

**Regular Meeting of the Alleghany County Water District Board of Directors**

**Tuesday December 12, 2023, Meeting was held at the Alleghany Firehouse, 105 Plaza Court**

**1. Call to Order & Establish a Quorum** The meeting was called to order by President Tobyn Mehrmann at 6: 03 P.M. Directors present: Tobyn Mehrmann; Nancy Finney; and Coral Spencer. Robbin DeWeese arrived after the consent calendar was approved. Director Brianne Price was absent. Staff present: CWO Bruce Coons, GM Rae Bell, WDO Edward Snyder. Secretary Amber Mehrmann was present and took the minutes. Members of the public, Keiran Mehrmann, Burns and Vicky Tenney were also present.

**2. Consent Calendar:** Motion was made to approve the consent calendar by Coral Spencer and Nancy Finney  
2nd. **Ayes: Nancy Finney, Coral Spencer and Tobyn Mehrmann Noes: 0 Absent: Brianne Price and Robbyn DeWeese Abstain: 0**

**3. Information and Discussion Items**

**a. Correspondence:** Provided in writing on GM report.

**b. SRF Project:** Report provided in writing in the packet.

**c. Board/Staff Reports**

**Nancy Finney:** Nancy states that she is resigning from the board. She is reminded that she needs to provide her resignation in writing. She states that she will do that. Everyone complimented her on her service and stated that she will be missed.

**CWO Report:** The GPM for the spring (raw water) is at 116 gallons per minute and the Total Finished Water Production for November was 78,880 gallons.

~The Routine samples are negative.

~The procedure for the radium test that was started earlier this year changed and nobody informed us of that. He has to start over. It entails getting 3 liters of water to sample, every two weeks for one month.

~The large tank was leaking more, lowering the water level has slowed the leak.

**G.M. Report:** No report other than what's already on the agenda.

**d. Historical Church/Library Report:** None.

**e. Park Report:** None

**4. Unfinished Business**

**a. Customer Accounts/Billings/Disconnects:** One account is 60 days overdue and five accounts are 90 days overdue.

**b. Policies & Procedures & Ordinances:** Nothing prepared for meeting.

**c. Status of proposed insurance carrier change:** see notes on agenda

**d. Bridge Loan:** A detailed explanation of what the Bridge Loan entails is in the packet. There was a discussion about it as well.

~A motion to authorize the GM to apply for the loan for up to \$500,000 from the California Rural Water Association was made by Coral Spencer and Robbyn DeWeese 2<sup>nd</sup> **Ayes: Robbyn DeWeese, Coral Spencer, and Tobyn Mehrmann Noes: Nancy Finney Absent: Brianne Price Abstain: 0**

## 5. New Business

**a). Adopt Water Distribution Operator Job Description:** The draft job description was provided in the packet. It was noted that Edward has been doing an excellent job and readily takes on responsibility. He is reliable and conscientious.

The only written change in the draft document was to change his rate of pay to be "one dollar over minimum wage" and hours at prevailing wage for state funded projects was also included. After a discussion it was decided to drop the \$50 flat rate payment for reading the water meters. That task will be paid hourly as well. Nancy Finney made a motion to approve the job description with changes as noted above and Robbyn DeWeese 2<sup>nd</sup>. **Ayes: Nancy Finney, Robbyn DeWeese, Coral Spencer, and Tobyn Mehrmann Noes: 0 Absent: Brianne Price Abstain: 0**

**b. Consider Rescinding Resolution #120 and adopt #121 in its place ~** Nancy makes a motion to rescind resolution #120 and adopt resolution #121 AUTHORIZING ENTERING INFO A FUNDING AGREEMENT WITH SWRCB FOR THE CATHODIC PROTECTION PROJECT AND APPOINTING AN AUTHORIZED REPRESENTATIVE TO SIGN THE AGREEMENT Coral Spencer 2<sup>nd</sup> **Ayes: Nancy Finney, Robbyn DeWeese, Coral Spencer, and Tobyn Mehrmann Noes: 0 Absent: Brianne Price Abstain: 0**

**d. Dead Tree Removal~** There are 3 dead Cedar trees above the main water tank that could fall on it. Josiah Parker quoted a flat rate \$1,500 to remove the trees. She spoke to a two other tree fallers and they said that this was a reasonable quote without actually seeing the trees. One of them explained that the risk involved is what raises the cost. Director Spencer also stated that he had done work for her and she was pleased with it. ~Rae has also asked him if he could limb up the fir tree at the Hidden Church, he indicated that it would be less than \$1,500 but removing the limbs would add to the cost.

