

**Minutes of the Regular meeting of the Alleghany County Water District Board of Directors  
Tuesday, June 14<sup>th</sup>, 2016 Alleghany Firehouse, 105 Plaza Court Alleghany**

**SCANNED**

**Call to Order:** 6:00 pm

**Quorum Established:** Present were directors Rae Bell Arbogast, Oregon Burns (O.B.) Tenney V, Tobyn Mehrmann, and Madeleine Hamb. Director Robbin DeWeese and Secretary Leslie Baker were absent due to illness. ACWD Staff: Water Treatment Operator Bruce Coons and Water Distribution Assistant Eddie Snyder. Also present: Ernest & Nancy Finney, Becky Wilkerson, Venus Adams, and Oregon (Burns) Tenney IV.

**Consent Calendar:**

- A. Approval of the Agenda
- B. Reading and approval of the minutes for the meeting dated May 10, 2016, special meeting May 24/25
- C. Approval of Treasury Report and Claims for May 31, 2016.

**Motion made to approve the Consent Calendar by Tobyn, Madeleine second. Ayes: Arbogast, Tenney, Mehrmann, Hamb. Nays: 0. Absent: DeWeese. Abstain: 0 Vacant: 0. Motion Passed**

**Public Response Time:**

Becky asked about the power infrastructure that goes to the Cumberland and if any power was being used there. Rae explained that there was no power usage but by having the utility there it helps maintain the water rights there. Becky asked about the billing for the Cumberland noting a bill from PG&E that was high. Rae explained that the utility had not checked the meter and that the bill was an estimate. Rae did not catch it until it was paid but was able to get a credit from PG&E after they read the meter. Becky also asked about the fee increase for the billing software, Rae said it went up \$50. Becky asked about the membership dues that the Board pays. Rae said that the board is in the California Rural Water Association and the California Special Districts Association and dues are paid on both. Becky then asked about the lack of separation between the Park and Historical church accounts. Rae explained that in Quickbooks she was limited to 2 broad categories, operating and non-operating, and the park and church had to go into non-operating in order to keep it separate from the main enterprise.

**Information/Discussion Items:**

**Correspondence:**

**Incoming:**

- 5/31/16 Mailer from Pliocene Ridge CSD explaining what they are and what they do.
- 6/13/16 Elections information from Sierra County Clerk Recorder timeline: By July 6<sup>th</sup> must deliver election notice to County Clerk, by August 12<sup>th</sup> we must submit a resolution calling for election.
- 6/13/16 Got second disbursement check from State Revolving Fund for Grant.

**Outgoing:**

- Mailed ballot about electronic voting to CSDA
- 5/11/16: Rae sent copies of hydrogeology and 2015 DDW report to: Burns Tenney, the Finney's and Rebecca as well as directors who requested them.
- 5/16/16: Two five-day notices were mailed – both paid.

5/25/16: Letter to Becky Wilkerson answering her list of questions as approved by the board.  
5/27/16: Letter of support for AB2613 (audit requirement change endorsed by Calif. Special Dist. Assn.) mailed to State Assembly member Susan Talamantes Eggman and CSDA for the cc list distribution (they did it for us).  
6/3/16: Customer update and 2015 Consumer Confidence Report sent to all customers.  
6/6/16: 2015 Consumer Confidence Report emailed to State Division of Drinking water with certification.

**Water Test Results:**

May Test results: Treated was absent, Raw: Coliform 5.3 ppm E coli. absent

June Test results: Treated was absent, Raw: Coliform 1.0 ppm E coli. absent

**President's Report:** Report attached to these minutes as included in the agenda packets. Ongoing conflict of interest item included.

**Water Treatment Operator Report:** Bruce wants to do a water meter audit due to the discrepancy between produced and sold water. The meters are old and may need replacing. We have 9 replacement meters. One of the motor controllers in the electrical box for the compressors has failed. Bruce ordered a refurbished one for less than \$200. Bruce loves the new compressors. The Ram spring is going at 87 gallons per/min.

