

**Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday August 11, 2020 Meeting was held over the phone.**

**1. Call to Order & Establish a Quorum** The meeting was called to order by President Mehrmann at 6:06 pm. Directors present: Tobyn Mehrmann, Nancy Finney, Gus Tenney, Robbin DeWeese, G.M. Rae Bell and CWO Bruce Coons; Absent: Coral Spencer. Secretary Amber Mehrmann was present and took minutes. Public Present: Vicky Tenney

**2. Consent Calendar:**

a.) A correction was made to the Treasurer's report. Motion made to approve the consent calendar by Nancy Finney and Robbin DeWeese 2<sup>nd</sup> **Ayes: Mehrmann, Finney, Tenney and DeWeese Nays: 0 Absent: Spencer Abstain: 0**

**3. Information/Discussion Items:**

a) **Correspondence:** Provided in G.M. report

b) **SRF Projects Update:** Provided in writing. Nancy Finney had a question about whether or not we will get to see the work report. Rae Bell is going to put the information pertaining that in the next packet.

c) **Board member or Special Committee Reports:**

d) **Staff Reports: CWO and GM Report:** The G.M. report was printed in the packet. Bruce said the raw production was 210,690 for July. It was also stated that Chris Coons ended up doing the weed eating at the pump house this summer.

e) **Historical Church/Library Report:** The job is done at the Church and looks great.

f) **Park Report:** There is a bit of a red ant problem at the park. There was a thought about sprinkling diatomaceous earth around the park to try to take care of the pests. There was also a discussion on perhaps keeping the grounds green and mowed through the summer.

**4. Unfinished Business**

a) **Customer Accounts/Billings/Disconnects:** There weren't any notices given in June or July.

b) **Ordinances, Polices and Procedures:** None

c) **Legal Opinion:** Tobyn sent the original questions to the attorney and their reply was to check out the fair political practices commission. It was stated that perhaps the attorney's office did not realize that we were trying to use our one hour of free legal consultation.

d) **Meter Reading Position:** A motion was made to add the meter reading position to Edward's job description. Robbin DeWeese made the motion Gus Tenney 2<sup>nd</sup> **Ayes: Mehrmann, Finney, Tenney and DeWeese Nays: 0 Absent: Spencer Abstain: 0**

**5. Public Response Time:** None

**6. New Business** None

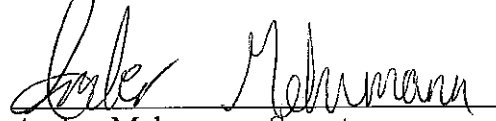
**7. Next meeting Date, Items for next Agenda and Adjournment**

Next meeting will take place on September 8, 2020, at 6:00 P.M.

The Final Budget adoption will be on the agenda.

There being no further business before the Board, the meeting was adjourned at: 6:30 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 8/11/20

In the following location(s):

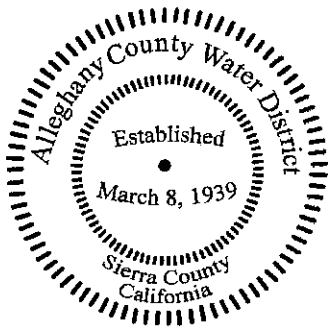
Alleghany Post Office Bulletin Board (packets put in box for the public) and On the door of the Alleghany Firehouse (meeting location) on website  
Emailed to email list as well.

On 8/17/20 (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 August 11, 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](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 June 9, 2020 and the special meeting dated June 27, 2020.
- c) Ratification of Treasury Report and bill payments for the month of June and July 2020.  
(reports to be provided prior to the meeting)

#### 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) written report in packet
- d) Historical Church/Library report --
- e) Park report -- one item on GM report

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

- a) Customer Accounts/Billings/Disconnects: No ten-day notices were issued in June or July.
- b) Ordinances, Policies & Procedures and Bylaws: nothing prepared for meeting
- c) Legal Opinion request submitted to the CSDA attorney re: Rae Bell possible ethics violation (Nancy requested that Tobyn share question as presented to attorney at the June meeting)
- d) Meter reading position (it was offered to all district employees and only Edward wants it) Need motion to add this to his job description.

