

**BOARD OF DIRECTORS**  
**ANDERSON SPRINGS COMMUNITY SERVICE DISTRICT**  
**Official Minutes of the Special Meeting Held November 2, 2020**

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**A. CALL TO ORDER.** Chairwoman Rebecca Davis called the Regular Meeting of the Board of Directors to order at 4:00 p.m.: Chairwoman Rebecca Davis, Vice Chair Carol McDowell, Director Donna Taylor, Director Roy and Director Webber were present.

**B. OPEN SESSION**

- 1. FINANCIAL REPORT by Director Roy:** Provided copies of actual financial statements. Waiting on Tri-Counties Bank Statement. Expect to send all Financials for last 18 months to CPA end of the week. In prior years, the annual year-end compilation cost was \$1,800. Director Roy sent a query to Workers Compensation insurer regarding volunteer coverage; waiting for insurer's response. Auto insurance covers borrowed/rented vehicles. ASCSD is missing revenue because of inconsistent/no billing. Insurance should cover the deficit of what was not billed. We have an account at Hardester's which Auggie can use to purchase parts. Director Taylor asks whether Calpine's donation check has been received. Director Roy reported that as of today it was not in P.O. Box. Director Webber recommends Director Roy be reimbursed for supplies used. Director Webber reports that Auggie Santana gave her receipts for bills incurred and Director Roy suggests Auggie contact her for repayment and submission of bills.

Payroll status: Director Roy reports that Auggie Santana and Laura Pimentel are due paychecks and Director Roy needs a Board member to countersign the paychecks.

Director McDowell made a Motion to authorize Director Roy to consult with and negotiate fees, and prepare a retainer letter for the CPA. Director Taylor seconded the Motion: 5 yes, 0 nays.

Director McDowell moves to reimburse Director Roy for office expenses incurred; Director Taylor seconded; 5 ayes 0 nays.

**2. OPERATIONS REPORT:**

Auggie reports that Voris has made a request for pressure valve. The Alder Lane leak was fixed this week. He will go to the Tanks on Wednesday, and there was a homeowner request for service to be turned on at Van Dorn Rd. Director Roy spoke to the accountants who work for the insurer, to start proof of loss claim. Water Reports: Director Webber reports that there are a lack of copies of reports being filed, and she has not yet heard back from contacted State agencies. Director Roy will provide CRWA information to Director Webber. Director Webber further reports it appears that the documents showing daily readings at Spring were not done for June through October 2020 regarding needed tests. Director Roy will inform the insurer about this matter. Director Webber reports that the CC&R was done for 2019 but she couldn't locate the 2020 CC&R copy. She will follow up with State and send the report even if it's a duplicate. Auggie will help obtain the information.

**1. Regarding volunteers to assist Auggie** with trail clearing to the Spring, Chairwoman Davis reports that volunteers are permissible if our Workers Compensation insurer allows medical coverage only for volunteers. This is not a paid volunteer position. James Kingland is employed by Lower Lake full time but his help to us is limited.

Director Taylor makes motion for Director Roy to contact the Workers Compensation insurer to find out if our policy permits medical coverage only for any volunteers, cost, to add an endorsement to our policy if Director Roy determines the cost is reasonable. Director Webber seconds the motion; 5 ayes and 0 nays.

**2. "As-Is" Sale of ASCSD Truck.** Chairwoman Davis reports process: Board Resolution or Motion to declare it surplus and no longer necessary for our needs; direct it to be sold "as-is"; advertise to public, and auction. Director Taylor recommends first obtaining truck from former GM Flora, and queries whether truck can be donated. Despite text and letter, no response from former GM to date. Decision to table action for now. Discussion only.

**3. Equipment needs - 4-wheel drive.** Auggie needs a 4-wheel drive vehicle to get to the Spring. Budget doesn't permit purchase at this time. Table discussion for later date.

**4. Post Thank-You Letter to Calpine for Water Tank Partial Payment.** Thank you letter or certificate posted on website to thank Calpine for their donation. Director Roy moves Director Taylor create a certificate to thank Calpine for their donation. Director McDowell seconds; 5 ayes, 0 nays.

Director Taylor moves to accept Financial and Operations Report. Director Webber seconded the motion; 5 ayes and 0 nays.

**C. CLOSED SESSION.** Pursuant to applicable Government Codes, the Board of Directors may consider certain matters in Closed Session. The Board will re-convene into Open Session to take any action on a Closed Session item. The Closed Session item: Public Employee Performance Evaluation of Administrative Assistant.

**D. OPEN SESSION:** Motion unanimously carried to eliminate Administrative Assistant position because it is no longer required.

**E. CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA:**

**1. Tri-Counties Bank Account:** Chairwoman Davis reports that the Tri-Counties Bank account is a separate account established to pay for new water connections only. It is anticipated that a requested bank statement is to be obtained today. Chairwoman Davis will further investigate this matter and report back to the Board. Discussion only.

**2. Consideration to Hire Interim Operations/General Manager** to establish sound accounting and finance practices, and to manage operations/administrative functions. Director McDowell so moves, Director Webber seconded; 5 ayes, 0 nays.

**F.** The next Regular Meeting of the Anderson Springs Community Service District Board of Directors is November 11, 2020.

**G.** There being no further business, the meeting was adjourned at 5:13 p.m.