

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

**MINUTES OF APRIL 17, 2019 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
	GREG RASMUSSEN	Vice President
	DUANE ONETO	Treasurer
Directors Absent:	TOM QUINCY	Secretary
	ERIC BOTTOMLEY	Director
Also Present:	ELAINE URRUTY	Office Manager
	KEN AIROLA	Legal Counsel
	KAREN ROJAS	UWPA
	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 February 20, 2019 regular meeting were included in the agenda packets for review. Director Oneto noted a correction on page 3, item #5.b, line 11; to correct the word 'they' to 'the'.

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

MINUTE ENTRY. THE MINUTES OF THE MEETING OF FEBRUARY 20, 2019 WERE APPROVED AS CORRECTED.

Approval of the minutes of the March 20, 2019 regular meeting and the April 10, 2019 special meeting were postponed to the May 15, 2019 meeting.

**RECURRING BUSINESS:**

- 4.a APPROVAL OF EXPENDITURES. The March 2019 Expenditures report was included in the agenda packets for review. Elaine Urruty reviewed the March expenditures with the Board

noting the payment to Weber, Ghio & Associates in the amount of \$14,249.98 which mostly related to our grant expense.

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

MINUTE ENTRY. THE MARCH 2019 EXPENDITURES WERE APPROVED AS PRESENTED.

- 4.b CASH RECEIPTS REPORT. The Cash Receipts report for the month of March 2019 was included in the agenda packets for review. Elaine reviewed the cash receipts report with the Board. Director Rasmussen questioned why 2018 Over 90 Day Receivables were so much higher than 2019 and Elaine reported that 2018 included the \$42,000 lien for the Byrnes property which has since sold and the lien was released by the Board. The new owners, the Hitchcocks have paid one of the connection fees for the second house on the property, per our written agreement with them. The Hitchcocks are paying an additional minimum for the cabana building while they are working on getting the well completed & approved by the County & will have everything inspected by Bill Eltringham once finalized as agreed.
- 4.c BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of March 2019 was included in the agenda packet for review. Elaine Urruty noted there were no changes since the last meeting. The current LAIF balance as of March 31, 2019 is \$2,131,944.58.
- 4.d BALANCE SHEET & INCOME STATEMENT. The March 2019 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, 2019 is \$483,083.50. Elaine reported that we are at 75% of the year and our YTD Income is at 82.82% and our YTD Expenses are at 59.263% overall. Elaine also noted that the net difference of our cash and reserve accounts to our long term debts as of March 31, 2019 is a positive \$1,421,298.14.

#### **OLD BUSINESS:**

- 5.a ACCEPTANCE OF UPUD FY 2017-2018 AUDIT BY BRYANT JOLLEY, CPA;  
DISCUSSION/POSSIBLE ACTION Elaine reported that she had just received the audit in the mail, so was unable to place on agenda & has not been able to review and therefore recommended tabling to the next meeting. The audit approval was tabled to the May meeting.

#### **NEW BUSINESS:**

- 6.a UWPA IRWMA GRANT PROJECT SUBMISSION & DEVELOPMENT;  
DISCUSSION/POSSIBLE ACTION A copy of the letter requesting this agenda item was included in the agenda packet for review. Director Rasmussen reported that when UWPA submitted this project three years ago, it was denied because the project had to be connected to domestic water use. Therefore, UWPA is asking the member agencies to partner with them

on this submission to therefore meet the criteria and hopefully get some grant funding. Karen Rojas reported that there is a meeting scheduled for tomorrow at 10:30 am at UWPA to meet with Lindsey from IRWMA to review the project submission process and assist us in what is required and recommended in the submittal. UWPA is asking someone to attend the meeting from each member agency and eventually will request a letter of support for the project. Elaine Urruty reported that in speaking with Lori Karnes UWPA was wanting information on what infrastructure projects the member entity agencies might have that might coincide with the UWPA project and Elaine said that she felt that Bill Eltringham could better answer those questions and understand the project; and therefore, it might be better for Bill to attend. Elaine said she informed Bill of the meeting, but is not sure if he plans to attend. Elaine said that at this late date it might be too late to add to the project, but at the very least the two member entities could participate because the flumes transport the water for our district's and therefore affect our domestic water services. Karen said that at this time they are requesting participation in the project meetings and later will request the letters. Director Rasmussen recommended having Elaine attend these meetings. It was the Board's consensus to direct Elaine to attend all of the UWPA IRWMA project meetings.

