

# RIVER PINES PUBLIC UTILITY DISTRICT



22900 Canyon Avenue, P.O. Box 70, River Pines, CA. 95675  
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[www.rppud.org](http://www.rppud.org)

## REGULAR AGENDA

Wednesday, September 18, 2019 - 6:00 P.M.

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**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. AGENDA:** Approval of agenda for this date; all off-agenda items must be approved by the Board (pursuant to §54954.2 of the Government Code.)

**5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board now upon any subject within the jurisdiction of the Board; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note - there is a **three (3) minute limit per topic**.

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

- a. August 21, 2019 Regular Meeting.

**7. CONSENT ITEMS:**

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

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

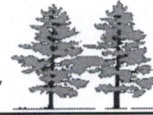
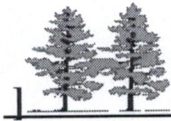
- a. Monthly Operations Report.
- b. Monthly General Manager Report.

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

- a. Resolution 2019-04 Approving Approval of El Dorado and Amador Election Department to Handle the District's November 2019 Election. Discussion/Action.
- b. Account 71006 Request for Credit for Leak. Discussion/Action.
- c. Resolution 2019-05 – Policy for Billing Adjustment Credits Due to Water Leak. Discussion/Action
- d. Clarification District Shut Off Procedures - Policy. Discussion/Action.
- e. CDF's Use of District's Fire Hydrants. Discussion/Action.
- f. Monitoring Well Drilling Update - Well Reporting Explanation. Discussion only.
- g. Customer Request Copy of Well Reporting Email/Explanation. Discussion only.
- h. Pat Dunn, NV5 Contract Well Reporting Liaison. Discussion/Action.
- i. Eco-Green Program Assessment. Discussion/Action.
- j. Backflow Prevention Device Policy – By Laws. Discussion/Action.
- k. New Water Disconnection Policy. Discussion only.

- 10. BOARD OF DIRECTORS COMMENTS/REPORTS:** Discussion Only.
- a. Capital Improvements and general repairs necessary at the District. Continued Item.
- 11. COMMITTEE COMMENTS/REPORTS:** Continued Item.
- a. Solar Panel Committee. Discussion/Possible Action.
  - b. Water Rights Committee. Discussion/Possible Action.
- 12. FUTURE AGENDA TOPICS:** This is an opportunity for Board Members and District Staff to request matters to be placed on upcoming agendas.
- 13. ADJOURNMENT** – The next Regular Meeting – October 16, 2019 at 6:00 p.m.

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**REGULAR MINUTES**

**Wednesday, August 21, 2019**

**ACTION MINUTES**

**1. CALL TO ORDER:** The meeting was called to order by Chairman Raymond at 6:00 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 Board Member Henry, seconded by Vice-Chairman Ebbinghausen, and carried by a 5 to 0 vote to approve the Regular Agenda dated August 21 17, 2019 as presented. Motion passed by the following vote:**

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

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

Barney Prosser stated his concern was regarding the discussion around town regarding a merger with the River Pines Public Utility District and Amador Water Agency. He also stated concern that if this merger were to take place would the District's Water Rights be given to Amador Water Agency.

Chairman Raymond and Vice-Chairman Ebbinghausen both assured Mr. Bosser there has been no current discussions with Amador Water Agency regarding a merger. If this matter was being considered or discussed it would be on the Agenda and a public notice would have been provided to the District's customers. Vice-Chairman Ebbinghausen reiterated the State owns the water and the District is the care taker.

Board Member Christensen stated there has been a lot of posts on Facebook about this merger and the possibility of forming a Homeowner's Association. Vice-Chairman Ebbinghausen requested Board Member Christensen assure these individuals there is no merger or HOA being discussed at this time.

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

A. July 17, 2019 Regular Meeting.

**Motion by Board Member Henry, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Minutes dated July 17, 2019 as presented. 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 July 31, 2019.
- b. Expenditure Report - Submitted Check Approval through July 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 July 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.

