



REGULAR MINUTES

Wednesday, December 13, 2017

ACTION MINUTES

1. CALL TO ORDER: The meeting was called to order by Chairman Landgraf at 5:30 p.m.

2. ROLL CALL:

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

Candi Bingham, General Manager
Gisele Wurzburger, Board Clerk

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

4. AGENDA:

Chairman Landgraf requested an emergency item be added to the agenda. She noted the Renewal of Board Clerk Wurzburger's Contract had not been included and request this item be added to the agenda as Item 9F.

Motion by Board Member Gardner, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Regular Agenda dated December 13, 2017 as amended. Motion passed by the following vote:

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

5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:
None.

6. MINUTES: Discussion / Approval.

A. November 15, 2017 Regular Meeting.

Motion by Board Member Gardner, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Minutes dated November 15, 2017 as amended. Motion passed by the following vote:

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

7. MONTHLY FINANCIAL STATEMENTS - Period Ending November 30, 2017.

Motion by Board Member Walden-Qualls, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to approve the Financial Statements ending November 30, 2017 as presented. Motion passed by the following vote:

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

8. EXPENDITURE REPORT: Discussion / Approval. Submitted Check Approval through November 30, 2017.

Motion by Board Member Miller, seconded by Board Member Gardner, and carried by a 5 to 0 vote to approve the Expenditure Report ending November 30, 2017 as presented. Motion passed by the following vote:

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

Board Member Walden-Qualls reminded the Board that the RPPUD Bylaws require the Expenditure Report to be monitored by a CPA. Staff was directed to review the bylaws in regard to this matter.

9. ELECTION DECLARATION – ELECTED OFFICIAL SEATING.

- a. Adopt Resolution, Reciting the Facts of the General Election of November 7, 2017.

Motion by Board Member Gardner, seconded by Board Member Miller, and carried by a 5 to 0 vote to adopt Resolution 2017-05 Reciting the Facts of the General Election of November 7, 2017. Motion passed by the following vote:

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

- b. Swearing in and Seating of New Board Members to New Four-Year Terms.
Board Clerk Wurzburger sworn in Mark Etter, Rosco Raymond and Patrick Henry. Board Members Gardner, Landgraf and Walden-Qualls stepped down and the new Board Members were seated.

- c. Appoint Chairman and Vice-Chairman.

Motion by Board Member Raymond, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to appoint Board Member Miller as the Chairman. Motion passed by the following vote:

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

ABSTAIN: None
ABSENT: None

Motion by Board Member Ebbinghausen, seconded by Chairman Miller, and carried by a 3 to 2 vote to appoint Board Member Raymond as the Vice - Chairman. Motion passed by the following vote:

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

Motion by Board Member Etter to appoint Board Member Henry as the Vice - Chairman.

Board Clerk Wurzburger explained the previous vote recorded that Board Member Raymond was appointed as Vice-Chairman and Board Member Etter's motion fails. Board Member Etter stated he misunderstood the previous vote and thought he could still submit a motion to appoint Board Member Henry as Vice-Chairman. Board Clerk Wurzburger explained the previous vote to appoint Board Member Raymond as Vice-Chairman was approved by a "majority vote" of 3 to 2 vote.

Chairman Miller welcomed the public and explained his expectations as the new Chairman of the Board and how he would conduct future Board meetings. He thanked Michael Gardner, Cathy Landgraf and Rene' Walden-Qualls for their service as Board Members on the River Pines Public Utility District Board.

Board Clerk Wurzburger suggested the Board consider adoption of a Code of Conduct for Board Meetings.

General Manager Bingham provided the new Board Members a copy of the Board Member's Handbook and California Brown Act.

10. MONTHLY OPERATIONS REPORT: Discussion.

A. Monthly Operations Report.

The report included updates from AWA staff, construction, wastewater and water – see report for complete details.

November Water Production/Sold Information:

Well 2 - 412,400 gallons	Total Produced – 743,654 gallons
Well 3R - 314,600 gallons	Total Sold – 487,731gallons
Well 6R - 16,654 gallons	Total Lost - 34.5%

November Wastewater Production:

Influent flow: 669,200 gallons Effluent 630,000 gallons

General Manager Bingham reported she would contact the AWA for more information regarding work being performed for the District.

Board Clerk Wurzburger stated the Board could request their AWA Board representative to attend a future meeting to clarify the obligations/duties they provide the District.

B. Monthly General Manager Report.

General Manager Bingham stated she attended the Board of Supervisor's meeting and submitted a letter regarding Mr. Henry's accusations in order to have the false accusations recorded into the public record.

The Monthly General Manager Report included updates from the General Manager – see report for complete details.

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

For the record: Action minutes provide the necessary documentation of Board actions audio recordings are retained for those desiring more detail on agenda item discussion. These audio recordings provide an accurate and comprehensive backup of the Board deliberations and citizen discussion.

A. Adopt Resolution Appointing Second Check Signer and a "Backup" Check Signer.

General Manager Bingham reported after the Election and appointing of new Chairman and Vice-Chairman the Board must approve a new resolution appointing a second check signer and a backup check signer.

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 Raymond, and carried by a 5 to 0 vote to adopt Resolution 2017-06 To Add a Name on the Checking Account, Chairman Miller, Vice-Chairman Raymond and Board Member Ebbinghausen as backup check signer. Motion passed by the following vote:

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

B. Adopt Resolution Approving Board Chair to do LAIF Transfers.

General Manager Bingham reported after the Election and appointing of new Chairman and Vice-Chairman the Board must approve a new resolution to change the authorized person(s) on the District's Local Agency Investment Fund (LAIF) Account.

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 Raymond, and carried by a 5 to 0 vote to Resolution 2017-07 to Change the Authorized Person(s) on the District's Local Agency Investment Fund (LAIF) Account. Motion passed by the following vote:

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

C. Hire an Appraiser for the new Circle Tank location.

General Manager Bingham reported at the November meeting it was reported that Amador Water Agency recommended the District contacted a surveyor to have the SCADA/tower property surveyed to obtain a public easement for access. She explained the survey cost will be reimbursed from the Grant.

