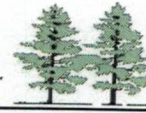


# RIVER PINES PUBLIC UTILITY DISTRICT



22900 Canyon Avenue, P.O. Box 70, River Pines, CA. 95675  
(209) 245-6723 Tel (209) 245-5710 Fax

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

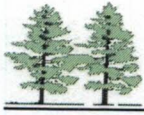
## SPECIAL AGENDA

Wednesday, July 19, 2019 - 5:30 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. **CLOSED SESSION**
  - A. Conference with Legal Counsel pursuant to Cal. Govt. Code section 54956.9 – Existing Litigation: Case Name Unspecified (disclosure may jeopardize existing settlement negotiations).
7. **ADJOURNMENT** – The next Regular Meeting July 19, 2019 at 6:00 p.m.

\* \* \* \* \*



# RIVER PINES PUBLIC UTILITY DISTRICT



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## REGULAR AGENDA

**Wednesday, July 19, 2019 - 6:00 P.M.**

---

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. June 19, 2019 Regular Meeting.
7. **CONSENT ITEMS:**
  - a. Monthly Financial Statements – Period Ending June 30, 2019.
  - b. Expenditure Report – Submitted Check Approval through June 33, 2019.
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. Monitoring Wells Project Update. Discussion/Action.
  - b. Eco-Green Program Update. Discussion/Action.
  - c. 2019/2020 Budget. Discussion/Action
  - d. Backflow Prevention Device Policy. Discussion/Possible Action.
  - e. New State Law Regarding Solid Waste. Discussion Only.
  - f. Firewise USA Recognition Program – Community Wildfire Risk Assessment for River Pines. Discussion/Possible 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.

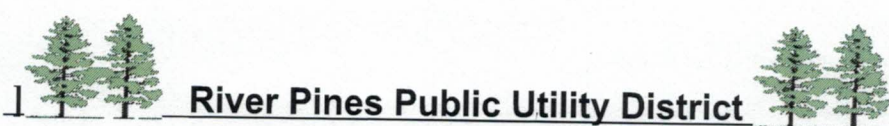
- a. Solar Panel Committee. Discussion/Possible Action.
- b. Water Rights Committee. Discussion/Possible Action.

**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 – August 21, 2019 at 6:00 p.m.

\* \* \* \* \*

6A



**REGULAR MINUTES**

**Wednesday, June 19, 2019**  
**ACTION MINUTES**

**1. CALL TO ORDER:** The meeting was called to order by Chairman Raymond at 6:00 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 Wurzburger, Board Clerk -Via Phone

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

**4. AGENDA:**

General Manager Bingham request an emergency item be placed on the agenda: Approval of Resolution 2019-05 Consolidation with the November 5, 2019 Special District Election.

**Motion by Board Member Miller, seconded by Board Member Henry, and carried by a 5 to 0 vote to approve the Regular Agenda dated June 19, 2019 as amended. 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:**

Nel Raymond stated PG&E will be turning off the power during windy conditions and her concern was regarding the generator/well operation.

Board Clerk Wurzburger stated for the record that PG&E had made presentations at the City of Jackson and the City of Ione regarding this power outage due to weather conditions.

General Manager Bingham stated AWA will keep on top of the power outages due to the weather conditions.

Chairman Raymond requested General Manager Bingham to contact PG&E about making a presentation at a future meeting.

Customer (no name provided) stated her concern was regarding standby fees on her vacant lot. General Manager Bingham requested this customer to contact her at the office and she will go over this matter in more detail.

**River Pines Public Utility District**  
**Profit & Loss by Class**  
 June 2019

7A

	Sewer	Water	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Base Fee Income</b>			
Maintenance Fees	332.48	332.48	664.96
Sewer	16,076.55	0.00	16,076.55
Voluntary Lock-Off	157.50	157.50	315.00
Water	0.00	12,689.42	12,689.42
<b>Total Base Fee Income</b>	16,566.53	13,179.40	29,745.93
<b>Town Hall Rental</b>	10.00	10.00	20.00
<b>Variable Income</b>			
Door Hanger Fee	0.00	60.00	60.00
Service Connection Fee	32.86	32.89	65.75
Water - Usage	0.00	4,290.01	4,290.01
<b>Total Variable Income</b>	32.86	4,382.90	4,415.76
<b>Total Income</b>	16,609.39	17,572.30	34,181.69
<b>Gross Profit</b>	16,609.39	17,572.30	34,181.69
<b>Expense</b>			
<b>Bank Charges</b>			
Tax Roll Fees	225.97	225.98	451.95
<b>Total Bank Charges</b>	225.97	225.98	451.95
<b>Board Members</b>			
Stipends	187.50	187.50	375.00
<b>Total Board Members</b>	187.50	187.50	375.00
<b>Contracted Expenses</b>			
Board Clerk	150.00	150.00	300.00
Manager	2,416.66	2,416.68	4,833.34
<b>Total Contracted Expenses</b>	2,566.66	2,566.68	5,133.34
<b>Sewer Expenses</b>			
Amador Water - After Hour Cover	234.00	0.00	234.00
Amador Water - Routine Service	2,242.43	0.00	2,242.43
Amador Water Agency-State Re...	34.26	0.00	34.26
Amador Water Agency Maintena...	983.44	0.00	983.44
Electricity - Sewer	3,176.78	0.00	3,176.78
Repairs/Maintenance	43.14	0.00	43.14
SCADA Service	700.00	0.00	700.00
Sewer - Parts/Supplies	1,471.81	0.00	1,471.81
Telephone - Sewer	116.36	0.00	116.36
Testing - Sewer	204.00	0.00	204.00
<b>Total Sewer Expenses</b>	9,206.22	0.00	9,206.22
<b>Town Hall Expenses</b>			
Janitorial	120.00	120.00	240.00
Repairs/Maintenance	21.57	21.57	43.14
Supplies	14.98	14.99	29.97
<b>Total Town Hall Expenses</b>	156.55	156.56	313.11
<b>Water Expenses</b>			
Amador Water - After Hour Cover	0.00	468.00	468.00
Amador Water Agency-Meter Re...	0.00	292.60	292.60
Amador Water Agency-Prev. Mai...	0.00	764.53	764.53
Amador Water Agency-Routine	0.00	1,579.45	1,579.45
Amador Water Agency - Custom...	0.00	132.94	132.94
Amador Water Agency - Repairs	0.00	918.23	918.23
Electricity - Water	0.00	1,326.80	1,326.80
Parts/Supplies	0.00	127.61	127.61
Repair/Maintenance	0.00	43.14	43.14

