

**Minutes of the Regular meeting of the Alleghany County Water District Board of Directors
Tuesday, March 8th, 2016 Alleghany Firehouse, 105 Plaza Court Alleghany**

SCANNED

Call to Order: 6:03 pm

Quorum Established: Present were directors Rae Bell, Madeleine Hamb, and Robbin DeWeese. Secretary Leslie Baker was present and took the minutes. Also present was Water Treatment Operator Bruce Coons and Water Distribution Assistant Eddy Snyder. Also present: Ernest Finney, Gus and Vicki Tenney, Tobin Mehrmann, Becky Wilkerson, Venus Adams, and Dr. Stephen Rooklidge

A proposal to move Dr. Rooklidge's time up to after the consent calendar because of adverse weather conditions was accepted by the board.

Consent Calendar: The President asked the Board for approval to take the Treasury Report off the Consent Calendar and to move Public response time after Information/Discussion items, there was no objection.

- A. Approval of the Agenda
- B. Reading and approval of the minutes for the meeting dated February 9th, 2016
- C. Approval of Treasury Report and Claims for February 2016

Motion made to approve the Consent Calendar with one correction to the minutes by Robbin, Madeleine second: motion carried.

Board Member/ Special Committee Report: Dr. Stephen Rooklidge of State Division of Drinking Water

Many questions were posed to Dr. Rooklidge about the infrastructure of the town's water treatment and distribution system. He also answered questions about the planning project and how it has changed over time based on recommendations from the State's funding division. Technical questions about the drilling of vertical test wells as opposed to horizontal drilling at the Ram Spring were answered by Dr. Rooklidge. He described that the planning phase will require outside consultants to decide where test wells will be drilled and how our situation as a mining community will affect our water quality and treatment options. He explained that the State would rather have the District investigate and exhaust ground water options before considering a surface water system and how it would affect our funding in the short-term and the costs of operation in the long-term.

Information/Discussion Items:

Correspondence:

Incoming:

3/7/16 Notice of award of \$100 from Sierra County Arts Council for the 2016 Hidden Church concert (Date and performer TBD).

Outgoing:

- 2/10/16 Letter to Heather Foster Sierra County Clerk-Recorder notifying her that the resignations of Larry Vieira and Sherrie Allen were accepted on 2/9/16 at the regular meeting.
- 2/11/16 Mailed copy of State Inspection Report from Jan. 29, 2015 inspection to Ernest Finney
- 2/11/16 A hand-delivered copy of SIP was made to Becky Wilkerson
- 2/11/16 Signed audit engagement letter sent to Blain Boden via email.

- 2/13/16 Sent thank you cards to the 11 people who donated to Donna's appreciation check.
- 2/13/16 Sent Donna a certificate of appreciation along with ck#5018 for \$1,195 offset by donations of \$1,095.
- 2/13/16 Sent Kari Tenney a memo about the planning project with a copy of what Stephen Rooklidge said at the Feb. 9th meeting.
- 2/15/16 Bookkeeper mailed 5 five-day notices to four customers.
- 3/3/16 Mailed FAQ titled "Why is the ACWD grant project looking at drilling a well or well(s) instead of doing improvements at the Ram Spring" to all customers with water bills (including customers who did not get a bill for March).
- 3/3/16 Mailed a note to Donna Hauck asking her if she has a copy of either the May or June 2015 minutes as they are missing from the file. (She resigned on June 23rd 2015).

Back & Forth emails:

- Pete Stamas State Water Resources Control Board re: debt forgiveness formula
- Gary Maurath Engineer and Kip Lybarger Engineer re: Planning Project
- Nick Clair, Legal Analyst with CSDA re: what constitutes a quorum when there are two vacancies on the Board
- CSDA list-serve re: whether or not reconnection fees fall under prop 218 requirements, the answer was "no".

Water Test Results: Treated water was absent, while the raw sample had 7.5 ppm coliform and there was no e-coli.

President's Report:

- Scheduled a "Board Roles and Responsibilities" workshop for Tuesday May 3rd at 6pm. CRWA offers this free to member organizations. I have invited other local agencies as well.
- I emailed Pete Stamas immediately following the February meeting to verify what Stephen Rooklidge said: That Alleghany should qualify for 100% debt forgiveness for the Construction Phase of the SRF project. Pete confirmed that the same formula that was used for the Planning Phase would also be used for the construction phase to determine the level of debt forgiveness that Alleghany would qualify for. However, the planning phase was based on a median household income (MHI) of \$22,000 (2010 census data) BUT when Pete looked online on the 10th MHI is showing as \$37,663 for Alleghany. Even at that amount it is possible to qualify for 100% debt forgiveness but it is not a sure thing. Pete was going to try and find out how/why MHI got changed as that is unusual unless an income survey is done and as far as we know, no income survey was done for Alleghany.
 - Email from Pete Stamas: 2/10/16

During our review of funding applications, the Median Household Income (MHI) of the community is determined using census data. Last year, Alleghany had an MHI of \$22,000, which was considered severely disadvantaged and as such the community was eligible for 100% forgiveness of principal.

I just did another lookup, however, and the MHI is now being reported at \$37,663, or 61.3% of the statewide MHI. This is just above the severely disadvantaged cutoff.

[MHI <60% = severely disadvantaged, eligible for 100% forgiveness]

[MHI between 60% and 80% = eligible for a range of up to 100% forgiveness, based upon water rate] RAE's NOTE based on MHI of \$37,633 our average residential rate would have to be \$62.70 to qualify for up to 100% debt forgiveness and \$31.36 would qualify us for up to 80% debt forgiveness.

This extreme change in census data is extremely unusual; I had to triple-check myself when looking at the lengthy spreadsheet to make sure I was looking at the correct rows. I'm not sure what caused the drastic change, but it's well known that the data used to calculate these statistics have enormous error bars, particularly with small communities. Sometimes this acts in favor of the applicant, sometimes not.

- I spent some time researching the possibility of setting up some kind of water bill assistance for low income families but found out it is not allowed under prop. 218 (all customers must be treated the same). Evidently the governor signed a water rate assistance bill, but it only applies to utilities that are regulated by the Public Utilities Commission and ACWD is not.

- I donated 31 hours for the month of February for administration tasks. This does not include time donated for attending meetings, making bank deposits or responding to emails.

