



6a

REGULAR MINUTES
November 15, 2023
ACTION MINUTES

1. CALL TO ORDER: The meeting was called to order by Vice-Chairman Rewitzer at 6:00 p.m.

2. ROLL CALL: Via Phone

Director Karla Christensen
Director Anita Ebbinghausen
Director Roscoe Raymond

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

ABSENT: Director John Chapman
Director Eric Rewitzer
Office Manager Leslie Garrett

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

4. AGENDA:

General Manager Bingham requested item 9c. Accepting Grant of Easement Parcel Number 014-091-009 and 014-091-023 and Resolution 2023-05 Accepting An Easement Agreement Granting an Easement for Parcel Number 014-091-009 and 014-091-023.

General Manager Bingham request the December 17, 2023 be cancelled and the next meeting be January 17, 2024. She stated if something comes up for Board consideration a meeting could be held in December.

Motion by Chairman Raymond, seconded Board Member Christensen and carried by a 3 to 0 vote to approve the Regular Agenda dated November 15, 2023 as amended and to cancel the December 17 Board meeting.

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

5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:

Cathy Landgraf was present to discuss trash and general maintenance of the Town Center. Chairman Raymond stated the Board would look into these issues.

Board Member Christensen inquired about the work being done on the side of the building. General Manager Bingham reported that was an emergency repair on the broken water line to the Chlorine tank. She also reported all the Chlorine was lost and by law there must be a water line to the Chlorine.

6. MINUTES: Discussion / Approval.

a. September 20, 2023, Regular Meeting.

There was some discussion regarding the dates of Board Meetings for September, November and December. For the record the calendar shows the following dates are September 20, October 18 and December 20.

Motion by Board Member Christensen, seconded by Board Member Ebbinghausen, and carried by a 3 to 0 vote to approve the Minutes dated September 20, 2023 as amended. Motion passed by the following vote:

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

7. CONSENT ITEMS:

a. Monthly Financial Statements - Period Ending September 30, 2023.

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

b. Monthly Financial Statements - Period Ending October 31, 2023

General Manager reported the Amador Water Agency submitted a bill for \$42,000 that is not reflected on this month's Financial Statement. This bill is for services regarding services provided for assemble of the 3 aerators, electrical for aerators and new generator. She has asked AWA for an itemized invoice. She stated a portion of this bill qualifies to be paid through the LAIF account.

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

c. Expenditure Report - Submitted Check Approval through September 30, 2023.

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

d. Expenditure Report - Submitted Check Approval through October 31, 2023.

Motion by Board Member Christensen, seconded by Chairman Raymond and carried by a 3 to 0 vote to approve the Monthly Financial Statements and Expenditure Report – Period Ending September 30, 2023 and Period Ending October 31, 2023. Motion passed by the following vote:

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

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

a. Monthly Operations Report.

September 1, thru September 30, 2023 Water Production/Sold Information:

Well 2 - 310,300 gallons Total Produced - 974,326 gallons

Well 3R - 475,500 gallons Total Sold – 824,000 gallons
Well 6R - 188,526 gallons Unaccounted Loss - 15%
Staff Hours: Water 94.5 hours

September 1 thru September 30, 2023 Wastewater Production:

Influent flow: XXXX gallons Effluent Discharged: XXXX gallons
Staff Hours: Wastewater 46 hours

It was noted for the record that September's Wastewater Production was not reflected in the provided report. General Manager Bingham stated she requested AWA provide an updated September Monthly Operations Report.

b. Monthly Operations Report.

October 1 thru October 31, 2023 Water Production/Sold Information:

Well 2 - 286,800 gallons Total Produced - 934,800 gallons
Well 3R - 443,600 gallons Total Sold - 634,250 gallons
Well 6R - 204,400 gallons Unaccounted Loss – 32%
Staff Hours: Water 46.75 hours

October 1 thru October 31, 2023 Wastewater Production:

Influent flow: 1,032,800 gallons Effluent Discharged: 495,900 gallons
Staff Hours: Wastewater 47 hours

b. Monthly General Manager Report – Period Ending September/October 2023.

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

General Manager Bingham reported Amador Code Enforcement will charge the District \$175.00 to tow any abandoned vehicles on District property. She stated Measure J did not pass.

Measure J - Amador County Vehicle Abatement Program and associated fees (one dollar per vehicle and an additional two dollars for certain commercial vehicles) be renewed for a ten year term under California Vehicle Code Sections 9250.7 and 22710, or any successor statutes thereto, for purposes of removal and disposal of abandoned and wrecked vehicles.

Chairman Raymond stated he would look into Towing Services and requested this item be placed on the next agenda for discussion and consideration.

9. BOARD MATTERS: Discussion/Action.

a. **Resolution 2023-04 Adopting River Pines Public Utility Conflict of Interest Code.** Discussion/Action
General Manager Bingham reported Amador Board Clerk Kim Grady submitted a letter regarding River Pines Public Utility Conflict of Interest Code. The County Board of Supervisors is the code reviewing body for city agencies and any other local government agencies. The FPPC is the code reviewing body for any agency with jurisdiction in more than one county. The Board must adopt Resolution 2023-04 and submit it to the Amador County Board of Supervisors for final approval. The Code of Interest Code has to be reviewed biennially.

A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700). The FPPC has prepared a 2022 Local Agency Biennial Notice form for local agencies to complete.

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

Motion by Chairman Raymond, seconded by Board Member Ebbinghausen and carried by 3 to 0 vote to adopt Resolution 2023-04 River Pines Public Utility Conflict of Interest Code. Motion passed by the following vote:

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

b. Roofing Bids for Consideration. Discussion/Action.

