

RIVER PINES PUBLIC UTILITY DISTRICT

River Pines Public Utility District

March 9, 2016 Meeting

Agenda Item 7a

Wednesday, February 10, 2016
ACTION MINUTES

1. **CALL TO ORDER:** The meeting was called to order by Chairman Landgraf at 6:30 p.m.

2. **ROLL CALL/MEMBERS PRESENT:**

Chairman Cathy Landgraf
Director Rene' Walden-Qualls
Director Anita Ebbinghausen
Director Michael Gardner

Candi Bingham, General Manager

ABSENT: Director Richard Miller

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

4. **AGENDA:** M/S Gardner/Ebbinghausen approve the agenda.

Motion carried 4-0 with the following vote:

AYES: Ebbinghausen, Landgraf, Gardner, Walden-Qualls.
NOES: None.
ABSTAIN: None.
ABSENT: Miller

5. **CLOSED MEETING:** Chairman Landgraf reported that the closed meeting is being rescheduled to a later date and involves employee issues.

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

Tracy Roll commented that in the 11 years she has lived in River Pines she has never received a 48 Hour Notice. She stated that she had paid her bill online, but was made aware after speaking with the general manager, Candi Bingham, she had paid the wrong account. Tracy stated that she had left a message at the district office concerned with her 48-hour notice but did not receive a call back and her water was shut off. She thanked the plant operator Greg for going above and beyond the call of duty when he came out after hours to turn her water back on.

7. **MINUTES:** M/S Gardner/Ebbinghausen approve the minutes as follows:

Motion carried 4-0 with the following vote:

AYES: Ebbinghausen, Landgraf, Gardner, Walden-Qualls.
NOES: None.
ABSTAIN: None.
ABSENT: Miller

8. **MONTHLY FINANCIAL REPORT:** Period ending January 31, 2016.

M/S Gardner/Walden-Qualls approve the January 31, 2016 Monthly Financial Report.

Motion carried 4-0 with the following vote:

AYES: Ebbinghausen, Landgraf, Gardner, Walden-Qualls.
NOES: None.
ABSTAIN: None.
ABSENT: Miller

9. EXPENDITURE REPORT: Submitted Check Approval through February 4, 2016.

M/S Gardner, Walden-Qualls to approve as submitted.

Motion carried 4-0 with the following vote:

AYES: Ebbinghausen, Landgraf, Gardner, Walden-Qualls.
NOES: None.
ABSTAIN: None.
ABSENT: Miller

Chairman Landgraf noted the reimbursement to Cathy Landgraf, shown on the Expenditure Report, was for disposal of old refrigerator from River Pines Town Hall.

10. MONTHLY OPERATIONS REPORT.

A. Monthly Water and Wastewater Operations Report.

Plant Operator Guina reported that the top half of town has been completed in the jetting. The whole system is in great shape. Guina stated that there is one section on Meadow View that needs to be watched because there is no slope whatsoever. Circle is relatively in great shape, but may need extra flushing due to water buildup. A manhole on Iris is blocked due to residents shed on top of the manhole. Guina stated that he notified Candi Bingham, and she notified the customer to move his shed and other belongings so that the District can get to the manhole. Resident contact Guina and said he would be out during the weekend to move his belongings. Guina is concerned about this location because of the blackberry bushes. The roots can grow and block the sewer lines. Pigeon also was noted with the blackberry issues. Lower side of town still needs to be completed. River Trail has a slight issue and will need to be jetted more often because of only a slight slope. The rest of town is in really good shape.

Chairman Landgraf asked if the state requires a report on the condition of the sewer system. Guina stated that they only require a report noting the troubled areas and what is going to be done in the future to maintain them. Guina also stated that the state only requires 25% of the sewer system to be jetted. Guina stated that jetting will be done within the next week or two. Guina stated that the rest of town does not need to be jetted and will not be completed. It is in good shape.

Guina also stated that the jetting tank holds 400 gallons each fill and the tank has been filled 18 times (7,200 gallons) and will be reported as additional water loss. This will be above and beyond our normal monthly water loss.

Guina commented that the correct bolts have been delivered for the new sewer station, however, the baseplate has not yet been delivered. General Manager Bingham asked Guina to contact Amador Mechanical on Thursday to verify whether the base plate has been delivered. Guina also stated that the road at Slate Lift Station will be blocked during the time of installation and residents should be notified. Manager Bingham is to notify residents two days before installation.

Chairman Landgraf asked Guina if Well 2 and Well 3R are recovering well. She noted that Dale with Kasl Engineering stated they were really good Wells. Guina stated that they are recharging very well.

Chairman Landgraf asked Guina if there were any materials or tools he needed for any projects. Guina stated a new truck. He stated that it needs new door locks because key gets stuck. Directors stated that a new truck needs to be researched.

See Operation Report

B. Monthly General Manager Report.

Manager Bingham reported that there was a chlorine leak discovered in the Well 2 building that had been dripping for a long period of time. There was damage to the cement floor and the metal brace that supports the pipes and meters. Manager Bingham brought the leak to Guina's attention and asked that it be repaired immediately. Guina tighten the leak and washed the area with water. Guina stated that the chlorine that had made contact will continue to eat away at the metal brace. Chairman Landgraf asked that the brace be kept under supervision and be replaced when needed.

Manager Bingham noted that the General Packet for additional planning grant was submitted. She stated that she will verify with the state next week of receipt and that the state should assign the district an individual who will assist them in completing the Environmental and Technical parts of the package.

Manager Bingham also stated that purchases with the debit card were not being posted as they were made so this was causing the Expenditure Reports to not be accurate. Also with online bill payment now being offered to customers, this too, was throwing the report off balance. Manager Bingham assured the Directors that she would make it a priority to post debit transactions as they occur and also, with online banking inquiry, she would have access to the bank statements earlier and, therefore, could post online payments on time in order to produce a more accurate Expenditure Report.

See General Manager's Report

11. BOARD MATTERS:

A. Continued Update on CDBG Grant Program.

Chairman Landgraf noted that Kasl Engineering forwarded information for the replacement of the districts water meters. Kasl will be pricing them and adding to the project. Also, potholing will be completed for all 7 potholes for \$4,850. Guina stated that Jack Scroggs will be meeting with him to verify the 7 locations before potholing commences.

Manager Bingham stated she forwarded to Kasl Engineering the requested Well 2 & Well 3R drilling cost and the Consumer Confidence Reports for the period of 2012-2014. Bingham stated that Kasl Engineering will have the final project ready for review by the end of February for the next board meeting.

B. Continued Update on Cal-Fire Grant.

Manager Bingham stated on new update. Still waiting for response regarding the CEQA from contacted parties. Erik Jensen is keeping in contact with CAL-FIRE on how to proceed.

C. Continued Update on Department of Water Resources – Water Rights Permit #20878.

Manager Bingham stated no new information. Paperwork was given to Chairman Landgraf who offered to meet with Bruce Barraco next week for assistance on getting the state the required information to complete the districts water rights permit.

D. Parking Signs for Town Hall and Park Area.

Chairman Landgraf commented that people are leaving their cars in the parking area of the park across from the town store overnight. She recommended that signs with parking code be placed at the park and town hall with the proper code and no overnight parking.

E. Wastewater Treatment Plant Sprinkler Control Upgrade – review and discuss proposal from Brent Stewart, P.E. Update on Touchscreen.

Manager Bingham verified that the touchscreen is not required to operate the controls and may be added at a later date. Directors stated that touchscreen will not be purchased at this time.

F. Meter Reads – Prolonged period of inaccessible meters.

Manager Bingham commented that there are two meters that have not been read for three months due to locked gate. She suggested that the district pass an Inaccessible Meter Charge. Directors asked

Manager Bingham to send a certified letter to customer to try and get a response. If there is still no response from customer, then continue on next Agenda.

G. Resolution #2016-03 – A Resolution of the Board of Directors of the River Pines Public Utility District to Access Customer’s Account with Inaccessible Meter Charge.

No Resolution at this time. Continued on next Agenda

H. Employee Handbook – Adopt with Resolution No. 2016-4

Continued to next meeting. Still in review. Meeting with Union Rep Wednesday at 1:00 p.m.

I. **Bylaws & Administrative Policies Update –Update on review status.**

Director Walden-Qualls stated she hopes to have a new draft for the next board meeting.

12. BOARD OF DIRECTORS COMMENTS/REPORTS:

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

None at this time

11. COMMITTEE COMMENTS/REPORTS: None.

12. FUTURE AGENDA TOPICS: None.

13. ADJOURNMENT: The meeting adjourned at 8:05 p.m.

Respectively submitted,

Candi Bingham, General Manager/Acting Board Clerk

DRAFT

River Pines Public Utility District
Account QuickReport-Board Meetin
As of March 3, 2016

River Pines Public Utility District
March 9, 2016 Meeting
Agenda Item 8

Type	Date	Num	Name	Memo	Amount
Bank Accounts					
El Dorado Checking					
Liability Check	02/02/2016	eft	United States Treas...	94-1540099	-1,640.96
Deposit	02/04/2016			Deposit	7,840.85
Bill Pmt -Check	02/09/2016	12089	Aces Waste Servic...	1175	-82.01
Bill Pmt -Check	02/09/2016	12090	Alpha Analytical La...	Testing for January 2016	-900.00
Bill Pmt -Check	02/09/2016	12091	Amador Water Age...	30018	-300.00
Bill Pmt -Check	02/09/2016	12092	Anita Ebbinghausen	Stipend - February 2016	-75.00
Bill Pmt -Check	02/09/2016	12093	Anthem Blue Cross	208217	-831.16
Bill Pmt -Check	02/09/2016	12094	AT&T - Water	209 245-4011 722 0	-71.17
Bill Pmt -Check	02/09/2016	12095	Brent Stewart	Alarm Monitoring Jan. 2016 - Retro...	-130.00
Bill Pmt -Check	02/09/2016	12096	Candi Bingham	February 2016 - Per Contract	-2,083.33
Bill Pmt -Check	02/09/2016	12097	Cathy Landgraf	Stipend for February 2016	-75.00
Bill Pmt -Check	02/09/2016	12098	Chem Quip	4th Barrel that was delivered late	-137.36
Bill Pmt -Check	02/09/2016	12099	Lemieux & O'Neill	Services for January 2016	-218.80
Bill Pmt -Check	02/09/2016	12100	Michael Gardner	Stipend - February 2016	-75.00
Bill Pmt -Check	02/09/2016	12101	Mission Electronics		-280.00
Bill Pmt -Check	02/09/2016	12102	Mt. Aukum Store	January 2016 - Truck Batter/Gas/S...	-307.19
Bill Pmt -Check	02/09/2016	12103	PG&E - Water	3357284549-4	-495.93
Bill Pmt -Check	02/09/2016	12104	Ragg Mopp Janitorial	Services for January 2016	-270.00
Bill Pmt -Check	02/09/2016	12105	Rene Walden-Qualls	Stipend - February 2016	-75.00
Bill Pmt -Check	02/09/2016	12106	Richard Miller	Stipend - February 2016	-75.00
Bill Pmt -Check	02/09/2016	12107	S&J Auto Service	Toyota Headlight Bulb	-9.48
Bill Pmt -Check	02/09/2016	12108	Staples	Toner Cartridge & Pens	-150.95
Bill Pmt -Check	02/09/2016	12109	State Compensatio...	Period 2/1-3/1/16	-446.67
Bill Pmt -Check	02/09/2016	12110	AT&T - Sewer	209 245-3984 701 9	-72.56
Bill Pmt -Check	02/09/2016	12111	PG&E - Office/Tow...	6898952032-2	-55.33
Bill Pmt -Check	02/09/2016	12112	State Compensatio...	Adj. for 9/1/14 - 9/1/15	-289.42
Bill Pmt -Check	02/09/2016	12113	PG&E - Water 2	2458584137-2	-1,051.00
Bill Pmt -Check	02/09/2016	12114	PG&E - Sewer	8721806002-5	-1,123.23
Liability Check	02/10/2016	E-pay	EDD	499-0678-7 QB Tracking # 2584428...	-93.99
Liability Check	02/10/2016	E-pay	United States Treas...	94-1540099 QB Tracking # 258443...	-9.10
Liability Check	02/10/2016	E-pay	EDD	499-0678-7 QB Tracking # 2584438...	-150.22
Liability Check	02/10/2016	E-pay	United States Treas...	94-1540099 QB Tracking # 258444...	-737.14
Liability Check	02/10/2016	E-pay	EDD	499-0678-7 QB Tracking # 258495...	-36.95
Liability Check	02/10/2016	E-pay	United States Treas...	94-1540099 QB Tracking # 258495...	-133.82
Deposit	02/11/2016		QuickBooks Payroll...	Created by Payroll Service on 02/10...	-2,037.35
Paycheck	02/12/2016	40002	Gregory. Guina	Deposit	4,795.28
Check	02/17/2016	debit	USPS	Direct Deposit	0.00
Paycheck	02/18/2016		Gregory. Guina	Priority Mail - Pacific Water Resour...	-6.45
Liability Check	02/18/2016	E-pay	EDD	Direct Deposit	0.00
Liability Check	02/19/2016		QuickBooks Payroll...	499-0678-7 QB Tracking # 3192277...	-2.25
Check	02/19/2016	debit	Intuit	Created by Payroll Service on 02/18...	-228.63
Check	02/22/2016	deb it	Digital Deployment	Website	-2.00
Deposit	02/22/2016			Deposit	-50.00
Liability Check	02/22/2016	E-pay	EDD	499-0678-7 QB Tracking # 3204559...	8,564.07
Liability Check	02/22/2016	E-pay	United States Treas...	94-1540099 QB Tracking # 320457...	-176.15
Liability Check	02/22/2016	E-pay	United States Treas...	94-1540099 QB Tracking # 320457...	-38.24
Bill Pmt -Check	02/23/2016	12115	California Bank & T...	1030264749	-830.82
Bill Pmt -Check	02/23/2016	12116	Candi Bingham	Services - March 1, 2016	-890.00
Bill Pmt -Check	02/23/2016	12117	NFS	Gregory Guina - RKE-005495; Mon...	-2,083.33
Bill Pmt -Check	02/23/2016	12118	PG&E - Street Lights	7368064062-7	-285.87
Bill Pmt -Check	02/23/2016	12119	Sacramento for Tra...	John Deere Tractor Repair	-165.58
Bill Pmt -Check	02/23/2016	12120	SEIU	Gregory Guina - Period Ending 2/26...	-1,255.13
Bill Pmt -Check	02/23/2016	12121	Staples	Office Hard Drive, Paper, Greg Batt...	-35.17
Bill Pmt -Check	02/23/2016	12122	USPS	Postage for March 2016	-669.52
Check	02/23/2016	12130	Void	VOID:	-147.00
Liability Check	02/25/2016		QuickBooks Payroll...	Created by Payroll Service on 02/22...	0.00
Check	02/25/2016	debit	Amazon		-1,981.98
Check	02/25/2016	debit	Amazon	Cabinet/Shelf - Well 2 Building	-111.98
Paycheck	02/26/2016		Gregory. Guina	OSHA Signs for Buildings	-15.43
Bill Pmt -Check	03/01/2016	12123	Anita Ebbinghausen	Direct Deposit	0.00
Bill Pmt -Check	03/01/2016	12124	Cathy Landgraf	Stipend - March 2016	-75.00
Bill Pmt -Check	03/01/2016	12125	Gregory Guina	Stipend - March 2016	-75.00
Bill Pmt -Check	03/01/2016	12126	Michael Gardner	Phone Reimbursement - March 2016	-54.00
Bill Pmt -Check	03/01/2016	12127	Rene Walden-Qualls	Stipend - March 2016	-75.00
Bill Pmt -Check	03/01/2016	12128	Richard Miller	Stipend - March 2016	-75.00

River Pines Public Utility District
Account QuickReport-Board Meetings
As of March 3, 2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Bill Pmt -Check	03/01/2016	12129	SEIU	Greg Guina - Period Ending 02/12/16	-35.17
Total El Dorado Checking					-2,759.62
Total Bank Accounts					-2,759.62
TOTAL					<u>-2,759.62</u>

**River Pines Public Utility District
Operations Report**

For Month of: February 2016

Water System

<u>Water Production</u>	<u>SOURCE</u>	<u>Gallons</u>
	Well 2	449,200
	Well 3R	374,900
	Well 6R	72,446
Total Produced		896,546
Total Metered/Sold		601,390
Net Loss		32%

- Did Monthly report for California Dept. of health.
- Monthly meter reads
- Well 6R is running one time a week to keep water fresh in CT tank. Test alarm system to make sure it is responding correctly, SCADA part of the alarm system is working correctly, Took water sample around town to insure proper CL2 residuals.
- Responded to leak in road. Exposed pipe to find leak, noticed pipe to separating from glued coupler. Removed effected area and replaced with new section.
- Responded to customers concern of water leak on property. After responding to call I exposed the effected area to find that the leak was on the customers side.
- Jack Scroggs and I spent the day to go over locations where potholing services were to be performed. Jack feels that this imperative to insure that we have all the information about pipe that we currently have in the ground. I have also written up a summary overview of what Jack and I have discussing. This will be included in your packets accompanied with maps and cost break downs of certain aspects of scope of work. One point I would like to make that is not mentioned in my overview is the section on new meters. The meters that are currently in use are a 3/4 - 5/8. in the new proposal the meters will be a **1 inch**, the reason for this being is that if any new construction be done, code calls for a fire sprinkler suppression system installed the new residence which would call for a minimum of a **1 inch** water meter. If we are to replace all the meters anyway it just makes sense to go with the **1 inch** meter so we could standardize the whole system.

Major or Significant Activities

Wastewater System

Wastewater Flows

(Gal.)

Influent Treated	625,100
Effluent Discharged	780,000

Major or Significant Activities

Generators where inspected and exercised. Lift stations have had grease and floatable cleaned off with skimming net.

All man hole access points have been found, the man holes that have been paved over have been jack hammered out, risers have been put in to match lid to grade of road and road patch has been put down to finish work.

Amador Mec. will be back in town to start on the slate creek lift station project on March 15, 2016. all the contractors who are involved have been contacted and have agreed to said date. One day prior, Amador Mec will drop off everything that is needed for the project. The front office will be in contact with the residents that will be effected by the project since access through this will be prohibited while we have equipment in the way.

