

**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday March 13, 2018 Alleghany Firehouse, 105 Plaza Court Alleghany**

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:05 pm. Directors present: Tobyn Mehrmann, Nancy Finney & Gus Tenney. Robbin DeWeese was absent. Secretary Amber Mehrmann was present and took minutes. GM Rae Bell Arbogast was present (arrived late), Public present: Ernest Finney, Jan Sticha, and Vicky Tenney.

2. Consent Calendar

A motion to approve the Consent Calendar with two corrections to the minutes and agenda was made by Gus Tenney and Nancy Finney seconded. Ayes: Tenney, Finney, Mehrmann Naves: 0. Absent: DeWeese Abstain: 0 Vacant: 1. Motion Carried

3. Public Response None

4. Information/Discussion Items

a) Correspondence:

Incoming: 1. CSDA request for nominations for the Elections and Bylaws Committee

Outgoing: 1. Contracts sent to Faris Dolgoff and Chris Coons (extension) to sign and send back
2. Sample record retention policies sent to Nancy Finney

b) Board Member or Special Committee Reports : None

c) Staff Reports: Written report attached to these minutes. It was agreed by consensus to do the budget category changes as presented in the written report.

d) Historical Church/Library Report: None

e) Park Report: One item discussed under unfinished business.

f) SRF projects update: Written report attached to these minutes.

5. Unfinished Business

a) Customer Accounts/Billings/Disconnects: Five 10-day notices were mailed, All except two accounts have paid. There was one voluntary shut off at the end of February.

b) Ordinances Policies and Procedures: A Motion to adopt the changes to Policy #5 Contingency Fund as presented with one change was made by **Gus Tenney; Tobyn Mehrmann 2nd. Naves: 0 Absent: Deweese Abstain:0 Vacant:1 motion Carried** Changes to Policy #7 Records were approved. **Nancy Finney made the motion; Tobyn Mehrmann 2nd. Naves:0 Absent: Deweese Abstain:0 Vacant:1 Motion carried.**

c) Burn Pile event at Bucket Club property: One item discussed under unfinished business.

d) Drinking Fountain for the Park: It was requested that the GM get the price of the new fountain and bring it back to the board before making the purchase.

e) Field-trip to Cumberland: Tabled until weather is more permissible.

f) No action taken.

6. New Business

a.) Review Madeleine's Resignation: Her resignation was accepted. **Gus Tenney made the motion; Tobyn Mehrmann 2nd. Naves: 0 Absent: Deweese Abstain:0 Vacant:1 Motion Carried**

b.) Contingency Fund Transfer \$2500 is to be placed into Contingency fund. **Gus Tenney made the motion; Tobyn Mehrmann 2nd. Naves:0 Absent: Deweese Abstain:0 Vacant:1 Motion Carried**

7. Next Regular meeting & Items for next agenda

Next regular meeting scheduled for April 10, 2018 at 6:00 P.M. at the Alleghany Fire House.

There being no further business before the Board, the meeting was adjourned at: 7:02 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 3/13/18

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)
Emailed to email list as well.

On 3/9/18 (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 13, 2018 Time: 6:00 pm
Location: Alleghany Firehouse 105 Plaza Ct. Alleghany

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 or by calling 530-287-3204 or email: alleghanywater@gmail.com

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 13, 2018.
 - c) Ratification of Treasury Report and bill payments for February 2018
3. 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.
4. Information/Discussion Items
 - a) Correspondence
 - b) SRF Projects Update – written report included in packets
 - c) Board Member or Special Committee Reports
 - d) Staff Reports – Water Treatment Operator (WTO) and General Manager (GM) – GM asking for consensus on Budget Category Change, see report included in packets.
 - e) Historical Church/Library Report –
 - f) Park Report – one item under “unfinished business”
5. Unfinished Business (Discussion & Possible Action Items):
 - a) Customer Accounts/Billings/Disconnects. Three 10-day notices were mailed on February 15th. All paid. Two other accounts are still making payments.
 - b) Ordinances, Policies & Procedures and Bylaws: Consider adoption of Revised Policy # 5 Contingency Fund and Proposed Policy #7 Public Record Requests.
 - c) Burn Piles on Bucket Club property ~ possible event –
 - d) Drinking Fountain for Park –
 - e) Trip to Cumberland Spring – set for future date
 - f) Weedeating/vegetation control – need to come up with flat rates for: park, pumphouse, bucket-club. Could possibly do bucket-club with volunteer labor combined with event? Work party?
6. New Business (Discussion & Possible Action Items)
 - a) Accept letter of resignation from Madeleine Hamb (and post vacancy).
 - b) Transfer \$2,500 into contingency fund
7. Next meeting date, Items for next Agenda & Adjournment.

Next regular meeting, April 10, 2018 6:00 pm at the Alleghany Firehouse.

