

**Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday December 8, 2020 Meeting was held over the phone.**

Oath of office administered by ACWD Secretary Amber Merhman to Nancy Finney and Coral Spencer. Director Tenney declined taking the oath because he is planning on moving.

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:17 pm. Directors present: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese, Gus Tenney, 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.) Rae informed the members that there are two accounts in the water district in order to clear up any confusion from the treasurer's report.

Nancy Finney had a question about the water rights annual fee and was wondering what that fee was for. Rae responded that the fee is for the water rights to the Cumberland Spring. **Nancy made the motion to approve the consent calendar; Coral Spencer 2nd the motion Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese, and Coral Spencer Nays: 0 Absent: 0 Abstain: Gus Tenney**

3. Information/Discussion Items:

a) **Correspondence:** Provided in GM report

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

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

Bruce reported that total finished water production for October was 204,820 gallons and 145,710 for November.

Average raw water flow for October was 30.5 GPM and 32.3 GPM for November.

Water flow from the driven pipes went way down this summer. Possibly it is tree roots. Is working with engineer, state water inspector and others to figure out what the problem is. The old collectors have increased in flow.

GM Rae Bell contacted the company that installed the driven pipes to see if they have any ideas about possibly reaming out the driven pipes and they do have equipment for that. She also is looking into getting a camera to put in the pipes to try to figure out what's going on.

The G.M. report was printed in the packet

d) **Historical Church/Library Report:** The library is closed due to Covid.

e) **Park Report:** The water is shut off for the winter. Rae Bell also replaced a plaque.

4. Unfinished Business

a) **Customer Accounts/Billings/Disconnects:** There were 5 notices sent out in November. Three of them are still pending.

5. New Business

a) **Emergency Response Plan:** A draft emergency response plan had been mailed to all directors before the meeting. It is a confidential document. A couple of changes were suggested. Spokespersons for the Emergency Response Plan: Tobyne Mehrmann is primary; Rae Bell and Bruce Coons are alternatives.

A motion was made to authorize Rae Bell to sign the certificate of completion after the suggested changes are made by **Robbin DeWeese Coral Spencer 2nd the motion Ayes: Tobyne Mehrmann, Robbin DeWeese, and Coral Spencer Nays: 0 Absent: Nancy Finney Abstain: Gus Tenney**

b) There was a motion called to approve the audit engagement letter
Robbin DeWeese motioned to approve and Coral Spencer 2nd Ayes: Tobyne Mehrmann, Robbin DeWeese, and Coral Spencer Nays: 0 Absent: Nancy Finney Abstain: Gus Tenney

c) A discussion was had about having the meetings in person again. According to state regulations that is not allowed at this time. There is the possibility of Station 2 being able to be used as socially distancing would be possible in that building. For now, the meetings will still be held on phones or computers.

d) There was a concern about the cost of the conference calls. Conference calls are charged according to personal phone plans. If you have free long distance, they are free. Otherwise they are charging \$4.00 an hour.

There was a discussion as to whether or not the board would have a reimbursement option available to people who may not be able to afford these calls.

Coral recommended Zoom as a way to do the meeting. If you have internet, Zoom is a free way to do a meeting.

Rae Bell said she would look into Zoom for the next meeting.

A motion was made to make reimbursement for conference calls available. **Coral Spencer made a motion; Robbin DeWeese 2nd Ayes: Tobyne Mehrmann, Robbin DeWeese, and Coral Spencer Nays: 0 Absent: Nancy Finney Abstain: Gus Tenney**

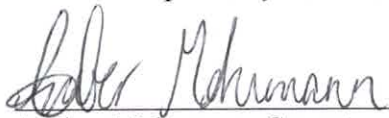
6. Public Response Time: None

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

Next meeting will take place on January 12, 2021 at 6:00 P.M.

There being no further business before the Board, the meeting was adjourned at: 7:23 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 12/8/2020

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 12/5/2020 (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 December 8, 2020 Time: 6:00 pm

PHONE CONFERENCE

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

Access code: 6919768#

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 October 13, 2020
 - c) Ratification of Treasury Report and bill payments for the month of October & November 2020.
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 –
 - e) Park report –
4. Unfinished Business (Discussion & Possible Action Items):
 - a) Customer Accounts/Billings/Disconnects: October no ten-day notices sent. November 5 ten-day notices sent 3 still pending as of agenda posting
 - b) Ordinances, Policies & Procedures and Bylaws: nothing prepared for meeting
 - c) Status of Legal Opinion request to CSDA
5. New Business (Discussion & Possible Action Items):
 - a) Approve draft emergency response plan. This is not a public document as it contains confidential information.
 - b) Approve audit engagement letter with Boden, Klein and Sneesby for fiscal year ended 6/30/2021
 - c) Discussion about possibly having on-the-ground meetings in the future.
 - d) Discussion about cost associated with conference calls and if the district can offer to reimburse people or if they can find a free option.
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.
7. Next meeting date, Items for next Agenda & Adjournment.

