

**SIERRA HIGHLANDS COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS' MEETING**  
Monday, November 16, 2020

**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 Camhouse, Bruce Kingsbury, Jim Langley and 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, in the Inyo Register newspaper 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 September 21<sup>th</sup> meeting. He called for any changes and/or corrections to Minutes of the previous meeting. Mr. Camhouse indicated that on page 2, section # 6 the record should read ... 'follow up with JPIA representatives regarding their Property Insurance Program has been handled by Mr. Finkbeiner and continues to be handled by him'. A motion was made by John Camhouse, seconded by Jim Langley, to accept the September Minutes with the change in wording as suggested. The Directors were unanimously in favor of the motion.

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A scheduled presentation by Eric Rose on property at 2803 Carol Lane was postponed when his connection to the Zoom meeting failed. Other arrangements will be made for Mr. Rose to have a discussion with the Directors. However, he had submitted proposed concepts beforehand of the driveway that would

encumber the District's property. As the meeting progressed, there was no discussion by the Directors regarding Mr. Rose's proposal.

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**OLD BUSINESS:**

1. **Delinquent Accounts** ... Board action required after 4 months of non-payment

The Manager reported that there are 4 outstanding delinquent accounts:

Charles Goede, 2744 Sierra Vista Way;  
Ray Stewart, 2621 Glenbrook Way;  
Richard Ferber, 2644 Glenbrook Way;  
Martha Blain, 2678 Irene Way (NSF Check returned from Inyo County Treasurer)

Understanding the situation concerning Mrs. Blain and the rejected check, Randy Van Tassell volunteered to meet with Mrs. Blain and provide her with any assistance that would be helpful in resolving the payment issue.

The Directors indicated that they wish to proceed with the placement of a lien onto County Tax Rolls against the three delinquent properties. The General Manager recommended that Certified Letters should go to each of those same residents after which, if response is not received, a notice will be placed on their front doors. A list of the delinquent properties, accompanied by the corresponding totals owed, will be forwarded to the Inyo County Treasurer's office for processing.

The Directors agreed that with only a delinquent late fee for the Bhatka residence at 807 Sarah Lane, late fees will continue to be added to monthly billing statements. Total owed will be added to the billing statement for the next fiscal year.

**NEW BUSINESS:**

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

**\* Status of System Operation:**

1. System Operations ... Mr. Finkbeiner related 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. The Manager reported that he had participated in a virtual workshop **'Water System Partnerships'** sponsored by the CA Regional Water Quality Control Board on October 22 (from 8 a.m. to 12 noon). Focus was on the advantages of establishing partnerships between rural water systems. The Manager indicated that he was disappointed in the workshop in as much the host was unfamiliar with the challenges associated in the Bishop area. Unfortunately, unrealistic proposals were set forth for combining separate water districts. The Manager stated that he did not participate in the second day of the workshop.

3. The Board was advised of the fact that both the Barlow and Carol facilities had been winterized.

4. The District received a quotation from the **ACWA/JPIA for property insurance** along with a resolution form detailing acceptance measures to be taken in order to attain approval in the program. There was discussion among the Directors regarding participation in the JPIA Insurance Program. Randy Van Tassall made a motion to proceed with **Resolution 20-01** acknowledging the Board's agreement to abide by the Insurance Program requirements. A second had been made by Jim Langley. The Resolution was passed with a unanimous vote by all Directors present.

Note: John Camphouse who was present at the start of the meeting, but lost his Zoom connection prior to the vote. The Manager confirmed that the Resolution would be faxed to JPIA first thing in the morning to begin the process of generating an invoice ... with beginning of the service being contingent receipt of payment from the District.

5. The Manager shared that he had responded to a survey from the CA Water Resources Control Board regarding "Water System Financial Impact" on the District owing to COVID-19. The comprehensive survey included District expenses as well as revenues during the years 2019 and 2020 through October. In the Survey, the General Manager reported that the District had experienced no monetary impacts resulting from the COVID-19 pandemic.

6. Kendall Engineering has recently let the Manager know that he will soon be available to address replacement of line valves within the District. Previously committed to another project that has been completed, Mr Weisenberg will be free to proceed with the District's project some time in December. A motion was made by John Beischel, seconded by Jim Langley to retain Mr. Weisenberg to proceed with replacement of the line valves. The motion was carried unanimously by the Directors.