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 Ebbinghausen, and carried by a 5 to 0 vote to approve staff to hire a surveyor to survey the SCADA/tower property in an amount not to exceed \$1,000. Motion passed by the following vote:

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

D. Continued Discussion regarding Amador Water Agency Acquiring RPPUD or Continue Discussion with LAFCO to extend District Boundaries and Sphere of Influence.

General Manager Bingham reported this item was to determine the Board's direction regarding Amador Water Agency acquiring RPPUD or to continue previous discussions with LAFCO to extend District boundaries and sphere of influence with an estimated cost of \$1,000.

Note to Record: The Local Agency Formation Commission coordinates local and timely changes in local governmental boundaries; conducts special studies which review ways to reorganize, simplify and streamline governmental structures; and prepares spheres of influence for each city and special district with the County.

Chairman Miller opened the public discussion. The following individual spoke regarding LAFCO, Shirley Jones, Nancy Endy, Hal Jones and **Carla (last name)**. Hearing no further comments from the public, Chairman Miller closed the public discussion.

Motion by Board Member Raymond, seconded by Board Member Etter, and carried by a 5 to 0 vote to no longer pursue Amador Water Agency acquiring RPPUD. Staff was directed to contact Amador County LAFCO to continue discussions to extend the District's Boundaries and Sphere of Influence. Motion passed by the following vote:

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

E. Set Time and Date for "Orientation" for new Board Members.

General Manager Bingham reported Auditor Johnson would like to set up a two-hour financial training on a Saturday mid-January for new Board Members. The Board also needs to set up the date and time for the orientation of the new Board Members.

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 agendaize the two-hour financial training on the next agenda and to set the orientation of the new Board Members for January 8, 2018 at 10:00 a.m.

F. Renewal of Board Clerk Wurzburger's Contract.

Board Clerk Wurzburger stated due to the new Board members and the learning curve of this Board she would renew her contract for six months to assist during this transition. She requested the Board to approve the contract at the current pay of \$300.00 per meeting.

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 Etter, and carried by a 5 to 0 vote to approve Board Clerk Wurzburger's Contract thru June 30, 2018 - \$300.00 per meeting. Motion passed by the following vote:

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

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

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

13. COMMITTEE COMMENTS/REPORTS: Continued Item.

14. FUTURE AGENDA TOPICS:

- a. Resolution Allowing General Manager Submittal of Construction Application.
- b. Approve District Board Meeting 2018 Calendar.
- c. Financial Training with Auditor.
- d. District Code of Conduct.
- e. Emigrant Trail repair.

General Manager Bingham noted for the record Agenda Items must be submitted for the agenda by the Wednesday prior to the meeting.

15. ADJOURNMENT: The meeting adjourned at 6:55 p.m.

Respectively submitted,
Gisele Wurzburger, Board Clerk

River Pines Public Utility District
Profit & Loss by Class
 December 2017

AGENDA ITEM 7

	Sewer	Water	TOTAL
Ordinary Income/Expense			
Income			
Base Fee Income			
Sewer	11,096.01	0.00	11,096.01
Stanby	360.00	360.00	720.00
Voluntary Lock-Off	122.50	122.50	245.00
Water	0.00	12,480.56	12,480.56
Total Base Fee Income	11,578.51	12,963.06	24,541.57
Interest Income	0.76	0.65	1.41
Town Hall Rental	20.00	20.00	40.00
Variable Income			
Broken Locks	0.00	75.00	75.00
Door Hanger Fee	0.00	90.00	90.00
Late Fees	281.97	281.97	563.94
Service Connection Fee	32.86	32.89	65.75
Water - Usage	0.00	1,875.47	1,875.47
Total Variable Income	314.83	2,355.33	2,670.16
Total Income	11,914.10	15,339.04	27,253.14
Gross Profit	11,914.10	15,339.04	27,253.14
Expense			
Board Members			
Stipends	300.00	300.00	600.00
Total Board Members	300.00	300.00	600.00
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	2,100.00	0.00	2,100.00
Amador Water - After Hour Cover	247.00	0.00	247.00
Amador Water - Routine Service	1,617.89	0.00	1,617.89
Amador Water Agency-State Repor	30.89	0.00	30.89
Amador Water Agency - Electric	828.80	0.00	828.80
Amador Water Agency - Repairs	283.98	0.00	283.98
Electricity - Sewer	2,837.30	0.00	2,837.30
Sewer - Parts/Supplies	17.31	0.00	17.31
Telephone - Sewer	84.51	0.00	84.51
Total Sewer Expenses	8,047.68	0.00	8,047.68
Void	0.00	0.00	0.00
Water Expenses			
Alarm Monitoring	0.00	900.00	900.00
Amador Water - After Hour Cover	0.00	494.00	494.00
Amador Water Agency-Meter Read	0.00	436.85	436.85
Amador Water Agency-Routine	0.00	2,219.90	2,219.90
Amador Water Agency - Engineer	0.00	697.98	697.98
Amador Water Agency - Repairs	0.00	966.27	966.27
Electricity - Water	0.00	1,321.69	1,321.69
Permit Fees	0.00	5,398.25	5,398.25
Supplies	0.00	400.08	400.08
Telephone - Water	0.00	86.25	86.25
Total Water Expenses	0.00	12,921.27	12,921.27
60200 - Automobile Expense			
John Deere - Tractor	45.34	45.35	90.69
Total 60200 - Automobile Expense	45.34	45.35	90.69

