

**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday, February 21st, 2016 Alleghany Firehouse, 105 Plaza Court Alleghany**

Call to Order: 6:20

Quorum Established: Present were Directors: President Rae Bell Arbogast, Vice President Tobyn Mehrmann, Robbin DeWeese, & Madeleine Hamb. Oregon Burns Tenney was absent. Secretary Baker was present. ACWD Staff: Water Treatment Operator Bruce Coons & District Meter Reader Bob Hale. Also present: Ernest & Nancy Finney, and Larry Vieira.

Consent Calendar:

- A. Approval of the Agenda
- B. Reading and approval of the minutes for the Regular meeting dated January 10th, 2017.
- C. Approval of Treasury Report and Claims for January 2017.

Motion made to approve the Consent Calendar by Robbin, Tobyn second. Ayes: Arbogast, DeWeese, Hamb. Mehrmann Naves: 0. Absent: Tenney Abstain: 0 Vacant: 0. Motion Passed

Public Response Time: None

Information/Discussion Items:

Correspondence: (includes October correspondence that was missed)

Incoming: Notice from state controller Re: Annual Compensation Report- forwarded to Blain Boden as they do this for the ACWD.

Outgoing: Audit Engagement letter sent to Boden, Klein, and Sneesby. 1099's mailed.

Water Test Results: November Water Test results: Treated was absent, Raw: absent

President's Report: Report attached to these minutes

Water Treatment Operator Report: There was so much water coming in that spring #5 was shut off from the treatment plant. Bruce is also working on water lines in town.

Historical Church/Library Report: The Library times have been changed to first Saturday in the month.

Park Report: The green sign needs to be fixed and there is a mudslide behind the swing set.

Board member or special committee reports: None

SRF projects update: Madeleine and Bruce requested copies of the final engineering report.

Unfinished Business:

A. Customer accounts/billings/disconnects: Three 10-day notices mailed on Feb. 15th, None paid as of this posting. 1 shut-off was made per customer request.

B. Ordinances, Policies and Procedures, and Bylaws: Contingency Fund policy, Emergency Response plan. After discussion, a 3-6 month contingency fund was decided.

Motion Contingency Fund Policy made by Madeleine second Robbin, Ayes: Arbogast, DeWeese Mehrmann, Hamb. Naves: 0. Absent: Tenney Abstain: 0 Vacant: 0. Motion Passed

C. Appointing Officers: Tobyn Mehrmann nominated self for President. Rae Bell Arbogast nominated herself for Vice President.

Motion to Appoint Officers made by Madeleine second Robbin, Ayes: Arbogast, DeWeese Mehrmann, Hamb. Naves: 0. Absent: Tenney Abstain: 0 Vacant: 0. Motion Passed

New Business:

A. Job Posting for on-call help or solicit volunteers first? Review Policy #2.

After discussion about volunteers, a motion was made to solicit volunteer help for on-call help.

Motion to solicit volunteers for on-call help made by Tobyn, Robbin second. Ayes: Arbogast, DeWeese, Hamb, and Mehrmann. Naves: 0. Absent: Tenney Abstain: 0 Vacant: 0. Motion Passed

B. Ethics AB 1234 and Workplace Harassment Prevention AB 1825 workshop will be held on Saturday, May 13th at the Pike City Firehouse. Rae reminded the board members that this is a requirement and needs to be renewed every 2 years.

Next Regular meeting: Tuesday, March 14th, 6:00 p.m.

Next Special Meeting: February 28th, 6:00 p.m.

Items for next agenda: N/A

There being no further business before the Board, the meeting was adjourned at: 7:00 p.m.

Minutes respectfully submitted by Leslie D. Baker III Leslie D. Baker

Alleghany County Water District

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

~ Established March 8, 1939 ~

CERTIFICATE OF POSTING

I, Rae Bell Arbogast certify that the following document was posted on behalf of Alleghany County Water District, Sierra County California:

Agenda Regular Meeting, Meeting Date 2/21/17

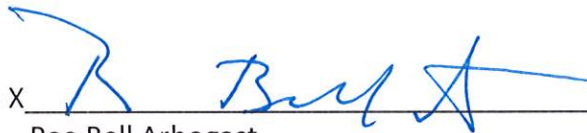
In the following location(s):

Alleghany Post Office Bulletin Board on 2/17/17. Packets placed in box.
On the door of the Alleghany Firehouse (meeting location) 2/17/17

Emailed with meeting packets to agenda email list.

