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[www.rppud.org](http://www.rppud.org)

**REGULAR AGENDA**  
**Wednesday, December 15, 2021 - 6:00 P.M.**

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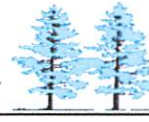
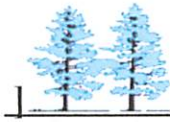
1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **AGENDA:** Approval of agenda for this date; all off-agenda items must be approved by the Board (pursuant to §54954.2 of the Government Code.)
5. **PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board now upon any subject within the jurisdiction of the Board; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note - there is a three (3) minute limit per topic.
6. **MINUTES: Discussion / Approval.**
  - a. November 17, 2021 Regular Meeting.
7. **CONSENT ITEMS:**
  - a. Monthly Financial Statements – Period Ending November 30, 2021.
  - b. Expenditure Report – Submitted Check Approval through November 30, 2021.
8. **MONTHLY OPERATIONS REPORT: Discussion.** Any matter requiring Action will be placed on and upcoming agenda for consideration.
  - a. Monthly Operations Report.
  - b. Monthly General Manager Report.
9. **BOARD MATTERS:** Discussion / Action / Direction to Staff.
  - a. Revision Board Clerk Contract. Discussion/Action.
  - b. Estimate Cost for Mirror on Shenandoah. Discussion/Action.
  - c. Account #86-013 Excess Water Usage. Discussion/Action.
10. **BOARD OF DIRECTORS COMMENTS/REPORTS:** Discussion Only.
  - a. Capital Improvements and general repairs necessary at the District. Continued Item.
11. **COMMITTEE COMMENTS/REPORTS:** Continued Item.

None

**12. FUTURE AGENDA TOPICS:** This is an opportunity for Board Members and District Staff to request matters to be placed on upcoming agendas.

**13. ADJOURNMENT** – The next Regular Meeting – January 19, 2022 at 6:00 p.m.

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**REGULAR MINUTES**

**Wednesday, November 17, 2021  
ACTION MINUTES**

**1. CALL TO ORDER:** The meeting was called to order by Chairman Christensen at 6:00 p.m.

**2. ROLL CALL: Via Phone**

Director Karla Christensen  
Director John Chapman  
Director Anita Ebbinghausen  
Director Roscoe Raymond

Candi Bingham, General Manager  
Gisele Wurzburger, Board Clerk – Via Phone

**ABSENT:** Director Patrick Henry

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

**4. AGENDA:**

**Motion by Vice-Chairman Raymond, seconded by Chairman Christensen and carried by a 4 to 0 vote to approve the Regular Agenda dated November 17, 2021 as presented. Motion passed by the following vote:**

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

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

None.

**6. MINUTES: Discussion / Approval.**

a. October 20, 2021 Regular Meeting.

**Motion by Chairman Christensen, seconded by Vice-Chairman Raymond, and carried by a 4 to 0 vote to approve the Minutes dated September 15, 2021 as presented. Motion passed by the following vote:**

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

b. October 27, 2021 Special Meeting.

**Motion by Vice-Chairman Raymond, seconded by Board Member Henry, and carried by a 4 to 0 vote to approve the Minutes dated October 27, 2021 as amended. Motion passed by the following vote:**

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

Board Member Henry arrived at 6:09 p.m.

**7. CONSENT ITEMS:**

a. Monthly Financial Statements - Period Ending October 31, 2021.

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

b. Expenditure Report - Submitted Check Approval through September 30, 2021.

Chairman Christensen inquired about the check 13669 to Board Clerk Wurzburger in the amount of \$150.00 because her contract stated \$300.00 per month.

General Manager Bingham reported that check was for attending and preparing the minutes for Special Meeting dated October 27, 2021. She requested Board Clerk Wurzburger attend in order to have minutes prepared to submit to the State on the approval of State Mandated Resolution 2021-01 Reimbursement. She noted for the record Board Clerk has always received \$300.00 per meeting and this time the Board was only charged \$150.00.

Board Clerk Wurzburger reported her contract was changed when the Board decided to only hold "one meeting per month". However, if the Board requires attendance at additional meetings in a given month there would be a \$300.00 charge. General Manager requested a revised contract will be submitted at the December meeting to reflect that change.

