



Alleghany County Water District
Minutes of the Regular Meeting of the Board of Directors
Tuesday, September 8th, 2015

A regular meeting of the Board of Directors of the Alleghany County Water District (ACWD) was held at the Alleghany Firehouse, 105 Plaza Court. The meeting was called to order by President Rae Bell at 5:38 p.m.

Present at the meeting:

- Directors Rae Bell Arbogast, Larry Vieira, Sherrie Allen, Robbin DeWeese, and Madeleine Hamb; Secretary Baker was present and took the minutes. Also present were the Water Treatment Operator Bruce Coons, Water Distribution assistant Ed Snyder and 3 members of the public.

Consent Items:

- The minutes of the regular meeting held June 9th were not available and tabled.
- The minutes of the regular meeting held August 11th were approved as read.
- The minutes for the special meeting held September 3rd were also approved as read.

Correspondence:

- Letter from the State Controller re: Special District's financial report: forwarded to auditor as they are doing the report for us. It was addressed to Donna's address in GV. Rae Bell contacted them with address correction.
- Application for Tenant Billing Gwiazda/Foster
- Memo to board sent on 8/12/15 from Rae Bell re: documents from last meeting and watershed survey and Proposition 218 information packet.
- Update sent to all customers with Sept. bill along with notification of Public meeting on November 17th.

Email discussions ongoing:

- Rae Bell and Josh Gwaizda re: policies and procedures.
- Rae Bell & CSDA Forum: Brown Act, Document retention policies, correspondence-including e-mails. Ordinance adoption
- Stephen Rooklidge: Water loss, leak detection grant. Bacteriological Sampling Site Plan
- Softline data re: ongoing billing problems regarding overages
- Dan DeMoss re: public hearing on November 17th, after no response for 3 weeks.
- Sierra County re: Missing street addresses on customer accounts

- Pete Stamas re: Legal counsel for grant, choices were: David McMurchie and Marsha Burke

Reports:

- Water Test Results: Raw water had 20.7 ppm coliform but no e. coli. Treated water samples came up absent.

Treasury Report as attached to these minutes.

President's Report:

- Status of bank change: Larry and Robbin still need to sign signature card
- Audit; almost finished.
- Grant application amount rounded to \$300,000; found out legal counsel required but can be reimbursed from grant funds. Attorney has to verify prop 218 compliance, looking into possibility of having her help with new billing ordinance.
- Watershed survey, representative from CRWA "she" Cian was a "he," spent ½ day in Alleghany gathering info, report not received yet.
- Billing program ongoing problems with overage calculations, Softline Data is working on the issue.
- Bacteriological Sampling Site Plan (BSSP): Because the district has changed the location of the raw water collection point the state inspector has requested an updated BSSP, Rae is working on it.
- The fact that the raw water samples are coming back clean helps build a case for another grant to rehab the Ram Spring.

Water Treatment Operator's Report:

- Bought another new compressor, hoping to find a way to fix bearings in old ones because motors are still good, the bearings wear out too fast due to diminished quality.
- Phase 2 of the spring rehab increased amount of water diverted to 28.48 GPM, area below collection site is dry indicating most of the water is being caught.
- While the compressor was down, had to put the plant on bypass and shock it with chlorine.
- Hydrant flush postponed until drought conditions are alleviated.

Library Report:

- Only one sealed bid for the wiring and shingle job was received from Morning Glory Gold Mines offering to do the work at an hourly rate of \$30. After discussion, a motion was made to hire Morning Glory Mines to prepare the permit application for the wiring and provide estimated hours & a list of materials for both the wiring and the shingles. Made by Madeleine, Robbin seconds; Ayes unanimous.
- Possibility of cancellation of annual fundraising concert due to difficulties booking a band to play.
- Rae Bell reports that she got an e-mail from Supervisor Lee Adams re: potential closing of the library as a branch of the Plumas County Library. Meeting will be held on Sept. 21st with Lee Adams and Lynn Sheehy, the head librarian in Downieville. Time of the meeting TBD.
- Discussion about trying to get internet service at the library
- Rae Bell is working on purchasing a porta-potty for the library.

Park Report:

- Bruce bought a new vent cap for the restroom. There is a need to buy glue to replace the disabled placard on the door of said bathroom.
- Dave Arbogast fixed one of the swings which was off-kilter

Public comments regarding non-agenda items: None

Unfinished Business:

- Adoption of Final Budget for this fiscal year as attached to these minutes: Accepted. Motion made by Robbin, second by Larry; ayes unanimous.

Customer accounts/billings/disconnects:

- Josh Gwaizda requested waiving July bill for June usage totaled \$36 including late fee. Motion made by Madeleine, Larry second; ayes unanimous.
- Tenant billing request for Gwaizda/Foster: motion made to approve by Robbin, Sherrie second, ayes unanimous.

Policies & Procedures:

- Draft public record request policy was handed out and tabled to the next regular meeting

Bylaws:

- Draft handed out and tabled to next meeting

Rate Analysis Status:

- Informal discussion was held, reminder that special meeting for purpose of going over details to be held on November 17th

New Business

- A review of the Brown Act and discussion about Public Response Time; confirming that board can provide answers to questions regarding non agenda items but isn't supposed to go into long discussions about them. Items deemed in need of further discussion should be put on the agenda for a future meeting.

Consent Item:

- Allowance of Claims as attached: Motion made by Sherrie, second by Madeleine; ayes unanimous.

Next Meeting Date: October 13th

Items for next agenda: Bylaws

Meeting Adjourned at: 7:50 p.m.

