

Minutes, ACWD Board meeting, August 15, 2017

1. Call to Order & Establishing a Quorum

The meeting was called to order by President Mehrmann at 6:12 p.m. Present were members Nancy Finney and Madeleine Hamb as well as Water Treatment Operator Bruce Coons. As Cory Peterson was not present to take the minutes, Nancy Finney volunteered for that task. Public present: Ernest Finney, Venus Adams, and Vicky Tenney.

2. Consent Calendar

Madeleine Hamb moved to approve the consent calendar; Nancy Finney seconded. Ayes: Finney, Hamb, Mehrmann; Nays: 0; Absent: DeWeese; Vacant: 1. No discussion on any consent calendar topics.

3. Public Response Time

Venus Adams commented that there was more water than usual running across the road, and asked why this was happening. President Mehrmann explained that the Ram Spring has been increasingly productive, due to the horizontal pipe installations.

4. Information/Discussion Items

a & b) Correspondence and Board Member or Special Committee Reports:

There were no Correspondence, Board Member, or Special Committee reports.

c) Staff Reports: WTO:

See WTO report attached to these minutes. Discussion arose regarding the WTO report that Ram Spring water production for the past month totaled 417,490 gallons: were those gallons raw water from the spring or were they treated water? WTO Bruce Coons explained the 417,490 gallons were treated water. He also reported that the leak on Kanaka Creek Road has been repaired, and that he has been putting in weed block at the pump house.

c) Staff reports: GM:

President Mehrmann distributed copies of the most recent GM report update, attached to these minutes.

d) Historical Church/Library Report:

President Mehrmann read the GM's most recent update stating a date has been established for the coming MerryGold concert—October 15th.

e) Park report: none.

f) SRF Projects Update:

On August 15th at 11 a.m. Kip Lybarger of Altec Engineering met with the sole (as of 8/15/17) bidder at the pre-bid meeting held at the Firehouse. Present were ACWD board members Tobyn Mehrman and Nancy Finney, WTO Bruce Coons, and a representative from BRCO Contractor's Inc. Kip covered essential background information on the project and answered questions from the bidder. A tour of the tank site followed, at which Kip noted that the

site is too small to allow a bladder tank to replace the current tank during takedown/fabrication, but that two temporary 6,900 gallon poly tanks will be installed during construction.

5. Unfinished Business (Discussion & Possible Action Items)

a) Customer Accounts/Billings/Disconnects

No discussion.

b) Ordinances, Policies & Procedures and Bylaws

Decision on dates for special meetings/committees to work on updates was tabled until the next meeting.

c) Board vacancy

No new applicants as of agenda posting date.

d) Secretary

No new applicants as of agenda posting date.

e) General Manager contract

Discussion ensued on whether it would be better to write two contracts, one for the interim secretary position, as it will be paid from ACWD funds, and one for the Project Manager for System Improvement position, which will be paid from project funds. Madeleine Hamb moved to table approval until the next meeting; Nancy Finney seconded. Ayes: Finney, Hamb, Mehrmann; Nays: 0; Absent: DeWeese; Vacant: 1.

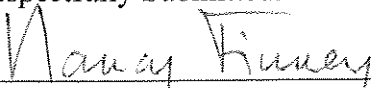
6. New Business (Discussion & Possible Action Items)

a) Authorization for General Manager to move forward with annual Hidden Church concert in same format as previous years. Nancy Finney moved to approve; Madeleine Hamb seconded. Ayes: Finney, Hamb, Mehrmann; Nays: 0; Absent: DeWeese; Vacant: 1.

7. Next meeting date, items for next agenda, and adjournment. regular meeting, September 12, 2017 at 6 p.m at the Alleghany Firehouse.

The meeting was adjourned at 6:47 p.m.

Respectfully Submitted:



Nancy Finney

NOTICE

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

Date: Tuesday August 8, 2017 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

Rescheduled to 8/15/17 due to
the lack of a Quorum.

2. Consent Calendar

- a) Approval of the agenda
- b) Reading and approval of the minutes for the regular meeting dated July 11, 2017
- c) Ratification of Treasury Report and bill payments for July 2017.

