

**Minutes of the Regular Meeting of the Allegheny County Water District Board of Directors  
Tuesday March 12, 2019 Allegheny Firehouse, 105 Plaza Court Allegheny**

**1. Call to Order & Establish a Quorum** The meeting was called to order by President Mehrmann at 6:06 pm. Directors present: Robbin DeWeese, Nancy Finney, Coral Spencer, and Tobyne Mehrmann. Director Gus Tenney notified the President that he was sick and could not attend. Staff Present: CWO Bruce Coons and GM Rae Bell Arbogast who took the minutes because Secretary Amber Mehrmann was on maternity leave. ☺ Public Present: Jan Sticha and Vicky Tenney

**2. Consent Calendar:**

a.) A motion made to approve consent calendar by Robbin DeWeese, Nancy Finney 2<sup>nd</sup> **Ayes: DeWeese, Mehrmann, Finney and Spencer Nays:0 Absent: Tenney Abstain: 0 Motion Carried**

**3. Public Response Time:**

Vicky Tenney had a question about the closed session on the agenda: “was it for the same thing as the last closed session or was it something different? Tobyne verified that it was for the same topic: Labor Compliance and was a continuation of last month’s closed session. [It was placed under “new business” so that it would be at the end of the meeting, but actually it was “old business”]

**4. Information/Discussion Items:**

**a) Correspondence: None**

**b) SRF Projects Update:** There was a written update in the packet. Rae Bell explained that IF it looks like the Cumberland Spring will have to be pulled from the planning project due to a lack of funds, the district might consider applying for another planning grant. This grant would be called something like: emergency preparedness and could include redundancy, refurbishing the fire hydrants, getting the temporary tanks set up as “spares” in a more permanent fashion and working on the Cumberland spring or another secondary water source.

Coral had a question about redundancy: “Wasn’t it required by law to have a secondary source?” Bruce said he was pretty sure there is a code that states this, but he would have to check.

Bruce explained some of the problems that he is having with the new SCADA system.

**c) Board Member or Special Committee Reports: None**

**d) Staff Reports:** Rae Bell reported that there is a State Mandated Ethics and Sexual Harassment Prevention training scheduled for Sat. May 11<sup>th</sup> at the Pike Firehouse. This is a great opportunity to keep everybody’s renewal on the same schedule and attend a class with a really good attorney close to home.

***Water Treatment Operator Report:*** WTO- Total finished water production for February: 421,510 gallons - high because the SCADA system isn’t telling the pumps when to kick off and the tank keeps overflowing, also there were some major leaks. Four customers had leaks due to the freezing weather. The meters were buried under about 5 to 6 feet of snow because of the berm and it took a lot of man hours to dig them out to check for leaks. Water test results for February: Absent, Average flow from the driven pipes 84 GPM.

e) **Historical Church/Library Report:** Another \$87 was donated from the museum for the fundraising concert held in Nov. Also, Robbin said that she got a new evacuation plan for the library.

f) **Park Report:** One of the February water leaks was at the park. Bruce is sure that he had turned the water off before the snow came, when he did the hydrant flush. Rae suggested that it be padlocked. It would be good to put a meter on that service for many reasons.

### 5. Unfinished Business

a) **Customer Accounts/Billings/Disconnects:** Due to extenuating circumstances with the weather, power outages and illness, NO ten-day notices were sent out in February but two should have been sent. They are being carried over to the end of this month.

b) **Ordinances, Policies & Procedures and Bylaws:** A motion to adopt the Record Retention Policy as provided in the meeting packets (with a few minor changes from the February draft) was made by Robbin DeWeese, Nancy Finney 2<sup>nd</sup> **Ayes: DeWeese, Mehrmann, Finney and Spencer Nays:0 Absent: Tenney Abstain: 0 Motion Carried.**

### 6. New Business

a) **Insurance renewal** Rae Bell reported that she got an email from the insurance company on March 6<sup>th</sup> with a few questions. She responded immediately and let them know that she was hoping to have a quote in time for the March board meeting. They did not deliver. She explained that Flood insurance is the only coverage that covers landslides. The value on the water tank was also increased based on actual construction costs. After further discussion the board made a motion to authorize Rae to renew the insurance as long as there is a no more than 20% increase (approx. \$600). If it is any higher than that a special meeting will be called. Motion to authorize the GM to renew the insurance as noted above made by Coral Spencer 2<sup>nd</sup> by Nancy Finney **Ayes: DeWeese, Mehrmann, Finney and Spencer Nays:0 Absent: Tenney Abstain: 0 Motion Carried.**

