**] River Pines Public Utility District **

**REGULAR MINUTES**

**Wednesday, November 20, 2019**

**ACTION MINUTES**

1. **CALL TO ORDER:** The meeting was called to order by Chairman Raymond at6:00p.m.

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| 1. **ROLL CALL:** |  |  |
| Director Roscoe Raymond |  | Candi Bingham, General Manager |
| Director Anita Ebbinghausen  Director Patrick Henry |  | Gisele Wurzburger, Board Clerk -Via Phone |
| Director Richard Miller  Director Karla Christensen |  |  |

1. **PLEDGE OF ALLEGIANCE:** Chairman Raymond led the Pledge of Allegiance.
2. **AGENDA:**

**Motion by Board Member Henry, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Regular Agenda dated November 20, 2019 as presented. Motion passed by the following vote:**

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| **AYES:** | **Christensen, Ebbinghausen, Henry, Miller, Raymond** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

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

Board Member Christensen reported decorating the town Christmas tree in the town center will be on

December 8.

1. **MINUTES: Discussion / Approval.**
2. October 16, 2019 Regular Meeting.

**Motion by Board Member Henry, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve the Minutes dated October 16, 2019 as amended. Motion passed by the following vote:**

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| **AYES:** | **Christensen, Ebbinghausen, Henry, Miller, Raymond** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |
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1. **CONSENT ITEMS:** 
   1. Monthly Financial Statements - Period Ending October 31, 2019.
   2. Expenditure Report **-** Submitted Check Approval through October 31, 2019.

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

**Motion by Board Member Henry, seconded by Chairman Raymond, and carried by a 5 to 0 vote to approve the Consent Items - Period Ending October 31, 2019. Motion passed by the following vote:**

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| **AYES:** | **Christensen, Ebbinghausen, Henry, Miller, Raymond** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

1. **MONTHLY OPERATIONS REPORT: Discussion.** Any matter requiring action will be placed on an upcoming agenda for consideration.
2. 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.

October 1 thru October 31, 2019 Water Production/Sold Information:

Well 2 - 480,600 gallons Total Produced – 922,055 gallons

Well 3R – 405,400 gallons Total Sold – 692,001 gallons

Well 6R - 36,055 gallons Unaccounted Loss - 25%

October 1 thru October 31, 2019 Wastewater Production:

Influent flow: 918,000 gallons Effluent Discharged: 491,500 gallons

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

1. Monthly General Manager Report.

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

General Manager Bingham reported the hand held meter for CalFire’s measurement of water used outside of fire protection would cost the District approximately $975. She requested this item be placed on the next agenda for discussion and possible action.

General Manager Bingham reported she would be at the office November 13 and 14. She would also be at the office November 18 through 21.

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

1. **BOARD MATTERS:** Discussion/Action.
   1. **General Manager’s Contract. Discussion/Action.**

Chairman Raymond reported during the Closed Session the Board voted 5 to 0 to approve General Manager’s 3 Year Contract with 3 minor changes.

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

No action taken.

* 1. **Approval of 2018/2019 Annual Audit. Discussion/Action**

No written report was submitted on this item. General Manager reported the 2018/2019 Annual Audit is posted on the District’s website.

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

**Motion by Chairman Raymond, seconded by Vice-Chairman Ebbinghausen, and carried by a 5 to 0 vote to approve the 2018/2019 Annual Audit. Motion passed by the following vote:**

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| **AYES:** | **Christensen, Ebbinghausen, Henry, Miller, Raymond** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

* 1. **Paymentus – Implementation of Customer Portal. Discussion/Action.**

General Manager Bingham reported she received an email from Michael Kenley, Senior Account Manager for Paymentus regarding implementation of the Customer Portal for the District. The set-up fee is $2,500 and currently the term of the District’s Paymentus contract is set up to auto renew for three (3) years on 11/19/2020. Paymentus’ standard contract term is five (5) year and if the District were to extend its contract term to five (5) year (11/19/2025) he could use this as a business justification to waive the $2,500 setup fee. Thus, resulting in the District getting the Customer Portal at no cost.

