

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

**MINUTES OF JUNE 19, 2019 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
	KAREN ROJAS	UWPA
	LORI KARNES	UWPA
	PUBLIC AT LARGE	

1. PLEDGE OF ALLEGIANCE. The Pledge was given.
2. PUBLIC COMMENT. Michael Minkler, CCWD General Manager, reported that he wanted to update the Board on a few items. He reviewed the PG&E Public Safety Power Shutoff (PSPS) plans that could include county wide power outages for longer durations up to potentially a week and how it will affect water and other public agencies. Michael said that backup generation fuel for all the agencies could be an issue and there has been discussion of possibly forming an MOU between agencies to inventory and share resources during the potential outages. Michael also reported that he is learning a lot since moving to CCWD and wants to continue to improve relationships with all the other agencies and feels that one way to do this is to work to get more Ag water out to the people that want as this would be beneficial to all agencies. Michael said he has found out that the slurry line is in much better shape than he had thought after testing the line. Michael said they are therefore looking for ways to extend Ag service using the slurry line, which would have to be coordinated and wheeled through the UWPA system and also finding the right customers along the pipeline. Michael said that this summer the pipeline from Hunters to just above Murphys is planned to go in and there may then be an opportunity to collaborate and inter-tie CCWD & UPUD systems, if this would be a benefit. Michael says he would like to continue to look into ways that our agencies can work jointly and more efficiently. Discussion ensued regarding interconnection of the water systems. Bill Eltringham said that this could be very beneficial during an emergency like the Darby Fire. Michael asked if UPUD had planned on providing more water to Kautz Vineyards and Bill said UPUD is looking into adding more pressure to that line in order to provide more water. Discussion also ensued regarding potential Ag use for the slurry line water, possible storage of the water and if it is needed, and status of the line. Michael said that Calaveras County is one of the rare places that has available surface water for irrigation and we need to look into all the possible potentials for getting it to the public.

3. APPROVAL OF MINUTES. The minutes of the May 15, 2019 regular meeting were included in the agenda packets for review.

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

MINUTE ENTRY. THE MINUTES OF THE MEETING OF MAY 15, 2019 WERE APPROVED AS PRESENTED.

At this time President Chick moved to New Business, Item 6.a.

**NEW BUSINESS:**

- 6.b APPLICATION OF IRRIGATION SERVICE APPLICATION FROM STEFFANIE HENNINGSEN, 5875 RED HILL RD, ANGELS CAMP – APN #064-003-051; DISCUSSION/POSSIBLE ACTION A copy of the application for irrigation service was included in the agenda packet for review. Steffanie Henningsen was in attendance. Bill Eltringham reviewed the location of the service with the Board and explained that in the past he had been hesitant to adding irrigation service in this area due to inconsistent pressure. Bill said that with improvements made to other irrigators systems, he now recommends approving this service with Steffanie aware of UPUD controlling the system and amount and times of use.

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

MINUTE ENTRY. TO APPROVE IRRIGATION SERVICE FOR STEFFANIE HENNINGSEN, 5875 RED HILL RD, ANGELS CAMP – APN #064-003-051.

President Chick returned to Recurring Business.

**RECURRING BUSINESS:**

- 4.a APPROVAL OF EXPENDITURES. The May 2019 Expenditures report was included in the agenda packets for review. Elaine Urruty reviewed the May expenditures with the Board noting the larger expenses to Bryant Jolley, CPA in the amount of \$8,000 for FY 2017-2018 audit; Cutler Segerstrom Insurance Co. in the amount of \$21,899 for our annual general liability insurance and Weber, Ghio & Associates in the amount of \$19,800.55. The majority of the Weber Ghio expense will be reimbursed by the SRLF grant.

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

MINUTE ENTRY. THE MAY 2019 EXPENDITURES WERE APPROVED AS PRESENTED.

4.b CASH RECEIPTS REPORT. The Cash Receipts report for the month of May 2019 was included in the agenda packets for review. Elaine reviewed the cash receipts report with the Board. Elaine noted receipts of a tax disbursement check from Calaveras County in the amount of \$49,070.58 and payment from Jane Bottomley for cost of parts & labor for installation of her irrigation service in the amount of \$3,217.90.

