

Wednesday, September 9, 2015
ACTION MINUTES

-
1. **CALL TO ORDER:** The meeting was called to order by Chairman Landgraf at 6:35 p.m.
 2. **ROLL CALL: Members present:**

Chairman Cathy Landgraf	Candi Bingham, General Manager
Director Anita Ebbinghausen	Greg Guina, Chief Plant Operator
Director René Walden-Qualls	Mary Beth Van Voorhis, Board Clerk
Director - Vacant	

Vice Chairman Michael Gardner arrived at 6:37 p.m.
 3. **PLEDGE OF ALLEGIANCE:** Chairman Landgraf led the Pledge of Allegiance.
 4. **AGENDA: M/S Ebbinghausen, Walden-Qualls, to approve the agenda, as presented, with the addition of a discussion only item #9J "DRAFT Proposed By-Laws Table of Contents". Motion carried 3-0.**

AYES:	Ebbinghausen, Landgraf, Walden-Qualls
NOES:	None.
ABSENT:	Gardner.
ABSTAIN:	None.
 5. **PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA: None.**
 6. **Minutes:**
 - A. August 12, 2015 Regular Meeting
M/S Walden-Qualls, Ebbinghausen, to approve as presented. Motion carried 3-0.

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

Vice Chairman Michael Gardner arrived at 6:37 p.m.
 - B. August 20, 2015 Special Meeting
M/S Walden-Qualls, Ebbinghausen, to approve as presented. Motion carried 4-0.

AYES:	Ebbinghausen, Gardner, Landgraf, Walden-Qualls
NOES:	None.
ABSENT:	None.
ABSTAIN:	None.
 7. **EXPENDITURE REPORT: Submitted Check Approval through September 3, 2015.**
M/S Walden-Qualls, Gardner, to approve as presented. Motion carried 4-0.

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

8. MONTHLY OPERATIONS REPORT:

- A. Monthly water and wastewater report. Chief Operator Greg Guina provided a verbal review of his distributed August 2015 Monthly Operation Report. Refer to monthly report for details.

General Manager Candi Bingham inquired on the timing of sewer inspections and Mr. Guina reported that they would begin next week.

Director Ebbinghausen inquired on the reduction of the 2" service line to a 1" service line. Mr. Guina stated that the line serves only one customer and a 1" service line is very standard in this application. He estimated the 2" line was installed in the 1980's and the usual life to be 40-50 years. Mr. Guina left the meeting at 6:48 p.m.

- B. Monthly General Manager Report.

Manager Bingham provided a verbal review of the August 2015 Office Report included in the agenda package.

9. BOARD MATTERS:

- A. Security System Update and Possible Changes.

Consultants present for this discussion:

Brent Stewart and Michael Boren – Rocky Ridge Wireless

Abraham Hanes – Mission Electronics

Mr. Hanes reported on his work on the cameras at the sewer pond and stated more work is needed to get power to the tower at this location.

The following options were discussed:

1. Skip the treatment plant.
2. Installation of a camera and DVR at the treatment plant.
3. Service provided by a different internet provider with a pole at the Circle Avenue Tank. Cost would be \$500.00 to install and would provide internet to the District.

Manager Bingham is currently researching easement options along the existing roadway. Mr. Hanes said a repeater tower at this location would bring it into the network. He said the tower would be approximately 30' tall and 12' wide and it would be ideal to have it on District property.

Mr. Stewart needs a 15' high tower although Mr. Hanes commented that he would prefer a higher tower in order to pick up remote sites. He discussed District lease opportunities with Zetta who would put a tower on Immigrant Trail, however, there would be a conflict with Rocky Ridge Wireless providing for internet customers and his need for higher equipment.

Mr. Stewart discussed his company's exclusive lease for RPPUD properties and the existing revenue source to the RPPUD from the customer base. He said he has exclusive distribution rights under the existing 50 year lease agreement. He confirmed that Zetta can put a tower on other properties. He said the existing system monitors alarms at lift stations at all times. He said current internet subscribers provide revenue offsets of 75% of monitoring costs. He feels it would be illegal to place another antennae at Circle Avenue and that the wind loading here is maxed out. He also stated that specific frequencies would be required for an additional tower.

Manager Bingham confirmed that Zetta would not pay the District lease revenue (as provided in the existing lease agreement with Mr. Stewart) and would require payment for monthly service that would be exclusive to the District.

Mr. Hanes and Manager Bingham expressed the 50 year lease agreement contract was not enforceable.

Mr. Hanes commented that, although not cost effective, a separate tower would be needed in order to meet the height requirements,

Director Walden-Qualls feels the existing lease with Mr. Stewart is an obstacle to what the RPPUD needs to do.

Mr. Stewart said his proposal is for \$200/month for 25 mg of service to the office which is the same price for 20mg distributed to the Circle Avenue/Jay Bird tanks and the Slow Sand Filter making it 5mg per site.

Director Landgraf expressed that the cameras have already been purchased.

Mr. Stewart stated that AT&T hoops would allow for a wired line to the wastewater treatment plant with a repeater on the right-of-way from Slate Creek to the plant. He reiterated that it would provide 5 mg per site and 1 mb per camera with a full 1080 pixel resolution, and frame rates of 3 frames per second.

