

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

MINUTES OF JUNE 16, 2021 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:	ERIC BOTTOMLEY	President
	GREG RASMUSSEN	Vice President
	TOM QUINCY	Secretary
	BRUCE TALLAKSON	Treasurer
	RALPH CHICK	Director

Directors Absent: None

Also Present:	BILL ELTRINGHAM	District Manager
	ELAINE URRUTY	Office Manager
	KEN AIROLA	Legal Counsel
	MATT OSPITAL	District Engineer
	JOEL METZGER	UWPA GM
	PUBLIC AT LARGE	

1. PLEDGE OF ALLEGIANCE. The Pledge was given.
2. APPROVAL OF AGENDA.

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

MINUTE ENTRY. MOTION TO APPROVE THE AGENDA WITH REMOVAL OF THE MINUTES.

3. PUBLIC COMMENT. There was no Public Comment.

CONSENT AGENDA

4. APPROVAL OF MINUTES:
 - a. April 21, 2021 - Regular Meeting -Delayed to future meeting.
 - b. May 19, 2021 – Regular Meeting – Delayed to future meeting.
 - c. May 25, 2021 – Special Meeting – Delayed to future meeting.

5. APPROVAL OF EXPENDITURES:

a. April 2021 Expenditures

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

MINUTE ENTRY. MOTION TO APPROVE THE CONSENT AGENDA; ITEM #5.a – EXPENDITURES – MAY 2021, AS PRESENTED.

REGULAR AGENDA

RECURRING BUSINESS:

6.a CASH RECEIPTS REPORT. The Cash Receipts report for the month of May 2021 was included in the agenda packets for review. Elaine reviewed the cash receipts reports with the Board, noting receipt of the Calaveras County tax distribution in the amount of \$56,702.29 and receipt of two domestic service connections in the amount of \$14,000 each along with hydrant sales and meter installation charges.

6.b BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of May 2021 was included in the agenda packet for review. Elaine Urruty reviewed the Fund Balance report with the Board. The current LAIF balance as of May 31, 2021 is \$2,651,625.10. Elaine reminded the Board that the current SRLF loan balance is \$941,499.46 less current US Bank reserve accounts of \$153,276.5 and SRLF LAIF reserve account balance of \$658,331.30, leaves a balance due of \$129,991.59 less our June semi-annual principal payment of \$61,753.74 leaves an estimated \$68,140.85 to pay off the SRLF loan early. The loan is scheduled to mature in 2028 and early payoff could save an estimated \$82,124 in interest costs, if the District were to payoff early. Elaine also noted that we have some expected domestic connection fees paying in July also that could increase our reserves for payoff. Discussion ensued & it was the Board’s consensus to direct Elaine to pay off the SRLF loan in July 2021. Elaine said she will ask for a payoff quote after our semi-annual payment posts and then transfer the necessary funds and process payoff.

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

MINUTE ENTRY. TO DIRECT OFFICE MANAGER, ELAINE URRUTY, TO TRANSFER FUNDS FROM SRLF RESERVES AND, IF NECESSARY, DISTRICT SURPLUS, AND PROCESS PAYOFF OF SWRCB SRLF LOAN #2002cx136.

- 6.c BALANCE SHEET & INCOME STATEMENT. The May 2021 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 May 31, 2021 is \$281,724.85. This amount is low due to 3rd Qtr contribution payment to UWPA paid prior to receiving the quarterly revenue from UWPA fees. Elaine noted that our revenues are still down slightly due to a loss in no late fees collected this year and increase in delinquent accounts due to COVID, however, we have more domestic connection fees coming in and helping to offset the loss. Elaine reported that the net difference of our cash and reserve accounts to our long-term debts as of May 31, 2021 is a positive \$2,186,984.83.

At this time President Bottomley moved to New Business.

NEW BUSINESS:

- 8.a UWPA FUTURE FUNDING (Tom Quincy); DISCUSSION/POSSIBLE ACTION. Director Quincy reviewed some of his concerns with amounts being requested by UWPA from member entities for future years and how much it will raise UPUD's customer's rates. Director Quincy reviewed revenues and expenses breakdown and amounts he calculated would be paid out to UWPA at current rate and concerns over the budget requests. Discussion ensued regarding FERC licensing costs anticipated and need for UPUD to have a CIP & 218 Study in order to raise fees & plan reserves. Director Bottomley noted that per proposals in the agenda packet, a 218 study can be done within 8 months. District Engineer, Matt Ospital, stated that UPUD needs to complete their Master Plan and do a CIP as soon as possible in order to complete a 218 Study. Director Bottomley noted that per proposals in the agenda packet, a 218 study can be done within 8 months. It was the Board's consensus to leave this item on the agenda for future meetings and review.

