

# NOTICE

## OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF ALLEGHANY COUNTY WATER DISTRICT

**Date: Tuesday November 12, 2019 Time: 6:00 pm**

**Location: Alleghany Firehouse 105 Plaza Ct. Alleghany**

**Website: [alleghanywater.org](http://alleghanywater.org)**

**phone: 530-287-3204**

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Directors in accordance with the Ralph M. Brown Act. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Details and supporting materials concerning agenda items are available for public reference in the box at the Post Office at the time of agenda posting or on the district's website: [alleghanywater.org](http://alleghanywater.org)

### 1. Call to Order & Establish a Quorum

### 2. Consent Calendar

- a) Approval of the agenda
- b) Reading and approval of the minutes for the regular meeting dated October 8, 2019.
- c) Ratification of Treasury Report and bill payments for the month of October 2019

3. **Public Response Time:** The public may be heard before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken by the board unless the matter is deemed urgent by a 2/3 vote.

### 4. Information/Discussion Items:

- a) Correspondence
- b) SRF Projects Update – written report in packets
- c) Board Member or Special Committee Reports
- d) Staff Reports – Chief Water Operator (CWO) & General Manager (GM) written report provided
- e) Historical Church/Library Report -
- f) Park Report –

### 5. Unfinished Business (Discussion & Possible Action Items):

- a) Customer Accounts/Billings/Disconnects. One ten-day notice was issued in October that escalated to a shut-off notice but it was paid.
- b) Ordinances, Policies & Procedures and Bylaws: Draft Bylaw revisions provided in September for consideration.

### 6. New Business (Discussion & Possible Action Items):

- a) Request from General Manager for board approval to pursue portable building at Ram Spring as part of Planning Project
- b) Closed session for employee issue.

### 7. Next meeting date, Items for next Agenda & Adjournment.

Next regular meeting, December 10, 2019 6:00 pm at the Alleghany Firehouse Next meeting agenda items:

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**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday October 8, 2019 Alleghany Firehouse, 105 Plaza Court Alleghany**

**1. Call to Order & Establish a Quorum** The meeting was called to order by President Mehrmann at 6:05 pm. Directors present: Nancy Finney, Toby Mehrmann, Gus Tenney, Robbin DeWeese and Coral Spencer; GM Rae Bell; CWO Bruce Coons and Secretary Amber Mehrmann; Public Present: Jan Sticha and Vicky Tenney

**2. Consent Calendar:**

a.) A correction was made to the minutes; Rae Bell needed to be added to those present Motion made by Robbin DeWeese and Gus Tenney 2<sup>nd</sup> Ayes: Mehrmann, Finney, Spencer, Tenney and DeWeese Nays:0 Absent:0 Abstain: 0 Motion Carried

**3. Public Response Time: None**

**4. Information/Discussion Items:**

a) Correspondence: Incoming: Notice from the water resources control board that they are revising (increasing) their fee schedules for everything including water rights and other required filing fees.

Outgoing: Thank you card to Ned Cusato for helping Bruce with the drinking fountain installation at the park. Sympathy card and potted plant delivered to Donna Hauck's Celebration of life

b) **SRF Projects Update:** There was approval on building of the new structure at the tank. Gus asked about the area being extended and Rae stated that, that would be at Ram Springs not at the tanks. Nancy questioned about what a restoration project would involve. Rae said that the conifers would need to be taken out and native plants would need to be established as there are not many there now. It was discussed that the more conifers taken out would lessen the fire danger in the area. Nancy also asked about the Cumberland as a water source. Rae explained that the Cumberland site needs to be built up more as it is, too, dangerous to go into right now. The expense of building it up is not be feasible at this time.

c) **Board Member or Special Committee Reports:** None

d) **Staff Reports:** G.M. Written report in packet. There haven't been any bids on the old Memcor unit.

**CWO Report:** Bruce stated that in August there was a raw water GPM of 86 gallons a minute and 358,350 gallons total pumped and in September there was a raw water GPM of 89.8 gallons a minute and 152,000 gallons pumped total.

- there were 27 water tests sent out for September, which he has not received the results for yet.

-September was absent of biological contaminate.

-The hydrant flush went well, not very rusty.

e) **Historical Church/Library Report:** none

f) **Park Report:** Water is shut off for the winter.

**5. Unfinished Business**

a) **Customer Accounts/Billings/Disconnects:** Three ten day notices were sent out. All have been paid.

b). It was noted that legally there has to be compensation to anyone that uses their own equipment to weed eat.

- Gus Tenney offered to do the weed eating for the district.

