

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

MINUTES OF JANUARY 19, 2022 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
	MATT OSPITAL	District Engineer
	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. December 15, 2021 - Regular Meeting – Deferred to next meeting
 - b. January 18, 2022 – Special Meeting – Deferred to next meeting
5. APPROVAL OF EXPENDITURES:
 - a. November 2021 Expenditures

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 AS PRESENTED WITH REMOVAL OF MINUTES; ITEM #5.A – EXPENDTURES – NOVEMBER 2021.

REGULAR AGENDA

RECURRING BUSINESS:

- 6.a CASH RECEIPTS REPORT. The Cash Receipts report for the month of December 2021 was included in the agenda packets for review. Elaine reviewed the cash receipts report with the Board. Elaine reported to the Board that Jack Kautz had brought in a check for meters when she was out and asked the office again to not charge or hookup yet. Elaine asked to clarify once again with the Board their decision under the circumstance. Discussion ensued regarding payments for the new connections in Murphys Oaks Subdivision. It was the Board's consensus again, that we process Murphys Oaks payments like all others and once payment is received meters are installed & billing begins. If account will not need meter for 6 months or more, the owners can always request to go to Standby status at half the rate. Elaine also reported that our over 90 day accounts are continuing to increase due to no late fees or shut offs and are currently at \$14,973.66. Elaine said that the COVID Arrearages check we requested is in process and should arrive by end of January for approximately \$11,000 to help pay some of these accounts. Discussion ensued regarding late fees and delinquent accounts and ability to lien accounts if needed.
- 6.b BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of December 2021 was included in the agenda packet for review. Elaine reviewed the report with the Board. Elaine noted that we did receive our payment to close the SRLF reserve accounts this month and the reserve accounts will go to zero and the funds will be deposited to District Surplus to reimburse for the loan payoff. The current LAIF balance as of December 31, 2021 is \$2,020,959.25.
- 6.c BALANCE SHEET & INCOME STATEMENT. The December 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 December 31, 2021 is \$298,887.98. Elaine reported that the net total of our cash and reserve accounts as of December 31, 2021 is a positive \$2,598,080.67.

At this time President Bottomley moved to New Business for Election of Officers, Committees & Appointments.

NEW BUSINESS:

8.a ELECTION OF OFFICERS; DISCUSSION/POSSIBLE ACTION President Bottomley asked for the Board's recommendations for 2022 officers to the Board. Discussion ensued regarding recommendations for officers. It was the Board's consensus to keep the officers the same as last year.

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

MINUTE ENTRY. MOTION TO APPOINT THE UPUD OFFICERS FOR 2022 THE SAME AS 2021, AS FOLLOWS:

President	Director Bottomley
Vice President	Director Rasmussen
Secretary	Director Quincy
Treasurer	Director Tallakson
Director	Director Chick

8.b UPUD COMMITTEES & APPOINTMENTS; DISCUSSION/POSSIBLE ACTION A copy of the 2021 Committees & Appointments was included in the agenda packet for review. President Bottomley asked for the Board's recommendations for the 2022 committees and appointments. Discussion ensued and the following committees and appointments were made by President Bottomley:

Committees:

Budget Committee: Tom Quincy Alternate: Eric Bottomley
Bruce Tallakson
Bill Eltringham
Elaine Urruty

Irrigation Committee: Eric Bottomley Alternate: Bruce Tallakson
Greg Rasmussen
Bill Eltringham

Personnel Committee: Ralph Chick Alternate: Eric Bottomley
Bruce Tallakson

Long Range Planning Committee: Tom Quincy Alternate: Greg Rasmussen
Eric Bottomley

Appointments:

UWPA Board: (2 Year Terms)	Ralph Chick Greg Rasmussen	Alternate: Tom Quincy
Hwy 4 Corridor ADHOC Committee/SRA:	Greg Rasmussen	Alternate: None
LAFCO:	Greg Rasmussen	Alternate: Tom Quincy
CPPA:	Ralph Chick	Alternate: Greg Rasmussen

- 8.c APPROVAL OF COVID-19 STATE OF EMERGENCY AUTHORIZING REMOTE TELECONFERENCE MEETINGS; DISCUSSION/POSSIBLE ACTION.....RES NO. 2022-01
Elaine reported that this is the same as last month's resolution, just extending another 30 days for January 21, 2022 to February 20, 2022.

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

RES. #2022-01. 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 JANUARY 20, 2022 TO FEBRUARY 21, 2022.