**River Pines Public Utility District**  
**Profit & Loss by Class**  
June 2019

	Sewer	Water	TOTAL
SCADA Service	0.00	300.00	300.00
Telephone - Water	0.00	118.07	118.07
Water Testing	0.00	660.00	660.00
<b>Total Water Expenses</b>	<b>0.00</b>	<b>6,731.37</b>	<b>6,731.37</b>
<b>64900 · Office Expenses</b>			
Postage/Shipping	105.64	105.66	211.30
Software	254.98	255.00	509.98
Supplies	72.48	72.48	144.96
Website Service	75.00	75.00	150.00
<b>Total 64900 · Office Expenses</b>	<b>508.10</b>	<b>508.14</b>	<b>1,016.24</b>
<b>66700 · Professional Fees</b>			
Security Service/Maintenance	280.00	280.00	560.00
<b>Total 66700 · Professional Fees</b>	<b>280.00</b>	<b>280.00</b>	<b>560.00</b>
<b>68600 · Utilities</b>			
Disposal	46.31	46.32	92.63
Electricity - Office	0.00	25.86	25.86
Electricity - Town Hall	25.86	0.00	25.86
Electricity - Street Lights	114.28	114.28	228.56
68100 · Telephone - Office	30.45	30.46	60.91
<b>Total 68600 · Utilities</b>	<b>216.90</b>	<b>216.92</b>	<b>433.82</b>
<b>Total Expense</b>	<b>13,347.90</b>	<b>10,873.15</b>	<b>24,221.05</b>
<b>Net Ordinary Income</b>	<b>3,261.49</b>	<b>6,699.15</b>	<b>9,960.64</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>3,511.49</b>	<b>6,949.15</b>	<b>10,460.64</b>

# River Pines Public Utility District

## Account QuickReport-Board Meetings

As of June 30, 2019

7B

Bank Accounts	Type	Date	Num	Name	Memo	Amount	Balance
<b>Bank Accounts</b>							
<b>El Dorado Checking</b>							
Check		06/01/2019	debit				32,189.62
Check		06/03/2019	eft	Candi Bingham	Email Service	-2,416.67	32,189.62
Check		06/03/2019	debit	Google Services	Postage	-36.00	29,772.95
Deposit		06/03/2019		USPS	Deposit	-196.60	29,736.95
Deposit		06/04/2019			Deposit	157.81	29,540.35
Deposit		06/04/2019			Deposit	3,507.47	29,698.16
Check		06/05/2019	debit	USPS	Deposit	1,561.63	33,205.63
Check		06/05/2019	debit	Environmental Tech S...	Motor	-7.35	34,759.91
Deposit		06/05/2019			Deposit	-1,127.07	33,632.84
Deposit		06/05/2019			Deposit	643.93	34,276.77
Deposit		06/06/2019			Deposit	304.13	34,580.90
Check		06/07/2019	eft	Adobe PDF	Deposit	431.26	35,012.16
Check		06/10/2019	debit	McAfee Software	Software Subscription	-14.99	34,997.17
Deposit		06/10/2019			Deposit	531.56	35,528.73
Deposit		06/12/2019			Yearly Subscription	-109.99	35,418.74
Deposit		06/12/2019			Deposit	989.30	36,408.04
Deposit		06/12/2019			Deposit	317.53	36,725.57
Deposit		06/12/2019			Deposit	300.72	37,026.29
Check		06/13/2019	eft	AT&T - Sewer	Deposit	236.93	37,263.22
Check		06/13/2019	debit	QuickBooks Software	209 245-3984 701 9	-116.36	37,146.86
Deposit		06/14/2019			Billing Software	-349.00	36,797.86
Check		06/15/2019	debit	Candi Bingham	Deposit	3,679.32	40,477.18
Bill Pmt -Check		06/17/2019	13264	Aces Waste Services....	1175	-2,416.67	38,060.51
Bill Pmt -Check		06/17/2019	13265	Angelica Hernandez	Services for May 2019	-92.63	37,967.88
Bill Pmt -Check		06/17/2019	13266	Anita Ebbringhausen	Stipend - June 2019	-120.00	37,847.88
Bill Pmt -Check		06/17/2019	13267	AT&T - Water	209 245-4011 722 0	-75.00	37,772.88
Bill Pmt -Check		06/17/2019	13268	California Bank & Trust	1030264749	-118.07	37,654.81
Bill Pmt -Check		06/17/2019	13269	Gisele L. Wurzburger	Board Clerk - June 2019	-890.00	36,764.81
Bill Pmt -Check		06/17/2019	13270	Karla Christensen	Stipend - June 2019	-300.00	36,464.81
Bill Pmt -Check		06/17/2019	13271	Mt. Aukum Store	Paper Towels - Town Hall	-75.00	36,389.81
Bill Pmt -Check		06/17/2019	13272	Patrick Henry	Stipend - June 2019	-29.97	36,359.84
Bill Pmt -Check		06/17/2019	13273	Richard Miller	Stipend - June 2019	-75.00	36,284.84
Bill Pmt -Check		06/17/2019	13274	Rocky Raymond	Stipend - June 2019	-75.00	36,209.84
Bill Pmt -Check		06/17/2019	13275	Staples	Office Supplies	-75.00	36,134.84
Bill Pmt -Check		06/17/2019	13276	Angelica Hernandez	Town Hall Services - June 2019	-144.96	35,989.88
Deposit		06/17/2019			Deposit	-120.00	35,869.88
Deposit		06/17/2019			Deposit	7,941.77	43,811.65
Bill Pmt -Check		06/18/2019	13277	Brent Stewart, P.E.	SCADA	181.00	43,992.65
Bill Pmt -Check		06/18/2019	13278	california Laboratory ...	May 2019 Lab Testing	-1,000.00	42,992.65
Bill Pmt -Check		06/18/2019	13279	Mission IT Solutions	Camera Maintenance	-606.00	42,386.65
Bill Pmt -Check		06/18/2019	13280	sierra Foothill Fire Ext...	Fire Extinguishers Yearly Service	-280.00	42,106.65
Bill Pmt -Check		06/18/2019	13281	california Laboratory ...	April Lab Testing	-129.42	41,977.23
Bill Pmt -Check		06/18/2019	13282	Mission IT Solutions	Camera Maintenance	-258.00	41,719.23
Check		06/18/2019	debit	Digital Deployment	Website Server	-280.00	41,439.23
Deposit		06/18/2019			Deposit	-150.00	41,289.23
Check		06/19/2019	debit	PG&E - Sewer	Deposit	84.10	41,373.33
Check		06/19/2019	debit	PG&E - Water 2	8721806002-5	-3,176.78	38,196.55
Check		06/19/2019			2458584137-2	-990.06	37,206.49

