

# NOTICE

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

**Date: Tuesday August 14, 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 July 10, 2018.
- c) Ratification of Treasury Report and bill payments for July 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 – written report included in packets
- c) Board Member or Special Committee Reports - Status of applications/election?
- d) Staff Reports – Water Treatment Operator (WTO) & General Manager (GM)
- e) Historical Church/Library Report – Library rent check from County for \$1,500 arrived early Aug.
- f) Park Report

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

- a) Customer Accounts/Billings/Disconnects. Two 10-day notices mailed in July, one escalated to a 48 hour shut-off warning. Both paid.
- b) Ordinances, Policies & Procedures and Bylaws: See GM report re: Customer Service Policy
- c) Trip to Cumberland Spring –
- d) Status of new water connection – Bruce to provide update

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

- a) None

7. Next meeting date, Items for next Agenda & Adjournment. Sept. Agenda items: Financial results for Fiscal Year 17/18, Final Budget adoption (needs to be posted as a public hearing)

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

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**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday July 10, 2018 Alleghany Firehouse, 105 Plaza Court Alleghany**

**1. Call to Order & Establish a Quorum** The meeting was called to order by President Mehrmann at 6:14 pm. Directors present: Tobyn Mehrmann, Nancy Finney, Coral Spencer, and Gus Tenney. Absent: Robyn DeWeese Secretary Amber Mehrmann was present and took minutes. Staff Present: General Manager Rae Bell Arbogast, Water Treatment Operator Bruce Coons Public Present: Jan Sticha, and Vicky Tenney

**2. Consent Calendar:**

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

**3. Public Response Time:**

None

**4. Information/Discussion Items:**

**a) Correspondence:**

**Incoming: 1** Oath papers for Coral Spencer **2** Notice of violation from the State Water Resources Control Board Division of Drinking Water for not doing the 1,2,3-TCP Test in the first quarter of 2018 (no penalty) **3** Election consolidation documents from Sierra County Clerk Recorder with July 5<sup>th</sup> deadline received the 3<sup>rd</sup> week fo June **4** Board member applications form Sierra County Clerk Recorder **5** Notice of water testing waiver approval from state division of drinking water.

**Outgoing: 1** Election consolidation docs and Coral's oath of office sent to Sierra County Clerk Recorder. **2** Quarterly updates for both SRF projects sent to the state **3** Request for waiver of TCP 1,2,3 water quality testing requirement to the State Division of Drinking Water.

**b) SRF Projects Update :** Gus Tenney asked about whether or not Dave's excavator was insured. Rae Bell-Arbogast answered that the equipment is insured by Shaun Felton.  
-Work on the project is expected to start on July 11, 2018

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

**d) Staff Reports:** Written *General Manager's report* attached to these minutes.

**G.M. Report:** Additionally, it was reported that the water test waiver was approved and that Stephen Rooklidge gave approval to waive additional tests.

**Water Treatment Operator Report:** WTO- Total: 222,510 finished water produced in June  
Spring water output: 96.24 GPM for the June average. There is still a lot of water. The test results were absent. The retest on the raw water for cholorform came back negative.

-weeds at the pump house were cut back.  
-The foot valve arrived June 12, 20018 and was installed on June 13, 20018  
-A small leak was reported at a customer's meter. Bruce found a hair line crack in the bottom of the meter and fixed it.

- Bruce stated that he replaces insulation on meters whenever he works on one.
- Working on scheduling a hydrant flush just before we switch to new tanks.
- It takes 6-8,000 gallons of water to flush and clean the system. This is done to keep the system clean.

**e) Historical Church/Library Report:** The head librarian is coming to meet with Robyn DeWeese on July 11, 2018

**f) Park Report:**

- Bob Hale is taking good care of the trees at the park.
- Tobyn Mehrmann asked about when the fountain will be installed. Bruce informed him that he is hoping the county would install the fountain but if not we will do it ourselves.

**5. Unfinished Business**

**a) Customer Accounts/Billings/Disconnects:** One ten-day notice mailed in June. It was paid. One account is delinquent.  
 -There was a discussion about customer service policy and shut off notices.  
 -The G.M. agreed to make sure the procedure is followed.

