

Ponderosa Community Services District

Minutes of meeting
January 8, 2015

Present:

Directors: D. Doty, C. Marchant, M. Moroney, B. Benton

Staff: J. Robertson, J. Landers

Absent staff: T. Griesbach, D. Robertson

Guest: B. Arnold

The meeting was called to order at 12:35 pm followed by the flag salute. Mr. Doty welcomed our guest.

Public Comments:

None

President comments

There is a new State fee that PCSD must pay as a small water provider. Due to this unforeseen expense, there is no money in the current budget to send the Board Secretary to the training conference this year. There will still be no meeting in February as there will be no quorum of directors available.

Communication:

PCSD has received letter from Tulare County probation. Mr. Lowry has been ordered to pay \$4500.00 restitution to the PCSD for illegal water usage through a connection that bypassed his water meter. Payment will come through the probation department.

It was moved, seconded and passed unanimously to deposit the restitution monies into the 735 capital improvement fund.

Acceptance of Minutes from previous meeting(s)

Clarification that there will not be a meeting in February.

Having been reviewed, there was a motion to accept the minutes as clarified. The motion was seconded and passed unanimously.

Water Manager Report

WM not present to give report (doctor's appointment)

Met with the water coordinator.

There was a leak on Tamarack that has been resolved.

The bleeder valves are on.

Water Coordinator's Report:

Propane tank at Summit is full, connected and operating

Summit loop still on old pump, need electrical connected to new pump

Propane tank at PCSD Aspen building is full; suggest a shed to cover the tank

Due to pending surgery, the WM will be unable to fulfill regular duties for 2 week minimum.

Mr. Doty moved to suspend salary while WM unable to fulfill duties. There was a brief discussion. The motion died for lack of a second.

In the following discussion, there was a suggestion to pay WM salary to J. Parminter for the duration of the time he would be covering the duties of the WM. No action proposed.

It was then moved by M. Moroney to continue paying the WM his regular salary and pay J. Parminter his regular hourly fee for any work he performed while the WM was unavailable. The motion was seconded and passed unanimously.

The issue will be revisited if the WM remains unavailable for a significant period of time.

Staff Reports:**Secretary**

Both the Agenda and packet posted to website on Monday Jan 5 at 8:10 am PST.

Contacted 4Creeks/USDA/attorney about scheduling of 11-month inspection and failure of MOV valve. Working on scheduling 11-month inspection for water system improvement project. Substantial completion was Feb 13, 2014...final completion by Resolution 2014-98-A on April 10, 2014. Still in process...

The refund to Bozanich is \$112.08, provided information to treasurer.

Working on writing of resolutions for treasurer, telephone consultation with M. Towfiq.

Met at Union Bank to update signatory cards for accounts.

Updated website.

Free ethics training – online through CSDA, emailed to Bentons.
Ethics training offered in Lindsay on Feb 6 - \$75.00 fee.

General Manager

Not present – having car trouble

Met with treasurer to sign the 735 signatory change forms

Financial Coordinator

Nothing to add

Treasurer's Report:

The annual audit report has been completed and provided to the district by D. Hylton

On the Exec summary – under year to date income, we have not yet received assessment payments from Tulare Co tax collector

Regarding invoices that have been determined to be capital improvements. There is not enough money in the 735 operating budget to pay these. However there is money available in the USDA reserves. Lisa Butler has been contacted and agreed that the board may access those funds to pay recent capital improvement expenses. These funds must be transferred by resolution.

It was moved by D. Doty and seconded to accept Resolution 2014-109-A, authorizing the PCSD treasurer to submit a transfer authorization to the County of Tulare for \$11,466.00 to be taken from 735 – USDA Capital Improvement (Cash) Reserves and transferred to the 735 Capital Improvement operating fund. The following list of expenses will be paid with these monies. The motion carried unanimously.