Next regular meeting, January 12, 2021 6:00 pm location TBD due to Covid-19
Next meeting agenda items: Appoint officers

ACWD General Manager (GM) Report Nov - Dec 2020

I attended a two-hour webinar on October 30th regarding the SAFER (Safe and Affordable Drinking Water Fund) program that is being developed by the State Water Resources Control Board (SWRCB).

I have been keeping a close eye on this program because I think that Allegheny will qualify for help through it in the future.

Most of the webinar was about an online “dashboard” that they are developing. The dashboard can be used to compare water rates with other small water systems (small being defined as 3,000 or less connections) and it measures different things like long-term sustainability etc. The dashboard will also allow systems to input different rates to see how they score on various things such as sustainability and affordability. Of course the “dashboard” will only be as good as the data that is used to build it and this is was one of the main topics: how to standardize some of the financial reporting that is done so that the districts can be compared to each other more effectively.

The part of the webinar that caught my attention was a brief conversation about how “affordability” is measured. The state is looking at different ways to calculate affordability benchmarks to use in tandem with the percentage of median household income formula currently used. For example, one alternative mentioned was: “How many hours at minimum wage does it take to pay for water on a monthly basis”? This is still being developed, so it will be interesting to see what they come up with.

AGENDA ITEMS

Under New Business Agenda item 5b The estimate for the audit for this fiscal year is \$2,950 which is \$150 more than was budgeted. I am not aware of any special districts that pay less than \$5,000 for their annual audit and I have been keeping tabs on this. I recommend that the board accept the engagement letter. The full letter is posted on the district website meeting page.

Correspondence since last meeting:

Incoming: Notice from State Controller regarding new reporting requirements on the annual Gov. Compensation report, Notice from Calif. Dept of tax and fee admin that they have a new online platform for paying water rights fees (it is not mandatory to use it),

Outgoing:

State Revolving Fund (SRF) Project Update:
For ACWD BOD Meeting Date: 12/8/2020 Prepared by Rae Bell

Planning Project

This project is essentially closed as far as the State is concerned. The cost of the additional time needed to complete the environmental documents and the bid packet will be carried over to the future construction project. There is still some additional paperwork that needs to be completed for the final close-out of the Planning Project and I will be getting that done by the end of the year if all goes as planned.

Tank Project

This project is completed.

NOTE: TANK & PLANNING will be removed from this report moving forward. YAY

Ram Spring Improvement Project (future construction project)

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 analysis and a new rate analysis are done. It is expected that those two components will be done by 12/31/2020.
- The Environmental packet is hung-up because of the environmental reports that are not completed for the planning project. (see notes below)
- The legal packet has not been started.

Environmental Maze

This is a carry-over from the planning project. We had been going in circles with different State representatives since late 2019. Finally, on Nov 13, 2020, a one-hour phone conference was held with two State Reps, Kip, and I in attendance. We think that we have found a path forward.

We will be consulting with the Army Corp of Engineers regarding some of the CEQUA requirements and we are putting in another technical assistance request (as was done for the TMF) to get help completing the environmental documents including the entire clearinghouse process and the preparation of the Environmental Packet for the construction project application. The district will have to float approx. \$2,500 in expenses to complete the CEQUA process, but this can be billed to the construction project.

Technical, Managerial and Financial Analysis (TMF)

I have attended two more 2-hour calls with RCAC working on the Emergency Response Plan since my last report. It is under new business on the agenda to have the board adopt it. It is NOT a public document, but copies have been provided to all board members.

Currently we are working on job descriptions for all district staff and the Operations & Maintenance (O&M) Manual.

