



NOTICE

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

Date: Tuesday April 22, 2025 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

Sign up for meeting notifications on the website.

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 March 11, 2025.
- c) Ratification of Treasury Report and bill payments for March 2025.

3. Information/Discussion Items:

- a) Correspondence –
- b) SRF Projects Update –
- 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:
- b) Status of Board Vacancy Posting

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

- a) Second reading of Ordinance # 38 regarding unmetered water rates.
- b) Resolution #128 to authorize emergency action by GM and/or CWO.
- c) Resolution #129 to update signature card at tri counties bank.
- d) Adopt Policy 500 Sick Leave
- e) Discuss Chief Water Operator vacancy
- f) Authorize final payment for Bruce Coons wages earned (estimate)
- g) Closed session if necessary, regarding potential legal issue.

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 May 13, 2025 Agenda items: Preliminary budget first presentation

7. Adjournment.

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**Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday March 11, 2025, Meeting was held at the Alleghany Firehouse. Nobody called in on the conference call.**

1. Call to Order & Establish a Quorum The meeting was called to order by President Tobyn at 6:13 p.m.

Directors present: Tobyn Mehrmann, Brianne Price and Burns Tenney. Director Robbin DeWeese was absent. Also present were G.M. Rae Bell, and Secretary Amber Mehrmann who took minutes. Chief Water Operator Bruce Coons was absent.

2. Consent Calendar:

Questions were asked by Burns Tenney about the treasury report, which were answered by Rae Bell. A motion was then made to approve the consent calendar by Burns Tenney and Brianne Price 2nds. **Ayes: Tobyn Mehrmann, Brianne Price and Burns Tenney Nays: 0 Absent: Robbin DeWeese Abstain: 0 Vacant 1**

3. Information/Discussion Items

a) Correspondence: Provided in writing. Tobyn Mehrmann also noted a typo in the correspondence.

b) SRF Projects Update: Report provided in writing. Additionally, Rae got an e-mail from Sanbell Engineering stating that the electrical schematics still are not finished and this is what is holding up the completion of the bid packet for the Ram Spring Project.

c) Board/Staff Reports: *CWO and GM Reports*

G.M. Rae Bell: Report provided in writing.

CWO Bruce Coons: No report due to being absent.

d) Historical Church/Library Report: Nothing to report

e) Park Report: Nothing to report.

4. Unfinished Business

a) Customer Accounts/Billings/Disconnects: Burns asked about the water shut offs and over -due accounts listed in the report. Rae explained what was listed and what was going on with the shut offs.

b) Status of Board Vacancy Posting: There is still a vacancy on the Board. No applications have been received. The vacancy posting is on the bulletin board at the post office.

5. New Business

- a.) Ordinance #38:** The first reading of Ordinance #38 with one minor edit was done.
Changed to read:

Unmetered Rate Schedule:

Type of Use

Trucks filled for outside agencies or contractors shall be billed as follows:

At the rate of .055 (five and one-half cents) per gallon.

A policy with procedures shall be adopted by the Board for unmetered water sales.

- b.) Consider Investing In California Class Investment Pool:** It was explained that this is an investment pool specifically for public agencies that complies with State Law regarding such investments. It was suggested to invest \$5,000 out of the Historical Church Fund and \$5,000 out of the contingency fund for a total investment of \$10,000. Tobyn Mehrmann, Rae Bell, and Burns Tenney would be on the account. Burns Tenney made the motion to make the investment as outlined above and Brianne Price 2nd. **Ayes: Tobyn Mehrmann, Brianne Price and Burns Tenney Nays: 0 Absent: Robbin DeWeese Abstain: 0 Vacant: 1**

6) Public Response Time: None.

7) Next meeting date, items for next agenda and adjournment:

Next meeting will be on April 8, 2025 ; at 6:00 P.M.

There being no further business the meeting was adjourned at 6:44 P.M.

Respectfully Submitted:

Amber Mehrmann, Secretary

Alleghany County Water District
Treasury Report March 2025

MAIN CHECKING ACCOUNT				Beginning Balance	\$ 6,227.64
Deposits					
Date	From:	For:	Amount		
3/7	Bridge Loan	Catholic protection project	\$ 8,456.54		
3/21	Customers	Metered Water Sales	\$ 1,650.56		
3/21	HACH & State Fund	\$555.70 duplicate payment refund + \$121 audit refund	\$ 676.70		
				Deposits Total	\$ 10,783.80

