



NOTICE

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

Date: Tuesday October 8, 2019 Time: 6:00 pm

Location: Alleghany Firehouse 105 Plaza Ct. Alleghany

Website: alleghanywater.org

phone: 530-287-3204

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 the agenda
- b) Reading and approval of the minutes for the regular meeting dated September 10, 2019.
- c) Ratification of Treasury Report and bill payments for the month of September 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 – written report in packets
- c) Board Member or Special Committee Reports
- d) Staff Reports – Chief Water Operator (CWO) & General Manager (GM) written report provided
- e) Historical Church/Library Report -
- f) Park Report –

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

- a) Customer Accounts/Billings/Disconnects. Three ten-day notices were issued in September and accounts were paid.
- b) Ordinances, Policies & Procedures and Bylaws: Draft Bylaw revisions posted online, extra copies will be available at the meeting.
- c) Weed-eating arrangements for 2020

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

- a) Adopt employee handbook (draft copy provided to directors)
- b) Consideration of paying employees prevailing wage and raising Rae Bell from \$20 to \$25 per hour for State Funded jobs ONLY
- c) Request for reimbursement from GM for flowers purchased for Donna Hauck's service

7. Next meeting date, Items for next Agenda & Adjournment.

Next regular meeting, November 12, 2019 6:00 pm at the Alleghany Firehouse Next meeting agenda items:

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**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday September 10, 2019 Alleghany Firehouse, 105 Plaza Court Alleghany**

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:11 pm. Directors present: Nancey Finney, Tobyn Mehrmann and Coral Spencer; Secretary Amber Mehrmann; Gus Tenney, and Robbin DeWeese were absent and had notified the secretary. Public Present: Jan Sticha and Vicky Tenney

2. Consent Calendar:

a.) A motion made to approve consent calendar by Coral Spencer and Nancy Finney 2nd **Ayes: Mehrmann, Finney and Spencer Nays:0 Absent: Tenney and Deweese Abstain: 0 Motion Carried**

3. Public Response Time: None

4. Information/Discussion Items:

a) **Correspondence:** None

b) **SRF Projects Update:** Written report included in the packets. The leak was fixed, but the vents were not finished due to the thunderstorm that day.

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

d) **Staff Reports:** Written report in packets.

CWO Report: Was not present to give a report. Bruce will be taking the extra tests that were taken down to the lab for results.

e) **Historical Church/Library Report:** The fire extinguisher got annually recharged and the outhouse was cleaned.

f) **Park Report:** There is a community committee starting up to work on a master plan for our park. Anyone interested please speak with Rae Bell.

5. Unfinished Business

a) **Customer Accounts/Billings/Disconnects:** None

b). Rae Bell explained that the proposed changes to Policy #600 was for the sole purpose of eliminating the need to annually advertise for, and update the contractors list. Instead of a contractor's list the informal bidding process can utilize a list of clearinghouses provided by the CUCCA. Nancy Finney made a motion to accept the changes as submitted and Coral Spencer 2nd **Ayes: Mehrmann, Finney and Spencer Nays:0 Absent: Tenney and Deweese Abstain: 0 Motion Carried**

6. New Business.

a). Transfer \$5,500 into contingency fund. Nancy Finney made the motion and Coral Spencer 2nd **Ayes: Mehrmann, Finney and Spencer Nays:0 Absent: Tenney and Deweese Abstain: 0 Motion Carried**

b). **Website:** Amount included in the budget.

c). Wages being Paid: There was talk of getting a new weed eater that the district could provide for workers to use.

There will be more research done on the prices and different styles before a decision is made.

d). Final Budget Adoption: 95% accurate on the budget projection. There was one change made to the budget to increase postage expenses. Coral Spencer motioned to approve the final budget with one change and Nancy Finney 2nd **Ayes: Mehrmann, Finney and Spencer Nays:0 Absent: Tenney and Dewese Abstain: 0 Motion Carried**

e). Audit engagement: There was a motion made to sign the audit engagement letter. Nancy Finney made the motion and Coral Spencer 2nd **Ayes: Mehrmann, Finney and Spencer Nays:0 Absent: Tenney and Dewese Abstain: 0 Motion Carried**

7. Next meeting Date, Items for next Agenda and Adjournment.

Next regular meeting scheduled for October 8, 2019 at 6:00 P.M. at the Alleghany Fire House. Next agenda items: A code of conduct and an employee handbook.

There being no further business before the Board, the meeting was adjourned at: 7:12 p.m.

Minutes respectfully submitted:

State Revolving Fund (SRF) Projects Update:
For ACWD BOD Meeting Date: 10/8/19 Prepared by Rae Bell

Planning Project

Budget Up to \$500,000 amount billed through 5/31/19 \$357,300 Budget remaining: \$142,700

The environmental firm was onsite Sept. 16th and 17th . We have not gotten the report as of this typing. Below is some information about the visit.

Ram Spring: we talked about doing a small wetland restoration project in the west section furthest to the left if you are facing the front of the pumphouse. This would help with the blackberry situation and provide some fire protection (remove the large pine tree on that end).

We are trying to set up a consultation with Tim Beals about the drainage aspect of the Ram Spring site to get the County's input on what we should consider doing about it in the future construction project.

Cumberland Spring: One of the reps from the Environmental firm is a geologist. At the site visit we all concluded that it is not practical to include this site on the future construction project because of the ground stability issues. I did however; ask the environmental firm to recommend fencing off the danger zone with fence stakes, plastic netting and signage to prevent people from walking near it. Hopefully we can include this in the planning project. We need to do it, whether the State pays for it or not. I also have asked Kip to mark the boundary between the district's property and Mike Miller's property. Kip already surveyed the lot as part of the test well drilling so this can be included in the planning project. I'm thinking that the fence to keep people out can be placed on the boundary between the two properties on the side closest to Mike's house so that we all know where the property line is.

Once we get the report from the environmental firm, I will put it on the agenda for the board to decide one-way-or-another about the Cumberland site. Probably it will be on next month's agenda.

Final completion date for Planning Project 3/1/2020.

After the planning project is finished the next step is to apply for funding for the related construction project. The application process takes close to two years to complete (based on our experience to-date.)

Tank Project

Budget: Up to \$900,000 amount billed through 8/31/19 \$835,359 balance remaining:\$64,641

Remaining tasks:

- The vents and leak repair **Finished on 9/11/19**
- Control Panel The parts have been ordered but we don't have an installation date yet. (Aqua Sierra)
- Shelter for pressure switch A request to add this to the project was submitted to the State on October 1st. Estimate including delivery and placement = \$6,679 This is using our own labor at prevailing wage.

The deadline to finish this project is 12/1/19

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 October 2019

Update to Customer account status: After preparing last month's GM report I took the time to review our customer accounts. The info. in last month's report was based on older information and it changes frequently. Since 2016, three of the zero use accounts chose to be shut-off plus one other house that became vacant was also shut-off for a total of four closed accounts. (there is another one that got turned off by request maybe a year ago but it was turned back on this June) In that same period we gained one water service for a net change of three accounts for a current total of 57 active accounts. (In 2016 the district had 60 active accounts)

Of the current 57 active accounts

- Seven accounts (approx. 12%) have had zero water use in over ten years.
- Eleven accounts (approx. 19%) have very minimal sporadic use
- Thirty-nine accounts (approx. 69%) are regular water users

NEWSFLASH: One of the vacant houses in town changed ownership at the end of September (after the info. above was typed) AND they turned the water back on. The district now has 58 active accounts. ●

Memcor unit, online auction status The memcor unit was listed on govdeals.com on Sept. 11th with a minimum bid of \$500 and a reserve of \$1,000 (this is the minimum needed to win it) There were zero bids. After two weeks on Sept 30th we cut the amounts in half and re-posted it. So far no bids.

Customer service forms added to website Click on the customer service icon WRENCH on the homepage. At the bottom of the customer service page is a link to a page with FORMS on it. So far only two forms are there but more will be added. This provides a convenient place to find them, even for our own staff.

Agenda Item 6b Consideration of paying district employees prevailing wage for State Funded Projects. I consulted with the labor compliance attorney about this and she said that private companies do this all the time (pay a higher rate for government funded jobs than they do for other jobs). She said that it would be perfectly legal. Because we are going to build the shelter at the water tank with our own workforce I am hoping that the board will vote to approve this. I checked with Kip and he said that prevailing wage is \$56 an hour for laborers. We will double check this. I also am asking for a \$5 an hour raise for myself for the State Project(s) administration. It will also be paid for by the State. Prevailing wages do not apply to administration.

