

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:15 pm. Directors present: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese, and Coral Spencer CWO Bruce Coons; GM Rae Bell, and Secretary Amber Mehrmann was present and took minutes.

2. Consent Calendar:

a.) Providing new phones for Amber and Tobyn Mehrmann was an added item under new business. **Coral Spencer made the motion to approve the consent calendar; Robbin DeWeese 2nd the motion Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese, and Coral Spencer Nays: 0 Absent: 0 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 128,700 and the average raw water flow Gallons per Minute are 28.75 for December.

Bruce also said that the project to stabilize the little tanks is just about finished.

GM: Rae Bell reported that the flow has gone down in the pipes and has begun to flow down old channels. In Portola they have to clean their lines out once a year due to tree roots blocking them; this could also be what is causing our lines to back up. Rae would like to look into a motorized snake with a blade to clean the lines. The equipment can't be rented to do the job, because the equipment must be sterile to be allowed in the water lines.

d) **Historical Church/Library Report:** The Library may be open for curb side, more will be known about that on the 16 of January.

e) **Park Report:** There was talk about pumping out the toilet at the park. It costs about \$1000, there is \$2,265 in the park fun right now.

4. Unfinished Business

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

b) Rae sent a draft over to RCAC and they recommend that the labor compliance attorney look at the raft. It was asked how the Board felt about this matter. The Board that cost estimates are a good thing to look at.

There was also a change made to the structure of the job descriptions. The CWO is now working in tandem with the GM. Which means the CWO is now answerable to the Board instead of the GM.

c) Tobyn has been having issues with the attorney's website. He has tried to send e-mails, but has not received a response yet.

d) There was also a motion made to rescind the motion to reimburse phone charges for the meetings we have been having to have due to Covid. **Nancy Finney made the motion and Coral Spencer 2nd Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese, and Coral Spencer Nays: 0 Absent: 0 Abstain: 0**

5. New Business

a) **Resignation:** There was a motion made to accept Gus' letter of resignation. **Nancy Finney made the motion and Coral Spencer 2nd Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese, and Coral Spencer Nays: 0 Absent: 0 Abstain: 0**

A notification that there is an opening on the board will be placed in three places and the county clerk recorder will be notified.

b) **Appoint Officers:** A motion was needed to appoint the officers; Tobyn as president; Coral Spencer will step in as Vice President and Amber will stay as secretary. **Robbin DeWeese made the motion Nancy Finney 2nd Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese, and Coral Spencer Nays: 0 Absent: 0 Abstain: 0**

c) There has been an increase in minimum wage, a motion was made to make the increase official. **Robbin DeWeese made the motion and Coral Spencer 2nd Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese, and Coral Spencer Nays: 0 Absent: 0 Abstain: 0**

d) There were hard copies of the Audit opinion letter provided. Everyone was asked to look at the MDNA financial information. There would also be a link to this information e-mailed to everyone. A motion was made to accept the Audit Opinion. **Robbin DeWeese made the motion and Nancy Finney 2nd Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese, and Coral Spencer Nays: 0 Absent: 0 Abstain: 0**

e) There was a discussion had about ordering phones for Tobyn and Amber Mehrmann and Bruce Coons and Robbin DeWeese; due to having phone issues during meetings. There is \$123 left in the budget and the phones are said to cost appx \$40. A motion was made to provide phones. **Coral Spencer made a motion Nancy Finney 2nd Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese, and Coral Spencer Nays: 0 Absent: 0 Abstain: 0**

6. Public Response Time: None

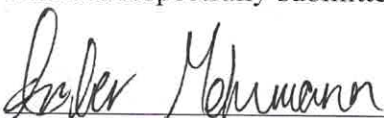
7. Next meeting Date, Items for next Agenda and Adjournment

Next meeting will take place February 9, 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: 6:59 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 1-12-21

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)
Emailed to email list as well.

On 1-8-21 (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 January 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

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 December 8, 2020
- c) Ratification of Treasury Report and bill payments for the month of December 2020.

3. Information/Discussion Items:

- a) Correspondence – list provided in writing as part of GM report
- b) SRF Projects Update – written report in packet
- c) Board/Staff Reports – Chief Water Operator (CWO) & General Manager (GM)
- d) Historical Church/Library report – Closed due to COVID-19
- e) Park report – Received \$600 from PG&E for park use as community resource center.

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

- a) Customer Accounts/Billings/Disconnects: Two ten-day notices issued in December, both paid.
- b) Ordinances, Policies & Procedures and Bylaws: Draft job descriptions for input/approval
- c) Status of Legal Opinion request to CSDA
- d) Revisit remote meeting hardship as discussed last month.

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

- a) Accept letter of resignation Laurence "Gus" Tenney, declare vacant seat.
- b) Appoint officers for calendar year 2021.
- c) Increase in minimum wage effective Jan 1st: For employers with less than 25 employees it is now \$13 per hour. Edward Snyder's hourly rate needs to be updated accordingly.
- d) Audit opinion letter and acceptance of audit results for Fiscal year 19-20. Reports posted online.

