



**REGULAR MINUTES**

**Wednesday, May 20, 2020**

**ACTION MINUTES**

**In Compliance with Executive Department State of California  
Executive Order N-29-20**

**Join Hangouts Meet: [meet.google.com/znf-uhci-itf](https://meet.google.com/znf-uhci-itf)  
Join by Phone: +1 470-485-9331 PINL 655 883 817#**

**1. CALL TO ORDER:** The meeting was called to order by Chairman Henry at 6:05 p.m.

**2. ROLL CALL: Via Phone**

Director Roscoe Raymond  
Director Anita Ebbinghausen  
Director Patrick Henry  
Director John Chapman  
Director Karla Christensen

Candi Bingham, General Manager  
Gisele Wurzburger, Board Clerk

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

**4. AGENDA:**

**Motion by Board Member Ebbinghausen, seconded by Board Member Chapman, and carried by a 5 to 0 vote to approve the Regular Agenda dated May 20, 2020 as presented. Motion passed by the following vote:**

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

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

Board Member Raymond stated Rick Miller would like to have an agenda item on the next Board meeting regarding Rotary Cleanup.

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

A. April 22, 2020 Regular Meeting.

**Motion by Board Member Raymond, seconded by Vice-Chairman Christensen, and carried by a 5 to 0 vote to approve the Minutes dated April 22, 2020 as amended. Motion passed by the following vote:**

**AYES: Chapman, Christensen, Ebbinghausen, Henry, Raymond**

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

**7. CONSENT ITEMS:**

- a. Monthly Financial Statements - Period Ending April 30, 2020.
- b. Expenditure Report - Submitted Check Approval through April 30,2020.

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

**Motion by Chairman Henry, seconded by Board Member Raymond, and carried by a 5 to 0 vote to approve the Consent Items - Period Ending April 22, 2020. Motion passed by the following vote:**

**AYES: Chapman, Christensen, Ebbinghausen, Henry, 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 24, 2020 Water Production/Sold Information:**

Well 2 - 428,500 gallons    Total Produced – 888,66216,980 gallons  
Well 3R – 414,000 gallons    Total Sold – 555,120 gallons  
Well 6R - 46,162 gallons    Unaccounted Loss - 37%  
Staff Hours: Water 81.25 hours

**April 1 thru April 24, 2020 Wastewater Production:**

Influent flow: 1,012,100 gallons    Effluent Discharged: 348,400 gallons  
Staff Hours: Wastewater 109.5 hours

Chairman Henry opened the public discussion. Hearing no comments from the public, Chairman Henry 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 reported she hoped to be in the office in June. Waiting on Coronavirus Home Order update.

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

**9. BOARD MATTERS: Discussion/Action.**

- a. Public Hearing Rate Increase. Discussion/Action.**

General Manager Bingham stated this item would be continued to the next meeting. She reported at the last meeting District Attorney Gary B. Bell provided instruction regarding the Proposition 218 Hearing. The Public Hearing will be conducted as authorized by the Governor’s Executive Orders N-25-20 and N-29-20.” These orders authorizing remote teleconference for meetings under the Brown Act. The tabulation of the ballots will still need to occur at a location accessible to the public in a way that allows the public to monitor the process. Because this meeting will be held by teleconference, the tabulation likely can’t occur on the same as the meeting and also comply with these requirements.

General Manager Bingham stated because of the social distancing requirement the meeting could be set up to allow 10 individuals at a time to voice their concerns regarding the Rate Increase. She inquired if this item could be place on the agenda after Public Comment for Matters Not on the Agenda. Board Clerk Wurzburger stated that the Board could vote to move this item to a different location during the approval of the Agenda.

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

After considerable discussion amongst the Board it was decided hold the Public Hearing Rate Increase on the basketball court and comply with the appropriate social distancing requirements. This information will be posted on the District’s website.

This item was continued to the June 17 meeting. No action taken at this time.

**b. A-Teem SCADA. Discussion/Action.**

General Manager Bingham provided a field service report from ATEEM regarding the SCADA. The report included information associated with the radio survey completed, SCADA software, radio frequency licensing, AT&T phone connectivity and Orbit radio cost for seven radios.

