



# NOTICE

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

**Date: Tuesday July 1, 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 May 13, 2025.
- c) Ratification of Treasury Report and bill payments for May 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) Resolution #128 to authorize emergency action by GM and/or CWO.
- c) Adopt Sick Leave Policy

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

- a) Preliminary Budget Adoption
- b) Resolution #129 to Authorize the President to sign The Renewal of the Library Lease of the Historical Church annually as long as there are no changes (\$1,500 per year).
- c) Cathodic Protection Equipment Installation Project: report of recent developments and ratification of Bridge Loan increase and extension request.

**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 August 12, 2025 Agenda items:**

#### **7. Adjournment.**

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.

**Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday May 13, 2025, Meeting was held at the Alleghany Firehouse and over phone**

**1. Call to Order & Establish a Quorum** The meeting was called to order by President Tobyn at 6:20 p.m.

Directors present: Tobyn Mehrmann, Brianne Price and Burns Tenney were present. Present also were G.M. Rae Bell, and CWO Eddie Snyder. Secretary Amber Mehrmann was present and took minutes. Robbin DeWeese was absent.

**2. Consent Calendar:**

There was a discussion had about a question Burns asked about the treasurer's report; the SRF funding and operating costs and how accurate the numbers on the report are. Rae was able to answer his questions and the board was informed that the report is a cash based report. A motion to approve the Calendar was made by Burns Tenney and Brianne Price 2nds. **Ayes: Tobyn Mehrmann, Brianne Price and Burns Tenney Nays: 0 Absent: Robbin DeWeese Abstain: 0**

**3. Information/Discussion Items**

**a) Correspondence:** All correspondence was done by e-mail; there wasn't any mail correspondence.

**b) SRF Project Update:** Report provided in writing.

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

G.M. Rae Bell: Report provided in writing.

CWO Eddie Snyder: April samples came back clean. The total finished water production for April was 196,730 gallons. The spring flow from the manifold (raw water) GPM: 46  
~Samples came back absent. There are a few special samples that are taken every few years. There aren't any results back from the tests yet.

These samples are done on Radium 228, MBAS, THM, HAAS, and Hex Chrome.

~Eddie is going to check the stand pipe for fire trucks to be able to fill up when needed.

~Eddie fixed the hose bib at the cemetery and the water is on.

~The valve lids are being repainted, more paint had to be ordered.

~Eddie and Rae will get a hold of PG&E and make sure they know where the water lines are before they start digging.

~There was a discussion about the plan for weed eating this summer. The person who did it last year is no longer available. Amber provided the name of two people, Rae Bell will contact them to see who is available to help.

~The pipes at the Ram Spring need to be wrapped again.

**d) Historical Church/Library Report:** The library is working on getting Starlink.

**e) Park Report:** Weed eating has started.

#### **4. Unfinished Business**

- a) **Customer Accounts/Billings/Disconnects:** Two active accounts are over 90 days and 3 accounts are over 60 days.
- b) **Status of Board Vacancy Posting:** From the time of the vacancy we have 60 days to appoint someone to fill the seat and thirty days after that for the county to appoint someone to fill the seat. We did not get an individual appointed to set on the board in the amount of time allotted. The board will now have to wait until November's election to try to fill the seat again.
- c) **Resolution #128 to authorize emergency action by G.M. and/or the C.W.O.:** The motion was tabled, this vote requires more board members to be present.
- d) **Adopt Policy 500 Sick Leave:** The vote on this was tabled to give board members more time to look over the policy.

#### **5. New Business**

- a.) **Preliminary Budget Presentation for June Adoption:** The board is asked to go over it and be ready to discuss it at the next meeting. The summary sheet is in the packet. The budget and expenses are all on schedule.

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

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

Next meeting will be on June 10, 2025 ; at 6:00 P.M.

There being no further business the meeting was adjourned at 7:20 P.M.

Respectfully Submitted:

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Amber Mehrmann, Secretary

## May 2025

		PETTY CASH		For:
California Class Reserve Funds		Beginning balance	\$ 474.75	
Contingency Fund	\$ 5,000.00	Cash Deposits		
Interest earned	\$ 42.08	Cash withdrawals		
In or out		Cash ending balance	\$ 474.75	
A Class Cont. Fund balance	\$ 5,042.08			
RESERVES TOTAL	\$ 11,558.35			

NON-ENTERPRISE ACCOUNT (Historical Church, Library & Park)	Beginning Balance	\$	3,297.31
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<b>Deposits</b>			
<b>Date</b>	<b>From:</b>	<b>For:</b>	<b>Amount</b>
<hr/>			
<hr/>			
			<b>Deposits Total \$ -</b>

