



REGULAR MINUTES

Wednesday, May 17, 2023

ACTION MINUTES

1. **CALL TO ORDER:** The meeting was called to order by Chairman Raymond at 6:04 p.m.

2. **ROLL CALL: Via Phone**

Director John Chapman
Director Karla Christensen
Director Anita Ebbinghausen
Director Roscoe Raymond
Director Eric Rewitzer

Candi Bingham, General Manager
Gisele Wurzbarger, Board Clerk – Via Phone

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

4. **AGENDA:**

Motion by Vice-Chairman Rewitzer, seconded by Board Member Chapman, and carried by a 5 to 0 vote to approve the Regular Agenda dated May 17, 2023, as submitted.

AYES: Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer
NOES: None
ABSTAIN: None
ABSENT: None

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

Alan Black was present to submit a request that the District look into using Paymentus for an autopay option for paying utility bills.

General Manager Bingham stated she would contact Paymentus regarding the cost customers would be charged to use their autopay option.

Chairman Raymond request Welcome Signage be placed on the June Agenda for discussion and action. General Manager Bingham asked Chairman Raymond to provide the signage information for the next agenda packet.

6. **MINUTES: Discussion / Approval.**

a. April 19, 2023, Regular Meeting.

Motion by Vice-Chairman Rewitzer, seconded by Chairman Raymond, and carried by a 5 to 0 vote to approve the Minutes dated April 19, 2023 as amended. Motion passed by the following vote:

AYES: Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer
NOES: None
ABSTAIN: None
ABSENT: None

7. CONSENT ITEMS:

a. Monthly Financial Statements - Period Ending April 30, 2023.

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

b. Expenditure Report - Submitted Check Approval through April 30, 2022.

General Manager noted Board Members Stipend wording has been changed to Board Member Wages. It was noted that the Profit & Loss report also needed to reflect that change.

Chairman Raymond closed the public discussion.

Motion by Board Member Chapman, seconded by Board Member Christensen and carried by a 5 to 0 vote to approve the Monthly Financial Statements and Expenditure Report - Period Ending April 30, 2023. Motion passed by the following vote:

AYES: Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer
NOES: None
ABSTAIN: None
ABSENT: None

8. MONTHLY OPERATIONS REPORT: Discussion. Any matter requiring action will be placed on an upcoming agenda for consideration.

a. Monthly Operations Report.

April 1 thru April 30, 2023 Water Production/Sold Information:

Well 2 – 311,000 gallons Total Produced – 931,974 gallons
Well 3R – 510,300 gallons Total Sold – 505,780 gallons
Well 6R – 110,674 gallons Unaccounted Loss – 46%
Staff Hours: Water 73 hours

April thru April 30, 2023 Wastewater Production:

Influent flow: 1,059,900 gallons Effluent Discharged: 1,242,400 gallons
Staff Hours: Wastewater 53.5.5 hours

b. Monthly General Manager Report – Period Ending April 30, 2023.

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

9. BOARD MATTERS: Discussion/Action.

a. Direct Assessments to the 2023-2024 Tax Roll. Discussion/Action.

General Manager Bingham reported the Agreement for Direct Assessment Services, and the Annual Certification of Direct Assessment is done yearly and submitted to the Amador Tax Collector. This provides a list of six defaulted accounts in the amount of \$19,302. The Annual Certification of Direct Assessment is due

August 10, 2023 which confirms the final assessment secured tax roll for 2023-2024 for River Pines Public Utility District.

Vice-Chairman Rewitzer inquired what action the District takes to get the customers to pay their delinquent utility bills.

General Manager Bingham stated staff places a lien on their property and if sold the Title Company collects the amount due to the District. The District submits the Direct Assessments on the Tax Roll on a yearly basis. The District has flyers available at the office regarding financial assistance available through Amador Tuolumne Community Action Agency – ATCCA and she would instruct Office Manager Garrett to provide the flyers to those customers that need financial assistance.