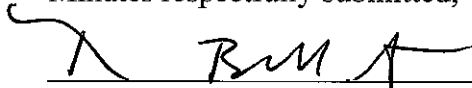
b) **Closed Session:** Opened at 6:51 pm Closed at 7:16 pm It was announced that the board voted to change the status of all water operation workers from independent contractors to employees effective April 1<sup>st</sup>

### 7. Next meeting Date, Items for next Agenda and Adjournment.

Next regular meeting scheduled for April 9, 2019 at 6:00 P.M. at the Alleghany Fire House.

There being no further business before the Board, the meeting was adjourned at: 7:18 p.m.

Minutes respectfully submitted,

  
\_\_\_\_\_  
Rae Bell Arbogast, Deputy Secretary

# Alleghany County Water District

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

~ Established March 8, 1939 ~

## CERTIFICATE OF POSTING

I, <sup>Rae Bell</sup>~~Amber Mehrmann~~ certify that the following document was posted on behalf of Alleghany County Water District, Sierra County California:

Agenda and meeting packet Regular Meeting, Meeting Date 3/12/19

In the following location(s):

Alleghany Post Office Bulletin Board (packets put in box for the public) and On the door of the Alleghany Firehouse (meeting location)

Emailed to email list as well. on website

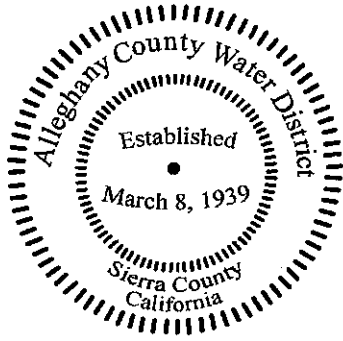
On 3/8/19 (date)

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

Signed under penalty of perjury: X

Rae Bell  
Amber Mehrmann

Rae Bell Arbogast



# NOTICE

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

**Date: Tuesday March 12, 2019 Time: 6:00 pm**

**Location: Alleghany Firehouse 105 Plaza Ct. Alleghany**

**Website: [alleghanywater.org](http://alleghanywater.org)**

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Directors in accordance with the Ralph M. Brown Act. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Details and supporting materials concerning agenda items are available for public reference in the box at the Post Office at the time of agenda posting or on the district's website: [alleghanywater.org](http://alleghanywater.org)

### 1. Call to Order & Establish a Quorum

### 2. Consent Calendar

- a) Approval of the agenda
- b) Reading and approval of the minutes for the regular meeting dated February 12<sup>th</sup>.
- c) Ratification of Treasury Report and bill payments for February 2019.

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

### 4. Information/Discussion Items:

- a) Correspondence
- b) SRF Projects Update – written report in packets
- c) Board Member or Special Committee Reports
- d) Staff Reports – Chief Water Operator (CWO) & General Manager (GM)
- e) Historical Church/Library Report -
- f) Park Report

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

- a) Customer Accounts/Billings/Disconnects. Due to extenuating circumstances NO ten-day notices were sent out in February but two should have been sent.
- b) Ordinances, Policies & Procedures and Bylaws: Adopt Record Retention Policy.

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

- a) Insurance renewal.
- b) CLOSED SESSION Labor Compliance/Potential Litigation pursuant to gov code section 54956.9 (d) (2)

**7. Next meeting date, Items for next Agenda & Adjournment. (Check Calendar) Note: The Board needs to fill out form 700s, they will be brought to the current meeting (March). Please plan to stay late to fill them out.**

**Next regular meeting, April 9, 2019 6:00 pm at the Alleghany Firehouse Next meeting agenda item:**

Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. Please make your request to District Secretary, P.O. Box 860, Alleghany CA 95910 specifying your disability and the format in which you would like to receive this Agenda and future Agendas as well.