**Library Report:** Nothing to report.

**Park Report:** Nothing to report

**Planning project update:** Planning project update as attached to these minutes.

**Unfinished Business:**

A. Customer accounts/billings/disconnects: there are 6 accounts over 30 days.

B. First reading of Water conservation ordinance #35 in compliance of Governor Brown's revised mandate

C. Policies and Procedures Customer service objective: protect customer confidentiality and provide staff with standard procedures for specific situations Policy #4

**Motion made to approve policy #4 by Madeline, O.B. second. Ayes: Arbogast, Tenney, Mehrmann, Hamb. Naves: 0 Absent: DeWeese Abstain: 0 Vacant: 0**

**Motion passed**

D. Preliminary Budget adoption as proposed by "Committee of the Whole" on 5/25/16

**Tobyn made the motion to adopt the Preliminary Budget, Madeleine 2<sup>nd</sup>. Ayes: Arbogast, Tenney, Mehrmann, Hamb. Naves: 0 Absent: DeWeese Abstain: 0 Vacant: 0. Motion passed**

**New Business:**

- A. By-laws: After discussion the Board considered changing public response time limit from 5 minutes to 3 minutes.

**Motion to change the Public Response time limit from 5 minutes to 3 minutes made by Toby, Madeleine second. Ayes: Arbogast, Tenney, Mehrmann, and Hamb. Nays: 0 Absent: DeWeese Abstain: 0 Vacant: 0. Motion passed**

- B. Resolution #98 to update the signature card at Tri-Counties Bank

**Motion to adopt Resolution 98 made by O.B., Toby second. Ayes: Arbogast, Tenney, Mehrmann, and Hamb. Nays: 0 Absent: DeWeese Abstain: 0 Vacant: 0**

**Motion passed**

- C. Insurance Renewal: Rae is still waiting for quote, need to have special meeting before July 1<sup>st</sup> to review the options.

**Next Regular meeting:** Tuesday, July 12<sup>th</sup> 6:00 p.m.

**Special meeting:** Tuesday, June 28<sup>th</sup> 6:00 p.m.

**Items for next agenda:** Arbogast well water sampling, insurance renewal, resolution for the election.

**There being no further business before the Board, the meeting was adjourned at: 7:10 p.m.**

Minutes respectfully submitted by Leslie D. Baker III Leslie D. Baker  
Board Secretary

# NOTICE

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

**Date: June 14, 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 May 10, 2016 and the special meeting dated 5/24 & 5/25. Notes from June 2<sup>nd</sup> as well.
- c) Approval of Treasury Report and Claims for May 31 2016.

3. **Public Response Time** –The public may be heard before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken by the board unless the matter is deemed urgent by a 2/3 vote.

### 4. Information/Discussion Items

- a) Correspondence
- b) Water Test Results
- c) President's Report – (16 to 1 mine conflict of interest item incorporated here)
- d) Water Treatment Operator Report
- e) Library Report
- f) Park Report
- g) Board member or special committee reports
- h) Planning Project Update

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

- a) Customer Accounts/Billings/Disconnects
- b) Ordinances: Water Conservation Ordinance #35 in compliance with Calif. Governor's revised mandate.
- c) Policies and Procedures (P&P): Customer Service P&P objective: protect customer confidentiality and provide staff with standard procedures for specific situations.
- d) Preliminary budget adoption as proposed by "Committee of the Whole" on 5/25/16.

### 6. New Business (Discussion & Possible Action Items):

- a) By-laws: board to consider changing public response time limit from 5 minutes to 3 minutes and replacing Robert's Rules of Order with Rosenburg's Rules of Order.
- b) Resolution # 98 to update the signature card at tri-counties bank.
- c) Insurance Renewal – as of agenda posting date no quotes have been received, but it needs to be renewed before July 1<sup>st</sup>. Two quotes have been requested in addition to the existing company's quote.
- d) Board to consider whether-or-not to approve water quality sampling of the Arbogast well as described in task 1H of the hydrogeology contract (President Rae Bell to leave during discussion and abstain from voting due to a conflict of interest)

### 7. Next meeting date, Items for next agenda & Adjournment

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.

