



1. **CALL TO ORDER:** The meeting was called to order by Chairman Landgraf at 6:30 p.m.

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

Chairman Cathy Landgraf  
Director Rene' Walden-Qualls  
Director Anita Ebbinghausen  
Director Richard Miller  
Director Michael Gardner

Candi Bingham, General Manager

**ABSENT:** None

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

4. **AGENDA: M/S Gardner/Miller approve the agenda.**

**Motion carried 5-0 with the following vote:**

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

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

Resident addressed the Board in regards to his wood shed being attached to the District's Shop Building. Asked if moving the shed away from the Shop Building a couple of feet would be sufficient. The Board stated would be perfect, thank you.

Resident also stated that the District has sewer lines that run through his property and would like the District to mark such lines so that he can landscape his property. Resident said he would visit the District Office to make request.

Hal Jones spoke in regards to "Knitting for a Cause!" Wanted to see if the District could help get the word out that knitted hats are needed for infant abuse prevention. General Manager said she would post on the District's website and post flyers in District message boxes.

6. **Closed Meeting Update.**

Chairman Landgraf stated that the closed meeting was to discuss employee discipline and GM working hours.

7. **MINUTES: M/S Ebbinghausen/Walden-Qualls approve the minutes as amended with the following vote:**

Draft minutes need "Closed Meeting Update" added.

**Motion carried 5-0 with the following vote:**

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

**8. Monthly Financial Report: M/S Ebbinghausen/Gardner as submitted with the following vote:**

**Motion Carried 5-0 with the following Vote:**

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

**9. EXPENDITURE REPORT: M/S Ebbinghausen, Gardner approve as submitted with following comment:** Director Walden-Qualls stated that she would like the Board to establish a Policy for the Expenditure Report.

**Motion carried 5-0 with the following vote:**

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

**10. MONTHLY OPERATIONS REPORT.**

**A. Monthly Water and Wastewater Operations Report.**

Director Walden-Qualls stated that there are still man holes that need road patch.

Director Ebbinghausen inquired about the 33% water loss. She asked if that was still because of the sewer jetting. GM Bingham stated that there was no jetting last month and she would ask the Plant Operator his thoughts on the 33% loss.

Chairman Landgraf was curious as to how the tractor is being used for the grading. She asked for confirmation that the mower blades are not being used for grading purposes. GM Bingham said she would inquire and let the Board know.

**B. Monthly General Manager Report.**

GM Bingham stated that she attended the Funding Faire in Sacramento. She stated that there are various grants available to help with the construction grant. She also informed the Board that there are grants to clean up the dump site and refurbish the Town Hall.

GM Bingham let the Board know that she will be doing the Consumer Confidence Report and has begun working on it.

GM Bingham stated that she is also working on the 2016-2017 Budget and will have it for review at the next Board Meeting.

GM Bingham let the Board Members know that the District has been assigned an individual from C RWA and State Water Resource to assist in completing the Planning Grant for the Environmental Study and Specs and Plans. She also stated that she will having a conference call next Wednesday with both parties.

GM Bingham noted that the District Review which is published on the internet and completed by LAFCO has been updated and brought current. She also stated that she will be meeting with Roseanne from LAFCO next Wednesday.

**11. BOARD MATTERS:**



- A. Review Final Report from KASL Engineering on CDBG Grant Project and discuss any proposed modifications and vote to accept final report.  
Board of Directors voted to accept the Final Report from KASL Engineering with the minor fixes noted by GM Bingham with the following vote:

**Motion carried 5-0 with the following vote:**

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

- B. Continued Update on Cal-Fire Grant.  
GM Bingham informed the Board Members that the Categorical Exemption had been filed and received. Road side chipping to commence within the next week or so. Erik Jensen is waiting to hear from legal counsel before proceeding with the mastication.
- C. Continued Update on Department of Water Resources – Water Rights Permit #20878.  
No updates at this time. Continued on next Agenda
- D. Review and Approve Drug and Alcohol Use Policy.  
**M/S Gardner, Walden-Qualls to approve Drug and Alcohol Use Policy. Motion carried 5-0 with the following vote:**

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

- E. Review and Approve District Driving Policy.  
**M/S Gardner, Ebbinghausen to approve the District Driving Policy. Motion carried 5-0 with the following vote:**

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

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

- F. **Bylaws & Administrative Policies Update –Update on review status.**

Workshop confirmed for Wednesday, April 20, 2016 at 12:00 noon.

**12. BOARD OF DIRECTORS COMMENTS/REPORTS:**

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

**11. COMMITTEE COMMENTS/REPORTS:** None.

**12. FUTURE AGENDA TOPICS:**

Expenditure Report Policy

**13. ADJOURNMENT:** The meeting adjourned at 8:40 p.m.

Respectively submitted,  
Candi Bingham, General Manager/Acting Board Clerk

DRAFT



**River Pines Public Utility District  
Profit & Loss  
April 2016**

**River Pines Public Utility District  
May 11, 2016 Meeting  
Agenda Item 7**

	Apr 16
Ordinary Income/Expense	
Income	
Amador County Auditor's Warrant	
Secured Appointment	10.24
Secured Taxes	5,409.41
Total Amador County Auditor's Warrant	5,419.65
Base Fee Income	
Sewer	
Stanby	10,836.35
Voluntary Lock-Off	730.00
Water	210.00
Total Base Fee Income	10,565.64
	22,341.99
Interest Income	
Town Hall Rental	0.59
Variable Income	80.00
Door Hanger Fee	
Late Fees	59.50
Reconnection Fee	1,059.01
Service Connection Fee	60.00
Water - Usage	131.50
Total Variable Income	1,477.28
	2,787.29
Total Income	30,629.52
Gross Profit	30,629.52
Expense	
Bank Charges	
60400 - Bank Service Charges	0.00
Total Bank Charges	0.00
Board Members	
Stipends	375.00
Total Board Members	375.00
Contracted Expenses	
CALFIRE - Culverts	549.75
Manager	4,066.66
Total Contracted Expenses	4,616.41
Employees	
Amador Water - Weekend Coverage	330.00
Medical Insurance	
Field	831.16
Total Medical Insurance	831.16
Payroll Expense	
Field Payroll	4,917.06
Total Payroll Expense	4,917.06
Reimbursements	
Phone	54.00
Total Reimbursements	54.00
Retirement - Field	287.05
Total Employees	6,419.27
Sewer Expenses	
Electricity - Sewer	974.13
Inspections	4,600.00

