



REGULAR MINUTES

Wednesday, September 18, 2019
ACTION MINUTES

1. **CALL TO ORDER:** The meeting was called to order by Chairman Raymond at 6:01 p.m.

2. **ROLL CALL:**

Director Roscoe Raymond
Director Anita Ebbinghausen
Director Patrick Henry
Director Richard Miller
Director Karla Christensen

Candi Bingham, General Manager
Gisele Wurzbarger, Board Clerk -Via Phone

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

4. **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 September 18, 2019 as presented. Motion passed by the following vote:

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

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

Cathy Landgraf stated his concern was regarding the Water Distribution Grant and AT&T internet service.

General Manager Bingham reported she was working with Bow at the State offices in hopes of distribution funding in hopes of getting the District's project highly rated so that it would be funded this year. She explained funding is based on rating and the District does not have "health issues". She explained to Bow in depth the District's safety/fire hazard issues, (i.e. lack of water storage, 3/4 inch lines, and fire hydrants).

General Manager Bingham reported she has tried setting up a meeting with AT&T and Amador Water Agency regarding internet service. She also noted Cal Net fell through because they won't compete with Rock Ridge because they are their customer.

Cathy Landgraf requested the District contact Cal Fire and to request they write a letter to the State regarding the District's safety/fire issues/.

Nel Raymond stated she would provide Cal Fire contact information to staff regarding this letter.

6. MINUTES: Discussion / Approval.

A. August 21, 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 August 21, 2019 as amended. Motion passed by the following vote:

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

7. CONSENT ITEMS:

- a. Monthly Financial Statements - Period Ending August 31, 2019.
- b. Expenditure Report - Submitted Check Approval through August 31, 2019.

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 Christensen, and carried by a 5 to 0 vote to approve the Consent Items - Period Ending July 31, 2019. Motion passed by the following vote:

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

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

A. 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.

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

Well 2 - 654,300 gallons	Total Produced – 1,190,499 gallons
Well 3R – 499,700 gallons	Total Sold – 1,106,306 gallons
Well 6R - 36,499 gallons	Unaccounted Loss - 7%

August 1 thru August 31, 2019 Wastewater Production:

Influent flow: 1,364,700 gallons Effluent 1,354,200 gallons

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

B. Monthly General Manager Report.

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

General Manager Bingham reported Sergeant John Silva – Emergency Service Coordinator, emailed staff stated Amador County is kicking off efforts to develop a Local Hazard Mitigation Plan. Chairman Raymond has volunteered to attend these meeting. The kickoff meeting will be held September 25, 2019, 1 p.m. – 4 p.m., at the Health & Human Services, 10877 Conductor Blvd., Conference Rooms B and C, Sutter Creek.

General Manager Bingham reported the 2018/2019 Annual Audit was completed September 16 and 17. The completed Audit will be sent to the District October 10 and will be presented at the October 16 meeting for discussion and action.

General Manager reported at the last meeting it was noted AWA replaced the well meter that appeared to be working intermittently and which should have been reflected in the Unaccounted Loss however, it was 7% which is still unexplainable.

General Manager Bingham reported she would be at the office October 16 through October 22.

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

9. BOARD MATTERS: Discussion/Action.

a. Resolution 2019-04 Approving Approval of El Dorado and Amador Election Department to Handle the District's November 2019 Election. Discussion/Action.

No written report was submitted on this item. General Manager Bingham reported pursuant to Coteses-Knox-Hertzberg Local Government Reorganization Act of 2000, Division 3 of Title 5 of California Government Code, the River Pines Annexation in El Dorado County, LAFCO Project #292, including territory in Amador County was approved by the Amador Local Agency Formation Commission June 21, 2018.

She explained River Pines Public Utility District currently conducts Board election to fill Board vacancies pursuant to the Public Utility District Act. River Pines Public Utility District annexed properties located in El Dorado County. Although the District is located in Amador County, pursuant to Elections Code, if a Special District is in more than one county, the Special District must approve all counties to hand the election.

Resolution 2019-04 was submitted for consideration to approval El Dorado and Amador Election Department to Handle the District's November 2019 Election.

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

Motion by Vice-Chairman Ebbinghausen, seconded by Board Member Miller, and carried by a 5 to 0 vote to approve Resolution 2019-04 Approval of El Dorado and Amador Election Department to Handle the District's November 2019 Election. Motion passed by the following vote:

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

b. Account 71006 Request for Credit for Leak. Discussion/Action.