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

**Motion by Chairman Christensen, seconded by Board Member Chapman, and carried by a 5 to 0 vote to approve the Monthly Financial Statements and Expenditure Report - Period Ending October 31, 2021. Motion passed by the following vote:**

**AYES: Chapman, Christensen, Ebbinghausen, Henry, 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.

**October 1 thru October 31, 2021 Water Production/Sold Information:**

Well 2 - 214,000 gallons      Total Produced – 871,980 gallons

Well 3R – 413,400 gallons      Total Sold – 646,082 gallons

Well 6R – 243,580 gallons      Unaccounted Loss - 26%

Staff Hours: Water 60 hours

**October 1 thru October 31, 2021 Wastewater Production:**

Influent flow: 1,253,700 gallons      Effluent Discharged: 297,400 gallons

Staff Hours: Wastewater 65.5 hours

Chairman Christensen opened the public discussion. Hearing no comments from the public, Chairman Christensen 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 provided an update regarding item 1. Distribution Project. She reported the contract will be submitted to the District’s Attorney for review. Once the contract has been reviewed, the State will send it to the District for signatures and then it can be put out to Bid.

Board Member Ebbinghausen inquired about the placement of a mirror on Shenandoah. It was noted for the record that Amador Public Works stated that would be the responsibility of the Board or the customer request the mirror. Board Member Ebbinghausen request this matter be placed on the next agenda for discussion and possible action.,

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

**9. BOARD MATTERS: Discussion/Action.**

**a. Consider Letter of Interest and Appoint Director Position Vacancy. Continued Discussion.**

General Manager Bingham reported the District only received one Letter of Interest for the Director Position Vacancy (one year) from Eric Rewitzer.

Board Member Henry read his letter of resignation. “My elected term on the River Pines Public Utilities District has reached my contract of four years, and I will not be extending until 2022 elections. I am stepping down,

not quitting. Though when we all started this term we may not be the best of friends, but by working with all of you on so many important projects I've come to call you all my friends. I continue to wish you all the best in getting our new water system, and doing the important work that we do for our community. I've learned so much about water and sewer systems that I will never forget...And I will continue to support you all in your work.”

The Board thanked Board Member Henry for his dedicated service on the River Pines Public Utility District.

Eric Rewitzer, provided a background and his interest in being appointed to the vacant Director position.

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

**Motion by Vice-Chairman Raymond, seconded by Chairman Christensen, and carried by a 5 to 0 vote to appoint Eric Rewitzer as the new River Pines Public Utility District Director. Motion passed by the following vote:**

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

Board Clerk Wurzburger requested Patrick Henry complete FPPC Form 700 – Leaving Office and submitted to the Amador County Elections Office.

Board Clerk Wurzburger also requested Eric Rewitzer complete FPPC Form 700 – Assuming Office and submitted to the Amador County Elections Office.

**b. Administer Oath of Office New Direction. Action.**

Board Clerk Wurzburger administer the Oath of Office and sworn in newly appointed Board Member Eric Rewitzer.

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

Patrick Henry stepped down and Eric Rewitzer took his seat on the Board.

**c. Appoint Chairman and Vice-Chairman. Discussion/Action.**

**Motion by Chairman Christensen, seconded by Board Member Chapman, and carried by a 5 to 0 vote to appoint Board Member Raymond as Chair. Motion passed by the following vote:**

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

**Motion by Board Member Ebbinghausen, seconded by Chairman Raymond, and carried by a 5 to 0 vote to appoint Board Member Christensen as Vice-Chair. Motion passed by the following vote:**

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

**d. Account #86-013 Excess Water Usage. Discussion/Action.**

General Manager Bingham reported account 86-013 contacted the District regarding the water usage they were billed on their September 30<sup>th</sup> invoice. The were charged for 18,136 gallons of water and their average water usage is 6,832 gallons of water per month.

The Customer's Requests for the Record:

1. This matter be place on the agenda for Board consideration.
2. Requesting September's invoice be recalculated and only be charged their average usage.
3. Requesting September's late fee be removed.

General Manager Bingham noted for the record:

1. The customer is refusing to pay for September's water usage they claim they did not use.
2. The customer has not paid September or October's invoices.
3. The customer was billed a late fee for September.
4. Staff informed the customer she would contact Amador Water Agency and request their meter be check to make sure it was measuring correctly and that was all staff could do at this time.
5. Staff stated the August meter reads were estimated due to the fire; however, the actual reads were performed in the month of September. The reads were determined to be the correct usage thru the meter.
6. Staff requested Amador Water Agency (AWA) contact the customer to report their findings.
7. Staff informed the customer that these were Public Funds and Staff does not have the authority to reverse these charges
8. Staff suggested the customer request to be placed on the November's Agenda for Board consideration.