April 2016

text revised

**Alleghany County Water District**

**MAIN ACCOUNT** Beginning Balance \$ 5,789.76

**Deposits**

Date	From:	For:	Amount
4/22/16	#20 bounced check	See below	\$ 80.00
4/22/16	Customers	Water Sales	\$ 865.60
4/30/2016	Customers	Water Sales	\$ 854.60

**Deposits Total** \$ 1,800.20

**Expenditures**

Ck #	Date	To:	For:	Amount
EFT	4/4/16	Tri-Counties Bank	acc #20 bounced check + bank fee	\$ 89.96
1029	4/14/16	Postmaster	stamps	\$ 47.00
5033	4/14/16	AT&T		\$ 16.34
5034	4/14/16	Ed Snyder	March Bill - WDA	\$ 114.00
5035	4/14/16	Edda Snyder	March Bill - Bookkeeper	\$ 100.00
5036	4/14/16	Leslie Baker	March Bill - Secretary	\$ 90.00
EFT	4/25/16	PG&E	Cumberland (estimated. will get credit)	\$ 147.78
EFT	4/25/16	PG&E	Pumphouse	\$ 205.01
1030	4/28/16	Bruce Coons	April Bill	\$ 385.13
			WTO Contract	\$ 250.00
			Mileage	\$ 135.13
5037	4/30/16	AT&T		\$ 16.47
5038	4/30/16	B&C	Pumphouse Maintenance	\$ 28.13
5039	4/30/16	Cranmer Engineering	Water Tests	\$ 118.00
5040	4/30/16	Edda Snyder	April Bill - Bookkeeper	\$ 100.00
5041	4/30/16	Williams Stationary	Custom Stamp + Ink Pad	\$ 32.06
		reimbursed 5/4/16	Ink Stamp for Library	\$ 23.50
			Ink Pad	\$ 6.15

**Expenditures Total** \$ 1,489.88

**Ending Main Account Balance** \$ 6,100.08

**Non-enterprise account** Beginning Balance \$ 11,544.67

**Deposits**

Date	From:	For:	Amount

**Deposits Total** \$ -

**Expenditures**

Ck #	Date	To:	For:	Amount
EFT	4/22/16	PG&E		\$ 12.77

**Expenditures Total** \$ 12.77

**Ending non-enterprise Account Balance** \$ 11,531.90

May 2016

**Alleghany County Water District**

<b>MAIN ACCOUNT</b>	<b>Beginning Balance</b>	<b>\$</b>	<b>6,100.08</b>
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**Deposits**

Date	From:	For:	Amount
5/4/16	Non-Enterprise Hist. Church	Reimburse for ink stamp & heater	\$ 82.96
5/4	Sierra County Auditor	Property tax income	\$ 1,824.13
5/15/2016	Customers	Water sales	\$ 606.60
5/31	Customers	Water sales	\$ 189.00
5/31/16	Customers	Water sales	\$ 896.60
<b>Deposits Total</b>			<b>\$ 3,599.29</b>

**Expenditures**

Ck #	Date	To:	For:	Amount
1031	5/6/16	Real Graphic Source	large sign @ pumphouse <i>will be reimbursed from planning grant</i>	\$ 378.44
EFT	5/10/16	Tri-Counties credit card	Compressor	\$ 305.22
5042	5/18/16	Cramer Engineering	Water tests	\$ 56.00
5043	5/18/16	Ed Snyder	April Bill - WDA	\$ 234.00
5044	5/18/16	Leslie Baker	Minutes - Secretary	\$ 30.00
5045	5/18/16	USDA Rural Development	Loan payment	\$ 3,390.00
1032	5/23/16	Bruce Coons	Mileage	\$ 46.00
1033	5/31/16	Bruce Coons	May Bill	\$ 333.95
			WTO Contract	\$ 250.00
			Mileage	\$ 83.95
<b>Expenditures Total</b>			<b>\$ 4,773.61</b>	

**Ending Main Account Balance \$ 4,925.76**

<b>Non-enterprise account</b>	<b>Beginning Balance</b>	<b>\$</b>	<b>11,531.90</b>
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**Deposits**

