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www.rppud.org

REGULAR AGENDA

Wednesday, June 13, 2018 - 5:30 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. May 9, 2018 Regular Meeting.
7. **CONSENT ITEMS:**
 - a. Monthly Financial Statements - Period Ending May 31, 2018.
 - b. Expenditure Report - Submitted Check Approval through May 31, 2018.
8. **MONTHLY OPERATIONS REPORT: Discussion.** Any matter requiring action will be placed on an upcoming agenda for consideration.
 - A. Monthly Operations Report.
 - B. Monthly General Manager Report.
9. **BOARD MATTERS:** Discussion / Action / Direction to Staff.
 - a. Community Service Award Presentation. Discussion/Action.
 - b. 2018/2019 Budget. Discussion/Action.
 - c. Void Resolution 2018-06 – Annexation Amador County LAFCO. Discussion/Action
 - d. Adopt Resolution 2018-07 – Annexation Amador County LAFCO. Discussion/Action
 - e. Adopt Resolution 2018-08 – Annexation Amador County LAFCO. Discussion/Action
 - f. Surplus Item Sale – Resolution 2018-09 - LP Wedgewood Gas Stove. Discussion/Action
 - g. Purchase New Circle Tank Property – Approx. \$13,000. Discussion/Action
 - h. Resolution 2018-10 – Purchase Circle Tank Property. Discussion/Action
 - i. Letter to Brian Oneto & Public Works. Discussion/Action
 - j. Bylaws. Discussion/Action.
 - k. Board Clerk Contract. Discussion/Action

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

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

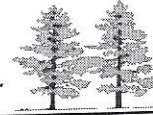
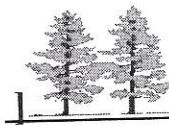
11. COMMITTEE COMMENTS/REPORTS: Continued Item.

- a. Standby Fee Determination Committee. Discussion/Possible Action.
- b. Town Hall Improvement Committee. Discussion/Possible Action.
- c. Solar Panel Committee. Discussion/Possible Action.
- d. Water Rights Committee. Discussion/Possible Action.

12. FUTURE AGENDA TOPICS: This is an opportunity for Board Members and District Staff to request matters to be placed on upcoming agendas.

13. ADJOURNMENT – The next Regular Meeting – July 13, 2018 at 5:30 p.m.

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REGULAR MINUTES

Wednesday, May 09, 2018
ACTION MINUTES

1. CALL TO ORDER: The meeting was called to order by Chairman Miller at 5:35 p.m.

2. ROLL CALL:

Director Richard Miller
Director Patrick Henry
Director Rosco Raymond

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

Absent: Director Anita Ebbinghausen arrived 5:55 p.m.
Absent: Director Mark Etter

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

4. AGENDA:

Motion by Board Member Henry, seconded by Vice-Chairman Raymond, and carried by a 3 to 0 vote (Board Member Ebbinghausen and Board Member Etter absent) to approve the Regular Agenda dated May 09, 2018 as presented. Motion passed by the following vote:

AYES: Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: Ebbinghausen, Etter

5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:

Nell Raymond reported on May 30, 2018 at 9:00 at the River Pines Town/Hall the Amador County Veteran Service Officer Terry Sanders will be present to make a presentation regarding Veteran's Services Outreach for Veteran services and benefits.

Dina D'Agostini inquired if the residents would be responsible for the new lines when the meter boxes are moved.

Chairman Miller stated the project has not been funded yet. Vice-Chairman Raymond stated the USDA has funding for individual over 60 and there will be applications available.

6. MINUTES: Discussion / Approval.

A. April 11, 2018 Regular Meeting.

Motion by Vice-Chairman Raymond, seconded by Board Member Henry, and carried by a 4 to 0 vote to approve the Minutes dated April 11, 2018 as amended. Motion passed by the following vote:

AYES: Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: Etter

Chairman Miller reopened the Public Comment period per Karla Christensen requested.

Karla Christensen requested the Board provide more information regarding General Manager Bingham's situation.

Chairman Miller reported General Manager Bingham's contract was a Personnel matter and discussed in Closed Session. General Manager Bingham's contract ends at the end of the year and the Board moved to continue her contract because of her involvement with the RPPUD Water System Improvement Project DWSRF Project No. 0310006-002P. Since General Manager Bingham has been so closely involved with the new water distribution project and to keep continuity within the office she will be working for the District remotely. Beginning in May, the office will only be open for one week each month.

Gabriel Stewart inquired if customer could still use the drop box for payment.

Dina D'Agostini felt General Manager Bingham should be made to stay locally and her moving to Utah has created an inconvenience to the RPPUD customers.

General Manager Bingham stated she would be at the office the week of late notices so there should not be any inconvenience to those customers that pay their bill late. This should alleviate customer's concern for lock off because of nonpayment. She reiterated Chairman Miller's statement that the Board agreed to continue her contract in order to complete this project. She stated a list of District grants would be provided for future reference. As a contracted individual I receive no employee benefits and there are no "living restrictions" associated with her contract. She explained the District phones have been transferred to her current location and the District matters have been handled remotely as needed.

Cathy Landgraf stated although this situation may be an inconvenience to some customers, the District determined to honor her contract because General Manager Bingham has done an exceptional job with the grant associated with the RPPUD Water System Improvement Project DWSRF Project. She requested everyone keep true focus of the District's water distribution needs because RPPUD is close to implementing this project.

Jeff Smith stated it was an inconvenience for him and he won't mail his payment.

Juliene Hiatt stated the citizens of River Pines elected this Board to manage the District. Some individuals need to get over these minor concerns. We the customers need to recognize the District desperate need for the updated water distribution system. General Manager Bingham has been the best contracted General Manager. The Board made the right decision to honor her contract in order to bring the project to completion.

Nell Raymond reiterated General Manager Bingham is contracted and receives no employee benefits. She reiterated the concerns of others and suggested we just get through this project and put all this confusion aside.

Chairman Miller closed the public discussion.

7. CONSENT ITEMS:

- a. Monthly Financial Statements - Period Ending April 30, 2018.

b. Expenditure Report - Submitted Check Approval through April 30, 2018.

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

Motion by Chairman Miller, seconded by Vice-Chairman Raymond, and carried by a 4 to 0 vote (Board Member Etter absent) to approve the Consent Items - Period Ending April 30, 2018.
Motion passed by the following vote:

AYES: Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: Etter

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.

April Water Production/Sold Information:

Well 2 - 365,900 gallons	Total Produced – 805,080 gallons
Well 3R - 408,500 gallons	Total Sold – 529,460 gallons
Well 6R - 30,680 gallons	Total Lost - 34%

April Wastewater Production:

Influent flow: 1,171,900 gallons Effluent 674,800 gallons

Chairman Miller opened the public discussion. The following individuals spoke, Cathy Landgraf, Richard _____ and Karla Christensen. Hearing no further comments from the public, Chairman Miller 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 Miller opened the public discussion. Hearing no further comments from the public, Chairman Miller closed the public discussion.

9. BOARD MATTERS: Discussion / Action / Direction to Staff.

a. Community Service Award Presentation. Discussion/Possible Action.

Vice-Chairman Raymond stated the individual was not present. This item was continued and no action was taken on this item.

b. LAFCO Annexation Approve Resolution AB – 8 Agreement. Discussion/Possible Action.

No written report was submitted on this item. Vice-Chairman Raymond provided a verbal report. He stated Roseanne Chamberlain, LAFCO had reported the application for annexation has been properly submitted to LAFCO and requests consideration and approval of Resolution 2018-06 Annexation Amador County LAFCO AB-8 Agreement.

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

Motion by Chairman Miller, seconded by Board Member Ebbinghausen, and carried by a 4 to 0 vote (Board Member Etter absent) to approve Resolution 2018-06 Annexation Amador County LAFCO AB-8 Agreement. Motion passed by the following vote:

AYES: Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: Etter

c. Town Hall Bathroom Deposit Requirement by all Parties who use. Discussion/Possible Action.

No written report was submitted on this item. Vice-Chairman Raymond provided a verbal report. He reported there has been complaints that the Town Hall facilities have not been clean after usage and requests all parties renting facilities be required to pay a Bathroom Deposit.

Chairman Miller opened the public discussion. Juliene Hiatt stated the Garden Club has a \$100.00 cleaning deposit on the books for use of the facilities. Hearing no comments from the public, Chairman Miller closed the public discussion.

It was the consensus of the Board to direct General Manager Bingham to revise the Use of Facilities Application to add the \$50.00 cleaning deposit requirement for consideration and approval at the next meeting.

d. Amador Water Agency – Collection of Payment. Discussion/Possible Action.