Respectfully submitted by Leslie D. Baker III Leslie D Baker III

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



Tuesday September 8, 2015 at 5:30 pm
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
2. Roll call
3. Consent item: Reading and approval of the minutes for the regular meeting held on June 9, 2015.
Reading and approval of the minutes for the regular meeting August 11, 2015.
Reading and approval of the minutes for the special meeting held September 3 2015.
4. Correspondence
5. Reports:
 - a) Water Test Results
 - b) Treasury Report
 - c) President's Report
 - d) Water Treatment Operator Report
 - e) Library Report Sealed Bids (possible action item)
 - f) Park Report
6. 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.
7. Unfinished Business (Discussion & Possible Action Items):
 - a) Adoption of final budget
 - b) Customer Accounts/Billings/Disconnects
 - c) Policies & Procedures: handout draft public comment policies (two versions to choose from)
 - d) By-laws: handout draft by-laws
 - e) Rate Analysis Status - Public meeting scheduled for Nov. 17th
8. New Business (Discussion & Possible Action Items):
 - a) Brown Act Review - Public Response Time
9. Consent Item: Allowance of Claims
10. Next meeting date, Items for next agenda & Adjournment

Alleghany County Water District
Regular Board Meeting Minutes: Tuesday August 11, 2015

The regular meeting of the Board of Directors of the Alleghany Water District was held on August 11, 2015 at the Firehouse in Alleghany.

1. Meeting called to Order: @ 5:40 p.m.
2. Roll Call: All Board members were present: President - Rae Bell Arbogast, Vice President – Sherrie Allen, Directors: Robbin Deweese, Madeleine Hamb and Larry Vierra. Also present: Water Treatment Operator Bruce Coons, Leslie D. Baker III (Solitary applicant for Secretary/Clerk of the Board position), as well as twelve members of the Public.
3. Consent item: Reading and approval of the minutes for the regular meeting held June 9th 2015: minutes not available.
Reading and approval of the minutes for the regular meeting held July 2nd 2015 were approved as read. The minutes of the special meeting held July 10th 2015 were also approved as read.
4. Correspondence:
 - a. Note from Gregory Coons requesting that his water service be shut off.
 - b. Gmail from Referral Rewards – Softline- Data- (UBmax): Rae Bell referred Camptonville and Downieville Water Districts to preview webinar.
 - c. Robert W. Johnson: Certified Public Accountant who offered a quote for Auditing and accounting duties.
 - d. State Water Resources Control Board: Clarification of curtailment order (not an order at all)
 - e. Dated July 12th, 2015 ACWD Memo to Sierra County Auditor Van Maddox and Supervisor Lee Adams sent with preliminary budget as adopted July 10th, 2015.
 - f. Dated July 12th, 2015: ACWD Memo to Board Directors: Larry & Madeleine in regard to corrected copy of preliminary budget.
 - g. Dated July 12th, 2015: ACWD Memo to Ernest Finney: Copy of preliminary budget.
 - h. Dated July 24th, 2015 From: Sierra County Clerk Recorder's Office to Alleghany County Water District re Library Rental Agreement for signature.
5. Reports:
 - a. Water Test Results: July: Treated water: Absent, raw water: present. August: Treated and Raw Absent
 - b. Approval of Treasurer's Report: Motion made by Madeleine 2nd by Larry ayes unanimous. Other financial documents provided at the meeting included: Un-audited financial statements for fiscal year 14/15, Library-Park account breakdown.
 - c. President's Report: All required documentation has been sent to the Auditor's Office and the audit is in progress.
State Revolving Fund Application revised dollar figure is \$299,075.00. Final packets were submitted on July 30th.
Sierra County has taken no action to do approved work at the Cumberland spring. Rae Bell has followed up multiple times with no results.
Requested Action Item: California Special Districts Association (CSDA) 2016 Legislative Proposal Submission Form: Suggested Code section 30541 deleting the word Secretary
A motion to approve and submit 2016 Legislative Proposal Submission Form, made by Larry, Robbin seconds, ayes unanimous.

d. Water Treatment Report: July 23rd, Bruce passed T-2 test for restricted license he still has to submit his application to the state. Working on: increasing water flow into sump: (currently averaging 26 GPM) Compiling a list of water boxes/meters in need of repair, Eddy Snyder WDA is doing well and the water is testing clean.

e. Library Report: Currently looking for a Band to play for the annual fundraising concert.

f. Park Report: None

6. Public Response Time:

a. Question: When is the next Board Election Scheduled? Answer: June 2016 and they are held every two years and are combined with the Sierra County General Election.

b. Question: What are Board Officer's Term Limits? Answer: The officers are appointed by the board and typical terms are one-year, however ACWD has nothing on this in writing. This is being written into the new By Laws .

c. Grant applications/Time lines to receive funding and related issues:

c-1. Our Current Grant application is through The State Revolving Fund. The plan is to drill up to three vertical test wells (locations to be determined by hydrogeologist). Long term Objective: end up with a new water tank and a minimum of two water sources for the town's domestic water supply. A Vertical well that yields potable water would require much less mandated water testing than ground water under the influence of surface water (what we have now) and hopefully chlorine usage could be abandoned. Vertical wells require much less environmental engineering. The Ram Spring is considered a wetland regulated by NEPA (Federal version of CEQA) and the Cumberland would require extensive CEQA work as an abandoned mine tunnel. For this reason, just the vertical wells are being looked at in this phase. Once another water source is brought online it will be much easier to pursue eliminating the surface water exposure at the Ram Spring. Hopefully the planning grant phase will progress to the project phase within 2 years.

c-2. Emergency Draft water availability was checked by Alleghany Volunteer Fire Department at a recent training and currently there are about seven accessible sites and they all looked good as far as water supply goes.

c-3. Question: Does ACWD plan to sell water to Nestle or another corporation? Answer: No, we have only sold unmetered water recently to PG&E subcontractors for fire suppression while doing tree work.

c-4. Member of public states that former ACWD Board Secretary Donna Hauck felt pushed out of her position. She also stated that proper protocol was not followed with the way the closed session was held. Public speaker stated that Donna would consider returning to the position of Secretary if Rae Bell left the Board. Response from Rae Bell: Because this is a personnel matter very little can be said except to confirm again that Donna resigned at the closed session held on June 23rd. The board opted not to accept her resignation immediately. The board accepted her resignation at the regular meeting held on July 2nd. Rae spoke to Attorney Donna Williamson, immediately upon hearing the accusations that the board had not handled the closed session appropriately and was assured that the Board had followed proper protocol.

