

**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday April 10, 2018 Alleghany Firehouse, 105 Plaza Court Alleghany**

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:08 pm. Directors present: Tobyn Mehrmann, Nancy Finney & Robbin DeWeese . Secretary Amber Mehrmann was present and took minutes. GM Rae Bell Arbogast was present, Gus Tenney called to say he could not make it. Public present: Ernest Finney, Jan Sticha, and Vicky Tenney.

2. Consent Calendar

A request was made to add one emergency item to the agenda by Rae Bell who reported that after the agenda was posted she became aware that the late fees being charged by the district exceed legal limitations per the Calif. Water code. **Nancy Finney made the motion to add one emergency item to the agenda and approve the consent calendar with one correction to both the minutes and treasurer's report. Robbin DeWeese 2nd motion. Ayes: DeWeese, Mehrmann, Finney Naves 0. Absent: Gus Tenney. Abstain 0 Vacant 1. Motion carried.**

3. Public Response Vicky Tenney asked for a forgiveness on a charge for a leak at the firehouse that came to the total of \$42. Board states that this issue is in Procedure 4.4 in new policy and will be discussed in Customer accounts.

4. Information/Discussion Items

a) Correspondence:

Incoming: 1. CSDA notice of website grant 2.

Outgoing: 1. Notification of Madeleine Hamb's resignation sent to Sierra County Clerk-recorder along with copy of letter and vacancy posting 2. Park lease and formation documents sent to Gus Tenney along with a memo about the current water rate structure cc'd Tobyn 3. Form 700s sent to the Sierra County Clerk-recorder along with a letter suggesting that they email the link to the online form 700 next year rather than mailing a large packet to save time and money 4. Memo to Gus Tenney with a correction to the previous memo, cc'd Tobyn 5. Annual water diversion report sent to State Water Board 6. Water Tank project budget amendment forms mailed to funding division

b) SRF Project Update Written Report attached to these minutes. Additionally, Water Treatment Operator Reported on Ramsprings: Fully plumbed last month; the chlorine injector had to be moved back to original position (behind the filter). Turbidity is slowly coming down, it was high due to the rains we had. Had to divert the water due to tank overflowing. There were some drainage problems.-Vicky Tenney asked if there was any way we could store the excess water for fighting fires.-Bruce stated that it could be a possible future endeavor. Regarding the Water Tank Project Bruce is concerned about the temporary tanks being, too small. There is not enough space to put in larger tanks; a possible option would be to increase the pumping capacity to help keep excess water flowing.

c) Board Member or Special Committee Reports: None

d) Staff Reports: General Manager's Report attached to these minutes.

-Water Treatment Operator report: The raw water flow from the springs averaged 100.8 gallons per minute for the month of March. The peak was 167.3 gallons per minute. In March 166,580 gallons of water were pumped into the system. He is planning on installing a hose Bib for the untreated water. The turbidity was high during the high water flow.

d) Historical Church/Library Report: There were new shelves put in the library.

e) Park Report: Josh Gwiazda wanted to donate a teeter-totter to the park, but due to concerns of the danger of such a toy; it was declined by the County.

5. Unfinished Business

a) Customer Accounts/Billings/Disconnects: One 10-day notice was mailed, and there is one delinquent account.

-Vicky Tenney's request about the \$42 charge to the fire department being forgiven was discussed further. There is a form that could be filled out to forgive half of the debt and a vote was taken to forgive the other half. **Nancy Finney made the motion. Robbin DeWeese 2nd the motion. Ayes: DeWeese, Mehrmann, Finney Naves 0. Absent: Gus Tenney. Abstain 0 Vacant 1. Motion carried.**

b) Ordinances, Policies & Procedures - Emergency item (added to agenda) changes to procedure 4.5 "Late Fees" As explained under "consent calendar" the late fees currently being charged are excessive. After discussion **Nancy Finney moved to change the procedure to a 1% interest rate on past due balances in addition to the 10% flat fee. An adjustment will be made to go back one year. Robbin DeWeese 2nd the motion. Ayes: DeWeese, Mehrmann, Finney Naves 0. Absent: Gus Tenney. Abstain 0 Vacant 1. Motion carried.**

