22900 Canyon Avenue, P.O. Box 70, River Pines, CA. 95675 (209) 245-6723 Tel (209) 245-5710 Fax

www.rppud.org

#### REGULAR AGENDA Wednesday, April 20, 2022 - 6:00 P.M.

- 1. CALL TO ORDER
- 2. ROLL CALL
- 3. PLEDGE OF ALLEGIANCE
- **4. AGENDA:** Approval of agenda for this date; all off-agenda items must be approved by the Board (pursuant to §54954.2 of the Government Code.)
- 5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board now upon any subject within the jurisdiction of the Board; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a three (3) minute limit per topic.
- 6. MINUTES: Discussion / Approval.
  - a. March 16, 2022 Regular Meeting.
- 7. CONSENT ITEMS:
  - a. Monthly Financial Statements Period Ending March 31, 2022.
  - b. Expenditure Report Submitted Check Approval through March 31, 2022.
- **8. MONTHLY OPERATIONS REPORT: Discussion.** Any matter requiring Action will be placed on and upcoming agenda for consideration.
  - a. Monthly Operations Report Period Ending March 31, 2022.
  - b. Monthly General Manager Report Period Ending March 31, 2022.
- 9. BOARD MATTERS: Discussion / Action / Direction to Staff.
  - a. NV5 Monitoring Well Contract Renewal. Discussion/Action.
  - b. Re-Survey New Circle Tank Lot. Discussion/Action.
  - c. Circle Tank Property Exchange. Discussion/Action.
  - d. 2022/2023 Budget. Discussion/Action.
  - e. Five Year Projection. Discussion/Action.
- 10. BOARD OF DIRECTORS COMMENTS/REPORTS: Discussion Only.
  - a. Capital Improvements and general repairs necessary at the District. Continued Item.
- 11. COMMITTEE COMMENTS/REPORTS: Continued Item.

None

- **12. FUTURE AGENDA TOPICS**: This is an opportunity for Board Members and District Staff to request matters to be placed on upcoming agendas.
- 13. ADJOURNMENT The next Regular Meeting May 16, 2022 at 6:00 p.m.





#### REGULAR MINUTES

#### Wednesday, March 16, 2022 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

Director Anita Ebbinghausen

Director Roscoe Raymond

Director Eric Rewitzer

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

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

#### 4. AGENDA:

Motion by Board Member Ebbinghausen, seconded by Board Member Chapman and carried by a 5 to 0 vote to approve the Regular Agenda dated March 16, 2022 as presented. 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:

None.

6. MINUTES: Discussion / Approval.

a. February 16, 2022 Regular Meeting.

Motion by Board Member Chapman, seconded by Vice-Chairman Christensen, and carried by a 5 to 0 vote to approve the Minutes dated December 15, 2021 as presented. Motion passed by the following vote:

AYES: Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer

NOES: None ABSTAIN: None ABSENT: None

#### 7. CONSENT ITEMS:

a. Monthly Financial Statements - Period Ending February 28, 2022.

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 Chairman Raymond, seconded by Vice-Chairman Christensen, and carried by a 5 to 0 vote to approve the Monthly Financial Statements and Expenditure Report - Period Ending February 28,2022. Motion passed by the following vote:

**AYES:** 

Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer

NOES:

None

ABSTAIN:

None

ABSENT:

None

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

#### A. Monthly Operations Report.

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

#### February 1 thru February 28, 2022 Water Production/Sold Information:

Well 2 - 234,900 gallons

Total Produced – 767,618 gallons

Well 3R – 389,100 gallons

Total Sold – 686,562 gallons

Well 6R – 143,618 gallons

Unaccounted Loss - 11%

Staff Hours: Water 51 hours

#### February 1 thru February 28, 2022 Wastewater Production:

Influent flow: 907,600 gallons Effluent Discharged: 548,900 gallons

Staff Hours: Wastewater 29 hours

#### B. Monthly General Manager Report.

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

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

#### a. SCADA Security Threats. Discussion/Action.

General Manager Bingham reported the State Water Resource Board has been sending the District emails regarding internet security threats. The email has been forwarded to Brent Stewart who is contracted with the District to monitor the wells and sewer system. Mr. Stewart informed staff that he was working on strengthening the District's SCADA system to help avoid any cybersecurity threats.

Attached for the Board's consideration was a letter from Mr. Stewart - Status of SCADA Regarding Security Threats. The Board needs to take action on Items 3 and 7.

Item 3: Operators must lo in using the FortiClient VPN client. This establishes a secure connection to the firewall. Operators then log in to the SCADA computer via Remote Desktop a second login screen. The EPA recommends implementing multi-factor authentication. In order to do this, we would need to be in contact with all plant operators, likely in a meeting at the Water Agency headquarters. If the District wants to pursue this option, please let Mr. Stewart know.

Item 7: Manual Operation – All time-critical equipment such as the Wells and Lift Stations have manual controls onsite. The Wastewater Treatment Plant has limited manual operation in the event of systemwide failure. The plant generally has adequate capacity to await repairs if this happens. If the District would like to explore better manual operation at the Wastewater Treatment Plant, please let Mr. Steward know.

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

It was noted for the record Item 3 did not require action at this time.

