



NOTICE

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

Date: Tuesday October 12, 2021 Time: 6:00 pm

Phone Conference - Dial-in number (US): (978) 990-5144 Access code: 6919768#

All meeting documents available online: alleghanywater.org

Send an email to: 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

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 14, 2021
- c) Ratification of Treasury Report and bill payments for the month of September 2021 and correction to August 2021.

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: Two 10-day notices were issued and both paid.
- b) Ordinances, Policies & Procedures and Bylaws: Nothing prepared in time for meeting
- c) Status of vacancy on the board
- d) Reminder to all board members: Ethics and harassment prevention training email with links sent in May.

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

- a) Approval of revised Emergency Response Plan (only change is adding insurance contact info)
- b) Approval of Operations and Maintenance Plan (if ready in time for meeting)
- c) Review of rate study, no action to be taken. (draft should be ready in time for meeting)

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 meeting date: November 18th 6:00 pm.

**Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday September 14, 2021 Meeting was over the phone**

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:08 pm. Directors present: Tobyn Mehrmann, Nancy Finney, Coral Spencer and Robbin DeWeese, . CWO Bruce Coons; GM Rae Bell, and Secretary Amber Mehrmann was present and took minutes. Public present: Vicky Tenney

2. Consent Calendar:

a.) A motion to approve the consent calendar was made by Robbin DeWeese and Nancy Finney
2nd **Ayes: Tobyn Mehrmann, Nancy Finney, Coral Spencer and Robbin DeWeese Nays: 0
Absent: 0 Abstain: 0 Vacant: 1**

3. Information/Discussion Items

a) **Correspondence:** None

b) **SRF Projects Update:** Any updates are in writing in the packet.

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

CWO: Bruce reported that the total finished water produced was 377,580 gallons in June and the average raw water flow Gallons per Minute are 56 gallons. Water production was high because of a leak at a residence.

The water test results all came back negative.

Water level is dropping a little bit, there is less water than last September.

There seems to be a shortage in Chlorine (must use a small amount to keep water clean). Bruce will be using an alternative powder form until he can get some more.

G.M.: Rae's report was provided in writing.

Vicky mentioned that Rae had received a \$2000 donation for the library and asked what these funds could be used for. Rae informed us that these funds could be used for anything the library might need.

d) **Historical Church/Library Report:** The library now has some new children's books.

e) **Park Report:** There is still not a rope up for the flag.

4. Unfinished Business

a) **Customer Accounts/Billings/Disconnects:** Three notices were sent out and one is paid.

b) **There is still a position vacant on the board.**

c) **The Ethics Training needs to be turned in.**

d) **Amber's contract as secretary was extended for another year ending June 30, 2022.**

Coral Spencer made the motion Nancy Finney 2nd **Ayes: Nancy Finney, Coral Spencer and Robbin DeWeese Nays: 0 Absent: 0 Abstain: Tobyn Mehrmann**

5. New Business

a.) Reserve Fund Recommendation for FY ending 6/30/2021. GM Rae Bell noted that there was no money to add to the reserve fund. She suggested that to stay on schedule for saving up enough money for the 5-year inspection on the water tank, \$500 should be moved from the contingency fund to the equipment maintenance fund. Nancy Finney made the motion and Robbin DeWeese 2nd **Ayes: Tobyn Mehrmann, Nancy Finney, Coral Spencer and Robbin DeWeese Nays: 0 Absent: 0 Abstain: 0 Vacant: 1**

b) Budget Adoption Public Hearing. Opened at 6:26 pm The solid waste (dump fee) for the park reduced it's fee in half; from \$188 to \$92.

It was decided to move \$150 from the park fund and budget for weed eating at the park in case a volunteer doesn't do it.

The biggest expense of the district is payroll at this time.

Coral Spencer made a motion to adopt the budget as presented with the two changes for the park included. Robbin DeWeese 2nd **Ayes: Tobyn Mehrmann, Nancy Finney, Coral Spencer and Robbin DeWeese Nays: 0 Absent: 0 Abstain: 0 Vacant: 1** Hearing closed at 6:33 pm

6. Public Response Time: None

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

Next meeting will take place October 12, 2021 at 6:00 P.M. by phone

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

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

Minutes respectfully submitted,

Amber Mehrmann, Secretary

Corrected for October BOD meeting

Allegheny County Water District

Treasurer's Report

August 2021

MAIN ACCOUNT

Beginning Balance \$ 17,427.53

Deposits

Date	From:	For:	Amount
8/6	Customers	Water	\$ 1,423.92
Deposits Total			\$ 1,423.92

