

**SIERRA HIGHLANDS COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS' MEETING**

Monday, January 18, 2021

**MINUTES**

**NOTICE:** Board Members and Staff participated via Zoom video-conference from individual, separate locations. The video-conference was made accessible to the public, by providing name and e-mail address in order to access the video-conference by contacting the General Manager at (760) 920-0860.

\* After a wait time of several minutes, allowing each of the Directors to access the Zoom site, the SHCSD meeting was called to order at 7:10 p.m. by Board of Directors' President, Bruce Kingsbury. A full complement of Directors was logged in for the meeting.

\* Directors Present: John Beischel, John Camphouse, Bruce Kingsbury, Jim Langley, Randy Van Tassell  
\* Also Attending: General Manager, Fred Finkbeiner and Secretary, Diane Finkbeiner

The Manager reported that announcements for tonight's meeting were placed at the Barlow well site and on the District's website to satisfy concerns set forth by the State of CA and the Brown Act. Each of the above notifications have been documented.

Mr. Kingsbury acknowledged that all Directors had received copies of the Meeting Agenda as well as Minutes from the November 16 meeting. He called for any changes and/or corrections to Minutes of the previous meeting. Mr. Camphouse indicated that on page 2, section 2 of the Operations Report the record should read ... 'as much **as**'. A motion was made by John Camphouse, seconded by Jim Langley, to accept the November Minutes with the addition of the word 'as' to the narrative. The Directors voted unanimously in favor of the motion.

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**OLD BUSINESS:**

1. **Delinquent Accounts ...**

\* 11-12-20 NSF (Non-sufficient Funds) check returned / Current Status of Blain NSF check

Understanding the circumstance concerning Mrs. Blain and the check rejected by the bank, Randy Van Tassell had volunteered to meet with Mrs. Blain and provide her with any assistance that would be helpful in resolving the payment issue. Mr. Van Tassell informed the Board that several contacts had been made with Mrs. Blain's family advising them of the payment that is over-due. Since no check has as yet been received, he therefore asked that the Secretary provide him with an updated copy of the Blain billing statement listing all late fees.

**Note:** Looking ahead ... action to place any delinquent account onto County Tax Rolls cannot be taken until August.

\* 12-08-20 Late fee was received from 807 Sarah View (Bhakta). That account has now been paid-in-full.

\* 12-29-20 Total annual fee payment was received from 2621 Glenbrook Way (Stewart)

\* 01-05-21 Certified Letter plus Notification of Board action was sent to two (2) remaining residents having delinquent accounts (Goede / Ferber).

\* 01-13-21 Total annual fee payment was received from 2744 Sierra Vista (Goede)

2. **Request from owner of vacant lot at 2803 Carol Lane Denied** *(lot adjoining Carol Lane facility).*

Mr. Finkbeiner advised the Directors of an additional request from the owners of the vacant Carol Lane lot. Currently pending is a written letter of permission from Mr. Eric Rose to undertake landscaping of the District's property. Further information will be provided as to the type of landscaping under consideration.

**3. ACWA/JPIA Property Insurance**

Property insurance coverage through JPIA was activated as of December 1, 2020 (through July 1, 2021) A pro-rated Deposit Premium of \$ 261.50 was made on December 18<sup>th</sup>. Annual cost will be \$500.

**4. Transfer of District files onto external hard drive**

The General Manager reported that two computers had been taken to Schat Communication the previous week. Of the two ... one was using the old XP operating system which offered additional challenges. The transfer of District files from each computer was successfully made to a single Toshiba USB 3.0 external hard drive. That device contains only files from Sierra Highlands Community Services District (approx.. past 10 years)

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**NEW BUSINESS:**

**1. Operations Report** from General Manager, Fred Finkbeiner

\* Status of System Operation:

1. **System Operations** ... Mr. Finkbeiner reported that the System continues to function normally with automatic lead/lag operation in effect... alternating between the pumps at Carol Lane and Barlow/Glenbrook.

2. 11-18-2020 **Immense Impact** ... 2000-2021 payment for website subscription (\$ 417.45)

The Manager advised the Board that the District had renewed their contract with **Immense Impact** to provide another year of website services.

3. 11-20-2020 **Sound alarm** (at Barlow/Glenbrook site)

The Manager received a phone call from director Jim Langley that he was experiencing multiple sound alarms from the Barlow site. Scott Berger, District Electrician was contacted to make a visit to the site and trouble shoot the issue. Mr. Berger assessed the situation and proceeded to disable the sound alarm option.

4. **Water Distribution Operator License**

The Manager related that he had successfully completed all requirements for renewal of his Water Distribution Operator's license. The License is valid until 04-01-2024.

5. **Maintenance work** / upkeep at Carol Lane property. Mr. Finkbeiner enlisted the services of Ricardo Banuelos to clean and remove accumulated debris and leaves from the Carol site.

6. **CA Grant Funding** / Consultant

The Manager received a phone call from Christie Martindale (Inyo County Auditor's Office) informing him that Eastern Sierra Community Services District had been awarded a State of California Grant to purchase a stand-by generator. A call was placed to Walt Pachucki (President of ESCSD) who neither confirmed or denied receiving the Grant. He did indicate the District had contracted with a consultant in Los Angeles who did the work of preparing and submitting the Grant Application. After much discussion among the directors, they agreed to be pro-active by obtaining the name of the consultant and prepare ahead for future grant funding opportunities.

