

Utica Regular Board Meeting

February 24, 2026



Order of Business

1. Call to Order / Pledge of Allegiance
2. Roll Call

Item 3 – Approval of the Agenda



Item 4 – Public Comment



Item 5 – Closed Session



Item 5 – Report Out of Closed Session



Item 6 – Consent Calendar



Item 6: Board Action

Seeking a motion:

- I move to approve the Consent Calendar

Item 7A – Discussion/Direction of Corrective Action Plan Resulting from ODSP External Audit



Owner's Dam Safety Program (ODSP) Five-Year External Audit Report

Recommendations:

In November 2025 GFT submitted its draft of the Owner's Dam Safety Program five-year external audit.

Section 1 – Introduction/Purpose

Section 2 – Framework/Scope of Work

Section 3 – Program and Procedures

Section 4 – Assessment of ODSP Document

Section 5 – Recommendations

Section 6 - Limitations

Section 5 - Recommendations

- Staff recommends adoption of all recommendations in the five-year external audit.
- If board accepts adoption of all recommendations staff will bring future items to the board for implementation.

2025 ODSP REC-1 Enhance Public Communication of UWPA's Commitment to Dam Safety.

UWPA should strengthen public transparency and trust by incorporating an explicit statement of its commitment to public safety and dam safety excellence into its mission statement and prominently featuring this message on its website and public communications materials.

MISSION STATEMENT CHANGE

We are committed to preserving local control of our water resources through sound fiscal and operational management, rigorous dam safety practices, and regulatory compliance, ensuring a safe and reliable water supply for municipal and agricultural stakeholders now and for future generations.

VISION CHANGE

Utica Water and Power Authority envisions a future in which its historic water and hydroelectric systems are preserved, strengthened, and responsibly invested in to provide reliable, resilient water service and clean energy for generations to come.

VALUES CHANGE

VALUES

U — Upholding Public Trust UWPA operates essential water conveyance and hydroelectric infrastructure in trust for the public. Decisions are guided by transparency, accountability, and a responsibility to protect public safety, environmental resources, and the long-term interests of member agencies and the communities they serve.

T — Thoughtful Stewardship UWPA stewards historic water rights, dams, and infrastructure with a long-term perspective. Stewardship requires balancing current service needs with responsible investment, risk reduction, and preservation of assets for future generations.

I — Integrity in Compliance Regulatory compliance is a core value of UWPA. The Authority practices responsible self-compliance by maintaining rigorous internal standards and proactively addressing regulatory obligations

C — Commitment to Dam Safety UWPA treats dam safety as a core responsibility and a central element of public protection. Planning, operations, and capital investment decisions prioritize the safe performance, monitoring, and maintenance of dams and associated facilities to minimize risk to downstream communities, personnel, and the environment.

A — Accountability The Authority practices responsible self-compliance by maintaining rigorous internal standards, proactively addressing regulatory obligations, and integrating compliance considerations into planning, operations, and capital investment decisions.

2025 ODSP REC-2 Annual Distribution of Dam Safety Policy to Staff.

The GM should ensure the annual letter reaffirming UWPA's dam safety philosophy (as outlined in Appendix C of the ODSP) is issued each year to all employees.

Documentation of this transmittal (eg,, email distribution, sign-off sheet, or meeting record) should be maintained to verify compliance with the ODSP.



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February 20, 2026

Dear Dam Safety Program Team and Staff,

While we consider maintaining safety of our dams as a daily commitment in our work, I am taking this opportunity to request we refresh our familiarity with our Dam Safety Program by reviewing this document as a minimum on an annual basis. Some of our key principles are as follows:

Policy: To ensure the safety of UWPA's dams on Mill Creek, Angels Creek, and off-stream as associated with the Utica and Angels Hydroelectric Projects in Calaveras County for protection of life and property, UWPA will maintain a multi-faceted and comprehensive Dam Safety Program.

Objectives:

- 1.) UWPA will maintain its dams in good operating condition and keep them safe at all times.
- 2.) UWPA will monitor its dams and their appurtenances so that changing conditions which could affect dam safety are detected early, and shall carry out the appropriate responses and notifications.
- 3.) UWPA will comply with all applicable federal and state dam safety regulations at all times.

