

**Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday April 13, 2021 Meeting was held over the phone.**

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:13 pm. Directors present: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese, 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.) A motion to approve the consent calendar was made with corrections to the minutes by Robbin DeWeese and Nancy Finney 2nd **Ayes: Tobyn Mehrmann, Nancy Finney, Coral Spencer and Robbin DeWeese Nays: 0 Absent:0 Abstain: 0**

Rae made sure that the board was aware that the available funds are down to \$700.

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:**

CWO: Bruce reported that the total finished water produced was 108,360 gallons and the average raw water flow Gallons per Minute are 70 gallons.

Using the snake doubled the water flow and Bruce stated that cleaning out the pipes is something he intends to do once a year now.

GM: Rae asked the board if it would be o.k. to use the district's P.O. Box for the Fire Wise Community. There was a discussion and it was decided that there needs to be further research done on the subject before a decision is made.

d) **Historical Church/Library Report:** The Library is now open!

e) **Park Report:** There was a discussion had about who would be hired to do the weed eating at the park and the pump house. Chris Coons is on the payroll as a part time employee and the payment for the job has already been placed in the budget. Rae was authorized to hire Chris Coons.

The rope needs to be replaced by the flag pole as well.

4. Unfinished Business

a) **Customer Accounts/Billings/Disconnects:** There was one bill that escalated to a 48 hour shut off, but was paid.

b) **Draft Job Descriptions:** The job descriptions need to be finalized. Rae Bell and Nancy Finney said they would work on this remotely and bring an idea to the board next meeting.

c) **The vacancy for the Board has still not been filled.**

5. New Business

a.) All of the Water Board members and the Secretary need to have ethics and harassment training by May.

b) The question of being able to meet in person was brought up again. It was decided that, since Covid restrictions have been lifted somewhat, that meeting in person would be o.k. Unless things change between now and the next meeting, the next meeting will be held at Fire Station 2. It was decided that this would be the best place to meet as it has higher ceilings and is also a larger space than the meeting room at Fire Station 1.

6. Public Response Time: None

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

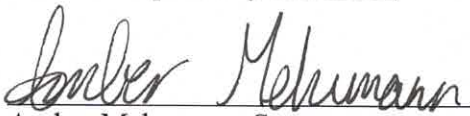
Next meeting will take place May 11, 2021 at 6:00 P.M. at Station 2

A discussion of a preliminary budget will be had.

There is still a Board Vacancy open to anyone who is registered to vote.

There being no further business before the Board, the meeting was adjourned at: 6:47 P.M.

Minutes respectfully submitted,


Amber Mehrmann, Secretary



NOTICE

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

Date: Tuesday April 13, 2021 Time: 6:00 pm

PHONE CONFERENCE

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

Access code: 6919768#

All meeting documents available online: 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 March 9, 2021
 - c) Ratification of Treasury Report and bill payments for the month of March 2021.
3. Information/Discussion Items:
 - a) Correspondence – provided in writing on GM report
 - 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 – We need to decide what we are doing about weed-eating this year for park and pumphouse.
4. Unfinished Business (Discussion & Possible Action Items):
 - a) Customer Accounts/Billings/Disconnects: Three ten-day notices issued in March, one escalated to a 48-hour notice, all got paid.
 - b) Ordinances, Policies & Procedures and Bylaws: Job descriptions need to be finalized.
 - c) Status of vacancy on the board
5. New Business (Discussion & Possible Action Items):
 - a) Reminder to all board members: Ethics and harassment prevention training due in May. We are looking for an online option and will email links to everyone.
 - b) Discussion about going back to “in-person” meetings next month as long as the COVID situation remains the same.
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).
7. Next meeting date, Items for next Agenda & Adjournment. Next meeting date: May 11th 6:00 pm. Location TBD. Agenda item: FY 21-22 Preliminary budget to be presented in May adopted in June.

