

**Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday March 8, 2022 Meeting was held over phone**

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:05 pm. Directors present: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese and Coral Spencer. CWO Bruce Coons; GM Rae Bell, and Secretary Amber Mehrmann was present and took minutes. Public present: Vicky Tenney

2. Consent Calendar:

a.) Clarifications were made on January's treasurer report by Rae Bell. A motion was made to approve the minutes by Robbin DeWeese and Coral Spencer 2nd **Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese and Coral Spencer Nays: 0 Absent: 0 Abstain: 0**

3. Information/Discussion Items

a) **Correspondence:** Was in the G.M.'s report.

b) **SRF Projects Update:** Three attachments need to be completed and the Audit is still being worked on.

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

CWO: Bruce reported that the total finished water produced in February was 102,850 gallons and the average raw water flow Gallons per Minute were 56 gallons.

- The pipes will need to be cleaned out this spring.
- The water is still off at the cemetery and the park.
- The water meter at the cemetery has been changed out
- Rae Bell and Eddie Snyder have been turning the pump on and off at the pump house manually every other day. Bruce and Eddie are hoping to be able to move the transducer over to the smaller tanks so they won't have to be manually turned on and off every day.

G.M.: Rae heard back from the contractor on our tank issues. They wanted to know our water quality and the type of chlorine we are using in our tanks. The hope is to have the tank up and running by fire season.

- The corrosion on the tank may have been caused by electrolysis.

d) Historical Church/Library Report: Rae Bell stated that the Porta Potty blew down the hill.

- We received some money for the library and there was a discussion of fixing the Porta Potty and getting an electric heater.

e) Park Report: Still an issue with red ants at the park. Rae put down Diatomaceous Earth to get them to go away. She noticed that it was working.

4. Unfinished Business

a) Customer Accounts/Billings/Disconnects: Three customers were still over due on their accounts and were offered a payment plan option.

b) There is still a position vacant on the board.

c) Ordinances: Fire protection needs to be included in our mission statement.

The words:- ‘And to provide water resources for fire suppression.’ will be added to the mission statement.

Coral Spencer made a motion to approve change and Robbin DeWeese 2nd **Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese and Coral Spencer Nays: 0 Absent: 0 Abstain: 0**

d) Rate: There is nothing new to report.

e) Job Descriptions: There is nothing new to report.

5. New Business

a.) Adopt Resolution #115, the resolution last month was #114. This will only go on until the state of emergency is over, then the board must meet in person. The motion to adopt the resolution was made by Robbin DeWeese and Nancy Finney 2nd **Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese and Coral Spencer Nays: 0 Absent: 0 Abstain: 0**

b) Adopt Resolution #116 to accept Salvation Army vouchers to assist customers that aren't able to pay their water bill. No resolution was prepared in time for the meeting.

- The customer and water board would have to fill out some paperwork.

- There is still some things to figure out, but would be helpful for customers who may be struggling with being able to pay their bill.

- Rae Bell will bring more information next meeting on the details of how this voucher will work.

Robbin DeWeese made a motion to accept Salvation army vouchers and Nancy Finney 2nd **Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese and Coral Spencer Nays: 0 Absent: 0 Abstain: 0**

6. Public Response Time: None

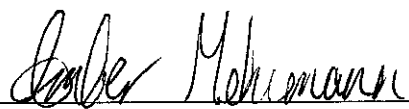
7. Next meeting Date, Items for next Agenda and Adjournment

Next meeting will take place April 12, 2022 at 6:00 P.M. at Station 2

There is still a Board Vacancy open to anyone who is registered to vote.

There being no further business before the Board, the meeting was adjourned at: 6:51 P.M.

