



# NOTICE

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

**Date: Tuesday May 14, 2019 Time: 6:00 pm**

**Location: Alleghany Firehouse 105 Plaza Ct. Alleghany**

**Website: [alleghanywater.org](http://alleghanywater.org)**

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 the agenda
- b) Reading and approval of the minutes for the regular meeting dated April 9th .
- c) Ratification of Treasury Report and bill payments for the month of April 2019.

**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 – Chief Water Operator (CWO) & General Manager (GM)
- e) Historical Church/Library Report -
- f) Park Report – two items under new business

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

- a) Customer Accounts/Billings/Disconnects. One ten-day notice was issued and it was paid.
- b) Ordinances, Policies & Procedures and Bylaws:

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

- a) Online Auction for surplus equipment (i.e. memcor unit)
- b) Prop 68 Funding for Parks
- c) Plaque for mosaic at the park already approved by the County, asking for the ACWD Board's blessing as well. To be paid for by the museum. (Draft copy in packet) To be mounted on a rock placed near the mosaic.
- d) Preliminary budget – draft will be provided at the meeting for input - to be adopted in June
- e) Alleghany Walking tour being developed by Museum: OK to include the Bucket Club Property? The Church is also being included.

### 7. Next meeting date, Items for next Agenda & Adjournment. (Check Calendar)

Next regular meeting, June 11, 2019 6:00 pm at the Alleghany Firehouse

Next meeting agenda items: preliminary budget adoption, renew Secretary and GM contracts.

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**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday April 9, 2019 Alleghany Firehouse, 105 Plaza Court Alleghany**

**1. Call to Order & Establish a Quorum** The meeting was called to order by President Mehrmann at 5:49 pm. Directors present: Nancy Finney, Coral Spencer, Gus Tenney and Tobyn Mehrmann. GM Rae Bell Arbogast was present and took the minutes.

**2. Closed Session** A closed session was opened at 5:50 PM and closed at 6:02 pm.

The following people joined the meeting at that point: Director Robbin DeWeese, Chief Water Operator Bruce Coons and Members of the Public: Jan Sticha and Vicky Tenney

After the closed session it was announced that the Board had voted to change Edda Snyder's status from an independent contractor to an employee and that processing payroll had been added to her scope of duties. She will be paid an additional \$50 a month for a monthly salary of \$150 for handling all of the district's bookkeeping tasks.

Vicky Tenney had a question about the prevailing wage question that was also supposed to be addressed with the Labor Compliance Attorney. It was explained that employees of public entities do not fall under prevailing wage rules, additionally the previous status of "independent contractor" that had been given to the district's workers wasn't right because the district was providing their worker's compensation insurance among other things. This issue has now been resolved.

**3. Consent Calendar:**

There were a few corrections to the agenda and some detail was added to the Treasurer's report (revised copy attached to these minutes) A motion to approve the consent calendar with the changes as noted was made by Nancy Finney, Robbin DeWeese 2<sup>nd</sup> **Ayes: DeWeese, Mehrmann, Finney, Tenney and Spencer Nays:0 Absent: 0 Abstain: 0 Motion Carried**

**4. Public Response Time:**

None

**5. Information/Discussion Items:**

**a) Correspondence: Incoming:** None

**Outgoing:** Form 700s sent to the Sierra County Clerk Recorders Office.

**b) SRF Projects Update:** There was a written update in the packet. Additionally, Bruce explained that the SCADA system is up and running. A dedicated phone line was added to the pumphouse to allow remote access to the SCADA system. This will more than pay for itself by allowing service technicians to log in remotely rather than driving to Alleghany. This is older technology that is built into the system. Aqua Sierra still needs to get us set up with the remote log in and provide more training. We need to find a modem for every computer that will log in. (Bruce & Edward's home computers)

**c) Board Member or Special Committee Reports:** None

**d) Staff Reports:**

**Chief Water Operator Report:** Average flow from the driven pipes at the Ram Spring 126 GPM. The high flow is causing the small tank at the spring site to overflow and Bruce has been opening a valve to keep that from happening. As part of the future construction project a pressure relief valve or overflow valve that will open during high water events needs to be installed. The worry is that the back-pressure on the driven pipes will force the water to find new channels (besides the pipes) thus undermining the flow from the pipes in the dry season.

Total finished water production for March: 320,600 gallons – still high because of some ongoing leaks. One was a customer leak and the other was the fire hydrant on Mammoth Springs Road.

Water test results absent. [reported in error, they had not been done]

**e) Historical Church/Library Report:** No report

**f) Park Report:** Bruce reported that he had not fixed the leak at the park yet (the water is still turned off). When he does repair it, he will install the drinking fountain at the same time.

