



## REGULAR MINUTES

Wednesday, April 17, 2019  
ACTION MINUTES

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1. **CALL TO ORDER:** The meeting was called to order by Vice-Chairman Raymond at 6:05 p.m.

2. **ROLL CALL:**

Director Roscoe Raymond  
Director Anita Ebbinghausen  
Director Patrick Henry  
Director Richard Miller  
Director Karla Christensen

Candi Bingham, General Manager  
Gisele Wurzburger, Board Clerk -Via Phone

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

4. **AGENDA:**

**Motion by Vice-Chairman Ebbinghausen, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Regular Agenda dated April 17, 2019 as provided. Motion passed by the following vote:**

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

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

None.

6. **MINUTES: Discussion / Approval.**

A. February 20, 2019 Regular Meeting.

**Motion by Board Member Miller, seconded by Board Member Henry, and carried by a 5 to 0 vote to approve the Minutes dated February 20, 2019 as amended. Motion passed by the following vote:**

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

**7. CONSENT ITEMS:**

- a. Monthly Financial Statements - Period Ending March 31, 2019.
- b. Expenditure Report - Submitted Check Approval through March 31, 2019.

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

**Motion by Board Member Miller, seconded by Board Member Christensen, and carried by a 5 to 0 vote to approve the Consent Items - Period Ending March 31, 2019. Motion passed by the following vote:**

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

**8. MONTHLY OPERATIONS REPORT: Discussion.** Any matter requiring action will be placed on an upcoming agenda for consideration.

**A. Monthly Operations Report.**

The report included updates from AWA staff, construction, wastewater and water – see report for complete details for Regulatory Compliance Specialist, Wastewater, Water, Distribution and Electrical.

**March 1 thru March 29, 2019 Water Production/Sold Information:**

Well 2 - 500,200 gallons      Total Produced – 1,004,779 gallons  
Well 3R – 479,500 gallons      Total Sold – 556,299 gallons  
Well 6R - 25,079 gallons      Unaccounted Loss - 45%\*

\*After calculating the water produced up against the population and the days in the month, it shows residents are using 64 residential gallons per day.  $1,004,779/510/31 = 64$  RGPD. However, the amount sold is registering as 556,299 gallons.  $556,299/510/31 = 35$  RGPD. It appears the issue may be a combination of distribution losses and customer meters under-registering.

**March 1 thru March 29, 2019 Wastewater Production:**

Influent flow: 1,599,700 gallons      Effluent 861,500 gallons

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

**B. Monthly General Manager Report.**

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

General Manager Bingham provided a brief recap on the Prevailing Wage Workshop she attended April 16. A written recap will be provided outlining the pertinent information discussed with regarding to State and Federal prevailing wage penalties as it applies to the District’s contracts and future projects.

General Manager Bingham reported she worked with AWA’s engineer and Pat Dunn on the revision to the Bid Packet for the Monitoring Wells. She noted five packets were sent out. The pre-bid walkthrough is scheduled for May 1 and the bid packets are due May 15. Depending on the receipt of the bid packets, this item may not

be ready for approval at the May 15 meeting and a special meeting may have to be scheduled to award of the bid.

General Manager Bingham reported she would be at the office May 15 through May 21.

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

**9. BOARD MATTERS: Discussion / Action / Direction to Staff.**

**a. Request to purchase scrape metal from Slow Sand Filter. Discussion Only.**

General Manager Bingham reported at the last meeting the Board was informed an individual had made a request to purchase four pieces of scrap roof metal located in the field behind the Slow Sand Filter. Staff placed this information on the website as being available and received one offer in the amount of \$20.00 per piece with a total payment of \$80.00 to the District.

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

**Motion by Vice-Chairman Ebbinghausen, seconded by Chairman Raymond, and carried by a 5 to 0 vote to approve the individual's offer in the amount of \$20.00 per piece with a total payment of \$80.00 to the District. Motion passed by the following vote:**

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

**b. Graveling Monitoring Well Access. Discussion/Action.**

For the record no written report was submitted. General Manager Bingham reported the engineer felt that graveling may not be necessary and requested this item be tabled pending the May 1 walkthrough and requested this item be continued to the next agenda.

No action taken.

**c. Monitoring Wells Update. Discussion/Action.**

For the record no written report was submitted. General Manager Bingham reported this item was discussed under 8b Monthly General Manager Report.

No action taken.

**d. Barney Prosser – Written Concerns Regarding Sewer Rate Increase – Proposition 218 Process. Discussion/Action.**

General Manager Bingham reported Barney Prosser did not provide a written report outlining his concerns regarding Sewer Rate Increase – Proposition 218 Process.

No action taken.

**e. Open Circle Road for CalFire Access. Discussion/Action.**

For the record – no written report was submitted only a map. General Manager Bingham reported CalFire has requested the gate to Circle Road be unlocked and opened for CalFire access.

Chairman Raymond opened the public discussion. Jeff Smith representing CalFire was present to answer questions. Hearing no further comments from the public, Chairman Raymond closed the public discussion.

After considerable discussion amongst the Board and staff, staff was directed to unlock and open the gate at Circle Road for CalFire Access.

General Manager Bingham reported she would notify Amador Water Agency regarding this action.

**f. Add an After-Hour Reconnection Fee Following Lock-Off. Discussion/Action.**

General Manager Bingham reported after hour reconnection has been becoming a problem. There have been a few instances where customers who have received a lock-off following a 48-hour notice and pay after hours – after 4:00 p.m. Amador Water Agency operators are on overtime call after 4:00 p.m. However, their office is open to 5:00 p.m. and payments may be made online at any time.

The average cost to the District to un-lock after 4:00 p.m. is \$170.00 which includes one-hour travel time each way at overtime rate. Door tags have two days to be paid. The District should not have to assume the “after hours” cost of those customers that wait past the deadline to pay and have their water turned back on.

The recommendation is that the District pass a Resolution approving an “after hour” service fee on the District’s Rate Schedule.

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

After considerable discussion amongst the Board and staff, staff was directed to draft a Resolution for consideration and adoption approving an “after hour” service fee on the District’s Rate Schedule in the amount of \$180.00 and note the reconnection fee of \$60.00 would be apply to the business hour service fee.

**g. Emergency Phone Tree – to Notify Customer of Water Issues, Emergencies. Discussion/Action.**

Vice-Chairman Ebbinghausen suggested the District consider using an emergency automated call tree notification services for sending messages to the District’s customers regarding emergency alerts, water and wastewater issues, customer reminders, and general District announcements. These messages could be sent on land lines, mobile phones and emails.

Board Clerk Wurzburger reported recently Liberty Utilities notified their customers regarding a serious power outage using this type of system and as a customer it was nice to have been notified of the situation within an hour of the situation.

General Manager Bingham stated she would further research this type of service and provide three options at the next meeting for consideration.

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

No action taken.

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

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

Board Member Miller inquired if the Firehouse Electricity was still a pending Capital Improvement. Chairman Raymond stated this project was on hold at this time.

No action taken.

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

- a. Solar Panel Committee. Discussion/Possible Action.
- b. Water Rights Committee. Discussion/Possible Action.

Chairman Raymond provide a brief update on both committees. No action taken.

**12. FUTURE AGENDA TOPICS:**

- a. Emergency Phone Tree – to Notify Customer of Water Issues and Emergencies.
- b. Graveling Monitoring Well Access Update
- c. Award Bid for Monitoring Wells.

**13. ADJOURNMENT:** The meeting adjourned at 7:14 p.m.

Respectively submitted,  
Gisele Wurzbarger, Board Clerk