



YOSEMITE SPRING PARK UTILITY CO

MEETING MINUTES

Meeting Type: Regular

Date: December 5, 2023

Time: 5 PM

1) CALL TO ORDER AND ESTABLISHMENT OF A QUORUM – 5:02 PM

- President – Cheryl Bluhm - present
- Vice President – Kathy Miller - present
- Secretary – Pam McDaniel - present
- Treasurer – Beate Olivas - present
- Director – William Neveu - present
- Director – Preston McGill - present
- Director – Eric Jensen – present
- Additional Attendees: Ken Harrington, Jason Teeter

2) PRESIDENT COMMENTS

- There were domain issues with yloa.org and yspuc.org that impacted billing system, but has now been resolved.
- Decision has been made to move back to RVS for water company billing. It's unfortunate the money spent on custom programming didn't work out. Employees are working overtime to get accounts transitioned and reconciled.
- Certified mail was being signed for by mail carrier; that has now been moved to only YLOA or YSPUC employee.
- Working on cleaning up cell phone accounts.
- Working on cleaning up vehicle registration and insurance.
- Working on cleaning up credit cards.
- Working on cleaning up health insurance and Cobra coverage.
- Working on reconciling and discontinuing employee loans.

3) MEETING MINUTES

- **Approve November 7, 2023** – tabled until next meeting

4) YSPUC FINANCIAL REPORT

- Financial reporting for YSPUC was not provided to outside agencies for several years. Ken Harrington is coordinating and bringing the water company into compliance.
- A Clearing account was used for miscellaneous expenses for a total of \$72,000 in 2023, but only 34 cents in 2022.

- Ken Harrington is working with the bookkeeper to clean up financial records.

5) TREASURER REPORT

- See Financial Report

6) GM REPORT

- Working with employee agreements to bring certifications current.

7) OM REPORT

- Ken Harrington report Attached and provided to homeowners at meeting
- Trying to gain access to Jared's records for data related to state certifications for PRP Crystal Cave.
- PUC Reporting is delinquent three years. There may be up to \$100K in fees due. Working with a consultant from the California Water Association to help liaison between YSUC and the California Public Utilities Commission (PUC).

8) OLD BUSINESS

- Flushing Fire Hydrants – restarted inspection program 1/3 of the way through.
- Fire Hydrants Repair – in process
- YSPUC Engineering Committee – had first meeting, changed meeting date to third Wednesday to allow employees to attend. **MOTION:** Director Bluhm moves to move the Leak Detection Team from YLOA Engineering Committee to YSPUC Engineering Committee. Director Olivas seconds. All approve, 7-0. **MOTION carries.**
- PRP Update – included in OM update
- SCADA/VFD – load filters are on backorder.
- Long Term Infrastructure – same as 20-year plan. No update.
- Grant/Loan – pending financials
- 20 Year Master Plan and SubCommittee – pending financials
- Electrical Testing Equipment – nothing new
- Meter Reader Software/Service – see President Comments
- YSPUC Vehicles – schedule warranty work with Fresno Dodge. Need to figure out vehicles for meter readers.
- Fencing – up to date
- Large Equipment – Director Bluhm will be addressing large vehicles with fiber optics company.
- Solar Feasibility – still working on finalizing bid.
- COLA Increase – dependent on financials
- YSPUC Reserve Study – no update
- Hiring New Employees and Advertising – in process

- Regulatory Forms and Documents – still finding new reporting requirements
- YSPUC Board Resource Manual and Professional Development – almost complete
- Dirt Deposits – receiving almost \$1,000 income so far.

9) **NEW BUSINESS:**

- GM and Controller/Finance Manager Motion.
 - MOTION:** Director Bluhm motions: whereas the Yosemite springs utility company has operated under the conditions of being self-managed and delegating operation and management duties to a general manager to acts as the agent on behalf of the Yosemite springs Park utility company YSPUC, the water utility company and the board of directors to exercise control and management over assets and operations. Whereas the general manager is tasked with administering and or supervising the financial or common area assets under Civil Code 5380 implementing resolutions and directives of the board implementing provisions of governing documents and administering contracts, including insurance contracts, vendors, contractors and other third-party providers of goods and services. And that's Business and Professions Code 11 500 D, whereas Yosemite springs Park utility company has operated under the conditions of employing or contracting a financial controller finance manager to control internal financial controls to approve financial transactions, prepare checks, make bank deposits control petty cash and record transactions, I moved that the general manager and the controller slash financial manager or similar will each report equally and separately to the YSPUC Board of Directors so not as to create a conflict of interest, the general manager will not have the responsibility or authority to manage the controller financial manager or similar nor will the controller financial manager or similar have the ability or authority to control the general manager. Both positions will report separately and directly to the YSPUC. Board.
 - ii. Director Olivas seconds.
 - iii. All approve, 7-0. **MOTION PASSES.**
- Acquisition of Two Use Plug in Election for Meter Reading Fleet Replacement Motion
 - MOTION:** Director McGill motions: the board approves acquisition of to use plug in vehicles for the purpose of replacing end of life Ford Ranger trucks in the meter reading fleet. The budget limit for each plug in hybrid is set at 15,000 encompassing all costs, taxes, fees and proper signage. As the authorization is granted for a total expenditure not to exceed \$30,000 For both of the p h EVs also authorized YSPUC to apply to Pacific Gas and

