

REGULAR MINUTES

**Wednesday, April 22, 2020
ACTION MINUTES**

**In Compliance with Executive Department State of California
Executive Order N-29-20**

**Join Hangouts Meet: meet.google.com/znf-uhci-itf
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1. CALL TO ORDER: The meeting was called to order by Chairman Henry at 6:03 p.m.

2. ROLL CALL: Via Phone

Director Roscoe Raymond
Director Anita Ebbinghausen
Director Patrick Henry
Director John Chapman
Director Karla Christensen

Candi Bingham, General Manager
Gisele Wurzburger, Board Clerk

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

4. AGENDA:

Motion by Vice-Chairman Christensen, seconded by Chairman Henry, and carried by a 5 to 0 vote to approve the Regular Agenda dated April 22, 2020 as presented. Motion passed by the following vote:

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

5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:

Vice-Chairman Christensen inquired if Nell Raymond had an update on FEMA funding available. Board Member Raymond stated they were working on the paperwork and that no meeting had been scheduled.

6. MINUTES: Discussion / Approval.

A. February 19, 2020 Regular Meeting.

Motion by Board Member Raymond, seconded by Board Member Chapman, and carried by a 5 to 0 vote to approve the Minutes dated February 19, 2020 as amended. Motion passed by the following vote:

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

7. CONSENT ITEMS:

- a. Monthly Financial Statements - Period Ending February 29 and March 31, 2020.
- b. Expenditure Report - Submitted Check Approval through February 29 and March 31, 2020.

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

Motion by Board Member Raymond, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to approve the Consent Items - Period Ending February 29 and March 31, 2020.

Motion passed by the following vote:

AYES: Chapman, Christensen, Ebbinghausen, Henry, Raymond
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.

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.

February 1 thru February 29 Water Production/Sold Information:

Well 2 - 416,100 gallons Total Produced – 1816,980 gallons
Well 3R – 366,100 gallons Total Sold – 426,655 gallons
Well 6R - 34,780 gallons Unaccounted Loss - 48%
Staff Hours: Water 95.75 hours

February Wastewater Production:

Influent flow: 1,033,700 gallons Effluent Discharged: 872,000 gallons
Staff Hours: Wastewater 109.75 hours

March 1 thru March 31 Water Production/Sold Information:

Well 2 - 485,800 gallons Total Produced – 983,215 gallons
Well 3R – 461,600 gallons Total Sold – 560,755 gallons
Well 6R - 35,793 gallons Unaccounted Loss - 43%
Staff Hours: Water 55 hours

March Wastewater Production:

Influent flow: 1,233,300 gallons Effluent Discharged: 629,500 gallons
Staff Hours: Wastewater 164.5 hours

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

B. Monthly General Manager Report.

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

General Manager Bingham reported she would be at the office May 18 through May 20 provided the Coronavirus Home Order has been lifted.

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

9. BOARD MATTERS: Discussion/Action.

a. **Public Hearing - Proposition 218 - Vote Water Rate Increase.** Discussion/Action.

General Manager Bingham provided an email from District Attorney Gary B. Bell regarding the Proposition 218 Hearing. The Proposition 218 Hearing can still take place entirely by teleconference. The agenda for the meeting would have to include a statement stating “this meeting including the Public Hearing will be conducted as authorized by the Governor’s Executive Orders N-25-20 and N-29-20.” These orders authorizing remote teleconference for meetings under the Brown Act. The tabulation of the ballots will still need to occur at a location accessible to the public in a way that allows the public to monitor the process. Because this meeting will be held by teleconference, the tabulation likely can’t occur on the same as the meeting and also comply with these requirements. He recommended the Board continue the tabulation to a future date and time when the ballots can be tabulated in public with public access. After the tabulation occurs, the Board can then act on the fee to declare the results and adopt or reject the fee.

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

No action was taken and this item was continued to the May 20, 2020 meeting.

b. **District Credit Card.** Discussion/Action.

General Manager Bingham provided a list of companies to consider in order to obtain a business credit card for the District. The report provided information regarding the following companies.