c) Drinking Fountain For Park – After a discussion the GM was authorized to purchase the previously approved fountain for \$3000. **Robbin Deweese made the motion. Tobyn Mehrmann 2nd the motion. Ayes: DeWeese, Mehrmann, Finney Naves 0. Absent: Gus Tenney. Abstain 0 Vacant 1. Motion carried.**

d) Field-trip to Cumberland: Tabled until weather is more permissible.

e) Weedeating Vegetation Control: Tobyn Mehrmann and Gus Tenney volunteered to do the burn at the Bucket Club Property as soon as feasibly possible. A possibility of Chris Coons weed eating the park twice this year for \$180 each time was discussed. It was decided to authorize the GM to hire existing contractors to get this done. The Pumphouse has weed block fabric that has been laid which has been keeping the weeds down but is not finished. Eddie gets paid at an hourly rate to lay the weed block down, it was decided by consensus to let him finish the job.

f) Vacancy On the Board: There were not any applications turned in yet. The deadline to apply is May 4th.

6. New Business

a) A vote was taken on applying for a scholarship for a Water District website as long as no commitment is required. Robbin DeWeese made the motion; Toby Mehrmann 2nd.
Ayes: DeWeese, Mehrmann, Finney Nays 0. Absent: Gus Tenney. Abstain 0 Vacant 1.
Motion carried.

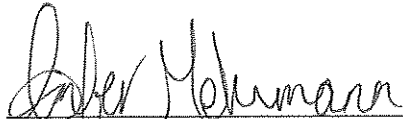
b) Procuring a new heater for the Church was tabled.

7. Next Regular meeting & Items for next agenda

Next regular meeting scheduled for May 8, 2018 at 6:00 P.M. at the Alleghany Fire House.

There being no further business before the Board, the meeting was adjourned at: 7:11 p.m.

Minutes respectfully submitted,



Amber Mehrmann Secretary

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, Amber Merhmann 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 4/10/18

In the following location(s):

Alleghany Post Office Bulletin Board (packets put in box for the public) and On the door of the Alleghany Firehouse (meeting location)
Emailed to email list as well.

On 4/6/18 (date)

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

Signed under penalty of perjury: X

Amber Merhmann
Amber Mehrmann

NOTICE

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

Date: Tuesday April 10, 2018 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 in the box at the Post Office or 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 March 13, 2018.
- c) Ratification of Treasury Report and bill payments for March 2018

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) SRF Projects Update – written report included in packets
- c) Board Member or Special Committee Reports
- d) Staff Reports – Water Treatment Operator (WTO) & General Manager (GM)
- e) Historical Church/Library Report
- f) Park Report – plus one item under “unfinished business”

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

- a) Customer Accounts/Billings/Disconnects.
- b) Ordinances, Policies & Procedures and Bylaws:
- c) Drinking Fountain for Park –
- d) Trip to Cumberland Spring – set for future date
- e) Weedeating/vegetation control – need to come up with flat rates for: park, pumphouse, bucket-club. Could possibly do bucket-club with volunteer labor combined with event? Work party?
- f) Vacancy on the board – Notices posted on 3/16/18 deadline to apply May 4th, appoint at May 8th regular meeting

6. New Business (Discussion & Possible Action Items)

- a) Scholarship for web-site hosting and admin (see GM report) If the board votes to apply it would be good to choose a domain name at the April meeting so that management can move forward if the scholarship is awarded without waiting for the May meeting. PLEASE do NOT search any names that you may think of to see if they are available because it might trigger a registration of that name by somebody who will turn around and try to sell it to us for more than it would normally cost (about \$10 to \$15 per year).
- b) Consideration of purchase of electric heater for Historical Church

7. Next meeting date, Items for next Agenda & Adjournment. Next regular meeting, May 8th, 2018 6:00 pm at the Alleghany Firehouse, Agenda items: draft preliminary budget and contract renewals

