

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

MINUTES OF APRIL 15, 2020 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:	ERIC BOTTOMLEY	President
	GREG RASMUSSEN	Vice President
	TOM QUINCY	Secretary
	RALPH CHICK	Treasurer
	DUANE ONETO	Director

Also Present:	ELAINE URRUTY	Office Manager
	BILL ELTRINGHAM	District Manager
	KEN AIROLA	District Attorney
	LORI KARNES	UWPA

1. PLEDGE OF ALLEGIANCE. The Pledge was given.
2. APPROVAL OF AGENDA. – Agenda was approved as presented.

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

MINUTE ENTRY. TO APPROVE THE AGENDA AS PRESENTED.

3. PUBLIC COMMENT. There was no Public Comment.

CONSENT AGENDA

4. APPROVAL OF MINUTES:
 - a. February 19, 2020 – Regular Meeting
 - b. February 25, 2020 – Special Meeting – UWPA JPA Joint Agency Meeting
5. APPROVAL OF EXPENDITURES:
 - a. February & March 2020 Expenditures.

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

MINUTE ENTRY. TO APPROVE THE CONSENT AGENDA - ITEMS #4.a – MINUTES – FEBRUARY 19, 2020, REGULAR MEETING; #4.b – MINUTES – FEBRUARY 25, 2020 – SPECIAL MEETING & #5.a – EXPENDITURES – FEBRUARY & MARCH 2020, AS PRESENTED.

At this time Director Rasmussen and District Attorney, Ken Airola, joined the meeting.

REGULAR AGENDA

RECURRING BUSINESS:

- 6.a CASH RECEIPTS REPORT. The Cash Receipts reports for the months of February & March 2020 were included in the agenda packets for review. Elaine reviewed the cash receipts report with the Board noting receipt of a domestic connection fee in February from T Drain & L Bishop and in March from Dennis Lee for his storage units in Murphys in the amount of \$14,000 each. Also in February we received our Grant Disbursement #6 in the amount of \$74,047, which was for the 1st & 2nd quarters of FY 2019-2020. Elaine noted that we have one more disbursement coming in the amount of \$12,155 for a shortage on a prior disbursement. Elaine also reported to the Board that a portion of our over 90-day balance is for the customer, Jorgensen/Turknett, that we gave a leak adjustment to with the agreement of a payment plan. They paid the first payment of the payment plan and since the COVID-19 pandemic and Governor's order of no shut-offs, they have not paid any further payments and do not answer our calls. Elaine reported that she is keeping track of cost of \$10 late fees that we are not charging and other related COVID-19 costs in case we can file for reimbursement later. Elaine noted that we also had an old lien paid off for property that Joseph Chimente recently purchased in Carson Hill.
- 6.b BALANCE OF FUNDS REPORT. The Balance of Funds reports for the months of February & March 2020 were included in the agenda packet for review. Elaine Urruty reviewed the Fund Balance Report with the Board. The current LAIF balance as of March 31, 2020 is \$2,538,881.59.
- 6.c BALANCE SHEET & INCOME STATEMENT. The February & March 2020 Balance Sheets & Income Statements 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, 2020 is \$360,844.05. Elaine reported that the net difference of our cash and reserve accounts to our long term debts as of March 31, 2020 is a positive \$2,047,027.03.

OLD BUSINESS:

7.a UWPA JPA JOINT AGENCY MEETING FOLLOW-UP 7 REVIEW OF UWPA RATE; DISCUSSION/POSSIBLE ACTION. A memorandum from District Engineer, Matt Ospital, regarding the UWPA fee was included in the agenda packet along with a calculation worksheet for contributions requested for FY 2020-2021 & 2021-2022 and copies of the UPUD resolution fixing the UWPA fee schedule with a copy of the approved schedule. Elaine Urruty reviewed the calculation worksheet with the Board and noted that UWPA is asking for a commitment for the contributions asked for FY 2020-2021 & 2021-2022 in the total amount of \$822,000 and the rate does not have to be decided at tonight's meeting. Discussion ensued regarding the UWPA rate fee. It was the Board's consensus to approve the two year commitment of contribution payments to UWPA and postpone approval of the actual UWPA fee to the next meeting.

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

MINUTES ENTRY. MOTION TO APPROVE COMMITMENT TO CONTRIBUTION PAYMENTS TO UWPA FOR FY 2020-2021 IN THE AMOUNT \$405,000 AND FY 2021-2022 IN THE AMOUNT OF \$417,000 FOR A TOTAL OF \$822,000 FOR THE TWO YEARS.

