



RIVER PINES PUBLIC UTILITY DISTRICT



Wednesday, March 16, 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 Richard Miller

Candi Bingham, General Manager  
Greg Guina, Plant Operator

**ABSENT:** Director Michael Gardner

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

4. **AGENDA:** M/S Walden-Qualls/Miller approve the agenda.

**Motion carried 4-0 with the following vote:**

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

5. **PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:**  
None

6. **MINUTES:** M/S Ebbinghausen/Walden-Qualls approve the minutes as follows:

**Motion carried 4-0 with the following vote:**

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

7. **EXPENDITURE REPORT:** Submitted Check Approval through March 3, 2016.  
Director Walden-Qualls inquired about a deposit that did not show up on previous months' expenditure report or this one. Wanted to know what is being done to make the expenditure reports more accurate. General Manager Bingham assured Director Walden-Qualls that once online banking is active, the expenditure reports would be accurate.  
Chairman Landgraf inquired about debit card purchases. She was asking if they were being recorded in a timely manner to reflect the expenditure report. Director Walden-Qualls stated that she did not see any errors in regards to the debit card at this time.

**M/S Ebbinghausen, Miller to approve as submitted.**

**Motion carried 4-0 with the following vote:**

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

## 8. MONTHLY OPERATIONS REPORT.

### A. Monthly Water and Wastewater Operations Report.

Director Walden-Qualls asked if the SSO Report had been filed. Plant Operator Guina stated that he had completed and filed the report.

Chairman Landgraf asked how the lift station project went. Plant Operator Guina stated that a motor needs to be taken in and have the seals replaced. Guina stated that the pump would be taken in for repair next week; otherwise, everything is working well.

### B. Monthly General Manager Report.

GM Bingham reported that the repairs on the District vehicle were above the estimate due to new tires and alignment were done and not included in the estimated cost. Also, there is a leak in the air conditioning unit – dye was placed to detect leak. Needs a follow-up for a dye read. Total cost was \$3,500.

Landgraf asked if District has switched to California Laboratory for water testing. GM Bingham stated that will happen the first of next month.

GM Bingham stated that the District was given an \$1,100 credit from Rocky Ridge Wireless because of customers that were not being credited in the past by Rocky Ridge Wireless.

GM Bingham stated that three of the four packages for the planning grant through State Water Resource Board have been submitted. Environmental Package was forwarded to KASL Engineering for assistance in completion.

GM Bingham stated that the water diversion reporting for 2009-2015 had never been completed for any of the three diversion permits. GM Bingham informed the Board that she has completed all the reports for every year for all three water diversion permits.

## 9. BOARD MATTERS:

### A. Review Final Report from KASL Engineering on CDBG Grant Project

Jack Scroggs with KASL Engineering introduced himself and his Engineering Firm – stated they were obtained in September 2015 and the scope was to evaluate the distribution system – distribution, fire protection, ground water supply, pressures. Their main focus for the project was the distribution system which includes the lines, pipes, valves, meters, tanks etc.

Jack Scroggs gave a presentation with illustrations going over the findings of the project.

### B. Continued Update on Cal-Fire Grant.

GM Bingham informed the Board Members that Erik Jensen wanted the Board to not hold the mastication company liable for breaking any lines around the sewer pond. He asked if Greg could mark all of the lines so they would be visible. The project is expected to resume in the middle of April.

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

No updates at this time. Continued on next Agenda

### D. Monthly Financial Statements – procedure to submit Financial Statements for Board Meetings. Discuss and vote.

Chairman Landgraf said she would get in touch with El Dorado Savings Bank by Friday for enrollment to online banking.

### E. Approve and Pass Resolution 2016-3 to adopt Employee Handbook.

**M/S Ebbinghausen, Walden-Qualls to approve the Employee Handbook. Motion carried 4-0 with the following vote:**

**AYES:** Ebbinghausen, Landgraf, Miller, Walden-Qualls  
**NOES:** None

**ABSTAIN: None**  
**ABSENT: Gardner**

- F. Resolution #2016-04 – adopt District Injury & Illness Prevention Program (IIPP).  
**M/S Walden-Qualls, Miller approve the Injury & Illness Prevention Program (IIPP). Motion carried 4-0 with the following vote:**

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

- G. Approve and Pass Resolution 2016-5 – application for USDA Community Facilities Grant Program.  
No Resolution at this time
- H. Approve and Pass Resolution 2016-6 – authorizing signer for the USDA Community Grant Program.  
No Resolution at this time
- I. Approve and Pass Resolution 2016-7 – approving the form of and execution of Sixth Amended & Restate Joint Powers Agreement and Authorizing Participation in the Special District Risk Management Authority Worker’s Compensation Program.  
**M/S Ebbinghausen, Walden-Qualls motion to pass Resolution 2016-7. Motion carried 4-0 with the following vote:**

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

- J. Approve and Pass Resolution 2016-8 – authorizing Application to the Director of Relations, State of California for a Certificate of Consent to Self-Insure Worker’s Compensation Liabilities.  
**M/S Ebbinghausen, Miller motion to pass Resolution 2016-8. Motion carried 4-0 with the following vote:**

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

- K. **Bylaws & Administrative Policies Update –Update on review status.**  
Workshop date set for April 20, 2016 at 12:00 p.m.

