



# RIVER PINES PUBLIC UTILITY DISTRICT



Wednesday, April 13, 2016  
ACTION MINUTES

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1. **CALL TO ORDER:** The meeting was called to order by Chairman Landgraf at 6:30 p.m.

2. **ROLL CALL/MEMBERS PRESENT:**

Chairman Cathy Landgraf

Candi Bingham, General Manager

Director Rene' Walden-Qualls

Director Anita Ebbinghausen

Director Richard Miller

Director Michael Gardner

**ABSENT:** None

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

4. **AGENDA:** M/S Gardner/Miller approve the agenda.

**Motion carried 5-0 with the following vote:**

**AYES:** Ebbinghausen, Gardner, Landgraf, Miller, Walden-Qualls.

**NOES:** None.

**ABSTAIN:** None.

**ABSENT:** None.

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

Resident addressed the Board in regards to his wood shed being attached to the District's Shop Building. Asked if moving the shed away from the Shop Building a couple of feet would be sufficient. The Board stated would be perfect, thank you.

Resident also stated that the District has sewer lines that run through his property and would like the District to mark such lines so that he can landscape his property. Resident said he would visit the District Office to make request.

Hal Jones spoke in regards to "Knitting for a Cause!" Wanted to see if the District could help get the word out that knitted hats are needed for infant abuse prevention. General Manager said she would post on the District's website and post flyers in District message boxes.

6. **Closed Meeting Update.**

Chairman Landgraf stated that the closed meeting was to discuss employee discipline and GM working hours.

7. **MINUTES:** M/S Ebbinghausen/Walden-Qualls approve the minutes as amended with the following vote:

Draft minutes need "Closed Meeting Update" added.

**Motion carried 5-0 with the following vote:**

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

**8. Monthly Financial Report: M/S Ebbinghausen/Gardner as submitted with the following vote:**

**Motion Carried 5-0 with the following Vote:**

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

**9. EXPENDITURE REPORT: M/S Ebbinghausen, Gardner approve as submitted with following comment:** Director Walden-Qualls stated that she would like the Board to establish a Policy for the Expenditure Report.

**Motion carried 5-0 with the following vote:**

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

**10. MONTHLY OPERATIONS REPORT.**

**A. Monthly Water and Wastewater Operations Report.**

Director Walden-Qualls stated that there are still man holes that need road patch.

Director Ebbinghausen inquired about the 33% water loss. She asked if that was still because of the sewer jetting. GM Bingham stated that there was no jetting last month and she would ask the Plant Operator his thoughts on the 33% loss.

Chairman Landgraf was curious as to how the tractor is being used for the grading. She asked for confirmation that the mower blades are not being used for grading purposes. GM Bingham said she would inquire and let the Board know.

**B. Monthly General Manager Report.**

GM Bingham stated that she attended the Funding Faire in Sacramento. She stated that there are various grants available to help with the construction grant. She also informed the Board that there are grants to clean up the dump site and refurbish the Town Hall.

GM Bingham let the Board know that she will be doing the Consumer Confidence Report and has begun working on it.

GM Bingham stated that she is also working on the 2016-2017 Budget and will have it for review at the next Board Meeting.

GM Bingham let the Board Members know that the District has been assigned an individual from C RWA and State Water Resource to assist in completing the Planning Grant for the Environmental Study and Specs and Plans. She also stated that she will having a conference call next Wednesday with both parties.

GM Bingham noted that the District Review which is published on the internet and completed by LAFCO has been updated and brought current. She also stated that she will be meeting with Roseanne from LAFCO next Wednesday.

**11. BOARD MATTERS:**

- A. Review Final Report from KASL Engineering on CDBG Grant Project and discuss any proposed modifications and vote to accept final report.  
Board of Directors voted to accept the Final Report from KASL Engineering with the minor fixes noted by GM Bingham with the following vote:

**Motion carried 5-0 with the following vote:**

<b>AYES:</b>	<b>Ebbinghausen, Landgraf, Gardner, Miller, Walden-Qualls</b>
<b>NOES:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>

- B. Continued Update on Cal-Fire Grant.  
GM Bingham informed the Board Members that the Categorical Exemption had been filed and received. Road side chipping to commence within the next week or so. Erik Jensen is waiting to hear from legal counsel before proceeding with the mastication.
- C. Continued Update on Department of Water Resources – Water Rights Permit #20878.  
No updates at this time. Continued on next Agenda
- D. Review and Approve Drug and Alcohol Use Policy.  
**M/S Gardner, Walden-Qualls to approve Drug and Alcohol Use Policy. Motion carried 5-0 with the following vote:**

<b>AYES:</b>	<b>Ebbinghausen, Landgraf, Miller, Gardner, Walden-Qualls</b>
<b>NOES:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>

- E. Review and Approve District Driving Policy.  
**M/S Gardner, Ebbinghausen to approve the District Driving Policy. Motion carried 5-0 with the following vote:**

<b>AYES:</b>	<b>Ebbinghausen, Landgraf, Gardner, Miller, Walden-Qualls</b>
<b>NOES:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>

<b>AYES:</b>	<b>Ebbinghausen, Landgraf, Miller, Walden-Qualls</b>
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- F. **Bylaws & Administrative Policies Update –Update on review status.**

Workshop confirmed for Wednesday, April 20, 2016 at 12:00 noon.

**12. BOARD OF DIRECTORS COMMENTS/REPORTS:**

- A. Capital Improvements and general repairs necessary at the District. Continued Item.  
None at this time

**11. COMMITTEE COMMENTS/REPORTS:** None.

**12. FUTURE AGENDA TOPICS:**

Expenditure Report Policy

**13. ADJOURNMENT:** The meeting adjourned at 8:40 p.m.

Respectively submitted,  
Candi Bingham, General Manager/Acting Board Clerk

DRAFT