

June Lake Public Utility District
P O Box 99
June Lake, CA 93529
Office 760-648-7778 Fax 760-648-6801

THERE WILL BE A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JUNE LAKE PUBLIC UTILITY DISTRICT ON TUESDAY JANUARY 12, 2021 AT 4:00 PM VIA TELECONFERENCE THROUGH ZOOM

<https://us02web.zoom.us/j/84709748861?pwd=WCT3Vmd1U2J1Y0xzaFpsbHlwcGNNQT09>

Meeting ID: 847 0974 8861

Passcode: 855138

Dial by your location

+1 669 900 6833

FOR THE FOLLOWING AGENDA:

OPEN MEETING

Pledge of Allegiance

ADDITIONS TO AGENDA

[Government Code Section 54954.2(b)(2)] Additions to the agenda may be considered when two-thirds of the board members present determine a need for immediate action, and the need to act came to the attention of JLPUD after the agenda was posted; this exception requires a degree of urgency. If fewer than two-thirds of the board members are present, all must affirm the action to add an item to the agenda. The Board shall call for public comment prior to voting to add any item to the agenda after posting.

PUBLIC COMMENT

Speakers should give their name, affiliation if any and the subject they wish to comment on. Comments are limited to three (3) minutes. Discussions will **not** occur at this time. Topics should be of interest to the District. Any person may address the Board at this time upon any subject within the jurisdiction of the JLPUD; however, any matter that requires action will be referred to Staff for report and action at a subsequent Board meeting.

CONSENT CALENDAR

ESCB - Check Register – for December 2020

ESCB – Checking Balance – January 9, 2021

A/R Past Due – for December 2020

LAIF-December 2020 / Cantella Statements – November 2020

Income Statement Water/Sewer – for December 2020

ESCB Credit Card Statement – December 2020

APPROVAL OF MINUTES

Approval of minutes from the Regular Meeting of December 9, 2020

OLD BUSINESS - None

NEW BUSINESS

1. Election of the Treasurer, Finance Committee and Personnel Committee
2. Review/Adopt Resolution 2021-01, Implementing Temporary Policies, Actions and Measures in Response to the District Local Emergency Regarding the Respiratory Illness Pandemic COVID19.

BOARD/COMMITTEE MEMBER REPORT

O&M SUPERINTENDENT'S REPORT

MANAGER'S REPORT

EXECUTIVE (Closed) SESSION

Pursuant to Government Code Section 54957

PUBLIC EMPLOYEE PERFORMANCE

Title: General Manager

Pursuant to Government Code Section 54957

PUBLIC EMPLOYEE PERFORMANCE

Title: Administrative Assistant

ADJOURNMENT

Note: at any time during a regular session, the Board may adjourn to a closed session to consider litigation, personnel matters, or to discuss with legal counsel matters within the attorney-client privilege. Authority: Government Code Section 11126(a)(d)(q). In compliance with the Americans with Disabilities Act if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (760) 648-7778. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 13, 102-35, 104 ADA Title II) Any public record, relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the District's office, 2380 Hwy 158, June Lake, CA 93529.

1/8/21

CONSENT CALENDAR

ESCB – CHECK REGISTER DECEMBER 2020

ESCB – CHECKING ACCOUNT BALANCE 1/9/2021 - \$175,447.68

A/R PAST DUE SEPTEMBER 2020 – \$ 4,996.18

LOCAL AGENCY INVESTMENT FUND SUMMARY-DECEMBER 2020

CANTELLA SUMMARY/TRADE CONFIRM – NOVEMBER 2020

INCOME STATEMENT- WATER/SEWER FOR – DECEMBER 2020

ESCB VISA CARD STATEMENT – NOVEMBER 2020

FOR THE ACCOUNTING PERIOD:

12/2020

Check #	Vendor/Employee/Payee	Check Amount
-89842 P	CALPERS-MISC CALPERS	3313.95
-89841 P	FIT EFTPS	2734.05
-89827 P	FIT EFTPS	\$ 2,712.25
-89826 P	CA SDI STATE OF CALIFORNIA EDD	\$ 1,981.53
-89825 P	CALPERS-MISC CALPERS	\$ 3,313.95
1707 S	MISSION JANITORIAL SUPPLY (Supplies)	\$ 80.33
1708 S	BLACK MOUNTAIN SOFTWARE (Final payment-Budget Mod)	\$ 1,645.00
1709 S	AMERIGAS (Utilities)	\$ 437.52
1710 S	SWRCB (Annual permit)	\$ 2,848.00
1711 S	SWRCB (Annual permit)	\$ 20,362.00
1712 S	AQUA SIERRA CONTROLS INC (NetCloud renewal)	\$ 405.00
1713 S	DOUG SMITH (Director fees)	\$ 150.00
1714 S	BARBARA MILLER (Director Fees)	\$ 150.00
1715 S	HEIDI VETTER (Director Fees)	\$ 100.00
1716 S	BOB STRONG (Director Fees)	\$ 100.00
1717 S	JUNE LAKE FIRE PROTECTION DISTRICT (Rent)	\$ 443.00
1718 S	GENERAL STORE (Supplies)	\$ 63.19
1719 S	Sherri Rubendall (Refund/overpayment-House sold)	\$ 72.78
1720 S	RICHARD ORLOFF (Work clothing)	\$ 200.00
1721 S	AQUA OPERATIONS, INC. (General Manager support)	\$ 800.00
1725 P	CHILD SUPPORT CALIFORNIA STATE DISBURS	\$ 184.61
1726 S	CHANNEL UNION 76 (Fuel)	\$ 1,343.92
1727 S	AMERIGAS (Utilities)	\$ 101.95
1728 S	MAMMOTH COMM. WATER DISTRICT (Sample testing)	\$ 364.84
1729 S	FRONTIER COMMUNICATIONS (Communications)	\$ 757.05
1730 S	JON SIMMONS (Class refresher/fees)	\$ 670.00
1731 S	BISHOP FORD (Truck parts)	\$ 586.25
1732 S	MAMMOTH TIMES (Subscription)	\$ 42.00
1733 S	USDA-FOREST SERVICE (Special yearly use permit)	\$ 880.38
1734 S	BEST, BEST & KRIEGER (Professional services)	\$ 6,558.01
1735 S	BLIZZARD FIRE PROTECTION (Extinguisher inspection)	\$ 309.00
1736 S	DO IT CENTER (Supplies)	\$ 15.02
1737 S	BC LABS (Lab samples)	\$ 391.50
1738 S	AEDGE (Tank exchange/removal/disposal)	\$ 15,658.26
1739 S	VISA (Credit card)	\$ 1,658.62
1740 S	AEDGE (Media replacement)	\$ 21,422.66
1741 S	CASH (Christmas bonus)	\$ 500.00
1742 S	USC FOUNDATION (Membership renewal)	\$ 120.00
1743 S	NORCO SERVICE CENTER (Tires-Canyon truck)	\$ 1,364.79
1744 S	GRAINGER (Supplies)	\$ 513.72
1745 S	MONO COUNTY HEALTH DEPARTMENT (Bus. Plan-Hazmat)	\$ 130.00
1746 S	SOUTHERN CALIFORNIA EDISON (Utilities)	\$ 7,495.72
1747 S	AECOM (WWTP evaluation)	\$ 110.00
1749 P	CHILD SUPPORT CALIFORNIA STATE DISBURS	\$ 184.61
1750 S	FORT DEARBORN LIFE INSURANCE	\$ 447.57
1751 S	AMERICAN BUSINESS MACHINES (Copy machine)	\$ 197.49
1752 S	BISHOP WELDING SUPPLY (Supplies)	\$ 50.00
1753 S	STANDARD INSURANCE	\$ 335.13
1754 S	BC LABS (Lab samples)	\$ 243.00
1755 S	DIGITAL DEPLOYMENT (website)	\$ 200.00
1756 S	SYNECTIC TECHNOLOGIES (Phone system)	\$ 73.29
1757 S	NEVADA OVERHEAD DOOR (Door repair)	\$ 415.00
1758 S	SWRCB (Annual fee)	\$ 481.80
1759 S	SWRCB (Annual fee)	\$ 726.00
1760 P	LOCAL 12 IUOE, LOCAL 12 (Union dues)	\$ 132.00
	TOTAL	\$ 106,576.74

