



REGULAR MINUTES

Wednesday, March 14, 2018
ACTION MINUTES

1. **CALL TO ORDER:** The meeting was called to order by Chairman Miller at 5:30 p.m.

2. **ROLL CALL:**

Director Richard Miller
Director Anita Ebbinghausen
Director Mark Etter
Director Patrick Henry
Director Rosco Raymond

Candi Bingham, General Manager
Gisele Wurzburger, Board Clerk

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

4. **AGENDA:**

Motion by Board Member Etter, seconded by Vice-Chairman Raymond, and carried by a 5 to 0 vote to approve the Regular Agenda dated March 14, 2018 as presented. Motion passed by the following vote:

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

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

Chairman Miller reported Roseanne Chamberlain, LAFCO and Bruce Baracco, Baracco and Associates were present to make presentation tonight.

Dennis Hook, was present to request an update on the lot line adjustment. General Manager Bingham reported that item was on the agenda for discussion under 9c. Lot Line Adjustment District Shop Location.

Al Bates, was present. Asked the Board if they had any questions or concerns in regards to the survey that was completed for his property. He stated that his property is the boarder of where Plymouth ends and River Pines begins.

Nancy Endy inquired why her item was not on the agenda. Chairman Miller stated her concerns will be addressed during the Financial agenda item. General Manager Bingham stated Nancy Endy's request had been emailed to the Board Members.

Board Clerk Wurzburger stated if an item is requested to be placed on the agenda there should be a written report included in the agenda packet and for the record in order for all present to understand the matter to be discussed

6. MINUTES: Discussion / Approval.

A. February 21, 2018 Regular Meeting.

Mary Pongratz inquired why there were no Minutes for February 7, 2018 Special meeting. General Manager Bingham stated she had not prepared that set of minutes yet and when completed they would be submitted for approval.

Motion by Vice-Chairman Raymond, seconded by Board Member Etter, and carried by a 5 to 0 vote to approve the Minutes dated January 10, 2018. Motion passed by the following vote:

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

7. CONSENT ITEMS:

- a. Monthly Financial Statements - Period Ending February 28, 2018.
- b. Expenditure Report – Submitted Check Approval through February 28, 2018.

Board Clerk Wurzburger stated for the record: Any item under the Consent Items can be pulled for additional discussion but typically these items are approved by one vote.

Chairman Miller opened the public discussion.

Nancy Endy stated she had requested more information be provided regarding the monthly financial expenditures and deposits in order to better comprehend all District financial transactions.

Hearing no further comments from the public, Chairman Miller closed the public discussion.

General Manager Bingham explained the all the information requested by Nancy Endy is provided on the District's Profit and Loss Statements. These statements are provided monthly in the agenda packet and current and previous statements are posted on the District's website.

Chairman Miller reiterated Auditor Robert Johnson had provided a workshop to provide better understanding of the Financial Statements and noted the public could have also attended. He stated if needed Auditor Johnson could host another workshop to assist the public with better understanding of these reports.

Motion by Chairman Miller, seconded by Board Member Etter, and carried by a 5 to 0 vote to approve the Consent Items. Motion passed by the following vote:

AYES: Ebbinghausen, Etter, 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.

February Water Production/Sold Information:

Well 2 - 361,300 gallons Total Produced – 795,021 gallons
Well 3R - 417,400 gallons Total Sold – 543,100 gallons
Well 6R - 16,321 gallons Total Lost - 32%

February Wastewater Production:

Influent flow: 831,000 gallons Effluent 36,900 gallons

Chairman Miller opened the public discussion. Hearing no comments from the public, Chairman Miller 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.

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

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

a. District Roseanne Chamberlain – LAFCO information and report on the status of RPPUD projects submitted LAFCO. Discussion/Possible Action.

Roseanne Chamberlain, Executive Officer, provided a brief description of LAFCO and Sphere of Influence: LAFCO is an acronym for Local Agency Formation Commission. It is a regulatory agency with countywide jurisdiction, established by state law for the purpose of encouraging the orderly and efficient provision of municipal services. LAFCO is responsible for reviewing and approving proposed jurisdictional boundary changes, incorporations of new cities, formations of new special districts, and consolidations, mergers, and dissolutions of existing districts and determining spheres of influence for each city and district. LAFCO's policy is to encourage orderly growth and development. LAFCO does not have direct land use authority and may not manage or operate local agencies. An Sphere of Influence is the probable future boundary and service area of a city or a district, as established by LAFCO. It is a planning boundary, and sometimes extends beyond an agency's legal boundary.

Note for the record: At the March 15, 2018 LAFCO meeting at 6:00 p.m. 810 Court Street the following items are on the agenda for discussion:

1. River Pines Public Utility District Municipal Service Review (MRS), 2018 update: Resolution 2018-01 public hearing. The Commission will review MRS and make determination regarding RPPUD. CEQA: Public Resources Code Section 21102 and 21150, descriptive and planning study for possible future action for funding has not been committed.
2. River Pines Public Utility District Sphere of Influence update and amendment: Resolution 2018-02 public hearing. Sphere update and amendment to include parcels in El Dorado County where the district currently provides service. California Environmental Quality Act (CEQA); Exempt Section 1501(b)(3) no change in service or service area and no possibility that the action taken by the Commission could have a significant effect on the environment.

3. Map of River Pines Public Utilities District and addition parcel in Amador and El Dorado Counties receiving service.

Executive Officer Chamberlain explained the proposed annexation is also in process that will clean up the issue of water service that has been provided to some parcels in El Dorado County that had occurred without the proper procedures being done. There were numerous problems in the district noted in the 2014 MSR, and since the district hired a General Manager, entered into a contract with Amador Water Agency to operate the water system, all these changes warrant an update of the District MSR prior to approving a new Sphere of Influence and the annexation.

Executive Officer Chamberlain reiterated General Manager Bingham has been extremely helpful during this whole process and thanked her for all her assistance.

Chairman Miller opened the public discussion. The following individuals spoke regarding this item: Steve Pongratz, Cathy Landgraf, Gabriel Stewart, Nancy Endy, Hal Jones and Nell Raymond. Hearing no further comments from the public, Chairman Miller closed the public discussion.

Chairman Miller and the Board thanked Executive Officer Chamberlain for attending tonight's meeting and providing the LAFCO presentation and explaining the annexation process.

**b. Water Storage and Distribution Rehabilitation Project – Board Adoption of a Resolution approving Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan.
Discussion/Possible Action.**

Bruce Baracco, Baracco and Associated and MPE Inc. Environmental Consulting, was present to provide an update on the Water Storage and Distribution Rehabilitation Project – Board Adoption of a Resolution approving Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan. He stated there was not action to be taken tonight.

The following documents were provided:

1. Initial Study and Mitigated Negative Declaration Revisions
Chapter 7: Revisions to the Draft Initial Study and Mitigated Negative Declaration.
Chapter 2: Description of Project.
Chapter 3: Required Approvals.
Chapter 4: Environment Setting and Evaluation of Potential Impacts.
Chapter 8: Comments Received and Lead Agency Response to Comments.
2. Chapter 8: Comments Received and Lead Agency Response to Comments – copy of comments.

Bruce Baracco requested a Special Meeting be held after the 10-day review to approve the final documents regarding the Water Storage and Distribution Rehabilitation Project – Board Adoption of a Resolution approving Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan and File Notice of Completion.

Chairman Miller opened the public discussion. The following individual spoke regarding this item Roseanne Chamberlain, Hal Jones, Nancy Endy. Hearing no further comments from the public, Chairman Miller closed the public discussion.

Motion by Board Member Etter, seconded by Chairman Miller, and carried by a 5 to 0 vote to schedule a Special Meeting on March 28, 2018 at 5:00 pm. to discuss and possible action on the

Final Water Storage and Distribution Rehabilitation Project – Board Adoption of a Resolution approving Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan and File Notice of Completion. Motion passed by the following vote:

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

c. Lot Line Adjustment District Shop Location. Continued Discussion/Possible Action.

Board Member Etter recused himself from this item due to a conflict of interest.

Vice-Chairman Raymond provided a copy of the Lot Line for District Shop Location - APN 014-085-006. He stated there had been discussions regarding leasing this property to Dennis Hook for \$1.00 per year however because this is District Property this has to be treated differently. He recommended that staff contact the District's Attorney to determine if this type of lease agreement was conceivable.

Chairman Miller opened the public discussion. Dennis Hook spoke regarding this item. Hearing no further comments from the public, Chairman Miller closed the public discussion.

Motion by Vice-Chairman Raymond, seconded by Board Member Ebbinghausen, and carried by a 4 to 0 vote to leave the Lot Line for District Shop Location - APN 014-085-006 where it was and to deny the lot line adjustment. Motion passed by the following vote:

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

This item and was continued to the next meeting.

d. River Access Steering Committee. Discussion/Possible Action.

