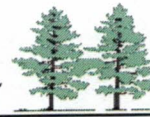




RIVER PINES PUBLIC UTILITY DISTRICT



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www.rppud.org

REGULAR AGENDA

Wednesday, October 16, 2019 - 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. September 18, 2019 Regular Meeting.
7. **CONSENT ITEMS:**
 - a. Monthly Financial Statements – Period Ending September 30, 2019.
 - b. Expenditure Report – Submitted Check Approval through September 30, 2019.
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. Account 71006 Request for Credit for Leak. Discussion/Action.
 - b. CDF's Use of District's Fire Hydrants. Discussion/Action.
 - c. Monitoring Well Drilling Update - Well Reporting Explanation. Discussion only.
 - d. Eco-Green Program Assessment. Discussion/Action.
 - e. Capital Improvement Funds. Discussion/Action.
 - f. Local Hazard Mitigation Plan Update. Discussion only.
 - g. New Water Disconnection Policy. Discussion only.
10. **BOARD OF DIRECTORS COMMENTS/REPORTS:** Discussion Only.
 - a. Capital Improvements and general repairs necessary at the District. Continued Item.

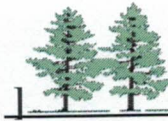
11. COMMITTEE COMMENTS/REPORTS: Continued Item.

- a. Solar Panel Committee. Discussion/Possible Action.
- b. Water Rights Committee. Discussion/Possible Action.

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 – November 20, 2019 at 6:00 p.m.

* * * * *



REGULAR MINUTES

Wednesday, September 18, 2019

ACTION MINUTES

1. **CALL TO ORDER:** The meeting was called to order by Chairman Raymond at 6:01 p.m.

2. **ROLL CALL:**

Director Roscoe Raymond
Director Anita Ebbinghausen
Director Patrick Henry
Director Richard Miller
Director Karla Christensen

Candi Bingham, General Manager
Gisele Wurzbarger, Board Clerk -Via Phone

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

4. **AGENDA:**

Motion by Board Member Henry, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Regular Agenda dated September 18, 2019 as presented. Motion passed by the following vote:

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

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

Cathy Landgraf stated his concern was regarding the Water Distribution Grant and AT&T internet service.

General Manager Bingham reported she was working with Bow at the State offices in hopes of distribution funding in hopes of getting the District's project highly rated so that it would be funded this year. She explained funding is based on rating and the District does not have "health issues". She explained to Bow in depth the District's safety/fire hazard issues, (i.e. lack of water storage, 3/4 inch lines, and fire hydrants).

General Manager Bingham reported she has tried setting up a meeting with AT&T and Amador Water Agency regarding internet service. She also noted Cal Net fell through because they won't compete with Rock Ridge because they are their customer.

Cathy Landgraf requested the District contact Cal Fire and to request they write a letter to the State regarding the District's safety/fire issues/.

Nel Raymond stated she would provide Cal Fire contact information to staff regarding this letter.

6. MINUTES: Discussion / Approval.
A. August 21, 2019 Regular Meeting.

Motion by Board Member Henry, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Minutes dated August 21, 2019 as amended. Motion passed by the following vote:

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

7. CONSENT ITEMS:

- a. Monthly Financial Statements - Period Ending August 31, 2019.
- b. Expenditure Report - Submitted Check Approval through August 31, 2019.

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

Motion by Board Member Miller, seconded by Board Member Christensen, and carried by a 5 to 0 vote to approve the Consent Items - Period Ending July 31, 2019. Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, Henry, Miller, Raymond
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.

August 1 thru August 31, 2019 Water Production/Sold Information:

Well 2 - 654,300 gallons	Total Produced – 1,190,499 gallons
Well 3R – 499,700 gallons	Total Sold – 1,106,306 gallons
Well 6R - 36,499 gallons	Unaccounted Loss - 7%

August 1 thru August 31, 2019 Wastewater Production:

Influent flow: 1,364,700 gallons Effluent 1,354,200 gallons

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond 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 Sergeant John Silva – Emergency Service Coordinator, emailed staff stated Amador County is kicking off efforts to develop a Local Hazard Mitigation Plan. Chairman Raymond has volunteered to attend these meeting. The kickoff meeting will be held September 25, 2019, 1 p.m. – 4 p.m., at the Health & Human Services, 10877 Conductor Blvd., Conference Rooms B and C, Sutter Creek.