1. OpenSky Secured Visa Credit Card
2. First Progress Platinum Prestige Mastercard
3. Metro Credit Union Visa Secured Business Card
4. Wells Fargo Business Secured Credit Card
5. BBVA Compass Business Secured Credit Card
6. Credit One Bank Platinum Visa for Rebuilding Credit
7. Discover it Secured

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

After consideration discussion amongst the Board and staff the following motion was made:

Motion by Board Member Raymond, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to authorize staff to contact Discover It and to Secure the Credit Card with \$1,000 Deposit. Motion passed by the following vote:

AYES: Chapman, Christensen, Ebbinghausen, Henry, Raymond

NOES: None
ABSTAIN: None
ABSENT: None

c. Monitoring Well Contract with NV5. Discussion/Action.

General Manager Bingham provided NV5 Proposal for the preparation of the Sampling and Chlorination Plan Update and the Quarterly Ground Water Monitoring Reports for RPPUD Wastewater Treatment Plant.

<u>Scope of Services</u>	<u>Compensation</u>
<u>Task 1</u> Separate Sampling and Chlorination Plan Update	\$600.00
<u>Task 2</u> RPPUD – Four Quarterly Ground Water Monitoring	\$4,200.00
<u>Task 3</u> Regulatory Liason with Plan Updates and Reporting as Necessary	\$500.00
Total	<u>\$5,300.00</u>

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

After consideration discussion amongst the Board and staff the following motion was made:

Motion by Board Member Raymond, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to Draw up the Purchase Order to Create the One-Year Contract for the NV5 Proposal for the Preparation of the Sampling and Chlorination Plan Update and the Quarterly Ground Water Monitoring Reports for RPPUD Wastewater Treatment Plant in the amount of \$5,300. Motion passed by the following vote:

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

Staff was also directed to inquire if NV5 would extend this Contract to a 3 to 5 years period at the same amount so that in the future new Board Members would not be burden with drafting a new contract.

d. Establish Community Clean Up Committee. Discussion/Action.

No written report was submitted on this item. General Manager Bingham stated Board Member Chapman requested this item be place on the agenda for discussion and action.

Board Member Chapman felt the District needed a community clean up especially in the culvert behind the Town Hall. He provided his phone number for members of the public who would like to donate their time 530-391-5980

Vice-Chairman Christensen recommended this information be provided the public through social media and said she could create a flyer for posting.

Board Member Ebbinghausen said this location is Amador County Public Works responsibility and that staff should also contact Public Works to assist with this cleanup.

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

No action taken.

e. District to Credit, during Coronavirus, Customer's Cost for \$2.95 for Online Payments. Credit will be applied to Customer Account. Discussion/Action.

General Manager Bingham reported with the CPVOD-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.

The recommendation is that during this time, the District issue a \$2.95 credit to any customer who uses the online payment option. This credit would be applied to their account and reflected on their next month's invoice. This credit would terminate once the "Stay-at-Home Order" or a date determined by the District.

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

After consideration discussion amongst the Board and staff the following motion was made:

Motion by Board Member Raymond, seconded by Board Member Ebbinghausen, and carried by a 5 to 0 vote to approve 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 during CPVOD-10 "Stay-at-Home Order" for the term of 4 months. Motion passed by the following vote:

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

f. District to Provide Self-Addressed Envelopes for Payments. Discussion/Action.

No written report was submitted on this item. General Manager Bingham reported one customer has requested that the District provide self-addressed envelopes for payments.

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

After consideration discussion amongst the Board and staff the following motion was made:

Motion by Chairman Henry, seconded by Board Member Raymond, and carried by a 5 to 0 vote to direct staff to order 1,000 Self-Addressed Envelopes for Payments. Motion passed by the following vote:

AYES: Chapman, Christensen, Ebbinghausen, Henry, Raymond
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.

There was additional discussion regarding general maintenance and cleanup at the Town Hall.

No action taken.

11. COMMITTEE COMMENTS/REPORTS: Continued Item.

a. Solar Panel Committee. Discussion/Possible Action.

No action taken.

b. Water Rights Committee. Discussion/Possible Action.

No action taken.

There was additional discussion regarding general maintenance and graffiti cleanup.

12. FUTURE AGENDA TOPICS:

a. Public Hearing Rate Increase. Discussion/Action.

b. District Credit Card Policy. Discussion/Action.

c. Community Clean Up Committee. Discussion.

d. Signage Template to be Placed at the Creek. Discussion/Action.

e. Sewer Plant Solar Panel Options. Discussion/Action.

PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:

13. ADJOURNMENT: The meeting adjourned at 7:42 p.m.

14.