



22900 Canyon Avenue, P.O. Box 70, River Pines, CA. 95675  
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**REGULAR AGENDA**  
**Wednesday, January 19, 2022 - 6:00 P.M.**

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1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **AGENDA:** Approval of agenda for this date; all off-agenda items must be approved by the Board (pursuant to §54954.2 of the Government Code.)
5. **PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board now upon any subject within the jurisdiction of the Board; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note - there is a **three (3) minute limit per topic**.
6. **MINUTES: Discussion / Approval.**
  - a. December 15, 2021 Regular Meeting.
7. **CONSENT ITEMS:**
  - a. Monthly Financial Statements – Period Ending December 31, 2021.
  - b. Expenditure Report – Submitted Check Approval through December 31, 2021.
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 #47-018 Disputes Account Balance. Discussion/Action.
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. None
12. **FUTURE AGENDA TOPICS:** This is an opportunity for Board Members and District Staff to request matters to be placed on upcoming agendas.
13. **ADJOURNMENT** – The next Regular Meeting – February 16, 2022 at 6:00 p.m.

\* \* \* \*



**REGULAR MINUTES**

**Wednesday, December 15, 2021  
ACTION MINUTES**

**1. CALL TO ORDER:** The meeting was called to order by Chairman Raymond at 6:04 p.m.

**2. ROLL CALL: Via Phone**

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

Director John Chapman  
Director Anita Ebbinghausen  
Director Roscoe Raymond  
Director Eric Rewitzer

**ABSENT:** Director Karla Christensen

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

**4. AGENDA:**

**Motion by Board Member Rewitzer, seconded by Vice-Chairman Chapman and carried by a 4 to 0 vote to approve the Regular Agenda dated December 15, 2021 as presented. Motion passed by the following vote:**

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

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

None.

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

a. November 17, 2021 Regular Meeting.

**Motion by Board Member Rewitzer, seconded by Vice-Chairman Chapman, and carried by a 4 to 0 vote to approve the Minutes dated September 15, 2021 as amended. Motion passed by the following vote:**

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

**7. CONSENT ITEMS:**

a. Monthly Financial Statements - Period Ending November 30, 2021.

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

b. Expenditure Report - Submitted Check Approval through November 30, 2021

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

**Motion by Chairman Raymond, seconded by Vice-Chairman Chapman, and carried by a 4 to 0 vote to approve the Monthly Financial Statements and Expenditure Report - Period Ending November 30, 2021. Motion passed by the following vote:**

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

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

A. Monthly Operations Report.

The report included updates from AWA staff, construction, wastewater and water – see report for complete details for Regulatory Compliance Specialist, Wastewater, Water, Distribution and Electrical.

**November 1 thru November 30, 2021 Water Production/Sold Information:**

Well 2 – 213,400 gallons    Total Produced – 901,891 gallons  
Well 3R – 408,200 gallons    Total Sold – 553,721 gallons  
Well 6R – 280,291 gallons    Unaccounted Loss - 39%  
Staff Hours: Water 28.5 hours

**November 1 thru November 30, 2021 Wastewater Production:**

Influent flow: 1,273,200 gallons    Effluent Discharged: 1,084,200 gallons  
Staff Hours: Wastewater 55.5 hours

General Manager Bingham Amador Water Agency will be performing routine maintenance on all of the District’s generators.

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 provided an update regarding item 1. Distribution Project. She reported the state requested the District’s attorney information and they are now in contact. The contract will be submitted to the

District's Attorney for review. Once the contract has been reviewed, the State will send it to the District for signatures and then it can be put out to Bid.

General Manager Bingham provided an update regarding item 2. The COVID relief fund check in the amount of \$8,578.75 was received. She is preparing the letter to customers' accounts notifying them of the funds. She will send all backup documents to the state proving the funds were used appropriately.

Board Member Ebbinghausen reported a drainage issue in the area of Shenandoah, Pigeon and Pine. General Manager Bingham reported she would put in a work order to Amador Public Works.

