



SPECIAL BOARD MEETING MINUTES

Tuesday, December 10, 2024 at 5:00 p.m.
Utica Headquarters | 1168 Booster Way, Angels Camp, CA 95222

Join by video conference: <https://meet.google.com/ift-ojra-hxf>
Join by phone: 740-303-2745 and enter this PIN: 503 098 659#

View the meeting agenda packet: www.uticawater.com/board-of-directors/board-meeting-agendas-and-minutes

UTICA BOARD OF DIRECTORS

Ralph Chick – Chair
Caroline Schirato – Vice Chair
Jennifer Herndon – Secretary
Gary Conrado – Director
Tom Quincy – Director

ORDER OF BUSINESS

1. Call to Order / Pledge of Allegiance

- The meeting was called to order at 5 p.m.

2. Roll Call

- **Directors Present**
 - Director Chick
 - Director Schirato
 - Director Herndon
 - Director Quincy
 - Director Conrado
- **Utica Staff Present**
 - Joel Metzger, General Manager
 - Kyle Rasmussen, Conveyance Superintendent

- Frank Fields, O&M Superintendent
- Stacie Walker, Administrative Specialist
- **Others Present**
 - Jacob Erickson, Streamline Consultant (virtual)
 - Michael Manwaring, Stantec Consultant (virtual)

3. Approval of Agenda

Board Discussion: None

Public Comment: None

Motion: Director Herndon made a motion to approve the agenda

Second: Director Quincy

Vote: 5-0-0

Ayes: Director Schirato, Director Herndon, Director Chick, Director Quincy, Director Conrado

Noes: None

Abstain: None

Absent: None

4. Closed Session

A. Anticipated litigation pursuant to Government Code § 54956.9(d)(4): Two cases.

- The meeting adjourned to closed session at 5:01 p.m.

5. Report Out of Closed Session

- Public session resumed at 5:35 p.m.
- Direction was given to staff

6. Public Comment

Members of the public may address the Board on items not listed on the agenda. Comments are limited to five minutes. No action will be taken on items not on the agenda. The public is encouraged to work with staff to put items on the agenda for Board consideration.

- None

7. Consent Calendar

These items are expected to be routine and non-controversial. Unless a Board member pulls an item, all items will be approved together at one time without discussion.

A. Approval of minutes from the September 24, 2024, Regular Board Meeting (Walker)

B. Financial reports for September and October 2024 (Walker)

C. Generation report for September and October 2024 (Walker)

D. Operations Report (Fields)

E. Water Conveyance Report (Rasmussen)

F. Water supply conditions report (Sparks)

Board Discussion: None

Public Comment: None

Motion: Director Herndon made a motion to approve the consent calendar

Second: Director Quincy

Vote: 5-0-0

Ayes: Director Herndon, Director Schirato, Director Chick, Director Quincy, Director Conrado

Noes: None

Abstain: None

Absent: None

8. Regular Agenda

A. Presentation from Association of California Water Agencies Joint Powers Authority

(Scott Ratterman, ACWA JPIA Executive Committee Member)

- Item A was tabled until next month, due to Mr. Ratterman not being able to attend the meeting.

B. Presentation from Streamline regarding Utica's website

(Joel Metzger, General Manager)

- Item B was heard after Item C due to consultant availability
- Mr. Metzger explained that Utica's website was redesigned in 2020 by a local web designer. The website has received great feedback from the community and has worked well over the years. However, the web designer moved out of the area and has limited availability, making updates on the website difficult. Additionally, regulations on public agency websites have increased. Many local agencies use Streamline to ensure Americans with Disabilities Act (ADA) and Brown Act compliance. Mr. Metzger introduced Jacob Erickson from Streamline, who presented on the platform's functionality, risk reduction, and package pricing. Director Quincy noted that UPUD's Clerk appreciated Streamline's compliance features, and Director Schirato had positive feedback from using it with the Angels Camp Veterans Memorial District. The Board Chair asked Ms. Walker if she had an opinion about Streamline. Ms. Walker noted the cost is higher than the current \$1,000 annual website maintenance budget, but she acknowledged compliance challenges and potential lawsuit risks and highlighted Streamline's benefits for ADA and Brown Act compliance. The Board

supported the staff recommendation to move forward with the Streamline platform.

