** River Pines Public Utility District **

**REGULAR MINUTES**

**Wednesday, September 13, 2017**

**ACTION MINUTES**

1. **CALL TO ORDER:** The meeting was called to order by Chairman Landgraf at5:30 p.m.
2. **ROLL CALL:**

Director Cathy Landgraf Candi Bingham, General Manager

Director Rene’ Walden-Qualls Gisele Wurzburger, Board Clerk

Director Anita Ebbinghausen

Director Michael Gardner

Director Richard Miller

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

Chairman Landgraf requested 11 e. Cooperative Agreement Between AWA and RPPUD Concerning Water and Wastewater Facility Services be added to the Agenda for discussion and action because it was received after posting of the agenda.

**Motion by Board Member Ebbinghausen, seconded by Board Member Miller, and carried by a 5 to 0 vote to add 11 e. Cooperative Agreement Between AWA and RPPUD Concerning Water and Wastewater Facility Services be added to the Agenda for discussion and action. Motion passed by the following vote:**

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| --- | --- |
| **AYES:** | **Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

**Motion by Board Member Gardner, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Regular Agenda dated August 9, 2017 as amended. Motion passed by the following vote:**

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| --- | --- |
| **AYES:** | **Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

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

Dennis Hook, was present to inquire about lot line adjustment. General Manager Bingham reported the District was still waiting for the cost split figures from the surveyor to complete this lot line adjustment. That staff would contact Mr. Hook once the additional information is provided for discussion and consideration by the Board.

Anne Sheeting was present to inquire if there were any additional fee that would have to pay once she paid the impact fee to be connected to the District water and sewer service. General Manager Bingham stated once the impact fee is paid and your service has been connected she would have to pay the $112.64 base rate,

Mark Etter stated it would be Ms. Sheeting responsibility to pay for the installation from the water meter to her home.

1. **BOARD CANDIDATES**:

Chairman Landgraf stated this item was an opportunity for the Board Candidates to address the public and that there would be a three (3) minute limit.

Ann Schieding read Candidate Patrick Henry’s letter of introduction to the Board and members of the public in attendance.

Candidate Lee King stated for the record he would speak more at the next meeting because there weren’t a lot of public at this meeting. General Manager Bingham stated this item was duly noticed on the Agenda posted for this meeting. That the next meeting scheduled on October 11th was only an opportunity for the public to question each candidate, not the candidate’s time to address the public.

Candidate Mark A. Etter took the opportunity to introduced himself to the Board and members of the public in attendance.

Candidate Rene’ Walden-Qualls took the opportunity to introduced herself to the Board and members of the public in attendance.

Candidate Roscoe “Rocky” Raymond took the opportunity to introduced himself to the Board and members of the public in attendance.

1. **MINUTES: Discussion / Approval.**
2. August 9, 2017 Regular Meeting.

**Motion by Board Member Gardner, seconded by Board Member Walden-Qualls, and carried by a 5 to 0 vote to approve the Minutes dated August 9, 2017 as amended. Motion passed by the following vote:**

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| **AYES:** | **Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

1. August 9, 2017 Special Meeting.

**Motion by Board Member Gardner, seconded by Board Member** **Walden-Qualls, and carried by a 5 to 0 vote to approve the Special Minutes dated August 9, 2017 as amended. Motion passed by the following vote:**

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| **AYES:** | **Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

1. **MONTHLY FINANCIAL STATEMENTS** - Period Ending August 31, 2017.

**Motion by Board Member Gardner, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Financial Statements ending July 31, 2017 as amended. Motion passed by the following vote:**

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| **AYES:** | **Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

1. **EXPENDITURE REPORT:** **Discussion / Approval**. Submitted Check Approval through August 31, 2017.

**Motion by Board Member Gardner, seconded by Board Member Walden-Qualls, and carried by a 5 to 0 vote to approve the Expenditure Report ending July 31, 2017 as presented. Motion passed by the following vote:**

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| **AYES:** | **Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |
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1. **MONTHLY OPERATIONS REPORT: Discussion.**
2. Monthly Operations Report.

The report included updates from AWA staff, construction, wastewater and water – see report for complete details.

August Water Production/Sold Information:

Well 2 - 702,700 gallons Total Produced - 1,325,756 gallons

Well 3R - 598,700 gallons Total Sold – 960,633 gallons

Well 6R - 24,356 gallons Total Lost - 27.6%

1. Monthly General Manager Report.

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

1. **BOARD MATTERS**: Discussion / Action / Direction to Staff.

