



**REGULAR MINUTES**

**Wednesday, June 17, 2020  
ACTION MINUTES**

**In Compliance with Executive Department State of California  
Executive Order N-29-20**

**Join Hangouts Meet: [meet.google.com/znf-uhci-itf](https://meet.google.com/znf-uhci-itf)  
Join by Phone: +1 617-675-4444 PINL 256 269 935 7810#**

**1. CALL TO ORDER:** The meeting was called to order by Vice-Chairman Christensen at 6:05 p.m.

**2. ROLL CALL: Via Phone**

Director Roscoe Raymond  
Director Anita Ebbinghausen  
Director Karla Christensen

Candi Bingham, General Manager  
Gisele Wurzburger, Board Clerk

**ABSENT:**

Director Patrick Henry  
Director John Chapman

**3. PLEDGE OF ALLEGIANCE:** Vice-Chairman Christensen led the Pledge of Allegiance.

**4. AGENDA:**

**General Manager requested the following item be placed on the agenda for consideration: District to Credit, during Coronavirus, Customer's Cost for \$2.95 for Online Payments.**

**Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 3 to 0 vote to approve the Regular Agenda dated June 17, 2020 as amended. Motion passed by the following vote:**

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

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

None.

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

A. May 20, 2020 Regular Meeting.

**Motion by Board Member Raymond, seconded by Board Member Ebbinghausen, and carried by a 3 to 0 vote to approve the Minutes dated April 22, 2020 as presented. Motion passed by the following vote:**

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

**7. CONSENT ITEMS:**

- a. Monthly Financial Statements - Period Ending May 31, 2020.
- b. Expenditure Report - Submitted Check Approval through May 31, 2020.

Vice-Chairman Christensen opened the public discussion. Hearing no further comments from the public, Vice-Chairman Christensen closed the public discussion.

**Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 3 to 0 vote to approve the Consent Items - Period Ending May 31, 2020. Motion passed by the following vote:**

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

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

**A. Monthly Operations Report.**

The report included updates from AWA staff, construction, wastewater and water – see report for complete details for Regulatory Compliance Specialist, Wastewater, Water, Distribution and Electrical.

**May 1 thru May 31, 2020 Water Production/Sold Information:**

Well 2 - 555,200 gallons      Total Produced – 1,046,297 gallons  
Well 3R – 454,600 gallons      Total Sold – 661,337 gallons  
Well 6R - 36,497 gallons      Unaccounted Loss - 37%  
Staff Hours: Water 93.5 hours

**May 1 thru May 31, 2020 Wastewater Production:**

Influent flow: 1,173,400 gallons      Effluent Discharged: 1,473,900 gallons  
Staff Hours: Wastewater 113.0 hours

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Vice-Chairman Christensen closed the public discussion.

**B. Monthly General Manager Report.**

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

General Manager Bingham reported she hoped to be in the office in July. Waiting on Coronavirus Home Order update.

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Vice-Chairman Christensen closed the public discussion.

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

**a. Public Hearing Rate Increase. Discussion/Action.**

General Manager Bingham stated this item would be continued to the September 16 meeting.

No action taken at this time.

**b. Tax Roll Assessment. Discussion/Action.**

General Manager Bingham provided the Direct Charges Secured Tax Roll 2020/2021 in the total amount \$16,358 and Resolution 2020-01 Approving and Confirming the Final Assessment Secured Tax Roll for 2020/2021 for discussion and action.

Vice-Chairman Christensen opened the public discussion. Hearing no further comments from the public, Vice-Chairman Christensen closed the public discussion.

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

**Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 3 to 0 vote to approve the Direct Charges Secured Tax Roll 2020/2021 in the total amount \$16,358 and to adopt Resolution 2020-01 Approving and Confirming the Final Assessment Secured Tax Roll for 2020/2021. Motion passed by the following vote:**

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

**c. A-TEEM SCADA Contract. Discussion/Action.**

No written report was submitted on this item. General Manager Bingham stated the field service report from ATEEM regarding the SCADA was presented and approved at the May 20 meeting. The report included information associated with the radio survey completed, SCADA software, radio frequency licensing, AT&T phone connectivity and Orbit radio cost for seven radios. Staff was directed to contact ATEEM to request a complete package delineating the contract for the installation of the new SCADA system for final approval.

Board Member Raymond requested that an additional radio be purchased to enable staff to read the levels of the river which is a requirement of the State in order not to lose the District's Water Rights.

Vice-Chairman Christensen opened the public discussion. Hearing no further comments from the public, Vice-Chairman Christensen closed the public discussion.

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

**Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 3 to 0 vote to approve the contract for the installation of the new SCADA system in an amount not to exceed \$20,000. Motion passed by the following vote:**

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

**d. 2020/2021 Budget.** Discussion/Action.

General Manager Bingham provided the Profit & Loss Budget Overview July 2020 through June 2021.

