

KEELER COMMUNITY SERVICE DISTRICT BOARD MEETING

Minutes

Tuesday, Oct. 18, 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

Robert Spry  
Dan Dickman  
Sharon Cummings  
Grace Holder  
Carole Puryear

1. Tammy Hursell called the meeting to order at 6 p.m.
2. Jeanne Elliott read the Statement for need of electronic meetings during a State of Emergency.
3. Sheri Cosgrove made a motion to approve the KCSD Regular Board Meeting minutes of Oct. 18, 2022 (with the correction of one typo). Jeanne Elliott seconded. 4 Ayes, 0 Noes. Passed unanimously.
4. Customer Report: Karen Riggs reported there are 11 customers in arears 2 months or more. Jeanne Elliott made a motion to accept the Customer Report. Sheri Cosgrove seconded. 4 Ayes, 0 Noes. Passed unanimously.
5. Financial Report: Karen Riggs reported that income for September was \$2,035.00. Expenses were \$6,347.56 including: Southern California Edison for \$756.06; Fed Ex for \$178.58; (\$110.08 + \$67.78); V.P. Insurance for \$2,447; Manor True Value for \$1,959.61 (\$745.49 + \$1,214.12); Fruit Growers Lab (FGL) for \$260; Streamline for \$50; Jeff Smith for \$250 (leak repair); Secretary/Treasurer for \$400; and office supplies (paper and envelopes) for \$46.31. KCSD claim on cash is \$61,408.46. Jeanne Elliott made a motion to accept the Financial Report. Sheri Cosgrove seconded. 4 Ayes, 0 Noes. Passed unanimously.
6. Petty Cash Report: Karen Riggs reported the petty cash is at \$172.40 the same as last month. Sheri Cosgrove made a motion to accept the Petty Cash Report. Jeanne Elliott seconded. 4 Ayes, 0 Noes. Passed unanimously.
7. Discuss/Approve Contract - CAPPII Clean Air Projects Proposal Grant: Tammy Hursell reported that she spoke with the legal team at Inyo County, and they shared the newly rewritten Procurement Policy for the county. She said they encouraged her to use it as a template for KCSD. Tammy said it would be her next project as it is required for the CAPPII Grant. Insurance certificates have been sent to Aaron Steinwand. Jeanne Elliott made a motion to approve the Contract with GBUAPCD. Jayna King seconded. 4 Ayes, 0 Noes. Passed unanimously.
8. Bottled Water Grant Update: Jayna King reported that she mailed the Bottled Water invoices in for reimbursement to the State Water Resources Control Board. The non-profit Rural Community Assistance Corporation (RCAC) plans to be in Keeler on Nov. 3-4 to assess the current process of bottled

water procurement and distribution. The agreement with RCAC is almost finalized. A social meet-and-greet is being planned for Nov. 3 between 5-6 pm. This month KCSD will still be making the invoice payment for bottled water. Lead time for ordering water is two weeks, contacting Gardner's True Value first for delivery availability and then scheduling with Crystal Geysler. Jayna King made a motion to provide \$50 for appetizers for the social gathering. Sheri Cosgrove seconded. 4 Ayes, 0 Noes. Passed unanimously.

9. Discuss/Approve Back-up Generator Grant: Questions on the Back-up Generator Grant application were discussed in detail. Clarification was to be sought on whether the water system is treated for a known acute contaminant. Shari Cosgrove said the water system is not currently being treated for arsenic remediation. Sharon Cummings said chlorine is a preventative measure for Coliform and other bacteria. It is estimated that 1 generator will suffice and there is a need for auxiliary power. KCSD does not have power shut-off records, but it is known to have had at least one 24-hour power outage in the last year. A request will be made for a technical assistance provider who will complete the planning, installation, and contract procurement of the back-up generator. Minimum useful life of a generator is 15 years. Jeanne Elliott made a motion to authorize John Bowden to be the signatory on the Grant Application, contingent upon his acceptance of the duty. Jayna King seconded. 4 Ayes, 0 Noes. Passed unanimously.

10. Discuss/Approve Employment Policy - Discussed earlier under the Procurement Policy.

11. Discuss/Approve separating KCSD Secretary/Treasurer position into two jobs: Jeanne Elliott asked if the treasurer could be a board member. Tammy Hursell replied that, yes, they can if they take the ethics class. Sheri Cosgrove said KCSD must go through the advertising process to hire a new secretary and/or treasurer. Jayna King asked if there is a job description. Karen Riggs said she would update it and provide it to the board. Jeanne Elliott said she would like to look for equivalent rate pay for a same size town. Darwin upped their secretary pay to \$800. Jayna King made a motion to split the job into secretary and treasurer and pay \$350 for each. Jeanne Elliott seconded. 4 Ayes, 0 Noes. Passed unanimously.

12. Review Sanitary Survey: The 70-page report prepared by Andres Aguirre of the California State Water Resource Control Board on Sept. 19 noted: "The water system was found adequately maintained with minor corrections needed for facilities." It also pointed out: "Two significant deficiencies were identified. The District has a longstanding deficiency of exceedance of the arsenic maximum contaminant level (MCL) at Well 1 and recently the lack of a certified operator." Karen Riggs was asked to make a list of possible action items.

13. Administration Meeting. Jayna King and Tammy Hursell attended an online meeting of the California State Water Resources Control Board to let people know that the state is taking over a lot of districts and they need more administrators. Also, they could almost guarantee that rates are going to go up. The administrators will take over the districts for 2-3 years and then turn them back over to the communities. The state does not think it is a good idea to disband the boards, but to keep them as a community liaison, but without authority.

14. Report on communication from Provost and Pritchard: Response to question from Tammy Hursell (see Director's Reports below).

15. Operations: Water Level at Well and Monthly Usage:

Grace Holder reported that the Keeler Dunes Project had used almost 1 acre foot through Sept. 1, which she said was well within the amount of water they planned to use for the year. Fall watering had just begun and would finish before Thanksgiving when irrigation would be shut down for the winter. They also received good data from the new water level monitoring device, making an almost continuous record of the water level from 2001 until current (with a gap in the last year). Grace said at some point GBUAPCD would like to train someone from KCSD to download the data "as you wish."

16. Director's Reports

Jayna King said she wanted to start the conversation about Sharon Cummings' and Chris Ormonde's request to obtain the old water tank on KCSD property. Tammy Hursell said she contacted Steve Spencer, and he responded by email noting that it was hydropneumatics tank, not generally used for storage, but more to damp out pressure surges when the pump starts and stops. He didn't foresee using it in the system, but said it was not his decision.

Jeanne Elliott and Sheri Cosgrove asked if they could have keys to Conex Container.

16. Public Comment

Robert Spry asked about liability insurance for the chipper/shredder. Karen Riggs said she would be happy to talk to Robert about it, but it was not a KCSD grant.

Alice Robertson noted that Jim Macey had missed 5 meetings.

Meeting was adjourned at 7:38 p.m.