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REGULAR MINUTES

Wednesday, March 15, 2023

ACTION MINUTES

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

2. ROLL CALL: Via Phone

Director John Chapman
Director Karla Christensen arrived at 6:22 p.m.
Director Anita Ebbinghausen
Director Roscoe Raymond
Director Eric Rewitzer

Candi Bingham, General Manager – Via Phone
Gisele Wurzburger, Board Clerk – Via Phone
Alean Lanier, Office Manager

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

4. AGENDA:

General Manager Bingham requested an item be added as 9g. Designation of Applicant’s Agent Resolution which allows the District to establish the application and file it with the California Governor’s Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program.

Motion by Chairman Raymond, seconded by Board Member Christensen, and carried by a 5 to 0 vote to approve the Regular Agenda dated February 15, 2023, as amended to include item. 9h. Designation of Applicant’s Agent Resolution for Non-State Agencies. Motion passed by the following vote:

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

5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:

Board Member Christensen requested research PIE Insurance for future Distict’s needs. General Manager Bingham noted for the record the District just renewed its insurance and would look into PIE Insurance for future consideration.

6. MINUTES: Discussion / Approval.

a. February 15, 2023, Regular Meeting.

Motion by Vice-Chairman Rewitzer, seconded by Board Member Chapman, and carried by a 5 to 0 vote to approve the Minutes dated February 15, 2023 as presented. Motion passed by the following vote:

AYES: Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer

NOES: None
ABSTAIN: None
ABSENT: None

7. CONSENT ITEMS:

Vice Chairman Rewitzer thanked General Manager Bingham for provided the District's Tangible Assets February 28, 2023 recap. General Manager Bingham stated she would provide this information on a monthly basis.

- a. Monthly Financial Statements - Period Ending February 28, 2023.

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

- b. Expenditure Report - Submitted Check Approval through February 28, 2022.

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

Motion by Board Member Chapman, seconded by Vice-Chairman Rewitzer and carried by a 5 to 0 vote to approve the Monthly Financial Statements and Expenditure Report - Period Ending February 28, 2023. Motion passed by the following vote:

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

Board Member Ebbinghausen asked why the Board Members had not cashed their checks. General Manager Bingham stated that those checks were being held pending further discussion on Board Item 9g.

8. MONTHLY OPERATIONS REPORT: Discussion. Any matter requiring action will be placed on an upcoming agenda for consideration.

- a. Monthly Operations Report.

February 1 thru February 28, 2023 Water Production/Sold Information:

Well 2 – 254,500 gallons Total Produced – 823,840 gallons

Well 3R – 425,700 gallons Total Sold – 473,090 gallons

Well 6R – 143,640 gallons Unaccounted Loss - 43%

Staff Hours: Water 58.5 hours

February 1 thru February 28, 2023 Wastewater Production:

Influent flow: 1,044,200 gallons Effluent Discharged: 1,404,600 gallons

Staff Hours: Wastewater 48.5 hours

- b. Monthly General Manager Report – Period Ending February 28, 2023.

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

General Manager Bingham reported she will be at the District Office 3 weeks, April 4 thru 20th.

9. BOARD MATTERS: Discussion/Action.

a. Solar Proposal Presentation. Discussion/Action.

General Manager stated nothing had been submitted on this item.

Chairman Raymond reported PG&E will no longer allow additional funds on extra power with the drop-dead date April 20, 2023. He stated he would contact them to determine if the District could qualify for a “Good Faith Place Holder” in order for the District to obtain additional bids and funding.

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

After considerable discussion Chairman Raymond stated he would contact PG&E to determine if they would provide the District an extension to obtain additional bids and funding. Once this is determined, the District would schedule a Special Meeting to further the discuss the options provided.

No action was taken. This item was continued to the next agenda.

b. Firehouse Repair. Discussion/Action.

General Manager stated nothing had been submitted on this item.

Chairman Raymond provided a visual presentation of the necessary Firehouse repairs. He stated he would provide a detail description of the necessary work that needs to be completed.

General Manager Bingham reported she was looking at FEMA to possibly help fund the necessary repair. She stated the Firehouse does not qualify for FEMA funding.

Board Member Ebbinghausen stated the District utilizes the Firehouse as a Storage Facility and not as a firehouse.

