

# NOTICE

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

**Date: Tuesday November 13, 2018 Time: 6:00 pm**

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

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 or by calling 530-287-3204 or email: alleghanywater@gmail.com

### 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 October 9, 2018.
- c) Ratification of Treasury Report and bill payments for October 2018

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 – Water Treatment Operator (WTO) & General Manager (GM)
- e) Historical Church/Library Report –
- f) Park Report

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

- a) Customer Accounts/Billings/Disconnects. One ten-day notice sent on Oct 15<sup>th</sup> and it was paid.
- b) Ordinances, Policies & Procedures and Bylaws: Draft Mission Statement
- c) Consideration of hiring a Labor Compliance Consultant (to be paid by SRF project funds)

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

- a) Acceptance of Audit for FY 17/18 (should be done by the meeting date)

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

Next regular meeting, December 11, 2018 6:00 pm at the Alleghany Firehouse

**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday October 9, 2018 Alleghany Firehouse, 105 Plaza Court Alleghany**

**1. Call to Order & Establish a Quorum** The meeting was called to order by Vice President Finney at 6:06 pm. Directors present: Robbin DeWeese, Nancy Finney, Coral Spencer, and Gus Tenney Secretary Amber Mehrmann was present and took minutes. General Manager Rae Bell Arbogast Absent: Tobyn Mehrmann Public Present: Jan Sticha, and Vicky Tenney

**2. Consent Calendar:**

a.) Motion made to approve consent calendar with one correction made to the minutes. Gus Tenney made motion and Coral Spencer 2<sup>nd</sup> **Ayes: DeWeese, Tenney, Finney and Spencer**  
**Nays:0 Absent: Mehrmann Abstain: 0**

**3. Public Response Time:**

None

**4. Information/Discussion Items:**

**a) Correspondence:**

**Incoming:** 1. Notice from Clerk-recorders office that the conflict of interest code revision was approved by the Board of Supervisors on Oct. 2<sup>nd</sup>. 2. Two certified letters from sub-contractors for the tank construction project stating that they must be notified within 10 days after the certificate of completion is issued and that if they are not paid by the primary contractor they can put a lean on the district's property.

**Outgoing:** 1. [missed last month] All accounting back-up documentation for FY17/18 mailed to the auditors, 2. Thank you card to Sean Felton for the use of his mini-excavator for the Cumberland spring project. 3. Revised conflict of interest code sent to BOS for approval 4. Verification of residency letter 5. Copy of Bruce's most recent time cards sent to Gus per his request with a note that all other time cards were sent to the auditor

**b) SRF Projects Update:** There was a written update in the packet. Additional update provided by Bruce: subcontractor is looking for an alternative to using the special jacks that they normally use because they aren't available until the first week of November.

- There was an update that PG&E got the deed documents for the easement for the power line.

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

**d) Staff Reports:** Written *General Manager's report* attached to these minutes. There was a discussion about the mission statement and it was decided to put in on the next agenda. Nancy Finney is going to draft something.

- The board was also informed that the governor signed a bill that requires all special districts to have a website.

**Water Treatment Operator Report:** WTO- Total finished water production: 303,330 gallons high because the switch on the temporary tanks isn't working and it keeps on overflowing.- Nitrite test came back absent.- The average GPM is 72 gallons a minute  
- The Cumberland is averaging 49.2 gallons a minute  
- On the 15th of September there was a break in the water main caused by a person digging in an area that they shouldn't have been digging. A new valve was installed on that line which happens to be where the new service going. They will be billed for the emergency break.

**e) Historical Church/Library Report:** None

**f) Park Report:** It was decided to put the fountain in storage for now, since the water at the park will be shut-off for the winter.

## **5. Unfinished Business**

**a) Customer Accounts/Billings/Disconnects:** Three ten-day notices were sent to two customers. One escalated to a 48-hour notice.

**b) Ordinances, Policies & Procedures and Bylaws:** There was discussion about being able to put money into the contingency fund every 6 months. No action was taken.

**c) Field trip to Cumberland Spring:**

- The hike out to the Cumberland Spring had a good turn out and the weather was beautiful.
- The spring is flowing well.
- The portal will have to be put in on the side of the spring instead of in front of the spring due to the hillside not being stable.

**d) New water service:** As of October 2<sup>nd</sup> it is online!

## **.6. New Business**

**a) Rae Bell Arbogast** concluded that it would be a good idea to have a Labor Compliance Consultant. She recommended this to the board due to how complicated the laws and such can be.

- Rae asked the board to authorize Tobyn Mehrmann and Rae Bell Arbogast to be able to find a consultant to meet with the board about Labor Compliance.

-Discussion was had.

- It was agreed that, if possible, it would be good to find a consultant that has worked with small water districts.

- At the end of the discussion it was agreed that Tobyn and Rae could come up with a list of consultants and at the next meeting one would be chosen by the board.

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

Next regular meeting scheduled for November 13, 2018 at 6:00 P.M. at the Alleghany Fire House.

There being no further business before the Board, the meeting was adjourned at: 7:30 p.m.

