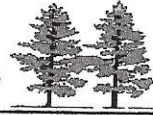


# RIVER PINES PUBLIC UTILITY DISTRICT



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## REGULAR AGENDA

**Wednesday, March 14, 2018 - 5:30 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. February 21, 2018 Regular Meeting.
7. **CONSENT ITEMS:**
  - a. Monthly Financial Statements - Period Ending February 28, 2018.
  - b. Expenditure Report - Submitted Check Approval through February 28, 2018.
8. **MONTHLY OPERATIONS REPORT: Discussion.** Any matter requiring action will be placed on an upcoming agenda for consideration.
  - A. Monthly Operations Report.
  - B. Monthly General Manager Report.
9. **BOARD MATTERS:** Discussion / Action / Direction to Staff.
  - a. Roseanne Chamberlain –LAFCO information and report on the status of RPPUD projects submitted to LAFCO Discussion/Possible Action
  - b. Water Storage & Distribution Rehabilitation Project – Board adoption of a Resolution approving the Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan. Discussion/Possible Action.
  - c. Lot Line Adjustment District Shop Location. Continued Discussion/Possible Action.
  - d. River Access Steering Committee. Discussion/Possible Action.
  - e. District Truck - 2004 Toyota Tacoma Bid Results. Discussion/Possible Action.
  - f. Appoint Grant Committee. Discussion/Possible Action.
  - g. Appoint LAFCO Oversight Committee. Discussion/Possible Action.
  - h. District Policy 2140 Receiving/Depositing Remittances – Discussion/Possible Action.
  - i. District Policy 2145 Records Retention – Discussion/Possible Action.

- j. District Policy 2155 Debt Management – Discussion/Possible Action.
- k. District Policy 2160 Internal Controls – Discussion/Possible Action.
- l. District Policy 4200 Board Actions and Decisions. Discussion/Possible Action.
- m. District Policy 4205 Board Meeting Agenda. Discussion/Possible Action.
- n. District Policy 4210 Board Meeting Conduct – Discussion/Possible Action.
- o. District Policy 4215 Brown Act Compliance – Open Meeting Requirements. Discussion/Possible Action.
- p. District Policy 4220 Minutes of Board Meeting. Discussion/Possible Action.
- q. District Policy 4225 Review of Administrative Decisions. Discussion/Possible 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.

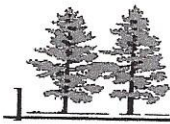
- a. Standby Fee Determination Committee. Discussion/Possible Action.
- b. Town Hall Improvement Committee. Discussion/Possible Action.
- c. Solar Panel Committee. Discussion/Possible Action.
- d. Water Rights Committee. Discussion/Possible Action.

**12. FUTURE AGENDA TOPICS:** This is an opportunity for Board Members and District Staff to request matters to be placed on upcoming agendas.

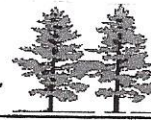
**13. ADJOURNMENT** – The next Regular Meeting – April 14, 2018 at 5:30 p.m.

\* \* \* \* \*





# RIVER PINES PUBLIC UTILITY DISTRICT



## REGULAR MINUTES

Wednesday, February 21, 2018  
ACTION MINUTES

1. **CALL TO ORDER:** The meeting was called to order by Chairman Miller at 5:30 p.m.

2. **ROLL CALL:**

Director Richard Miller  
Director Anita Ebbinghausen  
Director Mark Etter  
Director Patrick Henry  
Director Rosco Raymond

Candi Bingham, General Manager  
Gisele Wurzbarger, Board Clerk

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

4. **AGENDA:**

General Manager Bingham requested two items be added for consideration because these items were received after the posting of the agenda.

v. District Truck - 2004 Toyota Tacoma Bid Results. Discussion/Possible Action.

w. Appointment of LAFCO Liaison. Discussion/Possible Action.

Rene Walden-Qualls requested k. District Policy 1020 - Public Request for Continuance be moved to the first item of discussion on the Board Matters.

**Motion by Board Member Henry, seconded by Board Member Etter, and carried by a 5 to 0 vote to approve the Regular Agenda dated February 21, 2018 as amended. Motion passed by the following vote:**

**AYES:** Ebbinghausen, Etter, Henry, Miller, Raymond  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

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

Chairman Miller reiterated how the Board meetings would be conducted. He explained proper meeting etiquette and that disruptive behavior would not be tolerated and citizens may be asked to leave. He stated there is a three (3) minute limit per topic and any individual may offer any comment during the public comment period.

Rene Walden-Qualls clarified her statement regarding the Expenditure Report on the December 13, 2017 and requested they be amended as follows: **“Board Member Walden-Qualls reminded the Board that the**

**District’s Auditor requires and set forth in the 2013 Audit that the Expenditure Report to be monitored by a responsible official Board Member who is not a check signer for the District.”**

Dennis Hook, was present to request an update on the lot line adjustment. General Manager Bingham reported that item was on the agenda for discussion under 9c. Lot Line Adjustment District Shop Location.

Mary Pongratz inquired what did the Board vote on at the February 7, 2018 meeting because the public was not informed. General Manager Bingham explained it was a Special Meeting that by the California Brown Act only requires a 24-hour notice. She stated the minutes for that meeting have not been drafted for approval or posting on the website.

Nancy Endy stated the February 7, 2018 Agenda was not on the website.

Chairman Miller reiterated the Special Meeting Agenda was posted 24 hours and read the items on that agenda into the record:

- a. Resolution No. 2018-01 – Authorizing the District General Manager to Sign and File a Financial Assistance Application for a Financing Agreement for the U.S.D.A. for River Pines Water Rehabilitation Construction Project.
- b. Resolution No. 2018-02 – Authorizing the Board of Director to File for a Municipality Grant from Lowes Give Foundation for Town Hall Building Improvements.

Mary Pongratz inquired why the District needed a LAFCO liaison. Chairman Miller reported this item is on the agenda for discussion und 9w.

Nancy Endy requested the District ask LAFCO to make a full presentation of their agency’s dealing with the District so that there is transparency.

Chairman Miller stated there is a “committee signup sheet” being presented. He requested citizens volunteer to serve on the numerous committees being proposed by the public.

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

A. January 10, 2018 Regular Meeting.

Rene Walden-Qualls stated she wanted to clarify her statement regarding the Expenditure Report on the December 13, 2017 Minutes.

Board Clerk Wurzburger stated Rene Walden-Qualls’ request was noted and the minutes would be amended. She reiterated Ms. Walden-Qualls’ request was discussed during Item 5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA and no further discussion was necessary.

**Motion by Board Member Etter, seconded by Vice-Chairman Raymond, and carried by a 5 to 0 vote to approve the Minutes dated January 10, 2018. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**



**7. CONSENT ITEMS:**

- a. Monthly Financial Statements - Period Ending January 31, 2018.
- b. Expenditure Report – Submitted Check Approval through January 31, 2018.
- c. Resolution Closing State Responsibility Area Fire Prevention Fund – SRAFPF Grant.

Chairman Miller asked Board Clerk Wurzburger if this item could be approved with one vote. Board Clerk Wurzburger stated any item under the Consent Items can be pulled for additional discussion but typically these items are approved by one vote.

**Motion by Board Member Etter, seconded by Vice-Chairman Raymond, and carried by a 5 to 0 vote to approve the Consent Items. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

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

**A. Monthly Operations Report.**

The report included updates from AWA staff, construction, wastewater and water – see report for complete details.

**December Water Production/Sold Information:**

Well 2 - 388,400 gallons    Total Produced – 826,262 gallons  
Well 3R - 415,500 gallons    Total Sold – 609,180 gallons  
Well 6R - 22,362 gallons    Total Lost - 26%

**November Wastewater Production:**

Influent flow: 729,000 gallons    Effluent 341,600 gallons

Chairman Miller opened the public discussion. The following individuals spoke regarding the Monthly Operations Report: Several members of the public (did not sign in), Rene Walden-Qualls, Cathy Landgraf, Nancy Endy and Hal Jones. Hearing no further comments from the public, Chairman Miller 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.

