



# RIVER PINES PUBLIC UTILITY DISTRICT



Wednesday, October 14, 2015  
ACTION MINUTES

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1. **CALL TO ORDER:** The meeting was called to order by Chairman Landgraf at 6:31 p.m.
2. **ROLL CALL: Members present:**

Chairman Cathy Landgraf	Candi Bingham, General Manager
Director Anita Ebbinghausen	Greg Guina, Chief Plant Operator
Director Michael Gardner (6:33 p.m.)	Mary Beth Van Voorhis, Board Clerk
Director René Walden-Qualls	
Director - Vacant	
3. **PLEDGE OF ALLEGIANCE:** Chairman Landgraf led the Pledge of Allegiance.
4. **AGENDA: M/S Ebbinghausen/Gardner to approve the agenda, as presented, with the addition of a discussion and action item #9L related to digging two 4x4 holes for the security system tower. Motion carried 4-0.**  
  

<b>AYES:</b>	<b>Ebbinghausen, Gardner, Landgraf, Walden-Qualls.</b>
<b>NOES:</b>	<b>None.</b>
<b>ABSENT:</b>	<b>None.</b>
<b>ABSTAIN:</b>	<b>None.</b>
5. **PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:** None.
6. **MINUTES:**
  - A. September 9, 2015 Regular Meeting.  
M/S Gardner/Walden-Qualls to approve, with the following corrections:  
  
**Page 2 of 5: Item #9A3. Correct \$500.00 to \$5,000.00.**  
**Page 2 of 5: Item #9A, fourth paragraph. Correct Immigrant to Emigrant.**  
**Page 3 of 5: Second paragraph to read: Director Walden-Qualls identified the existing lease creates obstacles creates obstacles with Mr. Stewart.**  
**Page 3 of 5: Twelfth paragraph to read: Director Walden-Qualls input is that it seems that the installation of two towers would fulfill the needs of the District.**  
**Page 3 of 5: Item #9B, first paragraph to read: Consultant Russell Van Voorhis reviewed the Service Agreement included in the agenda package for his company's availability to provide the District with; local resources to respond to District operations and emergency needs in the event the District operator has scheduled time off, and Board Clerk duties.**  
**Page 4 of 5: Item #9H, first paragraph, second sentence to read: The grant includes an additional \$7,000 for potholing.**  
  
**Motion carried 4-0.**  
  

<b>AYES:</b>	<b>Ebbinghausen, Gardner, Landgraf, Walden-Qualls.</b>
<b>NOES:</b>	<b>None.</b>
<b>ABSENT:</b>	<b>None.</b>
<b>ABSTAIN:</b>	<b>None.</b>
  - B. September 23, 2015 – WORKSHOP – Emergency Plan.  
To be presented for approval at the next regular meeting.

**7. EXPENDITURE REPORT:** Submitted Check Approval through October 7, 2015.

Director Walden-Qualls requested the establishment of a meeting with the County Auditor.

General Manager Bingham confirmed the existence of two water accounts, one for Well #2 and one for town hall. Shown on the financial statements as account #11907 and #11909.

Director Walden-Qualls will include financial obligations and audit documents information into the bylaws.

General Manager Bingham confirmed to Director Landgraf that the District had not received a bill from Amador Mechanical.

**M/S Walden-Qualls/Gardner to approve, as presented. Motion carried 4-0.**

**AYES: Ebbinghausen, Gardner, Landgraf, Walden-Qualls.**

**NOES: None.**

**ABSENT: None.**

**ABSTAIN: None.**

**8. MONTHLY OPERATIONS REPORT:**

**A. Monthly Water and Wastewater Operations Report. Included in agenda package.**

Director Walden-Qualls asked Operator Guina for copies of all available written policies or direction and for him to provide a checklist for maintenance records for all facilities and equipment for future needs.

Operator Guina discussed the annual update meeting he held with Amador Water Agency (AWA) staff where they reviewed the new Well #2 setup which they were not familiar with. General Manager Bingham confirmed annual training with AWA is required.

Director Landgraf requested Operator Guina remain at the meeting for discussion on Item #9A and Item #9C. She directed him to remove leaves, weed-eat, and clean the roof at the Circle Avenue Tank on a weekly basis.

Operator Guina reported he is trying out a new product to breakdown fats, grease, and feminine products.

Director Walden-Qualls inquired about scheduling of the camel jet. Operator Guina reported that there are a few areas that are ready on Pigeon Trail. He said the lower side of Pigeon Trail would begin this month and be completed in 4-6 weeks. He said the sewer system is mostly in good condition and Circle Avenue needs work at the clean out.

