



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 September/October 2021

1. **Distribution Project** – Agenda Item 9a
2. **Water Shut-Off** – Governor extended water shutoffs to December 31, 2021.
3. **Well 6R** – AWA is researching laser transducer.
4. **California Water Board** – In the process of completing the application for COVID District fund losses. These funds are currently just for water income. In January if there are still funds available then the Water Board will distribute for sewer funding losses. Total funds I asked for was approx. \$13,000. This figure was derived from non-pay accounts, credit card fees and late fees.
5. **Sewer Plant** – previous fallen tree has been removed and fenced has been fixed. Amador Water Agency completed all tasks.
6. Bank Deposits
7. Monthly Billing & Monthly Late Notices
8. Monthly 48 Hour Notices
9. Agenda & Packets

Ja

River Pines Department Report

September 1 – September 30, 2021

Water Production/Sold

Well 2 266,500 gallons	Total Produced: 1,105,784 gallons
Well 3R: 491,600 gallons	Total Sold: 923,977 gallons
Well 6R: 347,684 gallons	Unaccounted Loss: 16%

Regulatory Compliance Specialist-

- Submitted August monthly water report
- Submitted August monthly wastewater report and no spill report for CIWQS
- Reviewed draft WDR from the Regional Water Quality Control Board

Wastewater-

- Influent flow 970,600. Effluent Discharged 850,300.
- Replaced failed circuit breaker for Pond 1 aerator.
- Cleaned all vacuum pump compressor fittings at all lift stations.
- Checked all collection system.
- Removed debris from lift stations.

Water Treatment –

- Identified that the well 6R flow had been decreasing slowly over the last few weeks. Unfortunately there is not a transducer in this well (we are working on getting quote for one), however staff investigated and found the pre-filters has significant sediment buildup in them. After cleaning and flushing each one out and testing them staff found that the well production did recover somewhat. Without knowing the safe yield draw of this well, we determined to decrease the flow rate from the well approximately 30% to 50gpm. Flow seems to be remaining steady at this time and considering the drought and status of ground water this could be a combination problem of sediment build up and aquifer depletion.
- Wells 2/3R continue to perform well with some but not significant aquifer drawdown. With 6R operating more frequently it has taken some burden off these two and has shown to be a more efficient and provisional process than experienced before.
- Staff is near completion of the setup, identifying chemical provider, and filling process for the bulk chlorine tank to be utilized by both Water and Wastewater operations.

Staff Hours: Water 46 WW 47.5

Prepared by: Linda Nafus, Administrative Assistant II

Reviewed by: Rick Ferriera, Operations and Maintenance Manager

River Pines Public Utility District
Account QuickReport-Board Meetings
As of September 30, 2021

Type	Date	Num	Name	Memo	Amount
Deposit	09/21/2021			Deposit	444.54
Deposit	09/22/2021			Deposit	2,813.71
Deposit	09/23/2021			Deposit	1,168.24
Deposit	09/24/2021			Deposit	856.65
Check	09/27/2021	debit	RingCentral		-58.23
Deposit	09/27/2021			Deposit	1,347.82
Deposit	09/28/2021			Deposit	343.16
Deposit	09/30/2021			Deposit	164.72
Total El Dorado Checking					4,102.16
Total Bank Accounts					4,102.16
TOTAL					4,102.16

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River Pines Public Utility District
Account QuickReport-Board Meetings
As of September 30, 2021