**5. Unfinished Business**

**a) Customer Accounts/Billings/Disconnects:** Six ten-day notices sent. All paid.

**b) Ordinances, Policies & Procedures and Bylaws:** Nothing prepared for meeting.

**c) Insurance renewal:** The renewal with flood insurance added was bound for \$4,186 which represents a \$509 increase over the previous year.

**6. New Business**

**a) None**

Next regular meeting scheduled for May 14, 2019 at 6:00 P.M. at the Alleghany Fire House. The preliminary budget for fiscal year 19/20 will be presented for June adoption.

There being no further business before the Board, the meeting was adjourned at: 6:30 p.m.

Minutes respectfully submitted,

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Rae Bell Arbogast, Deputy Secretary

# Allegheny County Water District

Treasurer's Report

April 2019

## MAIN ACCOUNT

Beginning Balance \$ 10,825.80

### Deposits

Date	From:	For:	Amount
4/4	Customers	Water	\$ 524.53
4/4	Customers	Water	\$ 600.00
4/19	Customers	Water	\$ 913.20
4/30		Bank Rec. Adjust	\$ 0.01
<b>Deposits Total</b>			<b>\$ 2,037.74</b>

### Expenditures

Ck #	Date	To:	For:	Amount
5364	4/1	Bruce Coons	WTO March Bill	\$ 553.16
			WTO Contract (no more water trade)	\$ 300.00
			Mileage	\$ 88.16
			Tank Project Reimburse	\$ 90.00
			Other Labor (Troubleshooting, etc.)	\$ 75.00
1094	4/2	Amber Mehrmann	Secretary Bill April	\$ 45.00
5365	4/9	CRWRMA	Insurance Annual Premium	\$ 4,186.00
EFT	4/22	PG&E	Pumphouse	\$ 311.40
5366	4/22	Aqua Sierra	Partial payment SCADA system - Tank Project	\$ 1,000.00
5367	4/22	AT&T		\$ 43.38
5368	4/22	Brown's Gas Co.	Propane	\$ 498.93
5369	4/22	Cook-Brown LLP	Labor Compliance Partial Payment - Tank Project	\$ 100.00
EFT	4/24	PG&E	Tank Site	\$ 43.57
<b>Expenditures Total</b>				<b>\$ 6,781.44</b>

Ending Main Account Balance \$ 6,082.10  
 Less Contingency Fund Balance \$ (4,500.00)  
 Plus Undeposited Funds \$ 1,446.84  
 Available Funds \$ 3,028.94

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

Beginning Balance \$ 8,966.33

### Deposits

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

### Expenditures

Ck #	Date	To:	For:	Amount
EFT	4/23	PG&E	Church	\$ 9.53
<b>Expenditures Total</b>				<b>\$ 9.53</b>

Report Prepared by Edda Snyder

Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 8,956.80

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*[Handwritten Signature]*  
 Rze Bill GM

Historical Church Balance	\$ 7,708.71
Park Balance	\$ 1,248.09

# Alleghany County Water District

Treasurer's Report

March 2019

## MAIN ACCOUNT

Beginning Balance \$ 15,175.21

### Deposits

Date	From:	For:	Amount
3/11	Customer	Water	\$ 1,393.40
3/15	Customer	Water	\$ 406.61
3/26	Customer	Water	\$ 898.00

Deposits Total \$ 2,698.01

### Expenditures

Ck #	Date	To:	For:	Amount
5351	3/2	Aqua Sierra	Partial Payment Tank Project	\$ 1,000.00
5352	3/2	Basic Laboratory	Final Payment Title 22 Test Cumberland Planning Project	\$ 1,002.00
5353	3/2	BioVir Laboratories	Water Test Payment - Cumberland MPA Planning Project	\$ 345.00
5354	3/2	Boden, Klein & Sneesby	Audit - Partial Payment	\$ 500.00
5355	3/2	Bruce Coons	CWO WFO February Bill	\$ 862.82
			Contract	\$ 250.00
			Tank Project	\$ 226.40
			WTO Other Labor - \$255 trouble shooting leaks rest routine	\$ 300.00
			Mileage	\$ 86.42
5356	3/2	Cook-Brown LLP	Tank Project Legal - Partial Payment	\$ 200.00
5357	3/2	Cranmer Engineering	Water Tests	\$ 56.00
5358	3/2	HACH	Chemicals	\$ 207.29
1093	3/8	Amber Mehrmann	Secretary Bill February	\$ 45.00
5359	3/12	Ed Snyder	WD February Bill	\$ 396.00
			Tank Project	\$ 84.00
			Trouble shooting Leaks	\$ 210.00
			routine work	\$ 102.00
5360	3/12	Edda Snyder	Bookkeeper February Bill	\$ 100.00
EFT	3/29	PG&E	Pumphouse	\$ 305.99
5361	3/29	AT&T		\$ 19.32
5362	3/29	Boden, Klein & Sneesby	Audit - Final Payment	\$ 1,800.00
5363	3/29	CA Rural Water Asso.	Annual Membership Dues	\$ 208.00