Steve Pongratz stated he requested this committee be appointed because the public wants to know what was going on with the River Access.

Vice-Chairman reported the District has no rights to the river access and that the State does not allow any change to the highwater line.

General Manager Bingham noted for the record current committee information is provided on the District's website.

Chairman Miller opened the public discussion. The following individuals spoke regarding this item: Steve Pongratz, Mary Pongratz, Hal Jones and Nell Raymond. Hearing no further comments from the public, Chairman Miller closed the public discussion.

After considerable discussion no action was taken on the River Access Steering Committee because it was not considered a needed standing committee.

e. District Truck - 2002 Toyota Tacoma Bid Results. Discussion/Possible Action.

General Manager Bingham reported a bid in the amount of \$1337.00 was received for the District Truck - 2002 Toyota Tacoma and noted there was also a verbal bid received.

Chairman Miller opened the public discussion. Hearing no comment from the public, Chairman Miller closed the public discussion.

No action was taken on this item and was continued to the next meeting.

f. Appoint Grant Committee. Discussion/Possible Action.

Steve Pongratz stated he requested this committee be appointed because the public wants transparency regarding current District Grants.

General Manager Bingham reiterated District Grant transactions are provided on the District's Profit and Loss Statements. These statements are provided monthly in the agenda packet and current and previous statements are posted on the District's website.

Chairman Miller opened the public discussion. The following individuals spoke regarding this item: Steve Pongratz, Nancy Endy and Nell Raymond. Hearing no further comments from the public, Chairman Miller closed the public discussion.

After considerable discussion no action was taken on the Grant Committee because it was not considered a needed standing committee.

g. Appoint LAFCO Oversight Committee. Discussion/Possible Action.

Steve Pongratz stated he requested this committee be appointed because the public wants to know what was going on with the LAFCO process.

Chairman Miller opened the public discussion. The following individuals spoke regarding this item: Steve Pongratz and Nancy Endy. Hearing no further comments from the public, Chairman Miller closed the public discussion.

After considerable discussion no action was taken on the LAFCO Oversight Committee because it was not considered a needed standing committee.

h. District Policy 2140 Receiving/Depositing Remittance - Discussion/Possible Action.

General Manager Bingham reported staff utilized policies from the California Special District Association to draft District Policy 2140.

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

Motion by Board Member Henry, seconded by Board Member Etter, and carried by a 5 to 0 vote to adopt District Policy 2140. Motion passed by the following vote:

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

i. District Policy 2145 Records Retention - Discussion/Possible Action.

General Manager Bingham reported staff utilized policies from the California Special District Association to draft District Policy 2145.

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

Motion by Chairman Miller, seconded by Board Member Etter, and carried by a 5 to 0 vote to adopt District Policy 2145. Motion passed by the following vote:

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

j. District Policy 2155 Debt Management - Discussion/Possible Action.

General Manager Bingham reported staff utilized policies from the California Special District Association to draft District Policy 2160.

Chairman Miller opened the public discussion. Mary Pongratz noted a couple concerns regarding District Policy 2160. Hearing no further comments from the public, Chairman Miller closed the public discussion.

No action was taken and this item was continued to the next meeting.

k. District Policy 2160 Internal Controls - Discussion/Possible Action.

General Manager Bingham reported staff utilized policies from the California Special District Association to draft District Policy 2160.

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

Motion by Chairman Miller, seconded by Vice-Chairman Raymond, and carried by a 5 to 0 vote to adopt District Policy 2160. Motion passed by the following vote:

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

l. District Policy 4200 Board Actions and Decisions - Discussion/Possible Action.

General Manager Bingham reported staff utilized policies from the California Special District Association to draft District Policy 4200.

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

Motion by Board Member Ebbinghausen, seconded by Board Member Etter, and carried by a 5 to 0 vote to adopt District Policy 4200. Motion passed by the following vote:

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

m. District Policy 4205 Board Meeting Agenda - Discussion/Possible Action.

General Manager Bingham reported staff utilized policies from the California Special District Association to draft District Policy 4205.

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

Motion by Vice-Chairman Raymond, seconded by Board Member Etter, and carried by a 5 to 0 vote to adopt District Policy 4205. Motion passed by the following vote:

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

n. District Policy 4210 Board Meeting Conduction - Discussion/Possible Action.

General Manager Bingham reported staff utilized policies from the California Special District Association to draft District Policy 4210.

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

Motion by Board Member Henry, seconded by Board Member Etter, and carried by a 5 to 0 vote to adopt District Policy 4210. Motion passed by the following vote:

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

o. District Policy 4215 Brown Act Compliance - Discussion/Possible Action.

General Manager Bingham reported staff utilized policies from the California Special District Association to draft District Policy 4215.

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

Motion by Chairman Miller, seconded by Vice-Chairman Raymond, and carried by a 5 to 0 vote to adopt District Policy 4215. Motion passed by the following vote:

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

p. District Policy 4220 Minutes of Board Meeting - Discussion/Possible Action.

General Manager Bingham reported staff utilized policies from the California Special District Association to draft District Policy 4220.

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

Motion by Vice-Mayor Raymond, seconded by Chairman Miller, and carried by a 5 to 0 vote to adopt District Policy 4220. Motion passed by the following vote:

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

q. District Policy 4225 Review of Administrative Decisions - Discussion/Possible Action.

General Manager Bingham reported staff utilized policies from the California Special District Association to draft District Policy 4225.

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

Motion by Chairman Miller, seconded by Board Member Etter, and carried by a 5 to 0 vote to adopt District Policy 4225. Motion passed by the following vote:

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

11. BOARD OF DIRECTORS COMMENTS/REPORTS: Discussion Only.

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

12. COMMITTEE COMMENTS/REPORTS: Continued Item.

a. Standby Fee Determination Committee. Discussion/Possible Action. Nothing to report.

b. Town Hall Improvement Committee. Discussion/Possible Action.

Vice-Chairman Raymond reported he was working on the final numbers for the Lowe's application which will be provided in the near future.

c. Solar Panel Committee. Discussion/Possible Action.

Vice-Chairman reported he met with a couple solar companies to discuss solar for the Town Hall, Slow Sand Filters. Also looking into grants to assist with solar system.

The following individuals commented on this item: Nancy Endy and Nell Raymond.

d. Appoint Water Rights Committee. Discussion/Possible Action.

Vice-Chairman Raymond reported he would be scheduling short committee meetings on March 27th to firm up committee assignments. He will send out an email to all committee members with an agenda which will reflect the exact time each committee would be meeting on that date.

General Manager Bingham reminded Board Member Etter that he needed to complete AB1234 Ethic Training.

13. FUTURE AGENDA TOPICS:

- a. District Truck - 2002 Toyota Tacoma Bid Results.
- b. Bylaws.
- c. District Policy 2155 Debt Management

14. ADJOURNMENT: The meeting adjourned at 8:15 p.m.

Respectively submitted,
Gisele Wurzbarger, Board Clerk

DRAFT



RIVER PINES PUBLIC UTILITY DISTRICT

SPECIAL MINUTES

Wednesday, March 28, 2018

ACTION MINUTES

1. CALL TO ORDER: The meeting was called to order by Chairman Miller at 5:30 p.m.

2. ROLL CALL:

Director Richard Miller
 Director Anita Ebbinghausen
 Director Mark Etter
 Director Patrick Henry
 Director Rosco Raymond

Candi Bingham, General Manager
 Gisele Wurzburger, Board Clerk

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

4. AGENDA:

Chairman Miller requested an item be added to the agenda for Amador County Candidate Forum.

Board Clerk Wurzburger inquired if this was an emergency item or could it be added to the April 11, 2018 agenda for consideration. Chairman Miller stated it was not an emergency and request it be added to the April 11, 2018 agenda.

Motion by Board Member Etter, seconded by Vice-Chairman Raymond, and carried by a 5 to 0 vote to approve the Special Agenda dated March 28, 2018 as presented. Motion passed by the following vote:

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

5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:

None.

6. BOARD MATTERS: Discussion / Action / Direction to Staff.

a. Water Storage and Distribution Rehabilitation Project – Adopt Resolution Approving Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan, File Notice of Completion. Discussion/Possible Action.

Bruce Baracco, Baracco and Associates, was present to request the final approval on the Water Storage and Distribution Rehabilitation Project – Resolution 2018-04 approving Initial Study/Mitigated Negative Declaration, Exhibit A - Mitigation Monitoring and Reporting Plan and File Notice of Completion.