Electric Small Business Evie charger program to provide level one and level two chargers at no cost. This motion emphasizes our commitment to sustainability, fiscal responsibility and operational efficiency.

ii. Director McDaniel seconds.

iii. Approved unanimously, 7-0. **MOTION PASSES.**

- Streamlined Cybersecurity Measures for Water Distribution Network Motion
 - i. Director McGill moves: In response to a surge of cyber and ransomware attacks on critical infrastructure, including water distribution networks, the Board recognizes the urgent need to Yosemite springs Park utility company's cybersecurity posture. Therefore, the board proposes the approval of a focused and streamlined set of cybersecurity measures. It is acknowledged that the implementation of these measures will involve collaboration with a qualified third-party IT vendor to ensure the highest quality standards of security. The motion details are as follows. The motion is the board moves to approve the immediate implementation of a condensed list of focus cybersecurity measures as outlined below. Item b, or directives, the general manager or managing agent is directed to collaborate with a qualified third party IT vendor to execute the following streamline cybersecurity measures is a comprehensive risk assessment. Conduct a targeted risk assessment to identify and evaluate cybersecurity risks to our water distribution network to network segmentation, engage a qualified third party IT vendor to implement strategic network segmentation, enhancing the resilience of critical systems, three, firewall and IDS slash IPs, picture services from a third party vendor for the deployment and regular updates of advanced firewalls and intrusion detection slash for dent prevention detection, I'm sorry prevention systems that's what IDs IPS is. Access Controls and authentication for contact a third party IT vendor to enforce robust access controls and authentication measures emphasizing the principle of least privilege. Five employee training conduct focus cybersecurity training sessions in collaboration with third party IT vendor educating employees on recognizing and mitigating potential threats six incident response plan work with a third party IT vendor to develop and maintain an agile incident response plan including periodic drills, seventh backup and disaster recovery contact a third party IT vendor I'm sorry contract a third party IT vendor to establish and regularly test a robust backup and disaster recovery plan. Eight continuous monitoring collaborate with the third-party IT vendor to implement continuous monitoring solutions for real time detection and response. In conclusion, this board motion seeks

the approval a focused and streamlined cybersecurity plan, recognizing our collaboration with a qualified third party vendor in response to a recent surge of cyber and ransomware attacks targeting critical infrastructure, including water distribution networks.

ii. Director Bluhm seconds

iii. Approved Unanimously 7-0. **MOTION PASSES.**

- Comprehensive Report on Pipeline Replacement Project – no second, tabled.
- Road repair bid – Revis Trail – moved to YLOA, discuss in executive session

10) YSPUC Engineering Committee – no update

11) MEMBER COMMENT

- This time is made available for comments from YLOA property owners on ALL matters within the YSPUC Board’s jurisdiction. Each speaker will be limited to three minutes. Please state your name and lot #.
 - i. Water bill issues – paper invoice and zero usage on bill. Add an FAQ to website to address questions related to dirty water, how to read your meter. Make sure solar installation doesn’t prevent room for additional tanks required on Lilley Mountain and Ranger Circle.
 - ii. Should be looking into GSA schedule for products. Why are we looking at aP Prius – should consider quads for mountain roads.

12) EXECUTIVE SESSIONS – October 23 and November 27 – not discussed

13) ADJOURNMENT: 6:58 PM

SECRETARY CERTIFICATE

THESE MINUTES HAVE BEEN APPROVED BY THE YSPUC BOARD OF DIRECTORS ELECTED FOR THE 2024-2025 TERM, ALTHOUGH THE MEETING WAS HELD BY THE YSPUC BOARD OF DIRECTORS ELECTED FOR THE PREVIOUS TERM. MEETING NOTES HAVE BEEN PROVIDED BY KATHY MILLER, VP OF THE PREVIOUS (2023-2024) TERM.

 Recoverable Signature

X 

Judy Quinn, Secretary YSPUC Board of Directors 2...

Signed by: 223fcf84-583c-4d93-bd00-4638176e05fa

October 15, 2024