

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

MINUTES OF NOVEMBER 17, 2021 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
	BRUCE TALLAKSON	Treasurer
	RALPH CHICK	Director

Directors Absent: None

Also Present:	BILL ELTRINGHAM	District Manager
	ELAINE URRUTY	Office Manager
	JOEL METZGER	UWPA General Manager
	PUBLIC AT LARGE	

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

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

MINUTE ENTRY. MOTION TO APPROVE THE AGENDA AS PRESENTED.

3. PUBLIC COMMENT. There was no Public Comment.

CONSENT AGENDA

4. APPROVAL OF MINUTES:
 - a. September 22, 2021 - Regular Meeting – Tabled to the December meeting
 - b. October 20, 2021 – Regular Meeting.
5. APPROVAL OF EXPENDITURES:
 - a. September 2021 Expenditures.
 - b. October 2021 Expenditures

Elaine Urruty noted that the September expenditures were low, as some were paid in the first week of October due to low staffing in September. Elaine also reviewed high or new expenditures per Board request including; Hildebrand Consulting in the amount of \$7,560 & \$690 for 218 Rate Plan; Springbrook in the amount of \$8,575.15 for annual software maintenance; Stockton East Water District in the amount of \$1,313.73 for the 2021 Watershed Sanitary Survey; Sterling Water Tech, LL in the amount of \$22,155 for Cationic Polymer and UWPA in the amount of \$10,000 and \$104,500 for 2nd quarter contract and contribution payments.

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

MINUTE ENTRY. MOTION TO APPROVE THE CONSENT AGENDA WITH THE REMOVAL OF THE SEPTEMBER 2021 MINUTES; ITEMS #4.B – OCTOBER 20, 2021 REGULAR MEETING MINUTES & #5.A & B – EXPENDTURES – SPETEMBER & OCTOBER 2021, AS PRESENTED.

REGULAR AGENDA

RECURRING BUSINESS:

- 6.a CASH RECEIPTS REPORT. The Cash Receipts report for the month of October 2021 was included in the agenda packets for review. Elaine reviewed the cash receipts reports with the Board. Elaine reported that we had received four new domestic connection fees this quarter in the amount of \$14,000 each in the Murphys Oaks Subdivision. Elaine noted that the outstanding delinquent receivables continue to increase, but hopefully some of the arrearages during COVID will be reimbursed through our arrearages application to the SWRCB, which she will be completing December 6, 2021.
- 6.b BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of October 2021 was included in the agenda packet for review. Elaine reviewed the quarterly transfers with the Board. Elaine noted that she has continued to deposit our quarterly connection fees into the LAIF SRLF Reserve account even though the SRLF loan has been paid off, as this will help build reserves for later debt funding for the Treatment Plant, if or when needed. She asked the Board if they agreed or wished these funds deposited elsewhere. It was the Board's consensus to continue depositing connection fees to the SRLF Reserve account at this time. Elaine also noted that US Bank is still in the process of getting the proper documentation from SWRCB to close the reserve accounts and process a payout check. When the check is received, it will be deposited into the District Surplus account. The current LAIF balance as of October 31, 2021 is \$2,020,959.25.
- 6.c BALANCE SHEET & INCOME STATEMENT. The October 2021 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, 2021 is \$185,937.29. Elaine

noted net income is lower due to the early payment of the 2nd quarter contribution payment in the amount of \$104,250, prior to receipt of UWPA fee revenue. Elaine reported that the net difference of our cash and reserve accounts to our long-term debts as of October 31, 2021 is a positive \$2,466,803.33.

At this time President Bottomley moved to New Business, Item #8.b, to accommodate those in attendance.