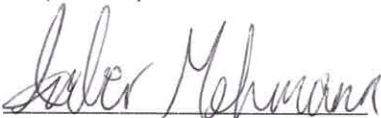
~ Rae Bell asked the Board to authorize her to hire Josiah, for the tree removal and limbing, at the historical church to come out of the historical church fund. Up to \$1,000 and the tree removal at the water tank for \$1,500 to come out of the general fund. She will not hire him until she sees his proof of insurance. Coral Spencer made the motion and Robbyn DeWeese 2<sup>nds</sup>. **Ayes: Nancy Finney, Robbyn DeWeese, Coral Spencer, and Tobyn Mehrmann Noes: 0 Absent: Brianne Price Abstain: 0**

**6. Public Response Time:** Burns asked if the new meters included in the Ram Spring Project could be electronically read. And it was stated that they would be and also be a lot easier to read through the snow. ~Burns also stated that he would like to apply to be on the Board after Nancy Finney's resignation is final.

**7. Adjournment** Next meeting date, items for next agenda and adjournment: Next meeting will be on January 9, 2023; at 6:00 P.M. A decision on the insurance needs to be made.

There being no further business the meeting was adjourned at 7:07 P.M.

Respectfully Submitted:



Amber Mehrmann, Secretary

# 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, Amber Merhmann certify that the following document was posted on behalf of Alleghany County Water District, Sierra County California:

Agenda and meeting packet Regular Meeting, Meeting Date 12/12/23

In the following location(s):

Alleghany Post Office Bulletin Board (packets put in box for the public) and On the door of the Alleghany Firehouse (meeting location) 3 website.  
Emailed to email list as well.

On 12/9/23 (date)

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

Signed under penalty of perjury: X

Amber Mehrmann

Rae Bell



# NOTICE

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

**Date: Tuesday December 12, 2023 Time: 6:00 pm**

**Location: Alleghany Firehouse 105 Plaza Court**

**All meeting documents available online: [alleghanywater.org](http://alleghanywater.org)**

**Send an email to: [alleghanywater@gmail.com](mailto:alleghanywater@gmail.com) for meeting notices.**

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 agenda
- b) Reading and approval of the minutes for the regular meeting dated November 14, 2023.
- c) Ratification of Treasury Report and bill payments for November 2023

### 3. Information/Discussion Items:

- a) Correspondence –
- b) SRF Projects Update – Provided in writing.
- c) Board/Staff Reports –Chief Water Operator (CWO) & General Manager (GM)
- d) Historical Church/Library report – one item under “new business”
- e) Park report

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

- a) Customer Accounts/Billings/Disconnects: 1 account is 60 days overdue and 5 accounts are 90 days overdue.
- b) Ordinances, Policies & Procedures and Bylaws: Nothing prepared for meeting
- c) Status of proposed insurance carrier change. – updated information and loss runs provided to Golden State RMA in November and December 2023. Expect new quote in time for January meeting.
- d) Authorize GM to apply for Bridge Loan to Facilitate Ram Spring Project (tabled last month).

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

- a) Adopt Water Distribution Operator job description.
- b) Consider rescinding resolution #120 adopted on June 28, 2023 and adopting resolution #121
- c) Vote to return to traditional Brown Act Rules (post-covid).
- d) Dead tree removal at tank site and limbing at Historical Church

**6. 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. Per the district's bylaws: complaints about board members or district staff are to be submitted in writing (not to be aired at meetings).