**10. 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 8:38 p.m.

Respectively submitted,  
Candi Bingham, General Manager/Acting Board Clerk

**River Pines Public Utility District**  
**Profit & Loss**  
 March 2016

**River Pines Public Utility District**  
**April 13, 2016 Meeting**  
**Agenda Item 8**

|                                  | Mar 16    |
|----------------------------------|-----------|
| <b>Ordinary Income/Expense</b>   |           |
| <b>Income</b>                    |           |
| <b>Base Fee Income</b>           |           |
| Sewer                            | 9,085.22  |
| Stanby                           | 614.51    |
| Voluntary Lock-Off               | 210.00    |
| Water                            | 8,773.77  |
| <b>Total Base Fee Income</b>     | 18,683.50 |
| <b>Interest Income</b>           | 1.06      |
| <b>Town Hall Rental</b>          | 90.00     |
| <b>Variable Income</b>           |           |
| Door Hanger Fee                  | 85.00     |
| Late Fees                        | 975.92    |
| Returned Check Fee               | 29.00     |
| Water - Usage                    | 1,505.38  |
| <b>Total Variable Income</b>     | 2,595.30  |
| <b>Total Income</b>              | 21,369.86 |
| <b>Gross Profit</b>              | 21,369.86 |
| <b>Expense</b>                   |           |
| <b>Bank Charges</b>              |           |
| 60400 - Bank Service Charges     | 0.00      |
| <b>Total Bank Charges</b>        | 0.00      |
| <b>Board Members</b>             |           |
| Stipends                         | 375.00    |
| <b>Total Board Members</b>       | 375.00    |
| <b>Contracted Expenses</b>       |           |
| Manager                          | 4,066.66  |
| <b>Total Contracted Expenses</b> | 4,066.66  |
| <b>Employees</b>                 |           |
| Amador Water - Weekend Coverage  | 420.00    |
| Medical Insurance                |           |
| Field                            | 831.16    |
| <b>Total Medical Insurance</b>   | 831.16    |
| <b>Payroll Expense</b>           |           |
| Field Payroll                    | 5,776.01  |
| <b>Total Payroll Expense</b>     | 5,776.01  |
| <b>Reimbursements</b>            |           |
| Phone                            | 54.00     |
| <b>Total Reimbursements</b>      | 54.00     |
| <b>Total Employees</b>           | 7,081.17  |
| <b>Sewer Expenses</b>            |           |
| Electricity - Sewer              | 1,150.84  |
| Repairs/Maintenance              | 85.00     |
| Sewage - Pump Service            | 1,680.00  |
| Sewer - Parts/Supplies           | 113.03    |
| Telephone - Sewer                | 138.77    |
| Testing - Sewer                  | 60.00     |
| <b>Total Sewer Expenses</b>      | 3,227.64  |
| <b>Town Hall Expenses</b>        |           |
| Janitorial                       | 270.00    |

**River Pines Public Utility District**  
**Profit & Loss**  
**March 2016**

|                                  | Mar 16    |
|----------------------------------|-----------|
| Repairs/Maintenance              | 65.97     |
| Supplies                         | 16.30     |
| Total Town Hall Expenses         | 352.27    |
| Water Expenses                   |           |
| Electricity - Water              | 1,481.09  |
| Repair/Maintenance               | 224.50    |
| Supplies                         | 196.71    |
| Telephone - Water                | 142.17    |
| Water Testing                    | 1,037.00  |
| Total Water Expenses             | 3,081.47  |
| 60200 · Automobile Expense       |           |
| Gasoline                         | 155.38    |
| Repairs/Maintenance              | 3,690.69  |
| Total 60200 · Automobile Expense | 3,846.07  |
| 63300 · Insurance Expense        |           |
| Workers' Compensation            | -149.11   |
| Total 63300 · Insurance Expense  | -149.11   |
| 64900 · Office Expenses          |           |
| Postage/Shipping                 | 153.45    |
| Supplies                         | 530.70    |
| Website Service                  | 50.00     |
| Total 64900 · Office Expenses    | 734.15    |
| 66000 · Payroll Expenses         | 439.17    |
| 66700 · Professional Fees        |           |
| Legal Fees                       | 337.60    |
| Payroll - Intuit                 | 2.00      |
| Security Service/Maintenance     | 280.00    |
| Total 66700 · Professional Fees  | 619.60    |
| 68600 · Utilities                |           |
| Disposal                         | 82.01     |
| Electricity - Office             | 24.82     |
| Electricity - Town Hall          | 24.81     |
| Electricity - Street Lights      | 166.81    |
| Internet                         | 170.00    |
| 68100 · Telephone - Office       | 59.78     |
| Total 68600 · Utilities          | 528.23    |
| Total Expense                    | 24,202.32 |
| Net Ordinary Income              | -2,832.46 |
| Net Income                       | -2,832.46 |

**River Pines Public Utility District**  
**Balance Sheet**  
As of March 31, 2016

|                                   | Mar 31, 16          |
|-----------------------------------|---------------------|
| <b>ASSETS</b>                     |                     |
| <b>Current Assets</b>             |                     |
| <b>Checking/Savings</b>           |                     |
| <b>Bank Accounts</b>              |                     |
| El Dorado Checking                | 15,099.57           |
| El Dorado Checking-5866 SRAFPF    | 12,998.40           |
| El Dorado Checking - 3101 Laif    | 11,797.29           |
| El Dorado Savings - Deposits      | 23,409.90           |
| <b>Total Bank Accounts</b>        | 63,305.16           |
| California Bank & Trust - Water   | 18,032.50           |
| Change Till                       | 75.00               |
| LAIF Investment Fund - Sewer      | 319,397.61          |
| <b>Total Checking/Savings</b>     | 400,810.27          |
| <b>Accounts Receivable</b>        |                     |
| 11000 · Accounts Receivable       | 85,752.21           |
| <b>Total Accounts Receivable</b>  | 85,752.21           |
| <b>Other Current Assets</b>       |                     |
| 12000 · Undeposited Funds         | 5,589.57            |
| 12100 · Inventory Asset           | 100.00              |
| <b>Total Other Current Assets</b> | 5,689.57            |
| <b>Total Current Assets</b>       | 492,252.05          |
| <b>Fixed Assets</b>               |                     |
| Accumulated Depreciation          | -978,800.00         |
| <b>Fixed Assets</b>               |                     |
| Building - Sewer                  | 3,139.93            |
| Building - Water                  | 80,441.78           |
| Equipment - Sewer                 | 17,498.77           |
| Equipment - Water                 | 79,545.23           |
| Land - Sewer                      | 1,952.12            |
| Land - Water                      | 13,310.51           |
| Office Equipment - Sewer          | 4,676.99            |
| Office Equipment - Water          | 5,115.26            |
| System - Sewer                    | 595,390.02          |
| System - Water                    | 792,643.61          |
| <b>Total Fixed Assets</b>         | 1,593,714.22        |
| Work In Progress - Sewer          | 4,512.37            |
| Work In Progress - Water          | 8,380.13            |
| <b>Total Fixed Assets</b>         | 627,806.72          |
| <b>Other Assets</b>               |                     |
| Utility Encroachment - Deposit    | 828.18              |
| <b>Total Other Assets</b>         | 828.18              |
| <b>TOTAL ASSETS</b>               | <b>1,120,886.95</b> |
| <b>LIABILITIES &amp; EQUITY</b>   |                     |
| <b>Liabilities</b>                |                     |
| <b>Current Liabilities</b>        |                     |
| <b>Accounts Payable</b>           |                     |
| 20000 · Accounts Payable          | -2,007.33           |
| <b>Total Accounts Payable</b>     | -2,007.33           |
| <b>Other Current Liabilities</b>  |                     |
| Payroll Taxes                     | 614.39              |
| Security Deposits - 50/50 W/S     | 5,133.15            |
| Vacation Payable - 50/50 W/S      | 8,162.31            |
|                                   | 13,910.85           |