NEW BUSINESS:

- 8.b DON & MIKE PEIRANO REQUEST TO REVIEW CURRENT WATER AGREEMENT WITH CARSON HILL MINE AND PROPOSED SALE OF PROPERTY WITH THE UPUD BOARD; DISCUSSION/POSSIBLE ACTION Don & Mike Peirano informed the Board that they had spoken with the Carson Hill Mine office and that the property has been sold. Elaine Urruty noted that Carson Hill Mining Corp (CHGMC) had notified the office that escrow had closed on November 9, 2021. Mike said that they have been talking and emailing with Sandra in their office and was told they are looking into trying to work out some type of agreement, but nothing has been done yet. They should know more by next week. The Peiranos asked to keep this item on the agenda for future updates. Discussion ensued regarding the past special agreement sharing usage and billing of the irrigation service. Elaine noted that when the new owners informed the office that they purchased the property, they stated that Sutton Enterprises is going to be a tenant for 4-5 months while Brad is finishing some work there. Bill noted that this irrigation account was a special all year account and the District will need to review the account on whether they will be able to continue year round irrigation or be made a regular on season only account. This item will be left on the agenda and the Peiranos will let us know if and when they reach an agreement with the new owners for the Board to review.

At this time President Bottomley returned to Old Business.

OLD BUSINESS:

- 7.a UPDATE ON STATUS OF EASEMENTS ON PARCELS AT GOLDEN CREEK DRIVE & HWY 4 - APN#057-016-001 – REEVES & APN #057-012-006 – SWISS RANCH INC./TODESCHINI); DISCUSSION/POSSIBLE ACTION Bill Eltringham reported that District Engineer, Matt Ospital, is working on this and decided we had better pothole the project first to verify where the pipe is on the old easement drawing we have, but this has not been done yet. Director Bottomley asked if the customers were in need of the meters and Bill noted that one customer had inquired about how soon he will get his meter. Bill said he informed the customer that the meters will not be installed until the property is surveyed and easement agreements are recorded with the County.
- 7.b REQUEST FOR EMERGENCY OUT OF AREA SERVICE AGREEMENT FROM JONATHAN TAL, LADY BUG VENTURES, LLC – ANGELS CAMP RV & CAMPING RESORT, 3069 HWY 49, ANGELS CAMP – APN #064-007-072; DISCUSSION/POSSIBLE ACTION Directors Bottomley and Quincy reported that Jonathan Tal wanted to know more information on costs involved, if he were to pursue an annexation. This item was carried over to the December meeting.

- 7.c UPDATE ON HIRING OF NEW DISTRICT MANAGER; DISCUSSION/POSSIBLE ACTION
Director Chick reported that we have received five applications so far and the personnel committee hopes to meet on Friday to review them. Director Chick noted that there are at least four other inquiries that have not yet turned in applications. The personnel committee hopes to start scheduling interviews by our meeting in December. Bill Eltringham asked what our application deadline is. Director Chick said he was hoping to have the deadline December 15th or until filled. Elaine noted that the ACWA ad has a deadline of December 15th or until filled and we have more ads just going out and the deadlines are December 23rd or until filled.
- 7.d UPUD PREPARATION FOR DROUGHT IMPACTS & CONSERVATION PLANNING; DISCUSSION/POSSIBLE ACTION
Elaine Urruty reported that there has been no change on the requested voluntary 15% reduction from 2020, which we continue to request from our customers on our statements and website. UWPA General Manager, Joel Metzger, reported that the good news is that during the storms SWRCB lifted the curtailment and we are allowed to store water in the upper reservoirs. Joel said we still have to do reporting and the deadlines got moved up to November 19th for 3 month projections for diversions and natural flows and November 30th for prior month's actual usage. Joel said we continue to report and hope that the curtailments stay lifted throughout the winter and hope for precipitation to fill the reservoirs for storage, otherwise we would have to let the water go right through the reservoir to Melones.