6.b YEARLY RENEWAL OF PROPERTY & LIABILITY INSURANCE WITH CUTLER SEGERSTROM INSURANCE - GLATFELTER; DISCUSSION/POSSIBLE ACTION. Elaine Urruty reported that she had received a renewal quote from Cutler Segerstrom for our annual liability insurance in the amount of \$21,899, which is down approximately \$370 from last year. Elaine said that she just received the documents before the agenda went out and needs to review the insurance questionnaire with Angela at Cutler Segerstrom for any corrections needed. Since our renewal date is May 1, 2019, Elaine asked the Board if they could approve by motion, with the amount not to exceed the budgeted \$25,000, as they have done in the past.

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

MINUTE ENTRY. TO RENEW UPUD'S PROPERTY & LIABILITY INSURANCE WITH CUTLER SEGERSTROM INSURANCE – GLATFELTER, WITH THE RENEWAL COST NOT TO EXCEED \$25,000.

6.c APPROVAL OF UWPA PAYMENT OF \$10,000 FOR WATER CONTRACT, 4<sup>th</sup> QUARTER FY 2018-2019; DISCUSSION/POSSIBLE ACTION. A copy of UWPA invoice #19-08 was included in the agenda packet for review.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE \$10,000 WATER CONTRACT PAYMENT FOR 4<sup>th</sup> QUARTER OF FY 2018-2019.

- 6.d APPROVAL OF UWPA PAYMENT OF \$21,250 CONTRIBUTION FOR 4<sup>th</sup> QUARTER FY 2018-2019; DISCUSSION/POSSIBLE ACTION A copy of UWPA invoice #19-10 was included in the agenda packet for review.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE \$21,250 CONTRIBUTION PAYMENT FOR 4<sup>th</sup> QUARTER OF FY 2018-2019.

**REPORTS:**

- 7.a HWY 4 CORRIDOR ADHOC COMMITTEE REPORT. There was no meeting in April. Elaine Urruty reported that Cindy Secada reported at the Hwy 4 Collaboration meeting that they are going to put the Hwy 4 Corridor ADHOC committee meetings on hold since they tend to be a duplication of quite a bit of what the collaboration meetings are covering and the same groups are attending. They will decide at a later date if they are going to continue with the Hwy 4 Corridor meetings.

Next Hwy 4 Corridor meetings on hold at this time.

- 7.b UWPA REPORT. Director Rasmussen reported that UWPA is in still the process of looking for a new General Manager and that Karen Rojas is acting as interim manager with the assistance of Frank Fields and Kyle Rasmussen. They are currently working on the budget so they can bring some numbers back to the Board at the next meeting. Karen Rojas reported that there has been no change on the ReMAT progress and the small hydro project is still on the table, and they have made some small changes in the design and they are moving forward. The General Manager position has been advertised again and the deadline is this Friday and the Board will then decide next Wednesday what direction we are moving in.

Next UWPA meeting is scheduled for Tuesday, March 26, 2019 at 5:30 PM at the UWPA office in Angels Camp.

- 7.c LAFCO REPORT. Elaine Urruty reported that we tentatively have a meeting scheduled for either April 29<sup>th</sup> or 30<sup>th</sup> to review the MSR with John Benoit, but she has to confirm a date with Tom Quincy. Elaine said she will let Bill Eltringham know when the date is confirmed and hopes he can attend. Elaine said that John said it should be much easier if he just meets with us to review what he needs updated and to guide us through the process.

The next LAFCO meeting is scheduled for Monday, May 20, 2019 at 6:00 PM at the Calaveras County Board of Supervisors Chambers in San Andreas.

- 7.d DISTRICT MANAGER'S REPORT. Bill Eltringham was not in attendance.
- 7.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that she attended the UWPA Hwy 4 Collaboration meeting on March 29<sup>th</sup> and said it was an informative meeting and nice to meet with the other agencies in our area face to face and have some good communication. Basically, each agency reviewed their assets and their needs. One common need was infrastructure repair and the need for assistance obtaining grants for projects. Elaine said that she brought up the suggestion that Bill Eltringham had made at our last meeting of possibly utilizing the taxes collected within all our district's that are currently being paid to CCWD for a grant writer to assist all the districts. This suggestion caused a discussion about the ad valorem taxes and CCWD became a bit defensive about them. Michael Minkler and Peter Martin from CCWD will bring back more information about these taxes and how they are already being used for the whole county at a sub-group meeting scheduled for April 25<sup>th</sup> at UWPA. Another item that came up was Emergency Action Plans (EAP) and Hazard Mitigation Plans (HMP) and the possibly of coordinating these with multiple agencies to save costs and since all agencies would work together during an emergency. Elaine said that Bill was getting quotes now from Brad Peterson from Condor Earth for our Dam EAP and City of Angels is also doing the same, so Elaine was asked to check with Brad to see if he would give us a multi-agency quote to see if it could save money for the districts. Elaine said she will also be attending the UWPA Grant meeting tomorrow at 10:30 am.