General Manager Bingham reported the District received two roofing Bids.

All Sierra Roofing Company. Inc. in the amount of \$11,211.00 for 3 different buildings at 3 locations. Roof Roofing Company two bids \$3,950.00 and \$6,600.00 totaling \$10,550.00 at 2 locations.

She stated a portion of this bill qualifies to be paid thru the LAIF account.

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

After considerable discussion the following motion was made:

Motion by Board Member Ebbinghausen, seconded by Chairman Raymond and carried by a 3 to 0 vote to Award the Roofing Bid to All Sierra Roofing Company in the amount of \$11,211.00. Motion passed by the following vote:

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

b. Approval of Grant of Easement APNs 014-091-009 and 014-091-023 and Adopt Resolution 2023-05 Accepting an "Easement Agreement" Granting an Easement in Real Property Identified by APNs 014-091-009 and 014-091-023.

General Manager Bingham stated Kim Lamb and Lindsay Harrison requested descriptions on the Grant Easement. She stated the Grant of Easement needs to be recorded by Monday and submitted to the State. An addendum with those descriptions will be provided at a later date. Kim Lamb and Lindsay Harrison will get the Grant of Easement notarized tomorrow. The City Attorney will prepare the submittal letter once the documents have been signed and recorded.

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

After considerable discussion the following motions was made:

Motion by Chairman Raymond, seconded by Board Member Christensen and carried by a 3 to 0 to Approve Grant of Easement (APNs 014-091-009 and 014-091-023). Motion passed by the following vote:

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

Motion by Chairman Raymond, seconded by Board Member Christensen and carried by a 3 to 0 to Adopt Resolution 2023-05 Accepting an "Easement Agreement" Granting an Easement in Real Property Identified by APNs 014-091-009 and 014-091-023. Motion passed by the following vote:

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

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

- a. Capital Improvements and general repairs necessary at the District. Continued Item.
Board Member Ebbinghausen stated the Distribution Project will require an Annual Audit. General Manager Bingham stated the Audit has to be done for submittal by December 2024 and that she was looking into getting estimates from Auditors to perform this audit.

11. COMMITTEE COMMENTS/REPORTS: Continued Item.

- a. Solar Panel Committee. This item was removed from the Agenda at the November meeting.
b. Water Rights Committee. Discussion/Possible Action.

12. FUTURE AGENDA TOPICS:

- a. Abandoned Vehicles - Amador County Vehicle Abatement Program and Associated Fees.
b. Additional Signage at River Pines Town Center.
c. Signage for the Distribution Project.
Board Member Christensen stated the dam boards were taken down October 5th and they were doing cleanup

Chairman Raymond stated he has those boards.

ADJOURNMENT: The meeting adjourned at 7:01 p.m. to the scheduled meeting on January 17, 2023.

River Pines Public Utility District
Profit & Loss by Class
November 2023

7a

	Sewer	Water	TOTAL
Ordinary Income/Expense			
Income			
Base Fee Income			
Maintenance Fees	320.00	320.00	640.00
Sewer	16,429.25	0.00	16,429.25
Voluntary Lock-Off	87.50	87.50	175.00
Water	0.00	13,030.70	13,030.70
Total Base Fee Income	16,836.75	13,438.20	30,274.95
Town Hall Rental	275.00	275.00	550.00
Variable Income			
Door Hanger Fee	0.00	140.00	140.00
Late Fees	345.97	363.61	709.58
Reconnection Fee	0.00	450.00	450.00
Water - Usage	0.00	2,294.53	2,294.53
Total Variable Income	345.97	3,248.14	3,594.11
Total Income	17,457.72	16,961.34	34,419.06
Gross Profit	17,457.72	16,961.34	34,419.06
Expense			
Board Members			
Salary	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
Total Contracted Expenses	2,257.34	2,257.34	4,514.68
Payroll			
Employee	1,367.20	1,367.20	2,734.40
Taxes	21.10	21.10	42.20
Total Payroll	1,388.30	1,388.30	2,776.60
Sewer Expenses			
Amador Water Agency			
After Hour On-Call	240.00	0.00	240.00
Mandated State Reporting	103.63	0.00	103.63
Routine Service	1,730.86	0.00	1,730.86
Total Amador Water Agency	2,074.49	0.00	2,074.49
Equipment Rental	1,435.23	0.00	1,435.23
SCADA Service	700.00	0.00	700.00
Sewer - Parts/Supplies	32.23	0.00	32.23
Telephone - Sewer	481.61	0.00	481.61
Testing - Sewer	212.00	0.00	212.00
Vehicle	805.41	0.00	805.41
Total Sewer Expenses	5,740.97	0.00	5,740.97
Water/Distribution Expenses			
Amador Water Agency			
After Hour On-Call	0.00	480.00	480.00
Routine Service	0.00	1,811.42	1,811.42
Total Amador Water Agency	0.00	2,291.42	2,291.42
SCADA Service	0.00	300.00	300.00
Telephone - Water	0.00	112.17	112.17
Water Testing	0.00	197.00	197.00
Total Water/Distribution Expenses	0.00	2,900.59	2,900.59

