

REGULAR BOARD MEETING AGENDA

5:30 PM Wednesday, June 21, 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: 245 063 040 707

Passcode: ShunWa

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

Consent agenda items are expected to be routine and non-controversial. They will be acted upon by the Board at a time, without discussion. Any board member, staff member or interested party may request removal of an item from the consent agenda for later discussion.

- a. Approval of Minutes - May 17, 2023 – Regular Meeting
- b. Expenditures - May 2023
- c. Fund Balance Report – May 2023
- d. Balance Sheet & Revenues – May 2023
- e. YTD Budget to Actuals – May 2023
- f. Updated LAIF Signatories **RES. NO 2023-006**
- g. California CLASS Reserve/Investments **RES. NO 2023-007**
- h. Transfer of Irrigation Account

5. OLD BUSINESS: None

6. NEW BUSINESS:

- a. Discussion/Action regarding State Legislative Updates (Jessica Self, General Manager)
- b. ACWA Region 3 Board Nomination (Jessica Self, General Manager) **RES. NO 2023-008**
- c. Update to Employee Policies (2115 & 2010) (Jessica Self, General Manager) **RES. NO 2023-009**

7. PUBLIC HEARING

- a. Adoption of Water Shortage Contingency Plan (Jessica Self, General Manager) **RES. NO 2023-010**
- b. FY24 Budget & COLA Schedule Adoption (Jessica Self, General Manager) **RES. NO 2023-011**
RES. NO 2023-012

8. REPORTS:

- a. UWPA
- b. LAFCO
- c. GENERAL MANAGER

9. DIRECTORS COMMENTS

10. CLOSED SESSION: None

11. NEXT BOARD MEETINGS & EVENTS

- Tuesday, July 11, 2023 - Wildfire Education Workshop
- Wednesday, July 19, 2023 at 5:30 PM - Regular Meeting
- Wednesday, August 16, 2023 at 5:30 PM - Regular Meeting

12. ADJOURNMENT

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

MINUTES OF MAY 17, 2023, REGULAR MEETING

The Board of Directors of the Union Public Utility District met in Regular Session at the UPUD Office in Murphys, California, at 5:30 PM.

Directors Present:	ERIC BOTTOMLEY	President
	GREG RASMUSSEN	Vice President
	TOM QUINCY	Secretary
	RALPH CHICK	Director
	BRUCE TALLAKSON	Treasurer

Directors Absent: NONE

Also Present:	JESSICA SELF	General Manager
	ELAINE URRUTY	Admin Asst/ Board Clerk
	BARBARA BRENNER	District Legal Counsel
	PUBLIC AT LARGE	

1. PLEDGE OF ALLEGIANCE: President Bottomley led the pledge of allegiance.
2. APPROVAL OF AGENDA:

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

MINUTE ENTRY. MOTION TO APPROVE THE AGENDA AS PRESENTED.

3. PUBLIC COMMENT: Mike Peirano informed the Board that the UPUD crew had installed Don Peirano's 3" irrigation meter in exchange for his 6" irrigation meter. Mr. Peirano said it was a two-day job and the crew did a good job and cleaned up after they were done. Mr. Peirano mentioned that he felt the crew needed more tools to do their jobs. Mr. Peirano also stated that they are still dealing with clam shells blocking their irrigation system. He said that the crew had installed a new screen, but shells are still getting through. General Manager, Jessica Self, said she would like to see the shells and will investigate this matter further to work on remedying the situation.

Jim Saunders asked if the Board had further considered bringing back the minimum charges on domestic bills. The General Manager explained that UPUD would have to go through the full 218 process for this to happen.

Mike Peccia asked when the minutes are put on the website and in the agenda packet. It was explained that the April minutes are in the May agenda packet and will be placed on the website after they are approved during the May Regular Board Meeting and signed by the Board Secretary.

4. **CONSENT AGENDA:**

- a. Minutes, April 19, 2023 – Regular Meeting
- b. Expenditures, April 2023
- c. Fund Balance, April 2023
- d. Balance Sheet & Income Statement, April 2023
- e. YTD Budget to Actuals, April 2023

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

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

5. **OLD BUSINESS:** None

6. **NEW BUSINESS**

- 6.a **PRESENTATION AND DISCUSSION REGARDING CALIFORNIA CLASS INVESTMENT OPPORTUNITIES** – Presentation by Robert Shull, Public Trust Advisor.
This item was postponed to a later meeting, as Mr. Shull was unable to attend.
- 6.b **PROPOSED FY 2022-2023 BUDGET REVISIONS; DISCUSSION/ ACTION** The General Manager reviewed the budget revisions with the Board.

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

RES NO. 2023-005. TO APPROVE THE PROPOSED FY 2022-2023 BUDGET REVISIONS AS PRESENTED.

REPORTS:

7.a **UWPA REPORT:** None.

Next UWPA meeting is scheduled for Tuesday, May 23, 2023, at 5:30 PM at the UWPA office in Angels Camp.

7.b **LAFCO REPORT:** None.

The next LAFCO meeting is scheduled for Monday, July 17, 2023, at 6:00 PM at the Calaveras County Board of Supervisors Chambers in San Andreas.

7.c **GENERAL MANAGER'S REPORT:** A copy of the General Manager's Report was provided to the Board and Jessica Self, General Manager reviewed the report with the Board.

8. **DIRECTORS COMMENTS:** There were no Director Comments.

9.a **CLOSED SESSION:** President Bottomley adjourned the meeting to Closed Session at 5:57 PM. Those present were Board Members: Eric Bottomley, Tom Quincy, Bruce Tallakson, Greg Rasmussen and Rocky Chick; staff members Jessica Self, General Manager; and Barbara Brenner, General Counsel.

LIABILITY CLAIMS – GOVERNMENT CODE SECTION 54956.95
CLAIMANT: NOAH AND AMBER GLANVILLE
AGENCY CLAIMED AGAINST: UNION PUBLIC UTILITY DISTRICT

10. **REPORTABLE ACTION FROM CLOSED SESSION:** The meeting was reconvened to open session at 6:11 PM. The claim served by Noah and Amber Glanville was denied by the UPUD Board of Directors.

11. **NEXT MEETINGS:**

- Wednesday, June 21, 2023, at 5:30 PM – Regular Meeting
- Wednesday, July 19, 2023, at 5:30 PM – Regular Meeting

12. **ADJOURNMENT:** The meeting was adjourned with no further business at 6:12 PM.

Submitted by: _____
Thomas E. Quincy, Secretary

Date: _____

ATTEST:

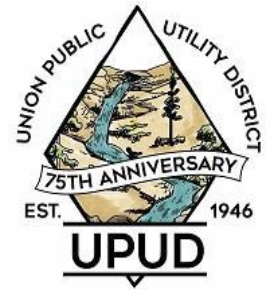
Elaine M. Urruty
Clerk to the UPUD Board of Directors

DRAFT

Bank Reconciliation

Checks by Date - May 2023

User: eurruty@upudwater.org 06/12/2023 - 4:45PM
 Printed:



Cleared and Not Cleared Checks Print Void Checks

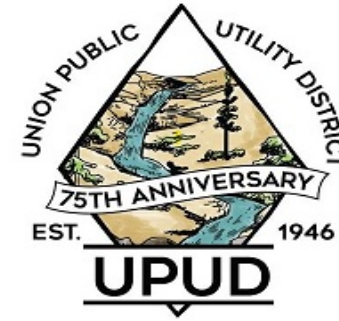
Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	5/8/2023	CalPERS - Health Benefits			AP		16,616.30
28047	5/8/2023	AT&TCALNET			AP		254.53
28048	5/8/2023	AT&T U-verse			AP		167.39
28049	5/8/2023	Calaveras County Environmental Health			AP		175.00
28050	5/8/2023	Calaveras Lumber			AP		204.89
28051	5/8/2023	Carbon Copy			AP		32.68
28052	5/8/2023	Coneth Solutions, Inc			AP		1,455.00
28053	5/8/2023	Darby Plumbing			AP		480.00
28054	5/8/2023	Dataprose, LLC			AP		1,131.46
28055	5/8/2023	De Lage Landen Financial Services, Inc			AP		270.32
28056	5/8/2023	Farmer's Insurance Exchange			AP		1,384.58
28057	5/8/2023	Ferguson Waterworks #1423			AP		2,885.74
28058	5/8/2023	Gateway Press, Inc			AP		197.34
28059	5/8/2023	Hunt & Sons, Inc			AP		2,190.74
28060	5/8/2023	Mother Lode Answering Service, Inc.			AP		242.00
28061	5/8/2023	Murphys Sanitary District			AP		120.00
28062	5/8/2023	O'Reilly Auto Parts			AP		43.94
28063	5/8/2023	Quill			AP		503.28
28064	5/8/2023	Sierra Hills Market			AP		117.61
28065	5/8/2023	Signal Service			AP		288.00
28066	5/8/2023	Sonora Rentals & Sales			AP		2,160.00
28067	5/8/2023	UWPA			AP		122,500.00
28068	5/8/2023	Verizon Wireless			AP		344.64
0	5/12/2023	CalPERS			AP		3,811.82
0	5/12/2023	EDD			AP		1,441.81
0	5/12/2023	Employment Development Dept			AP		251.51
0	5/12/2023	United States Treasury			AP		7,874.27
0	5/12/2023	Payroll Dir Dep	DD 00601.05.2023		PR		9,124.65
28069-28073	5/12/2023	Payroll Cks			PR		10,766.25
0	5/16/2023	CalPERS - Health Benefits			AP		16,616.30
28074	5/16/2023	Alpha Analytical Laboratories, Inc.			AP		1,111.00
28075	5/16/2023	Anthem Blue Cross			AP		1,526.00
28076	5/16/2023	Calaveras Lumber			AP		97.68
28077	5/16/2023	California Waste Recovery System			AP		181.77
28078	5/16/2023	Clark Pest Control			AP		91.00
28079	5/16/2023	Comcast			AP		155.88
28080	5/16/2023	CPPA			AP		4,226.00
28081	5/16/2023	Digital Deployment, Inc.			AP		400.00
28082	5/16/2023	DMV			AP		5.00
28083	5/16/2023	Ferguson Waterworks #1423			AP		932.52
28084	5/16/2023	Gemini Group, LLC			AP		3,686.00
28085	5/16/2023	Petty Cash Custodian - Elaine M Urruty			AP		9.00
28086	5/16/2023	Red Store			AP		13.77
28087	5/16/2023	Springbrook Holding Company, LLC.			AP		20,178.96
28088	5/16/2023	Springbrook Holding Company, LLC.			AP		530.00
28089	5/16/2023	SWRCB - DWOCP			AP		65.00

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
28090	5/16/2023	SWRCB - DWOCP			AP		65.00
28091	5/16/2023	Thatcher Company, Inc			AP		10,294.11
28092	5/16/2023	Union Bank			AP		2,775.85
28093	5/16/2023	USA Blue Book			AP		1,128.30
28094	5/16/2023	UWPA			AP		186.66
28095	5/16/2023	Weber, Ghio & Associates			AP		648.50
28096	5/18/2023	PG&E			AP		9.88
28097	5/18/2023	PG&E			AP		282.43
28098	5/18/2023	Union Bank			AP		4,986.04
0	5/26/2023	CalPERS			AP		3,770.89
0	5/26/2023	EDD			AP		1,484.90
0	5/26/2023	Employment Development Dept			AP		253.66
0	5/26/2023	United States Treasury			AP		8,037.89
0	5/26/2023	Payroll Dir Dep	DD 00602.05.2023		PR		9,118.99
28099-28103	5/26/2023	Lisa Biedinger			PR		10,840.05

Total Void Check	
Count:	0
Total Void Check	
Amount:	0.00
Total Valid Check	
Count:	69
Total Valid Check	
Amount	290,744.78
Total Check Count:	69
290744.78	290,744.78

General Ledger Fund Balance Report

User: eurruty@upudwater.org
 Printed: 6/15/2023 3:56:56 PM
 Period 01 - 11
 Fiscal Year 2023

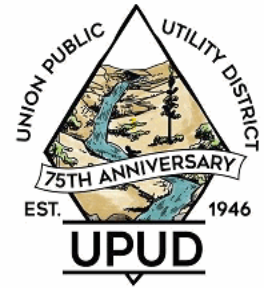


<u>Account Number</u>	<u>Description</u>	<u>Beg Bal</u>	<u>Debits</u>	<u>Credits</u>	<u>End Bal</u>
01	Water Fund				
01-00-1400	LAIF Account	60,849.90	1,014.20	0.00	61,864.10
01-00-1401	LAIF-Surplus Fund	708,251.86	13,245.06	70.00	721,426.92
01-00-1402	LAIF-Irrigation Imprvmnt Fund	147,645.81	33,289.98	0.00	180,935.79
01-00-1404	LAIF-UWPA Reserve Fund	217,224.56	550,599.18	594,000.00	173,823.74
01-00-1405	LAIF-Reserve Fund	846,975.54	74,527.35	18,930.00	902,572.89
01-00-1406	LAIF-Capital Imprvmnt Fund	186,625.92	3,163.41	0.00	189,789.33
01-00-1407	LAIF-SRLF Rec (Conn Fees)	315,139.70	317,471.77	0.00	632,611.47
01	Water Fund	2,482,713.29	993,310.95	613,000.00	2,863,024.24
Asset Total		<u>2,482,713.29</u>	<u>993,310.95</u>	<u>613,000.00</u>	<u>2,863,024.24</u>

General Ledger

Balance Sheet

User: curruty@upudwater.org
 Printed: 06/13/2023 - 3:22PM
 Fund: All
 Period: May
 Fiscal Year: 2023



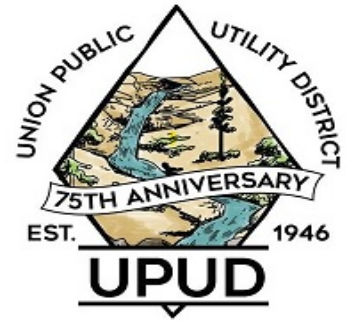
Fund ALFRE

Account Type	Amount
01 - Water Fund	
Assets	
Cash & Investments	3,112,478.82
Accounts Receivable	179,437.67
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
Total Assets:	8,179,568.90
Liabilities	
Accounts Payable	0.00
Payroll Liabilities	86,331.49
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
Total Liabilities:	468,360.54
Fund Balance	
Fund Balance	7,806,137.26
Total Fund Balance:	7,806,137.26
Total Liabilities and Fund Balance:	8,274,497.80
Total Retained Earnings:	(94,928.90)
Total Fund Balance and Retained Earnings:	7,711,208.36
Total Liabilities, Fund Balance, and Retained Earnings:	8,179,568.90
Totals for Fund 01 - Water Fund:	0.00

General Ledger

Revenues by Category

User: eurruty@upudwater.org
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 Period 01 - 11
 Fiscal Year 2023

