

**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday July 10, 2018 Alleghany Firehouse, 105 Plaza Court Alleghany**

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:14 pm. Directors present: Tobyn Mehrmann, Nancy Finney, Coral Spencer, and Gus Tenney. Absent: Robbin DeWeese Secretary Amber Mehrmann was present and took minutes. Staff Present: General Manager Rae Bell Arbogast, Water Treatment Operator Bruce Coons Public Present: Jan Sticha, and Vicky Tenney

2. Consent Calendar:

a.) Motion made to approve consent calendar with one correction made to the minutes. Nancy Finney motioned Gus Tenney 2nd the motion **Ayes: Mehrmann, Tenney, Finney and Spencer**
Nays:0 Absent: DeWeese Abstain: 0

3. Public Response Time:

None

4. Information/Discussion Items:

a) Correspondence:

Incoming: 1 Oath papers for Coral Spencer **2** Notice of violation from the State Water Resources Control Board Division of Drinking Water for not doing the 1,2,3-TCP Test in the first quarter of 2018 (no penalty) **3** Election consolidation documents from Sierra County Clerk Recorder with July 5th deadline received the 3rd week fo June **4** Board member applications form Sierra County Clerk Recorder **5** Notice of water testing waiver approval from state division of drinking water.

Outgoing: 1 Election consolidation docs and Coral's oath of office sent to Sierra County Clerk Recorder. **2** Quarterly updates for both SRF projects sent to the state **3** Request for waiver of TCP 1,2,3 water quality testing requirement to the State Division of Drinking Water.

b) SRF Projects Update : Gus Tenney asked about whether or not Dave's excavator was insured. Rae Bell-Arbogast answered that the equipment is insured by Shaun Felton.
-Work on the project is expected to start on July 11, 2018

c) Board Member or Special Committee Reports: None

d) Staff Reports: Written *General Manager's report* attached to these minutes.

G.M. Report: Additionally, it was reported that the water test waiver was approved and that Stephen Rooklidge gave approval to waive additional tests.

Water Treatment Operator Report: WTO- Total: 222,510 finished water produced in June
Spring water output: 96.24 GPM for the June average. There is still a lot of water. The test results were absent. The retest on the raw water for cholorform came back negative.

-weeds at the pump house were cut back.

-The foot valve arrived June 12, 20018 and was installed on June 13, 20018

-A small leak was reported at a customer's meter. Bruce found a hair line crack in the bottom of the meter and fixed it.

- Bruce stated that he replaces insulation on meters whenever he works on one.
- Working on scheduling a hydrant flush just before we switch to new tanks.
- It takes 6-8,000 gallons of water to flush and clean the system. This is done to keep the system clean.

e) Historical Church/Library Report: The head librarian is coming to meet with Robyn DeWeese on July 11, 2018

f) Park Report:

- Bob Hale is taking good care of the trees at the park.
 - Tobyn Mehrmann asked about when the fountain will be installed.
- Bruce informed him that he is hoping the county would install the fountain but if not we will do it ourselves.

5. Unfinished Business

a) Customer Accounts/Billings/Disconnects: One ten-day notice mailed in June. It was paid. One account is delinquent.

- There was a discussion about customer service policy and shut off notices.
- The G.M. agreed to make sure the procedure is followed.

b) Ordinances, Policies & Procedures and Bylaws: An addition to policy 4 was included in the meeting packet. This pertains to late fees.

Coral Spencer made the motion to approve the addition as presented Gus Tenney 2nd **Ayes: Mehrmann, Tenney, Finney, and Spencer Nays:0 Absent: DeWeese Abstain:0**

c) Field trip to Cumberland Spring: Still waiting for the proper time to venture out there.

6. New Business

a) The \$1500 yearly lease on the library is up for renewal.

