

AGENDA

WASHINGTON COUNTY WATER DISTRICT

Regular Meeting

June 13, 2019

6:00 P.M.

At The **SCHOOL**

Please Note: In compliance with the Federal "Americans with Disabilities Act", any person who requires special accommodations in order to attend or participate in the meeting, please contact 265-4720 - 24 hours prior to the meeting.

PRESENT: W. Helm, D. Pettis, A. Boyle, J. Price, Captain Cole, S. Rowland (G.M.), 8 members of the public

W. Helm opens meeting at 6:01 P.M.

APPROVAL OF THE AGENDA W. HELM MOVES TO APPROVE AGENDA, D. PETTIS 2ND- ALL APPROVE

APPROVAL OF THE MINUTES FROM REGULAR MEETING –MAY 9, 2019

W. HELM MOVES TO APPROVE THE MINUTES, D. PETTIS 2ND- ALL APPROVE

PUBLIC COMMENT

This portion of the agenda is reserved for the public to discuss matters of interest, within the District's jurisdiction, which are *not on the agenda*. For public comment on items not on the agenda, no action may be taken by the Board, except to refer the matter to staff and/or place it on a future agenda. It is in the best interest of the person speaking to the Board to be concise and to the point. *A time limit of Three minutes per individual will be allowed.* Visitors are reminded to please refrain from making comments or talking amongst themselves while the meeting is in progress.

Public comments may be made when a Discussion/Action Item is being discussed, provided the visitor raises his/her hand *and* is recognized by the President and states their name for the record prior to comments. Please note that the meetings are recorded.

Joe Lidwell has a question about his bill- J. Price will be happy to answer after the meeting

Phillip Copening would like to be considered for a position on the Board- W. Helm says that they will consider this

Fire Department Meeting

- I. Monthly Fire Chief's Report (Department Representative)

Captain Cole reads report:

June 13, 2019

Captains report:

Since my last report there have been a total of 5 calls, some of these falls under multiple categories.

4-Medical aid calls, all transported by ground ambulance.

[1-From dispatch to responding 1 minute, at scene in 7 minutes, 5 personnel were committed for 45 minutes.]

[1-from dispatch to responding 2 minutes, at scene in 3 minutes, 4 personnel were committed for 31 minutes.]

[1-From dispatch to responding 3 minutes, at scene in 10 minutes, 4 personnel were committed for 40 minutes.]

[1-From dispatch to responding 3 minutes, at scene in 2 minutes, 3 personnel were committed for 43 minutes.]

1- Water rescue of 2 people trapped in the middle of the river below town. This was a multi-agency response, NCCFD R-84, TNF P-33 & E-34, SNA Med-5, CHP H-24, & NCSO P-38.

[From dispatch to responding 2 minutes, at scene in 4 minutes, 5 personnel were committed for 2 hours & 21 minutes.]

there is a more detailed discussion of the water rescue

II. WNCFA update (D. Cole)

Captain Cole was under the weather and did not attend yesterdays meeting- he will go next month

W. Helm asks Captain Cole about the Prop 172 revenues that were discussed last month- he did not speak to anyone about them yet, he will try to remember the womans name and get in contact, J. Price suggests Marcia Salter or the CEO

III. Report on Fire Wise Coalition (R. Gotham)- **not present**

Closure of the Fire District Meeting

Water Agency Meeting

I. Monthly Reports

A. Finance Coordinator Report and Approval of Warrants (Directors)

W. Helm says that the Board will review warrant list and not read them out loud, but they will be inserted into the minutes-

