

# NOTICE

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

**Date: Tuesday June 11, 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 . Copies distributed last month. Online: [alleghanywater.org/2019-05-14-board-meeting](http://alleghanywater.org/2019-05-14-board-meeting) call or email if you need a hard copy.
- c) Ratification of Treasury Report and bill payments for the month of April and May 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 – Prop 68 on GM report, mosaic placard was sent to printers, could not wait.

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

- a) Customer Accounts/Billings/Disconnects. One ten-day notice was issued and it was paid after it escalated to a 48 hour shut-off notice.
- b) Ordinances, Policies & Procedures and Bylaws:

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

- a) Online Auction for surplus equipment (i.e. memcor unit)
- b) Preliminary budget – online at [alleghanywater.org/2019-05-14-board-meeting](http://alleghanywater.org/2019-05-14-board-meeting) and will bring to the meeting. They were distributed in the box at the post office last month. Please call or email before the meeting if you need a new copy. 287-3223
- c) Renew contracts: Rae Bell and Amber Mehrmann

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

Next regular meeting, July 9, 2019 6:00 pm at the Alleghany Firehouse

Next meeting agenda items:

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

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	WDA 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

Deposits Total \$ -

### Expenditures

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

Expenditures Total \$ 9.87

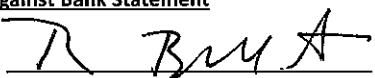
As revised at meeting more detail. 4/9/19

Report Prepared by Edda Snyder

Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 8,966.33

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

# Alleghany 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 Mehmman	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]*  
 R22 Bill GM

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

# Allegheny County Water District

Treasurer's Report

May 2019

**MAIN ACCOUNT** **Beginning Balance \$ 6,082.10**

**Deposits**

Date	From:	For:	Amount
5/8	Customers	Water	\$ 568.84
5/8	Customers	Water	\$ 748.00
5/8	Sierra County	Property Taxes	\$ 2,131.94
5/17	Customers	Water	\$ 1,684.00
<b>Deposits Total</b>			<b>\$ 5,132.78</b>

**Expenditures**

Ck #	Date	To:	For:	Amount
1095	5/3	Edward Snyder	Reimburse Pumphouse Supplies	\$ 24.99
5370	5/3	VOID		
5371	5/3	Edda Snyder	Bookkeeper April payroll - Gross \$150	\$ 137.02
5372	5/3	Edward Snyder	WDA April payroll Gross \$96 - \$36 on planning project	\$ 87.70
5373	5/3	Bruce Coons	WTO April payroll Gross \$504.68	\$ 428.35
<b>Gross Payroll Breakdown</b>				
\$120 tank project				
\$84.68 mileage				
\$300 contract				
5374	5/14	Aqua Sierra	Partial Payment SCADA system - Tank Project	\$ 1,000.00
5375	5/14	AT&T	Tank Project \$261.61	\$ 320.35
5376	5/14	Cook-Brown LLP	Labor Compliance Partial Payment - Tank Project	\$ 200.00
5377	5/14	Cranmer Engineering	Water Tests	\$ 56.00
5378	5/14	Ed Snyder	WDA March Bill - (Before payroll)	\$ 132.00
5379	5/14	Edda Snyder	Bookkeeper March Bill - (Before payroll)	\$ 100.00
5380	5/14	Mountain Messenger	Tank Project Big Publication	\$ 180.00
EFT	5/28	PG&E	Pumphouse	\$ 228.47
EFT	5/28	PG&E	Tank Site	\$ 14.85
<b>Expenditures Total</b>			<b>\$ 2,909.73</b>	

**Ending Main Account Balance \$ 8,305.15**  
**Less Contingency Fund Balance \$ (4,500.00)**  
**Plus Undeposited Funds \$ 1,189.90**  
**Available Funds \$ 4,995.05**

**NON-ENTERPRISE ACCOUNT (Historical Church & Park)** **Beginning Balance \$ 8,956.80**

**Deposits**

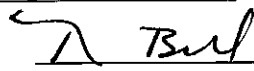
Date	From:	For:	Amount
<b>Deposits Total</b>			<b>\$ -</b>

**Expenditures**

Ck #	Date	To:	For:	Amount
EFT	5/28	PG&E Church		\$ 10.51
<b>Expenditures Total</b>			<b>\$ 10.51</b>	

Report Prepared by Edda Snyder  
 Verified against Bank Statement

**Ending Non-enterprise Account Balance \$ 8,946.29**

x   
 Print Rae Bell

Historical Church Balance	\$ 7,698.20
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)

**State Revolving Fund (SRF) Projects Update:**  
For ACWD BOD Meeting Date: 6/11/19 Prepared by Rae Bell

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

Remaining budget at 5/21/19 \$142,700

The State denied our request to have the Archeological Study on the spring sites waived.

The environmental person who we think would be good will be back in Tahoe (were he lives) after June 15<sup>th</sup>. He will give us an estimate after that. He also knows a person who he thinks will do the Archeological Study for us.

**Ram Spring** Nothing new to report.

**Cumberland Spring** Nothing new to report

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

The “gooseneck” vent that was mentioned in my previous report turned out to be more complicated than anticipated. A single vent in the top of the tank was determined to not be doable because it could compromise the integrity of the tank for our heavy snow load requirements. An alternative option of side vents had been figured out by the manufacturer, but the quote to install these is over \$30,000.

There is still enough money in contingency to cover this, but it will all have to be run by the State.

**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 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)

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

- The Proposition 68 survey was filled in and mailed. This was on last month's agenda but since the meeting was cancelled I went ahead and sent it in. This was just to determine if ACWD is interested in receiving funds for the park from the State. I said "yes" and provided population information for Alleghany. The County did not respond to my inquiry about whether-or-not they are participating. Pliocene Ridge CSD opted out. (These are agencies that overlap ACWD) The deadline for the survey was June 3rd. The minimum allotment per district is \$200,000 but I have no idea if we will qualify.
- Payroll taxes paid by the district came in at 12% on the first payroll, not 10% as was projected. This will have a minimal effect on the preliminary budget so it was not changed.
- Last month I complained about the State mandated Consumer Confidence report because of the amount of information required to fill it out. Lo and behold: now that our water has been re-classified as ground water, the most tedious part of the report (table 8) is no longer required. 😊 It took about 2 hours to fill it out this time.
- The placard for the mosaic at the park went to the printers. It will be mounted on a rock. The county is helping with this. The goal is to have it up before Father's Day weekend. I did ask a few directors if they were OK with it and they all said "yes". I could not wait for the June meeting for approval and the county already gave the "green light".
- The museum is putting together a self-guided historical tour. I am assuming it is OK to include the Bucket Club property and the Historical Church. If not speak up.