C. Discussion / direction regarding the FERC Conduit Exemption Applications process, timing, and studies
(Joel Metzger, General Manager)

- Item C was moved due to consultant availability.
- Mr. Metzger presented a FERC Exemption Financial Report that was prepared by Brandi Sparks, administrative technician, and provided an overview of ongoing studies. He introduced Mike Manwaring from Stantec, who updated the Board on the FERC Exemption timeline. Manwaring reported that the draft Yellow-Legged Frog and Fish studies will conclude by the end of 2024, and a partial water quality report is expected in 2025. The State Historic Preservation Office (SHPO) may accept Utica's Historic Properties Plan without further study, but this remains to be determined. Mr. Manwaring emphasized the importance of the Memorandum of Agreement (MOA) process as a formal commitment between Utica and state regulatory agencies for continued commitments if the exemptions are approved. He highlighted cost savings achieved through staff involvement and recommended prioritizing finalizing MOAs before submitting the final FERC exemption applications. Although the initial timeline targeted early 2025, he suggested it may be prudent to delay submission to ensure a complete application package is submitted to FERC, adding that submitting applications without signed MOAs could lead to negative agency reactions. He stressed the need for strategic timing, balancing urgency with thoroughness. Mr. Metzger cautioned that the MOA language was very important to Utica's future operational requirements, and staff must be thoughtful and deliberate in the process. The Board discussed risks, costs, and timelines and agreed to take a strategic, asking staff to bring updates as more information is available and encouraging the FERC Committee to continue its detailed review efforts.

D. Discussion / action regarding adoption of Records Management Policy
(Stacie Walker, Administrative Specialist)

Resolution 2024-12

- Ms. Walker presented a draft Records Management Policy, noting she had attended two classes regarding records management and learned that anything in writing related to a public agency is considered a record. Utica holds records from when PG&E owned the system and records from the mining company that owned Utica date back to 1852.

Board Discussion: Director Conrado asked if staff had time to implement the policy. Ms. Walker said that staff is prepared to implement the policy by dedicating time each week, and renting equipment as needed for larger scans. Director Herndon suggested staff find grants that support digitizing records and stated that Calaveras County received a grant for this.

Public Comment: None

Motion: Director Quincy made a motion to adopt Resolution 2024-12 adopting the Records Management Policy

Second: Director Schirato

Poll: Director Schirato - Aye
Director Herndon - Aye
Director Chick - Aye
Director Quincy - Aye
Director Conrado – Aye

Vote: 5-0-0

E. 2024 Annual Fall Maintenance Outage reports

(Kyle Rasmussen, Water Conveyance Supervisor)

(Frank Fields, Operations and Maintenance Superintendent)

- Mr. Rasmussen reported on the 2024 Maintenance Outage, showcasing completed work such as wooden flume repairs, shotcrete overlay, canal patching, vegetation control, and new irrigation connection installation, noting weather challenges on Angels Flume 1. Director Conrado asked if grant funding expedited work, but Mr. Metzger explained delays due to the lack of a Notice to Proceed from the United States Bureau of Reclamation's WaterSMART program, despite repeated requests from staff. Rasmussen shared that a new trash rake was delivered to Hunters and that the project is awaiting FERC review and approval, with hopes to begin concrete work in spring or next fall. Metzger clarified that, although consultants initially deemed FERC review unnecessary for the trash rake installation, after further review, Utia's consultants feel FERC review should be obtained for this project. Utica is optimistic for a review completion in a few months.
- Mr. Fields reported that maintenance efforts focused on Angels Powerhouse but also included inspections, testing, routine maintenance at Murphys Powerhouse, and unplanned repairs at Angels Forebay. He emphasized the need for flexibility in maintenance plans to address unexpected issues. Mr. Fields explained that while completing regular maintenance larger problems can arise. This November, while addressing a leaky headgate, he found leather seals that could be anywhere from 40 to 100 years old and noted sourcing these old parts can be challenging.
- Mr. Metzger thanked Rasmussen and Fields for their leadership and dedication.