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 \$ 8,870.32**

Deposits

Date	From:	For:	Amount
3/15	SWRCB	Planning Project & Tank Project Deposit	\$ 8,611.08
3/15	Customers	Water	\$ 555.00
3/27	Customers	Water	\$ 750.00
3/31	Customers	Water	\$ 280.00
3/31	Customers	Water	\$ 440.00

Deposits Total \$ 10,636.08

Expenditures

Ck #	Date	To:	For:	Amount
5233	3/1	AT&T		\$ 18.86
5234	3/1	Calif. Rural Water	Membership dues	\$ 192.00
5235	3/1	Cranmer Engineering	Water tests	\$ 56.00
5236	3/1	Edda Snyder	Bookkeeper - Jan. & Feb. bill	\$ 200.00
5237	3/1	VOID		
5238	3/1	AT&T		\$ 18.99
EFT	3/2	PG&E	Pumphouse	\$ 211.70
5239	3/8	CRWRMA	Insurance Premium	\$ 3,677.00
5240	3/9	Bruce Coons	WTO - February Bill	\$ 807.84
			WTO Contract	\$ 250.00
			Mileage	\$ 82.84
			WTO Other labor	\$ 475.00
EFT	3/15	PG&E	Pumphouse	\$ 257.57
5241	3/16	Aqua Sierra	Planning Project Spring	\$ 973.72
5242	3/16	Arbogast <i>Res. Bill</i>	Planning Project	\$ 485.00
			Tank Project	\$ 125.00
			3 Months Minutes	\$ 90.00
5243	3/16	Ed Snyder	WDA - February bill	\$ 146.00
5244	3/16	Ferguson	Planning Project	\$ 647.71
5245	3/16	Marsha Burch	Planning Project	\$ 560.00
			Legal Planning Project	\$ 360.00
			Legal Tank Project	\$ 200.00
5246	3/16	Robinson Ent.		\$ 714.27
5247	3/26	Altec	Planning Project Tank	\$ 3,859.37

Expenditures Total \$ 13,041.03

Ending Main Account Balance \$ 6,465.37
Contingency Fund Balance \$ 2,500.00
Available Funds \$ 3,965.37

NON-ENTERPRISE ACCOUNT (Historical Church & Park) **Beginning Balance \$ 10,371.74**

Deposits

Date	From:	For:	Amount
Deposits Total \$ -			

Expenditures

Ck #	Date	To:	For:	Amount
EFT	3/2	PG&G	Library	\$ 31.81
EFT	3/15	PG&G	Library	\$ 10.54
Expenditures Total \$ 42.35				

Ending Non-enterprise Account Balance \$ 10,329.39

Historical Church Balance	\$ 6,257.72
Park Balance	\$ 4,071.67

Alleghany County Water District General Manager (GM) Report April 2018

District Website A couple of years ago I did extensive research on the least expensive and least time-consuming options for getting a website for both Pliocene Ridge CSD and ACWD. The least expensive and most user-friendly option that I found was a service offered by a company called Streamline in conjunction with the California Special District's Association. At that time their cheapest option was \$50 per month or \$600 per year, this price included initial set-up of the site, a user-friendly interface with free updates and full technical support. This was the lowest tier of their sliding fee scale (for all districts with budgets under \$500,000)! I contacted Streamline and asked if they might consider creating an even lower tier for districts with budgets under \$100,000. They responded with a NEW lowest tier of \$25 per month or \$300 per year. This by-far beat any of the other options that I could find (even \$50 per month was lower than any of the others, including one offered through the Calif. Rural Water Association)

The fact that Streamline does all of the "back-side" work is priceless because the technology is changing constantly. Pliocene Ridge CSD did sign up for the web-site service when streamline offered the new "low" price of \$25 per month or \$300 per year. Website: plioceneridge.org I did not bring this to the ACWD board at that time because even at \$25 per month, we could not afford it; although, the topic has come up more than once during various discussions about other topics such as access to district recordings. The idea of soliciting donations specifically for a website has also been mentioned.