General Manager Bingham reported the 2018/2019 Annual Audit was completed September 16 and 17. The completed Audit will be sent to the District October 10 and will be presented at the October 16 meeting for discussion and action.

General Manager reported at the last meeting it was noted AWA replaced the well meter that appeared to be working intermittently and which should have been reflected in the Unaccounted Loss however, it was 7% which is still unexplainable.

General Manager Bingham reported she would be at the office October 16 through October 22.

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

9. BOARD MATTERS: Discussion/Action.

a. Resolution 2019-04 Approving Approval of El Dorado and Amador Election Department to Handle the District's November 2019 Election. Discussion/Action.

No written report was submitted on this item. General Manager Bingham reported pursuant to Coteses-Knox-Hertzberg Local Government Reorganization Act of 2000, Division 3 of Title 5 of California Government Code, the River Pines Annexation in El Dorado County, LAFCO Project #292, including territory in Amador County was approved by the Amador Local Agency Formation Commission June 21, 2018.

She explained River Pines Public Utility District currently conducts Board election to fill Board vacancies pursuant to the Public Utility District Act. River Pines Public Utility District annexed properties located in El Dorado County. Although the District is located in Amador County, pursuant to Elections Code, if a Special District is in more than one county, the Special District must approve all counties to hand the election.

Resolution 2019-04 was submitted for consideration to approval El Dorado and Amador Election Department to Handle the District's November 2019 Election.

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

Motion by Vice-Chairman Ebbinghausen, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve Resolution 2019-04 Approval of El Dorado and Amador Election Department to Handle the District's November 2019 Election. Motion passed by the following vote:

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

b. Account 71006 Request for Credit for Leak. Discussion/Action.

General Manager Bingham reported Account 71-006 submitted a request for credit on their account for the months of December and January. She recommended to hold the discussion on this item until after item c.

Resolution 2019-05 -Policy for Billing Adjustment Credits Due to Water Leaks has been discussed and action taken.

c. Resolution 2019-05 – Policy for Billing Adjustment Credits Due to Water Leaks. Discussion/Action.
No written report was submitted on this item. General Manager reported Resolution 2019-05 – Policy for Billing Adjustment Credits Due to Water Leaks was prepared to establish policies that encourage conservation of water and prompt repair of know water leaks on customers’ properties. This policy would establish an equitable policy to provide for billing adjustment credits granted as a result of a water leak.

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

After considerable discussion it was the consensus of the Board to table this item to the October 16 meeting in order to amend the verbiage in the conditions presented in Resolutions 2019-05.

b. Account #71-006 Request for Credit for Leak. Discussion/Action.
General Manager Bingham reported Account #71-006 submitted a request for credit on their account for the months of December and January. According to the customer when the December and January meters were read, they were not notified they had a leak. In December 2019 Amador Water Agency has a new employee read the meters, being new to this position he failed to alert this customer of his leak. However, he did notify other customers but this one slipped by. During the January meter reads this customer was properly notified by the AWA meter reader and the leak was fixed immediately.

Example of customers usage: November water usage was 1,630 gallons and February’s water usage was \$1,250 gallons. December’s invoice was in the amount of \$305.25 – 21,600 gallons and January’s invoice was in the amount of \$394.75 – 26,410 gallons.

General Manager Bingham reported the customer paid December’s invoice in full and amortized January’s invoice over the District’s Policy of 6 months.

Chairman Raymond opened the public discussion. Nel Raymond spoke against issuing a credit. Hearing no further comments from the public, Chairman Raymond closed the public discussion.

After considerable discussion on the conditions provided in Resolution 2019-05 the following motion was made.

