

CASTLE ROCK COUNTY WATER DISTRICT  
BOARD OF DIRECTORS MEETING  
Minutes for May 12, 2018

Present: Fred Allen, Bob Deinhammer, Ed Grubb, Richard Hoag  
Absent: Matt Smith

Announcements: None

**I. Old Business**

- a. Continuation of Conservation
  - i. Based on 2013 usage [leakage continues to be an issue; no reasonable solution apparent due to high analytical cost/low probability of success; continue to monitor]
  - ii. Letter to members with January billing
    - 1. Quarterly target
    - 2. New rates [billing error re overage rate; letter to affected members; will credit error amount on next billing cycle]
- b. New Screens for Intake at Pump House
- c. February Tank Inspection: no leaks; access road adequate
- d. CCWD Maintenance Agreement [successful experiences to date]
  - i. Quick response and fully equipped
  - ii. Cost effective

**II. Board Resolution Needed for Annual Financial Compilation**

- a. ***ACTION: Fred Allen motions that CRCWD request authorization from the Board of Supervisors of Contra Costa County to replace the annual audit with an annual financial compilation in accordance with Government Code section 26909, with an audit conducted every fifth year. Second by Bob Deinhammer. Motion passes 4-0.***
- b. ***ACTION: Ed Grubb motions to continue with the accounting firm of Maze Associates due to their competitive cost structure and familiarity with water districts. Second by Fred Allen. Motion passes 4-0.***

**III. Accounting/Bookkeeping Service**

- a. Dwight Moreland has requested an increase to \$35 per hour
- b. ***ACTION: Ed Grubb motions that Fred Allen speak with Maze Associates as to the reasonableness of Dwight's request. If Maze finds \$35 per hour is reasonable, the Board approves the raise. Second by Richard Hoag. Motion passes 4-0.***

**IV. District Leak Policy**

- a. After discussion, ***Bob Deinhammer motions that the District formalizes the following Leak Policy that has been informally used in the past:***
  - i. Member must provide reasonable substantiation that an unknown leak occurred during a billing period and was corrected.
  - ii. Member must pay the base rate for all water used during the period.

- iii. If the District is at or under its Conservation Target for the period in question, the District will waive the member’s Excess Usage portion of the fee. If the District is over its Conservation Target for the period in question, member must pay the Excess Usage portion of the fee as well.

**b. Second by Fred Allen. Motion passed 4-0.**

**V. New Members/Users**

- a. Three possible scenarios were discussed by the Board:
  - i. An ownership transfer of an active account with an existing meter: “A”
  - ii. An ownership transfer of an inactive or new account with an existing meter: “B”
  - iii. A new member/account needing a meter hookup to CRCWD’s system: “C”

**b. After discussion, Fred Allen motions that CRCWD adopt the policy with regard to Conservation Targets and Fees as outlined in the table below. Second by Richard Hoag. Motion passes 4-0**

**c. TABLE**

ACCOUNT TYPE	CONSERVATION TARGET	APPLICABLE FEE(S)/COSTS
A	New owner inherits pre-existing targets	None
B	Board establishes new Conservation Targets	\$500
C	Board establishes new Conservation Targets	\$500 CRCWD hookup fee plus owner pays all costs associated with attachment to CRCWD system. Owner must get CRCWD Board approval for Contractor(s) doing the work

**VI. November Election**

- a. County election instructions received
- b. Richard Hoag and Ed Grubb to submit papers

**Reports**

President: No report  
 Treasurer: No report

The meeting was adjourned at 10:21am.