Chairman Raymond opened the public discussion. Serenity Nelson, was present to verbally discuss her request for consideration on September's meter reads. This information was provided in the staff report submitted by General Manager for consideration. Ms. Nelson stated she was getting the run around and poor customer service.

Board Clerk Wurzburger noted for the record Ms. Nelson did not provide a written request for consideration.

Board Member Christensen stated maybe the meter read was transposed. She further stated General Manager Bingham has been known to be rude to our customers.

General Manager Bingham reported all email correspondence between staff and the customer was emailed to each Board Member and Board Clerk Wurzburger. She inquired if the Board had actually read the emails because she did not believe she rude to Ms. Nelson – only stating the facts. She reported AWA provides the scanned hand written meter reads to the District each month. These reads are available for review in the office Wednesday and Thursday from 9:00 am to 3:00 p.m. Ms. Nelson never requested these reads from staff.

General Manager Bingham felt Board Member Christensen made an unfair statement about her character.

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

Chairman Raymond requested Ms. Nelson met with him at the District office to review the September meter reads. This item was continued to the December meeting for discussion/action. No action taken.

**e. Purchase of a Fire Hydrant Meter Lock.**

This item was continued to the December meeting. No action taken.

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

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

Nothing to report.

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

**12. FUTURE AGENDA TOPICS:**

- a. Revision Board Clerk Contract. Discussion/Action.
- b. Purchase of a Fire Hydrant Meter Lock. Discussion/Action.
- c. Estimate Cost for Mirror on Shenandoah. Discussion/Action.
- d. Account #86-013 Excess Water Usage. Discussion/Action.

**13. ADJOURNMENT:** The meeting adjourned at 7:42 p.m. to the scheduled meeting on December 15, 2021.



**River Pines Public Utility District**  
**Profit & Loss by Class**  
November 2021

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	Sewer	Water	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Base Fee Income			
Maintenance Fees	365.00	365.00	730.00
Sewer	15,923.80	0.00	15,923.80
Voluntary Lock-Off	105.00	105.00	210.00
Water	0.00	12,619.42	12,619.42
<b>Total Base Fee Income</b>	<b>16,393.80</b>	<b>13,089.42</b>	<b>29,483.22</b>
Interest Income	0.00	0.14	0.14
<b>Variable Income</b>			
Late Fees	52.41	52.41	104.82
Service Connection Fee	32.86	32.89	65.75
Water - Usage	0.00	3,862.05	3,862.05
<b>Total Variable Income</b>	<b>85.27</b>	<b>3,947.35</b>	<b>4,032.62</b>
<b>Total Income</b>	<b>16,479.07</b>	<b>17,036.91</b>	<b>33,515.98</b>
<b>Gross Profit</b>	<b>16,479.07</b>	<b>17,036.91</b>	<b>33,515.98</b>
<b>Expense</b>			
<b>Bank Charges</b>			
60400 - Bank Service Charges	4.50	4.50	9.00
<b>Total Bank Charges</b>	<b>4.50</b>	<b>4.50</b>	<b>9.00</b>
<b>Board Members</b>			
Stipends	225.00	225.00	450.00
<b>Total Board Members</b>	<b>225.00</b>	<b>225.00</b>	<b>450.00</b>
<b>Contracted Expenses</b>			
Board Clerk	150.00	150.00	300.00
Manager	2,104.26	2,104.28	4,208.54
Office Staff	728.12	728.13	1,456.25
<b>Total Contracted Expenses</b>	<b>2,982.38</b>	<b>2,982.41</b>	<b>5,964.79</b>
<b>Sewer Expenses</b>			
<b>Amador Water Agency</b>			
After Hour On-Call	244.00	0.00	244.00
Emergency Call-Out	343.48	0.00	343.48
Mandated State Reporting	157.28	0.00	157.28
Routine Service	2,554.09	0.00	2,554.09
<b>Total Amador Water Agency</b>	<b>3,298.85</b>	<b>0.00</b>	<b>3,298.85</b>
Electricity - Sewer	4,848.19	0.00	4,848.19
Repairs/Maintenance	152.72	0.00	152.72
SCADA Service	700.00	0.00	700.00
Sewer - Parts/Supplies	293.37	0.00	293.37
Telephone - Sewer	199.32	0.00	199.32
Testing - Sewer	62.00	0.00	62.00
<b>Total Sewer Expenses</b>	<b>9,554.45</b>	<b>0.00</b>	<b>9,554.45</b>
<b>Water/Distribution Expenses</b>			
<b>Amador Water Agency</b>			
After Hour On-Call	0.00	488.00	488.00
Customer Service	0.00	34.47	34.47
Emergency Call-Out	0.00	731.57	731.57
Mandatory State Reporting	0.00	235.90	235.90
Operation Repairs	0.00	715.81	715.81
Routine Service	0.00	1,864.47	1,864.47
<b>Total Amador Water Agency</b>	<b>0.00</b>	<b>4,070.22</b>	<b>4,070.22</b>
Electricity - Water	0.00	4,227.73	4,227.73

