



NOTICE

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

Date: Tuesday Nov 12, 2024 Time: 6:00 pm

**Location: Alleghany Firehouse 105 Plaza Court with conference call option
for non-board members only.**

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

All meeting documents available online: alleghanywater.org

Send an email to: 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

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 8, 2024.
- c) Ratification of Treasury Report and bill payments for October 2024.

3. Information/Discussion Items:

- a) Correspondence –
- b) SRF Projects Update –
- c) Board/Staff Reports –Chief Water Operator (CWO) & General Manager (GM)
- d) Park report –
- e) Update From California Special District's Association

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

- a) Customer Accounts/Billings/Disconnects: billing not completed at time of agenda posting

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

- a) Consider changing Secretary's Pay to hourly at minimum wage.

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.

Next regular meeting date December 10, 2024 Agenda items:

7. Adjournment.

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
Treasury Report

October 2024

MAIN CHECKING ACCOUNT **Beginning Balance \$ 3,670.15**

Deposits			
Date	From:	For:	Amount
10/4	Customers	Metered Water Sales	\$ 1,694.80
10/7	Non-Enterprise	reimburse Walmart items purchased for library	\$ 189.34
10/18	Non-Enterprise	Dean weedeating park	\$ 275.00

Deposits Total \$ 2,159.14

Expenditures			
Ck #	Date	To:	For:
1168	10/16	Postmaster	Shipping box to auditor
5910	10/2	Rae Bell Arbogast	Ram Spring Project Admin, paid by the State Revolving Fund (SRF)
5911	10/7	Bruce Coons	CWO September Bill - Gross \$442.98
5912	10/16	AT&T	
5913	10/16	Edda Snyder	Bookkeeper September Bill - Gross \$225
5914	10/16	Edward Snyder	WDO September Bill - Gross \$240.28
5915	10/7	Immense Impact, LLC.	New ACWD website setup and fees
5916	10/28	United States Treasury	941 Q3
EFT	10/18	PG&E	Pumphouse
EFT	10/28	EDD	Payroll taxes

Expenditures/Transfers Total \$ 3,617.97

RESERVE FUND SAVINGS ACCOUNT			Notes:
Contingency Fund	\$	10,500.00	
Equip. Maint. Fund	\$	1,000.00	
Interest earned	\$	13.43	
TOTAL	\$	11,513.43	

PETTY CASH			Notes:
Beginning balance	\$	474.75	
Cash Deposits			
Cash withdrawals			
Cash ending balance	\$	474.75	

Ending Main Account Balance \$ 2,211.32
Plus Undeposited Funds
Cash \$ 474.75
Operating Funds at month-end \$ 2,686.07
(does not include reserves)

NON-ENTERPRISE ACCOUNT (Historical Church, Library & Park) **Beginning Balance \$ 8,944.73**

Deposits			
Date	From:	For:	Amount
Deposits Total \$ -			

Expenditures			
Ck #	Date	To:	For:
EFT	10/7	Main	reimburse Walmart items purchased for library
EFT	10/18	Main	Dean weedeating park

Expenditures Total \$ 464.34

Report Prepared by Edda Snyder
Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 8,480.39

x _____
Print

Historical Church Balance	\$	6,357.93
Library Balance	\$	1,164.30
Park Balance	\$	958.16
Balance	\$	8,480.39

~ State Revolving Fund (SRF) Projects Update

Meeting Date: 11/12/2024 Prepared by Rae Bell Arbogast GM

1. Ram Spring Improvement Project (RSIP) Project ID 4600012-008C

This is a continuation of Planning Project ID 4600012-0008P started in 2015 and completed 12/31/2020.

Funding Agreement dated 10/12/2023 ~ Estimated completion date: 2/28/2026 ~

Budget: Up to \$1.5 Million

Primary objective: To reconfigure the Ram Spring Pumphouse and facilities to accommodate and protect the driven pipes that were installed in May of 2017 as part of the planning project.

