**] River Pines Public Utility District **

**REGULAR MINUTES**

**May 15, 2024**

**ACTION MINUTES**

1. **CALL TO ORDER:** The meeting was called to order by Chairman Rewitzer at6:00p.m.

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| 1. **ROLL CALL: Via Phone** |  |  |
| Director John Chapman  Director Karla Christensen  Director Anita Ebbinghausen  Director Roscoe Raymond  Director Eric Rewitzer  **ABSENT:** None |  | Candi Bingham, General Manager -Via Phone  Leslie Garrett, Office Manager  Gisele Wurzburger, Board Clerk – Via Phone |

1. **PLEDGE OF ALLEGIANCE:**  Chairman Rewitzer led the Pledge of Allegiance.
2. **AGENDA:**

**Motion by Vice-Chairman Raymond, seconded by Board Member Ebbinghausen and carried by a 5 to 0 vote to approve the Regular Agenda dated May 15, 2024, as presented.**

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

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

Ken Deaver, Amador Water Agency was present just to check in with t.

1. **MINUTES: Discussion / Approval.**
   1. April 17, 2024, Regular Meeting.

**Motion by Board Member Chapman, seconded by Vice-Chairman Raymond and carried by a 5 to 0 vote to approve the Minutes dated April 17, 2024, as amended. Motion passed by the following vote:**

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

1. **CONSENT ITEMS:**
   1. Monthly Financial Statements and Bank Accounts - Period Ending April 30, 2024.

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

* 1. Expenditure Report **-** Submitted Check Approval through April 30, 2024.

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

**Motion by Chairman Rewitzer, seconded by Vice-Chairman Raymond and carried by a 5 to 0 vote to approve the Monthly Financial Statements and Expenditure Report – Period Ending April 30, 2024. Motion passed by the following vote:**

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

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

a. Monthly Operations Report.

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

Well 2 - 420,400 gallons Total Produced - 1,089,400 gallons

Well 3R – 668,600 gallons Total Sold – 495,181 gallons

Well 6R 0 gallons Unaccounted Loss - 54%

Staff Hours: Water 55 hours

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

Influent flow: 1,031,100 gallons Effluent Discharged: 676,300 gallons

Staff Hours: Wastewater 45.5 hours

b. Monthly General Manager Report – Period Ending April/May 2024.

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

General Manager Bingham noted for the record:

1. Distribution Reimbursement – General Manager Bingham requested reimbursement from the State in the amount of $27,851.62 and the State approved all but $294.62.
2. State notification regarding a new requirement – “Lead Service Inventory” due by October 16, 2024.

Staff contacted the State to inquire if the District could waive this inventory because of the Distribution Project – they have not responded yet. Staff is researching this new requirement and will provided additional information at a later date.

Board Member Christensen inquired if staff had heard about the annual audit. General Manager Bingham stated she was working on it.

1. Office Manager Garrett – Period Ending April 2024.

The Monthly Office Manager Report included update on grass and weed abatement and AT&T service at Slate Creek Lift Station - see report for complete details.

1. **BOARD MATTERS:** Discussion/Action.
   1. **Distribution Project Update**. Discussion/Action.

General Manager Bingham stated no report had been submitted on this item. General Manager Bingham reported the bid packet has been reviewed by the State and were some changes that must be completed by KASL Engineers. The State does not have to see the changes. Once these changes have been completed by KASL Engineer and the project is posted and the bid deadline has been met, the bids will be on the agenda for Board review and approval.

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

No action was taken this time.

* 1. **River Pines Booster Donation Box Location.** Discussion/Action.

General Manager Bingham stated no report had been submitted on this item. Vice-Chairman Raymond suggested it be placed by the fire extinguisher. Board Member Christensen noted the donation box needs clearance.

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

It was the consensus of the Board that the River Pines Booster decide the best location for the Donation Box at the Town Hall.

No action was taken this item.

* 1. **Commercial Property Sold – Customer Requests Residential Sewer Rate.** Discussion/Action.

General Manager Bingham stated no report had been submitted on this item. Vice-Chair Raymond reported this property was designated as commercial with a “Special Use Permit” which has since expired and it reverts back to residential.

Vice-Chairman Rewitzer opened the public discussion. Hearing no comments from the public, Chairman Rewitzer closed the public discussion.

Chairman Rewitzer stated no action was needed on this item.

* 1. **Notice of Elective Offices Two Full Terms Expire 12/06/2024.** Discussion.

General Manager Bingham presented the Notice of Elective Offices to be Filled and Transmittal of Map and Boundaries. It was noted for the record that Board Member Ebbinghausen and Board Member Chapman held the two elective offices terms that expire 12/06/2024.

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

No action was taken this item.

* 1. **Election Resolution** **2024-01 Approval of El Dorado County to Hold Election.** Discussion/Action.

General Manager Bingham presented Resolution 2024-01 “Declaring an Election be Held in its Jurisdiction Consolidation with Other Districts Requesting Election Services for El Dorado County”.

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

**Motion by Vice-Chairman Raymond, seconded by Chairman Rewitzer and carried by a 5 to 0 vote to approve Resolution 2024-01 Approval of El Dorado County to Hold Election. Motion passed by the following vote:**

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

* 1. **Election Resolution 2024-02 Approval of Amador County to Hold Election.** Discussion/Action.

General Manager Bingham presented Resolution 2024-02 “A Resolution of the Water/Sewer Utility District, California, Calling a Board of Directors to be held on November 5, 2024 for the purpose of the River Pines Board.”

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

**Motion by Board Member Christensen, seconded by Vice-Chairman Raymond and carried by a 5 to 0 vote to approve Resolution 2024-02 Approval of Amador County to Hold Election. Motion passed by the following vote:**

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

General Manager Bingham noted for the record if only 2 candidates apply there won’t be and election and if no candidates apply the Board will approve the new Board Members.

1. **BOARD OF DIRECTORS COMMENTS/REPORTS**: Discussion Only.
   1. Capital Improvements and general repairs necessary at the District. Continued Item.

Board Member Christensen inquired if the two tables had been ordered. General Manager stated she would work on that.

1. **COMMITTEE COMMENTS/REPORTS**: Continued Item.
   1. Water Rights Committee. Discussion/Possible Action.

Board Member Christensen stated the dam went up on Mother’s Day.

1. **FUTURE AGENDA TOPICS**:
2. Distribution Project Update. Discussion/Action
3. Budget 2024/2025. Discussion/Action
4. Approve Parcels for Tax Roll 2024/2-25.

**ADJOURNMENT:** The meeting adjourned at 6:45 p.m. to the scheduled meeting on June 19, 2024.