

6a



REGULAR MINUTES
March 20, 2024
ACTION MINUTES

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

2. ROLL CALL: Via Phone

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

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

ABSENT: Director Ebbinghausen arrived at 6:05 p.m.

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

4. AGENDA:

Motion by Board Member Chapman, seconded Chairman Rewitzer and carried by a 5 to 0 vote to approve the Regular Agenda dated March 20, 2024, as presented.

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

5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:

Patricia Pendlebury, was present to discuss a plumbing issue at her property. She thanked Office Manager Garrett for assisting them in getting Amador Water Agency to assess and fix the clogged pipe on her side of the property.

General Manager Bingham reported Amador Water Agency will be invoicing the District for this workorder repair and the District will in turn bill the Customer because the problem was in their line to the main. It was suggested that the workorder repair be a shared cost with the other customers utilizing this line.

Board Member Christensen reported that Amador Water Agency was flushing excessive water from the fire hydrant on Meadow. General Manager Bingham noted for the record Amador Water Agency flushes the fire hydrants in the District on a monthly basis as a requirement of the State.

Board Member Christensen stated the River Pines Boosters would like to place a donation box at the District. General Manager Bingham stated this was not on the agenda for discuss and that it was not a District matter. It was suggested this item be placed on the April agenda for further discussion and consideration.

6. MINUTES: Discussion / Approval.

a. February 21, 2024, Regular Meeting.

Chairman Rewitzer stated Russel Robinson was not present at the February 21, 2024 meeting.

Motion by Vice-Chairman Raymond, seconded by Board Member Christensen, and carried by a 5 to 0 vote to approve the Minutes dated January 17, 2024, as amended. Motion passed by the following vote:

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

7. CONSENT ITEMS:

a. Monthly Financial Statements - Period Ending February 29, 2024.

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

b. Expenditure Report - Submitted Check Approval through February 29, 2024.

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

Motion by Chairman Rewitzer, seconded by Vice-Chairman Raymond and carried by a 5 to 0 vote to approve the Monthly Financial Statements and Expenditure Report – Period Ending February 29, 2024. 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.

February 1, thru February 29, 2024 Water Production/Sold Information:

Well 2 - 432,700 gallons Total Produced - 1,079,400 gallons
Well 3R – 646,700 gallons Total Sold – 520,760 gallons
Well 6R 0 gallons Unaccounted Loss - 52%
Staff Hours: Water 59.5 hours

February 1 thru February 29, 2024 Wastewater Production:

Influent flow: 1,177,900 gallons Effluent Discharged: 354,800 gallons
Staff Hours: Wastewater 115.5 hours

b. Monthly General Manager Report – Period Ending February/March 2024.

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

General Manager Bingham noted for the record:

1. Circle Tank Property Purchase escrow documents have been signed and will be sent to the State for proof of purchase and she will also complete the reimbursement forms.
2. The Distribution Grant's updated plans have been completed and also sent to the State. Engineer Scroggs will be getting the Bid Packets ready and the State wants to review them first. Once approved the State wants to review the packets and will probably be sent out next week. It will be a 45-day bid process and probably be ready for selection at a special meeting in May.
3. FEMA documents are ready and signed for the Emigrant Trail project and hopefully underway within a week.
4. FEMA will not approve the Town Hall repairs or parking lot stating it had nothing to do with the storms. Staff was advised to try and obtain funding through 404 Mitigations. Staff is currently working on that application.
5. After doing some research on the PG&E bills it was noted the new pond mixers have doubled the KW usage. AWA Sewer Supervisor will be putting timers on the mixers and run them at night which will hopefully help to lower the bill.

9. BOARD MATTERS: Discussion/Action.

a. Fern Lane House Update. Discussion/Action

General Manager Bingham stated no report had been submitted on this item. She stated she received an email from the customer reporting the leak had stopped and noted the leak was due to water run off. This email was forwarded to the Amador Water Agency.

No action was taken on this matter.

b. Circle Tank Property Purchase Update. Discussion/Action

General Manager Bingham stated no report had been submitted on this item.