Expectation: All UWPA employees and consultants responsible for dam safety shall be familiar with, and carry out their respective roles and responsibilities in this Dam Safety Program. Please join me in conducting this annual refresher of our Dam Safety Program, and let me know if you have any questions. We welcome any thoughts you have for improving our program.

In December 2025, our Owner's Dam Safety Plan was updated. Please ensure that you read the new draft and familiarize yourselves with it. As part of this plan update the Mission, Vision, and Values of our organization are also being updated to place an emphasis on our commitment to dam safety and regulatory compliance as a core value of UWPA.

These updates to our Mission, Vision, and Values are:

MISSION

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VISION

Utica Water and Power Authority envisions a future in which its historic water and hydroelectric systems are preserved, strengthened, and responsibly invested in to provide reliable, resilient water service and clean energy for generations to come.

VALUES

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UWPA stewards historic water rights, dams, and infrastructure with a long-term perspective. Stewardship requires balancing current service needs with responsible investment, risk reduction, and preservation of assets for future generations.

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Regulatory compliance is a core value of UWPA. The Authority practices responsible self-compliance by maintaining rigorous internal standards and proactively addressing regulatory obligations

C — Commitment to Dam Safety

UWPA treats dam safety as a core responsibility and a central element of public protection. Planning, operations, and capital investment decisions prioritize the safe performance, monitoring, and maintenance of dams and associated facilities to minimize risk to downstream communities, personnel, and the environment.

A — Accountability

The Authority practices responsible self-compliance by maintaining rigorous internal standards, proactively addressing regulatory obligations, and integrating compliance considerations into planning, operations, and capital investment decisions.

Thank you all for your dedication to our community, the operations of our system, and the safety of all our residents in how we conduct our operations in a safe, reliable, and compliant manner as a responsible owner of dams.

Sincerely,

Erik Holt
General Manager
Utica Water and Power Authority

2025 ODSP REC-3 Formal Board Adoption and Reaffirmation of Dam Safety Policy.

UWPA should formalize its Dam Safety Policy through Board adoption and annual reaffirmation. The Board should also reaffirm the policy with a new (or readopted) resolution whenever there is a change in Board membership to ensure that all elected officials remain fully aware of UWPA's responsibilities and commitments related to dam safety.

WILL BE REVIEWED AND BROUGHT TO THE BOARD FOR ADOPTION AT A FUTURE REGULAR MEETING

2025 ODSP REC-4 Clarify the Chief Dam Safety Engineer's Reporting Line.

Revise the organizational chart and ODSP narrative to reflect that the Chief Dam Safety Engineer reports directly to the GM, This change will align the ODSP with FERC's expectation for independence of the dam safety function and ensure unimpeded communication between the CDSE, GM, and Board.

WILL BE REVIEWED AND BROUGHT TO THE BOARD FOR ADOPTION AT A FUTURE REGULAR MEETING

2025 ODSP REC-5 Include the IT/Cybersecurity Role in the ODSP.

Update the organizational chart and ODSP text to include the IT Specialist (Sean Graham) and describe responsibilities related to cybersecurity, SCADA system integrity, and protection of dam safety data systems. Cybersecurity is a critical component of dam safety and should be explicitly represented within UWPA's organizational framework.

WILL BE REVIEWED AND BROUGHT TO THE BOARD FOR ADOPTION AT A FUTURE REGULAR MEETING

2025 ODSP REC-6 - Document the CDSE's Emergency Decision-Making Authority.

Clarify in the ODSP that the CDSE has the authority to recommend or initiate emergency dam safety actions, such as temporary facility shutdowns or notifications, if a condition poses imminent risk to public safety and management personnel are unavailable. This authority should be consistent with the CDSE's role as the organization's senior dam safety professional.

WILL BE REVIEWED AND BROUGHT TO THE BOARD FOR ADOPTION AT A FUTURE REGULAR MEETING

2025 ODSP REC-7 Conduct a Comprehensive Salary and Classification Study.

Perform a salary survey across all positions to ensure compensation is competitive with similar-sized utilities and commensurate with technical and leadership responsibilities. The results should inform both recruitment and retention strategies for critical dam safety positions.