Water Treatment Operator Report:

- The air system has a leak in a fitting and a full inventory of fittings is needed to repair the tank pre-emptively: price for all of the fittings may amount to \$400.
- Bruce would also like to schedule a hydrant flush for the month of April weather permitting.

Library Report: Dr. Stephen Rooklidge has donated books to the library.

Park Report: The Joe Hauck memorial sign needs to be repaired and the bathroom sign needs to be replaced due to do weather related damage, the United States of America flag was found.

Board Member/Special Committee Reports: Dr. Stephen Rooklidge from the State Division of Drinking Water answered questions. (Beginning page 1 after consent calendar)

Public Response Time: Many Questions asked were posed to Dr. Stephen Rooklidge. (Page 1)

Questions not posed to Dr. Rooklidge are below.

Q. Becky asked about the administration fee charged to the church account in the budget. This contradicts the brochures for the brick project. A. The brochures need to be updated based on the new budget.

Q. Venus asked about the Water Distribution Assistant's "need" to have a license A. His contract states that he have one before his contract is up for renewal, however he is currently on the Water Treatment Operator's license as an assistant.

New Business:

- A. Under Policies and Procedures an update was made to policy 1: Bookkeeping. The creation of Policy 4 to incorporate and update conflict of interest code into District policy was accidentally left out; will be on agenda for next regular meeting.
- B. Amendment of Article 1 Item 5 "Replacement of Board Members" to coincide with Gov. Election Code 1780 motion made by Robbin, Madeleine second, ayes unanimous.
- C. Work on revising the Ordinances is being done by Rae Bell, she asked the Board if they wanted to help, no official board actions pending. Suggestions were reviewed for the possible first reading in April re: changes to reconnect fees and disconnections: a three (3) tiered system will be suggested at the April meeting.
- D. Resolution 97 authorizing the hiring of Affinity Engineering as the hydrogeologist for the planning project was approved. Motion made by Robbin, Madeleine second, ayes unanimous.

Unfinished Business:

- A. Customer accounts/billings/disconnects: 5 accounts are over 30 days.
- B. After some discussion and valuable input from members of the public about the future recording of meetings, the Board motioned to approve a policy to record all meetings starting with the March 22nd meeting. Recordings will not be kept by the District after 90 days. Motion made by Madeleine, Robbin second, ayes unanimous.

Next Regular meeting: Tuesday, April 12th, 2016 at 6:00 p.m.

Next Public Hearing and Special Meeting: March 22nd 2016 at 6:00 p.m.

Items for next regular agenda: Ordinance changes, recommendations from environmental firm (provided they are received in time)

Adjournment: 7:46 p.m.

Minutes respectfully submitted by Leslie D. Baker III

Leslie D. Baker III

Allegheny County Water District

MAIN ACCOUNT	Beginning Balance	\$	7,801.38
---------------------	--------------------------	-----------	-----------------

Deposits

Date	From:	For:	Amount
2/4	Customers	Water Sales (January)	\$ 391.56
2/11	Donations	Donna Hauck appreciation	\$ 650.00
2/15	Customers	Water Sales	\$ 1,188.04
2/25	Customers	Water Sales	\$ 1,306.23
2/29	Customers	Water Sales	\$ 468.93

Deposits Total	\$	4,004.76
-----------------------	-----------	-----------------

Expenditures

Ck #	Date	To:	For:	Amount
1027	2/2	Bruce Coons	Jan. bill	\$ 340.85
			WTO Contract	\$ 250.00
			Mileage	\$ 90.85
transfer	2/2	To Non-Enterprise Acc.	Loan Payback	\$ 3,000.00
5013	2/8	At&T	Phone	\$ 16.89
5014	2/8	B & C		\$ 37.97
			Chemicals	\$ 18.00
			System Repair & Maint.	\$ 19.97
5015	2/8	Calif. Rural Water	Annual Dues	\$ 183.00
5016	2/8	Ed Snyder	Jan. bill	\$ 180.00
5017	2/8	Postmaster	Postage	\$ 49.00
5018	2/11	Donna Hauck	Appreciation offset by donations + \$100	\$ 1,195.00
EFT	2/22	PG&E	Pumphouse	\$ 362.72
EFT	2/22	PG&E	Cumberland	\$ 19.71

Expenditures Total	\$	5,385.14
---------------------------	-----------	-----------------

Ending Main Account Balance	\$	6,421.00
------------------------------------	-----------	-----------------

Non-Enterprise	Beginning Balance	\$	8,621.35
-----------------------	--------------------------	-----------	-----------------

Deposits

Date	From:	For:	Amount
2/2	Main Tri-Counties	Loan Payback	\$ 3,000.00

Deposits Total	\$	3,000.00
-----------------------	-----------	-----------------

Expenditures

Ck #	Date	To:	For:	Amount
EFT	2/22	PG&E	Utilities	\$ 9.53

Expenditures Total	\$	9.53
---------------------------	-----------	-------------

Ending Non-enterprise Account Balance	\$	11,611.82
--	-----------	------------------

ACWD
Non Enterprise Checking Account

LIBRARY START		\$ 9,092.48		PARK START		\$ 2,366.73		TOTAL	
Date	Income	Expenses	Balance	Date	Income	Expenses	Balance		
July	\$ 68.50	\$ 909.66	\$ 8,251.32	July	\$ 73.00		\$ 2,439.73		\$ 11,459.21
August	\$ 1,500.00	\$ 133.64	\$ 9,617.68	August		\$ 153.60	\$ 2,286.13		\$ 10,691.05
September		\$ 158.18	\$ 9,459.50	September			\$ 2,286.13		\$ 11,903.81
October	\$ 630.00		\$ 10,089.50	October		\$ 17.26	\$ 2,268.87		\$ 11,745.63
November	\$ 852.00	\$ 1,568.09	\$ 9,373.41	November			\$ 2,268.87		\$ 12,358.37
December		\$ 11.07	\$ 9,362.34	December			\$ 2,268.87		\$ 11,642.28
January		\$ 9.86	\$ 9,352.48	January			\$ 2,268.87		\$ 11,631.21
February		\$ 9.53	\$ 9,342.95	February			\$ 2,268.87		\$ 11,621.35
March			\$ 9,342.95	March			\$ 2,268.87		\$ 11,611.82
April			\$ 9,342.95	April			\$ 2,268.87		
May			\$ 9,342.95	May			\$ 2,268.87		
June			\$ 9,342.95	June			\$ 2,268.87		
LIBRARY BALANCE			\$ 9,342.95	PARK BALANCE			\$ 2,268.87		\$ 11,611.82

Allegheny County Water District (ACWD) Policies & Procedures

Policy #1 District Bookkeeping

ACWD shall deposit all funds in an FDIC insured banking institution. The bookkeeper shall maintain a schedule per attachment B of this policy (unless there are extenuating circumstances).

