

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

**MINUTES OF FEBRUARY 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 GM
	DANE WADLE	CSDA
	PUBLIC AT LARGE	

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

**CONSENT AGENDA**

It was recommended by Director Rasmussen to pull & review all items on the consent agenda for the consideration of new Director, Bruce Tallakson.

4. APPROVAL OF MINUTES:
  - a. January 20, 2021 - Regular Meeting

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

**MINUTE ENTRY. MOTION TO APPROVE THE ITEMS THE JANUARY 20, 2021  
MINUTES AS PRESENTED.**

5. APPROVAL OF EXPENDITURES:

a. January 2021 Expenditures – Elaine Urruty reported that the expenditures were low due to the short month and holidays some of the normal monthly expenses were processed the first week of March and will show on March expenditures.

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

MINUTE ENTRY. MOTION TO APPROVE THE JANUARY 2021 EXPENDITURES AS PRESENTED.

**REGULAR AGENDA**

**RECURRING BUSINESS:**

- 6.a CASH RECEIPTS REPORT. The Cash Receipts report for the month of January 2021 was included in the agenda packets for review. Elaine reviewed the cash receipts reports with the Board noting receipt from Calaveras County for our tax distribution in the amount of \$73,756.21, which is increased from last year. Elaine reviewed the Cash Receipt report for with the Board, explaining each item on the report. Elaine noted that the Water Sales billed for January should be \$104,702.12 and Total Sales Billed for January is \$148,643.62.
- 6.b BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of January 2021 was included in the agenda packet for review. Elaine Urruty reviewed the Fund Balance report with the Board, noting the 2<sup>nd</sup> quarter LAIF transfers. Elaine noted that if we applied our SRLF reserves accounts to the SRLF loan balance of \$941,499.46, there would be a balance due of approximately \$173,000 to pay off the loan and save on interest. The current LAIF balance as of January 31, 2021 is \$2,751,726.40.
- 6.c BALANCE SHEET & INCOME STATEMENT. The January 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 January 31, 2021 is \$358,720.61. Elaine reported that the net difference of our cash and reserve accounts to our long term debts as of January 31, 2021 is a positive \$2,292,615.89.

**OLD BUSINESS:** There was no Old Business.

**NEW BUSINESS:**

- 8.a CSDA REQUEST FOR SUPPORT OF H.R. 535 & S.91 – SPECIAL DISTRICT PROVIDE ESSENTIAL SERVICES ACT (Presentation by Dane Wadle, CSDA); DISCUSSION/POSSIBLE A copy of CSDA’s request from Dane Wdles and a sample letter

were included in the agenda packet for review. Elaine Urruty introduced Dane Wadle, Coordinator for CSDA Northern California Division. Dane informed the Board that CSDA is asking for letters of support of H.R. 535 and S. 91, the Special Districts Provide Essential Services Act. These bills would take a portion of COVID funds allotted to the state for reimbursement to special districts for costs related to COVID. Discussion ensued as to the types of expenses that would be reimbursable. It was the Board's consensus to provide a letter of support to CSDA per the sample letter provided.

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

MINUTE ENTRY. MOTION TO PROVIDE A LETTER OF SUPPORT OF H.R. 535 AND S. 91, THE SPPECIAL DISTRICTS PROVIDE ESSENTIAL SERVICES ACT, TO CSDA AS REQUESTED.

- 8.b UWPA WOODEN FLUME WILDFIRE MITIGATION PROJECT GRANT APPLICATION UPDATE (Joel Metzger, UWPA); DISCUSSION/POSSIBLE ACTION. A written report was included in the agenda packet for review. Joel Metzger, UWPA General Manager, gave a presentation on the Utica Wooden Flume Wildfire Mitigation Project Grant to update the Board on the status of the grant application. This HMPA grant is a 75% federal grant with 25% local match. Joel reported that the original scope of the grant was approximately \$1.4 million, which would have been a \$375,000 local match. The UWPA Board discussed the grant project at its January 26, 2021, meeting and gave Joel direction to reduce the scope of the planning project, in order to reduce the amount of local match required and to keep the cost low enough to allow UWPA to come up with local matching funds without asking for additional funds from JPA member agencies. In light of the feedback from the Board, UWPA staff identified three options for the grant application; 1) Feasibility study of most at-risk flumes; 2) Full planning and 100% design for most at-risk flumes; or 3) Deciding not to proceed with the grant application. Depending on the option selected, UWPA's local match is currently estimated to be between \$50,000 & \$150,000. Joel said that both of these amounts can be absorbed within UWPA's existing budgets, although it could cause other projects to be delayed. Discussion ensued regarding how local match could also be lowered by using in-kind services and Joel showed the Board areas of the UWPA budget where he could pull these funds from. Discussion ensued regarding the ReMAT funds from Murphys powerhouse, if approved, and whether they were already earmarked to cover other expenses and Joel said he did not believe so, but would look into this further. Joel reviewed the status of the ReMAT program with the Board and that he was finally able to submit the Murphys ReMAT application and it was submitted within minutes of application opening time. Discussion ensued regarding the ReMAT program and the Cal Pine power contract and looking into the UWPA budget and funds available. It was the Board's consensus to recommend UWPA to move forward on applying on the planning grant with matching funds to be covered by UWPA, of approximately \$140,000.

