

**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday, January 8, 2019 Alleghany Firehouse, 105 Plaza Court Alleghany**

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. and Robbin DeWeese. Coral Spencer was absent. Staff present GM Rae Bell Arbogast and Water Treatment Operator Bruce Coons. Secretary Amber Mehrmann was present and took minutes. Public present: Cera Blades, Jan Sticha & Vicky Tenney.

2. Consent Calendar

A motion to approve the Consent Calendar was made by Robbin DeWeese, Gus Tenney seconded. Ayes: Tenney, Finney, Mehrmann & DeWeese Nays: 0. Absent: Coral Spencer Abstain: 0 Vacant: 0. Motion Carried

3. Public Response Jan Sticha asked about the high amount of the PG&E bill for the pump house. Rae Bell let him know that it was higher than usual due to the extra pumping that was needed to flush the new tank.

4. Information/Discussion Items

a)Correspondence:

Incoming: Christmas Card from the auditors: Boden, Klein and Sneesby,

Outgoing: Copy of audit opinion letter sent to Gus, Nancy and Tobyn, signed oath documents sent to the Sierra County Clerk Recorder's office, Quarterly progress reports for both projects sent to the State

b) SRF Projects Update: Written report in packet additionally Rae Bell reported that Roger Lee of Neil's Control Blasting and Dave Jeffries met with her on January 8, 2019, to assess the feasibility of doing horizontal drilling at the Cumberland spring to catch the water underground. Roger said he would be willing to give it a try and the cost would be comparable to the Ram Spring project which was \$4,200 to mobilize plus approximately \$5,000 per day for a total of around \$26,000. This would have to be approved by the State.

C.) Board Member or Special Committee Reports: None

d) Staff Reports: G.M. Report: ACWD will be 80 years old on March 8, 2019.

W.T.O. Report: Total raw water 87, 200 gallons; Ram Spring pumped 41.975 gallons a minute; Cumberland Spring pumped 8 gallons a minute. The samples taken were absent of bacteria. The temporary tanks need to be shocked and drained. Bruce is looking into what is required to shock the tanks. Regularly the system has appx. .03 percent of Chlorine; generally there is more chlorine in the system in the winter time.

e) Historical Church/Library Report: The museum donated \$500 to the library from their concert fundraiser.

f) Park Report: None

g) Budget vs Year-to-Date actual for 6 months ended 12/31/18: Utilities were under a bit. Everything else is about on track.

5. Unfinished Business

- a) **Customer Accounts/Billings/Disconnects:** No 10-day notices.
- b) **Ordinances Policies and Procedures:** Rae Bell is working on an emergency notification plan.
- One idea is a prerecorded message that would call everyone at once to notify them of any issues with the water system. Utilizing the County's Code Red System.
- c) **Labor Compliance Consultant update:** A special meeting will be held to discuss the meeting held with the attorney about Labor Compliance.

6. New Business

- a) **Change Bruce Coons' title from Water treatment Operator to Chief Water Operator: Robbin DeWeese made the motion. Gus Tenney 2nd Motion Ayes: Tenney, Finney, Mehrmann & DeWeese Nays: 0. Absent: Coral Spencer Abstain: 0 Vacant: 0. Motion Carried**
- b) **Appoint Officers:** Vote to keep officers the Same. Toby Mehrmann President, Nancy Finney VP and Amber Mehrmann Secretary. **Robbin DeWeese made the motion. Gus Tenney 2nd Motion Ayes: Tenney, Finney, Mehrmann & DeWeese Nays: 0. Absent: Coral Spencer Abstain: 0 Vacant: 0. Motion Carried**

7. Next Regular meeting & Items for next agenda

Reminder that the insurance renewal is coming up.

There being no further business before the Board, the meeting was adjourned at: 6:38 p.m.

