



REGULAR MINUTES

Wednesday, May 15, 2019
ACTION MINUTES

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

2. **ROLL CALL:**

Director Roscoe Raymond
Director Anita Ebbinghausen
Director Patrick Henry
Director Richard Miller
Director Karla Christensen

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

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

4. **AGENDA:**

Motion by Board Member Henry, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Regular Agenda dated May 15, 2019 as provided. Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: None

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

None.

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

A. April 17, 2019 Regular Meeting.

Motion by Board Member Miller, seconded by Board Member Christensen, and carried by a 5 to 0 vote to approve the Minutes dated April 17, 2019 as presented. Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: None

7. CONSENT ITEMS:

- a. Monthly Financial Statements - Period Ending April 30, 2019.
- b. Expenditure Report - Submitted Check Approval through April 30, 2019.

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

Motion by Board Member Miller, seconded by Chairman Raymond, and carried by a 5 to 0 vote to approve the Consent Items - Period Ending April 30, 2019. Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, 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 for Regulatory Compliance Specialist, Wastewater, Water, Distribution and Electrical.

April 1 thru April 30, 2019 Water Production/Sold Information:
Well 2 - 545,700 gallons Total Produced - 1,000,958 gallons
Well 3R - 420,500 gallons Total Sold - 602,672 gallons
Well 6R - 34,758 gallons Unaccounted Loss - 40%

April 1 thru April 30, 2019 Wastewater Production:
Influent flow: 1,235,100 gallons Effluent 866,100 gallons

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

B. Monthly General Manager Report.

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

General Manager Bingham provided the written recap on the Prevailing Wage Workshop she attended April 16. The recap outlines the pertinent information discussed with regarding to State and Federal prevailing wage penalties as it applies to the District’s contracts and future projects.

General Manager Bingham reported she would be at the office May 15 through May 30 for District business. The 28 through 30 she will be in Sacramento for District business completing deposition with legal counsel.

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

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

a. **Emergency Phone Tree – to Notify Customer of Water Issues and Emergencies.** Discussion/Action. General Manager Bingham reported at the last meeting the Board requested staff research an emergency automated call tree notification services for sending messages to the District’s customers regarding emergency alerts, water and wastewater issues, customer reminders, and general District announcements. These messages could be sent on land lines, mobile phones and emails. She provided information from two companies: Call-Center-Tech and CallFire.

Board Clerk Wurzburger reported did not heard back from Liberty Utilities regarding the program they use to notify their customers regarding a serious power outage using this type of system.

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

Motion by Chairman Raymond, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the CallFire Voice Broadcast Lite in the amount \$99.00 per month. Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: None

b. **Graveling Monitoring Well Access Update.** Discussion/Action.

For the record no written report was submitted. General Manager Bingham reported drillers confirmed they could access the Well Monitoring site through the sewer ponds The District does not need to access adjacent property therefor there would be no gravel expense.

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

No action taken.

c. **Award Bid for Monitoring Wells.** Discussion/Action.

For the record no written report was submitted. General Manager Bingham reported five bid packets were mailed out for the Monitoring Wells for no later than June 30, 2019 installation. The pre-bid walkthrough was May 1 and the bid packets are due May 15. Pat Dunn, NV5 met with three drillers for the required “pre-bid” meeting. The District only received one bid from Cascade Drilling in the amount of \$114,450.

It was noted no other bids were received due to the Emigrant Trail access to the Monitoring Well site and there was not enough time left before the June 30th deadline to go back out to bid.

Chairman Raymond opened the public discussion. Member of the Public voice his concern the driller’s access and that only one bid was received. Hearing no further comments from the public, Chairman Raymond closed the public discussion.

Board Clerk Wurzburger noted for the record the Award of Bid must be approved by Resolution.

Motion by Chairman Raymond, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve Resolution 2019-02 to Adopting:

- 1. Award of Bid to Cascade Drilling for the Installation of Three Monitoring Wells in the amount of \$114,450.**
- 2. Authorize Transfer of LAIF Sewer Funds in the amount of \$114,450 to cover Monitoring Wells project.**

Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: None

d. Reimburse General Manager Travel Cost for District Business. Discussion/Action.

General Manger Bingham reported due to the legal case with the District, she is required to meet with legal counsel May 28 through 30 to complete deposition with legal counsel. She and legal counsel tried to get the meeting scheduled during her monthly schedule but opposing counsel could not meet on those dates. To accommodate the District and opposing counsel staff had to change the flight, book longer hotel stay and a rental car which were provided for approval.

General Manager Bingham stated because this matter was related to a legal case and cannot be discussed in open session, she would like to schedule a closed session on June 19 at 5:30 p.m. prior to the regular meeting to provide the Board with an update on the item.

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

Motion by Board Member Henry, seconded by Vice-Chairman Ebbinghausen, and carried by a 4 to 1 vote to approve Total Cost for General Manager’s Extra Expenses with Regards to District Business in the amount of \$708.89. Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, Henry, Miller
NOES: None
ABSTAIN: Raymond
ABSENT: None

e. Approve Resolution After-Hour Reconnection Fee Following Lock-Off. Discussion/Action.

For the record no written report was submitted. General Manager Bingham reported at the April 17 meeting staff was directed to draft a Resolution for consideration and adoption approving an “after hour” service fee on the District’s Rate Schedule in the amount of \$180.00 and note the reconnection fee of \$60.00 would be applied to the afterhours service fee.

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

Motion by Chairman Raymond, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve Resolution 2019-01 Adopting an After-Hour Reconnection fee to the River Pines Utility District Rate and Fee Schedule. Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, Henry, Miller, Raymond

NOES: None
ABSTAIN: None
ABSENT: None

f. **RPRA and ACRA Request Use of Town Hall Kids Summer Camp.** Discussion/Action.
General Manager Bingham reported Tracy Roll has submitted a request from RPRA and ACRA for the use of the Town Hall July 1 through 12 (except for July 4), Monday through Friday 10:00 a.m. to 2:00 p.m. for the kid's summer camp.

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

Motion by Board Member Henry, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve RPRA and ACRA's Request Use of Town Hall Kids Summer Camp July 1 through July 12. Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: None

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

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

Board Member Miller inquired if the Firehouse Electricity was still a pending Capital Improvement. Chairman Raymond stated this project was on hold at this time.

No action taken.

11. COMMITTEE COMMENTS/REPORTS: Continued Item.

- a. Solar Panel Committee. Discussion/Possible Action.
- b. Water Rights Committee. Discussion/Possible Action.

No action taken.

12. FUTURE AGENDA TOPICS:

- a. Closed Session at 5:30 p.m. prior to the regular meeting to provide the Board with an update on the legal case.
- b. Monitoring Well Drilling Update.
- c. Eco-Green Program Presentation.

13. ADJOURNMENT: The meeting adjourned at 7:02 p.m.

Respectively submitted,
Gisele Wurzburger, Board Clerk