It wasn't until AFTER I renewed the domain registration and hacker prevention services for the Historical Church website last August (for 3 years) that it occurred to me to contact Streamline to see if they might be able to host the Historical Church site in combination with one of their standard special district packages. They looked it over and said "yes", and at no extra charge! The problem was I had just renewed the Church site as mentioned above, and dotster (the host) refused to issue a refund. For that reason I held off on bringing this idea to the board.

BUT we recently got a letter AND:

The Special District Leadership Foundation in conjunction with the California Special Districts association is offering "scholarships" for 15 months of free website service through Streamline. It is not a guarantee that ACWD would be awarded but I think this is an opportunity that should not be passed up. The deadline to apply is April 15th.

IF ACWD was awarded a scholarship, then after the 15 months are up the district would be incurring a \$25 per month fee. However; if we included the historical church site as mentioned above, then the non-enterprise fund could pay part of that expense. The actual break-down could be figured out at a later date and/or we COULD solicit for donations specifically for this expense.

Advantages of a district website:

1. Increased transparency via easy access to district documents: including Agendas, Minutes, Financial Data, Policies & Procedures and anything else that we want to include, such as the meeting recordings.
2. All district files that are included on the website are organized in an easy-to-find format that can be accessed from any computer or device with internet access. (offsite storage)
3. The meeting interface is set up to issue reminders for Brown Act compliance
4. The interface for posting to the site is very user-friendly

Alleghany County Water District

Part 1 of 4 3/15 deposit

Invoice

P.O. Box 860
Alleghany, CA 95910

Date	Invoice #
1/8/2018	SRF-14

Bill To
SWRCB Division of Financial Ass. Attn: Disbursement Unit P O Box 944212 Sacramento, CA 94244-2120

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			1/8/2018			
Quantity	Item Code	Description			Price Each	Amount
	Planning Project	Rae Bell Invoice # 1297 Line item #9			310.00	310.00
	Planning Project	Bruce Coons Invoice # 123117-1 Line item #6			315.00	315.00
	Planning Project	BK's Well and pump service 12/29/17 invoice Line item #6			1,059.45	1,059.45
	Planning Project	Marsh Burch Line item #9			360.00	360.00
	Planning Project	Postage line item # 9			6.65	6.65
	Planning Project	workers comp. Clerical \$310 x 1.03% <i>line item 9</i>			3.19	3.19
	Planning Project	workers comp. Water works \$315 x 9.47% <i>line item 6</i>			29.83	29.83
Total						\$2,084.12

Alleghany County Water District

Part 2 of 4 3/15 deposit

Invoice

P.O. Box 860
 Alleghany, CA 95910

Date	Invoice #
1/31/2018	SRF-15

Bill To
SWRCB Division of Financial Ass. Attn: Disbursement Unit P O Box 944212 Sacramento, CA 94244-2120

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			1/31/2018			

Quantity	Item Code	Description	Price Each	Amount
	Planning Project	Rae Bell Invoice # 1303 Line item 9	115.00	115.00
	Planning Project	Altec Eng. Invoice # 11772 Line item 1	1,549.37	1,549.37
	Planning Project	Chris Coons #011118 Line item 6	108.00	108.00
	Planning Project	Ed Snyder #073117 Line item 6	45.00	45.00
	Planning Project	Ed Snyder #083117 Line item 6	12.00	12.00
	Planning Project	Bruce Coons #013118 Line item 6	945.00	945.00
	Planning Project	Ed Snyder #013118-1 Line item 6	582.00	582.00
	Planning Project	Ed Snyder # 123117-1 Line item 6	138.00	138.00
	Planning Project	Robinson Ent. #00129161 Culvert for Cumberland used line item 6	705.57	705.57
	Planning Project	Postage line item 9	6.65	6.65
	Planning Project	Workers comp on admin \$115 x .0103	1.18	1.18
	Planning Project	Workers comp on water operation labor \$1,827 x .0947	173.02	173.02
	Planning Project	Ferguson Inv. 5784619 Line item 6 - for sump bypass	180.58	180.58
	Planning Project	Ferguson Inv. 5781819 Line item 6 - for sump bypass	154.16	154.16
	Planning Project	Ferguson Inv. 5786139 Line item 6 - for sump bypass	285.47	285.47
	Planning Project	B&C Inv. 303326 Line item 6- for sump bypass	120.73	120.73
	Planning Project	rounding to nearest dollar for State	0.27	0.27
		Total line item 6 \$ 5,006.00		
		Total line item 9 \$ 116.00		
			Total	\$5,122.00

