

SPECIAL BOARD MEETING AGENDA

5:30 PM Wednesday, October 25th, 2023
UPUD Headquarters | 339 Main Street, Murphys, CA 95247

OUR MISSION

Union Public Utility District is dedicated to protecting, enhancing, and developing our water resources to the highest beneficial use for our customers, while maintaining cost-conscious, reliable service and providing gainful employment through responsible management.

Board Chambers are open to the public and the following alternative is available to members of the public who wish to participate in the meeting virtually:

Microsoft Teams meeting **Join on your computer or mobile app**

[Click here to join the meeting](#)

Meeting ID: 231 344 129 462

Passcode: jkzqGM

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 209-729-7215,,460576020#](#)

Phone Conference ID: 460 576 020#

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-728-3651. Notification in advance of the meeting will enable UPUD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at UPUD for review by the public.

ORDER OF BUSINESS

CALL TO ORDER/THE PLEDGE OF ALLEGIANCE

1. ROLL CALL
2. APPROVAL OF AGENDA

3. PUBLIC COMMENT:

(LIMIT 5 MINUTES PER PERSON) Members of the public may address the Board on items not agendized. The public is encouraged to contact the General Manager or Board of Directors for consideration of items to be placed on the agenda. No action will be taken by the Board unless an item is agendized.

4. CONSENT AGENDA:

- a. Approval of Minutes – September 20, 2023 – Regular Meeting
- b. Expenditures – September 2023
- c. Fund Balance Report – September 2023
- d. Balance Sheet & Revenues – September 2023
- e. YTD Budgets to Actuals – September 2023
- f. Legal Fees 2023 Calendar Year-to-Date Review

5. OLD BUSINESS: None.

6. NEW BUSINESS:

- a. Approval of Board Meeting Schedule Beginning January 2024
(Jessica Self, General Manager)
- b. Approval to initiate proceedings for Minor Sphere of Influence Amendment and Annexation of Territory
(Jessica Self, General Manager) **RES. NO 2023-013**
- c. UPUD Low-Income Domestic Customer Financial Assistance Program
(Jenna Mayo, Administrative Analyst)

7. PUBLIC WORKSHOP:

- a. Discussion and Review of the Irrigation Rate Structure

8. REPORTS:

- a. General Manager
- b. UWPA

9. CLOSED SESSION:

- a. Conference with Legal Counsel – Existing Litigation (Gov. Code §54956.9(d)(1)
Name of Case: Hatfield v. Union Public Utility District, Calaveras County
Superior Court Case No. 23CV46786
- b. Conference with Legal Counsel – Anticipated Litigation (Gov. Code §54956.9(d)(4): Two (2) matters

10. RETURN TO OPEN SESSION

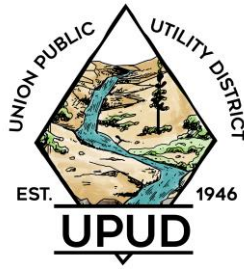
11. REPORT ON CLOSED SESSION

12. DIRECTORS REPORTS, INFORMATION, FUTURE AGENDA ITEMS

13. NEXT BOARD MEETINGS & EVENTS

- Tuesday, November 14, 2023 at 6:00 PM – Town Hall Meeting @ Native Sons Hall
- Wednesday, November 15, 2023 at 5:30 PM - Regular Meeting
- Wednesday, December 20, 2023 at 5:30 PM - Regular Meeting

14. AJOURNMENT



MINUTES

UNION PUBLIC UTILITY DISTRICT REGULAR BOARD MEETING

September 20, 2023

Directors Present: Eric Bottomley, President
Greg Rasmussen, Vice-President
Tom Quincy, Secretary
Bruce Tallakson, Treasurer
Ralph Chick, Director

Directors Absent: None

Staff Present: Jessica Self, General Manager
Jenna Mayo, Administrative Analyst

Others Present: Public at Large

ORDER OF BUSINESS

CALL TO ORDER & THE PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Bottomley called the Regular Board Meeting to order at 5:30 p.m. and led the Pledge of Allegiance.

2. APPROVAL OF AGENDA

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

MINUTE ENTRY. MOTION TO APPROVE THE AGENDA AS PRESENTED.

3. PUBLIC COMMENT

Mike Peirano asked the Board if UPUD has compiled a current Emergency Contractor's List that was requested in June, 2023. He inquired about whether we have one or two legal

counsels, and what their fee is. Mr Peirano also asked how many Board seats would be vacant next year.

4. CONSENT AGENDA

Director Bottomley requested item 4.h be pulled for review. General Manager, Jessica Self said that this item was a request from the Special Meeting last week. She stated that our total usage for irrigation for the month of August 2023 has gone down to 14% from 15% in 2022. Total Domestic consumption for May-August of 2023 has gone down 6% from last year. Domestic consumption for July and August of 2023 has gone up 6%, compared to July and August 2022. The decrease in domestic use early in the year is likely due to historic rain fall this Spring and customers not irrigating as much for the months of May and June 2023.

- a. Approval of Minutes: August 16, 2023 – Regular Meeting
- b. Approval of Minutes: September 14, 2023 – Special Meeting
- c. Expenditures - August 2023
- d. Fund Balance Report – August 2023
- e. Balance Sheet & Income Statement – August 2023
- f. YTD Budget to Actuals – August 2023
- g. Legal Fees 2023 Calendar Year-to-Date Review
- h. Domestic and Irrigation Consumption Reports – May 2023 through August 2023 versus May 2022 through August 2022

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

MINUTE ENTRY. MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED.

5. OLD BUSINESS:

a. DISCUSSION REGARDING STATE LEGISLATIVE & REGULATORY UPDATES General Manager, Jessica Self, gave a presentation on State Legislative updates and positions on AB460, AB1137, SB 389, SB 23, AB 1668 and SB 606. She also discussed the Low-Income Household Water Assistance Program, and how this extended COVID Relief Program is ending on 12/31/23.

6. NEW BUSINESS:

a. DISCUSSION/ACTION APPROVING THE IMPLEMENTATION OF A GRANT FUNDED WATER FILL STATION General Manager, Jessica Self, gave a presentation and discussed installing a grant-funded water fill station. Groveland Community Services District was awarded funding for one water station, and TStan IRWM wanted the second station to be placed along the Highway 4 corridor. UPUD and City of Angels want to take advantage of the funding to install a fill station for our communities, and General Manager, Jessica Self asked the Board and the Public for ideas on a location for the station.

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

MINUTE ENTRY. MOTION TO GIVE GENERAL MANAGER, JESSICA SELF, AUTHORITY TO MOVE FORWARD WITH THE GRANT-FUNDED WATER FILL STATION.