Board Clerk Wurzburger noted District customers can setup an account to use the Customer Portal to look up their account information and would not have to use the debit payment service also provided by Paymentus.

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

**Motion by Board Member Miller, seconded by Board Member Henry, and carried by a 5 to 0 vote to approve the District’s Revised Contract with Paymentus from a three (3) year to a five (5) year contract (11/19/2025) with no additional cost for the Customer Portal. Motion passed by the following vote:**

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| **AYES:** | **Christensen, Ebbinghausen, Henry, Miller, Raymond** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

* 1. **CSDA Commercial Card – Discussion/Action.**

No written report was submitted on this item. General Manager Bingham provided additional information from CSDA regarding District Credit Card - Umpqua Bank’s commercial credit card.

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

After consideration discuss staff was requested to obtain additional credit card for more local banking establishment and was directed to place this item on the next agenda for discussion and action.

No action taken.

* 1. **Monitoring Well Drilling Update - Well Reporting Explanation. Discussion only.**

No written report was submitted on this item. General Manager Bingham reiterated at the September 18,2019 meeting the District approved Patrick Dunn NV5 Proposal for the Preparation of the Chlorination Plan, Quarterly Ground Water Monitoring Reports at RPPUD Wastewater Treatment Plant as requested. Mr. Dunn recommended the Preparation of the Chlorination Plan, Quarterly Ground Water Monitoring Reports at RPPUD Wastewater Treatment Plant be done through Amador Water Agency. This would place the liability on Amador Water Agency and not the District.

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

No action taken.

* 1. **Eco-Green Program Assessment. Discussion/Action.**

General Manager Bingham reported Eco-Green submitted the Statement of Work with a Projected Cost of $15,427.34 which would be an estimated annual energy savings of $1,548.05.

Breakdown - Scope of Work:

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| --- | --- |
| Description: | Amount |
| LED Fixtures | $4,984.00 |
| Labor | $6,139.84 |
| Sales Tax | $386.26 |
| Permits and/or Insurance Cost | $174.44 |
| Misc. Charges | $2,242.80 |
| ICP Developer/Engineering Cost | $1,500.00 |
|  |  |
| Total Project Cost | $15,427.34 |

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

**Motion by Board Member Miller, seconded by Board Member Henry, and carried by a 5 to 0 vote to deny the Eco-Green Program Assessment Proposal. Motion passed by the following vote:**

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| **AYES:** | **Christensen, Ebbinghausen, Henry, Miller, Raymond** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

* 1. **Chlorine – Discussion/Action.**

General Manager Bingham reported previously the District had barrels of chlorine delivered. When Amador The District cancelled this delivery when Water Agency took over operations due to the inconvenience of delivery times. Staff recommends the District purchase the $2,500 tank which would eliminate all delivery and mill fees. Between water and sewer, the District the approximately use 70 to 80 gallons per month. Total savings per year would be approximately $766.80.

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

**Motion by Chairman Raymond, seconded by Vice-Chairman Ebbinghausen, and carried by a 5 to 0 vote to approve the purchase of the $2,500 one-time Tank. Motion passed by the following vote:**

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| **AYES:** | **Christensen, Ebbinghausen, Henry, Miller, Raymond** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

* 1. **Well 6R Repairs – Discussion/Action.**

General Manager Bingham provided an email from Joel Mottishaw, Amador Water Agency, regarding Well 6R repairs. This report is informational only and the following item were listed as items of concern.

1. Both CL17 chlorine analyzers have problems - suggests replacement.
2. Hach turbidimeter is damaged – suggests replacement.
3. Valve function (filtrate and filter to waste) – verify if valve is getting proper command from PLC – possible replacement.
4. If place on “auto” mode District will have to notify the RWQCB regulator – possible enhance monitoring requirements as well as additional sampling.
5. Chlorine system plagued with air/off gassing issues – suggest another bottom feed tank.

