



NOTICE

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

Date: Tuesday September 13, 2022 Time: 6:00 pm

Location: Fire Station 1, 105 Plaza Court, Alleghany and by conference call. 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 August 8, 2022 .
- c) Ratification of Treasury Report and bill payments for August 2022.

3. Information/Discussion Items:

- a) Correspondence – see GM report
- b) SRF Projects Update – Status of Request for Engineering Proposals/Selection Committee progress
- 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: Seven 10-day notices were issued in August. Three are still outstanding.
- b) Ordinances, Policies & Procedures and Bylaws: Consider adding the definition of an emergency to Policies # 100 & 102 (see GM report)
- c) Status of vacancy on the board and election: both incumbents filed their paperwork on time. Deadline to file for the remaining vacancy is November 8th.

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

- a) Audit engagement letter for fiscal year 22-23
- b) Review FY 21-22 unaudited results, note: based on cash flow no \$ available for reserve fund addition.
- c) Final Budget adoption for fiscal year 22-23

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, 2022. Agenda items: Select engineer for SRF project, Resolution to open reserve fund savings account.

7. Adjournment.

**Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday August 9, 2022 Meeting was held at the firehouse in Alleghany 105 Plaza court
with a dial-in option for remote attendance.**

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:03 pm. Directors present: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese and Coral Spencer. CWO Bruce Coons and AWO Edward Snyder; GM Rae Bell, and Secretary Amber Mehrmann was present and took minutes. Public present: Vicky Tenney

2. Consent Calendar:

Motion was made to approve the calendar by Nancy Finney and Coral Spencer 2nd. **Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese and Coral Spencer Nays: 0 Absent: 0 Abstain: 0**

3. Information/Discussion Items

a) **Correspondence:** included in GM report.

b) **SRF Projects Update:** Information written in packet.

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

CWO and AWO report: Edward reported that the total finished water produced in July was 380,660 gallons and the average raw water flow Gallons per Minute were 52 gallons.

~The tanks have cycled through once.

~ The large tank has been leaking since Saturday, August 6, 2022, it is seeping from the bottom.

~ Edward took three samples for bacteria and all came back absent.

G.M.: Rae Bell's report is in writing. Rae did state that there was a correction to a date in her report. It was August 31 not September 1st for the leak detection assistance.

d) **Historical Church/Library Report:** There aren't any Zip Books at this time.

e) **Park Report:** Nothing to report.

4. Unfinished Business

a) **Customer Accounts/Billings/Disconnects:** There are four accounts overdue.

b) **There is still a position vacant on the board.**

c) Ordinances:

~ Adoption of Policy #102

Coral Spencer asked if the 'reserve fund' was pertaining to the contingency fund.

Rae stated that the Water District has two reserve funds; a contingency fund and a maintenance account. She also stated that the policy is fully explained in the packet.

Rae also stated that there is always room to change or improve this policy as time goes on.

Nancy Finney made a motion to adopt Policy #102 as presented and Robbin DeWeese 2nd .

Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese and Coral Spencer Nays: 0

Absent: 0 Abstain: 0

d) Addition to policy #100

This addition would put something in place to stop bank fees from occurring on the bank accounts the Water District holds. Nancy Finney made a motion to approve the language as provided on the GM report and Robbin DeWeese 2nd

Ayes: Tobyn Mehrmann, Nancy Finney, and Robbin DeWeese Nays: Coral Spencer Absent: 0 Abstain: 0 Motion Carries.

e) Job Descriptions: There is nothing new to report.

5. New Business None

6. Public Response Time: None

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

Next meeting will take place September 13, 2022 at 6:00 P.M. at Station 2

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

The final Budget adoption will be on the next agenda.

There being no further business before the Board, the meeting was adjourned at: 7:40 P.M.