River Pines Public Utility District
Profit & Loss by Class
December 2017

	Sewer	Water	TOTAL
64900 · Office Expenses			
Software	13.49	13.50	26.99
Supplies	45.35	45.35	90.70
Website Service	25.00	25.00	50.00
Total 64900 · Office Expenses	<u>83.84</u>	<u>83.85</u>	<u>167.69</u>
66700 · Professional Fees			
Legal Fees	99.50	99.50	199.00
Security Service/Maintenance	140.00	140.00	280.00
Total 66700 · Professional Fees	<u>239.50</u>	<u>239.50</u>	<u>479.00</u>
68600 · Utilities			
Disposal	40.81	40.81	81.62
Electricity - Office	0.00	27.68	27.68
Electricity - Town Hall	27.67	0.00	27.67
68100 · Telephone - Office	30.24	30.25	60.49
Total 68600 · Utilities	<u>98.72</u>	<u>98.74</u>	<u>197.46</u>
Total Expense	<u>11,381.74</u>	<u>16,255.39</u>	<u>27,637.13</u>
Net Ordinary Income	532.36	-916.35	-383.99
Other Income/Expense			
Other Income			
Wireless Site Lease	250.00	250.00	500.00
Total Other Income	<u>250.00</u>	<u>250.00</u>	<u>500.00</u>
Other Expense			
DWSRF - Environmental Study	0.00	3,439.35	3,439.35
Total Other Expense	<u>0.00</u>	<u>3,439.35</u>	<u>3,439.35</u>
Net Other Income	250.00	-3,189.35	-2,939.35
Net Income	<u><u>782.36</u></u>	<u><u>-4,105.70</u></u>	<u><u>-3,323.34</u></u>

River Pines Public Utility District
Balance Sheet
As of December 31, 2017

	Dec 31, 17
ASSETS	
Current Assets	
Checking/Savings	
Bank Accounts	
El Dorado Checking	24,929.76
El Dorado Checking-5866 SRAFPF	0.46
El Dorado Checking - 3101 Laif	813.14
El Dorado Savings - Deposits	31,595.83
El Dorado Savings - DWSRF 7714	21.37
Total Bank Accounts	57,360.56
California Bank & Trust - Water	16,536.48
Change Till	75.00
LAIF Investment Fund - Sewer	298,327.51
Total Checking/Savings	372,299.55
Accounts Receivable	
11000 · Accounts Receivable	71,185.31
11200 · Allowance for Doubtful Accounts	-37,000.00
Total Accounts Receivable	34,185.31
Other Current Assets	
12000 · Undeposited Funds	-2,671.09
Total Other Current Assets	-2,671.09
Total Current Assets	403,813.77
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	1,168,253.04
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	2,083.33
Total Accounts Payable	2,083.33
Other Current Liabilities	
Payroll Taxes	-5,361.90
Security Deposits - 50/50 W/S	3,633.15

River Pines Public Utility District
Balance Sheet
As of December 31, 2017

	<u>Dec 31, 17</u>
Total Other Current Liabilities	<u>-1,728.75</u>
Total Current Liabilities	354.58
Long Term Liabilities	
Bank & Trust - Water	80,750.00
Deferred Grant Income	<u>165,749.00</u>
Total Long Term Liabilities	<u>246,499.00</u>
Total Liabilities	246,853.58
Equity	
32000 · Retained Earnings	925,425.63
Net Income	<u>-4,026.17</u>
Total Equity	<u>921,399.46</u>
TOTAL LIABILITIES & EQUITY	<u>1,168,253.04</u>

River Pines Public Utility District Account QuickReport-Board Meetings As of December 31, 2017

AGENDA ITEM 8

Type	Date	Num	Name	Memo	Amount	Balance
Bank Accounts						
EI Dorado Checking						
Deposit	12/04/2017			Deposit		32,536.96
Deposit	12/06/2017			Deposit	275.29	32,536.96
Deposit	12/06/2017			Deposit	188.68	32,812.25
Deposit	12/07/2017			Deposit	131.71	33,000.93
Check	12/07/2017		Adobe PDF		4,699.91	33,132.64
Deposit	12/08/2017			Deposit	-14.99	37,832.55
Bill Pmt -Check	12/11/2017	12878	Aces Waste Services, Inc.	1175	720.84	37,817.56
Bill Pmt -Check	12/11/2017	12879	Amador Water Agency	30018		38,538.40
Bill Pmt -Check	12/11/2017	12880	Anita Ebbinghausen		-81.62	38,456.78
Bill Pmt -Check	12/11/2017	12881	AT&T - Sewer		-8,240.95	30,215.83
Bill Pmt -Check	12/11/2017	12882	Brent Stewart, P.E.	209 245-3984 701 9	-75.00	30,140.83
Bill Pmt -Check	12/11/2017	12883	Candi Bingham	Sept. Alarm Monitoring 2017	-84.51	30,056.32
Bill Pmt -Check	12/11/2017	12884	Cathy Landgraf	Service - December 2017	-1,000.00	29,056.32
Bill Pmt -Check	12/11/2017	12885	Gisele L. Wurzbarger	Stipend - December 2017	-2,416.67	26,639.65
Bill Pmt -Check	12/11/2017	12886	Lemieux Law Office	Board Clerk - December 2017	-75.00	26,564.65
Bill Pmt -Check	12/11/2017	12887	Mark Etter	November 2017 Retainer Fee	-300.00	26,264.65
Bill Pmt -Check	12/11/2017	12888	Michael Gardner	Stipend - December 2017	-199.00	26,065.65
Bill Pmt -Check	12/11/2017	12889	Mission IT Solutions	Stipend - December 2017	-75.00	25,990.65
Bill Pmt -Check	12/11/2017	12890	Patrick Henry	Service - December 2017	-75.00	25,915.65
Bill Pmt -Check	12/11/2017	12891	PG&E - Officer/Town Hall	Stipend - December 2017	-280.00	25,635.65
Bill Pmt -Check	12/11/2017	12892	Rene Walden-Qualls	6898952032-2	-75.00	25,560.65
Bill Pmt -Check	12/11/2017	12893	Richard Miller	Stipend - December 2017	-55.35	25,505.30
Bill Pmt -Check	12/11/2017	12894	Rocky Raymond	Stipend - December 2017	-75.00	25,430.30
Bill Pmt -Check	12/11/2017	12895	AT&T - Water	Stipend - December 2017	-75.00	25,355.30
Bill Pmt -Check	12/11/2017	12896	Brent Stewart, P.E.	209 245-4011 722 0	-75.00	25,280.30
Bill Pmt -Check	12/11/2017	12897	PG&E - Water	October 2017 Alarm Monitoring	-86.25	25,194.05
Bill Pmt -Check	12/11/2017	12898	PG&E - Water 2	3357284549-4	-1,000.00	24,194.05
Check	12/11/2017	12899	Void	2458584137-2	-446.34	23,747.71
Check	12/11/2017	12900	Void		-875.35	22,872.36
Bill Pmt -Check	12/11/2017	12901	SWRCB		0.00	22,872.36
Bill Pmt -Check	12/11/2017	12902	SWRCB Fees	Index No. 316559; Term: 7/1/17-6/18	0.00	22,872.36
Bill Pmt -Check	12/11/2017	12903	SWRCB	System #: 0310006 - Water System Enforce...	-2,350.00	20,522.36
Bill Pmt -Check	12/13/2017	12904	Baracco & Associates	Index No. 318066; Term: 7/17-6/18	-960.25	19,562.11
Bill Pmt -Check	12/13/2017	12905	Brent Stewart, P.E.	Submittal 12 - Amendment No. 1	-2,088.00	17,474.11
Bill Pmt -Check	12/13/2017	12906	PG&E - Sewer	November Services - 2017	-3,439.35	14,034.76
Deposit	12/13/2017			8721806002-5	-1,000.00	13,034.76
Deposit	12/13/2017			Deposit	-2,837.30	10,197.46
Deposit	12/13/2017			Deposit	4,381.48	14,578.94
Deposit	12/13/2017			Deposit	237.00	14,815.94
Deposit	12/18/2017			Deposit	293.28	15,109.22
Check	12/19/2017		Digital Deployment		279.94	15,389.16
Check	12/19/2017		Google Services	Business Email Service	-50.00	15,339.16
Deposit	12/20/2017			Deposit	-12.00	15,327.16
Deposit	12/20/2017			Deposit	355.09	15,682.25
Deposit	12/21/2017			Deposit	131.15	15,813.40
Check	12/21/2017		Amazon	Office Supply	10,231.37	26,044.77
Deposit	12/21/2017			Deposit	-90.70	25,954.07
Deposit	12/22/2017			Deposit	145.69	26,099.76
					282.26	26,382.02