**July 1 thru July 31, 2019 Water Production/Sold Information:**

Well 2 - 695,300 gallons	Total Produced - 1,356,088 gallons
Well 3R - 617,800 gallons	Total Sold - 798,414 gallons
Well 6R - 32,988 gallons	Unaccounted Loss - 41%

**June 1 thru June 30, 2019 Wastewater Production:**

Influent flow: 1,089,500 gallons Effluent 671,200 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 reported AWA replaced the well meter that appeared to be working intermittently and which should be reflected in the Unaccounted Loss in the future. She was notified if the Chlorine residual is 1.2 the fire hydrants do not have to be flushed.

Vice-Chairman Ebbinghausen inquired if California Department Forestry and Fire (CDF) was using the District's fire hydrants. She asked whether they are notifying the District when they use the hydrant and are they being charged for their usage.

General Manager Bingham reported this is an ongoing problem. CDF has been required to provide the gallons used from the fire hydrants and continue to neglect the District's requirement to provide this information. After consideration discuss staff was directed to place this item on the next agenda for discussion and action.

General Manager Bingham reported she would be at the office September 16 through September 20.

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

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

**a. Board Clerk – Remote Contract Agreement Attendance Board Meetings. Discussion/Action.**

No written report was submitted on this item. Board Clerk Wurzburger reported her Remote Contract Agreement expired June 30, 2019. The agreement was submitted with two expiration dates – December 31, 2019 and June 30, 2020. She noted she was not requesting an increase compensation and compensation of \$300.00 per meeting would remain.

General Manager Bingham requested the agreement be amended to remove the following description: Assist with the completion supporting documents and preparation of the agenda packet for said meeting.

Board Clerk Wurzburger agreed she only prepares Agendas and Minutes, that General Manager Bingham prepares all supporting documents and completes the Agenda packets.

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

**Motion by Board Member Henry, seconded by Vice-Chairman Ebbinghausen, and carried by a 5 to 0 vote to approve the Board Clerk – Remote Contract Agreement as amended. Motion passed by the following vote:**

<b>AYES:</b>	<b>Christensen, Ebbinghausen, Henry, Miller, Raymond</b>
<b>NOES:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>

**b. Monitoring Wells Project Update. Discussion/Action.**

No written report was submitted on this item. General Manager Bingham provided a copy of an email from Pat Dunn, NV5, regarding the monitoring wells and that this email was for information only no action was necessary.

The email stated the water quality which indicates the potential impacts from the WWTP the facility:

- a. Alkalinity is similar for all three wells with Nitrates as non-detect,
- b. Metal results are similar,
- c. Chloride and TDS elevated for all wells are total coliforms 430 > 1600. Fecal coliforms found in MW-2. Elevated coliform is concerning for this site.

Survey information will be available soon in order to assess ground water elevations and flow direction along with the coliform source areas. A chlorination development program for the monitoring wells prior to sampling next time appears warranted.

General Manager Bingham reported Mr. Dunn would be providing a contract from the NV5 - Well Testing Reporting Liaison to the State for discussion and action at the next meeting. She stated the District must wait for the State to comment on these findings.

Staff was directed to contact Mr. Dunn for a better explanation of the findings and acronyms provided in the email.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion. After consideration discuss staff was directed to place this item on the next agenda for discussion and action.

No action taken.

**c. Eco-Green Program Update. Discussion/Action.**

No written report was submitted on this item. General Manager Bingham reported Eco-Green was at the District today preforming the assessment to determine the benefits of all the rebates and incentives available for the District. Eco-Green will provide the assessment by the end of the week and it will then be submitted to the State. If the State approves the assessment it will be on the next agenda for discussion and action.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion. After consideration discuss staff was directed to place this item on the next agenda for discussion and action.

No action taken.

**d. Backflow Prevention Device Policy. Discussion/Action.**

No written report was submitted on this item. General Manager Bingham presented a copy of Amador Water Agency's Cross-Connection Control Program – Backflow Prevention Packet. This policy was prepared by AWA's Lawyer and Engineer.