River Pines Public Utility District
Profit & Loss by Class
November 2023

	<u>Sewer</u>	<u>Water</u>	<u>TOTAL</u>
63300 · Insurance Expense			
Worker's Compensation	<u>139.97</u>	<u>139.98</u>	<u>279.95</u>
Total 63300 · Insurance Expense	139.97	139.98	279.95
64900 · Office Expenses			
Equipment	104.50	104.50	209.00
Postage/Shipping	14.37	14.38	28.75
Software	373.07	373.09	746.16
Website Service	<u>31.50</u>	<u>31.50</u>	<u>63.00</u>
Total 64900 · Office Expenses	523.44	523.47	1,046.91
68600 · Utilities			
68100 · Telephone - Office	<u>29.26</u>	<u>29.27</u>	<u>58.53</u>
Total 68600 · Utilities	29.26	29.27	58.53
Total Expense	<u>10,266.78</u>	<u>7,426.45</u>	<u>17,693.23</u>
Net Ordinary Income	7,190.94	9,534.89	16,725.83
Other Income/Expense			
Other Expense			
Distribution Project	<u>0.00</u>	<u>1,540.00</u>	<u>1,540.00</u>
Total Other Expense	<u>0.00</u>	<u>1,540.00</u>	<u>1,540.00</u>
Net Other Income	<u>0.00</u>	<u>-1,540.00</u>	<u>-1,540.00</u>
Net Income	<u><u>7,190.94</u></u>	<u><u>7,994.89</u></u>	<u><u>15,185.83</u></u>

River Pines Public Utility District
Profit & Loss by Class
December 2023

	Sewer	Water	TOTAL
Ordinary Income/Expense			
Income			
Base Fee Income			
Maintenance Fees	320.00	320.00	640.00
Sewer	16,420.30	0.00	16,420.30
Voluntary Lock-Off	87.50	87.50	175.00
Water	0.00	13,104.85	13,104.85
Total Base Fee Income	16,827.80	13,512.35	30,340.15
Variable Income			
Door Hanger Fee	0.00	30.00	30.00
Late Fees	204.77	223.16	427.93
Service Connection Fee	32.86	32.89	65.75
Water - Usage	0.00	2,054.99	2,054.99
Total Variable Income	237.63	2,341.04	2,578.67
Total Income	17,065.43	15,853.39	32,918.82
Gross Profit	17,065.43	15,853.39	32,918.82
Expense			
Contracted Expenses			
Manager	2,107.34	2,107.34	4,214.68
Total Contracted Expenses	2,107.34	2,107.34	4,214.68
Payroll			
Employee	868.14	868.15	1,736.29
Taxes	513.19	34.03	547.22
Total Payroll	1,381.33	902.18	2,283.51
Sewer Expenses			
Electricity - Sewer	4,250.00	0.00	4,250.00
Telephone - Sewer	114.55	0.00	114.55
Total Sewer Expenses	4,364.55	0.00	4,364.55
Water/Distribution Expenses			
Electricity - Water	0.00	2,820.41	2,820.41
Total Water/Distribution Expenses	0.00	2,820.41	2,820.41
63300 - Insurance Expense			
Worker's Compensation	515.40	515.41	1,030.81
Total 63300 - Insurance Expense	515.40	515.41	1,030.81
64900 - Office Expenses			
Equipment	104.50	104.50	209.00
Software	38.79	38.80	77.59
Website Service	31.50	31.50	63.00
Total 64900 - Office Expenses	174.79	174.80	349.59
68600 - Utilities			
Electricity - Office	0.00	7.47	7.47
Electricity - Town Hall	7.46	0.00	7.46
Electricity - Street Lights	184.73	184.73	369.46
68100 - Telephone - Office	29.26	29.27	58.53
Total 68600 - Utilities	221.45	221.47	442.92
Total Expense	8,764.86	6,741.61	15,506.47
Net Ordinary Income	8,300.57	9,111.78	17,412.35
Other Income/Expense			
Other Income			

River Pines Public Utility District
Profit & Loss by Class
December 2023

	<u>Sewer</u>	<u>Water</u>	<u>TOTAL</u>
Wireless Site Lease	250.00	250.00	500.00
Total Other Income	250.00	250.00	500.00
Net Other Income	250.00	250.00	500.00
Net Income	<u>8,550.57</u>	<u>9,361.78</u>	<u>17,912.35</u>

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River Pines Public Utility District
Account QuickReport-Board Meetings
 As of December 31, 2023

