

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

**MINUTES OF JUNE 20, 2018 REGULAR MEETING**

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

Directors Present:	RALPH CHICK	President
	TOM QUINCY	Secretary
	DUANE ONETO	Treasurer
	ERIC BOTTOMLEY	Director
Directors Absent:	GREG RASMUSSEN	Vice President
Also Present:	ELAINE URRUTY	Office Manager
	KEN AIROLA	District Legal Counsel
	PUBLIC AT LARGE	

1. PLEDGE OF ALLEGIANCE. The Pledge was given.
2. PUBLIC COMMENT. There was no public comment.
3. APPROVAL OF MINUTES. The minutes of the May 15, 2018, regular meeting were included in the agenda packets for review.

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

MINUTE ENTRY. THE MINUTES OF THE MEETING OF May 15, 2018 WERE APPROVED AS SUBMITTED.

**RECURRING BUSINESS:**

- 4.a APPROVAL OF EXPENDITURES. The May 2018 Expenditures were included in the agenda packets for review. Elaine Urruty reviewed the expenditures with the Board, noting the large expenditure to Department of Water Resources (DWR) for the District's annual Dam Fees of \$18,701.

Motion:	Director Quincy
Second:	Director Bottomley

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

MINUTE ENTRY. THE MAY 2018 EXPENDITURES WERE APPROVED AS PRESENTED.

- 4.b CASH RECEIPTS REPORT. The Cash Receipts report for the month of May 2018 was included in the agenda packets for review. Elaine reviewed the report with the Board noting the receipt of a tax disbursement from Calaveras County of \$44,684 and receipt of two domestic connection fees of \$14,000 each from Diamont & Hitchcock. Elaine reviewed the 90 day report with the Board and reported that the only additions were for Susan Miller whose tenant hasn't paid and Susan has promised to pay us and for Lynne Sanders irrigation account which has been off for non-payment since March 2018. All other accounts are liened and pulled vacant accounts. Bill Eltringham noted that historically irrigation accounts do not get the option to shut off for non-payment or go to standby status and he has informed the owners that they will lose all rights to their irrigation service if the account is not paid by Friday, June 22, 2018. Discussion ensued regarding past due irrigation accounts and the Board agreed that irrigation services must be paid to continue rights to this service and under this circumstance, the balance must be paid in full.
- 4.c BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of May 2018 was included in the agenda packet for review. Elaine reviewed the report noting that there was no change to the Fund Balances this month and that the transfer of the Park Fund to Capital Improvements is being processed and will show on the June report. The current LAIF balance is \$1,502,591.50.
- 4.d BALANCE SHEET & INCOME STATEMENT. The May 2018 Balance Sheet & Income Statement were included in the agenda packet for review. Elaine Urruty reviewed the reports and reported the year to-date net income as of May 31, 2018 is \$483,130.77. Elaine also noted that the net difference of our cash and reserve accounts to our long term debts as of May 31, 2018 is a positive \$861,269.56.

**OLD BUSINESS:** There was no Old Business.

**NEW BUSINESS:**

- 6.a REQUEST FOR LEAK ADJUSTMENT – FIELDSTONE OWNER'S ASSOCIATION, CATHY STROUP, PRESIDENT – FIELDSTONE COMMON AREA; DISCUSSION/POSSIBLE ACTION  
A letter requesting the leak adjustment and adjustment calculations were included in the agenda packet for the Board's review. Elaine Urruty introduced Cathy Stroup from Fieldstone Owner's Association (FOA). Cathy provided the Board with a plot map of the Fieldstone Subdivision and pointed out where the leak occurred along the Hwy 4 frontage area. Cathy noted that this leak was not noticed by their landscapers for two months since it was outside the subdivision walls and was brought to their attention when Elaine contacted both the landscaper & the FOA regarding the high usage. Cathy noted that they found that the FOA

does not even own this property and in fact a strip along this area is owned by UPUD. Cathy said that since they found that the FOA doesn't own this property they decided to cap off this water connection. Bill Eltringham noted that the strip owned by UPUD was to protect the large waterline in that area and as he remembered there was a stipulation that Fieldstone Subdivision was required to landscape this area. Cathy said that in researching, she found out that Cal Trans is also maintaining this area. Discussion ensued regarding the leak adjustment and maintenance of this area. It was the Board's consensus to allow a one-time adjustment for ½ of the overage cost for the two months in the amount of \$249.03.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF A ONE-TIME LEAK ADJUSTMENT TO FIELDSTONE OWNER'S ASSOCIATION FOR ½ THE OVERAGE COST FOR APRIL AND MAY BILLINGS IN THE AMOUNT OF \$249.03.