**River Pines Public Utility District**  
**Account QuickReport-Board Meetings**  
 As of June 30, 2019

Type	Date	Num	Name	Memo	Amount	Balance
Check	06/19/2019	debit	PG&E - Water	3357284549-4	-336.74	36,869.75
Check	06/19/2019	debit	PG&E - Office/Town ...	6898952032-2	-51.72	36,818.03
Check	06/19/2019	debit	PG&E - Street Lights	7368064062-7	-228.56	36,589.47
Bill Pmt -Check	06/19/2019	13283	Amador Water Agency	30018	-8,122.23	28,467.24
Bill Pmt -Check	06/19/2019	13284	County of Amador		-451.95	28,015.29
Deposit	06/19/2019				157.37	28,172.66
Deposit	06/19/2019				331.96	28,504.62
Deposit	06/20/2019				308.91	28,813.53
Deposit	06/20/2019				6,485.30	35,298.83
Deposit	06/21/2019				164.52	35,463.35
Deposit	06/24/2019				558.47	36,021.82
Deposit	06/25/2019				1,191.87	37,213.69
Deposit	06/26/2019				152.00	37,365.69
Deposit	06/27/2019				290.72	37,656.41
Check	06/28/2019	eft	RingCentral	Office Phone	-60.91	40,859.19
Check	06/28/2019	Debit	USPS		-7.35	40,798.28
Deposit	06/28/2019				161.00	40,951.93
<b>Total EI Dorado Checking</b>						
<b>Total Bank Accounts</b>					<b>8,762.31</b>	<b>40,951.93</b>
<b>TOTAL</b>					<b>8,762.31</b>	<b>40,951.93</b>



## River Pines Dept. Report

June 1 - June 30, 2019

### Water Production/Sold

Well 2: 561,200 gallons

Total Produced: 1,028,038 gallons

Well 3R: 442,400 gallons

Total Sold: 786,634 gallons

Well 6R: 24,438 gallons

Unaccounted Loss: 23%

### **Regulatory Compliance Specialist-**

- Completed monthly reporting for water and wastewater. Including No Spill Report to CIWQS

### **Wastewater-**

- Influent flow 972,900 gallons. Effluent Discharged 148,300 gallons.
- Continue to maintain pond level and irrigate whenever possible.
- Continue to monitor collection system.
- Weed-eated and sprayed all lift stations and plant.
- Oversaw well drilling for monitoring wells in sprayfield with Cascade for eight (8) days.

### **Water-**

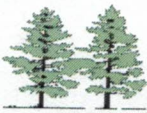
- Completed all regulatory sampling.
- Staff continues to operate Wells 2 / 3R and 6R facilities
- Completed a rebuild on pressure reducing valve which supplies sample slow water to the CL17 analyzer
- Assisted Cooper Control's instrumentation technician in completing the calibrations of Wells 2, 3R, and 6R meters and 6R chart recorder.

### **Distribution-**

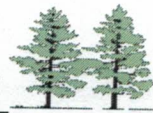
- Routine flushing
- Service line leak repair (1gpm)

Prepared by: Andrea Hinton, Regulatory Specialist

Reviewed by: Rick Ferriera, Operations 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: June/July 2019**

1. Monitoring Well installation is complete!!! Yay! Three pumps were ordered with a cost of \$1,700. This included all parts for installation. Pumps have been installed and first test has been completed.
2. Cost of Monitoring Well installation - \$73,275.00. Amount approved by Board - \$115,000. GM will use balance to pay NV5 instead of using General Fund. Will also pay for pumps out of Laif Funds.
3. Board vacancies have been posted on website and published in the Ledger. Interested parties must contact elections office for paperwork and information.
4. Weekly Bank Deposits
5. Monthly Service Billing
6. Monthly Late Notices
7. Monthly 48 Hour Notices
8. Updated Website
9. Agenda & Packets

Will be in the River Pines Office – August 19<sup>th</sup> through August 23<sup>rd</sup>.



REMIT TO: CASCADE DRILLING, LP.  
 PO BOX 844046, LOS ANGELES, CA. 90084-4046  
 ACH PAYMENTS REMIT TO: WELLS FARGO BANK, N.A.  
 ABA: 121000248, ACCOUNT: 4942159435

Bill To:  
 Attn: Accounts Payable  
 River Pines Public Utility District  
 Candi Bingham  
 22900 Canyon Ave  
 River Canyon, CA 95675

Invoice #: 11930257  
 Quote #: 00038239  
 Account #: 1RIVPIN675  
 JobID #: 109191149  
 Invoice Date: 06/30/2019  
 Terms: PWP  
 Due Date: 07/30/2019

Project Name: River Pines Public Utility District - River Pines Customer Project#: PUD-Amador County-Air Rotary - Air Rotary - 00011400  
 Project Start/End Date: 06/10/2019 / 06/24/2019 PO/Work Order #:  
 Project Contact/Phone: Candi Bingham / (209) 245-6723 Additional Detail:  
 Work Site Address: Plymouth, CA 95669  
 Billing Start Date: 06/10/2019 Billing End Date: 06/24/2019