Procedure 1.1 Check-writing & bill payment procedures

The bookkeeper is authorized to pay all routine (budgeted) bills on a regular basis, but shall not be a signor on any of the district's bank accounts. A minimum of three district directors shall be signors on the bank accounts.

Checks written over the amount of \$1,000 shall require two signatures. (With the exception of the routine bi-annual USDA loan payment in the amount of \$3,390 which shall not require two signatures.)

All bill payments must be matched to an invoice or hand-written receipt. The bookkeeper shall write the check number and date of payment on each invoice at the time of payment or staple the check stub to the invoice.

Procedure 1.2 Accounts Receivable

The bookkeeper shall follow the instructions in the bookkeeping manual regarding customer billings and collections and must work closely with the meter reader to make sure that the meter readings are entered in the billing program as soon as possible each month. It is the bookkeeper's responsibility to notify the meter reader if any readings need to be re-checked. This also needs to be done as soon as possible. Per Ordinance #3 article 9 section 904 and as amended by Ordinance #13: On or near the 15th day of each month a 5-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.**

Procedure 1.3 Treasurer's Report & Claims

A treasurer's report which shows beginning and ending balances as well as all deposits and expenditures for each bank account shall be prepared for presentation at the regular meeting. A break-down on the historical church/park account shall be included showing how much money is allocated to the Historical Church and how much is allocated to the Park. The report shall be prepared on a monthly basis to coincide with the bank statements **and must be ready a minimum of 72 hours prior the next board meeting.**

Procedure 1.4 Bank reconciliation

All bank accounts shall be reconciled against a statement from the bank on a monthly basis. Copies of the bank reconciliation shall be kept in the district's accounting files. Copies of images of all checks shall be obtained from the bank and kept with the bank reconciliations.

Procedure 1.5 documentation

All financial back-up documents shall be filed by month. Documents include: invoices for each check written, deposit copies, monthly billing reports and bank reconciliations. All files must be retained per Generally Accepted Audited Accounting Procedures.

ACWD Policy 1 Attachment A

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

**(530) 287-3204
alleghanywater@gmail.com**

5 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)

If your water is disconnected, there will be a reconnect charge of \$150.00 plus any amount due, payable at the time of reconnect.

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.

Calendar

Assigned to	Description	Due	frequency
Bookkeeper	Enter meter readings/post final AR Deposit	1st	Monthly
Bookkeeper	Customer billing	2nd or 3rd	Monthly
Bookkeeper	Bank Recs and Treasurer's 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/ post AR deposit	15th	Monthly
Bookkeeper	Send out 5 day notices per policy	15th	Monthly

Alleghany County Water District (ACWD) Policies & Procedures

Policy #4 Alleghany County Water District Conflict of Interest Code

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the Conflict of Interest Code of the Alleghany County Water District.

Each action taken by a Board member and/or employee in the course of their duties will be motivated by the District's best interests and will be free of outside influence and self interests. In addition, board members shall not in any way directly or indirectly financially benefit from any aspect of the district's operations.

In accordance with this policy, Board and employees shall comply with the following:

1. Board members must abstain from voting on any action in which they have a financial interest.
2. No board member shall accept any remuneration in money or services from the district, except as allowed for by Government Code Section 30507.
3. Board members and employees, as described in Appendix A of the Alleghany County Water District conflict of interest code shall file a Statement of Economic Interests, Form 700 annually by April 1st with the Clerk of the County of Sierra who shall retain copies and make the statements available for public inspection and reproduction. (Gov. Code section 81008).

Appendix A Disclosure categories. Category 1 shall disclose all information as required on Form 700.

Category 1: Alleghany County Water District Board of Directors.

2nd Revision adopted _____ by the following vote:
(date)

Ayes: Nays: Absent: Vacant: Abstain:

Submitted to the Sierra County Board of Supervisors for approval _____
(date)

Approved by the Sierra County Board of Supervisors: _____
(date)

Proposed changes (yellow high-lights)
to comply with gov. code § 1780

**ALLEGHANY COUNTY WATER DISTRICT
COUNTY OF SIERRA, STATE OF CALIFORNIA**

BYLAWS

Introduction: Alleghany County Water District (ACWD) was incorporated on March 8, 1939. County Water Districts are regulated generally by the applicable portions of the California Code of Regulations and specifically by California Water Code Division 12 Section 3000 through 33901.

The establishment of these bylaws arises out of a practical need to separate the duties and responsibilities of how the board governs itself from the Ordinances of the district. Up until this time all rules and regulations of the district including how the board governs itself have been included in the ordinances.

With the adoption of these bylaws; matters pertaining to how the board governs itself and oversees staff (as well as staff duties and responsibilities) shall be covered by either the Bylaws or the Policies and Procedures of the District. If no Bylaw or Policy is in place for a matter that is written into the existing ordinances, then the ordinance shall hold sway. Reasonable effort will be made to rescind ordinances that are replaced by either these bylaws or district policy in a timely manner. Attachment A of these bylaws shall list the date of adoption of these bylaws, the dates of any amendments, along with a list of rescinded ordinances including rescission date.

**ARTICLE I
DIRECTORS, TERMS OF OFFICE, QUALIFICATIONS, ETC.**

- 1.) **Membership of Board.** The Board shall consist of five (5) Members, each of whom shall be a registered voter and resident of the Alleghany County Water District.
- 2.) **Term of Office.** The term of office of each elected member of the Board shall be four (4) years.
- 3.) **Elections:** All elections shall be carried out in conformance with the State of California Code of regulations and shall be combined with the official elections of Sierra County including all notice and deadline requirements. The board shall establish a policy that will detail the election process.
- 4.) **Vacancies:** Pursuant to Section 30504 of the California code: "The district shall notify the county elections official of any vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later." Failure to attend three consecutive meetings without board notification shall constitute "abandonment" of the position and may result in the board declaring a vacancy.
- 5.) **Replacement of Board member.** The Board, by majority vote, may appoint a qualified replacement to fill in the remaining term of a Board Member who resigns or is otherwise ineligible to continue as a Member of the Board. Vacancies of unfinished terms shall be posted ~~on the bulletin board at the post office~~ in three conspicuous public places within the district for a minimum of 30 days. The board shall reappoint within 60 days of posting for the vacancy.

