



# NOTICE

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

**Date: Tuesday April 11, 2023 Time: 6:00 pm**

**Location: Alleghany Firehouse 105 Plaza Court with conference call option  
for public. Dial-in number (US): (978) 990-5144 Access code: 6919768#**

**All meeting documents available online: [alleghanywater.org](http://alleghanywater.org)**

**Send an email to: [alleghanywater@gmail.com](mailto: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](http://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 March 14, 2023 and the special meeting held March 29, 2023.
- c) Ratification of Treasury Report and bill payments for March 2023.

### 3. Information/Discussion Items:

- a) Correspondence –
- b) SRF Projects Update –
- 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:
- b) Ordinances, Policies & Procedures and Bylaws: nothing prepared for meeting
- c) Status of insurance quote from Golden State RMA
- d) Status of job posting.

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

- a) Closed Session for employee review per gov. code 54957.

**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 May 9th, 2023. Agenda items: Present first draft of preliminary budget for June adoption

### 7. Adjournment.

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**Regular Meeting of the Alleghany County Water District Board of Directors  
Tuesday March 14, 2023 Meeting was held at the Alleghany Firehouse and over phone**

**1. Call to Order & Establish a Quorum** The meeting was called to order by President Mehrmann at 6:05 pm.

Directors present: Tobyn Mehrmann, Brianne Price Robbin DeWeese and Nancy Finney (by phone) GM Rae Bell. CWO Bruce Coons and Secretary Amber Mehrmann was present and took minutes(by phone). Director Coral Spencer was absent. Public: Vicky Tenney was present by phone.

**2. Consent Calendar:**

Motion was made to approve the consent calendar by Robbin DeWeese and Nancy Finney 2<sup>nd</sup>  
.Ayes: **Tobyn Mehrmann, Brianne Price, Robbin DeWeese and Nancy Finney** Noes: **0**  
Absent: **Coral Spencer** Abstain: **0**

**3. Information/Discussion Items**

a) **Correspondence:** It is in the packet.

b) **SRF Project Update:** SRF information is in the G.M Report.

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

G.M.: Form 700s are due on April 1, 2023.

~Also, Rae Bell had a meeting with the attorney and engineer Chad Coleman to discuss the tank issue.

~ The low income assistance program that Rae had found and implemented only allows the customer to use it once every 12 months.

CWO: Bruce reported that there were 169,020 gallons of finished water production and the GPM from the spring (raw water) was 136 gallons.

~In February there was 80,070 gallons of water produced.

~There were a few leaks this month and they were quite difficult to deal with in all of the snow.

~Water tests were negative for February and March.

d) **Historical Church/Library Report:** Nothing to report.

e) **Park Report:** The fountain will need to be repaired in the spring.

**4. Unfinished Business**

a) **Customer Accounts/Billings/Disconnects:** A customer requested that their meter at a vacant house be shut-off.

b) **Ordinances:** Nothing prepared for meeting.

**c). Appoint officers:** It was voted to keep the slate of officers the same: Tobyn Merhmann President Coral Spencer Vice President and Amber Mehrmann, Secretary. Nancy Finney made the motion and Robbin DeWeese 2nds . **Ayes: Tobyn Mehrmann, Brianne Price, Robbin DeWeese and Nancy Finney Noes: 0 Absent: Coral Spencer Abstain: 0**

## **5. New Business**

**a.)Review Audit:** The motion to accept the audit report is made by Robbin DeWeese and Brianne Price 2nds **Ayes: Tobyn Mehrmann, Brianne Price, Robbin DeWeese and Nancy Finney Noes: 0 Absent: Coral Spencer Abstain: 0**

**b.) Change Edward Snyder’s Job Description:** It will now say ‘Paid at Minimum wage’. Brianne Price made the motion to accept the change and Nancy Finney 2nds **.Ayes: Tobyn Mehrmann, Brianne Price, Robbin DeWeese and Nancy Finney Noes: 0 .Absent: Coral Spencer Abstain: 0**

**c)Snow Removal Assistance:** It was asked if the board would confirm Edda Snyder also at a minimum wage for her time helping Edward to shovel snow and any other tasks she might assist the district with. It was posed that perhaps the job should be posted to the community and allow other people that may be interested to also have a chance to apply for the job. The deadline for application was a week before April 11, 2023.  
~A motion was made by Nancy Finney to ratify payment to Edda for the work that she has done thus far. Brianne Price 2<sup>nd</sup> **.Ayes: Tobyn Mehrmann, Brianne Price, Robbin DeWeese and Nancy Finney Noes: 0 Absent: Coral Spencer Abstain: 0**

**d). Insurance Quote:** Rae acquired a quote from Golden State RMA. Rae also suggested that . the board table this decision until she has time to review the quote. A special meeting will be called if it looks like something to consider. The due date is April 1<sup>st</sup> to notify the current carrier if we want to change next year.

**e). Closed Session:** The session was tabled. Nancy Finney made a motion and Brianne Price 2<sup>nd</sup> **.Ayes: Tobyn Mehrmann, Brianne Price, Robbin DeWeese and Nancy Finney Nays: 0 Absent: Coral Spencer Abstain: 0**

**6) Public Response Time:** none

**7) Next meeting date, items for next agenda and adjournment:**

~Job Posting

~Closed Session

Next meeting will be on April 11, 2023; at 6:00 P.M.