Motion by Chairman Raymond, seconded by Vice-Chairman Ebbinghausen, and carried by a 5 to 0 vote to deny Account 71-006 Request for Credit. Motion passed by the following vote:

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

d. Clarification District Shut Off Procedures - Policy. Discussion/Action.
General Manager Bingham report a customer stated the District’s monthly invoice does not clearly illustrate to the customer when the water will be shut off and had requested clarification on the District’s Shut Off Procedures - Policy.

Chairman Raymond stated he did not see an issue with the District's Shut Off Procedures – Policy and inquired why was this on the agenda for clarification.

General Manager Bingham stated it was Rick Miller who requested this item.

Board Member Miller stated the monthly invoice does not clearly state to the customer the amount that is past due. The current invoice only states the date to pay by in order not to be shut off.

General Manager Bingham stated for the record: Late Notices are mailed on the 21st of every month, the customer has ten days to pay their invoice. Door Tags are hung on the main door to the house or attached to front gate if locked. Door tag clearly states the date in which they must pay before service is interrupted. This has been the routine and schedule since the General Manager assumed the billing ten years ago. All the customer must do is subtract the "current month's invoice amount" from the total amount reflected current invoice (which is the amount due in 10 days) the difference is the "past due amount" which generated the shut off procedures. A copy of the District's Shut Off Procedures - Policy that provided the required clarification was provided in the packet.

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

After considerable discussion – No Action was taken.

e. CDF's Use of District's Fire Hydrants. Discussion/Action.

No written report was submitted on this item. General Manager Bingham stated at the last meeting Vice-Chairman Ebbinghausen had inquired if California Department Forestry and Fire (CDF) was using the District's fire hydrants. She asked whether they are notifying the District when they use the hydrant and that they are being charged for their usage. It was reported to be an ongoing problem. CDF has been required to provide the gallons used from the fire hydrants and continue to neglect the District's requirement to provide this information. After consideration discuss staff was directed to place this item on the tonight's agenda for discussion and action.

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

After considerable discussion staff was directed to draft a Resolution regarding CDF's Use of District's Fire Hydrants. This item was tabled to the October 16 meeting for discussion and action.

f. Monitoring Well Drilling Update - Well Reporting Explanation. Discussion only.

No written report was submitted on this item.

No action taken.

g. Customer Request Copy of Well Reporting Email/Explanation. Discussion only.

No written report was submitted on this item. General Manager Bingham reported at the last meeting staff provided a copy of an email from Pat Dunn, NV5, regarding the monitoring wells and that this email was for information only no action was necessary.

The email stated the water quality which indicates the potential impacts from the WWTP the facility:

- a. Alkalinity is similar for all three wells with Nitrates as non-detect,
- b. Metal results are similar,
- c. Chloride and TDS elevated for all wells are total coliforms 430 > 1600. Fecal coliforms found in

MW-2. Elevated coliform is concerning for this site.

Staff was directed to contact Mr. Dunn for a better explanation of the findings and acronyms provided in the email.

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

No action was taken.

h. Pat Dunn, NV5 Contract Well Reporting Liaison. Discussion/Action.

General Manager Bingham reported Patrick Dunn NV5 presented the Proposal for the Preparation of the Chlorination Plan, Quarterly Ground Water Monitoring Reports at RPPID Wastewater Treatment Plant as requested. However, Mr. Dunn has recommended the Preparation of the Chlorination Plan, Quarterly Ground Water Monitoring Reports at RPPID Wastewater Treatment Plant be done through Amador Water Agency. This would place the liability on Amador Water Agency and not the District.

Chairman Raymond opened the public discussion. Nel Raymond spoke against issuing a credit. Hearing no further comments from the public, Chairman Raymond closed the public discussion.

Motion by Chairman Raymond, seconded by Vice-Chairman Ebbinghausen, and carried by a 5 to 0 vote to deny NV5 Proposal for the Preparation of the Chlorination Plan, Quarterly Ground Water Monitoring Reports at RPPID Wastewater Treatment Plant. Motion passed by the following vote:

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

i. Eco-Green Program Assessment. Discussion/Action.

