**] River Pines Public Utility District **

**REGULAR MINUTES**

**January 17, 2024**

**ACTION MINUTES**

1. **CALL TO ORDER:** The meeting was called to order by Chairman Raymond at6:00p.m.

|  |  |  |
| --- | --- | --- |
| 1. **ROLL CALL: Via Phone** |  |  |
| |  | | --- | | Director John Chapman  Director Karla Christensen  Director Roscoe Raymond  Director Eric Rewitzer  **ABSENT:** Director Anita Ebbinghausen | |  | Candi Bingham, General Manager -Via Phone  Leslie Garrett, Office Manager  Gisele Wurzburger, Board Clerk – Via Phone |

1. **PLEDGE OF ALLEGIANCE:**  Chairman Raymond led the Pledge of Allegiance.
2. **AGENDA:**

General Manager Bingham stated Board Member Chapman requested an item be place on the Agenda as

9h. Tree Removal at the Townhall.

**Motion by Chairman Raymond, seconded Board Member Chapman and carried by a 4 to 0 vote to add 9h. Tree Removal at the Townhall to the Agenda and approve the Regular Agenda dated January 17, 2024 as amended.**

|  |  |
| --- | --- |
| **AYES:** | **Chapman, Christensen, Raymond, Rewitzer** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **Ebbinghausen** |

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

Russel Robinson was present to introduce himself and to learn how the District Meetings are held.

1. **MINUTES: Discussion / Approval.**
   1. November 15, 2023, Regular Meeting.

**Motion by Board Member Rewitzer, seconded by Board Member Christensen, and carried by a 4 to 0 vote to approve the Minutes dated November 15, 2023 as presented. Motion passed by the following vote:**

|  |  |  |
| --- | --- | --- |
|  | |  |
| **AYES:** | **Chapman, Christensen, Raymond, Rewitzer** | |
| **NOES:** | **None** | |
| **ABSTAIN:** | **None** | |
| **ABSENT:** | **Ebbinghausen** | |

1. **CONSENT ITEMS:**
   1. Monthly Financial Statements - Period Ending November 30,2023/December 31, 2023.

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

* 1. Expenditure Report **-** Submitted Check Approval through November 30, 2023/December 31, 2023.

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

Chairman Raymond suggested Office Manager Garrett sent a letter to AT&T regarding the continued discrepancy on the phone bills.

**Motion by Chairman Raymond, seconded by Board Member Christensen and carried by a 4 to 0 vote to approve the Monthly Financial Statements and Expenditure Report – Period Ending November 30, 2023 and Period Ending December 31, 2023. Motion passed by the following vote:**

|  |  |
| --- | --- |
| **AYES:** | **Chapman, Christensen,** **Raymond, Rewitzer** |
| **NOES:** | **None** |
| **ABSTAIN:**  **ABSENT:** | **None**  **Ebbinghausen** |

1. **MONTHLY OPERATIONS REPORT: Discussion.** Any matter requiring action will be placed on an upcoming agenda for consideration.

a. Monthly Operations Report.

**November 1, thru November 30, 2023 Water Production/Sold Information:**

Well 2 - 230,500 gallons Total Produced - 750,747 gallons

Well 3R – 360,500 gallons Total Sold – 517,710 gallons

Well 6R – 159,474 gallons Unaccounted Loss - 31%

Staff Hours: Water 51.75 hours

**November 1 thru November 30, 2023 Wastewater Production:**

Influent flow: 1,104,900 gallons Effluent Discharged: 447,700 gallons

Staff Hours: Wastewater 23 hours

Monthly Operations Report.

**December 1 thru December 31, 2023 Water Production/Sold Information:**

Well 2 - 270,800 gallons Total Produced - 710,-22 gallons

Well 3R – 416,800 gallons Total Sold - 472,502 gallons

Well 6R - 22,422 gallons Unaccounted Loss – 33%

Staff Hours: Water 82.25 hours

**December 1 thru December 31, 2023 Wastewater Production:**

Influent flow: 950,100 gallons Effluent Discharged: 207,300 gallons

Staff Hours: Wastewater 97.5 hours

Board Member Christensen inquired about the leak at the Townhall. General Manager Bingham stated that a work order had been submitted and if there currently wasn’t a leak then AWA had fixed it.