**River Pines Public Utility District**  
**Profit & Loss**  
**April 2016**

	Apr 16
Repairs/Maintenance	695.89
Sewer - Parts/Supplies	44.82
Testing - Sewer	60.00
Total Sewer Expenses	6,374.84
Town Hall Expenses	
Janitorial	270.00
Total Town Hall Expenses	270.00
Water Expenses	
Electricity - Water	1,367.05
Supplies	14.06
Water Testing	1,035.00
Total Water Expenses	2,416.11
60200 · Automobile Expense	
Gasoline	126.90
John Deere - Tractor	27.48
Total 60200 · Automobile Expense	154.38
63300 · Insurance Expense	
Workers' Compensation	935.25
Total 63300 · Insurance Expense	935.25
64900 · Office Expenses	
Postage/Shipping	141.00
Software	-3.59
Website Service	50.00
Total 64900 · Office Expenses	187.41
66000 · Payroll Expenses	213.48
66700 · Professional Fees	
Legal Fees	199.00
Payroll - Intuit	2.00
Security Service/Maintenance	280.00
Total 66700 · Professional Fees	481.00
68600 · Utilities	
Disposal	82.01
Electricity - Office	23.89
Electricity - Town Hall	23.88
Electricity - Street Lights	167.79
Internet	170.00
68100 · Telephone - Office	60.73
Total 68600 · Utilities	528.30
Total Expense	22,971.45
Net Ordinary Income	7,658.07
Net Income	7,658.07



**River Pines Public Utility District**  
**Balance Sheet**  
As of April 30, 2016

	Apr 30, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Bank Accounts	
El Dorado Checking	27,162.79
El Dorado Checking-5866 SRAFPF	12,998.40
El Dorado Checking - 3101 Laif	4,601.40
El Dorado Savings - Deposits	24,290.49
Total Bank Accounts	69,053.08
California Bank & Trust - Water	18,878.26
Change Till	75.00
LAIF Investment Fund - Sewer	319,397.61
Total Checking/Savings	407,403.95
Accounts Receivable	
11000 - Accounts Receivable	86,810.31
Total Accounts Receivable	86,810.31
Other Current Assets	
12000 - Undeposited Funds	-202.28
12100 - Inventory Asset	100.00
Total Other Current Assets	-102.28
Total Current Assets	494,111.98
<b>Fixed Assets</b>	
Accumulated Depreciation	-978,800.00
Fixed Assets	
Building - Sewer	3,139.93
Building - Water	80,441.78
Equipment - Sewer	17,498.77
Equipment - Water	79,545.23
Land - Sewer	1,952.12
Land - Water	13,310.51
Office Equipment - Sewer	4,676.99
Office Equipment - Water	5,115.26
System - Sewer	601,890.02
System - Water	792,643.61
Total Fixed Assets	1,600,214.22
Work In Progress - Sewer	4,512.37
Work In Progress - Water	8,380.13
Total Fixed Assets	634,306.72
Other Assets	
Utility Encroachment - Deposit	828.18
Total Other Assets	828.18
<b>TOTAL ASSETS</b>	<b>1,129,246.88</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 - Accounts Payable	-1,783.33
Total Accounts Payable	-1,783.33
Other Current Liabilities	
Payroll Taxes	614.39
Security Deposits - 50/50 W/S	5,133.15
Vacation Payable - 50/50 W/S	8,162.31

**River Pines Public Utility District**  
**Balance Sheet**  
As of April 30, 2016

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	Apr 30, 16
24000 · Payroll Liabilities	533.50
Total Other Current Liabilities	14,443.35
Total Current Liabilities	12,660.02
Long Term Liabilities	
Bank & Trust - Water	99,750.00
Total Long Term Liabilities	99,750.00
Total Liabilities	112,410.02
Equity	
32000 · Retained Earnings	986,091.68
Net Income	30,745.18
Total Equity	1,016,836.86
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,129,246.88</b>



River Pines Public Utility District  
 Account QuickReport-Board Meetings  
 As of May 6, 2016