Elaine Urruty requested that Joel update the Board on the Multi Agency Joint Hazard Mitigation Plan (HMP). Joel reported that the Draft HMP is approximately 368 pages and is currently being edited by the agencies. Joel explained that the HMP is being rushed as the

HMP must be in place and approved in order to get the CalOES flume grant. Joel noted that the HMP grant was originally submitted by UWPA and had to be changed to make UPUD the lead agency, as a special district, in order to qualify. The grant is a \$90,000 grant with 25% matching funds and each agency put in \$10,000, including City of Angels, who was originally in the joint HMP. Later CalOES informed City of Angels that, because they were already in the Calaveras County HMP, they could not be in the Multi Agency HMP also. Joel noted that the total cost will be just below the \$90,000 and the matching funds should be just below the \$10,000 each. At this time City of Angels has already paid their \$10,000 and Joel believes this will not change since they are included in our HMP as an affected agency.

- 8.c 2021 WATERSHED SANITARY SURVEY – PROPOSED COST SHARING AGREEMENT FOR THE CALAVERAS RIVER AND STANISLAUS RIVER WATERSHED SANITARY SURVEY UPDATE; DISCUSSION/POSSIBLE ACTION Elaine Urruty reported that this survey is completed every five years and was last completed in 2016 for \$1,100 and this year we have been quoted the cost of \$1,313.73. Bill Eltringham reported that we do this survey jointly with all agencies along the Calaveras and Stanislaus rivers in order to save significant costs for all agencies. It was the Board’s consensus to approve the Sanitary Survey Contract and authorize Eric Bottomley and Elaine Urruty as signers.

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

MINUTE ENTRY. MOTION TO APPROVE THE 2021 SANITARY SURVEY CONTRACT IN THE AMOUNT OF \$1,313.73 AND AUTHORIZE DISTRICT PRESIDENT, ERIC BOTTOMLEY, AND BOARD CLERK, ELAINE URRUTY, AS SIGNERS.

- 8.d APPLICATION FOR TRANSFER OF IRRIGATION SERVICE #5116-000 – W KRAUSS, 1358 MAIN ST., DOUGLAS FLAT – APN #066-008-018 TO VAL J & MARY JO BELLI REVOCABLE LIVING TRUST; DISCUSSION/POSSIBLE ACTION A copy of the irrigation application and letter of request were included in the agenda packet for review. Elaine Urruty explained that the Belli’s have purchased the property from Willi Krauss as of February 1, 2021 and are requesting the transfer of the irrigation service be approved retroactive to that date. Bill Eltringham recommended approval of the transfer.

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

MINUTE ENTRY. TO APPROVE TRANSFER OF APPLICATION FOR IRRIGATION SERVICE FROM #5116-000 – W KRAUSS, 1358 MAIN ST., DOUGLAS FLAT – APN #066-008-018 TO VAL J & MARY JO BELLI REVOCABLE LIVING TRUST, RETROACTIVE TO

FEBRUARY 1, 2021 TO COINCIDE WITH THE PURCHASE OF PROPERTY AND DOMESTIC SERVICE.

- 8.e LAFCO REQUEST FOR VOTE FOR INDEPENDENT SPECIAL DISTRICT REPRESENTATIVES (2); DISCUSSION/POSSIBLE ACTION A copy of the letter and ballot for Independent Special District Representative on the LAFCO Board were included in the agenda packet for review. Elaine Urruty reported that this election was extended because LAFCO needed at least 50% response and did not get enough ballot responses in December. Discussion ensued regarding nominees.

