

RIVER PINES PUBLIC UTILITY DISTRICT



Wednesday, April 12, 2017

ACTION MINUTES

AGENDA ITEM – 7A

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

2. **ROLL CALL/MEMBERS PRESENT:**

Candi Bingham, General Manager

- Director Cathy Landgraf
- Director Rene’ Walden-Qualls
- Director Anita Ebbinghausen
- Director Michael Gardner (Showed at 5:38 p.m.)
- Director Richard Miller

3. **PLEDGE OF ALLEGIANCE:** Chairman Landgraf led the Pledge of Allegiance.

4. **AGENDA:**

GM asked to add Item E. – “Schedule Closed Session Personnel Meeting” due to the termination of the District’s plant operator

M/S Ebbinghausen/Gardner to add Item E and approve Agenda as follows:

Motion carried 5-0 with the following vote:

- AYES:** Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller.
- NOES:** None.
- ABSTAIN:** None.
- ABSENT:** None

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

1. Greg Guina stated that he is attesting his termination.
2. Nancy Endy made comments to voided checks discussed at the March 8th board meeting
3. Patrick Henry stated that on March 8 there was a closed door meeting that included individuals that were not part of RPPUD.

Patrick Henry also commented that there should be enough Agenda’s for everyone who attends the meetings.

Patrick Henry asked why the Balance Sheet shows vacation funds being held from the plant operator – GM stated that the plant operator was paid out all the vacation funds when he took his disability. GM also stated that the auditor, at the time of the audit, does the journal entry to adjust the vacation liability figure.

Patrick Henry also wants to know why there are undeposited funds every month between \$4,000 and \$5,000. Wants to know if those funds are being held in the office in “petty cash.” – Director Walden-Qualls stated that within the QuickBooks Program, the program labels funds that are posted to accounts as undeposited funds. She continues to state that when a batch of checks are posted and made as a deposit they are showing as undeposited funds and are essentially, on their way to the bank. She also stated that she can attest to that because she goes through the bank statements monthly. She has been asked by the District’s CPA to audit the bank statements monthly.

4. Lee King, as a liaison between the Food Bank and River Pines, asked to have his key reinstated so that he can assist the Food Bank in using the Town Hall. He stated that there have been numerous occasions when the GM has not been in the office to allow the Food Bank into the Town Hall. Board of Directors directed the GM to issue Lee King a key to the Town Hall for this purpose.
5. Lylis's daughter commented that she has a bunch of District paperwork that her mother removed from the District and if anyone would like that paperwork, except for members of the Board, to contact her and she will give it to them.
6. Ann Schieding commented that there was not a proper investigation into the unmetered water incident that was on the previous agenda.

6. MINUTES: M/S Ebbinghausen/Miller approve minutes as follows:

Director Walden-Qualls stated that item 5 number 5 – she stated “that as a consumer she has to pay as well.

Motion carried 5-0 with the mentioned change as follows:

AYES: Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller.
NOES: None.
ABSTAIN: None.
ABSENT: None

7. Monthly Financial Report: M/S Walden-Qualls/Gardner as submitted with the following vote:

Motion Carried 5-0 with the following Vote:

AYES: Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller
NOES: None
ABSTAIN: None
ABSENT: None

8. EXPENDITURE REPORT: M/S Walden-Qualls/Miller approve with following vote:

Motion carried 5-0 with the following vote:

AYES: Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller.
NOES: None.
ABSTAIN: None.
ABSENT: None.

9. MONTHLY OPERATIONS REPORT.

A. Monthly Operations Report – See Report.

Director Walden-Qualls made a comment that the Board is going to have to address the re-location of the water meters and the expense to the consumer.

GM stated that the reason plant operator did not find a leak on the work order mentioned was because he serviced the wrong address.

B. Monthly General Manager Report – See Report

10. BOARD MATTERS:

A. Vote to Pursue Amador Water Agency to Acquire River Pines PUD – Discussion and possible action

M/S Miller/Gardner approve with the following vote:

Motion carried 5-0 with the following vote to pursue Amador Water Agency:

AYES: Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller

NOES: None
ABSTAIN: None
ABSENT: None

B. Vote to Continue/Cancel District's Mandatory Trash Service – Discussion and Possible Action.

M/S Gardner/Ebbinghausen to cancel the pursuit of mandatory trash service with the following vote:

Motion carried 5-0 with the following vote:

AYES: Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller
NOES: None
ABSTAIN: None
ABSENT: None

C. SCADA at Waste Plant – Discussion and Possible Action

Board of Directors elected to discuss directly with Brent Stewart to try and resolve the issue.

D. Bylaws and Administrative Policies – Discussion and Possible Action

Director Walden-Qualls distributed a handout from California Special Districts Association

E. Schedule Closed Session – Personnel Meeting

Closed meeting scheduled for April 17, 2017 at 3:30 p.m.

11. BOARD OF DIRECTORS COMMENTS/REPORTS:

- A. Capital Improvements and general repairs necessary at the District. Continued Item.
None now

12. COMMITTEE COMMENTS/REPORTS: None.

13. FUTURE AGENDA TOPICS:

14. ADJOURNMENT: The meeting adjourned at 8:03 p.m.

Respectively submitted,
Candi Bingham, Acting Board Clerk

River Pines Public Utility District

Account QuickReport-Board Meetings

As of April 30, 2017

AGENDA ITEM - 9

Type	Date	Num	Name	Memo	Amount	Balance
Bank Accounts						
El Dorado Checking						16,968.53
Deposit	03/31/2017				0.40	16,968.53
Deposit	04/03/2017				254.17	16,968.93
Deposit	04/05/2017				126.08	17,223.10
Check	04/06/2017	eft	Gregory, Guina		-1,927.88	17,349.18
Check	04/06/2017	eft	Tax Impound - State		-161.75	15,421.30
Check	04/06/2017	eft	Tax Impound - Federal		-787.34	15,259.55
Deposit	04/06/2017				4,418.47	14,472.21
Deposit	04/06/2017				143.10	18,890.68
Deposit	04/06/2017				235.47	19,033.78
Check	04/07/2017				-170.00	19,269.25
Check	04/10/2017	eft	Rocky Ridge Wireless		0.00	19,099.25
Check	04/10/2017	12634	Vold		602.33	19,701.58
Deposit	04/10/2017				-494.94	19,206.64
Bill Pmt -Check	04/11/2017	12635	Chem Quip		-1,922.69	17,283.95
Check	04/11/2017	50313	Gregory, Guina	Final Paycheck	1175	17,203.83
Bill Pmt -Check	04/12/2017	12636	Acres Waste Services, Inc.		-80.12	17,203.83
Bill Pmt -Check	04/12/2017	12637	Amador Water Agency		-1,235.83	15,968.00
Bill Pmt -Check	04/12/2017	12638	Anita Ebbinghausen		-75.00	15,893.00
Bill Pmt -Check	04/12/2017	12639	Anthem Blue Cross	Stipend - April 2017	-927.78	14,965.22
Bill Pmt -Check	04/12/2017	12640	AT&T - Water	208217	-81.21	14,884.01
Bill Pmt -Check	04/12/2017	12641	Brent Stewart, P.E.	209 245-4011 722 0	-1,000.00	13,884.01
Bill Pmt -Check	04/12/2017	12642	California Bank & Trust	Alarm Monitoring - March 2017	-890.00	12,994.01
Bill Pmt -Check	04/12/2017	12643	California Laboratory Ser...	1030264749	-653.00	12,341.01
Bill Pmt -Check	04/12/2017	12644	Candi Bingham	Testing - March 2017	-2,416.67	9,924.34
Bill Pmt -Check	04/12/2017	12645	Cathy Landgraf	Service for April 15	-75.00	9,849.34
Bill Pmt -Check	04/12/2017	12646	Lemieux & O'Neill	Stipend - April 2017	-199.00	9,650.34
Bill Pmt -Check	04/12/2017	12647	Lowe's	March 2017 - Legal	-95.16	9,555.18
Bill Pmt -Check	04/12/2017	12648	Michael Gardner	Stipend - April 2017	-75.00	9,480.18
Bill Pmt -Check	04/12/2017	12649	Mt. Aukum Store	March 2017	-183.18	9,297.00
Bill Pmt -Check	04/12/2017	12650	PG&E - Water 2	2458584137-2	-867.02	8,429.98
Bill Pmt -Check	04/12/2017	12651	Rene Walden-Qualls	Stipend - April 2017	-75.00	8,354.98
Bill Pmt -Check	04/12/2017	12652	Richard Miller	Stipend - April 2017	-75.00	8,279.98
Bill Pmt -Check	04/12/2017	12653	USA Bluebook	Invoice 219350	-108.83	8,171.15
Bill Pmt -Check	04/12/2017	12654	Amador Water Agency	30018	-300.00	7,871.15
Bill Pmt -Check	04/12/2017	12655	AT&T - Sewer	209 245-3984 701 9	-77.74	7,793.41
Bill Pmt -Check	04/12/2017	12656	PG&E - Office/Town Hall	6898952032-2	-50.62	7,742.79
Bill Pmt -Check	04/12/2017	12657	PG&E - Water	3357284549-4	-472.41	7,270.38
Bill Pmt -Check	04/12/2017	12658	PG&E - Sewer	8721806002-5	-1,012.11	6,258.27
Deposit	04/12/2017				235.22	6,493.49
Deposit	04/12/2017				137.86	6,631.35
Deposit	04/12/2017				230.85	6,862.20
Bill Pmt -Check	04/14/2017	12659	Briski Well Drilling Co.	Well 2 Pressure Tank	-1,142.27	5,719.93
Bill Pmt -Check	04/14/2017	12660	Briski Well Drilling Co.	Well 2 Pressure Reducing Valve	-278.47	5,441.46
Bill Pmt -Check	04/14/2017	12661	SEIU	Period Ending 3/24/2017	-35.17	5,406.29
Bill Pmt -Check	04/14/2017	12662	SEIU	Final Paycheck - 4/11/2017	-35.07	5,371.22
Bill Pmt -Check	04/14/2017	12663	NFS	RKE-005495 Retirement Greg Guina Mar...	-540.01	4,831.21
Check	04/14/2017	eft	Tax Impound - State		-160.69	4,670.52
Check	04/14/2017	eft	Tax Impound - Federal		-783.54	3,886.98

River Pines Public Utility District
Account QuickReport-Board Meetings
 As of April 30, 2017
AGENDA ITEM - 9

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	04/14/2017			Deposit	6,878.30	10,765.28
Check	04/17/2017			Invoice 95016 - Website	-50.00	10,715.28
Deposit	04/19/2017		Digital Deployment	Deposit	136.50	10,851.78
Deposit	04/20/2017			Deposit	252.31	11,104.09
Deposit	04/21/2017			Deposit	7,518.92	18,623.01
Deposit	04/21/2017			Deposit	121.96	18,744.97
Deposit	04/24/2017			Deposit	242.57	18,987.54
Deposit	04/25/2017			Deposit	120.93	19,108.47
Deposit	04/26/2017			Deposit	364.80	19,473.27
Deposit	04/26/2017			Deposit	131.60	19,604.87
Total EI Dorado Checking						19,604.87
Total Bank Accounts						19,604.87
TOTAL						19,604.87

River Pines Operations Report

Covering April 11th – April 27th, 2017

Operations Manager:

1. Discussions with the Division of Drinking Water (DDW) Sanitary Engineer Dave Remick RE: AWA's April 2017 Operation of the River Pines facilities.
2. Review of River Pine's Central Valley Regional Water Quality Control Board's (CVRWQCB) Order for Technical Reports and Notice of Violation for Wastewater Discharges during storm events. Discussion with the CVRWQCB RE: this item as well.

