



# NOTICE

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

**Date: Tuesday March 14, 2023 Time: 6:00 pm**

**Location: Due to State of Emergency declared by the Governor due to bad weather meeting is by conference call.**

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) Approve agenda
  - b) Reading and approval of the minutes for the regular meeting dated Jan 10, 2023.
  - c) Ratification of Treasury Report and bill payments for January and February 2023.
3. Information/Discussion Items:
  - a) Correspondence –
  - b) SRF Projects Update –
  - c) Board/Staff Reports – Form 700s due by 4/1 ~ 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: One customer who has not used water for many years, requested that their service be shut off, reducing the number of active accounts to 52.
  - b) Ordinances, Policies & Procedures and Bylaws: nothing prepared for meeting
  - c) Appoint Officers for 2023 (tabled in January)
5. New Business (Discussion & Possible Action Items):
  - a) Review audit findings letter and accept financial audit for fiscal year 21-22.
  - b) Change Edward Snyder's job description to say "paid at minimum wage".
  - c) Confirm use of Edda Snyder also at minimum wage to assist with snow shoveling and similar tasks outside of her bookkeeping duties. Should we advertise for another helper?
  - d) Consider insurance quote from Golden State RMA (current carrier requires 12 mos notice)
  - e) Closed Session for employee review per gov. code 54957. (Not sure if we can do this by conf. call but left it on here)
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).

Next regular meeting date April 11, 2023. Agenda items:

## 7. Adjournment.

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.

**Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday January 10, 2022 Meeting was held at the Alleghany Firehouse and over phone**

**1. Call to Order & Establish a Quorum** The meeting was called to order by President Mehrmann at 6:10 pm.

Directors present: Tobyn Mehrmann, Brianne Price and Coral Spencer (by phone) GM Rae Bell. Secretary Amber Mehrmann was present and took minutes (by phone). Directors Nancy Finney, and Robbin DeWeese and CWO Bruce Coons were absent. Public: Vicky Tenney was present by phone.

**2. Consent Calendar:**

Motion was made to approve the consent calendar by Robbin DeWeese and Coral Spencer 2<sup>nd</sup>.  
**.Ayes: Tobyn Mehrmann, Brianne Price and Coral Spencer Nays: 0 Absent: Robbin DeWeese and Nancy Finney Abstain: 0**

**3. Information/Discussion Items**

**a) Correspondence:** Form 700 was received; and the oaths of office were mailed to the clerk recorder.

**b) SRF Project Update:** The applications is complete and the budget is set at 1.5 million dollars.

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

G.M.: Regarding the leaky water tank; Rae Bell reported that the technical assistance support is being shifted from CRWA to Coleman engineering.

~First thing to work on is the warranty claim letter for the tank.

CWO: Was not present.

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

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

**4. Unfinished Business**

**a) Customer Accounts/Billings/Disconnects:** The summary is provided on the agenda.

**b) Ordinances:** Nothing prepared for meeting.

**5. New Business**

**a.) Appoint Officers:** A motion was made to table this until all officers can be present. Coral Spencer made a motion and Brianne Price 2<sup>nd</sup> **Ayes: Tobyn Mehrmann, Brianne Price and Coral Spencer Nays: 0 Absent: Robbin DeWeese and Nancy Finney Abstain: 0**

**b.) Audit:** The audit came back good. Read management discussion and analysis. Rae states that we did well with the budget. A motion was made to accept the budget by Brianne Price....

And then we lost Coral Spencer on the phone therefore losing the quorum. Everything else on the agenda, including the audit acceptance must be carried until next meeting.

**6) Public Response Time:** none

**7) Next meeting date, items for next agenda and adjournment:**

**Next meeting we will be finishing review of the Audit**

**Adjusting Edward's salary rate.**

**Closed Session for employee review per gov. code 54957**

Next meeting will be on March 14, 2023; at 6:00 P.M.

There being no further business the meeting was adjourned at 6:31 P.M.

