

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

MINUTES OF OCTOBER 16, 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:	GREG RASMUSSEN	Vice President
	TOM QUINCY	Secretary
	DUANE ONETO	Treasurer

Directors Absent:	RALPH CHICK	President
	ERIC BOTTOMLEY	Director

Also Present:	BILL ELTRINGHAM	District Manager
	ELAINE URRUTY	Office Manager
	STEVE SARANTOPOULOS	UWPA
	PUBLIC AT LARGE	

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

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

MINUTE ENTRY. TO APPROVE THE AGENDA AS PRESENTED.

- 3, PUBLIC COMMENT. There was no Public Comment.

CONSENT AGENDA

4. APPROVAL OF MINUTES: September 18, 2019
5. APPROVAL OF MINUTES APPROVAL OF EXPENDITURES: September 2019 Expenditures

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

Absent: Director Chick and Bottomley
Abstain: None

MINUTE ENTRY. TO APPROVE THE CONSENT AGENDA - ITEM #4 – MINUTES – SEPTEMBER 18, 2019 & #5 – EXPENDITURES – SEPTEMBER 2019 AS PRESENTED.

REGULAR AGENDA

RECURRING BUSINESS:

- 6.a CASH RECEIPTS REPORT. The Cash Receipts report for the month of September 2019 was included in the agenda packets for review. Elaine reviewed the cash receipts report with the Board and reported receipt of \$45,017 for Disbursement #4 on the SWRCB SRLF Loan.
- 6.b BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of September 2019 was included in the agenda packet for review. Elaine Urruty reviewed the Fund Balance Report with the Board. The current LAIF balance as of September 31, 2019 is \$2,254,365.12. Elaine reported that quarterly transfers will be completed for the 1st quarter this month and will be on the October Balance of Funds Report.
- 6.c BALANCE SHEET & INCOME STATEMENT. The September 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 September 31, 2019 is \$133,320.74. Elaine reported that the net difference of our cash and reserve accounts to our long term debts as of September 31, 2019 is a positive \$1,737,417.43.

OLD BUSINESS:

- 7.a REVIEW & POSSIBLE REVISION OF PERSONNEL POLICIES REGARDING PART-TIME EMPLOYEES; DISCUSSION/POSSIBLE ACTION – The draft policies were provided in the agenda packet for review. After discussion it was decided to table this item to the next meeting due to the absence of Directors Chick and Bottomley.
- 8.a REVIEW & STATUS OF PART-TIME CUSTOMER SERVICE CLERK POSITION; DISCUSSION/POSSIBLE ACTION This item was table to the next meeting.

NEW BUSINESS:

- 9.a APPROVAL OF UWPA PAYMENT OF \$10,000 FOR WATER CONTRACT, 2nd QUARTER FY 2019-2020; DISCUSSION/POSSIBLE ACTION. A copy of UWPA invoice #19-82 was included in the agenda packet for review.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE \$10,000 WATER CONTRACT PAYMENT FOR 2nd QUARTER OF FY 2019-2020.

- 9.b APPROVAL OF UWPA PAYMENT OF \$35,000 CONTRIBUTION FOR 2nd QUARTER FY 2019-2020; DISCUSSION/POSSIBLE ACTION A copy of UWPA invoice #19-84 was included in the agenda packet for review.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE \$35,000 CONTRIBUTION PAYMENT FOR 2nd QUARTER OF FY 2019-2020.