Admin Assist III:

1. Completed Water System Annual Report and submitted to the State.

Water Treatment Plants:

1. Daily well 2 and 3R operational monitoring.
2. Collected data on well production, chlorine usage, as well as stand-by generator information.
3. Weekly well 6R operation. Startup and operation of facility for approximately 3 hrs. per week to ensure reliable operation and water storage turnover. Collected weekly TC-10 bacteriologic samples on Well 6R, Filtrate, and Finished Water
4. Collected Well 2 and 3R TC-10 bacteriologic samples
5. Collected Routine Distribution System sample
6. Responded to a Taste and Odor complaint at 22999 Oak Trail. Customer complaint was for standing water in front of the home. AWA Wastewater will monitor

Wastewater:

1. Daily Operational Monitoring of the Wastewater Treatment Plant. Removed large pile of Headwork's Debris.
2. Operational monitoring of the Wastewater Lift Stations.
3. Collected weekly and monthly regulatory compliance samples.
4. Cleaned Slate Creek Lift Station.
5. Worked with AWA Electrical to correct issues associated with Irrigation Control System.

Electrical:

1. Water
 - a. Well 3R, Flow Meter not operational, found pickup sensor to be intermittent at best. Replaced Sensor, Meter is now operational on SCADA system.
 - b. Water Detention Tank at Well 6R has intermittent Sonic Level Transmitter. Cleaned sensor face and Transmitter stabilized for one week. Sonic Level Transmitter is back to intermittent operation. Recommend replacing Sonic Transducer with Submersible Transducer
 - c. Generac Generator weekly test not operational. Found Control Panel Exerciser is not accepting input settings
Generac Engineer is aware of issue. System info sent to Generac Engineer in an effort to resolve issue. Work in-progress
 2. Wastewater
-

- a. Re-programmed "Guard it" Autodialer with Agency after-hours phone numbers
- b. Continued work on Wastewater Irrigation Control System in order to allow Wastewater Operators to change Irrigation Field Sites and Irrigation durations.

Distribution:

1. Meter Reads with River Pines General Manager and Customer Service Staff.
2. Completed Underground Service Alert (USA) Requests for Utility Marking

Customer Service:

1. Read the system's meters with the Assistance of the River Pines General Manager and AWA Distribution Operators.

Prepared by: Damon Wyckoff, Operations Manager

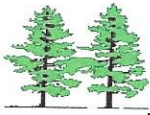
**River Pines Public Utility District
Alarm Monitoring Summary – April 2017**

<u>Station Alarm</u>	<u>Date & Time</u>	<u>Reason</u>
Horseshoe LS Alarm	04/03/2017 07:33 AM	Alarm Testing
Well 6R Alarm	04/05/2017 09:53 AM	Low Chlorine
Slate Creek LS Alarm	04/05/2017 03:19 PM	Alarm Testing
Horseshoe LS Alarm	04/11/2017 09:47 AM	Alarm Testing
East Side LS Alarm	04/11/2017 09:57 AM	Alarm Testing
Well 2 Alarm	04/12/2017 12:38 PM	Low Chlorine
Well 2 Alarm	04/20/2017 11:08 AM	Low Chlorine
Well 2 Alarm	04/21/2017 08:50 AM	Low Chlorine *

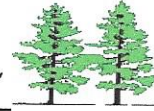
* Multiple alarms

<u>Communication > 30 min.</u>	<u>Date & Time</u>	<u>Reason</u>
None		

NOTES:



RIVER PINES PUBLIC UTILITY DISTRICT



22900 Canyon Ave., PO BOX 70, River Pines, CA 95675
Phone: (209) 245-6723 Fax: (209) 245-5710 Email: RPPUD@RPPUD.org

AGENDA ITEM – 10B

GENERAL MANAGER'S REPORT

For the Month of: April/May 2017

1. Received a citation from State Water Resources Control Board, Division of Drinking Water (Health and Safety Code Sections 116625 & 116650) of the Safe Drinking Water Act – District's Plant Operator failed to complete backflow testing for 2014 and 2016 at all of the District's six locations. – I have been working on getting the required documentation to the State as directed under the citation – See Attached
2. Received a Violation from the State Water Resource Control Board Sanitary Sewer System – District's Plant Operator failed to take advanced cautionary procedures which could have avoided the violation or reduced the level of violation – Violation will cost the District potentially \$15,000 + - I am working on getting all the required documentation to the State as directed under the Violation by July 1, 2017 – See Item 11F
3. Amador Water Agency repaired Chlorine leak in the new Well 2 building. Chlorine has been leaking for well over a year. Chlorine has damaged the cement and bracket holding the Well gauges, pipes, etc.
4. Amador Water Agency Repaired Sensor that was needed to operate Well 2. This was a \$70 part. Going through District's Plant Operator's notes, Well 2 has not been in operation since February 27, 2017. Plant Operator has been reporting that he has been rotating the two Wells. Customers have been working with only 30 – 35 gpm which would not be sufficient during high usage demands. Well 2 and Well 3R are now operating together as the State requires at 60 – 70 gpm.
5. Amador Water Agency and myself are working to update the SSMP which is required to be submitted to the State Water Resource Control Board Sanitary Sewer Dept. as part of the violation. SSMP is to be updated by Plant Operators every two years. Our District's copy was last updated in 2011.
6. Submitted Districts financials to Gene Mancebo per his request as part of the research for acquiring the District.

7. Submitted KASL Distribution Report to Amador Water Agency as requested
8. Amador Water Agency and myself completed the meter reads in April. We were able to locate and mark all meters.
9. Submitted contact information to Jack Scroggs for 20 properties he needs to contact for meter relocation under the new distribution project.
10. Had a meeting with Office of Emergency Services (OES) and FEMA – Working on getting funds for Emigrant Trail and Easement to Well 6R for repair work caused by winter storms. They also informed me that work would be completed above existing condition to help prevent future reoccurrence. I was also informed that all sandbags MUST be hauled to the dump. Violation will occur if they are not.
11. In the process of filing new Liens on unpaid accounts
12. Received \$13,851.27 for accounts submitted to the Tax Roll
13. Submitted monthly payment request for DWSRF Grant
14. CAL FIRE Grant has been officially closed out and completed. All final paperwork has been submitted and approved by Cal Fire.
15. Weekly Bank Deposits
16. Monthly Service Billing
17. Monthly Late Notices
18. Monthly 48 Hour Notices
19. Minutes
20. Agenda & Packets

Work in Progress:

1. Working on Office Manual – required for anyone who works the office
2. Working on Capital Improvement Plan – required by state
3. Working on Consumer Confidence Report – Due July 1, 2017

AGENDA ITEM – 11A

MEETING DATE: May 10, 2017
FROM: Candi Bingham, General Manager
SUBJECT: Change Account Ownership Without Grant Deed/Waive Account Balance
AGENDA TYPE: Regular Meeting
ATTACHMENTS: Yes

RECOMMENDATION: Per Ordinance No. 2011-001 – Amendment to Bylaws, Section 1.05.020 (attached), to acquire service with the District and application along with a copy of the Grant Deed for the property to be serviced must be received by the District.

The District Office has been consistent in making sure these procedures are followed for any new service and the District Office should continue to follow current procedure and Bylaws; therefore, a Grant Deed should be required from the new owner for water to be provided.

Balances have always been required for service to be granted. When a property sells, the Title Companies generally contact the District for a Demand for Balance and it is collected in escrow.

BACKGROUND: This account has been delinquent since November 2015. Last payment received on this account was made November 3, 2015. Have received no response from owner to bring account current.

DISCUSSION: Does the District follow the Bylaws and previous procedure and require a Grant Deed for the property, do an amendment to the current Bylaws waiving the requirement for a Grant Deed for service, or rule to make an exception for this property?

Same goes for the balance on the account, does the Board request to balance to be waived or does the Board request the account to be brought current for service to be provided?

BUDGET IMPACT: \$2,659.74 and the potential for future customers to request the same treatment.

ORDINANCE No. 2011-001

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
RIVER PINES PUBLIC UTILITY DISTRICT
AMENDING CHAPTER 1.05 UTILITY PAYMENT PROCEDURES
AND ARTICLE 1 GENERAL PROVISIONS OF CHAPTER 2 WATER SYSTEM OF THE
RIVER PINES PUBLIC UTILITY DISTRICT BYLAWS, RULES AND PROCEDURES

WHEREAS, the River Pines Public Utility District (the District) operates pursuant to, among other things, the California Public Utilities and Government Codes, District ordinances, resolutions, and bylaws; and

WHEREAS, the Board of Directors of the District (the Board) desires to amend Ordinance No. 00-01, Amending Its Bylaws, Rules and Procedures, Exhibit A. That portion of Exhibit A amended, modified or added to is replaced in that document attached hereto as Exhibit B.

BE IT ENACTED by the Board of Directors of the River Pines Public Utility District:

Section 1. Chapter 1.05 Utility Payment Procedures and Article 1 General Provisions of Chapter 2 Water System are amended, modified or added to with that document attached hereto as Exhibit B.

Section 2. Amended, modified or added Articles of Chapter 1.05 Utility Payment Procedures and Article 1 General Provisions of Chapter 2 Water System are adopted to regulate the operation of the River Pines Public Utility District.

Section 3. Such amendments, modifications or additions are attached hereto as Exhibit "B" and incorporated by reference.

This Ordinance shall take effect thirty (30) days after the date of its adoption, and prior to the expiration of the thirty (30) days from the passage thereof shall be copies of the Ordinance posted by the clerk at three (3) public places in the District usually and customarily used for public notices, and thenceforth and thereafter the same shall be in full force and effect.


The foregoing Ordinance was duly passed and adopted by the Board of Directors of the River Pines Public Utility District, upon second reading, on May 11, 2011 by the following vote:

AYES: Vince Huss, Pat Dunaway, Cathy Landgraf, Franz Nadermann
NOES: None
ABSTAIN: None
ABSENT: Perry Hopkins



Vince Huss, Chairman

ATTEST:



Virginia Landreth, District Board Clerk

1.05.020 Application for Service or Discontinuance of Service.

On provided forms, all applications for service must be completed, signed and submitted by the property owner along with the Grant Deed for the property to be serviced, the service connection fee as set by the District's Rate Schedule, and any applicable deposit to the Director of Finance or in the absence of this position, to the General Manager or outside billing and bookkeeping service, if one is retained by the District, before a new service may commence. On provided forms, all applications for discontinuance of service must be completed, signed and submitted by the property owner to the Director of Finance or in the absence of such a position, to the General Manager or outside billing and bookkeeping service, if one is retained by the District, before a service may be discontinued and a final billing statement issued for the account. The Director of Finance or in the absence of this position, the General Manager shall issue all orders for services, changes or discontinuances.

1.05.021 Deposits, Establishment, and Reestablishment of Credit.

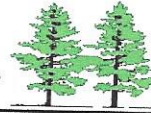
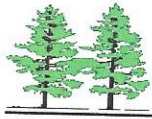
Each applicant for service will be required to establish credit with the District, which may be considered established under one of the following conditions:

- a. Applicant can provide credit references acceptable to the District.
- b. Applicant has been a water and /or wastewater customer of the District for the last twelve (12) consecutive months with no discontinuance of service for nonpayment of service billing, and have not received more than two (2) notices of service termination during that twelve (12) month period, or
- c. Applicant makes a cash deposit to secure payment of service bills as set in the District's Rate Schedule.