No written report was submitted on this item. General Manager Bingham provided a verbal report. She reported the Amador Water's HR Manager has been getting payments once a week and sending her copies. She also takes the deposits to the bank and there has been no problem matching payments to deposits.

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

Motion by Board Member Henry, seconded by Chairman Miller, and carried by a 4 to 0 vote (Board Member Etter absent) to continue accepting RPPUD's water and sewer payments (cash or check) at their office at no cost to District customers. Motion passed by the following vote:

AYES: Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: Etter

e. Approve Initial Approval for KASL Engineering – LAFCO Map and Legal Description. Discussion/Possible Action.

No written report was submitted on this item. General Manager Bingham provided a verbal report. She reported this item was to approve the Initial Approval for KASL Engineering – LAFCO map and legal description to be filed with Amador County and the State.

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

Motion by Board Member Etter, seconded by Board Member Henry, and carried by a 4 to 0 vote (Board Member Etter absent) to approve Initial Approval for KASL Engineering – LAFCO Map and Legal Description to be filed with Amador County and the State. Motion passed by the following vote:

AYES: Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: Etter

f. Surplus Item Sale – LP Wedgewood Gas Stove. Discussion/Possible Action.

No written report was submitted on this item. Board Member Henry provided a verbal report. He requested the sale of a surplus item sale – LP Wedgewood gas stove.

Board Clerk Wurzburger reported the sale of District surplus items requires the approval of a resolution declaring the item surplus before it can be sold.

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

It was the consensus of the Board to direct General Manager Bingham to prepare a resolution to approve the sale of District surplus items for consideration and approval at the next meeting.

g. John Deer Tractor – Purchase 6ft. Box Scraper. Discussion/Possible Action.

No written report was submitted on this item. Vice-Chairman provided a verbal report. He requested the purchase of a 6-foot box scraper for the John Deer tractor.

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

Motion by Board Member Ebbinghausen, seconded by Board Member Henry, and carried by a 4 to 0 vote (Board Member Etter absent) to approve the purchase of 6-foot box scraper for the John Deer tractor not to exceed \$1,000. Motion passed by the following vote:

AYES: Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: Etter

h. Town Hall Cleanup. Discussion/Possible Action.

No written report was submitted on this item. Vice-Chairman provided a verbal report.

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

It was the consensus of the Board to direct General Manager Bingham to review the ACRA Recreation Agreement with regards to RPPUD Park and Supervisor Oneto regarding Amador County Tree Mortality Task Force.

i. Lowes Grant. Discussion/Possible Action.

No written report was submitted on this item. Nell Raymond provided a verbal report. She reported she has completed the grant process for the Lowe's grant application. The grant is in the amount of \$44,313 and will be submitting to Lowes tomorrow for consideration.

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

Chairman Miller thanked Nell Raymond for all her assistance in preparing and submittal of the Lowes Grant application for the District.

No action was taken on this item.

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.

No written report was submitted on this item. Vice-Chairman Raymond provided a brief update on the committee meetings and no action was taken.

- a. Standby Fee Determination Committee. Discussion/Possible Action.
- b. Town Hall Improvement Committee. Discussion/Possible Action.
- c. Solar Panel Committee. Discussion/Possible Action.
- d. Water Rights Committee. Discussion/Possible Action.

12. FUTURE AGENDA TOPICS:

- a. 2018/2019 Budget.
- b. Surplus Item Sale – LP Wedgewood Gas Stove.
- b. Community Service Award Presentation.
- c. Bylaws.
- d. Board Clerk Contract.

13. ADJOURNMENT: The meeting adjourned at 7:25 p.m.

Respectively submitted,
Gisele Wurzbarger, Board Clerk

River Pines Public Utility District
Profit & Loss by Class
May 2018

	<u>Sewer</u>	<u>Water</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Amador County Auditor's Warrant			
Secured Appointment	2,916.54	2,916.55	5,833.09
Unitary Tax	265.24	0.00	265.24
Total Amador County Auditor's Warrant	3,181.78	2,916.55	6,098.33
Base Fee Income			
Sewer	11,248.25	0.00	11,248.25
Stanby	345.00	345.00	690.00
Voluntary Lock-Off	122.50	122.50	245.00
Water	0.00	12,619.42	12,619.42
Total Base Fee Income	11,715.75	13,086.92	24,802.67
Interest Income	0.83	0.40	1.23
Town Hall Rental	10.00	10.00	20.00
Variable Income			
Door Hanger Fee	0.00	10.00	10.00
Late Fees	239.06	246.39	485.45
Reconnection Fee	0.00	120.00	120.00
Returned Check Fee	0.00	29.00	29.00
Water - Usage	0.00	3,067.54	3,067.54
Total Variable Income	239.06	3,472.93	3,711.99
Total Income	15,147.42	19,486.80	34,634.22
Gross Profit	15,147.42	19,486.80	34,634.22
Expense			
Bank Charges			
Tax Roll Fees	25.50	25.50	51.00
Total Bank Charges	25.50	25.50	51.00
Board Members			
Stipends	375.00	375.00	750.00
Total Board Members	375.00	375.00	750.00
Contracted Expenses			
Board Clerk	150.00	150.00	300.00
Manager	2,416.66	2,416.68	4,833.34
Total Contracted Expenses	2,566.66	2,566.68	5,133.34
Sewer Expenses			
Alarm Monitoring	700.00	0.00	700.00
Amador Water - After Hour Cover	244.00	0.00	244.00
Amador Water - Routine Service	1,116.97	0.00	1,116.97
Amador Water Agency-State Repor	32.60	0.00	32.60
Amador Water Agency - Electric	156.92	0.00	156.92
Amador Water Agency - Repairs	3,847.66	0.00	3,847.66
Electricity - Sewer	2,513.27	0.00	2,513.27
Sewer - Parts/Supplies	3,970.43	0.00	3,970.43
Telephone - Sewer	95.96	0.00	95.96
Testing - Sewer	176.00	0.00	176.00
Total Sewer Expenses	12,853.81	0.00	12,853.81
Town Hall Expenses			
Janitorial	240.00	240.00	480.00
Total Town Hall Expenses	240.00	240.00	480.00

River Pines Public Utility District
Profit & Loss by Class
May 2018

	Sewer	Water	TOTAL
Water Expenses			
Alarm Monitoring	0.00	300.00	300.00
Amador Water - After Hour Cover	0.00	488.00	488.00
Amador Water Agency-Meter Read	0.00	351.48	351.48
Amador Water Agency-Prev. Maint	0.00	318.06	318.06
Amador Water Agency-Routine	0.00	1,929.24	1,929.24
Amador Water Agency-State Repor	0.00	130.42	130.42
Amador Water Agency - Engineer	0.00	46.04	46.04
Customer Expense - Reimbursable	0.00	148.71	148.71
Electricity - Water	0.00	1,326.20	1,326.20
Supplies	0.00	1,518.93	1,518.93
Telephone - Water	0.00	94.44	94.44
Water Testing	0.00	405.00	405.00
Total Water Expenses	0.00	7,056.52	7,056.52
64900 · Office Expenses			
Admin Cost - Tax Roll	199.96	199.96	399.92
Postage/Shipping	166.85	166.85	333.70
Software	7.49	7.50	14.99
Supplies	29.43	29.43	58.86
Website Service	50.00	50.00	100.00
Total 64900 · Office Expenses	453.73	453.74	907.47
66700 · Professional Fees			
Legal Fees	99.50	99.50	199.00
Security Service/Maintenance	140.00	140.00	280.00
Total 66700 · Professional Fees	239.50	239.50	479.00
68600 · Utilities			
Disposal	40.81	40.81	81.62
Electricity - Office	0.00	26.97	26.97
Electricity - Town Hall	26.97	0.00	26.97
Electricity - Street Lights	121.94	121.94	243.88
68100 · Telephone - Office	30.32	30.32	60.64
Total 68600 · Utilities	220.04	220.04	440.08
Total Expense	16,974.24	11,176.98	28,151.22
Net Ordinary Income	-1,826.82	8,309.82	6,483.00
Other Income/Expense			
Other Income			
Grant Income - DWSRF	0.00	9,071.00	9,071.00
Wireless Site Lease	250.00	250.00	500.00
Total Other Income	250.00	9,321.00	9,571.00
Other Expense			
DWSRF Grant - Surveying	0.00	9,071.32	9,071.32
Total Other Expense	0.00	9,071.32	9,071.32
Net Other Income	250.00	249.68	499.68
Net Income	-1,576.82	8,559.50	6,982.68