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

Motion by Chairman Miller, seconded by Board Member Henry, and carried by a 5 to 0 vote to approve Resolution 2018-04 Adopting A Mitigated Negative Declaration for the Water Storage and Distribution Rehabilitation Project, Exhibit A Mitigation Monitoring and Reporting Plan and File Notice of Completion. Motion passed by the following vote:

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

b. Lot Line Adjustment District Shop Location. Continued Discussion/Possible Action.

Board Member Etter recused himself from this item due to a conflict of interest.

Vice-Chairman Raymond reported at the March 14 meeting it was determined to leave Lot Line for District Shop Location - APN 014-085-006 where it was and to deny the lot line adjustment. He stated there had been discussions regarding leasing this property to Dennis Hook for \$1.00 per year, however because this is District Property this must be treated differently. Staff was directed to contact the District's Attorney to determine if this type of lease agreement was conceivable.

General Manager Bingham reported she had contacted the District's insurance company Cutler-Segerstrom Insurance Agency regarding leasing District property. Account Manager Heather Karney informed staff because it was District property it would be too much of a liability for the District. An additional insurance policy would have to be purchased because the current policy would not cover that liability.

Chairman Miller opened the public discussion. Dennis Hook spoke regarding this item. Hearing no further comments from the public, Chairman Miller closed the public discussion.

After considerable discussion, the Board upheld its motion from March 14 to leave the Lot Line for District Shop Location - APN 014-085-006 where it was and to deny the lot line adjustment. Mr. Hook was told he would have to move his building and fence in accordance of Amador County Planning setback requirements.

c. District Truck - 2002 Toyota Tacoma Bid Results. Discussion/Possible Action.

General Manager Bingham reported three high bids in the amount of \$1500, \$2500 and \$2501 were received for the District Truck - 2002 Toyota Tacoma.

Chairman Miller opened the public discussion. Monty Rideout spoke regarding this item. Hearing no further comments from the public, Chairman Miller closed the public discussion.

Motion by Chairman Miller, seconded by Board Member Etter, and carried by a 3 to 2 vote to award the bid for the 2002 Toyota Tacoma for \$2501. Motion passed by the following vote:

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

11. FUTURE AGENDA TOPICS:

- a. Town Hall Spring Cleaning – Tree Trimming.

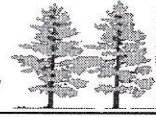
- b. Bylaws.
- c. District Policy 2155 Debt Management.
- d. Amador County Candidate Forum.

12. ADJOURNMENT: The meeting adjourned at 8:15 p.m.

Respectively submitted,
Gisele Wurzbarger, Board Clerk

DRAFT

RIVER PINES PUBLIC UTILITY DISTRICT



SPECIAL MEETING

Wednesday, February 7, 2018

ACTION MINUTES

1. CALL TO ORDER: The meeting was called to order by Chairman Miller at 12:00 p.m.

2. ROLL CALL/MEMBERS PRESENT:

Candi Bingham, General Manager

Director Rick Miller
Director Rocky Raymond
Director Patrick Henry
Director Mark Etter

Director Ebbinghausen - Absent

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

4. AGENDA:

Please Note: All River Pines Public Utility District Board of Directors meetings are tape recorded.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need disability-related modifications or accommodations to participate in this meeting, please contact the District office at 209-245-6723. Requests must be made as early as possible, and at least two full business days before the start of the meeting.

Motion by Board Member Raymond, seconded by Board Member Etter, and carried by a 4 to 0 vote to approve Agenda dated February 7, 2018. Motion passed with the following vote

AYES: Miller, Raymond, Etter, Henry

NOES: None

ABSTAIN: None

ABSENT: Ebbinghausen

5. SPECIAL MEETING:

- A. Resolution No. 2018-01 – Authorizing the District General Manager to Sign and File a Financial Assistance Application for a Financing Agreement from U.S.D.A for River Pines Water Rehabilitation Construction Project.

Motion by Board Member Raymond, seconded by Board Member Etter, and carried by a 4 to 0 vote to approve Resolution No. 2018-01. Motion passed with the following vote

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

B. Resolution No. 2018-02 – Authorizing Board of Director to File for a Municipality Grant from Lowes Gives Foundation for Town Hall Building Improvements.

Motion by Board Member Henry, seconded by Board Member Etter, and carried by a 4 to 0 vote to approve Resolution No. 2018-02. Motion passed with the following vote:

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

6. ADJOURNMENT 12:35 pm

River Pines Public Utility District
Balance Sheet
As of March 31, 2018

AGENDA ITEM 7A

	Mar 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Bank Accounts	
El Dorado Checking	31,235.31
El Dorado Checking-5866 FEMA	9,682.46
El Dorado Checking - 3101 Laif	813.14
El Dorado Savings-9447 Capital	3,010.00
El Dorado Savings - Deposits	33,207.46
El Dorado Savings - DWSRF 7714	1,568.00
Total Bank Accounts	79,516.37
California Bank & Trust - Water	20,055.37
Change Till	75.00
LAIF Investment Fund - Sewer	297,620.41
Total Checking/Savings	397,267.15
Accounts Receivable	
11000 · Accounts Receivable	73,900.52
11200 · Allowance for Doubtful Accounts	-37,000.00
Total Accounts Receivable	36,900.52
Other Current Assets	
12000 · Undeposited Funds	-5,170.70
Total Other Current Assets	-5,170.70
Total Current Assets	428,996.97
Fixed Assets	
Accumulated Depreciation	-1,056,880.00
Fixed Assets	
Building - Sewer	5,789.94
Building - Water	80,441.78
Equipment - Sewer	42,219.85
Equipment - Water	104,650.92
Land - Sewer	1,952.12
Land - Water	13,310.51
Office Equipment - Sewer	4,676.99
Office Equipment - Water	5,115.26
System - Sewer	603,941.83
System - Water	792,643.61
Total Fixed Assets	1,654,742.81
Work In Progress - DWSRF	165,748.28
Total Fixed Assets	763,611.09
Other Assets	
Utility Encroachment - Deposit	828.18
Total Other Assets	828.18
TOTAL ASSETS	1,193,436.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	2,083.33
Total Accounts Payable	2,083.33
Other Current Liabilities	
Payroll Taxes	-5,361.90

River Pines Public Utility District
Balance Sheet
As of March 31, 2018

	<u>Mar 31, 18</u>
Security Deposits - 50/50 W/S	3,733.15
Total Other Current Liabilities	<u>-1,628.75</u>
Total Current Liabilities	454.58
Long Term Liabilities	
Bank & Trust - Water	80,750.00
Deferred Grant Income	165,749.00
Total Long Term Liabilities	<u>246,499.00</u>
Total Liabilities	246,953.58
Equity	
32000 · Retained Earnings	925,425.63
Net Income	21,057.03
Total Equity	<u>946,482.66</u>
TOTAL LIABILITIES & EQUITY	<u>1,193,436.24</u>

River Pines Public Utility District
Profit & Loss by Class
March 2018

	Sewer	Water	TOTAL
Ordinary Income/Expense			
Income			
Base Fee Income			
Sewer	10,751.07	0.00	10,751.07
Stanby	365.00	365.00	730.00
Voluntary Lock-Off	105.00	105.00	210.00
Water	0.00	11,749.33	11,749.33
Total Base Fee Income	11,221.07	12,219.33	23,440.40
Interest Income	0.00	0.49	0.49
Town Hall Rental	45.00	45.00	90.00
Variable Income			
Door Hanger Fee	0.00	60.00	60.00
Late Fees	216.02	231.80	447.82
Reconnection Fee	0.00	60.00	60.00
Water - Usage	0.00	1,154.54	1,154.54
Total Variable Income	216.02	1,506.34	1,722.36
Total Income	11,482.09	13,771.16	25,253.25
Gross Profit	11,482.09	13,771.16	25,253.25
Expense			
Board Members			
Stipends	187.50	187.50	375.00
Total Board Members	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
Total Contracted Expenses	2,566.66	2,566.68	5,133.34
Sewer Expenses			
Alarm Monitoring	700.00	0.00	700.00
Amador Water - Routine Service	3,907.65	0.00	3,907.65
Amador Water Agency - Repairs	3,077.81	0.00	3,077.81
Electricity - Sewer	2,101.57	0.00	2,101.57
Sewage - Pump Service	928.00	0.00	928.00
Telephone - Sewer	83.30	0.00	83.30
Testing - Sewer	68.00	0.00	68.00
Total Sewer Expenses	10,866.33	0.00	10,866.33
Town Hall Expenses			
Janitorial	120.00	120.00	240.00
Supplies	25.22	25.23	50.45
Total Town Hall Expenses	145.22	145.23	290.45
Water Expenses			
Alarm Monitoring	0.00	300.00	300.00
Electricity - Water	0.00	1,406.32	1,406.32
Telephone - Water	0.00	86.32	86.32
Water Testing	0.00	275.00	275.00
Total Water Expenses	0.00	2,067.64	2,067.64
64900 - Office Expenses			
Equipment	85.71	85.71	171.42
Filing Fees	0.00	2,330.75	2,330.75
Postage/Shipping	100.00	100.00	200.00
Printing	0.00	37.20	37.20
Software	69.98	70.00	139.98
Website Service	50.00	50.00	100.00