A customer's deposit may be credited to their account if the account remains current after on (1) year. If the customer requests discontinuance of service, the District will refund the deposit or the balance remaining which is in excess of unpaid service fees and bills for service; provided the customer has no other delinquent accounts with the District. The decision to require a deposit and furnish service shall be based upon the credit worthiness of the applicant as determined by the District. The District may use all or a portion of the deposit to pay any outstanding service fees, utility bill and penalties thereon as well as District costs of collection of outstanding fees, bill charges, and penalties to apply to the closing bill at the time service is terminated. If the District uses all of a part of the deposit, an additional amount adequate to maintain the deposit, not to exceed the estimated amount of charges for two (2) months service, shall be a condition of continued service. [Government Code §60375.5 and Public Utilities Code §16481.6]. A customer whose service has been discontinued for failure to pay bills presented to them by the District shall be required, before service is resumed, to reestablish credit by paying said delinquent bills, to make a cash deposit as set by the District's Rate Schedule, and to make all payments to the District in the form of cash or money order for six (6) months.

1.05.022 Amortization.

Upon Board review and approval, by motion, an account may be amortized over six (6) months with in any twelve (12) month period. The customer must complete, sign, and submit a provided Amortization Agreement to the District. To remain in compliance with an amortization agreement, the account must also be kept current as charges accrue in each subsequent billing period. [Government Code §60372(c) and Public Utilities Code §16482(c)]. If a



AGENDA ITEM – 11B

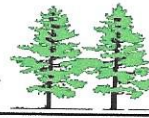
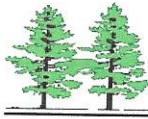
MEETING DATE: May 10, 2017
FROM: Candi Bingham, General Manager
SUBJECT: Liability Insurance Claim
AGENDA TYPE: Regular Meeting
ATTACHMENTS: No

RECOMMENDATION: The District has a liability insurance policy which covers, among other things, employee grievances. General Manager is not an expert in Union grievance procedures, and therefore, recommends that the District file a claim with the insurance company which will provide legal consultation for staff and Board Members.

BACKGROUND: District Plant Operator was relieved of his duties on April 11, 2017. Following termination, the union has filed a grievance with the District. This grievance follows the grievance procedures outlined in the employee's MOU (Memorandum of Understanding).

DISCUSSION: The District can file a claim and receive legal counsel which would substantially reduce and cover all legal cost. The District could not a claim with the insurance company and absorb all/any legal cost. Does the Board of Directors want the General Manager to file a claim with the District's insurance company?

BUDGET IMPACT: \$1,000 deductible if claim is filed. If not filed unlimited



AGENDA ITEM – 11C

MEETING DATE: May 10, 2017
FROM: Candi Bingham, General Manager
SUBJECT: Update on Amador Water Acquiring District
AGENDA TYPE: Regular Meeting
ATTACHMENTS: Yes

RECOMMENDATION: None

BACKGROUND: River Pines Public Utility District has reached out to Amador Water to consider acquiring the District. Reasons:

1. The utility district's distribution system is in great disrepair. The only path the District has to fix the system is grant funding. The District has a great chance in obtaining the grant funds for the distribution repairs, however, the state requires the District to have a Capital Improvement Plan (a savings account with funds to maintain the system so grant money will not be needed in the future). In order to achieve a Capital Improvement Plan the River Pines District would need to accomplish the following:
 - a. Increase the Basic Water Rates to \$94.82 (per rate study completed by State of California).
 - b. Increase the Usage Water Rates to:
 - i. 0 – 3,000 gallons = \$4.08/per thousand
 - ii. 3,001 – 5,000 gallons = \$5.44/per thousand
 - iii. 5,001 – 7,000 gallons = \$7.14/per thousand
 - iv. 7,000 – 9,000 gallons = \$8.84/per thousand
 - v. 9,001 – 12,000 gallons = \$10.54/per thousand
 - vi. 12,001 – 15,000 gallons = \$12.24/per thousand
 - vii. 15,001 – 20,000 gallons = \$13.95/per thousand
 - viii. 20,000 + gallons = \$15.65/per thousand
 - c. Increase the Sewer Rate – to unknown amount. Laif Funds will be depleted then maintenance and repairs will need to be done with general funds (there is very limited general funds).
2. Currently Amador Water Agency Rate for water is approx. \$43/mo. This amount includes Water Usage
3. Currently Amador Water Agency Sewer Rate is approx. \$94/mo.

UPDATE: Amador Water Agency voted to research the idea of acquiring the River Pines Public Utility District. This research entails a complete audit of the District's water and sewer plant/system. Financial standing, etc.

In this process, they will also be looking at what kind of rate they would need to charge the residents of River Pines to keep the system maintained. Amador Water Agency is very sensitive to the needs and financial impacts their rates may or may not have on the residents of River Pines. They will be looking as to whether their rates can be adjusted to meet the needs of the River Pines residents.

NOTE: Should Amador Water acquire River Pines Public Utility District – River Pines Utility District would remain a small unique water/sewer system. The State of California would still ONLY recognize River Pines as a small disadvantaged community. Having this recognition will continue to assist River Pines in future funding, etc.

In the later sections of this study, we will analyze the water rates necessary to achieve this balanced budget.

VI. New Rates

A. Rate Structure

The proposed water rate structure is not different than what is currently in use: Base Rate plus a Usage Charge.

The Base Rate should cover the fixed expenses for the water system.

The proposal is to set the Base Rate proportional to the hydrological potential of a customer. In other words, customers who **could** draw lots of water should pay a proportionally higher Base Rate. The system was built according to the total potential water draw by customers. The proposal is to set Base Charges according to meter size.

The Usage Charge should cover the variable expenses of the water system.

The current Usage Charge has 8 tiers, who's unit price is climbing. The proposal is to keep the 8 tiers, keep the sizes of the tiers, but to raise the unit cost in each tier, with steeper increases in higher tiers.

When the Base Rate is set to cover the fixed charges and the Usage Charge covers the variable expenses, the system's cash inflows match the system's cash outflows throughout the year.

B. Fixed Vs Variable

The first step to calculate the Base Rate is to calculate the fixed expenses. Exhibit 3A and 3B show the split of the expenses between fixed and variable expenses for Scenarios A and B.

	Fixed %	Fixed \$	Variable %	Variable \$
Scenario A (No SRF)	70%	\$200,746.99	30%	\$87,485.37
Scenario B (SRF)	66%	\$166,275.56	34%	\$87,485.37

C. Proposed Rates

1. Base Rate:

The table below shows the distribution of the fixed costs under scenario A among all the water meters, according to the meter size.

Meter Size	Meter Size (metric)	Number of Meters	Cross Section of line in sq. in. (= R * R * 3.14)	Total cross section in sq. in.	% of Total cross section	Total Fixed Costs	Theoretical base rate by meter size
A	B	C	D= B/2* B/2*3.14	E= D * C	F= % of total	G= % * total	H=G/C
3/4"	0.750	215	0.4416	94.9359	96.80%	\$ 194,320	\$ 75.32
1"	1.000	4	0.7850	3.1400	3.20%	\$ 6,427	\$ 133.90
Total		219		98.0759	100.00%	\$ 200,747	

This calculated Base Rate is rather high. The proposal is to cover a portion of the fixed costs with variable revenue.

Meter Size	Theoretical base rate by meter size	Proposed Base Rate as % of Theoretical Base Rate	Existing Base Rate	Proposed Base Rate ³ for Year 1	Year 2	Year 3	Year 4	Year 5
	Annual Increase				8.0%	8.0%	8.0%	8.0%
3/4"	\$75.32	93%	\$45.36	\$69.70	\$75.28	\$81.30	\$87.80	\$94.82
1"	\$133.90	93%	\$45.36	\$124.00	\$133.92	\$144.63	\$156.20	\$168.70

The proposed Base Rate covers 93% of the Fixed Expenses. The remaining Fixed Expenses will be covered by Usage Charges.

³ All proposed rates are shown in red.

2 Usage Charge Scenario A

Tier	Annual Increase	Top of New Tier	Year 1	Year 2	Year 3	Year 4	Year 5	Current
				8.0%	8.0%	8.0%	8.0%	
1	0	3,000	\$3.0000	\$3.24	\$3.50	\$3.78	\$4.08	\$2.00
2	3,001	5,000	\$4.0000	\$4.32	\$4.67	\$5.04	\$5.44	\$3.00
3	5,001	7,000	\$5.2500	\$5.67	\$6.12	\$6.61	\$7.14	\$4.00
4	7,001	9,000	\$6.5000	\$7.02	\$7.58	\$8.19	\$8.84	\$5.00
5	9,001	12,000	\$7.7500	\$8.37	\$9.04	\$9.76	\$10.54	\$6.00
6	12,001	15,000	\$9.0000	\$9.72	\$10.50	\$11.34	\$12.24	\$7.00
7	15,001	20,000	\$10.2500	\$11.07	\$11.96	\$12.91	\$13.95	\$8.00
8	20,001	999,999	\$11.5000	\$12.42	\$13.41	\$14.49	\$15.65	\$9.00

3 Discussion:

Because rates will increase substantially, we must assume a certain conservation factor. Experience tells us that conservation will reduce when customers get acclimated to the new rates. The table below shows the anticipated conservation factor of the customers.

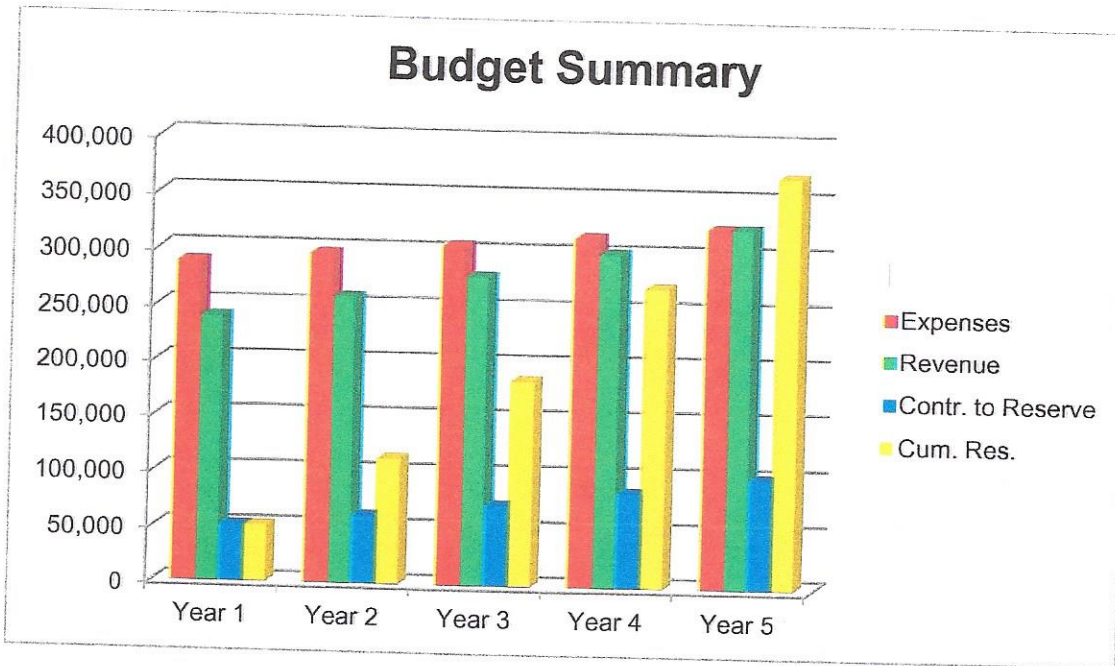
Conservation Factor	Year 1	Year 2	Year 3	Year 4	Year 5
based on historic sales	5%	4%	3%	2%	1%

Given the historic sales data provided by the water system and the conservation factors above, the following average water bills are expected with the proposed rates:

	Current	Year 1	Year 2	Year 3	Year 4	Year 5
Average	55.66	83.93	90.85	98.34	106.44	115.21
Average Increase		50.79%	63.23%	76.68%	91.23%	106.99%

This means that the first year's increase will be around 51% (50.79%) and the increase between the current rates and the rates in the fifth year will be about 107% (106.99%).