7. Unfinished Business:

a. Secretary Position Posting: Leslie D. Baker III was the only applicant. Madeleine made a motion to accept his application for Secretary /Clerk of the Board for a probationary term through December of 2015, Robbin second Ayes Unanimous.

TERMS: Position is as an independent Contractor. Pay is to be \$ 30.00 for up to 1 hour per meeting, if meeting exceeds 1 hour, position pays \$ 15.00 per every ½ hour over. Payment

is to be given when the minutes are typed and submitted before the next regular monthly Board Meeting.

- b. Customer Accounts/Billings/Disconnects: 1 voluntary disconnect otherwise current.
 - c. Policies and Procedures-Policy # 2 revision outside help. Tabled until next meeting.
 - d. By-laws: Tabled until next meeting.
 - e. Banking Institution Change: Resolution # 93 to open new accounts at Tri-Counties Bank. Motion to approve made by Robbin, Madeleine seconds, ayes unanimous
 - f. Resolution # 94 to close accounts at Bank of America. Motion to approve made by Robbin, Larry seconds, ayes unanimous
8. New Business: (Discussion & Possible Action Items):
- a. Worker's Compensation Bid: NINC Insurance Services (Water Works class code 7520)
Rates: Water works \$ 9.58 per \$ 100.00 paid: estimated @ \$ 465.97
Clerical \$.99 per \$ 100.00 paid: estimated @ \$ 178.20
State tax & Fees apply /deposit is required. Estimated annual expense \$1,400.00. . Larry made a motion to accept the Worker's Compensation Insurance Bid as presented and bind insurance, Robbin second, ayes unanimous.
 - b. A second rate analysis was completed by the California Rural Water Association on August 8th: The first rate analysis done in May was rejected because it recommended a base rate of \$60 for all services with no gallons included. The reason for the high figure was that it included capital replacement costs. The new rate analysis does not include capital replacement costs and the new recommended base rate is \$40 per service. Water Boards must justify their rates for service and all rate changes & fees fall under proposition 218 which requires public notice and a public hearing before changes can be made. It was decided by all present to hold an informal Public Meeting prior to the formal Public Hearing under Prop. 218 and invite Dan DeMoss (the rate Analyst) to explain the justifications for their recommendation. The idea is to come to a general consensus as to what rates should be proposed in the official public hearing notice. The official hearing must be held a minimum of 45 days after the Public Notice goes out.
 - c. New Action Item Presented: (In the spirit of transparency) Vice President Sherrie Allen made a motion that all future action items must be presented to the Board in writing, reviewed before motions are entertained or action taken and that this motion be incorporated into the Board's By-laws/Policies & Procedures (to which it is appropriate). Larry second the motion, ayes unanimous.
9. Consent Item: Allowance of Claims: Madeleine motioned to approve, Robbin 2nd ayes unanimous.
10. Next Regular Meeting Date is September 8th @ 5:30 p.m.

Items for next Agenda: Finalize Budget, Policies & Procedures (Policy # 2) & By-laws

Meeting Adjourned at 7:45 p.m.

Humbly submitted by Sherrie Allen: _____

Revised planning grant budget 8/19/15

#	Task	Cost (\$)
1	Engineering & Design	83,000
2	Hydrogeologist Study & Geotech Report	37,000
3	Surveys & Easements	12,000
4	Environmental Review (CEQA)	500
5	Test Well Drilling & Testing	94,000
6	DWSAP Assessment & Watershed Study	24,500
7	CEQA Contingency	9,500
8	Planning/Design Project Contingency	39,500
	TOTAL	\$300,000

Gmail - All

#	Task	Cost (\$)	New Budget Items
1	Test Well Design & Permitting	8,000	1 Engineering & Design
2	PER Support	10,000	1 Engineering & Design
3	Hydrogeologist Study Report	25,000	2 Hydrogeologist Study & Geotech Report
4	Geotechnical Report for Tank Site	12,000	2 Hydrogeologist Study & Geotech Report
5	Surveys & Easements	12,000	3 Surveys & Easements
6	CEQA	10,000	4 Environmental Review (\$500) & 7 CEQA Contingency (\$9,500)
7	Test Well Drilling (3)	90,000	5 Test Well Drilling & Testing
8	Water Quality Testing	4,000	5 Test Well Drilling & Testing
9	Contractor Inspection & Oversight	12,000	1 Engineering & Design
10	Design, Plans, Specifications, Bid Docs	53,000	1 Engineering & Design
11	DWSAP Assessment	12,000	6 DWSAP Assessment & Watershed Survey
12	Watershed Study Required by DDW	12,500	6 DWSAP Assessment & Watershed Survey
	Contingency (<i>updated amount</i>)	39,500	8 Planning/Design Project Contingency
	TOTAL	\$300,000	