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

MINUTE ENTRY. TO SUBMIT UPUD'S VOTE FOR JOHN LAVARONI AND DEBRA SELLECK FOR INDEPENDENT SPECIAL DISTRICT REPRESENTATIVES ON THE LAFCO BOARD.

## 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. There was nothing more to report.

Next UWPA meeting is scheduled for Tuesday, February 23, 2021 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, March 15, 2021 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 tanks just finished getting cleaned and inspected and everything went well. Bill said everything looked good for the age of the tanks. Bill confirmed with the Board that any excess costs would come from District Surplus. Bill also reported that they will be starting the electrical for the mixers at the clear well at the 2M gallon tank at the treatment plant this month and should have them in by the end of the month. Hopefully, this will be the answer to our TTHM problem. Bill said the quarterly lab

tests taken today and we should have the results within a month and hopefully they will be lower than last quarter with the aerators in the Cademartori Reservoir. Bill noted that we are no longer doing two labs. Bill said the crews are still flushing lines, but it is taking longer, as Troy has decided to take a child bonding leave, so they are short staffed. Troy has scheduled to be off until March 8<sup>th</sup> at this time. Bill said we should be able to get by as long as he returns by the 8<sup>th</sup>. Director Bottomley asked if certification testing has opened up yet for the State. Bill said not at this time, but he is hoping that they open up soon. Discussion ensued regarding Treatment Plant staffing and coverage.

- 11.e OFFICE MANAGER'S REPORT. Elaine Urruty reported that the quarterly and end of year payroll taxes and reports along with W2s, W3, 1099's and 1096 were completed. Elaine said she has had to spend a lot of time delving into HR rules in regards to COVID rules and leaves, including Troy's bonding leave, as a lot of rules changed effective January 1, 2021 and are still changing. Elaine noted that there are four leaves that coincide with child bonding, depending on how Troy chooses to claim. Elaine said she completed forms and documents for Troy's leave and had a meeting with Troy to review his options and gave him all required documentation. Troy then filed and Elaine had a phone conference with the State and confirmed that, per UPUD policy, Troy will use his accruals for the first two weeks not covered by PFL leave through State Disability and then he will use accruals in conjunction with PFL payments, which pay approximately 60% of salary, to total his 80 hours per pay period until he returns or accruals run out. Elaine said she received Troy's claim form today and will return tomorrow to the State. Elaine did note that we need to review our policies to bring them up-to-date with new rulings and to add COVID policies. Elaine noted that due to the snow storm and power outage, our statements were a couple days late with staff shortage and the reads being a couple days late. Elaine said since we are not sending late notices or charging fees, this should not affect customers in any way.

Elaine reminded the Board of the approved NOI for CalOES grant funding that she had submitted, per instruction, to CalOES for the fire clearance around UPUD properties. Elaine noted that she does not have time to write the application to meet the deadlines for this application with her workload and asked the Board for their recommendation. Elaine says she has attended two different lengthy webinars and the requirements are very involved for the information you need to submit for the application to qualify and how they want costs calculated. Elaine asked if we want to get a consultant or grant writer to complete this grant or just delay for now. Bill agreed that we need someone to write these types of applications for the District. It was the Board's consensus to delay for now.

Elaine reported that the quarterly LAIF calculations were completed and transfers were done. Elaine said her first priority now is to work on completing the Audit, along with the LAFCO updates. Elaine said she and Bill also need to review and submit any updates to the Draft HMP report, which has a lot of old information in it. Elaine said she has received a new contract for migrating Springbrook to the cloud and adding the additional modules for online payments, but Elaine wants to have a meeting to review the monthly costs along with contract breakdown, as they are not spelled in the contract.

- 11.f IRRIGATION COMMITTEE. Director Rasmussen noted that we should schedule an irrigation committee meeting before irrigation season starts to review where we are and what accounts we have.

- 11.g PERSONNEL COMMITTEE. There was nothing to report.
- 11.h BUDGET/FINANCE COMMITTEE. There was nothing to report.
- 11.g LONG RANGE PLANNING. The committee has scheduled a meeting with Bill Eltringham for tomorrow.
- 12. DIRECTORS COMMENTS. The Board welcomed Director Tallakson. Director Tallakson said he has a lot of learning to do & acronyms to learn, he has received a lot of information from Elaine to review and will be studying up.
- 13. NEXT MEETING: Next regular meeting is scheduled for Wednesday, March 17, 2021, at 7:00 PM.
- 14. ADJOURNMENT. The meeting was adjourned with no further business at 8:35 PM.

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

Date: March 24, 2021

ATTEST:

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