At this time Director Bottomley returned to Old Business.

OLD BUSINESS:

- 7.a UPUD – 2021 RATE STUDY REQUEST FOR PROPOSAL (RFP) REVIEW (Matt Ospital, District Engineer); DISCUSSION/POSSIBLE ACTION Copies of proposals from Hildebrand Consulting, Hansford Economic Consulting, LLC., and Lechowica & Tseng Municipal Consultants, were provided for the Board's review. District Engineer, Matt Ospital, reviewed the proposals with the Board. Matt noted that these proposals did not include irrigation rates and there would be a slight increase in costs for their inclusion. Lengthy discussion ensued regarding the proposals and it was the Board's consensus to accept Hildebrand Consulting's proposal. It was noted that the Engineer and Consultants will need a lot of data from Elaine, which will take up more of her time. Director Chick noted that we should schedule our 218 again in 5 years if we are doing a 5 year rate plan and recommended we put this item on our calendar and start a year in advance to be prepared for the next study. Matt Ospital agreed and said he would put on their calendar also. Matt will work with Bill Eltringham on completion of the CIP report and will send a list of required documents and data to Elaine.

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

MINUTE ENTRY. TO ACCEPT THE PROPOSAL FROM HILDEBRAND CONSULTING FOR THE 218 STUDY AND DISTRICT ENGINEER, MATT OSPITAL, TO ASK FOR AN UPDATED QUOTE WITH THE IRRIGATION RATES AND MOVE FORWARD WITH THE 218 STUDY.

7.b APPROVAL & ADOPTION OF UPUD/UWPA JOINT HAZARD MITIGATION PLAN;
DISCUSSION/POSSIBLE ACTION

1. MEMO FROM JOEL METZGER, GENERAL MANAGER, UWPA

A memo regarding the UPUD and UWPA Multijurisdictional Hazard Mitigation Plan (MJHMP) was included in the agenda packet for review, along with copies of approval letters from both CalOES and FEMA. Joel Metzger reviewed the MJHMP process both districts went through and commended UPUD & UWPA staff for their hard work & time in completing the project. Joel informed the Board that the in April 2021 CalOES had approved the MJHMP and had forwarded to FEMA for review. The districts are now in receipt of a letter dated June 2, 2021 from FEMA that the MJHMP is approved pending adoption by the UPUD and UWPA Boards of Directors. FEMA will give final approval to the plan upon receipt of the documentation of the districts' formal adoptions. Staff requests that the Board of Directors adopt the resolution approving the UPUD and UWPA MJHMP. A copy of the final draft plan is available on UWPA's website. Joel also noted that some of UPUD updates were overlooked during editing, but Joel said that this report is updated every 5 years. Joel stated that the hopes would be to merge our MJHMP with Calaveras Counties HMP in the future.

2. APPROVAL & ADOPTION OF UPUD/UWPA JOINT HAZARD MITIGATION PLAN;
DISCUSSION/POSSIBLE ACTION.....Res. No. 2021-04

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

RES. NO. 2021-04. TO APPROVE AND ADOPT THE UNION PUBLIC UTILITY DISTRICT/UTICA WATER AND POWER AUTHORITY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN (MJHMP).

NEW BUSINESS:

- 8.b UPUD PREPARATION FOR DROUGHT IMPACTS & CONSERVATION PLANNING; DISCUSSION/POSSIBLE ACTION. A copy of a Notice from the State Water Resources Control Board to Public Drinking Waters Systems regarding preparing for drought impacts and conservation planning dated June 8, 2021 was provided in the agenda packet for the Board's review. Elaine Urruty informed the Board that she had added this item to the agenda for the Board's review and discussion regarding our conservation planning. Discussion ensued regarding the current drought conditions, UPUD water supply and conservation planning. It was the Board's consensus at this time to continue to watch the drought conditions and ask customers to continue to voluntarily conserve water. Elaine noted that we continue to have conservation memos on our statements and tips and helpful links on our website. Elaine also informed the board she will be attending a meeting of the Calaveras Conserves water agencies on June 24th to discuss conservation efforts and public information along with other mutual agency concerns.

REPORTS:

- 11.a HWY 4 CORRIDOR ADHOC COMMITTEE REPORT. There was nothing to report at this time.

Hwy 4 Corridor, (AKA; Stanislaus River Association (SRA), plan to meet quarterly on the first Friday, of the 3rd month, in each quarter. The Stanislaus River Association (SRA) meetings have been cancelled due to COVID-19 until further notice.