**River Pines Public Utility District**  
**Balance Sheet**  
As of March 31, 2016

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|                                       | <u>Mar 31, 16</u>          |
|---------------------------------------|----------------------------|
| Total Other Current Liabilities       | <u>13,909.85</u>           |
| Total Current Liabilities             | 11,902.52                  |
| Long Term Liabilities                 |                            |
| Bank & Trust - Water                  | <u>99,750.00</u>           |
| Total Long Term Liabilities           | <u>99,750.00</u>           |
| Total Liabilities                     | 111,652.52                 |
| Equity                                |                            |
| 32000 - Retained Earnings             | 986,091.68                 |
| Net Income                            | <u>23,142.75</u>           |
| Total Equity                          | <u>1,009,234.43</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>1,120,886.95</u></b> |

**River Pines Public Utility District**  
**Account QuickReport-Board Meetings**  
 As of April 7, 2016

**River Pines Public Utility District**  
**April 13, 2016 Meeting**  
**Agenda Item 9**

| Type                      | Date       | Num   | Name                   | Memo   | Amount    | Balance   |
|---------------------------|------------|-------|------------------------|--|-----------|-----------|
| <b>Bank Accounts</b>      |            |       |                        |  |           |           |
| <b>El Dorado Checking</b> |            |       |                        |  |           |           |
| Deposit                   | 03/02/2016 |       |                        |  |           | 20,237.12 |
| Deposit                   | 03/03/2016 |       |                        | Deposit  | 118.33    | 20,237.12 |
| Check                     | 03/03/2016 | debit | Amazon                 | Deposit  | 374.77    | 20,355.45 |
| Deposit                   | 03/04/2016 |       |                        | Toner Cartridges                                 | -128.99   | 20,730.22 |
| Deposit                   | 03/04/2016 |       |                        | Deposit  | 3,576.22  | 20,601.23 |
| Check                     | 03/04/2016 |       |                        | Deposit  | 80.55     | 24,258.00 |
| Bill Pmt -Check           | 03/08/2016 | debit | Amazon                 | 3 Bulbs - Town Hall Outside Lights               | -65.97    | 24,192.03 |
| Bill Pmt -Check           | 03/08/2016 | 12131 | Aces Waste Servic...   | 1175   | -82.01    | 24,110.02 |
| Bill Pmt -Check           | 03/08/2016 | 12132 | Alpha Analytical La... |  | -420.00   | 23,013.02 |
| Bill Pmt -Check           | 03/08/2016 | 12133 | Amador Water Age...    | 30018  | -831.16   | 22,593.02 |
| Bill Pmt -Check           | 03/08/2016 | 12134 | Anthem Blue Cross      | 208217   | -71.08    | 21,761.86 |
| Bill Pmt -Check           | 03/08/2016 | 12135 | AT&T - Water           | 209 245-4011 722 0                               | -1,983.33 | 21,690.78 |
| Bill Pmt -Check           | 03/08/2016 | 12136 | Candi Bingham          | Less Hours Worked - March 2016                   | -85.00    | 19,702.45 |
| Bill Pmt -Check           | 03/08/2016 | 12137 | Herold & Mielenz, Inc. |  | -337.60   | 19,284.85 |
| Bill Pmt -Check           | 03/08/2016 | 12138 | Lemieux & O'Neill      | Personnel Issues                                 | -285.34   | 18,999.51 |
| Bill Pmt -Check           | 03/08/2016 | 12139 | Mt. Aukum Store        | \$10.73 Balance from January Invoice             | -1,150.84 | 17,848.67 |
| Bill Pmt -Check           | 03/08/2016 | 12140 | PG&E - Sewer           | 8721806002-5                                     | -270.00   | 17,578.67 |
| Bill Pmt -Check           | 03/08/2016 | 12142 | Ragg Mopp Janitorial   | Services for February 2016                       | -170.00   | 17,408.67 |
| Bill Pmt -Check           | 03/08/2016 | 12143 | Rocky Ridge Wirele...  |  | -196.08   | 17,212.59 |
| Bill Pmt -Check           | 03/08/2016 | 12144 | USA Bluebook           | Log Books, OSHA Decals, Extinguisher Bra...      | -69.38    | 17,143.21 |
| Bill Pmt -Check           | 03/08/2016 | 12145 | AT&T - Sewer           | 209 245-3984 701 9                               | -994.69   | 16,148.52 |
| Bill Pmt -Check           | 03/08/2016 | 12146 | PG&E - Water 2         | 2458584137-2                                     | -486.40   | 15,662.12 |
| Bill Pmt -Check           | 03/08/2016 | 12147 | PG&E - Water           | 3357284549-4                                     | -49.63    | 15,612.49 |
| Bill Pmt -Check           | 03/08/2016 | 12148 | PG&E - Office/Tow...   | 6898952032-2                                     | -182.01   | 15,430.48 |
| Liability Check           | 03/08/2016 | E-pay | EDD                    | 499-0678-7 QB Tracking # 326202687               | 127.38    | 15,557.86 |
| Deposit                   | 03/09/2016 |       |                        | Deposit  | -2,011.69 | 13,546.17 |
| Liability Check           | 03/10/2016 |       |                        | Created by Payroll Service on 03/08/2016         | 4,864.20  | 18,410.37 |
| Deposit                   | 03/10/2016 |       |                        | Deposit  | 124.18    | 18,534.55 |
| Deposit                   | 03/10/2016 |       |                        | Deposit  | 1,032.00  | 19,566.55 |
| Paycheck                  | 03/11/2016 |       |                        | Direct Deposit                                   | 0.00      | 19,566.55 |
| Deposit                   | 03/11/2016 |       |                        | Deposit  | 120.97    | 19,687.52 |
| Deposit                   | 03/11/2016 |       |                        | Deposit  | 107.65    | 19,795.17 |
| Deposit                   | 03/14/2016 |       |                        | Deposit  | 379.37    | 20,174.54 |
| Check                     | 03/14/2016 | debit | Sterling Auto Repair   | District Vehicle Repairs/Rear Tires - see inv... | -3,541.44 | 16,633.10 |
| Check                     | 03/14/2016 | debit | Sterling Auto Repair   | Labor for Install                                | -149.25   | 16,483.85 |
| Check                     | 03/15/2016 | debit | Fastenal               | Parts for Slate Creek Baseplate replacement      | -233.60   | 16,250.25 |
| Bill Pmt -Check           | 03/16/2016 | 12149 | Lowe's                 | Asphalt  | -224.50   | 16,025.75 |
| Bill Pmt -Check           | 03/16/2016 | 12150 | Mission Electronics    | Security Maintenance                             | -280.00   | 15,745.75 |
| Bill Pmt -Check           | 03/16/2016 | 12151 | SEIU                   | Pay Period in January 2016                       | -35.17    | 15,710.58 |
| Deposit                   | 03/16/2016 |       |                        | Deposit  | 111.55    | 15,822.13 |
| Deposit                   | 03/16/2016 |       |                        | Deposit  | 112.63    | 15,934.76 |
| Deposit                   | 03/17/2016 |       |                        | Deposit  | 6,680.12  | 22,614.88 |
| Check                     | 03/21/2016 | eft   | Digital Deployment     | Deposit  | -50.00    | 22,564.88 |
| Check                     | 03/21/2016 | debit | Intuit                 | Payroll Service                                  | -2.00     | 22,562.88 |
| Liability Check           | 03/23/2016 | E-pay | EDD                    | 499-0678-7 QB Tracking # 265017302               | -183.93   | 22,378.95 |
| Liability Check           | 03/23/2016 | 2     | United States Treas... | 94-1540099                                       | -851.84   | 21,527.11 |
| Liability Check           | 03/23/2016 | 3     | United States Treas... | 94-1540099                                       | -859.50   | 20,667.61 |



