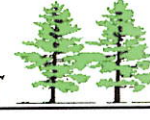


RIVER PINES PUBLIC UTILITY DISTRICT



22900 Canyon Avenue, P.O. Box 70, River Pines, CA. 95675
(209) 245-6723 Tel (209) 245-5710 Fax

www.rppud.org

REGULAR AGENDA

Wednesday, February 19, 2020 - 6:00 P.M.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. AGENDA:** Approval of agenda for this date; all off-agenda items must be approved by the Board (pursuant to §54954.2 of the Government Code.)
- 5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board now upon any subject within the jurisdiction of the Board; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note - there is a **three (3) minute limit per topic**.
- 6. MINUTES: Discussion / Approval.**
 - a. December 18, 2019 Regular Meeting.
- 7. CONSENT ITEMS:**
 - a. Monthly Financial Statements – Period Ending January 31, 2020.
 - b. Expenditure Report – Submitted Check Approval through January 31, 2020.
- 8. MONTHLY OPERATIONS REPORT: Discussion.** Any matter requiring Action will be placed on and upcoming agenda for consideration.
 - a. Monthly Operations Report.
 - b. Monthly General Manager Report.
- 9. BOARD MATTERS:** Discussion / Action / Direction to Staff.
 - a. District Credit Card. Discussion/Action.
 - b. Account #47-009. PG&E caused Leak 113,530 gallons (\$1,571.98). Discussion/Action
 - c. Association of California Water Agencies (ACWA). Discussion/Action.
 - d. Clear Spray Fields. Discussion/Action.
- 10. BOARD OF DIRECTORS COMMENTS/REPORTS:** Discussion Only.
 - a. Capital Improvements and general repairs necessary at the District. Continued Item.
- 11. COMMITTEE COMMENTS/REPORTS:** Continued Item.

None at this time

12. FUTURE AGENDA TOPICS: This is an opportunity for Board Members and District Staff to request matters to be placed on upcoming agendas.

13. ADJOURNMENT – The next Regular Meeting – March 18, 2020 at 6:00 p.m.

* * * * *

6A



REGULAR MINUTES

Wednesday, January 22, 2020
ACTION MINUTES

1. **CALL TO ORDER:** The meeting was called to order by Chairman Henry at 6:02 p.m.

2. **ROLL CALL:**

Director Roscoe Raymond
Director Anita Ebbinghausen
Director Patrick Henry
Director John Chapman
Director Karla Christensen

Candi Bingham, General Manager
Gisele Wurzbarger, Board Clerk -Via Phone

3. **PLEDGE OF ALLEGIANCE:** Chairman Henry led the Pledge of Allegiance.

4. **AGENDA:**

Motion by Chairman Henry, seconded by Board Member Raymond, and carried by a 5 to 0 vote to approve the Regular Agenda dated January 22, 2020 as presented. Motion passed by the following vote:

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

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

None.

6. **MINUTES: Discussion / Approval.**

A. December 18, 2019 Regular Meeting.

Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 5 to 0 vote to approve the Minutes dated December 18, 2019 as amended. Motion passed by the following vote:

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

7. **CONSENT ITEMS:**

a. Monthly Financial Statements - Period Ending December 31, 2019.

b. Expenditure Report - Submitted Check Approval through December 31, 2019.

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

Motion by Board Member Raymond, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to approve the Consent Items - Period Ending December 31, 2019. Motion passed by the following vote:

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

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

A. 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.

December 1 thru December 31, 2019 Water Production/Sold Information:

Well 2 - 471,500 gallons	Total Produced – 936,247 gallons
Well 3R – 423,400 gallons	Total Sold – 439,302 gallons
Well 6R - 41,347 gallons	Unaccounted Loss - 53%

December 1 thru December 31, 2019 Wastewater Production:

Influent flow: 1,208,600 gallons Effluent Discharged: 624,000 gallons

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

B. Monthly General Manager Report.

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

General Manager Bingham reported she would be at the office January 20 through 23.

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

9. BOARD MATTERS: Discussion/Action.

a. **Scada Issue. Discussion/Action.**

General Manager Bingham provided two Scada System Upgrade proposals: A T.E.E.M. Electrical Engineering Inc. in the amount of \$16,080 and Aquadyne in the amount of \$72,193, Start-up \$1,500 per day and iControl fees \$40.00 per day.