Gabriel Stewart, Rocky Ridge Wireless, stated he received the keys to the storage building holding their equipment.

Cathy Landgraf thanked Vice-Chairman Raymond for donating the new chairs to the District.

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

**9. BOARD MATTERS:** Discussion / Action / Direction to Staff.

**k. District Policy 1020 – Public Request for Continuance. Discussion/Possible Action.**

General Manager Bingham reported Rene Walden-Qualls requested this item be continued for further discussion.

Chairman Miller opened the public discussion. Rene Walden-Qualls' request this policy be revised. Hearing no further comments from the public, Chairman Miller closed the public discussion.

Chairman Miller stated policy was approved at the last meeting and no action was taken on this item.

**a. Resolution LAIF Name Change. Discussion/Possible Action.**

General Manager Bingham provided the Resolution 2018-03 Authoring Investment of Monies in the Local Agency Investment Fund (LAIF) Name Change.

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

**Motion by Board Member Etter, seconded by Vice-Chairman Raymond, and carried by a 5 to 0 vote to approve Resolution 2018-03 Authoring Investment of Monies in the Local Agency Investment Fund (LAIF). Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**b. Approve District 2016/2017 Audit. Discussion/Possible Action.**

General Manager Bingham provided the District 2016/2017 Audit.

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

**Motion by Board Member Etter, seconded by Board Member Henry, and carried by a 5 to 0 vote to approve District 2016/2017 Audit. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**c. Lot Line Adjustment District Shop Location. Discussion/Possible Action.**

General Manager Bingham provided a copy of CTA Engineering & Surveying Agreement for Professional Services to prepare and process easements, boundary line adjustments and related document for the River Pines Public Utility District.

Vice-Chairman Raymond reported the Amador County Surveyor's Office stated this Lot Line Adjustment had not been submitted to their office by Toma. He stated he has not been able to talk to Toma on this matter. Chairman Miller reported he also found that the survey had not been completed and/or recorded.



General Manager Bingham reported the District paid Toma approximately \$2,700 to provide the survey to complete this lot line adjustment.

Chairman Miller opened the public discussion. Dennis Hook, and Cathy Landgraf stated she believes Toma billed the District for completion of this survey and recordation and staff should verify what services Toma was paid to date and that they should complete the job. Hearing no further comments from the public, Chairman Miller closed the public discussion.

Chairman Miller and Vice-Chairman Raymond stated they would research this matter.

No action was taken on this item and was continued to the next meeting.

**d. Approve Environmental Document Filing Fee to California Department of Fish and Game for Notice of Completion for Mitigated Negative Declaration in the amount of \$2,330.75.**

**Discussion/Possible Action.**

General Manager Bingham provided the RPPUD Water System Improvement Project DWSRF Project No. 0310006-002P Environmental Document Filing Fee to California Department of Fish and Game for Notice of Completion for Mitigated Negative Declaration in the amount of \$2,330.75.

Chairman Miller opened the public discussion. Nancy Endy requested a copy of the document. Hearing no further comments from the public, Chairman Miller closed the public discussion.

General Manager Bingham reported the original copy of the Mitigated Negative Declaration for the RPPUD Water System Improvement Project DWSRF Project No. 0310006-002P can be reviewed at the office.

**Motion by Board Member Etter, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to approve Environmental Document Filing Fee to California Department of Fish and Game for Notice of Completion for Mitigated Negative Declaration in the amount of \$2,330.75. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

**e. Standby Fee Determination. Discussion/Possible Action.**

General Manager Bingham provided a copy of 1.05.100 Charges for Facility Standby Accounts which states: "In order to provide for future development of undeveloped parcels a "Standby Fee" shall be assessed on all parcels within the District boundaries to which water is made available for any purpose by the District pursuant to the District Rate Schedule."

General Manager provided a brief history of standby fees since 2011 and reported these funds are held in a separate trust account. Prior to 2011 the standby fees were placed in the General Fund and funds were used to operate the District as deemed necessary by the District Board.

Chairman Miller opened the public discussion. Several members of the public (did not sign in) spoke regarding standby fees. Hearing no further comments from the public, Chairman Miller closed the public discussion.



After considerable discussion the Board determined a Standby Fee Determination Committee should be appointed and this item be agendized on future agendas until a determination can be submitted for Board consideration.

**Motion by Chairman Miller, seconded by Board Member Etter, and carried by a 5 to 0 vote to appoint Board Member Henry, Vice-Chairman Raymond, Anne Schieding, Hal Jones and Steve Pongratz on the Standby Fee Determination Committee. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**f. Recreation Grant River Access. Discussion/Possible Action.**

General Manager Bingham provided a copy of Board Member Raymond's recommendation that the District participation in anything "Recreation" related must get LAFCO approval.

Vice-Chairman Raymond reported Amador Water Agency staff notified the District that they were having problem getting to the creek to access the grinders on River Trail.

General Manager Bingham stated it has been determined this project cannot be considered a Recreation Grant. There is a minimum cost of \$500 for the application to LAFCO. If a LAFCO application is not completed the District would have to pay for the whole project.

Chairman Miller opened the public discussion. The following individuals spoke regarding the Recreation Grant River Access: Nancy Endy, Steve Pongratz and Betsy Miller. Hearing no further comments from the public, Chairman Miller closed the public discussion.

After considerable discussion the Board determined to agendized and item on the next agenda to appoint a Recreation Grant River Access Committee.

No action was taken on this item and was continued to the next meeting.

**g. Town Hall Improvement Committee. Discussion/Possible Action.**

General Manager Bingham reported the Town Hall floor is in great need to be replaced and requested the Board appoint a Town Hall Improvement Committee.

Vice-Chairman Raymond reported he was working the floor replacement through a Lowes grant.

Chairman Miller opened the public discussion. The following individual spoke regarding the Town Hall Improvement Committee: Several members of the public (did not sign in) and Karla Christensen. Hearing no further comments from the public, Chairman Miller closed the public discussion.

After considerable discussion the Board determined a Town Hall Improvement Committee be appointed and this item be agendized on future agendas until a determination can be submitted for Board consideration.

**Motion by Chairman Miller, seconded by Board Member Henry, and carried by a 5 to 0 vote to appoint Vice-Chairman Raymond, Board Member Etter, Serenity Nelson, Karla Christensen**



**and Nancy Endy on the Town Hall Improvement Committee. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**h. Appoint Solar Panel Committee. Discussion/Possible Action.**

Vice-Chairman Raymond reported he had contacted two solar companies regarding installation of solar panels that could greatly reduce the cost of running the District's operations and possibly create funds for the District.

Chairman Miller opened the public discussion. Nancy Endy spoke regarding Solar Panels. Hearing no further comments from the public, Chairman Miller closed the public discussion.

After considerable discussion the Board determined a Solar Panel Committee be appointed and this item be agendized on future agendas until a determination can be submitted for Board consideration.

**Motion by Board Member Henry, seconded by Chairman Miller, and carried by a 5 to 0 vote to appoint Vice-Chairman Raymond, Director Henry, Serenity Nelson, and Nancy Endy to serve on the Solar Panel Committee. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**i. Appoint Water Rights Committee. Discussion/Possible Action.**

General Manager reported the District currently holds three (3) water rights permits. The District's slow sand filter used to draw water from the Consumes River and would go into the distribution system. 2007 was the last time water was used from the Consumes. The State no longer permits the District to use the Slow Sand Filter, stating exuberant cost and no measuring device in the River. If the District does not figure a way to use their current water rights, then there is a high chance that they will lose them. The Water Rights Permit states that water cannot be diverted and stored. The District needs to figure out how to divert and use without storing. All plans must be approved by the State before anything will be permitted. Also, must permit before diversion takes place.