# Alleghany County Water District

Treasurer's Report

February 2019

## MAIN ACCOUNT

Beginning Balance \$ 16,679.49

### Deposits

| Date | From:     | For:                 | Amount        |
|------|-----------|----------------------|---------------|
| 2/5  | SWCQB     | Tank Project Payment | \$ 147,791.00 |
| 2/7  | SWCQB     | Tank Project Payment | \$ 113,744.00 |
| 2/19 | Customers | Water                | \$ 618.40     |

Deposits Total \$ 262,153.40

### Expenditures

| Ck # | Date | To:                      | For:  | Amount        |
|------|------|--------------------------|---|---------------|
| 5334 | 2/1  | Aqua Sierra              | SCADA System computer                                   | \$ 726.98     |
| EFT  | 2/4  | PG&E                     | Pumphouse December                                      | \$ 261.67     |
| 5335 | 2/4  | Bruce Coons              | January Bill  | \$ 562.35     |
|      |      |                          | Tank Project  | \$ 213.75     |
|      |      |                          | Contract  | \$ 250.00     |
|      |      |                          | Mileage   | \$ 98.60      |
| 5334 | 2/4  | AT&T                     |   | \$ 19.11      |
| 5337 | 2/4  | Cranmer Engineering      | Water Tests   | \$ 56.00      |
| 5338 | 2/4  | Ed Snyder                | WDA Bill  | \$ 462.00     |
|      |      |                          | Project Reimburse                                       | \$ 318.00     |
|      |      |                          | WDA December & January Bill                             | \$ 144.00     |
| 5339 | 2/4  | Edda Snyder              | Bookkeeper January Bill                                 | \$ 100.00     |
| 5340 | 2/4  | PG&E                     | New Tank Account  | \$ 7.88       |
| 5341 | 2/4  | PG&E                     | New Tank Account - Closed due to incorrect billing info | \$ 13.95      |
| 1089 | 2/9  | Amber Mehrmann           | Secretary Bill January                                  | \$ 75.00      |
| 5350 | 2/12 | Bruce Coons              | Reimburse for Tank Project Supplies                     | \$ 148.56     |
| 5342 | 2/13 | Altec                    | Tank Engineering  | \$ 16,921.82  |
| 5343 | 2/13 | Aqua Sierra              | SCADA Monthly Payment                                   | \$ 1,000.00   |
| 5344 | 2/13 | Rae Bell Arbogast        | Project Billing   | \$ 815.00     |
|      |      |                          | Tank Project  | \$ 755.00     |
|      |      |                          | Planning Project  | \$ 60.00      |
| 5345 | 2/13 | Basic Laboratory         | Water Test Payment - Cumberland                         | \$ 100.00     |
| 5346 | 2/13 | Boden, Klein and Sneesby | Audit - Partial Payment                                 | \$ 500.00     |
| 5347 | 2/13 | VOID                     |   |               |
| 5348 | 2/13 | BioVir                   | Water Test Payment - Cumberland                         | \$ 100.00     |
| 5319 | 2/13 | BRCO                     | Tank Construction                                       | \$ 241,423.51 |
| EFT  | 2/25 | PG&E                     | Pumphouse January                                       | \$ 255.85     |
| 1090 | 2/25 | Chris Coons              | Other Labor - Emergency Leak Detection                  | \$ 108.00     |

Expenditures Total \$ 263,657.68

Ending Main Account Balance \$ 15,175.21  
 Less Contingency Fund Balance \$ (4,500.00)  
 Plus Undeposited Funds \$ 1,393.40  
 Available Funds \$ 12,068.61

## NON-ENTERPRISE ACCOUNT (Historical Church & Park)

Beginning Balance \$ 8,909.56

### Deposits

| Date | From:     | For:                             | Amount   |
|------|-----------|----------------------------------|----------|
| 2/19 | Donations | From Museum for Concert proceeds | \$ 87.00 |

Deposits Total \$ 87.00

### Expenditures

| Ck # | Date | To:  | For:            | Amount   |
|------|------|------|-----------------|----------|
| EFT  | 2/4  | PG&E | Church December | \$ 10.18 |
| EFT  | 2/25 | PG&E | Church January  | \$ 10.18 |

Expenditures Total \$ 20.36

Report Prepared by Edda Snyder

Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 8,976.20

x  
Print

*Rae Bell Arbogast*  
 GM

|                           |             |
|---------------------------|-------------|
| Historical Church Balance | \$ 7,728.11 |
| Park Balance              | \$ 1,248.09 |

Alleghany County Water District

# Invoice

P.O. Box 860  
Alleghany, CA 95910

*deposit detail*

|           |           |
|-----------|-----------|
| Date      | Invoice # |
| 11/8/2018 | TANK-10   |

|  |
|--|
| <b>Bill To</b>   |
| SWRCB Div. Financial Asst.<br>Attn: Disbursement Unit<br>PO Box 944212<br>Sacramento, CA 94244 |

