



NOTICE

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

Date: Tuesday March 12, 2019 Time: 6:00 pm

Location: Alleghany Firehouse 105 Plaza Ct. Alleghany

Website: 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

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 February 12th.
- c) Ratification of Treasury Report and bill payments for February 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)
- e) Historical Church/Library Report -
- f) Park Report

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

- a) Customer Accounts/Billings/Disconnects. Due to extenuating circumstances NO ten-day notices were sent out in February but two should have been sent.
- b) Ordinances, Policies & Procedures and Bylaws: Adopt Record Retention Policy.

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

- a) Insurance renewal.
- 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) Note: The Board needs to fill out form 700s, they will be brought to the current meeting (March). Please plan to stay late to fill them out.

Next regular meeting, April 9, 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 February 12, 2019 Alleghany Firehouse, 105 Plaza Court Alleghany**

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:04 pm. Directors present: Tobyn Mehrmann, Nancy Finney, Coral Spencer, and Gus Tenney. Robbin DeWeese was absent Secretary Amber Mehrmann was present and took minutes. Staff Present GM Rae Bell Arbogast Public Present: Vicky Tenney and Jan Sticha -Oath of Office was administered to all of the Directors by Amber Mehrmann.

2. Consent Calendar:

a.) Motion made to approve the consent calendar with an amendment to the agenda. Gus Tenney made the motion and Nancy Finney 2nd **Ayes: Mehrmann, Tenney, Finney, and Spencer**
Nays:0 Absent: Robbin Deweese

3. Public Response Time:

none

4. Information/Discussion Items:

a) Correspondence:

Incoming: 2 letters from State Controller about upcoming changes to gov. compensation report forwarded to auditors.

Outgoing: Thank you letter to Scinto Group LLP for letting ACWD use their conference room in Grass Valley for the special meeting held on January 7th,

b) SRF Projects Update : A written report was provided in the packets. A follow up e-mail was sent to Neil's Control Blasting re: The Cumberland Spring. SCADA system still not working quite properly. We have an external transducer verses a submersible transducer on the system. The issue with this is that the external transducer keeps freezing and not giving proper readings. - The Control panel also needs to be put back into an insulated box.

c) Board Member or Special Committee Reports: None

d) Staff Reports: *Water Treatment Operator Report:* Rae Bell reported the water test results were absent for February.

G.M. Report: Written Report is in the packet. The insurance quote has not arrived yet.

e) Historical Church/Library Report: Another \$87 was donated to the Church from the concert.

f) Park Report: None

5. Unfinished Business

a) Customer Accounts/Billings/Disconnects: None

b) Ordinances, Policies & Procedures and Bylaws: A draft record retention policy was provided. Meeting recordings will be kept for 90 days. This will be voted on next meeting.

6. New Business

a) The G.M. is trying to find a buyer for the old memcor unit. She has requested a motion to make it a surplus because we need the space. Nancy Finney made the motion to declare the memcor unit as surplus Coral Spencer 2nd the motion. **Ayes: Mehrmann, Tenney, Finney, and Spencer Nays:0 Absent: Robbin Deweese**

b.) A closed session began at 6:45 P.M. Gus Tenney made the motion to close the session Nancy Finney 2nd the motion. **Ayes: Mehrmann, Tenney, Finney, and Spencer Nays:0 Absent: Robbin Deweese**

The close session ended at 7:35 P.M. No action was taken.

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

Next meeting agenda items: discussion on an insurance quote and a resolution to adopt the record retention policy.

There being no further business before the Board, the meeting was adjourned at: 7:37 p.m.