Date	From:	For:	Amount
<b>Deposits Total</b>			<b>\$ -</b>

**Expenditures**

Ck #	Date	To:	For:	Amount
EFT	5/4/16	Main Account	Ink stamp for library & heater for building	\$ 82.96
<b>Expenditures Total</b>			<b>\$ 82.96</b>	

**Ending non-enterprise Account Balance \$ 11,448.94**

ACWD Non-Enterprise Checking Account

Historical Church START				PARK START				TOTAL	
Date	Income	Expenses	Balance	Date	Income	Expenses	Balance		
July	\$ 68.50	\$ 909.66	\$ 8,251.32	July	\$ 73.00		\$ 2,439.73	\$ 10,691.05	
August	\$ 1,500.00	\$ 133.64	\$ 9,617.68	August		\$ 153.60	\$ 2,286.13	\$ 11,903.81	
September		\$ 158.18	\$ 9,459.50	September			\$ 2,286.13	\$ 11,745.63	
October	\$ 630.00		\$ 10,089.50	October		\$ 17.26	\$ 2,268.87	\$ 12,358.37	
November	\$ 852.00	\$ 1,568.09	\$ 9,373.41	November			\$ 2,268.87	\$ 11,642.28	
December		\$ 11.07	\$ 9,362.34	December			\$ 2,268.87	\$ 11,631.21	
January		\$ 9.86	\$ 9,352.48	January			\$ 2,268.87	\$ 11,621.35	
February		\$ 9.53	\$ 9,342.95	February			\$ 2,268.87	\$ 11,611.82	
March		\$ 185.15	\$ 9,157.80	March	\$ 118.00		\$ 2,386.87	\$ 11,544.67	
April		\$ 12.77	\$ 9,145.03	April			\$ 2,386.87		
May		\$ 82.96	\$ 9,062.07	May			\$ 2,386.87		
June			\$ 9,062.07	June			\$ 2,386.87		
Hist. Church BALANCE			\$ 9,062.07	PARK BALANCE				\$ 2,386.87	\$ 11,448.94
							Actual Checking balance	\$ 11,448.94	

May 2016

## **Planning Project Update for meeting date June 14, 2016:**

Two “milestones” due by June 1<sup>st</sup> got completed by the end of May: The Hydrogeological Report and The Geotechnical Study. We had to request another extension on the other two milestones due June 1<sup>st</sup>: Test Well Plans and Specifications AND Easement and Site Surveys. Pete Stamas emailed back that he could extend them both to June 15th. Both tasks are almost completed but have been hung up by some double-checking and consultations taking place (attorney reviewing bid packet, new hydrogeologist changing drill specs, see below) **Pete extended the incomplete tasks to July 1<sup>st</sup>. I found out on June 6<sup>th</sup>.**

On May 26<sup>th</sup> I had a phone conference with Affinity Civil Engineer Christine Rice, Hydrogeologist Larry Ernst (Garry’s replacement as a subcontractor for Affinity) and Kip Laybarger. Larry just finished a well project and had some suggestions to streamline the test well specification in the bid packet. Kip was receptive to having him do that. Larry thinks the hydrogeology budget is low, but needs to look at it in more detail and may have some cost-cutting suggestions. (Garry Maurath put the numbers together and is no longer with the firm). He said it appears that the cost of water quality testing and drill monitoring is for only one test well and not two. Christine sent me Garry’s spreadsheet to look at. On June 7<sup>th</sup> I got a call from Christine Rice and Jim Carson the owner of Affinity explaining that Larry came back with a much higher price tag for his services than they expected. They got him down to \$10,000 above the current contract amount in addition to moving the water sampling to the drilling contractor (taking something off their current contract). We decided to keep moving forward and let him provide his revisions to the drilling specifications. After we get the drilling bids we can look at the overall budget. Because we have a signed contract with them already we are not bound to do an increase on their behalf. As of June 10<sup>th</sup> I am still going back-and-forth with all involved parties re: the hydrogeology budget. Stephen Rooklidge has weighed-in on the conversation and I am waiting to hear from Pete to get his take. In the meantime we are moving forward with letting Larry modify the drilling specification for the well-driller. Stephen has suggested that we have some drillers look at it as well, before we finalize it, to get their input.