Product	Description	UM	Qty	Rate	Extended Rate
Mob/Demob	Mobilization/Demobilization	Each	1.00	\$12,000.00	\$12,000.00
Other	2" SCH 40 PVC and annular materials	LF	94.00	\$15.00	\$1,410.00
Other	Above Ground- completion	Each	3.00	\$550.00	\$1,650.00
Other	Crew Travel / Per Diem	DY	11.00	\$600.00	\$6,600.00
Other	Air Rotary Rig (up to 10 hrs onsite)	DY	7.00	\$6,500.00	\$45,500.00
Other	ATV Support Equipment	WK	2.00	\$2,425.00	\$4,850.00
Other	Surcharge OT	Each	5.50	\$230.00	\$1,265.00
				Pre-Tax Total	\$73,275.00
				Tax Percentage	0.000%
				Taxes	\$0.00
				Invoice Total	\$73,275.00

**River Pines Public Utility District**  
**Profit & Loss Budget Overview**  
 July 2019 through June 2020

92

	Sewer	Water	TOTAL
	Jul '19 - Jun...	Jul '19 - Jun...	Jul '19 - Jun...
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Amador County Auditor's Warrant			
Direct Charges - Tax Roll	3,600.00	3,600.00	7,200.00
HO & Timber Tax	30.00	30.00	60.00
Homeowners Exemption	45.00	45.00	90.00
Secured Appointment	1,008.00	1,008.00	2,016.00
Secured Direct Charges		0.00	0.00
Secured Taxes	6,252.00	6,252.00	12,504.00
Unitary Tax	300.00	300.00	600.00
Unsecured Appointment	102.00	102.00	204.00
<b>Total Amador County Auditor's Warrant</b>	<b>11,337.00</b>	<b>11,337.00</b>	<b>22,674.00</b>
<b>Base Fee Income</b>			
Maintenance Fees	4,425.00	4,260.00	8,685.00
Sewer	142,200.00	1,296.00	142,200.00
Voluntary Lock-Off	1,296.00	135,504.00	2,592.00
Water			135,504.00
<b>Total Base Fee Income</b>	<b>147,921.00</b>	<b>141,060.00</b>	<b>288,981.00</b>
<b>Interest Income</b>			
Town Hall Rental	3,408.00	3,408.00	6,816.00
<b>Variable Income</b>			
Broken Locks	120.00	120.00	240.00
Call-Out		0.00	0.00
Door Hanger Fee		150.00	150.00
Late Fees		684.00	684.00
Reconnection Fee	2,952.00	2,952.00	5,904.00
Returned Check Fee	0.00	480.00	480.00
Service Connection Fee	0.00	0.00	0.00
Water - Usage	33.00	33.00	66.00
<b>Total Variable Income</b>	<b>2,985.00</b>	<b>42,699.00</b>	<b>45,684.00</b>
<b>Total Income</b>	<b>165,771.00</b>	<b>198,624.00</b>	<b>364,395.00</b>
<b>Gross Profit</b>	<b>165,771.00</b>	<b>198,624.00</b>	<b>364,395.00</b>
<b>Expense</b>			
Bank Charges			
Loan Service Charge	240.00	180.00	180.00
Tax Roll Fees	0.00	240.00	480.00
60400 - Bank Service Charges	0.00	0.00	0.00
<b>Total Bank Charges</b>	<b>240.00</b>	<b>420.00</b>	<b>660.00</b>

# River Pines Public Utility District Profit & Loss Budget Overview July 2019 through June 2020

	Sewer Jul '19 - Jun...	Water Jul '19 - Jun...	TOTAL Jul '19 - Jun...
<b>Board Members</b>			
Stipends	2,250.00	2,250.00	4,500.00
<b>Total Board Members</b>	2,250.00	2,250.00	4,500.00
<b>Contracted Expenses</b>			
Board Clerk	1,800.00	1,800.00	3,600.00
Manager	28,999.92	29,000.16	58,000.08
<b>Total Contracted Expenses</b>	30,799.92	30,800.16	61,600.08
<b>Depreciation Expense</b>			
Sewer	15,784.00	26,427.00	15,784.00
Water			26,427.00
<b>Total Depreciation Expense</b>	15,784.00	26,427.00	42,211.00
<b>Employees</b>			
Amador Water - Vacation Coverage	0.00	0.00	0.00
District Sub-Contractor	0.00	0.00	0.00
Medical Insurance			
Field	0.00	0.00	0.00
Total Medical Insurance	0.00	0.00	0.00
Payroll Expense			
Field Payroll	0.00	0.00	0.00
Payroll Taxes - Employer's	0.00	0.00	0.00
Total Payroll Expense	0.00	0.00	0.00
Reimbursements			
Phone	0.00	0.00	0.00
Total Reimbursements	0.00	0.00	0.00
Retirement - Field	0.00	0.00	0.00
<b>Total Employees</b>	0.00	0.00	0.00
<b>Sewer Expenses</b>			
Alarm Monitoring	8,400.00		8,400.00
Amador Water - After Hour Cover	3,000.00	0.00	3,000.00
Amador Water - Routine Service	26,004.00		26,004.00
Amador Water Agency - State Repor	384.00		384.00
Amador Water Agency - Electric	4,500.00		4,500.00
Amador Water Agency - Repairs	7,008.00		7,008.00
Amador Water Agency Maintenance	3,600.00		3,600.00
Chemicals	450.00		450.00

