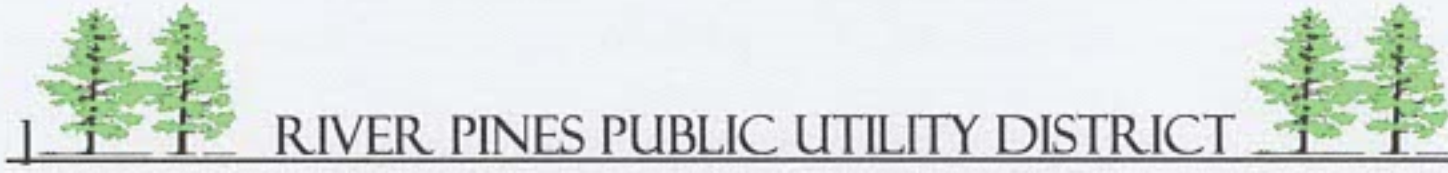


6a



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
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 Wurzbarger, 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 placed on the agenda after Public Comment for Matters Not on the Agenda. Board Clerk Wurzbarger 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 1st - October 1st
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.

7a

River Pines Public Utility District
Balance Sheet
As of May 31, 2020

	May 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Bank Accounts	
El Dorado Checking	15,083.94
El Dorado Checking-5866 FEMA	0.29
El Dorado Checking - 3101 Laif	2,705.26
El Dorado Savings-9447 Capital	41,249.65
El Dorado Savings - Deposits	1,002.39
El Dorado Savings - DWSRF 7714	1,869.76
Total Bank Accounts	61,911.29
California Bank & Trust - Water	23,007.21
Change Till	75.00
LAIF Investment Fund - Sewer	193,025.90
Total Checking/Savings	278,019.40
Accounts Receivable	
Accounts Receivable - Other	1,272.00
11000 · Accounts Receivable	70,158.93
11200 · Allowance for Doubtful Accounts	-37,000.00
Total Accounts Receivable	34,430.93
Other Current Assets	
11300 · Prepaid Expense	2,416.67
12000 · Undeposited Funds	6,422.12
Total Other Current Assets	8,838.79
Total Current Assets	321,289.12
Fixed Assets	
Accumulated Depreciation	-1,129,714.00
Fixed Assets	
Building - Sewer	7,672.50
Building - Water	80,441.78
Equipment - Sewer	83,946.46
Equipment - Water	99,751.28
Land - Sewer	1,952.12
Land - Water	13,310.51
Office Equipment - Sewer	5,514.99
Office Equipment - Water	5,953.26
System - Sewer	603,941.83
System - Water	801,094.64
Total Fixed Assets	1,703,579.37
Total Fixed Assets	573,865.37
Other Assets	
Utility Encroachment - Deposit	828.18
Total Other Assets	828.18
TOTAL ASSETS	895,982.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Taxes	-5,361.90
Security Deposits - 50/50 W/S	1,100.00
Total Other Current Liabilities	-4,261.90
Total Current Liabilities	-4,261.90

River Pines Public Utility District
Balance Sheet
As of May 31, 2020

	May 31, 20
Long Term Liabilities	
Bank & Trust - Water	61,750.00
Total Long Term Liabilities	61,750.00
Total Liabilities	57,488.10
Equity	
32000 - Retained Earnings	872,697.87
Net Income	-34,203.30
Total Equity	838,494.57
TOTAL LIABILITIES & EQUITY	895,982.67