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) Board Member or Special Committee Reports
- c) Staff Reports – Water Treatment Operator and General Manager
- d) Historical Church/Library Report –
- e) Park Report – See donation and mosaic summary included in packets
- f) SRF Projects Update

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

- a) Customer Accounts/Billings/Disconnects. 4 ten-day notices were mailed on July 15th two not paid as of agenda posting date. One over-due account not paid in June voluntarily shut off.
- b) Ordinances, Policies & Procedures and Bylaws: Need to schedule some special meetings or committee meeting dates to work on these 3rd Tuesdays again starting in Sept?
- c) Vacancy on the board – no new applicants as of agenda posting date.
- d) Secretary Position – no new applicants as of agenda posting date.
- e) General Manager Contract revised to include only duties that are being paid. Resolution # 106 to adopt.

6. New Business (Discussion & Possible Action Items)

- a) Authorization for GM to move forward with annual “Hidden Church” concert fundraiser in same format as previous years. Insurance co. to be notified same as last year. No date has been set. MerryGold has indicated that they will do it but have not confirmed a date yet. We need a date ASAP so that we can start soliciting for sponsors.

7. Next meeting date, Items for next Agenda & Adjournment. Next regular meeting, September 12, 2017 6:00 pm

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.

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, Edda Snyder certify that the following document was posted on behalf of Alleghany County Water District, Sierra County California:

Agenda Regular Meeting, Meeting Date August 8, 2017

In the following location(s):

Alleghany Post Office Bulletin Board on 8/5/17. Packets placed in box.
On the door of the Alleghany Firehouse (meeting location) 8/5/17

Emailed with meeting packets to agenda email list. EA

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

Signed under penalty of perjury: X

Edda Snyder
Name Printed Edda Snyder

Note: this meeting was cancelled due to the lack of a quorum. It was rescheduled to
8/15/17

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, Nancy Finney certify that the following document was posted on behalf of Alleghany County Water District, Sierra County California:

Agenda Regular Meeting, Meeting Date August 8, 2017 - Rescheduled to 8/15/17

In the following location(s):

Alleghany Post Office Bulletin Board on 8/12/16. Packets placed in box.
On the door of the Alleghany Firehouse (meeting location) 8/12/16

~~Emailed with meeting packets to agenda email list.~~

A copy of which is attached hereto and by reference made a part herof. - Handwrote on August 8th agenda that meeting was rescheduled due to the lack of a Quorum.

Signed under penalty of perjury: X

Name Printed

Nancy Finney

Allegheny County Water District

MAIN ACCOUNT	Beginning Balance	\$ 4,363.91
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Deposits

Date	From:	For:	Amount
7/14	Customers	Metered water sales	\$ 1,631.11
7/28	Customers	Metered water sales	\$ 1,533.81
31-Jul	Customers	Metered water sales	\$ 257.43
Deposits Total			\$ 3,422.35

Expenditures

Ck #	Date	To:	For:	Amount
5155	7/12	Quick Response Portable Toilet	to be reimbursed by planning grant	\$ 70.00
1060	7/20	Postmaster	Stamps	\$ 49.00
EFT	7/24	PG&E	Pumphouse	\$ 210.11
EFT	7/27	Tri-Counties Credit Card	MPA test shipping reimbursed by grant	\$ 34.64
5156	7/31	Bruce Coons	WTO July Bill	\$ 681.92
			WTO Contract	\$ 250.00
			Mileage	\$ 36.92
			WTO Other Labor	\$ 395.00
5157	7/31	AT&T		\$ 37.12
5128	7/31	B&C	Supplies and maintenance	\$ 135.12
5159	7/31	Cranmer Engineering	Water tests	\$ 286.00
5160	7/31	Ed Snyder	WDA June Bill	\$ 192.00
			WDA Services	\$ 72.00
			Planning Project reimburse	\$ 120.00
5161	7/31	Edda Snyder	Bookkeeper June Bill	\$ 100.00
Expenditures Total			\$ 1,795.91	

Ending Main Account Balance	\$ 5,990.35
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Amount on Loan from Non-enterprise acc.	\$ (3,000.00)
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Enterprise-only fund balance	\$ 2,990.35
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NON-ENTERPRISE ACCOUNT	Beginning Balance	\$ 10,878.98
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Deposits