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

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

**a. Revision Board Clerk Contract. Discussion/Action.**

General Manager Bingham reported at the last meeting there was discussion regarding a check issued to Board Clerk Wurzburger for attending and preparing the minutes for Special Meeting dated October 27, 2021. She had requested Board Clerk Wurzburger attend in order to have minutes prepared to submit to the State on the approval of State Mandated Resolution 2021-01 Reimbursement.

She noted for the record Board Clerk has always received \$300.00 per meeting and this time the Board was only charged \$150.00. The Board requested a revised contract be submitted at the December meeting to reflect \$300.00 per meeting.

Board Clerk Wurzburger reported her contract was changed when the Board decided to only hold "one meeting per month". However, in the past if the Board had required attendance at additional meetings in a given month there was a \$300.00 charge for each meeting. She noted due to the short time frame of the October 27<sup>th</sup> meeting the District was only charged \$150.00.

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

**Motion by Board Member Ebbinghausen, seconded by Chairman Raymond, and carried by a 4 to 0 vote to approve the Revised Board Clerk Contract as presented. Motion passed by the following vote:**

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

**b. Estimate Cost for Mirror on Shenandoah. Discussion/Action.**

No written report was submitted on this item. General Manager Bingham reported at the last meeting she reported Amador Public Works stated this matter would be the responsibility of the Board or the customer requesting the mirror. Board Member Ebbinghausen had requested this matter be placed on the December agenda for discussion and possible action.

General Manager Bingham reported in the General Manager's Report – item 3, Staff contacted the Amador Public Works again regarding this matter. The Amador Public Works supervisor emailed staff regarding the mirror on Shenandoah and reiterated the property owner that is affected must install the mirrors.

General Manager Bingham reported this matter was not water or sewer related.

Board Member Ebbinghausen stated the Board will have to figure this matter out ourselves and recommended a committee for further discussion on this matter.

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

No action taken.

**c. Account #86-013 Excess Water Usage. Discussion/Action.**

No written report was submitted on this item. General Manager Bingham reported account 86-013 has signed an amortization contract for the bill in question and has requested a credit for the late charges that were applied to the account. Staff does not have the authority to reverse these charges because they are Public Funds and requests the Board take action on account's request for credit for the late charges.

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

**Motion by Board Member Ebbinghausen, seconded by Chairman Raymond, and carried by a 3 to 1 vote to approve Account #86-013 request to waive the late charges in the amount of \$28.66 charged to the account. Motion passed by the following vote:**

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

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

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

Nothing to report.

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

Chairman Raymond reported he would be meeting with Amador County's Public Works, Sheriff Office and Fire Agency in an advisory committee and will report back to the Board on matters discussed.