# River Pines Public Utility District Account QuickReport-Board Meetings As of April 7, 2016

| Type                     | Date       | Num   | Name                   | Memo                                     | Amount           | Balance          |
|--------------------------|------------|-------|------------------------|--|------------------|------------------|
| Deposit                  | 03/23/2016 |       |                        | Deposit                                  | 230.18           | 20,897.79        |
| Deposit                  | 03/23/2016 |       |                        | Deposit                                  | 115.93           | 21,013.72        |
| Liability Check          | 03/24/2016 |       |                        | Created by Payroll Service on 03/23/2016 | -2,020.70        | 18,993.02        |
| Invoice                  | 03/24/2016 | 25988 | QuickBooks Payroll...  | Returned Check                           | -57.75           | 18,935.27        |
| Invoice                  | 03/24/2016 | 25988 | Garcia, Rigoberto      | Returned Check                           | -62.19           | 18,873.08        |
| Invoice                  | 03/24/2016 | 25988 | Garcia, Rigoberto      | Bank Fee for Non-Sufficient Funds.       | -10.00           | 18,863.08        |
| Invoice                  | 03/24/2016 | 25988 | Garcia, Rigoberto      | Bank Fee for Non-Sufficient Funds.       | -10.00           | 18,853.08        |
| Check                    | 03/24/2016 | debit | USPS                   | Postage - SDRMA                          | -6.45            | 18,846.63        |
| Deposit                  | 03/24/2016 |       |                        | Deposit                                  | 228.38           | 19,075.01        |
| Paycheck                 | 03/25/2016 |       |                        | Direct Deposit                           | 0.00             | 19,075.01        |
| Deposit                  | 03/25/2016 |       |                        | Deposit                                  | 118.69           | 19,193.70        |
| Check                    | 03/25/2016 |       |                        | RingCentral                              | -59.78           | 19,133.92        |
| Deposit                  | 03/29/2016 |       |                        | Deposit                                  | 250.00           | 19,383.92        |
| Bill Pmt -Check          | 03/30/2016 | 12152 | AT&T - Sewer           | 209 245-3984 701 9                       | -69.39           | 19,314.53        |
| Bill Pmt -Check          | 03/30/2016 | 12153 | California Bank & T... | 1030264749                               | -890.00          | 18,424.53        |
| Bill Pmt -Check          | 03/30/2016 | 12154 | Candi Bingham          | April 1, 2016 - Less Hours               | -1,983.33        | 16,441.20        |
| Bill Pmt -Check          | 03/30/2016 | 12155 | Gregory Guina          | Phone Reimbursement - April 2016         | -54.00           | 16,387.20        |
| Bill Pmt -Check          | 03/30/2016 | 12156 | PG&E - Street Lights   | 7368064062-7                             | -166.81          | 16,220.39        |
| Bill Pmt -Check          | 03/30/2016 | 12157 | Ragg Mopp Janitorial   | Services for March 2016                  | -270.00          | 15,950.39        |
| Bill Pmt -Check          | 03/30/2016 | 12158 | SEIU                   | Pay Period 3/12/16                       | -35.17           | 15,915.22        |
| Bill Pmt -Check          | 03/30/2016 | 12159 | Staples                | Toner Cartridges - Printer               | -522.68          | 15,392.54        |
| Bill Pmt -Check          | 03/30/2016 | 12160 | USPS                   | Postage for April 2016 - Billing         | -147.00          | 15,245.54        |
| Bill Pmt -Check          | 03/30/2016 | 12161 | AT&T - Water           | 209 245-4011 722 0                       | -71.09           | 15,174.45        |
| Bill Pmt -Check          | 03/30/2016 | 12162 | SEIU                   | Pay Period 3/26/16                       | -35.17           | 15,139.28        |
| Check                    | 03/30/2016 | 12163 | Void                   | VOID:                                    | 0.00             | 15,139.28        |
| Check                    | 03/30/2016 | 12164 | McEachron, Joshua      | 42-019 - Refund - Sold Property          | -40.00           | 15,099.28        |
| Deposit                  | 03/31/2016 |       |                        | Interest                                 | 0.29             | 15,099.57        |
| Deposit                  | 04/04/2016 |       |                        | Deposit                                  | 7,011.87         | 22,111.44        |
| Deposit                  | 04/04/2016 |       |                        | Deposit                                  | 355.00           | 22,466.44        |
| Liability Check          | 04/06/2016 |       |                        | 499-0678-7 QB Tracking # 329692927       | -174.10          | 22,292.34        |
| Liability Check          | 04/06/2016 |       |                        | 94-1540099 QB Tracking # 329695057       | -823.96          | 21,468.38        |