General Manager Bingham reported Account 71-006 submitted a request for credit on their account for the months of December and January. She recommended to hold the discussion on this item until after item c.

Resolution 2019-05 -Policy for Billing Adjustment Credits Due to Water Leaks has been discussed and action taken.

c. Resolution 2019-05 – Policy for Billing Adjustment Credits Due to Water Leaks. Discussion/Action.
No written report was submitted on this item. General Manager reported Resolution 2019-05 – Policy for Billing Adjustment Credits Due to Water Leaks was prepared to establish policies that encourage conservation of water and prompt repair of know water leaks on customers’ properties. This policy would establish an equitable policy to provide for billing adjustment credits granted as a result of a water leak.

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

After considerable discussion it was the consensus of the Board to table this item to the October 16 meeting in order to amend the verbiage in the conditions presented in Resolutions 2019-05.

b. Account #71-006 Request for Credit for Leak. Discussion/Action.

General Manager Bingham reported Account #71-006 submitted a request for credit on their account for the months of December and January. According to the customer when the December and January meters were read, they were not notified they had a leak. In December 2019 Amador Water Agency has a new employee read the meters, being new to this position he failed to alert this customer of his leak. However, he did notify other customers but this one slipped by. During the January meter reads this customer was properly notified by the AWA meter reader and the leak was fixed immediately.

Example of customers usage: November water usage was 1,630 gallons and February’s water usage was \$1,250 gallons. December’s invoice was in the amount of \$305.25 – 21,600 gallons and January’s invoice was in the amount of \$394.75 – 26,410 gallons.

General Manager Bingham reported the customer paid December’s invoice in full and amortized January’s invoice over the District’s Policy of 6 months.

Chairman Raymond opened the public discussion. Nel Raymond spoke against issuing a credit. Hearing no further comments from the public, Chairman Raymond closed the public discussion.

After considerable discussion on the conditions provided in Resolution 2019-05 the following motion was made.

Motion by Chairman Raymond, seconded by Vice-Chairman Ebbinghausen, and carried by a 5 to 0 vote to deny Account 71-006 Request for Credit. Motion passed by the following vote:

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

d. Clarification District Shut Off Procedures - Policy. Discussion/Action.

General Manager Bingham report a customer stated the District’s monthly invoice does not clearly illustrate to the customer when the water will be shut off and had requested clarification on the District’s Shut Off Procedures - Policy.

Chairman Raymond stated he did not see an issue with the District's Shut Off Procedures – Policy and inquired why was this on the agenda for clarification.

General Manager Bingham stated it was Rick Miller who requested this item.

Board Member Miller stated the monthly invoice does not clearly state to the customer the amount that is past due. The current invoice only states the date to pay by in order not to be shut off.

General Manager Bingham stated for the record: Late Notices are mailed on the 21st of every month, the customer has ten days to pay their invoice. Door Tags are hung on the main door to the house or attached to front gate if locked. Door tag clearly states the date in which they must pay before service is interrupted. This has been the routine and schedule since the General Manager assumed the billing ten years ago. All the customer must do is subtract the “current month's invoice amount” from the total amount reflected current invoice (which is the amount due in 10 days) the difference is the “past due amount” which generated the shut off procedures. A copy of the District's Shut Off Procedures - Policy that provided the required clarification was provided in the packet.

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

After considerable discussion – No Action was taken.

e. CDF's Use of District's Fire Hydrants. Discussion/Action.

No written report was submitted on this item. General Manager Bingham stated at the last meeting Vice-Chairman Ebbinghausen had inquired if California Department Forestry and Fire (CDF) was using the District's fire hydrants. She asked whether they are notifying the District when they use the hydrant and that they are being charged for their usage. It was reported to be an ongoing problem. CDF has been required to provide the gallons used from the fire hydrants and continue to neglect the District's requirement to provide this information. After consideration discuss staff was directed to place this item on the tonight's agenda for discussion and action.

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

After considerable discussion staff was directed to draft a Resolution regarding CDF's Use of District's Fire Hydrants. This item was tabled to the October 16 meeting for discussion and action.

f. Monitoring Well Drilling Update - Well Reporting Explanation. Discussion only.

No written report was submitted on this item.

No action taken.

g. Customer Request Copy of Well Reporting Email/Explanation. Discussion only.

No written report was submitted on this item. General Manager Bingham reported at the last meeting staff provided a copy of an email from Pat Dunn, NV5, regarding the monitoring wells and that this email was for information only no action was necessary.

