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## REGULAR BOARD MEETING AGENDA

5:30 p.m. Tuesday, January 27, 2026  
Utica Headquarters | 1168 Booster Way, Angels Camp, CA 95222

View the meeting agenda packet: [www.uticawater.com/board-meetings](http://www.uticawater.com/board-meetings)

### UTICA BOARD OF DIRECTORS

Caroline Schirato – Chair  
Eric Bottomley – Vice Chair  
Bruce Tallakson – Secretary  
Alvin Broglio – Director  
Gary Conrado – Director

### ORDER OF BUSINESS

#### 1. Call to Order & Pledge of Allegiance

- The meeting was called to order at 5:34 p.m.

#### 2. Roll Call

- **Directors Present**
  - Director Schirato
  - Director Broglio
  - Director Bottomley
  - Director Tallakson
  - Director Conrado
- **Utica Staff Present**
  - Brandi Sparks, Accounting Technician
  - Erik Holt, General Manager
  - Frank Fields, O&M Superintendent
  - Kyle Rasmussen, Conveyance Supervisor
  - Ryan Heryford, Conveyance and Compliance Specialist
- **Others Present**

- Tom Quincy, UPUD

### 3. Approval of the Agenda

**Motion:** Director Bottomley made a motion to approve the agenda

**Second:** Director Tallakson

**Board Discussion:**

**Public Comment:**

**Vote:** 5-0-0

**Ayes:** Director Schirato, Director Broglio, Director Bottomley, Director Tallakson, Director Conrado

**Noes:** None

**Abstain:** None

**Absent:** None

### 4. 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

### 5. 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 December 2025 Board Meeting (Walker)-  
**Approved**

B. Accept Financial reports for December 2025 (Walker)- **Accepted**

C. Accept Generation report for December 2025 (Walker)-**Accepted**

D. Accept Operations Report (Fields) - **Accepted**

E. Accept Water Conveyance Report (Rasmussen)- **Accepted**

F. Accept FERC Exemption Billing Report (Sparks) - **Accepted**

G. Accept Quarterly Grants Report (Walker)- **Accepted**

H. Accept Quarterly Training Report (Sparks) - **Accepted**

**Motion:** Director Broglio made a motion to approve the consent calendar

**Second:** Director Bottomley

**Board Discussion:** None

**Public Comment:** None

**Vote:** 5-0-0

**Ayes:** Director Schirato, Director Broglio, Director Tallakson, Director Conrado, Director Bottomley

**Noes:** None

**Abstain:** None

**Absent:** None

## 6. Regular Agenda

### A. Discussion/Action Election of officers and committee appointments (Brandi Sparks, Acting Clerk of the Board)

**Motion:** Director Broglio made a motion to nominate Director Schirato as Chair

**Second:** Director Conrado

**Board Discussion:** None

**Public Comment:** None

**Vote:** 5-0-0

**Ayes:** Director Schirato, Director Broglio, Director Conrado, Director Tallakson, Director Bottomley

**Noes:** None

**Abstain:** None

**MINUTE ENTRY:** Director Schirato presided over the remainder of the meeting

**Motion:** Director Schirato made a motion to nominate Director Bottomley as Vice Chair

**Second:** Director Broglio

**Board Discussion:** None

**Public Comment:** None

**Vote:** 5-0-0

**Ayes:** Director Schirato, Director Broglio, Director Conrado, Director Tallakson, Director Bottomley

**Noes:** None

**Abstain:** None

**Motion:** Director Broglio made a motion to nominate Director Tallakson as Secretary

**Second:** Director Bottomley

**Board Discussion:** None

**Public Comment:** None

**Vote:** 5-0-0

**Ayes:** Director Schirato, Director Broglio, Director Conrado, Director Tallakson, Director Bottomley

**Noes:** None

**Abstain:** None

Committee Appointments were assigned by Board Chair as follows:

- Budget Committee:
  - Alvin Broglio
  - Bruce Tallakson

B. Discussion/Action Appointment of JPIA Director  
(Brandi Sparks, Acting Clerk of the Board)

- Staff presented an item regarding the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA), which requires each member agency to designate a JPIA Director. The JPIA Director must be a member of the Board of Directors and serves as the agency's voting representative at JPIA Board meetings, held twice annually during the ACWA Spring and Fall Conferences. Staff also explained that if the JPIA Director is unable to attend, an Alternate Director may vote on the agency's behalf. The Alternate Director may be either another Board member or a designated authority staff member.

