

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

MINUTES OF MAY 20, 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 7:05 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

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

Motion:	Director Oneto
Second:	Director Chick
Ayes:	Directors Bottomley, Rasmussen, Quincy, Oneto and Chick
Nays:	None
Absent:	None
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. April 15, 2020 – Regular Meeting
5. APPROVAL OF EXPENDITURES:
 - a. April 2020 Expenditures.

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

MINUTE ENTRY. TO APPROVE THE CONSENT AGENDA - ITEMS #4.a – MINUTES – APRIL 15, 2020, REGULAR MEETING; & #5.a – EXPENDITURES – APRIL 2020, AS PRESENTED.

REGULAR AGENDA

RECURRING BUSINESS:

- 6.a CASH RECEIPTS REPORT. The Cash Receipts report for the month of April 2020 was included in the agenda packets for review. Elaine reviewed the cash receipts report with the Board noting receipt of two domestic connection fees from McCullough, for a home under construction, and Chance/Barry, for a marijuana dispensary under construction, in the amount of \$14,000 each. Elaine also reported to the Board that our over 90-day balance has increased slightly due to the COVID-19 pandemic and Governor's order of no shut-offs, and she anticipates delinquent accounts to increase. Elaine reported that she is still 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.
- 6.b BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of April 2020 was included in the agenda packet for review. Elaine Urruty reviewed the Fund Balance Report and quarterly transfers with the Board. The current LAIF balance as of April 30, 2020 is \$2,742,557.26.
- 6.c BALANCE SHEET & INCOME STATEMENT. The April 2020 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 April 30, 2020 is \$386,402.63. Elaine reported that the net difference of our cash and reserve accounts to our long term debts as of April 30, 2020 is a positive \$2,047,027.03.

OLD BUSINESS:

- 7.a UWPA JPA JOINT AGENCY MEETING FOLLOW-UP & 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, copies of the UPUD resolution fixing the UWPA fee schedule with a copy of the approved schedule and a sample notice to send to customers. Discussion ensued regarding the UWPA rate fee and the wording for the notice to customers. Elaine noted that the exact amount needed to cover the two year commitments to UWPA and the \$1 reserve would be \$18.16 per customer. If the fee is made \$18, the shortage would be approximately \$3,800 per year. It was the Board's consensus to approve an \$11 increase to the UWPA Fee for a total UWPA Fee of \$18 per month to cover

the two year commitment of contribution payments to UWPA. The shortage will be covered by the UWPA reserves.

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

MINUTES ENTRY. MOTION TO APPROVE AN INCREASE TO THE UWPA FEE OF \$11 TO A TOTAL OF \$18 PER MONTH PER CUSTOMER WITH RESOLUTION TO BE APPROVED AT THE JUNE MEETING.

NEW BUSINESS:

8.a RESOLUTION OF CONSOLIDATION AND REQUEST OF CONSOLIDATION WITH THE NOVEMBER 3, 2020 GENERAL ELECTION.....RES. 2020-04
A copy of Resolution #2020-04 was included in the agenda packet for review .

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

RES. #2020-02. RES. NO. 2020-04. TO CONSOLIDATE UPUD SPECIAL DISTRICT BOARD ELECTIONS WITH STATEWIDE GENERAL ELECTION ON NOVEMBER 3, 2020

8.b APPROVAL OF UWPA IRRIGATION CONTRACTS FY 2019-2020 – CORNISH & PAUL AND REVIEW OF UPUD ADMIN FEE; DISCUSSION/POSSIBLE ACTION. Copies of the UWPA irrigation contracts were included in the agenda packet for review. Elaine Urruty noted that UWPA has added a 5% increase in the Water Use Fee. Elaine asked if, at this time, the Board would consider increasing the UPUD \$100 admin fee to cover our time in handling these accounts as requested the last four years. Originally the UWPA Administrative Fee was \$150 and the UPUD Admin Fee was \$100. In 2016, UWPA doubled their fee to \$300 and have raised it annually since then and it is now at \$340. Elaine informed the Board that she had calculated the cost of staff time working on the contracts, sending billings and collecting & posting fees to an estimated \$615, which we aren't close to collecting. Discussion ensued and Elaine recommended raising the UPUD admin fee at least \$50 this year and increase every year after to help offset these costs.

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

MINUTE ENTRY. TO APPROVE THE UWPA IRRIGATION CONTRACTS FOR CORNISH AND PAUL FOR FY 2019-2020 AS PRESENTED AND INCREASE THE UPUD ADMINISTRATIVE FEE TO \$150.

