Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors Tuesday, January 10<sup>th</sup>, 2017 Alleghany Firehouse, 105 Plaza Court Alleghany

Call to Order: 6:25 PM

**Quorum Established:** Present were Directors: Rae Bell Arbogast, Tobyn Mehrmann, and Robbin DeWeese. Madeleine Hamb was absent due to illness, and Oregon Burns Tenney V was also absent. Also present were Water Treatment Operator Bruce Coons & public: Ernest & Nancy Finney, Vickie Tenney, And Shaun Felton-Price. Secretary Baker was present and took the minutes.

#### **Consent Calendar:**

- A. Approval of the Agenda
- B. Reading and approval of the minutes for the Regular meeting dated December 13<sup>th</sup>, 2016.
- C. Approval of Treasury Report and Claims for December 2016.

Motion made to approve the Consent Calendar with one typographical error, and one correction to the Water Treatment Operator report on the December minutes by Robbin, Tobyn second. Ayes: Arbogast, DeWeese, Mehrmann, Nayes: 0. Absent: Hamb, Tenney. Abstain: 0 Vacant: 0. Motion Carried

Public Response Time: none.

#### **Information/Discussion Items:**

#### **Correspondence:**

**Incoming:** Engagement letter from auditors Boden Klein and Sneesby.

Worker's Compensation audit Letter from Lowry Associates received on 1/5/17 with 1/1/17 due date to reply.

Copies of signed and recorded oaths of office were received from Sierra County Clerk-Recorder's office.

Outgoing: Signed Oaths of Office were mailed to Sierra County Clerk-Recorder's office

MEMO to the Board re: timing public response and coming to meeting prepared

MEMO sent to Tobyn and O.B., reminding them about ethics training requirement which is supposed to be done within one-year of taking office.

Worker's Compensation Audit Documentation

Water Test Results: January, both treated and raw: absent total coliform, absent E.coli

**President's Report:** Attached to these minutes.

<u>Water Treatment Operator Report:</u> Bruce reported some minor problems with the chlorine analyzer (with a correction to the December minutes), the chlorine pump during power outage, and a leak in a toilet at ACWD Station 2. The flow at the Ram Spring is 119 GPM.

<u>Historical Church/Library Report:</u> There was a typo on the header on the December bank report. New books were received.

**Park Report:** Park and Cemetery water shut off for the winter.

<u>Board member or special committee reports:</u> A reminder to the Board and Secretary Baker to go to Tri-Counties bank in Nevada City to sign the signature cards.

<u>Planning project update:</u> The report is as attached to these minutes. Also some discussion was had about the well project.

#### **Unfinished Business:**

- A. Customer accounts/billings/disconnects: Two 10-day notices mailed on December 15<sup>th</sup>, both paid.
- B. Ordinances, Policies and Procedures, and Bylaws: Contingency Fund Policy: Tabled

#### **New Business:**

- A. Appointing Officers per Bylaws: Tabled
- B. Approval of audit engagement letter from Boden, Klein and Sneesby: Motion made to approve the Audit engagement letter by Tobyn, Robbin 2<sup>nd</sup>, Ayes: Arbogast, DeWeese, Mehrmann, Nayes: 0. Absent: Hamb, Tenney. Abstain: 0 Vacant: 0. Motion Carried

Next Regular meeting: Tuesday, February 14<sup>th</sup>, 2017, 6:00 p.m.

Items for next agenda: Appoint officers, contingency fund policy.

There being no further business before the Board, the meeting was adjourned at: 6:50 p.m.

Minutes respectfully submitted by Leslie D. Baker III

x Leslie D. Bakee

#### NOTICE

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

Date: Tuesday January 10, 2017 Time: 6:00 pm Location: Alleghany Firehouse 105 Plaza Ct. Alleghany

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 by calling 530-287-3204 or email: alleghanywater@gmail.com

- 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 December 13, 2016.
  - c) Approval of Treasury Report and Claims for December 2016.
- 4. 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.
- 5. Information/Discussion Items
  - a) Correspondence
  - b) Water Test Results for January (not received as of agenda posting date)
  - c) President's Report
  - d) Water Treatment Operator Report
  - e) Historical Church/Library Report
  - f) Park Report
  - g) Board member or special committee reports
  - h) Planning Project Update
- 6. Unfinished Business (Discussion & Possible Action Items):
  - a) Customer Accounts/Billings/Disconnects Two 10-day notices were mailed on December 15th all paid.
  - b) Ordinances, Policies & Procedures and Bylaws: Contingency fund policy (Please bring copy provided last month)
- 7. New Business (Discussion & Possible Action Items):
  - a) Appoint Officers per bylaws
  - b) Approval of audit engagement letter from Boden, Klein and Sneesby
- 8. Next meeting date, Items for next Agenda & Adjournment. Next regular meeting February 9, 2017

Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. Please make your request to District Secretary, P.O. Box 860, Alleghany CA 95910 specifying your disability and the format in which you would like to receive this Agenda and future Agendas as well.

