

KEELER COMMUNITY SERVICE DISTRICT SPECIAL BOARD
MEETING

Minutes

Thursday, February 23, 2023, 6:30 pm

Meeting Location: Zoom Meeting

Meeting ID: 883 2881 8256 Password: 582225

Board Members Present

Sheri Cosgrove

Jeanne Elliott

Jayna King

Karen Riggs

Member of the Public present

Myrna Tew

Noah Bricker

Patty Thorn

Robert Spry

Grace Holder

Matt Kingsley

Sarah Lee

Tonia Holmes

Schia Nolan

Jerry Oser

Rebecca Christoforakis

1. Jeanne Elliott called the meeting to order at 6:30, Feb. 23.
2. Jeanne Elliott read the need of electronic meeting statement.
3. Sheri Cosgrove made a motion to approve the Minutes from Jan. 24, 2023. The motion was approved 4-0
4. Provost and Pritchard (Administrator Order No. 13-E1-23R-001 Keeler Community Service District) was issued and received.

Sarah Lee, Senior Water Resource Specialist and Tonia Holmes, Engineer represented Provost and Pritchard. They noted that "Administrator Order No. 13-E1-23R-001 Keeler Community Service District Keeler CSD" was issued. KCSD Board members all received a copy; the order was displayed in the Post Office and a short informational piece was mailed with the March bill.

Sarah Lee noted that the order starts March 13, 2023, the date when Provost and Pritchard become the Full Scope Administrator for Keeler CSD. She said the financial management process of KCSD will continue to run through Inyo County Auditor and Treasurer. There will be a governance plan, financial plan and operations/maintenance plan. A meeting is being arranged with John Bowden (KCSD), Perry Dahlstrom (Golden State Water Company) and the contract operator to get familiar with the system. A water operator will be ready to start on March 13.

Sarah said one of the important things about the Full-scope Administrator Process is the Community Accountability and Engagement. "We will be putting together a plan, finalized in

early June,” she said. “We will be holding quarterly public meetings to update the community on our actions, activities, and plans.

Sarah Lee said they have been impressed with the KCSD monthly meetings, billing and collections and “we would like to keep the board involved in an advisory role. We really value the community participation and the leadership you all have shown. The whole purpose is to put the water system on the path to long-term sustainability. Of course there’s the arsenic treatment part of that and the financial rate study part of that and also the governance and management part of that,” Sarah Lee said. The board will no longer have the authority to make decisions and take actions on the part of the water system.

A discussion of the bylaws and meeting times ensued. Sarah Lee said KCSD may be asked to hold monthly meetings but post a notice of cancellation for all but four. The end of May would be the quarterly meeting when Provost and Pritchard are the administrator. An introductory letter will be prepared by Provost and Pritchard as a billing insert. “Our governance plan hasn’t been fully developed, so I’m just sharing what we’re thinking about right now. And because of the value of having a board, we are thinking of asking the board to continue to hold staggered elections according to your bylaws even during these years when we are the administrator with full responsibility for operating the system,” Sarah Lee said. “This is a work in progress. This is one of the first administrator projects in the state. It’s definitely the first of this kind, where it’s not the local county being the administrator or a neighboring water system being the administrator. This is new for the Division of Financial Assistance, the Division of Drinking Water, the engagement Units, and our Team, but we are here to help,” Sarah Lee said.

Noah Bricker said the board can only cancel 2 or 4 meetings. Jeanne Elliott said “Board members must attend 8 of the monthly meetings, but we do have the capacity to adjust how often. The Mar. 21 meeting will go on as scheduled,” she said.

Sarah Lee noted they were making a draft plan to work from, and they would refine that plan as a deliverable to the state. “The administrator will be managing a few different sources of funding to do our work of running the Keeler CSD and putting it on the path to long-term sustainability to provide safe and affordable drinking water,” she said. Looking at \$500,000 a year to provide the full scope administrator. That does not include operations or projects.

Myrna Tew asked who should be contacted in case of an emergency. After Mar. 13, it will be Don White or Perry Dahlstrom and contact information will be provided. There are no plans to change or maintain the POUs, Sarah Lee said.

5. Update on New KCSD Treasurer: Golden State Water Company will be handling the billing, so the contract for KCSD Treasurer with Rebecca Christoforakis will be cancelled. Karen Riggs noted her disappointment that we didn’t get to work with Rebecca, who has a stellar resume and who is also working with Darwin CSD. Rebecca will be paid for hours of training. Jayna King made a motion to let her finish her contract. 4 ayes, 0 nays.

6. Karen Riggs gave the Customer Report, noting that there are 73 connections on 3 separate tiers. Forty-nine customers are current or ahead, some as much as 6 months. There are 24 customers behind 2 months or more. KCSD is continuing the method of putting arrears on property taxes. Sheri Cosgrove made a motion to approve the Customer Report. 4 ayes, 0 nays.

7. Karen Riggs reported that income for January was \$2,055.40. Expenses were \$1,968.75. Claim of Cash as of Feb. 3 was \$69,680.69. Sheri Cosgrove made a motion to approve the Financial Report. 4 ayes, 0 nays.

8. Petty Cash \$243.82 Petty cash will be returned to the county as an asset to the KCSD water district. Jayna King made a motion to approve the Petty Cash Report. 4 ayes, 0 nays.

9. Update on RCAC Bottled Water Delivery: Next water delivery date scheduled Mar. 2. Delivery from Crystal Geyser went well. Jerry shows up and takes care of everything. Jayna King made a motion to accept the Bottled Water report. 4 ayes, 0 nays.

10. Provost and Pritchard will handle the CAPPII Grant. No need to hire a Fiscal Manager. Karen Riggs made a motion to approve the report. 4 ayes, 0 nays

11. John Bowden texted to say KCSD did not get the grant for a Back-Up Generator.

12. Update on splitting KCSD Secretary duties among board members and Discuss sharing ZOOM Account with Darwin CSD. Karen Riggs reported that Darwin purchased their own ZOOM account.

13. Read/Discuss Complaint form and policy. Sarah Lee said Golden State Water Company full authority and responsibility to handle customer relations. She asked KCSD to send the draft of complaint policy and forms to her.

14. List of Sanitary Survey. Jeanne Elliott said the Sanitary Survey items are a moot point now that Provost and Pritchard will be the Full Scope Administrators.

15. Discuss cleaning out the Conex. Jeanne Elliott noted there are books in the Conex that could back to their original owner. Sheri Cosgrove said "Maybe we could do this on the not-going-happen meeting." Robert Spry commented that papers of historic significance should be preserved.

16. Operations Bailley McRoberts dug up the valve in question at John Dukes and Lucette Poulin's. It turned out that the line is capped off and does not affect John and Lucette's water line. The valve appears to be in working condition. Another service box holds the valve which can turn water off/on to the house.

17. Fire Hose donations: Jayna King and other board members wish to that thank Inyo County Superintendent Matt Kingsley for being at the meeting and for securing fire hoses for Keeler.

18. Jeanne Elliott said she would like to see the bylaws changed from having a “Chairperson” to a meeting “Moderator” and change the number of meetings held. Sarah Lee said Provost and Pritchard anticipates holding the meetings in a similar fashion. “We appreciate the advice of the board, but we will be running the meeting,” Sarah Lee said, “and propose the language for the Bylaws.”

19. Jayna King made a motion to adjourn the meeting at 7:30 p.m. 4 ayes, 0 nays