**] River Pines Public Utility District **

**REGULAR MINUTES**

**Wednesday, September 15, 2020**

**ACTION MINUTES**

**In Compliance with Executive Department State of California**

 **Executive Order N-29-20**

**Join Hangouts Meet: meet.google.com/xhx-btmk-dxr**

**Join by Phone: +1 617-675-4444 PINL 335 162 030 4475#**

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

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| 1. **ROLL CALL: Via Phone**
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|  Director Roscoe Raymond |
|  Director Anita Ebbinghausen Director Patrick Henry |
|  Director John Chapman |

 |  | Candi Bingham, General ManagerGisele Wurzburger, Board Clerk |
|  Director Karla Christensen arrived at 6:06 p.m. |  |  |
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1. **PLEDGE OF ALLEGIANCE:** Chairman Henry led the Pledge of Allegiance.
2. **AGENDA:**

**Motion by Board Member Chapman, seconded by Board Member Raymond, and carried by a 4 to 0 (Vice-Chairman Christensen absent) vote to approve the Regular Agenda dated September 16, 2020 as presented. Motion passed by the following vote:**

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

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

None.

1. **MINUTES: Discussion / Approval.**
2. July 15, 2020 Regular Meeting.

**Motion by Board Member Raymond, seconded by Chairman Henry, and carried by a 5 to 0 vote to approve the Minutes dated July 15, 2020 as amended. Motion passed by the following vote:**

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| **AYES:** | **Chapman, Christensen, Ebbinghausen, Henry, Raymond**  |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |
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1. **CONSENT ITEMS:**
	1. Monthly Financial Statements - Period Ending July 31 and August 31, 2020.
	2. Expenditure Report **-** Submitted Check Approval through July 31 and August 31, 2020.

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

**Motion by Chairman Henry, seconded by Board Member Raymond, and carried by a 5 to 0 vote to approve the Consent Items - Period Ending July 31 and August 31, 2020**.  **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.

**July 1 thru July 31, 2020 Water Production/Sold Information:**

Well 2 - 981,400 gallons Total Produced – 1,387,435 gallons

Well 3R – 264,800 gallons Total Sold – 1,165,358 gallons

Well 6R - 141,235 gallons Unaccounted Loss - 16%

Staff Hours: Water 108.5 hours

**July 1 thru July 31, 2020 Wastewater Production:**

Influent flow: 1,261,800 gallons Effluent Discharged: 545,600 gallons

Staff Hours: Wastewater 35 hours

**August 1 thru August 31, 2020 Water Production/Sold Information:**

Well 2 - 322,659 gallons Total Produced – 843,009 gallons

Well 3R – 54,743 gallons Total Sold – 1,085,804 gallons

Well 6R - 465,607 gallons Unaccounted Loss - 22%

Staff Hours: Water 97.5 hours

**August 1 thru August 31, 2020 Wastewater Production:**

Influent flow: 1,221,100 gallons Effluent Discharged: 696,900 gallons

Staff Hours: Wastewater 44.5 hours

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 the meter for Well 6R seems to not be accurately reporting water supplied as noted in the Monthly Operations Report. She requested Amador Water Agency to calibrated the meter.

General Manager Bingham reported there was an error on the Monthly Operations Reports under Water. It stated staff disinfected, flushed and sampled Well 2 again after receiving another positive coliform sample result. For the record it was “Well 3R” that was sampled.

General Manager Bingham reported the Monthly Operations Report noted the salvage generator from River Pines had bench tested the voltage regulator board and verified it is working. The generator tested and it does run and generates power. Do to the overall poor condition of the unit, they recommend it be used for only non-critical service.

General Manager Bingham reported she had received notice that the State Grant Contract is complete for the $5,000,000. It is in review and will be sent to the District for signature. She has been in touch with Kasl Engineering regarding the Bid Contract. Kasl Engineering is reviewing the original contract to make sure it is up to date so the project can be put out to bid as soon as she receives the contract.

Chairman Henry requested an update on this generator be place on the next agenda.

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

1. **BOARD MATTERS:** Discussion/Action.
2. **2020/2021 Budget.** Discussion/Action.

General Manager Bingham provided the Profit & Loss Budget Overview July 2020 through June 2021. She stated that she had not received any remarks or revisions on the provided Budget since it had been presented.

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

After considerable discussion amongst the Board, the following motion was made:

**Motion by Board Member Raymond, seconded by Vice-Chairman Christensen, and carried by a 5 to 0 vote to adopt the 2020/2021 Budget. Motion passed by the following vote:**

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

1. **Credit for Online Payments.**  Discussion/Action.

