

SIERRA HIGHLANDS COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING

Monday, May 18, 2020

MINUTES

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

Directors Present: John Beischel, John Camphouse, Bruce Kingsbury, Jim Langley

Directors Absent: Randy Van Tassell

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

Four 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 March meeting plus all reports, correspondence and documents relevant to Agenda business. He also acknowledged that public notification was placed at the Barlow site, informing the public of the tele-conferencing meeting and a contact telephone number for any requesting participation in the meeting.

Mr. Kingsbury asked for any changes and/or corrections to the March 16, 2020 Minutes. Being none, a motion was made by John Beischel, seconded by Jim Langley to accept the Minutes as submitted. The motion was carried unanimously.

OLD BUSINESS:

1. Delinquent Accounts ... 2 customers are still delinquent with payment for Fiscal Year 2019-2020.

Mr. Finkbeiner reported that following are the outstanding delinquent accounts:

- * Richard Ferber 2664 Glenbrook (\$ 525.45)
- * Randal Ramsey 2681 Underwood (\$ 525.45)

Mr. Finkbeiner indicated that no further action had been taken toward resolving any payments. In accordance with the **Executive Order** issued by the State of California all liens or discontinuance of service for non-payment is suspended for a period of 90 days, owing to the impact of the COVID-19 pandemic.

Mr. Langley brought up the question of when the 90 days would come to an end. Mr. Finkbeiner indicated that an approximate date would be some time the middle of July. The Secretary reported that she has continued to send Billing Statements to both properties over the past months ... with the current balance (as of May) noted above.

2. Acceptance of 2019 Electronic Annual Report (EAR) ... submitted 02-26-20

The Manager remarked that in a letter dated 04-18-2020, the State Water Resources Control Board specifically stated (in reference to the EAR submitted by Sierra Highlands) that:

'The report is complete and acceptable.' No further action regarding the EAR is required by the District.

NEW BUSINESS:

1. Operations Report from General Manager, Fred Finkbeiner

1. **Status of System Operations** ... The Manager 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. Mr. Finkbeiner reported that he had received a phone call (04-09-20) from Jim Langley regarding a water contamination concern. The issue involved a medical diagnosis given to Mrs. Eller (2745 Underwood) with regard

to a urinary tract infection that was subsequently cultured and shown to be positive for pseudomonas bacteria. Her doctor advised her that the source of contamination was probably from drinking water.

In following up, the Manager searched for a licensed laboratory in the State of CA that would test for pseudomonas. After finding no laboratory, he contacted the State Engineer who explained that pseudomonas is a bacteria prevalent everywhere in the environment, including soil ... and there would, therefore, be no reason for singling it out in the drinking water. Should that be the case, there would be many other reports of illness among District residents. The Eller's were informed of the information received from the State.

3. **Southern CA Edison** ...

The manager relayed that he has received a number of e-mails from SCE regarding public safety power shut-offs. Since we are a critical industry, Southern California Edison has confirmed that they will notify the District prior to any power shut-off affecting either one of our facilities.

Mr. Finkbeiner explained that in his efforts to establish a **percentage rate increase for power consumption** he contacted a representative at SCE. The representative disclosed that the two well sites are operating under different rate structures: * Carol Lane operating under an *agricultural* rate structure with * Barlow/Glenbrook operating under a *commercial* rate structure. The peak hour at **Barlow** is from 8 a.m. to 9 p.m. evening and is .47 cents/kwh with the low demand rate non-peak at .11 cents /kwh. The peak hour rate at **Carol** is from 4 p.m. to 9 p.m. and is .12 cents /kwh. While non-peak at Carol is .09 cents/kwh.

Mr. Kingsbury questioned whether the District should change the run-time schedule for the two well sites to take advantage of the lower rate structure. The Manager shared that he would need to contact the District's Electrician, Scott Berger, to make any changes ... but advised the Board that run times during peak hour at Barlow are much less since most outside watering occurs at night or early morning. Mr. Finkbeiner indicated he would provide each of the Directors with a written explanation of the current rate structure at each well site for them to consider what future action would be best for the District to take.

The Manager reported that he is currently involved in pursuing a **Property Insurance Policy** with ACWA/JPIA on behalf of the District. The insurance coverage would be for all above-ground improvements and for 1,000 feet of water main from the hydro-pneumatic tank at each of the well sites. A quotation on annual cost to the District for this policy will be forthcoming.

Mr. Finkbeiner pointed out that during the last power outage affecting the District, the diesel generator ran for approx. 13 hours. In an effort to maintain sufficient fuel supply for the generator, he requested a fuel drop from Pilot Thomas Logistics who topped off the 55-gallon tank. In addition, Mr. Finkbeiner indicated that he had purchased a 5-gallon Gerry can and filled it with **diesel fuel for future emergency**. A motion was made by Jim Langley, and seconded by John Camphouse, authorizing Mr. Finkbeiner to make these purchases on behalf of the District. The Directors voted approval of the purchase by the General Manager

2. Secretary's Report

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

* Recorded Expenses since last meeting

05-14-20 / 04-10-20

SCE (2606 Glenbrook Well)

\$ 770 / \$ 470

05-18-20 / 04-17-20

SCE (2799 Carol Well)