4.c BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of May 2019 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, 2019 is \$2,188,419.50.

4.d BALANCE SHEET & INCOME STATEMENT. The May 2019 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, 2019 is \$533,252.77. Elaine reported that we are at 92% of the year and our YTD Income is at 103% and our YTD Expenses are at 78% overall. Elaine also noted that the net difference of our cash and reserve accounts to our long term debts as of May 31, 2019 is a positive \$1,460,640.44.

**OLD BUSINESS:**

5.a APPROVAL OF RESOLUTION FIXING MONTHLY UWPA FEE EFFECTIVE JULY 1, 2019; DISCUSSION/POSSIBLE ACTION.....RES. 2019-03  
 A copy of Resolution 2019-03 was provided in the agenda packet for review. Elaine reviewed the calculations to cover the requested UWPA annual contribution of \$140,000 would require an estimated \$5.88 monthly per customer with our current estimated 1,985 customers; plus the contracted \$1.00 monthly per customer would total a minimum of \$6.88 required monthly per customer to cover these costs. Discussion ensued regarding the UWPA rate.

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

RES. NO. 2019-03. MOTION TO APPROVE RESOLUTION 2019-03 FIXING THE MONTHLY UWPA RATE TO \$7.00 EFFECTIVE JULY 1, 2019.

**NEW BUSINESS:**

- 6.b REQUEST FOR TRANSFER OF IRRIGATION SERVICE FROM ROBERT BAYLOR EST., 254 HWY 4, MURPHYS (APN #066-005-019) TO TIMOTHY & EMILY DONDERO; DISCUSSION/POSSIBLE ACTION. A copy of the irrigation service application for transfer and letter were included in the agenda packet for review. Elaine noted that they would like this transfer effective June 1st to coincide with their domestic transfer. Bill Eltringham recommended the transfer of irrigation service.

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

MINUTE ENTRY. TO APPROVE TRANSFER OF IRRIGATION SERVICE EFFECTIVE JUNE 1, 2019 FROM ROBERT BAYLOR EST., 254 HWY 4, MURPHYS (APN #066-005-019) TO TIMOTHY & EMILY DONDERO

- 6.c REQUEST FOR TRANSFER OF IRRIGATION SERVICE FROM MARIA LUIS, 3368 VALLECITO BYPASS, VALLECITO (APN #066-016-003) TO MIGUEL BARBOZA; DISCUSSION/POSSIBLE ACTION. A copy of the irrigation service application for transfer and letter were included in the agenda packet for review. Elaine noted that they would like this transfer effective June 1st to coincide with their domestic transfer. Bill Eltringham recommended the transfer of irrigation service.

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

MINUTE ENTRY. TO APPROVE TRANSFER OF IRRIGATION SERVICE EFFECTIVE JUNE 1, 2019 FROM MARIA LUIS, 3368 VALLECITO BYPASS, VALLECITO (APN #066-016-003) TO MIGUEL BARBOZA

- 6.d UWPA REQUEST FOR LETTER OF COMMITMENT FOR MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN WITH UWPA, CITY OF ANGELS & UPUD; DISCUSSION/POSSIBLE ACTION A copy of a proposed draft letter of commitment and request from UWPA were included in the agenda packet for review. Bill Eltringham recommended approval of the letter of commitment. Elaine Urruty noted that the estimated cost commitment for each agency is \$10,000.

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

MINUTE ENTRY. TO APPROVE SUBMITTAL OF UPUD LETTER OF COMMITMENT FOR THE MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN FUNDING GRANT WITH UWPA AND CITY OF ANGELS.

- 6.e APPROVAL OF UPUD BUDGET FOR FY 2019-2020; DISCUSSION/POSSIBLE ACTION The UPUD FY 2019-2020 Proposed Budget was included in the agenda packet for review. Director Oneto reviewed the contingencies balance noting that after deduction of the connection fees restricted revenue of \$85,000 the contingency balance is \$225,363. Directors Oneto & Bottomley said they were very pleased with how the budget worked out & thanked Elaine for her hard work. Discussion ensued regarding the budget and planning the review and approval of the annual salaries by the next meeting. Director Chick said that the Personnel Committee will work on this with the District Manager and requested the employee evaluations completed as soon as possible from the District Manager. Elaine Urruty also asked to meet with the Personnel Committee regarding the Part-time Customer Service position and policies that need to be updated.