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

January 07, 2021

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

JUNE LAKE PUBLIC UTILITY DISTRICT

SECRETARY
P.O. BOX 99
JUNE LAKE, CA 93529

[Tran Type Definitions](#)

Account Number: 85-26-001

December 2020 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	1,735,834.98
Total Withdrawal:	0.00	Ending Balance:	1,735,834.98



Statement for the Period November 1, 2020 to November 30, 2020

JUNE LAKE PUBLIC UTILITY DISTRICT - Corporation
Account Number: A7T-574244



SECURITIES OFFERED
THROUGH
CANTELLA & CO., INC.
MEMBER FINRA/SIPC

Account Overview

CHANGE IN ACCOUNT VALUE	Current Period	Year-to-Date
BEGINNING VALUE	\$952,752.19	\$1,191,091.23
Additions and Withdrawals	\$0.00	(\$278,229.16)
Income	\$4,259.79	\$25,493.66
Taxes, Fees and Expenses	\$0.00	\$0.00
Change in Value	(\$1,886.80)	\$16,769.45
ENDING VALUE (AS OF 11/30/20)	\$955,125.18	\$955,125.18
Total Accrued Interest	\$3,301.38	
Ending Value with Accrued Interest	\$958,426.56	

Refer to Miscellaneous Footnotes for more information on Change in Value.

INCOME	Current Period	Year-to-Date
TAXABLE		
Taxable Dividends	\$0.06	\$81.72
Taxable Interest	\$4,259.73	\$25,411.94
TOTAL TAXABLE	\$4,259.79	\$25,493.66
TOTAL INCOME	\$4,259.79	\$25,493.66

Taxable income is determined based on information available to NFS at the time the statement was prepared, and is subject to change. Final information on taxation of interest and dividends is available on Form 1099-Div, which is mailed in February of the subsequent year.

REALIZED GAIN (LOSS)	Current Period	Year-to-Date
Short Term Gain	\$0.00	\$0.00
Short Term Loss	\$0.00	\$0.00
Disallowed Short Term Loss	\$0.00	\$0.00
TOTAL SHORT TERM GAIN (LOSS)	\$0.00	\$0.00

ACCOUNT ALLOCATION

Money Markets 1.0%



CDs 99.0%

	Percent	Prior Period	Current Period
Money Markets	1.0 %	\$5,442.74	\$9,702.53
CDs	99.0	\$947,309.45	\$945,422.65
TOTAL	100.0 %	\$952,752.19	\$955,125.18

Account Allocation shows the percentage that each asset class represents of your total account value. Account Allocation for equities, fixed income, and other categories may include mutual funds and may be net of short positions. NFS has made assumptions concerning how certain mutual funds are allocated. Closed-end mutual funds and Exchange Traded Products (ETPs) listed on an exchange may be included in the equity allocation. The chart may not reflect your actual portfolio allocation. Consult your broker/dealer prior to making investment decisions.

CANTELLA & CO. INC.