Manager Bingham stated 1mb per camera will not work. Mr. Hanes concurred. He said it would not provide enough band width. He feels it needs to be at least 3mb for each camera. He said a solar portion is not needed at the tank. He stated the new tower would only cost \$2,000.00 more and would provide the District with their own equipment for an alternate frequency.

Discussion ensued about the need for cameras at the sewer plant due to trespassing by drug users and the goat that was killed. Cameras would be valuable in order for the Sheriff's Department to do anything. Director Gardner feels that the District should be proactive by creating a "post 9/11" secure system.

Manager Bingham said the RPPUD would have to pay for the cost of the tower cost as there is no grant money available.

Mr. Hanes said Zetta would put in tower if the RPPUD goes with his service. He feels the 500 mb Zetta would provide would be more than enough. He said he needs a 15' pole.

Director Gardner commented that by using Zetta the monthly fee would be \$30.00 less, however, the cost for the two towers is \$5,000.00. Mr. Hanes and Mr. Stewart can work with the two tower scenario.

Mr. Stewart said they would price match with Zetta and deduct \$30.00 from his monthly bill in order to provide 25mb bandwidth.

Director Walden-Qualls feels that the installation of two towers would be doing the job completely.

M/S Gardner, Ebbinghausen to build the two towers at a cost of \$5,000. Mr. Hanes and Mr. Stewart will work together with the installation specifications to provide complete service to the whole system. Motion carried 4-0.

AYES: Ebbinghausen, Gardner, Landgraf, Walden-Qualls

NOES: None.

ABSENT: None.

ABSTAIN: None.

B. Approve Service Agreement with Water Compliance Services (WCS).

Consultant Russell Van Voorhis reviewed the Service Agreement included in the agenda package for his company's availability to provide the District with local resources to respond to District operations and emergency needs in the event the District operator has scheduled time off and Board Clerk duties.

M/S Gardner, Ebbinghausen approve the Service Agreement with WCS to provide Board Clerk services and operations assistance, as presented. Motion carried 4-0.

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

C. Financial Reports

M/S Gardner, Walden-Qualls to accept the Financial Reports, as presented. Motion carried 4-0.

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

D. Camel Jet – Possible sale or trade.

Manager Bingham reported listing the sale of the Camel Jet on Ebay, CSDA, and Craigslist with no inquires. She said Amador Mechanical was interested in purchasing the equipment and, if approved, would provide the District with one year system cleaning. He would not charge the District for the use of the equipment during the year, but would have to charge for labor.

M/S Gardner, Ebbinghausen, to offer purchase of the Camel Jet to Amador Mechanical for \$5,000 with one year use of the equipment and labor reimbursement. Motion carried 4-0.

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

E. Town Hall Rental – Rental Fee for Use.

Many options were discussed for increasing facility use fees for regular users.

Board consensus to increase the AA user fee from \$40/month for two meeting per week to \$30.00/each use (\$60.00/week) in order to off-set cleaning expenses, utility costs, and toiletries. Manager will provide a “Donation Box” for specific Town Hall repairs.

F. Dumpster Day

Director Ebbinghausen and Hal Jones will contact ACES Waste Services and provide a report of their findings at the next meeting.

G. Emergency Plan – Set Date for Workshop.

Board consensus to schedule the Emergency Community Action Plan Workshop for Wednesday, September 23, 2015 at 3:00 p.m. at Town Hall to establish policies for plan implementation.

H. Continued Update on CDBG Grant Program.

Manager Bingham reported the grant had been approved by the County board for the distribution system new well site, water tanks, etc. as prepared by KASL Consulting engineer John Scroggs. The grant includes an additional \$9,300 for Terry Cox and \$7,000 for potholing. The project is scheduled to start soon. A copy of the revised contract will be forthcoming. Completion is scheduled within 120 days of commencement.

I. Continued - Update on Cal-Fire Grant.

Manager Bingham reported wood chipping was scheduled for today, however, Operator Guina rescheduled it for Friday.

J. Added at beginning meeting: Table of Contents - Bylaws

Director Walden-Qualls distributed a DRAFT Proposed Table of Contents related to the existing District By-laws and administrative policy. She encouraged Board members to review the hand out in order to provide input at a future meeting.

10. BOARD OF DIRECTORS COMMENTS/REPORTS:

A. Capital Improvements and general repairs necessary at the District. Continued Item.
No new action to report.

B. Repair on the easement road should be shared by RPPUD and the six other property owners on the easement deed. Continued Item.
No new action to report.

11. COMMITTEE COMMENTS/REPORTS: Continued Item.

None.

12. FUTURE AGENDA TOPICS: Continued Item. This is an opportunity for the Board Members, the District Employees to request items to be placed on future agendas.

Manager Bingham will review District needs for use of Water Compliance Services.

Amador Water Agency issues.

Water Rights - Designation of Special Meeting on September 23, 2015 (after the workshop).

Board Clerk Van Voorhis was asked to provide information on local Ethics Training and Sexual Harassment training for Board members.

13. ADJOURNMENT – The meeting adjourned at 8:38 p.m.

The next Regular Meeting will be held on October 14, 2015 at 6:30 p.m.

Respectively submitted,
Mary Beth Van Voorhis, Board Clerk