

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

MINUTES OF APRIL 5, 2018 SPECIAL MEETING

The Board of Directors of the Union Public Utility District met in Special Session at the UPUD Office in Murphys, California, at approximately 1:00 PM.

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

Also Present:	BILL ELTRINGHAM	District Manager
	ELAINE URRUTY	Office Manager
	LISA BIEDINGER	Customer Service Rep
	KEN AIROLA	District Legal Counsel

1. PLEDGE OF ALLEGIANCE. The Pledge was given.
2. PUBLIC COMMENT. There was no public comment.

NEW BUSINESS:

3.a STAFF – LONG RANGE PLANNING; DISCUSSION/POSSIBLE ACTION.

Director Oneto reported that he had met with Gary Ghio and Matt Ospital of Weber, Ghio & Associates and they recommended hiring a Field Manager with Distribution 2 (D2) and Treatment 2 (T2) certifications to train and work with Bill Eltringham to prepare for Bill's future retirement. Bill reported that Matt Ospital is willing to continue working with UPUD like Gary has in the past helping to prepare reports and paperwork and for guidance on projects. Lengthy discussion ensued regarding number of positions and types of position needed, certifications that would be required and daily duties and the need to pass the knowledge of the District system on to prepare for District Managers retirement. Discussion also ensued regarding various projects needing manpower in the future. Bill Eltringham reminded the Board that the District only has one T3 operator currently and it is required that we have a T3 operator to run the plant. Bill also noted that Frank Tonetti will not be renewing his certifications. Bill recommended hiring temp employees for projects as needed to save the district funds and hire one full time employee with D2 & T2 certifications. Director Rasmussen said he agreed with hiring temps to work projects and save the district funds. It was the Board's recommendation to advertise for a Distribution/Treatment full-time position requiring D2 & T2 certifications with the T3 salary range of \$21.47 per hr to \$32.06 per hr to be determined based on experience and with excellent benefit package. The District will continue

hiring temp employees for projects. Elaine Urruty recommended stressing to whoever is hired that there is no promise or guarantee of moving into the District Manager position even though they will be training to learn these duties and if we hire a T2, they can be working towards getting their T3 so we will have another T3 in the district.

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

MINUTE ENTRY. TO ADVERTISE IN THE LOCAL NEWSPAPERS FOR A WATER DISTRIBUTION & TREATMENT POSITION WITH D2/T2 CERTIFICATIONS.

The Personnel Committee will work with Elaine Urruty to write up the notice to advertise for this position in the local newspapers.

Director Chick noted that another item needing to be discussed is work needing to be completed on the irrigation line. Director Bottomley noted that Don Peirano had mentioned grant funds that may be available in the fire district since irrigation is hooked up to fire hydrants and this could be something we want to look into. Director Rasmussen said he is in full agreement to bring in temp hires and free up funds to get the irrigation line repaired since it is an important infrastructure to the district. Discussion ensued regarding the importance of the irrigation line to the district, how it began and importance for fire suppression even though only serving 100 irrigation customers. The Board noted that it is important to inform all our customers of the value of the irrigation system to the district, especially during fire danger. Bill Eltringham noted that the North Ditch repairs are complete and it's the South Ditch that needs work. Director Bottomley asked if the District has a listing of projects still needing to be completed and current costs associated with these projects. Bill Eltringham said yes, he has a listing and it was updated in 2014 or 2015 with the District Engineer. Discussion ensued regarding costs of projects and district rates & UWPA fee and how these funds can be utilized. Elaine Urruty noted that the UWPA fee can only be used towards UWPA needs per how it was presented to our customers and Prop 218 regulations. Director Bottomley recommended looking into the ability of utilizing these funds to reimburse the District for funds paid to UWPA out of our reserves.

Director Quincy asked Elaine Urruty to review with the Board the Springbrook software migration project and where we are at on it. Elaine reported that the District has been on an old version (v6.5) of Springbrook software since it was installed in 2007. The Board authorized funding the migration to an updated version and we have been paying a payment plan from 2015 to present to pay for this migration. Elaine said that she has only been able to work on this project in her spare time, which unfortunately has been little or none. Elaine said that the original budget for equipment, software, etc. was \$45,000, which Elaine lowered to \$35,000 the next year due to planning to use the cloud based software vs getting a new server. This budget amount has been lowered each year by the amount we have paid to Springbrook. There are specific steps that we have to complete. The first step is to get our website set up