MN CEBKFGKCBBBGFEGM BBBBB 20201130

Account carried with National Financial Services LLC, Member
NYSE, SIPC

1821566AS

JUNE LAKE PUBLIC UTILITY DISTRICT
Income Statement
For the Accounting Period: 12 / 20

20 WATER

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
Revenue						
4110	T&A Cur Secured		5,333.83		5,333.83	
4120	T&A Cur Unsecured		786.82		786.82	
4130	Unitary Tax		132.97		132.97	
4135	T&A Interest		300.58		300.58	
4310	User Service Charge	32,313.88	260,508.14	423,240.00	-162,731.86	62
4315	Water Sales - Other		3,178.00		3,178.00	
4330	Delinquent User Chgs			3,102.00	-3,102.00	
4331	Winter Standby			2,757.00	-2,757.00	
4332	Other Serv Chgs		6,160.00	9,600.00	-3,440.00	64
4610	Interest From Investments		3.10		3.10	
4710	Inspection Fees		116.00	200.00	-84.00	58
4720	Connection Fees		7,640.00		7,640.00	
4730	Tapping Fee		920.00		920.00	
4750	Fixture Costs		456.00	1,200.00	-744.00	38
						65
	Total Revenue	32,313.88	285,535.44	440,099.00	-154,563.56	65
Expenses						
5410	Source of Supply					
110	Salaries			3,564.00	3,564.00	
	Total Account			3,564.00	3,564.00	
5420	Pumping					
320	Utilities	1,268.67	6,312.21	13,068.00	6,755.79	48
	Total Account	1,268.67	6,312.21	13,068.00	6,755.79	48
5430	Water Treatment					
110	Salaries	5,432.95	39,870.26	75,672.00	35,801.74	53
210	Supplies	306.10	10,513.02	2,172.00	-8,341.02	484
310	Contractual Services	699.35	13,245.24	9,000.00	-4,245.24	147
320	Utilities	2,203.48	5,631.82	20,628.00	14,996.18	27
	Total Account	8,641.88	69,260.34	107,472.00	38,211.66	64
5440	Transmission and Distribution					
110	Salaries	1,028.72	4,386.32	10,692.00	6,305.68	41
210	Supplies	670.00	4,004.01	4,152.00	147.99	96
310	Contractual Services		4,689.25	3,000.00	-1,689.25	156
	Total Account	1,698.72	13,079.58	17,844.00	4,764.42	73
5450	Meter					
110	Salaries	536.68	3,830.49	9,900.00	6,069.51	39
210	Supplies		6,311.61	9,540.00	3,228.39	66
	Total Account	536.68	10,142.10	19,440.00	9,297.90	52

JUNE LAKE PUBLIC UTILITY DISTRICT
Income Statement
For the Accounting Period: 12 / 20

20 WATER

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
6100	Administrative and General					
110	Salaries	7,095.29	46,743.06	86,400.00	39,656.94	54
111	Directors Fees	250.00	1,150.00	6,000.00	4,850.00	19
112	Vac/Hol/SL	1,085.74	6,373.83	24,144.00	17,770.17	26
113	Travel, Meetings & Mileage			2,400.00	2,400.00	
120	PERS Emplr Contribution	1,492.01	9,388.32	20,676.00	11,287.68	45
121	CalPers Unfunded Liability		19,930.35	48,000.00	28,069.65	42
130	Health Insurance	2,521.55	14,427.67	47,172.00	32,744.33	31
131	Dental/Vision Insurance		80.80	1,500.00	1,419.20	5
132	LTD & Life Ins	391.34	1,711.69	2,460.00	748.31	70
140	State Compensation		8,465.29	12,264.00	3,798.71	69
151	Employer Medicare	217.01	1,412.84	5,172.00	3,759.16	27
210	Supplies		14.59	2,400.00	2,385.41	1
220	Gas, Oil & Fuel	671.96	4,195.23	8,508.00	4,312.77	49
225	Maintenance, Vehicle & Contractual	1,054.78	5,021.67		-5,021.67	
240	Office Expenses	334.51	1,432.40	3,504.00	2,071.60	41
250	Communication	655.68	3,912.71	4,008.00	95.29	98
270	Sm Tools & Supplies	31.59	429.49	2,160.00	1,730.51	20
310	Contractual Services	672.01	10,411.72		-10,411.72	
320	Utilities	57.50	375.39	900.00	524.61	42
330	Publication & Notices			408.00	408.00	
340	Dues, Subsc & Fees	2,616.30	23,511.42	17,208.00	-6,303.42	137
350	Professional Srvs	3,279.00	8,159.19	9,996.00	1,836.81	82
360	Gen'l Insurance		14,531.78	11,508.00	-3,023.78	126
380	Rents & Leases	150.00	900.00	1,800.00	900.00	50
	Total Account	22,576.27	182,579.44	318,588.00	136,008.56	57
	Total Expenses	34,722.22	281,373.67	479,976.00	198,602.33	59
	Net Income from Operations	-2,408.34	4,161.77			
	Net Income	-2,408.34	4,161.77			

JUNE LAKE PUBLIC UTILITY DISTRICT
Income Statement
For the Accounting Period: 12 / 20

10 SEWER

Account Object	Description	Current Year				%
		Current Month	Current YTD	Budget	Variance	
Revenue						
4110	T&A Cur Secured		5,333.83		5,333.83	
4120	T&A Cur Unsecured		786.83		786.83	
4130	Unitary Tax		132.98		132.98	
4135	T&A Interest		300.58		300.58	
4310	User Service Charge	37,076.78	258,593.45	472,938.00	-214,344.55	55
4330	Delinquent User Chgs	457.30	4,114.84	3,000.00	1,114.84	137
4331	Winter Standby			1,600.00	-1,600.00	
4332	Other Serv Chgs		6,894.87	1,300.00	5,594.87	530
4620	Cell Tower Lease SBA	1,100.00	6,600.00		6,600.00	
4702	Local Bene #2		2,830.12		2,830.12	
4710	Inspection Fees		114.00	100.00	14.00	114
4720	Connection Fees		7,006.00		7,006.00	
4730	Tapping Fee		458.00	300.00	158.00	153
4800	NON OPERATING REVENUE		315,133.36		315,133.36	
						127
	Total Revenue	38,634.08	608,298.86	479,238.00	129,060.86	127
Expenses						
5310	Sewer Collection					
110	Salaries	5,083.72	39,131.83	64,224.00	25,092.17	61
210	Supplies	513.72	2,885.91	13,800.00	10,914.09	21
310	Contractual Services		38,525.58		-38,525.58	
320	Utilities	1,810.23	10,717.24	22,524.00	11,806.76	48
	Total Account	7,407.67	91,260.56	100,548.00	9,287.44	91
5330	Sewer Treatment					
110	Salaries	4,167.90	26,985.19	52,368.00	25,382.81	52
210	Supplies	100.00	9,632.08	9,864.00	231.92	98
310	Contractual Services	1,290.29	3,857.65		-3,857.65	
320	Utilities	2,752.81	16,234.45	35,592.00	19,357.55	46
	Total Account	8,311.00	56,709.37	97,824.00	41,114.63	58
5340	Mosquito					
110	Salaries		1,095.43	12,240.00	11,144.57	9
210	Supplies			7,500.00	7,500.00	
310	Contractual Services		550.00	1,500.00	950.00	37
	Total Account		1,645.43	21,240.00	19,594.57	8
6100	Administrative and General					
110	Salaries	7,270.58	49,050.68	86,400.00	37,349.32	57
111	Directors Fees	250.00	1,150.00	6,000.00	4,850.00	19
112	Vac/Hol/SL	6,735.70	25,514.73	24,144.00	-1,370.73	106
113	Travel, Meetings & Mileage			2,400.00	2,400.00	
120	PERS Emplr Contribution	2,402.79	15,235.03	20,676.00	5,440.97	74

