

## REGULAR AGENDA

**Wednesday, August 16, 2023 - 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. July 19, 2023 Regular Meeting.
- 7. CONSENT ITEMS:**
  - a. Monthly Financial Statements – Period Ending July 31, 2023.
  - b. Expenditure Report – Submitted Check Approval through July 31, 2023.
- 8. MONTHLY OPERATIONS REPORT: Discussion.** Any matter requiring Action will be placed on and upcoming agenda for consideration.
  - a. Monthly Operations Report - Period Ending July 31, 2023.
  - b. Monthly General Manager Report - Period Ending July 31, 2023
- 9. BOARD MATTERS:** Discussion / Action / Direction to Staff.
  - a. Resolution for Deposal of Surplus Items. Discussion/Action
  - b. Design RPPUD Logo. 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.
  - a. Solar Panel Committee. Discussion/Possible Action.
  - b. Water Rights Committee. Discussion/Possible Action.
- 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 – September 18, 2023 at 6:00 p.m.

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**REGULAR MINUTES**

**Wednesday, July 19, 2023**

**ACTION MINUTES**

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

**2. ROLL CALL: Via Phone**

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

Candi Bingham, General Manager -Via Phone  
Leslie Garrett, Office Manager  
Gisele Wurzburger, Board Clerk – Via Phone

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

**4. AGENDA:**

**Motion by Board Member Christensen, seconded by Board Member Chapman, and carried by a 5 to 0 vote to approve the Regular Agenda dated July 19, 2023, as submitted.**

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

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

None

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

a. June 21, 2023, Regular Meeting.

**Motion by Vice-Chairman Rewitzer, seconded by Board Member Christensen, and carried by a 5 to 0 vote to approve the Minutes dated June 21, 2023 as amended. Motion passed by the following vote:**

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

**7. CONSENT ITEMS:**

- a. Monthly Financial Statements - Period Ending June 30, 2023.

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

- b. Expenditure Report - Submitted Check Approval through June 30, 2022.

Chairman Raymond closed the public discussion.

**Motion by Board Member Christensen, seconded by Chairman Raymond and carried by a 5 to 0 vote to approve the Monthly Financial Statements and Expenditure Report - Period Ending June 30, 2023. Motion passed by the following vote:**

**AYES: Chapman, Christensen, Ebbinghausen, Raymond, Rewitzer**  
**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.

**June 1 thru June 30, 2023 Water Production/Sold Information:**

Well 2 - 426,300 gallons      Total Produced - 1,431,840 gallons  
Well 3R - 710,900 gallons      Total Sold – 836,824 gallons  
Well 6R - 294,640 gallons      Unaccounted Loss – 42%  
Staff Hours: Water 81.75 hours

**June 1 thru June 30, 2023 Wastewater Production:**

Influent flow: 1,186,300 gallons      Effluent Discharged: 2,066,600 gallons  
Staff Hours: Wastewater 68.5 hours

- b. Monthly General Manager Report – Period Ending May/June 2023.

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

General Manager Bingham reported that she would keep a running total of ARPA balance. She noted June’s Profit and Loss Statement – net income shows a large net income due to the fact that Amador Water Agency invoice was paid in June.

Vice-Chairman Rewitzer suggest a letter of thanks for the ARPA Funding be sent to the Amador Board of Supervisors. Chairman Raymond stated that was an excellent idea and requested Vice-Chairman Rewitzer draft this letter and requested each Board Member sign the letter.

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

- a. **ARPA Funds – Discussion Potential Project Funding.** Discussion/Action

General Manager Bingham reported after the June Board meeting she reached out to the County to confirm the use of the ARPA Funds. These funds are to be used for sewer/water equipment and or repairs.

The sewer ponds are in dire need of new aerators/mixers. The cost for one aerator is \$14,271.00 plus tax and shipping. She reported the pond needs six (6) of these totaling \$85,626 without tax and shipping. She noted an ordered was placed for two (2). She noted a backup motor for the grinders was purchased for \$4,271.91.

General Manager stated after considering the cost of the aerator and motor she suggested to play it safe the District should hold off ordering any more equipment/supplies until we know the cost of the transducer.