**b) Ordinances, Policies & Procedures and Bylaws:** An addition to policy 4 was included in the meeting packet. This pertains to late fees.  
 Coral Spencer made the motion to approve the addition as presented Gus Tenney 2<sup>nd</sup> **Ayes: Mehrmann, Tenney, Finney, and Spencer Nays:0 Absent: DeWeese Abstain:0**

**c) Field trip to Cumberland Spring:** Still waiting for the proper time to venture out there.

**6. New Business**

**a)** The \$1500 yearly lease on the library is up for renewal.  
 Gus Tenney makes the motion to approve it Coral 2<sup>nd</sup> **Ayes: Mehrmann, Tenney, Finney, and Spencer Nays:0 Absent: DeWeese Abstain: 0**

**b)** After some discussion about the procedures of new water services a motion was made by:  
 - Nancy Finney to approve the application and let management proceed with the work once the deposit is received. Coral Spencer 2<sup>nd</sup> **Ayes: Mehrmann, Tenney, Finney, and Spencer Nays:0 Absent: DeWeese Abstain: 0**

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

Next regular meeting scheduled for August 14, 2018 at 6:00 P.M. at the Alleghany Fire House.

There being no further business before the Board, the meeting was adjourned at: 7:23 p.m.

Minutes respectfully submitted,  
 \_\_\_\_\_ DRAFT \_\_\_\_\_  
 Amber Mehrmann Secretary

**Alleghany County Water District**

**MAIN ACCOUNT** **Beginning Balance \$ 7,764.94**

**Deposits**

Date	From:	For:	Amount
7/17	Customers	Water	\$ 1,524.00
7/19	Customers	Water	\$ 1,934.00
7/24	Customers		
		Metered Water Sales	\$ 783.00
		New Connection Fee	\$ 1,000.00
			<b>Deposits Total \$ 5,241.00</b>

**Expenditures**

Ck #	Date	To:	For:	Amount
1065	7/2	Amber Merhmann	Minutes May	\$ 75.00
5270	7/3	Bruce Coons	June Bill	\$ 702.22
			WTO Contract	\$ 250.00
			Tank Project	\$ 315.00
			Planning Project	\$ 7.50
			Mileage	\$ 79.72
			WTO Other Labor	\$ 50.00
EFT	7/5	Tri-Counties Credit Card		\$ 10.00
1066	7/6	Amber Merhmann	Minutes June	\$ 60.00
1067	7/7	Postmaster	Stamps	\$ 50.00
1068	7/8	Chris Coons	Weedeating Pumphouse	\$ 75.00
EFT	7/20	PG&E	Pumphouse	\$ 120.70
5271	7/24	AT&T		\$ 18.69
5272	7/24	B&C	Supplies & Maintenance	\$ 82.41
5273	7/24	Basic Laboratories	Water Tests	\$ 93.00
5274	7/24	Cranmer Engineering	Water Tests	\$ 168.00
5275	7/24	Edward Snyder	WDA June Bill	\$ 210.00
			Tank Project reimburse	\$ 90.00
			WDA	\$ 120.00
5275	7/24	Edda Snyder	Bookkeeper June Bill	\$ 100.00
5277	7/24	Williams Stationary	Envelopes	\$ 52.92
5278	7/24	Bruce Coons	Mileage	\$ 42.80
				<b>Expenditures Total \$ 1,860.74</b>

**Ending Main Account Balance \$ 11,145.20**  
**Less Contingency Fund Balance \$ (2,500.00)**  
**Plus Undeposited Funds \$ 1,137.01**  
**Available Funds \$ 9,782.21**

**NON-ENTERPRISE ACCOUNT (Historical Church & Park)** **Beginning Balance \$ 7,662.69**

**Deposits**

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

**Expenditures**

Ck #	Date	To:	For:	Amount
EFT	7/20	PG&E	Library	\$ 9.86
				<b>Expenditures Total \$ 9.86</b>

**Ending Non-enterprise Account Balance \$ 7,652.83**

Historical Church Balance	\$ 6,217.70
Park Balance	\$ 1,435.13

**State Revolving Fund (SRF) Projects Update:**  
**For ACWD BOD Meeting Date: 8/14/18 Prepared by Rae Bell**

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

**Ram Spring**

Other than the broken meter included in the GM report, nothing new to report. Kip is supposed to be preparing some "as built" drawings of the driven pipes and an "Assessment of Alternatives" report is also supposed to be prepared with a conclusion as to our best course of action for the Water Source Construction project. Once the desired course of action is determined Kip will be doing the engineering drawings for the work involved. (For example if we decide to include the Cumberland as a back-up water supply, Kip will be doing all of the engineering plans for bringing it online.)