The attorney reviewed the bid packet and her only suggestion was to incorporate the funding agreement by reference.

Speaking of which, I should have included the text below on the customer update that was sent with the June water bills. (I forgot) Per the funding agreement we are to put this on any documents related to the project:

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



## ACWD President's report for meeting date June 14, 2016

On Friday May 27<sup>th</sup> Michael Valdez with USDA Rural Development came to Alleghany to do an audit/inspection. He asked a LOT of questions about the finances of the district and was very complimentary about the fact that we are now in compliance with Generally Accepted Accounting Principles and the covenants of our loan agreement. He stressed that this will open a lot of doors for us as far as future funding goes (from any source). He wanted to look at the equipment that was funded by USDA and really all you can see is the water tank and hydrants (they paid for our water lines as well, but the pumphouse/treatment plant was replaced in 1995). I took him up to look at the tank. He didn't seem too shocked by the condition of the water tank and was glad to see that we are working on having it replaced. He looked at the treatment plant too, but that was not funded by USDA so he wasn't very concerned about it.

Before he left he mentioned to me that USDA Rural Development has funding available for any kind of public building, parks and fire dept. equipment. He said they fund up to 75% and offer low-interest loans on the balance. He said the Park and Historical Church building would qualify AND he said that their community grants aren't as difficult as their utility grants. (Not so much oversight from their end) SO we need to work up some estimates and "wish lists" for the Park and Historical Church at some point. This does not seem like our highest priority right now, but we should keep it on the "back burner" for sure. If anybody would like to be in charge of either one of these "wish list projects" let me know. This info. has also been passed on to our "Fire District" Pliocene Ridge CSD with both the Pike and Alleghany firehouses in mind.

Water Meter Audit This sort of fell on the "back burner" for awhile, but it is something that needs to be addressed. You may recall that in Sept of last year a customer update was sent out with the water bills explaining that the district has an average of 25% unaccounted for water. We did borrow leak detection equipment for several months from the Division of Water Resources but found no leaks. When the guy came back to pick up the equipment we had a conversation about unaccounted for water in general. He said that most water systems have 20% unaccounted for water, so he did not think ours was very bad. That being said, this is an area where we may be losing money. It is likely that our meters need to be calibrated or replaced. I contacted Stephen Rooklidge about this and he suggested that I contact Jesse Lawson of CRWA to see what kind of assistance they can provide. I thought that before we hire our own help to check the meters we should see what kind of assistance might be available. So far I have not heard back.

Income Survey No word. I followed up with Stephen Rooklidge at the beginning of June and he is checking on it for us.

Conflict of Interest The attorney with the FPPC sent me some more questions a few weeks ago. I answered all of her questions but have not gotten a decision yet. Copies of the email correspondence below:

Questions from Val Joyce of the Fair Political Practices Commission sent May 20<sup>th</sup>, my answers in blue

1) You say that either course of action (rehabbing Ram Spring or drilling new wells) "will have the same effect of more water run-off going to the mine." While both options may both provide more run-off water, it would seem that one option would likely provide more water than the other. If yes, can you estimate the amounts for each option? If not measurable in absolute volume, can you compare how different they would be -- for example, one would be twice as much as the other?

For the well option the amount of the increased water run-off to the mine would be the amount of water that the town normally uses. I have attached a spreadsheet which shows the town's water use. The demand varies

seasonally and the pumps are run anywhere from 2 days a week to daily when demand is high. With this option the ramm spring will be maintained at minimum as a source of water for fire-fighting and in the future possibly as an alternate drinking water source but that would require another project (to develop it as an alternate drinking water source).

It is difficult if not impossible to predict exactly how much the increased water flow to the mine would be if the Ram Spring were developed and no wells drilled. It is safe to say that it would be more in the winter (most likely exceed the town's current water consumption) and less in the summer. Because the increase would be 24/7 it is more likely to exceed the town's current consumption especially in the winter months.