Motion by Chairman Raymond, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote request Brent Stewart to submitted a written proposal on Item 7 for consideration at the April meeting. Motion passed by the following vote:

AYES: Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer

NOES: None ABSTAIN: None ABSENT: None

#### b. Account #65-016 - Meter Read/High Usage. Discussion/Action.

General Manager Bingham reported Account #65-016 had a meter read on February 19<sup>th</sup> that showed 199,480 gallons of water usage which equates to a \$1,450 water bill. When Amador Water Agency read this meter, it did not show a water leak, so the customer was not notified. When computing the February billing staff noticed the large usage and contacted the customer and they were also notified by an email.

The customer in return checked things out and sent staff an email. Their first attempt did not find any leaks and after deep research their grandson was able to find one. The leak was in a very difficult location. They stated the leak was in the old pipes and was isolated. They removed the old pipe and a new line installed to correct this situation. The customer explained they are on a fixed income and the husband is extremely ill and this bill is a hardship for them.

General Manager Bingham explained this customer has never been late or had a late fee for their account in their 30 plus years living in River Pines. The customer inquired if the Board would take into consideration the possible meter problem/metered high usage resulting in the \$1,450 water bill.

Chairman Raymond opened the public discussion.

Janet and Leon Graham, were present to provide more detail regarding consideration on their meter problem/metered high usage resulting in the \$1,450 water bill.

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

After considerable discussion on this item, the Board made the following motion.

Motion by Board Member Ebbinghausen, seconded by Vice-Chairman Christensen, and carried by a 5 to 0 vote to approve the following motion for Account #65-016:

- 1. Request Amador Water Agency install a new meter.
- 2. Account# 65-016 be charged their average usage. Motion passed by the following vote:

AYES: Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer

NOES: None ABSTAIN: None ABSENT: None

General Manager Bingham stated she would email the Grahams a new invoice reflecting their average usage and put in the request to Amador Water Agency for the installation of the new meter.

#### c. RCD's Community Chipping Program. Discussion/Action.

General Manager reported she received an email from Megan Watts, Public Outreach Coordinator for Amador Resource Conservation District regarding their request that the District host the RCD's Community Chipping Program on the proposed dates of April 23 and April 24. This program allows for free disposal of green waste, assists in the improvement of air quality by providing an alternative option to burning, and helps to reduce accidental ignition from burn piles which is a leading cause of wildfires. Any resident of Amador County is welcome to bring any slash or vegetation they have cleared from their property and it will be chipped at no cost to the resident. The only thing the District needs to provide is the actual location, the County will handle the rest and make sure everything is clean and as it was before they were there.

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

Chairman Raymond noted for the record this item did not require a vote only Board approval.

Staff was directed to contact Amador Resource Conservation District to notified them the District approved the hosting of the RCD's Community Chipping Program on the proposed dates of April 23 and April 24.

## Chairman Raymond noted Brent Stewart just arrived and requested additional discussion and explanation of Item 3 and Item 7 for 9a. SCADA Security Threats.

After considerable discussion among the Board and Mr. Stewart it was determined that neither Item 3 and Item 7 needed additional action from the Board.

General Manager Bingham requested Brent Stewart provide a summary of items necessary to address the SCADA Security Threats – specifically Item 3 and Item 7 so that she can provide the list to Amador Water Agency for further action.

#### d. Community Dumpster Day. Discussion.

General Manager Bingham reported she received an email from resident David Janakos regarding trash and garbage in our community that has been piling up. He stated time and costs of taking unwanted items to the transfer station is quite out of reach for the District's low-income residents. He stated it had been a couple of years since a free dumpster drop had been provided and felt it was time to provide another one for our

community. He believes a summer program with a two-month written notification and flyers within the community would allow sufficient time for residents to prepare for this service. This program was provided in the past and he is requesting the District provide the means/arrangements in order to once again "give back" to the community.

General Manager reported she had reached out to Nell Raymond regarding a dumpster day and was informed the County will not pay for one at this time.

General Manager Bingham informed Mr. Janakos that his request would be on tonight's agenda of Board consideration. She reported the County and ACES Waste Management would not support it with rising costs. She informed him that the District is solely responsible for Water and Sewer and that LAFCO governs the District. Waste Management powers have not been given to the District.

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

It was noted for the record Cathy Landgraf was working this with the Rotary for a limited cleanup day, however it is not known at this time how much they are willing to provided. Additional information will be provided when this has been determined.

#### 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:

None.