7. 01-06-2021 Broken curb stop (at 2758 Carol Lane)

Mr. Finkbeiner recounted that he received a call from Dean's Plumbing regarding a broken curb stop at 2758 Carol Lane. A shut-down of water to many of the residents on Carol Lane was avoided by abandoning the broken curb stop in place, and installing a new valve downstream.

01-12-2021 Broken Curb replacement was completed (Dean's Plumbing). As the replacement of the curb stop is the responsibility of the District, an invoice from Dean's Plumbing for parts and labor will be forthcoming.

**2. Secretary's Report ... Account Director's Report (December 2020) ... District Financial Status**\* Recorded Expenses since last meeting:

	01-08-21 / 12-14-20	<u>SCE</u> (2606 Glenbrook Well)	\$ 346 / \$ 442
	12-18-20 / 11-23-20	<u>SCE</u> (2799 Carol Well)	\$ 398 / \$ 1,197
11-18-20	<u>Immense Impact, LLC</u> .....	annual subscription for District Website	\$ 417.45
12-03-20	<u>Frontier Communications</u> ...	special access line (Glenbrook / Carol sites)	\$ 45.90
	<u>Frontier Communications</u> ...	telephone business line (Barlow-Glenbrook)	\$ 51.46
12-07-20	<u>Inyo County Treasurer</u> ....	Loan Payment: APN # 011-510-22 # 13	\$ 10,748.49
12-14-20	<u>Community Printing</u> ,,,.....	District Letterhead Stationery	\$ 105.60
12-18-20	<u>ACWA/JPIA</u> ...	Deposit Premium (Pro Rated) for <u>Property Insurance Program</u>	\$ 261.50
12-22-20	Ricardo Banuelos ...	yard maintenance (Carol Lane site)	\$ 300.00
12-28-20	<u>ACWA</u> ...	2021 Annual Agency Dues	\$ 1,633.10
12-29-20	<u>Frontier Communications</u> ...	special access line (Glenbrook/Carol sites)	\$ 46.25
	<u>Frontier Communications</u> ...	telephone business line (Barlow-Glenbrook)	\$ 45.19
12-29-20	<u>State Water Resources Control Board</u> ...	Water System Annual Fees	\$ 1,419.00
01-06-21	<u>State Compensation Insurance Fund</u> ...	Premium on Account (01-01-21 to 04-01-21)	\$ 392.00
01-14-21	<u>Schat Communication</u> (reimbursement to Diane Finkbeiner) ...	purchase of external hard drive / transfer of SHCSD files	\$ 310.03

**3. Petty Cash Fund ... Expenditures since the November meeting ... \$ 131.90**

- \* US Postal Service ... Certified Letters to Ferber and Goede (\$ 13.90)
- \* US Postal Service ... Annual Post Office Box 782 for full year (\$118.00)

The Board acknowledged the receipts for money withdrawn from the Petty Cash Fund. A motion was made by Randy Van Tassell, seconded by John Camphouse to approve reimbursement of \$ 131.90 to the Fund as requested by the Secretary. The Directors voted with unanimous approval.

**4. \* Current Status of Annual Fees ... 2020-2021**

# of Checks	Date Submitted to County	Water Service	Capital Replacement	Total Amount
220	As of: 11-02-2020	\$ 84,461.56	\$ 23,643.00	\$ 108,104.56
- 01 (NSF)	11-11-2020	\$ - 600.04	\$ - 111.00	\$ - 711.04
<b>219</b>	As of: <b>11-12-2020</b>	<b>\$ 83,861.52</b>	<b>\$ 23,532.00</b>	<b>\$ 107,393.52</b>
<b>01</b> (Bhakta)	12-08-2020	\$ 52.55	- 0 -	\$ 52.55
<b>01</b> (Stewart)	12-29-2020	\$ 409.20	111.00	\$ 520.20
<b>01</b> (Goede)	01-13-2021	\$ 414.40	111.00	\$ 525.40
<b>222</b>	<b>01-14-2021</b>	<b>\$ 84,737.67</b>	<b>\$ 23,754.00</b>	<b>\$ 108,491.67</b>

The Secretary explained that the totals listed (01-14-21) are current and will not be finalized until payments from Ferber (at 2644 Glenbrook) and Blain (at 2678 Irene) are resolved.

**5. Election of Board President for 2021 ...**

The Board acknowledged the customary ongoing succession of Directors that had been adhered to over past years. In so keeping, John Camphouse nominated Jim Langley to serve as President of the Board for 2021. John Beischel seconded the motion with a unanimous 'aye' from the Directors. John Camphouse will accordingly act as Vice President for 2021. Gracious acceptance of their new responsibilities was made by both Mr. Langley and Mr. Camphouse.

**6.** **Form 700** ...

The Directors were reminded to complete the Form 700 and submit it electronically to Inyo County.

**7.** **Per Diem for 2020** Prior to closing of the meeting, the Secretary commented that the Per Diem accounting (*for meetings held in 2020*) was true and accurate as e-mailed to each of the Directors. A motion was made by Jim Langley, seconded by John Beischel to approve the Per Diem payments. The Directors cast a unanimous vote of confirmation. The Secretary indicated that the five 'Authorization for Payment' forms will be submitted to the Auditor's Office for payment to individual Directors.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Diane Finkbeiner  
SHCSD Secretary

\* **Reminder:** **Next Regularly Scheduled Meeting ... Monday, March 15, 2021**