and running. The website has been started and we currently have a Word Press template set up online, which is not live and was done through Computer Fireman. Elaine said that she has met with a Nhu Bergstrom of Nhu Design, who she was very impressed with, and who has done many water districts' websites in the area and is up on current regulations and requirements to discuss our needs. Elaine would like to get quotes from Nhu on setting up and assisting with the website. Once the website is up and running and staff is trained, we will need to add a Springbrook Web Payments module to our current system and a link on our website for customers to be able to make online payments. This will help alleviate some of the staff time spent on monthly credit card and ACH processing and hopefully decrease mailing costs for customers using online statements. This process takes a few months to train staff, notify customers properly and get them set up online and transitioned. At the same time, we need to upgrade our internet service to either Comcast Business or a comparable service to handle the internet speed needed. Once this process is working smoothly, we can start the Springbrook migration process to the newest version of Springbrook, which includes purchasing the upgraded equipment and doing away with our current server, compiling data for Springbrook for the conversion, setting up a timeline and training staff on the new version before we go live. This is a timely process which must be done one step at a time. Discussion ensued regarding our current credit card and ACH processing time, options for website setup and manpower and time needed to get this work done. Discussion also ensued regarding lining up temp help for the office to assist with projects, office backlog and vacation coverage. It was the Board's consensus to have Elaine move forward on getting the website work started and advertising for temp help in the office with the Customer Service Rep salary range of \$17.08 per hr to \$26.07 per hr.

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

MINUTE ENTRY. TO ADVERTISE IN THE LOCAL NEWSPAPERS FOR A PART TIME HELP FOR THE OFFICE STAFF.

At this time Ken Airola, District Counsel, asked about the status on the CCWD old slurry line and rights to more water and whether UPUD could ask for availability to some of this water. Director Oneto noted that there was an issue in the past with NCPA of UPUD accessing this water and utilizing it for hydropower. Discussion ensued regarding this water and if UPUD would need more water in the future, whether they could access.

It was the consensus of everyone present that this Long Range planning was a good use of time and to continue meeting like this when needed.

OLD BUSINESS:

- 4.a REVIEW & PROPOSED REVISION TO DRUG AND ALCOHOL ABUSE POLICY #2190; DISCUSSION/POSSIBLE ACTION Copies of the draft policy and UPUD's current policies

were provided to the Board for review. Elaine reviewed revisions with the Board. Elaine asked the Board for clarification on positions that would require drug testing based on the statement "all positions that require driving a motor vehicle in connection with District employment qualify as safety sensitive". Elaine said she checked with MSD who uses this policy and they do not apply to administrative/office staff and apply only to outside crew and management. Elaine said district office staff do drive vehicles to bank, post office and Calaveras County, etc. for district business. Office staff does have DMV pulls done and must have insurance coverage for our vehicles and are covered under worker's comp and liability insurance. It was the Board's consensus to apply this policy to all staff. Elaine noted that on page 1, para 3, it mentions appointments will be made by the District for examinations and controlled substance testing. Elaine said she called MSD to find out where they have exams and testing done and they use Job Care in Sonora, which is part of Sonora Regional Hospital. Elaine called and got quotes from Job Care and reviewed their processes. Costs through Job Care are \$116 for pre-employment exams and \$52 for drug screening per test. Job Care is open Monday through Friday 8 am to 5 pm and you just have to call and make appointment. I received their forms and you send employee with form and job description for position they are applying for. Drug testing is done between 8:00 am to 3:30 pm. Job Care said there is usually no problem getting someone in, as this is what they are solely setup for. Discussion ensued regarding the process for drug testing and physicals. Elaine noted that this policy does not apply to 'random' drug testing, it only addresses pre-employment testing and incident or accident testing. If the Board wants random drug testing they would need a different policy to address this type of drug testing. Job Care said you can do random drug testing in house by pulling names, or you can hire a company to manage testing at a cost, but they do not manage random, they just do the testing. Elaine said that CCWD does random testing but only for positions that have DOT physicals and we do not have these types of positions. City of Angels and CPUD do not do random testing and their policies were outdated. CCWD is in the process of updating their policy to address marijuana. The MSD draft policy we used as a template was reviewed by MSD attorneys, Best, Best & Kruger, & updated to include marijuana and current guidelines. Discussion ensued regarding accident and post-accident testing and our current accident policy. It was the Board's consensus to bring these policies back to the Board at the next meeting to give the Board more time to review and Elaine time to put in the District's policy handbook format.

ANNOUNCEMENT OF CLOSED SESSION ITEM AND ADJOURNMENT TO CLOSED SESSION

5. CLOSED SESSION
The Board adjourned to Closed Session at 3:05 PM.
6. REPORT OF ACTION TAKEN
There was no reported action from Closed Session.
10. DIRECTORS COMMENTS. There were no director comments.
11. NEXT MEETING: Next regular meeting is scheduled for Wednesday, April 18, 2018, at 7:00 PM.

12. ADJOURNMENT. The meeting was adjourned with no further business at 3:25 PM.

Submitted by: _____
Thomas E. Quincy, Secretary

Date: _____

ATTEST:

Elaine M. Urruty
Clerk to the UPUD Board of Directors