



NOTICE

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

Date: Tuesday January 9, 2024 Time: 6:00 pm

**Location: Alleghany Firehouse 105 Plaza Court with conference call option
for non-board members only.**

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 agenda
- b) Reading and approval of the minutes for the regular meeting dated December 12, 2023.
- c) Ratification of Treasury Report and bill payments for December 2023

3. Information/Discussion Items:

- a) Correspondence – Provided in GM report
- b) SRF Projects Update – Provided in writing.
- 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: Four accounts are 90 days overdue.
- b) Ordinances, Policies & Procedures and Bylaws: Nothing prepared for meeting
- c) Consider switching insurance to Golden State Risk Management Authority GSRMA

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

- a) Adopt Bookkeeper job description.
- b) Renew Secretary Contract (we missed it, should have been done in June)
- c) Renew General Manager Contract (we missed it, should have been done in June)
- d) Accept letter of resignation Nancy Finney – post vacancy
- e) Accept Audit results for FY 22-23

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 February 13, 2024 Agenda items: Appoint new board member, consider taking out a CD with part of the reserve funds to earn more interest.

7. Adjournment.

Regular Meeting of the Alleghany County Water District Board of Directors

Tuesday December 12, 2023, Meeting was held at the Alleghany Firehouse, 105 Plaza Court

1. Call to Order & Establish a Quorum

The meeting was called to order by President Tobyn Mehrmann at 6: 03 P.M. Directors present: Tobyn Mehrmann; Nancy Finney; and Coral Spencer. Robbin DeWeese arrived after the consent calendar was approved. Director Brianne Price was absent. Staff present: CWO Bruce Coons, GM Rae Bell, WDO Edward Snyder. Secretary Amber Mehrmann was present and took the minutes. Members of the public, Keiran Mehrmann, Burns and Vicky Tenney were also present.

2. Consent Calendar:

Motion was made to approve the consent calendar by Coral Spencer and Nancy Finney 2nd. **Ayes: Nancy Finney, Coral Spencer and Tobyn Mehrmann Noes: 0 Absent: Brianne Price and Robbyn DeWeese Abstain: 0**

3. Information and Discussion Items

a. Correspondence: Provided in writing on GM report.

b. SRF Project: Report provided in writing in the packet.

c. Board/Staff Reports

Nancy Finney: Nancy states that she is resigning from the board. She is reminded that she needs to provide her resignation in writing. She states that she will do that. Everyone complimented her on her service and stated that she will be missed.

CWO Report: The GPM for the spring (raw water) is at 116 gallons per minute and the Total Finished Water Production for November was 78,880 gallons.

~The Routine samples are negative.

~The procedure for the radium test that was started earlier this year changed and nobody informed us of that. He has to start over. It entails getting 3 liters of water to sample, every two weeks for one month.

~The large tank was leaking more, lowering the water level has slowed the leak.

G.M. Report: No report other than what's already on the agenda.

d. Historical Church/Library Report: None.

e. Park Report: None

4. Unfinished Business

a. Customer Accounts/Billings/Disconnects: One account is 60 days overdue and five accounts are 90 days overdue.

b. Policies & Procedures & Ordinances: Nothing prepared for meeting.

c. Status of proposed insurance carrier change: see notes on agenda

d. Bridge Loan: A detailed explanation of what the Bridge Loan entails is in the packet. There was a discussion about it as well.

~A motion to authorize the GM to apply for the loan for up to \$500,000 from the California Rural Water Association was made by Coral Spencer and Robbyn DeWeese 2nd **Ayes: Robbyn DeWeese, Coral Spencer, and Tobyn Mehrmann Noes: Nancy Finney Absent: Brianne Price Abstain: 0**

5. New Business

a). Adopt Water Distribution Operator Job Description: The draft job description was provided in the packet. It was noted that Edward has been doing an excellent job and readily takes on responsibility. He is reliable and conscientious.

The only written change in the draft document was to change his rate of pay to be “one dollar over minimum wage” and hours at prevailing wage for state funded projects was also included. After a discussion it was decided to drop the \$50 flat rate payment for reading the water meters. That task will be paid hourly as well. Nancy Finney made a motion to approve the job description with changes as noted above and Robbyn DeWeese 2nd. **Ayes: Nancy Finney, Robbyn DeWeese, Coral Spencer, and Tobyn Mehrmann Noes: 0 Absent: Brianne Price Abstain: 0**

b. Consider Rescinding Resolution #120 and adopt #121 in its place ~ Nancy makes a motion to rescind resolution #120 and adopt resolution #121 AUTHORIZING ENTERING INFO A FUNDING AGREEMENT WITH SWRCB FOR THE CATHODIC PROTECTION PROJECT AND APPOINTING AN AUTHORIZED REPRESENTATIVE TO SIGN THE AGREEMENT Coral Spencer 2nd **Ayes: Nancy Finney, Robbyn DeWeese, Coral Spencer, and Tobyn Mehrmann Noes: 0 Absent: Brianne Price Abstain: 0**

