

Wednesday, January 18, 2017
ACTION MINUTES

1. **CALL TO ORDER:** The meeting was called to order by Vice-Chair Gardner at 5:30 p.m.

2. **ROLL CALL/MEMBERS PRESENT:**

Director Rene' Walden-Qualls
Director Anita Ebbinghausen
Director Michael Gardner
Director Richard Miller

Candi Bingham, General Manager

ABSENT: Landgraf, Cathy (arrived at 5:55 p.m.)

3. **PLEDGE OF ALLEGIANCE:** Vice Chair Gardner led the Pledge of Allegiance.

4. **AGENDA:**

GM asked to add two items to the agenda due to short time frame –

- I. Amador Water Agency Vehicle Auction – Discuss and Possible Action
- J. Sewer Pond Pump Purchase – Discuss and Possible Action

Motion carried 4-0 with the following vote:

AYES: Ebbinghausen, Gardner, Walden-Qualls, Miller.
NOES: None.
ABSTAIN: None.
ABSENT: Landgraf

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

Nell Raymond recognized and thanked Supervisor Brian Oneto for removing a dangerous tree in the town's park across from the store. Brian was passing through town when he noticed that the tree was leaning over the community table and benches.

6. **MINUTES:** M/S Ebbinghausen/Miller approve minutes as follows:

Motion carried 4-0 with the following vote:

AYES: Ebbinghausen, Gardner, Walden-Qualls, Miller.
NOES: None.
ABSTAIN: None.
ABSENT: Landgraf

7. **Monthly Financial Report:** M/S Ebbinghausen/Miller as submitted with the following vote:

Motion Carried 4-0 with the following Vote:

AYES: Ebbinghausen, Gardner, Walden-Qualls, Miller

NOES: None
ABSTAIN: None
ABSENT: Landgraf

8. EXPENDITURE REPORT: M/S Miller/Walden-Qualls approve with following vote:

Motion carried 4-0 with the following vote:

AYES: Ebbinghausen, Gardner, Walden-Qualls, Miller.
NOES: None.
ABSTAIN: None.
ABSENT: Landgraf

9. MONTHLY OPERATIONS REPORT.

A. Monthly General Manager Report – See Report.

10. BOARD MATTERS:

A. Grant Funding Opportunities – Melinda Hurzel with Trout Unlimited – Discussion
Melinda Hurzel shared with the Board and Community different grant opportunities available. She recommended that the community come together and share their ideas for River Pines and then apply for the various grants that cover those ideas.

Board set a date for February 15, 2017 at 5:00 p.m. for Community Meeting. Board instructed GM to include the information with the February district billing.

B. Update on DWSRF Grant – Discussion and Possible Action.

GM reported that a new bank account has been opened for all DWSRF Funds.

GM reported that KASL Engineers have begun surveying the area. She also stated that a meeting will be scheduled with Bruce Barraco, Jack Scroggs and the GM. This meeting is to discuss and coordinate the project between the hired contractors.

C. Hire an Operator in Training (OIT) – Discussion and Possible Action

Board asked GM to gather more information in regards to insurance, workers comp., etc.
Continued Item.

D. Emergency Entrance to Sewer Pond – Discussion and Possible Action

GM shared concerns with the Board in regards to sewer pond access if the Consumnes River floods. She informed the Board that the Plant Operator had no backup plan in the event of road flooding. GM informed the Board that she wanted to contact the owner of the property that backs up to the sewer pond for permission to use their property on an emergency basis to access the sewer pond. Board approved the GM to contact owner of the property for emergency access. GM, if approved, would create an emergency assess plan to the sewer pond.

E. Computer Offsite Backup – Discussion and Possible Action

Board approved GM to obtain offsite backup for the District's computer. Board instructed GM to choose an offsite backup along the lines of Carbonite.

Motion carried 5-0 with the following vote:

AYES: Landgraf, Gardner, Ebbinghausen, Miller, Walden-Qualls
NOES: None
ABSTAIN: None

ABSENT: None

F. Emigrant Trail Rehabilitation – Discussion and Possible Action

Following considerable discussion among Board members it was decided that the District would contract in an amount not to exceed \$1,000 to fill the culvert and exposed pipe with road base. The rest of the project to be tabled until the Distribution Project is completed.

M/S Ebbinghausen/Walden-Qualls with the following vote:

Motion carried 4-0 with the following vote:

AYES: Gardner, Ebbinghausen, Miller, Walden-Qualls
NOES: None
ABSTAIN: Landgraf (excused herself from the room during discussion)
ABSENT: None

G. Lot Line Adjustment at Shop Location – Discussion and Possible Action

Following considerable discussion among Board members, it was decided that the District would contact property owners adjacent to Shop Location with proposed lot line adjustment. GM was instructed to send notification certified return receipt with a 30-day response time.

Motion carried 5-0 with the following vote:

AYES: Landgraf, Gardner, Ebbinghausen, Miller, Walden-Qualls
NOES: None
ABSTAIN: None
ABSENT: None

H. Ramp Bids for Customer Payment Door – Discussion

GM reported she has not had a chance to pursue. Continued Item.

I. Amador Water Agency Vehicle Auction – Discussion and Possible Action

Board instructed GM to contact Amador Water Agency for details on the trucks. If the details given were good, then Director Miller volunteered to go look at the trucks. Board told GM if a truck looked good a bid not to exceed \$4,000 could be submitted.

Motion carried 5-0 to submit a bid not to exceed \$4,000 with the following vote:

AYES: Gardner, Landgraf, Ebbinghausen, Miller, Walden-Qualls
NOES: None
ABSTAIN: None
ABSENT: None

J. Sewer Pond Pump – Discussion and Possible Action

Board of Directors instructed GM to research the pump prices. Board approved the GM to purchase a pump no to exceed the amount of \$15,300 and to transfer such funds from the LAIF account.

Motion carried 5-0 to transfer funds from LAIF and purchase pump not to exceed \$15,300 with the following vote:

AYES: Gardner, Landgraf, Ebbinghausen, Miller, Walden-Qualls
NOES: None
ABSTAIN: None

ABSENT: None

11. BOARD OF DIRECTORS COMMENTS/REPORTS:

- A. Capital Improvements and general repairs necessary at the District. Continued Item.
None now

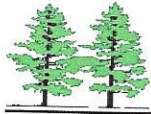
12. COMMITTEE COMMENTS/REPORTS: None.

13. FUTURE AGENDA TOPICS:

14. ADJOURNMENT: The meeting adjourned at 8:00 p.m.

Respectively submitted,
Candi Bingham, Acting Board Clerk

DRAFT



**Tuesday, January 31, 2017
LAFCO WORKSHOP
ACTION MINUTES**

1. **CALL TO ORDER:** The meeting was called to order by Chairman Landgraf at 4:00 p.m.

2. **ROLL CALL/MEMBERS PRESENT:**

Chairman Cathy Landgraf
Director Rene' Walden-Qualls
Director Michael Gardner

Candi Bingham, General Manager

**ABSENT: Director Ebbinghausen
Director Miller**

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

4. **AGENDA: M/S Gardner/Walden-Qualls approve the agenda.**

Motion carried 3-0 with the following vote:

AYES: Gardner, Landgraf, Walden-Qualls
NOES: None.
ABSTAIN: None.
ABSENT: Miller, Ebbinghausen

5. **Workshop Discussion:**

Workshop was to discuss that under Amador LAFCO, the principal act empowers the District to provide many different services to the community other than water and sewer.