Respectfully Submitted:

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Amber Mehrmann, Secretary



# Allegheny County Water District

Treasury Report

January 2023

## MAIN CHECKING ACCOUNT

Beginning Balance \$ 4,559.76

### Deposits

Date	From:	For:	Amount
1/11	Customers	Water	\$ 864.04
1/11	Customers	Water	\$ 1,372.80
1/11	Sierra County	Property Tax Revenue	\$ 2,238.82

Deposits Total \$ 4,475.66

### Expenditures

Ck #	Date	To:	For:	Amount
EFT	1/3	PG&E	Pumphouse	\$ 309.29
EFT	1/4	Harland Clark	Bank Deposit Books with carbons (should last several years)	\$ 95.72
EFT	1/9	EDD	State payroll taxes	\$ 100.92
5758	1/9	Bruce Coons	WDO December Bill - Gross \$421.43	\$ 338.53
5759	1/12	Edda Snyder	Bookkeeper December Bill - Gross \$200	\$ 184.70
5760	1/12	Edward Snyder	WDA December Bill - Gross \$204	\$ 188.39
5761	1/12	AT&T		\$ 68.90
5762	1/12	CSDA	Membership Dues	\$ 215.00
5763	1/12	gWorks	Billing program Yearly Subscription & Support bought by new company	\$ 592.00
5764	1/12	House of Print and Copy	Envelopes	\$ 65.10
5765	1/12	IRS	Payroll Taxes Due	\$ 50.57
5766	1/12	VOID		
5767	1/12	SWRCB	Water System Annual Fees	\$ 285.00
5768	1/17	Sierra County Clerk Recorder	Election fees	\$ 187.67
1146	1/20	Rae Bell	Reimburse office supplies (flash drive and ticket books)	\$ 24.93
5769	1/24	United States Treasury	Federal payroll taxes	\$ 350.98

Expenditures/Transfers Total \$ 3,077.70

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

Ending Main Account Balance \$ 5,957.72

Plus Undeposited Funds \$ 2,358.39

Operating Funds at month-end \$ 8,316.11

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

Beginning Balance \$ 8,755.68

### 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 \$ 8,755.68

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Historical Church Balance	\$ 5,387.00
Library Balance	\$ 1,353.64
Park Balance	\$ 2,015.04
<b>Balance</b>	<b>\$ 8,755.68</b>

# **ACWD General Manager (GM) Report November 2022**

Prepared by Rae Bell Arbogast

## Correspondence

Incoming: Form 700s from Sierra County Clerk Recorder, draft warranty claim letter from attorney

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**(SRF FUNDED) Ram Spring Improvement Project** ~ I was informed at the end of February that we should expect 4 to 6 months before the funding agreement is executed. So, my best guess is 8 to 12 months!! See the negative report (linked) from the State Auditor regarding the slow application process for this funding source. [Report 2021-118 \(ca.gov\)](#)

The project budget is 1.5 Million as reported in January.

There is a reply due on the Fish and Wildlife permit, but the current engineer is not on board yet, and Enplan, the contractor that provided environmental support under the TA request is no longer being paid. Considering this permit was paid for by the State to the tune of almost \$5,000 I have reached out to Gary Chan of the CWRCB DFA to see if there is a way to pay one of the engineers to respond. Don Burke of Enplan did review the draft permit pro-bono and made some suggestions already.

## GM REPORT

- **WATER TANK PROBLEM.** All documentation for preparing a warranty claim letter was sent to the District's attorney and a zoom meeting is scheduled for Tuesday the 14<sup>th</sup> with the attorney, the new engineer Chad Coleman and me to review the letter.
- **Low Income Utility Assistance Program:** One other customer has started the process to get assistance.
- **INSURANCE QUOTE** I reached out to another RMA (Risk Management Authority) to see if they could provide an insurance quote. Golden State RMA provides insurance for Pliocene Ridge CSD and it includes Worker's comp at a reasonable rate. Previously, they declined covering ACWD when we requested a quote several years ago. Many improvements have been made since then, so I thought I'd ask again. ACWD's existing carrier requires 12 mos advance notice before we could switch which means we would have to notify them by April 1<sup>st</sup> of this year, to switch next year! Golden State is supposed to be providing a ballpark quote before our meeting, so I have put an item on the agenda to discuss this.

I was not happy with the way that our current carrier responded to our request for help with the water tank problem. They would barely even talk to me! I have worked with Golden State for almost 20 years now, and I like them.