Vice-Chairman Christensen opened the public discussion. Hearing no further comments from the public, Vice-Chairman Christensen closed the public discussion.

After considerable discussion amongst the Board, General Manager Bingham requested additional changes or comments be email to her to revise the Budget for final submittal and approval at the next meeting.

No action taken at this time.

**e. Community Clean Up Committee.** Discussion.

No written report was submitted on this item. Vice-Chairman Christensen reported there was no additional information from Rick Miller regarding Rotary Cleanup. She stated there was no additional information from Board Member Chapman regarding the Community Clean Up.

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Vice-Chairman Christensen closed the public discussion.

No action taken at this time.

**f. Capital Improvement Plan.** Discussion/Action.

General Manager Bingham provided the District Capital Improvement Plan. She reiterated District Auditor Robert Johnson has been requesting this Plan for the last two years. The Federal government is also requesting the Capital Improvement Plan be in place for the Distribution Project. She modeled the submitted Capital Improvement Plans from other Districts through the Special District Association.

Vice-Chairman Christensen opened the public discussion. Hearing no further comments from the public, Vice-Chairman Christensen closed the public discussion.

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

**Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 3 to 0 vote to approve the Capital Improvement Policy. Motion passed by the following vote:**

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

**g. Resolution Approving Manager to Apply Application USDA Construction.** Discussion.

General Manager Bingham stated the Resolution was already approved.

No action taken at this time.

**h. District to Credit, during Coronavirus, Customer's Cost for \$2.95 for Online Payments. Credit will be applied to Customer Account.** Discussion/Action.

General Manager Bingham reported with the COVID-10 "Stay-at-Home Order" (except for those essential services), there is an inconvenience for customers to pay their bills. Paymentus, the District's online payment service which allows customers to pay their utility bill using a credit card, debit card or e-check, charges the customers \$2.95 per transaction.

The recommendation is that during this time, the District issue a \$2.95 credit to any customer who uses the online payment option. This credit would be applied to their account and reflected on their next month's invoice. It is recommended this credit would be applied for a six month.

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Chairman Henry closed the public discussion.

After consideration discussion amongst the Board and staff the following motion was made:

**Motion by Board Member Raymond, seconded by Board Member Ebbinghausen, and carried by a 3 to 0 vote to approve the Issuance of a Monthly Credit in the amount of \$2.95 to Customers using Paymentus Online Payment Service to make their District Online Payments for a six months period - April through September and that this matter be placed on the October Agenda for further consideration. Motion passed by the following vote:**

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

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

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

Board Member Raymond reported the two signs for the river have been completed.

No action taken.

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

a. Solar Panel Committee. Discussion/Possible Action.  
No action taken.

b. Water Rights Committee. Discussion/Possible Action.  
No action taken.

**12. FUTURE AGENDA TOPICS:**

- a. 2020/2021 Budget. Discussion/Action.
- b. Well 3R Well Driller Update. Discussion/Action
- c. Community Clean Up Committee. Continued Discussion.
- d. Rotary Cleanup Request. Discussion/Action.

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

**River Pines Public Utility District**  
**Profit & Loss by Class**  
 June 2020

*Ta*

	Sewer	Water	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Amador County Auditor's Warrant</b>			
HO & Timber Tax	0.00	25.86	25.86
Secured Appointment	3,255.18	3,255.18	6,510.36
Unitary Tax	257.10	0.00	257.10
<b>Total Amador County Auditor's Warrant</b>	3,512.28	3,281.04	6,793.32
<b>Base Fee Income</b>			
Maintenance Fees	330.00	330.00	660.00
Sewer	15,916.85	0.00	15,916.85
Voluntary Lock-Off	52.50	52.50	105.00
Water	0.00	12,559.04	12,559.04
<b>Total Base Fee Income</b>	16,299.35	12,941.54	29,240.89
<b>Interest Income</b>	0.00	0.28	0.28
<b>Town Hall Rental</b>	20.00	20.00	40.00
<b>Variable Income</b>			
Late Fees	211.74	223.56	435.30
Service Connection Fee	32.86	32.89	65.75
Water - Usage	0.00	3,691.86	3,691.86
<b>Total Variable Income</b>	244.60	3,948.31	4,192.91
<b>Total Income</b>	20,076.23	20,191.17	40,267.40
<b>Gross Profit</b>	20,076.23	20,191.17	40,267.40
<b>Expense</b>			
<b>Bank Charges</b>			
Paymentus Fees	79.65	91.45	171.10
Tax Roll Fees	228.67	228.68	457.35
<b>Total Bank Charges</b>	308.32	320.13	628.45
<b>Board Members</b>			
Stipends	187.50	187.50	375.00
<b>Total Board Members</b>	187.50	187.50	375.00
<b>Contracted Expenses</b>			
Board Clerk	150.00	150.00	300.00
Manager	2,416.66	2,416.68	4,833.34
<b>Total Contracted Expenses</b>	2,566.66	2,566.68	5,133.34
<b>Sewer Expenses</b>			
<b>Amador Water Agency</b>			
After Hour On-Call	244.00	0.00	244.00
Electric Repairs	1,172.03	0.00	1,172.03
Emergency Call-Out	206.89	0.00	206.89
Mandated State Reporting	36.33	0.00	36.33
Routine Service	1,570.06	0.00	1,570.06
<b>Total Amador Water Agency</b>	3,229.31	0.00	3,229.31
Chemicals	166.80	0.00	166.80
Equipment Rental	1,903.28	0.00	1,903.28
Repairs/Maintenance	9,019.11	0.00	9,019.11
SCADA Service	7,041.58	0.00	7,041.58
Sewer - Parts/Supplies	778.57	0.00	778.57
Testing - Sewer	202.00	0.00	202.00
<b>Total Sewer Expenses</b>	22,340.65	0.00	22,340.65
<b>Water/Distribution Expenses</b>			
Amador Water Agency			
After Hour On-Call	0.00	488.00	488.00

