



# NOTICE

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

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

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

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

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 special meeting dated Jan. 7<sup>th</sup> regular meeting dated Jan. 8<sup>th</sup>.
- c) Ratification of Treasury Report and bill payments for January 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 – Water Treatment Operator (WTO) & General Manager (GM)
- e) Historical Church/Library Report -
- f) Park Report

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

- a) Customer Accounts/Billings/Disconnects. NO ten-day notices sent in January
- b) Ordinances, Policies & Procedures and Bylaws: Draft Record Retention policy to be handed out at meeting for March approval.

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

- a) Declare old treatment plant “surplus” so that staff can start looking for a buyer or way to get rid of it.
- b) CLOSED SESSION Labor Compliance/Potential Litigation pursuant to gov code section 54956.9 (d) (2)

### 7. Next meeting date, Items for next Agenda & Adjournment. (Check Calendar)

Next regular meeting, March 12, 2019 6:00 pm at the Alleghany Firehouse Next meeting agenda item:

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.

**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday, January 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 6:06 pm. Directors present: Tobyn Mehrmann, Nancy Finney, Gus Tenney, and Robbin DeWeese. Coral Spencer was absent. Staff present GM Rae Bell Arbogast and Water Treatment Operator Bruce Coons. Secretary Amber Mehrmann was present and took minutes. Public present: Cera Blades, Jan Sticha & Vicky Tenney.

**2. Consent Calendar**

**A motion to approve the Consent Calendar was made by Robbin DeWeese, Gus Tenney seconded. Ayes: Tenney, Finney, Mehrmann & DeWeese Nays: 0. Absent: Coral Spencer Abstain: 0 Vacant: 0. Motion Carried**

**3. Public Response** Jan Sticha asked about the high amount of the PG&E bill for the pump house. Rae Bell let him know that it was higher than usual due to the extra pumping that was needed to flush the new tank.

**4. Information/Discussion Items**

**a)Correspondence:**

**Incoming:** Christmas Card from the auditors: Boden, Klein and Sneesby,

**Outgoing:** Copy of audit opinion letter sent to Gus, Nancy and Tobyn, signed oath documents sent to the Sierra County Clerk Recorder's office, Quarterly progress reports for both projects sent to the State

**b) SRF Projects Update:** Written report in packet additionally Rae Bell reported that Roger Lee of Neil's Control Blasting and Dave Jeffries met with her on January 8, 2019, to assess the feasibility of doing horizontal drilling at the Cumberland spring to catch the water underground. Roger said he would be willing to give it a try and the cost would be comparable to the Ram Spring project which was \$4,200 to mobilize plus approximately \$5,000 per day for a total of around \$26,000. This would have to be approved by the State.

**C.) Board Member or Special Committee Reports:** None

**d) Staff Reports: G.M. Report:** ACWD will be 80 years old on March 8, 2019.

**W.T.O. Report:** Total raw water 87, 200 gallons; Ram Spring pumped 41.975 gallons a minute; Cumberland Spring pumped 8 gallons a minute. The samples taken were absent of bacteria. The temporary tanks need to be shocked and drained. Bruce is looking into what is required to shock the tanks. Regularly the system has appx. .03 percent of Chlorine; generally there is more chlorine in the system in the winter time.

**e) Historical Church/Library Report:** The museum donated \$500 to the library from their concert fundraiser.

**f) Park Report:** None

**g) Budget vs Year-to-Date actual for 6 months ended 12/31/18:** Utilities were under a bit. Everything else is about on track.

## 5. Unfinished Business

a) **Customer Accounts/Billings/Disconnects:** No 10-day notices.

b) **Ordinances Policies and Procedures:** Rae Bell is working on a notification plan.  
- One idea is a prerecorded message that would call everyone at once to notify them of any issues with the water system.

c) **Labor Compliance Consultant update:** A special meeting will be held to discuss the meeting held with the attorney about Labor Compliance.

## 6. New Business

a) **Change Bruce Coons' title from Water treatment Operator to Chief Water Operator:** Robbin DeWeese made the motion. Gus Tenney 2<sup>nd</sup> Motion Ayes: Tenney, Finney, Mehrmann & DeWeese Nays: 0. Absent: Coral Spencer Abstain: 0 Vacant: 0. Motion Carried

b) **Appoint Officers:** Vote to keep officers the Same. Tobyn Mehrmann President, Nancy Finney VP and Amber Mehrmann Secretary. Robbin DeWeese made the motion. Gus Tenney 2<sup>nd</sup> Motion Ayes: Tenney, Finney, Mehrmann & DeWeese Nays: 0. Absent: Coral Spencer Abstain: 0 Vacant: 0. Motion Carried

## 7. Next Regular meeting & Items for next agenda

Reminder that the insurance renewal is coming up.