Suggested ordinance changes which, if preliminarily approved, will be prepared for the first reading at the regular April meeting scheduled for 4/5/2016.

Ordinance # 13 was adopted on 2/25/1986. It amended Ordinance 3 section 10 article 1002 and changed the reconnect fee from \$20 to \$150 for the first 89 days and then the reconnect fee goes to \$300 after 90 Days.

Background:

To put the adoption of ordinance #13 into perspective: 1986 was the year that the water district defaulted on its loan from the USDA. I became aware of this only recently when I was doing research for the planning project application. The first loan was a note for \$105,000 issued in 1977. Rather than being reduced in the first 9 years, the principle balance had GROWN to \$106,205, (due to missed payments). The district was able to get the new principle balance of \$106,205 refinanced with 5% interest in 1986. No doubt, the USDA made recommendations at that time, to assist the district with its finances and probably this was one of them.*

In July of 2015 I sent out an inquiry on the CSDA list-serve to see what other districts charge for reconnection of service after it has been shut-off for non-payment. Based on the responses that I got it appears that most districts have an initial reconnect fee of \$25 to \$60. However; most utilities that responded also pull the meter after three-to-six months and the cost of having a meter reinstalled starts at around \$300 and goes up from there. Below are two examples of responses that I got.

River Pines PUD charges a \$60 reconnect fee. For ownership transfer they charge \$65.75 plus a \$100 deposit. (total charged for new residence move-in and reconnect: \$125.75 plus \$100 deposit). Rincon de Diable MWD charges \$44 per visit (for any reason) if water is off more than six months they pull the meter and charge \$320 to restart service.

Objective:

We want to balance the need to discourage customers from letting their water be shut-off for non-payment or cost savings with being fair and equitable. If the reconnect fee is too low there is less incentive to pay the bill before the shut-off date. Also, for people who do not live here full-time it could be cheaper for them to have their water turned off when they are gone for several months than to pay the monthly bill. This is a problem for two obvious reasons: 1. Lost income for the Water District and 2. Additional time and labor (expenses) related to issuing shut-off notices, turning-off a water service and reconnecting a water service.

Recommendation: (If the new rate proposal does not pass on 3/22/16 this will need to be revised to reflect both the \$36 and \$40 flat rates)

Days of Shut-off	Reconnect Fee	Potential lost revenue from date of shut-off to date of reconnect @ \$40 flat rate (does not include lost usage revenue if any)
1 to 40 days	\$50	0 to \$40
41 to 90 days	\$150	\$40 to \$120
91 to 180 days	\$250	\$120 to \$240
Over 180 days	\$300	\$240 plus \$40 for each additional full-month it is off

Ordinance #15 was adopted on May 18, 1998. It added two words to Ordinance #3 Article 10 section 1001: "In Full".

Background Section 1001 of Article 10 Ordinance #3 is titled Disconnection for Non-Payment. There are two possibilities that I can see as to why this was adopted. One possibility is that it was intended to require a customer to pay both the past due and current balance to avoid shut-off "pay in full". If that is the case, this is illegal (to the best of my knowledge) because you cannot demand payment of a bill before it is due.

Another possibility is that it was the intent of the board to NOT allow people to set-up a payment plan to avoid disconnect. I doubt if this was the case because I do know that in practice Donna was willing to work with people who could not pay their full bill. Either way, the language is vague and it needs to be changed.

Recommendation: Repeal Ordinance #15 and include language stating that the district shall establish a policy setting the guidelines for payment plans for delinquent bills (to avoid shut-off). For example PG&E requires that the current bill be paid in-full each month during the time that a payment plan is in place and they do not allow more than 3 months to pay-off the past due amount. I suggest we come up with something similar to how PG&E does it. I can also post an inquiry on the list-serve to see how other districts handle it.

* **More background info:** Ordinance #12 was also passed in 1986 adding meters to the residential services with the flat rate of \$15 covering up to 10,000 gallons of water. Prior to this only the commercial/multi-family accounts were metered (flat rate \$18). The Cemetery and County Yard remained unmetered but the monthly bill for the County was raised from \$30 to \$50 with the passage of Ordinance #12. With the adoption of Ordinance #14 on 9/14/93 meters were added to the Cemetery and County Yard (now all services had meters). However, the reading of those meters was not added to the district's practices until recently.

ORDINANCE NO. 13

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

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

Section 1. Section 1002 of Article 10 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:

"1002. Reconnection Charge. A turn-on or reconnection charge of One Hundred Fifty Dollars (\$150) together with an amount equal to ten percent (10%) of charges which have been delinquent for a period of thirty (30) days, shall be made and collected prior to renewing service following a discontinuance. If a service has been dis-connected for a period of ninety days or longer the fee imposed for reconnection shall be Three Hundred (\$300.00) dollars.

Section 2. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed.

Section 3. Upon adoption, this Ordinance shall be posted in three (3) public places in the District and shall take effect immediately.

David R. Niedziedko
Vice-Chairman
Alleghany County Water District

ATTEST:

Donna Hauck
Secretary

Adopted 2/25/1986 - previously reconnect
fee was \$20.00

ORDINANCE NO. 15

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:

Section 1. Section 1001 of Article 10 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:

1001. Disconnection for Non-Payment. Service may be discontinued for non-payment of bills on or before the twentieth day following the delinquency date specified in Section 904. At least five (5) days prior to such discontinuance, the customer will be sent a final notice informing him that discontinuance will be enforced if payment in full is not made within the time specified in said notices. The failure of the District to send or any such person to receive said notice shall not affect the District's power hereunder.

Arthur J. Hunt
Chairman

Alleghany County Water District

ATTEST:

Donna Hank
Secretary

Adopted 5/18/1998 added the words "in full"
which seems to exclude the ability of setting
up payment plans?