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

Motion by Board Member Raymond, seconded by Board Member Ebbinghausen, and carried by a 4 to 1 vote to select A T.E.E.M. Electrical Engineering Inc. in the amount not to exceed \$16,800 plus 15 percent. Motion passed by the following vote:

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

b. District Card – Discussion/Action.

General Manager Bingham provided two credit card options: Discover it Business Card and Capitol one Spark Cask for Business.

General Manager Bingham reported if the Board approves this action, they need to modify the District Policies to include a Credit Card Policy on the next agenda.

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

Motion by Board Member Raymond, seconded by Chairman Henry, and carried by a 5 to 0 vote to select Discover it Business Card with a credit limit of \$10,000. Motion passed by the following vote:

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

c. Well 6R – Maintenance and Repair. Discussion only.

No written report was submitted on this item. General Manager Bingham reported at the last meeting the Board passed a motion to purchase a used Turbidimeter in a timely manner. This meter was purchased on Ebay in the amount of \$777.00. The Turbidimeter was installed and determined not to be working, therefore it was returned. The Board also moved that if said meter could not be purchased, staff could purchase a new Turbidimeter. Staff ordered a new meter today in the amount of \$2,019 and it will be installed by Amador Water Agency.

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

No action taken.

d. Eastside Lift Station – New Generator and Relays Switch. Discussion/Action.

General Manager Bingham reported the generator at the East Lift Station stopped working in November 2019 during a power outage. Amador Water Agency rented a generator in Sacramento in order to keep the lift station operating. Amador Water Agency tried to assess the problem but had no luck. Generac was contacted in December but they could not get an appointment before mid-January. The rental is costing the District approximately \$1,200 per month.

Staff recommends the District buy a new generator for approximately \$10,500 plus freight \$600. Information was provided for a Generac and Kohler.

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

Motion by Chairman Henry, seconded by Vice-Chair Christensen, and carried by a 4 to 1 vote to Purchase a Kohler Generator for approximately \$10,500 plus freight \$600 with remaining LAIF funds in the still in the checking account. Motion passed by the following vote:

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

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

No action taken.

11. COMMITTEE COMMENTS/REPORTS: Continued Item.
a. Solar Panel Committee. Discussion/Possible Action.
b. Water Rights Committee. Discussion/Possible Action.

No action taken.

12. FUTURE AGENDA TOPICS:
a. Water Leak Policy. Discussion/Action.
b. Scada Issue. Discussion/Action/
c. Credit Card Policy. Discussion/Action.

13. ADJOURNMENT: The meeting adjourned at 7:26 p.m.

Respectively submitted,
Gisele Wurzbarger, Board Clerk

River Pines Public Utility District
Profit & Loss by Class
January 2020

7A

	Sewer	Water	TOTAL
Ordinary Income/Expense			
Income			
Amador County Auditor's Warrant			
Homeowners Exemption	30.10	30.10	60.20
Secured Appointment	3,199.86	3,199.87	6,399.73
Secured Taxes	0.00	0.35	0.35
Unitary Tax	139.53	139.53	279.06
Total Amador County Auditor's Warrant	3,369.49	3,369.85	6,739.34
Base Fee Income			
Maintenance Fees	345.00	345.00	690.00
Sewer	15,446.06	0.00	15,446.06
Voluntary Lock-Off	157.50	157.50	315.00
Water	0.00	11,946.92	11,946.92
Total Base Fee Income	15,948.56	12,449.42	28,397.98
Interest Income	0.00	0.46	0.46
Town Hall Rental	35.00	35.00	70.00
Variable Income			
Door Hanger Fee	0.00	110.00	110.00
Late Fees	396.96	405.56	802.52
Reconnection Fee	0.00	180.00	180.00
Returned Check Fee	0.00	58.00	58.00
Water - Usage	0.00	3,691.55	3,691.55
Total Variable Income	396.96	4,445.11	4,842.07
Total Income	19,750.01	20,299.84	40,049.85
Gross Profit	19,750.01	20,299.84	40,049.85
Expense			
Board Members			
Stipends	187.50	187.50	375.00
Total Board Members	187.50	187.50	375.00
Contracted Expenses			
Board Clerk	150.00	150.00	300.00
Manager	2,416.66	2,416.68	4,833.34
Total Contracted Expenses	2,566.66	2,566.68	5,133.34
Sewer Expenses			
Amador Water Agency			
After Hour On-Call	246.00	0.00	246.00
Mandated State Reporting	69.88	0.00	69.88
Operation Repairs	316.10	0.00	316.10
Routine Service	2,241.56	0.00	2,241.56
Total Amador Water Agency	2,873.54	0.00	2,873.54
Electricity - Sewer	2,299.12	0.00	2,299.12
SCADA Service	700.00	0.00	700.00
Sewer - Parts/Supplies	527.63	0.00	527.63
Telephone - Sewer	127.88	0.00	127.88
Testing - Sewer	136.00	0.00	136.00
Total Sewer Expenses	6,664.17	0.00	6,664.17
Town Hall Expenses			
Janitorial	60.00	60.00	120.00
Total Town Hall Expenses	60.00	60.00	120.00
Water/Distribution Expenses			
Amador Water Agency			
After Hour On-Call	0.00	492.00	492.00

