

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

MINUTES OF SEPTEMBER 21, 2022 SPECIAL MEETING

The Board of Directors of the Union Public Utility District met in Regular Session at the UPUD Office in Murphys, California, at approximately 5:30 PM.

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

Directors Absent: NONE

Also Present:	SUMMER NICOTERO	General Manager
	BILL ELTRINGHAM	District Manager
	ELAINE URRUTY	Office Manager
	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 Greg Rasmussen
Second:	Director Bruce Tallakson
Ayes:	Directors Bottomley, Rasmussen, Quincy, Tallakson, and Chick
Nays:	None
Absent:	None
Abstain:	None

MINUTE ENTRY. MOTION TO APPROVE THE AGENDA AS PRESENTED.

3. PUBLIC COMMENT. There was no Public Comment.

CONSENT AGENDA

4. APPROVAL OF MINUTES:
 - a. *August 24, 2022 – Special Meeting
 - b. *September 8, 2022 – Special Meeting

5. APPROVAL OF EXPENDITURES:
a. AUGUST 2022 EXPENDITURES

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

MINUTE ENTRY. MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED; ITEMS #4.A & 4.B – AUGUST 24, 2022 SPECIAL MEETING & SEPTEMBER 8, 2022 SPECIAL MEETING MINUTES, AND #5.A – EXPENDITURES – AUGUST 2022.

REGULAR AGENDA

RECURRING BUSINESS:

- 6.a CASH RECEIPTS REPORT. The Cash Receipts report for the month of August 2022 was included in the agenda packets for review. General Manager Nicotero reviewed the Cash Receipts with the Board.
- 6.b BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of August 2022 was included in the agenda packet for review. Summer reviewed the report with the Board. The current LAIF balance as of August 31, 2022 is \$2,719,002.89.
- 6.c BALANCE SHEET & INCOME STATEMENT. The August 2022 Balance Sheet & Income Statement were included in the agenda packet for review. General Manager Nicotero reviewed the reports with the Board. The year-to-date net income as of August 31, 2022 is \$90,955.05.

OLD BUSINESS:

- 7.a 218 WATER RATE STUDY – REVIEW & APPROVAL OF 5 YEAR RATE PLAN & PUBLIC HEARING DATES; DISCUSSION/POSSIBLE Copies of the UPUD 2022 Water Rate Study Draft Report dated September 14, 2022, were provided to the Board for review. Summer reviewed the 218 Water Rate Study and the proposed 5-year rate plan. A lengthy discussion and question and answer session ensued regarding the 218 Water Rate Study. It was the Board's consensus to move forward with the proposed 218 Water Rate Plan as presented with a plan to hold the Public Hearing at the Board Meeting in December with a tentative change of date to Wednesday, December 7, 2022, at 5:30 PM. Summer said workshops will be planned prior to the Public Hearing for any interested members of the public and would like two board members to attend these workshops. Joel Metzger said he will attend any necessary meetings to assist. Notices of workshops and public hearing along with all required notifications to our customers will be posted on the UPUD website in addition to public postings. Legal Counsel is preparing a letter that will be sent to all district customers notifying them of the 218 Rate Study and public hearings.

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

MINUTE ENTRY. MOTION TO APPROVE THE UPUD 2022 WATER RATE STUDY REPORT AS PRESENTED AND MOVE FORWARD WITH THE REQUIRED PUBLIC HEARING & NOTIFICATION PROCESS.

NEW BUSINESS:

- 8.a REQUEST FROM SHAWN CONNELLY & DANIEL McCUBBINS, GSD CONSTRUCTION SERVICES, LLC, TO AMEND THEIR GARAGE SPACE RENTAL AGREEMENT & PROPOSAL TO REMODEL GARAGE SPACE AND UTILIZE SPACE FOR RETAIL BUSINESS; DISCUSSION/POSSIBLE ACTION A copy of the request to amend the garage space rental contract was included in the agenda packet for review. General Manager Nicotero reviewed the request with the Board. Lengthy discussion ensued regarding the request and consequences, if approved; and the possibility of a lot line adjustment and selling the garage space owned by UPUD. It was the Board's consensus to direct the General Manager to investigate further into the costs and processes involved in selling the garage space and bring this item back to the Board for further discussion.
- 8.b ANNUAL COST OF LIVING (COLA) INCREASE FOR STAFF; DISCUSSION/POSSIBLE ACTION A copy of the General Manager report and recommendation was included in the agenda packet for review. General Manager Nicotero reviewed the recommendation with the Board and noted that this is just the first step on staff increases. Summer said she is working on aligning salaries, job descriptions and district benefits and will be meeting with the Personnel Ad-Hoc committee to finalize and bring these proposals to the Board at a later meeting.