Type	Date	Num	Name	Memo	Amount	Balance
<b>Bank Accounts</b>						
<b>El Dorado Checking</b>						
Paycheck	04/08/2016					12,775.93
Check	04/08/2016	4	Gregory, Guina	Direct Deposit	0.00	12,775.93
Deposit	04/08/2016	debit	Adobe PDF	PDF Converter	-14.99	12,760.94
Deposit	04/08/2016			Deposit	18.58	12,779.52
Invoice	04/11/2016	12169	Waller, Gina	Bank Fee for Non-Sufficient Funds.	-10.00	12,888.03
Invoice	04/11/2016	12169	Waller, Gina	Returned Check	-57.75	12,830.28
Invoice	04/11/2016	12169	Waller, Gina	Returned Check	-58.03	12,772.25
Deposit	04/11/2016			Deposit	142.68	12,914.93
Bill Pmt -Check	04/13/2016	12175	Aces Waste Service...	1175	-82.01	12,832.92
Bill Pmt -Check	04/13/2016	12176	Anita Ebbinghausen	Stipend - April 2016	-75.00	12,757.92
Bill Pmt -Check	04/13/2016	12177	Anthem Blue Cross	208217	-831.16	11,926.76
Bill Pmt -Check	04/13/2016	12178	Candi Bingham	Per Contract - April 15, 2016	-2,083.33	9,843.43
Bill Pmt -Check	04/13/2016	12179	Cathy Landgraf	Stipend - April 2016	-75.00	9,768.43
Bill Pmt -Check	04/13/2016	12180	Lowe's	Wastewater - Sprinkler Marking Tape	-15.03	9,753.40
Bill Pmt -Check	04/13/2016	12181	Michael Gardner	Stipend - April 2016	-75.00	9,678.40
Bill Pmt -Check	04/13/2016	12182	Mt. Aukum Store	Stipend - April 2016	-198.23	9,480.17
Bill Pmt -Check	04/13/2016	12183	PG&E - Sewer	-974.13	8,506.04	
Bill Pmt -Check	04/13/2016	12184	Rene Walden-Qualls	8721806002-5	-75.00	8,431.04
Bill Pmt -Check	04/13/2016	12185	Richard Miller	Stipend - April 2016	-75.00	8,356.04
Check	04/13/2016	12186	Void	VOID:	0.00	8,356.04
Check	04/13/2016	12187	Void	VOID:	0.00	8,356.04
Check	04/13/2016	12188	Void	VOID:	0.00	8,356.04
Check	04/13/2016	12189	Void	VOID:	0.00	8,356.04
Check	04/13/2016	12190	Void	VOID:	0.00	8,356.04
Check	04/13/2016	12191	Void	VOID:	0.00	8,356.04
Check	04/13/2016	12192	Void	VOID:	0.00	8,356.04
Check	04/13/2016	12193	Void	VOID:	0.00	8,356.04
Check	04/13/2016	12194	Void	VOID:	0.00	8,356.04
Check	04/13/2016	12195	Void	VOID:	0.00	8,356.04
Check	04/13/2016	12196	Void	VOID:	0.00	8,356.04
Check	04/13/2016	12197	Void	VOID:	0.00	8,356.04
Check	04/13/2016	12198	Void	VOID:	0.00	8,356.04
Deposit	04/13/2016			Deposit	164.68	8,520.72
Deposit	04/13/2016			Deposit	126.93	8,647.65
Deposit	04/13/2016			Deposit	111.97	8,759.62
Deposit	04/14/2016			Deposit	7,322.96	16,082.58
Deposit	04/14/2016			Deposit	1,263.00	17,345.58
Deposit	04/14/2016			Deposit	271.51	17,617.09
Liability Check	04/19/2016		EDD	499-0678-7 QB Tracking # 338186147	-197.84	17,419.25
Liability Check	04/19/2016	E-pay	United States Treas...	94-1540099 QB Tracking # 338187167	-909.62	16,509.63
Deposit	04/19/2016	E-pay		Deposit	115.78	16,625.41
Check	04/20/2016	eft	Intuit	Payroll Fee	-2.00	16,623.41
Check	04/20/2016	debit	Digital Deployment		-50.00	16,573.41
Deposit	04/20/2016			Deposit	114.97	16,688.38
Deposit	04/21/2016			Deposit	8,705.79	25,394.17
Deposit	04/21/2016			Deposit	118.00	25,512.17
Deposit	04/22/2016			Deposit	118.00	25,630.17

**River Pines Public Utility District**  
**Account QuickReport-Board Meetings**  
 As of May 6, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	04/25/2016	12199	Gregory Guina	Paycheck for April 22, 2016 - Direct Dep...	-2,091.23	23,538.94
Bill Pmt -Check	04/25/2016	12200	California Bank & Tr...	1030264749	-890.00	22,648.94
Bill Pmt -Check	04/25/2016	12201	california Laboratory...	Inv# 6041190	-105.00	22,543.94
Bill Pmt -Check	04/25/2016	12202	Candi Bingham	May 1, 2016 Per Contract	-2,083.33	20,460.61
Bill Pmt -Check	04/25/2016	12203	PG&E - Street Lights	7368064062-7	-167.79	20,292.82
Bill Pmt -Check	04/25/2016	12204	SDRWA	Inv# 52692	-935.25	19,357.57
Bill Pmt -Check	04/25/2016	12205	SEIU	Greg Guina - Pay Period 4/2 & 4/16 2016	-70.34	19,287.23
Deposit	04/25/2016			Deposit	347.00	19,634.23
Deposit	04/28/2016			Deposit	6,809.69	26,443.92
Deposit	04/28/2016			Deposit	718.00	27,161.92
Check	04/28/2016		USPS	Monthly Postage	-141.00	27,020.92
Check	04/28/2016	debit	RingCentral	Office Phone	-60.73	26,960.19
Deposit	04/28/2016	eft		Deposit	202.60	27,162.79
Deposit	05/02/2016			Deposit	123.44	27,286.23
Deposit	05/03/2016			Deposit	243.73	27,529.96
Deposit	05/04/2016			Deposit	352.93	27,882.89
Liability Check	05/05/2016		QuickBooks Payroll ...	Adjusted for voided paycheck(s)	0.00	27,882.89
Check	05/05/2016	eft	Gregory. Guina		-1,923.31	25,959.58
Check	05/05/2016	eft	Tax Impound		-164.58	25,795.00
Check	05/05/2016	eft	Tax Impound		-167.72	25,627.28
Check	05/05/2016	eft	Tax Impound		-789.09	24,838.19
Check	05/05/2016	eft	Tax Impound		-16.23	24,821.96
Deposit	05/05/2016			Deposit	157.69	24,979.65
Paycheck	05/06/2016	2	Gregory. Guina	VOID: Direct Deposit Payroll Service fun...	0.00	24,979.65
Total El Dorado Checking					12,203.72	24,979.65
Total Bank Accounts					12,203.72	24,979.65
<b>TOTAL</b>					<b>12,203.72</b>	<b>24,979.65</b>



## River Pines Public Utility District Operations Report

For Month of: March 2016

### Water System

<u>Water Production</u>	<u>SOURCE</u>	<u>Gallons</u>
	Well 2	388,400
	Well 3R	372,300
	Well 6R	67,436
<b>Total Produced</b>		828,136
<b>Total Metered/Sold</b>		563,529
<b>Net Loss</b>		31%

- Did Monthly report for California Dept. of health, annual report, submitted two new locations to batti site plan, and information to the state that is needed for new well permit.
- Monthly meter reads
- Finished cutting back around all buildings and treatment plants. Also continuing spread out dirt piles that were dumped in yard during construction.
- California Laboratory Services is now doing our sampling lab work
- I have now started sending all reports to state officials electronically
- USA tickets have been received to locate and mark where utilities are
- At well 6R I have taken out all filters, inspected for breakthroughs or defects. After inspection disinfected installed and adjusted hold downs. Calibrated all equipment, took apart inspected CL2 injector and reinstalled
- Flushed hydrant at Jay bird LN.
- Cleaned and washed truck

### Major or Significant Activities

#### Wastewater System

##### Wastewater Flows

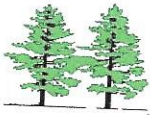
(Gal.)