**River Pines Public Utility District**  
**Profit & Loss by Class**  
**November 2021**

	Sewer	Water	TOTAL
Parts/Supplies	0.00	78.98	78.98
Repair/Maintenance	0.00	83.53	83.53
SCADA Service	0.00	300.00	300.00
Telephone - Water	0.00	195.04	195.04
Water Testing	0.00	196.00	196.00
<b>Total Water/Distribution Expenses</b>	<b>0.00</b>	<b>9,151.50</b>	<b>9,151.50</b>
<b>64900 · Office Expenses</b>			
Postage/Shipping	4.35	4.35	8.70
Software	299.08	299.09	598.17
Website Service	25.00	25.00	50.00
<b>Total 64900 · Office Expenses</b>	<b>328.43</b>	<b>328.44</b>	<b>656.87</b>
<b>66700 · Professional Fees</b>			
Security Service/Maintenance	150.00	150.00	300.00
<b>Total 66700 · Professional Fees</b>	<b>150.00</b>	<b>150.00</b>	<b>300.00</b>
<b>68600 · Utilities</b>			
Disposal	54.42	54.42	108.84
Electricity - Office	0.00	41.91	41.91
Electricity - Town Hall	41.91	0.00	41.91
Electricity - Street Lights	104.82	104.82	209.64
68100 · Telephone - Office	29.03	29.04	58.07
<b>Total 68600 · Utilities</b>	<b>230.18</b>	<b>230.19</b>	<b>460.37</b>
<b>Total Expense</b>	<b>13,474.94</b>	<b>13,072.04</b>	<b>26,546.98</b>
<b>Net Ordinary Income</b>	<b>3,004.13</b>	<b>3,964.87</b>	<b>6,969.00</b>
<b>Other Income/Expense</b>			
Other Income			
Wireless Site Lease	250.00	250.00	500.00
<b>Total Other Income</b>	<b>250.00</b>	<b>250.00</b>	<b>500.00</b>
Other Expense			
Monitor Wells - Sewer	1,317.00	0.00	1,317.00
<b>Total Other Expense</b>	<b>1,317.00</b>	<b>0.00</b>	<b>1,317.00</b>
<b>Net Other Income</b>	<b>-1,067.00</b>	<b>250.00</b>	<b>-817.00</b>
<b>Net Income</b>	<b>1,937.13</b>	<b>4,214.87</b>	<b>6,152.00</b>

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**River Pines Public Utility District**  
**Account QuickReport-Board Meetings**  
As of November 30, 2021