River Pines Public Utility District
Profit & Loss by Class
March 2018

	<u>Sewer</u>	<u>Water</u>	<u>TOTAL</u>
Total 64900 · Office Expenses	305.69	2,673.66	2,979.35
66700 · Professional Fees			
Security Service/Maintenance	140.00	140.00	280.00
Total 66700 · Professional Fees	140.00	140.00	280.00
68600 · Utilities			
Disposal	40.81	40.81	81.62
Electricity - Office	0.00	25.90	25.90
Electricity - Town Hall	25.90	0.00	25.90
Electricity - Street Lights	79.77	79.78	159.55
68100 · Telephone - Office	60.92	60.93	121.85
Total 68600 · Utilities	207.40	207.42	414.82
Total Expense	14,418.80	7,988.13	22,406.93
Net Ordinary Income	-2,936.71	5,783.03	2,846.32
Other Income/Expense			
Other Income			
FEMA - 2017 Storm Funds	6,588.00	3,094.00	9,682.00
Grant Income - DWSRF	0.00	10,705.00	10,705.00
Sale - District Vehicle	1,250.50	1,250.50	2,501.00
Wireless Site Lease	250.00	250.00	500.00
Total Other Income	8,088.50	15,299.50	23,388.00
Other Expense			
DWSRF Grant - Surveying	0.00	9,137.00	9,137.00
Total Other Expense	0.00	9,137.00	9,137.00
Net Other Income	8,088.50	6,162.50	14,251.00
Net Income	<u>5,151.79</u>	<u>11,945.53</u>	<u>17,097.32</u>

River Pines Public Utility District Account QuickReport-Board Meetings

As of March 31, 2018

AGENDA ITEM 7B

Type	Date	Num	Name	Memo	Amount	Balance
Bank Accounts						
El Dorado Checking						25,793.06
Deposit	02/28/2018			Interest	0.56	25,793.06
Deposit	02/28/2018			Deposit	352.68	26,145.74
Check	03/01/2018	debit	RingCentral	Office Phone	-60.87	26,084.87
Check	03/02/2018	debit	Google Services	District/Director's Email	-25.00	26,059.87
Deposit	03/05/2018			Deposit	3,588.48	29,648.35
Check	03/06/2018	debit	Microsoft Office 365	Office Program Subscription - 2018/yr.	-99.99	29,548.36
Check	03/06/2018	debit	USPS	Postage	-100.00	29,448.36
Deposit	03/06/2018			Deposit	365.35	29,813.71
Deposit	03/07/2018			Deposit	272.04	30,085.75
Deposit	03/07/2018			Deposit	142.82	30,228.57
Check	03/07/2018	eft	Adobe PDF	PDF Software	-14.99	30,213.58
Deposit	03/08/2018			Deposit	367.58	30,581.16
Deposit	03/09/2018			Deposit	258.00	30,839.16
Deposit	03/12/2018			Deposit	5,661.84	36,501.00
Check	03/12/2018	eft	Candi Bingham	March Services 2018	-2,416.67	34,084.33
Deposit	03/12/2018			Deposit	212.23	34,296.56
Bill Pmt -Check	03/14/2018	12964	Aces Waste Services, Inc.	1175	-81.62	34,214.94
Bill Pmt -Check	03/14/2018	12965	Amador Water Agency	30018	-3,077.81	31,137.13
Bill Pmt -Check	03/14/2018	12966	Anita Ebbinghausen	Stipend - March 2018	-75.00	31,062.13
Bill Pmt -Check	03/14/2018	12967	AT&T - Sewer	209 245-3984 701 9	-83.30	30,978.83
Bill Pmt -Check	03/14/2018	12968	Brent Stewart, P.E.		-1,000.00	29,978.83
Bill Pmt -Check	03/14/2018	12969	california Laboratory Ser...	February Testing	-343.00	29,635.83
Bill Pmt -Check	03/14/2018	12970	Gisele L. Wurzbarger	March Board Clerk	-300.00	29,335.83
Bill Pmt -Check	03/14/2018	12971	Ledger Dispatch	Public Notice - USDA Application	-37.20	29,298.63
Bill Pmt -Check	03/14/2018	12972	Mark Etter	Stipend - March 2018	-75.00	29,223.63
Bill Pmt -Check	03/14/2018	12973	Mission IT Solutions	Security System	-280.00	28,943.63
Bill Pmt -Check	03/14/2018	12974	Mt. Aukum Store	Paper Towels, Toilet Paper, Garbage Bags	-50.45	28,893.18
Bill Pmt -Check	03/14/2018	12975	Patrick Henry	Stipend - March 2018	-75.00	28,818.18
Bill Pmt -Check	03/14/2018	12976	Richard Miller	8721806002-5	-2,101.57	26,716.61
Bill Pmt -Check	03/14/2018	12977	Rocky Raymond	Stipend - March 2018	-75.00	26,641.61
Bill Pmt -Check	03/14/2018	12978	Staples	Stipend - March 2018	-75.00	26,566.61
Bill Pmt -Check	03/14/2018	12979	Sweet Pea Ventures, Inc.	Office Chair	-171.42	26,395.19
Bill Pmt -Check	03/14/2018	12980	Amador Water Agency	Pump Lift Stations	-928.00	25,467.19
Bill Pmt -Check	03/14/2018	12981	AT&T - Water	30018	-3,907.65	21,559.54
Bill Pmt -Check	03/14/2018	12982	PG&E - Water 2	209 245-4011 722 0	-86.32	21,473.22
Bill Pmt -Check	03/14/2018	12983	PG&E - Office/Town Hall	2458584137-2	-1,008.78	20,464.44
Bill Pmt -Check	03/14/2018	12984	PG&E - Water	6898952032-2	-51.80	20,412.64
Bill Pmt -Check	03/14/2018	12985	PG&E - Water	3357284549-4	-397.54	20,015.10
Deposit	03/14/2018			Deposit	136.00	20,151.10
Deposit	03/15/2018			Deposit	379.72	20,530.82
Deposit	03/16/2018			Deposit	852.63	21,383.45
Check	03/19/2018	debit	Digital Deployment	For December 2017	-50.00	21,333.45
Check	03/19/2018	debit	Digital Deployment	March 2018	-50.00	21,283.45
Deposit	03/20/2018			Deposit	8,342.02	29,625.47
Deposit	03/21/2018			Deposit	137.27	29,762.74
Deposit	03/21/2018			Deposit	141.70	29,904.44
Deposit	03/21/2018			Deposit	265.88	30,170.32

River Pines Public Utility District
Account QuickReport-Board Meetings
As of March 31, 2018

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	03/22/2018			Deposit	643.14	30,814.02
Deposit	03/23/2018			Deposit	266.10	31,080.12
Check	03/26/2018	eft	RingCentral		-60.98	31,019.14
Deposit	03/26/2018			Deposit	148.32	31,167.46
Check	03/27/2018	eft	Candi Bingham	April Services - 2018	-2,416.67	28,750.79
Check	03/28/2018	debit	USPS	2 Rolls of Stamps	-100.00	28,650.79
Bill Pmt -Check	03/28/2018	12986	Angelica Hernandez	Town Hall - March 2018	-240.00	28,410.79
Bill Pmt -Check	03/28/2018	12987	California Bank & Trust	1030264749	-890.00	27,520.79
Bill Pmt -Check	03/28/2018	12988	PG&E - Street Lights	7368064062-7	-159.55	27,361.24
Deposit	03/28/2018			Deposit	162.00	27,523.24
Bill Pmt -Check	03/29/2018	12989	Amador County Clerk	Environmental Document Filing Fee	-2,330.75	25,192.49
Deposit	03/29/2018			Deposit	5,885.54	31,078.03
Deposit	03/29/2018			Deposit	156.79	31,234.82
Deposit	03/31/2018			Interest	0.49	31,235.31
Total El Dorado Checking						31,235.31
Total Bank Accounts						31,235.31
TOTAL						31,235.31

River Pines April Dept. Report

February Water Production/Sold

Well 2: 354,100 gallons	Total Produced: 767,549 gallons
Well 3R: 382,100 gallons	Total Sold: 475,440 gallons
Well 6R: 31,349 gallons	Total Loss: 38 %

Operations Manager-

Regulatory Compliance Specialist-

- Completed March monthly reporting for water and wastewater. Including No Spill Report to CIWQS.
- Created 1,2,3 TCP reporting forms for new sampling requirement
- Created new Emergency Notification Plan and submitted to Division of Drinking Water

Wastewater-

- Influent flow: 1,021,300 gallons. Effluent Discharged: 342,400 gallons. Couldn't irrigate more due to weather.
- All samples completed
- Replaced aerator in storage pond
- Installed blow off with Water treatment personnel on 2" main.
- Continued to work on shed
- Continued to monitor the known trouble areas of the collection system
- In conjunction with Sweet Pea Septic, de-sludged lift station
- Replaced and rekeyed locks at wastewater plant

Water-

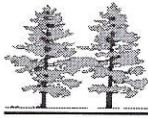
- Completed service on generator at Well 2
- Installed a new blow off on Emigrant Trail
- Completed all regulatory sampling

Electrical-

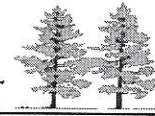
- River Pines Breaker Shorting out to Shed, Replaced breaker and new stab position change.

