



RIVER PINES PUBLIC UTILITY DISTRICT



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, January 20, 2020 - 6:30 P.M.

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

Join Hangouts Meet: meet.google.com/xuu-djir-afw

Join by Phone: (US) +1 226-213-8281 **PIN:** 569 172 483 3260#

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. December 16, 2020 Regular Meeting.
7. **CONSENT ITEMS:**
 - a. Monthly Financial Statements – Period Ending December 31, 2020.
 - b. Expenditure Report – Submitted Check Approval through December 31, 2020.
8. **MONTHLY OPERATIONS REPORT: Discussion.** Any matter requiring Action will be placed on and upcoming agenda for consideration.
 - a. Monthly Operations Report.
 - b. Monthly General Manager Report.
9. **BOARD MATTERS: Discussion / Action / Direction to Staff.**
 - a. Public Hearing Rate Increase - Count Protest Letters and Vote on Effective Date. Discussion/Action.
 - b. Paymentus Fees Continue Extension of Customer Credit. Discussion/Action.
 - c. RPPUD Water System Improvement Project Update. Discussion.
 - d. River Access Dam Committee Update. Continued Discussion.
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 – February 17, 2021 at 6:00 p.m.

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REGULAR MINUTES

Wednesday, December 16, 2020

ACTION MINUTES

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

**Join Hangouts Meet: meet.google.com/xhx-btmk-dxr
Join by Phone: +1 617-675-4444 PINL 569 172 3260#**

1. CALL TO ORDER: The meeting was called to order by Chairman Christensen at 5:58 p.m.

2. ROLL CALL: Via Phone

Director Karla Christensen
Director Anita Ebbinghausen
Director Patrick Henry
Director John Chapman

Candi Bingham, General Manager
Gisele Wurzbarger, Board Clerk – Google Meet

Director Roscoe Raymond - Absent

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

4. AGENDA:

Motion by Chairman Christensen seconded by Board Member Raymond, and carried by a 4 to 0 vote to approve the Regular Agenda dated December 16, 2020 as presented. Motion passed by the following vote:

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

5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:

None.

6. MINUTES: Discussion / Approval.

A. November 18, 2020 Regular Meeting.

Motion by Board Member Henry, seconded by Board Member Chapman, and carried by a 4 to 0 vote to approve the Minutes dated November 18, 2020 as amended. Motion passed by the following vote:

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

7. CONSENT ITEMS:

- a. Monthly Financial Statements - Period Ending November 30, 2020.
- b. Expenditure Report - Submitted Check Approval through November 30, 2020.

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

Motion by Board Member Henry, seconded by Chairman Christensen, and carried by a 4 to 0 vote to approve the Consent Items - Period Ending November 30, 2020. Motion passed by the following vote:

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

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.

November 1 thru November 30, 2020 Water Production/Sold Information:

Well 2 - 270,000 gallons Total Produced – 939,552 gallons
Well 3R - 400,900 gallons Total Sold – 625,110 gallons
Well 6R – 268,652 gallons Unaccounted Loss - 33%
Staff Hours: Water 41.00 hours

November 1 thru November 30, 2020 Wastewater Production:

Influent flow: 1,207,300 gallons Effluent Discharged: 488,100 gallons
Staff Hours: Wastewater 87.00 hours

Chairman Christensen opened the public discussion. Hearing no comments from the public, 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 it was determined that the Jay Bird Tank is located on an easement and State funds can not be used on leased property. KASL is waiting to get documentation from the State on this matter. It was also recommended that the Bid Packets not be sent in December due to the holidays and agreed January was the better option.

General Manager Bingham reported she had been notified the property that is supposed to be the location of the Circle Tank is up for sale for \$39,000. She has tried reaching the property owner by phone to ask him if it was possible to divide out one acre for the Circle Tank Project.

Board Member Ebbinghausen inquired if the District could purchase the one acre that was proposed for the Circle Tank. General Manager Bingham stated that would use all of the Capital Improvement Funds. She suggested once she hears back from the property owner that a Special Meeting be scheduled to further discuss and possible action be taken on this matter.

