

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

MINUTES OF APRIL 21, 2021 REGULAR MEETING

The Board of Directors of the Union Public Utility District met in Regular Session at the UPUD Office in Murphys, California, at approximately 7:00 PM.

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

Directors Absent: NONE

Also Present:	BILL ELTRINGHAM	District Manager
	ELAINE URRUTY	Office Manager
	LISA BIEDINGER	Customer Svs Clerk
	KEN AIROLA	Legal Counsel
	JOEL METZGER	UWPA GM
	PUBLIC AT LARGE	

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

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

MINUTE ENTRY. MOTION TO APPROVE THE AGENDA AS PRESENTED.

3. PUBLIC COMMENT. There was no Public Comment.

CONSENT AGENDA

4. APPROVAL OF MINUTES:
 - a. March 24, 2021 - Regular Meeting
5. APPROVAL OF EXPENDITURES:
 - a. March 2021 Expenditures

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

MINUTE ENTRY. MOTION TO APPROVE THE CONSENT AGENDA; ITEMS #3.a – MINUTES – MARCH 24, 2021 & #5.a – EXPENDITURES – MARCH 2021, AS PRESENTED.

REGULAR AGENDA

RECURRING BUSINESS:

- 6.a CASH RECEIPTS REPORT. The Cash Receipts report for the month of March 2021 was included in the agenda packets for review. Elaine reviewed the cash receipts reports with the Board noting that we are still high in over 90 day accounts due to the Governor's executive order. Elaine said office staff is working hard to contact these customers to offer payment plans and help keep get them caught up. Discussion ensued regarding if we will get reimbursed for late fees not charged through COVID funds. Elaine said she is keep track of District losses in case funds are ever made available to reimburse local governments.
- 6.b BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of March 2021 was included in the agenda packet for review. Elaine Urruty reviewed the Fund Balance report with the Board, noting the withdrawals of \$183,000 from District Surplus to cover cost of IXOM bill for the THM System at the Treatment Plant tank and \$101,000 from UWPA Reserve for UWPA 3rd Qtr Contribution. The current LAIF balance as of March 31, 2021 is \$2,457,726.40.
- 6.c BALANCE SHEET & INCOME STATEMENT. The March 2021 Balance Sheet & Income Statement were included in the agenda packet for review. Elaine Urruty reviewed the reports and reported the year to-date net income as of March 31, 2021 is \$210,445.29. Elaine noted that our revenues are down slightly due to a loss in no late fees collected this year. Elaine noted that we also have more domestic connection fees scheduled. Elaine reported that the net difference of our cash and reserve accounts to our long term debts as of March 31, 2021 is a positive \$2,149,727.47.

OLD BUSINESS:

- 7.a UPUD ORGANIZATIONAL CHART REVIEW & HIRING OF NEW DISTRICT MANAGER; DISCUSSION/POSSIBLE ACTION Director Quincy said that there was nothing to report this month.

NEW BUSINESS:

- 8.a REQUEST FROM WILLOW CREEK HOMEOWNER'S ASSOCIATION FOR INSTALLATION OF TWO WATER METERS FOR COMMON AREA AT THE COST OF ONE; DISCUSSION/POSSIBLE A letter of request from the Willow Creek Homeowner's Association was included in the agenda packet for Board review. Elaine Urruty introduced John Muller of Willow Creek Homeowner's Association. John reviewed the request of asking for installation of two meters for their common areas for one connection fee and one monthly charge. Discussion ensued regarding the need and locations of the meters and how they are operating now using homeowner's water. Bill Eltringham noted that at one location they would have to go under the sidewalk and there would be additional costs involved, along with requirement of a backflow device because of landscape watering. Concern was noted again of setting a precedent of waiving fees and we are in the business of selling water.

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

MINUTE ENTRY. MOTION TO DENY THE WILLOW CREEK HOMEOWNER'S ASSOCIATION REQUEST AS WRITTEN.

Further discussion ensued regarding solutions and it was the Board's consensus to drop the have Bill Eltringham meet with John to see what costs would be involved and any possible solutions and bring back to the Board at the next meeting for further consideration.

- 8.b REVIEW OF POSSIBLE UWPA RATE CHANGE FOR FY 2021-2022 (Joel Metzger, UWPA); DISCUSSION/POSSIBLE ACTION.
1. Presentation on UWPA Proposed Budget & JPA Agencies Future Contributions by Joel Metzger, UWPA General Manager. Historical documentation was provided to the Board in their agenda packets for review. Joel Metzger gave a power point presentation to the Board reviewing the JPA agreement, the UWPA proposed budget and future contributions needed from the JPA Agencies and the current water year IV. Joel also reviewed the FERC relicensing options and possible costs and the UPUD resolution in support of CalPERS for UWPA noting a possible rate increase. Joel noted that UPUD's 218 for the UWPA rate expires June 30, 2021 and if UPUD is going to raise their UWPA rate, they need to give customers 60 day notice and would need to make a decision soon if UPUD plans to raise their UWPA fee by June 30th deadline. Joel told the Board that he would assist UPUD with public relations and information to the public and taking calls from customers. Lengthy discussion ensued regarding the UWPA budget and yearly carryovers of approximately \$500,000, requested contributions from JPA member agencies, UWPA increasing costs, City of Angels 518 & commitment, and UPUD's two-year commitment to UWPA already agreed to and covered by the current UPUD \$18 UWPA rate. Discussion also included costs to UPUD

customers and UPUD needing a 218 and rate increase to cover UPUD rate and costs. The Board thanked Joel for his presentation and time.

2. Review of UWPA Rate Change FY 2021-2022 – Res. 2021-04. It was the Board's consensus to carry this item over to the May agenda.

