



# NOTICE

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

**Date: Tuesday July 9, 2024 Time: 6:00 pm**

**Location: Alleghany Firehouse 105 Plaza Court with conference call option  
for non-board members only.**

Dial-in number (US): (978) 990-5144 Access code: 6919768#

Board member Coral Spencer will be calling in from 520 Miners St. Alleghany

**All meeting documents available online: [alleghanywater.org](http://alleghanywater.org)**

**Send an email to: [alleghanywater@gmail.com](mailto:alleghanywater@gmail.com) for meeting notices.**

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 agenda
- b) Reading and approval of the minutes for the regular meeting dated June 11, 2024.
- c) Ratification of Treasury Report and bill payments for June 2024.

### 3. Information/Discussion Items:

- a) Correspondence – Provided in GM report
- b) SRF Projects Update – Provided in writing.
- c) Board/Staff Reports – Chief Water Operator (CWO) & General Manager (GM)
- d) Historical Church/Library report –
- e) Park report -

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

- a) Customer Accounts/Billings/Disconnects:
- b) Ordinances, Policies & Procedures and Bylaws: nothing prepared for meeting.

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

- a) Approve lease extension for historical church to be used as Library (paperwork mailed in June)
- b) Revisit contracts for GM and Secretary, consider making both positions employees of the district for insurance reasons.
- c) Adopt Resolution #127 declaring urgency of Cathodic Protection Project and ratifying contract with Coleman Engineering.

**6. 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. Per the district's bylaws: complaints about board members or district staff are to be submitted in writing (not to be aired at meetings).

Next regular meeting date August 13, 2024 Agenda items:

### 7. Adjournment.

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**Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday June 11, 2024 Meeting was held at the Alleghany Firehouse and over phone**

**1. Call to Order & Establish a Quorum** The meeting was called to order by President Tobyn at 6:03 p.m. Directors present: Tobyn Mehrmann, Brianne Price, Burns Tenney, and Coral Spencer (by phone) CWO Bruce Coons and Robbin DeWeese showed up at 6:11pm, WDO Edward Snyder, and Secretary Amber Mehrmann was present and took minutes. Public: Jan Sticha.

**2. Consent Calendar:**

Burns Tenney asked if a break-down of the cost of the warranty work will be provided on the Treasury Report after the job is finished.

Motion was made to approve the consent calendar by Coral Spencer and Burns Tenney<sup>2<sup>nd</sup></sup>. **Ayes: Tobyn Mehrmann, Burns Tenney, Brianne Price and Coral Spencer Nays: 0 Absent: Robbin DeWeese Abstain: 0**

**3. Information/Discussion Items**

**a) Correspondence:** Provided in the written Report and read at the meeting.

**b) SRF Project Update:** Provided in the Report. Burns Tenney had a question about the new meters. Edward to look into it.

**c) Board/Staff Reports: *CWO and GM Reports***

CWO Bruce Coons: The raw water flow at the spring is 125.5 GPM and the Total finished water production for May was 137,060 gallons.

~The new panels for the tanks came in, but they are a slightly different color. Work should begin again soon.

~Burns asked how often the exterior of the tank needed to be painted. Bruce wasn't sure.

~The contractors caused some damage to the conduit and wires. They felt confident that they would be able to splice the wires back together.

~Eddie stated that there didn't seem to be, too, much damage; but that he and Bruce will double check the work and have the whole thing replaced if it doesn't look fixed properly.

G.M. written report is in the packet. Rae Bell was unable to attend the meeting.

**d) Historical Church/Library Report:** The library is now open on the first Wednesday of each month from 3:00-5:00 P.M. and every third Saturday from 1:00-3:30 p.m. If you haven't already, please go and get a library card and borrow a couple of books. We would love to keep our library open!

