

KEELER COMMUNITY SERVICE DISTRICT SPECIAL BOARD MEETING

Regular Board Meeting for 02/17/2023 was cancelled due to a lack of quorum.

(Draft) Minutes

Tuesday, January 24th 2023 @ 6:00pm

Meeting Location: Zoom Meeting (Meeting ID: 898 4264 7439 Passcode: 292792)

Board Members in Attendance

Sheri Cosgrove
Jayna King
Jeanne Elliott
Tammy Hursell
Karen Riggs (Later)

Public in Attendance

Carole Puryear
Grace Holder
Sarah Lee
Theona Wasson
Schmia Nolan

1. The meeting was called to order at 6:04 by Tammy Hursell

2. The statement for need of electronic meetings during a state of Emergency was read by Tammy Hursell. Tammy also let everyone know that Schmia Nolan was in the room with her to observe the meeting.

3. **PRIOR BOARD MEETING MINUTES:** The November 15, 2022 Board Meeting minutes were reviewed. (There was no meeting in December 2022.)

Jeanne Elliott made a motion to approve the November 2022 minutes as written, seconded by Sheri Cosgrove. 4 Ayes, 0 Nays. Approved unanimously.

4. **CUSTOMER REPORT:** A customer report was not available so the item was tabled.

5. **FINANCIAL REPORT:** Karen Riggs provided a report.

- November & December 2022 combined expenses were \$8,315.20.
- November & December 2022 combined income was \$12,215.20. Two thirds of the income was reimbursement from the year's receipts of bottled water and delivery costs from September 2021 to September 2022.
- Claim on cash is \$66,702.23.

Jeanne Elliott made a motion to approve the Financial Report, seconded by Jayna King. 4 Ayes, 0 Nays. Approved unanimously.

6. **PETTY CASH REPORT:** Karen Riggs provided a report.

- Petty cash was brought back to \$300 (up from \$71.19 at last report). \$3.98 was spent on duplicate keys for the Conex and \$14.40 for postage. The current petty cash balance is \$281.62.

Jayna King made a motion to approve the Petty Cash Report, seconded by Jeanne Elliott. 4 Ayes, 0 Nays. Approved unanimously.

7. **PROVOST & PRITCHARD UPDATE:** (This item was moved up for discussion at the request of Sarah Lee from P&P.)

- Sarah reported that there are 3 agreements needed for P&P to become the Administrator for KCSD.

1) P&P Funding Agreement (Done)

2) Order from DFA (Division of Financial Assistance) to KCSD naming P&P as Full Scope Administrator

3) Operations & Maintenance Funding

- The 2 funding items are working their way through the DFA (Division of Financial Assistance). This process could take several weeks. Omid Rabbini from DDW (Division of Drinking Water) and Juana Tellez from DFA are in contact with each other to time and match up the agreements as soon as possible. Once the Order from DFA is approved naming P&P the Full Scope Administrator, there will be a 30 day transition period. During that time P&P will gather more information (such as financial) and also have the authority to have conversations with the County of Inyo. Sarah has no firm date for P&P to take over; however, it is thought that the date could be the end of February 2023 or early March 2023.
- Discussion ensued regarding treasurer responsibilities. Sarah noted it was her understanding that once P&P was the Full Scope Administrator, they (P&P) would be responsible for all billing and payment processing.
- The CAPP II grant was discussed. Sarah was unaware that KCSD had been awarded grant funds for dust mitigation projects. She asked that a copy of the grant agreement be sent to her. Tammy Hursell will do so.
- The Bottled Water Grant was discussed. P&P will oversee the RCAC (Rural Community Assistance Corporation) water hand-out. On that note, Jayna King announced her resignation as the Bottled Water Grant Coordinator.
- Sarah thanked the Keeler Board & community for providing P&P helpful information and allowing them to sit in on KCSD Board meetings.

(At this point Jayna said that Karen was trying to sign on to the meeting.)