River Pines Public Utility District
Profit & Loss by Class
January 2020

	Sewer	Water	TOTAL
Customer Service	0.00	524.00	524.00
Emergency Call-Out	0.00	124.96	124.96
<i>Mandatory State Reporting</i>	0.00	45.20	45.20
Meter Reading	0.00	337.26	337.26
Operation Repairs	0.00	83.32	83.32
Routine Service	0.00	1,533.74	1,533.74
Total Amador Water Agency	0.00	3,140.48	3,140.48
Chlorine	0.00	191.38	191.38
Electricity - Water	0.00	966.55	966.55
Parts/Supplies	0.00	2,580.15	2,580.15
SCADA Service	0.00	300.00	300.00
Telephone - Water	0.00	131.49	131.49
Water Testing	0.00	240.00	240.00
Total Water/Distribution Expenses	0.00	7,550.05	7,550.05
64900 · Office Expenses			
Postage/Shipping	178.62	178.63	357.25
Software	63.95	63.98	127.93
Supplies	181.93	199.39	381.32
Website Service	25.00	25.00	50.00
Total 64900 · Office Expenses	449.50	467.00	916.50
68600 · Utilities			
Disposal	45.83	45.83	91.66
Electricity - Street Lights	57.63	57.63	115.26
Propane	36.00	0.00	36.00
68100 · Telephone - Office	30.94	30.95	61.89
Total 68600 · Utilities	170.40	134.41	304.81
Total Expense	10,098.23	10,965.64	21,063.87
Net Ordinary Income	9,651.78	9,334.20	18,985.98
Other Income/Expense			
Other Income			
Misc. Income	75.68	0.00	75.68
Wireless Site Lease	250.00	250.00	500.00
Total Other Income	325.68	250.00	575.68
Other Expense			
Monitor Wells - Sewer	1,738.00	0.00	1,738.00
Total Other Expense	1,738.00	0.00	1,738.00
Net Other Income	-1,412.32	250.00	-1,162.32
Net Income	8,239.46	9,584.20	17,823.66

