



# RIVER PINES PUBLIC UTILITY DISTRICT



Wednesday, October 19, 2016  
ACTION MINUTES

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1. **CALL TO ORDER:** The meeting was called to order by Chairman Landgraf at 5:34 p.m.

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

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

Candi Bingham, General Manager

**ABSENT: None**

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

4. **AGENDA: M/S Gardner/Ebbinghausen approve the agenda.**

**Motion carried 5-0 with the following vote:**

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

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

None

6. **MINUTES: M/S Ebbinghausen/Walden-Qualls approve minutes with the following changes:**

Fix numbering 11, 12, 13.

**Motion carried 5-0 with the following vote:**

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

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

**Motion Carried 5-0 with the following Vote:**

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

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

**Motion carried 5-0 with the following vote:**

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

**9. MONTHLY OPERATIONS REPORT.**

A. Monthly Water and Wastewater Operations Report – See Report

Plant Operator informed the Board that CALFIRE has started clearing the 30 acres where the sewer spray fields are located. He stated that they were doing a good job and should take them approximately six weeks to complete

Plant Operator also let the Board know that he was in the process of getting information and bids for a new pump and setup for the sewer pond. With the current pump, he only can draw down the sewer ponds a foot or so. With a new pump and proper system, he would then be able to draw the ponds down leaving approximately 18 inches in the ponds.

B. Monthly General Manager Report – See Report.

**10. BOARD MATTERS:**

**A. Jack Scroggs with KASL Engineering – Review Contract for the Development of Specs and Plans for the Distribution Project – Discuss and Approve**

Following a brief presentation from Jack Scroggs the Board of Directors unanimously approved the contract to hire KASL Engineering for the Specs and Plans for the Distribution Project.

**M/S Gardner/Ebbinghausen approve the contract with KASL Engineering, with work to commence upon receipt of DWSRF Grant with the following vote:**

**Motion carried 5-0 with the following vote:**

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

**B. Results of the Survey Completed by Toma & Associates for the District Shop and Slow Sand Filter Area – Discussion and Possible Action.**

Following discussion between Board of Directors and Staff, it was the consensus of the Board to send a certified letter to the property owners adjacent to the District Parcels referred to in the survey. Such letter would ask them to review the survey results (which will be enclosed) and kindly move their belongings to their property within 30 days' receipt of notice.

**C. Handicap Access into Payment Door at the District Office – Discussion and Possible Action**

Board of Directors asked that GM collect a minimum of three (3) bids for the installation of a ramp and hand rails.

**D. Continued Item – Emigrant Trail Road Repair – Discussion and Possible Action**

The Board asked that the Plant Operator, for the time being, to put something over and around the exposed water lines. Plant Operator was also asked to keep an eye on the water line so that exposure is kept to a minimum.

**E. Approve Amortization request for Account #73-031 – Discussion and Possible Action**

GM stated that this account was in excellent standing. She also stated that the leak was hard to detect, which is why the bill was so high.

Board of Directors approved the Amortization of the September water bill over a six-month period. Period will begin with the October invoice which will include \$94.36 amortization amount for six (6) months or until paid in full, whichever occurs earliest.

M/S Gardner/Ebbinghausen with the following vote:

**Motion carried 5-0 with the following vote:**

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

**F. Unbilled Parcels – How far back should District bill once discovered – Discussion and Possible Action.**

Board of Directors agreed to invoice back to the purchase date of the new property owner.

M/S Gardner/Ebbinghausen with the following vote:

**Motion carried 5-0 with the following vote:**

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

**G. Update on Board of Supervisors Meeting for CDBG Grant – Discussion**

Chairman Landgraf reported that the attendance went well. She stated they asked a few questions in regards to the timeline of the project and if the River Pines District would be applying for the CDBG Construction Grant. She stated Jack Scroggs told them he did not think the District would need the funds. Chairman Landgraf asked the GM to follow up with the county to make sure they aware that we are intending to apply for the funds.

It was also stated that March/April of 2017 will be the time frame to apply for the grant, with funds available in 2018.

**H. Update on Bylaws and Administrative Policies – Discussion**

Director Walden-Qualls presented to Chairman Landgraf a working copy of the Bylaws along with District Laws, Procedures, etc. for review.

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

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

None now

**12. COMMITTEE COMMENTS/REPORTS:** None.

**13. FUTURE AGENDA TOPICS:**

**14. ADJOURNMENT:** The meeting adjourned at 7:50 p.m.

Respectively submitted,  
Candi Bingham, Acting Board Clerk

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