

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

MINUTES OF MARCH 24, 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
	TOM QUINCY	Secretary
	BRUCE TALLAKSON	Treasurer
	RALPH CHICK	Director
Directors Absent:	GREG RASMUSSEN	Vice President
Also Present:	BILL ELTRINGHAM	District Manager
	ELAINE URRUTY	Office Manager
	JOEL METZGER	UWPA GM
	PUBLIC AT LARGE	

1. PLEDGE OF ALLEGIANCE. The Pledge was given.

2. APPROVAL OF AGENDA.

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

MINUTE ENTRY. TO APPROVE THE AGENDA AS PRESENTED.

3. PUBLIC COMMENT. There was no Public Comment.

At this time, President Bottomley invited Joel Metzger, UWPA General Manger, to give a UWPA Report.

Joel reported that UWPA and UPUD's joint community energy grant application to CalOES, through the Community Power Resiliency Grants Program, had been approved for \$290,000. This is a 100% grant, with no local match required and funds must be spent by October 2021.

The grant will provide for three backup generators for UPUD, including one for its administration/system controls building, the second for its maintenance shop/chlorine dose station on Sheep Ranch Road and a third for its remote chlorine dose station on Redhill Road.

The grant will also provide for three backup generators for UWPA, including one to power a water flow control gate valve at the Murphys Afterbay, the second to backup spillway gate controls at Hunters Reservoir in Avery, and the third for a trailer-mounted generator that all JPA members can use. New and upgraded emergency communications equipment will also be purchased. This Line of Sight (LOS) system will use the towers planned to be installed at Stephen's Reservoir and at the Forebay for communications equipment to be used during a PSPS or emergency for continued communication when internet and phones are not available. Joel said that \$65,000 of the grant was earmarked for LOS communication equipment.

Joel also reported that City of Angels was also awarded a grant for \$300,000 and will use the funds to purchase and install three backup generators, including one for the City's fleet vehicle fueling station (police, fire, and public works), the second for the City's Water Treatment Plant and the third for the Sierra Hope Food Bank. Joel noted that the generator for the Sierra Hope Food Bank will also benefit UWPA, as it will cover their office where Sierra Hope Food Bank is located.

Director Quincy asked if we would be going out to bid for the purchase of the generators and the installation of the communications equipment. Joel reported we are not required to go out to bid, but that his staff is currently getting prices on generators from Generac along with bids from Gold Electric and Freedom Energy and possible one or two more companies. They will also save money by utilizing UWPA staff, when possible, to lower installation costs, if needed.

Joel noted that, because UPUD is the lead agency on this grant, UWPA will need to work with Elaine to coordinate with Cal OES on how the funds need to be transferred, managed and/or reported. Joel will schedule a meeting with Elaine to coordinate.

CONSENT AGENDA

- 4. APPROVAL OF MINUTES:
 - a. February 17, 2021 - Regular Meeting
 - b. March 11, 2021 – Special Meeting

- 5. APPROVAL OF EXPENDITURES: February 2021

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

MINUTE ENTRY. MOTION TO APPROVE THE CONSENT AGENDA; ITEMS #4.a – MINUTES – FEBRUARY 17, 2021, REGULAR MEETING; b. MINUTES – MARCH 11, 2021 – SPECIAL MEETING; & #5.a – EXPENDITURES – FEBRUARY 2021, AS PRESENTED.

REGULAR AGENDA

RECURRING BUSINESS:

- 6.a CASH RECEIPTS REPORT. The Cash Receipts report for the month of February 2021 was included in the agenda packets for review. Elaine reviewed the cash receipts reports with the Board noting receipt from the Tanner Revocable Family Trust for a new Triplex they are constructing. Tanner's paid \$1,000 for a reset fee of the current connection and \$14,000 each for the two additional Triplex units for a total of \$29,000.
- 6.b BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of February 2021 was included in the agenda packet for review. Elaine Urruty reviewed the Fund Balance report with the Board, noting the only change from January was for the addition of SRLF interest to the reserve accounts. The current LAIF balance as of February 28, 2021 is \$2,751,726.40.
- 6.c BALANCE SHEET & INCOME STATEMENT. The February 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 February 28, 2021 is \$419,896.34. Elaine noted that our income will drop next month with our payment on the TTHM Removal System. Elaine reported that the net difference of our cash and reserve accounts to our long term debts as of February 28, 2021 is a positive \$2,357,246.93.

OLD BUSINESS: There was no Old Business.