After this project Amador Mec will continue in assisting me in the jetting of our collection system. In the prior weeks Amador Mec has been unable in assisting me due to equipment being down and other jobs that they have had scheduled. On a side note in the course of jetting the system we have filled the Jetter a total of 30 times, as we continue to clean the system I will keep track of water consumption of the job.

Overview

Proposed Water System

Here is an over view of the discussions I have been having with Jack Scroggs from Kasl consulting engineers.

Over the past few months Jack and I have been meeting to discuss what options were at hand to improve River Pines failing water distribution system. We reviewed the system maps to bring him up to speed on what should or shouldn't be replaced. After reviewing the map and discussing the poor condition of system, we both agreed that the whole system should be replaced, but how to accomplish this and still reside within a workable budget. First I had been assisting the surveying crew on locating all known meters and valves, this will assist the system designers in coming up with a distribution model that will work for the PUD. In first discussing with Jack I noted the it was in the P.U.D. best interest to have all meters located on roadsides in front of each costumers houses that reside in river pines. One house on particular that is located on the El Dorado side of our distribution system, quite a ways past Jaybird Ln. where our main distribution are routed, connecting to one of our main storage tanks. Jack and I discussed this, his thoughts were that it would be best that that the P.U.D. locate this customers meter right off the distribution line that located on Jaybird Ln. and have the customer make the necessary arrangements in hooking up the service line to the house.

On the break down on what type of meters would best suit the P.U.D. needs, Jack came up with a few options that may work for the system, these options will be attached to this report, but for a simplified version the District she sould include the \$3000 per meter "basic cost" in the water system rehabilitation study and then include the radio read transmitters and receivers (truck mount or hand held) as an add alternative. Please note that according to Jack that since these cost to relocate and reconnect to the system would normally be paid for by the customer. Construction of private (rather than public) improvements, cost incurred on the residents side of the meter would not normally be grant eligible. He will confirm this with Terry Cox.

As you may or may not know the distribution system is outfitted with a variety of different makes of fire hydrants. We would like to suggest that we standardize the fire hydrants to the model of our choice, and add hydrants to parts of the system where we have dead ends. This will insure a couple of things. If the hydrants are standardized the we would just need one set of replacement parts and tools on the shelf. For the second part adding hydrant to dead end lines will insure proper flushing of the system.

Other improvements to the system would be to add pressure reducing valves to the system along with air relief valves. These location are referenced on the maps provide. After reviewing the maps with Jack we both were in agreement that two of the locations were not cost effective and should omitted from the system since each location cost would be about **\$20,000** each. The locations in question would be at the end of Spring Ln. and at the end of Emigrant Trail. Even with these two locations eliminated pressure will still be lower then the current pressure due the pressure reduction from the PRV upstream from these locations.

Jack has come up with three proposals for the system. After talking and discussing our options we both thought that **Alternative 3** was best suited for our needs. In this scenario all old metal line would be abandoned and only the six inch **C900** pipes that are connected to the fire hydrants would be saved, you can reference the maps provided to have a better understanding of what would be saved and where new pipes will be added. There is one section on Spring Ln that will be omitted. I brought this to Jacks attention and brought him out to the location in question to get his opinion. After seeing the site Jack agreed that this section of pipe will be eliminated.



GENERAL MANAGER'S REPORT

For the Month of: February/March 2016

1. Sheriff report – car reported up at Circle Tank. Resident took picture of license plate.
2. Met with Mike Fouch – Union Representative from SEIU Local 1021 – Discussed Employee Handbook and Injury Illness Prevention Program. Also reviewed employee discipline.
3. Key was acquired for residents locked gate
4. District vehicle was inspected by Sterling Automotive – Inspection attached. Vehicle will be left with Sterling Automotive the week Plant Operator is on vacation for repairs.
5. Pole was replaced in front of Town Hall
6. Ordered OSHA required signs.
7. In the process of getting all fire extinguishers hung properly in all locations with any type of electricity
8. Ordered Plant Log Maintenance Books – instructed Plant Operator to place and use them. Will be providing a Policy on “how to” use the Log Books
9. District vehicle has been washed and thoroughly cleaned as instructed by General Manager
10. In the process of switching District's water testing services from Alpha Analytical to California Laboratory Services
11. Plant Operator is on vacation from March 7th – March 11th



Sterling Auto Repair

11400 Hwy 49
 Jackson, CA. 95642
 Phone: 209-223-5522 Fax: 209-223-5526

ub Estimate For Order

008249

ARD # 232559
 EPA # CAL 000332142

Estimate Date : 2/26/2016

Estimate for Services

R.P.P.U.D.
 PO Box 70
 River Pines, CA 95675
 Office: 209-245-6723 Candi

2002 Toyota - Tacoma - 2.4L,In-Line4 (139CI) VIN(L)
 Lic # : 1107930 - CA Odom. In: 125162

VIN # : 5TENL42N1 2Z134533

Part Description / Number	Qty	Sale	Ext	Labor Description	Extended
SPARK PLUG 2382	4.00	10.50	42.00	DIAGNOSE DOOR LOCK ISSUE AND ADVISE -	195.00
COIL ON PLUG BOOTS 702531	4.00	24.76	99.04	BATTERY SERVICE	43.75
VALVE COVER GASKET SET AVC850S	1.00	49.14	49.14	SPARK PLUGS - Remove & Replace - In-Line4	93.60
SERPENTINE BELT - AC 25040343	1.00	49.03	49.03	VALVE CLEARANCE - Adjustment - In-Line4	327.60
SERPENTINE BELT - PS 25040425	1.00	47.91	47.91	REPLACE ALL DRIVE BELTS - Remove & Replace - In-Line4 w/Air Cond	105.30
SERPENTINE BELT - ALT 25050340	1.00	49.03	49.03	SHOCK ASSEMBLY - FRONT - Remove & Install or Remove & Replace - Base,RWD Both - [DOES NOT include disassemble or alignment.]	140.40
SHOCKS - FRONT 37111	2.00	90.88	181.76	SHOCK ASSEMBLY - REAR - Remove & Install or Remove & Replace - Both - [Includes: Bleed brake system where applicable.	93.60
SHOCKS - REAR 37112	2.00	84.88	169.76	DOES NOT include disassemble or alignment where applicable.]	
BALL JOINT - UPPER - LEFT K90256	1.00	103.35	103.35	BALL JOINT - Remove & Replace - Base,RWD Upper,One Side - [DOES NOT include alignment.]	371.40
BALL JOINT - UPPER - RIGHT K90257	1.00	103.35	103.35	BALL JOINT - Remove & Replace - Base,RWD Lower,One Side - [DOES NOT include alignment.]	257.40
BALL JOINT - LOWER - LEFT K90260	1.00	117.31	117.31	A/C PERFORMANCE CHECK	33.95
BALL JOINT - LOWER - RIGHT K90261	1.00	116.07	116.07	SUBLET 2 FRONT TIRES ALIGNMENT	63.95
				Hazardous Materials	3.00

Parts/Supplies: 1,127.75 Labor: 1,745.95 HazMat/Fees: 3.00 Tax: 90.22 Total : \$ 2,366.92

TEARDOWN ESTIMATE: I understand that my vehicle will be reassembled within ___days of the date shown above if I choose not to authorize the service recommended. All Parts removed will be discarded unless instructed otherwise: Save all Parts _____. NOT RESPONSIBLE FOR LOSS OR DAMAGE TO CARS OR ARTICLES LEFT IN CARS IN CASE OF FIRE, THEFT OR ANY OTHER CAUSE.

Signature _____ Date _____ Time _____

Sterling Auto Repair

Comprehensive Vehicle Inspection

Customer:	R.P.P.U.D.	License:	1107930
Vehicle:	2002 Toyota Tacoma	VIN:	5TENL42N12Z134533
Inspection date:	2/26/2016	Odometer:	in: 125,162- miles
Repair Order #:	8249	Technician:	Clarence Steele

**We have inspected your vehicle
with the following results:**



Clarence Steele, Technician

 **Good**

Under Hood	Observation	Action
Power Steering Fluid	<i>Image(s):</i> Power Steering Fluid.jpg <i>Right-hand mouse-click on link and select 'Open Link in New Tab'</i>	
Clutch Fluid	<i>Image(s):</i> Clutch Fluid.jpg <i>Right-hand mouse-click on link and select 'Open Link in New Tab'</i>	
Air Filter	<i>Image(s):</i> Air Filter.jpg <i>Right-hand mouse-click on link and select 'Open Link in New Tab'</i>	
Under Car	Observation	Action
Front Brake Pads	New <i>Image(s):</i> Front Brake Pads.jpg <i>Right-hand mouse-click on link and select 'Open Link in New Tab'</i>	
Rear Brake Shoes	Lining in Good Condition Brake Shoe Lining 80 % Remaining <i>Image(s):</i> Rear Brake Shoes.jpg <i>Right-hand mouse-click on link and select 'Open Link in New Tab'</i>	

 **Good**

Rear Tires	10/32 Tread Left Torque 85 Ft-Lbs PSI: Rear: 35 <i>Image(s):</i> Rear Tires.jpg <i>Right-hand mouse-click on link and select 'Open Link in New Tab'</i>	
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 **Good**

Road Test

- | | | |
|------------------|-------------------------|----------------------|
| ✓ Warning Lights | ✓ Transmission Shifting | ✓ Engine Performance |
| ✓ Alignment | ✓ Braking | ✓ Parking Brake |
| ✓ Steering | ✓ Suspension | ✓ Drivetrain |

In Car

- | | | |
|----------------------|------------------------|---------------------|
| ✓ Horn | ✓ Windshield Condition | ✓ Windshield Wipers |
| ✓ Windshield Washers | ✓ Turn Signals/Hazards | ✓ Headlights |

Under Hood

- | | | |
|------------------------|------------------|---------------------------|
| ✓ Engine Oil | ✓ Engine Coolant | ✓ Windshield Washer Fluid |
| ✓ Cooling System Hoses | ✓ Radiator | ✓ Cooling Fans |

Under Car

- | | | |
|---------------------|------------------------|------------|
| ✓ Exhaust System | ✓ Driveline & U joints | ✓ Steering |
| ✓ Rear Differential | ✓ Brake Hydraulics | |

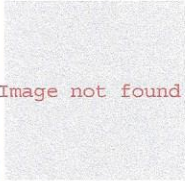
 **Needs Future Attention**

Under Hood	Observation	Action
Brake Fluid	2% Moisture <i>Image(s):</i> Brake Fluid.jpg <i>Right-hand mouse-click on link and select 'Open Link in New Tab'</i>	

 **Needs Immediate Attention**

In Car	Observation	Action
--------	-------------	--------

✖ Needs Immediate Attention

Air Conditioning/Heater	Not Cold	<p>Diagnose</p> <p>When your A/C system does not cool the cabin properly, it might be time to recharge the system. Refrigerant is the liquid that runs through your A/C system cooling down as it flows, to ultimately convert hot air into cool. Without enough refrigerant in the system, your A/C won't be able to create cool air in the summer and might not be able to defrost in the winter. Because your A/C is a closed system, a lack of refrigerant is a big sign that something else is wrong and if ignored long enough, you might not realize that the whole system is failing. For more information click and watch:</p>  <p>Image not found.</p> <p>Click to watch video</p>
Brake/Running Lights	Front Marker Light Out Replaced both front marker lights	Replace Bulb
Under Hood	Observation	Action
Drive Belts	Cracking Worn Glazed Alternator Belt Air Conditioning Belt Power Steering Belt <i>Image(s):</i> Drive Belts1.jpg Drive Belts2.jpg Drive Belts3.jpg Drive Belts4.jpg <i>Right-hand mouse-click on link and select 'Open Link in New Tab'</i>	Replace
Battery	Terminals Corroded <i>Image(s):</i> Battery1.jpg Battery2.jpg <i>Right-hand mouse-click on link and select 'Open Link in New Tab'</i>	Cleaning
Under Car	Observation	Action
Fluid Leaks	Engine Oil <i>Image(s):</i> Fluid Leaks.jpg <i>Right-hand mouse-click on link and select 'Open Link in New Tab'</i>	Repair

✖ Needs Immediate Attention

<p>Suspension</p>	<p>upper bushings lower bushings upper ball joints lower ball joints Recommend upper and lower ball joints due to boots torn and lack of lubrication <i>Image(s):</i> Suspension1.jpg Suspension2.jpg Suspension3.jpg Suspension4.jpg <i>Right-hand mouse-click on link and select 'Open Link in New Tab'</i></p>	<p>Replace lower ball joint(s) Replace upper ball joint(s) Alignment</p>
<p>Front Strut/Shock</p>	<p>Leaking Right Side Left Side <i>Image(s):</i> Front Strut/Shock1.jpg Front Strut/Shock2.jpg <i>Right-hand mouse-click on link and select 'Open Link in New Tab'</i></p>	<p>Replace</p> <p>Shocks and struts are integral to your vehicle's ability to stop, balance, and give you a smooth ride. Overused shocks and struts, similar to used brake fluid, can increase the distance required to bring the vehicle to a complete stop, as well as decrease fuel efficiency. For more information click and watch :</p>  <p>Click to watch video</p>
<p>Rear Strut/Shock</p>	<p>Leaking Right Side Left Side <i>Image(s):</i> Rear Strut/Shock1.jpg Rear Strut/Shock2.jpg <i>Right-hand mouse-click on link and select 'Open Link in New Tab'</i></p>	<p>Replace</p> <p>Shocks and struts are integral to your vehicle's ability to stop, balance, and give you a smooth ride. Overused shocks and struts, similar to used brake fluid, can increase the distance required to bring the vehicle to a complete stop, as well as decrease fuel efficiency. For more information click and watch:</p>  <p>Click to watch video</p>
<p>Front Tires</p>	<p>Cracking Rubber 4/32 Tread Left Torque 85 Ft-Lbs PSI: Front: 35 <i>Image(s):</i> Front Tires1.jpg Front Tires2.jpg <i>Right-hand mouse-click on link and select 'Open Link in New Tab'</i></p>	<p>Replace Tires</p>
<p>Extra Side Notes</p>	<p>Recommend replacing plugs and wires due to mileage. Also valve adjustment due by mileage also</p>	

