

**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday, October 11th, 2016 Alleghany Firehouse, 105 Plaza Court Alleghany**

Call to Order: 6:05 pm

Quorum Established: Present were Directors: President Rae Bell Arbogast, Vice President Tobyn Mehrmann, Robbin DeWeese, and Madeleine Hamb. Oregon Burns Tenney V (O.B) was absent. Secretary Baker was present and took the minutes. ACWD Staff: Water Treatment Operator Bruce Coons, Water Distribution Assistant Ed Snyder, and District Bookkeeper Edda Snyder. Also present: Ernest & Nancy Finney, Vickie Tenney, and Rebecca Wilkerson.

Consent Calendar:

- A. Approval of the Agenda: Rae suggested that the board move item 6c before 5c because item 6c (the renewal of the bookkeeper's contract) would directly impact item 5c (the budget)
- B. Reading and approval of the minutes for the Regular meeting dated September 13th and the Special meeting dated September 27th.
- C. Approval of Treasury Report and Claims for September 2016 and corrected August report.

Motion made to approve the Consent Calendar with one change to the Agenda, one correction to the September 13th minutes, and the corrected August Treasury Report by Robbin, Madeleine second. Ayes: Arbogast, DeWeese, Mehrmann, Hamb. Nays: 0. Absent: Tenney Abstain: 0 Vacant: 0. Motion Passed

Public Response Time: none

Information/Discussion Items:

Correspondence: none

Water Test Results: September Water Test results: Treated was absent, Raw: 2.0 total coliform, E.coli absent. Rae showed the board and the public the results of the lead and copper tests performed by Kramer. Leslie asked if the test results from another household would be any indication of his household's water quality. Rae and Bruce explained that the test is on the demand side from meter to household, so there is no way to know from looking at another household's results. Rae said she could put the water test information into the next customer newsletter.

President's Report: Report attached to these minutes as included in the agenda packets.

Water Treatment Operator Report: Bruce said that a replacement compressor was late in coming because the company that sells them sent the wrong one. The company has since sent the right one and is going to pay return shipping on the incorrectly shipped compressor. There was a discussion about the warranty on the compressor so Bruce can replace the backup compressor. Bruce said that a water leak was discovered by a customer for another customer but the leak has not been fixed yet but he will check on that customer's water meter to inspect the meter and the supply and demand sides of the water pipe.

Historical Church/Library Report: Rae asked the board to approve a motion for the Concert happening on the 5th of November.

Motion made to approve the Concert at the Historical Church on November 5th by Madeleine, Robbin second. Ayes: DeWeese, Mehrmann, Hamb. Nayes: 0. Absent: Tenney Abstain: Arbogast Vacant: 0. Motion Passed

Robbin said that she has General Election information packets available at the Library for those interested

Park Report: the Mosaic project is on hold until spring Sierra County decided to let the artists come up here before they sign the indemnification agreement to streamline the process. Rae wants to hold a community wide meeting to get input on the design. Bruce had a question about the plan for a water fountain at the park and Rae said that she had contacted the PG&E subcontractor and sent them the list of priorities for the park. The District almost has enough money to buy a frost-proof ADA approved water fountain for the park. Rae tried to see if she could combine the mosaic project and the fountain project together but the donor wants a wall to do it on. Rae requested help finding tree donations for the park for shade.

Board member or special committee reports: None

Planning project update: Planning project update as attached to these minutes. Since that report was written, the Drill is stuck because gravel has collapsed around it. Hopefully this hole is not lost like the last one.

Unfinished Business:

A. Customer accounts/billings/disconnects: There were 8 shut off notices mailed on September 15th, all paid.

B. Ordinances, Policies and Procedures: update Policy #4 to coincide with new shut-off notice schedule.

Motion to update Policy #4 made by Robbin second Tobyn Ayes: Arbogast, DeWeese Mehrmann, Hamb. Nayes: 0. Absent: Tenney Abstain: 0 Vacant: 0. Motion Passed

6C: Review and Renewal of Bookkeeping contract for Edda Snyder. After discussion of the terms of the contract the Board made a motion to approve the contract "as is" through 6/30/17

Motion to approve the Bookkeeping contract for Edda Snyder made by Madeleine second Tobyn second. Ayes: Arbogast, DeWeese, Mehrmann, Hamb. Nayes: 0. Absent: Tenney Abstain: 0 Vacant: 0. Motion Passed

5C. Adoption of Final Budget for Fiscal Year 16/17 and review of FY 15/16 audit results. After going through the whole budget, the Board made a motion to approve it with a change to the administrative fee for running the Library at the historical church

Motion to approve a \$120 increase per year to the administrative fee for the Historical Church made by Madeleine, Robbin second. Ayes: Arbogast, DeWeese, Mehrmann, Hamb. Nayes: 0. Absent: Tenney Abstain: 0 Vacant: 0. Motion Passed

(Cont. from previous page.)