Ck #	Date	To:	For:	Amount		
EFT	3/4	PG&E	Pumphouse	\$ 355.52		
EFT	3/4	PG&E	Tank Site	\$ 20.28		
5961	3/11	AT&T		\$ 60.47		
5962	3/11	Boden	partial payment auditor	\$ 1,000.00		
5963	3/11	Cranmer Engineering	Water Tests	\$ 110.00		
5964	3/11	Rae Bell reimburse	\$233.33 1/3 Annual QB + \$21 QB Monthly per employee payroll fee	\$ 254.33		
5965	3/11	Sanbell	Catholic protection project	\$ 8,456.54		
5966	3/14	Bruce Coons	CWO February Bill - Gross \$528.68	\$ 440.42		
5967	3/14	Edda Snyder	Bookkeeper February Bill - Gross \$320	\$ 295.52		
5968	3/14	Edward Snyder	WDO February Bill - Gross \$331.78	\$ 306.40		
5969	3/31	Arbogast	reimburse for copies to be paid by SRF Ram Spring Project	\$ 33.50		
5970	3/31	Boden	Final Payment audit FY23-24	\$1,250.00		
5971	3/31	House of Print & Copy	ACWD return envelopes (will last a couple of years)	\$ 103.43		
5972	3/31	State Water Resources Control Board	Annual Water System Fee	\$372.90		

RESERVE FUND SAVINGS ACCOUNT		For:	Expenditures/Transfers Total	\$ 13,059.31
Portion of Contingency Fund	\$ 10,500.00		Ending Main Account Balance	\$ 3,952.13
Equip. Maint. Fund	\$ 1,000.00			
Interest earned	\$ 16.27		Cash	\$ 474.75
Deposits	\$ 5,000.00	from non-enterprise for Ca Class investment	Operating Funds at month-end	\$ 4,426.88
Withdrawals	\$ 10,000.00	To Calif. Class Investment pool	(does not include reserves)	
Savings account balance	\$ 6,516.27			

PETTY CASH			For:		
California Class Reserve Funds		Beginning balance	\$ 474.75		
Contingency Fund	\$ 5,000.00	Cash Deposits			
Interest earned	\$ 5.43	Cash withdrawals			
In or out		Cash ending balance	\$ 474.75		
A Class Cont. Fund balance	\$ 5,005.43				
RESERVES TOTAL	\$ 11,521.70				

NON-ENTERPRISE ACCOUNT (Historical Church, Library & Park) Beginning Balance \$ 8,306.53

Deposits			
Date	From:	For:	Amount
<hr/>			
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Deposits Total			\$ -

Expenditures/Transfers				Expenditures Total	\$ 5,009.22
Ck #	Date	To:	For:		
		Main savings	To transfer to CA Class investment fund	\$ 5,000.00	
EFT	PG&E	Church		\$ 9.22	

California Class Historical Church Portion			Ending Non-enterprise tri-counties Balance	\$ 3,297.31	
Historical Church	\$ 5,000.00		Add CA Class	\$ 5,004.23	
Interest earned	\$ 4.23		Ending Non-enterprise Fund Balance	\$ 8,301.54	
In or out		Calif. Class Investment Fund total balance at month end	\$ 10,009.66	Non-enterprise break-down.	
TOTAL	\$ 5,004.23			Historical Church Balance	\$ 6,335.94
				Library Balance	\$ 1,109.34
				Park Balance	\$ 856.26
				Balance	\$ 8,301.54

Report Prepared by Edda Snyder
Verified against Bank Statements and QB ☒ X

~ State Revolving Fund (SRF) Projects Update ~

Meeting Date: 4/22/2025 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:

- As reported at last month's meeting, Sanbell engineering is waiting on their electrical engineer to provide the configuration for the pumphouse to complete the plan set. I followed up again on 4/3/2025 and was assured that they should have the plans from the electrical contractor by 4/4/2025. (as of 4/17/2025 they did get something from the electrical engineering firm, but the page numbers were not right so they have requested a revision)
- On March 20, 2025 Scott Woodland of Sanbell and I had a phone conference with Reilly Montarat with the Regional Water Quality Control Board's State Revolving Fund. She recently replaced Francine Fau as the Ram Spring Improvement Project's SRF project manager. Reilly needed to get up to speed on where we are with the project timeline. Scott said that the plans are 98% complete with the electrical being the last thing needed. Near the end of the meeting, I asked about the residential water meter replacement because they are listed on the Scope of the Project on the funding agreement. Other than the Jan. 2025 email from Fran saying that this would be removed from the project, there is not anything official on that. Reilly said to leave the meter replacement in the plans, but that because of inflation and budget cuts they have been having to cut projects back. Typically, this happens after the project goes out to bid and more money is needed. It sounds like meter replacement is the common thing that gets cut.
- RCAC Bridge Loan #1135-ALLE-01: The 3rd draw in the amount of \$40,150.50 was submitted on 3/20/2025 and approved on 4/2/2024 with the money deposited that day. The corresponding invoice to Sanbell-Sacramento was paid on 4/3/2025.
- The 5th disbursement request submitted in January was paid in early April, most of it went to pay back Bridge Loan Draws, plus the GM's project time through 12/31/2025. The 6th disbursement request was submitted on April 16th.
- The first quarter 2025 quarterly report was also submitted on April 16th.

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: No change in status, we are still waiting on the CP project to move forward so that we can have the second holiday test done and sign-off on the final inspection. The tank is full and not leaking.

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 no longer leaking as of 12/14/2024.

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 from the State's Urgent Needs program, for \$110,000 for this project was approved on November 16, 2023. Due to anticipated budget shortfalls, and to add money for ACWD to administer the grant, a request for additional funding in the amount of \$40,000 was submitted on October 17, 2024. Total revised budget \$150,000. Additional funding was approved on March 17, 2025.

