

**Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday October 13, 2020 Meeting was held over the phone.**

**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, Robbin DeWeese, CWO Bruce Coons; Absent: Gus Tenney and Coral Spencer. Secretary Amber Mehrmann was present and took minutes. Public Present: Vicky Tenney

**2. Consent Calendar:**

a.) A correction was made to the Agenda; \$80 charge in the treasurer's report was a bounced check, not a bank charge. Motion made to approve the consent calendar by Robbin DeWeese and Nancy Finney 2<sup>nd</sup> Ayes: Mehrmann, Finney, and DeWeese Nays: 0 Absent: Spencer and Tenney Abstain: 0

**3. Information/Discussion Items:**

a) **Correspondence:** Provided in G.M. report

b) **SRF Projects Update:** Provided in packet. There was a question of what RCAC stands for. This stands for Rural Community Assistance Corporation.

**c) Board member or Special Committee Reports:**

d) **Staff Reports: CWO and GM Report:** The G.M. report was printed in the packet. Bruce said the raw production 219,000 gallons. Pumping 38 gallons per minute. The spring hasn't run dry, but it has slowed down. Bruce had tried to fix a leak down by Kanaka Creek; but the part failed two different times.

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

f) **Park Report:** The park was being used by PG&E as a community resource center during the power outages. They were paying by the day for use of the space.

**4. Unfinished Business**

a) **Customer Accounts/Billings/Disconnects:** Three ten day notices and one 48 hour notice were put out. All were paid.

b) **Ordinances, Polices and Procedures:** None

c) **Legal Opinion:** Tobyn was not able to get in touch with Attorneys.

d) **Appoint District Spokesperson:** Rae offered to do this and said there would also need to be an alternate. Tobyn offered to be the spokesperson as well. The decision was tabled to the next meeting when more members would be present for discussion.

**5. Public Response Time:** Vicki asked if we were getting a long distance charges on our phone bills from the conference calls. No one was sure.

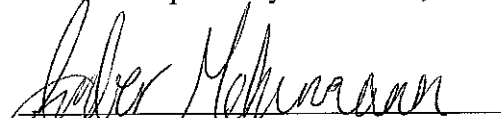
**6. New Business** None

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

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

There being no further business before the Board, the meeting was adjourned at: 6:46 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, Rae Bell Arbogast certify that the following document was posted on behalf of Alleghany County Water District, Sierra County California:

Meeting Agenda Meeting Date 10/13/2020

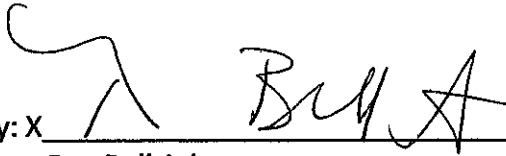
In the following location(s):

District Website, Alleghany Post Office Bulletin Board and On the door of the Alleghany Firehouse (meeting location) link emailed to email list as well.

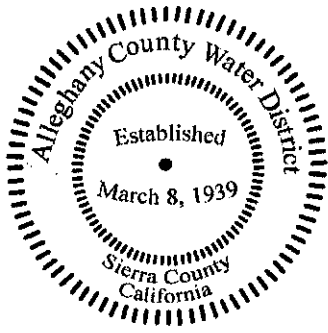
On 10/9/2020 (date)

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

Signed under penalty of perjury: X



Rae Bell Arbogast



# NOTICE

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

Date: Tuesday October 13, 2020 Time: 6:00 pm

### PHONE CONFERENCE

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

Access code: 6919768#

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 September 8, 2020
- c) Ratification of Treasury Report and bill payments for the month of September 2020.

#### 3. Information/Discussion Items:

- a) Correspondence -
- 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 – PG&E used it as a community resource center during the last Public safety outage.

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

- a) Customer Accounts/Billings/Disconnects: 3 10-day notices one escalated to a 48 hour notice all paid.
- b) Ordinances, Policies & Procedures and Bylaws: nothing prepared for meeting
- c) Legal Opinion request submitted to the CSDA attorney re: Rae Bell possible ethics violation (Nancy requested that Tobyn share question as presented to attorney at the June meeting but Tobyn had an email glitch and could not find it. Rae provided the CSDA contact info to Tobyn again in Sept.)

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

- a) Appoint district spokesperson and at least one alternate for Emergency Response Plan (see GM report)

**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, Nov. 10, 2020 6:00 pm location TBD due to Covid-19

Next meeting agenda items:

## **ACWD General Manager (GM) Report October 2020**

NO GM report this month.

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### AGENDA ITEMS

**Under New Business: As part of the Emergency Response Plan that is being developed the board needs to appoint a Designated public spokesperson. The text below is from the template that we are using:**

“Designate a spokesperson and contact for your agency for delivering messages to the news media and the public. (and at least one alternate)”

If the board wants to appoint a 3<sup>rd</sup> person that is fine too.

This should be done by board motion.

#### **Correspondence since last meeting:**

Incoming:

Outgoing: all bookkeeping documents mailed to the district auditors, copy of ACWD final budget for FY 20-21 emailed to Sierra County Auditor Van Maddox,

**State Revolving Fund (SRF) Projects Update:**  
For ACWD BOD Meeting Date: 10/13/2020 Prepared by Rae Bell

**Planning Project**

**Budget Up to \$500,000** Final payment of \$10, 740.33 received in August.

**The environmental reports:** There has been some progress in the form of back-and-forth emails amongst State people.

*Final completion date for Planning Project 12/1/2020.* Even though the final invoice has been paid by the State there is still more work to do: mainly finishing up the environmental reports and bid packet. I was told by our SRF rep. in Sept. that because the final invoice has been paid, all of the additional tasks will be carried over to the future construction project.