**River Pines Public Utility District**  
**Profit & Loss by Class**  
June 2020

	Sewer	Water	TOTAL
Customer Service	0.00	321.86	321.86
Large Equipment Use	0.00	304.33	304.33
Meter Reading	0.00	431.17	431.17
Routine Service	0.00	2,305.05	2,305.05
<b>Total Amador Water Agency</b>	<b>0.00</b>	<b>3,850.41</b>	<b>3,850.41</b>
Chlorine	0.00	48.65	48.65
Parts/Supplies	0.00	418.43	418.43
SCADA Service	0.00	630.00	630.00
Sm. Tools	0.00	576.29	576.29
Telephone - Water	0.00	626.03	626.03
Water Testing	0.00	692.00	692.00
<b>Total Water/Distribution Expenses</b>	<b>0.00</b>	<b>6,841.81</b>	<b>6,841.81</b>
<b>64900 · Office Expenses</b>			
Postage/Shipping	117.74	117.76	235.50
Software	309.98	310.00	619.98
Supplies	152.89	152.91	305.80
Website Service	25.00	25.00	50.00
<b>Total 64900 · Office Expenses</b>	<b>605.61</b>	<b>605.67</b>	<b>1,211.28</b>
<b>66700 · Professional Fees</b>			
Legal Expenses	610.00	610.00	1,220.00
<b>Total 66700 · Professional Fees</b>	<b>610.00</b>	<b>610.00</b>	<b>1,220.00</b>
<b>68600 · Utilities</b>			
Disposal	46.51	46.52	93.03
Propane	358.64	0.00	358.64
68100 · Telephone - Office	28.77	28.77	57.54
<b>Total 68600 · Utilities</b>	<b>433.92</b>	<b>75.29</b>	<b>509.21</b>
<b>Total Expense</b>	<b>27,052.66</b>	<b>11,207.08</b>	<b>38,259.74</b>
<b>Net Ordinary Income</b>	<b>-6,976.43</b>	<b>8,984.09</b>	<b>2,007.66</b>
<b>Other Income/Expense</b>			
Other Income			
Wireless Site Lease	750.00	750.00	1,500.00
<b>Total Other Income</b>	<b>750.00</b>	<b>750.00</b>	<b>1,500.00</b>
Other Expense			
Distribution Project	0.00	803.00	803.00
Monitor Wells - Sewer	915.00	0.00	915.00
<b>Total Other Expense</b>	<b>915.00</b>	<b>803.00</b>	<b>1,718.00</b>
<b>Net Other Income</b>	<b>-165.00</b>	<b>-53.00</b>	<b>-218.00</b>
<b>Net Income</b>	<b>-7,141.43</b>	<b>8,931.09</b>	<b>1,789.66</b>