The Budget Summary below shows the relationship between Revenue, Expenses, Contributions to Reserves and Cumulated Reserves.



Our Budget includes all the required Reserves. With the proposed rates, the Budget for the first year is short \$48,301.74, but with an annual increases of 8% per year, the Budget will have a surplus by the fifth year of \$146.29.

The projected loss of \$48,301.74 is not a problem as there is enough cash flow to fund \$51,325.61 in reserves the first year, and climbing to \$99,777.65 in the fifth year—which is more than the target reserve of \$99,627.35

Contributions to reserves climbs from 52% of target to 100% funding in the fifth year.

	Year 1	Year 2	Year 3	Year 4	Year 5	
Estimated profit/loss with new rates	-48,301.74	-38,180.84	-26,818.00	-14,085.60	146.29	
Estimate contribution to Reserves	51,325.61	61,446.51	72,809.36	85,541.76	99,773.65	
Target Reserves vs Forecasted Reserves	99,627.35	52%	62%	73%	86%	100%
Affordability Index based on MHI of	19,978.00	5.04%	5.46%	5.91%	6.39%	6.92%

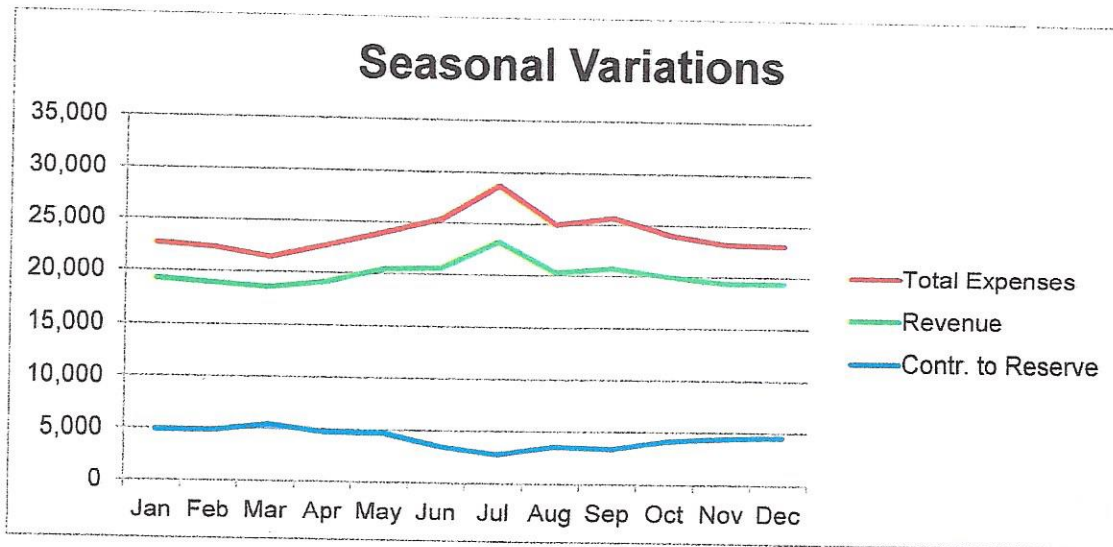
The 2010 census Median Household Income for River Pines is \$19,978, making it a “severely disadvantaged community.” The proposed water rates will be a significant burden on the River

Pines customers; they will be spending 5% of their income on water, climbing to about 7% (6.92%).

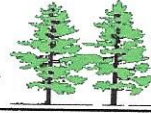
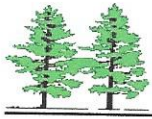
With the current water rates, they spent 3.3% of their MHI on water. The current rates do NOT cover the operating expenses of the water system, and cover NO Reserves.

As we will see below, providing SRF grant funding does NOT bring the Affordability Index down to an acceptable range.

Seasonal variations, even in the first year, are not a problem with the new rates. Total Expenses (red line) includes the required contributions to Reserves. While Revenues (green line) are not sufficient to cover all Expenses (including Reserves), there is sufficient cash flow during each month of the year to contribute to the reserves (blue line). As long as the Contributions to Reserves (blue line) do not go negative, there is enough cash flow to cover all the operating expenses.



The Reserves set aside under this rate proposal cover all the expected replacement costs of the system.



AGENDA ITEM – 11D

MEETING DATE: May 10, 2017
FROM: Candi Bingham, General Manager
SUBJECT: River Pines Garden Club – Land Use/Water Usage
AGENDA TYPE: Regular Meeting
ATTACHMENTS: No

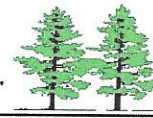
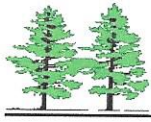
RECOMMENDATION: None

BACKGROUND: River Pines resident John Reinert contacted me and inquired about using River Pines property for a community garden. He also asked if the District would also donate the water used to grow the garden.

John stated, that recently, the City Of Plymouth agreed to let the residents of Plymouth use city land for a resident garden and they also agreed to donate water for the purpose of growing the garden.

DISCUSSION: Does the Board of Directors wish to let the residents of River Pines plant a garden on District owned property and not charge for the water used in the garden?

BUDGET IMPACT: None



AGENDA ITEM – 11E

MEETING DATE: May 10, 2017
FROM: Candi Bingham, General Manager
SUBJECT: Well 6R – Sonic Level Transmitter
AGENDA TYPE: Regular Meeting
ATTACHMENTS: Yes

RECOMMENDATION: Replace with a submersible type transmitter for more accurate readings and operation.

BACKGROUND: In 2016 when the District's plant operator went on vacation Amador Water Agency (AWA) informed me that the Sonic Transmitter was having issues in delivering accurate readings which made it difficult for AWA to properly operate and run Well 6R per the State mandated operation schedule. Received the same complaint in late 2016, early 2017 when plant operator was on disability leave. Each time I asked the plant operator about the reliance of the Sonic Transmitter, he stated that he has been operating Well 6R long enough and knows when a full level has been reached.

DISCUSSION: For proper record keeping and tracking, there needs to be an accurate Transmitter operating in Well 6R. There will never be only "one" operator that will be running the Well. There are illnesses, vacations, disabilities, etc. that happen, so reliability is a must.

Does the Board wish to replace the current unreliable Sonic Level Transmitter with a reliable Submersible Type Transmitter?

BUDGET IMPACT: Approx. \$816.85



River Pines PUD <rppud@rppud.org>

6R Detention Tank Level Transmitter.

1 message

Patrick Purnell <ppurnell@amadorwater.org>

Fri, Apr 28, 2017 at 8:14 AM

To: Candi Bingham <rppud@rppud.org>

Cc: Damon Wyckoff <dwyckoff@amadorwater.org>, Jeff Randall <jrandall@amadorwater.org>, Joel Mottishaw <jmottishaw@amadorwater.org>

Candi,

Subject: 6R Detention Tank Level Transmitter

Currently the Tank has a sonic level transmitter and is outputting erratic readings. We cleaned off and polished the sensor faceplate with no resolution.

I recommend replacing the Sonic level transmitter with an submersible type transmitter.

Cost:

Labor:

- 1 Man - 2.5 hours (includes Travel)

Material:

- Submersible Level Transducer PN: 40193 \$545.95
- Aneroid Bellows PN: 69033 \$37.95
- Surge Protector Barrier PN: 17701 \$118.95

SCADA System Modifications (Brent Stewart)

- Provide AWA with Control Panel Electrical Drawings.
- 1 Man - 1 hour (Remote Programing)
 - PLC, Re-Scale Level Transmitter 0 - 34.6 Feet
 - Wonderware Re-Scale objects and tag names as needed.

Over the years Amador Water Agency has replaced all Tank installed Sonic Level Transmitters with Submersible Level Transmitters, do to the same inherent failures.

Let us know how you want to proceed.

Thank you,

Patrick Purnell

Supervisor

Electrical Control Systems & Information Technology

Cell: 707-685-3868

Amador Water Agency

12800 Ridge Road, Sutter Creek, CA 95685

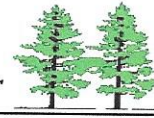
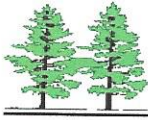
Ofc: 209-223-3018 Desk: 209-257-5270 Fax: 209-267-5426

E-mail: ppurnell@amadorwater.org

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Thank You,

Amador Water Agency 12800 Ridge Road, Sutter Creek, California 95685 www.amadorwater.org



AGENDA ITEM – 11F

MEETING DATE: May 10, 2017
FROM: Candi Bingham, General Manager
SUBJECT: Wastewater Violation – Required Balance Report
AGENDA TYPE: Regular Meeting
ATTACHMENTS: Yes

RECOMMENDATION: Required by state. Report must be completed and submitted to state no later than July 1, 2017

BACKGROUND: Prior to the winter storms, the sewer ponds should have been lowered before the winter rains. Because this was not accomplished, the sewer ponds reached maximum levels, therefore, requiring the plant operator to discharge during violation periods. During violation periods 2,804,900 gallons of wastewater was discharged. Wastewater ran off the spray fields and into surface waters.

One issue that contributed to this happening, besides not discharging the ponds to low levels before the winter storms, is the fact that the pond has been without a pump since 2016. The plant operator had not submitted three cost estimates for the Boards approval.

DISCUSSION: Amador Water Agency (AWA), following the outcome of the report, will be looking at the report for possible future operations to be implemented so that this type of violation can be possibly avoided in the future.

BUDGET IMPACT: \$8,000 to \$10,000

Section 13268 of the California Water Code states, in part:

(a) Any person failing or refusing to furnish technical or monitoring program reports as required by subdivision (b) of Section 13267...or falsifying and information provided therein, is guilty of a misdemeanor and may be liable civilly in accordance with subdivision (b).

(b)(1) Civil liability may be administratively imposed by a regional board in accordance with Article 2.5 (commencing with section 13323) of Chapter 5 for a violation of subdivision (a) in an amount which shall not exceed one thousand dollars (\$1,000) for each day in which the violation occurs.

The River Pines PUD's failure to comply with the WDRs has resulted in impacts, or threatened impacts, to water quality. In order to ensure that staff has sufficient information to determine how River Pines PUD will come back into compliance and whether further enforcement action is appropriate, and to ensure compliance with applicable laws and regulations, River Pines PUD is hereby directed to submit the following reports. This request is made pursuant to Section 13267 of the California Water Code. River Pines PUD owns and operates the facility cited herein and is responsible for all waste generated at the facility.

