

NOTICE

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

Date: Tuesday October 9, 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 September 11, 2018.
- c) Ratification of Treasury Report and bill payments for September 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 –
- 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. 3 ten-day notices mailed in Sept. One escalated to a 48-hour notice all three paid.
- b) Ordinances, Policies & Procedures and Bylaws: The Conflict of Interest Code revision was approved by BOS on Oct. 2nd. Contingency fund policy revisit (it was requested at the last meeting that a six-month rather than annual cash-flow analysis and deposit schedule be considered).
- c) Trip to Cumberland Spring –
- d) Status of new water connection –

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

- a) Consideration of hiring a Labor Compliance Consultant (to be paid by SRF project funds)

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

Next regular meeting, November 13, 2018 6:00 pm at the Alleghany Firehouse

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**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday September 11, 2018 Alleghany Firehouse, 105 Plaza Court Alleghany**

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:06 pm. Directors present: Tobyn Mehrmann, Nancy Finney, Coral Spencer, and Gus Tenney Secretary Amber Mehrmann was present and took minutes. General Manager Rae Bell Arbogast Absent: Robbin DeWeese Public Present: Jan Sticha, Vicky Tenney, and Wayne Babros

2. Consent Calendar:

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

3. Public Response Time:

None

4. Information/Discussion Items:

a) Correspondence:

Incoming:

Outgoing: 1 A thank you note was sent to Dave Jeffry for all of his help.

b) SRF Projects Update : Written report included in meeting packet. A discussion was had about the lack of water to the community during the switch of the tanks.

- Discussion was had on Labor Compliance and Prevailing wage. More research needs to be done on the subject.

c) Board Member or Special Committee Reports: None

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

- The new website can be viewed now at Alleghanywater.org.
- The minutes on the website will go all the way back to 1977.

Water Treatment Operator Report: WTO- Total: 153,550 Gallons (estimate because the meter broke). The average raw water flow at Ram Springs 67 gallons a minute. The Cumberland is flowing at about 31.2 gallons a minute.

- The nitrate lab test was performed on 9/12/18.
- The August water test results were not in yet.
- A new mechanical meter was installed at the pumphouse in August.

e) Historical Church/Library Report: There will not be a fundraising concert at the Church this year.

-There will be a concert held at the School Gym in November. The donations will be given to the Museum, Historical Church, and the Firehouse Building Fund (toward the drainage project).

f) Park Report: The fountain for the park is still waiting to be installed.

5. Unfinished Business

a) Customer Accounts/Billings/Disconnects: 2 Ten Day notices issued. Also a 48 hour notice was posted and was paid.

b) Ordinances, Policies & Procedures and Bylaws: A Discussion and Review on the Conflict of Interest code is required to be had every two years.

- A motion was made to approve the Conflict of Interest Code revision as presented in the meeting packet. (It still has to be approved by the Sierra County Board of Supervisors)

Nancy Finney made a motion, Coral Spencer 2nd the motion Ayes: Mehrmann, Tenney, Finney and Spencer Nays:0 Absent: DeWeese Abstain: 0

c) Field trip to Cumberland Spring: There will be a trip out to the Cumberland on October 7, 2018, at 9:00 A.M. All who are interested in joining the tour, please meet at the Plaza in front of the Fire House.

6. New Business

a) The cash-flow analysis and contingency fund recommendation for Fiscal-Year 17/18 as provided in the packets was reviewed. A motion was made to put \$2000 in the contingency fund, bringing the total up to \$4500. **Coral Spencer made the motion Gus Tenney 2nd the motion Ayes: Mehrmann, Tenney, Finney and Spencer Nays:0 Absent: DeWeese Abstain: 0**

b) Final Budget Adoption The draft final budget as provided in the meeting packets was reviewed. A motion was made to approve the final budget as presented.

Gus Tenney made the motion Nancy Finney 2nd the motion Ayes: Mehrmann, Tenney, Finney and Spencer Nays:0 Absent: DeWeese Abstain: 0

c) Item 6. c to consider changing rates for project related labor was tabled.

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

It was noted that batteries would be needed for the recorder for next meeting. Contingency fund frequency of deposits.

Next regular meeting scheduled for October 9, 2018 at 6:00 P.M. at the Alleghany Fire House.

There being no further business before the Board, the meeting was adjourned at: 8:00 p.m.

