**] River Pines Public Utility District **

**REGULAR MINUTES**

**Wednesday, November 17, 2021**

**ACTION MINUTES**

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

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

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

**Motion by Vice-Chairman Raymond, seconded by Chairman Christensen and carried by a 4 to 0 vote to approve the Regular Agenda dated November 17, 2021 as presented. Motion passed by the following vote:**

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

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

None.

1. **MINUTES: Discussion / Approval.**
   1. October 20, 2021 Regular Meeting.

**Motion by** **Chairman Christensen, seconded by Vice-Chairman Raymond, and carried by a 4 to 0 vote to approve the Minutes dated September 15, 2021 as presented. Motion passed by the following vote:**

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

* 1. October 27, 2021 Special Meeting.

**Motion by Vice-Chairman Raymond, seconded by Board Member Henry, and carried by a 4 to 0 vote to approve the Minutes dated October 27, 2021 as amended. Motion passed by the following vote:**

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

Board Member Henry arrived at 6:09 p.m.

1. **CONSENT ITEMS:** 
   1. Monthly Financial Statements - Period Ending October 31, 2021.

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

* 1. Expenditure Report **-** Submitted Check Approval through October 30, 2021 Chairman Christensen inquired about the check 13669 to Board Clerk Wurzburger in the amount of $150.00 because her contract stated $300.00 per month.

General Manager Bingham reported that check was for attending and preparing the minutes for Special Meeting dated October 27, 2021. She requested Board Clerk Wurzburger attend in order to have minutes prepared to submit to the State on the approval of State Mandated Resolution 2021-01 Reimbursement. She noted for the record Board Clerk has always received $300.00 per meeting and this time the Board was only charged $150.00.

Board Clerk Wurzburger reported her contract was changed when the Board decided to only hold “one meeting per month”. However, if the Board requires attendance at additional meetings in a given month there would be a $300.00 charge. General Manager requested a revised contract will be submitted at the December meeting to reflect that change.

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

**Motion by Chairman Christensen, seconded by Board Member Chapman, and carried by a 5 to 0 vote to approve the Monthly Financial Statements and Expenditure Report - Period Ending October 31, 2021. 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.

**October 1 thru October 31, 2021 Water Production/Sold Information:**

Well 2 - 214,000 gallons Total Produced – 871,980 gallons

Well 3R – 413,400 gallons Total Sold – 646,082 gallons

Well 6R – 243,580 gallons Unaccounted Loss - 26%

Staff Hours: Water 60 hours

**October 1 thru October 31, 2021 Wastewater Production:**

Influent flow: 1,253,700 gallons Effluent Discharged: 297,400 gallons

Staff Hours: Wastewater 65.5 hours

Chairman Christensen opened the public discussion. Hearing no comments from the public, Chairman Christensen 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 provided and update regarding item 1. Distribution Project. She reported the contract will be submitted to the District’s Attorney for review. Once the contract has been reviewed, the State will send it to the District for signatures and then it can be put out to Bid.

Board Member Ebbinghausen inquired about the placement of a mirror on Shenandoah. It was noted for the record that Amador Public Works stated that would be the responsibility of the Board or the customer request the mirror. Board Member Ebbinghausen request this matter be placed on the next agenda for discussion and possible action.

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

1. **BOARD MATTERS:** Discussion/Action.
2. **Consider Letter of Interest and Appoint Director Position Vacancy. Continued Discussion.**

General Manager Bingham reported the District only received one Letter of Interest for the Director Position Vacancy (one year) from Eric Rewitzer.

Board Member Henry read his letter of resignation. “My elected term on the River Pines Public Utilities District has reached my contract of four years, and I will not be extending until 2022 elections. I am stepping down,

not quitting. Though when we all started this term we may not be the best of friends, but by working with all of you on so many important projects I've come to call you all my friends. I continue to wish you all the best in getting our new water system, and doing the important work that we do for our community. I've learned so much about water and sewer systems that I will never forget...And I will continue to support you all in your work.”

The Board thanked Board Member Henry for his dedicated service on the River Pines Public Utility District.

Eric Rewitzer, provided a background and his interest in being appoint to the vacant Director position.