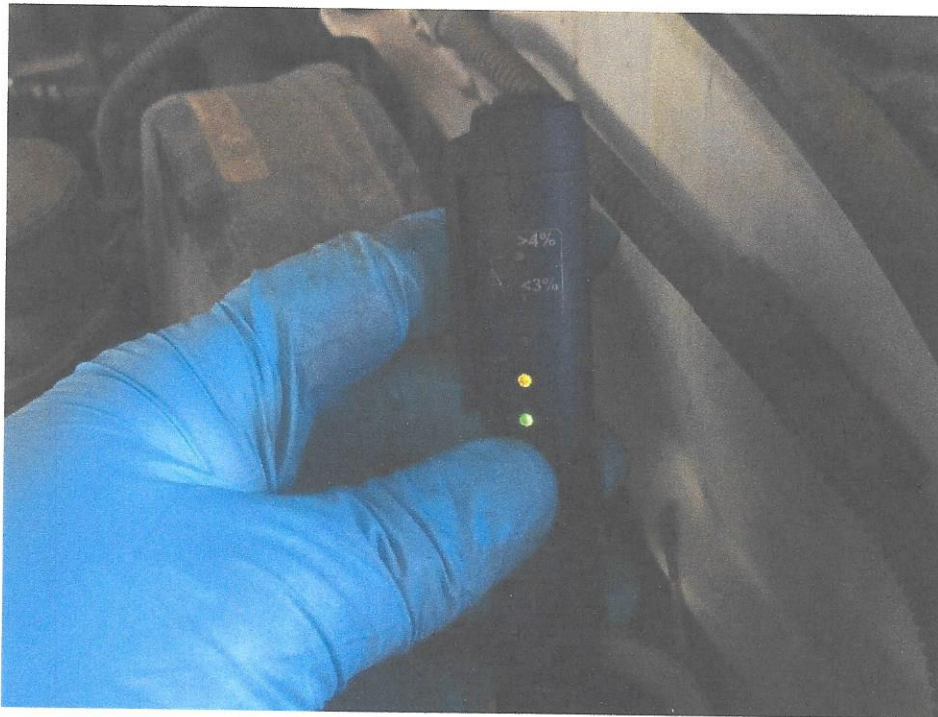
Additional Information



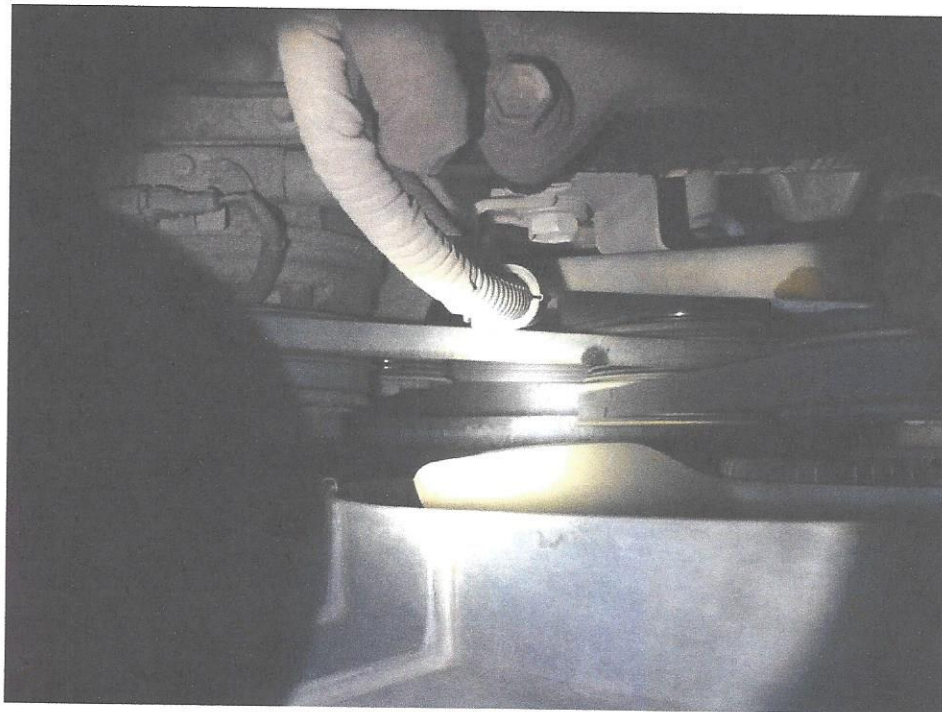
Power Steering Fluid



Brake Fluid



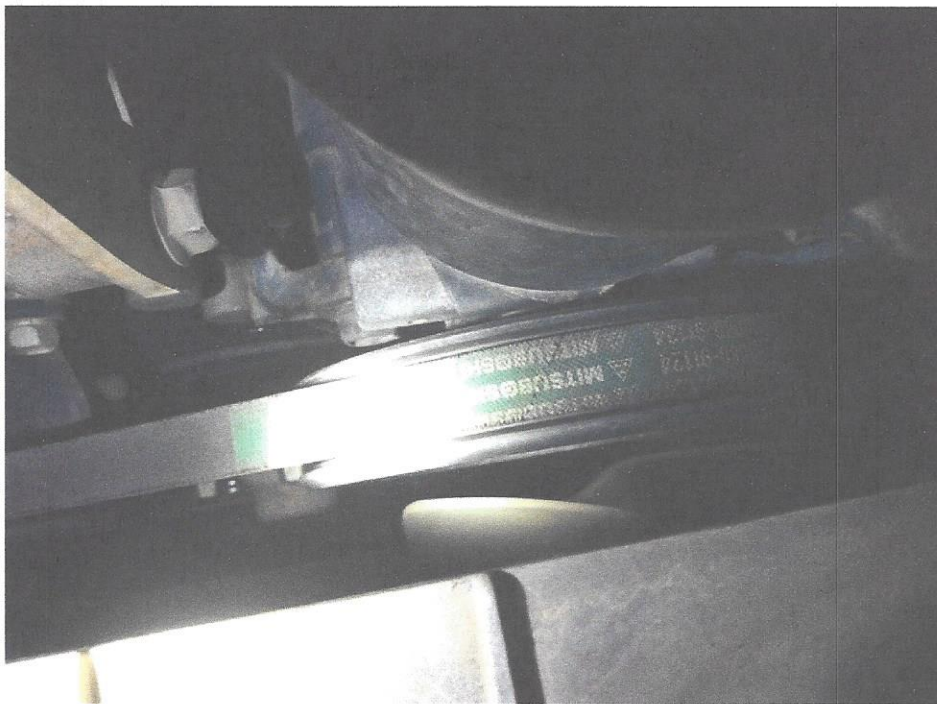
Clutch Fluid



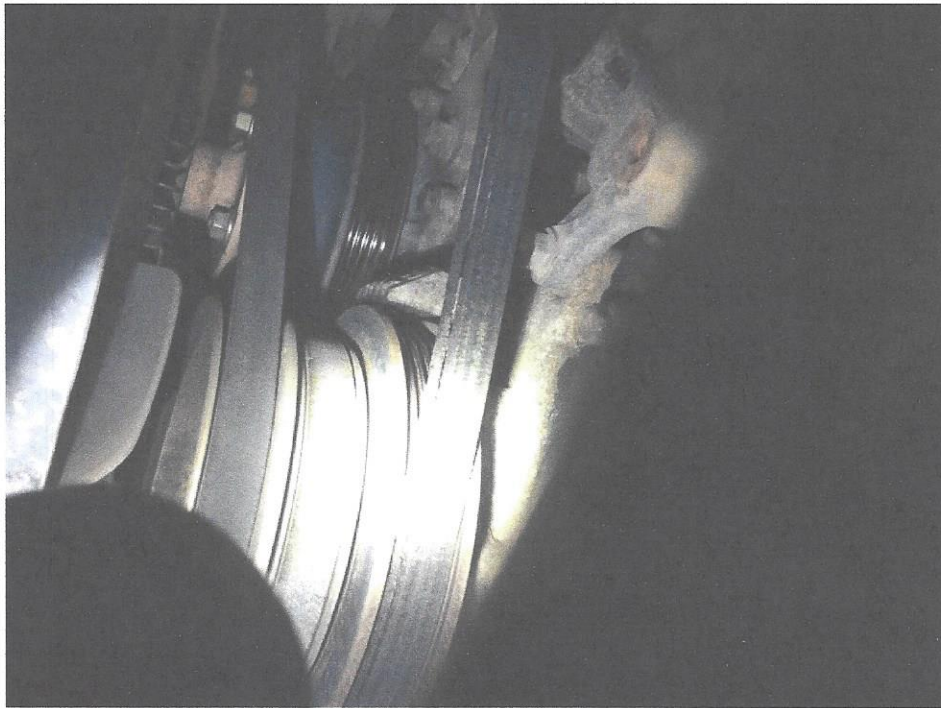
Drive Belts



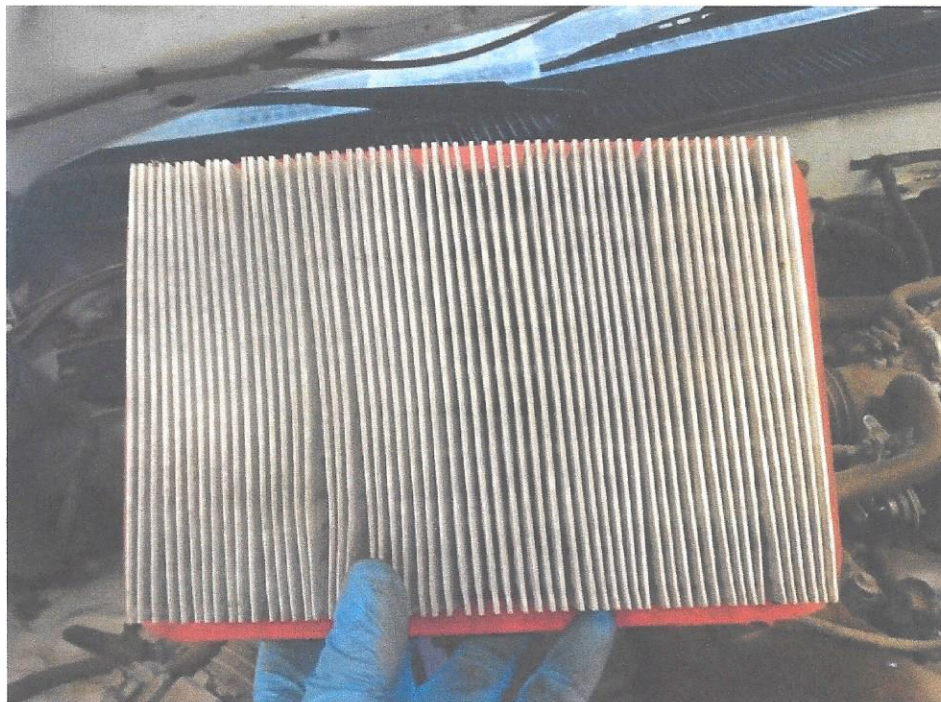
Drive Belts



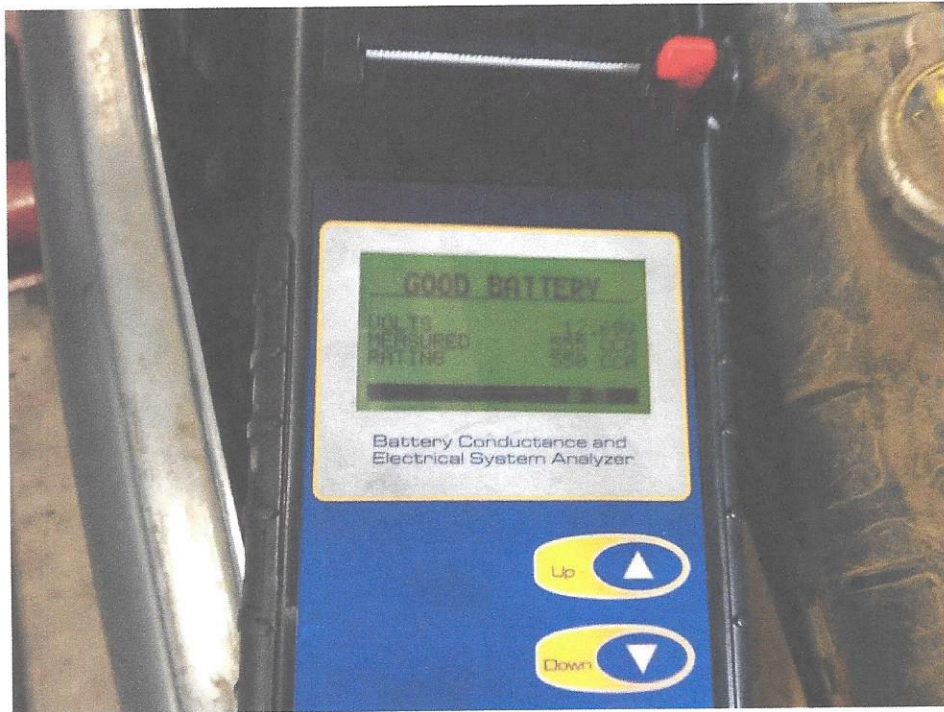
Drive Belts



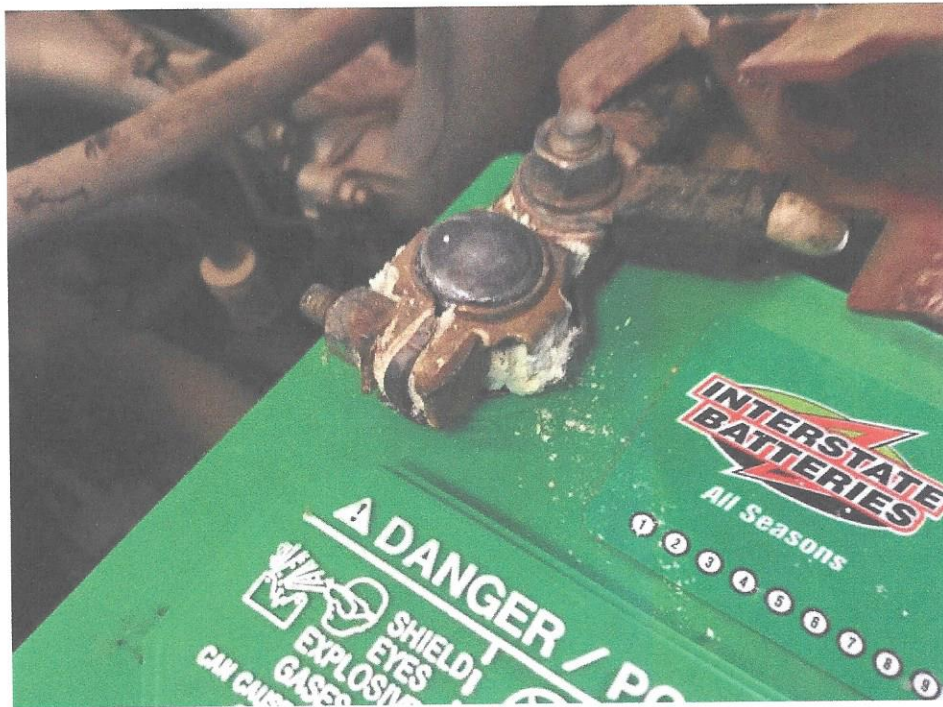
Drive Belts



Air Filter



Battery



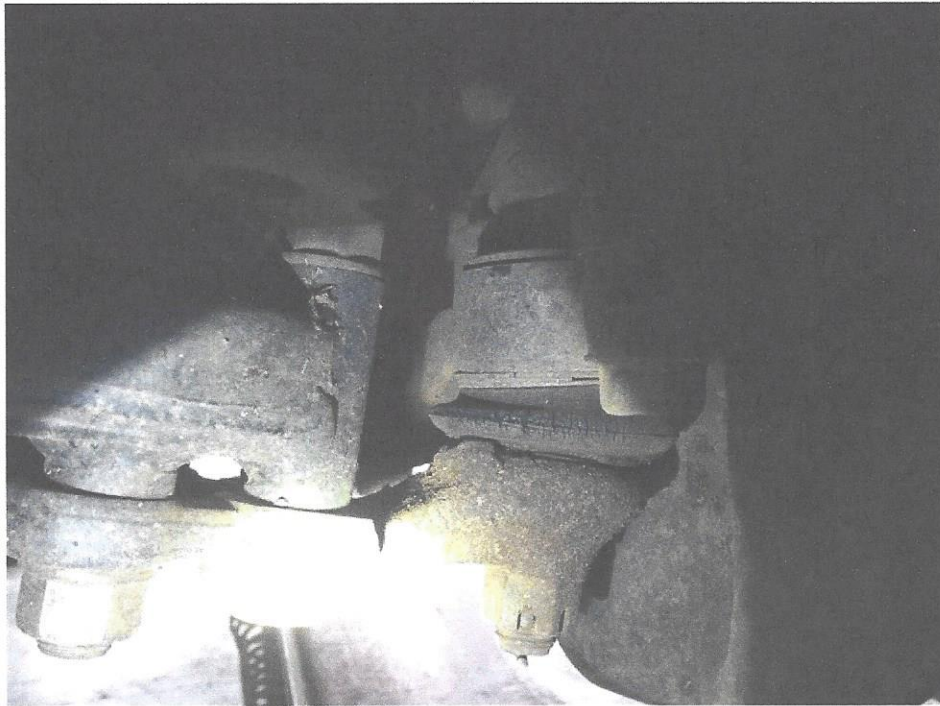
Battery



Fluid Leaks



Suspension



Suspension



Suspension



Suspension



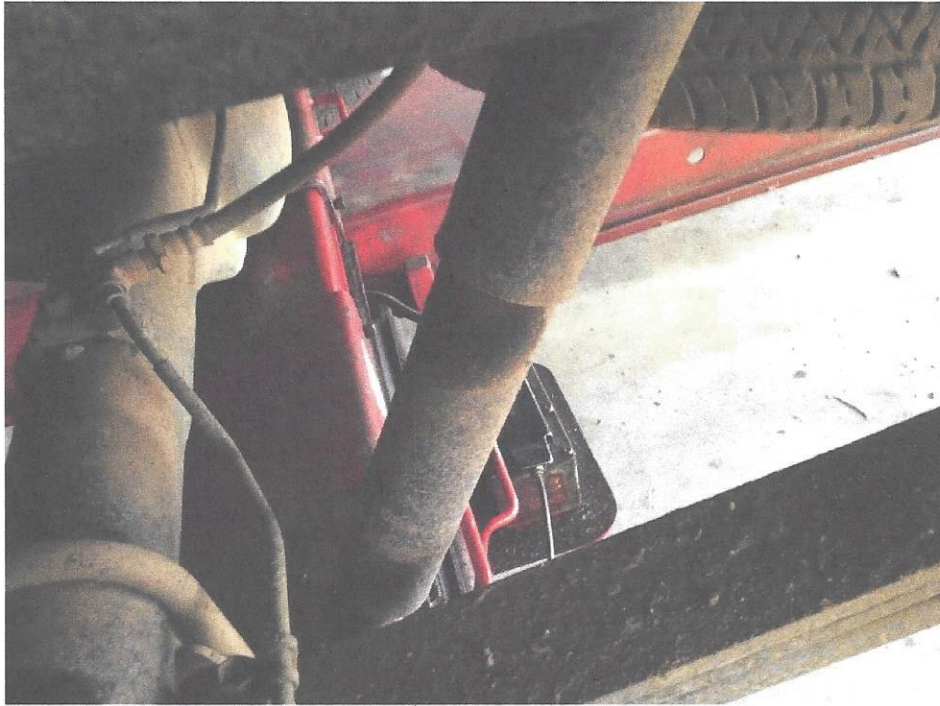
Front Strut/Shock



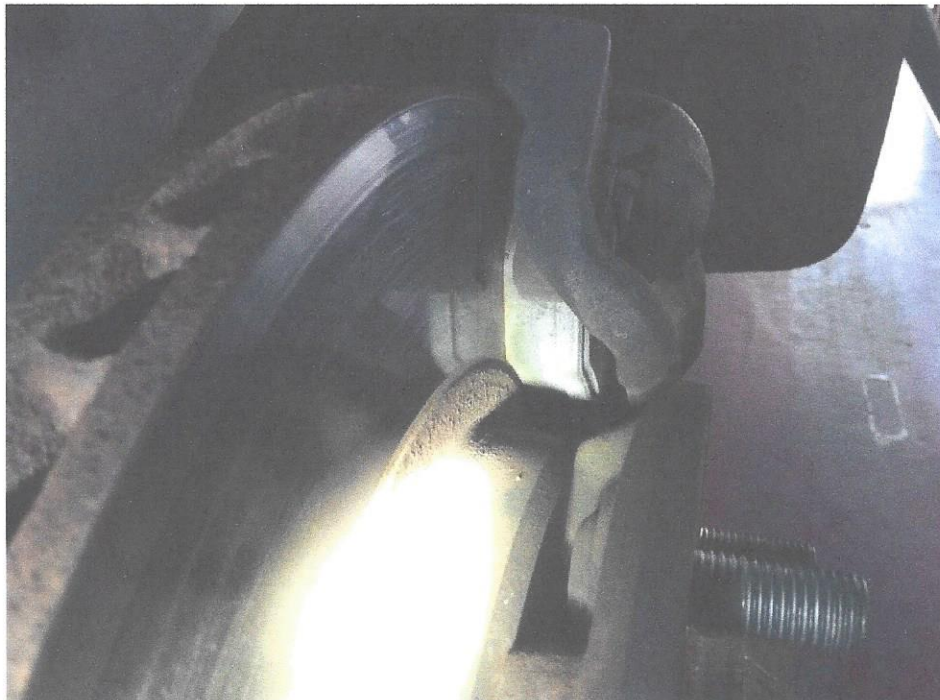
Front Strut/Shock



Rear Strut/Shock



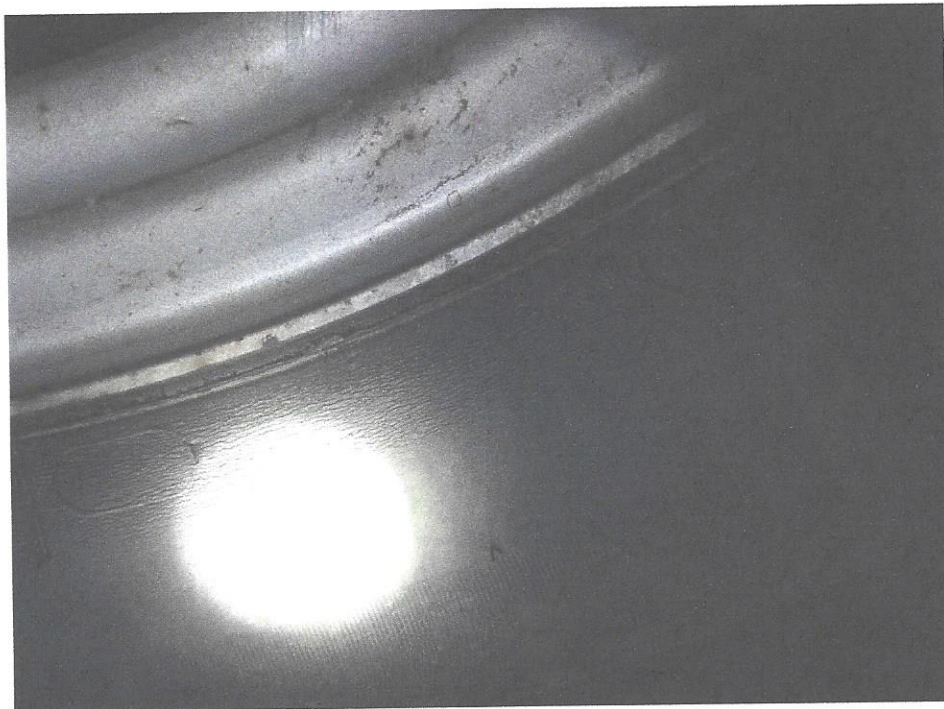
Rear Strut/Shock



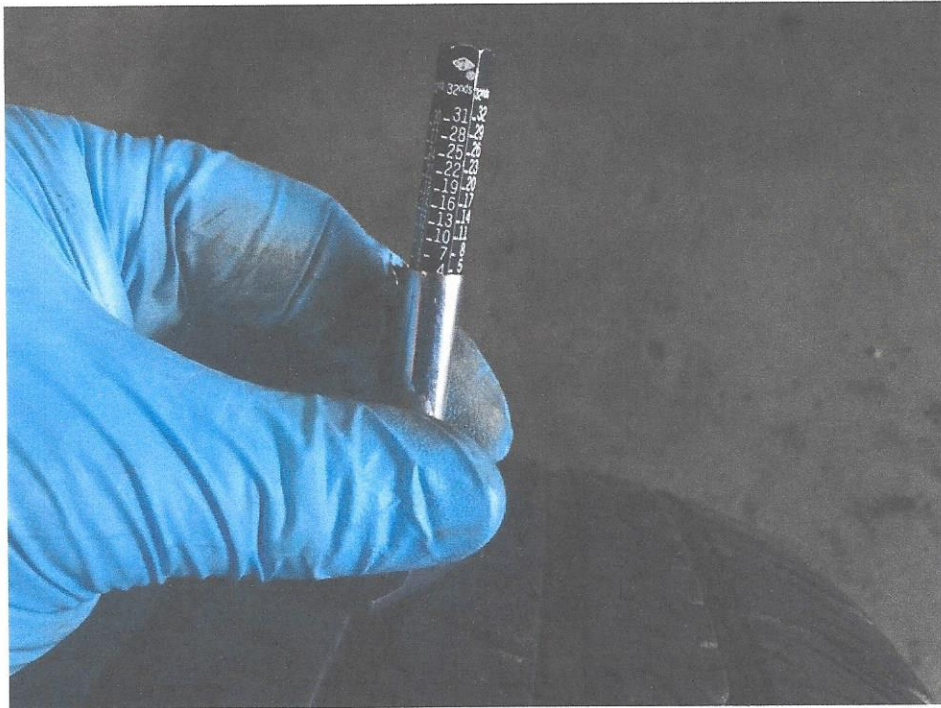
Front Brake Pads



Rear Brake Shoes



Front Tires

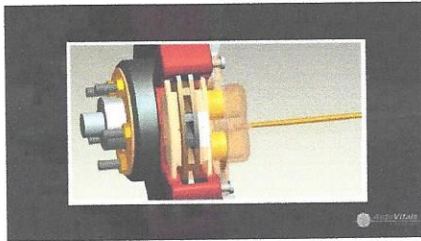


Front Tires



Rear Tires

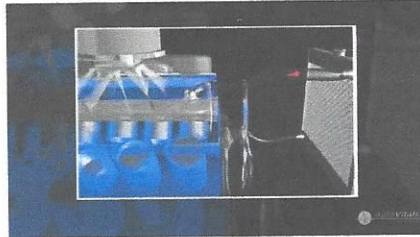
Why is regular service so important?



Brakes are used about 75,000 times a year.

Clean brake fluid plays a vital role in internally lubricating brake components and allowing your vehicle to stop efficiently, especially under heavy loads or high temperatures. The average motorist drives 10-15,000 miles a year and uses their brakes about 75 thousand times. We recommend changing the brake fluid every two years or 24,000 miles.

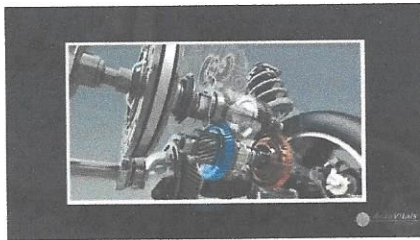
Learn more in this brief video: <http://www.autovitals.com/brake-fluid>



Overheating causes the majority of breakdowns.

Coolant is the generally accepted term for the liquid that absorbs heat from the engine and releases it through the radiator. As the coolant circulates through the system it transfers heat to the radiator and into the air. The liquid is cooled, fed back to the engine through the cooling system, and the cycle repeats. Coolant should be checked for both PH levels and strength at regular intervals and serviced accordingly.

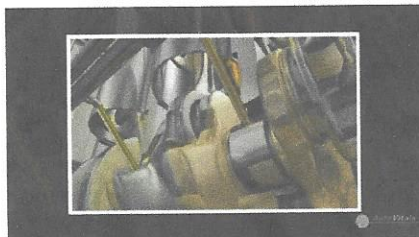
Learn more in this brief video: <http://www.autovitals.com/coolant>



Over 10,000 moving parts power your car.

The transmission is what directs the power of your car's engine to the wheels at a steady speed. And to provide the best balance of performance and fuel efficiency, even under the most extreme load or temperature conditions, up to 2,000 moving parts of that transmission need to be lubricated and cooled constantly. The transmission fluid should be replaced every 15,000 to 30,000 miles.

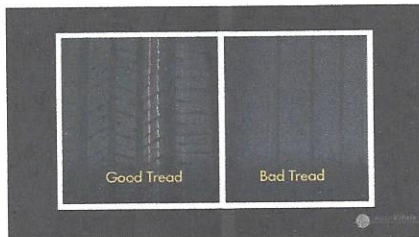
Learn more in this brief video: <http://www.autovitals.com/transmission>



.001" spaces can separate parts—oil keeps them apart!

Motor oil is an essential lubricant. It's main function is to lubricate the moving parts in your engine, but it also cleans inhibits corrosion and cools the engine. For years the accepted interval for oil replacement and filter service has been every three months or every 3000 miles. Improvements in oil chemistry and engine design technology have allowed for a longer oil change intervals typically anywhere from 4,000 to 10,000 miles or more for most vehicles.

Learn more in this brief video: <http://www.autovitals.com/oil>



Tires are the only contact your car has with the road.

Let's face it, tires don't last forever, and the two main reasons for replacement are wear and damage. There are several ways to inspect your tires. You can visually check their general condition and look for abnormal and uneven wear patterns. You could also perform the penny test or check to see if the wear bars visible to ensure there is sufficient tread remaining to safely operate the vehicle under all driving conditions.

Learn more in this brief video: <http://www.autovitals.com/tire-replacement>

Service Intervals can vary based upon your driving behavior.
Ask your Service Advisor for details.

**RIVER PINES
PUBLIC UTILITY DISTRICT
WATER REHABILITATION STUDY**

I – INTRODUCTION

INTRODUCTION