Influent Treated	664,300
Effluent Discharged	510,000

### Major or Significant Activities

Generators where inspected and exercised. Lift stations have had grease and floatable cleaned off with skimming net. New motor has received back from shop and installed at slate creek. Old float bowls have been replaced with new sonic start at slate creek. All man holes have been patched in the previous month, the only repair that needed road patch were the G5 valve box and since then risers have been purchased, installed and patched.

I have mentioned to GM for safety out in the spray fields the other day I came across a mountain lion in the brush.



**RIVER PINES PUBLIC UTILITY DISTRICT**  
22900 Canyon Ave., PO BOX 70, River Pines, CA  
Phone: (209) 245-6723 Fax: (209) 245-5710 Email: RPPU



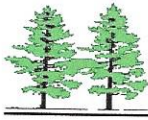
River Pines Public Utility District  
May 11, 2016 Meeting  
Agenda Item 9b

## GENERAL MANAGER'S REPORT

**For the Month of: April 2016**

1. Met with Roxanne from LAFCO – see attached
2. Conference Call with CRWA & CSWRB – see attached
3. Contacted CalFire to remove brush in sewer spray fields
4. Dropped off “Scope of Project” for Planning Grant with Bruce Barraco
5. Nell & Rocky Raymond attended a Rotary meeting for the District – see attached
6. Safety Training is now available for Plant Operator – see attached
7. Gave Work Order for Plant Operator to remove weeds around all District buildings and property
8. Still working on Consumer Confidence Report





# RIVER PINES PUBLIC UTILITY DISTRICT



**MEETING DATE:** May 11, 2016  
**FROM:** Candi Bingham, General Manager  
**SUBJECT:** Amador LAFCO Meeting  
**AGENDA TYPE:** Regular  
**ATTACHMENTS:** ~~No~~ Yes

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**BACKGROUND:** Amador LAFCO (Local Agency Formation Commission) determines the Sphere of Influence for the River Pines Public Utility District.







Per LAFCO Resolution Number 2012-03 the Sphere of Influence for the River Pines Public Utility District was determined and approved as shown on the attached map (the area outlined in black). The District's service area in El Dorado County is not part of the Sphere of Influence for the River Pines Public Utility District.

**DISCUSSION:** With El Dorado County customers not in the District's Sphere of Influence, technically this service area should not be included in any District improvement studies. This includes planning and/or construction.

**To Correct this issue, the District can do two things:**

1. Apply to Amador LAFCO to annex the boundaries. To do this, LAFCO would contact El Dorado LAFCO to release jurisdiction to Amador County – they may or may not release jurisdiction.
2. When applying for planning/construction grants, River Pines Public Utility District can choose to disclose the information to the lending party. The lending party could approve to cover out of jurisdiction or they could deny the funds. Should the District choose not to disclose El Dorado service area and funds are given and used outside of Sphere of Influence, the District could be asked to pay back the funds.

# River Pines Public Utility District

-  Secondary Road
-  County Route
-  River Pines PUD
-  Served Parcels
-  All Other Parcels
-  County Boundary