7. REPORTS:

- a. GENERAL MANAGER*
A copy of the General Manager's report was provided to the Board, and General Manager, Jessica Self reviewed the report with the Board.
- b. LAFCO*
Public Hearing was on 9/18/23 to adopt UPUD's MSR and SOI report. This was approved for the next five years.
- c. UWPA
Greg Rasmussen reported that UWPA is getting ready for their maintenance outage at the end of October.

8. DIRECTORS REPORTS, INFORMATION, FUTURE AGENDA ITEMS

Director Quincy asked to set up a date for Directors Quincy and Rasmussen to meet about reviewing the irrigation rate structure.

9. CLOSED SESSION: The meeting was adjourned into Closed Session at 6:17 PM

a. Pursuant to Government Code § Section 54957(b)(1): Public Employee Performance Evaluation – Title: General Manager

b. Pursuant to Government Code § Section 54957.6: Labor Negotiation, District Representatives: Board of Directors, Unrepresented Employee: General Manager

10. **RETURN TO OPEN SESSION:** The meeting returned to open session at 6:28 PM.

a. Consider approval of amendment to General Manager Employment Agreement

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

MINUTE ENTRY. MOTION TO APPROVE AMENDMENT TO GENERAL MANAGER'S EMPLOYMENT AGREEMENT

11. **REPORTABLE ACTION FROM CLOSED SESSION** There was no reportable action

12. **NEXT BOARD MEETINGS & EVENTS**

- Wednesday, October 18, 2023, at 5:30 PM – Regular Meeting
- Wednesday, November 15, 2023, at 5:30 PM – Regular Meeting
- Wednesday, December 20, 2023, at 5:30 PM – Regular Meeting

13. **ADJOURNMENT**

The meeting adjourned at 6:30 PM.

Respectfully Submitted:

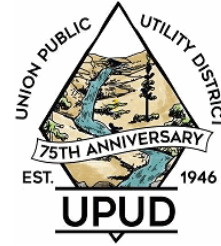
ATTEST:

Tom E. Quincy, Board Secretary

Elaine Urruty, Clerk to the Board

Bank Reconciliation

Expenditures - Sept 2023

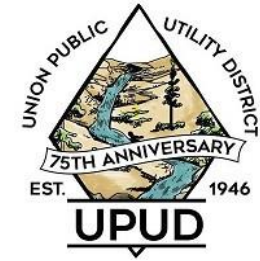


Check No	Check Date	Name	Module	Void	Amount
0	9/1/2023	CalPERS	AP		4,253.39
0	9/1/2023	EDD	AP		1,447.04
0	9/1/2023	Employment Development Dept	AP		251.79
0	9/1/2023	United States Treasury	AP		7,964.97
0	9/1/2023	Payroll - DD	PR		9,270.07
28276-28280	9/1/2023	Payroll	PR		10,474.68
0	9/15/2023	CalPERS	AP		4,312.79
0	9/15/2023	EDD	AP		1,476.51
0	9/15/2023	Employment Development Dept	AP		257.52
0	9/15/2023	United States Treasury	AP		8,128.86
0	9/15/2023	Payroll - DD	PR		9,258.54
28281-28285	9/15/2023	Payroll	PR		10,940.60
28286	9/22/2023	Anthem Blue Cross	AP		1,526.00
28287	9/22/2023	AT&T CALNET	AP		276.72
28288	9/22/2023	California Waste Recovery System	AP		196.68
28289	9/22/2023	Carbon Copy	AP		57.03
28290	9/22/2023	Clark Pest Control	AP		121.00
28291	9/22/2023	Comcast	AP		157.88
28292	9/22/2023	Coneth Solutions, Inc	AP		1,560.00
28293	9/22/2023	CPPA	AP		3,154.40
28294	9/22/2023	Dataprose, LLC	AP		1,083.75
28295	9/22/2023	Gateway Press, Inc	AP		839.77
28296	9/22/2023	Mother Lode Answering Service, Inc.	AP		246.84
28297	9/22/2023	Murphys Sanitary District	AP		120.00
28298	9/22/2023	PG&E	AP		391.83
28299	9/22/2023	Univar Solutions USA INC.	AP		2,889.57
0	9/27/2023	CalPERS - Health Benefits	AP		16,614.65
28305	9/27/2023	Alpha Analytical Laboratories, Inc.	AP		2,189.00
28306	9/27/2023	Aqua Metric Sales, Co.	AP		2,426.27
28307	9/27/2023	Bartkiewicz,Kronick & Shanahan	AP		4,592.50
28308	9/27/2023	Best Best & Krieger Attorneys At Law	AP		16,697.05
28309	9/27/2023	Clark Pest Control	AP		91.00
28310	9/27/2023	Comcast Business	AP		286.11
28311	9/27/2023	De Lage Landen Financial Services, Inc	AP		270.32
28312	9/27/2023	Farmer's Insurance Exchange	AP		1,384.58
28313	9/27/2023	Ferguson Waterworks #1423	AP		312.41
28314	9/27/2023	Gold Electric	AP		476.71
28315	9/27/2023	Hunt & Sons, Inc	AP		2,310.89
28316	9/27/2023	Petty Cash Custodian - Elaine M Urruty	AP		18.29
28317	9/27/2023	Red Store	AP		49.18
28318	9/27/2023	Sierra Hills Market	AP		66.02
28319	9/27/2023	Springbrook Holding Company, LLC.	AP		551.00
28320	9/27/2023	Springbrook Holding Company, LLC.	AP		385.00
28321	9/27/2023	The Phone Store & More Inc	AP		1,500.00
28322	9/27/2023	U.S. Bank	AP		6,309.62
28323	9/27/2023	USA Blue Book	AP		2,476.65
28324	9/27/2023	USA Vision	AP		165.44
28325	9/27/2023	USAN	AP		1,487.16
28326	9/27/2023	USAN	AP		519.15

Check No	Check Date	Name	Module	Void	Amount
28327	9/27/2023	Verizon Wireless	AP		343.53
28328	9/27/2023	Weber, Ghio & Associates	AP		24,497.40
0	9/29/2023	CalPERS	AP		4,322.88
0	9/29/2023	EDD	AP		1,449.36
0	9/29/2023	Employment Development Dept	AP		253.38
0	9/29/2023	United States Treasury	AP		7,960.62
0	9/29/2023	Payroll - DD	PR		9,464.11
28300-28304	9/29/2023	Payroll	PR		10,435.21

Void Ck Count: 0	
Total Void check Amount	0.00
Total Valid Check	<u><u> </u></u>
Count: 69	
Total Valid Check Amount	<u><u>200,563.72</u></u>