**e) Park Report:**

~The water is on at the park

**4. Unfinished Business**

**a) Customer Accounts/Billings/Disconnects:** There are 4 accounts over due 90 days and 2 accounts overdue 60 days.

**b) Policies, Procedures & Ordinances:** Nothing prepared for meeting.

## **5. New Business**

**a) Adoption of Preliminary Budget:** The board had a discussion on where the money is coming from to pay the staff. The motion to adopt the preliminary budget was made by Robbin DeWeese and Brianne Price 2<sup>nd</sup> **Ayes: Tobyn Mehrmann, Burns Tenney, Brianne Price, Robbin DeWeese and Coral Spencer Nays: 0 Absent: Abstain: 0**

**b) Adoption of Resolution 125 To Combine Elections with Sierra County:** The motion to adopt Resolution 125 [resolution numbers were off by one digit, corrected after the meeting] was made by Coral Spencer and Burns Tenney 2<sup>nd</sup> **Ayes: Tobyn Mehrmann, Burns Tenney, Brianne Price, Robbin DeWeese and Coral Spencer Nays: 0 Absent: Abstain: 0**

**c) Adoption of Resolution 126 to Provide Worker's Compensation Insurance to Volunteers:** [As noted above, the resolution numbers were corrected after the meeting] The motion to was made by Burns Tenney and Coral Spencer 2<sup>nds</sup> **Ayes: Tobyn Mehrmann, Burns Tenney, Brianne Price, Robbin DeWeese and Coral Spencer Nays: 0 Absent: Abstain: 0**

**d) Contract services:** The motion made to renew G.M. Rae Bell's contract as General Manager was made by Burns Tenney Brianne Price 2<sup>nds</sup> **Ayes: Tobyn Mehrmann, Burns Tenney, Brianne Price, Robbin DeWeese and Coral Spencer Nays: 0 Absent: Abstain: 0**

The motion made to renew Amber Mehrmann's contract as secretary was made by Coral Spencer and Burns Tenney 2<sup>nd</sup> **Ayes:, Burns Tenney, Brianne Price, Robbin DeWeese and Coral Spencer Nays: 0 Absent: Abstain: Tobyn Mehrmann**

**6) Public Response:** None.

**7) Next meeting date, items for next agenda and adjournment:**

Next meeting will be on July 9, 2024; at 6:00 P.M.

There being no further business the meeting was adjourned at 6:47 P.M.

Respectfully Submitted:

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Amber Mehrmann, Secretary



**Allegheny County Water District**  
Treasury Report

June 2024

**MAIN CHECKING ACCOUNT** **Beginning Balance \$ 2,635.90**

<b>Deposits</b>				<b>Amount</b>
Date	From:	For:		
6/7	CASH	Traded CASH for check for PRCSD		\$ 110.00
6/6	Undeposited Funds	Water Revenue		\$ 2,268.29
6/6	Undeposited Funds	Water Revenue		\$ 484.50

**Deposits Total \$ 2,862.79**

<b>Expenditures</b>				<b>Amount</b>
Ck #	Date	To:	For:	
EFT	6/5	Tri-Counties Credit Card	Stamps	\$ 71.50
5881	6/6	Bruce Coons	WDO May Bill - Gross \$451.64	\$ 363.14
5882	6/20	Arbogast	Annual fee for completing compliance reports	\$ 200.00
5883	6/20	AT&T		\$ 55.17
5884	6/20	B&C	Tarps & chlorine	\$ 77.00
5885	6/20	Cranmer Engineering	Water Tests	\$ 110.00
5886	6/20	Edda Snyder	Bookkeeper May Bill - Gross \$200	\$ 184.70
5887	6/20	Edward Snyder	WDA May Bill - Gross \$697	\$ 643.69
EFT	6/24	PG&E Pumphouse	(tank account has a credit of \$16.13)	\$ 278.84

**Expenditures/Transfers Total \$ 1,984.04**

<b>RESERVE FUND SAVINGS ACCOUNT</b>			Notes:
Contingency Fund	\$	14,500.00	
Equip. Maint. Fund	\$	1,000.00	
Interest earned	\$	12.24	
<b>TOTAL</b>	<b>\$</b>	<b>15,512.24</b>	

  

<b>PETTY CASH</b>			Notes:
<b>Beginning balance</b>	\$	724.75	
Cash Deposits			
Cash withdrawals	\$	250.00	\$110 transferred to checking plus \$140 paid for weeding pumphouse.
<b>Cash ending balance</b>	<b>\$</b>	<b>474.75</b>	

**Ending Main Account Balance \$ 3,514.65**  
**Plus Undeposited Funds \$ 1,386.50**  
**Cash \$ 474.75**  
**Operating Funds at month-end \$ 5,375.90**  
 (does not include reserves)

**NON-ENTERPRISE ACCOUNT (Historical Church, Library & Park)** **Beginning Balance \$ 8,741.06**

<b>Deposits</b>				<b>Amount</b>
Date	From:	For:		

**Deposits Total \$ -**

<b>Expenditures</b>				<b>Amount</b>
Ck #	Date	To:	For:	
Note: Historical Church PG&E has a credit of \$9.57 thanks to a rebate.				