Minutes respectfully submitted,



Amber Mehrmann, Secretary

Alleghany County Water District

P.O. Box 860, Alleghany, CA 95910 ~ alleghanywater@gmail.com ~ Phone 530-287-3204

~ Established March 8, 1939 ~

CERTIFICATE OF POSTING

I, Amber Merhmann certify that the following document was posted on behalf of Alleghany County Water District, Sierra County California:

Agenda and meeting packet Regular Meeting, Meeting Date March 8, 2022

In the following location(s):

Alleghany Post Office Bulletin Board (packets put in box for the public) and On the door of the Alleghany Firehouse (meeting location)
Emailed to email list as well.

On 3/4/2022 (date)

A copy of which is attached hereto and by reference made a part herof.

Signed under penalty of perjury: X


Amber Mehrmann



NOTICE

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

Date: Tuesday March 8, 2022 Time: 6:00 pm

Phone Conference - 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 the agenda
 - b) Reading and approval of the minutes for the regular meeting dated February 8, 2021
 - c) Ratification of Treasury Report and bill payments for the months of November 2021(corrected) January and February 2022
3. Information/Discussion Items:
 - a) Correspondence – provided in writing
 - b) SRF Projects Update –
 - c) Board/Staff Reports – Chief Water Operator (CWO) & General Manager (GM) Reminder Form 700s due by 4/1
 - d) Historical Church/Library report –
 - e) Park report –
4. Unfinished Business (Discussion & Possible Action Items):
 - a) Customer Accounts/Billings/Disconnects: See item under “new business”
 - b) Ordinances, Policies & Procedures and Bylaws: Revisit mission statement
 - c) Status of vacancy on the board
 - d) Rate Study
 - e) Job Descriptions (we paid the attorney to review them but have not followed through with considering the recommendations)
5. New Business (Discussion & Possible Action Items):
 - a) Adopt resolution #115 to comply with AB 361 for remote meetings NOTE, resolution number last month should have been #114, this needs to be stated in the minutes.
 - b) Adopt resolution #116 to accept Salvation army vouchers in lieu of water payments
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).
7. Next meeting date, Items for next Agenda & Adjournment. Next meeting date: April 12, 2022 6:00 pm.

Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. Please make your request to District Secretary, P.O. Box 860, Alleghany CA 95910 specifying your disability and the format in which you would like to receive this Agenda and future Agendas as well.

ACWD General Manager (GM) Report Jan. & March 2022

Prepared by Rae Bell Arbogast

Below is the January GM report that got "lost" in snowmagedon.

- A notice was mailed to all customers with the January water bills to explain why the district is having water supply issues.
- A technical assistance request for an independent inspection/recommendation regarding the tank problems was submitted to the State in mid-December. One January 11th it got assigned to the Calif. Rural Water Association.
- Lee Brown of Sierra County OES said that we might be able to be reimbursed for storm related costs. I came up with \$951.84 and submitted the required paperwork on Jan. 10th.

MARCH General Manager's report

- SRF Projects audit: As reported in February, the State is conducting a routine audit of both the Planning and the Tank Construction Project. This is a VERY extensive audit. I do want to remind everyone that I am not being paid for this work. So far, I have put in over 40 hours on this and we aren't done! The audit is conducted by a team of four people (at least one of them is a CPA). The audit is split into three phases: 1. Field work: three weeks during which time ACWD provides them with all requested documents and responds to follow-up questions, including multiple remote meetings 2. They prepare a draft summary report based on their findings for each project. 3. ACWD then has 10 days to respond to the reports before they are finalized. (one report for each project). The final report will be provided to the board and included in the meeting packets and will also be posted on the State's website, (not sure where) This is not an enforcement agency conducting the audit, they make recommendations based upon their findings. If they were to find something bad, then I suppose they would turn it over to an enforcement agency, but we don't anticipate anything like that. I am looking at this as an opportunity to get more organized for the next project and to have a better understanding of what files to keep. Kip also is spending a lot of unpaid time on this and it has put a big dent in our ability to finish the final pieces of our pending SRF application! It has been SIX years since ACWD started the first SRF planning application and it looks like we are in this for at least a few more years. I want to suggest that money be set-aside on a regular basis in anticipation of the State audit of the next project (if it is funded) to pay somebody to do what Kip and I are doing now.
- PGE ENERGY AUDIT – We were approached by a representative of the Sierra Business Council in late 2021 about this opportunity to have an outside firm study the district's power usage and look for ways to save money. When I saw the contract, I was nervous because it looked like a binding agreement, but I was assured that it is not, it is the "first step" which gives Ecogreen Solutions access to the districts PG&E usage information so that they can complete an analysis. AFTER they complete the analysis, they will make a recommendation which will be brought to the board for approval. I sent the paperwork to them on March 1st

