



# RIVER PINES PUBLIC UTILITY DISTRICT



Wednesday, March 16, 2016  
ACTION MINUTES

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1. **CALL TO ORDER:** The meeting was called to order by Chairman Landgraf at 6:30 p.m.

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

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

Candi Bingham, General Manager  
Greg Guina, Plant Operator

**ABSENT:** Director Michael Gardner

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

4. **AGENDA:** M/S Walden-Qualls/Miller approve the agenda.

**Motion carried 4-0 with the following vote:**

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

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

None

6. **MINUTES:** M/S Ebbinghausen/Walden-Qualls approve the minutes as follows:

**Motion carried 4-0 with the following vote:**

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

7. **EXPENDITURE REPORT:** Submitted Check Approval through March 3, 2016.

Director Walden-Qualls inquired about a deposit that did not show up on previous months' expenditure report or this one. Wanted to know what is being done to make the expenditure reports more accurate. General Manager Bingham assured Director Walden-Qualls that once online banking is active, the expenditure reports would be accurate.

Chairman Landgraf inquired about debit card purchases. She was asking if they were being recorded in a timely manner to reflect the expenditure report. Director Walden-Qualls stated that she did not see any errors in regards to the debit card at this time.

**M/S Ebbinghausen, Miller to approve as submitted.**

**Motion carried 4-0 with the following vote:**

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

## 8. MONTHLY OPERATIONS REPORT.

### A. Monthly Water and Wastewater Operations Report.

Director Walden-Qualls asked if the SSO Report had been filed. Plant Operator Guina stated that he had completed and filed the report.

Chairman Landgraf asked how the lift station project went. Plant Operator Guina stated that a motor needs to be taken in and have the seals replaced. Guina stated that the pump would be taken in for repair next week; otherwise, everything is working well.

### B. Monthly General Manager Report.

GM Bingham reported that the repairs on the District vehicle were above the estimate due to new tires and alignment were done and not included in the estimated cost. Also, there is a leak in the air conditioning unit – dye was placed to detect leak. Needs a follow-up for a dye read. Total cost was \$3,500.

Landgraf asked if District has switched to California Laboratory for water testing. GM Bingham stated that will happen the first of next month.

GM Bingham stated that the District was given an \$1,100 credit from Rocky Ridge Wireless because of customers that were not being credited in the past by Rocky Ridge Wireless.

GM Bingham stated that three of the four packages for the planning grant through State Water Resource Board have been submitted. Environmental Package was forwarded to KASL Engineering for assistance in completion.

GM Bingham stated that the water diversion reporting for 2009-2015 had never been completed for any of the three diversion permits. GM Bingham informed the Board that she has completed all the reports for every year for all three water diversion permits.

## 9. BOARD MATTERS:

### A. Review Final Report from KASL Engineering on CDBG Grant Project

Jack Scroggs with KASL Engineering introduced himself and his Engineering Firm – stated they were obtained in September 2015 and the scope was to evaluate the distribution system – distribution, fire protection, ground water supply, pressures. Their main focus for the project was the distribution system which includes the lines, pipes, valves, meters, tanks etc.

Jack Scroggs gave a presentation with illustrations going over the findings of the project.

### B. Continued Update on Cal-Fire Grant.

GM Bingham informed the Board Members that Erik Jensen wanted the Board to not hold the mastication company liable for breaking any lines around the sewer pond. He asked if Greg could mark all of the lines so they would be visible. The project is expected to resume in the middle of April.

### C. Continued Update on Department of Water Resources – Water Rights Permit #20878.

No updates at this time. Continued on next Agenda

### D. Monthly Financial Statements – procedure to submit Financial Statements for Board Meetings. Discuss and vote.

Chairman Landgraf said she would get in touch with El Dorado Savings Bank by Friday for enrollment to online banking.

### E. Approve and Pass Resolution 2016-3 to adopt Employee Handbook.

**M/S Ebbinghausen, Walden-Qualls to approve the Employee Handbook. Motion carried 4-0 with the following vote:**

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

**ABSTAIN: None**  
**ABSENT: Gardner**

- F. Resolution #2016-04 – adopt District Injury & Illness Prevention Program (IIPP).  
**M/S Walden-Qualls, Miller approve the Injury & Illness Prevention Program (IIPP). Motion carried 4-0 with the following vote:**

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

- G. Approve and Pass Resolution 2016-5 – application for USDA Community Facilities Grant Program.  
No Resolution at this time
- H. Approve and Pass Resolution 2016-6 – authorizing signer for the USDA Community Grant Program.  
No Resolution at this time
- I. Approve and Pass Resolution 2016-7 – approving the form of and execution of Sixth Amended & Restate Joint Powers Agreement and Authorizing Participation in the Special District Risk Management Authority Worker’s Compensation Program.  
**M/S Ebbinghausen, Walden-Qualls motion to pass Resolution 2016-7. Motion carried 4-0 with the following vote:**

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

- J. Approve and Pass Resolution 2016-8 – authorizing Application to the Director of Relations, State of California for a Certificate of Consent to Self-Insure Worker’s Compensation Liabilities.  
**M/S Ebbinghausen, Miller motion to pass Resolution 2016-8. Motion carried 4-0 with the following vote:**

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

- K. **Bylaws & Administrative Policies Update –Update on review status.**  
Workshop date set for April 20, 2016 at 12:00 p.m.

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

- A. Capital Improvements and general repairs necessary at the District. Continued Item.  
None at this time

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

**12. FUTURE AGENDA TOPICS: None.**

**13. ADJOURNMENT: The meeting adjourned at 8:38 p.m.**

Respectively submitted,  
Candi Bingham, General Manager/Acting Board Clerk