By **1 July 2017**, pursuant to California Water Code Section 13267, the River Pines PUD is hereby required to submit a technical report that includes the following:

1. A *Short Term Contingency Plan*, which shall describe steps to be taken to preclude spraying wastewater during rain events and to reduce the infiltration and inflow (I/I) throughout the wet season. The plan shall consider any and all steps necessary to maintain the minimum required freeboard (excluding irrigation during rain), correcting I/I problems in the collection system, hauling wastewater to another facility for disposal, and installing temporary storage tanks onsite. The Contingency Plan shall be implemented before spray disposal during rain events is contemplated.
2. An updated *Operations and Maintenance Manual* (O&M Manual) for the facility that includes:
 - a. A staffing plan to ensure that the facility is fully staffed during normal days off and leaves of absence/vacation.
 - b. A control plan to allow the plant to be operated when the access road is inundated. This may include either improvements to the access road or an online control system such as SCADA. A timeline for the implementation of the chosen action should be included.
3. A *Water Balance Report* signed and stamped by a California Registered Professional Engineer. The *Water Balance Report* shall include:
 - a. An updated and calibrated water balance that follows the requirements of the enclosed Requirements for Water Balance Update and Calibration (Attachment A). The water balance should determine if facility has the required treatment, storage, and disposal capacity to accommodate allowable

wastewater flow, design seasonal precipitation, and ancillary inflow and infiltration during the winter months. Design seasonal precipitation shall be based on total annual precipitation using a return period of 100 years, distributed monthly in accordance with historical rainfall patterns. If the resulting water balance shows that the facility does not have the capacity to meet these requirements, a workplan to reduce influent flow or increase facility capacity must be submitted along with the water balance.

- b. The water balance should be supported by any Inflow and Infiltration (I&I) studies, collection systems inspections and maintenance records, hydraulic capacity studies, and documentation of any upgrades or repairs to the collection system, the treatment plant or the disposal system. All supporting documents should be submitted with the new water balance for review.
 - c. A discussion with an evaluation of the ability of the storage pond and disposal area to store and dispose of wastewater in compliance with the WDRs Discharge Prohibitions, Discharge Specifications, and Provisions.
 - d. A comparison of actual rainfall data from a reliable cited source to the 100 year annual return period precipitation total. The 100 year annual return period precipitation total should be either cited from the WDRs or from a reliable source.
 - e. If the resulting water balance shows that the facility does not have the capacity to meet these requirements, a workplan and timeline to reduce influent flow or increase facility capacity must be submitted along with the water balance (see Attachment A). All improvements must be in place by 1 October 2017.
4. The current Sanitary Sewer Maintenance Plan that was submitted to comply with the state's Sanitary Sewer Systems General Order requirements (Order 2006-0003-DWQ), along with the last two years of inspection, maintenance, repairs, and upgrade records shall be included.

Any technical report required herein that involves planning, investigation, evaluation, engineering design, or other work requiring interpretation and proper application of engineering or geologic sciences shall be prepared by or under the direction of persons registered to practice in California pursuant to California Business and Professions Code sections 6735, 7835, and 7835.1. As required by these laws, completed technical reports must bear the signature(s) and seal(s) of the registered professional(s) in a manner such that all work can be clearly attributed to the professional responsible for the work.

Please be advised that failure to comply with these requirements may result in further enforcement action, including civil liabilities of up \$1,000 per day for late or inadequate reports.

Please note we have transitioned to a paperless office. Therefore, all reports shall be converted to a searchable Portable Document Format (PDF) file and submitted by email to centralvalleysacramento@waterboards.ca.gov. To ensure that each submitted report is routed to the appropriate staff, please include the following information in the body of the email: Attn: Kenny Croyle, Compliance Unit, Non-15, the Date and Title of the report, and the facility's CIWQS place ID (CW 252827).

If you have questions, please contact Kenny Croyle at kcroyle@waterboards.ca.gov or (916) 464-4676.



ANDREW ALTEVOGT
Assistant Executive Officer

encl: Attachment A: Requirements for Water Balance Update and Calibration

cc: Mike Israel, Amador County Dept. of Environmental Health, Jackson

CIWQS Violation ID: 1023477, 1023478, 1023479, 1023480, 1023481

ATTACHEMENT A REQUIREMENTS FOR WATER BALANCE UPDATE AND CALIBRATION

At a minimum, the items described in this document must be considered in all water balance updates and calibrations. All facilities are required to have sufficient treatment, storage, and disposal capacity to accommodate allowable wastewater flow, design seasonal precipitation, and ancillary inflow and infiltration during the winter months. Design seasonal precipitation shall be based on total annual precipitation using a return period of 100 years, distributed monthly in accordance with historical rainfall patterns. If the resulting water balance shows that the facility does not have the capacity to meet these requirements, a workplan and timeline to reduce influent flow or increase facility capacity must be submitted along with the water balance. All water balances and applicable related reports must be prepared under the direction of, and signed by, a registered geologist or civil engineer licensed by the State of California.

SECTION 1 - Collection and Conveyance Systems and Influent Data

The assessment and associated calculations related to the influent flow and Inflow and Infiltration (I&I) should be take into account the following:

- A. Factors that are specific to each system should be incorporated into the calculations, including age, collection system construction practices, seismic activity, other soil stability problems, etc. The condition of service laterals can significantly influence the total amount of I&I and should be considered.
- B. Sanitary Sewer Management Plans (SSMPs) and the associated inspection, maintenance, and repair records should be reviewed to determine and support I&I estimates used in the calculations.
- C. Sewer lines in shallow groundwater or perched on bedrock due to shallow soils will likely have higher amounts of I&I. The collection system should be evaluated for these types of conditions.
- D. Design wastewater flow rates. For POTWs and private domestic wastewater facilities, include initial baseline influent and I/I flows as well as baseline influent and I/I flows at full build out with an aging sewer system.
- E. Estimates of I&I should take into account storm surge from intense storms, not just monthly averages.

SECTION 2 – Storage and Containment Structures

The normal operations and maintenance of containment structures should be considered. Operations and Maintenance Manuals (O&M Manuals) should be referenced as well as historical monitoring data (i.e. freeboard measurements). Specific conditions of the WDRs should also be taken into account. The following should be taken into consideration:

- A. A minimum of two feet of freeboard in each pond at all times (unless the WDRs allow a registered to determine that a lower freeboard level will not cause overtopping or berm failure).
- B. Historical local evapotranspiration, pan evaporation, and pond evaporation data (monthly average values).

- C. Projected long-term percolation rates (including consideration of percolation from unlined ponds and the effects of solids plugging on ponds).
- D. Reduced capacity of ponds and containment structures due to sludge build-up should be taken into account when estimating pond capacity. Worst case scenarios based on historical data, O&M manuals, frequency of clean out, and WDRs requirements should be used.
- E. Run-on to the treatment system as well as direct precipitation should be considered.

SECTION 3 – Treatment System

The normal operations and maintenance of the treatment system should be considered. O&M Manuals and procedural manuals should be referenced as well as historical monitoring data (i.e. residence times, completeness of treatment). Specific conditions of the WDRs should also be taken into account. The following should be taken into consideration:

- A. Operation hours, staffing, and downtime due to regular O&M should all be taken into account when calculating treatment capacity.

SECTION 4 – Disposal System

The normal operations and maintenance of land application areas should be considered. O&M Manuals should be referenced as well as historical monitoring data (i.e. percolation rates, observed standing water). Specific conditions of the WDRs should also be taken into account. The following should be taken into consideration:

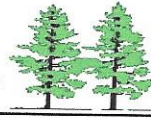
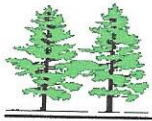
- A. Recycling area/land application area/disposal system hydraulic loading rates should be distributed monthly in accordance with expected seasonal variations based on crop evapotranspiration rates.
- B. The distribution of precipitation (i.e. storm intensity, light rain over a lot of days or heavy rain over a few days), as well as other factors such as wind and saturated conditions must be taken into account when determining the number of days a disposal system can be operated each month. The most reliable way to estimate this is based off of historical records from a water year of intensity similar to that which is being modeled.
- C. It should be specified whether the tailwater is collected, and if so if it is returned to the sprayfields directly or to one of the ponds.
- D. If applicable, storm water runoff shall be accounted for in the tailwater return calculations.
- E. Maximum disposal capacity of land application areas should be based on soil studies, cropping plans, percolation studies, and/or operator notes.

SECTION 5 – General Requirements

These general requirements should be included in any water balance:

- A. All water balances shall start on 1 October and end on 30 September.

- B. All water balances must be submitted in electronic as well as paper format. The electronic files should be editable, and display all formulas, correlations, and calculations used.
- C. The water balance should include an assessment of the facility's capacity and performance during a normal water year and during a year with a total annual precipitation for a return period of 100 years.
- D. Local precipitation data for the 100-year annual return period, distributed monthly in accordance with mean monthly precipitation patterns shall be used. However, periods of high intensity storms should also be considered in the calculations.
- E. All water balances should be based on all available data. All data should also be quality controlled and used with discretion.
- F. For all updated or calibrated water balances the original water balance should also be submitted along with a narrative description of the differences between the original and updated/calibrated water balances.
- G. For each wastewater treatment, storage, or disposal pond and containment structure, provide the following information:
 - a. Identification (name) and function of the pond.
 - b. Surface area, depth, and volumetric capacity at two feet of freeboard.
 - c. Height (relative to surrounding grade), crest width, interior slope, and exterior slope of each berm or levee.
 - d. Materials used to construct each berm or levee.
 - e. Description of engineered liner, if any. Include a copy of the Construction Quality
 - f. Estimated steady state percolation rate for each unlined pond.
 - g. Depth to shallow groundwater below the base and pond inverts.
 - h. Precipitation and evapotranspiration data shall be from recognized stations. The source of this information shall be provided, including a link to the data.
 - i. Overfilling/overflow prevention features.
 - j. Operation and maintenance procedures.



AGENDA ITEM – 11G

MEETING DATE: May 10, 2017
FROM: Candi Bingham, General Manager
SUBJECT: Waste Plant – Submersible Pump Replacement
AGENDA TYPE: Regular Agenda
ATTACHMENTS: No

RECOMMENDATION: The existing pump that is was in the sewer pond was a submersible pump. After looking through the purchase records for the sewer pond, this was the original pump that was installed when the sewer ponds were completed.

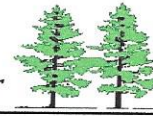
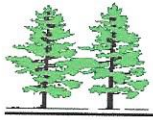
Based on that information I recommend, with the backing of Amador Water Agency, that the District replace with the same type of pump – submersible pump.

BACKGROUND: In 2016, Greg, the District's plant operator, submitted a proposal that the District change from a submersible pump to a motor -drive self-priming pump. The cost for the motor-drive pump is \$15,000 plus delivery, cement pad and installation. The cost for the Submersible pump is \$3,500 max. This cost includes the pump and installation, which is all that is entailed for this type of pump.

DISCUSSION: The waste plant has been without a pump since October of 2016. It is imperative that this gets purchased and installed immediately.

Which pump does the Board wish to install? From my understanding the sewer pond was built in the late 80's. If this is the case, then for the cost, the submersible pump performed very well.