Chairman Miller opened the public discussion. Betsy Miller spoke regarding Water Rights Committee. Hearing no further comments from the public, Chairman Miller closed the public discussion.

After considerable discussion the Board determined a Water Rights Committee be appointed and this item be agendized on future agendas until a determination can be submitted for Board consideration.

**Motion by Board Member Etter, seconded by Chairman Miller, and carried by a 5 to 0 vote to appoint Vice-Chairman Raymond, Melissa Beals, Serenity Nelson, Steve Pongratz, Nancy Endy, Amy Walker, Jeff Ulleseit and Hal Jones to serve on the Water Rights Committee. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**j. Bylaws. Discussion/Possible Action. Discussion/Possible Action**  
General Manager Bingham reported there was no update for this item.

No action was taken on this item and was continued to the next meeting.

**k.** This item was moved to the first item of discussion on the Board Matters.

**l. District Policy 1015 – Board Secretary. Discussion/Possible Action.**

General Manager Bingham reported staff utilized policies from the California Special District Association and Amador Water Agency to draft District Policy 1015.

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

**Motion by Board Member Henry, seconded by Board Member Etter, and carried by a 5 to 0 vote to adopt District Policy 1015. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**m. District Policy 1025 – Claims against the District. Discussion/Possible Action.**

General Manager Bingham reported staff utilized policies written by attorneys from the California Special Districts Association to draft District Policy 1025.

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

**Motion by Board Member Ebbinghausen, seconded by Vice-Chairman Raymond, and carried by a 5 to 0 vote to adopt District Policy 1025. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**n. District Policy 1040 – Correspondence to the Board. Discussion/Possible Action.**

General Manager Bingham reported staff utilized policies written by attorneys from the California Special District Association to draft District Policy 1040.

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



**Motion by Vice-Chairman Raymond, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to adopt District Policy 1040. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**o. District Policy 1045 – Legal Counsel and Auditor. Discussion/Possible Action.**

General Manager Bingham reported staff utilized policies written by attorneys from the California Special District Association to draft District Policy 1045.

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

**Motion by Board Member Etter, seconded by Vice-Chairman Raymond, and carried by a 5 to 0 vote to adopt District Policy 1045. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**p. District Policy 1050 – Overview of the General Manager’s Role. Discussion/Possible Action.**

General Manager Bingham reported staff utilized policies written by attorneys from the California Special District Association to draft District Policy 1050.

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

**Motion by Board Member Miller, seconded by Board Member Henry, and carried by a 5 to 0 vote to adopt District Policy 1050. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**q. District Policy 2110 – Budget Preparation. Discussion/Possible Action.**

General Manager Bingham reported staff utilized policies written by attorneys from the California Special District Association to draft District Policy 2110.

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

**Motion by Board Member Henry, seconded by Vice-Chairman Raymond, and carried by a 5 to 0 vote to adopt District Policy 2110. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**r. District Policy 2115 – Credit Card Use. Discussion/Possible Action.**

General Manager Bingham reported staff utilized policies written by attorneys from the California Special District Association to draft District Policy 2115.

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

**Motion by Board Member Henry, seconded by Board Member Etter, and carried by a 5 to 0 vote to adopt District Policy 2115. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**s. District Policy 2120 – Employment of Outside Contractors and Consultants. Discussion/Possible Action.**

General Manager Bingham reported staff utilized policies written by attorneys from the California Special District Association to draft District Policy 2120.

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

**Motion by Vice-Chairman Raymond, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to adopt District Policy 2120. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**t. District Policy 2125 – Expense Authorization. Discussion/Possible Action.**

General Manager Bingham reported staff utilized policies written by attorneys from the California Special District Association to draft District Policy 2125.

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

**Motion by Chairman Miller, seconded by Board Member Etter, and carried by a 5 to 0 vote to adopt District Policy 2125. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**



**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**u. District Policy 2135 – Purchasing. Discussion/Possible Action.**

General Manager Bingham reported staff utilized policies written by attorneys from the California Special District Association to draft District Policy 2135.

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

**Motion by Board Member Etter, seconded by Vice-Chairman Raymond, and carried by a 5 to 0 vote to adopt District Policy 2135. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**v. District Truck - 2002 Toyota Tacoma Bid Results. Discussion/Possible Action.**

General Manager Bingham reported a bid in the amount of \$1337.00 was received which was less than the starting bid amount. Board Member Etter reported he knows of two more bids.

Chairman Miller opened the public discussion. Hearing no comment from the public, Chairman Miller closed the public discussion.

No action was taken on this item and was continued to the next meeting.

**w. Appointment of LAFCO Liaison. Discussion/Possible Action.**

Vice-Chairman Raymond reported LAFCO has requested the District submit a Resolution recognizing him as the LAFCO liaison.

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

**Motion by Board Member Ebbinghausen, seconded by Chairman Miller, and carried by a 5 to 0 vote to approve a Resolution recognizing Vice-Chairman as the River Pines Public Utility LAFCO liaison. Motion passed by the following vote:**

**AYES: Ebbinghausen, Etter, Henry, Miller, Raymond**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

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

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

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

**13. FUTURE AGENDA TOPICS:**

- a. District Truck - 2002 Toyota Tacoma Bid Results.
- b. Bylaws.
- c. Recreation Grant River Access Committee.
- d. Appoint Community River Cleanup.
- e. Appoint Grant Oversight Committee.
- f. Appoint LAFCO Oversight Committee.
- g. Appoint Water Grant Committee.

**14. ADJOURNMENT:** The meeting adjourned at 8:16 p.m.

Respectively submitted,  
Gisele Wurzbarger, Board Clerk



**River Pines Public Utility District**  
**Profit & Loss by Class**  
**February 2018**

**AGENDA ITEM 7A**

	Sewer	Water	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Base Fee Income</b>			
Sewer	10,848.28	0.00	10,848.28
Stanby	360.00	360.00	720.00
Voluntary Lock-Off	140.00	140.00	280.00
Water	0.00	12,043.18	12,043.18
<b>Total Base Fee Income</b>	11,348.28	12,543.18	23,891.46
Interest Income	0.82	1.32	2.14
<b>Variable Income</b>			
Late Fees	173.27	206.22	379.49
Water - Usage	0.00	1,653.78	1,653.78
<b>Total Variable Income</b>	173.27	1,860.00	2,033.27
<b>Total Income</b>	11,522.37	14,404.50	25,926.87
<b>Gross Profit</b>	11,522.37	14,404.50	25,926.87
<b>Expense</b>			
<b>Board Members</b>			
Stipends	187.50	187.50	375.00
<b>Total Board Members</b>	187.50	187.50	375.00
<b>Contracted Expenses</b>			
Board Clerk	150.00	150.00	300.00
Manager	2,416.66	2,416.68	4,833.34
<b>Total Contracted Expenses</b>	2,566.66	2,566.68	5,133.34
<b>Sewer Expenses</b>			
Alarm Monitoring	700.00	0.00	700.00
Amador Water - After Hour Cover	253.00	0.00	253.00
Amador Water - Routine Service	1,627.44	0.00	1,627.44
Amador Water Agency-State Repor	61.79	0.00	61.79
Amador Water Agency - Electric	147.90	0.00	147.90
Electricity - Sewer	2,222.72	0.00	2,222.72
Permit/Fees	25.00	0.00	25.00
Sewer - Parts/Supplies	48.85	0.00	48.85
Telephone - Sewer	84.53	0.00	84.53
Testing - Sewer	136.00	0.00	136.00
<b>Total Sewer Expenses</b>	5,307.23	0.00	5,307.23
<b>Town Hall Expenses</b>			
Janitorial	120.00	120.00	240.00
<b>Total Town Hall Expenses</b>	120.00	120.00	240.00
<b>Water Expenses</b>			
Alarm Monitoring	0.00	300.00	300.00
Amador Water - After Hour Cover	0.00	601.08	601.08
Amador Water Agency-Electrical	0.00	538.09	538.09
Amador Water Agency-Meter Read	0.00	596.51	596.51
Amador Water Agency-Routine	0.00	1,736.40	1,736.40
Amador Water Agency-State Repor	0.00	123.58	123.58
Amador Water Agency - Engineer	0.00	1,168.25	1,168.25
Amador Water Agency - Repairs	0.00	835.57	835.57
Electricity - Water	0.00	1,443.39	1,443.39
Supplies	0.00	565.59	565.59
Telephone - Water	0.00	86.36	86.36
Water Testing	0.00	510.00	510.00
<b>Total Water Expenses</b>	0.00	8,504.82	8,504.82
<b>64900 - Office Expenses</b>			
Software	17.88	17.90	35.78