Next regular meeting date January 9, 2024 Agenda items: Insurance Coverage Decision,

### 7. Adjournment.



**Allegheny County Water District**  
Treasury Report

November 2023

**MAIN CHECKING ACCOUNT**

Beginning Balance \$ 2,519.29

**Deposits**

Date	From:	For:	Amount
11/1	Non-Enterprise	reimburse for weedeating at Park	\$ 305.00
11/13	Customers	Water	\$ 2,087.05

Deposits Total \$ 2,392.05

**Expenditures**

Ck #	Date	To:	For:	Amount
5828	11/2	AT&T		\$ 51.15
5829	11/2	B&C	Supplies & Maintenance	\$ 108.97
5830	11/2	Cranmer Engineering	Water Tests	\$ 165.00
5831	11/2	CSDA	Yearly Membership	\$ 226.00
5832	11/2	gWorks	Billing program annual subscription	\$ 622.00
5833	11/2	HACH	Supplies & Maintenance	\$ 41.35
5834	11/9	Bruce Coons	WDO October Bill - Gross \$457.20	\$ 363.06
5835	11/17	Edda Snyder	Bookkeeper October Bill - Gross \$200	\$ 184.70
5836	11/17	Edward Snyder	WDA October Bill - Gross \$282.50	\$ 260.89
1157	11/30	Amber Mehrmann	Secretary Bill \$30x5 meetings paid through Sept.	\$ 150.00

Expenditures/Transfers Total \$ 2,173.12

RESERVE FUND SAVINGS ACCOUNT	
Contingency Fund	\$ 14,500.00
Equip. Maint. Fund	\$ 1,000.00
Interest earned	\$ 6.40
<b>TOTAL</b>	<b>\$ 15,506.40</b>

Ending Main Account Balance \$ 2,738.22

Plus Undeposited Funds \$ 3,774.66

Operating Funds at month-end \$ 6,512.88

**NON-ENTERPRISE ACCOUNT (Historical Church, Library & Park)**

Beginning Balance \$ 10,231.94

**Deposits**

Date	From:	For:	Amount
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Deposits Total \$ -

**Expenditures**

Ck #	Date	To:	For:	Amount
EFT	11/1	Main	Weedeating Park used cash from enterprise fund	\$ 305.00

Note: It was done twice, once in early spring and once in the fall.

Expenditures Total \$ 305.00

Report Prepared by Edda Snyder

Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 9,926.94

x \_\_\_\_\_

Print

Historical Church Balance	\$ 6,863.26
Library Balance	\$ 1,353.64
Park Balance	\$ 1,710.04
<b>Balance</b>	<b>\$ 9,926.94</b>

## ~ State Revolving Fund (SRF) Projects Update

Meeting Date: 12/12/2023 Prepared by Rae Bell Arbogast GM

### **1. Ram Spring Improvement Project (RSIP) Project ID 4600012-008C**

This is a continuation of Planning Project ID 4600012-0008P started in 2015 and completed 12/31/2020.

**Funding Agreement dated 10/12/2023 ~ Estimated completion date: 2/28/2026 ~**

**Budget: Up to \$1.5 Million** Budget categories as approved by the state were provided in the Nov.2023 meeting documents. The preliminary engineer's estimate that was prepared as part of the application process is attached.

**Primary objective:** To reconfigure the Ram Spring Pumphouse and facilities to accommodate and protect the driven pipes that were installed as part of the planning project. Planning Projects do not cover permanent infrastructure costs, for that reason, after the driven pipes were installed, the facilities were reconfigured as quickly and cheaply as possible while still meeting State Drinking Water Standards.

**Other objectives:** To build a 12' x16' building at the Ram Spring that can be used as a "sample lab" and to store district tools and records. To upgrade all residential water meters under a special program for that purpose. To update the stand-by generator and pumps that are over 30 years old.

#### **Scope of work:**

*Replace Ram Spring Manifold (external piping), new pipes to be fully supported and buried for UV and freeze protection. Additional overflow capacity to be added for high water events, to allow the escape of excess water without causing backpressure inside the driven pipes. This can compromise their productivity and even wreck them. (Water follows the path of least resistance, and if new channels are formed by back pressure the water may flow in those channels rather than through the driven pipes when water levels reside again).*

*Remove all trees and brush in the spring collection area and replace fencing* Current fence will be removed, tree removal shall take place all the way to the back of the parcel (current fence is not placed on the property lines). A new fence will be installed that will fence off a larger area, all the way to the back (uphill side) of the property. (Don't have a drawing that shows both the old and new fence line on one sheet will ask for one). The tree removal serves two main purposes: 1. To protect the driven pipes from tree root intrusion which can stop water flow. 2. For increased fire protection around the facility.