**Expenditures Total \$ -**

Report Prepared by Edda Snyder  
Verified against Bank Statement

**Ending Non-enterprise Account Balance \$ 8,741.06**

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Historical Church Balance	\$	5,779.26
Library Balance	\$	1,353.64
Park Balance	\$	1,608.16
<b>Balance</b>	<b>\$</b>	<b>8,741.06</b>

## ~ State Revolving Fund (SRF) Projects Update

**Meeting Date: 7/9/2024** Prepared by Rae Bell Arbogast GM

### **1. Ram Spring Improvement Project (RSIP) Project ID 4600012-008C**

This is a continuation of Planning Project ID 4600012-0008P started in 2015 and completed 12/31/2020.

**Funding Agreement dated 10/12/2023 ~ Estimated completion date: 2/28/2026 ~**

**Budget: Up to \$1.5 Million**

**Primary objective:** To reconfigure the Ram Spring Pumphouse and facilities to accommodate and protect the driven pipes that were installed in May of 2017 as part of the planning project.

**Other objectives:** To build a 12' x16' building at the Ram Spring that can be used as a "sample lab" and to store district tools and records. To upgrade all residential water meters under a special program for that purpose. To update the stand-by generator and pumps that are over 30 years old.

#### **Progress since last board meeting:**

- Status of Bridge Loan: We are still waiting for the remaining State Depts. to sign off on approval of the loan.
- We still haven't gotten the 2<sup>nd</sup> disbursement payment.
- I should have the 3<sup>rd</sup> disbursement request submitted by the meeting date.

### **2. Water Tank Repair Project:**

This project is to repair the water tank that was put in service in November of 2018 and that was still under warranty when it failed. This project has two main parts: 1. The warranty repair work, to be completed by the original contractor Thompson Tank (not funded by SRF) 2. The Technical Assistance Request was awarded to Coleman Engineering to oversee the repair work. (Funded by SRF)

#### **Status since last meeting:**

- The damaged electrical wire mentioned last month was repaired by Thompson Tank to the satisfaction of Coleman Engineering prior to June 12<sup>th</sup>.
- The tank reassembly, was completed on June 12, 2024 as predicted by Thompson Tank.
- On June 21, 2024 the independent party holiday test was completed and they found two spots on the floor that needed to be recoated.
- On Sunday June 30<sup>th</sup> Thompson Tank came back and recoated the two spots on the floor and did a holiday test. (An additional independent party holiday test will be done after the Cathodic Protection Equipment is installed).
- As of this writing (7/5/2024) ACWD is waiting for a date on the Cathodic Protection Equipment installation to help decide if we should fill the tank. It takes about a week-and-a-half to put the tank back in service, and if we can avoid doing that twice it will save a lot of time and money. We should know next week; the 4<sup>th</sup> of July holiday has slowed everything down more than usual.

**Tank failure timeline** Tank put in service Dec. 2018. 1-year warranty inspection done in Jan. 2020 found problem with rusting bolts in floor, bolts repaired in June of 2020. Tank started leaking and failure discovered: 10/30/2021 Tank drained and inspected mid-November 2021. First Technical Assistance (TA) request submitted to State Dec. 2021 and approved in Jan. of 2022 with RCAC as the TA provider. TA report provided in Dec of 2022 concluded electrolysis (dissimilar metals in contact) was the main cause of corrosion but was inconclusive as to cause of sealant failure. Warranty claim letter prepared by ACWD attorney Marsh Burch and submitted to BRCO contractors 3/17/2023. Second TA request approved May 13, 2023 with Coleman Engineering as the TA provider to oversee the repair work. Repair work scheduled for late April 2024 to avoid winter weather.