**PAID**  
02/05/2019

|                |
|----------------|
| <b>Ship To</b> |
|                |

| P.O. Number  | Terms        | Rep  | Ship      | Via | F.O.B.     | Project      |
|--------------|--------------|--|-----------|-----|------------|--------------|
|              |              |  | 11/8/2018 |     |            |              |
| Quantity     | Item Code    | Description  |           |     | Price Each | Amount       |
|              | Tank Project | Marsha Burch invoice 110718 category 5                       |           |     | 280.00     | 280.00       |
|              | Tank Project | Altec Invoice 11799 category 6                               |           |     | 9,915.40   | 9,915.40     |
|              | Tank Project | Edward Snyder Inv 093018 category 6                          |           |     | 108.00     | 108.00       |
|              | Tank Project | Bruce Coons Inv 103118 category 6                            |           |     | 7.50       | 7.50         |
|              | Tank Project | Real Graphic for required sign category 5                    |           |     | 311.04     | 311.04       |
|              | Tank Project | Permit fee for electrical category 3                         |           |     | 155.00     | 155.00       |
|              | Tank Project | BRCO pay request 3 category 1                                |           |     | 127,679.99 | 127,679.99   |
|              | Tank Project | Rae Bell Inv 1335 category 5                                 |           |     | 455.00     | 455.00       |
|              | Tank Project | District Overhead category 6                                 |           |     | 200.00     | 200.00       |
|              | Tank Project | Workers comp for Bruce and Edward .0947 x \$115.50 = \$10.94 |           |     | 10.94      | 10.94        |
|              | Tank Project | Workers comp Rae Bell .0103 x \$455 = \$4.68                 |           |     | 4.68       | 4.68         |
|              | Tank Project | Tom Roth   |           |     | 1,500.00   | 1,500.00     |
|              | Tank Project | Aqua Sierra Controls   |           |     | 4,668.44   | 4,668.44     |
|              | Tank Project | Easement for power line                                      |           |     | 2,500.00   | 2,500.00     |
| <b>Total</b> |              |  |           |     |            | \$147,795.99 |

Alleghany County Water District

# Invoice

P.O. Box 860  
 Alleghany, CA 95910

|           |           |
|-----------|-----------|
| Date      | Invoice # |
| 12/6/2018 | Tank-11   |

**PAID**  
**02/07/2019**

|  |
|--|
| <b>Bill To</b><br>SWRCB Div. Financial Asst.<br>Attn: Disbursement Unit<br>PO Box 944212<br>Sacramento, CA 94244 |
|--|

|                        |
|------------------------|
| <b>Ship To</b><br><br> |
|------------------------|

| P.O. Number | Terms | Rep | Ship      | Via | F.O.B. | Project |
|-------------|-------|-----|-----------|-----|--------|---------|
|             |       |     | 12/6/2018 |     |        |         |

| Quantity | Item Code    | Description  | Price Each | Amount     |
|----------|--------------|--|------------|------------|
|          | Tank Project | BRCO Pay request 4   | 113,743.52 | 113,743.52 |
|          | Tank Project | Rae Bell invoice 1336  | 755.00     | 755.00     |
|          | Tank Project | Bruce Coons 11/30/18   | 483.66     | 483.66     |
|          | Tank Project | Altec inv. 11802   | 12,791.90  | 12,791.90  |
|          | Tank Project | Chris Coons 11/26/18   | 204.00     | 204.00     |
|          | Tank Project | Workers Comp water company $\$687.66 \times .0947 = \$65.12$   | 65.12      | 65.12      |
|          | Tank Project | Workers Comp admin $\$755 \times .0103 = \$7.78$   | 7.78       | 7.78       |
|          | Tank Project | Monthly overhead November  | 200.00     | 200.00     |
|          | Tank Project | rounding   | 0.02       | 0.02       |
|          |              | <p>The actual amount paid was only \$113,743.52 because of an error on the paperwork on our end. Everything else had to be re-billed with pay request #13</p> <p>;-)</p> |            |            |

|  |  |  |              |              |
|--|--|--|--------------|--------------|
|  |  |  | <b>Total</b> | \$128,251.00 |
|--|--|--|--------------|--------------|

