

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF ALLEGHANY COUNTY WATER DISTRICT Date: Tuesday August 13, 2024 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

Send an email to: 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

- 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 July 9, 2024.
 - c) Ratification of Treasury Report and bill payments for July 2024 and corrected June 2024 report.
 - d) Ratification of \$4,000 transfer from reserve fund to cover insurance payment in July.
- 3. Information/Discussion Items:
 - a) Update from California Special District Association
 - b) Correspondence Provided in GM report
 - c) SRF Projects Update Provided in writing.
 - d) Board/Staff Reports Chief Water Operator (CWO) & General Manager (GM)
 - e) Historical Church/Library report –
 - f) Park report -
- 4. Unfinished Business (Discussion & Possible Action Items):
 - a) Customer Accounts/Billings/Disconnects: Four accounts are 60 days overdue and three are 90 days overdue.
- 5. New Business (Discussion & Possible Action Items):
 - a) Confirm rate of pay for Bruce and Edward for the Ram Spring Project
 - b) Biennial Conflict of Interest Code Review
 - c) Approve participation in fuels reduction planning grant for all ACWD properties, except for the Ram Spring which is being cleared as part of State Funded Project.

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 September 10, 2024 Agenda items:

7. Adjournment.

Regular Meeting of the Alleghany County Water District Board of Directors Tuesday July 9, 2024 Meeting was 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 Mehrman at 6:06 p.m. Directors present: Tobyn Mehrmann, Robbin DeWeese, Brianne Price and Burns Tenney, Director Coral Spencer was absent. Also present: CWO Bruce Coons and GM Rae Bell Arbogast by conference call. Secretary Amber Mehrmann arrived late. Deputy Secretary Rae Bell Arbogast took the minutes. Public Present: None

2. Consent Calendar:

Approval of Agenda, June 11, 2024 Minutes and June 2024 Treasury report. A Motion was made to approve the consent calendar with one correction to the agenda (to remove Coral's attendance by phone accidently left on from previous month) by Robbin DeWeese and Brianne Price 2nd. Ayes: Robbin DeWeese, Tobyn Mehrmann, Brianne Price and Burns Tenney, Nays: 0 Absent: Coral Spencer Abstain: 0

3. Information/Discussion Items

a) Correspondence: Provided in writing.

b) SRF Project Update: Provided in writing.

c) Board/Staff Reports:

Chief Water Operator Bruce Coons reported that total finished water production for the month of June was 245,160 gallons. Raw water flow from the spring averaged 123.8 GPM but it is slowing down. Water test results for the last 3 months were absent (good). [Note: The test results weren't ready in time for the May meeting, then they were accidently left off the June report.]

The water tank repair work has been a "hurry up and wait" situation. Bruce and Edward are anxious to fill the tank but the district has been waiting to find out when the Cathodic Protection (CP) Equipment will be installed. They don't want to fill it and put it in service (a two to three week task) only to have to take it back out for the CP installation.

Burns had a comment about the new meters that will be installed as part of the Ram Spring Improvement Project, he said to make sure that the usage is in gallons.

The General Manager's report was provided in writing. There was a question about the \$4,000 that was moved into the general fund from the contingency fund to cover the insurance premium. More detail was provided: The second disbursement payment for the Ram Spring Project should include \$2,048 that has already been paid by ACWD for a permit plus the required signage. Also, the district is expecting about \$500 in tax revenue for the final FY23/24 payment. This leaves about \$1,450 that we are hoping to cover with water payments.

d) **Historical Church/Library Report:** The library is now open on the first Wednesday of each month from 3:00-5:00 P.M. and every third Saturday from 1:00-3:30 p.m. There was a question if attendance was up and the answer was "no" only one person had come by. There was a discussion about possibly having a story time for kids.

e) Park Report:

~The drinking fountain has not been fixed.

4. Unfinished Business

a) Customer Accounts/Billings/Disconnects: The water billing hadn't been done as of the meeting date, so no update.

b) Policies, Procedures & Ordinances: Nothing prepared for meeting.