- 6.b REQUEST TO RELEASE LIEN AND ENTER INTO AGREEMENT WITH NEW OWNERS ON BYRNES PROPERTY, BRIAN & JESSICA HITCHCOCK – 585 ANREY CT., MURPHYS; DISCUSSION/POSSIBLE ACTION A copy of a draft agreement from the Hitchcock's was provided to the Board for their review. Ken Airola, District Legal Counsel, was not in attendance and Elaine Urruty noted that a copy of the agreement was sent to his office; however, Ken is on vacation and has not had a chance to review the document. Discussion ensued regarding the agreement and it was the Board's consensus to table this item until District Counsel has a chance to review the agreement. The Board tentatively scheduled a Special Meeting for Thursday, June 28<sup>th</sup>, at Noon for this item and directed Elaine to send Legal Counsel the agreement with her recommended revisions.

## REPORTS:

- 7.a HWY 4 CORRIDOR ADHOC COMMITTEE REPORT. There was nothing to report.

Next Hwy 4 Corridor meeting is scheduled for Thursday, August 2, 2018 at 4:00 PM at the Murphys Sanitary District Office in Murphys.

- 7.b UWPA REPORT. Director Quincy reported UWPA has reviewed their budget and will be asking for a contribution from each member agency of \$85,000 again this year, in addition to the \$40,000 annual contract, to supplement their budget. UWPA is still working on the REMAT issue with the PUC. Discussion ensued regarding the UWPA contribution and the UWPA fee to UPUD's customers for the next fiscal year. The UWPA fee review will be placed on the July meeting agenda for action.

Director Bottomley reported that he attended the UWPA Irrigation meeting and UWPA choose to not add any more irrigation meters to their system at this time because they want to insure water availability to current customers. Director Bottomley said that communication between

NCPA, CCWD and UWPA is open and positive for the first time in regards to getting more water availability. Calaveras County is setting up a special committee also to create agricultural funds to help put in more lines. Michael Minkler and Larry Thompson were excited about the positive move forward.

Next UWPA meeting is scheduled for Tuesday, June 26, 2018 at 5:30 PM at the UWPA office in Angels Camp.

7.c LAFCO REPORT. Bill Eltringham reported that we have received notice from John Benoit requesting updates to our MSR and SOI. Bill said this is a big project to update all the data and the deadline is June 29<sup>th</sup>, which we are asking for an extension on. Bill has passed this project on to the District Engineer to start working on the updates and revisions and will need input from Elaine again on data. This was a very lengthy process last time and took years to complete and can be costly. Discussion ensued regarding the District's MSR & SOI historically and the possible required changes.

The next LAFCO meeting is scheduled for Monday, July 16, 2018 at 6:00 PM at the Calaveras County Board of Supervisors Chambers in San Andreas.

7.d DISTRICT MANAGER'S REPORT. Bill Eltringham reported that the SWRCB has informed the District that there are no additional funds available for our extension. The District will get paid for work that has been done to date until the original funding runs out and then the District will have to cover any additional costs and possibly put the project on hold until more funding is available. Matt Ospital is working out so far and getting himself familiar with the District. Bill also reported the crew has been busy putting in a new main line meter at the Association Reservoir to replace one that broke down and to keep track of the GPM coming in. We will need to put an additional one in to measure GPM going out. These measurements help the operator know how much water to divert. The new meter cost was approximately \$3,000 and we will need to budget for another one in next year's budget. Bill said we have these meters on the North and South Ditch but did not have them at the Association Reservoir and SWRCB wants to know how we measure. Bill said while they were doing this work he also graded the road about  $\frac{3}{4}$  of a mile and put in good ditches and graveled areas needed. There will be additional expense for the gravel. Bill said our new employee, Troy Mumm, has started work and is doing well so far. Bill reported that he will be off the rest of the week and so will Kyle Spence, so Jason Eltringham will be on call and Bill will need to put Troy on-call to assist Jason. Jason will take calls from the answering service and will call Troy when he needs help. This will be an additional expense for double coverage in the on-call budget while breaking in these new employees. Bill also reported that the SWRCB inspection of our water system was completed by our representative Brian Kidwell. Gary Ghio and Matt Ospital also attended the inspection and we have received our report back from SWRCB. Bill said that there were 12 items that SWRCB either wanted corrected or amended and we have received an extension to get these items completed. Matt Ospital, District Engineer, is working on these items for the District.

