**] River Pines Public Utility District **

**REGULAR MINUTES**

**Wednesday, March 16, 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 | |  | 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:**

**Motion by Board Member Ebbinghausen, seconded by Board Member Chapman and carried by a 5 to 0 vote to approve the Regular Agenda dated March 16, 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. **PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:**

None.

1. **MINUTES: Discussion / Approval.**
   1. February 16, 2022 Regular Meeting.

**Motion by Board Member Chapman, seconded by Vice-Chairman Christensen, and carried by a 5 to 0 vote to approve the Minutes dated December 15, 2021 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 February 28, 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 February 28, 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 Vice-Chairman Christensen, and carried by a 5 to 0 vote to approve the Monthly Financial Statements and Expenditure Report - Period Ending February 28,2022. Motion passed by the following vote:**

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| **AYES:** | **Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer** |
| **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.

**February 1 thru February 28, 2022 Water Production/Sold Information:**

Well 2 – 234,900 gallons Total Produced – 767,618 gallons

Well 3R – 389,100 gallons Total Sold – 686,562 gallons

Well 6R – 143,618 gallons Unaccounted Loss - 11%

Staff Hours: Water 51 hours

**February 1 thru February 28, 2022 Wastewater Production:**

Influent flow: 907,600 gallons Effluent Discharged: 548,900 gallons

Staff Hours: Wastewater 29 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. **SCADA Security Threats. Discussion/Action.**

General Manager Bingham reported the State Water Resource Board has been sending the District emails regarding internet security threats. The email has been forwarded to Brent Stewart who is contracted with the District to monitor the wells and sewer system. Mr. Stewart informed staff that he was working on strengthening the District’s SCADA system to help avoid any cybersecurity threats.

Attached for the Board’s consideration was a letter from Mr. Stewart - Status of SCADA Regarding Security Threats. The Board needs to take action on Items 3 and 7.

Item 3: Operators must lo in using the FortiClient VPN client. This establishes a secure connection to the firewall. Operators then log in to the SCADA computer via Remote Desktop a second login screen. The EPA recommends implementing multi-factor authentication. In order to do this, we would need to be in contact with all plant operators, likely in a meeting at the Water Agency headquarters. If the District wants to pursue this option, please let Mr. Stewart know.

Item 7: Manual Operation – All time-critical equipment such as the Wells and Lift Stations have manual controls onsite. The Wastewater Treatment Plant has limited manual operation in the event of systemwide failure. The plant generally has adequate capacity to await repairs if this happens. If the District would like to explore better manual operation at the Wastewater Treatment Plant, please let Mr. Steward know.

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

It was noted for the record Item 3 did not require action at this time.

**Motion by Chairman Raymond, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote request Brent Stewart to submitted a written proposal on Item 7 for consideration at the April meeting. Motion passed by the following vote:**

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

1. **Account #65-016 – Meter Read/High Usage. Discussion/Action.**

General Manager Bingham reported Account #65-016 had a meter read on February 19th that showed 199,480 gallons of water usage which equates to a $1,450 water bill. When Amador Water Agency read this meter, it did not show a water leak, so the customer was not notified. When computing the February billing staff noticed the large usage and contacted the customer and they were also notified by an email.

The customer in return checked things out and sent staff an email. Their first attempt did not find any leaks and after deep research their grandson was able to find one. The leak was in a very difficult location. They stated the leak was in the old pipes and was isolated. They removed the old pipe and a new line installed to correct this situation. The customer explained they are on a fixed income and the husband is extremely ill and this bill is a hardship for them.

General Manager Bingham explained this customer has never been late or had a late fee for their account in their 30 plus years living in River Pines. The customer inquired if the Board would take into consideration the possible meter problem/metered high usage resulting in the $1,450 water bill.

Chairman Raymond opened the public discussion.

Janet and Leon Graham, were present to provide more detail regarding consideration on their meter problem/metered high usage resulting in the $1,450 water bill.

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

After considerable discussion on this item, the Board made the following motion.

**Motion by Board Member Ebbinghausen, seconded by Vice-Chairman Christensen, and carried by a 5 to 0 vote to approve the following motion for Account #65-016:**

1. **Request Amador Water Agency install a new meter.**
2. **Account# 65-016 be charged their average usage. Motion passed by the following vote:**

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

General Manager Bingham stated she would email the Grahams a new invoice reflecting their average usage and put in the request to Amador Water Agency for the installation of the new meter.

1. **RCD’s Community Chipping Program. Discussion/Action.**

General Manager reported she received an email from Megan Watts, Public Outreach Coordinator for Amador Resource Conservation District regarding their request that the District host the RCD’s Community Chipping Program on the proposed dates of April 23 and April 24. This program allows for free disposal of green waste, assists in the improvement of air quality by providing an alternative option to burning, and helps to reduce accidental ignition from burn piles which is a leading cause of wildfires. Any resident of Amador County is welcome to bring any slash or vegetation they have cleared from their property and it will be chipped at no cost to the resident. The only thing the District needs to provide is the actual location, the County will handle the rest and make sure everything is clean and as it was before they were there.

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

Chairman Raymond noted for the record this item did not require a vote only Board approval.

Staff was directed to contact Amador Resource Conservation District to notified them the District approved the hosting of the RCD’s Community Chipping Program on the proposed dates of April 23 and April 24.

**Chairman Raymond noted Brent Stewart just arrived and requested additional discussion and explanation of Item 3 and Item 7 for 9a. SCADA Security Threats.**

After considerable discussion among the Board and Mr. Stewart it was determined that neither Item 3 and Item 7 needed additional action from the Board.

General Manager Bingham requested Brent Stewart provide a summary of items necessary to address the SCADA Security Threats – specifically Item 3 and Item 7 so that she can provide the list to Amador Water Agency for further action.

1. **Community Dumpster Day. Discussion.**

General Manager Bingham reported she received an email from resident David Janakos regarding trash and garbage in our community that has been piling up. He stated time and costs of taking unwanted items to the transfer station is quite out of reach for the District’s low-income residents. He stated it had been a couple of years since a free dumpster drop had been provided and felt it was time to provide another one for our community. He believes a summer program with a two-month written notification and flyers within the community would allow sufficient time for residents to prepare for this service. This program was provided in the past and he is requesting the District provide the means/arrangements in order to once again “give back” to the community.

General Manager reported she had reached out to Nell Raymond regarding a dumpster day and was informed the County will not pay for one at this time.

General Manager Bingham informed Mr. Janakos that his request would be on tonight’s agenda of Board consideration. She reported the County and ACES Waste Management would not support it with rising costs. She informed him that the District is solely responsible for Water and Sewer and that LAFCO governs the District. Waste Management powers have not been given to the District.

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

It was noted for the record Cathy Landgraf was working this with the Rotary for a limited cleanup day, however it is not known at this time how much they are willing to provided. Additional information will be provided when this has been determined.

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.

Nothing to report.

1. **FUTURE AGENDA TOPICS**:

None.

1. **ADJOURNMENT:** The meeting adjourned at 6:58 p.m. to the scheduled meeting on April 20, 2022.