P.O. Box 860, Alleghany, CA 95910 ~ alleghanywater@gmail.com ~ Phone 530-287-3204

~ Established March 8, 1939 ~



#### CERTIFICATE OF POSTING

I, Rae Bell Arbogast certify that the following document was posted on behalf of Alleghany County Water District, Sierra County California:

Agenda Regular Meeting, Meeting Date 1/10/17

In the following location(s):

Alleghany Post Office Bulletin Board on  $\frac{1}{10/17}$ . Packets placed in box. On the door of the Alleghany Firehouse (meeting location)  $\frac{1}{10/17}$ .

Emailed with meeting packets to agenda email list.

A copy of which is attached hereto and by reference made a part herof.

Signed under penalty of perjury: X

Rae Bell Arbogast

#### **RESOLUTION NUMBER 102**

A RESOLUTION AUTHORIZING APPLICATION
FOR FINANCIAL ASSISTANCE TO REPLACE THE DISTRICT'S WATER STORAGE TANK

WHEREAS, the Alleghany County Water District (the "Entity") has the authority to construct, operate, and maintain California Water System ID# 4600012

**BE IT RESOLVED** by the Alleghany County Water District Board of Directors that, the President (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of The Storage Tank Replacement Project (the "Project").

This Authorized Representative, or his/her designee, is designated to provide assurances, certifications and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and in compliance with applicable state and federal laws.

#### **CERTIFICATION**

I do hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the Alleghany County Water District held on December 13, 2016.

By the following vote:

Ayes: Arbogast, DeWeese, Hamb, Mehrmann, Tenney

Nays: Abstain: Absent:

Signature: Leslie D Bekee

By: Leslie D. Baker III

Secretary

**Alleghany County Water District** 

#### **RESOLUTION NUMBER 103**

#### A RESOLUTION TO AUTHORIZE SPECIFIC AMENDMENTS TO FUNDING AGREEMENT #D15-02031

WHEREAS, the Alleghany County Water District (the "Entity") has a Financial Assistance agreement from the State Water Resources Control Board for the planning, design, and construction of The Renovations of the ACWD Storage Tank and Water Sources Project #4600012-006P (the "Project") and Funding agreement #D15-02031 "(the "agreement").

**BE IT RESOLVED** by the Alleghany County Water District Board of Directors that, the President (the "Authorized Representative") or designee is hereby authorized to make specific changes to this funding agreement defined as: budget category amount changes and due-date extensions.

**BE IT FURTHER RESOLVED,** with the passage of this resolution the Entity authorizes increasing the budget amount for the agreement from \$300,000 to \$500,000 and including verbiage in the scope of the project to include a study of the Entity's spring water sources.

#### **CERTIFICATION**

I do hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the Alleghany County Water District held on December 13, 2016.

By the following vote:

Ayes: DeWeese, Hamb, Mehrmann, Tenney

Nays:

Abstain: Arbogast

Absent:

Signature: Leslin D. Baker &

By: Leslie D. Baker III

Secretary

**Alleghany County Water District** 

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# August 2016 Historical Church/Park Tracking

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#### President's Report

On December 15<sup>th</sup> (the due date) I filed the Water Conservation annual report. It required submitting our monthly water production for the periods of Jan – Dec of 2013 and Dec 2015 through Nov 2016. I compared Jan through Nov of both years. In 2016 we produced 430,000 less gallons of water than we did for the same period in 2013.

Payment Drop Box: On Dec. 23<sup>rd</sup> I researched boxes online and I also consulted with Jason White the owner of Sierra Metal Fabricators in Nevada City. We found a 20 gauge steel locking box listed at \$80 and Jason said that he can weld it to a post for us (it is designed to be bolted to a post but welding will be more secure). It sounds like Jason will donate the post and I'm sure the charge will be minimal for the welding. The box has been ordered, the cost with shipping and tax came to \$96.12. I still need to get with Ned Cusato regarding the exact placement of the box.

Money As mentioned at the last meeting: I got the last loan payment break-down from USDA rural development on Dec. 14<sup>th</sup> .Our balance sheet now shows a total balance of \$6,232 on the loan. There are two more payments due, one on May 1<sup>st</sup> 2017 and one on Dec. 1<sup>st</sup> 2017. Each payment is \$3,390 (total both \$6,780) the difference (\$6,780-\$6,232 = \$548) is projected interest expense, but this seems a little high. My guess is that the last payment will be adjusted down slightly depending upon exactly when each payment is made.