GM reported that Aces Waste contacted the District offering a Franchise for universal waste collection. The details of this Franchise were discussed. Universal waste collection will be on the February 8, 2017 agenda.

11. **ADJOURNMENT:** The meeting adjourned at 5:10 p.m.

Respectively submitted,
Candi Bingham, Acting Board Clerk

**River Pines Public Utility District
Profit & Loss by Class
January 2017**

**River Pines Public Utility District
February 18, 2017 Meeting
Agenda Item 7**

	Sewer	Water	TOTAL
Ordinary Income/Expense			
Income			
Amador County Auditor's Warrant			
Unitary Tax	123.16	123.16	246.32
Total Amador County Auditor's Warrant	123.16	123.16	246.32
Base Fee Income			
Sewer	10,341.27	0.00	10,341.27
Stanby	355.00	355.00	710.00
Voluntary Lock-Off	105.00	105.00	210.00
Water	0.00	11,636.68	11,636.68
Total Base Fee Income	10,801.27	12,096.68	22,897.95
Interest Income	0.70	0.56	1.26
Town Hall Rental	20.00	20.00	40.00
Variable Income			
Broken Locks	0.00	75.00	75.00
Door Hanger Fee	0.00	170.00	170.00
Late Fees	191.68	191.68	383.36
Reconnection Fee	0.00	120.00	120.00
Water - Usage	0.00	2,330.53	2,330.53
Total Variable Income	191.68	2,887.21	3,078.89
Total Income	11,136.81	15,127.61	26,264.42
Gross Profit	11,136.81	15,127.61	26,264.42
Expense			
Board Members			
Stipends	187.50	187.50	375.00
Total Board Members	187.50	187.50	375.00
Contracted Expenses			
Manager	2,416.66	2,416.68	4,833.34
Total Contracted Expenses	2,416.66	2,416.68	4,833.34
Employees			
Amador Water - Weekend Coverage	195.00	195.00	390.00
Amador Water - Vacation Coverag	1,508.48	1,508.48	3,016.96
District Sub-Contractor	28.24	403.24	431.48
Medical Insurance			
Field	463.89	463.89	927.78
Total Medical Insurance	463.89	463.89	927.78
Payroll Expense			
Field Payroll	984.65	809.31	1,793.96
Payroll Taxes - Employer's	85.35	426.22	511.57
Total Payroll Expense	1,070.00	1,235.53	2,305.53
Reimbursements			
Phone	27.00	27.00	54.00
Total Reimbursements	27.00	27.00	54.00
Retirement - Field	122.76	122.76	245.52
Total Employees	3,415.37	3,955.90	7,371.27
Sewer Expenses			
Alarm Monitoring	700.00	0.00	700.00
Electricity - Sewer	1,529.18	0.00	1,529.18
Telephone - Sewer	75.24	0.00	75.24
Testing - Sewer	68.00	0.00	68.00

River Pines Public Utility District
Profit & Loss by Class
January 2017

	Sewer	Water	TOTAL
Total Sewer Expenses	2,372.42	0.00	2,372.42
Town Hall Expenses			
Janitorial	120.00	120.00	240.00
Supplies	23.49	23.49	46.98
Total Town Hall Expenses	143.49	143.49	286.98
Water Expenses			
Alarm Monitoring	0.00	300.00	300.00
Electricity - Water	0.00	1,308.06	1,308.06
Permit Fees	0.00	118.00	118.00
Supplies	0.00	73.81	73.81
Telephone - Water	0.00	74.18	74.18
Water Testing	0.00	1,356.00	1,356.00
Total Water Expenses	0.00	3,230.05	3,230.05
63300 · Insurance Expense			
Workers' Compensation	115.07	115.08	230.15
Total 63300 · Insurance Expense	115.07	115.08	230.15
64900 · Office Expenses			
Postage/Shipping	147.23	147.24	294.47
Printing	117.50	117.50	235.00
Software	24.95	24.98	49.93
Supplies	198.90	248.23	447.13
Website Service	50.00	50.00	100.00
Total 64900 · Office Expenses	538.58	587.95	1,126.53
66700 · Professional Fees			
Legal Fees	99.50	554.90	654.40
Security Service/Maintenance	665.75	665.75	1,331.50
Total 66700 · Professional Fees	765.25	1,220.65	1,985.90
68600 · Utilities			
Disposal	40.06	40.06	80.12
Electricity - Office	25.39	25.39	50.78
Electricity - Street Lights	84.42	84.43	168.85
Internet	85.00	85.00	170.00
68100 · Telephone - Office	30.12	30.12	60.24
Total 68600 · Utilities	264.99	265.00	529.99
Total Expense	10,219.33	12,122.30	22,341.63
Net Ordinary Income	917.48	3,005.31	3,922.79
Other Income/Expense			
Other Income			
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	1,167.48	3,255.31	4,422.79

River Pines Public Utility District
Balance Sheet
As of January 31, 2017

	Jan 31, 17
ASSETS	
Current Assets	
Checking/Savings	
Bank Accounts	
EI Dorado Checking	30,152.25
EI Dorado Checking-5866 SRAFPF	823.06
EI Dorado Checking - 3101 Laif	521.59
EI Dorado Savings - Deposits	28,060.39
EI Dorado Savings - DWSRF Grant	100.00
Total Bank Accounts	59,657.29
California Bank & Trust - Water	16,370.42
Change Till	75.00
LAIF Investment Fund - Sewer	312,497.69
Total Checking/Savings	388,600.40
Accounts Receivable	
11000 · Accounts Receivable	84,627.28
Total Accounts Receivable	84,627.28
Other Current Assets	
12000 · Undeposited Funds	-4,599.59
Total Other Current Assets	-4,599.59
Total Current Assets	468,628.09
Fixed Assets	
Accumulated Depreciation	-1,015,908.00
Fixed Assets	
Building - Sewer	3,139.93
Building - Water	80,441.78
Equipment - Sewer	42,219.85
Equipment - Water	103,508.65
Land - Sewer	1,952.12
Land - Water	13,310.51
Office Equipment - Sewer	4,676.99
Office Equipment - Water	5,115.26
System - Sewer	603,941.83
System - Water	792,643.61
Total Fixed Assets	1,650,950.53
Work In Progress - SRAFPF	28,253.57
Total Fixed Assets	663,296.10
Other Assets	
Utility Encroachment - Deposit	828.18
Total Other Assets	828.18
TOTAL ASSETS	1,132,752.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	1,843.33
Total Accounts Payable	1,843.33
Other Current Liabilities	
Payroll Taxes	-6.68
Security Deposits - 50/50 W/S	4,733.15
Vacation Payable - 50/50 W/S	8,120.57
	12,849.96

River Pines Public Utility District
Balance Sheet
As of January 31, 2017

	<u>Jan 31, 17</u>
Total Other Current Liabilities	12,847.04
Total Current Liabilities	14,690.37
Long Term Liabilities	
Bank & Trust - Water	90,250.00
Deferred Grant Income	28,252.50
Total Long Term Liabilities	118,502.50
Total Liabilities	133,192.87
Equity	
32000 · Retained Earnings	984,632.75
Net Income	14,926.75
Total Equity	999,559.50
TOTAL LIABILITIES & EQUITY	<u>1,132,752.37</u>

River Pines Public Utility District
Account QuickReport-Board Meetings
As of January 31, 2017