General Manager recommended utilizing AWA's Cross-Connection Control Program – Backflow Prevention Packet as River Pines Public Utility District's Backflow Prevention Device Policy. She recommended adding the following requirement: Commercial customers must verify Backflow devices have been installed when property sells or changes hands.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion. After consideration discuss staff was directed to place this item on the next agenda for discussion and action

**Motion by Vice-Chairman Ebbinghausen, seconded by Board Member Henry and carried by a 5 to 0 vote to approve Backflow Prevention Device Policy as amend. Motion passed by the following vote:**

<b>AYES:</b>	<b>Christensen, Ebbinghausen, Henry, Miller, Raymond</b>
<b>NOES:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>

e. **Water Disconnection Policy.** Discussion/Action.

No written report was submitted on this item. General Manager Bingham presented a copy of an article Prepared by Best Best & Krieger Attorneys at Law regarding New Restrictions on Residential Water Service Discontinuation in California. This new law applies to all urban and community water systems, public or private, that provides water to more than 200 service connections. Considering Senate Bill 998, water systems should carefully evaluate existing policies and procedures relating to delinquent accounts and discontinuation of water service, and update any necessary policies, procedures, ordinances or administrative code to ensure compliance with the new requirements. The new requirements will go into effect April 1, 2010. She stated she would continue to research Senate Bill 998 and how it will impact the District.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion. After consideration discuss staff was directed to place this item on the next agenda for continued discussion.

No action taken.

f. **Tree Removal at Sand Filter.** Discussion/Action.

No written report was submitted on this item. Board Member Henry reported the tree removal at the Sand Filter was almost completed. Chairman Raymond reported the District will be getting a dumpster from the County this weekend and it could be used for disposal excessive debris from this tree removal.

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

No action taken.

g. **New State Law Regarding Solid Waste.** Discussion Only.

No written report was submitted on this item. General Manager Bingham reported Chairman Raymond requested this item to be discussed at the last meeting. Chairman Raymond reported he had been contacted by ACES Waste Management regarding the California Department of Resources Recycling and Recovery proposed regulations to reduce organic waste in landfills as required by Senate Bill 1383.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion. After consideration discuss Chairman Raymond stated he would continue to monitor Senate Bill 1383.

No action taken.

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

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

General Manager Bingham reported the District's was awarded a USDA Grant for the District's Town Hall renovation project in the amount of \$43,000. Funding should be awarded in October or by the first of the year. She noted she used the figures prepared by Nel Raymond which was originally submitted to Lowe's for a grant for the same renovation project. The Board thanks General Manager Bingham for following through with this well needed renovation project.

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

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

No action taken.

**12. FUTURE AGENDA TOPICS:**

- a. Account 71006 Request for Credit for Leak. Discussion/Action.
- b. CDF's Use of District's Fire Hydrants. Discussion/Action.
- c. Monitoring Well Drilling Update - Well Reporting Explanation. Discussion only.
- d. Customer Request Copy of Well Reporting Email/Explanation. Discussion only.
- e. Pat Dunn, NV5 Contract Well Reporting Liaison. Discussion/Action.
- f. Eco-Green Program Assessment. Discussion/Action.
- g. Backflow Prevention Device Policy – By Laws. Discussion/Action.
- h. New Water Disconnection Policy. Discussion only.

**13. ADJOURNMENT:** The meeting adjourned at 7:03 p.m.

Respectively submitted,  
Gisele Wurzburger, Board Clerk

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**River Pines Public Utility District**  
**Profit & Loss by Class**  
**August 2019**