**Tank Project total amount funded up to \$920,000 amount billed through final bill \$911,592.00**

The final payment arrived on Sept. 21<sup>st</sup>.

I did follow-up with the contractor on getting help with the extra expenses associated with the tank repair last month but there has been no response. I have not had time to deal with this and may have to let it go. If somebody else wants to try to pursue it let me know.

**Ram Spring Improvement Project (future construction project)**

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 April 25<sup>th</sup>

The Financial application packet with all attachments was submitted on May 5<sup>th</sup>.

The Technical Packet is on hold while the TMF and a new rate analysis are done.

The Environmental packet is hung-up along with the environmental reports that are not completed for the planning project.

The legal packet has not been started.

**Technical, Managerial and Financial Analysis (TMF)**

ACWD was given a copy of the agreement between the State and RCAC for the TMF & rate analysis. RCAC is being paid \$8,771.76 for doing both. We are supposed to have them done by December 1<sup>st</sup>. I am tracking my time on this and can add it to the SRF admin in the future construction project.

As part of the TMF analysis and "tune-up" RCAC will be assisting the district with the development of the following documents: Emergency Response Plan, Operations Plan and a detailed job description for the water operator. These documents will require board approval once they have been prepared.

On Sept. 6<sup>th</sup> I spent two hours on the phone with our RCAC rep. working on the Emergency Response Plan. (see agenda item under new business and GM report related to this)

**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

Treasurer's Report

September 2020

## MAIN ACCOUNT

Beginning Balance \$ 19,502.59

### Deposits

Date	From:	For:	Amount
9/3	Customers	Water	\$ 1,524.76
9/3	Customers	Water	\$ 480.00
9/3	SRF Planning Project	Final payment	\$ 10,723.89
9/18	State Fund	refund on retainer	\$ 126.00
9/25	Customers	Water	\$ 1,743.22
9/29	SRF Tank Project	Final payment	\$ 14,593.00
9/30	Customers	Water	\$ 820.86
<b>Deposits Total</b>			<b>\$ 30,011.73</b>

### Expenditures

Ck #	Date	To:	For:	Net
5552	9/1	Edda Snyder	July Payroll - \$150 Gross	\$ 138.53
5553	9/1	Edward Snyder	July Payroll - \$98	\$ 90.51
5541	9/4	Altec Engineering	Planning Project paid by State	\$ 6,767.00
5542	9/4	Rae Bell Arbogast	Planning Project April and May paid by State	\$ 1,112.50
5543	9/4	At&T	2 months	\$ 81.96
5544	9/4	B&C	Chlorine + 3.90 in late charges	\$ 16.88
5545	9/4	Cranmer Engineering	water tests August	\$ 56.00
5546	9/4	Sixteen to One Mine	Planning Project copy machine use (plans) paid by State	\$ 171.60
5547	9/4	Spring Rivers Environmental	Planning Project paid by State	\$ 1,750.00
5548	9/4	State Fund	Workers comp bond addition	\$ 204.56
EFT	9/8	Tri-Counties Bank	Fees	\$ 80.00
EFT	9/8	Tri-Counties Bank	Fees	\$ 10.00
1114	9/10	Postmaster	Shipping Fees	\$ 15.05
5549	9/10	Sixteen to One Mine	for use of postage machine	\$ 55.90
EFT	9/10	State Fund	Workers comp	\$ 1,269.44
1113	9/14	Amber Mehrmann	Secretary - June, July, August minutes	\$ 90.00
EFT	9/15	PG&E Pumphouse		\$ 149.44
1115	9/18	Postmaster	2x Stamps	\$ 110.00
5554	9/18	Bruce Coons	August Payroll - Gross \$300 Salary only	Net \$ 235.79
5560	9/18	Bruce Coons	August Payroll - Remainder	Net \$ 235.97
5561	9/18	Edda Snyder	August Payroll - \$150 Gross	Net \$ 138.52
5562	9/18	Edward Snyder	August Payroll - \$206 Gross	Net \$ 190.23

Expenditures Total \$ 12,969.88

RESERVE FUND WATER OPERATION	
Contingency Fund	\$ 10,000.00
Equip. Maint. Fund	\$ 500.00
<b>TOTAL</b>	<b>\$ 10,500.00</b>

Ending Main Account Balance \$ 36,544.44  
 Less Reserve Fund \$ (10,500.00)  
 Plus Undeposited Funds \$ 110.00  
 Available Funds \$ 26,154.44

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

Beginning Balance \$ 5,787.12

### Deposits

Date	From:	For:	Amount
9/29	Sierra County	Library Rent Historical Church	\$ 1,500.00
<b>Deposits Total</b>			<b>\$ 1,500.00</b>

### Expenditures

Ck #	Date	To:	For:	Amount
4046	9/17	Ed Snyder reimburse	Diatomaceous earth for ant problem at Park	\$ 44.75
<b>Expenditures Total</b>			<b>\$ 44.75</b>	

Report Prepared by

Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 7,242.37

x  
Print

*A Bell*  
*Rae Bell GM 10/9/2020*

Historical Church Balance	\$ 5,477.63
Park Balance	\$ 1,764.74