Motion to approve the Final Budget for Fiscal Year as amended 16/17 made by Madeleine second Robbin second. Ayes: Arbogast, DeWeese, Mehrmann, Hamb. Naves: 0. Absent: Tenney Abstain: 0 Vacant: 0. Motion Passed


New Business:

- A. Acceptance of audit report After discussion the Board made a motion to accept the audit for Fiscal Year 15/16
Motion to accept the audit for the FY 15/16 made by Tobyn, Robbin second. Ayes: Arbogast, DeWeese, Mehrmann, Hamb. Naves: 0. Absent: Tenney Abstain: 0 Vacant: 0. Motion Passed
- B. Access to locked areas: after discussion about direction vs management the Board made a motion to authorize the WTO to make decisions regard who has keys to what.
Motion to authorize the Water Treatment Operator with the responsibility to decide who has keys to locked areas owned by the district made by Robbin, Madeleine second. Ayes: Arbogast, DeWeese, Hamb. Naves: 0. Absent: Tenney Abstain: Mehrmann Vacant: 0. Motion Passed
- C. This item was already concluded on page 2 of these minutes.
- D. Event at Bucket Club Property Vickie asked if the Bucket Club property was covered under the Board's insurance Rae said that it was. Vickie had a second question about serving alcohol at the property or at the concert if there is a need for a permit to do so. Rae replied that as long as it wasn't being sold, no permit is required. The insurance company still needs to weigh in on this.

Next Regular meeting: Tuesday, November 8th 6:00 p.m.

Items for next agenda: Leslie Baker Contract Renewal

There being no further business before the Board, the meeting was adjourned at: 7:40 p.m.

Minutes respectfully submitted by Leslie D. Baker III 

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, Leslie D. Baker III certify that the following document was posted on behalf of Alleghany County Water District, Sierra County California:

Agenda and meeting packet Regular Meeting, Meeting Date 10/11/16

In the following location(s):

Alleghany Post Office Bulletin Board on 10/7/16. (packets put in box for the public)

On the door of the Alleghany Firehouse (meeting location) 10/7/16

Emailed to email list as well.

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

Signed under penalty of perjury: X Leslie D. Baker III
Leslie D. Baker III

NOTICE

**OF REGULAR MEETING OF THE BOARD OF DIRECTORS
OF
ALLEGHANY COUNTY WATER DISTRICT
INCLUDES BUDGET HEARING**

PLEASE BRING THE BUDGET DOCUMENTS ALREADY DISTRIBUTED

**Date: Tuesday October 11, 2016 Time: 6:00 pm
Location: Alleghany Firehouse 105 Plaza Ct. Alleghany**

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Directors in accordance with the Ralph M. Brown Act. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. 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 & Establish a Quorum
2. Consent Calendar
 - a) Approval of the agenda
 - b) Reading and approval of the minutes for the regular meeting dated September 13, 2016 ~ Sept. 27th budget hearing cancelled due to the lack of a quorum.
 - c) Approval of Treasury Report and Claims for September 2016 and correction to August 2016 report.
3. Public Response Time –The public may be heard before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken by the board unless the matter is deemed urgent by a 2/3 vote.
4. Information/Discussion Items
 - a) Correspondence
 - b) Water Test Results for October
 - c) President’s Report – provided in writing with agenda posting
 - d) Water Treatment Operator Report
 - e) Historical Church/Library Report – Request for board approval of concert scheduled for Nov. 5th.
 - f) Park Report – Mosaic project on hold until next summer
 - g) Board member or special committee reports
 - h) Planning Project Update
5. Unfinished Business (Discussion & Possible Action Items):
 - a) Customer Accounts/Billings/Disconnects Eight shut-off notices were mailed on September 15th – all paid.
 - b) Ordinances, Policies and Procedures: update Policy #4 to coincide with new shut-off notice schedule.
 - c) Adoption of final budget for FY 16-17 and review of FY 15/16 audit results
6. New Business (Discussion & Possible Action Items):
 - a) Acceptance of audit report.
 - b) Access to locked areas – in absence of policy suggest the board authorize WTO to decide who has keys to what.
 - c) Review & Renewal of Bookkeeping contract for Edda Snyder (overdue)
 - d) Event at Bucket Club Property
7. Next meeting date, Items for next Agenda & Adjournment. Items for next meeting agenda: Committee of the whole scheduled for 10/25/16 to go over Policies and Procedures, Next regular meeting November 8, 2016

Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. Please make your request to District Secretary, P.O. Box 860, Alleghany CA 95910 specifying your disability and the format in which you would like to receive this Agenda and future Agendas as well.

Allegheny County Water District

MAIN ACCOUNT		Beginning Balance	\$	5,233.12	
Deposits					
Date	From:	For:		Amount	
8/2	Customers	Water Sales	\$	40.00	
8/31	Customers	Water Sales	\$	180.00	
8/31	Customers	Water Sales	\$	196.00	
8/31	Customers	Water Sales	\$	1,375.92	
8/31	SWQCB	Planning Project deposit	\$	20,649.41	
8/31/16	Non-Enterprise Account	dump fee for the park reimbursement	\$	187.04	
Deposits Total			\$	22,628.37	
Expenditures					
Ck #	Date	To:	For:		Amount
EFT	8/9/16	Southland Electrical	compressor	\$	183.82
5067	8/15/16	AT&T		\$	16.47
5068	8/15/16	Cranmer Engineering	water tests	\$	546.00
5069	8/15/16	Ed Snyder	July Bill - WTA	\$	180.00
5070	8/15/16	Edda Snyder	July Bill - Bookkeeper	\$	100.00
1041	8/18/16	State Fund	workers comp insurance	\$	561.99
EFT	8/24/16	PG&E	pumphouse	\$	290.68
1042	8/30/16	Sierra County Tax Collector	dump fee park- reimbursed from other acc.	\$	187.04
1043	8/31/16	Bruce Coons	Aug Bill - WTO	\$	349.48
			WTO Contract	\$	250.00
			Mileage	\$	99.48
Expenditures Total			\$	2,415.48	
Ending Main Account Balance			\$	25,446.01	

Non-enterprise account

Beginning Balance \$ 8,418.72

Deposits

Date	From:	For:		Amount
Deposits Total			\$	-

Expenditures

Ck #	Date	To:	For:		Amount
EFT	8/24/16	PG&E	Historical Church	\$	9.85
EFT	8/31/16	Transfer to Main Account	solid waste fee for the park (dump fee)	\$	187.04
Expenditures Total			\$	196.89	

Ending non-enterprise Account Balance \$ 8,221.83

Allegheny County Water District

MAIN ACCOUNT	Beginning Balance	\$	25,446.01
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Deposits

Date	From:	For:	Amount
9/15/16	Customers	Water Sales	\$ 848.92
9/27	Customers	Water Sales	\$ 1,472.14

Deposits Total	\$	2,321.06
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Expenditures

Ck #	Date	To:	For:	Amount
EFT	9/6/16	Tri-Counties	Credit Card - Late fees	\$ 37.03
5071	9/7/16	Affinity	Planning Project Engineering	\$ 9,561.00
5072	9/7/16	Altec	Planning Project Engineering	\$ 11,011.00
5073	9/7/16	AT&T		\$ 17.60
5074	9/7/16	B&C Hardware	Chemicals, batteries, etc.	\$ 41.82
1044	9/17/16	Bruce Coons	Mileage	\$ 46.00
EFT	9/26/16	PG&E	Pumphouse	\$ 484.26

Expenditures Total	\$	21,198.71
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Ending Main Account Balance	\$	6,568.36
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Non-enterprise account	Beginning Balance	\$	8,221.83
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Deposits

Date	From:	For:	Amount
9/15/16	Sierra County	Historical Church Rental	\$ 1,500.00

Deposits Total	\$	1,500.00
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Expenditures

Ck #	Date	To:	For:	Amount
EFT	9/23/16	PG&E	Church	\$ 10.58

Expenditures Total	\$	10.58
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Ending non-enterprise Account Balance	\$	9,711.25
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September 2016