General Ledger
Fund Balance Report
September 2023
Fiscal Year 2024

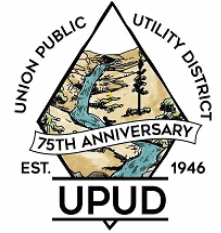


Account	Description	Beg Bal	Debits	Credits	End Bal
01	Water Fund				
01-00-1400	LAIF Account	62,355.41	0.00	0.00	62,355.41
01-00-1401	LAIF-Surplus Fund	727,582.64	0.00	0.00	727,582.64
01-00-1402	LAIF-Irrigation Imprvmnt Fund	187,438.72	0.00	0.00	187,438.72
01-00-1404	LAIF-UWPA Reserve Fund	145,562.01	0.00	0.00	145,562.01
01-00-1405	LAIF-Reserve Fund	524,607.54	0.00	0.00	524,607.54
01-00-1406	LAIF-Capital Imprvmnt Fund	191,263.26	0.00	0.00	191,263.26
01-00-1407	LAIF-SRLF Rec (Conn Fees)	651,546.89	0.00	0.00	651,546.89
01	TOTAL LAIF =	2,490,356.47	0.00	0.00	2,490,356.47
01-00-1501	CA CLASS - District Surplus	400,059.90	1800.79	0.00	401,860.69
01	TOTAL CA CLASS =	400,059.90	1800.79	0.00	401,860.69
	TOTAL FUND BALANCE =				2,892,217.16

General Ledger

Balance Sheet

September 2023



Period: 1
Fiscal Year: 2024

Fund ALFRE

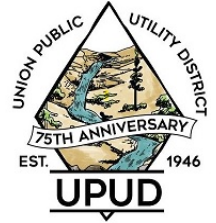
Account Type	Amount
01 - Water Fund	
Assets	
Cash & Investments	3,232,526.83
Accounts Receivable	202,921.65
Inventory	0.00
Fixed Assets	4,791,944.41
Other Long Term Assets	0.00
CalPERS Pension Outflows	95,708.00
Grant Receivable	0.00
	<u>Total Assets: 8,323,100.89</u>
Liabilities	
Accounts Payable	29,843.30
Payroll Liabilities	122,936.19
Deferred Revenue	2,462.32
Compensated Absences	71,607.73
Bonds/Notes Payable-Current	0.00
CalPERS Pension -Liability Exp	153,412.00
CalPERS Pension - Inflows	154,547.00
	<u>Total Liabilities: 534,808.54</u>
Fund Balance	
Fund Balance	7,764,495.79
	<u>Total Fund Balance: 7,764,495.79</u>
	<u>Total Liabilities and Fund Balance: 8,299,304.33</u>
	<u>Total Retained Earnings: 23,796.56</u>
	<u>Total Fund Balance and Retained Earnings: 7,788,292.35</u>
	<u>Total Liabilities, Fund Balance, and Retained Earnings: 8,323,100.89</u>
	<u>Totals for Fund 01 - Water Fund: 0.00</u>

General Ledger

Revenues by Category

September 2023

Period 03
Fiscal Year 2024

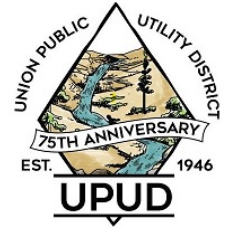


Account Number	Description	One Year Prior Actual	Budget	Period Amt	End Bal
01	Water Fund				
01-01-4100	Domestic Water Revenue	-521,257.17	-1,583,114.00	-124,567.05	-389,169.53
01-01-4105	Irrigation Water Revenue	-30,657.19	-116,796.00	-20,399.62	-70,204.87
01-01-4106	Utica Conveyance Fees	0.00	-370,000.00	-30,870.00	-92,571.00
01-01-4107	Utica Irrigation Water Sales	0.00	-163.00	0.00	-157.22
01-01-4120	Hydrant Meter Revenue	-756.40	-2,000.00	-125.00	-125.00
01-01-4160	Penalties	-4,020.00	-10,000.00	-1,190.00	-2,710.00
01-01-4180	Other - Water Related	-1,231.00	-7,000.00	-594.63	-1,564.10
01-01-4189	Meter Reset Fees	0.00	-1,000.00	0.00	-1,000.00
01-01-4190	Meter Connection Fees	-56,000.00	-70,000.00	-14,000.00	-14,000.00
01-01-4195	Non-Operating Income	0.00	-1,500.00	0.00	0.00
01-01-4200	Interest Earned	0.00	-70,000.00	-1,800.79	-24,192.92
01-01-4300	County Taxes	0.05	-165,000.00	0.00	-8,055.86
01-01-4420	Insurance Refund	0.00	0.00	0.00	-337.06
01-01-4440	Garage Rental Revenue	-300.00	-1,200.00	0.00	-230.00
01-01-4441	NCPA Facilities Use Agreement	0.00	-2,500.00	0.00	0.00
01-01-4460	Grant Income	0.00	-1,650,000.00	0.00	0.00
01	Water Fund	-614,221.71	-4,050,273.00	-193,547.09	-604,317.56
Revenue Total		<u>-614,221.71</u>	<u>-4,050,273.00</u>	<u>-193,547.09</u>	<u>-604,317.56</u>