NEW BUSINESS:

- 8.a REQUEST FOR TRANSFER OF TWO UNUSABLE IRRIGATION METER ACCOUNTS #5940-000 & #5941-000 – JOHN KAUTZ, BRET HARTE SOCCER FIELDS TO ONE NEW DOMESTIC METER FOR A VACANT LOT AT MURPHYS OAKS SUBDIVISION – BRET HARTE CENTER GP/JACK KAUTZ; DISCUSSION/POSSIBLE ACTION
Elaine reported that Jack Kautz asked for this item to be moved to the December agenda. Director Bottomley asked Bill Eltringham to give a short informative report to the Board on these services. Bill Eltringham reported that the two irrigation services owned by John Kautz were for the soccer fields at Bret Harte Center years back. Since then the Kautzs decided to subdivide this area and they wanted to keep paying to keep these irrigation services active in case they wanted to use them somehow in the subdivision and they did not want to lose them. Elaine reported that since 2007 they have paid a total of \$14,038.20 in monthly fees on the two accounts for zero usage. Bill said now they find they cannot use these irrigation services so Jack is asking to transfer to one domestic service at the subdivision on the same property. Elaine noted that she let Jack know that one complication is that the irrigation accounts are in John's name and Jack is asking for a domestic connection; therefore, we would need a letter from John authorizing or requesting this transfer. This item will be placed on the December agenda.
- 8.c APPROVAL OF COVID-19 STATE OF EMERGENCY AUTHORIZING REMOTE TELECONFERENCE MEETINGS; DISCUSSION/POSSIBLE ACTION.....RES NO. 2021-07
Elaine reported that this is the same as last month's resolution, just extending another 30 days for November 20th to December 20th, 2021.

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

RES. #2021-07. TO APPROVE PROCLAMATION OF A STATE OF EMERGENCY AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF UNION PUBLIC UTILITY DISTRICT BOARD FOR THE PERIOD OF NOVEMBER 20, 2021 TO DECEMBER 20, 2021.

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 Stanislaus River Association (SRA) meetings have been cancelled due to COVID-19 until further notice.

- 9.b UWPA REPORT. Joel Metzger reported that UWPA has had a very busy month with the power outage. Kyle and the crew have rebuilt three flumes and they are making great progress and by the end of this week they should be done. The shock Crete is happening today and tomorrow and Sabastian and Jeremiah are taking a lead on this and sealing leaks near Pennsylvania Gulch Road area. On the operations & maintenance side, Frank is switching out quite a few components in the switchyard. Joel said he got to be a part of working on some maintenance inside the stroll case and cleaning the generator itself and it was very interesting to see the guts of these turbines. Joel noted that they had ordered about \$30,000 worth of parts and only about half of them came in and the supplier is blaming supply chain delays, even though the parts are made in America. So UWPA could not get parts from the east coast to the west coast in time for the outage, therefore we may need to do another outage after the parts arrive to complete the operations and maintenance components. Director Quincy asked if they were going to shorten the current outage and Joel said not by choice and they still have more work to complete yet in the other areas, plus we have the Thanksgiving holidays, which shortens number of work days. They are on schedule to be back online by December 1st. Joel also said he is pleased to say that we are fully on track to start the ReMAT contract for Murphys on December 1st. Joel said he got the PG&E report back on the long list of items they had given us and everything was marked complete, so our end is good and PG&E just has to get their paperwork done. Everything looks really good, but until it happens he cannot make promises, but keep thinking positive thoughts. Joel also reported that UWPA has an EAP training scheduled for December 8th from 9am to Noon and he will be sending out invites to the Board and staff to attend. Elaine asked if Joel had heard any more on bids from consultants on the employee handbooks. Joel said he has gotten the other proposals in and has reviewed them and wants to get thoughts from Elaine on the proposals and we can then come back to our Boards with recommendations.

Next UWPA meeting is scheduled for Tuesday, December 13, 2021, at 5:30 PM at the UWPA office in Angels Camp.

- 9.c LAFCO REPORT. Director Quincy reported that Elaine spoke with John Benoit and we are only on the agenda for his report that we will be on future agendas, so we did not need to attend.