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

Motion by Vice-Chairman Rewitzer, seconded by Chairman Raymond and carried by a 5 to 0 vote to redirect the Firehouse Facility to RPPUD Record Storage Facility. Motion passed by the following vote:

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

This item was continued to the next agenda.

c. River Pines Murals. Discussion/Action

General Manager stated nothing had been submitted on this item.

Vice-Chairman Rewitzer reported he has drafted a letter of intent to “KDA Creative Corp”. KDACC seeks applications from arts and social service organizations, as well as individual artists and culture bearers to create projects.

He stated he wants Board approval and permission to proceed. He stated he would contact the Booster Club and welcomes the community's input on this project. The deadline is April 30, 2023.

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

Motion by Chairman Rewitzer, seconded by Board Member Chapman and carried by a 5 to 0 vote to approve Vice-Chairman submittal of the District's Letter for the River Pines Mural to the State. Motion passed by the following vote:

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

d. Circle Tank Separate Maintenance Agreement. Discussion /Action.

General Manager stated nothing had been submitted on this item. She stated the District's Attorney was still finishing up the agreement and will be submitted for consideration and approval at the next meeting. No action was taken. This item was continued to the next agenda.

e. Roof Repair Estimates. Discussion/Action.

General Manager reported the District received one more bid from All Sierra Roof Company Inc. She requested items 9e and 9f be put on hold pending the submission of the Designation of Applicant's Agent Resolution for the purpose of obtaining federal financial assistance.

This item was continued to the next agenda.

f. Emigrant Road and Culvert Estimates. Discussion/Action.

This item was put on hold pending the submission of the Designation of Applicant's Agent Resolution for the purpose of obtaining federal financial assistance.

No action was taken. This item was continued to the next agenda.

g. Update Attorney's Response to CalPERS Requests that all Board Members receive a W-2 and that Social Security and Medicare be taken out of their Stipend Checks. Discussion.

General Manager reported the District was notified by CalPers that the Board members should be receiving W2's because they give direction to the General Manager on how to proceed with his/her job. The District's attorney was contacted for legal advice and after thorough investigation it has come to the determination that the District Board Members should be receiving W2's. Going forward the District needs to issue W-2's by January 31st of the following year.

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

After considerable discussion amongst the Board the following motion was made,

Motion by Chairman Raymond, seconded by Board Member Ebbinghausen and carried by a 5 to 0 vote to direct staff to prepare a resolution to change the District's Bylaws description of the

Board Member as a stipend position to an employee receiving W2's Motion passed by the following vote:

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

This item was continued to the next agenda.

9h. Designation of Applicant's Agent Resolution for Non-State Agencies.

General Manager Bingham requested the District approve the Designation of Applicant's Agent Resolution which allows the District to establish the application and file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program.

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

After considerable discussion amongst the Board the following motion was made,

Motion by Vice-Chairman Rewitzer, seconded by Board Member Christensen and carried by a 5 to 0 vote to approve Designation of Applicant's Agent Resolution for Non-State Agencies. Motion passed by the following vote:

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

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

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

Nothing to report.

11. COMMITTEE COMMENTS/REPORTS: Continued Item.

Nothing to report.

12. FUTURE AGENDA TOPICS:

1. Solar Proposal Presentation.
2. Firehouse Repair.
3. Circle Tank "Separate Maintenance Agreement.
4. Roof Repair Estimates.
5. Emigrant Road & Culvert Estimates.
6. Resolution to amend District Bylaws Board Member Description.

ADJOURNMENT: The meeting adjourned at 7:17 p.m. to the scheduled meeting on April 19, 2023.