There is still time to resolve this matter because the proposed schedules are:

- Schedule A: Pipeline Improvements
- Schedule B: Jaybird Tank Rehabilitation
- Schedule C: Circle Avenue Tank Replacement

Board Member Ebbinghausen noted for the record the terrible mail service. General Manager Bingham stated she had mailed the checks Priority Mail and that she would contact the post office regarding this matter.

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

9. BOARD MATTERS: Discussion/Action.

a. Attorney Contact – Public Hearing Rate Increase Update. Discussion.

No written report was submitted on this item. General Manager Bingham reported the attorney informed staff the Public Hearing for the Rate Increase and counting of the protests votes could be done at the January online conference meeting as long as General Manager Bingham was alone with a camera in a separate room. Because the protest votes were collected before COVID-19 the District does not have to do a new Proposition 218.

General Manager Bingham stated she needed to come to River Pines office in January and the protest votes could be counted then.

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

After considerable discussion amongst the Board, it was decided the Public Hearing Rate Increase and count of the protest votes that will be held at the February 17 Board Meeting. Chairman Christensen and Board Member Henry will get the word out for the Public Hearing on Facebook, Town Hall and General Store.

b. RPPUD Water System Improvement Project – Bid Progress. Discussion/Action.

No written report was submitted on this item. This item was discussed during the General Manager's report.

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

No action taken.

c. A-Teem SCADA Contract Update. Discussion/Action.

No written report was submitted on this item. General Manager Bingham reported the Board has directed Board Member Henry to speak with Brent Stewart regarding the SCADA system.

Board Member Henry reported he had not spoke to Brent Stewart and requested this item be continued to the January 20 Board Meeting.

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

This item was continued to the January meeting. No action taken.

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

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

Chairman Christensen report no action taken regarding the purchase of the concrete for River Access Dam.

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. A-TEEM SCADA Contract Update. Discussion/Action.

- b. River Access Dam Committee Update. Continued Discussion.

General Manager Bingham inquired if the January Board Meeting could be held at the Town Hall or a Video Online Conference meeting.

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

Motion by Board Member Henry, seconded by Chairman Christensen, and carried by a 4 to 0 vote to approve hold the January 17 Board Meeting at the Town Hall for the Board and Video Online Conference with the Public. Motion passed by the following vote:

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

13. ADJOURNMENT: The meeting adjourned at 6:41 p.m.

River Pines Public Utility District Profit & Loss by Class

December 2020

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	Sewer	Water	TOTAL
Ordinary Income/Expense			
Income			
Amador County Auditor's Warrant			
Homeowners Exemption	0.00	26.69	26.69
Total Amador County Auditor's Warrant	0.00	26.69	26.69
Base Fee Income			
Maintenance Fees	325.00	325.00	650.00
Sewer	16,080.35	0.00	16,080.35
Voluntary Lock-Off	140.00	140.00	280.00
Water	0.00	12,679.80	12,679.80
Total Base Fee Income	16,545.35	13,144.80	29,690.15
Variable Income			
Service Connection Fee	32.86	32.89	65.75
Tax Roll Removal Fee	0.00	25.00	25.00
Water - Usage	0.00	2,587.59	2,587.59
Total Variable Income	32.86	2,645.48	2,678.34
Total Income	16,578.21	15,816.97	32,395.18
Gross Profit	16,578.21	15,816.97	32,395.18
Expense			
Bank Charges			
Paymentus Fees	97.35	129.80	227.15
Total Bank Charges	97.35	129.80	227.15
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	2,416.66	2,416.68	4,833.34
Total Contracted Expenses	2,566.66	2,566.68	5,133.34
Sewer Expenses			
Amador Water Agency			
After Hour On-Call	237.00	0.00	237.00
Mandated State Reporting	37.07	0.00	37.07
Routine Service	2,491.30	0.00	2,491.30
Total Amador Water Agency	2,765.37	0.00	2,765.37
Electricity - Sewer	2,670.64	0.00	2,670.64
Repairs/Maintenance	507.14	0.00	507.14
Sewage - Pump Service	175.00	0.00	175.00
Telephone - Sewer	176.47	0.00	176.47
Testing - Sewer	124.00	0.00	124.00
Total Sewer Expenses	6,418.62	0.00	6,418.62
Water/Distribution Expenses			
Amador Water Agency			
After Hour On-Call	0.00	474.00	474.00
Customer Service	0.00	27.04	27.04
Mandatory State Reporting	0.00	148.26	148.26
Meter Reading	0.00	310.90	310.90
Routine Service	0.00	2,510.37	2,510.37
Total Amador Water Agency	0.00	3,470.57	3,470.57
Electricity - Water	0.00	1,281.77	1,281.77
Telephone - Water	0.00	345.43	345.43