JUNE LAKE PUBLIC UTILITY DISTRICT
Income Statement
For the Accounting Period: 12 / 20

10 SEWER

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
121	CalPers Unfunded Liability		19,930.35	48,000.00	28,069.65	42
130	Health Insurance	3,829.25	23,555.87	47,172.00	23,616.13	50
131	Dental/Vision Insurance		90.80	1,500.00	1,419.20	5
132	LTD & Life Ins	391.36	1,711.73	2,460.00	748.27	70
140	State Compensation		8,465.30	12,264.00	3,798.70	69
151	Employer Medicare	334.07	2,174.18	5,172.00	2,997.82	42
210	Supplies			2,400.00	2,400.00	
220	Gas, Oil & Fuel	671.96	4,209.86	8,508.00	4,298.14	49
225	Maintenance, Vehicle & Contractual	1,054.80	5,021.74	3,000.00	-2,021.74	167
230	Office Utilities			900.00	900.00	
240	Office Expenses	334.53	1,432.46	3,504.00	2,071.54	41
250	Communication	560.09	3,371.81	5,004.00	1,632.19	67
260	USFS Maintenance		693.24		-693.24	
270	Sm Tools & Supplies	31.60	429.53	2,160.00	1,730.47	20
310	Contractual Services	672.04	10,294.85	12,000.00	1,705.15	86
320	Utilities	57.50	375.43		-375.43	
330	Publication & Notices			276.00	276.00	
340	Dues, Subsc & Fees	25,093.88	35,127.80	26,508.00	-8,619.80	133
350	Professional Svcs	3,389.01	38,216.73	10,000.00	-28,216.73	382
360	Gen'l Insurance		14,531.79	11,508.00	-3,023.79	126
380	Rents & Leases	150.00	900.00	1,800.00	900.00	50
	Total Account	53,229.16	261,473.91	343,756.00	82,282.09	76
6310	USFS MAINT					
110	Salaries		4,486.25		-4,486.25	
	Total Account		4,486.25		-4,486.25	
	Total Expenses	68,947.83	415,575.52	563,368.00	147,792.48	74
	Net Income from Operations	-30,313.75	192,723.34			
	Net Income	-30,313.75	192,723.34			



Rewards

Bonus Points Available
19,932

Account Summary

Billing Cycle		12/01/2020
Days In Billing Cycle		30
Previous Balance		\$2,021.91
Purchases	+	\$1,658.62
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,021.91
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$1,658.62

Credit Summary

Total Credit Line	\$15,000.00
Available Credit Line	\$13,341.38
Available Cash	\$1,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

Call us at: (800) 883-0131
Lost or Stolen Card: (800) 883-0131

Go to MyCardStatement.com

Write us at PO BOX 31537, TAMPA, FL 33831-3537

Payment Summary

NEW BALANCE **\$1,658.62**

MINIMUM PAYMENT **\$1,658.62**

PAYMENT DUE DATE **12/26/2020**

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/02	11/03	PBUS01	[REDACTED]	USPS PO 0538580529 JUNE LAKE CA	\$160.30
11/04	11/05	PBUS01	[REDACTED]	UPS [REDACTED] 800-811-1648 GA	\$14.84
11/05	11/06	PBUS01	[REDACTED]	UPS [REDACTED] 800-811-1648 GA	\$5.80
11/05	11/06	PBUS01	[REDACTED]	HEADSETSCOM 800-432-3738 CA	\$42.80
11/06	11/08	PBUS01	[REDACTED]	VZVRI SS*APOCC VISB 800-922-0204 FL	\$388.72
11/08	11/09	PBUS01	[REDACTED]	UPS [REDACTED] 800-811-1648 GA	\$14.25
11/09	11/10	PBUS01	[REDACTED]	QUALITY CHAIN HILLSBORO 503-814-9884 OR	\$158.54
11/11	11/12	PBUS01	[REDACTED]	STAPLES DIRECT 800-3333330 MA	\$515.84
11/13	11/15	PBUS01	[REDACTED]	UPS [REDACTED] 800-811-1648 GA	\$10.78
11/17	11/18	PBUS01	[REDACTED]	MSFT [REDACTED] 800-642-7876 WA	\$40.00
11/19	11/20	PBUS01	[REDACTED]	UPS [REDACTED] 800-811-1648 GA	\$40.65
11/19	11/20	PBUS01	[REDACTED]	SANTA CLARA SYSTEMS INC 510-995-3390 CA	\$208.10
11/23	11/24	PBUS01	[REDACTED]	USPS [REDACTED] JUNE LAKE CA	\$15.05
11/23	11/27			PAYMENT - THANK YOU	\$2,021.91-

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

TCM BANK NA
PO BOX 31481
TAMPA FL 33831-3481

Account Number [REDACTED]

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
12/01/20	\$1,658.62	\$1,658.62	12/26/20

\$

JUNE LAKE PUBLIC UTILITY
PO BOX 99
JUNE LAKE CA 93529-0099

MAKE CHECK PAYABLE TO:

VISA
PO BOX 6818
CAROL STREAM IL 60197-6818

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
JUNE LAKE PUBLIC UTILITY DISTRICT**

President Strong called the regular meeting of December 9, 2020 of the Board of Directors of the June Lake Public Utility District (JLPUD) to order at 9:00 a.m. at 2380 Hwy 158, June Lake, CA.