August 2016 Historical Church/Park Tracking

Historical Church START		\$ 9,041.71		PARK START		\$ 2,386.87		TOTAL	
Date	Income	Expenses	Balance	Date	Income	Expenses	Balance		
July		\$ 9.86	\$ 9,031.85	July			\$ 2,386.87		\$ 11,418.72
August		\$ 9.85	\$ 9,022.00	August		\$ 187.04	\$ 2,199.83		\$ 11,221.83
September	\$ 1,500.00	\$ 10.58	\$ 10,511.42	September			\$ 2,199.83		\$ 12,711.25
October			\$ 10,511.42	October			\$ 2,199.83		\$ 12,711.25
November			\$ 10,511.42	November			\$ 2,199.83		\$ 12,711.25
December			\$ 10,511.42	December			\$ 2,199.83		\$ 12,711.25
January			\$ 10,511.42	January			\$ 2,199.83		\$ 12,711.25
February			\$ 10,511.42	February			\$ 2,199.83		\$ 12,711.25
March			\$ 10,511.42	March			\$ 2,199.83		\$ 12,711.25
April			\$ 10,511.42	April			\$ 2,199.83		\$ 12,711.25
May			\$ 10,511.42	May			\$ 2,199.83		\$ 12,711.25
June			\$ 10,511.42	June			\$ 2,199.83		\$ 12,711.25
Hist. Church BALANCE			\$ 10,511.42	PARK BALANCE			\$ 2,199.83		\$ 12,711.25
				Loan to main acc					\$ (3,000.00)
				Actual Checking balance					\$ 9,711.25

President's Report for meeting date 10/11/16 printed 10/7/16

PG&E bill at Cumberland: On 9/29/16 I discovered that the Cumberland power bill has not changed even though we had a smart meter installed in early August. I called PG&E AGAIN and found out that not only did we have to have a smart meter installed to get the same rate as the historical church, but we also needed to switch to a "time of use" plan which is only available if you have a smart meter. They did not explain this to me when I called them in July. SO I switched plans, but according to them it will not change until the November bill....Hopefully!

Income Survey: As of 10/1/16 RCAC had responses from only 53% of the residents. 90% is needed to make a determination. On 10/4/16 RCAC reps. went door-to-door and got a couple more responses; a few people said they had mailed theirs. (Because they have 3rd class postage on them, it takes a while for RCAC to get them.) As of this writing I don't have a more current update. Stephen Rooklidge suggested a correction to the update provided to customers in the October water bills. He said that I should have used the words "grant funding" rather than "funding" in the sentence that explains the income survey will determine the level of "funding" available to us. It will in fact determine the level of "grant funding" or "loan forgiveness" as they prefer to call it.

Payment Drop Box: The Pliocene Ridge CSD Board approved letting ACWD install a free-standing locking mail box on the firehouse parcel as long as we get the road depts. input on where to put it. I explained to them that if possible we would like to have it set-up so that people can drop payments in the box without having to get out of their car. (For handicap access)

Planning Project Update: There was a major set-back on test-well # 1 earlier this week when the hole caved in the area of the gravel channel as they were pulling their equipment back out after widening the hole. On Thursday 10/6/16 we had two telephone conferences with all involved parties. A change-order was requested for \$5,700 to block the hole with basalt at 180 foot depth and pour concrete into the hole to stabilize it. After the concrete sets it will be drilled back through. The entire hole will have to "swept out" to remove all the debris, then hopefully, the casing can be installed. According to the hydrogeologist there is an 80% chance this will work and it is less expensive than some other options. Today (10/7/16) the State did approve the change order request.

The driller's contract has been increased from the original amount of \$101,846 to \$110,296 with two change orders: one for \$2,750 to increase the bore hole size at the top of both wells (55 feet) to accommodate the required seal and the change order mentioned above to try and salvage test hole number 1.

Pete Stamas is working on adjusting the project budget and possibly revising the timeline. He is trying to only move money between categories at this point, without having to increase the total budget amount. The drilling is about 1 week behind schedule now.

"Funding for this project has been provided in full or in part through an agreement with the State Water Resources Control Board. California's Drinking Water State Revolving Fund is capitalized through a variety of funding sources, including grants from the United States Environmental Protection Agency and state bond proceeds. The contents of this document do not necessarily reflect the views and policies of the foregoing, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

Allegheny County Water District (ACWD) Policies & Procedures

Policy # 4 Customer Service:

It is the policy of ACWD to treat all customers equally and to protect customer confidentiality.