Alleghany County Water District

Part 3 of 4 ³/₁₅ deposit

Invoice

P.O. Box 860
Alleghany, CA 95910

Date	Invoice #
1/31/2018	Tank-5

Bill To
SWRCB Div. Financial Asst. Attn: Disbursement Unit PO Box 944212 Sacramento, CA 94244

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			1/31/2018			

Quantity	Item Code	Description	Price Each	Amount
	Tank Project	Rae Bell invoice #1303 Admin.	50.00	50.00
	Tank Project	Altec Eng. invoice # 11773 Engineering	1,073.50	1,073.50
	Tank Project	postage	6.65	6.65
	Tank Project	workers comp admin \$50 x .0103	0.52	0.52
	Tank Project	rounding to nearest dollar for State	0.33	0.33

Total			\$1,131.00
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Alleghany County Water District

Part 4 of 4 3/15 deposit

Invoice

P.O. Box 860
 Alleghany, CA 95910

Date	Invoice #
1/8/2018	Tank-4

Bill To
SWRCB Div. Financial Asst. Attn: Disbursement Unit PO Box 944212 Sacramento, CA 94244

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			1/8/2018			

Quantity	Item Code	Description	Price Each	Amount
	Tank Project	Rae Bell admin. invoice #1297	70.00	70.00
	Tank Project	Marsha Burch legal invoice #122817	200.00	200.00
	Tank Project	postage	15.12	15.12
	Tank Project	workers compensation insurance on \$70 @ admin rate of 1.03%	0.91	0.91
	Tank Project	rounding to nearest \$ so that amounts match	-0.03	-0.03

Total \$286.00

ACWD Tank Construction Project Quarterly Progress Report

All recipients of drinking water financial assistance must submit quarterly progress reports to the Division of Financial Assistance (DFA). The Project Manager reviews the file to ensure quarterly reports are up-to-date when reviewing each disbursement request.

Per State Water Board Policy, these reports must contain, at a minimum, the following information:

1. A summary of progress to date including a description of progress since the last report, percent complete, percent invoiced and percent schedule elapse;
2. A listing of change orders including amount, description of work, and change in contract amount and schedule;
3. Any problems encountered, proposed resolutions, schedule for resolutions and status of previous problem resolutions; and
4. A summary of compliance with environmental conditions, if applicable.

Note: You may select the format of your quarterly progress report – this template has been generated for your convenience.

Upon completion of this report, please save and email to:
Pete.Stamas@waterboards.ca.gov

Name/Title of contact completing the form: Rae Bell Arbogast, General Manager

Contact information (phone number and/or email): alleghanywater@gmail.com

Date report completed **April 6, 2018**

For Quarter ended: **March 31, 2018**

Confirm the following information, and inform your DFA Project Manager of any discrepancies:

Recipient Name	Alleghany County Water District (ACWD)
Project Title	Planning and Engineering Analysis for Renovations of the ACWD storage tank and water sources
Project Number	4600012-006C
Contract Number	D17-02013
Authorized Representative	Rae Bell Arbogast, ACWD General Manager
DFA Project Manager	Pete Stamas, Small Community Drinking Water Unit
Regulatory Contact	Stephen Rooklidge, Lassen District Office, Division of Drinking Water
Funding Amount	\$700,000
Project Description	This project will replace Alleghany's existing water storage tank and update the old telemetry system with a SCADA (Supervisory Control and Data Acquisition) system. The geotechnical report for the water tank and most of the engineering was completed as part of planning project no. 4600012-006P