Chairman Raymond suggested Item 9e. Well 6R Measuring Device be discussed under this item because both item will be funded by the ARPA Funds.

General Manager Bingham stated Well 6R has never had a measuring device. The State is now requiring districts to report their well water levels monthly. If the District does not purchase the measuring device and install it in the 6R Well there is a good chance the State could penalize the District for not giving measurements on our monthly reports. She also noted for the record Wells 2 and 3 do not produce enough water during this season and the District relies on Well 6R

An email from Joel Mottishaw, AWA reported the well was last updated in (1998), 25 years ago. He stated since the pump needs to be pulled for the transducer replacement AWA recommends replacing the pump, piping and electrical cables at the same time.

Rick Ferriera, AWA, Operations and Engineering Manager provided the following estimated quote.

Estimated cost to R&R the Well and add the Transducer:

Pump and Wire	\$7,800
3" casing pipe/fittings	\$8,000
16hr /Crane Service	\$3,200
AWA Staff Cost	\$6,300
Transducer and Pipe	<u>\$3,500</u>
Sub Cost Estimate Budget Only	\$28,800 X 15% cont. \$33,120

Adding a Transducer Only

AWA Staff Cost	\$3,000
Transducer and Pipe	\$3,500
Crane Cost	<u>\$1,600</u>
Sub Cost Estimate Budget Only	\$8,100 X 15% cont. \$9,315

Board Member Ebbinghausen and Board Member Christensen inquired why the District did not go out for bid for this project. General Manager Bingham stated the District did not have to go out for Bid because the District contracts with Amador Water Agency to take care of the District's maintenance/operations and compliance of State requirements. AWA will oversee the project and bill the District.

Board Member Christensen inquired if this project could be reimbursed through the Distribution Project. General Manager Bingham stated the Transducer is a capital improvement and was not included in Distribution Project.

Board Member Ebbinghausen stated she would recuse herself on the vote for Item 9e. Well 6R Measuring Device.

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

After considerable discussion the following two motions were made.

**Motion by Chairman Raymond, seconded by Vice-Chairman Rewitzer, and carried by a 5 to ) vote to Use of ARPA Funds for the New Aerators/Mixers One Purchased as submitted. Motion passed by the following vote:**

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

**Motion by Chairman Raymond, seconded by Vice-Chairman Rewitzer, and carried by a 3 to 2 vote (Board Member Ebbinghausen and Board Member Christensen voted No) to Approve use of ARPA Funds for the R&R the Well6R and add the Transducer in the estimated amount of \$33,120. Motion passed by the following vote:**

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

**b. Bid Quotes for Window Replacement. Discussion/Action**

General Manager Bingham reported stated was requested to obtain bid quotes for window replacement. Staff receive two written bids, one from Simonton in the amount of \$21,080.03 and ABC Auto Glass, DBA Glass Doctor of the Gold Country in the amount of \$11,467.67. The ARPA funds are not to be delegated for the Community Center.

Office Manager Garrett reported she received a verbal bid from Pioneer Glass and would receive their bid on Tuesday.

General Manager Bingham stated the recommendation was depending on cost, the District should start replacing a couple of windows at a time. It was suggested the lower room and then move to the main room and do one side and then the other. It was suggested paying for the windows directly.

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

After considerable discussion it was decided the District did not have the funds for the window replacement project.

No action was taken. This item was tabled pending further investigation of what windows should be replaced.

**c. River Pines Murals Update. Discussion/Action**

General Manager Bingham stated nothing had been submitted on this item.

Vice Chairman Rewitzer reported there was nothing to report at this time.

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

No action was taken. This item will be taken off the Agenda until additional information is available.

**d. Resolution for Surplus Tables and Chairs.** Discussion/Action  
General Manager Bingham noted Resolution was for Surplus Tables and Chairs. The Resolution would also include all surplus items the District needed to disposed of.

For the record the Resolution for Surplus was not provided in the Board Packet.

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

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

**e. Well 6R Measuring Device.** Discussion/Action  
This item was discussed and approve under 9a. ARPA Funds – Discussion Potential Project Funding.