Minutes respectfully submitted,

Amber Mehrmann, Secretary

Alleghany County Water District

Treasurer's Report

February 2019

MAIN ACCOUNT

Beginning Balance \$ 16,679.49

Deposits

Date	From:	For:	Amount
2/5	SWCQB	Tank Project Payment	\$ 147,791.00
2/7	SWCQB	Tank Project Payment	\$ 113,744.00
2/19	Customers	Water	\$ 618.40

Deposits Total \$ 262,153.40

Expenditures

Ck #	Date	To:	For:	Amount
5334	2/1	Aqua Sierra	SCADA System computer	\$ 726.98
EFT	2/4	PG&E	Pumphouse December	\$ 261.67
5335	2/4	Bruce Coons	January Bill	\$ 562.35
			Tank Project	\$ 213.75
			Contract	\$ 250.00
			Mileage	\$ 98.60
5334	2/4	AT&T		\$ 19.11
5337	2/4	Cranmer Engineering	Water Tests	\$ 56.00
5338	2/4	Ed Snyder	WDA Bill	\$ 462.00
			Project Reimburse	\$ 318.00
			WDA December & January Bill	\$ 144.00
5339	2/4	Edda Snyder	Bookkeeper January Bill	\$ 100.00
5340	2/4	PG&E	New Tank Account	\$ 7.88
5341	2/4	PG&E	New Tank Account - Closed due to incorrect billing info	\$ 13.95
1089	2/9	Amber Mehrmann	Secretary Bill January	\$ 75.00
5350	2/12	Bruce Coons	Reimburse for Tank Project Supplies	\$ 148.56
5342	2/13	Altec	Tank Engineering	\$ 16,921.82
5343	2/13	Aqua Sierra	SCADA Monthly Payment	\$ 1,000.00
5344	2/13	Rae Bell Arbogast	Project Billing	\$ 815.00
			Tank Project	\$ 755.00
			Planning Project	\$ 60.00
5345	2/13	Basic Laboratory	Water Test Payment - Cumberland	\$ 100.00
5346	2/13	Boden, Klein and Sneesby	Audit - Partial Payment	\$ 500.00
5347	2/13	VOID		
5348	2/13	BioVir	Water Test Payment - Cumberland	\$ 100.00
5319	2/13	BRCO	Tank Construction	\$ 241,423.51
EFT	2/25	PG&E	Pumphouse January	\$ 255.85
1090	2/25	Chris Coons	Other Labor - Emergency Leak Detection	\$ 108.00

Expenditures Total \$ 263,657.68

Ending Main Account Balance \$ 15,175.21
 Less Contingency Fund Balance \$ (4,500.00)
 Plus Undeposited Funds \$ 1,393.40
 Available Funds \$ 12,068.61

NON-ENTERPRISE ACCOUNT (Historical Church & Park)

Beginning Balance \$ 8,909.56

Deposits

Date	From:	For:	Amount
2/19	Donations	From Museum for Concert proceeds	\$ 87.00

Deposits Total \$ 87.00

Expenditures

Ck #	Date	To:	For:	Amount
EFT	2/4	PG&E	Church December	\$ 10.18
EFT	2/25	PG&E	Church January	\$ 10.18

Expenditures Total \$ 20.36

Report Prepared by Edda Snyder

Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 8,976.20

x
Print

Rae Bell Arbogast
GM

Historical Church Balance	\$ 7,728.11
Park Balance	\$ 1,248.09

Alleghany County Water District

Invoice

P.O. Box 860
 Alleghany, CA 95910

deposit detail

Date	Invoice #
11/8/2018	TANK-10

Bill To
SWRCB Div. Financial Asst. Attn: Disbursement Unit PO Box 944212 Sacramento, CA 94244

PAID
02/05/2019

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			11/8/2018			

Quantity	Item Code	Description	Price Each	Amount
	Tank Project	Marsha Burch invoice 110718 category 5	280.00	280.00
	Tank Project	Altec Invoice 11799 category 6	9,915.40	9,915.40
	Tank Project	Edward Snyder Inv 093018 category 6	108.00	108.00
	Tank Project	Bruce Coons Inv 103118 category 6	7.50	7.50
	Tank Project	Real Graphic for required sign category 5	311.04	311.04
	Tank Project	Permit fee for electrical catgory 3	155.00	155.00
	Tank Project	BRCO pay request 3 category 1	127,679.99	127,679.99
	Tank Project	Rae Bell Inv 1335 category 5	455.00	455.00
	Tank Project	District Overhead category 6	200.00	200.00
	Tank Project	Workers comp for Bruce and Edward .0947 x \$115.50 = \$10.94	10.94	10.94
	Tank Project	Workers comp Rae Bell .0103 x \$455 = \$4.68	4.68	4.68
	Tank Project	Tom Roth	1,500.00	1,500.00
	Tank Project	Aqua Sierra Controls	4,668.44	4,668.44
	Tank Project	Easement for power line	2,500.00	2,500.00

