**] River Pines Public Utility District **

**REGULAR MINUTES**

**Wednesday, July 19, 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  Director Anita Ebbinghausen  Director Roscoe Raymond  Director Eric Rewitzer | |  | Candi Bingham, General Manager -Via Phone  Leslie Garrett, Office Manager  Gisele Wurzburger, Board Clerk – Via Phone |

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

**Motion by Board Member Christensen, seconded by Board Member Chapman, and carried by a 5 to 0 vote to approve the Regular Agenda dated July 19, 2023, as submitted.**

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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. June 21, 2023, Regular Meeting.

**Motion by Vice-Chairman Rewitzer, seconded by Board Member Christensen, and carried by a 5 to 0 vote to approve the Minutes dated June 21, 2023 as amended. 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 June 30, 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 June 30, 2022.

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

**Motion by Board Member Christensen, seconded by Chairman Raymond and carried by a 5 to 0 vote to approve the Monthly Financial Statements and Expenditure Report - Period Ending June 30, 2023. Motion passed by the following vote:**

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

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

a. Monthly Operations Report.

**June 1 thru June 30, 2023 Water Production/Sold Information:**

Well 2 - 426,300 gallons Total Produced - 1,431,840 gallons

Well 3R - 710,900 gallons Total Sold – 836,824 gallons

Well 6R - 294,640 gallons Unaccounted Loss – 42%

Staff Hours: Water 81.75 hours

**June 1 thru June 30, 2023 Wastewater Production:**

Influent flow: 1,186,300 gallons Effluent Discharged: 2,066,600 gallons

Staff Hours: Wastewater 68.5 hours

b. Monthly General Manager Report – Period Ending May/June 2023.

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

General Manager Bingham reported that she would keep a running total of ARPA balance. She noted June’s Profit and Loss Statement – net income shows a large net income due to the fact that Amador Water Agency invoice was paid in June.

Vice-Chairman Rewitzer suggest a letter of thanks for the ARPA Funding be sent to the Amador Board of Supervisors. Chairman Raymond stated that was an excellent idea and requested Vice-Chairman Rewitzer draft this letter and requested each Board Member sign the letter.

1. **BOARD MATTERS:** Discussion/Action.
2. **ARPA Funds – Discussion Potential Project Funding.** Discussion/Action

General Manager Bingham reported after the June Board meeting she reached out to the County to confirm the use of the ARPA Funds. These funds are to be used for sewer/water equipment and or repairs.

The sewer ponds are in dire need of new aerators/mixers. The cost for one aerator is $14,271.00 plus tax and shipping. She reported the pond needs six (6) of these totaling $85,626 without tax and shipping. She noted an ordered was placed for two (2). She noted a backup motor for the grinders was purchased for $4,271.91.

General Manager stated after considering the cost of the aerator and motor she suggested to play it safe the District should hold off ordering any more equipment/supplies until we know the cost of the transducer.

Chairman Raymond suggested Item 9e. Well 6R Measuring Device be discussed under this item because both item will be funded by the ARPA Funds.

General Manager Bingham stated Well 6R has never had a measuring device. The State is now requiring districts to report their well water levels monthly. If the District does not purchase the measuring device and install it in the 6R Well there is a good chance the State could penalize the District for not giving measurements on our monthly reports. She also noted for the record Wells 2 and 3 do not produce enough water during this season and the District relies on Well 6R

An email from Joel Mottishaw, AWA reported the well was last updated in (1998), 25 years ago. He stated since the pump needs to be pulled for the transducer replacement AWA recommends replacing the pump, piping and electrical cables at the same time.

Rick Ferriera, AWA, Operations and Engineering Manager provided the following estimated quote.