WILL BE REVIEWED AND A PLAN WILL BE BROUGHT TO THE BOARD AT A FUTURE REGULAR MEETING

2025 ODSP REC-8 Develop a Long-Term Professional Development Pathway.

Establish a structured career progression plan for technical staff, particularly the Regulatory Compliance Specialist, to pursue licensure and additional dam safety training, with a clear path to potentially transition into the CDSE role over time.

WILL BE REVIEWED AND BROUGHT TO THE BOARD FOR ADOPTION AT A FUTURE REGULAR MEETING

2025 ODSP REC-9 Establish a structured, position-specific dam safety training program.

It is recommended that UWPA formalize and implement a structured training program.

The program should:

- a) Develop a position-specific dam safety training matrix identifying required training topics, competencies, and frequency for each role involved in dam safety (e.g., GM, Regulatory Compliance Specialist, O&M Superintendent, Conveyance Operators, Administrative Specialist, etc.).
- b) Incorporate specific training opportunities and professional organizations (e.g. CEATI, FERC, ASDSO, FEMA, USSD, USBR, USACE, etc) into the ODSP to guide staff toward appropriate educational resources.
- c) Develop a central repository for training records, which should be maintained for each employee, reviewed annually by the CDSE, and reported upon in the Annual Dam Safety Report.

WILL BE DEVELOPED AND BROUGHT TO THE BOARD FOR ADOPTION

2025 ODSP REC-10 Provide periodic dam safety awareness training for all UWPA staff

A general dam safety awareness training should be developed for all UWPA staff, regardless of their direct dam safety duties, and the Board. This training should introduce the Principles of dam safety, UWPA's responsibility as a dam owner, and how individual roles support public safety and regulatory compliance. Refresher awareness training should be conducted on a periodic basis as determined appropriate by the CDSE, or as staffing changes occur.

WILL BE DEVELOPED BY STAFF AND IMPLEMENTED

2025 ODSP REC-11 Establish an annual ODSP self-assessment process.

UWPA should complete an annual self-assessment evaluating the essential elements of a sound dam safety program. The assessment should measure how effectively the ODSP was implemented, identify opportunities for improvement, and document corrective actions.

WILL BE DEVELOPED AND IMPLEMENTED UPON APPROVAL BY THE BOARD

2025 ODSP REC-12 Develop a comprehensive Annual Dam Safety Report.

A comprehensive annual dam safety report should be developed and utilized as the framework for the CDSE : annual dam safety presentation to the Board for the purpose of reporting on events and accomplishments of the preceding year. The report should serve multiple purposes:

- a) Providing the Board with a single, organized overview of dam safety activities, issues, and progress for the Utica and Angels Projects;
- b) Supporting executive decision-making and strategic planning by identifying trends, resource needs, and areas for improvement; and
- c) Serving as a reference document for UWPA staff seeking an up-to-date summary of program activities.

WILL BE DEVELOPED AND PRESENTED TO THE BOARD ANNUALLY

2025 ODSP REC-13 Document existing record retention and data management practices in the ODSP

Including details on retention timeframes, digital storage protocols, and system backup procedures.

WILL BE COMPLETED BY ADMINISTRATIVE STAFF

SUGGESTIONS

- Staff Recommends approving all suggestions in the five-year ODSP external audit.
- If board accepts of all suggestions staff will bring future items to the board for implementation.

SUGGESTIONS:

Suggestion A It is suggested that the Board's annual reaffirmation of the dam safety policy (2025 ODSP REC-3) take place concurrently with the CDSE annual presentation to the Board

Suggestion B The Audit Team suggests that UWPA review the factors contributing to high turnover in the GM position, as this issue directly affects continuity of dam safety leadership

Suggestion C Continue to fund and expand the existing reserve account and consider broadening its use beyond emergency or unplanned needs to include planned major repairs and long-term capital improvements related to dam safety. Strengthening the long-range financial and capital planning efforts, with particular emphasis on multi-year forecasting and the strategic use of reserve funds will support the long-term Sustainability of UWPA's Dam Safety Program.

SUGGESTIONS:

Suggestion D Review and update standard operating procedures periodically to ensure they reflect current practices and industry standards.

Consider compiling all procedures related to dam operations, surveillance, and monitoring into a single, comprehensive manual that provides sufficient detail for personnel to perform duties independently and ensures operational consistency and continuity in the event of staff absences or turnover

Suggestion E Strengthen knowledge transfer from the current CDSE and other senior staff by implementing a mentorship program that provides hands-on exposure to regulatory compliance, inspections, and dam safety analyses for designated successors.