Type	Date	Num	Name	Memo	Amount
Bank Accounts					
El Dorado Checking					
Deposit	09/01/2021			Deposit	416.75
Check	09/01/2021		Candi Bingham		-2,416.67
Check	09/02/2021		Google Services		-36.00
Deposit	09/02/2021			Deposit	409.29
Deposit	09/03/2021			Deposit	602.89
Check	09/07/2021		Adobe PDF		-14.99
Deposit	09/07/2021			Deposit	300.00
Deposit	09/07/2021			Deposit	154.56
Deposit	09/07/2021			Deposit	383.81
Deposit	09/07/2021			Deposit	474.95
Check	09/08/2021		Aces Waste Services, Inc.	1175	-108.84
Deposit	09/08/2021			Deposit	672.54
Deposit	09/10/2021			Deposit	800.00
Check	09/13/2021		AT&T - Water	209 245-4011 722 0	-200.00
Deposit	09/13/2021			Deposit	320.61
Deposit	09/14/2021			Deposit	703.28
Deposit	09/14/2021			Deposit	492.88
Check	09/15/2021		PG&E - Street Lights	7368064062-7	-104.77
Check	09/15/2021		PG&E - Office/Town Hall	6898952032-2	-86.05
Check	09/15/2021		PG&E - Water	3357284549-4	-735.16
Check	09/15/2021		PG&E - Water 2	2458584137-2	-1,348.05
Check	09/15/2021		PG&E - Sewer	8721806002-5	-4,533.56
Deposit	09/15/2021			Deposit	7,020.50
Check	09/15/2021		Harland Clarke	Checks, Deposit Slips & Stamp	-130.44
Deposit	09/15/2021			Deposit	768.79
Check	09/15/2021		Candi Bingham		-2,416.67
Deposit	09/16/2021			Deposit	684.13
Deposit	09/17/2021			Deposit	2,023.08
Deposit	09/17/2021			Deposit	320.71
Deposit	09/20/2021			Deposit	7,014.79
Bill Pmt -Check	09/20/2021	13654	Amador Water Agency	30018	-7,429.49
Bill Pmt -Check	09/20/2021	13655	Anita Ebbinghausen	Stipend - September 2021	-75.00
Bill Pmt -Check	09/20/2021	13656	Brent Stewart, P.E.	Alarm Monitoring	-1,000.00
Bill Pmt -Check	09/20/2021	13657	California Bank & Trust	1030264749	-890.00
Bill Pmt -Check	09/20/2021	13658	california Laboratory Ser...	Testing	-450.00
Bill Pmt -Check	09/20/2021	13659	Colantuono, Highsmith ...	Debt Management Policy - For D...	-1,620.00
Bill Pmt -Check	09/20/2021	13660	Gisele L. Wurzburger	Board Clerk - September 2021	-300.00
Bill Pmt -Check	09/20/2021	13661	John Chapman	Stipend - September 2021	-75.00
Bill Pmt -Check	09/20/2021	13662	Karla Christensen	Stipend - September 2021	-75.00
Bill Pmt -Check	09/20/2021	13663	NV5, Inc.	Quarterly Monitoring Report	-812.75
Bill Pmt -Check	09/20/2021	13664	Patrick Henry	Stipend - September 2021	-75.00
Bill Pmt -Check	09/20/2021	13665	Rocky Raymond	Stipend - September 2021	-75.00
Bill Pmt -Check	09/20/2021	13666	Signa Mechanical	Grinder Pump	-3,534.80
Bill Pmt -Check	09/20/2021		Rocky Raymond	Reimbursement - Notarization fo...	-30.00
Deposit	09/20/2021			Deposit	1,282.29
Deposit	09/21/2021			Deposit	306.82
Deposit	09/21/2021			Deposit	442.12

River Pines Public Utility District
Profit & Loss
September 2021

	Sep 21
Supplies	130.44
Total 64900 · Office Expenses	211.43
66700 · Professional Fees	
Legal Expenses	1,620.00
Total 66700 · Professional Fees	1,620.00
68600 · Utilities	
Disposal	108.84
Electricity - Office	43.03
Electricity - Town Hall	43.02
Electricity - Street Lights	104.77
68100 · Telephone - Office	58.23
Total 68600 · Utilities	357.89
Total Expense	26,955.27
Net Ordinary Income	9,705.97
Other Income/Expense	
Other Income	
Wireless Site Lease	500.00
Total Other Income	500.00
Other Expense	
Monitor Wells - Sewer	812.75
Total Other Expense	812.75
Net Other Income	-312.75
Net Income	9,393.22

River Pines Public Utility District
Profit & Loss
September 2021

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	Sep 21
Ordinary Income/Expense	
Income	
Base Fee Income	
Maintenance Fees	820.00
Sewer	16,089.30
Voluntary Lock-Off	245.00
Water	12,740.18
Total Base Fee Income	29,894.48
Variable Income	
Late Fees	852.64
Water - Usage	5,914.12
Total Variable Income	6,766.76
Total Income	36,661.24
Gross Profit	36,661.24
Expense	
Bank Charges	
Paymentus Fees	26.55
Total Bank Charges	26.55
Board Members	
Stipends	375.00
Total Board Members	375.00
Contracted Expenses	
Board Clerk	300.00
Manager	4,833.34
Total Contracted Expenses	5,133.34
Sewer Expenses	
Amador Water Agency	
After Hour On-Call	234.00
Operation Repairs	366.38
Routine Service	3,305.62
Total Amador Water Agency	3,906.00
Chemicals	217.44
Electricity - Sewer	4,533.56
SCADA Service	700.00
Sewer - Parts/Supplies	4,202.85
Total Sewer Expenses	13,559.85
Water/Distribution Expenses	
Amador Water Agency	
After Hour On-Call	468.00
Customer Service	34.47
Routine Service	2,135.53
Total Amador Water Agency	2,638.00
Electricity - Water	2,083.21
SCADA Service	300.00
Telephone - Water	200.00
Water Testing	450.00
Total Water/Distribution Expenses	5,671.21
64900 - Office Expenses	
Filing Fees	30.00
Software	50.99

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

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

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

Nothing to report.

