



RIVER PINES PUBLIC UTILITY DISTRICT



Wednesday, January 20, 2016
ACTION MINUTES

1. **CALL TO ORDER:** The meeting was called to order by Chairman Landgraf at 6:35 p.m.

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

Chairman Cathy Landgraf
Director Rene' Walden-Qualls
Director Anita Ebbinghausen
Director Rick Miller

Candi Bingham, General Manager

ABSENT: Director Michael Gardner

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

4. **AGENDA:** M/S Ebbinghausen/Walden-Qualls approve the agenda.

Motion carried 4-0 with the following vote:

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

5. **PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:** None.

6. **MINUTES:** M/S Ebbinghausen/Walden-Qualls to approve with following corrections:

8b. – Resolution #2015-10 to be Resolution #2015-11

13a. - \$7,000 grant should be stated as \$7,000,000 grant

D. – Continued from November 11, 2015 should be November 12, 2015

Motion carried 4-0 with the following vote:

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

7. **MONTHLY FINANCIAL REPORT:** Period ending December 31, 2015.

M/S Ebbinghausen/Walden-Qualls approve the December 31, 2015 Monthly Financial Report.

Motion carried 4-0 with the following vote:

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

8. EXPENDITURE REPORT: Submitted Check Approval through January 7, 2016.

M/S Ebbinghausen, Walden-Qualls to approve as submitted.

Motion carried 4-0 with the following vote:

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

9. MONTHLY OPERATIONS REPORT.

A. Monthly Water and Wastewater Operations Report.

Directors requested information as to how the Plant Operator built a new tank lid for the water storage tank on Circle Ave. Manager Bingham said she would acquire this information and report back at the next Regular Meeting.

Manager Bingham confirmed that the fourth CL2 barrels was delivered.

Manager Bingham stated that Plant Operator said he would resume sewer inspections on Monday since CYA finished clearing all obstructions to the man holes.

B. Monthly General Manager Report.

Manager Bingham stated that Pre-Impasse was a success. Negotiations have been finalized and there will be no Fact Finding.

See General Manager's Report

10. BOARD MATTERS:

A. Continued Update on CDBG Grant Program.

Manager Bingham reported that there was a bid of \$4,850 for potholing. Manager Bingham stated that she thought that would be low enough to be covered by the grant.

Chairman Landgraf asked if Plant Operator Guina has been reviewing all the reports sent from Kasl Engineering. Manager Bingham stated that Operator Guina had not been reviewing the reports and she instructed him to print and review all reports and contact Kasl Engineering with any discrepancies.

B. Continued Update on Cal-Fire Grant.

Manager Bingham reported that CAL FIRE has halted any work covered under the grant until the filing of CEQA. She also stated that Forester Erik Jensen and herself would be meeting with CAL FIRE on Monday to discuss what is required before work can resume. Cal-Fire Grant states that CEQA must be filed by the registered forester.

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

Manager Bingham reported that she contacted Glen Malliet, Environmental Engineer who originally submitted the Initial Study/Negative Declaration and asked him if he would be willing to review the states concerns and provide the information they are requesting. Glen said that if the document and states concerns were forwarded to him, he would take a look. Manager Bingham stated she would follow-up with Mr. Malliet.

Chairman Landgraf asked Manager Bingham to provide her with a copy of both documents and she would reach out to Bruce Barraco, Environmental Engineer to help with the answering the states concerns.

D. Road repair – Review options for necessary repairs to the access road to the wastewater treatment plant. Continued from December 9, 2015.

Manager Bingham reported Briski submitted his bid for the project. She stated that Amador Mechanical is thinking about submitting a bid and Lubenko has not responded.

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

Directors agreed that there was a great need for the upgrade. More information was requested in regards to the Touch Screen Panel. Manager Bingham stated she would contact Brent Stewart.

F. Resolution #2016-01 – Accepting Wastewater Treatment Plant Proposal for Sprinkler Control Upgrade.

Resolution was passed to accept the proposal and transfer funds from the Laif account in the amount of no more than \$10,500 to include shipping and sales tax. Purchase to not include Touch Screen at this time.

Motion Carried 4-0 with the following vote:

AYES: Landgraf, Ebbinghausen, Walden-Qualls, Miller

NOES: None

ABSTAIN: None

ABSENT: Gardner

G. Resolution #2016-02 – Approve third signer for District checks as a backup signer.

M/S Ebbinghausen, Walden-Qualls moved to approve Resolution #2016-02 for a third signer on District’s checking account in the absent of main signers.

Motion Carried 4-0 with the following vote:

AYES: Landgraf, Ebbinghausen, Walden-Qualls, Miller

NOES: None

ABSTAIN: None

ABSENT: Gardner

H. Approve the purchase of a new office computer – Hard Drive only.

Manager Bingham stated that the current computer is maxed out on memory and repeatedly does “crash recovery.” Current computer is five years old.

M/S Ebbinghausen, Walden-Qualls moved to approve the purchase of a new Hard Drive. Purchase not to exceed \$674.94 to include shipping and sales tax.

Motion Carried 4-0 with the following vote:

AYES: Landgraf, Ebbinghausen, Walden-Qualls, Miller

NOES: None

ABSTAIN: None

ABSENT: Gardner

I. **Bylaws & Administrative Policies Update – Continued review of updating the existing Bylaws & Administrative Policies.**

11. BOARD OF DIRECTORS COMMENTS/REPORTS:

A. Dumpster Day – Report by volunteers Ebbinghausen and Jones on information obtained from ACES Waste Services related to organization of Dumpster Day in River Pines. Continued Item.
Director Ebbinghausen suggested to the Board that the District, at this time, not move forward with Dumpster Day. She stated that the cost would be a burden to the District. Directors unanimously accepted Director Ebbinghausen’s suggestion.

B. Capital Improvements and general repairs necessary at the District. Continued Item.

11. COMMITTEE COMMENTS/REPORTS: None.

12. FUTURE AGENDA TOPICS: None.

13. ADJOURNMENT: The meeting adjourned at 8:27 p.m.

Respectively submitted,

Candi Bingham, General Manager/Acting Board Clerk