A copy of which is attached hereto and by reference made a part herof.

Signed under penalty of perjury: X



Rae Bell Arbogast

NOTICE

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

Date: Tuesday February 21, 2017 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 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 January 10, 2017.
 - c) Approval of Treasury Report and Claims for January 2017.
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) Water Test Results for February: Treated water absent (Raw not received as of agenda posting date)
 - c) President's Report
 - d) Water Treatment Operator Report
 - e) Historical Church/Library Report
 - f) Park Report
 - g) Board member or special committee reports
 - h) SRF Projects Update (water tank replacement and water source projects)
5. Unfinished Business (Discussion & Possible Action Items):
 - a) Customer Accounts/Billings/Disconnects Three 10-day notices mailed on February 15th, not paid as of posting date. One customer account was shut-off on January 1st by request.
 - b) Ordinances, Policies & Procedures and Bylaws: Contingency fund policy (Please bring copy previously provided), Emergency Response Plan, blank template to be provided at meeting.
 - c) Appoint Officers ~ tabled at January meeting
6. New Business (Discussion & Possible Action Items):
 - a) Job posting for on-call help or should we solicit for volunteers first? For things like snow shoveling on rare occasions and emergency help such as when there is a leak. Review Policy #2, this should be tied into emergency response plan.
 - b) An Ethics AB 1234 and Workplace Harassment Prevention AB1825 workshop will be held on Sat. May 13th at the Pike Firehouse. This is a board member requirement every two years.
7. Next meeting date, Items for next Agenda & Adjournment. Next regular meeting March 14, 2017

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.

**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday, January 10th, 2017 Alleghany Firehouse, 105 Plaza Court Alleghany**

Call to Order: 6:25 PM

Quorum Established: Present were Directors: Rae Bell Arbogast, Tobyn Mehrmann, and Robbin DeWeese. Madeleine Hamb was absent due to illness, and Oregon Burns Tenney V was also absent. Also present were Water Treatment Operator Bruce Coons & public: Ernest & Nancy Finney, Vickie Tenney, And Shaun Felton-Price. Secretary Baker was present and took the minutes.

Consent Calendar:

- A. Approval of the Agenda
- B. Reading and approval of the minutes for the Regular meeting dated December 13th, 2016.
- C. Approval of Treasury Report and Claims for December 2016.

Motion made to approve the Consent Calendar with one typographical error, and one correction to the Water Treatment Operator report on the December minutes by Robbin, Tobyn second. Ayes: Arbogast, DeWeese, Mehrmann, Naves: 0. Absent: Hamb, Tenney. Abstain: 0 Vacant: 0. Motion Carried

Public Response Time: none.

Information/Discussion Items:

Correspondence:

Incoming: Engagement letter from auditors Boden Klein and Sneesby.

Worker's Compensation audit Letter from Lowry Associates received on 1/5/17 with 1/1/17 due date to reply.

Copies of signed and recorded oaths of office were received from Sierra County Clerk-Recorder's office.

Outgoing: Signed Oaths of Office were mailed to Sierra County Clerk-Recorder's office

MEMO to the Board re: timing public response and coming to meeting prepared

MEMO sent to Tobyn and O.B., reminding them about ethics training requirement which is supposed to be done within one-year of taking office.

Worker's Compensation Audit Documentation

Water Test Results: January, both treated and raw: absent total coliform, absent E.coli

President's Report: Attached to these minutes.

Water Treatment Operator Report: Bruce reported some minor problems with the chlorine analyzer (with a correction to the December minutes), the chlorine pump during power outage, and a leak in a toilet at ACWD Station 2. The flow at the Ram Spring is 119 GPM.

Historical Church/Library Report: There was a typo on the header on the December bank report. New books were received.

Park Report: Park and Cemetery water shut off for the winter.

Board member or special committee reports: A reminder to the Board and Secretary Baker to go to Tri-Counties bank in Nevada City to sign the signature cards.

Planning project update: The report is as attached to these minutes. Also some discussion was had about the well project.

Unfinished Business:

- A. Customer accounts/billings/disconnects: Two 10-day notices mailed on December 15th, both paid.
- B. Ordinances, Policies and Procedures, and Bylaws: Contingency Fund Policy: Tabled

New Business:

- A. Appointing Officers per Bylaws: Tabled
- B. Approval of audit engagement letter from Boden, Klein and Sneesby: **Motion made to approve the Audit engagement letter by Tobyn, Robbin 2nd, Ayes: Arbogast, DeWeese, Mehrmann, Nays: 0. Absent: Hamb, Tenney. Abstain: 0 Vacant: 0. Motion Carried**

Next Regular meeting: Tuesday, February 14th, 2017, 6:00 p.m.

