

BOARD OF DIRECTORS
ANDERSON SPRINGS COMMUNITY SERVICE DISTRICT
Official Minutes of the Regular Meeting Held November 11, 2020

- A. CALL TO ORDER.** Chairwoman Rebecca Davis called the Regular Meeting of the Board of Directors to order at 10:04 a.m.: Chairwoman Rebecca Davis, Vice Chair Carol McDowell, Director Donna Taylor, and Director Webber were present. Director Roy absent.
- B. GENERAL MANAGER REPORT.** Auggie repaired the leak on Alder Lane and Highway 175 outside of Webbers. The Alder Lane repair took 3 people 15 hours to repair and after digging, it was discovered that the AS sewer project put rocks on top of our pipes. Check with Special Districts. Currently system is free of leaks. Auggie and Tim Webber went up to Spring and found roots growing into system. Auggie reports that they did substantial work and while there is more work to do, the system is in good shape for now. Director Roy determined our Workers Compensation coverage extends medical coverage only for volunteers. Director Roy has reported there are 6 houses completed or under construction to add as new customers. Billing statements will go out to all customers this week. Books are scheduled to go to CPA. Kudos to Director Roy for her efforts in bringing ASCSD current. General Manager Report approved on motion by Director Taylor, seconded by Director McDowell; 4 ayes, 0 nays.
- C. NO PUBLIC INPUT.**
- D. NEW BUSINESS. ACKNOWLEDGEMENT OF CALPINE DONATION.** Director Taylor created a Certificate of Appreciation to give to Calpine and Danielle Matthews Seperas expressing ASCSD's gratitude for their donation toward the USDA payment for our water tanks. The Board commended Director Taylor for her work with Danielle Matthews to achieve the donation. On the Board's behalf, Director Taylor will have the Certificate posted to our website, and have it framed for presentation to Calpine. Discussion only; no action taken.
- E. OLD BUSINESS. CONSIDERATION TO ADOPT DISTRICT BY-LAWS UPDATE:** Request for Board to review and provide feedback on Draft Bylaws once received. Previous Bylaws were destroyed in the Valley Fire. No action taken.
- F. CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA:**
- 1. Draft Extra Help Operator Job Description:** With Auggie's assistance and input, determine number of hours and compensation for Extra Help Operator, and interview. Determine James Kingland's future availability and mechanics of job posting. Suggestion to check with other small districts regarding pay and hours too. Motion to accept draft Extra Help Operator job description offered by Director McDowell, seconded by Director Webber, 4 ayes, 0 nays.
 - 2. Available Meeting Spaces.** Director Taylor reports that ASCSD still has a conference room reserved with the South Lake County Fire Department on Highway 175. Although we may still be able to use the conference room, depending on Lake County Public Health declarations, it is currently difficult to get timely staff call-backs due to COVID. No action; discussion only.

3. Plessas, Donaldson, Chapman Corp. Annual Report (PDC). ASCSD is required to provide an annual usage report to PDC per written agreement. It appears that the annual report for 2019 was provided (covering 2018) but it is unclear whether GM Fiora prepared a report for 2020. Director Webber suggested meeting with Auggie to ascertain status and assist in preparing the annual reports. Director Taylor suggested the file be stored in the Cloud as well as the Safety Deposit box at WestAmerica Bank. Also, per the agreement, ASCSD is required to maintain a separate bank account (currently at Tri-Counties) which is only to be used for new hookups. Due to the Valley Fire and the near destruction of Anderson Springs, ASCSD has many connections. There is approximately \$300.00 balance but the account is inactive (3/31/2020) due to lack of activity. Prior GM Meriel Medrano periodically deposited money in the account to keep it active but it appears that GM Fiora did not. The account dates from 2004, and the account signers need to be replaced by current Board members which requires Board Minutes voting to do so. Discussion only; no action taken.

G. NEXT REGULAR MEETING will be held on December 9, 2020 via ZOOM due to COVID.

H. ADJOURNMENT at 10:56 a.m. on motion by Director Webber, seconded by Director Taylor; 4 ayes, 0 nays.