

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

**MINUTES OF JULY 18, 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:	BILL ELTRINGHAM	District Manager
	ELAINE URRUTY	Office 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.
3. APPROVAL OF MINUTES. The minutes of the June 18, 2018, regular meeting and the June 28, 2018 special meeting were included in the agenda packets for review.

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

MINUTE ENTRY. THE MINUTES OF THE MEETING OF JUNE 18, 2018 WERE APPROVED AS SUBMITTED.

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

MINUTE ENTRY. THE MINUTES OF THE SPECIAL MEETING OF JUNE 28, 2018 WERE APPROVED AS SUBMITTED.

**RECURRING BUSINESS:**

- 4.a APPROVAL OF EXPENDITURES. The June 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 Accela for the annual software maintenance in the amount of \$7,756.75; US Bank for the SRLF loan in the amount of \$73,990.23; USA Blue Book for equipment in the amount of \$4,138.91; EDD for Unemployment claim in the amount of \$2,250; Condor Earth Technologies for Dam Analysis report in the amount of \$2,435; and Cutler Segerstrom Insurance for annual liability insurance in the amount of \$22,270.

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

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

- 4.b CASH RECEIPTS REPORT. The Cash Receipts report for the month of June 2018 was included in the agenda packets for review. Elaine reviewed the cash receipts report and the over 90 day delinquency reports with the Board.
- 4.c BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of June 2018 was included in the agenda packet for review. Elaine reviewed the report noting the only changes in June were for the transfer of the balance in the Park Fund of \$5,405.27 transferred to the Capital Improvement Fund per the Board's direction and the new balance to the SRLF debt of \$1,235,567.72 reflecting the payment made. The current LAIF balance is \$1,502,591.50.
- 4.d BALANCE SHEET & INCOME STATEMENT. The June 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 June 30, 2018 is \$466,442.23. Elaine also noted that the net difference of our cash and reserve accounts to our long term debts as of June 30, 2018 is a positive \$850,693.69. Elaine noted that these figures are prior to end of year postings.

**OLD BUSINESS:**

5. There was no Old Business.

**NEW BUSINESS:**

6.a REQUEST FOR REQUEST FOR WAIVE OF DOMESTIC CONNECTION FEE FOR VACATION RENTAL ON PROPERTY – MARK WILSON, OWNER – 244 SCHOOL ST., MURPHYS – APN #066-004-047; DISCUSSION/POSSIBLE ACTION A letter requesting the waive was included in the agenda packet for the Board’s review. Elaine also provided the Board with copies of the District’s ordinance #16.04 regarding trailers hooked to water service and fees required. Mark Wilson was in attendance and provided the Board with excerpts from documentation he had obtained from the internet from CA Department of Housing and Community Development in regards to new accessory dwelling rulings and reviewed his intent to use an airstream trailer on his property as a vacation rental and the documentation he had provided. Discussion ensued regarding accessory dwellings and the District’s ordinance #16.04. It was the Board’s consensus to table this item to the August meeting to give the Board and Legal Counsel time to review the accessory dwellings rulings and our current ordinance more thoroughly.

6.b REQUEST FOR PRE-APPROVAL OF TRANSFER OF IRRIGATION SERVICE AT 4549 RED HILL RD., VALLECITO – APN #066-030-002 FROM SCHWOERER TO AMOS ROEDER PENDING SALE OF PROPERTY; DISCUSSION/POSSIBLE ACTION A copy of the letter of request and application for irrigation service were included in the agenda packet for review. Bill Eltringham recommended approval of this transfer pending sale of the property.

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

MINUTE ENTRY. TO APPROVE TRANSFER OF IRRIGATION SERVICE AT 4549 RED HILL RD., VALLECITO – APN #066-060-002 FROM SCHWOERER TO AMOS ROEDER, PENDING SALE OF PROPERTY.

6.c REVIEW OF UWPA FEE FOR FY 2018-2019; DISCUSSION/POSSIBLE ACTION Director Chick reported that UWPA is requesting the same additional contribution of \$85,000 this year as last year. Director Rasmussen recommended keeping the fee at \$6 per customer again this year.

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

MINUTE ENTRY. TO APPROVE KEEPING THE UWPA MONTHLY FEE TO ALL CUSTOMERS AT \$6 FOR FY 2018-2019.

6.d APPROVAL OF UWPA PAYMENT OF \$10,000 FOR WATER CONTRACT FOR 1<sup>ST</sup> QUARTER OF 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 Rasmussen  
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 1<sup>ST</sup> QUARTER OF FY 2018-2019.

- 6.e APPROVAL OF UWPA \$85,000 CONTRIBUTION FOR FY 2018-2019 & PAYMENT \$21,250 FOR 1<sup>ST</sup> QUARTER OF 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 Rasmussen  
Ayes: Directors Chick, Rasmussen, Quincy, Oneto and Bottomley  
Nays: None  
Absent: None

MINUTE ENTRY. TO APPROVE THE UWPA CONTRIBUTION FOR FY 2018-2019 IN THE AMOUNT OF \$85,000 AND PAYMENT FOR THE 1<sup>ST</sup> QUARTER OF FY 2018-2019 IN THE AMOUNT OF \$21,250.

- 6.f APPROVAL OF PAYMENT OF CalPERS ANNUAL UNFUNDED ACCRUED LIABILITY (UAL) FOR FY 2018-2019 IN THE AMOUNT OF \$39,014; DISCUSSION/POSSIBLE ACTION A copy of the CalPERS invoice for the UAL was included in the agenda packet for review. Elaine Urruty reported that by paying the UAL annual amount instead of paying monthly, the district saves approximately \$1,500 plus the cost of staff time to process payments each payroll.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE CalPERS ANNUAL UCCRUED UNFUNDED LIABILITY FOR FY 2018-2019 IN THE AMOUNT OF \$39,014.

