

ACWD General Manager (GM) Report April 2024

Prepared by Rae Bell Arbogast

Correspondence **Outgoing** Form 700s sent to Sierra County Clerk Recorder, **emails back and forth:** GSRMA and State Fund re insurance switch, Jake with GSRMA re site visit, Cranmer Eng. re: water sample results, State Division of Drinking Water (SDDW) Engineer Terri Parham re: EAR due 4/1. Coleman Eng. re: water tank repair monthly meeting, State Revolving Fund re: 2nd disbursement request for Ram Spring Project (RSIP), RCAC and ACWD attorney Marsha Burch re Bridge Loan app. SRF re Bridge Loan

Additional info. on interim financial information provided last month. After the January treasury report went out, I noticed that there was no breakdown provided for the credit card payment of \$719.02. The sign for the Ram Spring Project was \$496.50 and will be submitted to the SRF for reimbursement, postage \$3.26 and office supplies \$219.26. Office supplies consisted of 1,000 billing envelopes. (the cheapest deal we could find it was a close-out item on Quill). The envelopes will last several years. And \$16.25 was for two three-part receipt books for Edda for cash receipts. (We switched from 2-part to 3-part for better internal control procedures)

Regarding the budget-to-actual profit and loss comparison also provided last month: Line #6570 Printing and reproduction for \$993 should have been zero and has been fixed. The sign mentioned above was put there in error. Not once but twice!

Lastly, I keep getting RCAC, Rural Counties Assistance Corporation and CRWA California Rural Water Association mixed up! The other membership was for CRWA not RCAC as I wrote on my notes.

Agenda Item 3. c) GM Report Cancelling the State Fund Insurance Policy required much more effort than I imagined. Liz with GSRMA has been very helpful. On Friday April 5th we finally got a document from the Dept. of Industrial Relations that we think will satisfy State Fund. As of this writing they have not confirmed back. (This is the 3rd document that we have provided). The initial request for cancellation of the old Worker's Compensation policy was sent timely on March 18th. (They said a minimum of 10-days in advance). There is one related item under "new business".

ACWD's new insurer, Golden State Risk Management Authority (GSRMA) sent a representative on April 3rd to look around. Burns Tenney, Edward Snyder and I met with Jake Dickman. We toured the pumphouse, historical church and water tank. Jake said that he was impressed and indicated that he will give his employer a positive report.

Agenda Item 3. d) Historical Church My husband David and I looked at the historical church on 4/2/2024 and concluded that an electrician is needed to look at the wiring. ABT Plumbing and Electric (the contractor that wired the building) is scheduled to show up on the morning of 4/9 to look at it.

There is \$1,500 in the church budget for building supplies and equipment, that hasn't been used. (This is in addition to the \$1,500 that was approved after budget adoption for the tree limbing). I put an item on the consent calendar to authorize staff to OK the electrical repairs and to pay for it out of existing hist. church funds. More info. to be provided at meeting.

I also requested advice and estimates from ABT for the best heating option for the building. When the building was re-wired, we added a dedicated plug for an electric heater. In the past we have tried an oil filled heater, that did not cut it. I have spent hours looking online over the years, but haven't found a plug-in heater that would be adequate for 700 square feet. I expect that we'll have estimates for that by the May meeting.

Agenda item 4 c) Resolution to authorize staff to apply for a second bridge loan for the cathodic protection project. We recently learned that the Rural Communities Assistance Corporation (RCAC) will NOT issue a loan to ACWD without documentation from the State that explicitly states that the loan fees and interest can be billed to the SRF funded project(s). For this reason, I am encouraging the board to go ahead and pass this resolution so that staff can move forward with the application when the State's Approval comes through for the budget addition of \$15,000. The additional budget is specifically for bridge loan fees and interest. A copy of the resolution will be prepared before the meeting.

Agenda item 5 a) Resolution to Self-Insure. This resolution is required as part of the application to the Dept. of Industrial Relations (DIR) to self-insure. **So that nobody worries: Temporary certificates of coverage effective April 1st through September are in place for all lines of coverage.**