11. COMMITTEE COMMENTS/REPORTS: Continued Item.

Not on the Agenda under item 11. Committee Comments/Reports: Chairman Christensen allowed individuals to continue discussing the following concerns regarding Ordinance – Conservation and Agricultural Water Usage Guidelines:

1. Public Notice not posted on bulletin.
2. Mail Public Notice to customers.
3. Member of public offers to put up poster for meeting.
4. Enforcement.

Vice-Chairman Raymond stated the District should approve additional postage for mailing the Public Notice to all customers before the September 22, 2021 Special Meeting.

After considerable discussion among the Board the following motion was made:

Motion by Vice-Chairman Raymond, seconded by Chairman Christensen, and carried by a 4 to 0 vote to:

1. **Suspend approval of Ordinance – Conservation and Agricultural Water Usage Guidelines for the time being.**
2. **Cancel the September 22, 2021 Special Meeting.**
3. **Staff was directed to place Conservation and Agricultural Water Usage Guidelines on the agenda for future consideration.**

Motion passed by the following vote:

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

12. FUTURE AGENDA TOPICS:

- a. Ordinance - Conservation and Agricultural Water Usage Guidelines. Discussion/Action.
- b. Personnel Issue Credit Card Usage. Discussion/Action.

13. ADJOURNMENT: The meeting adjourned at 7:36 p.m. to the scheduled meeting on October 20, 2021.

c. Debt Management Policy. Discussion/Action.

General Manager Bingham noted for the record the Debt Management Policy was approved at the August meeting and has been forwarded to the State.

No action taken.

d. Ordinance – Conservation and Agricultural Water Usage Guidelines. Discussion/Action.

Board Clerk Wurzburger noted for the record Agenda Item 9b. Ordinance – Conservation an Agricultural Water Usage Guidelines was pulled from the agenda because it was not posted according to the District Attorney as stated in the email date September 15, 2021. The Board scheduled a Special Meeting for September 22, 2021 for discussion and action.

Chairman Christensen stated even though this item was removed from the agenda for consideration she felt the public could still state their concerns.

Chairman Christensen opened the public discussion.

1. Nancy Endy requested the District mail the Public Notice to all customers as well as posting the notice. She also had concern about how enforcement was determined.
2. Second individual (Bob) (name not stated) also requested the District mail the Public Notice to all customers as well as posting the notice. He also had concern about how enforcement was determined.

General Manager Bingham tried to provide brief statement explaining Section 4: Enforcement of the Ordinance.

At this point of the meeting there was a lot individuals yelling and talking over each other about how this Ordinance would affect them and its enforcement.

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

Board Clerk Wurzburger suggested Chairman Christensen request the members public submit their concerns in writing so that the Board, General Manager, Board Clerk and other members of the public could better understand their concerns. Chairman Christensen stated she would not request their comments in writing.

Being that this item was continued to the Special Meeting scheduled for September 22, 2021 Special Meeting and no action would be taken tonight it was suggested the Chairman move on to the next agenda item.

No action taken.

e. River Access Dam Committee Update. Continued Discussion.

Chairman Christensen stated she had nothing to report.

General Manager Bingham stated she received notice from the State notifying the District the River Access Dam Water Permit has been put on hold/suspended for one year – September 2021 to September 2022.

Chairman Christensen opened the public discussion.

1. Second individual (Bob) (name not stated) stated his concern regarding the suspension.

General Manager Bingham stated for the record the suspension was not dictated by the District, the suspension was issued and enforced by the State of California

August 1 thru August 31, 2021 Water Production/Sold Information:

Well 2 - 370,700 gallons Total Produced – 1,583,347 gallons
Well 3R – 735,700 gallons Total Sold – 984,405 gallons
Well 6R – 476,947 gallons Unaccounted Loss - 38%
Staff Hours: Water 71 hours

August 1 thru August 31, 2021 Wastewater Production:

Influent flow: 1,094,100 gallons Effluent Discharged: 5,000 gallons
Staff Hours: Wastewater 33 hours

Chairman Christensen opened the public discussion. Hearing no comments from the public, Chairman Christensen 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.

Chairman Christensen opened the public discussion.

1. Nancy Endy stated grinder pump near her home was loud.

General Manager Bingham stated she would contact Amador Water Agency, she also noted Ms. Endy could contact Amador Water Agency at any time with problems.

2. Nancy Endy inquired where was the parttime office staff position posted because she did not see an advertisement for this position locally or on the District’s website.

General Manager Bingham stated it was posted on CSD, State and Craig’s List. She inquired since it was alleged the posting of this job advertisement was not done in accordance with State qualifications did she have to fire the individual that was hired to start October 5th.

Board Clerk Wurzburger stated this matter cannot be challenged tonight because this item is not on the agenda. After considerable discussion the Board requested this matter be placed on the next agenda for clarification.