13. ADJOURNMENT: The meeting adjourned at 6:58 p.m. to the scheduled meeting on April 20, 2022.

# Ja

# River Pines Public Utility District Profit & Loss by Class March 2022

	Sewer	Water	TOTAL
Ordinary Income/Expense			
Income Base Fee Income			
Maintenance Fees	345.00	345.00	690.00
Sewer	16,181.00	0.00	16,181.00
Voluntary Lock-Off	105.00	105.00	210.00
Water	0.00	13,880.93	13,880.93
Total Base Fee Income	16,631.00	14,330.93	30,961.93
Variable Income	0.00	440.00	440.00
Door Hanger Fee	0.00 174.40	140.00 174.40	140.00 348.80
Late Fees Reconnection Fee	0.00	180.00	180.00
Service Connection Fee	65.75	65.75	131.50
Water - Usage	0.00	2,035.57	2,035.57
Total Variable Income	240.15	2,595.72	2,835.87
Total Income	16,871.15	16,926.65	33,797.80
Gross Profit	16,871.15	16,926.65	33,797.80
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	2,107.34	2,107.34	4,214.68
Office Staff	625.00	625.00	1,250.00
Total Contracted Expenses	2,882.34	2,882.34	5,764.68
Sewer Expenses			
Amador Water Agency	050.00	0.00	050.00
After Hour On-Call Routine Service	250.00	0.00 0.00	250.00
Routine Service	1,994.61		1,994.61
Total Amador Water Agency	2,244.61	0.00	2,244.61
Electricity - Sewer	3,022.39	0.00	3,022.39
Repairs/Maintenance	425.62	0.00	425.62
SCADA Service	700.00	0.00	700.00
Sewer - Parts/Supplies	93.22	0.00	93.22
Telephone - Sewer	225.05	0.00	225.05
Total Sewer Expenses	6,710.89	0.00	6,710.89
Water/Distribution Expenses			
Amador Water Agency			
After Hour On-Call	0.00	500.00	500.00
Mandatory State Reporting	0.00	61.79	61.79
Meter Reading Rountine Service	0.00 0.00	392.52	392.52
		2,545.19	2,545.19
Total Amador Water Agency	0.00	3,499.50	3,499.50
Electricty - Water	0.00	1,781.85	1,781.85
Parts/Supplies	0.00	66.69	66.69
SCADA Service	0.00	300.00	300.00 220.88
Telephone - Water Water Testing	0.00 0.00	220.88 512.00	220.88 512.00
•			
Total Water/Distribution Expenses	0.00	6,380.92	6,380.92
64900 · Office Expenses		***	
Filing Fees	30.00	30.00	60.00

# River Pines Public Utility District Profit & Loss by Class March 2022

	Sewer	Water	TOTAL
Membership Dues	174.99	175.00	349.99
Postage/Shipping	8.94	8.96	17.90
Software	51.43	51.44	102.87
Website Service	25.00	25.00	50.00
Total 64900 · Office Expenses	290.36	290.40	580.76
68600 · Utilities			
Disposal	56.69	56.69	113.38
Electricity - Office	0.00	41.16	41.16
Electricity - Town Hall	41.15	0.00	41.15
Electricty - Street Lights	106.54	106.54	213.08
68100 · Telephone - Office	28.92	28.92	57.84
Total 68600 · Utilities	233.30	233.31	466.61
Total Expense	10,304.39	9,974.47	20,278.86
Net Ordinary Income	6,566.76	6,952.18	13,518.94
Other Income/Expense Other Income			
Wireless Site Lease	250.00	250.00	500.00
Total Other Income	250.00	250.00	500.00
Other Expense			
Monitor Wells - Sewer	1,317.00	0.00	1,317.00
Total Other Expense	1,317.00	0.00	1,317.00
Net Other Income	-1,067.00	250.00	-817.00
Net Income	5,499.76	7,202.18	12,701.94

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### River Pines Public Utility District Account QuickReport-Board Meetings

As	of	March	31,	2022
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Туре	Date	Num	Name	Memo	Amount
Bank Accounts					
El Dorado Check	king				
Deposit	03/01/2022			Deposit	152.30
Deposit	03/01/2022			Deposit	297.43
Deposit	03/01/2022			Deposit	450.20
Check	03/02/2022	debit	Hach Company	Repair Pump	-425.62
Check	03/02/2022	debit	GetStreamline	Website	-50.00
Check	03/02/2022	debit	Google Services		-62.88
Check	03/02/2022	debit	Candi Bingham		-2,107.34
Deposit	03/02/2022			Deposit	619.36
Check	03/03/2022	Cash	Amador Co. Recorder	Record Lien Releases	-30.00
Check	03/03/2022	Cash	Goin Postal	Notary for Lien Releases	-30.00
Deposit	03/03/2022			Deposit	933.55
Deposit	03/04/2022			Deposit	1,688.67
Check	03/07/2022	debit	PG&E - Street Lights	7368064062-7	-213.08
Check	03/07/2022	debit	PG&E - Office/Tow	6898952032-2	<b>-</b> 82.31
Check	03/07/2022	debit	PG&E - Water	3357284549-4	-560.70
Check	03/07/2022	debit	PG&E - Water 2	2458584137-2	-1,221.15
Check	03/07/2022	debit	PG&E - Sewer	8721806002-5	-3,022.39
Bill Pmt -Check	03/07/2022	13753	Amador Water Age	30018	-5,904.02
Bill Pmt -Check	03/07/2022	13754	Anita Ebbinghausen	Stipend - March 2022	-75.00
Bill Pmt -Check	03/07/2022	13755	Brent Stewart, P.E.	Alarm Monitoring - February 2022	-1,000.00
Bill Pmt -Check	03/07/2022	13756	California Bank & T	1030264749	-890.00
Bill Pmt -Check	03/07/2022	13757	california Laborator	February Testing	-1,829.00
Bill Pmt -Check	03/07/2022	13758	Database Systems	Emergeny System	-25.00
Bill Pmt -Check	03/07/2022	13759	Eric Rewitzer'	Stipend - March 2022	-75.00
Bill Pmt -Check	03/07/2022	13760	Gisele L. Wurzburger	Board Clerk - March 2022	-300.00
Bill Pmt -Check	03/07/2022	13761	John Chapman	Stipend - March 2022	-75.00
Bill Pmt -Check	03/07/2022	13762	Karla Christensen	Stipend - March 2022	-75.00
Bill Pmt -Check	03/07/2022	13763	Rocky Raymond	Stipend - March 2022	-75.00
Check	03/07/2022	debit	Adobe PDF		-14.99
Deposit	03/07/2022			Deposit	186.43
Check	03/08/2022	debit	Aces Waste Servic	1175	-113.38
Check	03/08/2022	debit	USPS		-8.95
Deposit	03/08/2022			Deposit	150.00
Deposit	03/08/2022			Deposit	200.00
Deposit	03/08/2022			Deposit	155.48
Deposit	03/09/2022			Deposit	65.98
Deposit	03/10/2022			Deposit	2,470.57
Deposit	03/10/2022			Deposit	300.00
Deposit	03/11/2022			Deposit	617.20
Deposit	03/14/2022			Deposit	452.11
Check	03/15/2022	debit	Candi Bingham		-2,107.34
Deposit	03/15/2022			Deposit	152.27
Deposit	03/15/2022			Deposit	300.00
Deposit	03/15/2022			Deposit	450.27
Check	03/16/2022	debit	Michelle Foyil		-600.00
Deposit	03/16/2022			Deposit	2,067.50
Deposit	03/17/2022			Deposit	220.90