## **6. New Business.**

a). An employee handbook was presented to the board that was adopted from what the attorney suggested. -Nancy wants more research done on the sick leave portion of the handbook. Rae explained to her that there are new laws in place. Rae also states that it is better to have a handbook in place sooner than later and that it can always be revised as time goes on if there are any issues. Robbin DeWeese made the motion to adopt the handbook and Coral Spencer 2<sup>nd</sup>. **Ayes: Mehrmann, Finney, Spencer, Tenney and DeWeese Nays:0 Absent:0 Abstain: 0 Motion Carried**

b). **Prevailing Wage:** To pay employees prevailing wage on specific projects being funded 100% by the state. Coral Spencer made a motion to pass Nancy Finney 2<sup>nd</sup> **Ayes Spencer, Finney, and Mehrmann Nays:0 Absent: 0 Abstain: Tenney and DeWeese Motion Carried.**

c). **Raise for Rae Bell:** A pay raise from \$20 to \$25 for State funded projects ONLY was presented by Rae. Coral Spencer made the motion to approve it and Nancy Finney 2<sup>nd</sup> **Ayes: Spencer, Finney, Mehrmann, and DeWeese Nays:0 Absent:0 Abstain: Tenney Motion Carried**

d) **Flower Reimbursement:** There was money taken out of the Church account to buy flowers for Donna Hauck's funeral. There was a request made for reimbursement of the funds taken. Gus Tenney makes the motion to approve Coral Spencer 2<sup>nds</sup> **Ayes: Spencer, Tenney, Mehrmann and DeWeese Nays:0 Abstain: Finney Motion Carried.**

## **7. Next meeting Date, Items for next Agenda and Adjournment.**

Next regular meeting scheduled for November 12, 2019 at 6:00 P.M. at the Alleghany Fire House. Next agenda items: A code of conduct and an employee handbook.

There being no further business before the Board, the meeting was adjourned at: 7:12 p.m.

Minutes respectfully submitted:

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# Allegheny County Water District

Treasurer's Report

October 2019

MAIN ACCOUNT Beginning Balance \$ 20,029.82

### Deposits

Date	From:	For:	Amount
10/15	Tank Project Payment		\$ 12,216.00
10/15	Customers	Water	\$ 792.20
<b>Deposits Total</b>			<b>\$ 13,008.20</b>

### Expenditures

Ck #	Date	To:	For:	Amount
1099	10/4	Amber Mehrmann	Secretary Bill - Sept Meeting	\$ 30.00
1100	10/8	Rae Bell	Office supplies reimburse	\$ 10.84
EFT	10/14	PG&E	Pumphouse x2 Months	\$ 245.03
EFT	10/14	PG&E	Tank Site x2 Months	\$ 26.24
1101	10/15	Postmaster		\$ 7.35
5427	10/16	Altec Engineering	Tank Engineering	\$ 8,997.85
5428	10/16	Aqua Sierra	Tank Project	\$ 1,000.00
5429	10/16	AT&T		\$ 33.44
5430	10/16	B&C	Supplies and Maintenance	\$ 121.04
5431	10/16	Cranmer Engineering	Water Tests	\$ 56.00
5432	10/16	Softline Data	Billing Program Yearly Subscription	\$ 425.00
5433	10/16	State Fund	Worker's Comp Shortage	\$ 22.83
5434	10/16	SWRCB	Division of Drinking Water - Annual Fee	\$ 90.00
EFT	10/21	EDD	State Payroll Taxes	\$ 109.23
EFT	10/21	United States Treasury	Federal Payroll Taxes	\$ 477.52
5436	10/21	EDD	VOID	
5436	10/26	Bruce Coons	CWO September Bill - Gross \$474.68	\$ 316.26
			CWO Salary	\$ 300.00
			Tank Project	\$ 30.00
			Other Labor	\$ 60.00
			Mileage	\$ 84.68
5437	10/26	Edda Snyder	Bookkeeper September Bill - Gross \$150	\$ 137.03
5438	10/26	Edward Snyder	WDO September Bill - Gross \$222	\$ 202.80
			Tank Project	\$ 24.00
			WDO Labor	\$ 198.00
<b>Expenditures Total</b>				<b>\$ 12,308.46</b>

**Ending Main Account Balance \$ 20,729.56**  
**Less Contingency Fund Balance \$ (10,000.00)**  
**Plus Undeposited Funds \$ 2,228.62**  
**Available Funds \$ 12,958.18**

NON-ENTERPRISE ACCOUNT (Historical Church & Park) Beginning Balance \$ 8,324.71

### Deposits


Date	From:	For:	Amount
10/1	Donation for Park Fund	in memory of Donna Hauck	\$ 100.00
10/15	Donation	for Donna Hauck's Flowers	\$ 50.00
<b>Deposits Total</b>			<b>\$ 150.00</b>

