**River Pines Public Utility District**

**REGULAR MEETING**

**Wednesday, August 9, 2017**

**ACTION MINUTES**

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 Gisele Wurzburger, Board Clerk

Director Rene’ Walden-Qualls

Director Anita Ebbinghausen

Director Michael Gardner

Director Richard Miller

1. **PLEDGE OF ALLEGIANCE:** Chairman Landgraf led the Pledge of Allegiance.
2. **AGENDA:**

**Motion by Board Member Gardner, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Regular Agenda dated August 9, 2017 as present. Motion passed by the following vote:**

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

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

Nancy Endy inquired if the Board was still seeking the Amador Water Agency to take over the River Pines Public Utility District and if there had been meetings with them to discuss this matter.

Chairman Landgraf recapped there has been no further discussions with the Amador Water Agency and

1. **MINUTES:**
2. July 5, 2017 Regular Meeting

**Motion by Board Member Gardner, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Minutes dated July 5, 2017 as presented. Motion passed by the following vote:**

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

1. **MONTHLY FINANCIAL STATEMENTS** - Period Ending July 31, 2017.

Director Walden-Qualls Rene provided a copy of the revised Expenditure Report for the record.

**Motion by Board Member Gardner, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to approve the Financial Statements ending July 31, 2017 as amended. Motion passed by the following vote:**

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

1. **EXPENDITURE REPORT:** Submitted Check Approval through July 31, 2017.

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

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

1. **MONTHLY OPERATIONS REPORT: Discussion.**
2. Monthly Operations Report.

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

July Water Production/Sold Information:

Well 2 - 722,000 gallons Total Produced - 1,490,266 gallons

Well 3R - 737,800 gallons Total Sold - 1,060,011 gallons

Well 6R - 30,466 gallons Total Lost - 28%

1. Monthly General Manager Report.

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

1. **BOARD MATTERS:**

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

For the record: Several members of the public spoke and signed in, however due to the illegible signatures only those names that were legible names were included.

1. **Purchase meter boxes for those meters that do not have one - discussion/action.**

After considerable discussion among the Board and staff, staff was instructed to get an estimate for cost and installation labor for the purchase of 4 to 5 Plastic and Concrete Meter Boxes as recommended by Amador Water Agency.

1. **PG&E street light replacement - discussion/action.**

PG&E owns and maintains the lighting in River Pines. The River Pines Public Utility pays the cost of the electricity for this lighting. PG&E contacted General Manager Bingham to upgrade these street lights from cobra-head high pressure sodium vapor to more efficient LED fixtures. They request input as to whether the District wants to take advantage of the “no cost” upgrade and whether to upgrade all locations or just specific locations.

Note to record: Kristen Silva’s email provided in the agenda packet, states PG&E would complete an inventory of all streetlights in the service territory and would provide this list and map of the District’s lights for review prior to rolling this program out.

Chairman Landgraf opened the public discussion. The following individuals spoke Rocky Raymond, Hal Jones, Brent Stewart and Nancy Endy. Hearing no further comments from the public, Chairman Landgraf closed the public discussion.

After considerable discussion among the Board and staff, staff was instructed to follow up with PG&E with regards to the information provided in the email from Kristen Silva, LCE Electric Outreach.

1. **Cancel Worker's Comp Policy - discussion/action.**

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

After considerable discussion among the Board and staff the following motion was made:

**Motion by Board Member Gardner, seconded by Board Member Miller, and carried by a 5 to 0 vote to cancel the Worker's Comp Policy. Motion passed by the following vote:**

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

1. **Continued Item - Structuring of the River Pines Garden Club - discussion/action.**

John Reneit, River Pines Garden Club requested this item be continued pending further review of the River Pines Community Garden – Rules & Responsibilities that was provided for discussion.

Chairman Landgraf continued this item to a future agenda pending the River Pines Garden Club’s review of the provided document.

1. **District to purchase and maintain their own SCADA system - discussion/action.**

Information for 10e. was not included in the Agenda Packet. For transparency, the Minutes includes detailed information and rational for the purchase and maintain of District owned SCDA system provided by General Manager Bingham and Damon Wyckoff, Amador Water Agency.

General Manager Bingham reported that the Amador Water Agency (AWA) had informed staff that the SCADA work performed by Brent Stewart was incomplete. On September 14, 2016, a check was issued to Brent Stewart in the amount of $9,992.00 for invoice 3012, which was for the completion of the Waste Plant Sprinkler Control Upgrade. Mr. Stewart was informed by a letter dated August 7, 2017 that it had been brought to the attention of the District the Waste Plant Sprinkler Control Upgrade was never completed. That the District had been invoiced and that he had been paid in full for the completion of the Waste Plant Sprinkler Control Upgrade in accordance of the proposal.

The following items from said proposal have not been provided to the District:

1. Alarm text to Operator if the flow rate drops below setpoint.
2. Rain Sensor – Dry delay hours.
3. Daily Start Time Setpoint
4. Pumps 1 and 2 Manual/Off/Automatic Mode Switches.
5. Gallons per zone setting.
6. Total Gallons sprayed for the current month.
7. SCADA monthly report, gallons per day and monthly gallons per current month.

The letter also stated the River Pines Public Utility District was requesting that these items be completed upon receipt of said notice dated August 7, 2017. If not completed the District would request reimbursement for invoice 3012 immediately. Also upon completion it was requested that Mr. Stewart contact Patrick Purnell with the AWA to confirm the completion per his proposal dated January 6, 2016.

