

**Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday March 9, 2021 Meeting was held over the phone.**

**1. Call to Order & Establish a Quorum** The meeting was called to order by President Mehrmann at 6:07 pm. Directors present: Tobyn Mehrmann, Nancy Finney, and Robbin DeWeese; Coral Spencer was absent. CWO Bruce Coons; GM Rae Bell, and Secretary Amber Mehrmann was present and took minutes.

**2. Consent Calendar:**

a.) The motion to approve the consent calendar was made by Robbin DeWeese and Nancy Finney 2<sup>nd</sup> **Ayes: Tobyn Mehrmann, Nancy Finney, and Robbin DeWeese Nays: 0 Absent: Coral Spencer Abstain: 0**

**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 bacteria reports were negative for December and January. The total finished water produced was 149,760 gallons and the average raw water flow Gallons per Minute are 40 gallons for February.

Bruce received the motorized snake and is hopeful that cleaning the lines will help the GPMs rise.

Bruce also stated that he is now starting to organize and take an inventory of everything.

GM: The written insurance policy arrived and is at \$5000; this may make it difficult getting through March and April without having to take some funds out of the contingency fund.

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

e) **Park Report:** The park got a new flag.

**4. Unfinished Business**

a) **Customer Accounts/Billings/Disconnects:** None

b) **Draft Job Descriptions:** We will only receive digital documents from the Attorney.

Rae Bell suggests that there be a committee formed to do more research on volunteer work.

The deadline for the TMF is September 30, 2021. This will be revisited in April's meeting.

c) Tobyn got a reply from CSDA, they said they would refer it to FPPC anyway and that had already been done. The FPPC said that they do not see any conflicts of interest.

d) There have not been any applications put in for the board.

The position must be filled by April 9, 2021.

**5. New Business**

a.) Form 700's are due. Rae Bell can print them out and also email them out.

**6. Public Response Time:** None

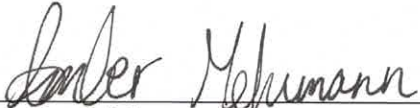
**7. Next meeting Date, Items for next Agenda and Adjournment**

Next meeting will take place April 13, 2021 at 6:00 P.M.

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

There being no further business before the Board, the meeting was adjourned at: 6:25 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 Merhmann 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 3/9/21

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) + on website  
Emailed to email list as well.

On 2/5/21 (date)

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

Signed under penalty of perjury: X

  
Amber Mehrmann



# NOTICE

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

Date: Tuesday March 9, 2021 Time: 6:00 pm

### PHONE CONFERENCE

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

Access code: 6919768#

### All meeting documents available online: [alleghanywater.org](http://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](http://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 February 9, 2021
  - c) Ratification of Treasury Report and bill payments for the month of February 2021.
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 –
4. Unfinished Business (Discussion & Possible Action Items):
  - a) Customer Accounts/Billings/Disconnects: No ten-day notices issued in February.
  - b) Ordinances, Policies & Procedures and Bylaws: Draft job descriptions back from attorney.
  - c) Status of Legal Opinion request to CSDA
  - d) Status of vacancy on the board
5. New Business (Discussion & Possible Action Items):
  - a) Form 700s due by April 1st.
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 regular meeting, April 13, 2021 6:00 pm location TBD due to Covid-19 Next meeting agenda items:

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

Treasurer's Report

February 2021

## MAIN ACCOUNT

Beginning Balance \$ 17,403.76

### Deposits

Date	From:	For:	Amount
2/1	Sierra County Auditor	Tax Payment	\$ 1,772.92
2/5	Customer	Water	\$ 1,722.00
2/5	Customer	Water	\$ 240.00
<b>Deposits Total</b>			<b>\$ 3,734.92</b>

### Expenditures

Ck #	Date	To:	For:	Amount
5600	2/5	VOID		
5601	2/5	Bruce Coons	December Payroll - Gross \$634.20	<i>Net</i> \$ 556.33
5602	2/5	AT&T		\$ 86.70
5603	2/5	B & C	Supplies & Maintenance	\$ 329.14
5604	2/5	Cranmer Engineering	Water Tests	\$ 56.00
5605	2/5	SWRCB	Water System Annual Fees	\$ 110.00
EFT	2/8	Tri-Counties Credit Card	Supplies & Maintenance	\$ 37.52
1118	2/19	Amber Merhmann	Secretary	\$ 30.00
5606	2/19	Chris Coons	Piecework - <i>Fence Repair</i>	<i>Net</i> \$ 132.98
5607	2/22	Bruce Coons	January Payroll - Gross \$632.80	<i>Net</i> \$ 551.49
5608	2/22	Edda Snyder	January Payroll - Gross \$175	<i>Net</i> \$ 161.61
5609	2/22	Edward Snyder	January Payroll - Gross \$531	<i>Net</i> \$490.37
EFT	2/23	Tri-Counties Credit Card	Supplies & Maintenance	\$ 76.12
<b>Expenditures Total</b>			<b>\$ 2,618.26</b>	

Ending Main Account Balance \$ 18,520.42  
 Less Reserve Fund \$ (15,500.00)  
 Plus Undeposited Funds \$ 2,134.00  
 Available Funds \$ 5,154.42

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

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

Beginning Balance \$ 7,729.89

### Deposits

Date	From:	For:	Amount
<b>Deposits Total</b>			<b>\$ -</b>

### Expenditures

Ck #	Date	To:	For:	Amount
<b>Expenditures Total</b>			<b>\$ -</b>	

Ending Non-enterprise Account Balance \$ 7,729.89

Report Prepared by Edda Snyder  
 Verified against Bank Statement

x  
 Print

*Edda Snyder*  
 3/5/21

Historical Church Balance	\$ 5,464.63
Park Balance	\$ 2,265.26
<b>Balance</b>	<b>\$ 7,729.89</b>

**Ram Spring Improvement Project ~ State Revolving Fund (SRF) Project**  
**Report for ACWD BOD Meeting Date: 3/9/2021** 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.
- 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 recently came back with MANY suggested changes. It is going to take time to sort it out.
- 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.

**Environmental Documents** Both Kip Lybarger and Enplan put together estimates to assist with the environmental packet technical assistance. Kip's estimate is \$4,938 and Enplan's proposal is for \$17,000 to finish up all the required environmental paperwork. They are being subcontracted through RCAC. RCAC is proposing a new completion date of 9/30/2021 for everything (TMF, Rate analysis and environmental documents).

**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 March 2021*

- The project completion report for the SRF Planning Project was completed and submitted to the State.
- The annual insurance questionnaire was completed and submitted to the insurance company. The policy comes up on April 1<sup>st</sup>
- The annual water rights report for the Cumberland Spring was filed timely.
- The motorized snake for the Ram Spring problem was ordered on Feb. 10<sup>th</sup> and should be here by March 9<sup>th</sup> according to the tracking #.

### Correspondence

Incoming: Form 700s from Sierra County Auditor

Outgoing: Special district's financial transaction report cover page to State Controller's office for fiscal year 19/20 (report filed electronically by the district's auditor).