7.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that the SWRCB annual report has been completed and submitted for Brian's review. Elaine said she is finalizing the Draft CCR

report for Bill and Jason to review and finalize and will be going out with the June statements. Backflow inspections have been completed by Garrett Walker and will be billed with the June billings. Elaine said in July she has the quarterly LAIF transfers, quarterly payroll taxes and State Compensation Report to complete along with working on the EOY calculations and the Budget. Elaine reported that she has been meeting with Nhu Bergstrom long distance over the internet on our website design and to setup and finalize a plan. So far, a drop box has been setup to transfer items back and forth, setup with Site Ground Hosting has been done, the Word Press install has been done, the backup demo site is being prepared for the server and Nhu is working on backend coding. In the meantime, Nhu is sending me a list of items she would like to place on the website, including pictures of the Board and Staff. Elaine said she is scheduled to be on vacation the start of July, but will gather documents for Nhu as quickly as possible. Lengthy discussion ensued regarding what will be included on the website and whether or not the Board and Staff pictures and/or biographies will be on the website. Elaine reported that once Nhu has a live draft site online, Elaine will schedule a presentation to the Board and Bill for review and input before the site goes live. Elaine asked if anyone has any recommendations or items they want to see on the site to please let her know. Elaine reported that, per the Board's direction, she has signed the contract for the web design and payment is in process and the long term monthly costs will be determined. The first month is included for 5 free hours with the contract and then we will go on a month to month basis until we determine how much time we need monthly from her. The cost for 5 hours per month plan is \$250, the cost for 1 hour per month plan is \$100. These plans include 24/7 monitoring, security and WP updates, reports on the website, assistance for staff, daily backups, etc. The District can also call as needed at a cost of \$85 per hour. Once determined how many hours we need, the District can change to an annual contract at any time to save 10% on the cost. Nhu said for the first few months the District will probably want 5 hours per month and then we can determine after that. Elaine reviewed with the Board the plans for after the website is live, adding the Springbrook web payments module and then linking the web payments to the website. Then it will be a big project to notify customers and get them changed over to online web payments from our in office autopay. Elaine said she still needs to meet with Springbrook to get updates the module costs and processes and to develop a plan with Springbrook. Once the online web payments are working smoothly with customers, we can then schedule our Springbrook software migration to the newest version of Springbrook using the cloud.

- 7.f IRRIGATION COMMITTEE. There was nothing to report.
- 7.g PERSONNEL COMMITTEE. Director Quincy reported that the District hired a new employee, Troy Mumm, for the D2/T2 position.
- 7.h BUDGET/FINANCE COMMITTEE. Discussion ensued regarding work on the new year's budget. Elaine said she will have to get back to the Budget Committee after she returns from vacation to schedule a meeting to finalize a Draft Budget.
- 8. **Adjourn to Closed Session at 7:55 PM.**
  - a. Public Employee Discipline/Dismissal/Release, Government Code 54957, Distribution/Treatment Employee.

**Reconvene from Closed Session at 8:10 PM.**

9. REPORT OF ACTION TAKEN

There was no action taken.

10. DIRECTORS COMMENTS. Director Quincy and Director Bottomley commented on a good communication during closed session. Director Chick commented that the Board is behind both managers and appreciate the communication. Director Chick said he would like to have the Board look into our ordinances, especially in regards to accessory dwellings. Director Quincy said that he and Director Bottomley will get together to work on reviewing ordinances and especially the accessory dwelling ordinance and will bring a draft back for Bill & Elaine to review.

11. NEXT MEETING: Next regular meeting is scheduled for Wednesday, July 18, 2018, at 7:00 PM.

12. ADJOURNMENT. The meeting was adjourned with no further business at 8:12 PM.

Submitted by: \_\_\_\_\_  
Thomas E. Quincy, Secretary

Date: \_\_\_\_\_

ATTEST:

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