

Alleghany County Water District
Minutes of Special Meeting
Tuesday, February 28, 2017

The meeting was called to order by President Tobyn Mehrmann at 6:09 p.m.

Quorum: Present were Directors Rae Bell Arbogast, Robbin DeWeese, Madeleine Hamb and Tobyn Mehrmann, absent was director Oregon Burns Tenney V. Also present: Water Treatment Operator Bruce Coons and members of the public Vickie Tenney and Rebecca Wilkerson. It was noted that the Secretary, Leslie Baker was not able to attend. Rae Bell took the minutes.

Approval of the Agenda:

Motion made to approve the agenda with a correction to the year by Robbin DeWeese, and seconded by Madeleine Hamb Ayes: Arbogast, DeWeese, Hamb, Mehrmann. Naves: 0. Absent: Tenney. Abstain: 0 Vacant: 0. Motion Passed

Review Preliminary Job Description for General Manager:

The board reviewed the job duties to be shifted from the President to the new General Manager Position and answered questions from the public.

Appoint Volunteer General Manager:

A motion was made to appoint Rae Bell Arbogast as the Volunteer General Manager by Robbin DeWeese and seconded by Madeleine Hamb, Ayes: Hamb, DeWeese, Mehrmann, Naves: 0. Absent: Tenney. Abstain: Arbogast Vacant: 0. Motion Passed

There being no further business before the board, the meeting was adjourned at 6:32 p.m.

Respectfully submitted:



Rae Bell Arbogast

Alleghany County Water District

P.O. Box 860, Alleghany, CA 95910 ~ alleghanywater@gmail.com ~ Phone 530-287-3204

~ Established March 8, 1939 ~

CERTIFICATE OF POSTING

I, Rae Bell Arbogast certify that the following document was posted on behalf of Alleghany County Water District, Sierra County California:

Special Meeting Agenda, Meeting Date 2/28/17

In the following location(s):

Alleghany Post Office Bulletin Board on 2/24/17

At the Alleghany Firehouse (meeting location) 2/24/17

Emailed to agenda packet list as well.

A copy of which is attached hereto and by reference made a part herof.

Signed under penalty of perjury: X



Rae Bell Arbogast

NOTICE
OF SPECIAL MEETING OF
THE BOARD OF DIRECTORS
& COMMITTEE OF THE WHOLE
OF
ALLEGHANY COUNTY WATER DISTRICT

Tuesday February 28, 2016 at 6:00 pm
Alleghany Firehouse 105 Plaza Ct. Alleghany

SPECIAL MEETING AGENDA

This agenda has been prepared and posted at least 48 hours prior to the special meeting of the Board of Directors in accordance with the Ralph M. Brown Act. Special meetings do not include a Public Comment Period for items not on the agenda. Details and supporting materials concerning agenda items are available for public reference by calling 530-287-3204 or email: alleghanywater@gmail.com

1. Call to Order
2. Establish a Quorum
3. Approval of Agenda
4. New business:
 - a) Review calendar of duties and approve preliminary job description for General Manager. Review duties of President,
 - b) Appoint Volunteer General Manager
5. Adjourn

NOTICE

OF SPECIAL MEETING OF THE BOARD OF DIRECTORS & COMMITTEE OF THE WHOLE OF ALLEGHANY COUNTY WATER DISTRICT

Tuesday February 28, 2016 at 6:00 pm
Alleghany Firehouse 105 Plaza Ct. Alleghany

SPECIAL MEETING AGENDA

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1. Call to Order
2. Establish a Quorum
3. Approval of Agenda
4. New business:
 - a) Review calendar of duties and approve preliminary job description for General Manager. Review duties of President
 - b) Appoint Volunteer General Manager
5. Adjourn

copy of bylaws also handed out.

Special Meeting Date 2/28/17

Preliminary Job Description for General Manager

Required skills:

- Proficient in the use of Microsoft WORD, Excel and Quickbooks accounting software.
- Knowledge of Generally Accepted Accounting Principles and Standard Business Practices.
- Ability to track and facilitate the completion of scheduled tasks with district staff,

Position reports directly to the ACWD Board. Position oversees Water Treatment Operator and Bookkeeper.