			Total	\$147,795.99
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Alleghany County Water District

Invoice

P.O. Box 860
 Alleghany, CA 95910

Date	Invoice #
12/6/2018	Tank-11

PAID
02/07/2019

Bill To
SWRCB Div. Financial Asst. Attn: Disbursement Unit PO Box 944212 Sacramento, CA 94244

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			12/6/2018			

Quantity	Item Code	Description	Price Each	Amount
	Tank Project	BRCO Pay request 4	113,743.52	113,743.52
	Tank Project	Rae Bell invoice 1336	755.00	755.00
	Tank Project	Bruce Coons 11/30/18	483.66	483.66
	Tank Project	Altec inv. 11802	12,791.90	12,791.90
	Tank Project	Chris Coons 11/26/18	204.00	204.00
	Tank Project	Workers Comp water company $\$687.66 \times .0947 = \65.12	65.12	65.12
	Tank Project	Workers Comp admin $\$755 \times .0103 = \7.78	7.78	7.78
	Tank Project	Monthly overhead November	200.00	200.00
	Tank Project	rounding	0.02	0.02
		<p>The actual amount paid was only \$113,743.52 because of an error on the paperwork on our end. Everything else had to be re-billed with pay request #13</p> <p>;-)</p>		

			Total	\$128,251.00
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State Revolving Fund (SRF) Projects Update:

For ACWD BOD Meeting Date: 3/12/19 Prepared by Rae Bell

1. PLANNING PROJECT (Water Source):

Ram Spring Both a SCADA compatible Chlorine/PH/NTU analyzer AND the installation of the SCADA compatible water meter for the pumphouse need to be included in the Future Construction Project. We were hoping to add the analyzer onto the tank project but our contract with Aqua Sierra is not supposed to exceed \$60,000 because we negotiated it under the California Uniform Construction Cost Accounting Act (CUCCA) and the analyzer would put us above that threshold. The water meter was purchased last summer, along with a mechanical meter as an emergency item under the tank project. The mechanical meter was installed last summer with a plan to add the SCADA compatible meter under the tank project (keep both meters). However; Bruce decided that it makes more sense to wait until the pumphouse is reconfigured during the future construction project and install the SCADA compatible meter then. Until that happens we will continue to use the mechanical meter. The long-term plan is to use both meters so that there is a back-up meter that can be read even if the power is off.

We are doing a preliminary investigation to see if we might be able to include the purchase and installation of a small portable building in the Future Construction Project. It would need to be near the pumphouse because we would use it to house the SCADA system. The only place to put it would be just outside of the fenced area to your right if you are facing the building. This would require an amendment of the 16 to 1 lease to enlarge the fenced (leased) area, but the mine is willing to do that. This would provide MUCH needed office and storage space if we can get it approved by the State AND the ACWD board decides to add it to the project.

Cumberland Spring Neil's control blasting provided a quote for the horizontal drilling on Feb. 26th. It is similar to the quote that they provided for the drilling at the Ram Spring in May of 2017. Depending upon how long the drilling takes and a few other variables the low end is around \$21,000 with a high end of \$37,000.

The quote was sent to our SRF Rep Gary Chan. He came back with a lot of questions about the drilling in general. Because he took over from Pete Stamas less than a year ago he was not fully aware of the difference between the vertical test wells and the horizontal driven pipes. A project summary/chronology was prepared for him to bring him up to speed.

At this juncture there is concern about the planning project budget falling short. We are going to work on a priority list and try to get some estimates for the cost of completing the planning phase for each priority. The remaining budget is around \$144,000.

The big question mark seems to be these elusive environmental studies that we keep hearing about (since the project started in 2015) but nobody seems to be able to give us any hard numbers regarding them, or even tell us what needs to be done. This is very frustrating!

