

**ANDERSON SPRINGS COMMUNITY SERVICE DISTRICT**  
**Minutes of the Special Meeting held October 21, 2020**

A. **CALL TO ORDER** via Zoom: Chair REBECCA DAVIS at 10:02 a.m.: In attendance Chair Davis, Vice-Chair CAROL McDOWELL, Directors PATRICIA ROY, DONNA TAYLOR, CINDY WEBER.

B. **Consider Operations Planning and creation of sub-committees relevant to finance, water reports, and government agency filings:** Director Roy reported that workers compensation insurance is in force, all payroll tax returns are filed and paid. The telephone is forwarding calls to her and she is responding to all emails. She requests that she be authorized to set up automatic payroll processing and tax depositing, get a google phone number, set-up cloud backup, electronic banking, a database within Quickbooks, send out statements to customers.

Moved Director Weber 2<sup>nd</sup> Director Taylor. 5 Ayes, 0 Nays

Director Weber states that the Annual water report has been filed. All other water reports are up-to-date.

Director Taylor states that Calpine will pay half of the USDA loan payment this year. We need to recognize them and Danielle. Decision made to post recognition on the website since we cannot have an in-person meeting to provide recognition.

It was determined that a sub-committee to look at personnel issues: hiring and review of current and future needs be set up. It will consist of Chair Davis and Director McDowell.

Moved Director Taylor 2<sup>nd</sup> Director McDowell 5 Ayes, 0 Nays

C. **Authorization to Board of Directors Chairwoman to issue letter to GM regarding reminder to return all District property:** Moved for Chair Davis to send letter requesting return of all remaining District property.

Moved Director McDowell 2<sup>nd</sup> Director Taylor. 5 Ayes, 0 Nays

D. **Review needs and reporting strategy for any report lapses to governmental agencies:** No additional lapses known at this time. No action.

E. **Beginning Steps Toward Consideration of Rate Increase:** Discussion as to the logistics of holding an in-person hearing. Manager Fiora is working with Lon at the county to get a parcel list. Decision made to move discussion of rate increase to next regular meeting.

Moved Director McDowell, 2<sup>nd</sup> Director Taylor. 5 Ayes, 0 Nays

F. **Consideration to Adopt District By-Laws:** Chair Davis and Director McDowell are working on them. Will have a draft by the next regular meeting.

Moved Director Taylor 2<sup>nd</sup> Director Weber. 5 Ayes, 0 Nays

G. **ADJOURNMENT** at : 11:56 am

Moved Director Roy 2<sup>nd</sup> Director Taylor. 5 Ayes, 0 Nays

Posted on October 11, 2020 by Rebecca Davis, Chairwoman