Next meeting will be held at the Alleghany Firehouse on February 12, 2019, at 6:00 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 Mehrmann 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 1/8/19

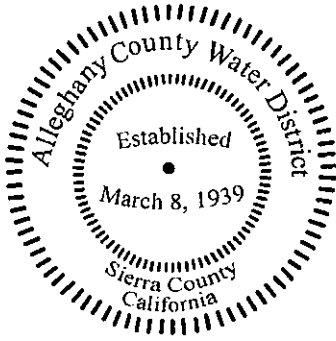
In the following location(s):

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 1/5/19 (date)

A copy of which is attached hereto and by reference made a part herof.

Signed under penalty of perjury: X Amber Mehrmann
Amber Mehrmann



NOTICE

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

Date: Tuesday January 8, 2019 Time: 6:00 pm

Location: Alleghany Firehouse 105 Plaza Ct. Alleghany

Website: alleghanywater.org

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 December 11, 2018.
- c) Ratification of Treasury Report and bill payments for December 2018

3. 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.

4. Information/Discussion Items:

- a) Correspondence
- b) SRF Projects Update – written report in packets
- c) Board Member or Special Committee Reports
- d) Staff Reports – Water Treatment Operator (WTO) & General Manager (GM)
- e) Historical Church/Library Report - Museum donated \$500 from concert proceeds.
- f) Park Report
- g) Budget vs Year-to-date actual for 6 months ended 12/31/18

5. Unfinished Business (Discussion & Possible Action Items):

- a) Customer Accounts/Billings/Disconnects. NO ten-day notices sent in December
- b) Ordinances, Policies & Procedures and Bylaws: GM put in 5 hours on the emergency response plan in December but it still needs a lot of work.
- c) Labor Compliance Consultant update

6. New Business (Discussion & Possible Action Items):

- a) Change Bruce Coons' title from Water Treatment Operator to Chief Water Operator
- b) Appoint Officers

7. Next meeting date, Items for next Agenda & Adjournment. (Check Calendar)

Next regular meeting, February 12, 2019 6:00 pm at the Alleghany Firehouse Next meeting agenda item:

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

MAIN ACCOUNT Beginning Balance \$ 3,858.77

Deposits

Date	From:	For:	Amount
12/3	SWRCB	Project Payment	\$ 211,636.00
12/4	Customers	Water	\$ 962.98
12/4	Customers	Water	\$ 401.53
12/8	Customers	Water	\$ 506.85
12/12	Non-Enterprise	\$250 Insurance + \$240 Admin for Church	\$ 490.00
12/13	Customers	Water	\$ 849.00
12/31	SWRCB	Project Payment	\$ 134,011.00

Deposits Total \$ 348,857.36

Expenditures

Ck #	Date	To:	For:	Amount
1084	12/3	Postmaster	Stamps x2 Rolls	\$ 100.00
1085	12/4	Bruce Coons	WDO November Bill	\$ 845.39
			Mileage	\$ 64.86
			WDO Contract	\$ 250.00
			Projects Reimburse	\$ 530.53
EFT	12/5	Tri-Counties Credit Card	UPS Postage - Projects	\$ 109.12
5308	12/5	Aqua Sierra	Tank Project SCADA	\$ 27,421.00
5309	12/5	Altec	Tank Project Engineering	\$ 10,431.40
5310	12/5	BRCO	Tank Project Construction	\$ 173,018.75
5311	12/5	Softline Data	Billing Software	\$ 425.00
1086	12/8	Amber Mehrmann	Secretary November Bill	\$ 75.00
5312	12/13	AT&T		\$ 19.39
5313	12/13	B&C	Supplies & Maintenance	\$ 178.43
5314	12/13	Brown's Gas Co.		\$ 65.20
5315	12/13	Cranmer Engineering	Water Tests	\$ 84.00
5316	12/13	CSDA	Membership Fee	\$ 177.00
5317	12/13	Hach	Chemicals	\$ 207.29
EFT	12/14	PG&E	Pumphouse	\$ 235.71