| Liability Check          | 04/07/2016 |       |                        | Created by Payroll Service on 04/05/2016 | -1,970.91        | 19,497.47        |
| Check                    | 04/07/2016 |       |                        | CAL FIRE - payment for cleaning culverts | -549.75          | 18,947.72        |
| Bill Pmt -Check          | 04/07/2016 |       |                        | Testing - March 2016                     | -990.00          | 17,957.72        |
| Bill Pmt -Check          | 04/07/2016 |       |                        | Labor for Sewer Inspections              | -330.00          | 13,357.72        |
| Bill Pmt -Check          | 04/07/2016 |       |                        | 30018                                    | -199.00          | 13,028.72        |
| Bill Pmt -Check          | 04/07/2016 |       |                        | Services for March 2016                  | -280.00          | 12,828.72        |
| Bill Pmt -Check          | 04/07/2016 |       |                        | Security Service Plan - March 2016       | -280.00          | 12,548.72        |
| Bill Pmt -Check          | 04/07/2016 |       |                        | Greg Guina - Retirement 5% Gross         | -287.05          | 12,261.67        |
| Bill Pmt -Check          | 04/07/2016 |       |                        | 3357284549-4                             | -454.24          | 11,807.43        |
| Bill Pmt -Check          | 04/07/2016 |       |                        | Internet - March 2016                    | -170.00          | 11,637.43        |
| Bill Pmt -Check          | 04/07/2016 |       |                        | 6898952032-2                             | -47.77           | 11,589.66        |
| Bill Pmt -Check          | 04/07/2016 |       |                        | 2458584137-2                             | -912.81          | 10,676.85        |
| Total El Dorado Checking |            |       |                        |  |                  |                  |
|                          |            |       |                        |  | -9,560.27        | 10,676.85        |
| Total Bank Accounts      |            |       |                        |  |                  |                  |
|                          |            |       |                        |  | -9,560.27        | 10,676.85        |
| <b>TOTAL</b>             |            |       |                        |  | <b>-9,560.27</b> | <b>10,676.85</b> |



River Pines Public Utility District  
April 13, 2016 Meeting  
Agenda Item 10b

**SIGN UP TODAY: CSDA Gold Country Chapter April Workshop**

1 message

Teri Gotro <[tgotro@edhcsd.org](mailto:tgotro@edhcsd.org)>  
To: Teri Gotro <[tgotro@edhcsd.org](mailto:tgotro@edhcsd.org)>

Thu, Mar 31, 2016 at 10:45 AM

Leadership

Integrity

Accountability



# Gold Country Regional Chapter



California Special Districts Association  
*Districts Stronger Together*



## Time to Register for...



## April Workshop

**Date:** Wed, April 27, 2016

**Time:** 9:30AM to 3:00PM

**Fee:** \$10 (Lunch Included)  
\$15 Non-Members

### Chapter Contacts

President – Mary Cahill

[MCahill@cameronpark.org](mailto:MCahill@cameronpark.org)

Vice President – Brent Dennis

[bdennis@edhcsd.org](mailto:bdennis@edhcsd.org)

Secretary – Teri Gotro

[tgotro@edhcsd.org](mailto:tgotro@edhcsd.org)

Treasurer – Donna Leatherman

[dleatherman@cpud.org](mailto:dleatherman@cpud.org)

Past President – Kahl Muscott

[kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com)

### Agenda

10:00am-10:30am

**Check In/Networking/Welcome**

10:30am-12:00pm

**Employment Law**

**Speaker: Dennis Timoney**

12:00pm-12:30pm

**Lunch/Networking**

**Location:**

El Dorado Hills Community Services District  
1021 Harvard Way  
El Dorado Hills, CA 95762  
(916) 933-6624

# Speakers

Dennis Timoney, ARM  
SDRMA Chief Risk Officer



**Employment Law Training:** Dennis Timoney is the Chief Risk Officer for SDRMA (Special Districts Risk Management Authority). Dennis supervises SDRMA's Property/Liability and Workers' Compensation claims operations. In addition Dennis provides Safety and Risk Management training to Member agencies. In the *Employment Law Training* he will be discussing the current status of California Employment Law and the effect and duties required of California public agencies.

## Brad Epstein

Attorney at Law, Angius & Terry LLP



Brad Epstein has been specializing as an attorney in construction defect law for the last twenty-one years, since 1995. Mr. Epstein has spent his entire career in this specialization with the law firm of Angius & Terry LLP. He became a partner with Angius & Terry sixteen years ago, in 2000. Angius & Terry has recovered more than \$470,000,000 in construction defect claims for its clients. Mr. Epstein regularly participates in continuing education seminars and lectures on the subject of construction defect litigation law. He has published articles in various trade organizations, including California Association of Community Managers and chapter newsletters for the Community Association Institute. He has been a president, director, and member of the Community Associations Institute - California North Chapter, and a legislative co-chair of California Legislative Action Committee.

