

REGULAR MINUTES

Wednesday, December 13, 2017
ACTION MINUTES

1. CALL TO ORDER: The meeting was called to order by Chairman Landgraf at 5:30 p.m.

2. ROLL CALL:

Director Cathy Landgraf
Director Rene' Walden-Qualls
Director Anita Ebbinghausen
Director Michael Gardner
Director Richard Miller

Candi Bingham, General Manager
Gisele Wurzburger, Board Clerk

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

4. AGENDA:

Chairman Landgraf requested an emergency item be added to the agenda. She noted the Renewal of Board Clerk Wurzburger's Contract had not been included and request this item be added to the agenda as Item 9F.

Motion by Board Member Gardner, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Regular Agenda dated December 13, 2017 as amended. Motion passed by the following vote:

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

5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:

None.

6. MINUTES: Discussion / Approval.

A. November 15, 2017 Regular Meeting.

Motion by Board Member Gardner, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Minutes dated November 15, 2017 as amended. Motion passed by the following vote:

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

7. MONTHLY FINANCIAL STATEMENTS - Period Ending November 30, 2017.

Motion by Board Member Walden-Qualls, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to approve the Financial Statements ending November 30, 2017 as presented. Motion passed by the following vote:

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

8. EXPENDITURE REPORT: Discussion / Approval. Submitted Check Approval through November 30, 2017.

Motion by Board Member Miller, seconded by Board Member Gardner, and carried by a 5 to 0 vote to approve the Expenditure Report ending November 30, 2017 as presented. Motion passed by the following vote:

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

Board Member Walden-Qualls reminded the Board that the District's Auditor requires and setforth in the 2015 Audit that the Expenditure Report to be monitored by a CPA.

9. ELECTION DECLARATION – ELECTED OFFICIAL SEATING.

a. Adopt Resolution, Reciting the Facts of the General Election of November 7, 2017.

Motion by Board Member Gardner, seconded by Board Member Miller, and carried by a 5 to 0 vote to adopt Resolution 2017-05 Reciting the Facts of the General Election of November 7, 2017. Motion passed by the following vote:

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

b. Swearing in and Seating of New Board Members to New Four-Year Terms.
Board Clerk Wurzburger sworn in Mark Etter, Rosco Raymond and Patrick Henry. Board Members Gardner, Landgraf and Walden-Qualls stepped down and the new Board Members were seated.

c. Appoint Chairman and Vice-Chairman.

Motion by Board Member Raymond, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to appoint Board Member Miller as the Chairman. Motion passed by the following vote:

AYES: Ebbinghausen, Etter, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: None

Motion by Board Member Ebbinghausen, seconded by Chairman Miller, and carried by a 3 to 2 vote to appoint Board Member Raymond as the Vice - Chairman. Motion passed by the following vote:

AYES: Ebbinghausen, Miller, Raymond
NOES: Etter, Henry
ABSTAIN: None
ABSENT: None

Motion by Board Member Etter to appoint Board Member Henry as the Vice - Chairman.

Board Clerk Wurzburger explained the previous vote recorded that Board Member Raymond was appointed as Vice-Chairman and Board Member Etter's motion fails. Board Member Etter stated he misunderstood the previous vote and thought he could still submit a motion to appoint Board Member Henry as Vice-Chairman. Board Clerk Wurzburger explained the previous vote to appoint Board Member Raymond as Vice-Chairman was approved by a "majority vote" of 3 to 2 vote.

Chairman Miller welcomed the public and explained his expectations as the new Chairman of the Board and how he would conduct future Board meetings. He thanked Michael Gardner, Cathy Landgraf and Rene' Walden-Qualls for their service as Board Members on the River Pines Public Utility District Board.

Board Clerk Wurzburger suggested the Board consider adoption of a Code of Conduct for Board Meetings.

General Manager Bingham provided the new Board Members a copy of the Board Member's Handbook and California Brown Act.

10. MONTHLY OPERATIONS REPORT: Discussion.

A. Monthly Operations Report.

The report included updates from AWA staff, construction, wastewater and water – see report for complete details.

November Water Production/Sold Information:

Well 2 - 412,400 gallons	Total Produced – 743,654 gallons
Well 3R - 314,600 gallons	Total Sold – 487,731 gallons
Well 6R - 16,654 gallons	Total Lost - 34.5%

November Wastewater Production:

Influent flow: 669,200 gallons Effluent 630,000 gallons

General Manager Bingham reported she would contact the AWA for more information regarding work being performed for the District.

Board Clerk Wurzburger stated the Board could request their AWA Board representative to attend a future meeting to clarify the obligations/duties they provide the District.

B. Monthly General Manager Report.

General Manager Bingham stated she attended the Board of Supervisor's meeting and submitted a letter regarding Mr. Henry's accusations in order to have the false accusations recorded into the public record.

The Monthly General Manager Report included updates from the General Manager – see report for complete details.