River Pines Public Utility District
Profit & Loss by Class
December 2020

	Sewer	Water	TOTAL
Water Testing	0.00	459.00	459.00
Total Water/Distribution Expenses	0.00	5,556.77	5,556.77
64900 · Office Expenses			
Postage/Shipping	7.74	7.76	15.50
Software	115.09	115.10	230.19
Website Service	25.00	25.00	50.00
Total 64900 · Office Expenses	147.83	147.86	295.69
68600 · Utilities			
Disposal	141.72	141.72	283.44
Electricity - Office	0.00	22.42	22.42
Electricity - Town Hall	22.42	0.00	22.42
Electricity - Street Lights	116.98	116.99	233.97
68100 · Telephone - Office	29.19	29.19	58.38
Total 68600 · Utilities	310.31	310.32	620.63
Total Expense	9,728.27	8,898.93	18,627.20
Net Ordinary Income	6,849.94	6,918.04	13,767.98
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			
Distribution Project	0.00	4,780.00	4,780.00
Total Other Expense	0.00	4,780.00	4,780.00
Net Other Income	250.00	-4,530.00	-4,280.00
Net Income	7,099.94	2,388.04	9,487.98

River Pines Public Utility District
Account QuickReport-Board Meetings
As of December 31, 2020

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Type	Date	Num	Name	Memo	Amount
Bank Accounts					
El Dorado Checking					
Deposit	12/01/2020			Deposit	465.00
Deposit	12/01/2020			Deposit	54.13
Check	12/01/2020	debit	Candi Bingham		-2,416.67
Check	12/02/2020	debit	Google Services	Email	-36.00
Deposit	12/03/2020			Deposit	490.21
Deposit	12/04/2020			Deposit	1,297.65
Deposit	12/07/2020			Deposit	5,783.67
Deposit	12/07/2020			Deposit	342.14
Check	12/07/2020	eft	Adobe PDF		-14.99
Deposit	12/07/2020			Deposit	153.18
Check	12/08/2020	debit	USPS		-7.75
Deposit	12/08/2020			Deposit	292.91
Deposit	12/08/2020			Deposit	212.97
Deposit	12/08/2020			Deposit	593.69
Deposit	12/09/2020			Deposit	2,283.97
Deposit	12/10/2020			Deposit	750.96
Check	12/11/2020	debit	AT&T - Water	209 245-4011 722 0	-173.05
Bill Pmt -Check	12/11/2020	13600	Amador Water Agency	30018	-6,410.94
Bill Pmt -Check	12/11/2020	13601	Anita Ebbinghausen	December Stipend - 2020	-75.00
Bill Pmt -Check	12/11/2020	13602	California Bank & Trust	1030264749	-890.00
Bill Pmt -Check	12/11/2020	13603	california Laboratory Services	Testing - November	-583.00
Bill Pmt -Check	12/11/2020	13604	Gisele L. Wurzburger	Board Clerk - December 2020	-300.00
Bill Pmt -Check	12/11/2020	13605	John Chapman	December Stipend - 2020	-75.00
Bill Pmt -Check	12/11/2020	13606	Karla Christensen	December Stipend - 2020	-75.00
Bill Pmt -Check	12/11/2020	13607	KASL Consulting Engineers	Bid Phase Services	-4,780.00
Bill Pmt -Check	12/11/2020	13608	Patrick Henry	December Stipend - 2020	-75.00
Bill Pmt -Check	12/11/2020	13609	Rocky Raymond	December Stipend - 2020	-75.00