### **River Pines Public Utility District** Account QuickReport-Board Meetings As of March 31, 2022

Туре	Date	Num	Name	Memo	Amount
Deposit	03/17/2022			Deposit	4,522.30
Check	03/17/2022	debit	AT&T - Sewer	209 245-3984 701 9	-225.05
Check	03/17/2022	debit	AT&T - Water	209 245-4011 722 0	-220.88
Deposit	03/17/2022			Deposit	758.26
Deposit	03/18/2022			Deposit	476.3
Deposit	03/21/2022			Deposit	672.19
Check	03/22/2022	debit	USPS		-8.95
Deposit	03/22/2022			Deposit	913.24
Deposit	03/22/2022			Deposit	1,199.54
Deposit	03/22/2022			Deposit	462.75
Deposit	03/23/2022			Deposit	5,365.58
Deposit	03/23/2022			Deposit	3,258.92
Deposit	03/23/2022			Deposit	2,822.20
Deposit	03/24/2022			Deposit	2,387.18
Deposit	03/25/2022			Deposit	191.74
Check	03/28/2022	debit	RingCentral		-57.84
Check	03/28/2022	debit	Michelle Foyil		-650.00
Deposit	03/28/2022		·	Deposit	153.39
Check	03/29/2022	debit	LogMeIn	·	-349.99
Deposit	03/29/2022		_	Deposit	147.47
Deposit	03/30/2022			Deposit	150.00
Deposit	03/31/2022			Deposit	918.96
Total El Dorado	o Checking				13,844.43
tal Bank Accour	nts				13,844.43
L					13,844.43

#### River Pines Department Report

March 1 - March 31, 2022

#### Water Production/Sold

Well 2: 253,300 gallons Total Produced: 789,714 gallons

Well 3R: 408,500 gallons Total Sold: 493,655 gallons

Well 6R: 127,914 gallons Unaccounted Loss: 37%

#### **Regulatory Compliance Specialist-**

Submitted December monthly water report

Submitted December monthly wastewater reports and no spill report for CIWQS

#### Wastewater-

- Influent flow 1,001,900 gallons. Effluent Discharged 141,200 gallons.
- Checked and monitored the collection systems.
- Jetted where and when necessary.

#### Water Treatment / Distribution -

- Wells 2/3R continue to perform well with some but not significant aquifer drawdown. Water demand decrease with seasonal change is helping with this as well.
- Staff notified the Electrical Department of additional generator failure at 2/3R. Electrical staff met with Generac technician on site and are waiting for their scheduling of needed replacement part installation.
- Staff noted a couple of leaks, one at Circle Tank which is being investigated by Construction and Distribution, and one in the driveway leading to well 6R facility, which the Construction Department repaired.
- Construction repaired 2 leaks

Staff Hours: 75 Water hrs. 25 WW hrs.

Prepared by: Linda Nafus, Administrative Assistant II

Reviewed by: Rick Ferriera, Operations and Engineering Manager

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 2022

- 1. Well 2/3R Generator Generac serviced the generator and determined that a sensor needs to be replaced. The sensor has been ordered and I authorized AWA to install it (labor cost) so that the district does not have to pay a travel fee to Generac again. The electrician with AWA will do the installation.
- 2. Green Waste Office staff informed me that there was wood, and a pile of debris left behind the garbage area after the green waste bin was removed. Does the District now have to pay AWA to remove it? I did not think this was a District sponsored event.
- 3. Distribution Funding met with Bow, the district's project manager with the state, on April 6<sup>th</sup> in River Pines. She stated that our project is #1 on her agenda. She has been sending me request and I have been sending things to her as the list comes in. One thing she did ask for was an updated cost estimate from Jack Scroggs. He supplied an updated estimate which now puts the cost at \$7,534,000 (last cost estimate was 2018). This is based on current project cost his is working on. According to the state, the district will received 100% grant funding because the guidelines have changed.

Bow is estimating between 4 to 6 months for contract signature. All previous applications, environmental, etc. are still good. District just must update financial information.

- 4. Water Shut-Off Notices the district currently has 7 customers on Amortization agreements. April door tags were hung, with a total of \$4,498.54 in outstanding unpaid accounts. None of these accounts qualify for amortization. Three customers were locked off.
- 5. Rock Lane Leak the leak on Rock Lane has been capped. The leak came from a property off Rock Lane located under a pine tree. AWA will re-route the main line off the customers property to fix the leak. AWA needs to dispatch their construction crew for the trenching, so it is being scheduled.

