

SIERRA HIGHLANDS COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING

Monday, November 15, 2021

MINUTES

NOTICE: Board Members and Staff will be meeting this month in the Conference Room of Van Tassell & Paegel Accounting Offices at 119 MacIver Street (*in downtown Bishop*). If you wish to participate in the meeting, please contact the District Secretary at (760) 873-4302 so your name can be included in the Meeting Agenda.

- * Meeting was called to order at 7:10 p.m. by Board of Directors' President, James Langley
- * Directors Present: John Beischel, Bruce Kingsbury, Jim Langley, Randy Van Tassell
- * Director Absent: John Camphouse
- * Also Attending: General Manager, Fred Finkbeiner and Secretary, Diane Finkbeiner
- * Guest (Interview): Duane Buchholz

A motion was made by Bruce Kingsbury to approve Board Minutes of the October 04, 2021 meeting as submitted. Randy Van Tassell seconded the motion, followed by unanimous votes of acceptance from the Directors present.

OLD BUSINESS:

1. Proposed improvements at Carol Lane.

Proposed replacement of 35 year-old Tank at the Carol site was discussed further:

* Mr. Finkbeiner reported that further research into salvaging the existing tank (*by removing accumulated sand and conducting an ultrasound of the tank*) would result in cost approaching an estimated \$15,000. Included in an evaluation of the current tank would be: *contracting for a State Licensed Contractor familiar with tank rehabilitation, plus input from a *State Inspector and a *Welding Contractor (*one certified to modify pressure vessels*), *Hydro-static testing, as well as *Re-certification of the tank by the State. Also a possibility, the State could require removal and subsequent re-application for an AWWA-approved lining suitable for potable water storage.

* The Manager contacted **Tiger Tank** (Bakersfield) who provided an estimate of \$30,000 to \$35,000 for a new tank delivered to the well site. Considering the overall involvement of securing safe and reliable equipment in the long-run, Mr. Finkbeiner proposed the Directors consider a tank having the same dimensions as the current tank thereby eliminating the need for an Environmental Impact Report (EIR). Assurances have been given by the Inyo County Planning Department that if no major changes are made to the site, a negative declaration could be used to satisfy an EIR.

After some discussion, a motion was made by John Beischel, seconded by Bruce Kingsbury to confirm a contract with **Tiger Tank** for the fabrication and delivery of a new tank. The Manager indicated that new footings would have to be installed suitable to accommodate seismic loads/stamped by a Registered Engineer. In addition, a lay-out will need to be submitted to Inyo County Public Works for a 'building permit'. The Manager indicated that those items requiring a professional stamp will be contracted to Tim Rudolph, engineer. A written proposal will be requested from Mr. Rudolph for his fees.

2. Account Director's Report ... Reconciliation

At the previous meeting, Mr. Van Tassell brought attention to page 1 of the October Account Director's Report. Namely, with only less than 10 accounts still out-standing, a show of \$ 6,265.00 that had yet to be collected did not match District records.

As suggested, Mr. Finkbeiner reported that contact had been made with Christie Martindale at the Inyo County Auditor's office. Ms. Martindale explained that the submitted deposit (correctly labeled 'Fiscal Year 2021-2022') was credited in error to last year's Budget (Fiscal 2020-2021). A total of \$ 5,290 was, therefore, not listed in the District's current year's Budget. Mr. Van Tassell explained that in order to cover designated expenses the money needs to be reflected in this year's Budget. He will reach out to Ms. Martindale in an effort to reconcile this issue.

NEW BUSINESS:

* **Interview Candidate** to replace outgoing Director, Jim Langley

Mr. Duane Buchholz attended the evening's meeting, as a potential candidate to fill the Director position currently occupied by Jim Langley. Mr. Buchholz, at the request of the Board, provided a detailed oral resume of his experiences with the Los Angeles Dept. of Water & Power. Mr. Buchholz has vast experience in the water industry. He was in charge of all DWP operations associated with the water system in the Owens Valley for 11 years. He became familiar with all of the different agencies, as well as the various top administrators, during his 11 years as Northern District Engineer. Mr. Buchholz transferred to Los Angeles where he received a promotion to principal engineer in charge of design. He oversaw major projects including installation of major pipe lines, reservoirs, dams, storage tanks, and all other projects associated with water delivery to customers in Los Angeles.

After much discussion, a motion was made by John Beischel and seconded by Randy Van Tassell to appoint Mr. Buchholz to the position of Director. The motion passed with unanimous approval to appointment of Mr. Buchholz to the SHCSD Board of Directors. After expressing appreciation to the Board for the vote of endorsement, Mr. Buchholz remained for the duration of the meeting.

An 'Oath of Allegiance' had been prepared in advance and will to be administered to Mr. Buchholz and signed by him at the end of the night's meeting. At the signing of that Oath, Mr. Buchholz will be duly authorized to take part in all financial and administrative decisions conducted by the Board.