River Pines Public Utility District Profit & Loss by Class

May 2020

	Sewer	Water	TOTAL
Ordinary Income/Expense			
Income			
Amador County Auditor's Warrant Secured Appointment	0.00	144.11	144.11
Total Amador County Auditor's Warrant	0.00	144.11	144.11
Base Fee Income			
Maintenance Fees	335.00	335.00	670.00
Sewer	16,006.55	0.00	16,006.55
Voluntary Lock-Off	157.50	157.50	315.00
Water	0.00	12,619.42	12,619.42
Total Base Fee Income	16,499.05	13,111.92	29,610.97
Interest Income	0.00	0.25	0.25
Variable Income			
Late Fees	106.52	106.52	213.04
Water - Usage	0.00	3,650.38	3,650.38
Total Variable Income	106.52	3,756.90	3,863.42
Total Income	16,605.57	17,013.18	33,618.75
Gross Profit	16,605.57	17,013.18	33,618.75
Expense			
Bank Charges			
Paymentus Fees	94.40	103.25	197.65
Total Bank Charges	94.40	103.25	197.65
Board Members			
Stipends	375.00	375.00	750.00
Total Board Members	375.00	375.00	750.00
Contracted Expenses			
Board Clerk	300.00	300.00	600.00
Manager	2,416.66	2,416.68	4,833.34
Total Contracted Expenses	2,716.66	2,716.68	5,433.34
Sewer Expenses			
Amador Water Agency			
After Hour On-Call	233.00	0.00	233.00
Emergency Call-Out	231.31	0.00	231.31
Mandated State Reporting	36.33	0.00	36.33
Operation Repairs	1,986.43	0.00	1,986.43
Routine Service	3,736.03	0.00	3,736.03
Total Amador Water Agency	6,223.10	0.00	6,223.10
Equipment Rental	2,851.06	0.00	2,851.06
SCADA Service	700.00	0.00	700.00
Sewer - Parts/Supplies	315.58	0.00	315.58
Telephone - Sewer	149.12	0.00	149.12
Testing - Sewer	140.00	0.00	140.00
Total Sewer Expenses	10,378.86	0.00	10,378.86
Water/Distribution Expenses			
Amador Water Agency			
After Hour On-Call	0.00	466.00	466.00
Customer Service	0.00	164.76	164.76
Mandatory State Reporting	0.00	72.68	72.68
Meter Reading	0.00	295.93	295.93
Routine Service	0.00	1,705.64	1,705.64
Total Amador Water Agency	0.00	2,705.01	2,705.01

River Pines Public Utility District
Profit & Loss by Class
 May 2020

	Sewer	Water	TOTAL
Parts/Supplies	0.00	1,071.12	1,071.12
SCADA Service	0.00	300.00	300.00
Water Testing	0.00	245.00	245.00
Total Water/Distribution Expenses	0.00	4,321.13	4,321.13
64900 · Office Expenses			
Postage/Shipping	19.36	19.39	38.75
Software	25.49	25.50	50.99
Supplies	95.39	95.40	190.79
Website Service	100.60	100.60	201.20
Total 64900 · Office Expenses	240.84	240.89	481.73
66700 · Professional Fees			
Legal Expenses	570.00	570.00	1,140.00
Total 66700 · Professional Fees	570.00	570.00	1,140.00
68600 · Utilities			
Disposal	91.66	91.66	183.32
68100 · Telephone - Office	28.82	28.82	57.64
Total 68600 · Utilities	120.48	120.48	240.96
Total Expense	14,496.24	8,447.43	22,943.67
Net Ordinary Income	2,109.33	8,565.75	10,675.08
Net Income	2,109.33	8,565.75	10,675.08

River Pines Public Utility District
Account QuickReport-Board Meetings
 As of May 31, 2020

