

**Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday November 14, 2023, 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 Mehrmann at 6: 07 P.M. Directors present: Tobyn Mehrmann, Robbin DeWeese; Brianne Price; Nancy Finney G.M. Rae Bell, CWO Bruce Coons and Secretary Amber Mehrmann was present and took minutes. Coral Spencer was absent. Members of the public Burns Tenney and Vicky Tenney were also present.

**2. Consent Calendar:** Motion was made to approve the consent calendar by Nancy Finney and Brianne Price 2nd .Ayes: Brianne Price, Robbin DeWeese, Nancy Finney, and Tobyn Mehrmann Noes: 0 Absent: Coral Spencer Abstain: 0

**3. Information and Discussion Items a. Correspondence:** Back and forth emails on the following topics: Cranmer Engineering with water quality testing results, Coleman Engineering and ACWD water operators re: tank leak, Golden Sate RMA re updated insurance quote, Francine Fau of the Water Quality Control Board Dept. of Finance and Chad Coleman re funding agreement, LIHWAP (Low income bill assistance) re: program extension, (extension documents submitted timely extending the program through May of 2024) Coleman Engineering and Calif. Rural Water Association about a bridge loan.

**b. SRF Project:** Report provided in writing. Additionally, Burns Tenney asked about the Ram Springs improvement project what all was involved. Rae Bell provided a summary of the project and will provide a detailed written report for December's meeting packet.

**c. Board/Staff Reports CWO Report:** The GPM for the spring (raw water) is at 119.4 gallons and the Total Finished Water Production for October was 162,590 gallons.

~The Routine samples are negative.

~There wasn't any silver present in the silver test.

~Temporary tanks are now winterized and we are drawing off of the big tank.

~The park and cemetery water is shut off now.

**G.M. Report:** No report other than what's already on the agenda.

**d. Historical Church/Library Report:** None.

**e. Park Report:** None

**4. Unfinished Business**

**a. Customer Accounts/Billings/Disconnects:** Three accounts are 60 days overdue plus two are 90 days overdue.

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

**c. Status of proposed insurance carrier change:** see notes on agenda

**d. Adopt CWO job Description:** Went over the description and lowered the maximum weight that needed to be lifted to 50 pounds. The Motion to adopt the job description was made by Breanna Price and Nancey Finney 2nd .Ayes: Brianne Price, Robbin DeWeese, Nancy Finney, and Tobyn Mehrmann Noes: 0 Absent: Coral Spencer Abstain: 0

**5. New Business**

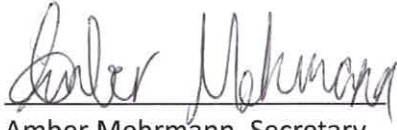
**a). Authorize GM to apply for bridge loan~** Comments provided in writing on the GM report. There was a discussion about the bridge loan and the possible risks involved. Rae suggested that the loan officer attend the next meeting to answer questions. The item was tabled until next meeting. Nancy Finney made the motion and Brianne Price 2nd .Ayes: Brianne Price, Robbin DeWeese, Nancy Finney, and Tobyn Mehrmann Noes: 0 Absent: Coral Spencer Abstain: 0

**6. Public Response Time:** None.

**7. Adjournment** Next meeting date, items for next agenda and adjournment: Next meeting will be on December 12, 2023; at 6:00 P.M.

There being no further business the meeting was adjourned at 6:52 P.M.

Respectfully Submitted:



Amber Mehrmann, Secretary



# NOTICE

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

**Date: Tuesday November 14, 2023 Time: 6:00 pm**

**Location: Alleghany Firehouse 105 Plaza Court with conference call option**

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

**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 October 10, 2023.
  - c) Ratification of Treasury Report and bill payments for Oct 2023
3. Information/Discussion Items:
  - a) Correspondence –
  - b) SRF Projects Update – Funding agreement for Ram Spring Project fully executed on Oct. 12<sup>th</sup>.
  - 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: Three accounts are 60 days overdue plus two are 90 days overdue.
  - b) Ordinances, Policies & Procedures and Bylaws: Nothing prepared for meeting
  - c) Status of proposed insurance carrier change. – To be revisited in January keeping as a placeholder.
  - d) Adopt CWO Job Description – New draft to be provided before meeting.
5. New Business (Discussion & Possible Action Items):
  - a) Authorize GM to apply for a loan (a line of credit) from the California Rural Water Association to facilitate the State Funded Project at the Ram Spring. All loan fees and interest can be billed to the project (State will pay).