Minutes respectfully submitted,

Amber Mehrmann, Secretary



Allegheny County Water District

Treasury Report

August 2022

MAIN CHECKING ACCOUNT

Beginning Balance \$ 16,013.43

Deposits

Date	From:	For:	Amount
8/1	Sierra County	Property Tax Revenue	\$ 618.13
8/3	Customers	Water	\$ 2,130.25

Deposits Total \$ 2,748.38

Expenditures

Ck #	Date	To:	For:	Amount
5731	8/3	Edda Snyder	Bookkeeper July Bill - Gross \$200	\$ 184.70
5732	8/3	Edward Snyder	WDA July Bill - Gross \$540	\$ 498.69
5733	8/15	Christopher Coons	Weedeating Pumphouse in 2021 - Gross \$308	\$ 284.43
EFT	8/16	PG&E	Tank Site	\$ 14.32
EFT	8/16	PG&E	Pumphouse	\$ 155.27
5734	8/22	Bruce Coons	WDO August Bill - Gross \$300	\$ 232.41
5735	8/29	Cranmer Engineering	Water Tests	\$ 100.00
5736	8/30	AT&T		\$ 48.90
5737	8/30	B&C	Supplies and Maintenance	\$ 26.55
EFT	8/31	State Fund	Worker's Comp Premium	\$ 1,191.73

Expenditures Total \$ 2,737.00

RESERVE FUND WATER OPERATION	
Contingency Fund	\$ 14,500.00
Equip. Maint. Fund	\$ 1,000.00
TOTAL	\$ 15,500.00

Ending Main Account Balance \$ 16,024.81

Less Reserve Fund \$ (15,500.00)

Plus Undeposited Funds \$ 2,457.38

Available Funds \$ 2,982.19

NON-ENTERPRISE ACCOUNT (Historical Church, Library & Park)

Beginning Balance \$ 10,034.44

Deposits

Date	From:	For:	Amount

Deposits Total \$ -

Expenditures

Ck #	Date	To:	For:	Amount
EFT	8/16	PG&E	Historical Church	\$ 9.90

Expenditures Total \$ 9.90

Report Prepared by Edda Snyder

Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 10,024.54

x _____

Print

Historical Church Balance	\$ 5,902.51
Library Balance	\$ 2,000.00
Park Balance	\$ 2,122.03
Balance	\$ 10,024.54

Ram Spring Improvement Project ~ State Revolving Fund (SRF) Project
Report for ACWD BOD Meeting Date: 8/9/2022 Prepared by GM Rae Bell

This project is related to the planning project approved for funding by the State Water Resources Control Board Division of Finance (SWRCB,DFA) 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.

PROPOSED PROJECT BUDGET: \$745,000.

There are four application packets that must be completed to apply for funding: General, 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 with revisions done in February 2022.
- The Technical Packet is almost done. The remaining item for the technical packet is a draft contract for engineering services. This is pending engineer selection as noted below under “Request for Proposals”.
- The Completed Environmental packet was reviewed by the State and was submitted in October 2021. This is being covered by a Technical Assistance (TA) Request. The permit fees have been paid by the SWRCB as part of the TA request. Environmental permitting work is ongoing.

Request for Proposals (RFP) for Engineering Services

Only one proposal from Coleman Engineering in Roseville was received by the September 8th deadline. The selection committee will be reviewing their qualifications and consulting with the State before making a recommendation to the board at next month’s regular meeting.

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 September 2022

Prepared by Rae Bell Arbogast

Correspondence

Incoming: Notice of incomplete environmental application from SWRCB for Ram Spring Project, citing two missing items. Notice of incomplete environmental application from Dept of Fish and Wildlife for Ram Spring Project, citing two missing items

Outgoing: Multiple follow-up emails regarding the status of the inspection report for the water tank, back-and forth emails re: engineer selection and environmental docs. Letter of Support CA Resilience Challenge Sierra Business Council & Sierra County

GM REPORT

- **WATER TANK PROBLEM** We still have not gotten the inspection report and recommendations from CRWA who is waiting for the final report from CSI, the tank inspection company that came on June 3rd. This is beyond frustrating. Follow-ups are constant. Thompson tank came on Sept. 8th and did more temporary repair work on the new leaks. They slowed it down substantially.
- **Leak Detection Assistance** Edward can report on this.
- **Recent changes to Contingency Fund and accounting procedures follow-up:** Regarding the addition to Policy 100 FINANCES as adopted last month, which allows the bookkeeper to temporarily transfer funds from the reserve savings account to the checking account under specific circumstances: I wanted to point out that IF a transfer is made it WILL show up on the treasury report, which is in fact ratified by the board. Even if money is moved in and out of the savings account in the same month, it will still be documented on that month's treasury report.

