



# NOTICE

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

**Date: Wednesday Feb 12, 2025 Time: 6:00 pm**

**Location: Alleghany Firehouse 105 Plaza Court with conference call option  
for non-board members only.**

Dial-in number (US): (978) 990-5144 Access code: 6919768#

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

### **Sign up for meeting notifications on the website.**

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 January 14, 2025.
- c) Ratification of Treasury Report and bill payments for January 2025.

#### 3. Information/Discussion Items:

- a) Correspondence –
- b) SRF Projects Update –
- c) Board/Staff Reports –Chief Water Operator (CWO) & General Manager (GM)
- d) Historical Church/Library Report
- e) Park Report

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

- a) Customer Accounts/Billings/Disconnects:
- b) Status of Board Vacancy Posting

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

- a) Appoint Officers for 2025

**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.

Next regular meeting date March 11, 2025 Agenda items: Update billing policy for new schedule.

#### 7. Adjournment.

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**Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday January 14, 2025, Held at the Alleghany Firehouse and by conference call.**

**1. Call to Order & Establish a Quorum** The meeting was called to order by President Tobyn at 6:10 p.m.

Directors present: Tobyn Mehrmann, Robbin DeWeese, and Burns Tenney. Brianne Price was absent. Present also were G.M. Rae Bell, CWO Bruce Coons and Secretary Amber Mehrmann who attended by conference call and took the minutes.

**2. Consent Calendar:**

One correction was made to the minutes (time called to order). Burns had a question about the Treasurer's Report, which Rae Bell was able to answer. A motion was made to approve the minutes By Burns Tenney and Robbin DeWeese 2<sup>nd</sup> .**Ayes: Tobyn Mehrmann, Robbin DeWeese, and Burns Tenney Nays: 0 Absent: Brianne Price Abstain: 0 Vacant: 1**

**3. Information/Discussion Items**

**a) Correspondence:** Oaths of office were mailed to the Clerk Recorders Office.

**b) SRF Project Update:** Report provided in writing. Tank is not leaking at this time and is still under warranty. The repair work will not be 'signed off' until the cathodic protection project is finished.

**c) Board/Staff Reports: *CWO and GM Reports***

G.M. Rae Bell: Report provided in writing. Rae Bell also reminded everyone about the Sexual Harassment and Ethics training on February 3<sup>rd</sup> at 6:00 P.M.

CWO Bruce Coons:

December~ Total Finished Water Production for December: 103,620 gallons. Spring flow from the manifold (raw water) GPM: 75 This month's water samples came back absent (good).

~ Bruce noticed that the cathodic protection equipment was left out in the open and is being weathered on; he felt it should be covered up. Rae offered to pick up a tarp to cover everything up during the winter weather.

**d) Historical Church/Library Report:** Nothing to report.

**e) Park Report:** Nothing to report.

**4. Unfinished Business**

**a) Customer Accounts/Billings/Disconnects:** Written report included in GM report.

## **5. New Business**

- a.) Accept Auditor's Report for Fiscal Year 23/24:** The report is in the meeting documents on the website. It was suggested to at least read the management discussion and analysis that begins on page 4. Any discrepancy between the budget and actual results exceeding 10% is explained in this part of the report. Robbin DeWeese makes the motion Burns Tenney 2<sup>nd</sup>. **Ayes: Tobyn Mehrmann, Robbin DeWeese and Burns Tenney Nays: 0 Absent: Brianne Price Abstain: 0 Vacant: 1**

**6) Public Response Time:** There wasn't any.

**7) Next meeting date, items for next agenda and adjournment:**

Next meeting is scheduled for February 11, 2025 ; at 6:00 P.M.

There being no further business the meeting was adjourned at 6:50 P.M.

