**] River Pines Public Utility District **

**REGULAR MINUTES**

**Wednesday, September12, 2018**

**ACTION MINUTES**

1. **CALL TO ORDER:** The meeting was called to order by Vice-Chairman Raymond at5:30 p.m.

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| 1. **ROLL CALL:**
 |  |  |
|  Director Rosco Raymond |  | Candi Bingham, General Manager – Via Phone |
|  Director Anita Ebbinghausen |  | Gisele Wurzburger, Board Clerk |
|  Director Patrick Henry |  |  |
|  |  |  |
| **ABSENT:** |  |  |
|  Director Richard Miller |  |  |
|  Director Mark Etter |  |  |

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

**Motion by Board Member Henry, seconded by Board Member Ebbinghausen, and carried by a 3 to 0 vote to approve the Regular Agenda dated September12, 2018 as amended. Motion passed by the following vote:**

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| --- | --- |
| **AYES:** | **Ebbinghausen, Henry, Raymond**  |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **Miller, Etter** |

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

Karla Christensen reported she was not able to obtain a copy of the agenda packet from the District’s website.

Board Clerk Wurzburger checked the website on her phone and also noted the agenda packet was not posted for review.

Richard Delosier was present to state he has had problems with the Post Office and missing mail. He stated he had call the District’s phone and left two messages regarding the problem with his account and had not received any response. He stated the District’s phone number is not on the monthly bill.

General Manager Bingham stated Amador Water Agency posted his payment and the late charge had been voided which would reflect on his next invoice. She stated there were no voicemail messages on the District’s phone from Mr. Delosier. She stated the District’s phone number is 209-245-6723 and she answers all voice messages recorded at that number.

Nel Raymond reported the River Pines Clean Up Day is scheduled for Saturday September 15 from 9:00 a.m. to 11:00 am at the Town Hall.

Augi Gonzaga was presented to state his concern regarding the new sewer rate increase and appointing a personnel committee to discuss hiring a local General Manager/Bookkeeper.

Karla Christensen also noted the District’s Bylaws also address personnel committee.

General Manager Bingham noted for the record that the Notice of Intent was mailed, and the customers should be receiving it any day. She suggested an agenda item be placed on the next agenda to appoint a Personnel Committee to address the customer’s concern regarding the General Manager’s Contract.

1. **MINUTES: Discussion / Approval.**
2. August 8, 2018 Regular Meeting.

**Motion by Board Member Henry, seconded by Vice-Chairman Raymond, and carried by a 3 to 0 vote to approve the Minutes dated August 8, 2018 as amended. Motion passed by the following vote:**

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| **AYES:** | **Ebbinghausen, Henry, Raymond**  |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **Miller, Etter** |
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1. **CONSENT ITEMS:**
	1. Monthly Financial Statements - Period Ending August 31, 2018.
	2. Expenditure Report **-** Submitted Check Approval through August 31, 2018.

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

**Motion by Board Member Henry, seconded by Vice-Chairman Raymond, and carried by a 3 to 0 vote to approve the Consent Items - Period Ending August 31, 2018. Motion passed by the following vote:**

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| **AYES:** | **Ebbinghausen, Henry, Raymond**  |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **Miller, Etter** |

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 – no report was submitted. The report was received after the agenda packet was prepared. complete details.

General Manager Bingham reiterated she spoke to the Amador Water Agency regarding the big difference in the Water Production Total Loss percentage number - total lost was 21.6%.

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

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

General Manager Bingham reported she would be at the District September 17th through September 21st.

1. **BOARD MATTERS:** Discussion / Action / Direction to Staff.
2. **Food Bank Town Hall Access. Discussion/Possible Action.**

General Manager Bingham reported Lee King, District representative for the Food Bank turned in the key for the Town Hall. She suggested the District provide the Food Bank with a Town Hall key for future access.

Vice-Chairman Raymond opened the public discussion. Augie Gonzaga spoke in favor of this recommendation. Hearing no further comments from the public, Vice-Chairman Raymond closed the public discussion.

**Motion by Board Member Henry, seconded by Vice-Chairman Raymond, and carried by a 3 to 0 vote to approve providing the Food Bank a Key for Town Hall Access. Motion passed by the following vote:**

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| **AYES:** | **Ebbinghausen, Henry, Raymond**  |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **Miller, Etter** |

1. **Proposition 218 Process Sewer Rate Increase Update. Discussion/Possible Action.**

General Manager Bingham reported the provided “Notice of Intended Sewer Rate Change” was mailed out to the all property owners of record that are directly responsible for payment for RPPUD sewer charges, posted on the bulletin board and at the Post Office. The Public Hearing will be held during the regular meeting of the RPPUD Board of Directors on November 14, 2018 at 5:30 p.m.

Reason for Rate Increase: The proposed increase will be used for all aspects of the District, including but not limited to:

1. Operations and maintenance; and
2. Professional services; and
3. Capital facility repairs and improvements. Reserve funds must be available for emergencies and for known major repairs currently required to maintain a functions wastewater treatment system.

