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**River Pines Public Utility District**



**REGULAR MINUTES  
February 21, 2024  
ACTION MINUTES**

1. **CALL TO ORDER:** The meeting was called to order by Chairman Raymond at 6:00 p.m.

2. **ROLL CALL: Via Phone**

Director John Chapman  
Director Karla Christensen  
Director Anita Ebbinghausen  
Director Roscoe Raymond  
Director Eric Rewitzer

Candi Bingham, General Manager -Via Phone  
Leslie Garrett, Office Manager  
Gisele Wurzbarger, Board Clerk – Via Phone

**ABSENT:**

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

4. **AGENDA:**

**Motion by Board Member Ebbinghausen, seconded Vice-Chairman Raymond and carried by a 5 to 0 vote to approve the Regular Agenda dated February 21, 2024 as presented.**

**AYES: Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

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

Ken Deaver, Amador Water Agency District 5 Board Director Russel Robinson was present to observe the meeting.

Alex Hesley, Fern Lane was present to discuss a line from his property that was leaking.

General Manager Bingham reported Amador Water Agency stated it was an illegal line going into the property AWA tested the water and there was no Chlorine detected therefore the water was not from the District's Distribution System.

Chairman Rewitzer suggested that Amador Water Agency needs to meet with the property owner to settle this matter.

General Manager Bingham reported Amador Water Agency has tried several times to get together with the owners and they have been out 5 or 6 times trying to figure this out and reiterated Amador Water Agency stated it was an illegal line going into the property. She stated Amador Water Agency employees are off at 4:00 p.m.

and the property owner was not able to meet them before 4:00 p.m. She also noted this needs to be resolved because the customer is not paying his water bill until this has been resolved.

General Manager Bingham instructed Office Manager Garrett to take care of this and meet with the homeowner so that this information can be forwarded to Amador Water Agency.

Board Member Chapman stated he would investigate this situation and report back to Office Manager Garrett so she can discuss the findings with Amador Water Agency to resolve this situation.

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

a. January 17, 2024, Regular Meeting.

Board Member Ebbinghausen stated was absent at the January 17, 2024, meeting.

**Motion by Board Member Chapman, seconded by Vice-Chairman Raymond, and carried by a 4 to 1 vote to approve the Minutes dated January 17, 2024, as presented. Motion passed by the following vote:**

**AYES: Chapman, Christensen, Raymond, Rewitzer**  
**NOES: None**  
**ABSTAIN: Ebbinghausen**  
**ABSENT: None**

**7. CONSENT ITEMS:**

a. Monthly Financial Statements - Period Ending January 31, 2024.

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

b. Expenditure Report - Submitted Check Approval through January 31, 2024,

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

**Motion by Board Member Ebbinghausen, seconded by Chairman Rewitzer and carried by a 5 to 0 vote to approve the Monthly Financial Statements and Expenditure Report – Period Ending January 31, 2024. Motion passed by the following vote:**

**AYES: Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer**  
**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.

**January 1, thru January 31, 2024 Water Production/Sold Information:**

Well 2 - 353,300 gallons      Total Produced - 1,065,372 gallons

Well 3R - 530,300 gallons      Total Sold - 484,872 gallons

Well 6R - 181,772 gallons      Unaccounted Loss - 54%

Staff Hours: Water 73.55 hours

**January 1 thru January 31, 2024 Wastewater Production:**

Influent flow: 746,700 gallons Effluent Discharged: 0 gallons

Staff Hours: Wastewater 32 hours

b. **Monthly General Manager Report – Period Ending January/February 2024.**

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

General Manager Bingham noted for the record:

1. The Fern Lane House information on this report was regarding the leak discussed under Public Comment for Matters Not on the Agendas.
2. Circle Tank Property Purchase is now being handled by Placer Title and she requested Vice-Chairman Raymond to follow up on this item.
3. Well 6R is offline until winter is over.

**9. BOARD MATTERS: Discussion/Action.**

a. **New Signatures Cards for General Fund Bank and LAIF.** Discussion/Action

Board Member Ebbinghausen stated she would no longer be on the Board after November and requested her name to be removed from the General Fund Bank account as a designated signer. She also stated this matter needs to be resolved as soon as possible.

General Manager stated that was why this item was placed on the agenda for consideration tonight. She also recommended Office Manager Leslie Garrett be one of the designated signatures on the General Fund Account.

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

**Motion Chairman Rewitzer, seconded by Vice-Chairman Raymond and carried by a 5 to 0 vote to approve to appoint the following Board Members on the General Fund Bank and LAIF accounts:**

1. **General Fund Bank Account: Chairman Rewitzer, Vice-Chairman Raymond, Office Manager Garrett**
2. **General Fund Bank Account: Remove Board Member Ebbinghausen**
3. **LAIF Account: Chairman Rewitzer**

**Motion passed by the following vote:**

**AYES: Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

b. **John Deere Tractor Status.** Discussion/Action

General Manager Bingham stated no report had been submitted on this item.