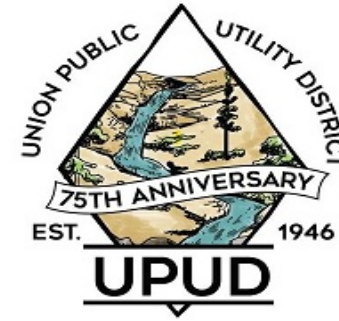


Account Number	Description	One Year Prior Actual	Budget	Period Amt	End Bal
01	Water Fund				
01-01-4100	Domestic Water Revenue	-1,694,019.47	-2,090,000.00	-147,495.26	-1,657,243.13
01-01-4105	Irrigation Water Revenue	-94,776.98	-190,000.00	-25,305.97	-120,613.50
01-01-4120	Hydrant Meter Revenue	-2,583.74	-15,000.00	-125.00	-1,506.40
01-01-4160	Penalties	0.00	-2,500.00	-1,840.00	-22,630.00
01-01-4180	Other - Water Related	-9,423.41	-12,500.00	-470.00	-5,227.73
01-01-4189	Meter Reset Fees	0.00	-1,000.00	-1,000.00	-2,000.00
01-01-4190	Meter Connection Fees	-525,000.00	-98,000.00	-14,000.00	-98,000.00
01-01-4195	Non-Operating Income	0.00	-7,100.00	0.00	0.00
01-01-4200	Interest Earned	-6,097.40	-11,000.00	0.00	-42,021.35
01-01-4300	County Taxes	-146,052.41	-155,000.00	-64,597.32	-144,861.83
01-01-4420	Insurance Refund	0.00	0.00	0.00	-11,142.05
01-01-4440	Garage Rental Revenue	-1,000.00	-1,200.00	0.00	-1,245.00
01-01-4441	NCPA Facilities Use Agreement	-2,500.00	-2,500.00	0.00	-2,500.00
01-01-4460	Grant Income	0.00	-1,377,000.00	0.00	-38,500.00
01	Water Fund	-2,481,453.41	-3,962,800.00	-254,833.55	-2,147,490.99
Revenue Total		<u>-2,481,453.41</u>	<u>-3,962,800.00</u>	<u>-254,833.55</u>	<u>-2,147,490.99</u>

General Ledger

YTD Budget to Actuals

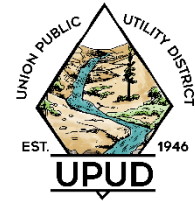
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 Period 01 - 11
 Fiscal Year 2023



Account Number	Description	2022 Actual	YTD Budget	Period Amt	End Bal	YTD Bgt Var	YTD Bgt % Var
01-03-6100	Labor	65,826.46	76,991.34	5,740.82	70,225.78	6,765.56	8.79
01-03-6101	Sick Pay	1,311.73	0.00	0.00	528.40	-528.40	0.00
01-03-6102	Vacation Pay	6,941.99	0.00	711.17	7,223.74	-7,223.74	0.00
01-03-6103	Overtime	1,859.39	3,901.33	187.15	2,488.99	1,412.34	36.20
01-03-6104	On Call Pay	16,290.00	16,500.00	1,320.00	16,500.00	0.00	0.00
01-03-6110	FICA 7.65%	7,170.24	7,791.67	685.39	7,494.51	297.16	3.81
01-03-6300	Health Insurance	32,854.54	36,790.42	11,338.59	58,710.29	-21,919.87	-59.58
01-03-6400	CalPERS PR Expense	17,677.61	18,333.33	1,072.70	17,231.81	1,101.52	6.01
01-04-6100	Labor	196,785.45	223,513.58	18,057.51	197,256.84	26,256.74	11.75
01-04-6101	Sick Pay	4,049.62	0.00	517.44	9,402.59	-9,402.59	0.00
01-04-6102	Vacation Pay	13,284.89	0.00	986.72	12,961.67	-12,961.67	0.00
01-04-6103	Overtime	2,225.29	2,750.00	542.79	7,536.79	-4,786.79	-174.07
01-04-6104	On Call Pay	9,900.00	10,083.33	840.00	10,350.00	-266.67	-2.64
01-04-6110	FICA	17,811.93	22,000.00	1,602.26	18,169.41	3,830.59	17.41
01-04-6301	Worker's Compensation	9,800.66	9,625.00	664.60	6,115.19	3,509.81	36.47
01-04-6400	CalPERS PR Expense	40,617.39	44,000.00	2,566.82	41,544.71	2,455.29	5.58
01-05-6100	Labor	49,594.41	0.00	0.00	0.00	0.00	0.00
01-05-6101	Sick Pay	1,171.18	0.00	0.00	0.00	0.00	0.00
01-05-6102	Vacation Pay	3,900.08	0.00	0.00	0.00	0.00	0.00
01-05-6110	FICA	5,078.35	0.00	0.00	0.00	0.00	0.00
01-05-6300	Health Insurance	8,071.00	0.00	0.00	0.00	0.00	0.00
01-05-6400	CalPERS PR Expense	12,206.64	0.00	0.00	0.00	0.00	0.00
01-06-6100	Labor	95,492.49	270,416.67	24,226.60	236,023.86	34,392.81	12.72
01-06-6101	Sick Pay	1,612.15	0.00	0.00	4,427.79	-4,427.79	0.00
01-06-6102	Vacation Pay	5,368.01	0.00	240.00	20,917.64	-20,917.64	0.00
01-06-6103	Overtime	12,077.63	4,125.00	886.37	3,067.71	1,057.29	25.63
01-06-6110	FICA	8,877.85	22,000.00	2,006.21	20,882.35	1,117.65	5.08
01-06-6300	Health Insurance	33,861.82	73,883.33	16,185.76	89,728.00	-15,844.67	-21.45
01-06-6304	Health Benefits Adm Fee	0.00	0.00	54.65	259.80	-259.80	0.00
01-06-6400	CalPERS PR Expense	20,875.90	29,333.33	2,714.74	52,005.46	-22,672.13	-77.29
Revenue Total		0.00	0.00	0.00	0.00	0.00	0
Expense Total		702,594.70	872,038.33	93,148.29	911,053.33	-39,015.00	-0.0447
Grand Total		-702,594.70	-872,038.33	-93,148.29	-911,053.33	39,015.00	0.0447

Account Number	Description	2022 Actual	YTD Budget	Period Amt	End Bal	YTD Bgt Var	YTD Bgt % Var
01	Water Fund	702,594.70	872,038.34	93,148.29	911,053.33	-39,014.99	-4.47
Revenue Total		0.00	0.00	0.00	0.00	0.00	0
Expense Total		702,594.70	872,038.33	93,148.29	911,053.33	-39,015.00	-0.0447
Grand Total		-702,594.70	-872,038.33	-93,148.29	-911,053.33	39,015.00	0.0447

Agenda Item



DATE: June 21, 2023

TO: UPUD Board of Directors

FROM: Jessica Self, General Manager

SUBJECT: Resolution of Authorizing Signatories for Investment of Monies in the Local Agency Investment Fund (LAIF)

RECOMMENDED ACTION:

Motion: _____ / _____ adopting Resolution No. 2023-006 to update the authorizing signatories for UPUD's LAIF reserve accounts.

SUMMARY:

LAIF requires an updated resolution with a list of current authorized signatories.

In 1998, Union Public Utility District adopted Resolution 2-1998, Authorizing Investment of Monies in the Local Agency Investment Fund. This included a list of authorized signatories with their designated title. Since then, there has been a complete turnover in staff and Directors. In addition, there have been changes in job titles and the District organizational structure.

The attached resolution includes all UPUD Directors, as well as the General Manager and Administrative Assistant / Clerk to the Board.

FINANCIAL CONSIDERATIONS: None at this time.

Attachments:

Resolution No. 2023-006 Authorizing signatories for investments of monies in the Local Agency Investment Fund

**UNION PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS**

RESOLUTION 2023-006

**AUTHORIZATION OF UPDATED SIGNATOIRES FOR INVESTMENT IN THE LOCAL
AGENCY INVESTMENT FUND**

WHEREAS, the Local Agency Investment Fund is established in the State Treasury under Government Code section 16429 et. seq. for the deposit of money of local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Union Public Utility District (UPUD) Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429 et. seq. for the purpose of investment as provided therein in the best interests of the Union Public Utility District.

THEREFORE BE IT RESOLVED, that the Board of Directors of Union Public Utility District hereby authorizes the deposit and withdrawal of Union Public Utility District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government code section 16429.1 et. seq for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Union Public Utility District Officers holding the title(s) specified hereinbelow or their successors in office are each hereby authorized to order the deposit o withdrawal of monies I the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Eric Bottomley	President	_____
Greg Rasmussen	Vice President	_____
Tom Quincy	Secretary	_____
Bruce Tallakson	Treasurer	_____
Ralph Chick	Director	_____
Jessica Self	General Manager	_____
Elaine Urruty	Admin Assistant / Board Clerk	_____

Section 2. This resolution shall remain in full force and effect until rescinded by Union Public District Board Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurers Office.

PASSED, APPROVED, AND ADOPTED this 21st day of June, 2023.

AYES:

NOES:

ABSENT:

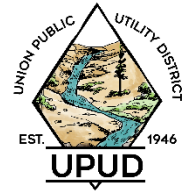
ABSTAIN:

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 21st day of June 2023.

Elaine M Urruty
Clerk to the Union Public Utility District Board

Agenda Item



DATE: April 19, 2023

TO: UPUD Board of Directors

FROM: Jessica Self, General Manager

SUBJECT: Discussion/Action Authorizing General Manager to enter into an agreement with California CLASS

RECOMMENDED ACTION:

Motion: _____ / _____ adopting Resolution 2023-007, authorizing the General Manager to complete the application process to move reserve funds into California CLASS that will earn a higher interest rate.

SUMMARY:

California Cooperative Liquid Assets Security System (California CLASS) is a pooled investment option that was created via a joint exercise of powers agreement among California public agencies. Currently, there are 80 agency participants with a combined \$600 million in public assets. California CLASS may provide Union Public Utility District with a convenient and safe method for investing in high liquid, investment-grade securities to optimize interest earnings.

UPUD staff and the finance committee have met with a California CLASS representative to discuss the potential advantages of moving a portion of UPUD's reserves into California CLASS. As of now, the yield with California CLASS is at 5.22%, almost double that of LAIF. There are also other advantages with California CLASS, including the ability to move money at any time, with no transaction fees.

FINANCIAL CONSIDERATIONS:

The current interest rate with California CLASS is 5.2%. Depending on fluctuations of interest rates over the next year, there is a potential to increase interest revenue by \$100,000 over the next fiscal year.

**UNION PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS**

RESOLUTION 2023-007

**AUTHORIZATION OF UPUD GENERAL MANAGER TO ENTER INTO AN AGREEMENT
WITH CALIFORNIA CLASS FOR RESERVE INVESTMENTS**

WHEREAS, the Union Public Utility District (UPUD) Board of Directors prioritizes avenues to increase non-operational revenue; and

WHEREAS, California Cooperative Liquid Assets Security System (California CLASS) is a pooled investment option that was created via a joint exercise of powers agreement among California public agencies; and

WHEREAS; staff and the finance committee interviewed California CLASS, and recommend moving a portion of UPUD reserves into California CLASS to take advantage of higher interest rates and more flexibility;

BE IT FURTHER RESOLVED, that the Board of Directors of Union Public Utility District hereby approves and directs the following actions:

1. Authorize the General Manager to execute any necessary agreements with California CLASS as the authorized agent for Union Public Utility District.
2. Authorize signing agents to the accounts.
3. Authorize the General Manager to move funds to and from existing reserve LAIF accounts into California CLASS.

PASSED, APPROVED, AND ADOPTED this 21st day of June, 2023.

AYES:

NOES:

ABSENT:

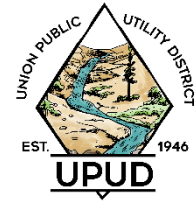
ABSTAIN:

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 21st day of June 2023.

Elaine M Urruty
Clerk to the Union Public Utility District Board

Agenda Item



DATE: June 21, 2023
TO: UPUD Board of Directors
FROM: Jessica Self, General Manager
SUBJECT: Transfer of Irrigation Account APN 068-003-069

RECOMMENDED ACTION:

Motion: _____ / _____ by minute entry, approving the transfer of irrigation account for APN 068-003-069 located at 1203 Green Meadow Court, Murphys.

SUMMARY:

Since UPUD's irrigation system is gravity fed, the UPUD Board reviews any changes in use that can affect the irrigation customers below the property. A change in ownership is in process for the property located at 1203 Green Meadow Court in Murphys, which has an irrigation connection. In addition to a Request for Water Service, the new owners have provided a letter summarizing their intended use of irrigation water to UPUD.

After reviewing the letter and application, UPUD staff recommend the Board approves the transfer of the irrigation account for APN 068-003-069.

FINANCIAL CONSIDERATIONS: None at this time.

May 31, 2023

We are currently in the process of purchasing the 10 acre parcel at 1203 Green Meadow Ct in Murphys, California.

We want to use the Ag water for personal use on the property. This includes care of the existing landscape and future landscape enhancements. Also, included is water needed for a small number of sheep or goats to help with maintaining weed control.

If you require any additional information, please feel free to contact me anytime.

Respectfully,

Gary Moller 707-775-8551

Cathy Moller

UNION PUBLIC UTILITY DISTRICT
338 MAIN STREET
MURPHYS CA 95247-9626
PHONE (209) 728-3661 FAX (209) 728-0211

REQUEST FOR WATER SERVICE

DATE: MAY 31, 2023

OWNER: GARY MOLLER

APPLICANT NAME (IF DIFFERENT THAN ABOVE): _____

TELEPHONE: Day 707-775-8551 Evening: _____

Email: moller951@gmail.com

MAILING ADDRESS: 26485 PHEASANT LANDING Road
MIDDLETON, IDAHO 83644

PROPERTY LOCATION: 1203 GREEN MEADOW CT.
MURPHYS, CA 95247

LOT # _____ APN# _____ SUBDIVISION _____

TYPE OF CONNECTION:

DOMESTIC _____ COMMERCIAL _____ IRRIGATION

*Note: This request is used to determine the complexity and estimated cost of service connection & meter installation. There may be additional charges based upon the findings. All new construction requires inspection of fire sprinkler system by UPUD District Manager.

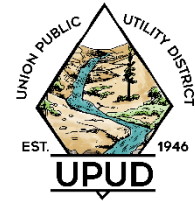
G. Moller
APPLICANT'S SIGNATURE

DISTRICT FINDINGS: Need Back Flow Device? _____

FIRE SPRINKLER SYSTEM INSPECTED & APPROVED

DATE _____ DISTRICT MANAGER _____

Agenda Item



DATE: June 21, 2023

TO: UPUD Board of Directors

FROM: Jessica Self, General Manager

SUBJECT: Authorization for the General Manager to take positions of opposition and support on State Legislation on behalf of Union Public Utility District

RECOMMENDED ACTION:

Motion: _____ / _____ authorize the General Manager to formally oppose proposed legislative bills AB 460, AB 1337, and SB 389 and support SB23 on behalf of Union Public Utility District.