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, February 9, 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

December 2020

MAIN ACCOUNT

Beginning Balance \$ 18,264.52

Deposits

Date	From:	For:	Amount
12/3	Customers	Water	\$ 1,719.02
12/29	Non-Enterprise	Dump Fee reimburse from Park acc.	\$ 91.90
12/31	Customers	Water	\$ 650.00
12/31	Customers	Water	\$ 3,170.09
Deposits Total			\$ 5,631.01

Expenditures

Ck #	Date	To:	For:	Amount
1116	12/1	Postmaster		\$ 4.80
EFT	12/15	PG&E	Pumphouse	\$ 236.59
5585	12/28	B&C	Supplies and Maintenance	\$ 213.87
5586	12/28	VOID		
5587	12/28	Cranmer	Water Tests	\$ 56.00
5588	12/28	Ferguson Ent.	Temp Tank maintenance	\$ 228.74
5589	12/28	Sierra County Recorder	Election Notice in Mountain Mess + Preparation	\$ 195.09
5590	12/28	Edda Snyder	November Payroll - Gross \$175	net \$ 161.61
5591	12/28	Edward Snyder	November Payroll - Gross \$278	net \$ 256.73
5592	12/30	Bruce Coons	November Payroll - Gross \$677.18	net \$ 591.86

Expenditures Total \$ 1,945.29

Ending Main Account Balance \$ 21,950.24

Less Reserve Fund \$ (15,500.00)

Plus Undeposited Funds \$ 1,829.02

Available Funds \$ 8,279.26

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

NON-ENTERPRISE ACCOUNT (Historical Church & Park)

Beginning Balance \$ 7,234.79

Deposits

Date	From:	For:	Amount
12/31	PG&E	use of park for Community Resource Centers	\$ 600.00

Deposits Total \$ 600.00

Expenditures

Ck #	Date	To:	For:	Amount
4048	12/7	PRCSD	Hist Church for Fire Extinguisher Maintenance	\$ 13.00
EFT	12/29	Main Account	Annual Dump Fee	\$ 91.90

Expenditures Total \$ 104.90

Ending Non-enterprise Account Balance \$ 7,729.89

Historical Church Balance	\$ 5,464.63
Park Balance	\$ 2,265.26
Balance	\$ 7,729.89

Report Prepared by

Verified against Bank Statement

x

Print

Rae Bell Arbogast
1/8/2020

Ram Spring Improvement Project ~ State Revolving Fund (SRF) Project
Report for ACWD BOD Meeting Date: 1/12/2021 Prepared by GM Rae Bell

This project is directly 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 last month.
- The job descriptions should be finished this month, providing the board approves them.
- The Operations and Maintenance (O&M) Plan is a big undertaking. I had a one-hour phone conference with our RCAC rep in December to get started and have “the list” of needed items. Both the Emergency Response Plan and the Job Descriptions are part of the O&M plan.
- Rate Analysis: Parts of the O&M manual will inform the rate analysis: specifically, the equipment list along with the maintenance schedules for that equipment. The audited financial results for fiscal year 19-20 will also be used. 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.

A time-extension for the TMF Analysis is being requested by RCAC because the original completion date was set for 12/31/2020.

Environmental Documents ACWD requested technical assistance through the SRF program to complete the environmental documents and the environmental application packet. RCAC will be the contractor and is currently in the process of getting proposals (cost estimates) from environmental consultants. Kip Lybarger was also invited to submit a proposal so that he can be paid to represent ACWD throughout the process as district engineer. A new contract with RCAC will be executed once the cost and time estimates are put together.

It is difficult for me to summarize what is going on with the environmental documents. The previous consultant hired as part of the planning project completed the required biological report and wetland delineation as well as a draft “Initial Study/Mitigated Negative Declaration for CEQA” However, that document has been deemed inadequate for reasons which I will not try to explain. The new environmental consultant contracted through RCAC will be a person who specializes in CEQA and they will be hired to help with the permitting process in addition to completing the Initial Study.

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 January 2021

AGENDA ITEMS

4. b) Draft job descriptions: they will be posted online and emailed to all board members before the meeting. This is one of the items that is being done as part of the TMF (Technical Managerial & Financial) tune-up. (see SRF Project report for more info).

4. d) Cost of remote meeting attendance for participants: Last month the board voted to include language on the agenda stating that the district would reimburse the cost of the phone conference meetings for anyone for whom it is a hardship. Upon further research, I suggest that the board reverse that decision. I spoke to the person who does not have a long-distance plan and their cost is \$5 a minute to use long-distance! That would be \$300 for a one-hour meeting and obviously the district is not able to pay that. I also double-checked with other agencies including the County and none of them have had to offer to reimburse individuals who cannot afford to call-in to their public meetings and they are toll calls.

Zoom: I investigated setting up a zoom meeting for this month's meeting as discussed last month, because the computer part of zoom is free for participants. Zoom does work much better than WEBEX, the online platform that we tried early in the pandemic. Zoom's free service has a time-limit of 40 minutes per meeting. The least expensive plan that allows longer meetings is \$149.90 per year. I suggest that we continue with the free phone conference calls and I told the resident who does not have long-distance to use the phone at the firehouse.

Correspondence since last meeting:

Incoming: Certification of election results (appointments) from Sierra County Clerk-Recorder, Annual notice about State Controller's report forwarded to auditors

Outgoing: Copy of audit for FY 19-20 sent to Sierra County Auditor Van Maddox, signed audit engagement letter for FY 20-21 sent to auditors