

**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday February 11, 2020 Alleghany Firehouse, 105 Plaza Court Alleghany**

**1. Call to Order & Establish a Quorum** The meeting was called to order by President Mehrmann at 6:04 pm. Directors present: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese, Coral Spencer and CWO Bruce Coons. Gus Tenney and Rae Bell were absent and had notified the Secretary that they could not attend. Secretary Amber Mehrmann was present and took minutes. Public Present: Vicky Tenney, and Jan Sticha

**2. Consent Calendar:**

a.) Motion made to approve the consent calendar with one question about the treasurer's report. Motion made by Robbin DeWeese and Coral Spencer 2<sup>nd</sup> **Ayes: Mehrmann, Finney, Spencer, and DeWeese Nays:0 Absent: Gus Tenney**

**3. Information/Discussion Items:**

a) **Correspondence:** None

b) **SRF Projects Update :** -There will be new draft maps and plans made for Ram Springs.

c) **Board Member or Special Committee Reports:** None

d) **Staff Reports: CWO:** Bruce reported that in January all tests results were absent. Total finished water production for January was 210,370 gallons. The slight metal taste in the water is due to bolts that are rusting in the tank. Bolts will be replaced as soon as possible.

**G.M. Report:** was absent

e) **Historical Church/Library Report:** none

f) **Park Report:** None

**4. Unfinished Business**

a) **Customer Accounts/Billings/Disconnects:** Three ten day notices escalated to 48 hour shut off notices. All were paid.

b) **Ordinances, Policies & Procedures and Bylaws:** Standard editions were made to the policies and procedures. They were discussed, but decisions were tabled until next meeting.

c) **Officers were Appointed:** Tobyn Mehrmann is to remain president and Gus Tenney is voted to become Vice President. Coral Spencer made the motion and Nancey Finney 2<sup>nd</sup> **Ayes: Finney, Spencer, and DeWeese Nays:0 Absent: Gus Tenney Abstain: Tobyn Mehrmann**

**5. Public Response Time:** None

**6. New Business** None

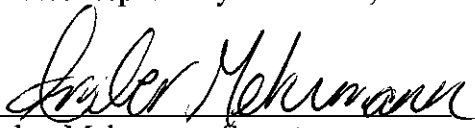
A closed session was began at 6:42 P.M.

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

Next meeting will take place on March 10, 2020 at 6:00 P.M.

There being no further business before the Board, the closed session and meeting was adjourned at: 6:54 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 2/11/20

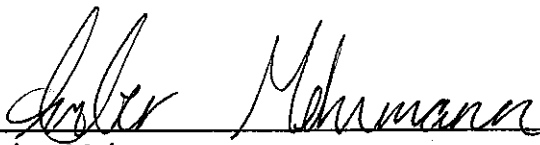
In the following location(s):

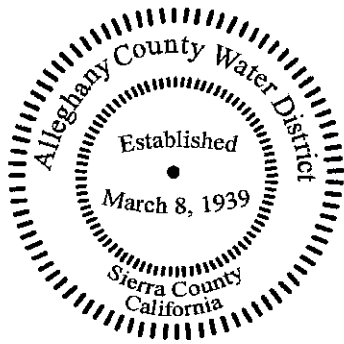
Alleghany Post Office Bulletin Board (packets put in box for the public) and On the door of the Alleghany Firehouse (meeting location)  
~~Emailed to email list as well.~~

On 2/7/20 (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 February 11, 2020 Time: 6:00 pm**

**Location: Alleghany Firehouse 105 Plaza Ct. Alleghany**

**Website: [alleghanywater.org](http://alleghanywater.org)**

**phone: 530-287-3204**

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 January 14, 2020.
- c) Ratification of Treasury Report and bill payments for the month of January 2020

### 3. Information/Discussion Items:

- a) Correspondence
- b) SRF Projects Update
- c) Board Member or Special Committee Reports
- d) Staff Reports – Chief Water Operator (CWO) & General Manager (GM)
- e) Historical Church/Library Report –
- f) Park Report –

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

- a) Customer Accounts/Billings/Disconnects. For the month of January there were three 10-day notices issued, two escalated to 48-hour notices, all were paid.
- b) Ordinances, Policies & Procedures and Bylaws: Draft revision to customer service Policy 400 to incorporate changes already being implemented by staff but not formalized via policy.
- c) Appoint Officers (President and VP)
- d) Memcor unit – Let John Lewis take it?

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

- a) Closed session for legal issue. (suggest doing public response time first)

**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, March 10, 2020 6:00 pm at the Alleghany Firehouse Next meeting agenda items:  
review mid-year budget-to-actual financial statements and audit report.

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.

## Allegheny County Water District (ACWD) Policies & Procedures

### **Policy # 400 Customer Service:**

It is the policy of ACWD to treat all customers equally and to protect customer confidentiality.