River Pines Public Utility District
Account QuickReport-Board Meetings
As of December 31, 2017

Type	Date	Num	Name	Memo	Amount	Balance
Check	12/26/2017	debit	Amazon	John Deere Tractor Seat Replacement	-90.69	26,291.33
Deposit	12/26/2017			Deposit	431.14	26,722.47
Check	12/27/2017	eft	RingCentral	Office Phone	-60.49	26,661.98
Check	12/27/2017	eft	Candi Bingham	Services - January 2018	-2,416.67	24,245.31
Deposit	12/27/2017			Deposit	148.42	24,393.73
Deposit	12/28/2017			Deposit	141.39	24,535.12
Deposit	12/29/2017			Deposit	393.99	24,929.11
Deposit	12/31/2017			Interest	0.65	24,929.76
Total EI Dorado Checking					-7,607.20	24,929.76
Total Bank Accounts					-7,607.20	24,929.76
TOTAL					-7,607.20	24,929.76

River Pines January Dept. Report

December Water Production/Sold

Well 2: 395,900 gallons	Total Produced: 755,906 gallons
Well 3R: 335,700 gallons	Total Sold: 531,580 gallons
Well 6R: 24,306 gallons	Total Lost: 29.7%

Operations Manager-

- Repeater Site Visit with AWA Electrical staff, RPPUD staff and director, and property owner to assess viability of site on private property.
- On-going easement development work associated with repeater site.

Admin Assist III-

- Completed September monthly reporting for water and wastewater.

Wastewater-

- Influent flow: 724,600 gallons. Effluent Discharged: 630,000 gallons. Flow test to be conducted. Working to understand if storage pond is percolating. Pond is actually empty and discharging is equal to or greater than influent flow.
- Continued to maintain the wastewater system

Water-

- Worked to clean up the Jaybird Tank site. Raked leaves, cleaned pump station interior, piled brush in preparation to burn, cut weeds and sprayed.

Distribution-

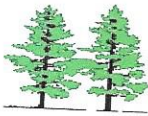
- Leak Detection activities
- Leak Repair on Service Line off Mt. Aukum Road – 5 gpm

Electrical-

- Worked with Wastewater Operators to verify Sprayfield Controller Operations
- Network Meeting and Repeater Site Inspection with River Pines Personnel and Property Owner

Engineering

- Plan Review in Progress



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 – 10B

GENERAL MANAGER'S REPORT

For the Month of: December 2018

1. Submitted monthly payment request for DWSRF Grant – waiting for approval from state on the 90% plans that were submitted
2. Meeting with Jack Scroggs – reviewed plans & meter locations
3. Income Survey Update –RCAC were scheduled to complete door-to-door for income surveys not received by mail
4. 2017 Audit received. Copies given to Directors and posted on District website
5. Albert Bates inquired if the District has an easement through/between his property.
6. Worked on Bylaws – first draft on January Agenda for comments
7. Worked on District's Code of Conduct – On Agenda for Review/Adoption
8. Worked on Policies – On Agenda for Review/Adoption. Policies completed are only a small fraction of policies to come.
9. Created necessary letter/Resolutions for Bank account and Signatures – Board Chair completed banking business
10. Contacted Appraiser for Circle Tank project
11. Working on Office Manual – continued project
12. Weekly Bank Deposits
13. Monthly Service Billing
14. Monthly Late Notices
15. Monthly 48 Hour Notices
16. Updated Website
17. Agenda & Packets



**Albert R. Bates
Colonel
United States Air Force
(Retired)**

December 28, 2017

**Daryl Souza
P.O. Box 91
Mt. Aukum Post Office
River Pines, CA 95675
(530)620-9000
Subject: Property Boundary**

Dear Daryl:

When we spoke the other day, you indicated that you had been informed of your right to a 17 foot easement by the River Pines Utility District. I would appreciate a copy of that correspondence mailed or delivered to me, or if it was verbal, the name of the person who informed you of this.