Board Member Christensen stated she requested this item. She was trying to save the District money by having Amador Water Agency use our equipment i.e. John Deer Tractor.

Office Manager Garrett reported she had looked for the deed – title and could not found any documentation.

It was noted for the record if the District decides to sell the John Deere Tractor, staff needed to find the VIN number which should be located on the frame.

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

No action was taken on this matter.

c. **Website Update.** Discussion/Action.

General Manager Bingham stated the website has been updated.

No action was taken on this matter.

d. **Signage for the Distribution Project.** Discussion/Action.

General Manager Bingham stated no report had been submitted on this item.

No action was taken on this matter.

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

a. Capital Improvements and general repairs necessary at the District. Continued Item.  
Nothing to report.

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

a. Water Rights Committee. Discussion/Possible Action.

General Manager reported she had filed the State report.

**12. FUTURE AGENDA TOPICS:**

1. Distribution Project Update.
2. Website Update.

**ADJOURNMENT:** The meeting adjourned at 6:53 p.m. to the scheduled meeting on March 20, 2024.

**River Pines Public Utility District**  
**Profit & Loss by Class**  
**February 2024**

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	Sewer	Water	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Base Fee Income</b>				
Maintenance Fees	325.00	325.00	0.00	650.00
Sewer	16,594.75	0.00	0.00	16,594.75
Voluntary Lock-Off	70.00	70.00	0.00	140.00
Water	0.00	13,091.08	0.00	13,091.08
<b>Total Base Fee Income</b>	16,989.75	13,486.08	0.00	30,475.83
Repair Labor	0.00	3,250.98	0.00	3,250.98
Town Hall Rental	75.00	75.00	0.00	150.00
<b>Variable Income</b>				
Door Hanger Fee	0.00	10.00	0.00	10.00
Late Fees	426.99	433.08	0.00	860.07
Reconnection Fee	0.00	150.00	0.00	150.00
Service Connection Fee	98.58	98.67	0.00	197.25
Water - Usage	0.00	2,258.92	0.00	2,258.92
<b>Total Variable Income</b>	525.57	2,950.67	0.00	3,476.24
<b>Total Income</b>	17,590.32	19,762.73	0.00	37,353.05
<b>Gross Profit</b>	17,590.32	19,762.73	0.00	37,353.05
<b>Expense</b>				
<b>Board Members</b>				
Salary	187.50	187.50	0.00	375.00
<b>Total Board Members</b>	187.50	187.50	0.00	375.00
<b>Contracted Expenses</b>				
Board Clerk	150.00	150.00	0.00	300.00
Manager	2,107.34	2,107.34	0.00	4,214.68
<b>Total Contracted Expenses</b>	2,257.34	2,257.34	0.00	4,514.68
<b>Payroll</b>				
Employee	877.91	877.93	0.00	1,755.84
Taxes	14.05	14.05	0.00	28.10
<b>Total Payroll</b>	891.96	891.98	0.00	1,783.94
<b>Sewer Expenses</b>				
Amador Water Agency				
Operation Repairs	0.00	0.00	10,000.00	10,000.00
<b>Total Amador Water Agency</b>	0.00	0.00	10,000.00	10,000.00
Electricity - Sewer	5,602.95	0.00	0.00	5,602.95
Repairs/Maintenance	1,788.55	0.00	0.00	1,788.55
Telephone - Sewer	115.26	0.00	0.00	115.26
Testing - Sewer	423.00	0.00	0.00	423.00
<b>Total Sewer Expenses</b>	7,929.76	0.00	10,000.00	17,929.76
<b>Water/Distribution Expenses</b>				
Amador Water Agency				
Operation Repairs	0.00	0.00	0.00	0.00
<b>Total Amador Water Agency</b>	0.00	0.00	0.00	0.00
Electricity - Water	0.00	1,997.46	0.00	1,997.46
Parts/Supplies	0.00	2,505.19	0.00	2,505.19
Permit Fees	0.00	1,688.52	0.00	1,688.52
Water Testing	0.00	407.00	0.00	407.00
<b>Total Water/Distribution Expenses</b>	0.00	6,598.17	0.00	6,598.17
<b>64900 - Office Expenses</b>				
Equipment	104.50	104.50	0.00	209.00