**River Pines Public Utility District**  
**Account QuickReport-Board Meetings**  
 As of June 30, 2020

7.6

Type	Date	Num	Name	Memo	Amount	Balance
<b>Bank Accounts</b>						
EI Dorado Checking						16,137.27
Deposit	06/01/2020			Deposit		16,137.27
Check	06/01/2020	debit	Candi Bingham		5,185.88	21,323.15
Check	06/01/2020	debit	USPS		-1,450.00	19,873.15
Check	06/01/2020	eft	Google Services		-7.75	19,865.40
Deposit	06/02/2020			Director Emails	-36.00	19,829.40
Deposit	06/02/2020			Deposit	151.00	19,980.40
Deposit	06/02/2020			Deposit	301.62	20,282.02
Deposit	06/02/2020			Deposit	454.23	20,736.25
Deposit	06/03/2020			Deposit	347.93	21,084.18
Check	06/05/2020	debit	Candi Bingham		-966.67	20,117.51
Deposit	06/05/2020			Deposit	326.88	20,444.39
Check	06/08/2020	debit	AT&T - Water	209 245-4011 722 0	-477.15	19,967.24
Bill Pmt -Check	06/08/2020	debit	A T.E.E.M.	SCADA Software & Onsite Hours	-5,611.58	14,355.66
Bill Pmt -Check	06/08/2020	13460	Aces Waste Services, Inc.	1175	-93.03	14,262.63
Bill Pmt -Check	06/08/2020	13461	Baracco & Associates	Environmental Documents - Dist...	-803.00	13,459.63
Bill Pmt -Check	06/08/2020	13462	california Laboratory Ser...	Water/sewer Testing	-1,234.00	12,225.63
Bill Pmt -Check	06/08/2020	13463	Colantuono, Highsmith &...		-80.00	12,145.63
Bill Pmt -Check	06/08/2020	13464	County of Amador	Tax Collector/Tax Roll	-457.35	11,688.28
Bill Pmt -Check	06/08/2020	13465	Kamps Propane		-358.64	11,329.64
Bill Pmt -Check	06/08/2020	13466	Pac Machine Co.	Rebuild Pump - Sewer Storage ...	-6,804.64	4,525.00
Bill Pmt -Check	06/08/2020	13467	Staples	Mailing Labels/Envelopes/Tape	-208.53	4,316.47
Bill Pmt -Check	06/08/2020	13468	Adobe PDF	Deposit	318.80	4,635.27
Deposit	06/08/2020	eft			-14.99	4,620.28
Check	06/08/2020			Deposit	430.29	5,050.57
Deposit	06/09/2020			Deposit	150.82	5,201.39
Deposit	06/09/2020			Deposit	6,656.15	11,857.54
Deposit	06/10/2020			Deposit	593.24	12,450.78
Deposit	06/10/2020			Deposit	-119.99	12,330.79
Check	06/10/2020	eft	McAfee Software		1,011.15	13,341.94
Deposit	06/11/2020	debit	USPS		-7.75	13,334.19
Check	06/11/2020			Postage	338.60	13,672.79
Deposit	06/12/2020			Deposit	15,035.86	28,708.65
Deposit	06/15/2020			Deposit	-13,170.13	15,538.52
Bill Pmt -Check	06/15/2020	13469	Amador Water Agency	30018	-2,000.00	13,538.52
Bill Pmt -Check	06/15/2020	13470	Brent Stewart, P.E.	June 2020/September 2019		12,963.52
Bill Pmt -Check	06/15/2020	13471	california Laboratory Ser...	May Testing	-575.00	11,823.52
Bill Pmt -Check	06/15/2020	13472	Colantuono, Highsmith &...	Balance Due on Referenced Inv...	-1,140.00	11,807.44
Bill Pmt -Check	06/15/2020	13473	Mt. Aukum Store		-16.08	11,807.44
Bill Pmt -Check	06/15/2020	13474	Brent Stewart, P.E.	Late Fees - Invoices 3402/3405/...	-60.00	11,747.44
Bill Pmt -Check	06/15/2020	13475	Anita Ebbinghausen	Stipend - June 2020	-75.00	11,672.44
Bill Pmt -Check	06/15/2020	13476	California Bank & Trust	1030264749	-890.00	10,782.44
Bill Pmt -Check	06/15/2020	13477	Gisele L. Wurzburger	June Board Clerk	-300.00	10,482.44
Bill Pmt -Check	06/15/2020	13478	John Chapman	Stipend - June 2020	-75.00	10,407.44
Bill Pmt -Check	06/15/2020	13479	Karla Christensen	Stipend - June 2020	-75.00	10,332.44
Bill Pmt -Check	06/15/2020	13480	Patrick Henry	Stipend - 2020 June	-75.00	10,257.44
Bill Pmt -Check	06/15/2020	13481	Rocky Raymond	Stipend - June 2020	-75.00	10,182.44
Deposit	06/15/2020	eft	QuickBooks Software	Deposit	119.78	10,302.22
Check	06/15/2020			Billing/Financial Software	-449.00	9,853.22
Deposit	06/16/2020			Deposit	485.77	10,338.99