Prepared by: Andrea Hinton, Regulatory Specialist

Reviewed by: Damon Wyckoff, Operations Manager



RIVER PINES PUBLIC UTILITY DISTRICT



MEETING DATE: April 11, 2018
FROM: Candi Bingham, General Manager
SUBJECT: Water/Wastewater Operations (January 2018)
AGENDA TYPE: Regular Meeting
ATTACHMENTS: No

DISTRIBUTION:

Hung 20 48 Hour Notices

Meter Reads

Responded to Leak Call – near Jaybird tank – dug around area, found no leak. Tested, no sign of CL2

Meter Lock-Off – completed three (3) shut-off due to non-payment of account.

Meter Un-Lock – unlocked one (1) meter due to full payment of account.

Leak in Road near Circle Tank – Construction crew dug up, located and repaired a 2” pvc water main leak
Created System Wide Flushing Program – searched areas within the water system to be flushed. Checked each location for CL2 residual. Using system map, pinpointed areas that will allow all areas of the system to be flushed and maintain the best water quality possible.

Responded to customer complaint of leak. Inspected, no leak. Customer had exposed pipe and did not know who it belonged to. Helped her abandon pipe.

WATER:

Forty-Two hours of routine service and maintenance – includes recording daily well reads, check CL2 levels, run Well 6R for minimum of 4 hours, weekly water sampling, bi-monthly water sampling, LT2 samples, fill CL2 drums, clean chlorine analyzer, etc.

SEWER:

Wash down all lift stations

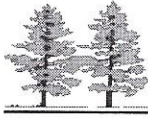
Collect bi-monthly samples

Change spray field nozzles

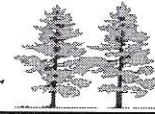
Work on Shed

Check Grinder Pumps, connected generator and ran pumps

Dug trench for flushing inlet and investigate grinder pumps



RIVER PINES PUBLIC UTILITY DISTRICT



MEETING DATE: April 11, 2018
FROM: Candi Bingham, General Manager
SUBJECT: Water/Wastewater Operations (February 2018)
AGENDA TYPE: Regular Meeting
ATTACHMENTS: No

DISTRIBUTION:

Responded to customer complaint of leak – her plumber told her it is District’s leak, got there, leak on her side.

Responded to meter box full of water per meter reader – pumped out water and dug up area, no sign of leak

Responded to customer leak – replaced meter gasket – was a small drip on District side

Leak at meter box – reported by meter reader – 1” brass nipple split and spraying 15gpm. Dug up service line, removed meter box, made repairs, backfilled and cleaned area.

WATER:

Twenty-one (21) hours of routine service/maintenance
Check leak at Well 6R tank, fix leak
Run Well 6R weekly – minimum 4 hours
Bi-Monthly samples, Weekly Samples, LT2 Samples, Quarterly Samples

Updated 2018 State Forms and created files. Monthly Report sent to State, Revised Sampling Sites and received State approval

Repaired leak on chlorine pump Well 2/3R
Flushed Hydrants – free CL2 water clean & clear (weekly & monthly flushing’s)
Meter Reads, cleaned around boxes
Trained new employee to run Well 2/3R and Well 6R
Well 6R – Tested positive for Coliform – retested came back negative (positive was due to rain)
Serviced Generator at Well 2/3R – oil change, gas treatment, etc.

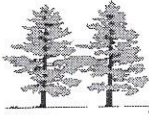
SEWER:

Work in Spray fields – determine which valves control which sprinklers
Work on valves in spray fields
Weekly Lift Station routine – clean, check, etc.
Repaired exposed water line on Emigrant Trail – installed blow off valve also
Spray Access road – weed control
Spray around plant building – weed control
Sewer Samples
Meter Calibrations

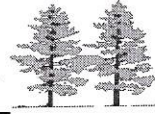
Clean lift stations – Sweet Pea
Finished Shed – wiring, plumbing, etc.
Troubleshoot ponds
Flow Meter Calibrations – Electrical Engineer

Electrical – Shed losing power. Running 17.5 amp on a 20a breaker – removed and found the stabs badly corroded, replaced breaker with a 30amp and located it in a new stab location.

De-sludge all lift stations, headworks and skim spray field vault for duckweed – Sweet Pea Assist
Work on Spray field solenoids.
Camera a customer's line – possible signs of vandalism. Nothing found.



RIVER PINES PUBLIC UTILITY DISTRICT



22900 Canyon Ave., PO BOX 70, River Pines, CA 95675
Phone: (209) 245-6723 Fax: (209) 245-5710 Email: RPPUD@RPPUD.org

AGENDA ITEM – 8B

GENERAL MANAGER'S REPORT

For the Month of: March/April 2018

1. Environmental Report completed to LAFCO's satisfaction
2. Worked on Policies – Completed another six (6) policies – they are on Agenda for review.
3. Deposited FEMA funds into the CALFIRE account. This account is no longer used for CALFIRE funds, as this grant has exhausted
4. Worked on LAFCO
5. Finished and submitted USDA Grant. Application sent back – needs Environmental Report in NEPA format and the Engineers Report in their required format. USDA application cannot be approved until State funding is secured.
6. Finished Preliminary Budget – on Agenda for review. Need to set a Workshop date.
7. Office Printer malfunction – invoices were mailed in black & white.
8. Spoke with Cal.Net regarding internet for District's SCADA system. Patrick Purnell with AWA was to meet with Mother Lode Internet and Cal.Net to work out the logistics.
9. Received \$2,109.24 for Tax Roll – delinquent properties
10. Weekly Bank Deposits
11. Monthly Service Billing
12. Monthly Late Notices
13. Monthly 48 Hour Notices
14. Updated Website
15. Agenda & Packets



AGENDA ITEM 9B

Candi Bingham <rppud@riverpinespod.org>

Agenda item

Tracy Roll <tesroll@gmail.com>
To: River Pines PUD <rppud@rppud.org>

Mon, Apr 2, 2018 at 3:50 PM

Tracy Roll is seeking RPPUD approval to utilize the River Pines park and town hall for a two week summer camp program which will be run by the Amador County Recreation Agency. Approximate time frame will be late June/Early July.

Thank You

AGENDA ITEM 9C

ORDINANCE # 90-001

BE IT ENACTED BY THE BOARD OF DIRECTORS OF THE RIVER PINES PUBLIC UTILITY DISTRICT A RATE CHANGE SHALL GO INTO EFFECT ON JULY 26TH, 1990.

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BE IT RESLOVED by the Board of Directors the following rates will be mailed to customers August 1, 1990.

1. The rates for customers within the entire District will remain 23.00 per month with the exception of overuse of 10,000 gallons or more will be 5.00 on every 1000 gallons or fraction thereof.

2. New maintenance charges of 10.00 per lot per month will be assessed to property owners who are not now on metered service. This 10.00 per month will become effective immediately upon termination of water by request and meter termination for non-payment. The maintenance charge shall be billed monthly, and shall be equivalent to the maintenance charge paid by lot owners who are connected to the system.

3. Let it be enacted that a \$4500.00 impact fee for all on site new connections of water service be levied. If you are within the District and are paying on Maintenance \$3500.00 per connection will be levied to new water service. If any extra off site work is to be done (construction) it shall be paid for by the customer requesting the new service.

4. Whereas monthly service water bills shall be due and payable on the 15th of each month and considered delinquent if not paid by the 30th of each month. The board finds that late payment of monthly water bills by customers will cause the District to incur certain costs as a result of such late payment, therefore if any monthly water bill is not received by the District within time allotted, the delinquent customer shall pay in addition to amount due for the months water service a late charge of 10% of the overdue bill.

5. Whereas when service is discontinued for non payment of bills, service shall not again be re-activated until all prior charges have been paid in full. A charge of \$150.00 will be levied for re-connection of water services (un-refund able).