**f. Design RPPUD Logo.** Discussion/Action.  
General Manager Bingham stated nothing had been submitted on this item.

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

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

**10. BOARD OF DIRECTORS COMMENTS/REPORTS:** Discussion Only.  
**a. Capital Improvements and general repairs necessary at the District.** Continued Item.  
Board Member Ebbinghausen stated AWA staff dropped off the sampling water bottles, however there was some confusion as to the date they would be picked up.

General Manager Bingham stated the samples are not random – the State has a list of customers providing the sampling. The pickup date that sampler should use is the actual date listed on the paperwork provided with the sample bottle.

General Manager Bingham stated she would be closing the Idaho mailbox and mail will no longer be accepted at that location. She noted this information was provided on the invoice billing.

**11. COMMITTEE COMMENTS/REPORTS:** Continued Item.  
**a. Solar Panel Committee.** Discussion/Possible Action. Nothing to report.  
**b. Water Rights Committee.** Discussion/Possible Action.

**12. FUTURE AGENDA TOPICS:**  
1. Resolution for Deposal of Surplus Items.  
2. Design RPPUD Logo.

**ADJOURNMENT:** The meeting adjourned at 7:11 p.m. to the scheduled meeting on August 16, 2023.

**Bank Ending Balances - July 31, 2023**

Main Checking	\$7,974.06
Capital Account	\$30,685.22
Laif Account	\$171,593.10

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**River Pines Public Utility District**  
**Profit & Loss by Class**  
 July 2023

	Sewer	Water	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Amador County Auditor's Warrant</b>			
HO & Timber Tax	27.39	0.00	27.39
<b>Total Amador County Auditor's Warrant</b>	27.39	0.00	27.39
<b>Base Fee Income</b>			
Maintenance Fees	315.00	315.00	630.00
Sewer	16,337.55	0.00	16,337.55
Voluntary Lock-Off	87.50	87.50	175.00
Water	0.00	12,936.82	12,936.82
<b>Total Base Fee Income</b>	16,740.05	13,339.32	30,079.37
<b>Variable Income</b>			
Door Hanger Fee	0.00	20.00	20.00
Late Fees	278.54	290.86	569.40
Water - Usage	0.00	5,312.29	5,312.29
<b>Total Variable Income</b>	278.54	5,623.15	5,901.69
<b>Total Income</b>	17,045.98	18,962.47	36,008.45
<b>Gross Profit</b>	17,045.98	18,962.47	36,008.45
<b>Expense</b>			
<b>Board Members</b>			
Salary	187.50	187.50	375.00
<b>Total Board Members</b>	187.50	187.50	375.00
<b>Contracted Expenses</b>			
Board Clerk	300.00	300.00	600.00
Manager	2,107.34	2,107.34	4,214.68
<b>Total Contracted Expenses</b>	2,407.34	2,407.34	4,814.68
<b>Payroll</b>			
Employee	943.96	943.97	1,887.93
Taxes	226.93	226.94	453.87
<b>Total Payroll</b>	1,170.89	1,170.91	2,341.80
<b>Sewer Expenses</b>			
<b>Amador Water Agency</b>			
After Hour On-Call	490.00	0.00	490.00
Mandated State Reporting	193.16	0.00	193.16
Operation Repairs	2,345.00	0.00	2,345.00
Routine Service	6,695.87	0.00	6,695.87
<b>Total Amador Water Agency</b>	9,724.03	0.00	9,724.03
Chemicals	287.47	0.00	287.47
Equipment Rental	1,864.98	0.00	1,864.98
SCADA Service	700.00	0.00	700.00
Telephone - Sewer	44.35	0.00	44.35
<b>Total Sewer Expenses</b>	12,620.83	0.00	12,620.83
<b>Water/Distribution Expenses</b>			
<b>Amador Water Agency</b>			
After Hour On-Call	0.00	500.00	500.00
Customer Service	0.00	78.00	78.00
Meter Reading	0.00	545.00	545.00
Operation Repairs	0.00	2,136.00	2,136.00
Routine Service	0.00	3,702.08	3,702.08
<b>Total Amador Water Agency</b>	0.00	6,961.08	6,961.08
Chlorine	0.00	287.48	287.48