	Sewer	Water	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Amador County Auditor's Warrant Secured Appointment	389.42	389.42	778.84
<b>Total Amador County Auditor's Warrant</b>	389.42	389.42	778.84
<b>Base Fee Income</b>			
Maintenance Fees	360.00	360.00	720.00
Sewer	14,987.50	0.00	14,987.50
Voluntary Lock-Off	157.50	157.50	315.00
Water	0.00	11,613.80	11,613.80
<b>Total Base Fee Income</b>	15,505.00	12,131.30	27,636.30
Interest Income	0.03	1.22	1.25
Town Hall Rental	10.00	10.00	20.00
<b>Variable Income</b>			
Door Hanger Fee	0.00	100.00	100.00
Late Fees	388.77	388.77	777.54
Reconnection Fee	0.00	60.00	60.00
Water - Usage	0.00	6,016.45	6,016.45
<b>Total Variable Income</b>	388.77	6,565.22	6,953.99
<b>Total Income</b>	16,293.22	19,097.16	35,390.38
<b>Gross Profit</b>	16,293.22	19,097.16	35,390.38
<b>Expense</b>			
Board Members Stipends	187.50	187.50	375.00
<b>Total Board Members</b>	187.50	187.50	375.00
Contracted Expenses			
Board Clerk	150.00	150.00	300.00
Manager	2,416.66	2,416.68	4,833.34
<b>Total Contracted Expenses</b>	2,566.66	2,566.68	5,133.34
Sewer Expenses			
Amador Water - After Hour Cover	240.00	0.00	240.00
Amador Water - Routine Service	2,413.21	0.00	2,413.21
Amador Water Agency-State Repor	34.26	0.00	34.26
Electricity - Sewer	2,797.43	0.00	2,797.43
Repairs/Maintenance	1,029.38	0.00	1,029.38
SCADA Service	700.00	0.00	700.00
Sewer - Parts/Supplies	375.00	0.00	375.00
Telephone - Sewer	117.09	0.00	117.09
Testing - Sewer	206.00	0.00	206.00
<b>Total Sewer Expenses</b>	7,912.37	0.00	7,912.37
Town Hall Expenses			
Janitorial	60.00	60.00	120.00
<b>Total Town Hall Expenses</b>	60.00	60.00	120.00
Water Expenses			
Amador Water - After Hour Cover	0.00	480.00	480.00
Amador Water Agency-Meter Read	0.00	377.26	377.26
Amador Water Agency-Routine	0.00	2,237.22	2,237.22
Amador Water Agency-State Repor	0.00	137.01	137.01
Amador Water Agency - Customers	0.00	132.68	132.68
Amador Water Agency - Repairs	0.00	203.47	203.47
Electricity - Water	0.00	1,317.07	1,317.07
Parts/Supplies	0.00	384.64	384.64
Permit Fees	0.00	-249.22	-249.22
SCADA Service	0.00	300.00	300.00

**River Pines Public Utility District**  
**Profit & Loss by Class**  
**August 2019**

	Sewer	Water	TOTAL
Telephone - Water	0.00	119.02	119.02
Water Testing	0.00	240.00	240.00
<b>Total Water Expenses</b>	<b>0.00</b>	<b>5,679.15</b>	<b>5,679.15</b>
60000 · Advertising and Promotion	43.32	43.32	86.64
64900 · Office Expenses			
Postage/Shipping	113.67	113.68	227.35
Software	25.49	25.50	50.99
61700 · Computer and Internet Expenses	952.19	952.19	1,904.38
<b>Total 64900 · Office Expenses</b>	<b>1,091.35</b>	<b>1,091.37</b>	<b>2,182.72</b>
68600 · Utilities			
Disposal	46.31	46.32	92.63
Electricity - Office	17.52	0.00	17.52
Electricity - Town Hall	0.00	17.51	17.51
Electricity - Street Lights	57.35	57.35	114.70
Propane	158.44	0.00	158.44
68100 · Telephone - Office	31.28	31.28	62.56
<b>Total 68600 · Utilities</b>	<b>310.90</b>	<b>152.46</b>	<b>463.36</b>
<b>Total Expense</b>	<b>12,172.10</b>	<b>9,780.48</b>	<b>21,952.58</b>
<b>Net Ordinary Income</b>	<b>4,121.12</b>	<b>9,316.68</b>	<b>13,437.80</b>
Other Income/Expense			
Other Income			
Wireless Site Lease	250.00	250.00	500.00
<b>Total Other Income</b>	<b>250.00</b>	<b>250.00</b>	<b>500.00</b>
Other Expense			
Distribution Project	0.00	1,365.00	1,365.00
Monitor Wells - Sewer	13,350.13	0.00	13,350.13
<b>Total Other Expense</b>	<b>13,350.13</b>	<b>1,365.00</b>	<b>14,715.13</b>
<b>Net Other Income</b>	<b>-13,100.13</b>	<b>-1,115.00</b>	<b>-14,215.13</b>
<b>Net Income</b>	<b>-8,979.01</b>	<b>8,201.68</b>	<b>-777.33</b>