Resolution No. 97

**A RESOLUTION AUTHORIZING THE PRESIDENT TO
SIGN A CONTRACT FOR SERVICES WITH AFFINITY
ENGINEERING FOR HYDROGEOLOGY AND GEO-TECHNICAL STUDIES**

1. Alleghany County Water District has applied to the Safe Drinking Water Fund DWSRF project No. 4600012-006P and Funding Agreement No. D15-02031.
2. The above referenced project requires the services of a qualified engineering firm to carry-out hydrogeology and geotechnical studies.
3. After conducting multiple interviews Affinity Engineering came to the forefront as the best candidate for the job.
4. The President of Alleghany County Water District (ACWD) has been appointed as the representative to carry out the responsibilities of the finance agreement related to said project, therefore;

BE IT RESOLVED by the Alleghany County Water District Board of Directors that, the President of said Board of Directors is authorized to hire Affinity Engineering causing the required contracts to be signed, in order to carry out the work entailed to complete SWSRF project No. 4600012-006P.

Passed and adopted at a regular meeting of the board of directors of the Alleghany County Water District on the **8th** of **March 2016** and certified by my signature and seal.

By the following vote:

Ayes:

Nays:

Absent:

Abstain:

Signature: _____

By: Leslie D Baker, III
Secretary
Alleghany County Water District

As presented 3/8/16



Summaries of Selected Project Experience

Civil Engineering / Groundwater Treatment

Arc Flash Mitigation, Sacramento, CA

Provided the design for arc flash mitigation for well sites that had been assessed and determined to have a hazard risk category of 3 or higher as defined by NFPA 70E. The mitigation effort included designing the addition of a new main circuit breaker at several sites and coordination with the arc flash consultant to ensure the mitigation effort would be effective at reducing the hazard risk category to 2 or lower.

L Street Reservoir and Pump Station

Prepared plans and specifications for a 1.2 MG welded steel reservoir and 6000 gpm pump station. The facility included PLC and SCADA integration sole sourced to Tesco Controls. Natural gas standby power generator, automatic transfer switch, variable frequency drive booster pump controls, chlorine treatment, CMU block wall building for electrical and chemical rooms, and a new SMUD service. Facility is presently under construction.

Domestic Well 4A, UC Davis

Provided the electrical and controls design for a 1,500 gpm domestic water well. The facility included a 12kV primary service extension, control building with a chemical room and electrical room, outdoor service entrance switchboard, outdoor diesel standby generator, indoor automatic transfer switch, indoor motor control center, indoor variable frequency drive, indoor programmable logic controller, field instrumentation, sodium hypochlorite storage and feed system, site lighting, grounding, and SCADA.

Groundwater Treatment Facility, Olivehurst, CA

Provided the electrical and controls design for a 3,500 gpm groundwater well, pumping plant and 1,500 transmission main for municipal drinking water supply. Assisted the senior civil engineer with the civil/mechanical design including pipe and equipment layout, process equipment selection, grading and permitting. The facility consisted of a variable speed well pump, two iron and manganese pressure filters, backwash recycle tank and pump, and sodium hypochlorite and fluoride storage and dosing systems. The chemical systems were paced relative to plant flow. A PLC based control system, operator interface terminal, and radio telemetry system were also included in the design. A natural gas generator for standby power was also included. Developed the documentation for an air quality permit and a County grading permit.

System-wide NPDES Low Threat Discharge Permit, Rio Linda, CA

Assisted in preparation of the documentation for a system-wide low threat discharge permit for a water utility in Yuba County. Met with the Regional Water Quality Control Board (Board) to review the requirements and the proposed Pollution Prevention, Monitoring and Reporting Plan (PPMRP) to get their initial buy-in. Drafted the Notice of Intent to comply with the low threat discharge general order and created the required exhibits including the PPMRP. Submitted the application to the Board and continued following up on the progress until the Notice of Applicability was received.

Well Site Electrical Improvements, Elk Grove, CA

Designed the addition of automatic transfer switches and variable frequency drives for two existing well sites. The project required an accelerated construction schedule so the project was designed to avoid any need to interact with the local electric utility company.

Unidirectional Flushing and Valve Exercising Program, Rio Linda, CA – Drafter

Assisted in the development of a unidirectional flushing and valve exercising program. Provided the drafting for individual flushing sheets for each segment to be flushed. The sheets were printed in color for readability and cross referenced the system map in order to ensure that changes to the system map would be reflected on the flushing sheets. Over 200 sheets were developed and annotated.

Groundwater Treatment Facility, Buhl, ID - Project Engineer

Provided the electrical and controls design for a 1,500 gpm groundwater well and pumping plant for municipal drinking water supply. The facility consisted of a variable speed well pump, two arsenic pressure filters, ferric chloride and sodium hypochlorite storage and dosing systems, 1 MG storage reservoir, and four (4) variable speed booster pumps. The design also included one diesel powered generator and automatic transfer switch for standby power for the pumping plant and two nearby facilities. The water from 3 city wells was treated for arsenic; with each source having a variable speed pump. The dosing of the ferric chloride and sodium hypochlorite was paced relative to the combined influent flow. The booster pump station consisted of three (3) 150 HP constant speed pumps, and one (1) 25 HP variable speed pump that operated to maintain a system pressure set point in 2 separate distribution zones. Provisions for PLC panel, operator interface terminal and radio telemetry were also included. Services during construction were provided that included submittal review, responding to contractor inquiries, and visits to the project site for project coordination. Coordination with the electric utility, including preparation of the application for service, was also provided.

System-wide NPDES Low Threat Discharge Permit, Olivehurst, CA – Project Engineer

Assisted in preparation of the documentation for a system-wide low threat discharge permit for a water utility in Yuba County. Met with the Regional Water Quality Control Board (Board) to review the requirements and the proposed Pollution Prevention, Monitoring and Reporting Plan (PPMRP) to get their initial buy-in. Drafted the Notice of Intent to comply with the low threat discharge general order and created the required exhibits including the PPMRP. Submitted the application to the Board and continued following up on the progress until the Notice of Applicability was received.