General Manager Bingham reported a customer had hit a water main line because they did not contact 1-800-Dig therefore they will be billed $3,000 for the repair.

b. Monthly General Manager Report – Period Ending November/December 2023.

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

General Manager Bingham reported although the easement and legal descriptions have been sent to the Title Company, they appear to have a problem with some of the information provided. She requested Chairman Raymond contact the Title Company to discuss this matter and stated she would email all the supporting document to him.

General Manager Bingham reported 5 Bid Packets for the sent to five different engineers for the Construction Manager positions for the Rehabilitation Project with a January 10, 2024 deadline. She noted for the record only one bid was received and will be discussed under Agenda Item 9f.

1. **BOARD MATTERS:** Discussion/Action.
   1. **Agreement Board Clerk.** Discussion/Action

General Manager reported it had been determined Board Clerk Wurzburger’s agreement was past due for renewal. Board Clerk Wurzburger submitted a new two-year agreement with no additional conditions and the monthly amount stayed the same.

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

**Motion Vice-Chairman Rewitzer, seconded by Chairman Raymond and carried by a 4 to 0 vote to approve Agreement Board Clerk as presented. Motion passed by the following vote:**

|  |  |
| --- | --- |
| **AYES:** | **Chapman, Christensen, Raymond, Rewitzer** |
| **NOES:** | **None** |
| **ABSTAIN:**  **ABSENT:** | **None**  **Ebbinghausen** |

* 1. **Appoint New Chairman and Vice-Chairman.** Discussion/Action

**Motion by Chairman Raymond, seconded by Board Member Chapman and carried by a 4 to 0 vote to appoint Eric Rewitzer as Chairman. Motion passed by the following vote:**

|  |  |
| --- | --- |
| **AYES:** | **Chapman, Christensen, Raymond, Rewitzer** |
| **NOES:** | **None** |
| **ABSTAIN:**  **ABSENT:** | **None**  **Ebbinghausen** |

**Motion by Chairman Rewitzer, seconded by Board Member and carried by a 4 to 0 vote to appoint Roscoe Raymond as Vice-Chairman. Motion passed by the following vote:**

|  |  |
| --- | --- |
| **AYES:** | **Chapman, Christensen, Raymond, Rewitzer** |
| **NOES:** | **None** |
| **ABSTAIN:**  **ABSENT:** | **None**  **Ebbinghausen** |

* 1. **Amador County Vehicle Abatement Program and Associated Fees**. Discussion/Action.

General Manager Bingham stated no report had been submitted on this item.

Office Manager Garratt stated she had called Up Country Towing and if the vehicle can be moved it would be at the owner’s expense.

General Manager Bingham if the vehicles are parking on District property, they have 30 to 60 days to move and would be notified by letter. She stated the District needs four no-parking/code signs towed at owner expense. The four locations are Townhall, Town Center, Record’s Building and Slow Sand Filter.

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

**Motion by Chairman Rewitzer, seconded by Vice-Chairman Raymond and carried by a 4 to 0 vote to purchase four no-parking/code signs, Townhall, Town Center, Record’s Building and Slow Sand Filter.**

**Motion passed by the following vote:**

**AYES: Chapman, Christensen, Raymond, Rewitzer**

**NOES: None**

**ABSTAIN: None**

**ABSENT: Ebbinghausen**

* 1. **Additional Signage at River Pines Town Center**. Discussion/Action.

General Manager Bingham stated no report had been submitted on this item.

General Manager Bingham report Nell Raymond requested this item be placed back on the Agenda for consideration. She is requesting the same signage that was approved at the Slow Sand Filter be approved at River Pines Town Center. Vice-Chairman Raymond abstained from this item.

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

**Motion by Chairman Rewitzer, seconded by Board Member Chapman and carried by a 2 to 0 vote to approve Additional Signage at River Pines Town Center Motion failed passed by the following vote:**

**AYES: Chapman, Rewitzer**

**NOES: Christensen**

**ABSTAIN: Raymond**

**ABSENT: Ebbinghausen**

* 1. **Signage for the Distribution Project.** Discussion/Action

General Manager Bingham requested this item be tabled until the Construction Manager for the Rehabilitation Project has been appointed.