4B

Type	Date	Num	Name	Memo	Amount	Balance
Bank Accounts						
El Dorado Checking						
Check	05/01/2020					27,385.32
Check	05/01/2020		Google Services	District Emails	-36.00	27,385.32
Check	05/01/2020		Candi Bingham		-2,416.67	27,349.32
Deposit	05/04/2020			Deposit	1,458.93	24,932.65
Bill Pmt -Check	05/05/2020	13436	Mt. Aukum Store	Supplies	-51.89	26,391.58
Bill Pmt -Check	05/05/2020	13442	Amador Water Age...	30018	-13,165.87	13,173.82
Bill Pmt -Check	05/05/2020	13441	Brent Stewart, P.E.		-1,000.00	12,173.82
Bill Pmt -Check	05/05/2020	13440	california Laborator...	Testing for March 2020	-385.00	11,788.82
Bill Pmt -Check	05/05/2020	13439	Frits & Company	Eastside Liftstation - New Gener...	-12,825.68	-1,036.86
Bill Pmt -Check	05/05/2020	13442	NV5, Inc.		-618.50	-1,655.36
Bill Pmt -Check	05/05/2020	13443	Anita Ebbinghausen	Stipend - April 2020	-75.00	-1,730.36
Bill Pmt -Check	05/05/2020	13444	Gisele L. Wurzburger	Board Clerk - April 2020 Meeting	-300.00	-2,030.36
Bill Pmt -Check	05/05/2020	13445	John Chapman	Stipend - April 2020	-75.00	-2,105.36
Bill Pmt -Check	05/05/2020	13446	Karla Christensen	Stipend - April 2020	-75.00	-2,180.36
Bill Pmt -Check	05/05/2020	13447	Patrick Henry	Stipend - April 2020	-75.00	-2,255.36
Bill Pmt -Check	05/05/2020	13448	Rocky Raymond	Stipend - April 2020	-75.00	-2,330.36
Bill Pmt -Check	05/05/2020	13449	Aces Waste Servic...	1175	-91.66	-2,422.02
Bill Pmt -Check	05/05/2020	13450	Anita Ebbinghausen	Stipend - May 2020	-75.00	-2,497.02
Bill Pmt -Check	05/05/2020	13451	California Bank & T...	1030264749	-890.00	-3,387.02
Bill Pmt -Check	05/05/2020	13452	Colantuono, Highs...	SCADA	-1,140.00	-4,527.02
Bill Pmt -Check	05/05/2020	13453	Gisele L. Wurzburger	Board Clerk - May 2020 Meeting	-300.00	-4,827.02
Bill Pmt -Check	05/05/2020	13454	John Chapman	Stipend - May 2020	-75.00	-4,902.02
Bill Pmt -Check	05/05/2020	13455	Karla Christensen	Stipend - May 2020	-75.00	-4,977.02
Bill Pmt -Check	05/05/2020	13456	Patrick Henry	Stipend - May 2020	-75.00	-5,052.02
Bill Pmt -Check	05/05/2020	13457	Rocky Raymond	Stipend - May 2020	-75.00	-5,127.02
Bill Pmt -Check	05/05/2020	13458	Aces Waste Servic...	1175	-91.66	-5,218.68
Bill Pmt -Check	05/05/2020	13459	California Bank & T...	1030264749	-890.00	-6,108.68
Deposit	05/05/2020			Deposit	427.24	-5,681.44
Deposit	05/05/2020			Deposit	286.34	-5,395.10
Check	05/05/2020		Digital Deployment	Deposit	291.83	-5,103.27
Deposit	05/05/2020			Website Hosting	-50.00	-5,153.27
Check	05/06/2020			Deposit	1,989.91	-3,163.36
Deposit	05/06/2020			Deposit	144.11	-3,019.25
Deposit	05/06/2020			Deposit	285.95	-2,733.30
Check	05/06/2020		USPS	Postage	-7.75	-2,741.05
Deposit	05/07/2020			Deposit	148.95	-2,592.10
Check	05/07/2020		Adobe PDF		-14.99	-2,607.09
Check	05/07/2020		USPS	Postage	-7.75	-2,614.84
Check	05/08/2020			Postage	-7.75	-2,614.84
Deposit	05/11/2020			Deposit	602.82	-2,012.02
Deposit	05/11/2020			Deposit	302.92	-1,709.10
Deposit	05/11/2020			Deposit	958.06	-751.04
Deposit	05/12/2020			Deposit	594.86	-156.18
Deposit	05/12/2020			Deposit	658.41	502.23
Check	05/12/2020		Costco	Paper/Envelopes	-190.79	311.44
Check	05/13/2020			Deposit	291.64	603.08
Check	05/13/2020		Candi Bingham		-2,416.67	-1,813.59
Check	05/13/2020		In Digital		-51.20	-1,864.79
Check	05/14/2020		AT&T - Sewer	Emergency Customer Phone Se...	-149.12	-2,013.91