Expenditures Total \$ 213,392.68

Ending Main Account Balance \$ 139,323.45
 Less Contingency Fund Balance \$ (4,500.00)
 Plus Undeposited Funds \$ 828.48
Available Funds \$ 135,651.93

NON-ENTERPRISE ACCOUNT (Historical Church & Park) Beginning Balance \$ 8,909.42

Deposits

Date	From:	For:	Amount
12/13	Donations	Museum concert - donation for Church	\$ 420.00
12/13	Donations	Museum concert - donation for Church	\$ 80.00

Deposits Total \$ 500.00

Expenditures

Ck #	Date	To:	For:	Amount
EFT	12/12	Main	\$250 Insurance + \$240 Admin for Church	\$ 490.00
EFT	12/14	PG&E	Church	\$ 9.86

Expenditures Total \$ 499.86

Ending Non-enterprise Account Balance \$ 8,909.56

Historical Church Balance	\$ 7,661.47
Park Balance	\$ 1,248.09

Verified against Bank Statement

[Handwritten Signature]

Alleghany County Water District

P.O. Box 860
 Alleghany, CA 95910

Invoice

Date	Invoice #
10/5/2018	TANK-9

12/31/18 Deposit detail

Bill To
SWRCB Div. Financial Asst. Attn: Disbursement Unit PO Box 944212 Sacramento, CA 94244

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			10/5/2018			
Quantity	Item Code	Description			Price Each	Amount
	Tank Project	BRCO progress payment <i>2</i>			113,033.46	113,033.46
	Tank Project	District overhead half of August all of September at \$200 per month - <i>documentation attached</i>			300.00	300.00
	Tank Project	PG&E payment on power-line project			3,158.18	3,158.18
	Tank Project	Rae Bell invoice 1331			435.00	435.00
	Tank Project	workers comp admin $\$435 \times .0103 =$			4.48	4.48
	Tank Project	Bruce Coons inv Sept. 2018			70.77	70.77
	Tank Project	workers comp water company $\$67.50 \times .0947 =$			6.39	6.39
	Tank Project	ADJ for rounding because the state does not pay change			0.30	0.30
	Tank Project	Altec Engineering invoice 11797			17,006.42	17,006.42
<p><i>state did not pay worker's comp. admin. \$4.00 total paid: \$134,011.00</i></p>						
Total						\$134,015.00

State Revolving Fund (SRF) Projects Update:
For ACWD BOD Meeting Date: 1/8/19 Prepared by Rae Bell

1. PLANNING PROJECT (Water Source): This project has been on the “back-burner” while the tank was under construction. Now that the tank project is about finished, we will be focusing more attention on this project.

Ram Spring Nothing new to report.

Cumberland Spring Neil’s control blasting has not gotten back to me about a date to look at this. I need to follow-up with them.

I went ahead and billed the State \$1,000 for the work that Frank Dial did early last year, even though he was not able to get the tunnel open. Just to mobilize a contractor to Alleghany (without any work) usually costs much more than that. We’ll see what the state has to say about it, but I figured it was worth a try to ask so that we don’t “burn any bridges” with potential contractors for other projects.

There will be a future construction project for the planning project.

2. WATER TANK REPLACEMENT PROJECT UPDATE:

1. Site preparation **DONE**
2. Manufacture of tank (offsite) **DONE.**
3. Placement and hook-up of temporary tanks **DONE**
4. Dismantle and haul away old tank **DONE**
5. Electrical power installation (PG&E) **DONE Dec. 12th**
6. Tank Pad preparation **DONE**
7. Construct new tank on new pad **TANK ONLINE AS OF 11/28/18**
8. Install SCADA system **They were scheduled to start Jan. 7th but may be waiting for better weather.**
9. Install fencing around new tank **Finished on 12/18/18**
10. ~~Remove temporary tanks~~ **BRCO Constructors accepted ACWDs offer to purchase both temporary tanks for \$2,500 on Nov. 28th. For now they are being left where they are.**
11. (addition) Install customer owned power pole and electrical panel **Completed Nov. 28, 2018**
12. (addition) Install Fire Hydrant at tank site **Completed Dec. 4, 2018**
Expected final completion date: Jan. 31st (SCADA)

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
Balance Sheet
 As of December 31, 2018

This interim financial report is for managerial purposes only. It may not include certain routine accruals and adjustments.