Expenditures Total \$ 7,047.42

Ending Main Account Balance \$ 10,825.80  
 Less Contingency Fund Balance \$ (4,500.00)  
 Plus Undeposited Funds \$ 1,124.53  
 Available Funds \$ 7,450.33

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

Beginning Balance \$ 8,976.20

### Deposits

Date	From:	For:	Amount
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Deposits Total \$ -

### Expenditures

Ck #	Date	To:	For:	Amount
EFT	3/29	PG&E	Church	\$ 9.87

Expenditures Total \$ 9.87

*As revised at meeting - more detail. 4/9/19*

Report Prepared by Edda Snyder

Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 8,966.33

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*R BUA*

Historical Church Balance	\$ 7,718.24
Park Balance	\$ 1,248.09

**State Revolving Fund (SRF) Projects Update:**  
For ACWD BOD Meeting Date: 5/14/19 Prepared by Rae Bell

**1. PLANNING PROJECT (Water Source):**

It is proving more difficult than anticipated to find an individual (rather than a large firm) to do the environmental reports. Kip did find one person who we both think is perfect for the job, but he works out of state a lot, in areas with no internet service and he can't provide a quote until next month some time. He will provide an itemized list of tasks, with the cost of each task and he will do it for both springs. (A small amount of the work can be combined, such as the site visit to Alleghany for both sites).

I submitted a request to the State for a waiver of the Archeological reports last month, based on the fact that both spring sites have historically been used as part of the town's water supply for over 100 years. I have not heard back yet.

**Ram Spring** Nothing new to report.

**Cumberland Spring** Nothing new to report

**2. WATER TANK REPLACEMENT PROJECT UPDATE:**

I did bill the State \$200 per month for Nov. Dec. and January (\$600) for the extra PG&E expenses related to the tank flush and SCADA malfunctions. It remains to be seen if they will pay it.

The submersible pressure transducer was installed on April 30<sup>th</sup> and it is working fine.

BRCO Constructors agreed to provide a quote to install the "gooseneck" vent on the tank. They are waiting on information from the manufacturer: Thompson tank, and should be submitting a quote any day now.

Aqua Sierra still owes us some training and we need to get the remote access dialed in. (literally)

## **Alleghany County Water District General Manager (GM) Report May 2019**

- The 2018 Annual Report was filed with the division of drinking water on 4/25/19 (due 4/30). It took me four hours to complete it. If anybody wants a copy please let me know.
- Currently the district has 56 active customer accounts.
- Two more customers turned in their water-leak adjustment credit form and both were approved. One account was credited \$133 and the other \$163.
- The District should put a time-limit on submitting the water leak adjustment forms. I suggest within 30 days of the bill being issued. This can be added to the Customer Service Policy the next time it is revised. While on that topic the 48-hour notice that is delivered if the 10-day notice is not paid in time also needs to be added to the policy. (We are issuing the notices per State law but have not added that procedure to the customer service policy yet.)
- The annual consumer confidence report needs to be prepared and included with the June water bills. This is another required report that takes several hours to complete. (The State adds more to it and/or makes changes almost every year) ☹️

The district ran its first payroll in a very long time for the month of April (checks issued May 3<sup>rd</sup>) This is the result of the labor compliance attorney consultations earlier this year (paid for by the State via the tank project). The following individuals are now employees (no longer independent contractors): Bruce Coons, Edward Snyder, Edda Snyder and Chris Coons (on call). The two remaining independent contractor positions are the Secretary (Amber Mehrmann) and the GM position (me).

Bruce's contract *was for* \$250 per month plus the water trade for a total of \$290 per month. His salary as an employee is now \$300 per month without the water trade.

After looking into the cost of having an outside firm process payroll it was decided by the board last month to offer Edda Snyder \$50 per month to process payroll (this includes all required tax filings). I am providing the software free of charge. The annual fee for the payroll software is \$650 for one to three payroll clients, so adding another client is not costing me anything extra. Edda accepted the offer to process payroll and her salary as an employee is now \$150 per month.

The other two employees: Edward and Chris remain at \$12.00 per hour (minimum wage) and Bruce's hourly rate for work outside of his salary agreement (same agreement per his previous contract) is still \$15.00 per hour with the same flat rate charges for various tasks as before.

The overall budgetary impact of these changes will be reflected in the preliminary budget which will be presented at the meeting. (I did not have time to prepare it in advance)