River Pines Public Utility District
Account QuickReport-Board Meetings
As of May 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	05/14/2020			Deposit	215.23	-1,798.68
Deposit	05/15/2020			Deposit	8,614.93	6,816.25
Deposit	05/15/2020			Deposit	634.07	7,450.32
Deposit	05/18/2020			Deposit	298.02	7,748.34
Check	05/18/2020	debit	USPS	Postage	-7.75	7,740.59
Check	05/18/2020	debit	USPS	Postage	-15.50	7,725.09
Deposit	05/19/2020			Deposit	339.72	8,064.81
Deposit	05/19/2020			Deposit	600.65	8,665.46
Deposit	05/20/2020			Deposit	1,146.86	9,812.32
Deposit	05/21/2020			Deposit	770.61	10,582.93
Deposit	05/22/2020			Deposit	1,952.10	12,535.03
Deposit	05/26/2020			Deposit	143.24	12,678.27
Deposit	05/26/2020			Deposit	460.00	13,138.27
Deposit	05/26/2020			Deposit	638.33	13,776.60
Deposit	05/26/2020			Deposit	622.15	14,398.75
Deposit	05/27/2020			Deposit	336.94	14,735.69
Check	05/27/2020	eft	RingCentral	Office Phone	-57.64	14,678.05
Deposit	05/28/2020			Deposit	156.00	14,834.05
Check	05/29/2020	debit	Digital Deployment	Aug. 2019: May 2020	-100.00	14,734.05
Deposit	05/29/2020			Deposit	349.64	15,083.69
Deposit	05/31/2020			Interest	0.25	15,083.94
Total EI Dorado Checking						15,083.94
Total Bank Accounts						15,083.94
TOTAL						15,083.94
						-12,301.38
						15,083.94

River Pines Department Report

May 1 – May 31, 2020

Water Production/Sold

Well 2	555,200 gallons	Total Produced:	1,046,297 gallons
Well 3R:	454,600 gallons	Total Sold:	661,337 gallons
Well 6R:	36,497 gallons	Unaccounted Loss:	37%

Regulatory Compliance Specialist-

- Completed monthly reports for May in Water and Wastewater.
- Completed Annual Water report and submitted to District Engineer for approval.

Wastewater-

- Influent flow 1,173,400 gallons. Effluent Discharged 1,473,800 gallons.
- Continue to oversee CA Dept of Forestry work in spray fields
- Continue to maintain and monitor collection system
- Installed new irrigation sump pump

Water-

- Routine Well operation and maintenance

Staff Hours: 93.5 hrs Water 113.0 hrs WW

Prepared by: Andrea Hinton, Regulatory Compliance Specialist

Reviewed by: Rick Ferriera, Operations and Maintenance 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 May/June 2020

1. **Well 3R Pump is not working properly.** AWA electrician is in contact with Briski well drilling for warranty information etc. Well will need to be pulled and repaired. Well 6R will be placed in operation.
2. **AWA's customer service office** is still closed to the public. Their current GM does not want to reopen office to customers. This may be permanent.
3. **CalFire still trying to access culvert.** With fire season, they are still trying to access clearing the culvert on Oak/Canyon Avenue.
4. **Continue to work with USDA** for \$1,300,000 additional funding for distribution project.
5. Bank Deposits
6. Monthly Billing & Monthly Late Notices
7. Monthly 48 Hour Notices
8. Updated Website
9. Agenda & Packets

RESOLUTION NO. 2020-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVER PINES PUBLIC UTILITY DISTRICT APPROVING AND CONFIRMING THE FINAL ASSESSMENT SECURED TAX ROLL FOR 2020-2021 FOR RIVER PINES PUBLIC UTILITY DISTRICT LOCATED IN RIVER PINES, CALIFORNIA

WHEREAS, a final Assessment Secured Tax Roll for 2020-2021 (Tax Roll) listing defaulted accounts for properties located within the River Pines Public Utility District (the District), Amador County, California is presented to the River Pines Public Utility District Board of Directors (the Board) pursuant to Public Utilities Code §16472; and