Alleghany County Water District (ACWD) Policies & Procedures

Policy # 5 Contingency Fund

Policy:

- a) ~~The primary objective of ACWD is to keep enough money in the general fund to cover routine operational cash expenditures without having to borrow money or incur minimum balance bank fees.~~
- b) The secondary objective **It is the Policy** of ACWD to set aside contingency funds in an amount equal to approximately 3 to 6 months of average cash-based operating expenses **for the purpose of covering unexpected expenses or loss of revenue.**
- c) ~~Contingency fund money may be withdrawn in the event of unexpected expenses or loss of revenue in order to meet objective "a" as stated above.~~

Procedure 5.1: After the books are closed-out at the end of each fiscal year, the general manager or designee shall prepare a summary of the previous year's cash-flow results, including a calculation of the general fund balance needed **to cover ongoing operating expenses**, ~~at year-end to meet objective "a" and the "average cash-based monthly operating expense" amount for objective "b"~~ Based on these calculations a recommendation **will be made regarding how much money can be moved into the contingency fund**, ~~regarding both objective "a" and "b" will be provided for the fiscal year just ended.~~ The board ~~shall~~ **will** decide by motion the amount (if any) to be moved to the contingency fund **for the fiscal year just-ended.**

Procedure 5.2: Withdrawals from the Contingency fund require board approval unless there is an emergency that must be addressed immediately, in which case the Water Treatment Operator shall verify with the General Manager or Bookkeeper the amount needed. **Emergency withdrawals NOT approved in advance shall be brought before the board for approval after the fact.**

Procedure 5.3: The contingency fund shall be tracked on a spreadsheet incorporated with the annual budget worksheets. The contingency fund balance shall be incorporated into the monthly treasurer's report.

Alleghany County Water District (ACWD) Policies & Procedures

Policy # 7 Public Record Requests:

It is the policy of ACWD to comply with the State of California Public Records Act (Government Code section 6250 -6276.48) ensuring that the public has access to all records of the district that fall under the definition of "Public Records".

Definition: "Records" include all communications related to public business, including any writing, picture, sound or symbol, whether paper, magnetic or other media.

NOTE: Utility Customer Records are CONFIDENTIAL per Section 6254.16 (NOT Public Records).

Record Request Procedures:

Procedure 7.1 Requests to inspect documents: Because ACWD does not have an office with regular hours, persons wishing to inspect district records shall contact the district by either phone 530-287-3204 OR email alleghanywater@gmail.com to set up an appointment. Requests may also be made in writing using Attachment A incorporated into this Policy.

Either the Secretary or General Manager shall verify that the request falls under the definition of "Public Records" and shall respond within 10-days to the person making the request to either set an appointment or explain why the request does not fall under the Public Records Act.

Full code available online at <https://leginfo.legislature.ca.gov>

Procedure 7.2 Requests for Copies of documents: Requests can be submitted by any mode listed above: email, phone or in writing.

Either the Secretary or General Manager shall verify that the request falls under the definition of "Public Records" and shall respond within 10-days to the person making the request and either provide the record requested or explain why the request does not fall under the Public Records Act.

Copies shall be provided at cost including postage if applicable. In-house copies shall be provided at a rate of 10 cents per sheet for black & white copies and 25 cents per sheet for color copies. There shall be no charge for sending PDF files via email or transferring such files to a digital storage device provided by the person making the request.

Procedure 7.3 Audio Recordings: Requests may be made as listed above. A digital storage device may be provided by the person making the request and ACWD will transfer the file to the device. Online downloads are also available via email.

State Revolving Fund (SRF) Projects Update:

For ACWD BOD Meeting Date: 3/13/18 Prepared by Rae Bell

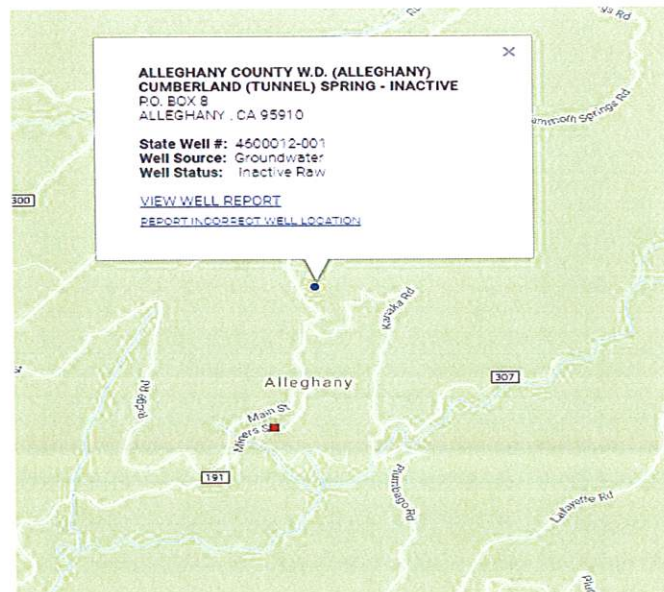
1. PLANNING PROJECT (Water Source Analysis):

Ram Spring Bruce finished getting the sump bypass plumbed with the chlorine injector and Harman filter in the circuit. There is still an issue with the telemetry not triggering the two pumps to alternate so this is being done manually. Bruce is still going through the process of elimination to isolate the problem.