**Motion:** Director Schirato made a motion to nominate Director Tallakson as Director and Erik Holt as alternate

**Second:** Director Broglio

**Board Discussion:** None

**Public Comment:** None

**Vote:** 5-0-0

**Ayes:** Director Schirato, Director Broglio, Director Conrado, Director Tallakson, Director Bottomley

**Noes:** None

**Abstain:** None

C. Discussion/Action Selection of General Legal Counsel  
(Erik Holt, General Manager)

Mr. Holt discussed roles for David Cameron (General Counsel) and Roger Massudah (Water Rights) and requested Board guidance on their respective responsibilities.

**Board Discussion:**

Director Bottomley questioned Mr. Cameron's hourly rate, and Director Broglio stated that Mr. Cameron is less expensive than alternatives. Director Broglio also raised questions regarding FERC-related matters. Director Schirato stated that is a separate counsel. Mr. Holt clarified that General Counsel provides a broad range of legal support to the Board and the General Manager.

- Public comment: Frank Fields expressed his agreement with Mr Holt. that Roger Massudah should serve as the Water Rights specialist and that David Cameron should serve as Legal Counsel.

**Motion:** Director Bottomley made a motion to appoint General Legal Counsel to David Cameron and Water Rights Counsel to Roger Massudah.

**Second:** Director Schirato

**Board Discussion:** None

**Public Comment:** None

**Vote:** 5-0-0

**Ayes:** Director Schirato, Director Broglio, Director Conrado, Director Tallakson, Director Bottomley

**Noes:** None

**Abstain:** None

D. Discussion/Action Checking and Money Market Account Authorizations  
(Erik Holt, General Manager)

- Staff presented a current list of authorized signers on both Bank of Stockton checking and money market accounts and recommended the Board update the list of authorized signers.

**Motion:** Director Schirato made a motion to remove Interim General Manager Dave Andres, Ralph Chick, and Tom Quincy as authorized signers on the Bank of Stockton checking and money market accounts and to add General Manager Erik Holt, Director Eric Bottomley, and Director Bruce Tallakson as authorized signers on those accounts.

**Second:** Director Conrado

**Board Discussion:** None

**Public Comment:** None

**Vote:** 5-0-0

**Ayes:** Director Schirato, Director Broglio, Director Conrado, Director Tallakson, Director Bottomley

**Noes:** None

**Abstain:** None

E. Informational Update Mid-Year Budget Review  
(Erik Holt, General Manager)

- Mr. Holt requested to pull Agenda Item 6E and move it to the General Managers Report. All Directors agreed.

F. Adopt Resolution of Appreciation for Dave Andres for his Interim General Manager Services

(Brandi Sparks, Acting Clerk of the Board)

**Resolution 2026-01**

**Motion:** Director Tallakson made a motion to adopt Resolution 2026-01, Resolution of Appreciation for Dave Andres for his Interim General Manager Services.

**Second:** Director Broglio

**Board Discussion:** None

**Public Comment:** None

**Poll the Board:**

Director Schirato – Aye

Director Broglio – Aye

Director Bottomley – Aye

Director Tallakson – Aye

Director Conrado – Aye

**Vote:** 5-0-0

## **7. Correspondence, Board / General Manager Reports, Future Agenda Items**

### A. Correspondence

- Mr. Holt reported:
  - Cal OES requirements related to the Emergency Action Plan (EAP).
  - The Segale Road Association submitted a letter requesting road maintenance fees to help fund subdivision road repairs. An annual contribution of \$250 was proposed, and all Directors approved.