5. New Business

a) Approve Lease Extension for Historical Church A motion was made by Robbin DeWeese and seconded by Brianne Price to approve the lease extension for housing the library in the Historical Church. Ayes: Robbin DeWeese, Tobyn Mehrmann, Brianne Price and Burns Tenney, Nays: 0 Absent: Coral Spencer Abstain: 0

b) Revisit contracts for GM and Secretary It was explained that since the last meeting there was a lot of back-and-forth with Golden State Risk Management Authority regarding concerns about the contracts for the General Manager and the Secretary. The simplest solution is to make both positions employee positions (no longer independent contractors). A motion to make both the Secretary and General Manager employees as of 7/1/2024 and based on the payment terms spelled out in their existing contracts was made by Burns Tenney and seconded by Robbin DeWeese Ayes: Robbin DeWeese, Brianne Price and Burns Tenney, Nays: 0 Absent: Coral Spencer Abstain: Tobyn Mehrmann.

c) Adoption of Resolution 127 to ratify Cathodic Protection actions taken by GM It was asked if the Cathodic Protection contract with Coleman Engineering had been reviewed by the district's attorney and the answer was no. A motion to adopt Resolution 127 as presented and have the attorney review the contract was made by: Brianne Price and seconded by Burns Tenney Ayes: Robbin DeWeese, Tobyn Mehrmann, Brianne Price and Burns Tenney, Nays: 0 Absent: Coral Spencer Abstain: 0

6.) Public Response: None.

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

The next regular meeting is scheduled for August 13.

There being no further business before the board the meeting was adjourned at 6:40 P.M.

Respectfully Submitted:

Rae Bell Arbogast, Deputy Secretary

<u>~ State Revolving Fund (SRF) Projects Update</u>

Meeting Date: 8/13/2024 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 last board meeting:

- Status of Bridge Loan: We finally got the approval from the State on July 31st, all docs were signed on 8/7/2024 and insurance requirements met on 8/8/2024.
- The 2nd disbursement request was approved by the State on 7/22/2024 (this one got lost in cyber space, it was submitted on April 3rd).
- The 2nd Quarter 2024 Quarterly Progress Report was submitted to the State on 7/11/2024.
- The 3rd disbursement request was submitted on 7/11/2024 and was approved on 7/23/2024.
- There was an onsite meeting with Coleman Engineering Staff and ACWD Water Operator Edward Snyder on 8/6/2024. Coleman staff included a surveyor and an environmental specialist.
- As of this writing (8/8/2024) payment for request #2 and #3 has not arrived.

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 meeting:

- The decision was finally made on July 23rd to fill the tank rather than waiting for the Cathodic Protection Equipment Installation due to too many unexpected delays. Filling started on July 24th with leaks showing up immediately along the bottom seam. After consulting with Thompson Tank and Coleman Engineering the decision was made to keep filling to check for more leaks and to see how bad it is. Some leaks slowed down with more water in the tank and some sped up. The upper part of the tank where the ladder bolts are leaks the worst. The decision was made on July 26th to keep the tank full to 23 feet to avoid the worst leaks. (Normally it is filled to 26 feet)
- On 8/6/2024 both BRCO contractors and ACWD attorney Marsh Burch were advised of the leaks.
- If the leaks don't worsen the plan is to keep it filled to 23 feet until fire danger subsides, then have Thompson Tank resume repair work.

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.

<u>3. Cathodic Protection Project</u> (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 for up to \$125,000 has been applied for under an "Urgent Needs" program also funded by the State Revolving Fund (SRF) and approval has been granted for the first \$110,000. ACWD is responsible for administering this grant but cannot bill the project for doing so.

Progress since last meeting.

- The plans were approved by the State Division of Drinking water on 7/10/2024.
- The installation has been put on hold until fire danger subsides, and the tank can be drained. Hopefully by then the plans and everything else will have cleared all hurdles.
- A revised schedule was submitted to the Urgent water needs program (funding source) with a Nov. 30, 2024 projected completion date and final payment request submitted by March 31,2025.
- The first bridge loan draw request that was submitted in June finally went through at the end of July and the first bill was paid (see treasury report).
- On August 1st a continuity test was performed by the subcontractor. They found that there is no conductivity between panels. If there had been, it would have simplified the installation of the CP equipment.
- The Urgent Water Needs program extended the completion date to 8/31/2025 to allow for plenty of time.
- We were notified that the funding agreement should be fully executed soon. (for this type of project funds can be expended before the agreement is fully executed)

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

Treasury Report

Undesposited Funds marked in error. ACWD is trying out a new way of depositing funds.

