

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

MINUTES OF NOVEMBER 20, 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
	RALPH CHICK	President
	ERIC BOTTOMLEY	Director

Also Present:	BILL ELTRINGHAM	District Manager
	ELAINE URRUTY	Office Manager
	MARILOU MILOSLAVICH	PT Customer Service Clerk
	MATT OSPITAL	District Engineer
	DAVE ANDRES	UWPA Consultant
	PUBLIC AT LARGE	

1. PLEDGE OF ALLEGIANCE. The Pledge was given.
2. APPROVAL OF AGENDA. – Agenda was approved as presented.
3. PUBLIC COMMENT. There was no Public Comment.

CONSENT AGENDA

4. APPROVAL OF MINUTES: October 16, 2019
5. APPROVAL OF EXPENDITURES: October 2019 Expenditures

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

MINUTE ENTRY. TO APPROVE THE CONSENT AGENDA - ITEM #4 – MINUTES – OCTOBER 16, 2019 & #5 – EXPENDITURES – OCTOBER 2019 AS PRESENTED.

REGULAR AGENDA

RECURRING BUSINESS:

- 6.a CASH RECEIPTS REPORT. The Cash Receipts report for the month of October 2019 was included in the agenda packets for review. Elaine reviewed the cash receipts report with the Board including receipt of \$14,000 for a new domestic service connection from Tim & Jill Bottomley.
- 6.b BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of October 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 October 31, 2019 is \$2,479,007.54. Elaine reviewed the quarterly transfers and interest which were completed for the 1st quarter of FY 2019-2020.
- 6.c BALANCE SHEET & INCOME STATEMENT. The October 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 October 31, 2019 is \$124,046.06. Elaine reported that the net difference of our cash and reserve accounts to our long term debts as of October 31, 2019 is a positive \$1,744,371.30.

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. Elaine Urruty reviewed the policies with the Board and the Personnel Committee recommended approval. The policies presented for revision were as follows:

1. #2003.1 Probationary Period
2. #2020.11 Vacations
3. #2030.1 Holidays
4. #2040.1 Sick Leave
5. #2110 Health & Welfare Benefits

Motion: Director Rasmussen

Second: Director Chick

Ayes: Directors Chick, Rasmussen, Quincy, Oneto and Bottomley

Nays: None

Absent: None

Abstain: None

MINUTE ENTRY. TO APPROVE THE REVISION OF THE PERSONNEL POLICIES AS PRESENTED.

- 8.a REVIEW & STATUS OF PART-TIME CUSTOMER SERVICE CLERK POSITION; DISCUSSION/POSSIBLE ACTION Elaine Urruty recommended making the part-time Customer Service Clerk position a 6 hour per day/30 hour per week position with the ability to

increase hours when needed to cover vacations, sick leave or time when office staff need assistance due to projects such as software migration. Discussion ensued regarding the Customer Service Clerk position and the planned software migration.

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

MINUTE ENTRY. TO APPROVE MAKING THE PART-TIME CUSTOMER SERVICE CLERK POSITION A 6 HR PER DAY/30 HR PER WEEK POSITION AS REQUESTED.

NEW BUSINESS:

8.a STEPHENS FILL LINE EMERGENCY PROJECT REVIEW (Matt Ospital); DISCUSSION/POSSIBLE ACTION. District Engineer, Matt Ospital, provided the Board with a Memorandum Engineer's Report Update on projects and costs. Matt reviewed the report with the Board. (Copy included in minute records.) Summary of the projects reported on and project costs are as follows:

1. Stephens Fill Line Replacement Project
Estimated Construction Cost = \$225,000
2. Backwash & Aeration Project
Estimated Costs to Complete Planning & Application Process = \$35,000
Estimated Construction Cost on Conceptual Design = \$1.2 M
3. Monge Ranch Road Domestic & Irrigation Lines Relocation
Estimated Construction Cost = \$275,000
4. Water Treatment Plant Rehab
Estimated Cost for Filter Rehab Work = \$220,000
5. Andrew Cademartori Dam
Inundation maps are in review & once approved with be preparing Emergency Action Plan (EAP) for January 1, 2021 deadline – no estimated costs.

Bill Eltringham stated that the Stephen's Fill Line project was included on the agenda, as this project was started two years ago and the pipe was purchased at this time, but then stopped due to funding. The project has become urgent to be completed and needs to be declared an emergency. Matt said that we can get three bids from competitive contractors and an encroachment permit from the county and get the project done with the Board's approval. The estimated construction cost in the report is \$225,000.

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

MINUTE ENTRY. TO DECLARE THE STEPHENS FILL LINE PROJECT AN EMERGENCY AND PAY WITH FUNDS FROM THE IRRIGATION FUND.