**River Pines Public Utility District  
Profit & Loss Budget Overview  
July 2019 through June 2020**

	Sewer Jul '19 - Jun...	Water Jul '19 - Jun...	TOTAL Jul '19 - Jun...
Consulting - Engineer	2,850.00		2,850.00
Electricity - Sewer	28,800.00		28,800.00
Excavating	0.00		0.00
Jetting	0.00		0.00
Permit/Fees	60.00		60.00
Repairs/Maintenance	12,000.00		12,000.00
Sewage - Pump Service	3,108.00		3,108.00
Sewer - Parts/Supplies	9,000.00		9,000.00
Sm. Tools	1,020.00		1,020.00
Storm Damage/Repair	0.00		0.00
Storm Work - 2017	0.00		0.00
Telephone - Sewer	1,104.00		1,104.00
Testing - Sewer	1,500.00		1,500.00
<b>Total Sewer Expenses</b>	<b>112,788.00</b>	<b>0.00</b>	<b>112,788.00</b>
<b>Town Hall Expenses</b>			
Janitorial	720.00	720.00	1,440.00
Repairs/Maintenance	60.00	60.00	120.00
Supplies	15.00	15.00	30.00
<b>Total Town Hall Expenses</b>	<b>795.00</b>	<b>795.00</b>	<b>1,590.00</b>
<b>Void</b>			
<b>Water Expenses</b>		<b>0.00</b>	<b>0.00</b>
Alarm Monitoring		3,600.00	3,600.00
Amador Water-Fire Assist		0.00	0.00
Amador Water - After Hour Cover		5,352.00	5,352.00
Amador Water Agency-Alarms		0.00	0.00
Amador Water Agency-Electrical		3,000.00	3,000.00
Amador Water Agency-Equip. Use		300.00	300.00
Amador Water Agency-Meter Read		5,100.00	5,100.00
Amador Water Agency-Prev. Maint		4,800.00	4,800.00
Amador Water Agency-Routine		22,080.00	22,080.00
Amador Water Agency-State Repor		1,320.00	1,320.00
Amador Water Agency - Customers		2,304.00	2,304.00
Amador Water Agency - Engineer		0.00	0.00
Amador Water Agency - Progl/Plan		0.00	0.00
Amador Water Agency - Repairs		10,200.00	10,200.00
Certification Fees	0.00	0.00	0.00
Chlorine		600.00	600.00
Consulting - Engineer		0.00	0.00
Customer Expense - Reimbursable		20,400.00	20,400.00
Electricity - Water		0.00	0.00
Excavating		0.00	0.00
Parts/Supplies		15,000.00	15,000.00
Permit Fees		7,200.00	7,200.00

# River Pines Public Utility District Profit & Loss Budget Overview July 2019 through June 2020

	Sewer Jul '19 - Jun...	Water Jul '19 - Jun...	TOTAL Jul '19 - Jun...
Repair/Maintenance			
Sm. Tools	3,000.00	3,000.00	3,000.00
Telephone - Water	0.00	0.00	0.00
Water Testing	1,416.00	1,416.00	1,416.00
	3,600.00	3,600.00	3,600.00
<b>Total Water Expenses</b>	<b>0.00</b>	<b>109,272.00</b>	<b>109,272.00</b>
<b>60200 · Automobile Expense</b>			
John Deere - Tractor	48.00	48.00	96.00
<b>Total 60200 · Automobile Expense</b>	<b>48.00</b>	<b>48.00</b>	<b>96.00</b>
<b>63300 · Insurance Expense</b>			
Insurance - Property/Liability	3,909.00	3,909.00	7,818.00
Workers' Compensation	0.00	0.00	0.00
<b>Total 63300 · Insurance Expense</b>	<b>3,909.00</b>	<b>3,909.00</b>	<b>7,818.00</b>
<b>64900 · Office Expenses</b>			
Admin Cost - Tax Roll	228.00	228.00	456.00
Equipment	102.00	102.00	204.00
Filing Fees	300.00	300.00	600.00
License/Certifications	0.00	0.00	0.00
Maintenance/Improvements	0.00	0.00	0.00
Membership Dues	1,320.00	1,320.00	2,640.00
Postage/Shipping	612.00	612.00	1,224.00
Printing	120.00	120.00	240.00
Software	1,020.00	1,020.00	2,040.00
Supplies	1,008.00	1,008.00	2,016.00
Training	150.00	150.00	300.00
Website Service	300.00	300.00	600.00
61700 · Computer and Internet Expenses	0.00	0.00	0.00
<b>Total 64900 · Office Expenses</b>	<b>5,160.00</b>	<b>5,160.00</b>	<b>10,320.00</b>
<b>66700 · Professional Fees</b>			
Legal Expenses	0.00	0.00	0.00
Property Surveying	0.00	0.00	0.00
Security Service/Maintenance	1,680.00	1,680.00	3,360.00
Yearly Audit	1,932.00	1,875.00	3,807.00
<b>Total 66700 · Professional Fees</b>	<b>3,612.00</b>	<b>3,555.00</b>	<b>7,167.00</b>
<b>68600 · Utilities</b>			
Disposal	504.00	504.00	1,008.00
Electricity - Office	150.00	150.00	300.00
Electricity - Town Hall	150.00	150.00	300.00
Electricity - Street Lights	720.00	720.00	1,440.00

**River Pines Public Utility District**  
**Profit & Loss Budget Overview**  
 July 2019 through June 2020

	Sewer Jul '19 - Jun...	Water Jul '19 - Jun...	TOTAL Jul '19 - Jun...
Internet	1,020.00	1,020.00	2,040.00
Propane	600.00		600.00
68100 · Telephone - Office	360.00	360.00	720.00
<b>Total 68600 · Utilities</b>	<b>3,504.00</b>	<b>2,904.00</b>	<b>6,408.00</b>
<b>Total Expense</b>	<b>178,889.92</b>	<b>185,540.16</b>	<b>364,430.08</b>
<b>Net Ordinary Income</b>	<b>-13,118.92</b>	<b>13,083.84</b>	<b>-35.08</b>
<b>Other Income/Expense</b>			
Other Income	0.00	0.00	0.00
FEMA - 2017 Storm Funds	0.00	0.00	0.00
FEMA - Reimbursement	0.00	0.00	0.00
Grant - SRAFP(CAL FIRE)	0.00	0.00	0.00
Grant Income - DWSRF	0.00	0.00	0.00
Other Income	0.00	0.00	0.00
Sale - District Vehicle	0.00	0.00	0.00
Wireless Site Lease	3,000.00	3,000.00	6,000.00
<b>Total Other Income</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>6,000.00</b>
<b>Other Expense</b>			
Bad Debt - Sewer	0.00		0.00
Bad Debt - Water		0.00	0.00
DWSRF - Environmental Study		0.00	0.00
DWSRF Grant - Surveying		0.00	0.00
FEMA WORK		0.00	0.00
Equipment Rental	0.00		0.00
Labor	0.00		0.00
Supplies	0.00		0.00
<b>Total FEMA WORK</b>	<b>0.00</b>		<b>0.00</b>
Mastication Project(CalFire)	0.00	0.00	0.00
Write-Off Accounts	0.00	0.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>6,000.00</b>
<b>Net Income</b>	<b>-10,118.92</b>	<b>16,083.84</b>	<b>5,964.92</b>