Expenditures/Transfers			
Ck #	Date	To:	For:

			Expenditures Total		\$ -
California Class Historical Church Portion			Ending Non-enterprise tri-counties Balance		\$ 3,297.31
Historical Church	\$	5,000.00	Add CA Class		\$ 5,040.87
Interest earned	\$	40.87	Ending Non-enterprise Account Balance		\$ 8,338.18
In or out			Non-enterprise break-down.		
TOTAL	\$	5,040.87	Calif. Class Investment Fund total balance at month end	Historical Church Balance	\$ 6,335.94
			10,082.95	Library Balance	\$ 1,109.34
				Park Balance	\$ 856.26
				Balance	\$ 8,301.54

Report Prepared by Edda Snyder  
Verified against Bank Statements and QB X

\$	8,456.54	Owe RCAC			
\$	2,337.81	Fees and Int.			
<b>\$</b>	<b>10,794.35</b>	Amount to Pay RCAC from CP #2			
Sanbell					
4731	\$ 2,208.00				
4791	\$ 1,309.50				
	<b>\$ 3,517.50</b>	Amount to pay Sanbell			
Rae Bell					
Hours	Rate	Gross			
36.89	30	<b>\$ 1,106.70</b>			
Total above	<b>\$ 15,418.55</b>				
Inv. Total	\$ 15,679.95				
Diff	\$ 261.40				
Tarp	43.54				
Edda	29.26	already paid			
Overhead RaeBell	\$ 188.60				
Total	<b>\$ 261.40</b>	Amount to ACWD			

# **ACWD General Manager (GM) Report July 1, 2025**

Prepared by Rae Bell Arbogast

## **Compliance reporting update:**

All annual reports for calendar 2024 have been filed: The water right report for Cumberland Spring, The annual Electronic Report to the State Division of drinking water and the Consumer confidence report. The Consumer Confidence report is posted on the district's website, and a notice of how to get it must be sent to all customers and posted in a public place (the post office bulletin board). After that is done, the report, the notice to customers and a certificate of posting is uploaded to the same site where the Annual Report is filed. It must be sent to customers no later than June 30<sup>th</sup> and the due date with the State is July 1<sup>st</sup>. The complete packet was uploaded on June 23<sup>rd</sup>. I added my \$200 flat rate fee for all three reports to my June paycheck. The rest of my June paycheck was for Ram Spring Project time reimbursed by the State.

**Late Fees:** As mentioned at the regular May meeting, since the change in billing procedures in January, ACWD has not been charging late fees. I spent time on May 17<sup>th</sup> learning about how late fees are set up in Quickbooks and looking at Ordinance #36 which is the most recent version of the Delinquency section. This only raised more questions. If nothing else the Ordinance needs to be amended to match the new billing cycle.

There was too much going on in June to work on this, but I am keeping it on "the list". Below are my notes and questions.

The ordinance should say Net 15<sup>th</sup> instead of a specific due date.

Do closed accounts still incur late fees?

Do the late fees "accrue" meaning keep charging on top of themselves?

What are the legal constraints on charging interest and late fees?

## ORDINANCE NO. 36

### AN ORDINANCE EXTENDING THE SHUT-OFF DATE FOR NON-PAYMENT FROM 20 DAYS TO 25 DAYS

BE IT ORDAINED by the Board of Directors of the Alleghany County Water District, Sierra County, California as follows:

**Section 1. Ordinance 3 article 9 section 904** is amended as follows:

***Delinquency Date:*** Rates and charges which are not paid on or before the first day of the calendar month following the due date shall be delinquent. If charges are not paid on or before the first day of the calendar month after the due date, a penalty of ten percent (10%) will be added to said charges including any previous penalties. If charges and penalties are not paid within twenty-five days after the delinquency date, the District may discontinue service. The district board shall establish policies & procedures pertaining to standard billing notes regarding late fees and subsequent shut-off notices in accordance with this and other applicable ordinances.

**Ordinance 3 article 10 section 1001** is amended as follows:

***Disconnection for Non-payment.*** Service may be discontinued for non-payment of bills on or before the twenty-fifth day following the delinquency date specified in Section 904. At least ten (10) days prior to such discontinuance, the customer will be sent a final notice informing him that discontinuance will be enforced if payment is not made within the time specified in said notices. The failure of the District to send or any such person to receive said notice shall not affect the District's power hereunder.

**Section 2.** All ordinances and parts of ordinances inconsistent herewith are hereby repealed.

**Section 3.** This ordinance shall take effect upon adoption unless otherwise stated and shall be posted in three public places in the District.