No written report was submitted on this item. General Manager Bingham reported Eco-Green preformed the assessment to determine the benefits of all the rebates and incentives available for the District. Eco-Green will provide the assessment and will be submitted at the October 16 meeting for discussion and action.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion. After consideration discuss staff was directed to place this item on the next agenda for discussion and action.

No action taken.

j. Backflow Prevention Device Policy – By Laws. Discussion/Action.

No written report was submitted on this item. General Manager Bingham reported the Board approved the Cross-Connection Control Program – Backflow Prevention Packet at the last meeting.

General Manager provided the Policy 5110 -Cross-Connection Control/Backflow Prevention.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion. After consideration discuss staff was directed to place this item on the next agenda for discussion and action

After considerable discussion section 5110.0 – first sentence was amended to read:

All commercial and residential (new customers and or change of ownership) customers with water service are required to install and maintain a backflow prevention device to ensure that cross connections do not occur.

Motion by Chairman Raymond, seconded by Board Member Henry and carried by a 5 to 0 vote to approve Policy 5110 -Cross-Connection Control/Backflow Prevention as amend. Motion passed by the following vote:

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

k. New Water Disconnection Policy. Discussion only.

General Manager Bingham reported at the last meeting a copy of an article Prepared by Best Best & Krieger Attorneys at Law regarding New Restrictions on Residential Water Service Discontinuation in California. This new law applies to all urban and community water systems, public or private, that provides water to more than 200 service connections. Considering Senate Bill 998, water systems should carefully evaluate existing policies and procedures relating to delinquent accounts and discontinuation of water service, and update any necessary policies, procedures, ordinances or administrative code to ensure compliance with the new requirements. The new requirements will go into effect April 1, 2010.

General Manager Bingham provided a report outlining revision to consider regarding the District's Collections and Shut Off Policy and Associated Fees to comply with SB998.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion. After consideration discuss staff was directed to place this item on the next agenda for continued discussion.

No action taken.

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

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

General Manager Bingham requested an item on the next agenda to discuss placing funds in the Capital Improvements accounts. She will provide the required qualifications and recommendations for consideration and action.

11. COMMITTEE COMMENTS/REPORTS: Continued Item.

- a. Solar Panel Committee. Discussion/Possible Action.
- b. Water Rights Committee. Discussion/Possible Action.

No action taken.

12. FUTURE AGENDA TOPICS:

- a. Account 71006 Request for Credit for Leak. Discussion/Action.
- b. 2018/2019 Annual Audit. Discussion/Action
- c. CDF's Use of District's Fire Hydrants. Discussion/Action.
- d. Monitoring Well Drilling Update - Well Reporting Explanation. Discussion only.
- e. Eco-Green Program Assessment. Discussion/Action.
- f. Capital Improvement Funds. Discussion/Action.

- g. Local Hazard Mitigation Plan Update. Discussion only.
- h. New Water Disconnection Policy. Discussion only.