**FIREWISE USA**<sup>®</sup>  
RESIDENTS REDUCING WILDFIRE RISKS

## FIREWISE USA<sup>®</sup> RECOGNITION PROGRAM COMMUNITY WILDFIRE RISK ASSESSMENT

This information is intended to help guide you and your community through the risk assessment process.

Each state has the ability to designate their own template and special requirements for Firewise USA<sup>®</sup> participants. **Before starting this assessment, please contact your state liaison to determine their process.** Completing the assessment should be done, and is more robust, when it is a collaboration between residents and their state forestry agency, local fire department, or other designated partner.

These resources will additionally provide assistance in understanding the interaction between wildfire behavior and the Home Ignition Zone:

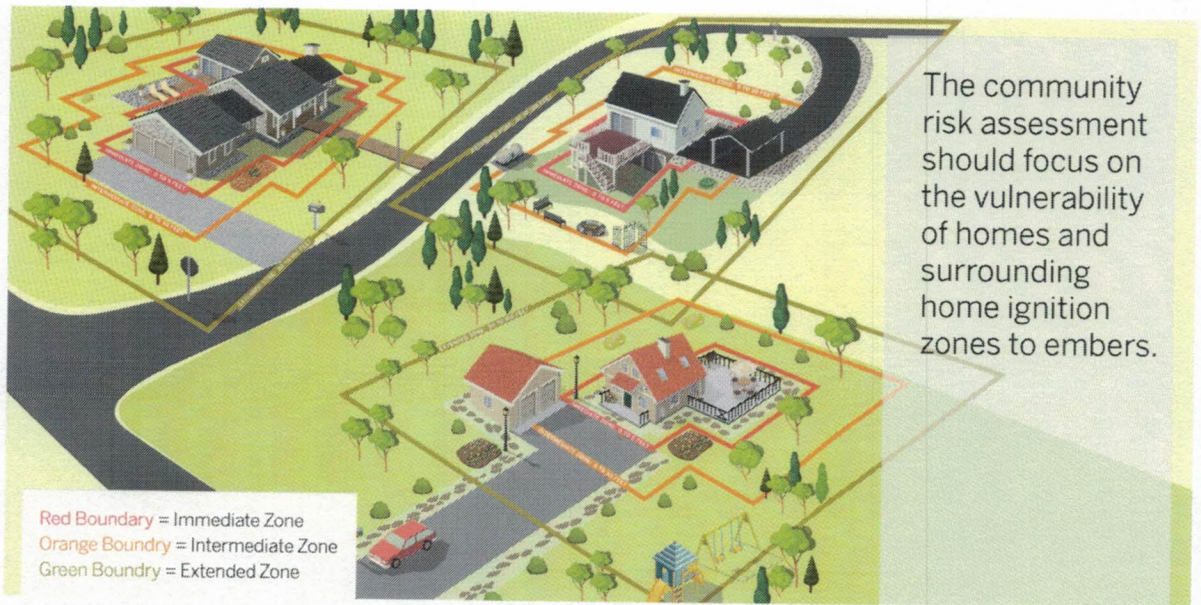
- E-learning: Understanding the Wildfire Threat to Homes  
<https://www.nfpa.org/Public-Education/By-topic/Wildfire/Firewise-USA/Online-learning-opportunities/Online-courses>
- Actions that reduce risk – tips and resources  
<https://www.nfpa.org/preparinghomesforwildfire>

### INTRODUCTION

NFPA's Firewise USA<sup>®</sup> program teaches people how to live with wildfire and increase their home's chance of survival through proactive actions, while encouraging neighbors to work together to reduce losses and damage. The community wildfire risk assessment is an important step in the Firewise USA<sup>®</sup> recognition process. It's a tool to help residents and their community members understand their wildfire risk and engage them in risk reduction efforts.

Research has shown embers (burning pieces of airborne wood and/or vegetation that can be carried more than a mile through the wind) and small surface fires to be the primary source of home ignitions during wildfires.

Residents must prepare their home to withstand embers and minimize the likelihood of flames or surface fire touching the home or any attachments. This can be accomplished by limiting the amount of flammable vegetation, choosing ignition-resistant building materials and construction techniques, along with periodic exterior maintenance within the three home ignition zones (HIZ). These zones include the Immediate Zone: 0 to 5 feet around the house including the deck and attachments; Intermediate Zone: 5 to 30 feet; and the Extended Zone: 30 to 100 feet.



It is not uncommon for home ignition zones to overlap onto adjacent properties. This makes the conditions of neighboring homes and vegetation a part of the wildfire threat. To maximize benefits, it's extremely important that neighbors work collaboratively with each other, and talk with each other, to reduce their shared risk.

The community wildfire risk assessment speaks to the general conditions of the overall Firewise USA® site and does not provide details on each individual dwelling.

**The assessment should focus on:**

- Vulnerability of homes to embers, surface fire, and crown fire
- Condition of the structures themselves
- Immediate hazards within the HIZ on individual properties
- Concerns presented by common/open space areas or adjacent public lands

**Also consider factors that impact risk and influence fire behavior or structure ignitability:**

- Structural characteristics (such as roofing, siding, and decks)
- Vegetation types
- Slope and aspect (direction a community faces - north, south, east, or west)
- Housing density

The recommendations provided by the completed assessment will be the board/committee's primary tool in determining action priorities within the site's boundaries, documented in their **action plan**. The Firewise USA® program requires assessments be **updated at a minimum of every five years**.

