

**Minutes of the Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday February 12, 2019 Alleghany Firehouse, 105 Plaza Court Alleghany**

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:04 pm. Directors present: Tobyne Mehrmann, Nancy Finney, Coral Spencer, and Gus Tenney. Robbin DeWeese was absent Secretary Amber Mehrmann was present and took minutes. Staff Present GM Rae Bell Arbogast Public Present: Vicky Tenney and Jan Sticha -Oath of Office was administered to all of the Directors by Amber Mehrmann.

2. Consent Calendar:

a.) Motion made to approve the consent calendar with an amendment to the agenda. Gus Tenney made the motion and Nancy Finney 2nd **Ayes: Mehrmann, Tenney, Finney, and Spencer**
Nays:0 Absent: Robbin Deweese

3. Public Response Time:

none

4. Information/Discussion Items:

a) Correspondence:

Incoming: 2 letters from State Controller about upcoming changes to gov. compensation report forwarded to auditors.

Outgoing: Thank you letter to Scinto Group LLP for letting ACWD use their conference room in Grass Valley for the special meeting held on January 7th,

b) SRF Projects Update : A written report was provided in the packets. A follow up e-mail was sent to Neil's Control Blasting re: The Cumberland Spring. SCADA system still not working quite properly. We have an external transducer verses a submersible transducer on the system. The issue with this is that the external transducer keeps freezing and not giving proper readings. - The Control panel also needs to be put back into an insulated box.

c) Board Member or Special Committee Reports: None

d) Staff Reports: *Water Treatment Operator Report:* Rae Bell reported the water test results were absent for February.

G.M. Report: Written Report is in the packet. The insurance quote has not arrived yet.

e) Historical Church/Library Report: Another \$87 was donated to the Church from the concert.

f) Park Report: None

5. Unfinished Business

a) Customer Accounts/Billings/Disconnects: None

b) Ordinances, Policies & Procedures and Bylaws: A draft record retention policy was provided. Meeting recordings will be kept for 90 days. This will be voted on next meeting.

6. New Business

a) The G.M. is trying to find a buyer for the old memcor unit. She has requested a motion to make it a surplus because we need the space. Nancy Finney made the motion to declare the memcor unit as surplus Coral Spencer 2nd the motion. **Ayes: Mehrmann, Tenney, Finney, and Spencer Nays:0 Absent: Robbin Deweese**

b.) A closed session began at 6:45 P.M. Gus Tenney made the motion to close the session Nancy Finney 2nd the motion. **Ayes: Mehrmann, Tenney, Finney, and Spencer Nays:0 Absent: Robbin Deweese**

The close session ended at 7:35 P.M. No action was taken.

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

Next meeting agenda items: discussion on an insurance quote and a resolution to adopt the record retention policy.

There being no further business before the Board, the meeting was adjourned at: 7:37 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 2/12/19

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 2/9/19 (date)

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

Signed under penalty of perjury: X

Amber Merhmann
Amber Mehrmann



NOTICE

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

Date: Tuesday February 12, 2019 Time: 6:00 pm

Location: Alleghany Firehouse 105 Plaza Ct. Alleghany

Website: 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

1. Call to Order & Establish a Quorum

2. Consent Calendar

- a) Approval of the agenda
- b) Reading and approval of the minutes for the special meeting dated Jan. 7th regular meeting dated Jan. 8th.
- c) Ratification of Treasury Report and bill payments for January 2019.

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 in packets
- c) Board Member or Special Committee Reports
- d) Staff Reports – Chief Water Operator (CWO) & General Manager (GM)
- e) Historical Church/Library Report -
- f) Park Report

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

- a) Customer Accounts/Billings/Disconnects. NO ten-day notices sent in January
- b) Ordinances, Policies & Procedures and Bylaws: Draft Record Retention policy to be handed out at meeting for March approval.

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

- a) Declare old treatment plant “surplus” so that staff can start looking for a buyer or way to get rid of it.
- b) CLOSED SESSION Labor Compliance/Potential Litigation pursuant to gov code section 54956.9 (d) (2)

7. Next meeting date, Items for next Agenda & Adjournment. (Check Calendar)

Next regular meeting, March 12, 2019 6:00 pm at the Alleghany Firehouse Next meeting agenda item:

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

January 2019

MAIN ACCOUNT

Beginning Balance \$ 139,323.45

Deposits

Date	From:	For:	Amount
1/1		Ck#1083 - VOID	\$ 40.00
1/3	Combined		\$ 2,155.34
		Property Tax Installment #1	\$ 1,736.05
		Water Repair for Customer Leak	\$ 419.29
1/7	Customers	Metered water sales	\$ 581.48
1/7	CASH		\$ 167.00
1/17	Customers	Metered water sales	\$ 1,495.00
1/31	SWCQB	Project Payment	\$ 1,160.70
1/31	Customers	Metered water sales	\$ 1,024.00
Deposits Total			\$ 6,623.52

Expenditures

Ck #	Date	To:	For:	Amount
5318	1/2	VOID		
5319	1/2	Rae Bell Arbogast	Aug. Sept. & Oct. Project billings	\$ 1,285.00
5320	1/2	AT&T		\$ 19.23
5321	1/2	B&C	tank project locks for new gates at tank	\$ 121.45
5322	1/2	Basic Laboratories	payment on \$1,200 bill for title 22 water quality test Cumberland	\$ 100.00
5223	1/2	BioVir	MPA test Cumberland (planning project)	\$ 445.00
5324	1/2	BRCO	Tank Construction inv. 42	\$ 113,033.46
5325	1/2	Cranmer Engineering	routine water samples	\$ 56.00
5326	1/2	Marsha Burch	Project Legal	\$ 280.00
5327	1/2	Sierra County Recorder	Election fees (even though none required they bill now)	\$ 152.03
5328	1/2	Sixteen to One Mine	Postage meter use: \$139.60 projects \$10.84 ACWD	\$ 150.44
5329	1/3	Altec	Partial payment for Sept. fees	\$ 10,000.00
5330	1/3	Gerard Forsman	Easement for power line to be reimbursed by SRF	\$ 2,500.00
5331	1/4	Bruce Coons December Bill		\$ 547.20
			Tank Project	\$ 103.60
			Mileage	\$ 40.33
			Repairs	\$ 150.00
			Planning Project	\$ 3.27
			Contract	\$ 250.00
5332	1/4	Edda Snyder	Nov & December Bill	\$ 200.00
5333	1/4	SWRCB	Cumberland Spring water rights	\$ 247.67
1087	1/5	Amber Mehrmann	Secretary Bill December Meeting	\$ 30.00
1088	1/25	Postmaster	Stamp rolls x2	\$ 100.00
Expenditures Total			\$ 129,267.48	

Ending Main Account Balance \$ 16,679.49
 Less Contingency Fund Balance \$ (4,500.00)
 Plus Undeposited Funds \$ 130.00
 Available Funds \$ 12,309.49

NON-ENTERPRISE ACCOUNT (Historical Church & Park)

Beginning Balance \$ 8,909.56

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 \$ 8,909.56

x
Print

Rae Bell Arbogast

Historical Church Balance	\$ 7,661.47
Park Balance	\$ 1,248.09

Alleghany County Water District

P.O. Box 860
 Alleghany, CA 95910

11/31/19
deposit detail
Planning Project

Invoice

Date	Invoice #
10/31/2018	SRF-19

PAID
01/31/2019

Bill To
SWRCB Division of Financial Ass. Attn: Disbursement Unit P O Box 944212 Sacramento, CA 94244-2120

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 60		10/31/2018			

Quantity	Item Code	Description	Price Each	Amount
	Planning Project	Rae Bell Inv 1331 (9)	55.00	55.00
	Planning Project	Rae Bell Inv 1335 (9)	65.00	65.00
	Planning Project	Bruce Coons 093018 (6)	216.10	216.10
	Planning Project	Postage copies included \$6.70 x 2	13.40	13.40
	Planning Project	Edward Snyder 093018	126.00	126.00
	Planning Project	Bruce Coons 10312018	97.02	97.02
	Planning Project	BioVir Laboratories 181717	445.00	445.00
	Planning Project	Shipping for water samples	101.60	101.60
	Planning Project	Workers comp on \$439.12 = 41.58 (rate 0947 water companies)	41.58	41.58

Total			\$1,160.70
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State Revolving Fund (SRF) Projects Update:
For ACWD BOD Meeting Date: 2/13/19 Prepared by Rae Bell

This applies to both projects: The State is in the process of updating their accounting software and they informed us in early January that we can expect up to SIX months before they will be able to pay any disbursement requests. They did pay ACWD's payment requests through November (Dec. 1st billing) so that is good. Most of the expenses that we floated (\$8,000 +) were on the November invoice so our cash will be looking better now. The checks arrived in February so are not reflected on the January Treasurer's report. We are however; going to have to make monthly payments of \$1,000 per month to Aqua Sierra per a verbal arrangement that I worked out with them so that they could finish the SCADA installation. (The SCADA installation payment request will go out to the State this month)

1. PLANNING PROJECT (Water Source):

Ram Spring The SCADA system impacts both the tank project and the future construction project for the pumphouse. Bruce can provide an update, we are dealing with some "kinks" and anticipate further re-configuration with the future construction project. Moving the old treatment plant out will help with space.