- 9.c APPROVAL OF CURRENT PEPRA EMPLOYEE(S) RAISE TO COVER COST OF PEPRA EMPLOYEE CONTRIBUTION; DISCUSSION/POSSIBLE ACTION Elaine Urruty provided copies of the current salary schedule. Elaine reported that we only have two CalPERS PEPRA employees hired after January 2013, Kyle Spence and Mary Miloslavich. Elaine reviewed calculations of the PEPRA employees contribution costs converted to hourly cost for each employee. Discussion ensued regarding where to place these employees on the salary schedule and that the salary schedule needs to be reviewed and revised for appropriate salaries and all positions and employees' placement on the salary schedule. It was the Board's consensus to add \$1.63 per hr to Kyle Spence's D1/Step 11 current salary of \$23.93 for a new salary of \$25.56 per hr and move Marilou Miloslavich from Customer Svs/Step 1 current salary of \$17.56 to Step 3 for a new salary of \$18.88 per hr. This increase will begin in November and coincide with the start of employee deductions for cost of CalPERS PEPRA employee contribution payments. It was noted that this is a onetime raise for PEPRA employees originally hired with the benefit of UPUD paying the employee contribution and now, due to CalPERS informing us of the law that PEPRA employees must pay their employee contribution, these employees will have the contribution as a deduction to their pay.

Motion: Director Quincy
Second: Director Oneto
Ayes: Directors Rasmussen, Oneto and Quincy
Nays: None
Absent: Director Chick and Bottomley
Abstain: No

MINUTE ENTRY. TO APPROVE A ONE TIME RAISE FOR CalPERS PEPRA EMPLOYEES TO COVER THE COST OF CURRENT PEPRA EMPLOYEE CONTRIBUTION: KYLE SPENCE TO \$25.56 PER HR & MARILOU MILOSLAVICH TO \$18.88 PER HR.

REPORTS:

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

Hwy 4 Corridor meetings will start meeting quarterly. The next meeting is scheduled for Thursday, December 5, 2019 at 4:00 PM at the Murphys Sanitary District office in Murphys.

- 9.b UWPA REPORT. Steve Sarandopolous, UWPA General Manager, reported that UWPA is in the middle of processing their CalPERS application, which will take 6 to 8 months to complete. Steve said this is not a guarantee of approval and they have been working with Elaine to get Financial information as well as with City of Angels in order to submit with the application. Steve also reported that UWPA signed a new power generation contract with their current broker and it looks like they will get compensated an approximate additional \$130,000 per year, based on some of the guarantees they have built into the contract. Steve said this is a 3 year contract, but we can give a 30 day notice to cancel at any time within the contract. This contract should help stabilize the UWPA income more. Steve said they did sell water to NCPA this month. Steve also reported that UWPA annual maintenance outage will begin November 4th through November 26th and water will be very minimal coming through the flume during this time. UWPA will keep UPUD informed during the outage. Steve noted that UWPA has received their letter back on the FERC inspection and there were only 4 minor issues noted. One item was for a minor repair needed to Hunter's Dam to fix a crack in the spillway and the others had to do with reporting and surveying corrections needed.

Elaine Urruty noted that UWPA held their collaboration meeting yesterday and will continue holding them monthly on the 3rd Tuesday of each month. Steve reported that they will be planning a joint meeting of UWPA, UPUD and City of Angels in February at the Fire House in Angels Camp in order to accommodate all agencies and any public attendance. This meeting is planned to be the same date as UWPA's February meeting. Elaine noted that she received an updated handout of the Draft UWPA CIP at the collaboration meeting and was surprised, as was City of Angels, to the increased costs and contributions being recommended. Steve said they are looking at possibly restructuring the CIP to change wording from member contribution to water sales, but this will be brought up at the joint meeting. Elaine recommended that we inform our Engineer regarding these increased costs and that these costs possibly be included in our Master Plan costs and Rate Study costs, if needed. Steve said that these costs are not just for CIP, but also for FERC relicensing costs expected and to build up those reserves. Discussion ensued regarding the FERC relicensing costs and the other options of applying for an exemption or the cost of decommissioning the power houses.

Next UWPA meeting is scheduled for Tuesday, October 22, 2019 at 5:30 PM at the UWPA office in Angels Camp.

- 9.c LAFCO REPORT. There was no meeting this month.

The next LAFCO meeting is scheduled for Monday, November 18, 2019 at 6:00 PM at the Calaveras County Board of Supervisors Chambers in San Andreas.

