**] River Pines Public Utility District **

**REGULAR MINUTES**

**Wednesday, October 21, 2020**

**ACTION MINUTES**

**In Compliance with Executive Department State of California**

**Executive Order N-29-20**

**Join Hangouts Meet: meet.google.com/xhx-btmk-dxr**

**Join by Phone: +1 617-675-4444 PINL 569 172 483 3260#**

1. **CALL TO ORDER:** The meeting was called to order by Chairman Henry at6:02p.m.

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| **ROLL CALL: Via Phone** |  |  |
| |  | | --- | | Director Roscoe Raymond | | Director Anita Ebbinghausen  Director Patrick Henry | | Director John Chapman | |  | Candi Bingham, General Manager  Gisele Wurzburger, Board Clerk |
| Director Karla Christensen arrived at 6:03 p.m. |  |  |
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1. **PLEDGE OF ALLEGIANCE:** Chairman Henry led the Pledge of Allegiance.
2. **AGENDA:**

**Motion by Chairman Henry, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to approve the Regular Agenda dated October 21, 2020 as presented. Motion passed by the following vote:**

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

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

None.

1. **MINUTES: Discussion / Approval.**
2. September 16, 2020 Regular Meeting.

**Motion by Board Member Raymond, seconded by Vice-Chairman Christensen, and carried by a 5 to 0 vote to approve the Minutes dated September 16, 2020 as amended. Motion passed by the following vote:**

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| **AYES:** | **Chapman, Christensen, Ebbinghausen, Henry, Raymond** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |
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1. **CONSENT ITEMS:** 
   1. Monthly Financial Statements - Period Ending September 30, 2020.
   2. Expenditure Report **-** Submitted Check Approval through September 30, 2020.

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

**Motion by Chairman Henry, seconded by Board Member Chapman, and carried by a 5 to 0 vote to approve the Consent Items - Period Ending September 30, 2020**.  **Motion passed by the following vote:**

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

**September 1 thru September 30, 2020 Water Production/Sold Information:**

Well 2 - 369,100 gallons Total Produced – 1,242,902 gallons

Well 3R – 497,700 gallons Total Sold – 915,572 gallons

Well 6R - 376,102 gallons Unaccounted Loss - 26%

Staff Hours: Water 68 hours

**September 1 thru September 30, 2020 Wastewater Production:**

Influent flow: 1,091,400 gallons Effluent Discharged: 332,600 gallons

Staff Hours: Wastewater 28.5 hours

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

1. Monthly General Manager Report.

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

General Manager Bingham reported Amador Water Agency calibrated Well 6R. Well 6R is working well and is still being put into operation when the storage tank is low.

General Manager Bingham reported she had received notice that the State Grant Contract is complete for the $5,000,000. There was a conference call with the State, USFA and KASL Engineering regarding the Distribution project. This matter is on the agenda for further discussion.

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

1. **BOARD MATTERS:** Discussion/Action.
2. **Contractor** **Purchase District Water for Project.** Discussion/Action.

No written report was submitted on this item. General Manager report Contractor Bob Fine has requested to purchase 800 gallons of water for a project.

Board Member Ebbinghausen stated the District main goal is to take care of the District’s water needs

Board Member Raymond inquired if the District has a policy regarding purchase of District’s water for projects within the District.

General Manager stated there is no policy regarding this matter. She stated all water in the District is treated and there is limited storage. She noted the District’s water system is not set up for this type of water usage.

Board Member Chapman felt there should be a way for Contractors to use untreated water.

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

Board Member Raymond suggested an item be placed on a future agenda regarding the use from the clean water pond at a cost.

1. **KASL Engineering Contract for Distribution Project Bid.**  Discussion/Action.

General Manager Bingham reported KASL submitted a Proposal for RPPUD Water System Improvement Project: Bidding Services. Their proposal is to modify the RPPUD Water System Improvement Project Plans and Project Manual to identify separate project schedules, assist RPPUD with advertisement of the Project for construction bidding and with receiving construction bids. It is likely the construction bids for the water pipeline and tank improvements will exceed the $5.0 million construction funding available from DWSRF. To facilitate supplement funding from USDA, Mike Starinsky suggested dividing the Project into construction schedules. The proposed schedules are: They propose to provide the described services for a Not to Exceed fee of $13,800.

Schedule A: Pipeline Improvements

Schedule B: Jaybird Tank Rehabilitation

Schedule C: Circle Avenue Tank Replacement

KASL provided a proposed scope of services which was included in the packet for consideration. After bids are received, KASL will assist RPPUD with an application to USDA for funding of the Schedule B, and/or Schedule C improvements. They proposed to provide the described services for a Not to Exceed fee of $13,800. These services and proposed cost are part of the construction management and will be reimbursed to RPPUD from the DWSRF Project funding.

General Manager Bingham stated the Board also needs to decide what funding source to use for the described services Not to Exceed fee of $13,800.

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

After considerable discussion amongst the Board, the following motion was made:

**Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 5 to 0 vote Motion passed by the following votes:**

1. **To divide the Project into construction into the following proposed schedules: Schedule A: Pipeline Improvements, Schedule B: Jaybird Tank Rehabilitation and Schedule C: Circle Avenue Tank Replacement.**
2. **Approve KASL to advertise the Project for construction bidding and with receiving construction bids.**
3. **The Capital Improvement Account will be used to pay KASL for the proposed described services for a Not to Exceed fee of $13,800.**

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

1. **DWSRF Loan – Distribution Project.** Discussion/Action.

No written report was submitted on this item. Portions of this item was discussed during item b. KASL Engineering Contract for Distribution Project Bid. A motion was made during item b. KASL Engineering Contract for Distribution Project Bid.

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

No action taken.

1. **River Access Dam Committee Update.** Continued Discussion.

No written report was submitted on this item. Vice-Chairman Christensen state she had nothing to report on this item. Board Member Raymond stated he could meet with her Friday and that he would provide pictures and measurements he had taken.

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

No action taken.

1. **Salvage Generator Update.** Continued Discussion.

No written report was submitted on this item. General Manager Bingham asked that this item be continued.

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

No action taken.

1. **A-Teem SCADA Contract Update.** Discussion/Action.

No written report was submitted on this item. General Manager Bingham reported the District is still waiting to receive the program from Brent Stewart. Mr. Stewart has not signed the paperwork and release the program. She stated she would be forwarding this matter to the District’s Attorney for consideration. General Manager Bingham asked that this item be continued.

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

No action taken.

1. **BOARD OF DIRECTORS COMMENTS/REPORTS**: Discussion Only.

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

No action taken.

1. **COMMITTEE COMMENTS/REPORTS**: Continued Item.
2. Solar Panel Committee. Discussion/Possible Action.

No action taken.

1. Water Rights Committee. Discussion/Possible Action.

No action taken.

1. **FUTURE AGENDA TOPICS**:
   1. Purchase DistrictUntreated Water from the Pond. Discussion/Action.
   2. RPPUD Water System Improvement Project: Bid Progress. Discussion.
   3. Public Comment - USDA $1,300,000 Loan Options. Discussion
   4. Attorney Contact - Public Hearing Rate Increase Update. Discussion.
   5. Salvage Generator Update. Continued Discussion.
   6. A-TEEM SCADA Contract Update. Discussion/Action.
   7. River Access Dam Committee Update. Continued Discussion.
   8. Community Clean Up Committee Update. Continued Discussion.
2. **ADJOURNMENT:** The meeting adjourned at 7:17 p.m.