If, in fact, this is true, I will not personally be bothering you about it, but will have to take up the issue with the municipality and/or the utility district.

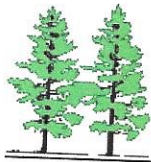
If, however, you have not been officially informed of this easement, I will take steps to enforce my property rights, including clean up and damages of the area which you claim as easement.

Sincerely,

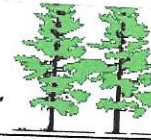
Cc: River Pines Utility District

Albert R. Bates

A handwritten signature in black ink that reads "Albert R. Bates". The signature is written in a cursive style with a rectangular box drawn around the end of the name.



RIVER PINES PUBLIC UTILITY DISTRICT



22900 Canyon Ave. • P.O. Box 70 • River Pines, CA 95675

(209) 245-6723 • (209) 245-5710 FAX

rppud@rppud.org

**DISTRICT BOARD MEETING CALENDAR
2018**

- Wednesday - January 10, 2018
- Wednesday – February 14, 2018
- Wednesday – March 14, 2018
- Wednesday – April 11, 2018
- Wednesday – May 9, 2018
- Wednesday – June 13, 2018
- Wednesday – July 11, 2018
- Wednesday – August 8, 2018
- Wednesday – September 12, 2018
- Wednesday – October 10, 2018
- Wednesday – November 14, 2018
- Wednesday – December 12, 2018

Note: All meetings commence at 5:30 p.m. in the Town Hall. Dates may be changed through a majority vote by the Board of Directors.

RIVER PINES PUBLIC UTILITY DISTRICT

Code of Conduct for Elected Officials

"Preserving our past, enriching our present, building our future."

Board of Directors are constantly being observed by the community in which they serve. Their behaviors and comments are models for proper deportment within River Pines. Honesty and respect for the dignity of everyone should be reflected in every word and action taken by Board of Directors, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

This Code of Conduct is designed to describe the way Board of Directors should treat one another, employees, and others they encounter in representing River Pines Public Utility District. Until now a code for managing actions and behaviors in the context of Board Meetings, Committee Meetings and other situations has not been clearly written down for District's elected Directors. This "invisibility" of guidelines makes it difficult for newly elected officials to quickly and effectively "come up to speed" and makes it nearly impossible for the councils to operate cohesively and collaboratively in matters affecting the District, employees and the public.

Like all documents of this nature, the Code of Conduct should be reviewed periodically, and updated and revised as appropriate. It is suggested that the Directors agendaize a reading of the Code annually, or at least each time there is a Director change, to keep the guidelines foremost in the minds of each elected Director.

The constant and consistent theme throughout these guidelines is "respect." This may seem to be common sense, but Directors experience pressures and significant stress in making decisions that could impact many lives. These stressors can put strain on even the most disciplined and principled individuals. Despite these pressures, Directors are called upon to exhibit appropriate behavior always. Demonstrating respect for everyone through words and actions is the principle that can help Directors do the right thing in even the most difficult situations.

It is this principle of mutual respect that allows Directors of diverse backgrounds, skill sets, personalities and opinions to work effectively and collaboratively for the greater good. Certainly, this is the overarching mandate for all elected officials.

ROLES AND RESPONSIBILITIES

BOARD OF DIRECTORS

All members of the District's Board of Directors have equal votes. No Director has more power than any other Director, and all should be treated with equal respect.

All Directors should:

- * Fully participate in Board meetings and other public forums while demonstrating respect, kindness, consideration and courtesy to others.
- * Prepare for Board meetings in advance and become familiar with issues on the agenda
 - * If you need additional information or have questions it is appropriate to contact the General Manager prior to the Board meeting
- * Be respectful of other people's time. Stay focused and act efficiently during public meetings
- * Serve as a model of leadership and civility to the community
- * Inspire public confidence
- * Demonstrate honesty and integrity in actions and statements
- * Participate in scheduled activities to increase team effectiveness
- * Stay familiar with Director procedures and guidelines, such as Meeting Ground Rules and this Code of Conduct

VICE CHAIR

The Vice Chair serves at the pleasure of the Directors and has all the rights and responsibilities of any Director. In addition, the Vice Chair:

1. Performs the duties of the Board Chair if the Board Chair is absent
2. Leads Board meetings at the request of the Board Chair
3. Signs checks on behalf of the District

BOARD CHAIR

The Board Chair serves at the pleasure of the Directors and has all the rights and responsibilities of any Director. In addition, the Board Chair:

1. Acts as the official head of the Directors
2. Calls for Special Meetings when needed with the guidance from the General Manager or District's Attorney
3. Leads the Directors into working as an effective, cohesive team
4. Signs documents and checks on behalf of the District with guidance from the General Manager
5. Chairs Board Meetings
 - a. Maintains order, decorum, and the fair and equitable treatment of all speakers
 - b. Keeps discussion and questions focused on specific agenda item under consideration

POLICIES & PROTOCOL

Placing Items on the Board Meeting Agenda

Directors wishing to place an item on the meeting agenda should discuss the topic with General Manager to explore appropriateness of subject and timing. Directors may also suggest an item for a future meeting during the appropriate time at a regular meeting. Once it is agreed that an item should be placed on the agenda, the Director should document the purpose of the agenda item. The Director should also provide background or substantiating information for the topic to be included in Agenda Packets. If a Director needs assistance in preparing this information, the General Manager may be able to help.

* As a rule of thumb, be prepared to communicate:

- a. What the agenda item is about
- b. Why the item should be on the agenda/the purpose of the agenda item
- c. What action is to be taken by the Directors, if any

The Agenda is not the place for grandstanding or for use as a personal soapbox regarding individual Director positions on political issues.

