



# RIVER PINES PUBLIC UTILITY DISTRICT



Wednesday, June 8, 2016  
ACTION MINUTES

---

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  
Director Rene' Walden-Qualls  
Director Anita Ebbinghausen  
Director Michael Gardner

Candi Bingham, General Manager

**ABSENT:** Director Miller

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

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

**Motion carried 4-0 with the following vote:**

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

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

None

6. **MINUTES:** M/S Gardner/Ebbinghausen approve the minutes as amended with the following vote:

Item 9 (a) – add – contact Fish & Wildlife  
Item 10 (d) – add – approved as amended  
Item 10 (e) – add – approved as amended.

**Motion carried 4-0 with the following vote:**

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

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

**Motion Carried 4-0 with the following Vote:**

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

**8. EXPENDITURE REPORT: M/S Ebbinghausen/Gardner approve as submitted with following vote:**

**Motion carried 4-0 with the following vote:**

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

**9. MONTHLY OPERATIONS REPORT.**

- A. Monthly Water and Wastewater Operations Report.
- B. Monthly General Manager Report.

**10. BOARD MATTERS:**

- A. Change the time of District Monthly Board Meeting – after considerable discussion among board members and staff it was decided to change the Monthly Board Meetings to 5:30 p.m.

**M/S Gardner, Ebbinghausen to accept 5:30 p.m. as the new time for the District’s Monthly Board Meeting. Motion carried 4-0 with the following vote:**

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

- B. Mandatory Water Conservation for River Pines Public Utility District – continued to next meeting.

- C. Grading Emigrant Trail – discussion and possible action

Following considerable discussion and reviewing the submitted proposals for the project, it was decided to contract Briski Well Drilling Co. at a cost not to exceed \$12,600 to property owners.

**M/S Gardner, Ebbinghausen move to accept the bid from Briski Well Drilling Co. in an amount not to exceed \$12,600. Motion carried 3-0 with the following vote:**

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

- D. Emergency Planning – discussion and possible action.

Chairman Landgraf stated her concerns as to whether customers were aware of who to contact for water/sewer emergencies. She also wondered if proper channels of contact were in place.

GM Bingham stated that she had spoken with the plant operator and he assured her that the phones were routed correctly when he was off of the clock. GM Bingham also stated that the contact numbers were posted on the District’s website and on the voicemail.

Following further discussion, it was the consensus of the Board to print magnets with the emergency numbers and mail to all customers with the next regular billing.

GM Bingham stated she would make sure that this task got done.

- E. Purchase a new air-conditioning unit for the District Office.

It was the consensus of the Board that the office was in need of a new air-conditioning unit.

**M/S Gardner, Ebbinghausen to approve purchase of a new air-conditioning unit not to exceed \$300. Motion carried 4-0 with the following vote:**

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

- F. Continued update on Cal-Fire Grant.  
GM Bingham reported that the curb-side mastication was completed on Jaybird and Emigrant Trail. She also stated that Erik Jensen had told her the dead tree removal would take place on June 22<sup>nd</sup> and the mastication would begin June 28<sup>th</sup>.
- G. Continued update on Department of Water Resources – Water Rights Permit #20878  
No further information
- H. Bylaws & Administrative Policies Update – Workshop confirmed for June 22, 2016 at 12:00 p.m.

**11. 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:**

**13. ADJOURNMENT:** The meeting adjourned at 8:20 p.m.

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