Type	Date	Num	Name	Memo	Amount
<b>Bank Accounts</b>					
<b>El Dorado Checking</b>					
Check	11/01/2021		Candi Bingham		-2,104.17
Deposit	11/01/2021			Deposit	221.78
Check	11/02/2021		GetStreamline	District Website	-50.00
Check	11/02/2021		Mission IT Solutions	Office Computer Security update...	-300.00
Check	11/02/2021		Michelle Foyil	Office Staff - two weeks plus extr...	-850.00
Check	11/02/2021		Google Services		-36.00
Deposit	11/02/2021			Deposit	404.78
Deposit	11/03/2021			Deposit	452.20
Check	11/05/2021		PG&E - Sewer	8721806002-5	-4,848.19
Check	11/05/2021		PG&E - Water 2	2458584137-2	-1,856.85
Check	11/05/2021		PG&E - Water	3357284549-4	-2,370.88
Check	11/05/2021		PG&E - Street Lights	7368064062-7	-209.64
Check	11/05/2021		PG&E - Office/Tow...	6898952032-2	-83.82
Deposit	11/05/2021			Deposit	1,248.18
Check	11/08/2021		Adobe PDF		-14.99
Deposit	11/08/2021			Deposit	640.99
Deposit	11/09/2021			Deposit	148.45
Deposit	11/09/2021			Deposit	524.63
Deposit	11/10/2021			Deposit	918.80
Deposit	11/10/2021			Deposit	218.00
Check	11/12/2021		Aces Waste Servic...	1175	-108.84
Deposit	11/12/2021			Deposit	520.71
Bill Pmt -Check	11/14/2021	13670	Amador Water Age...	30018	-7,498.05
Bill Pmt -Check	11/14/2021	13671	Anita Ebbinghausen	Stipend - November 2021	-75.00
Bill Pmt -Check	11/14/2021	13672	Brent Stewart, P.E.	Alarm Monitoring	-1,000.00
Bill Pmt -Check	11/14/2021	13673	California Bank & T...	1030264749	-890.00
Bill Pmt -Check	11/14/2021	13674	california Laborator...	Testing	-1,575.00
Bill Pmt -Check	11/14/2021	13675	Eric Rewitzer'	Stipend - November 2021	-75.00
Bill Pmt -Check	11/14/2021	13676	Gisele L. Wurzbarger	Board Clerk - November 2021	-300.00
Bill Pmt -Check	11/14/2021	13677	John Chapman	Stipend - November 2021	-75.00
Bill Pmt -Check	11/14/2021	13678	Karla Christensen	Stipend - November 2021	-75.00
Bill Pmt -Check	11/14/2021	13679	Pacific Water Reso...	Parts - lift station	-293.37
Bill Pmt -Check	11/14/2021	13680	Patrick Henry	Stipend - November 2021	-75.00
Bill Pmt -Check	11/14/2021	13681	Rocky Raymond	Stipend - November 2021	-75.00
Bill Pmt -Check	11/14/2021	13682	sierra Foothill Fire ...		-167.05
Bill Pmt -Check	11/14/2021	13683	Smith & Loveless Inc.	Freight/Parts - Sewer	-19.20
Deposit	11/15/2021			Deposit	7,397.62
Check	11/15/2021		Candi Bingham		-2,104.37
Check	11/15/2021		USPS		-8.70
Check	11/15/2021		Michelle Foyil		-606.25
Check	11/15/2021		AT&T - Sewer	209 245-3984 701 9	-199.32
Check	11/15/2021		AT&T - Water	209 245-4011 722 0	-195.04
Deposit	11/16/2021			Deposit	149.59
Deposit	11/16/2021			Deposit	166.50
Deposit	11/16/2021			Deposit	571.30
Deposit	11/17/2021			Deposit	335.24
Deposit	11/18/2021			Deposit	150.00
Deposit	11/18/2021			Deposit	2,147.55
Deposit	11/18/2021			Deposit	2,056.52
Deposit	11/18/2021			Deposit	585.71
Deposit	11/19/2021			Deposit	545.91
Deposit	11/22/2021			Deposit	711.84
Deposit	11/23/2021			Deposit	1,147.06
Deposit	11/23/2021			Deposit	760.18
Deposit	11/23/2021			Deposit	1,013.32
Deposit	11/24/2021			Deposit	3,924.95
Deposit	11/24/2021			Deposit	1,821.34
Deposit	11/26/2021			Deposit	302.36
Deposit	11/26/2021			Deposit	162.93
Check	11/29/2021		RingCentral		-58.07
Check	11/30/2021		Carbonite	Yearly - offsite backup subscrip...	-547.18
Check	11/30/2021		Eldorado Savings B...		-9.00
Deposit	11/30/2021			Deposit	0.14
Total El Dorado Checking					494.60

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## River Pines Department Report

November 1 – November 30, 2021

### Water Production/Sold

Well 2	213,400 gallons	Total Produced:	901,891 gallons
Well 3R:	408,200 gallons	Total Sold:	553,721 gallons
Well 6R:	280,291 gallons	Unaccounted Loss:	39%

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### **Regulatory Compliance Specialist-**

- Submitted October monthly water report
- Submitted October monthly wastewater reports and no spill report for CIWQS
- Coordinating backflow device testing with water operator

### **Wastewater-**

- Influent flow **1,276,200 gallons**. Effluent Discharged **1,084,200 gallons**.
- Cleaned vacuum system at Slate Creek
- Checked and monitored the collection systems.