**River Pines Public Utility District**  
**Account QuickReport-Board Meetings**  
As of June 30, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	06/16/2020			Deposit	432.54	10,771.53
Check	06/16/2020	debit	AT&T - Water	209 245-4011 722 0	-148.88	10,622.65
Deposit	06/17/2020			Deposit	1,535.98	12,158.63
Deposit	06/18/2020			Deposit	434.62	12,593.25
Check	06/18/2020	debit	Digital Deployment	Website Hosting	-50.00	12,543.25
Deposit	06/19/2020			Deposit	4,108.72	16,651.97
Deposit	06/19/2020			Deposit	451.89	17,103.86
Deposit	06/22/2020			Deposit	3,116.61	20,220.47
Deposit	06/22/2020			Deposit	632.55	20,853.02
Deposit	06/23/2020			Deposit	872.13	21,725.15
Deposit	06/23/2020			Deposit	1,564.07	23,289.22
Deposit	06/23/2020			Deposit	302.80	23,592.02
Deposit	06/24/2020			Deposit	404.00	23,996.02
Check	06/24/2020	debit	Amazon	Office Supplies	-97.27	23,898.75
Bill Pmt -Check	06/25/2020	13484	Fred Waters Well Drilling	1/2 of Estimate - Well 3R - pull p...	-4,637.50	19,261.25
Deposit	06/25/2020			Deposit	209.80	19,471.05
Deposit	06/26/2020			Deposit	309.06	19,780.11
Deposit	06/29/2020			Deposit	160.00	19,940.11
Check	06/29/2020	eft	RingCentral	Office Phone	-57.54	19,882.57
Deposit	06/30/2020			Interest	0.28	19,882.85
Deposit	06/30/2020			Deposit	608.82	20,491.67
Check	06/30/2020	debit	USPS	Rolls of Stamps	-220.00	20,271.67
Total El Dorado Checking					4,134.40	20,271.67
Total Bank Accounts					4,134.40	20,271.67
<b>TOTAL</b>					<b>4,134.40</b>	<b>20,271.67</b>

## River Pines Department Report

June 1 – June 30, 2020

### Water Production/Sold

Well 2	862,100 gallons		Total Produced: 1,189,188 gallons
Well 3R:	286,300 gallons	Total Sold:	733,489 gallons
Well 6R:	40,788 gallons	Unaccounted Loss:	38%

### **Regulatory Compliance Specialist-**

- Completed monthly reports for May in Water and Wastewater.
- Annual report approved by the state regulator.
- Lead and Copper testing to be conducted in August

### **Wastewater-**

- Influent flow 1,152,100 gallons. Effluent Discharged 1,389,700 gallons.
- Monitor spray fields while irrigation is running
- Continue to maintain and monitor collection system

### **Water-**

- Routine Well operation and maintenance
- Staff worked to prepare well 6R for automatic operation and tested.
- Staff worked with electrical staff to troubleshoot and identify problems with well 3R, coordinate repairs and complete emergency production operations.

### **Electrical –**

- Staff replaced a failed sump pump at River Pines WWTP.
- Staff investigated an intermittent issue with River Pines Well 3R VFD tripping offline. Found the motor leads at the well head had a partial short to ground. The well pump was removed 6/25. Scheduled to be replaced early next week.

Staff Hours: 52.75 hrs. Water      26 hrs. WW

Prepared by: Linda Nafus, Administrative Assistant II

Reviewed by: Rick Ferriera, Operations and Maintenance Manager



## AGENDA ITEM – 8B

### GENERAL MANAGER'S REPORT

#### For the Month of June/July 2020

1. **Well 3R Pump was pulled.** Greg Briski never returned my calls. I reached out to Fred Waters Well Drilling. Being an emergency situation, I requested an estimate and with it. Total cost for all electrical, new pump, pull and place pump was \$9,575. AWA is doing required testing to put Well back into operation. First test came back positive. They did another sanitization and tested again on July 10. If test come back negative, Well will be put back into operation on Monday the 13<sup>th</sup>. Well 6R has been supplementing when needed.
2. **Mailed Consumer Confidence Reports.** These reports are mandatory by the state to be sent to all customers yearly.
3. **Instructed AWA to hang Door Tags.** Had ten tags hung instructing customers to pay their accounts. Amount delinquent - \$9,750.
4. **AWA's customer service office** is still closed to the public.
5. **CalFire still trying to access culvert.** No update from CalFire on clearing Culvert. I am thinking we will have to table this until fire season is over.
6. **Board of Directors Insurance.** I was able to obtain liability insurance for the Directors. Total cost per year is \$1,950. Premium was paid upfront for ongoing coverage. See enclosed email from agent for information.
7. **Liability Insurance for District.** Annual policy cost is \$2,739. To stay with previous provider, annual policy would have been \$29,000. See enclosed email from agent for information. This policy has not yet been paid. Waiting for invoice.
8. **Continue to work with USDA** for \$1,300,000 additional funding for distribution project.
9. Bank Deposits
10. Monthly Billing & Monthly Late Notices
11. Monthly 48 Hour Notices
12. Updated Website
13. Agenda & Packets



Candi Bingham &lt;rppud@riverpinespub.org&gt;

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**FW: River Pines Public Utility C29041**

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Angela Bacon <angela-bacon@leavitt.com>  
To: Candi Bingham <rppud@riverpinespub.org>

Fri, Jun 26, 2020 at 11:42 AM

Hi Candi,

I have a quote from Glatfelters and it's really good. Total premium is \$2,739. That's A LOT less than what you paid even last year. I spoke with the underwriter to see why the premium is so low.

