

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

MINUTES OF NOVEMBER 14, 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
	BILL ELTRINGHAM	District Manager
	KEN AIROLA	District Legal Counsel
	PUBLIC AT LARGE	

1. PLEDGE OF ALLEGIANCE. The Pledge was given.
2. PUBLIC COMMENT. There was no public comment.

President Chick moved to New Business for the planned presentation from Dustin Hanks of Cal FIRE.

NEW BUSINESS:

- 6.a Cal FIRE MURPHYS FUEL BREAK PROJECT (Dustin Hanks); DISCUSSION/POSSIBLE ACTION Dustin Hanks of Cal FIRE provided documentation and maps of the District's parcels that would be cleared for the planned Murphys Fuel Break Project. Dustin reviewed the fuel break project with the Board and noted that they would walk the properties with the District Manager to review trees and brush that will be removed and any areas of concern, prior to clearing. Dustin said they hope to be starting the project in the near future and will work in coordination with the District Manager. It was the Board's consensus that they were in full support of this project.

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

MINUTE ENTRY. TO APPROVE THE FUEL BREAK PROJECT AGREEMENT WITH CAL FIRE FOR CLEARING OF UPUD PARCELS THROUGH THE MURPHYS FUEL BREAK PROJECT.

At this time President Chick returned to Item 3. Minutes.

3. APPROVAL OF MINUTES. The minutes of the September 19, 2018, regular meeting were included in the agenda packets for review.

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

MINUTE ENTRY. THE MINUTES OF THE MEETING OF SEPTEMBER 19, 2018 WERE APPROVED AS CORRECTED.

RECURRING BUSINESS:

- 4.a APPROVAL OF EXPENDITURES. The September & October 2018 Expenditures were included in the agenda packets for review. Elaine Urruty reviewed the expenditures with the Board. Discussion ensued regarding the Weber, Ghio & Associates expenditures and when we will be reimbursements through the grant. Bill Eltringham reported that new signs had to be purchased from Safety Lite that were reflective and also that the crew needs to get certified to flag traffic, so he will be enrolling everyone in an online course. Bill also noted that the recent courses paid for were for his and Jason's hours needed for recertification.

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

MINUTE ENTRY. THE SEPTEMBER & OCTOBER 2018 EXPENDITURES WERE APPROVED AS PRESENTED.

- 4.b CASH RECEIPTS REPORT. The Cash Receipts reports for the month of September & October 2018 were included in the agenda packets for review. Elaine reviewed the cash receipts report noting one irrigation connection fee in September and one domestic connection fee in October. Elaine said that October's receipts look lower than last year because of the first grant reimbursement that was received in October 2017. We have not received any further disbursements since then. Elaine said that Dave Bahr at Weber, Ghio & Associates is working on a second disbursement, but it will be for expenses in 2017-2018 and that Gary Ghio had informed Bill that the amendment to the grant should cover the expenses.
- 4.c BALANCE OF FUNDS REPORT. The Balance of Funds reports for the month of September & October 2018 were included in the agenda packet for review. Elaine reported there was no

change in September and the October report reflects the 1st quarter transfers. Elaine reviewed the 1st quarter transfers with the Board. The current LAIF balance is \$1,649,890.32.

- 4.d **BALANCE SHEET & INCOME STATEMENT.** The September & October 2018 Balance Sheets & Income Statements were included in the agenda packet for review. Elaine Urruty reviewed the reports and reported the year to-date net income as of October 31, 2018 is \$258,777.29. Elaine also noted that the net difference of our cash and reserve accounts to our long term debts as of October 31, 2018 is a positive \$1,117,454.15.

OLD BUSINESS: There was no Old Business.

NEW BUSINESS:

- 6.b **APPROVAL OF UWPA PAYMENT OF \$10,000 FOR WATER CONTRACT, 2ND QUARTER FY 2018-2019; DISCUSSION/POSSIBLE ACTION** A copy of the UWPA invoice was included in the agenda packet for review.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE \$10,000 WATER CONTRACT PAYMENT FOR 2nd QUARTER OF FY 2018-2019.

- 6.c **APPROVAL OF UWPA PAYMENT OF \$21,250 CONTRIBUTION FOR 2ND QUARTER FY 2018-2019; DISCUSSION/POSSIBLE ACTION** A copy of the UWPA invoice was included in the agenda packet for review.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE \$21,250 CONTRIBUTION PAYMENT FOR 2nd QUARTER OF FY 2018-2019.

ANNOUNCEMENT OF CLOSED SESSION ITEM AND ADJOURNMENT TO CLOSED SESSION

7. **CLOSED SESSION**
The Board adjourned to Closed Session at 7:20 PM.

6. **REPORT OF ACTION TAKEN**
There was no reported action from Closed Session.

RECONVENED TO REGULAR SESSION AT 7:21 PM

REPORTS:

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

Next Hwy 4 Corridor meeting is scheduled for February 2019 with time & place to be announced.