Pledge of Allegiance

A. ROLL CALL

Directors Present: Miller, Walsh, Hallum, Minich

Directors absent:

Candidate for Director: Mr. Hunt called in to 760-648-7390 for meeting.

Staff Present: General Manager Stiglich, Superintendent Simmons, Secretary Morgan

Before meeting began General Manager Stiglich recommended that Director Miller be the temporary President for this meeting. All current board members agreed.

Temporary President Director Miller asked that the Board Members introduced themselves before the meeting continued. Introductions were made.

B. INTERVIEW / APPOINT NEW DIRECTOR TO FILL VACANCY TERM ENDING 11/2022.

1. Interviewed candidates Mr. Hunt (by phone), Mr. Smith, Mr. Shariat, Mr. Naaden and Mr. Ellis, in this order. After much discussion, the board took a vote by secret ballot. Results were read by Secretary Morgan with Mr. Smith winning the vote.

Becky Buccowich asked to speak before the vote was counted, permission was granted. Ms. Buccowich asked that Mr. Smith not be seated on the board because she believes there is a conflict of interest. She believes his business benefits for him being on the Board of Directors.

General Manager Stiglich swore in Mr. Smith as a new Board Member. Director Smith then took a position as a Board Member at the table.

C. PUBLIC COMMENT

General Manager Stiglich suggested that Director Miller add an addition of New Business to the agenda. General Manager Stiglich recommends adding #3 which would be to recommend board meeting venue (date/time/location) be discussed. This addition is due to the Covid-19 "County Shut Down"

No public comment.

D. CONSENT CALENDAR

Board action: to accept Consent Calendar, as written.

Motion by: Director Smith

Seconded by: Director Walsh

Motion: approved unanimously

Director Miller asked why Past Due accounts were so high. General Manager Stiglich stated that the June Lake PUD will be sending out letters in January 2021 for over 90-day delinquent accounts and if customers do not try to make arrearages in thirty days (30) a lien will be put on the property.

E. APPROVAL OF MINUTES

1. Board action: to approve Regular Minutes from November 19, 2020

Motion by: Director Miller

Seconded by: Director Smith

Motion: approved unanimously

F. OLD BUSINESS None

G. NEW BUSINESS

1. Board action: Motion to deny bid given by Four Point Engineering for the Rehabilitation of Sewer Collection System Project at this time and revisit the issue in the future.

Motion by: Director Miller

Seconded by: Director Hallum

Motion: approved unanimously

General Manager Stiglich would like to break the Rehabilitation of Sewer Collection System Project into three (3) phases which will be done over 3 fiscal years. General Manager Stiglich said that on the Bid Schedule of Work Items, Bid Item # 3, the PUD Staff will try to do this work. By doing this work, it will bring down the cost of the project. General Manager Stiglich also will want to re-bid this project in the spring (maybe March) and work to start in June.

2. Board action: Motion to table the appointment of Treasurer till next month.

Motion by: Director Smith

Seconded by: Director Hallum

Motion: approved unanimously

Board action: Motion to elect Director Smith as President and Director Miller as Vice President Miller and that the positions will rotate in 12 months.

Motion by: Director Walsh

Seconded by: Director Minich

Motion: approved unanimously

Director Smith suggests waiting till next Board Meeting (January 2021) to assign Directors to Committees.

3. Board action: Motion for the addition to the Agenda, the Venue - time and date.

Motion by: Director Walsh

Seconded by: Director Hallum

Motion: approved unanimously

Board action: Motion to have a Zoom meeting next month.

Motion by: Director Smith

Seconded by: Director Hallum

Motion: approved unanimously

Board action: Motion to change next Board Meetings to 2nd Tuesday (12th of January) of the month @ 4:00 p.m. via Zoom.

Motion by: Director Miller

Seconded by: Director Hallum

Motion: approved unanimously

H. BOARD MEMBER REPORT

Director Miller brought up orientation for new members. General Manager Stiglich spoke about an online seminar by Best Best & Krieger (BBK) that covers Ethic and sexual Harassment training as well as what is required of a Board Member (Brown Act). This is a six (6) hour class. General Manager Stiglich will provide the Board with a link for this training. It will be available for ninety (90) days.

Director Miller asked about paying Directors for doing this class. It was decided to treat this class as a committee meeting (\$50) pay.

I. O&M SUPERINTENDENT REPORT

1. Removed the buoy from the main intake to June Lake Water Plant
2. Drained the water line that feeds silver Lake Resort and Silver Lake campground and blew out the line. Drain the Silver Lake Tract main water line for the winter.
3. Repair the backflow device at Clark Water Plant
4. Cut up tree that was across the road to Snow Creek Water Plant.
5. Put spare air compressor to main Station #1.
6. Drained Oh Ridge campground for the winter.
7. Brought down the propane tank from Clark Water Plant to be refilled and reinstalled the tank.

There were no "Call Outs".

J. MANAGER REPORT

1. Pointed out that the Income Statement attached herein and discussed on the budget did not account for the PERS Unfunded check (\$7,7972.14). Error in accounting program is now fixed.
2. Overtime report, 3.5 hours total for the month of November 2020.
3. Production vs. Consumption meter reads was explained on the process and how staff has been working. with Neptune and Black Mountain Software to fix discrepancies and problems.
4. Black Mountain Software system update, contract CPA started working accounting system.
5. Sole bid on the sewer line rehabilitation, which was discussed during New Business.
6. Discussed the Covid-19 Industry Guidance.

K. Close Open Session at 11:05 a.m.

EXECUTIVE SESSION

Opened Executive Session at 11:06 a.m.

L. Closed Executive Session at 11:48 a.m.

Opened Public Session at 11:49 a.m.

M. EXECUTIVE SESSION REPORT:

General Manager Stiglich's evaluation of District's operation. Discussion only.

