



# NOTICE

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

**Date: Tuesday May 13, 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 April 22, 2025.
- c) Ratification of Treasury Report and bill payments for April 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
- c) Resolution #128 to authorize emergency action by GM and/or CWO.
- d) Adopt Policy 500 Sick Leave

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

- a) Preliminary Budget Presentation for June Adoption

**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 June 10, 2025 Agenda items: Preliminary budget adoption.**

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

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**MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF ALLEGHANY COUNTY WATER DISTRICT**

**Date: Tuesday April 22, 2025 Time: 6:00 pm (rescheduled from the 8<sup>th</sup> due to no quorum)**

**Location: Alleghany Firehouse 105 Plaza Court, nobody called in on conference call.**

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:15 PM. Present were directors Tobyn Mehrmann, Brianne Price and Oregon Tenney IV. Director DeWeese was absent and excused. Water Distribution Operator Edward Snyder was present. Public: Jan Sticha and Keiran Mehrmann. General Manager Rae Bell Arbogast filled in for the Secretary who had a schedule conflict.

2. Consent Calendar

- a) Approval of agenda
- b) Reading and approval of the minutes for the regular meeting dated March 11, 2025.
- c) Ratification of Treasury Report and bill payments for March 2025.

**A motion was made to approve the consent calendar by Director Tenney and seconded by Director Price. Ayes: Mehrmann, Price, Tenney. Noes: None Absent DeWeese, Vacant 1 Motion Carried.**

3. Information/Discussion Items:

- a) Correspondence – None
- b) SRF Projects Update – Provided in writing
- c) Board/Staff Reports –Chief Water Operator (CWO): It was noted with sadness that CWO Bruce Coons had passed away on April 7<sup>th</sup>. He will be missed. Edward Snyder gave the following report: Due to general hecticness caused by Bruce's absence and two fires the previous few days (one house fire on April 17<sup>th</sup> and a wildland fire 3 days later) he was not able to get the raw water GPM. Bruce did take the water samples in on April 2<sup>nd</sup> and they were absent bacteria (good). On the evening of April 20<sup>th</sup> the system sprung a major leak on the lower road. It was caused by a water hammer from the fire hydrant use by the firefighters. The water to the customers on the lower road had to be shut off until an investigation could be done in the morning. All customers were notified of the situation and offered alternative water sources. In the morning it was discovered that an abandoned 2" line had blown its cap and there was a valve nearby to turn it off. This solved the problem. Because of the loss of pressure in the system our State Division of Drinking Water Engineer was notified and special tests were taken to the lab earlier in the day (the 22<sup>nd</sup>). There is also a lot of air in the lines that is going to take time to dissipate. Thanks to Director Tenney for his assistance with the situation. The Chlorine has been cranked-up a little as a precaution. He also took in the Hex-chrome test to the lab which was overdue.

There is a valve at the County Yard that does not work. Edward will be doing an inventory of the district's tools and small equipment. The difficulty is that most of it is at Bruce's house and the district lacks a place to put anything. He also lacks a locatable spare meter and will look into ordering one.

There was a discussion about the plastic shed at the water tank. When the repair work on the tank was started last summer, Thompson tank tore out the plastic shed in such a way that it cannot be put back together. They ripped out the plastic bolts rather than unscrewing them. Rae Bell will notify the contractor and see if they can remedy the situation. It would be good to touch bases with them and provide an update on the Cathodic Protection Project anyway.

The sampling plan needs to be updated as one of the testing locations was Bruce's House. More special tests are due next month.

- d) Historical Church/Library: Report Rae Bell reported that she spoke to a person with the County who is working on an internet equity grant and is hoping to put starlink at the library. The hope is to have it hit both the firehouse and the library. Jan Sticha explained that we will need 2 links for that.  
Rae Bell was able to schedule service on the porta-potty at the Library by the same company that does the one at the AT&T station. If we do it with their schedule it is only \$78 and they are scheduled to come on June 2<sup>nd</sup>.