**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 (consider taking December off for the Holidays?) Agenda items:

7. Adjournment.



# Allegheny County Water District

Treasury Report

October 2023

## MAIN CHECKING ACCOUNT

Beginning Balance \$ 3,063.10

### Deposits

Date	From:	For:	Amount
10/10	Customers	Water	\$ 1,271.52

Deposits Total \$ 1,271.52

### Expenditures

Ck #	Date	To:	For:	Amount
5824	10/5	Bruce Coons	WDO Sept. Payroll - Gross \$440.26	\$ 324.56
EFT	10/19	Tri-Counties Credit Card	Supplies & Maintenance	\$ 335.19
EFT	10/24	EDD	Payroll Taxes State	\$ 93.10
5825	10/24	United States Treasury	Payroll Taxes Federal	\$ 445.12
5826	10/27	Edda Snyder	Bookkeeper Sept. Payroll - Gross \$200	\$ 184.70
5827	10/27	Edward Snyder	WDA Sept. Payroll - Gross \$468.50	\$ 432.66

Expenditures/Transfers Total \$ 1,815.33

RESERVE FUND SAVINGS ACCOUNT	
Contingency Fund	\$ 14,500.00
Equip. Maint. Fund	\$ 1,000.00
Interest earned	\$ 6.40
<b>TOTAL</b>	<b>\$ 15,506.40</b>

Ending Main Account Balance \$ 2,519.29

Plus Undeposited Funds \$ 2,851.80

Operating Funds at month-end \$ 5,371.09

## NON-ENTERPRISE ACCOUNT (Historical Church, Library & Park)

Beginning Balance \$ 10,231.94

### Deposits

Date	From:	For:	Amount
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Deposits Total \$ -

### Expenditures

Ck #	Date	To:	For:
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Expenditures Total \$ -

Report Prepared by Edda Snyder

Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 10,231.94

x \_\_\_\_\_

Print

Historical Church Balance	\$ 6,863.26
Library Balance	\$ 1,353.64
Park Balance	\$ 2,015.04
<b>Balance</b>	<b>\$ 10,231.94</b>

# ACWD General Manager (GM) Report November 2023

Prepared by Rae Bell Arbogast

Correspondence Back and forth emails on the following topics: Cranmer Engineering with water quality testing results, Coleman Engineering and ACWD water operators re: tank leak, Golden Sate RMA re updated insurance quote, Francine Fau of the Water Quality Control Board Dept. of Finance and Chad Coleman re funding agreement, LIHWAP (Low income bill assistance) re: program extension, (extension documents submitted timely extending the program through May of 2024) Coleman Engineering and Calif. Rural Water Association about a bridge loan.

## **(SRF FUNDED) Ram Spring Improvement Project ~ THE FUNDING AGREEMENT**

For up to 1.5 million dollars was fully executed by the State on October 12, 2023.

### SCHEDULE

ITEM	DESCRIPTION OF SUBMITTAL	CRITICAL DUE DATE	ESTIMATED DUE DATE
<b>EXHIBIT A – SCOPE OF WORK</b>			
A.	ADDITIONAL SUBMITTAL(S) TO DIVISION		
1.	Final Plans and Specifications		February 1, 2024
2.	Finalize bid documents and advertise for bids		May 15, 2024
3.	Final Budget Approval Package		July 1, 2024
B.	REPORTS		
1.	Progress Reports		Quarterly
2.	Final Inspection and Certification		August 31, 2026
3.	Project Completion Report		February 28, 2026
4.	As Needed Reports		TBD
<b>EXHIBIT B – REIMBURSEMENTS, BUDGET DETAIL, AND REPORTING PROVISIONS</b>			
A.	REIMBURSEMENTS		
1.	Reimbursement Requests		Quarterly
2.	First Reimbursement Request		December 31, 2023
3.	Final Reimbursement Request	March 31, 2026	

### BUDGET

LINE ITEM	TOTAL ESTIMATED COST	PROJECT FUNDING AMOUNT
Construction	\$721,000.00	\$721,000.00
Pre-Purchased Material/Equipment	\$0	\$0
Real Property or Easement Acquisition	\$0	\$0
Change Order Contingency	\$145,000.00	\$145,000.00
Force Account	\$0	\$0
Allowances (Soft Costs)	\$634,000.00	\$634,000.00
<b>TOTAL</b>	<b>\$1,500,000.00</b>	<b>\$1,500,000.00</b>

Soft Costs include administration, engineering, environmental and the bridge loan interest and fees.

- **WATER TANK REPAIR.** Coleman Engineering and Thompson Tank are working on the written repair project scope and schedule. As reported last month, the plan is to start the work in late April 2024 due to weather concerns in winter.

The tank is leaking around a lower side panel approx. 50 gallons per day (varies depending on how full the tank is). If it gets worse we will have to switch to the smaller tanks sooner than planned.

**AGENDA ITEM 5. a) BRIDGE LOAN** As most everyone is aware, the State is notoriously slow at paying invoices related to the SRF projects. This puts an extra burden on the contractors in situations where the entity (such as ACWD) is not able to pay up front and then be reimbursed by the State. The California Rural Water Association has partnered with the State Revolving Fund (SRF) to provide “Bridge Loans” that are used more like a line of credit. Coleman Engineering thinks that the most we would need is \$500,000. The origination fee is 1.5 % (for \$500,000 that would be \$7,500) plus interest at 5.5% but the interest is only the portion that is being used. The water district would pay as we go and we don’t anticipate more than a few months at a time of needing the loan, and not the full amount. \$46,000 has been included in the “soft cost” portion of the project budget to cover these costs.

There would be no cost to ACWD and this would greatly facilitate finding contractors to do the work.

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