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

Motion by Board Member Chapman, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to Approve the Annual Certification of Direct Assessment in the amount of \$19,302 confirming the final assessment secured tax roll for 2023-2024 for River Pines Public Utility District. Motion passed by the following vote:

AYES: Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer
NOES: None
ABSTAIN: None
ABSENT: None

Motion by Board Member Christensen, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to Approve the Agreement for Direct Assessment Services 2023-2024 for River Pines Public Utility District. Motion passed by the following vote:

AYES: Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer
NOES: None
ABSTAIN: None
ABSENT: None

b. Solar Proposal Presentation. Discussion/Action.

General Manager Bingham stated nothing had been submitted on this item.

Chairman Raymond stated he has contacted PG&E and was it was determined the District could not get an extension to obtain additional bids and funding. No further action was necessary on this item.

c. Circle Tank “50/50 Separate Maintenance Agreement. Discussion/Action

General Manager Bingham requested this item be continued to the June meeting.

No action was taken.

d. River Pines Murals Update. Discussion/Action

General Manager Bingham stated nothing had been submitted on this item.

Vice-Chairman Rewitzer reported he submitted the letter of intent to “KDA Creative Corp” and our request was denied. However, the Amador Arts has agreed to co-author our project as a nonprofit project which would be considered the first week of June. He inquired if the Board would approve this action tonight.

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

Chairman Raymond stated no action was necessary that Vice-Chairman could proceed with partnering with the Amador Arts in accordance with previous Board approval.

No action was taken.

e. River Boards. Discussion/Action

Chairman Raymond reported Kathy and Mike bought 4 new boards for the dam and requested the District reimburse them for this purchase. Chairman Raymond stated the boards need to be trimmed and they will have it completed in a day or two.

General Manager Bingham reported the District permit states the dam must be installed around or by May 1st and requested she be notified so that she can finish the report.

f. Office Air Conditioner. Discussion/Action

General Manager Bingham reported the Board previously approved the purchase of an air conditioner for the office. Even though the Office Manager stated it was not necessary yet it will be needed in the near future.

Alan Black stated he has 5,000 BTU – 115-volt window air conditioner that he would donate to the District.

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

Chairman Raymond stated this type of donation needed Board approval.

Motion by Chairman Raymond, seconded by Board Member Chapman, and carried by a 5 to 0 vote to Approve Alan Black donation of a 5,000 BTU – 115-volt window air conditioner the District Office. Motion passed by the following vote:

AYES:	Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer
NOES:	None
ABSTAIN:	None
ABSENT:	None

g. Budget for 2023/2024. Discussion/Action

General Manager Bingham provided the Profit & Loss Budget Overview July 2023 through June 2024 She reported based on last year's expenses the percentages are different. She provided a breakdown of increases she felt were necessary and based the remaining increases on a 3 percent cost of living.

General Manager Bingham inquired if there were changes necessary if not the Board could approve the 2023/2024 Budget tonight.

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

After considerable discussion on this item, the Board made the following motion.

**Motion by Board Member Ebbinghausen, seconded by Chairman Raymond, and carried by a 5 to 0 vote to approve the 2023/2024 Budget as presented. Motion passed by the following vote:
Motion passed by the following vote:**

AYES:	Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer
NOES:	None
ABSTAIN:	None
ABSENT:	None

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

a. Capital Improvements and general repairs necessary at the District. Continued Item.
General Manager Bingham reported she ordered 6 - 8-foot tables at \$99.00 each.

Chairman Raymond ask that a resolution for surplus tables and chairs be placed on the next agenda for consideration.

Board Member Ebbinghausen stated the RPRAs wants to move forward with the removal of Town Hall floors either June 3 or June 10 so that the new flooring can be installed.

11. COMMITTEE COMMENTS/REPORTS: Continued Item.

None.

12. FUTURE AGENDA TOPICS:

1. Authorization for Welcome Signage in the District.
2. Circle Tank "50/50 Separate Maintenance Agreement.
3. River Pines Murals Update.
4. Resolution for surplus tables and chairs.
5. Townhall and Record Storage vents missing.

ADJOURNMENT: The meeting adjourned at 7:23 p.m. to the scheduled meeting on June 21, 2023.