**] River Pines Public Utility District **

**REGULAR MINUTES**

**Wednesday, October 19, 2022**

**ACTION MINUTES**

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

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| 1. **ROLL CALL: Via Phone** |  |  |
| |  | | --- | | Director John Chapman  Director Karla Christensen  Director Anita Ebbinghausen  Director Eric Rewitzer  **ABSENT:** Director Roscoe Raymond | |  | Candi Bingham, General Manager  Gisele Wurzburger, Board Clerk – Via Phone |
|  |  |  |

General Manager Bingham reported Chairman Raymond was absent and submitted his concerns on Board Matters on tonight’s agenda.

Board Clerk Wurzburger stated Chairman Raymond requests were noted for the record, however do to his absent he would not be able to vote on these items.

1. **PLEDGE OF ALLEGIANCE:**  Vice-Chairman Christensen led the Pledge of Allegiance.
2. **AGENDA:**

General Manager Bingham requested the Amador County Board Supervisor Oneto’s information regarding Federal legislation passed in 2021 called the American Rescue Plan Act - Federal funds available for water, sewer, and broadband infrastructure be added 9f.

General Manager Bingham requested a Special Meeting to discuss hiring new office staff be added 9g.

**Motion by Vice-Chairman Christensen, seconded by Board Member Rewitzer, and carried by a 4 to 0 vote to approve the Regular Agenda dated September 21, 2022 as amended. Motion passed by the following vote:**

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| --- | --- |
| **AYES:** | **Chapman, Christensen, Ebbinghausen, Rewitzer** |
| **NOES:** | **None** |
| **ABSTAIN:** | **None** |
| **ABSENT:** | **Raymond** |

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

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1. **MINUTES: Discussion / Approval.**
   1. September 21, 2022 Regular Meeting.

**Motion by Board Member Rewitzer, seconded by Board Member Chapman, and carried by a 4 to 0 vote to approve the Minutes dated September 21, 2022 as presented. Motion passed by the following vote:**

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| **AYES:** | **Chapman, Christensen, Ebbinghausen, Rewitzer** | |
| **NOES:** | **None** | |
| **ABSTAIN:** | **None** | |
| **ABSENT:** | **Raymond** | |

1. **CONSENT ITEMS:** 
   1. Monthly Financial Statements - Period Ending September 30, 2022.

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Vice-Chairman Christensen closed the public discussion.

* 1. Expenditure Report **-** Submitted Check Approval through September 30, 2022.

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Vice-Chairman Christensen closed the public discussion.

**Motion by Vice-Chairman Christensen, seconded by Board Member Ebbinghausen and carried by a 4 to 0 vote to approve the Monthly Financial Statements and Expenditure Report - Period Ending September 30, 2022. Motion passed by the following vote:**

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| --- | --- |
| **AYES:** | **Chapman, Christensen, Ebbinghausen, Rewitzer** |
| **NOES:** | **None** |
| **ABSTAIN:**  **ABSENT:** | **None**  **Raymond** |

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.

**September 1 thru September 30, 2022 Water Production/Sold Information:**

Well 2 – 291,800 gallons Total Produced – 980,681 gallons

Well 3R – 509,700 gallons Total Sold – 928,471 gallons

Well 6R – 179,181 gallons Unaccounted Loss - 17%

Staff Hours: Water 67.5 hours

**September 1 thru September 30, 2022 Wastewater Production:**

Influent flow: 1,108,200 gallons Effluent Discharged: 863.400 gallons

Staff Hours: Wastewater 48.5 hours

1. Monthly General Manager Report.

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

1. **BOARD MATTERS:** Discussion/Action.
2. **Update on Solar Inquiry. Discussion.**

Chairman Raymond was absent and no report was submitted.

No action was taken. This item was continued to the next agenda.

1. **Town Hall Termites. Discussion/Action.**

General Manager Bingham reports at the September meeting staff was instructed to request a quote from another Pest Control Company. Fiddletown Termite Inspection Services performed the inspection and submitted the Wood Destroying Pest and Organisms Inspection was provided. Estimate of Repairs was submitted in the amount of $1,240.00.

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Vice-Chairman Christensen closed the public discussion.

**Motion by Board Member Rewitzer, seconded by Board Member Chapman and carried by a 4 to 0 vote to approve Fiddletown Termite Inspection Services to perform as outlined in their Estimate of Repairs in the amount of the $1,240.00. Motion passed by the following vote:**

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| --- | --- |
| **AYES:** | **Chapman, Christensen, Ebbinghausen, Rewitzer** |
| **NOES:** | **None** |
| **ABSTAIN:**  **ABSENT:** | **None**  **Raymond** |

1. **Firehouse Repair. Discussion/Action.**

General Manager Bingham reported at the September meeting there was some discussion regarding necessary repairs needed at the Firehouse and there was a request for the Board to approve funds to complete this repair. No action was taken and this item was continued.

