this policy or engage in severe violations may face further review and corrective action.

EXCEPTIONS:

- **Emergencies:** In emergency situations, employees may use a phone or engage in other necessary tasks, but only when it is safe to do so and will not endanger others.
- **Authorized Communication Devices:** Certain vehicles may be equipped with communication devices that are essential for work. In such cases, employees should use hands-free systems to avoid distractions while driving.

TRAINING AND AWARENESS:

UPUD will provide ongoing training to employees about the risks of distracted driving and safe driving practices. Employees are expected to comply with this policy to ensure their safety and the safety of others.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

DATE APPROVED:	MANUAL	POLICY NO. 4035
APPROVED BY: Board of Directors	POLICY TITLE Out of Class Pay	Page 1-2

PURPOSE OF POLICY

It is the policy of Union Public Utility District to establish guidelines and procedures for providing out-of-class pay to Union Public Utility District (UPUD) employees when they are temporarily assigned to perform duties outside their regular job classifications. This policy ensures consistent application of out-of-class pay and supports the fair compensation of employees who assume higher-level responsibilities.

POLICY STATEMENT

Employees temporarily assigned to perform the duties of a higher classification (out-of-class assignment) will receive a 5% increase to their base salary for the duration of the assignment, subject to the conditions outlined below.

ELIGIBILITY

- Employees must be assigned out-of-class duties by their department head or General Manager.
- The employee must be performing the majority of duties associated with a higher-level classification for at least 5 consecutive working days.
- The out-of-class assignment must be authorized in advance by their department head or General Manager and documented with written approval.

OUT-OF-CLASS PAY STRUCTURE

- The employee will receive a 5% increase in their base salary for the duration of the out-of-class assignment.
- The 5% salary increase will be calculated based on the employee's current base salary at the time the out-of-class assignment begins.
- The increase will apply only to the period during which the employee is performing out-of-class duties. Once the assignment ends, the employee's salary will revert to their original base pay.

DURATION OF OUT-OF-CLASS ASSIGNMENT

- Out-of-class pay will apply when an employee is assigned to higher-level duties for a period of 5 consecutive working days or more.
Out-of-class pay will cease immediately upon completion of the assignment, and the employee will

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

return to their regular pay rate.

AUTHORIZATION PROCESS

1. The General Manager or department head will determine if an out-of-class assignment is required.
2. The employee must be notified in writing of the out-of-class assignment and its anticipated duration.

EXCLUSIONS

Out-of-class pay will not apply under the following circumstances:

- Assignments that do not require duties outside the scope of the employee's current classification.
- Assignments lasting fewer than 5 consecutive working days.
- Temporary or incidental tasks performed in addition to an employee's regular duties.