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

MINUTE ENTRY. TO APPROVE THE FY 2019-2020 BUDGET AS PRESENTED.

#### REPORTS:

- 7.a HWY 4 CORRIDOR ADHOC COMMITTEE REPORT. There was no meeting in May.  
Hwy 4 Corridor meetings are on hold at this time.
- 7.b UWPA REPORT. Karen Rojas reported that Lori Karnes is moving into her position and they are advertising for the open receptionist position. Lori went to the IRWM meeting today for the grant for the Stephens Reservoir tower and Scada system and it will now be submitted to DWR. Roger Masuda, UWPA Legal Counsel, and Alan Paterson, UWPA Water Historian, gave an overview of the UWPA water rights yesterday to the UWPA staff, Larry Thompson and Joe Oliveira. The presentation will be given to the UWPA Board at a later meeting. Also, in regards to the PG&E Public Safety Power Shutoff, UWPA is also looking for generators for some of their sites and they will be having a teleconference tomorrow with their PPA regarding any liability for under generating power. Karen said it doesn't look like we will be getting any type of special treatment in regards to warnings of shut offs or turn ons or reimbursement for loss of revenue. Karen said today she watched a webinar from PG&E specifically aimed at

water agencies with some good information and she can provide the information to Elaine. Elaine said she also was notified and watched the webinar. Karen reported that her last day is scheduled for July 26, 2019 and Sally Bird has been coming in for the last month part-time to help out in the office. Director Quincy reported that David Andres gave a presentation at the last meeting regarding a draft reserve policy. This draft policy recommends UWPA set aside funds for emergency, capital, operating and FERC reserves, in addition to the reserves already in the current budget. The financial impact of his recommendations would be an additional \$415,000 by June 2021 and over \$3.5 M overall by June 2027 for each agency over and above the \$140,000 currently being contributed. With FERC relicensing ahead this is the responsible thing to do, but it all comes down to where do we get the money. Karen Rojas also reported that the City of Angels is doing their rate study and will be doing some meetings and then the Public Hearing on August 8<sup>th</sup>. Karen said the City of Angels plans to do a water year average of \$400,000 per year static cost for UWPA rate whereas UPUD based their rate study on the actual water year. Karen also noted that Elaine had referred a gentleman, Steve Weldon, to her who is filming a PBS television show for channel 6 about Murphys. Steve wanted permission to use still photos of the UWPA flume system & old hydro plant and Karen is getting permission from Judith Marvin to use her photos.

Next UWPA meeting is scheduled for Tuesday, June 25, 2019 at 5:30 PM at the UWPA office in Angels Camp.

7.c LAFCO REPORT. There was nothing to report.

The next LAFCO meeting is scheduled for Monday, July 15, 2019 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 missed the April & May meetings. Bill said in regards to the possible PG&E outages, we have a diesel generator at the Treatment Plant with 150 gal of fuel and 350 gal of fuel at the Corp Yard and an agreement with Hunt & Sons to get emergency fuel for the Treatment Plant. As far as the booster chlorinators, we can boost the chlorine at the plant and bypass the chlorinators and still function. Bill said the generator was purchased in 2017 and could probably run three treatment plants, so we are in pretty good shape. Bill said he attended the PG&E seminar that was held at the fairgrounds and it was just tables with handouts and people milling around and no meeting and was very disappointing. Discussion ensued regarding the PG&E planned outages and procedures they have to go through to turn back on. Bill said he has a spare generator he could bring to the office, but Elaine said she was concerned with the power fluctuation and if it would damage the computers. Elaine said we may need some larger backup batteries or a special type of generator to run computers. Bill said we may need to budget \$12,000 to \$20,000 for generator switchover system for the office, but recommended seeing how this season went. Bill said that since April they have flushed, cleaned and inspected the media filters at the treatment plant and had to put in more coal than anticipated. Bill said that this is the third year in six since the filters have been changed out and we usually get about six years before we have to switch them out again. The next time we switch out, the vessels will need to be sand blasted, recoated and stainless steel surface wash pipes installed and will cost approximately \$200,000 to \$250,000. Bill said they have already installed stainless steel undertow drains. Bill reported that they recorded 60+” of rain at the treatment plant and 9” in May alone. Water usage is picking up some, but not much. Bill said that he got