- e) Park Report NONE

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

- a) Customer Accounts/Billings/Disconnects: No report provided. There was a question about when the new rates will go into effect since the billing cycle has changed. Normally the July 1<sup>st</sup> rate change would hit the August 1<sup>st</sup> bill. The rate change will be delayed 2 weeks and start July 15<sup>th</sup> to show up on the Aug. 15<sup>th</sup> bills.
- b) Status of Board Vacancy Posting: One person has expressed interest.

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

- a) Second reading of Ordinance # 38 regarding unmetered water rates: **A motion was made to adopt Ordinance #38 by Director Tenney and seconded by Director Price. Ayes: Mehrmann, Price, Tenney. Noes: None Absent DeWeese, Vacant 1 Motion Carried.**
- b) Resolution #128 to authorize emergency action by GM and/or CWO. TABLED as it might require a 4/5 vote.
- c) Resolution #129 to update signature card at tri counties bank: **A motion was made to adopt Resolution 129 adding all current board members to the signature card by Director Tenney and seconded by Director Price. Ayes: Mehrmann, Price, Tenney. Noes: None Absent DeWeese, Vacant 1 Motion Carried**
- d) Adopt Policy 500 Sick Leave This was tabled to give the board more time to look it over.
- e) Discuss Chief Water Operator vacancy: After a discussion. **A motion was made to promote Edward Snyder to the position of Chief Water Operator at an hourly rate of \$25 per hour by Director Price and seconded by Director Tenney. Ayes: Mehrmann, Price, Tenney. Noes: None Absent DeWeese, Vacant 1 Motion Carried** When he gets his driver's license his rate of pay will be reviewed.
- f) Authorize final payment for Bruce Coons wages earned (estimate): After a discussion that included looking at his most recent checks and taking into consideration that he was not paid for March or the beginning of April **A motion was made to pay Bruce's Widow Robbin DeWeese \$548.06 with \$48.06 going to pay their last water bill by Director Tenney and seconded by Director Price. Ayes: Mehrmann, Price, Tenney. Noes: None Absent DeWeese, Vacant 1 Motion Carried**
- g) No closed session was needed.

6. Public Response Time: NONE

Next regular meeting date May 13, 2025 Agenda items: Preliminary budget first presentation

7. Adjournment. There being no further business before the board the meeting was adjourned at 7:30 PM

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Respectfully Submitted by Rae Bell Arbogast  
Deputy Secretary

# Alleghany County Water District

Treasury Report

April 2025

## MAIN CHECKING ACCOUNT

Beginning Balance \$ 3,952.13

### Deposits

Date	From:	For:	Amount
4/2	RCAD	Bridge Loan Ram Sprin Project	\$ 40,140.50
4/11	State Revolving Fund	Ram Spring Disbursement request # 5 Submitted Jan 22, 2025	\$ 104,064.00
4/17	Customers	Metered Water	\$ 2,425.00
4/17	Customers	\$409.50 Metered Water + \$65.94 reimburse from PRCSD	\$ 475.44

Deposits Total \$ 147,104.94

### Expenditures

Ck #	Date	To:	For:	
EFT	4/2	Tri-Counties Credit Card	accidental charge for PRCSD - reimbursed	\$ 65.94
5973	4/3	Sanbell	Ram Spring Project - Paid with Bridge Loan Draw	\$ 40,140.50
5974	4/8	Edda Snyder	Bookkeeper March Bill - Gross \$203.75	\$ 188.15
5975	4/8	Edward Snyder	WDO March Bill - Gross \$455	\$ 420.19
5976	4/15	RCAC	Bridge Loan Payment for Ram Spring Project	\$ 101,925.50
5977	4/15	Rae Bell Arbogast	Ram Spring Project Admin - Gross \$618.50	\$ 562.18
1176	4/28	Robbin Coons	Bruce's final paycheck (as approved by the board)	\$ 500.00
1177	4/28	Rae Bell Arbogast	Reimburse - QB payroll module	\$ 56.00
1178	4/28	PRCSD	Speaker Phone for Station 1	\$ 82.58
EFT	4/28	EDD	State Payroll Taxes	\$ 70.62
5978	4/28	United States Treasury	Q1 941 Federal Payroll Taxes	\$ 514.52