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

9. BOARD MATTERS: Discussion/Action.

a. Distribution Project Funding Loan Options. Continued Discussion.

General Manager Bingham stated this item was still in the review status.

No action taken.

b. Fire Hydrant – Meadow View. Discussion/Action.

No written report was submitted on this item. General Manager Bingham reported a white truck has been taking water from this fire hydrant.

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

After considerable discussion staff was directed to research the purchase of a lock meter for the fire hydrant and to place this item on the next agenda for consideration.

6. MINUTES: Discussion / Approval.

A. July 21, 2021 Regular Meeting.

Vice-Chairman noted on item 7b. the motion stated he moved and seconded the motion. Board Clerk Wurzburger reviewed her notes and corrected the Minutes to read motion was made by Chairman Christensen and seconded by Vice-Chairman Raymond.

Motion by Vice-Chairman Raymond, seconded by Chairman Henry, and carried by a 4 to 0 vote to approve the Minutes dated July 21, 2021 as amended. Motion passed by the following vote:

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

7. CONSENT ITEMS:

a. Monthly Financial Statements - Period Ending August 31, 2021.

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

Motion by Board Member Ebbinghausen, seconded by Chairman Christensen, and carried by a 4 to 0 vote to approve the Monthly Financial Statements - Period Ending August 31, 2021. Motion passed by the following vote:

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

b. Expenditure Report - Submitted Check Approval through August 31, 2021.

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

Motion by Vice-Chairman Raymond, seconded by Board Member Henry, and carried by a 4 to 0 vote to approve the Expenditure Report - Period Ending August 31, 2021. Motion passed by the following vote:

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

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.



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REGULAR MINUTES

**Wednesday, September 15, 2021
ACTION MINUTES**

1. CALL TO ORDER: The meeting was called to order by Chairman Christensen at 6:02 p.m.

2. ROLL CALL: Via Phone

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

Candi Bingham, General Manager – Via Phone
Gisele Wurzburger, Board Clerk – Via Phone

ABSENT: Director John Chapman

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

4. AGENDA:

General Manager Bingham requested Agenda Item 9b. Ordinance – Conservation an Agricultural Water Usage Guidelines be pulled from the agenda because it was not posted according to the District Attorney as stated in the email date September 15, 2021. The Board will need to schedule a Special Meeting for September 22, 2021 for discussion and action.

Motion by Chairman Christensen, seconded by Vice-Chairman Raymond and carried by a 4 to 0 vote to approve the Regular Agenda dated September 15, 2021 as amended. The Board scheduled a Special Meeting for September 22, 2021 for Ordinance – Conservation an Agricultural Water Usage Guidelines for discussion and action. Motion passed by the following vote:

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

5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:

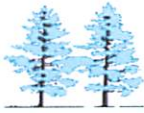
Due to poor audio not all of the individuals' input was recorded.

First individual (name not stated) was present to speak about fire issues.

Second individual (Bob) (name not stated) was present to discuss Ordinance – Conservation an Agricultural Water Usage Guidelines. Chairman Christensen stated that matter would be discussed under 9.b Ordinance – Conservation an Agricultural Water Usage Guidelines.

13. ADJOURNMENT – The next Regular Meeting – November 17, 2021 at 6:00 p.m.

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22900 Canyon Avenue, P.O. Box 70, River Pines, CA. 95675
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REGULAR AGENDA

Wednesday, October 20, 2021 - 6:00 P.M.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. AGENDA:** Approval of agenda for this date; all off-agenda items must be approved by the Board (pursuant to §54954.2 of the Government Code.)
- 5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board now upon any subject within the jurisdiction of the Board; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note - there is a **three (3) minute limit per topic**.
- 6. MINUTES: Discussion / Approval.**
 - a. September 15, 2021 Regular Meeting.
- 7. CONSENT ITEMS:**
 - a. Monthly Financial Statements – Period Ending September 30, 2021.
 - b. Expenditure Report – Submitted Check Approval through September 30, 2021.
- 8. MONTHLY OPERATIONS REPORT: Discussion.** Any matter requiring Action will be placed on and upcoming agenda for consideration.
 - a. Monthly Operations Report.
 - b. Monthly General Manager Report.
- 9. BOARD MATTERS:** Discussion / Action / Direction to Staff.
 - a. Distribution Project Funding Loan Options. Continued Discussion.
 - b. Conservation and Agricultural Water Usage Guidelines. Continued Discussion.
- 10. BOARD OF DIRECTORS COMMENTS/REPORTS:** Discussion Only.
 - a. Capital Improvements and general repairs necessary at the District. Continued Item.
- 11. COMMITTEE COMMENTS/REPORTS:** Continued Item.
None
- 12. FUTURE AGENDA TOPICS:** This is an opportunity for Board Members and District Staff to request matters to be placed on upcoming agendas.