

**Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday June 13, 2023 Meeting was held at the Alleghany Firehouse and over phone**

1. Call to Order & Establish a Quorum The meeting was called to order by Director Nancy Finney at 6:07 P.M.

Directors present: Robbin DeWeese, Nancy Finney; and Brianne Price CWO Bruce Coons and Secretary Amber Mehrmann were present President Tobyn Mehrmann, Vice President Coral Spencer, and G.M. Rae Bell absent. Public: none

2. Consent Calendar:

Motion was made to approve the consent calendar after corrections by Robbin DeWeese and Brianne Price 2nd. **Ayes: Brianne Price, Robbin DeWeese and Nancy Finney Nos: 0 Absent: Tobyn Mehrmann and Coral Spencer Price Abstain: 0**

3. Information/Discussion Items

a) Correspondence: None

b)SRF Project Update: In a couple of weeks Rae Bell, Chad Coleman (the new inspector), and the financiers for repair of the tank, will be having a conference call to iron out all of the details on repairing the tank.

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

G.M.: No report.

CWO: The finished water pumped was 128,360 gallons and the GPM for the spring was 141.7.

~The Samples are all negative

~The Alkaline and Sodium tests came back normal.

~Bruce has to submit a drought contingency report once a month to CRWCB SAFER Program, this is required by law.

d) Historical Church/Library Report: Nothing to report

e) Park Report: The water at the park was turned on.

~Bruce is ordering the part to fix the water fountain.

4. Unfinished Business

a) Customer Accounts/Billings/Disconnects: There are only two accounts over 90 days.

b) Policies & Procedures & Ordinances: Nothing prepared for meeting.

c). Status of Insurance : Nothing to Report.

d). Adopt CWO Job Description: Tabled, waiting on CWO to provide documents requested in March.

5. New Business

a). Adopt Preliminary Budget: Tabled

6) Public Response Time: none

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

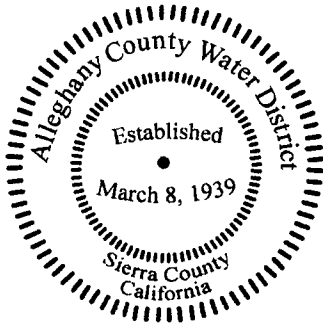
Next meeting will be on July 11, 2023; at 6:00 P.M.

Agenda items: Adopt Preliminary Budget

There being no further business the meeting was adjourned at 6:29 P.M.

Respectfully Submitted:


Amber Mehrmann, Secretary



NOTICE

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

Date: Tuesday June 13, 2023 Time: 6:00 pm

**Location: Alleghany Firehouse 105 Plaza Court with conference call option
for public. Dial-in number (US): (978) 990-5144 Access code: 6919768#**

All meeting documents available online: alleghanywater.org

Send an email to: 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

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 May 9, 2023.
 - c) Ratification of Treasury Report and bill payments for May 2023.
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:
 - b) Ordinances, Policies & Procedures and Bylaws: nothing prepared for meeting
 - c) Status of insurance proposed insurance carrier change.
 - d) Adopt CWO Job Description
5. New Business (Discussion & Possible Action Items):
 - a) Adopt preliminary budget

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 July 11, 2023. Possibly cancel meeting if nothing urgent comes up? Possibly consider taking July and December off each year? Agenda items:

7. Adjournment.

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Allegheny County Water District
Treasury Report

May 2023

MAIN CHECKING ACCOUNT Beginning Balance \$ 533.02

Deposits				Amount
Date	From:	For:		
5/1	Customer	Water		\$ 1,692.24
5/1	Customer	Water		\$ 300.00
5/1	Customer	Water		\$ 2,007.09
5/1	Low Income Water Assistance	Overdue Customer Account		\$ 931.93

Deposits Total \$ 4,931.26

Expenditures				Amount
Ck #	Date	To:	For:	
EFT	5/1	Transfer to Reserve Fund	to put money back	\$ 1,600.00
5797	5/3	Bruce Coons	WDO April Bill - Gross \$356.33	\$ 256.74
5798	5/3	Edda Snyder	Bookkeeper April Bill - Gross \$200	\$ 184.70
5799	5/3	Edward Snyder	WDA April Bill - Gross \$174	\$ 160.69
1151	5/9	SWRCB	Edward Snyder Water Operator License renewal	\$ 70.00
EFT	5/16	PG&E	Pumphouse	\$ 248.92
1152	5/31	Rae Bell	Flat Rate admin: \$200, reimburse for paper: \$87.92	\$ 287.92

Expenditures/Transfers Total \$ 2,808.97

RESERVE FUND SAVINGS ACCOUNT	
Contingency Fund	\$ 12,900.00
Equip. Maint. Fund	\$ 1,000.00
Interest earned	\$ 3.80
back from checking	\$ 1,600.00
TOTAL	\$ 15,503.80

Ending Main Account Balance \$ 2,655.31
Plus Undeposited Funds \$ 1,132.62
Operating Funds at month-end \$ 3,787.93

NON-ENTERPRISE ACCOUNT (Historical Church, Library & Park) Beginning Balance \$ 10,255.68