## **State Revolving Fund (SRF) Projects Update:**

For ACWD BOD Meeting Date: 3/12/19 Prepared by Rae Bell

### **1. PLANNING PROJECT (Water Source):**

**Ram Spring** Both a SCADA compatible Chlorine/PH/NTU analyzer AND the installation of the SCADA compatible water meter for the pumphouse need to be included in the Future Construction Project. We were hoping to add the analyzer onto the tank project but our contract with Aqua Sierra is not supposed to exceed \$60,000 because we negotiated it under the California Uniform Construction Cost Accounting Act (CUCCA) and the analyzer would put us above that threshold. The water meter was purchased last summer, along with a mechanical meter as an emergency item under the tank project. The mechanical meter was installed last summer with a plan to add the SCADA compatible meter under the tank project (keep both meters). However; Bruce decided that it makes more sense to wait until the pumphouse is reconfigured during the future construction project and install the SCADA compatible meter then. Until that happens we will continue to use the mechanical meter. The long-term plan is to use both meters so that there is a back-up meter that can be read even if the power is off.

We are doing a preliminary investigation to see if we might be able to include the purchase and installation of a small portable building in the Future Construction Project. It would need to be near the pumphouse because we would use it to house the SCADA system. The only place to put it would be just outside of the fenced area to your right if you are facing the building. This would require an amendment of the 16 to 1 lease to enlarge the fenced (leased) area, but the mine is willing to do that. This would provide MUCH needed office and storage space if we can get it approved by the State AND the ACWD board decides to add it to the project.

**Cumberland Spring** Neil's control blasting provided a quote for the horizontal drilling on Feb. 26<sup>th</sup>. It is similar to the quote that they provided for the drilling at the Ram Spring in May of 2017. Depending upon how long the drilling takes and a few other variables the low end is around \$21,000 with a high end of \$37,000.

The quote was sent to our SRF Rep Gary Chan. He came back with a lot of questions about the drilling in general. Because he took over from Pete Stamas less than a year ago he was not fully aware of the difference between the vertical test wells and the horizontal driven pipes. A project summary/chronology was prepared for him to bring him up to speed.

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At this juncture there is concern about the planning project budget falling short. We are going to work on a priority list and try to get some estimates for the cost of completing the planning phase for each priority. The remaining budget is around \$144,000.

The big question mark seems to be these elusive environmental studies that we keep hearing about (since the project started in 2015) but nobody seems to be able to give us any hard numbers regarding them, or even tell us what needs to be done. This is very frustrating!

A conference call with the State will be held this month, and hopefully by next month's meeting I will have something for the ACWD board to look at. No decision about adding or dropping any components of the project will be made without board approval. In other words: The ACWD Board will ultimately decide what to include in the future construction project.



## 2. WATER TANK REPLACEMENT PROJECT UPDATE:

1. Site preparation **DONE**
2. Manufacture of tank (offsite) **DONE.**
3. Placement and hook-up of temporary tanks **DONE**
4. Dismantle and haul away old tank **DONE**
5. Electrical power installation (PG&E) **DONE Dec. 12th**
6. Tank Pad preparation **DONE**
7. Construct new tank on new pad **TANK ONLINE AS OF 11/28/18**
8. Install SCADA system **Mostly Done still working out "kinks" and ACWD staff will be trained on 2/12.**
9. Install fencing around new tank **Finished on 12/18/18**
10. ~~Remove temporary tanks~~ **BRCO Constructors accepted ACWDs offer to purchase both temporary tanks for \$2,500 on Nov. 28th. For now they are being left where they are.**
11. (addition) Install customer owned power pole and electrical panel **Completed Nov. 28, 2018**
12. (addition) Install Fire Hydrant at tank site **Completed Dec. 4, 2018**

### Problems and Pending Change orders

Last month it was reported that the freezing weather was causing problems with the pressure transducer. (this is the tank component that tells the pumps at the pumphouse when to kick on and off). As it turns out, last October our engineer Kip requested a quote for a SUBMERSIBLE level transducer and Aqua Sierra did provide a quote, but they were so busy with MANY jobs and we were so busy with the actual tank construction going on, that it sort of "fell through the cracks". Kip did anticipate the problem with freezing and this is the solution to that problem. As a temporary measure Bruce applied heat-tape and made a shelter for the existing transducer and it is working, but he is still having other issues with the SCADA system.