River Pines Public Utility District
Balance Sheet
As of May 31, 2018

	May 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Bank Accounts	
El Dorado Checking	27,474.10
El Dorado Checking-5866 FEMA	9,682.63
El Dorado Checking - 3101 Laif	813.14
El Dorado Savings-9447 Capital	3,010.10
El Dorado Savings - Deposits	33,689.88
El Dorado Savings - DWSRF 7714	1,869.63
Total Bank Accounts	76,539.48
California Bank & Trust - Water	20,863.10
Change Till	75.00
LAIF Investment Fund - Sewer	297,620.41
Total Checking/Savings	395,097.99
Accounts Receivable	
11000 · Accounts Receivable	66,906.90
11200 · Allowance for Doubtful Accounts	-37,000.00
Total Accounts Receivable	29,906.90
Other Current Assets	
12000 · Undeposited Funds	-2,656.32
Total Other Current Assets	-2,656.32
Total Current Assets	422,348.57
Fixed Assets	
Accumulated Depreciation	-1,056,880.00
Fixed Assets	
Building - Sewer	5,789.94
Building - Water	80,441.78
Equipment - Sewer	42,219.85
Equipment - Water	104,650.92
Land - Sewer	1,952.12
Land - Water	13,310.51
Office Equipment - Sewer	4,676.99
Office Equipment - Water	5,115.26
System - Sewer	603,941.83
System - Water	792,643.61
Total Fixed Assets	1,654,742.81
Work In Progress - DWSRF	165,748.28
Total Fixed Assets	763,611.09
Other Assets	
Utility Encroachment - Deposit	828.18
Total Other Assets	828.18
TOTAL ASSETS	1,186,787.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	2,083.33
Total Accounts Payable	2,083.33

River Pines Public Utility District
Balance Sheet
As of May 31, 2018

	<u>May 31, 18</u>
Other Current Liabilities	
Payroll Taxes	-5,361.90
Security Deposits - 50/50 W/S	3,833.15
	<u>-1,528.75</u>
Total Other Current Liabilities	
Total Current Liabilities	554.58
Long Term Liabilities	
Bank & Trust - Water	80,750.00
Deferred Grant Income	165,749.00
	<u>246,499.00</u>
Total Long Term Liabilities	
Total Liabilities	247,053.58
Equity	
32000 · Retained Earnings	925,425.63
Net Income	14,308.63
	<u>939,734.26</u>
Total Equity	
TOTAL LIABILITIES & EQUITY	<u><u>1,186,787.84</u></u>

River Pines Public Utility District Account QuickReport-Board Meetings

As of May 31, 2018

Type	Date	Num	Name	Memo	Amount	Balance
Bank Accounts						
EI Dorado Checking						13,741.36
Deposit	04/30/2018			Interest	0.57	13,741.36
Deposit	04/30/2018			Deposit	146.84	13,888.77
Deposit	04/30/2018			Deposit	1,592.26	15,481.03
Check	04/30/2018		Google Services	District Domain & Email	-25.00	15,456.03
Deposit	05/02/2018	eft		Deposit	276.89	15,732.92
Check	05/03/2018	debit	PG&E - Street Lights	7368064062-7	-162.26	15,570.66
Deposit	05/03/2018			Deposit	961.80	16,532.46
Deposit	05/03/2018			Deposit	160.15	16,692.61
Check	05/04/2018		Adobe PDF		-14.99	16,677.62
Check	05/07/2018	eft		Deposit	130.08	16,807.70
Deposit	05/07/2018			Deposit	1,626.40	18,434.10
Deposit	05/08/2018			Deposit	-2,416.67	16,017.43
Check	05/08/2018	eft	Candi Bingham		273.00	16,290.43
Deposit	05/08/2018			Deposit	446.00	16,736.43
Deposit	05/09/2018			Deposit	110.60	16,847.03
Deposit	05/09/2018			Deposit	618.80	17,465.83
Deposit	05/09/2018			Deposit	381.95	17,847.78
Deposit	05/09/2018			Deposit	500.00	18,347.78
Deposit	05/11/2018			Deposit	196.23	18,544.01
Deposit	05/11/2018			Deposit	106.28	18,650.29
Deposit	05/14/2018			Deposit	4,034.23	22,684.52
Deposit	05/15/2018			Deposit	140.78	22,825.30
Deposit	05/15/2018	debit	Ferguson Enterprises		-3,216.48	19,608.82
Check	05/15/2018			Deposit	4,690.03	24,298.85
Deposit	05/16/2018			Deposit	-74.70	24,224.15
Check	05/16/2018	debit	USPS	Postage	722.13	24,946.28
Deposit	05/16/2018			Deposit	260.00	25,206.28
Deposit	05/16/2018			Deposit	158.17	25,364.45
Deposit	05/17/2018			Deposit	143.87	25,508.32
Deposit	05/18/2018			Deposit	-81.62	25,426.70
Bill Pmt -Check	05/21/2018	13013	Aces Waste Service...	1175	-240.00	25,186.70
Bill Pmt -Check	05/21/2018	13014	Angelica Hernandez	Town Hall Cleaning - April 2018	-75.00	25,111.70
Bill Pmt -Check	05/21/2018	13015	Anita Ebbinghausen	Stipend - May 2018	-94.44	25,017.26
Bill Pmt -Check	05/21/2018	13016	AT&T - Water	209 245-4011 722 0	-850.00	24,167.26
Bill Pmt -Check	05/21/2018	13017	California Bank & Trust	1030264749	-399.92	23,767.34
Bill Pmt -Check	05/21/2018	13018	County of Amador	2017/2018 Property Tax Collector	-75.00	23,692.34
Bill Pmt -Check	05/21/2018	13019	Mark Etter	Stipend - May 2018	-75.00	23,617.34
Bill Pmt -Check	05/21/2018	13020	Patrick Henry	Stipend - May 2018	-81.62	23,535.72
Bill Pmt -Check	05/21/2018	13021	PG&E - Street Lights	7368064062-7	-75.00	23,460.72
Bill Pmt -Check	05/21/2018	13022	Richard Miller	Stipend - May 2018	-75.00	23,385.72
Bill Pmt -Check	05/21/2018	13023	Rocky Raymond	Stipend - May 2018	-240.00	23,145.72
Bill Pmt -Check	05/21/2018	13024	Angelica Hernandez	Town Hall Cleaning - May 2018	-75.00	23,070.72
Bill Pmt -Check	05/21/2018	13025	Anita Ebbinghausen	Stipend - June 2018	-95.96	22,974.76
Bill Pmt -Check	05/21/2018	13026	AT&T - Sewer	209 245-3984 701 9	-300.00	22,674.76
Bill Pmt -Check	05/21/2018	13027	Gisele L. Wurzbarger	May 2018 - Board Clerk	-75.00	22,599.76
Bill Pmt -Check	05/21/2018	13028	Mark Etter	Stipend - June 2018	-75.00	22,524.76
Bill Pmt -Check	05/21/2018	13029	Patrick Henry	Stipend - June 2018	-75.00	22,524.76
Bill Pmt -Check	05/21/2018	13030	PG&E - Sewer	8721806002-5	-2,513.27	20,011.49

River Pines Public Utility District
Account QuickReport-Board Meetings
 As of May 31, 2018