*Pumphouse upgrades:* Replace pumps & generator, install SCADA compatible flowmeter to record water production (mechanical meter installed in 2019 will also be kept in place). Chlorination system upgrade, to be compatible with SCADA system. (Other configuration updates as identified with completion of plans and specifications).

*Construct a concrete support pad and permanent shelter for 1,000 gallon poly tank* This tank was put in place after the pipes were driven to replace the in-ground sump inside the pumphouse. The old sump was not isolated from surface water intrusion. In order to fully eliminate surface water intrusion, the sump had to be taken out of the circuit. The tank is currently sitting in the dirt. It will be placed on an engineered concrete slab and a snow-roof will be placed over it.

*Residential water meters will be upgraded* The state has a special program for this and ACWD meters are all beyond their useful life expectancy.

**FIRST TASKS** Coleman Engineering will be completing the plans and specifications that were started in the planning phase of the project. They will then put together a project bid packet and will oversee the bidding process. They also will be completing the environmental documents and obtaining the needed permits.

The first disbursement request (bill from ACWD to the State) is due in January for expenses accrued through 12/31/2023. Altec Engineering and ACWD GM Rae Bell (I) have a considerable amount of time to bill for work done after the planning budget was used up. Altec \$31,300 Rae Bell through Nov. of 2022 \$5,475 (haven't added up this year yet). The State worked with us to cover the gap between projects, and this is included in the RSIP budget.

There was a question at the November meeting about the \$20,000 budget line item for Administration. My answer was only partially correct. To clarify: that line-item will be used to cover all administrative costs related to the project. This includes disbursement requests (Accounts Receivable) bill payments (Accounts Payable), the preparation of quarterly reports, staff meetings and documentation, plus all other record keeping as required by the terms of the agreement. Any supplies, copies or postage related to these tasks can be billed to the project as well. As reported last month, most of the tasks listed above will be performed by the ACWD GM (me) unless something changes. ACWD should allow the bookkeeper (Edda) to bill hourly for any project related work (she is currently paid a flat monthly rate). This can then be billed to the project. This can be considered with her job description adoption hopefully next month.

After last month's meeting, I got clarification that other staff time, such as consultations with ACWD's water operators can also be billed to the administration line-item. Once construction begins, the water operator's time may be billed to either this line item or Construction Management, depending upon what they are consulted for. The budget line items are not tied to specific vendors, the billing is based on what was done.

## **2. Water Tank Repair Project:**

In summary: There are three prongs to this project: 1. The warranty repair work, 2. The Technical Assistance Request already awarded to Coleman Engineering to oversee the repair work. For up to \$7,000 3. A Funding agreement approved in November for up to \$110,000 to cover the installation of cathodic protection that was not included in the original tank construction project. This agreement hasn't been signed yet, but it has been approved under a fast-track program for urgent needs. The resolution on this month's agenda and a budget are the two items still needed to execute the agreement.

Additionally, there was a previous TA request initiated immediately after the tank failure was discovered that was paid by the State. The California Rural Water Association (CRWA) was hired to determine the cause(s) of the failure. The final report was completed on December 22, 2022 but was inconclusive. After that it was decided by all parties to bring Coleman Engineering in to work out a solution. Coleman had just been vetted and hired by ACWD for the Ram Spring Project and had also recently been approved by the State as a TA contract recipient.

**Status:** An updated scope of work for the warranty repairs was drafted on 12/7/2023 and is circulating for comments from all involved parties: BRCO Constructors, Thompson Tank, ACWD Staff, and the State Division of Drinking water. On-the-ground work is still expected to start in late April of 2024. Once the scope of work is finalized a copy will be provided in the ACWD meeting documents.

**Timeline** Tank Failure discovered: 10/30/2021 Tank drained and inspected mid-November 2021. First TA request submitted to State Dec. 2021 and approved in Jan. of 2022.

