



NOTICE

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

Date: Tuesday December 13, 2022 Time: 6:00 pm

Location: Fire Station 1, 105 Plaza Court

and by conference call. 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 OATHS OF OFFICE Tobyn Mehrmann, Robbin DeWeese and Brianne Price! 😊

2. Consent Calendar

- a) Approve agenda
- b) Reading and approval of the minutes for the regular meeting dated November 7, 2022.
- c) Ratification of Treasury Report and bill payments for November 2022.

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

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

- a) None.

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 January 10, 2023. Agenda items: Appoint Officers

7. Adjournment.

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**Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday November 8 2022 Meeting was held over phone**

1. Call to Order & Establish a Quorum The meeting was called to order by President Mehrmann at 6:14 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. Public present: Vicky Tenney

2. Consent Calendar:

Motion was made to approve the consent calendar with correction to treasurer's report and Special meeting minutes by Nancy Finney and Coral Spencer 2nd. **Ayes: Tobyn Mehrmann, Nancy Finney, Robbin DeWeese and Coral Spencer Nays: 0 Absent: 0 Abstain: 0**

3. Information/Discussion Items

a) Correspondence: Rae Bell mailed documents to the Auditors.

b) SRF Project Update: The Contract is signed with the engineer and Rae will have the attorney review it.

~The contractor is revising the budget for the Ram Spring Improvement project.

~

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

CWO: Bruce reported that the total finished water produced in June was 210,250 gallons and the average raw water flow Gallons per Minute were 42 gallons.

~Bruce stated that he will clean the water pipes out soon.

~ The draft report on the water tank will be out soon and the information in that draft will hopefully help to figure out what happened and how to fix the tank.

~The Cemetery and park water will be shut off this week.

G.M.: No report

d) Historical Church/Library Report: A gift card was acquired to cover library expenses.

~It was requested of Robbin to be sure to keep all of her receipts for the audit.

e) Park Report: Dean was able to mow it before it snowed.

4. Unfinished Business

a) Customer Accounts/Billings/Disconnects: None

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

5. New Business

a). The Adoption of resolution #119

~It was asked if Coral and Nancy would wish to be signers on the account. They both declined as they felt like there were enough signers on the account already.

~The motion was made to adopt resolution 119 by Robbin DeWeese and Coral Spencer 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 December 13, 2022 at 6:00 P.M. at Station 2

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: 6:44 P.M.

Minutes respectfully submitted,

Amber Mehrmann, Secretary



Allegheny County Water District

Treasury Report

November 2022

MAIN CHECKING ACCOUNT

Beginning Balance \$ 16,611.15

Deposits

Date	From:	For:	Amount
11/15	Customers	Water Sales	\$ 1,494.90
11/21	Customers & Insurance Refund	\$150 Water Sales, \$967.22 Worker's Comp. Refund	\$ 1,117.22

Deposits Total \$ 2,612.12

Expenditures

Ck #	Date	To:	For:	Amount
5748	11/4	Bruce Coons	CWO October Bill - Gross \$376.05	\$ 309.10
5749	11/4	Edda Snyder	Bookkeeper October Bill - Gross \$200	\$ 184.70
5750	11/4	Edward Snyder	WDO October Bill - Gross \$232	\$ 214.24
5751	11/14	AT&T		\$ 45.13
5752	11/14	Cranmer Engineering	Water Tests	\$ 150.00
1140	11/18	Postmaster	Documents mailed to auditor	\$ 17.05
EFT	11/25	PG&E	Pumphouse	\$ 185.57

Expenditures Total \$ 1,105.79

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

Ending Main Account Balance \$ 18,117.48

Less Reserve Fund \$ (15,500.00)

Plus Undeposited Funds \$ 1,876.10

Available Funds \$ 4,493.58

NON-ENTERPRISE ACCOUNT (Historical Church, Library & Park)

Beginning Balance \$ 9,507.08

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 \$ 9,507.08

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Print

Historical Church Balance	\$	5,892.00
Library Balance	\$	1,493.05
Park Balance	\$	2,122.03
Balance	\$	9,507.08

Ram Spring Improvement Project ~ State Revolving Fund (SRF) Project
Report for ACWD BOD Meeting Date: 12/13/2022 Prepared by GM Rae Bell

NEW INFORMATION HIGHLIGHTED

This project is related to the planning project approved for funding by the State Water Resources Control Board Division of Finance (SWRCB,DFA) 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.

PROPOSED PROJECT BUDGET: \$745,000. Coleman Engineering has revised the budget and I still need to add ACWD's expected expenses and Kip's charges for the work that he did in-between funding agreements. Based on what we have so far the budget will be a little over 1.5 million.

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 with revisions done in February 2022. The entire budget is being revised as noted above. This will be a revision to the Financial application.
- The Technical Packet is almost done. The remaining item for the technical packet was a draft contract for engineering services. With ACWD's selection of Coleman Engineering, we have all the pieces of the technical packet. Once I sign the contract as reviewed by ACWD's attorney it will be uploaded.
- The Completed Environmental packet was reviewed by the State and was submitted in October 2021. This is being covered by a Technical Assistance (TA) Request. The permit fees have been paid by the SWRCB as part of the TA request. Environmental permitting work is ongoing.

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 December 2022

Prepared by Rae Bell Arbogast

Correspondence

Incoming: Application for vacant board seat, sent to Sierra County Clerk-Recorder.

Outgoing: Copy of adopted budget for Fiscal Year 22-23 sent to Sierra County Auditor Van Maddox and posted on website, Signed Audit engagement letter sent to Boden, Klein & Sneesby,

Many back-and-forth emails related to the Engineer Selection process, the SRF application, and the tank problem.

GM REPORT

- **WATER TANK PROBLEM.** See Dec. 5th Customer update, additionally we had a meeting with the TA Request group on December 8th. It sounds like the State is going to hire a different inspection company to examine the problem with the sealant and to also provide an opinion about who is responsible. In the meantime, I will be working with ACWD's attorney and Chad Coleman to put together a warranty claim letter to send to the contractor. The existing reports will be used at this stage.
- **CONTRACT FOR SERVICES COLEMAN ENGINEERING** As reported last month, we all forgot to have ACWD's attorney review the contract before I signed it. I sent a copy to the attorney shortly after last month's meeting and she did have a few suggested changes. Coleman Engineering was very accommodating, and they re-wrote the contract adding her suggestions. I should be signing it and sending it back on Monday the 12th. (Got it last Wednesday and have been too busy to sit down and read it) The attorney did review the new version and said that it is "good to go".
- **Low Income Utility Assistance Program:** FINALLY, ACWD is set up for this program. Currently we are the only utility in Sierra County that is signed up. The program currently only covers amounts in arrears, but I have been told by the Project Go staff that soon they will be able to help with current bills as well. ACWD has been reluctant to shut-off water services knowing that this program was going to be available, but if customers do not make the effort to sign-up we might have to get more assertive about shutting off services. There is NO EXCUSE for not paying water bills now.

Notes on specific agenda items

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PENDING ITEMS:

- Heater for historical church – no report
- Job description adoption – emailed copies to Coral in August, nothing else to report