He confirmed to Director Landgraf that the District is behind the curve with the state (a couple of years) as AWA has not started yet. General Manager Bingham said the filing has not been done.

General Manager Bingham reported the electric winch had been purchased and Operator Guina said the motor is working, however, the tractor still needs work.

**B. Monthly General Manager Report. Included in agenda package.**

General Manager Bingham said she is receiving pressure from Frank Risso to close out the project by the end of the month as it was completed in April. She has given Motherlode Electronics a deadline of October 23 to complete the security system installation. She said Amador Mechanical is available to dig the holes and place the towers.

She said dead tree removal is scheduled for December 2015 and that Eric Jensen is not happy that he has not received funding for the roadside chipping project. She confirmed CalFire was sent the invoice over a month ago.

## 9. BOARD MATTERS:

### A. Continued Update on CDBG Grant Program.

Operator Guina met with Jack Scruggs who is marking and surveying at this time and the next procedure has not yet been scheduled. Mr. Scruggs now has copies of all the blueprints for the system. He said the sewer plant part is accurate but the water part is not so accurate. General Manager Bingham reported emailing requested information to Mr. Scruggs as the process continues. Mr. Scruggs is waiting to hear from Hunt Drilling for data on Well 6R and Castle Engineering needs information on the well logs. She feels the project is on schedule.

### B. Continued Update on Cal-Fire Grant.

General Manager Bingham said she has requested the invoice from Cal-Fire by November 1<sup>st</sup> in order to schedule tree removal in December.

### C. Department of Water Resources - Water Rights Permit #20878.

Review issues and provide direction to staff on maintenance and retention of existing Consumnes River Water Rights held by the District.

- i. Flow measuring device.
- ii. Slow Sand Filter operations review and needs assessment.
- iii. Purchasing and funding options.

General Manager Bingham reported that State Drinking Water Representative Dave Remick said the slow sand filter is in disrepair and everything needs to be replaced prior to use. He said biomass filtration is required. She said it will cost thousands of dollars in start-up costs and that every restart would require Title 22 sampling at a monthly cost of \$1,000. She will be talking with State Water Resources Control Board Inspector Jason Preiss tomorrow about options for maintaining the Districts water rights. She discussed diverting water and selling it. She said Operator Guina has a flow meter for measuring.

Director Landgraf feels the District should not lose their water rights.

Russell Van Voorhis discussed the stream gauging method used by The Sea Ranch Water Company. He said the equipment cost is approximately \$3,000. He feels that diversion from the river would be beneficial to the District and is the key element associated with maintaining water rights. He suggested review of the types of beneficial uses diversion could provide such as domestic and fire service. He discussed the installation of tanks alongside of the river and pump water directly into them. He wondered if CalFIRE could use the water. He also discussed the opportunity of installation of a small package plant in the current location of the slow sand filter. He said a small package plant would be cost effective and provide additional benefits to the domestic water supply.

General Manager Bingham will discuss these options with Mr. Preiss tomorrow and provide a report to the Board at the next meeting.

### D. Auditor – Review and approve renewal of a three (3) year contract with Robert Johnson, CPA for audit services for fiscal years 2015/2016, 2016/2017 and 2017/2018.

**M/S Walden-Qualls/Ebbinghausen for General Manager Bingham to negotiate a \$50 increase per year (instead of the proposed \$100 per year increase). The annual cost approved is \$3,700, \$3,750, and \$3,800. Motion carried 4-0.**

**AYES: Ebbinghausen, Gardner, Landgraf, Walden-Qualls.**

**NOES: None.**

**ABSENT: None.**

**ABSTAIN: None.**

E. Review Financial Statements.

Director Landgraf stated procedures for negotiations need to be resolved.

Director Ebbinghausen stated the numbers on Page 4 of the Financial Statement/Audit report should be the same.

**M/S Gardner/Ebbinghausen to approve the September 30, 2015 Financial Statement as presented. Motion carried 4-0.**

**AYES: Ebbinghausen, Gardner, Landgraf, Walden-Qualls.**

**NOES: None.**

**ABSENT: None.**

**ABSTAIN: None.**

F. Town Hall Heating and Air Conditioning Unit(s) – Review estimates and discuss options for replacement of heating and air conditioning for the building.

Director Ebbinghausen mentioned CalEnergy Systems and low interest loan options from PG&E.