Agenda Item 6c Request for reimbursement for flowers It did not occur to me last month to put it on the agenda for approval to purchase flowers for Donna Hauck's service scheduled for Sept. 22nd. I did send an email to both Tobyn and Nancy about it after the meeting and stated that IF the board does not approve the purchase, I can make a donation. In my opinion it seemed appropriate for the Water District to do this.

I purchased a pink hydrangea in a white ceramic pot with a card and the total with delivery came to \$86.40. The museum donated \$50 towards the flowers leaving \$36.40 to be paid. We have not deposited the \$50 from the museum yet, because I wanted to see if the board is OK with using the historical church fund to both receive the donation and pay the remaining \$36.40. Donna supported the historical church and I don't see that this poses any kind of conflict. To me, it seems better to use the non-enterprise account for this purpose since it does not have anything to do directly with the water operation.

Alleghany County Water District

Treasurer's Report

September 2019

MAIN ACCOUNT **Beginning Balance \$ 19,783.93**

Deposits

Date	From:	For:	Amount
9/6	Customers	Water	\$ 1,459.66
9/11	Non-Enterprise	payroll reimburse for drinking fountain/park labor	\$ 338.60
9/16	Customers	Water	\$ 460.00
9/30	Customers	Water	\$ 1,530.00
9/30	VOIDED Check		\$ 13.73

Deposits Total \$ 3,801.99

Expenditures

Ck #	Date	To:	For:	Amount
1096	9/1	Postmaster	Package to auditor	\$ 19.95
1097	9/4	Bruce Coons	CWO August Payroll Advance	\$ 600.00
EFT	9/5	State Fund	Worker's Comp 2018	\$ 1,406.64
EFT	9/6	PG&E	Pumphouse	\$ 104.19
EFT	9/6	PG&E	Tank Site	\$ 12.47
1098	9/6	Amber Mehrmann	Secretary Bill June, July, August meetings	\$ 90.00
5418	9/11	Bruce Coons	CWO Aug. Payroll remainder - Gross \$858.76	\$ 151.90
			Tank Project	\$ 60.00
			Mileage	\$ 128.76
			Park (to be reimbursed by Non Enterprise)	\$ 195.00
			CWO Contract	\$ 300.00
			Other Labor	\$ 175.00
9/11	5419	Edda Snyder	Bookkeeper August Payroll - Gross \$150	\$ 137.02
9/11	5420	Edward Snyder	WDO August Payroll - Gross \$258	\$ 235.68
			WDO Labor	\$ 150.00
			Park (to be reimbursed by Non Enterprise)	\$ 108.00
9/11	5421	AT&T		\$ 40.84
9/11	5422	B&C	Supplies and Maintenance	\$ 96.49
9/11	5423	Brown's Gas Co.	Tank Rental	\$ 72.67
9/11	5424	Cook-Brown LLP	Legal Compliance - to be paid by State	\$ 212.82
9/11	5425	Digital Deployment	One year of ACWD website	\$ 300.00
9/11	5426	Sixteen to One Mine	Reimburse for use of postage meter	\$ 75.43

Expenditures Total \$ 3,556.10

Ending Main Account Balance \$ 20,029.82

Less Contingency Fund Balance \$ (10,000.00)

Plus Undeposited Funds \$ 902.20

Available Funds \$ 10,932.02

NON-ENTERPRISE ACCOUNT (Historical Church & Park)

Beginning Balance \$ 8,697.84

Deposits

Date	From:	For:	Amount

Deposits Total \$ -

Expenditures

Ck #	Date	To:	For:	Amount
4039	9/1	PRCSD	Fire extinguisher, Church	\$ 25.00
EFT	9/6	PG&E	Church	\$ 9.53
EFT	9/11	Main Account	payroll reimburse for drinking fountain/park labor	\$ 338.60

Expenditures Total \$ 373.13

Report Prepared by Edda Snyder

Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 8,324.71

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Historical Church Balance	\$ 7,615.22
Park Balance	\$ 709.49