**3. Cathodic Protection Project** This project is to add cathodic protection to the water tank that was not included in the original design (other than the coating which was supposed to provide protection). A grant for up to \$125,000 has been applied for under an “Urgent Needs” program also funded by the State Revolving Fund (SRF) and approval has been granted for the first \$110,000. ACWD is responsible for administering this grant.

**Progress since last meeting.**

- The installation is more complicated than anybody seems to have realized and Thompson Tank bowed out of being hired to do it. Coleman Engineering is working on subcontracting out the work.
- We were informed by the Urgent Needs Funding Division that the Division of Drinking Water (DDW), specifically Head Honcho engineer Steve Watson, needs to sign off on the plans and specs. He was contacted on July 3<sup>rd</sup> and has said that he will look at them ASAP. We should have more information by the meeting date.
- There was quite a bit of back and forth with the state funding person re: details on how we hired Coleman Engineering and if ACWD is ok with having them hire subcontractors for the installation. I confirmed as ACWD’s project manager that this seems to be the most expedient way to complete the project. I sent them a copy of our procedure for hiring consultants which we used for Coleman Engineering (any directors remember that with the scoring system two summers ago?) The contract between ACWD and Coleman Engineering clearly states that they will oversee the work and hire subcontractors as needed. I am relying on our engineering firm to make sure that ACWD meets all requirements for public works jobs. I know that with the Tank Construction Project we hired a contractor who then hired subcontractors and there was no bidding requirement for the sub-contractors. I am assuming this is also the case with the Cathodic Protection Project.
- ACWD did submit a request for \$ from the bridge loan for this project in June, but nothing has come in because of the issues above. (It is good to have another “check” to make sure everything is being done correctly). It was RCAC the bridge loan administrators who circled back to the funding division and that is how we found out about the requirement to have DDW sign off on the plans and specs.

**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.”

# **ACWD General Manager (GM) Report June 2024**

Prepared by Rae Bell Arbogast

Correspondence **Incoming:** One-year lease extension for Historical Church for Library Use. **Outgoing,** Resolution to combine elections emailed to Sierra County Clerk-recorders office (note: it should have been Resolution #125 not #124 as listed on agenda, I caught this after the fact) **More emails:** There were many emails regarding all of the SRF projects and the related bridge loans. The insurance company checked in a couple of times and the resolution to provide worker's compensation to volunteer was emailed to them, SWCRB re delinquent monthly reports, lab re: water test results and that's about it. (note: as far as I know we are NOT required to provide a list of emails in the packets and my inbox will show a maximum of 50 messages and I can't get it to show more. If I search a specific name or email account then I can see ALL but this doesn't work for making a list once a month.) Also, if we wanted to include all emails, all staff would need to provide a list and I don't think we want to go there. I have put an inquiry into the Calif. Special Districts Association to see what other districts do.

## **Agenda Item 3. c) GM Report**

I read last month's minutes and would like to point out that if there is a question about how something is being paid for, the place to look is on the budget.

Payroll of \$12,000 was budgeted on the preliminary budget adopted last month. If we need to adjust that line item with adoption of the final budget in September we will. (since I wasn't at the meeting possibly I don't understand the question and it can be brought up again this month)

Also mentioned in the minutes: Regarding a list of the cost of the warranty repair work being included on the treasury report: that would not be on the treasury report. It would be in this report (GM) or other financial documents. I did set-up line items in Quickbooks payroll to track labor related to the tank repair work and a summary will be provided once the work is completed.

Note: ACWD does not have an officer position of "Treasurer". It never has and isn't required to per the enabling legislation for County Water Districts. For that reason, I have been referring to the monthly cash-based financial report as the "Treasury" report rather than the "Treasurer's report.

**Insurance Premium of \$6,845 for FY 24/25 Paid** at the beginning of July, but we had to borrow \$4,000 from the reserve fund to cover it. We are hoping that when we get the 2<sup>nd</sup> disbursement request money from the State, combined with our final tax check for FY 23/24 that we can put it back.

## **Under New Business**

Item 5. A) Long story short: The contracts that just got renewed for the Secretary and GM jeopardize the district's insurance coverage. Technically, the carrier could argue that those two positions are not covered. (Will explain more at meeting)