2) What other effects would the project (either way) have on the mine property? Would the effects be the same under both options? If not, how would they be different? The project has no other effect on the mine property that I am aware of, except that the mine is trying to "dewater" in other words too much water is more of a problem for the mine than not enough water. The mine has a NPDES discharge permit and runs pumps anywhere from 1 to 4 days a week to keep the lower levels dry. It is likely that at least some of the run-off from the Ramm spring ends up in the mine, because the mine does not use all of the run-off and the excess water flows over the surface and down to the creek. (I am not sure of the exact course of the water flow, this is something I can look at if it would be helpful)

3) I think I can conclude that because the original plan would take longer to complete than the revised plan, the effects on the mine property would happen sooner under the revised plan. Is that correct? If so, as to each effect, how much sooner? That does seem like a correct conclusion. However, if we try for the wells and they don't meet the standards to provide municipal water it will actually take longer because then we will have to go back to rehabbing the spring. My hope is that if that happens we can separate the water tank project from the water supply project to speed it along. As far as HOW much faster the well project would be than the spring project if the wells prove good, it sounds like at least a year faster based on what Pete Stamas told me about the environmental requirements.

I have cc'd our State inspector Stephen Rooklidge on here in case he has any input or corrections since he is more of an "expert" than I am. I have also ccd Tobyn Merhmann who is the water district's new VP as an FYI)

Thank you for your time and consideration Val. I will be happy to put this chapter of my community service learning experience behind me.

Sent by me on May 26<sup>th</sup>:

Hi Val:

In regards to your question about other ways that either project would impact the mine property, the more I thought about it, the more I realized that the Spring rehab project would probably benefit the mine the most because the plan was to create a drainage apron that would capture ALL of the runoff in the area of the Ram Spring. This would most likely have the side-effect of less water seeping down into the mine, especially in the winter when pumping costs tend to be higher. I really hadn't thought about it in that light until you asked about other possible effects to the mine property.

## ORDINANCE NO. 35

### AN ORDINANCE ESTABLISHING A DROUGHT RESPONSE PLAN

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

**Section 1.** During times of drought Alleghany County Water District shall notify all customers of the following mitigation measures:

1. Water is to be used for beneficial and useful purposes only. All unnecessary and wasteful uses of water are prohibited.
2. Washing down of buildings, streets, sidewalks, driveways, parking lots or other paved surfaces is prohibited except to alleviate immediate fire or sanitation hazards.
3. Free-flowing hoses are prohibited for all uses, including vehicle and equipment washing, ponds, and evaporative coolers. Automatic shut-off devices shall be installed on any hose or other large-volume filling apparatus in use.
4. Reasonable effort shall be made to fix all leaks as soon as a customer becomes aware that they have a leak. The district shall make all efforts to notify customers as soon-as-possible whenever it becomes aware of any unusually high water use.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with recirculation pumps and shall be constructed to be leak-proof. Pond/Pool draining and refilling shall be allowed only for health, maintenance or structural considerations.
6. All landscape watering should be done in the early a.m. or in the evening.
7. Customers with odd street numbers are encouraged to water on odd days of the month and customers with even street numbers are encouraged to water on even days of the month in order to decrease demand on the water system during high-use times of the year.
8. Automatic irrigation system timers shall be set to operate only during off-peak hours between 9:00 pm and 6:00 am
9. Restaurants shall serve water only upon request.

**These mitigation measures only apply to water sold by Alleghany County Water District.**

If Alleghany County Water District becomes aware that water customers are out of compliance with this ordinance during a time of drought it will send a written notice requesting that the customer's practice be modified.

Alleghany County Water District shall send out a subsequent notice to all customers when the drought measures are lifted.

**Section 2.** All ordinances and parts of ordinances inconsistent herewith are hereby repealed.

**Section 3.** This ordinance shall take effect upon adoption unless otherwise stated and shall be posted in three public places in the District.

I hereby certify that the foregoing is a full, true, and correct copy of Ordinance number 35 duly passed and adopted by the Board of Directors of the Alleghany County Water District, Sierra County, California, at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2016 by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

VACANT,

ABSENT, Directors:

ATTEST:

\_\_\_\_\_  
Leslie D Baker III, Secretary

SIGNED:

\_\_\_\_\_  
Rae Bell Arbogast President

DRAFT AS PRESENTED FOR FIRST READING ON 6/14/16

## 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 15<sup>th</sup> 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. 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.

