

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

**MINUTES OF OCTOBER 21, 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
	JOEL METZGER	UWPA GM
	PUBLIC AT LARGE	

1. PLEDGE OF ALLEGIANCE. The Pledge was given.
2. APPROVAL OF AGENDA. – Agenda was approved as presented.
3. PUBLIC COMMENT. There was no Public Comment.

**CONSENT AGENDA**

4. APPROVAL OF MINUTES:
  - a. September 16, 2020 – Regular Meeting
5. APPROVAL OF EXPENDITURES:
  - a. September 2020 Expenditures.

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

MINUTE ENTRY. TO APPROVE THE CONSENT AGENDA - ITEMS #4.a – MINUTES – SEPTEMBER 16, 2020, REGULAR MEETING; & #5.a – EXPENDITURES – SEPTEMBER 2020, AS PRESENTED.

## REGULAR AGENDA

### RECURRING BUSINESS:

- 6.a CASH RECEIPTS REPORT. The Cash Receipts report for the month of September 2020 was included in the agenda packets for review. Elaine reviewed the cash receipts report with the Board noting payments from both the Paul's & Cornish's for UWPA irrigation contracts for a total of \$1,905.59 and a new domestic connection fee from the Womack's in the amount of \$14,000. Elaine reported that our over 30, 60 & 90 day accounts are continuing to increase due to COVID and no late fees or shut offs.
- 6.b BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of September 2020 was included in the agenda packet for review. Elaine Urruty reviewed the Fund Balance Report with the Board noting that the 1<sup>st</sup> quarter transfers will show on next month's report. The current LAIF balance as of September 30, 2020 is \$2,557,173.99.
- 6.c BALANCE SHEET & INCOME STATEMENT. The September 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 September 30, 2020 is \$135,712.37. Elaine reported that the net difference of our cash and reserve accounts to our long term debts as of September 30, 2020 is a positive \$2,028,061.40.

### OLD BUSINESS:

- 7.a NOMINATIONS FOR LAFCO INDEPENDENT SPECIAL DISTRICT MEMBER & ALTERNATE; DISCUSSION/POSSIBLE ACTION Elaine Urruty reported that this item was carried over from per Board request from the last meeting. Discussion ensued and it was the consensus of the Board that they had no nominations.

### NEW BUSINESS:

- 8.a REQUEST FOR LEAK ADJUSTMENT - #6447-000 – RIEDEL, TED & MONIKA – 60 OAK TREE CIRCLE; DISCUSSION/POSSIBLE ACTION A copy of the request for leak adjustment letter and a printout of the account with possible adjustment calculations were included in the agenda packet for review. Discussion ensued regarding the request and Bill Eltringham reported that he had gone out to try and help locate the leak and it was concluded that it must have been in his landscaping system and the owner noted that they replaced several valves in the system. It was the Board's consensus to deny the leak request.

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

MINUTE ENTRY. TO DENY THE LEAK ADJUSTMENT REQUEST FROM TED & MONIKA RIEDEL AT 60 OAK TREE CIRCLE, MURPHYS - #6447-000.

8.b REQUEST FROM WILLOW CREEK HOMEOWNER'S ASSOCIATION FOR WAIVE OF DOMESTIC CONNECTION FEE FOR SERVICE TO COMMON AREA; DISCUSSION/POSSIBLE ACTION A copy of the letter of request was included in the agenda packet for review. John Muller from the Willow Creek HOA was in attendance via ZOOM and reviewed their request with the Board. Discussion ensued and it was the Board's consensus to deny a waive of the domestic connection fee for the common area, as they did not want to set a precedent for this type of request.

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

MINUTE ENTRY. TO DENY WILLOW CREEK HOMEOWNER'S ASSOCIATION A WAIVE OF DOMESTIC CONNECTION FEE FOR SERVICE TO THEIR COMMON AREA.

