



# YOSEMITE SPRING PARK UTILITY CO

## MEETING MINUTES

Meeting Type: Regular

Date: August 20, 2024

Time: Noon – 1:30 PM

### 1) CALL TO ORDER - Noon

### 2) ROLL CALL AND ESTABLISHMENT OF A QUORUM

- President – Steve Brannon - present
- Vice President – William Neveu - present
- Secretary – Judy Quinn - present
- Treasurer – Dennis Britt - absent
- Director – Cheryl Bluhm - present
- Director – Rick Mang - absent
- Director – Ken Sartain - present
- Additional Attendee: Jason Teeter (JT), YSPUC Chief Operator - present

### 3) APPROVAL OF MINUTES

- **MOTION:** Director Neveu moved to approve the August 1, 2024, meeting minutes as submitted. Director Sartain seconded. **Approved unanimously.**

### 4) PUBLIC FORUM

- This time is made available for comments from the public on matters within the YSPUC Board’s jurisdiction. Each speaker will be limited to three (3) minutes. Please state your name and lot number – a maximum of 15 minutes total.
  - i. Emergency phone number mailbox is full, making it difficult to report leaks.
  - ii. Request to move Open board meetings to 6 to 8 PM so more members can attend. Director Brannon responded that meetings will be held in the evening once per quarter.
  - iii. PRP Project – concern that the water company has long known the pipes are substandard and can’t handle chlorine, but no action has been taken. Concern that the YSPUC Customer Service window has been closed. Director Brannon responded that customers may call to make an appointment for YSPUC customer service staff to meet them at the clubhouse to make payment.

## **5) PRESIDENT COMMENT**

- Welcome to the members/customers that are present.

## **6) TREASURER REPORT**

- Financial report – Director Britt (Treasurer) is absent, no report available. Director Brannon stated YSPUC has a little over \$3 million; the board needs to determine how much money to keep in reserves.
- Status of financial review – Director Britt (Treasurer) is absent, no update available.
- Delinquent water accounts – there are over 300 accounts that are over 60 days delinquent. The board is working on engaging an attorney to review the shut off policy to ensure compliance with current laws so we can move forward on managing delinquent accounts.

## **7) OPERATION MANAGER REPORT**

- Monthly Operations Report – July 2024– JT – see attached addendum

## **8) OLD BUSINESS**

- Crystal Cave – Proposal from West Valley Construction was approved for \$175,000. The start date has been delayed due to concerns over low water levels with the failure of Well 31A. The contractor is going to try and work around our schedule, and we hope to start work soon. We will need a change order for additional valves and a connector for Glacier Drive, but we still hope to come in under \$175K.
- Electric Car – the previously approved board motion to purchase an electric car has been rescinded as the Operations Crew has determined this type of car is unsuitable for use by meter readers.
- YSPUC Bylaws Revision – dependent on Attorney Engagement, which is in process.

## **9) NEW BUSINESS**

- YSPUC Customer Service Office Relocation – glitch in computer system which caused delays in processing water bill payments has been resolved. The YSPUC Engineering Committee will work on gathering proposals for the work required to bring the office in compliance with current ADA standards so we can open a customer service window at the new location.
- YSPUC Engineering Committee – Director Neveau is recruiting and reviewing committee candidates.
- YSPUC FAIR Committee (Finance, Accounting, Information Technology, Regulatory Reporting) – Director Britt is reviewing committee candidates from forms that have been submitted online.
- California Water Service Line Inventory – 2021 Lead and Copper Rule Revisions. October 16, 2024. Chief Operator Jason Teeter (JT) provided an overview of the

program. (Link to Fact Sheet [here](#)). The YSPUC meter readers are currently collecting information. Inventory is due October 16, 2024.

- **MOTION:** Director Brannon moves to approve the interim General Manager (Steve Brannon) to obtain a revised contract from Yamabe and Horn Engineering, Inc. to complete the water system hydraulic analysis and the Booster Stations 7A and 7B design study.
  - i. Director Neveu Seconds
  - ii. Director Bluhm Abstains
  - iii. All others vote Aye
  - iv. **MOTION PASSES, 4 Aye, 1 Abstention**
- PG&E Billing – Director Bluhm brought up the monthly PG&E amounts in question. Director Brannon and JT are meeting with PGE on Friday, August 23 and will discuss this topic.
- Metering – Director Sartain has been looking into AMI (automatic meter infrastructure) and AMR (automatic meter reading) to improve the accuracy of our meter reading, and hopefully increase revenue.
- Funding for Water System improvements – Director Sartain is reaching out to Provost & Pritchard to re-establish a contract to investigate funding options.
- GIS – (Geographic Information Systems) – Director Sartain met with Kevin Mitchell, GIS expert and YLP resident, to discuss options for mapping the entire system. This information will be helpful when requesting funding.
- CPUC (California Public Utilities Commission) – Director Brannon is talking to CPUC about what is required for YSPUC to implement rate increases going forward. Rates have not been increased for several years, partly due to lack of financial reviews.

