



NOTICE

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

Date: Tuesday Sept. 12, 2023 Time: 6:00 pm

Location: Alleghany Firehouse 105 Plaza Court with conference call option

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) Approval of agenda
- b) Reading and approval of the minutes for the regular meeting dated August 8, 2023.
- c) Ratification of Treasury Report and bill payments for August 2023 Note correction to library fund.

3. Information/Discussion Items:

- a) Correspondence –
- b) SRF Projects Update – Still waiting for funding agreement from State.
- 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: 5 accounts are over 90 days and 2 are over 60. Will be sending out payment plan options this month. May have to shut a few off if they don't pay.
- b) Ordinances, Policies & Procedures and Bylaws: Notes from internal control webinar included in packets. Suggest looking it over as a group and if any of the suggestions seem good, they could be incorporated into the existing accounting policy to be voted on next month. Copy of current policy in packets.
- c) Status of proposed insurance carrier change. – To be revisited in January keeping as a placeholder. Talked to State Fund about how to cancel plan early if needed (renews next August) no penalty.
- d) Adopt CWO Job Description

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

- a) Final Budget adoption, postponed to October because public notice was not posted 10-days in advance as required.
- b) Covid relief money for the Library, discuss procedures for using it.
- c) Quickbooks is going to an annual subscription. To-date Rae Bell has provided the software to the district at no charge (except for the payroll subscription which is split 3-ways). Consider splitting cost of software 5-ways with all of Rae Bell's bookkeeping clients.

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 October 10, 2023. Agenda items:

7. Adjournment.

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