8. KCSD PROCUREMENT POLICY: Board members have reviewed the policy presented at the last KCSD Board Meeting.

- Per Alice Robertson's request, Tammy read an e-mail sent to Alice Robertson from Pldahlstrom@gswater.com (and forwarded to some board members). The e-mail was discussed.
- Other considerations included acknowledgement that Inyo County had provided the outline for the procurement policy which was very much appreciated!
- Tammy Hursell noted a few changes to be made on page 8 where the word "County" needed to be replaced with "KCSD" and sentences needed to be removed on the same page as they are not pertinent

Jeanne Elliott made a motion to approve the Procurement Policy with the changes noted by Tammy, seconded by Sheri Cosgrove. 4 Ayes, 0 Nays. Approved unanimously.

9. PROJECT MANAGER AND FINANCIAL OFFICER HIRING FOR CAPP II GRANT: One application for CAPP II Grant Project Manager (John Bowden) was received and discussed.

- Discussion included the fact that John is highly qualified, has worked under grant conditions many times in the past, understands grant procedures, is familiar with the KCSD well system/well-site, has knowledge of government policies, etc. etc. etc.

Tammy Hursell made a motion to approve the hiring of John Bowden as CAPP II Grant Project Manager, seconded by Jeanne Elliott. 4 Ayes, 0 Nays. Approved unanimously.

- No applications were received for the CAPP II Financial Officer position as of yet. KCSD Board Members are not allowed to be paid for work, even through grant money. The search will continue; until then, KCSD Board Members (namely Jeanne Elliott and possibly Karen Riggs) will volunteer their time and efforts assisting John Bowden in order to assure that the process continues to move forward without delays.

10. BOTTLED WATER GRANT: Jeanne Elliott will be assisting and Jerry Tinoco (gtinoco@rcac.org) will be coordinating the water hand out on Thursday, January 26th 2023.

- It is understood that no one living in Keeler can be paid to distribute water, it must all be volunteerism. It is not clear if RCAC will be taking over completely.
- Karen Riggs will reach out to RCAC to get confirmation as to their actual role in water distribution.
- Jerry Tinoco has printed up a flyer but there is no time listed as that is an unknown at this point. (Jerry will be the new point person for water distribution going forward.)
- It was noted that there seem to be too many people involved for the distribution process to go smoothly. Perhaps it would be best to turn the entire process over to RCAC.
- Jayna King reiterated her resignation as the Bottled Water Grant Coordinator. She will also send out an e-mail to all parties involved.
- The pallet jack needs to be located and kept in the KCSD Conex.

(At this point in the meeting Jayna said that Karen was still trying to sign on.)

11. BACK-UP GENERATOR GRANT: Tammy Hursell & John Bowden have had no further contact to date regarding the status of KCSD grant application other than the affirmation of grant paperwork being received. Should KCSD receive communication in the near future, we would also need to inform P&P.

12. TREASURER HIRING FOR KCSD: One application for KCSD Treasurer (Rebecca “Becky” Christoforakis) was received and discussed.

- Discussion of her qualifications included the fact that (among many other things) Becky shows experience in financial and proficiency audits.
- Becky is aware that Provost & Pritchard are poised to step in and take over all financial aspects of the KCSD.
- Becky has already been hired for the Darwin CSD Treasurer position starting February 1, 2023 and is willing to take on Keeler as well.
- Karen Riggs would need to spend volunteer time training a new KCSD Treasurer that may not be performing the job for very long.

Karen was able to log-on at this point and we reviewed the discussion with her.

- Karen stated that she was willing to train Becky even if the position only lasted a short time.
- Perhaps Becky would be interested in the CAPP II Financial Officer position. Another option would be to offer the position to John Bowden.

Sheri Cosgrove made a motion to approve the hiring of Rebecca (“Becky”) Christoforakis as KCSD Treasurer, seconded by Jayna King. 5 Ayes, 0 Nays. Approved unanimously

- It was agreed that Tammy Hursell would call Becky to offer her the KCSD Treasurer position and restate that fact that the job may only last a month or so depending on P&P. Tammy will also inquire as to Becky’s interest in the CAPP II Grant Financial Officer position.

13. SECRETARY HIRING FOR KCSD: One application was received for the KCSD Secretary position (Rita Roccoforte).

- Discussion ensued as to whether there would still be monthly meetings once Provost & Pritchard take over.
- Board members can help with the KCSD Secretary duties for the time being.
- Tammy volunteered to take minutes and type them up as well as create agendas for the meetings.
- The rest of the board (Jeanne, Jayna, Karen and Sheri) agreed to split up the other duties which would include but not be limited to: picking up mail, posting agendas/notices on bulletin board and web-site, scanning bills to treasurer, etc.
- A secretary will not be hired at this time.