### B. General Manager Report

- Mr. Holt reported that he has completed his first two weeks, met with staff, and begun developing a vision and data-driven approach to operations. He also met with SWCA regarding the cultural resources letter and anticipates no issues.
- Mr. Holt stated that his initial focus is on the Capital Improvement Plan (CIP), followed by development of a Strategic Plan to guide future budgeting. An Ad Hoc committee is proposed to identify projects, needs, and priorities. Projects under \$50,000 will be classified as capital outlay, and projects over \$50,000 will be included in the CIP and ranked through 2033. Both FERC exemption and relicensing pathways remain under consideration. Director Schirato noted the District is currently in the middle of a CIP. Mr. Holt responded that the current CIP needs improvement. Director Schirato noted a five-year plan existed and that Proposition 218 rates were based on the CIP, emphasizing the need to ensure costs are fully accounted for.
- Mr. Holt provided a Mid Year Budget Review: A high-level review was provided, noting office space lease income and interest earnings as key budget considerations. Mr. Holt reported that discussions regarding the Wyldrige lease resulted in a decision to abandon the project, as it was not deemed a prudent move. PG&E offered to refund the engineering fee, and the lease with NCPA was canceled.

- Mr. Holt proposed bringing in an independent IT consultant to assess needs and develop a plan, potentially as a CIP project. Director Broglio asked whether funds were available, and Mr. Holt confirmed \$30,000 is budgeted.
- Mr. Holt emphasized the importance of tours and proposed having the Angels Camp Museum take over the program, requesting Board input. Director Bottomley stated tours are valuable for public education, and Director Broglio expressed support. Director Conrado noted this item is budgeted for. Mr. Holt said he would do more cost analysis and report back to the Board with a formal request for action.
- Public comment: Frank Fields, made a comment regarding the scope of work for the Murphys Powerhouse Transformer.
- Ryan Heryford made a comment about the Annual EAP Seminar scheduled for next week.

#### C. Board reports

- COA
  - Director Broglio- A city wide pavement project was approved, replacement of water meters to automated and have ordered the first half that have arrived, and have awarded contract for the other half.
  - Schirato: the City has extended no late fees or shut offs through March because of billing software change.
- UPUD
  - Director Tallakson reported that the Budget Committee met in November to review the mid-year budget, which will be presented at the February Board meeting. Staff is in the process of renovating the Murphys office, with efforts focused on restoring its historic character.
- Community at Large
  - Nothing to report, but wanted to thank Frank, Kyle and Ryan, for all your work in the November outage.

#### D. Future agenda items

- Directors requested a Formal Mid Year Budget Review be added to the Regular Board Meeting scheduled for February 24, 2026.

### 8. Upcoming Board Meetings and Calendar Events

- Regular Board Meeting, Tuesday, February 24, 2026, at 5:30 p.m
- Regular Board Meeting, Tuesday, March 24, 2026, at 5:30 p.m
- Regular Board Meeting, Tuesday, April 28, 2026, at 5:30 p.m

### 9. Adjournment

**Motion:** Director Broglio made a motion to adjourn the meeting at 6:47 p.m.

**Second:** Director Tallakson

**Board Discussion:** None

**Public Comment:** None

**Vote:** 5-0-0

**Ayes:** Director Schirato, Director Broglio, Director Tallakson, Director Bottomley, Director Conrado

**Noes:** None

**Abstain:** None

**Absent:** None

- The meeting was adjourned at 6:47 p.m.

### **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](mailto: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](mailto:admin@uticawater.com) or (209) 736-9419.

Approved at the February 24, 2026 Regular Board Meeting:



Carloine Schirato (Feb 25, 2026 20:24:03 PST)

Caroline Schirato, Board Chair

Attest:



Brandi Sparks, Acting Clerk of the Board






# 00 - Minutes\_January 2026 (DRAFT)

Final Audit Report

2026-02-26

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