**12. FUTURE AGENDA TOPICS:**

**13. ADJOURNMENT:** The meeting adjourned at 6:35 p.m. to the scheduled meeting on January 19, 2022.

**River Pines Public Utility District**  
**Profit & Loss by Class**  
December 2021

	Sewer	Water	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Administrative Income	0.00	249.87	249.87
Amador County Auditor's Warrant			
HO & Timber Tax	26.53	0.00	26.53
Secured Appointment	421.50	421.50	843.00
<b>Total Amador County Auditor's Warrant</b>	<b>448.03</b>	<b>421.50</b>	<b>869.53</b>
<b>Base Fee Income</b>			
Maintenance Fees	345.00	345.00	690.00
Sewer	16,181.00	0.00	16,181.00
Voluntary Lock-Off	105.00	105.00	210.00
Water	0.00	12,787.93	12,787.93
<b>Total Base Fee Income</b>	<b>16,631.00</b>	<b>13,237.93</b>	<b>29,868.93</b>
Town Hall Rental	30.00	30.00	60.00
<b>Variable Income</b>			
Call-Out	0.00	344.49	344.49
Service Connection Fee	65.72	65.78	131.50
Water - Usage	0.00	1,999.80	1,999.80
<b>Total Variable Income</b>	<b>65.72</b>	<b>2,410.07</b>	<b>2,475.79</b>
<b>Total Income</b>	<b>17,174.75</b>	<b>16,349.37</b>	<b>33,524.12</b>
<b>Gross Profit</b>	<b>17,174.75</b>	<b>16,349.37</b>	<b>33,524.12</b>
<b>Expense</b>			
<b>Board Members</b>			
Stipends	187.50	187.50	375.00
<b>Total Board Members</b>	<b>187.50</b>	<b>187.50</b>	<b>375.00</b>
<b>Contracted Expenses</b>			
Board Clerk	150.00	150.00	300.00
Manager	2,107.34	2,107.34	4,214.68
Office Staff	550.00	550.00	1,100.00
<b>Total Contracted Expenses</b>	<b>2,807.34</b>	<b>2,807.34</b>	<b>5,614.68</b>
<b>Sewer Expenses</b>			
Amador Water Agency			
After Hour On-Call	237.00	0.00	237.00
Routine Service	2,573.64	0.00	2,573.64
<b>Total Amador Water Agency</b>	<b>2,810.64</b>	<b>0.00</b>	<b>2,810.64</b>
SCADA Service	700.00	0.00	700.00
Sewer - Parts/Supplies	626.81	0.00	626.81
Telephone - Sewer	199.67	0.00	199.67
<b>Total Sewer Expenses</b>	<b>4,337.12</b>	<b>0.00</b>	<b>4,337.12</b>
<b>Town Hall Expenses</b>			
Supplies	75.41	75.41	150.82
<b>Total Town Hall Expenses</b>	<b>75.41</b>	<b>75.41</b>	<b>150.82</b>
<b>Water/Distribution Expenses</b>			
Amador Water Agency			
After Hour On-Call	0.00	474.00	474.00
Customer Service	0.00	34.47	34.47
Electrical Repairs	0.00	218.82	218.82
Emergency Call-Out	0.00	428.39	428.39
Meter Reading	0.00	392.52	392.52
Operation Repairs	0.00	111.99	111.99
Routine Service	0.00	1,091.27	1,091.27

**River Pines Public Utility District**  
**Profit & Loss by Class**  
**December 2021**

	Sewer	Water	TOTAL
Total Amador Water Agency	0.00	2,751.46	2,751.46
Chlorine	0.00	645.76	645.76
Customer Expense - Reimbursable	0.00	344.49	344.49
Parts/Supplies	0.00	52.37	52.37
Permit Fees	0.00	912.02	912.02
SCADA Service	0.00	300.00	300.00
Telephone - Water	0.00	195.28	195.28
<b>Total Water/Distribution Expenses</b>	<b>0.00</b>	<b>5,201.38</b>	<b>5,201.38</b>
<b>64900 · Office Expenses</b>			
Filing Fees	105.00	105.00	210.00
Membership Dues	765.00	765.00	1,530.00
Postage/Shipping	129.16	129.16	258.32
Software	25.49	25.50	50.99
Website Service	25.00	25.00	50.00
<b>Total 64900 · Office Expenses</b>	<b>1,049.65</b>	<b>1,049.66</b>	<b>2,099.31</b>
<b>66700 · Professional Fees</b>			
Legal Expenses	0.00	20.00	20.00
<b>Total 66700 · Professional Fees</b>	<b>0.00</b>	<b>20.00</b>	<b>20.00</b>
<b>68600 · Utilities</b>			
Propane	295.44	0.00	295.44
68100 · Telephone - Office	29.03	29.04	58.07
<b>Total 68600 · Utilities</b>	<b>324.47</b>	<b>29.04</b>	<b>353.51</b>
<b>Total Expense</b>	<b>8,781.49</b>	<b>9,370.33</b>	<b>18,151.82</b>
<b>Net Ordinary Income</b>	<b>8,393.26</b>	<b>6,979.04</b>	<b>15,372.30</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Wireless Site Lease	250.00	250.00	500.00
<b>Total Other Income</b>	<b>250.00</b>	<b>250.00</b>	<b>500.00</b>
<b>Net Other Income</b>	<b>250.00</b>	<b>250.00</b>	<b>500.00</b>
<b>Net Income</b>	<b>8,643.26</b>	<b>7,229.04</b>	<b>15,872.30</b>



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**River Pines Public Utility District**  
**Account QuickReport-Board Meetings**  
**As of December 31, 2021**