The River Pines Public Utility District (RPPUD or District) provides domestic water supply and sanitary sewage collection, pumping and treatment for customers within the unincorporated Amador County community of River Pines. Nearly all of the District's current 212 customers are single family residences. As shown in **Figure I-1**, the River Pines community and the RPPUD service area are located at the northerly limits of Amador County. The District also serves some 9 residences in El Dorado County, north, across the county line from the District's central service area. The District's existing service area map is presented in **Figure I-2**. Significant changes in the District's future service area limits are not anticipated. There are, however, approximately 107 vacant lots located within the existing RPPUD service area limits. As shown in Figures I-1 and I-2, the District is bisected by Shenandoah Road (Mt. Aukum Road in El Dorado County). The South Fork of the Cosumnes River forms much of the northerly limits, however, as noted above, there are some 9 RPPUD services located north of the South Fork of the Cosumnes River in El Dorado County.

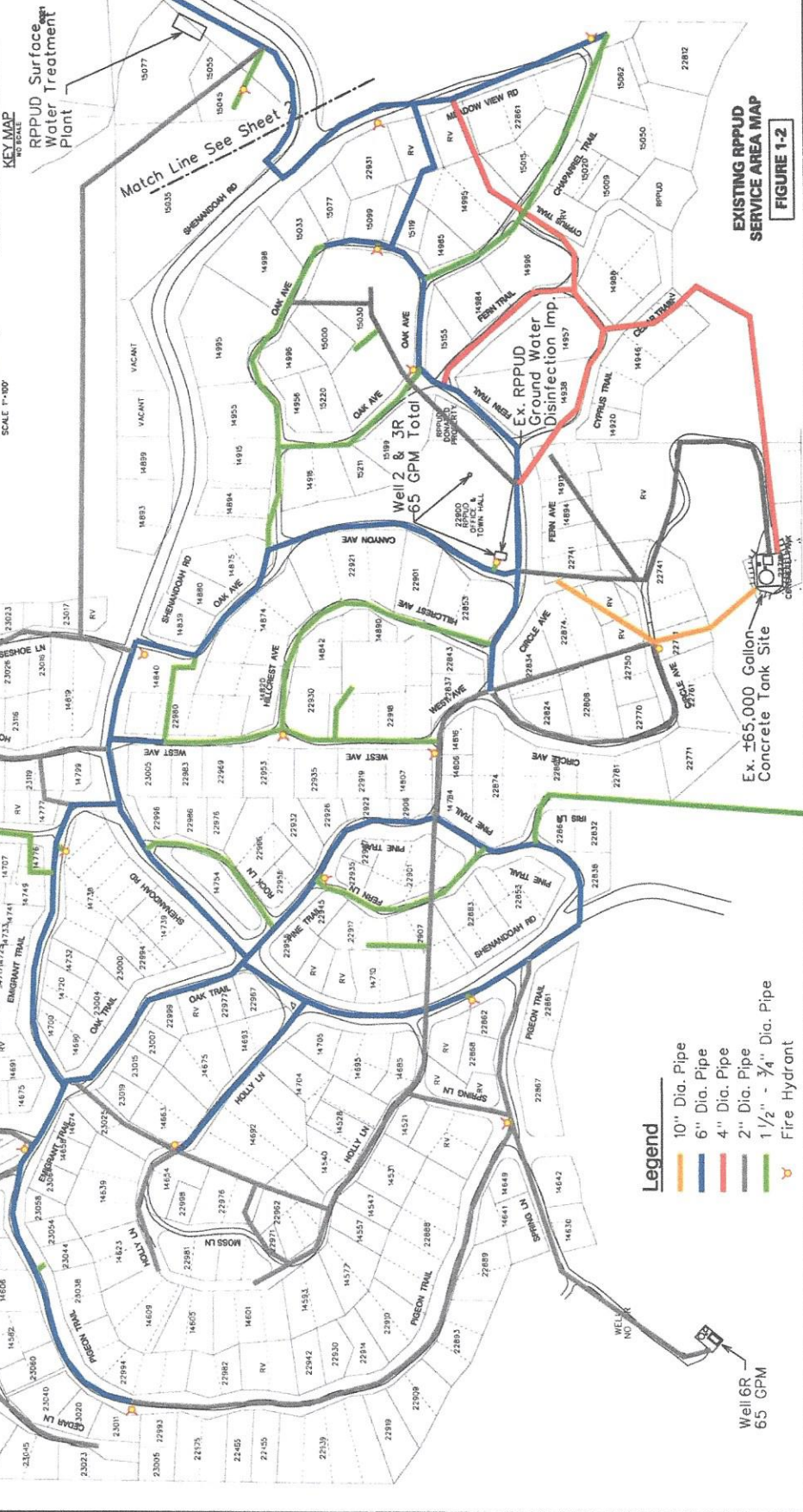
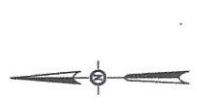
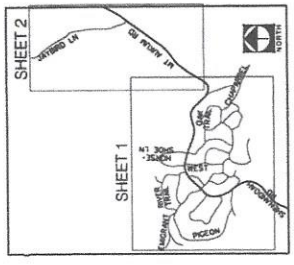
BACKGROUND

Distribution Facilities

As further described in **Section II** of this Report, existing RPPUD water distribution improvements consist mostly of small (3/4" to 4" diameter) water lines placed with various materials, (Galvanized Pipe, Polyvinyl Chloride (PVC) Pipe, Polyethylene Pipe (PEP), Asbestos Cement Pipe (ACP), Copper). In the 1980's the District obtained grant funding to construct limited footage of 6 inch diameter PVC C900 water mains. Water lines smaller than 6 inch diameter do not provide adequate fire flows nor reliable service. In addition, there have been a number of unauthorized water service taps and extensions of these small water lines which have occurred over the years and are largely unmetered. Recommendations to replace the small diameter (less than 6 inch) water mains with a water system that meets California Department of Water Resource Drinking Water Standards and Amador County Fire Department Fire Protection Standards is the principal objective of this Rehabilitation Study.

Water Supply

With a favorable river stage, the District can be supplied by a surface water intake and surface water treatment plant located along the South Fork of the Cosumnes River. Over the past several years, however, river flows have not been adequate to serve the District as a reliable source of water supply. The District, therefore, depends mostly on groundwater resources as their source of water supply. Neither improvements nor expansion of the existing RPPUD Surface Water Treatment Plant are included in the scope of this Study. According to the Systems Operator, the RPPUD Surface Water Treatment Plant complies with Division of Drinking Water (DDW) and EPA Standards for Surface Water Treatment and has a treatment capacity of



- Legend**
- 10" Dia. Pipe
 - 6" Dia. Pipe
 - 4" Dia. Pipe
 - 2" Dia. Pipe
 - 1 1/2" - 3/4" Dia. Pipe
 - Fire Hydrant

EXISTING RPPUD SERVICE AREA MAP
FIGURE 1-2

EXISTING SYSTEM MAP

AMADOR COUNTY, CALIFORNIA

RIVER PINES PUBLIC UTILITY DISTRICT

JOB NO. 04-1-05
SCALE: RELEASE 1
FEB 2016

EXHIBIT

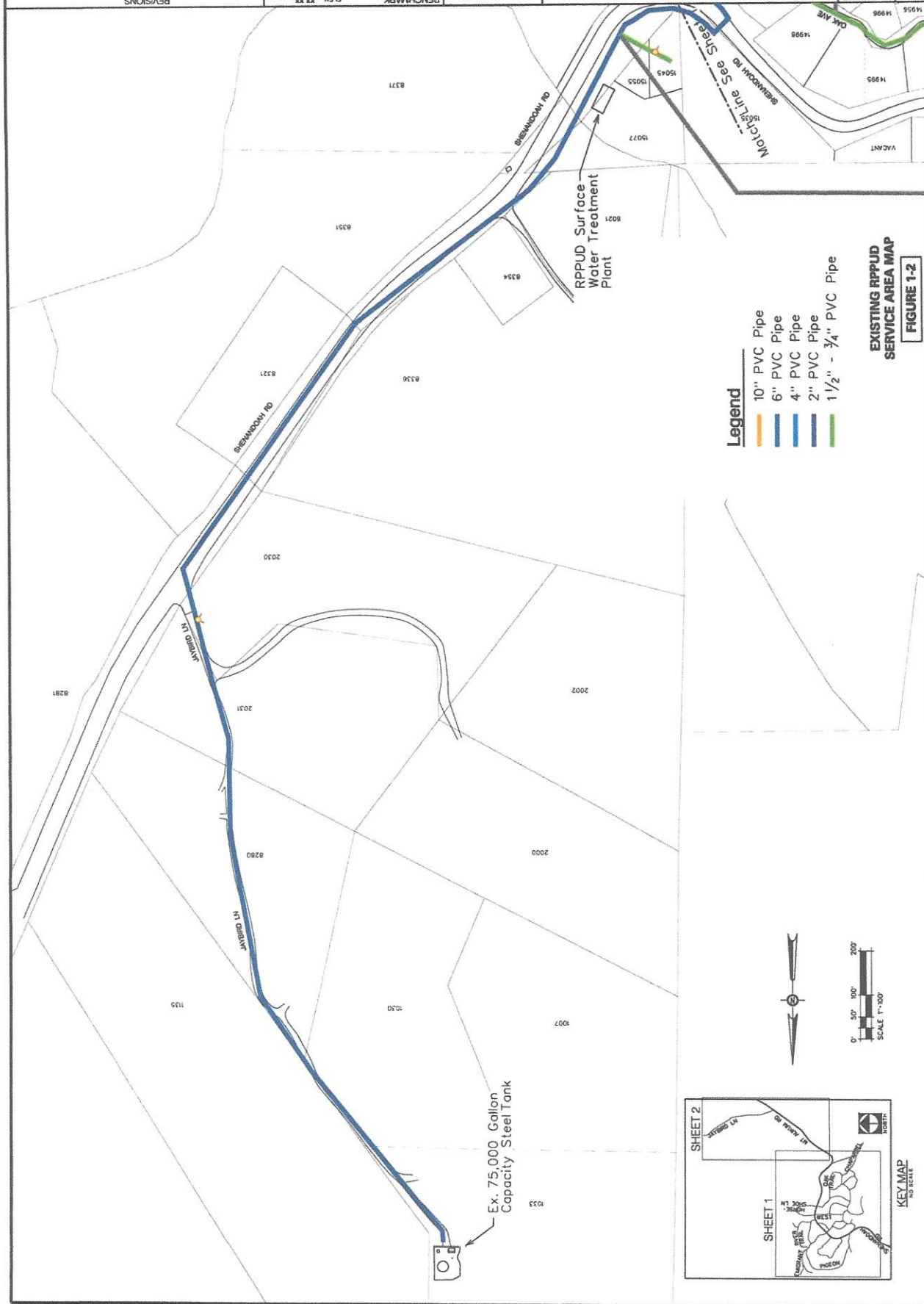
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DESCRIPTION: XXXXX

NO. DESCRIPTION DATE BY

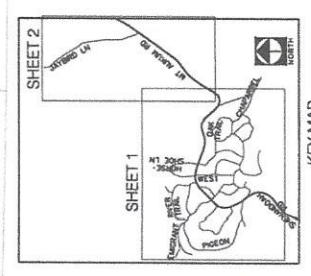
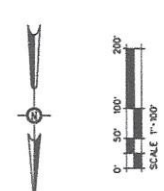
KASL

DATE: _____
DRAWN BY: _____
CHECKED BY: _____
SCALE: _____

SHEET 2 of 2



- Legend**
- 10" PVC Pipe
 - 6" PVC Pipe
 - 4" PVC Pipe
 - 2" PVC Pipe
 - 1 1/2" - 3/4" PVC Pipe
- EXISTING RPPUD SERVICE AREA MAP**
- FIGURE 1-2**



DATE: 5/10/15-05 River Pines Water Supply/Utility, Fig 1-2 EXISTING SYSTEMS MAP 2.dwg

100 gpm. When in service, the RPPUD Surface Water Treatment Plant is typically operated at about 65 gpm. As further described in Section II, there are currently three active supply wells owned and operated by RPPUD. These are designated as Well 2, (\pm 25 to 35 gpm firm yield), Well 3R (also \pm 25 to 35 gpm) and Well 6R (\pm 65 gpm yield). Well 2 and Well 3R now serve as the principal groundwater supply sources and serve as the "lead" wells. Well 6R is operated in reserve. At Well 3R, water treatment improvements have been installed to comply with DDW Standards for groundwater under the influence of surface water. In 2014, the District extended the depth of Well 2 and also drilled and developed Well 3R. Both wells extend to a depth of 480 to 500 feet below existing ground surface. Well 2 and Well 3R improvements were financed by a USDA grant. The location of the District's water supply wells are shown on Figure I-2.