A conference call with the State will be held this month, and hopefully by next month's meeting I will have something for the ACWD board to look at. No decision about adding or dropping any components of the project will be made without board approval. In other words: The ACWD Board will ultimately decide what to include in the future construction 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**

Problems and Pending Change orders

Last month it was reported that the freezing weather was causing problems with the pressure transducer. (this is the tank component that tells the pumps at the pumphouse when to kick on and off). As it turns out, last October our engineer Kip requested a quote for a SUBMERSIBLE level transducer and Aqua Sierra did provide a quote, but they were so busy with MANY jobs and we were so busy with the actual tank construction going on, that it sort of "fell through the cracks". Kip did anticipate the problem with freezing and this is the solution to that problem. As a temporary measure Bruce applied heat-tape and made a shelter for the existing transducer and it is working, but he is still having other issues with the SCADA system.

A change order for Aqua Sierra is in the works for the installation of the following items:

- Submersible Tank Water Level Transducer \$4,243.03
- Light switch & plug at tank site \$3,421.71

We requested a quote for a SCADA compatible Chlorine/PH Analyzer and Turbidity meter but the estimate including installation came to \$21,044.17 so that is OUT. As noted above it can be included in the future construction project for the pumphouse.

We are looking into the possibility of installing security cameras at the tank site. The SCADA system has a place to "plug them in" so to speak. When the weather conditions are better a representative from Aqua Sierra will get with Bruce to work up a quote.

Lastly, (hopefully) the vent that was installed on top of the tank is straight and is susceptible to being covered with snow. A "goose neck" style vent is available and will be installed after a Change order is prepared and approved.

The finish date for the Water Storage Tank Construction Project now depends on getting the change orders approved, the contractor's schedule and the weather.

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 (ACWD) Policies & Procedures

Policy # 702 Record Retention (We need to re-do our index so that there is space for different policies within a similar category. For example, Section 700 will be RECORDS and our existing Record Request policy will be Policy #701 and this Policy will be #702)

It is the Policy of ACWD to comply with State requirements for the storage, accessibility, reproduction, and destruction of public records and documents. State law ensures that permanent public records remain permanent, that legal records are not altered, that historic documents are not lost or destroyed, and that local agencies do not retain nonpermanent materials unnecessarily.

Unofficial and non-records are not subject to formal retention and destruction procedures nor disclosure, and may be destroyed when no longer needed. Unofficial records include drafts, works in progress, electronic records used to create a final version, copies of records, hand-written notes, and materials that are in a preliminary state and do not yet reflect the official position of the District. Non-records include library/research materials, publications, blank forms and other material generally available to the public that does not reflect the position of the District.

Meeting recordings are for the purpose of ensuring the accuracy of the minutes and are to be kept for a period of 90 days, after which time they may be deleted and are no longer subject to public inspection requests.

The District Secretary and/or General Manager are responsible for the maintenance of the District's record keeping system and are authorized to destroy records per this policy.

Procedures:

Sensitive or Confidential documents should be shredded before discarding. These are defined as any document that contains any of the following: Customer account information, Personnel private information such as performance reviews, social security numbers, dates of birth etc., bank account numbers and other information deemed to be confidential by district Staff. Staff is advised to err on the side of caution while determining if a document is sensitive in nature or not.

Non-sensitive documents can be placed in the recycle bin or thrown away. Non-sensitive documents are all documents that are normally accessible to the public.

Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored on the District's back-up file and/or website. For the purposes of this section, every reproduction shall be deemed to be an original record. The exception to this section is Legal Documents as listed on the attached schedule. A hard copy of all Legal Documents shall be retained.

Any duplicate record, paper or document, the original or a permanent photographic copy of which is in the files of the District, may be destroyed after confirmation that such original or permanent photographic copy remains on file in the District.

All records, papers and documents not mention may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendations of the Local Government Records Management Guidelines as set forth by the Secretary of State.