Chairman Rewitzer stated this item was discussed under the General Manager's Report.

No action was taken on this matter.

c. Distribution Project Update. Discussion/Action.

General Manager Bingham stated the website has been updated.

Chairman Rewitzer stated this item was discussed under the General Manager's Report. He requested a copy of the Distribution Project plan. General Manager Bingham stated she would email him the PDF of the project.

Vice-Chairman Raymond inquired if the Amador County Public Works had been notified regarding road closures during the project. General Manager Bingham stated the Project Engineers are responsible for that notification to the Public Works, Sheriff and Fire Departments.

Board Member Ebbinghausen requested a letter be sent to District customers requesting customer's phone updates. General Manager Bingham stated Office Manager Garrett was working on that update.

Board Member Ebbinghausen inquired about the District Audit. General Manager Bingham noted the State has taken over this audit and staff is working on it for June.

No action was taken on this matter.

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

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

Board Member Christensen inquired about mattress dumping and car removal. General Manager Bingham stated Michelle at Code Enforcement has not been very helpful in this matter. It is a free dump fee but not a free pickup or tow fee. She inquired if the Board Members would like to be notified by Office Manager Garrett that there are items that needed to be dumped. After general discussion the Board noted they did not want to be notified.

Board Member Chapman inquired about the customer's requirements to install a new water meter during the Distribution Project. General Manager Bingham stated there were only a few customers that will be effective. She stated the USDA has funding for individuals over the age of 60 and possible lower income individuals to get funding assistance. However the customers has to apply for and file the application, the District cannot do this for them.

11. COMMITTEE COMMENTS/REPORTS: Continued Item.

- a. Water Rights Committee. Discussion/Possible Action.

12. FUTURE AGENDA TOPICS:

- 1. Distribution Project Update.
- 2. River Pines Booster Donation Box.

ADJOURNMENT: The meeting adjourned at 6:52 p.m. to the scheduled meeting on April 17, 2024.

River Pines Public Utility District
Profit & Loss by Class
March 2024

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	Sewer	Water	Unclassified	TOTAL
Ordinary Income/Expense				
Income				
Base Fee Income				
Maintenance Fees	325.00	325.00	0.00	650.00
Sewer	15,949.99	0.00	0.00	15,949.99
Voluntary Lock-Off	87.50	87.50	0.00	175.00
Water	0.00	13,019.86	0.00	13,019.86
Total Base Fee Income	16,362.49	13,432.36	0.00	29,794.85
Town Hall Rental	-20.00	-20.00	0.00	-40.00
Variable Income				
Late Fees	386.13	410.27	0.00	796.40
Service Connection Fee	32.86	32.89	0.00	65.75
Water - Usage	0.00	1,198.57	0.00	1,198.57
Total Variable Income	418.99	1,641.73	0.00	2,060.72
Total Income	16,761.48	15,054.09	0.00	31,815.57
Gross Profit	16,761.48	15,054.09	0.00	31,815.57
Expense				
Board Members				
Salary	187.50	187.50	0.00	375.00
Total Board Members	187.50	187.50	0.00	375.00
Contracted Expenses				
Board Clerk	150.00	150.00	0.00	300.00
Manager	1,907.34	1,907.34	0.00	3,814.68
Travel Expense	325.00	325.00	0.00	650.00
Total Contracted Expenses	2,382.34	2,382.34	0.00	4,764.68
Payroll				
Employee	998.13	998.13	0.00	1,996.26
Total Payroll	998.13	998.13	0.00	1,996.26
Sewer Expenses				
Amador Water Agency				
Operation Repairs	0.00	0.00	10,000.00	10,000.00
Total Amador Water Agency	0.00	0.00	10,000.00	10,000.00
Electricity - Sewer	2,692.03	0.00	0.00	2,692.03
SCADA Service	1,400.00	0.00	0.00	1,400.00
Sewage - Pump Service	890.00	0.00	0.00	890.00
Telephone - Sewer	116.02	0.00	0.00	116.02
Testing - Sewer	430.00	0.00	0.00	430.00
Total Sewer Expenses	5,528.05	0.00	10,000.00	15,528.05
Town Hall Expenses				
Repairs/Maintenance	100.00	100.00	0.00	200.00
Supplies	15.00	15.01	0.00	30.01
Total Town Hall Expenses	115.00	115.01	0.00	230.01
Water/Distribution Expenses				
Amador Water Agency				
Operation Repairs	0.00	0.00	0.00	0.00
Total Amador Water Agency	0.00	0.00	0.00	0.00
Electricity - Water	0.00	3,055.15	0.00	3,055.15
SCADA Service	0.00	600.00	0.00	600.00
Water Testing	0.00	305.00	0.00	305.00
Total Water/Distribution Expenses	0.00	3,960.15	0.00	3,960.15

