

ACWD General Manager (GM) Report November 2024

Prepared by Rae Bell Arbogast

Note: The regular August Board meeting was cancelled due to the lack of a quorum.

Correspondence Incoming: Notice from State Water Resources Control Board (SWRCB) re water rights report due by Feb. 1st. Notice from SWRCB re new monitoring requirements for Hexavalent Chromium (They lowered the threshold, new testing required by April 1st) **Outgoing** Lead Service Line inventory submitted timely to SWRCB, Customer update to be included in Nov. water bills re upcoming billing changes and new website and availability of Lead Line Service Inventory. (included in meeting packet)

GM Report:

Website. Edda and I attended a 1-hour training session for the new website interface on October 16th. As of this writing, neither of us has had time to start working on the new site. It should only take a day(8-hours) to get it set up, just need to make time for it.

Also, I recently found out from Golden State RMA (insurance pool) that Streamline (our current website host) now offers indemnity insurance coverage for ADA claims as part of their service. It is strange to me that Streamline did not explain this to me when I spoke to them last summer. But according to GSRMA that is a big part of why their cost went up so much. (I still don't think that ACWD can afford the service and we are already set up with the new web host).

Billing Program To-date we have not been able to find a cheaper utility billing option and I am planning on setting up a spreadsheet that will be used in conjunction with Quickbooks to accomplish both the water use tracking and customer account balance tracking. This will most likely increase the amount of time required to generate the bills and track payments, especially while we are getting it dialed in. (Thank you to Bri for sending some suggestions but those were not utility software programs, they were accounting programs. If your partner has other suggestions please pass them along.)

I do have one more place to ask about a billing program referred by the new website vendor. Both the Camptonville and Downieville Water utilities are using versions of what I have in mind, but I think that I can come up with something more efficient.

GSRMA Risk Management Program On October 18th I met with Jake Dickman our GSRMA rep to get the Risk Management Program started (this is for earning points for an insurance discount) So far the only directors who have turned in their Ethics training certificates are Burns and Bri. **Everyone else still needs to do it.** It is on me to send Harassment Prevention Links, I will get that out as soon as I have a chance. We are have access to a a service through GSRMA called Vector Solutions and I have gone through the steps to get ACWD set up, and even had a phone call with Vector on October 10th, but I never got the promised sign-up email. Need to follow-up on that.

We have until the second week of February to submit our application for the insurance points.

Hazard Mitigation Plan Kick-off meeting On October 29th I remotely attended a Kick-off meeting for the Hazard Mitigation Planning Committee. This is a County-wide plan and representatives from all local government agencies attended. I represented both ACWD and Pliocene Ridge CSD for the meeting. By participating in the plan our agency (ACWD) becomes eligible for certain funding sources. There are opportunities for public input on the plan including a survey that was recently sent out by Sierra County to all residents. The County has hired a firm to oversee and facilitate the process. They will be contacting me for both ACWD and PRCSD input. The ACWD Board will have to approve the plan once it is drafted. I will be sure to share the questionnaire with the board when I get it and request your input.

Agenda Item 5. a) Consider changing Secretary's Pay to hourly at minimum wage. I recently discovered that ACWD has full access to an HR Attorney through Golden State RMA! This is really awesome and is a very valuable service. Based on my conversations with her , she is recommending that we eliminate all flat rate pay for several reasons which I will not go into in detail, but she is supposed to provide this in writing to the board. She was sick for a couple of weeks and I sent her a reminder on yesterday (the 6th) asking her to use "reply all" and put the answers to my questions in writing.

I thought that we could handle one or two per meeting and since I probably won't be here for this month's meeting. I thought that we could start with what I think is the most straightforward one, and that is Amber. Currently she is paid a flat rate of \$30 for first hour of meeting plus \$15 for each quarter hour over one-hour capped at \$60 per meeting. Her new rate would be minimum wage for all time spent handling the secretarial duties. Since she has not been paid yet this fiscal year my suggestion is to make it effective July 1, 2024 (first day of fiscal year). If anyone else wants to take lead on the task of working out new employment terms please speak up!

The attorney also confirmed that the district is not required to post job openings for positions that are converted from Independent Contractor to Employee.