Type	Date	Num	Name	Memo	Amount	Balance
Bank Accounts						
EI Dorado Checking						
Deposit	12/31/2016			Interest	0.48	25,239.88
Check	01/03/2017		USPS		-147.47	25,240.36
Bill Pmt -Check	01/04/2017	12505	EI Dorado County	Blanket Encroachment Permit - 2017	-118.00	25,092.89
Transfer	01/04/2017			Funds Transfer - to set up account	-100.00	24,974.89
Deposit	01/04/2017			Deposit	369.15	24,874.89
Check	01/05/2017		Costco	Checks for DWSRF Grant	-49.30	25,244.04
Deposit	01/05/2017			Deposit	85.00	25,279.74
Deposit	01/05/2017			Deposit	294.68	25,574.42
Deposit	01/05/2017			Deposit	129.41	25,703.83
Deposit	01/06/2017			Deposit	430.46	26,134.29
Check	01/06/2017		Digital Deployment	December 2016	-50.00	26,084.29
Deposit	01/09/2017			Deposit	773.16	26,857.45
Check	01/09/2017		Amazon	Ink Cartridge	-68.85	26,788.60
Check	01/09/2017		Malwarebytes	Computer Virus Protection	-24.95	26,763.65
Check	01/09/2017		Adobe PDF	PDF Program	-14.99	26,748.66
Check	01/10/2017		Rocky Ridge Wireless		-170.00	26,578.66
Deposit	01/10/2017			Deposit	121.94	26,700.60
Bill Pmt -Check	01/11/2017	12531	Aces Waste Services, Inc.	1175	-80.12	26,620.48
Bill Pmt -Check	01/11/2017	12532	Anita Ebginghausen	Stipend - January 2017	-75.00	26,545.48
Bill Pmt -Check	01/11/2017	12533	Anthem Blue Cross	208217	-927.78	25,617.70
Bill Pmt -Check	01/11/2017	12534	AT&T - Water	209 245-4011 722 0	-74.18	25,543.52
Bill Pmt -Check	01/11/2017	12535	Brent Stewart, P.E.	Alarm Monitoring	-1,000.00	24,543.52
Bill Pmt -Check	01/11/2017	12536	Candi Bingham	Services for January 2017	-2,416.67	22,126.85
Bill Pmt -Check	01/11/2017	12537	Cathy Landgraf	Stipend - January 2017	-75.00	22,051.85
Bill Pmt -Check	01/11/2017	12538	Gregory Guina	Phone Reimbursement - January 2017	-54.00	21,997.85
Bill Pmt -Check	01/11/2017	12539	Lemieux & O'Neill	Legal - DWSRF and Monthly	-654.40	21,343.45
Bill Pmt -Check	01/11/2017	12540	Michael Gardner	Stipend - January 2017	-75.00	21,268.45
Bill Pmt -Check	01/11/2017	12541	Mission IT Solutions		-280.00	20,988.45
Bill Pmt -Check	01/11/2017	12542	NFS	RKE-005495 Gregory Guina - Decemb...	-245.52	20,742.93
Bill Pmt -Check	01/11/2017	12543	PG&E - Office/Town Hall	6898952032-2	-50.78	20,692.15
Bill Pmt -Check	01/11/2017	12544	Rene Walden-Qualls	Stipend - January 2017	-75.00	20,617.15
Bill Pmt -Check	01/11/2017	12545	Richard Miller	Stipend - January 2017	-75.00	20,542.15
Bill Pmt -Check	01/11/2017	12546	Staples	Town Hall/Office Supplies	-108.56	20,433.59
Bill Pmt -Check	01/11/2017	12547	AT&T - Sewer	209 245-3984 701 9	-75.24	20,358.35
Bill Pmt -Check	01/11/2017	12548	PG&E - Water 2	2458584137-2	-859.30	19,499.05
Bill Pmt -Check	01/11/2017	12549	PG&E - Sewer	8721806002-5	-1,529.18	17,969.87
Bill Pmt -Check	01/11/2017	12550	PG&E - Water	3357284549-4	-448.76	17,521.11
Bill Pmt -Check	01/11/2017	12551	R.a. Raymond	Assistance with Meter Reads/48 Hour ...	-375.00	17,146.11
Check	01/12/2017		Gregory Guina		-156.04	16,990.07
Check	01/12/2017		Tax Impound - State		-1.56	16,988.51
Check	01/12/2017		Tax Impound - Federal		-26.48	16,962.03
Check	01/12/2017		Tax Impound - State		-10.73	16,951.30
Check	01/12/2017		Tax Impound		-1.04	16,950.26
Check	01/12/2017		State Compensation Insura...		-230.15	16,720.11
Deposit	01/12/2017			Deposit	10,057.08	26,777.19
Deposit	01/12/2017			Deposit	119.67	26,896.86
Check	01/17/2017		Tax Impound - Federal		-252.00	26,644.86

River Pines Public Utility District Account QuickReport-Board Meetings As of January 31, 2017

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	01/18/2017	12552	Amador Water Agency	30018 - weekend coverage	-390.00	26,254.86
Bill Pmt -Check	01/18/2017	12553	R.a. Raymond	Light for Truck, Assistance with tree at...	-56.48	26,198.38
Bill Pmt -Check	01/18/2017	12554	Amador Water Agency	30018 - Greg Coverage	-3,016.96	23,181.42
Deposit	01/18/2017			Deposit	137.80	23,319.22
Check	01/18/2017	debit	Digital Deployment	Website - January 2017	-50.00	23,269.22
Check	01/18/2017	eft	Microsoft Office 365		-9.99	23,259.23
Deposit	01/19/2017			Deposit	6,597.93	29,857.16
Deposit	01/19/2017			Deposit	119.64	29,976.80
Deposit	01/19/2017			Deposit	148.12	30,124.92
Deposit	01/20/2017			Deposit	243.14	30,368.06
Check	01/20/2017	debit	CED	Water Supplies/Parts	-73.81	30,294.25
Deposit	01/23/2017			Deposit	381.45	30,675.70
Deposit	01/24/2017			Deposit	243.04	30,918.74
Check	01/24/2017	eft	Tax Impound - State		-100.64	30,818.10
Deposit	01/25/2017			Deposit	126.00	30,944.10
Deposit	01/25/2017			Deposit	112.64	31,056.74
Check	01/26/2017	debit	USPS		-147.00	30,909.74
Check	01/26/2017	eft	Gregory, Guina		-1,283.35	29,626.39
Check	01/26/2017	eft	Tax Impound - State		-52.32	29,574.07
Check	01/26/2017	eft	Tax Impound - Federal		-390.53	29,183.54
Check	01/26/2017	eft	Tax Impound - Federal		-9.74	29,173.80
Bill Pmt -Check	01/26/2017	12557	Mission IT Solutions	Secured Boxes & Installation for Secur...	-1,051.50	28,122.30
Bill Pmt -Check	01/26/2017	12558	PG&E - Street Lights	7368064062-7	-168.85	27,953.45
Bill Pmt -Check	01/26/2017	12559	Ragg Mopp Janitorial	Town Hall Services - January 2017	-240.00	27,713.45
Bill Pmt -Check	01/26/2017	12560	SEIU	Pay Date 1/26/2017	-21.10	27,692.35
Bill Pmt -Check	01/26/2017	12561	Staples	Invoice Envelopes - 1,000	-79.71	27,612.64
Bill Pmt -Check	01/26/2017	12562	Zip Graphic	District Vehicle Reflective Sign	-235.00	27,377.64
Bill Pmt -Check	01/26/2017	12563	california Laboratory Services	December 2016 thru January 13, 2017	-1,424.00	25,953.64
Check	01/26/2017	eft	RingCentral	Office Phone	-60.24	25,893.40
Deposit	01/26/2017			Deposit	4,445.98	30,339.38
Check	01/26/2017	debit	Amazon	Customer Drop Box	-187.69	30,151.69
Deposit	01/31/2017			Interest	0.56	30,152.25
Total El Dorado Checking					4,912.37	30,152.25
Total Bank Accounts					4,912.37	30,152.25
TOTAL					4,912.37	30,152.25

