

**Regular Meeting of the Alleghany County Water District Board of Directors
Tuesday February 27, 2024 Meeting was held at the Alleghany Firehouse and over phone**

1. Call to Order & Establish a Quorum The meeting was called to order by President Tobyn Mehrmann at 6:06 pm.

Directors present: Tobyn Mehrmann, Robbin DeWeese, Brianne Price and Coral Spencer GM Rae Bell (by phone). CWO Bruce Coons and Secretary Amber Mehrmann took minutes.
President Public: Vicky and Burns Tenney

2. Appoint Director: It was noted that only one application was received for the recently posted vacancy of Nancy Finney from Oregon Burns Tenney IV. A motion was made by Robbyn DeWeese to appoint Burns to fill the unexpired term of Nancy Finney, and Coral Spencer 2nd
**Ayes: Coral Spencer Brianne Price, Robbin DeWeese and Tobyn Mehrmann Nos: 0
Absent: 0 Abstain: 0** Oregon Burns Tenney took the oath, provided by secretary Amber Mehrmann, and is now a member of the board.

3. Consent Calendar:

Motion was made to approve the consent calendar after questions asked by Burns Tenney about expenditures on the treasurer's report were answered. The motion was made by Coral Spencer and Brianne Price 2nd. **Ayes: Coral Spencer Brianne Price, Robbin DeWeese and Tobyn Mehrmann, Burns Tenney Nos: 0 Absent: 0 Abstain: 0**

4. Information/Discussion Items

a) Correspondence: The Correspondence is in the packet.

b) SRF Project Update: The update is in the packet. Burns Tenney asked about whether the project includes the tank report. Rae Bell informed him that it does include the three projects.

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

G.M.: Rae Bell provided her report in the packet.

CWO: The finished water pumped was 127,090 gallons and the GPM for the spring was 118.
~ The H2O sample had a 1.0 'hit' on the total Coliform in the raw water sample but no ecoli. The finished water sample was OK.

~ The leak in the tank is the same, and should be o.k. until they are able to fix it in the spring.

d) Historical Church/Library Report: The front porch light and a couple of outlets in the church aren't working. It may be that a breaker is out.

e) Park Report: Nothing to report.

5. Unfinished Business

a) Customer Accounts/Billings/Disconnects: There are three accounts over 90 days and one that is over 60 days.

b) Ordinances, Policies, Procedures, and Bylaws: Changes to the bylaws were provided. A motion was made to approve the changes by Robbin DeWeese 2nd by Brianne Price, **Ayes: Coral Spencer Brianne Price, Robbin DeWeese and Tobyn Mehrmann, Burns Tenney Nos: 0 Absent: 0 Abstain: 0**

c) Consider Switching Insurance to Golden State Risk Management Authority GSRMA:

- ~Burns Tenney asked if the insurance protects/covers the underground piping in town.
- ~Burns asked if there would be enough time to compare the old policy to the new policy.
- ~The policies would be about the same in price.
- ~ It was decided to table the decision until the next meeting so everyone had time to look over both policies more thoroughly to make the best decision.

d) Appoint Officers for 2024: The motion to keep officers the same was made by Robbin DeWeese and Brianne Price 2nd **Ayes: Coral Spencer Brianne Price, Robbin DeWeese and Tobyn Mehrmann, Burns Tenney Nos: 0 Absent: 0 Abstain: 0**

e) Approve Secretary contract extension no Changes: The motion to renew Amber Mehrmann's contract for the Secretary position was made by Burns Tenney and Brianne Price 2nd **Ayes: Coral Spencer Brianne Price, Robbin DeWeese, Burns Tenney and Nos: 0 Absent: 0 Abstain: Tobyn Mehrmann**

6. New Business

a) Consider taking out a CD at the bank: Rae Bell stated that the board would need to hold off on the C.D. as there isn't enough 'liquidity' in the funds to create a C.D. at this time.
~It was decided to table this until a later time.

6) Public Response Time: none

7) Next meeting date, items for next agenda and adjournment:

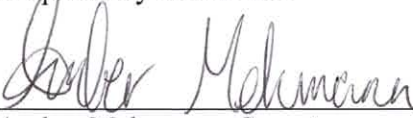
Next meeting will be on March 12, 2024; at 6:00 P.M.

