



REGULAR BOARD MEETING AGENDA

5:30 p.m. Tuesday, August 22, 2023
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-meeting-minutes-agenda

UTICA BOARD OF DIRECTORS

Alvin Broglio, City of Angels– Board Chair
Ralph “Rocky” Chick Union Public Utility District – Board Vice Chair
Jen Davis-Herndon, City of Angels – Board Secretary
Greg Rasmussen Director – Union Public Utility District
Gary Conrado, Community At-Large Member

ORDER OF BUSINESS

Item 1: CALL TO ORDER / PLEDGE OF ALLEGIANCE

- Meeting called to order: 5:06 p.m.

Item 2: ROLL CALL

Directors Present:

- Director Broglio
- Director Davis-Herndon
- Director Bottomly – Alternate for Director Rasmussen
- Director Conrado

Directors Absent:

- Director Chick

Utica Staff Present:

- Joel Metzger, General Manager

- Stacie Walker, Administrative Specialist
- Frank Fields, Operations and Maintenance Superintendent
- Kyle Rasmussen, Water Conveyance Superintendent

Others Present:

- None

Item 3: APPROVAL OF AGENDA

- **Board Discussion:** None
- **Public Comment:** None
- **Motion to approve the agenda:** Director Davis-Herndon
- **Second:** Director Bottomly
- **Vote: 4-0-1**
- **Ayes:** Director Davis-Herndon, Director Broglio, Director Bottomly, Director Conrado
- **Noes:** None
- **Abstain:** None
- **Absent:** Director Chick

Item 4: CLOSED SESSION

A. Anticipated litigation pursuant to Government Code § 54956.9(d)(4):
One case.

- **Adjourned to Closed Session:** 5:07 p.m.
- **Closed Session Adjourned:** 5:32 p.m.
- **Regular meeting called to order:** 5:35 p.m.
- **Closed Session Report Out:** Direction was given to staff

Item 5: PUBLIC COMMENT

- None

Item 5: CONSENT CALENDAR

- A. Approval of minutes from the July 25 Regular Board Meeting
- B. Financial reports July 2023
- C. Generation Report July 2023
- D. Operations Report
- E. Conveyance Report

- **Board Discussion:** None
- **Public Comment:** None
- **Motion to approve the consent calendar:** Director Broglio
- **Second:** Director Conrado
- **Vote:** 4-0-0-1
- **Ayes:** Director Broglio, Director Davis-Herndon, Director Bottomly, Director Conrado
- **Noes:** None
- **Abstain:** None
- **Absent:** Director Chick

Item 6: REGULAR AGENDA

A. Public Hearing – Categorical Exemption – Hunter Reservoir Fuel Reduction Project

- **Public Hearing Opened:** 5:36 p.m.
- **Staff Review**
 - In 2022, a \$1.2 million dollar grant was awarded to Utica by CAL FIRE for fuels reduction. Utica hired a consultant to conduct an environmental review of the area. The registered professional forester determined that Utica qualified for a categorical exemption in accordance with the California Environmental Quality Act. Utica submitted the environmental exemption to the County Clerk Recorder’s Office, Calaveras Enterprise, and had a copy for review in the office. There were no comments or inquiries from the public.
- **Public Comment**
 - None
- **Board Comment**
 - Great Job
- **Public Hearing Closed:** 5:38 p.m.

B. Consideration of adoption of Resolution 23-17 Adopting a categorical exemption of the Hunter Reservoir Fuel Reduction Project in accordance with the California Environmental Quality Act

This is the same project that was explained during the public hearing.

- **Board Discussion:** None
- **Public Comment:** None
- **Motion to adopt Resolution 2023-17 adopting a categorical exemption of the Hunter Reservoir Fuel Reduction Project in accordance with the California Environmental Quality Act:**
Director Davis-Herndon
- **Second:** Director Broglio
- **Vote:**
 - **Director Broglio:** Aye
 - **Director Chick:** Absent
 - **Director Davis-Herndon:** Aye
 - **Director Bottomly:** Aye
 - **Director Conrado:** Aye
- **Resolution Passes:** 4-0-1

C. Selection of licensed timber operator for the Hunter Reservoir Fuel Reduction Project

Utica put a request for proposal (RFP) out in July 2023 and hosted a mandatory bid walk that was attended by 12 contractors. Eight of those contractors submitted bids. Utica formed a committee to review the bids. All bids were reviewed and scored by individual committee members. Committee met to discuss each bid at length. The RFP outlined that project cost was not the only part of the bid Utica would be looking at when selecting the contractor. After review and discussion, the Committee unanimously recommended that Krisman Enterprise be selected to receive the project award. Krisman promised 100% treatment of all acreage by mastication, chipping, and hand clearing.

- **Board Discussion:** Director Conrado asked if Utica would get the full 8% of the grant award for managing the grant. Mr. Metzger said this bid does allow Utica to receive 8% of all the funds expended on the grant project. Director Davis-Herndon asked if the metrics on the RFP scoring were equal. Mr. Metzger explained most metrics were yes or no questions, the only subjective scores were in the categories “Qualification and Experience” and “Local Benefit”. Director Conrado asked how Utica would monitor the project completion. Mr. Metzger reviewed the project timeline and explained that the project manager, will

monitor the project almost daily, and the registered professional forester will monitor the project closely as well.