In addition to the well improvements, the District, in 2014-2015, also implemented disinfection, standby power and SCADA facilities at Well 2 and Well 3R.

Storage

RPPUD is served by two storage tanks; an above ground, welded steel tank with \pm 75,000 gallon capacity located on Jaybird Lane at the north (El Dorado County) service area limits and a partially buried concrete tank with \pm 65,000 gallon capacity located at the southerly limits of the District. The location of existing RPPUD Water Storage Tanks and shown on Figure I-2. The above ground steel tank is relatively new and was added to the District's facilities in 1982. The concrete tank is quite old and, according to the Systems Operator, has numerous cracks and leaks.

Sewage Collection

RPPUD owns and operates sewage collection and pumping facilities which are in place throughout the District. The District's Wastewater Treatment Plant is located on Emigrant Trails, northwest of the RPPUD water system service area. Outside of the RPPUD area, existing rural area homes are served by septic tanks and leach fields.

OBJECTIVE

The principal objective of this Water Rehabilitation Study is to identify and recommend improvements to the RPPUD water distribution system. To the maximum extent possible, it is intended that existing 6 inch diameter C900 PVC water mains, placed in the 1980's be retained. According to the District Operator, these mains are in good condition and were constructed with proper bedding, backfill and cover. The $\frac{3}{4}$ inch to 4 inch diameter water lines currently in use were placed as early as 1927. These lines are not adequate for fire flows, are not properly looped or mapped, are subject to breakage and losses and include dead ends and illegal connections. These older, smaller, lines should be abandoned and replaced with approved water mains material, 6 inch diameter and larger, as part of the RPPUD water rehabilitation improvements.

As further described herein, existing water lines are not properly valved and sufficient hydrants have not been placed to provide adequate fire flows or protection. Included in this Study are recommended fire hydrant and isolation valve improvements. Proposed improvements will comply with Amador County Fire Department Standards and typical water system improvement

standards in effect for other Amador County Water Districts (e.g. Amador Water Agency, City of Plymouth, City of Jackson).

There are currently no pressure reducing stations in the service area. Both tanks operate at a maximum hydraulic grade line of 2175. With this operating elevation and with the RPPUD service elevations ranging from elevation 1850 to 2150, existing water supply pressures as high as 120 psi currently exist. This supply pressure is well above a maximum desired water supply pressure of 60 to 80 psi. High service pressures contribute to water supply pipe breaks and water losses. Appropriately placed pressure reducing station(s) are recommended in this Water Rehabilitation Study.

A number of the existing RPPUD water serve meters are located along rear yard and side yard alignments. In addition, meters are connected to the small (less than 6 inch) domestic water lines, even in those areas where the larger (6 inch diameter) mains were constructed. The scope of this Water Rehabilitation Study is to relocate side and rear yard meters to frontage road location, connect all meters to new 6 inch and 8 inch diameter mains and replace the old mechanical style meters with new electronic meter types that can be more easily read and monitored.

The District's existing water supply tanks provide approximately 140,000 gallons of storage. The existing 75,000 gallon steel tank appears to be in satisfactory condition, however, exterior and interior refinishing is required and the existing inlet and outlet piping modified to avoid short circuiting and improved tank circulation. The existing 65,000 gallon concrete tank leaks and should be replaced. The District's existing storage capacity of 140,000 gallons does not meet state or local fire district standards for fire storage, maximum day demands and peaking storage. Alternative and recommended concrete water storage tank replacement alternatives and recommended steel tank rehabilitation improvements are included in this Water Rehabilitation Study.

Current maximum day water demands can be supplied by the two existing groundwater supply wells, in lead (Well 2 and Well 3R), however, additional analysis is included in this Study to evaluate long term groundwater supply reliability and to identify additional, reserve, groundwater supply options. While the District can be served by the South Fork Cosumnes River under moderate to high river flow conditions, this supplemental surface water supply source is only viable when river stages are adequate. The District has in place, slow sand filtration and disinfection improvements to treat surface water. The focus of this Study is improving the reliability of the groundwater supply sources. Neither the evaluation of surface water collection nor treatment facilities are considered as a long term solution and are not addressed herein.

The District has in place SCADA capabilities and the District Operator can effectively control and monitor, remotely, District Water Supply Wells, 2 and 3R, existing tanks and disinfection improvements. Extension of these SCADA improvements to monitor the operation of Well 6R and to monitor levels at existing and new water storage improvements are addressed in this Water Rehabilitation Study.

STUDY ORGANIZATION

The following RPPUD Water Rehabilitation Study is organized as follows:

- I. INTRODUCTION
- II. EXISTING IMPROVEMENTS
- III. ALTERNATIVE WATER SYSTEM REHABILITATION ALTERNATIVES
- IV. RECOMMENDED REHABILITATION IMPROVEMENTS
- V. ESTIMATED PROJECTS COSTS AND IMPLEMENTATION SCHEDULE

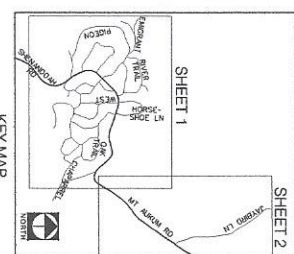
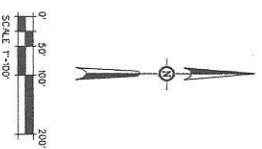
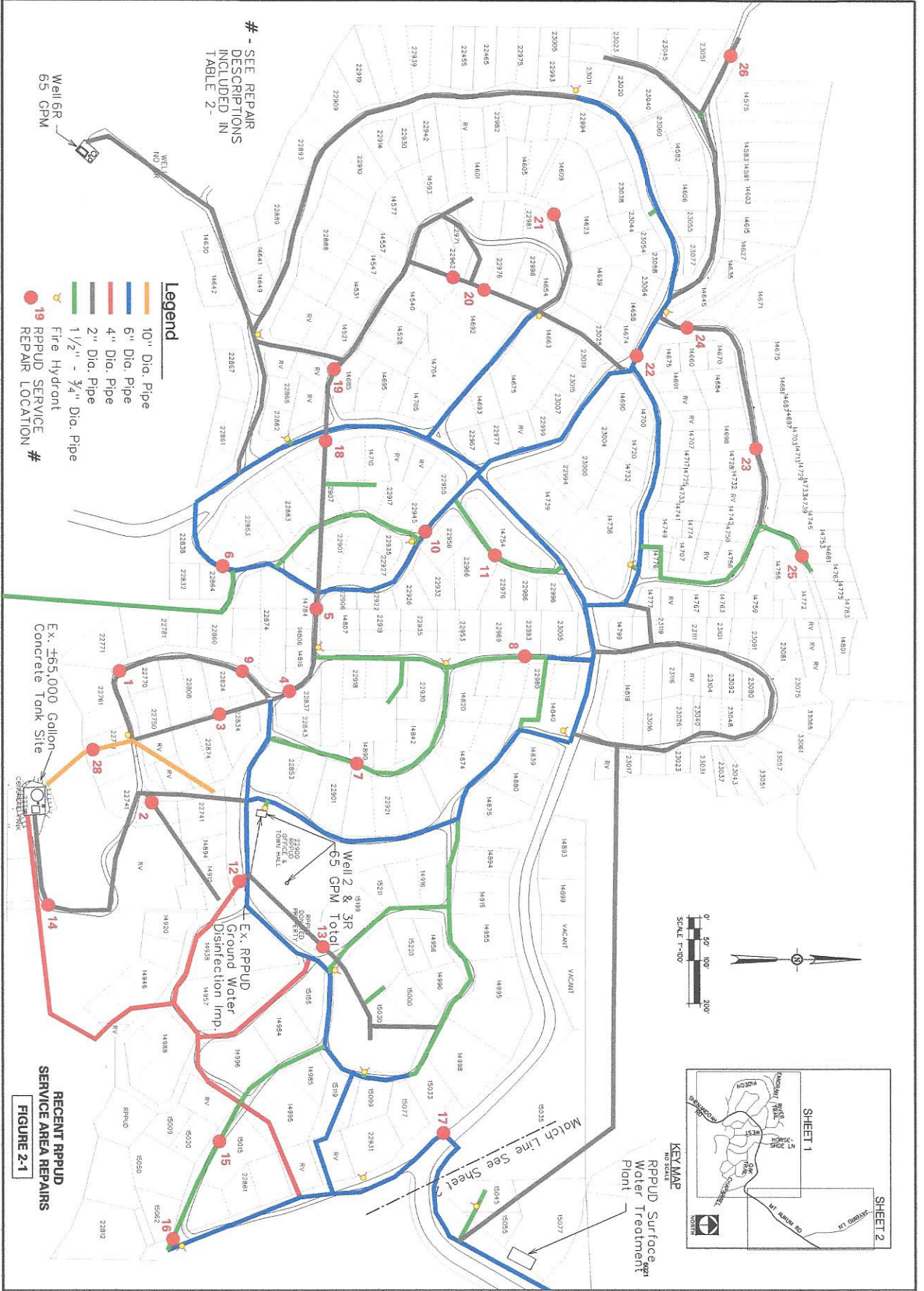
Appended to this Study are Technical Reports prepared for:

- A-1 Existing Water System Mapping (KASL Consulting Engineers)
- A-2 Jaybird Tank Rehabilitation Recommendations (Utility Service Group)
- A-3 Groundwater Resources and District Water – Supply Wells (Quincy Engineers)

KASL Consulting Engineers and our subconsultant, Quincy Engineers, gratefully acknowledge the valuable assistance provided by:

- Candi Bingham, RPPUD General Manager
- Greg Guina, RPPUD Systems Operator
- Cathy Landgraf, RPPUD Board Chair
- Brent Stewart, District Engineer

in the preparation of this Study.



- SEE REPAIR DESCRIPTIONS INCLUDED IN TABLE 2 -

- Legend**
- 10" Dia. Pipe
 - 6" Dia. Pipe
 - 4" Dia. Pipe
 - 2" Dia. Pipe
 - 1 1/2" - 3/4" Dia. Pipe
 - Fire Hydrant
 - RPPUD SERVICE
 - REPAIR LOCATION #

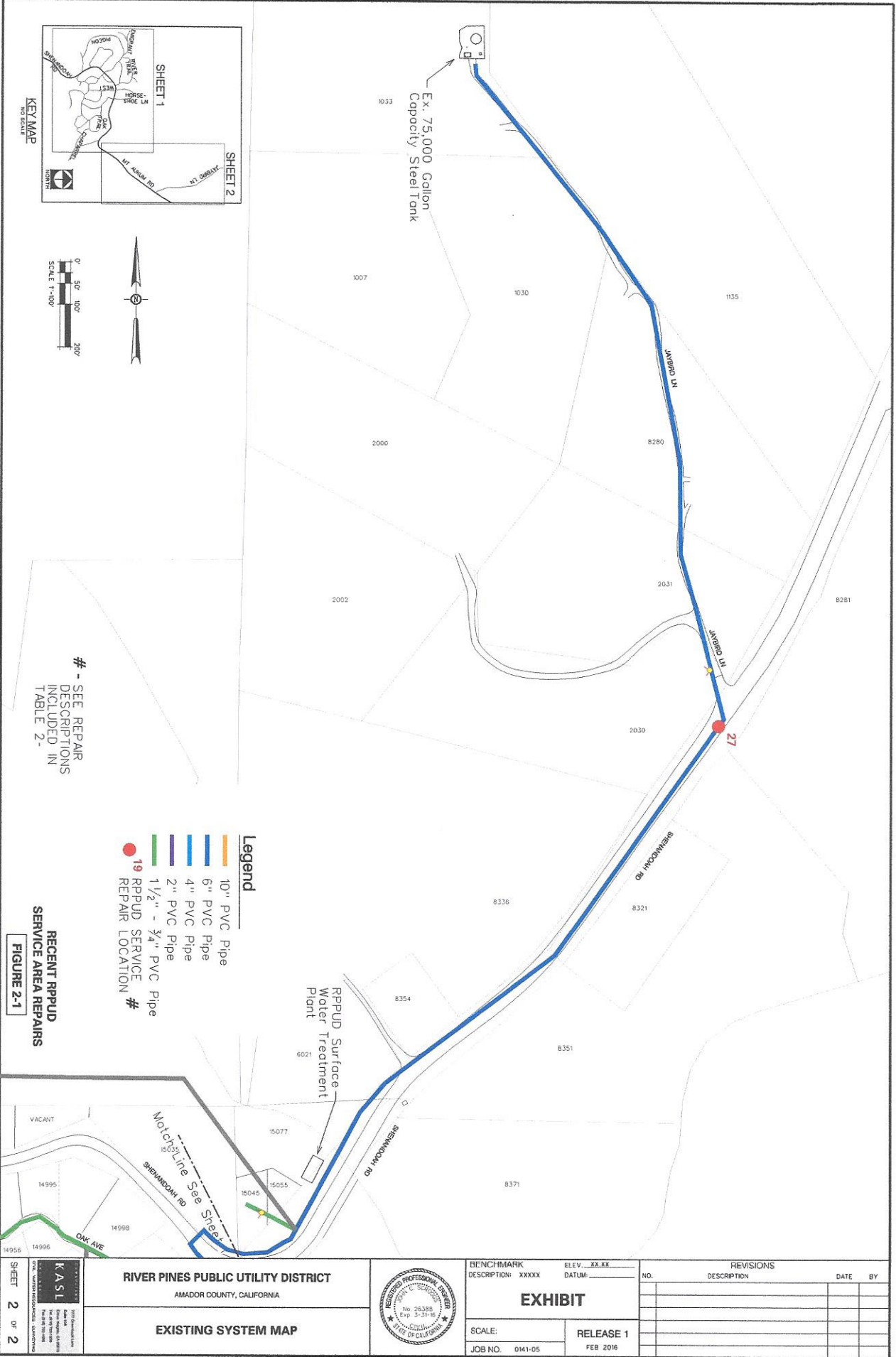
Ex. 65,000 Gallon Concrete Tank Site

Well 2 & 3R
65 GPM Total

Ex. RPPUD Ground Water Disinfection Imp.