Type	Date	Num	Name	Memo	Amount
Bank Accounts					
El Dorado Checking					
Deposit	11/01/2023			Deposit	343.91
Check	11/01/2023	debit	Leslie Garrett		-839.10
Check	11/01/2023	debit	Candi Bingham		-2,107.34
Deposit	11/02/2023			Deposit	3,364.32
Deposit	11/02/2023			Deposit	556.97
Check	11/02/2023	debit	Google Services		-54.00
Check	11/02/2023	debit	GetStreamline		-63.00
Check	11/02/2023	debit	RJPro		-209.00
Deposit	11/03/2023			Deposit	256.34
Deposit	11/06/2023			Deposit	476.78
Deposit	11/06/2023			Deposit	143.17
Deposit	11/07/2023			Deposit	311.73
Deposit	11/07/2023			Deposit	453.93
Check	11/07/2023	debit	Adobe PDF		-19.99
Check	11/07/2023	debit	Tax Impound		-42.20
Deposit	11/08/2023			Deposit	180.55
Check	11/08/2023	debit	Microsoft Office 365		-99.99
Deposit	11/09/2023			Deposit	3,936.87
Deposit	11/09/2023			Deposit	678.04
Deposit	11/10/2023			Deposit	1,143.14
Deposit	11/13/2023			Deposit	409.22
Deposit	11/14/2023			Deposit	161.00
Deposit	11/14/2023			Deposit	305.98
Deposit	11/14/2023			Deposit	474.54
Deposit	11/15/2023			Deposit	3,576.03
Deposit	11/15/2023			Deposit	557.30
Check	11/15/2023	debit	Candi Bingham		-2,107.34
Check	11/15/2023	debit	Leslie Garrett		-917.18
Check	11/15/2023	debit	AT&T - Sewer	209 245-3984 701 9	-481.61
Check	11/15/2023	debit	AT&T - Water	209 245-4011 722 0	-112.17
Deposit	11/16/2023			Deposit	1,187.11
Check	11/16/2023	debit	State Fund		-155.83
Check	11/16/2023	debit	State Compensation Insuranc...		-124.12
Deposit	11/17/2023			Deposit	1,395.19
Check	11/17/2023	debit	USPS		-28.75
Bill Pmt -Check	11/20/2023	14221	Amador Water Agency	30018	-6,638.78
Bill Pmt -Check	11/20/2023	14222	Anita Ebbinghausen	Wages - November 2023	-75.00
Bill Pmt -Check	11/20/2023	14223	Brent Stewart, P.E.		-1,000.00
Bill Pmt -Check	11/20/2023	14224	California Bank & Trust	1030264749	-890.00
Bill Pmt -Check	11/20/2023	14225	california Laboratory Services	Testing	-409.00
Bill Pmt -Check	11/20/2023	14226	Colantuono, Highsmith & Wh...	Distribution Project - Easement f...	-1,540.00
Bill Pmt -Check	11/20/2023	14227	Database Systems Corp.		-25.00
Bill Pmt -Check	11/20/2023	14228	Eric Rewitzer'	wages - November 2023	-75.00
Bill Pmt -Check	11/20/2023	14229	Gisele L. Wurzburger	November - Board Clerk	-300.00
Bill Pmt -Check	11/20/2023	14230	John Chapman	Wages - November 2023	-75.00
Bill Pmt -Check	11/20/2023	14231	Karla Christensen	Wages - November 2023	-75.00
Bill Pmt -Check	11/20/2023	14232	Rocky Raymond	Wages - November 2023	-75.00
Deposit	11/20/2023			Deposit	880.66
Check	11/20/2023	debit	Carbonite		-547.18
Deposit	11/21/2023			Deposit	5,593.47
Deposit	11/21/2023			Deposit	908.50
Deposit	11/21/2023			Deposit	445.91
Deposit	11/21/2023			Deposit	446.81
Deposit	11/22/2023			Deposit	2,263.38
Deposit	11/24/2023			Deposit	170.00
Deposit	11/24/2023			Deposit	2,320.09
Check	11/24/2023	debit	RingCentral		-58.53
Deposit	11/28/2023			Deposit	200.00
Deposit	11/28/2023			Deposit	347.32
Deposit	11/29/2023			Deposit	449.00
Deposit	11/30/2023			Deposit	1,366.49
Deposit	11/30/2023			Deposit	159.28
Check	11/30/2023	debit	Leslie Garrett		-978.12
Deposit	12/01/2023			Deposit	203.00
Check	12/04/2023	debit	Google Services		-57.60
Deposit	12/05/2023			Deposit	307.92

River Pines Public Utility District
Account QuickReport-Board Meetings
As of December 31, 2023

Type	Date	Num	Name	Memo	Amount
Deposit	12/05/2023			Deposit	1,641.72
Deposit	12/05/2023			Deposit	449.33
Bill Pmt -Check	12/06/2023	14240	United States Treasury	Form 941 - Tax Period Septemb...	-958.34
Check	12/06/2023	debit	Candi Bingham		-2,107.34
Check	12/06/2023	debit	RJPro		-209.00
Check	12/06/2023	debit	GetStreamline		-63.00
Check	12/06/2023	debit	Adobe PDF		-19.99
Deposit	12/06/2023			Deposit	554.83
Deposit	12/07/2023			Deposit	1,454.17
Deposit	12/07/2023			Deposit	6,692.70
Check	12/07/2023	debit	Tax Impound		-68.05
Deposit	12/07/2023			Deposit	415.90
Check	12/08/2023	debit	State Fund		-1,030.81
Deposit	12/08/2023			Deposit	596.99
Check	12/11/2023	debit	Leslie Garrett		-833.52
Deposit	12/11/2023			Deposit	1,024.43
Deposit	12/12/2023			Deposit	334.92
Deposit	12/12/2023			Deposit	477.66
Deposit	12/12/2023			Deposit	492.84
Deposit	12/13/2023			Deposit	150.00
Deposit	12/14/2023			Deposit	1,467.82
Check	12/15/2023	debit	Candi Bingham		-2,107.34
Deposit	12/15/2023			Deposit	1,381.29
Check	12/18/2023	debit	AT&T - Sewer	209 245-3984 701 9	-114.55
Deposit	12/18/2023			Deposit	436.25
Deposit	12/19/2023			Deposit	450.97
Deposit	12/19/2023			Deposit	819.44
Deposit	12/19/2023			Deposit	145.48
Deposit	12/20/2023			Deposit	1,083.89
Deposit	12/21/2023			Deposit	5,953.33
Deposit	12/21/2023			Deposit	626.41
Deposit	12/22/2023			Deposit	2,109.61
Deposit	12/26/2023			Deposit	2,251.98
Check	12/27/2023	debit	RingCentral		-58.53
Deposit	12/27/2023			Deposit	692.32
Check	12/28/2023	debit	Leslie Garrett		-902.77
Check	12/28/2023	debit	PG&E - Sewer	8721806002-5	-4,250.00
Check	12/28/2023	debit	PG&E - Water 2	2458584137-2	-1,942.15
Check	12/28/2023	debit	PG&E - Water	3357284549-4	-878.26
Check	12/28/2023	debit	PG&E - Office/Town Hall	6898952032-2	-14.93
Check	12/28/2023	debit	PG&E - Street Lights	7368064062-7	-369.46
Deposit	12/28/2023			Deposit	169.47
Total El Dorado Checking					31,738.83
Total Bank Accounts					31,738.83
TOTAL					31,738.83