River Pines Public Utility District

Account QuickReport-Board Meetings

As of January 31, 2020

7B

Type	Date	Num	Name	Memo	Amount	Balance
Bank Accounts						
El Dorado Checking						
Check	01/01/2020	debit	Candi Bingham		-2,416.67	19,652.22
Check	01/01/2020	debit	Candi Bingham		-2,416.67	19,652.22
Deposit	01/02/2020			Deposit	175.00	17,235.55
Check	01/02/2020	debit	Google Services		-48.00	14,818.88
Check	01/02/2020	debit	USPS		-165.00	14,993.88
Deposit	01/03/2020			postage	144.80	14,945.88
Deposit	01/03/2020			Deposit	460.18	14,780.88
Deposit	01/06/2020			Deposit	710.16	14,925.68
Check	01/06/2020	debit	Walgreens		-17.44	15,385.86
Deposit	01/07/2020			Envelopes	300.48	16,096.02
Deposit	01/07/2020			Deposit	247.01	16,078.58
Deposit	01/07/2020			Deposit	247.01	16,379.06
Check	01/07/2020	debit	Adobe PDF		-14.99	16,626.07
Check	01/07/2020	debit	Adobe PDF		-14.99	16,611.08
Check	01/08/2020	debit	Malwarebytes		165.68	16,776.76
Check	01/08/2020	debit	Malwarebytes		-24.95	16,751.81
Check	01/09/2020	debit	Malwarebytes		323.54	17,075.35
Check	01/09/2020	debit	Malwarebytes		873.06	17,948.41
Check	01/10/2020	debit	Malwarebytes		344.49	18,292.90
Check	01/13/2020	debit	Amazon	envelopes/Office Supplies	-273.79	18,019.11
Check	01/13/2020	debit	Amazon	Office Supplies	-90.09	17,929.02
Check	01/13/2020	debit	PG&E - Sewer	8721806002-5	-2,299.12	15,629.90
Check	01/14/2020	debit	PG&E - Water 2	2458584137-2	-966.55	14,663.35
Check	01/14/2020	debit	PG&E - Street Lights	7368064062-7	-115.26	14,548.09
Check	01/14/2020	debit	PG&E - Street Lights		3,074.97	17,623.06
Deposit	01/15/2020			Deposit	-127.88	17,495.18
Check	01/15/2020	debit	AT&T - Sewer	209 245-3984 701 9	1,166.31	18,661.49
Check	01/16/2020	debit	AT&T - Sewer		321.03	18,982.52
Deposit	01/16/2020			Deposit	602.07	19,584.59
Deposit	01/16/2020			Deposit	-67.00	19,517.59
Check	01/16/2020	debit	USPS	Box Rental	-7.35	19,510.24
Check	01/16/2020	debit	USPS		596.27	20,106.51
Deposit	01/17/2020			Deposit	-60.38	20,046.13
Invoice	01/20/2020	76764	Doll, Frances & Wa...	Returned Check	-82.75	19,963.38
Invoice	01/20/2020	76764	Doll, Frances & Wa...	Returned Check	-5.50	19,957.88
Invoice	01/20/2020	76764	Doll, Frances & Wa...	Returned Check	12,571.32	32,529.20
Deposit	01/21/2020			Deposit	8,814.52	41,343.72
Deposit	01/21/2020			Deposit	-56.00	41,287.72
Invoice	01/21/2020	76765	Jimenez, Jose A & ...	Returned Check	-56.00	41,231.72
Invoice	01/21/2020	76765	Jimenez, Jose A & ...	Returned Check	76.53	41,308.25
Deposit	01/21/2020			Deposit	160.00	41,468.25
Deposit	01/21/2020			Deposit	600.10	42,068.35
Deposit	01/21/2020			Deposit	742.98	42,811.33
Deposit	01/21/2020			Deposit	-256.86	42,554.47
Check	01/21/2020	debit	Grainger	Well 2/3R Part	-50.00	42,504.47
Check	01/21/2020	debit	Digital Deployment	Website	-46.05	42,458.42
Check	01/21/2020	debit	Grainger		-91.66	42,366.76
Check	01/21/2020	debit	Aces Waste Servic...	1175	-6,733.03	35,633.73
Bill Pmt -Check	01/22/2020	13389	Amador Water Age...	30018	-36.00	35,597.73
Bill Pmt -Check	01/22/2020	13390	Amador Water Age...	Account Number 203601283		
Bill Pmt -Check	01/22/2020	13391	Amerigas			

