

**Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday October 12, 2021 by phone conference.**

**1. Call to Order & Establish a Quorum** The meeting was called to order by Vice President Coral Spencer at 6:03 pm. Directors present: Nancy Finney, Coral Spencer and Robbin DeWeese, . Director Tobyn Mehrmann had reported that he and Secretary Amber Mehrmann would not be able to attend. Public present: Vicky Tenney. General Manager and Deputy Secretary Rae Bell Arbogast was present and took the minutes.

**2. Consent Calendar:**

a.) A motion to approve the consent calendar (with one correction to agenda) was made by Nancy Finney and Robbin DeWeese 2<sup>nd</sup> **Ayes: Nancy Finney, Coral Spencer and Robbin DeWeese Nays: 0 Absent: Tobyn Mehrmann, Abstain: 0 Vacant: 1**

**3. Information/Discussion Items**

a) **Correspondence:** None

b) **SRF Projects Update:** An update was provided in writing. Additionally, Rae Bell reported that the environmental packet was 159 pages and it needed to be divided into three sections before it could be submitted to the State.

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

CWO: No Report

G.M.: Rae Bell reported that the application for the Covid-relief money was available to all entities that filled out the survey last month (ACWD did). But the state decided not to allow for a "lost revenue" category and since that was the majority of what was listed in ACWDs survey, it does not make sense for ACWD to apply.

d) **Historical Church/Library Report:** Nothing to report.

e) **Park Report:** Nothing to report.

**4. Unfinished Business**

a) **Customer Accounts/Billings/Disconnects:** Two ten-day notices were issued in September and both were paid.

b) **Ordinances, Policies & Procedures** nothing prepared in time for meeting.

c) **Vacancy on the board:** still no applications.

d) **Reminder about ethics training.**

## 5. New Business

a.) **Approval of changes to emergency response plan.** After a discussion it was decided to authorize the addition of the insurance information to the plan, and to also add text stating that: "Management is authorized to keep the plan current. Only additions or deletions of sections shall require board approval." Motion made by Robbin DeWeese, 2<sup>nd</sup> by Nancy Finney **Ayes: Nancy Finney, Coral Spencer and Robbin DeWeese Nays: 0 Absent: Tobyn Mehrmann, Abstain: 0 Vacant: 1**

b) **Approval of Operations and Maintenance Plan:** Not prepared in time for the meeting. Rae is still waiting for information from Bruce.

c) **Review of rate study:** The report was posted online earlier that day. Rae made a list of who wanted printed copies and it was agreed that this item would be carried over to next month to give everyone time to read the report.

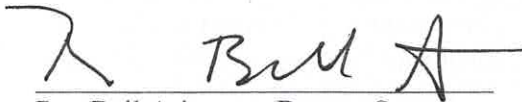
**6. Public Response Time:** None

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

Next meeting will take place November 9, 2021 at 6:00 P.M. Location to be determined. A review of the drought ordinance that is in place should be placed on the agenda. Hopefully it will be raining by then.

There being no further business before the board the meeting was adjourned at 6:20 pm.

Respectfully submitted,



Rae Bell Arbogast, Deputy 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, Rae Bell Arbogast certify that the following document was posted on behalf of Alleghany County Water District, Sierra County California:

Agenda, Meeting Date 10/12/21

In the following location(s):

Alleghany Post Office Bulletin Board Packets placed in box.


On the District website alleghanywater.org

Emailed with meeting packets to agenda email list.

On 10/7/21

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

Signed under penalty of perjury: X

  
\_\_\_\_\_  
Rae Bell Arbogast



# NOTICE

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

**Date: Tuesday October 12, 2021 Time: 6:00 pm**

**Phone Conference - 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 the agenda
  - b) Reading and approval of the minutes for the regular meeting dated September 14, 2021
  - c) Ratification of Treasury Report and bill payments for the month of September 2021 and correction to August 2021.
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: Two 10-day notices were issued and both paid.
  - b) Ordinances, Policies & Procedures and Bylaws: Nothing prepared in time for meeting
  - c) Status of vacancy on the board
  - d) Reminder to all board members: Ethics and harassment prevention training email with links sent in May.
5. New Business (Discussion & Possible Action Items):
  - a) Approval of revised Emergency Response Plan (only change is adding insurance contact info)
  - b) Approval of Operations and Maintenance Plan (if ready in time for meeting)
  - c) Review of rate study, no action to be taken. (draft should be ready in time for meeting)
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: ~~November 18th~~ 6:00 pm.

Correction Jan 20th

**Allegheny County Water District**

Treasurer's Report

August 2021

**MAIN ACCOUNT**

Beginning Balance \$ 17,427.53

**Deposits**

Date	From:	For:	Amount
8/6	Customers	Water	\$ 1,423.92
<b>Deposits Total</b>			<b>\$ 1,423.92</b>

