



General Manager (GM) Report June 2020

Website updates The project completion report for the Water Tank Project is now posted here: <https://www.alleghanywater.org/tank-construction-project> It is linked above the picture of the completed tank.

PG&E Claim for damages Still have not had time to revisit this.

Historical Church Repair work The job was finished on June 2nd. I did not realize that the floor inside is about 3 feet off the ground in the back where we put the door. The contractor, Derek built steps for the door, which was not included in the contract, but he donated the materials for the step. He was paid \$4,000 for the work plus reimbursement on some materials as originally agreed.

The old shingles are in a pile at the church for anybody who can use them. They make great kindling. Help yourself.

ACTION ITEMS

Agenda Item 4 b) All board members please review Policy # 300 Conflict of Interest. It was recently updated but we are required to review it once every two years and Tobyn has to sign a statement saying that we reviewed it and it is current.

Agenda Item 4 d) Memcor Unit \$ John Lewis came on Sat. May 16th and paid for the unit and took it. I would like to suggest that the \$500 be placed into an **"Equipment Fund"** along with the money that will be put aside for the future tank inspection (see Preliminary budget). This fund would be used for anticipated maintenance needs, such as the tank inspection by an outside firm every 5 years and other maintenance or replacement needs. In my experience it is best to not create too many different types of funds for two main reasons: 1. It becomes more and more of a chore to track the different funds over time. 2. It "ties your hands" as far as how the money can be spent.

If the board approves this idea, we can update Policy # 500 Contingency Fund to add the equipment fund and state that any income from the sale of surplus equipment shall be placed in this fund.

Continued next page

Agenda Item 5 a) District Bookkeeper request

Below is an estimate of Edda’s average monthly hours. The Customer Service Procedures included in Policy #400 provide more detail about what some of these jobs entail.

ACWD BOOKKEEPER TASKS AVERAGE MONTHLY HOURS					
Task	Hours				
WATER BILLING	6	Includes entering meter readings			
DEPOSITS	4	(2 hours twice a month)			
PAYROLL	2	INCLUDES TAX FILINGS			
LATE NOTICES	2	INCLUDES FOLLOW-UPS			
ACCOUNTS PAYABLE (bill payments)	2				
TREASURERS REPORT & BANK RECONCILIATIONS	4				
TOTAL	20				

At her current rate of \$150 per month this works out to about \$7.50 per hour. In other words: she is donating a lot time to the district. Even at \$200 a month this is only about \$10 per hour. I built the additional \$25 per month for the upcoming fiscal year into the preliminary budget. This puts her at \$175 a month. She would like to be paid \$200 a month and I told her that our goal will be to put her at \$200 a month with the 21/22 budget next year. She was OK with that.

Agenda item 5 d) Meter Reader Contract Bob Hale has opted not to renew his contract which expires on June 30th. Edward Snyder has been helping Bob when needed for several years. The District pays a flat rate of \$50 for reading the meters. This amount goes back to when Joe Hauck was President. Bob opted for a water trade about 5 years ago because it was better for him, even though it is \$10 less (assuming he does not use over 8,000 gallons of water each month). We have continued to pay the flat rate of \$50 whenever somebody besides Bob reads the meters. Edward is receptive to having this task added to his job description at the flat rate of \$50. Since he is computer literate, entering the meter readings in the billing program will be included in the \$50 flat rate. Many water systems do it this way (the meter reader is responsible for entering the meter readings in the computer). This will take a little bit of work off Edda.

Bob has been on the water district’s staff since 2005. We need to give him a certificate of appreciation or something...ideas welcome.