I hereby certify that the foregoing is a full, true, and correct copy of Ordinance number 36 duly passed and adopted by the Board of Directors of the Alleghany County Water District, Sierra County, California, at a regular meeting held on the 13th day of September, 2016 by the following vote:

AYES, and in favor thereof, Directors: Arbogast, DeWeese, Hamb, Mehrmann, Tenney

NOES, Directors: None

VACANT, None

ABSENT, Directors:

SIGNED:

  
Rae Bell Arbogast, President

ATTEST:

  
Leslie D Baker III, Secretary

# Alleghany County Water District

## RESOLUTION NUMBER 128

A RESOLUTION TO AUTHORIZE STAFF TO ACT IN AN EMERGENCY PER PCC CODE 22035

1. Alleghany County Water District (ACWD) is a public agency in Sierra County, California that provides water to the community of Alleghany for both domestic use and fire prevention.
2. ACWD has elected to be subject to the California Uniform Construction Cost Accounting Act (CUCCA).
3. Under CUCCA there is an exception to the bidding requirements of the act for emergencies that threaten the provision of essential services, such as domestic water.
4. An emergency is defined as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.
5. Individuals authorized by resolution or ordinance to act in the event of an emergency may take necessary actions without board approval but must report all actions taken to the board at the next regular or special meeting, of the board of directors.
6. It is in the best interest of the district to have procedures and authorizations in place to deal with emergencies.

### THEREFORE, BE IT RESOLVED

1. That the General Manager and/or Chief Water Operator may take action in the event of an emergency per PCC Section 22035 and PCC Section 22050.
2. This resolution shall be attached to and made a part of the Emergency Response Plan.

**PASSED & ADOPTED** by the Board of Directors of Alleghany County Water District on the 1<sup>st</sup> day of July 2025 by the following vote: **Ayes:** **Noes:** none **Abstain:** none **Absent:** **Vacant:** one

DRAFT COPY

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Tobyn Mehrmann, President

ATTEST: \_\_\_\_\_  
By: Amber Mehrmann, Secretary



## **Draft Paid Sick Leave Policy – Alleghany County Water District**

Alleghany County Water District (District) provides paid sick leave to all employees who have worked 30 or more days for the District within a year.

### **Accrual**

Eligible employees will accrue one hour of sick time for every 30 hours worked up to a maximum accrual of 40 hours or five days, whichever is greater, per calendar year.

Accrued, unused time under this policy will carry over each year up to a maximum accrual of 80 hours or ten days, whichever is greater. Unused sick time is not paid out upon separation of employment.

### **Usage**

Upon successfully completing 90 days of employment, eligible employees may begin to use paid sick time under this policy, up to a maximum of 40 hours, or five days, whichever is greater, per calendar year. The minimum amount of sick time that may be used on any occasion is two hours.

Sick leave may be taken for the following reasons:

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- To attend legal proceedings, or to obtain medical treatment, counseling or other victims' services for domestic violence, sexual assault, or stalking;
- Any other purpose required by law (e.g., bereavement leave, reproductive loss leave, qualifying acts of violence, etc.).

For purposes of this policy, a "family member" is a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stand in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was minor child), a spouse or registered domestic partner, a grandparent, grandchild, and sibling. It also includes a "designated person," which, for purposes of this policy, means a person identified by the employee at the time the employee requests paid sick leave. An employee can designate one person per 12-month period, measured from the time the employee first designates a person.

Unless the employee advises the employee's supervisor otherwise, the District will assume employees want to use available paid sick leave for absences for reasons set forth above and employees will be paid for such absences to the extent they have paid sick leave available.

Employees will be notified of their available paid sick leave on each itemized wage statement.

Notice of sick leave use shall be given to the employee's supervisor, orally or in writing. If the need for paid sick leave is foreseeable, the employee must provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable.

# Alleghany County Water District

## RESOLUTION NUMBER 129

### A RESOLUTION TO AUTHORIZE THE PRESIDENT TO SIGN THE ANNUAL LIBRARY LEASE EXTENSION

1. The Alleghany County Water District (ACWD) has a long-standing lease agreement with Sierra County for the use of the Historical Church as a Library.
2. The lease is renewed annually, requiring the President's signature.
3. To expedite the process, it makes sense to authorize the President to sign the lease without placing an item on the agenda for board approval, if there are no changes to the agreement other than the dates.

**THEREFORE BE IT RESOLVED** by the Alleghany County Water District Board of Directors that, the President is hereby authorized to sign the annual lease agreement as outlined above.

### CERTIFICATION

I do hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the Alleghany County Water District held on July 1, 2025.

By the following vote:

Ayes: DRAFT

Noes:

Abstain:

Absent:

Signature: \_\_\_\_\_

By: Amber Mehrmann

Secretary

Alleghany County Water District