Items for next agenda: Appoint officers, contingency fund policy.

There being no further business before the Board, the meeting was adjourned at: 6:50 p.m.

Minutes respectfully submitted by Leslie D. Baker III

DRAFT

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Alleghany County Water District

MAIN ACCOUNT	Beginning Balance	\$ 5,306.55
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Deposits

Date	From:	For:	Amount
1/6/17	Sierra County Auditor	Property Tax Revenue	\$ 2,475.13
1/16	Customers	Water	\$ 1,113.60
1/27	Customers	Water	\$ 994.60
1/31	Customers	Water	\$ 540.00

Deposits Total \$ 5,123.33

Expenditures

Ck #	Date	To:	For:	Amount
5103	1/6/17	B&C	Chlorine, Batteries, Wrench	\$ 49.66
5104	1/6/17	Edda Snyder	November Bill - Bookkeeper	\$ 100.00
5105	1/6/17	Sierra County Clerk Recorder	Election fees	\$ 373.20
5106	1/6/17	Williams Stationary	\$52.98 Envelopes - \$53.08 owed by Museum	\$ 106.06
5107	1/9/17	Cranmer Engineering	Water Tests	\$ 56.00
5108	1/9/17	Ed Snyder	Nov + Dec Bills - WDA	\$ 170.00
5109	1/9/17	Edda Snyder	December Bill - Bookkeeper	\$ 100.00
EFT	1/23/17	PG&E	Pumphouse	\$ 384.40
EFT	1/23/17	PG&E	Cumberland	\$ 20.37
EFT	1/27/17	Tri-Counties Credit Card	Metal dropbox	\$ 74.62
1052	1/31/17	Bruce Coons	January Bill - WTO	\$ 381.13

Expenditures Total \$ 1,815.44

Ending Main Account Balance \$ 8,614.44

Amount on Loan from Non-enterprise acc. \$ 3,000.00

Enterprise-only fund balance \$ 5,614.44

NON-ENTERPRISE ACCOUNT	Beginning Balance	\$ 10,981.10
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Deposits

Date	From:	For:	Amount

Deposits Total \$ -

Expenditures

Ck #	Date	To:	For:	Amount
EFT	1/23/17	PG&E	Church	\$ 10.18

Expenditures Total \$ 10.18

Ending non-enterprise Account Balance \$ 10,970.92

Amount on Loan to Main acc. \$ 3,000.00

Non-enterprise fund balance \$ 13,970.92

January 2017

Historical Church/Park Tracking

Historical Church START				PARK START				TOTAL
Date	Income	Expenses	Balance	Date	Income	Expenses	Balance	
July		\$ 9.86	\$ 9,031.85	July			\$ 2,386.87	\$ 11,418.72
August		\$ 9.85	\$ 9,022.00	August		\$ 187.04	\$ 2,199.83	\$ 11,221.83
September	\$ 1,500.00	\$ 10.58	\$ 10,511.42	September			\$ 2,199.83	\$ 12,711.25
October	\$ 1,620.00	\$ 9.54	\$ 12,121.88	October			\$ 2,199.83	\$ 14,321.71
November	\$ 896.00	\$ 1,225.74	\$ 11,792.14	November			\$ 2,199.83	\$ 13,991.97
December		\$ 10.87	\$ 11,781.27	December			\$ 2,199.83	\$ 13,981.10
January		\$ 10.18	\$ 11,771.09	January			\$ 2,199.83	\$ 13,970.92
February			\$ 11,771.09	February			\$ 2,199.83	\$ 13,970.92
March			\$ 11,771.09	March			\$ 2,199.83	\$ 13,970.92
April			\$ 11,771.09	April			\$ 2,199.83	
May			\$ 11,771.09	May			\$ 2,199.83	
June			\$ 11,771.09	June			\$ 2,199.83	
Hist. Church BALANCE			\$ 11,771.09	PARK BALANCE			\$ 2,199.83	\$ 13,970.92
				Loan to main acc				\$ (3,000.00)
				Actual Checking balance				\$ 10,970.92

President's Report

Landslide On Tuesday Jan 24th it was discovered that several large trees directly below the pumphouse fell taking the overflow tank with them. This tank captured the excess water from the Ram Spring and fed the tank at the 16 to 1 mine. The County Road Dept and OES were notified. Measures were taken to get the water flow off of the bank before it caused further erosion. Man-power and materials were provided by both the 16 to 1 Mine and the County. (Ironically, the week before this happened I noted that as long as those trees were in place, the bank should hold). Both Main Street and the pumphouse are at high risk of being impacted by future slides in this area.

