**] River Pines Public Utility District **

**REGULAR MINUTES**

**Wednesday, August 17, 2022**

**ACTION MINUTES**

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

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| 1. **ROLL CALL: Via Phone** |  |  |
| |  | | --- | | Director John Chapman  Director Karla Christensen  Director Anita Ebbinghausen  Director Roscoe Raymond  Director Eric Rewitzer  **ABSENT:** | |  | Candi Bingham, General Manager – Via Phone  Gisele Wurzburger, Board Clerk – Via Phone |
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1. **PLEDGE OF ALLEGIANCE:**  Chairman Raymond led the Pledge of Allegiance.
2. **AGENDA:**

General Manager Bingham requested an item be placed on the Agenda: Item 9e. Security System New Quote.

Board Member Ebbinghausen requested the RPRA summary be added to item 11c. Committee Comments/Report for continued future action.

**Motion by Board Member Ebbinghausen, seconded by Board Member Chapman, and carried by a 5 to 0 vote to approve the Regular Agenda dated July 20, 2022 as amended. Motion passed by the following vote:**

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

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

Jerrold White, was present to request a copy of the District’s Bylaws and to discuss his accounts. General Manager Bingham stated no late charges had been assessed and she would correct the information on his accounts.

1. **MINUTES: Discussion / Approval.**
   1. July 20, 2022 Regular Meeting.

**Motion by Chairman Raymond, seconded by Board Member Chapman, and carried by a 5 to 0 vote to approve the Minutes dated July 20, 2022 as presented. Motion passed by the following vote:**

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

1. **CONSENT ITEMS:** 
   1. Monthly Financial Statements - Period Ending July 31, 2022.

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 July 31, 2022.

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

**Motion by Chairman Raymond, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to approve the Monthly Financial Statements and Expenditure Report - Period Ending July 31, 2022. Motion passed by the following vote:**

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

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

The report included updates from AWA staff, construction, wastewater and water – see report for complete details for Regulatory Compliance Specialist, Wastewater, Water, Distribution and Electrical.

**July 1 thru July 31, 2022 Water Production/Sold Information:**

Well 2 – 322,300 gallons Total Produced – 1,072,428 gallons

Well 3R – 531,600 gallons Total Sold – 928,337 gallons

Well 6R – 217,528 gallons Unaccounted Loss - 13%

Staff Hours: Water 47.75 hours

**July 1 thru July 31, 2022 Wastewater Production:**

Wastewater Production not reported on the Monthly Operation Report.

Staff Hours: Wastewater 31.5 hours

1. Monthly General Manager Report.

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

1. **BOARD MATTERS:** Discussion/Action.
2. **Estimates on New Lift Station Generators. Discussion/Action.**

General Manager Bingham provided Amador Water’s quote for the replacement generator at Horseshoe. General Manager informed the Board the Horseshoe and Immigrant generators have both reached their life span and recommended the purchase of two new generators. A copy of the quote was provided. This transaction would require the transfer of $30,000 from the LAIF account.

Board Clerk Wurzburger informed the new Board members that LAIF is the District’s – Local Agency Investment Fund. General Manager Bingham explained the funds in the LAIF account can only be used for Sewer repairs.

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| --- | --- |
| The estimated deliver for the generator and transfer switch - (Tax not included)  Freight | $12,829    $700 |
| Start-up Services | $1,200 |
| Misc. | $500 |
| AWA Labor 2 X 8 hours | $2,080 |
|  |  |
| Total | $17,359 |

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

**Motion by Chairman Raymond, seconded by Board Member Ebbinghausen. and carried by a 5 to 0 vote to purchase two new generators and authorize the transfer of $30,000 from the LAIF Account. Motion passed by the following vote:**

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

1. **Estimates on New NVR and Cameras. Discussion/Action.**

General Manager Bingham reported the current NVR is approximately six years old. It was installed when the District installed the current security system. The cameras are having difficult time operating and Mission I has to log the program weekly to get the cameras back up and operating.

She reported this last week Mission IT was no longer able to get a couple of the cameras at the sewer ponds back online. It is imperative that the NVR be kept up to date and the cameras be updated regularly (approximate every five years). At the last meeting there was discussion regarding the Town Hall Parking Lot Camera.

A copy of Mission IT Solution’s quote was provided for the purchase of a new NVR and Cameras.