NEW BUSINESS:

- 8.a MURPHYS FIRE PROTECTION DISTRICT – REQUEST FOR WAIVE OF FUTURE WATER CHARGES FOR TWO SERVICES LOCATED AT 58 JONES ST., MURPHYS (Bob Bliss, MFPD Board President); DISCUSSION/POSSIBLE A copy of MFPD's request letter was included in the agenda packet for review. Bill Eltringham informed the Board that both Murphy's Fire District and Vallectio Fire District Stations do not have meters and are not charged water because they serve all customers of the District for fire protection. The MFPD purchased the Murphy's Community Church and residence and have turned the church into a meeting and training hall. MFPD is asking for the two water services for these buildings to be given to MFPD at no cost. Discussion ensued regarding the additional services and the request. It was the Board's consensus to not provide the additional services at no cost and to continue charging monthly for these services.

Mike Peccia, a local Murphys customer, commented that he & his family are longtime residents and customers of UPUD. When his family remodeled a residence and used no water for 33 months, they asked for a waive of fees and were denied. Mike said he feels that this request should be denied, as it is for a residence and a meeting building, not for fire protection, and they should pay like everyone else.

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

MINUTE ENTRY. MOTION TO DENY THE REQUEST FROM MURPHYS FIRE PROTECTION DISTRICT (MFPD) FOR WAIVE OF MONTHLY CHARGES FOR TWO WATER SERVICES LOCATED 58 JONES STREET, MURPHYS.

- 8.b APPROVAL OF UWPA PAYMENT OF \$10,000 FOR WATER CONTRACT, 3rd QUARTER FY 2020-2021; DISCUSSION/POSSIBLE ACTION. A copy of UWPA invoice #21-07 was included in the agenda packet for review.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE \$10,000 WATER CONTRACT PAYMENT FOR 3rd QUARTER OF FY 2020-2021.

- 8.c APPROVAL OF UWPA PAYMENT OF \$101,250 CONTRIBUTION FOR 3rd QUARTER FY 2020-2021; DISCUSSION/POSSIBLE ACTION A copy of UWPA invoice #21-09 was included in the agenda packet for review. It was the Board's consensus to use the LAIF UWPA reserve funds to cover the costs until reimbursed by rate payer receipts once the 3rd quarter transfers are complete.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE \$101,250 CONTRIBUTION PAYMENT FOR 3rd QUARTER OF FY 2020-2021.

- 8.d UPUD ORGANIZATIONAL CHART REVIEW AND POSSIBLE HIRING OF NEW DISTRICT MANAGER (Director Quincy); DISCUSSION/POSSIBLE ACTION A copy of A Draft Organizational Chart was included in the agenda packet for review and discussion. Director Quincy reported that the Long Range Planning (LRP) Committee met with Bill Eltringham and is recommending a new structure and organizational chart for the District. The new structure would add a new Field Manager position that Bill would move into and the District would hire a New District Manager to replace Bill and work & train with Bill until he retires. The LRP Committee

recommends setting up more meetings to develop job descriptions, requirements and salary range for these positions. The Committee also recommends advertising and hiring as soon as possible to get a new District Manager on board to start training with Bill. Lengthy discussion ensued regarding the recommendation and the proposed organizational chart. Bill Eltringham recommended separating out the Treatment Plant positions and Distribution positions and possibly have a Supervisor in each area, as these jobs are getting to be a large load. The LRP Committee said they also will need to sit down with the Budget Committee to see if the District can afford this change. Bill recommended a meeting with Matt at Weber, Ghio & Associates regarding what work they are willing to continue doing for the District and what work will need to be done by the new District Manager and what savings there may be in engineering costs. It was recommended that a meeting be scheduled to meet with Matt to review engineering costs and possible savings first and then schedule a meeting with the Budget Committee. Director Bottomley also asked Elaine to calculate the costs of the open office position, in case those funds can be used towards the District Manager position. Bill stated that the office may still need this position, as the new District Manager will probably take more of Elaine's time for assistance. Bill said he will schedule the meeting with Matt & the LRP Committee. No action was taken and this item will be continued on future agendas.

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. Director Chick reported that UWPA had received a response on their request and the response was that they should hear back by April 14th as to which rate the Murphys Plant will be approved at. Director Bottomley said UWPA also reviewed the Community Resiliency CalOES grant that Joel reported on tonight. Director Bottomley & Director Chick also reported that the ¾ mile flume had been vandalized and it was reported to the Sheriff's department and FERC and a claim was put in to the insurance company. Motion detection cameras have been installed along with razor wire for the gates. A press release will be distributed to the news by Joel Metzger. Discussion ensued regarding the vandalism

Director Bottomley reported that the CalPERS Pension application was submitted and CalPERS has 3 months to complete the evaluation and UWPA should hear back by May 2021. Also, the Feasibility Study grant was submitted to FEMA for \$150,000 with matching funds of \$50,000 local match.

Next UWPA meeting is scheduled for Tuesday, March 26, 2021 at 5:30 PM at the UWPA office in Angels Camp.