7.b UWPA REPORT. Director Rasmussen reported that there is no update on the ReMAT program at this time and that the water outage will continue through this month for now. There will be no meeting in November and the December meeting has been changed to December 10, 2018. Director Bottomley reported for Michael Minkler that Frank has a crew working with an Engineer replacing the relays and it is going really well. Also, Michael, Kyle and a crew are working on $\frac{3}{4}$ mile and have two inmate crews working almost every day. Sebastian is on flume 3 with a crew replacing metal. Director Bottomley reported that Michael said they plan to begin flushing and turn the water on by Friday morning. Michael also said there has been some positive developments in ReMAT, but they are still looking at the same time frame to get into ReMAT which was about 9 months. If anyone one has any questions or needs further information, please contact Michael.

Next UWPA meeting is scheduled for Tuesday, December 10, 2018 at 5:30 PM at the UWPA office in Angels Camp.

7.c LAFCO REPORT. Director Quincy reported that the LAFCO meeting is next Monday and the Padou and Metzger SOIs and the Padou annexation application are on the agenda and he will be attending. The Metzger annexation application was not on the agenda because Joel still needed to get paperwork in to LAFCO.

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. Bill Eltringham reported that he finally got the preliminary engineer's report on the project at the Treatment plant. They have not submitted them yet, but they are reviewing them. Things are moving slower since Gary has pulled back on hours. Bill said he told Weber Ghio that the District does not want to bear any of the cost once the grant funds are used. Bill said that he was told that the amendment to the grant should cover these increased engineering costs. Discussion ensued regarding the grant and our next steps on the project. This is going to be a very costly project no matter which way we go. Bill said there is a big transition going on at Weber Ghio and that he took Matt on a tour of the district so he could get a good picture of what he will be dealing with. Bill is requesting that Matt give a presentation at the next meeting to update the Board on the grant and project. Bill also reported that he received some cost proposals on the afterbay booster pump. The quote from Lodi Pump & Irrigation is \$40,000 and the other proposal was \$54,000 for a vertical pump and

he would rather go with a horizontal pump. Discussion ensue on how to get a better estimate on cost of power usage that will be required. Bill will be meeting with Bruce Whittle to review and will work on getting an estimate. Bill reported that a new bridge is planned for Monge Ranch Rd for 2020 and the district has two lines hanging below that bridge so they will need to be moved. Bill said he would like to span our 6" & 4" lines independent of the bridge prior to the building of the new bridge. Discussion ensued regarding the process to move these lines. Bill said the plans are preliminary right now and he will be meeting with the County engineer. Bill also reported that Kyle took his T1 test last Saturday and is pretty confident he passed. Troy is planning on taking his T3 in May. Troy has to complete a course first and will then need to complete his year required as a T2 before he can get his T3 certificate. Bill said he was unaware UWPA was planning an outage, because they did not notify us and he could have planned better. Bill said he talked to Frank and requested in the future that they please give us more notice so we can plan.

- 7.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that she had to be off quite a bit this last month with her Mother's illness and passing and her Father's accident and appreciated Lisa and Mary's good work in keeping the office work running day to day while she worked long distance from the hospital. Elaine said she has been working on reviewing the MSR for LAFCO. Elaine said is working on the paperwork to get the District water fees lowered to Disadvantaged Community rates which is due by next week. Elaine said she will also be working on the retro payroll and will try to complete prior to the holiday weekend. Elaine said that she is working with Lan from Bryant Jolley's office to schedule the audit. Lan is in need of the CalPERS GASB 68 report which was paid for, but we do not have yet. Elaine said she has to get back on completing end of year calculations and posting for the audit and posting the CalPERS liabilities once Lan has completed them. Elaine said that she has been in contact with Nhu Bergstrom by email regarding our website, but that Lan is currently on family vacation for the holidays. In the meantime, Elaine said she has a conference call scheduled for tomorrow with Mark from Springbrook to review the online payments module. Elaine said she will then be speaking with Porsche from Springbrook regarding the steps and costs for migration. Elaine will also need to speak with Comcast regarding changing over to Comcast Business internet for a faster service so we can be on the cloud and will probably also need to replace our telephones soon and maybe we can do this at the same time. Elaine said she also needs to work on a supply order for office equipment needs, including calculators, a USB power box to hook up computer and the new computers. Elaine said she has also has gotten quotes from Carbon Copy for a small copier for next door.
- 7.f IRRIGATION COMMITTEE. There was nothing to report.
- 7.g PERSONNEL COMMITTEE. Director Chick asked when Troy's 3 month evaluation is due. Elaine reported that he was hired in August and Bill said that he will prepare a 6 month evaluation on Troy.
- 7.h BUDGET/FINANCE COMMITTEE. There was nothing to report.
10. DIRECTORS COMMENTS. Director Rasmussen said he would like to congratulate the Board members on the results of the election. Director Chick asked the Board on their consensus on

whether or not to hold a December meeting. It was the Board's consensus to cancel the December Board meeting. Director Chick reviewed recommendations for Committee members for next year.

11. NEXT MEETING: Next regular meeting is scheduled for Wednesday, January 16, 2019, at 7:00 PM.
12. ADJOURNMENT. The meeting was adjourned with no further business at 8:15 PM.

Submitted by: _____
Thomas E. Quincy, Secretary

Date: _____

ATTEST:

Elaine M. Urruty
Clerk to the UPUD Board of Directors