an Engineer's estimated cost for the Stephen's Fill Line of \$225,280 using the pipe on the ground at the Corp Yard. Bill said to keep in mind that this project is on an emergency permit that expires in November 2019 and if it lapses it will cost significantly more for the project. Bill said they will need to go out to bid, as this is too big of a job for his crew. Discussion ensued regarding the project and the pump project and any possibility of adding to a UWPA grant. It was the Board's consensus to direct Bill to move forward & proceed with this project and to report back to the Board once we have bids. Bill said another big domestic project we have to do is the Monge Ranch Bridge Project. They have now decided to lower the humps in the road 225 ft. back from the bridge and our pipes are too shallow so we have to lower our lines. Bill said the Engineer's estimated cost for this project is \$240,900. We will need to open cut the creek and cement in the casings to re-establish both the domestic and irrigation lines, one on either side of the creek. This project will need to go out to bid and be completed before the start of construction by the County in 2020. Bill said he recommends changing the domestic from 4" line to a 6" to prepare for the future. It was the Board's consensus to direct Bill to move forward on this project also and return to the Board with the bids.

Bill recommended to the Board, instead of moving Elaine next door, to move the Board meetings next door and bring Elaine's office equipment into the main office and have three office personnel in the main office. Bill said he feels we need to have three full time staff in the office also and recommends this change to the Board. Bill said he can have his staff make this office move by the July meeting. Bill said this is just his recommendation to the Board. Bill said something else we will also need to look into is to make our restroom out back ADA compliant soon.

7.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that she's been working on the budget this last month and completed rate study numbers for Dave at Weber Ghio. She said she also has been gathering info for Kathy at Weber Ghio for the ERP, as Nancy is out ill and Kathy needed assistance. Elaine said she completed HR docs and research for Kyle for FMLA for preparation for his baby due in July and time off planned for bonding. Elaine said she has been working on the draft CCR report, but found there is approximately a page to add for additional lab testing results and we will also have to add about 1-2 pages for the EPA testing we now have to do. Elaine said she has to complete the CCR first as they go out with our June statements, then she will be working on the Master Plan reports & numbers for Weber Ghio. Elaine said Weber Ghio is asking for 15 years of sales and usage numbers by month by town, which our system does not have reports for, so she will have to try and build reports and compile the data which will take some time. Elaine said once she figures out the reports she can use she will train the staff to assist with running the reports. Elaine said she also will have quarterly payroll taxes, quarterly transfers and EOY postings to complete to prepare for the next audit. Elaine reported she had met a couple more times with Nhu updating the website. Elaine showed the Board the latest update to the UPUD website, which is ready to go live as soon as she can get a picture of the Board and Staff pictures. Nhu would also like some better pictures of the system and crew working. Elaine said she wants Bill and the Board to review before we go live. Elaine said when she gets back from vacation, she will schedule training with Nhu to update the pictures and minutes and agendas. Elaine informed the Board she is scheduled off from July 3<sup>rd</sup> to the 12<sup>th</sup> for vacation.

7.f IRRIGATION COMMITTEE. Bill said that he would like to give a presentation in the next year on the Irrigation system and improvements to the Board.

- 7.g PERSONNEL COMMITTEE. Director Chick said the committee will be meeting with Bill Eltringham to review evaluations and salaries.
- 7.h BUDGET/FINANCE COMMITTEE. There was nothing to report.
- 8. DIRECTORS COMMENTS. Director Rasmussen asked about the PG&E power outage and discussion ensued regarding how to direct the water and best utilize it. Karen said Frank wanted to discuss this and Bill said to have him call him to review or to set up a meeting. The Board thanked the Budget committee for a great job.
- 9. NEXT MEETING: Next regular meeting is scheduled for Wednesday, July 17, 2019, at 7:00 PM.
- 10. ADJOURNMENT. The meeting was adjourned with no further business at 8:08 PM.

Submitted by: TE Quincy  
Thomas E. Quincy, Secretary

Date: 10-1-19

ATTEST:

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