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

The next LAFCO meeting is scheduled for Monday, May 17, 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 UPUD exceed our TTHM levels for the 1st quarter of 2021, so we will be sending out compliance notices to customers in our March statements along with the required postings. Bill said we were down from the last quarter after installing the aerator in the reservoir, but we were still slightly over at both testing locations. Bill said they have since installed the TTHM removal system at the tank and the hope is that this should solve the problem. Bill reviewed what the TTHM residuals are and what we have been doing to solve the problem for Director Tallakson. Bill reported that the TTHM removal system from iXOM was \$183,000 and we still do not have our billing from Bruce Whittle for the electrical, which will be over \$30,000. Bill also noted that our PG&E bills will increase drastically now, because we will now have a 30 hp pump running all the time vs a 15 hp that only ran when we backwashed. Bill said that the other issue we have is that we will need to increase our electrical service to a 480 v at the treatment plant for future for pre-treatment. With our current 1983 service, which is a 200 amp, 240 v, we will not be able to run the service wash and aerator at the same time. Bill will be working with Weber, Ghio and Bruce Whittle to get pricing to change out the electrical service. Discussion ensued as to whether there may be grant funding available and also regarding status of any funding from the state. Bill reported that Dave at Weber Ghio said there has been no change. Bill said getting the grant for the generators is good, but we may also need to get a new larger generator for the 1 M gallon tank in the future, if we have to put a mixer in that tank too.

Bill said they have been busy trying to finish backwashing and they had a blowout at a valve that they had to fix. Bill reported that Kyle Spence will be getting married and has scheduled some time off next month. Bill told Bruce Tallakson to let him know when he is ready for a tour of the system. Bill also noted that he is hoping to not have to start the irrigation season early, but we do need rain.

11.e OFFICE MANAGER'S REPORT. Elaine Urruty reported there was a lot of work done this last month on the Joint Hazard Mitigation Plan (HMP) to get it submitted for review. Elaine noted that a lot of the corrections that were given to Paul and Joel have still not been completed in the online posted version and that even though it was submitted to CalOES, we can still make corrections. Elaine said she will be completing & printing the compliance notice to be stuffed in March statements and posted on the website and in town. Elaine said that she has been working with Lan from Bryant Jolley's office on the audit and all financials have been submitted via Dropbox to Lan and our Financial Transactions Report was submitted to the State Controller's office. Lan will be sending listings of more documents needed for the auditing process and we should be completed in the next week or two, it depends on their office getting listing to us now. Elaine said she has been working on updating the LAFCO report, which coincided with the HMP report information. Elaine said that we are to the point where we need to refer to Gary Ghio on how he calculated the remaining data in the report so we can complete. Elaine reported that she needs to complete the DAC calculations and report to keep us qualified for DAC water rates with the State. Elaine said she also will be working on gathering data for the annual report and that we just received notice that there is a new format, which she needs to look at and see what new data may be required. Elaine said she will also be working this next month on quarterly taxes and quarterly LAIF transfers, along with the SI 100 report on the Financial Corp to the State and the State Annual Compensation Report.

Director Bottomley asked about status of Springbrook and if there is anyone at Springbrook that can do the work to transfer the data to get online payments started. Director Bottomley asked that we get a cost for Springbrook to do the work of transferring the data. Elaine said she has meetings scheduled with management & rep to review Springbrook contract and Civic Pay contracts for a better breakdown of costs and to discuss a timeline. Discussion ensued regarding the Springbrook migration and possibly looking at other utility software and also how to do away with statements as much as possible.

- 11.f IRRIGATION COMMITTEE. Irrigation season starts May 1st. Bill Eltringham explained our irrigation on & off seasons and billings to Director Tallakson.
- 11.g PERSONNEL COMMITTEE. There was nothing to report.
- 11.h BUDGET/FINANCE COMMITTEE. There was nothing to report.
- 11.g LONG RANGE PLANNING. Director Bottomley recommended setting up a meeting to review the ADU charges and the Plumbing Fixture costs with Matt Ospital, District Engineer, to possibly simplify the list and how we will calculate and charge the costs. Discussion ensued regarding the new ADU charges approved and how they are to be calculated and the need to simplify the process. Bill agreed we need to simplify and talking to Matt was a good idea.
- 12. DIRECTORS COMMENTS. Director Quincy thanked the Board for delaying the meeting a week to accommodate his attendance. Director Tallakson thanked the Board for the patience while he catches on. President Bottomley told Director Tallakson not to hesitate to ask questions of the Board or Staff or if he needs any information. Elaine reminded the Board that all 700 Forms are due by April 1st.
- 13. NEXT MEETING: Next regular meeting is scheduled for Wednesday, April 21, 2021, at 7:00 PM.
- 14. ADJOURNMENT. The meeting was adjourned with no further business at 8:04 PM.

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

Date: 4-21-21

ATTEST:

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