June 2024 CORRECTED

MAIN CHECKING ACCOUNT

MAIN CHECKING A	CCOUNT		Beginning Balance \$	2,635.90
Deposits				
Date	From:	For:		Amount
6/7	CASH	Traded CASH for check for PRCSD	\$	110.00
6/6	Undeposited Funds	Water Revenue	\$	2,268.29
6/6	Undeposited Funds	Water Revenue	\$	484.50

Deposits Total \$ 2,862.79

Beginning Balance \$

8,741.06

				2,002.15
Date	То:	For:		
6/5	Tri-Counties Credit Card	Stamps	\$	71.50
6/6	Bruce Coons	WDO May Bill - Gross \$451.64	\$	363.14
6/20	Arbogast	Annual fee for completing compliance reports	\$	200.00
6/20	AT&T		\$	55.17
6/20	B&C	Tarps & chlorine	\$	77.00
6/20	Cranmer Engineering	Water Tests	\$	110.00
6/20	Edda Snyder	Bookkeeper May Bill - Gross \$200	\$	184.70
6/20	Edward Snyder	WDA May Bill - Gross \$697	\$	643.69
6/24	PG&E Pumphouse	(tank account has a credit of \$16.13)	\$	278.84
	6/5 6/6 6/20 6/20 6/20 6/20 6/20 6/20	6/6 Bruce Coons 6/20 Arbogast 6/20 AT&T 6/20 B&C 6/20 Cranmer Engineering 6/20 Edda Snyder 6/20 Edward Snyder	6/5 Tri-Counties Credit Card Stamps 6/6 Bruce Coons WDO May Bill - Gross \$451.64 6/20 Arbogast Annual fee for completing compliance reports 6/20 AT&T 6/20 B&C Tarps & chlorine 6/20 Cranmer Engineering Water Tests 6/20 Edda Snyder Bookkeeper May Bill - Gross \$200 6/20 Edward Snyder WDA May Bill - Gross \$697	Date To: For: 6/5 Tri-Counties Credit Card Stamps \$ 6/6 Bruce Coons WDO May Bill - Gross \$451.64 \$ 6/20 Arbogast Annual fee for completing compliance reports \$ 6/20 AT&T \$ 6/20 B&C Tarps & chlorine \$ 6/20 Cranmer Engineering Water Tests \$ 6/20 Edda Snyder Bookkeeper May Bill - Gross \$200 \$ 6/20 Edward Snyder WDA May Bill - Gross \$697 \$

			Expenditures/Transfers Total	\$ 1,984.04
RESERVE FUND SAVINGS ACCOUNT		Notes:		
Contingency Fund	\$ 14,500.00		Ending Main Account Balance	\$ 3,514.65
Equip. Maint. Fund	\$ 1,000.00		Plus Undeposited Funds	
Interest earned	\$ 12.24		Cash	\$ 474.75
			Operating Funds at month-end	\$ 3,989.40
TOTAL	\$ 15,512.24		(does not include reserves)	
PETTY CASH		Notes:		
Beginning balance	\$ 724.75			
Cash Deposits				
Cash withdrawals	\$ 250.00	\$110 transferred to checking plus \$140 paid for	r weeding pumhouse.	
Cash ending balance	\$ 474.75			
			l	

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

Deposits Date		From:		For:				 Amount
							Deposits Total	\$ -
Expenditures								
Ck #	Date	To:		For:				
		Note: Historical	Church PG&E has	a credit of \$9	57 thanks to a rebate.			
							Expenditures Total	\$ -
Report Prepared by Edda								
Verified against Bank Stater	ment					Ending No	on-enterprise Account Balance	\$ 8,741.06
x				_			Historical Church Balance	\$ 5,779.26
							Library Balance	\$ 1,353.64
Print							Park Balance	\$ 1,608.16
							Balance	\$ 8,741.06