For the record: Action minutes provide the necessary documentation of Board actions audio recordings are retained for those desiring more detail on agenda item discussion. These audio recordings provide an accurate and comprehensive backup of the Board deliberations and citizen discussion.

* 1. **Purchase a Tuff Shed to Replace Sewer Pond Shed. -** **Discussion/Action.**

The Board was provided additional information/specifications for the consideration of the purchase of a Tuff Shed to replace the current Sewer Pond Shed.

Chairman Landgraf opened the public discussion. Several members of the public spoke regarding this item. Hearing no further comments from the public, Chairman Landgraf closed the public discussion.

**Motion by Board Member Gardner, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to approve the purchase of Home Depot Tuff Shed Sundance SR-600 in the amount of $2,637.00. Motion passed by the following vote:**

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| --- | --- |
| **AYES:** | **Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

1. **Update on Distribution Project – Discussion**.

The Board was provided an update on the Distribution Project - RPPUD Water System Improvement Project DWSRF Project No. 0310006-002P. Which included KASL - Storm Drain Culverts, Cost Estimate/Engineer’s Estimate of Quantities and Construction Costs. Also provided an email from Pete Stamos State Waterboard that included comments, questions and concerns sent to Jack Scroggs KASL, RPPUD and David Remick, Water Board. A detailed discussion ensued with no action taken – informational only.

1. **Possible Sale of the 2002 Toyota Tacoma - Discussion/Action Adopt Resolution 2017-03**.

General Manager Bingham recommended the Board approve Resolution 2017-03 declaring the 2002 Toyota Tacoma as surplus and dispose of said property.

Chairman Landgraf opened the public discussion. Several members of the public spoke regarding this item. Hearing no further comments from the public, Chairman Landgraf closed the public discussion.

**Motion by Board Member Gardner, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve Resolution 2017-03 Declaring Equipment Surplus and Authorizing the Sale of Surplus District Property. Staff was directed to advertise a Closed Bid for the 2002 Toyota Tacoma “As Is” starting with a minimal amount of $2,000. Motion passed by the following vote:**

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| **AYES:** | **Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

1. **Increase 48 Hour Door Hanger Notice – Discussion/Action Adopt Resolution 2017-04.**

General Manager Bingham recommended the Board approve Resolution 2017-04 to implement charges to distribute 48-hour notice to customers with past due accounts.

Chairman Landgraf opened the public discussion. Several members of the public spoke regarding this item. Hearing no further comments from the public, Chairman Landgraf closed the public discussion.

**Motion by Board Member Gardner, seconded by Board Member Walden-Qualls, and carried by a 5 to 0 vote to approve Resolution 2017-04 to Implement Charges to Distribute 48 Hour Notice to Customers with Past Due Accounts as amended. Motion passed by the following vote:**

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| **AYES:** | **Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

1. **Cooperative Agreement Between AWA and RPPUD Concerning Water and Wastewater Facility Services. Discussion/Action.**

The Board was provided a copy of the proposedCooperative Agreement Between AWA and RPPUD Concerning Water and Wastewater Facility Services. Staff also provided an Excel spreadsheet comparison between RPPUD Operator Cost and AWA Contracted Cost.

Chairman Landgraf opened the public discussion. Several members of the public spoke regarding this item. Hearing no further comments from the public, Chairman Landgraf closed the public discussion.

**Motion by Board Member Gardner, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Cooperative Agreement between AWA and RPPUD Concerning Water and Wastewater Facility Services for one year and to amend Section 5. Termination of Agreement to 120 days advance written notice. Motion passed by the following vote:**

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| **AYES:** | **Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

1. **BOARD OF DIRECTORS COMMENTS/REPORTS**: Discussion Only.
2. Capital Improvements and general repairs necessary at the District. Continued Item.
3. **COMMITTEE COMMENTS/REPORTS**: Continued Item.
4. **FUTURE AGENDA TOPICS**: This is an opportunity for Board Members and District Staff to request matters to be placed on upcoming agendas.
5. **ADJOURNMENT:** The meeting adjourned at 7:30 p.m.

Respectively submitted,

Gisele Wurzburger, Board Clerk