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

- a) none

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, Sept. 8, 2020 6:00 pm location TBD due to Covid-19

Next meeting agenda items: Final Budget adoption including consideration of bookkeeper's request for an additional \$25 per month (this will mark 3 months since the previous request) and long-term plan for weed-eating. Fiscal year 19/20 cash results: contingency fund recommendation from GM.

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# Allegheny County Water District

Treasurer's Report

July 2020

## MAIN ACCOUNT

Beginning Balance \$ 19,282.57

### Deposits

Date	From:	For:	Amount
7/1	Customers	Water	\$ 1,260.00

Deposits Total \$ 1,260.00

### Expenditures

Ck #	Date	To:	For:	Amount
5528	7/3	AT&T		\$ 38.53
5530	7/3	Cranmer Engineering		\$ 328.00
5531	7/3	Williams Stationary	Envelopes	\$ 59.68
5532	7/6	Bruce Coons	WDO June Payroll - Gross \$818.26	\$ 732.17
			WDO Contract \$	300.00
			Mileage \$	215.76
			Other Labor \$	302.50
5534	7/6	Edda Snyder	Bookkeeper June Payroll - Gross \$150	\$ 138.52
5535	7/6	Edward Snyder	WDA June Payroll - Gross \$530	\$ 489.45
EFT	7/28	EDD	Payroll Liabilites	\$ 56.49
5533	7/28	United States Treasury	Federal Payroll Tax	\$ 246.94
EFT	7/29	PG&E	Pumphouse	\$ 183.13
5536	7/29	Edward Snyder	Reimburse for WDA license reissue fee	\$ 70.00
5537	7/29	B&C	Supplies and Maintenance	\$ 189.70
5538	7/29	Cranmer Engineering	Water Tests	\$ 56.00
5539	7/29	HACH	Chemicals	\$ 43.63

Expenditures Total \$ 2,632.24

RESERVE FUND WATER OPERATION	
Contingency Fund	\$ 10,000.00
Equip. Maint. Fund	\$ 500.00
<b>TOTAL</b>	<b>\$ 10,500.00</b>

Ending Main Account Balance \$ 17,910.33  
 Less Reserve Fund \$ (10,500.00)  
 Plus Undeposited Funds \$ 2,114.76  
 Available Funds \$ 9,525.09

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

Beginning Balance \$ 5,015.45

### Deposits

Date	From:	For:	Amount
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Deposits Total \$ -

### Expenditures

Ck #	Date	To:	For:	Amount
4045	7/14	B&C	Supplies and Maintenance	\$ 228.33

Expenditures Total \$ 228.33

Report Prepared by Edda Snyder  
 Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 4,787.12

x  
 Print

Historical Church Balance	\$ 5,005.96
Park Balance	\$ 809.49

**State Revolving Fund (SRF) Projects Update:**  
**For ACWD BOD Meeting Date: 8/11/20** Prepared by Rae Bell

**Planning Project**

Budget Up to \$500,000 final bill submitted June 8<sup>th</sup> brings the total amount billed to exactly \$500,000.

The environmental reports: Kip is working with the State to get it to the point that we can send them to the "clearing house" where a bunch of other departments examine it. We have been getting the "run around" on this, we keep getting passed from dept. to dept. from division to division. We do have a person who says they can help us but so far all follow up emails remain unanswered (one or two emails a month for over 3 months now). The state warned us about this back in 2015 when they talked us into trying the vertical test wells....remember.....

*Final completion date for Planning Project 12/1/2020.* Even though the final invoice has been submitted there is still more work to do: mainly finishing up the environmental reports and bid packet. The State SRF division has assured us that Kip and I can bank our time and bill it to the future construction project. It will be probably 2 years or more before the money becomes available based on our previous experience with this.

**Tank Project total amount funded up to \$920,000 amount billed through final bill \$911,592.00**

We are waiting for the final payment which should be \$14,593. This is all money owed to Kip. (the State denied a few of his older invoices based on the budget category being over-drawn and they told us that we could re-bill it all on the last invoice)

I asked the Contractor if they can help pay some of the extra costs associated with the tank repair in May. I told them that ACWD has approx. \$1,000 in expenses related to the tank repair job (labor, pumping and chlorine) and since it was under warranty we should not have to eat that. They said that they would do something but we need to follow-up.