WHEREAS, a genized notice of the date, time and place of presentation to the Board of the Tax Roll was posted as June 17, 2020 at 6:00 p.m. at a Regular Meeting of the Board and written notice was mailed to all defaulted accounts; and

WHEREAS, at the date, time and place designated in said notice, the said Tax Roll with each property identified by Assessor's Parcel Number (APN) and each property account's default amount was presented for approval to the Board; and

NOW THEREORE, BE IT RESOLVED, by the Board of Directors of the River Pines Public Utility District as follows:

1. The Board does hereby approve the final Assessment Secured Tax Roll for 2020-2021 in the total amount \$16,358.
2. A copy of said Tax Roll is attached hereto, identified as the document Final Assessment Secured Tax Roll for 2020-2021 and incorporated herein by reference.
3. If any section, subsection, sentence, clause or phrase in this Resolution or the application thereof to any person or circumstances is for any reason held invalid, the validity of the remainder of this Resolution or the application of such provisions to other persons or circumstances shall not be affected thereby. The Board of Directors hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases of the application thereof to any person or circumstance by held invalid.

NOW THEREORE, BE IT ACTED, that the Board directs the District General Manager to submit to the Amador County Auditor-Controller the final Assessment Secured Tax Roll for 2020-2021 along with the signed Direct Charge Certification Letter pursuant to Government Code §26911.

The foregoing resolution was duly passed and adopted by the Board of Directors of the River Pines Public Utility District at a Regular Meeting on the 17th of June, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

River Pines Public Utility District

Karla Christensen, Vice-Chair

ATTEST:

Gisele Wurzbarger, Board Clerk

River Pines Public Utility District
Direct Charges (Assessments) Secured Tax Roll 2020/2021

014-073-002-000	1826	66500	RPDW
014-073-003-000	392	66500	RPDW
014-043-026-000	1718	66500	RPDW
014-061-008-000	1818	66500	RPDW
014-042-016-000	1839	66500	RPDW
014-043-027-000	2817	66500	RPDW
014-086-011-000	1815	66500	RPDW
014-047-099-000	1572	66500	RPDW
014-043-008-000	240	66500	RPDW
014-043-009-000	240	66500	RPDW
014-082-006-000	301	66500	RPDW
014-065-008-000	590	66500	RPDW
014-061-007-000	1190	66500	RPDW

9d

River Pines Public Utility District
Profit & Loss Budget Overview
 July 2020 through June 2021

	Sewer	Water	TOTAL
	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21
Ordinary Income/Expense			
Income			
Amador County Auditor's Warrant			
Direct Charges - Tax Roll	0.00	0.00	0.00
HO & Timber Tax	25.91	0.00	25.91
Homeowners Exemption	56.07	90.00	146.07
Secured Appointment	0.00	0.00	0.00
Secured Taxes	4,006.00	4,150.00	8,156.00
Unitary Tax	140.00	140.00	280.00
Unsecured Appointment	91.13	92.00	183.13
Total Amador County Auditor's Warrant	4,319.11	4,472.00	8,791.11
Base Fee Income			
Maintenance Fees	3,860.04	3,860.00	7,720.04
Sewer	170,709.96		170,709.96
Voluntary Lock-Off	1,749.96	1,750.00	3,499.96
Water		145,000.00	145,000.00
Total Base Fee Income	176,319.96	150,610.00	326,929.96
Interest Income			
Town Hall Rental	1,600.00	17.00	1,617.00
Variable Income	115.00	115.00	230.00
Broken Locks		0.00	0.00
Call-Out		0.00	0.00
Door Hanger Fee		560.00	560.00
Late Fees	3,046.00	3,071.00	6,117.00
Reconnection Fee		800.00	800.00
Returned Check Fee	14.50	0.00	14.50
Service Connection Fee	230.00	230.00	460.00
Water - Usage	0.00	35,000.00	35,000.00
Total Variable Income	3,290.50	39,661.00	42,951.50
Total Income	185,644.57	194,875.00	380,519.57
Gross Profit			
Expense			
Bank Charges			
Loan Service Charge		90.00	90.00
Paymentus Fees	304.00	0.00	304.00
Tax Roll Fees	229.00	229.00	458.00
60400 - Bank Service Charges	16.00	10.00	26.00
Total Bank Charges	549.00	329.00	878.00