Type	Date	Num	Name	Memo	Amount
<b>Bank Accounts</b>					
<b>El Dorado Checking</b>					
Deposit	12/01/2021			Deposit	597.89
Deposit	12/01/2021			Deposit	319.24
Check	12/01/2021	debit	Candi Bingham		-2,107.34
Check	12/02/2021	debit	GetStreamline	Website	-50.00
Check	12/02/2021	debit	Google Services		-36.00
Deposit	12/02/2021			Deposit	443.68
Deposit	12/03/2021			Deposit	453.85
Check	12/06/2021	debit	Adobe PDF		-14.99
Deposit	12/06/2021			Deposit	457.00
Bill Pmt -C...	12/07/2021	13684	Amador Water Agency	30018	-7,231.53
Bill Pmt -C...	12/07/2021	13685	Amerigas		-295.44
Bill Pmt -C...	12/07/2021	13686	Anita Ebbinghausen	Stipend - December 2021	-75.00
Bill Pmt -C...	12/07/2021	13687	Brent Stewart, P.E.		-1,000.00
Bill Pmt -C...	12/07/2021	13688	California Bank & Trust	1030264749	-890.00
Bill Pmt -C...	12/07/2021	13689	California Department ...	Voucher #484181765; TIN 013-831895	-912.02
Bill Pmt -C...	12/07/2021	13690	California Special Distri...	Yearly Membership - 2022	-1,530.00
Bill Pmt -C...	12/07/2021	13691	Colantuono, Highsmith ...	Question re: prop 218 and grant funds	-20.00
Bill Pmt -C...	12/07/2021	13692	Eric Rewitzer	Stipend - December 2021	-75.00
Bill Pmt -C...	12/07/2021	13693	Gisele L. Wurzburger	Board Clerk - December 2021	-300.00
Bill Pmt -C...	12/07/2021	13694	John Chapman	Stipend - December 2021	-75.00
Bill Pmt -C...	12/07/2021	13695	Karla Christensen	Stipend - December 2021	-75.00
Bill Pmt -C...	12/07/2021	13696	Rocky Raymond	Stipend - December 2021	-75.00
Deposit	12/07/2021			Deposit	153.68
Deposit	12/07/2021			Deposit	942.10
Check	12/08/2021	debit	USPS		-8.70
Deposit	12/08/2021			Deposit	428.78
Deposit	12/09/2021			Deposit	1,745.36
Check	12/09/2021	debit	USPS	Postage Rolls	-240.92
Deposit	12/09/2021			Deposit	1,026.76
Deposit	12/13/2021			Deposit	617.06
Deposit	12/14/2021			Deposit	595.29
Deposit	12/15/2021			Deposit	160.00
Check	12/15/2021	debit	Candi Bingham		-2,107.34
Deposit	12/16/2021			Deposit	7,776.00
Deposit	12/16/2021			Deposit	8,578.75
Deposit	12/16/2021			Deposit	1,905.56
Deposit	12/16/2021			Deposit	294.21
Check	12/17/2021	debit	USPS		-8.70
Check	12/17/2021	debit	Redneck Lock N Key	Rekey Town Hall plus keys & Extra op...	-150.82
Check	12/17/2021	debit	AT&T - Sewer	209 245-3984 701 9	-199.67
Check	12/17/2021	debit	AT&T - Water	209 245-4011 722 0	-195.28
Deposit	12/17/2021			Deposit	745.91
Check	12/17/2021	debit	Michelle Foyil	Office Staff - Contracted	-600.00
Deposit	12/20/2021			Deposit	492.26
Deposit	12/21/2021			Deposit	1,135.47
Deposit	12/21/2021			Deposit	151.21
Deposit	12/21/2021			Deposit	152.02



**River Pines Public Utility District**  
**Account QuickReport-Board Meetings**  
As of December 31, 2021

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Type	Date	Num	Name	Memo	Amount
Check	12/21/2021	13698	Amador Co. Recorder	7 Liens Filed	-105.00
Check	12/21/2021	13697	Goin Postal	Notarize - 7 liens	-105.00
Deposit	12/22/2021			Deposit	1,980.94
Deposit	12/22/2021			Deposit	2,737.89
Deposit	12/23/2021			Deposit	1,509.47
Check	12/27/2021	debit	RingCentral	Office Phone	-58.07
Deposit	12/28/2021			Deposit	150.00
Check	12/30/2021	debit	Michelle Foyil	Office Staff	-500.00
Deposit	12/31/2021			Deposit	630.22
Total El Dorado Checking					17,138.78
Total Bank Accounts					17,138.78
<b>TOTAL</b>					<b>17,138.78</b>