Matt reviewed the projects and costs on the report and it was the Board's consensus at this time to use District Surplus funds for the Monge Ranch Road Project and District Reserve for the Water Treatment Plant Rehab Project, since these funds are for filter media replacement and improvements. Discussion ensued regarding need to increase reserves & possible rate increase needed to cover costs of projects. Matt noted that Elaine is working on more numbers for Master Plan and once they have these Gary Ghio will move forward on the Master Plan. Bill Eltringham noted that on the Hwy 4 project, Matt proposed a roadside ditch to Cal Trans instead of UPUD needing to lower our 8" line and they agreed, which saved the District a lot of money. The Board thanked Matt for a good job and his presentation.

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. Dave Andres, UWPA Consultant, provided the Board with a Summary of the UWPA Final Draft Capital Improvement Plan (CIP) for 2020-2025 with updated costs options. Dave reported that Steve Sarantopolous has initiated monthly collaboration meetings with UWPA, UPUD & City of Angels staff and they have been reviewing these numbers and the proposed joint agency meeting planned in February, possibly on February 25th. This joint meeting is planned to review the contribution costs and get all agencies on board & informed and to plan on how agencies wish to move forward. Dave said he wanted to, at this time, review these costs with the UPUD Board so they are aware of the estimated contribution needed before UPUD does a rate study for proposed rates. Dave reviewed the CIP summary and costs with the Board, which included three options. Option 1, Full Funding Option, with per agency annual contribution = \$611,000 to \$738,500; Option 2, Minimum Funding Option, with per agency annual contribution = \$486,500 to \$564,500; and Option 3, Medium Funding Option, with per agency annual contribution = \$549,000 to \$651,500. Dave noted that these costs are not just for CIP, but also for FERC relicensing costs expected and to build up reserves. Dave reviewed the FERC relicensing costs and the other options of applying for an exemption or the cost of decommissioning the power houses. Discussion ensued regarding options and costs involved. Director Quincy asked if UWPA will have estimated costs to review for the different options. Dave said they will need to do studies to get estimates for some of these costs. Dave said that since the City of Angels has already completed their rate study, which can cover Option 2 for the first two years, they are proposing that UPUD match

the first two years and then the decision has to be made whether the agencies can cover the increasing costs by rate increases, possibly get grants or how they wish to move forward.

Dave said that if the member agencies agree to Option 2 for the first two years, UWPA proposes revising the JPA agreement for contract amounts. Elaine noted her concern that with UWPA requesting the increased amount of \$486,500 per agency by FY 2020-2021, which begins July 2020, that there is no time available for UPUD to do a new rate study and rate increase by that date. Discussion ensued whether UPUD's current rate study would allow for the needed rate increase and Bill Eltringham noted that the current rate study and rates were based on water tier years. Elaine noted that the current rate study and rates may cover the first year, but probably not the second. Further discussion ensued regarding, if a rate increase were not approved, what would our options be and the need to cover our agency expenses. Elaine noted that City of Angels has stated that they will also need to do a new rate study and rate increase for these new numbers within two years. Dave noted that the February meeting will be a workshop to have everyone at the table and on the same page with information for decision making for the future.

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

9.c LAFCO REPORT. Director Quincy said he was unable to attend 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 had two more power outages and we hooked up the 10,000 watt generator and kept the office open & treatment plant operating with generators. Bill noted that he plans to have Jim Heryford wire in a plug for the office generator for future outages. Bill said the irrigation shut down this month started a little rough with the weather being so warm and everyone still wanting to irrigate, but we called irrigators and everyone was eventually willing to shut down. It was good news that we do not have to move the 8" line on Main Street, thanks to Matt's suggestion of using drainage ditch. Bill stated that while he is gone, we should be fine with the crew we have and Matt will be in close contact. Bill will be out from December 10th for approximately 6 weeks for his surgery.

9.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that the office ran smoothly during outage. They used extension cords and surge protectors with the generator along with Elaine's halo chargers to keep enough equipment running to keep the office open. Elaine noted that the outages were at our busiest time of the month and did set them behind. Elaine said she attended the UWPA collaboration meeting yesterday, which Dave reviewed in his report. Elaine said she completed gathering the financial data UWPA needed for the CalPERS application. The LAIF quarterly transfers and quarterly payroll taxes were completed. Elaine noted that she has was out for a week due to the flu and that she will be working further on audit calculations and master plan numbers for Gary Ghio along with projects related to office move and migration.

- 9.f IRRIGATION COMMITTEE. There was nothing to report.
- 9.g PERSONNEL COMMITTEE. There was nothing to report.
- 9.h BUDGET/FINANCE COMMITTEE. There was nothing to report.
- 10. DIRECTORS COMMENTS. Director Rasmussen stated that he agrees that these are scary times for us and will be nice to have a study session for everyone to see what is going on. It was the Boards consensus to cancel the December Board meeting.
- 11. NEXT MEETING: Next regular meeting is scheduled for Wednesday, January 15, 2020, at 7:00 PM.
- 12. ADJOURNMENT. The meeting was adjourned with no further business at 8:30 PM.

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

Date: 2-19-20

ATTEST:

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