W. Helm moves to approve the warrants, D. Pettis 2nd- ALL APPROVE

Requests for Warrants WCWD

Date	Vendor	Amount	Description
05.07.19	Anderson Sierra Pipe Co	187.17	Inv 18190 Rpr & Mnt
05.25.19	AT&T	100.00	530-265-0580
05.08.19	Cranmer Engineering	35.00	Inv GBE0357 Colilert & Chlorine
05.08.19	Cranmer Engineering	40.00	Inv GBE0358 Colilert & Chlorine
05.08.19	Cranmer Engineering	35.00	Inv GBE0359 Colilert & Chlorine
05.21.19	Cranmer Engineering	1,320.00	Inv GBE0546 Chemical Analysis
05.16.19	Glatfelter Insurance CK issued 5.23	24.00	Extended Reporting Period coverage
06.07.19	Golden State Risk Management Authority	7,487.00	7/1/19 - 6/30/2020 Annual Ins
05.29.19	Tyson Hamilton	450.00	Invoice 5/6/19 - 5/29/19
05.25.19	Hill Flat Lumber Co.	91.53	Acct 4497 05/09-05/16/19 Rprs & Maint
06.07.19	HughesNet	114.24	Internet Svc June
06.12.19	Jessica Price	1,800.00	May - June Bookkeeping
05.28.19	Jessica Price	55.00	Stamps for June 2019 Billings & invoices

06.01.19	PG&E	12.00	May 2019 6127729064-1 Water Shed
06.01.19	PG&E	100.00	May2019 6097898469 Chlorination Sys
05.31.19	Robinson Enterprises	200.00	Fuel 5/1-8/31/19
05.03.19	Sierra Office Supply	51.45	Paper, folders
05.08.19	Washington Petty Cash	400.60	Postage, dump runs, Rprs ck issued 6/6
05.30.19	State Compensation Fund	336.06	04/30-05/30/19 Work comp
			W/C warrant issued 06.06.19
	Total	12,839.05	-760.66 = 12,078.39
	Payroll Approval WCWD		
Date	Vendor	Amount	Description
05.15.19	Sara Rowland	1731.81	Payroll 05/01-05/15/19
05.15.19	Russell Johns	353.25	Payroll 05/01-05/15/19
05.15.19	Linda Hillman	633.75	Payroll 05/01-05/15/19
05.31.19	Sara Rowland	1976.67	Payroll 05/15-05/31/19
	Total	4,695.48	All Payroll checks have been issued
	Fire Department Request for Warrants		
Date	Vendor	Amount	Description
05.25.19	AT&T	100.00	530 265 4720
06.01.19	PG&E	75.00	4972894369-4
05.31.19	Robinson Enterprises	0.00	(48.10 credit balance on account)
04.30.19	State Compensation Fund	314.81	04/30-05/30/19 Work comp
	Total	489.81	-314.81= \$175.00 W/C Warrant Issued 6.6
	GRAND TOTAL ALL CHECKS	18,024.34	Approved at 6.13.19 Mtg

Amount already disbursed: **1,075.47** AP checks
 Amount already disbursed: **4,695.48** Payroll Checks
 Adjusted Amt to be disbursed: **12,253.39**

B. Director's Announcements (Directors) **NONE**

C. System Operations Report: (S. Rowland)

S. Rowland reads GM report:

WCWD GENERAL MANAGERS REPORT

June 13, 2019

- **CT report-** completed and sent to county
- **compliance samples-** completed and came back clean, the raw coliform is a little high, but post-filter shows absent
- **staff-** we had to let 2 employees go but have hired a very competent op-in- training- still looking for a new secretary and Board Member. Also we received a letter of resignation from our bookkeeper- last day will be June 30 unless we cannot find replacement by then, she will stay on and help us work through transition as needed
- **projects-** started painting the exposed line, contractors coming down to bid on 2 new services on Maybert (and moving broken hydrant- need to look into price for 4in line and a 4inch warf hydrant), weed eating around hydrants
still looking into getting sand so that we can scrape and re-fill filters

D. Meter Report (D. Askew) **not present-** S. Rowland informs the Board that the new hire will be going with D. Askew for the next meter reading- the Board is hoping to transition to Tyson doing the reads every month on the same day - it is decided that the day will now be the 26th because that is the day it has been done in most months in prior years.