13. ADJOURNMENT: The meeting adjourned at 7:42 p.m.

Respectively submitted,
Gisele Wurzbarger, Board Clerk

DRAFT

River Pines Public Utility District
Profit & Loss by Class
September 2019

	<u>Sewer</u>	<u>Water</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Base Fee Income			
Maintenance Fees			
Sewer	350.00	350.00	700.00
Voluntary Lock-Off	16,006.55	0.00	16,006.55
Water	157.50	157.50	315.00
	0.00	12,619.42	12,619.42
Total Base Fee Income	16,514.05	13,126.92	29,640.97
Interest Income	0.02	0.39	0.41
Town Hall Rental	10.00	10.00	20.00
Variable Income			
Door Hanger Fee	0.00	140.00	140.00
Late Fees	465.77	465.77	931.54
Reconnection Fee	0.00	200.00	200.00
Service Connection Fee	32.86	32.89	65.75
Water - Usage	0.00	4,745.37	4,745.37
Total Variable Income	498.63	5,584.03	6,082.66
Total Income	17,022.70	18,721.34	35,744.04
Gross Profit	17,022.70	18,721.34	35,744.04
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	2,416.66	2,416.68	4,833.34
Total Contracted Expenses	2,566.66	2,566.68	5,133.34
Sewer Expenses			
Amador Water Agency			
Emergency Call-Out	516.94	0.00	516.94
Mandated State Reporting	22.59	0.00	22.59
Routine Service	3,146.59	0.00	3,146.59
Total Amador Water Agency	3,686.12	0.00	3,686.12
Electricity - Sewer	3,387.41	0.00	3,387.41
Permit/Fees	75.00	0.00	75.00
SCADA Service	700.00	0.00	700.00
Sewage - Pump Service	580.00	0.00	580.00
Telephone - Sewer	115.19	0.00	115.19
Testing - Sewer	133.00	0.00	133.00
Total Sewer Expenses	8,676.72	0.00	8,676.72
Town Hall Expenses			
Janitorial	60.00	60.00	120.00
Total Town Hall Expenses	60.00	60.00	120.00
Water/Distribution Expenses			
Amador Water Agency			
After Hour On-Call	0.00	705.40	705.40
Customer Service	0.00	434.09	434.09
Mandatory State Reporting	0.00	90.40	90.40
Meter Reading	0.00	443.48	443.48
Operation Repairs	0.00	940.75	940.75
Routine Service	0.00	3,491.05	3,491.05
Total Amador Water Agency	0.00	6,105.17	6,105.17

River Pines Public Utility District
Profit & Loss by Class
September 2019

	Sewer	Water	TOTAL
Electricity - Water	0.00	1,589.18	1,589.18
Parts/Supplies	0.00	357.31	357.31
Permit Fees	0.00	75.00	75.00
SCADA Service	0.00	300.00	300.00
Telephone - Water	0.00	128.87	128.87
Water Testing	0.00	700.00	700.00
Total Water/Distribution Expenses	0.00	9,255.53	9,255.53
64900 · Office Expenses			
Postage/Shipping	86.17	86.18	172.35
Software	25.49	25.50	50.99
Website Service	25.00	25.00	50.00
Total 64900 · Office Expenses	136.66	136.68	273.34
66700 · Professional Fees			
Security Service/Maintenance	140.00	140.00	280.00
Total 66700 · Professional Fees	140.00	140.00	280.00
68600 · Utilities			
Disposal	46.31	46.32	92.63
Electricity - Office	0.00	20.94	20.94
Electricity - Town Hall	20.93	0.00	20.93
Electricity - Street Lights	57.50	57.50	115.00
68100 · Telephone - Office	31.28	31.28	62.56
Total 68600 · Utilities	156.02	156.04	312.06
Total Expense	11,923.56	12,502.43	24,425.99
Net Ordinary Income	5,099.14	6,218.91	11,318.05
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	2,577.80	0.00	2,577.80
Total Other Expense	2,577.80	0.00	2,577.80
Net Other Income	-2,327.80	250.00	-2,077.80
Net Income	2,771.34	6,468.91	9,240.25