River Pines Public Utility District
 Operations Report

For Month of: January 2017

Water System

<u>Water Production</u>	<u>SOURCE</u>	<u>Gallons</u>
	Well 2	463,100
	Well 3R	455,400
	Well 6R	51,838
	Total Produced	970,338
	Total Metered/Sold	725,686
	Net Loss	25%

- Did Monthly report for California Dept. of health.
- Did meter reads for month
- Replacing meters that need to be changed
- Changed out old gate valve with new lockable valve
- Order new replacement parts for CL2 pump in well #2
- Worked with Brent Stewart at well #2. when generator comes on to perform its weekly start up, a wet stack alarm comes on. This is due too the generator not being under enough load. Brent is trying to come up with a way to remedy this problem. We also noticed during transfer of power, from utilities to generator or vise versa there is a big water hammer to the pipes. We propose that some sort pressure tank be installed to the piping to eliminate this problem.
- When trying to replace a customers meter I noticed that they had attached their pipe directly to the meter with out the proper connection fitting. I notified the customer, showed him the problem and told him what he needed to do to fix it.
- Road too well 6R has been damaged by the storm. I have notified the office of the situation and attached photos of the damaged area. The road needs a load of gravel and then needs to be graded.

Major or Significant Activities

Wastewater System

Wastewater Flows

(Gal.)

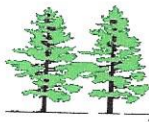
Influent Treated	941,000
Effluent Discharged	1,716,000

Major or Significant Activities

- Due to heavy rains and storm surge, ponds are at capacity. Since I have returned the storage pond has risen approximately 6 ft. AWA prior to my return got in contact with the state resources control board to notify them that they would start discharging wastewater rain or shine. Since then I have been able to bring down the storage pond a foot and a half. I have been in contact with the state and county about the PUDs currant situation. I have had the count health inspector come out to see the

condition of the treatment plant and spray fields. I am doing everything possible so that the ponds do not over flow its banks.

- Cal fire have been out in spray fields clearing brush and burning piles of brush.



GENERAL MANAGER'S REPORT

For the Month of: January 2017

1. Submitted first Invoice from KASL to state for payment – see attached
2. Submitted final request for advance on CALFIRE project – see attached
3. Fire Marshal inspected Town Hall – see attached
4. Larger customer payment box installed – complaints other box was too small.
5. Contacted TJ Construction to fix leak in Well 2 building
6. Contacted Wilson Electrical to fix parking lot lighting and Town Hall emergency exit light
7. Completed Form Cal EMA 95 – funds for repairs to Emigrant Road & Spring Lane Easement – funds fall under “disaster assistance” – through the county of Amador
8. Completed Work Orders for Plant Operator – to replace unreadable meters & broken locks
9. Coordinated meeting with KASL & Barraco for distribution project – February 7th
10. Met with Erik Jensen – Advance Forestry pulled from mastication due to water logged. Trying to get CALFIRE crews to finish
11. Still working on estimates for handicap ramp
12. Working on estimates for shop and slow sand filter building - repaint
13. CALFIRE Project – will be enough funds to masticate above Circle tank and end of cul-de sac on Emigrant Trail
14. Security boxes for camera system installed
15. Updated Meter Location List
16. Completed application for Encroachment Permit in El Dorado County for 2017
17. Completed application for Encroachment Permit in Amador County for 2017
18. Completed 1099's for the 2016 tax season
19. Handed out Form 700 to Board Members – Due April 15th
20. Contacted Public Works for road repair on Spring Lane
21. Notice the new sign for the Town Hall off Shenandoah Rd – thank you Raymond's

22. Weekly Bank Deposits
23. Monthly Service Billing
24. Monthly Late Notices
25. Monthly 48 Hour Notices
26. Minutes
27. Agenda & Packets

Work in Progress:

1. Consumer Confidence Report – Due March 30th
2. Amador LAFCO Project (ongoing) – working with Roseanne Chamberlain, Amador LAFCO Executive Officer – Will be on their March or April Agenda for approval.
3. Working on Office Manual – required for anyone who works the office
4. Working on Capital Improvement Plan – required by state
5. Working on Maintenance Schedule

**STATE OF CALIFORNIA
STATE WATER RESOURCES CONTROL BC
REQUEST FOR DISBURSEMENT**

DISBURSEMENT REQUESTED FOR: <input type="checkbox"/> AGRICULTURAL DRAINAGE PROGRAM <input type="checkbox"/> CLEAN WATER STATE REVOLVING FUND PROGRAM <input type="checkbox"/> DRINKING WATER STATE REVOLVING FUND PROGRAM <input type="checkbox"/> SMALL COMMUNITY GROUNDWATER PROGRAM <input type="checkbox"/> SMALL COMMUNITY WASTEWATER PROGRAM <input type="checkbox"/> SEAWATER INTRUSION CONTROL PROGRAM <input type="checkbox"/> WATER RECYCLING FUNDING PROGRAM <input type="checkbox"/> LEGAL ENTITY FORMATION ASSISTANCE (LEFA) PROGRAM <input type="checkbox"/> PROP 50 DW FUND <input type="checkbox"/> PROP 84 DW FUND <input checked="" type="checkbox"/> PROP 1 DW FUND <input type="checkbox"/> PROP 1 GW FUND	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">(1) DATE:</td> <td>01/17/16</td> </tr> <tr> <td>(2) DISBURSEMENT REQUEST NO.</td> <td>No. 1</td> </tr> <tr> <td>(3) PROJECT NO.</td> <td>0310006-002P</td> </tr> <tr> <td>(4) AGREEMENT NO.</td> <td>D16-02043</td> </tr> <tr> <td>(5) FISCAL PO NO.</td> <td></td> </tr> <tr> <td>(6) PCA CODE(S)</td> <td>19602</td> </tr> <tr> <td>(7) FISCAL SUB TASK NO.</td> <td></td> </tr> </table>	(1) DATE:	01/17/16	(2) DISBURSEMENT REQUEST NO.	No. 1	(3) PROJECT NO.	0310006-002P	(4) AGREEMENT NO.	D16-02043	(5) FISCAL PO NO.		(6) PCA CODE(S)	19602	(7) FISCAL SUB TASK NO.	
(1) DATE:	01/17/16														
(2) DISBURSEMENT REQUEST NO.	No. 1														
(3) PROJECT NO.	0310006-002P														
(4) AGREEMENT NO.	D16-02043														
(5) FISCAL PO NO.															
(6) PCA CODE(S)	19602														
(7) FISCAL SUB TASK NO.															