**River Pines Public Utility District**  
**Profit & Loss by Class**  
**February 2024**

	Sewer	Water	Unclassified	TOTAL
Filing Fees	15.00	15.00	0.00	30.00
Software	76.49	76.50	0.00	152.99
Website Service	31.50	31.50	0.00	63.00
<b>Total 64900 · Office Expenses</b>	<b>227.49</b>	<b>227.50</b>	<b>0.00</b>	<b>454.99</b>
<b>68600 · Utilities</b>				
Electricity - Office	0.00	21.94	0.00	21.94
Electricity - Town Hall	21.94	0.00	0.00	21.94
68100 · Telephone - Office	29.26	29.27	0.00	58.53
<b>Total 68600 · Utilities</b>	<b>51.20</b>	<b>51.21</b>	<b>0.00</b>	<b>102.41</b>
<b>Total Expense</b>	<b>11,545.25</b>	<b>10,213.70</b>	<b>10,000.00</b>	<b>31,758.95</b>
<b>Net Ordinary Income</b>	<b>6,045.07</b>	<b>9,549.03</b>	<b>-10,000.00</b>	<b>5,594.10</b>
<b>Other Income/Expense</b>				
Other Income				
Wireless Site Lease	250.00	250.00	0.00	500.00
<b>Total Other Income</b>	<b>250.00</b>	<b>250.00</b>	<b>0.00</b>	<b>500.00</b>
Other Expense				
Distribution Project	0.00	240.00	0.00	240.00
Monitor Wells - Sewer	807.50	0.00	0.00	807.50
<b>Total Other Expense</b>	<b>807.50</b>	<b>240.00</b>	<b>0.00</b>	<b>1,047.50</b>
<b>Net Other Income</b>	<b>-557.50</b>	<b>10.00</b>	<b>0.00</b>	<b>-547.50</b>
<b>Net Income</b>	<b>5,487.57</b>	<b>9,559.03</b>	<b>-10,000.00</b>	<b>5,046.60</b>

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## River Pines Public Utility District Account QuickReport-Board Meetings As of February 29, 2024

Type	Date	Num	Name	Memo	Amount
<b>Bank Accounts</b>					
<b>EI Dorado Checking</b>					
Deposit	02/01/2024			Deposit	1,175.87
Check	02/01/2024		Google Services	District Emails	-108.00
Check	02/01/2024		GetStreamline	District Website	-63.00
Deposit	02/01/2024			Deposit	747.17
Deposit	02/01/2024			Deposit	744.46
Check	02/05/2024		Adobe PDF		-19.99
Check	02/05/2024		PG&E - Sewer	8721806002-5	-5,602.95
Check	02/05/2024		PG&E - Water 2	2458584137-2	-1,997.46
Check	02/05/2024		PG&E - Office/Town Hall	6898952032-2	-43.88
Check	02/05/2024		RJPro		-209.00
Check	02/05/2024		Candi Bingham		-2,107.34
Deposit	02/06/2024			Deposit	356.35
Deposit	02/06/2024			Deposit	363.30
Deposit	02/06/2024			Deposit	465.32
Bill Pmt -Check	02/07/2024	14260	All Sierra Roof Company	Balanced was paid by Amador Cou...	-1,529.75
Bill Pmt -Check	02/07/2024	14261	Amador County Clerk		-625.00
Bill Pmt -Check	02/07/2024	14262	Amador Water Agency	30018	-10,000.00
Bill Pmt -Check	02/07/2024	14263	Anita Ebbinghausen	Salary - February 2024	-75.00
Bill Pmt -Check	02/07/2024	14264	California Bank & Trust	1030264749	-890.00
Bill Pmt -Check	02/07/2024	14265	California Laboratory Services	December Testing	-830.00
Bill Pmt -Check	02/07/2024	14266	Colantuono, Highsmith & ...	Distribution Project - Circle Tank Pr...	-240.00
Bill Pmt -Check	02/07/2024	14267	Database Systems Corp.		-25.00
Bill Pmt -Check	02/07/2024	14268	Eric Rewitzer	Salary - February 2024	-75.00
Bill Pmt -Check	02/07/2024	14269	Gisele L. Wurzburger	February Board Clerk - 2024	-300.00
Bill Pmt -Check	02/07/2024	14270	Hach Company	Turbidimeter - Balance - Credit on a...	-648.65
Bill Pmt -Check	02/07/2024	14271	John Chapman	Salary - February 2024	-75.00
Bill Pmt -Check	02/07/2024	14272	Kamps Propane		-258.80
Bill Pmt -Check	02/07/2024	14273	Karla Christensen	Salary - February 2024	-75.00
Bill Pmt -Check	02/07/2024	14274	NV5, Inc.	Monitoring Well Report	-807.50
Bill Pmt -Check	02/07/2024	14275	Rocky Raymond	Salary - February 2024	-75.00
Bill Pmt -Check	02/07/2024	14276	SWRCB Fees	SM-1042602; System # 0310006	-728.52
Bill Pmt -Check	02/07/2024	14277	Hach Company	Maintenance Case	-1,856.54
Bill Pmt -Check	02/07/2024	14278	California Department of Ta...	Letter ID:L0024511429; Voucher#5...	-335.00
Deposit	02/07/2024			Deposit	150.00
Deposit	02/08/2024			Deposit	3,689.57
Check	02/08/2024	14111	Goin Postal	Lien Release	-15.00
Check	02/08/2024	14108	Amador County Clerk	Lien Release	-15.00
Deposit	02/08/2024			Deposit	3,902.20
Check	02/08/2024		Leslie Garrett	Office Staff	-843.09
Check	02/08/2024		Tax Impound		-28.10
Deposit	02/08/2024			Deposit	300.00
Deposit	02/09/2024			Deposit	1,115.03
Deposit	02/12/2024			Deposit	322.21
Deposit	02/12/2024			Deposit	1,090.97
Deposit	02/13/2024			Deposit	800.00
Deposit	02/14/2024			Deposit	311.60
Check	02/15/2024		Candi Bingham		-2,107.34
Check	02/15/2024		AT&T - Sewer	209 245-3984 701 9	-115.26
Deposit	02/15/2024			Deposit	601.29
Deposit	02/16/2024			Deposit	912.81
Deposit	02/20/2024			Deposit	473.31
Deposit	02/20/2024			Deposit	630.01
Deposit	02/20/2024			Deposit	1,169.16
Check	02/21/2024		Leslie Garrett	Office Staff	-912.75
Deposit	02/22/2024			Deposit	12,103.27
Deposit	02/22/2024			Deposit	743.66
Deposit	02/22/2024			Deposit	2,149.81
Deposit	02/23/2024			Deposit	1,415.58
Deposit	02/26/2024			Deposit	464.64
Deposit	02/27/2024			Deposit	200.00
Deposit	02/27/2024			Deposit	159.00
Deposit	02/27/2024			Deposit	463.35
Check	02/28/2024		RingCentral		-58.53
Deposit	02/29/2024			Deposit	1,703.58
Deposit	02/29/2024			Deposit	1,500.00