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
1110 · Main - tri counties checking	139,323.45
1112 · Non-enterprise checking	8,909.56
① 1113 · CASH	247.00
Total Checking/Savings	148,480.01
Accounts Receivable	
② 1200 · Accounts Receivable	280,468.05
Total Accounts Receivable	280,468.05
Other Current Assets	
① 1220 · Undeposited Funds	581.48
Total Other Current Assets	581.48
Total Current Assets	429,529.54
Fixed Assets	
1500 · Fixed Assets	
1505 · Land	101,000.00
1510 · Buildings	17,101.00
1515 · Water System	718,000.00
1550 · Construction in Progress	
1550a · Construction in Progress Spring	79,305.79
1550b · Construction in Progress Tank	73,068.03
Total 1550 · Construction in Progress	152,373.82
Total 1500 · Fixed Assets	988,474.82
1600 · Accumulated Depreciation	
1605 · Acc. Depreciation Buildings	-10,708.00
1610 · Accumulated Depreciation System	-618,001.00
Total 1600 · Accumulated Depreciation	-628,709.00
Total Fixed Assets	359,765.82
TOTAL ASSETS	789,295.36
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
③ Accounts Payable	
2000 · Accounts Payable	403,508.71
Total Accounts Payable	403,508.71
Other Current Liabilities	
④ 2200 · Prepaid Customer Accounts	1,536.17
Total Other Current Liabilities	1,536.17
Total Current Liabilities	405,044.88
Total Liabilities	405,044.88
Equity	
3200 · Retained Earnings	98,681.65
3210 · Investment in Fixed Assets	301,469.09
3230 · Opening Balance Equity	-21,371.19
Net Income	5,470.93
Total Equity	384,250.48
TOTAL LIABILITIES & EQUITY	789,295.36

See notes to balance sheet for more info,

Alleghany County Water District Notes To Financial Statements
for period 7/1/18 through 12/31/18 (1st half of fiscal year ending 6/30/19)

Balance Sheet Notes

1. Because some customers walk into the mine office with cash payments we have found it necessary to keep some change on hand. This is tracked with Acc# 1113. For simplicity's sake and to avoid having to add another line item to the treasurer's report, the cash is combined with Undeposited Funds acc# 1220. $\$247 + \$581.48 = \$828.48$ on the treasurer's report.
2. Accounts Receivable acc # 1200 in the amount of \$280,468 is the amount that has been billed to the State (done through November as of the date of this report) and is owed to ACWD (has not been paid by the State yet).
3. Accounts Payable is mostly project expenses that are waiting for payment from the State to be paid. The reason that this number is considerably higher than the amount owed to ACWD by the State is because a check arrived at the end of December and we did not pay the corresponding bills until January. Also, a few December expenses that have not been billed to the State yet are included in Accounts Payable.
4. Prepaid customer accounts # 2200 is the amount that water customers have pre-paid on their water bills as of 12/31/18. This number comes from the billing program and is only updated in Quickbooks when we are printing financial statements (if we remember) and at year-end. This is a good example of what the disclaimer is for:

**This interim financial report is for
managerial purposes only.
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accruals and adjustments.**

Alleghany County Water District
Profit & Loss Budget vs. Actual
July through December 2018

This interim financial report is for managerial purposes only. It may not include certain routine accruals and adjustments.