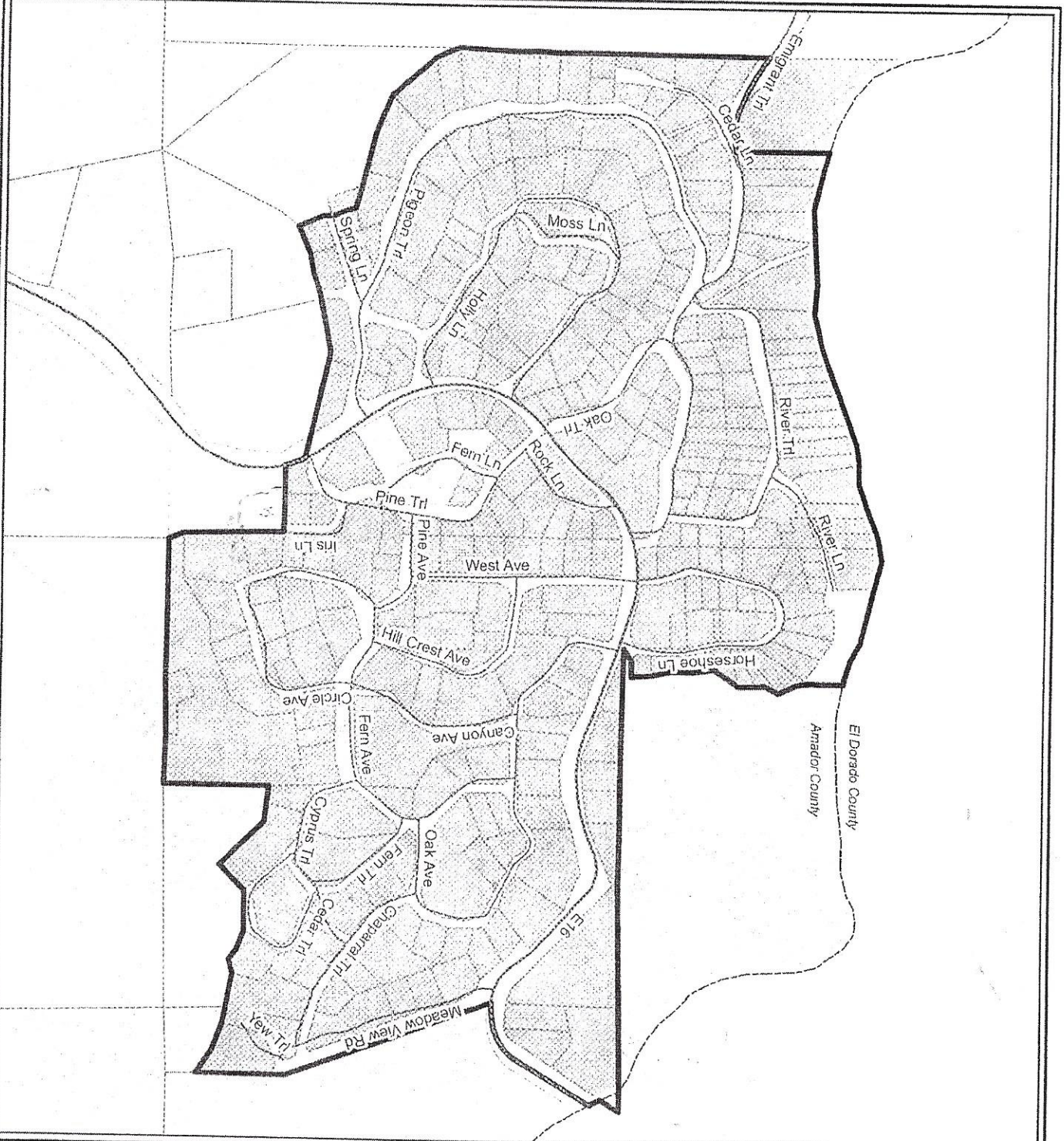


1 inch = 400 feet



The County of Amador assumes no responsibility arising from use of this information. THE MAPS AND ASSOCIATED DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND, expressed or implied, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Do not make any business decisions based on this data before validating your decision with the appropriate County Office.

**Amador County GIS Division**  
 Amador County Information Technology Dept.  
 819 Court St., Jackson CA 95822  
 May 5, 2011





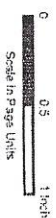
**River Pinos  
Public Utility District -  
El Dorado County Portion**

- Secondary Road
- County Route
- River Pinos PUD
- Served Parcels
- All Other Parcels
- County Boundary

Note:  
El Dorado County roads and parcels data were obtained from El Dorado County. Accuracy is unknown.



1 inch = 500 feet

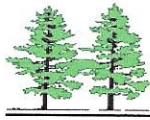


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Amador County GIS Division  
Amador County Information Technology Dept.  
310 Court St., Jackson, CA 95842  
May 5, 2011







# RIVER PINES PUBLIC UTILITY DISTRICT



**MEETING DATE:** May 11, 2016  
**FROM:** Candi Bingham, General Manager  
**SUBJECT:** Conference Call with CRWA & CSWRB  
**AGENDA TYPE:** Regular Meeting  
**ATTACHMENTS:** No

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**BACKGROUND:** Participated in a conference call on April 27<sup>th</sup> with Jesse Lawson from California Rural Water Association and Eric Pamdeep with California State Water Resource Board in regards to submitting the Planning Grant.

Due to the fact that River Pines Public Utility District is a severely disadvantaged community, California Rural Water Association, at no cost, will completely fill out and submit the entire application.

On May 4<sup>th</sup> Jesse phoned me and he has about 95% of the application completed. He gave me a list of items that I need to get to him. As soon as those items are received he will submit our application and Eric will review for final submitting.

Some of the items needed are the Grant Deeds to the properties that the Wells are located on. The paperwork on the District's liabilities, Scope of the Project an Engineering Report if available.

I will be making a trip to the county offices for the Deeds, as I think that would be much faster way in obtaining them.

## Planning Application Attachments Table

RPPUD 5.4.16

River Pines Public Utility District  
May 11, 2016 Meeting  
Agenda Item 10b

### ATTACHMENT DOCUMENT KEY:

Strikethrough = do not need; does not pertain to system

Green Highlight = attachment has been provided

Yellow Highlight = attachment still needed

### General Information Package

G1 – Ownership Documentation

~~G2 – CPUC Documentation~~

~~G3 – Organization Chart~~

~~G4 – Pending Litigation~~

~~G5 – Lease Agreement~~

G6 – Service Area Map

### Technical Information Package

T1 – Schematic/Map of System and Facilities

T2 – Supporting Documents of the Problem

T3 – Analysis of Alternatives

T4 – Scope of the Project (see attached outline)

T5a – Certification for Compliance with Water Metering Form

T6 – Water System Permit

T7 – Engineering Report (if available)

T8 – Water Rights Documentation

T9 – Water Conservation Program (if applicable)

~~T10 – Memorandum of Understanding (if applicable)~~

~~T11 – Urban Water Management Plan (if applicable)~~

### Environmental Package

E1 – CEQA Document (if applicable)

E2 – Parcel or Project Schematic Map

~~E3 – Unusual Circumstances (if applicable)~~

### Financial Security Package

F1 – Water Rate Structure (3 years)

F2 – Revenue/Expenditure Projections (5 years)

F3 – Audited Financial Statements or Federal Tax Returns (3 years)

F4a – Authorizing Resolution/Ordinance (required for publicly owned entities)

F4b – Corporate Resolution to Apply, borrow and to Grant Security (required for corporations)

F4c – Other Entity Type (see Application Information and Instructions)

F5 – Rate Adoption Resolution

F6 – Draft Pledged Revenues And Fund(s) Resolution (required for publicly owned entities)

F7 – Related Debt (see Application Information & Instructions)

F8 – Agreement For Operation of the Facility (if applicable)

F9 – New Special Tax, Assessment District, or Service Charge Projections (if applicable)

F10 – Relevant Service, Management, Operating, or Joint Powers Agreements (if applicable)

F11 – Future Capital Needs (if applicable)

F12 – Other Material Debt Documents (if applicable)



River Pines Public Utility District

May 11, 2016 Meeting

Agenda Item 10c

Appendix E

Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: Amador
810 Court Street
Jackson, CA 95642

From: (Public Agency): Pines PUD
PO Box 70
River Pines, CA 95675
(Address)

Project Title: River Pines PUD Storage and Distribution Rehab Project

Project Applicant: River Pines PUD

Project Location - Specific:

LAT: 38.544620 LONG: -120.741010

Project Location - City: River Pines

Project Location - County: Amador

Description of Nature, Purpose and Beneficiaries of Project:

This is a planning project will include the drafting of environmental and technical documents in anticipation of a future public water system construction project, which is required to maintain public health and safety for the Communities served by River Pines PUD.