SUMMARY:

AB 460 (Bauer-Kahan) would grant the State Water Resources Control Board new, sweeping authority to issue interim relief orders without hearing and impose new costly requirements. It gives the State Water Board the ability to curtail diversions, impose new minimum streamflow requirements allowing the State Water Board to increase fish flows, direct reservoir operations, require new technical studies and more.

Staff Recommendation: OPPOSE

AB 1337 (Wicks) would authorize State Water Board to adopt wide-ranging regulations enforceable by curtailing diversions and water use under any claim of right (including senior water rights). It also gives the State Water Board an avenue to eliminate hearings before issuing curtailments as they see fit, effectively eliminating due process.

Staff Recommendation: OPPOSE

SB 389 (Allen) would authorize State Water Board to investigate and determine the scope and validity of any water right claim, the water right holder will then have the burden to prove the basis of their right. 2

Staff Recommendation: OPPOSE

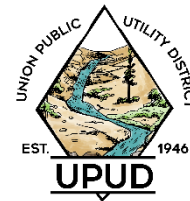
SB 23 (Caballero) would streamline the regulatory permitting process for water supply and flood risk reduction projects and help ensure critical water infrastructure projects are built at the

pace and scale needed to prepare for climate change. SB 23 would improve the regulatory permitting of water supply and flood risk reduction projects in four primary ways:

1. Reform the process by which an application for a Section 401 Water Quality Certification is deemed complete.
2. Require the review and approval of Section 401 Water Quality Certifications and Lake and Streambed Alteration Agreements to be completed within 180 days of submittal of a complete permit application.
3. Avoid duplicative planning efforts by allowing certain watershed management plans that are already developed and implemented to be used for mitigation required through Section 401 Water Quality Certifications.
4. Allow project applicants to voluntarily contribute resources to state permitting agencies in order to provide agencies with additional resources to meet the permitting.

Staff Recommendation: SUPPORT

Agenda Item



DATE: June 21, 2023

TO: UPUD Board of Directors

FROM: Jessica Self, General Manager

SUBJECT: Resolution of Support for Nomination of Jessica Self for ACWA Region 3 Board Member Position

RECOMMENDED ACTION:

Motion: _____ / _____ adopting Resolution No. 2023-008 to nominate UPUD's General Manager, Jessica Self seeking an Association of California Water Agencies (ACWA) Region 3 Board Member position for the 2024-2025 term.

SUMMARY:

ACWA is seeking candidates for Region 3 Officers and Board member positions for its 2024-25 term. The Region 3 Board is made up of directors and general managers from surrounding agencies that face challenges similar to UPUD's. It is a great forum for information sharing and collaboration. UPUD General Manager Jessica Self has been actively involved in ACWA, serving on ACWA's Communications Committee and was previously elected as ACWA Region 4's Outreach Captain.

This agenda item is to request the support of the Board of UPUD for the General Manager's participation on the Region 3 Board of ACWA. ACWA consists of 10 regions across the state representing local agencies that deliver 90% of the state's developed water supplies. The Board of each region works to elevate the needs and concerns of its local agencies to better inform the policies and actions of the organization. The ACWA Region 3 election timeline is as follows:

June 16 Deadline for Nomination Requests
July 17 Ballots Distributed
Sept. 15 Deadline to submit ballots
Sept. 27, 2024 -'25 Region Boards Announced

FINANCIAL CONSIDERATIONS:

If elected to the ACWA Region 3 Board, travel expenses will be covered by UPUD.

**UNION PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS**

RESOLUTION 2023-008

**PLACING IN NOMINATION
JESSICA SELF
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
REGION 3 BOARD MEMBER POSITION**

WHEREAS, the Board of Directors of Union Public Utility District does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA); and

WHEREAS, Union Public Utility District recently joined ACWA and intends to actively participate in the memberships comprehensive legislative advocacy initiatives; and

WHEREAS, General Manager, Jessica Self has indicated a desire to serve as a Board Member of ACWA Region 3.

BE IT FURTHER RESOLVED, that the Board of Directors of Union Public Utility District hereby place its full and unreserved support in the nomination of Jessica Self for a Board Member position of ACWA Region 3.

PASSED, APPROVED, AND ADOPTED this 21st day of June, 2023.

AYES:

NOES:

ABSENT:

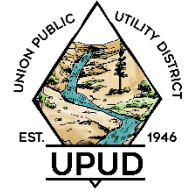
ABSTAIN:

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 21st day of June 2023.

Elaine M Urruty
Clerk to the Union Public Utility District Board

Agenda Item



DATE: April 19, 2023
TO: UPUD Board of Directors
FROM: Jessica Self, General Manager
SUBJECT: Discussion/Action Revising District Employee Policies

RECOMMENDED ACTION:

Motion: _____ / _____ adopting Resolution No. 2023-009 Employee policies revising Policy No. 2010 – Hours of Work and Overtime and Policy No. 2115 – On-Call.

SUMMARY:

UPUD staff are in the process of drafting updates to the District's employee policies. A completely updated and revised Employee Policy Handbook will be brought before the Board for consideration in the near future.

Staff have decided to update the two mentioned policies for the following reasons:

Hours of Work and Overtime (2010): UPUD must make alterations to this policy in order to comply with Labor Code 510.

On-Call (2115): Staff is recommending an update to this policy to both save money and improve field staff's work life balance. If approved, staff will begin a new on-call schedule starting July, 1 2023.

FINANCIAL CONSIDERATIONS:

Revising Policy No. 2115-On Call will result in \$10,000 annual cost savings.

Attachments:

*Resolution No. 2023-009 Adopting Updates to the UPUD Employee Policy
Current Policies
Proposed Policies*

RESOLUTION NO. 2023-009
UNION PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS

UPDATING DISTRICT EMPLOYEE POLICIES

WHEREAS, The Board of Directors of the Union Public Utility District has the authority to change existing policies and implement new policies; and

WHEREAS, the Board of Directors and District staff aim to provide competitive salaries and benefits in order to retain and support employees; and

WHEREAS, the Board of Directors and District staff wish to modify the following policies; and

<u>Policy Name</u>	<u>Number</u>
Hours of Work and Overtime	2010
On-Call	2115

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the Union Public Utility District hereby adopts updated UPUD Employee Policy numbers 2010 and 2115 for incorporation into the Employee Policy Handbook effective immediately.

PASSED, APPROVED, AND ADOPTED this 21st day of June, 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 21st day of June, 2023.

Elaine M Urruty
Clerk to the Board

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

DATE APPROVED:	MANUAL	POLICY NO. 2115
APPROVED BY: Board of Directors	POLICY TITLE On-Call	Page 1

PURPOSE OF POLICY

It is the policy of Union Public Utility District to provide guidelines to employees who are required to maintain their availability after hours and be on-call to come back to work, or to otherwise be available to respond to emergency situations.

~~2010.7.1 A schedule shall be maintained by the District Manager whereby maintenance employees shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays, and other times not considered regular hours of work for District employees. (DATE ADOPTED January 16, 2008)~~

2115.1 An on-call schedule shall be maintained by the **Operations Manager** to have employees assigned on a rotational basis, to be available and on-call after normal working hours, including nights, weekends, and holidays.

~~2010.7.2 When an employee is on-call, he/she shall be provided a pager which will provide notification in the event of an emergency repair/maintenance work need. Said pager shall be kept in the on-call employee's possession during the entire on-call period. Notification of an emergency repair/maintenance job may also be given verbally, in person or telephonically. (DATE ADOPTED January 16, 2008)~~

2115.2 Cell phones are issued to field staff and will be kept in the on-call employee's possession during the entire on-call period.

~~2010.7.3 When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain within the general Union Public Utility District area, going no farther than thirty (30) minutes travel time away from any District facility. Said employee will be compensated as agreed upon in writing by policy for on-call days/time. (DATE ADOPTED January 16, 2008)~~

2115.3 When an employee is on-call, they must remain with the general Union Public Utility District area, going no further than 30 minutes travel time away from any District facility and be accessible by telephone.

~~2010.7.4 Employees scheduled for on-call duty will be compensated twenty dollars (\$20) per day for treatment and twenty dollars (\$20) per day for distribution. Treatment plant checks will be compensated at fifty-five dollars (\$55) per plant check. (DATE ADOPTED January 16, 2008)~~

2115.4 Employees scheduled for on-call duty will be compensated **\$50 per weekday, and \$75 for weekends/holidays. If the employee must respond to work for an emergency, the pay rate is then changed to overtime pay (as per section 2010.4).**

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

DATE REVISED:	MANUAL	POLICY NO. 2010
APPROVED BY: Board of Directors	POLICY TITLE Hours of Work and Overtime	Page 1-2

PURPOSE OF POLICY

It is the policy of Union Public Utility District to determine which hours constitute overtime for non-exempt employees and specify the practice for lunch and other breaks. **This policy helps Union Public Utility District to comply with the California Labor Code 510.**

~~2010.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods or as approved by the Board of Directors in writing.~~

~~2010.3 A workweek is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic workweek is defined to consist of five (5) consecutive work days of eight (8) hours each, Monday through Friday.~~

2010.1 The regular work hours for the office staff shall be 8:30 a.m. to 5:00 p.m. with a 30-minute lunch. In addition, there shall be two 15-minute breaks allowed for each employee each workday. ~~One to be used in the morning and one in the afternoon. The office staff will schedule with each other hours to accomplish the variety of duties required and to accommodate special projects . If in any way, hours are abused, it will be addressed.~~

2010.2 The field employees shall work from 7:00 a.m. to 3:30 p.m. with 30 minutes for lunch ~~from 12:00 pm to 12:30 pm~~. In addition, there shall be two 15-minute breaks allowed for each employee each workday. ~~One to be used in the morning and one in the afternoon. The Manager may rearrange the lunch period from time to time within the framework of the basic 8 hour day.~~

2010.3 ~~If, to complete a particular job or in an emergency, it is necessary to continue to work beyond the end of the regular work shift, overtime will be calculated at an overtime rate for all time after the regular work shift for full-time employees.~~

2010.4 Overtime is defined as time worked more than 8 hours in a workday or more than 40 hours in a workweek.

2010.4.1 **Time-and-a-half pay:**

More than 8 hours up to 12 hours in a workday, more than 40 hours in a workweek, or more than 6 consecutive days in a workweek, and you work no more than 8 hours on the seventh consecutive day.

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

2010.4.2 Double-time pay:

More than 12 hours in a workday, or more than 8 hours on the seventh consecutive day in a workweek.

2010.5 If an employee is called back to work after hours in an emergency situation, on Saturday, Sunday, or a holiday, the employee shall be paid ~~at the~~ overtime ~~rate of double their hourly rate~~ ~~time and a half pay~~ for a minimum of 2 hours. The employee may elect compensatory time off at the same rate for each hour worked.

2010.6 There is a 40-hour limit for accrual of compensatory time (comp time) in every fiscal year. ~~Hours accrued over 40 hours must be taken in an overtime check each pay period.~~ Comp time must be used or cashed out at the end of the fiscal year ending June 30. (Comp time paid at the rate overtime occurred). A manager must approve any and all comp time taken.

~~2010.7— Other than regular hours of work, any time worked by an employee, extending their regular work day shall be paid at the overtime rate of time and a half (1 ½) of their regular hourly rate.~~

~~2010.7.1— A schedule shall be maintained by the District Manager whereby maintenance employees shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays, and other times not considered regular hours of work for District employees.~~

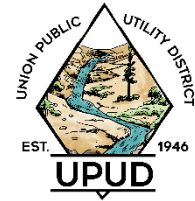
~~2010.7.2— When an employee is on-call, he/she shall be provided a pager which will provide notification in the event of an emergency repair/maintenance work need. Said pager shall be kept in the on-call employee's possession during the entire on-call period. Notification of an emergency repair/ maintenance job may also be given verbally, in person or telephonically.~~

~~2010.7.3— When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain within the general Union Public Utility District area, going no farther than thirty (30) minutes travel time away from any District facility. Said employee will be compensated as agreed upon in writing by policy for on-call days/time.~~

~~2010.7.4— Employees scheduled for on-call duty will be compensated twenty dollars (\$20) per day for treatment and twenty dollars (\$20) per day for distribution. Treatment plant checks will be compensated at fifty five dollars (\$55) per plant check.~~

~~2010.7.5— There is a forty (40) hour limit for accrual of compensatory time (comp time) in every fiscal year. Hours accrued over forty (40) hours must be taken in an overtime check each pay period and comp time for time off must be used before the fiscal year ending June 30. (Comp time paid at the rate overtime occurred). A manager must approve any and all comp time taken.~~

Agenda Item



DATE: June 21, 2023

TO: UPUD Board of Directors

FROM: Jessica Self, General Manager

SUBJECT: Resolution of Adopting Union Public Utility District's Water Shortage Contingency Plan

RECOMMENDED ACTION:

Motion: _____ / _____ adopting Resolution No. 2023-010 to approve Union Public Utility District's Water Shortage Contingency Plan.

SUMMARY:

As outlined in Senate Bill 552, the California Department of Water Resources (DWR) is requiring water agencies with systems between 1,000 – 2,999 connections to submit an abridged Water Shortage Contingency Plan (WSCP) no later than July 1, 2023. Union Public Utility District (UPUD) staff have drafted a WSCP and is ready for Board approval.

BACKGROUND:

In recent years, the need for comprehensive water management and preparedness has become increasingly evident due to various factors such as climate change, population growth, and water scarcity. While larger urban agencies have typically been at the forefront of water contingency planning, it is now required by DWR for small water agencies to submit an abridged version of the WSCP.

A WSCP serves as a roadmap for managing water resources during normal conditions as well as in times of crisis, such as droughts, floods, or infrastructure failures. The purpose of an abridged version of the plan is to adapt the principles and strategies employed by larger urban agencies to suit the specific needs and resources of smaller agencies. Here are a few reasons why completing an abridged WSCP is beneficial for UPUD:

1. **Resource Optimization:** By developing WSCP, UPUD can identify ways to optimize water resources efficiently. This includes strategies to reduce water consumption and implement sustainable practices that align with the agency's capabilities and limitations.

2. **Risk Mitigation:** Water-related emergencies can significantly impact small agencies, potentially leading to disruptions in service provision, financial strain, and reputational damage. A WSCP enables UPUD to identify potential risks, develop mitigation measures, and establish a framework for effective response and recovery.
3. **Collaboration and Partnerships:** A WSCP encourages UPUD to collaborate with neighboring agencies, regional organizations, and relevant stakeholders. By fostering partnerships, UPUD can leverage shared resources, expertise, and knowledge, creating a stronger and more resilient water management network.
4. **Compliance and Funding Opportunities:** Many government regulations and funding opportunities require agencies, irrespective of their size, to have a WSCP in place. By completing a WSCP, UPUD will demonstrate their commitment to compliance, which can enhance our eligibility for financial assistance and grants, helping to address infrastructure upgrades or other critical needs.

Once adopted, Staff will submit the finalized version of the WSCP to DWR before the July 1, 2023 deadline.

FINANCIAL CONSIDERATIONS: None at this time.