The camera that has been used in past months is broken, the Board asks S. Rowland if Tyson would use his phone to take pictures of the readings, she will ask.

II. Old business: for information, discussion and possible motion.

A. discuss and decide Forgiveness requests (ALL)

S. Rowland passes 2 forgiveness forms around that have been received since last meeting there is some discussion as to whether this is necessary to wait for a meeting to decide...

A. Boyle moves that the General Manager should decide on these forms as they come in, and come to the Board if there is any question, problem, or special circumstance, W. Helm 2nd- ALL APPROVE new language for the policy to be brought to next meeting

B. website update (K. Kozloski)

S. Rowland tells the Board that K. Kozloski feels that the website is ready to go live- she has contacted company and is waiting on what is needed to move forward. S. Rowland tells the Board that the site is always fully editable and anything that was overlooked can be added as well as anything new that should be on the site for the public

C. CABY/ other grant opportunities update (W. Helm)

W. Helm attended 4 hour CABY meeting and it looks like they have \$5 million in need and only \$500,000 to disperse.... he will keep trying.

W. Helm also says that CRWA will continue working towards getting our planning app done- as soon as things get going again on their end.

W. Helm believes that the Board could be seeing some cash to get projects started by next year

D. update on billing/software (K. Kozloski/ J. Price)

J. Price says that she did not put any time into it this month as she is resigning..... the new bookkeeper should be able to get it going- she will be able to manually enter bills for next cycle.

E. Rate concerns and Meter Installations at River Rest & Pine Aire (W. Helm)

W. Helm says that there have been many letters back and forth between he and Mr. Grill

W. Helm says that the Board needs an attorney for this possible litigation because other water systems say that they only use 1 master meter for parks and the sub-metering is up to property owner

Debbie Shipley says that she had River Rest re-zoned long ago and it is no longer classified as a mobile home park, she tells the Board that the new reg is anything built after 2012 must be individually metered...

Debbie suggests the Board put in writing that if Mr. Grill loses in court that he must pay the Districts legal fees

W. Helm says the Board has no interest in putting meters in River Rest.

New Business: for information, discussion and possible motion

A. Appointment of new Fire Chief (W. Helm)

MOVED TO CLOSED SESSION

B. Amendment to Policies and Procedures for Late fee, dishonored check fee and interest on delinquent accounts. (W. Helm)

Amendment to Policies and Procedures, Paragraph 9, B

Existing:

“Payment of Bills

WCWD bills will be mailed monthly and will be due and payable immediately. Accounts that are 30 days old will be subject to disconnection for non-payment. “

Shall be replaced with the following:

WCWD bills will be mailed monthly and will be due 30 days after the mailing date. Water bills not paid on or before the first day of the calendar month after the due date, shall incur a penalty of ten percent (10%) on the current balance in addition to being subject to disconnection for non-payment. The District also shall impose interest at the rate of one-half of one percent per month on the delinquent balance and basic penalty, which shall accrue until the outstanding balance of all charges, penalties and interest are paid in full. (Gov't Code section 54348.)

A charge equal to charges incurred by the Water District shall be paid for each check tendered as a payment to the District that is not honored by the bank. If the dishonored check was paid to avoid disconnection of service, then the responsible party will be contacted immediately and given two (2) days to honor the check. If the District receives two dishonored checks a cashier's check of all future utility bills may be required.

W. Helm asks if there are any questions about what he has proposed- A. Boyle says that billing and reads are messed up so she doesn't really look at someone being late until they are 60-90 days late on paying discussion of past issues....

W. Helm hopes that these problems are resolved

A. Boyle says that customers need to feel they are being billed fairly- she will not tell people that there is going to be a 10% penalty for them paying late if they are receiving their bills late...

Rachel Kozloski tells that Board that she is all for cleaning up the language of the policies and it is important for the district to have their practices tightened up. She asks that the Board please be sure that the Policies and Procedures that are in place are being practiced before going after violations.

