

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

MINUTES OF APRIL 18, 2018 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:	RALPH CHICK	President
	GREG RASMUSSEN	Vice President
	TOM QUINCY	Secretary
	DUANE ONETO	Treasurer
	ERIC BOTTOMLEY	Director

Directors Absent: None

Also Present:	BILL ELTRINGHAM	District Manager
	LISA BIEDINGER	Customer Service Rep
	PUBLIC AT LARGE	

1. PLEDGE OF ALLEGIANCE. The Pledge was given.
2. PUBLIC COMMENT. There was no public comment.
3. APPROVAL OF MINUTES. The minutes of the February 21, 2018, regular meeting were included in the agenda packets for review. There was one correction requested: 1) Item 7.b., paragraph 2, correct 'Mattel' to 'Natel'.

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

MINUTE ENTRY. THE MINUTES OF THE MEETING OF FEBRUARY 21, 2018 WERE APPROVED AS CORRECTED.

The March 21, 2018 and April 5, 2018 minutes were tabled to the next meeting.

At this time President Chick moved to Old Business for Item 5.a.1 and 5.a.2.

OLD BUSINESS:

5.a FOLLOW-UP ON ANNEXATION RESOLUTIONS; DISCUSSION/POSSIBLE ACTION The following two resolutions were approved at the March 2018 Board meeting with District Counsel amendments to be added. It was recommended by District Counsel to bring these resolutions and agreements back to the Board for final review and approval.

1. Joel & Emily Metzger for Property Overlapping District Boundary and To Be Serviced Through Current Smith Family/Weidmann Service Meter (APN #068-011-051 with Pending Lot Line Adjustment).....Res. No. 2018-01

This item was tabled to the next meeting to give Ken Airola, District Legal Counsel, and Joel and Emily Metzger time to meet over wording on the agreement.

2. Don Padou for Property at 612 Apple Blossom Drive, Murphys – APN #034-003-016.....Res. No. 2018-02

The Padous were both in attendance and Don Padou reported they had received and reviewed the Resolution No. 2018-02 and the Annexation Agreement. The Padous were happy with the wording and had signed, notarized and returned the documents to Ken Airola. Don said he had spoken to Ken Airola on Monday and had confirmed the documents were received in his office. Don Padou stated that he will move forward with the LAFCO annexation application process.

Motion: Director Quincy
Second: Director Rasmussen
Ayes: Directors Chick, Rasmussen and Quincy
Nays: Director Oneto
Absent: Director Bottomley

RES. NO. 2018-02. FINAL APPROVAL OF RESOLUTION AND ANNEXATION AND DEVELOPMENT AGREEMENT WITH DONALD PADOU.

At this time President Chick returned to Recurring Business. Director Bottomley arrived at this time.

RECURRING BUSINESS:

4.a APPROVAL OF EXPENDITURES. The March 2018 Expenditures were included in the agenda packets for review.

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

MINUTE ENTRY. THE MARCH 2018 EXPENDITURES WERE APPROVED AS PRESENTED.

- 4.b CASH RECEIPTS REPORT. The Cash Receipts report for the month of March 2018 was included in the agenda packets for review.
- 4.c BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of March 2018 was included in the agenda packet for review.
- 4.d BALANCE SHEET & INCOME STATEMENT. The March 2018 Financial Report was included in the agenda packet for review.

OLD BUSINESS:

- 5.b REVIEW AND PROPOSED REVISION & ADDITION OF EMPLOYEE HANDBOOK POLICIES; DISCUSSION/POSSIBLE ACTION

- 1. #2190 – Drug Free Workplace and Testing (Drug and Alcohol Abuse Policy)
- 2. #2191 – Pre-Employment Physical Examinations and Drug Testing
- 3. #2001 – Hiring; Add 2001.2

Due to the absence of District Legal Counsel, these items were tabled to the next meeting.

- 5.c REVIEW AND POSSIBLE REPLACEMENT POSITION FOR DISTRIBUTION/TREATMENT; DISCUSSION/POSSIBLE ACTION Director Chick reported that he and Director Quincy had met and discussed the position with Bill Eltringham. The ad was written for the local newspapers. Discussion ensued regarding advertising in the local newspapers and online.

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

MINUTE ENTRY. TO SUBMIT THE AD IN THE TWO LOCAL NEWSPAPERS AND RESEARCH THE POSSIBILITY OF ONLINE ADS.