**UNION PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS**

RESOLUTION 2023-010

APPROVAL OF UNION PUBLIC UTILITY DISTRICT'S

WATER SHORTAGE CONTINGENCY PLAN

WHEREAS, the Department of Water Resources is requiring small water systems with 1,000 – 2,999 connections to develop a Water Shortage Contingency Plan (WSCP) to meet requirements outlined in Senate Bill 552; and

WHEREAS, small water agencies are required to submit an abridged version of the Urban Water Systems WSCP; and

WHEREAS; Union Public Utility District Board of Directors prioritizes water use efficiency as well as proper water management and water shortage preparedness;

WHEREAS; Union Public Utility District Board staff have developed a WSCP that meets state requirements.

THEREFORE BE IT RESOLVED, that the Board of Directors of Union Public Utility District hereby approves Union Public Utility District's WSCP.

PASSED, APPROVED, AND ADOPTED this 21st day of June, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

Eric Bottomley, President
Union Public Utility District

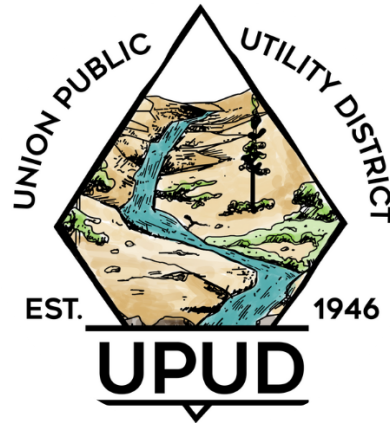
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Elaine M Urruty
Clerk to the Union Public Utility District Board

WATER SHORTAGE Contingency Plan

2023

Abridged for Public Water Systems between 1,000 - 2,999 Connections



209-728-3651

339 Main Street
Murphys, CA 95247

WWW.UPUDWATER.ORG

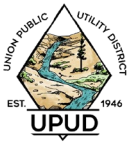
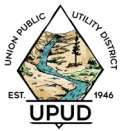


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Foreword

On April 8, 2017, then California Governor Jerry Brown (Governor) declared an end to the state’s multi-year drought emergency, which had lasted from roughly 2012 through early-2017. For many Californians during this period, intensive water restrictions and limited supplies impacted jobs and livelihoods, highlighted health and infrastructure issues, and heavily burdened many already economically disadvantaged and underrepresented communities (including Tribes, collectively referred to as “Disadvantaged Communities” or “DACs”).

The Union Public Utility District (UPUD/District) and the population of Calaveras County (County) were not immune to the water supply and resulting economic impacts during this last drought. The drought directly impacted the local hospitality, recreational, and outdoor industries by suppressing seasonal activities and tourism that those community businesses annually rely upon. The District, like many other rural water suppliers in California, struggled to balance needed water service revenues with necessary conservation measures and local infrastructure needs.

“This drought [2012 to 2017] has been one for the record books, but it won’t be our last or longest. It’s a wake-up call and we can’t hit the snooze button.”

- Felicia Marcus, then SWRCB Chairwoman (April 7, 2017)

The state recently faced another multi-year and record setting drought period (2020 to 2022), further proving it is more evident than ever that water conservation must be a way of life for all Californians. Water agencies must be proactive in the times of water surplus to prepare for the next inevitable drought and water shortage conditions.

Section I: Declaration of Policy, Purpose, and Intent of the WSCP

It is imperative to conserve the District’s available water supplies and protect the integrity of its public water system (PWSID CA0510001) facilities (with regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions). Therefore, UPUD hereby adopts the following regulations and restrictions on the delivery and consumption of water through an ordinance/or resolution.

Water uses regulated or prohibited under this Water Shortage Contingency Plan (WSCP) are considered to be “non-essential uses” not required to meet public health and safety standards. Continuation of such uses during times of water shortage or other emergency water supply conditions are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in Section XII of the Plan.



Section II: WSCP Adoption, Submittal, and Availability

This WSCP is a stand-alone document, updated every 5 years or as required by the California Water Code (CWC), and adopted by the UPUD Board. The WSCP is submitted to the California Department of Water Resources (DWR) upon update and adoption for their determination of compliance with SB552 and CWC requirements for “small water suppliers” – those suppliers with fewer than 3,000 connections and serving fewer than 3,000 acre-feet per year. The WSCP may also be amended by UPUD outside of an update cycle, as needed.

Section III: Public Input and Education

UPUD will periodically provide the public with information about the WSCP, water use efficiency topics, and related planning efforts. This includes information about the conditions that each stage of the WSCP as it is initiated or terminated, as well as the associated drought response measures undertaken by UPUD. This information will be provided by means of hard copy mailers, emails, and a press release by July 1, 2023. A public meeting occurred on June 21, 2023, which covered development of the WSCP. During this meeting, the public had the opportunity to provide input and feedback on the draft WSCP, which was taken into consideration by UPUD for this WSCP.

Section IV: Coordination with Regional Water Planning Groups

The service area of UPUD is located within the Stanislaus River Watershed and UPUD has provided a copy of this WSCP to the Calaveras County LPA, Sacramento Regional Water Quality Control Board, and Division of Drinking Water (DDW) District Office. Copies were also provided to other water suppliers within Calaveras County including the Utica Water & Power Authority (UWPA), City of Angels (COA), and Calaveras County Water District (CCWD).

Section V: Authorization

The UPUD General Manager, or their designee is hereby authorized and directed to implement the applicable provisions of this WSCP upon determination that such implementation is necessary to protect public health, safety, and welfare. The General Manager, or their designee shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this WSCP.

Section VI: Application

The provisions of this WSCP shall apply to all persons, customers, and property utilizing water provided by the District both within its public water system extent and receiving non-potable water. The terms “person” and “customer” as



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used in the WSCP may include individuals, corporations, partnerships, associations, and all other legal entities.

Section VII: Definitions

For the purposes of this Plan, the following definitions shall apply:

Aesthetic water use: water use for ornamental or decorative purposes such as fountains, reflecting pools, and water gardens.

Commercial and institutional water use: water use which is integral to the operations of commercial and non-profit establishments and governmental entities such as schools, hospitals, clinics, retail establishments, hotels and motels, restaurants, and office buildings.

Conservation: those practices, techniques, and technologies that reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.

Customer: any person, company, or organization using water supplied by your water supplier

Domestic water use: water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or for cleaning a residence, business, industry, or institution.

Even number address: street addresses or rural postal route numbers ending in 0, 2, 4, 6, or 8 and locations without addresses.

Industrial water use: the use of water in processes designed to convert materials of lower value into forms having greater usability and value.

Irrigation use: water used for the irrigation and maintenance of irrigated areas, whether publicly or privately owned, including residential and commercial lawns, gardens, pastures, parks, rights-of-way and medians.

Non-essential water use: water uses that are not essential nor required for the protection of public, health, safety, and welfare, including:

- (a) Irrigation of landscape areas, including parks, athletic fields, and golf courses, except otherwise provided under this WSCP.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle.
- (c) Use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas.
- (d) Use of water to wash down buildings or structures for purposes other



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- than immediate fire protection.
- (e) Flushing gutters or permitting water to run or accumulate in any gutter or street.
 - (f) Use of water to fill, refill, or add to any indoor or outdoor swimming pools or jacuzzi-type pools.
 - (g) Use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life.
 - (h) Failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s).
 - (i) Use of water from hydrants for construction purposes or any other purposes other than firefighting.

Odd numbered address: street addresses or rural postal route numbers ending in 1, 3, 5, 7, or 9.

Water Year: the 12-month period starting October 1 for any given year through September 30, used to measure hydrologic conditions.

Section VIII: Criteria for Initiation and Termination of Drought Response Stages

The UPUD General Manager (*designated official*), or their designee, shall monitor water supply and/or demand conditions daily and shall determine when conditions warrant initiation or termination of each stage of the WSCP, that is, when the specified “triggers” are reached.

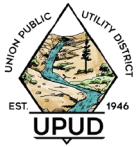
The triggering criteria described below are based on source vulnerabilities, current and projected drought conditions, or elected official announcements (e.g., *Governor Executive Order*)



UNION PUBLIC UTILITY DISTRICT Water Shortage Contingency Plan Stages

Response Stage	Shortage Range	Trigger	Response Action	Termination Action
Stage 1 WATCH	10% - 20%	When a lack of normal regional rainfall has occurred for more than one year.	Initiate conversations with UWPA JPA about current water usage levels compared to projected.	Normal rain patterns, & reservoir storage
Stage 2 WARNING	Up to 30%	Three or more years of projected lack of normal regional rain patterns.	Initiate preventative best management practices and water level monitoring, public outreach, and education on water conservation.	Normal rain patterns, & reservoir storage
Stage 3 MODERATE	Up to 40%	The state has mandated urban water conservation and pre-1914 surface water curtailment orders.	Initiate preventative best management practices and water level monitoring, public outreach, and education on water conservation.	End of mandate or lift of curtailment.
Stage 4 SIGNIFICANT	Up to 50%	The state mandate for small-system water conservation.	Limit irrigation by even and odd watering days, mandate water conservation efforts up to 20%.	End of mandate
Stage 5 CRITICAL	> 50%	New Spicer Meadow Reservoir below normal gravity flow operations level.	No non-essential water use.	New Spicer Meadow Reservoir normal levels.
Stage 6 CATASTROPHIC WATER LOSS	Total Water Loss	Flume or dam failure. Water cannot be delivered to the UPUD water treatment plant.	No irrigation. Determine if the water supply is adequate for drinking and sanitation needs. Work with DWR on alternative water source.	Normal water delivery resumed

The above table summarizes each water shortage stage as well as specified triggers and response actions. Additional information for each response, termination and communication actions are described in the following sections.



Section IX – Mandatory Restrictions and Prohibitions in Effect at All Times

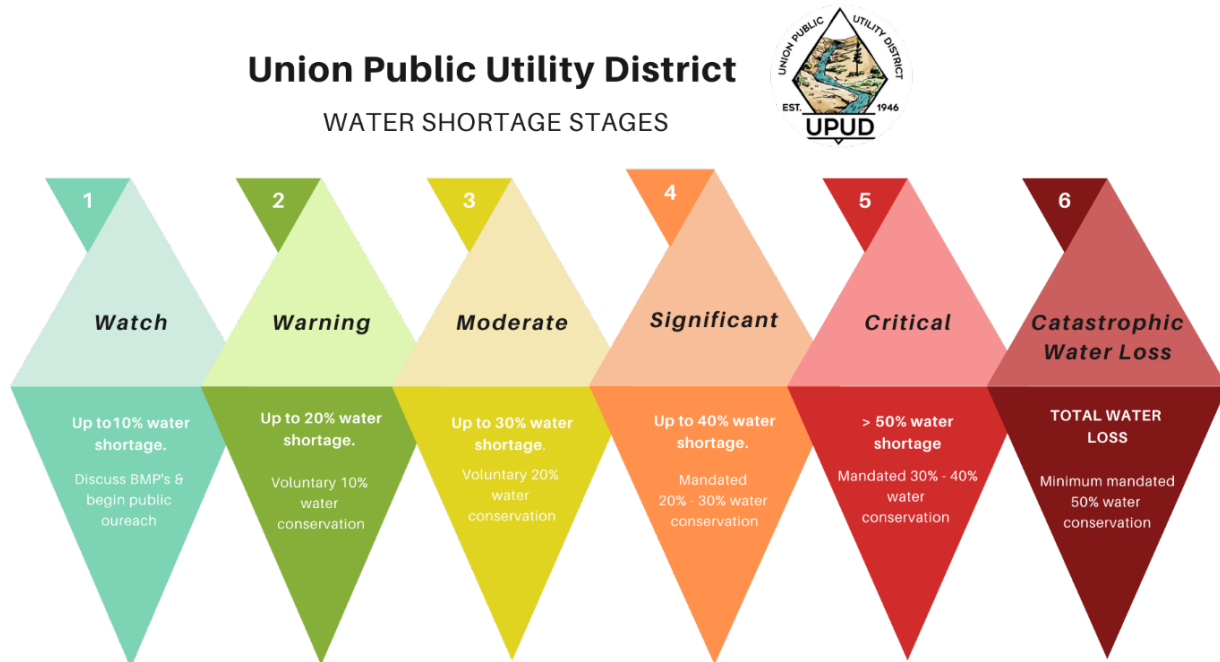
UPUD prohibits water waste at all times and maintains ongoing prohibitions which are always in place, regardless of the District's water supply availability, or local, regional, or state-wide hydrologic conditions.

These restrictions are designed to decrease baseline water use and encourage responsible use of water supplies. In addition, the District implements a public information campaign and discourages wasteful water practices. In addition to public engagement and outreach, the following list identifies on-going restrictions and prohibitions:

- Any use of water that results in excessive water runoff from the property or gutter flooding.
- All irrigation systems must be inspected, leaks repaired, and spray heads adjusted to provide optimum coverage and eliminate avoidable overspray.
- All hoses must be equipped with an automatic shutoff device.
- All new water connections are prohibited from having single pass cooling systems.
- All new conveyor car wash and commercial laundry systems are prohibited from having non-recirculating washing systems.
- Pool covers are required for all new outdoor swimming pools.
- Once notified by the District, leaks should be repaired within a timely manner.
- All pools, spas, fountains, and other water displays must use a recirculation pump and be maintained leak free. Dump and fill maintenance practice for pools is prohibited.
- Recirculating water is required for water fountains and decorative water features.
- Ongoing consumption reduction actions implemented by the District include:
 - Increase public information campaigns and outreach material disbursement.
 - Identifying and repairing transmission and distribution system leaks to reduce water losses.



Section X - Drought Response Triggers

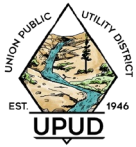


Stage 1 Triggers: WATCH

Requirements for initiation

- **Precipitation Criteria:** Total Water Year accumulated precipitation, as defined by San Joaquin 5-Station Index (SJ Index), indicates levels at or trending 10%+ below long-term averages within current Water Year, and/or
- **Streamflow Criteria:** Flow measurement data for North Fork Stanislaus River at Avery (USGS 11294500) or North Fork Stanislaus River below Diversion Dam (USGS 11293600) (collectively referred to as the “North Fork Gages”) at or trending 10%+ below long-term averages for corresponding time of year within a single Water Year, and/or
- **Stored Water Criteria:** Reservoir storage levels in Lake Alpine, Union Reservoir, or Utica Reservoir (the “Upper Reservoirs”) at or trending 10% lower than normal stored water levels for corresponding time of year, and/or
- **Regulatory Criteria:** Regulatory conditions, including but not limited to water rights curtailments, in-stream flow restrictions, or other externally imposed conditions (e.g., constraints impacting UWPA and/or North Fork Stanislaus Hydroelectric Project facilities’ operations) which have potential to limit water supplies available to UPUD up to 10% within a given Water Year.

Requirements for termination



Union Public Utility District
Water Shortage Contingency Plan

Stage 1 of the WSCP may be rescinded when most or all the conditions listed as triggering events have ceased to exist.