d. Dead Tree Removal~ There are 3 dead Cedar trees above the main water tank that could fall on it. Josiah Parker quoted a flat rate \$1,500 to remove the trees. She spoke to a two other tree fallers and they said that this was a reasonable quote without actually seeing the trees. One of them explained that the risk involved is what raises the cost. Director Spencer also stated that he had done work for her and she was pleased with it. ~Rae has also asked him if he could limb up the fir tree at the Hidden Church, he indicated that it would be less than \$1,500 but removing the limbs would add to the cost. ~ Rae Bell asked the Board to authorize her to hire Josiah, for the tree removal and limbing, at the historical church to come out of the historical church fund. Up to \$1,000 and the tree removal at the water tank for \$1,500 to come out of the general fund. She will not hire him until she sees his proof of insurance. Coral Spencer made the motion and Robbyn DeWeese 2^{nds}. **Ayes: Nancy Finney, Robbyn DeWeese, Coral Spencer, and Tobyn Mehrmann Noes: 0 Absent: Brianne Price Abstain: 0**

6. Public Response Time: Burns asked if the new meters included in the Ram Spring Project could be electronically read. And it was stated that they would be and also be a lot easier to read through the snow. ~Burns also stated that he would like to apply to be on the Board after Nancy Finney’s resignation is final.

7. Adjournment Next meeting date, items for next agenda and adjournment: Next meeting will be on January 9, 2023; at 6:00 P.M. A decision on the insurance needs to be made. There being no further business the meeting was adjourned at 7:07 P.M.

Respectfully Submitted:

Amber Mehrmann, Secretary



Allegheny County Water District

Treasury Report

December 2023

MAIN CHECKING ACCOUNT

Beginning Balance \$ 2,738.22

Deposits

Date	From:	For:	Amount
12/15	Customer & Sierra County	Customer Water Payments \$1509.91 + \$1500 Library Rent	\$ 3,009.91
12/26	Non-Enterprise	\$650 insurance & \$240 admin historical church	\$ 890.00

Deposits Total \$ 3,899.91

Expenditures

Ck #	Date	To:	For:	Amount
1156	12/4	UGGM	Quill reimburse for hanging folders	\$ 27.87
5837	12/7	Bruce Coons	WDO November Bill - Gross \$446.16	\$ 362.98
5838	12/7	Sierra County Tax Collector	Solid Waste Fees - Park, to reimburse	\$ 127.36
EFT	12/13	CDFTA	Water Rights	\$ 300.22
1158	12/21	Josiah Parker	Tree removal at water tank	\$ 1,500.00
EFT	12/26	PG&E	Pumphouse 2x Months	\$ 548.45
5839	12/26	AT&T	2x Months	\$ 167.00
5840	12/26	B&C	Supplies & Maintenance	\$ 151.80
5841	12/26	Cranmer Engineering	Water Tests	\$ 220.00
5842	12/26	VOID		
EFT	12/26	Transfer to Non-Enterprise	to move library rent from Main Account	\$ 1,500.00
EFT	12/27	Tri-Counties Credit Card	CRWA Membership	\$ 240.00

Expenditures/Transfers Total \$ 5,145.68

RESERVE FUND SAVINGS ACCOUNT	
Contingency Fund	\$ 14,500.00
Equip. Maint. Fund	\$ 1,000.00
Interest earned	\$ 8.36
TOTAL	\$ 15,508.36

Ending Main Account Balance \$ 1,492.45

Plus Undeposited Funds \$ 5,296.75

Operating Funds at month-end \$ 6,789.20

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

Beginning Balance \$ 9,926.94

Deposits

Date	From:	For:	Amount
12/26	Main Account	Library Rent	\$ 1,500.00

Deposits Total \$ 1,500.00

Expenditures

Ck #	Date	To:	For:	Amount
EFT	12/26	Transfer to Main Account	\$650 insurance & \$240 admin historical church	\$ 890.00
4054	12/26	Josiah Parker	Tree Trimming/Fire Clearance	\$ 1,500.00

Expenditures Total \$ 2,390.00

Report Prepared by Edda Snyder

Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 9,036.94

x _____

Print

Historical Church Balance	\$ 5,973.26
Library Balance	\$ 1,353.64
Park Balance	\$ 1,710.04
Balance	\$ 9,036.94

~ State Revolving Fund (SRF) Projects Update

Meeting Date: 1/9/2024 Prepared by Rae Bell Arbogast GM

1. Ram Spring Improvement Project (RSIP) Project ID 4600012-008C

This is a continuation of Planning Project ID 4600012-0008P started in 2015 and completed 12/31/2020.