The way the program works is IF Ecogreen finds ways to save \$ by switching out equipment, the equipment is paid for from the PPP Fund utilizing the power savings, once the equipment is paid for, the savings will then show up on the district's PG&E bill. It is all run through PG&E's books not ours.

- https://www.waterboards.ca.gov/safer/ssws_dw.html This link is to the SAFER program that is intended to assist smaller systems such as ours in providing water. They recently updated their page. This is the program that funds the Technical Assistance Requests (TA request) that we have been awarded. (Currently we have two TA requests open: one for the technical packet for the SRF application and one for the leaky water tank) The California Rural Water Association CRWA is the provider for both requests.
- Perfect segway to the tank problem. I should have a copy of the investigation workplan from CRWA before our meeting on Tuesday and will post it on the meeting page. In addition to this investigation the tank contractor is also conducting their own investigation. They were sent a follow-up email recently but as of this writing we have not heard back. There was another frozen pipe leak at a customer service in February but it was caught before the system lost pressure, so no special water tests are needed. I am trying to get help with moving the SCADA system to the temporary tanks so that we won't have to manually turn them on and off every other day.

Reminder to Board members about your job: see response to State auditor's questions below:
 2. a. The board of directors are fiscally responsible for the district. The treasurer's report is a tool for them to see what the available funds are, track check numbers and to make sure that beginning balances match the previous month's ending balance. It is also used to have a person other than the bookkeeper verify that the quickbooks balances match both the bank statement and treasurer's report to prevent fraud. It is signed off on every month. The report is a tool for transparency, it allows the board and public to see ALL district expenditures and to ask any questions that they may have about any of them. If a person (board member or public) wants to see a particular invoice or check copy they will be provided with it.

Correspondence

Incoming: public records request from UC Berkely student

Outgoing: technical assistance request sent to State, provided public records requested from UC Berkely student, Sent letter to all customers on Jan. 6th with water bills explaining the tank problem, assistance request sent to the State OES for storm related expenses, power audit authorization forms sent to Ecogreen solutions, signed audit engagement letter for FY 21/22 sent to Boden, Klein and Sneesby

Alleghany County Water District

RESOLUTION NUMBER 115

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ALLEGHANY COUNTY WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR OF CALIFORNIA AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS,

1. The ALLEGHANY COUNTY WATER DISTRICT “the district” is committed to preserving and nurturing public access and participation in meetings of the Board of Directors;
2. All meetings of District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business;
3. The Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and
4. A required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and
5. A proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters;
6. It is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and
7. The board of directors previously adopted Resolution # 114 on February 8, 2022, finding that the requisite conditions exist for the legislative bodies of Alleghany County Water District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and
8. Emergency conditions as described in Resolution # 114 persist.

THEREFORE, BE IT RESOLVED THAT:

1. The Alleghany County Water District Board of Directors chooses to exercise its option to hold remote meetings without compliance with the requirements of Government Code section 54953(b)(3), whenever a state of emergency has been declared by the Governor of the State of California, until such declaration is repealed.
2. All other sections of the Brown Act shall be complied with including public access to all remote meetings.

