



**YOSEMITE SPRING PARK UTILITY CO  
BOARD MEETING MINUTES  
THURSDAY, AUGUST 1 2024**

Meeting Type: Regular

Date: August 1, 2024

Time: 10:15 - 11:45 AM

Location: Yosemite Lakes Park Clubhouse

**1) Call to Order - 10:15 AM**

**2) Roll Call**

- a) Cheryl Bluhm - present
- b) Steve Brannon - present
- c) Ken Sartain - present
- d) Rick Mang - present
- e) Dennis Britt - present
- f) Bill Neveu - present
- g) Judy Quinn - present
- h) Also present - Jason Teeter, YSPUC Chief Operator

**3) Changes to Posted Agenda**

- a) **MOTION:** Director Brannon moves to insert 8c (YSPUC Finance Committee Motion), 8d (YSPUC Engineering Committee), and 9 (Operation Managers Report), from posted agenda before Item 6 (Public Forum) on posted Agenda.
  - i) Director Sartain seconds
  - ii) Aye: Director Bluhm, Director Brannon, Director Sartain, Director Mang, Director Britt, Director Neveu, Director Quinn
  - iii) Nay: None

**iv) MOTION CARRIED**

**4) Nomination and Vote for YSPUC Officers**

- a) President
  - i) Cheryl Bluhm nominated by Director Bluhm
    - (1) Director Mang seconded
    - (2) Aye: Director Bluhm

(3) Nay: Director Brannon, Director Sartain, Director Mang, Director Britt, Director Neveu, Director Quinn

ii) Steve Brannon nominated by Director Quinn

(1) Director Sartain seconded

(2) Aye: Director Bluhm, Director Brannon, Director Sartain, Director Mang, Director Britt, Bill Neveau, Director Quinn

(3) Nay: None

**iii) Decision: Steve Brannon is YSPUC President**

b) Vice President

i) Bill Neveu nominated by Director Mang

(1) Director Sartain seconds

(2) Aye: Director Bluhm, Director Brannon, Director Sartain, Director Mang, Director Britt, Director Neveu, Director Quinn

(3) Nay: None

**ii) Decision: Bill Neveu is YSPUC Vice President**

c) Secretary

i) Director Mang nominates Judy Quinn

(1) Director Neveu seconds

(2) Aye: Director Bluhm, Director Brannon, Director Sartain, Director Mang, Director Britt, Director Neveu, Director Quinn

(3) Nay: None

**ii) Decision: Judy Quinn is YSPUC Secretary**

d) Treasurer

i) Director Sartain nominates Dennis Britt

(1) Director Mang seconds

(2) Aye: Director Bluhm, Director Brannon, Director Sartain, Director Mang, Director Britt, Director Neveu, Director Quinn

(3) Nay: None

**ii) Decision: Dennis Britt is YSPUC Treasurer**

**5) Set Time and Date for Future Meetings**

a) **MOTION:** Director Neveu moves to hold regular Open YSPUC board meetings on the third Tuesday of each month between 10 and 2. Hold a quarterly meeting in the evening so customers may attend.

i) Director Quinn seconds

- ii) Aye: Director Bluhm, Director Brannon, Director Sartain, Director Mang, Director Britt, Director Neveu, Director Quinn
- iii) Nay: None

**iv) MOTION CARRIED**

**6) Resolution to Authorize Bank Account Signatories**

a) **MOTION:** Director Brannon moves all current officers of the YSPUC Board of Directors to be authorized to sign on all bank deposit accounts deemed necessary by the banking framework approved by the YSPUC Board of Directors. Further, all previous signers not authorized by this motion shall be removed as signers of all financial institutions with which YSPUC does business.

- i) Director Sartain seconds
- ii) Discussion: current signing limits will continue (under \$2K one signature, \$2K and over require two signatures.) There are checks to sign now, Director Bluhm and Pam McDaniel of the previous YSPUC board should sign until new signature cards are active. Director Bluhm stated that it was advised by legal and the bank that only board Officers should be the signers for the bank accounts. Director Bluhm will forward contact info for Raquel, Bank Manager, to Director Britt. Director Bluhm recommends that Director Britt, as Treasurer should have super admin permissions on bank accounts.
- iii) Aye: Director Bluhm, Director Brannon, Director Sartain, Director Mang, Director Britt, Director Neveu, Director Quinn
- iv) Nay: None

**v) MOTION CARRIED**

**7) Establish YSPUC Finance Committee**

a) **MOTION:** Director Brannon moves to establish a YSPUC Finance Committee. The committee will supervise all YSPUC finances, provide financial and accounting oversight, assist in matters regarding budgets, reserves, and investments to ensure compliance, track expenditures for board-approved projects, develop policies that further protect the organization, and manage risk exposure. Membership will be limited to three (3) YSPUC directors.

- i) Discussion: Director Neveu recommends limiting the Finance Committee to two directors. Director Britt recommends opening the committee to homeowners. Director Britt recommends distributing a letter of interest to the community to gather

interest. Director Bluhm stated this should not be an executive committee because if it is an executive committee, then meeting minutes are required to be kept and posted for homeowners and water customers.