- 11.b UWPA REPORT. Joel Metzger gave an update on the Community Resiliency Grant and reported that because they came in under budget on the generators there will be additional funds, approximately \$100,000, available in the grant. Joel said he had discussed some communication needs for UPUD along with possible SCADA and iPad or laptop upgrades that may qualify under this grant. Joel has asked to possibly schedule a meeting to review these needs and utilize these funds. The grant has been extended to March 2022 and funds must be utilized by then. Joel said that the Stephen's Reservoir Tower went up this week and will provide new communications for their SCADA system and control communications.

Joel reported that they have submitted the 4th round to PG&E asking for the \$73.50 per MWh and should hear back in 4 business days.

Joel reminded the Board of the NCPA tour scheduled for June 28th at 9 am at the NCPA office and should end approximately 4 or 5 pm. Matt Ospital asked to be added to the tour.

Next UWPA meeting is scheduled for Tuesday, June 22, 2021 at 5:30 PM at the UWPA office in Angels Camp.

- 11.c LAFCO REPORT. There was nothing new to report.

The next LAFCO meeting is scheduled for Monday, July 19, 2021 at 6:00 PM at the Calaveras County Board of Supervisors Chambers in San Andreas.

- 11.d DISTRICT MANAGER'S REPORT. Bill Eltringham reported that the quarterly TTHM results looked good and we were below the average required. Bill stated that there is a major electrical problem though, the system is drawing too much power and keeps shutting down. Bill said that we are going to have to upgrade and increase our power to run the system. Bruce Whittle will be meeting with PG&E & working on the costs for this upgrade. Bill said the pond is looking really good and blue and water flows look normal for this time of year. Director Rasmussen asked if there could be any savings by looking into solar power. Bill said they have 240 and need 480 and he doesn't think solar can handle this. Bill will be checking with Jim Heryford and/or Bruce Whittle on the electrical.
- 11.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that the CCR report was completed and submitted for printing and will be sent out with our June statements. The FY 2019-2020 audit is complete and Elaine is reviewing the audit and it will be on our next agenda for approval. Elaine said the ADU notices went out with the May statements and the office has been getting a lot of calls and inquiries and we are starting a listing to review with the committee. Elaine informed the Board that she had to order a new phone for Bill Eltringham, as he phone was dying and we will also probably need to get cell phones for the crew, as the truck phones are not being supported and have little to no range. Elaine will gather costs to try to include these communications in the Power Resiliency grant. Elaine also informed the Board that one of the Sensus handhelds died this month and we had planned to budget for replacement next year. We were able purchase new handhelds and get them installed and programmed for May reads and Aqua Metrix agreed to bill us in July for the handhelds. Elaine said she lost a lot of time ordering and installing the new equipment and working with Sensus IT and Computer Fireman. Elaine reported that Comcast Business is doing a site survey to see if they can reach the Corp Yard with service and are also processing our application for State pricing. Elaine said she was looking into CPPA grant funds available to replace the office swamp cooler and furnace, as Ebbetts Pass Gas said that if our furnace goes down again, they may not be able to fix it, as parts are no longer available. Elaine will report back on this at the next meeting. Elaine reported that the Springbrook contracts were submitted and Springbrook will be scheduling our migration. Elaine will continue to follow-up with Springbrook. Elaine also informed the Board that the District received correspondence from Dane Wadle from CSDA with an information about membership and asking if the District is interested.
- 11.f IRRIGATION COMMITTEE. There was nothing to report.
- 11.g PERSONNEL COMMITTEE. There was nothing to report.
- 11.h BUDGET/FINANCE COMMITTEE. Director Quincy and Elaine will coordinate to schedule meetings to work on the Budget.
- 11.i LONG RANGE PLANNING COMMITTEE. Director Bottomley reported that they have a meeting planned with Matt Ospital and Gary Ghio to review the Master Plan, CIP and 218 Study. He said that Gary Ghio told him that the Master Plan was 90% complete when progress slowed and he now needs two more years of data from our office to complete.
12. DIRECTORS COMMENTS. Director Tallakson said that he looks forward to the NCPA tour and that it is nice to be on this board and informed about our water. Director Rasmussen

stated that with Bill Eltringham phasing out he feels that we have some personnel we can tap into at UWPA. Director Chick shared this consensus. Legal Counsel, Ken Airola, asked Bill's time frame and Director Bottomley said it could be 2 years, but we want to transfer as much information from Bill as possible. Director Bottomley thanked everyone for their attendance and time.

13. NEXT MEETING: The next regular meeting is scheduled for Wednesday, July 21, 2021, at 7:00 PM.

14. ADJOURNMENT. The meeting was adjourned with no further business at 8:15 PM.

Submitted by: Thomas Quincy
Thomas E. Quincy, Secretary

Date: Aug 18, 2021

ATTEST:

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