ACWD Policy 4 Attachment A

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

**(530) 287-3204  
alleg hanywater@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)

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

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

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

***If payment has already been made, please disregard this notice.***

ALLEGHANY COUNTY WATER DISTRICT  
PO BOX 860  
ALLEGHANY, CA 95910

(530) 287-3204  
alleganywater@gmail.com

## Water Leak Adjustment Credit Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Water Service Address: \_\_\_\_\_ account # \_\_\_\_\_

Please explain how the leak occurred, when you became aware of the leak and when and how you fixed the leak:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACWD Staff verification that the leak has been fixed. X \_\_\_\_\_

Customer verification: I, \_\_\_\_\_ (print name)  
verify that the above is a true and correct statement and that I wish to receive  
a 50% reduction of my water usage bill dated \_\_\_\_\_ .

Signed X \_\_\_\_\_

ACWD authorization by: \_\_\_\_\_ (print name)  
Date credit was issued: \_\_\_\_\_ Amount: \_\_\_\_\_  
X \_\_\_\_\_ (sign)

# Alleghany County Water District (ACWD) Policies & Procedures

## Policy #1 District Bookkeeping

It is the Policy of ACWD to maintain all accounting records in compliance with Generally Accepted Accounting Principles and to have adequate accounting controls in place to prevent fraud and/or theft of District Funds.

### Procedure 1.1 Banking & Bill Payment Procedures

ACWD shall deposit all funds in an FDIC insured banking institution. 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 and Policy #4 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. The Water Treatment Operator and Customer shall be notified as soon-as-possible any time that a leak is suspected or detected. ~~This also needs to be done as soon as possible. Per Ordinance #3 article 9 section 904 and as amended: On or near the 15<sup>th</sup> 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.~~ **(This section moved to Policy #4)**

### 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 breakdown 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 reconciliation **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.

Procedure 1.6 Bookkeeping Schedule ~~(the following text was in the beginning of the prior version of this policy)~~ The bookkeeper shall maintain a ~~schedule per attachment B~~ the following schedule (unless there are extenuating circumstances).

<b>Task</b>	<b>Due</b>	<b>Frequency</b>
Enter meter readings		1st Monthly
Customer billing		2nd or 3rd Monthly
Bank Recs and Treasurer reports		2nd or 3rd Monthly
Enter and pay bills including CREDIT CARD		Near the 1st Monthly
Online bill pay PG&E 3 accounts		15th Monthly
Enter and pay bills		15th Monthly
5 day notices per policy, & memo to WTO		15th Monthly

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DRAFT COPY LEGEND: Added text. ~~This is deleted text.~~ **Notes regarding this revision to be deleted on final version**