14. COMPLAINT POLICY: Currently there is no KCSD Complaint Policy in place.

- Karen Riggs provided a Complaint Policy for review.
- Tammy Hursell noted that we need a Complaint Form first. She offered to create one and bring it to the next KCSD Board Meeting for a first reading.
- The Complaint Form needs to be available on-line and each KCSD Board Member should have a hard copy available should one be requested. Forms should be mailed to the KCSD PO Box.
- Per Alice Robertson's request, Tammy read an e-mail sent to Alice Robertson from Pldahlstrom@gswater.com (and forwarded to some board members). The e-mail was discussed.
- There needs to be clarification between a complaint and an emergency.
- Karen will rework the Complaint Policy and bring it to the next KCSD Board Meeting for a first reading.

15. SANITARY SURVEY LIST OF ACTION ITEMS: Karen Riggs has a handwritten list of items.

- The rest of the board members have not seen the list so a discussion ensued as to some of the items.
- Karen will send the list out for board member review.
- Board members will review to see if there are any items to be addressed through volunteerism.

16. QUICKBOOKS SUBSCRIPTION: Karen Riggs has been paying \$55.00 monthly for QuickBooks subscription out of her own pocket.

- Discussion ensued as to the fact that Karen should NOT be paying out of her own pocket for an application used for KCSD.

Sheri Cosgrove made a motion to approve KCSD paying for monthly QuickBooks subscription going forward until such time as it is not necessary, seconded by Jeanne Elliott. 5 Ayes, 0 Nays. Approved unanimously

17. OPERATIONS: Broken valve at 195 Malone (Christopher Camp) and 440 Old State Highway (John Dukes and Lucette Poulin).

- Valves were repaired at 195 Malone (Chris Camp) by Jeff Smith at a cost of \$425.00. Chris Camp also put in his own valve so he can isolate leaks at his house and KCSD can isolate leaks at the main.
- Valves at 440 Old State Highway need more investigation before repairs can begin. It is unclear where the water lines and valves are located and who installed them.
- Karen Riggs will look into it further.

18. DIRECTOR'S REPORTS

Sheri Cosgrove

Nothing to report.

Tammy Hursell

Tammy reports that Matt Kingsley has been able to procure fire hoses & nozzles for Darwin and was wondering if Keeler would also be interested in a donation of fire hoses and nozzles if it could be arranged. All KSCD Board Members said yes. Tammy will contact Matt Kingsley and John Dukes (Fire/Community Building contact person) to try and coordinate specifics.

Tammy also noted that all KCSD Board Members have equal authorization and signing powers and she doesn't care for the term "Chairperson". A suggestion was made to change the title of the person who runs the meetings to "Meeting Moderator" and start rotating that person so that everyone gets comfortable with the procedure. A change to the By-Laws may be necessary. It was requested that everyone bring back their ideas. Jeanne Elliott volunteered to moderate the next KCSD Board Meeting.

Jeanne Elliott

Jeanne reports that water will be delivered on Thursday, January 26th 2023. No time set yet. The flyer will state “Time Subject To Change”. Karen states that the KCSD Conex is currently empty & ready for water to be delivered.

Jayna King

Jayna will follow up on the transition to Provost & Pritchard allowing Jerry Tinoco to set up future water deliveries/meetings. Eventually the belief is that P&P will be the oversight entity. Tammy questioned who had a key for the previous water hand out as there were no KCSD Board Members available that day (January 18th 2023). Karen had given Patti Thorn a key and showed her how to use signing sheets. Karen says the key has been returned. Jeanne will ask questions of Jerry Tinoco during the January 26th water distribution as to who, what, when, where and why for future distributions. Hopefully RCAC will be handling all aspects of the process going forward.

Karen Riggs

Karen Riggs is grateful to be a member of the KCSD Board.

John Bowden has rekeyed locks at well-site and tank. One key now works for all 5 locks. We will work on getting a key to each KCSD Board Member.

19. PUBLIC COMMENT: None

Tammy Hursell adjourned the meeting at 7:37