8.c CPPA REQUEST FOR VOTE FOR MEMBER AGENCY REPRESENTATIVE; DISCUSSION/POSSIBLE ACTION A copy of the request from CPPA and the ballot were included in the agenda packet for review. Discussion ensued and the Board consensus was to vote for Ralph Chick, UPUD.

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

MINUTE ENTRY. TO VOTE FOR RALPH CHICK, UPUD, TO FILL AT-LARGE POSITION ON THE CPPA BOARD OF DIRECTORS.

8.d REQUEST FROM CALAVERAS COUNTY PUBLIC WORKS FOR PUBLIC UTILITY EASEMENT VACATION BETWEEN APNs #068-029-020 & 021 – 754 SHEEP RANCH RD., MURPHYS - #6260-000 – JILL SULLIVAN; DISCUSSION/POSSIBLE ACTION A copy of the Request for Comments for Public Utility Easement Vacation from Calaveras County Public Works was included in the agenda packet for review along with parcel and plot maps. Bill Eltringham recommended approving this vacation, as there are no plans for any pipeline or project through this easement. Elaine Urruty reported that, per Scott Nordahl, there is no need for a resolution from UPUD, as once Public Works receives the forms back from all the utilities, the Board of Supervisors will vote on the vacation and then it will be recorded. Elaine said we just keep our signed form & minutes for our records. Ken Airola, Legal Counsel, concurred.

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

MINUTE ENTRY. TO APPROVE VACATION OR EASEMENT AND REPLY "NO OBJECTION" TO THE VACATION OF EASEMENT ON THE REQUEST FROM CALAVERAS COUNTY PUBLIC WORKS.

- 8.e APPROVAL OF UWPA PAYMENT OF \$10,000 FOR WATER CONTRACT, 2<sup>nd</sup> QUARTER FY 2020-2021; DISCUSSION/POSSIBLE ACTION. A copy of UWPA invoice #20-95 was included in the agenda packet for review.

Motion: Director Rasmussen  
Second: Director Quincy  
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 2<sup>nd</sup> QUARTER OF FY 2020-2021.

- 8.f APPROVAL OF UWPA PAYMENT OF \$101,250 CONTRIBUTION FOR 2<sup>nd</sup> QUARTER FY 2020-2021; DISCUSSION/POSSIBLE ACTION A copy of UWPA invoice #20-93 was included in the agenda packet for review. Discussion ensued regarding whether to pay these funds before the District has collected the funds from our customers. Elaine Urruty reported that once the 1<sup>st</sup> quarter LAIF transfers are complete, there will be enough funds to cover the payment if the Board wishes to pay before funds are received from the rate payers. It was the Board's consensus to use the LAIF UWPA reserve funds to cover the costs until reimbursed by rate payer receipts once 1<sup>st</sup> quarter transfers are complete.

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

MINUTE ENTRY. TO APPROVE PAYMENT OF THE \$101,250 CONTRIBUTION PAYMENT FOR 2<sup>nd</sup> QUARTER OF FY 2020-2021.

8.g REPORT ON COMMUNITY POWER RESILIENCY ALLOCATION TO SPECIAL DISTRICTS PROGRAM (Joel Metzger); DISCUSSION/POSSIBLE ACTION A Memo from CSDA and Staff Report on the Community Power Resiliency Allocation (CPRA) to Special Districts Grant Program were provided to the Board in the agenda packets. Joel Metzger reviewed the program with the Board. The purpose of the CPRA program is to support California special districts that have an identified critical facility or facilities, or provide critical infrastructure, pursuant to the de-energization guidelines adopted by the California Public Utilities Commission, including special district that are water and energy providers. Eligible activities include: acquisition of generators and generator connections for essential facilities, or other alternative backup energy sources; generator fuel and fuel storage; redundant emergency communications (e.g., battery powered radios); portable vehicle-mounted charging stations; and portable battery-powered and rechargeable radio repeater and transmission equipment. In addition, the CPRA Program will fund plans associated with energy preparedness that may include; contingency plans for electrical disruptions; risk assessments for critical infrastructure and lifelines; and post-event reports that identify lessons learned and corrective actions.