\$ Good News: The bill for the election arrived and it is only \$373.20 not \$1,000 as was estimated by Heather Foster.

\$ Bad News: We got the audit engagement letter from Boden, Klein and Sneesby and the fee has gone up \$500 to \$2,500. However, it should be noted that this is still much lower than any other quotes I have been able to obtain. Camptonville CSD pays \$4,650 for their audit and the last time I checked Downieville PUD was paying a little over \$5,000 for theirs. When I shopped a few years ago most of the quotes were between \$5,000 and \$12,000.

I guess the "net" is good news since the election cost is \$626.80 less than budgeted and the audit is \$500 more than budgeted for a net savings of \$126.80.

For everybody's information: per our auditor Blain Boden, we do not necessarily have to adjust our budget every time there is a change like this because the budget is meant to act as a "guideline" for expenditures. As long as we have methods in place (such as the treasurer's report) to approve expenditures and to monitor our cash flow AND we can explain the cause of any major discrepancies between the budget and actual results along with how we compensated for these discrepancies, then we are OK as far as the auditors are concerned.

#### Planning Project Update: Dated 1/6/17

On 12/23/16 I had a conference call with Stephen Rooklidge, Pete Stamas and Mike MacNamara. This was to discuss bringing the Ram Spring back into the project scope as well as the status of the test wells. Initially they seemed bent on simply replacing the treatment plant if the wells don't work out. When I brought up trying to get the spring reclassified as ground water Mike stated that he has never seen a water source get re-classified that way. He did not say it was impossible but he seemed to think it was unlikely. I was able to convince them to at least do a "laugh test" with a microscopic particulate analysis. (MPA) The sampling for this will need to be done in both the wet season and dry season. This is a test to determine the presence and extent of surface water infiltration. The idea is to set up as clean of a sampling site as we can (catch the water before it hits the surface) and get samples under different environmental conditions.

The outcome of the conference call was a request for another time extension, this time pushing the finish date out another year to Dec. of 2017, partly to allow time for the MPA analysis but also because the wetland issue will now have to be incorporated into our project. This is because work needs to be done to revamp the water collection area at the Ram Spring regardless of whether-or-not we can get it reclassified as ground water. The "blanket drains" for collecting the water were put in as part of the original USDA project in the late 1970s. They need to be redone in order to decrease the amount of crud that comes into the system (be it with or without a treatment plant) According to Pete Stamas any disturbance of that area will trigger the CEQUA and NEPA requirements. As has been mentioned before this will entail an environmental study. What I do know about this is that they take an inventory of all of the lifeforms at the site (plants, animals and insects) My plan was to get a sample study in time for this report, but with the holidays, power outages, and recent fire dept. calls I am WAY behind on my paying jobs with a zillion deadlines this month. Hopefully by the next meeting I can provide a more detailed explanation of exactly why the environmental study is such a big deal to the State Representatives. Or if somebody else wishes to do this be my guest. It is obvious that they want to avoid the wetland study, if at all possible. Stephen Rooklidge is asking if there is any way we can call it "maintenance" to avoid all this. We'll see...

<u>Test well 1c at the Water tank</u> Well development was done and a water sample taken on 12/21/16. Expedited metals results were requested and on 1/3 it was reported that both arsenic and antimony are high. No further testing will be done on that well and it is scheduled for abandonment.

It was asked at a previous meeting what exactly "well abandonment" entails. Now I know: They put in a plug about 100 feet down, pour cement into that (this has to be witnessed by an inspector with either the State or County). Then they dig a hole about 4 feet deep around the well head and cut off the casing and burry it. Nothing is visible on the surface when they are done.

<u>Arbogast well</u> The State still wants to conduct metals testing of this private well. If metals are high no third test well location will be selected and no further testing of this well will be done. If metals are OK they will do further testing to decide if a third test well location will be pursued. *Disclosure: This well is the property of Rae Bell and her Husband David.* 

One reason to continue this research is because it would benefit the district to have more than one water source, especially if construction takes place at the Ram Spring to re-install the blanket drains, (or whatever is decided after the studies are done). In other words: while the work is being done at the Ram Spring there would be an alternate water source available OR if anything should ever happen to the Ram Spring (such as a massive landslide) the town would have another water source.