Attached to this document is a calendar of job duties. Yellow highlights will be the responsibility of the General Manager.

for regular session meeting agenda - first reading
of new ordinance to amend this one

ORDINANCE NO. 24

AN ORDINANCE AMENDING ORDINANCE NO. 3
ENTITLED "AN ORDINANCE ESTABLISHING RATES,
RULES AND REGULATIONS FOR WATER SERVICE
BY THE ALLEGHANY COUNTY WATER DISTRICT"

ALLEGHANY COUNTY WATER DISTRICT

BE IT ORDAINED by the Board of Directors of the Alleghany
County Water District, Sierra County, California, as follows:

Article 3 - Water Department. Section 302 of Article 16 of
Ordinance No. 3, cited in the title, passed and adopted by said
Board on August 4, 1977, be, and it is hereby, amended to read as
follows:

Water Treatment Operator - Duties: The Water Treatment Operator
shall regularly inspect all physical facilities related to the
District Water System, to see that they are in good repair and
proper working order, and to note violations of any water
regulations. The Water Treatment Operator shall be licensed by
the State of California and shall keep the water system in
compliance with all State and Federal Regulations. The Water
Treatment Operator shall report to and be supervised by the
Chairman of the Board of Directors of the Alleghany County Water
District. → General Manager or board designee.

replace
with

Article 7 - Meters. Section 706 of Article 7 of Ordinance
No. 3, cited in the title, passed and adopted by said Board on
August 4, 1977, be, and it is hereby, amended to read as follows:

Meter Tests - Deposit: All meters will be tested prior to
installation and no meter will be installed which registers more
than two percent (2%) fast. If a customer desires to have the
meter serving his premises tested, he shall have to bear the cost
of the meter test.

Article 16 - Rates. Section 1601 of Article 7 of Ordinance
No. 3, cited in the title, passed and adopted by said Board on
August 4, 1977, be, and it is hereby, amended to read as follows:

Unmetered Rate Schedule: Addition to schedule:

Type of Use

Trucks filled for outside agencies or contractors shall be billed
as follows:

1500 gallons	\$10.00
2000 gallons	\$15.00
3000 gallons	\$20.00
4000 gallons	\$25.00

Assigned to	Description	Due	Frequency
Auditor	State Controller Financial Transaction Report	Sept. 30th	Annual
Auditor	Gov. Compensation Report (State Controller)	April 30th	Annual, due date is for the previous year
Board	Form -700	April 1st	Annual, due date is for the previous year, new board members within 30 days of taking office.
Board	Preliminary Budget adoption	June 30th	Annual
Board	Final Budget adoption	Oct 1st.	Annual
Board	Ethics training & sexual harrasment	May 2017	Every 2 years, new board members within one year of taking office. Not 100% sure about harrasment requirement
Board	Bookkeeper Contract Renewal	6/30/2017	Annual
Board	Secretary Contract Renewal	6/30/2017	
Board	Water Treatment Operator Contract Renewal	6/30/2017	
Board	Water Distribution Asst. Contract Renewal	6/30/2017	
Board	Review all contracts with prelim. Budget	May or June	Annual
Bookkeeper	Enter meter readings	1st	Monthly
Bookkeeper	Customer billing	2nd or 3rd	Monthly
Bookkeeper	Bank Recs and Treasurer reports	2nd or 3rd	Monthly
Bookkeeper	Enter and pay bills	Near the 1st	Monthly
Bookkeeper	Online bill pay PG&E 3 accounts	15th	Monthly
Bookkeeper	Enter and pay bills	15th	Monthly
Bookkeeper	10 day notices per policy, & memo to WTO	15th	Monthly
Bookkeeper	Find out IRS mileage rate	January	Annually
Bookkeeper/President	Provide all documents to auditors for audit	July	Annual
Contracted out	Watershed Survey	2020	Every 5 years, will have to be redone if we switch to wells
Meter Reader	Read all water meters	1st	Monthly
President	DDW Annual Report	April 1st	Annual, due date is for the previous year
President	Preliminary budget presentation	May or June	Annual
President	Consumer Confidence Report	June 1st	Must be mailed with June bill at the latest and sent to the State by July 1st.
President	Water Rights Report	June 30th	Annual, due date is for the previous year
President	Final Budget presentation - Public Hearing	Sept. meeting at latest	Annual
President	Check phone messages	Daily	Weekdays
Secretary	Minute preparation	Monthly	as needed for every meeting
Secretary	Sign and scan approved minutes	Monthly	Monthly
Secretary/President	Agenda prep/posting per Brown Act	Monthly	as needed for every meeting or training where three or more board members will be present.
Water Operator	Bacteria Sample Site Plan (BSSP)	2024	Every 10 years or as needed.
Water Operator	Water Quality Emergency Notification Plan	N/A	As needed if there are staff changes or any other changes
Water Operator	T-2 License # R37729 renewal	9/1/2018	every three-years
Water Operator	D-1 License #31959	1/1/2019	every three-years

In addition to jobs highlighted above the General Manager shall be the "President's Designee" responsible for SRF Funding Agreement #D15-02031 and Construction Project #4600012-006c