Estimated cost to R&R the Well and add the Transducer:

Pump and Wire $7,800

3” casing pipe/fittings $8,000

16hr /Crane Service $3,200

AWA Staff Cost $6,300

Transducer and Pipe $3,500

Sub Cost Estimate Budget Only $28,800 X 15% cont. $33,120

Adding a Transducer Only

AWA Staff Cost $3,000

Transducer and Pipe $3,500

Crane Cost $1,600

Sub Cost Estimate Budget Only $8,100 X 15% cont. $9,315

Board Member Ebbinghausen and Board Member Christensen inquired why the District did not go out for bid for this project. General Manager Bingham stated the District did not have to go out for Bid because the District contracts with Amador Water Agency to take care of the District’s maintenance/operations and compliance of State requirements. AWA will oversee the project and bill the District.

Board Member Christensen inquired if this project could be reimbursed through the Distribution Project. General Manager Bingham stated the Transducer is a capital improvement and was not included in Distribution Project.

Board Member Ebbinghausen stated she would recuse herself on the vote for Item 9e. Well 6R Measuring Device.

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

After considerable discussion the following two motions were made.

**Motion by Chairman Raymond, seconded by Vice-Chairman Rewitzer, and carried by a 5 to ) vote to Use of ARPA Funds for the New Aerators/Mixers One Purchased as submitted. Motion passed by the following vote:**

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

**Motion by Chairman Raymond, seconded by Vice-Chairman Rewitzer, and carried by a 3 to 2**

**vote (Board Member Ebbinghausen and Board Member Christensen voted No) to Approve use of**

**ARPA Funds for the R&R the Well6R and add the Transducer in the estimated amount of**

**$33,120. Motion passed by the following vote:**

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

1. **Bid Quotes for Window Replacement.**  Discussion/Action

General Manager Bingham reported stated was requested to obtain bid quotes for window replacement. Staff receive two written bids, one from Simonton in the amount of $21,080.03 and ABC Auto Glass, DBA Glass Doctor of the Gold Country in the amount of $11,467.67. The ARPA funds are not to be delegated for the Community Center.

Office Manager Garrett reported she received a verbal bid from Pioneer Glass and would receive their bid on Tuesday.

General Manager Bingham stated the recommendation was depending on cost, the District should start replacing a couple of windows at a time. It was suggested the lower room and then move to the main room and do one side and then the other. It was suggested paying for the windows directly.

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

After considerable discussion it was decided the District did not have the funds for the window replacement project.

No action was taken. This item was tabled pending further investigation of what windows should be replaced.

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

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

Vice Chairman Rewitzer reported there was nothing to report at this time.

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

No action was taken. This item will be taken off the Agenda until additional information is available.

1. **Resolution for Surplus Tables and Chairs.** Discussion/Action

General Manager Bingham noted Resolution was for Surplus Tables and Chairs. The Resolution would also include all surplus items the District needed to disposed of.

For the record the Resolution for Surplus was not provided in the Board Packet.

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

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

1. **Well 6R Measuring Device**. Discussion/Action

This item was discussed and approve under 9a.ARPA Funds – Discussion Potential Project Funding.

1. **Design RPPUD Logo**. Discussion/Action.

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

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

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

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

Board Member Ebbinghausen stated AWA staff dropped off the sampling water bottles, however there was some confusion as to the date they would be picked up.

General Manager Bingham stated the samples are not random – the State has a list of customers providing the sampling. The pickup date that sampler should use is the actual date listed on the paperwork provided with the sample bottle.

General Manager Bingham stated she would be closing the Idaho mailbox and mail will no longer be accepted at that location. She noted this information was provided on the invoice billing.

1. **COMMITTEE COMMENTS/REPORTS**: Continued Item.
   1. Solar Panel Committee. Discussion/Possible Action. Nothing to report.
   2. Water Rights Committee. Discussion/Possible Action.
2. **FUTURE AGENDA TOPICS**:
3. Resolution for Deposal of Surplus Items.
4. Design RPPUD Logo.

**ADJOURNMENT:** The meeting adjourned at 7:11 p.m. to the scheduled meeting on August 16, 2023.