**River Pines Public Utility District**  
**Profit & Loss by Class**  
February 2018

	Sewer	Water	TOTAL
Website Service	25.00	25.00	50.00
Total 64900 · Office Expenses	42.88	42.90	85.78
66700 · Professional Fees			
Security Service/Maintenance	140.00	140.00	280.00
Total 66700 · Professional Fees	140.00	140.00	280.00
68600 · Utilities			
Disposal	40.81	40.81	81.62
Electricity - Office	0.00	28.81	28.81
Electricity - Town Hall	28.81	0.00	28.81
Electricity - Street Lights	38.51	38.51	77.02
Total 68600 · Utilities	108.13	108.13	216.26
Total Expense	8,472.40	11,670.03	20,142.43
Net Ordinary Income	3,049.97	2,734.47	5,784.44
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	<u>3,299.97</u>	<u>2,984.47</u>	<u>6,284.44</u>



**River Pines Public Utility District**  
**Balance Sheet**  
As of February 28, 2018

	Feb 28, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Bank Accounts</b>	
El Dorado Checking	26,146.30
El Dorado Checking-5866 SRAFPF	0.46
El Dorado Checking - 3101 Laif	813.14
El Dorado Savings-9447 Capital	2,940.00
El Dorado Savings - Deposits	32,787.46
El Dorado Savings - DWSRF 7714	12.54
<b>Total Bank Accounts</b>	62,699.90
California Bank & Trust - Water	14,414.20
Change Till	75.00
LAIF Investment Fund - Sewer	297,620.41
<b>Total Checking/Savings</b>	374,809.51
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	72,971.99
11200 · Allowance for Doubtful Accounts	-37,000.00
<b>Total Accounts Receivable</b>	35,971.99
<b>Other Current Assets</b>	
12000 · Undeposited Funds	-3,620.48
<b>Total Other Current Assets</b>	-3,620.48
<b>Total Current Assets</b>	407,161.02
<b>Fixed Assets</b>	
Accumulated Depreciation	-1,056,880.00
<b>Fixed Assets</b>	
Building - Sewer	5,789.94
Building - Water	80,441.78
Equipment - Sewer	42,219.85
Equipment - Water	104,650.92
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
<b>Total Fixed Assets</b>	1,654,742.81
Work In Progress - DWSRF	165,748.28
<b>Total Fixed Assets</b>	763,611.09
<b>Other Assets</b>	
Utility Encroachment - Deposit	828.18
<b>Total Other Assets</b>	828.18
<b>TOTAL ASSETS</b>	<b>1,171,600.29</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	2,083.33
<b>Total Accounts Payable</b>	2,083.33
<b>Other Current Liabilities</b>	
Payroll Taxes	-5,361.90

**River Pines Public Utility District**  
**Balance Sheet**  
As of February 28, 2018

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	Feb 28, 18
Security Deposits - 50/50 W/S	3,733.15
Total Other Current Liabilities	-1,628.75
Total Current Liabilities	454.58
Long Term Liabilities	
Bank & Trust - Water	76,000.00
Deferred Grant Income	165,749.00
Total Long Term Liabilities	241,749.00
Total Liabilities	242,203.58
Equity	
32000 · Retained Earnings	925,425.63
Net Income	3,971.08
Total Equity	929,396.71
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,171,600.29</b>



**River Pines Public Utility District**  
**Account QuickReport-Board Meetings**  
**As of February 28, 2018**

**AGENDA ITEM 7B**

Type	Date	Num	Name	Memo	Amount	Balance
<b>Bank Accounts</b>						
<b>EI Dorado Checking</b>						
Deposit	01/31/2018					25,710.88
Invoice	01/31/2018	69079	Williams, Yvette; Jill M; Jeann...	Interest	0.64	25,710.88
Invoice	01/31/2018	69079	Williams, Yvette; Jill M; Jeann...	Returned Check	-57.75	25,711.52
Invoice	01/31/2018	69079	Williams, Yvette; Jill M; Jeann...	Returned Check	-60.38	25,653.77
Invoice	01/31/2018	69079	Williams, Yvette; Jill M; Jeann...	Bank Fee for Non-Sufficient Funds.	-5.00	25,593.39
Deposit	02/01/2018			Bank Fee for Non-Sufficient Funds.	-5.00	25,588.39
Deposit	02/02/2018			Deposit	123.22	25,583.39
Deposit	02/02/2018			Deposit	691.30	25,706.61
Deposit	02/02/2018			Deposit	0.76	26,398.67
Bill Pmt -Check	02/07/2018	12941	Aces Waste Services, Inc.	Deposit	133.86	26,532.53
Bill Pmt -Check	02/07/2018	12942	Amador County Surveying De...	Application for address at Sewer Ponds	-81.62	26,450.91
Bill Pmt -Check	02/07/2018	12943	Amador Water Agency	30018	-25.00	26,425.91
Bill Pmt -Check	02/07/2018	12944	AT&T - Sewer		-8,304.05	18,121.86
Bill Pmt -Check	02/07/2018	12945	Brent Stewart, P.E.	209 245-3984 701 9	-84.53	18,037.33
Bill Pmt -Check	02/07/2018	12946	Mission IT Solutions	Service for January 2018	-1,000.00	17,037.33
Bill Pmt -Check	02/07/2018	12947	PG&E - Water 2		-280.00	16,757.33
Bill Pmt -Check	02/07/2018	12948	AT&T - Water	2458584137-2	-1,035.50	15,721.83
Bill Pmt -Check	02/07/2018	12949	PG&E - Office/Town Hall	209 245-4011 722 0	-86.36	15,635.47
Bill Pmt -Check	02/07/2018	12950	PG&E - Sewer	6898952032-2	-57.62	15,577.85
Bill Pmt -Check	02/07/2018	12951	PG&E - Water	8721806002-5	-2,222.72	13,355.13
Deposit	02/07/2018			3357284549-4	-407.89	12,947.24
Deposit	02/07/2018			Deposit	122.54	13,069.78
Deposit	02/08/2018			Deposit	245.65	13,315.43
Deposit	02/08/2018			Deposit	7,471.53	20,786.96
Check	02/12/2018			Deposit	399.33	21,186.29
Deposit	02/13/2018			Services for February 2018	135.26	21,321.55
Deposit	02/16/2018			Deposit	-2,416.67	18,904.88
Check	02/20/2018			Deposit	341.05	19,245.93
Check	02/20/2018			Deposit	7,327.02	26,572.95
Check	02/21/2018			Website	-50.00	26,522.95
Bill Pmt -Check	02/21/2018	12952	Angelica Hernandez	District Emails	-20.79	26,502.16
Bill Pmt -Check	02/21/2018	12953	Anita Ebbinghausen	Town Hall Cleaning - February 2018	-240.00	26,262.16
Bill Pmt -Check	02/21/2018	12954	California Bank & Trust	Stipend - February 2018	-75.00	26,187.16
Bill Pmt -Check	02/21/2018	12955	california Laboratory Services	1030264749	-890.00	25,297.16
Bill Pmt -Check	02/21/2018	12956	Gisele L. Wurzbarger	January Water/Sewer Testing	-646.00	24,651.16
Bill Pmt -Check	02/21/2018	12957	Mark Etter	Board Clerk - February 2018	-300.00	24,351.16
Bill Pmt -Check	02/21/2018	12958	Patrick Henry	Stipend - February 2018	-75.00	24,276.16
Bill Pmt -Check	02/21/2018	12959	PG&E - Street Lights	Stipend - February 2018	-75.00	24,201.16
Bill Pmt -Check	02/21/2018	12960	Richard Miller	7368064062-7	-77.02	24,124.14
Bill Pmt -Check	02/21/2018	12961	Rocky Raymond	Stipend - February 2018	-75.00	24,049.14
Deposit	02/21/2018			Deposit	-75.00	23,974.14
Check	02/21/2018			Software	5,103.76	29,077.90
Deposit	02/21/2018			Deposit	-14.99	29,062.91
Deposit	02/22/2018			Deposit	130.00	29,192.91
Deposit	02/22/2018			Deposit	127.44	29,320.35
Deposit	02/22/2018			Deposit	305.05	29,625.40
Deposit	02/22/2018			Deposit	727.81	30,353.21
Deposit	02/22/2018			Deposit	267.98	30,621.19