Minutes respectfully submitted,

_____ DRAFT _____

Alleghany County Water District

MAIN ACCOUNT **Beginning Balance \$ 10,296.80**

Deposits

Date	From:	For:	Amount
9/7	Customers	Water	\$ 1,015.97
9/12	SWRCB	Planning Project Payment	\$ 1,304.35
9/14	Customers	Water	\$ 554.75
9/26	Tank Project & State Fund		\$ 698.68
		Tank Project	\$ 642.00
		State Fund Refund	\$ 56.68
9/26	Customers	Water	\$ 1,109.23
Deposits Total			\$ 4,682.98

Expenditures

Ck #	Date	To:	For:	Amount
5279	9/1	VOID		
1069	9/1	SWRCB	Bruce license renewal fee	\$ 55.00
5294	9/7	Aqua Sierra	SCADA Billing	\$ 4,668.44
1070	9/8	Amber Mehrmann	Secretary 7/10 & 8/14 minutes	\$ 75.00
1071	9/10	Postmaster	Stamps	\$ 18.90
1072	9/14	PG&E	Tank Project	\$ 3,158.18
5295	9/17	Ed Snyder	WDA July & August Bill	\$ 372.00
5296	9/17	Edda Snyder	Bookkeeper July & August Bill	\$ 200.00
EFT	9/24	PG&E	Pumphouse	\$ 132.94
Expenditures Total			\$ 8,680.46	

Ending Main Account Balance \$ 6,299.32
Less Contingency Fund Balance \$ (4,500.00)
Plus Undeposited Funds \$ 365.00
Available Funds \$ 2,164.32

NON-ENTERPRISE ACCOUNT (Historical Church & Park) **Beginning Balance \$ 8,955.57**

Deposits

Date	From:	For:	Amount
Deposits Total			\$ -

Expenditures

Ck #	Date	To:	For:	Amount
EFT	9/24	PG&E	Church	\$ 10.90
Expenditures Total			\$ 10.90	

Ending Non-enterprise Account Balance \$ 8,944.67

Historical Church Balance	\$ 7,696.58
Park Balance	\$ 1,248.09

Alleghany County Water District
 P.O. Box 860
 Alleghany, CA 95910

9/12/18 deposit
 detail

Invoice

Date	Invoice #
5/31/2018	SRF#17

Bill To

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

Ship To



P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			5/31/2018			

Quantity	Item Code	Description	Price Each	Amount
5.5	Planning Project	Rae Bell invoice #1315 March .5 hours April 3 hours Line item 9	20.00	110.00
	Planning Project	Workers comp. clerical \$110 x .0103 = 1.13 Line item 9	1.13	1.13
	Planning Project	Bruce Coons March Invoice line item 6	225.00	225.00
	Planning Project	Edward Snyder March Invoice line item 6	48.00	48.00
	Planning Project	Bruce Coons April Invoice \$255 labor (add to worker's comp) \$42.80 mileage line item 6	297.80	297.80
	Planning Project	Edward Snyder April Invoice line item 6	30.00	30.00
	Planning Project	workers comp water labor \$558 x .0947 = \$52.84 line item 6	52.84	52.84
	Planning Project	Biovir invoice # 180769 line item 6	445.00	445.00
	Planning Project	Shipping for MPA test line item 6	30.83	30.83
	Planning Project	postage line item 9	6.70	6.70
	Planning Project	B& C Invoice # 317900 line item 6	66.75	66.75
		The state did not pay \$9.70, they did not say why.		

Total			\$1,314.05
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Alleghany County Water District

P.O. Box 860
 Alleghany, CA 95910

9/26/18
 Deposit detail

Invoice

Date	Invoice #
6/30/2018	Tank7

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
			6/30/2018			

Quantity	Item Code	Description	Price Each	Amount
	Tank Project	Edward Snyder June labor	84.00	84.00
	Tank Project	Bruce Coons June labor	315.00	315.00
	Tank Project	workers comp water companies .0947 x \$399 = 37.79	37.79	37.79
	Tank Project	Rae Bell invoice 1326	30.00	30.00
	Tank Project	workers comp clerical .0103 x \$30 = .31	0.31	0.31
	Tank Project	USA blue book part for stand pipe	96.60	96.60
	Tank Project	postage	6.70	6.70
	Tank Project	adjust for rounding	0.14	0.14
	Tank Project	The Hose Shop LLC	71.46	71.46
Total				\$642.00

State Revolving Fund (SRF) Projects Update:
For ACWD BOD Meeting Date: 10/9/18 Prepared by Rae Bell

1. PLANNING PROJECT (Water Source Analysis):

Ram Spring Nothing new to report.

