

Indian Creek-Westridge Community Services District Board Meeting
February 11, 2020
Christian Science Church, West Line Street and Grandview Drive, Bishop, CA

The meeting was called to order at 6:00 p.m. by Board Chairperson Luis Elias. Present were Directors Jeffrey Anderson, Dave Mappus, Ted Williams; District Manager Terry Tye; District Operator Don Buser; Assistant Operator Kim Derr; Secretary Stephanie Sheltz.

Approval of Minutes: Minutes of the November 12, 2019 meeting were approved unanimously (moved Mappus, seconded Williams).

Presentation/Q&A with Dean Lewis, IT Specialist with Recommendations for Data Storage Project: Mr. Tye introduced Mr. Lewis, IT Specialist for Northern Inyo Hospital. Mr. Tye said that the purpose of scanning and storing district documents, maps and emails is to keep them safe in perpetuity and to make them easily accessible to future district managers. Mr. Lewis recommended using cloud storage and, because many documents are old and fragile, a flatbed scanner. Mr. Williams suggested using an external hard drive as well, in case documents can't be accessed when the internet is down. Mr. Lewis agreed. He explained that documents can be stored on the cloud directly from a scanner. Proper indexing is important because otherwise it can be difficult to find documents. Limited cloud storage is available for free. Extra storage is available for approximately \$15 per month. Mr. Tye said that cloud storage would eliminate the expense of purchasing a computer. He uses his personal computer for all District-related business. Mr. Williams proposed purchasing a computer to be used solely for the District. In answer to Mr. Mappus's question, Mr. Lewis stated that he could assist with scanning setup and indexing at a cost of \$50 per hour. Mr. Mappus suggested hiring someone to do the scanning. Mr. Elias agreed. He said Mr. Tye could guide this person as to the filing of the documents. Mr. Tye said that Ms. Sheltz had agreed to work with him on this project. Mr. Tye stated that, with consent from members of the board, he will work on the scanning project with Mr. Lewis and Ms. Sheltz. Consent was given. Mr. Williams reiterated his proposal for use of an external hard drive and a computer.

Operations and Maintenance Report – Don Buser: *November:* Mr. Buser talked to Scott Berger about iron-positive readings in Well. Mr. Berger was unable to assist because it was not an electrical problem. Fabricated a stand for auxiliary air compressor at T-5. Emergency four-hour electrical power outage due to high winds; both backup generators worked. Contacted Mr. Tye and Bishop Volunteer Fire Department in response to call about downed power line from broken tree limb. Worked with JKBS maintenance staff to clean water culvert at Well 5 lot. *December:* Water setup at new modular home site on Indian Creek Drive. First seasonal burn at Well 1 yard. Sampled Well 3 for iron. Mr. Tye checked dig alert by Amerigas. *January:* Mapped out valves in Well 1 lot. Excavated to replace two bad service valves on Pinon Rd. Mr. Derr and Mr. Buser attended CRWA class on leak detection and sampling procedures. Did maintenance on Well 1 air compressor. *February:* Distributed shut-off notices and installed two valves on Pinon. Pumped air into T-3. Trained Paul Slaton on tractor controls. Mr. Tye took bacterial samples.

Mr. Elias asked Mr. Buser about iron levels in Well 3. Mr. Tye reported that the last sample was very low but the state wants another sample in March.

In response to Mr. Elias's question, Mr. Buser confirmed that the lot of the new home on Indian Creek was the last one available for construction in our district.

Mr. Elias asked about work being done by Paul Slaton. Mr. Tye reported that Mr. Slaton is interested in learning about water systems. He is working for the District a limited amount of hours and is covered by District insurance.

Finance Report: Mr. Tye handed out a revised financial report. He reported that the balance in the bank stands at \$608,008, including an O & M total of \$237,768 and Capital Funds of \$370,240. Income received in November, December, January: O&M \$30,605 and \$11,145 from county property taxes; Capital Funds \$12,083, for a total of \$53,833.

Mr. Tye noted that during this period \$3,500 for generator insurance [warranty] and \$5,500 for auditing services caused expenses to be higher than usual.

Mr. Tye explained that \$128,084 was transferred to create a grant account in case the USDA grant is approved. If our District receives a matching grant, we have to use our matching amount first and show that the funds are there.

A delinquent report was presented by Mr. Tye. There are \$1,400-\$1,500 in outstanding payments. The two largest delinquent accounts have been making regular payments. One will probably be up to date by the end of the year, the other by next quarter.

There was a review of the draft audit report from Nigro and Nigro. This is part of a process before the final audit report is issued. Paul Kaymark will meet with Mr. Tye to obtain additional information. Mr. Williams asked for the meaning of the term internal control. Mr. Tye explained it, as well as the meaning of significant deficiencies and material weaknesses. Mr. Elias asked if the audit could include a summary. Mr. Tye noted that this would not be a typical part of standard audit procedures. Mr. Tye will tell the auditor that the board approved the draft Auditors' Report.

USDA Grant Application Update: Mr. Tye reported he continues to request an update on the grant.

OVGA Report: Mr. Elias said that of the original eleven members, six are left: Eastern Sierra, our District, Big Pine, City of Bishop, Inyo County, and Mono County. At the next meeting, OVGA will consider the withdrawal of three agencies. Mr. Elias handed out an example of a withdrawal letter. Mono County said that they don't know if they will remain after the groundwater plan is completed. Mr. Elias expressed his opinion that the groundwater plan should continue to be developed, including triggers for its implementation. He would like to consult with OVGA legal staff to explore implementation triggers. He would also like to

examine the possibility of our District withdrawing from OVGA after the plan is done. The deadline for plan completion is next year. Mr. Elias was told that the plan is on schedule for completion by the target date. In response to Mr. Elias's request for comments, Mr. Tye said he does not trust DWR (Department of Water Resources). Mr. Anderson agreed with Mr. Elias to consider withdrawal from OVGA after the groundwater plan is complete. Mr. Elias said the plan should be structured to be implemented only if needed. Mr. Williams and Mr. Tye want to see OVGA continue.

Insurance Services Office Letter Documenting Results of Public Protection Classification Survey: Mr. Tye referred to the ISO information included in the agenda packet. He noted that out of eleven hydrants in various local water districts, one of ours has the highest flow of gallons per minute.

Pumping Totals 2019: Mr. Tye reviewed the report in the agenda packet. He said that this year has the potential for another drought. After the last drought our District cut back on water usage, and we still have low numbers.

The meeting was adjourned at 7:10 p.m.

Minutes submitted by Stephanie Sheltz, approved by _____