1. Operations Report from General Manager, Fred Finkbeiner

Status of System Operation:

* **System Operations:** The General Manager reported that the System continues to function normally with automatic lead/lag operation in effect ... alternating between the pumps at the Carol Lane and Barlow/Glenbrook well sites.

* **10-14-21 Virtual Workshop (State Dept. of Water Resources):**

Entitled 'Partnering Small Water Districts'

The Manager reported that he attended a virtual workshop sponsored by the State Dept. of Water Resources to pursue possibilities of partnering with other water districts.

During the workshop, information was given on a State-sponsored program, referred to as **Cal-Warren**, that operates as a mutual-aid project. Afterward, the Manager reached out to Kelly Williams, the Inyo Co. Emergency Manager for more information and for documents associated with obtaining membership. She remarked that a Board motion must be made in order to include the District in the program, and that the approved motion must be signed off by a Director. Lastly, a 'Point-Person' would have to be nominated ... specifically, someone who would act with full authority on behalf of the District.

After weighing the pros and cons of taking part in this Cal-Warren co-operative organization, a motion was made by Randy Van Tassell for the District to become a part of the program. Mr. Van Tassell added the nomination of General Manager, Fred Finkbeiner as Point-Person who would act with full authority on behalf of the District. Bruce Kingsbury seconded the motion with a vote of approval made by each Director present.

* 10-16-21 **Stand-by Generator** ... maintenance by Scott Nostrant

The Manager indicated that the generator (Barlow/Glenbrook site) was in need of routine maintenance and servicing. After being contacted by Director John Beischel, Scott Nostrant, a diesel mechanic, visited the site. He both inspected and then serviced the engine (*fixing a leaking issue, making a fuel filter change, as well as replacing oil and an oil filter*).

* 10-22-21 Mr. Finkbeiner extended his appreciation to John Beischel for helping to replace packing on the No. Barlow Pump, and his assistance with the process of winterizing exposed piping vulnerable to the cold weather ahead.

* 11-05-21 **Berger Electric** ... analyze and repair Automatic Diesel Transfer Switch

The District experienced a recent power outage during which the Diesel Engine at the Barlow site failed to start automatically. Scott Berger (Berger Electric) was requested to make a site visit and analyze the reason for the diesel failure. The cause was determined to be low amperage output of the diesel battery and that the battery in question needed to be replaced. The Manager purchased the recommended battery from Napa Auto Parts. After installation, a simulated outage test was conducted with the Diesel successfully responding as designed.

* **Stand-by Power Generation** provided by California

The Manager on behalf of the District applied for participation in the State of California 'Emergency Power Generation for Rural Water Districts'. A communication was later received, that since the District is not disadvantaged, it could not participate in the program.

* **Reconciliation of Water Quality Sampling**

It was brought to the District's attention that results of a contaminate had not been reported during the latest rounds of water testing. The contaminate ***Pentachlorophenol*** is a synthetic organic contaminate that was specifically scheduled for testing. Mr. Finkbeiner placed a call to BSK Laboratory explaining the problem. BSK did a follow up and located a reporting error at their end. Notification of the results went directly to the State for correction to our District records. The General Manager commented that had the matter **not** been followed up on, the District would have received a citation for failure to report.

* **Water Treatment Operator's License**

The Manager reported that the following licenses have been renewed:

Water Treatment Plant Operator
Water Distribution Operator and
Professional Engineering License

* **New District Engineer**

Mr. Finkbeiner reported that there is a new District Engineer with the Department of Water Resources in the San Bernardino office. His name is Wei Chang and he will be overseeing all water quality issues in the San Bernardino District.

2. Secretary's Report ... Account Director's Report ... District Financial Status (October 2021)* Recorded Expenses since last meeting:

11-08-21 / 10-08-21	SCE (2606 Glenbrook Well)	\$ 686 / \$ 1,265
10-22-21 / 09-20-21	SCE (2799 Carol Well)	\$ 2,149 / \$ 2,661
10-08-21	State Comp Insurance Fund ... Premium on Account (10-01-21 to 01-01-2022)	\$ 424.00
10-14-21	Napa Auto Parts ... replace battery in Diesel Stand-by Generator (reimburse G.M.)	\$ 185.86
10-14-21	Immense Impact, LLC ... annual subscription – District's Website	\$ 417.45
10-22-21	Underground Service Alert (Dig Alert) ... Deposit held on Account	\$ 100.00
	ACWA ... 2022 Annual Agency Dues	\$ 2,012.68
10-25-21	ACWA Joint Powers Insurance Agency ... Deposit Premium (10-01-2021-2022) Policy Year	\$ 3,415.00
10-26-21	Amazon ... Multipurpose Copy/Printer paper (3 reams)	\$ 19.92
10-29-21	Western NV Supply ... 2 X 100 Black 10 mil Pipe Tape (winterize at Barlow site)	\$ 43.26
11-02-21	Frontier Communications ... special access line (Glenbrook / Carol sites)	\$ 46.25
	Frontier Communications ... telephone business line (Barlow – Glenbrook)	\$ 48.14
11-05-21	Berger Electric ... auto-start generator circuit. Install new battery. Systems tested	\$ 250.00
11-12-21	State Comp Insurance Fund ... FINAL Audit Statement – 2020	\$ 73.73