NEW BUSINESS:

8.a DECLARATION OF EMERGENCY AND RESOLUTION OF UPUD TO TEMPORARILY AUTHORIZE INCREASED AUTHORITY OF THE GENERAL MANAGER.....RES. 2020-02
A copy of Resolution #2020-02 was included in the agenda packet for review. Elaine Urruty, Office Manager, reviewed the resolution with the Board and explained that due to the COVID-19 Pandemic, this resolution will serve to allow the District to apply for reimbursement of costs related to the COVID if made available and authorizes the District Manager increased authority during the pandemic.

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

RES. #2020-02. MOTION TO APPROVE RESOLUTION #2020-02 ADOPTING DECLARATION OF EMERGENCY AND TO TEMPORARILY AUTHORIZE INCREASED AUTHORITY OF THE GENERAL MANAGER DURING THE COVID-19 PANDEMIC.

8.b RESOLUTION AUTHORIZING THE TEMPORARY WAIVER OF LATE FEES AND A MORATORIUM ON WATER DISCONTINUANCES REQUIRED BY THE GOVERNOR'S EXECUTIVE ORDER #N-42-20.....RES. 2020-03
A copy of Resolution #2020-03 was included in the agenda packet for review.

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

RES. #2020-03. MOTION TO APPROVE RESOLUTION #2020-03 AUTHORIZING THE TEMPORARY WAIVER OF LATE FEES AND A MORATORIUM ON WATER DISCONTINUANCES REQUIRED BY THE GOVERNOR'S EXECUTIVE ORDER #N-42-20.

8.c YEARLY RENEWAL OF PROPERTY & LIABILITY INSURANCE WITH CUTLER SEGERSTROM INSURANCE - GLATFELTER; DISCUSSION/POSSIBLE ACTION. Elaine Urruty reported that she had received a renewal questionnaire from Cutler Segerstrom for our annual liability insurance with an estimate of \$22,113. 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 Chick
Second: Director Quincy
Ayes: Directors Bottomley, Rasmussen, Quincy, Oneto and Chick
Nays: None
Absent: None
Abstain: None

MINUTE ENTRY. TO RENEW UPUD'S ANNUAL PROPERTY & LIABILITY INSURANCE WITH CUTLER SEGERSTROM INSURANCE – GLATFELTER, WITH THE RENEWAL COST NOT TO EXCEED \$25,000 FOR MAY 2020-2021.

8.d APPROVAL OF UWPA PAYMENT OF \$10,000 FOR WATER CONTRACT, 4th QUARTER FY 2019-2020; DISCUSSION/POSSIBLE ACTION. A copy of UWPA invoice #20-35 was included in the agenda packet for review.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE \$10,000 WATER CONTRACT PAYMENT FOR 3rd QUARTER OF FY 2019-2020.

8.e APPROVAL OF UWPA PAYMENT OF \$35,000 CONTRIBUTION FOR 4th QUARTER FY 2019-2020; DISCUSSION/POSSIBLE ACTION A copy of UWPA invoice #20-34 was included in the agenda packet for review.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE \$35,000 CONTRIBUTION PAYMENT FOR 3rd QUARTER OF FY 2019-2020.

8.f CPPA REQUEST FOR VOTE ON BOARD OF DIRECTORS AT-LARGE POSITION; DISCUSSION/POSSIBLE ACTION A copy of the CPPA letter requesting UPUD's vote for At-Large position on the CPPA Board of Directors with list of nominees was included in the agenda packet for review.

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

MINUTE ENTRY. TO APPROVE UPUD's VOTE FOR MICHAEL CHIMENTE FOR AT-LARGE CPPA BOARD OF DIRECTOR POSITION.

8.g WESTERN UTILITIES UNDERGROUND ALERT (WUUA) REQUEST FOR APPROVAL OF WUUA REVISED BY-LAWS; DISCUSSION/POSSIBLE ACTION A copy of the WUUA's revised By-Laws was included in the agenda packet for review.

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

MINUTE ENTRY. TO APPROVE WESTERN UTILITIES UNDERGROUN ALERT (WUUA) REVISED BY-LAWS AS PRESENTED.

8.h PERSONNEL COMMITTEE REVIEW OF COVID-19 RELATED PERSONNEL POLICIES; DISCUSSION/POSSIBLE ACTION. Director Quincy asked for this item to be placed on the agenda to review personnel items related to COVID-19 and asked for status update on Mary Miloslavich, who has been off to 'shelter in place'. Elaine Urruty reported that Mary has been off since March 16th and we are still paying her COVID sick pay through the last payroll. Elaine noted that the Governor's order effective April 2 mandates that we must pay two weeks sick

pay and is not retro-active. The two weeks will be covered with this week's payroll and Mary also requested to be on the new COVID federal leave to protect her job. Elaine reviewed the Federal rules that have come forward so far and noted that the State rulings have not yet been finalized. Discussion ensued regarding options and COVID rules and UPUD unemployment costs, if filed. It was the Board's consensus to continue paying COVID pay to meet the ruling and continue gathering information on rules related to remove from properly from COVID sick pay. Elaine will follow-up with Bill and the Personnel Committee.

