



NOTICE

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

Date: Wednesday December 18, 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

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

1. Call to Order & Establish a Quorum Administer Oath of Office to Brianne Price and Oregon Tenney IV
2. Consent Calendar
 - a) Approval of agenda
 - b) Reading and approval of the minutes for the regular meeting dated November 12, 2024.
 - c) Ratification of Treasury Report and bill payments for November 2024.
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:
5. New Business (Discussion & Possible Action Items):
 - a) Adopt job description General Manager.
 - b) Discuss changing Bookkeeper and Chief Water Operator positions from flat rate to hourly rate of pay effective Jan 1st.
 - c) Amend Secretary's job description to "shall submit timecard a minimum of once per quarter"
 - d) Accept Independent Auditor's Report for fiscal year 23/24

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 January 9, 2025 Agenda items:

7. Adjournment.

~ State Revolving Fund (SRF) Projects Update

Meeting Date: 12/18/2024 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 the last ACWD Board meeting:

- Status of Bridge Loan: The principal balance of \$23,791.50 was paid on December 12th. I will be talking to RCAC next week about the fees and interest which have not been booked on the ACWD side yet. My current understanding is that we pay those at the end of the project, but I need to confirm this.
- The 4th disbursement request payment finally arrived on Dec. 9th and was deposited on December 10th.
- All open invoices listed on the 4th disbursement request (plus the Bridge Loan balance) were paid on Dec. 12th, including pay for ACWD employees which will be reflected on the December Treasurer's report. AFTER we mailed Sanbell's check (made out to Sanbell) we were told that it must be made out to: "Sanbell – Sacramento" and they can't cash it! Both this check and the payment for the CP project (below) will be reissued on Monday the 16th (if all goes as planned).
- There was an onsite meeting at the Ram Spring with Sanbell staff and ACWD staff on 12/4/2024. We answered questions and went over the work needed to complete the plans and specification.

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:

- Thompson Tank came on Dec 5th and tightened the bolts above the 23-foot level. As of this writing (12/14/2024) The tank is full and is not leaking. Thompson was already in the area. We still plan on doing a second Holiday test after the CP equipment is installed and won't sign-off on the repair work until that is finished.

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

3. Cathodic Protection Project (CP) This project is to add cathodic protection to the water tank that was not included in the original design (other than the coating which was supposed to provide protection). A grant from the State's Urgent Needs program, for \$110,000 for this project was approved on November 16, 2023. Due to anticipated budget shortfalls, and to add money for ACWD to administer the grant, a request for additional funding in the amount of \$40,000 was submitted on October 17, 2024. As of this writing (12/14/2024) the request for additional funding has not been approved.

Progress since the last ACWD Board meeting.

- We are still waiting for word from the SRF urgent water needs division as to whether-or-not the request for additional funding has been approved. They promised it two weeks ago...everything that they have requested from ACWD and Sanbell Engineering has been submitted. Sanbell is not engaging the CP installation crew until we get approval from the State.
- The 1st disbursement request in the amount of \$60,686.75 was submitted on October 11th and the entire amount was approved by the State on October 15th. The check finally arrived on December 4th and was deposited on Fri. December 6th. All open invoices were paid on Mon. December 9th but the check to Sanbell must be redone as noted above (due to their name change). Edward was paid some hours (catch-up) on the December 12th payroll. The GM also has 8 hours to bill to the project for earlier work but cannot do that until the additional funding is approved. A new budget line for "Administration" is being added with the additional funding. The district can be reimbursed for GM and Bookkeeper project time under that line-item, once it is approved. The water operators' time can be billed under the existing budget line item "Construction Implementation".
- Status of Bridge Loan: The principal balance of \$49,811.51 was paid on December 9th. I will be talking to RCAC next week about the fees and interest which have not been booked on the ACWD side yet. My current understanding is that we pay those at the end of the project, but I need to confirm this.

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

Job Description ~ General Manager

Approved by BOD date: _____

Supervisor: This position is self-directed and answers directly to the Board of Directors

Oversees: Bookkeeper and Chief Water Operator (*this is per their adopted job descriptions. GM acts as liaison between board and staff*)

Classification: Part-time, Non-Exempt

Qualifications:

Must be reliable and trustworthy.

A working understanding of Generally accepted accounting principles is required. Governmental accounting experience helpful but NOT required. Managerial accounting experience desired.

Ability to work without supervision and oversee others. Ability to organize tasks, coordinate with multiple participants and follow through to job completion.

Familiarity with Government code related to special districts desired.

Strong communication and writing skills.