Cumberland Spring Neil's Control Blasting has not provided an estimate since the Jan. 8th visit.

There will be a future construction project for the planning project.

2. WATER TANK REPLACEMENT PROJECT UPDATE:

1. Site preparation **DONE**
2. Manufacture of tank (offsite) **DONE.**
3. Placement and hook-up of temporary tanks **DONE**
4. Dismantle and haul away old tank **DONE**
5. Electrical power installation (PG&E) **DONE Dec. 12th**
6. Tank Pad preparation **DONE**
7. Construct new tank on new pad **TANK ONLINE AS OF 11/28/18**
8. Install SCADA system **Mostly Done still working out "kinks" and ACWD staff will be trained on 2/12.**
9. Install fencing around new tank **Finished on 12/18/18**
10. ~~Remove temporary tanks~~ **BRCO Constructors accepted ACWDs offer to purchase both temporary tanks for \$2,500 on Nov. 28th. For now they are being left where they are.**
11. (addition) Install customer owned power pole and electrical panel **Completed Nov. 28, 2018**
12. (addition) Install Fire Hydrant at tank site **Completed Dec. 4, 2018**

There will be one more change order to enclose the control panels in an insulated box and possibly add heat-tape. The freezing weather caused problems.

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 General Manager (GM) Report February 2019

Water Leak at Cemetery I forgot to report last month that the leak at the cemetery only used 800 gallons of water so there was no need to adjust the water bill (no overage). It had been reported at the December meeting that it most likely caused an overage but it did not.

Insurance renewal Our insurance renews on April 1st and the renewal questionnaire was due by Feb. 1st. I reviewed the values for each premises, talked to Bruce and made the following changes: The pumphouse building was listed at \$15,000 and we raised that to \$18,000.

The equipment inside the pumphouse was listed at \$500,000 and we lowered that to \$400,000 because we are no longer using the treatment plant (this is still probably high, but until the future construction project is completed we won't have a firm value for the equipment inside the pumphouse)

The water tank was covered for \$ 400,000 and we raised that to \$850,000 based on the new construction costs.

The net increase in the total insured value is \$353,000. It should be noted that the amount actually awarded in the event of a loss is UP TO 90% of these values.

As of the date of this writing we haven't gotten our new rate quote yet.

Alleghany County Water District (ACWD) Policies & Procedures

Policy # Record Retention (We need to re-do our index so that there is space for different policies within a similar category. For example, Section 700 will be RECORDS and our existing Record Request policy will be Policy #701 and this Policy will be #702)

It is the Policy of ACWD to comply with State requirements for the storage, accessibility, reproduction, and destruction of public records and documents. State law ensures that permanent public records remain permanent, that legal records are not altered, that historic documents are not lost or destroyed, and that local agencies do not retain nonpermanent materials unnecessarily.

Unofficial and non-records are not subject to formal retention and destruction procedures nor disclosure, and may be destroyed when no longer needed. Unofficial records include drafts, works in progress, electronic records used to create a final version, copies of records, hand-written notes, and materials that are in a preliminary state and do not yet reflect the official position of the District. Non-records include library/research materials, publications, blank forms and other material generally available to the public that does not reflect the position of the District.

The District Secretary and/or General Manager are responsible for the maintenance of the District's record keeping system and are authorized to destroy records per this policy.

Procedures:

Sensitive or Confidential documents should be shredded before discarding. These are defined as any document that contains any of the following: Customer account information, Personnel private information such as performance reviews, social security numbers, dates of birth etc., bank account numbers and other information deemed to be confidential by district Staff. Staff is advised to err on the side of caution while determining if a document is sensitive in nature or not.

Non-sensitive documents can be placed in the recycle bin or thrown away. Non-sensitive documents are all documents that are normally accessible to the public.

Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored on the District's back-up file and/or website. For the purposes of this section, every reproduction shall be deemed to be an original record. The exception to this section is Legal Documents as listed on the attached schedule. A hard copy of all Legal Documents shall be retained.

Any duplicate record, paper or document, the original or a permanent photographic copy of which is in the files of the District, may be destroyed after confirmation that such original or permanent photographic copy remains on file in the District.