Alleghany County Water District Balance Sheet As of June 30, 2024

	Jun 30, 24
ASSETS	
Current Assets	
Checking/Savings 1110 · Main - tri counties checking	3,514.65
1111 · Reserve Fund Savings	15,510.30
1112 · Non-enterprise checking	8,741.06
1113 · CASH	474.75
Total Checking/Savings	28,240.76
Total Current Assets	28,240.76
Fixed Assets	
1500 · Fixed Assets 1505 · Land	101 000 00
1510 · Buildings	101,000.00 21,743.50
1515 · Water System	,
1515b · Water Tank	927,905.75
1515c · Ram Spring Renovation 1515 · Water System - Other	61,567.09 518,000.00
Total 1515 · Water System	1,507,472.84
1520 · Equipment	1,579.14
1550 · Construction in Progress	1,070.14
1550a · Construction in Progress Spring	153,273.87
1550 · Construction in Progress - Other	1,950.00
Total 1550 · Construction in Progress	155,223.87
Total 1500 · Fixed Assets	1,787,019.35
1600 · Accumulated Depreciation	
1600a · Acc. Depreciation Buildings 1600b · Accumulated Depreciation System	-13,615.00 -600,569.00
Total 1600 · Accumulated Depreciation	-614,184.00
Total Fixed Assets	1,172,835.35
TOTAL ASSETS	1,201,076.11
Liabilities Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	18,241.50
Total Accounts Payable	18,241.50
Other Current Liabilities	101.01
2401 · Payroll Liabilities	481.81
Total Other Current Liabilities	481.81
Total Current Liabilities	18,723.31
Total Liabilities	18,723.31
Equity	
3200 · Retained Earnings 3210 · Investment in Fixed Assets	-127.96
Net Income	1,204,396.65 -21,915.89
Total Equity	1,182,352.80
TOTAL LIABILITIES & EQUITY	1,201,076.11



Alleghany County Water District

Treasury Report

July 2024

MAIN CHECKING ACCOUNT

AIN CHECKING ACCOUNT		IECKING ACCOUNT Beginning Balan			3,514.65
Deposits					
Date	From:	For:			Amount
7/1	Reserve Fund	To help cover GSRMA check		\$	4,000.00
7/24	Customer	Water Revenue		\$	492.25
7/24	Customer	Water Revenue		\$	726.50
7/24	Non-Enterprise	Hist. Church - \$240 admin fee & \$650 Insurance		\$	890.00
7/25	CP Bridge Loan	1st invoice, cathodic protection project		\$	18,241.50

Deposits Total \$ 24,350.25

Ck # EFT	Date 7/1	GSRMA	For: Insurance	\$ 6.845.
5888	7/16	Bruce Coons	WDO June - Gross \$	\$ 358
EFT	7/23	PG&E	Pumphouse	\$ 260
5889	7/25	Coleman Engineering	1st invoice, cathodic protection project	\$ 18,241
EFT	7/31	Tri-Counties Bank	Service Charge	\$ 10

			Expenditures/Transfers Total	\$ 25,716.49
RESERVE FUND SAVINGS ACCOUNT		Notes:		
Contingency Fund	\$ 14,500.00		Ending Main Account Balance	\$ 2,148.41
Equip. Maint. Fund	\$ 1,000.00		Plus Undeposited Funds	\$ 2,666.00
Interest earned	\$ 12.24		Cash	\$ 474.00
			Operating Funds at month-end	\$ 5,288.41
TOTAL	\$ 15,512.24		(does not include reserves)	
PETTY CASH		Notes:		
Beginning balance	\$ 474.00			
Cash Deposits				
Cash withdrawals				
Cash ending balance	\$ 474.00			

NON-ENTERPRISE A	ON-ENTERPRISE ACCOUNT (Historical Church, Library & Park)			Beginning Balance \$	8,741.06
Deposits					
Date		From:	For:		Amoun
				Deposits Total \$	-
Expenditures					
Ck #	Date	То:	For:		
EFT	7/32	PG&E	Hist. Church	\$	3.70
EFT	7/24	Main Account	Hist. Church - \$240 admin fee & \$650 Insurance	\$	890.00
				Expenditures Total \$	893.70

Report Prepared by Edda Snyder Verified against Bank Statement

Historical Church Balance	\$ 4,885.56
Library Balance	\$ 1,353.64
Park Balance	\$ 1,608.16
Balance	\$ 7,847.36

Ending Non-enterprise Account Balance \$ 7,847.36

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ACWD General Manager (GM) Report August 2024

Prepared by Rae Bell Arbogast

<u>Correspondence</u> Incoming: Election forms from County, biennial conflict of interest review docs from County **Outgoing**, Signed lease extension for Historical Church sent to County **emails** most email correspondence had to do with the SRF projects. (note: there is no requirement to list emails under "correspondence")

Agenda Item 2. a) Consent Calendar I added an item to ratify the \$4,000 transfer from reserves to cover the July insurance payment.