- **Public Comment:** Mr. Rasmussen said Krisman is teaming up with Timber Ridge and the plan they submitted is excellent. Krisman Enterprises is trying to revolutionize this kind of fuels treatment project. The creativity in Krisman's proposal weighed heavily on the team's decision making.
- **Motion to adopt Resolution 2023-18 Approving Utica's General Manager to enter into a contract agreement with Krisman Enterprises in the amount of \$962,550.00, plus a 10% contingency for the Hunter Reservoir Fuels Reduction Project:** Director Bottomly
- **Second:** Director Broglio
- **Vote:**
 - **Director Broglio:** Aye
 - **Director Chick:** Absent
 - **Director Davis-Herndon:** Aye
 - **Director Bottomly:** Aye
 - **Director Conrado:** Aye
- **Resolution Passes:** 4-0-1

D. Consideration of adopting Resolution 23-19 Utica Employee Handbook
Prior to Mr. Metzger starting as General Manager in 2020, Utica's employee handbook was cobbled together and comprised of scans, emails, handwritten notes, and other documents. Mr. Metzger recommended to the Board that the handbook be updated, and the Board approved this expense in 2021. A human resource (HR) consulting firm was hired to review and write a new handbook. The handbook was reviewed by Utica staff, any concerns were addressed and the handbook was adopted last year in July 2022. In 2023, admin staff conducted another review, made edits, and gave the handbook to Utica's (new) HR consultant to review to ensure federal and local guidelines are being followed and all new legislation addressed. Utica staff was provided the revised handbook and given an opportunity to ask questions or make comments.

- **Board Discussion:** Director Conrado asked has legal looked over this. Mr. Metzger said the HR consultants' legal team has reviewed the portions of the handbook pertaining to state and federal law.

- **Public Comment:** Mr. Frank Fields said the links to some policies in the Employee Handbook were unavailable online at the time he reviewed it. Mr. Metzger said the handbook and policies are on posted a secure webpage that Utica staff can access, and the webpage had been updated to include all policies referenced in the handbook. Ms. Walker said all policies that are referenced have been adopted by the Board, and any policies added to the webpage will be Board approved first.
- **Motion to adopt Resolution 2023-19 adopting the revised Utica Employee Handbook:** Director Davis-Herndon
- **Second:** Director Broglio
- **Vote:**
 - **Director Broglio:** Aye
 - **Director Chick:** Absent
 - **Director Davis-Herndon:** Aye
 - **Director Bottomly:** Aye
 - **Director Conrado:** Aye
- **Resolution Passes:** 4-0-1

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

- A. Correspondence
- B. Board Reports
- C. September Board Meeting
 - Due to the General Manager’s schedule and short staffing the September meeting will be cancelled. There are no items that need to be addressed in September, if something pressing comes up staff will initiate a Special Board Meeting.

Item 8: UPCOMING BOARD MEETINGS AND CALENDAR EVENTS

- Tuesday, October 24, 2023, at 5:30 p.m.
- Tuesday, November 28, 2023, at 5:30 p.m.

Item 10: ADJOURNMENT

- **Meeting adjourned: 6:54 p.m.**
- **Board Discussion:** None
- **Public Comment:** None
- **Motion to adjourn:** Director Davis-Herndon

- **Second:** Director Broglio
- **Vote:** 4-0-1
- **Ayes:** Director Broglio, Director Davis-Herndon, Director Bottomly, Director Conrado
- **Noes:** None
- **Abstain:** None
- **Absent:** Director Chick

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.

Approved at the October 24, 2023 meeting:



ALVIN BROGLIO (Nov 15, 2023 11:27 PST)

Alvin Broglio, Chair

Attest:



Stacie Walker, Clerk to the Board









08.22.23 Regular Board Meeting Minutes (Approved)

Final Audit Report

2023-11-15

Created:	2023-10-25
By:	Utica Water and Power Authority (admin@uticawater.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAASiL0E4zTiVP9VLIp17UMIi7VK5VQ6_3s

"08.22.23 Regular Board Meeting Minutes (Approved)" History

-  Document created by Utica Water and Power Authority (admin@uticawater.com)
2023-10-25 - 11:25:21 PM GMT
-  Document emailed to alvinbroglio@angelscamp.gov for signature
2023-10-25 - 11:26:02 PM GMT
-  Email viewed by alvinbroglio@angelscamp.gov
2023-10-27 - 2:04:03 PM GMT
-  Email viewed by alvinbroglio@angelscamp.gov
2023-10-31 - 2:47:10 PM GMT
-  Email viewed by alvinbroglio@angelscamp.gov
2023-11-15 - 7:26:57 PM GMT
-  Signer alvinbroglio@angelscamp.gov entered name at signing as ALVIN BROGLIO
2023-11-15 - 7:27:43 PM GMT
-  Document e-signed by ALVIN BROGLIO (alvinbroglio@angelscamp.gov)
Signature Date: 2023-11-15 - 7:27:45 PM GMT - Time Source: server
-  Agreement completed.
2023-11-15 - 7:27:45 PM GMT