	Jul '12 - Jun 13	Jul '13 - Jun 14	FY 14 - 15	Proposed Final	FINAL BUDGET NOTES
Ordinary Income/Expense					
Income					
4000 · Operating Income					
4100 · Water Sales	25,565	27,705	26,681	27,000	
4130 · Customer Fees			591	200	Late fees and reconnect fees
4200 · Property Tax Revenue	5,355	4,982	4,820	5,000	
Total 4000 · Operating Income	30,920	32,687	32,092	32,200	
5000 · Other Operating Income					
5100 · Donations District			100	310	donation of CSDA membership dues and anticipated office supply donations
5300 · Library Administration Fee				120	Propose that we charge a \$10 per month admin fee to Library account
5300 · Grant Funding				250,000	
Total 5000 · Other Income	0	0	100	250,430	
Total Income	30,920	32,687	32,192	282,630	
Expense					
6000 · Personnel					
6010 · WTO Contract	3,405	3,432	3,432.00	3,432	
6020 · Secretary Contract	4,800	4,800	4,800.00	600	\$30 per meeting plus \$15 for each 1/2 hour over one hour
6025 · Bookkeeper Contract				1,200	
6030 · Meter Reader	687	555	555.00	432	
6040 · Other Labor	650	330	1,216.00	1,000	
Total 6000 · Personnel	9,542	9,117	10,003.00	6,664	
6100 · Professional Services					
6110 · Engineering				248,000	Planning grant
6130 · Legal				2,000	Planning grant
6120 · Accounting				2,000	Auditor Fee
Total 6100 · Professional Services				252,000	
6200 · Utilities					
6210 · Telephone	0	362	190	192	
6220 · PG & E	4,233	4,230	4,027	4,000	
6230 · Propane	116	0	387	200	
Total 6200 · Utilities	4,348	4,592	4,604	4,392	
6250 · Mileage	1,008	1,005	1,122	1,034	
6340 · Water Tests	300	866	1,642	800	
6350 · System Repair & Maintena	4,682	1,548	4,653	3,200	
6355 · Rent Expense	72	72	72	72	
6400 · Chemicals	786	642	1,067	1,000	
6440 · Solid Waste Fee	120	78	16	78	
6450 · Permit Fees/Dues	989	649	792	910	Added CSDA membership, fee donated
6500 · Office Expense					
6550 · Computer	433	866	350	400	
6555 · Office Supplies	370	362	353	200	
6560 · Postage	276	380	412	400	
6500 · Office Expense - Other	0	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	actual amount already paid includes worker's comp.
7000 · Debt Service					
7010 · Principle Payments USI	5,239	5,441	5,818		
7020 · Interest Payments USD	1,541	1,339	962		
Total 7000 · Debt Service	6,780	6,780	6,780	6,780	
Total Expense	34,053	30,512	35,698	282,559	
Net Ordinary Income	-3,133	2,175	-3,506	71	This is the bottom line for the water operation

	Jul '12 - Jun 13	Jul '13 - Jun 14	FY 14 - 15	Proposed Final	FINAL BUDGET NOTES
Other Income/Expense (this section is used to track the park and library)					
Other Income					
8000 · Library Income					
8010 · Library Rental	1,500	1,500	1,500	1,500	
8020 · Library Fundraisers					
8021 · Concert Income	1,010	1,931	2,086		Did not include concert estimates as we don't have a date yet.
8022 · Booksale Income	405	0	169		
Total 8020 · Library Fundraisers	1,415	1,931	2,255	0	
8030 · Donations Library			257		
Total 8000 · Library Income	2,915	3,431	4,012	1,500	
8100 · Park Income					
8110 · Park Fundraisers	1,093	2,789	151		
8120 · Donations Park	0	95	198		
Total 8100 · Park Income	1,093	2,884	349	0	
Total Other Income	4,008	6,315	4,361	1,500	
Other Expense					
9000 · Library Expenses					
9010 · Insurance Library	244	246	250	250	Insurance exp. is a little arbitrary as the insurance co. does not have a way to account for liability portion allocated to Library
9012 · Library Admin & Bank Fees			28	120	\$10 a month administration fee for bookkeeping etc.
9015 · Utilities Library	133	154	192	200	
9020 · Repairs & Maint. Library	107	0	783	2,000	Plan to rewire building and replace some shingles
9022 · Supplies & Small Equipme	0	47	26		
9022 · Library Computer Expense			112		
9030 · Library Fundraiser Exp.					
9031 · Concert Expense	711	717	1,258		
9032 · Brick Expense	287	0			
9030 · Library Fundraiser Exp.	0	64			
Total 9030 · Library Fundraiser E	998	781	1,258	0	
Total 9000 · Library Expenses	1,482	1,228	2,649	2,570	
9100 · Park Expenses					
9120 · Park Improvements	0	983	227		
9122 · Park Supplies and Maintenance			324		
9125 · Solid Waste Fee Park	0	125	125	154	actual
9130 · Park Event Expense			200		
Total 9100 · Park Expenses	0	1,108	876	154	
Total Other Expense	1,482	2,335	3,525	2,724	
Net Other Income	2,526	3,979	836	-1,224	Will use existing library funds to cover building repairs (below)
Net Income	-607	6,154	-2,670	-1,153	NET CHANGE ON QUICKBOOKS P&L Carries over to Cash Flow
Bank Draw (use of existing funds for library repairs)				1,224	
				71	Bottom Line everything, Park, Library and Water Operation

Allegheny County Water District

Treasurers Report and List of Claims Month Of: August 2015
 (NOTE: \$1,000 has been deposited at tri-counties \$500 for each new account)

MAIN ACCOUNT Beginning Balance \$ 7,947.86

Deposits					
Posting Account #	Date	From:	For:	Amount	
	8/4	Customers			\$ 732.80
4000			Water Sales	\$ 622.80	
5000		Unanimous	Donation for CSDA members	\$ 110.00	
4000	8/13	PG&E	Unmetered water		\$ 20.00
4000		Customers	Water Sales		\$ 865.00
4000	8/31	Customers	Water Sales		\$ 485.11
4000	8/31	Customers	Water Sales		\$ 701.00
Deposits Total					\$ 2,803.91