One of the differences is that Glatfelters uses payroll (or subcontractor costs) for the liability and Alteris uses number of hookups. Not having any payroll really works to your advantage in this case. The biggest difference, however, is the coverage for physical property. While the total property value is the same with both companies, Glatfelters has a per claim deductible of \$5,000, where Alteris only has a deductible of \$1,000.

Other than the property deductible, all limits are exactly the same.


Let me know if you want to go with Alteris for \$28,981 or Glatfelters for \$2,739 and I'll send you the appropriate signature pages.

As for the directors & officers coverages, I still don't have a quote from any company. I'm still hoping I'll have something today or on Monday at the latest and will let you know right away.

Thanks,

[Quoted text hidden]

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Candi Bingham &lt;rppud@riverpinespod.org&gt;

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## Directors & Officers Quote

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Angela Bacon <angela-bacon@leavitt.com>  
To: Candi Bingham <rppud@riverpinespod.org>

Mon, Jun 29, 2020 at 4:36 PM

Hi Candi,

I got the quote to replace your Directors & Officers policy, which is the one coverage that was missing from Glatfelter's quote. Total premium is \$1,950.09. This is through Indian Harbor and the biggest difference between this policy and the one you had before is in how long claims can be reported.

The coverage you had with Allied World was "occurrence". That means that even if 3 years from now someone sued a board member for a wrongful action that happened while your policy was with Allied World, it will still be covered. There is a statute of limitation, which is usually 10 years.

This policy will be "claims made", which means that a claim has to be submitted while you still have an active policy with Indian Harbor. If there were a situation of a claim becoming known after coverage was non-renewed, Indian Harbor wouldn't cover it. There are a few options we can look at if it ever comes to that, though.

To bind coverage, I will need full payment, the signature pages completed and another application completed and signed. If the board approves, let me know, and I'll send you a link where you can make the payment online, so we don't have to wait for the postal service.

Keep in mind that your current policies expire on Wed, so we don't have much time left.

Thanks,

Angela

**Coronavirus Notice – As a precautionary safety measure during the coronavirus pandemic, our office will be closed to walk-ins at this time. Part or all of our teams will be working remotely. We remain fully operational and can be contacted via the same phone numbers and email addresses.**

 **Angela Bacon, Account Manager**  
**Cutler-Segerstrom Insurance Agency**  
**Leavitt United Insurance Services**

Sonora, Elk Grove, Granite Bay, Lodi, Napa, Walnut Creek, Fresno

**River Pines Public Utility District**  
**Profit & Loss Budget Overview**  
 July 2020 through June 2021

96

	Sewer		Water		TOTAL	
	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21
Ordinary Income/Expense						
Income						
Amador County Auditor's Warrant						
Direct Charges - Tax Roll	0.00		0.00		0.00	
HO & Timber Tax	25.91		0.00		25.91	
Homeowners Exemption	56.07		90.00		146.07	
Secured Appointment	0.00		0.00		0.00	
Secured Taxes	4,006.00		4,150.00		8,156.00	
Unitary Tax	140.00		140.00		280.00	
Unsecured Appointment	91.13		92.00		183.13	
<b>Total Amador County Auditor's Warrant</b>	<b>4,319.11</b>		<b>4,472.00</b>		<b>8,791.11</b>	
Base Fee Income						
Maintenance Fees	3,860.04		3,860.00		7,720.04	
Sewer	170,709.96				170,709.96	
Voluntary Lock-Off	1,749.96		1,750.00		3,499.96	
Water			145,000.00		145,000.00	
<b>Total Base Fee Income</b>	<b>176,319.96</b>		<b>150,610.00</b>		<b>326,929.96</b>	
Interest Income	1,600.00		17.00		1,617.00	
Town Hall Rental	115.00		115.00		230.00	
Variable Income						
Broken Locks			0.00		0.00	
Call-Out			0.00		0.00	
Door Hanger Fee			560.00		560.00	
Late Fees	3,046.00		3,071.00		6,117.00	
Reconnection Fee			800.00		800.00	
Returned Check Fee	14.50		0.00		14.50	
Service Connection Fee	230.00		230.00		460.00	
Water - Usage	0.00		35,000.00		35,000.00	
<b>Total Variable Income</b>	<b>3,290.50</b>		<b>39,661.00</b>		<b>42,951.50</b>	
<b>Total Income</b>	<b>185,644.57</b>		<b>194,875.00</b>		<b>380,519.57</b>	
Gross Profit	185,644.57		194,875.00		380,519.57	
Expense						
Bank Charges			90.00		90.00	
Loan Service Charge	304.00		0.00		304.00	
Paymentus Fees	229.00		229.00		458.00	
Tax Roll Fees	16.00		10.00		26.00	
60400 - Bank Service Charges						
<b>Total Bank Charges</b>	<b>549.00</b>		<b>329.00</b>		<b>878.00</b>	