Minutes respectfully submitted,

\_\_\_\_\_ DRAFT \_\_\_\_\_

Treasurer's Report

**Alleghany County Water District**

**MAIN ACCOUNT** **Beginning Balance \$ 6,299.32**

**Deposits**

Date	From:	For:	Amount
10/3	Customers	Water	\$ 245.00
10/16	Customers	Water	\$ 634.00
10/31	Customers	Water	\$ 691.00
10/31	Customers	Water	\$ 400.00

**Deposits Total \$ 1,970.00**

**Expenditures**

Ck #	Date	To:	For:	Amount
5297	10/02	B&C	Supplies & Maintenance	\$ 157.30
5298	10/2	Brown's Gas	Tank rental expense	\$ 72.00
5299	10/2	Bruce Coons	WTO Bill September	\$ 1,016.44
			Contract	\$ 250.00
			Labor (New Service + Leak)	\$ 400.00
			Mileage	\$ 79.57
			Planning Project reimburse	\$ 286.87
1073	10/8	Amber Mehrmann	Secretary Bill September	\$ 60.00
1074	10/8	SC Planning & Building Dept.	Permit for electric service	\$ 155.00
1075	10/10	GV Blueprint	Project sign	\$ 311.04
EFT	10/19	PG&E	Pumphouse	\$ 109.43
1076	10/26	Bruce Coons	Mileage	\$ 43.60
5300	10/26	AT&T		\$ 58.34
5301	10/26	VOID		
5302	10/26	Cranmer Engineering	Water Tests	\$ 86.00
5303	10/26	Ed Snyder	WDA September Bill (Projects + New Service)	\$ 462.00
5304	10/26	Edda Snyder	Bookkeeper September Bill	\$ 100.00
1077	10/31	Bruce Coons	Mileage	\$ 43.60

**Expenditures Total \$ 2,674.75**

**Ending Main Account Balance \$ 5,594.57**  
**Less Contingency Fund Balance \$ (4,500.00)**  
**Plus Undeposited Funds \$ 20.00**  
**Available Funds \$ 1,114.57**

**NON-ENTERPRISE ACCOUNT (Historical Church & Park)** **Beginning Balance \$ 8,944.67**

**Deposits**

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

**Expenditures**

Ck #	Date	To:	For:	Amount
EFT	10/19	PG&E	Church	\$ 9.54
4037	10/29	Solon Fire Control	Church fire extinguisher re-cert	\$ 15.00
<b>Expenditures Total \$ 24.54</b>				

**Ending Non-enterprise Account Balance \$ 8,920.13**

<b>Historical Church Balance \$</b>	<b>7,672.04</b>
<b>Park Balance \$</b>	<b>1,248.09</b>

**State Revolving Fund (SRF) Projects Update:**  
**For ACWD BOD Meeting Date: 11/13/18 Prepared by Rae Bell**

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

**Ram Spring** We almost forgot that we were supposed to do a second dry season Microscopic Particulate Analysis (MPA) at the Ram Spring. We got it submitted at the end of October and the results arrived on Nov. 5<sup>th</sup> Everything came up absent (GOOD).

**Cumberland Spring** On Oct. 25<sup>th</sup> the State Inspector took a look at the sample collection set-up. He agreed that there is no point in doing a wet season MPA because the pipe is only 20 feet long, and does not extend beyond the area of the slide. Rain water will filter into it no matter what. The title 22 sample was shipped to the lab on Oct. 29<sup>th</sup> I contacted the company that did the driven pipes at the Ram Spring to see if they think drilling might work for capturing the water underground. The State inspector is looking into options as well.

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

**Sign** The required 4' x 8' sign for this project was hung on the fence at the pumphouse on October 10<sup>th</sup>. I convinced the State that this location makes more sense than the tank site where nobody will see it.

**Electrical Service at tank** The easement documents were sent to Gerard in early Oct. and received back on the 24<sup>th</sup>. We had one surprise regarding this portion of the project. (communication with PG&E was difficult because we have had three different project managers at their end now) We had been under the impression that PG&E was installing all of the poles, but came to find out that we are responsible for the pole at the tank site. The pole at the tank site was added to the scope of services for ABT Plumbing and Electric.

**Components of tank construction project (some of these tasks will happen simultaneously):**

1. Site preparation **DONE**
  2. Manufacture of tank (offsite) **It arrived in Alleghany on Oct. 2<sup>nd</sup>.**
  3. Placement and hook-up of temporary tanks **DONE**
  4. Dismantle and haul away old tank **DONE**
  5. Electrical power installation (PG&E) **Scheduled for Nov. 27<sup>th</sup>**
  6. Tank Pad preparation **DONE**
  7. Construct new tank on new pad **Should be completed by the Nov 13<sup>th</sup> meeting date with leak testing taking place.**
  8. Install SCADA system
  9. Install fencing around new tank
  10. Remove temporary tanks **We were looking into purchasing at least one to have on-hand as a spare tank but the State won't pay for it. Possibly we can swing it ourselves....still looking into it.**
- Expected completion date: End of December. (Power & SCADA & Fence)**

**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."