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River Pines Department Report

November 2023

Water Production/Sold

Well 2:	230,500 gallons	Total Produced:	750,747 gallons
Well 3R:	360,500 gallons	Total Sold:	517,710 gallons
Well 6R:	159,474 gallons	Unaccounted Loss:	31%

Regulatory Compliance Specialist

- Monthly water and wastewater reporting

Wastewater

- Routine operation and maintenance
- With help from construction and electrical departments, removed old generator and installed new one at Slate Creek lift station
- Influent flow 1,104,900 gallons. Effluent Discharged 447,700 gallons.

Water Treatment / Distribution

- Routine sampling and maintenance
- Staff is recommending replacement of the existing turbidimeter at 6R with Hach's new TU5300 version

Construction

- Set new generator for lift station

Electrical

- Staff installed a new generator at Slate Creek lift station

Staff Hours: 51.75 Water hrs. 23 Wastewater hrs.

Prepared by: Operations Department Staff

Reviewed by: Rick Ferreira, Operations and Engineering Manager

River Pines Department Report

December 2023

Water Production/Sold

Well 2:	270,800 gallons	Total Produced:	710,022 gallons
Well 3R:	416,800 gallons	Total Sold:	472,502 gallons
Well 6R:	22,422 gallons	Unaccounted Loss:	33%

Regulatory Compliance Specialist

- Monthly water and wastewater reporting

Wastewater

- Routine operation and maintenance
- Influent flow 950,100 gallons. Effluent Discharged 207,300 gallons.

Water Treatment / Distribution

- Routine sampling and maintenance
- Staff installed new TU5300 turbidimeter housing

Staff Hours: 82.25 Water hrs. 97.5 Wastewater hrs.

Prepared by: Operations Department Staff

Reviewed by: Rick Ferreira, Operations and Engineering Manager



RIVER PINES PUBLIC UTILITY DISTRICT



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 November/December 2023

1. Distribution Grant Update – opinion letter by our legal counsel has been completed and submitted to the state. The easement has been completed by legal counsel and recorded with the county (copy attached). Copy also sent to the state. Property legal descriptions and easement legal descriptions have been completed by Toma and Associates.

State Processing Forms – for the rehabilitation grant had an error. I noticed that the state allocated \$200,000 for Design Planning instead of CM. Waiting to hear from our project manager with the state to see if there needs to be an addendum.

2. Escrow has been opened – escrow has been opened for the Circle tank property purchase. All easement and legal descriptions have been sent to Title Company.

3. Bid packets were sent – bid requests were sent to five different engineers for the CM position for the Rehabilitation Project. Deadline for submittal was January 10, 2024.

4. Sewer Pond Mixers – the last three have been delivered to AWA. They are not installed yet.

6. Leaks & Meter Installs – Shenandoah Excavating installed a way overdue meter on Cedar. They are waiting for the weather to clear to finish the road area.

1. Bank Deposits – Office Manager
2. Monthly Billing & Monthly Late Notices - GM
3. Monthly 48 Hour Notices – Office Manager
4. Agenda & Packets – Board Clerk and GM
5. Monitor Office Staff - GM
6. Liens and Releases – GM and Office Manager

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THIS INDEPENDENT CONTRACT AGREEMENT
DATED – January 17,2024

River Pines Public Utility District (Client)
22900 Canyon Ave.
River Pines, CA 95675

AND

Gisele Wurzburger (Contractor)
78 Dorsey Lane
Coleville, CA 96170

Revised January 17, 2024

BACKGROUND:

The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide service to the Client.

The Contactor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the “Party” and collectively the “Parties” to this Agreement) agree as follows:

Services Provided:

- a. The Client hereby agrees to engage the Contractor to provide services (the “Services”) consisting of: **REMOTE BOARD CLERK.**
- b. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Service to the Client: **COMPLETE AGENDA AND PREPARE MINUTES OF BOARD FOR SAID MEETING.**

Terms of Agreement:

The term of this Agreement (the “Term”) will begin on the date of this Agreement and will remain in full force and effect until January 21, 2026, subject to earlier termination as provided in this Agreement. The Terms of this Agreement may be extended by mutual written agreement to the other Party. In the event either Party chooses to terminate this Agreement prior to January 21,2026, that Party will be required to provide at least 30 days’ notice to the other Party.

Compensation:

For the services rendered by the Contractor as required by this Agreement, the Client will provide compensation “the Compensation”) to the Contractor at the rate of **\$300.00 per meeting.**

The Compensation will be payable, while this Agreement is in force, according to the following payment terms: **Pay upon completion of Monthly Minutes.**

The Contractor will not be reimbursed for expenses incurred by the Contractor in connection with providing the Agenda and Minutes of said meetings.

Confidentiality:

The Contractor agrees that it will not disclose, divulge, reveal, report or use, for the purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Client. The obligation will survive the expiration or termination of this Agreement and will continue indefinitely.

Indemnification:

The Client agrees to hold the Contractor hold harmless for any loss or damage for services provided under this Agreement.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this 17th day of January 2024.