### **Customer Service Procedures:**

**Procedure 400.1 Shut-off notices:** Per Ordinance #3 article 9 section 904 and as amended: On or near the 15<sup>th</sup> day of each month a 10-day notice shall be mailed to all accounts 30 days or more overdue. (see attachment A) **Past due balances of \$10.00 or less shall be ignored for the purpose of shut-off notices. If the customer is a tenant all shut-off notices must be mailed to both the owner of the property and the tenant.**

If payment for a 10-day notice is not received by the tenth day (excluding weekends and holidays) then a 48-hour shut-off notice shall be posted at the premises. Staff reserves the right to consider all circumstances before actually shutting off water. State law provides that water shall not be shut-off if the responsible party is ill and is residing at the premises.  
(See Gov code sections 60370, 60371 and 60372 for the rules regarding shut-off)

**Procedure 400.2 Payment Plans:** Any customer wishing to do so, may set up a payment plan in order to avoid a discontinuance of service. The customer shall contact the district bookkeeper or designee to set-up a payment plan. The general guidelines for payment plans are: The maximum number of monthly installments is six. The first payment will be due within 30 days of establishing the plan. A payment plan summary shall be mailed to the customer in order to avoid misunderstandings. All subsequent water bills must be kept current during the duration of the payment plan. If the current bill is not paid on-time a shut-off notice will be sent per procedure 4.1 and the payment plan shall be voided.

**Procedure 400.3 Bounced Checks:** In the event that a check used to pay a water bill is returned due to non-sufficient funds a \$25 fee shall be billed to the customer due upon receipt. The related water bill payment shall be voided and as applicable per Ordinance #33 late fees of 10% shall be added to all balances not paid on or before the first day of the month following the original due date.

**Procedure 400.4 Water Leak Adjustment:** Customers who experience a water leak may apply for a Water Leak Adjustment Credit by completing a Water Leak Adjustment Request Form (attachment B) Customers must provide an explanation of the leak and have the Water Treatment Operator or designee verify and sign-off that the leak has been repaired or mitigated by shutting off the water. Each water service shall be eligible for not more than one Water Leak Adjustment Credit in any twelve-month period. The completed Water Leak Adjustment Credit Form must be submitted to the district bookkeeper or designee. The Water Leak Adjustment Credit shall equal 50% of the overage charges for water during the month of the leak (flat rate is excluded). Any late fees or other charges shall not be included in the water-leak adjustment credit. The bookkeeper shall document any leak adjustment credits that are issued as a footnote on the monthly treasurer's report (without identifying the customer) and shall maintain a detailed master list of all leak adjustment credits.

**Procedure 400.5 Late Fees:** Water bills not paid on or before the first day of the calendar month after the due date, shall incur a penalty of ten percent (10%) on the current balance.

This Policy overrides any ordinances or sections of ordinances that are in conflict with it.

DRAFT REVISION CHANGES IN YELLOW JANUARY 2020

# Allegheny County Water District

Treasurer's Report

January 2020

## MAIN ACCOUNT

Beginning Balance \$ 33,828.56

### Deposits

Date	From:	For:	Amount
1/9	Customer	Water	\$ 1,954.66
1/13	Customer	Water	\$ 1,298.88
1/26	Non-Enterprise	Insurance \$250 and Annual Admin \$240	\$ 490.00
1/29	Customer	Water	\$ 1,300.00
1/29	Customer	Water	\$ 628.40

Deposits Total \$ 5,671.94

### Expenditures

Ck #	Date	To:	For:	Amount
5466	1/10	CSDA	Membership Fees	\$ 186.00
EFT	1/20	EDD	Payroll Liabilities	\$ 51.48
EFT	1/20	EDD	Payroll Liabilities	\$ 301.04
5467	1/20	United States Treasury		\$ 1,542.96
5468	1/20	United States Treasury		\$ 78.57
5469	1/20	Thompson Tank	Tank Project	\$ 21,834.99
EFT	1/23	PG&E	Pumphouse	\$ 314.83
1107	1/23	VOID		
5470	1/23	Bruce Coons	CWO December Bill - \$446.76	\$ 375.78
			CWO Salary \$	300.00
			Mileage \$	41.76
			Tank Project \$	60.00
			Other Labor \$	45.00
5471	1/23	Edda Snyder	Bookkeeper December Bill - Gross \$150	\$ 138.52
5472	1/23	Edward Snyder	WDO December Bill - Gross \$222	\$ 205.02
1106	1/31	Amber Mehrmann	Secretary Bill December & January	\$ 75.00

Expenditures Total \$ 25,104.19

Ending Main Account Balance \$ 14,396.31  
 Less Contingency Fund Balance \$ (10,000.00)  
 Plus Undeposited Funds \$ 1,408.88  
 Available Funds \$ 5,805.19

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

Beginning Balance \$ 8,367.95

### Deposits

Date	From:	For:	Amount
1/9	Donations		\$ 280.00

Deposits Total \$ 280.00

### Expenditures

Ck #	Date	To:	For:	Amount
	1/26	Main	Insurance \$250 and Annual Admin \$240	\$ 490.00

Expenditures Total \$ 490.00

Report Prepared by Edda Snyder  
 Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 8,157.95

x  
 Print

Historical Church Balance	\$ 7,348.46
Park Balance	\$ 809.49