The email stated the water quality which indicates the potential impacts from the WWTP the facility:

- a. Alkalinity is similar for all three wells with Nitrates as non-detect,
- b. Metal results are similar,
- c. Chloride and TDS elevated for all wells are total coliforms 430 > 1600. Fecal coliforms found in

MW-2. Elevated coliform is concerning for this site.

Staff was directed to contact Mr. Dunn for a better explanation of the findings and acronyms provided in the email.

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

No action was taken.

h. Pat Dunn, NV5 Contract Well Reporting Liaison. Discussion/Action.

General Manager Bingham reported Patrick Dunn NV5 presented the Proposal for the Preparation of the Chlorination Plan, Quarterly Ground Water Monitoring Reports at RPPID Wastewater Treatment Plant as requested. However, Mr. Dunn has recommended the Preparation of the Chlorination Plan, Quarterly Ground Water Monitoring Reports at RPPID 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. Nel Raymond spoke against issuing a credit. Hearing no further 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 deny NV5 Proposal for the Preparation of the Chlorination Plan, Quarterly Ground Water Monitoring Reports at RPPID Wastewater Treatment Plant. Motion passed by the following vote:

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

i. Eco-Green Program Assessment. Discussion/Action.

No written report was submitted on this item. General Manager Bingham reported Eco-Green performed the assessment to determine the benefits of all the rebates and incentives available for the District. Eco-Green will provide the assessment and will be submitted at the October 16 meeting for discussion and action.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion. After consideration discuss staff was directed to place this item on the next agenda for discussion and action.

No action taken.

j. Backflow Prevention Device Policy – By Laws. Discussion/Action.

No written report was submitted on this item. General Manager Bingham reported the Board approved the Cross-Connection Control Program – Backflow Prevention Packet at the last meeting.

General Manager provided the Policy 5110 -Cross-Connection Control/Backflow Prevention.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion. After consideration discuss staff was directed to place this item on the next agenda for discussion and action

After considerable discussion section 5110.0 – first sentence was amended to read:

All commercial and residential (new customers and or change of ownership) customers with water service are required to install and maintain a backflow prevention device to ensure that cross connections do not occur.

Motion by Chairman Raymond, seconded by Board Member Henry and carried by a 5 to 0 vote to approve Policy 5110 -Cross-Connection Control/Backflow Prevention as amend. Motion passed by the following vote:

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

k. New Water Disconnection Policy. Discussion only.

General Manager Bingham reported at the last meeting a copy of an article Prepared by Best Best & Krieger Attorneys at Law regarding New Restrictions on Residential Water Service Discontinuation in California. This new law applies to all urban and community water systems, public or private, that provides water to more than 200 service connections. Considering Senate Bill 998, water systems should carefully evaluate existing policies and procedures relating to delinquent accounts and discontinuation of water service, and update any necessary policies, procedures, ordinances or administrative code to ensure compliance with the new requirements. The new requirements will go into effect April 1, 2010.

General Manager Bingham provided a report outlining revision to consider regarding the District's Collections and Shut Off Policy and Associated Fees to comply with SB998.

Chairman Raymond opened the public discussion. Hearing no comments from the public, Chairman Raymond closed the public discussion. After consideration discuss staff was directed to place this item on the next agenda for continued discussion.

No action taken.

10. BOARD OF DIRECTORS COMMENTS/REPORTS: Discussion Only.

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

General Manager Bingham requested an item on the next agenda to discuss placing funds in the Capital Improvements accounts. She will provide the required qualifications and recommendations for consideration and action.

11. COMMITTEE COMMENTS/REPORTS: Continued Item.

- a. Solar Panel Committee. Discussion/Possible Action.
- b. Water Rights Committee. Discussion/Possible Action.

No action taken.

12. FUTURE AGENDA TOPICS:

- a. Account 71006 Request for Credit for Leak. Discussion/Action.
- b. 2018/2019 Annual Audit. Discussion/Action
- c. CDF's Use of District's Fire Hydrants. Discussion/Action.
- d. Monitoring Well Drilling Update - Well Reporting Explanation. Discussion only.
- e. Eco-Green Program Assessment. Discussion/Action.
- f. Capital Improvement Funds. Discussion/Action.

- g. Local Hazard Mitigation Plan Update. Discussion only.
- h. New Water Disconnection Policy. Discussion only.

13. ADJOURNMENT: The meeting adjourned at 7:42 p.m.

Respectively submitted,
Gisele Wurzbarger, Board Clerk

DRAFT