

**Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday February 9, 2021 Meeting was held over the phone.**

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:08 pm. Directors present: Tobyn Mehrmann, Robbin DeWeese, and Coral Spencer. Nancy Finney was absent. CWO Bruce Coons; GM Rae Bell, and Secretary Amber Mehrmann was present and took minutes.

2. Consent Calendar:

a.) A motion was made to approve the calendar. **Coral Spencer made the motion to approve the consent calendar; Robbin DeWeese 2nd the motion Ayes: Tobyn Mehrmann, Robbin DeWeese, and Coral Spencer Nays: 0 Absent: Nancy Finney Abstain: 0**

3. Information/Discussion Items:

a) **Correspondence:** There was a correspondence for the vacancy on the board.

Also, a notice was received to have the board pick a delegate to represent our district in the Rural Water Association of California. It will be a remote meeting.

b) **SRF Projects Update:** Provided in packet.

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

CWO: Bruce reported that the routine samples were negative. He also said there was a 'whining sound' in pump #2; it may possibly be a bearing going out.

The total finished water produced was 160,200 gallons and the average raw water flow Gallons per minute 34.4. The most recent GPM was between 37-38 gallons per minute.

GM: Rae Bell's report included the budget to actual comparison from July-December. There was a bit of a mileage concern, but it looks like it will work out.

d) **Historical Church/Library Report:** The Library is now open! The first and last Saturday from 1 o'clock-3 o'clock.

e) **Park Report:** None

4. Unfinished Business

a) **Customer Accounts/Billings/Disconnects:** None

b) **Policies:** None

c) Tobyn was able to get in touch with the lawyer over the issue of conflict of interest. It was verified that they had information for him and he is just waiting for a reply.

5. New Business

a) **Purchase of a snake and camera for the water pipes:** This would cost \$1,600 it was stated that there would be enough in the budget for the purchase. It would be something that would be useful throughout the years to keep the pipes clean and clear. Eventually the trees will be removed, but there may still be issues of roots. It is agreed upon that this would be a worthy purchase for our district.

Nancy Finney joined the meeting.

b.) **Attorney is needed to review job descriptions:** It would cost \$700-\$1000 to have a lawyer look at the job descriptions and make sure there aren't any red flags. It does not fit into the budget, so at the end of the year it will be decided if it needs to be taken out of the contingency fund. It was agreed, though sounding pretty simple, that it would be good to have it looked at thoroughly. **Coral makes the motion and Nancy Finney 2nd Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese, and Coral Spencer Nays: 0 Absent:0 Abstain: 0**

c.) There have not been any applications filed for opening on the water board.


6. Public Response Time: None

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

Next meeting will take place March 9, 2021 at 6:00 P.M.

There being no further business before the Board, the meeting was adjourned at: 6:38 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 2/9/2021

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) On the website
Emailed to email list as well.

On 2/6/2021 (date)

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

Signed under penalty of perjury: X

Amber Merhmann
Amber Mehrmann



NOTICE

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

Date: Tuesday February 9, 2021 Time: 6:00 pm

PHONE CONFERENCE

Dial-in number (US): (978) 990-5144

Access code: 6919768#

All meeting documents available online: alleghanywater.org

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 January 12, 2021
- c) Ratification of Treasury Report and bill payments for the month of January 2021. *3 Dec. corrected.*

3. Information/Discussion Items:

- a) Correspondence –
- b) SRF Projects Update – written report in packet
- c) Board/Staff Reports – Chief Water Operator (CWO) & General Manager (GM)
- d) Historical Church/Library report – Closed due to COVID-19
- e) Park report –

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

- a) Customer Accounts/Billings/Disconnects:
- b) Ordinances, Policies & Procedures and Bylaws: Draft job descriptions for input/approval
- c) Status of Legal Opinion request to CSDA

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

- a) Decision on purchase of motorized snake to clear horizontal wells and/or a camera.
- b) Decision on whether-or-not to have HR attorney review job descriptions
- c) *Vacancy appointment*

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 regular meeting, March 9, 2021 6:00 pm location TBD due to Covid-19 Next meeting agenda items:

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.

Alleghany County Water District

Treasurer's Report

December 2020 CORRECTED undeposited funds

MAIN ACCOUNT

Beginning Balance \$ 18,264.52

Deposits

Date	From:	For:	Amount
12/3	Customers	Water	\$ 1,719.02
12/29	Non-Enterprise	Dump Fee reimburse from Park acc.	\$ 91.90
12/31	Customers	Water	\$ 650.00
12/31	Customers	Water	\$ 3,170.09
Deposits Total			\$ 5,631.01

