

## REGULAR MINUTES

Wednesday, January 10, 2018  
ACTION MINUTES

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1. **CALL TO ORDER:** The meeting was called to order by Chairman Miller at 5:30 p.m.
2. **ROLL CALL:**

Director Richard Miller  
Director Anita Ebbinghausen  
Director Mark Etter  
Director Patrick Henry  
Director Rosco Raymond

Candi Bingham, General Manager  
Gisele Wurzburger, Board Clerk

Director Ebbinghausen arrived at 5:35 p.m.

3. **PLEDGE OF ALLEGIANCE:** Chairman Miller led the Pledge of Allegiance.
4. **AGENDA:**

**Motion by Board Member Henry, seconded by Board Member Etter, and carried by a 5 to 0 vote to approve the Regular Agenda dated December 13, 2017 as amended. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

5. **PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:**

Dennis Hook, was present to request an update on the lot line adjustment. General Manager Bingham reported the District was still waiting for the cost split figures from the surveyor to complete this lot line adjustment. That staff would contact Mr. Hook once the additional information is provided for discussion and consideration by the Board.

6. **MINUTES: Discussion / Approval.**
  - A. December 13, 2017 Regular Meeting.

Chairman Miller opened the public discussion. Rene Walden-Qualls clarified her statement regarding the Expenditure Report. Hearing no further comments from the public, Chairman Miller closed the public discussion.

**Motion by Board Member Raymond, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to approve the Minutes dated December 13, 2017 as amended.**

**Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**7. MONTHLY FINANCIAL STATEMENTS - Period Ending December 31, 2017.**

**Motion by Board Member Etter, seconded by Board Member Henry, and carried by a 5 to 0 vote to approve the Financial Statements ending December 31, 2017 as presented. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**8. EXPENDITURE REPORT: Discussion / Approval.** Submitted Check Approval through December 31, 2017.

Chairman Miller opened the public discussion. The following individuals spoke regarding the Expenditure Report: Rene Walden-Qualls and Hal Jones. Hearing no further comments from the public, Chairman Miller closed the public discussion.

**Motion by Board Member Etter, seconded by Board Member Henry, and carried by a 5 to 0 vote to approve the Expenditure Report ending December 31, 2017 as presented. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**9. MONTHLY OPERATIONS REPORT: Discussion.**

**A. Monthly Operations Report.**

The report included updates from AWA staff, construction, wastewater and water – see report for complete details.

**December Water Production/Sold Information:**

Well 2 - 395,900 gallons    Total Produced – 755,906 gallons  
Well 3R - 335,700 gallons    Total Sold – 531,580 gallons  
Well 6R - 24,306 gallons    Total Lost - 29.7%

**November Wastewater Production:**

Influent flow: 724,600 gallons    Effluent 630,000 gallons

Damon Wyckoff, Amador Water Agency was present to introduce himself to the Board. He provided a detailed presentation on the AWA's responsibility concerning the District's water/wastewater operations, general maintenance issues, monthly reporting and current and future projects. He stated it was his plan to attend more meetings to keep the Board up-to-date on operations and maintenance. He stated the Board was more than welcome to contact him with District concerns.

Chairman Miller opened the public discussion. The following individuals spoke regarding the Damon Wyckoff's presentation: Rene Walden-Qualls, Cathy Landgraf and Hal Jones. Hearing no further comments from the public, Chairman Miller closed the public discussion.

Chairman Miller and the Board thanked Damon Wyckoff for his attendance and update of the District's water/wastewater operations, general maintenance issues, monthly reporting and current and future projects issues.

#### B. Monthly General Manager Report.

The Monthly General Manager Report included updates from the General Manager – see report for complete details.

General Manager Bingham reported Albert Bates had submitted the provided letter inquiring if the District had an easement through/between his property. After considerable discussion, staff was instructed to call Mr. Bates to inform him the District did not have an easement through/between his property.