**River Pines Public Utility District**  
**Profit & Loss by Class**  
**July 2023**

	<u>Sewer</u>	<u>Water</u>	<u>TOTAL</u>
Parts/Supplies	0.00	1,080.00	1,080.00
SCADA Service	0.00	300.00	300.00
Telephone - Water	0.00	402.10	402.10
Water Testing	0.00	873.00	873.00
<b>Total Water/Distribution Expenses</b>	<b>0.00</b>	<b>9,903.66</b>	<b>9,903.66</b>
<b>63300 · Insurance Expense</b>			
Insurance - Property/Liability	1,525.50	1,525.50	3,051.00
<b>Total 63300 · Insurance Expense</b>	<b>1,525.50</b>	<b>1,525.50</b>	<b>3,051.00</b>
<b>64900 · Office Expenses</b>			
Equipment	104.50	104.50	209.00
Maintenance/Improvements	62.50	62.50	125.00
Postage/Shipping	193.82	193.83	387.65
Software	49.49	49.50	98.99
Supplies	194.96	194.96	389.92
Website Service	31.50	31.50	63.00
<b>Total 64900 · Office Expenses</b>	<b>636.77</b>	<b>636.79</b>	<b>1,273.56</b>
<b>66700 · Professional Fees</b>			
Legal Expenses	0.00	760.00	760.00
Security Service/Maintenance	330.00	330.00	660.00
<b>Total 66700 · Professional Fees</b>	<b>330.00</b>	<b>1,090.00</b>	<b>1,420.00</b>
<b>68600 · Utilities</b>			
Disposal	60.31	60.31	120.62
68100 · Telephone - Office	29.09	29.10	58.19
<b>Total 68600 · Utilities</b>	<b>89.40</b>	<b>89.41</b>	<b>178.81</b>
<b>Total Expense</b>	<b>18,968.23</b>	<b>17,011.11</b>	<b>35,979.34</b>
<b>Net Ordinary Income</b>	<b>-1,922.25</b>	<b>1,951.36</b>	<b>29.11</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>
<b>Net Other Income</b>	<b>250.00</b>	<b>250.00</b>	<b>500.00</b>
<b>Net Income</b>	<b>-1,672.25</b>	<b>2,201.36</b>	<b>529.11</b>

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**River Pines Public Utility District**  
**Account QuickReport-Board Meetings**  
 As of July 31, 2023