#### Disclaimer

"Funding for this project has been provided in full or in part through an agreement with the State Water Resources Control Board. California's Drinking Water State Revolving Fund is capitalized through a variety of funding sources, including grants from the United States Environmental Protection Agency and state bond proceeds. 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."

Prepared by Rae Bell on 1/6/17 for Alleghany County Water District Meeting Date 1/10/17 Well ownership disclosure added 1/11/17 and included in copy attached to approved minutes.

#### **ALLEGHANY COUNTY WATER DISTRICT**

#### **ENGINEER'S CONSTRUCTION COST ESTIMATE**

PROJECT NAME: PROJECT NO:			CLASS OF			
	Vater Tank Replacement		WATER TANK			
Owner		LOCA <u>TION:</u>	COUNTY:			STATE:
Alleghany C	ounty Water District	Alleghany, CA	S	CALIFORNIA		
ITEM CODE		SCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	MOBILIZATION		LS	1	\$45,000	\$45,000
2	SOIL EROSION CONTROL		LS	1	\$2,000	\$2,000
3	BOLTED STEEL STORAGE TAN	IK (150,000 GAL)	EA	1	\$300,000	\$300,000
4	TANK FOUNDATION		LS	1	\$33,000	\$33,000
5	EARTHWORK		LS	1	\$10,000	\$10,000
6	TEMPORARY POTABLE WATER	RTANKS	LS	1	\$27,000	\$27,000
7	CONNECTION PIPE AND FITTI	NGS	LS	1	\$17,500	\$17,500
8	TANK SITE GATE AND FENCE		LS	1	\$24,000	\$24,000
9	EXISTING TANK: DISMANTLE A	ND SALVAGE	LS	1	\$25,000	\$25,000
10	EXISTING FOOTING: REMOVE,	RECOMPACT, REGRADE PAD	LS	1	\$12,500	\$12,500
		SUBTOTAL		***************************************		\$496,000
Contingencies					15.00%	\$74,400
Engineering	Geotechnical Engineer - Observations and Report			1	\$17,500	\$17,500
Engineering	Construction Engineering (50 working days) Lodging, meals			1	\$70,000	\$70,000
CONSTRUCTION ENGINEER DATE			TOTAL ESTIMATED COST			\$657,900
Kep Lybarger 12/27/16				•		, ,
Alleghany County Water District DATE						;
•						

#### WATER TANK PROJECT:

The preliminary engineering report is completed. If anybody wants a copy please let me know. Above is a summary of the estimated cost. I have most of the pieces needed to submit the application and had planned on submitting it early this week, but with the power outage and other issues it did not get done. Hopefully I can get it in early next week. This is my highest ACWD priority.

4:06 PM 01/09/17 Accrual Basis

### **Alleghany County Water District** Profit & Loss Budget vs. Actual July through December 2016

Handed out of ming. on 1/10/17? emailed up

	Jul - Dec 16	Budget	\$ Over Bu	% of Bud
Ordinary Income/Expense	-			
Income 4000 · Operating Income 4100 · Metered Water Sales	16,210.37	28,920.00	-12,709.63	56.1%
4120 · Unmetered Water Sales 4200 · Property Tax Revenue 4800 · Customer Fees	750.00 0.00 252.80	5,000.00 200.00	-5,000.00 52.80	0.0% 126.4%
Total 4000 · Operating Income	17,213.17	34,120.00	-16,906.83	50.4%
5000 · Other Income Water Operation 5100 · Donations to ACWD 5300 · Hist. Church Admin 5400 · Grant Income	93.86 240.00 111,331.58	310.00 240.00	-216.14 0.00	30.3% 100.0%
Total 5000 · Other Income Water Operation	111,665.44	550.00	111,115.44	20,302.8%
Total Income	128,878.61	34,670.00	94,208.61	371.7%
Gross Profit	128,878.61	34,670.00	94,208.61	371.7%
Expense 6000 · Water Operation Labor 6010 · Water Treatment Operator 6012 · Treatment Plant contract 6014 · WTO Other Labor	1,740.00 25.00	3,480.00 600.00	-1,740.00 -575.00	50.0% 4.2%
Total 6010 · Water Treatment Operator	1,765.00	4,080.00	-2,315.00	43.3%
6030 ⋅ Meter Reader 6040 ⋅ Other Labor	240.00	480.00	-240.00	50.0%
6041 · Water Distribution Assistant 6040 · Other Labor - Other	554.00 0.00	1,600.00	-1,600.00	0.0%
Total 6040 · Other Labor	554.00	1,600.00	-1,046.00	34.6%
Total 6000 · Water Operation Labor	2,559.00	6,160.00	-3,601.00	41.5%
6060 · Administration 6050 · Bookkeeper 6061 · Secretary	600.00 315.00	1,200.00 800.00	-600.00 -485.00	50.0% 39.4%
Total 6060 · Administration	915.00	2,000.00	-1,085.00	45.8%
6100 · Professional Services 6120 · Auditor Fees 6100 · Professional Services - Other	2,000.00 373.20	2,000.00 1,000.00	0.00 -626.80	100.0% 37.3%
Total 6100 · Professional Services	2,373.20	3,000.00	-626.80	79.1%
6140 · SRF Project Expenses 6141 · Planning Project Engineering 6142 · Planning Project Legal Fees 6143 · Planning Project Well Driller 6145 · Planning Project Administration 6149 · SRF Ineligible Costs	50,912.10 100.00 60,420.00 154.94 -235.90			
Total 6140 · SRF Project Expenses	111,351.14			
6200 · Utilities 6210 · Telephone 6220 · PG & E 6230 · Propane	37.62 2,076.94 160.32	200.00 3,500.00 200.00		18.8% 59.3% 80.2%
Total 6200 · Utilities	2,274.88	3,900.00	-1,625.12	58.3%
6250 · Mileage 6340 · Water Tests 6350 · System Repair & Maintenance	554.85 1,051.00 24.54	1,000.00 1,412.00		
	24.54	7		