General Ledger

YTD Budget to Actuals

Sept 2023



Period 02
Fiscal Year 2024

Account Number	Description	Prior Yr Actual	YTD Budget	Period Amt	End Bal	YTD Bgt Var	YTD Bgt % Var
01-01-4100	Domestic Water Revenue	521,257.17	395,778.50	124,567.05	389,169.53	6,608.97	-1.67
01-01-4105	Irrigation Water Revenue	30,657.19	29,199.00	20,399.62	70,204.87	-41,005.87	140.44
01-01-4106	Utica Conveyance Fees	0.00	92,500.00	30,870.00	92,571.00	-71.00	0.08
01-01-4107	Utica Irrigation Water Sales	0.00	40.75	0.00	157.22	-116.47	285.82
01-01-4120	Hydrant Meter Revenue	756.40	500.00	125.00	125.00	375.00	-75.00
01-01-4160	Penalties	4,020.00	2,500.00	1,190.00	2,710.00	-210.00	8.40
01-01-4180	Other - Water Related	1,231.00	1,750.00	594.63	1,564.10	185.90	-10.62
01-01-4189	Meter Reset Fees	0.00	250.00	0.00	1,000.00	-750.00	300.00
01-01-4190	Meter Connection Fees	56,000.00	17,500.00	14,000.00	14,000.00	3,500.00	-20.00
01-01-4195	Non-Operating Income	0.00	375.00	0.00	0.00	375.00	-100.00
01-01-4200	Interest Earned	0.00	17,500.00	1,800.79	24,192.92	-6,692.92	38.25
01-01-4300	County Taxes	-0.05	41,250.00	0.00	8,055.86	33,194.14	-80.47
01-01-4420	Insurance Refund	0.00	0.00	0.00	337.06	-337.06	0.00
01-01-4440	Garage Rental Revenue	300.00	300.00	0.00	230.00	70.00	-23.33
01-01-4441	NCPA Facilities Use Agreement	0.00	625.00	0.00	0.00	625.00	-100.00
01-01-4460	Grant Income	0.00	412,500.00	0.00	0.00	412,500.00	-100.00
01-02-6003	Water Purchased	122,500.00	92,500.00	0.00	72,500.00	20,000.00	21.62
01-03-6100	Labor	19,749.98	21,064.00	9,942.53	23,122.80	-2,058.80	-9.77
01-03-6102	Vacation Pay	1,456.15	0.00	77.10	134.93	-134.93	0.00
01-03-6103	Overtime	1,076.32	1,125.00	2,393.74	5,029.56	-3,904.56	-347.07
01-03-6104	On Call Pay	4,740.00	2,623.50	1,212.50	2,837.50	-214.00	-8.16
01-03-6105	WT Cert Bonus	0.00	375.00	0.00	500.00	-125.00	-33.33
01-03-6107	Temp Labor	0.00	2,500.00	0.00	0.00	2,500.00	100.00
01-03-6110	FICA 7.65%	2,089.84	2,137.50	1,042.38	2,419.31	-281.81	-13.18
01-03-6200	Repairs & Maintenance	0.00	1,250.00	0.00	0.00	1,250.00	100.00
01-03-6201	Equipment Repairs	0.00	1,875.00	0.00	0.00	1,875.00	100.00
01-03-6202	Supplies	19,907.23	18,750.00	2,953.09	13,243.61	5,506.39	29.37
01-03-6204	Utilities	6,189.88	10,750.00	3,038.06	6,774.81	3,975.19	36.98
01-03-6205	Capital Exp Equip Pur)\$1K	600.00	430,000.00	0.00	0.00	430,000.00	100.00
01-03-6207	Permits & Fees	0.00	7,500.00	0.00	0.00	7,500.00	100.00
01-03-6208	Equipment Rental	0.00	625.00	0.00	0.00	625.00	100.00
01-03-6209	Uniforms	0.00	125.00	76.22	76.22	48.78	39.02
01-03-6212	Water Analysis	3,046.00	5,500.00	2,189.00	2,951.00	2,549.00	46.35
01-03-6214	Other	0.00	125.00	0.00	0.00	125.00	100.00
01-03-6215	Equipment Purchase to \$999	3,329.35	1,250.00	2,413.13	4,826.26	-3,576.26	-286.10

Account Number	Description	Prior Yr Actual	YTD Budget	Period Amt	End Bal	YTD Bgt Var	YTD Bgt % Var
01-03-6216	Education & Training	60.00	375.00	0.00	60.00	315.00	84.00
01-03-6220	CV Autogate Expense	421.50	375.00	46.58	109.01	265.99	70.93
01-03-6300	Health Insurance	12,527.96	9,250.00	3,505.54	14,021.36	-4,771.36	-51.58
01-03-6301	Worker's Compensation	310.28	625.00	207.69	789.22	-164.22	-26.28
01-03-6400	CalPERS PR Expense	8,778.19	5,000.00	1,695.70	9,797.46	-4,797.46	-95.95
01-03-6450	Travel & Mileage	0.00	125.00	0.00	93.01	31.99	25.59
01-03-6500	Telephone	1,172.33	875.00	141.37	334.99	540.01	61.72
01-03-6801	Professional Svc-Engineer	0.00	2,500.00	0.00	0.00	2,500.00	100.00
01-03-6804	Professional Svc-Other	7,383.51	2,375.00	0.00	7,798.57	-5,423.57	-228.36
01-04-6100	Labor	57,911.24	63,192.75	28,146.75	67,756.09	-4,563.34	-7.22
01-04-6101	Sick Pay	1,257.14	0.00	52.46	332.22	-332.22	0.00
01-04-6102	Vacation Pay	4,776.32	0.00	2,797.60	3,405.46	-3,405.46	0.00
01-04-6103	Overtime	1,078.42	2,125.00	244.09	610.80	1,514.20	71.26
01-04-6104	On Call Pay	2,940.00	2,623.50	1,212.50	2,837.50	-214.00	-8.16
01-04-6105	TD Cert Bonus	0.00	250.00	0.00	500.00	-250.00	-100.00
01-04-6107	Temp Labor	0.00	7,500.00	0.00	0.00	7,500.00	100.00
01-04-6110	FICA	5,199.18	6,000.00	2,482.71	5,771.34	228.66	3.81
01-04-6200	Repairs & Maintenance	0.00	1,250.00	0.00	0.00	1,250.00	100.00
01-04-6201	Equipment Repairs	2,154.21	1,875.00	0.00	0.00	1,875.00	100.00
01-04-6202	Supplies	5,621.61	7,500.00	212.86	370.23	7,129.77	95.06
01-04-6204	Utilities	1,031.81	1,450.00	295.97	914.00	536.00	36.97
01-04-6205	Capital ExpEquip Pur) \$1K	5,390.00	87,500.00	0.00	0.00	87,500.00	100.00
01-04-6206	Memberships	4,178.73	1,125.00	2,006.31	2,066.31	-941.31	-83.67
01-04-6207	Permits & Fees	0.00	125.00	0.00	0.00	125.00	100.00
01-04-6208	Equipment Rental	0.00	625.00	0.00	0.00	625.00	100.00
01-04-6209	Uniforms	0.00	500.00	127.07	127.07	372.93	74.59
01-04-6211	Gas, Oil & Fuel	6,765.17	6,000.00	2,310.89	5,643.75	356.25	5.94
01-04-6215	Equipment Purchase to \$999	425.74	750.00	1,152.18	1,152.18	-402.18	-53.62
01-04-6216	Education & Training	0.00	1,250.00	0.00	316.00	934.00	74.72
01-04-6300	Health Insurance	34,107.15	27,250.00	9,561.23	38,244.50	-10,994.50	-40.35
01-04-6301	Worker's Compensation	1,241.12	1,750.00	581.52	2,409.16	-659.16	-37.67
01-04-6400	CalPERS PR Expense	20,680.53	14,375.00	4,522.89	22,073.50	-7,698.50	-53.55
01-04-6450	Travel & Mileage	0.00	75.00	0.00	0.00	75.00	100.00
01-04-6500	Telephone	1,728.80	1,375.00	336.24	839.97	535.03	38.91
01-04-6801	Professional Svc-Engineer	6,118.52	16,250.00	24,497.40	31,690.25	-15,440.25	-95.02
01-04-6804	Professional Svc-Other	-5,437.36	3,000.00	94.36	513.67	2,486.33	82.88
01-06-6100	Labor	67,120.18	84,770.00	35,175.36	84,286.38	483.62	0.57
01-06-6101	Sick Pay	1,967.92	0.00	2,090.19	2,090.19	-2,090.19	0.00
01-06-6102	Vacation Pay	3,172.48	0.00	310.48	325.48	-325.48	0.00
01-06-6103	Overtime	2,181.34	1,192.50	0.00	271.01	921.49	77.27
01-06-6110	FICA	5,873.05	6,750.00	2,957.97	6,870.26	-120.26	-1.78
01-06-6200	Repairs & Maintenance	107.71	1,250.00	476.71	476.71	773.29	61.86
01-06-6201	Equipment Repairs	0.00	125.00	0.00	0.00	125.00	100.00
01-06-6202	Supplies	573.04	1,250.00	224.06	302.88	947.12	75.77
01-06-6203	Copier Expense	645.54	925.00	327.35	1,028.05	-103.05	-11.14
01-06-6204	Utilities	492.79	1,125.00	314.20	825.96	299.04	26.58
01-06-6205	Capital ExpEquip Pur) \$1K	13,897.61	2,500.00	0.00	0.00	2,500.00	100.00
01-06-6206	Memberships	6,652.06	5,500.00	0.00	8,369.05	-2,869.05	-52.16