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	05/21/2018	13031	Richard Miller	Stipend - June 2018	-75.00	19,936.49
Bill Pmt -Check	05/21/2018	13032	Rocky Raymond	Stipend - June 2018	-75.00	19,861.49
Bill Pmt -Check	05/21/2018	13033	PG&E - Water 2	2458584137-2	-830.01	19,031.48
Bill Pmt -Check	05/21/2018	13034	PG&E - Water	3357284549-4	-496.19	18,535.29
Bill Pmt -Check	05/21/2018	13035	PG&E - Office/Town ...	6898952032-2	-53.94	18,481.35
Check	05/21/2018	debit	Digital Deployment	District Website	-50.00	18,431.35
Check	05/21/2018	debit	Deluxe Business Pro...	Deposit Stamp	-58.86	18,372.49
Check	05/21/2018	debit	USPS	Postag	-109.00	18,263.49
Deposit	05/21/2018			Deposit	183.80	18,447.29
Bill Pmt -Check	05/22/2018	13036	Amador Water Agency	30018	-9,466.12	8,981.17
Bill Pmt -Check	05/22/2018	13037	Brent Stewart, P.E.	Alarm Monitoring - April 2018	-1,000.00	7,981.17
Bill Pmt -Check	05/22/2018	13038	Lemieux Law Office	Legal Retainer	-199.00	7,782.17
Bill Pmt -Check	05/22/2018	13039	Mission IT Solutions	Camera Maintenance	-280.00	7,502.17
Deposit	05/22/2018			Deposit	131.00	7,633.17
Bill Pmt -Check	05/23/2018	13040	california Laboratory ...	April testing - 2018	-581.00	7,052.17
Deposit	05/23/2018			Deposit	23,378.19	30,430.36
Deposit	05/23/2018			Deposit	127.62	30,557.98
Deposit	05/23/2018			Deposit	434.56	30,992.54
Deposit	05/23/2018			Deposit	645.90	31,638.44
Deposit	05/23/2018			Deposit	147.81	31,786.25
Deposit	05/24/2018			Deposit	142.92	31,929.17
Invoice	05/25/2018			Bank Fee for Non-Sufficient Fun...	-5.00	31,924.17
Invoice	05/29/2018	70421		Bank Fee for Non-Sufficient Fun...	-5.00	31,919.17
Invoice	05/29/2018	70421		Returned Check	-57.75	31,861.42
Invoice	05/29/2018	70421		Returned Check	-66.86	31,794.56
Invoice	05/29/2018	70422		Returned Check	-57.75	31,736.81
Invoice	05/29/2018	70422		Returned Check	-77.07	31,659.74
Invoice	05/29/2018	70423		Returned Check	-5.00	31,654.74
Invoice	05/29/2018	70423		Returned Check	-5.00	31,649.74
Check	05/29/2018	eft	RingCentral	Office Phone	-60.64	31,589.10
Check	05/29/2018	eft	Candi Bingham	June Services	-2,416.67	29,172.43
Deposit	05/29/2018	debit	USA Bluebook	Deposit	118.13	29,290.56
Deposit	05/30/2018	debit	USPS	Interest	-1,616.86	27,673.70
Check	05/31/2018	debit			0.40	27,674.10
					-150.00	27,524.10
Total El Dorado Checking						27,524.10
Total Bank Accounts						27,524.10
TOTAL						27,524.10

River Pines June Dept. Report

May Water Production/Sold

Well 2: 452,800 gallons

Total Produced: 941,911 gallons

Well 3R: 472,500 gallons

Total Sold: 618,030 gallons

Well 6R: 16,611 gallons

Total Loss: 34%

Regulatory Compliance Specialist-

- Completed May monthly reporting for water and wastewater. Including No Spill Report to CIWQS.
- Completed Consumer Confidence Report for 1/1/2017-12/31/2017
- Completed Annual Water Report for 2017 and submitted it to Division of Drinking Water online.

Wastewater-

- Influent flow: 1,197,300 gallons. Effluent Discharged: 935,500 gallons. From 5/1/2018 – 5/7 /2017 water was held in storage ponds 1, 2 and 3 for chemicals to take effect. No irrigation during this time period.
- Maintained collection system and wastewater plant. Made repairs when necessary.

Water-

- Completed all regulatory sampling
- Staff repaired a broken check valve found on chlorine pump for 6R plant.
- Installed new eyewash station at Well 2/3R location.

Construction-

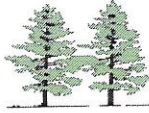
- Completed FEMA road work

Distribution-

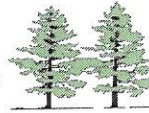
- Service line Repair on Oak Ave. (5 gpm)

Prepared by: Andrea Hinton, Regulatory Specialist

Reviewed by: Damon Wyckoff, Operations 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 OPERATIONS

For the Month of: May/June 2018

WASTEWATER:

- Daily Lift Station & Spray Field Work
- After Hour Call-Out for Alarm – OT time
- Weekly Lift Station Routines
- Clean Headworks Screens for Disposal
- Repair Leaking CL2 Pump
- Deliver and Transfer CL 2
- Prime Pump #2 at Slate Creek Lift Station and collect monthly samples
- Prime Pump #1 at Slate Creek Lift Station
- Rebuild Spray Field #1 Valve
- Lift Station Elapsed Time Meters
- Remove Plug from pond #3. Check storage pond after treating for duckweed
- Treated Storage pond for duckweed
- Replace broken sprinkler heads, clear sprinklers of debris
- Took Irrigation meter apart to inspect for low flow cause. Nothing found, will monitor.
- Spray weeds around plant building and ponds

WATER:

- Walked with Cal.Net to all sites for internet and SCADA installations
- Weekly/Monthly Hydrant Flushing's – all hydrants

- After Hour Call-Out Alarm (OT time) – low CL2 at Well2/3R. Injection tube plugged and leak on suction side of supply line. Patched line and unplugged injection point.
- Unlocked a meter that was put back into service
- Completed Weekly Well 2/3R Routines
- Daily Checks at Well 2/3R
- Took Bi-Weekly Raw Samples
- Ran Well 6R one day each week to keep in service (State requirement)
- Service Report – Open and exposed the incoming service line to two meter boxes with the Distribution System
- Responded to customer service call. Customer requested help to shut off meter for repair. AWA dug up meter and found valve to shut off. Told customer where it was. Customer to install valve on his side of meter.
- Responded to Customer call – reported leak on Oak Avenue. Dug up meter and pumped out meter box, replaced meter gasket. Fixed.
- Monthly Meter Reads
- Got payments from District PO Box and Lock Box. Processed and deposited
- Monthly State Reports

Will be in the River Pines Office – June 18 through June 22.

**River Pines Public Utility District
Alarm Monitoring Summary – April 2018**

<u>Station Alarm</u>	<u>Date & Time</u>	<u>Reason</u>
Spray Field Alarm	04/03/2018 01:40 PM	Low flow
Spray Field Alarm	04/09/2018 11:47 AM	Low flow
Spray Field Alarm	04/11/2018 02:37 PM	Low flow
Slate Creek LS Alarm	04/11/2018 08:54 AM	See note 1
Spray Field Alarm	04/15/2018 04:20 PM	Low flow
Slate Creek LS Alarm	04/16/2018 09:50 AM	AWA maintenance
Slate Creek LS Alarm	04/17/2018 08:38 AM	AWA maintenance
Spray Field Alarm	04/18/2018 06:41 PM	Low flow
Well 2 Alarm	04/19/2018 02:23 AM	Low chlorine *
Spray Field Alarm	04/20/2018 10:55 AM	Low flow
Spray Field Alarm	04/22/2018 09:01 AM	Low flow
Spray Field Alarm	04/23/2018 12:05 PM	Low flow
Spray Field Alarm	04/24/2018 09:01 AM	Low flow *
Spray Field Alarm	04/27/2018 12:12 PM	Low flow

} adjusting selinoid valves

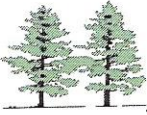
} adjusting selinoid valves

* Multiple alarms

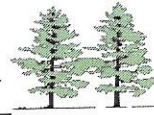
<u>Communication > 30 min.</u>	<u>Date & Time</u>	<u>Reason</u>
None		

NOTES:

1. Communication glitch caused by tree growth. Did not trigger autodialer.



RIVER PINES PUBLIC UTILITY DISTRICT



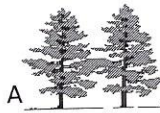
22900 Canyon Ave., PO BOX 70, River Pines, CA 95675
Phone: (209) 245-6723 Fax: (209) 245-5710 Email: RPPUD@RPPUD.org

AGENDA ITEM – 8B

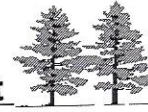
GENERAL MANAGER'S REPORT

For the Month of: May/June 2018

1. Still waiting to hear from State on Construction Application – submitted all required Resolutions, etc. KASL and GM are contacting State weekly for an update.
2. Scheduled District's 2017 Audit for July 18 and July 19. GM will be in River Pines during Audit.
3. Updated District's Contract with Cal-Fire
4. Received 2017 Consumer Confidence Report (CCR). Copies where completed at Staples. CCR's were mailed to all customers and posted on District Website and Bulletin Boards per State requirement.
5. Mailed letter to all customers explaining payment procedures.
6. AWA completed the repairs on Emigrant Trail, Spring Lane and Circle road to the tank.
7. KASL Engineering completed LAFCO Map & Legal Descriptions. Copy sent to Amador County for approval. Once approved, I will submit to LAFCO.
8. AWA received "Master" contract for internet with Cal.Net. Their attorneys have reviewed and it was sent to Cal.Net the end of May. Waiting to hear back from Cal.Net to move forward.
9. Worked on ByLaws.
10. Working on accounts for 2018/2019 Tax Roll. List will be on the July Regular Meeting Agenda for approval. Must be submitted by August 8.
11. Weekly Bank Deposits
12. Monthly Service Billing
13. Monthly Late Notices
14. Monthly 48 Hour Notices
15. Updated Website
16. Agenda & Packets



River Pines Public Utility District



**RESOLUTION NO. 2018-07
ANNEXATION AMADOR COUNTY
LAFCO AB-8 AGREEMENT**

Whereas an application by River Pines PUD (district) has been properly submitted to LAFCO for annexation of 14 parcels in El Dorado for the purpose of annexing properties into the boundaries of the district that are currently receiving water service from the district; and

Whereas, Revenue and Taxation Code 99.01 provides that when a jurisdictional change (e.g. annexation) will result in a special district providing one or more services (e.g. water), the district may adopt a resolution accepting the share of property tax increment for the annexation parcel.