Suggestion F Include succession planning and staffing continuity as a standing agenda item in annual management and Board reviews of the Dam Safety Program to ensure staffing readiness and retention are regularly evaluated.

SUGGESTIONS:

Suggestion G Strengthen internal communication protocols

- a) Develop a Written Communication and Reporting Procedure. Create a brief internal procedure describing how dam safety-related communications, particularly verbal or informal exchanges, are to be documented, logged, and followed up. The procedure could specify when written documentation (e.g, email summaries, log entries, or incident reports) is required and include establishment of a centralized communications or issue log to record reported conditions, responsible parties, and status of resolution.
- b) Improve Coordination of Regulatory Inspection Scheduling. Establish a simple internal procedure or shared inspection calendar to ensure that scheduling of FERC and DSOD inspections is coordinated in advance with the CDSE,
- c) Enhance Feedback to Field Personnel. When staff report potential issues, ensure that follow-up includes an explanation of how the condition was evaluated and why it was or was not considered reportable. This supports learning, consistency, and continued vigilance.
- d) Integrate Communication Documentation into Routine Practices. Incorporate communication documentation steps into existing workflows such as inspection reporting, maintenance tracking, and meeting notes to ensure consistency and avoid duplication. Reinforce Communication Protocols through Training. Include a short review of internal communication and reporting expectations in annual dam safety training or tailgate sessions to ensure staff remain familiar with documentation requirements and escalation pathways.

SUGGESTIONS:

Suggestion H Implement formal processes and protocols for external communications

a) Develop a Written Procedure for Routine External Communications.

Establish a brief procedure outlining how non-emergency correspondence with regulatory agencies (e.g, transmittal letters, routine updates, and report submittals) should be prepared, transmitted, confirmed, and archived. This will help ensure consistency and traceability in communications with FERC and DSOD.

b) Implement a Centralized Communications Log.

Maintain a simple log or registry to document all outgoing and incoming regulatory correspondence, including dates, recipients, subject matter, and confirmation of receipt. This record will support continuity during staff transitions and strengthen document control.

c) Define Roles and Responsibilities for External Communications.

Clarify within the ODSP that while the GM (or designee) is responsible for formal regulatory correspondence, others (e.g., CDSE, Regulatory Compliance Specialist) may be authorized to communicate directly with FERC and DSOD on matters, as appropriate.

d) Incorporate Non-Conformance Reporting into the ODSP.

Add a process to document and track procedural or regulatory non-conformances, such as delayed report submittals, missed inspections, or training lapses. This process should include identification, corrective action, and closure steps to ensure accountability.

SUGGESTIONS:

Suggestion J Incorporate photo or video documentation (using standard cameras, drones, or similar tools) in the inspection protocol at an interval deemed appropriate by the CDSE.

Suggestion K Adopt a simplified, risk-informed decision-making framework, such as a screening-level risk analysis, to help UWPA prioritize dam safety projects and resource allocation Parameters document as a basis for developing an assessment tool specific to UWPA's ODSP

Suggestion M Continue digitizing legacy dam safety records and historical documents, prioritizing critical design drawings, inspection reports, and correspondence to ensure complete and searchable electronic archives.

Item 7B – Resources Ad-Hoc Committee to Review Water Contractor Rates



Staff Recommendation

Staff recommends the Board Chair form an Ad-Hoc Resources Committee to consider potential changes to water contractor irrigation fees and make recommendations to the Authority's Budget Committee and full Board of Directors

Item 7C – Resources Ad-Hoc Committee to Review Proposed Capital Improvement Projects



Staff Recommendation

Staff recommends the Board Chair form an Ad-Hoc Resources Committee to review, update, and evaluate the Authority's current and future capital and equipment needs and make recommendations to the Authority's Budget Committee and full Board of Directors

Item 7D – Mid Year Budget Update



<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:3ff9c827-8da1-4e26-b3aa-a36a92ef091a>

Item 7E – Discussion/Action Future Regular Board Meeting Date Changes



Item 8B – General Manager Report



Upcoming Board Meetings

Questions?