AGREEMENT/GRANT RECIPIENT:	River Pines Public Utility District
STREET/P. O. BOX:	22900 Canyon Avenue
CITY AND ZIP CODE:	River Pines, CA 95675
AUTHORIZED REPRESENTATIVE:	Candi Bingham
	TITLE: General Manager

DESCRIPTION	AGREEMENT/ GRANT AMOUNT	(3) AMOUNT CLAIMED FOR PAYMENT TO DATE	(4) AMOUNT CLAIMED FOR PAYMENT THIS PERIOD	STATE USE ONLY		
				AMOUNT APPROVED FOR PAYMENT TO DATE	AMOUNT PREVIOUSLY PAID	APPROVED PAYMENT THIS REQUEST
Engineering and Design Services	\$388,750.00	\$6,391	\$6,391			
Environmental Documentation	\$500.00					
Administration and Management	\$5,000.00	\$240	\$240			
CEQA/NEPA (Contingency)	\$47,460.00					
TOTAL	\$441,710.00	\$6,631.00	\$6,631.00			

COMMENTS:

RECIPIENT CERTIFICATION

I certify that the costs shown under Costs Incurred to Date have been incurred and that these costs have been paid or will be paid within 30 days of receipt of the funds requested hereby. If such costs have not been paid within 30 days, funds received under this request will be returned to the State Water Resources Control Board (SWRCB). I certify that all prior funds received from this Finance Agreement/Grant have been disbursed within 30 days of receipt or have been returned to the SWRCB.

I certify that all amounts on this invoice are for costs incurred for the Project and represent only costs directly related to the Project Finance Agreement/Grant and within the approved scope of work. I also certify that overhead or indirect costs rates or surcharges (to account for a reasonable portion of the administrative costs of day-to-day operations such as rent, telephone, fax, copying, computer-related expenses, postage, electricity, human resources) do not exceed 25%. **Note:** If entity chooses to add a surcharge, this surcharge must be supportable and documented by direct costs related to the Project. These records can be requested at any time for auditing purposes to ensure costs are justified and directly related to the Project.

(6) Signature of the Authorized Representative _____ Date _____

STATE USE ONLY: APPROVAL FOR PAYMENT

All Quarterly Reports have been submitted to date.

Draft deliverables submitted for disbursement >70% of total financing amount (Grants only).

Final deliverables submitted for disbursement >90% of total financing amount (Grants only).

Water Code 5103 Compliant Yes, No, N/A

Project Manager Signature _____	Project Manager _____	Date _____
Reviewer Signature _____	Payments Analyst _____	Date _____
Approval Signature _____	LGA Chief _____	Date _____
	Title _____	

January 11, 2017



River Pines Public Utility District
P.O. Box 70
River Pines, CA 95675

Attn: Candi Bingham

Invoice #17100
WO #0141-07

7777 Greenback Lane
Suite 104
Citrus Heights, CA
95610
Tel. 916/ 722-1800
Fax 916/ 722-4595

INVOICE

Invoice for Civil Engineering and Land Surveying Services Conducted
During the Period of December, 2016.

**Project: River Pines Utility District, State Water Board Agreement
No. D16-02043, Project No. 0310006-002P. River Pines
Utility District Water System Improvement Project.**

Principal:
John C. Scroggs

Phase 140: Engineering and Design Services (See attached Status Report
for Work Completed During This Billing).

Engineer Surveyor 3	9.5 hrs @ \$140.00 = \$	1,330.00
Engineer Surveyor 4	9.5 hrs @ \$124.00 = \$	1,178.00
Engineer Surveyor 5	25.0 hrs @ \$108.00 = \$	2,700.00
Eng. Survey Tech 7	13.0 hrs @ \$91.00 = \$	1,183.00
Admin Assistant 10	4.0 hrs @ \$60.00 = \$	240.00

Phase 140 Total = \$ 6,631.00

INVOICE TOTAL = \$ 6,631.00

BILLING SUMMARY

Invoiced to Date this Task	\$6,631.00
Authorization per RPPUD Professional Services Agreement	\$388,750
% Invoiced to Date	1.71%

CIVIL
WATER RESOURCES
SURVEYING



Progress Report for December 2016

River Pines Public Utility District (RPPUD) Agreement No. D16-02043 Project No. 0310006-002P

This is the first Progress Report submitted for the RPPUD Water System Improvement Project Design Phase. Authorization to Proceed was received from RPPUD via email on December 27 and reflects the Funding Agreement executed by RPPUD and the State Water Board on December 20. During this first billing period the following was conducted:

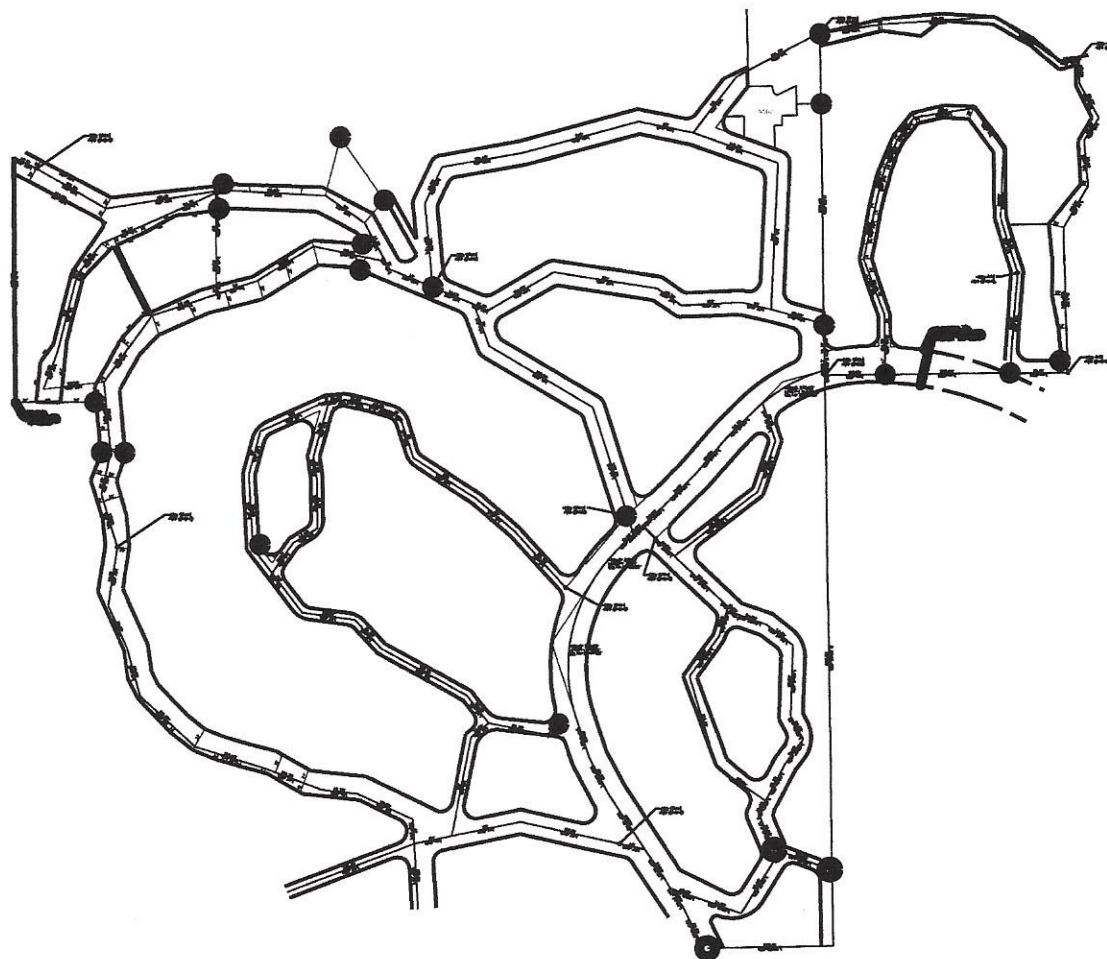
- Existing RPPUD service area subdivision maps, final maps and other record maps were obtained from Amador County for the purpose of identifying right of way limits and existing lot lines.
- From these record maps and from field surveys conducted for the RPPUD Water Rehabilitation Study, KASL survey and engineering staff are in the process of developing control sheets ("K" Sheets) for the RPPUD service area base maps. (See Preliminary Control Sheets attached).
- The control sheets are being used to coordinate the data collected from the previously prepared surveys, the right of way data from record maps, previously prepared sewer improvement plans and the topographic surveys now being conducted for the Water System Design Project. The controlled record and field collected data is being compiled into RPPUD system base maps, the system base maps will then be converted into scaled plan sheets. By "windowing" the base maps into panels which coincide with existing RPPUD streets, plan and profile sheets of existing and proposed improvements will be prepared.