Stage 2 Triggers: WARNING

Requirements for initiation

- Precipitation Criteria and/or Streamflow Criteria conditions persist for second straight Water Year (as described in Stage 1 Trigger: Watch).
- Storage levels in Upper Reservoirs at or trending 20% lower than normal levels for corresponding time of year (as described in Stage 1 Trigger: Watch).
- Regulatory Criteria requires more stringent responses by UPUD for supply limitations up to 20% within a given Water Year.

Requirements for termination

Stage 2 of the WSCP may be rescinded when most or all of the conditions listed as triggering events have ceased. Upon termination of Stage 2, Stage 1 becomes operative.

Stage 3 Triggers: MODERATE

Requirements for initiation

- The State Water Resources Control Board or a Governor's executive order mandates large urban water systems to implement water conservation measures. Or,
- Storage levels in Upper Reservoirs at or trending 30% lower than normal levels for corresponding time of year.
- Regulatory Criteria requires more stringent responses by UPUD for supply limitations up to 30% within a given Water Year

Requirements for termination

Stage 3 of the Plan may be rescinded when all the conditions listed as triggering events have ceased or mandates have been lifted. Upon termination of Stage 3, Stage 2 becomes operative.

Stage 4 Triggers: SIGNIFICANT

Requirements for initiation

- The State Water Resources Control Board has mandated small water systems to implement water conservation measures. Or,
 - Storage levels in Upper Reservoirs at or trending 40% lower than normal levels for corresponding time of year.
 - Regulatory Criteria requires more stringent responses by UPUD for supply limitations up to 40% within a given Water Year.

Requirements for termination

Stage 4 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased and or mandates have been lifted. Upon termination of Stage 4, Stage 3 becomes operative.



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Stage 5 Triggers: CRITICAL

Requirements for initiation

- Storage levels in Upper Reservoirs are too low for gravity outflow operations to continue and pumps need to be used to pull water out of the reservoir. Or,
 - Storage levels in Upper Reservoirs at or trending 50% lower than normal levels for corresponding time of year.
 - Regulatory Criteria requires more stringent responses by UPUD for supply limitations up to 50% within a given Water Year.

Requirements for termination

Stage 5 of the WSCP may be rescinded when all of the conditions listed as triggering events have ceased. Upon termination of Stage 5, Stage 4 becomes operative.

Stage 6 Triggers: CATASTROPHIC

Requirements for initiation

- Raw water cannot be delivered to the UPUD Water Treatment Plant due to flume failure, dam failure, or contamination of the water source.

Requirements for termination

Stage 6 of the WSCP may be rescinded when all the conditions listed as triggering events have ceased. Upon termination of Stage 6, Stage 5 becomes operative.

Section XI: Drought Response Stages

The General Manager, or their designee, will monitor water supply and demand conditions daily. In addition, in accordance with the triggering criteria set forth in Section X of this Plan, they will determine if a water shortage condition exists. The severity of any such water shortage conditions (*e.g., 1-Watch, 2-Warning, 3-Moderate, 4-Significant, 5-Critical, 6-Catastrophic Water Loss*), and shall implement the following notification procedures accordingly:

Notification

Notification of the Public:

The General Manager, or their designee, will notify the public by means of:

- Press release
- Social media posts
- Direct mail to each customer
- Signage at UPUD's main office
- Notification on UPUD's website



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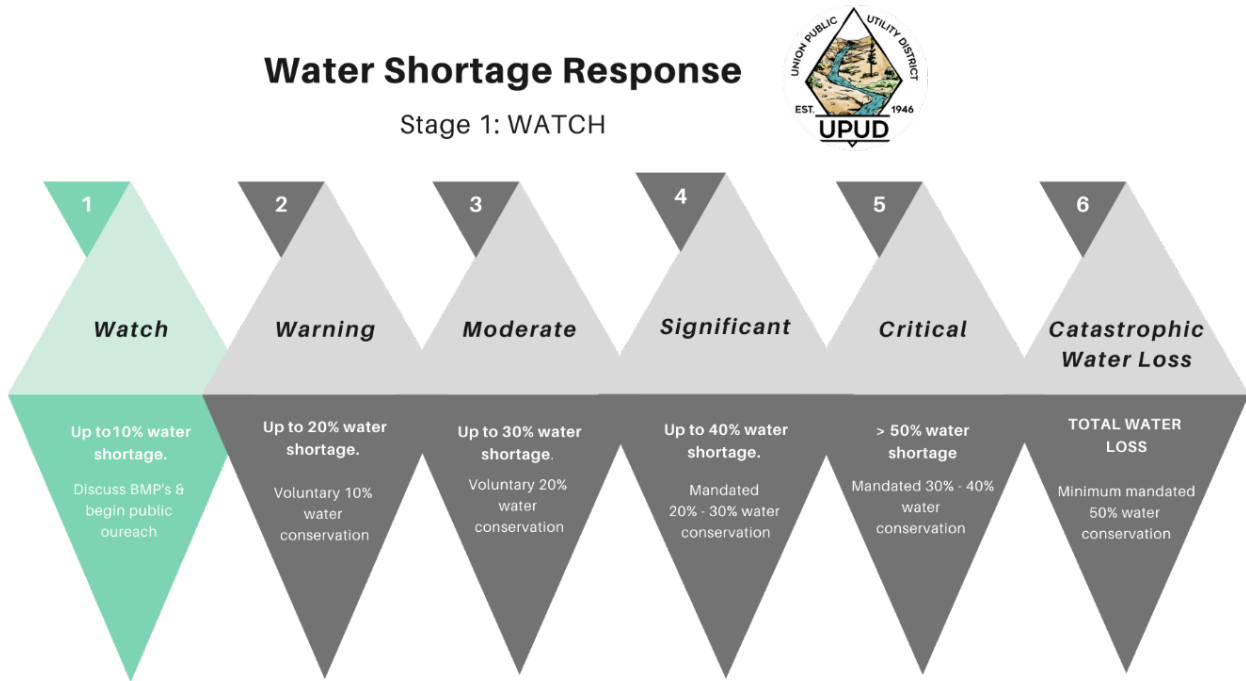
Additional Notification:

The General Manager, or their designee, will notify directly, or cause to be notified directly, the following individuals and entities:

- State Water Resources Control Board or County LPA (Environmental Health Dept)
- UPUD Board of Directors
- Fire Chief(s)
- Major (high usage) and critical (emergency response) water users
- Utica Water & Power Authority



Water Shortage Stage 1 (Watch)

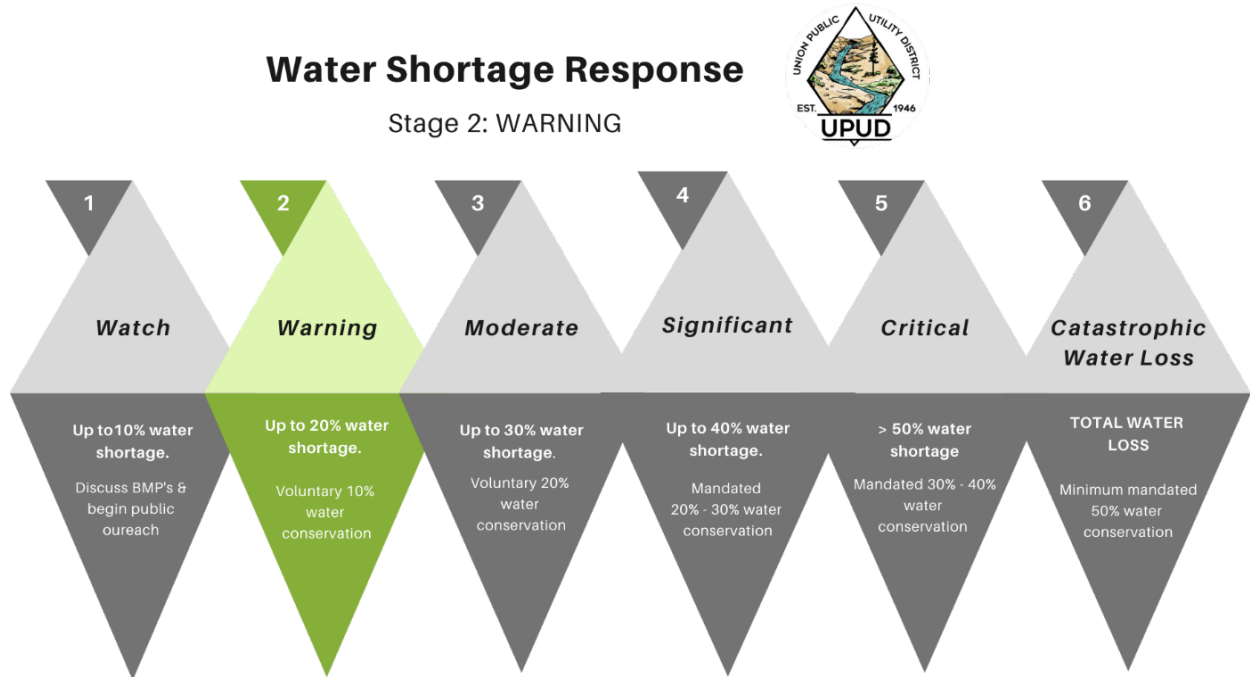


Target: Initiate Public Outreach & Implement BMP's

- Discuss water conservation best management practices for UPUD staff to implement throughout District operations.
- Conduct public outreach to educate the community about water use efficiency and the long-term effects of drought.
- Staff will conduct community outreach to encourage the following water conservation measures:
 - Irrigation watering should be avoided during the hottest portion of the day, when evapotranspiration (ET_o) rates are highest.
 - Customers should take responsive action to establish appropriate run-times for landscape irrigation to eliminate water runoff extending beyond their properties.
 - Use of water for cleaning driveways, walkways, parking lots, and streets is discouraged, except to alleviate immediate safety or sanitation hazards.
 - District will initiate coordination and engagement with other water suppliers in-County and provide info from coordinated water use efficiency programs (e.g., restart Calaveras Conserves Program).



Water Shortage Stage 2 (Warning)

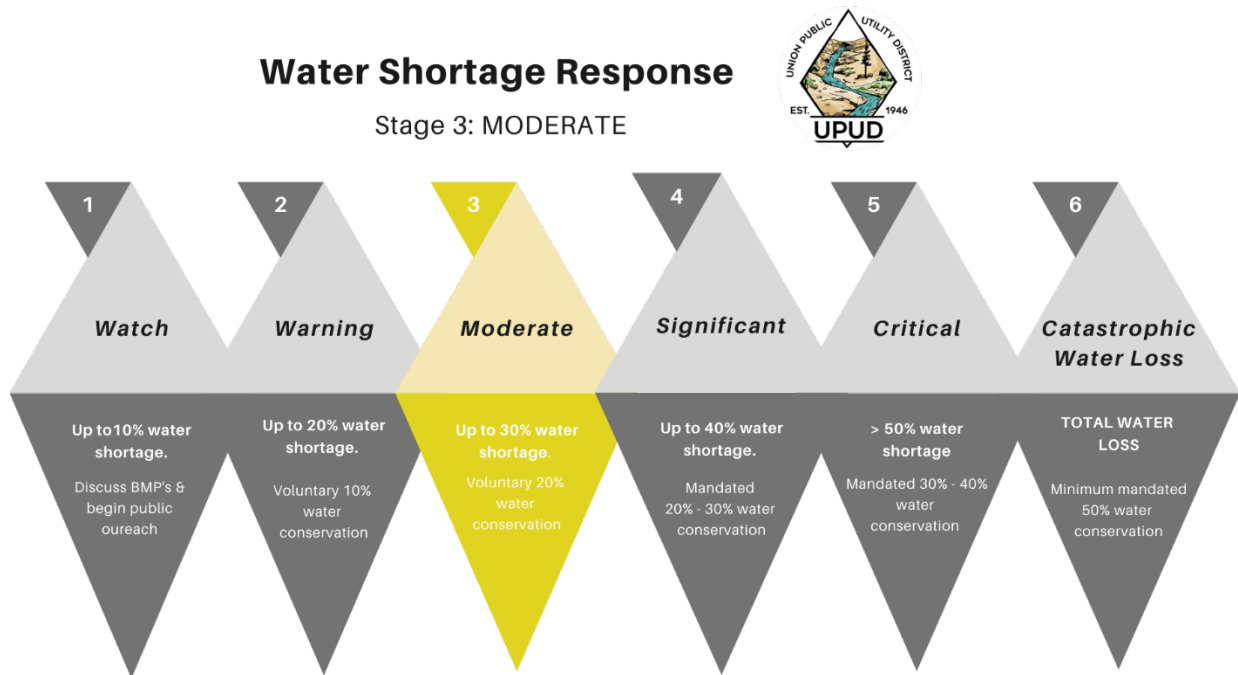


Target: Achieve up to 10% reduction in total water use through voluntary conservation.

- Implement water conservation best management practices for UPUD daily operations.
- Continue public outreach to educate the community about water use efficiency and the long-term effects of drought.
- Staff will conduct community outreach to encourage the following water conservation measures:
 - Customers must repair controllable water leaks, correct overspray, and cease excessive landscape watering.
 - Customers must take actions to establish appropriate run-times for irrigation to eliminate excessive water runoff extending beyond the customer property.
 - Use of water for cleaning driveways, walkways, parking lots, and streets is prohibited, except to alleviate immediate safety or sanitation hazards.
 - Expand the public information campaign to encourage conservation through public outreach (local media, social media, billing statements, direct mailings, town hall meetings).



Water Shortage Stage 3 (Moderate)



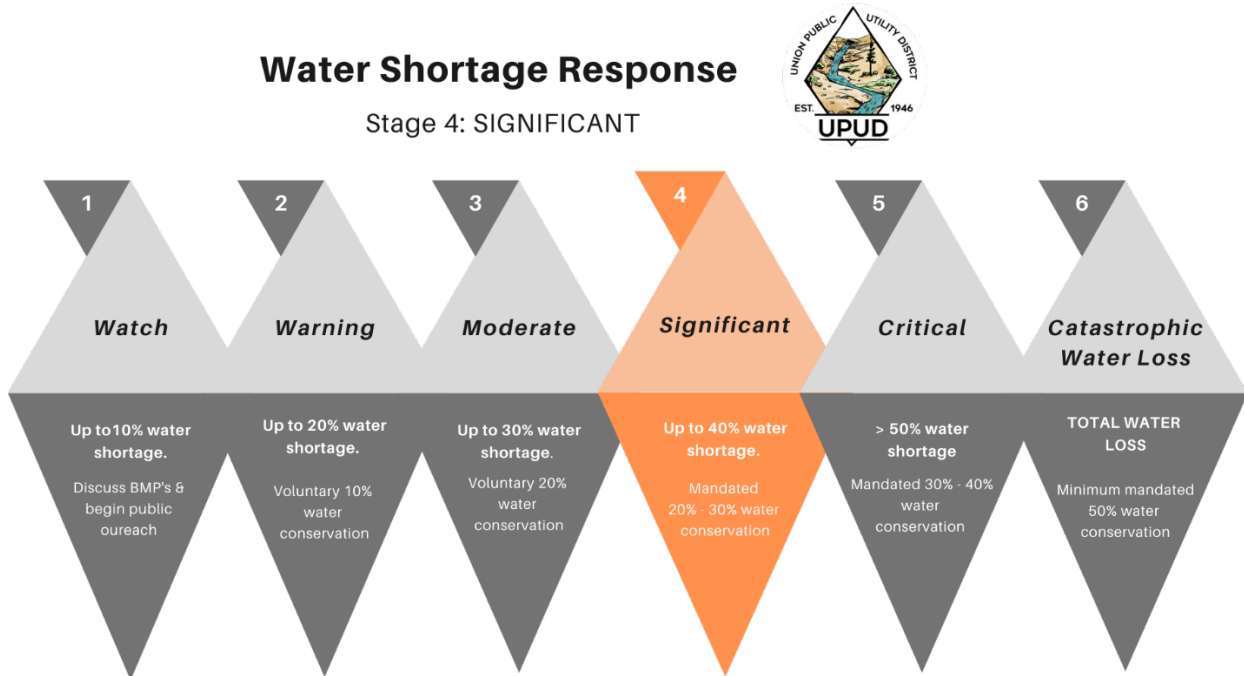
Target: Achieve up to 20% reduction in total water use through voluntary conservation.