**River Pines Public Utility District**  
**Account QuickReport-Board Meetings**  
 As of February 28, 2018

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	02/23/2018					31,149.73
Bill Pmt -Check	02/26/2018	12962	Candi Bingham	Deposit	528.54	28,733.06
Bill Pmt -Check	02/26/2018	12963	River Pines Public Utility District	Services for March 2018	-2,416.67	25,793.06
Deposit	02/28/2018			Funds Transfer to Capital Improvement ...	-2,940.00	25,793.62
Deposit	02/28/2018			Interest	0.56	26,146.30
				Deposit	352.68	26,146.30
Total El Dorado Checking					435.42	26,146.30
Total Bank Accounts					435.42	26,146.30
<b>TOTAL</b>					<b>435.42</b>	<b>26,146.30</b>



**River Pines Public Utility District**  
**Transaction Detail by Account**  
 February 2018

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Bank Accounts</b>									
<b>EI Dorado Savings - Deposits</b>									
Deposit	02/08/2018			Deposit		X	-SPLIT-	90.00	90.00
Deposit	02/10/2018			Interest	Sewer	X	Interest Income	0.82	90.82
Deposit	02/16/2018			Deposit			-SPLIT-	150.00	240.82
Total EI Dorado Savings - Deposits								240.82	240.82
Total Bank Accounts								240.82	240.82
<b>TOTAL</b>								<b>240.82</b>	<b>240.82</b>

**River Pines Public Utility District**  
**Transaction Detail by Account**  
 February 2018

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Bank Accounts</b>									
EI Dorado Savings-9447 Capital									
Bill	02/26/2018		River Pines Public U...	Funds Transf...	Water			1,470.00	1,470.00
Bill	02/26/2018		River Pines Public U...	Funds Transf...	Sewer			1,470.00	2,940.00
Total EI Dorado Savings-9447 Capital								2,940.00	2,940.00
<b>Total Bank Accounts</b>									
								2,940.00	2,940.00
<b>TOTAL</b>								<b>2,940.00</b>	<b>2,940.00</b>



**River Pines Public Utility District  
Transaction Detail by Account  
February 2018**

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
TOTAL									0.00

**River Pines Public Utility District  
Transaction Detail by Account  
February 2018**

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
TOTAL									0.00



River Pines March Dept. Report

**February Water Production/Sold**

Well 2: 361,300 gallons	Total Produced: 795,021gallons
Well 3R: 417,400 gallons	Total Sold: 543,100 gallons
Well 6R: 16,321 gallons	Total Loss: 32%

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**Operations Manager-**

- Developed requested budget items for Water, Wastewater, and Distribution System O&M and provided to the PUD General Manager

**Regulatory Compliance Specialist-**

- Completed February monthly reporting for water and wastewater. Including No Spill Report to CIWQS.

**Wastewater-**

- Influent flow: 831,000 gallons. Effluent Discharged: 36,900 gallons. Couldn't irrigate more due to weather.
- All samples completed
- Calibration on influent and effluent meters completed. Meters reading accurately.
- Completed more work on shed
- Sprayed access road and weed-eated.

**Water-**

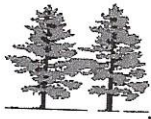
- Investigate, troubleshoot, and correct problem with turbidimeter at Well 6R.
- Repair failed 3 way valve on chlorine pump at well 2R.
- Replace broken tubing compression fitting on discharge of chlorine pump at well 2R.
- Continued work to install blow off on 2" main to WWTP.
- Identified that the auto dialer at Slate Creek had been switched to the "OFF" position which didn't allow it to call out.
- Staying up to date on weekly, bi-weekly, monthly sampling, and quarterly sampling.

**Electrical-**

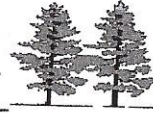
- Worked on New Circle Tank plans

Prepared by: Andrea Hinton, Regulatory Specialist

Reviewed by: Damon Wyckoff, Operations 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: February/March 2018**

1. Environmental Report did not include the requirements by LAFCO. Bruce Baracco was contacted and asked to include what was requested so that the District does not have to pay for a LAFCO Report.
2. Worked on Policies – Completed another ten (10) policies – they are on Agenda for review.
3. Capital Improvement deposit was made. I transferred one year of Voluntary Lock-Off fees into the Capital Improvement account. Going forward, all Lock-Off fees will be directly deposited into this account.
4. Circle Tank property was appraised for District purchase – appraisal value \$13,000. Property owner has agreed to accept the appraisal for Circle Tank. Great News!
5. Gathering all required documentation for USDA Grant Application.
6. Working on Budget for 2018/2019 – Draft will be ready for April Board Meeting
7. Weekly Bank Deposits
8. Monthly Service Billing
9. Monthly Late Notices
10. Monthly 48 Hour Notices
11. Updated Website
12. Agenda & Packets



# UTILITY MAP

NOT TO SCALE

FC

APN 014-085-006

AGENDA ITEM 9C

LOT 4

4-M-7 / 37-M-10

WELL

69' 6"

N 80°52'17" E 91.69' TOTAL

75.26'

73'

SHED

*woodshed*

SHED

0.43'

N 57°59'41" W 73.95'

EXISTING BUILDING

GATE

GATE

APN 014-085-007

POR. LOT 5

4-M-7 / 37-M-10

PINE PARK LODGE  
UNIT 2

RIVER PINES PUBLIC  
UTILITY DISTRICT  
2008004884

74.00' PER 2015009191

EXISTING FENCE LINE, TYP.  
WEST LINE LOT 5 PER 4-M-7 AND 37-M-10

N 01°23'13" E 169.87'

APN 014-085-005  
POR. LOT 5  
PINE PARK LODGE  
UNIT 2  
4-M-7 / 37-M-10

HOOK  
2015009191

78'

EXISTING FENCE LINE, TYP.