Expenditures

Ck #	Date	To:	For:	Amount
1116	12/1	Postmaster		\$ 4.80
EFT	12/15	PG&E	Pumphouse	\$ 236.59
5585	12/28	B&C	Supplies and Maintenance	\$ 213.87
5586	12/28	VOID		
5587	12/28	Cranmer	Water Tests	\$ 56.00
5588	12/28	Ferguson Ent.	Temp Tank maintenance	\$ 228.74
5589	12/28	Sierra County Recorder	Election Notice in Mountain Mess + Preparation	\$ 195.09
5590	12/28	Edda Snyder	November Payroll - Gross \$175	net \$ 161.61
5591	12/28	Edward Snyder	November Payroll - Gross \$278	net \$ 256.73
5592	12/30	Bruce Coons	November Payroll - Gross \$677.18	net \$ 591.86
Expenditures Total				\$ 1,945.29

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

Ending Main Account Balance \$ 21,950.24
 Less Reserve Fund \$ (15,500.00)
 Plus Undeposited Funds \$ 110.00
 Available Funds \$ 6,560.24

NON-ENTERPRISE ACCOUNT (Historical Church & Park)

Beginning Balance \$ 7,234.79

Deposits

Date	From:	For:	Amount
12/31	PG&E	use of park for Community Resource Centers	\$ 600.00
Deposits Total			\$ 600.00

Expenditures

Ck #	Date	To:	For:	Amount
4048	12/7	PRCSD	Hist Church for Fire Extinguisher Maintenance	\$ 13.00
EFT	12/29	Main Account	Annual Dump Fee	\$ 91.90
Expenditures Total				\$ 104.90

Report Prepared by Edda Snyder
 Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 7,729.89

x
Print

Rze Bell

Historical Church Balance	\$ 5,464.63
Park Balance	\$ 2,265.26
Balance	\$ 7,729.89

Alleghany County Water District

Treasurer's Report

January 2021

MAIN ACCOUNT

Beginning Balance \$ 21,950.24

Deposits

Date	From:	For:	Amount
1/20	Customers	Water	\$ 480.00

Deposits Total \$ 480.00

Expenditures

Ck #	Date	To:	For:	Amount
EFT	1/7	Tri-Counties Bank	Bounced Check Fees	\$ 20.00
EFT	1/7	Tri-Counties Bank	Bounced Checks	\$ 480.00
1117	1/8	Amber Merhrmann	Secretary Bill	\$ 75.00
5593	1/8	Boden, Klein & Sneesby	FY 19/20 Audit	\$ 2,800.00
5594	1/18	VOID		
5595	1/18	Rae Bell reimburse	1/3 of Quickbooks payroll module cost	\$ 216.67
5596	1/25	EDD	Payroll Taxes	\$ 109.47
5597	1/26	United States Treasury	Payroll Taxes	\$ 478.48
5598	1/26	United States Treasury	Payroll Liabilities	\$ 62.11
EFT	1/27	PG&E	Pumphouse	\$ 270.82
5598	1/27	Edda Snyder	Bookkeeper December Payroll - Gross \$175	\$161.61
5599	1/27	Edward Snyder	WDA December Payroll - Gross \$381.50	\$ 352.32

Expenditures Total \$ 5,026.48

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

Ending Main Account Balance \$ 17,403.76
 Less Reserve Fund \$ (15,500.00)
 Plus Undeposited Funds \$ 1,882.92
 Available Funds \$ 3,786.68

NON-ENTERPRISE ACCOUNT (Historical Church & Park)

Beginning Balance \$ 7,729.89

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 \$ 7,729.89

x
 Print

Rae Bell
 Rae Bell

Historical Church Balance	\$ 5,464.63
Park Balance	\$ 2,265.26
Balance	\$ 7,729.89

Ram Spring Improvement Project ~ State Revolving Fund (SRF) Project
Report for ACWD BOD Meeting Date: 2/9/2021 Prepared by GM Rae Bell

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 five application packets that must be completed to apply for funding: General, Legal, 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
- 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 will be completed with the assistance of RCAC.
- The legal packet has not been started.

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.
- The job descriptions were tabled in January to be discussed further this month.
- The Operations and Maintenance (O&M) manual is slowly coming together.
- Rate Analysis: Will not be started until after the O&M manual is done. Note: the state requires a rate analysis that is less than 5 years old as part of the Technical Packet. Having a rate analysis done does not necessarily mean that the rates will have to be changed. There are affordability guidelines that also must be followed when setting water rates.

Environmental Documents The issue of the planned tree removal came up in January via the CEQA consultant. Because some of the tree removal includes space for new construction (the small building) a whole different set of rules kicks in where CDF is concerned.

On January 20th I met with ACWD engineer Kip and CDF Forester Alex Stone to discuss what the options are to get a permit to remove the trees. The most straightforward approach is to apply for what is called a "3 acre conversion". Areas of 3 acres or less can be converted to non-timberland via a simple application that has to be completed by a registered forester. The forester would be paid via the State funded project. Once the conversion is approved the tree removal must occur within one year, so timing will be important. The Sixteen to One Mine, as the actual landowner has been kept abreast of the situation and will be providing a letter stating that they are willing to sign-off on the 3 acre conversion. This will be reviewed as part of the legal packet too.

On January 26th there was a conference call with all involved parties on the environmental work to try to more clearly define the scope of the work so that Enplan can provide a proposal to fulfill the technical assistance request that is being done via RCAC.

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."