The next LAFCO meeting is scheduled for Monday, January 17, 2022, 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 finally got our estimate from PG&E to complete the power supply work up at the treatment plant and it is going to cost \$19,100. Bill said this is just so we can run the pumps we had to put in for the tank aeration. Bill said to keep in mind that, if we every do major pumping up there this power supply is going to have to be increased more, but we do not have facilities in our plant to accept it at this time. We have what we need now, but any increase in the future would need a new building and would be a very expensive addition. Bruce Whittle is not happy with the proposal, but it will handle what we have at present. Once Bruce approves the estimate, CPPA has informed us that we need to cut the check and copy them so they can sign the contract with PG&E. Bill asked for the Board's permission to move forward once Bruce approves the estimate. Elaine Urruty recommended pulling funds from the LAIF District Reserve to cover the cost. It was the Board's consensus to approve going forward with payment once approved by Bruce and to pay out of LAIF District Reserve. Bill said he spoke to Steve Airola regarding Ken Airola, District Counsel, and Steve asked if the District could give Ken until the first of the year to let us know if he can continue his role as District Counsel. Bill said Elaine also spoke to Ken, who stated he is doing better, but would not be attending the meeting, but did review items on the agenda. Bill said that Steve said he would try and help if we were in pinch and needed something in an emergency. Ken is doing better and that is good news. Bill said other than that the crew has been very busy with a lot of breaks in the system.

- 9.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that we just had the new mini split HVAC unit installed in the office by Angels Sheet Metal. Angels Sheet Metal needs to come back one more time to finish some of the work. This unit's cost is covered by a grant we received from CPPA. Once installation complete and invoiced, the district will pay and send documentation to CPPA for reimbursement. Elaine said that she had her meeting with Springbrook on Thursday after the last Board meeting asking if they could give Mark Hildebrand access to our accounts so he could work directly with Springbrook, but this was not possible with a server-based version. We would need to be cloud based for Mark to access and work with our accounts. Elaine, therefore, asked for a tech that was highly familiar with QBE and worked with her on building QBE reports for the data requested and all data reports were to Mark by Friday, September 22nd. Mark asked for some additional data the next week & Elaine was again able to build more QBE reports and send him the data reports within a day. Elaine reported that the quarterly LAIF transfer and quarterly payroll taxes were completed and the office is still doing a lot of catchup work through October due to September low staffing. Elaine reported that Comcast Business has taken great deal of her time to get finalized and fighting charges of up to \$14,000 that they wanted to add to run lines to our building. Elaine said she was able to get Supervisors involved and no connection fees were charged and our cable has been pulled to the building and is scheduled for hookup tomorrow along with setup

of computers with Computer Firemen. Elaine said we should be setup and ready for Springbrook data pull scheduled for the first week in December and an estimated go live by the end of February. Director Bottomley asked if we would be able to have Springbrook at the Corp Yard and Elaine said once we are live on the cloud, yes, staff given permission can access from anywhere with secure internet. Once the data pull is done then Elaine said she will be working long distance with the Springbrook team and Computer Firemen to make sure all our setups are correct and to then run parallel procedures and test the system before going live. Elaine said she will also be completing the arrearage survey and final application due December 6th and meet with Joel on the handbook bids along with needing to complete budget draft for meeting & work on our LAFCO MSR.

- 9.f IRRIGATION COMMITTEE. There was nothing to report.
- 9.g PERSONNEL COMMITTEE. There was nothing to report.
- 9.h BUDGET/FINANCE COMMITTEE. Budget Committee meeting on Tuesday, November 23rd, at 9 am to review draft budget.
- 9.i LONG RANGE PLANNING COMMITTEE. There was nothing new to report.
- 10. DIRECTORS COMMENTS. There were no Director comments.
- 11. NEXT MEETING: The next regular meeting is scheduled for Wednesday, December 15, 2021, at 7:00 PM.
- 12. ADJOURNMENT. The meeting was adjourned with no further business at 7:55 PM.

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

Date: 12-15-21

ATTEST:

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