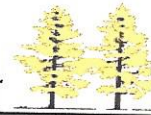


RIVER PINES PUBLIC UTILITY DISTRICT



Thursday, November 12, 2015
ACTION MINUTES

1. **CALL TO ORDER:** The meeting was called to order by Chairman Landgraf at 6:30 p.m.
2. **ROLL CALL: Members present:**

Chairman Cathy Landgraf	Candi Bingham, General Manager
Director Anita Ebbinghausen	Mary Beth Van Voorhis, Board Clerk
Director Michael Gardner	
Director René Walden-Qualls	
Director - Vacant	
3. **PLEDGE OF ALLEGIANCE:** Chairman Landgraf led the Pledge of Allegiance.
4. **AGENDA: M/S Gardner/Ebbinghausen to approve the agenda, as presented. Motion carried 4-0.**

AYES:	Ebbinghausen, Gardner, Landgraf, Walden-Qualls.
NOES:	None.
ABSENT:	None.
ABSTAIN:	None.
5. **PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA: None.**
6. **Minutes:**
 - A. September 23, 2015 – WORKSHOP – Emergency Plan – **To be presented at the next meeting.**
 - B. October 14, 2015 Regular Meeting.
M/S Ebbinghausen/Gardner to approve with the following correction: Motion carried 4-0.
Item #9A. Correct “Castle” to “KASL”.

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

AYES:	Ebbinghausen, Gardner, Landgraf, Walden-Qualls.
NOES:	None.
ABSENT:	None.
ABSTAIN:	None.
8. **MONTHLY OPERATIONS REPORT:**
 - A. Monthly Water and Wastewater Operations Report. Included in agenda package.
Board requested information from Operator Guina on the Fats, Oils, and Grease (FOG) product currently being tested and to request an additional product sample to determine dose/cost application

requirements. Also include information on the benefits and detriments of the product to the system and customers. District to create a public information announcement to customers.

- B. Monthly General Manager Report. Included in agenda package.
Manager Bingham reported County Elections Department had verified three upcoming Board vacancies. Director Walden-Qualls two year term expires 12/2015, Director Ebbinghausen is filling an expired term, and the Board has one vacant seat. There are currently three vacancies and four applicants. The Amador County Board of Supervisors will meet to interview prospective candidates and make their selection on November 24, 2015 at 9:00 a.m. Applicants must attend the meeting in order to be considered for selection.

Discussion was held on Security Deposit Account Refunds and the transfer of accumulated funds to the fund for Town Hall Improvements (as included in the agenda package).

Board consensus to use non-refunded security deposits for Town Hall improvements.

Manager Bingham discussed the need for floor tile repair at Town Hall.

Board consensus to have the tiles re-glued as necessary.

Manager Bingham asked Board Clerk Van Voorhis to include "Monthly Financial Reports" to all future agendas.

9. BOARD MATTERS:

- A. Continued Update on CDBG Grant Program. Refer to Monthly General Manager Report.
- B. Continued Update on Cal-Fire Grant. Manager Bingham reported that due to the Butte Fire and committed tree fallers some trees will be removed this month and the remainder in December 2015.
- C. Department of Water Resources - Water Rights Permit #20878.
Review issues and provide direction to staff on maintenance and retention of existing Cosumnes River Water Rights held by the District.
- i. Flow measuring device.
 - ii. Slow Sand Filter operations review and needs assessment.
 - iii. Purchasing and funding options.

Director Landgraf questioned additional options for using water. Manager Bingham is discussing options with Jan Ling. She will update the Board as progress continues.

- D. Auditor – Confirm negotiated rates for the renewal of a three (3) year contract with Robert Johnson, CPA for audit services for fiscal years 2015/2016, 2016/2017 and 2017/2018.

Manager Bingham reported the Board offer of a \$50 increase per year (instead of the proposed \$100 per year increase) was accepted by Mr. Johnson. Mr. Johnson will amend the contract and send the signed revised contract to the District for execution.

- E. Town Hall Heating and Air Conditioning Unit(s) – Review estimates and discuss options for replacement of heating and air conditioning for the building. Continued from October 14, 2015.

M/S Gardner/Ebbinghausen to approve Gilmore Heating & Air installation of new equipment, not to exceed \$8,000.00 with Manager Bingham to inquire of payment plan options, any PG&E discounts and/or rebates, removal of old equipment, cap-off the existing gas line, and the cost for an additional vent hood for downstairs. Motion carried 4-0.

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

- F. Road repair – Review options for necessary repairs to the access road to the wastewater treatment plant. Continued from October 14, 2015.

Manager Bingham to contact Amador Mechanical and Lubenko Construction for cost estimates. Manager Bingham will also try to locate existing easements. She was referred to Larry Lacey and Steve Zalkind as sources of historical information related to District easements and road agreements.

- G. Slate Creek Culverts – Update on timing and cleaning options for the Slate Creek culverts. Update from Operator Guina requested for the next meeting.

- H. Access to RPPUD Accounts – see letter included in package.

M/S Walden-Qualls/Gardner to authorize General Manager Bingham to make inquiries with El Dorado Savings Bank about District account balances and deposits made into any of the District's bank accounts. Motion carried 4-0.

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

- I. District Financial Statement Review. **Accepted as presented.**

- J. Bylaws & Administrative Policies Update – Continued review of updating the existing Bylaws & Administrative Policies.

Director Landgraf and Manager Bingham provided their written comments to Director Walden-Qualls. Director Ebbinghausen will hand deliver her responses to Director Walden-Qualls within the next couple of days. Director Gardner will complete and return his responses as soon as possible.

Chairman Landgraf asked to schedule a workshop after all Directors comments have been combined.

The Board commended Director Walden-Qualls for her efforts.

10. BOARD OF DIRECTORS COMMENTS/REPORTS:

- A. Dumpster Day – Report by volunteers Ebbinghausen and Jones on information obtained from ACES Waste Services related to organization of Dumpster Day in River Pines. Volunteer Ebbinghausen stated ACES wants a definite responsible payee. ACES quoted \$317.00 to deliver and remove a dumpster plus \$78/ton for four tons each for a total of \$629.00 per dumpster per day. She said the dumpsters would be for TRASH ONLY. A day in April 2016 would be ideal. Volunteer Jones will come up with a specific location, a plan to advertise, and a cost per user. This matter to be continued.

Director Walden-Qualls suggested a public meeting to educate residents of the specifics would be helpful.

- B. Capital Improvements and general repairs necessary at the District. Continued Item. Ongoing discussion.

11. COMMITTEE COMMENTS/REPORTS: Continued Item.

12. FUTURE AGENDA TOPICS:

Introduction of new Board members.

Election of Chairman and Vice Chairman.

13. ADJOURNMENT – The meeting adjourned at 8:01 p.m.

ATTEST:



Mary Beth Van Voorhis
Clerk of the Board

Cathy Landgraf, Chairman