- 6. Operation Inspection the state visited River Pines April 6<sup>th</sup> to complete the district's yearly operations inspection. AWA felt the inspection went well. The state will be providing the district with a report, which will tell the district what repairs need to be completed or any operation changes that need to occur.
- 7. Completed Operations Tour board members Christensen and Rewitzer and office staff were showed the district operation sites on April 6<sup>th</sup>. Hopefully it was informative.
- 8. Bank Deposits myself and office staff
- 9. Monthly Billing & Monthly Late Notices
- 10. Monthly 48 Hour Notices
- 11. Agenda & Packets





April 12, 2022 (Rev 0 September 12, 2019 then amended May 2020)

Via Email

Ms. Candi Bingham General Manager River Pines Public Utility District 22900 Canyon Ave River Canyon, CA 95675

RE: Proposal for Permit Review, Sampling Plan Updates as needed, Ground Water Monitoring Reports per Event at RPPUD Wastewater Treatment Plant

#### Dear Candi:

NV5 has provided the following proposal for your consideration. NV5 appreciates the opportunity to respond to the request to prepare ground water monitoring reports for the ground water sampling events at the wastewater treatment plant.

NV5 is aware that the Tentative Waste Discharge Requirements (TWDRs) are being drafted and the TWDRs will be reviewed for acceptance which will result in a reduced schedule from quarterly to semiannual. NV5 developed the existing sampling approach completed by the Amador Water Agency staff, and we will continue to provide Quality Assurance and Quality Control (QA/QC) reviews of the sampling protocols, training and provide updates to the monitoring plan as necessary.

#### SCOPE OF SERVICES

#### TASK 1 – TWDRs REVIEW, DATABASE AND SAMPLING PLAN UPDATES AS NEEDED

NV5 will review and comment on the TWDRs for finalization and aid in planning, reporting with database and sampling plan updates that may include chlorination efforts necessary to address the elevated coliforms potential in ground water. Well redevelopment may also take place to improve on turbidity and remove the water volumes for a residual chlorine of less than 100 ppm. Field Sampling and Reporting Plan updates are anticipated to include at the Facility.

#### TASK 2 - QUARTERLY OR SEMIANNUAL GROUND WATER MONITORING REPORTS

NV5 will provide assistance during sampling events in order to satisfy the QA/QC elements of the sampling and reporting program. Detection monitoring reports will be completed starting in the First Quarter 2022. These reports will outline and summarize the field activities, laboratory reports and provide an indication of the importance of each finding. Each report will be certified by a California Certified Hydrogeologist. To ensure timely submissions of reports

Mr. Candi Bingham April 12, 2022 Page 2 of 2

to the RWQCB, NV5 will provide draft reports for review two weeks prior to the submittal due date.

#### TASK 3 - REGULATORY LIAISON

This task effort is reserved for the elements related compliance assistance. If necessary one meeting/teleconference with the RWQCB staff may be warranted for concurrence purposes.

#### COMPENSATION

NV5 has carefully reviewed the work effort and potential costs associated with the reporting and water quality assessment on a per event basis. The cost proposal is based on an estimated labor fee not to exceed the amount of \$8,900. The labor rates of \$170 per hour for Project Manager, \$145 per hour for a Project Geologist, \$120 per hour for Staff Geologist, \$99 for Technician and \$90 for Clerical will be used. Direct costs will be charged at cost plus 10%. This estimate does not include the cost associated with the field sampling or laboratory analysis.

Task 1 - TWDR review, Sampling and Analysis Plan Updates (as needed)	\$1,000
Task 2 - Detection Monitoring Reports per event \$1,800 (4 events)	\$7,200
Task 3 - Regulatory Liaison	\$700

Four Event Total Estimate - \$8,900

NV5 again appreciates the opportunity to assist you with this project. If this meets your approval, we will proceed with your authorization under the existing 2017 Master Agreement. Call if you have any questions (916) 221-0012.

Sincerely,

NV5 Patrick f Dr

Patrick F. Dunn, M.S., P.G., C.Hg.

Project Manager

PFD/



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

SUBJECT:

Agenda Item 9b

DATE:

April 20, 2022

MEETING:

Regular

Attachment:

No

<u>Background:</u> January 2018 the district had the new circle tank property location appraised so that the purchase of this property could be included in the state funding.

During the operations tour on April 6<sup>th,</sup> I had noticed that the new property location of the tank is unrecognizable due to the excavating of another property owner. This property owner excavated property outside of his property lines, which removed any/all evidence of where the new tank is supposed to be located.

**<u>Board Action:</u>** The district needs to have the property surveyed so that we can include the site location and boundaries to the state and so that the current property owners know what they are trading for the old tank location.

The Board needs to authorize the GM to have the new tank site location surveyed.



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

SUBJECT:

Agenda Item 9b

DATE:

April 20, 2022

MEETING:

Regular

Attachment:

No

<u>Background:</u> the new owners of the proposed circle tank location previously asked the board if they would be interested in doing a property exchange between the circle tank sites (exchange the new site for the old site). The board approved this exchange.

I spoke with the property owners, and they are still very much willing to exchange the two properties. So that they know they property lines of the old site, they are asking the district to have it surveyed.

Board Action: for the exchange to be completed, the district must have the site surveyed.

The Board needs to authorize the GM to have the new tank site location surveyed.



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

SUBJECT:

Agenda Item 9c

DATE:

April 20, 2022

MEETING:

Regular

Attachment:

No

<u>Background:</u> as stated in Agenda Item 9b, the owners of the new circle tank site are willing to exchange the old site for the new site.

