

KEELER COMMUNITY SERVICE DISTRICT
BOARD MEETING
MINUTES

Wednesday, March 27, 2023, 7:30 p.m.

Meeting Location: Keeler Volunteer Fire Department

Zoom Meeting ID: 843 5985 2592

Board Members Present: Karen Riggs, Sheri Cosgrove, Jayna King

Members of the Public Present: Myrna Tew, Sarah Lee, Grace Holder, Oman Rabbani, James Derrick, Carole Puryear, Andrew Forbes, Dan Dickman, Brittney Darnell, Dawn White, Stephen Spencer, Matt Kemp, Tonia Holmes, Dan Raytis, Robert Spry, Jim Mase, Sharon Cummings, Chris Harmande, Rebecca Christoforakis, James Garret

1. Call Meeting to Order

KCSD Board member Sheri Grove called the meeting to order at 6:11 PM.

2. Discuss/ Approve Minutes from KCSD Special Board Meeting of February 23, 2023

Board Member Sheri Grove presented the minutes for February 2023 and requested public comment. A motion was made by Board Member Riggs and seconded by Board Member King to approve the minutes as presented. The motion was unanimously carried.

3. Discuss/Approve Appointment of New Board Member(s)

The Board presented the letter of interest from Mryna Tew, current Keeler resident with water operatorating experience. A motion was made by Board Member Cosgrove and seconded by Board Member Riggs to accept Mryna Tew's letter of interest in becoming a Board member for KCSD. The motion appointing Mryna Tew as a board member was unanimously carried.

4. Introduction of Guests

The Board introduced Oman Rabbani, author of the Administrator policy handbook. The Board also introduced Sarah Lee, Matt Kemp, Steve Spencer, Tonia Holmes, and Brittney Darnell from Provost and Pritchard and the attorney for the administrator program, Dan Raytis. Dawn White from Golden State Water was also introduced.

5. Discuss Annual Reports, Secretarial Duties, and Public Notices

The Board informed the public that the financial report was printed and copies were available at the firehouse. Board Member Riggs followed by discussing expenses for the month and noticing that would be overseen by Golden State Water. The Board also discussed the need for secretarial services to coordinate board meetings and minute-taking.

6. Update on RCAC Bottled Water Delivery Grant

Provost and Pritchard confirmed it would continue to work with RCAC on ensuring that water deliveries continue to occur.

7. Update on CAPPII Clean Air Projects and Discuss/Approve Financial Officer

Provost and Pritchard confirmed it would oversee the CAPPII grant and assist with reimbursements. After discussions on managing the grant, Board Member Cosgrove made a motion to appoint Rebecca Christoforakis as a financial officer for the grant, subject to confirmation of the need for outside assistance. The motion was seconded by Board Members Riggs and unanimously carried.

8. Revisions to Bylaws

Board Member Cosgrove presented revisions to Article 3 and Article 4 of the Bylaws regarding duties of the board and the coordination of regular meetings, respectively. Provost and Pritchard and attorney Dan Raytis confirmed that the revisions were acceptable on their end. Board Member Cosgrove confirmed she would post these revisions for public review and comment and considered for the next meeting.

9. Share Password with Provost and Pritchard

A motion was made by Board Member Riggs and seconded by Board Member Cosgrove to share the websites password with Provost and Pritchard to complete administrator updates. The motion was unanimously approved.

10. Operations System Maintenance

Stephen Spencer confirmed Provost and Pritchard was preparing an operations maintenance plan to provide to a third party operator. He also advised that other operators would be on standby to cover holidays and emergency instances. He also confirmed Provost and Pritchard would assist with coordinating sampling and reporting compliance.

11. Review of Sanitary Survey

Dawn White confirmed she had reviewed the survey and Golden State Water would work on preparing a response.

12. Discuss and Set Date to Condex

The Board agreed to discuss this item at the next meeting.

13. Board of Director Reports

- a. Sheri Cosgrove – None.
- b. Myrna Tew – None.
- c. Jayna King – None.
- d. Karen Riggs – Board Member Riggs requested that the community maintain an open mind during the Administrator supporting period.

14. Public Comment

Robert Spry requested information on when the water system was last tested for asbestos. Dawn White from Golden State Water advised she would look into this and report back.

15. Meeting Adjourned

- a. The meeting was adjourned at 7:32 PM.