	Jul - Dec 18	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
4000 · Operating Income				
4100 · Metered Water Sales	14,040.55	26,400.00	-12,359.45	53.2%
4200 · Property Tax Revenue	0.00	5,000.00	-5,000.00	0.0%
4300 · Connection Fees	1,000.00			
4800 · Customer Fees	567.86	200.00	367.86	283.9%
Total 4000 · Operating Income	15,608.41	31,600.00	-15,991.59	49.4%
5000 · Other Income Water Operation				
5300 · Hist. Church Admin	240.00	240.00	0.00	100.0%
5400 · Planning Project Income	4,742.09			
5440 · Tank Project Income	621,693.99			
Total 5000 · Other Income Water Operation	626,676.08	240.00	626,436.08	261,115.0%
Total Income	642,284.49	31,840.00	610,444.49	2,017.2%
Gross Profit	642,284.49	31,840.00	610,444.49	2,017.2%
Expense				
6000 · Water Operation Labor				
6010 · Water Treatment Operator				
6012 · Treatment Plant contract	1,305.00	3,000.00	-1,695.00	43.5%
6014 · WTO Other Labor	918.75	1,080.00	-161.25	85.1%
6010 · Water Treatment Operator - Other	250.00			
Total 6010 · Water Treatment Operator	2,473.75	4,080.00	-1,606.25	60.6%
6030 · Meter Reader	240.00	530.00	-290.00	45.3%
6040 · Other Labor				
6041 · Water Distribution Assistant	1,066.00			
6042 · Vegetation Control	75.00			
6040 · Other Labor - Other	0.00	1,800.00	-1,800.00	0.0%
Total 6040 · Other Labor	1,141.00	1,800.00	-659.00	63.4%
Total 6000 · Water Operation Labor	3,854.75	6,410.00	-2,555.25	60.1%
6060 · Administration				
6050 · Bookkeeper	600.00	1,200.00	-600.00	50.0%
6061 · Secretary	315.00	500.00	-185.00	63.0%
Total 6060 · Administration	915.00	1,700.00	-785.00	53.8%
6100 · Professional Services				
6120 · Independant Auditor	2,800.00	2,800.00	0.00	100.0%
Total 6100 · Professional Services	2,800.00	2,800.00	0.00	100.0%
6140 · SRF Planning Project				
6145 · Planning Project Administration	311.90			
6146 · Planning Project Spring	3,496.28			
6149 · SRF Ineligible Costs	9.70			
Total 6140 · SRF Planning Project	3,817.88			
6160 · SRF Tank Project				
6161 · Tank Engineering	33,138.70			
6163 · Tank Construction	582,748.32			
6164 · Tank Admin	2,778.74			
6160 · SRF Tank Project - Other	293.00			
Total 6160 · SRF Tank Project	618,958.76			
6200 · Utilities				
6210 · Telephone	115.83	230.00	-114.17	50.4%
6220 · PG & E	829.76	3,500.00	-2,670.24	23.7%
6230 · Propane	65.20	300.00	-234.80	21.7%

Project income not included in budget

Project expenses not included in budget.

Alleghany County Water District
Profit & Loss Budget vs. Actual
July through December 2018