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River Pines Public Utility District
Profit & Loss by Class
March 2023

	Sewer	Water
Ordinary Income/Expense		
Income		
Amador County Auditor's Warrant		
HO & Timber Tax	0.00	27.39
Total Amador County Auditor's Warrant	0.00	27.39
Base Fee Income		
Maintenance Fees	415.00	385.00
Sewer	16,355.45	0.00
Voluntary Lock-Off	87.50	87.50
Water	0.00	12,860.94
Total Base Fee Income	16,857.95	13,333.44
Interest Income	0.00	2.05
Town Hall Rental	20.00	20.00
Variable Income		
Late Fees	162.69	162.79
Reconnection Fee	0.00	60.00
Service Connection Fee	98.58	98.67
Water - Usage	0.00	1,828.12
Total Variable Income	261.27	2,149.58
Total Income	17,139.22	15,532.46
Gross Profit	17,139.22	15,532.46
Expense		
Contracted Expenses		
Board Clerk	150.00	150.00
Manager	2,107.34	2,107.34
Total Contracted Expenses	2,257.34	2,257.34
Payroll		
Employee	1,274.93	1,272.93
Taxes	367.39	367.41
Total Payroll	1,642.32	1,640.34
Sewer Expenses		
Amador Water Agency		
Electric Repairs	1,414.31	0.00
Mandated State Reporting	49.59	0.00
Routine Service	3,679.05	0.00
Total Amador Water Agency	5,142.95	0.00
New Customer Install	2,377.80	0.00
SCADA Service	700.00	0.00
Sewer - Parts/Supplies	1,699.07	0.00
Telephone - Sewer	272.62	0.00
Testing - Sewer	202.00	0.00
Total Sewer Expenses	10,394.44	0.00
Water/Distribution Expenses		
Amador Water Agency		
After Hour On-Call	0.00	486.00
Customer Service	0.00	476.24
Large Equipment Use	0.00	171.90
Mandatory State Reporting	0.00	99.16
Meter Reading	0.00	600.01
Operation Repairs	0.00	273.21
Routine Service	0.00	1,626.80
Total Amador Water Agency	0.00	3,733.32

River Pines Public Utility District
Profit & Loss by Class
March 2023

	Sewer	Water
Electricity - Water	0.00	1,435.72
Permit Fees	0.00	682.32
SCADA Service	0.00	300.00
Sm. Tools	0.00	3,660.40
Telephone - Water	0.00	266.59
Water Testing	0.00	482.00
Total Water/Distribution Expenses	0.00	10,560.35
64900 · Office Expenses		
Equipment	548.78	548.79
Postage/Shipping	77.47	77.48
Software	59.49	59.50
Supplies	99.79	99.80
Website Service	25.00	25.00
Total 64900 · Office Expenses	810.53	810.57
66700 · Professional Fees		
Legal Expenses	150.00	150.00
Security Service/Maintenance	225.00	225.00
Total 66700 · Professional Fees	375.00	375.00
68600 · Utilities		
Disposal	60.80	60.80
68100 · Telephone - Office	29.22	29.22
Total 68600 · Utilities	90.02	90.02
Total Expense	15,569.65	15,733.62
Net Ordinary Income	1,569.57	-201.16
Other Income/Expense		
Other Income		
Wireless Site Lease	250.00	250.00
Total Other Income	250.00	250.00
Other Expense		
Distribution Project	0.00	540.00
Monitor Wells - Sewer	1,782.50	0.00
Total Other Expense	1,782.50	540.00
Net Other Income	-1,532.50	-290.00
Net Income	37.07	-491.16

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River Pines Public Utility District
Account QuickReport-Board Meetings
As of March 31, 2023