There being no further business the meeting was adjourned at 6:37 P.M.

Respectfully Submitted:

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Amber Mehrmann, Secretary

**Special Meeting of the Board of Directors of Alleghany County Water District**

**Wednesday March 29, 2023 at 6:00 P.M.**

**Held at the Firehouse and over the phone.**

**Call to Order and Establish a Quorum:** Present Directors Tobyn Mehrmann; Nancy Finney, Coral Spencer, Brianne Price and Robbin DeWeese were present.

Also present were GM Rae Bell; CWO Bruce Coons ; and Secretary Amber Mehrmann (who took the minutes) and Member for the public Vicky Tenney.

The meeting was called to order by President Mehrmann at 6:09 P.M.

**2).Action Item: Review insurance quote form Golden State Risk Management Authority:**

There was a discussion about the quote from Golden State Risk Management Authority. It was noted that the insurance limits were much higher than the current policy for an estimated \$700 more per year. It was noted that the quote is not firm because of the time-frame of one year. Rae Bell explained that the current carrier is much more difficult to deal with than Golden State RMA. They have covered Pliocene Ridge CSD since it was formed. She requested a quote from them for ACWD in 2015 or 2016 and at that time they were not willing to cover ACWD because of a few concerns. Those concerns have since been addressed. **It was decided to give the current insurance company should get the year in advance notification that ACWD want to switch carriers, required now and in doing so, gives the board more time to look around and make a decision on insurance. Coral Spencer made the motion and Nancy Finney 2nds .Ayes: Tobyn Mehrmann, Brianne Price, Robbin DeWeese Coral Spencer and Nancy Finney Nays: 0 Absent: Abstain: 0**

**3). Tank Repair Update:** Rae Bell reported that the warranty claim letter had been submitted to BRCO by ACWD's attorney and BRCO responded right away saying that the subcontractor: Thompsen Tank thinks that a partial replacement is still a viable way to fix the tank. They also offered to extend the warranty for two years. Chad Coleman, ACWD's engineer for the Ram Spring Project is working on a "Punch list" for the contractor. A request for technical assistance so that Chad can be paid to oversee the repair work has been submitted to the State, and they have indicated that it will be approved. A draft scope of work for the TA request was sent to ACWD's water operators for review as well.

Chad thinks we should request an additional five-years on the warranty. He is also looking into a way to have the State pay for additional cathodic protection (besides changing out the ladder to a fiberglass one), this is holding up the response to BRCO. We need to respond ASAP so that the parts can be manufactured.

~The replacement needs to happen when there is good weather, hopefully this summer.

There being no further business, the meeting was adjourned at 6:36 P.M.

Respectfully submitted:

Amber Mehrmann, Secretary



# Allegheny County Water District

Treasury Report

March 2023

**MAIN CHECKING ACCOUNT** **Beginning Balance \$ 2,789.67**

**Deposits**

Date	From:	For:	Amount
3/15	Customers	Water	\$ 1,390.00

**Deposits Total \$ 1,390.00**

**Expenditures**

Ck #	Date	To:	For:	Amount
5783	3/7	Bruce Coons	February WDO Bill - Gross \$413.31	\$ 306.84
5784		check issued in April - out of order		
5785	3/7	Edda Snyder	February Bookkeeper Bill - Gross \$200	\$ 184.70
5786	3/7	Edward Snyder	February WDA Bill - Gross \$325.50	\$ 300.60
5787	3/16	AT&T		\$ 45.74
5788	3/16	Cranmer Engineering	Water Tests	\$ 110.00
1147	3/17	Postmaster	200 stamps	\$ 126.00
1148	3/21	Rae Bell reimburse	Office supplies for Secretary	\$ 37.95
1149	3/31	Rae Bell reimburse	1/3 QuickBooks Payroll yearly service subscription	\$ 166.67

**Expenditures/Transfers Total \$ 1,278.50**

RESERVE FUND SAVINGS ACCOUNT	
Contingency Fund	\$ 14,500.00
Equip. Maint. Fund	\$ 1,000.00
Interest earned	\$ 2.53
withdrawals	
<b>TOTAL</b>	<b>\$ 15,502.53</b>

**Ending Main Account Balance \$ 2,901.17**  
**Plus Undeposited Funds \$ 4,382.86**  
**Operating Funds at month-end \$ 7,284.03**

**NON-ENTERPRISE ACCOUNT (Historical Church, Library & Park)** **Beginning Balance \$ 8,755.68**

**Deposits**

Date	From:	For:	Amount

**Deposits Total \$ -**

**Expenditures**

Ck #	Date	To:	For:	Amount

**Expenditures Total \$ -**

Report Prepared by Edda Snyder

Verified against Bank Statement

**Ending Non-enterprise Account Balance \$ 8,755.68**

x			Historical Church Balance	\$ 5,387.00
			Library Balance	\$ 1,353.64
Print			Park Balance	\$ 2,015.04
			<b>Balance</b>	<b>\$ 8,755.68</b>