River Pines Public Utility District
Profit & Loss Budget Overview
 July 2020 through June 2021

	Sewer		Water		TOTAL	
	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21
Board Members						
Elections	271.00				271.00	
Stipends	2,100.00		2,100.00		4,200.00	
Total Board Members	2,371.00		2,100.00		4,471.00	
Contracted Expenses						
Board Clerk	1,500.00		1,500.00		3,000.00	
Manager	29,000.00		29,000.00		58,000.00	
Total Contracted Expenses	30,500.00		30,500.00		61,000.00	
Depreciation Expense						
Sewer	16,050.00				16,050.00	
Water			27,244.00		27,244.00	
Total Depreciation Expense	16,050.00		27,244.00		43,294.00	
Sewer Expenses						
Amador Water Agency						
After Hour On-Call	2,928.00				2,928.00	
Electric Repairs	436.00				436.00	
Emergency Call-Out	5,248.00				5,248.00	
Mandated State Reporting	622.00				622.00	
Operation Repairs	5,175.00				5,175.00	
Routine Service	24,396.00				24,396.00	
Total Amador Water Agency	38,805.00				38,805.00	
Amador Water Agency Maintenance						
Chemicals	0.00				0.00	
Consulting - Engineer	3,600.00				3,600.00	
Electricity - Sewer	0.00				0.00	
Equipment Rental	27,000.00				27,000.00	
Permit/Fees	1,000.00				1,000.00	
Repairs/Maintenance	75.00				75.00	
SCADA Service	8,000.00				8,000.00	
Sewage - Pump Service	0.00				0.00	
Sewer - Parts/Supplies	2,500.00				2,500.00	
Sm. Tools	8,000.00				8,000.00	
Telephone - Sewer	0.00				0.00	
Testing - Sewer	1,500.00				1,500.00	
	2,500.00				2,500.00	
Total Sewer Expenses	92,980.00				92,980.00	
Town Hall Expenses						
Janitorial	450.00		240.00		690.00	
Repairs/Maintenance	21.57		0.00		21.57	

River Pines Public Utility District
Profit & Loss Budget Overview
 July 2020 through June 2021

	Sewer	Water	TOTAL
	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21
Supplies	25.00	25.00	50.00
Total Town Hall Expenses	496.57	265.00	761.57
Water/Distribution Expenses			
Amador Water Agency			
After Hour On-Call		5,856.00	5,856.00
Customer Service		2,500.00	2,500.00
Electrical Repairs		500.00	500.00
Emergency Call-Out		600.00	600.00
Engineer		0.00	0.00
Fire Assistance		0.00	0.00
Large Equipment Use		0.00	0.00
Mandatory State Reporting		600.00	600.00
Meter Reading		3,850.00	3,850.00
Operation Repairs		9,500.00	9,500.00
Routine Service		20,500.00	20,500.00
Total Amador Water Agency		43,906.00	43,906.00
Amador Water Agency-Prev. Maint		0.00	0.00
Amador Water Agency - Prog/Plan		0.00	0.00
Chlorine		500.00	500.00
Consulting - Engineer		0.00	0.00
Customer Expense - Reimbursable		0.00	0.00
Electricity - Water		10,000.00	10,000.00
Parts/Supplies		25,000.00	25,000.00
Permit Fees		6,000.00	6,000.00
Repair/Maintenance		5,200.00	5,200.00
SCADA Service		0.00	0.00
Telephone - Water		1,600.00	1,600.00
Water Testing		3,100.00	3,100.00
Water/Distribution Expenses - Other		0.00	0.00
Total Water/Distribution Expenses		95,306.00	95,306.00
60200 · Automobile Expense			
John Deere - Tractor	0.00	0.00	0.00
Total 60200 · Automobile Expense	0.00	0.00	0.00
63300 · Insurance Expense			
Insurance - Property/Liability	4,000.00	3,900.00	7,900.00
Workers' Compensation	0.00	0.00	0.00
Total 63300 · Insurance Expense	4,000.00	3,900.00	7,900.00
64900 · Office Expenses			