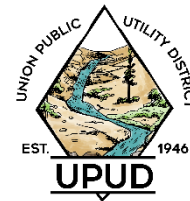
Account Number	Description	Prior Yr Actual	YTD Budget	Period Amt	End Bal	YTD Bgt Var	YTD Bgt % Var
01-06-6207	Permits & Fees	4.30	50.00	0.00	74.00	-24.00	-48.00
01-06-6209	Uniforms	0.00	125.00	101.61	101.61	23.39	18.71
01-06-6210	Postage	668.94	2,125.00	782.63	1,601.95	523.05	24.61
01-06-6213	Bank Fees	3,837.68	4,500.00	2,415.07	6,489.51	-1,989.51	-44.21
01-06-6215	Equipment Purchases to \$999	-1,083.17	1,250.00	1,274.11	1,274.11	-24.11	-1.93
01-06-6216	Education & Training	3,355.74	1,500.00	1,250.00	1,250.00	250.00	16.67
01-06-6300	Health Insurance	24,203.03	16,000.00	6,329.32	23,794.15	-7,794.15	-48.71
01-06-6301	Worker's Compensation	1,034.24	2,000.00	595.37	2,339.94	-339.94	-17.00
01-06-6302	General Insurance	19,040.00	6,250.00	0.00	20,200.80	-13,950.80	-223.21
01-06-6400	CalPERS PR Expense	29,070.80	18,750.00	4,475.37	27,076.77	-8,326.77	-44.41
01-06-6450	Travel & Mileage	378.10	750.00	2,770.01	2,798.83	-2,048.83	-273.18
01-06-6500	Telephone	760.88	875.00	271.94	813.48	61.52	7.03
01-06-6802	Professional Svc-Legal	5,263.33	7,500.00	21,289.55	25,254.55	-17,754.55	-236.73
01-06-6803	Professional Svc-Accounting	700.00	2,600.00	0.00	700.00	1,900.00	73.08
01-06-6804	Professional Svc-Other	24,263.93	4,364.50	1,166.68	7,919.98	-3,555.48	-81.46
01-06-6805	Professional Svs - IT	4,365.00	6,250.00	3,060.00	5,970.00	280.00	4.48
01-06-6806	Professional Svs - Software	0.00	8,750.00	3,200.15	5,039.49	3,710.51	42.41
01-06-6810	Communications	0.00	1,250.00	0.00	126.84	1,123.16	89.85
01-06-6901	Contingencies	0.00	20,000.00	0.00	0.00	20,000.00	100.00
Revenue Total		614,221.71	1,012,568.25	193,547.09	604,317.56	408,250.69	0.4032
Expense Total		591,053.37	1,087,568.25	202,427.79	592,665.60	494,902.65	0.4551
Grand Total		23,168.34	-75,000.00	-8,880.70	11,651.96	-86,651.96	-1.1554
01	Water Fund	23,168.34	-75,000.00	-8,880.70	11,651.96	-86,651.96	-115.54
Revenue Total		614,221.71	1,012,568.25	193,547.09	604,317.56	408,250.69	0.4032
Expense Total		591,053.37	1,087,568.25	202,427.79	592,665.60	494,902.65	0.4551
Grand Total		23,168.34	-75,000.00	-8,880.70	11,651.96	-86,651.96	-1.1554



UPUD legal fees invoiced to date for calendar year 2023 (January - September).

	Primary Column	Description	Hours	Total Charge
1	- TOTAL FEES			\$57,974.10
2	- Hatfield v. UPUD		113.17	\$42,585.35
3	+	February	4.3	\$1,397.50
13	+	April	8.1	\$2,632.50
23	+	July	5.32	\$1,787.50
36	+	August	94.95	\$36,605.35
51	+	September	0.5	\$162.50
53	- Glanville v. UPUD		38.35	\$12,463.75
54	+	February	1.6	\$520.00
61	+	March	7.8	\$2,535.00
73	+	April	3.6	\$1,170.00
80	+	May	14.2	\$4,615.00
98	+	July	5.4	\$1,755.00
106	+	August	2.25	\$731.25
110	+	September	3.5	\$1,137.50
116	- Hatfield v. UPUD - Water Rate Initiative		9	\$2,925.00
117	+	June	7.7	\$2,502.50
128	+	July	1.3	\$422.50

Agenda Item



DATE: October 25, 2023

TO: UPUD Board of Directors

FROM: Jessica Self, General Manager

SUBJECT: Approval of Board Meeting Schedule Beginning January 2024

RECOMMENDED ACTION:

Motion: _____ / _____ by Minute Entry to approve a new schedule for Regular Board Meetings to occur on the fourth Wednesday of the month starting January 2024.