Preliminary Design Report, Olivehurst, CA - Project Engineer

Developed electrical and control portions of a preliminary design report for a proposed 3,500 gpm groundwater well pumping plant that included iron and manganese treatment. The report presented alternative implementations of several processes and related costs and benefits. Preferred alternatives were recommended and justified. A preliminary site layout and process and instrumentation diagrams were included.

Groundwater Pumping Plant, Olivehurst, CA - Project Engineer

Provided electrical design services for the power distribution and controls of a water treatment plant for municipal drinking water supply. The facility consisted of two wells, two iron and manganese pressure filters, sodium hypochlorite dosing system, 2 million gallon storage reservoir and booster pump station. The facility design included a diesel generator and automatic transfer switch for standby power. The wells were soft-start, constant speed, 200HP pumps. The booster pump station consisted of two (2) 150 HP variable speed pumps and one (1) 150 HP constant speed pump that operated to maintain a system pressure set point and to supply filter backwash water. A PLC panel and operator interface terminal was designed for operation of the facility. Services during construction were provided that included submittal review, responding to contractor inquiries, and visits to the project site for project coordination. Coordination with the electric utility, including preparation of the application for service, was also provided.

Geology / Hydrogeology

Kern Water Bank Evaluation Project, Kern Water Bank

Responsible for evaluating the existing compendium of public and proprietary data for the Kern Water Bank, and surrounding water banks,

in preparation for a comprehensive update to the existing 3-dimensional groundwater flow model for the basin that contains the Kern Water Bank. This model update will be the first groundwater flow model designed for operational use of the water bank, rather than a groundwater flow model for litigation support. More than 2,600 documents were assembled and reviewed to provide a basis for model development, calibration, and validation.

Independent Technical Reviewer, Calaveras Dam Replacement Project
Responsible for technical review of layout of the foundation dewatering system and groundwater control plan for the Calaveras Dam Replacement project. This involved creating a hydrogeologic model to independently assess the feasibility of the proposed groundwater control plan, redesign of monitoring wells and enhancement of the monitoring program.

Independent Technical Reviewer, Panama Canal Pacific Access Channel Project #4 Construction Dewatering, Panama Canal Authority
Responsible for technical review of the construction dewatering plan for the Lago Miliflores lock facility. The facility was separated from Lake Miliflores by a coffer dam, and construction dewatering operations were required year-round, including the rainy season. Control of surface runoff into the excavation during peak rainfall of 168 L/s/ha, and through seepage of the cofferdam from Lake Miliflores were primary controlling factors for the dewatering operation. The groundwater was successfully lowered using a stepped 3-phase approach employing parameter wells, surface catchment facilities, interior wells, drains, and sumps for 26 months.

Upper Rio Grande Flood Control System Rectification Project, TX, International Boundary and Water Commission-US and Mexico, US Section (USIBWC)
Designed and executed the groundwater assessment, flow modeling, and construction dewatering associated with reconstruction of the American Canal. Two aquifer pumping tests and several bail-and-recovery tests were performed to support the modeling effort. The site is adjacent to the Rio Grande River and downgradient from a superfund site that has resulted in heavy metal contamination of the phreatic aquifer beneath the canal.

Diamond Valley Reservoir, Hemet, CA, Metropolitan Water District of Southern California
Hydrogeology task leader on the Diamond Valley Reservoir project in Hemet, California for the Metropolitan Water District of California. On this \$3.4+ billion dollar project we were responsible for the design,

execution, and interpretation of groundwater and surface water elements of the project, including site characterization, large scale aquifer testing, and construction dewatering. We designed, executed, and analyzed high volume (2,000+gpm) aquifer pumping tests to design a construction dewatering scheme that produced over 50,000 gpm for a period of five months to dewater an alluvial valley three miles wide to a depth of 210 feet below the surface. He also participated in the design of a thermal monitoring system to detect through- and under-seepage downstream of a saddle dam. We also provided technical legal support for the adjudication of groundwater rights of adjacent and downstream property owners including the Pechanga Indian Tribe and the U.S. Government and appeared as an expert witness on behalf of Metropolitan Water District in conjunction with the adjudication of downstream users' groundwater allocation.

Lake Skinner Groundwater Seepage Adjudication, Metropolitan Water District of Southern California

Responsible for designing and relocating the key groundwater monitoring well south of Lake Skinner, California used for monitoring groundwater flow from Lake Skinner into an adjudicated groundwater basin. WE were responsible for re-establishing a 30+ year old groundwater monitoring system for the downstream portion of the adjudicated groundwater basin, where Lake Skinner was the headwater source of the basin.

Sutter Power Plant Application For Certification with the California Energy Commission, Sutter County, Calpine

Responsible for performing a detailed assessment of groundwater resources necessary to supply cooling and makeup water for a natural gas and biofuel co-generation power plant. Using flow-net techniques coupled with a 2-dimensional analytical model he was able to demonstrate the impacts of a program designed to use ground-water as a source of cooling water and make-up water for a proposed 1200MW expansion of a co-generating facility in the Central Valley of California. He also evaluated the potential for installing a deep injection well on-site to dispose of waste water from the cooling process. We also acted as a technical spokesperson for Calpine before the California Energy Commission and at numerous public meetings on ground and surface water issues associated with the application for certification of an expansion of the existing Sutter power plant.

Los Baños Grandes Groundwater Resource Evaluation, Los Baños, CA, California Department of Water Resource

Responsible for both surface-water and groundwater resource evaluation for the Los Baños Grandes Reservoir being developed by the California Department of Water Resources. We developed a basin-wide water

resources plan, estimated dam underflow, and estimated the impacts of near surface volcanics on surface and ground-water quality once the reservoir was constructed. We also assisted in evaluating the effectiveness of the California Sycamore re-vegetation test.

Vinvale Terminal, Southgate, California, BP/ARCO

We were the lead technical investigator for geologic and hydrologic subsurface investigative work at the largest tank farm by volume in the world, which was also a former refinery. We were responsible for technical interpretation of subsurface data being collected by a team of scientists and engineers who had been working for more than six years to improve and expand a vacuum enhanced product recovery system focused on separate-phase hydrocarbons (SPH) and dissolved hydrocarbon contaminants from a multiple aquifer system. The California Regional Water Quality Control Board – Los Angeles was the lead regulatory agency for this project. Contaminants of concern included refined petroleum products and MTBE.