Meeting Process and Guidelines

To a large degree, Board meetings are where members of the public view the professionalism of the Directors. Behaviors and actions of Directors can impact the public's perception of Director effectiveness and ultimately affect all Directors. Therefore, Director conduct during meetings is of utmost importance and concern to all elected officials and staff. Understanding meeting process and protocol can help everyone operate more effectively and efficiently. Keeping the principle of respect first and foremost in your mind will also greatly enhance Director performance.

Board meetings will necessarily vary from meeting to meeting, depending on current topics and activities. However, understanding and adhering to a general format provides the consistency needed to keep a meeting on track.

Typical Board Meeting Process with Protocol

1. Call to Order
 - a. Roll call, Flag salute, Review meeting ground rules
2. Approval of Agenda
 - a. Agenda items may be removed or continued at the suggestion of a Director with approval by a majority of the Directors
3. Public Matters not on the Agenda
 - a. During a designated period of the agenda, citizens, Directors and staff may bring forth issues or questions that are not on the meeting's agenda. Topics should be legislative items requiring action the Board (at future date), study issues for future consideration, and requests for information. Each speaker, citizen or Director will be limited to three minutes.
4. Administrative Reports

- a. Board Chair will ask for General Manager oral reports regarding any issues or activities within the General Manager's domain
- 5. Discussion Calendar
 - a. For general discussion calendar items:
 - i. Board Chair will ask the person placing the item on the agenda to introduce the item and provide background information
 - ii. Board Chair offers Directors the opportunity to ask questions
 - iii. Board Chair invites members of the public to address the Directors if they wish; Chair may direct the presenter, staff or other appropriate person to respond to public comment; otherwise, Directors should refrain from engaging in dialogue or each other at this point.
 - iv. Chair invites Directors to discuss, express opinions and comment on the topic
 - v. When all have had an opportunity to provide input, Chair will call for the Director's pleasure (a motion, second, etc.)
 - vi. If there is no further discussion, the Chair calls for a vote, the results of which are stated for the record.

with the public

6. Adjourn the Meeting

- a. If the meeting is adjourned to Closed Session, Chair will ask all in attendance to excuse themselves. Once the meeting chambers are vacant, closed session topic (s) will be discussed and appropriate
- b. Chair will return the meeting to Open Session
- c. Chair will announce any reportable items or that there are no reportable items
- d. Chair will adjourn the meeting

decided as

Post Meeting Conduct

Directors should act on any items for which they have assumed responsibility as the result of discussions or decisions during the meeting.

All Directors are encouraged to remember discretion when leaving a Board Meeting. While most items discussed in a Board Meeting are a matter of public record, comments and personal conjecture about such items are oftentimes not appropriate. If all Directors keep in mind the overriding principle of respect, we should not find ourselves amid conflict, confusion or poor public relations.

CONDUCT GUIDELINES

Directors are composed of individuals with a wide variety of backgrounds, personalities, values, opinions and goals. Despite this diversity, all have chosen to serve in public office to uphold the River Pines Public Utility District's vision: "Preserving our past, enriching our present, building our future." In Directors may "agree to disagree" on contentious issues.

Councils Conduct with One Another

Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. However, this does not mean that Directors may make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

Respect the Chair's role in maintaining order

It is the responsibility of the Board Chair to keep the comments of Directors on track during public meetings. Directors should honor efforts by the Chair to focus discussions on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason.

Avoid personal comments that could offend other Directors

If a Director is personally offended by the remarks of another Director, the offended Director should make notes of the actual words used and may call for a "point of personal privilege" that challenges the other Director to justify or apologize for the language used. The Chair will maintain control of this discussion.

Demonstrate effective problem-solving approaches

Directors have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community.

Continue respectful behavior in private

The same level of respect and consideration of differing points of view that is appropriate for public discussions should be maintained in private conversations. Be aware too of the insecurity of written notes, voicemail messages, and e-mail. Think, before acting or speaking. Would you feel comfortable having this conversation repeated? How would you feel if this voicemail message was played on a speakerphone? What would happen if this email were forwarded to others?

Councils Conduct with General Manager

Every effort should be made to be cooperative and show mutual respect for the contributions made by the General Manager for the good of the community.

Clear, honest communications that respects the abilities, experience, and dignity of the General Manager is expected. Poor behavior toward General Manager is not acceptable.

Questions or requests for additional background information should be directed ONLY to the General Manager. Materials supplied to a Director in response to a request will be made available to all Directors so that all have equal access to information.

Do not disrupt General Manager from his/her job

Directors should not disrupt the General Manager while they are in meetings, or the phone, or engrossed in performing their job functions to have individual needs met. Schedule a meeting with General Manager before dropping in to avoid any disruptions.

Council Conduct with the Public

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of the individual Directors toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public comments.

Be welcoming to speakers and treat them with care and gentleness

For many, speaking in front of a Director is difficult experience. The issue may be personal and/or emotional. The way the Director treats people during public hearings can do a lot to make them relax or push their emotions to a higher level of intensity.

Be fair and equitable in allocating public comment time to individual speakers

The Chair will determine and announce limits on speakers at the start of the public comment process. Generally, each speaker will be allocated three-minutes. If many speakers are anticipated, the Chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public comment unless the Director request additional clarification later in the process. However, speakers may request to speak again, and the Chair may acknowledge and allow that member to speak if it seems appropriate. If there is dispute about this decision, the decision will be decided by consensus among a majority of the Directors. After the close of the public comments, no more public comments will be accepted unless the Chair reopens the public comments for a limited and specific purpose.

The Chair may remind speakers that they are addressing the Directors, not making a speech to the public or practicing oratory at the expense of the Directors meeting time.

Actively listen

It is disconcerting to speakers to have Directors not look at them when they are speaking. It is fine to look down at documents or make notes, but reading for a long period of time, gazing around the room or staring into space gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as smirking, disbelief, annoyance, or boredom.

Ask for clarification, but avoid debate and argument with the public

Only the Chair, not individual Directors, can interrupt a speaker during a presentation. However, a Director can ask the Chair for appoint of order if the speaker is off the topic or exhibiting behavior or language the Director finds disturbing.

