

SIERRA HIGHLANDS COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING

Monday, July 20, 2020

MINUTES

Pursuant to an **Executive Order** (March 17, 2020) from the office of the Governor of California, the July (as well as the previous May) Meeting of the SHCSD was conducted by tele-conferencing. President Bruce Kingsbury called the meeting to order 7:10 p.m.

Directors Present: John Beischel, Bruce Kingsbury, Jim Langley

Directors Absent: John Camphouse and Randy Van Tassell

Also Attending: Fred Finkbeiner, General Manager and Diane Finkbeiner, Secretary

Three of the Board's members were present. Both visual and audio contact were available ... with each director (*including the General Manager and Secretary*) participating from their own homes. Mr. Kingsbury acknowledged that all Directors had received copies of the Meeting Agenda, as well as Minutes of the May meeting.

Mr. Kingsbury asked for any changes and/or corrections to the May 18, 2020 Minutes. Being none, a motion was made by Jim Langley, seconded by John Beischel to accept the Minutes as submitted. The motion was carried unanimously.

OLD BUSINESS:

1. Delinquent Accounts ... Richard Ferber 2664 Glenbrook (\$ 530.72)

Only one customer now remains delinquent in making payment for Fiscal Year 2019 – 2020.

Mr. Finkbeiner indicated that as soon as a government stimulus check had been received by Mr. Randal Ramsey, he had immediately come by with full payment in cash (\$ 525.45) bringing his account into good standing. However, Mr. Ferber has not come forward with any payment for his delinquent bill. The question was ... so does the District want to proceed with a request for the County Auditor's office to begin the process of attaching a tax lien against the Ferber property for both his current and past due amount. After some discussion a motion was made by Jim Langley, seconded by John Beischel, to proceed with a lien on Mr. Ferber's property on Glenbrook Way.

As of July 1st, the current balance is \$ 530.72 (as noted above) + \$ 459.00 for Fiscal Year 2020 – 2021 ... making a total of \$ 989.72. The Secretary will continue to send monthly Billing Statements with added interest penalties.

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NEW BUSINESS:

1. Operations Report from General Manager, Fred Finkbeiner

1. **Status of System Operations** ... The Manager confirmed that the System continues to function normally with automatic lead/lag operation in effect ... alternating between the pumps at Carol Lane and Barlow/Glenbrook. Mr. Finkbeiner reported that the District's Electrician Scott Berger had installed an uninterrupted power source at the Barlow site to allow Carol Lane to operate during power outages. Mr. Berger also changed out the VFD (Variable Frequency Drive) filter at Carol and made adjustments to the Barlow site to maintain operation at Barlow between 10 a.m. and 5 p.m.

2. The District has received new keys for the Power Generation cabinet at the Barlow site ... one for each of the Directors. Mr. Beischel requested the Manager to place a written description of the procedures associated with manual operation of the cross-over switch inside the Power Generation cabinet.

3. Mr. Finkbeiner related that he had replaced the packing on both the North and South Barlow wells, eliminating the water leakage problem. In addition, he replaced all VFD (Variable Frequency Drive) filters at the Barlow site.

The General Manager reported the following business matters concerning the District::

