



# RIVER PINES

PUBLIC UTILITY DISTRICT

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## REGULAR MINUTES October 16, 2024 ACTION MINUTES

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1. **CALL TO ORDER:** The meeting was called to order by Chairman Raymond at 6:00 p.m.

2. **ROLL CALL: Via Phone**

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

Director Karla Christensen  
Director Anita Ebbinghausen  
Director Roscoe Raymond

**ABSENT:**

Director John Chapman

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

4. **AGENDA:**

Vice-Chairman Christensen requested a Closed Session be held before the November 20, 2024 meeting for a Personal Matter.

**Motion by President Raymond, seconded by Board Member Ebbinghausen and carried by a 3 to 0 vote to approve the Regular Agenda dated October 16, 2024.**

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

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

Chairman Raymond noted for the record Ken Deavor, Amador Water Agency was present.

6. **MINUTES: Discussion / Approval.**

a. August 21, 2024, Regular Meeting.

**Motion by Chairman Raymond, seconded by Vice-Chairman Christensen and carried by a 4 to 0 vote to approve the Minutes dated July 17, 2024, as amended. Motion passed by the following vote:**

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

**7. CONSENT ITEMS:**

a. Monthly Financial Statements and Bank Accounts - Period Ending August 31, 2024 and September 30, 2024.

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

b. Expenditure Report - Submitted Check Approval through August 31, 2024 and September 30, 2024.

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

**Motion by Chairman Raymond, seconded by Vice-Chairman Christensen and carried by a 4 to 0 vote to approve the Monthly Financial Statements and Expenditure Report – Period Ending August 31, 2024 and September 30, 2024. Motion passed by the following vote:**

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

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

a. Monthly Operations Report.

**August 1, thru August 31, 2024 Water Production/Sold Information:**

Well 2 - 472,100 gallons      Total Produced - 1,494,963 gallons  
Well 3R – 743,700 gallons      Total Sold – 1,044,341 gallons  
Well 6R    279,163 gallons      Unaccounted Loss - 30%  
Staff Hours: Water 67 hours

**August 1 thru August 31, 2024 Wastewater Production:**

Influent flow: 1,238,500 gallons      Effluent Discharged: 383,200 gallons  
Staff Hours: Wastewater 42.50 hours

b. Monthly Operations Report.

**September 1, thru September 30, 2024 Water Production/Sold Information:**

Well 2 - 281,000 gallons      Total Produced - 1,102,521 gallons  
Well 3R – 503,000 gallons      Total Sold – 802,872 gallons  
Well 6R    318,521 gallons      Unaccounted Loss - 27%  
Staff Hours: Water 60 hours

**September 1 thru September 30, 2024 Wastewater Production:**

Influent flow: 965,400 gallons      Effluent Discharged: 225,500 gallons  
Staff Hours: Wastewater 60 hours

b. Monthly General Manager Report – Period Ending August/September 2024.

The Monthly General Manager Report included updates from the General Manager. The following items were discussed - see report for complete details.

1. Distribution Reimbursement

2. Circle Tank Leak
3. Spay Field Clearing
4. Light Poles within the District – request list and working status.

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

**a. Distribution Project Update.** Discussion/Action.

General Manager Bingham reported she has been working together with the District Engineer and AWA to put together a reduced plan for the State.

Amador Water Agency was able to provide the most troubled areas requiring ongoing repairs and repeated cost which will be included in the plan. Staff provided the expense of the current distribution system and where money may be lost and need to be fixed help with revenue. Areas included customer complaints ongoing leaks and water access not currently being metered. District Engineer went through the previous plans, current State budget and developed a reduced plan to send to the State. Staff will go through the maps to make sure every customer is currently receiving water and included in the reduced plan. The new scope of work will include all new main lines on Circle and abandon all current/old lines. All new main lines and new meters will be located in front of each customer’s home. Pressure reducing valves and new fire hydrants where new lines are being added.

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

No action was taken.