Physical Requirements

The physical demands described here are representative of those that must be met to perform the essential functions of this job. This job requires the ability to sit, walk and talk or hear; use hands to finger, handle, or feel and reach with hands and arms. Occasionally may be required to stand and stoop, kneel, crouch, or crawl. Ability to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

The physical demands described here are representative of those that must be met to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

Job Summary

- Acts as a liaison between the board of directors and staff ensuring that the district's policies and procedures are carried out.
- Performs accounting duties including preparation of financial statements and annual budget preparation.
- Oversees bookkeeper, providing technical support as needed.
- Oversees the continual development and updating of policies, procedures, and ordinances.
- Acts as project manager for State and Federally funded projects (grants).
- Other than meeting attendance, this job may be performed remotely. (Note: The District does not currently have an Office.)
- Travel outside of Alleghany is not a requirement of this position

Duties

- Represent the water district in a professional manner when dealing with the public, other agencies, contractors, and customers.
- Maintain familiarity with district Bylaws, Policies, Ordinances and all related procedures.
- Help ensure that District Policies are followed by the Board, Officers, and Staff as applicable to their respective positions.
- Assist the Water Operators in the maintenance of up-to-date maps and schematics of the water system and government mandated reporting requirements.
- Assist the Water Operators with scheduling outside contractors for service repair needs.
- As grant project manager, this position is responsible for all project related administrative tasks including applying for funding, coordinating meetings, coordinating schedules for all involved parties (government staff, engineers, contractors and district staff), obtaining board approval when required, as well as, setting up and maintaining all accounting records per the terms of the funding agreements.
- Oversee annual audit with Independent Auditing Firm.
- Prepare annual budgets (preliminary & final) per Policy # (to be developed) currently outlined in Article VIII of the bylaws.
- Act as deputy secretary in the absence of the Secretary, provide technical support to the Secretary as needed.
- Maintain familiarity with all customer billing procedures and software. Fill in as billing clerk if needed.
- Report to the Board of Directors either orally or in writing at each regular board meeting on the status of pending projects and other items deemed to be of importance.
- Perform other duties as may become necessary.

Compensation:

When filling in as Deputy Secretary or performing tasks listed on the Secretary’s Job Description, shall be paid minimum wage.

Minimum wage plus \$1.00 shall be paid for completing the following three annual government-mandated reports: Cumberland Springs Water Rights, State Division of Drinking Water Annual Report, Consumer Confidence Report.

For all reimbursable work related to the State Funded Projects \$30 per hour.

~~All other work is on a volunteer basis.~~ *Note: The HR attorney says that we can’t include this line, but that is my intention. We need to research this further, but the HR attorney has been scarce. She is retiring this month! A new attorney via the insurance company will be available next year.*

I have read, understand, and agree to perform the duties and responsibilities outlined above.

X _____ date _____

Name printed _____

Regular Meeting of the Alleghany County Water District Board of Directors Tuesday November 12, 2024 Meeting was held at the Alleghany Firehouse.

1. Call to order and Establish a Quorum: The meeting was called to order at 6:10 P.M. by Vice President Coral Spencer.

Directors Present: Robbin DeWeese, Brianne Price, Burns Tenney, Coral Spencer (was present, but left early, at 6:35), GM Rae Bell, CWO Bruce Coons. The GM started to take the minutes then Secretary Amber Mehrmann and Tobyn Mehrmann arrived at 6:30 pm.

2. Consent Calendar: There was a discussion and Q &A about the Treasury Report and changes made to the agenda. It was explained that the agenda was corrected before the meeting and no action items were changed. Burns Tenney makes a motion to approve the consent calendar, Breanne Price 2nds **Ayes: Coral Spencer, Robbin DeWeese, Brianne Price, Burns Tenney, and Tobyn Mehrmann Nos: 0 Absent:0 Abstain:0**

3. Information/Discussion Items:

a.) Correspondence: Incoming: Notice from State Water Resources Control Board (SWRCB) re water rights report due by Feb. 1st. Notice from SWRCB re new monitoring requirements for Hexavalent Chromium (They lowered the threshold, new testing required by April 1st) **Outgoing** Lead Service Line inventory submitted timely to SWRCB, Customer update to be included in Nov. water bills re upcoming billing changes and new website and availability of Lead Line Service Inventory. (included in meeting packet) ~Sierra County Housing E-mail ~Confidential Attorney E-mail

b.) SRF: Report provided in writing.

~Rae Bell added that the last sentence of the first paragraph of item #3 Cathodic Protection Project is to be crossed out.