\$ 1,363 / \$ 694

[03-24-2020	<u>Inyo County Auditor's Office</u> ... <i>refund deposit</i> from JPIA/ACWA RPA Liability Insurance	\$ 589.12]
03-24-2020	<u>Dean's Plumbing</u> ... repair of service lateral at 2764 Carol Lane (Smith/Stange)	\$ 393.92
04-06-2020	<u>Frontier Communications</u> ... special access line (Glenbrook / Carol sites)	\$ 45.83
	<u>Frontier Communications</u> ... telephone business line (Barlow-Glenbrook)	\$ 45.66
04-30-2020	<u>The Fed-Up Store</u> ... water samples (Title 22 – all 3 wells) to BSK Labs (Fresno, CA)	\$ 257.33
04-30-2020	<u>Frontier Communications</u> ... special access line (Glenbrook / Carol sites)	\$ 45.83
	<u>Frontier Communications</u> ... telephone business line (Barlow-Glenbrook)	\$ 44.78
[05-07-20	<u>State Comp Insurance Fund</u> ... <i>Premium Refund</i>	\$ 15.43]
05-13-20	Fred Finkbeiner ... emergency supplies (generator at Barlow site)	\$ 72.27
	True Value: Gerry gas can; Dino Gas: diesel for generator	
05-18-20	<u>Bishop Creek Water Association</u> ... water assessment fee (surface/groundwater)	\$ 40.00

3. **Petty Cash Fund** ... reimbursement for expenses paid out since the March meeting. \$ 76.13
05-01-20 Office Depot ... 6 X 9 envelopes (for mailing of Annual Report); case of printer paper

A motion was made by John Camphouse, seconded by John Beischel, to accept the Secretary's request for reimbursement of the listed expenditure. The Directors passed the motion with a unanimous 'aye' vote.

4. **Status of Annual Fees** ...

<u># of Checks</u>	<u>Date submitted to County</u>	<u>Water Service</u>	<u>Capital Replacement</u>	<u>Total Amount</u>
223		\$ 85,787.76	\$ 23,865.00	\$ 109,652.76

The Secretary explained that the Status of Annual Fees remains the same as previously stated in the March Minutes, but is still listed on the Agenda pending receipt of payments from the delinquent accounts.

5. **Budget for 2020 – 2021**

The Manager reported that last year's Budget for 2019-2020 could also stand as the **Budget for 2020 – 2021**. The only changes made in the 2019 budget were:

- * Funds from Contingencies to Professional Services (Object Code # 5265) needed to cover additional laboratory fees for testing of the District's water;
- * In addition, Mr. Kingsbury recommended that the employees be given a raise equal to the current CPI of 3%. After some consideration, it was agreed that the General Manager, Fred Finkbeiner and Secretary, Diane Finkbeiner each receive a 3% increase in salary for the Fiscal Year 2020/2021, effective June 14, 2020 with payment made on July 31st. The 3% increase will result in an annual increase of \$ 628 (for a total of \$ 21,556) for Fred Finkbeiner, General Manager. The 3% increase will result in an annual increase of \$ 314 (for a total of \$ 10,778) for Diane Finkbeiner, Secretary.

A motion was made by John Camphouse and seconded by Jim Langley to approve the **Budget for 2020–2021** as discussed, reflecting the salary increases for both employees. The motion was passed with a unanimous 'aye' vote. The Secretary was directed to submit the Budget as 'Final' to the Auditor's Office.

6. **Matters for Approval**

* **2019 Annual Report / 2019 Consumer Confidence Report / 2020 Letter to Customers**

The Manager asked if all the directors had read the 2019 Annual Report, and if there were any corrections or additions to be made. Mr. Beischel pointed out a couple of typographic errors that the Secretary would address. The Manager asked for any changes or comments to the 2019 CCR and the 2020 Customer Letter. Other than one minor typo error and some questions of clarification, the following motions were made to accept the reports as submitted:

2019 Annual Report ... motion by John Camphouse, seconded by John Beischel

2019 Consumer Confidence Report ... motion by John Beischel, seconded by Jim Langley

2020 Customer letter ... motion by Jim Langley, seconded by John Beischel

The Board proceeded to vote their approval of all three reports. The Secretary was directed to have copies made at Community Printing and mailed out to customers.

5. **Correspondence**

- * 04-06-20 The Manager shared an Executive Order received from the State of California providing directives for scheduling Board of Directors' meetings, handling of delinquent accounts, and in general, guidance with regard to issues resulting from the coronavirus pandemic.

- * 04-16-20 Water Quality Monitoring Frequency Schedule ... Mr. Finkbeiner remarked that the State Drinking Water Program (under the direction of the Department of Water Resources) has been changed and updated with regard to the frequency of monitoring water quality ... effective from January 2020 to December 2028. He reported that he is working closely with the State Engineer to ensure that the District stays current with all testing requirements.
- * 04-17-20 Emergency Notification Plan 2020 ... the Manager reported that a current Emergency Notification Plan with contact information had been completed and sent to the State Water Resources Control Board.
- * 04-17-20 Electronic Annual Report ... the District received confirmation of acceptance of the EAR.
- * 05-05-20 Notice to County Clerk of Elective Offices to be filled. The Secretary advised the Directors of the upcoming election on November 3rd. Three District Directors will be up for election of 4-year terms ...
John Beischel, Bruce Kingsbury and Jim Langley.
Further information and Forms for completion will be sent in the next few months.

At 7:50 p.m. a motion was made by John Camphouse, 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, July 20, 2020 The time (7 p.m.) will remain the same, with the meeting place to be decided.