Customer Service Procedures:

Procedure 4.1 Shut-off notices: Per Ordinance #3 article 9 section 904 and as amended: On or near the 15th day of each month a ~~5-day~~ 10-day notice shall be mailed to all accounts 30 days or more overdue. (see attachment A) **Past due balances of \$10.00 or less shall be ignored for the purpose of shut-off notices. If the customer is a tenant all shut-off notices must be mailed to both the owner of the property and the tenant.**

Procedure 4.2 Payment Plans: Any customer wishing to do so, may set up a payment plan in order to avoid a discontinuance of service. The customer shall contact the district bookkeeper or designee to set-up a payment plan. The general guidelines for payment plans are: The maximum number of monthly installments is six. The first payment will be due within 30 days of establishing the plan. A payment plan summary shall be mailed to the customer in order to avoid misunderstandings. All subsequent water bills must be kept current during the duration of the payment plan. If the current bill is not paid on-time a shut-off notice will be sent per procedure 4.1 and the payment plan shall be voided.

Procedure 4.3 Bounced Checks: In the event that a check used to pay a water bill is returned due to non-sufficient funds a \$25 fee shall be billed to the customer due upon receipt. The related water bill payment shall be voided and as applicable per Ordinance #33 late fees of 10% shall be added to all balances not paid on or before the first day of the month following the original due date.

Procedure 4.4 Water Leak Adjustment: Customers who experience a water leak may apply for a Water Leak Adjustment Credit by completing a Water Leak Adjustment Request Form (attachment B) Customers must provide an explanation of the leak and have the Water Treatment Operator or designee verify and sign-off that the leak has been repaired or mitigated by shutting off the water. Each water service shall be eligible for not more than one Water Leak Adjustment Credit in any twelve-month period. The completed Water Leak Adjustment Credit Form must be submitted to the district bookkeeper or designee. The Water Leak Adjustment Credit shall equal 50% of the amount billed for water during the month of the leak. Any late fees or other charges shall not be included in the water-leak adjustment credit. The bookkeeper shall document any leak adjustment credits that are issued as a footnote on the monthly treasurer's report (without identifying the customer) and shall maintain a detailed master list of all leak adjustment credits.

**ALLEGHANY COUNTY WATER DISTRICT
PO BOX 860
ALLEGHANY, CA 95910**

**(530) 287-3204
alleg hanywater@gmail.com**

5 10 DAY NOTICE

DATE

Name:

Account #:

Your water service is scheduled for shut-off on **DATE at 5:00pm**. Please remit the past due amount of \$___ to avoid disconnection. Payment must be received by **DATE at 3:00pm**.

Total Account Balance: \$___

Amount Overdue: \$___ (payment of only the past due amount is required to avoid shut-off)

Payment plans and leak adjustments may be available upon request. Contact the district at the phone number or email address above for more information.

If your water is disconnected, the reconnection charge shall be calculated as follows: \$50 for a period of 1 to 40 days and \$150 for a period of 41 to 180 days. For discontinuance exceeding 180 days the reconnect fee shall be \$300.

Our maintenance personnel are not able to accept payments from our customers.
Payments must be sent to **PO Box 860, Alleghany, CA 95910**.

***If payment has already been made, please disregard this notice.
To provide a payment status update please leave a message at
530-287-3204.***

Thank you!

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:

Notice of rescheduled public hearing to be held on 10/11/16.


In the following location(s):

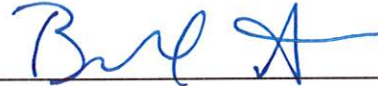
Alleghany Post Office Bulletin Board on ~~9/29/16~~ 9/30/16
At the Alleghany Firehouse (meeting location) ~~9/29/16~~ 9/30/16

Emailed notice to the agenda packet list.

A copy of which is attached hereto and by reference made a part herof. 9/29/16

Signed under penalty of perjury: X


Rae Bell Arbogast


9/30/16

NOTICE

**OF Rescheduled
Public Hearing
OF
ALLEGHANY COUNTY WATER DISTRICT**

**Date: Tuesday October 11, 2016 Time: 6:00 pm
Location: Alleghany Firehouse 105 Plaza Ct. Alleghany**

THE PUBLIC HEARING FOR THE PURPOSE OF ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 16/17 WAS NOT HELD ON TUESDAY SEPT. 27TH DUE TO THE LACK OF A QUORUM.