RECENT RPPUD SERVICE AREA REPAIRS
FIGURE 2-1

<p>KASL KASL ENGINEERING & ARCHITECTURE 20077 Foothill Blvd. Suite 100 Foothill, CA 91030 Phone: 626-261-1100 Fax: 626-261-1101 www.kasl.com</p>	<p>RIVER PINES PUBLIC UTILITY DISTRICT AMADOR COUNTY, CALIFORNIA</p>		<p>REVISIONS</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>DATE</th> <th>BY</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		NO.	DESCRIPTION	DATE	BY												
	NO.	DESCRIPTION	DATE	BY																
<p>EXISTING RPPUD SERVICE AREA MAP</p>		<p>EXHIBIT</p>																		
<p>SHEET 1 OF 2</p>	<p>BENCH-MARK DESCRIPTION: KXXXX</p> <p>SCALE: _____</p> <p>JOB NO: 0141-05</p>	<p>ELEV. XX.XX</p> <p>DATUM: _____</p> <p>RELEASE 1</p> <p>FEB 2016</p>	<p>DATE</p>																	



RIVER PINES PUBLIC UTILITY DISTRICT
AMADOR COUNTY, CALIFORNIA

EXISTING SYSTEM MAP

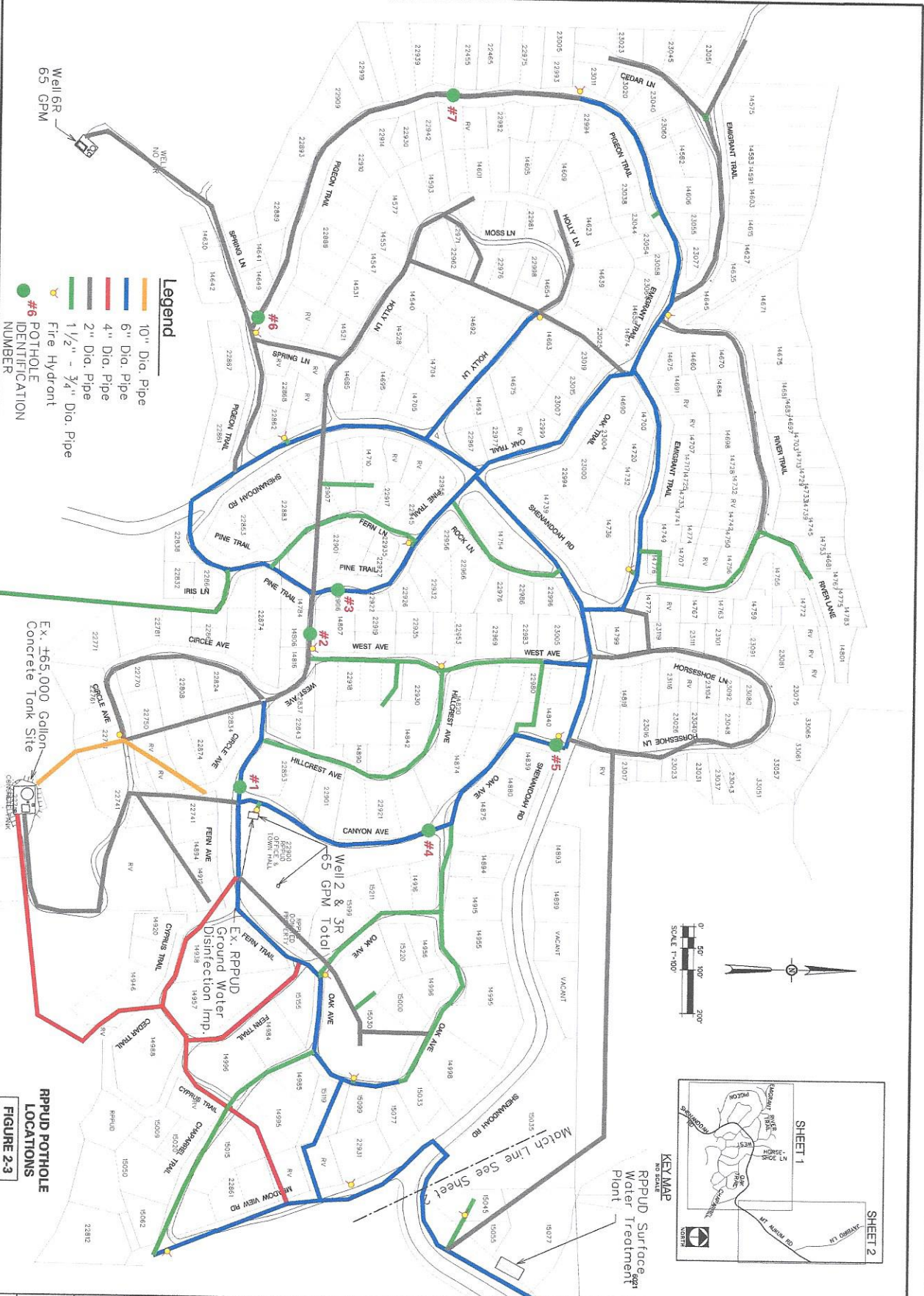


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DATE:	
EXHIBIT	
SCALE:	RELEASE 1
JOB NO. 0141-05	FEB 2016

REVISIONS		
NO.	DESCRIPTION	DATE BY

SHEET 2 OF 2

KASL
KASL ENGINEERING, INC.
1000 UNIVERSITY AVENUE, SUITE 200
SACRAMENTO, CALIFORNIA 95833
TEL: 916.442.1111
WWW.KASLENG.COM



RPPUD POTHOLE LOCATIONS
FIGURE 2-3

KASL
 2777 Riverdale Ave
 San Jose, CA 95133
 (408) 253-1100
 www.kasl.com

RIVER PINES PUBLIC UTILITY DISTRICT
 AMADOR COUNTY, CALIFORNIA

EXISTING RPPUD SERVICE AREA MAP



BENCHMARK DESCRIPTION: XXXXX DATUM: EL.F.V. XX.XX

EXHIBIT

SCALE: RELEASE 1
 JOB NO. 0141-05 FEB 2016

REVISIONS		DATE	BY
NO.	DESCRIPTION		



River Pines PUD <rppud@rppud.org>

Re: Circle Tank

Jack Scroggs <jscroggs@kasl.com>
To: River Pines PUD <rppud@rppud.org>
Cc: "gregguina@att.net" <gregguina@att.net>

Tue, Feb 23, 2016 at 9:12 AM

Candi & Greg,

Attached please find two alternative layouts for tank replacement at the existing concrete tank site. In Alternative 1 the criteria included locating a new 300,000 gallon capacity tank with the same maximum hydraulic grade line as the existing concrete tank and the Jaybird Lane Tank (HGL= 2175), construct the new tank within the limits of the RPPUD owned property and maintain operation of the existing tank until the new tank is on line. As shown, a long narrow (unconventional)) tank results and extensive construction easements would be required from the adjacent property to the south. In Alternative 2, the new tank would be more conventionally designed and would require only limited construction easement to the south, however, the new tank is not within the District's existing property limits. Additional property would need to be acquired to the north of the existing site.

We need to discuss with you the District's relationship with your tank neighbors to the north and south and which alternative is more feasible " politically". No doubt considering construction costs alone (no easements or purchase of land) Alternative 2 is the lower cost option and more " constructible ".

Jack Scroggs

From: River Pines PUD [mailto:rppud@rppud.org]
Sent: Tuesday, February 23, 2016 7:31 AM
To: Jack Scroggs <jscroggs@kasl.com>
Subject: Re: Circle Tank

Hi Jack,

[Quoted text hidden]

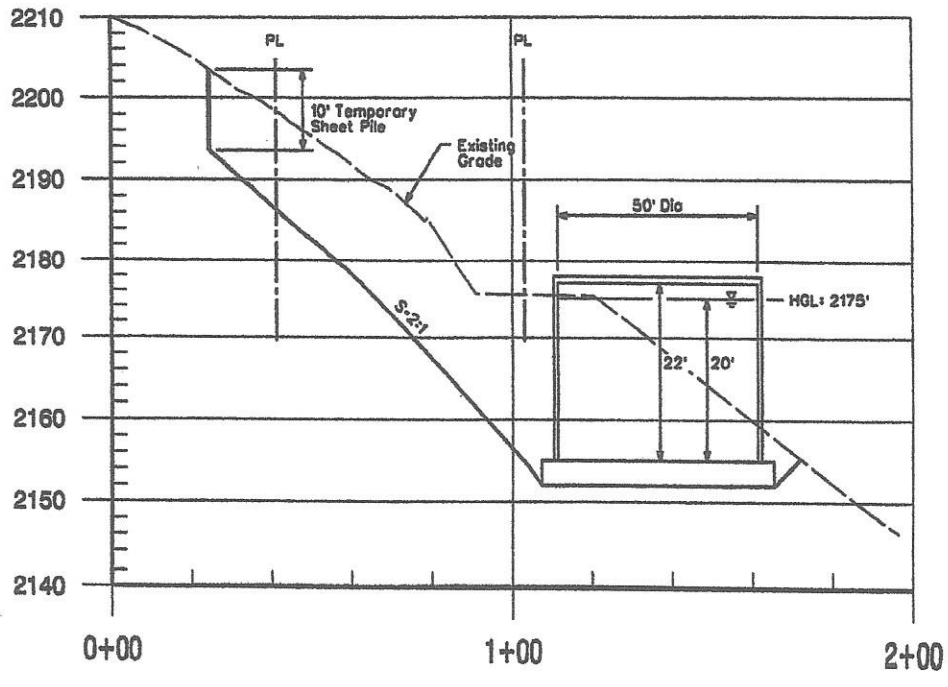
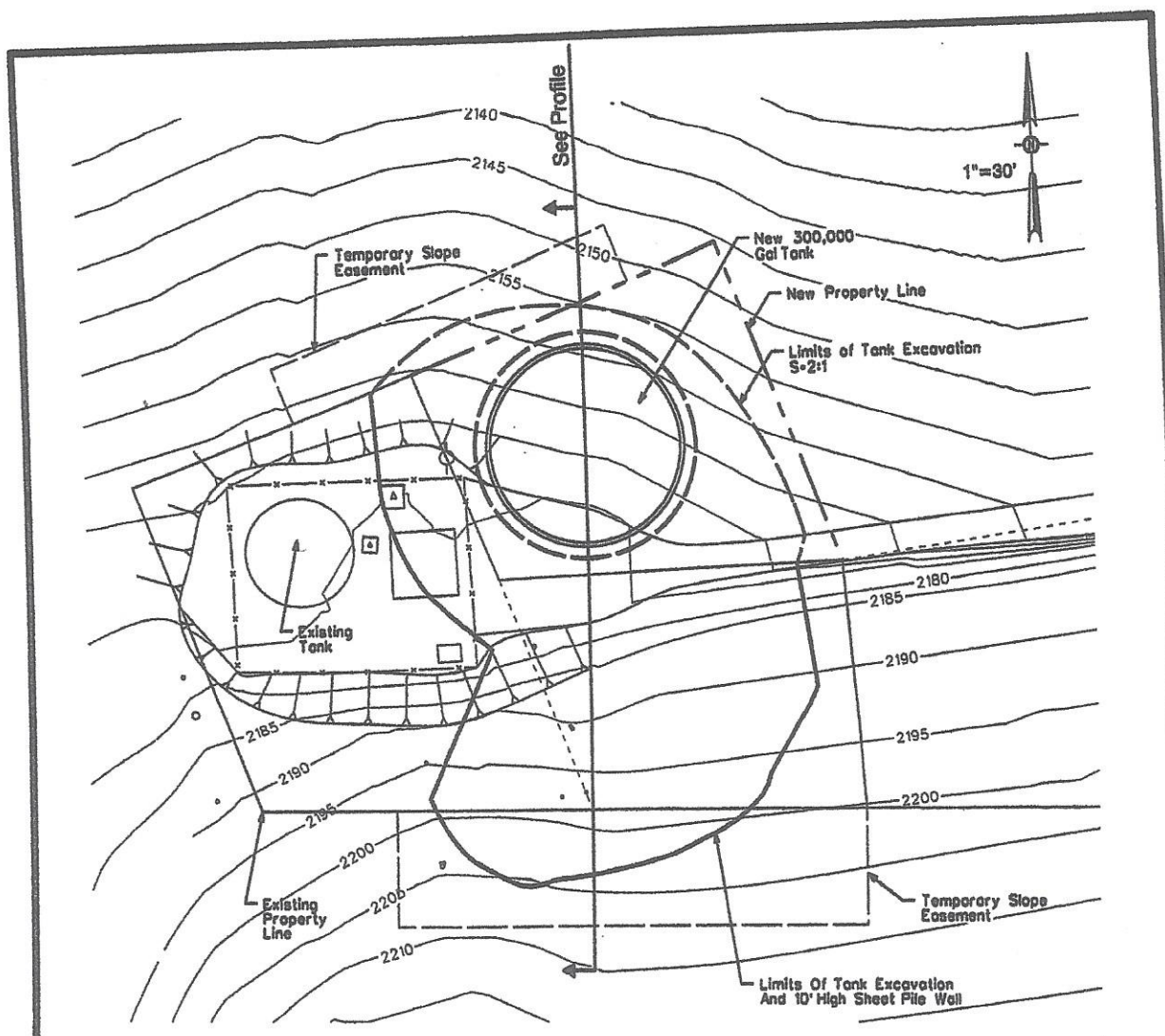
4 attachments

PROPOSED TANK SITE - ALT 1 2016-02-23.pdf
73K

PROPOSED TANK SITE - ALT 2 2016-02-23.pdf
83K

Tank Quantities, Alt. 1, Existing Tank Site.pdf
44K

Tank Quantities, Alt. 2, New Tank Site.pdf
45K

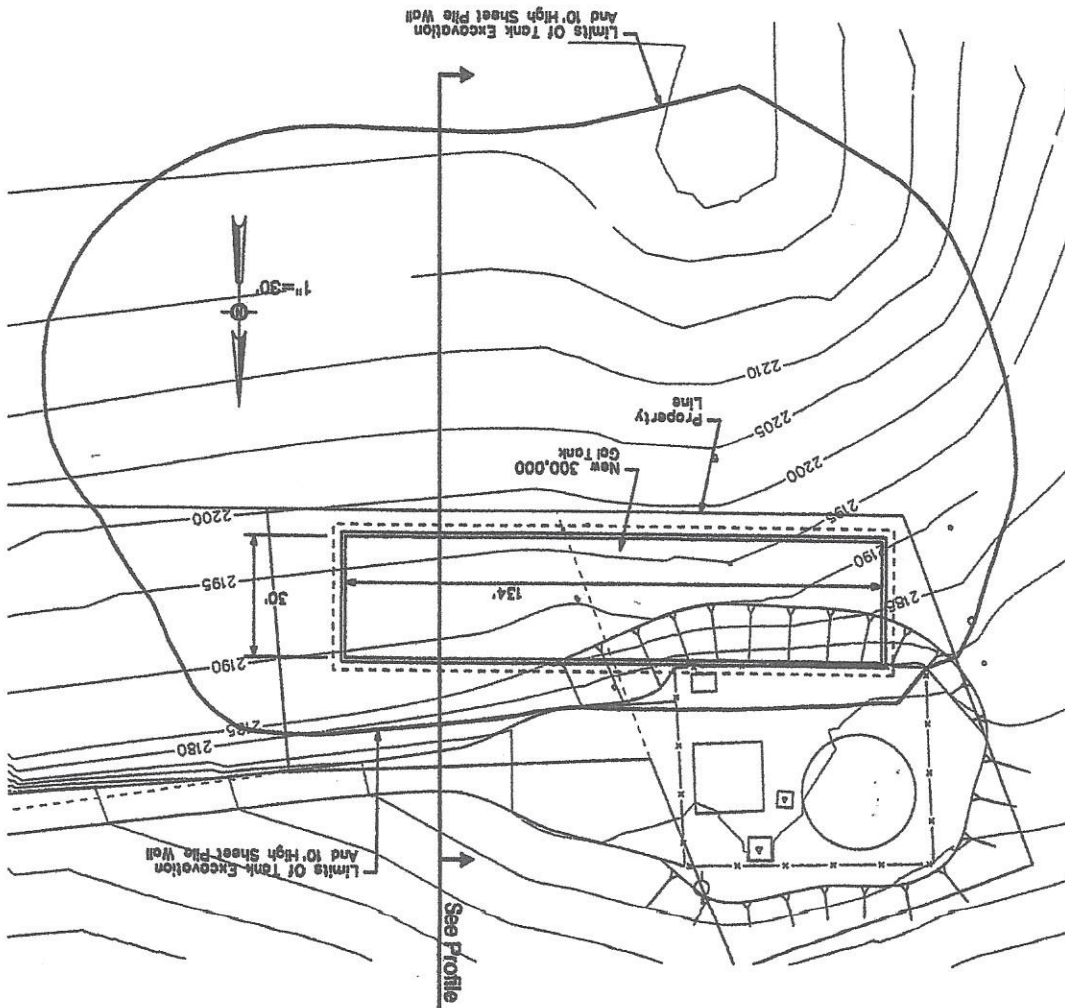
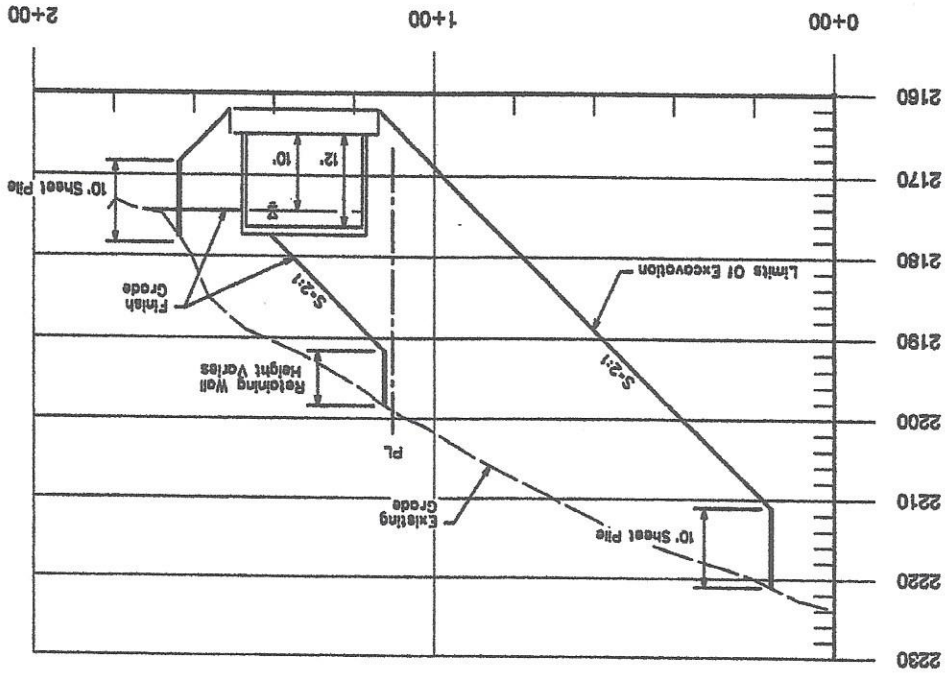


11.0.00000 - River Pines Water Study/CAHWA/PROPOSED TANK SITE - ALT 2.rvt
 11.0.00000



Alt. 2, Existing Site
New Tank Plan & Profile
 River Pines Water Master Plan

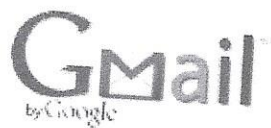
**Alt. 1, Existing Site
 New Tank Plan & Profile
 River Pines Water Master Plan**



Tank Quantities, Alt. 1, Existing Tank Site

River Pines Water Master Plan

Excavation	27,200 cu yd
10' High Sheet Pile Wall	675 ft
Concrete for Tank	
Wall Thickness	1 ft
Ceiling Thickness	1 ft
Floor Thickness	1.5 ft
Footing Extension	3 ft
Tank Height	12 ft
Tank Width	32 ft
Tank Length	136 ft
Wall Conc	4032 cu ft
Floor Conc	8094 cu ft
Ceiling Conc	4352 cu ft
Total Conc for Tank	16,478 cu ft
Tank Bedding	8094 ft
Bedding Thickness	1.5 ft



River Pines Public Utility District
March 9, 2016 Meeting
Agenda Item 10b

Re: Update
2 messages

River Pines PUD <rppud@rppud.org>
To: Erik Jensen <jensenerik1973@gmail.com>

Thu, Feb 25, 2016 at 2:54 PM

Hi Erik,

Was just checking in to see how things are going with CEQA? I have seen your emails. Do we have a timeline yet as when we can proceed?