Board Member Ebbinghausen stated she would discuss the Firehouse repair situation at the October RPRA meeting.

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Vice-Chairman Christensen closed the public discussion.

No action was taken. This item was continued to the next agenda.

1. **Update Attorney’s Response to CalPERS Requests that all Board Members receive a W-2 and that Social Security and Medicare be taken out of their Stipend Checks. Discussion.**

General Manager Bingham reported CalPERS is stating all Board Members should be receiving W-2’s and have Social Security and Medicare deducted from their monthly stipend payments. The District’s attorney has tried multiple times via phone to contact the State individual regarding this matter with no luck. The attorney has since sent a letter to CalPERS regarding this matter. Staff is still waiting for their response.

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Vice-Chairman Christensen closed the public discussion.

No action was taken. This item was continued to the next agenda.

1. **Reimburse Customer for sewer easement cost $5000. Discussion/Action.**

General Manager Bingham reported at the September meeting Board Member Chapman had requested reimbursement for the purchase an easement in the amount of $5,000 for the sewer installation to his property. This item was not on the September agenda and was continued to tonight agenda for discussion and consideration.

General Manager reported the customer purchased a low with no sewer or water service. In September 2020 the customer paid the District $15,258 in impact fees – cost to impact on the system. These fees do not cover a customer’s expense to connect to the system. The fees do include the water meter and service lines to the customer hookup. It is the customer’s responsibility to hookup to the District where it there is a viable connection.

The customer had to purchase an easement form another property owner in order to bring the sewer to the property. Amador Water Agency with the assistance of the District’s maps were able to provide the customer with 3 viable options for an easement. It was the customer’s responsibility to contact the other property owner and obtain the easement which was most viable.

The District’s Bylaws states when a customer builds on a lot that has been paying “Maintenance Fees”, the $1,200.00 of the maintenance fees paid may be applied to the customer’s impact fees if the customer makes this request.

The recommendation is that the Board approve the General Manager credit the customer’s account $1,200 in paid maintenance fees. This credit would be applied to future monthly invoices until the credit is exhausted.

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Vice-Chairman Christensen closed the public discussion.

**Motion by Board Member Rewitzer, seconded by Board Member Chapman and carried by a 3 to 1 vote to credit the customer’s account $1,200 in paid maintenance fees. This credit would be applied to future monthly invoices until the credit is exhausted. Motion passed by the following vote:**

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| **AYES:** | **Christensen, Ebbinghausen, Rewitzer** |
| **NOES:** | **None** |
| **ABSTAIN:**  **ABSENT:** | **Chapman**  **Raymond** |

1. **American Rescue Plan Act regarding funds available for water, sewer, and broadband infrastructure.**

General Manager Bingham reported Amador County Board Supervisor Oneto had mentioned the District could submit a request for funds from the American Rescue Plan Act. Federal legislation passed in 2021 which are Federal funds available for water, sewer, and broadband infrastructure. She stated she reached out to County Administrative Officer Chuck Iley for more information on the American Rescue Plan Act.

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Vice-Chairman Christensen closed the public discussion.

No action was taken. This item was continued to the next agenda.

1. **Request Special Meeting to discuss hiring new office staff.**

General Manager Bingham reported office staff Michele Foyil last day will be December 22. She stated California Law states if a subcontractor using the employer’s building, they are employees and employer are liable for Worker’s Compensation. It would be nice to have someone part-time because there is not enough work for a full-time employee. She would post the job requirements on Indeed and the District’s website.

Board Member Rewitzer stated he would like to review the job advertisement before it is submitted for publication.

General Manager Bingham stated Board Member Rewitzer could draft the job announcement. She stated the District’s Bylaw state the General Manager hires staff and the District Board hires the General Manager. She stated she would provide Board Member Rewitzer a copy of the job announcement.

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Vice-Chairman Christensen closed the public discussion.

After considerable discussion General Manager was directed to place the job advertisement. This item was continued to the next agenda

1. **BOARD OF DIRECTORS COMMENTS/REPORTS**: Discussion Only.
   1. Capital Improvements and general repairs necessary at the District. Continued Item.

Nothing to report.

1. **COMMITTEE COMMENTS/REPORTS**: Continued Item.

Board Member Ebbinghausen stated she would report on this matter at the October RPRA meeting. The necessary work and supplies are that would be needed to repair the dam was $300.00.

1. **FUTURE AGENDA TOPICS**:
2. Update on Solar Inquiry.
3. Firehouse Repair.
4. Update Attorney’s response to CalPERS requests that all Board Members receive a W-2 and that Social Security and Medicare be taken out of their stipend checks.
5. American Rescue Plan Act regarding funds available for water, sewer, and broadband infrastructure.
6. **ADJOURNMENT:** The meeting adjourned at 7:06 p.m. to the scheduled meeting on November 19, 2022.