136.42'

N 35°22'26" E 150.58' TOTAL

14.16'

EXISTING CARPORT

EXISTING SHOP

EXISTING PIPE NO TAG



## AGENDA ITEM 9E

Candi Bingham <rppud@riverpinespod.org>

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### Re: Truck

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Thu, Mar 8, 2018 at 6:24 AM

To: Candi Bingham <rppud@riverpinespod.org>

Good morning Candi,

Since the auction ended yesterday and I haven't been notified of any higher bids than mine, I would like to move forward in acquiring the Toyota truck. Please let me know what you need from me? Could you call or text my cell: thanks

-scott

[Quoted text hidden]

**POLICY TITLE:** Receiving/Depositing Remittances  
**POLICY NUMBER:** 2140

**AGENDA ITEM 9H**

2140.1 It is the policy of the District that the General Manager [or designated person] shall timely receive and deposit remittances and to ensure accountability.

2140.2 Procedures for incoming Checks:

- a) General Manager [or designated person] opens mail, receiving all checks and stamping "for deposit only".
- b) The General Manager [or designated person] records each check in the accounting program.
- c) General Manager [or designated person] prepares the bank deposit.
- d) The General Manager [or designated person] deposits with bank at a minimum of once a week.
- e) The General Manager [or designated person] records the deposit in the General Ledger.



**POLICY TITLE: Records Retention**  
**POLICY NUMBER: 2145**

**AGENDA ITEM 9I**

2145.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

2145.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

2145.3 The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below, after consultation with the General Counsel.

2145.4 Pursuant to the provisions of Government Code §§ 60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the District.

2145.4.1 Duplicate records, papers and documents may be destroyed at any time without Board authorization, advice of the General Counsel, or copying to photographic or electronic media.

2145.4.2 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media except for permanent records of the District as defined in this policy.

2145.4.3 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

2145.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

2145.4.4.1 The record, paper or document is photographed, micro-photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;

2145.4.4.2 The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

2145.4.4.3 The photographs, micro-photographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

2145.4.5 Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

2145.4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

2145.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

2145.4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code section 26909 and other State or Federal audit requirements, and that;

2145.4.5.4 Said audit or audits contain the expression of an unqualified opinion.

2145.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time without Board authorization or consultation with the General Counsel:

2145.4.6.1 Duplicated (original-subject to aforementioned requirements).

2145.4.6.2 Rough drafts, notes or working papers (except audit).

2145.4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

2145.4.7 All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years' retention, provided said records have been microfilmed and qualify for destruction section 3090.4.4, above. Payroll and personnel records include the following:

2145.4.7.1 Accident reports, injury claims and settlements.

2145.4.7.2 Medical histories.

2145.4.7.3 Injury frequency charts.

2145.4.7.4 Applications, changes and terminations of employees.

2145.4.7.5 Insurance records of employees.

2145.4.7.6 Time cards.



2145.4.7.7 Classification specifications (job descriptions).

2145.4.7.8 Performance evaluation forms.

2145.4.7.9 Earning records and summaries.

2145.4.7.10 Retirements.

2145.4.8 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 3090.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than 10 years if microfilmed as provided for in section 3090.4.4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for 10 years.

2145.5 Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may, upon the General Manager's authorization, be destroyed if they are microfilmed as provided for in section 3090.4.4, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

2145.5.1 Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

2145.5.2 Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

2145.5.3 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.



Appendix A  
Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Directors.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
  - a. SOURCE DOCUMENTS
    - (1) Invoices
    - (2) Warrants
    - (3) Requisitions/Purchase Orders (attached to invoices)
    - (4) Cash Receipts
    - (5) Claims (attached to warrants in place of invoices)
    - (6) Bank Statements
    - (7) Bank Deposits
    - (8) Checks
    - (9) Bills
    - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
  - b. JOURNALS
    - (1) Cash Receipts
    - (2) Accounts Receivable or Payable Register
    - (3) Check or Warrant (payables)
    - (4) General Journal
    - (5) Payroll Journal
  - c. LEDGERS
    - (1) Expenditure
    - (2) Revenue
    - (3) Accounts Payable or Receivable Ledger
    - (4) Construction
    - (5) General Ledger
    - (6) Assets/Depreciation
  - d. TRIAL BALANCE
  - e. STATEMENTS (Interim or Certified - Individual or All Fund)
    - (1) Balance Sheet
    - (2) Analysis of Changes in Available Fund Balance
    - (3) Cash Receipts and Disbursements
    - (4) Inventory of Fixed Assets (Purchasing)
  - f. JOURNAL ENTRIES
  - g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:

- (1) Accident reports, injury claims and settlements
- (2) Applications, changes or terminations of employees
- (3) Earnings records and summaries
- (4) Fidelity Bonds
- (5) Garnishments
- (6) Insurance records of employees
- (7) Job Descriptions
- (8) Medical Histories
- (9) Retirements
- (10) Time Cards

h. OTHER

- (1) Inventory Records (Purchasing)
- (2) Capital Asset Records (Purchasing)
- (3) Depreciation Schedule
- (4) Cost Accounting Records

3. LIFE. The inclusive or operational or valid dates of a document.
4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
5. RECORD COPY. The District copy of a document or file.
6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
7. RECORDS CENTER. The site selected for storage of inactive records.
8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.
11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:
  - a. The resumption and/or continuation of operations;
  - b. The recreation of legal and financial status of the District, in case of a disaster;
  - c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following [detail the records structure of the District, stating the retention time for each class of records. Those times can be drawn from the recommendations for the

# RIVER PINES PUBLIC UTILITY DISTRICT

Secretary of State (<http://archives.cdn.sos.ca.gov/local-gov-program/pdf/records-management-8.pdf>) or developed with the advice of legal counsel, as there are many laws governing records retention ]:

(1)	Agreements	(22)	Individual claims/settlements
(2)	Annexations and detachments	(22)	Inventory
(3)	As-built drawings	(24)	Journal vouchers
(4)	Audits	(25)	Ledgers
(5)	Contract drawings	(26)	Licenses & permits (to operate)
(6)	Customer statements	(27)	Loans & grants
(7)	Deeds	(28)	Maps
(8)	Depreciation schedule	(29)	Minutes of Board meetings
(9)	Disposal of surplus & excess property	(30)	Payroll register
(10)	Disposal of scrap materials	(31)	Policies, Rules & Regulations
(11)	District insurance records	(32)	Purchase orders & requisitions
(12)	District water rights	(33)	Restricted materials permits
(13)	Employee accident reports, injury claims & settlements	(34)	Rights of ways & easements
(14)	Employee earning records	(35)	Spray permits
(15)	Employee fidelity bonds	(36)	Statements of Economic Interest
(16)	Employee insurance records	(37)	
(17)	Encroachment permits (by others)	(38)	
(18)	Encroachment permits (by OWID)	(39)	
(19)	Facility improvement plans	(40)	
(20)	Improvement districts	(41)	
(21)	Individual water rights		



RIVER PINES PUBLIC UTILITY DISTRICT

Appendix B  
Records Retention & Storage Summary

Group No.	Title or Description	Original	Duplicate	Retention Periods		
				Office	Record Center	Retain or Destroy
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		2 yrs.	OP	ES
3	Minutes, ordinances & resolutions of Board.	X		2 yrs.	OP	ES
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than 15 years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to 15 years.		X	2 yrs.	13 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yr.	3 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.

RIVER PINES PUBLIC UTILITY DISTRICT

11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	X		2 yrs.	3 yrs.	5 yrs.
15	Policy files and reference sets of publications.		X	I		I
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	I		I

OP = Original or photographic copy.

ES = May be destroyed if stored in electronic media.

I = Indefinitely



RIVER PINES PUBLIC UTILITY DISTRICT

**POLICY TITLE: Debt Management**  
**POLICY NUMBER: 2155**

**AGENDA ITEM 9J**

This Debt Policy is intended to comply with Government Code Section 8855(i), and shall govern all debt issued by the District. The District hereby recognizes that a fiscally prudent debt policy is required to:

- a) Maintain the District's sound financial position.
- b) Ensure the District has the flexibility to respond to changes in future service priorities, revenues, and operating expenses.
- c) Protect the District's credit-worthiness.
- d) Ensure that all debt is structured to protect current and future taxpayers, ratepayers and constituents of the District.
- e) Ensure that the District's debt is consistent with the District's planning goals and objectives and capital improvement program or budget, as applicable.