Thank you,

Candi Bingham
General Manager
River Pines Public Utility District
PO Box 70
River Pines, CA 95675
Tel: 209-245-6723 Fax: 209-245-5710
www.rppud@rppud.org

STATE OF CONFIDENTIALITY - This electronic message and any files or attachments transmitted with it may be confidential, privileged, or proprietary information of the River Pines Public Utility District. The information is solely for the use of the individual or entity to which it was intended to be addressed. If the reader of this message is not intended recipient, you are hereby notified that use, distribution, or copying of this e-mail is strictly prohibited. If you received this e-mail in error, please notify the sender immediately, destroy any copies, and delete it from your system.

Erik Jensen <jensenerik1973@gmail.com>
To: River Pines PUD <rppud@rppud.org>

Thu, Feb 25, 2016 at 3:07 PM

Reading my mind. I called Mike McGuirt CAL-FIRE archaeologist to confirm receipt of the package I emailed to him, he has received. However, he has 12 other in the "Q" and hoping to look at ours by Monday at which point he will make recommendation on next course of action. I didn't submit this right off the bat as was waiting for information center search that has all recorded sites within the area before submitting to CAL-FIRE

I have not heard back from Fish and Game which is good. I need to make edits to project description as water quality asked for.

At this point Arc will tell us what direction we must jump and with avoidance hoping we slide under cat ex category.

I will provide more details when I get them.

Erik Jensen
[Quoted text hidden]



1/28/2016

NCIC File No.: ELD-16-5

Erik Jensen
Jensen Forest Management
PO Box 298
Georgetown, CA 95634

Records Search Results for
River Pines Public Utility District
T8N/R11E Sections 14 and 15
USGS Fiddletown and Aukum 7.5' Quads, El Dorado County

Erik Jensen:

Per your request received by our office on 7/28/2015, a complete records search was conducted by examining California Historic Resources Information System (CHRIS) maps for cultural resource records and survey reports in El Dorado County. This review was limited to the project area plus a one-sixteenth-mile search radius.

RESULTS

Previous Archaeological Investigations: It appears approximately 100% of the River Pines Public Utility District search area has been previously surveyed for cultural resources. Survey coverage is shown on the accompanying maps, and bibliographic references are enclosed for the following reports: 3172.

Prehistoric-Period Cultural Resources: The River Pines Public Utility District search area contains zero (0) recorded prehistoric-period cultural resources listed within the California Historical Resources Information System (CHRIS).

In this part of El Dorado and Amador counties, archaeologists locate prehistoric-period habitation sites adjacent to streams or on ridges or knolls, especially those with southern exposure (Moratto 1984:290). This region is known as the ethnographic-period territory of the Nisenan, also called the Southern Maidu. The Nisenan maintained permanent settlements along major rivers in the Sacramento Valley and foothills, and periodically traveled to higher elevations to hunt or gather plants (Wilson and Towne 1978:387-389). The River Pines Public Utility District search area is situated in the Sierra Nevada. It encompasses sloping terrain with elevations ranging from 1600 to 2200 feet; drainage to the South Fork of the Cosumnes River flows through project area. Given the extent of known cultural resources and the environmental setting, there is moderate potential for prehistoric-period cultural resources in the River Pines Public Utility District project area.

Historic-Period Cultural Resources: The River Pines Public Utility District search area contains zero (0) recorded historic-period cultural resources listed within the California Historical Resources Information System (CHRIS).

Within the search area, the 1870 GLO plat of T8N, R11E shows evidence of nineteenth-century town of Bridgeport. The 1952 Aukum 7.5' USGS topographical map shows evidence of twentieth-century development associated with River Pines. Given the extent of known cultural resources and the patterns of local land use, there is high potential for historic-period cultural resources in the River Pines Public Utility District project area.

LITERATURE REFERENCED DURING SEARCH:

In addition to the official records and maps for sites and studies in El Dorado and Amador counties, the following inventories and references were also reviewed: National Register of Historic Places and California Register of Historic Resources - Listed properties (2010); California Inventory of Historic Resources (1976); California State Historical Landmarks (1996 and updates); California Points of Historical Interest (1992 and updates); Office of Historic Preservation Directory of Properties Inventory (2012); Determinations of Eligibility (2012); Caltrans State and Local Bridge Surveys (2009); Gold Districts of California (Clark 1970); California Gold Camps (Gudde 1975); California Place Names (Gudde 1969); Historic Spots in California (Hoover et al. 1966 [1990]); Trail of the First Wagons Over the Sierra Nevada (Graydon 1986); California Archaeology (Moratto 1984); and the Smithsonian Institution's Handbook of North American Indians, Volume 8, California (Levy 1978:398-402).

Due to processing delays and other factors, not all of the historical resource reports and resource records that have been submitted to the Office of Historic Preservation are available via this records search. Additional information may be available through the federal, state, and local agencies that produced or paid for historical resource management work in the search area. Additionally, Native American tribes have historical resource information not in the California Historical Resources Information System (CHRIS) Inventory, and you should contact the California Native American Heritage Commission for information on local/regional tribal contacts.

The results of this records search request are based solely on the information available at North Central Information Center. Thank you for using our services. Please contact our office at (916) 278-6217 if you have any questions about this record search. A billing statement and invoice is enclosed.

Sincerely,

Nathan Hallam
North Central Information Center



SHINGLE SPRINGS RANCHERIA
P.O. BOX 1340; SHINGLE SPRINGS, CA 95682
(530) 676-8010; FAX (530) 676-3582

February 8, 2016

Jensen Forest Management, LLC
P.O. Box 298
Georgetown, CA 95634

RE: SRA Grant 5gs14173 within community of River Pines

Dear Eric Jensen

Thank you for your letter dated January 22, 2016 in regard to the SRA Grant 5gs14173 within community of River Pines in Amador and El Dorado Counties. Based on the information provided, the Shingle Springs Band of Miwok Indians is not aware of any known cultural resources on this site. However, SSR would like to have continued consultation through updates, as the project progresses this will foster a greater communication between the Tribe and your agency.

SSR would also like to request any and all completed record searches and or surveys that were done in or around the project area up to and including environmental, archaeological and cultural reports.

If during the progress of the project new information or human remains are found we would like to be able to go over our process with you that we currently have in place to protect such important and sacred artifacts (especially near rivers and streams).


Please contact the following individuals if such finds are made:

Kara Perry, Administrative Assistant (530) 488-4049 kperry@ssband.org

And copy all communications to:
Cynthia Franco, Administrative Assistant, cfranco@ssband.org

Thank you for providing us with this notice and opportunity to comment.

Sincerely,


Daniel Fonseca
Cultural Resource Director
Tribal Historic Preservation Officer (THPO)
Most Likely Descendent (MLD)



RIVER PINES PUBLIC UTILITY DISTRICT

Resolution 2016-3

**A Resolution of the Board of Directors of the
River Pines Public Utility District
Approving and Adopting Employee Handbook**

WHEREAS, the River Pines Public Utility District has never adopted a Personnel Policy Manual; and

WHEREAS, the General Manager finds it is in the best interest of the River Pines Public Utility District and its employees to adopt an Employee Handbook; and

WHEREAS, the General Manager has presented to the Board of Directors and SEIU Local 1021 a copy of developed Employee Handbook with assistance from California Chamber of Commerce, input from Board of Directors and SEIU Local 1021; and

WHEREAS, the Board of Directors finds that the proposed Employee Handbook will serve to further inform employees of River Pines Public Utility District personnel policies of general applicability, and that current and sound personnel policies are an essential part of recruiting and retaining excellent employees and extending high quality services to the public; and

WHEREAS, the Board of Directors further finds that authority to make changes to the policies contained in the Employee Handbook should be delegated to the General Manager, who is responsible for oversight and control of personnel and related matters;

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the River Pines Public Utility District, as follows:

1. The new Employee Handbook, attached hereto and incorporated herein by reference, is hereby approved and adopted for use by the River Pines Public Utility District;
2. One copy of the Employee Handbook shall be provided to each person currently employed by the River Pines Public Utility District, and one copy shall be provided to any and all future employees of the District;
3. Upon receipt of the Employee Handbook, each employee shall be directed to execute a Receipt, in the form state Confirmation of Receipt to the Employee Handbook, and each such executed Receipt shall be placed in the respective employee's personnel file; and

4. Upon termination of any employee, his or her copy of the Employee Handbook shall be returned to the River Pines Public Utility District, and the return thereof shall be duly noted in the employee's personnel file.

The foregoing resolution was duly passed and adopted by the Board of Directors of the River Pines Public Utility District at a regular meeting on the 9th day of March, 2016, by the following vote:

AYES:

NOES:

ABSENT:

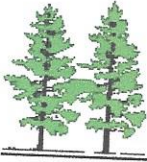
ABSTAIN:

River Pines Public Utility District

Cathy Landgraf, Chairman

ATTEST:

Candi Bingham, Acting Board Clerk



RIVER PINES PUBLIC UTILITY DISTRICT

RESOLUTION No. 2016-4

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
RIVER PINES PUBLIC UTILITY DISTRICT
AUTHORIZING AND ADOPTING AN INJURY/ILLNESS
PREVENTION PROGRAM FOR THE RIVER PINES PUBLIC UTILITY DISTRICT**

WHEREAS, River Pines Public Utility District is subject to the requirements for establishing, implementing and maintaining an effective written Injury and Illness Prevention Program as contained in Title 8 of the California Code of Regulations, Section 3203, and

WHEREAS, Cal-OSHA guidelines specifically address the problem of workplace violence and require all employees to develop a program with specific workplace and safety elements, and

WHEREAS, River Pines Public Utility District approve and adopt an Injury/Illness Prevention Program for the River Pines Public Utility District, and

WHEREAS, SEIU Local 1021 and California Joint Powers Insurance Authority have recommended that River Pines Public Utility District provide an Injury/Illness Prevention Program, and

NOW THEREFORE BE IT RESOLVED, by the Board of Directors hereby resolves that the Injury/Illness Prevention Program for River Pines Public Utility District be approved and adopted

The foregoing resolution was duly passed and adopted by the Board of Directors of the River Pines Public Utility District at a Regular Meeting on the 9th day of March, 2016 by the following vote:

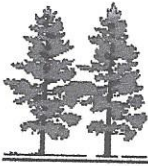
AYES:
NOES:
ABSENT:
ABSTAIN:

River Pines Public Utility District

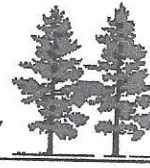
Cathy Landgraf, Chairman

ATTEST:

Candi Bingham, Acting Board Clerk



RIVER PINES PUBLIC UTILITY DISTRICT



SUBJECT: INJURY & ILLNESS PREVENTION PROGRAM (IIPP)
PURPOSE: To provide safe and healthful working conditions for all employees

General Policy: It shall be the policy of the River Pines Public Utility District (RPPUD) that every employee is entitled to a safe and healthful place in which to work. Every reasonable effort will be made in the interest of accident prevention, fire protection and health preservation.

Objective: Zero work related injuries.

Provisions:

A. Responsibilities

1. General Manager

The General Manager is responsible for ensuring the IIPP is implemented.

Duties include, but are not limited to:

- a. Ensuring manager actively support the IIPP
- b. Providing the funding necessary to maintain an effective and compliant safety program.
- c. Responsible for the implementation, maintenance, and update of the Program.

2. Managers & Supervisors

Managers & Supervisors have the responsibility of providing a safe place to work including facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. They are responsible for training all of their employees to perform their jobs properly and safely. They teach, demonstrate, observe, and enforce compliance with established safety standards.

3. Employees

Employees have the responsibility of performing their tasks properly and safely. They are to assure themselves they know how to do the job properly, and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. They should never undertake any task, job, or operation unless they are able to perform it safely.

B. Compliance

1. Management Responsibility

Management is responsible for ensuring Districtal safety and health policies are clearly communicated and understood by employees. Manager is expected to enforce the rules fairly and uniformly.

2. Employee Responsibility

All employees are responsible for using safe work practices, for following directives, policies and procedures, and for assisting in maintaining a safe work environment.

3. Performance Evaluations

- a. As part of manager's regular performance evaluations, they are evaluated on what they have done to ensure a safe workplace for their respective employees. They are also evaluated on their positive or negative loss results.
- b. As part of employee regular performance reviews, they are evaluated on their compliance with safe work practices.

4. Recognition

Managers and employees who make significant contribution to the maintenance of a safe workplace, as determined by their superiors, receive written acknowledgement maintained in their personnel files.

5. Employee Training

Employees are trained and retrained on the correct safety and health procedures.

6. Employee Correction

Employees who fail to follow safe work practices and/or procedures, or who violate Districtal rules or directives, are subject to disciplinary action, up to and including termination in accordance with the District's personnel-related policies and procedures.

Manager corrects safety violations in a manner considered appropriate by Districtal management.

C. Communication

1. Two-Way Communication

Management recognizes open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

2. The District's System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a readily understandable form.

- a. An orientation program is given to all new employees and includes a review of the **Injury & Illness Prevention Program** and a discussion of policy and procedures the employee is expected to follow.
- b. The District has safety meetings where safety is freely and openly discussed by all present. Field tailgate safety meetings are held monthly. Office safety meetings are held annually. All employees are expected to attend their respective meetings and are encouraged to participate in discussion.
- c. From time to time, safety notifications may be sent via email to employees.
- d. Other methods of communicating pertinent health and safety information are used as they are identified.

3. Safety Suggestions and Hazard Reporting

- a. All employees are encouraged to inform their supervisors, or other management personnel of any matter which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement.

This reporting can be done orally or preferably in writing. If done in writing, the notification may be given directly to the Manager.

- b. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
- c. Manager reviews all suggestions and hazard reports
- d. Employees, in regard to the notification, are to be informed of what is being done – within 5 working days of receipt.

D. Hazard Identification & Evaluation

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

1. Safety Inspections

Internal safety inspections are conducted on a monthly basis for all shop and maintenance facilities. Safety inspections are conducted for all office areas at least annually. Hazards found are corrected on the spot or recommendations are submitted for future corrections.

2. Additional Inspections

Inspections are also conducted in accordance with Cal-OSHA requirements:

- a. Whenever new substances, processes, procedures or equipment present a new safety or health hazard
- b. Whenever management become aware of a new or previously unrecognized hazard, either independently or by receipt of information from other source.
- c. Whenever it is appropriate to conduct an unannounced inspection.

E. Injury/Illness Investigation

1. Investigation

All accidents resulting in injury or property damage are immediately investigated to determine the primary and contributing causes. This information is documented and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see this investigation is performed rests with the Manager.

2. Reporting

All facts, findings, and recommendations are documented on an accident investigation report. Management reviews accident investigation reports with a view towards determining adequacy of corrective action.

F. Correction of Hazards

When a hazard exists it is corrected on a timely basis based on the severity of the hazard. If imminent danger exists to any employees or management remove these employees

from the danger at once, and personnel who are provided with the necessary safeguards correct the hazard.

G. Training

1. Orientation – New Employees

The Manager or designee conducts the initial orientation on general safety within the first two days the new employee is on the job. All employees are provided with a copy of the IIPP.

2. Initial On-The-Job Training

When an employee first starts work, a manager or designee trains the employee in all aspects of safety for the purpose of educating the new employee on the hazards of the work environment and the required safety procedures to mitigate those hazards.

The manager or designee conducts this training and documents it by using the **New Employee Training Checklist**. The manager or designee and the employee sign the Checklist when training is completed. The Checklist then becomes a permanent part of the employee's personnel file.

All new hires are given a copy of the District's **Injury & Illness Prevention Program** and those rules and regulations (Code of Safe Practices) applying their work environment. The **New Employee Training Checklist** is filled out during the employee's initial on-the-job training.

3. Specific District-Wide Training

a. Emergency Action Plan

This training includes what the employee is to do under specific circumstances, such as fire, earthquake, medical emergency, and bomb threat.

b. First Aid and Bloodborne Pathogen Training

Designated employees receive first aid and bloodborne pathogen training in accordance with the American Red Cross and/or American Heart Association requirements.

c. Defensive Driver Training

All employees who may drive on District business receive defensive driver training not less than every three years. Driving on District business includes driving District vehicles as well as personal vehicles.

d. Ergonomics

All employees receive ergonomics training for their specific jobs. As a minimum, each employee receives training on proper lifting techniques and, if necessary, computer workstation design.

4. Retraining

Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods.

Managers or designee provide retraining:

- a. When an existing employee changes job functions.
- b. On at least an annual basis as a refresher program.

Such training includes general workplace safety, job-specific hazards, and/or hazardous, as applicable.

5. Specialized Training

a. Managers:

1. Determine safety-training needs
2. Implement new training programs.
3. Evaluate the effectiveness of these programs.

b. In addition, training is provided whenever:

1. New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.
2. Manager become aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.

H. Recordkeeping Summary

The manager is responsible for maintaining all documentation relating to the implementation of the IIPP.

1. For the purpose of displaying a tracking history of occupational safety and health programs and activities, all documents are maintained for a minimum of one year plus the current year, unless otherwise stated.

River Pines Public Utility District
Injury & Illness Prevention Program

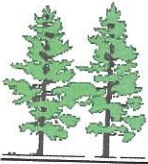
For example, at the end of each year, the prior year's documents are removed from the files. During the next year, current year documents are maintained along with the just-past year's documents.

2. Specific records are maintained for each of the topics within the IIPP to include, but not limited to:
 - a. Employee Recognition and Correction
 - b. Safety Meetings and Other Safety Communication
 - c. Safety Suggestions and Hazard Reporting
 - d. Hazard Identification and Correction
 - e. Occupational Injury & Illness Investigations
 - f. Training

Enclosures

Forms to implement the IIPP

1. IIPP Receipt
2. Employee Report Form
3. Employee Safety Training and Meeting Report Form
4. Investigation Report
5. New Employee Safety Orientation Checklist
6. Record of Training Form
7. Safety Inspection Form/Action Plan



RIVER PINES PUBLIC UTILITY DISTRICT

Resolution No. 2016-5

A Resolution for the River Pines Public Utility District Authorizing Application for USDA Community Facilities Direct Loan & Grant Program

WHEREAS, the River Pines Public Utility District is in the process of applying for USDA Community Facilities Direct Loan & Grant Funds to repair the community Town Hall in River Pines due to aging decline.

