

KEELER COMMUNITY SERVICE DISTRICT BOARD MEETING

(Draft) Minutes

Tuesday, Nov. 15, 2022, 6 pm

Meeting Location: Zoom Meeting

Meeting ID: 817 6288 1355 Password: 292792

Board members in Attendance

Sheri Cosgrove
Jayna King
Jeanne Elliott
Tammy Hursell

Public in Attendance

Carole Puryear
Dan Dickman
Sharon Cummings
Grace Holder
Sara Lee
Robert Spry
Alice Robertson
Theona Wasson
Patty Thorn

1. The meeting was called to order at 6 p.m. by Tammy Hursell.
2. The statement for need of electronic meetings during a state of Emergency was read by Tammy Hursell.
3. Sheri Cosgrove made a motion to approve the minutes from the KCSD Board Meeting on Oct. 18, 2022. The motion was seconded by Jeanne Elliott. 4 Ayes, 0 Nays. Approved Unanimously.
4. Customer Report: Karen Riggs reported that there are 16 customers behind 2 months or more and 18 customers 2 months or more ahead. Alice Robertson requested a report of how many customers are paying in each tier. Sheri Cosgrove made a motion to approve the customer report. The motion was seconded by Jeanne Elliott. 4 Ayes, 0 Nays. Approved Unanimously.
5. Financial Report: Karen Riggs reported that income for October was \$3,548 and expenses were \$2,254.23 including So. Cal. Edison \$566.82; Manor True Value \$960.90; Streamline \$50; Fed Ex \$67.79; FGL \$208.67; and Secretary/treasurer \$400. Alice Robertson asked for the water reports from Fruit Growers Laboratory. Jayna King made a motion to approve the Financial Report. The motion was seconded by Jeanne Elliott. 4 Ayes, 0 Nays. Approved Unanimously.
6. Petty Cash Report: There is \$71.19 in petty cash. Since last report, \$38.22 was spent for the RCAC outreach; \$36 for postage and \$26.99 for Gardner's True Value Hardware. Sheri Cosgrove made a motion to approve the Petty Cash Report. The motion was seconded by Jeanne Elliott. 4 Ayes, 0 Nays. Approved Unanimously.

7. CAPPII Clean Air Projects Grant Update: KCSO was contacted by Aaron Steinwand, Inyo County Water Dept Director and notified that GBUAPCD approved the contract. He is checking on the insurance certificates. KCSO must put out the work for bid, and we're almost ready to go.
8. Bottled Water/RCAC Outreach Update Jayna King thanked everybody for showing up to the RCAC Meet and Greet. It was a nice community effort. A debriefing follow-up meeting will be held tomorrow with RCAC and Mohamed Salem. Jayna expressed frustration that the Invoice to the State for reimbursement had been returned. She said she would request help from RCAC to correct it.
9. Back-up Generator Grant Update: Tammy Hursell collected the information, filled out the application and sent it in "returned receipt." John Bowden is the main contact and Tammy Hursell signed it as a board member.
10. Election Results: Jayna King and Jeanne Elliott were re-elected, and Karen Riggs is newly elected to the KCSO Board, all to serve full four-year terms. Sheri Cosgrove and Tammy Hursell ran unopposed for four-year terms, with two years remaining.
11. Discuss/Approve Purchasing and Contracting Policy. Tammy Hursell reworked the Purchasing and Contracting Policy supplied by Inyo County Council. Jeanne Elliott made a motion to accept the first draft. Jayna King seconded. 4 Ayes, 0 Nays. Approved Unanimously.
12. Discuss/Approve KCSO Secretary and Treasurer job descriptions: Suggested additions to the secretary job description included handling communication for the board with outside entities, write and transmit such communications as requested and assist the board as necessary. Alice questioned how KCSO was going to pay \$300 more a month. Tammy Hursell made a motion to approve the job descriptions with the suggestions made. Jeanne Elliott seconded the motion. 4 ayes, 0 noes. Approved Unanimously. Karen Riggs was directed to place advertisements in the newspaper and post them on the bulletin boards.
13. Review Sanitary Survey List of Action Items. Karen Riggs will type up and distribute the list of action items from the Sanitary Survey.
14. Old Water Tank: Sharon Cummings and Chris Ormonde proposed removing the tank from the KCSO property at their expense and release of liability. Robert Spry asked what the tank would be used for. Tammy Hursell said it was irrelevant to her. Alice Robertson said it was not a regular water storage tank and said it should be paid for. Jeanne Elliott said it was her understanding that the tank was donated and the retrofit to bring it up to specs would still not make it fit anything needed. Sharon Cummings said her husband had had it donated by Bernard Construction. Tammy Hursell said she talked to Provost and Pritchard, and they said it was not something they thought would be needed. Jeanne Elliott made a motion to approve the donation to Chris and Sharon. Sheri Cosgrove second the motion. 4 Ayes, 0 Nays. Approved Unanimously.
15. Provost and Pritchard Communication. Sara Lee, Water Resource Specialist, said the Division of Financial Assistance State Water Board is working to finalize an Urgent Drinking Water Needs Grant to cover some operations and maintenance. When that is finalized, they will be able to issue several different agreements at once and execute the work plan to become administrator. "I don't have a particular date. It seems to be closer and closer every day. Part of what we've been getting in place is finding an operator."

16. Operations: Sharon Cummings reported that the Bacteriological sampling came back positive for coliform twice in November.

There are broken valves at 195 Malone (Christopher Camp) and 440 Old State Highway (John Dukes and Lucette Poulin). Tammy Hursell made a motion to call Jeff Smith for plumbing. Jeanne Elliott seconded. 4 Ayes, 0 Nays. Approved Unanimously.

17. Discuss/Approve December meeting recess: Tammy Hursell made a motion to cancel the December meeting for a break and to reconvene in January. Jeanne Elliott seconded. 4 Ayes, 0 Nays. Approved Unanimously.

18. Director's Reports

Jeanne Elliott said she would be organizing a trash and debris removal from the KCSD property. "That will get us one step closer to getting the dolomite laid," she said.

Jayna King re-emphasized the record-keeping, recommending more emphasis on digital records, especially when bringing new people on board.

19. Public Comment: Alice Robertson said she was happy to help and added that she thought the board had violated their bylaws.

Tammy Hursell adjourned the meeting at 7:18