Deposits				Amount
Date	From:	For:		
				Deposits Total \$ -

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

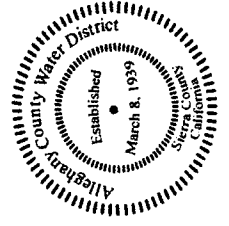
Report Prepared by Edda Snyder
Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 10,255.68

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Print

Historical Church Balance	\$ 5,387.00
Library Balance	\$ 2,853.64
Park Balance	\$ 2,015.04
Balance	\$ 10,255.68



	16-17 Actual	17-18 Actual	18-19 Actual	19-20 Actual	20-21 Actual	Prelim FY 23-24
Income						
Water Sales & Fees	\$ 27,045	\$ 29,468	\$ 28,605	\$ 28,553	\$ 28,073	\$ 28,984
Tax Revenue	\$ 5,096	\$ 4,572	\$ 4,423	\$ 4,263	\$ 4,485	\$ 4,300
Other Income	\$ 68,139	\$ 784,955	\$ 194,504	\$ 240	\$ 443	\$ 250
Total Income	\$ 100,280	\$ 818,995	\$ 227,532	\$ 33,056	\$ 33,001	\$ 33,534
Expenses						
Staffing	\$ 7,509	\$ 9,029	\$ 20,252	\$ 13,297	\$ 12,205	\$ 12,700
Professional fees	\$ 2,500	\$ 2,800	\$ 2,920	\$ 3,750	\$ 2,950	\$ 3,100
SRF Projects	\$ 500	\$ 500	\$ 17,739	\$ -	\$ 2,038	\$ -
Utilities	\$ 2,845	\$ 3,275	\$ 3,363	\$ 3,216	\$ 3,624	\$ 3,528
Depreciation	\$ 16,831	\$ 16,831	\$ 20,701	\$ 30,184	\$ 31,468	\$ -
Water Operation	\$ 6,481	\$ 6,481	\$ 6,683	\$ 7,173	\$ 6,058	\$ 5,841
Office Expense	\$ 807	\$ 853	\$ 1,373	\$ 1,194	\$ 1,302	\$ 1,336
Insurance	\$ 4,356	\$ 4,437	\$ 5,401	\$ 5,576	\$ 5,598	\$ 6,100
Other expenses	\$ 431	\$ 484	\$ 575	\$ 490	\$ 645	\$ 429
Total Expenses	\$ 42,260	\$ 44,690	\$ 79,007	\$ 64,880	\$ 65,887	\$ 33,034
Main ent. QB Net Change	\$ 58,020	\$ 774,305	\$ 148,525	\$ (31,823)	\$ (32,886)	\$ 500
TRANSFER (to) or from reserve funds for budget column only.						
NON-enterprise activities						
Historical Church Income	\$ 3,812	\$ 2,087	\$ 2,080	\$ 1,500	\$ 1,500	\$ 1,500
Historical Church Expense	\$ 2,487	\$ 626	\$ 957	\$ 626	\$ 592	\$ 2,590
Historical Church NET	\$ 1,325	\$ 1,461	\$ 1,123	\$ 874	\$ 908	\$ (1,090)
Library Income	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -
Library Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
Library NET	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ (500)
Park Income	\$ 2,135	\$ 50	\$ 117	\$ 1,600	\$ -	\$ -
Park Expense	\$ 3,024	\$ 465	\$ 204	\$ 180	\$ 107	\$ 242
Park Net	\$ (889)	\$ (415)	\$ (87)	\$ 1,420	\$ (107)	\$ (242)
Quickbooks net profit	\$ 58,456	\$ 775,351	\$ 149,561	\$ (29,530)	\$ (32,085)	\$ (1,332)

\$1,432 of non-enterprise funds to be used to cover budget shortfall for historical church, library and park.

Historical data is audited and includes SRF Project income & expense and depreciation expense.

For historical data, the "net change" does not represent "cash" because it includes changes to the value of assets other than cash.

The budget column however, is primarily "cash based" with the net gain or loss being moved into our out of existing funds.

Note: The budget column uses a combination of balance sheet & income statement figures.

The Budget is a managerial document and is not required to follow GAAP.

	17-18 Actual	18-19 Actual	19-20 Actual	20-21 Actual	21-22 Actual	Prelim FY 23-24
Income						
4000 · Operating Income						
4100 · Water Sales	27,045	27,754	28,605	28,321	27,638	28,684
4200 · Property Tax Revenue	5,096	4,572	4,423	4,263	4,485	4,300
4800 · Customer Fees	392	1,714		232	435	300
Total 4000 · Operating Income	32,533	34,040	33,028	32,816	32,559	33,284
5000 · Other Operating Income						
5110 · Surplus equip. sales/misc			-39,000.00		202.97	
5100 · Donations District	92					
5300 · Hist. Church Admin. Fee	240	240	240	240	240	250
5300 · Grant Funding	67,807	784,715	233,264			
Total 5000 · Other Income	68,139	784,955	194,504	240	443	250
Expense						
6000 · Payroll Expense						
Total 6000 · Water Operation	7,119	8,519	19,907	12,952	11,883	12,000
6020 · Secretary/GM Contracts	390	510	345	345	323	700
Total Staff Expense	7,509	9,029	20,252	13,297	12,205	12,700
6100 · Professional Services						
6110 · Engineering						
6120 · Auditor Fee	2,500	2,800	2,800	2,800	2,950	3,100
6130 · Legal Fees			120	950		
Total 6100 · Professional Services	2,500	2,800	2,920	3,750	2,950	3,100
6160 · SRF Projects	500	17,739		2,038		
6200 · Utilities						
6210 · Telephone	226	323	473	515	508	528
6220 · PG & E	2,334	2,388	2,389	2,472	2,586	2,500
6230 · Propane	285	564	501	229	530	500
Total 6200 · Utilities	2,845	3,275	3,363	3,216	3,624	3,528