- 8.d REQUEST OF TRANSFER OF IRRIGATION SERVICE FROM #5578-000 – SUTTON ENTERPRISES, 4795 HWY 49, ANGELS CAMP, CA – APN #064-013-038 TO WMC CORPORATE SVS., INC – DBA: CARSON HILL MINING CORP (CHGMC), EFFECTIVE RETROACTIVE TO DECEMBER 1, 2021 TO COORDINATE WITH SALE OF PROPERTY; DISCUSSION/POSSIBLE ACTION Bill Eltringham reminded the Board that this irrigation service had a special consideration in the past for Sutton Enterprises to run year round. Director Bottomley said that WMC's representative, Garrison, had contacted that office that they would not be able to attend this meeting to discuss the irrigation service. Elaine reported that Garrison had written a letter regarding how they plan to use irrigation and it was included in the irrigation packet with the application. Discussion ensued regarding how this service was used in the past and whether to approve transfer at this time. It was the Board's consensus to approve the transfer as a regular season irrigation service and if WMC wants to request year-round usage, they can come back to the board with their request.

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

Absent: None
Abstain: None

MOTION. TO APPROVE TRANSFER OF IRRIGATION SERVICE FROM #5578-000 – SUTTON ENTERPRISES, 4795 HWY 49, ANGELS CAMP, CA – APN #064-013-038 TO WMC CORPORATE SVS., INC – DBA: CARSON HILL MINING CORP (CHGMC), AS A REGULAR SEASONAL IRRIGATION SERVICE EFFECTIVE RETROACTIVE TO DECEMBER 1, 2021 TO COORDINATE WITH SALE OF PROPERTY.

At this time President Bottomley moved 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.....RES NOS. 2202-02 & 03
Copies of the Grant Easements and Resolutions were included in the agenda packet for review. District Engineer, Matt Ospital, reviewed the easements and agreements with the Board. Lengthy discussion ensued regarding the agreements and customers asking for the right to domestic meters to follow ownership of the property and meter installation to be at time of property owners choosing. Matt said if approved as is, these agreements could sit for years with no meter installation. Kirby Reeves noted that he plans to install his meter right away. It was the Board's consensus to approve the Reeve's resolution contingent on the signing of the Grant of Easement with agreement, since he plans to install right away and to table the Todeschini Grant Easement and resolution to the next meeting. Once the resolution is approved & Grant Easement is signed, the easement can then be recorded with the County.

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

RES 2022-02. TO APPROVE GRANT EASEMENT & AGREEMENT ON PARCEL AT GOLDEN CREEK DRIVE & HWY 4 - APN#057-016-001 – KIRBY & JACLYN REEVES.

7.b DON & MIKE PEIRANO REQUEST TO REVIEW PRIOR WATER AGREEMENT WITH SUTTON ENTERPRISES/CARSON HILL ROCK AND SALE OF PROPERTY TO NEW OWNERS WITH UPUD BOARD; DISCUSSION/POSSIBLE ACTION Director Bottomley reported there was nothing new to report at this time.

7.c WMC CORPORATE SVS, INC – DBA: CARSON HILL GOLD MINING CORP (CHGMC) – REQUEST TO REVIEW NEW WATER SERVICES PURCHASED NOVEMBER 9, 2021; DISCUSSION/POSSIBLE ACTION Director Bottomley reported there was nothing new to report at this time.

- 7.d UPDATE ON UPUD ACCESSARY DWELLING UNITS (ADU); DISCUSSION/POSSIBLE ACTION Director Bottomley reported that he felt we needed to move forward on the plan to initiate ADU billings per the flyer we had sent to customers. Elaine Urruty noted that the Utility Users group that meets monthly is still working on a plan to write up policies & procedures with Calaveras County so that all utilities in the county are consistent with their policies & recommended that we wait and see what they come up with. Discussion ensued regarding ADUs. It was the Board's consensus to table this item & to review with the District Engineer and bring back with the Rate Study.
- 7.e UPDATE ON HIRING OF NEW DISTRICT MANAGER; DISCUSSION/POSSIBLE ACTION Director Tallakson reported that the interviews were completed yesterday and no action has been taken yet.
- 7.f UPUD PREPARATION FOR DROUGHT IMPACTS & CONSERVATION PLANNING; DISCUSSION/POSSIBLE ACTION There was no new updates at this time and Joel Metzger, UWPAS General Manager, noted that there are not curtailments at this time.

At this time President Bottomley returned to New Business, Item 8.e

NEW BUSINESS:

- 8.e REQUEST FOR ANNEXATION FROM JONATHAN TAL, LADY BUG VENTURES, LLC – ANGELS CAMP RV & CAMPING RESORT, 3069 HWY 49, ANGELS CAMP – APN #064-007-072; DISCUSSION/POSSIBLE ACTION This item was tabled to the next meeting.
- 8.f REQUEST FOR SUPPORT OF UWPA's HUNTERS RESERVOIR FUELS REDUCTION PROJECT GRANT APPLICATION Joel Metzger reviewed the grant project with the Board noting the cost of \$1M and that the costs are 100% grant funded with 10% administrative costs included.

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

MINUTE ENTRY. TO WRITE A LETTER OF SUPPORT TO THE UWPA HUNTERS RESERVOIR FUELS REDUCTION PROJECT GRANT APPLICATION.