11. BOARD MATTERS: Discussion / Action / Direction to Staff.

For the record: Action minutes provide the necessary documentation of Board actions audio recordings are retained for those desiring more detail on agenda item discussion. These audio recordings provide an accurate and comprehensive backup of the Board deliberations and citizen discussion.

A. Adopt Resolution Appointing Second Check Signer and a "Backup" Check Signer.

General Manager Bingham reported after the Election and appointing of new Chairman and Vice-Chairman the Board must approve a new resolution appointing a second check signer and a backup check signer.

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

Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 5 to 0 vote to adopt Resolution 2017-06 To Add a Name on the Checking Account, Chairman Miller, Vice-Chairman Raymond and Board Member Ebbinghausen as backup check signer. Motion passed by the following vote:

AYES: Ebbinghausen, Etter, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: None

B. Adopt Resolution Approving Board Chair to do LAIF Transfers.

General Manager Bingham reported after the Election and appointing of new Chairman and Vice-Chairman the Board must approve a new resolution to change the authorized person(s) on the District's Local Agency Investment Fund (LAIF) Account.

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

Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 5 to 0 vote to Resolution 2017-07 to Change the Authorized Person(s) on the District's Local Agency Investment Fund (LAIF) Account. Motion passed by the following vote:

AYES: Ebbinghausen, Etter, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: None

C. Hire an Appraiser for the new Circle Tank location.

General Manager Bingham reported at the November meeting it was reported that Amador Water Agency recommended the District contacted a surveyor to have the SCADA/tower property surveyed to obtain a public easement for access. She explained the survey cost will be reimbursed from the Grant. She also reported that Jack Scroggs requested the District hire an appraiser for the Circle Tank new location and that the appraiser would be reimbursed through the grant.

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

Motion by Board Member Etter, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to approve staff to hire a surveyor to survey the SCADA/tower property in an amount not to exceed \$1,000. Motion passed by the following vote:

AYES: Ebbinghausen, Etter, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: None

D. Continued Discussion regarding Amador Water Agency Acquiring RPPUD or Continue Discussion with LAFCO to extend District Boundaries and Sphere of Influence.

General Manager Bingham reported this item was to determine the Board's direction regarding Amador Water Agency acquiring RPPUD or to continue previous discussions with LAFCO to extend District boundaries and sphere of influence with an deposit in the amount of \$1,000 and the costs will range from \$3,000 to \$10,000 depending on how much leg work LAFCO has to perform.

Note to Record: The Local Agency Formation Commission coordinates local and timely changes in local governmental boundaries; conducts special studies which review ways to reorganize, simplify and streamline governmental structures; and prepares spheres of influence for each city and special district with the County.

Chairman Miller opened the public discussion. The following individual spoke regarding LAFCO, Shirley Jones, Nancy Endy, Hal Jones and Karla Christensen. Hearing no further comments from the public, Chairman Miller closed the public discussion.

Motion by Board Member Raymond, seconded by Board Member Etter, and carried by a 5 to 0 vote to no longer pursue Amador Water Agency acquiring RPPUD. Staff was directed to contact Amador County LAFCO to continue discussions to extend the District's Boundaries and Sphere of Influence. Motion passed by the following vote:

AYES: Ebbinghausen, Etter, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: None

E. Set Time and Date for "Orientation" for new Board Members.

General Manager Bingham reported Auditor Johnson would like to set up a two-hour financial training on a Saturday mid-January for new Board Members. The Board also needs to set up the date and time for the orientation of the new Board Members.

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

It was the consensus of the Board to agendized the two-hour financial training on the next agenda and to set the orientation of the new Board Members for January 8, 2018 at 10:00 a.m.

F. Renewal of Board Clerk Wurzburger's Contract.

Board Clerk Wurzburger stated due to the new Board members and the learning curve of this Board she would renew her contract for six months to assist during this transition. She requested the Board to approve the contract at the current pay of \$300.00 per meeting.

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

Motion by Board Member Ebbinghausen, seconded by Board Member Etter, and carried by a 5 to 0 vote to approve Board Clerk Wurzburger's Contract thru June 30, 2018 - \$300.00 per meeting. Motion passed by the following vote:

AYES: Ebbinghausen, Etter, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: None

12. BOARD OF DIRECTORS COMMENTS/REPORTS: Discussion Only.

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

13. COMMITTEE COMMENTS/REPORTS: Continued Item.

14. FUTURE AGENDA TOPICS:

- a. Resolution Allowing General Manager Submittal of Construction Application.
- b. Approve District Board Meeting 2018 Calendar.
- c. Financial Training with Auditor.
- d. District Code of Conduct.
- e. Emigrant Trail repair.

General Manager Bingham noted for the record Agenda Items must be submitted for the agenda by the Wednesday prior to the meeting.

15. ADJOURNMENT: The meeting adjourned at 6:55 p.m.

Respectively submitted,
Gisele Wurzburger, Board Clerk