9. Correspondence, Board / General Manager Reports, Future Agenda Items

A. Correspondence

B. General Manager Report

- UPUD is holding a Public Hearing tomorrow to pass new rates which include the five-year plan the JPA agreed on for UWPA fees.
- Utica's annual financial audit is taking a little more time than expected, due to the new CPA firm.
- The metal storage shed at Hunters has been a great resource for the Authority
- Educational signs at Tryon Park and Angels Museum were installed.
- The Murphys Trash Rake was delivered to Hunters. The unit is 10 feet wide, 20 feet tall, and weighs about 6000 pounds
- Hunters backup generator has been repaired again and staff expressed serious concerns with Generac and the reliability of their generators. Staff recommended buying new generators from a different manufacturer.
- The Emergency Action Plan Annual Meeting will be tomorrow, December 11, 2024.
- Mr. Metzger was named Chair of the Association of California Water Agencies (ACWA) Watershed Workgroup. He will lead a monthly video call with regional stakeholders and the group will help ACWA shape its headwaters goals and influence legislative policy and the state and federal level.
- Utica Board appointments will take place at the January meeting.

C. Board reports

- City of Angels
 - Completed union negotiations and increased the city administrator's salary by 12%.
 - Interviews were conducted to fill the city administrator position.
 - The water/wastewater summit that CISA and FBI are putting on will be held February 19-20, 2025.
 - Proposition 218 outreach has started and the public workshop is scheduled for January 29, 2025, at 6 p.m.
- Union Public Utility District
 - Proposition 218 Public Hearing is scheduled on Dec. 11

D. Future agenda items

10. Upcoming Board Meetings and Calendar Events

- Tuesday, January 28, 2025, at 5:30 p.m.
- Tuesday, February 25, 2025, at 5:30 p.m.

11. Adjournment

Motion: Director Schirato made a motion to adjourn the meeting at 8:02 p.m.

Second: Director Quincy

Vote: 5-0-0

Ayes: Director Schirato, Director Herndon, Director Chick, Director Quincy, Director Conrado

Noes: None

Abstain: None

Absent: None

- The meeting was adjourned at 8:02 p.m.

Meeting was adjourned

Utica Mission Statement

We are committed to preserving and protecting local control of our water resources through effective fiscal and operational management and assuring a safe and reliable water supply for municipal and agricultural stakeholders, while ensuring the quality and quantity of this precious resource for generations to come.

Americans With Disabilities Act

In compliance with Title II of the Americans with Disabilities Act, 28 CFR Part 36, if you need special assistance to participate in this meeting, please contact the Utica office at (209) 736-9419 or email your request to admin@uticawater.com. Notification in advance of the meeting will enable Utica to make reasonable accommodations to ensure accessibility to this meeting. Any materials distributed to the Board that relate to an item on the agenda are available at the Utica office 72 hours prior to the scheduled meeting.

Questions?

Contact Utica at admin@uticawater.com or (209) 736-9419.

**Indicates no paperwork is included in the agenda packet.*

Approved at the January 29, 2025, Regular Board Meeting:



Caroline Schirato (Jan 29, 2025 13:00 PST)

Caroline Schirato, Board Chair

Attest:



Stacie Walker, Clerk of the Board

5A - 00 Dec. 10, 2024, Special Meeting Minutes (JM)

Final Audit Report

2025-01-29

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