**OVERVIEW**

**The assessment:**

- Can be completed in a variety of ways, including a walkthrough or a drive-by and does not require each individual dwelling unit to have a home risk assessment completed prior to the community assessment
- Should focus on the condition of vegetation within the participating site's boundary;

general landscaping characteristics; and home construction (materials used for roofs, siding, decks, etc.)

- Needs a logical recognized site boundary (HOA, defined neighborhood, street, etc.)

### Assessment Participants

List the principal participants who assisted in data gathering and development of this document (include name, role/organization, phone and email). This can be your district forester, fire department, Firewise Board members, etc.

Name	Role/Organization	Phone	Email

### DEFINING YOUR FIREWISE USA® SITE

For this section, there may be an existing community wildfire protection plan that includes your site and can provide this information. Ask your State Forestry representative if one exists.

#### General Site Description

Site name: \_\_\_\_\_  
City: \_\_\_\_\_  
County: \_\_\_\_\_  
State: \_\_\_\_\_  
Latitude: \_\_\_\_\_  
Longitude: \_\_\_\_\_

Boundary Description (Provide a description of your site's recognized site boundary, this could be defined by your HOA, subdivision, defined neighborhood, street(s), etc.):

Area (provide number of acres or square miles) (OPTIONAL): \_\_\_\_\_

#### General Site Information

Number of dwelling units – Firewise USA® participation requires a minimum of 8 individual dwelling units and not to exceed 2,500 (for new sites in 2018 or later), within the site's identified boundary.

For definition purposes, a dwelling unit is a:

- Household/residence built for occupancy by one person, a family, or roommates, including mobile homes and cabins; and for multi-family residential occupancies (i.e. duplexes, and other types of attached housing)
- An apartment building with 10 units would be considered ten dwelling units
- Multiple sites can be located within a single large master-planned community/HOA

- The Firewise USA® program is designed for residential occupancies where residents actively participate in reducing the wildfire risk where they live; it is not a program for every occupancy type, or an entire town, city or county

Contact NFPA's Firewise USA® program, <https://www.nfpa.org/Public-Education/By-topic/Wildfire/Contact-us>, with any questions about your area's eligibility.

Number of dwelling units: \_\_\_\_\_ Number of residents: \_\_\_\_\_

### Description of Properties within the Boundary

Residential types in your site (check all that apply):

- Single family       Duplex       Townhomes  
 Apartment       Mobile/Manufactured       Other: \_\_\_\_\_

Types of ownership (check all that apply):

- Private       Common       Public (county, state, federal, etc.)

Lot sizes (check all that apply):

- Less than .10 acres or 4,356 square feet  
 .10 to .50 acres or 4,356 to 21,780 square feet  
 .51 to 1 acres or 22,215 to 43,560 square feet  
 Greater than 1 acre or 43,560 square feet

Other site information that you would like to provide (OPTIONAL):

### Description of Local Wildland Fire Characteristics

Fire intensity and rate of spread depend on the vegetation type and condition (live/dead), topography, and typical weather patterns. This information can be obtained from your state forestry agency or local fire department.

Describe the common vegetation type(s) in your site (i.e., grasses, shrubs, and trees):

Describe the topography within your site (geographical features such as canyons, chimneys, steep slopes, or is the area primarily flat, and what direction slopes face):

Wind exposure:

- Not in an area with regular exposure to winds  
 Regularly exposed to winds       Frequent severe winds

History of Wildfire:

- Area with history of fire occurrence  
 Area with no history of fire occurrence       Unknown



## FIREWISE USA® SITE OBSERVATIONS AND RECOMMENDATIONS

Use this section to record observations from within your site and recommendations for action that can be included in the site's Action Plan. Consider taking photos to keep in your site's files that illustrate successful risk reduction efforts and areas that need improvement.

Remember, this is a community-wide view and should report on the overall conditions of the entire site. Individual home risk assessments are not required to fill out this section, however they may end up being a recommendation for the action plan.

### Observations

The observation section is broken down by the characteristics of homes and the vegetation management within the home ignition zones and common areas. Mark the appropriate box for each category that best represents the conditions within your site.

#### Home ignition zones

**Home:** General building construction (are the homes made from ignition resistant building materials?)

Roofing Materials: composite shingles, metal, cement tile and clay

- Greater than 75% of homes have metal, tile or Class A asphalt or fiberglass shingles
- 50 to 75% of homes have metal, tile or Class A asphalt or fiberglass shingles
- 25 to 50% of homes have metal, tile or Class A asphalt or fiberglass shingles
- Less than 25% of homes have metal, tile or Class A asphalt or fiberglass shingles

Soffit vent: a screened vent in a house soffit that allows air to flow to the attic or the space below roof sheathing.

- Greater than 75% of homes have non-combustible soffit vents with mesh or screening
- 50 to 74% of homes have non-combustible soffit vents with mesh or screening
- 25 to 50% of homes have non-combustible soffit vents with mesh or screening
- Less than 25% of homes have non-combustible soffit vents with mesh or screening
- Unknown

Siding: stucco, masonry products, plaster and cement

- Greater than 75% of homes have non-combustible siding
- 50 to 74% of homes have non-combustible siding
- 25 to 50% of homes have non-combustible siding
- Less than 25% of homes have non-combustible siding

Skirting: material used around the bottom of homes and sometimes decks to protect the underside from exposure.

- Greater than 75% of homes have skirting underneath raised floors/decks
- 50 to 74% of homes have skirting underneath
- 25 to 50% of homes have skirting underneath
- Less than 25% of homes have skirting underneath

Attachments: wood vs. non-combustible materials. Examples of non-combustible materials include decks made with wood-plastic composites, higher density tropical hardwood, or fire-retardant treated decking materials; fences that use metal or masonry when attaching fences directly to the siding of a home.