Gus Tenney makes the motion to approve it Coral 2nd **Ayes: Mehrmann, Tenney, Finney, and Spencer Nays:0 Absent: DeWeese Abstain: 0**

b) After some discussion about the procedures of new water services a motion was made by:

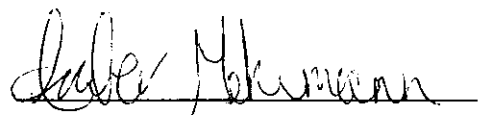
- Nancy Finney to approve the application and let management proceed with the work once the deposit is received. Coral Spencer 2nd **Ayes: Mehrmann, Tenney, Finney, and Spencer Nays:0 Absent: DeWeese Abstain: 0**

8. Next meeting Date, Items for next Agenda and Adjournment.

Next regular meeting scheduled for August 14, 2018 at 6:00 P.M. at the Alleghany Fire House.

There being no further business before the Board, the meeting was adjourned at: 7:23 p.m.

Minutes respectfully submitted,



Alleghany County Water District

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

~ Established March 8, 1939 ~

CERTIFICATE OF POSTING

I, Amber Mehrmann certify that the following document was posted on behalf of Alleghany County Water District, Sierra County California:

Agenda and meeting packet Regular Meeting, Meeting Date 7/10/18

In the following location(s):

Alleghany Post Office Bulletin Board (packets put in box for the public) and On the door of the Alleghany Firehouse (meeting location)
Emailed to email list as well.

On 7/6/18 (date)

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

Signed under penalty of perjury: X



Amber Mehrmann

NOTICE

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

Date: Tuesday July 10, 2018 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 in the box at the Post Office or 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 June 12, 2018 & the special meeting dated July 3rd.
- c) Ratification of Treasury Report and bill payments for June 2018

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 included in packets
- c) Board Member or Special Committee Reports
- d) Staff Reports – Water Treatment Operator (WTO) & General Manager (GM)
- e) Historical Church/Library Report (one item under new business)
- f) Park Report

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

- a) Customer Accounts/Billings/Disconnects. One 10-day notice mailed. It was paid. One other account is supposed to be making payments but hasn't been.
- b) Ordinances, Policies & Procedures and Bylaws: Policy #4 Customer Service draft update included in packets.
- c) Trip to Cumberland Spring –

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

- a) Historical Church lease for library use, renewal of agreement with Sierra County – no changes
- b) Approval of new water connection application on Mammoth Springs Rd. (see GM report for more info)

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

Next regular meeting, August 14, 2018 6:00 pm at the Alleghany Firehouse

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.

Allegheny County Water District

MAIN ACCOUNT	Beginning Balance \$ 9,999.07
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Deposits

Date	From:	For:	Amount
6/8	Customers	Water Sales	\$ 1,250.00
6/20	Customers	Water Sales	\$ 902.27

Deposits Total \$ 2,152.27

Expenditures

Ck #	Date	To:	For:	Amount
5259	6/2	Bruce Coons	May Bill	\$ 429.57
			WTO Contract	\$ 250.00
			WTO Other Labor	\$ 100.00
			Mileage	\$ 79.57
1064	6/6	Postmaster		\$ 24.70
EFT	6/12	PG&E	Pumphouse	\$ 115.69
5260	6/12	Altec	Tank Project	\$ 2,500.00
5261	6/12	Rae Bell	Hours April + March	\$ 180.00
			Planning Project	\$ 110.00
			Tank Project	\$ 70.00
5263	6/12	AT&T		\$ 18.64
5263	6/12	B&C	Supplies & Maintenance	\$ 61.58
5264	6/12	BioVir Laboratories	MPA Test	\$ 445.00
5265	6/12	Cranmer Engineering	Water Tests	\$ 68.00
5266	6/12	Ed Snyder	May Bill	\$ 168.00
			Planning Project reimburse	\$ 24.00
			WDA	\$ 144.00
5267	6/12	Edda Snyder	Bookkeeper May Bill	\$ 100.00
5268	6/12	HACH	Chemicals	\$ 205.02
5269	6/12	House of Print & Copy	Envelopes	\$ 70.20

Expenditures Total \$ 4,386.40

Ending Main Account Balance \$ 7,764.94
Less Contingency Fund Balance \$ (2,500.00)
Plus Undeposited Funds \$ 1,934.00
Available Funds \$ 7,198.94

NON-ENTERPRISE ACCOUNT (Historical Church & Park)	Beginning Balance \$ 10,329.78
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Deposits