Cumberland Spring The Microscopic Particulate Analysis (MPA) test results arrived on 9/27/18 but it is inconclusive. It had one primary indicator for surface water infiltration and three secondary indicators. The reason that we can say it is inconclusive is because there was no way for us to sterilize the pipe after it was installed and only one primary indicator is very minimal.

I consulted with Kip and the State and we think that it makes sense to go ahead and run the title 22 water quality panel. If that test comes back good, we are going to recommend opening the tunnel as part of the construction project because we know that we can capture the water underground that way (eliminate any surface water infiltration).

After we get the results of the title 22 panel, the ACWD board will be consulted to see what direction they want to go. (Unlike the tank project, the planning project manager (me) needs to check with the board at critical decision making junctures)

2. WATER TANK REPLACEMENT PROJECT UPDATE:

Change order #1

On Friday Sept. 14th a Geotech investigation was done in the bottom of the trench for the tank footing to verify that the ground was as reported in the original Geotech report (completed in May of 2016). That report was part of the planning project for the tank and was used to draw-up the tank foundation specifications.

The investigation found softer ground than previously reported on one side of the trench resulting in the need for a change order to deepen the footing on that side. The increased cost estimate came to \$7,338. We were able to get a verbal approval from the State on the following Monday the 17th and no additional time request was needed. This money will come out of the project's contingency fund.

Starting tank project contingency fund balance \$121,550 less pumphouse meters \$4,668 less additional footing requirement \$7,338 leaves a balance of \$109,544 remaining in the contingency fund.

Components of tank construction project (some of these tasks will happen simultaneously):

1. Site preparation **DONE**
2. Manufacture of tank (offsite) **It arrived in Alleghany on Oct. 2nd.**
3. Placement and hook-up of temporary tanks **DONE**
4. Dismantle and haul away old tank **DONE**
5. Electrical power installation (PG&E) October (Finally got in touch with them) **signed contract with additional \$ mailed on 9/14/18 – followed up 10/2/18 have not heard back**
6. Tank Pad preparation **The tank foundation was poured on 10/2/18**
7. Construct new tank on new pad (beginning of October)
8. Install SCADA system (end of October)
9. Install fencing around new tank
10. Remove temporary tanks **We are looking into purchasing at least one to have on-hand as a spare tank. Expected completion date: First week of November.**

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 October 2018

Lead Service line inventory The annual report that was submitted to the State Division of Drinking Water (SDDW) in June was bounced back because a Lead Service Line Inventory (a new requirement) was not included.

The inventory was completed in early Sept and the entire annual report was re-submitted with the required survey certification. This was requested by the State to verify that none of ACWD's service lines or other components contain lead (a reaction to Flint Michigan no doubt). Luckily all of the components of our system are less than 41 years-old and I was able to find the materials specifications for both the 1977 project and the 1995 project, in addition to talking to Bruce to satisfy this request. (It took approximately three hours to fulfill this request)

Website alleghanywater.org All board members are encouraged to take a look at the site periodically and report back to me with any suggested changes and/or corrections. If anybody wants to help maintain a specific section of the website please let me know. It is very user-friendly and users can be set-up with permission to access specific sections of the site which is a good idea if more than one person is working on it.

The website does have a place for a "mission statement" which I filled in, but technically this should be adopted by the Board. Normally a mission statement is incorporated into the bylaws and I suggest we adopt one the next time that we revise the by-laws.

In the meantime, if anybody would like to take a stab at coming up with a mission statement, please feel free to do so and provide your ideas to me to incorporate into the next bylaw revision (or add to the agenda as a stand-alone item). A mission statement ideally is not be more than one or two sentences in length. Below is what is currently on the website (with a disclaimer that it is not an "official" mission statement).

To provide safe and reliable drinking water to the community of Alleghany including a fire hydrant system for fire protection.

Agenda item 5 b Contingency fund review schedule. It was requested at the last meeting that this be added to this month's agenda. There was a suggestion that the board should review the financial status of the district every six-months rather than once a year (current policy) in order to decide if funds can be added to the contingency fund.

From a financial accounting view-point it would NOT make sense to make this change to the existing policy. It needs to be done at the end of each accounting cycle because that is the only time that we know what the results are for the current budget cycle. It is all based on the budget cycle and actual cash-flow results.

Also, it took about 3 hours to prepare last year's cash-flow analysis (even though it does not look like much). We don't need to create extra work.