Date	From:	For:	Amount
7/19	Donations	Park	\$ 1,015.00
		Fountain Donations	\$ 515.00
		Leftover from mosaic project	\$ 500.00
Deposits Total			\$ 1,015.00

Expenditures

Ck #	Date	To:	For:	Amount
4025	7/12	B&C	US flag - Park	\$ 56.12
4026	7/21	Sierra County Tax Collector	Solid Waste fee - Park	\$ 187.04
EFT	7/24	PG&E	Church	\$ 9.85
Expenditures Total			\$ 253.01	

Ending non-enterprise Account Balance	\$ 11,640.97
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Amount on Loan to Main acc.	\$ 3,000.00
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Non-enterprise fund balance	\$ 14,640.97
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July 2017

Library-Park Bank Tracking

Historical Church START	\$ 11,679.15											TOTAL
Date	Income	Expenses	Balance	PARK START Date	Income	Expenses	Balance					
July		\$ 9.85	\$ 11,669.30	July	\$ 1,015.00	\$ 243.16	\$ 2,971.67					\$ 13,878.98
August			\$ 11,669.30	August			\$ 2,971.67					\$ 14,640.97
September			\$ 11,669.30	September			\$ 2,971.67					\$ 14,640.97
October			\$ 11,669.30	October			\$ 2,971.67					\$ 14,640.97
November			\$ 11,669.30	November			\$ 2,971.67					\$ 14,640.97
December			\$ 11,669.30	December			\$ 2,971.67					\$ 14,640.97
January			\$ 11,669.30	January			\$ 2,971.67					\$ 14,640.97
February			\$ 11,669.30	February			\$ 2,971.67					\$ 14,640.97
March			\$ 11,669.30	March			\$ 2,971.67					\$ 14,640.97
April			\$ 11,669.30	April			\$ 2,971.67					
May			\$ 11,669.30	May			\$ 2,971.67					
June			\$ 11,669.30	June			\$ 2,971.67					
Hist. Church BALANCE			\$ 11,669.30	PARK BALANCE			\$ 2,971.67					\$ 14,640.97
								Loan to main acc				\$ (3,000.00)
								Actual Checking balance				\$ 11,640.97

State Revolving Fund (SRF) Projects Update:

Meeting Date: 8/8/17 Prepared by Rae Bell

1. PLANNING PROJECT (Water Source Analysis) UPDATE:

There is nothing new to report since the last meeting except the last invoice that was submitted to the state on May 24th has not been paid as of the date of this report (8/4/17)!! This is very frustrating for the contractors and ACWD staff. We have been assured that it is not due to anything that is being done incorrectly at our end, it is just a very cumbersome process at the State level. Hopefully this will improve since this is a fairly new program.

We are waiting until the end of summer to do the 2nd Microscopic Particulate Analysis on the Ram Spring.

There has been no response from the State to my inquiries about possibly exploring the Cumberland as a secondary (ready-to-use) water source. Since we are so busy with the tank project I have not done much follow-up (yet).

2. WATER TANK REPLACEMENT PROJECT UPDATE:

On Tuesday July 18th Pete Stamas conducted a mini-webinar with Kip and I to explain the budget procedure for Construction Projects which is different than planning projects. The main difference is that the entire amount approved by the Funding Agreement is not automatically budgeted. The budget is updated in steps as individual contracts are approved.

The bid packet is complete and was originally supposed to be published Thursday August 3rd, but due to the engineer's schedule it will not be published until Monday August 7th. A mandatory pre-bid meeting for the contractors who wish to bid will be held on Tuesday August 15th at the Alleghany Firehouse at 11 am. **The purpose of this meeting is for the contractors to look at the project location and ask the engineer and/or ACWD staff any questions that they may have regarding the project. This meeting is for potential bidders and not the general public.**

Tentatively bids will be accepted until 2:00 pm on Tuesday Sept. 29th. At that time there will be a public meeting to open the bids, also to be held at the Alleghany Firehouse. Kip the district engineer knows the process and will assist ACWD staff with doing it properly. The ACWD board does not need to be present but the Secretary does. In case a quorum of the board does show up we will post the meeting within the 72 hour time-frame required by the Brown Act. The Sept. 29th due date is tentative as of this writing because there is still a question about whether-or-not a 30-day bid posting is required. Kip, the State and I are looking into it. The planning project DID require a 30-day bid posting because one of the federal funding sources required it, but the tank project is not being funded by that source.

