**] River Pines Public Utility District **

**REGULAR MINUTES**

**Wednesday, January 22, 2020**

**ACTION MINUTES**

1. **CALL TO ORDER:** The meeting was called to order by Chairman Henry at6:02p.m.

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| 1. **ROLL CALL:** |  |  |
| Director Roscoe Raymond |  | Candi Bingham, General Manager |
| Director Anita Ebbinghausen  Director Patrick Henry |  | Gisele Wurzburger, Board Clerk -Via Phone |
| Director John Chapman  Director Karla Christensen |  |  |

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

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

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

None.

1. **MINUTES: Discussion / Approval.**
2. 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:**

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

1. **CONSENT ITEMS:** 
   1. Monthly Financial Statements - Period Ending December 31, 2019.
   2. 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:**

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

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 – 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.

1. 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.

1. **BOARD MATTERS:** Discussion/Action.
   1. **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**

* 1. **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**

* 1. **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 purchasea 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.

* 1. **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**

1. **BOARD OF DIRECTORS COMMENTS/REPORTS**: Discussion Only.

A. Capital Improvements and general repairs necessary at the District. Continued Item.

No action taken.

1. **COMMITTEE COMMENTS/REPORTS**: Continued Item.
2. Solar Panel Committee. Discussion/Possible Action.
3. Water Rights Committee. Discussion/Possible Action.

No action taken.

1. **FUTURE AGENDA TOPICS**:
   1. Water Leak Policy. Discussion/Action.
   2. Scada Issue. Discussion/Action/
   3. Credit Card Policy. Discussion/Action.
2. **ADJOURNMENT:** The meeting adjourned at 7:26 p.m.

Respectively submitted,

Gisele Wurzburger, Board Clerk