6. Be it further resolved, if unpaid bill continue to be delinquent after the 30th of each month a termination notice will be sent out in next month billing to appear at a regular meeting to show just cause or present case to board members of non-payment. At that time you may request amortization at the Boards approval.

7. If water service is terminated due to non payment to the district and balance is left owing the district will turn over your delinquent account to the County of Amador for collection on bill.

8. Let it also be enacted, for protection a deposit of 60.00 will be collected on new customers transferring water into their names, which is refundable upon a 10 day notice to the District if water bills are kept current.

The Foregoing Ordinance was duly passed and adopted at a regular meeting of the River Pines Public Utility District held on the 11th day of July 1990, by the following votes:

Ayes: Directors, Martino, Thomas, Burns
Noes: none
Absent: none

Attest: P. J. BURNS
Director at Large

I, Geraldine Christopher, Clerk, Manager, Secretary to the Board of the River Pines Public Utility District, hereby certify the foregoing to be a full, true and correct copy of an Ordinance passed by the Board of Directors of the River Pines Public Utility Dist on the 11th day of July 1990.

Geraldine Christopher

1 BE IT ENACTED BY THE BOARD OF DIRECTORS OF THE RIVER PINES PUBLIC UTILITY
2 DISTRICT THAT:

- 3 1. Maintenance fee shall be collected on all parcels within the district that
4 are not now on active metered service.
- 5 2. The fee shall be used for planning and construction of physical improvements
6 repairs and replacement of equipment and facilities in the water system,
7 which are of general benefit to the District. The improvements include
8 development and construction of new sources of water supply, water treat-
9 ment facilities, water storage facilities, and water transmission and
10 distribution facilities.
- 11 3. The base rate to be charged to each parcel not now on metered service will
12 be \$10.00 per month.
- 13 4. This fee is due the first of each month and will be delinquent if not paid
14 by the 20th of each month. A late charge of 1% per month will be charged
15 to each delinquent account.
- 16 5. If the fee is not paid the district will cause the total amount that is due
17 plus late charges to be assessed against the property. The total will then
18 become part of the secured tax roll to be collected by the County of Amador
19 annually.
- 20 6. The said fee is to remain a permanent assessment against the property.
21 Should the property be sold the new owner will then be responsible for the
22 payment of the fee.
- 23 7. The fee will terminate whenever the property is equipped with regular
24 metered service.
- 25 8. Exemptions to the fee.
 - 26 (a.) Certain parcels within the district that will not be buildable as set
27 forth in county codes will be exempt from this fee.
 - 28 (b.) It will be the responsibility of the property owner to request in
29 writing a fee waiver form.
 - 30 (c.) The final decision as to the whether the fee will be waived will be
31 reserved by the board. It will be the responsibility of property
32 owners to obtain written confirmation from County Building Department

BE IT ENACTED BY THE BOARD OF DIRECTORS OF THE RIVER PINES PUBLIC UTILITY DISTRICT THAT:

- 1 1. Maintenance fees shall be collected on all parcels within the district
2 that are not on metered service.
- 3 2. The fees shall be placed in the MAINTENANCE FUND to be used for planning
4 and construction of physical improvements, repairs & replacement of
5 equipment and facilities in the water system which are of general
6 benefit to the District. The improvements include development and
7 construction of new sources of water supply, water treatment facilities,
8 water storage facilities, and water transmission and distribution
9 facilities.
- 10 3. The base rate to be charged to each parcel not now on metered service
11 will be \$10.00 per month.
- 12 4. This fee is due the first of each month and will be delinquent if not
13 paid by the 20th of each month. A late charge of 1% per month will be
14 charged to each delinquent account. The said fee is a permanent
15 assessment against said property, if sold the new owners start their
16 own assessment fee contract with P.U.D.
- 17 5. The said fee will terminate when the parcel is built upon and is equipped
18 with regular meter service. All fees paid shall be credited, up to a
19 maximum of \$1000.00, toward the impact fee of \$4500.00, paid at time
20 of construction.
- 21 6. A property owner who owns an assessors parcel that is unbuildable,
22 according to county code, may submit a request for exemption and if
23 verified by county the request will be approved.
- 24 7. A property owner who owns parcels that abut the parcel on which his or
25 her owner occupied residence is located, and is on metered service,
26 may submit a request for deferment if buildable, of the fee on no more
27 than one parcel, for privacy, any fee so deferred, shall become a lien
28 on the parcel and will be payable from escrow upon sale. The
29 property owner will be sent a notice of fees accrued to date every
30 six months.
- 31 8. All property owners who have been paying maintenance fees since May
32 1985 Resolution and Ordinance #90-001 date July 26, 1990 shall have

1 the total, up to \$1000.00 credited to their account and will not be
2 billed for the fees under this ordinance until the credit has been
3 exhausted. Any outstanding credit at time of construction, and start
4 of metered service, shall be deducted from the \$4500.00 impact fee.

5 9. All maintenance fees currently billed but not paid are cancelled as
6 of the date of this ordinance, new billing will commence 12/1/92.

7 10. All maintenance fees under this ordinance that become past due shall be
8 reported to the County of Amador for proper legal action to be added
9 to the tax rolls for the current year.

10 11. Effective date of this ordinance shall be December 1, 1992.

11 THIS ORDINANCE WAS PASSED AND ADOPTED AT A REGULAR MEETING ON THE 14TH DAY OF
12 OCTOBER 1992.

13 AYES: NUMMI, LANDGRAF AND MARTINO
14 NOES: NONE
15 ABSENT: NONE

16 RIVER PINES PUBLIC UTILITY DISTRICT
17 Board of Directors

Cindy Nummi
CINDY NUMMI, PRESIDENT

18 Attest:
19 I Bridget LaRock, Clerk of River Pines Public Utility District hereby certify
20 and attest under penalty of perjury under the laws of the State of California
21 that the foregoing is a full, true and correct copy of Ordinance '92-009,
22 passed by the Board of Directors of the River Pines Public Utility District
23 at a regular meeting held the 14th day of October 1992, and duly signed by
24 its President, Cindy Nummi in my presence.

25 River Pines Public Utility District

26 By:
27 *Bridget LaRock*
BRIDGET LAROCK, CLERK

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River Pines Public Utility District
Profit & Loss Budget Overview
 July 2018 through June 2019

AGENDA ITEM 9D

	Jul '18 - Jun 19
Ordinary Income/Expense	
Income	
Amador County Auditor's Warrant	
HO & Timber Tax	60.00
Homeowners Exemption	120.00
Secured Appointment	6,336.00
Secured Direct Charges	192.00
Secured Taxes	6,384.00
Unitary Tax	492.00
Unsecured Appointment	204.00
Total Amador County Auditor's Warrant	13,788.00
Base Fee Income	
Sewer	118,488.00
Stanby	9,888.00
Voluntary Lock-Off	2,352.00
Water	126,156.00
Total Base Fee Income	256,884.00
Interest Income	2,364.00
Town Hall Rental	480.00
Variable Income	
Broken Locks	0.00
Door Hanger Fee	1,308.00
Late Fees	5,196.00
Reconnection Fee	1,080.00
Returned Check Fee	0.00
Service Connection Fee	396.00
Water - Usage	30,876.00
Total Variable Income	38,856.00
Total Income	312,372.00
Gross Profit	312,372.00
Expense	
Bank Charges	
Loan Service Charge	180.00
Tax Roll Fees	408.00
60400 - Bank Service Charges	168.00
Total Bank Charges	756.00
Board Members	
Stipends	4,506.00
Total Board Members	4,506.00
Contracted Expenses	
Manager	58,008.00
Total Contracted Expenses	58,008.00
Depreciation Expense	
Sewer	14,652.00
Water	26,320.00
Total Depreciation Expense	40,972.00
Employees	
Amador Water -Vacation Coverag	0.00
District Sub-Contractor	0.00
Medical Insurance	
Field	0.00
Total Medical Insurance	0.00

River Pines Public Utility District
Profit & Loss Budget Overview
 July 2018 through June 2019