River Pines Public Utility District
 Profit & Loss Budget Overview
 July 2020 through June 2021

	Sewer	Water	TOTAL
	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21
Admin Cost - Tax Roll	0.00	0.00	0.00
Equipment	250.00	500.00	750.00
Filing Fees	25.00	36.00	61.00
Membership Dues	175.00	175.00	350.00
Postage/Shipping	650.00	850.00	1,500.00
Printing	0.00	80.00	80.00
Software	650.00	700.00	1,350.00
Supplies	1,100.00	1,100.00	2,200.00
Training	0.00	0.00	0.00
Website Service	300.00	300.00	600.00
61700 - Computer and Internet Expenses	950.00	0.00	950.00
Total 64900 - Office Expenses	4,100.00	3,741.00	7,841.00
66700 - Professional Fees			
Legal Expenses	750.00	1,200.00	1,950.00
Security Service/Maintenance	350.00	350.00	700.00
Yearly Audit	1,950.00	1,950.00	3,900.00
Total 66700 - Professional Fees	3,050.00	3,500.00	6,550.00
68600 - Utilities			
Disposal	560.00	560.00	1,120.00
Electricity - Office	35.00	35.00	70.00
Electricity - Town Hall	35.00	0.00	35.00
Electricity - Street Lights	580.00	600.00	1,180.00
Internet	0.00	0.00	0.00
Propane	1,950.00	1,950.00	1,950.00
68100 - Telephone - Office	350.00	360.00	710.00
Total 68600 - Utilities	3,510.00	1,555.00	5,065.00
Total Expense	157,606.57	168,440.00	326,046.57
Net Ordinary Income	28,038.00	26,435.00	54,473.00
Other Income/Expense			
Other Income			
FEMA - 2017 Storm Funds	0.00	0.00	0.00
FEMA - Reimbursement	0.00	0.00	0.00
Grant Income - DWSRF			
Misc. Income			
Sale - District Vehicle	0.00	0.00	0.00
Wireless Site Lease	3,000.00	3,000.00	6,000.00
Total Other Income	3,000.00	3,000.00	6,000.00
Other Expense			



RIVER PINES PUBLIC UTILITY DISTRICT



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9A

CAPITAL IMPROVEMENT POLICY

SECTION 1: POLICY STATEMENT

The River Pines Public Utility District (RPPUD) has a significant investment in a variety of capital assets, which are used to provide water and sewer services to customers. The purpose of this policy is to ensure that the District's capital assets are acquired, safeguarded, controlled, disposed of, and accounted for in accordance with state and federal regulations, generally accepted accounting principles, internal controls, and audit requirements. This policy addresses the following related to capital assets:

- A. Asset types and lives
- B. Scope
- C. Budgeting for Capital Asset purchases
- D. Funding Sources
- E. Accounting
- F. Depreciation
- G. Management of Assets

SECTION 2: DEFINITIONS

Term definitions as utilized by RPPUD:

- A. CAPITAL ASSET: Non-financial assets that re used in operations and have an initial useful life more than one year.
- B. CAPITALIZATION THRESHOLD: The minimum cost which an asset must exceed to be capitalized.
- C. CIP: (Capital Improvement Project) RPPUD defines CIP as any expenditure that relates to the purchase of a Capital Asset.
- D. DEPRECIATION: The process of allocating the cost of an asset over a period of time.
- E. DEPRECIATION METHOD: RPPUD utilizes the straight-line method with the half-year convention.
- F. INTANGIBLE ASSETS: An asset that is not physical in nature. RPPUD's most important intangible asset is water rights.
- G. TANGIBLE ASSETS: An asset that has a physical form.
- H. USEFUL LIFE: The amount of time that an asset is expected to provide benefit to the District.