Other objectives: To build a 12' x16' building at the Ram Spring that can be used as a "sample lab" and to store district tools and records. To upgrade all residential water meters under a special program for that purpose. To update the stand-by generator and pumps that are over 30 years old.

Progress since the last ACWD Board meeting:

- Status of Bridge Loan: Current balance \$23,791.50 (before interest) for Invoice #4392 from Coleman Engineering Dated 8/1/2024. (Coleman was paid with Bridge Loan Funds) Payment to ACWD on that invoice was approved by the State with the 4th disbursement request. The money will be paid to RCAC (the lender) once it is received. Interest is accruing and the interest amount will be included in the next disbursement request.
- The 4th disbursement request was submitted on October 10, 2024 in the amount of \$118,146 and it was approved for payment by the State on October 22nd. As of this writing, the check has not arrived.
- The 3rd Quarter 2024 Quarterly Progress Report was also submitted to the State on 10/10/2024.
- Coleman (Now Sanbell Engineering) expects to have the bid documents ready by January. They will be overseeing the entire bidding process as part of their contract. They are still working on the plans and specs. ACWD is answering questions as they come up.

2. Water Tank Repair Project:

This project is to repair the water tank that was put in service in November of 2018 and that was still under warranty when it failed. This project has two main parts: 1. The warranty repair work, to be completed by the original contractor Thompson Tank (not funded by SRF) 2. The Technical Assistance Request was awarded to Coleman Engineering to oversee the repair work. (Funded by SRF)

Status since last ACWD Board meeting:

- The tank is holding water below the 25 foot level (keeping it at 23 feet)
- Thomspom tank wants the final leak test to be done after the CP equipment is installed which makes sense.
- On 11/4/2024 I sent a follow-up email asking about the bolt holes above 23 feet, suggesting that they should look at those while the CP equipment is being installed.
-

Tank failure timeline Tank put in service Dec. 2018. 1-year warranty inspection done in Jan. 2020 found problem with rusting bolts in floor, bolts repaired in June of 2020. Tank started leaking and failure discovered: 10/30/2021 Tank drained and inspected mid-November 2021. First Technical Assistance (TA) request submitted to State Dec. 2021 and approved in Jan. of 2022 with RCAC as the TA provider. TA report provided in Dec of 2022 concluded electrolysis (dissimilar metals in contact) was the main cause of corrosion but was inconclusive as to cause of sealant failure. Warranty claim letter prepared by ACWD attorney Marsh Burch and submitted to BRCO contractors 3/17/2023. Second TA request approved May 13, 2023 with Coleman Engineering as the TA provider to oversee the repair work. Repair work scheduled for late April 2024 to avoid winter weather, started on 4/30 tank partially filled at end of July, leaks noted and report made to attorney and BRCO contractors, tank being kept partially full as long as leaks don't worsen until fire danger subsides. Water leaks below 23 feet mark stopped. Bolt holes above that level for the ladder are a problem.

3. Cathodic Protection Project (CP) This project is to add cathodic protection to the water tank that was not included in the original design (other than the coating which was supposed to provide protection). A grant for up to \$125,000 has been applied for under an “Urgent Needs” program also funded by the State Revolving Fund (SRF) and approval has been granted for the first \$110,000. ACWD is responsible for administering this grant but cannot bill the project for doing so.

Progress since the last ACWD Board meeting.