If speakers become flustered or defensive by Director questions, it is the responsibility of the Chair to calm and re-focus the speaker and to maintain the order of the meeting. Questions by Directors to members of the public should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Directors personal opinions or inclinations about upcoming votes should not be revealed until after the public comments are closed.

No personal attacks of any kind, under any circumstances

Directors should be aware that their body language and tone of voice, as well as the words they use, could appear to be intimidating or aggressive.

In Unofficial Settings

Directors are frequently asked to explain a board action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of District policy and to refer to District Manager for further information. It is inappropriate to overtly or implicitly promise Board or Manager action.

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Directors, their opinions and actions.

If attending another Board Meeting, be careful about your role

Directors may attend any Board meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation, especially if it is on behalf of an individual. Any public comments by a Director at a Board meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Board of Directors.

SUMMARY

Remember to practice the *principle of respect* always. Keep in mind the River Pines Public Utility District's Ground Rules:

- Focus on the Issue, not the Person
- Treat all with Respect
- Observe Time Limits
- Maintain Focus
- One Person Speak at a Time
- Observe Meeting Protocol

Don't forget that other Directors, like you, are doing their best to represent and protect our constituency.

Never lose sight of the River Pines Public Utility District's Visions Statement:

"Preserving our past, enriching our present, building our future"

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1000

AGENDA ITEM 10E

1000.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager by submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager, which may be submitted in person or by any communication method approved by the District, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors. Any member of the Board may place an item on a future agenda by making a formal request to the General Manager at a meeting of the Board. The General Manager will place Board items on a future Board agenda when reasonable, based on the staff time and research necessary to prepare the item for Board consideration.

1000.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the District's state statutes regarding the constitution of a majority vote.

1000.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

RIVER PINES PUBLIC UTILITY DISTRICT

POLICY TITLE: Basis of Authority
POLICY NUMBER: 1010

1010.1 The Board of Directors is the legislative body and unit of authority within the District. Power is centralized in the elected Board collectively and not in an individual Director. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

1010.2 Directors do not represent any fractional segment of the community but are, rather, a part of the body that represents and acts for the community as a whole. Routine matters concerning the operational aspects of the District are delegated to District staff members.

POLICY TITLE: Board/Staff Communications
POLICY NUMBER: 1020

Objectives: Effective governance of the District relies on the cooperative efforts of the agency's elected Board, who set policy and priorities, and the District's staff members, who analyze problems and issues, to make appropriate recommendations, and implement and administer Board policies. It is the responsibility of District staff to ensure Board members have access to information and to insure such information is communicated completely and with candor to those making the request. However, Board members should avoid intrusion into those areas that are the responsibility of District staff. Individual Board members must avoid intervening in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the General Manager and Board as a whole. This is necessary to protect District staff from undue influence and pressure from individual Board members and to allow staff to execute priorities given by management and the Board without fear of reprisal.

Role of the Board: As the legislative body for the agency, the Board is responsible for approving the District's budget, setting policy goals and objectives and adopting strategic plans. The primary functions of the District staff members are to execute Board policy and other Board actions and to keep the Board well informed.

Individual members of the Board should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities, without the prior knowledge and approval of the Board as a whole. If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy.

Board members also have a responsibility of information flow. It is critical that they make extensive use of staff and agency reports and Board meeting minutes. Board members should come to meetings prepared; having read the agenda packet materials and supporting documents, as well as any additional information or memoranda provided on agency projects or evolving issues. Additional information may be requested from staff, if necessary.

Individual Board members, as well as the Board as a whole, are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information. The General Manager or Legal Counsel will pass critical information to all Board members.

There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress, etc.) are under review and not available for release until complete and after review by District staff. In addition, there are legal restrictions on the agency's ability to release certain personnel information

even to members of the Board. Any concerns Board members may have regarding the release of information or the refusal of staff to release information, should be discussed with Legal Counsel for clarification.

Policies: There shall be mutual respect from both staff and Board members of their respective roles and responsibilities at all times. There is a need for access to staff by Directors and at the same time, unlimited access could result in work priority conflicts for staff.

Purpose: The purpose of the policies listed below is to facilitate Board/staff communications consistent with these principles.

1020.1 All requests for information or questions by the Board to staff outside of a Board or Committee meeting, shall be directed to the General Manager, Legal Counsel, or the Clerk of the Board as appropriate and shall include the desired time and date for receiving the information. Staff will confirm the date they can provide the information. So that all Board members are equally informed, all written informational material requested by any Director shall be submitted by staff to all Board members with the notation indicating which Board member requested the information. If a Board member requests information from any other member of the staff, staff may either direct the matter to the General Manager or may ask the Board member to contact the General Manager directly.

1020.2 Individual Directors cannot directly assign work to staff members. Board initiated projects will follow organizational channels, through the General Manager, unless there is an emergency. As no formal procedure will answer all cases, the following should be considered as a guide and used with restraint and judgment:

- a) Directors should clear all short-term requests of Staff with the General Manager prior to contacting individual members of the staff and, in most cases, the General Manager should direct and handle the request for the Director.
- b) For long-term, involved studies or where the matter includes confidential material, the General Manager should be contacted and the subject matter discussed with the full Board at a Board meeting prior to staff working on the assignments.
- c) In the event that staff is a participant or representative of a Committee or Work Group of the Board, the Board may contact the staff member directly to request or provide information or confer regarding matters of the Committee or Work Group.

1020.3 At Board meetings and other public meetings, respectful communication is expected. Staff is encouraged to give their professional recommendations, and the Board should recognize that staff may make recommendations that could be viewed as unpopular with the public and with individual Board members. Board members may request clarification and ask questions of staff at public meetings, and Directors are encouraged to participate in healthy discussions amongst each other regarding items under discussion on the Agenda. However, Directors should refrain from debate with staff at Board meetings about staff recommendations or other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a staff recommendation and that the Board's wishes will be implemented by staff even if it was contrary to a staff recommendation.