Agenda items:

The Form 700 need to be turned in for each Board Member

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

Respectfully Submitted:



Amber Mehrmann, Secretary



NOTICE

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

Date: Tuesday February 27, 2024 Time: 6:00 pm

(regular meeting postponed one week due to lack of quorum)

**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. Appoint Oregon Burns Tenney IV to the Board and administer oath of office.
3. Consent Calendar
 - a) Approval of agenda
 - b) Reading and approval of the minutes for the regular meeting dated January 9, 2024.
 - c) Ratification of Treasury Report and bill payments for January 2024 and corrected report for Dec 2023.
(two paychecks issued at the end of Dec. were accidentally left off)
4. 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
5. Unfinished Business (Discussion & Possible Action Items):
 - a) Customer Accounts/Billings/Disconnects: 3 accounts over 90 days overdue and 1 over 60 days.
 - b) Ordinances, Policies & Procedures and Bylaws: Proposed Bylaw updates included in packet.
 - c) Consider switching insurance to Golden State Risk Management Authority GSRMA
 - d) Appoint Officers for calendar year 2024
 - e) Approve contract extension for Secretary with no changes to terms.
6. New Business (Discussion & Possible Action Items):
 - a) Consider taking out a Certificate of Deposit (CD) at bank Resolution required. Next res # 122
7. 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 March 12, 2024 Agenda items:

8. Adjournment.



Allegheny County Water District

Treasury Report

December 2023 CORRECTED

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 (\$50.94 Park + \$76.42 Church) Funds not updated until Jan.	\$ 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
5843	12/31	Edda Snyder	Bookeeper Nov Bill - Gross \$200	\$ 184.70
5844	12/31	Edward Snyder	WDA Nov Bill - Gross \$220.50	\$ 203.64

Expenditures/Transfers Total \$ 5,534.02

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 \$ 1,104.11
 Plus Undeposited Funds \$ 5,296.75
 Operating Funds at month-end \$ 6,400.86

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

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



Allegheny County Water District

Treasury Report

January 2024

MAIN CHECKING ACCOUNT

Beginning Balance \$ 1,104.11

Deposits

Date	From:	For:	Amount
1/5	Non-Enterprise	Solid Waste fees Park & Church, paid from main account in Dec. reimburse	\$ 127.36
1/8	Customers	Water	\$ 2,706.75
1/8	Customers	Water	\$ 1,825.25

Deposits Total \$ 4,659.36

Expenditures

Ck #	Date	To:	For:	Amount
5845	1/5	Bruce Coons	WDO December Bill - Gross \$450.70	\$ 372.58
5846	1/5	Edda Snyder	Bookkeeper December Bill - Gross \$200	\$ 184.70
5847	1/5	Edward Snyder	WDA December Bill - Gross \$158.50	\$ 146.37
1159	1/15	Rae Bell reimburse	1/5 cost of Quickbooks Payroll subscription	\$ 123.06
5848	1/23	Cranmer Engineering	Water tests	\$ 419.00
EFT	1/26	EDD	Payroll taxes	\$ 84.21
EFT	1/26	PG&E	Tank Site	\$ 21.79
EFT	1/26	PG&E	Pumphouse	\$ 310.52
5849	1/26	United States Treasury	Payroll taxes	\$ 402.60
1160	1/30	SWRCB	Ram Spring Project Permit	\$ 1,552.00
EFT	1/31	Tri-Counties Bank	Service Charge	\$ 10.95

Expenditures/Transfers Total \$ 3,627.78

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 \$ 2,135.69

Plus Undeposited Funds \$ 764.75

Operating Funds at month-end \$ 2,900.44

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

Beginning Balance \$ 9,036.94

Deposits

Date	From:	For:	Amount
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Deposits Total \$ -

Expenditures

Ck #	Date	To:	For:	Amount
EFT	1/5	Main	Solid Waste fees reimburse (\$50.94 Park + \$76.42 Church)	\$ 127.36
EFT	1/26	PG&E	Historical Church	\$ 5.01
4055	1/09	Sierra County	Solid Waste fees (\$50.94 Park + \$76.42 Church)	\$ 127.36
4056	1/13	PRCSD	Fire extinguisher for church	\$ 16.00

Expenditures Total \$ 275.73

Report Prepared by Edda Snyder

Verified against Bank Statement

Ending Non-enterprise Account Balance \$ 8,761.21

x _____

Print

Historical Church Balance	\$ 5,799.41
Library Balance	\$ 1,353.64
Park Balance	\$ 1,608.16
Balance	\$ 8,761.21

~ State Revolving Fund (SRF) Projects Update

Meeting Date: 2/20/2024 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.

