



RIVER PINES PUBLIC UTILITY DISTRICT



Wednesday, April 12, 2017
ACTION MINUTES

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

2. **ROLL CALL/MEMBERS PRESENT:**

Candi Bingham, General Manager

Director Cathy Landgraf
Director Rene' Walden-Qualls
Director Anita Ebbinghausen
Director Michael Gardner (Showed at 5:38 p.m.)
Director Richard Miller

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

4. **AGENDA:**

GM asked to add Item E. – “Schedule Closed Session Personnel Meeting” due to the termination of the District’s plant operator

M/S Ebbinghausen/Gardner to add Item E and approve Agenda as follows:

Motion carried 5-0 with 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:**

1. Greg Guina stated that he is attesting his termination.
2. Nancy Endy made comments to voided checks discussed at the March 8th board meeting
3. Patrick Henry stated that on March 8 there was a closed door meeting that included individuals that were not part of RPPUD.

Patrick Henry also commented that there should be enough Agenda’s for everyone who attends the meetings.

Patrick Henry asked why the Balance Sheet shows vacation funds being held from the plant operator – GM stated that the plant operator was paid out all the vacation funds when he took his disability. GM also stated that the auditor, at the time of the audit, does the journal entry to adjust the vacation liability figure.

Patrick Henry also wants to know why there are undeposited funds every month between \$4,000 and \$5,000. Wants to know if those funds are being held in the office in “petty cash.” – Director Walden-Qualls stated that within the QuickBooks Program, the program labels funds that are posted to accounts as undeposited funds. She continues to state that when a batch of checks are posted and made as a deposit they are showing as undeposited funds and are essentially, on their way to the bank. She also stated that she can attest to that because she goes through the bank statements monthly. She has been asked by the District’s CPA to audit the bank statements monthly.

4. Lee King, as a liaison between the Food Bank and River Pines, asked to have his key reinstated so that he can assist the Food Bank in using the Town Hall. He stated that there have been numerous occasions when the GM has not been in the office to allow the Food Bank into the Town Hall. Board of Directors directed the GM to issue Lee King a key to the Town Hall for this purpose.
5. Lylis's daughter commented that she has a bunch of District paperwork that her mother removed from the District and if anyone would like that paperwork, except for members of the Board, to contact her and she will give it to them.
6. Ann Schieding commented that there was not a proper investigation into the unmetered water incident that was on the previous agenda.

6. MINUTES: M/S Ebbinghausen/Miller approve minutes as follows:

Director Walden-Qualls stated that item 5 number 5 – she stated “that as a consumer she has to pay as well.

Motion carried 5-0 with the mentioned change as follows:

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

7. Monthly Financial Report: M/S Walden-Qualls/Gardner as submitted with the following vote:

Motion Carried 5-0 with the following Vote:

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

8. EXPENDITURE REPORT: M/S Walden-Qualls/Miller approve with following vote:

Motion carried 5-0 with the following vote:

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

9. MONTHLY OPERATIONS REPORT.

A. Monthly Operations Report – See Report.

Director Walden-Qualls made a comment that the Board is going to have to address the re-location of the water meters and the expense to the consumer.

GM stated that the reason plant operator did not find a leak on the work order mentioned was because he serviced the wrong address.

B. Monthly General Manager Report – See Report

10. BOARD MATTERS:

A. **Vote to Pursue Amador Water Agency to Acquire River Pines PUD – Discussion and possible action**

M/S Miller/Gardner approve with the following vote:

Motion carried 5-0 with the following vote to pursue Amador Water Agency:

AYES: Landgraf, Ebbinghausen, Gardner, Walden-Qualls, Miller

NOES: None
ABSTAIN: None
ABSENT: None

B. Vote to Continue/Cancel District's Mandatory Trash Service – Discussion and Possible Action.

M/S Gardner/Ebbinghausen to cancel the pursuit of mandatory trash service with the following vote:

Motion carried 5-0 with the following vote:

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

C. SCADA at Waste Plant – Discussion and Possible Action

Board of Directors elected to discuss directly with Brent Stewart to try and resolve the issue.

D. Bylaws and Administrative Policies – Discussion and Possible Action

Director Walden-Qualls distributed a handout from California Special Districts Association

E. Schedule Closed Session – Personnel Meeting

Closed meeting scheduled for April 17, 2017 at 3:30 p.m.

11. BOARD OF DIRECTORS COMMENTS/REPORTS:

- A. Capital Improvements and general repairs necessary at the District. Continued Item.
None now

12. COMMITTEE COMMENTS/REPORTS: None.

13. FUTURE AGENDA TOPICS:

14. ADJOURNMENT: The meeting adjourned at 8:03 p.m.

Respectively submitted,
Candi Bingham, Acting Board Clerk