~Rae submitted 8 hours for Edward Snyder on the Cathodic Protection Project.

~The G.M. also has 8 hours to submit, but must wait for the additional funding approval.

c.) Board and Staff Reports: CWO and GM Reports:

CWO Bruce Coons Report: The finished water pumped was 125,290 gallons and the GPM for the spring was 125.25 gallons.

~The samples were negative; there was one hit on Choloform on the raw water, it was low so not a huge concern, but it will be watched.

~ Bruce recommends switching over to the temporary tanks for winter, and just keeping the large tank full in case of fire.

G.M. Report~ Provided in writing.

d.) Church Report: There is a hole in the church made by a bear getting a bee's nest out.

e.) Park Report: Nothing to report

4.) Unfinished Business:

a.) Customer Accounts/Billings/Disconnects: This report was not yet completed by the meeting. [Water billing not completed as of meeting date].

~One of the 90 day notices is getting paid down.

5.) New Business:

a.) Consider Changing Secretary's Pay to Hourly at Minimum Wage: Burns Tenney made a motion to make Amber Mehrmann's pay hourly at minimum wage starting November 12, 2024. Brianne Price 2nd **Ayes: Robbin DeWeese, Brianne Price, and Burns Tenney. Nos: 0 Absent: Coral Spencer Abstain: Tobyn Mehrmann**

Burns also made a motion to adopt the Secretary's Job Description becoming affective November 12, 2024. Brianne Price 2nd. **Ayes: Robbin DeWeese, Brianne Price, and Burns Tenney. Nos: 0 Absent: Coral Spencer Abstain: Tobyn Mehrmann**

b.) Public Response Time: Nothing to Report

6.) Next Meeting Date, Items for next agenda and adjournment:

Next meeting is scheduled for Dec. 10, 2024; at 6:00 P.M. at the Alleghany Firehouse

There being no further business the meeting was adjourned at 7:34 P.M.

Respectfully Submitted:

Amber Mehrmann, Secretary



Alleghany County Water District

Treasury Report

November 2024

MAIN CHECKING ACCOUNT

Beginning Balance \$ 2,211.32

Deposits

Date	From:	For:	Amount
11/7	Customers	Metered Water	\$ 1,721.55

Deposits Total \$ 1,721.55

Expenditures

Ck #	Date	To:	For:	Amount
1169	11/22	Amber Mehrmann	2x meetings @ \$30 final on old contract	\$ 60.00
5917	11/7	VOID		
5918	11/06	Bruce Coons	CWO October Bill - Gross \$415.24	\$ 340.91
5919	11/18	Edda Snyder	Bookkeeper October Bill - Gross \$200	\$ 184.70
5920	11/18	Edward Snyder	WDO October Bill - Gross \$272.00	\$ 251.19
5921	11/18	AT&T		\$ 116.20
5922	11/18	B&C	key copy	\$ 2.49
5923	11/18	Cranmer Engineering	water tests	\$ 470.00
5924	11/18	CSDA	2025 Membership renewal	\$ 238.00
5925	11/18	Streamline	final month of website hosting	\$ 70.00
5926	11/22	Amber Mehrmann	Secretary payroll paid through Nov.	\$ 105.28
EFT	11/12	Tri-Counties Bank	bounced customer check	\$200.00
EFT	11/12	Tri-Counties Bank	charge back fee on bounced check	\$ 10.00
EFT	11/18	PG&E	Pumphouse	\$ 136.78
EFT	11/30	Tri-Counties Bank	Service Charge	\$ 10.95

Expenditures/Transfers Total \$ 2,136.50

RESERVE FUND SAVINGS ACCOUNT		Notes:
Contingency Fund	\$ 10,500.00	
Equip. Maint. Fund	\$ 1,000.00	
Interest earned	\$ 13.43	
TOTAL	\$ 11,513.43	
PETTY CASH		Notes:
Beginning balance	\$ 474.75	
Cash Deposits		
Cash withdrawals		
Cash ending balance	\$ 474.75	

Ending Main Account Balance \$ 1,796.37
 Plus Undeposited Funds
 Cash \$ 474.75
 Operating Funds at month-end \$ 2,271.12
 (does not include reserves)

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

Beginning Balance \$ 8,480.39

Deposits

Date	From:	For:	Amount
Deposits Total \$ -			

Expenditures

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

Report Prepared by Edda Snyder
 Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 8,480.39

x _____
 Print

Historical Church Balance	\$ 6,357.93
Library Balance	\$ 1,164.30
Park Balance	\$ 958.16
Balance	\$ 8,480.39