Cumberland Spring On Saturday February 17th an attempt was made to put the culvert in place to open the tunnel. The ground was too wet for the excavator but enough was uncovered to see that the bulkhead that used to be about 20 feet underground is at the surface now. This is because the entrance to the tunnel has sluffed-off over the years. Things need to dry out more before it will be safe to do a thorough investigation to determine if the bulkhead is holding water or not, and what the next step will be.

I was excited when I found this map (below) from the compliance side of the State Water Board's mapping system because it shows the Cumberland as ground water. But our inspector: Stephen Rooklidge confirmed that we still need to do the Microscopic Particulate Analysis (both dry and wet) for the Planning Project.

Until things dry out substantially, the Cumberland project is "on hold".



2. WATER TANK REPLACEMENT PROJECT UPDATE: We are still waiting for the State to release the funds. It should be any day now. Our engineer Kip has been answering a few questions for the contractor, but other than that, nothing is happening until the funds are released.

Disclaimer

"Funding for these projects has been provided in full or in part through an agreement with the State Water Resources Control Board. California's Drinking Water State Revolving Fund is capitalized through a variety of funding sources, including grants from the United States Environmental Protection Agency and state bond proceeds. 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 General Manager (GM) Report March 2018

Suggested change to budget sheet beginning next cycle: Account # 7020 “Solid Waste Fee” used to be named “Property Taxes” until we discovered that the tax bill is for Solid Waste (Dump) Fees ONLY. As a public agency ACWD is not subject to property taxes. When this was discovered the name on account # 7020 was changed to “Solid Waste Fee”.

I propose changing the name of account #7020 from “Solid Waste Fee” to “Dues & Subscriptions” and changing the name of account #6450 currently named “Permit Fees/Dues” to “Permits & Fees”. Moving forward the solid waste fee would be posted to the “Permits & Fees” account and any memberships or subscriptions would be posted to the newly named account #7020.

The reason that I am suggesting this change is because “Permits and Fees” are mandatory but “Dues & Subscriptions” are not. Over the past couple of years, members of the public have voiced concerns about the amount the district is paying for memberships. As a result of these concerns, more than once, I have provided the detail for account #6450. By separating these two items it will be easier to see how much the discretionary vs. mandatory expenses are.

The down-side of such a change is that the historical data will not match. I can manually adjust it on the budget spreadsheet for managerial purposes, but I cannot make any changes to previously closed years in Quickbooks. Moving forward there will be a discrepancy between the historical data on the budget sheet vs. Quickbooks, but as long as this is noted, it isn't a big deal.

Since preparing the budget is part of the GM duties and we don't have a specific policy regarding category changes, I don't think we need a motion for this. I will simply verify at the meeting that the board has no objections to making the change.

Money: As you can see on last month's treasurer's report the \$3,000 that was “on loan” from the non-enterprise account got paid back. On March 8th (ACWDs 79th birthday) we mailed the annual insurance payment leaving approx. \$4,500 in the main account. Hopefully nothing unexpected comes up and we are done borrowing money from the non-enterprise account.

The treasurer's report has been reformatted to remove the “loan” between accounts and in anticipation of putting \$ into the contingency fund. Also, rather than having a separate sheet that shows the Historical Church/Park balances that is now on the bottom of the page.

Water Treatment Operator (WTO) Report

Average water flow from the driven pipes for February: 86 Gallons Per Minute (GPM).

Total finished water pumped to the tank in February: 233,206 gallons.

The water test results from March are not in as of this writing.

Allegheny County Water District

MAIN ACCOUNT Beginning Balance \$ 8,240.86

Deposits

Date	From:	For:	Amount
2/6	SWRCB	Planning Project Desposit	\$ 2,392.83
2/9	Non-Enterprise	Reimburse First Aid kit for Historical Church	\$ 14.20
2/16	Customers	Water Sales	\$ 524.00
2/28	Customers	Water Sales	\$ 1,973.00

Deposits Total \$ 4,904.03

Expenditures

Ck #	Date	To:	For:	Amount
5232	2/1	Bruce Coons	WTO - January Bill	\$ 1,274.57
			WTO Contract	\$ 250.00
			Mileage	\$ 79.57
			Planning Project Reimburse	\$ 945.00
EFT	2/19	Non-Enterprise Account	Reimburse borrowed funds	\$ 3,000.00

Expenditures Total \$ 4,274.57

Ending Main Account Balance \$ 8,870.32
 Contingency Fund Balance \$ -
 Available Funds \$ 8,870.32

NON-ENTERPRISE ACCOUNT (Historical Church & Park) Beginning Balance \$ 6,285.94

Deposits

Date	From:	For:	Amount
2/17	Donations	Ray Wittkopp's Fountain	\$ 1,100.00
2/19	Main Account	Reimburse borrowed funds	\$ 3,000.00

Deposits Total \$ 4,100.00

Expenditures

Ck #	Date	To:	For:	Amount
EFT	2/9	Main Account	First Aid kit	\$ 14.20

Expenditures Total \$ 14.20

Ending Non-enterprise Account Balance \$ 10,371.74

Historical Church Balance	\$ 6,300.07
Park Balance	\$ 4,071.67