River Pines Public Utility District
Profit & Loss by Class
March 2024

	<u>Sewer</u>	<u>Water</u>	<u>Unclassified</u>	<u>TOTAL</u>
64900 · Office Expenses				
Equipment	104.50	104.50	0.00	209.00
Postage/Shipping	102.00	102.00	0.00	204.00
Software	76.49	76.50	0.00	152.99
Supplies	88.58	88.59	0.00	177.17
Website Service	31.50	31.50	0.00	63.00
Total 64900 · Office Expenses	<u>403.07</u>	<u>403.09</u>	<u>0.00</u>	<u>806.16</u>
68600 · Utilities				
Disposal	65.79	65.79	0.00	131.58
Electricity - Office	0.00	22.86	0.00	22.86
Electricity - Town Hall	22.86	0.00	0.00	22.86
Electricity - Street Lights	67.40	67.40	0.00	134.80
Total 68600 · Utilities	<u>156.05</u>	<u>156.05</u>	<u>0.00</u>	<u>312.10</u>
Total Expense	<u>9,770.14</u>	<u>8,202.27</u>	<u>10,000.00</u>	<u>27,972.41</u>
Net Ordinary Income	6,991.34	6,851.82	-10,000.00	3,843.16
Other Income/Expense				
Other Income				
Wireless Site Lease	250.00	250.00	0.00	500.00
Total Other Income	<u>250.00</u>	<u>250.00</u>	<u>0.00</u>	<u>500.00</u>
Other Expense				
Distribution Project	0.00	17,847.00	0.00	17,847.00
Total Other Expense	<u>0.00</u>	<u>17,847.00</u>	<u>0.00</u>	<u>17,847.00</u>
Net Other Income	<u>250.00</u>	<u>-17,597.00</u>	<u>0.00</u>	<u>-17,347.00</u>
Net Income	<u><u>7,241.34</u></u>	<u><u>-10,745.18</u></u>	<u><u>-10,000.00</u></u>	<u><u>-13,503.84</u></u>

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River Pines Public Utility District
Account QuickReport-Board Meetings
As of March 31, 2024