SUMMARY:

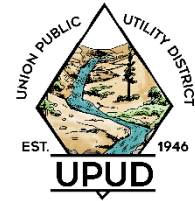
Union Public Utility District's new general counsel has scheduling conflicts during the third week of the month. For counsel to attend our Regular Board Meetings, staff propose adjusting the reoccurring meeting schedule from the third Wednesday of each month to the fourth Wednesday of each month. One additional benefit to adjusting our Regular Board Meeting schedule is that our meeting will occur the following day after Utica Water and Power Authority's (Utica) Regular Board Meeting. As a result, Directors sitting on both boards will be able to provide any updates that occurred during Utica's meeting the day prior.

Due to the holidays in November and December, staff propose to keep the current schedule through the end of the calendar year.

FINANCIAL CONSIDERATIONS:

None.

Agenda Item



DATE: October 25, 2023

TO: UPUD Board of Directors

FROM: Jessica Self, General Manager

SUBJECT: Approval to Initiate Proceedings for a Minor Sphere of Influence Amendments and Annexation of Territory

RECOMMENDED ACTION:

Motion: _____ / _____ approving Resolution 2023 – 013 approving initiation of proceedings for a minor sphere of influence amendment and annexation of territory to the District under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

SUMMARY:

Union Public Utility District staff have been working closely with LAFCO over the past few months to develop a process to amend and annex multiple parcels directly adjacent to UPUD's Sphere of Influence (SOI) and District boundary (see attached Exhibit A). The following parcels are included:

1. 034-003-034-000
2. 034-003-137-000
3. 034-003-102-000
4. 034-003-103-000
5. 068-045-010-000

BACKGROUND INFORMATION:

Annexation of a water district refers to the process of extending the boundaries of an existing water district to include new areas or properties. The rationale for annexing a water district can vary depending on the specific circumstances and goals of the local government or water authorities. Here are some common reasons for annexing a water district. UPUD's rationale for annexing these parcels include:

Consistency in Regulations: Annexation can help ensure that areas within a region are subject to consistent water management regulations, reducing confusion and inconsistencies in water policies. Currently, customers UPUD serves outside of our SOI are subject to mandatory water shutoffs in times of water conservation.

Fiscal Benefits: Expanding the tax base through annexation can generate additional revenue for a water district, which can be used to fund necessary improvements and maintenance.

Expansion of Service Area: Annexation allows water districts to expand their service areas to meet the growing demands of the population. As communities grow, more properties may require access to clean and reliable water sources. Annexation can facilitate this expansion to ensure that more people have access to safe drinking water.

Improved Management: Annexation can lead to better management practices, including coordinated emergency response, water quality monitoring, and long-term planning for sustainable water resources.

FINANCIAL CONSIDERATIONS:

To clean up our District boundaries and properly serve our customers, staff recommend having UPUD cover all BOE and LAFCO fees. Total costs are estimated to not exceed \$7,000.

Attachments:

Resolution 2023-013: *Application of the Board of Directors for Union Public Utility District to initiate proceedings for a minor sphere of influence amendment and annexation of territory to the District under the Cortese-Knox-Hertzberg local government reorganization act of 2000.*

Exhibit A: *Map of proposed SOI amendment and annexation of territory*

**UNION PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS**

RESOLUTION 2023-013

**APPLICATION OF THE BOARD OF DIRECTORS FOR UNION PUBLIC UTILITY DISTRICT
TO INITIATE PROCEEDINGS FOR A MINOR SPHERE OF INFLUENCE AMENDMENT
AND ANNEXATION OF TERRITORY TO THE DISTRICT UNDER THE CORTESE-KNOX-
HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT OF 2000.**

WHEREAS, the Union Public Utility District is a public utility district existing and operating pursuant to the Public Utility District Law (California Government Code section 15100 et seq.)

WHEREAS, the Union Public Utility District (UPUD) desires proceedings be initiated before LAFCO under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Division 3 commencing with section 56000 of the California Government code, for a minor Sphere of Influence Amendment and the annexation of certain real property shown on the plot map attached hereto and marked Exhibit "A", to the Union Public Utility District (UPUD) for the purpose of annexing current and future UPUD customers into District boundaries; and

WHEREAS; any and all costs incurred to complete this minor sphere amendment and annexation but not limited to Calaveras LAFCO, Calaveras County and the State Board of Equalization will be borne by UPUD and is aware of LAFCo's requirement to sign LAFCO's standard application form and "agreement to pay" form as well as to indemnify LAFCO as the project applicant; and

WHEREAS; The Board of Directors is aware LAFCo is willing to process the five annexation areas in one application submittal; and

WHEREAS, the UPUD Board of Directors requests LAFCO act as the lead agency pursuant to the California Environmental Quality Act (CEQA) in accordance with LAFCO Environmental Review Guidelines and to conduct an environmental review for the district annexation; and

WHEREAS, The UPUD Board of Directors requests the LAFCO Executive Officer's report and notice of hearing to be provided to the District.

NOW, THEREFORE, be it resolved, determined, and ordered by the Board of Directors of the Union Public Utility District that:

1. The above Recitals are true and correct.
2. The Board of Directors hereby makes this application to LAFCO and understands LAFCO is willing to process the five annexation areas as one application submittal.
3. The areas proposed for annexation have received UPUD services but are not currently within UPUD's boundaries.
4. The Board of Directors hereby requests LAFCO act as the lead agency pursuant to the requirements of section 21000 et. seq. of the Public Resources Code and agrees UPUD will pay any environmental review costs, if needed.
5. UPUD General Manager is authorized to complete and sign all forms with a written application on LAFCO's approved form, to be filed with the Calaveras Local Agency Formation Commission, accompanied with the required geographic description and map

meeting the California State Board of Equalization standards, LAFCo's agreement to pay and indemnification form, boundary descriptions, location map, and filing fees; and to provide LAFCO's staff with any other requested information required to assist in the analysis and evaluation of the intended annexation.

PASSED, APPROVED, AND ADOPTED this 25th day of October 2023

AYES:

NOES:

ABSENT:

ABSTAIN:

Eric Bottomley, President
Union Public Utility District

I hereby certify that the within and foregoing is a full, true, and correct copy of the Resolution which was duly passed and adopted at a regular meeting of the Board of Directors of the Union Public Utility District on the 25th day of October 2023.