A change order for Aqua Sierra is in the works for the installation of the following items:

- Submersible Tank Water Level Transducer \$4,243.03
- Light switch & plug at tank site \$3,421.71

We requested a quote for a SCADA compatible Chlorine/PH Analyzer and Turbidity meter but the estimate including installation came to \$21,044.17 so that is OUT. As noted above it can be included in the future construction project for the pumphouse.

We are looking into the possibility of installing security cameras at the tank site. The SCADA system has a place to "plug them in" so to speak. When the weather conditions are better a representative from Aqua Sierra will get with Bruce to work up a quote.

Lastly, (hopefully) the vent that was installed on top of the tank is straight and is susceptible to being covered with snow. A "goose neck" style vent is available and will be installed after a Change order is prepared and approved.

The finish date for the Water Storage Tank Construction Project now depends on getting the change orders approved, the contractor's schedule and the weather.

**Disclaimer** "Funding for these projects has been provided in full or in part through an agreement with the State Water Resources Control Board. 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."

## Allegheny County Water District (ACWD) Policies & Procedures

**Policy # 702 Record Retention** (We need to re-do our index so that there is space for different policies within a similar category. For example, Section 700 will be RECORDS and our existing Record Request policy will be Policy #701 and this Policy will be #702)

It is the Policy of ACWD to comply with State requirements for the storage, accessibility, reproduction, and destruction of public records and documents. State law ensures that permanent public records remain permanent, that legal records are not altered, that historic documents are not lost or destroyed, and that local agencies do not retain nonpermanent materials unnecessarily.

Unofficial and non-records are not subject to formal retention and destruction procedures nor disclosure, and may be destroyed when no longer needed. Unofficial records include drafts, works in progress, electronic records used to create a final version, copies of records, hand-written notes, and materials that are in a preliminary state and do not yet reflect the official position of the District. Non-records include library/research materials, publications, blank forms and other material generally available to the public that does not reflect the position of the District.

Meeting recordings are for the purpose of ensuring the accuracy of the minutes and are to be kept for a period of 90 days, after which time they may be deleted and are no longer subject to public inspection requests.

The District Secretary and/or General Manager are responsible for the maintenance of the District's record keeping system and are authorized to destroy records per this policy.

### **Procedures:**

Sensitive or Confidential documents should be shredded before discarding. These are defined as any document that contains any of the following: Customer account information, Personnel private information such as performance reviews, social security numbers, dates of birth etc., bank account numbers and other information deemed to be confidential by district Staff. Staff is advised to err on the side of caution while determining if a document is sensitive in nature or not.

Non-sensitive documents can be placed in the recycle bin or thrown away. Non-sensitive documents are all documents that are normally accessible to the public.

Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored on the District's back-up file and/or website. For the purposes of this section, every reproduction shall be deemed to be an original record. The exception to this section is Legal Documents as listed on the attached schedule. A hard copy of all Legal Documents shall be retained.

Any duplicate record, paper or document, the original or a permanent photographic copy of which is in the files of the District, may be destroyed after confirmation that such original or permanent photographic copy remains on file in the District.

All records, papers and documents not mention may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendations of the Local Government Records Management Guidelines as set forth by the Secretary of State.

**Per the Local Government Records Management Guidelines as set forth by the Secretary of State ACWD is prohibited from destroying or disposing of a record that is any of the following:**

- 1) Relates to the formation, change of organization, or reorganization of the District.
- 2) A District ordinance unless it has been repealed or is invalid or unenforceable in which case it can be destroyed after five years after it was repealed or became invalid or unenforceable.
- 3) Minutes of any meeting of the District's legislative body.
- 4) Relates to a pending claim or litigation or any settlement or other disposition of litigation within the past two years.
- 5) Records that are subject of a pending Public Records Act request, whether or not the District maintains that the record is exempt from disclosure, until the request is granted or two years have passed since denial.
- 6) Relates to construction that the District has not accepted, or as to which a stop notice claim legally may be presented.
- 7) Relates to any non-discharged debts of the District.
- 8) Relates to the title to real property to which the District has an interest.
- 9) Relates to any non-discharged contract to which the District is a party.
- 10) Has not fulfilled its administrative, fiscal, or legal purpose for which it was created or received.
- 11) Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.
- 12) Specifies the amount of compensation paid to District employees or officers or to independent contractors, or relates to expense reimbursement to District Directors or employees, or the use of District credit cards or travel compensation. These records may be destroyed seven years after the audit for that period is completed.