# Alleghany County Water District Profit & Loss Budget vs. Actual July through December 2016

	Jul - Dec 16	Budget	\$ Over Bu	% of Bud
6350 · System Repair & Maintenance - Other	3,967.72	3,876.00	91.72	102.4%
Total 6350 · System Repair & Maintenance	3,992.26	3,876.00	116.26	103.0%
6400 · Chemicals	287.46	1,000.00	-712.54	28.7%
6450 · Permit Fees/Dues 6500 · Office Expense	309.79	900.00	-590.21	34.4%
6550 · Computer	382.50	383.00	-0.50	99.9%
6555 · Office Supplies 6560 · Postage	106.06 188.72	200.00 400.00	-93.94 -211.28	53.0% 47.2%
Total 6500 · Office Expense	677.28	983.00	-305.72	68.9%
6700 · Insurance 7000 · Other Operating Expenses	2,732.99	3,531,00	-798.01	77.4%
7011 · Rent Expense	0.00	72.00	-72.00	0.0%
7020 · Solid Waste Fee 7040 · Bank Service Charges	23.38 47.03	20.00 37.00	3.38 10.03	116.9% 127.1%
7070 · Interest Expense	246.30	650.00	-403.70	37.9%
Total 7000 · Other Operating Expenses	316.71	779.00	-462.29	40.7%
Total Expense	129,395.56	28,541.00	100,854.56	453.4%
Net Ordinary Income	-516.95	6,129.00	-6,645.95	-8.4%
Other Income/Expense Other Income 8000 · Hist. Church Income				
8010 · Hist Church Rental Income 8020 · Hist. Church Fundraisers 8021 · Concert Income	1,500.00	1,500.00	0.00	100.0%
8021.1 · Concert Sponsor Income 8021 · Concert Income - Other	2,020.00 596.00			
Total 8021 · Concert Income	2,616.00			
8022 · Brick Project Income	55.00			
Total 8020 · Hist. Church Fundraisers	2,671.00			
Total 8000 · Hist. Church Income	4,171.00	1,500.00	2,671.00	278.1%
Total Other Income	4,171.00	1,500.00	2,671.00	278.1%
Other Expense 9000 · Hist. Church Expenses 9010 · Hist. Church Insurance	250.00	250.00	0.00	100.0%
9012 · Hist Church Administration Fee	240.00	240.00	0.00	100.0%
9015 · Utilities Hist. Church 9020 · Repairs & Maint, Hist, Church	49.60 0.00	200.00	-150.40 -2,000.00	24.8% 0.0%
9030 · Hist. Church Fundraiser Exp. 9031 · Concert Expense	880.97	2,000.00	-2,000.00	0.076
Total 9030 · Hist. Church Fundraiser Exp.	880.97			
Total 9000 · Hist. Church Expenses	1,420.57	2,690.00	-1,269.43	52.8%
9100 · Park Expenses				
9122 · Park Supplies and Maintenance 9125 · Solid Waste Fee Park	150.00 187.04	154.00	33.04	121.5%
Total 9100 · Park Expenses	337.04	154.00	183.04	218.9%
Total Other Expense	1,757.61	2,844.00	-1,086.39	61.8%
Net Other Income	2,413.39	-1,344.00	3,757.39	-179.6%
Net Income	1,896.44	4,785.00	-2,888.56	39.6%