All requirements of Stage 2 shall remain in effect during Stage 3 with the addition of:

- All leaks, breaks, or other malfunctions must be repaired within 72 hours of being notified by the District.
- Use of potable water for construction or dust control is prohibited, except if recycled or raw water is reasonably available.
- Dining establishments may only serve water upon request.
- At Shortage Stage 3, the District is anticipated to implement the following consumption reduction actions:
 - Expand the public information campaign to encourage conservation through public outreach (as previously described).



Water Shortage Stage 4 (Significant)



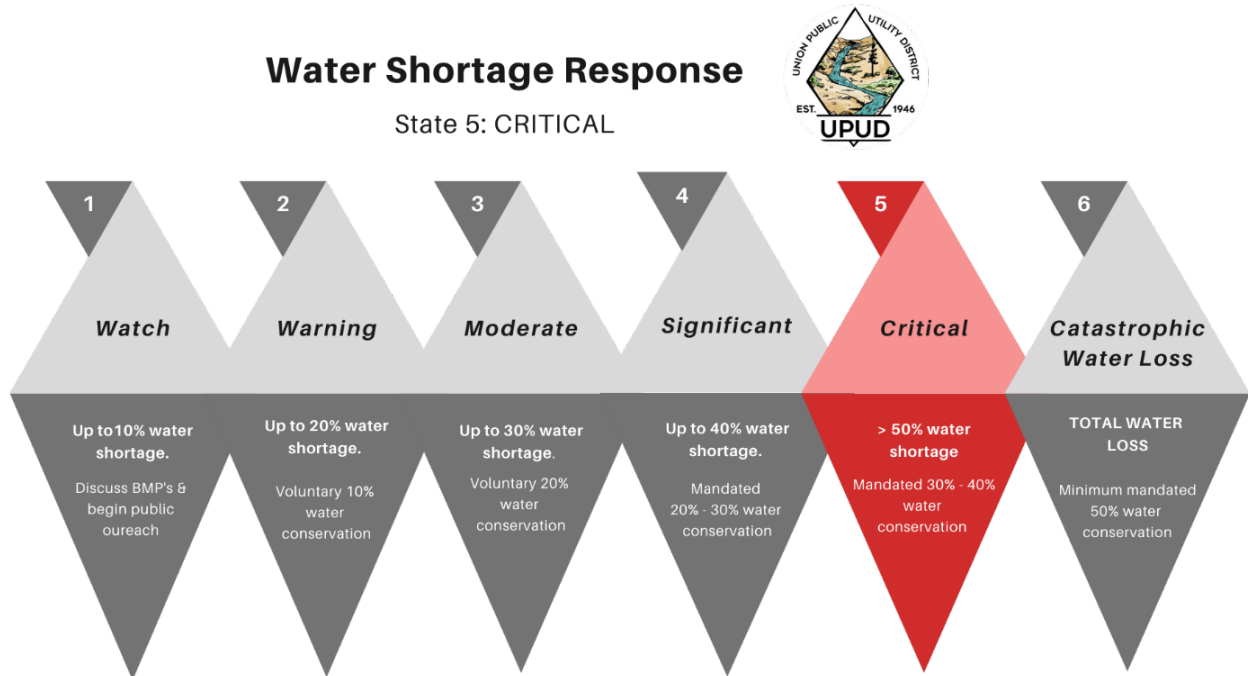
Target: Mandated 20% - 30% water conservation.

All requirements of Stage 3 shall remain in effect during Stage 4 with the addition of:

- Landscape irrigation will be limited to three days per week.
- Local fire departments will be asked to limit training exercises that use potable water and cease hydrant testing.
- Filling of new or existing pools is prohibited.
- Irrigation restrictions are implemented to limit the allowable frequency of irrigation to a maximum of three days per week and based on the following schedule:
 - Premises having odd-numbered street addresses irrigate only on Wednesdays, Fridays and Sundays.
 - Premises having even-numbered street addresses irrigate only on Tuesdays, Thursdays, and Saturdays.
- No watering will be allowed by any addresses on Mondays.
- Operation of water displays or features such as decorative water fountains and recreational ponds is prohibited.
- At Shortage Stage 4, the District is anticipated to implement the following consumption reduction actions:
 - Expand the public information campaign to encourage conservation through public outreach (as previously described).
 - Discontinue non-essential flushing of mains and hydrants.



Water Shortage Stage 5 (Critical)



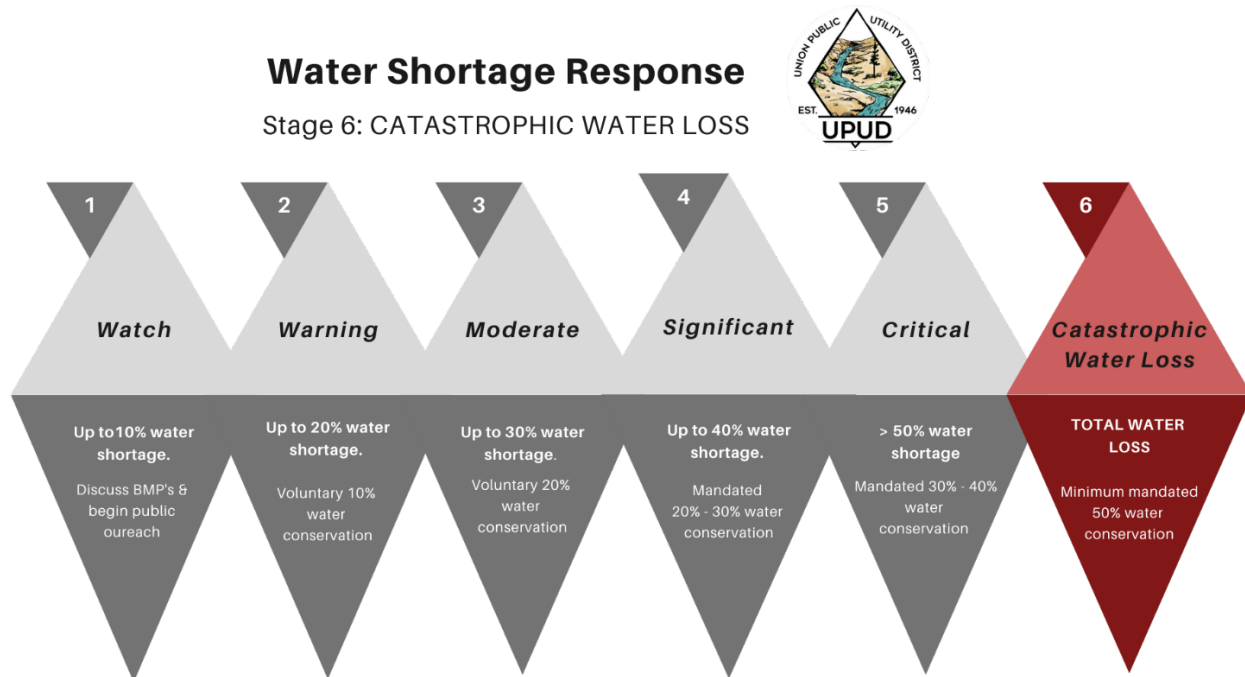
Target: Mandated 30% - 40% water conservation.

All requirements of Stage 4 shall remain in effect during Stage 5 with the addition of:

- Irrigation restrictions are implemented to limit the allowable frequency of irrigation to a maximum of one day per week and based on the following schedule:
 - Premises having odd-numbered street addresses irrigate only on Sundays.
 - Premises having even-numbered street addresses irrigate only on Saturdays.
- No watering will be allowed at any addresses on Monday through Friday.
- New water service applications will be granted only on the condition that water shall be used exclusively for interior purposes and landscaping shall be delayed until the District determines that Stage 5 rationing levels are no longer needed.
- At Level 5, the District is anticipated to implement the following consumption reduction actions:
 - Expand the public information campaign to encourage conservation through public outreach (as previously described).
 - Discontinue line flushing.



Water Shortage Stage 6 (Catastrophic Water Loss)



Target: Achieve a minimum 50% reduction in total water use

All requirements of Stage 5 shall remain in effect during Stage 6 except:

- Irrigation or watering landscape is prohibited.
- Determine if water supply is adequate for drinking and sanitation needs and implement water hauling or other potable water delivery as possible.
- Work with the Department of Water Resources on possible alternative water sources.

All remaining requirements of Stage 5 shall remain in effect during Stage 6 with the addition of:

- Outdoor watering by hose or irrigation system will be prohibited.
- At Shortage Stage 6, the District is anticipated to implement the following consumption reduction actions:
 - Expand the public information campaign to encourage conservation through public outreach (local media, social media, billing statements, direct mailings, town hall meetings).
 - Discontinue line flushing.
- Shortage Stage 6 demand reductions of 50 percent+ from normal year demand levels would be required by UPUD, along with additional voluntary reductions to deal with the emergency conditions.



Section XII: Enforcement

- (a) No person shall knowingly or intentionally allow the use of water from UPUD for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this WSCP, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by the General Manager, or their designee, in accordance with provisions of this WSCP.
- (b) Each day that one or more of the provisions in this WSCP is violated shall constitute a separate offense. If a person is in repeated violation of this WSCP, the General Manager shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a re-connection charge, and any other costs incurred by the UPUD in discontinuing service.
- (c) Any person, including a person classified as a water customer of UPUD, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a rebuttable presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that they did not commit the violation.



Section XIII: Variances

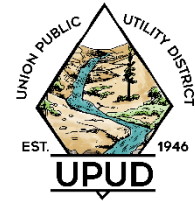
The General Manager, or their designee, may, in writing, grant temporary variance for existing water uses otherwise prohibited under this WSCP if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such variance and if one or more of the following conditions are met:

- (a) Compliance with this WSCP cannot be technically accomplished during the duration of the water supply shortage or other condition for which the WSCP is in effect.
- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

Persons requesting an exemption from the provisions of this Ordinance shall file a petition for variance with UPUD within 5 days after the WSCP or a particular drought response stage has been invoked. All petitions for variances shall be reviewed by the General Manager, or their designee, and shall include the following:

- (a) Name and address of the petitioner(s).
- (b) Purpose of water use.
- (c) Specific provision(s) of the WSCP from which the petitioner is requesting relief.
- (d) Detailed statement as to how the specific provision of the WSCP adversely affects the petitioner or what damage or harm will occur to the petitioner or others if petitioner complies with this Ordinance.
- (e) Description of the relief requested.
- (f) Period of time for which the variance is sought.
- (g) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this WSCP and the compliance date.
- (h) Other pertinent information.

Agenda Item



DATE: June 21, 2023

TO: UPUD Board of Directors

FROM: Jessica Self, General Manager

SUBJECT: Discussion/Action Adopting Fiscal Year 2024 Annual Budget and Cost of Living Adjustments

RECOMMENDED ACTION:

Motion: _____ / _____ adopting Resolution No. 2023-011 UPUD's Fiscal Year 2024 Annual Budget.

Motion: _____ / _____ adopting Resolution No. 2023-012 3% COLA applied to the UPUD salary schedule each year for five years, starting July 1, 2023.

SUMMARY:

UPUD's mission and values to maintain fiscal responsibility while providing safe and reliable water service to the community has guided the development of the fiscal year 2024 budget. UPUD staff and the finance committee have provided input to assure all needs of the District will be met over the next year. In addition, staff is recommending a cost-of-living increase to offset rising inflation and keep salaries competitive among neighboring water agencies.

BUDGET OVERVIEW:

Revenues: UPUD has two revenue categories:

Operating: Consists of water sales, including Domestic, Irrigation and Utica conveyance fees, as well as other water related fees such as penalties. Total water sales revenue is estimated to be \$2,070,073, which will increase almost \$100,000 from last fiscal year due to the second round of rate increases that will occur on January 1, 2024. In addition, UPUD is estimating about \$70,000 in connection fees, and \$19,000 in other water related revenues.

Total operating revenue is estimated at **\$2,160,073** for Fiscal Year 2024.

Non-Operating: Consists of all other revenue that is not received through operation rates and fees. This includes property taxes, interest earned from reserve accounts and

grant funding. The largest revenue contributor for this fiscal year will be grant funds at an estimated \$1.65 million, which will fund the costs for UPUD's backwash project identified in the CIP.

The total non-operating revenue is estimated at **\$2,190,200** for fiscal year 2024.

Total projected revenue is \$4,350,273 for fiscal year 2024.

Expenditures: UPUD expenditures are allocated across departments.

Treatment: The proposed budget for treatment will increase due to the planned backwash project that is fully funded through a grant at an estimated \$1.65 million. In addition to the backwash grant, there is \$60,000 allocated to CIP/Equipment Purchases for upgrades to the Treatment Plant. All other line items remained the same or were adjusted based on projected inflation and cost of living.

Total Treatment expenses are budgeted at **\$2,116,301**.

Distribution: The proposed budget for Distribution department will increase due to the planned Monge Ranch Bridge Utility Relocation project administered by Calaveras County. This project is budgeted at \$275,000. The cost of the Monge Bridge Project will be paid for through UPUD's Reserve Fund account. In addition to the Monge Ranch Bridge project, there is \$75,00 allocated to CIP/Equipment Purchases for upgrades to the Distribution system as well as purchasing a new vehicle to replace the UPUD vehicle that was totaled earlier this year. All other line items remained the same or were adjusted based on projected inflation and cost of living.

Total Treatment expenses are budgeted at **\$1,022,865**.

Administration: The proposed budget for Administration department will decrease this year due to the cost of installing a new server and Springbrook Utility Billing and Finance software that was implemented in Fiscal Year 2023. All other line items remained the same or were adjusted based on projected inflation and cost of living.

Total Administration expenses are budgeted at **\$841,108**.

