

ACWD General Manager (GM) Report June & July 2022

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Note: The regular June 14th Board meeting was cancelled due to the lack of a quorum, all business was carried forward to the July 12th regular meeting date. All meeting documents from the June Meeting packet except for the agenda should be brought to the July meeting.

Correspondence

Incoming: Election consolidation paperwork from Sierra County, Conflict of interest code verification documents from Sierra County, confidential draft audit report from the State Dept. of Finance for the two SRF projects, final audit report from the State Dept. of finance

Outgoing: On May 13th the Proposition 218 notices were mailed to all customers and property owners with active customer accounts. Letter of intent to participate in the multi-jurisdictional hazard mitigation plan sent to Sierra County OES, July 1st official response to the audit report listed above was submitted, customer update included in July 5th water bills

GM REPORT

- **RATE CHANGE**, only one protest letter out of 27 needed to kill the rate change proposal was received for the June 28th public hearing. This in effect “ratifies” the rate change resolution #116 adopted in May. The corresponding Ordinance update is included on the July agenda.
- **WATER TANK PROBLEM**, See customer update mailed on July 5th a copy is posted on this months (July 12th) meeting page as well. An additional update will be provided at the meeting.
- **State Dept of Finance Audit of SRF Planning Project Agreement # D15-02031 (Water sources and water tank planning) and Construction Project Agreement # D17-02013 (water tank construction)** The audit that began in February was finally completed on June 10th. The final 13 page report has been posted on the district’s website www.alleghanywater.org/2022-07-12-board-meeting Hard copies are available upon request. The pages with the audit findings and ACWD’s response are included in the meeting packets.
- **State disaster relief for big December/Jan snowstorm** As previously reported we were notified that we might be able to apply for disaster relief. I came up with just under \$1,000 in expenses related to the storm which was about half labor and half propane for the generator. New paperwork with a procedure was distributed by OES in June with an August 1st due date. Upon further inquiry I was told that ACWD does not qualify because we didn’t meet the minimum threshold of \$3,300 in expenses! (I wasted about 3 hours of volunteer time on this)
- ACWD’s application to participate in the State’s Low Income Utility Assistance program was accepted. Customers should be able to sign up via the website <https://www.csd.ca.gov/waterbill> or by calling 866-675-6623

Notes on specific agenda items

Agenda item 5 a) Renewal of contracts: The proposal for renewal of the two contracts is to keep the Secretary's contract "as is".

I am requesting one change to the GM contract. As noted on the budget documents, \$200 was added to line item # 6020 Secretary/GM Contracts specifically to pay the GM for completing three mandatory annual reports: the Annual EAR report, the consumer confidence report and the water rights report. Of the three reports the annual report takes the longest and the water rights report is quickest.

One option is to offer a flat rate for each report as follows: \$125 for the EAR report, \$50 for the consumer confidence report and \$25 for the water rights report.

The other option would be to offer \$25 per hour (GM current rate for state funded projects) preparing the reports. (if they don't change the EAR report it gets faster to fill out every year, but year-before-last they made major changes. This year it took me 5 hours to complete the report). Either way, I think it will be close to \$200, the hourly option might fluctuate from year-to-year.

As a reminder:

The Secretary's contract currently has the following compensation language:

Compensation

District agrees to compensate Contractor at the rate of \$30 per meeting plus another \$15 for each half hour (or \$7.50 per quarter hour) over 1 hour not to exceed \$60 per meeting. This rate shall be reviewed upon renewal of said contract.

The General Manager's contract reads as follows:

A. Compensation

1. Time that can be allocated to the State Funded Projects shall be billed to the district at a rate of \$25 per hour and will subsequently be billed directly to the State Funded Projects for reimbursement.

2. Deputy Secretary Duties shall be billed to the District at a rate of \$30 per meeting plus \$15 for each half hour over 1 hour (rounded by the quarter hour) and capped at \$60 per meeting.

Agenda item 5 b) Consider adding \$25 per month to the Bookkeeper's pay – This was essentially promised to her two years ago and has been built into the budget. This will put the bookkeeper at \$200 per month.

Bookkeeper's Job Summary

- Accounts Receivable Clerk/Customer Service – prepares monthly billings to water customers, receives payments, responds to customer inquiries
- Accounts Payable Clerk – Pays monthly bills in a timely fashion
- Reconciles bank accounts monthly and prepares monthly treasurer's report
- Processes Payroll including all required tax filings
- Performs all duties listed above in compliance with district Policies & Procedures