	Jul - Dec 18	Budget	\$ Over Bud...	% of Budget
Total 6200 · Utilities	1,010.79	4,030.00	-3,019.21	25.1%
6250 · Mileage	564.92	1,300.00	-735.08	43.5%
6340 · Water Tests	354.00	1,025.00	-671.00	34.5%
6350 · System Repair & Maintenance	634.78	5,000.00	-4,365.22	12.7%
6400 · Chemicals	445.27	600.00	-154.73	74.2%
6450 · Fees & Licenses	399.70	700.00	-300.30	57.1%
6500 · Office Expense				
6550 · Computer	435.17	455.00	-19.83	95.6%
6555 · Office Supplies	0.00	200.00	-200.00	0.0%
6560 · Postage	229.74	300.00	-70.26	76.6%
Total 6500 · Office Expense	664.91	955.00	-290.09	69.6%
6700 · Insurance	3,390.67	4,400.00	-1,009.33	77.1%
7000 · Other Operating Expenses				
7011 · Rent Expense	72.00	72.00	0.00	100.0%
7020 · Dues and Subscriptions	177.00	359.00	-182.00	49.3%
Total 7000 · Other Operating Expenses	249.00	431.00	-182.00	57.8%
Total Expense	638,060.43	29,351.00	608,709.43	2,173.9%
Net Ordinary Income	4,224.06	2,489.00	1,735.06	169.7%
Other Income/Expense				
Other Income				
8000 · Hist. Church Income				
8010 · Hist Church Rental Income	1,500.00	1,500.00	0.00	100.0%
8030 · Donations Historical Church	500.00			
Total 8000 · Hist. Church Income	2,000.00	1,500.00	500.00	133.3%
Total Other Income	2,000.00	1,500.00	500.00	133.3%
Other Expense				
9000 · Hist. Church Expenses				
9010 · Hist. Church Insurance	250.00	250.00	0.00	100.0%
9012 · Hist Church Administration Fee	240.00	240.00	0.00	100.0%
9015 · Utilities Hist. Church	61.09	200.00	-138.91	30.5%
9020 · Repairs & Maint. Hist. Church	15.00	810.00	-795.00	1.9%
Total 9000 · Hist. Church Expenses	566.09	1,500.00	-933.91	37.7%
9100 · Park Expenses				
9122 · Park Supplies and Maintenance	0.00	360.00	-360.00	0.0%
9125 · Solid Waste Fee Park	187.04	188.00	-0.96	99.5%
Total 9100 · Park Expenses	187.04	548.00	-360.96	34.1%
Total Other Expense	753.13	2,048.00	-1,294.87	36.8%
Net Other Income	1,246.87	-548.00	1,794.87	-227.5%
Net Income	5,470.93	1,941.00	3,529.93	281.9%

This interim financial report is for
managerial purposes only.
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accruals and adjustments.

Allegheny County Water District

Balance Sheet

01/08/19

As of January 8, 2019

Accrual Basis

	Jan 8, 19
ASSETS	
Current Assets	
Checking/Savings	
1110 · Main - tri counties checking	12,508.31
1112 · Non-enterprise checking	8,909.56
1113 · CASH	80.00
Total Checking/Savings	21,497.87
Accounts Receivable	
1200 · Accounts Receivable	351,954.02
Total Accounts Receivable	351,954.02
Other Current Assets	
1220 · Undeposited Funds	581.48
Total Other Current Assets	581.48
Total Current Assets	374,033.37
Fixed Assets	
1500 · Fixed Assets	
1505 · Land	101,000.00
1510 · Buildings	17,101.00
1515 · Water System	718,000.00
1550 · Construction in Progress	
1550a · Construction in Progress Spring	79,305.79
1550b · Construction in Progress Tank	73,068.03
Total 1550 · Construction in Progress	152,373.82
Total 1500 · Fixed Assets	988,474.82
1600 · Accumulated Depreciation	
1605 · Acc. Depreciation Buildings	-10,708.00
1610 · Accumulated Depreciation System	-618,001.00
Total 1600 · Accumulated Depreciation	-628,709.00
Total Fixed Assets	359,765.82
TOTAL ASSETS	733,799.19
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	348,009.35
Total Accounts Payable	348,009.35
Other Current Liabilities	
2200 · Prepaid Customer Accounts	1,536.17
Total Other Current Liabilities	1,536.17
Total Current Liabilities	349,545.52
Total Liabilities	349,545.52
Equity	
3200 · Retained Earnings	98,681.65
3210 · Investment in Fixed Assets	301,469.09
3230 · Opening Balance Equity	-21,371.19
Net Income	5,474.12
Total Equity	384,253.67
TOTAL LIABILITIES & EQUITY	733,799.19