W. Helm moves to amend policy-

A. Boyle not comfortable having late fees until billing and readings are consistent

J. Price suggests waiting until a more efficient billing system is in place

W. Helm tables discussion for another time

C. Amendment to Policies and Procedures for Resolving Delinquent Accounts (W. Helm)

Amendment to Policies and Procedures, Paragraph 10, B

Existing:

“Resolving Delinquent Accounts

To qualify for reconnection, or to avoid disconnection, the customer must be in good standing with their account; this is done as follows:

By paying all past due amounts, including disconnect, reconnect and lien charges, if applied, or by paying 10% (ten percent) each month of the outstanding balance, while continuing to pay the ongoing monthly bills as they become due. The 48-hour shut-off status remains in full effect until the delinquency is satisfied in full. Thus any delinquency of either the monthly 10%, or normal monthly payments will result in disconnection.”

Shall be replaced by:

Resolving Delinquent Accounts

To qualify for reconnection, or to avoid disconnection, the customer must be in good standing with their account; this is done as follows:

By paying all past due amounts, including disconnect, reconnect, late fee, interest and lien charges, if applied, or by entering into a payment plan which will require paying 10% (ten percent) each month of the total outstanding balance at time the payment plan is signed, while continuing to pay the ongoing monthly bills as they become due. The 48-hour shut-off status remains in full effect until the delinquency is satisfied in full. Thus any delinquency of either the monthly 10%, or normal monthly payments will result in disconnection

INCLUDED IN PREVIOUS DISCUSSION- TABLED FOR ANOTHER TIME

D. Review, Discuss and adopt preliminary 2019-20 Water & Fire budget (W. Helm)

The Board has the preliminary budget from J. Price and a budget that W. Helm did some work to come up with:

Budget analysis and proposal for 2019-2020 for discussion, developed by Walter Helm

Propose scheduled Water Sales at \$109,556 and expenses at \$130,212 for both Water and Fire for a net income of \$14,772 for reserves and Fire. This will require an immediate 218 base rate increase to be effective for September meter reading. Basis of Water Sales:

May’s customers plus two additional customers for 102 total and the May usage (830,587 gallons. May was picked as a representative month based on previous usage.

With the same usage, new rates for 2019 and an increase of two customers our projected income is: 102 at \$51.50 X 12 = \$63,036, plus usage of 830,587 at \$0.00335 X 12 = \$33,390 for an annual total of \$96,426 without any rate increase. This is a minimum budget that does not provide any funds to rebuild our reserves which as of 5-8-2019 were at \$58,205, nor any funds for the fire department.

Using the projected expenses and income from two new connections (\$3,000) the net income is projected at \$1,642 with nothing for replenishing reserves nor for Fire.

Proposed rate increase: Charge by meter size as follows:

This base increase is annually \$15,759 higher than out current base rate. Assuming we approve the rate increase resolution at the June 13, 2019 meeting and get the Proposition 218 notice out in 15 days so we can have the hearing during our on August 8th and implement the new base rates for the meter reading September 26 or so. This will give us two months at the base of \$5,253 and 10 at \$6,566 for a total base of \$76,169 plus estimated usage income of \$33,390 for a total of \$109,559.

By changing the base rate like most water districts do, to reflect meter size upon Maximum flow we get the following new base rates:

2017-2018 FINAL

2018-2019 Adopted 2018-19 YE proj No change 2019-2020

With new base 20192020

Revenue

69,115	110,943	73,460	96,426	109,556	Prop 172	4,388	
4,200	4,200	4,200	4,200	992	525	510	
500	500	28,959	26,737	26,737	26,737	26,737	Misc
1,134	3,000	3,000	Interest income	970	900	1,064	
900	900	Total Income	104,424	143,305	107,105	131,763	144,893
	Total Expenses	132,152	137,409	144,652	130,121	130,121	Net Income
(27,728)	4,224	(37,547)	1,642	14,772			