N. ADJOURNMENT

There being no further business, a motion to adjourn made by President Smith, seconded by Director Miller, and unanimously passed to adjourn at 11:50 a.m.

Respectfully Submitted,

Heather Morgan - Secretary/Clerk

JUNE LAKE PUBLIC UTILITY DISTRICT

EXHIBIT A

TEMPORARY POLICIES, ACTIONS AND MEASURES

The following shall be temporarily implemented due to the COVID-19 Coronavirus pandemic.

1. The main office facility shall be closed to the public and reassessed on a week-by-week basis by the General Manager and the President of the Board of Directors. The Junelakepud.com website will list office hours and closure information for ratepayers.
2. The General Manager shall have authority to furlough non-essential employees to minimize exposure to ongoing risk, and to comply with local health department requirements.
3. All employees may be eligible for paid Emergency Leave due to COVID-19 Coronavirus of up to 80 hours per calendar year starting January 1, 2021, for full time employees, to be approved on a case -by-case basis by the General Manager. This leave would be triggered by the following employee events:
 - a. Lack of childcare due to school closure
 - b. Employee or family member sick or displaying respiratory symptoms
 - c. Unable to work due to Quarantine conditions
 - d. Family Emergency due to COVID-19 Coronavirus
 - e. Doctor mandated time off work due to COVID-19 Coronavirus
 - f. Employees furloughed (sent home) due to COVID-19 Coronavirus
4. At the discretion of the General Manager, field staff will deploy from their home rather than the field office in order to facilitate social distancing and maintain water operations.

These temporary measures will be in effect until terminated by the Board of Directors or the termination of the Local District Emergency, whichever occurs first.

RESOLUTION 2021-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF
JUNE LAKE PUBLIC UTILITY DISTRICT
IMPLEMENTING TEMPORARY POLICIES, ACTIONS AND MEASURES IN
RESPONSE TO THE DISTRICT LOCAL EMERGENCY REGARDING THE
RESPIRATORY ILLNESS PANDEMIC COVID-19**

WHEREAS, as the outbreak of respiratory illness COVID-19 as a result of the spread of the novel coronavirus has begun to impact the State of California and nearby communities, the Board of Directors recognizes this disease and the related public health guidelines have a significant impact on operations of the June Lake Public Utility District and

WHEREAS, the Board of Directors seek to adhere to guidelines promulgated by the California Department of Public Health which suggest social distancing of six feet per person at gatherings such as Board meetings, and conducting gatherings only when the activity is essential and cannot be postponed or achieved without gathering; and

WHEREAS, given these guidelines, staff has recommended for adoption the proposed emergency measures as outlined in Exhibit A which temporarily revise and amend the JLPUD Personnel Manual due to COVID-19 Coronavirus; and

WHEREAS, the Board of Directors finds and determines that COVID-19 may result in serious illness or death and is easily transmissible from person to person and therefore extraordinary measures may be necessary to protect its employees and public health; and

WHEREAS, the Board of Directors has reviewed and considered the said temporary measures to the JLPUD Personnel Manual attached as Exhibit A, and finds the policies relevant and acceptable, and deems said policies to be in the best interest of the District,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the updated JLPUD Personnel Manual is hereby revised and amended to adopt the temporary emergency measures attached herein as Exhibit A, provided that if any provision contained in Exhibit A to this Resolution is in conflict with the current state or federal legislative or case law, that legislative or case law shall prevail and shall be followed.

ADOPTED this _____ day of _____ 2021

President, Board of Directors
June Lake Public Utility District

ATTEST:

Secretary, Board of Directors
June Lake Public Utility District

Superintendent Board Report

December 2020

Daily activities – Monday through Sunday

- Check and Record sewage pump operational hours at 29 lift stations
- Check and record all water plants, change chlorine canisters and poly as required (June Lake, Snow Creek, Peterson and Clark water plants)
- Check and record Snow Creek and Clark Diversions – (*Wednesday's*)
- Check and record sewage pump operational hours at Station 1 and Station 2
- Clean sludge beds when needed, inspect percolation ponds
- Safety Training

Scheduled and Unscheduled activities which occurred during the normal workday

- Exercise valves in the Petersen Tract.
- Removed broken paddles on the west side brush, cleaned out the small wasting beds at the Wastewater plant.
- Cleaning the shop, plowed the yard and the road to the vector building at the Wastewater plant.
- Changed out the batteries on the generator, unclogged pump #1 at Station #2.
- Replaced the chlorine bleach feed tube at Clark water plant.
- Shut down the water meter at 74 Carson St. do too a broken irrigation controller.
- Did a Zoom conference with California Rural Water Association. It was an overview on sampling protocol.
- Performed a hot tap on 140 Washington St for a water server and installed the water meter.

On Call Activities for the month

- 12/30/2020 Low level alarm at 763 Nevada St. lift station, reset the alarm.