**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."

## Opinion of Probable Construction Cost

Client: Allegheny County Water District  
 Engineer: Coleman Engineering  
 Project: Ram Spring Improvement Project  
 Project #: ALLE22-001

Date: 12/7/2022  
 Prepared By: SLK  
 Checked By: CRC

No.	Item	Quantity	Unit	Unit Cost	Cost
<b>General</b>					
1	Mobilization / Demobilization	10%	%	\$70,000	\$70,000
2	SWPPP/ Erosion Control	2%	%	\$20,000	\$20,000
<b>Demolition</b>					
3	Clear, Scalp, Grub and Re-grade (Spring Field, Storage Bldg, Wetland Rehab)	1	LS	\$16,900	\$17,000
4	Remove and dispose of chain link fence	1	LS	\$6,500	\$7,000
5	Remove and dispose of weed-barrier fabric inside fenced area	1	LS	\$5,000	\$5,000
6	Remove and dispose of trees, saplings, and underbrush	1	LS	\$11,700	\$12,000
7	Remove and dispose of ball valves, PVC collector pipes and manifold pipes	1	LS	\$7,500	\$8,000
8	Remove and dispose of generator	1	LS	\$5,000	\$5,000
9	Remove and dispose of pumps and associated equipment	1	LS	\$5,000	\$5,000
<b>Civil Improvements</b>					
10	Earthwork: Excavation, Rough Grading, Finish Grading	1	LS	\$21,000	\$21,000
11	Install Curtain Drains	250	LF	\$125	\$32,000
12	4" PVC Drainage Piping from Curtain Drains	90	LF	\$14	\$2,000
13	Place Weed-barrier Fabric, Crush Rock, and Native Soil	1	LS	\$7,500	\$8,000
14	Install chain link site fence	450	LF	\$86	\$39,000
15	Install chain link 3' gate	4	EA	\$528	\$3,000
16	Install chain link 6' gate, 12' Opening	1	EA	\$1,320	\$2,000
17	Install unions, ball valves, PVC collector pipes and manifold pipes	1	LS	\$15,000	\$15,000
18	Construct valve boxes, sampling station, gate valve	6	EA	\$2,000	\$12,000
19	Construct concrete pad for new roof cover over collector tank	2	CY	\$2,000	\$5,000
20	Construct new collector tank overflow, drain, and outlet piping	1	LS	\$5,000	\$5,000
21	Construct concrete gutter with steel inlet grate at storage building driveway	32	LF	\$600	\$20,000
22	Construct Bollards	2	EA	\$1,050	\$3,000
23	Construct AC paved driveway to the new storage building	485	SF	\$50	\$25,000
<b>Mechanical/Electrical</b>					
24	Pump House Mechanical Improvements	1	LS	\$80,415	\$81,000
25	Pump System Electrical Improvements	1	LS	\$24,300	\$25,000
26	Pump House Electrical	1	LS	\$16,000	\$16,000
27	Storage Building Electrical	1	LS	\$5,000	\$5,000
28	Storage Tank Electrical	1	LS	\$5,000	\$5,000
29	Procure and Install Propane Generator	1	LS	\$50,000	\$50,000
<b>Architectural</b>					
30	Storage Building with sample lab (12'x16')	1	LS	\$65,000	\$65,000
31	Roof over existing collector tank (12'x12')	1	LS	\$20,000	\$20,000
32	Improvements to existing pump house or replacement	1	LS	\$35,000	\$35,000
<b>Off-site Improvements</b>					
33	Residential service meter replacement	52	EA	\$1,500	\$78,000

**Basis for Cost Projection:**

- Pre-Design
- 50% Draft Design
- 90% Draft Design
- Final Design

SUB-TOTAL ESTIMATED COST = \$721,000  
 90% DESIGN LEVEL CONTINGENCY (20%) = \$145,000  
**Construction Cost Opinion = \$866,000**

100% Design Engineering = \$320,286  
 Enviromental Consulting pre- and during construction = \$22,323  
 Engineering Services During Construction = \$185,262

**TOTAL ESTIMATED PROJECT COST = \$1,394,000**



## ACWD General Manager (GM) Report December 2023

Prepared by Rae Bell Arbogast

Correspondence Back and forth emails on the following topics: Cranmer Engineering with water quality testing results, Coleman Engineering and ACWD water operators re: tank leak, Golden State RMA and State Fund re updated insurance quote, Francine Fau of the Water Quality Control Board Dept. of Finance and Chad Coleman re: funding agreement, Coleman Engineering and Calif. Rural Water Association about the bridge loan program, California Water Quality Control Board re: new reporting requirements for annual EAR report.