	ACTUAL FY 12-13	ACTUAL FY 13-14	ACTUAL FY 14-15	FY 16 - 17 Prelim	NOTES
Ordinary Income/Expense					
Income					
4000 · Operating Income					
4100 · Water Sales	\$ 25,565	\$ 27,705	\$ 26,681	\$ 28,920	
4130 · Customer Fees			\$ 591	\$ 200	
4200 · Property Tax Revenue	\$ 5,355	\$ 4,982	\$ 4,820	\$ 5,000	
Total 4000 · Operating Income	\$ 30,920	\$ 32,687	\$ 32,092	\$ 34,120	FY 15-16 is not closed out yet and is not included here, see other report for this year-to-date. FY 12-13 and 13-14 ARE UNAUDITED FIGURES late fees and reconnect fees, had one \$300 reconnect in FY 14-15
5000 · Other Operating Income					
5100 · Donations District			\$ 100	\$ 310	
5300 · Library Administration Fee				\$ 120	\$120 admin fee
5300 · Grant Funding				\$ 270,524	
Total 5000 · Other Income	\$ -	\$ -	\$ 100	\$ 270,954	\$300,000 less amount billed this year (one bill outstanding not booked to income for current year yet)
Total Income	\$ 30,920	\$ 32,687	\$ 32,192	\$ 305,074	
Expense					
6000 · Personnel					
6010 · Water Treatment Operator	\$ 3,405	\$ 3,432	\$ 3,432	\$ 4,080	\$3,000 contract + \$480 water trade + 600 "other labor"
6020 · Secretary Contract	\$ 4,800	\$ 4,800	\$ 4,800	\$ 600	\$30 per meeting plus \$15 for each 1/2 hour over one hour, used same budget figure as last year.
6025 · Bookkeeper Contract				\$ 1,200	\$100 per month, probably low considering time involved. Will review her hours with final budget.
6030 · Meter Reader	\$ 687	\$ 555	\$ 555	\$ 480	water trade
6040 · Other Labor	\$ 650	\$ 330	\$ 1,216	\$ 1,600	weed eating, water distribution assistant, snow shoveling etc.
Total 6000 · Personnel	\$ 9,542	\$ 9,117	\$ 10,003	\$ 7,960	
6100 · Professional Services					
6110 · Engineering				\$ 269,524	Planning grant
6130 · Accounting				\$ 1,000	Planning grant
Total 6100 · Professional Services				\$ 2,000	Auditor Fee, contract already signed for this year.
6200 · Utilities					
6210 · Telephone	\$ -	\$ 362	\$ 190	\$ 200	bill varies from \$15.45 to \$16.90 per month have special rate for gov. entity.
6220 · PG & E	\$ 4,233	\$ 4,230	\$ 4,027	\$ 4,000	kept previous budget figure although 15-16 looking lower due to water conservation.
6230 · Propane	\$ 116	\$ -	\$ 387	\$ 200	
Total 6200 · Utilities	\$ 4,348	\$ 4,592	\$ 4,604	\$ 4,400	
6250 · Mileage	\$ 1,008	\$ 1,005	\$ 1,122	\$ 1,000	
6255 Depreciation					
6340 · Water Tests	\$ 300	\$ 866	\$ 1,642	\$ 1,412	We dont budget for this but it is included in the FY 14-15 so that it matches the audited year-end results. this is the minimum with only one extra test due this year nitrite, \$672 for bacit (12 mos), \$225 for lead and copper and \$465 for perchlorate, trihalomethane and haloacetic acids \$25 for nitrate. Estimate \$25 for nitrite. Nitrite due every 3 years due Feb. 2017
6350 · System Repair & Maintenance	\$ 4,682	\$ 1,548	\$ 4,653	\$ 3,200	hard to predict this one.
6355 · Rent Expense	\$ 72	\$ 72	\$ 72	\$ 72	propane tank rental
6400 · Chemicals	\$ 786	\$ 642	\$ 1,067	\$ 1,000	looks like 15-16 will come in lower due to water conservation.
6440 · Solid Waste Fee	\$ 120	\$ 78	\$ 16	\$ 20	was only \$19 last year
6450 · Permit Fees/Dues	\$ 989	\$ 649	\$ 792	\$ 1,000	
6500 · Office Expenses					
6550 · Computer	\$ 433	\$ 866	\$ 350	\$ 400	
6555 · Office Supplies	\$ 370	\$ 362	\$ 353	\$ 200	
6560 · Postage	\$ 276	\$ 380	\$ 412	\$ 400	
6500 · Office Expense - Other	\$ -	\$ 38	\$ 28	\$ -	
Total 6500 · Office Expense	\$ 1,079	\$ 1,646	\$ 1,143	\$ 1,000	
6620 · Bank Service Charges	\$ 36	\$ 36	\$ 28	\$ -	
6700 · Insurance	\$ 4,311	\$ 3,481	\$ 3,776	\$ 4,629	Includes workers' comp, have asked for 2 more quotes this year. Renews on 7/1. \$250 for church insurance is subtracted here.



# Alleghany County Water District

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

~ Established March 8, 1939 ~

## CERTIFICATE OF POSTING

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

Agenda Regular Meeting, Meeting Date 6/14/16

In the following location(s):

Alleghany Post Office Bulletin Board on 6/11/16.

On the door of the Alleghany Firehouse (meeting location) 6/11/16

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

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