- Sanbell engineering determined that more money is needed for the installation than previously thought. They estimated that they needed another \$20,000 in early October.
- Last March, ACWD put in a deviation request form (request for more \$) for the Bridge Loan fees and interest. That request was signed by the State, but then all the staff changed and they seem to have lost track of it. That request was for \$15,000. I reminded them about this in Oct. and they locate the signed form.
- In October I explained to the new urgent water needs staff that I had been told repeatedly that ACWD could not include \$ in the budget to pay our own staff. I was told that this is a “sunk cost”. I explained to them that I was willing to donate my admin. time but that ACWD has to pay the water operators. Karen our new rep. talked to her supervisor and came back and said that we COULD include time for ACWD staff! This is really good news. I am requesting \$5,000 for ACWD Staff and this can be retroactive to Nov. of 2023 when the project was preliminarily approved.
- We were instructed to submit a new deviation request form and budget to include the additional money needed for the install plus the previously requested money for the bridge loan and money for ACWD staff. A new form was submitted on October 17th asking for an additional \$40,000 (\$20,000 Sanbell, \$15,000 Bridge Loan \$5,000 ACWD staff) but as of this writing, Scott Woodland and I are still hashing out the details of the budget. It is looking like Sanbell should request more than an additional \$20,000 as it is better to aim high than low, so that we don’t get stuck in the process of asking for more money again.
- The 1st disbursement request in the amount of \$60,686.75 was submitted on October 11th and the entire amount was approved by the State on October 15th. As of this writing we are waiting for the check.
- Status of Bridge Loan: To-date a total of just under \$50,000 has been borrowed and used to pay Sanbell engineering. That entire principle was included in the 1st disbursement request and will be paid back to RCAC as soon as we get the check from the State. Interest is accruing and the interest amount will be included in the next disbursement request.

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.”

ACWD General Manager (GM) Report November 2024

Prepared by Rae Bell Arbogast

Note: The regular August Board meeting was cancelled due to the lack of a quorum.

Correspondence **Incoming:** Notice from State Water Resources Control Board (SWRCB) re water rights report due by Feb. 1st. Notice from SWRCB re new monitoring requirements for Hexavalent Chromium (They lowered the threshold, new testing required by April 1st) **Outgoing** Lead Service Line inventory submitted timely to SWRCB, Customer update to be included in Nov. water bills re upcoming billing changes and new website and availability of Lead Line Service Inventory. (included in meeting packet)

GM Report:

Website. Edda and I attended a 1-hour training session for the new website interface on October 16th. As of this writing, neither of us has had time to start working on the new site. It should only take a day(8-hours) to get it set up, just need to make time for it.

Also, I recently found out from Golden State RMA (insurance pool) that Streamline (our current website host) now offers indemnity insurance coverage for ADA claims as part of their service. It is strange to me that Streamline did not explain this to me when I spoke to them last summer. But according to GSRMA that is a big part of why their cost went up so much. (I still don't think that ACWD can afford the service and we are already set up with the new web host).

Billing Program To-date we have not been able to find a cheaper utility billing option and I am planning on setting up a spreadsheet that will be used in conjunction with Quickbooks to accomplish both the water use tracking and customer account balance tracking. This will most likely increase the amount of time required to generate the bills and track payments, especially while we are getting it dialed in. (Thank you to Bri for sending some suggestions but those were not utility software programs, they were accounting programs. If your partner has other suggestions please pass them along.)

I do have one more place to ask about a billing program referred by the new website vendor. Both the Camptonville and Downieville Water utilities are using versions of what I have in mind, but I think that I can come up with something more efficient.

GSRMA Risk Management Program On October 18th I met with Jake Dickman our GSRMA rep to get the Risk Management Program started (this is for earning points for an insurance discount) So far the only directors who have turned in their Ethics training certificates are Burns and Bri. **Everyone else still needs to do it.** It is on me to send Harassment Prevention Links, I will get that out as soon as I have a chance. We are have access to a a service through GSRMA called Vector Solutions and I have gone through the steps to get ACWD set up, and even had a phone call with Vector on October 10th, but I never got the promised sign-up email. Need to follow-up on that.

We have until the second week of February to submit our application for the insurance points.

Hazard Mitigation Plan Kick-off meeting On October 29th I remotely attended a Kick-off meeting for the Hazard Mitigation Planning Committee. This is a County-wide plan and representatives from all local government agencies attended. I represented both ACWD and Pliocene Ridge CSD for the meeting. By participating in the plan our agency (ACWD) becomes eligible for certain funding sources. There are opportunities for public input on the plan including a survey that was recently sent out by Sierra County to all residents. The County has hired a firm to oversee and facilitate the process. They will be contacting me for both ACWD and PRCSD input. The ACWD Board will have to approve the plan once it is drafted. I will be sure to share the questionnaire with the board when I get it and request your input.