### **AGENDA ITEM 4. d) BRIDGE LOAN**

This item was tabled last month. After the meeting I did extensive research looking for viable alternatives to taking out this loan (line of credit) but did not come up with anything. Below is the loan officer's response to my question asking if he has ever seen a loan fail. In an earlier email he stated that as the lender, CRWA cannot guarantee that ACWD would not get stuck with any costs. He did not think that it is necessary to attend our board meeting.

*We don't really track our loans by whether they're bridge loans or not, but I personally have done maybe 10 in the last year, and while we've had some that have had delays where we've had to extend the loan (which is no problem) we haven't had any that have not been repaid with the grant funds. I can't recall which grant funds you folks are relying on, but assuming it's SWRCB, which about 90% of these are I would say you're very safe. They can take a long time with disbursements but they always eventually pay. You will also only ever have a loan balance of what you would have had to pay anyway. I guess you could get stuck with a bit of interest/loan fees, but unless you're planning on waiting for reimbursement from the grant before making payment to the contractor (which is a risky proposition in itself) you don't really have much extra at risk.*

*I guess my question back to the board would be if you don't get a loan do you have the funds in hand to cover 3 months (the amount of time it takes to get reimbursement) of construction draws out of pocket? If you do, then wonderful, you don't need a loan, but if you don't, I don't know of any contractors that are going to wait 3 months to get paid so how will you actually complete the project? [See my note below actually much longer in most cases. RB]*

Thanks!

Mike Archer  
RCAC | Loan Fund  
Loan Officer | Northern California and Alaska  
(406) 465-2327 (cell)  
[marcher@rcac.org](mailto:marcher@rcac.org)

To reiterate what was shared last month: There is NO cost to ACWD. The State Funded Project covers all loan origination fees and interest. On the two previous projects the State allowed monthly billing. That has changed to quarterly billing with the new project. This means that work performed by a contractor at the beginning of a quarter might not be reimbursed by the State for as long as 5-6 months! It is not reasonable to expect contractors to wait that long to be paid. The Bridge Loan program was set up for this exact reason, to assist small districts such as ours.

I would also like to point out that last month everyone seemed to be focused on the potential risk of the loan (which is minimal) rather than the overall benefit of the project. In my book, the benefit far outweighs the risk. Worst case scenario, even if ACWD did get stuck with some costs (which is not expected) ACWD would still be in a much better position as far as infrastructure goes after the project is completed.

**AGENDA ITEM 5. a) WATER DISTRIBUTION OPERATOR (WDO) JOB DESCRIPTION** To refresh everyone's memories. These job descriptions were compiled in 2021 as part of the Technical Managerial and Financial (TMF) analysis conducted by the California Rural Water Association (CRWA). It was paid for by a TA request with the State Revolving Fund and was required as part of the application process for the Ram Spring Project.

CRWA recommended that ACWD have an HR attorney review the descriptions. ACWD had that done in 2021 and had to pay for it out of pocket. Once we got the descriptions back, a committee was formed to look at the attorney's recommendations, but we ran into scheduling difficulties. One thing that was challenging for us was that the attorney's comments could only be seen on the electronic files (you could not print them). I finally looked at the comments myself and they are very minimal. Our goal at the beginning of this year was to do one Job Description per monthly meeting. We started with Bruce's description and due to extenuating circumstances, we got stuck on that one for most of the year. Bruce's job description was finally adopted last month.

This month I have incorporated the HR attorney's comments into the WDO (Edward's) job description. The only significant change is at the end where his regular pay is listed at \$1.00 an hour over minimum wage. This represents a \$1.00 per hour raise for him. He did not request this, I put it in for board consideration.

He is planning on coming to the meeting. He did not want a closed session to discuss this. I support the increase 100% because as it is, ACWD pays the on-call snow shovelers minimum wage and Edward is carrying a lot of responsibility.

I also added the prevailing wage for State Funded Projects at the end. This is on Bruce's adopted job description as well.