Total due from May readings, annualized \$6,978 \$83,736

Scheduled Rate increase for June 1, 2019: \$51.50 and \$00335

Using May 2019 usage and two new customers to 102 Base Usage Potential income w no increase \$63,036 \$33,390 \$96,426

Proposed base rate increase by meter size: # of meters Meter Size Max flow GPM Factor over 5/8

Base rate Total Base 83 5/8" 20 0 51.50 \$4,274.50 11 3/4" 30 1.5 \$77.25 \$849.75 6 1" 50 2.5 \$128.75

\$772.50 1 1-1/2" 100 5 \$257.50 \$257.50 1 2" 160 8 \$412.00 \$412.00 102 \$6,566.25

Increase in base rate from \$63,036 to \$78,795 Annual \$78,795

If approved at 6-13 meeting, notices out and finalized at August 8th meeting new base

would go into effect for the September meter reading. Months Per month Totals Old Base 2 \$5,253 \$10,506 New base 10 \$6,566 \$65,660 Annual base income \$76,166 Estimated usage charge \$33,390

Total budgeted with increase \$109,556 Current rates \$96,426 Increase over current rates \$13,130

W. Helm says that last year the Board was negative \$27,000 and this year negative \$30,000 with no funds going into reserves- the Board should always be adding to reserves, not taking out there is \$58,000 left in the reserves and there is supposed to be \$150,000

for his budget W. Helm used May as an average- with no change to rates there is only a possible \$1600

W. Helm proposes increasing rates based on meter size, the way other systems do.

we need money to come in so that we can finish getting into compliance with all metering and other regulations- the district cannot get grants for normal operating costs

W. Helm says that we would need to go through another Prop 218 process- public notification and hearing-

there is some discussion about the sizes of meters that customers already have and whether or not they have a choice of meter size

W. Helm says that the Board would reduce meter size at customer request, if this goes through

Phillip Copening says he is not familiar with the term 'meter size'

W. Helm tells him that is dependent on pipe size and most other districts do it this way

Debbie Shipley says that WCWD will need to notify people that have meters over 5/8"

Joe Lidwell asks what are the calculations on pressure difference when going from a 1" pipe to a 5/8" meter- he then asks about the homes that are currently not metered- W. Helm tells him this is not that subject-

there is discussion about what subject the Board is actually discussing- S. Rowland tells everyone that this is about the budget

Joe Lidwell asks how long would this take to balance the budget

W. Helm says it depends on how many people switch their meters

Debbie Shipley asks why the Board didn't take the last 2 years to figure this out

W. Helm explains the budget

Joe Lidwell suggest raising the rates to whatever is necessary to balance the budget but double the usage allowed each month

W. Helm talks about trying to get funds for the Fire Department- in the future the Board would like to be able to put \$10,000 in Fire

Debbie Shipley asks about the Transient Occupancy Tax, which is supposed to go straight to Fire

J. Price makes a note to find out about the TOT monies

Rachel Kozloski asks about one of the rate tables in W. Helms proposal

Captain Cole says that there are 19 customers with meters other than 5/8- he suggests making contact with them this week to see how many would want to swap sizes and have a special meeting for adoption of a budget in the next 2 weeks

W. Helm asks Board for comment- A. Boyle just wants the FD to get the money that they need

W. Helm says that the budget will be put to a Special Meeting before the deadline

E. XiO Telemetry Proposal (W. Helm)

W. Helm references Telemetry Proposal from Paul Rose and work-up from XIO

he says we will not need to have someone do rounds everyday- it can be monitored remotely and the money saved in man hours will pay for system

W. Helm moves to go forward with telemetry system

The public asks question about what system monitors and what the savings would look like

W. Helm says it would monitor flow, turbidity, filter levels and chlorine levels

A. Boyle say the savings would be close to \$1500 per month

Public asks about a guarantee

W. Helm says the guarantee is 1 year and the system would pay for itself in 13 months the Public feel this is not a good enough guarantee

W. Helm moves to approve telemetry system

D. Pettis would like a better guarantee, A. Boyle would like a better guarantee as well

NOT PASSED

Correspondence

- Letter from Customer

S. Rowland tells Board that there are some letters that a customer would like in the minutes:

Lyla Tracy
5100 Old Washington Rd.
P.O. Box 69
Washington, CA 95986

Honorable Board Members,
Washington County Water District
Washington, CA 95986

Dear Board Members,

This letter is to address the current water rates as recently implemented by the Washington Water District.