2. Secretary's Report ... the following report was presented

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

\* Recorded Expenses since last meeting:

11-09-20 / 10-12-20	<u>SCE</u> (2606 Glenbrook
Well) \$ 548 / \$ 1,090	
10-19-20 / 09-18-20	<u>SCE</u> (2799 Carol
Well) \$ 2,057 / \$ 2,558	

As advance notice for the Directors, the Secretary reported that revenue for the months of September and October had been detailed in the Agenda. In addition, the Directors received, prior to the meeting, a copy of the Account Director's report for the month of October.

09-29-20 Frontier Communications ... special access line  
(Glenbrook / Carol sites) \$ 45.83

Frontier Communications ... telephone business line  
(Barlow-Glenbrook) \$ 44.72

10-02-20 ACWA / Joint Powers Insurance Agency ...  
Premium for 10-01-2020 to 2021 Policy Year \$ 3,540.00

10-05-20 State Water Resources Control Board ... Water  
System Enforcement Fees Invoice \$ 462.50

10-05-20 State Compensation Insurance Fund ... Premium on  
account \$ 392.00

10-28-20 Frontier Communications ... special access line  
(Glenbrook/Carol sites) \$ 45.90

10-28-20 Frontier Communications ... telephone business line  
(Barlow-Glenbrook) \$ 44.93

3. **Petty Cash Fund** ... no expenditures paid out of the Petty Cash since the September meeting.

The Secretary reported that there had been no monies withdrawn from Petty Cash in the past several months. The Total in the Fund remains at \$200.

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

<u># of Checks</u>	<u>Date Submitted to County</u>	<u>Water Service</u>	<u>Capital Replacement</u>	<u>Total Amount</u>
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
27	07-15-2020	\$ 11,552.00	\$ 2,997.00	\$ 14,549.00
19	07-24-2020	\$ 7,809.00	\$ 2,220.00	\$ 10,029.00
14	08-04-2020	\$ 5,542.00	\$ 1,554.00	\$ 7,096.00
13	08-11-2020	\$ 5,074.00	\$ 1,332.00	\$ 6,406.00
13	08-19-2020	\$ 4,542.00	\$ 1,332.00	\$ 5,874.00
30	08-31-2020	\$ 11,676.00	\$ 3,219.00	\$ 14,895.00
06	09-03-2020	\$ 2,178.00	\$ 666.00	\$ 2,844.00
09	09-16-2020	\$ 3,570.70	\$ 999.00	\$ 4,569.70
04	09-23-2020	\$ 1,708.90	\$ 444.00	\$ 2,152.90
04	10-05-2020	\$ 1,098.80	\$ 333.00	\$ 1,431.80
04	10-10-2020	\$ 1,311.10	\$ 333.00	\$ 1,644.10
04	10-20-2020	\$ 805.63	\$ 333.00	\$ 1,138.63
<u>04</u>	11-02-2020	<u>\$ 1,448.43</u>	<u>\$ 333.00</u>	<u>\$</u>
1,781.43				
220		\$ 84,461.56	\$ 23,643.00	\$ 108,104.56
- 01 (NSF)	11-11-2020	\$ - 600.04	\$ - 111.00	\$ - 711.04
<b>219</b>	<b>AS OF: 11-12-2020</b>	<b>\$ 83,861.52</b>	<b>\$ 23,532.00</b>	<b>\$ 107,393.52</b>

5. **Correspondence** ... Request from JPIA for **Actual Payroll Information**

The Secretary indicated that she had responded to a request from JPIA for Actual Payroll Information ranging from 10-01-19 to 09-30-2020. Figures were calculated and returned via FAX. In previous years, requests from JPIA had been for the submission of an 'estimated payroll' prior to the confirmation of 'actual' payroll totals.

6. Board Approval

The Manager requested that the Board consider reimbursement for costs associated with the purchase of an external hard drive needed for transfer of District files. The intent of the transfer is to provide a more secure encasement for storage of and access to District's information. A motion approving reimbursement was made by Randy Van Tassell, seconded by John Beischel, with Directors present all in favor. The Manager reported that the Secretary's CPU will be delivered to **Schat.Net** to begin the transfer process.

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Diane Finkbeiner,

SHCSD Secretary

\* Reminder: Next Regularly Scheduled Meeting ... Monday, January 18, 2021