**b. Managerial Consolidation with AWA Update.** Discussion/Action.

No written report was provided on this item. General Manager Bingham stated at the August meeting she reported Briain Kidwell was requesting a letter from the District approving Amador Water Agency’s request for Technical Assistance for Potential Managerial Consolidation of River Pines Public Utility District into Amador Water Agency. She inquired if Chairman Raymond had submitted the letter that she provided the letter she provided. Chairman Raymond stated he had not submitted the letter and stated he would send it out.

General Manager recapped that the Consolidation is the joining of two or more water systems, which commonly includes a smaller system being absorbed into a larger water system. When a physical consolidation occurs, one water system is dissolved, and its customers are provided service by another existing water system.

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

No action was taken.

**c. Audit Update.** Discussion/Action.

General Manager Bingham reported C. J. Company Brown CPAs submitted an estimate to complete the following audit years:

June 30, 2021 - \$16,000	June 30, 2022 - \$16,520
June 30, 2023 - \$17,040	June 30, 2024 - \$17,560
June 30, 2025 - \$18,080	

Also contacted the auditor that Pine Grove District uses and in their conversation he stated he had all he could handle but if the District couldn’t find an auditor, to give him a call back and he would see what he could do.

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 approve C. J. Company Brown CPAs to complete Audits the following Audits**

<b>June 30, 2021 - \$16,000</b>	<b>June 30, 2022 - \$16,520</b>
<b>June 30, 2023 - \$17,040</b>	<b>June 30, 2024 - \$17,560</b>
<b>June 30, 2025 - \$18,080</b>	

**Motion passed by the following vote:**

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

**d. Rate Increase/Proposition 218 Procedure. Discussion/Action.**

General Manager Bingham reported the Proposition 218 was mailed out to every property owner in mid-September. In the proposition letter there was a typo on the date of the public hearing. The date in the letter was November 6, 2025, with the new rate increase to go into effect January 1, 2025. A letter was sent out to every property owner on October 11, 2024, correcting the public hearing date. This is five weeks before the public hearing and covers everything for Proposition 218. Proposition 218 was posted in the Ledger Dispatch, on the District's website with the correct Public Hearing date.

The rate increase public hearing is November 6, 2024, at 6:00 p.m. at the River Pines Town Hall. Per Proposition 218, all envelopes received will be given to the District's Board Clerk to tally. They will not be opened and counted during the public hearing. All ballots, per Proposition 218 will be in the office for review after the public hearing.

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

Vice-Chairman Christensen stated the ballots should be opened and tallied during the meeting.

General Manager stated Proposition 218 states at the conclusion of the public hearing "not during" an impartial person designated by the agency (someone who does not have a vested interest in the outcome of the proposed assessment) must tabulate the ballots that were submitted. An impartial person includes the clerk or secretary of the agency.

Staff requested the Board designate Board Clerk Wurzburger to provide the tally service and to prepare the Minutes for the November 6 Proposition 218 Public Hearing.

Board Clerk Wurzburger stated she has provided this service for her previous employment on a Proposition 218 proceeding. That all ballots and the tally, per Proposition 218 were available for review after the public hearing.

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

After considerable discussion the Board requested Board Clerk Wurzburger provide the Proposition 218 tally service and to prepare the Minutes for the November 6 Proposition 218 Public Hearing.

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

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

Board Member Ebbinghausen stated she had not heard back regarding bids for the District bathroom. General Manager Bingham stated she would follow up with Office Manager Garrett.

Vice-Chairman Christensen stated the recorder was not working. General Manager Bingham reported she had purchased a new recorder with new rechargeable batteries and would mail it to the office before the next meeting.

**11. COMMITTEE COMMENTS/REPORTS:** Continued Item.

a. Water Rights Committee. Discussion/Possible Action.

Chairman Raymond stated he was looking into steel repair on the dam.

**12. FUTURE AGENDA TOPICS:**

1. Distribution Project Update. Discussion/Action
2. Proposition 218 Public Hearing November 6, 2025. Discussion/Action
3. Closed Session Personal Matter. Discussion/Action

**ADJOURNMENT:** The meeting adjourned at 7:18 p.m. to be held Special Meeting November 4, 2024.