COST OF LIVING ALLOCATION:

Inflation has increased at a rate of 7.3% in 2023. In order to keep up with rising costs, it is imperative to provide cost of living adjustments (COLA) for staff. This allows for an employee's salary or wage to be adjusted so that their spending power is consistent with inflation and other economic factors. COLAs maintain an employee's ability to afford the same goods and services over time, ensuring that their pay does not lose value as prices increase.

The General Manager is recommending a 3% COLA to the UPUD salary schedule, every year for five years, starting July 1, 2023. This allows for a more stable, and long-term solution to the

ever-fluctuating inflation rates. In turn, UPUD will be able to better prepare and budget for upcoming salary increases, while staff will know what to expect for the next fiscal year.

It is also recommended that if needed, based on the District's financial state, or drastic changes in inflation, the Board will be able to freeze or alter the COLAs at the time of budget approval for the upcoming fiscal year.

Attachments: *Proposed FY24 Budget*
 Resolution No. 2023-011 Adopting UPUDs FY24 Budget Proposed
 five-year salary schedule
 Resolution No. 2023-012 Approval of Five Year Salary Schedule

Account Number	Description	FY22 Budget	FY23 Budget	FY23 Forecast	
				Actuals	FY24 Proposed
INCOME CONTINGENCIES		\$0	\$0	\$0	-\$0
REVENUES		\$2,327,250	\$4,742,172	\$2,505,105	\$4,350,273
01	Operating Revenues	\$2,164,000	\$2,409,000	\$2,092,663	\$2,160,073
01	Water Sales:	\$2,065,000	\$2,231,000	\$1,994,663	\$2,090,073
01-4100/4105	Domestic & Irrigation	\$2,027,000	\$2,200,000	\$1,962,163	\$2,070,073
01-4100	Domestic		\$2,010,000	\$1,830,000	\$1,583,114
01-4105	Irrigation		\$190,000	\$132,000	\$116,796
01-4106	Utica Conveyance Fees				\$370,000
01-4107	Utica Irrigation Water Sales	\$0	\$0	\$163	\$163
01-4120/4160	Other Water Related	\$35,000	\$30,000	\$31,500	\$19,000
01-4120	Hydrant meters		\$15,000	\$2,000	\$2,000
01-4160	Penalties		\$2,500	\$22,500	\$10,000
01-4180	Other - Water related		\$12,500	\$7,000	\$7,000
01-4189	Meter Reset Fees	\$3,000	\$1,000	\$1,000	\$1,000
01	Connection Fees:	\$99,000	\$98,000	\$98,000	\$70,000
01-4190	Domestic	\$84,000	\$98,000	\$98,000	\$70,000
01-4190	Irrigation	\$15,000	\$0	\$0	\$0
01	Non-Operating Revenues	\$163,250	\$2,333,172	\$412,442	\$2,190,200
01-4181	Sale of Assets	\$0	\$0	\$0	
	Non-Oper Income				
01-4195	(CV Autogate (offsets exp in 01-03-6220))	\$1,500	\$7,100	\$7,100	\$1,500
01-4200	Interest Earned (LAIF & Bank Accts)	\$35,000	\$11,000	\$57,000	\$70,000
01-4300	Taxes	\$123,000	\$155,000	\$145,000	\$165,000
01-4420	Insurance Refunds	\$0	\$0	\$11,142	\$0
01-4440	Garage Rentals	\$1,200	\$1,200	\$1,200	\$1,200
01-4441	NCPA Facilities Use Agreement	\$2,500	\$2,500	\$2,500	\$2,500
01-4450	Forest Meadows-Div.Wtr	\$50	\$0	\$0	\$0
01-4460	Grant Income		\$1,377,000	\$38,500	\$1,650,000
01-4470	Loan Proceeds	\$0	\$0	\$0	\$0
00-1405	Transfer from LAIF Reserve Fund				\$300,000
00-1406	Transfer from LAIF Cap Imprv Reserves	\$0	\$779,372	\$150,000	
EXPENSES		\$2,182,613	\$4,742,172	\$2,620,140	\$4,350,273
	Operating Expense	\$2,180,770	\$4,742,172	\$2,620,140	\$4,350,273
02	Water Purchased:	\$41,906	\$490,000	\$490,000	\$370,000
02-6003	Utica Fees	\$41,906	\$490,000	\$490,000	\$370,000
02-6003	UPUD Contribution				\$290,000
00-1407	Utica Reserve				\$80,000
03	Treatment:	\$310,130	\$2,140,217	\$494,417	\$2,116,301
03-6100	Labor	\$75,000	\$83,991	\$83,991	\$84,257
03-6103	Overtime	\$5,000	\$4,256	\$4,256	\$4,500
03-6104	On-Call	\$17,880	\$18,000	\$18,000	\$10,494
03-6105	WT Cert Bonus	\$1,500	\$1,500	\$1,500	\$1,500
03-6107	Temp Labor	\$7,000	\$1,000	\$1,000	\$10,000
03-6108	Covid Bonus	\$1,500	\$0	\$0	\$0
03-6110	FICA/Medicare (6.2%/1.45% Emplr)	\$8,100	\$8,500	\$8,500	\$8,550
03-6200	Repairs & Maintenance	\$5,000	\$5,000	\$5,000	\$5,000
03-6201	Equipment Repairs	\$3,500	\$7,500	\$7,500	\$7,500
03-6202	Supplies	\$45,000	\$75,000	\$85,000	\$75,000
03-6204	Utilities	\$6,500	\$25,000	\$40,000	\$43,000
03-6205	Capital Expenditures/Equipment Purchases	\$7,000	\$1,765,000	\$100,000	\$1,720,000
03-6207	Permits	\$30,000	\$30,000	\$30,000	\$30,000
03-6208	Equipment Rental	\$2,000	\$2,000	\$2,300	\$2,500
03-6209	Uniforms	\$250	\$500	\$500	\$500
03-6212	Water Analysis	\$20,000	\$22,000	\$22,000	\$22,000
03-6214	Other	\$500	\$500	\$500	\$500
03-6215	Equipment Purchase to \$999	\$1,000	\$5,000	\$5,000	\$5,000
03-6216	Education	\$1,000	\$2,000	\$1,000	\$1,500
03-6220	Autogate Expense - Crestview	\$1,600	\$3,000	\$1,000	\$1,500
03-6299	Health Insurance - PEMCHA - Retiree FT	\$0	\$0	\$0	
03-6300	Health Insurance	\$33,000	\$40,135	\$40,135	\$37,000
03-6301	Worker's Comp	\$5,500	\$4,160	\$4,160	\$2,500
	CalPERS Contributions				
03-6400	(Employer & Employee Contributions)	\$18,500	\$20,000	\$20,000	\$20,000
03-6450	Travel & Mileage	\$300	\$500	\$500	\$500
03-6500	Telephone	\$4,000	\$6,675	\$3,500	\$3,500
03-6801	Professional Services - Engineer	\$0		\$0	\$10,000

03-6804	Professional Services - Other	\$9,500	\$9,000	\$9,075	\$9,500
04	Transmission & Distribution:	\$565,220	\$1,327,855	\$752,073	\$1,022,865
04-6100	Labor	\$215,000	\$243,833	\$243,833	\$252,771
04-6103	Overtime	\$6,700	\$3,000	\$8,000	\$8,500
04-6104	On-Call	\$10,920	\$11,000	\$11,500	\$10,494
04-6105	TD Cert Bonus	\$500	\$1,000	\$1,000	\$1,000
04-6107	Temp Labor	\$2,000	\$50,000	\$1,000	\$30,000
04-6110	FICA/Medicare (6.2%/1.45% Emplr)	\$18,000	\$24,000	\$24,000	\$24,000
04-6200	Repairs & Maintenance	\$2,000	\$5,000	\$2,000	\$5,000
04-6201	Equipment Repairs	\$7,500	\$7,500	\$7,500	\$7,500
04-6202	Supplies	\$20,000	\$30,000	\$30,000	\$30,000
04-6204	Utilities	\$5,000	\$4,000	\$5,800	\$5,800
04-6205	Capital Expenditures/Equipment Purchases	\$10,000	\$645,000	\$80,000	\$350,000
04-6206	Memberships	\$500	\$4,500	\$4,500	\$4,500
04-6207	Permits	\$250	\$500	\$140	\$500
04-6208	Equipment Rental	\$2,000	\$2,000	\$2,000	\$2,500
04-6209	Uniforms	\$750	\$2,000	\$2,000	\$2,000
04-6211	Gas, Oil & Fuel	\$15,000	\$24,000	\$24,000	\$24,000
04-6214	Other	\$200		\$0	\$0
04-6215	Equipment (to \$999)	\$1,250	\$3,000	\$3,000	\$3,000
04-6216	Education & Training	\$1,000	\$5,000	\$5,000	\$5,000
04-6300	Health Insurance	\$82,000	\$109,222	\$146,000	\$109,000
04-6301	Worker's Comp	\$17,000	\$10,500	\$10,500	\$7,000
04-6303	Unemployment	\$0			\$0
	CalPERS Contributions				
04-6400	(Employer & Employee Contributions)	\$48,000	\$48,000	\$48,000	\$57,500
04-6450	Travel & Mileage	\$150	\$300	\$300	\$300
04-6500	Telephone	\$6,500	\$9,500	\$5,000	\$5,500
04-6801	Professional Services - Engineer	\$75,000	\$65,000	\$65,000	\$65,000
04-6804	Professional Services - Other	\$18,000	\$20,000	\$22,000	\$12,000
05	Customer Service:	\$168,750	\$0	\$0	\$0
05-6100	Labor	\$105,000			
05-6103	Overtime	\$2,000			
05-6107	Temp Labor/PT	\$0			
05-6110	FICA/Medicare (6.2%/1.45% Emplr)	\$8,500			
05-6300	Health Insurance	\$27,500			
05-6301	Worker's Comp	\$750			
05-6303	Unemployment	\$6,000			
	CalPERS Contributions				
05-6400	(Employer & Employee Contributions)	\$19,000			
05-6600	Computer Maintenance Fees	\$0			
06	Administration & General:	\$1,094,764	\$784,100	\$883,650	\$841,108
06-6100	Labor	\$78,000	\$295,000	\$295,000	\$339,080
06-6103	Overtime	\$6,000	\$4,500	\$4,500	\$4,770
06-6110	FICA/Medicare	\$8,000	\$24,000	\$24,000	\$27,000
06-6200	Repairs & Maintenance	\$1,000	\$5,000	\$5,000	\$5,000
06-6201	Equipment Repairs	\$300	\$500	\$500	\$500
06-6202	Office & Billing Supplies	\$10,000	\$5,000	\$5,000	\$5,000
06-6203	Copier Expense	\$5,000	\$3,700	\$3,700	\$3,700
06-6204	Utilities	\$3,500	\$2,500	\$2,500	\$4,500
06-6205	Capital Expenditures/Equipment Purchases	\$40,000	\$25,000	\$65,000	\$10,000
06-6206	Memberships	\$3,000	\$7,000	\$19,000	\$22,000
06-6207	Permits & Fees	\$1,500	\$300	\$200	\$200
06-6208	Equipment Rental	\$0			
06-6209	Uniforms			\$0	\$500
06-6210	Postage	\$10,000	\$8,500	\$8,500	\$8,500
06-6213	Banking Fees	\$15,000	\$18,000	\$18,000	\$18,000
06-6214	other	\$500		\$0	\$0
06-6215	Equipment (to \$999)	\$2,000	\$5,000	\$2,500	\$5,000
06-6216	Education & Training	\$2,000	\$7,000	\$6,000	\$6,000
06-6300	Health Insurance	\$26,000	\$80,600	\$83,000	\$64,000
06-6301	Worker's Comp	\$675	\$500	\$6,250	\$8,000
06-6302	General Insurance	\$25,000	\$25,000	\$25,000	\$25,000
06-6303	Unemployment	\$0	\$0	\$0	\$0
	CalPERS Contributions				
06-6400	(Employer & Employee Contributions)	\$20,000	\$32,000	\$47,500	\$75,000
06-6450	Travel & Mileage	\$1,000	\$3,000	\$1,300	\$3,000
06-6500	Telephone	\$4,000	\$6,000	\$3,500	\$3,500
06-6801	Professional Services - Engineer	\$0	\$0	\$0	\$0
06-6802	Professional Services - Legal	\$3,000	\$17,000	\$30,000	\$30,000
06-6803	Professional Services - Accounting	\$10,000	\$9,000	\$9,700	\$10,400
06-6804	Professional Services - Other	\$25,000	\$50,000	\$50,000	\$17,458

06-6805	Professional Services - IT	\$0	\$0	\$18,000	\$25,000
06-6806	Professional Services - Software				\$35,000
06-6810	Communicatons				\$5,000
06-6850	Election Expense	\$1,000			\$0
06-6860	UWPA Contribution	\$405,000			\$0
06-6900	Bad Debts	\$0	\$0		\$0
06-6901	Contingencies	\$388,289	\$150,000	\$150,000	\$80,000
Non-Operating Expenses:		\$1,843	\$0	\$0	\$0
Liability - Debt Svs		\$0	\$0	\$0	\$0
00-2500	SRLF Loan	\$0	\$0	\$0	
00-2550	Davis Grunsky Loan	\$0	\$0	\$0	
00-2400	All Points Loan/First Security Bnk	\$0	\$0	\$0	
00-2600	West America Loan	\$0	\$0	\$0	
Admin - Debt Svs Interest		\$1,843	\$0	\$0	\$0
06-7102	Int Expense - SRLF	\$1,843	\$0	\$0	
06-7103	Int Expense - All Points/First Security Bnk	\$0	\$0	\$0	
06-7104	Int Expense - West America	\$0	\$0	\$0	
06-7105	Int Expense - Davis Grunsky	\$0	\$0	\$0	

**UNION PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS**

RESOLUTION 2023-0011

ADOPTION OF THE FISCAL YEAR 24 ANNUAL BUDGET

WHEREAS, the Union Public Utility District (UPUD) Board of Directors held a public meeting on June 21, 2023, regarding the 2024 Fiscal Year Budget; and

WHEREAS, at that time all persons, including members of the public, were given an opportunity to comment on the proposed Fiscal Year 2024 budget; and

WHEREAS, the Board has deliberated on comments received on the Budget and reviewed the Budget documents prepared and presented by staff; and

BE IT FURTHER RESOLVED, that the Board of Directors of Union Public Utility District hereby approves and adopts the attached Fiscal Year 2024 Budget as the official budget for the Union Public Utility District beginning July 1, 2023, and ending June 30, 2024.

PASSED, APPROVED, AND ADOPTED this 21st day of June, 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 21st day of June 2023.