Notes on specific agenda items

Agenda item 4. b) Policy Changes: Suggested definition of an emergency: An emergency is defined as any unexpected situation that either interrupts or threatens to interfere with ACWD's ability to provide water if not addressed immediately.

Suggest adding this definition to the financial policies that mention emergencies.

PENDING ITEMS:

- Heater for historical church – no report
- Job description adoption – emailed copies to Coral, nothing else to report

**Allegheny County Water District
 Profit & Loss Budget vs. Actual
 July 2021 through June 2022**

Unaudited report, does not
 contain final audit accruals
 and adjustments.

	<u>Jul '21 -...</u>	<u>Budget</u>	<u>\$ Over ...</u>	<u>% of B...</u>
Ordinary Income/Expense				
Income				
4000 · Operating Income				
4100 · Metered Water Sales	26,294.81	25,920.00	374.81	101.4%
4120 · Unmetered Water Sales	1,343.42			
4200 · Property Tax Revenue	4,485.11	4,300.00	185.11	104.3%
4800 · Customer Fees	435.39	500.00	-64.61	87.1%
Total 4000 · Operating Income	<u>32,558.73</u>	<u>30,720.00</u>	<u>1,838.73</u>	<u>106.0%</u>
5000 · Other Income Water Operation				
5200 · Miscellaneous Income	202.97	2,175.00	-1,972.03	9.3%
5300 · Hist. Church Admin	240.00	240.00	0.00	100.0%
Total 5000 · Other Income Water Operation	<u>442.97</u>	<u>2,415.00</u>	<u>-1,972.03</u>	<u>18.3%</u>
Total Income	<u>33,001.70</u>	<u>33,135.00</u>	<u>-133.30</u>	<u>99.6%</u>
Gross Profit	<u>33,001.70</u>	<u>33,135.00</u>	<u>-133.30</u>	<u>99.6%</u>
Expense				
5999 · Staff expense summary account				
6000 · Payroll Expenses	10,050.00	12,000.00	-1,950.00	83.8%
6001 · Payroll tax expense	451.63			
6061 · Secretary	322.50	500.00	-177.50	64.5%
Total 5999 · Staff expense summary account	<u>10,824.13</u>	<u>12,500.00</u>	<u>-1,675.87</u>	<u>86.6%</u>
6100 · Professional Services				
6120 · Independant Auditor	2,950.00	2,950.00	0.00	100.0%
Total 6100 · Professional Services	<u>2,950.00</u>	<u>2,950.00</u>	<u>0.00</u>	<u>100.0%</u>
6170 · SRF Spring Project Expenses				
6170a · Spring Project Administration	1,950.00			
Total 6170 · SRF Spring Project Expenses	<u>1,950.00</u>			
6200 · Utilities				
6210 · Telephone	508.42	528.00	-19.58	96.3%
6220 · PG & E	2,586.01	2,500.00	86.01	103.4%
6230 · Propane	529.86	600.00	-70.14	88.3%
Total 6200 · Utilities	<u>3,624.29</u>	<u>3,628.00</u>	<u>-3.71</u>	<u>99.9%</u>
6300 · Water Operation				
6301 · Mileage	1,186.47	1,000.00	186.47	118.6%
6302 · Water Tests	1,960.00	1,310.00	650.00	149.6%
6303 · System Repair & Maintenance				
6300b · Supplies & small tools	33.30			
6303 · System Repair & Maintenance - Ot...	0.00	2,230.00	-2,230.00	0.0%
Total 6303 · System Repair & Maintenance	<u>33.30</u>	<u>2,230.00</u>	<u>-2,196.70</u>	<u>1.5%</u>
6304 · Chemicals	730.13	1,000.00	-269.87	73.0%
6305 · Fees & Licenses	645.20	565.00	80.20	114.2%
Total 6300 · Water Operation	<u>4,555.10</u>	<u>6,105.00</u>	<u>-1,549.90</u>	<u>74.6%</u>
6500 · Office Expense				
6550 · Computer	911.67	971.00	-59.33	93.9%
6555 · Office Supplies	141.69	100.00	41.69	141.7%
6560 · Postage	248.25	300.00	-51.75	82.8%
Total 6500 · Office Expense	<u>1,301.61</u>	<u>1,371.00</u>	<u>-69.39</u>	<u>94.9%</u>
6700 · Insurance	5,597.73	5,600.00	-2.27	100.0%
7000 · Other Operating Expenses				
7011 · Rent Expense	0.00	72.00	-72.00	0.0%
7020 · Dues and Subscriptions	429.00	409.00	20.00	104.9%
7030 · Penalties	158.84			