BUDGET IMPACT: \$3,500 max – submersible pump; \$20,000 approx. – motor-drive pump



AGENDA ITEM – 11H

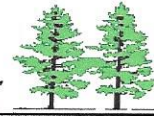
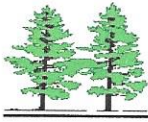
MEETING DATE: May 10, 2017
FROM: Candi Bingham, General Manager
SUBJECT: Laif Funds Transfer – Sewer Pond
AGENDA TYPE: Regular Meeting
ATTACHMENTS: No – See Agenda Items 11F & 11G

RECOMMENDATION: The District's monthly cash flow is insufficient to cover the cost of the expenses outlined in Agenda Item 11F and 11G; therefore, it is my recommendation that the Board of Directors approve the transfer of \$15,000 to cover these cost.

BACKGROUND: See Agenda Items 11F and 11F

DISCUSSION: Does the Board wish to transfer the entire cost of both projects from Laif or partial cost. If partial cost, the GM recommends that LAIF at least cover the Water Balance Report.

BUDGET IMPACT: \$15,000 Max – from Laif Funds Account



AGENDA ITEM – 111

MEETING DATE: May 10, 2017
FROM: Candi Bingham, General Manager
SUBJECT: SCADA to Wastewater Plant
AGENDA TYPE: Regular Meeting
ATTACHMENTS: Yes

RECOMMENDATION: To purchase three laptops (\$300 - \$400 each). One for Wastewater Treatment Plant, Water Wells 2 & 3R and Well 6R. Connect them to the Radio Network and run a Wonderware Session. This will give the Plant Operators displays at all three facilities for around \$1,000 total.

Currently the District is paying \$1,000/mo. for alarm monitoring. This would be a savings to the District of \$12,000/yr.

BACKGROUND: Getting SCADA to the waste plant has been a challenge for the District because there is no internet currently out there except for the security cameras. The District purchased the security cameras, with leftover grant funds that would have been returned to the state if not used, from Mission IT because the quality of the cameras was much higher than anyone else could offer. Also, the District wished to keep the security cameras on its own network so there could be no chance for tampering, etc. To get the security to the waste plant, the District also had to put in a solar tower near the waste plant to get the internet out there on its own network.

Brent Stewart, PE gave a proposal to the District on January 2016 for SCADA at the waste plant for the remote operation of the spray fields. This cost the District \$9,800. To do this, it was stated that it would operate through the District's existing private network through the office router. It was never stated that this would go through the security cameras, which when installed, only came with enough bandwidth for the security system (which is what the grant money was to be used for). So, \$9,800 later, we still do not have SCADA to the waste plant and now Brent Stewart, PE wants another \$2,800 to install more equipment to get internet to the waste plant on a different network.

DISCUSSION: Based on the information given, would the Board like to:

1. Contract Brent Stewart, PE to install the equipment for SCADA to the waste plant?
2. Get a quote from Mission IT to get internet to the waste plant?
3. Provided what Amador Water Agency (AWA) decides at their next Board Meeting, have them purchase everything needed for the \$1,000 total cost and have no monthly SCADA Monitoring expense for the District. A savings of \$12,000 a year.

BUDGET IMPACT: \$1,000 Total, with a yearly savings of \$12,000.



River Pines PUD <rppud@rppud.org>

slate creek

Patrick Purnell <ppurnell@amadorwater.org>

Thu, May 4, 2017 at 3:16 PM

To: Candi Bingham <rppud@rppud.org>

Cc: Jerry Goshorn <jgoshorn@amadorwater.org>, Damon Wyckoff <dwycckoff@amadorwater.org>, Joel Mottishaw <jmottishaw@amadorwater.org>

Candi,

Jerry wants a local display for controlling Spray Fields when he is onsite. I have asked Brent to provide me with a quote for Touch screen in the panel. When I talked with him the other day he indicated He had quoted River Pines 4,000 dollars for the display. I have not seen any quote from him yet.

4,000 is way too much for what is controlled out there.

I will purchase three Laptops, (300 to 400 dollar each) for Wastewater treatment Plant, Water Wells 2/3 and Well 6R. Connect them up to the Radio Network and run a Wonderware Session on them, just like a cell phone does now to the remote server.

This will give the operators displays at all three facilities for around 1,000 dollars total.

Any questions please call me.

Patrick Purnell

Supervisor

Electrical Control Systems & Information Technology

Cell: 707-685-3868

Amador Water Agency

12800 Ridge Road, Sutter Creek, CA 95685

Ofc: 209-223-3018 Desk: 209-257-5270 Fax: 209-267-5426

WASTEWATER TREATMENT PLANT PROPOSAL

January 6, 2016

Candi Bingham, Manager
River Pines Public Utility District
P.O. Box 70
River Pines, CA 95675

Dear Ms. Bingham,

Thank you for the opportunity to submit this proposal for the **Wastewater Treatment Plant Sprinkler Control Upgrade**. As we discussed in our meeting, the existing controls are piecemealed together, and the individual components are obsolete. In the event of a component failure, the District would likely have to run the plant manually with jumper wires until the controls could be rebuilt.

The pictures on the following page show the current Sprinkler Control Unit (1), Touchscreen (2), and PLC (3). This proposal will consolidate items 1 and 3 into a currently available PLC, which will be similar to the model used at Well 6R. The new touchscreen will also be similar to the Well 6R touchscreen.

The new control panel will be integrated into the District's existing SCADA system so the operator can view and remotely control the pumps and individual sprinklers.

1. This will allow the operator to more quickly fix sprinkler problems in the spray field. Currently, he must make several trips from the spray fields back to the plant to shut the sprinklers down, clean out the sprinkler heads, flush the lines, and replace the sprinkler heads.
2. This will also allow the operator to remotely schedule discharge days based on State regulations. The State prohibits discharge just before, during, and after expected periods of rain. The operator currently watches the hourly weather forecast, and must make multiple trips out to the plant to stop and start the system. If this occurs on weekends, overtime costs can mount quickly. With SCADA integration, he can remotely schedule stops and starts in a few minutes.





Fig. 1 Existing Items 1 & 2, front

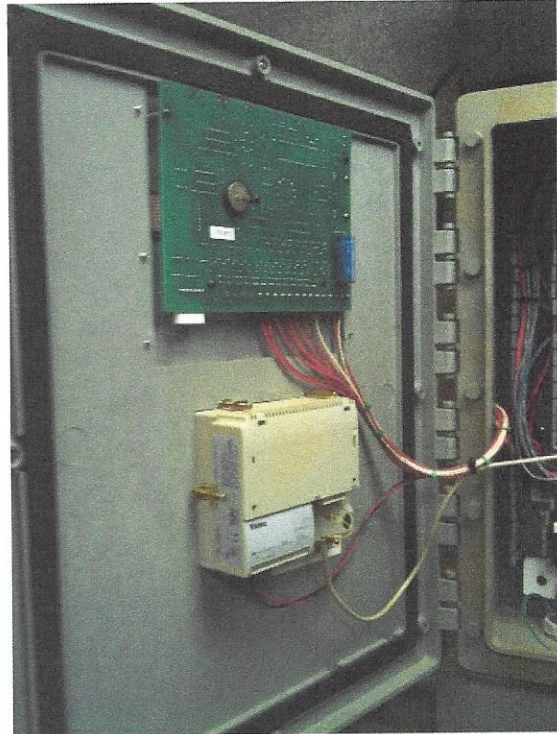


Fig. 2 Existing Items 1 & 2, back

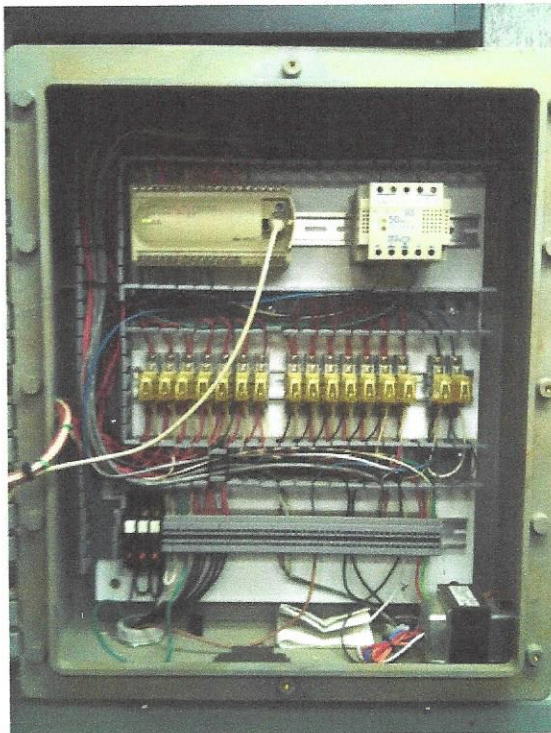


Fig. 3 Existing Item 3, wiring & relays

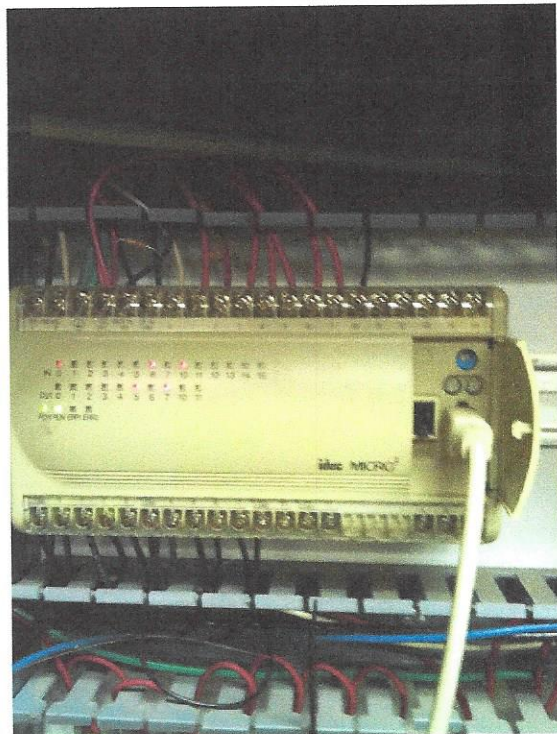


Fig. 4 Existing Item 3 close-up



Specifications

The Control System will start and stop two (2) pumps and up to eight (8) sprinkler valves. Each output will have a manual and an automatic mode. The unit may be programmed to discharge a set number of gallons (based on the existing flowmeter, which will be integrated into the new system) per spray field. The sprinkler sequence may be set to automatically start at operator-specified times each day.

If the flow rate drops below a preset level, the system will send a text alert to the operator indicating possible plugged filter, sprinklers or pump problems

The following operational parameters will be accessible on the SCADA screen, and on the local touchscreen if included in this project:

1. Overall Manual/Off/ Automatic mode switch.
2. Rain Sensor Enabled/ Disabled with Dry Delay Hours.
3. Daily Start Time, HH:MM
4. Pumps 1 and 2 Manual/Off/ Automatic mode switch.
5. Zones 1-8 Manual/Off/ Automatic mode switch.
6. Gallons per zone setting.

The following parameters will be displayed on the SCADA screen, and on the local touchscreen if included in this project:

1. Total gallons sprayed for the current discharge cycle.
2. Total gallons sprayed for the current month.

The following parameters will be included on the monthly SCADA report:

1. Total gallons sprayed for each day.
2. Total gallons sprayed for the current month.

The new control system will be connected to the existing SCADA system via the District's private wireless network. A single Cat-5 cable will be plugged into the existing network switch at the Treatment Plant, and the Office Wireless Router will be programmed to forward port 2101 to the new control system address.