NOTE: Because Allegheny is a low-income community the district lacks the funds necessary to budget for depreciation.



	17-18 Actual	18-19 Actual	19-20 Actual	20-21 Actual	21-22 Actual	Prelim FY 23-24
6255 · Depreciation expense	16,831	20,701	30,184	31,468	31,561	
6300 · Water Operation						
6301 · Mileage	1,047	739	1,005	1,397	1,186	1,000
6302 · Water Tests	1,505	670	1,586	1,013	2118	1,382
6303 · System Repair & Maint.	2,868	4,057	3,069	1,614	33	1,850
6304 · Chemicals	668	653	1,012	1,324	730	909
6305 · Fees & Licenses	393	565	500	710	645	700
Total 6300 · Water Operation	6,481	6,683	7,173	6,058	4,713	5,841
6500 · Office Expense						
6550 · Computer/Software	425	509	942	962	912	971
6555 · Office Supplies	123	0	283	47	142	125
6560 · Postage	259	344	148	185	248	240
Total 6500 · Office Expense	807	853	1,373	1,194	1,302	1,336
6700 · Insurance	4,356	4,437	5,401	5,576	5,598	6,100
7000 · Other operating expenses						
7011 · Rent Expense	72	72	72			
7020 · Dues & Subscriptions	359	385	404	409	429	429
7030 · Penalties						
7040 · Bank Service Charges		27		30		
7050 · Misc. Expense				28	8	
7070 · Interest Expense			99	23	207	
Total 7000 · Other operating expenses	431	484	575	490	645	429
Transfer to tank inspection/ equipment fund						
Transfer to Reserves	4,500	5,500	5,500			500
USDA LOAN PRINCIPLE PMINT.	2,994					
Water Operation "bottom line"	50,918	747,494	150,792	(34,031)	(29,596)	0

NOTE: Because Allegheny is a low-income community the district lacks the funds necessary to budget for depreciation.



	17-18 Actual	18-19 Actual	19-20 Actual	20-21 Actual	21-22 Actual	Prelim FY 23-24
NON-ENTERPRISE (this section is used to track the historical church and park).						
8000 · Hist. Church Income						
8010 · Hist. Church Rental	1,500	1,500	1,500	1,500	1,500	1,500
8020 · Hist. Church Fundraisers						
8021 · Concert Income	2,312					
8022 · Bricks/books						
Total 8020 · Hist. Church Fundraisers	2,312	0	0	0	0	0
8030 · Donations Hist. Church	587	587	580			
9000 · Hist. Church Expenses						
9000a · Insurance Hist. Church	250	250	250	250	250	650
9000b&c · Hist. Church Admin & Bank Fees	240	240	240	240	240	240
9000d · Utilities Hist. Church	122	121	127	123	102	200
9000e · Repairs & Maint. Hist. Church	105	15	253	13		1,500
9000f · Supplies & Small Equip. Hist. Church	194		86			
9000g · Hist. Church Computer Expense	273					
9000i · Hist. Church Fundraiser Exp.	1,303					
Net Historical Church income less expense	1,325	1,461	1,123	874	908	-1,090
8050 · Library Income					2,000.00	
9050 · Library Expense						500.00
Library income less expense	0.00	0.00	0.00	0.00	2,000.00	-500.00



NOTE: Because Allegheny is a low-income community the district lacks the funds necessary to budget for depreciation.

	17-18 Actual	18-19 Actual	19-20 Actual	20-21 Actual	21-22 Actual	Prelim FY 23-24
8100 · Park Income						
8110 · Park Fundraisers				1,600.00		
8120 · Donations Park	2,135	50	117			
9100 · Park Expenses						
9120 · Park Improvements	2,477	50				
9122 · Park Supplies and Maintenance	360	228	17	88	11	150
9125 · Solid Waste Fee Park	187	187	187	92	96	92
9130 · Park Event Expense						
Net Park income less expense	-889	-415	-87	1,420	-107	-242
Total Non-Enterprise Income	5,947	2,137	2,197	3,100	3,500	1,500
Total Non-Enterprise Expense	5,511	1,091	1,161	806	699	3,332



NOTE: Because Allegheny is a low-income community the district lacks the funds necessary to budget for depreciation.