	Jul '18 - Jun 19
Payroll Expense	
Field Payroll	0.00
Payroll Taxes - Employer's	0.00
Total Payroll Expense	0.00
Reimbursements	
Phone	0.00
Total Reimbursements	0.00
Retirement - Field	0.00
Total Employees	0.00
Sewer Expenses	
Alarm Monitoring	8,400.00
Amador Water - After Hour Cover	2,964.00
Amador Water - Routine Service	19,548.00
Amador Water Agency-State Repor	252.00
Amador Water Agency - Electric	1,500.00
Amador Water Agency - Repairs	12,000.00
Chemicals	494.94
Consulting - Engineer	0.00
Electricity - Sewer	21,294.00
Excavating	0.00
Jetting	0.00
Permit/Fees	80.60
Repairs/Maintenance	5,784.05
Sewage - Pump Service	490.00
Sewer - Parts/Supplies	581.68
Sm. Tools	0.00
Storm Damage/Repair	0.00
Storm Work - 2017	0.00
Telephone - Sewer	936.00
Testing - Sewer	1,260.72
Total Sewer Expenses	75,585.99
Town Hall Expenses	
Janitorial	2,880.00
Repairs/Maintenance	120.31
Supplies	158.52
Total Town Hall Expenses	3,158.83
Void	0.00
Water Expenses	
Alarm Monitoring	3,600.00
Amador Water - After Hour Cover	5,928.00
Amador Water Agency-Electrical	6,264.00
Amador Water Agency-Meter Read	3,516.00
Amador Water Agency-Routine	21,060.00
Amador Water Agency-State Repor	912.00
Amador Water Agency - Engineer	0.00
Amador Water Agency - Prog/Plan	504.00
Amador Water Agency - Repairs	10,080.00
Certification Fees	33.32
Chlorine	1,495.56
Electricity - Water	16,380.00
Excavating	0.00
Permit Fees	6,612.60
Repair/Maintenance	1,379.87
Sm. Tools	984.72
Supplies	1,760.31
Telephone - Water	976.44
Water Testing	7,292.40

River Pines Public Utility District
Profit & Loss Budget Overview
 July 2018 through June 2019

	Jul '18 - Jun 19
Total Water Expenses	88,779.22
63300 · Insurance Expense	
Insurance - Property/Liability	4,696.80
Workers' Compensation	0.00
Total 63300 · Insurance Expense	4,696.80
64900 · Office Expenses	
License/Certifications	252.00
Maintenance/Improvements	0.00
Membership Dues	1,248.00
Postage/Shipping	1,800.00
Printing	580.92
Software	341.04
Supplies	2,014.68
Website Service	600.00
61700 · Computer and Internet Expenses	75.00
Total 64900 · Office Expenses	6,911.64
66700 · Professional Fees	
Legal Fees	2,394.00
Property Surveying	0.00
Security Service/Maintenance	3,360.00
Yearly Audit	3,708.00
Total 66700 · Professional Fees	9,462.00
68600 · Utilities	
Disposal	1,013.52
Electricity - Office	624.00
Electricity - Town Hall	698.88
Electricity - Street Lights	2,109.00
Internet	2,040.00
68100 · Telephone - Office	766.32
Total 68600 · Utilities	7,251.72
Total Expense	300,088.20
Net Ordinary Income	12,283.80
Other Income/Expense	
Other Income	
Grant - SRAFPF(CAL FIRE)	0.00
Grant Income - DWSRF	0.00
Other Income	0.00
Wireless Site Lease	6,000.00
Total Other Income	6,000.00
Other Expense	
Bad Debt - Sewer	18,500.00
Bad Debt - Water	18,500.00
DWSRF - Environmental Study	0.00
DWSRF Grant - Surveying	0.00
Mastication Project(CalFire)	0.00
Write-Off Accounts	6,462.37
Total Other Expense	43,462.37
Net Other Income	-37,462.37
Net Income	-25,178.57



Candi Bingham <rppud@riverpinespod.org>

2 agenda items

Rocky Raymond <rroymond@riverpinespod.org>
To: Candi Bingham <rppud@riverpinespod.org>

Mon, Apr 2, 2018 at 2:40 PM

Candi,

The community would like to have a Town Hall Spring Clean Up Day and Hot Dog BBQ on April 28th from 9am to 12 noon.

They want to trim the landscaping, rake pine needles, remove bark against building, Clean roof gutters, etc. followed by a hot dog, chips and soft drinks in the park, the food will be donated by the community. No cost to the PUD.

The other item for the agenda I will need a minute or two for a "Community Service Award" presentation.

Thanks,

Rocky

POLICY TITLE: Debt Management
POLICY NUMBER: 2155

AGENDA ITEM 9G

This Debt Policy is intended to comply with Government Code Section 8855(i), and shall govern all debt issued by the District. The District hereby recognizes that a fiscally prudent debt policy is required to:

- a) Maintain the District's sound financial position.
- b) Ensure the District has the flexibility to respond to changes in future service priorities, revenues, and operating expenses.
- c) Protect the District's credit-worthiness.
- d) Ensure that all debt is structured to protect current and future taxpayers, ratepayers and constituents of the District.
- e) Ensure that the District's debt is consistent with the District's planning goals and objectives and capital improvement program or budget, as applicable.

2155.1. Purposes for Which Debt May Be Issued

2155.1.1 Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District. Long-term debt financings are appropriate:

- a) When a project to be financed is necessary to provide District services.
- b) When the project to be financed will benefit constituents over several years.
- c) When total debt does not constitute an unreasonable burden to the District and its taxpayers or rate-payers.
- d) When the debt is used to refinance outstanding debt to reduce the total cost of the debt or to realize other benefits of a debt restructuring, such as increased flexibility in the use of cash and reserves.

2155.1.1.2 Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses. The District may use long-term debt financings subject to the following conditions:

- a) The project to be financed must be approved by the District Board.
- b) The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
- c) The District estimates that sufficient revenues will be available to service the debt through its maturity.
- d) The District determines that the issuance of the debt will comply with the applicable state and federal law.

2155.1.2 Short-term debt. Short-term debt may be issued to provide financing for the District's operational cash flows to maintain a steady and even cash flow balance as in anticipation of periodic receipts of

property taxes and other revenues. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment consistently with debt limit requirements of article XVI of the California Constitution, article XVI, § 18.

2155.1.3 Financings on Behalf of Other Entities. The District may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties to further the public purposes of District. In such cases, the District shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with this policy.

2155.2. Types of Debt - The following types of debt are allowable under this Debt Policy:

- a) General obligation bonds (GO Bonds)
- b) Bond or grant anticipation notes (BANs)
- c) Lease revenue bonds, certificates of participation (COPs) and lease-purchase transactions
- d) Other revenue bonds and COPs
- e) Tax and other revenue anticipation notes (TRANS)
- f) Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- g) Tax increment financing to the extent permitted under State law
- h) Refunding Obligations
- i) State Revolving Loan Funds
- j) Lines of Credit

2155.2.1 The District Board may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy. Debt shall be issued as fixed rate debt unless the District makes a specific determination as to why a variable rate issue would be beneficial to the District in a specific circumstance.

2155.3. Relationship of Debt to Capital Improvement Program and Budget

2155.3.1 The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and capital improvement plan.

2155.3.2 The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues ("pay as you go"). The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

2155.3.3 The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.

2155.4. Policy Goals Related to Planning Goals and Objectives

2155.4.1 The District is committed to long-term financial planning, maintaining appropriate reserves and employing prudent practices in governance, management and budget administration. The District intends to

issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's annual operations budgets.

2155.4.2 It is a policy goal of the District to protect taxpayers, ratepayers and constituents by using conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical total borrowing costs.

2155.4.3 The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

2155.4.4 When refinancing debt, it shall be the policy goal of the District to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings approximately 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than any escrow fund negative arbitrage. The cost of refinancing will always be less than the savings.

2155.4.5 The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to temporarily reduce annual budgetary expenditures. Capital investments intended to reduce District operating costs indefinitely, as by improving the efficiency of its operations, are appropriate for long-term debt.

2155.4.6 The District shall seek to time debt issues to avoid need for unplanned general fund expenditures for capital improvements or equipment.

2155.5. Internal Control Procedures

2155.5.1 When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds. Without limiting the foregoing, the District will periodically review the requirements of and will remain in compliance with the following:

- a) Any continuing disclosure undertakings entered into by the District in accordance with SEC Rule 15c2-12.
- b) Any federal tax compliance requirements, including, without limitation, arbitrage and rebate compliance.
- c) The District's investment policies as they relate to the use and investment of bond proceeds.

2155.5.2 Proceeds of debt will be held either (a) by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the District upon the submission of one or more written requisitions by the Finance Director of the District (or his or her written designee), or (b) by the District, to be held and accounted for in a separate fund or account to ensure debt proceeds are expended only for the purposes for which the debt was issued, the expenditure of which will be carefully documented by the District in records compliance with current accounting standards and subject to the District's annual audit.

RIVER PINES PUBLIC UTILITY DISTRICT

POLICY TITLE: Rules of Order for Conduct of Board and Committee Meetings
POLICY NUMBER: 4230

AGENDA ITEM 9H

4230.1 General:

4230.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

4230.1.1.1 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

4230.2 Obtaining the Floor:

4230.2.1 Any Director desiring to speak should address the Board Chair and, upon recognition by the Board Chair, may address the subject under discussion.