## RESERVE FUND SAVINGS ACCOUNT

Contingency Fund Savings	\$ 5,500.00	For:	Expenditures/Transfers Total	\$ 144,526.18
Equip. Maint. Fund	\$ 1,000.00		Ending Main Account Balance	\$ 6,530.89
Interest earned	\$ 16.27		Cash	\$ 474.75
Deposits		from non-enterprise for Ca Class investment	Operating Funds at month-end	\$ 7,005.64
Withdrawals		To Calif. Class Investment pool	(does not include reserves)	
Savings account balance	\$ 6,516.27			
		PETTY CASH		
California Class Reserve Funds		Beginning balance	\$ 474.75	
Contingency Fund	\$ 5,000.00	Cash Deposits		
Interest earned	\$ 23.51	Cash withdrawals		
In or out		Cash ending balance	\$ 474.75	
A Class Cont. Fund balance	\$ 5,023.51			
RESERVES TOTAL	\$ 11,539.78			

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

Beginning Balance \$ 3,297.31

### Deposits

Date	From:	For:	Amount

Deposits Total \$ -

### Expenditures/Transfers

Ck #	Date	To:	For:	

Expenditures Total \$ -

## California Class Historical Church Portion

Historical Church	\$ 5,000.00	Ending Non-enterprise tri-counties Balance	\$ 3,297.31
Interest earned	\$ 22.30	Add CA Class	\$ 5,022.30
In or out		Ending Non-enterprise Account Balance	\$ 8,319.61
TOTAL	\$ 5,022.30	Calif. Class Investment Fund total balance at month end	\$ 10,045.81
		Non-enterprise break-down.	
		Historical Church Balance	\$ 6,354.01
		Library Balance	\$ 1,109.34
		Park Balance	\$ 856.26
		Balance	\$ 8,319.61

Report Prepared by Edda Snyder

Verified against Bank Statements and QB x

Rae Bell Arbogast 5/9/2025

## **~ State Revolving Fund (SRF) Projects Update ~**

**Meeting Date: 5/13/2025** 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:**

- Our project manager Scott Woodland has left the employ of Sanbell Engineering. On May 5, 2025 Edward and I had an hour and 15 minute video conference with Chad Coleman of Sanbell who has taken charge of the project. We went over the Plans and Specs and answered questions and determined a few things that are needed before the bid packet is ready. (County permit requirements, meter box setups, # of meters to be replaced etc)
- RCAC Bridge Loan #1135-ALLE-01: The 4th draw request in the amount of \$40,638.50 was submitted to RCAC on May 9<sup>th</sup>.
- The 6<sup>th</sup> disbursement request along with the 1<sup>st</sup> Quarter 2025 progress report was submitted to the SRF on April 16<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 have the second holiday test done and sign-off on the final inspection. The tank is full and not leaking.

**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. Total revised budget \$150,000. Additional funding was approved on March 17, 2025.

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

- Sanbell is working through the contract for services for the installation with FarWest, their sub-contractor of choice.
- RCAC Bridge Loan #1139-ALLE-02: No new draws or payments since the last board meeting.
- The second disbursement request for this project was submitted on April 15<sup>th</sup> along with the required quarterly progress report. It was approved by the State for payment with no modifications on April 21<sup>st</sup>.

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At the last board meeting there was a question about how much of ACWD's "Operational Budget" as shown on the monthly treasury report is tied up in the projects and I stated "about \$2,000" but that was not right. I was including wages owed to me when in fact, those are not paid until the State pays ACWD. As of this writing (5/8/2025) only \$375.15 is pending payment by the State and already paid out by ACWD. (Money that we will get back and keep) There also might be some nominal wages for Edda and Edward for this quarter that has not been billed to the State yet.

ACWD pays all bills as-soon-as possible when State Funding come in. We could have a situation wherein the check from the State arrives at the end of the month and the bills are paid in the following month, in which case the "operational funds" on the Treasury report would be overstated. We will try to let the board know whenever this is the case. Most of the time it is the other way around and ACWD has paid out \$ that it is expecting back from the State.

**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

## 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 13th day of May 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. The minimum amount of sick time that may be used on any occasion is two-hours. 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.

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.