Bill Pmt -Check	12/11/2020	13610	Smith & Loveless Inc.	Lift Station Maintenance Parts	-507.14
Check	12/11/2020	debit	Aces Waste Services, Inc.	3 Invoices	-283.44
Deposit	12/14/2020			Deposit	600.70
Deposit	12/15/2020			Deposit	146.41
Deposit	12/15/2020			Deposit	534.58
Deposit	12/15/2020			Deposit	940.01
Check	12/15/2020	debit	Candi Bingham		-2,416.67
Deposit	12/16/2020			Deposit	2,370.13
Deposit	12/16/2020			Deposit	448.72
Check	12/17/2020	debit	AT&T - Sewer	209 245-3984 701 9	-176.47
Check	12/17/2020	debit	AT&T - Water	209 245-4011 722 0	-172.38
Deposit	12/17/2020			Deposit	300.91
Transfer	12/17/2020			Funds Transfer	13,000.00
Deposit	12/18/2020			Deposit	444.73
Deposit	12/21/2020			Deposit	1,047.04
Deposit	12/22/2020			Deposit	1,150.93
Deposit	12/22/2020			Deposit	669.52
Deposit	12/22/2020			Deposit	1,749.91
Deposit	12/23/2020			Deposit	1,090.72
Deposit	12/24/2020			Deposit	292.66
Check	12/28/2020	eft	RingCentral	Office Phone	-58.38
Check	12/29/2020	debit	PG&E - Sewer	8721806002-5	-2,670.64
Check	12/29/2020	debit	PG&E - Water 2	2458584137-2	-807.20
Check	12/29/2020	debit	PG&E - Water	3357284549-4	-474.57
Check	12/29/2020	debit	PG&E - Office/Town Hall	6898952032-2	-44.84
Check	12/29/2020	debit	PG&E - Street Lights	7368064062-7	-233.97
Deposit	12/29/2020			Deposit	393.37
Check	12/30/2020	debit	USPS		-7.75
Deposit	12/30/2020			Deposit	451.65
Deposit	12/31/2020			Deposit	15,673.82
Check	12/31/2020	debit	Digital Deployment		-50.00
Check	12/31/2020	debit	Database Systems Corp.		-179.20
Deposit	12/31/2020			Deposit	819.80
Total El Dorado Checking					30,776.04
Total Bank Accounts					30,776.04
TOTAL					30,776.04

River Pines Department Report

December 1 – December 31, 2020

Water Production/Sold

Well 2 236,700 gallons

Total Produced: 821,632 gallons

Well 3R: 362,700 gallons

Total Sold: 625,110 gallons (est.no meter reads)

Well 6R: 222,232 gallons

Unaccounted Loss: 24%

Regulatory Compliance Specialist-

- Submitted monthly water report
- Submitted monthly wastewater report and CIWQS no spill report

Wastewater-

- Influent flow **1,145,400 gallons**. Effluent Discharged **102,800 gallons**.
- Continue to monitor collection system.
- Continued to keep storage pond as low as possible.
- Continue to monitor plant and lift stations as well as grinder pumps and pedestals.

Water Treatment –

- Staff has completed operational and maintenance tasks with no major problems at the wells/plants to report. Staff is working to train the new operator and expects that to be completed by the end of January 2021.

Construction –

- Repaired an 8 inch water main.