Date	From:	For:	Amount
Deposits Total \$ -			

Expenditures

Ck #	Date	To:	For:	Amount
4034	6/4	Chris Coons	Weedeating	\$ 180.00
EFT	6/12	PG&E	Library	\$ 10.55
4035	6/25	Acorn Media	Park Fountain	\$ 2,476.54

Expenditures Total \$ 2,667.09

Ending Non-enterprise Account Balance \$ 7,662.69
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Historical Church Balance	\$ 6,227.56
Park Balance	\$ 1,435.13

State Revolving Fund (SRF) Projects Update:

For ACWD BOD Meeting Date: 7/10/18 Prepared by Rae Bell

Pete Stamas is no longer our representative with the State Funding Division. He has been re-assigned to Southern California. Our new rep is named Gary Chan. I have not met him except via email. He is busy getting up to speed on both of our projects. His office is next to Pete's so if we need to ask Pete for something we still can.

1. PLANNING PROJECT (Water Source Analysis):

Ram Spring (see Fire Plan below)

Cumberland Spring Bruce and I inspected the site on June 27th and it is still soggy where the excavator would need to pull in to get the tunnel open. This is not likely to change unless some kind of water diversion is done.

Dave Jeffries looked at the tunnel on July 3rd and said that he can get a mini-excavator in there and get the tunnel open. He has offered to donate his time and will be covered by the district's insurance as a volunteer. Shaun Felton is donating the excavator. Chris Coons will be hired by ACWD to help Dave.

Frank Dial who was hired to do the job last year has been too busy and his excavator is too large for the job. He did do some work and brought the culvert to Alleghany, so we will have to work it out with him and the State as far as how much to pay on the contract that was signed ("not to exceed \$1,000 was the language in the contract).

2. WATER TANK REPLACEMENT PROJECT UPDATE:

On June 22nd I finally heard back from the tank contractor regarding their schedule and as it turns out, the delay in him getting back to me was because he in turn was waiting to hear back from the company that is manufacturing the water tank. The contractor paid the down-payment and ordered the tank back in March. He finally heard back from the tank company and it is scheduled to be shipped to Alleghany the first week of September.

The contractor plans on breaking ground 1 month prior to the anticipated delivery date, which should be early August.

On June 25th I got an urgent email from the tank contractor via Kip saying that we needed to pick a color for the tank NOW. A sample color chart with the following choices was included: Cobalt Blue (but it looked black) Forest Green, Tan, White, Gray, Sky Blue or light green. I consulted with Bruce (Tobyn was out of town) and we went with Forest Green. (I am not sure why nobody brought this up sooner, but they didn't.)

Fire Plan during construction: The stand-pipe for drafting water from the Ram Spring sump was completed on June 24th. The test with the trash pump was successful. The test with engine 7150 conducted the next day was not. Further modification is in the works.

PG & E Power Installation: We now have our 3rd PG&E rep on this project and numerous phone calls and emails remain unanswered. They are supposed to be drawing up the easement papers for the new line.

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 July 2018

Insurance Coverage for Volunteers I did verify with the District's insurance agent that Volunteers who are working for the district are covered by the district's insurance policy. This does not include worker's comp coverage but it does include liability and medical. It is recommended that a Policy outlining what qualifies as a volunteer is put in place, but it is not required.

Planning Project Quarterly Reports The 2nd quarter reports for both projects were submitted to the State on July 5th. The monthly reports that are included in the meeting packets contain more detailed information than the quarterly reports that go to the State. For this reason, I will not be including the reports to the State in the meeting packets. (too much paper)

If anybody would like to receive a copy of the quarterly reports please let me know. Email is the preferred method of delivery to save on time and printing/postage costs.

Website The domain name: alleghanywater.org was purchased and is now owned by ACWD. I have had very little time to post things to the website. If anybody is interested in learning how to update the website (it is very simple) let me know. Possibly we could find a volunteer or two, to maintain specific sections of the site. Examples of sections: Agendas/Minutes, Notices, Policies and Procedures, Board and Staff information including ethics training certifications etc. It does require access to the internet and a scanner to maintain the site.