2155.1. Purposes for Which Debt May Be Issued

2155.1.1 Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District. Long-term debt financings are appropriate:

- a) When a project to be financed is necessary to provide District services.
- b) When the project to be financed will benefit constituents over several years.
- c) When total debt does not constitute an unreasonable burden to the District and its taxpayers or ratepayers.
- d) When the debt is used to refinance outstanding debt to reduce the total cost of the debt or to realize other benefits of a debt restructuring, such as increased flexibility in the use of cash and reserves.

2155.1.1.2 Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses. The District may use long-term debt financings subject to the following conditions:

- a) The project to be financed must be approved by the District Board.
- b) The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
- c) The District estimates that sufficient revenues will be available to service the debt through its maturity.
- d) The District determines that the issuance of the debt will comply with the applicable state and federal law.

2155.1.2 Short-term debt. Short-term debt may be issued to provide financing for the District's operational cash flows to maintain a steady and even cash flow balance as in anticipation of periodic receipts of



property taxes and other revenues. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment consistently with debt limit requirements of article XVI of the California Constitution, article XVI, § 18.

2155.1.3 Financings on Behalf of Other Entities. The District may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties to further the public purposes of District. In such cases, the District shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with this policy.

2155.2. Types of Debt - The following types of debt are allowable under this Debt Policy:

- a) General obligation bonds (GO Bonds)
- b) Bond or grant anticipation notes (BANs)
- c) Lease revenue bonds, certificates of participation (COPs) and lease-purchase transactions
- d) Other revenue bonds and COPs
- e) Tax and other revenue anticipation notes (TRANS)
- f) Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- g) Tax increment financing to the extent permitted under State law
- h) Refunding Obligations
- i) State Revolving Loan Funds
- j) Lines of Credit

2155.2.1 The District Board may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy. Debt shall be issued as fixed rate debt unless the District makes a specific determination as to why a variable rate issue would be beneficial to the District in a specific circumstance.

2155.3. Relationship of Debt to Capital Improvement Program and Budget

2155.3.1 The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and capital improvement plan.

2155.3.2 The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues ("pay as you go"). The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

2155.3.3 The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.

2155.4. Policy Goals Related to Planning Goals and Objectives

2155.4.1 The District is committed to long-term financial planning, maintaining appropriate reserves and employing prudent practices in governance, management and budget administration. The District intends to



issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's annual operations budgets.

2155.4.2 It is a policy goal of the District to protect taxpayers, ratepayers and constituents by using conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical total borrowing costs.

2155.4.3 The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

2155.4.4 When refinancing debt, it shall be the policy goal of the District to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings approximately 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than any escrow fund negative arbitrage. The cost of refinancing will always be less than the savings.

2155.4.5 The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to temporarily reduce annual budgetary expenditures. Capital investments intended to reduce District operating costs indefinitely, as by improving the efficiency of its operations, are appropriate for long-term debt.

2155.4.6 The District shall seek to time debt issues to avoid need for unplanned general fund expenditures for capital improvements or equipment.

#### 2155.5. Internal Control Procedures

2155.5.1 When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds. Without limiting the foregoing, the District will periodically review the requirements of and will remain in compliance with the following:

- a) Any continuing disclosure undertakings entered into by the District in accordance with SEC Rule 15c2-12.
- b) Any federal tax compliance requirements, including, without limitation, arbitrage and rebate compliance.
- c) The District's investment policies as they relate to the use and investment of bond proceeds.

2155.5.2 Proceeds of debt will be held either (a) by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the District upon the submission of one or more written requisitions by the Finance Director of the District (or his or her written designee), or (b) by the District, to be held and accounted for in a separate fund or account to ensure debt proceeds are expended only for the purposes for which the debt was issued, the expenditure of which will be carefully documented by the District in records compliance with current accounting standards and subject to the District's annual audit.

RIVER PINES PUBLIC UTILITY DISTRICT

**POLICY TITLE:** Internal Controls  
**POLICY NUMBER:** 2160

**AGENDA ITEM 9K**

A policy of the board of directors or River Pines Public Utility District defining financial internal controls

Whereas, the district is a district created pursuant to [Principal Act]; and  
Whereas, the Board of Directors may establish, policies for the conduct of the district's business; and  
Whereas, the Board of Directors has previously reviewed and approved several policies which reference an established a program of "internal controls"; and  
Whereas, the Board of Directors are cognizant of its duty to ensure that proper controls are established and implemented to ensure the financial integrity of district operations; and  
Whereas, the Board of Directors desires to formalize a policy to define the financial internal controls that have been developed through various practices and procedures to date;

Now therefore, it is the policy of the Board of Directors of the district, until such policy shall is amended or rescinded:

2160.1 There will be established procedures for the adequate separation of duties, including at least the following:

- a) the General Manager [or designated person] confirms that the daily deposits agree with the original of the receipt log which he/she maintains
- b) the bank reconciliation will be prepared promptly after month-end by the General Manager [or designated person] with no authority to prepare or sign checks or authorize other debits against the account
- c) all invoices presented for payment must be approved by an authorized person,
- d) every check must be signed by two authorized signers
- e) all paid invoices shall be so marked and filed for reference
- f) all bank statements and monthly expenditure reports must be verified by a designated Board of Director

2160.2 There will be an annual financial audit and any finding(s) shall be reported directly to the President of the Board of Directors with simultaneous notice to the General Manager.

2160.3 There will be biennial audits of the Property/Liability and Workers' Compensation Program claims paid by the district and those report(s) will be promptly presented to the Board of Directors.



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2160.4 In regard to district's cash reserve account in the Local Agency Investment Fund (LAIF), the district will maintain a balance for all programs, not to exceed the amount as currently authorized by LAIF guidelines, and that transfers out of LAIF may only be made to district's LAIF Account and must have the approval of the Board of Directors. The requests for such transfers out of LAIF shall be signed by Board Chairman or Vice-Chairman and be supported by detailed information which shall be maintained by district's General Manager [or designated person].

2160.5 That other excess funds shall be deposited in or transferred to such long-term investment accounts as the Board may, from time to time designate by resolution; and

2160.6 That funds in the investment account(s) shall only be withdrawn upon approval of the Board of Directors. Such withdrawals must then be remitted only to one of the checking accounts affiliated with the use of such funds. The requests for such transfers shall be signed by the Board Chairman or Vice-Chairman and be supported by detailed information. Such information shall be maintained by district's General Manager or [designated person].

2160.7 To maximize interest earnings and manage district's cash flow needs, the General Manager [or designated person] will strive to maintain a reasonable balance in the checking accounts to off-set monthly bank charges, but at the same time recognizing that surplus funds should be transferred as appropriate to LAIF or the long-term investment accounts.

2160.8 The Board of Directors confirms that the Board will review these internal control policies upon completion of each year's audit with input from its external auditor.

This Policy No. 2160 supersedes any policy inconsistent with the provisions included above.

**POLICY TITLE:** Board Actions and Decisions  
**POLICY NUMBER:** 4200

**AGENDA ITEM 9L**

4200.1 Actions by the Board of Directors include but are not limited to the following:

4200.1.1 Adoption or rejection of regulations or policies;

4200.1.2 Adoption or rejection of a resolution;

4200.1.3 Adoption or rejection of an ordinance;

4200.1.4 Approval or rejection of any contract or expenditure;

4200.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

4200.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

4200.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors [if five-member Board, four if seven-member Board] represent a quorum for the conduct of business.