Progress since last board meeting:

- We got notice that the first disbursement request was approved by the State on Feb. 8th. Now we'll see how long it takes the check to arrive. They only disallowed \$22 from one of Altec Engineering's invoices for lodging. That is really good. They go over everything very carefully. Also, I forgot that they round to the nearest dollar.
- I have not completed the Bridge Loan application. We need a letter from our attorney and I am waiting for that. All of the other attachments are ready to go. (several hundred pages) Coleman Engineering informed me on Feb. 7th that they are waiting for the bridge loan to go through before they really get started.
- The required 4'x 8' sign is at the pumphouse. We can attach it to the fence until the fence is torn down, then we can put it on stakes. The sign was paid for with the district's credit card, it can't be submitted for payment from the state until after the end of March. ACWD will probably need to consider keeping more cash on hand for project costs, unless we want to draw out of the line-of-credit. I guess if the State is covering the interest on the loan and we can earn 5% interest from our bank, maybe we are better off using the Bridge Loan?

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: A regular monthly meeting will be held on the first Wednesday of each month. The first meeting was held by phone on Feb. 7th Burns Tenney and I attended and Bruce Coons attended the last part of the meeting. Coleman Engineering had two people on the call (Andre and Chad) and Audrey from the State attended. We were assured that Coleman is very close to pinning down the terms of Thompson Tank's scope of work, they are waiting for material submittals to approve Thompson procuring the materials. I tried to stress the urgency and reminded them about the commitment to start in April.

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. A grant for up to \$110,000 has been applied for under an "Urgent Needs" program also funded by the State Revolving Fund (SRF). Coleman Engineering submitted the requested budget document on Jan. 15th. We are now waiting for the funding agreement to be executed.

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 February 2024

Prepared by Rae Bell Arbogast

Note: The regular meeting scheduled for Feb. 13th had to be postponed one week to Feb. 20th due to the lack of a quorum available on the 13th.

Correspondence **Outgoing** State Controller's Report Cover Sheet and copy of FY 22/23 Budget mailed to the State Controllers Office **Back and forth emails** on the following topics: Cranmer Engineering with water quality testing results, Golden State RMA and Dustin Hardwick with Calif. Rural Water Association re updated insurance quote, Francine Fau of the Water Quality Control Board Dept. of Finance and Chad Coleman re: Ram Spring Project, Coleman Engineering and Katie with Water Quality Control Board Dept. of Finance re: Cathodic Protection project and tank repair project, Blain Boden re FY 22-23 audit, Van Maddox re tax disbursement check mailed from Downieville in mid-December, it finally made it to Alleghany in January! Coleman, Altec, Marsha Burch and Francine Fau re first disbursement request for Ram Spring Improvement Project (RSIP), Sierra County Clerk Recorder's office re board vacancy.

AGENDA ITEM 4 c. Consider switching insurance carriers We got word at the beginning of the month from Golden State Risk Management Authority that their backup insurance pool PRISM has approved ACWD's application. My recommendation is still for ACWD to switch carriers, the board has had plenty of time to look everything over.