Type	Date	Num	Name	Memo	Amount
Bank Accounts					
EI Dorado Checking					
Check	03/01/2023		Alean Lanier		-861.81
Check	03/01/2023		Tax Impound		-143.56
Check	03/01/2023		Candi Bingham		-2,107.34
Deposit	03/01/2023			Deposit	163.31
Check	03/02/2023		Google Services	Board Email	-54.00
Check	03/02/2023		GetStreamline	Website	-50.00
Check	03/02/2023		Aces Waste Servic...	1175	-121.60
Deposit	03/03/2023			Deposit	1,714.29
Check	03/06/2023		Adobe PDF		-14.99
Deposit	03/06/2023			Deposit	153.99
Deposit	03/07/2023			Deposit	579.90
Deposit	03/07/2023			Deposit	304.75
Deposit	03/07/2023			Deposit	970.76
Check	03/08/2023		RJPro	Balance on Remote Host Comp...	-888.57
Deposit	03/08/2023			Deposit	962.40
Invoice	03/09/2023	89719	Bolling, Gregory 22...	Bank Fee for Non-Sufficient Fun...	-5.00
Invoice	03/09/2023	89719	Bolling, Gregory 22...	Bank Fee for Non-Sufficient Fun...	-5.00
Bill Pmt -Check	03/09/2023	14053	Amador Water Age...	30018	-16,613.54
Bill Pmt -Check	03/09/2023	14054	Brent Stewart, P.E.		-1,000.00
Bill Pmt -Check	03/09/2023	14055	California Bank & T...	1030264749	-890.00
Bill Pmt -Check	03/09/2023	14056	california Laborator...		-684.00
Bill Pmt -Check	03/09/2023	14057	Colantuono, Highs...	W-2 & Circle Property	-840.00
Bill Pmt -Check	03/09/2023	14058	Database Systems ...		-25.00
Bill Pmt -Check	03/09/2023	14059	Gisele L. Wurzburger	Board Clerk - March 2023	-300.00
Bill Pmt -Check	03/09/2023	14060	Mission IT Solutions		-300.00
Bill Pmt -Check	03/09/2023	14061	NV5, Inc.		-600.00
Deposit	03/09/2023			Deposit	1,580.57
Check	03/09/2023		C.S.D.A.	Board Handbooks	-30.00
Deposit	03/09/2023			Deposit	154.36
Check	03/10/2023		USPS		-19.30
Deposit	03/10/2023			Deposit	306.25
Deposit	03/13/2023			Deposit	3,354.38
Check	03/13/2023		Tax Impound - Fed...		-366.93
Check	03/13/2023		RJPro	Maintenance	-209.00
Deposit	03/14/2023			Deposit	312.46
Deposit	03/14/2023			Deposit	313.36
Check	03/15/2023		Alean Lanier		-539.73
Check	03/15/2023		Tax Impound		-86.31
Check	03/15/2023		Candi Bingham		-2,107.34
Check	03/15/2023		Amazon	Speaker for Board Meetings	-169.59
Deposit	03/15/2023			Deposit	649.46
Deposit	03/16/2023			Deposit	5,336.31
Check	03/16/2023		California Departme...		-682.32
Deposit	03/16/2023			Deposit	1,272.61
Check	03/17/2023		AT&T - Sewer	209 245-3984 701 9	-272.62
Check	03/17/2023		AT&T - Water	209 245-4011 722 0	-266.59
Deposit	03/17/2023			Deposit	1,160.08
Deposit	03/20/2023			Deposit	685.55
Deposit	03/21/2023			Deposit	610.10
Deposit	03/21/2023			Deposit	641.81
Deposit	03/22/2023			Deposit	1,395.55
Deposit	03/23/2023			Deposit	2,212.58
Check	03/23/2023	14021	USPS	2 Rols of Stamps	-126.00
Check	03/23/2023		USPS		-9.65
Deposit	03/23/2023			Deposit	2,202.46
Deposit	03/24/2023			Deposit	6,160.34
Deposit	03/24/2023			Deposit	317.32
Check	03/27/2023		RingCentral		-58.44
Deposit	03/27/2023			Deposit	300.00
Deposit	03/28/2023			Deposit	150.00
Deposit	03/28/2023			Deposit	149.36
Deposit	03/28/2023			Deposit	153.63
Check	03/29/2023		Alean Lanier		-831.11
Check	03/29/2023		Tax Impound		-138.00
Deposit	03/29/2023			Deposit	700.00
Check	03/30/2023		PG&E - Water 2	2458584137-2	-1,435.72

River Pines Public Utility District
Account QuickReport-Board Meetings
As of March 31, 2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Deposit	03/30/2023			Deposit	321.17
Total EI Dorado Checking					<u>2,436.05</u>
Total Bank Accounts					<u>2,436.05</u>
TOTAL					<u>2,436.05</u>

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River Pines Department Report

March 2023

Water Production/Sold

Well 2:	347,200 gallons	Total Produced:	906,200 gallons
Well 3R:	559,000 gallons	Total Sold:	439,410 gallons
Well 6R:	0 gallons	Unaccounted Loss:	51.6%

Regulatory Compliance Specialist

- Submitted monthly water report.
- Submitted monthly wastewater reports and no spill report for CIWQS.
- Information request sent for Consumer Confidence Report and Electronic Annual Report.