It was proposed that UPUD and UWPA do a joint grant application with UPUD being the lead agency on the application, as a special district, but that UWPA staff administer and manage the grant application and, if awarded, project implementation. The plans for the grant would include such items as: portable/trailer-mounted generators; permanent generators(s) or battery backups at specific sites; installation of radio communication control systems within the water supply system; development of a Radio Communication/SCADA (Supervisory Control and Data Acquisition) System Plan to address the overall management of the water supply system; and specific backup systems for UPUD and UWPA. Discussion ensued regarding the proposed grant application and it was the Board’s consensus to approve the joint application and project.

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

MINUTE ENTRY. TO APPROVE A UPUD & UWPA JOINT COMMUNITY POWER RESILIENCY ALLOCATION TO SPECIAL DISTRICTS GRANT APPLICATION AS PRESENTED.

8.h RESOLUTION AUTHORIZING SUBMITTAL OF AN APPLICATION FOR GRANT FUNDING UNDER THE COMMUNITY POWER RESILIENCY ALLOCATION (CPRA) TO SPECIAL DISTRICTS PROGRAM; DISCUSSION/POSSIBLE ACTION.....Res. #2020-09

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

Res. #2020-09. TO AUTHORIZE SUBMITTAL OF UPUD & UWPA JOINT APPLICATION TO CAL OES FOR GRANT FUNDING UNDER THE COMMUNITY POWER RESILIENCY ALLOCATION (CPRA) SPECIAL DISTRICTS PROGRAM & AUTHORIZING THE GENERAL MANAGER OF THE UWPA OR HIS DESIGNEE TO BE EMPOWERED TO EXECUTE IN THE NAME OF UPUD ALL GRANT DOCUMENTS AND IMPLEMENT THE APPROVED GRANT PROJECT.

## REPORTS:

- 11.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 3<sup>rd</sup> month in each quarter. The Stanislaus River Association (SRA) meetings have been cancelled due to COVID-19 until further notice.

- 11.b UWPA REPORT. Joel Metzger, UWPA General Manager, gave a power point presentation on the status of UWPA and items that are being worked on and the goals he has been given as a new General Manager, including cost saving measures, ReMAT funding update, grant funding update, CalPERS update, critical studies moving forward and budget outlook. Handouts were provided to the Board covering the presentation. A lengthy question and answer discussion ensued regarding UWPA and goals moving forward. The Board thanked Joel for his presentation.

Next UWPA meeting is scheduled for Tuesday, October 27, 2020 at 5:30 PM at the UWPA office in Angels Camp.

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

The next LAFCO meeting is scheduled for Monday, September 21, 2020 at 6:00 PM at the Calaveras County Board of Supervisors Chambers in San Andreas.

- 11.d DISTRICT MANAGER'S REPORT. Bill Eltringham reported that the THMs were in compliance this quarter, but it took a lot of work keeping the levels low in the tanks. Per our SWRCB Engineer, Tahir Mansoor's recommendation, we sent our testing to two labs, Alpha Analytical and California Labs and averaged the results. This was recommended because other districts were having the same issue and found that California Labs results were lower than Alpha. California Labs results did come in lower than Alpha, but they don't know why since both labs follow protocol and are certified. We have to drive our labs to Jackson to use California Labs and we will do this again in November to average the results again. Bill reported that he is working with our Engineer on a plan to remove the organics in the Cademartori reservoir, as we have had terrible algae bloom and the reservoir is almost 40 years old with a lot of accumulation. The Engineer recommends installing an aerator on the reservoir and the estimated cost is approximately \$50,000 through Solar Bee. Bill said we are starting to get more and more complaints of odor and taste due to this, which they have not been able to alleviate completely with chlorination. Bill said the aerator has been ordered and will be installed in approximately 6 to 8 weeks. After this Bill said they plan to install the aeration in the 2 million gallon tank which will be a challenge because the tank is baffled, so they will be

installing two units on the outlet side of the tank with ventilation on the roof. The estimated cost will be approximately \$150,000 per unit plus the cost of getting the electrical to the tank of approximately \$25,000. Bill said he has had Bruce Whittle working on getting the electrical to the tank. Bill said they are 99.9% positive that this will reduce our THMs in the tank. Bill said that our Engineer, Matt Ospital, said that it is possible that the aeration could be reimbursed if we get anymore grant money from the State. The engineering and design was mostly covered in the first grant we received. Discussion ensued regarding review of the project.