**Cumberland Spring**

On July 13<sup>th</sup> Dave Jeffries tried to open the tunnel with the mini-excavator on loan from Shaun Felton (Chris Coons was helping). Dave got enough uncovered to discover that the tunnel does not go straight in from the old portal as we all envisioned, but goes in at an angle. Also, it is caved in quite a ways back with a lot of loose overburden in place.

I talked to Dave on the phone that day and he said that he thought he could get a pipe in place to collect the water underground for the purpose of the water quality tests. He and Bruce consulted and came up with a plan. Bruce got the parts; one of which required welding by Dave. On Sunday August 4<sup>th</sup> the pipe was installed and water was flowing out of it. Bruce can provide a further update at the meeting.

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

As of this writing the Contractor said they will be starting the site prep on Monday Aug. 13<sup>th</sup>. ACWD's engineer Kip Lybarger is planning on being on site part of the time and Bruce will be responsible for keeping an eye on the contractors as well. The job was registered with the Dept. of Industrial Relations in July (something ACWD is required to do for all public works projects)

ACWD is also required to put up a sign similar to the one at the pumphouse "Funding for this \$900,00 project is provided by etc". This will be taken care of in September.

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

1. Site preparation (Starting Aug 13th)
2. Manufacture of tank (offsite) It should arrive in Allegheny in pieces the first week of Sept.
3. Placement and hook-up of temporary tanks (Late August)
4. Dismantle and haul away old tank (As soon as temporary tanks are functioning est. start date 9/2)
5. Electrical power installation (PG&E) NO WORD FROM THEM. THEY ARE STILL SHORT HANDED.
6. Tank Pad preparation (will be done as soon as the old tank is out of the way)
7. Construct new tank on new pad (September)
8. Install SCADA system (this may be delayed by the PG&E delay, they need power)
9. Install fencing around new tank
10. Remove temporary tanks

**Expected completion date: October 31, 2018 (Moved out because of anticipated delay with the SCADA system. If all goes well the tank itself should be constructed no later than mid October)**

**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 August 2018**

State Water Quality Control Board Division of Drinking Water: Our State Inspector: Stephen Rooklidge got a job in the private sector and left the division as of July 31<sup>st</sup>. A new inspector has not been assigned yet.

Emergency Expenditure Disclosure: At the end of July the water meter that measures the quantity of finished water pumped into the system & water storage tank quit working.

Bruce contacted me and at that time his estimate for a replacement meter was \$1,200. I decided to see if we could get the State to pay for it as part of the construction project. Long Story short: The State did agree to pay for it, but ACWD will have to float the expense until the approval process is completed. This takes about 3 months.

The reasoning behind part of this request was that the existing meter is not SCADA compatible. As it turns out a SCADA compatible meter costs closer to \$2,000 and for the contractor to pay prevailing wage to program it etc. the total comes to over \$4,000. We also learned that the SCADA compatible meter would not show a reading if the power is out. We ended up deciding to request BOTH the SCADA compatible meter and a mechanical meter similar to the one that broke. The plan is to leave the mechanical meter in place as a back-up meter even after the SCADA compatible meter is installed. ACWD will only be floating the actual cost of the meters (around \$2,000) until the State approves the expenditure. Hopefully the mechanical meter will be installed by the time you are reading this. The SCADA compatible meter will not be installed until after the State approval goes through the maze of rubber stamps. Aqua Sierra Quote and Letter to the State requesting that the meters be added to the project attached.

Fiscal Year 17/18 results: We are waiting for the final tax check from the County to close-out the books. It should be mailed by Aug. 17th. Detailed financial reports will be presented in September. (The fiscal year ended on June 30<sup>th</sup> )

Agenda Item 5b Policies & Procedures: Re: last month's discussion about shut-off notices and the customer service policy. As luck would have it; a conversation came up on the CSDA list-serve about customer shut-offs shortly after our last meeting. I followed the conversation and as a result became aware of a section of the legal code (60372) that pertains to this and that DOES apply to County Water Districts. As it turns out 10-day notices are required (we did not know it was the law when we changed ours from 5 days to 10 days) AND a 48 hour notice is required before the water is actually shut-off. We need to study this section of code further and incorporate it into our customer service policy. It does spell out instances when it is impermissible to turn-off water for non-payment; specifically when a person is ill. As a result of this new knowledge Edda & Bruce did issue one 48 hour notice last month per the legal code (we had been doing 24-hour notices), and the customer that got the notice came in and paid the minimum amount to keep the water from being turned off.