Disclaimer

"Funding for these projects has been provided in full or in part through an agreement with the State Water Resources Control Board. California's Drinking Water State Revolving Fund is capitalized through a variety of funding sources, including grants from the United States Environmental Protection Agency and state bond proceeds. 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."

Allegheny County Water District

Resolution No. 106

A RESOLUTION TO APPROVE CONTRACT # 2017-3 GENERAL MANAGER

WHEREAS:

1. At the regular meeting dated June 13, 2017, the Allegheny County Water District "ACWD" Board of directors appointed Rae Bell Arbogast as interim Secretary at the previously established rate of pay, as listed in contract # 2017-3.
2. At the June 13, 2017 meeting the ACWD board of directors also passed a motion approving payment to Rae Bell Arbogast as General Manager for hours expended specifically for the State Funded Projects at a rate of \$20 per hour as an independent contractor effective that day (not retro-active).
3. Hours expended on the State Funded Projects will be reimbursed by the State Revolving fund and will not impact ACWD's adopted budget.

THEREFORE BE IT RESOLVED THAT:

1. Contract # 2017-3 as presented at the regular July 11th meeting and as modified for the August 8th meeting to only include the paid duties listed above; is hereby approved.

CERTIFICATION

The undersigned Clerk of the Board does hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a regular meeting of the Allegheny County Water District held on August 8, 2017 by the following vote:

AYE:

NAY:

ABSENT:

ABSTAIN:

Signature: _____

By: Cory Peterman
Deputy Secretary/Clerk of the Board
Allegheny County Water District

CONTRACT FOR SERVICES

CONTRACT # 2017-3

This contract is made and entered into this 8th day of August between Alleghany County Water District (hereinafter referred to as the "District") and an individual Rae Bell Arbogast (hereinafter referred to as "Contractor") for the position of General Manager.

I TERMS AND STATUS

A. Terms of Contract

This Contract is effective June 14, 2017 through to June 30, 2018, and shall terminate automatically on that date unless renewed by both parties. This Contract may be terminated at any time for any reason by either the District or the Contractor upon giving fifteen (15) day written notice to the other party.

- B. For the purposes of this Contract, and at all times during the term of this Contract, the Contractor understands that he is an independent contractor for the District, and no relationship of employer-employee exists between the parties, and that under no circumstances shall Contractor be deemed to be an employee of the District. The parties expressly agree that no work, act, commission or omission of Contractor shall be construed to make or render Contractor an employee of the District.

District will provide Worker's Compensation insurance. District will not pay or provide State Disability insurance benefits, Unemployment Insurance, or Social Security. Contractor shall be responsible to pay or provide for such insurance or benefits, and to pay its own federal and state income tax responsibilities, Social Security, and any other payroll tax obligations that it may owe as a result of compensation received for services rendered pursuant to this Contract.

The sole interest of the District is to ensure that the services provided will be performed and rendered in a competent, efficient, and satisfactory manner.

C. Duties covered by this contract

- **State Funded Projects:** Act as Project Manager for system improvement projects including acting as liaison between State Funding Division, District Engineer, Contractors and other involved parties. Ensure that the terms of the Funding Agreement are being followed. Submit disbursement requests to the Funding source, maintain files of all required backup data for grant.
- **Act as Interim Secretary/Clerk of the Board:** Until such time as the open Secretary position is filled contractor shall act in the capacity of Secretary/Clerk of the board as defined by State Statute and district by-laws.

PAGE 1 AND 2 INCLUDED IN AUGUST 8TH MEETING PACKETS ALL OTHER TERMS THE SAME AS THE PREVIOUSLY PROVIDED COPY (TO SAVE PAPER) ONE FULL COPY WILL BE AT THE MEETING.