- 8.c PERSONNEL COMMITTEE REVIEW OF COVID-19 RELATED PERSONNEL POLICIES; DISCUSSION/POSSIBLE ACTION. Elaine Urruty reported that item has been left on the agenda for updates to the Board as we go through the COVID-19. Elaine reported that Mary Miloslavich is still off to shelter in place and as of last payroll we are no longer paying her COVID sick leave and she chose to use her accrued sick leave and vacation leave accruals until gone. Mary has not reported back on her intentions for return to work. Elaine said she has been researching with Cal Chamber, DOL and HR California lawyers to get informed on all the new rules regarding COVID to make sure we move forward properly and do the proper paperwork. Discussion ensued regarding Mary's situation. Elaine will stay in contact with Personnel Committee and report back to the Board next month.
- 8.d POSSIBLE CHANGE OF DAY AND/OR TIME OF UPUD MEETING; DISCUSSION/POSSIBLE ACTION. Director Oneto reported that Ken Airola asked to place this item on the agenda because it has been hard to hear the meeting via teleconference and recommended possibly moving meeting to 6 p.m. and maybe relocate to the park for distancing. Discussion ensued regarding options for meeting times and places and posting of meetings during the COVID. It was the Board's consensus to leave the meetings as is in hopes the COVID restrictions are gradually lifting.

REPORTS:

- 9.a HWY 4 CORRIDOR ADHOC COMMITTEE REPORT. 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, June 19 2019 with time & location to be determined.

- 9.b UWPA REPORT. Director Chick reported that UWPA has had a few extra meetings while recruiting & interviewing for a new General Manager. A contract was sent out yesterday and if accepted they should have the position filled by July. Bill Eltringham asked what water year we ended up in and Elaine Urruty reported that she had been informed by Lori Karnes that we are in a water year II. Director Chick reported that Dave Andres is still working hard on the ReMAT and they are waiting for decision from the courts and are ready to move forward when a decision is made. Discussion ensued regarding the ReMAT and looking into FERC options & researching the costs. Directors Chick & Rasmussen said that they had some really good candidates for the General Manager position. Once they fill this position and bring in a couple consultants they should be able to move forward on gathering data to help with the decision making. Director Chick said that the outage went really well and had to fix a couple switches. Rachel Nash, the officer assistant, is leaving and they have Lori's daughter working as a temp until the position is filled.

Next UWPA meeting is scheduled for Tuesday, May 26, 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, July 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 the bid for the Stephen's Fill Line project was awarded to Cole Tiscornia Construction and they had a great crew and did a really good job. The job is completed except for paving and first payment has been made. Bill reported that the bid was \$208,090, but they ran into some solid rock and had to rent an excavator and hammer for approximately \$11,000 which increased the overall cost. Bill reviewed the project with the Board and said the County has worked really well them also. Bill said the crew is now busy getting ready for irrigation season.

9.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that the office is still closed to the public and doors locked, with the exception of cash customers while keeping safe distancing and sanitizing regularly. Garrett Walker is currently doing our backflow inspections and should be done by May and will be billed to customers by June. Elaine said she will draft a notice on the UWPA Fee increase and will print and send out with the May statements. Additional Master Plan numbers were completed and sent over to Weber Ghio and Matt is reviewing and will let us know if they need anything further. Quarterly payroll taxes and LAIF quarterly transfers were all completed. Elaine is working with the auditor long distance, due to COVID, through a drop box to transfer data as requested for them to complete the audit. Elaine said she also will be working on the annual report, budget, continued COVID HR issues and the CCR report due by end of June. Elaine said that she would like to develop a letter to send out to our over 90 day accounts to offer payment plans and inform them that the debt will be due and payable when restrictions are lifted. Elaine asked if she could pursue hiring someone to assist with preparing of our annual CCR Water Quality report, as the requirements keep growing and we now have to add another section on the federal EPA testing we had to do. The Board & District Manager agreed to have Elaine look into this and make the decision with Bill. Elaine noted that we still need to work on the SB998 rules and policies for our district and Springbrook migration. Elaine said she is also looking into the employee's current dental benefits and if we can get a better or comparable Delta Dental Plan through SDRMA and what the cost would be.

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. There were no comments.

11. NEXT MEETING: Next regular meeting is scheduled for Wednesday, June 17, 2020, at 7:00 PM.

12. ADJOURNMENT. The meeting was adjourned with no further business at 7:50 PM.

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

Date: 6-17-20

ATTEST:

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