### Expenditures

Ck #	Date	To:	For:	Amount
EFT	10/14	PG&E	Church	\$ 20.36
<b>Expenditures Total</b>				<b>\$ 20.36</b>

Report Prepared by Edda Snyder  
 Verified against Bank Statement

**Ending Non-enterprise Account Balance \$ 8,454.35**

x  
 Print   
 Rae Bell Arbogast

Historical Church Balance	\$ 7,644.86
Park Balance	\$ 809.49

**State Revolving Fund (SRF) Projects Update:**  
**For ACWD BOD Meeting Date: 11/12/19 Prepared by Rae Bell**

The third-quarter reports to the State for both projects were submitted on 10/21/19. Copies available upon request.

**Planning Project**

Budget Up to \$500,000 amount billed through 5/31/19 \$357,300 Budget remaining: \$142,700

The environmental firm contacted me in October and requested an extension on their contract to Nov 30<sup>th</sup>. I contacted the State and they were OK with that. So far no report.

**Final completion date for Planning Project 3/1/2020.**

After the planning project is finished the next step is to apply for funding for the related construction project. The application process takes close to two years to complete (based on our experience to-date.)

Based on some of the questions at last month's meeting it is apparent that there is still some confusion about the planning project and the related future construction project.

The objective of the planning project is end up with a "shovel ready" project to put out to bid for the future construction project. Our "shovel ready" project will be used to determine the amount of money that we need to request for the construction project. For example, the tree removal: it will be determined as part of the PLANNING PROJECT which trees should be removed with an estimate of how much it will cost. The actual tree removal will take place as part of the construction project. The first step of the construction project will be to put the project out to bid, just as was done for the water tank construction project. I hope this helps.

**Tank Project**

Budget: Up to \$900,000 amount billed through 10/14/19 \$860,706 balance remaining:\$39,294

Remaining tasks:

- Control Panel Aqua Sierra is scheduled to be here on Nov. 25<sup>th</sup> for the installation.
- Shelter for pressure switch The plastic shed is on site as of 11/1/19 and Bruce and Edward are working on it.

**The deadline to finish this project is 12/1/19**

**Disclaimer** "Funding for these projects has been provided in full or in part through an agreement with the State Water Resources Control Board. The contents of this document do not necessarily reflect the views and policies of the foregoing, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

## Alleghany County Water District General Manager (GM) Report November 2019

Memcor unit, online auction status Still no bids. It is now listed at \$100 with a reserve of \$200. John Lewis has offered to take it off of our hands but says he can't pay anything for it.

Petroleum oil waste clean-up at the Sixteen to One Mine: Because of my relationship to the mine it does not seem appropriate for me to address this issue directly myself. I did contact Nick McGann our engineer with the State Division of Drinking water and put him in touch with the Sheriff's Dept and the Health Dept. to apprise him of the situation. He issued the following statement:

"Given the horizontal separation of at least 800 feet from the burial site to the nearest pipe in the District's distribution system, and the elevation difference of approximately 300 feet from the mine to the Ram Spring, the potential risk to the drinking water system from the known chemical bury site appears to be minimal and there are no additional samples that are required under the regulations at this time."

Nick can be reached at either (530) 224-3269 or by email at [nick.mcgann@waterboards.ca.gov](mailto:nick.mcgann@waterboards.ca.gov) if anybody has further questions.

ACWD tests for petroleum by-products every six years with consistently good (absent) results; last done in May of 2016.

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Agenda item 6a Portable building at Ram Spring As mentioned in previous reports I have discussed the possibility of putting a portable building at the Ram Spring as part of the future construction project with the State. The State gave us a preliminary "yes" on that as did the Sixteen to One Mine for the expanded space.

At this juncture I need the board's approval to pursue the portable building (or not) because the deadline for completing the planning project is March 1<sup>st</sup>.

The tasks related to the building that would be included in the planning project would be to:

- Survey and redraw attachment "A" of the Lease agreement with the 16 to 1 mine to include additional space on the NE side of the pumphouse (see preliminary drawing). All other terms of the lease would remain "as is".
- The district's attorney would draw-up the required lease amendment and it would be reviewed by the State as well.
- The lease amendment would then be executed as part of the planning project phase.
- Select a building and put together a cost estimate for its purchase and installation (My idea is to find some building choices that will work then let the board choose which one to go with.) As you all know, the district lacks building space so this is an opportunity to help alleviate that. The proposal is for a 12' x 16' building.

Over ————

Proposed addition to area covered by current lease agreement.