4. **Lead and Copper** sampling was completed on Monday, July 20th with 14 water samples collected and submitted to BSK Labs (Fresno) for analysis. This sampling will satisfy the State requirement for Lead and Copper for three (3) years.
5. Constant contact has been made with JPIA regarding **Property Insurance** for the District. This has been ongoing for nearly a year during which time there have been frequent communications with the JPIA underwriter.
6. The **Inyo County Auditor's office** has advised all Special Districts that there will be a quarterly charge for County services in the future. The SHCSD's quarterly cost was \$ 62.73
7. The Manager and some of the Director's have been receiving e-mail notifications regarding **mandatory training requirements**. * Ethics training is not due until March of 2021. * State Bill 998 (water turn-off / property liens) is not due until July 2021. Note: Mr. Finkbeiner indicated that he has completed * Sexual Harassment training provided by JPIA.
8. A complaint was received from resident Ken Cleland (2769 Underwood Lane) regarding the time-lag between submitting a check and having his check clear the bank. Mr. Langley indicated that he would speak to Mr. Cleland regarding the matter.
9. A report was received of an interruption of service between the Barlow and Carol sites due to a **Frontier Communications** issue. The matter was eventually resolved after 3 days of involvement by a team of Frontier technicians.
10. The Manager reported that with the current drop in **interest rates**, the interest amount that is being earned vs. the amount that the District is paying on our loan is pretty much the same. The Directors decided to maintain our current course of action.
11. **System improvements** continue to be on hold until such time as Kendall Weisenberg is available and the Covid-19 issue is under control. Mr. Beischel suggested that the District focus on a Fall target date to start the improvement process (replacement of the tank at the Carol site) ... contingent on conditions at that time.
12. **Account Director Reports** from the County were forwarded to all the Directors prior to the meeting. Those Reports included a summary of the District's **Capital Fund** as well as a **comparison of Budget vs. Actual thru June 30, 2020**.
13. **Announcements** of tonight's meeting were placed at both the Barlow site as well as on the District's Website. The Website announcement also contained instructions on how to participate in the virtual (Zoom) meeting.
14. Cost for our most current **Bi-Annual Audit** came to \$1,623.31 vs. previous total of \$ 600. A call was placed to the Auditor's office requesting an explanation for the increase in cost. Mr. Finkbeiner was informed that the cost of any Audit Report is shared by all Districts and the final charge is a function of the total budget for each individual district. Since our District budget was increased by \$210,000 in 2018 (due to the Carol Lane property purchase), the result was a higher assessment for our portion of the Auditor's Report. A lower cost will appear in the next audit.

Mr. Finkbeiner concluded his report by stating that through the efforts of the District and the mailing reminders included in each Billing Statement, it seems that most residents are adhering to the **watering guidelines**.

2. Secretary's Report

* Account Director's Report (June 2020) ... District Financial Status

* Recorded Expenses since last meeting:

07-13-20 / 05-09-20	SCE (2606 Glenbrook Well)	\$ 1,650 / \$ 918
06-17-20 / 05-18-20	SCE (2799 Carol Well)	\$ 1,824 / \$ 1,363

05-18-20	<u>Bishop Creek Water Association</u> ... water assessment fee (surface/groundwater)	\$ 40.00
05-26-20	<u>Inyo County Treasurer</u> ... Loan Payment: APN # 011-510-22 # 11	\$ 10,748.49
05-27-20	<u>Community Printing</u> ... Annual Report (printing/folding); #10 self-seal envelopes	\$ 398.68
05-27-20	<u>USPS</u> ... stamps for mailing Annual Report to District customers	\$ 154.00
05-29-20	<u>Frontier Communications</u> ... special access line (Glenbrook / Carol sites)	\$ 45.83
	<u>Frontier Communications</u> ... telephone business line (Barlow-Glenbrook)	\$ 44.65
06-25-20	<u>Berger Electric</u> ...back-up power source at Barlow; testing system controls	\$ 927.91
06-26-20	<u>Inyo County</u> (Auditor-Controller) ... Fiscal Year 2017-2018 and 2018-2019 Audit	\$ 1,623.31
06-29-20	<u>Frontier Communications</u> ... special access line (Glenbrook / Carol sites)	\$ 45.83
	<u>Frontier Communications</u> ... telephone business line (Barlow-Glenbrook)	\$ 44.71
06-30-20	<u>Inyo County Auditor's Office</u> ... District share of 'Payroll Software Cost' (for Special District's)	\$ 62.73
07-01-20	<u>CA Rural Water Association</u> ... Renewal of Annual Membership	\$ 545.00
07-13-20	<u>State Comp. Insurance Fund</u> ... Surcharge Adjustments	\$ 53.66
[07-13-2	<u>State Comp. Insurance Refund</u> ... 15%	\$ 216.00]
07-16-20	<u>State Comp. Insurance Fund</u> ... Premium on Account	\$ 392.00
07-20-20	<u>The Fed-Up Store</u> ... shipment of water samples (Lead & Copper) to BSK Labs (Fresno)	\$ 33.79

3. Petty Cash Fund ... expenses paid out of the Petty Cash since the May meeting.

* USPS ... stamps (2020-2021 Billing Statements) \$ 110.00

The Secretary presented a receipt for stamps purchased to cover the cost of mailing Billing Statements to District residents. A motion was made by Jim Langley recommending reimbursement of \$110 to the Petty Cash Fund. John Beischel seconded the motion. The Directors all voted in favor of the reimbursement.