NOW THEREFORE, BE IT RESOLVED:

1. River Pines Public Utility District accepts the property tax share as proposed by El Dorado County.
2. River Pines Public Utility District accepts that the property tax share of zero and will not receive a share of the property tax increment from the parcels in El Dorado County.

PASSED AND ADOPTED, by the Board of Directors of District of State of California on June 13, 2018.

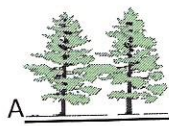
**AYES:
NOES:
ABSTAIN:
ABSENT:
ATTEST:**

River Pine Public Utility District

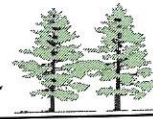
Richard Miller, Chairman

ATTEST:

Gisele L. Wurzburger, Board Clerk



RIVER PINES PUBLIC UTILITY DISTRICT



RESOLUTION NO. 2018-08 ANNEXATION AMADOR COUNTY LAFCO AB-8 AGREEMENT

Whereas an application by River Pines PUD (district) has been properly submitted to LAFCO for annexation of 4 parcels and one portion of a parcel in Amador County for the purpose of annexing properties into the boundaries of the district that are currently receiving water service from the district; and

Whereas, Revenue and Taxation Code 99.01 provides that when a jurisdictional change (e.g. annexation) will result in a special district providing one or more services (e.g. water), the district may adopt a resolution accepting the share of property tax increment for the annexation parcel.

NOW THEREFORE, BE IT RESOLVED:

1. River Pines Public Utility District accepts the property tax share as proposed by Amador County.
2. River Pines Public Utility District accepts that the property tax share of .119679333% share of the property tax increment.

PASSED AND ADOPTED, by the Board of Directors of District of State of California on June 13, 2018.

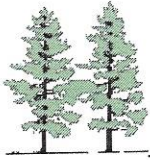
AYES:
NOES:
ABSTAIN:
ABSENT:
ATTEST:

River Pine Public Utility District

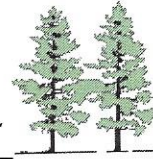
Richard Miller, Chairman

ATTEST:

Gisele L. Wurzburger, Board Clerk



RIVER PINES PUBLIC UTILITY DISTRICT



RESOLUTION NO. 2018-09

**A RESOLUTION OF THE BOARD OF DIRECTORS RIVER PINES
PUBLIC UTILITY DISTRICT
DECLARING EQUIPMENT SURPLUS AND AUTHORIZING THE
SALE OF SURPLUS DISTRICT PROPERTY**

WHEREAS, the Board of Directors of the River Pines Public Utility District desires to declare said property surplus and dispose of said property of the District, and

WHEREAS, NOW, THEREFORE BE IT RESOLVED The following described property is hereby declared to be surplus to the needs of the District:

Fixed Asset Item Description:

LP Wedgewood Gas Stove

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 13th of June 2018, by the following vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:**

River Pines Public Utility District

Cathy Landgraf, Chairman

ATTEST:

Gisele Wurzbürger, Board Clerk

RIVER PINES PUBLIC UTILITY DISTRICT
BYLAWS, RULES AND PROCEDURES

*Ordinance
Title = Rescinded
&
Adopt*

SECTION 1.00 BOARD OF DIRECTORS

1.0.10 **Quorum**

A majority of all members elected to the Board of Directors shall constitute a quorum at any regular or special meeting of the Board of Directors. Unless otherwise required by law, a simple majority of the members present may take action or adopt Ordinances or Resolutions.

1.0.20 **Authority of the Board**

The Board of Directors is the governing body of the District. The Board shall act only at its regular meetings, regular adjourned meetings, special meetings or emergency meetings.

1.0.30 **Officer**

The presiding officer of the Board of Directors shall be the Chairman who shall be elected by the Board of Directors annually at the first regular meeting after the canvass of votes done in conjunction with the statewide general election. In years where there is no general statewide election, the Chairman shall be elected at the first regular meeting in December. At the time of the election of the Chairman, one of the members of the Board of Directors shall be chosen as Vice-Chairman.

To be nominated Chairman and Vice Chairman, must have served as a Board of Director for a minimum of one year. At the time of nomination, if no Board of Director served a minimum of one year, then any Board Member may be nominated for Chairman and Vice Chairman.

Term of Board

There shall be no term limitations for members of the Board of Directors.

SECTION 2.0 DUTIES OF THE BOARD OF DIRECTORS

2.0.10 **Presiding Officer**

The Chairman shall preside at all meetings of the Board. The Vice-Chairman shall preside at all meetings of the Board in the absence of the Chairman. If both the Chairman and Vice-Chairman are absent, the Directors in attendance shall select a Director to preside over the meeting.

2.0.20 **Duties of the Chairman**

The Chairman of the Board shall preserve order and decorum and shall decide questions of order, subject to appeal to the Board of Directors. The Chairman from the chair may place a motion before the Board, second a motion and vote irrespective of the existence of an otherwise tie vote.

The Chairman shall act as spokesperson for the Board with respect to its actions and policies, and those of the District. This provision, however, shall not preclude any other member of the Board from making appropriate comments within the scope of his or her position.

The Chairman, or any member of the Board or staff person so designated shall represent the Board where it is appropriate or desirable for the District to appear, at meetings of other public agencies, private entities before public or private groups, or on other public or private occasions. However, this provision shall not limit the attendance of any Director or employee of the District in conformance with the requirements of the Brown Act.

The Chairman shall work through the General Manager of the District to obtain such information as may be necessary and appropriate to assist the Board in its deliberations, and may direct General Manager to implement the policies and decisions of the Board. Except as provided herein, or except as approved by the Board, individual members of the Board shall not act independently to direct staff in the performance of their duties.

2.0.30 **Duties of the Vice Chairman**

The Vice Chairman shall act if the Chairman is absent or unable to act and shall exercise all of the powers of the Chairman on such occasions.

2.0.40 **Authority of Individual Board Members**

All powers of the District shall be exercised and performed by the Board as a body. Individual Board Members, except as provided in this Code or otherwise authorized by the Board, shall have no independent power to act for the District, or the board, or to direct staff of the District.

SECTION 3.00 EMPLOYEES AND CONSULTANTS

3.0.10 **Principal Employees**

The Board shall, as necessary, appoint a General Manager and a District Secretary. The General Manager may also act as District Secretary, but no Director shall be appointed as General Manager or District Secretary. The General Manager, District Secretary or a third party may also be appointed as the Finance Officer.

3.0.20 **Compensation**

The Board may also appoint and employ, fix the compensation of, and prescribe the duties and authorities of other officers, employees, attorneys, engineers, and other professional consultants as necessary or convenient for the business of the District.

SECTION 4.00 DUTIES OF EMPLOYEES

4.0.10 **Duties of General Manager**

The General Manager shall be responsible for all of the following:

- a. The implementation of the policies established by the Board of Directors for the operation of the District.
- b. The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors.
- c. The supervision of the District's facilities and services.
- d. The supervision of the District's finances.

4.0.20

Duties of the District Secretary

The District Secretary shall prepare agendas, minutes of the preceding meeting, and notice of meetings. The District Secretary shall prepare minutes for adoption by the Board of Directors setting forth all actions taken by the Board and shall preserve minutes and other records of actions of the governing Board. Upon Board action, a recording secretary may be appointed to record and transcribe the minutes of the meeting.

SECTION 5.00 MEETINGS: TIME, PLACE AND MANNER

5.0.10

Time

The time for regular meetings of the Board of Directors of the River Pines Public Utility District shall be the second Wednesday of each month with open session beginning at time set by the Board of Directors according to approved Policy adopted by Board of Directors. If such meeting date falls upon a legal holiday, the regular meeting shall be held on the next ensuing full business day or to a specified date. Motion and approval by Board majority can reset the regular meeting to accommodate member travel schedules, illness, or other cause.

5.0.20

Place

The place of meetings of the Board of Directors shall be in the town of River Pines in the Town Hall, located at 22900 Canyon Avenue, River Pines, California, unless otherwise designated by the Board of Directors.