It is anticipated that by the end of January 2017, (weather permitting), field surveys will be mostly completed and controlled base maps prepared. By the end of January 2017, we expect to have the first of many twenty scale (1"= 20 feet) water system improvement plan sheets prepared.

We estimate approximately 2% completion with this Progress Report submittal. The attached is the first invoice submitted and represents approximately 1.7% of the total fee of \$388,750 included in our Agreement with RPPUD. The one week of work included to-date in the attached invoice represents approximately 2.9% of the 8 month completion schedule (due date September 1, 2017) included in Agreement No. D16-02043.



1"=300'

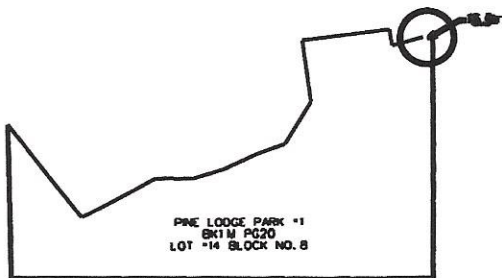
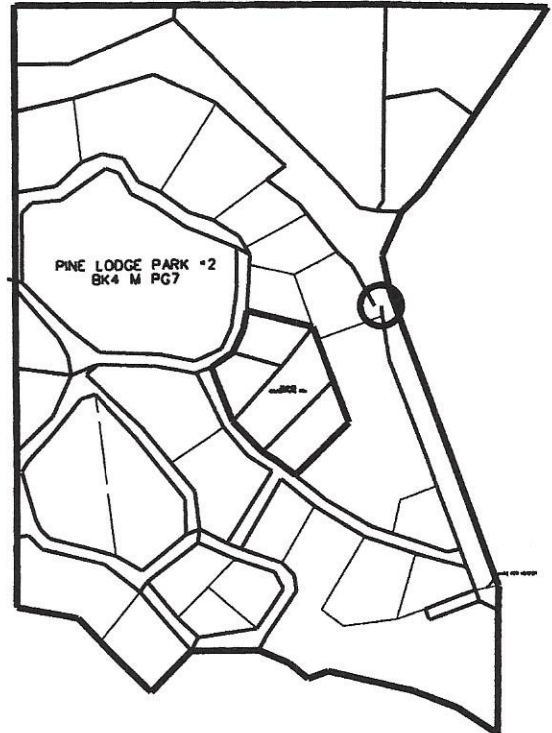
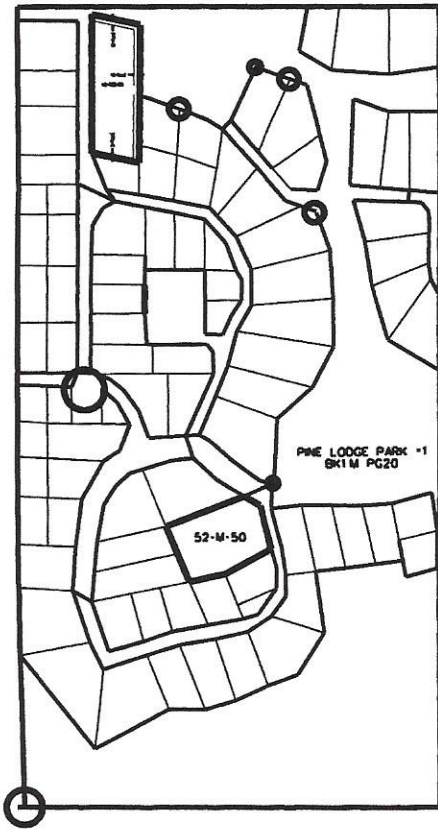


FILE: S:\041-07 RPPUD Water System Impyt Plans\Exhibits\PRELIM K SHEET EXHIBITS.dgn
DATE: 1/11/2017



**West River Pines (Amador Co.)
R/W Mapping Progress Report**
RPPUD Water System Improvements

FILE: S:\0141.07 RPPUD Water System Imp\1 Pine\Exhibits\PRELIM K SHEET EXHIBITS.dwg
DATE: 3/11/2017

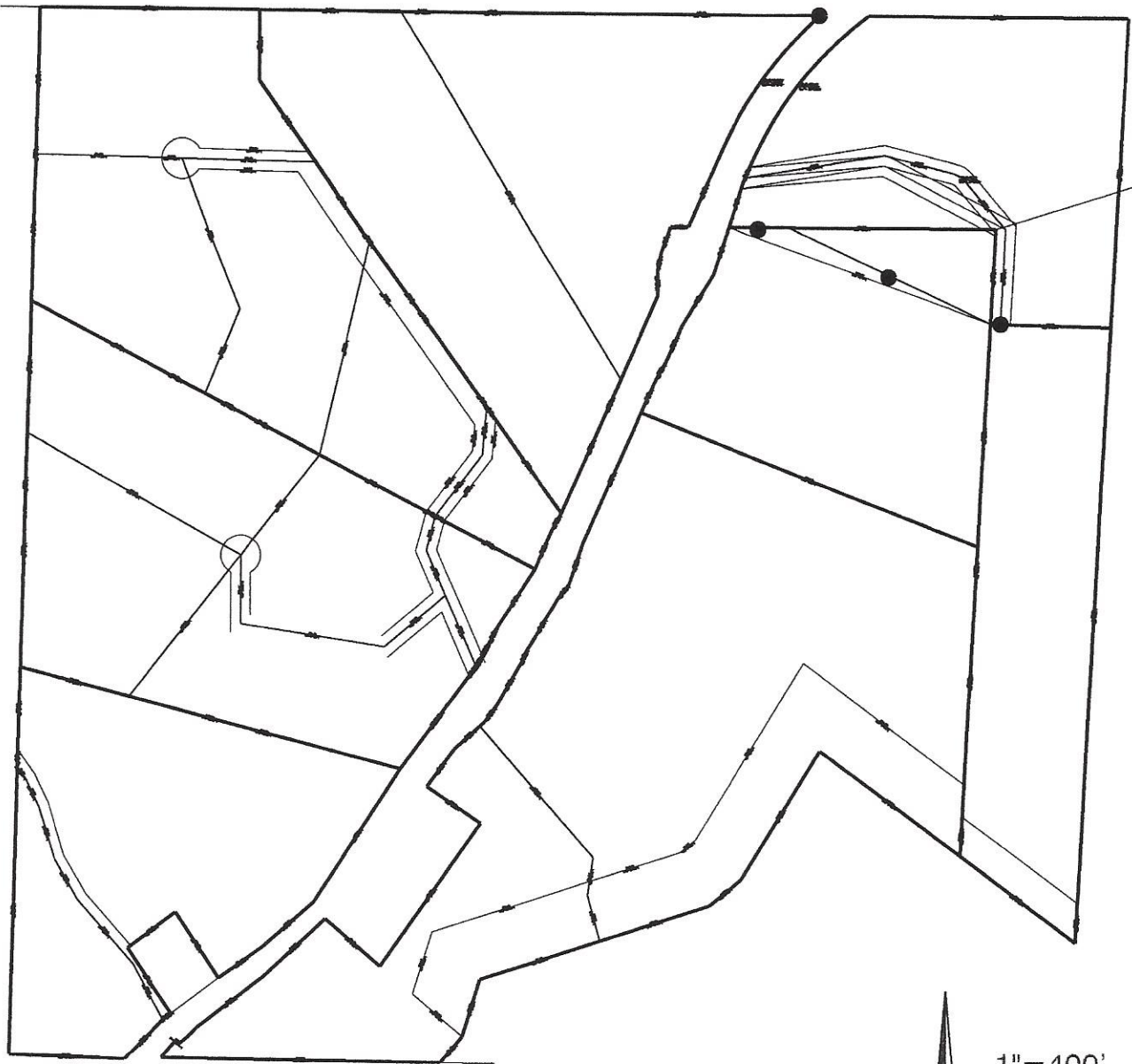


1"=300'