ARTICLE IV
BOARD MEMBER QUALIFICATIONS, ELECTIONS, TERMS

- 1.) **Board Membership.** The Board shall consist of five (5) Members, each of whom shall be a registered voter of the Alleghany County Water District.
- 2.) **Term of Office.** The term of office of each elected member of the Board shall be four (4) years.
- 3.) **Elections:** All elections shall be carried out in conformance with the State of California Code of regulations and shall be combined with the official elections of Sierra County including all notice and deadline requirements.
- 4.) **Vacancies:** Pursuant to Section 30504 of the California code: "The district shall notify the county elections official of any vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the *effective date of the vacancy, whichever is later."
- 5.) **Attendance:** Failure to attend three consecutive regular meetings without notification shall constitute "abandonment" of the position and may result in the board declaring a vacancy.
- 6.) **Replacement of Board member.** The Board, by majority vote, may appoint a qualified replacement to fill in the remaining term of a Board Member who resigns or is otherwise ineligible to continue as a Member of the Board. Vacancies of unfinished terms shall be posted in three conspicuous public places within the district for a minimum of 15 days. **See Attachment C** The board shall reappoint within 60 days of posting for the vacancy. ***If the board fails to fill the position within 60 days it loses the power to re-appoint.*** Appointment after 60 days but before 90 days may be made by the Sierra County Board of Supervisors. Gov. Code Section 1780 (b) After 90 days either an election or special election is required to fill the vacant seat.

* Effective date is the date that the board either accepts a resignation or declares a seat vacant per #5 above.

Oaths of office: Per the enabling legislation for County Water Districts Water Code Section 30577 "Each member of the board, or the secretary, may administer oaths and affirmations in connection with the taking of testimony at any hearing, investigation, or other matter pending before the board".

Bylaws Attachment C



NOTICE OF VACANCY

Interested persons are hereby notified that pursuant to Government Code §1780 there is a vacancy on the

Alleghany County Water District Board of Directors

Requirements

Applicants must be registered voters of the water district.
An oath of office is required for assuming the seat.

The position to be filled is the remainder of a 4-year term ending _____.

Applications are available in the box below the bulletin board at the post office.

Or online:

alleghanywater.org click on UPDATES at the top of the page.

Or request by email to alleghanywater@gmail.com

Phone: (530) 287-3204

ACWD PO Box 860, Alleghany CA 95910

Applications must be received by : _____ and can be placed in the payment box near the firehouse in the Plaza or given to Secretary Amber Mehrmann, Deputy Secretary Rae Bell Arbogast or mailed to the address above.

This district board has 60 days from the date the board is notified of the vacancy or the effective date of the vacancy, whichever is later, to fill the vacancy or call a special election. Gov. Code 1780

Pursuant to Government Code §1780, this notice will be posted for a minimum of 15 days in 3 or more conspicuous locations within the district's boundaries: Post date: _____



**APPLICATION FOR MEMBERSHIP ON
Alleghany County Water District Board of Directors**

PLEASE PRINT OR TYPE

THIS FORM TO BE USED FOR BOARD VACANCIES TO BE FILLED BY APPOINTMENT

FILING DEADLINE (AS LISTED ON VACANCY LISTING): _____.

NAME: _____.

RESIDENCE ADDRESS: _____.

MAILING ADDRESS: _____.

PHONE NUMBERS: HOME: _____ BUSINESS: _____.

IN WHICH SUPERVISORIAL DISTRICT DO YOU RESIDE? _____.

TIMES YOU ARE AVAILABLE FOR MEETINGS? DAYS: _____ TIMES: _____.

EMPLOYMENT EXPERIENCE: _____

_____.

ORGANIZATION AND COMMUNITY EXPERIENCE: _____
_____.

OTHER EXPERIENCE WHICH YOU FEEL WOULD BE HELPFUL TO BRING TO THE ATTENTION OF BOARD MEMBERS IN MAKING THIS APPOINTMENT: _____
_____.

EDUCATION (INCLUDE HIGH SCHOOL, COLLEGE AND/OR UNIVERSITY, AND GRADUATE STUDY): _____
_____.

WHY WOULD YOU LIKE TO BE APPOINTED?: _____
_____.

A RESUME CONTAINING OTHER PERTINENT INFORMATION ABOUT YOURSELF WOULD BE HELPFUL TO THE BOARD MEMBERS IN EVALUATING YOUR APPLICATIONS.

DATE: _____ SIGNATURE _____

APPLICATION MUST BE FILED WITH ACWD PO Box 860, Alleghany CA 95910, either by mail or by handing it in person, to the Secretary or General Manager

MEMBERS OF THIS ADVISORY BOARD OR COMMISSION ARE:

REQUIRED to file a Statement of Economic Interests with the County Clerk. If you should have any questions as to what this might involve, please call the Sierra County Clerk at (530) 289-3295.