Bill also reported that UWPA has reported that they have planned their annual outage for the full month of November. Bill said because of this we will have to shut all irrigation off October 31<sup>st</sup> except for water for livestock and the office staff will be calling all irrigators to inform them. Bill said it is a little scary as hot as it has been and with it still being fire season and we need to keep the irrigation water for fire suppression. Water will only be released during this time by UWPA for domestic use. Bill reported they have also been having an issue with weed algae at the Association reservoir and the algae breaking off and getting into the pipe and plugging all the services down to Carson Hill this week, so this is good timing to shut off irrigation. Bill said they will probably need to drain the reservoir to clean the algae out. Bill said this is the worst year he has ever seen with algae due to the build up from drought and hot weather. Discussion ensued regarding the algae bloom issue.

11.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that she will be working on the LAFCO SOI numbers and then will need to meet with Bill and our Engineer for their input, as a lot of the data in the report came from Weber-Ghio in the past. Elaine said she has been spending a lot of time on the HMP meetings and documents. Elaine said Notice of Intents (NOI) were due for our HMP by October 5<sup>th</sup> so she completed an NOI for a fire clearance around UPUD facilities for fire suppression. Elaine said this was a project that Weber-Ghio applied for through Cal FIRE in 2016, but were denied. Elaine reported that she had just received notice that our NOI was approved, which means that it meets Cal OES criteria and we can apply for the grant. The estimated grant would be in the amount of \$275,000 with matching funds of \$68,750. We may be able to get a Calaveras County fire suppression grant to use towards the matching funds and we can also use in-kind services, such as administration costs, towards matching funds. Elaine said she met with Bill and developed a list of mitigation items for the HMP. Elaine reviewed the items on the list and said the set of NOIs will be done in November. The next HMP meeting is scheduled for next Wednesday. Elaine said she will be working on the quarterly payroll taxes to complete and the LAIF quarterly transfers. Elaine also reported that Lisa had been ill and out for a week and so she had been covering the daily mail posting and accounts payable also. Elaine said she contacted Springbrook for an update and was informed that we have a new representative assigned to us and because of this and COVID issues, is why we had not gotten our information. Elaine said she has a conference call scheduled with our new representative, Hope, to get an update on the Springbrook migration. Elaine said she still has end of year posting and prep for our annual audit to complete, along with a new job description for the opening in our office.

11.f IRRIGATION COMMITTEE. There was nothing to report.

- 11.g PERSONNEL COMMITTEE. Director Oneto asked if he came up to the office in the morning could he review the minutes and Elaine said that she could not possibly have them done that quickly and that tomorrow is due day and credit card and ACH processing in the office.
- 11.h BUDGET/FINANCE COMMITTEE. The budget was completed and there is nothing more to report.
- 12. DIRECTORS COMMENTS. The Board thanked Joel again for his presentation. Director Bottomley noted that he had a conversation with Michael Minkler last week regarding that there is water available through CCWD for a build out. Discussion ensued regarding the excess water available and that CCWD needs to show use for this water so they do not lose the rights to the water and how to connect to our system.
- 13. NEXT MEETING: Next regular meeting is scheduled for Wednesday, November 18, 2020, at 7:00 PM.
- 14. ADJOURNMENT. The meeting was adjourned with no further business at 8:32 PM.

Submitted by: TE Quincy  
Thomas E. Quincy, Secretary

Date: 11/18/20

ATTEST:

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