River Pines Public Utility District

Account QuickReport-Board Meetings

As of September 30, 2019

Type	Date	Num	Name	Memo	Amount	Balance
Bank Accounts						
El Dorado Checking						
Check	09/01/2019	debit	Google Services	Email Account	-36.00	14,690.78
Check	09/02/2019	debit	Candi Bingham	September Services	-2,416.67	14,690.78
Deposit	09/04/2019			Deposit	180.74	12,238.11
Deposit	09/05/2019			Deposit	200.00	12,418.85
Deposit	09/05/2019			Deposit	156.99	12,618.85
Deposit	09/05/2019			Deposit	671.39	13,447.23
Deposit	09/05/2019			Deposit	313.50	13,760.73
Deposit	09/06/2019			Deposit	840.35	14,601.08
Deposit	09/07/2019			Deposit	2,781.35	17,382.43
Check	09/09/2019	eft	Adobe PDF		-14.99	17,367.44
Deposit	09/09/2019			Deposit	1,137.97	18,505.41
Deposit	09/10/2019			Deposit	469.72	18,975.13
Deposit	09/11/2019			Deposit	296.91	19,272.04
Deposit	09/11/2019			Deposit	249.00	19,521.04
Check	09/12/2019	eft	AT&T - Sewer	209 245-3984 701 9	-115.19	19,405.85
Deposit	09/12/2019			Deposit	591.00	19,996.85
Deposit	09/13/2019			Deposit	56.02	20,052.87
Check	09/15/2019	debit	Candi Bingham	7368064062-7	-2,416.67	17,636.20
Check	09/17/2019	debit	PG&E - Street Lights	6898952032-2	-115.00	17,521.20
Check	09/17/2019	debit	PG&E - Office/Town Hall	3357284549-4	-41.87	17,479.33
Check	09/17/2019	debit	PG&E - Water	2458584137-2	-207.30	17,272.03
Check	09/17/2019	debit	PG&E - Water 2	8721806002-5	-1,381.88	15,890.15
Check	09/17/2019	debit	PG&E - Sewer	1175	-3,387.41	12,502.74
Check	09/17/2019	debit	Aces Waste Services, I...	30018	-92.63	12,410.11
Bill Pmt -Check	09/18/2019	13320	Amador Water Agency	Town Hall Cleaning - September...	-10,326.40	2,083.71
Bill Pmt -Check	09/18/2019	13321	Angelica Hernandez	Stipend - September 2019	-120.00	1,963.71
Bill Pmt -Check	09/18/2019	13322	Anita Ebbinghausen	209 245-4011 722 0	-75.00	1,888.71
Bill Pmt -Check	09/18/2019	13323	AT&T - Water	Alarm Monitoring	-128.87	1,759.84
Bill Pmt -Check	09/18/2019	13324	Brent Stewart, P.E.	1030264749	-1,000.00	759.84
Bill Pmt -Check	09/18/2019	13325	California Bank & Trust	Missed Invoices for February 2019	-890.00	-130.16
Bill Pmt -Check	09/18/2019	13326	Gisele L. Wurzbarger	Board Clerk - September 2019	-410.00	-540.16
Bill Pmt -Check	09/18/2019	13327	Karla Christensen	Stipend - September 2019	-300.00	-840.16
Bill Pmt -Check	09/18/2019	13328	Mission IT Solutions	Stipend - September 2019	-75.00	-915.16
Bill Pmt -Check	09/18/2019	13329	Patrick Henry	August Invoice	-280.00	-1,195.16
Bill Pmt -Check	09/18/2019	13330	Richard Miller	Stipend - September 2019	-75.00	-1,270.16
Bill Pmt -Check	09/18/2019	13331	Rocky Raymond	Stipend - September 2019	-75.00	-1,345.16
Bill Pmt -Check	09/18/2019	13332	Sweet Pea Ventures, Inc.	Stipends - September 2019	-75.00	-1,420.16
Bill Pmt -Check	09/18/2019	13333	Underground Service Al...	Pump 3 Lift Stations	-580.00	-2,000.16
Bill Pmt -Check	09/18/2019	13334	California Laboratory Se...	811 Dig	-150.00	-2,150.16
Bill Pmt -Check	09/18/2019	13335	Digital Deployment	Testing Services for August 2019	-423.00	-2,573.16
Check	09/18/2019	eft		Website	-50.00	-2,623.16
Deposit	09/18/2019			Deposit	197.33	-2,425.83
Deposit	09/18/2019			Deposit	158.16	-2,267.67
Deposit	09/19/2019			Deposit	12,157.10	9,889.43
Deposit	09/20/2019			Deposit	462.97	10,352.40
Deposit	09/23/2019			Deposit	8,024.80	18,377.20
Deposit	09/23/2019			Deposit	1,136.51	19,513.71

River Pines Public Utility District
Account QuickReport-Board Meetings
As of September 30, 2019