June Lake Public Utility District Board Meeting January 12, 2021

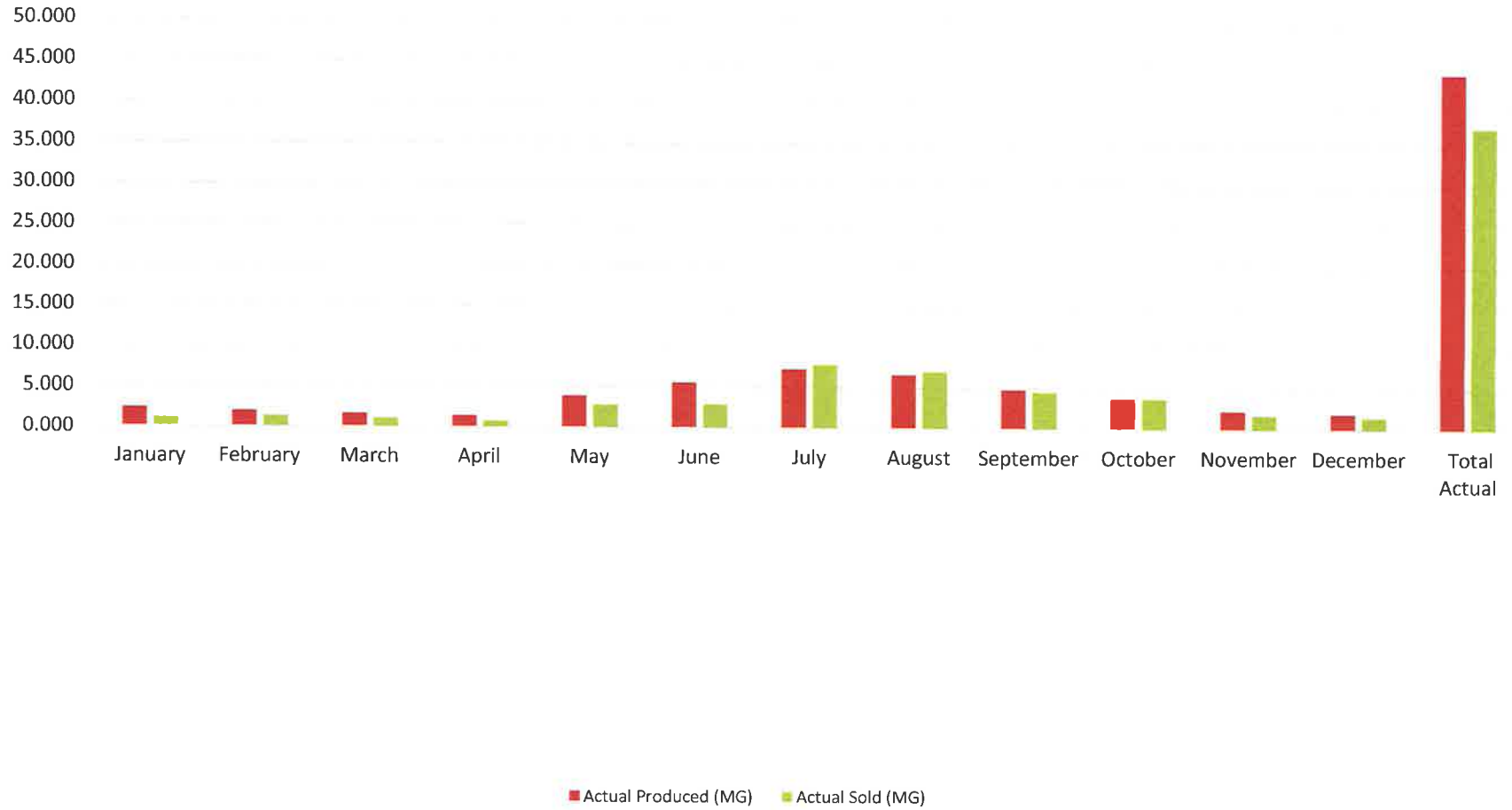
Manager's Report

1. Income Statement attached herein and discussion on the budget.
2. Overtime Report, 2 hours total for the Month of November.
3. Production vs. Consumption meter reads, please see attachments.
4. Black Mountain Software system update.
5. Sewer Collection System Rehabilitation, update.
 - a) Village System 5-roots, and 12-repairs
 - b) Down Canyon 42-roots, and 36-repairs
6. Wastewater Treatment Plant Rehabilitation Report from AECOM.
7. Scoping out new office location, update.
 - a) WWTP
 - b) Fire House # 2
 - c) Gull Lake Sheriff's Station
 - d) Existing Unknown Building
 - e) Existing Unknown Vacant Lot & Build.
8. General Manager & Staff Training
 - a) Ethics & Harassment
 - b) Leadership Team-Building and Coaching Skills
 - c) BBK Board Training
9. CPA report from Don Porter.

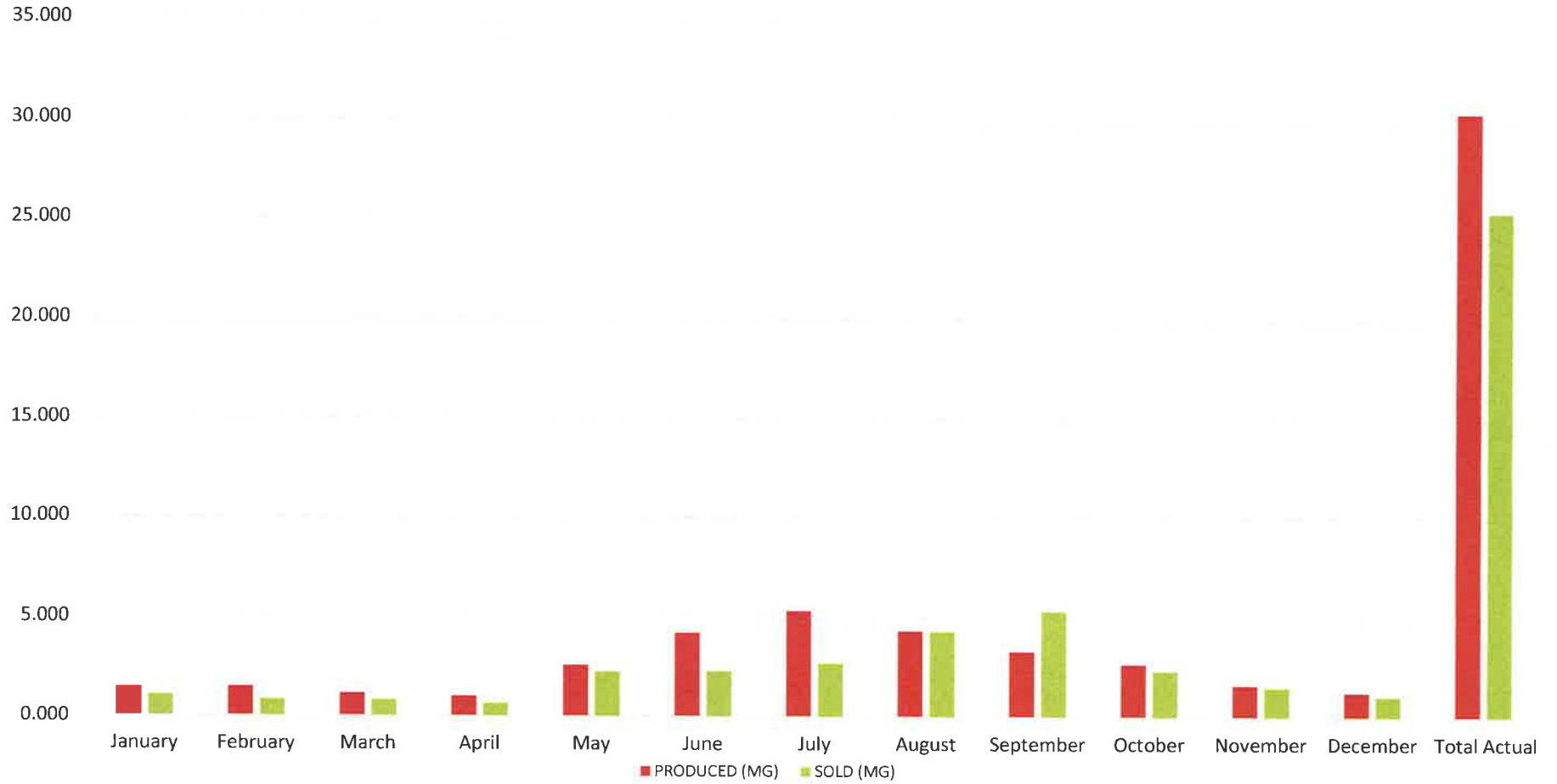
June Lake PUD Water PRODUCED VS. SOLD Village for 2020 (Millon Gallons)				
	METERED WATER			
	Produced (MG)	Sold (MG)	Sold/Produced %	Estimated Lost Revenue \$
January	2.388	1.139	47.71%	
February	2.009	1.375	68.42%	
March	1.691	1.121	66.30%	
April	1.434	0.858	59.83%	
May	3.929	2.886	73.46%	
June	5.574	3.004	53.89%	
July	7.234	7.860	108.65%	
August	6.585	7.061	107.22%	
September	4.861	4.645	95.57%	
October	3.755	3.850	102.51%	
November	2.313	1.843	79.66%	\$4,167.94
December	2.007	1.602	79.79%	\$4,150.74
Total Actual	43.781	37.243	85.07%	\$8,318.68