Expenditures

Ck #	Date	To:	For:	Amount
5645	8/2	Bruce Coons	WDO July - Gross \$546.36	\$ 477.68
5646	8/2	Edda Snyder	Bookkeeper July - Gross \$175	\$ 161.61
5647	8/2	Edward Snyder	WDA July - Gross \$167	\$ 154.23
EFT	8/4	EDD	Payroll taxes	\$ 158.84
EFT	8/13	PG&E	Tank Site	\$ 12.87
EFT	8/13	PG&E	Pumphouse	\$ 184.45
5648	8/23	Bruce Coons	WDO June - Re-issue of Ck#5642 - Gross \$486.76 VOIDED # 5642	\$ 415.77
EFT	8/27	EDD	Payroll taxes	\$ 213.67
5652	8/26	At&T note: checks got out of order		\$ 87.04
5653	8/26	Browns gas	Propane tank rental annual	\$ 72.00
5654	8/26	Cranmer	Water tests	\$ 490.00
5655	8/26	Hach	chemicals	\$ 233.10
Expenditures Total				\$ 2,661.26

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

Ending Main Account Balance	\$ 16,190.19
Less Reserve Fund	\$ (15,500.00)
Plus Undeposited Funds	\$ 630.96
Available Funds	\$ 1,321.15

NON-ENTERPRISE ACCOUNT (Historical Church & Park)

Beginning Balance \$ 7,203.99

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 \$ 7,203.99

x
Print

Edda Snyder
10/7/21

Historical Church Balance	\$ 4,974.63
Park Balance	\$ 2,229.36
Balance	\$ 7,203.99

Allegheny County Water District

Treasurer's Report

September 2021

MAIN ACCOUNT

Beginning Balance \$ 16,190.19

Deposits

Date	From:	For:	Amount
9/28	Customers	Water	\$ 1,892.64
9/28	Customers	Water	\$ 1,476.75
9/28	Customers	Water	\$ 391.58
9/28	Sierra County	Tax Revenue Income	\$ 520.96
9/28	Sierra County	Tax Revenue Income Library rent need to move	\$ 1,500.00
9/28	IRS	Refund - payroll taxes	\$ 62.11
Deposits Total			\$ 5,844.04

Expenditures

Ck #	Date	To:	For:	Amount
5636	9/1	Edda Snyder ck out of order	Bookeeper Aug Bill - Gross \$175	\$ 161.61
5649	9/1	Bruce Coons	WDO Bill Aug - Gross \$426.76	\$ 360.36
5651	9/1	Edward Snyder	WDA Aug Bill - Gross \$128	\$ 118.21
EFT	9/9	State Fund	Worker's Comp	\$ 912.94
EFT	9/9	State Fund	Worker's Comp	\$ 159.53
1124	9/13	SWRCB	Bruce's Recertification	\$ 70.00
5657	9/16	United States Treasury	Payroll Taxes	\$ 458.56
Expenditures Total				\$ 2,241.21

RESERVE FUND WATER OPERATION	
Contingency Fund	\$ 14,500.00
Equip. Maint. Fund	\$ 1,000.00
TOTAL	\$ 15,500.00

Ending Main Account Balance \$ 19,793.02
 Less Reserve Fund \$ (15,500.00)
 Plus Undeposited Funds \$ 1,048.84
 Available Funds \$ 5,341.86

NON-ENTERPRISE ACCOUNT (Historical Church & Park)

Beginning Balance \$ 7,203.99

Deposits

Date	From:	For:	Amount
			Deposits Total \$ -

Expenditures

Ck #	Date	To:	For:	Amount
				Expenditures Total \$ -

Library rent goes here
 will transfer in Oct.

Report Prepared by Edda Snyder
 Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 7,203.99

x Print

Edda Snyder
 10/7/21

Historical Church Balance	\$ 4,974.63
Park Balance	\$ 2,229.36
Balance	\$ 7,203.99

Ram Spring Improvement Project ~ State Revolving Fund (SRF) Project
Report for ACWD BOD Meeting Date: 10/12/2021 Prepared by GM Rae Bell

Changes since last report are highlighted.

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 four application packets that must be completed to apply for funding: General, 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. Due to the amount of time that has passed, a few of the attachments will have to be updated.
- 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 is done and should be submitted before the October ACWD meeting.

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. A small revision adding the insurance contact info is on this month's agenda for approval.
- The job descriptions were sent to the HR attorney for review and need to be finalized by the ACWD board.
- The Operations and Maintenance (O&M) manual is in draft form 98% complete.
- Rate Analysis: ~~STARTED on 6/18/2021 all requested documents submitted to RCAC in June.~~ A report is expected in time for the meeting.
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Environmental and Technical Packets Technical Assistance Request

RCAC will be requesting another extension. ~~I have a meeting scheduled with the RCAC rep. on Monday Sept. 13th to discuss the remaining items and how much time to request.~~

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."