As a matter of interest, the Secretary mentioned that the 17th payment (\$ 10,748) on the District's loan had been submitted to the County Treasurer. She indicated that there are now only 3 payments remaining ... the last one being in September of 2022.

3. Petty Cash Fund ... Expenditures since the last (October) meeting ... \$ 34.31

10-21-21	High Country Lumber ... heavy-weight bag plastic bags for winterizing pipe line (Barlow site)	\$ 14.39
	Mr. Finkbeiner explained that the heavy-weight bags were added protection for the Barlow well pipes during inclement weather in the next months.	
10-26-21	Amazon ... One set of Multipurpose Copy / Printer paper (3 reams of 800 sheets) ... The Secretary indicated that the price was a good one + no delivery charge	\$ 19.92

A motion was made by Randy Van Tassell to approve the submitted expenses, with a second by John Beischel. The motion was carried with approval given by all Directors present to reimburse the 'Petty Cash Fund'.

4. Delinquent Accounts (Fiscal Year 2021 – 2022)

10-04-21	* Full payment was received from 3 customers. (Fant /Williamson), Lehr, Rancho Costalotta)
11-05-21	* November Billing Statements were updated and sent to 2 remaining accounts. (Blain, Ferber)
11-05-21	* Notification was received from the Auditor's office that the delinquency account for 2664 Glenbrook (Ferber) has been added to the <u>Inyo County Tax Roll</u> in amount of: \$1,124.68. The Secretary noted that the above total (2664 Glenbrook) is for two years of non-payment.

5. Current Status of Fees for Fiscal Year 2021 – 2022

# of Checks	Date Submitted to County	Water Service	Capital Replacement	Total Amount
219	11-15-2021	\$ 84,446.10	\$ 23,865.00	\$ 108,311.10
* [10	07-19-2021	\$ 4,291.00	\$ 999.00	\$ 5,290.00]

* Error: Submitted Deposit placed the 2020 – 2021 Fiscal Year Budget**6. Correspondence**

10-30-21	State Compensation Insurance Fund ... Audit Summary (07-01-2020 to 07-01-2021)
10-26-21	'Sexual Harassment Prevention' ... (Live Webinar sponsored by JPIA)
Mr. Finkbeiner reported that he, along with John Beischel, had attended an instruction-led virtual workshop.	

7. **JPIA Conference** (Pasadena, CA) ... Board of Directors' Meeting / Monday, Nov. 29, 2021
* Approval for coverage of expenses ... mileage, hotel, per diem, etc.

The Manager reported that he had participated virtually in the past 3 JPIA Board of Directors' meetings. An inquiry to JPIA indicated that there would be no virtual participation for the November Meeting and in-person attendance would be mandatory. The manager indicated that he had signed up for only the Board of Directors meeting, but not the ACWA Conference. A motion was made by John Beischel, seconded by Bruce Kingsbury to approve Mr. Finkbeiner's participation in the JPIA Board of Directors' meeting in Pasadena on Monday, Nov. 29th. Approval was given for all meeting expenses be covered, including hotel, mileage and per diem at the Inyo County rate.

At the end of meeting and conclusion of District business, Jim Langley presented the Board with his Letter of Resignation to be effective as of today's date. The Board reluctantly accepted the Letter and remarked on the many years of dedicated service (20+) that Mr. Langley been acting as a Board Director to the Sierra Highlands District. He was wished well in his new location in Arizona. In keeping with Board practice, Vice President, John Camphouse will take over as President of the Board.

Upon receiving the Letter of Resignation, the Secretary administered the **Oath of Office** to Duane Buchholz, effective November 16, 2021. The Oath of Office document plus Mr. Langley's Letter of resignation will be forwarded to Danielle Sexton, County Recorder. In addition, notification of Mr. Buchholz's appointment will be forwarded to all other concerned agencies: Dept. of Water Resources, Inyo County Auditor's office, State Compensation Insurance Fund, JPIA and ACWA.

With District business completed, and with agreement by the Directors present, Mr. Langley adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Diane Finkbeiner
SHCSD Secretary

* **Reminder:** **Next Regularly Scheduled Meeting ... Monday, January 17, 2022**
(Martin Luther King Day)