- 9.d DISTRICT MANAGER'S REPORT. Bill Eltringham reported that UPUD went through the power outage very well and the generator performed well and we produced water. The office had no power or lights, but we kept our doors open. Elaine said she brought in her HALO power packs to operate calculators and sent staff home at Noon and she stayed and worked on payroll taxes. Bill said he will get quotes for backup generators for the office and the

chlorine boosters. Bill said for the short duration, we were fine bypassing the boosters, but we will need generators for more lengthy outages, which may become a new norm, and so the district is prepared. Bill reported that the cedars trees were removed from behind the office garage and cost approximately \$4,200 and A-1 did a very good job. Bill said that George Prest is proceeding on the work on the storage unit in the garage and work on the office building. This job has become more costly than anticipated due to some of the roof leaking and the proper repair needed to avoid dampness in the building. They plan to pour the concrete floor on Friday. Bill said the crew has replaced some hydrants and done additional maintenance this month.

At this time Bill wanted to give a special 'Thank You' and recognition to Rodney Tindell for all his hard work during his time working for the District and contracting with the District through his employer Gene Miller and also individually. Bill said that during those years he calculated that Rod worked with him and helped dig to lay approximately 15,000 feet of domestic and irrigation pipeline. Bill said that one of the biggest accomplishments during that time was piping the South Ditch 21" line on the hillside. Bill said that Rod was always good to the District and always there for Bill when called on. Bill said that Rod passed away this last Thursday and will be truly missed by the District and felt he should to be publicly acknowledged for his service and contributions to our District.

- 9.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that the District and Weber Ghio received an email from Bow Riley of SWRCB informing us that our SRLF grant officially ended October 15th and she needs the balance of paperwork from Dave Bahr to complete the grant and the final disbursement and that no additional charges can be made to the grant after this date. Dave sent a response to Bow and is working with her on the final paperwork. Discussion ensued regarding if the Board had approved Weber Ghio to continue with expenses on this project at the District expense or not and what type of expenses are forthcoming. Elaine reported that the grant was \$360,000 and that the only approval she remembers was for the District to cover costs until reimbursements were complete during the state's changeover in software. Bill said that we do not even have the plans yet, so there is definitely more planning expense. Bill said he will check with Matt to find out the status of the planning and anticipated costs. Elaine reported that Garrett Walker completed the District's required Backflow Survey and it was forwarded to Bill. Elaine said that the 6 month probation period calculations paperwork and payment for Lisa Biedinger's CalPERS have been completed and payment was processed in the amount of \$3,284.27. Elaine said she has submitted the CalNET application for Comcast Business to qualify us for state pricing. Website went live last month and during the power outage we put out a public notice in coordination with CCWD and all other county water agencies regarding processes and procedures and we also placed this notice on our website. Elaine said she was able to keep the office open during the one day outage and sent staff home at Noon and she stayed and completed quarterly payroll tax calculations and these will be submitted tomorrow. Elaine said they held the Personnel Committee meeting with Bill regarding policies and staff and she also attended the UWPA collaboration meeting yesterday. Elaine said she now needs to gather financial data for UWPA for the CalPERS application submittal by end of month. Elaine said she will be working on the quarterly transfers for the 1st quarter. Elaine said she spoke with Lan at the auditor's office this week regarding the audit and they have received the GASB information and are working on our CalPERS year end calculations and Elaine will be working on year end posting and will then be scheduling the audit. Elaine said she also needs to

review the District's SOI for LAIF and update what she can and forward to Weber Ghio for items she cannot provide.

- 9.f IRRIGATION COMMITTEE. There was nothing to report. Bill said he needs to touch basis with Kyle Rasmussen of UWPA regarding timeframe of the outage and so he can plan for shutting down irrigation and notifying irrigations customers.
- 9.g PERSONNEL COMMITTEE. There was nothing to report.
- 9.h BUDGET/FINANCE COMMITTEE. There was nothing to report.
- 10. DIRECTORS COMMENTS. There were no comments.
- 11. NEXT MEETING: Next regular meeting is scheduled for Wednesday, November 20, 2019, at 7:00 PM.
- 12. ADJOURNMENT. The meeting was adjourned with no further business at 7:43 PM.

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

Date: Nov 20, 2019

ATTEST:

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