No written report was submitted on this item. General Manager Bingham reported with the COVID-10 “Stay-at-Home Order” (except for those essential services), there is an inconvenience for customers to pay their bills. Paymentus, the District’s online payment service which allows customers to pay their utility bill using a credit card, debit card or e-check, charges the customers $2.95 per transaction. It is recommended this credit would be applied through December 2020.

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

After considerable discussion amongst the Board, the following motion was made:

**Motion by Board Member Raymond, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to continue the Issuance of a Monthly Credit in the amount of $2.95 to Customers using Paymentus Online Payment Service** **to make their** **District Online Payments thru December that this matter be placed on the January 2021 Agenda for further consideration. Motion passed by the following vote:**

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

1. **Update on Ravine Cleanout**. Discussion.

No written report was submitted on this item. Chairman Henry reported he had received three bids to perform the Ravine Cleanout. He recommended the Board approve the lowest bid presented by Bob Fine in the amount of $2,250.00 to perform the cleanout.

General Manger Bingham reported due to the fire season, CalFire had not had a chance to look at the Ravine Cleanup.

Board Member Raymond reported he would work on getting a 3-year fire burn permit so that the District could burn the excess debris from the cleanup. General Manager Bingham requested a copy of the burn permit for Amador Water Agency.

Chairman Henry opened the public discussion. General Manager Bingham noted Serenity Nelson reported there was still blackberry bushes that need to be removed. Hearing no further comments from the public, Chairman Henry closed the public discussion.

After considerable discussion amongst the Board, the following motion was made:

**Motion by Board Member Raymond, seconded by Board Member Chapman, and carried by a 5 to 0 vote to approve Bob Fine’s Bid in the amount of $2,250.00 to perform the Ravine Cleanout. Motion passed by the following vote:**

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

1. **Fred Water Well Drilling – Pump Warranty Extension.**  Discussion/Action.

No written report was submitted on this item. General Manager Bingham reported Chairman Henry requested

staff to contact Fred Water Well Drilling regarding an extended warranty on the new pump recently installed by Fred Waters Well Drilling. She reported Fred Water Well Drilling does not offer an extended warranty.

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

No action taken.

1. **District Signage Requirements.** Discussion/Action.

No written report was submitted on this item. General Manager Bingham reported at the last meeting Board Member Ebbinghausen noted for the record that any signage posted in the District has to be a Board decision and requested an item on the agenda to discuss District Signage Requirements in the District.

General Manager Bingham recommended all District signs be updated to include the following wording “no trespassing, no parking, no blocking and enforcement code”.

It was noted for the record that the District is not a Recreation District and Signage for the River Access is not the District’s responsibility.

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

After considerable discussion amongst the Board, the following motion was made:

**Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 5 to 0 vote to approve staff to update all District signs to include the following wording “No Trespassing, No Parking, No Blocking and Enforcement Code”. Motion passed by the following vote:**

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

1. **Appoint** **River Access Dam Committee.** Discussion/Action.

No written report was submitted on this item. General Manager Bingham reported at the last meeting the Board requested an item on the agenda to appoint a new committee called “River Access Dam Committee”.

Board Member Raymond nominated Board Member Christensen and recommended she contact Leon Weber to serve on the committee. He reported it would be the responsibility of the committee to put and take down the boards for the river access dam and to suggest any necessary repairs to the Board.

Chairman Henry recommended Board Member Christensen obtain bids to repair the dam. He stated he would assist her and the committee with the necessary repairs.

General Manager noted the committee would have to report any actions taken at the River Access Dam to the State.

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

No action taken.

1. **Community Clean Up Committee Update.** Continued Discussion.

No written report was submitted on this item. Chairman Henry requested this item be revisited and suggested a public notice be sent out to request community participation.

Board Member Raymond suggest the clean up be scheduled for a Saturday morning.

Board Member Ebbinghausen suggested this be scheduled after the first of the year because of COVID and weather.

Vice-Chairman Christensen noted for the record the Rotary Cleanup has been postponed because of COVID and they are waiting until things get back to normal.

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

No action taken.

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

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

Chairman Henry report he sold the Wedgewood stove for $350.00 and it will be picked up this Saturday.

Vice-Chairman Christensen inquired if staff had an update on the A-TEEM SCADA Contract. General Manager Bingham stated there was a question regarding the ownership of the radios and a new quote has been request. She noted the ownership of radios would be submitted the District’s attorney.

No action taken.

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

No action taken.

1. Water Rights Committee. Discussion/Possible Action.

No action taken.

1. **FUTURE AGENDA TOPICS**:
	1. District Signage Update. Continued Discussion.
	2. River Access Dam Committee Update. Continued Discussion.
	3. Community Clean Up Committee Update. Continued Discussion.
	4. Salvage Generator Update. Continued Discussion.
	5. A-TEEM SCADA Contract Update. Discussion/Action.

1. **ADJOURNMENT:** The meeting adjourned at 7:30 p.m.