Staff Hours: 91.00 Water 25.5 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 December 2020

1. **Distribution Project** – Update – Agenda Item 9c
2. **December Meter Reads** – According to AWA, meter reader contracted COVID; therefore, invoices were billed based on November 2020 usage.
3. **Eight Liens Filed** – Liens were finally filed at the county office for non-payment accounts. Two properties will be auctioned in March if taxes are not paid.
4. **District Auditor** – has passed away due to COVID complications. Robert Johnson has been doing the District's audits for the past ten (10) years. Company's partner will now be completing the District audits. The 2020 audit, due to COVID, has not yet been completed. I am currently working with the auditor to get this scheduled. Will most likely be a remote audit due to COVID which means a lot of scanning and emailing 😞.
5. Bank Deposits
6. Monthly Billing & Monthly Late Notices
7. Monthly 48 Hour Notices – Currently No 48 Hour Notices being done
8. Agenda & Packets

Happy New Year!

9a

Parcel Rates – Year 1 Increase – Beginning April 1, 2020 (Postponed – due to COVID-19)

The proposed change to the RPPUD Rate and Fee Schedule:

WATER RATES:

Residential Monthly Base Service Rate	\$64.60
Commercial Monthly Base Service Rate	\$64.60

WATER USAGE RATES:

1 - 3,000 gallons per month usage	\$3.74/K
3,001 - 5,000 gallons per month usage	\$4.99/K
5,001 - 7,000 gallons per month usage	\$6.54/K
7,001 - 9,000 gallons per month usage	\$8.11/K
9,001 - 999,999 gallons per month usage	\$14.34/K

Parcel Rates – Year 2 Increase – Beginning April 1, 2021

The proposed change to the RPPUD Rate and Fee Schedule:

WATER RATES:

Residential Monthly Base Service Rate	\$69.12
Commercial Monthly Base Service Rate	\$69.12

WATER USAGE RATES:

1-3,000 gallons per month usage	\$4.00
3,001 – 5,000 gallons per month usage	\$5.33
5,001 – 7,000 gallons per month usage	\$6.99
7,001 – 9,000 gallons per month usage	\$8.67
9,001 – 999,999 gallons per month usage	\$15.34

Parcel Rates – Year 3 Increase – Beginning April 1, 2022

The proposed change to the RPPUD Rate and Fee Schedule:

WATER RATES:

Residential Monthly Base Service Rate	\$73.95
Commercial Monthly Base Service Rate	\$73.95

WATER USAGE RATES:

1 - 3,000 gallons per month usage	\$4.28/K
3,001 - 5,000 gallons per month usage	\$5.70/K
5,001 - 7,000 gallons per month usage	\$7.47/K
7,001 - 9,000 gallons per month usage	\$9.27/K
9,001 - 999,999 gallons per month usage	\$16.41/K

Parcel Rates – Year 4 Increase – Beginning April 1, 2023

The proposed change to the RPPUD Rate and Fee Schedule:

WATER RATES:

Residential Monthly Base Service Rate	\$79.12
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Commercial Monthly Base Service Rate \$79.12

WATER USAGE RATES:

1 - 3,000 gallons per month usage	\$4.57/K
3,001 - 5,000 gallons per month usage	\$6.09/K
5,001 - 7,000 gallons per month usage	\$7.99/K
7,001 - 9,000 gallons per month usage	\$9.91/K
9,001 - 999,999 gallons per month usage	\$17.55/K

Parcel Rates – Year 5 Increase – Beginning April 1, 2024

The proposed change to the RPPUD Rate and Fee Schedule:

WATER RATES:

Residential Monthly Base Service Rate	\$84.65
Commercial Monthly Base Service Rate	\$84.65

WATER USAGE RATES:

1 - 3,000 gallons per month usage	\$4.88/K
3,001 - 5,000 gallons per month usage	\$6.51/K
5,001 - 7,000 gallons per month usage	\$8.54/K
7,001 - 9,000 gallons per month usage	\$10.60/K
9,001 - 999,999 gallons per month usage	\$18.77/K