Expenditures					
Posting Account #	Ck #	Date	To:	For:	Amount
6200	5231	8/1	AT & T		\$ 15.45
	5232	8/1	B&C		\$ 49.71
6400				Chlorine	\$ 15.16
6350				Shovel and wasp spray	\$ 34.55
6450	5233	8/1	Calif. Special Districts Association	membership dues	\$ 111.00
6700	5234	8/5	USI Insurance Services	Insurance	\$ 3,772.00
6351	Transfer	8/5	Library account	Debit card for compressor rebuild kit	\$ 302.55
6040	5235	8/10	Ed Snyder	Other Labor treatment plant	\$ 54.00
	5236	8/17	Transfer to New Bank account at tri counties		\$ 500.00
6700	5237	8/19	State Fund	Worker's Comp insurance	\$ 857.00
6220	EFT	8/24	PG&E	Cumberland	\$ 19.71
6220	EFT	8/24	PG&E	Pumphouse	\$ 251.20
	5238		VOID		
6450	5239	8/28	SWRCB	T-2 License	\$ 70.00
6450	5240	8/28	SWRCB	D-1 License	\$ 65.00
	5241		VOID		
	5242	8/31	Bruce Coons		\$ 333.95
6010				WTO contract	\$ 250.00
6250				Mileage	\$ 83.95
Expenditures Total					\$ 6,401.57
Ending Main Account Balance					\$ 4,350.20

LIBRARY/PARK ACCOUNT Beginning Balance \$ 10,388.50

Deposits					
Account #	Date	From:	For:	Amount	
8010	8/1	Sierra County Auditor	Library rental		\$ 1,500.00
transfer	8/5	Main account	Jensens fastners on debit card		\$ 302.55
transfer	9/1	Main account	Comb. Fluid prod. On debit card		
			Paid back on Sept. 1st. 862.00		
Deposits Total					\$ 1,802.55

Expenditures					
Posting Account	Ck #	Date	To:	For:	Amount
9100	1053	8/1	Sierra County Tax Collector	Solid Waste Fee	\$ 153.60
9000	1054	8/17	Mountain Messenger	publication of bid request 3 weeks	\$ 123.75
transfer	1055	8/17	tri counties bank new account	Transfer to open new account	\$ 500.00
6351	debit card	8/18	Combined Fluid Products	new compressor	\$ 862.00
9015	EFT	8/24	PG & E	Library	\$ 9.86
Expenditures Total					\$ 1,649.21
Ending Library/Park Account Balance					\$ 10,541.84

Allegheny County Water District

Treasurers Report month of: July 2015

MAIN ACCOUNT Beginning Balance \$ 4,480.30

Deposits

Posting Account #	Date	From:	For:	Amount
AR	7/3	Josh Gwiazda	reconnect fee (previous year)	\$ 300.00
AR	7/6	Customers	Water revenue previous FY	\$ 184.00
AR	7/6	Customers	Water revenue previous FY	\$ 1,341.18
	7/10	Library account	Insurance previous FY's	\$ 496.00
4100	7/15	Customers	Water Sales	\$ 586.60
4100	7/24	Customers	Water Sales	\$ 2,560.86

Deposits Total \$ 5,468.64

Expenditures

Posting Account #	Ck #	Date	To:	For:	Amount
6220	EFT	7/3	PG&E		\$ 358.41
AP	5225	7/3	Donna Hauck	Secretary contract FY 14/15	\$ 400.00
6210	5226	7/3	AT & T	phone	\$ 15.23
1300	5227	7/6	Cranmer Engineering	prepayment on account for water tests	\$ 500.00
6560	5228	7/6	Postmaster	Postage	\$ 49.00
6220	EFT	7/24	PG&E	Pumphouse	\$ 248.65
6220	EFT	7/24	PG&E	Cumberland	\$ 40.09
6560	5229	7/27	Postmaster	Postage	\$ 12.65
	5230	7/31	Bruce Coons		\$ 377.05
6010				WTO Contract	\$ 250.00
6250				Mileage	\$ 77.05
6000				Other Labor	\$ 50.00

Expenditures Total \$ 2,001.08

Ending Main Account Balance \$ 7,947.86

LIBRARY/PARK ACCOUNT Beginning Balance \$ 11,459.21

Deposits

Account #	Date	From:	For:	Amount
	7/10	book/plant sale		\$ 126.50
	7/15	plant sale		\$ 15.00

Deposits Total \$ 141.50

Expenditures

Posting Account	Ck #	Date	To:	For:	Amount
9020	1052	7/8	B&C	Shingles	\$ 393.58
9015	EFT	7/8	PG&E	Library 2 mos.	\$ 20.08
AP	Transfer	7/10	Main account	Insurance previous Fiscal years	\$ 496.00
6350	EFT	7/23	Jensens Fastners	Rebuild kit on debit card	\$ 302.55

Expenditures Total \$ 1,212.21

Ending Library/Park Account Balance \$ 10,388.50

3:38 PM

09/03/15

**Allegheny County Water District
Reconciliation Detail
1130 · Library/Park Banking B of A, Period Ending 08/31/2015**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,388.50
Cleared Transactions						
Checks and Payments - 4 items						
Check	08/01/2015	1053	Sierra County Tax C...	X	-153.60	-153.60
Check	08/09/2015	1054	Mountain Messenger	X	-123.75	-277.35
Check	08/18/2015	debit c...	Combined Fluid Pro...	X	-862.00	-1,139.35
Check	08/24/2015	EFT	PG&E	X	-9.86	-1,149.21
Total Checks and Payments					-1,149.21	-1,149.21
Deposits and Credits - 2 items						
Deposit	08/04/2015			X	1,500.00	1,500.00
Transfer	08/05/2015			X	302.55	1,802.55
Total Deposits and Credits					1,802.55	1,802.55
Total Cleared Transactions					653.34	653.34
Cleared Balance					653.34	11,041.84
Uncleared Transactions						
Checks and Payments - 1 item						
Transfer	08/17/2015				-500.00	-500.00
Total Checks and Payments					-500.00	-500.00
Total Uncleared Transactions					-500.00	-500.00
* Register Balance as of 08/31/2015					153.34	10,541.84
New Transactions						
Deposits and Credits - 1 item						
Transfer	09/01/2015				862.00	862.00
Total Deposits and Credits					862.00	862.00
Total New Transactions					862.00	862.00
Ending Balance					1,015.34	11,403.84