12:30pm-1:30pm

### Forensic Inspections for Facilities

Speaker: Brad Epstein

1:30-2:15pm

### Is your District in Compliance with SB272?

Speaker: Sloane Dell'Orto

2:15-3:00pm

### Legislative Updates

- Jimmy MacDonald -CSDA's Lobbyist
- Travis Johnson-Senator Gains Office
- Dane Wadle - CSDA field Coordinator

# Register...

Register for this workshop today by completing the attached form and mailing it to:

Gold Country Regional Chapter  
C/o Donna Leatherman  
PO Box 666  
San Andreas, CA 95249

Or complete and email the form to [dleatherman@cpud.org](mailto:dleatherman@cpud.org)

## April Workshop

## October Workshop

### Save the Date

Please contact the Board Members with workshop topics that you would like discussed at this meeting!

Date: October 5, 2016

Time: 9:30 AM to 3:00 PM

Fee: \$10/\$15 non-members

## Sloane Dell'Orto

*Digital Deployment, Chief Strategist*

Streamline builds affordable Internet technologies that make local government compliance easy and safe. They are the creators of the Streamline Website Builder, and have partnered with CSDA to build a free tool to help Special Districts comply with SB 272. SB 272 is a bill that requires all local government agencies, including Special Districts, to create an Enterprise System Catalog of every computer system they use that tracks information related to the public by July 1, 2016. They will explain the law, demonstrate the free SB 272 compliance tool, and show some of their other tools that help districts comply with The Brown Act and Section 508.



### Professional Development:

<http://www.csdanet/professional-development/>

### Conferences:

<http://www.csdanet/conferences/>

Spring  into  
Action

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**Gold Country Regional Chapter | PO Box 666 | San Andreas, CA 95249 |**

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Wilton Rancheria



9728 Kent Street, Elk Grove, CA 95624

March 14, 2016

To: Jensen Forest Management, LLC  
Professional Forestry Services  
Eric Jensen  
P.O. BOX 298  
Georgetown, CA 95634

RE: Department of Forestry and Fire Protection (CAL FIRE) SRA Grant 5GS14173 within community of River Pines within Amador and El Dorado Counties

Dear: Eric Jensen,

Thank you for your letter dated January 22, 2016 regarding the proposed project. Wilton Rancheria ("Tribe") is a federally-recognized Tribe as listed in the Federal Register, Vol. 74, No. 132, p. 33468-33469, as "Wilton Rancheria of Wilton, California". The Tribe's Service Delivery Area ("SDA") as listed in the Federal Register, Vol. 78, No. 176, p. 55731, is Sacramento County. However, the Tribe's ancestral territory spans from Sacramento County to portions of the surrounding Counties. The Tribe is concerned about projects and undertakings that have potential to impact resources that are of cultural and environmental significance to the tribe.

After review of your letter we have determined the project lies within the Tribe's ancestral territory. We appreciate the opportunity to comment on this and any other projects within the Tribe's ancestral territory that may be in your jurisdiction.

The Environmental Resources Department (ERD) has identified resources that are of significance to the Tribe within your project area and in close proximity. The Tribe requests consultation on the following topics checked below, which shall be included in consultation subject to;

- Public Resources Code section 21080.3.2, subd. (a)
- Senate Bill 18,
- Section 106 of the National Historic Preservation Act,
- American Indian Religious Freedom Act,
- Archaeological Resources Protection Act,
- Native American Graves Protection and Repatriation Act (NAGPRA), and

- Executive Order 13175- Consultation and Coordination with Indian Tribal Governments: Section 5 (b) To the extent practicable and permitted by law, no agency shall promulgate any regulation that has tribal implication, that imposes substantial direct compliance costs on Indian tribal governments, and that is not required by statute, unless: (1) funds necessary to pay the direct costs incurred by the Indian tribal government or the tribe in complying with the regulation are provided by the federal government:

- \_\_\_\_\_ Alternatives to the project
- \_\_\_\_\_ Project funding
- \_\_\_\_\_ Recommended mitigation measures
- \_\_\_\_\_ Native American Inspector present during ground disturbance
- \_\_\_\_\_ Significant effects of the project

The ERD also requests consultation on the following discretionary topics checked below:

- \_\_\_\_\_ Type of environmental review necessary
- \_\_\_\_\_ Significance of tribal cultural resources, including any regulations, policies or standards used by your agency to determine significance of tribal cultural resources
- \_\_\_\_\_ Significance of the project's impacts on tribal cultural resources
- \_\_\_\_\_ NAGRPA Plan of Action:

- (1) The written plan of action is an integral part of the consultation process mandated by 43 CFR 10.5 whenever there is activity affecting or likely to affect Native American cultural items on Federal or tribal lands. The plan of action must document compliance with ARPA, especially 43 CFR 7.7 – 7.9, regarding requirements for permits on Indian lands.

- \_\_\_\_\_ Project alternatives and/or appropriate measures for preservation or mitigation that we may recommend, including, but not limited to:

- (1) Avoidance and preservation of the resources in place, pursuant to Public Resources Code section 21084.3, including, but not limited to, planning and construction to avoid the resources and protect the cultural and natural context, or planning greenspace, parks or other open space, to incorporate the resources with culturally appropriate protection and management criteria;
- (2) Treating the resources with culturally appropriate dignity taking into account the tribal cultural values and meaning of the resources, including but not limited to the following:
  - a. Protecting the cultural character and integrity of the resource;
  - b. Protection the traditional use of the resource; and
  - c. Protecting the confidentiality of the resource.
- (3) Permanent conservation easements or other interests in real property, with culturally appropriate management criteria for the purposes of preserving or utilizing the resources or places.
- (4) Protecting the resource.