Section 1: Summary of Progress to Date

Agreement No. D17-02013 for this construction project was fully executed on July 20, 2017 with a construction completion date of 12/1/18 and a final disbursement request date of 6/1/19. A final budget request form with a total budget of \$900,000 was submitted on December 5th. The increased amount was necessary to cover a few unanticipated needs. ACWD returned the signed amendment documents on March 30, 2018 and is waiting for final approval from the State.

Water Tank Replacement: No work was completed on this project for the first quarter of 2018 because ACWD is waiting for the funds to be released by the State Funding Division.

SCADA: No work was completed on this project for the first quarter of 2018 because ACWD is waiting for the funds to be released by the State Funding Division.

Project is approximately
5% complete

Project costs: approximately
6 % have been invoiced

Project schedule elapsed is
approximately **40%**

Section 2: Change Orders

For construction projects, provide a list of change orders. **If this is a planning/design project, go to section 3.**

CO #	Change Order Work Description	Change in Contract Amount	Change in Project Schedule, if any

Section 3: Problems Encountered

Provide a description of any problems encountered during the project:

Problem encountered	Proposed resolutions, schedule for resolutions and status of previous problem resolutions
Schedule for release of funds (2 to 3 months after final budget request form completed) made it impossible for ACWD to issue the notice to proceed without putting the contractor and ACWD in a financial bind.	Negotiated a delayed "Notice to Proceed" to be issued after the funds are released.

Section 4: Environmental Conditions

Provide a summary of compliance with environmental conditions (if applicable):

Section 5: Miscellaneous

Planning Project Quarterly Progress Report

Per State Water Board Policy, these reports must contain, at a minimum, the following information:

1. A summary of progress to date including a description of progress since the last report, percent complete, percent invoiced and percent schedule elapse;
2. A listing of change orders including amount, description of work, and change in contract amount and schedule;
3. Any problems encountered, proposed resolutions, schedule for resolutions and status of previous problem resolutions; and
4. A summary of compliance with environmental conditions, if applicable.

Note: You may select the format of your quarterly progress report – this template has been generated for your convenience.

Upon completion of this report, please save and email to:
Pete.Stamas@waterboards.ca.gov

Name/Title of contact completing the form: Rae Bell Arbogast, General Manager
 Contact information (phone number and/or email): 530-287-3223 alleghanywater@gmail.com

Date report completed **April 6, 2018**

For Quarter ended **March 31, 2018**

Confirm the following information, and inform your DFA Project Manager of any discrepancies:

Recipient Name	Alleghany County Water District (ACWD)
Project Title	Planning and Engineering Analysis for Renovations of the ACWD storage tank and water sources
Project Number	4600012-006P
Contract Number	D15-02031
Authorized Representative	Rae Bell Arbogast, ACWD General Manager
DFA Project Manager	Pete Stamas, Small Community Drinking Water Unit
Regulatory Contact	Stephen Rooklidge, Lassen District Office, Division of Drinking Water
Funding Amount	\$500,000
Project Description	The project objective is to find the most economical way to provide safe drinking water to the town of Alleghany by either replacing or eliminating the need for a treatment plant (The current treatment plant is beyond its useful life and is growing more expensive to maintain, with some parts obsolete) The planning project includes the following tasks: Drill test wells, collect and analyze water samples, and perform pumping tests to locate a groundwater source which can provide the community with sufficient potable water. Because the water quality was not acceptable in the test wells they were abandoned. Driven pipes were installed at the town's existing water source the Ram Spring to eliminate surface water infiltration. Engineering and environmental work necessary for the construction phase will be completed. The project also includes finding a secondary water source (redundancy) and the design work necessary to replace the water system's aging tank, which is in poor condition and has a non-compliant tar-based liner. (The tank replacement component of the planning project is completed.)