My family first came to this community in 1951 after purchasing the Red Ledge Mine. At this time the only piped water to town came intermittently from the Tahoe Sugar Pines saw mill that owned water rights to Canyon Creek water which flowed to the saw mill in an open ditch alongside Maybert Road. The saw mill often shared this water with the Washington community and upon request they would open the water gate to the community water system.

The residents of Washington were anxious to have dependable water and formed a legal Water District with three directors, Tom Walsh, Washington Hotel, Doug Ribble, General Store and Sam Tracy, Red Ledge Mine, (my Dad). At this time the Tahoe Sugar Pines saw mill transferred their Water Rights to the new Washington Water District and the community then had a reliable source of continuous, open source water.

Washington has always been largely composed of low- income families, subsisting on 40% to 50% less income than the average California house hold. The goal of the Washington Water District at inception was to deliver affordable water to the low- income families of this community by keeping overhead operating expenses low.

This community has legally been classified by the State of California as a "Low- Income Community", resulting in a number of benefits to the community, namely, advantages when the Water District applies for financial grants from the State of California. These financial grants, greatly assisted by the "Low-Income Community" classification have been awarded to the Washington Water District in the recent past. Competition for these grants is stiff and it is likely without the "Low Income" classification the Washington Water District would not have qualified for these grants.

It seems only fair, that when the Washington Water District sets the water rates for this community that they use the same Low- Income status they used with the State of California in acquiring the grants and adjust the water rates downward from the average California water rate to accurately reflect the lower income level of the Washington residents.

Respectively Submitted,
Lyla Tracy, Washington Resident,

c.c. Richard Anderson, Nevada County District Five Supervisor.
c.c. Alison Barratt Green, Nevada County Counsel.

Lyla Tracy
15100 Old Washington Rd.
P.O. Box 69
Washington CA 95986
Windrush@hughes.net

6/3/2019

Richard Anderson, District 5 Supervisor
950 Maidu Ave.
Nevada City, CA 95959

Dear Mr. Anderson,

Regarding the Washington Water District billing procedures:

It has come to my attention that the billing procedures recently enacted by the Washington Water District are illegal. Long-time resident of Washington, James Grill researched the problems with the current billing system and brought the complaint to the Water District Directors. They in turn deferred to Nevada County Counsel for her review and are requesting a meeting with her and Mr. Grill to discuss the problems and avert a potential law suit.

I have been tasked to hasten this meeting as I am former Water District Director. Mr. Grill has prepared and delivered a document to County Counsel and the Water Board Directors which details the illegalities with the current system and proposes solutions.

I felt you needed to be alerted to this situation and possibly may wish to encourage the meeting with Alison Barratt-Green, Nevada County Counsel, Water Board Directors and Mr. Grill to happen sooner rather than later.

Respectively Submitted,

Lyla Tracy, Long time Washington Resident.

c.c. Washington Water District Directors
c.c. Alison Barratt-Green, Nevada County Counsel

Board asks Mike Stewart to join them for closed session

Rachel Kozloski asks the Board to know that she is at this meeting to support Mike Stewart as Fire Chief

RESULT OF CLOSED SESSION:

W. Helm announces that Mike Stewart is now Fire Chief

there is a Firewise meeting on Sun at the Hotel @ 10am and everyone is invited

if Washington can be classified as a 'Firewise Community' there is priority of service and help with funds

Close of the Water District Meeting

W. Helm closes meeting at 7:18 P.M.