Respectfully Submitted:

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Amber Mehrmann, Secretary



# Allegheny County Water District

Treasury Report

January 2025

## MAIN CHECKING ACCOUNT

Beginning Balance \$ 2,959.78

### Deposits

Date	From:	For:	Amount
1/4	Customers	Metered Water	\$ 2,420.78
1/24	Customers	Metered Water	\$ 491.00
1/25	Customers	Metered Water	\$ 500.00
1/29	Customers	Metered Water	\$ 2,037.80

Deposits Total \$ 5,449.58

### Expenditures

Ck #	Date	To:	For:	Amount
5942	1/10	Bruce Coons	CWO December Bill - Gross \$556.05	\$ 472.32
5943	1/13	AT&T		\$ 4.30
5944	1/13	B&C	Chemicals, System Repair & Maintenance	\$ 48.29
5945	1/13	Cranmer Engineering	Water Tests	\$ 110.00
5946	1/13	SWRCB	Annual permit fee	\$ 563.00
5948	1/13	Edda Snyder	Bookkeeper December Bill - Gross \$237.50	\$ 219.33
5949	1/13	Edward Snyder	WDO December Bill - Gross \$600.70	\$ 554.75
EFT	1/24	PG&E	Tank site	\$ 19.63
EFT	1/24	PG&E	Pumphouse	\$ 352.51
5950	1/27	Customer	Refund to zero-out credit on closed account	\$ 40.00
5951	1/27	Customer	Refund to zero-out credit on closed account	\$ 199.79
5952	1/27	United States Treasury	Q4 941 2024	\$612.58
5953	1/27	EDD	State Payroll taxes	\$ 88.48

### RESERVE FUND SAVINGS ACCOUNT

	For:
Contingency Fund \$ 10,500.00	
Equip. Maint. Fund \$ 1,000.00	
Interest earned \$ 14.88	
Deposits	
Withdrawals	
<b>TOTAL \$ 11,514.88</b>	

Expenditures/Transfers Total \$ 3,284.98

Ending Main Account Balance \$ 5,124.38

Cash \$ 474.75

Operating Funds at month-end \$ 5,599.13

(does not include reserves)

### PETTY CASH

	For:
Beginning balance \$ 474.75	
Cash Deposits	
Cash withdrawals	
<b>Cash ending balance \$ 474.75</b>	

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

Beginning Balance \$ 8,306.53

### Deposits

Date	From:	For:	Amount
Deposits Total			\$ -

### Expenditures

Ck #	Date	To:	For:	Amount
Expenditures Total				\$ -

Report Prepared by Edda Snyder

Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 8,306.53

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Print

Historical Church Balance	\$ 6,340.93
Library Balance	\$ 1,109.34
Park Balance	\$ 856.26
<b>Balance</b>	<b>\$ 8,306.53</b>

## ~ State Revolving Fund (SRF) Projects Update

Meeting Date: 1/14/2025 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**

**Primary objective:** To reconfigure the Ram Spring Pumphouse and facilities to accommodate and protect the driven pipes that were installed in May of 2017 as part of the planning project.

**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.

#### **Progress since the last ACWD Board meeting:**

- The 5<sup>th</sup> disbursement request was submitted on January 22, 2025.
- the 4<sup>th</sup> ¼ 2024 progress report was submitted on January 20, 2025.
- Status of Bridge Loan: A request was submitted for funds to pay the 4<sup>th</sup> quarter 2024 invoices at the end of January. The funds were received last week and the corresponding invoices were paid on Feb. 10<sup>th</sup>.

### 2. Water Tank Repair Project:

This project is to repair the water tank that was put in service in November of 2018 and that was still under warranty when it failed. This project has two main parts: 1. The warranty repair work, to be completed by the original contractor Thompson Tank (not funded by SRF) 2. The Technical Assistance Request was awarded to Coleman Engineering to oversee the repair work. (Funded by SRF)

**Status since last ACWD Board meeting:** No change in status, we are still waiting on the CP project to move forward so that we can finish the final inspection. The tank is full and not leaking. We are all concerned that it is experiencing electrolysis again but our hands are tied until the additional funding for the CP project comes through.

**Tank failure timeline** Tank put in service Dec. 2018. 1-year warranty inspection done in Jan. 2020 found problem with rusting bolts in floor, bolts repaired in June of 2020. Tank started leaking and failure discovered: 10/30/2021 Tank drained and inspected mid-November 2021. First Technical Assistance (TA) request submitted to State Dec. 2021 and approved in Jan. of 2022 with RCAC as the TA provider. TA report provided in Dec of 2022 concluded electrolysis (dissimilar metals in contact) was the main cause of corrosion but was inconclusive as to cause of sealant failure. Warranty claim letter prepared by ACWD attorney Marsh Burch and submitted to BRCO contractors 3/17/2023. Second TA request approved May 13, 2023 with Coleman Engineering as the TA provider to oversee the repair work. Repair work scheduled for late April 2024 to avoid winter weather, started on 4/30 tank partially filled at end of July, leaks noted and report made to attorney and BRCO contractors, tank being kept partially full as long as leaks don't worsen until fire danger subsides. Water leaks below 23 feet mark stopped. Bolt holes above that level for the ladder no longer leaking as of 12/14/2024.