**AGENDA ITEM 5. c) BROWN ACT** Last month the Secretary expressed concern that ACWD may not be in compliance with Post Covid Brown Act Rules. I cannot plead ignorance on this topic as Pliocene Ridge CSD just dealt with the same thing. The new post covid rules have several new components but my understanding is that the main part that causes a problem for ACWD is the requirement that remote meetings include a computer login option with visual which we cannot provide.

To the best of my understanding and based upon conversations with the Sierra County Clerk Recorder's Office the simplest solution appears to be having the board vote to go back to "traditional Brown Act rules". The traditional rules do allow for phone conferences.

The only problem is that the traditional rules state that if a Board Member attends remotely, the location that they are calling from must be listed on the agenda AND must be made accessible to the public. For that reason, Pliocene Ridge is making the call-in option available to non-board members only. But if a Board Member wanted to call in remotely, they technically could if they meet the requirements listed above. Since the agenda goes out a minimum of 72 hours in advance, they would have to notify the Secretary or GM in time to get it on the agenda.

My recommendation is for the board to vote to go back to the traditional rules for now. If somebody wants to take on a research project and/or use our 1-hour of free legal with the California Special District's Association to sort it out, please volunteer! The Recorder's Office does have legal counsel, so I tend to follow their lead.





# Alleghany County Water District

## Job Description ~ Water Distribution Operator

**Supervisor:** Chief Water Operator (CWO)

**Support staff:** General Manager (GM) & Bookkeeper

**Classification:** Permanent Part-time, On Call

**Status:** Non-Exempt

### **Qualifications:**

Must be reliable and trustworthy.

State of California Water Distribution Operator Certification License D1.

State of California Driver's License desired.

Proficient in the use of standard office equipment such as telephones, computers, and copiers.

Good communication skills.

### **Physical Requirements**

Physical stamina to perform system and maintenance repair work, walk and work on uneven terrain, climb and descend ladders, ability to lift, carry, push, pull and reach materials and equipment weighting up to 80 pounds.

Mobility to work in a standard water treatment plant, using specialized test equipment, hand and power tools, instrumentation.

Ability to work in confined spaces and around machines; must have good hearing.

Vision to read printed materials, charts, gauges and computer screens.

May be exposed to inclement weather conditions, including working in sun, water and snow. Work may include loud noises from equipment operation, odors, dust, and potentially toxic chemicals and conditions during the normal function of duties.

Reasonable accommodations may be made to enable individuals with disabilities.

### **Job Summary**

- This position supports the Chief Water Operator in keeping the water system functioning with minimal disruptions and in compliance with State Drinking Water regulations.
- Reads all customer meters on or near the first day of each month.
- Enters meter readings in the billing program.
- Performs routine maintenance tasks as delegated by CWO.
- Scheduling for routine work is to be coordinated with the CWO
- Requires "on-call" availability for unexpected repair needs or leak detection/remediation.

**Duties**

- Represent the water district in a professional manner when dealing with the public, other agencies, contractors, and customers.
- Maintain familiarity with District Procedures and make recommendations to GM for improvements or additional procedures if needed.
- Oversee system operations in the absence of the CWO.
- Read all active customer water meters on or near the first of the month, making note of any repair or maintenance issues discovered. Report all issues to the CWO, including follow-up reminders if needed. Exceptions to the meter reading schedule may be granted during snow events. If unable to read the meters due to illness or other circumstances, arrange for another person to do it.
- Assist CWO with all repairs and maintenance needs as needed.
- Become familiar with SCADA system, with a goal of increased proficiency over time. Report problems to CWO or GM for follow-through with service requests.
- Add chemicals in accordance with established procedures, record meter and gauge readings, responds to outlying system alarm conditions.
- On weekends: perform routine maintenance at the pumphouse as needed, including test run of stand-by generator, chemical component check, test run pumps, clean filters, visually inspect premises.
- Perform other related duties as required or assigned.
- This position does not require travel outside of Alleghany, but may include coordination for taking water samples to the lab if the CWO is not able to do so.

**Compensation:**

\$1.00 over minimum wage as set by the State of California, Plus a flat rate of \$50 for performing meter readings. For State-funded projects will be paid prevailing wage or equivalent.

I have read, understand, and agree to perform the duties and responsibilities outlined above.

X \_\_\_\_\_ date \_\_\_\_\_

Name printed \_\_\_\_\_