From ACWD Policy #100 If possible, the bookkeeper shall return the funds to the reserve account before the end of the calendar month. If the bookkeeper is not able to restore the reserve fund prior to month's end, or anticipates not being able to do so in the following month, an item shall be placed on the next regular board meeting agenda to ratify the transfer from the reserve fund savings account to the checking account to cover operating expenses.

Neither the final tax payment for Fiscal Year 23/24 nor the 2nd disbursement request check from the State arrived in July as anticipated. As of this writing: 8/8/2024 they still have not arrived! I followed up with Sierra County Auditor Van Maddox on the status of the tax payment and he said that it will be mailed no later than August 16th.

The board can decide to transfer the money back to reserves when/if funds are available at a later date.

Status of election filing – Update to be provided at the meeting.

Agenda Item 5. a) Pay determination for water operators for Ram Spring Project To refresh everyone's memories, the job descriptions for the water operators adopted last calendar year included language saying that they will be paid prevailing wage for State Funded Projects where applicable.

Unlike the Bookkeeper and General Manager's descriptions, those descriptions don't provide an alternate rate for State Funded Projects when prevailing wage does not apply. I confirmed with Coleman Engineering that prevailing wage does not apply to consultants.

I did look at Sierra County's prevailing wage listing on the DIR website and found a Landscape Pipe Fitter classification with a rate of \$52.14 per hour. I went ahead and used that rate for 1 hour that was included for Edward on the 3rd disbursement request for the Ram Spring Project.

I propose using \$52.14 per hour for all work done by Bruce and Edward for the Ram Spring Project for which there is no set prevailing wage, such as consulting. This will be billed to the project.

Agenda Item 5. b) Biennial Conflict of Interest Code Review This is required every two years. Because ACWD requires all board members, officers and managers to report on form 700, as far as I know there is no issue. (It is a potential issue if we don't require reporting).

Alleghany County Water District **Balance Sheet**

As of July 31, 2024

	Jul 31, 24
ASSETS	
Current Assets	
Checking/Savings 1110 · Main - tri counties checking	2,148.41
1111 · Reserve Fund Savings	11,510.30
1112 · Non-enterprise checking	7.847.36
1113 · CASH	474.75
Total Checking/Savings	21,980.82
Other Current Assets	
1220 · Undeposited Funds	2,666.00
1401 · Payroll Asset	-71.35
Total Other Current Assets	2,594.65
Total Current Assets	24,575.47
Fixed Assets	
1500 · Fixed Assets	
1505 · Land	101,000.00
1510 · Buildings	21,743.50
1515 · Water System	
1515b · Water Tank	927,905.75
1515c · Ram Spring Renovation	61,567.09
1515 · Water System - Other	518,000.00
Total 1515 · Water System	1,507,472.84
1520 · Equipment	1,579.14
1550 · Construction in Progress	
1550a · Construction in Progress Spring	153,273.87
1550 · Construction in Progress - Other	1,950.00
Total 1550 · Construction in Progress	155,223.87
Total 1500 · Fixed Assets	1,787,019.35
1600 · Accumulated Depreciation	
1600a · Acc. Depreciation Buildings	-13,615.00
1600b · Accumulated Depreciation System	-600,569.00
Total 1600 · Accumulated Depreciation	-614,184.00
Total Fixed Assets	1,172,835.35
TOTAL ASSETS	1,197,410.82
LIABILITIES & EQUITY Liabilities Current Liabilities	
Other Current Liabilities	
2100 · Bridge Loan Cathodic Protection 2401 · Payroll Liabilities	18,241.50 552.21
Total Other Current Liabilities	18,793.71
Total Current Liabilities	18,793.71
Total Liabilities	18,793.71
Equity	
3200 · Retained Earnings	-22,043.85
3210 · Investment in Fixed Assets	1,204,396.65
Net Income	-3,735.69
Total Equity	1,178,617.11
TOTAL LIABILITIES & EQUITY	1,197,410.82