

BOARD OF DIRECTORS
ANDERSON SPRINGS COMMUNITY SERVICE DISTRICT
Official Minutes of the Regular Meeting December 9, 2020

- A. CALL TO ORDER.** Chairwoman Rebecca Davis called the Regular Meeting of the Board of Directors to order at 10:19 a.m.: Chairwoman Rebecca Davis, Vice Chair Carol McDowell, Director Donna Taylor, Director Pay Roy, and Director Webber were present.
- B. GENERAL MANAGER/FINANCIAL REPORT.** Director Roy reports that the Financials are ready to be sent to CPA - waiting for return communication from CPA. There is now money in our account, and there is money coming in from billing. The budget presented is that which was previously approved in May 2020. Director Taylor moves to approve the budget. Director McDowell seconded; 5 ayes, 0 nays.

OPERATIONS: People without a connection have been contacting Director Roy for new water service. She and Auggie are planning to read meters next week. An issue has arisen: A buyer applied for service for newly bought property across from Ballews. Seller had a trailer there and has paid reserve fees since 2016. Prior records were destroyed in Valley Fire. Auggie investigated, and using a metal detector didn't find a connection or any physical hookup. Auggie doesn't think there was ever water connection to the property. Buyers appear to have been told by Seller there was water service. Per Auggie, it is difficult to provide service because piping is across the street; a "hot tap" is required; there's no piping on property owner's side of the street. Buyer sent in application for water service, have deed transfer. Recommend consulting County Counsel.

Director Webber makes a Motion to accept GM/Financial Report; Director McDowell seconded; 5 ayes, 0 nays.

- C. BYLAWS - update.** Review and make any suggested changes. Will be taken up at January meeting. Between now and then, send recommendations to Chairwoman Davis, and any changes will be addressed at the January meeting. Discussion, no action.
- D. RATE INCREASE:** Update: Jan Coppinger sent Chairwoman Davis documents to use for a rate study, and recommends continuing to reach RCAC and CRWA for assistance. It is believed the last rate increase was 2010, former GM Meriel Medrano said they went to all county systems to obtain their rates. Current task is to get appropriate numbers so we can move into Notice and Hearing phases. Once rate study is done, we can finalize Notice of Public Hearing, and then Public Hearing requirements. Rate study - GM does in coordination with Board. Chairwoman Davis will find out from Meriel Medrano how it was done in 2010. While RCAC or CRWA will do rate study for free, the question is their availability, especially during COVID. Former GM Fiora previously stated they were not available last year (2019) or this year (through October 2020). Director Roy expects to make rate study available at January 2021 meeting.
- E. NEW BUSINESS.**
- 1. SALE OF DISTRICT PROPERTY.** Chairwoman Davis reminds Board of process to sell District property. We have 2: truck and laptop. Board must declare the property surplus to our needs, then the Board passes a Resolution or Motion that the property is surplus and no longer necessary. The Board directs it to be sold. Then post notice of auction, and open and closing dates. Can post on EBay. If truck inoperable or has no value, check with junk buyer/auctioneer. Director Roy - \$500/year to insure truck; she will check on non-operation with insurer. Ascertain whether we can donate the truck or must we

auction it. We are required to dispose of surplus property.

New Laptop: Director Roy: changing laptops cost time and money. Current laptop is 5 years old, and we don't know when the current laptop will stop operating. Director Roy recommends retaining it and swap out old for new in 6 months. That way we can delay buying needed subscriptions which will be about \$500. Director Roy states she will transition to the new laptop it when it becomes necessary. Director Roy requests Board authorization to buy required office suite at that time.

Laptop: Director Taylor moves to retain new laptop as reserve and authorize Director Roy to buy necessary office suite/subscriptions of no more than \$500 when it becomes necessary. Director McDowell seconded; 4 ayes, 0 nays, 1 abstention.

2. PAYMENT OF WATER BILLS: Per Chairwoman Davis, currently we bill customers on an annual or monthly basis. After the Valley Fire, the then-Board reviewed and approved 3 methods for paying water bills. To allow customers to do other than what we're doing will require review/approval by next level of authority. We can't forgive prior money owed because we are constrained from providing essentially public funds for private benefit. Chairwoman Davis recommended thoughtful consideration about creating a long term pay program because it could impact our revenues and has to have prior approval. Currently no collection efforts are being made.

How do we deal with delinquencies or bad debt? Can we cut off water to an uninhabited house? House not on reserve; house not occupied; water is on; hasn't paid water bill since 2018. Owner is deceased.? Recommend refer to County Counsel for this specific situation. Discussion only. No action to be taken.

F. CONSIDERATION TO ACCEPT DIRECTOR ROY'S RESIGNATION FROM THE BOARD. Director Roy resigned from the Board effective December 9, 2020. Director Taylor moved to accept Director Roy's resignation from the Board. Director McDowell seconded; 4 ayes, 0 nays, 1 abstain. Resignation accepted.

G. ANNOUNCEMENTS.

1. **SPECIAL MEETING** tomorrow December 10, 2020 at 10:00 a.m. via Zoom.
2. **NEXT REGULAR MEETING** January 13, 2021 at 10:00 a.m

H. ADJOURNMENT at 12:04p.m. Motion to adjourn by Director Webber; Director Taylor seconded; 4 ayes, 0 nays, 1 abstain.