All records, papers and documents not mention may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendations of the Local Government Records Management Guidelines as set forth by the Secretary of State.

Per the Local Government Records Management Guidelines as set forth by the Secretary of State ACWD is prohibited from destroying or disposing of a record that is any of the following:

- 1) Relates to the formation, change of organization, or reorganization of the District.
- 2) A District ordinance unless it has been repealed or is invalid or unenforceable in which case it can be destroyed after five years after it was repealed or became invalid or unenforceable.
- 3) Minutes of any meeting of the District's legislative body.
- 4) Relates to a pending claim or litigation or any settlement or other disposition of litigation within the past two years.
- 5) Records that are subject of a pending Public Records Act request, whether or not the District maintains that the record is exempt from disclosure, until the request is granted or two years have passed since denial.
- 6) Relates to construction that the District has not accepted, or as to which a stop notice claim legally may be presented.
- 7) Relates to any non-discharged debts of the District.
- 8) Relates to the title to real property to which the District has an interest.
- 9) Relates to any non-discharged contract to which the District is a party.
- 10) Has not fulfilled its administrative, fiscal, or legal purpose for which it was created or received.
- 11) Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.
- 12) Specifies the amount of compensation paid to District employees or officers or to independent contractors, or relates to expense reimbursement to District Directors or employees, or the use of District credit cards or travel compensation. These records may be destroyed seven years after the audit for that period is completed.

The attached schedule represents ACWD's official Record Retention Policy.

Record Series Title	Retention Period (Years)	Citations / Remarks / Descriptor
BOARD		
Board member applications	Closed + 7	County Clerk Recorder keeps these documents for us
Board Compensation	Audit + 7	
Fair Political Practices Commission (FPPC) Statements and Conflict of Interest	Current Year + 5	FPPC Opinions
Oath of Office (Elected Officials)	2	The County Recorder keeps these on file.
Statement and Conflict of Interest	1	Form 700 County Recorder keeps these for us.
Training Records	Current + 4	Ethics Training & any others that board members attend
HUMAN RESOURCES		
Action Requests / Grievances	Permanent	
Applications	5	
Employee Records	Permanent	Active until employee leaves/terminates.
Negotiation	Permanent	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements
Payroll Records	Audit +7	
Personnel Records (copies)	Current Year + 2	Attendance; evaluations; drafts; worksheets; postings.
Training Records	Current Year + 7	Staff training records
LEGAL		
Agendas & Notices	Permanent	Original agenda and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Boards.
Articles of Incorporation	Permanent	
Deeds	Permanent	Property deeds
Contracts and Agreements	Termination + 5	Includes leases, equipment, services or supplies
Grants	25 Years	Funding source will usually specify retention requirement
Legal Documents/Lawsuits	Permanent	Includes any legal filings or opinions rendered
Minutes	Permanent	Official minutes and hearing proceedings of governing body or board, commission or committee.
Ordinances	Active	Active plus most recent rescinded version
Resolutions	Permanent	
Policies & Procedures	Active	Active plus most recent rescinded version
Public Records Requests	Closed + 5	
INSURANCE		
Accident/Incident Reports	Permanent	Reports and related records
Bonds, Insurance Certificates, Insurance Policies	Permanent	Bonds and insurance policies insuring property & other assets including Liability insurance.
Workers Compensation Insurance	Permanent	Claim Files, Reports, Incidents (working files) originals filed with Administrator.

Record Series Title	Retention Period (Years)	Citations / Remarks / Descriptor
ACCOUNTING		
Accounts Payable	Audit + 7	Invoices, check copies, supporting documents.
Accounts Receivable	Audit + 7	Customer payment records
Audit Reports	Permanent	
Bank Reconciliation (checks, payroll, cancelled, void)	Audit + 5	Statements, summaries for receipts, disbursements & reconciliation.
Budget	Audit + 2	Permanently kept as part of Audit report
Budget adjustments, journal entries	Audit + 2	Account transfers.
Deposits, Receipts	Audit + 4	Checks, coins, currency.
Inventory Lists	Current + 2	
Fixed Assets	Current +2	Documentation re: purchases & disposals
Fixed Assets Ledger	Permanent	
General Ledger Reports	Audit + 5	
Vendor Information	Active	
REPORTS		
Annual Water Production Report	Permanent	Filed with the Division of Drinking Water Annually
Audits	Permanent	
Consumer Confidence Reports	10	Stored in State Database
Water Test Results	10	Stored in State Database
Water Operator Monthly Reports	10	
Water Rights Reports	Permanent	Filed annually