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

MOTION. TO APPROVE A COST OF LIVING (COLA) INCREASE OF 5% FOR FIELD EMPLOYEES AND A 2% COLA INCREASE FOR THE OPERATIONS MANAGER, OFFICE MANAGER AND OFFICE STAFF, EFFECTIVE FOR THE PAY PERIOD OF SEPTEMBER 11TH TO SEPTEMBER 24TH, PAID ON SEPTEMBER 30TH.

- 8.c APPROVAL OF COVID-19 STATE OF EMERGENCY AUTHORIING REMOTE TELECONFERENCE MEETINGS; DISCUSSION/POSSIBLE ACTION A copy Resolution No. 2022-15 was included in the agenda packet for review.

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

RES NO. 2022-15. TO APPROVE PROCLAMATION OF A STATE OF EMERGENCY AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF UNION PUBLIC UTILITY DISTRICT BOARD FOR THE PERIOD OF SEPTEMBER 21, 2022 TO OCTOBER 20, 2022.

- 8.d PROPOSED AMENDMENT TO UPUD CONFLICT OF INTEREST CODE;
DISCUSSION/POSSIBLE ACTION A copy Resolution No. 2022-16 and the Office Manager's recommendation were included in the agenda packet for review. Office Manager Urruty & General Manager Nicotero reviewed the Conflict of Interest Code & amendment Appendix B, Designated Positions. Discussion ensued regarding the proposed amendment.

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

RES. NO. 2022-16. TO ADOPT THE AMENDED UPUD CONFLICT OF INTEREST CODE AND APPENDIX B, DESIGNATED POSITIONS.

- 8.e SCADA UPGRADE PROJECT; DISCUSSION/POSSIBLE A copy of the General Manager's report & recommendation and quote from Bruce Whittle Electric were included in the agenda packet for review. General Manager Nicotero reviewed the proposal and recommendation with the Board noting that the cost will likely be eligible for grant reimbursement through the Power Resiliency funding received by UWPA. This item will require a budget revision for the capital project of \$41,000 and a subsequent increase in grant revenues of \$41,000, for a net neutral budget impact.

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

MOTION. TO APPROVE THE SCADA UPGRADE PROJECT IN THE AMOUNT OF \$41,000 AND THE BUDGET REVISIONS REQUIRED FOR THIS PROJECT.

REPORTS:

- 9.a UWPA REPORT. Joel received good news that the final paperwork just came through yesterday on the Cal Fire \$1.2M grant around Hunter's Reservoir, so they will be able to kick that project off soon and start getting bids and begin work. UWPA was also invited to submit a full proposal on the Sierra Nevada Conservancy Grant in the amount of \$230,000. Joel also reported that they are almost complete with a video they have been working on which tells the story of UTICA and educates the public on where their water comes from and some of the challenges we are facing.

Next UWPA meeting is scheduled for Tuesday, September 27, 2022, at 5:30 PM at the UWPA office in Angels Camp.

- 9.b LAFCO REPORT. There was nothing to report.

The next LAFCO meeting is scheduled for Monday, November 21, 2022, at 6:00 PM at the Calaveras County Board of Supervisors Chambers in San Andreas.

- 9.c GENERAL MANAGER'S REPORT. General Manager Nicotero reported on projects that are being worked on or completed, including:

- Summer, Elaine, and Lisa went to Las Vegas to attend the Springbrook Conference from September 14th to 16th, which was perfect timing after just completing our migration. The conference gave a complete overview of each module we are implementing along with some one-on-one trainings with staff, which was great. Our new Administrative Analyst, Jenna Mayo, covered the office and it went well.
- New statements went out through Dataprose for the first time for the August billings and this process went very smoothly.
- Civic Pay online bill pay for credit cards was also launched. There will be a lot of time assisting customers to get them started, but in the long run it will save a lot of staff time in processing and posting.
- We will be migrating to a new website next week through Streamline. This changeover is just waiting on completion of our Microsoft changeover from Go Daddy Microsoft.
- On Friday, staff will be here from Coneth IT to changeover our Microsoft from Go Daddy. All Board members and staff need to come by on Friday before 2 pm to update their emails with the new Microsoft.
- Summer will be planning more meetings with the Personnel Ad-Hoc committee to complete review of salary schedules, job descriptions, and benefits & hopefully bring to the next meeting.
- We have been notified by Mary Myloslavich that there is a tree on our side of the creek reaching over the creek that she is concerned is close to falling and could damage her property. Summer is getting quotes to remove the tree, which isn't very large and should cost about \$600.

10. DIRECTORS COMMENTS. Director Rasmussen thanked all the staff that worked on the 218 Rate Study and worked to activate Civic Pay online bill pay, it is much appreciated. Director

Bottomley thanked everyone for attending. The Board thanked Legal Counsel, Barbara Brenner, for her time and assistance.

11. NEXT MEETING: The next regular meeting is scheduled for Wednesday, October 19, 2022, at 5:30 PM.
12. ADJOURNMENT. The meeting was adjourned with no further business at 6:40 PM.

Submitted by: TE Quincy
Thomas E. Quincy, Secretary

Date: 2-15-23

ATTEST:

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