**River Pines Public Utility District**  
**Profit & Loss Budget Overview**  
 July 2020 through June 2021

	Sewer	Water	TOTAL
	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21
<b>Board Members</b>			
Elections	271.00		271.00
Stipends	2,100.00	2,100.00	4,200.00
<b>Total Board Members</b>	2,371.00	2,100.00	4,471.00
<b>Contracted Expenses</b>			
Board Clerk	1,500.00	1,500.00	3,000.00
Manager	29,000.00	29,000.00	58,000.00
<b>Total Contracted Expenses</b>	30,500.00	30,500.00	61,000.00
<b>Depreciation Expense</b>			
Sewer	16,050.00		16,050.00
Water		27,244.00	27,244.00
<b>Total Depreciation Expense</b>	16,050.00	27,244.00	43,294.00
<b>Sewer Expenses</b>			
Amador Water Agency			2,928.00
After Hour On-Call	2,928.00		2,928.00
Electric Repairs	436.00		436.00
Emergency Call-Out	5,248.00		5,248.00
Mandated State Reporting	622.00		622.00
Operation Repairs	5,175.00		5,175.00
Routine Service	24,396.00		24,396.00
<b>Total Amador Water Agency</b>	38,805.00		38,805.00
<b>Amador Water Agency Maintenance</b>			
Chemicals	0.00		0.00
Consulting - Engineer	3,600.00		3,600.00
Electricity - Sewer	0.00		0.00
Equipment Rental	27,000.00		27,000.00
Permit/Fees	1,000.00		1,000.00
Repairs/Maintenance	75.00		75.00
SCADA Service	8,000.00		8,000.00
Sewage - Pump Service	0.00		0.00
Sewer - Parts/Supplies	2,500.00		2,500.00
Sm. Tools	8,000.00		8,000.00
Telephone - Sewer	0.00		0.00
Testing - Sewer	1,500.00		1,500.00
Testing - Sewer	2,500.00		2,500.00
<b>Total Sewer Expenses</b>	92,980.00		92,980.00
<b>Town Hall Expenses</b>			
Janitorial	450.00	240.00	690.00
Repairs/Maintenance	21.57	0.00	21.57

**River Pines Public Utility District**  
**Profit & Loss Budget Overview**  
 July 2020 through June 2021

	Sewer		Water		TOTAL	
	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21
Supplies	25.00		25.00		50.00	
<b>Total Town Hall Expenses</b>	<b>496.57</b>		<b>265.00</b>		<b>761.57</b>	
<b>Water/Distribution Expenses</b>						
<b>Amador Water Agency</b>						
After Hour On-Call		5,856.00		5,856.00		5,856.00
Customer Service		2,500.00		2,500.00		2,500.00
Electrical Repairs		500.00		500.00		500.00
Emergency Call-Out Engineer		600.00		600.00		600.00
Fire Assistance		0.00		0.00		0.00
Large Equipment Use		0.00		0.00		0.00
Mandatory State Reporting		600.00		600.00		600.00
Meter Reading		3,850.00		3,850.00		3,850.00
Operation Repairs		9,500.00		9,500.00		9,500.00
Routine Service		20,500.00		20,500.00		20,500.00
<b>Total Amador Water Agency</b>		<b>43,906.00</b>		<b>43,906.00</b>		<b>43,906.00</b>
<b>Amador Water Agency-Prev. Maint</b>						
Amador Water Agency - Prog/Plan		0.00		0.00		0.00
Chlorine		0.00		0.00		0.00
Consulting - Engineer		500.00		500.00		500.00
Customer Expense - Reimbursable		0.00		0.00		0.00
Electricity - Water		0.00		0.00		0.00
Parts/Supplies		10,000.00		10,000.00		10,000.00
Permit Fees		25,000.00		25,000.00		25,000.00
Repair/Maintenance		6,000.00		6,000.00		6,000.00
SCADA Service		5,200.00		5,200.00		5,200.00
Telephone - Water		0.00		0.00		0.00
Water Testing		1,600.00		1,600.00		1,600.00
<b>Water/Distribution Expenses - Other</b>		<b>3,100.00</b>		<b>3,100.00</b>		<b>3,100.00</b>
<b>Total Water/Distribution Expenses</b>		<b>95,306.00</b>		<b>95,306.00</b>		<b>95,306.00</b>
<b>60200 - Automobile Expense</b>						
John Deere - Tractor	0.00		0.00		0.00	
<b>Total 60200 - Automobile Expense</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>63300 - Insurance Expense</b>						
Insurance - Property/Liability	4,000.00		3,900.00		7,900.00	
Workers' Compensation	0.00		0.00		0.00	
<b>Total 63300 - Insurance Expense</b>	<b>4,000.00</b>		<b>3,900.00</b>		<b>7,900.00</b>	
<b>64900 - Office Expenses</b>						
<b>Total 64900 - Office Expenses</b>			<b>3,900.00</b>		<b>3,900.00</b>	