## REPORTS:

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

Next Hwy 4 Corridor meeting is scheduled for Thursday, August 2, 2018 at 4:00 PM at the Murphys Sanitary District Office in Murphys.

7.b UWPA REPORT. Director Rasmussen and Director Bottomley reported that UWPA is still working on the REMAT issue with the PUC and Michael Minkler has been meeting with the REMAT Commissioners, but the funding could be as far as two years out with the delays. Kyle Rasmussen said that Michael is working on another direction with PUC and will have more to report later.

Next UWPA meeting is scheduled for Tuesday, July 24, 2018 at 5:30 PM at the UWPA office in Angels Camp.

7.c LAFCO REPORT. Bill Eltringham reported that in looking into the MSR report updates it looks like this will be a more involved process than we thought and take quite a bit of staff time to gather the data and complete the updates. Bill said Gary is reviewing the report and will get back to Elaine on information he needs. The last MSR update was done in 2011 and not finalized until 2013.

The next LAFCO meeting is scheduled for Monday, September 17, 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 they are currently putting out 1M gallons per day at the Treatment Plant, so revenues should pick up. On the irrigation North Ditch we are using 3.3 AF per day at Stephens Reservoir and 6 AF on the South Ditch. Bill said there is not much usage down at Carson Hill area right now. Discussion ensued regarding irrigation users and potential users down at Carson Hill. Bill asked the Board about the Stephens Fill Line Project and whether to delay until budgeted, as he doesn't think he can do this project with the current staff he has and therefore he is getting quotes from agencies on this project. Bill estimates it may cost \$230,000 not including the pipes & fittings which we have already been ordered or received. Discussion ensued regarding the project and budgeting or pulling from the LAIF Irrigation fund. Bill said there is no question whether we can do this project, we must do this project for the integrity of the system and also noted that the permit expires in September 2018. Bill said that Troy Mumm is coming along well and continuing his training. Bill reported that he and Elaine met along with Lisa the week after the last meeting and he came up with some ideas that may make things more streamlined in the office so Elaine can concentrate more important workload.

7.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that the SWRCB annual report was finalized and accepted by the State and the 2017 CCR report was completed and sent out with the June statements. Backflow inspections were completed and billed with the June billings. Elaine said in July she has the quarterly LAIF transfers, quarterly payroll taxes and State Compensation Report to complete along with working on the EOY calculations and the Draft Budget. The Budget Committee will be meeting on Thursday, August 9<sup>th</sup> at 9 am to review the Budget and the Draft Budget will be on the next agenda for approval. Elaine reported that she will be following up with Nhu Bergstrom tomorrow on our website design and setup, as she was on vacation the first part of July. Elaine reported that during vacation when Lisa was processing payroll taxes it showed on our account that we are being charged more unemployment for Joe Darby and should be receiving a letter and later an invoice for the charges. Elaine reported that Mary Miloslavich is still working part time and Elaine will be meeting with Tom Quincy to write up an ad for the permanent part-time position to put in the

newspapers. Elaine also reminded the Board of the NCPA Picnic on July 25<sup>th</sup> and to please let her know if you will be attending so she can RSVP. Elaine also noted that she had received a notice with a packet of information from the County that it is time to do our Biennial Conflict of Interest Code update again, in case anyone wishes to review the packet before the next meeting. Elaine will put the Conflict of Interest on the next agenda for approval. Elaine also reminded the Board that we have three positions opening up for election this year, Tom Quincy, Greg Rasmussen and Ralph Chick, and that the dates for filing Declaration of Candidacy are July 16<sup>th</sup> through August 10<sup>th</sup>.

7.f IRRIGATION COMMITTEE. There was nothing to report.

7.g PERSONNEL COMMITTEE. There was nothing to report.

7.h BUDGET/FINANCE COMMITTEE. Director Oneto reported that the committee will be meeting on August 9<sup>th</sup> to finalize the Draft Budget. Director Oneto stated his concern of needing to have the budget numbers sooner so that the Budget is finalized by the start of the fiscal year. Bill Eltringham said this is our goal and part of what we are working towards with the staffing and work with the internet and eventually Springbrook update with online payments so that Elaine can be freed up to devote her time to more important workload.

8. **Adjourn to Closed Session:**

a. Public Employee Discipline/Dismissal/Release, Government Code 54957, Distribution/Treatment Employee.

Closed Session was cancelled.

9. REPORT OF ACTION TAKEN

There was no action taken.

10. DIRECTORS COMMENTS. Director Chick asked if there was any update on the Hitchcock agreement in regards to whether they will be using their well and whether Bill had inspected the property hookups. Elaine reported the Hitchcocks were waiting on the report on the well water and were to get back to the District soon with the results as to how they will be moving forward. Elaine will follow up with Jessica Hitchcock. Director Chick noted a recommendation of the District looking into moving employee's payday forward a week to give staff more time to process the payroll and so that we would be paying after all the days are worked. Director Chick noted this was just a recommendation to look into.

11. NEXT MEETING: Next regular meeting is scheduled for Wednesday, August 15, 2018, at 7:00 PM.

12. ADJOURNMENT. The meeting was adjourned with no further business at 7:50 PM.

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

Date: \_\_\_\_\_

ATTEST:

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