PASSED & ADOPTED by the Board of Directors of Alleghany County Water District on the 8th day of March, 2022 by the following vote:

Ayes: Nays: Abstain: Vacant: 1

Tobyn Mehrmann, President

ATTEST:

Signature: _____ By: Amber Mehrmann Secretary

Alleghany County Water District

Treasurer's Report

November 2021

MAIN ACCOUNT

Beginning Balance \$ 15,996.14

Deposits

Date	From:	For:	Amount
11/17	Customers & Sierra County	Water & Tax Revenue	\$ 2,569.48
11/17	Customers	Water	\$ 938.84
11/17	Customers	Water	\$ 360.00
11/17	Tri-Counties Bank	COVID relief money for Library - need to transfer to Non-Enterprise	\$ 2,000.00
Deposits Total			\$ 5,868.32

Expenditures

Ck #	Date	To:	For:	Amount
5667	11/4	Bruce Coons	WDO October Bill - Gross \$381.46	\$ 318.81
5668	11/4	Edda Snyder	Bookkeeper October Bill - Gross \$175	\$ 161.62
5669	11/4	Edward Snyder	WDA October Bill - Gross \$154	\$ 142.22
EFT	11/8	PG&E	Pumphouse	\$ 203.07
EFT	11/8	PG&E	Tank Site	\$ 12.43
Expenditures Total				\$ 838.15

RESERVE FUND WATER OPERATION	
Contingency Fund	\$ 14,500.00
Equip. Maint. Fund	\$ 1,000.00
TOTAL	\$ 15,500.00

Ending Main Account Balance \$ 21,025.31
 Less Reserve Fund \$ (15,500.00)
 Plus Undeposited Funds \$ 1,995.00 *
 Available Funds \$ 7,520.31 5,520.31

NON-ENTERPRISE ACCOUNT (Historical Church & Park)

Beginning Balance \$ 8,703.99

Deposits

Date	From:	For:	Amount
Deposits Total			\$ -

Expenditures

Ck #	Date	To:	For:	Amount
EFT	11/9	PG&E	Historical Church	\$ 10.40
Expenditures Total				\$ 10.40

Report Prepared by Edda Snyder

Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 8,693.59

x
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Historical Church Balance	\$ 6,464.23
Park Balance	\$ 2,229.36
Balance	\$ 8,693.59

* \$2,000.00 belongs in historical church fund.
 Transferred in February.

Alleghany County Water District

Treasurer's Report

January 2022

MAIN ACCOUNT

Beginning Balance \$ 20,306.03

Deposits

Date	From:	For:	Amount
1/5	Non-Enterprise	Reimburse - Solid Waste Fee Park	\$ 96.49
1/12	Customers	Water	\$ 1,178.72
1/24	Non-Enterprise	Library insurance + Church admin fee	\$ 490.00
1/28	Sierra County	Property Tax Revenue	\$ 1,978.69
1/26	Customers	Water	\$ 400.00
Deposits Total			\$ 4,143.90

Expenditures

Ck #	Date	To:	For:	Amount
5678	1/5	AT&T		\$ 42.70
5679	1/5	Cranmer	Water Tests	\$ 90.00
5680	1/5	Sierra County	Property Taxes for Park to be reimbursed by Non-Enterprise	\$ 96.49
5681	1/5	SWRCB	Membership Fee	\$ 250.00
5682	1/6	Bruce Coons	December Payroll - Gross \$445.12	\$ 377.58
5683	1/6	Edda Snyder	December Payroll - Gross \$175	\$ 161.61
5684	1/6	Edward Snyder	December Payroll - Gross \$492	\$ 454.37
5685	1/7	Brown's Gas		\$ 457.86
5686	1/7	Cranmer	Water Tests	\$ 90.00
5687	1/7	Postmaster	Stamps	\$ 58.00
5688	1/13	Williams Stationary	Tax Forms	\$ 68.89
5689	1/24	United States Treasury	Payroll Liabilities	\$ 444.46
EFT	1/26	EDD	Payroll Liabilities	\$ 213.67
Expenditures Total			\$ 2,805.63	