Name of Public Agency Approving Project: River Pines PUD

Name of Person or Agency Carrying Out Project: River Pines PUD

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
Declared Emergency (Sec. 21080(b)(3); 15269(a));
Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
Categorical Exemption. State type and section number:
Statutory Exemptions. State code number: CCR Title 14, Article 18, Section 15262

Reasons why project is exempt:

The Project consists of only feasibility and planning studies and information collection. No ground disturbing activities

Lead Agency

Contact Person: Candi Bingham

Area Code/Telephone/Extension: 209-245-6723

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: Date: Title: General Manager

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR:

**SAMPLE PLEDGED REVENUE AND FUNDS (PRF)  
RESOLUTION FOR PUBLICLY OWNED ENTITIES**

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF River Pines PUD Board of Directors  
[NAME OF APPLICANT ENTITY]

AUTHORIZING General Manager [TITLE, NOT NAME, OF APPLICANT'S AUTHORIZED REPRESENTATIVE] TO SIGN

FINANCING AGREEMENT, AMENDMENTS, AND CERTIFICATIONS FOR FUNDING UNDER THE DRINKING  
WATER STATE REVOLVING FUND (DWSRF); AUTHORIZING General Manager [TITLE, NOT NAME] TO APPROVE CLAIMS

FOR REIMBURSEMENT; AUTHORIZING General Manager [TITLE, NOT NAME] TO EXECUTE BUDGET AND  
EXPENDITURE SUMMARY; AUTHORIZING General Manager [TITLE, NOT NAME] TO SIGN THE FINAL RELEASE

FORM AND General Manager [TITLE, NOT NAME] TO SIGN THE CERTIFICATION OF PROJECT

COMPLETION [only applies to construction projects]; AND PLEDGING AND DEDICATING NET WATER  
REVENUES FROM TO PAYMENT OF DWSRF FINANCING.

WHEREAS, River Pines PUD [Name of Applicant Entity] seeks financing from the State Water  
Resources Control Board for a project commonly known as Herlong PUD and West Patton Villaç ("Project"); and

WHEREAS, River Pines PUD [Name of Applicant Entity]

[insert other appropriate findings regarding intent, authority, and procedure];  
Agrees to apply for SDWSRF Planning Funding for the purpose of Distribution Rehabilitation Planning

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that

1. The General Manager [Title of Authorized Representative] is hereby authorized and directed to sign and file, for  
and on behalf of the River Pines PUD [Name of Applicant Entity] a financial assistance application for a  
financing agreement from the State Water Resources Control Board for the Project;
2. The General Manager [Title of Authorized Representative] or designee is hereby authorized to sign the DWSRF  
program financing agreement for the Project and any amendments thereto, and provide the  
assurances, certifications and commitments required therefore;
3. The General Manager [Title of Authorized Representative] or designee is hereby authorized to represent the  
River Pines PUD [Name of Applicant Entity] in carrying out the River Pines PUD [Name of Applicant Entity's]  
responsibilities under the financing agreement, including approving and submitting disbursement requests (including  
Claims for Reimbursement) or other required documentation, compliance with applicable state and  
federal laws, and making any other necessary certifications;
4. The River Pines PUD [Applicant Entity's Legal Name] does hereby dedicate and pledge its net water revenues  
and its water enterprise fund to payment of the DWSRF financing for the Project.  
The River Pines PUD [Applicant Entity's Legal Name] commits to collecting such revenues and maintaining



such fund(s) throughout the term of such financing and until the River Pines PUD  
[Applicant Entity's Legal Name]  
 has satisfied its repayment obligation thereunder unless modification or change is approved in writing  
 by the State Water Resources Control Board. So long as the financing agreement(s) are outstanding,  
 the River Pines PUD pledge hereunder shall constitute a lien in favor of the

[Applicant Entity's Legal Name]  
 State Water Resources Control Board on the foregoing fund(s) and revenue(s) without any  
 further action necessary. So long as the financing agreement(s) are outstanding, the  
River Pines PUD commits to maintaining the fund(s) and revenue(s) at levels  
[Applicant Entity's Legal Name]

sufficient to meet its obligations under the financing agreement(s). If for any reason, the said source  
 of revenues proves insufficient to satisfy the debt service of the DWSRF obligation, sufficient funds  
 shall be raised through increased water rates, user charges, or assessments or any other legal  
 means available to meet the DWSRF obligation and to operate and maintain the project; and

5. The authority granted hereunder shall be deemed retroactive. All acts authorized hereunder and  
 performed prior to the date of this Resolution are hereby ratified and affirmed. The State Water  
 Resources Control Board is authorized to rely upon this Resolution until written notice to the contrary,  
 executed by each of the undersigned, is received by the State Water Resources Control Board. The  
 State Water Resources Control Board shall be entitled to act in reliance upon the matters contained  
 herein, notwithstanding anything to the contrary contained in the formation documents of the  
River Pines PUD or in any other document.

[Applicant Entity's Legal Name]

.....  
 Passed and adopted by River Pines PUD Board of Directors on \_\_\_\_\_, by the following vote:  
[Applicant Entity's Legal Name/Board of Directors] [date]

AYES:	Directors	_____
NOES:	Directors	_____
EXCUSED:	Directors	_____
		_____, President

ATTEST:

\_\_\_\_\_, Secretary of the River Pines PUD Board of Dire

By: \_\_\_\_\_, Deputy Clerk



**AUTHORIZING RESOLUTION/ORDINANCE**

RESOLUTION NO: \_\_\_\_\_

WHEREAS Pine River PUD is applying for funding to rehabilitate its distribution system  
(insert appropriate findings)

RESOLVED BY THE Board of Directors OF THE  
(insert name of Governing Board of the Entity)  
Pine River Public Utilities District (the "Entity"), AS FOLLOWS:  
(insert Entity name)

The General Manager (the "Authorized Representative") or designee is  
(insert Title of Authorized Representative)  
hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance  
Application for a financing agreement from the State Water Resources Control Board for the planning and/or  
design of the River Pines PUD Storage and Distribution Rehabilitation Project (the "Project").  
(insert Project Name)

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications,  
and commitments required for the financial assistance application, including executing a financial assistance  
agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the  
Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of  
the Entity and compliance with applicable state and federal laws.