Price & Delivery

System without touchscreen:

New PLC, network interface & related hardware	\$ 2,400
Control system design and drawings	\$ 1,750
PLC programming	\$ 1,300
PLC installation, wiring and startup	\$ 2,850
SCADA integration- database & screen design	\$ 1,500
TOTAL not including tax on materials	\$ 9,800

Optional item:

<u>Touchscreen</u> , including programming & installation	\$ 4,000
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Delivery is 3-4 weeks from receipt of signed acceptance or Board resolution.

The Terms and Conditions listed on the following page are part of this contract.

Sincerely,

Brent Stewart, P.E.
Consulting Engineer (Electrical)

ACCEPTANCE:

_____ Date: _____

Print name/title: _____



Terms and Conditions

1. **APPLICABILITY.** These terms and conditions shall apply to all contracts resulting from a signed proposal from Brent Stewart, P.E.. If Buyer objects to any of the terms and conditions, these objections must be submitted in writing and subsequently accepted in writing by an authorized representative of Brent Stewart, P.E..
2. **TITLE.** All programs, drawings and designs furnished by Brent Stewart, P.E. remain the property of Brent Stewart, P.E., unless stated otherwise. Buyer shall not disclose any information, programs, or documentation to others without the prior written consent of Brent Stewart, P.E..
3. **TERMS.** Unless stated otherwise, Net 10 days. Delinquent accounts are subject to a finance charge of 1.5% per month.
4. **CHANGES.** Buyer may, at any time, request a change in specifications or scheduling. If these changes result in increased costs, Brent Stewart, P.E. shall submit a proposal identifying price and schedule for the changes. Buyer's acceptance of proposal shall constitute a change in contract.
5. **DELAYS AND CANCELLATION.** If a delay or cancellation is requested by the Buyer, payment shall become due immediately for work already completed.
6. **WARRANTY.** Brent Stewart, P.E. warrants that drawings and designs shall be free from defects in workmanship for a period of one (1) year from shipment (or installation, if performed by Brent Stewart, P.E.). Service calls within the warranty period shall be billed at customary rates if, in the sole opinion of Brent Stewart, P.E., the problem did not originate from defects in design or programming supplied by Brent Stewart, P.E..
7. **LIMITATION OF LIABILITY.** Brent Stewart, P.E.'s maximum liability for any reason shall not exceed the contract price. Brent Stewart, P.E. takes every reasonable precaution to ensure accuracy of its designs. However, Brent Stewart, P.E. shall not be held liable for losses of any kind arising from errors or omissions.

5/12



PO Box 3116
Diamond Springs CA 95619



530-621-0300
sales@rockyridge.net

July 7, 2015

Members of the Board
River Pines Public Utility District

RE: Addendum to Wireless Site Lease Agreement

Dear Board Members,

Attached are proposed changes to the Wireless Site Lease Agreement, dated August 1, 2009.

1. In response to the Board's request on August 12, 2014, Paragraph 5 has been modified to require the Board's consent for sublets.
2. In response to the District's intent to install a 900 MHz network for security cameras, Rocky Ridge Wireless is removing its own 900 MHz equipment from the District. To minimize interference with other wireless services, several provisions have been added to Paragraph 11.
3. In response to the District's request to relocate the Town Hall Repeater to the new Well 2 building, Exhibit A, Parcel Two Lease Area description has been modified.

Thank you for your consideration,

A handwritten signature in blue ink, appearing to read "Brent Stewart".

Brent Stewart
Rocky Ridge Wireless

ADDENDUM - WIRELESS SITE LEASE AGREEMENT

The following modifications have been agreed to regarding the Wireless Site Lease Agreement ("Lease") between River Pines Public Utility District ("Lessor"), and Rocky Ridge Wireless, an El Dorado County Sole Proprietorship ("Lessee"). Additions are underlined, and deletions are struck through:

5. Assignment and Sublease: Lessee may sublet the leased premises with the Lessor's consent or assign the Lease without the Lessor's consent. Lessee shall notify Lessor of any change of ownership or personnel within 30 days of said change.

11. Exclusivity: the Lessor may not use the property or lease the property to third parties for telecommunications purposes.
 - a. Lessor may use the 900 MHz ISM band throughout the District, with the following provisions at the Circle Tank site:
 1. Antenna height shall not exceed 15' above ground.
 - ii. Antennas shall be aimed to minimize radiation to the horizon and to the east.
 - iii. Channel width shall not exceed 20 MHz.
 - iv. Center frequency shall be 917 MHz or greater.
 - b. No radios shall operate in the 2.4-2.5 GHz frequency range.
 - c. Lessor may use the 3.65 GHz band. Antennas shall be aimed to minimize radiation toward the Mount Aukum towers.
 - d. No radios shall operate in the 5.1-5.9 GHz frequency range.
 - e. No radios shall operate in the 23-25 GHz frequency range.

EXHIBIT "A"

PARCEL TWO – LEASE AREA: All of the ~~Western~~ Eastern half of the roof of the ~~existing Town Hall~~ new Well 2 Building, (22900 Canyon Ave.) together with 16 cubic feet of space inside the building.

(Signature Page Follows)

ADDENDUM - WIRELESS SITE LEASE AGREEMENT - SIGNATURE PAGE

LESSOR
River Pines Public Utility District

LESSEE
Rocky Ridge Wireless,
an El Dorado County Sole Proprietorship

By: _____
Name: Cathy Landgraf
Title: Board Chair

By: _____
Name: Brent Stewart
Title: Owner

Date: _____

Date: _____

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____)

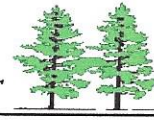
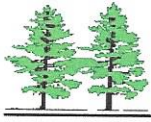
On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)



AGENDA ITEM – 11J

MEETING DATE: May 10, 2017
FROM: Candi Bingham, General Manager
SUBJECT: Leon Weber – Change Billing to Voluntary Lock-Off from Base Rate
AGENDA TYPE: Regular Meeting
ATTACHMENTS: Yes

RECOMMENDATION: To continue billing these two lots as Base Rate for Water/Sewer. Both lots have a structure and meters. Which means, they could currently be using the sewer system and the water is available immediately if the resident chooses so.

BACKGROUND: Resident has made the same request to the Board in the past. The District's current Bylaws state that if there is a structure on the property and the property has water/sewer service available, then they should be billed the base rate for sewer and water. If the structure has been demolished or burned down, then the monthly rate would be voluntary lock-off.

For a lot to be billed the standby rate, the lot would not have any water or sewer hook-up already installed and readily available.

DISCUSSION: Does the Board wish to reconsider and advise the District Office to:

1. Going forward, change the billing to standby
2. Edit the account to voluntary lock-off from beginning of billing
3. Continue to bill properties base rates

Feb. 10th, 2017

River Pines Public Utility District
Board of Directors
22900 Canyon Drive
River Pines, CA 95675

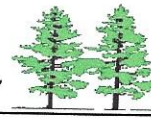
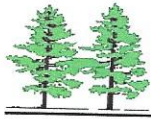
Greetings:

I am writing to you today in regard to two of my properties here in River Pines that have been unoccupied and are still accruing full water and sewer charges. The addresses are as follows: 23025 Oak Trail, and 14658 Pigeon Trail/Emigrant Trail. I am requesting that these properties be placed on a maintenance fee, as it is not right to charge for water and sewer that no one is using.

I hope you will consider this request, as I would like to bring these accounts current, and be able to keep them so. I would also like to request that you consider making this change retroactive as far back as you are able.

Thank you in advance for you time and consideration.

Leon C. Weber, Jr



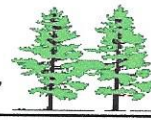
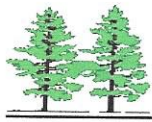
AGENDA ITEM – 11K

MEETING DATE: May 10, 2017
FROM: Candi Bingham, General Manager
SUBJECT: Change Board Meeting Time
AGENDA TYPE: Regular Meeting
ATTACHMENTS: No

RECOMMENDATION: District Board Meetings have been held at 6:30 since I have been assisting the District in 2011. In all that time, I do not recall large turnouts for the meetings. Since the meetings have been changed to 5:30 p.m. approximately five months ago, we have had substantial turnout.

It is difficult for the GM and a Board member to do the later meeting. Other Districts have their meetings in the mornings during regular working hours; therefore, I recommend that meeting time remains as set for 5:30 p.m.

DISCUSSION: the board wish to move it back? After, just recently, agreeing to change the board meeting to 5:30 because it works better for time schedules, etc. does



AGENDA ITEM – 11L

MEETING DATE: May 10, 2017
FROM: Candi Bingham, General Manager
SUBJECT: District Policy for Unmetered Water
AGENDA TYPE: Regular Meeting
ATTACHMENTS: Yes

RECOMMENDATION: Unmetered water has been an issue for the River Pines Public Utility District; therefore, it is imperative that the District adopt a policy to direct the staff on how to handle this issue.

BACKGROUND: The District's plant operator, on numerous occasions, made me aware that he has in the past notified the Amador County Sheriff's Office of unmetered water. The Sheriff's have dispatched a deputy to the area. When the plant operator showed them the unmetered water, the Sheriff always asked, "did you see who connected the lines that were unmetered." The plant operator always stated that he did not which would make sense since we do not make a point of walking the town and seeing who is using what faucet where and then checking for metered hook-up. If the District, since it is the District's water with the water permit that has been issued from the State of California to the River Pines Public Utility District, it is the District that would have to see the water being used and report the theft.

Recently, there was another case discovered of unmetered water. A resident filed a complaint with the Amador County Sheriff's Office. The Sheriff came out and spoke with the GM. He asked if the District had any stolen water to report. The GM stated NO. The reason for this statement was because the District has no way of knowing if there was any water stolen. The plant operator (I specifically asked him) and myself, being the only two individuals who work for the District, have never personally seen water being used from the unmetered faucet. In 2015, when the GM began working in the office, the plant operator informed the GM that there were a lot of unmetered lines in the District. The GM asked the plant operator if he has capped those lines or checked to see if they were being used and he stated that he would not trespass on resident's property.

Per Title 22 the GM tried to do an outside investigation to the unmetered water. The GM phoned the Sheriff's Office on April 27th asking if they could do an investigation for us. In doing them I gave them the names of the residents who say they witnessed the unmetered water and asked them to get their statements, etc. I also informed the Sheriff that the resident who had the unmetered water, just recently, discovered someone had left the faucet which was removed by the District's plant operator on her door step. The Sheriff's Office told me they had already completed their investigation, and because it is the District who the water may have been potentially stolen from, it would have to be the District that filed any complaint. As for the removed faucet, it would have to be the resident who files a complaint with the Sheriff against the District.

The GM did ask the Sheriff if there was a way for the District to randomly test resident's lines who may have suspicious unmetered water, he stated yes. The District would need to give the resident a 24-hour notice that the water would be tested on their property. Following the 24-hour period, the District may then conduct their water test.

DISCUSSION: Since the District cannot truly prove who hooked up the unmetered lines or if they used the unmetered water, it is important that the District create a Policy on how to handle this incident in the future. The Board needs to decide:

1. If the staff feels there is a reason to test a line, to include in the policy that suspicious lines may be tested with proper notification
2. If unmetered lines are discovered, should they be capped, hooked up to the meter?
3. What kind of penalties, if any, should be imposed?
4. Anything else Board wishes to add.