WHEREAS, the Community Facilities Direct Loan & Grant Program assists communities that are located in a rural area, and the median household income of the population served by the proposed facility is below the higher of the poverty line or eligible percentage of the State nonmetropolitan median household income.

THEREFORE, BE IT RESOLVED, by the River Pines Public Utility District Board of Directors hereby delegates to the General Manager legal authority to sign any and all of the required USDA Community Facilities Direct Loan & Grant Program processing documents for funding up to \$ _____.

BE IT FURTHER RESOLVED, that at the date of adoption of this Resolution, the General Manager is Candi Bingham and that the authority delegated by this Resolution shall also apply to her successor, unless otherwise determined and directed by this Board.

The foregoing resolution was duly passes and adopted by the Board of Directors of the River Pines Public Utility District at a Regular Meeting on the 9th day of March, 2016 by the following vote:

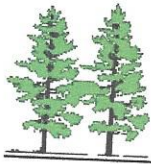
- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

RIVER PINES PUBLIC UTILITY DISTRICT

ATTEST:

Cathy Landgraf, Chairman

Candi Bingham, Acting Board Clerk



RIVER PINES PUBLIC UTILITY DISTRICT

Resolution No. 2016-6

**A Resolution of the River Pines Public Utility District
Authorizing Legal Signature for U.S.D.A Community
Facilities Grant Program**

WHEREAS, the River Pines Public Utility District is in the process of applying for the USDA Community Facilities Grant Program for upgrades to the River Pines Public Utility District Community Town Hall, and

WHEREAS, the USDA Community Facilities Grant Program assist communities with facilities located in a rural area and facilities that reside in disadvantage communities; and

WHEREAS, by the River Pines Public Utility District Board of Directors hereby delegates to the following: General Manager authority to sign any and all of the required USDA Community Facilities Grant Program processing documents for funding in the amount of \$ _____; and

BE IT FURTHER RESOLVED, that at the date of adoption of this Resolution, the General Manager is Candi Bingham and the authority delegated by this Resolution shall also apply to her duly appointed successor in position, unless otherwise determine and directed by this Board.

The foregoing Resolution was duly passed and adopted by the Board of Directors of the River Pines Public Utility District at a regular meeting on the 9th of March, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

River Pines Public Utility District

Cathy Landgraf, Chairman

ATTEST:

Candi Bingham, Acting Board Clerk

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF (AGENCY NAME HERE) APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A SIXTH AMENDED AND RESTATED JOINT POWERS AGREEMENT AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY WORKERS' COMPENSATION PROGRAM

WHEREAS, (Agency Name Here), a special district duly organized and existing under and by virtue of the laws of the State of California (the "Agency"), has determined that it is in the best interest and to the advantage of the Agency to participate for at least three full years in the workers' compensation program offered by the Special District Risk Management Authority (the "Authority"); and

WHEREAS, California Government Code Section 6500 *et seq.*, provides that two or more public agencies may by agreement jointly exercise any power common to the contracting parties; and

WHEREAS, Special District Risk Management Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing its members with risk financing and risk management programs; and

WHEREAS, California Government Code Section 990.4 provides that a local public entity may self-insure, purchase insurance through an authorized carrier, or purchase insurance through a surplus lines broker, or any combination of these; and

WHEREAS, participation in Special District Risk Management Authority programs requires the Agency to execute and enter into a Sixth Amended and Restated Joint Powers Agreement (the "Amended and Restated JPA Agreement"); which states the purpose and powers of the Authority; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the Agency is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE AGENCY AS FOLLOWS:

Section 1. Findings. The Agency Board of Directors hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the Agency.

Section 2. Sixth Amended and Restated JPA Agreement. The Amended and Restated JPA Agreement, proposed to be executed and entered into by and between the Agency and members of the Special District Risk Management Authority, in the form presented at this meeting and on file with the Agency Secretary, is hereby approved. The Agency Board and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the Agency, to execute and deliver to the Authority the Amended and Restated JPA Agreement in substantially said form, with such changes therein as such officers may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 3. Program Participation. The Agency Board of Directors approves participating for three full program years in Special District Risk Management Authority Workers' Compensation Program.

Section 4. Other Actions. The Authorized Officers of the Agency are each hereby authorized and directed to execute and deliver any and all documents which is necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this ____ day of _____, 20____ by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Name

Title

Agency Secretary

March 1, 2016

Ms. Candi Bingham
General Manager
River Pines Public Utility District
Post Office Box 70
River Pines, California 95675

Dear Ms. Bingham,

Thank you for the opportunity to provide the River Pines Public Utility District with a Workers' Compensation quotation. We are confident that our Workers' Compensation Program offers the highest level of protection and service at the lowest possible rate.

Valid for sixty (60) days from the date of this letter, the following quotation represents twelve (12) months of coverage and is subject to verification and final underwriting review. Coverage bound mid-year will be prorated based on effective dates. The River Pines Public Utility District's quotation is as follows:

WORKERS' COMPENSATION PROGRAM QUOTATION

July 1, 2015 through June 30, 2016

<u>Class Code</u>	<u>Description</u>	<u>Estimated Payroll</u>	<u>Manual Rate</u>	<u>Annual Contribution</u>
7580	Sanitation Operations	\$73,648	\$6.94	\$5,111
8742-P	Agency Directors	5 Count	each \$21.19	\$106
<i>Total Estimated Annual Contribution Subtotal</i>				\$5,217
<i>Experience Modification Factor Adjustment 83%</i>				\$4,330
<i>Less: 15% Credit Incentive Program Discount</i>				(\$650)
<i>Estimated Annual Contribution</i>				\$3,681

Special District Risk Management Authority's Credit Incentive Program (CIP) awards points up to 15% of the annual contribution for completion of approved risk management and training programs. This discount has been applied to this quotation. Members can continue to reduce future contributions each year by earning CIP points or not experiencing any paid claims.

Please note that coverage may be bound by submitting the following documentation:

- The Adoption of a Resolution by the River Pines Public Utility District Board of Directors approving the form and authorizing the Execution of the Sixth Amended Joint Powers Agreement and agreeing to membership in the Special District Risk Management Authority Workers' Compensation program for an initial 3-year commitment. Members are eligible for future longevity distributions after satisfying the initial 3-year commitment.
- The Execution and delivery of the Sixth Amended Joint Powers Agreement of Special District Risk Management Authority.
- The Adoption of the Resolution and Approval of the State Application for a Certificate to Self-Insure by River Pines Public Utility District. This requires an original Agency seal or notarized signature.
- The Completion of the State Application for a Certificate to Self-Insure by the River Pines Public Utility District. This requires an Agency seal or notarized signature.



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

River Pines Public Utility District
Page 2

- The Approval by Special District Risk Management Authority's Board of Directors of River Pines Public Utility District membership in the Workers' Compensation program (*In the event the River Pines Public Utility District requires coverage prior to approval by SDRMA's Board of Directors, the SDRMA CEO is authorized to issue a 60-day conditional binder*).
- Annual Membership in California Special Districts Association is required and is separate from this quotation.
- Upon receipt of all original membership documents, SDRMA will forward a quarterly invoice of the estimated deposit premium.

We look forward to the River Pines Public Utility District's participation in the SDRMA Workers' Compensation Program. Should you have any questions or if we can provide any additional information, please do not hesitate to contact us at 800.537.7790. All necessary membership documents will be sent to you upon notification of the District's decision to proceed with membership in the program.

Sincerely,
Special District Risk Management Authority

Ellen Mirabal Doughty, ARM
Chief Member Services Officer

**Actions Required to Secure Membership in the
Special District Risk Management Authority
Workers' Compensation Programs**

- Attachment One: Adoption of A Resolution of the Board of Directors Approving the Form of and Authorizing the Execution of a Sixth Amended and Restated Joint Powers Agreement and Authorizing Participation in the Special District Risk Management Authority Workers' Compensation Program (an electronic version is enclosed). Please note, the Board President/Chairperson or an Agency staff member with signature authorization must sign this document.
- Attachment Two: Execution of the Sixth Amended and Restated Joint Powers Agreement Relating to the Special District Risk Management Authority (an electronic version is enclosed). Please note, the Board President/Chairperson or an Agency staff member with signature authorization must sign this document.
- Attachment Three: Adoption of A Resolution Authorizing Application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities (an electronic version is enclosed). Please note, an Agency seal or notarized signature is required; the Board President/Chairperson or an Agency staff member with signature authorization must sign this document.
- Attachment Four: Approval and completion of the State of California Application for a Public Entity Certificate of Consent to Self-Insure (an electronic version is enclosed). Please note, an Agency seal or notarized signature is required; the Board President/Chairperson or an Agency staff member with signature authorization must sign this document.
- Attachment Five: Completion of the Special District Risk Management Authority Final Underwriting Questionnaire.
- Attachment Six: By-Laws of Special District Risk Management Authority (an electronic version is enclosed). No action required as this item is for the Agency's review and file.

Please complete and return all items to:

Ellen Mirabal Doughty or Wendy Tucker
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

Premium and Payment Terms

Special District Risk Management Authority's (SDRMA's) workers' compensation program policy period for all accounts is July 1 through June 30. Invoices are billed annually based on estimated payroll. Upon receipt of the Agency's membership documents, SDRMA will forward a pro-rated invoice for mid-term policy dates.

New Member Packet

Each member will receive a new member packet containing SDRMA membership contact information, claim forms and a certificate of coverage. Additionally, once the Agency's membership documents have been processed, copies of the fully executed Sixth Amended and Restated Joint Powers Agreement and the State of California Certificate of Consent to Self-Insure Workers' Compensation Liabilities will be forwarded for your files.

Loss Prevention Program

Upon securing membership in SDRMA, the Agency will be contacted by SDRMA's Safety and Loss Prevention staff to schedule a comprehensive on-site safety analysis by a certified safety professional, at no additional cost to the member. This value-added service is intended to take a proactive approach to loss prevention, claims education and management. Should you have any questions regarding our safety and loss prevention program, please contact our Chief Risk Officer Dennis Timoney at 800.537.7790.

Please do not hesitate to call Ellen Doughty or Wendy Tucker at 800.537.7790, should you have any additional questions. For more information regarding SDRMA services, please visit our website at www.sdrma.org.

R:\SDRMA Prospective Member Services\Documents\Application Packets\CSDA Member adding WC\01 Checklist CSDA Member adding WC.doc

State of California
Department of Industrial Relations
Self Insurance Plans
2265 Watt Avenue, Suite 1
Sacramento, CA 95825
Phone (916) 483-3392
FAX (916) 483-1535

River Pines Public Utility District
March 9, 2016 Meeting
Agenda Item 10j



Our File: _____

**APPLICATION FOR A PUBLIC ENTITY
CERTIFICATE OF CONSENT TO SELF INSURE**

NOTE: All questions must be answered. If not applicable, enter "N/A".
Workers' compensation insurance must be maintained until certificate is effective.

APPLICANT INFORMATION

Legal Name of Applicant (show exactly as on Charter or other official documents): _____

Street Address of Main Headquarters: _____

Mailing Address (if different from above): _____

Federal Tax ID No.: _____

City: _____

State: _____

Zip + 4: _____

TO WHOM DO YOU WANT CORRESPONDENCE REGARDING THIS APPLICATION ADDRESSED?

Name: _____

Title: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip + 4: _____

Type of Public Entity (check one):

City and/or County School District Police and/or Fire District Hospital District Joint Powers Authority

Other (describe): _____

Type of Application (check one):

New Application Reapplication due to Merger or Unification Reapplication due to Name Change Only

Other (specify): _____

Date Self Insurance Program will begin: _____

CURRENT PROGRAM FOR WORKERS' COMPENSATION LIABILITIES

Currently Insured with State Compensation Insurance Fund, Policy Number: _____

Policy Expiration Date: _____ Yearly Premium: \$ _____

Current Yearly Incurred (paid & unpaid) Losses: \$ _____ (FY or CY)

Currently Self Insured, Certificate Number: _____

Name of Current Certificate Holder: _____

Other (describe): _____

JOINT POWERS AUTHORITY

Will the applicant be a member of a workers' compensation Joint Powers Authority for the purpose of pooling workers' compensation liabilities?

Yes No If yes, then complete the following:

Effective date of JPA Membership: _____ JPA Certificate No.: 5806

Name and Title of JPA Executive Officer:

Gregory S. Hall, CEO

Name of Joint Powers Authority Agency:

Special District Risk Management Authority

Mailing Address of JPA:

1112 "I" Street, Suite 300

City: Sacramento State: CA Zip + 4: 95814-2865

Telephone Number: (800) 537-7790

PROPOSED CLAIMS ADMINISTRATOR

Who will be administering your agency's workers' compensation claims? (check one)

JPA will administer, JPA Certificate No.: _____

Third party agency will administer, TPA Certificate No.: 132

Public entity will self administer Insurance carrier will administer

Name of Individual Claims Administrator:

York Risk Services Group, Inc. Dorianne Zumwalt

Name of Administrative Agency:

York Risk Services Group, Inc.

Mailing Address:

Post Office Box 619058

City: Roseville State: CA Zip + 4: 95661

Telephone Number: (916) 960-0900 FAX Number: (916) 783-0338

Number of claims reporting locations to be used to handle the agency's claims: 1

Will all agency claims be handled by the administrator listed on previous page? Yes No

AGENCY EMPLOYMENT

Current Number of Agency Employees: _____

Number of Public Safety Officers (law enforcement, police or fire): _____

If a school district, number of certificated employees: _____

Will all agency employees be included in this self insurance program? Yes No

If no, explain who is not included and how workers' compensation coverage is to be provided to the excluded agency employees:

INJURY AND ILLNESS PREVENTION PROGRAM

Does the agency have a written Injury and Illness Prevention Program? Yes No

Individual responsible for agency Injury and Illness Prevention Program:
Name and Title:

Company or Agency Name:

Mailing Address:

City: _____ State: _____ Zip + 4: _____

Telephone Number: (____) _____

SUPPLEMENTAL COVERAGE

Will your self insurance program be supplemented by any insurance or pooled coverage under a standard workers' compensation insurance policy? Yes No

If yes, then complete the following:

Name of Carrier or Excess Pool: _____

Policy Number: _____

Effective Date of Coverage: _____

Will your self insurance program be supplemented by any insurance or pooled coverage under a specific excess workers' compensation insurance policy? Yes No

If yes, then complete the following:

Name of Carrier or Excess Pool: California States Association of Counties - Excess Insurance Authority

Policy Number: EIA-PE 08 EWC-30

Effective Date of Coverage: July 1, 2015 through June 30, 2016

Retention Limits: \$ 4,500,000

Will your self insurance program be supplemented by any insurance or pooled coverage under an aggregate excess (stop loss) workers' compensation insurance policy? Yes No

If yes, then complete the following:

Name of Carrier or Excess Pool: _____

Policy Number: _____

Effective Date of Coverage: _____

Retention Limits: _____

RESOLUTION OF GOVERNING BOARD

See Attached Resolution—Page 5

CERTIFICATION

The undersigned on behalf of the applicant hereby applies for a Certificate of Consent to Self Insure the payment of workers' compensation liabilities pursuant to Labor Code Section 3700. The above information is submitted for the purpose of procuring said Certificate from the Director of Industrial Relations, State of California. If the Certificate is issued, the applicant agrees to comply with applicable California statutes and regulations pertaining to the payment of compensation that may become due to the applicant's employees covered by the Certificate.

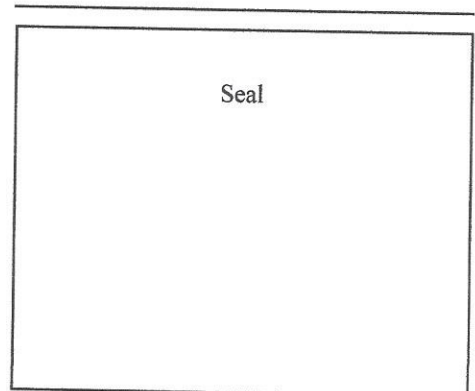
Signature of Authorized Official:

Date:

Typed Name:

Title:

Agency Name:



(Emboss seal above or Notarize signature)

RESOLUTION NO.: _____ DATED: _____

**A RESOLUTION AUTHORIZING APPLICATION
TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA
FOR A CERTIFICATE OF CONSENT TO SELF INSURE
WORKERS' COMPENSATION LIABILITIES**

At a meeting of the Board of _____
(enter title)

of the _____,
(enter name of public agency, district)

a _____ organized and existing under the laws of the State of California,
(enter type of agency)

held on the _____ day of _____, 20____, the following resolution
was adopted:

RESOLVED, that the Title of person signing application
(enter position titles)

**be and they are hereby severally authorized and empowered to make application to the Director of Industrial
Relations, State of California, for a Certificate of Consent to Self Insure workers' compensation liabilities
on behalf of the**

(enter name of district)

and to execute any and all documents required for such application.

I, _____, the undersigned _____
(enter name) (enter title)

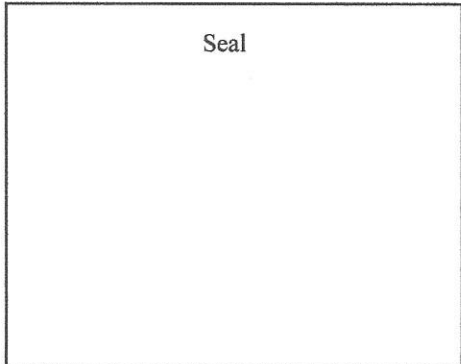
of the Board of the said _____,
(enter name of agency)

a _____, hereby certify that I am the _____
(enter type of agency) (enter title)

of said _____, that the foregoing is a full, true and correct copy of the
(enter type of agency)

resolution duly passed by the Board at the meeting of said Board held on the day and at the place therein specified
and that said resolution has never been revoked, rescinded, or set aside and is now in full force and effect.

IN WITNESS WHEREOF: I HAVE SIGNED MY NAME AND AFFIXED THE SEAL OF THIS



_____,
(enter type of agency)

THIS _____ DAY OF _____, 20____.

(Signature)