Defense Fuel Supply Point Ozol, Benicia, California, U.S. Army Corps of Engineers

Responsible for hydrogeologic assessment, numerical modeling, and development of a groundwater extraction system for a series of buried refined product storage tanks that front along the Coquinas Strait. The storage tanks were built in the 1950's and started leaking in the early 1970's and by the mid-1990's refined product had followed a number of buried pipeline runs downwards to the Coquinas Strait where the pipelines were used to offload tankers.

Hydrogeologic Assessment of Potential Hazardous Waste Sites, San Francisco Bay Area, CA, PG&E

Responsible for leading a team of geologists who investigated numerous current and former operating facilities to evaluate current hydrogeologic regimes and assess levels of groundwater contamination. These facilities were located throughout the San Francisco Bay and Sacramento areas.

Auburn Tunnel Pumping Project, Auburn, California, City of Auburn

Responsible for reconnaissance level geologic mapping and siting of a high capacity groundwater production well for the City of Auburn, California.



February 14, 2016

Michael K. Lybarger, PE, LS
Altec Engineering
PO Box 758
Alturas, CA 96101
altec@frontier.com

Transmitted via email

SUBJECT: Revised Response to Alleghany Cost Proposal

Dear Mr. Lybarger:

Affinity Engineering (Consultant) is pleased to present to Alleghany Community Water District (ACWD) and Altec Engineering our response to ADWD's Request For Proposal concerning hydrogeology and geotechnical engineering support for upgrading the current water supply system. For purposes of this proposal when we refer to ACWD we assume that includes both the Water District and Altec Engineering, acting as their district engineer. We have reviewed the material provided by you for this proposal, held telephone conversations with you and Ms. Arbogast, and visited the Alleghany, California to familiarize ourselves with the proposed project and current site conditions. Summarized below is our understanding of the revised scope of services we will provide, estimated schedule, and estimated fees. All work will be performed on a time and materials basis. The completed and signed cost proposal forms provided by ACWD are also attached.

Revised Scope of Work

The hydrogeological consulting scope of work to be performed at the existing water tank pad includes:

Task 1H – Planning and Development

- Review geologic maps, reports, and area well logs. This would include review of proprietary data if made available by ACWD.
- Analyze water quality data for a single nearby well (if available and determined relevant)
- Conduct field reconnaissance, develop recommendation regarding test well locations and propose depths for three test wells.

Deliverable: Summarize test well observations, water quality data, pump test results (if available from existing well), production well alternatives, and recommendation in a written report depths for three test wells. Note, this deliverable requires data acquired during execution of Task 3H.

Task 2H – RFP for Well Driller Services

- Specify the requirements and specifications for the services provided by the well driller to complete the test wells described under Planning and Development
- Prepare, advertise and summarize results of RFP for well driller services to the ACWD
- Assist Engineer in responding to questions from potential bidders
- Assist Engineer in preparing addenda to RFP
- Assist in preparation of drilling permits

Task 3H – Observation, Sampling, and Testing

- Observation during test well drilling (limited to driller coordination at site locations and general monitoring)
- Collection of core samples
- Logging and interpreting core samples
- Perform well sampling for water quality tests according to CA Title 22 requirements and provide results from certified lab (lab will be contracted by the Consultant)
- Pump test observation and interpretation of results
- The Engineer will perform Well Driller inspection and oversight duties as the ACWD representative.

The geotechnical consulting scope of work to be performed at the existing water tank pad includes:

Task 1Ga – Perform investigation to explore and evaluate surface and near surface geological and geotechnical conditions.

The geotechnical study and investigation shall be comprised of standard general practice procedures for a water tank site study, and shall include at minimum:

- Reconnaissance of the site surface conditions, topography, and existing drainage features
- Review of pertinent, selected, regional geological and geotechnical data
- Review of existing tank pad, and confirmation whether or not the existing pad is acceptable
- Exploration of the subsurface conditions at the project site using exploratory test pits (backhoe, excavator, or other suitable excavation equipment, including operator, will be provided by ACWD for the construction of test pits)
- Site drawing of the exploration locations
- Exploration procedures and test pit logs. These will be included as an appendix to the geotechnical report
- Subsurface exploration
- Performance of laboratory testing on selected samples obtained during field investigation. Laboratory test procedures and results of those tests will be included as an appendix to the geotechnical report.

Task 1Gb – Develop recommendation for design of the tank pad site and prepare a design for the concrete foundation (footing) for the 150,000 gallon replacement water tank.

Task 1Gc – Summarize finding and recommendations in a written Geotechnical Report.

Deliverable: Geotechnical Report. The Geotechnical report shall be comprised of standard general practice procedures for a water tank site study, and shall include at a minimum:

- A description of the proposed project
- A summary of the field exploration and laboratory testing programs
- A description of site surface and subsurface conditions encountered during the field investigation; liquefaction potential, expansive soil potential, sliding/passive resistance, and safety factors
- A description of ground shaking condition expected at the site, included CBC seismic design criteria
- Geotechnical maps showing approximate field exploration locations
- Site preparation, engineered fill, site drainage, and subgrades
- Suitability of on-site materials for use as engineered fill
- California Building Code seismic design criteria
- Foundations design and construction
- Temporary excavations, shoring, and trench backfill

Limitations and Assumptions

The Scope of Work under this agreement is limited to the Hydrogeological and Geotechnical Investigation described above. ACWD may request the Consultant provide additional consultant services, such as those listed below; such additional services shall be subject to a separate request for authorization to perform the additional services as a change order to this agreement.

Our proposed scope of services does not include the following:

Hydrogeological Consulting

- Permit fees
- Hauling or any other offsite disposal of drilling waste (drill cuttings, drilling mud, etc.)
- Hazardous waste mitigation.
- Hauling, treatment, or any other offsite disposal of well development water or production test water.
- Drilling after sunset or before dawn
- Surveying associated with tank, pipeline, or wellhead locations. It is assumed that surveying will be done when the final wells are installed during a future phase of the project.

Assumption: work will be performed by a California-Certified Hydrogeologist

Assumption: ground will be clear of snow and man-made obstructions during Task 1H field investigations

Assumption: The Consultant will assist, as necessary, in the preparation of permit applications. However, it is the intent of the Consultant that the Driller will be responsible for obtaining any drilling or waste disposal permits.