Elaine M Urruty
Clerk to the Union Public Utility District Board

SEE ATTACHED EXHIBIT 'A' FOR DETAIL

CALAVERAS LAFCo

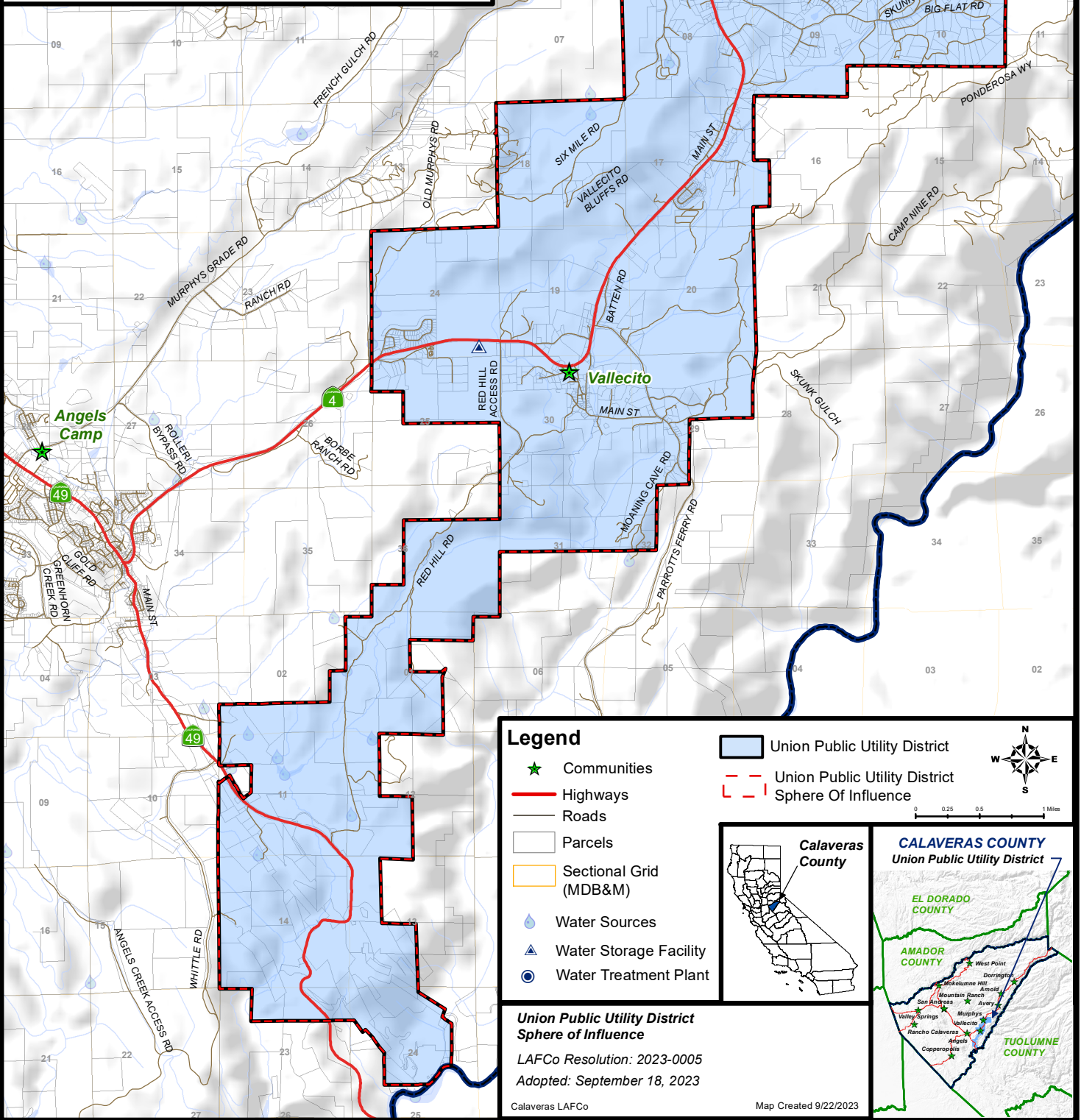
UNION PUBLIC UTILITY DISTRICT AND SPHERE OF INFLUENCE

Township 03 North

Township 02 North

Range 13 E

Range 14 E



Legend

- ★ Communities
- Highways
- Roads
- Parcels
- Sectional Grid (MDB&M)
- 💧 Water Sources
- ▲ Water Storage Facility
- Water Treatment Plant

- Union Public Utility District
- Union Public Utility District
- Sphere Of Influence

Calaveras County

CALAVERAS COUNTY
Union Public Utility District

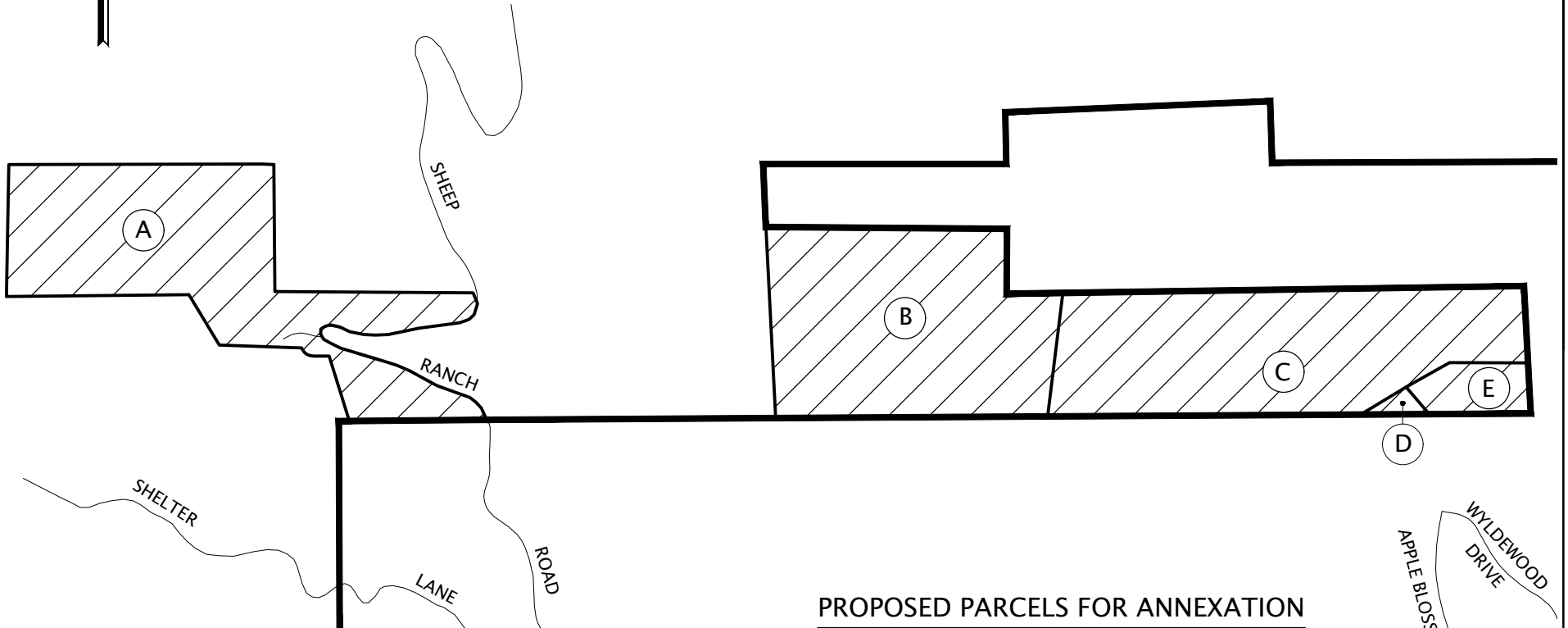
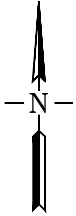
Union Public Utility District Sphere of Influence