River Pines Public Utility District
Account QuickReport-Board Meetings
As of January 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	01/22/2020	13392	Anita Ebbinghausen	Stipend - January 2020	-75.00	35,522.73
Bill Pmt -Check	01/22/2020	13393	AT&T - Water	209 245-4011 722 0	-131.49	35,391.24
Bill Pmt -Check	01/22/2020	13394	California Bank & T...	1030264749	-890.00	34,501.24
Bill Pmt -Check	01/22/2020	13395	Gisele L. Wurzbarger	Board Clerk - January 2020	-300.00	34,201.24
Bill Pmt -Check	01/22/2020	13396	John Chapman	Stipend - January 2020	-75.00	34,126.24
Bill Pmt -Check	01/22/2020	13397	Karla Christensen	Stipend - January 2020	-75.00	34,051.24
Bill Pmt -Check	01/22/2020	13398	Patrick Henry	Stipend - January 2020	-75.00	33,976.24
Bill Pmt -Check	01/22/2020	13399	Rocky Raymond	Stipend - January 2020	-75.00	33,901.24
Bill Pmt -Check	01/22/2020	13400	Angelica Hernandez	Town Hall Cleaning - February 2...	-120.00	33,781.24
Bill Pmt -Check	01/22/2020	13401	Brent Stewart, P.E.	SCADA	-1,000.00	32,781.24
Bill Pmt -Check	01/22/2020	13402	california Laborator...	Water/Sewer Testing	-376.00	32,405.24
Deposit	01/22/2020			Deposit	2,023.37	34,428.61
Check	01/22/2020	debit	Malwarebytes		-39.99	34,388.62
Check	01/22/2020	debit	USPS		-110.00	34,278.62
Check	01/22/2020	debit	Kohler		-4,833.34	29,445.28
Deposit	01/23/2020	debit	Ferguson Enterprises	Deposit	1,092.34	30,537.62
Check	01/23/2020	debit		Deposit	-13.03	30,524.59
Deposit	01/24/2020	debit	USPS	Deposit	151.57	30,676.16
Check	01/24/2020	debit	RingCentral	Office Phone	-7.90	30,668.26
Check	01/27/2020	debit	Hach Company	Deposit	-61.89	30,606.37
Deposit	01/29/2020	debit		Well 6R - Turbidimeter	300.00	30,906.37
Check	01/29/2020	debit		Interest	-2,264.21	28,642.16
Deposit	01/31/2020				0.46	28,642.62
Total El Dorado Checking					8,990.40	28,642.62
Total Bank Accounts					8,990.40	28,642.62
TOTAL					8,990.40	28,642.62

River Pines Department Report

January 1, – January 31, 2020

Water Production/Sold

Well 2: 563,900 gallons	Total Produced: 1,042,065 gallons
Well 3R: 452,300 gallons	Total Sold: 646,065 gallons
Well 6R: 25,865 gallons	Unaccounted Loss: 38%

Regulatory Compliance Specialist-

- Monthly reporting for water and wastewater, including No Spill report on CIWQS
- Working on Hazardous Materials Business Plan

Wastewater-

- Influent flow 1,146,600 gallons. Effluent Discharged 842,600 gallons.
- Continued to monitor collection system
- Weekly lift station monitoring

Water-

- Staff responded to PG&E power outages after hours
- Staff installed a new chlorine storage tank at 6R

Prepared by: Andrea Petretti, Administrative Assistant II

Reviewed by: Andrea Hinton, Regulatory Compliance Specialist



RIVER PINES PUBLIC UTILITY DISTRICT



22900 Canyon Ave., PO BOX 70, River Pines, CA 95675
Phone: (209) 245-6723 Fax: (209) 245-5710 Email: RPPUD@RPPUD.org

AGENDA ITEM – 8B

GENERAL MANAGER'S REPORT

For the Month of January/February 2020

1. Rented generator is still being used at eastside lift station. New Generator has been ordered and takes approx. three weeks for arrival.
2. Cleaning and Inspection for Jaybird tank took place. Cost was \$2,875.
3. Chlorine pump quit at sewer pond. New one ordered. Small cost.
4. Main pump to keep storage pond empty quit working. This is a very large main pump. Rebuild price is \$1,481 which includes mechanical seals, o-rings and bearing kit. Labor for bearing kit is \$350-\$450.
5. Ordered turbidimeter for Well 6R. Is being shipped directly to AWA. Cost approx. \$2,200.
6. Firehouse has been completely cleaned out for chlorine storage tank placement. Also, new side door was installed \$95.00. AWA is giving the District a quote for electricity to the building.
7. Received letter from Howard Jarvis regarding rate increases. Notice must include property renters who are on the billing as responsible payers. I resent notices to include those renters and responded back with a letter to Howard Jarvis per their request. Protest date is the Board meeting in March.
8. Still working with AWA regarding SCADA.
9. Still working with Paymentus for customer online portal. Paymentus has joined with Paypal and Amazon for payments, so this is taking longer than I hoped.
10. Bank Deposits
11. Monthly Billing & Monthly Late Notices
12. Monthly 48 Hour Notices
13. Updated Website
14. Agenda & Packets

Will be in the River Pines Office – Afternoon of February 17th and then 18-21.