Type	Date	Num	Name	Memo	Amount
<b>Bank Accounts</b>					
<b>El Dorado Checking</b>					
Check	07/03/2023	debit	Google Services	District Emails	-54.00
Check	07/03/2023	debit	Candi Bingham		-2,107.34
Deposit	07/03/2023			Deposit	429.54
Check	07/03/2023	14113	USPS	4 rolls of stamps - office	-378.00
Bill Pmt -...	07/05/2023	14148	Amador Water Agency	30018	-12,620.08
Bill Pmt -...	07/05/2023	14149	Colantuono, Highsmith & Whall...		-760.00
Bill Pmt -...	07/05/2023	14150	Dustin Myer	Weed Eating - Park and Shop ...	-125.00
Bill Pmt -...	07/05/2023	14151	Gisele L. Wurzburger	June Board Clerk	-300.00
Bill Pmt -...	07/05/2023	14152	Mission IT Solutions	Security License	-600.00
Bill Pmt -...	07/05/2023	14153	Staples	Ink	-389.92
Deposit	07/05/2023			Deposit	976.57
Deposit	07/05/2023			Deposit	300.00
Deposit	07/05/2023			Deposit	677.65
Deposit	07/06/2023			Deposit	960.53
Check	07/06/2023	debit	Adobe PDF		-19.99
Check	07/06/2023	debit	GetStreamline	Website	-63.00
Check	07/06/2023	debit	Aces Waste Services, Inc.	1175	-120.62
Check	07/06/2023	debit	Leavitt United Insurance Servic...	Liability Insurancce - 23/24	-3,051.00
Deposit	07/06/2023			Deposit	448.18
Deposit	07/07/2023			Deposit	1,054.16
Check	07/07/2023	debit	RJPro	Computer Service	-209.00
Deposit	07/07/2023			Deposit	651.46
Check	07/10/2023	debit	Tax Impound		-46.79
Deposit	07/10/2023			Deposit	328.25
Deposit	07/11/2023			Deposit	129.35
Deposit	07/11/2023			Deposit	402.00
Deposit	07/11/2023			Deposit	1,495.60
Deposit	07/12/2023			Deposit	567.22
Deposit	07/13/2023			Deposit	4,225.47
Deposit	07/13/2023			Deposit	1,092.14
Check	07/14/2023	debit	Leslie Garrett	Office Manager - Payroll	-864.10
Deposit	07/14/2023			Deposit	253.07
Check	07/17/2023	debit	AT&T - Sewer	209 245-3984 701 9	-44.35
Check	07/17/2023	debit	AT&T - Water	209 245-4011 722 0	-402.10
Check	07/17/2023	debit	Candi Bingham		-2,107.34
Deposit	07/17/2023			Deposit	1,240.97
Deposit	07/18/2023			Deposit	3,031.91
Check	07/18/2023	debit	Tax Impound	Employer's payroll tax - Quart...	-407.08
Deposit	07/18/2023			Deposit	478.42
Deposit	07/18/2023			Deposit	700.23
Deposit	07/18/2023			Deposit	304.93
Bill Pmt -...	07/19/2023	14154	Amador Water Agency	30018	-7,010.01
Bill Pmt -...	07/19/2023	14155	Anita Ebbinghausen	Salary - July	-75.00
Bill Pmt -...	07/19/2023	14156	Brent Stewart, P.E.	Alarm Monitoring	-1,000.00
Bill Pmt -...	07/19/2023	14157	California Bank & Trust	1030264749	-890.00
Bill Pmt -...	07/19/2023	14158	california Laboratory Services	Testing	-464.00
Bill Pmt -...	07/19/2023	14159	Database Systems Corp.		-25.00
Bill Pmt -...	07/19/2023	14160	Eric Rewitzer	Salary - July	-75.00
Bill Pmt -...	07/19/2023	14161	Gisele L. Wurzburger	July 2023 - Board Clerk	-300.00
Bill Pmt -...	07/19/2023	14162	John Chapman	Salary - July	-75.00
Bill Pmt -...	07/19/2023	14163	Karla Christensen	Salary - July	-75.00
Bill Pmt -...	07/19/2023	14164	Mission IT Solutions		-150.00
Bill Pmt -...	07/19/2023	14165	Rocky Raymond	Salary- July 2023	-75.00
Bill Pmt -...	07/19/2023	14166	california Laboratory Services	Testing	-409.00
Bill Pmt -...	07/19/2023	14167	Mission IT Solutions		-60.00
Deposit	07/19/2023			Deposit	147.12
Deposit	07/20/2023			Deposit	3,078.05
Deposit	07/20/2023			Deposit	1,910.19
Check	07/21/2023	debit	USPS		-9.65
Deposit	07/21/2023			Deposit	1,351.92
Deposit	07/24/2023			Deposit	3,084.40
Check	07/25/2023	debit	AGP Propane	Chlorine Tank Refill	-574.95
Deposit	07/25/2023			Deposit	637.32
Check	07/26/2023	debit	Leslie Garrett	Office Manager	-1,023.83
Check	07/26/2023	debit	RingCentral		-58.19
Deposit	07/26/2023			Deposit	400.00

**River Pines Public Utility District**  
**Account QuickReport-Board Meetings**  
As of July 31, 2023

Type	Date	Num	Name	Memo	Amount
Deposit	07/27/2023			Deposit	302.05
Deposit	07/28/2023			Deposit	170.48
Deposit	07/31/2023			Deposit	350.36
Total El Dorado Checking					-5,839.80
Total Bank Accounts					-5,839.80
<b>TOTAL</b>					<b>-5,839.80</b>

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## River Pines Department Report

July 2023

### Water Production/Sold

Well 2:	428,000 gallons	Total Produced:	1,335,552 gallons
Well 3R:	645,220 gallons	Total Sold:	892,757 gallons
Well 6R:	262,332 gallons	Unaccounted Loss:	33%

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### **Regulatory Compliance Specialist**

- Monthly water and wastewater reporting
- Lead and copper testing completed and results mailed to customers

### **Wastewater**

- Influent flow 903,600 gallons. Effluent Discharged 1,165,200 gallons.
- Monitor collection system and jetted as needed

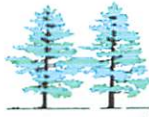
### **Water Treatment / Distribution**

- Routine operation, maintenance and sampling

Staff Hours: 46.5 Water hrs.    24.5 Wastewater hrs.