Section 1: Summary of Progress to Date

Provide a description of progress during the reporting period. If this is a planning project, include discussion on pending deliverables (engineering reports, test well drilling, preparation of environmental documents, plans and specs, etc).

Driven Pipes at the Ram Spring: The sump-bypass which became necessary to prevent other ground water from mixing with the water from the driven pipes is in place. A 1,100 gallon polytank was installed outside of the pumphouse and the old sump has been bypassed. This work was accomplished by district staff, but is temporary in nature. As part of the construction phase some reconfiguration is needed specifically to incorporate the chlorine injector and SCADA system into the circuit. Engineering plans for the final electrical and plumbing schematics for the pumphouse, as well as site-drainage, fence replacement, tree removal and a snow-roof for the polytank are all pending deliverables.

Correspondence is ongoing with the Division of Drinking Water regarding at least one more Microscopic Particulate Analysis Test.

Redundancy Cumberland Spring: A contract was signed with a local contractor to open the water tunnel at this site so that a Microscopic Analysis Sample could be collected. It was determined that a six-foot diameter culvert would be the least expensive option to hold the tunnel open. The contractor made one attempt to prepare the ground for the placement of the culvert on February 24th but the ground was much too wet. Until the ground dries out substantially no work can be done at this site.

Percentage complete: The current project completion date is 6/1/2018 with engineering documents expected by 3/1/18. More time is needed to complete the dry and wet season MPAs for the Cumberland Spring as well as the engineering plans for both the Ram Spring and Cumberland Spring. Weather has been the biggest factor in delaying work at the Cumberland Spring.

As noted previously the water tank portion of the project has moved to construction.

Project is approximately
75% complete

Project costs: approximately
75 % have been invoiced

Project schedule elapsed is
approximately **90%**

Section 2: Change Orders

For construction projects, provide a list of change orders. **If this is a planning/design project, go to section 3.**

CO #	Change Order Work Description	Change in Contract Amount	Change in Project Schedule, if any
	(add rows as necessary)		

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 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.

Procedure 4.5 Delinquent Bills: Rates and charges which are not paid on or before the first day of the calendar month following the due date shall be delinquent. If charges are not paid on or before the first day of the calendar month after the due date, a penalty of ten percent (10%) will be added to said charges. Additional charges of 1% per month shall accrue on all delinquent balances. If charges and penalties are not paid within twenty-days after the delinquency date, the District may discontinue service. The district board shall establish policies & procedures pertaining to standard billing notes regarding late fees and subsequent shut-off notices in accordance with this and other applicable ordinances.

Policy 4 Proposed text in yellow replaces Section 2. Article 9 of Ordinance #3

Presented as an URGENT (emergency item) meeting date 4/10/18



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WATER CODE - WAT

DIVISION 13. CALIFORNIA WATER DISTRICTS [34000 - 38501] (Division 13 added by Stats. 1951, Ch. 390.)

PART 5. POWERS AND PURPOSES [35300 - 35886] (Part 5 added by Stats. 1951, Ch. 390.)

CHAPTER 2. Powers [35400 - 35509] (Chapter 2 added by Stats. 1951, Ch. 390.)

ARTICLE 4. Charges [35470 - 35482] (Article 4 added by Stats. 1951, Ch. 390.)

35470.5. The district may, by resolution, provide that a penalty not in excess of 10 percent shall be added to water, standby, facility, or other charges which are delinquent, and the delinquent charges shall bear interest at a rate not in excess of 11/2 percent per month. For purposes of this section, the district shall establish the period or date after which the charges shall become delinquent if they remain unpaid. The delinquency dates established in Part 7 (commencing with Section 36550) and Part 7.5 (commencing with Section 37200) for unpaid assessments, which may include standby or other charges for the use of district water that has been made a part of the assessment, shall not apply to the addition of penalties and interest to delinquent charges, pursuant to this section.

(Amended by Stats. 1999, Ch. 779, Sec. 7. Effective October 10, 1999.)