LAFCo Resolution: 2023-0005
Adopted: September 18, 2023

Calaveras LAFCo Map Created 9/22/2023

EXHIBIT 'A'
PROPOSED ANNEXATION
UNION PUBLIC UTILITY DISTRICT SPHERE OF INFLUENCE

LYING IN PORTIONS OF THE SOUTHEAST AND SOUTHWEST 1/4 OF SECTION 31 AND THE
 SOUTHWEST 1/4 OF SECTION 32, T.4N., R.14E., M.D.M.
 CALAVERAS COUNTY, CA



LEGEND & NOTES

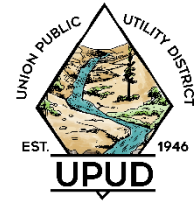
- CURRENT U.P.U.D. SPHERE OF INFLUENCE.
- PROPOSED PARCELS FOR ANNEXATION.

PARCEL CONFIGURATION AND ACREAGE IS BASED ON CALAVERAS COUNTY ASSESSOR AND GIS DATA.

PROPOSED PARCELS FOR ANNEXATION

Ⓐ	APN 034-003-034	±32.10 ACRES	RAWLINGS
Ⓑ	APN 034-003-137	±35.05 ACRES	GLANVILLE
Ⓒ	APN 034-003-102	±25.24 ACRES	NIVEN
Ⓓ	APN 068-045-010	±0.64 ACRES	WRIGHT
Ⓔ	APN 034-003-103	±2.70 ACRES	BENEVENTO

Agenda Item



DATE: October 25, 2023

TO: UPUD Board of Directors

FROM: Jenna Mayo, Administrative Analyst

SUBJECT: UPUD Financial Assistance Program for Low-Income Domestic Customers

RECOMMENDED ACTION:

Discussion and direction regarding Union Public Utility District (UPUD) implementing a low-income assistance program for domestic water customers.

SUMMARY:

With rising inflation, low-income families within our community are facing financial hardships that make it challenging to cover their utility bills. As we all know, water is an indispensable resource for daily life, and any inability to access it can lead to severe consequences for health, sanitation, and overall well-being. To address this issue, UPUD staff have been researching the possibility of establishing a program designed to assist these vulnerable households.

Why Can't Public Water Agencies Subsidize Certain Customers under Proposition 218?

Under California Proposition 218, public water agencies are restricted from subsidizing certain customers due to legal and regulatory constraints. The law emphasizes the need for uniformity in the imposition of fees and charges. This means that rates for water services should be based on the actual costs of providing those services to each customer class, without discrimination. Subsidies to specific customers could undermine this principle.

What is UPUD already doing to assist low-income customers?

Currently, UPUD customers who are experiencing difficulties paying their bill can enroll in a payment plan administered by the District. In addition, the State is still administering the Low-Income Household Assistance Program (LIHWAP), which provides one-time financial assistance to help Californians struggling to pay their water bills. UPUD customers can apply for assistance through the Amador Tuolumne Calaveras Action Agency (ATCAA). Funding for this program is scheduled to expire at the end of the calendar year.

How can a UPUD Customer Assistance Program Be Part of the Solution?

District run customer assistance programs can provide a solution within the confines of Proposition 218. These programs can be designed to assist low-income or financially struggling customers without violating the uniformity principle. Subsidies can be provided to specific groups or individuals based on income criteria, and this can be structured as a means-tested program.

By establishing clear eligibility criteria based on income, family size, or other relevant factors, customer assistance programs can ensure that subsidies go to those who genuinely need help. This allows for a targeted approach that doesn't disrupt the uniformity of rates.

What Funds Would be Used for an Assistance Program?

The District can legally use non-operational revenue such as property taxes to support an assistance program. In addition, fellow customers and community members can choose to contribute through donations.

UPUD's Domestic Relief Opportunity Program (DROP):

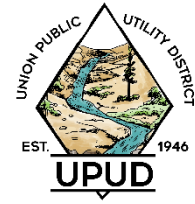
District staff are recommending the implementation of the DROP program in the 2024 calendar year. This program would be funded through a combination of UPUD property tax revenue and community contributions. Some of the considerations UPUD must address before formal approval and implementation of the program includes:

- Annual program budget.
- Monthly credit amount provided to qualifying customers.
- Number of maximum customers enrolled in the program.
- Create a program application for customers.
- Procedure for reviewing and approving customers.
- How do we accommodate for more applications than funding? Annual lottery? First come first serve? Wait list process?
- How our billing and financial software can accommodate donations from the community.

FINANCIAL CONSIDERATIONS:

If approved in the coming months, the board must consider an adjustment to the FY24 budget to include a set budget for the DROP program.

Agenda Item



DATE: October 25, 2023

TO: UPUD Board of Directors

FROM: Jessica Self, General Manager

SUBJECT: Public Workshop: Discussion and Review of UPUD's Irrigation Rate Structure

SUMMARY:

Balancing affordable water rates with responsible management of water infrastructure is a complex challenge for public water agencies.

There is a critical importance to provide reasonable water rates for ranchers and farmers in our community. Water is the lifeblood of agriculture, and affordable access to water is essential for the sustainability and success of our agricultural community. However, there is a duty on behalf of the District to assure the irrigation system is maintained appropriately and responsibly, to assure the financial burden of repairing the aging system isn't handed down to future generations.

Union Public Utility District Board of Directors and staff have heard concerns from Irrigation customers with regards to the irrigation rate structure that was adopted in December 2022 and implemented January of 2023. Members of the public have presented their concerns through public comment at numerous board meetings, as well as reading a letter written on their behalf as an agenda item during the August 2023 Board Meeting. District staff and the Board have conducted a review of 2023 annual revenue projections, the District's CIP, and an assessment of historical leaks and ongoing irrigation system maintenance.

The goal of this workshop is to discuss a potential adjustment in the irrigation rate structure. The District seeks input from the Board of Directors and the community.