**3. Cathodic Protection Project (CP)** This project is to add cathodic protection to the water tank that was not included in the original design (other than the coating which was supposed to provide protection). A grant from the State's Urgent Needs program, for \$110,000 for this project was approved on November 16, 2023. Due to anticipated budget shortfalls, and to add money for ACWD to administer the grant, a request for additional funding in the amount of \$40,000 was submitted on October 17, 2024. As of this writing the request for additional funding has not been approved.

#### **Progress since the last ACWD Board meeting.**

- Nothing has changed. Every week are promised funds soon but so far it has not happened.
- We are working on the 2<sup>nd</sup> disbursement request and the 4<sup>th</sup> ¼ 2024 Progress report (actually the first progress report to be completed, they did not require it on the 1<sup>st</sup> disbursement request. (This has not been done because we are waiting to hear on the additional funding first)
- Status of Bridge Loan: We will be requesting a loan to pay the most recent 3 mos. of invoices. (not done)

# **ACWD General Manager (GM) Report February 2025**

Prepared by Rae Bell Arbogast

Correspondence **Incoming:** State Secretary information filing reminder received from Sierra County Clerk Recorder **Outgoing:**

## **GM Report:**

**Insurance discount program RMAP:** Thanks to everyone for attending the class on the 3<sup>rd</sup> for those who got their certification online. Only one Director needs to do the online harassment prevention training and we will be totally compliant! **GOOD JOB** If the Directors will attend one more “extra” training we will earn 3 more points. I will send a link to a Brown Act Training in case anyone can do it. The RMAP application is due by March 7<sup>th</sup>. Since this ACWD’s first time participating it will help us figure out what we can do for a better score next year. I am aware of a couple of things that we don’t have but have not had time to address them or add them to the agenda.

We have access to a very robust training platform called Vector Solutions through the insurance company. I am attending a webinar on the morning of Feb 12<sup>th</sup> to learn how take advantage of it.

**Billing Program Change** The first billing with the new system of using a combination of excel and Quickbooks went well. Staff will continue to fine-tune the system. Only two customers complained and wanted to know why the bill was higher than usual (1 ½ months). This month, it goes back to the normal amount.

**The State of Calif. Attorney General Special District’s Financial Transaction Report** for Fiscal Year 23/24 was filed timely on January 27, 2025. It is due by the end of January for the fiscal year ending 6/30. There is a \$5,000 penalty if this report is not filed! ACWD did have to pay it once over ten years ago now. The district’s independent auditors prepare the report and ACWD staff must approve it and submit a signed cover-page to finalize the submission.

**Annual Water Rights report for the Cumberland Spring:** The 2024 report was filed timely on 2/1/2025. ACWD usually reports no usage of the spring with the following text added in the “notes” section: ***This spring is a back-up water source for the community of Alleghany. It does flow into a pond that could be used for fire protection, but it was not used in 2024*** If we were to draft from the pond for fire protection, then we would estimate how much water was used and report that in the month of use.

**Agenda Item 4. a) Customer Accounts/Billings/Disconnects** Last month we reported 5 accounts with balances over 90 days and two of those were shut-off at the end of December. Two of the accounts (one shut-off and one not) paid in full. This leaves three accounts with balances over 90 days. The two that are still active were mailed payment plan paperwork in the hopes that they will start paying down their bills. I did not have time to consult with Downieville Water Utility re: attaching to taxes. Hopefully we’ll have something by next month’s meeting. The shut-off account has a balance of \$792.24. The two active accounts have balances of \$687.81 and \$374.06. Additionally, we paid back two credits on shut-off accounts to clean up the books. They are on the treasury report.

ACWD should consider adding language to the customer service policy stating that if a shut-off account has a credit balance it will be paid back after a certain amount of time.