* 1. **Construction Management Bids for Rehabilitation Project**. Discussion/Action.

General Manager Bingham reported 5 Bid Packets for the sent to five different engineers for the Construction Manager positions for the Rehabilitation Project with a January 10, 2024 deadline. She noted for the record only one bid was received from KASL Consulting Engineers, John Scroggs. She reported 3 other engineers had stated they would be submitting a bid, however no other bids were received by the deadline.

General Manager Bingham stated she did not believe there was enough time to go out for Bid again.

She stated for the record KASL Consulting Engineers did all the planning for the Rehabilitation Project. The bid stated KASL is joined in this proposal by WGA Inc. Civil Engineers, San Andreas, who would provide construction inspection services, and by Frisch Engineering who would assist KASL in providing electrical engineering support service during construction.

Summary of Fee Proposal:

|  |  |  |
| --- | --- | --- |
|  | Project Bid Phase Services | $ 10,500 |
|  | Inspection During Project Construction | $384,000 |
|  | Construction Staking | $ 44,750 |
|  | Engineering Services During Construction | $ 82,100 |
|  | Close Out Services | $ 11,500 |
|  | Total Proposed Fee | $532,850 |

Board Member Christensen stated on page 6 under BASIC CHARGES it states:

UNDER PROVISION OF THIS AGREEMENT, a late payment finance charge will be computed at the periodic rate of 1.5% percent per month, which is an annual percentage rate of 18% percent, and will be applied to an unpaid balance commencing 30 days after the date of the original invoice.

General Manager Bingham stated she had not seen that late payment finance charge statement. She stated the State pays in 30 days and they would not except late fee charges. She will contact KASL about this late payment finance charge statement.

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

**Motion by Chairman Rewitzer, seconded by Board Member Christensen and carried by a 4 to 0 vote to except KASL Consulting Engineers Bid in the amount $532,850 excluding the 2024 Standard Rate Schedule under Basic Charges “Late Payment Finance Charge”. Motion passed by the following vote:**

**AYES: Chapman, Christensen, Raymond, Rewitzer**

**NOES: None**

**ABSTAIN: None**

**ABSENT: Ebbinghausen**

* 1. **Money Transfer to Cover Large Expenses/Property Purchase.** Discussion/Action.

General Manager Bingham stated she is recommending the Board approve a transfer for approximately $70,000 from LAIF to help bring the District current with Amador Water Agency, most of this expense is sewer. She also is recommending the Board approve a transfer from the Capital Improvement Account in the amount of $25,000 for the purchase of Circle Tank and to help with a few of those improvements on the expense summary supported in the report submitted.

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

After considerable discussion the following motion was made:

**Motion by Chairman Rewitzer, seconded by Board Member Christensen and carried by a 4 to 0**

**vote to tranfer the following amounts to the General Fund Bank Account:**

**LAIF Account - $80,000**

**Capital Improvement Account - $25,000**

**Motion passed by the following vote:**

**AYES: Chapman, Christensen, Raymond, Rewitzer**

**NOES: None**

**ABSTAIN: None**

**ABSENT: Ebbinghausen**

General Manager stated Vice-Chairman will have to perform these transfers. She requested that new Bank and LAIF Signature cards be placed on the next agenda.

* 1. **Tree Removal at the Townhall.** Discussion/Action.

General Manager Bingham stated no report had been submitted on this item.

Board Member Chapman requested permission to remove two trees on District property.

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

It was noted removal of these trees would be considered general maintenance and did not require a vote.

Board Member Chapman also requests the removal of an abandoned telephone pole and requests it be placed on the next agenda for consideration.

1. **BOARD OF DIRECTORS COMMENTS/REPORTS**: Discussion Only.
   1. Capital Improvements and general repairs necessary at the District. Continued Item.

Nothing to report.

1. **COMMITTEE COMMENTS/REPORTS**: Continued Item.
   1. Water Rights Committee. Discussion/Possible Action.

Nothing to report.

1. **FUTURE AGENDA TOPICS**:
2. New Signature Cards for General Fund Bank and LAIF.
3. John Deere Tractor Status.
4. Website Update.
5. Distribution Project Update.

**ADJOURNMENT:** The meeting adjourned at 7:40 p.m. to the scheduled meeting on February 21, 2024.