Basis for Rate Increase:

1. April 2017 RPPUD received a violation from the Central Valley Regional Water Quality Control Board requiring the District to install three Monitoring Wells to be part of the Wastewater Treatment Plant to test the ground water for contamination. Estimated cost $56,000 to $76,000 which includes cost for Hydrogeological and Drilling Services and County Permit.
2. State also requires the District submit regular testing of the Monitoring Well samples which would add additional cost to the District’s already monthly testing and reporting costs.
3. Since the installation of the Wastewater Treatment Plant in the mid 1980’s none of the sewer system has been updated or replaced. An engineer has reviewed the Plant’s as-built plans and determined the sewer pond liners have reached their serviceable lifespan. Estimated cost to replace the liners of the three ponds, which includes engineer, geologists and lining contractors is estimated to be a minimum of $100,000.
4. The Sewer Rates have been $57.75 since the mid 1980’s and the District cannot continue to operate and maintain a sewer system with the regulations that are required by the Central Valley Regional Water Quality Control Board

Pursuant to Proposition 218 support for or opposition to any or all the proposed rate and fee schedule change prior to the close of the public hearing – this must be a written protest and **MUST** contain the following information:

1. A statement that it is a protest against the proposed change(s) which is the hearing subject: and
2. Name of the record property owner; and
3. Identify of the affected parcel by Assessor’s Parcel Number (APN) or service address; and
4. Original signature of the record property owner of the affected parcel - according to Article XIII6a2.?

Written protests **MUST** be submitted to the Board of Directors by:

1. Delivery to the RPPUD Office, 22900 Canyon Avenue, River Pines, CA; or
2. Mail to RPPUD, Attention: Board of Directors, P.O. Box 70, River Pines CA 95675; or
3. Personnally, submit the protest at the public hearing prior to its close.

Board Member Ebbinghausen reiterated the Sewer Rates need to be increased and that there had not been a sewer rate increase since the 1980’s.

Board Clerk Wurzburger noted for the record the new proposed rate increase that were discussed at August 8th meeting and noted the following option was approved for consideration on the Proposition 218 notice.

1. **Approve Option 4 – Residential customer’s rate increase in the amount of $25.00 making the sewer rate $82.75.**
2. **Approve Option 4 - Commercial customer’s rate increase would also have their new rate calculated with the same percentage $25.00 rate increase.**
3. **Start date on the new rate be January 1, 2019.**
4. **Revisit a rate increase in 3 years.**

Vice-Chairman Raymond opened the public discussion. Augie Gonzaga, Karla Christensen and Nell Raymond spoke regarding the Proposition 218 Process Sewer Rate Increase. Hearing no further comments from the public, Vice-Chairman Raymond closed the public discussion.

No action taken.

1. **Public Hearing – River Pines Public Utility District Bylaws, Rules, and Procedures. Discussion/Possible Action.**

Vice-Chairman Raymond noted for the record this item was for discussion only and there was no written report was submitted on this item.

General Manager Bingham reported the first reading of Ordinance 2018-01 to amend River Pines Public Utility District Bylaws, Rules and Procedures will be submitted at the October 10th meeting for consideration.

Vice-Chairman Raymond opened the public discussion. Karla Christensen spoke about the Bylaws, Rules, and Procedures. Hearing no further comments from the public, Vice-Chairman Raymond closed the public discussion.

No action taken.

1. **Sewer Ponds Relining/Monitoring Wells Update. Discussion/Possible Action**.

No written report was submitted on this item. General Manager Bingham reported there would be no discussion or action taken on this matter due to a legal issue. She scheduled a Special Closed Session meeting on Wednesday, September 19th at 4:00 p.m.

No action taken.

1. **LAFCO Annexation Mapping Amador Parcels Update. Discussion/Possible Action.**

No written report was submitted on this item.

No action taken.

1. **BOARD OF DIRECTORS COMMENTS/REPORTS**: Discussion Only.
2. Capital Improvements and general repairs necessary at the District. Continued Item.

Vice-Chairman Raymond reported the Lowe’s grant application for the Town Hall repairs was denied. He reported General Manager Bingham had also applied for a U.S.D.A. Loan which was a backup loan for those repairs.

1. **COMMITTEE COMMENTS/REPORTS**: Continued Item.

No written report was submitted on this item. Vice-Chairman Raymond provided a brief update on the committee meetings and no action was taken.

1. Standby Fee Determination Committee. Discussion/Possible Action.
2. Town Hall Improvement Committee. Discussion/Possible Action.
3. Solar Panel Committee. Discussion/Possible Action.
4. Water Rights Committee. Discussion/Possible Action.
5. **FUTURE AGENDA TOPICS**:
6. Fire Marshal Evacuation Plan Presentation.
7. Follow-up Fire Hydrant Testing.
8. Change meeting time of District meetings.
9. Bylaws - Improved description - Billing late notices/late charges calculation.
10. Appoint Finance Committee.
11. Appoint Personnel Committee.
12. First Reading amend Bylaws, Rules and Procedures.
13. First Reading amended Standby Fee Ordinance.
14. LAFCO Annexation Mapping Amador Parcels update.

1. **ADJOURNMENT:** The meeting adjourned at 6:56 p.m.

Respectively submitted,

Gisele Wurzburger, Board Clerk