



UTICA WATER AND POWER AUTHORITY

UWPA Office Building
1168 Booster Way
Angels Camp, CA 95222
(209) 736-9419

Minutes of the July 26, 2022 Regular Board Meeting

The Board of Directors of the Utica Water and Power Authority met in regular session via remote access at the Utica office in Angels Camp, California.

Directors present:

- Ralph Chick (UPUD), Chair
- Alvin Broglio, (COA), Vice Chair
- Jennifer Davis-Herndon, (COA), Secretary
- Greg Rasmussen, (UPUD), Director
- Gary Conrado, Community At-Large Member

Staff present:

- Joel Metzger, Utica General Manager
- Lori Karnes, Utica Administrative Manager
- Frank Fields, Utica O&M Superintendent

Others Present:

- Summer Nicotero, UPUD General Manager

Item 1: CALL TO ORDER / PLEDGE OF ALLIEGIANCE

- The meeting was called to order at 5:39 p.m. by Chair Chick

Item 2: ROLL CALL

- Directors present
 - Director Chick, Director Broglio, Director Davis-Herndon, Director Rasmussen, Director Conrado
- Directors absent
 - None

Item 3: APPROVAL OF AGENDA

- **Motion to approve:** Director Rasmussen
- **Second:** Director Broglio
- **Board Discussion:** None
- **Public Comment:** None
- **Vote:** 5-0-0
- **Ayes:** Directors Chick, Broglio, Davis-Herndon, Rasmussen, Conrado
- **Noes:** None
- **Abstain:** None
- **Absent:** None

Item 4: PUBLIC COMMENT

There was no public comment.

Item 5: CONSENT CALENDAR

- A. Approval of minutes of the regular meeting dated 5/24/22
- B. Financial reports 5/1/22 – 5/31/22 and 6/1/22 – 6/30/22 (Karnes)
- C. Generation report for May and June 2022 (Fields/Karnes)
- D. Operations report (Fields)
- E. Conveyance report (Rasmussen)
- F. Water Supply Conditions Report (Metzger)
- G. Resolution No. 22-14, COVID-19 State of Emergency Dec. (Metzger)
- H. Naming Authorized Agents for the California Office of Emergency Services Resolution No. 22-15 (Metzger)

Director Rasmussen requested to pull Financials (Item 5B) for discussion.

Director Rasmussen made a motion to approve Items A, C-H of the Consent Calendar.

- **Motion to approve:** Director Rasmussen
- **Second:** Director Davis-Herndon
- **Board Discussion:** None
- **Public Comment:** None
- **Vote:** 5-0-0
- **Ayes:** Directors Chick, Broglio, Davis-Herndon, Rasmussen, Conrado
- **Noes:** None
- **Abstain:** None
- **Absent:** None

The Utica Board discussed and addressed the questions concerning the Financials. Staff informed the Board FY 2021-2022 actuals and carryover revenues would be discussed at the August 2022 meeting. Director Rasmussen made a motion to approve Item 5B.

- **Motion to approve:** Director Rasmussen
- **Second:** Director Broglio
- **Board Discussion:** None
- **Public Comment:** None
- **Vote:** 5-0-0
- **Ayes:** Directors Chick, Broglio, Davis-Herndon, Rasmussen, Conrado
- **Noes:** None
- **Abstain:** None
- **Absent:** None

Item 6: REGULAR AGENDA

Discussion and possible action on all items

- A. *Informational update from Calaveras County OES, regarding the Good Neighbor Authority (Metzger / Osbourn)

Mr. John Osbourn, Director of Emergency Services for Calaveras County, gave an update on the Master Good Neighbor Agreement between the County of Calaveras and the Stanislaus National Forest. This agreement will streamline the National Environmental Policy Act (NEPA) and fuels reduction projects in the forest.

B. Consideration of adoption of a Harassment, Discrimination, and Retaliation Prevention Policy (Resolution No. 22-16) (Metzger)

Mr. Metzger gave an overview of the policy. The policy will be referenced in the Employee Handbook and updated periodically to reflect current laws. Any updates to the policy will be brought to the Utica Board for approval.

- **Motion to approve:** Director Broglio
- **Second:** Director Conrado
- **Board Discussion:** None
- **Public Comment:** None
- **Vote:** 5-0-0
- **Ayes:** Directors Chick, Broglio, Davis-Herndon, Rasmussen, Conrado
- **Noes:** None
- **Abstain:** None
- **Absent:** None

C. Consideration of adoption of a Travel Expense Reimbursement Policy (Resolution No. 22-17) (Metzger)

Mr. Metzger gave an overview of the policy. Staff researched policies from other local public utilities and created a new policy for Utica. Expense reimbursement rates were updated and a new travel expense form was created. The policy will be referenced in the Employee Handbook and brought to the Board periodically to approve any updates.

- **Motion to approve:** Director Rasmussen
- **Second:** Director Broglio
- **Board Discussion:** None
- **Public Comment:** None
- **Vote:** 5-0-0
- **Ayes:** Directors Chick, Broglio, Davis-Herndon, Rasmussen, Conrado
- **Noes:** None
- **Abstain:** None
- **Absent:** None

D. Consideration of Adopting Utica's Updated Employee Handbook (Resolution No. 22-18) (Metzger)

Mr. Metzger gave an overview of Utica's existing Employee Handbook, which was outdated, disorganized, and not compliant with state and federal laws. In 2021, staff recommended that the handbook be updated, and the Board

allocated \$10,000 to hire a consultant to perform the update. After that budget adjustment, Utica partnered with the Union Public Utility District (UPUD) to jointly hire CPS Human Resource Services to update the handbook and provide a comprehensive guide for staff to reference. This partnership reduced the cost by about \$5,000.