D. Confidentiality

All documents, together with any knowledge otherwise acquired by Contractor relating to the District's business shall be treated by Contractor as confidential information. Contractor shall not disclose or use, directly or indirectly, at any time, any such confidential information, other than in the performance of this Contract. District shall have access to all written documents related to work done under this Contract.

E. Conflict of Interest

Contractor covenants that he presently has no interest and shall not acquire any interest that would directly or indirectly conflict in any manner or to any degree with the full and complete performance of the professional services required to be rendered under this Contract.

Contractor further agrees to submit full disclosure statements, if such be legally required, pursuant to the requirements of the California Fair Political Practices Act or any other federal, state or local provision of law, regulations, or conflict of interest code.

II COMPENSATION TERMS

A. Compensation

1. Time that can be allocated to the State Funded Projects shall be billed to the district at a rate of \$20 per hour and will subsequently be billed directly to the State Funded Projects for reimbursement.

2. Interim Secretary Duties shall be billed to the District at a rate of \$30 per meeting plus \$15 for each half hour over 1 hour (rounded by the quarter hour) and capped at \$60 per meeting.

B. Monthly Invoice

Contractor shall submit a monthly invoice dated the last day of the month for payment.

C. Payment Exclusive

For services authorized and provided under the Contract, payment set forth under Paragraph A shall be exclusive. Contractor shall be prohibited from billing or otherwise seeking payment for such services from the county or any other government agencies.

D. Taxes

Contractor will be solely responsible for any and all federal, state, and local taxes, charges, fees, or contribution required to be paid with respect to Contractor's performance of this Contract (including, but not limited to, Social Security and income tax withholding).

Allegheny County Water District General Manager (GM) Report August 2017

Prepared by Rae Bell

Fiscal Year 16/17 Audit: We got our 3rd and final tax installment for the year in the mail at the beginning of August. We needed that, plus we are waiting for an invoice from Altec Engineering for services rendered through June 30th then we can close the books. As soon as the books are closed the quickbooks file will be sent to the auditor. All other required documentation has already been mailed to them.

Agenda item 4f State Funded Projects: FURTHER UPDATE: We confirmed that there is no 30-day posting requirement for Requests for Bids under ACWD's enabling legislation OR state law. The Uniform Cost Construction Act which was adopted by ACWD says that: "bids must be published a minimum of 10-days before bid opening." This is the standard in California.

The request for bids was submitted to 3 exchanges for publication on Monday August 7th. It was also sent to the Mountain Messenger for publication for two weeks. The deadline to bid is August 29th at 2pm at which time the bids will be opened at the Allegheny Firehouse.

Agenda item 5a Customer accounts: After the agenda was posted payment was received from the two overdue accounts.

Agenda item 6a Fundraising Concert for Historical Church Details for last year's concert: A mailing is done to local businesses and individuals requesting advertising sponsors. I donate my time, materials and the postage for the mail-out. The cost to be a sponsor is \$100 and it includes admission for 2. \$15 admission is charged at the door and kids 18 years old and younger are free. All active Fire Dept. personnel are also give free admission. Food and drinks (water, non-alcoholic punch and beer and wine) are provided for the attendees by donation (we put out a donation jar). Concert proceeds are used to pay for the food and beverages, although usually at least a portion of the food is donated. Casey's Place helps with the food prep in exchange for being listed as a sponsor. The doors open at noon with music starting around 1 and going for two hours. The insurance company was consulted last year to make sure the event is covered and their main concern was that no minors had access to the beer and wine. The concert volunteers (about six of us) serve the food and dispense the beverages and/or keep an eye on everything to make sure that no minors have access to the beer and wine. The insurance company was satisfied with the written responses provided on the questionnaire that they provided. The plan is to notify the insurance company again this year once we have a date.

Summary of income sources for concert: Advertising sponsors, admission, food & drink donations

Summary of expenses: The cost of hiring a band (ranges from \$300 to \$1,000), food and beverages, 3 to 4 display adds in the Mountain Messenger and poster printing.

Last year the net profit was \$1,735 and the year before it was \$840

WTO report Water test results for August: Both treated and Raw Water: Absent Choliform & Absent E.coli