#### **10) EXECUTIVE SESSION REPORT**

- August 1, 6, 8 and 13 – discussed litigation, personnel and contracts

#### **11) DIRECTOR COMMENTS**

- Director Neveu asked the board for approval to contact local politicians such as Representative Tom McClintock. The board approved. Action: Directors Sartain and Neveu will draft talking points for the board to approve.

#### **12) UPCOMING MEETING**

- September 17, 2024 – 6PM – YSPUC Open Board Meeting

#### **13) ADJOURNMENT – 1:10 PM**

**SECRETARY'S CERTIFICATE**

I certify that the foregoing is a true copy of the minutes of the Open meeting approved by the YSPUC Board of Directors.

 Recoverable Signature

X 

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Judy Quinn

YSPUC Secretary

Signed by: fa16f814-e1c8-4088-bca6-a26477978663

Wednesday, September 18, 2024

**ADDENDUM**  
**YSPUC OPERATION MANAGER REPORT**  
**JULY 2024**

**TANKS:**

- Tank 1- Normal Operating Levels/Lower than desired
- Tank 2- Normal Operating Levels- using 2A occasionally
- Tank 3- Normal Operating Levels/Lower than desired
- Tank 4- Normal Operating Levels- Using Longhollow Bypass

**WELLS/PRODUCTION:**

- 1E- Operating normally- 4,608,300 gals vs 1,744,600 in July of '23
- 31A- Operating normally- 1,182,000 gals vs 3,104,300 in July of '23
- 35A- Operating normally as needed- 1,156,200 gals vs 2,430,264 in July of '23
- 37A- Operating normally- 2,474,500 gals vs 2,815,100 in July of '23
- 39A- Operating normally- 555,300 gals vs 570,700 in July of '23
- 40A- Operating normally- 3,797,000 gals vs 4,254,200 in July of '23
- 42A- Operating normally- 4,924,900 gals vs 4,950,600 in July of '23
- 45A- Operating normally- 2,545,900 gals vs 1,565,400 in July of '23
- 46A- Operating normally as needed- 3,103,300 gals vs 1,742,300
- 47A- Operating normally- 2,422,700 gals vs 3,074,300 in July of '23
- Total Production: 31,767,800 gallons vs 26,251,764 in July of '23

**BOOSTERS:**

- Lower John Muir Booster- Needs Completion
- Upper John Muir Booster- Needs Completion
- Hydro-Pneumatic Booster- Functioning Normally
- Longhollow Booster- Functioning Normally- Bypassing approximately 70-80 gpm to
- Tank 4.
- Booster 2A- Functioning Normally- only used as needed
- Booster 2D- Functioning Normally
- Booster 3F- Functioning Normally
- Booster 3E-1- Functioning Normally
- Booster 3E- Functioning Normally

**LEAKS: MAINS/SERVICES:**

- Total Leaks- 37 total leaks in July
- Main Repairs- 6 Main repairs
- Service Lines- 31 service line repairs

**METERS:**

- No new meters installed in July
- 0 meter exchange

### **COMPLIANCE TESTING:**

- Testing is all up to date. No positive results of any kind at any of the wells during July.

### **REPORTED SAFETY CONCERNS:**

- No staff reported any safety concerns

### **PROJECT UPDATES:**

- **PRP Project**- In the final stages of completion with West Valley Construction. Parts are all pulled and palletized per tie-in location.
- **Scada**- Operating normally- Director Mang and I had a video conference with XIO about finishing our SCADA system in phases. XIO and WorkForce Connections would like to give a presentation to the whole board via zoom, date needs to be set.
- **VFD Installation**- nothing to report at this time.

### **MISCELLANEOUS UPDATES:**

- State Reporting- YSPUC monthly reporting was completed and submitted on time. Received an email from the State saying all reports bacteriological and production was received and approved. The 2023 EAR Report was submitted and approved.
- CPUC- Received email from representative saying CPUC wants to do a full system inspection on October 14th 2024. Due to no information from YSPUC since 2018.
- Lead Service Line Inventory/Cross-Connection Control- With the Lead Service Line Inventory, during meter reading we are taking inventory of what type of line comes out of the meter on the homeowners side. This will give us a big jump on completing what we need to do by October.
- Cross-Connection Control Survey is being formatted.
- Well 36A- Refitting needs to take place (80-100k) in order to proceed with the testing required by the State. M&S Pump is here in the park and willing to go to this site next if so approved by the board.
- Well 31A- This well stopped producing August 15 due to electrical failure. Pump is being pulled starting today. The loss of this well will make a significant impact on our system. Crews are working diligently to restore it.
- Well 28B- M&S Pump finished putting everything back in and YSPUC crew assisted on putting well head back together. Pump was fired up and produced normally