River Pines Public Utility District

Signed: _____
Chairman

Signed: _____
Gisele Wurzbarger

967

January 10, 2024



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

7777 Greenback Lane
Suite 104
Citrus Heights, CA
95610

Subject: Proposal for Construction Management Services, River Pines
Public Utility District Water System Improvement Project,
DWSRF Project No. 0310006-00

Tel. 916/722-1800
Fax 916/722-4595

Ms. Bingham and Members of the RPPUD District Board of Directors:

In response to your request the following is our proposal to provide the River Pines Public Utility District (RPPUD) with Construction Management Services for construction of the subject RPPUD Water System Improvement Project. As shown on the plans prepared by our firm for this project, the RPPUD Water System Improvement Project will include:

Principal:
John C. Scroggs

- Replacement of existing 3/4-inch to 4-inch diameter water distribution pipelines with ± 12,130 lineal feet of new 6-inch and 8-inch diameter Class 305 PVC C900 or Class 350 DIP water mains.
- Installation of ± 1500 lineal feet of new 4-inch diameter water supply piping from RPPUD Well #2 to the new Circle Avenue Water Storage Tank.
- Installation of ± 258 new 1" diameter water services, water service meters and meter boxes.
- Replacement of existing fire hydrants with ± 67 new dry barrel type hydrants.
- Construction of 2 new pressure reducing stations, valve vaults and covers.
- Installation of new water main appurtenances including air and vacuum relief valves, blow off valves, resilient seat gate valves, valve boxes , sample stations, fittings, tees, connections, as necessary, for the installation of complete water distribution and water supply piping improvements as shown on the RPPUD Water System Improvement Plans.
- Construction of new 225,000 gallon capacity water storage tank complete with inlet and outlet piping, overflow and drain piping, interior and exterior ladders, level monitoring and control equipment, site clearing, excavation, fencing, gates, pavement, utilities and lighting.
- Repavement of existing River Pines roadways along the alignment of the replacement water mains and the raising of existing sewer manholes, cleanouts and valve boxes to finish grade.

CIVIL
WATER RESOURCES
SURVEYING



- Installation of drainage improvements, erosion control and environmental protection measures.
- Installation of level control transmitting cable, conduit and pull boxes from the new Circle Avenue Tank to the existing Well #2 SCADA control panel.
- Clearing, tree removal, fence and gate replacement, as needed, to construct the RPPUD Water System Improvements.
- Tank coating, repairs and piping improvements at Jaybird Lane Tank as shown on the RPPUD Water System Improvement Plans.
- Demolition and removal of existing Circle Avenue concrete water storage tank and chlorine contact basin.
- Other clearing, grading, piping, surface restoration, pavement, electrical, instrumentation, control and environmental compliance measures included in the RPPUD Water System Improvement Project Plans and Specifications.

Construction Management Services will include coordination of improvements with RPPUD, the Amador Water Agency, Amador County and El Dorado County Public Works Departments and the State Water Resources Control Board. New improvements will be placed, in general, within existing roadways where existing underground water, sewer and drainage facilities are located. Existing water system improvements are to remain protected, in place, until the new RPPUD Water System Improvements are installed, tested, disinfected and accepted by RPPUD. Existing sewer and drainage improvements shall be protected in place throughout the construction of Project improvements. Construction documents prepared for the RPPUD Water System Improvement Project permit prospective Contractors to submit bids for alternative steel water storage tank construction material and include Add Alternate Bid Items for magnetic flow meters and meter vaults at the Circle Avenue Tank and Jaybird Lane Tank.

In submitting this proposal we have assumed, consistent with the schedule included in the District's Agreement with the State Water Resources Control Board, that the RPPUD Water System Improvement Project will be advertised for construction bids as soon as possible, with construction beginning Spring, 2024, and completed by October 31, 2025. We are joined in this proposal by WGA Inc., Civil Engineers, San Andreas, who would provide construction inspection services, and by Frisch Engineering, Electrical Engineers, who would assist us in providing electrical engineering support services during construction. Material and compaction testing will be provided by the District's Geotechnical Engineering and Inspection Firm. We will coordinate these services with the District's Geotechnical Engineer and with the Contractor.

Construction Management Services will include assistance to RPPUD during the Project Bidding Phase, Inspection during Project Construction, Construction Staking, Engineering Services during Construction and Project Close Out. The scope of work proposed for each of these Project service tasks is outlined in the following:



Project Bid Phase Services

Project Bid Phase Services shall include:

- Assist RPPUD with posting the Project Invitation to Bid and Contract Documents on State website and in an approved Construction Plan Room site. In the past we have successfully used plan room services of Century Graphics, <http://planroom.csdinc.com>. The CSDS plan room address has recently changed to: <http://crisplanroom.com>. We will also post the Invitation to Bid with local, Motherlode and Sacramento Valley Builders Exchange Services. Contract Documents will also be available for review at the RPPUD District Office and at our office.
- Organize and conduct Pre-Bid Conference at RPPUD District offices and a Project Job Walk for prospective bidders.
- Respond to Bidder's Request for Information (RFI) and prepare Contract Document Addendum, as needed, during the bid phase period.
- Assist RPPUD with review of bids received and prepare Recommendation for Award, by the RPPUD Board, to the lowest responsive, responsible bidder.
- Assist RPPUD with a summary of bid results and recommended bid award for submittal to the State Water Resources Control Board for Final Budget Approval Package.

We propose to provide the above itemized Bid Phase Services for a Not to Exceed Fee of \$10,500.

Inspection during Project Construction

Construction inspection will be conducted each day that the Contractor is onsite conducting work. With construction beginning early Spring, 2024, and continuing through October 31, 2025, and assuming that construction would not be permitted most days from late Fall to Early Spring due to weather or wet / freezing ground conditions, we have estimated 300 construction days for construction of the RPPUD Water System Improvements.