- ii) **REVISED MOTION:** Director Britt moves to establish a YSPUC Finance Committee consisting of 2 YSPUC board members (Director Britt and Director Bluhm) and up to 5 community members. The committee will supervise all YSPUC finances, provide financial and accounting oversight, assist in matters regarding budgets, reserves, and investments to ensure compliance, track expenditures for board-approved projects, develop policies that further protect the organization, and manage risk exposure.
- iii) Director Neveu seconds
- iv) Aye: Director Bluhm, Director Brannon, Director Sartain, Director Mang, Director Britt, Director Neveu, Director Quinn
- v) Nay: None
- vi) **MOTION CARRIED**
- vii) **Action:** Director Bluhm will coordinate a Letter of Interest placement in the next YSPUC Newsletter. (Director Bluhm will place the Letter of Interest in the YSPUC Newsletter. Director Quinn will produce the content for the Letter of Interest.)

#### **8) YSPUC Engineering Committee**

- a) Board members: Director Sartain, Director Mang, Director Neveu
- b) **Action:** Ask volunteers from the community to attend the upcoming YSPUC Engineering Committee.

#### **9) Operation Managers Report: Jason Teeter**

- a) Refer to report in board packet.
- b) Director Britt started a discussion of the age of meters and the likelihood that we are losing revenue as a result (readings). **ACTION: Discuss in a future board meeting.**

#### **10) Public Forum**

- a) Request for the meeting to be held in evenings, and to rename 20 Year Master plan
- b) Request to finish Crystal Cave work. Director Brannon and Director Bluhm stated that an outside contractor needs to revise and resubmit the current proposal to include 34 tie-in connections. Once that is received, the timeline will be available.

- c) YSPUC Bylaws: Request to extend YSPUC board member terms, request to hold off on starting new projects until you can finish old projects.
- d) A statement that employees speak very highly of JT and an inquiry about the progress of work on John Muir. Director Brannon and Director Bluhm stated that Jeremy Mayes is working on the paving proposals, and it should be repaved soon.

**11) Meeting Minutes**

- a) Director Bluhm has tried to obtain past meeting minutes from Pam McDaniels, the prior YSPUC secretary, without success. Director Quinn will contact Pam McDaniels to try to obtain material for the past meeting minutes.

**12) Financial Reports**

- a) Director Britt states getting Financials done is a priority.
- b) YSPUC hasn't had a general rate increase for almost twenty years; we need to discuss this at YSPUC Town Hall to ensure customers are informed.
- c) Director Bluhm stated that the lack of a general rate increase is due to the financials not being updated since 2019. However, the financials have now been updated. The 2023 financials are currently in review at the CPA office.

**13) Delinquent Water Accounts**

- a) Senate Bill 998 (Dodd), the Water Shutoff Protection Act regulates the process to discontinue service to customers who don't pay their bills for service.
- b) The YSPUC board will ask Legal Counsel (to be contracted) to review and advise on YSPUC policies for delinquent accounts for water.
- c) We have asked staff to provide the YSPUC board with a list of delinquent accounts and previous shut-off procedures.

**14) Funding Request**

- a) **MOTION:** Director Brannon moves to make a request to YLOA to advance YSPUC \$781,000 for PRP funding from the 2023-2024 Fiscal Year.
- b) Discussion: Director Brannon and Director Britt should meet with Jeremy Mayes, YLOA Executive Director, to review and agree on what is owed. Whatever the agreement, the money should be transferred monthly.
- c) **MOTION TABLED** - no action.

**15) Discussion Items**

- a) Remaining 2024 budget preparation - board should finish the budget for this year.
- b) Crystal Cave Circle pipeline replacement: We are gathering final proposals from contractors. We hope work will begin within the next few weeks.
- c) 20-year Master Plan - Jason Teeter and Director Brannon to review
- d) Infrastructure Asset Transfer - Director Brannon and Jeremy Mayes met to discuss the equity transfer of pipeline project equipment (e.g. mini excavator, compressor) from YLOA to YSPUC. There was agreement and it should be completed soon.
- e) Water System Hydraulic Analysis - Yamabe and Horn Engineering, Inc will be asked to complete the analysis.
- f) Booster Station 7A & 7B - quotes are in process
- g) Tennis Court waterline replacement: Jason Teeter recommended moving the tennis court closer to the hill and making a driveway where the current pipe is. This plan will be discussed with Jeremy Mayes and Rose Mackey (YLOA Director).
- h) YSPUC Website - Director Bluhm is researching resources and options for a web designer for the YSPUC website.

**16) Executive Session Review**

- a) Discussed personnel issues
- b) Discussed the plan to engage a Water Attorney/Legal Counsel
- c) Contracts signed: Mike Smith to help with reporting, West Side Reporting to help with Consumer Confidence Reports (CCR),

17) **Next Regular YSPUC Board Meeting:** August 20, Noon

18) **YSPUC Business Meeting** (Directors only): August 13, 10 AM

19) **Meeting Adjourned:** 11:56 AM

**SECRETARY’S CERTIFICATE**

I certify that the forgoing is a true copy of the minutes of the Open Meeting approved by the YSPUC Board of Directors

 Recoverable Signature

X 

August 20, 2024

Judy Quinn  
Secretary

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