Gabriel Stewart, Rocky Ridge Wireless, inquired when he could get keys to the storage building holding their equipment. General Manager Bingham stated Mr. Stewart was provided the master key.

Chairman Miller stated this matter was not on the agenda for discuss and no Board action could be taken. He instructed Mr. Stewart to contact the District office to further discuss this matter with staff.

Chairman Miller opened the public discussion. The following individuals spoke regarding the General Manager's Report: Lee King, Rene Walden-Qualls, Cathy Landgraf, Nancy Endy, Betsy Miller and Hal Jones. Hearing no further comments from the public, Chairman Miller closed the public discussion.

Board Clerk Wurzburger noted for the record that the Annual Audit must be agendized for approval and suggest it be placed on a future agenda for consideration.

#### **10. BOARD MATTERS:** Discussion / Action / Direction to Staff.

For the record: Action minutes provide the necessary documentation of Board actions audio recordings are retained for those desiring more detail on agenda item discussion. These audio recordings provide an accurate and comprehensive backup of the Board deliberations and citizen discussion.

##### **a. Approve District Board Meeting 2018 Calendar. Discussion/Possible Action.**

General Manager provided the District Board Meeting 2018 Calendar for consideration.

Board Clerk Wurzburger requested the February 14, 2018 meeting be rescheduled as it was Valentine's Day and she would not be able to attend the meeting.

Chairman Miller opened the public discussion. Hearing no comments from the public, Chairman Miller closed the public discussion.

**Motion by Board Member Etter, seconded by Board Member Raymond, and carried by a 5 to 0 vote to approve the District Board Meeting 2018 Calendar with the February meeting changed to Wednesday, February 21, 2018. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**b. Financial Training with Auditor. Discussion/Possible Action.**

General Manager Bingham reported she had not heard back from Auditor Johnson regarding the scheduling of the Financial Training. She reported the Amador Water Agency was holding an orientation training for new Board Members. No action was taken of this item.

**c. Purchase New Office Chair. Discussion/Possible Action.**

General Manager Bingham requested the purchase of a new office chair because the one she donated was falling apart.

Chairman Miller opened the public discussion. Hearing no comments from the public, Chairman Miller closed the public discussion.

**Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 5 to 0 vote to approve the purchase of a new office chair in an amount not exceed \$200.00. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**d. Approve District Code of Conduct. Discussion/Possible Action.**

General Manager Bingham submitted the draft District Code of Conduct for consideration. She stated Board Clerk Wurzburger provided an example to assist staff in drafting this document. She reported this document would be reformatted if approved.

Chairman Miller opened the public discussion. Rene Walden-Qualls spoke regarding the District Code of Conduct and requested the wording regarding elected Director be modified: Hearing no further comments from the public, Chairman Miller closed the public discussion.

Board Clerk Wurzburger clarified the Director position is an “elected position” regardless if the Director was elected or appointed.

**Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 5 to 0 vote to as amended. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**e. Approve District Policy 1000. Discussion/Possible Action.**

General Manager Bingham reported staff utilized policies from the California Special District Association to draft District Policy 1000.

Chairman Miller opened the public discussion. Hearing no comments from the public, Chairman Miller closed the public discussion.

**Motion by Board Member Miller, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to adopt District Policy 1000. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**f. Approve District Policy 1010. Discussion/Possible Action.**

General Manager Bingham reported staff utilized policies from the California Special District Association to draft District Policy 1010.

Chairman Miller opened the public discussion. Hearing no comments from the public, Chairman Miller closed the public discussion.

**Motion by Board Member Etter, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to adopt District Policy 1010. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**g. Approve District Policy 1020. Discussion/Possible Action.**

General Manager Bingham reported staff utilized policies from the California Special District Association to draft District Policy 1020.

Chairman Miller opened the public discussion. Rene Walden-Qualls spoke regarding District Policy 1020. Hearing no further comments from the public, Chairman Miller closed the public discussion.

**Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 5 to 0 vote to adopt District Policy 1020. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**h. Approve District Policy 1030. Discussion/Possible Action.**

General Manager Bingham reported staff utilized policies from the California Special District Association to draft District Policy 1030.

Chairman Miller opened the public discussion. Rene Walden-Qualls spoke regarding District Policy 1030. Hearing no further comments from the public, Chairman Miller closed the public discussion.

**Motion by Board Member Henry, seconded by Board Member Etter, and carried by a 5 to 0 vote to District Policy 1030. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

General Manager Bingham stated to streamline the process of updating the District's Policies additional policies would be provided at future meetings until all policies are completely updated.

**i. Approve Finance Committee. Discussion/Possible Action.**

General Manager Bingham requested the Board appoint the Finance Committee. She noted at least one board member needs to be appointed to serve on this committee to review the District's bank statements and Expenditure Reports. She explained as the designated check signers Chairman Miller, Vice-Chairman Raymond and Board Member Ebbinghausen could not be appointed to this committee. She reiterated the bank statements can only be forward to a "District Email" that a private email cannot be utilized as the official finance committee member's email. Board Member Etter and Board Member Henry could both be appointed, or one member would be adequate.

**Motion by Board Member Etter, seconded by Board Member Raymond, and carried by a 5 to 0 vote to appoint Board Member Henry as the Finance Committee. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**j. District Truck - 2002 Toyota Tacoma Bid Results. Discussion/Possible Action.**

General Manager Bingham reported that no bids were received on the Closed Bid for the 2002 Toyota Tacoma "As Is" starting with a minimal amount of \$2,000.

Chairman Miller opened the public discussion. Rene Walden-Qualls spoke regarding 2002 Toyota Tacoma Bid Results. Hearing no further comments from the public, Chairman Miller closed the public discussion.

**Motion by Chairman Miller, seconded by Board Member Raymond, and carried by a 5 to 0 vote to approve a new ad on Craigslist in the amount of \$2,500 – Or Best Offer (OBO). Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**k. Account Number 85-002 Standby Fee Determination. Discussion/Possible Action.**

General Manager Bingham reported Account Number 85-002 has requested Standby Fee Determination.

Hal Jones, property owner, provided pictures of the lot and noted it was not accessible and undevelopable. He requested consideration to stop the standby fee.

Chairman Miller opened the public discussion. Rene Walden-Qualls spoke regarding Standby Fee Determination. Hearing no further comments from the public, Chairman Miller closed the public discussion.

Staff was directed to research the current By-Laws to determine the Standby Fee policy. No action was taken and continue to a future meeting pending additional information.

**l. Bylaws. Discussion/Possible Action.**

General Manager Bingham reported staff utilized Bylaws from the RPPUD, Rancho Murrieta and Amador Water Agency to draft Bylaws. She reported this document would be reformatted if approved.

Chairman Miller opened the public discussion. Rene Walden-Qualls spoke regarding Bylaws. Hearing no further comments from the public, Chairman Miller closed the public discussion.

No action was taken on this item and was continued to a future meeting.

**11. BOARD OF DIRECTORS COMMENTS/REPORTS: Discussion Only.**

A. Capital Improvements and general repairs necessary at the District.

**12. COMMITTEE COMMENTS/REPORTS: Continued Item.**

**13. FUTURE AGENDA TOPICS:**

Rene Walden-Qualls requested District Policy 1020 be placed on the future agenda topics.

- a. Resolution Allowing General Manager Submittal of Construction Application.
- b. Approve District 2016/2017 Audit.
- c. Financial Training with Auditor.
- d. Standby Fee Determination.
- e. Bylaws.
- f. District Policy 1020.
- g. Appoint Solar Panel Committee.
- h. Appoint Water Rights Committee.

General Manager Bingham reminded the new Board Members that they must take the Ethics Code Training within 6 months of taking office. She reported this training can be taken online on the FPPC website.

**14. ADJOURNMENT:** The meeting adjourned at 8:10 p.m.

Respectively submitted,  
Gisele Wurzburger, Board Clerk