**Board Action:** when speaking with the state's project manager for the distribution project, she stated that this exchange must be completed, or close to completion before funding can take place.

The reason for this is because if the state includes a new tank in the funding, then the district must have the location of this tank secured.

GM needs Boards permission to begin the property exchange proceedings (following the surveys).

# River Pines Public Utility District Profit & Loss Budget Overview July 2022 through June 2023

	Sewer	Water	TOTAL
	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23
Ordinary Income/Expense			
Income			
Amador County Auditor's Warrant			
HO & Timber Tax	57.00	0.00	57.00
Homeowners Exemption	0.00	180.00	180.00
Secured Appointment	420.00	1,600.00	2,020.00
Secured Direct Charges	3,540.00	3,500.00	7,040.00
Secured Taxes	0.00	3,500.00	3,500.00
Unitary Tax	144.00	150.00	294.00
Unsecured Appointment	93.00	95.00	188.00
<b>Total Amador County Auditor's Warrant</b>	4,254.00	9,025.00	13,279.00
Base Fee Income			
Connection Impact Fee - Sewer	0.00		0.00
Connection Impact Fee - Water		0.00	0.00
Maintenance Fees	4,320.00	4,255.00	8,575.00
Sewer	188,827.00		188,827.00
Voluntary Lock-Off	1,680.00	1,662.50	3,342.50
Water	0.00	148,159.00	148,159.00
Total Base Fee Income	194,827.00	154,076.50	348,903.50
Interest Income	0.18	7.60	7.78
Repair Labor		1,500.00	1,500.00
Town Hall Rental	120.00	120.00	240.00
Variable Income			
Block Meter		50.00	50.00
Door Hanger Fee		0.00	0.00
Late Fees	1,609.00	580.00	2,189.00
Reconnection Fee		720.00	720.00
Returned Check Fee	0.00	14.50	14.50
Service Connection Fee	215.00	250.00	465.00
Tax Roll Removal Fee		50.00	50.00
Water - Usage	0.00	36,000.00	36,000.00
Total Variable Income	1,824.00	37,664.50	39,488.50
Total Income	201,025.18	202,393.60	403,418.78
Gross Profit	201,025.18	202,393.60	403,418.78
Expense			
Bank Charges			
Loan Service Charge		180.00	180.00
Paymentus Fees	0.00	0.00	0.00
Tax Roll Fees	229.00	229.00	458.00

# River Pines Public Utility District Profit & Loss Budget Overview July 2022 through June 2023

	Sewer	Water	TOTAL
	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23
60400 · Bank Service Charges	9.00	28.50	37.50
Total Bank Charges	238.00	437.50	675.50
Board Members			
Stipends	2,250.00	2,250.00	4,500.00
Total Board Members	2,250.00	2,250.00	4,500.00
Contracted Expenses			
Board Clerk	1,500.00	1,500.00	3,000.00
Manager	25,252.00	25,252.00	50,504.00
Office Staff	7,200.00	7,200.00	14,400.00
Total Contracted Expenses	33,952.00	33,952.00	67,904.00
Sewer Expenses			
Amador Water Agency			
After Hour On-Call	2,196.00		2,196.00
Electric Repairs	0.00		0.00
Emergency Call-Out	2,500.00		2,500.00
Mandated State Reporting	1,573.00		1,573.00
Operation Repairs	2,200.00		2,200.00
Routine Service	31,000.00		31,000.00
Total Amador Water Agency	39,469.00		39,469.00
Chemicals	800.00		800.00
Consulting - Engineer	3,500.00		3,500.00
Electricity - Sewer	40,000.00		40,000.00
Equipment Rental	3,500.00		3,500.00
Excavating	15,000.00	0.00	15,000.00
P&O Study - Salt	0.00		0.00
Repairs/Maintenance	500.00	2.00	500.00
SCADA Service	8,400.00	0.00	8,400.00
Sewage - Pump Service	4,000.00		4,000.00
Sewer - Parts/Supplies	10,000.00		10,000.00
Sm. Tools	0.00		0.00
Telephone - Sewer	2,100.00 800.00		2,100.00 800.00
Testing - Sewer	800.00		600.00
Total Sewer Expenses	128,069.00	0.00	128,069.00
Town Hall Expenses	400.00	0.00	400.00
Janitorial	120.00	0.00	120.00
Supplies	150.00	150.00	300.00
Total Town Hall Expenses	270.00	150.00	420.00

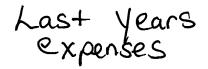
# River Pines Public Utility District Profit & Loss Budget Overview