5.0.30

Recording

The proceedings of all regular and special Board meetings shall be recorded by audiotape and/or electronic media. Video and audio taping of regular or special meetings shall conform to sections 54953.5 & 54953.6 of the Brown Act.

5.0.40

Special Meetings

The time, place and manner of calling all other meetings of the Board of Directors shall be undertaken as prescribed in the Ralph M. Brown Act. (Government Code Sections 54950 et.seq.)

5.0.50

Adjourned Meetings

A majority vote by the Board of Directors may terminate any meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned meeting, the General Manager may declare the meeting adjourned to a stated time and place.

5.0.60

Compliance with Brown Act

All meetings of the Board of Directors and Committees shall be open and public and all persons shall be permitted to attend any public meeting of the Board of Directors except as provided by law; provided, however, that closed sessions may be held when permitted by law.

5.0.70

Secret Ballots

Secret ballots are not allowed.

5.0.80

Meetings

All public meetings shall be conducted in compliance with the provisions

of this Chapter and where not otherwise addressed, in compliance with "Robert's Rules of Order."

5.0.90

Closed Sessions - Confidentiality

No Director, General Manager, employee or agent of the District shall, without proper authorization, divulge confidential information received by such person as part of his or her official duties during closed session of the District Board of Directors authorized under the Ralph M. Brown Act (Government Code Section 54950 et seq.) as it now exists or may later be modified.

Such confidential information may include but is not limited to matters involving pending litigation, property acquisition, labor negotiations, personnel matters or other information, the disclosure of which would reasonably be likely to prejudice the good faith conduct of District business, constitute an unwarranted invasion of privacy, or place the District at an unfair disadvantage in negotiations.

For purposes of this section, "proper authorization" means:

1. In matter of personal privacy, a waiver by the individual enjoying such right of privacy;
2. The order or subpoena of a court of competent jurisdiction;
3. Authorization by the District Board of Directors as a body;
4. Conclusion or finalization of the matter or subject involved, as determined by the District Board of Director or Legal Counsel.

Nothing in this chapter shall be deemed a waiver of any other confidential privilege for any information established elsewhere by statute or case law.

SECTION 6.00 AGENDAS

6.0.10

Setting of Agenda

The General Manager, in consultation with the Board Chairman, shall set the agenda. Committee recommendations on topics to be updated on the agenda shall be given to the General Manager. Individual Directors may request items to be placed on the agenda by notifying the General Manager of their request no later than 12:00 p.m. seven (7) days prior to the meeting date.

6.0.20

Consent Calendar

Agendas of Board meetings shall incorporate a consent calendar listing items of a routine nature not normally requiring discussion.

The following is a listing of consent calendar items, which may be amended from time to time by the direction of the Board of Directors or by the General Manager and the District Board Clerk as they deem appropriate:

- A. Roll Call;
- B. Pledge of Allegiance;
- C. Presentation;
- D. Consent Calendar (Reading, comments by the public, Board of Directors action)
- E. Public Hearings;

- F. Communications;
 1. Claims filed against the District of River Pines
 2. Reports: boards/commissions/task forces/committees
 3. Appointment;
- G. Regular Calendar;
- H. Ordinances;
- I. Comments by the public on non-agenda items;
- J. Comments by District Board of Directors members on Non-agenda items;
- K. Closed Session;
- L. Adjournment.

Approval of the consent calendar shall take place by a motion and a second of the Board and passed by a "roll call vote" indicating a majority vote.

6.0.30

Request to Appear

Any person who desires to address the Board at length on a matter which is not on the agenda, shall make a request to do so to the General Manager at least forty-eight hours in advance of the posting of the agenda (seven (7) days before the meeting). This provision shall not prevent any person from addressing the Board at a time designated therefore on the agenda.

6.0.40

Agenda Change

The Board can add an item to the agenda with a 2/3 vote of the Board if the body determines that the matter in question constitutes an emergency or for other cause permitted under section 54954.2(b) of the "Brown Act."

6.0.50

Public Comment on Agenda Items

Any member of the public may address the Board on any item on the agenda at the time that item is being considered by the Board. Speakers will be limited to three (3) minutes per agenda item as monitored by the District Board Clerk. Additional time may be extended by the Chairman. Speakers shall not be allowed to "split" their time, nor shall they be permitted to "reserve" all or any portion of their allotted time. If any person fails or refuses to abide by these rules, the Chairman, after warning the speaker, may declare that the speaker is disrupting, disturbing or impeding the orderly conduct of the meeting and order the speaker to leave the meeting room.

6.0.60

Public Comment on Items Not on the Agenda

Any member of the public may address the Board on any item of interest to the public that is within the subject matter jurisdiction of the District that is not on the agenda, subject to the time limits and restrictions for public comments on agenda items. No action shall be taken on any item not appearing on the agenda unless authorized in accordance with the procedures set forth in Section 54954.2 of the "Brown Act." The Board shall not engage in debate, dialogue, or take action on any matter brought to its attention under public comment, except to refer the matter to staff or to determine that the matter should be included on a future agenda for consideration and action.

6.0.70 **Manner of Addressing the Board by an Individual**
A member of the public addressing the Board may give his or her name - in an audible tone of voice for the record. All remarks shall be addressed to the Board as a body, not to any individual Director. No person, other than a Director, General Manager or District Counsel, and the person having the floor shall be permitted to enter into any general discussion without the permission of the Chairman.

6.0.80 **Manner of Addressing the Board By A Group of Persons**
Whenever members of the public wish to address the Board on the same subject matter, it shall be proper for the Chairman to request that a spokesperson be chosen by the group to address the Board and, in case additional matters are to be presented at the time by any member of that group, to limit the number of persons so addressing the Board, so as to avoid repetition before the Board. The Chairman may set a time limit for each side of an issue.

Government Code 54957.9 permits the legislative body to clear the room if the meeting is willfully interrupted so as to render further conduct of the meeting unfeasible.

6.0.90 **Correspondence to the Board**
All written or electronic correspondence addressed to the Board of Directors is to be sent to the District Office. Copies of the written or electronic correspondence and written responses in reply thereto, if any, shall be distributed to each member of the Board together with the next regular agenda or at the next regular meeting of the Board, depending on date of receipt or response.

SECTION 7.00 MINUTES

7.0.10 **Minutes**
The District Board Clerk shall keep minutes of regular and special meetings of the Board. In addition, the Board Clerk shall send copies of the proposed minutes to the General Manager and Chairman for review. Copies of said minutes shall be made for distribution to each member of the Board with the agenda for the next regular Board meeting.

7.0.20 **Storage**
The official minutes of the regular and special meetings of the Board shall be kept in the District office and shall be public records open to inspection by the public. The official minutes shall also be available on the District's website.

SECTION 8.00 RULES OF ORDER FOR BOARD AND COMMITTEE MEETINGS

8.0.10 **Obtaining the Floor**
Any member of the Board desiring to speak should address the Chairman and upon recognition by the Chairman, may address the subject under discussion.

8.0.20 **Motions**
Any member of the Board, including the Chairman, may make or

second a motion. A motion shall be brought and considered when a member of the Board makes a motion and another Director seconds the motion. The motion is then open to discussion and debate. After the matter has been fully discussed and debated, the Chairman will call for the vote.

8.0.30

Motion to Amend

A main motion may be amended before it is voted on, either by the consent of the members of the Board who moved and seconded, or by a new motion and second.

8.0.40

Motion to Postpone

A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority of the Board.

8.0.50

Motion to Refer to Committee

A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

8.0.60

Motion to Close Debate and Vote Immediately

As provided above, any member of the Board may move to close debate and immediately vote on a main motion.

8.0.70

Motion to Adjourn

A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

8.08

Decorum

The Chairman shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The Chairman may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the Chairman, or otherwise interrupting the meeting or hearing.

SECTION 9.00 ACTIONS AND DECISIONS

9.0.10

Method of Action

The Board shall act only by Ordinance, Resolution or motion in accordance with District Policy

9.0.20

Majority - Quorum

The majority of the Board shall constitute a quorum for the transaction of business.

9.0.30

Majority Vote Required

No Ordinance, Resolution or motion shall be passed or shall become effective without the affirmative vote of at least a majority of the members of the Board.

9.0.40

Recordation of Vote Exceptions

For action taken by motion without the unanimous vote of all Directors present voting, the names of the Ayes and Noes shall be entered in the minutes. For passage of all Ordinances and Resolutions, the names of the Ayes, Noes, Abstain and Absent shall be entered into the minutes of the Board.

9.0.50

Execution of Ordinances and Resolutions

All Ordinances and Resolutions shall be signed by the Chairman and attested by the District Board Clerk.