1020.4 Directors shall not attempt to coerce or influence staff, included in the making of recommendations, the awarding of contracts, the selection of consultants, the processing of any projects or applications, or the granting of permits. Directors shall not attempt to change or interfere with the operating policies and practices of any district department through interaction with staff. Individual Directors may discuss these items with the General Manager to get clarification or raise concerns.

RIVER PINES PUBLIC UTILITY DISTRICT

1020.5 Board members should not make public comments critical of the performance of a District staff member. Any concerns by a Director over the behavior or work of a district employee during a Board meeting should be directed to the General Manager privately to ensure the concern is resolved. All complaints about employees from Directors should be submitted privately to the General Manager or, if a complaint concerns the General Manager, to Legal Counsel.

1020.6 Staff will respect the right of Directors to refuse to provide information or answers to staff and recognize that Directors may be bound by other rules of law or procedure that do not permit the Director to speak about the subject matter presented. If a Director violates any of the policies regarding communications as stated in this policy, any member of staff has the right to request that the Director speak directly with the General Manager about the subject matter presented without any fear of reprisal.

POLICY TITLE: Code of Ethics
POLICY NUMBER: 1030

1030.1 Background information:

River Pines Public Utility District designed its Code of Ethics & Values (the "Code") to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the District. The Code is developed to reflect the issues and concerns of today's complex and diverse society.

1030.2 Goals of the code of ethics & values:

- a) To make River Pines Public Utility District a better District built on mutual respect and trust.
- b) To promote and maintain the highest standards of personal and professional conduct among all involved in District government, District staff, volunteers and members of the District's Board. All elected and appointed officials, officers, employees, members of advisory committees, and volunteers of the District, herein called "Officials" for the purposes of this policy.
- c) The Code is a touchstone for members of District Board and staff in fulfilling their roles and responsibilities.

1030.3 Preamble:

- a) The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The River Pines Public Utility District has adopted this Code to promote and maintain the highest standards of personal and professional conduct in the District's government.
- b) All Officials, and others, who participate in the District's government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public confidence in the District's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

1030.4 Applicability:

This Code shall apply to all District Officials as defined in 1030.2 b.

1030.5 Core Value:

As participatory Officials in the District's government, we subscribe to the following Core Values:

1030.6 As a representative of River Pines Public Utility District, I will be ethical.
In practice, this value looks like:

RIVER PINES PUBLIC UTILITY DISTRICT

- a) I am trustworthy, acting with the utmost integrity and moral courage. I am truthful. I do what I say I will do. I am dependable.
- b) I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
- c) I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- d) I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions or any improper or unauthorized representations on behalf of the District.
- e) I show respect for persons, confidences, and information designated as "confidential."
- f) I use my title(s) only when conducting official District business for information purposes or as an indication of background and expertise carefully considering whether I am exceeding or appearing to exceed my authority.
- g) I will avoid actions that might cause the public or others to question my independent judgment.
- h) I maintain a constructive, creative, and practical attitude toward the District's affairs and a deep sense of social responsibility as a trusted public servant.

1030.7 As a representative of River Pines Public Utility District, I will be professional.

In practice, this value looks like:

- a) I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent and productive manner.
- b) I approach my job and work-related relationships with a positive, collaborative attitude.
- c) I keep my professional education, knowledge, and skills current and growing.

1030.8 As a Representative of River Pines Public Utility District, I will be service-oriented.

In practice, this value looks like:

- a) I provide friendly, receptive, courteous service to everyone.
- b) I attune to and care about the needs and issues of citizens, public Officials and District workers.
- c) In my interactions with constituents, I am interested, engaged and responsive.

1030.9 As a representative of River Pines Public Utility District, I will be fiscally responsible.

In practice, this value looks like:

- a) I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the District, especially its financial stability.
- b) I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
- c) I make good financial decisions that seek to preserve programs and services for District residents.
- d) I have knowledge of and adhere to the District's Purchasing and Contracting and Allocation of Funds Policies.

1030.10 As a representative of River Pines Public Utility District, I will be organized.

In practice, this value looks like:

- a) I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
- b) I follow through in a responsible way, keeping others informed and responding in a timely fashion.
- c) I am respectful of established District processes and guidelines.

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1030.11 As a representative of River Pines Public Utility District, I will be communicative.

In practice, this value looks like:

- a) I positively convey the District's care for and commitment to its citizens.
- b) I communicate in various ways, that I am approachable, open-minded, and willing to participate in dialog.
- c) I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.

1030.12 As a representative of River Pines Public Utility District, I will be collaborative.

In practice, this value looks like:

- a) I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- b) I work towards consensus building and gain value from diverse opinions.
- c) I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
- d) I consider the broader regional and state-wide implications of the District's decisions and issues.

1030.13 As a representative of River Pines Public Utility District, I will be progressive.

In practice, this value looks like:

- a) I exhibit a proactive, innovative approach to setting goals and conducting the District's business.
- b) I display a style that maintains consistent standards; but is also sensitive to the need for compromise, "thinking outside the box" and improving existing paradigms when necessary.
- c) I promote intelligent and thoughtful innovation in order to forward the District's policy agenda and District services.

1030.14 Enforcement:

Any Official found to be in violation of this Code may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee, appropriate action shall be taken by the General Manager or by an authorized designee.

BYLAWS, RULES AND PROCEDURES

SECTION 1.00 BOARD OF DIRECTORS

1.01 **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.

1.02 **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.

1.03 **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

2.01 **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.

2.02 **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.

2.03 **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.

2.04 **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

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.

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

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.

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

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.

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.

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.

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.)

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.

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.

Secret Ballots

Secret ballots are not allowed.

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."

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

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.

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.

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.

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."

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.

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.

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.

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.

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

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.

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

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.

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.

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.

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.

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.

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.

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.

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

Method of Action

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

Majority - Quorum

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

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.

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.

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

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

Standing Committees

1. Finance Committee
2. Personnel Committee

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.

SECTION 12.0 BOARD CONDUCT

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.

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.

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

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.

13.0.10. 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.

13.0.20. Deposits, Establishment, and Reestablishment of Credit