THE BUDGET HEARING WILL BE HELD AT THE REGULAR OCTOBER MEETING.

ALL DOCUMENTS RELATED TO THE BUDGET HAVE ALREADY BEEN DISTRIBUTED. IF YOU DO NOT HAVE A COPY AND WANT ONE IN ADVANCE PLEASE CALL RAE BELL AT 287-3223 WEEKDAYS OR SEND AN E-MAIL TO ALLEGHANYWATER@GMAIL.COM

ACWD MEMO

Date: 9/27/16

To: ACWD Board of Directors

**From: Rae Bell Arbogast
President**

RE: Insurance for fundraising concert for historical church, item for next meeting agenda.

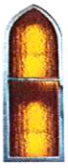
Since the question came up about holding an event at the Bucket Club property and it seemed like a question for the insurance co. I realized that I better verify about the fundraising concert for the historical church building as well.

OB asked at the last meeting “Does ACWD put on the fundraising concert?” And I answered to the effect of: “I do, anybody can hold an event at the church if they check with ACWD and the Librarian”. In hindsight I realize that was not a very clear answer because I do use ACWD letterhead (designed for the historical church) to request sponsors. The correct answer is: I put on the fundraising concert for the historical church under the auspices of ACWD who owns the building.

At the insurance company’s request, I have responded to the same list of questions posed by them regarding holding an event at the Bucket Club property. I’ll provide an update at our regular October meeting.

I am adding “facilities usage” to our list of needed policies and procedures. No doubt the insurance company will weigh in on this one.

A copy of the sponsor request letter that was mailed earlier this month is on the reverse of this memo. It was mailed at no cost to the district. Any concert related expenses are covered by the Historical Church fund. Most years we make a profit on the concert. The first year, we only broke even.



The Hidden Church • ACWD

P.O. Box 860 • Alleghany, CA 95910

September 12, 2016

Dear Friend of Alleghany,

Once again we are requesting your generous support. Our 5th annual concert is scheduled for Saturday November 5th ~ midday. This is a family-friendly event with free admission for kids.

We are pleased to introduce the band Buckstar this year. Lead singer Jenn Knapp is an Alleghany School alumni. Please visit our website hiddenchurch.info to learn about the history of the building, the band and more.

This event is put on with 100% volunteer help and all proceeds benefit the building. **We have started an event archive on the website. This means that your sponsorship will be recognized for years to come.**

Sponsors are also displayed on a large poster at the event, in the Mountain Messenger and on all posters and flyers. Most businesses can write this off as an advertising expense. Email your logo graphic to be included on all printed advertising.

The cost of being a sponsor is \$100 which includes reservations for two people if desired. Please use the enclosed form and envelope to reply. The deadline is October 15th for being included in all advertising, however; all sponsors will be listed on the website no matter when we get them.

Thank you in advance for your support! Hope to see you there!

Sincerely,

Rae Bell Arbogast
President ACWD



The Fearless Kin in 2014

Community event on vacant land.

- When will this event be held, and what is the duration?
- Provide a detailed description of what this "community event" will entail.
- Will there be a contract in place for the use of the venue? If so, provide copy.
- Estimated receipts.
- Estimated attendance.
- List each sponsor/co-sponsor and their respective responsibility for each event or activity.
- Will participating vendors provide their own insurance?
 - Will COI be obtained from sponsors and/or independent contractors?
- Describe the Insured's responsibility for each event or activity.
- How will the event be managed/monitored?
- How is the event staffed for medical emergencies?
- Is liquor being served at this event? If so, who is providing?

Amanda Osborn

Account Manager, West Select Commercial Lines

CA License # 0E28835

Kibble & Prentice Holding Company dba USI Northwest

Toll free number: 855.874.1280

Direct number: 503.417.9227

Fax: 877-678-5845

www.usi.biz

Please note that you may not rely on email communication to us to report a claim or to give us instructions to place, bind, change or terminate coverage unless we have subsequently confirmed to you in writing that we have received your message and will be taking the action you have requested.

As a service for our clients, upon your request, USI will review those portions of your contract regarding the insurance requirements as they relate to your insurance program and provide comments and/or recommendations based upon such review. This service should not be taken as legal advice and it does not replace the need for review by the Insured's own legal counsel.