Our estimate for Construction Inspection Services is based on this total number of working days and a prevailing wage rate for inspection services of \$160 per hour. Onsite inspection will be conducted by construction inspection personnel of WGA, Civil Engineer, San Andreas.

Included in the scope of these services will be a PreConstruction Meeting, Construction Coordination Meetings with the Contractor and Project Inspector every 2 weeks and Construction Close Out Meetings. Daily construction inspection and oversight is required for the RPPUD Water System Improvement Project to protect existing underground utilities and maintain existing services, to ensure public safety and traffic control and to complete project improvements in a timely manner in accordance with the Project Schedule included in the District's Agreement with the State Water Resources Control Board.

Our fee estimate for Inspection during Project Construction is \$384,000. It is assumed that soils / compaction and concrete testing would be conducted by the District's Geotechnical Engineer.

Construction Staking



Construction staking of the RPPUD Water System Improvements will be conducted by surveyors of KASL Consulting Engineers. Alignment and grade of new waterline improvements will be staked at maximum 50 foot intervals. In addition, the location of all proposed water meters, fire hydrants, air relief / vacuum release valves, blowoff valves, sample stations and waterline angle points will be staked. Staking protocol will be confirmed with the Contractor. Contractor will be provided with staking exhibits and cut sheets for each set of stakes set. We have estimated 4 days of field staking for the west area waterline improvements, 4 days of field staking for the north area waterline improvements and 6 days of field staking for the east area waterline improvements. Two additional days of staking are reserved to respond to miscellaneous staking requests from the Contractor. Three days of staking are assumed for Circle Tank Site improvements including rough grading, finish grading, retaining wall, access road, drainage, perimeter fencing and tank site utilities. Staking will be coordinated with the Contractor. Construction stakes will be set one time only. Restaking will be invoiced to the Contractor.

We propose to provide construction staking for the RPPUD Water System Improvements for a Not to Exceed Fee of \$44,750. Our construction staking fee proposal includes office survey time and recovery of RPPUD Project control points previously set for the design of the RPPUD Water System Improvements.

Engineering Services during Construction

Engineering Services during Construction will include:

- Organize and run Pre-construction Meeting, Bi-Weekly Coordination Meetings and Project Close Out Meeting with Contractor and Project Inspector. Prepare agendas, minutes, action items each meeting.
- Periodic inspection of Project construction activities with the Project Inspector.
- Review of Shop Drawing submittals. A total of 40 shop drawing submittals (some with multiple components) is assumed. On average, each shop drawing review will require 1 to 1 ½ hours for review and comment. On average, approximately ½ of the total submittals will require second (amend and resubmit) submittal with ½ to 1 hour for review and comment.
- With the extent of underground improvements proposed in proximity to existing underground improvements, we have assumed 60 Requests for Information (RFI's). On average, we have estimated 1 to 1 ½ hours to review and respond to each RFI.
- Preparation of 3 sets of rolling punch list items during the last 4 months of construction. Punch list items to be prepared with the assistance of the WGA Inspector.



- Prepare Quarterly Reports for submittal by RPPUD to State Water Resources Control Board.
- Support from Frisch Engineering for review and approval of electrical and instrumentation shop drawing submittals and RFI's.
- Assist RPPUD with ongoing coordination with Amador Water Agency, Amador and El Dorado County Public Works Departments and State Water Resources Control Board.

We propose to provide RPPUD with the above itemized Engineering Services during Construction for a Not to Exceed Fee of \$82,100.

Close Out Services

Close Out Services shall include:

- Project Testing, Commissioning, Close Out of Punch List items.
- Preparation of Final Project Inspection and Certification Report for submittal by RPPUD to State Water Resources Control Board.
- Preparation of Project Completion Report for submittal by RPPUD to State Water Resources Control Board.
- Prepare As-Built Improvement Plans

Close Out Services itemized above shall be provided for a Not to Exceed fee of \$11,500.

Summary of Fee Proposal

Our Fee Proposal for Construction Management Services for the RPPUD Water System Improvement Plan is summarized as follows:

• Project Bid Phase Services	\$ 10,500
• Inspection During Project Construction	\$ 384,000
• Construction Staking	\$ 44,750
• Engineering Services During Construction	\$ 82,100
• Close Out Services	\$ 11,500
	<hr/>
Total Proposed Fee	\$ 532,850

Monthly invoices shall be prepared in accordance with the attached Standard Rate Schedule.

Thank you for the opportunity to be of service to RPPUD. Please contact us if you have questions regarding our proposal.

Very Truly Yours,

KASL Consulting Engineers

A handwritten signature in blue ink, appearing to read "John C. Scroggs", is written over the printed name.

John C. Scroggs

2024 STANDARD RATE SCHEDULE

KASL CONSULTING ENGINEERS, providing superior service in civil engineering, water resources and surveying since 1982.

We define the art of engineering.



PROFESSIONAL RATES

Engineer, Surveyor 1	\$184.00 per hour
Engineer, Surveyor 2	\$157.00 per hour
Engineer, Surveyor 3	\$140.00 per hour
Engineer, Surveyor 4	\$124.00 per hour
Engineer, Surveyor 5	\$108.00 per hour
Engineer, Surveyor, Technician 6	\$ 96.00 per hour
Engineer, Surveyor, Technician 7	\$ 91.00 per hour
Engineer, Surveyor, Technician 8	\$ 81.00 per hour
Technician, Administration 9	\$ 75.00 per hour
Technician, Administration 10	\$ 65.00 per hour
Technician, Administration 11	\$ 39.00 per hour
2-Man Survey Crew	\$205.00 per hour
3-Man Survey Crew	\$235.00 per hour

BASIC CHARGES

TRAVEL OUTSIDE OF SACRAMENTO METROPOLITAN AREA -- \$0.67 per mile for truck or private vehicle, or direct cost of public transportation, plus direct cost of meals and lodging.