Elaine M Urruty
Clerk to the Union Public Utility District Board

Position	Pay Range	Step A Monthly	Step A Hourly	Step B Monthly	Step B Hourly	Step C Monthly	Step C Hourly	Step D Monthly	Step D Hourly	Step E Monthly	Step E Hourly
UPUD Salary Schedule (10/2022)											
Customer Service Representative I	12	\$3,861.87	\$22.28	\$4,054.96	\$23.39	\$4,257.71	\$24.56	\$4,470.59	\$25.79	\$4,694.12	\$27.08
Customer Service Representative II	14	\$4,267.47	\$24.62	\$4,480.84	\$25.85	\$4,704.88	\$27.14	\$4,940.13	\$28.50	\$5,187.13	\$29.93
Customer Service Representative III	22	\$4,952.13	\$28.57	\$5,199.74	\$30.00	\$5,459.73	\$31.50	\$5,732.71	\$33.07	\$6,019.35	\$34.73
Administrative Analyst	18	\$4,524.00	\$26.10	\$4,750.20	\$27.41	\$4,987.71	\$28.78	\$5,237.10	\$30.21	\$5,498.95	\$31.72
Clerk of the Board/Administrative Assistant	26	\$5,373.33	\$31.00	\$5,642.00	\$32.55	\$5,924.10	\$34.18	\$6,220.31	\$35.89	\$6,531.32	\$37.68
Water Distribution/Treatment Trainee	10	\$3,856.67	\$22.25	\$4,049.50	\$23.36	\$4,251.98	\$24.53	\$4,464.57	\$25.76	\$4,687.80	\$27.05
Water Distribution/Treatment Operator I	16	\$4,324.32	\$24.95	\$4,540.54	\$26.20	\$4,767.56	\$27.51	\$5,005.94	\$28.88	\$5,256.24	\$30.32
Water Distribution/Treatment Operator II	20	\$4,792.06	\$27.65	\$5,031.66	\$29.03	\$5,283.25	\$30.48	\$5,547.41	\$32.00	\$5,824.78	\$33.60
Water Distribution/Treatment Operator III	24	\$5,338.06	\$30.80	\$5,604.96	\$32.34	\$5,885.21	\$33.95	\$6,179.47	\$35.65	\$6,488.45	\$37.43
Chief Treatment Operator	28	\$5,914.13	\$34.12	\$6,209.84	\$35.83	\$6,520.33	\$37.62	\$6,846.35	\$39.50	\$7,188.67	\$41.47
Operations Manager	30	\$7,713.33	\$44.50	\$8,099.00	\$46.73	\$8,503.95	\$49.06	\$8,929.15	\$51.51	\$9,375.60	\$54.09
General Manager	BOARD										

UPUD Salary Schedule (7/1/2023) 3% COLA											
Customer Service Representative I	12	\$3,977.73	\$22.95	\$4,176.61	\$24.09	\$4,385.44	\$25.30	\$4,604.71	\$26.56	\$4,834.94	\$27.89
Customer Service Representative II	14	\$4,395.49	\$25.36	\$4,615.27	\$26.63	\$4,846.03	\$27.95	\$5,088.33	\$29.36	\$5,342.74	\$30.83
Customer Service Representative III	22	\$5,100.69	\$29.43	\$5,355.73	\$30.90	\$5,623.52	\$32.45	\$5,904.69	\$34.06	\$6,199.93	\$35.77
Administrative Analyst	18	\$4,659.72	\$26.88	\$4,892.71	\$28.23	\$5,137.34	\$29.64	\$5,394.21	\$31.12	\$5,663.92	\$32.67
Clerk of the Board/Administrative Assistant	26	\$5,534.53	\$31.93	\$5,811.26	\$33.53	\$6,101.82	\$35.21	\$6,406.92	\$36.97	\$6,727.26	\$38.81
Water Distribution/Treatment Trainee	10	\$3,972.37	\$22.92	\$4,170.99	\$24.06	\$4,379.54	\$25.27	\$4,598.51	\$26.53	\$4,828.43	\$27.86
Water Distribution/Treatment Operator I	16	\$4,454.05	\$25.70	\$4,676.76	\$26.99	\$4,910.59	\$28.34	\$5,156.12	\$29.75	\$5,413.93	\$31.23
Water Distribution/Treatment Operator II	20	\$4,935.82	\$28.48	\$5,182.61	\$29.90	\$5,441.75	\$31.39	\$5,713.83	\$32.96	\$5,999.52	\$34.61
Water Distribution/Treatment Operator III	24	\$5,498.20	\$31.72	\$5,773.11	\$33.31	\$6,061.77	\$34.97	\$6,364.85	\$36.72	\$6,683.10	\$38.55
Chief Treatment Operator	28	\$6,091.55	\$35.14	\$6,396.14	\$36.90	\$6,715.94	\$38.75	\$7,051.74	\$40.69	\$7,404.33	\$42.71
Operations Manager	30	\$7,944.73	\$45.84	\$8,341.97	\$48.13	\$8,759.07	\$50.53	\$9,197.02	\$53.06	\$9,656.87	\$55.71
General Manager	BOARD										

UPUD Salary Schedule (7/1/2024) 3% COLA											
Customer Service Representative I	12	\$4,097.06	\$23.64	\$4,301.91	\$24.81	\$4,517.00	\$26.06	\$4,742.85	\$27.36	\$4,979.99	\$28.73
Customer Service Representative II	14	\$4,527.36	\$26.12	\$4,753.72	\$27.42	\$4,991.41	\$28.79	\$5,240.98	\$30.24	\$5,503.03	\$31.75
Customer Service Representative III	22	\$5,253.71	\$30.31	\$5,516.40	\$31.83	\$5,792.23	\$33.42	\$6,081.83	\$35.08	\$6,385.93	\$36.85
Administrative Analyst	18	\$4,799.51	\$27.69	\$5,039.49	\$29.08	\$5,291.46	\$30.53	\$5,556.04	\$32.05	\$5,833.84	\$33.65
Clerk of the Board/Administrative Assistant	26	\$5,700.57	\$32.89	\$5,985.60	\$34.53	\$6,284.88	\$36.26	\$6,599.13	\$38.08	\$6,929.08	\$39.97
Water Distribution/Treatment Trainee	10	\$4,091.54	\$23.61	\$4,296.11	\$24.78	\$4,510.93	\$26.02	\$4,736.46	\$27.33	\$4,973.29	\$28.70
Water Distribution/Treatment Operator I	16	\$4,587.67	\$26.47	\$4,817.06	\$27.80	\$5,057.90	\$29.19	\$5,310.80	\$30.64	\$5,576.35	\$32.17

Water Distribution/Treatment Operator II	20	\$5,083.90	\$29.33	\$5,338.09	\$30.80	\$5,605.00	\$32.34	\$5,885.25	\$33.95	\$6,179.51	\$35.65
Water Distribution/Treatment Operator III	24	\$5,663.15	\$32.68	\$5,946.30	\$34.31	\$6,243.62	\$36.02	\$6,555.80	\$37.82	\$6,883.60	\$39.71
Chief Treatment Operator	28	\$6,274.30	\$36.20	\$6,588.02	\$38.01	\$6,917.42	\$39.91	\$7,263.29	\$41.91	\$7,626.46	\$44.00
Operations Manager	30	\$8,183.07	\$47.21	\$8,592.23	\$49.58	\$9,021.84	\$52.05	\$9,472.94	\$54.65	\$9,946.57	\$57.38
General Manager	BOARD										

UPUD Salary Schedule (7/1/2025) 3% COLA

Customer Service Representative I	12	\$4,219.97	\$24.35	\$4,430.96	\$25.56	\$4,652.51	\$26.84	\$4,885.13	\$28.18	\$5,129.39	\$29.59
Customer Service Representative II	14	\$4,663.18	\$26.90	\$4,896.33	\$28.25	\$5,141.15	\$29.66	\$5,398.21	\$31.14	\$5,668.12	\$32.71
Customer Service Representative III	22	\$5,411.33	\$31.22	\$5,681.90	\$32.78	\$5,965.99	\$34.42	\$6,264.29	\$36.14	\$6,577.51	\$37.95
Administrative Analyst	18	\$4,943.50	\$28.52	\$5,190.67	\$29.95	\$5,450.21	\$31.45	\$5,722.72	\$33.01	\$6,008.85	\$34.66
Clerk of the Board/Administrative Assistant	26	\$5,871.58	\$33.87	\$6,165.17	\$35.57	\$6,473.42	\$37.35	\$6,797.10	\$39.22	\$7,136.95	\$41.17
Water Distribution/Treatment Trainee	10	\$4,214.29	\$24.31	\$4,425.00	\$25.53	\$4,646.25	\$26.80	\$4,878.56	\$28.15	\$5,122.49	\$29.56
Water Distribution/Treatment Operator I	16	\$4,725.30	\$27.26	\$4,961.57	\$28.63	\$5,209.64	\$30.06	\$5,470.13	\$31.56	\$5,743.64	\$33.13
Water Distribution/Treatment Operator II	20	\$5,236.41	\$30.21	\$5,498.23	\$31.72	\$5,773.15	\$33.31	\$6,061.80	\$34.97	\$6,364.89	\$36.72
Water Distribution/Treatment Operator III	24	\$5,833.04	\$33.66	\$6,124.69	\$35.34	\$6,430.93	\$37.10	\$6,752.47	\$38.96	\$7,090.10	\$40.90
Chief Treatment Operator	28	\$6,462.53	\$37.28	\$6,785.66	\$39.15	\$7,124.94	\$41.11	\$7,481.19	\$43.16	\$7,855.25	\$45.32
Operations Manager	30	\$8,428.56	\$48.63	\$8,850.00	\$51.06	\$9,292.50	\$53.61	\$9,757.12	\$56.29	\$10,244.97	\$59.11
General Manager	BOARD										

UPUD Salary Schedule (7/1/2026) 3% COLA

Customer Service Representative I	12	\$4,346.57	\$25.08	\$4,563.89	\$26.33	\$4,792.09	\$27.64	\$5,031.69	\$29.03	\$5,283.27	\$30.48
Customer Service Representative II	14	\$4,803.08	\$27.71	\$5,043.22	\$29.09	\$5,295.38	\$30.55	\$5,560.16	\$32.08	\$5,838.16	\$33.69
Customer Service Representative III	22	\$5,573.67	\$32.16	\$5,852.35	\$33.77	\$6,144.97	\$35.45	\$6,452.22	\$37.22	\$6,774.83	\$39.09
Administrative Analyst	18	\$5,091.80	\$29.38	\$5,346.39	\$30.85	\$5,613.71	\$32.39	\$5,894.40	\$34.00	\$6,189.12	\$35.70
Clerk of the Board/Administrative Assistant	26	\$6,047.73	\$34.89	\$6,350.12	\$36.64	\$6,667.63	\$38.47	\$7,001.01	\$40.39	\$7,351.06	\$42.41
Water Distribution/Treatment Trainee	10	\$4,340.72	\$25.04	\$4,557.75	\$26.29	\$4,785.64	\$27.61	\$5,024.91	\$28.99	\$5,276.16	\$30.45
Water Distribution/Treatment Operator I	16	\$4,867.06	\$28.08	\$5,110.42	\$29.49	\$5,365.93	\$30.96	\$5,634.23	\$32.50	\$5,915.94	\$34.13
Water Distribution/Treatment Operator II	20	\$5,393.51	\$31.12	\$5,663.18	\$32.67	\$5,946.34	\$34.31	\$6,243.66	\$36.02	\$6,555.84	\$37.82
Water Distribution/Treatment Operator III	24	\$6,008.03	\$34.67	\$6,308.43	\$36.40	\$6,623.86	\$38.21	\$6,955.05	\$40.12	\$7,302.81	\$42.13
Chief Treatment Operator	28	\$6,656.41	\$38.40	\$6,989.23	\$40.33	\$7,338.69	\$42.34	\$7,705.63	\$44.46	\$8,090.91	\$46.67
Operations Manager	30	\$8,681.42	\$50.09	\$9,115.50	\$52.60	\$9,571.27	\$55.22	\$10,049.84	\$57.97	\$10,552.32	\$60.88
General Manager	BOARD										

UPUD Salary Schedule (7/1/2027) 3% COLA

Customer Service Representative I	12	\$4,476.97	\$25.83	\$4,700.81	\$27.12	\$4,935.85	\$28.47	\$5,182.64	\$29.90	\$5,441.77	\$31.39
Customer Service Representative II	14	\$4,947.17	\$28.54	\$5,194.52	\$29.97	\$5,454.25	\$31.46	\$5,726.96	\$33.04	\$6,013.31	\$34.70
Customer Service Representative III	22	\$5,740.88	\$33.12	\$6,027.92	\$34.78	\$6,329.32	\$36.52	\$6,645.78	\$38.34	\$6,978.08	\$40.26

Administrative Analyst	18	\$5,244.56	\$30.26	\$5,506.78	\$31.78	\$5,782.12	\$33.36	\$6,071.23	\$35.02	\$6,374.79	\$36.77
Clerk of the Board/Administrative Assistant	26	\$6,229.16	\$35.94	\$6,540.62	\$37.73	\$6,867.66	\$39.62	\$7,211.04	\$41.61	\$7,571.59	\$43.68
Water Distribution/Treatment Trainee	10	\$4,470.94	\$25.79	\$4,694.48	\$27.08	\$4,929.21	\$28.44	\$5,175.66	\$29.86	\$5,434.45	\$31.36
Water Distribution/Treatment Operator I	16	\$5,013.07	\$28.92	\$5,263.73	\$30.37	\$5,526.91	\$31.89	\$5,803.26	\$33.48	\$6,093.42	\$35.15
Water Distribution/Treatment Operator II	20	\$5,555.31	\$32.05	\$5,833.07	\$33.65	\$6,124.73	\$35.33	\$6,430.97	\$37.10	\$6,752.52	\$38.95
Water Distribution/Treatment Operator III	24	\$6,188.27	\$35.71	\$6,497.68	\$37.49	\$6,822.57	\$39.36	\$7,163.70	\$41.33	\$7,521.89	\$43.39
Chief Treatment Operator	28	\$6,856.10	\$39.55	\$7,198.91	\$41.54	\$7,558.85	\$43.61	\$7,936.80	\$45.79	\$8,333.64	\$48.08
Operations Manager	30	\$8,941.86	\$51.59	\$9,388.96	\$54.17	\$9,858.41	\$56.87	\$10,351.33	\$59.71	\$10,868.89	\$62.71
General Manager	BOARD										

Longevity Pay				
Years of continuous, full time service	10	15	20	25
	2.5%	5.0%	7.5%	10%

**UNION PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS**

RESOLUTION 2023-012

APPROVAL OF FIVE-YEAR SALARY SCHEDULE

WHEREAS, the Union Public Utility District (UPUD) Board of Directors held a public meeting on June 21, 2023, regarding the District adding 3% COLAs to the salary schedule each year, for five years, starting July 1, 2023; and

WHEREAS, at that time all persons, including members of the public, were given an opportunity to comment on the proposed COLAs and salary schedules; and

WHEREAS, the Board has deliberated on comments received on COLAs, and reviewed the salary schedule tables prepared and presented by staff; and

BE IT FURTHER RESOLVED, that the Board of Directors of Union Public Utility District hereby approves and adopts the attached five year salary schedule for the Union Public Utility District staff beginning July 1, 2023, and ending June 30, 2024.

PASSED, APPROVED, AND ADOPTED this 21st day of June, 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 21st day of June 2023.

Elaine M Urruty
Clerk to the Union Public Utility District Board