4230.3 Motions:

4230.3.1 Any Director, including the Board Chair, may make or second a motion. A motion shall be brought and considered as follows:

4230.3.1.1 A Director makes a motion; another Director seconds the motion; and the Board Chair states the motion.

4230.3.2 Once the motion has been stated by the Board Chair, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the Board Chair will call for the vote.

4230.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

4230.4 Secondary Motions: Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general

RIVER PINES PUBLIC UTILITY DISTRICT

rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

4230.4.1 Motion to Amend: A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

4230.4.2 Motion to Table: A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

4230.4.3 Motion to Postpone: A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

4230.4.4 Motion to Refer to Committee: A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

4230.4.5 Motion to Close Debate and Vote Immediately: As provided above, any Director may move to close debate and immediately vote on a main motion.

4230.4.6 Motion to Adjourn: A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

4230.5 Decorum:

4230.5.1 The Board Chair shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The Board Chair may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the Board Chair, or otherwise disrupting the meeting or hearing.

4230.5.2 The Board Chair may also declare a short recess during any meeting.

4230.6 Amendment of Rules of Order:

4230.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

RIVER PINES PUBLIC UTILITY DISTRICT

POLICY TITLE: Types of Board Meetings
POLICY NUMBER: 4235

AGENDA ITEM 9I

4235.1 Regular meetings: Regular meetings of the Board of Directors shall be held on the SECOND WEDNESDAY of each calendar month at 5:30 P.M. in the TOWN HALL, 22900 CANYON AVENUE. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board, or such other time as the Board may determine due to a change in District needs and circumstances.

4235.2 Special meetings: Special meetings of the Board of Directors may be called by the Board Chair or by a majority of the Board.

4235.2.1 All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Notice of the meeting shall be in writing, received by them at least 24 hours prior to the meeting.

4235.2.2 An agenda shall be prepared and posted at least 24 hours before the meeting, as specified in Policy #4210 and shall be delivered with the notice of the special meeting to the Board of Directors.

4235.2.3 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

4235.3 Emergency Meetings: In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice requirement. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

4235.3.1 When possible, notice shall be provided to the media outlets by telephone at least one hour before the meeting.

4235.3.2 Actions taken during an emergency meeting shall be by roll call vote.

4235.3.3 The Board may meet in closed session if agreed to by 2/3 vote of the members present, or if less than 2/3 present, by unanimous vote.

RIVER PINES PUBLIC UTILITY DISTRICT

4235.3.4 Following an emergency meeting, the minutes of the meeting, a list of persons notified or attempted to be notified of the meeting, and actions taken must be posted for ten (10) days in the District office.

4235.4 Adjourned Meetings: A majority vote of the quorum of the Board of Directors may adjourn any Board meeting at any place in the agenda to a time and place specified in the order of adjournment, except that if no quorum is present or no Directors are present at any regular or adjourned regular meeting, the Board Chair or General Manager may declare the meeting adjourned to a stated time and place. Notice of the adjourned meeting shall be posted on or near the door of the meeting within 24 hours after the adjournment and the adjourned meeting shall be noticed in the same manner as a special meeting.

4235.5 Annual Organizational Meeting: The Board of Directors shall hold an annual organizational meeting at its regular meeting in December [or other appropriate month]. At this meeting the Board will elect a Chairman, Vice Chairman and Clerk from among its members to serve during the coming calendar year, and will appoint the General Manager [or other responsible managing employee] as the Board's Secretary and the Finance Division Manager as the District's Treasurer.

POLICY TITLE: Attendance at Meetings
POLICY NUMBER: 4100

AGENDA ITEM 9J

4100.1 Members of the Board of Directors are expected to and shall attend all regular and special meetings of the Board unless there is good cause for absence.

To be counted as present for any meeting, Board Members must be present for the duration of the meeting.

Good cause for absence, including late arrivals or early departures, includes temporary illness or other unavoidable circumstances of which the Chairman of the Board is notified prior to the meeting. Good cause also includes Board authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

A Board Member who will be absent for good cause may notify the Board Chair by electronic transmission (email), telephone communication, or letter. The Board Chair shall notify the General Manager and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.

A vacancy shall occur if a Board Member is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board.

A Board Member who is absent from a meeting shall forfeit their monthly stipend.

RIVER PINES PUBLIC UTILITY DISTRICT

POLICY TITLE: Duties of the Board Chairman

POLICY NUMBER: 4110

AGENDA ITEM 9K

4110.1 Presiding Officer:

The Chairman of the Board of Directors shall serve as the presiding officer at all Board meetings.

In the absence or disability of the Chairman, the Vice Chairman of the Board of Directors shall serve as the presiding officer over all meetings of the Board. If the Chairman and Vice Chairman of the Board are both absent or disabled, the remaining members present shall select one of themselves to act as temporary presiding officer of the meeting.

The presiding officer shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The presiding officer may move, second, debate, and vote from the chair.

4110.2 Duties Regarding Meetings:

The Chairman shall preside over and conduct all meetings of the Board of Directors, shall carry out the resolution and orders of the Board of Directors, and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including, but not limited to, the following:

- a) Call the meeting to order at the appointed time;
- b) Announce the business to come before the Board in its proper order;
- c) Enforce the Board's policies in relation to the order of business and the conduct of meetings;
- d) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- e) Explain what the effect of a motion would be if it is not clear to every member;
- f) Restrict discussion to the question when a motion is before the Board;
- g) Rule on parliamentary procedure;
- h) Put motions to a vote, and state clearly the results of the vote; and
- i) Preserve order and decorum.

4110.3 Responsibilities:

Responsibilities of the Chairman include, but are not limited to, the following:

- a) Sign all instruments, act, and carry out stated requirements and the will of the Board;
- b) Sign the minutes of the Board meeting following their approval;
- c) Appoint and disband all committees, subject to Board ratification;
- d) Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
- e) Coordinate the preparation of meeting agendas with the General Manager;
- f) Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
- g) Be responsible for the orderly conduct of all Board meetings;

RIVER PINES PUBLIC UTILITY DISTRICT

- h) Be the spokesperson for the Board; and
- i) Perform other duties as authorized by the Board.

In the absence or disability of the Chairman, the alternate presiding officer may temporarily carry out these responsibilities until such time as the Chairman is able to resume his or her responsibilities.

The Chairman of the Board of Directors shall serve as the presiding officer at all Board meetings.

In the absence or disability of the Chairman, the Vice Chairman of the Board of Directors shall serve as the presiding officer over all meetings of the Board. If the Chairman and Vice Chairman of the Board are both absent or disabled, the remaining members present shall select one of themselves to act as temporary presiding officer of the meeting.

RIVER PINES PUBLIC UTILITY DISTRICT

POLICY TITLE: Ethics Training
POLICY NUMBER: 4115

AGENDA ITEM 9L

4115.1 All Directors, designated staff, and members of all commissions, committees and other bodies that are subject to the Brown Act shall receive two hours of training in general ethics principles and ethics laws relevant to public service within six months of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 et seq. as may be amended from time to time.

4115.1.1 All ethics training shall be provided by providers whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

4115.1.2 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person, or online.

4115.1.3 Attendees shall obtain proof of participation after completing the ethics training.

4115.1.3.1 District staff shall maintain records indicating both the dates that attendees completed the ethics training and the name of the provider that provided the training. These records shall be maintained for at least five years after the date of training and may be public records subject to disclosure under the California Public Records Act.

4115.1.4 District staff shall provide the prospective attendees with information on available training that meets the requirements of this policy at least once every year.

4115.1.5 A single training course may be used to satisfy the obligation to receive training for multiple agencies or positions.

RIVER PINES PUBLIC UTILITY DISTRICT

POLICY TITLE: Members of the Board of Directors

POLICY NUMBER: 4120

AGENDA ITEM 9M

4120.1 Meeting Preparation:

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors may request information from staff before meetings.

4120.1.1 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

4120.1.2 The General Manager shall be responsible for providing the requested information and shall make all information equally available to all Directors.

4120.1.3 If writings are distributed to a majority of the Board in connection with an agenda item, those writings shall be made available to the public in the manner required by law.

4120.2 Meeting Decorum:

4120.2.1 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4120.2.2 Directors shall defer to the presiding officer for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4120.2.3 Directors may request for inclusion into the meeting minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4120.3 Abstentions and Failure to Vote:

Directors should not abstain from the Board's decision-making responsibilities unless a personal or financial conflict of interest exists. Directors abstaining due to a disqualifying conflict of interest will not be counted as part of a quorum and will be considered absent for the purposes of determining the outcome of a vote on the matter. Directors who fail to vote in the absence of a declared conflict of interest will be counted as part of a quorum and in effect consent that a majority of the quorum will determine the outcome of a vote on the matter.