### **Water Treatment / Distribution –**

- Wells 2/3R continue to perform well with some but not significant aquifer drawdown. Water demand decrease with seasonal change is helping with this as well.
- Staff completed installation of new chlorine bulk tank at the River Pines maintenance building and will work with chemical provider to fill and start utilizing.

Staff Hours: Water hrs. 28.5      WW hrs. 55.5

Prepared by: Linda Nafus, Administrative Assistant II

Reviewed by: Rick Ferriera, Operations and Maintenance Manager



# RIVER PINES PUBLIC UTILITY DISTRICT



22900 Canyon Ave., PO BOX 70, River Pines, CA 95675  
Phone: (209) 245-6723 Fax: (209) 245-5710 Email: RPPUD@RPPUD.org

## AGENDA ITEM – 8B

### GENERAL MANAGER’S REPORT

#### For the Month of November/December 2021

1. **Distribution Project** – state asked me for the District’s attorney. I forwarded them the information and they are now in contact. State will be sending our contract for the distribution project to our attorney for review.
2. **California Water Board** – state approved our application for COVID relief funds. Check should arrive any day. Once I receive the check, the amounts will be applied to the customers accounts. It is then required that I send each customer a letter notifying them of the funds. I then must send all backup documents to the state proving the funds were used appropriately.
3. **Public Works** – Public Work supervisor emailed me regarding the mirrors in RP. He stated that the property owner that is affected must install the mirrors.
4. **Contacted CalFire Youth Camp** – they have not returned for any more clearing. After the holidays I will reach out to the captain and touch base.
5. **Town Hall** – I have instructed the office staff to have the town hall rekeyed. There should be two Board members with a key and AA. Town Hall will be rekeyed Thursday, December 16.
6. **Liens** – office staff is filing seven liens on Wednesday, December 15<sup>th</sup> totaling \$12,391.91. With many properties recently changing owners in RP, a few lien releases have been filed and some delinquent accounts have been brought current
7. **AWA Payments** – customers may no longer take their payments to AWA with office staff now available in RP.
8. Bank Deposits – myself and office staff
9. Monthly Billing & Monthly Late Notices
10. Monthly 48 Hour Notices
11. Agenda & Packets

9a

THIS INDEPENDENT CONTRACT AGREEMENT  
DATED – February 20, 2021

River Pines Public Utility District (Client)  
22900 Canyon Ave.  
River Pines, CA 95675

AND

Gisele Wurzbarger (Contractor)  
78 Dorsey Lane  
Coleville, CA 96170

Revised December 15, 2021

**BACKGROUND:**

The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide service to the Client.

The Contactor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the “Party” and collectively the “Parties” to this Agreement) agree as follows:

**Services Provided:**

- a. The Client hereby agrees to engage the Contractor to provide services (the “Services”) consisting of: **REMOTE BOARD CLERK.**
- b. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Service to the Client: **COMPLETE AGENDA AND PREPARE MINUTES OF BOARD FOR SAID MEETING.**

**Terms of Agreement:**

The term of this Agreement (the “Term”) will begin on the date of this Agreement and will remain in full force and effect until February 24, 2023, subject to earlier termination as provided in this Agreement. The Terms of this Agreement may be extended by mutual written agreement to the other Party. In the event either Party chooses to terminate this Agreement prior to February 24, 2023, that Party will be required to provide at least 30 days’ notice to the other Party.

**Compensation:**

For the services rendered by the Contractor as required by this Agreement, the Client will provide compensation "the Compensation") to the Contractor at the rate of **\$300.00** per meeting.

The Compensation will be payable, while this Agreement is in force, according to the following payment terms: **Pay upon completion of Monthly Minutes.**

The Contractor will not be reimbursed for expenses incurred by the Contractor in connection with providing the Agenda and Minutes of said meetings.

**Confidentiality:**

The Contractor agrees that it will not disclose, divulge, reveal, report or use, for the purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Client. The obligation will survive the expiration or termination of this Agreement and will continue indefinitely.

**Indemnification:**

The Client agrees to hold the Contractor hold harmless for any loss or damage for services provided under this Agreement.

**IN WITNESS WHEREOF** the Parties have duly affixed their signatures under hand and seal on this 15<sup>th</sup> day of December 2021.

River Pines Public Utility District

Signed: \_\_\_\_\_  
Chairman

Signed: \_\_\_\_\_  
Gisele Wurzbarger