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

**Motion by Vice-Chairman Raymond, seconded by Chairman Christensen, and carried by a 5 to 0 vote to appoint Eric Rewitzer as the new River Pines Public Utility District Director. Motion passed by the following vote:**

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

Board Clerk Wurzburger requested Patrick Henry complete FPPC Form 700 – Leaving Office and submitted to the Amador County Elections Office.

Board Clerk Wurzburger also requested Eric Rewitzer complete FPPC Form 700 – Assuming Office and submitted to the Amador County Elections Office.

1. **Administer Oath of Office New Direction.** Action.

Board Clerk Wurzburger administer the Oath of Office and sworn in newly appointed Board Member Eric Rewitzer.

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

Patrick Henry stepped down and Eric Rewitzer took his seat on the Board.

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

**Motion by Chairman Christensen, seconded by Board Member Chapman, and carried by a 5 to 0 vote to appoint Board Member Raymond as Chair. Motion passed by the following vote:**

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

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

**Motion by Board Member Ebbinghausen, seconded by Chairman Raymond, and carried by a 5 to 0 vote to appoint Board Member Christensen as Vice-Chair. Motion passed by the following vote:**

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

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

1. **Account #86-013 Excess Water Usage.** Discussion/Action.

General Manager Bingham reported account 86-013 contacted the District regarding the water usage they were billed on their September 30th invoice. The were charged for 18,136 gallons of water and their average water usage is 6,832 gallons of water per month.

The Customer’s Requests for the Record:

1. This matter be place on the agenda for Board consideration.
2. Requesting September’s invoice be recalculated and only be charged their average usage.
3. Requesting September’s late fee be removed.

General Manager Bingham noted for the record:

1. The customer is refusing to pay for September’s water usage they claim they did not use.
2. The customer has not paid September or October’s invoices.
3. The customer was billed a late fee for September.
4. Staff informed the customer she would contact Amador Water Agency and request their meter be check to make sure it was measuring correctly and that was all staff could do at this time.
5. Staff stated the August meter reads were estimated due to the fire; however, the actual reads were performed in the month of September. The reads were determined to be the correct usage thru the meter.
6. Staff requested Amador Water Agency (AWA) contact the customer to report their findings.
7. Staff informed the customer that these were Public Funds and Staff does not have the authority to reverse these charges
8. Staff suggested the customer request to be placed on the November’s Agenda for Board consideration.

Chairman Raymond opened the public discussion. Serenity Nelson, was present to verbally discuss her request for consideration on September’s meter reads. This information was provided in the staff report submitted by General Manager for consideration. Ms. Nelson stated she was getting the run around and poor customer service.

Board Clerk Wurzburger noted for the record Ms. Nelson did not provide a written request for consideration.

Board Member Christensen stated maybe the meter read was transposed. She further stated General Manager Bingham has been known to be rude to our customers.

General Manager Bingham reported all email correspondence between staff and the customer was emailed to each Board Member and Board Clerk Wurzburger. She inquired if the Board had actually read the emails because she did not believe she rude to Ms. Nelson – only stating the facts. She reported AWA provides the scanned hand written meter reads to the District each month. These reads are available for review in the office Wednesday and Thursday from 9:00 am to 3:00 p.m. Ms. Nelson never requested these reads from staff.

General Manager Bingham felt Board Member Christensen made an unfair statement about her character.

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

Chairman Raymond requested Ms. Nelson met with him at the District office to review the September meter reads. This item was continued to the December meeting for discussion/action. No action taken.

1. **Purchase of a Fire Hydrant Meter Lock.**

This item was continued to the December meeting. No action taken.

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.
2. **FUTURE AGENDA TOPICS**: 
   1. Revision Board Clerk Contract. Discussion/Action.
   2. Purchase of a Fire Hydrant Meter Lock. Discussion/Action.
   3. Estimate Cost for Mirror on Shenandoah. Discussion/Action.
   4. Account #86-013 Excess Water Usage. Discussion/Action.

1. **ADJOURNMENT:** The meeting adjourned at 7:42 p.m. to the scheduled meeting on December 15, 2021.