Type	Date	Num	Name	Memo	Amount
Bank Accounts					
El Dorado Checking					
Check	03/01/2024		Staples		-81.34
Deposit	03/01/2024			Deposit	723.57
Check	03/04/2024		Google Services		-108.00
Check	03/04/2024		Staples		-95.83
Deposit	03/04/2024			Deposit	1,368.43
Check	03/05/2024		Adobe PDF		-19.99
Check	03/05/2024		Candi Bingham		-1,907.34
Deposit	03/05/2024			Deposit	634.85
Deposit	03/05/2024			Deposit	436.57
Deposit	03/05/2024			Deposit	1,131.16
Bill Pmt -Check	03/06/2024	14235	Amador Water Agency	30018	-10,000.00
Bill Pmt -Check	03/06/2024	14236	Placer Title Company	Deposit - Escrow # P-622480	-1,000.00
Check	03/06/2024		PG&E - Sewer	8721806002-5	-2,692.03
Check	03/06/2024		PG&E - Water 2	2458584137-2	-2,258.76
Check	03/06/2024		PG&E - Water	3357284549-4	-796.39
Check	03/06/2024		PG&E - Office/Town Hall	6898952032-2	-45.72
Check	03/06/2024		PG&E - Street Lights	7368064062-7	-134.80
Check	03/06/2024		Leslie Garrett		-909.86
Bill Pmt -Check	03/07/2024	14233	Aces Waste Services, I...	1175	-131.58
Bill Pmt -Check	03/07/2024	14234	RJPro		-209.00
Deposit	03/07/2024			Deposit	1,083.68
Deposit	03/07/2024			Deposit	483.58
Deposit	03/08/2024				685.54
Deposit	03/11/2024			Deposit	472.16
Check	03/12/2024		Candi Bingham	Travel Expense	-650.00
Deposit	03/12/2024			Deposit	144.00
Deposit	03/12/2024			Deposit	159.75
Deposit	03/13/2024			Deposit	165.00
Bill Pmt -Check	03/14/2024	14238	Placer Title Company	Circle Tank Property Purchase	-16,587.00
Bill Pmt -Check	03/14/2024	14280	Anita Ebbinghausen	Salary - March 2024	-75.00
Bill Pmt -Check	03/14/2024	14281	Brent Stewart, P.E.		-2,000.00
Bill Pmt -Check	03/14/2024	14282	Caitlin Harding	Haul away mattress & Trash - T...	-200.00
Bill Pmt -Check	03/14/2024	14283	California Bank & Trust	1030264749	-890.00
Bill Pmt -Check	03/14/2024	14284	california Laboratory S...		-953.00
Bill Pmt -Check	03/14/2024	14285	Colantuono, Highsmith...	Revised Purchase Agreement - ...	-240.00
Bill Pmt -Check	03/14/2024	14286	Database Systems Corp.		-25.00
Bill Pmt -Check	03/14/2024	14287	Eric Rewitzer	Salary - March 2024	-75.00
Bill Pmt -Check	03/14/2024	14288	Gisele L. Wurzburger	Board Clerk	-300.00
Bill Pmt -Check	03/14/2024	14289	John Chapman	Salary - March 2024	-75.00
Bill Pmt -Check	03/14/2024	14290	Karla Christensen	Salary - March 2024	-75.00
Bill Pmt -Check	03/14/2024	14291	Mt. Aukum Store		-30.01
Bill Pmt -Check	03/14/2024	14292	Rocky Raymond	Salary - March 2024	-75.00
Bill Pmt -Check	03/14/2024	14293	Streamline	Website	-63.00
Bill Pmt -Check	03/14/2024	14294	Sweet Pea Ventures, I...		-890.00
Bill Pmt -Check	03/14/2024	14295	USPS	3 Rolls of Stamps	-204.00
Bill Pmt -Check	03/14/2024	14296	Colantuono, Highsmith...		-20.00
Deposit	03/14/2024			Deposit	5,982.15
Check	03/14/2024		AT&T - Sewer	209 245-3984 701 9	-116.02
Deposit	03/14/2024			Deposit	1,117.96
Deposit	03/15/2024			Deposit	1,010.48
Deposit	03/18/2024			Deposit	680.31
Check	03/19/2024		Candi Bingham		-1,907.34
Deposit	03/19/2024			Deposit	325.71
Deposit	03/19/2024			Deposit	796.47
Deposit	03/19/2024			Deposit	1,000.03
Bill Pmt -Check	03/20/2024	14298	Kayla Claypool	Town Hall Deposit Refund	-100.00
Check	03/20/2024		Leslie Garrett		-1,086.40
Deposit	03/20/2024			Deposit	367.92
Deposit	03/21/2024			Deposit	7,121.09
Deposit	03/21/2024			Deposit	1,036.97
Deposit	03/21/2024			Deposit	1,194.74
Deposit	03/22/2024			Deposit	1,656.86
Deposit	03/26/2024			Deposit	622.44
Deposit	03/26/2024			Deposit	2,605.35
Deposit	03/28/2024			Deposit	202.82