Assumption: Disposal of drilling wastes will be the responsibility of the Driller, and would be specified in the drilling specification. However, the Consultant will assist in determining suitable methods and locations for disposing of drilling wastes, and

overseeing drilling operations to ensure that proper handling and disposal practices were followed.

Assumption: ACWD will be an active participant in the planning portion of this project. Thus, the Consultant respectively suggests there should be at least one meeting, preferable a face-to-face meeting, upon completion of the data review and field investigations to discuss the recommendation or the locations and depths of potential production wells. Upon completion of drilling, well installation, water quality testing, and well production testing then the hydrogeology report identified in the planning and development task identified by ACWD will be presented to ACWD. The Consultant respectively suggests that both the hydrogeology and geotechnical reports be presented to ACWD in a face-to-face meeting at the time the written reports are delivered to ACWD. The cost for both these meetings has been included in our cost estimate for Task 1H. Should ACWD decide they do not wish one or both of these face-to-face meetings the cost will be reduced accordingly.

Assumption: proposed drilling locations will be marked by Consultant who will also notify Underground Service Alert for utility clearing at least 48-hours prior to drilling. Consultant will coordinate with ACWD to ensure that USA clears all known utilities in the vicinity of drilling locations.

Assumption: ACWD will provide current geologic maps of the area prior to Consultant performing field reconnaissance. In return, the Consultant agrees not to disclose any of the geologic information provided by the owner to any third party, and proprietary maps and/or data will be returned to owner upon completion of drilling. Should ACWD not provide any additional data the project will proceed based on publically available data and the results of field investigations.

Assumption: drilling and testing of 2 test wells may take approximately 6 days (3 days per well).

Assumption: ACWD's proposed scope of work indicates that the hydrogeologist onsite duties shall relate only to driller coordination, general monitoring, logging and interpreting core samples for the driller's log, and water testing. Further clarification of ACWD's instructions regarding the respective responsibilities of the Engineer and the Consultant would be prudent. The cost estimate submitted with this proposal assumes that the hydrogeologist will be present during all drilling, well installation, well production testing, and water testing activities. Should ACWD not want the hydrogeologist present during some of these activities the cost will be reduced accordingly.

Geotechnical Consulting

- Foundation design or other structural-related services
- Identification, assessment, disposal and/or evaluation of environmental contaminants in the soil or groundwater
- Preparation of technical specification or design drawings
- Probabilistic site hazard analysis
- Opinions of probable construction cost
- Construction phase support services

- Assumption:** ground will be clear of snow and man-made obstructions during Task 1Ga field investigations
- Assumption:** excavation areas will be marked by Consultant who will also notify Underground Service Alert for utility clearing. Consultant will coordinate with ACWD to ensure that USA clears all known utilities in the vicinity of drilling locations.
- Assumption:** one day will be sufficient time to complete test pits
- Assumption:** work will be performed by a California-licensed engineer and/or geologist

Estimated Schedule

The project schedule will depend on successful execution of a contract for professional services and on the date we receive a notice to proceed (NTP). Once we receive NTP, we will determine the project schedule in consultation with ACWD. It is our intent to execute this work as expeditiously as possible, while maintaining our high work standards.

Estimated Fee

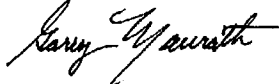
Although not explicitly stated in the RFP we assume that ACWD is looking to hire a single contractor to perform the entire scope of work. Affinity Engineering has enlisted the assistance of SAGE Engineering to perform the geotechnical investigations. SAGE Engineering will be contracted to Affinity Engineering for the duration of this project. We believe this will provide the best technical result for the work proposed, and also be the most efficient contracting and management process for ACWD. These details can be addressed during the procurement process.

Based on the Scope of Work, we estimate the following fees:

Hydrogeological Consulting	\$ 25,866
Geotechnical Consulting	<u>\$ 10,786</u>
Total cost for initial phase of work	\$ 36,672

If you have any questions concerning this document, please call me at 916-752.3016. We appreciate the opportunity to respond to your proposal and look forward to working with you.

Respectfully,



Garry Maurath, PhD., PG, CHG
Project Hydrogeologist

Attachments:

- Hydrogeological Consulting cost proposal (including backup)
- Geotechnical Consulting cost proposal (including backup)

cc: James D. Carson, P.E.
James A. Dehart, P.E.

NOTICE

OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF ALLEGHANY COUNTY WATER DISTRICT

Date: March 8, 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 meeting dated February 9, 2016
- c) Approval of Treasury Report and Claims for February 2016

3. **Public Response Time** The public may be heard on an item 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 on any item not appearing on the agenda. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-third (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the District after the agenda was posted.

4. Information/Discussion Items

- a) Correspondence
- b) Water Test Results
- c) President's Report
- d) Water Treatment Operator Report
- e) Library Report
- f) Park Report
- g) **Board member or special committee reports**

1. **Stephen Rooklidge State Division of Drinking Water Inspector available to answer questions weather permitting.**

5. New Business (Discussion & Possible Action Items):

- a) Policies and Procedures: Update Policy 1 Bookkeeping and create Policy 4 to incorporate Conflict of interest Code into the district's policies and procedures and to update the existing conflict of interest code.
- b) Bylaws: amend article 1 item 5 "**Replacement of board members**" to coincide with Gov. Election Code 1780.
- c) Ordinances, review suggestions for possible first reading in April re: changes to reconnect fees and disconnection for non-payment.
- d) Resolution # 97 authorization to hire hydrogeologist for Planning Project: Affinity Engineering

6. Unfinished Business (Discussion & Possible Action Items):

- a) Customer Accounts/Billings/Disconnects
- b) Recording meetings: Board to consider whether or not to begin doing audio recordings of all meetings

7. Next meeting date, Items for next agenda & Adjournment Conflict of interest code review

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.

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:


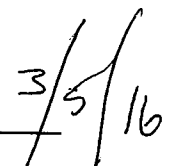
Agenda Regular Meeting, Meeting Date 3/8/16

In the following location(s):

Alleghany Post Office Bulletin Board and packets in box on 3/5/16 .
On the door of the Alleghany Firehouse (meeting location) 3/5/16
Casey's Place 3/5/16

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

Signed under penalty of perjury: X

Rae Bell Arbogast