Matches treasurers report for August

3:37 PM

09/03/15

Allegheny County Water District Reconciliation Detail

1135 · Main Checking B of A, Period Ending 08/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,324.91
Cleared Transactions						
Checks and Payments - 10 items						
Check	07/31/2015	5230	Bruce Coons	X	-377.05	-377.05
Check	08/01/2015	5233	CSDA	X	-111.00	-488.05
Check	08/01/2015	5232	B & C	X	-49.71	-537.76
Check	08/01/2015	5231	AT & T	X	-15.45	-553.21
Check	08/05/2015	5234	USI Insurance Servi...	X	-3,772.00	-4,325.21
Transfer	08/05/2015			X	-302.55	-4,627.76
Check	08/10/2015	5235	Ed Snyder	X	-54.00	-4,681.76
Check	08/19/2015	5237	State Fund	X	-857.00	-5,538.76
Check	08/24/2015	EFT	PG&E	X	-251.20	-5,789.96
Check	08/24/2015	EFT	PG&E	X	-19.71	-5,809.67
Total Checks and Payments					-5,809.67	-5,809.67
Deposits and Credits - 3 items						
Deposit	08/04/2015			X	732.80	732.80
Deposit	08/13/2015			X	20.00	752.80
Deposit	08/13/2015			X	865.00	1,617.80
Total Deposits and Credits					1,617.80	1,617.80
Total Cleared Transactions					-4,191.87	-4,191.87
Cleared Balance					-4,191.87	4,133.04
Uncleared Transactions						
Checks and Payments - 4 items						
Transfer	08/17/2015				-500.00	-500.00
Check	08/28/2015	5239	SWRCB		-70.00	-570.00
Check	08/28/2015	5240	SWRCB		-65.00	-635.00
Check	08/31/2015	5242	Bruce Coons		-333.95	-968.95
Total Checks and Payments					-968.95	-968.95
Deposits and Credits - 2 items						
Deposit	08/31/2015				485.11	485.11
Deposit	08/31/2015				701.00	1,186.11
Total Deposits and Credits					1,186.11	1,186.11
Total Uncleared Transactions					217.16	217.16
* Register Balance as of 08/31/2015					-3,974.71	4,350.20
New Transactions						
Checks and Payments - 3 items						
Transfer	09/01/2015				-862.00	-862.00
Check	09/01/2015	5243	B & C		-96.65	-958.65
Check	09/01/2015	5244	AT & T		-16.70	-975.35
Total Checks and Payments					-975.35	-975.35
Total New Transactions					-975.35	-975.35
Ending Balance					-4,950.06	3,374.85

Matches Treasurer's report August

DRAFT

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. Moving forward Ordinances will be confined to matters pertaining to how the board governs the district's customers. 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 a 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 a minimum of 30 days prior to the board appointing a replacement.

**ARTICLE II
POWERS OF THE BOARD**

- 1.) The Board of Directors may exercise all of the powers conferred upon it by the State of California Government Code. The Board may adopt rules and regulations consistent with the law as may be necessary for the exercise of the powers conferred and the performance of duties imposed upon the Board.
- 2.) Pursuant to the procedures and requirements of Water Code Section 31000-31016, and applicable statutory law, the Board shall set the rates and charges for District water and all other services related to providing potable domestic water under the laws of the State of California.
- 3.) Subject to state law, the Board shall have the authority to levy fines to ratepayers who violate District rules.
- 4.) The Board of Directors shall have the authority to adopt Policies and Procedures for the conduct of the business affairs of the District and to amend such Policies and Procedures as long as the Policies and Procedures are not contrary to state or federal law or regulation or the bylaws of the District.

**ARTICLE III
MEETINGS OR BOARD OF DIRECTORS**

- 1.) **Regular Meetings.** Regular meetings of the Alleghany County Water District Board of Directors will be monthly on the second _____ of each month at _____ PM at the Firehouse in Alleghany unless posted otherwise. The regular meeting schedule shall be published in the Mountain Messenger in their "Calendar of Events".
- 2.) **Special Meetings.** Special meetings may be called at any time by the President or any two Directors. Whether the meetings are called by the President or by the Directors, notice thereof shall be made to each Board Member. Such notice shall be at least 48 hours prior to the special meeting and shall include the time, place, and the business to be transacted.
- 3.) **Emergency Meetings.** Emergency meetings may be called at any time by the President or any Director. Whether the meeting is called by the President or by a Director, notice thereof shall be made to each Board Member. Such notice shall be at least 24 hours prior to the emergency meeting when possible.
- 4.) **Meeting Agenda.** The Secretary or President will prepare and post the meeting agenda at least 72 hours prior to each regular meeting and at least 24 hours prior to each special meeting. If the Secretary prepares the agenda it must be approved by the President prior to posting. The agenda will be posted at the place of meeting, on the Post Office Bulletin Board and any other public location as agreed to by the Board. Prior to posting the agenda any Director may add agenda items by contacting either the Secretary or the President prior to posting. The agenda shall be in compliance with the Ralph M. Brown Act. A sample agenda format is included with these by-laws as attachment B.
- 5.) **Adjournment of Meetings.** A Board meeting may also be adjourned to continue at a future date by a majority vote of the Board Members. The purpose of the adjournment will be to continue and complete the present meeting. If the meeting is continued for more than 5 days, a new agenda will be prepared and posted.