River Pines Public Utility District
Account QuickReport-Board Meetings
As of March 31, 2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Deposit	03/29/2024			Deposit	1,278.67
Total El Dorado Checking					<u>-12,539.15</u>
Total Bank Accounts					<u>-12,539.15</u>
TOTAL					<u><u>-12,539.15</u></u>

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River Pines Department Report

March 2024

Water Production/Sold

Well 2:	381,600 gallons	Total Produced:	968,200 gallons
Well 3R:	586,600 gallons	Total Sold:	449,689 gallons
Well 6R:	0 gallons	Unaccounted Loss:	53%

Regulatory Compliance Specialist

- Monthly water and wastewater reporting
- Worked on and submitted Electronic Annual Report
- Worked on Consumer Confidence Report and submitted for publication

Wastewater

- Routine operation and maintenance
- Influent flow 962,700 gallons. Effluent Discharged 830,500 gallons.

Water Treatment / Distribution

- Routine sampling and maintenance
- Two (2) leak repairs
- Staff repaired Chlorine leak at 2/3R

Staff Hours: 56.25 Water hrs. 44 Wastewater hrs.

Prepared by: Operations Department Staff

Reviewed by: Rick Ferriera, 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 March/April 2024

1. **FEMA** – Emigrant project has been obligated. I have contacted Shenandoah Excavating to get this project scheduled. Project includes, ditching for controlled water runoff, culvert repairs and raising the crossing over the river. The district is required to pay 25% of this expense. GM will send letters to the homeowners and request that they pay their share of the 25% (25% divided by 5 ways).
2. **Circle Tank Property** – Escrow has closed on the circle tank property. Total expense to the district was \$17,390.00.
3. **Distribution Reimbursement** – GM has requested reimbursement from the state in the amount of \$27,851.62. This sum includes the circle tank property purchase, legal fees, survey fees and easement agreements etc. \$16,000, once received from the state will be deposited back into the Capital Improvement account. The rest of the funds will remain in the general fund.

1. Bank Deposits – Office Manager
2. Monthly Billing & Monthly Late Notices - GM
3. Monthly 48 Hour Notices – Office Manager
4. Agenda & Packets – Board Clerk and GM
5. Monitor Office Staff - GM
6. Liens and Releases – GM and Office Manager
7. Utility Demands – Office Manager



RIVER PINES
PUBLIC UTILITY DISTRICT

9a

22900 Canyon Ave – P.O. Box 70 – River Pines, CA 95675
(209) 245-6723
rppud@riverpinespud.org

DATE: April 17, 2024
MEETING: Regular
Attachments: No
Subject: Distribution Project

UPDATE: The bid packet has been completed by KASL Engineers. It was submitted to the state for review and approval on April 5th and to the district's legal counsel for review.

The property for the new water tank on Circle Avenue has closed escrow. GM has submitted the documentation to the state for their records.

Once the project is posted and the bid deadline has been met, the bids will be on the agenda for board review and approval. The state will also review the bids. Should the bids exceed the current grant amount, the state will go through "final" budget approval. Once this is complete, the project will begin. Approximate time frame, late summer.

The General Manager is currently following up on who will be responsible for the water lines from the meter to the customers' homes. Previously (seven years ago) the grant would NOT cover this expense, however, FEMA had funding for the customers. I am trying to find out if the guidelines have changed and the grant will now fund these connections, or if not, then I will check to see if FEMA has funding for this part of the project. I do know that when FEMA had funding for this, the customer was responsible for doing the application and applying themselves for these funds. If this is the case, the office manager and I will hold a workshop for those that need help filing for those funds.

RECOMMENDATION: General Manager recommends that the General Manager, Project Engineer and selected Contractor hold a town hall community meeting for all residents. The town hall meeting would not take place until the contractor has been selected. At this time questions and concerns can be addressed. I would also request that the Office Manager attend this meeting so she can stay up to date on anything that will affect the residents and be able to answer any of their questions that should arise.