**CERTIFICATION**

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted  
at a meeting of the Pine River Public Utilities District Board of Directors held  
(insert name of Governing Board of the Entity)  
on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name, Signature, and Seal of the Clerk or Authorized Record Keeper of the Governing Board of the Agency)

**Jensen Forest Management, LLC**  
Professional Forestry Services

May 4, 2016

**River Pines Public Utility District**  
**May 11, 2016 Meeting**  
**Agenda Item 10f**

**To:**  
Wilton Rancheria  
Attn: Steven Hutchason  
9728 Kent Street  
Elk Grove, Ca 95624

**RE: Department of Forestry and Fire Protection (CAL FIRE) SRA Grant 5GS14173 within community of River Pines within Amador and El Dorado Counties.**

Dear Mr. Hutchason.

Thank you for your response to my inquiry dated January 22, 2016.

The River Pines Public Utility District has received your request for consultation under the provisions of PRC § 21080.3.1 pertaining to the River Pines Public Utility District SRA Grant #5GS14173 project. PRC § 21080.3.1(b) requires a lead agency to consult with California Native American tribes prior to the release of a negative declaration, mitigated negative declaration, or environmental impact report. The proposed project is categorically exempt under 14 CCR § 15304 Minor land alterations. Thus, River Pines Public Utility District will file a notice of exemption per Title 14 California Code of Regulations § 15062. Since River Pines Public Utility District will not prepare a negative declaration, mitigated negative declaration or environmental impact report for the proposed project, it is not obliged to consult per PRC § 21080.3.1.

The notification you received on January 22, 2016 about the proposed project was meant to elicit information about cultural resources that might be affected by the project. Responding to that query with any information about the character or location of tribal cultural resources could assist River Pines Public Utility District in ensuring impacts to such resources are avoided. River Pines Public Utility District would greatly appreciate any such information, which will be kept confidential.

Sincerely,

Erik Jensen  
RPF #2714

**Jensen Forest Management, LLC**  
P.O Box 298 • Georgetown, CA 95634  
•Cell (530) 320-9499

River Pines Public Utility District  
 May 11, 2016 Meeting  
 Agenda Item 10i

River Pines Public Utility District  
**Profit & Loss Budget Overview**  
 July 2016 through June 2017

	Sewer	Water	TOTAL
	Jul '16 - Jun 17	Jul '16 - Jun 17	Jul '16 - Jun 17
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Amador County Auditor's Warrant</b>			
Direct Charges - Tax Roll	3,017.00	3,017.00	6,034.00
HO & Timber Tax	12.00	12.00	24.00
Homeowners Exemption	29.00	29.00	58.00
Secured Appointment	3,010.00	3,010.00	6,020.00
Secured Direct Charges			
Unitary Tax	121.00	121.00	242.00
Unsecured Appointment	126.00	126.00	252.00
<b>Total Amador County Auditor's Warrant</b>	<b>6,315.00</b>	<b>6,315.00</b>	<b>12,630.00</b>
<b>Base Fee Income</b>			
Sewer	132,844.00		132,844.00
Stanby	4,508.00	4,508.00	9,016.00
Voluntary Lock-Off	1,100.00	1,100.00	2,200.00
Water	0.00	126,788.00	126,788.00
<b>Total Base Fee Income</b>	<b>138,452.00</b>	<b>132,396.00</b>	<b>270,848.00</b>
Equipment Rentals			0.00
Interest Income	293.00	11.28	304.28
Meter Damage			0.00
Repair Labor			0.00
Sale Well Pump/Motor			0.00
Town Hall Rental	360.00	360.00	720.00
<b>Variable Income</b>			
Broken Locks		0.00	0.00
Call-Out		0.00	0.00
Door Hanger Fee		1,400.00	1,400.00
Late Fees	5,595.00	5,595.00	11,190.00
Reconnection Fee		1,200.00	1,200.00
Returned Check Fee	0.00	0.00	0.00
Service Connection Fee	525.00	525.00	1,050.00
Water - Usage		25,276.00	25,276.00
<b>Total Variable Income</b>	<b>6,120.00</b>	<b>33,996.00</b>	<b>40,116.00</b>
Wireless Site Lease	0.00	665.00	665.00
<b>Total Income</b>	<b>151,540.00</b>	<b>173,743.28</b>	<b>325,283.28</b>
<b>Gross Profit</b>	<b>151,540.00</b>	<b>173,743.28</b>	<b>325,283.28</b>
<b>Expense</b>			
<b>Bank Charges</b>			
Collection Fees	42.84	42.84	85.68
Loan Service Charge		180.00	180.00
Retirement Fee	17.50	17.50	35.00
60400 - Bank Service Charges			0.00
<b>Total Bank Charges</b>	<b>60.34</b>	<b>240.34</b>	<b>300.68</b>
<b>Board Members</b>			