**River Pines Public Utility District**  
**Profit & Loss Budget Overview**  
 July 2020 through June 2021

	Sewer		Water		TOTAL
	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	
Admin Cost - Tax Roll	0.00	0.00		0.00	
Equipment	250.00	500.00		750.00	
Filing Fees	25.00	36.00		61.00	
Membership Dues	175.00	175.00		350.00	
Postage/Shipping	650.00	850.00		1,500.00	
Printing	0.00	80.00		80.00	
Software	650.00	700.00		1,350.00	
Supplies	1,100.00	1,100.00		2,200.00	
Training	0.00	0.00		0.00	
Website Service	300.00	300.00		600.00	
61700 - Computer and Internet Expenses	950.00	0.00		950.00	
<b>Total 64900 - Office Expenses</b>	<b>4,100.00</b>	<b>3,741.00</b>		<b>7,841.00</b>	
66700 - Professional Fees					
Legal Expenses	750.00	1,200.00		1,950.00	
Security Service/Maintenance	350.00	350.00		700.00	
Yearly Audit	1,950.00	1,950.00		3,900.00	
<b>Total 66700 - Professional Fees</b>	<b>3,050.00</b>	<b>3,500.00</b>		<b>6,550.00</b>	
68600 - Utilities					
Disposal	560.00	560.00		1,120.00	
Electricity - Office	35.00	35.00		70.00	
Electricity - Town Hall	35.00	0.00		35.00	
Electricity - Street Lights	580.00	600.00		1,180.00	
Internet	0.00	0.00		0.00	
Propane	1,950.00			1,950.00	
68100 - Telephone - Office	350.00	360.00		710.00	
<b>Total 68600 - Utilities</b>	<b>3,510.00</b>	<b>1,555.00</b>		<b>5,065.00</b>	
<b>Total Expense</b>	<b>157,606.57</b>	<b>168,440.00</b>		<b>326,046.57</b>	
<b>Net Ordinary Income</b>	<b>28,038.00</b>	<b>26,435.00</b>		<b>54,473.00</b>	
Other Income/Expense					
Other Income					
FEMA - 2017 Storm Funds	0.00	0.00		0.00	
FEMA - Reimbursement	0.00			0.00	
Grant Income - DWSRF				0.00	
Misc. Income				0.00	
Sale - District Vehicle	0.00	0.00		0.00	
Wireless Site Lease	3,000.00	3,000.00		6,000.00	
<b>Total Other Income</b>	<b>3,000.00</b>	<b>3,000.00</b>		<b>6,000.00</b>	
Other Expense					

**River Pines Public Utility District**  
**Profit & Loss Budget Overview**  
 July 2020 through June 2021

	Sewer	Water	TOTAL
	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21
DWSRF - Environmental Study	0.00	0.00	0.00
DWSRF Grant - Surveying	0.00	0.00	0.00
FEMA WORK			
Equipment Rental	0.00		0.00
Labor	0.00		0.00
Supplies	0.00		0.00
Total FEMA WORK	0.00		0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	3,000.00	3,000.00	6,000.00
Net Income	<b>31,038.00</b>	<b>29,435.00</b>	<b>60,473.00</b>



## RIVER PINES PUBLIC UTILITY DISTRICT



22900 Canyon Ave. • P.O. Box 70 • River Pines, CA 95675  
(209) 245-6723 • (209) 245-5710 FAX  
rppud@rppud.org

9a

**SUBJECT:** River Access  
**DATE:** July 15, 2020  
**Meeting:** Regular Meeting  
**Attachment:** No

**Information:** During the month of June, the tubs located in the Consumnes River were flooded with out of town people. Facebook and the District phones received an abundance of questions regarding the RPPUD's responsibility in keeping the people from accessing the river

Some of the concerns were: trespassing on private property. Too many people from out of town, not enough room for the locals. Trash. COVID-19 being transmitted.

**Discussion:** Is it the District's responsibility to fence and post signs keeping people from trespassing. District's lift stations are fenced and already protected. The District holds the recreational permit, which allows the water to be dammed for swimming. However, the District has NOT exercised its' recreational powers through LAFCO to oversee the use of the river etc.