Allegheny County Water District
Profit & Loss Budget vs. Actual
 July 2021 through June 2022

	<u>Jul '21 -...</u>	<u>Budget</u>	<u>\$ Over ...</u>	<u>% of B...</u>
7050 · Misc. Expense	8.35			
7070 · Interest Expense	48.31			
Total 7000 · Other Operating Expenses	<u>644.50</u>	<u>481.00</u>	<u>163.50</u>	<u>134.0%</u>
Total Expense	<u>31,447.36</u>	<u>32,635.00</u>	<u>-1,187.64</u>	<u>96.4%</u>
Net Ordinary Income	<u>1,554.34</u>	<u>500.00</u>	<u>1,054.34</u>	<u>310.9%</u>
Other Income/Expense				
Other Income				
8000 · Hist. Church Income				
8000a · Hist Church Rental Income	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00</u>	<u>100.0%</u>
Total 8000 · Hist. Church Income	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00</u>	<u>100.0%</u>
8050 · Library Income	<u>2,000.00</u>			
Total Other Income	<u>3,500.00</u>	<u>1,500.00</u>	<u>2,000.00</u>	<u>233.3%</u>
Other Expense				
9000 · Hist. Church Expenses				
9000a · Hist. Church Insurance	250.00	250.00	0.00	100.0%
9000c · Hist Church Administration Fee	240.00	240.00	0.00	100.0%
9000d · Utilities Hist. Church	<u>102.10</u>	<u>100.00</u>	<u>2.10</u>	<u>102.1%</u>
Total 9000 · Hist. Church Expenses	<u>592.10</u>	<u>590.00</u>	<u>2.10</u>	<u>100.4%</u>
9100 · Park Expenses				
9100c · Park Supplies and Maintenance				
9100d · Weedeating Park	0.00	150.00	-150.00	0.0%
9100c · Park Supplies and Maintenance - O...	<u>10.84</u>			
Total 9100c · Park Supplies and Maintenance	<u>10.84</u>	<u>150.00</u>	<u>-139.16</u>	<u>7.2%</u>
9100e · Solid Waste Fee Park	<u>96.49</u>	<u>92.00</u>	<u>4.49</u>	<u>104.9%</u>
Total 9100 · Park Expenses	<u>107.33</u>	<u>242.00</u>	<u>-134.67</u>	<u>44.4%</u>
Total Other Expense	<u>699.43</u>	<u>832.00</u>	<u>-132.57</u>	<u>84.1%</u>
Net Other Income	<u>2,800.57</u>	<u>668.00</u>	<u>2,132.57</u>	<u>419.2%</u>
Net Income	<u>4,354.91</u>	<u>1,168.00</u>	<u>3,186.91</u>	<u>372.9%</u>