**Prepared by:** Operations Department Staff

**Reviewed by:** Rick Ferreira, Operations and Engineering 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 July/August 2023

**1. Filed Administrative Report** – this report is required yearly to the state. This report tells the state how many employees the district has and how the Board is being compensated.

**2. FEMA** – still waiting on them to process our projects.

**3. Building Roofs** – since these will not be covered by FEMA, I have instructed Leslie to compare the quotes to replace the roofs with the district’s deductible. If the roof replacement is less or close to the district’s deductible, then I will place this item on the agenda for September for the Board to discuss.

**4. Idaho Post Office Box** – has been officially closed out. I completed three forwards for the three different possible addresses. I have instructed the office manager to inform any customers who are wondering where their payment may be and why it has not cleared their bank account (if it was sent to Idaho, it is going through forwarding or being returned).

1. Bank Deposits – office staff
2. Monthly Billing & Monthly Late Notices
3. Monthly 48 Hour Notices – Training Office Manager how to do
4. Agenda & Packets
5. Monitor Office Staff

9a

**RESOLUTION NO. 02-2023**  
**RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE RIVER PINES PUBLIC UTILITY DISTRICT**  
**ADOPTING SURPLUS PERSONAL PROPERTY POLICY**

WHEREAS, the River Pines Public Utility District (the “District”) desires to establish a surplus property policy.

NOW, THEREFORE, the Board of Directors of the District (the “Board”) hereby approves the following surplus property policy:

**Determination of Surplus Property**

The term “surplus property” shall mean any property other than real property that is no longer needed or usable by the District. The General Manager shall annually review the District’s equipment and inventory and complete a surplus property form for each item deemed surplus. The General Manager shall present a list of surplus property to the Board for its review and approval prior to disposition of the property.

**Methods of Disposition**

The General Manager is responsible for the disposition of District surplus property. Once the Board has approved the list of surplus property, the General Manager shall determine which of the following methods of disposition to use; the priority for disposition shall be in the order listed below:

1. Trade In – Property declared as surplus may be offered as a trade-in for credit toward the acquisition of new property. All trade-in offers will be submitted for the review and approval of the General Manager.
2. Return to Manufacturer – Surplus property may, when possible, be returned to the manufacturer for buy-back or credit toward the purchase of new property.
3. Sale – The District may offer surplus property for sale. All surplus property is for sale “as-is” and “where-is” with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility, or usability of the property offered for sale.  
Appropriate methods of sale are as follows:
  - a. Public Auction – Surplus property may be sold at public auction. The District may contract with a professional auctioneer.
  - b. Sealed Bids – Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsive bidder.
  - c. Negotiated Sale – Surplus property may be sold directly to a purchaser if it is determined that only one known buyer is available or interested in acquiring the property.
  - d. Selling for Scrap – Surplus property with a minimal fair market value may be sold as scrap.

4. Donation or Disposal – If the District is unable to sell surplus property after using the methods provided in sections 1 through 3, above, or if the cost of locating a buyer exceeds the estimated sale price of surplus property, the property may be donated to a charitable organization, recycled, destroyed, or disposed of as junk.

**Proceeds**

All sales of surplus property shall be paid to the District by certified check, money order, or in a manner agreeable to the General Manager. The General Manager shall be authorized to sign bills of sale and any other documents evidencing the transfer of title to such surplus property by and on behalf of the District.

**District Employees and Officers**

District employees, directors and officers are prohibited from purchasing surplus property offered for sale by the District.

PASSED AND ADOPTED this 16<sup>th</sup> day of August 2023, by the following vote of the Board of Directors of the River Pines Public Utility District:

AYES:

NOES:

ABSTAINED:

ABSENT:

By: \_\_\_\_\_  
Rocky Raymond, Board President

ATTEST:

\_\_\_\_\_  
Gisele Wurzbarger, Board Secretary