East River Pines (Amador Co.) R/W Mapping Progress Report

RPPUD Water System Improvements

FILE: S:\041-07_RPPUD Water System Improv Plans\Exhibits\PRELIM K SHEET EXHIBITS.dwg
DATE: 1/11/2017



1"=400'

**North River Pines (El Dorado Co.)
R/W Mapping Progress Report**
RPPUD Water System Improvements

Grantee Name

River Pines Public Utility District
 22900 Canyon Avenue
 River Pines, CA 95675

River Pines Public Utility District
February 18, 2017 Meeting
Manager's Report Item 2

INVOICE

Submit invoice and supporting documentation

California Department of Forestry & Fire Protection (CAL FIRE)
 ATTN: Patrick McDaniel
 2840 Mt. Dunaher
 Camino, CA 95709

DATE: January 2, 2017
INVOICE #: 2017 #1

Grant Number: 5GS14173
 Grant Period: 8/10/2015 to 3/15/2017
 Project Name: River Pines

Mastication Advance
 Curb Side Chipping Advan
 Herbicide Maintenance Advan

Invoice Period: 1/2/2017 to 3/1/2017
 Payment Type: Advance Request Interim Payment Final Payment

BUDGET ITEM	BUDGETED AMOUNT	CURRENT COST	EXPENDED TO DATE	MATCH TO DATE
Salaries and Wages				-
Employee Benefits				-
Contractual	178,813.00	44,983.25	132,646.25	-
Travel	1,120.00	-	688.80	-
Supplies				-
Equipment				-
Other				-
Indirect Cost 10%				-
TOTAL	179,933.00	\$ 44,983.25	\$ 133,335.05	\$ -
Less Outstanding Advance		\$ 882.00		
Less Program Income		\$ -		
CURRENT DUE		\$ 44,101.25		

Check all those that apply:

- Supporting documentation attached (required for Interim & Final Payment)
- Project Progress Report (Interim) or Project Completion Report (Final)

Direct questions to: Erik Jensen
 (530) 320-9499
jensenerik1973@gmail.com

CERTIFICATION: I certify that I have the full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this request and accompanying documents for the above referenced grant is true and correct to the best of my knowledge, and represents actual allowable disbursements made for the work performed in accordance with the conditions of the grant.

Candi Bingham 1-2-2017 *Candi Bingham* General Manager
 Signature of Authorized Official Date Printed Name Title

CAL FIRE USE ONLY						
Payment approval signature (Unit/Field Staff)		Title		Date		
Payment approval signature (Program Manager)		Title		Date		
Payment approval signature (Grants Management Unit)		Title		Date		
CAL FIRE Coding:	FY	Index	Object	PCA	Amount	Vendor #

Jensen Forest Management, LLC
Professional Forestry Services

December 28, 2016

SRA Grant 5GS14173 end 4th Quarter 2016 Report

Please see the below summary for work completed and in progress for the above SRA grant.

- Mastication contractor has completed two of the three fuels breaks with third completed by January 6th 2017. See attached map
- CALFIRE has completed some 5 acres within the settling pond area and has failed to return in some time. Mastication contractor when complete with fuel break #3 will begin mastication of the settling pond area as originally proposed. This area will be complete by March 1, 2017.
- Curb side chipping announcement to landowners will be mailed to landowner in January 2017.
- Curb side chipping by contractor will be completed last three Fridays of February, 10th, 17th, and 24th. If needed March 3rd.
- If funds have not been fully expended which are anticipated, additional areas will be hand chipped at end Emigrant Trail and large water tank south of River Pines. Hand chipping will be used as categorically exempt by CALFIRE and no environmental review required.
- Fuel treatment area (hand chipping fuel break and mastication area) will be treated with herbicide last week of February. A PCA will provide a recommendation but anticipate a tank mix of soil active herbicide for germinates (Pindar GT) Oil and contact herbicide.

November 21, 2016 update

- Power Point Presentation generated and community meeting 7-18-15
- Dead Tree identification, unit layout mastication and road side chipping, permission dead tree removal, permission mastication and road side chipping summer 2015
- Curb side chipping landowner generated piles September 2015.
- CEQA review certified and complete April 2016.
- Road side hand chipping fuel break completed May 2016.

Jensen Forest Management, LLC
P.O Box 298 • Georgetown, CA 95634
•Cell (530) 320-9499

Jensen Forest Management, LLC
Professional Forestry Services

-Dead tree removal complete with all identified trees per contractor certification July 2016. **All funds expended with first entry.**

-CALFIRE hand crews working 30 acres settling pond property **ACTIVE.**

-Mastication contractor working on 3 fuel breaks 33 acres **ACTIVE.**

Tasks to perform prior to expiration of contract 3-15-17

-Curb side notification to landowners for final chipping January 2017.

-Perform herbicide maintenance March 2017

-Expend additional funds hand chipping road side fuel break end of Emigrant Trail at turn around.

Sincerely,



Erik Jensen
RPF #2714



RECORD OF FIRE INSPECTION, CONTINUED

Business Name RIVER PINES HALL
--

Inspection Date 1, 19, 18	Reinspection Date ____ / ____ / ____	Completion Date ____ / ____ / ____
-------------------------------------	---	---------------------------------------

Code Section	Description
	- SERVICE EXIT FLOOD LIGHT - BACK DOOR OF WALL BY HEATER
	- RAC EXTING VISHERS DUE IN SERVICE
	- STOVE "POST SIGN" NO COOKING - HHT GOWNING CREATE LADEN VAPORS"
	- EAST EXIT DOOR OUT OF ADJUSTMENT DOES NOT OPEN FREELY - LOCK "RACKED" TO LATCH
	- will call w 30 days for STOVE -

C. Bingham
 Occupant

J. J. J. J.
 Inspecting Officer

**River Pines Public Utility District****February 18, 2017 Meeting****Agenda Item 10a**

River Pines PUD <rppud@rppud.org>

Well 2 Generator Wet-Stacking

1 message

Brent Stewart <brent@stewartpe.com>

Sun, Jan 29, 2017 at 9:47 PM

To: RPPUD <rppud@rppud.org>

Cc: "gregguina@att.net" <gregguina@att.net>

Hi Candi,

A week ago Friday, Greg and I looked over the generator controls to determine how to make the generator run only when the wells need to run.

We discovered a problem with the piping- when power goes out, there's a nasty water hammer from the well pumps shutting off suddenly. Years ago, we saw the same problem at Well 6, so Greg installed an air cushion standpipe to reduce the water hammer.