There being no further business before the Board, the meeting was adjourned at: 6:38 p.m.

Next meeting will be held at the Alleghany Firehouse on February 12, 2019, at 6:00 P.M.

Minutes respectfully submitted

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**Minutes of the Special Meeting of the Alleghany County Water District Board of Directors  
Monday, January 7, 2019 Offices of Scinto Group LLP, 420 Sierra College Drive Grass  
Valley**

**Call to Order & Establish a Quorum** The meeting was called to order by President Mehrmann at 2:09 pm. Directors present: Tobyn Mehrmann, Nancy Finney, Gus Tenney. and Coral Spencer. Robbin DeWeese was absent. Staff present GM Rae Bell Arbogast and attorney Lisa Ryan of Cook Brown LLP.

**Announce Closed Session**

**A motion to go into closed session was made by Coral Spencer seconded by Nancy. Ayes: Tenney, Finney, Mehrmann & Spencer Nays: 0. Absent: Robbin DeWeese Abstain: 0 Vacant: 0. Motion Carried**

There was a conference with the attorney about labor compliance issues. No action was taken.

The closed session was ended at 3:15

There being no further business before the Board, the meeting was adjourned at: 3:18 p.m.

Minutes respectfully submitted

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# Allegheny County Water District

Treasurer's Report

January 2019

MAIN ACCOUNT Beginning Balance \$ 139,323.45

### Deposits

Date	From:	For:	Amount
1/1		Ck#1083 - VOID	\$ 40.00
1/3	Combined		\$ 2,155.34
		Property Tax Installment #1	\$ 1,736.05
		Water Repair for Customer Leak	\$ 419.29
1/7	Customers	Metered water sales	\$ 581.48
1/7	CASH		\$ 167.00
1/17	Customers	Metered water sales	\$ 1,495.00
1/31	SWCQB	Project Payment	\$ 1,160.70
1/31	Customers	Metered water sales	\$ 1,024.00
<b>Deposits Total</b>			<b>\$ 6,623.52</b>

### Expenditures

Ck #	Date	To:	For:	Amount
5318	1/2	VOID		
5319	1/2	Rae Bell Arbogast	Aug. Sept. & Oct. Project billings	\$ 1,285.00
5320	1/2	AT&T		\$ 19.23
5321	1/2	B&C	tank project locks for new gates at tank	\$ 121.45
5322	1/2	Basic Laboratories	payment on \$1,200 bill for title 22 water quality test Cumberland	\$ 100.00
5223	1/2	BioVir	MPA test Cumberland (planning project)	\$ 445.00
5324	1/2	BRCO	Tank Construction inv. 4	\$ 113,033.46
5325	1/2	Cranmer Engineering	routine water samples	\$ 56.00
5326	1/2	Marsha Burch	Project Legal	\$ 280.00
5327	1/2	Sierra County Recorder	Election fees (even though none required they bill now)	\$ 152.03
5328	1/2	Sixteen to One Mine	Postage meter use: \$139.60 projects \$10.84 ACWD	\$ 150.44
5329	1/3	Altec	Partial payment for Sept. fees	\$ 10,000.00
5330	1/3	Gerard Forsman	Easement for power line to be reimbursed by SRF	\$ 2,500.00
5331	1/4	Bruce Coons December Bill		\$ 547.20
			Tank Project	\$ 103.60
			Mileage	\$ 40.33
			Repairs	\$ 150.00
			Planning Project	\$ 3.27
			Contract	\$ 250.00
5332	1/4	Edda Snyder	Nov & December Bill	\$ 200.00
5333	1/4	SWRCB	Cumberland Spring water rights	\$ 247.67
1087	1/5	Amber Mehrmann	Secretary Bill December Meeting	\$ 30.00
1088	1/25	Postmaster	Stamp rolls x2	\$ 100.00
<b>Expenditures Total</b>			<b>\$ 129,267.48</b>	

**Ending Main Account Balance** \$ 16,679.49  
**Less Contingency Fund Balance** \$ (4,500.00)  
**Plus Undeposited Funds** \$ 130.00  
**Available Funds** \$ 12,309.49

NON-ENTERPRISE ACCOUNT (Historical Church & Park) Beginning Balance \$ 8,909.56

### Deposits

Date	From:	For:	Amount
<b>Deposits Total</b>			<b>\$ -</b>

### Expenditures

Ck #	Date	To:	For:	Amount
<b>Expenditures Total</b>			<b>\$ -</b>	

Report Prepared by Edda Snyder  
 Verified against Bank Statement

**Ending Non-enterprise Account Balance** \$ 8,909.56

x  
Print

*Rae Bell Arbogast*  
 Rae Bell Arbogast

Historical Church Balance	\$ 7,661.47
Park Balance	\$ 1,248.09

Alleghany County Water District

P.O. Box 860  
Alleghany, CA 95910

1/31/19  
deposit detail  
Planning Project

# Invoice

Date	Invoice #
10/31/2018	SRF-19

**Bill To**

SWRCB Division of Financial Ass.  
Attn: Disbursement Unit  
P O Box 944212  
Sacramento, CA 94244-2120