General Manager Bingham provided the following cost breakdown from Damon Wyckoff, AWA to facilitate a complete transition away from Brent Stewart and Rocky Ridge Services. Total Cost: $25,200

1. Site Radios (Tank Sites, Lift Stations, etc.) $10,000.
2. Master Radio and Licensing (Wireless Internet to River Pines Sites – mounted on the Mt. Aukum Tower). $10,000.
3. Ray Morgan Pro IT (Secure Firewall) $3,000.
4. Wonderware SCADA integration services (to integrate SCADA into AWA’s System at Tanner) $2,500.
5. Purchase of existing computer that houses SCADA from Brent Stewart (should he be willing to sell $200.

Motherlode Internet would install the radios and maintain the wireless internet connection for free which would eliminate the $1,000 monthly charge for Internet services. In exchange, Motherlode will also use wireless internet to provide service to any potential customers. SCADA would then be housed at the AWA Tanner site. Should the District decide to sever ties with AWA at some point in the future, the District would need to purchase a computer to house SCADA at the District’s office. AWA is posed to transition to this mode of providing SCADA services and internet access to RPPUD from the Tanner site should RPPUD no longer have a relationship with Brent Stewart. The Agency requests RPPUD provide a 30-day transition timeline to allow for a smooth transition.

General Manager Bingham reported that the Wonderware SCADA license used by Mr. Stewart for the RPPUD SCADA system since 2009 belonged to the Amador Water Agency. AWA requests Mr. Stewart turn over the Wonderware SCADA system to the District.

Brent Stewart stated these are serious allegations and agreed he should have contacted AWA regarding the use of their Wonderware SCADA password key. He noted he owns two copies of Wonderware and his key did not work and because he worked for AWA years ago he used their key. He stated this situation was an oversight on his part he did not know Waste Plant Sprinkler Control Upgrade had not been completed and asked for forgiveness. He stated if this upgrade is completed could this matter be settled out of court. He stated he would turn over the Wonderware SCADA system at a fair market value in the amount of $10,000, which does not include the radios.

Chairman Landgraf reiterated the Wonderware SCADA license used by Mr. Stewart for the RPPUD SCADA system belonged to the Amador Water Agency. AWA has requests Mr. Stewart turn over the Wonderware SCADA system to the District.

Chairman Landgraf opened the public discussion. The following individuals spoke Shirley Jones, Nancy Endy and other members of the public. Hearing no further comments from the public, Chairman Landgraf closed the public discussion.

After considerable discussion among the Board and staff the following motion was made:

**Motion by Board Member Gardner, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to approve AWA Proposal in the amount of $25,200 which includes the following items:**

1. **Site Radios (Tank Sites, Lift Stations, etc.) $10,000.**
2. **Master Radio and Licensing (Wireless Internet to River Pines Sites – mounted on the Mt. Aukum Tower). $10,000.**
3. **Ray Morgan Pro IT (Secure Firewall) $3,000.**
4. **Wonderware SCADA integration services (to integrate SCADA into AWA’s System at Tanner) $2,500.**
5. **Purchase of existing computer that houses SCADA from Brent Stewart (should he be willing to sell $200.**

**Motion passed by the following vote:**

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

1. **Update on Waste Plant Water Balance Study – Discussion**

General Manager Bingham reported the District received a citation following the 2017 winter storms due to excessive discharge from the sewer ponds. The excessive discharge took place because the sewer ponds were not lowered to proper levels prior to November 2016 as required by the WDR’s. Part of the citation required that RPPUD hire an engineer to conduct a Balance Water Report. Following submission of the Water Balance Study the Central Valley Regional Water Quality Control Board (CVRWQCB) is requiring that the District install monitoring wells. Currently they are only requiring a written plan on how the District will complete this task.

Damon Wyckoff, Amador Water Agency and Engineer Jesse Shaw will be working together to create this plan and submittal to CVRWQCB. The plan will most likely be written to have once monitoring well installed yearly over the next five years or so. It is estimated there will be a need for approximately 3 or 4 monitoring well for approximately $20,000 per well. An engineer will be needed to conduct a study as to how many wells and their locations. The estimated budget impact is $60,000 - $90,000 over a five-year period.

The Board was provided a copy of the following documents:

1. Engineer Jesse Shaw’s email regarding the Pilot Study/Monitoring Wells.
2. Kenny Croyle’s email regarding the Pilot Study/Monitoring Well Installation Plan.
3. Water Balance Report dated June 2017.
4. Work Plan and Operation & Maintenance Plan dated July 14, 2017.

No action taken informational only.

1. **Update on Bylaws – Discussion**.

Director Walden-Qualls reported she continues to work on the update of the Bylaws and Administrative Policies. Board Clerk noted that special districts adopt policies and a good reference would be the California Special District Association. Reviewing the District’s Ordinances and Resolution should provide additional assistance. No action taken information only.

1. **Account # 65-010 is asking board to waive charges for stolen water - discussion/action**.

General Manager Bingham reported Account #651010 requested this item to be place on the agenda for consideration to waive charges for stolen water. A copy of this account’s usage from April 2015 thru July 2017.

Chairman Landgraf opened the public discussion. The following individual spoke Nancy Endy against this waiver. Hearing no further comments from the public, Chairman Landgraf closed the public discussion.

After considerable discussion among the Board and staff the following motion was made:

**Motion by Board Member Gardner, seconded by Board Member Landgraf, and carried by a 5 to 0 vote to deny Account #65-010’s request to waive charges for stolen water. Motion passed by the following vote:**

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

1. **BOARD OF DIRECTORS COMMENTS/REPORTS**: Discussion Only.
2. Capital Improvements and general repairs necessary at the District. No comments this item continued.
3. **COMMITTEE COMMENTS/REPORTS**: None
4. **FUTURE AGENDA TOPICS**: Nine.
5. **ADJOURNMENT:** The meeting adjourned at 7:50 p.m.

Respectively submitted,

Gisele Wurzburger, Board Clerk