Elaine reported that she has completed the annual report as far as she can at this point and has given the report to Bill Eltringham and Jason for their review and for a couple additional items needed from them. Elaine said as usual there were more additions to the report from last year and the added requirement of including your Disadvantaged Community (DAC) application for DAC water fees for 2019 with the annual report. So even though we just completed an application in October 2018, we had to do a new application with updated data for the annual report. Elaine said she finished the calculations and completed the application, and we should still qualify based on these new numbers. The SWRCB changed the annual report due date back to April 30<sup>th</sup>, so we will still be done in plenty of time and Brian Kidwell has already reviewed the draft and says it looks good so far. Elaine said she also updated the water delivery numbers and median household income numbers to Dave Bahr for the rate study. Elaine said she has also been working on the quarterly payroll taxes due April 30<sup>th</sup> and should be submitting them by the start of next week. Elaine said as soon as the payroll taxes are complete she will also be completing our annual State Compensation Report, which is also due on April 30<sup>th</sup>.

Elaine reported that the District is in receipt of another records request from Transparent CA for the State Compensation Reports for 2017 & 2018 and names and positions of all employees for those years. Elaine wanted to make sure that UWPA was aware, as this was the company that sued them over the records request last year. Elaine said on last request she just gave them the excel copy of the compensation report within 10 days of the request and told them if they need anything further to let us know and it would have to be compiled and the district never received any response. Elaine responded right away this time telling them we are in the process of submitting our 2018 compensation report and as soon as it is

submitted, we will respond with the data requested. Discussion ensued regarding the UWPA lawsuit and settlement.

Elaine said that per Director Rasmussen's request, she has requested information regarding the CalPERS prepayment to the Trust and how it works and what amount it would be. Elaine said she was told a request was put in the system and someone from the CERBT/OPEB division will get back to her with more information on this process and that this could take a few weeks.

Elaine said that we have received the bill for our Dam Fees in the amount of \$22,400, which is up \$3,739 from last year. Luckily the savings on our Water Fees being lowered \$5,000 to DAC rates will cover this increase this year. Elaine said she has been trying to get ahold of Lan at Bryant Jolley's office to review the audit, but she has been ill and has not responded yet. Elaine said the website meetings with Nhu had to be cancelled as she is also very sick. The next meeting and has been rescheduled for the start of May. Elaine reminded the Board that she needs their 700 forms as soon as possible. Elaine informed the Board that we received a notice from LAFCO of an Ethics and Harassment training being held in Amador County at their fire department on May 15<sup>th</sup> from 5:00 to 9:00 PM if anyone is interested. Karen Rojas asked Elaine for copies of the water delivery numbers from the annual report & Elaine said once these numbers are reviewed and verified by Bill & Jason she will forward to Karen.

7.f IRRIGATION COMMITTEE. There was nothing to report.

7.g PERSONNEL COMMITTEE. There was nothing to report.

7.h BUDGET/FINANCE COMMITTEE. Director Rasmussen said that apparently, in our UWPA contract, UPUD was required to install remote monitoring for Stephens and Cademartori reservoirs by June of 2015 and it has never been done. Director Rasmussen said he would like to make sure and budget this monitoring in our next budget. Karen will copy the area in the contract that states this to Elaine. Director Rasmussen said that Frank Fields will be working on this and has been trying to talk to Bill regarding this issue and a grant project he is working on that could help with this requirement, but has had issues connecting with Bill.

8. DIRECTORS COMMENTS. Director Oneto requested looking into doing something to help get the minutes completed in a timely manner. Discussion ensued regarding possibility of having someone else work up the draft to help Elaine get them completed. Karen said she has Lori type up the draft of their minutes, which takes her a few days, but then Karen just has to finalize them. Elaine said she was overwhelmed these last couple months with reports and deadlines and additional meetings added to her plate and knew the report deadlines were priority. Elaine will look into the workflow and if unable to complete the minutes, will look into utilizing Lisa to draft them. Elaine reported that the next meeting is fair week and wanted to confirm we will have a quorum. Director Rasmussen said that he recommends having the meeting, as we should have UWPA contribution numbers by then.

9. NEXT MEETING: Next regular meeting is scheduled for Wednesday, May 15, 2019, at 7:00 PM.

10. ADJOURNMENT. The meeting was adjourned with no further business at 8:01 PM.

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

Date: 5-17-19

ATTEST:

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