



# RIVER PINES PUBLIC UTILITY DISTRICT



Wednesday, February 10, 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  
Director Rene' Walden-Qualls  
Director Anita Ebbinghausen  
Director Michael Gardner

Candi Bingham, General Manager

**ABSENT:** Director Richard 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, Landgraf, Gardner, Walden-Qualls.  
**NOES:** None.  
**ABSTAIN:** None.  
**ABSENT:** Miller

5. **CLOSED MEETING:** Chairman Landgraf reported that the closed meeting is being rescheduled to a later date and involves employee issues.

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

Tracy Roll commented that in the 11 years she has lived in River Pines she has never received a 48 Hour Notice. She stated that she had paid her bill online, but was made aware after speaking with the general manager, Candi Bingham, she had paid the wrong account. Tracy stated that she had left a message at the district office concerned with her 48-hour notice but did not receive a call back and her water was shut off. She thanked the plant operator Greg for going above and beyond the call of duty when he came out after hours to turn her water back on.

7. **MINUTES:** M/S Gardner/Ebbinghausen approve the minutes as follows:

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

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

8. **MONTHLY FINANCIAL REPORT:** Period ending January 31, 2016.

M/S Gardner/Walden-Qualls approve the January 31, 2016 Monthly Financial Report.

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

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

- 9. EXPENDITURE REPORT:** Submitted Check Approval through February 4, 2016.  
**M/S Gardner, Walden-Qualls to approve as submitted.**

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

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

Chairman Landgraf noted the reimbursement to Cathy Landgraf, shown on the Expenditure Report, was for disposal of old refrigerator from River Pines Town Hall.

## **10. MONTHLY OPERATIONS REPORT.**

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

Plant Operator Guina reported that the top half of town has been completed in the jetting. The whole system is in great shape. Guina stated that there is one section on Meadow View that needs to be watched because there is no slope whatsoever. Circle is relatively in great shape, but may need extra flushing due to water buildup. A manhole on Iris is blocked due to residents shed on top of the manhole. Guina stated that he notified Candi Bingham, and she notified the customer to move his shed and other belongings so that the District can get to the manhole. Resident contact Guina and said he would be out during the weekend to move his belongings. Guina is concerned about this location because of the blackberry bushes. The roots can grow and block the sewer lines. Pigeon also was noted with the blackberry issues. Lower side of town still needs to be completed. River Trail has a slight issue and will need to be jetted more often because of only a slight slope. The rest of town is in really good shape.

Chairman Landgraf asked if the state requires a report on the condition of the sewer system. Guina stated that they only require a report noting the troubled areas and what is going to be done in the future to maintain them. Guina also stated that the state only requires 25% of the sewer system to be jetted. Guina stated that jetting will be done within the next week or two. Guina stated that the rest of town does not need to be jetted and will not be completed. It is in good shape.

Guina also stated that the jetting tank holds 400 gallons each fill and the tank has been filled 18 times (7,200 gallons) and will be reported as additional water loss. This will be above and beyond our normal monthly water loss.

Guina commented that the correct bolts have been delivered for the new sewer station, however, the baseplate has not yet been delivered. General Manager Bingham asked Guina to contact Amador Mechanical on Thursday to verify whether the base plate has been delivered. Guina also stated that the road at Slate Lift Station will be blocked during the time of installation and residents should be notified. Manager Bingham is to notify residents two days before installation.

Chairman Landgraf asked Guina if Well 2 and Well 3R are recovering well. She noted that Dale with Kasl Engineering stated they were really good Wells. Guina stated that they are recharging very well.

Chairman Landgraf asked Guina if there were any materials or tools he needed for any projects. Guina stated a new truck. He stated that it needs new door locks because key gets stuck. Directors stated that a new truck needs to be researched.

See Operation Report

**B. Monthly General Manager Report.**

Manager Bingham reported that there was a chlorine leak discovered in the Well 2 building that had been dripping for a long period of time. There was damage to the cement floor and the metal brace that supports the pipes and meters. Manager Bingham brought the leak to Guina's attention and asked that it be repaired immediately. Guina tighten the leak and washed the area with water. Guina stated that the chlorine that had made contact will continue to eat away at the metal brace. Chairman Landgraf asked that the brace be kept under supervision and be replaced when needed.

Manager Bingham noted that the General Packet for additional planning grant was submitted. She stated that she will verify with the state next week of receipt and that the state should assign the district an individual who will assist them in completing the Environmental and Technical parts of the package.

Manager Bingham also stated that purchases with the debit card were not being posted as they were made so this was causing the Expenditure Reports to not be accurate. Also with online bill payment now being offered to customers, this too, was throwing the report off balance. Manager Bingham assured the Directors that she would make it a priority to post debit transactions as they occur and also, with online banking inquiry, she would have access to the bank statements earlier and, therefore, could post online payments on time in order to produce a more accurate Expenditure Report.

See General Manager's Report

**11. BOARD MATTERS:**

**A. Continued Update on CDBG Grant Program.**

Chairman Landgraf noted that Kasl Engineering forwarded information for the replacement of the districts water meters. Kasl will be pricing them and adding to the project. Also, potholing will be completed for all 7 potholes for \$4,850. Guina stated that Jack Scroggs will be meeting with him to verify the 7 locations before potholing commences.

Manager Bingham stated she forwarded to Kasl Engineering the requested Well 2 & Well 3R drilling cost and the Consumer Confidence Reports for the period of 2012-2014. Bingham stated that Kasl Engineering will have the final project ready for review by the end of February for the next board meeting.

**B. Continued Update on Cal-Fire Grant.**

Manager Bingham stated on new update. Still waiting for response regarding the CEQA from contacted parties. Erik Jensen is keeping in contact with CAL-FIRE on how to proceed.

**C. Continued Update on Department of Water Resources – Water Rights Permit #20878.**

Manager Bingham stated no new information. Paperwork was given to Chairman Landgraf who offered to meet with Bruce Barraco next week for assistance on getting the state the required information to complete the districts water rights permit.

**D. Parking Signs for Town Hall and Park Area.**

Chairman Landgraf commented that people are leaving their cars in the parking area of the park across from the town store overnight. She recommended that signs with parking code be placed at the park and town hall with the proper code and no overnight parking.

**E. Wastewater Treatment Plant Sprinkler Control Upgrade – review and discuss proposal from Brent Stewart, P.E. Update on Touchscreen.**

Manager Bingham verified that the touchscreen is not required to operate the controls and may be added at a later date. Directors stated that touchscreen will not be purchased at this time.

**F. Meter Reads – Prolonged period of inaccessible meters.**

Manager Bingham commented that there are two meters that have not been read for three months due to locked gate. She suggested that the district pass an Inaccessible Meter Charge. Directors asked

Manager Bingham to send a certified letter to customer to try and get a response. If there is still no response from customer, then continue on next Agenda.

G. Resolution #2016-03 – A Resolution of the Board of Directors of the River Pines Public Utility District to Access Customer’s Account with Inaccessible Meter Charge.

No Resolution at this time. Continued on next Agenda

H. Employee Handbook – Adopt with Resolution No. 2016-4

Continued to next meeting. Still in review. Meeting with Union Rep Wednesday at 1:00 p.m.

I. **Bylaws & Administrative Policies Update –Update on review status.**

Director Walden-Qualls stated she hopes to have a new draft for the next board meeting.

**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:** None.

**13. ADJOURNMENT:** The meeting adjourned at 8:05 p.m.

Respectively submitted,

Candi Bingham, General Manager/Acting Board Clerk