Exhibit A

Gail Lack	Summit Pump parts	7/21/2014	\$ 1,255.02
Wiesenberger's Ace Hardware	Summit Pump parts	7/21/2014	\$ 576.43
Tony Nasca	Griggs gas line Summit	9/19/2014	\$ 45.00
Troy Kellerhals	Griggs gas line Summit	9/19/2014	\$ 40.50
JM Parminter	Water line Tamarack / Holby switch	9/19/2014	\$ 402.50
McCormick, Kabot, Jenner & Lew	4 creeks settlement	10/9/2014	\$ 4,490.80
HD Supply	Water Meters		\$ 1,223.56
Jack Griggs	Tank set new service		\$ 538.98
Wiesenberger's Ace Hardware	Summit Pump parts		\$ 543.30
Bill Benton	Summit Generator		\$ 2,349.00

Another resolution is required to pay for the installation of water meters by Water Manager, D. Robertson. It was moved by D. Doty and seconded to accept resolution 2014-110-A, authorizing the PCSD treasurer to submit a payment authorization to the County of Tulare for the above referenced labor charges to be paid from fund 735 (capital improvement), upon confirmation that installation of all 10 meters is complete. The motion carried unanimously.

In this list of items to be paid through the 735 capital improvement fund is a charge for the new generator at Summit tank. This generator was purchased by Director William Benton, for \$2349.00, on his personal credit card. The board will reimburse Mr. Benton for this purchase. It was moved by M. Moroney to accept resolution 2014-111-A authorizing the PCSD treasurer to submit a payment authorization to the County of Tulare for the above referenced reimbursement to be paid from fund 735 (capital improvement). The motion carried by the following roll call vote.

M. Moroney – aye
D. Doty – aye
C. Marchant – aye
W. Benton – abstain

Another resolution is needed in order to pay Jim Parminter for the generator installation labor. It was moved by W. Benton and seconded to accept resolution 2014-112-A authorizing the PCSD treasurer to submit a payment authorization to the County of Tulare for the above referenced labor charges to be paid from fund 735 (capital improvement). The motion carried unanimously.

The treasurer pointed out, that because of the unanticipated payment to 4 Creeks, that even with the transfer of USDA reserve funds, there is not enough money in the 735 operating budget to pay the approved labor expenses for D. Robertson and J. Parminter. Ms. Landers will check with USDA to see if the short term asset reserve funds could be accessed in order to pay these labor expenses.

The board considered a resolution to transfer the 735 USDA short term asset reserves to the 735 operation budget. It was moved and seconded to accept resolution 2014-113-A authorizing the treasurer to submit a transfer authorization to the County of Tulare for \$4,383.75 to be taken from 735 – USDA Short Term Asset (Cash) Reserves and transferred to the 735 Capital Improvement operating fund (upon approval from the USDA). It was further stipulated that this resolution should be voided if there was no USDA approval. The motion carried unanimously.

Note: Following the meeting, the treasurer called the secretary to explain that labor cannot be considered a short term asset. Resolution 2014-113-A is voided. The USDA short term asset reserve remains as originally budgeted.

It was moved, seconded and passed unanimously to accept the treasure's report as presented.

Snow Coordinator: had some snow, about 24 inches total

Snow Monitor's Report

Not present to report

PPOA Liaison

Forest Service Liaison

Rick Stevens is no longer in this area

Director's Comments:

None

Unfinished Business:

Ongoing items

- PCSD building maintenance
 1. Replace portions of fascia boards
 2. Paint building
 3. New roof—with additional roof over fire truck door
- Update water ordinance 99W
The Directors will review and discuss suggestions for amendments/revisions/deletions of items on select number of pages.

Carry forward

New Business

None

The meeting was adjourned at 2:05 pm

There will be no meeting in February 2015.

The date for the next regular Board meeting will be **Thursday March 12, 2015** at 12:30 p.m. in the District Building.

Minutes prepared by Jennifer Robertson/Board Secretary