**] River Pines Public Utility District **

**REGULAR MINUTES**

**Wednesday, March 15, 2023**

**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 arrived at 6:22 p.m.  Director Anita Ebbinghausen  Director Roscoe Raymond  Director Eric Rewitzer | |  | Candi Bingham, General Manager – Via Phone  Gisele Wurzburger, Board Clerk – Via Phone  Alean Lanier, Office Manager |

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

General Manager Bingham requested an item be added as 9g. Designation of Applicant’s Agent Resolution which allows the District to establish the application and file it with the California Governor’s Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program.

**Motion by Chairman Raymond, seconded by Board Member Christensen, and carried by a 5 to 0 vote to approve the Regular Agenda dated February 15, 2023, as amended to include item.**

**9h.** **Designation of Applicant’s Agent Resolution for Non-State Agencies. Motion passed by the following vote:**

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

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

Board Member Christensen requested research PIE Insurance for future Distict’s needs. General Manager Bingham noted for the record the District just renewed its insurance and would look into PIE Insurance for future consideration.

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

**Motion by Vice-Chairman Rewitzer, seconded by Board Member Chapman, and carried by a 5 to 0 vote to approve the Minutes dated February 15, 2023 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:**

Vice Chairman Rewitzer thanked General Manager Bingham for provided the District’s Tangible Assets February 28, 2023 recap. General Manager Bingham stated she would provide this information on a monthly basis.

* 1. Monthly Financial Statements - Period Ending February 28, 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 February 28, 2022.

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

**Motion by Board Member Chapman, seconded by Vice-Chairman Rewitzer and carried by a 5 to 0 vote to approve the Monthly Financial Statements and Expenditure Report - Period Ending February 28, 2023. Motion passed by the following vote:**

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

Board Member Ebbinghausen asked why the Board Members had not cashed their checks. General Manager Bingham stated that those checks were being held pending further discussion on Board Item 9g.

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

a. Monthly Operations Report.

**February 1 thru February 28, 2023 Water Production/Sold Information:**

Well 2 – 254,500 gallons Total Produced – 823,840 gallons

Well 3R – 425,700 gallons Total Sold – 473,090 gallons

Well 6R – 143,640 gallons Unaccounted Loss - 43%

Staff Hours: Water 58.5 hours

**February 1 thru February 28, 2023 Wastewater Production:**

Influent flow: 1,044,200 gallons Effluent Discharged: 1,404,600 gallons

Staff Hours: Wastewater 48.5 hours

b. Monthly General Manager Report – Period Ending February 28, 2023.

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

General Manager Bingham reported she will be at the District Office 3 weeks, April 4 thru 20th.

1. **BOARD MATTERS:** Discussion/Action.
2. **Solar Proposal Presentation.** Discussion/Action.

General Manager Bingham stated nothing had been submitted on this item.

Chairman Raymond reported PG&E will no longer allow additional funds on extra power with the drop-dead date April 20, 2023. He stated he would contact them to determine if the District could qualify for a “Good Faith Place Holder” in order for the District to obtain additional bids and funding.

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

After considerable discussion Chairman Raymond stated he would contact PG&E to determine if they would provide the District an extension to obtain additional bids and funding. Once this is determined, the District would schedule a Special Meeting to further the discuss the options provided.

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

1. **Firehouse Repair.** Discussion/Action.

General Manager Bingham stated nothing had been submitted on this item.

Chairman Raymond provided a visual presentation of the necessary Firehouse repairs. He stated he would provide a detail description of the necessary work that needs to be completed.

General Manager Bingham reported she was looking at FEMA to possibly help fund the necessary repair. She stated the Firehouse does not qualify for FEMA funding.

Board Member Ebbinghausen stated the District utilizes the Firehouse as a Storage Facility and not as a firehouse.

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

**Motion by Vice-Chairman Rewitzer, seconded by Chairman Raymond and carried by a 5 to 0 vote to redirect the Firehouse Facility to RPPUD Record Storage Facility. Motion passed by the following vote:**

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

This item was continued to the next agenda.

1. **River Pines Murals**. Discussion/Action

General Manager Bingham stated nothing had been submitted on this item.

Vice-Chairman Rewitzer reported he has drafted a letter of intent to “KDA Creative Corp”. KDACC seeks applications from arts and social service organizations, as well as individual artists and culture bearers to create projects.

He stated he wants Board approval and permission to proceed. He stated he would contact the Booster Club and welcomes the community’s input on this project. The deadline is April 30, 2023.

Chairman Raymond 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 5 to 0 vote to approve Vice-Chairman submittal of the District’s Letter for the River Pines Mural to the State. Motion passed by the following vote:**

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

1. **Circle Tank Separate Maintenance Agreement.** Discussion /Action.

General Manager Binham stated nothing had been submitted on this item. She stated the District’s Attorney was still finishing up the agreement and will be submitted for consideration and approval at the next meeting.

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

1. **Roof Repair Estimates.** Discussion/Action.

General Manager Bingham reported the District received one more bid from All Sierra Roof Company Inc. She requested items 9e and 9f be put on hold pending the submission of the Designation of Applicant’s Agent Resolution for the purpose of obtaining federal financial assistance.

This item was continued to the next agenda.

1. **Emigrant Road and Culvert Estimates.** Discussion/Action.

This item was put on hold pending the submission of the Designation of Applicant’s Agent Resolution for the purpose of obtaining federal financial assistance.

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

1. **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. Discussion.**

General Manager Bingham reported the District was notified by CalPers that the Board members should be receiving W2’s because they give direction to the General Manager on how to proceed with his/her job. The District’s attorney was contacted for legal advice and after thorough investigation it has come to the determination that the District Board Members should be receiving W2’s. Going forward the District needs to issue W-2’s by January 31st of the following year.

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

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

**Motion by Chairman Raymond, seconded by Board Member Ebbinghausen and carried by a 5 to 0 vote to direct staff to prepare a resolution to change the District’s Bylaws description of the Board Member as a stipend position to an employee receiving W2’s Motion passed by the following vote:**

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

This item was continued to the next agenda.

**9h.** **Designation of Applicant’s Agent Resolution for Non-State Agencies.**

General Manager Bingham requested the District approve the Designation of Applicant’s Agent Resolution which allows the District to establish the application and file it with the California Governor’s Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program.

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

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

**Motion by Vice-Chairman Rewitzer, seconded by Board Member Christensen and carried by a 5 to 0 vote to approve Designation of Applicant’s Agent Resolution for Non-State Agencies. Motion passed by the following vote:**

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

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**:
2. Solar Proposal Presentation.
3. Firehouse Repair.
4. Circle Tank “Separate Maintenance Agreement.
5. Roof Repair Estimates.
6. Emigrant Road & Culvert Estimates.
7. Resolution to amend District Bylaws Board Member Description.

**ADJOURNMENT:** The meeting adjourned at 7:17 p.m. to the scheduled meeting on April 19, 2023.