RESERVE FUND WATER OPERATION		
Contingency Fund	\$	14,500.00
Equip. Maint. Fund	\$	1,000.00
TOTAL	\$	15,500.00

Ending Main Account Balance \$ 21,643.30
 Less Reserve Fund \$ (15,500.00)
 Plus Undeposited Funds \$ 2,099.44
 Available Funds \$ 8,242.74

* 6,242.74

NON-ENTERPRISE ACCOUNT (Historical Church & Park)

Beginning Balance \$ 8,683.08

Deposits

Date	From:	For:	Amount
			Deposits Total \$ -

Expenditures

Ck #	Date	To:	For:	Amount
EFT	1/5	Main	Park	\$ 96.49
EFT	1/24	Main	\$240 Church admin, \$250 Church insurance	\$ 490.00
Expenditures Total			\$ 586.49	

Report Prepared by Edda Snyder
 Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 8,096.59

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 Print

Historical Church Balance	\$	5,963.72
Park Balance	\$	2,132.87
Balance	\$	8,096.59

* \$2,000.00 belongs in historical church fund transferred in February.

Alleghany County Water District

Treasurer's Report

February 2022

MAIN ACCOUNT

Beginning Balance \$ 21,643.30

Deposits

Date	From:	For:	Amount
2/1	Customers	Water	\$ 1,775.21
2/1		Water \$40 & \$134.67 US Treasury payroll tax refund	\$ 174.67
2/10	CASH	Petty Cash Deposit - water sales	\$ 137.52
Deposits Total			\$ 2,087.40

Expenditures

Ck #	Date	To:	For:	Amount
EFT	2/10	Non-Enterprise	COVID Relief \$ for Library <i>deposited to wrong account</i>	\$ 2,000.00
5690 5690	2/4	Bruce Coons	WDO January Payroll - Gross \$506.57	\$ 437.49
5691	2/4	Edda Snyder	Bookkeeper January Payroll - Gross \$175	\$ 161.61
5692	2/4	Edward Snyder	WDA January Payroll - Gross \$414.00	\$ 382.32
EFT	2/7	Tri-Counties Credit Card	\$44.98 Chemicals & \$307.10 CA Water Rights	\$ 352.08
5693	2/9	AT&T		\$ 41.65
5694	2/9	Boden, Klein & Sneesby	FY 20-21 Audit	\$ 2,000.00
5695	2/9	California Rural Water Ass.	Annual Membership	\$ 229.00
5696	2/9	Granmer	Water Tests	\$ 90.00
1128	2/9	Amber Mehrmann	Secretary Oct & Nov	\$ 60.00
EFT	2/17	PG&E	Pumphouse - 2 Months Dec & Jan	\$ 584.06
EFT	2/17	PG&E	Tank Site - 2 Months Dec & Jan	\$ 24.01
Expenditures Total				\$ 6,362.22

RESERVE FUND WATER OPERATION		
Contingency Fund	\$	14,500.00
Equip. Maint. Fund	\$	1,000.00
TOTAL	\$	15,500.00

Ending Main Account Balance \$ 17,368.48
 Less Reserve Fund \$ (15,500.00)
 Plus Undeposited Funds \$ 2,089.23
 Available Funds \$ 3,957.71

NON-ENTERPRISE ACCOUNT (Historical Church & Park)

Beginning Balance \$ 8,096.59

Deposits

Date	From:	For:	Amount
2/10	Main Account	COVID Relief \$ for Library	\$ 2,000.00
Deposits Total			\$ 2,000.00

Expenditures

Ck #	Date	To:	For:	Amount
EFT	2/7	PG&E	Historical Church - 2 Months Dec & Jan	\$ 19.39
4049	2/7	Rae Bell	Reimburse TP for Park	\$ 10.84
Expenditures Total				\$ 30.23

Report Prepared by Edda Snyder
 Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 10,066.36

x
 Print

Historical Church Balance	\$	7,944.33
Park Balance	\$	2,122.03
Balance	\$	10,066.36