Per the Local Government Records Management Guidelines as set forth by the Secretary of State ACWD is prohibited from destroying or disposing of a record that is any of the following:

- 1) Relates to the formation, change of organization, or reorganization of the District.
- 2) A District ordinance unless it has been repealed or is invalid or unenforceable in which case it can be destroyed after five years after it was repealed or became invalid or unenforceable.
- 3) Minutes of any meeting of the District's legislative body.
- 4) Relates to a pending claim or litigation or any settlement or other disposition of litigation within the past two years.
- 5) Records that are subject of a pending Public Records Act request, whether or not the District maintains that the record is exempt from disclosure, until the request is granted or two years have passed since denial.
- 6) Relates to construction that the District has not accepted, or as to which a stop notice claim legally may be presented.
- 7) Relates to any non-discharged debts of the District.
- 8) Relates to the title to real property to which the District has an interest.
- 9) Relates to any non-discharged contract to which the District is a party.
- 10) Has not fulfilled its administrative, fiscal, or legal purpose for which it was created or received.
- 11) Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.
- 12) Specifies the amount of compensation paid to District employees or officers or to independent contractors, or relates to expense reimbursement to District Directors or employees, or the use of District credit cards or travel compensation. These records may be destroyed seven years after the audit for that period is completed.

The attached schedule **table** represents ACWD's official Record Retention Policy **schedule**.

Record Series Title	Retention Period (Years)	Citations / Remarks / Descriptor
BOARD		
Board member applications	Closed + 7	County Clerk Recorder keeps these documents for us
Board Compensation	Audit + 7	
Fair Political Practices Commission (FPPC) Statements and Conflict of Interest	Current Year + 5	FPPC Opinions
Oath of Office (Elected Officials)	2	The County Recorder keeps these on file.
Statement and Conflict of Interest	1	Form 700 County Recorder keeps these for us.
Training Records	Current + 4	Ethics Training & any others that board members attend
HUMAN RESOURCES		
Action Requests / Grievances	Permanent	
Applications	5	
Employee Records	Permanent	Active until employee leaves/terminates.
Negotiation	Permanent	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements
Payroll Records	Audit +7	
Personnel Records (copies)	Current Year + 2	Attendance; evaluations; drafts; worksheets; postings.
Training Records	Current Year + 7	Staff training records
LEGAL		
Agendas & Notices	Permanent	Original agenda and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Boards.
Articles of Incorporation	Permanent	
Deeds	Permanent	Property deeds
Contracts and Agreements	Termination + 5	Includes leases, equipment, services or supplies
Grants	25 Years	Funding source will usually specify retention requirement
Legal Documents/Lawsuits	Permanent	Includes any legal filings or opinions rendered
Minutes	Permanent	Official minutes and hearing proceedings of governing body or board, commission or committee.
Ordinances	Active	Active plus most recent rescinded version
Resolutions	Permanent	
Policies & Procedures	Active	Active plus most recent rescinded version
Public Records Requests	Closed + 5	
Meeting Recordings	90 days	become "non-records" after 90 days.
INSURANCE		
Accident/Incident Reports	Permanent	Reports and related records
Bonds, Insurance Certificates, Insurance Policies	Permanent	Bonds and insurance policies insuring property & other assets including Liability insurance.
Workers Compensation Insurance	Permanent	Claim Files, Reports, Incidents (working files) originals filed with Administrator.

Record Series Title	Retention Period (Years)	Citations / Remarks / Descriptor
ACCOUNTING		
Accounts Payable	Audit + 7	Invoices, check copies, supporting documents.
Accounts Receivable	Audit + 7	Customer payment records
Audit Reports	Permanent	
Bank Reconciliation (checks, payroll, cancelled, void)	Audit + 57	Statements, summaries for receipts, disbursements & reconciliation.
Budget	Audit + 2	Permanently kept as part of Audit report
Budget adjustments, journal entries	Audit + 2	Account transfers.
Deposits, Receipts	Audit + 47	Checks, coins, currency.
Inventory Lists	Current + 2	
Fixed Assets	Current +2	Documentation re: purchases & disposals
Fixed Assets Ledger	Permanent	
General Ledger Reports	Audit + 57	
Vendor Information	Active	
REPORTS		
Annual Water Production Report	Permanent	Filed with the Division of Drinking Water Annually
Audits	Permanent	
Consumer Confidence Reports	10	Stored in State Database
Water Test Results	10	Stored in State Database
Water Operator Monthly Reports	10	
Water Rights Reports	Permanent	Filed annually