The problem with standpipes is that you have to add air to them monthly, or they get waterlogged and stop working. A better solution at Well 2 is to install a small pressure tank with a diaphragm that prevents the tank from getting waterlogged. I spoke with Jesse Shaw, and he did several different calculations and came up with wildly different numbers. I ran my own analysis, and determined that a 10 gallon or larger tank would work just fine. I ran the numbers by a mechanical engineer, and he agreed.

Here is a tank that should work:

http://www.lockewell.com/index.php?main_page=product_info&cPath=1_370_371&products_id=3511

Question: How would you like to proceed? Here are some ideas:

1. The District could purchase the tank, pipe and fittings, and Greg could install it.
2. I could purchase the tank, include it in my bill for the project, and Greg could install it.
3. You could hire Greg Briski or a plumbing contractor to furnish and install the tank.

If you have any other ideas on how to proceed, I'd be happy to discuss them with you.

Sincerely,

--

**Brent Stewart, P.E.**

Consulting Engineer

PO Box 3116

Diamond Springs, CA 95619

Phone: 530-621-0300

Web: <http://stewartpe.com>

February 8th Board Meeting

25th @ 3:30

Workshop - January 30th

done - Aces

**Table 3
CITY vs. COUNTY WEIGHTED AVERAGE RATE COMPARISON
WITH CALCULATED ADJUSTMENT**

Name	Solid Waste	Yard Waste	Recycling	Rates (weekly gallons of service)			Weighted Average Rate
				32-gals	64	96	
County Area 1	weekly		biweekly	\$21.66	\$29.04	\$36.41	\$ 31.23
County Area 2	weekly		biweekly	\$19.92	\$24.29	\$29.82	
County Area 3	weekly		biweekly	\$27.41	\$35.24	\$37.03	
Amador City	weekly	biweekly	biweekly	\$15.89	\$20.56	\$28.27	
Ione	weekly	biweekly	biweekly	\$11.28	\$15.44	\$16.65	
Jackson	weekly	biweekly	biweekly	\$11.28	\$16.89	\$18.01	
Plymouth	weekly		biweekly	\$14.50	\$19.09	\$23.64	
Sutter Creek	weekly	biweekly	biweekly	\$13.36	\$17.27	\$23.47	\$16.52
Calculated City Rate Increase							71.00%
City Projected New Rate (weighted average)							\$ 28.25
Proposed County Rate Increase							3.67%
County Projected New Rate (weighted average)							\$ 32.37
City Projected New Rate vs. County Projected New Rate \$ variance							\$ (4.12)
City vs. County Rate % variance							-14.6%

Current Rates →

2015
Detailed
Rate Review

5.77
DIFFERENCE
FROM
A.C.

As shown, even accounting for R3's calculated increase 71.00%, the City's weighted average rate would still be almost 15% less than the County's weighted average rate. While you would expect that there are some operational efficiencies that are realized within the City, as compared to the County with its more dispersed service area, it is also important to note that the City receives a higher level of service than accounts in the County, with biweekly yard waste service that is not provided in the County.

Operational Performance

When considering rate adjustments, it is helpful to understand the effectiveness of the operations that drive the costs that form the basis for any such rate adjustments. While we did not perform an operational review of the Company as part of this engagement, R3 did perform such review in 2012 on behalf of Amador County. That review found among other things that:

- Collection operations appear to be effectively managed and staffed using effective vehicle and crew configurations;
- The transfer stations appear to be effectively operated and managed; and
- The Company's safety record compared favorably to the industry.

16.66
1499.4
1582.
2057.
475.

R3

**River Pines and Aces Waste Services, Inc.
Franchise Discussion Points**

Franchise agreement is contingent upon approvals from LAFCO and RPPUD Board of Directors. River Pines is currently located in Area 1 under the Aces Waste Services, Inc., and Amador County Franchise Agreement. The current rates are:

32 gallon \$21.99
64 gallon \$29.48
96 gallon \$36.96

Residential

Commercial

	32 Gallon Current Rate: \$21.99	32 Gallon Proposed Rate: \$16.99	Aces Additional Income with Proposed Fee & Customers
Current Customers (95)	\$2,089.05		
Proposed Customers Approx.(200)		\$3,398.00	\$1,308.95/mo. \$15,707.40/yr.

*SM
Proposed
Rates*

	64 Gallon Current Rate: \$29.48	64 Gallon Proposed Rate: \$24.48	Aces Additional Income with Proposed Fee & Customers
Current Customers (95)	\$2,800.28		
Proposed Customers Approx. (200)		\$4,896.00	\$2,095.72/mo. \$25,148.64/yr.

Area 1 – Northwestern Amador County

Area 1 consists of the northwestern part of the Amador County, including areas north of lone to the El Dorado County line, Plymouth, Shenandoah Valley, River Pines, Fiddletown and Drytown.

Area 2- Camanche and Southern Amador County

Area 2 encompasses the southwestern corner of Amador county, including Highway 88 from the San Joaquin County line to 2 miles west of Jackson, the Lake Camanche area, Buena Vista, Jackson Valley and Stoney Creek Road to Jackson.

Area 3 – Upcountry Amador County

Upcountry encompasses the central part of Amador county east of Jackson to Dew Drop, including Highway 88 from the Jackson to Dew Drop, Fiddletown Road east of Fiddletown, all

Shake Ridge Road east from Sutter Creek, the Volcano area, the Clinton Road and Tabeau Road areas, Pine Grove, Pioneer, Buckhorn, Mace Meadows, Amador Pines, Black's Station and Inspiration Drive.

Area 3 – Amador County High Country

High Country encompasses the entire eastern part of Amador County from Dew Drop to Kirkwood.

- 10-year term with option by either party to extend for another 10-year term.
- 5% of all gross revenues franchise fee*
- Non-Allowable expenses:
- River Pines PUD will include the billing for solid waste disposal with the monthly water & sewer billing.
- Detailed Rate Adjustments under the Agreement shall occur in the same years and simultaneously with, detailed rate adjustments that occur in accordance with Contractor's separate Franchise Agreement with the County of Amador (County).

See next page for Aces non-allowable expenses (from Sutter Creek's agreement) when figuring gross profit.

February 31, 2017

Ms. Candi Bingham
General Manager
River Pines Public Utilities District
P.O. Box 70
River Pines, CA 95675

Re: Solid Waste and Recycling Collection

Dear Ms. Bingham

As you requested, please find following, ACES proposal to RRPUD for the collection of solid waste and recycling.

As to your valid concern stated in the email you sent dated 1/26, we are proposing that there is no change to the cart sizes and/or level of service offered to current subscribers. The least amount of change to current subscribers will pave a smoother road to achieve your goal.

Rates - Residential

Assuming 'universal' service, ACES will provide once per week collection of solid waste and recyclables at the following monthly rates:

32 gallon cart	\$ 16.99 per month
64 gallon cart	24.48 per month
96 <u>gallon</u> cart	31.96 per month

RECYCLING – ACES will provide 1 64 gallon cart for the collection of recyclables serviced on a bi-weekly basis.

Rates – Commercial

ACES is not proposing any change to *commercial rates, except that ACES will provide free service to RRPUD.

*beside RRPUD there are three commercial customers

If the RRPUD decides to proceed there will be many questions that will need to be addressed before a final contract can be completed

ACES is looking forward to a long and mutually beneficial relationship with RRPUD.

As I am sure there will be questions, please feel free to call.

Paul Molinelli
Cc: Jasun Molinelli
Paul Molinelli JR.