- **Motion to approve:** Director Broglio
- **Second:** Director Conrado
- **Board Discussion:** None
- **Public Comment:** None
- **Vote:** 5-0-0
- **Ayes:** Directors Chick, Broglio, Davis-Herndon, Rasmussen, Conrado
- **Noes:** None
- **Abstain:** None
- **Absent:** None

E. Authorization for Utica General Manager to sign revised water supply agreements with City of Angels and Union Public Utility District (Metzger)

Mr. Metzger explained the existing water agreements between Utica and Union Public Utility District (UPUD) and City of Angels (COA) that were agreed to in 2014. Under the existing agreements, \$40,000 per year was paid to Utica by each of the JPA member agencies as a payment for water. Additionally, starting in 2016, the JPA member agencies began making non-operating capital contributions. Under the new water supply agreements, all money collected from the member agencies will be payment for water supply and categorized as operating income. This change from non-operating to operating will help Utica qualify for grants, loans, and improve audits.

- **Motion to approve:** Director Broglio
- **Second:** Director Rasmussen
- **Board Discussion:** None
- **Public Comment:** None
- **Vote:** 5-0-0
- **Ayes:** Directors Chick, Broglio, Davis-Herndon, Rasmussen, Conrado
- **Noes:** None
- **Abstain:** None
- **Absent:** None

F. *Authorization for the General Manager to submit the Utica Community Water Supply and Forest Protection Planning Project grant application to the Sierra Nevada Conservancy (Metzger)

Utica is seeking a planning grant from Sierra Nevada Conservancy for about \$130,000. If approved the money will pay for the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) studies to be completed necessary for a proposed fuels-reduction project that would protect Utica's Lower Utica Canal from wildfire between Avery and Murphys.

- **Motion to approve:** Director Davis-Herndon
- **Second:** Director Rasmussen
- **Board Discussion:** None
- **Public Comment:** None
- **Vote:** 5-0-0
- **Ayes:** Directors Chick, Broglio, Davis-Herndon, Rasmussen, Conrado
- **Noes:** None
- **Abstain:** None
- **Absent:** None

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

Item 7: BOARD / GENERAL MANAGER REPORTS, FUTURE AGENDA ITEMS

A. General Manager's Report

- Utica's Operations team led by Frank Fields is finishing Phase 3 of a multi-year project to install a line of sight (LOS) communications and control system that is not dependent on Internet providers or telecom companies. Materials and labor are being paid through grant funding from the \$290,000 Community Power Resiliency Grant that Utica received from CalOES in 2021.
- Utica Operations staff installed a new meter, solar panels, and a control box for the Slurry Line turnout, which will provide water to the Calaveras County Water District that Utica has wheeled through its system for a fee.
- An intruder climbed the back fence to the operations yard within the past week. Nothing of substantial value was taken. A report was made to City of Angels Police Department. Utica is taking additional measures to secure its facilities.
- Proposed agenda items for the August 2022 meeting:
 - End of year budget report
 - Budget Committee meeting will be scheduled in advance
 - Budget adjustment
 - Water vs. Power Cost analysis

- Dissolution of Standing Committees

B. Board Reports

- The Union Public Utility District Board of Directors is planning to move forward with a new rate schedule and send out a Proposition 218 notice to all customers in August or September. UPUD and Utica will work together on public outreach. UPUD's new rates are expected to go into effect in January 2023.

Item 8: UPCOMING BOARD MEETINGS AND CALENDAR EVENTS

- Tuesday, August 23, 2022 at 5:30 p.m. – Regular Board Meeting
- Tuesday, September 27, 2022 at 5:30 p.m. – Regular Board Meeting

Item 9: ADJOURNMENT The meeting was adjourned at 6:53 p.m.

Approved at the August 23, 2022 meeting:

Ralph Chick

[Ralph Chick \(Sep 15, 2022 12:25 PDT\)](#)

Chair

Attest:

Lori Karner

Clerk to the Board

07.26.22 Minutes for the July 26, 2022 Meeting (JM) (sent out for signature)

Final Audit Report

2022-09-15

Created:	2022-09-15
By:	Utica Water and Power Authority (admin@uticawater.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAFU-O9p4BGkFH-WKESwj6EK3tyEqmhbWX


"07.26.22 Minutes for the July 26, 2022 Meeting (JM) (sent out for signature)" History

 Document created by Utica Water and Power Authority (admin@uticawater.com)

2022-09-15 - 7:23:52 PM GMT- IP address: 96.92.110.142

 Document emailed to rchick@upudwater.org for signature

2022-09-15 - 7:24:19 PM GMT

 Email viewed by rchick@upudwater.org

2022-09-15 - 7:24:30 PM GMT- IP address: 98.51.14.66

 Signer rchick@upudwater.org entered name at signing as Ralph Chick

2022-09-15 - 7:25:44 PM GMT- IP address: 98.51.14.66

 Document e-signed by Ralph Chick (rchick@upudwater.org)

Signature Date: 2022-09-15 - 7:25:46 PM GMT - Time Source: server- IP address: 98.51.14.66

 Agreement completed.

2022-09-15 - 7:25:46 PM GMT