SECTION 10.00 RECORDS

10.0.10

Records

Public records of the River Pines Public Utility District shall be open to inspection as provided in the California Public Records Act and District Policy _____, as amended if applicable.

SECTION 11.00 COMMITTEES

11.0.10

Standing Committees

1. Finance Committee
2. Personnel Committee

11.0.20

General Rules Governing Committees

- a. The Chairman of the Board of Directors shall appoint members of the Board of Directors to serve on these Standing Committees.
- b. No more than two Directors of the Board shall serve on any one Committee. Other Directors may attend Committee meetings as observers in accordance with the Brown Act, but have no authority to participate in any way in Committee discussions.
- c. Committees should focus on matters, which typically require extensive research and review, but should not operate in such a way that they make management decisions better left to paid staff.
- d. A Committee may take no action. Recommendations for formal action of the Board of Directors are made in the Committee reports.
- e. Any Committee that is appointed by action of the Board of Directors and/or has members of the public serving on the Committee shall then come under the posting requirements of the Brown Act and shall be open to the public.
- f. The meetings of Standing Committees shall be held when called by the Chair or other Director member.
- g. Duties and Functions: At the time the Chairman forms the Standing Committee, he/she shall give instructions of the duties for each Committee. Additional duties and functions may be delegated by the Chairman as the needs arise.

- h. The Committee shall give a report at the regular meeting of the Board of Directors and if a need to take action should arise, the Committee shall bring a recommendation to the Board of Directors at any duly noticed meeting. The Committee Chairman shall notify the General Manager of items to be placed on the agenda where action is needed, seven (7) days prior to the meeting.

Finance Committee:

The Finance Committee shall study, advise, and make recommendations with regards to:

- a. Preparation of preliminary budgets and recommendations for other Committees' consideration.
- b. Adoption or changes of fees and rates.
- c. Reports of auditors and financial statements
- d. Form and contents of accounts, financial reports, and financial statements.
- e. Contents of auditors' annual reports.
- f. Audit of monthly expenditures.
- g. Review of monthly Bank Statements
- h. Other matters as directed by the Board.

Personnel Committee:

The Personnel Committee shall study, advise and make recommendations with regards to:

- a. Periodic independent reviews and studies of the organization the classification of positions, job duties, salaries, and salary ranges; and preparation and submitted of annual recommendation for employee salaries and benefits to the Finance Committee for consideration in budget preparation.
- b. Relations between the District and its employees/contractors including all matters affecting wages, hours, pension plans and other employee/contractor benefits, and other terms and conditions of employment and matters included within the employee relations resolution/contract.
- c. Policies and rules regarding the employment, discipline, and discharge of District employees/contractors.
- d. Any legal matters affecting the District within the Committee's area of interest.
- e. Other matters as directed by the Board.

12.0.10

Conflict of Interest

No Director shall make, participate in or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from doing so by the Political Reform Act of 1974 (Government Code Section 81000, et. Seq.), or any other law. A Director shall, when an agenda item is called, declare that he or she has a conflict of interest, state what the conflict of interest is, and shall remove him or herself from the Board room during the discussion. The Director's removal shall be noted on the record by the District Board Clerk, who shall also note the Director's return when the item is completed.

12.0.20

Ethics

Directors shall at all times comply with the District's Ethics Policy for Board of Directors (Policy _____). Directors shall comply with the requirements of Government Code Section 53235 by receiving at least two hours of training in general ethics principles and ethics laws relevant to District service every two years and shall file with the General Manager a copy of the certificate verifying the completion of such training.

12.0.30

Decorum

- a. Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- b. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- c. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.
- d. In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.
- e. The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- f. When responding to constituents requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through the General Manager.

SECTION 13.0 UTILITY PAYMENT PROCEDURES

13.0.10

Bill Payment and Delinquency:

A. **Payment** - All bills for the services enumerated in this chapter are due and payable upon receipt thereof, at the District Office located in the Community Town Hall, Rifer Pines, California, or at the location of the outside billing and bookkeeping service, if one is retained by the District, and become delinquent twenty (20) days after the postmark date of the bill. The District may provide that charges for any utility services be collected together and that all charges shall be billed upon the same bill and collected as one item [Government Code 54345 and Public Utilities Code 12810]. If all or part of a bill is not paid, the District may discontinue any and all service for which the bill is rendered [Government Code 54346].

B. **Delinquency** - The District shall send notice of delinquent bills on the 21st of every month. If all delinquent charges for service are not paid within ten (10) days after the postmark date of notice, then the District shall give the customer a 48 hour notice prior to any discontinuance of service furnished to the customer by the District. Prior to discontinuance of service, should customer have a dispute or financial hardship, the customer shall be given the opportunity to be heard. The hearing shall be held before the Director of Finance, his designee or in the absence of this position, the Board. In the event of a discontinuance of service, as provided in this subsection, the District may require as a condition precedent to the resumption of service that the customer pay:

1. The amount of the delinquent bill;
2. The cost of the District of discontinuing and resuming service; and
3. A deposit in an amount not exceeding the estimated amount of charges for two (2) months service.

The Director of Finance or in the absence of this position, the Board may negotiate a one-time repayment schedule (amortization) for up to six (6) months within any twelve (12) month period when in the opinion of the Director of Finance or the Board the customer can demonstrate financial hardship due to the recent loss of employment or other hardship condition.

C. **Closing Bills** - Closing bills are due and payable on the date which service is discontinued.

D. **Late Charges** - Delinquent bills shall be assessed a late charge at a rate of 10% and 1.5% per month interest for accounts delinquent beyond one (1) month. [Public Utilities Code 12811]. The late charge may be waived by the Director of Finance or in the absence of this position, the Board or the General Manager, when considered to be the best interest of the district and when a customer can present evidence of financial hardship or convincing information that timely payment found not have been reasonable expected.

E. **Absence of a Director of Finance and/or Public Works Director** - In the absence of a Director of Finance and/or Public Works Director being employed by the District the authority and responsibilities assigned these positions, as provided in this subsection, shall be divided between the Board, the General Manager and the outside billing and bookkeeping service, if such service is retained by the District as set forth by resolution of the Board.

13.0.20. Application for Service or Discontinuance of Service

On provided forms, all applications for service must be completed, signed and submitted by the property owner along with the Grant Deed for the property to be serviced, the service connection fee as set by the District's Rate Schedule, and any applicable deposit to the Director of Finance or in

the absence of this position, to the General Manager or outside billing and bookkeeping service, if one is retained by the District before a new service may commence. On provided forms, all applications for discontinuance of service must be completed, signed and submitted by the property owner to the Director of Finance or in the absence of such a position, to the General Manager or outside billing and bookkeeping service, if one is retained by the District, before a service may be discontinued and a final billing statement issued for the account. The Director of Finance or in the absence of this position, the General Manager shall issue all orders for services, changes or discontinuances.

13.0.30. Deposits, Establishment, and Reestablishment of Credit

Each applicant for service will be required to establish credit with the District, which may be considered established under one of the following conditions:

- A. Applicant has been a water and/or wastewater customer of the District for the last twelve (12) consecutive months with no discontinuance of service for nonpayment of service billing, and have not received any notices of termination during the twelve (12) month period, or
- B. Applicant makes a cash deposit to secure payment of service bills as set in the District's Rate Schedule.

A customer's deposit may be credited to their account if the account remains current after one (1) year. If the customer requests discontinuance of service, the District will refund the deposit or the balance remaining which is in excess of unpaid service fees and bills for service; provided the customer has no other delinquent accounts with the District. The decision to require a deposit and furnish service shall be based upon the credit worthiness of the applicant as determined by the District. The District may use all or a portion of the deposit to pay any outstanding service fees, bill charges, and penalties to apply to the closing bill at the time service is terminated. If the District uses all of a part of the deposit, an additional amount adequate to maintain the deposit, not to exceed the estimated amount of charges for two (2) months service, shall be a condition of continued service. [Government Code §60375.5 and Public Utilities Code §16481.6]. A customer whose service has been discontinued for failure to pay bills presented to them by the District shall be required, before service is resumed, to reestablish credit by paying said delinquent bills, to make a cash deposit as set by the District's Rate Schedule, and to make all payments to the District in the form of cash or money order for six (6) months.

13.0.40. Amortization.

Upon Board review and approval, by motion, an account may be amortized over six (6) months with in any twelve (12) month period. The customer must complete, sign, and submit a provided Amortization Agreement to the District. To remain in compliance with an amortization agreement, the account must also be kept current as charges accrue in each subsequent billing period. [Government Code §60372(c) and Public Utilities Code §16482 (c)]. If a customer fails to comply with an amortization agreement, the District shall give notice to the customer at least 48 hours prior to termination of the conditions the customer is required to meet to avoid termination, but this notice does not entitle the customer to further investigation by the District. [Government Code §60373 (d) and Public Utilities Code §16482.1 (e)].