**Expenditures**

Ck #	Date	To:	For:	Amount
5645	8/2	Bruce Coons	WDO July - Gross \$546.36	\$ 477.68
5646	8/2	Edda Snyder	Bookkeeper July - Gross \$175	\$ 161.61
5647	8/2	Edward Snyder	WDA July - Gross \$167	\$ 154.23
EFT	8/4	EDD	Payroll taxes	\$ 158.84
EFT	8/13	PG&E	Tank Site	\$ 12.87
EFT	8/13	PG&E	Pumphouse	\$ 184.45
5648	8/23	Bruce Coons	WDO June - Re-issue of Ck#5642 - Gross \$486.76 VOIDED # 5642	\$ 415.77
EFT	8/27	EDD	Payroll taxes	\$ 213.67
5652	8/26	At&T note: checks got out of order		\$ 87.04
5653	8/26	Browns gas	Propane tank rental annual	\$ 72.00
5654	8/26	Cranmer	Water tests	\$ 490.00
5655	8/26	Hach	chemicals	\$ 233.10
<b>Expenditures Total</b>			<b>\$ 2,661.26</b>	

RESERVE FUND WATER OPERATION	
Contingency Fund	\$ 15,000.00
Equip. Maint. Fund	\$ 500.00
<b>TOTAL</b>	<b>\$ 15,500.00</b>

Ending Main Account Balance \$ 16,190.19  
 Less Reserve Fund \$ (15,500.00)  
 Plus Undeposited Funds \$ 630.96  
 Available Funds \$ 1,321.15

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

Beginning Balance \$ 7,203.99

**Deposits**

Date	From:	For:	Amount
<b>Deposits Total</b>			<b>\$ -</b>

**Expenditures**

Ck #	Date	To:	For:	Amount
<b>Expenditures Total</b>			<b>\$ -</b>	

Report Prepared by Edda Snyder  
 Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 7,203.99

x  
Print

*Edda Snyder*  
 10/7/21

Historical Church Balance	\$ 4,974.63
Park Balance	\$ 2,229.36
<b>Balance</b>	<b>\$ 7,203.99</b>

# Alleghany County Water District

Treasurer's Report

September 2021

## MAIN ACCOUNT

Beginning Balance \$ 16,190.19

### Deposits

Date	From:	For:	Amount
9/28	Customers	Water	\$ 1,892.64
9/28	Customers	Water	\$ 1,476.75
9/28	Customers	Water	\$ 391.58
9/28	Sierra County	Tax Revenue Income	\$ 520.96
9/28	Sierra County	<del>Tax Revenue Income</del> Library rent need to move	\$ 1,500.00
9/28	IRS	Refund - payroll taxes	\$ 62.11
<b>Deposits Total</b>			<b>\$ 5,844.04</b>

### Expenditures

Ck #	Date	To:	For:	Amount
5636	9/1	Edda Snyder ck out of order	Bookkeeper Aug Bill - Gross \$175	\$ 161.61
5649	9/1	Bruce Coons	WDO Bill Aug - Gross \$426.76	\$ 360.36
5651	9/1	Edward Snyder	WDA Aug Bill - Gross \$128	\$ 118.21
EFT	9/9	State Fund	Worker's Comp	\$ 912.94
EFT	9/9	State Fund	Worker's Comp	\$ 159.53
1124	9/13	SWRCB	Bruce's Recertification	\$ 70.00
5657	9/16	United States Treasury	Payroll Taxes	\$ 458.56
<b>Expenditures Total</b>				<b>\$ 2,241.21</b>

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

Ending Main Account Balance	\$ 19,793.02
Less Reserve Fund	\$ (15,500.00)
Plus Undeposited Funds	\$ 1,048.84
Available Funds	\$ 5,341.86

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

Beginning Balance \$ 7,203.99

### Deposits

Date	From:	For:	Amount
			Deposits Total \$ -

### Expenditures

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

Library rent goes here  
will transfer in Oct.

Report Prepared by Edda Snyder

Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 7,203.99

x  
Print

*Edda Snyder*  
10/7/21

Historical Church Balance	\$ 4,974.63
Park Balance	\$ 2,229.36
<b>Balance</b>	<b>\$ 7,203.99</b>

**Ram Spring Improvement Project ~ State Revolving Fund (SRF) Project**  
**Report for ACWD BOD Meeting Date: 10/12/2021** Prepared by GM Rae Bell  
Changes since last report are highlighted.

This project is related to the planning project approved for funding in 2015 and completed in 2020. The planning documents (plans and estimates) are approximately 90% complete. The remaining planning work will be the first phase of this project after the application process is completed.

There are four application packets that must be completed to apply for funding: General, Financial, Technical and Environmental.

- The General application packet with all attachments was submitted on 4/25/2020
- The Financial application packet with all attachments was submitted on 5/5/2020. Due to the amount of time that has passed, a few of the attachments will have to be updated.
- The Technical Packet is on hold while the TMF (Technical Managerial and Financial) analysis and a new rate analysis are done with the help of RCAC (Rural Community Assistance Corporation).
- The Environmental packet is done and should be submitted before the October ACWD meeting.

**Technical, Managerial and Financial (TMF) Analysis & Tune-up**

- The Emergency Response Plan was finished as approved by the ACWD board in November. The binder is at the pumphouse. A small revision adding the insurance contact info is on this month's agenda for approval.
- The job descriptions were sent to the HR attorney for review and need to be finalized by the ACWD board.
- The Operations and Maintenance (O&M) manual is in draft form 98% complete.
- Rate Analysis: STARTED on 6/18/2021 all requested documents submitted to RCAC in June. A report is expected in time for the meeting.
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**Environmental and Technical Packets Technical Assistance Request**

RCAC will be requesting another extension. I have a meeting scheduled with the RCAC rep. on Monday Sept. 13<sup>th</sup> to discuss the remaining items and how much time to request.

**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."