**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 April 25<sup>th</sup>

The Financial application packet with all attachments was submitted on May 5<sup>th</sup>.

The State is requiring a new TMF analysis for the construction project application package. TMF stands for Technical, Managerial and Financial Analysis. The State pays an outside firm (RCAC) to do this. We had one done in 2015 for the planning project application and we were able to use it for the water tank application as well, but they require a TMF that is less than five years old. They also want us to do another rate analysis for the same reason.

Previously we were told that we would not have to do another rate analysis until after the projects were done. Nobody expected it would take more than 5 years for that to happen. They have assured me that having an analysis done does not mean we will be asked to change the rates. (and even if we are asked to do it, it doesn't mean we will) I explained that our current rates are right at the federal definition of "affordable" based on the income survey that was completed in 2016 and that affordability is a huge concern. I am hoping to make this work to the district's advantage to see what assistance might be available to help the district cover long-term equipment replacement costs (depreciation) and/or if we can find some utility bill assistance for individuals.

The technical assistance that we are receiving would cost over \$5,000 if we were to pay for it ourselves. It is time-consuming providing everything they need but in the long-run I hope this helps us out. Kip is helping with the O&M (operations and maintenance) cost projections for the system that they are asking for.

I am happy to say that we have improved operations in several areas since the last TMF. I had a conference call with two SRF reps and two RCAC reps on August 3<sup>rd</sup> to start on a "work plan" for the TMF analysis. I was able to list over a half-dozen areas where we have made improvements since 2015.

**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."

## **ACWD General Manager (GM) Report August 2020**

Website updates The June 2020 lead & copper test results from 5 residences in Alleghany were added to the water test results page which can be found under Customer Service.

A copy of the fire hydrant and water source map was added to the homepage (scroll to the bottom) for easy access.

The 2019 MD&A was added to the financial information page, as was a copy of the newly adopted preliminary budget.

PG&E Claim for damages PG&E sent a letter saying that they denied the claim for damages because they are not responsible for the extreme weather that caused them to shut-off the power. They are only responsible for claims caused by their negligence.

Number of active customer accounts: current count: 54 this is important information for the budget adoption next month.

Annual Calpers information request: done on August 4<sup>th</sup>. The district is required by law to complete this report which seems ridiculous considering our size..

Weedeating at pumphouse: Gus and Tobyn had offered to do this on a volunteer basis, but as of the end of July they had not found time to do it. I made a "managerial decision" and hired Chris Coons to do it for \$15 an hour. Please recall that last year we consulted with the HR attorney on this topic and we were advised that the district is required to compensate employees for use of their own equipment. In this case Chris was paid an additional \$3.00 per hour for the use of his weed-eater because his normal pay by the district is \$12 (he normally makes more than this for outside jobs). If the board wants to do a cost-analysis and decide what should be paid going forward that is fine but we had to get it done. This will be placed next month's agenda as it dovetails with the budget adoption. I would like input from anybody who has an opinion about this prior to next month's meeting.

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### AGENDA ITEMS

Park Report: PG&E is sending a check for \$1,000 because ACWD expedited the signing of the agreement for them to use the Park for a community resource center during public safety power outages. A copy of the agreement is posted online as part of the June 27<sup>th</sup> special meeting documents. This money will go into the Park fund because it is for use of the Park.

### NEXT MEETING AGENDA ITEM

Fiscal year 19/20 which ended on June 30<sup>th</sup> has not been closed-out yet. As of this writing, the final tax payment from the County has not arrived for last year and it is needed to close-out. Once the year is closed-out we can see what is available to add to the contingency fund.

#### **Correspondence:**

Incoming: Letter from PG&E denying claim for damages related to SCADA failure during public safety shut-off, renewal of library lease for historical church, election consolidation papers from Sierra County, agreement for use of Park from PG&E, Signed amendment for water tank construction project changing budget amount from \$900,000 to \$920,000.

Outgoing: certification of review of conflict of interest code, signed lease extension for library in historical church and request to consolidate district election with County election all sent to Sierra County Clerk-recorder, signed 5-year agreement allowing PG&E to use the park for setting up a community center during public safety shut-offs sent to PG&E rep. Thank you card to Dean Hooley for mowing the park and helping with it.