July 2022 through June 2023

	Sewer	Water	TOTAL
	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23
Water/Distribution Expenses	-		
Amador Water Agency			
After Hour On-Call		6,100.00	6,100.00
Backflow Testing		750.00	750.00
Customer Service		150.00	150.00
Electrical Repairs		7,200.00	7,200.00
Emergency Call-Out		2,500.00	2,500.00
Large Equipment Use		4,500.00	4,500.00
Mandatory State Reporting		2,700.00	2,700.00
Meter Reading Operation Repairs		3,100.00 13,750.00	3,100.00 13,750.00
Rountine Service		29,500.00	29,500.00
Roditatie Service		23,300.00	23,300.00
Total Amador Water Agency		70,250.00	70,250.00
Chlorine		800.00	800.00
Electricty - Water		21,800.00	21,800.00
Parts/Supplies	0.00	14,000.00	14,000.00
Permit Fees	0.00	7,500.00	7,500.00
Repair/Maintenance		6,500.00	6,500.00
SCADA Service		3,600.00	3,600.00
Sm. Tools Telephone - Water		580.39 2,250.00	580.39 2.250.00
Water Testing		2,250.00 7,750.00	7,750.00
water resting		7,730.00	7,730.00
Total Water/Distribution Expenses	0.00	135,030.39	135,030.39
60000 · Advertising and Promotion 63300 · Insurance Expense	0.00	0.00	0.00
Director's Liability	2,200.00	2,200.00	4,400.00
Insurance - Property/Liability	3,100.00	3,100.00	6,200.00
Total 63300 · Insurance Expense	5,300.00	5,300.00	10,600.00
64900 · Office Expenses			
Equipment	0.00	0.00	0.00
Filing Fees	150.00	150.00	300.00
License/Certifications	300.00	300.00	600.00
Maintenace/Improvements	0.00	0.00	0.00
Membership Dues Postage/Shipping	1,200.00 600.00	978.50 600.00	2,178.50 1,200.00
Software	700.00	700.00	1,400.00
Supplies	1,500.00	1,500.00	3,000.00
Training	0.00	.,000.00	0.00
Website Service	300.00	300.00	600.00
Total 64900 · Office Expenses	4,750.00	4,528.50	9,278.50

### **River Pines Public Utility District** Profit & Loss Budget Overview July 2022 through June 2023

	Sewer	Water	TOTAL
	Jul '22 - Jun 23	Jul '22 - Jun 23	Jul '22 - Jun 23
66700 · Professional Fees			
Legal Expenses	1,200.00	1,500.00	2,700.00
Property Surveying	0.00		0.00
Security Service/Maintenance	4,200.00	4,200.00	8,400.00
Total 66700 · Professional Fees	5,400.00	5,700.00	11,100.00
66900 · Reconciliation Discrepancies 68600 · Utilities		0.00	0.00
Disposal	1,080.00	885.00	1,965.00
Electricity - Office		0.00	0.00
Electricity - Town Hall	252.00	210.00	462.00
Electricty - Street Lights	1,080.00	730.00	1,810.00
Propane	1,100.00		1,100.00
68100 · Telephone - Office	250.00	440.00	690.00
Total 68600 · Utilities	3,762.00	2,265.00	6,027.00
Total Expense	183,991.00	189,613.39	373,604.39
Net Ordinary Income	17,034.18	12,780.21	29,814.39
Other Income/Expense			
Other Income			
Misc. Income	0.00	0.000.00	0.00
Wireless Site Lease	2,750.00	3,000.00	5,750.00
Total Other Income	2,750.00	3,000.00	5,750.00
Other Expense			
Distribution Project		12,277.50	12,277.50
Monitor Wells - Sewer	30,000.00		30,000.00
Total Other Expense	30,000.00	12,277.50	42,277.50
Net Other Income	-27,250.00	-9,277.50	-36,527.50
Net Income	-10,215.82	3,502.71	-6,713.11



## **River Pines Public Utility District** Profit & Loss by Class July 2020 through June 2021

	Sewer	Water	TOTAL
Ordinant Incomo/Evnanca			
Ordinary Income/Expense Income			
<b>Amador County Auditor's Warrant</b>			
Homeowners Exemption	30.10	176.53	206.63
Secured Appointment	415.50	1,573.43	1,988.93
Secured Direct Charges	3,341.20	3,341.21	6,682.41
Secured Taxes	3,484.87 145.19	3,484.87 145.19	6,969.74 290.38
Unitary Tax Unsecured Appointment	93.20	93.20	186.40
Total Amador County Auditor's Warrant	7,510.06	8,814.43	16,324.49
	7,510.00	0,014.43	10,524.45
Base Fee Income Connection Impact Fee - Sewer	7,748.00	0.00	7,748.00
Connection Impact Fee - Water	0.00	7,500.00	7,500.00
Maintenance Fees	4,265.00	4,255.00	8,520.00
Sewer	188,826.68	0.00	188,826.68
Voluntary Lock-Off	1,662.50	1,662.50	3,325.00
Water	60.38	148,159.04	148,219.42
Total Base Fee Income	202,562.56	161,576.54	364,139.10
Interest Income	0.18	8.23	8.41
Repair Labor	0.00	1,221.61	1,221.61
Town Hall Rental	130.00	130.00	260.00
Variable Income	0.00	50.00	50.00
Block Meter Late Fees	487.22	572.62	1,059.84
Returned Check Fee	14.50	14.50	29.00
Service Connection Fee	230.02	230.23	460.25
Tax Roll Removal Fee	0.00	25.00	25.00
Water - Usage	0.00	39,533.99	39,533.99
Total Variable Income	731.74	40,426.34	41,158.08
Total Income	210,934.54	212,177.15	423,111.69
Gross Profit	210,934.54	212,177.15	423,111.69
Expense			
Bank Charges	0.00	45.00	45.00
Loan Service Charge	0.00 1,199.17	45.00 1,311.28	45.00 2,510.45
Paymentus Fees Tax Roll Fees	217.13	217.14	434.27
60400 · Bank Service Charges	15.76	28.50	44.26
Total Bank Charges	1,432.06	1,601.92	3,033.98
Board Members			
Stipends	2,223.94	2,223.94	4,447.88
Total Board Members	2,223.94	2,223.94	4,447.88
Contracted Expenses	4 500 00	4 500 00	0.000.00
Board Clerk	1,500.00	1,500.00	3,000.00
Manager	33,833.24	33,833.52	67,666.76
Total Contracted Expenses	35,333.24	35,333.52	70,666.76
Sewer Expenses			
Amador Water Agency	2 806 00	0.00	2,896.00
After Hour On-Call Emergency Call-Out	2,896.00 2,402.50	0.00	2,402.50
Mandated State Reporting	621.00	0.00	621.00
Operation Repairs	1,122.82	0.00	1,122.82
Routine Service	29,791.10	0.00	29,791.10
Total Amador Water Agency	36,833.42	0.00	36,833.42
Consulting - Engineer	3,072.98	0.00	3,072.98