BUDGET IMPACT: None

River Pines Public Utility District Administrative Policy

WATER DISTRIBUTION SYSTEM RATES, RULES, and REGULATIONS POLICY

The purpose of this policy is to define how the district is to manage and implement various tasks associated with the Water Distribution System including: rates, rules and regulations; as well as consolidate these efforts into a comprehensive format.

As this is one of the more complex policies, and previously had been included with the district's bylaws, this should be considered a work in progress. The basis for this policy adapts all of the "Water System" Articles from the previous version of the bylaws as shown by way of scans of those documents; specifically, Articles I and II, completely included, 3 pages.

The term Plant Operator may include any person or entity the district has fulfilling this specific duty; for instance; any employee of the Amador Water Agency dispatched for coverage on weekends or holidays, or as otherwise required by the district.

The term General Manager may include any person or entity the district has fulfilling this specific duty, and in some cases may be fulfilled by a person designated as district staff.

Additions to above referenced policy:

Unmetered Connections – Work in Progress – the purpose of the Unmetered Connection rule portion of this policy is to define how the district shall manage such matters generally following a: discovery, investigation, outcome, type of outline.

Furthermore, in the best interest of all involved this policy defines a process that should be followed allowing an outcome based on documentation and an investigation. With this concept in mind, and under certain circumstances, the term "alleged unmetered connection" reflects that concept and should be considered acceptable.

1. Discovery shall be documented with a description including a date and address, as well as pictures of the unmetered connection as described below, then forwarded to the district.
 - a. Upon discovery the Plant Operator shall:
 - i. Verify the connection is from the district's water distribution system before a metered connection.
 - ii. Take a picture of the exposed unmetered connection.

River Pines Public Utility District Administrative Policy

WATER DISTRIBUTION SYSTEM RATES, RULES, and REGULATIONS POLICY

- iii. Test the lines for connectivity, take a picture or note in description the outcome of the test.
 - iv. Take a picture of the capped off exposed unmetered connection.
 - v. Upon completion of the above the Plant Operator will immediately forward the description including a date and address, with all pictures to the district office preferably by email, however hard copies are also acceptable.
 - vi. Unless otherwise requested by the district or board, possibly during the investigation process, this shall be the extent of duties for the Plant Operator under these circumstances.
 1. Be it further known, the Plant Operator is advised to avoid discussion of unresolved cases; from this point on it is the duty of the Plant Operator to allow the district to follow policy to determine the outcome of each case as will be addressed during regular monthly meetings.
2. The investigation shall begin when the General Manager receives the documentation provided by the Plant Operator.
 - a. Upon receipt of the documentation the General Manager shall:
 - i. File documents, either working documents or copies, with the property file; then verify the correct parcel address, identify the parcel number, and owner including contact information such as the current mailing address.
 - ii. Further the investigation by notifying the property owner via registered mail. This notification shall include.
 1. A cover letter, the documents including email and pictures provided by the Plant Operator, a separate property owner statement, and any other documents to aid in the investigation. One complete set of this documentation shall be filed with the property file.
 - a. The property owner statement provided by the district on letterhead shall include;
 - i. the date of notice
 - ii. name and mailing address
 - iii. address and parcel number of disputed unmetered connection

River Pines Public Utility District Administrative Policy

WATER DISTRIBUTION SYSTEM RATES, RULES, and REGULATIONS POLICY

- iv. A place to state what the property owner knew about the unmetered connection.
 - v. A place to state when the property owner knew about the unmetered connection.
 - vi. A place to include any other comments the property owner deems relevant.
 - vii. A place for the owner to sign and date verifying the truthfulness of their statement.
 - viii. The date the signed statement must be returned to the district with any supporting documents.
 - b. A copy of the returned property owner statement and any supporting documents shall be added to the property file and become part of the case file presented during the outcome portion of implementing this policy.
3. The outcome phase shall consist of options for the district to implement based on the investigation process. In the past the district has in some cases been complacent without any penalty being implemented after capping off the unmetered connection; however, it is in the best interest of the district to construct a means to recapture lost revenue if it is possible. Furthermore, the district should also realize the possibility that property owners may be unaware of unmetered connections; ultimately the district needs to identify unmetered connections and determine how to move forward for each case. Possible outcomes may include but are not limited to:
- a. Complacency, no official outcome pursued by the district. The district should define under which terms complacency should be the outcome for unmetered connections.
 - b. Action, a means to recapture lost revenue. This method should include a way to calculate an amount and provide a means to collect the lost revenue. Taking into consideration all possibilities the district should consider various ways to allow property owners to repay lost revenue including payment plans.
 - i. In cases of intentional unmetered connections and lack of cooperation by property owners, the district should move

River Pines Public Utility District Administrative Policy

WATER DISTRIBUTION SYSTEM RATES, RULES, and REGULATIONS POLICY

forward in a manner set forth by current applicable law to recapture lost revenue.

Please refer to the "Water System" Articles included from the previous version of the bylaws as shown by way of scans of those documents; specifically, Articles I and II, completely included, 3 pages following.

River Pines Public Utility District Administrative Policy

WATER DISTRIBUTION SYSTEM RATES, RULES, and REGULATIONS POLICY

The following is a scan from the previous version of the bylaws (and includes the page number 10):

Chapter 2 - Water System

Article 1 - General Provisions

2.01.010 Setting of Rates.

The schedule of water rates will be those established and adopted by the District Board of Directors from time to time in accordance of law.

2.010.020 Rates Outside the District.

The District will not normally serve water outside the District limits. In those cases where it is authorized by the Board, the rate shall be one hundred-fifty (150) % of the rate for service inside the District limits.

2.01.030 Rates by Contract.

In cases not provided for by this chapter, the rate may be fixed by special contract, as agreed upon by the Director of Finance or in the absence of this position, the Board and the Public Works Director or in the absence of this position, the Chief Plant Operator on behalf of the District, and the water user involved. If such rates cannot be agreed upon by the Director of Finance and the Public Works Director, the Board shall fix and determine proper rates, and such determination shall be final.

2.01.040 Commencement and End of Charges.

Water charges shall in all cases commence to accrue when the water is turned on through the District's water meter, at rates determined by the District's Rate Schedule proportioned for the period from that date until the following last day of the billing period, as may be established by the District.

2.01.050 Metered Service.

1. Meters will be required on all new residential, commercial, and industrial water services within District boundaries covered by the following conditions:
 1. All new property annexations to the District requesting District water service;
 2. All existing parcels, which have had no previous District water service and District water service is requested;
 3. When a parcel is split, water services to all parcels will be metered;
 4. All parcels at which a single-family dwelling(s) is being replaced by multiple family units or a nonresidential use;
 5. All parcels where off-site improvements are required;
 6. When any water customer requests water service upsizing or relocation.
2. Metered water service shall be installed on all existing commercial and industrial users when the Public Works Director or in the absence of this position, the Chief Plant Operator determines the installation of metered water service to be in the best interest of the District.
3. Meters on existing commercial and industrial water services not covered under subsection A of this section shall be installed by the District at the District's expense. Meters on all new water services and those covered in subsection A on this section shall be installed by the District, but shall be paid for by the property owner.

2.01.060 Billing Adjustments.

When it is found that any charges for water service, connection fees, installation fees, abandonments, etc., have been incorrectly billed or that no billing has occurred, the District has the right to make

River Pines Public Utility District Administrative Policy

WATER DISTRIBUTION SYSTEM RATES, RULES, and REGULATIONS POLICY

The following is a scan from the previous version of the bylaws (and includes the page number 11):

adjustments as determined by the Public Works Director or in the absence of this position, the General Manager or outside billing and bookkeeping service, if retained by the District. Billings for undercharges or credits for overcharges shall be subject to the three (3) year limitation period. [Civil Code §338].

2.01.070 Responsibility for Loss or Damage.

The District's jurisdiction and responsibility ceases at the end of the District's service connection and the District shall not be responsible for any loss or damage caused by the negligence, want of proper care, or wrongful acts of the property owner or any of the property owner's tenants, agents, employees, contractor's, licensees, or permittees in installing, maintaining, using, operating or interfering with any water receiving equipment beyond the District meter connection. The District shall not be responsible for damage caused by faucets, valves and other equipment which may be open at any time water is turned on at the meter.

2.01.071 Agency Equipment and Facilities.

All service pipe and equipment needed to serve a property up to and including the meter shall be owned by the District whether installed on public or private property. District equipment or facilities required for service which are installed on customer's property may be repaired, replaced or removed by the District without consent of the property owner or the property owner's tenants, agents, employees, contractor's, licensees, or permittees.

2.01.072 Unreadable Meters.

When it is not possible to read a meter due to any reason, a bill will be rendered to the property owner based on an estimated usage. In estimating consumption, due consideration will be given to fluctuations in usage caused by seasonal changes or known service interruptions. Where a meter cannot be read without undue difficulty or not at all because of an obstruction, the property owner will be notified and requested to correct the condition.

Subsequent to the District's initial notification to a property owner to remove any object(s) obstructing the District's water meter, a charge may be added to the property owner's account each time District staff is dispatched to verify such removal and/or the District may discontinue service if the condition is not corrected.

Article II - Main Extension

2.01.080 Policy.

The district board of directors is desirous of adopting a water main extension policy that is fair and equitable to all developing properties and that provides that the cost of extensions shall be distributed among subsequently developing properties connecting thereto.

2.08.080 Application-Determination of Necessity.

- A. Whenever a property owner is desirous of obtaining water service, an application shall be made to the public works director for water service.
- B. The Public Works Director determines that a water main extension is necessary, the applicant will be required to install at his own expense the water main extension in accordance with engineering plans furnished by applicant and approved by the Public Works Director. The plans shall be prepared in accordance with the current District design standards and this article.

River Pines Public Utility District Administrative Policy

WATER DISTRIBUTION SYSTEM RATES, RULES, and REGULATIONS POLICY

The following is a scan from the previous version of the bylaws and completes the 3 pages:

2.01.110 Minimum Size.

The minimum size water main shall have a nominal inside diameter of six inches except as approved by the Public Works Director in accordance with the District public improvement design standards. In areas zoned or master planned for commercial and industrial uses, the minimum size shall be eight inches in diameter. Larger size mains may be required as determined by the Public Works Director from the District water main plan.

2.01.120 Fire Hydrants.

The installation of fire hydrants or provisions for fire hydrants shall be included in any main extension and the applicant shall pay for the cost of such hydrants. Fire Hydrant location and type shall be as approved by the Fire Chief.

2.01.130 Oversized Mains.

Wherever the District requires that a water main larger than eight inches in diameter be installed in order to serve additional property or to conform to the water master plan, the applicant shall be reimbursed the difference in cost between the actual water main to be constructed and an eight inch diameter water main.

River Pines Public Utility District Administrative Policy

WATER DISTRIBUTION SYSTEM RATES, RULES, and REGULATIONS POLICY

POLICY PROJECT NOTES

The main source of the context of this policy is derived from the previous version of the district bylaws as shown in the attached scans of same. It is the intention of the board to separate this as a defined policy for the Water Distribution System.

The following items are modified remnants from the relevant policy set forth by the Amador Water Agency:

RIVER PINES PUBLIC UTILITY DISTRICT WATER CODE

3010.1 The River Pines Public Utility District Water Code is The District's water service rules and regulations.

3010.2 The Water Code is shown in (Appendix D. NOT APPLICABLE)