- 8.g REVIEW OF REVISED USEPA LEAD AND COPPER RULE AND 120WATER PROPOSAL; DISCUSSION/POSSIBLE ACTION Information on the Lead & Copper Rule along with information and a quote from 120Water were included in the agenda packet for review. Bill Eltringham reviewed the new Lead and Copper Rule with the Board and said that he and District Engineer, Matt Ospital, had meet with 120Water regarding services they offer to assist water districts in meeting the requirements of the rule. Bill reviewed the 120Water services and quote with the Board. Bill said that Matt Ospital will research this item further.

8.h REVIEW AND APPROVAL OF 2021-2022 UPUD BUDGET REVISIONS;
DISCUSSION/POSSIBLE ACTION The budget revisions recommendation were included in the agenda packet for review. Elaine Urruty reviewed the revisions with the Board.

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

MINUTE ENTRY. TO APPROVE THE BUDGET REVISIONS AS PRESENTED.

8.i REVIEW OF UPUD PROPOSED STAFF SALARIES; DISCUSSION/POSSIBLE ACTION
Discussion ensued regarding salaries. Director Chick stated that the Personnel Committee would like to meet with Bill Eltringham before making recommendations and will bring back to the next meeting.

8.j APPROVAL OF UWPA PAYMENT OF \$10,000 FOR WATER CONTRACT, 3RD QUARTER
FY 2021-2022; DISCUSSION/POSSIBLE ACTION UWPA Invoice #22-06 was included in the agenda packet.

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

MINUTE ENTRY. TO APPROVE PAYMENT TO UWPA OF \$10,000 FOR WATER
CONTRACT FOR 3RD QUARTER FY 2021-2022,

8.k APPROVAL OF UWPA PAYMENT OF \$104,250 CONTRIBUTION FOR 3RD QUARTER FY
2021-2022; DISCUSSION/POSSIBLE ACTION UWPA Invoice #22-08 was included in the agenda packet.

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

MINUTE ENTRY. TO APPROVE PAYMENT TO UWPA OF \$104,250 FOR 3RD
QUARTER FY 2021-2022.

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's dam inspection had been completed and everything looks good. UWPA has submitted the 1st REMAT billing for Murphys Powerhouse for Dec 2021. Joel noted that tomorrow will be the kickoff meeting with Elaine and the Consultant. UWPA will complete their handbook first. Joel is hoping on a 2 month turnaround and then UPUD will complete their handbook.

Next UWPA meeting is scheduled for Tuesday, January 25, 2021, 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, January 24, 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 the snow storm last month was quite a problem with power outage, numerous downed trees and road clearance issues, but crew handled it well. Bill noted that the crew had to transport fuel up to the treatment plant for the generator. Bill said since they have no plow they used the backhoe as best they could to clear the road. Joel noted that UWPA borrowed an old plow from CCWD and it worked like a charm & UPUD and UWPA may want to look into purchasing it together. Joel said that their crew worked hard to keep debris clear from the flumes and ditches and that they had an overtopped the canal and almost had a system failure because of the dropped dammed up trees. Bill reported that they hope to start flushing soon, depending on weather and will post on our bills and website. Matt noted that PG&E on the 25th to work on the power issue.

- 9.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that she will be meeting with Joel and the consultant on the handbook update procedures. She will be working on the quarterly and end of year payroll taxes, W2s & 1099s. Elaine noted that Springbrook had scheduled her 100% of her time this week and she let them know that is not possible with a two person office and we need to work together on a more reasonable schedule. Elaine said she will update approved budget into the Springbrook system. Elaine reported that we had to estimate reads this month due to the storm and having no one available to read meters. This was quite a job and therefore statements were sent out late this month, but there are no late fees, so this will not affect our customers. Elaine said she is not sure what issues may arise for next month's processing due to estimates. Elaine said because this set them back they are working to catch up in the office.

- 9.f IRRIGATION COMMITTEE. There was nothing to report.

- 9.g PERSONNEL COMMITTEE. Personnel Committee scheduled a meeting for 2 pm on Wednesday to meet at the office with Bill and Elaine.
- 9.h BUDGET/FINANCE COMMITTEE. There was nothing more to report.
- 9.i LONG RANGE PLANNING COMMITTEE. Matt Ospital reported that he had been contacted by CCWD regarding a proposed CalOES grant they are applying for and would UPUD to join them in the grant and include an emergency tie in for UPUD to their water system. Discussion ensued regarding the CalOES grant and the proposed tie in. It was the Board's consensus to move forward looking into this grant.
- 10. DIRECTORS COMMENTS. There were no Director comments.
- 11. NEXT MEETING: The Board thanked the Personnel Committee for their work on the General Manager interviews and Elaine for her work on the budget.
- 12. ADJOURNMENT. The meeting was adjourned with no further business at 8:16 PM.

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

Date: 7-20-22

ATTEST:

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