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

No action taken.

* 1. **Capital Improvement Funds. Discussion/Action.**

General Manager Bingham provided a Capital Improvement – Reserve Fund chart outlining 3, 5 and 7 percent contributions based on the District’s Water and Sewer Income presented in the Auditor’s report.

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

**Motion by Board Member Henry, seconded by Chairman Raymond, and carried by a 5 to 0 vote to approve the Capital Improvement – Reserve Funds in the Amount of five (5) percent, two (2) percent for the Emergency Reserve Fund and 3 percent to the Capital Improvement Fund. Motion passed by the following vote:**

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| **AYES:** | **Christensen, Ebbinghausen, Henry, Miller, Raymond** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

* 1. **Local Hazard Mitigation Plan Update. Discussion only.**

No written report was submitted on this item. Chairman Raymond inquired if General Manager Bingham had completed the form associated with the Local Hazard Mitigation Plan Update. General Manager Bingham reported she had completed the forms and noted there has not been a meeting scheduled.

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

No action taken.

* 1. **SB606 Policy Individual Water Limits Effective 2020. Discussion/Action.**

No written report was submitted on this item. General Manager Bingham reported after additional research it has been determined SB606 Policy Individual Water Limits Effective 2020 does not apply to the District.

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

No action taken.

* 1. **Water Rate Increase – 5 Year Plan. Discussion only.**

General Manager Bingham report the 2014 Rate Study completed by the State of California for River Pines Public Utility District suggested four (4) types of savings account. The District currently has only the Capital Improvement account which currently hold $35,803. The 2014 Rate Study suggested an 8% rate increase each year for five (5) years. The water rate is currently set at $60.38 which is between year 1 and year 2 of the 2014 Rate Study.

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

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

**Motion by Vice-Chairman Ebbinghausen, seconded by Chairman Raymond, and carried by a 5 to 0 vote to select the seven (7) percent five (5) year Water Rate Increase and direct staff to start the Proposition 218 process. Motion passed by the following vote:**

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| **AYES:** | **Christensen, Ebbinghausen, Henry, Miller, Raymond** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **None** |

* 1. **Customer Meter Lock Off Issue. Discussion only.**

No written report was submitted on this item. General Manager Bingham reported there were several customer water meters that can not be locked off. Amador Water Agency cannot fix these meters without having to turn off the whole system.

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

No action taken.

* 1. **Town Hall - Usage During Power Outage. Discussion only.**

No written report was submitted on this item. Chairman Raymond stated because the District has an operating generator, the public should be able to utilize the Town Hall during power outage in the future. He suggested this be included in the Local Hazard Mitigation Plan Update.

Chairman Raymond opened the public discussion. Nell Raymond spoke in support of this request. Hearing no further comments from the public, Chairman Raymond closed the public discussion.

Staff was directed to contact PG & E and Office of Emergency Services to inform them the Town Hall would be available during power outages in the future.

1. **BOARD OF DIRECTORS COMMENTS/REPORTS**: Discussion Only.

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

No action taken.

1. **COMMITTEE COMMENTS/REPORTS**: Continued Item.
2. Solar Panel Committee. Discussion/Possible Action.
3. Water Rights Committee. Discussion/Possible Action.

No action taken.

1. **FUTURE AGENDA TOPICS**:
   1. Election Declaration - Adopt Resolution, Reciting the Facts of the General Municipal Election.
   2. Swearing In and Seating of New Board Members to new four year terms.
   3. Appoint Chairman and Vice-Chairman. Discussion/Action.
   4. Monitoring Well Drilling Update. Discussion only.
   5. CSDA Commercial Card – Discussion/Action.
   6. Local Hazard Mitigation Plan Update. Discussion only.
   7. Water Conservation Policy. Discussion only.
   8. Water Increase – 5 Year Plan. Discussion/Action.
2. **ADJOURNMENT:** The meeting adjourned at 7:45 p.m.

Respectively submitted,

Gisele Wurzburger, Board Clerk