**PAID**  
01/31/2019

**Ship To**

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 60		10/31/2018			

Quantity	Item Code	Description	Price Each	Amount
	Planning Project	Rae Bell Inv 1331 (9)	55.00	55.00
	Planning Project	Rae Bell Inv 1335 (9)	65.00	65.00
	Planning Project	Bruce Coons 093018 (6)	216.10	216.10
	Planning Project	Postage copies included \$6.70 x 2	13.40	13.40
	Planning Project	Edward Snyder 093018	126.00	126.00
	Planning Project	Bruce Coons 10312018	97.02	97.02
	Planning Project	BioVir Laboratories 181717	445.00	445.00
	Planning Project	Shipping for water samples	101.60	101.60
	Planning Project	Workers comp on \$439.12 = 41.58 (rate 0947 water companies)	41.58	41.58

			<b>Total</b>	\$1,160.70
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**State Revolving Fund (SRF) Projects Update:**  
For ACWD BOD Meeting Date: 2/13/19 Prepared by Rae Bell

**This applies to both projects:** The State is in the process of updating their accounting software and they informed us in early January that we can expect up to SIX months before they will be able to pay any disbursement requests. They did pay ACWD's payment requests through November (Dec. 1<sup>st</sup> billing) so that is good. Most of the expenses that we floated (\$8,000 +) were on the November invoice so our cash will be looking better now. The checks arrived in February so are not reflected on the January Treasurer's report. We are however; going to have to make monthly payments of \$1,000 per month to Aqua Sierra per a verbal arrangement that I worked out with them so that they could finish the SCADA installation. (The SCADA installation payment request will go out to the State this month)

**1. PLANNING PROJECT (Water Source):**

**Ram Spring** The SCADA system impacts both the tank project and the future construction project for the pumphouse. Bruce can provide an update, we are dealing with some "kinks" and anticipate further re-configuration with the future construction project. Moving the old treatment plant out will help with space.

**Cumberland Spring** Neil's Control Blasting has not provided an estimate since the Jan. 8<sup>th</sup> visit.

**There will be a future construction project for the planning project.**

**2. WATER TANK REPLACEMENT PROJECT UPDATE:**

1. Site preparation **DONE**
2. Manufacture of tank (offsite) **DONE**.
3. Placement and hook-up of temporary tanks **DONE**
4. Dismantle and haul away old tank **DONE**
5. Electrical power installation (PG&E) **DONE Dec. 12th**
6. Tank Pad preparation **DONE**
7. Construct new tank on new pad **TANK ONLINE AS OF 11/28/18**
8. Install SCADA system **Mostly Done still working out "kinks" and ACWD staff will be trained on 2/12.**
9. Install fencing around new tank **Finished on 12/18/18**
10. ~~Remove temporary tanks~~ **BRCO Constructors accepted ACWDs offer to purchase both temporary tanks for \$2,500 on Nov. 28th. For now they are being left where they are.**
11. (addition) Install customer owned power pole and electrical panel **Completed Nov. 28, 2018**
12. (addition) Install Fire Hydrant at tank site **Completed Dec. 4, 2018**

**There will be one more change order to enclose the control panels in an insulated box and possibly add heat-tape. The freezing weather caused problems.**

**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 February 2019**

Water Leak at Cemetery I forgot to report last month that the leak at the cemetery only used 800 gallons of water so there was no need to adjust the water bill (no overage). It had been reported at the December meeting that it most likely caused an overage but it did not.

Insurance renewal Our insurance renews on April 1<sup>st</sup> and the renewal questionnaire was due by Feb. 1<sup>st</sup>. I reviewed the values for each premises, talked to Bruce and made the following changes: The pumphouse building was listed at \$15,000 and we raised that to \$18,000.

The equipment inside the pumphouse was listed at \$500,000 and we lowered that to \$400,000 because we no longer have the treatment plant (this is still probably high, but until the future construction project is completed we won't have a firm value for the equipment inside the pumphouse)

The water tank was covered for \$ 400,000 and we raised that to \$850,000 based on the new construction costs.

The net increase in the total insured value is \$353,000. It should be noted that the amount actually awarded in the event of a loss is UP TO 90% of these values.

As of the date of this writing we haven't gotten our new rate quote yet.