As of the date of this writing no further earth movement has been detected in that area.

Payment Drop Box: The box arrived and it is now at Sierra Metal Fabricators in Nevada City. The slot was too wide so it is being modified to fit our needs.

Money Last month when I reported on the additional cost of the financial audit for this fiscal year I had forgotten that it will not impact this year's budget. That is because the audit is not done until the following fiscal year (after the year is closed out).

Email billing 18 customer accounts signed up for email billing. After multiple tech-support calls, it finally worked on the third try (Feb. 2nd billing). This will save money on postage & envelopes and it saves time as well.

Water leak Bruce mentioned his suspicions about the leak at the January board meeting. What became evident by the end of the month was that not only did we have a leak, but the volume of the leak was increasing. Bruce was pretty sure that it was on the line that runs down Kanaka Creek Rd. The work done on Sunday February 12th confirmed this.

The leak was finally pin-pointed on Tuesday morning. Because tree roots had grown into the line, once the leak was exposed and the tree roots were dislodged the hole in the pipe opened up even more. Additionally, this is a low-spot with high pressure so the water had to be shut-off immediately!

Bruce will give a full report at the meeting. We apologize for any inconvenience that this may have caused our customers.

THANK YOU TO EVERYBODY FOR ASSISTING ON SUNDAY BY NOT USING WATER AND FOR YOUR PATIENCE WITH ADDITIONAL SHUT-OFFS.

State Revolving Fund Projects Update:

Water Tank Replacement The General and Financial packets with all attachments were submitted on 1/12/17. On Feb. 8th I drove to Downieville to file the Notice of Exemption for CEQA. This was needed to submit the environmental packet and that was done the same day. The technical packet has one more attachment to be completed. The attachment is called a TMF (Technical, Managerial and Financial) Analysis. There are many components to this attachment, one of which happens to be an **Emergency Response Plan**. I mentioned to Pete that we need this anyway, so this is prompting us to get that done or at least started. (For the application it is OK to say it is in progress and provide the pieces that are completed.)

Arbogast well On February 15th North State Drilling was finally able to access the well to get a sample. (Snow melted) The results should be in sometime next week. As explained before: this well will be tested for metals only. If the test comes out OK further testing will be done. If the test is not OK no further testing will be done and the third test well location will not be pursued by the State.

***Disclosure:** this well is owned by Rae Bell and her husband David and it is the only water well in Alleghany. It is located on a building site that has been under development since 2008 (driveway and septic installed) In 2013 when the road was being repaved it seemed like the perfect time to get a water line extension put in to the bottom of the driveway. The bids to have that done were much higher than expected and a bid to drill a well was also obtained. The well drilling bid was much lower than the water line extension bid and it could be done in phases. The well was drilled in June of 2015. There is no pump or water tank at the site.*

Environmental Study for Ram Spring Project The following message was sent to Gabrielle in the environmental division of the Funding division.

I have been asked multiple times now EXACTLY what the environmental study will entail. I explained that my understanding is that there will be an initial study to determine the following steps. Is that right?

What can you tell me about the process? The area has not been delineated as a wet land but it is an area that is wet year-round.

Any info that you can provide is appreciated so that we have a basic idea of the process.

Thank you, **Response below:**

Hi Rae,

I called and left a message – essentially it is too soon to determine what type of environmental analysis will need to be completed since we don't have a complete idea of what the project will entail. Generally you are correct in that if a project is not CEQA Exempt, an Initial Study can be developed to determine what type of environmental document is necessary. If wet lands may be nearby it might be necessary to perform a wetland delineation as part of this work to determine if the US Army Corps of Engineers has jurisdiction over the project, but it is too early to tell at this stage.

Please let me know if you have any questions!

Thanks,

Gabriel

Disclaimer

“Funding for this project has been provided in full or in part through an agreement with the State Water Resources Control Board. California’s Drinking Water State Revolving Fund is capitalized through a variety of funding sources, including grants from the United States Environmental Protection Agency and state bond proceeds. 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.”

2/17/17 Prepared by Rae Bell for meeting date 2/21/17