NEW BUSINESS:

- 6.a REQUEST FOR ONE YEAR EXTENSION ON WILL SERVE LETTER – TRUDY LACKEY, 968 BROADVIEW LANE, MURPHYS – APN #068-005-035 PROPOSED LOT SPLIT; DISCUSSION/POSSIBLE ACTION Discussion ensued regarding the Will Serve extension.

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

MINUTE ENTRY. TO APPROVE A ONE YEAR EXTENSION ON THE WILL SERVE LETTER – TRUDY LACKEY, 968 BROADVIEW LANE, MURPHYS – APN #068-005-035 PROPOSED LOT SPLIT.

- 6.b REVIEW & AWARD OF BID PROPOSAL FOR INUNDATION MAPPING & TECHNICAL STUDY FOR ANDREW CADEMARTORI DAM DISCUSSION/POSSIBLE ACTION A memorandum from Gary Ghio, District Engineer, was included in the agenda packet regarding Inundation Mapping and Technical Study for the Andrew Cademartori Dam and included proposals from 3 engineering firms. The proposals for inundation mapping and technical studies were from Wood Rogers - \$36,276; West Consultants, Inc. - \$33,076 and Condor Earth - \$18,080. Bill Eltringham reported that Condor Earth had completed this study for us in the past. It was recommended by Gary Ghio and Bill Eltringham to award the contract to Condor Earth. Discussion ensued regarding the Emergency Action Plan (EAP) that is also required by January 1, 2021. Bill Eltringham discussed working with Gary Ghio to hire a consultant to help us implement the EAP like UWPA had done in the past. Director Rasmussen brought up the possibility UPUD and UWPA working together on this. Bill Eltringham agreed it would be a good idea. Director Rasmussen stated he would bring this matter up at the next UWPA meeting.

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

MINUTE ENTRY. TO AWARD THE CONTRACT FOR INUNDATAION MAPPING AND TECHNICAL STUDY TO CONDOR EARTH IN THE AMOUNT OF \$18,080.

- 6.c CONSOLIDATION OF UPUD SPECIAL DISTRICT BOARD ELECTIONS WITH STATEWIDE GENERAL ELECTION DISCUSSION/POSSIBLE ACTION.....RES. NO. 2018-03

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

RES. NO. 2018-03. TO CONSOLIDATE UPUD SPECIAL DISTRICT BOARD ELECTIONS WITH STATEWIDE GENERAL ELECTION ON NOVEMBER 6, 2018.

- 6.d REALLOCATION OF BALANCE OF FUNDS IN LAIF PARK FUND; DISCUSSION/POSSIBLE ACTION Discussion ensued regarding the balance in the Park Fund and where the funds should be reallocated. It was the Budget Committees recommendation to move the balance in the Park Fund to the Capital Improvement Fund.

Motion: Director Oneto

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

MINUTE ENTRY. TO REALLOCATE THE BALANCE OF FUNDS (\$5,387.99) IN THE LAIF PARK FUND TO THE CAPITAL IMPROVEMENT FUND.

6.e APPROVAL OF UWPA 4TH QUARTER CONTRACT PAYMENT IN THE AMOUNT OF \$10,000;DISCUSSION/POSSIBLE ACTION

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

MINUTE ENTRY. TO APPROVE THE UWPA 4TH QUARTER CONTRACT PAYMENT IN THE AMOUNT OF \$10,000.

6.f YEARLY RENEWAL OF PROPERTY & LIABILITY INSURANCE WITH CUTLER SEGERSTROM INSURANCE – GLATFELTER; DISCUSSION/POSSIBLE ACTION
Discussion ensued regarding keeping the same coverage as last year or the possibility of moving to a pooled coverage. Bill Eltringham recommended keeping the same coverage as last year. Eric Bottomley agreed, that a pools liability could affect us on the financial side with increased premiums.

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

MINUTE ENTRY. TO RENEW UPUD'S PROPERTY & LIABILITY INSURANCE WITH CUTLER SEGERSTROM INSURANCE – GLATFELTER AND TO REMAIN WITH THE SAME TYPE OF COVERAGE AS LAST YEAR.

REPORTS:

7.a HWY 4 CORRIDOR ADHOC COMMITTEE REPORT. There was nothing to report.

Next Hwy 4 Corridor meeting is scheduled for Thursday, June 7, 2018 at 4:00 PM. The location is yet to be determined.

7.b UWPA REPORT. Greg Rasmussen reported that he had not attended the UWPA meeting and that there is no update at this time in regards to the REMAT program. He also reported that UWPA had hired 1 new full-time employee and 1 part-time employee. This was to replace one full-time operator who left in December.