We can create a "FORMS" page on the Policy & Procedure page for things like complaint forms, record requests, water leak adjustment requests, etc.

1,2,3 TCP (new water quality testing requirement) A waiver request was filed with the State on June 28th so that we do not have to test for this again. (The results for the sample taken in June came back absent). In the meantime, the State did issue a "Notice of Violation" because we failed to do the test in the first quarter of 2018. There was no monetary penalty; but the fact that we got a "notice of violation" must be included in the next Consumer Confidence Report. I did complain to the State that there was no "proof of delivery" for the original notice about the new testing requirement.

Agenda Item 6b New water service. An application for a new water service was received in June. Bruce and I inspected the site and made sure that the application is complete. This is the first new service request in over 20 years. Because the application contains confidential information it is not a public record. The fee for a new service installation is \$1,000. The district is responsible for installing the meter on the existing main line. The new customer is responsible for hooking into the new meter on their side of the box. All work is to be overseen by a licensed contractor and inspected by Bruce Coons before it is buried. Pertinent ordinances: #25 and various sections of #3 (This process should be converted to a Policy & Procedure; another one for "the list".) I recommend that the board approve the application so that management can move forward with installing the new service.

Allegheny County Water District (ACWD) Policies & Procedures

Policy # 4 Customer Service:

It is the policy of ACWD to treat all customers equally and to protect customer confidentiality.

Customer Service Procedures:

Procedure 4.1 Shut-off notices: Per Ordinance #3 article 9 section 904 and as amended: On or near the 15th day of each month a 10-day notice shall be mailed to all accounts 30 days or more overdue. (see attachment A) **Past due balances of \$10.00 or less shall be ignored for the purpose of shut-off notices. If the customer is a tenant all shut-off notices must be mailed to both the owner of the property and the tenant.**

Procedure 4.2 Payment Plans: Any customer wishing to do so, may set up a payment plan in order to avoid a discontinuance of service. The customer shall contact the district bookkeeper or designee to set-up a payment plan. The general guidelines for payment plans are: The maximum number of monthly installments is six. The first payment will be due within 30 days of establishing the plan. A payment plan summary shall be mailed to the customer in order to avoid misunderstandings. All subsequent water bills must be kept current during the duration of the payment plan. If the current bill is not paid on-time a shut-off notice will be sent per procedure 4.1 and the payment plan shall be voided.

Procedure 4.3 Bounced Checks: In the event that a check used to pay a water bill is returned due to non-sufficient funds a \$25 fee shall be billed to the customer due upon receipt. The related water bill payment shall be voided and as applicable per Ordinance #33 late fees of 10% shall be added to all balances not paid on or before the first day of the month following the original due date.

Procedure 4.4 Water Leak Adjustment: Customers who experience a water leak may apply for a Water Leak Adjustment Credit by completing a Water Leak Adjustment Request Form (attachment B) Customers must provide an explanation of the leak and have the Water Treatment Operator or designee verify and sign-off that the leak has been repaired or mitigated by shutting off the water. Each water service shall be eligible for not more than one Water Leak Adjustment Credit in any twelve-month period. The completed Water Leak Adjustment Credit Form must be submitted to the district bookkeeper or designee. The Water Leak Adjustment Credit shall equal 50% of the amount billed for water during the month of the leak. Any late fees or other charges shall not be included in the water-leak adjustment credit. The bookkeeper shall document any leak adjustment credits that are issued as a footnote on the monthly treasurer's report (without identifying the customer) and shall maintain a detailed master list of all leak adjustment credits.

Procedure 4.5 Late Fees: Water bills not paid on or before the first day of the calendar month after the due date, shall incur a penalty of ten percent (10%). Unpaid balances beyond 30 days shall be charged an interest at a rate of 1% per month.

This Policy overrides any ordinances or sections of ordinances that are in conflict with it.

DRAFT copy for July 10, 2018 meeting. Yellow highlighted text has been added. The new late fees as written above were adopted at the regular April 10th meeting to comply with State Law. This new text will incorporate it into the Policies and override the ordinances.