Funding Agreement dated 10/12/2023 ~ Estimated completion date: 2/28/2026 ~

Budget: Up to \$1.5 Million

Primary objective: To reconfigure the Ram Spring Pumphouse and facilities to accommodate and protect the driven pipes that were installed in May of 2017 as part of the planning project.

Other objectives: To build a 12' x16' building at the Ram Spring that can be used as a "sample lab" and to store district tools and records. To upgrade all residential water meters under a special program for that purpose. To update the stand-by generator and pumps that are over 30 years old.

Scope of work details provided in last month's report.

Progress since last board meeting: The first disbursement request must be submitted by Jan. 10th. I have been working on that. A quarterly progress report must be submitted with the disbursement request. I better have it all submitted by our meeting date of Jan. 9th! I ordered the required 4'x 8' sign on Jan 4th.

2. Water Tank Repair Project:

This project is to repair the water tank that was put in service in November of 2018 and was still under warranty when it failed. This project has two main parts: 1. The warranty repair work, to be completed by the original contractor Thompson Tank (not funded by SRF) 2. The Technical Assistance Request awarded to Coleman Engineering to oversee the repair work. (Funded by SRF)

Status: The updated scope for the warranty repair work has not been finalized as of this writing: 1/5/2024

Timeline Tank Failure discovered: 10/30/2021 Tank drained and inspected mid-November 2021. First TA request submitted to State Dec. 2021 and approved in Jan. of 2022. Second TA request approved May 13, 2023. Repair work expected to commence in late April 2024 to avoid winter weather.

3. Cathodic Protection Project This project is to add cathodic protection to the water tank that was not included in the original design. It is being funded under a special "urgent water needs" pot of money. Everything except for the detailed budget has been submitted. Chad Coleman has assured the State that he will have that done no later than January 12th. Budget up to \$110,000.

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

Job Description ~ Bookkeeper

Supervisor: General Manager

Job Synopsis

The Bookkeeper is responsible for maintaining accurate financial data and accurate books on accounts receivable, accounts payable, payroll, daily financial entries and reconciliations.

Qualifications

Must be reliable and trustworthy.

Basic accounting background including familiarity with Accounts Payable, Accounts Receivable and Payroll. Competent with QuickBooks, word processing software and excel. Ability to learn other software programs as needed.

Good communication and customer service skills, including the ability to tactfully handle complaints and account inquiries from customers. Ability to work independently with minimal supervision but also able to recognize when assistance is needed and ask for it.

Physical Requirements

The physical demands described here are representative of those that must be met to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

This job requires the ability to sit, walk and talk or hear; use hands to finger, handle, or feel and reach with hands and arms. Occasionally may be required to stand and stoop, kneel, crouch, or crawl. Ability to regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision.

Job Summary

- Accounts Receivable Clerk/Customer Service – prepares monthly billings to water customers, receives payments, responds to customer inquiries.
- Accounts Payable Clerk – Pays monthly bills in a timely fashion.
- Reconciles bank accounts monthly and prepares monthly treasury report.
- Processes Payroll including all required tax filings.
- Support other staff members with purchases when requested.
- Perform all duties listed above in compliance with district Policies & Procedures.
- The workplace is an office and can be performed from a home office if so desired.
- The job does not require travel.

Duties

- Represent the water district in a professional manner when dealing with the public, other agencies, contractors, and customers.
- Maintain familiarity with district accounting & customer service policies and the bookkeeping manual.
- Communicate with the General Manager on a regular basis to report any deficiencies or needed updates to the above referenced documents.
- Prepare monthly water bills after Water Distribution Operator has entered meter readings (may need to enter the readings if an alternate employee has read the meters)
- Process customer payments per district procedures including deposit preparation and making arrangements to get deposits to the bank in a timely manner.
- Perform monthly late notice and shut-off procedures per Customer Service Policy # 400.
- Provide clerical support to Water Distribution Staff as deemed appropriate, such as upkeep of the meter reading book, purchasing and timecards.
- Enter a Accounts Payable in QuickBooks and issue payment in a timely manner monthly.
- Act as purchasing agent for the district within budget constraints, notify General Manager of any extraordinary expense items prior to purchase and per Policy #100.
- Reconcile bank statements monthly.
- Prepare treasury report at the end of each month and in time for the following month's board of director's meeting. Have second party verify treasury report against bank statement and QuickBooks reconciliation per Finances Policy #100
- Maintain all accounting records as required for annual audit and per GAAP.
- Perform other duties as may become necessary.

Compensation:

This position is paid a monthly flat rate of \$200. The employee has been given the option to be paid hourly but has chosen to be paid a flat rate.

Employee is responsible for tracking hours to verify compliance with State of California employment laws.

Additionally, this position shall be paid an hourly rate of \$____ per hour for work on State Funded Projects.

I have read, understand, and agree to perform the duties and responsibilities outlined above.

X_____ date _____

Name printed _____