Agenda Item 5. a) Consider changing Secretary's Pay to hourly at minimum wage. I recently discovered that ACWD has full access to an HR Attorney through Golden State RMA! This is really awesome and is a very valuable service. Based on my conversations with her , she is recommending that we eliminate all flat rate pay for several reasons which I will not go into in detail, but she is supposed to provide this in writing to the board. She was sick for a couple of weeks and I sent her a reminder on yesterday (the 6th) asking her to use "reply all" and put the answers to my questions in writing.

I thought that we could handle one or two per meeting and since I probably won't be here for this month's meeting. I thought that we could start with what I think is the most straightforward one, and that is Amber. Currently she is paid a flat rate of \$30 for first hour of meeting plus \$15 for each quarter hour over one-hour capped at \$60 per meeting. Her new rate would be minimum wage for all time spent handling the secretarial duties. Since she has not been paid yet this fiscal year my suggestion is to make it effective July 1, 2024 (first day of fiscal year). If anyone else wants to take lead on the task of working out new employment terms please speak up!

The attorney also confirmed that the district is not required to post job openings for positions that are converted from Independent Contractor to Employee.



Alleghany County Water District

P.O. Box 860, Alleghany CA 95910

Phone: 530-287-3204

Website: alleghanywater.org

Email: alleghanywater@gmail.com

Customer update November 1, 2024

Service Line Inventory Completed. Earlier this year, the State Water Resources Control Board issued a mandate for all community water systems to complete a Lead Line Service Inventory by October 24, 2024. In 2018 they requested the same thing, but it was for the water system side of things. This year, they wanted to know what was on the customer side. ACWD would like to thank the many customers who answered our questions to help get the survey completed. The survey is a public document and has been posted on our website under "Updates" (top of home page) or the direct link is: <https://www.alleghanywater.org/notices-dbc0ac5> A hard copy may also be requested by contacting the district.

Website change coming soon. All special districts in California are required to have a website as part of the State's Open Meeting Laws (The Brown Act). ACWD's website vendor "Streamline" is awesome in many ways, but the cost of the service has risen drastically over the last few years going from \$300 per year, to about \$500 per year two years ago, to \$960 this year! We were able to find a new vendor that offers similar services for \$499 per year plus a set-up fee. The ACWD Board of directors approved switching to the new vendor at the September board meeting. Our goal is to have the new site up by the end of the year. Customers will be notified when the new site is available. It comes with a notification feature that enables sending emails and/or text messages to customers. Customers will have to sign themselves up for the free service.

Billing Program Change. ACWD has utilized the same billing software for over 15 years. Unfortunately, the cost of the software recently rose dramatically. Beginning in January the cost will go from \$590 per year to \$1,500! ACWD is not able to afford this cost increase. So far, searches for other programs have only turned-up MORE expensive options. We are working on an alternative to having a billing program. We will be using a spreadsheet to enter meter readings and to calculate the bills, combined with our current accounting software to track billings and payments (account balances). The current billing program goes down on December 31, 2024.

Water Billing Schedule Change. Additionally, staff requested board approval for moving the billing cycle to the 15th rather than the 1st of each month. Staff made this request due to schedule difficulties encountered with the timing of bank statements and district reporting requirements. The board granted this request. As a result: **No water bills will be generated in early January for December water usage. In mid-January bills will be generated for December usage plus usage through January 15th.** For usage up to 12,000 gallons (8,000 gallons for December plus 4,000 gallons for half of January) the bill amount will be \$68.25. (\$45.50 for December plus \$22.75 for half of January). Then beginning mid-February, the billing will go back to the normal amount of \$45.50 for up to 8,000 gallons of water usage.

Everyone's patience while we work through the billing changes is appreciated. Please do not hesitate to email or call if you have any questions or concerns. I can be reached at 530-287-3454 or at the email address above. Thank you.

A handwritten signature in black ink, appearing to read "Rae Bell Arbogast".

Rae Bell Arbogast
General Manager