Type	Date	Num	Name	Memo	Amount	Balance
Check	09/24/2019				-7.35	19,506.36
Deposit	09/24/2019	debit	USPS	Postage Deposit	1,893.69	21,400.05
Deposit	09/25/2019			Deposit	436.42	21,836.47
Deposit	09/25/2019			Deposit	228.03	22,064.50
Check	09/26/2019	debit	USPS	Stamp Rolls	-165.00	21,899.50
Deposit	09/26/2019			Deposit	160.64	22,060.14
Check	09/27/2019	eft	RingCentral	Office Phone Interest	-62.56	21,997.58
Deposit	09/30/2019			Deposit	0.39	21,997.97
Deposit	09/30/2019				11.00	22,008.97
Total El Dorado Checking						7,318.19
Total Bank Accounts						7,318.19
TOTAL						7,318.19

River Pines Dept. Report

September 1 - September 30, 2019

Water Production/Sold

Well 2: 610,900 gallons	Total Produced: 1,163,566 gallons
Well 3R: 517,700 gallons	Total Sold: 847,492 gallons
Well 6R: 34,966 gallons	Unaccounted Loss: 27%

Regulatory Compliance Specialist-

- Completed monthly and quarterly reporting for water and wastewater. Including No Spill Report to CIWQS
- Reported monitoring well results on a quarterly basis to RWQCB
- Updated and amended SSMP and uploaded to the CIQWS site.

Wastewater-

- Influent flow __ gallons. Effluent Discharged __ gallons.
- Continued to keep storage pond as empty as possible before start of rain season.
- Replaced Storage Pond Aerator motor
- De-contaminated all monitoring wells
- Jetted several lines in town

Water-

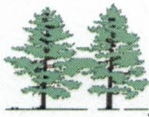
- Completed all regulatory sampling.
- Staff worked to replace chlorine storage tank and relocate pmp skid at Wells 2/3R to alleviate air problems with injection system.
- Staff improved plant log sheet at Well 6R to more adequately document work being performed and testing being completed with each plant routine.

Distribution-

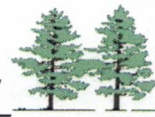
- Service line repair on Holly Lane, 5gpm

Prepared by: Andrea Hinton, Regulatory Specialist

Reviewed by: Rick Ferriera, Operations Manager



RIVER PINES PUBLIC UTILITY DISTRICT



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AGENDA ITEM – 8B

GENERAL MANAGER'S REPORT

For the Month of September/October 2019

1. Continue to work with Bow at State offices in hopes of distribution funding. Sent them an updated five-year budget projection as requested from the finance department. The are concerned about the loss in 2021 and 2022/2023. See attached finance projection
2. Continue to work with USDA on Town Hall funding.
3. AWA completed District's SSMP which is required to be updated and submitted to state every two years. As required, it was uploaded into the CIWSQ.
4. 2018/2019 annual audit was completed.
5. Continually worked with AWA during the River Pines power outage and kept Board updated on status through text message.
6. Working on information for Board regarding individual water limits to take effect in 2020.
7. Weekly Bank Deposits
8. Monthly Billing & Monthly Late Notices
9. Monthly 48 Hour Notices
10. Updated Website
11. Agenda & Packets

Will be in the River Pines Office – October 16th thru October 21st.

September 18, 2019

MEMO TO THE BOARD OF DIRECTORS

Subject: Agenda Item No. 9g

Title: Consider Revisions to the District's Collections and Shut off Policy and Associated Fees to comply with SB998

Attachment(s):

1. Policy 3100: Collection Policy
2. Collection Process Flow Diagram
3. Senate Bill 998
4. Schedule A Delinquent Charge and Charge for Re-Establishment of Service

Background

Senate Bill 998 (SB998) for the Discontinuation of Residential Water Service was signed into law on September 2018. The statute requires urban and community water systems that supply water to more than 200 service connections, which includes River Pines Public Utility District, to comply with the following mandates:

- Adopt written discontinuation policies that are available in multiple languages and are made available on the District's website.
- Refrain from discontinuing residential water service due to non-payment until the payments are delinquent for at least 60 days (82 days from bill issuance for the District), and provide information about appeals, extensions and alternative repayment options. The District currently discontinues water service when payments are delinquent for at least 39 days from bill issuance.
- Provide a copy of discontinuation policy to customer no less than seven (7) business days before water service is shut off.
- Avoid discontinuing residential water service if all the following conditions exist:
 - a primary care provider certifies the discontinuation of water service will pose a serious or potentially fatal threat to a resident
 - the customer demonstrates an inability to pay based on receipt of public assistance or a declaration that the household is below 200 percent of the federal poverty level
 - the customer is willing to establish an alternative payment arrangement
- Limit reconnection fees for low-income customers whose household income is less than 200 percent of the federal poverty level to no more than \$50 during regular business hours and \$150 after business hours and waive interest charges on delinquent bills.
- Attempt to provide notice to renters and mobile home or multi-family residents that their service may be discontinued due to non-payment by their landlords, and the residents have the right to become customers of the District without paying the past-due amounts owed by the landlord.
- Annually post the number of times the District has discontinued service for non-payment on the District's website and provide an annual report to the Board of Directors.

These mandates are in addition to any other provisions of existing law, including but not limited to a notice of discontinuance of 48 hours in advance of disruption of service.

Discussion

District currently does not have policy for delinquent accounts; however, a delinquent outline is stated in District’s Bylaws. District Policy and revision to Bylaws are required to comply with the requirements of SB998. A draft of the new collection policy has been included with this memo, along with proposed changes to the procedures for After-Hours Turn-On.

The District’s timeline for collection action under the new law will increase from 39 days to 82 days and requires additional notifications and procedures to ensure the delinquent customer is apprised of their rights and is informed of impending collection actions. Under the new policy, customers will be informed of the due date and the application of a late on their bill, eliminating the need for a separate late fee reminder notice. However, customers will receive a phone/email/text reminder through Database Systems Corp 2 days before their bill is due, a second phone/email/text reminder 60 days after the bill has been issued, a written disconnection notice two weeks prior to disconnection, and a phone/email/text reminder 48 hours before disconnection. If the written disconnection notice is returned by the US Postal Service, a door hanger will need to be delivered to the customer’s address by customer service field personnel.

The expanded timeline poses an increased risk to the District for uncollectible accounts because customers will have three bills on file before water service can be discontinued for non-payment. The District currently sends to Tax Roll between \$12,000 - \$14,000 a year for uncollectible accounts, and this amount could potentially double or even triple under SB998. The following changes are being recommended to the fees charged for delinquent accounts:

Description of fee	Current date Applied	Proposed date Applied	Current Fee	Proposed fee
Late Fee	Day 21	Day 21	10% balance	10% balance
Service re-connect fee	Day 39	Day 82	\$60.00	\$50.00
Service re-connect fee After business house	Day 39	Day 82	\$160.00	\$150.00

The District currently issues approximately 420 late fees a year, which is expected to increase under SB998, and about 36 service re-connect fees. Under SB998, the District’s fees are above what can be assessed; therefore, the proposed fees are being proposed at the highest rate allowed by SB998. Fees may be adjusted beginning 2021 in accordance with the Consumer Price Index.

For water systems the size of River Pines Public Utility District, the deadline for compliance with SB998 is February 1, 2020. It is recommended that the delinquent fee schedule be revised effective January 1, 2020. The reason for the early adoption of SB998 is to streamline billing changes for both the District and customers through consolidation and to maximize outreach messaging.

Summary of Recommendations

The recommendation contained in this memo for the implementation of SB998 are as follows:

- Keep current late fee at 10% and display the late

- fee and applicable due date on the water bill
- Decrease the service re-connection fee during business hours from \$60 to \$50, which is the limit set by SB998 for low income customers
- Decrease the service re-connection fee for after-hours from \$160 to \$150, which is the limit set by SB998.

Possible Board Action (s)

1. By Motion, approve District's Collection and Shut-off Policy to comply with SB998 effective January 1, 2020; and
2. By Motion, establish the amount to be charged for re-connection service during business hours from \$60 to \$50; and
3. By Motion, establish the amount to be charged for re-connection service after business house from \$160 to \$150; and
5. By Motion, approve Schedule A for A Delinquent Charge and Charge for Re-Establishment of Service

By _____
Candi Bingham
General Manager