Director Landgraf prefers a ductless system.

General Manager Bingham said the Well #2 generator is connected to town hall and provides back-up power service. The propane tank could be removed if they switch to an electric system. She said a pad must be purchased.

Hal Jones asked if an equipment brochure was available as there is no description or pictures included in the estimate provided.

Director Walden-Qualls prefers a cement pad over a “fake” pad and feels the efficiency of a new system will pay for itself within six months.

General Manager Bingham will check with the electrician regarding costs and provide an update at the next meeting.

G. Payroll Services – Provide direction to staff on service providers for district payroll.

**M/S Ebbinghausen/Gardner to approve the purchase of Quickbooks Premier 2016 in the amount of \$349.95 with Payroll Option A at a cost of \$37.00 month. Motion carried 4-0.**

**AYES: Ebbinghausen, Gardner, Landgraf, Walden-Qualls.**

**NOES: None.**

**ABSENT: None.**

**ABSTAIN: None.**

H. Road repair – Review options for necessary repairs to the access road to the wastewater treatment plant.

Director Landgraf said the District needs to do road repair to prevent sewer line exposure. She is concerned because her water line runs out there. She said Richard Beckhart did the same thing with repair and found the line to be 4” below and out in the roadway. She said the District now uses the line for the sewer pond. She feels a massive quantity of gravel (5/20 yard trucks) could be graded properly into place along a ¼ mile or more of roadway.

General Manager Bingham said the lines need repair on the District side and not the customer side and confirmed the line runs shallow in the roadway.

**M/S Walden-Qualls/Gardner to obtain three bids for work beginning where the asphalt ends to the end at the culvert. Bids will be provided to the Board for approval at the next meeting. Motion carried 4-0.**

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

- I. Slate Creek Culverts – Review timing and cleaning options for the Slate Creek culverts.

General Manager Bingham reported the last cleaning was two years ago and it is now completely overgrown and in a critical state.

**M/S Gardner/Walden-Qualls to check with California Youth Authority (CYA) on their availability and for them to proceed with cleaning. Motion carried 4-0.**

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

- J. AB1234 Ethics Training – Staff will provide options for AB1234 compliance for Board members.

Director Ebbinghausen will complete her training online.

Directors Landgraf and Gardner will attend training locally in January 2016.

All Board Members will complete sexual harassment training on-line.

Date of completion by all members: 1/31/2016.

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

Director Walden-Qualls verbally reviewed the approach taken on the first Draft. She said the Draft is derived from three sources and is reflective of current District tendencies. At this time she needs input and direction from the Board.

She reviewed the document page by page and requested the Board to review it in depth over the next month and provide written comments at the next meeting for incorporation into the Draft.

- L. Digging tower footings.

General Manager Bingham received a quote from Amador Mechanical to dig the tower footings 4' x 4' x 4' deep. Amador Mechanical indicated the work could be done on Friday, October 16 by two crew members at the rate of \$55.00/hour per person.

**M/S Ebbinghausen/Gardner to approve the quote from Amador Mechanical to complete the work on Friday, October 16, 2015. Motion carried 4-0.**

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

## **10. BOARD OF DIRECTORS COMMENTS/REPORTS:**

- A. Dumpster Day – Report by volunteers Ebbinghausen and Jones on information obtained from ACES Waste Services related to organization of Dumpster Day in River Pines.

Ebbinghausen reported it being too late this season and a spring date could be established. She said the cost would be \$238/per 20 yard dumpster and \$78.00/ton. She is waiting for confirmation on box size. She said it would be best to have it for one day only. She suggested two dumpsters and recommended accepting donations from customers in the amount of \$5.00 per load to off-set costs. She said volunteers would be needed to staff the drop-off location. No electronics or appliances would be accepted. She said once the date and time have been determined, they will provide public notice and create flyers for local distribution. Ebbinghausen/Jones will report back with potential costs.

B. Capital Improvements and general repairs necessary at the District. Continued Item. Included in above discussion.

**11. COMMITTEE COMMENTS/REPORTS:** Continued Item. None.

**12. FUTURE AGENDA TOPICS:** None.

**13. ADJOURNMENT** – Due to observing Veterans Day on Wednesday, November 11, 2015, the next Regular Meeting will be held on Thursday, November 12, 2015 at 6:30 p.m.

**The meeting adjourned @ 9:00 p.m.**

Respectfully submitted,  
Mary Beth Van Voorhis, Board Clerk

DRAFT