SECTION 3: GENERAL PROVISIONS

A. Capital Asset Types and Lives

See the table below for the capital asset categories used by RPPUD.

Asset Types	Asset Categories	Current Age	Asset Life	Examples
Land	Land	NA	Infinite	Real Estate
Improvements	Water Wells	6, 25, 22	30-50	Drilling, piping, Concrete Work
	Pipelines	45	30-50	Waterlines, sewer lines
	Pumping Plant	20, 45	15-20	Motors, tanks
Buildings	Buildings	45,30,25, 22	40	Offices, Plants, Storage Facilities
Equipment	Meters	1-22	15	PD, turbine, or compound meters
	Telemetry	5-22	10	Control Panels, Electrical
Office	Software	2	3	For PC's, phones, security, etc.
	Computers	2	3-5	PC's, printers, servers
	Furniture	1-5	7-10	Desks, Chairs

B. Scope

RPPUD will employ a CIP plan that has a 5-year timeline including the current year carryover. This 5-year timeline helps RPPUD to prioritize projects from year to year and establish plans for funding sources.

C. Budgeting

The General Manager (GM) is responsible for the oversight of the Capital Asset Program and the development of the CIP Budget. The GM may delegate responsibility to various operation supervisors to identify what capital assets are needed and requested in the CIP Budgeting process.

Asset purchases are authorized through the CIP Budgeting process (except for emergency projects) which involves the following steps:

- a. Need is identified – either a new asset is needed, or an asset needs replacement or major repair
- b. Operation Supervisor who is responsible for operating the asset submits a Capital Project Request form during the CIP Budget process (GM shall submit such form to operations prior to process)
- c. Funding source for the project is identified
- d. Project funding is granted by the Board of Directors

The CIP Budget will be reviewed in detail and approved by the Board of Directors.

If actual costs are lower than budgeted, the balance will be unappropriated and allocated to another project.

If actual costs are expected to be higher than what was budgeted, these options may be followed:

- a. Cancel the project or reduce the scope of the project
- b. Transfer funds from another project with lower priority or excess funds available
- c. Request carryover of the project with additional funding in the following fiscal year.

D. Funding Sources

All expenditures included in the Capital Budget must not exceed estimated funding sources available for capital spending.

The source of funding for each project must be identified as part of the capital budgeting process. Possible sources of funding include:

- a. Pay-Go – this source means that the asset will be purchased with resources provided by the current year operating funds of the District
- b. Capital Reserves – this source may only be used with Board approval
- c. Grant or other outside source – this source may be used only if there is preliminary or guarantee approval of the project
- d. Carryover – this source may be used when a project was budgeted in the previous year but was not completed. If a carryover request is not submitted as part of the new CIP Budget, the project will be cancelled, and the funds will be reallocated to the Capital Reserve.

Due to the significant size and cost of some assets, GM/Board may wish to fund only preliminary engineering/planning activities before committing to funding the whole project. This policy permits funding preliminary activities.

E. Accounting

Asset purchases will be accounted for in the Capital Asset Accounts.

The Accounting will track all assets in a subsidiary ledger that will contain at a minimum: asset name, description, cost, year placed in service, and expected life.

F. Depreciation

To be determined and completed by District CPA.

G. Management of Assets

The operation department that requests and purchases the assets is responsible for the operation and maintenance of the assets. Department supervisors will periodically measure and quantify the condition of assets. GM, annually prior to CIP Budget, must collect this information from the operating supervisors.

The tools that should be utilized to manage assets include but are not limited to:

- a. Master plans which are utilized for long-term planning of capital asset needs.
- b. Historical and projected operating costs are considered. If an asset requires excessive amounts of repairs, then the GM should consider replacing the asset. When a new asset is requested, the operating costs over the life of the new asset should be considered.
- c. Inventories should be kept to track assets that are susceptible to theft.