Additionally, the Tribe would like to receive any cultural resources assessments or other assessments that have been completed on all or part of the project's area of potential effect (APE), and area surrounding the APE including, but not limited to:

1. The results of any record search that may have been conducted at an Information Center of the California Historical Resources Information System (CHRIS), including, but not limited to:
  - A listing of any and all known cultural resources have already been recorded on or adjacent to the APE;
  - Copies of any and all cultural resource records and study reports that may have been provided by the Information Center as part of the records search response;
  - If the probability is low, moderate, or high that cultural resources are located in the APE or surrounding the APE.
  - Whether the records search indicates a low, moderate or high probability that unrecorded cultural resources are located in the potential APE or surrounding the APE; and
  - If a survey is recommended by the Information Center to determine whether previously unrecorded cultural resources are present.
    - ✦ The Tribe would like to be present at any survey conducted on the Applicants behalf.
2. The results of any archaeological inventory survey that was conducted, including:
  - Any reports that may contain site forms, site significance, and suggested mitigation measures.
  - Any reports or inventories found under the Native American Graves Protection and Repatriation Act.
    - ✦ All information regarding site locations, Native American human remains, and associated funerary objects should be in a separate confidential addendum, and not be made available for public disclosure in accordance with Government Code Section 6254.10. All Wilton Rancheria correspondences shall be kept under this confidential section and only shared between the Tribe and the lead agency.
3. The results of any Sacred Lands File (SFL) check conducted through Native American Heritage Commission. The request form can be found at [http://www.nahc.ca.gov/slf\\_request.html](http://www.nahc.ca.gov/slf_request.html). USGS 7.5-minute quadrangle name, township, range, and section required for the search.
4. Any ethnographic studies conducted for any area including all or part of the potential APE or areas surrounding the APE; and
5. Any geotechnical reports regarding all or part of the potential APE or areas surrounding the APE.
  - The Tribe shall be notified before any geotechnical testing is planned. Geotechnical testing has potential to impact Tribal Cultural Resources and should be part of this consultation.

The information gathered will provide us with a better understanding of the project and will allow the Tribe to compare your records with our database. The below requested review fees are based on services provided by tribal staff time and general administrative expenses. The Tribe's fiscal year 2016 fee schedule is listed below:

- ❖ Requested document review fee \$450.00
- ❖ Onsite field investigation requested fee \$500.00

- ❖ Tribal Inspector rates are based on a different fee schedule
  - All payments shall be made out to Wilton Rancheria at the address above.

Thank you again for taking these matters into consideration, please contact me at (916) 683-6000 extension 2006 or via email at [shutchason@wiltonrancheria-nsn.gov](mailto:shutchason@wiltonrancheria-nsn.gov) to set up a meeting to discuss the concerns of the Tribe on this project.

Sincerely,

Steven Hutchason  
Executive Director  
Environmental Resources Department



RIVER PINES PUBLIC UTILITY DISTRICT

|                  |                      |                         |
|------------------|----------------------|-------------------------|
| <b>Category:</b> | Personnel            | <b>Policy #</b> 2016-02 |
| <b>Title:</b>    | Drug and Alcohol Use |                         |

**PURPOSE**

The purpose of this policy is to confirm River Pines Public Utility District's (District) commitment to maintain a drug and alcohol-free workplace, insure the health and safety of all District employees, customers and the general public; to identify and discipline employees who abuse alcohol or use controlled substances; and to establish guidelines for drug and alcohol testing for all District employees.

The District recognizes that the use of alcohol and/or controlled substances in the workplace is not conducive to safe working conditions. In order to promote a safe, healthy and productive work environment for all employees, it is the objective of the District to have a work force that is free from the influence of alcohol and controlled substances.

**BASIC POLICY AND GUIDELINES**

The District has a significant interest in insuring the health and safety of its employees. It has an obligation to insure that its employees do not present a safety risk to the general public. Substance abuse can affect job performance and employee and public safety. Subject to the requirements of the Federal Americans with Disabilities Act (ADA), the District will be firm in identifying and disciplining those employees who abuse alcohol or use controlled substances in violation of this policy.

1. Applicability

This policy applies to all employees when they are on District property or when performing any District related business. It also applies to off-site lunch periods and breaks when an employee is scheduled to return to work as well as those on-call.

2. Prohibited Substances

Prohibited substances addressed by this policy include the following:

- a. Drugs: marijuana, amphetamines, opiates, phencyclidine (PCP) and cocaine.
- b. Alcohol: the use of beverages or substances, including any medication containing alcohol such that it is present in the body is prohibited. "Alcohol" is defined as the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol, including methyl or isopropyl alcohol.

- c. Legal Medications: using or being under the influence of any legally prescribed medication(s) including medically prescribed marijuana or nonprescription medication(s) while performing District business or while on District property is prohibited to the extent that such use or influence hinders job safety or job performance.
- d. Medical marijuana.

3. Policy

No District employee who is on duty or on-call will:

- a. Use, possess or be under the influence of illegal or unauthorized drugs or other illegal mind-altering substances.
- b. Use or be under the influence of alcohol.
- c. No District employee will engage in any duties or activities that, because of medication(s) taken under a legal prescription or non-prescription medication(s), cannot be performed without posing a threat to the health or safety of the employee or others.

Any employee who feels his/her performance of work-related duties may be impaired by use of any legal substance which carries a warning label that includes that mental functioning, motor skills and/or judgement may be adversely affected, should report it to his/her supervisor and medical advice should be sought before performing work-related duties. In the above instance, an employee using legally prescribed medication or nonprescription medication may continue to work if the supervisor determines that the employee does not pose a safety threat and that job performance is not affected by such use.

- d. Employees will be subject to drug and alcohol testing when there is reasonable suspicion that the employee has violated the rules expressed in this policy Section 1 and/or 2 and/or 3 above. In addition, when such an employee has already been found in violation of this Policy through any action or medical examination process under the District's Drug and Alcohol Use Policy, as a result of substance testing under this policy, or by the employee's own admission, the employee will be required to submit to periodic substance testing, provided that he or she is not terminated, as a condition of remaining in or returning to District employment.