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Allegheny County Water District

Treasurer's Report

March 2021

MAIN ACCOUNT

Beginning Balance \$ 18,520.42

Deposits

Date	From:	For:	Amount
3/8	Customers	Water	\$ 1,936.00
3/8	Customers	Water	\$ 88.00

Deposits Total \$ 2,024.00

Expenditures

Ck #	Date	To:	For:	Amount
EFT	3/3	PG&E	Pumphouse	\$ 253.57
1120	3/5	Tobyn Mehrmann	Reimburse	\$ 50.00
5610	3/5	Edda Snyder	Bookkeeper February Payroll - Gross \$175	\$ 161.62
5611	3/8	Edward Snyder	WDA February Payroll - Gross \$154	\$ 142.23
5612	3/5	AT&T		\$ 43.75
5613	3/5	Calif. Rural Water Asso.	Annual CRWA Membership	\$ 218.00
5614	3/5	Cranmer Engineering	Water Tests	\$ 56.00
5615	3/5	HACH	Chemicals	\$ 233.10
5616	3/5	Williams Stationary	Office Supplies	\$ 36.34
5617	3/11	CRWRMA	Insurance	\$ 5,113.00
5618	3/19	Bruce Coons	WTO February Payroll - Gross \$538.72	\$ 466.59

Expenditures Total \$ 6,774.20

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

Ending Main Account Balance \$ 13,770.22

Less Reserve Fund \$ (15,500.00)

Plus Undeposited Funds \$ 2,431.55

Available Funds \$ 701.77

NON-ENTERPRISE ACCOUNT (Historical Church & Park)

Beginning Balance \$ 7,729.89

Deposits

Date	From:	For:	Amount
Deposits Total \$ -			

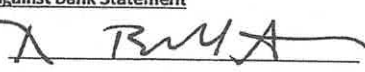
Expenditures

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

Report Prepared by Edda Snyder

Verified against Bank Statement

x
Print



Ending Non-enterprise Account Balance \$ 7,729.89

Historical Church Balance	\$ 5,464.63
Park Balance	\$ 2,265.26
Balance	\$ 7,729.89

Ram Spring Improvement Project ~ State Revolving Fund (SRF) Project
Report for ACWD BOD Meeting Date: 4/13/2021 Prepared by GM Rae Bell

This project is related to the planning project approved for funding in 2015 and completed in 2020. The planning documents (plans and estimates) are approximately 90% complete. The remaining planning work will be the first phase of this project after the application process is completed.

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 (Technical Managerial and Financial) analysis and a new rate analysis are done with the help of RCAC (Rural Community Assistance Corporation).
- The Environmental packet will be completed with the assistance of RCAC. See note below.
- The legal packet has not been started.

Technical, Managerial and Financial (TMF) Analysis & Tune-up

- The Emergency Response Plan was finished as approved by the ACWD board in November. The binder is at the pumphouse.
- The job descriptions were sent to the HR attorney for review and we need to form a committee to review the suggestions.
- The Operations and Maintenance (O&M) manual is slowly coming together.
- Rate Analysis: Will not be started until after the O&M manual is done. Note: the state requires a rate analysis that is less than 5 years old as part of the Technical Packet. Having a rate analysis done does not necessarily mean that the rates will have to be changed. There are affordability guidelines that also must be followed when setting water rates.

Technical Assistance Request RCAC's workplan utilizing the environmental consultant Don Burke with Enplan and Kip Lybarger of Altec was approved by the State on April 1st.

The new deadline to have the TMF done is 9/30/2021

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 April 2021

Prepared by Rae Bell Arbogast

- **Regarding the driven pipe water flow problem:** Bruce and Edward finally had a chance to try out the motorized snake on Sunday the 25th and Monday the 26th of March. By the end of the day on Sunday they were discouraged because the results weren't good, but on Monday, Edward did another go at it and voila!!! Two of the pipes that had previously been major producers yielded clots of tree roots and the water came back full force! The wet area out in the spring field immediately dried up and our water collection more than doubled at approximately 72 GPM. Thanks to Jared Recasens Portola's water operator for helping us locate the right equipment for the job. It turned out to be a good investment. This information also justifies the tree removal that is planned as part of the future construction project at the Ram Spring.
- **Drought warning.** Despite the good news above, the State Water Resources Control Board has issued a warning to all water rights holders that 2021 is looking like a drought year similar to 2015 when they issued curtailment orders. Everyone is asked to please conserve water.
- **Request to use the district's PO Box for the Alleghany Firewise community.** We need to provide a mailing address to the National Fire Protection Association (NFPA) for the firewise application for Alleghany. Does anybody object to using ACWD's PO Box? It would be listed as c/o ACWD on the address. I had asked the AVFD non-profit about this and they were receptive, but I don't check that box. I would prefer using a box that I have the key to.

Correspondence

Incoming: Notice from State Division of Water Rights stating that it looks like it is going to be a drought year and to plan accordingly.

Outgoing: Letter, community signed thank you Card and \$50 gift card given to Bob Hale with a note that when COVID is over we want to have a gathering at the park for him. Forms 700s and oaths of office sent to Sierra County Clerk-Recorder's office