Progress since the last ACWD Board meeting.

- The fully executed agreement with the additional funds was received on March 17th and Sanbell was given the "green light" to move forward with scheduling the installation work. (It took exactly 5 months to get the additional funding)
- Sanbell is now moving forward with hiring a subcontractor for the CP equipment installation. Hopefully we will have an estimated date in time for the meeting.
- RCAC Bridge Loan #1139-ALLE-02: No new draws or payments since the last board meeting.
- The second disbursement request for this project was submitted on April 15th along with the required quarterly progress report.

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."

ORDINANCE NO. 38

**AN ORDINANCE AMENDING ORDINANCE NO. 3
ENTITLED “AN ORDINANCE ESTABLISHING RATES,
RULES AND REGULATIONS FOR WATER SERVICE
BY THE ALLEGHANY COUNTY WATER DISTRICT”**

BE IT ORDAINED by the Board of Directors of the Alleghany County Water District, Sierra County, California as follows:

Section 1. Section 1601 of Article 16 of Ordinance No. 3, cited in the title, passed and adopted by said Board on August 4, 1977, be, and it is hereby amended to read as follows:

Unmetered Rate Schedule:

Type of Use

Trucks filled for outside agencies or contractors shall be billed as follows:

At the rate of .055 (five and one-half cents) per gallon.

A policy with procedures shall be adopted by the Board for unmetered water sales.

I hereby certify that the foregoing is a full, true, and correct copy of Ordinance number 38 duly passed and adopted by the Board of Directors of the Alleghany County Water District, Sierra County, California, at the Regular Meeting held on the 8th day of April, 2025 by the following vote:

AYES, : NOES, --- ABSENT, --- - VACANT, 1

ATTEST:

Amber Mehrmann , Secretary

Tobyn Mehrmann, President

Alleghany County Water District

RESOLUTION NUMBER 128

A RESOLUTION TO AUTHORIZE STAFF TO ACT IN AN EMERGENCY PER PCC CODE 22035

1. Alleghany County Water District (ACWD) is a public agency in Sierra County, California that provides water to the community of Alleghany for both domestic use and fire prevention.
2. ACWD has elected to be subject to the California Uniform Construction Cost Accounting Act (CUCCA).
3. Under CUCCA there is an exception to the bidding requirements of the act for emergencies that threaten the provision of essential services, such as domestic water.
4. Individuals authorized by resolution or ordinance to act in the event of an emergency may take necessary actions without board approval but must report all actions taken to the board at the next regular or special meeting, of the board of directors.
5. It is in the best interest of the district to have procedures and authorizations in place to deal with emergencies.

THEREFORE, BE IT RESOLVED

1. That the General Manager and/or Chief Water Operator may take action in the event of an emergency per PCC Section 22035 and PCC Section 22050.
2. This resolution shall be attached to and made a part of the Emergency Response Plan.

PASSED & ADOPTED by the Board of Directors of Alleghany County Water District on the 22nd day of April 2025 by the following vote: **Ayes:** **Noes:** none **Abstain:** none **Absent:** **Vacant:** one

DRAFT COPY

Tobyn Mehrmann, President

ATTEST: _____

By: Amber Mehrmann, Secretary

Draft Paid Sick Leave Policy – Alleghany County Water District

Alleghany County Water District (District) provides paid sick leave to all employees who have worked 30 or more days for the District within a year.

Accrual

Eligible employees will accrue one hour of sick time for every 30 hours worked up to a maximum accrual of 40 hours or five days, whichever is greater, per calendar year.

Accrued, unused time under this policy will carry over each year up to a maximum accrual of 80 hours or ten days, whichever is greater. The minimum amount of sick time that may be used on any occasion is two-hours. Unused sick time is not paid out upon separation of employment.

Usage

Upon successfully completing 90 days of employment, eligible employees may begin to use paid sick time under this policy up to a maximum of 40 hours, or five days, whichever is greater, per calendar year.

Sick leave may be taken for the following reasons:

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- To attend legal proceedings, or to obtain medical treatment, counseling or other victims' services for domestic violence, sexual assault, or stalking;
- Any other purpose required by law (e.g., bereavement leave, reproductive loss leave, qualifying acts of violence, etc.).

For purposes of this policy, a "family member" is a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stand in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was minor child), a spouse or registered domestic partner, a grandparent, grandchild, and sibling. It also includes a "designated person," which, for purposes of this policy, means a person identified by the employee at the time the employee requests paid sick leave. An employee can designate one person per 12-month period, measured from the time the employee first designates a person.

Unless the employee advises the employee's supervisor otherwise, the District will assume employees want to use available paid sick leave for absences for reasons set forth above and employees will be paid for such absences to the extent they have paid sick leave available.

Employees will be notified of their available paid sick leave on each itemized wage statement.

Notice of sick leave use shall be given to the employee's supervisor, orally or in writing. If the need for paid sick leave is foreseeable, the employee must provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable.