

# NOTICE

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

**Date: Monday September 30, 2024 Time: 6:00 pm**

**If no quorum alternate date October 1st**

**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)**

**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 July 9, 2024.
- c) Ratification of Treasury Report and bill payments for July & August 2024 plus corrected June 2024 report.
- d) Ratification of \$4,000 transfer from reserve fund to cover insurance payment in July.

### 3. Information/Discussion Items:

- a) Correspondence – Provided in GM report
- b) SRF Projects Update – Provided in writing.
- c) Board/Staff Reports – Chief Water Operator (CWO) & General Manager (GM) Risk Management Item.
- d) Historical Church/Library report –
- e) Park report -

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

- a) Customer Accounts/Billings/Disconnects: Six accounts are 90 days overdue. This is a recent record. We will have to work on this! Only one account is 60 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.
- d) Billing Program price increase – see GM report
- e) Website Host decision – see GM report
- f) Final Budget Adoption postponed see GM report.
- g) Bylaw revision to remove item 11 Section V
- h) Consider removing two-signature requirement for checks over \$1,000.

**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 October 8, 2024 Agenda items: Final Budget Adoption, Billing Program Decision.

### 7. Adjournment.

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**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 accidentally left on from previous month) by Robbin DeWeese and Brianne Price 2<sup>nd</sup>. **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 accidentally 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:

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Rae Bell Arbogast, Deputy Secretary



## Allegheny County Water District

Treasury Report

June 2024 CORRECTED

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

**MAIN CHECKING ACCOUNT** **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**

Expenditures			
Ck #	Date	To:	For:
EFT	6/5	Tri-Counties Credit Card	Stamps \$ 71.50
5881	6/6	Bruce Coons	WDO May Bill - Gross \$451.64 \$ 363.14
5882	6/20	Arbogast	Annual fee for completing compliance reports \$ 200.00
5883	6/20	AT&T	\$ 55.17
5884	6/20	B&C	Tarps & chlorine \$ 77.00
5885	6/20	Cranmer Engineering	Water Tests \$ 110.00
5886	6/20	Edda Snyder	Bookkeeper May Bill - Gross \$200 \$ 184.70
5887	6/20	Edward Snyder	WDA May Bill - Gross \$697 \$ 643.69
EFT	6/24	PG&E Pumphouse	(tank account has a credit of \$16.13) \$ 278.84

**Expenditures/Transfers Total \$ 1,984.04**

RESERVE FUND SAVINGS ACCOUNT		Notes:
Contingency Fund	\$ 14,500.00	
Equip. Maint. Fund	\$ 1,000.00	
Interest earned	\$ 12.24	
<b>TOTAL</b>	<b>\$ 15,512.24</b>	

**Ending Main Account Balance \$ 3,514.65**  
**Plus Undeposited Funds**  
**Cash \$ 474.75**  
**Operating Funds at month-end \$ 3,989.40**  
 (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 weeding pumphouse.
<b>Cash ending balance</b>	<b>\$ 474.75</b>	

**NON-ENTERPRISE ACCOUNT (Historical Church, Library & Park)** **Beginning Balance \$ 8,741.06**

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 Snyder  
 Verified against Bank Statement

**Ending Non-enterprise Account Balance \$ 8,741.06**

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Historical Church Balance	\$ 5,779.26
Library Balance	\$ 1,353.64
Park Balance	\$ 1,608.16
<b>Balance</b>	<b>\$ 8,741.06</b>

Allegheny County Water District  
**Balance Sheet**  
 As of June 30, 2024

Unaudited  
 Final adjustments for FY 23/24  
 not posted.

	Jun 30, 24
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1110 · Main - tri counties checking	3,514.65
1111 · Reserve Fund Savings	15,512.24
1112 · Non-enterprise checking	8,741.06
1113 · CASH	474.75
Total Checking/Savings	28,242.70
Accounts Receivable	
1200 · Accounts Receivable	14,224.65
Total Accounts Receivable	14,224.65
Total Current Assets	42,467.35
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 Spr...	155,223.87
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 Sys...	-600,569.00
Total 1600 · Accumulated Depreciation	-614,184.00
Total Fixed Assets	1,172,835.35
<b>TOTAL ASSETS</b>	<b>1,215,302.70</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	13,779.25
Total Accounts Payable	13,779.25
Other Current Liabilities	
2401 · Payroll Liabilities	481.81
Total Other Current Liabilities	481.81
Total Current Liabilities	14,261.06
Total Liabilities	14,261.06
Equity	
3200 · Retained Earnings	-127.96
3210 · Investment in Fixed Assets	1,204,396.65
Net Income	-3,227.05
Total Equity	1,201,041.64
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,215,302.70</b>



**Allegany County Water District**  
Treasury Report

July 2024

**MAIN CHECKING ACCOUNT** **Beginning Balance \$ 3,514.65**

<b>Deposits</b>			
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, catholic protection project	\$ 18,241.50

**Deposits Total \$ 24,350.25**

<b>Expenditures</b>			
Ck #	Date	To:	For:
EFT	7/1	GSRMA	Insurance
5888	7/16	Bruce Coons	WDO June - Gross \$
EFT	7/23	PG&E	Pumphouse
5889	7/25	Coleman Engineering	1st invoice, catholic protection project
EFT	7/31	Tri-Counties Bank	Service Charge

**Expenditures/Transfers Total \$ 25,716.49**

<b>RESERVE FUND SAVINGS ACCOUNT</b>			Notes:
Contingency Fund	\$ 10,500.00		\$4,000 pulled to checking see above.
Equip. Maint. Fund	\$ 1,000.00		
Interest earned	\$ 12.73		
<b>TOTAL</b>	<b>\$ 11,512.73</b>		

<b>PETTY CASH</b>			Notes:
<b>Beginning balance</b>	<b>\$ 474.75</b>		
Cash Deposits			
Cash withdrawals			
<b>Cash ending balance</b>	<b>\$ 474.75</b>		

**Ending Main Account Balance \$ 2,148.41**  
**Plus Undeposited Funds \$ 2,666.00**  
**Cash \$ 474.75**  
**Operating Funds at month-end \$ 5,289.16**  
 (does not include reserves)

**NON-ENTERPRISE ACCOUNT (Historical Church, Library & Park)** **Beginning Balance \$ 8,741.06**

<b>Deposits</b>			
Date	From:	For:	Amount

**Deposits Total \$ -**

<b>Expenditures</b>			
Ck #	Date	To:	For:
EFT	7/32	PG&E	Hist. Church
EFT	7/24	Main Account	Hist. Church - \$240 admin fee & \$650 Insurance

**Expenditures Total \$ 893.70**

Report Prepared by Edda Snyder  
 Verified against Bank Statement

**Ending Non-enterprise Account Balance \$ 7,847.36**

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Historical Church Balance	\$ 4,885.56
Library Balance	\$ 1,353.64
Park Balance	\$ 1,608.16
<b>Balance</b>	<b>\$ 7,847.36</b>



**Alleghany County Water District**  
Treasury Report

August 2024

**MAIN CHECKING ACCOUNT**

**Beginning Balance \$ 2,148.41**

**Deposits**

Date	From:	For:	Amount
8/2	Sierra County	Library Rental moved to non ent. See below.	\$ 1,500.00
8/2	Undeposited Funds	Metered Water Sales	\$ 891.75
8/21	Undeposited Funds	Metered Water Sales	\$ 1,775.00
8/27	Bridge Loan	Catholic Protection Project	\$ 31,570.01
8/27	Bridge Loan	Ram Spring Improvement Project	\$ 23,791.50
8/27	Non-Enterprise	Weedeating at Park ealier this year, expense posted to FY23/24	\$ 375.00
8/28	State Revolving Fund	Ram Spring Improvement Project payment for Request no. 3	\$ 5,559.00
8/28	Sierra County	\$94.73 Metered Water (cemetery and County Yard) + \$685.65 Property Tax Revenue final 23/24, entered as receivable at 6/30/2024	\$ 780.38

**Deposits Total \$ 66,242.64**

**Expenditures**

Ck #	Date	To:	For:	Amount
EFT	8/5	Non-Enterprise Acct	Library Rental	\$ 1,500.00
5890	8/14	AT&T		\$ 111.86
5891	8/14	B&C		\$ 72.94
5892	8/14	Cranmer Engineering	Water Tests	\$ 275.00
5893	8/14	Edda Snyder	Bookkeeper June Bill - Gross \$200	\$ 184.70
5894	8/14	Edward Snyder	WDA June Bill - Gross \$697.00	\$ 643.67
5895	8/14	Bruce Coons	WDO July Bill - Gross \$455.24	\$ 364.57
5896	8/14	Edda Snyder	Bookkeeper July Bill - Gross \$200	\$ 184.70
5897	8/14	Edward Snyder	WDA July Bill - Gross \$748.00	\$ 690.79
EFT	8/19	EDD	Payroll Taxes	\$ 76.15
5898	8/19	United States Treasury	941 Quarterly Payroll Taxes	\$ 506.58
EFT	8/27	PG&E	Pumphouse	\$ 319.63
EFT	8/27	PG&E	Tank Site	\$ 13.49
5899	8/29	Coleman Engineering		\$ 62,423.01
5900	8/29	Marsha Burch	Ram Spring Project Legal (billed to State)	\$ 390.00
EFT	8/30	TCBK Charges		\$ 10.95

**Expenditures/Transfers Total \$ 67,768.04**

RESERVE FUND SAVINGS ACCOUNT			Notes:
Contingency Fund	\$	10,500.00	
Equip. Maint. Fund	\$	1,000.00	
Interest earned	\$	12.73	
<b>TOTAL</b>	<b>\$</b>	<b>11,512.73</b>	
PETTY CASH			Notes:
Beginning balance	\$	474.75	
Cash Deposits			
Cash withdrawals			
<b>Cash ending balance</b>	<b>\$</b>	<b>474.75</b>	

**Ending Main Account Balance \$ 623.01**  
**Plus Undeposited Funds**  
**Cash \$ 474.75**  
**Operating Funds at month-end \$ 1,097.76**  
(does not include reserves)

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

**Beginning Balance \$ 7,847.36**

**Deposits**

Date	From:	For:	Amount
8/5	Main Account/Sierra County	Library Rental	\$ 1,500.00

**Deposits Total \$ 1,500.00**

**Expenditures**

Ck #	Date	To:	For:	Amount
EFT	8/27	Main Account	Weedeating Park	\$ 375.00
EFT	8/28	PG&E	Historical Church	\$ 14.68

**Expenditures Total \$ 389.68**

Report Prepared by Edda Snyder

Verified against Bank Statement

**Ending Non-enterprise Account Balance \$ 8,957.68**

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Historical Church Balance	\$	6,370.88
Library Balance	\$	1,353.64
Park Balance	\$	1,233.16
<b>Balance</b>	<b>\$</b>	<b>8,957.68</b>

## ~ State Revolving Fund (SRF) Projects Update

**Meeting Date: 9/10/2024** Prepared by Rae Bell Arbogast GM

NOTE No meeting was held in August due to the lack of a quorum.

### **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:**

- Status of Bridge Loan: We finally got the approval from the State on July 31<sup>st</sup>, all docs were signed on 8/7/2024 and insurance requirements met on 8/8/2024. The First Draw in the amount of \$23,791.50 was processed in August. This was for Invoice #4392 from Coleman Engineering Dated 8/1/2024.
- The 2<sup>nd</sup> disbursement request was approved by the State on 7/22/2024 (this one got lost in cyber space, it was submitted on April 3<sup>rd</sup>).
- The 2<sup>nd</sup> Quarter 2024 Quarterly Progress Report was submitted to the State on 7/11/2024.
- The 3<sup>rd</sup> 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.
- The payment for Disbursement Request no. 3 arrived at the end of August a week before the payment for Disbursement Request no. 2. The payment for Disbursement Request no. 2 was deposited the first week of September.
- A draft set of plans was received from Coleman Engineering for ACWD staff to look at and comment on. There was a lot of back-and-forth with the architect re the new structure. An item has been added to the previously approved preliminary plans to bring the pumphouse into compliance with Wildland Fire Interface requirements. (The preliminary plans provided by Altec Engineering several years ago now, were approved by the ACWD board) Coleman is starting with those plans then moving forward.

### **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:**

- The decision was finally made on July 23<sup>rd</sup> to fill the tank rather than waiting for the Cathodic Protection Equipment Installation due to too many unexpected delays. Filling started on July 24<sup>th</sup> 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 26<sup>th</sup> 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.
- As of August, the leaks have slowed down per WDO Edward Snyder.



**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.

**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 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 the last ACWD Board 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 for \$18,241.50 finally went through at the end of July and the related bill was paid (see treasury report).
- On August 1<sup>st</sup> 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.
- Coleman Engineering notified ACWD that they have found a welder to do the welding.
- A second Bridge Loan draw was submitted in August for \$31,570.01 and was received the same month! This was for two invoices for Coleman Engineering. The bulk of the expense is related to the firm that they are subcontracting with for the equipment and installation.
- On September 5, 2024 the funding agreement finally came through for ACWD's Signature. We should have the agreement in time to submit the first disbursement request after Sept. 30<sup>th</sup>.

**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."

# **ACWD General Manager (GM) Report Aug. & Sept 2024**

Prepared by Rae Bell Arbogast

Note: The regular August Board meeting was cancelled due to the lack of a quorum.

**Correspondence Incoming:** Election forms from County, biennial conflict of interest review docs from County **Outgoing,** Signed lease extension for Historical Church sent to County, letter of intent to participate in Golden State Risk Management Authority's Risk Management Assessment Program (RMAP) for fiscal year 24-25, **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**

**Notes regarding treasury reports:** There are a few things that are causing problems with the Treasury report. The original report for June 2024 that was ratified in July showed a balance in undeposited funds that was not there. We believe the undeposited fund figure was actually July funds that had not been deposited. I failed to check the report against the balance sheet and neither Edda nor I noticed the discrepancy. A corrected report for June, removing the undeposited funds balance was included in last month's (cancelled) meeting docs.

However, I later noticed that the Reserve Fund balance on the corrected June t. report did not match the Balance Sheet figure of \$11,510.30 on the QuickBooks balance sheet that was generated on 7/5/2024 and included in last month's (cancelled) meeting info. The difference of \$2.43 is interest income. The June treasury report balance is correct. The balance sheet dated 7/5 was generated before Edda reconciled the Reserve Fund Account. The bank does not issue bank statements every month for savings accounts. Statements are issued a minimum of quarterly, and/or for months when there is activity. No changes have been made to the corrected June 30, 2024 treasury report that was included in last month's (cancelled) meeting packet.

A new June 30, 2024 Balance Sheet is included in this month's packet. It reflects not only the reconciled balance for the reserve fund but also several other fiscal year-end accruals related to the Ram Spring Project plus the final check from the County for FY 23/24. ACWD's auditors will make further adjustments at 6/30/2024, specifically they will book depreciation expense, and they will probably move the Ram Spring Expenses to the asset account "Construction in Progress Spring" (CIP) on the balance sheet.

Additionally, due to difficulties with getting deposits to the bank Edda investigated the ability to direct deposit checks via scan copies and was able to get that set up in June. She can now deposit checks without having to physically take them to the bank. The timing of the water bills and water bill payments causes a lot of confusion in relation to the monthly bank reconciliations. We have tried to track the water income on an accrual basis. This is the primary reason for using "undeposited funds" to enter payments. This is a way to post the payments in the same month that the bills are generated without ending up with "uncleared deposits" each month. This is further complicated by the fact that the customers have until the 1<sup>st</sup> to pay their water bills (the day AFTER the bank statements are issued). For now, Edda and I have opted to go to a "cash basis" for reporting the water payments. In other words, the deposits will be posted on the date that they go to the bank. I have had discussions about this with the auditors in the past and will be discussing it with them further this year.

A revised July Treasury report is included in the packets to correct the Reserve Fund Balance, it is not marked “corrected” because it was never ratified. Because there was more activity on the reserve fund in July a bank statement did generate and interest of .49 was added, plus the July t. report prepared for last month’s (cancelled) meeting, inadvertently failed to show the \$4,000 transfer to the checking account on July 1st. Additionally, we noticed that the cash balance somehow lost .75 when the sheet was carried from June to July. That also has been corrected.

**Transfer from Reserve Fund** Neither the final tax payment for Fiscal Year 23/24 nor the 2<sup>nd</sup> disbursement request check from the State arrived in July as anticipated. The final tax installment arrived in August. The check for the 3<sup>rd</sup> disbursement request also arrived at the end of August, a week before the 2<sup>nd</sup> disbursement check arrived. The check for the second disbursement request was deposited the first week of September. The checking account balance does look better as of the first week of September, but is not high enough to move the \$4,000 back to the reserve fund.

**Status of election filing** – Coral Spencer has elected to term out as a Director. She did not file election papers. This means that ACWD will have a vacancy on the board effective Dec. 2<sup>nd</sup>. Please get the word out. Notices will be posted as well.

**Risk Management Accreditation Program (RMAP)** Golden State Risk Management Authority offers insurance premium refunds of 1 to 10% for participants in their RMAP program. The letter of intent to participate is due the first Monday in September for each fiscal year. I went ahead and submitted a letter of intent for ACWD. I figure we don’t have anything to lose, and I know that several items that earn “points” are already in place.

Getting everyone caught up on required trainings (Ethics and Harassment Prevention) is one way to earn points. Reminders for the Ethics training have been sent to the board. A copy of the RMAP application is included in the supplemental docs posted online for this board meeting. The next step is a meeting with a representative from GRSMA, I am in the process of setting that up. If anyone is interested in participating, please let me know.

**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 looked 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 3<sup>rd</sup> 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 a certain class of the board or staff to report).

**Agenda Item 5. d) Agenda Item 5. a) Billing program price increase.** Softline Data (UBMAX) the billing program that the district has been using for over ten years was purchased by another company called gWorks two years ago. They let us remain on the old platform, but this fall they will be closing out the old platform and ACWD will be forced to either upgrade to gWorks OR find another billing software program. In 2023 ACWD paid \$622 for the billing software which was up from \$592 in 2022 and \$445 in 2021. We paid \$445 per year for a few years before gworks bought the company.

I talked to a representative of Gworks on September 3<sup>rd</sup> and told him that our main concern is cost. **He said that our current program will go offline at the end of December and we need to let them now by Oct. 31<sup>st</sup> if we are going to stay with them.** There is no charge for converting the data to the new program BUT he quoted a price of \$1,920 per year for "Front Desk". When I told him that is too expensive and explained how small our district is, he then said that \$1,500 per year is the cheapest option with a product called UBHUB. Even at \$1,500 this represents 141% cost increase (\$878 more per year).

There are many advantages to having a billing program such the ability to pull past usage and billing history for various state mandated reports and for responding to customer inquiries. Technically I could create a spreadsheet that would calculate the bills but we would lose the ability to easily access historical data and ACWD staff would have to spend more time generating bills and entering the data in Quickbooks. Research is ongoing. I put an inquiry on the CSDA forum to see what other districts are using. I should have more information for a decision to be made at the October meeting.

**Agenda Item 5. e) Increase in cost of website service** In July we received our annual bill for Streamline, the website service that ACWD has used since 2018 for Brown Act and other compliance requirements. Streamline's platform is set up specifically for gov. entities to keep us in compliance with State and Federal laws regarding public access, ADA compliance and other things. Last year ACWD paid \$504 for this service. In July we got a bill for \$960 due August 30<sup>th</sup>. This represents a 90% increase in one year with no advance warning! (\$456 more per year).

Like the billing program mentioned above, Streamline is being managed by new people. I had an hour long zoom meeting with one of their representatives on August 13<sup>th</sup>. She explained to me that the Federal Government has rolled out a whole new set of ADA compliance rules for gov. entity websites that will take effect next year and that forced them to completely rebuild their platform. They also are now partnered with another company that specialized in ADA Compliance for the internet. I asked her to please provide their sliding scale, but she only provided the tiers not the dollar figures. Streamline seems to have lost their culture of transparency.

I posted an inquiry on the CSDA forum for possible alternatives and reached out to a couple of other companies for price comparisons. On September 4<sup>th</sup>, I attended a one-hour + demonstration with one of the owners of Rural Water Impact (ruralwaterimpact.com). They are very transparent about their pricing and set up fees. Their platform is ADA compliant, they do have a sliding scale for pricing based on the number of services. I did ask if they might create a lower tier for systems with less than 100

customers but they said “no”. When I asked about future price increases, they said that there will be a 10% price increase in 2025, one-year from whenever we sign up (if we sign-up this year). They said that they would never make a huge price increase and that they will always notify customers in advance before any price increases go into effect. The majority of their almost 2,000 clients are smaller water systems.

The platform has an easy-to-use backside. The price for switching over does not include data transfer. We would be responsible for adding the site content. ACWD would have to spend more money this fiscal year with the set-up fee and two months with Streamline, but starting next year, this service would cost \$461 less per year than streamline. (cost per month works out to \$41.58) After next calendar year’s 10% increase, the savings per year drops to \$412 per year compared to Streamline, but Streamline might keep increasing their fee as well, so that number could change. (Cost per month with Rural Water Impact after the price increase next year would be \$45.66)

My recommendation is for ACWD to switch to the Rural Water Impact platform for website admin and hosting. I will handle the work involved from ACWD’s side at no charge to the district. The new site will have minimum content to start out (just what is required) but it could be added to over time. Most of the content (PDF files) on the current website will be out of compliance as soon as the new rules take effect anyway (I have heard two dates for this now: Jan 2025 and Jan 2027).

**Agenda Item 5. f) Final Budget Adoption** is technically due by 9/30 but ACWD needs to figure out the billing program question and I need more time to prepare the budget. Researching options for both the website and the billing program is very time-consuming. Because of that, the final budget will not be ready in time for Tuesday’s meeting. (This is all volunteer work on my part.)

**Agenda Item 5. g) Bylaw revision** Per the ethics workshop provided by the Fair Political Practices Commission that I recently completed, it is a violation of open meeting law to require complaints be in writing. For that reason, the following should be removed from the Bylaws:

***By-laws article V Board Meetings # 11 Complaints.** No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All complaints shall be directed to either the General Manager or the President in writing.*



Rural Water Impact & Municipal Impact  
 (888) 551-4815  
 P.O. Box 121034  
 Arlington, TX 76012

IMMENSE IMPACT, LLC

Home of [RuralWaterImpact.com](http://RuralWaterImpact.com) & [MunicipalImpact.com](http://MunicipalImpact.com)

Prepared For  
 Attn: Rae Bell Arbogast  
 Alleghany County Water District  
 P.O. Box 860  
 Alleghany, CA 95910

Estimate Date  
 08/28/2024

Estimate Number  
 24-0826SBK

Description	Rate	Qty	Line Total
RWI Tier 1 Annual Subscription - 24 Rural Water Impact Tier 1 (0-750 connections) Annual Website Subscription. Includes Hosting, Unlimited Customer Support, All Website Software Updates, Upgrades & One Month Free (\$46.00).	\$499.00	1	\$499.00
RWI Set Up Fee - 24 Website Set Up Fee - One Time Charge (Does Not Include Existing Website Content Transfer or Custom Domain)	\$399.00	1	\$399.00
Saving 50 - Set Up Fee Coupon-Expires September 30, 2024 Promo Code - 50BUCKS	-\$50.00	1	-\$50.00
	Subtotal		848.00
	Tax		0.00
	Estimate Total (USD)		\$848.00

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# California Website Compliance Checklist

Use this checklist to keep your district's website compliant with State and Federal requirements.

## Public Records Act

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SB 929

**Our district has created and maintains a website**

Passed in 2018, all independent special districts must have a website that includes contact information (and all other requirements) by Jan. 2020

SB 272

**Our Enterprise System Catalog is posted on our website**

All local agencies must publish a catalog listing all software that meets specific requirements—free tool at [getstreamline.com/sb272](http://getstreamline.com/sb272)

AB 2853 (optional):

**We post public records to our website**

This bill allows you to refer PRA requests to your site, if the content is displayed there, potentially saving time, money, and trees

## The Brown Act

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AB 392:

**Agendas are posted to our website at least 72 hours in advance of regular meetings, 24 hours in advance of special meetings**

This 2011 update to the Act, originally created in 1953, added the online posting requirement

AB 2257:

**A link to the most recent agenda is on our home page, and agendas are searchable, machine-readable and platform independent**

Required by Jan. 2019—text-based PDFs meet this requirement, Microsoft Word docs do not

## State Controller Reports

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Financial Transaction Report:

**A link to the Controller's "By the Numbers" website is posted on our website**

Report must be submitted within seven months after the close of the fiscal year—you can add the report to your site annually, but posting a link is easier

Compensation Report:

**A link to the Controller's PublicPay website is posted in a conspicuous location on our website**

Report must be submitted by April 30 of each year—you can also add the report to your site annually, but posting a link is easier

## Healthcare District Websites

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AB 2019:

**If we're a healthcare district, we maintain a website that includes all items above, plus additional requirements**

Including budget, board members, Municipal Service Review, grant policy and recipients, and audits

## Open Data

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AB 169:

**Anything posted on our website that we call "open data" meets the requirements for open data**

Defined as "retrievable, downloadable, indexable, and electronically searchable; platform independent and machine readable" among other things

## Section 508 ADA Compliance

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CA gov code 7405:

**State governmental entities shall comply with the accessibility requirements of Section 508 of the federal Rehabilitation Act of 1973**

Requirements were updated in 2018—if you aren't sure, you can test your site for accessibility at [achecker.ca](http://achecker.ca)



**California Special Districts Association**  
*Districts Stronger Together*

[csda.net](http://csda.net)



**STREAMLINE**  
Website compliance made easy

[getstreamline.com](http://getstreamline.com)

**JOIN THE NEARLY 2,000 COMMUNITIES  
AND WATER SYSTEMS WHO TRUST OUR  
WEBSITE + ALERTING SYSTEM EVERYDAY  
ACROSS THE USA!**

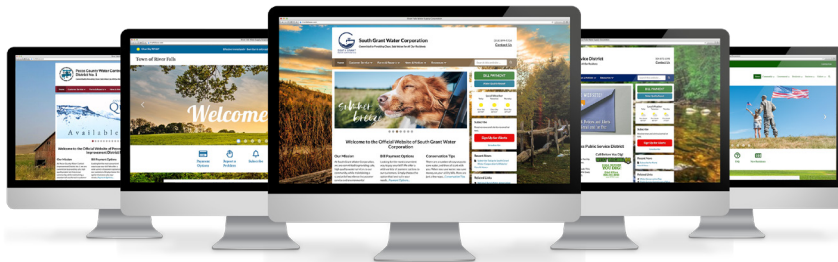


## Rural Water Impact

*Smart Websites for Smart Water Systems™*

## Municipal Impact

*Smart Websites for Smart Communities™*



### ***Your Town or Water System Deserves an Amazing Website + Alerting System, Too!***

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