**River Pines Public Utility District**  
**Profit & Loss Budget Overview**  
 July 2016 through June 2017

	<u>Sewer</u>	<u>Water</u>	<u>TOTAL</u>
	<u>Jul '16 - Jun 17</u>	<u>Jul '16 - Jun 17</u>	<u>Jul '16 - Jun 17</u>
Stipends	2,250.00	2,250.00	4,500.00
<b>Total Board Members</b>	<b>2,250.00</b>	<b>2,250.00</b>	<b>4,500.00</b>
<b>Contracted Expenses</b>			
Amador Water Agency	0.00	3,598.00	3,598.00
Board Clerk	0.00	0.00	0.00
CALFIRE - Culverts	300.00	300.00	600.00
Contracted Project Personal		0.00	0.00
Manager	25,000.00	25,000.00	50,000.00
Office Temp. Staff	0.00	0.00	0.00
<b>Total Contracted Expenses</b>	<b>25,300.00</b>	<b>28,898.00</b>	<b>54,198.00</b>
<b>Depreciation Expense</b>			
Sewer	10,208.00		10,208.00
Water		16,655.00	16,655.00
<b>Total Depreciation Expense</b>	<b>10,208.00</b>	<b>16,655.00</b>	<b>26,863.00</b>
<b>Employees</b>			
Amador Water - Weekend Coverage	1,377.00	1,377.00	2,754.00
Medical Insurance			
Field	6,786.00	6,786.00	13,572.00
<b>Total Medical Insurance</b>	<b>6,786.00</b>	<b>6,786.00</b>	<b>13,572.00</b>
Payroll Expense			
Field Payroll	35,362.44	35,362.44	70,724.88
Payroll Taxes - Employer's	3,600.00	3,600.00	7,200.00
<b>Total Payroll Expense</b>	<b>38,962.44</b>	<b>38,962.44</b>	<b>77,924.88</b>
Reimbursements			
Health Insurance			
Mileage			
Phone	324.00	324.00	648.00
<b>Total Reimbursements</b>	<b>324.00</b>	<b>324.00</b>	<b>648.00</b>
Retirement - Field	1,740.00	1,740.00	3,480.00
Temporary Personnel			
Uniform	150.00	150.00	300.00
<b>Total Employees</b>	<b>49,339.44</b>	<b>49,339.44</b>	<b>98,678.88</b>
<b>Sewer Expenses</b>			
Alarm Monitoring	3,163.00		3,163.00
Amador Water Agency	900.00		900.00
Chemicals	472.00		472.00
Consulting - Engineer	390.00		390.00
Electricity - Sewer	13,258.00		13,258.00
Inspections	4,600.00		4,600.00
Permit/Fees	0.00		0.00
Repairs/Maintenance	2,500.00		2,500.00
Sewage - Pump Service	2,120.00		2,120.00
Sewer - Parts/Supplies	1,200.00		1,200.00
Sm. Tools	500.00		500.00

# River Pines Public Utility District Profit & Loss Budget Overview

July 2016 through June 2017

	Sewer	Water	TOTAL
	Jul '16 - Jun 17	Jul '16 - Jun 17	Jul '16 - Jun 17
Telephone - Sewer	554.00		554.00
Testing - Sewer	720.00		720.00
<b>Total Sewer Expenses</b>	<b>30,377.00</b>		<b>30,377.00</b>
<b>Town Hall Expenses</b>			
Janitorial	1,620.00	1,620.00	3,240.00
Landscape/Cleanup	0.00	0.00	0.00
Repairs/Maintenance	1,000.00	1,000.00	2,000.00
Supplies	126.00	126.00	252.00
<b>Total Town Hall Expenses</b>	<b>2,746.00</b>	<b>2,746.00</b>	<b>5,492.00</b>
<b>Water Expenses</b>			
Alarm Monitoring		1,356.00	1,356.00
Amador Water Agency		2,422.00	2,422.00
Certification Fees		325.00	325.00
Chlorine		2,704.00	2,704.00
Consulting - Engineer		1,200.00	1,200.00
Electricity - Water		15,740.00	15,740.00
Permit Fees		6,278.00	6,278.00
Repair/Maintenance		3,000.00	3,000.00
Sm. Tools		1,200.00	1,200.00
Supplies		3,600.00	3,600.00
Telephone - Water		738.00	738.00
Water Testing		13,781.00	13,781.00
<b>Total Water Expenses</b>		<b>52,344.00</b>	<b>52,344.00</b>
60000 · Advertising and Promotion		0.00	0.00
60200 · Automobile Expense			
Gasoline	1,200.00	1,200.00	2,400.00
John Deere - Tractor	600.00	600.00	1,200.00
Repairs/Maintenance	1,200.00	1,200.00	2,400.00
<b>Total 60200 · Automobile Expense</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>6,000.00</b>
63300 · Insurance Expense			
Insurance - Property/Liability	2,600.00	2,600.00	5,200.00
Workers' Compensation	1,900.00	1,900.00	3,800.00
<b>Total 63300 · Insurance Expense</b>	<b>4,500.00</b>	<b>4,500.00</b>	<b>9,000.00</b>
64900 · Office Expenses			
Admin Cost - Tax Roll	193.00	193.00	386.00
Equipment	0.00		0.00
Filing Fees	75.00	75.00	150.00
Maintenance/Improvements	0.00	0.00	0.00
Membership Dues	1,200.00	1,200.00	2,400.00
Postage/Shipping	1,000.00	1,000.00	2,000.00
Printing			0.00
Software	25.00	25.00	50.00
Supplies	900.00	900.00	1,800.00
Title Fees			0.00

# River Pines Public Utility District Profit & Loss Budget Overview

July 2016 through June 2017

	Sewer	Water	TOTAL
	Jul '16 - Jun 17	Jul '16 - Jun 17	Jul '16 - Jun 17
Website Service	300.00	300.00	600.00
61700 · Computer and Internet Expenses	0.00		0.00
<b>Total 64900 · Office Expenses</b>	<b>3,693.00</b>	<b>3,693.00</b>	<b>7,386.00</b>
<b>66700 · Professional Fees</b>			
Grant Writer	0.00		0.00
Legal Fees	1,250.00	1,250.04	2,500.04
Payroll - Intuit	0.00		0.00
Security Service/Maintenance	1,680.00	1,680.00	3,360.00
Yearly Audit	1,900.00	1,899.60	3,799.60
<b>Total 66700 · Professional Fees</b>	<b>4,830.00</b>	<b>4,829.64</b>	<b>9,659.64</b>
<b>68600 · Utilities</b>			
Disposal	500.00	500.00	1,000.00
Electricity - Office	200.00	200.00	400.00
Electricity - Town Hall	38.00	38.00	76.00
Electricity - Street Lights	1,013.00	1,013.00	2,026.00
Internet	1,020.00	1,020.00	2,040.00
Propane - Town Hall	0.00		0.00
68100 · Telephone - Office	342.00	342.00	684.00
<b>Total 68600 · Utilities</b>	<b>3,113.00</b>	<b>3,113.00</b>	<b>6,226.00</b>
<b>Total Expense</b>	<b>139,416.78</b>	<b>171,608.42</b>	<b>311,025.20</b>
<b>Net Ordinary Income</b>	<b>12,123.22</b>	<b>2,134.86</b>	<b>14,258.08</b>
<b>Other Income/Expense</b>			
Other Income			
Grant Income - ECWAG		0.00	0.00
Other Income	0.00	0.00	0.00
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>12,123.22</b>	<b>2,134.86</b>	<b>14,258.08</b>