4. * Status of Annual Fees ... final total for **2019-2020** (*with one delinquent account still outstanding*)

# of Checks	Date Submitted to County	Water Service	Capital Replacement	Total Amount
223		\$ 85,787.76	\$ 23,865.00	\$ 109,652.76

* **Status of Annual Fees** ... current total for **2020-2021**

# of Checks	Date Submitted to County	Water Service	Capital Replacement	Total Amount
37	07-07-2020	\$ 13,660.00	\$ 3,996.00	\$ 17,656.00
32	07-13-2020	\$ 12,485.00	\$ 3,552.00	\$ 16,037.00
<u>27</u>	<u>07-15-2020</u>	<u>\$ 11,552.00</u>	<u>\$ 2,997.00</u>	<u>\$ 14,549.00</u>
96		\$ 37,697.00	\$ 10,545.00	\$ 48,242.00

The Secretary explained that the totals listed for Fiscal 2019-2020 for the past year were being listed owing to the fact that without payment from the one delinquent account, the total is not a final one.

The Secretary pointed out the status for the current Fiscal Year 2020-2021 that showed 96 checks (*almost ½ of the customers*) had already been received and submitted to the County.

5. **Correspondence** ... as a matter of interest, the following is a list of correspondence received:

- * 06-08-20 **State Comp. Insurance Fund** ... an awareness update of a new medical provider network 'State Fund MPN' to be launched on 07-27-2020.
- * 06-22-20 **Dept. of Treasury** (IRS) ... Question regarding a payment of \$881.00. The matter was one needed to be handled and resolved through the Auditor's office.
- * 06-26-20 **Audit for 2017 – 2018** and **2018-2019** ... a Billing Statement for the completed audit of the District's finances was received from Inyo County (\$ 1,623.31). An explanation for the increase was made in the General Manager's Report (#14).

6. **Annual Report**

* 05-28-20 **2019 Annual Report** (including **2020 Letter to Customers** and **2019 Consumer Confidence Report**) was mailed to all District residents. No responses or comments were received. The Manager pointed out that he keeps the District's **Website** current, by entering each of the above-mentioned Reports, as well as agendas, meeting minutes, water quality data and laboratory testing results.

7. **Billing Statements for Fiscal Year 2020-2021**

* Statements were mailed to all District residents on June 29th. A notification was included as a 'Common Courtesy' reminder for best times for watering lawns ... to avoid higher electric charges as well as unnecessary evaporation during the heat of the day.

8. **Forms from County Clerk of Elective Offices to be Filled** (election November 03, 2020)

Three Directors are up for election this year: * John Beischel, * Bruce Kingsbury, * Jim Langley. The Secretary informed them that all the required forms had been received from the **Clerk-Recorder's Office** and that they would each be contacted sometime in the next week for completion and signatures.

9. **Signature Authorization Sheet** ... required by County Auditor's Office

Inyo County Auditor's office requires an update every five years of the official signatures authorized by the District. The Manager has collected three signatures to date and has advised the Auditor's office that signatures will be secured from the remaining two Directors when available.

At 7:40 p.m. a motion was made by John Beischel, seconded by Jim Langley to adjourn the meeting. The Directors voted unanimously in favor of the motion.

Respectfully submitted,

Diane Finkbeiner
SHCSD Secretary

* **Reminder: Next Regularly Scheduled Meeting ... Monday, September 21, 2020**

The time (7 p.m.) will remain the same, with the meeting place to be decided closer to that date.