- 6.) **Quorum.** A majority of the Members of the Board of Directors shall constitute a quorum for the transaction of business. Unless otherwise required by law, the majority of a quorum may make decisions and transact business on behalf of the Board.
- 7.) **Meetings to be Open to the Public.** Meetings shall be posted and conducted in conformance with the Ralph M. Brown Act. All of the sessions of the Board of Directors, whether regular, special or emergency, shall be open to the public. The President may place a 5 minute time limit on public input if deemed necessary. Public Comment is limited to topics directly under the jurisdiction of the Board. Pursuant to the Ralph M Brown act: the board may not make any decision on a topic brought forth by the public and not listed on the agenda unless it is deemed to be an "emergency item" by a majority of the board.
- 8.) **Executive (Closed) Sessions.** The Board of Directors may hold executive sessions during a regular or special meeting to consider any matter permitted under the Ralph M. Brown Act.
- 9.) **Meeting Procedure.** Meetings will be conducted using Robert's Rules of order.

ARTICLE IV OFFICERS

- 1.) **Number.** The officers of the District shall be a President, Vice-President, Secretary, and such other officers as may be determined by the Board from time to time to perform such duties as may be designated by the Board.
- 2.) **President.** The President: (a) shall act as Chairman and preside at all meetings of the Allegheny County Water District Board of Directors, (b) will prepare and publish an agenda for each regular and special meeting of the Board and will post it as prescribed by law, (c) may sign any deeds, notes, bonds, contracts, or other instruments authorized by the Board to Be executed, and (d) shall perform in general all duties incident to the office of President and such duties as may be prescribed by the Board from time to time.
- 3.) **Vice-President.** The Vice-President (a) shall be the vice-chairman of the Allegheny County Water District, and (b) shall preside at all meetings of the Board in the absence of the President (c) shall fulfill all other duties of the President as prescribed by the board in the President's absence.
- 4.) **Secretary/Clerk of the Board.** The Secretary shall: (a) keep the minutes of the meetings of the Board Meetings, (b) see that all notices are duly given in accordance with these bylaws or as required by law, (c) be custodian of the District records and of the Seal of the District and affix the seal of the District to all documents, the execution of which on behalf of the District under its seal is duly authorized in accordance with the provisions of these bylaws, (d) perform in general all duties incident to the office of secretary and such other duties as from time to time may be assignment by the Board.
- 5.) **Insurance.** The District shall procure and maintain insurance, including such insurance as is necessary to protect the Directors and regular contractors of the District.
- 6.) **Compensation.** The Board Members may be reimbursed for reasonable expenses incurred while representing the District, in accordance with a Reimbursement Policy adopted by resolution of the Board of Directors.
- 7.) **Officer Terms:** The board of directors shall appoint officers annually in January for a one-year term; with the exception of the Secretary whose term shall correspond with his/her contract for services.

ARTICLE VI

The fiscal year of the ACWD shall begin on July 1st and end June 30th of each year.

ARTICLE VII ANNUAL BUDGET

- 1.) **Preparation:** The annual budget shall conform to the accounting and budgeting procedures for special districts contained in Subchapter 3 (commencing with Section 1031.1) of, and Article 1 (commencing with Section 1121) of Subchapter 4 of, Chapter 2 of Division 2 of Title 2 of the California Code of Regulations. (I got this from Van Maddox but haven't been able to find the actual text of the code. It might be outdated. I asked for help finding it)
- 2.) **Deadlines:** A preliminary budget for the following fiscal year shall be adopted by June 30th. The final budget shall be adopted by October 1st. Upon adoption, a copy of both the preliminary budget and the final budget shall be sent to the Sierra County Auditor
- 3.) **Budget Hearing:** After the adoption of the preliminary budget and prior to the adoption of the final budget a public hearing shall be duly posted and held for the purpose of engaging the public's input. At the board's discretion a motion to adopt the final budget may be made at the Public Hearing.

ARTICLE VIII CONTRACTS

- 1.) No contracts to purchase, sell, lease or convey, nor the conveyance of any real estate owned by the District nor contract to assign or the assignment of any leasehold Interest owned by the District shall be made unless authorized by the Board of Directors at a regular or special meeting.
- 2.) The Board can contract with, or employ, individuals, firms, corporations or other such entities as necessary.

ARTICLE IX BYLAWS

The Bylaws of the District may be amended, added to, or repealed by a majority vote of the Board of Directors at any meeting of the Board of Directors, providing notice of the proposed change or changes is given in the notice of the regular or special meeting.

Attachment A

(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.)

These bylaws were initially adopted on: _____

Amendment date(s): _____

The following ordinances are rescinded as a result of the adoption of these bylaws:

Ordinances that pertain to meeting details such as time, place or date:

1, 2, 4,10,11,16,21,22,27 and 29

(the one thing covered by Ordinance # 1 and not included in the bylaws is the official mailing address of the district, but it is outdated anyway PO Box H)

The above listed ordinances were rescinded on: _____ (date) by Resolution or Ordinance #

NOTICE

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

DATE and TIME
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

2. Roll call

3. Public ~~Response Time~~ *comment on non-agenda items* 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. Consent Calendar

- a) Reading and approval of the minutes for the meeting dated: _____
- b) Approval of Treasury Report and List of Claims for previous calendar month

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

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

- a) Customer Accounts/Billings/Disconnects
- b) List anything that is carried over from a previous meeting and may require action here.

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

- a) List new action items here.

10. 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.

DRAFT

Alleghany County Water District (ACWD) Policies & Procedures

Policy # 3 Public Record Requests:

Public records of the Alleghany County Water District shall be open to inspection by appointment to the extent required by law, and except otherwise provided herein. "Public Records" are all records of the District retained in the ordinary course of District business and in accordance with the District's Record Retention Schedule, as may amended from time to time, and which is incorporated herein by reference, except as otherwise provided herein. "Public Records" are all records of the District except those which are exempt from disclosure by the California Public Records Act (Gov. Code sections 6250 et seq.).