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## River Pines Department Report

December 1 – December 31, 2021

### Water Production/Sold

Well 2	199,000 gallons	Total Produced:	738,193 gallons
Well 3R:	352,400 gallons	Total Sold:	450,909 gallons
Well 6R:	186,793 gallons	Unaccounted Loss:	39%

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### **Regulatory Compliance Specialist-**

- Submitted November monthly water report
- Submitted November monthly wastewater reports and no spill report for CIWQS

### **Wastewater-**

- Influent flow **1,159,900 gallons**. Effluent Discharged **522,800 gallons**.
- No power loss due to the recent storms.
- Checked and monitored the collection systems.

### **Water Treatment / Distribution –**

- Wells 2/3R had power failures due to the winter storms which caused generator issues. These issues have been resolved and things are running smoothly at this time.

Staff Hours: Water hrs. 31      WW hrs. 21

Prepared by: Linda Nafus, Administrative Assistant II

Reviewed by: Rick Ferriera, Operations and Maintenance 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 December 2021/January 2022

1. **Distribution Project** – contract funding from state still not sent to district's attorney. Still waiting to hear from project manager on status.
2. **Prop 68 Funding** – I have reached out to State Water Resource for funding options through Prop 68. There is \$350 million available. \$150 million in the spring and \$200 million in the fall. (Had a Zoom call on January 13, 2022).
3. **Federal Funding** – this is funds through USDA, FEMA, and a couple of other federal programs. Spoke with the representative by phone and she took all our information and is passing it on to the review board. I gave her projects from distribution lines, tanks, and town hall. After review, they will contact me for an appointment with another person.
4. **California Water Board COVID Relief Funds** – money received, applied to accounts, and deposited. I am now working on their requirements.
5. **CalFire Youth Camp** – are periodically showing up to clear spray fields. No set schedule.
6. **Water Shut-Off Notices** – will begin this month. The state is requiring more than just tagging the door and giving them 48-hour notice. They have to be sent Amortization form with the option to spread balance over a six-month period. If they do not get the form returned than the district can proceed with the 48-hour notices.
7. **Renewed Exempt Status with PG&E** – status needs to be confirmed and renewed every two years. PG&E exempt status exempts River Pines from rolling blackouts. I have been able to achieve this because the district's lift stations and grinders are along the Consumnes River. Status was reapproved.
8. **Renewed Water Resource Permit Fee Reduction** – based on being a disadvantaged community, we can pay 50% reduction on our yearly permit fees (i.e., one fee is \$7,486, we pay \$3,743). All fees are billed at a 50% reduction. Fee reduction must be renewed on a yearly basis.
9. Bank Deposits – myself and office staff
10. Monthly Billing & Monthly Late Notices

11.Monthly 48 Hour Notices  
12.Agenda & Packets



## RIVER PINES PUBLIC UTILITY DISTRICT



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

(209) 245-6723 • (209) 245-5710 FAX

rppud@rppud.org

SUBJECT: Agenda Item 9a  
DATE: January 19, 2022  
MEETING: Regular  
Attachment: No

**Background:** Customer with account 47-018 (River Pines Bible Church) has not made a payment since September 2021. The last payment that was made, came back as insufficient funds. The customer was notified of the insufficient payment and made aware that the district will not accept a personal check for six months following a bad check (Bylaws). The individual who has been sending the payments to the district, stated to Michelle that the building has not been used for about two years.

Michelle, the district's office staff, received a phone call from someone that is going to take over the responsibility of paying this account. He asked for an account statement and was given one.

**Current Standing of Account:** Person who is taking over the responsibility of paying this account stated to Michelle that he will be attending the next Board meeting in protest the balance on the account. The current account balance is \$827.43. This balance does not include any late fees.

**Note:** balance is \$827.43 which does not include late fees. The invoices that are in arrears are September through December 2021.

**Board:** if the individual does not attend the meeting, does the board wish to remove charges