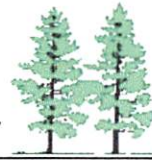
WHEN PERSONNEL are required to work during premium overtime pay hours, the above hourly rates will be multiplied by 1.50 for time-and-one-half hours and by 2.00 for double time hours.

OTHER DIRECT EXPENDITURES on behalf of the client will be billed at cost plus 15% percent for handling.

UNDER PROVISIONS OF THIS AGREEMENT, a late payment finance charge will be computed at the periodic rate of 1.5% percent per month, which is an annual percentage rate of 18% percent, and will be applied to an unpaid balance commencing 30 days after the date of the original invoice.



RIVER PINES PUBLIC UTILITY DISTRICT



22900 Canyon Ave. • P.O. Box 70 • River Pines, CA 95675

421

rppud@rppud.org

SUBJECT: LAIF/Capital Improvement Withdraw

DATE: January 17, 2024

Meeting: Regular

Attachment: yes

Item: 909

INFORMATION: I have attached an expense summary outlining some of the cost the district has had to incur. These expenses do not include the electricity, operating permits and fees, wages, or any other regular monthly expense.

The high Amador Water Agency invoices are due to the installation of two generators and three mixers/aerators at the sewer ponds. AWA had to assemble and install all items. To complete the generators and mixers/aerator installations, this required their construction department, electrical department, and the sewer supervisor. Trenches had to be dug, new lines had to be installed, breakers had to be changed out and the list goes on. In using AWA for these installations, the district did not have to put these projects out to bid and avoided paying prevailing wage.

The district has basically replaced everything in 2023 except for those items on the rehabilitation project. Please remember that the district's system was old and had exceeded its life expectancy. The district should just have pumps, motors and testing equipment going forward, except for the transducer in Well 6R.

RECOMMENDATION: I am recommending that the board approve approximately \$70,000 from LAIF to help bring us current with AWA. Most of this expense is sewer. I also recommend that the board approve a withdrawal from the capital improvement account of at least \$25,000 for the purchase of circle tank and to help with a few of those improvement items on the expense summary.

NOTE: Well 6R is offline until the filters can be purchased and the turbidimeter head installed.

EXPENSE SUMMARY

ARPA

Generator	\$15,097.94
Generator	\$22,186.81
Conversion Kit	\$4,271.91
Mixers	\$49,900.08
Sewer Roofs	<u>\$11,211.00</u>
	\$102,667.74
Overage District Pay	<\$1,529.74>

DISTRIBUTION PROJECT

Legal/Survey etc.	\$11,026.62
Toma - Descriptions	\$5,500.00 estimated - Not Paid
Circle Tank Property	<u>\$18,500.00</u> estimated - Not Paid
	\$35,026.62
	<u>\$11,026.62</u>
	\$24,000.00 Money Needed

SUPPLIES/EQUIPMENT PURCHASED

Testing Supplies	\$2,813.36
Testing Supplies	\$2,611.00
Testing Supplies	\$2,813.36
Generator	\$2,052.22
Propane Lines	\$1,350.11
Propane Lines	\$1,189.09
Propane Lines	\$959.52
Water Line Install	<u>\$2,900.00</u> (to chlorine building)
	\$16,688.66

SUPPLIES/EQUIPMENT NEED TO PURCHASE/PAY

Well 6R Filters	\$8,463.54 (need 2 sets of these - \$16,927.08)
Meter Install	\$5,975.00 (AWA could not get to it)
Calibration Kit	\$4,886.00
Turbidimeter Head	\$3,462.01 (Purchased, need to pay)
Main. Kit w/RFID Seal	<u>\$1,856.54</u> (Purchased, need to pay)
	\$24,643.09 Money Needed

Amador Water Agency

Overdue October	\$42,026.19
Overdue November	\$11,970.46
Overdue December	<u>\$23,393.74</u>
	\$77,390.39 Money Needed

BANK ACCOUNT/LAIF BALANCE

Capital Account	\$32,162.85
LAIF Account	\$134,549.86

Operation Cost

	<u>Hourly</u>	<u>Yearly</u>	<u>Worker's Comp</u>	<u>Payroll Taxes</u>	<u>Vacation/Retirement/Holiday/Sick</u>
Distribution Operator III	\$47-\$59	\$98,000-\$123,000	\$2.25 per \$100 of payroll	\$1,541.00	\$3,080 plus AWA fulltime coverage
Water Operator III	\$47-\$59	\$98,000-\$123,000	\$2.25 per \$100 of payroll	\$1,541.00	\$3,080 plus AWA fulltime coverage
Wastewater Operator III	\$47-\$59	\$98,000-\$123,000	\$2.25 per \$100 of payroll	\$1,541.00	\$3,080 plus AWA fulltime coverage
Construction - trenching etc.	\$36-\$45	\$72,000-\$96,000			
Mechanical Technician	\$34-\$51	\$70,000-\$98,000			
Electrical Technician	\$39-\$53	\$81,000-\$101,000			
INSURANCE EXPENSE -		7 years ago, the district was paying around \$700/mo for operator			

NOTE: Costs above were arrived by averaging surrounding cities (i.e. Sacramento, Stockton, El Dorado and AWA)