Next UWPA meeting is scheduled for Tuesday, April 24, 2018 at 5:30 PM at the UWPA office in Angels Camp.

At this time Director Chick asked to return to New Business to add emergency item (6.g) to address request for emergency leak adjustment.

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

MINUTE ENTRY. TO ADD REQUEST FOR LEAK ADJUSTMENT - #5309-000 – ROSE MITCHELL (c/o KEN MITCHELL) – 3840 MAIN ST., VALLECITO, CA – MARCH USAGE TO THE AGENDA.

NEW BUSINESS: (Con't)

6.g REQUEST FOR LEAK ADJUSTMENT - #5309-000 – ROSE MITCHELL (c/o KEN MITCHELL) – 3840 MAIN ST., VALLECITO, CA – MARCH USAGE; DISCUSSION/POSSIBLE ACTION
President Chick reported that it was his understanding this leak occurred on a unoccupied property. Bill Eltringham reported that the leak in the customers main line occurred when we were flushing lines in Vallecito. Bill asked for the Boards consideration and that they keep in mind that flushing puts extreme pressure variation on both our lines and the customers. Bill stated the customer was unaware of the leak and that UPUD reported the leak during meter reading. UPUD shut the service off and contacted the owner. The owner responded immediately and repaired the broken line.

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

MINUTE ENTRY. TO GRANT LEAK ADJUSTMENT IN THE AMOUNT OF ½ OF THE OVERAGE CHARGE.

7.c LAFCO REPORT. There was nothing to report.

The next LAFCO meeting is scheduled for Monday, May 21, 2018 at 6:00 PM at the Calaveras County Board of Supervisors Chambers in San Andreas.

7.d IRWMP/CRG. There was nothing to report. Director Quincy asked to have this item removed from reports on the agenda.

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

MINUTE ENTRY. TO REMOVE IRWMP/CRG FROM FUTURE REPORTS ON THE AGENDA.

7.e DISTRICT MANAGER'S REPORT. Bill Eltringham reported that they have completed the annual flushing and inspection of the Treatment Plant filters. A lot of dirt came out as usual. Bill reported they would have to add some top coal next year which would cost approximately \$7,000 to \$8,000. Bill reported the next project he is going to complete is the Stephens Spillway Pipeline. Bill stated he has the pipe on the ground and should complete in the next 4 to 5 days. Once the project is complete he will cut away the extra hire. UPUD will then be back to a 3 person crew. He will bring Frank Tonetti back to help at the Treatment Plant. Bill reported that the next project he is looking at is the Stephens Fill Line. This project is still on the books and we still have the County Emergency Permit, he's just not sure we can complete this project in-house. Bill will have Ford Construction take a look at the job and give an estimate, as we may need the extra manpower and knowledge to help lay the 1,800 feet of pipe. And lastly, Bill reported on May 4th the State Water Resources Control Board will conduct its annual inspection of the Treatment Plant. For the first time in years, we will have a new Engineer doing the inspection. Bill has heard he is young, ambitious and very thorough. Bill will have Gary Ghio and Frank Tonetti on site for the inspection as well. They will be there to help answer any questions.

7.f OFFICE MANAGER'S REPORT. Elaine Urruty – Office Manager was absent. Director Quincy asked if we could add a special section under the Office Manager's Report to update the Board on the progress of the Springbrook migration. The Board also instructed Bill Eltringham to have Elaine Urruty call and set up an appointment with Website Designer in Murphys. The Board is ready for the UPUD Website to be in place and operational.

7.g IRRIGATION COMMITTEE. There was nothing to report.

7.h PERSONNEL COMMITTEE. There was nothing to report.

7.i BUDGET/FINANCE COMMITTEE. Director Oneto commented just as a reminder he would like to be working on the budget in June so we are ready to go in July.

8. **Adjourn to Closed Session at 7:50 PM.**

- a. Public Employee Discipline/Dismissal/Release, Government Code 54957, Distribution/Treatment Employee.

Reconvene from Closed Session at 7:58 PM.

9. REPORT OF ACTION TAKEN

President Chick will contact Legal Counsel for his recommendation on any further action.

10. DIRECTORS COMMENTS. There were no Director Comments.

11. NEXT MEETING: Next regular meeting is scheduled for Wednesday, May 16, 2018, at 7:00 PM.

12. ADJOURNMENT. The meeting was adjourned with no further business at 8:01 PM.

Submitted by: _____
Thomas E. Quincy, Secretary

Date: _____

ATTEST:

Elaine M. Urruty
Clerk to the UPUD Board of Directors