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

After considerable discussion amongst the Board, staff was directed to contact ATEEM to request a complete package delineating the contract for the installation of the new SCADA system for final approval.

This item was continued to the June 17 meeting. No action taken at this time.

**c. District Credit Card Policy. Discussion/Action.**

General Manager Bingham provided the District Credit Card Policies and Procedures for final approval.

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

After considerable discussion amongst the Board, the following motion was made:

**Motion by Board Member Ebbinghausen, seconded by Chairman Henry, and carried by a 5 to 0 vote to approve the District Credit Card Policies and Procedures and authorized General Manager Bingham to sign as the Cardholder. Motion passed by the following vote:**

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

**d. Capital Improvement Plan. Discussion/Action.**

General Manager Bingham provided the District Capital Improvement Plan for discussion. She explained that District Auditor Robert Johnson has been requesting this Plan for the last two years. The Federal government is also requesting the Capital Improvement Plan be in place for the Distribution Project. She modeled the submitted Capital Improvement Plans from other Districts through the Special District Association.

Board Member Raymond stated he had concern with Section 3. General Provisions Item F. Depreciation. The wording stated "To be determined and completed by District CPA.

General Manager Bingham stated the District's depreciation is currently being done by Auditor Robert Johnson because she does not have any cost accounting background.

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

After considerable discussion amongst the Board, staff was requested to draft a resolution to approve the Capital Improvement Plan at the June 17 meeting.

**e. Community Clean Up Committee. Discussion.**

No written report was submitted on this item. Vice-Chairman Christensen reported this information was provided the public through social media and she had not received any response.

During the General Manager's report there was decision regarding CalFire and the cleanup at the ravine on Oak/Canyon to clear the blackberry bushes. General Manager Bingham stated they would not be able to provide their service until the first week in June. General Manager Bingham stated if the Community Clean Up Committee will be performing this cleanup this information needs to be posted again with the date and time and request volunteers bring equipment.

Board Member Chapman stated he would like to perform this clean up two weeks from this weekend. Board Member Ebbinghausen stated that would be June 6.

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

After considerable discussion amongst the Board, staff was directed to post that the Community Clean Up Committee will be performing the cleanup off the ravine on Oak/Canyon on June 6 with a specific time to be determined and request volunteers bring equipment.

**f. Signage Template to be Placed at the Creek. Discussion/Action.**

No written report was submitted on this item. Board Member Raymond stated the signage is for the river not the creek. He stated two signs are needed with the following information:

HUMPHREY DAM  
October 11, 1928  
California Water Rights Permit 3162  
Diversion for Recreational Use  
From May 1<sup>st</sup> – October 1<sup>st</sup>  
River Pines Public Utility District

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

After considerable discussion amongst the Board, Board Member Raymond stated he would get these medal signs made in accordance with the County Regulations. One sign will be posted at the dam and the other will be posted by the road.

**g. Sewer Plant Solar Panel Options.** Discussion/Action.

No written report was submitted on this item. Board Member Raymond stated he had not been contacted regarding this matter.

This item was continued to the June 17 meeting. No action taken at this time.

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

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

Board Member Raymond reported the gate to the sewer ponds was left opened. He found CalFire clearing and burning brush. He stated there are so many trees that still need to be fell from the spray fields. He told CalFire that 8 inch or smaller trees were considered brush and it was okay to clear and burn them.

No action taken.

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

a. Solar Panel Committee. Discussion/Possible Action.  
No action taken.

b. Water Rights Committee. Discussion/Possible Action.  
No action taken.

**12. FUTURE AGENDA TOPICS:**

- a. Public Hearing Rate Increase. Discussion/Action.
- b. Rotary Cleanup Request. Discussion/Action.
- c. Tax Roll Assessment. Discussion/Action
- d. A-TEEM SCADA Contract. Discussion/Action.
- e. 2020/2021 Budget. Discussion/Action.
- f. Community Clean Up Committee. Continued Discussion.
- g. Resolution Capital Improvement Policy. Discussion/Action.
- h. Resolution Approving Manager to Apply Application USDA Construction. Discussion/Action.
- i. Sewer Plant Solar Panel Options. Discussion/Action.

**13. ADJOURNMENT:** The meeting adjourned at 7:37 p.m.