The attached schedule table represents ACWD's official Record Retention Policy schedule.

| <b>Record Series Title</b>   | <b>Retention Period (Years)</b> | <b>Citations / Remarks / Descriptor</b>  |
|--|---------------------------------|--|
| <b>BOARD</b>   |                                 |  |
| Board member applications  | Closed + 7                      | County Clerk Recorder keeps these documents for us   |
| Board Compensation   | Audit + 7                       |  |
| Fair Political Practices Commission (FPPC) Statements and Conflict of Interest | Current Year + 5                | FPPC Opinions  |
| Oath of Office (Elected Officials)   | 2                               | The County Recorder keeps these on file.   |
| Statement and Conflict of Interest   | 1                               | Form 700 County Recorder keeps these for us.   |
| Training Records   | Current + 4                     | Ethics Training & any others that board members attend   |
| <b>HUMAN RESOURCES</b>   |                                 |  |
| Action Requests / Grievances   | Permanent                       |  |
| Applications   | 5                               |  |
| Employee Records   | Permanent                       | Active until employee leaves/terminates.   |
| Negotiation  | Permanent                       | Notes, notebooks, correspondence, contracts, and Memorandums of Agreements   |
| Payroll Records  | Audit +7                        |  |
| Personnel Records (copies)   | Current Year + 2                | Attendance; evaluations; drafts; worksheets; postings.   |
| Training Records   | Current Year + 7                | Staff training records   |
| <b>LEGAL</b>   |                                 |  |
| Agendas & Notices  | Permanent                       | Original agenda and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Boards. |
| Articles of Incorporation  | Permanent                       |  |
| Deeds  | Permanent                       | Property deeds   |
| Contracts and Agreements   | Termination + 5 <del>7</del>    | Includes leases, equipment, services or supplies   |
| Grants   | 25 Years                        | Funding source will usually specify retention requirement  |
| Legal Documents/Lawsuits   | Permanent                       | Includes any legal filings or opinions rendered  |
| Minutes  | Permanent                       | Official minutes and hearing proceedings of governing body or board, commission or committee.  |
| Ordinances   | Active                          | Active plus most recent rescinded version  |
| Resolutions  | Permanent                       |  |
| Policies & Procedures  | Active                          | Active plus most recent rescinded version  |
| Public Records Requests  | Closed + 5                      |  |
| Meeting Recordings   | 90 days                         | become "non-records" after 90 days.  |
| <b>INSURANCE</b>   |                                 |  |
| Accident/Incident Reports  | Permanent                       | Reports and related records  |
| Bonds, Insurance Certificates, Insurance Policies                              | Permanent                       | Bonds and insurance policies insuring property & other assets including Liability insurance.   |
| Workers Compensation Insurance   | Permanent                       | Claim Files, Reports, Incidents (working files) originals filed with Administrator.  |

| <b>Record Series Title</b>                                | <b>Retention Period (Years)</b> | <b>Citations / Remarks / Descriptor</b>                             |
|---|---------------------------------|---|
| <b>ACCOUNTING</b>   |                                 |   |
| Accounts Payable  | Audit + 7                       | Invoices, check copies, supporting documents.                       |
| Accounts Receivable                                       | Audit + 7                       | Customer payment records  |
| Audit Reports   | Permanent                       |   |
| Bank Reconciliation<br>(checks, payroll, cancelled, void) | Audit + <del>5</del> 7          | Statements, summaries for receipts, disbursements & reconciliation. |
| Budget  | Audit + 2                       | Permanently kept as part of Audit report                            |
| Budget adjustments, journal entries                       | Audit + 2                       | Account transfers.  |
| Deposits, Receipts  | Audit + <del>4</del> 7          | Checks, coins, currency.  |
| Inventory Lists   | Current + 2                     |   |
| Fixed Assets  | Current +2                      | Documentation re: purchases & disposals                             |
| Fixed Assets Ledger                                       | Permanent                       |   |
| General Ledger Reports                                    | Audit + <del>5</del> 7          |   |
| Vendor Information  | Active                          |   |
| <b>REPORTS</b>  |                                 |   |
| Annual Water Production Report                            | Permanent                       | Filed with the Division of Drinking Water Annually                  |
| Audits  | Permanent                       |   |
| Consumer Confidence Reports                               | 10                              | Stored in State Database  |
| Water Test Results  | 10                              | Stored in State Database  |
| Water Operator Monthly Reports                            | 10                              |   |
| Water Rights Reports                                      | Permanent                       | Filed annually  |