Director Quincy also said that he wanted to bring up possible hazard pay, like other companies are paying for our staff that is still working essential jobs, and asked for the Board and staff recommendations. Bill Eltringham and Elaine Urruty both noted that they had discussed this with staff and that, as things are presently, the working staff feel grateful to have our jobs are working to stay distanced from the public as much as possible and have not requested any increase in pay at this time. Bill also noted that the Governor had noted that there may be some pay coming from the government for essential workers. Elaine noted that hazard pay also came up through the joint emails of Calaveras County Water Agencies and CCWD noted that they are not planning on paying any hazard pay at this time and CPUD is taking this same item to their Board and asked what other agencies are doing. Donna at CPUD asked Elaine for an update immediately after our meeting. It was the Board's consensus that there will be no hazard pay at this time.

REPORTS:

- 9.a HWY 4 CORRIDOR ADHOC COMMITTEE REPORT. Due to teleconference difficulties, there was nothing to report at this time.

Hwy 4 Corridor, (AKA; Stanislaus River Association (SRA), plan to meet quarterly on the first Friday of the 3rd month in each quarter. The next meeting is tentatively scheduled for Friday, March 6, 2019 at 11:00 AM to 1:00 PM with location to be determined.

- 9.b UWPA REPORT. Director Oneto stated that he had a couple requests of UWPA and requested that UWPA write a letter to FERC to find out what is actually required of FERC and what the actual cost will be for the different options. Lori Karnes stated this is what Dave Andres is trying to do, so a course of action can be decided while also looking into possible funding sources. Discussion ensued regarding the two year contributions being requested from UWPA and the need to know the costs associated with the different options for UWPA.

Next UWPA meeting is scheduled for Tuesday, April 28, 2020 at 5:30 PM at the UWPA office in Angels Camp.

- 9.c LAFCO REPORT. There was nothing to report.

The next LAFCO meeting is scheduled for Monday, April 20, 2020 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 we are doing well and the whole crew is showing up and working while keeping proper distancing and working in separate trucks whenever possible. Bill said the crew is currently working on the filter media at

the Treatment Plant, which is out of the public. Bill noted that they have suspended flushing lines, as there were too many people coming up to staff and felt it was safer to suspend at this time. Bill said that he & Matt have been working on getting bids for the Stephens Fill Line Project and they received one from Ford Construction and one from Cole Tiscornia. Cole Tiscornia was almost \$50,000 lower, so they have awarded to him to go forward on the project. They will be starting on the project right away.

- 9.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that the office has been closed to the public and doors locked, with the exception of cash customers while keeping safe distancing and sanitizing regularly. Elaine said it has been working well and more productive for staff. Elaine reported that the Workers Comp Audit was completed on March 4th and went really well and we just received our report that we will be getting a credit of <\$3,537> on our billing. Elaine noted that her priority items she is working on at present are the Master Plan numbers for Weber Ghio and completion of the Audit. Elaine noted that due to the COVID she will be completing the audit long distance through a Dropbox that was set up this week to transfer documents to the auditor. Elaine noted other items to be completed this month are the quarterly payroll taxes, LAIF quarterly transfer calculations and transfers and working on the annual report. Elaine said that, due to the COVID, the state has extended our annual report due date to July. Elaine said she also needs to work on the budget recap for this year and draft budget for next year as soon as time is available. Elaine reported that she also has had a lot of time devoted to COVID rules both for HR and water districts to keep up on and has webinars scheduled for COVID, Springbrook Migration and CalPERS retirement and benefits. Elaine noted that we still need to work on the SB998 rules and policies for our district. Bill asked if we need to hire someone while Mary is out. Elaine stated that she would like to wait and see what Mary's intentions are before going to the work of hiring & training someone new.
- 9.f IRRIGATION COMMITTEE. Director Oneto stated that he feels we need to look into irrigation rates and may need to raise them to support the system costs. Elaine noted that irrigation rates need to go through the Prop. 218 process along with the domestic rates. Bill agreed and said that these rates will be looked at when Weber Ghio does the Master Plan numbers. Discussion ensued and it was decided to bring this back to the Board or the Irrigation Committee for review.
- 9.g PERSONNEL COMMITTEE. There was nothing to report.
- 9.h BUDGET/FINANCE COMMITTEE. There was nothing to report.
- 10. DIRECTORS COMMENTS. Director Rasmussen noted that the teleconference was difficult with hearing those in attendance at the office.
- 11. NEXT MEETING: Next regular meeting is scheduled for Wednesday, May 20, 2020, at 7:00 PM.
- 12. ADJOURNMENT. The meeting was adjourned with no further business at 7:45 PM.

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

Date: 5-20-20

ATTEST:

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