13.0.50. Connections in General.

No person except a duly authorized employee of the District shall Make any water, electrical or sewer service connection to the District supply lines. Water and sewer tapping includes bringing the supply lines to a point six (6) inches inside the property line. Electrical connection includes the service drop and necessary meter. On all new and reconstructed buildings where water, sewer and electrical connections are involved, the equipment and equipment locations must be approved by the inspecting authority. A service charge will be billed to the customer when trouble calls involve customer caused service interruptions. All costs of water tapping and sewer connection shall be borne by the applicant for service connections and shall be charged at actual cost to the District. However, a flat rate may be established by the provisions of Section 14.0.3.

13.0.6. Connection Charges

The Public Works Director or in the absence of this position, the Chief Plant Operator, may with the approval of the Director of Finance or in the absence of this position, the Board, establish or change rates charged for water and sewer connections based on the average cost to the District for such connections made within the preceding six (6) month period.

13.0.7. Restriction or Interruption

The District reserves the right to limit the amount of water supplied to any customer or to different parts of the District should it appear necessary to do so, and shall not be liable for temporary discontinuance of any service or damages caused as a result of discontinuance of any service while making repairs or replacements.

13.0.8. Fraud or Abuse

Service may be discontinued without notice, if necessary to protect the District or the District system against fraud or abuse.

13.0.9. Right of Access

Authorized employees of the District shall have the right of access to any premises receiving any service from the District at reasonable hours for the purposes of inspection, repair or replacement of District equipment, or to read a meter.

13.0.10. Pipe and Facility Maintenance

The property owner or occupant of premises where District service are supplied shall keep all service pipes, valves, connections or other facilities used in connection with such supply in good repair at all times, and the District shall not be liable for damage sustained by reason of such owner or occupant neglect.

13.0.11. Alternative Collection.

The Board may provide for the collection of rate charges, fees, penalties, or other charges in any lawful manner and may provide for collection by action at law, and all

remedies for the collection and enforcement thereof are cumulative and may be pursued alternatively or consecutively as the Board determines by resolution. [Public Utilities code§12811.1]. The District may elect to place a lien on a property with delinquent charges. [Public Utilities Code §12811 and Health]. The District may elect to use the procedure set forth to utilize the Amador County secured property tax rolls to collect delinquent water and sewer charges, penalties, and interest, along with administrative expenses associated with such collection method. [Water Code §55501.1 and Health & Safety Code §6520.10 and §6520.11].

13.0.12. Utility Charges are Responsibility of Real Property Owner.

All Utility service and usage charges will be the responsibility of the real property owner (property owner of record). All billing statements, notices and other service account documents will be mailed to the property owner of record for services supplied by the District. [Public Utilities Code §1281131 and §16469(b)]. If any tenant is permitted to receive billing statements by the District, it in no way releases or relieves the property owner from liability for any unpaid charges, fees and penalties. If unpaid charges exist, the District will not allow utility service to said property until such time as all delinquent charges, fees and penalties are paid.

13.0.13 Charges for Facility Standby Accounts.

In order to provide for future development of undeveloped parcels a "Standby Fee" shall be assessed on all parcels within the District boundaries to which water is made available for any purpose by the District pursuant to the District Rate Schedule.

13.0.14 Charges for Voluntary Lock Off Accounts.

The costs of utility services to be shared as equitably as possible among the District's utility customers. District services are ready upon demand 24 hours every day to meet customers' potential needs, which place consistent financial demands on the District's systems. Base service rate bills reflect, among other things, the overhead required to keep utility services in place, regardless of whether a particular customer uses the service during any billing period. In order to contribute to the sustainability of the water and sewer systems, but to also provide relief to a customer with special circumstances, a monthly fee of \$35.00 will be established for those parcels that have a water and/or sewer connection, but have no use due to the structure on the property receiving service sustaining damage which makes it uninhabitable/usable or is completely destroyed. The property owner of record must make a written request to the Board for the transfer of their account from an active account to a "Voluntary Lock Off" account. If the property qualifies and the Board approves, by motion, the customer's meter will be locked off and the account placed on Voluntary Lock Off account status. Upon written request of the property owner of record to transfer the account to active status, the account will be charged the reconnection fee set by the District's Rate Schedule, the meter returned to service at all rates set in the District's Rate Schedule applied to the account in subsequent billings. The Board may, by resolution, adjust the Voluntary Lock Off fee when it is in the best interest of the District and financial demands on the system require it.

13.0.15 Enforcement of District Rules and Procedures.

The District and its authorized personnel shall enforce the provisions of the District Rules, Procedures, General Administration and Operations and for such purpose may use every lawful means at its disposal in so doing, including termination of services to the property of any customer for failure to comply with any rule, policy, or procedure of the District. The collection and enforcement of rates, charges, fees, special taxes, assessments, and penalties and interest are cumulative and may be pursued alternatively, consecutively, or simultaneously.

WATER SYSTEM

General Provisions

14.0.01 Setting Rates.

The schedule of water rates will be those established and adopted by the District Board of Directors from time to time in accordance of law.

14.0.02 Rates Outside the District.

The District will not normally serve water outside the District limits. In those cases where it is authorized by the Board and Amador County LAFCO, the rate shall be one hundred-fifty (150)% of the rate for service inside the District limits.

14.0.03 Rates by Contract.

In cases not provided for by this chapter, the rate may be fixed by special contract, as agreed upon by the Board and the water user involved. If such rates cannot be agreed upon by the Board and the water user involved, then no special contract shall be finalized.

14.0.04 Commencement and End of Charges.

Water charges shall in all cases commence to accrue when the water is turned on through the District's water meter, at rates determined by the District's Rate Schedule proportioned for the period from that date until the following last day of the billing period, as may be established by the District.

14.0.05 Metered Service.

- A. Meters will be required on all new residential, commercial, and industrial water services within District boundaries covered by the following conditions:
 - 1. All new property annexations to the District requesting District water service;
 - 2. All existing parcels, which have had no previous District water service and District water service is requested;
 - 3. When a parcel is split, water services to all parcels will be metered;
 - 4. All parcels at which a single-family dwelling(s) is being replaced by multiple family units or a nonresidential use;
 - 5. All parcels where off-site improvements are required;
 - 6. When any water customer requests water service upsizing or relocation.
- B. Metered water service shall be installed on all existing commercial and industrial users when it is determined the installation of metered water service to be in the best interest of the District.
- C. Meters on existing commercial and industrial water services not covered under subsection (A) of this section shall be installed by the District at the District's expense. Meters on all new water services and those covered in subsection (A) on this section shall be installed by the District, but shall be paid for by the property owner.

14.0.06 Billing Adjustments.

When it is found that nay charges for water service, connection fees, installation fees, abandonments, etc., have been incorrectly billed or that no billing has

occurred, the District has the right to make adjustments as determined by the General Manager or outside billing and bookkeeping service, if retained by the District. Billings for undercharges or credits for overcharges shall be subject to the three (3) year limitation period. [Civil Code §338].

14.0.07 Responsibility for Loss or Damage.

The District's jurisdiction and responsibility ceases at the end of the District's service connection and the District shall not be responsible for any loss or damage caused by the negligence, want of proper care, or wrongful acts of the property owner or any of the property owner's tenants, agents, employees, contractor's, licensees, or permittees in installing, maintaining, using, operating or interfering with any water receiving equipment beyond the District meter connection. The District shall not be responsible for damage caused by faucets, valves and other equipment which may be open at any time water is turned on at the meter.

14.0.08 Agency Equipment and Facilities.

All service pipe and equipment needed to serve a property up to and including the meter shall be owned by the District whether installed on public or private property. District equipment or facilities required for service which are installed on customer's property may be repaired, replaced or removed by the District without consent of the property owner or the property owner's tenants, agents, employees, contractor's, licensees or permittees.

14.0.09 Unreadable Meters.

When it is not possible to read a meter due to any reason, a bill will be rendered to the property owner based on an estimated usage. In estimating consumption, due consideration will be given to fluctuations in usage caused by seasonal changes or known service interruptions. Where a meter cannot be read without undue difficulty or not at all because of an obstruction, the property owner will be notified and requested to correct the condition.

Subsequent to the District's initial notification to a property owner to remove any object(s) obstructing the District's water meter, a charge may be added to the property owner's account each time District staff is dispatched to verify such removal and/or the District may discontinue service if the condition is not corrected.