- Greater than 75% of homes have NO wooden attachments

- 50 to 74% of homes have NO wooden attachments
- 25 to 50% of homes have NO wooden attachments
- Less than 25% of homes have NO wooden attachments

#### Windows

- Greater than 75% of homes have multi-paned windows
- 50 to 74% of homes have multi-paned windows
- 25 to 50% of homes have multi-paned windows
- Less than 25% of homes have multi-paned windows
- Unknown what type of windows exist (single-pane vs. multi-pane)

#### Leaf litter, pine needles, or debris on roof or in gutters

- Greater than 75% of homes have cleaned and maintain their roof and gutters
- 50 to 74% of homes have cleaned and maintain their roof and gutters
- 25 to 50% of homes have cleaned and maintain their roof and gutters
- Less than 25% of homes have cleaned and maintain their roof and gutters

#### Gutter type

- Greater than 75% of homes have metal gutters
- 50 to 74% of homes have metal gutters
- 25 to 50% of homes have metal gutters
- Less than 25% of homes have metal gutters

**Immediate Zone:** 0 to 5 feet from the furthest attached point of homes, this area addresses the immediate vegetation and materials, creating a combustible free area. Items to consider:

- Is there dead vegetation, dried leaves, pine needles and ground debris near foundations?
  - Has hardscaping been used around perimeters to keep them free of litter/debris. Concrete, stone, or gravel walkways?
  - Have wood mulch products been replaced with non-combustible such as crushed stone/gravel options?
  - Are there trees/shrubs next to the home? Are there branches overhanging the roof or within 10 feet of chimneys?
- Greater than 75% of homes have treated vegetation and created a combustible free area
  - 50 to 74% of homes have treated vegetation and created a combustible free area
  - 25 to 50% of homes have treated vegetation and created a combustible free area
  - Less than 25% of homes have treated vegetation and created a combustible free area

**Intermediate Zone:** 5 to 30 feet from the furthest exterior point of the home. This area uses landscaping and breaks (areas of non-combustible materials such as dirt, cement, or rock) to help influence and decrease fire behavior.

- Are there fuel breaks such as driveways, walkways/paths, patios, and decks?
- Are lawns and native grasses maintained (general recommendation is a height of 4 inches)?
- Is vegetation in this area spread out? It is recommended that trees and shrubs should be limited to small clusters of a few each to break up continuity; trees should be spaced to a minimum of 18 feet between crowns.
- Have ladder fuels (vegetation under trees) been removed so a surface fire cannot reach the crowns? Have trees been pruned? General recommendations are up to six to ten feet from

the ground; for shorter trees do not exceed 1/3 of the overall tree height.

- Are plants, trees, and lawns watered to keep them from becoming dry?
  - Greater than 75% of homes have treated vegetation
  - 50 to 74% of homes have treated vegetation
  - 25 to 50% of homes have treated vegetation
  - Less than 25% of homes have treated vegetation

**Extended Zone:** 30 to 100 feet, out to 200 feet (where applicable). Generally, this area focuses on landscaping - managing the vegetation to influence fire behavior and spread. The goal here is not to eliminate fire, but to interrupt fire's path and keep flames smaller and on the ground. At these distances property lines may overlap, presenting the opportunity and need to work collaboratively with neighbors. Items to consider:

- Are there heavy accumulations of ground litter/debris?
- Is there dead plant and tree material that should be removed?
- Are storage sheds and/or other outbuildings in this zone clear of vegetation? Do mature trees have small conifers and brush growing between them or is the space maintained?
- Do trees 30 to 60 feet from the home have at least 12 feet between canopy tops? Is there at least 6 feet between canopy tops of trees located 60 to 100 feet from the home?
  - Greater than 75% of homes have treated vegetation
  - 50 to 74% of homes have treated vegetation
  - 25 to 50% of homes have treated vegetation
  - Less than 25% of homes have treated vegetation

**Common/open space areas or adjacent public lands:**

- Not adjacent to wildlands with accumulated fuels
- Adjacent to wildlands with accumulated fuels
- Is there a management plan for these fuels? If so, please describe:

**Additional comments or observations regarding site conditions:**

## Summary

Use this section to summarize observations. The percentages captured will help you briefly explain a snap-shot of your community's current status and areas for successful focus. List areas where there is significant success and also list areas where improvements could be made, especially at low cost with sweat equity/volunteer labor. Emphasis should be on the immediate Home Ignition Zone.

Example: Greater than 75% of homes observed have non-combustible roofs; however there were several noted with wood shake shingles.

## Recommendations

Using the findings from the observation phase, identify actions and steps the site can take to reduce their risk from wildfire. Prioritize recommendations based on the potential fire threat to homes. It's recommended that residents address hazards at the home first and work their way out into the three home ignition zones. Remember, small things can have a huge impact on home survivability. Use these recommendations to create your site's action plan.

Examples:

- Less than 75% of homes observed had a roof free of leaf litter, pine needles, and other debris. Encourage residents to remove the debris and keep those areas clean, work towards greater than 75% compliance.
- Bark mulch is widely used within the immediate area, recommend removing bark mulch and replacing with an ignition resistant material (i.e. crushed stone/gravel).
- Work with residents to improve the number of homes that have removed flammable materials 0 to 5 feet from the home.





## NEXT STEPS

The information you have collected during the assessment process will help you develop recommendations that can be applied to your site's action plan. Action plans are a prioritized list of risk reduction projects and the related investments needed to achieve them for the site. Action plans also highlight suggested homeowner actions and education activities that participants will strive to complete annually, or over a period of multiple years. Action plans should be **updated at a minimum of at least every three years**.

Visit

<https://www.nfpa.org/Public-Education/By-topic/Wildfire/Firewise-USA/Become-a-Firewise-USA-site> to view the full list of required criteria needed to complete the Firewise USA® recognition program's application process.

Visit <https://portal.firewise.org> to start your application.

These are not required, but you may also consider adding addendums that cover other community/fire safety issues such as:

- Hydrant locations
- Ingress/egress routes
- Location of fire district and capabilities
- Street signs and address numbers
- Water supply for fire response

We recommend reaching out to your local fire department for assistance in determining what other safety issues should be addressed.