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## **River Pines Department Report**

January 2024

### **Water Production/Sold**

Well 2:	432,700 gallons	Total Produced:	1,079,400 gallons
Well 3R:	646,700 gallons	Total Sold:	520,760 gallons
Well 6R:	0 gallons	Unaccounted Loss:	52%

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### **Regulatory Compliance Specialist**

- Monthly water and wastewater reporting

### **Wastewater**

- Routine operation and maintenance
- Removed sludge at all lift stations with Sweet Pea
- Influent flow 1,177,900 gallons. Effluent Discharged 354,800 gallons.

### **Water Treatment / Distribution**

- Routine sampling and maintenance
- One (1) leak repair

Staff Hours: 59.5 Water hrs.    115.5 Wastewater hrs.

**Prepared by:** Operations Department Staff

**Reviewed by:** Rick Ferriera, Operations and Engineering Manager





**AGENDA ITEM – 8b**

**GENERAL MANAGER’S REPORT**

**For the Month of February/March 2024**

- 1. Distribution Grant Update** – the escrow documents have been signed. A check in the amount of \$16,587 was delivered to Placer Title for the purchase. The escrow papers will be sent to the state for proof of purchase, and I will also complete the reimbursement forms.

The district will be receiving an over payment check of \$185 for notary fees. They included a \$200 notary fee, but because I was in RP it was only \$15.

**Updated Plans** – the second update plans have been completed and sent to the state. I am hoping that everything is approved, and we will go out to bid in the next week.

- 2. FEMA** – the documents are ready and signed by me for the Emigrant Trail project. Hoping to get that project underway within a week or so. Just depends on Shenandoah’s schedule.

**FEMA** – will not approve the town hall repairs or parking lot. They are stating that it has nothing to do with the storms. They did advise me to try and get funding through 404 mitigations. I am currently working on that application.

- 3. GM Visit** – I was in River Pines March 11 – 14. Left the morning of the 15<sup>th</sup>. Everything looks good and very organized.

- 4. Pond Mixers** – after doing some research on the PG&E bills, I noticed that with the new mixers, the KW have doubled. The old mixers used 6kw and the new ones are around 16kw (more than doubled). I spoke with the sewer supervisor, and he is going to put timers on the mixers and run them at night. Hopefully this will help with our PG&E bill (last year

at this time it was approx. \$1,900 and this year \$8,200). PG&E also increased their rates.

1. Bank Deposits – Office Manager
2. Monthly Billing & Monthly Late Notices - GM
3. Monthly 48 Hour Notices – Office Manager
4. Agenda & Packets – Board Clerk and GM
5. Monitor Office Staff - GM
6. Liens and Releases – GM and Office Manager
7. Utility Demands – Office Manager