- 8.c APPROVAL OF UWPA PAYMENT OF \$10,000 FOR WATER CONTRACT, 4th QUARTER FY 2020-2021; DISCUSSION/POSSIBLE ACTION. A copy of UWPA invoice #21-31 was included in the agenda packet for review.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE \$10,000 WATER CONTRACT PAYMENT FOR 4th QUARTER OF FY 2020-2021.

- 8.d APPROVAL OF UWPA PAYMENT OF \$101,250 CONTRIBUTION FOR 4th QUARTER FY 2020-2021; DISCUSSION/POSSIBLE ACTION A copy of UWPA invoice #21-33 was included in the agenda packet for review.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE \$101,250 CONTRIBUTION PAYMENT FOR 4th QUARTER OF FY 2020-2021.

- 8.e UPUD ACCESSORY DWELLING UNITS (ADU) CONNECTION FEES & MONTHLY CHARGE REQUIREMENTS NOTICE; DISCUSSION/POSSIBLE ACTION Director Bottomley reported that he and Director Quincy have been working on researching other districts and looking into the State's ADU rulings and working with staff on how to address the ADUs in our district that are not being charged currently. Director Quincy provided handouts with a proposed memo to customers and a sample of how ADU connection fees are calculated. The recommendation and memo to customers offering a waive of connection fees for a few months time if they come forward and report they have an ADU. UPUD will then update account records and start charging a monthly additional minimum charge for the ADU & note the connection fee waived. After the deadline in the memo, any customers found to have an ADU or new ADU will pay the ADU calculated connection fee and additional monthly minimum charge. The Board asked Legal Counsel, Ken Airola, if he saw any problem with this offer to waive ADU connection fees. Ken stated that we need to start some place, but there could be legal issues for those prior to the ordinance. Discussion ensued regarding the many different types of ADUs in the district and the benefit of the customers to come forward and start paying additional monthly

minimum. It was noted that customers with ADUs can plumb their ADU to the existing main dwelling, but if they request a separate meter the installation and cost of meter will be at the customers cost. Also, if the customer later splits their parcel to sell one of the dwellings, each dwelling must have a meter and an installation of a required meter will be at the customers cost. Joel Metzger asked when our ADU ordinance went into place and didn't think we could charge for ADUs in place prior to the ordinance if not charged. Elaine Urruty noted that UPUD's ADU ordinance was put in place in 2019 and prior to this ordinance every dwelling, including ADUs, were charged the current connection fee. In 2019, UPUD approved the new connection fee to address lowering the connection fee of ADUs to make then equitable, per the new State rulings. It was the Board's consensus to approve and send the ADU memo to customers and for staff to work with Director Bottomley and Quincy on processes and dates.

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

MINUTE ENTRY. TO APPROVE THE ADU MOM AND SENDING THE ADU MEMO TO WAIVE CONNECTION FEE TO CUSTOMERS IN JUNE AND POST ON UPUD WEBSITE.

REPORTS:

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

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

11.b UWPA REPORT. There was nothing else to report.

Next UWPA meeting is scheduled for Tuesday, April 27, 2021 at 5:30 PM at the UWPA office in Angels Camp.

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

The next LAFCO meeting is scheduled for Monday, June 17, 2021 at 6:00 PM at the Calaveras County Board of Supervisors Chambers in San Andreas.

11.d DISTRICT MANAGER'S REPORT. Bill Eltringham reported that Irrigation season starts May 1st, but some irrigators have asked permission to start early and were given the okay since the weather is so hot and dry. Bill said the annual maintenance on the filters was done and the did a TTHM test at the aerators today.

11.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that she completed all her work with the auditor's on the 2019-2020 audit and they have completed a draft which we need to review

to finalize. Elaine said the audit went smooth, but took a lot of staff time due to have to copy and scan all document to a drop box for the auditors, since they did not come again in person due to COVID. Elaine said hopefully they can come to our office for the next audit to save of staff time. Elaine said she is in the process of completing quarterly payroll taxes due April 30th. Also, the annual report is due May 15th and Elaine has been gathering data and will be working with Bill and Jason to complete. Elaine said she also has the State Controller's Compensation and Secretary of State reports due by the end of the month. After this, Elaine said she will have the CCR Water Quality report to complete with Gemini Company, that is due the start of June to go out with our June statements. Elaine reported that she has had more meetings with Springbrook's CEO, Implementation Team Supervisor and our representative, Hope Sampson, to review the contracts and cost of conversion to cloud. Springbrook said that the increased cost covers the SQL licensing and also the cost of their implementation team gathering the data from our system and converting to the newest Springbrook version. Elaine said she has another meeting schedule this Friday verify costs and review timeline.

- 11.f IRRIGATION COMMITTEE. Director Rasmussen asked if irrigation rates were raised this year and Bill Eltringham said "No, that the UPUD rate schedule ended in 2018 and we cannot raise rates until another 218 study is completed."
- 11.g PERSONNEL COMMITTEE. There was nothing to report.
- 11.h BUDGET/FINANCE COMMITTEE. There was nothing to report.
- 12. LONG RANGE PLANNING COMMITTEE. A meeting was scheduled with the Long Range Planning Committee and Bill Eltringham for Wednesday, April 28, 2021 at 9 am.
- 12. DIRECTORS COMMENTS. The Board thanked Joel Metzger again for his presentation.
- 13. NEXT MEETING: Next regular meeting is scheduled for Wednesday, May 19, 2021, at 7:00 PM.
- 14. ADJOURNMENT. The meeting was adjourned with no further business at 8:04 PM.

Submitted by: TE Quincy
Thomas E. Quincy, Secretary

Date: 7-26-21

ATTEST:

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