Wastewater

- Influent flow 1,135,900 gallons. Effluent Discharged 1,299,200 gallons.
- Monitor collection system and jetted as needed
- Work to maintain storage pond levels with high flow from heavy rain fall

Water Treatment / Distribution

- Well 6R has remained offline due to substantial rain fall. It will need to be ran, flushed and sampled before being place back into service.

Staff Hours: 66.5 Water hrs. 53.5 Wastewater hrs.

Prepared by: Jessi Bylund, Administrative Assistant II

Reviewed by: Rick Ferriera, Operations and Engineering Manager



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 – ~~9C/D~~ ^B

GENERAL MANAGER'S REPORT

For the Month of March/April 2023

1. **CAL OES Funding** – completed a 3.5 hour Zoom meeting for funding through CAL OES for storm damage.

Also, verifying if they can help fund other projects – i.e., spray fields.

2. **FEMA MEETING** – March 30th – meeting with FEMA regarding damages from the 2023 storms. Recovery Scoping meeting scheduled for April 17th – FEMA will be in RP to go over current projects with GM.
2. **GENERATOR** – Horseshoe generator now has a delivery date of August. After researching and verifying with Amador Air & Traffic, we have decided to purchase a generator one size bigger. Estimated arrival is 9 weeks. In Amador County, any generator smaller than 50 horsepower does need a catalyst, so we did not purchase. Price of new generator \$13,492.
3. **AIR POLLUTION AND CONTROL** – Amador County office contacted me regarding funding for our Emigrant generator. Herminia, the Officer of this department asked her Board if she could deviate funds to RP to help finance our generator. The Board gave her approval up to \$15,000 (75% of cost). This generator has not been ordered.

I was also informed that our generators must be permitted through Amador County Air Pollution and Control. She is working with myself and Supervisor Goshorn on getting us properly permitted. The permits for the generators are \$205 annually plus emission fees. We must now do an annual report on the hours and diesel used to operator the generators.

We were put on their radar when a District Board Member spoke at the Supervisor meeting regarding FEMA funding.

4. **EAR (Electronic Annual Reporting)** – assisted AWA in completing the district’s required EAR report for California State Water Board.
5. **SPECIAL DISTRICT’S FINANCIAL TRANSACTION REPORT** – Completed and filed the report with the State Controller Office. Report is required every year no later than April 1st or there is a \$1,000 per day penalty.
6. **GOVERNMENT COMPENSATION REPORT** – completed and filed required annual report with the State Controller’s Office.
7. **CUSTOMER COMPLAINTS** – received and answered a lot of complaints regarding water leaks. Informed the customers that after a lot of rainfall, River Pines is prone to a lot of running water and underground streams. For those who demanded that AWA do a leak detection at their property, I let them know there would be a minimum of a \$250 charge to their account if there was no water leak or if the leak was their responsibility.

I also advised them to wait until things dried out to see if there was still running water, as it is difficult for AWA to detect a water leak with so much running and standing water.

8. **INSURANCE RENEWAL** – that time of year again. Completed the application for the district’s liability insurance. Waiting for it to be processed and given a quote.
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5. Bank Deposits – myself and office staff
 1. Monthly Billing & Monthly Late Notices
 2. Monthly 48 Hour Notices
 3. Agenda & Packets

RESOLUTION 2023-01

A RESOLUTION CHANGING THE BOARD OF DIRECTORS TYPE OF COMPENSATION

RESOLVED, by the Board of Directors of River Pines Public Utility District, Amador County, California:

WHEREAS, the Board of Directors of River Pines Public Utility District, have not been considered employees of the District and where compensated by stipends;

WHEREAS, the Board of Directors of River Pines Public Utility District are now considered employees without benefits of the District and must receive W-2 compensation;

NOW, THEREFORE, IT IS ORDERED, as follows:

DIRECTOR COMPENSATION: The Board of Directors of River Pines Public Utility District are now considered employees without benefits of the District and will be paid a monthly gross wage of \$75 and receive a W-2 at the end of each calendar year.

I hereby certify that the foregoing resolution was passed and adopted by the Board of Directors of the River Pines Public Utility District, Amador County, California, at a regular meeting held on the 19th day of April, 2023, by the following vote of the members thereof:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Rocky Raymond, Chairman

ATTEST:

Gisele Wurzbarger, Clerk of the Board