# Alleghany County Water District

P.O. Box 860, Alleghany, CA 95910 ~ alleghanywater@gmail.com ~ Phone 530-287-3204

~ Established March 8, 1939 ~

August 2, 2018

Gary Chan  
SWRCB  
364 Knollcrest Dr. Ste 101  
Redding, CA 96002

Re: Construction Project 4600012-006C

Dear Gary:

The above referenced construction project is directly related to planning project # 460012-006P which is still ongoing. The portion of the project that is still in the planning phase includes our pumphouse. However; the new SCADA system that is part of the above referenced Construction Project incorporates the entire water system.

One component of the pumphouse, the water meter totalizer, failed last week. This component is critical for regulatory compliance, routine monitoring of our finished water production and for leak detection. This meter will be tied into the new SCADA system. Because of the urgency to replace this meter ACWD is requesting that it be added to the tank construction project as an emergency repair item to be paid for out of the project's contingency fund.

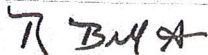
Emergency repairs are covered under section PCC 22035 of the Calif. Uniform Construction Cost Accounting Act (CUCCA). Per ACWD's Policies and Procedures specifically Policy 01 procedure 1.7 adopted by a unanimous vote of the ACWD Board of Directors, the General Manager is authorized to make emergency expenditures. Notification to the board and public at the next regular ACWD board meeting will be done in compliance with PCC 22050.

Aqua Sierra has spent a considerable amount of time locating a meter that will best suit the needs of the district over the long-term and that will be compatible with the new SCADA system. Please see the attached quote.

Under CUCCA section PCC 22032 ACWD can enter into a negotiated contract without putting this out to bid.

Thank you for your time and consideration.

Sincerely,



Rae Bell Arbogast  
General Manager

Attachments: ACWD Policy #1 Finances, Quote from Aqua Sierra

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SCADA – AUTOMATION – RADIO TELEMETRY – MOTOR CONTROLS  
DESIGN BUILD PUMP STATIONS – UL508 PANEL SHOP – FLOW STUDIES  
PUMP CONTROLLERS – RADIO STUDIES – CHEMICAL FEED EQUIPMENT

Alleghany County Water District  
PO Box 860  
Alleghany, CA 95910

Attention: Mrs. Rae Bell Arbogast, General Manager

Phone: 530-287-3223

Subject: Water Treatment Plant Flowmeter Proposal  
Project: Water System

Quote # QJ05696-1  
August 3, 2018

Mrs. Arbogast,

Thank you for the opportunity to work with you on your flow meter project. I have reviewed several options for you and the E&H meter we are proposing is the best overall value for you. This meter will monitor reverse flow as requested by Bruce and it is in stock. We will provide the meter to the district for plumbing installation. Once the meter has been installed we will provide the electrical installation. We will provide the connection to the RTU during the SCADA installation. I have updated this proposal to include the 1" mechanical meter that you requested.

#### Equipment

- (1) Endress and Hauser 5D4C25-AALHR0D3A1ZGA-AAPA 1" Promag D 400 Magnetic Flowmeter
- (1) Lot panel building modification materials
- (1) Lot installation materials
- (1) Zenner 1" 16631 Mechanical Meter



Scope of Work

1. Digital copy of submittals
2. Digital copy of design drawings
3. Panel assembly to add flowmeter analog and pulse signals to RTU
4. Factory acceptance testing
5. Run conduit between meter and RTU panel
6. Point to point I/O testing
7. Startup and training
8. Instrument calibration and certification
9. SCADA programming including configurations, custom screen building, trend setup and auto-dialer setup to add flow rate, totalization and reverse flow.
10. Digital copy as-built drawings
11. Digital copy of O&M manuals

**Quotation Total \$4,668.44**

Items included

1. Shipping and handling
2. Sales tax
3. Prevailing wage rates

Items not included

1. Items not in our scope of work
2. Specialty insurance beyond our standard two million dollars coverage
3. Confined space entry
4. Bonds
5. Permits
6. Instruments other than what is specifically listed above
7. Custom report programming
8. Underground work, saw cutting
9. Meter or main for tank site
10. Instrument calibrations for equipment not provided
11. Short circuit analysis or arc flash study
12. NETA testing
13. ISA process control loop diagrams
14. ISA-S20 instrument datasheets
15. Workstation computer
16. Solar equipment
17. Flowmeter installation

Aqua Sierra Controls includes a one-year onsite warranty covering workmanship. If you have any questions, please let me know.

Thank you,  
Josh Lane