4200.2.1 A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

4200.2.1.1 Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

4200.2.1.2 Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

4200.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

4200.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

4200.3.1 The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

4200.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

4200.3.3 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

4200.3.4 Nothing in this policy prevents the Board from providing direction to the General Manager in response to public comments or under Board member or General Manager comments, as allowed under the Brown Act. No vote or action shall be taken.



**POLICY TITLE:** Board Meeting Agenda  
**POLICY NUMBER:** 4205

**AGENDA ITEM 9M**

4205.1 Agenda preparation. The General Manager, in cooperation with the Board Chairman, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act. Any Director may contact the General Manager and request an item to be placed on the agenda no later than 1:00 P.M. on the day that is 48 hours prior to the closing of the agenda for the next meeting date.

4205.2 Public requests. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

4205.2.1 The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting.

4205.2.2 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."

4205.2.3 The General Manager shall determine the timing of when the item will be placed on the agenda.

4205.2.4 The public member requesting the agenda item may appeal the General Manager's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

4205.2.5 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

4205.2.6 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

4205.3 Agenda descriptions. All Board agendas shall include an unambiguous description of each item on the agenda to be discussed, including closed session items. The General Manager shall ensure that the description gives notice to the public of the essential nature of business to be considered.

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4205.4 Agenda posting. Agendas for regular meetings shall be posted 72 hours in advance of the meeting and agendas for special meetings shall be posted 24 hours in advance of the meeting. The posting must occur in a place that is freely accessible to the public and on the District's website. On or before January 1, 2019, the internet posting shall occur on the District's primary website homepage through a prominent, direct link to the current agenda. The agenda shall also be accessible in an open format by that date.

4205.5 Agenda packages. When distributing agenda packages and other materials to members of the Board of Directors, those materials should be provided to all members at the same time. Agenda packages, except for closed session materials, should also be made available to the public once distributed to the Board.

4205.6 Public comment.

4205.6.1 For regular meetings the Board shall provide the public with an opportunity to address not only any item on the agenda but any item within the subject matter jurisdiction of the District.

4205.6.2 For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.

4205.6.3 The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment.

4205.6.4 The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.

4205.7 Closed sessions. The Board may conduct a closed session during a noticed meeting for certain matters, as identified on the agenda, where it is necessary to conduct business in private. Major reasons for permissible closed sessions, as authorized by the Brown Act, include real property transactions, labor negotiations, and pending litigation. The Board shall allow public comment on any closed session item before going into closed session.

4205.8 Items not on the agenda. The Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days. The Board may also respond to public comments and make announcements.



**POLICY TITLE:** Board Meeting Conduct  
**POLICY NUMBER:** 4210

**AGENDA ITEM 9N**

4210.1 Rules of order. Meetings of the Board of Directors shall be conducted by the Chairman in a manner consistent with the policies of the District. Policy No. 4230, "Rules of Order for Board and Committee Meetings," shall be used as a general guideline for meeting protocol.

4210.2 Agenda timing. All Board meetings shall commence at the time stated on the agenda and shall be guided by same. The placement of an item on the agenda shall not be deemed a requirement that the items proceed in any particular order. The Board Chairman, with concurrence of a majority of the Board, may alter the order in which agenda items shall be considered for discussion and/or action by the Board.

4210.3 Conduct of meetings. The following concepts shall be applied to Board meetings:

4210.3.1 The meetings shall be conducted in an open and fair manner.

4210.3.2 The public shall be given ample opportunity to participate in the meetings.

4210.3.3 Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.

4210.3.4 The meetings shall proceed in a manner that enables the Board to consider problems to be solved and make wise decisions intended to solve the problems.

4210.3.5 The Board may receive, consider and take any needed action with respect to reports of accomplishment of District operations.

4210.3.6 Noticed public hearings shall be conducted in an orderly fashion, with the Board Chairman establishing the order of the proceedings.

4210.3.7 The Board may weigh and determine the credibility of evidence and public comment.

4210.4 Public comment. Public comment on items on the agenda, and general public comment at a regular Board meeting for matters within the jurisdiction of the Board of Directors, shall be as followed:

4210.4.1 Three minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

4210.4.2 The Board Chairman may allow additional per speaker and per subject comment time when



necessary for a full and fair proceeding.

4210.4.3 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Board Chairman, of that person's privilege of address.

4210.5 Disruption of meetings. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairman finds that there is willful disruption of any meeting of the Board, he/she may do the following:

4210.5.1 Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.

4210.5.2 If the behavior continues after notice, order the disrupting parties out of the room and conduct the Board's business without them present.

4210.5.3 In cases of extreme disruption, clear the room of all members of the public, and conduct the Board's business without them present.

RIVER PINES PUBLIC UTILITY DISTRICT

**POLICY TITLE:** Brown Act Compliance – Open Meeting Requirements  
**POLICY NUMBER:** 4215

**AGENDA ITEM 90**

4215.1 The Brown Act. The Legislature adopted the Brown Act, commonly referred to as California's "Open Meetings Laws" in 1964. The Brown Act is contained in Government Code section 54950 et seq. The Brown Act is broadly construed and compliance is constitutionally mandated.

4215.2 Compliance with Brown Act. All meetings of the Board of Directors shall comply with the Brown Act.

4215.2.1 Meetings occur whenever the majority of the Board of Directors meets to discuss District business.

4215.2.2 Member of the Board includes newly elected and appointed officials prior to assuming office.

4215.2.3 All Board meetings shall be open and freely accessible to the public, including those with disabilities.

4215.2.4 Meetings through the use of intermediaries, serial communications, or emails are prohibited.

4215.2.5 The Board shall only take action during a properly noticed meeting.

4215.3 Committees. Committees created by formal action of the Board shall comply with the Brown Act

# RIVER PINES PUBLIC UTILITY DISTRICT

**POLICY TITLE:** Minutes of Board Meetings  
**POLICY NUMBER:** 4220

## AGENDA ITEM 9P

4220.1 Duty to keep minutes. The Secretary or Board Clerk of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

4220.1.1 Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

4220.1.2 Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 60 days. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

4220.1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed. The motion makers, and individual votes will be recorded. A unanimous vote shall be recorded as a vote in favor by each member.

4220.1.4 All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year.

4220.1.5 In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent during any agenda item upon which action was taken;
- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;



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- Complete information as to each subject of the Board's deliberation;
- Record of the vote of each Director on every action item for which the vote was not unanimous;
- Resolutions and ordinances described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- Approval of the annual budget;
- Approval of all polices, rules and/or regulations;
- Approval of all dispositions of District assets;
- Approval of all purchases of District assets; and,
- Time of meeting's adjournment.

RIVER PINES PUBLIC UTILITY DISTRICT

**POLICY TITLE:** Review of Administrative Decisions  
**POLICY NUMBER:** 4225

**AGENDA ITEM 9Q**

- 4225.1 Code of Civil Procedure § 1094.6. The provisions of California Code of Civil Procedure §1094.6 shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.
- 4225.1.1 In accordance with §1094.6, the time to seek judicial relief shall be 90 days following the date in which the Board's decision becomes final.
- 4225.1.2 No person aggrieved by a Board decision shall be allowed to seek judicial relief unless they shall have first raised that issue before the Board and provided the Board with an opportunity to address the issue.
- 4225.1.3 No person aggrieved by a Board decision shall be allowed to seek judicial relief unless they shall have first exhausted all available administrative remedies made available by the District.
- 4225.2 Applicability. This policy affects those administrative decisions rendered by the Board of Directors following a proceeding at which notice and an opportunity to be heard has been provided.
- 4225.3 Purpose. The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.
- 4225.4 Claims. Nothing in this policy shall be deemed to waive the claims filing requirements of the District when damages are being sought.