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| --- | --- |
| Synologh NVR | $2,290 |
| Synologh camera license (per camera)  14 @ $79 | $1,106 |
| Labor | $1,500 |
| Additional Camera at Well2 | $289 |
| Mount/Point/Focus new Dome Security  Camera, add to Synoloy Surveillance and configure recording and bandwidth settings | $300 |
| Total | $5,684.88 |

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

**Motion by Board Member Ebbinghausen, seconded by Chairman Raymond and carried by a 5 to 0 vote authorize the purchase of the Synologh NVR and Cameras in the amount of $5,684.88. Motion passed by the following vote:**

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

1. **Garbage Left from Cleanup Day on District Property and Extra Lock on Gate. Discussion/Action.**

General Manager Bingham reported property by the slow sand filter looks like Aces Waste dumping ground after the last unauthorized cleanup day. She noted for the record this cleanup day was not place on the agenda for approval by the Board. The garbage that was left suggests residents can continue to throw more garbage at that location. This makes this location looking like a dump. A picture of the dump garbage was provided.

She stated the 3rd lock needs to be removed from the gate. There should only be two locks, one for Amador Water Agency and Pacific Gas and Electric.

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

After considering discussion on this matter the following motion was made:

**Motion by Chairman Raymond, seconded by Board Member Chapman, and carried by a 4 to 1 vote to approve Firewise to have a key to the gate and request the District be notified of any Green Waste Cleanup events. Motion passed by the following vote:**

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

1. **Update Circle Tank Exchange/Survey Recordation. Discussion/Action.**

General Manager Bingham reported Matt Toma was supposed to complete the survey on July 27 and the filing will be recorded afterwards. She contacted Toma & Associates office and was informed the survey and recordation had not been completed.

No action was taken. This item was continued to the next agenda.

1. **Stipulation /Acceptance of RPRA Fund Donate to the District. Discussion/Action.**

General Manager reported Board Member Ebbinghausen requested this item be placed on the agenda. The RPRA wants to donate funds to the District for windows and flooring. Board Member Ebbinghausen stated the RPRA needs the RPPUD to approval their ability to accept donations for RPPUD. She stated RPRA would collect the funds and carry out the projects.

It was noted for the record that no donated funds would be exchanged between the RPRA and District.

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

**Motion by Board Member Ebbinghausen, seconded by Chairman Raymond, and carried by a 5 to 0 vote to authorized RPRA to collect fund donations and perform the necessary repairs for RPPUD. Motion passed by the following vote:**

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

1. **Stipulation /Acceptance of Chairman Raymond Donation to the District. Discussion/Action.**

General Manager reported Chairman Raymond requested this item be placed on the agenda. Chairman Raymond reported he wants the RPPUD to accept the donation of a 72-inch television that is internet ready. He also will be donating the mounting bracket.

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

**Motion by Board Member Ebbinghausen, seconded by Board Member Chapman, and carried by a 5 to 0 vote to accept Chairman Raymond’s Donation of a 72-inch television and mounting bracket. Motion passed by the following vote:**

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

1. **Update on Solar Inquiry. Discussion.**

General Manager Bingham reported Prime Solar Solutions was provided access to all of the District’s account regarding our solar needs. They were given access approximately 2 – 3 weeks ago.

To date no information has been provided.

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

No action was taken. This item was continued to the next agenda.

1. **Update Attorney’s Response to CalPERS Requests. Discussion.**

General Manager Bingham stated at the last meeting the Board was provided information that CalPERS stating that the district is not in compliant. They are requesting that all Board Members receive a W-2 and that Social Security and Medicare be taken out of their stipend checks. The letter was forwarded to the District’s Attorney for input. Our attorney believes CalPERS is mistaken and is drafting a letter regarding this matter. To date no information has been provided.

No action was taken. This item was continued to the next agenda.

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.

Board Member Ebbinghausen reported on the following:

1. RPRA Barbeque this Saturday and donations will be accepted.
2. Request for use of the Town Hall for District 5 Candidates Night.
3. RPRA Creek Repair scheduled for September 21.
4. **FUTURE AGENDA TOPICS**:
5. Update on Solar Inquiry.
6. Update Attorney’s response to CalPERS requests that all Board Members receive a W-2 and that Social Security and Medicare be taken out of their stipend checks.
7. Update Circle Tank Exchange/Survey Recordation.
8. Revisit Rate Increase.

General Manager Bingham reported she would be taking a vacation September 21 thru October 7. She stated Michele would be at the District office on Wednesday and Thursday.

Board Member Ebbinghausen inquired if Michele could work 4 days a week while General Bingham is on vacation.

**Motion by Chairman Raymond, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to authorize office staff to work Tuesday thru Friday during General Manager Bingham’s vacation. Motion passed by the following vote:**

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

1. **ADJOURNMENT:** The meeting adjourned at 7:13 p.m. to the scheduled meeting on September 21, 2022.