DEFINITIONS:

- A. The term "public records" includes any writing containing information relating to the conduct of the public's business prepared, owned used, or retained by the District regardless of physical form or characteristics.
- B. The term "writing" means handwriting, typewriting, printing, photocopying, photographing, electronic mail, facsimile, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof and all papers maps, magnetic or paper tapes, photographic films and prints, magnetic or punch cards, discs, drums, and other documents.

PROCEDURE:

- A. Any person desiring to inspect any public record shall identify the specific records they desire to inspect. The District shall, in accordance with Government Code Section 6253.1, assist the member of the public make a focused and effective request that reasonably describes an identifiable record or records to the extent reasonable.
- B. Any Person may obtain a copy of any identifiable public record unless exempt from public disclosure. Upon request, an exact copy shall be provided unless impracticable to do so. (see exhibit A record request form)
- C. Within (10) calendar days after the receipt of such request, the Clerk of the District board or designee shall determine whether to comply with such request and shall immediately notify the person making the request of such determination and the reasons therefor. If the Clerk of the District Board is uncertain whether the record is exempt from disclosure under the California Public Records Act or whether, given the facts of the particular case, the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record, the Clerk of the District Board shall consult with legal counsel during the initial 10 day period. In unusual circumstances, the Clerk of the District Board may, by written notice to the person making the request, extend the response time by a period not to exceed and additional (14) calendar days to comply with such request.

Unusual circumstances mean the need to search for and collect request records from field facilities or other locations separate from the office processing the request; or the need for consultation with another agency having substantial interest in the determination of the request; or the need to compile data, to write programming language or computer program, or to construct a computer report to extract data.

- D. Upon any request for a copy of public records which reasonably describes an identifiable record or information produced therefrom and which is not otherwise exempt from disclosure, the District shall make the records promptly available to any person upon payment of fees covering the direct costs of duplication. A response to a written request for inspection or copies of public records that includes a determination that the request is denied, in whole or in part, shall be in writing.
- E. Should any request for public records contain exempt information including, but not limited to that listed under Government Code sections 6253.5 and 6254, any portion that can reasonably be segregated of such record shall be provided to any person requesting such record after deletion of the portions which are exempt from disclosure by law.
- F. A representative of the District will be present during the inspection of any records and no document shall be removed therefrom.
- G. The public records policy of the District shall at all times be subject to the California Public Records Act as it may be amended from time to time, and if there is any conflict between that Act and this policy, the Act shall prevail.

Copies Requested Pursuant to the Political Reform Act of 1974

- A. Notwithstanding the other provisions of the District's public Records Policy, public records requested pursuant to the Political Reform Act of 1974 (Gov. Code sections 81000 et seq.), shall be open for public inspection and reproduction by appointment and not later than the second business day following the day on which such document was received from a public officeholder or other person subject to the Political Reform Act.
- B. No Conditions whatsoever shall be placed on those persons desiring to inspect or reproduce reports or statements filed pursuant to the Political Reform Act, nor shall any information or identification be required from such persons.
- C. Copies shall be provided at a cost of one dollar (per page), and filing officer of the District may charge a retrieval fee not to exceed five dollars (\$5) per request for copies of reports and statements that are five (5) or more years old. A request for more than one (1) report or statement at the same time will be considered as a single request. Fees include the cost of postage.

District Copy Cost Schedule

- A. A request for a copy of an identifiable written public record or information produced therefrom, or a certified copy of such record, shall be accompanied by a payment of a fee in the amount of one dollar (\$1) per page if the copy is no larger than 8-1/2 x 11". If the size of the copy of the record is in excess of 8-1/2 x 11", a request for such copy shall be accompanied by a payment of a fee in the amount of two dollars (\$2). The cost for records made available in an electronic format shall be determined at the time of the request based on the staff time required to convert such a record to an electronic format, but shall not exceed the cost of a paper copy. . Email copies of items already scanned to the district's computer files shall be made available free of charge.

- B. Requests for a mailed copy of the Board of Director's monthly agenda will be directed to the District Secretary. Copies of the agenda will be provided upon compliance and payment of the fee in the amount of one dollar (\$1) per page, for each agenda requested (i.e., Board; Administration Committee; Engineering \$ Operations Committee, and Finance & Audit committee) according to the Copy Cost Schedule, to cover the direct cost of duplication, postage and labor.

- C. To facilitate an equal and unbiased approach to disseminating information made available at Committee and Board meetings, all effort will be made to bring an adequate number of copies for all present. If there are not enough copies to go around a notebook will be placed in the board room for the purpose of requesting a meeting packet. In this instance the meeting packet will be provided at no cost to the person making the request, with email the preferred method of delivery.

PUBLIC RECORDS REQUEST

APPENDIX A ALLEGHANY COUNTY WATER DISTRICT REQUEST FOR PUBLIC RECORDS

The California Public Records Act (the "Act") was enacted to ensure public access to public records. You may request copies of specific information or materials and the District will provide this information, or an explanation of why it cannot be disclosed, as soon as possible consistent with the Act.

When Submitting your request, Please be as specific as possible (ie., provide dates of reports or actions, resolution and ordinance numbers, etc.). Non-specific requests may incur additional charges for research time or may be rejected if the request would require an undue amount of research or compilation.

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

IDENTIFICATION OF DOCUMENTS

SPECIFIC NAME/DATE OF DOCUMENT	TYPE OF DOCUMENT

Requestor Signature: _____ Date: _____

This area for Staff use only

Date Received: _____ Date of Response: _____

Est. Cost: _____ Amount of Deposit: _____

Refund/Additional Payment: _____

Disposition: _____