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

Treasurer's Report

October 2020

MAIN ACCOUNT

Beginning Balance \$ 36,544.44

Deposits

Date	From:	For:	Amount
			Deposits Total \$ -

Expenditures

Ck #	Date	To:	For:	Amount
5555	10/01	AT&T	phone	\$ 40.46
5556	10/1	Brown's Gas Co.	Repairs to Regulator	\$ 68.12
5557	10/1	Cranmer	Water Tests	\$ 56.00
5558	10/1	Softline Data	Yearly Fee for UBMMax Online billing program	\$ 445.00
5559	10/1	Altec Engineering	Tank Project final payment	\$ 13,218.65
5563	10/5	Bruce Coons	September Payroll - \$747.48 Gross	net \$ 663.87
WDO Contract \$300				
Other Labor \$270				
Mileage \$177.48				
5564	10/5	Edda Snyder	September Payroll - \$175 Gross	net \$ 161.62
5565	10/5	Edward Snyder	September Payroll - \$299.26	net \$ 256.74
5566	10/16	Chris Coons	Weedeating	\$ 83.12
EFT	10/29	PG&E	Pumphouse	\$ 138.32
EFT	10/29	EDD	Payroll Taxes	\$ 95.42
5567	10/29	Rae Arbogast	SRF Project Admin	\$ 217.50
5568	10/29	AT&T	phone	\$ 41.62
5569	10/29	B&C	Supplies and Maintenance	\$ 50.43
5570	10/29	Brown's Gas Co.	Propane	\$ 161.20
5571	10/29	Cranmer	Water Tests	\$ 271.00
5572	10/29	CSDA	Membership Fee	\$ 191.00
5573	10/29	Digital Deployment	Annual Website fee	\$ 300.00
5574	10/29	HACH	Chemicals	\$ 788.80
5575	10/29	United States Treasury	Quarterly payroll taxes (included employee withholding)	\$ 417.18

Expenditures Total \$ 17,666.05

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

Ending Main Account Balance	\$ 18,878.39
Less Reserve Fund	\$ (15,500.00)
Plus Undeposited Funds	\$ 1,714.89
Available Funds	\$ 5,093.28

NON-ENTERPRISE ACCOUNT (Historical Church & Park)

Beginning Balance \$ 7,242.37

Deposits

Date	From:	For:	Amount
			Deposits Total \$ -

Expenditures

Ck #	Date	To:	For:	Amount
4044	10/01	Rae Bell	Reimburse Glue for plaque at park	\$ 7.58

Expenditures Total \$ 7.58

Report Prepared by
Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 7,234.79

x _____
Print

Historical Church Balance	\$ 5,477.63
Park Balance	\$ 1,757.16
Account Balance	\$ 7,234.79

Allegheny County Water District

Treasurer's Report

November 2020

MAIN ACCOUNT

Beginning Balance \$ 18,878.39

Deposits

Date	From:	For:	Amount
11/9	Customers	Water	\$ 1,604.89
11/9	Customers	Water	\$ 80.00

Deposits Total \$ 1,684.89

Expenditures

Ck #	Date	To:	For:	Amount
5576	11/06	Bruce Coons	October Payroll - Gross \$671.08 net	\$ 589.77
			WDO Salary	\$ 300.00
			Other Labor	\$ 240.00
			Mileage	\$ 131.08
EFT	11/20	PG&E	Pumphouse	\$ 134.55
5577	11/24	Edda Snyder	October Payroll - Gross \$175.00 net	\$ 161.61
5578	11/24	Edward Snyder	October Payroll - Gross \$254.00 net	\$ 234.57
EFT	11/25	Tri-Counties Credit Card	Supplies and Maintenance	\$ 115.15
5579	11/25	AT&T		\$ 44.29
5580	11/25	CDTFA	Water Rights annual fee	\$ 300.18
5581	11/25	Cranmer Engineering	Water Tests	\$ 56.00
5582	11/25	Grainger	Supplies and Maintenance	\$ 535.07
5583	11/25	Sierra Tax Collector	Solid Waste (dump) Fee park (need to transfer \$ from non-ent.)	\$ 91.90
5584	11/25	State Fund	Worker's Comp Insurance	\$ 35.67

Expenditures Total \$ 2,298.76

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

Ending Main Account Balance \$ 18,264.52
 Less Reserve Fund \$ (15,500.00)
 Plus Undeposited Funds \$ 1,829.02
 Available Funds \$ 4,593.54

NON-ENTERPRISE ACCOUNT (Historical Church & Park)

Beginning Balance \$ 7,234.79

Deposits

Date	From:	For:	Amount
Deposits Total \$ -			

Expenditures

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

Report Prepared by
 Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 7,234.79

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 Print

Historical Church Balance	\$ 5,477.63
Park Balance	\$ 1,757.16
Balance	\$ 7,234.79