## **River Pines Public Utility District** Profit & Loss by Class July 2020 through June 2021

	Sewer	Water	TOTAL
Electricity - Sewer	33,358.61	0.00	33,358.61
Equipment Rental	3,767.73	0.00	3,767.73
Excavating	30,207.22	3,784.23	33,991.45
P&O Study - Salt	135.00	0.00	135.00
Repairs/Maintenance	507.14	0.00	507.14
SCADA Service	10,500.00	0.00	10,500.00
Sewage - Pump Service	3,000.00	0.00	3,000.00
Sewer - Parts/Supplies	3,409.61	0.00	3,409.61
Telephone - Sewer	2,107.50	0.00	2,107.50
Testing - Sewer	628.00	0.00	628.00
Total Sewer Expenses	127,527.21	3,784.23	131,311.44
Town Hall Expenses Supplies	136.95	136.95	273.90
Total Town Hall Expenses	136.95	136.95	273.90
•	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Water/Distribution Expenses			
Amador Water Agency After Hour On-Call	0.00	5,792.00	5,792.00
Backflow Testing	0.00	501.83	501.83
Customer Service	0.00	682.97	682.97
Electrical Repairs	0.00	6,054.74	6,054.74
Emergency Call-Out	0.00	1,715.79	1,715.79
Large Equipment Use	0.00	3,182.00	3,182.00
Mandatory State Reporting	0.00	2,201.16	2,201.16
Meter Reading	0.00	2,986.79	2,986.79
Operation Repairs	0.00 0.00	12,448.88 29,493.38	12,448.88 29,493.38
Rountine Service	- 0.00	29,493.30	29,493.30
Total Amador Water Agency	0.00	65,059.54	65,059.54
Chlorine	0.00	563.70	563.70
Electricty - Water	0.00	18,154.64	18,154.64
Parts/Supplies	0.00	11,116.32	11,116.32
Permit Fees	0.00	7,344.31	7,344.31
Repair/Maintenance SCADA Service	0.00 0.00	5,904.86 4,500.00	5,904.86 4,500.00
Sm. Tools	0.00	580.39	580.39
Telephone - Water	0.00	2,043.84	2.043.84
Water Testing	0.00	6,705.00	6,705.00
Total Water/Distribution Expenses	0.00	121,972.60	121,972.60
60000 · Advertising and Promotion	0.00	86.28	86.28
63300 · Insurance Expense			
Director's Liability	1,951.72	1,951.74	3,903.46
Insurance - Property/Liability	2,775.00	2,775.00	5,550.00
Total 63300 · Insurance Expense	4,726.72	4,726.74	9,453.46
64900 · Office Expenses	400.00	400.00	040.00
Filing Fees	108.00	108.00	216.00
License/Certifications Maintenace/Improvements	300.00 80.79	300.00 80.79	600.00 161.58
Maintenace/Improvements Membership Dues	978.49	978.50	1,956.99
Postage/Shipping	733.72	733.98	1,467.70
Software	663.99	664.16	1,328.15
Supplies	1,266.83	1,732.19	2,999.02
Website Service	437.50	437.50	875.00
Total 64900 · Office Expenses	4,569.32	5,035.12	9,604.44
66700 · Professional Fees			
Legal Expenses	0.00	1,380.00	1,380.00
Security Service/Maintenance	3,575.26	3,575.27	7,150.53

## **River Pines Public Utility District** Profit & Loss by Class July 2020 through June 2021

	Sewer	Water	TOTAL
Total 66700 · Professional Fees	3,575.26	4,955.27	8,530.53
66900 · Reconciliation Discrepancies	0.00	210.00	210.00
Disposal	708.28	708.31	1,416.59
Electricity - Office	0.00	166.09	166.09
Electricity - Town Hall	166.09	-0.01	166.08
Electricty - Street Lights	583.92	583.94	1,167.86
Propane	188.70	0.00	188.70
68100 · Telephone - Office	350.26	350.26	700.52
Total 68600 · Utilities	1,997.25	1,808.59	3,805.84
Total Expense	181,521.95	181,875.16	363,397.11
Net Ordinary Income	29,412.59	30,301.99	59,714.58
Other Income/Expense Other Income			
Wireless Site Lease	2,750.00	2,750.00	5,500.00
Total Other Income	2,750.00	2,750.00	5,500.00
Other Expense			
Distribution Project	0.00	12,277.50	12,277.50
Monitor Wells - Sewer	27,535.97	0.00	27,535.97
Total Other Expense	27,535.97	12,277.50	39,813.47
Net Other Income	-24,785.97	-9,527.50	-34,313.47
Net Income	4,626.62	20,774.49	25,401.11