4. Disciplinary Procedures and Sanctions

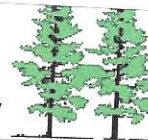
- a. Discipline may include a range of discipline from random testing to possible termination.
- b. Discipline or termination should not be taken until a thorough investigation has been completed.

- c. The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the General Manager pending said employee's attempt at rehabilitation. The General Manager has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, type of substance taken and severity of violation and resulting performance impairment and/or accident as part of his consideration regarding the waiving of penalties.
- d. Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:
  - 1. Successfully complete an approved rehabilitation program;
  - 2. Faithfully comply with maintenance and therapeutic measures (e.g. attendance at AA or NA meetings); and
  - 3. Be subject to periodic testing without further reasonable cause.
- e. Employees who are found to have brought drugs, alcohol or other nonprescription controlled substances onto District property or work sites and to have provided them to other employees shall be terminated without recourse to a rehabilitation program.
- f. An employee who is reasonably suspected of involvement as described above and refuses to cooperate in drug and/or alcohol testing is subject to immediate termination.

|   |                |
|---|----------------|
| <b>Approved by River Pines Public Utility District's<br/>Board of Directors</b> | April 13, 2016 |
|---|----------------|



RIVER PINES PUBLIC UTILITY DISTRICT



|   |
|---|
| <b>Category:</b> Administration                 |
| <b>Title:</b> District Driving Policy – 2016-01 |

**PURPOSE**

The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses by:

- a. Applying uniform criteria in evaluating the acceptability of driver record information of individuals driving in the performance of District business; and
- b. Establishing disciplinary procedures for different types of driving violations

**SCOPE**

This policy applies to all regular, part-time employees who drive on behalf of the District and use the District vehicle. All persons shall comply with all applicable laws in the operation of any vehicle, District owned or personally owned, while driving in the performance of District business.

**POLICY**

A regular or part-time District employee who drives on behalf of the District is referred to herein as a "Driver." District owned vehicles are to be used for District business and not for personal purposes under no circumstances.

PULL Program

The District shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (a.k.a: "Pull Program"). Records for any Drivers operating vehicles in the performance of District business shall be requested from DMV:

- a. Upon employment, prior to first use of a District vehicle; and
- b. Semi-Annually, normally in the month of January and July; and
- c. Immediately in the event of new activity (e.g., moving violation, accident, address change, etc.).

Information generated during the record review (Pull Program) will include:

- a. Type of license;
- b. Expiration date;
- c. Endorsements;
- d. DMV action suspensions, revocations and penal code violations (NOTS Discipline); and
- e. Vehicle Code violations, which include violations occurring while driving on personal time and while driving in the performance of District business (NOTS Points).

Drivers who have terminated employment with the District will be deleted from the Pull Program.

An employee who receives notice from CA DMV that their driver's license has been suspended or revoked shall immediately notify the District.

#### Negligent Operator Treatment System (NOTS)

The California Vehicle Code assigns violation points that are assessed and tracked by the California Department of Motor Vehicles (CA DMV) via Negligent Operator Treatment System (NOTS). Most driving offenses, such as hit and run, reckless driving, and driving under the influence, are designated as 2 points and will remain on your record for 7 years from the violation date. Most other offenses are designated as 1 point and will remain on your record for three years from the violation date. Any "at fault" accident is normally counted as one point.

More information regarding NOTS and violation points can be found at:  
<Http://www.dmv.ca.gov/dl/driversafety/negoperator.htm>

### **DISCIPLINARY PROCEDURES**

1. A Driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) based on the following:
  - a. NOTS Points accumulated on their driving record in the time period specified:

| <b>Point Count</b> | <b>Time Period</b> |
|--------------------|--------------------|
| 2                  | Within 12 months   |
| 4                  | Within 24 months   |
| 6                  | Within 6 months    |

- b. The Driver receives any moving violation in a District owned vehicle within thirty-six (36) month period.
- 2. A Driver will be suspended from District driving privileges for one hundred and twenty (120) days based on the following:
  - a. NOTS Points accumulated on their driving record in the time period specified:

| Point Count | Time Period      |
|-------------|------------------|
| 3           | Within 12 months |
| 5           | Within 24 months |
| 7           | Within 36 months |

Or;

- b. The Driver receives a citation for DUI, reckless driving, or speeding on personal time within thirty-six (36) months (sanctions for these citations while operating any vehicle in the performance of District business will result in permanent suspension of District driving privileges); or;
- c. The Driver is involved in two (2) "at fault" accidents within twenty-four (24) months.

If the Driver's job routinely involves driving a vehicle and if temporary suspension of their driving privileges would impose a hardship on normal District operations, the Driver will be terminated from employment.

- 3. A Driver will be permanently suspended from District driving privileges if:
  - a. The Driver receives a citation for DUI (or under influences of any drug), reckless driving, or speeding while operating any vehicle in the performance of District business within thirty-six (36) months; or
  - b. The Driver receives two (2) citations for DUI (or under influence of any drug), or two (2) citations for reckless driving, or two (2) citations for speeding, or any combination thereof, while driving any vehicle during non-work hours, within thirty-six (36) months.

If the Driver's job routinely involves driving a vehicle and if permanent suspension of their driving privileges would impose a hardship on normal District operations, the Driver will be terminated from employment.

**COMPLAINTS AND POOR DRIVING**

Occasionally, it may be brought to the District's attention (by individual observation or GPS) that a Driver is exposing the District to undue liability through poor driving techniques, habits, reckless driving and/or speeding. If such complaint is through observation of another individual, such complaint will be investigated and acted upon accordingly. If such is observed through GPS, the following will occur:

- a. First observation will result in verbal warning
- b. Second observation will result in second verbal warning and written discipline
- c. Third observation will result in written discipline and five (5) day unpaid suspension
- d. Fourth observation will lead to termination

### **CONTINUING DEFENSIVE DRIVER-TRAINING**

All Drivers shall attend an approved defensive driver-training course at least once every two (2) years or more often as specified in the Disciplinary Procedures above.

**Approved by River Pines Public Utility District's  
Board of Directors**

**April 13, 2016**