June Lake PUD Water PRODUCED VS. SOLD Down Canyon for 2020 (Millon Gallons)				
	METERED WATER			
	PRODUCED (MG)	SOLD (MG)	Sold/Produced %	Estimated Lost Revenue \$
January	1.428	1.091	76.41%	
February	1.485	0.857	57.71%	
March	1.159	0.851	73.46%	
April	1.018	0.676	66.40%	
May	2.588	2.289	88.46%	
June	4.227	2.318	54.84%	
July	5.323	2.725	51.20%	
August	4.343	4.337	99.86%	
September	3.314	5.341	161.17%	
October	2.673	2.351	87.95%	
November	1.622	1.532	94.46%	\$1,006.47
December	1.268	1.077	84.90%	\$2,832.64
Total Actual	30.449	25.447	83.57%	\$3,839.11

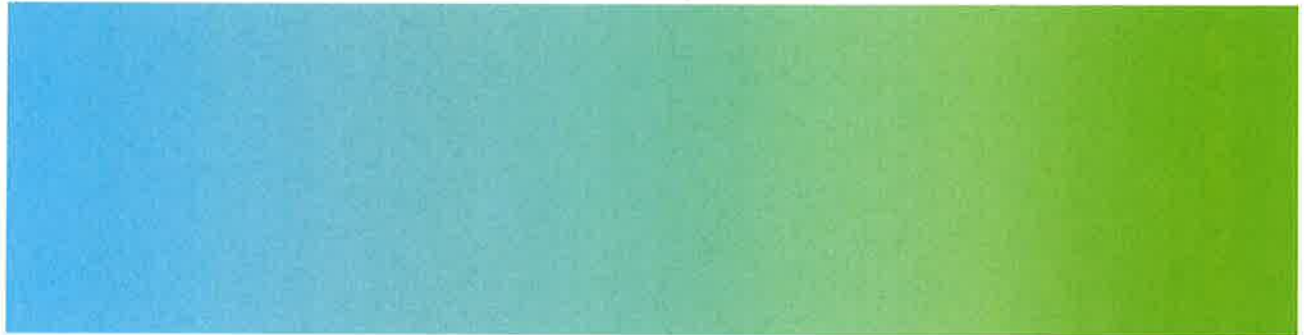
JLPUD Production vs. Consumption Village (MG) (YTD) 2020



JLPUD Production vs. ConsumptionDown Canyon (MG) (YTD) 2020



June Lake Public Utility District Wastewater Treatment Plant Evaluation Study



60640500

December 2020

June Lake Public Utility District

AECOM

A handwritten signature in black ink that reads "Dan Cronquist".

Daniel Cronquist PE, Project Manager



MEMO

TO: June Lake Public Utility District
Mono County Paramedic 2
June Lake Fire Volunteers
General Public

FROM: Karen O'Keefe
President
JL Fire Protection District

DATE: December 21, 2020

RE: **USE OF FIRE DEPARTMENT MEETING SPACE LOCATED AT 2380 HIGHWAY
158, JUNE LAKE, CA 93529**

In order to remain compliant with the current County order regarding meetings where the public is invited to attend, we are requiring that the above entities suspend their use of the meeting room located in the Fire Station. Please coordinate the use of virtual or Zoom meetings where access is available to the public.

Please note fire department personnel are considered essential workers and will continue to have access to the space as needed for training purposes.

We appreciate your cooperation in keeping our community safe.

LEADERSHIP TEAM-BUILDING AND COACHING SKILLS FOR MANAGERS & SUPERVISORS

 **FRED PRYOR SEMINARS**
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To update your contact information, see page 6.

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TEAM-BUILDING
AND
COACHING SKILLS
FOR MANAGERS & SUPERVISORS

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leading your team to excellence

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