

Ponderosa Community Services District

Minutes of meeting
October 11, 2007

Present:

Directors: A. Kracik, J. Kracik, L. Bailey

Staff: J. Robertson

Absent: P. Cohen, B. Dolmovic, M. Towfiq, D. Robertson

Guests: Bill and Cherie Benton

The meeting was called to order at 9:05 a.m., following the flag salute. Mrs. Kracik welcomed our guests.

It was moved, seconded and passed to accept the minutes of the September 13, 2007 regular meeting as amended. Mrs. Bailey read her notes from the September 22, 2007 Special meeting; it was moved seconded and passed to accept the notes as presented. Mrs. Robertson will submit a written report based on the notes provided by Mrs. Bailey.

Frank Schlitz came for a moment to inform the Water Manger that the 2 inch valve to turn off the pressure tank is broken; since the WM was not available the Water Coordinator spoke with FS. The valve stem is broken off and the valve cannot be shut off. The tank needs to be drained so a new valve can be installed before anymore work can be done on Holby conversion project. Mr. Kracik left for a moment, FS has a part that can be used to repair the broken valve, he was authorized to use the part in order for work at Holby to continue.

While Mr. Kracik had stepped out Mrs. Bailey reported that she has requested Margaret Jewett and Cherie Benton to join her on a committee for the purpose of writing grant proposals. She would like them to lend their expertise in writing. Furthermore she has learned that Joann Perry's daughter is a grant writer and would like to ask her if she will review any grant proposals the committee comes up with. Dave Warner from the County has promised to provide Mrs. Bailey with names of grant people, and she has obtained a copy of *Grant Writing for Dummies*.

Public Comments:

None

Communication:

County Tax Collector – letter saying the interest payment to us will be delayed

Oct. 2 HHSa notice that the PCSD did not seem to have a licensed operator, if this is a mistake please send proof. Mr. Kracik faxed a copy of David Robertson's D1 Operator certificate.

Grant information – passed to Linda Bailey

Water test result – passed

Tulare County election office – notice that no candidates filed for 2 of the terms of office that expire in December 2007. Office is asking if the current office holder wishes to be reappointed, or if someone else desires position, to please send notice to County by October 29, 2007.

Water News

Dennis Hylton – PCSD auditor sent a letter about annual audit

President's Comments:

Mr. Cohen sent an email to be read into the record. Mrs. Robertson read excerpts of the email. The original email will be forwarded to all Board members. In the email 'letter to the Board' Mr. Cohen informed the Board he had directed Mrs. Robertson to have the PCSD mail forwarded to her PO Box in Springville. After some discussion, it was decided this was not the best course of action. Instead, Mr. Kracik would continue to collect the mail. A box would be placed on the desk in the PCSD office, Mr. Kracik will place any mail for the Secretary and/or Water Manger in that box – to be checked regularly by Mr. Robertson, and keep any mail/bills directed to the Treasurer/Financial Manager.

Public Comments:

None

Staff Reports:

Water Manager – David Robertson was unable to attend today's meeting he sent a brief report to be read.

| | | |
|-----------------|-------------|-------------|
| September usage | <u>2007</u> | <u>2006</u> |
| Gallons/month | 356,660 | 755,620 |
| Gallons/day | 12,298 | 24,374 |

Holby and Fawn keeping up with usage.

Sept 6 – look for water line at end of Silvertip

9 – used Bobcat to dig up end of Silvertip, found 2 inch plastic line. The line broke during excavation, it was repaired

11 – installed 2 inch valve, installed cover and plate

13 – monthly sample to Porterville Lab

29 – met with representatives from Health Dept., they inspected all buildings and well sites and gave OK.

F. Schlitz and I use line tracer to find all water lines at Holby well and storage site. Dug up and exposed lines. McGregor welding came up and welded 2 inch valve on 4 inch pipe

Have installed 3 new water meters on Tamarack, bleeder valve and drain at end of street.

Have dug up end of snowflake ready to install bleeder valve.

Secretary

No report

Water Coordinator's Report:

Progress report

F. Schlitz will continue work on Holby site, install 2 inch valve that he hade on his truck. WC authorized the installation of the valve so that work could continue.

There is a potential issue with the pressure system at Summit. There is a cabin that has reported problems getting consistent water flow.

WM and WC found that the line feeding the pressure gauge was bad; the line was cleaned and seems to be working properly. WC thought the pressure switch might be bad, but it seems to be fine, the problem may be in the cabin's own pressure regulator.

Treasurer's Report:

Water

| | |
|------------------------|--|
| Salary | 2.55 (workman's comp) |
| <u>Services/supply</u> | <u>1504.74 (legal 810+utilities 622)</u> |
| Total appropriations | 1507.29 |

Snow

| | |
|------------------------|--------------|
| Salary | 2.55 |
| <u>Services/supply</u> | <u>35.19</u> |
| Total appropriations | 37.74 |

Fund 735

Zero expenditure

Note – budget allotment for legal fees \$3100.00, approximately \$300.00 remains. Insurance has been paid.

It was moved, to accept the Treasurer's report as presented, although the salary figures as presented are known to be incorrect and will be corrected by next month's report. The motion was seconded and passed.

Snow Monitor's Report:

It was asked how can Mr. Cohen serve as snow monitor if he is not going to be present on the mountain during snow season. At this time no one is sure of his long term plans. A new snow monitor can be designated at the annual organization meeting in December. Mrs. Bailey reported that Jimmy Parminter has expressed a willingness to act as assistant snow monitor.

It was moved, seconded and passed to have Mr. Parminter act as the assistant snow monitor until the organizational meeting in December.

Unfinished Business:

Mrs. Bailey reported on her follow up of Joann Perry's inquiry at a previous meeting as to if it is problematic supplying water to current users, why did the PCSD not issue a building moratorium. Mrs. Bailey contacted the County Building Department. She was told that no water district/special district has the authority to issue a building moratorium, only the County can do that by declaring a moratorium on issuing building permits. The County will notify the PCSD if they feel a need to declare a moratorium, the PCSD may not notify the county.

Director Comments:

None

New Business

- Report from committee on creation of 'flapper exchange' program – chair: J. Kracik

Mr. Kracik proposed a program for replacing toilet flappers. It was decided that a letter to home owners needed to be created outlining the proposal and implementation of a voluntary program to replace old toilet flappers and check/replace toilet tank water valves. This item will be placed on next month's agenda.

- Discussion and possible implementation of penalties for violation of temporary water use process (1, 2) and negligence of homeowners in winterizing cabins (3). Establish consequences (4) and enforcement procedure for jeopardizing of water system.

After reviewing Ordinance 99W, Regulation 2007-W and the Temporary Water Use procedure there was discussion that determined penalty clauses already existed in these documents and the PCSD has authority to issue warnings/citations/assess penalties. Notices of violation have already been created citing the appropriate clauses from either Ordinance 99W or Regulation 2007-W. The following determinations were made based on clauses in the Ordinance 99W, Regulation 2007-W and the established Temporary Water Use procedure.

1. Penalty for violation of Temporary Use procedure
 After reviewing the temporary use request form, water ordinance and ordinance violation notice it was suggested that the following fees be established of
 \$400 for 1st time violation
 \$800 for 2nd violation and temporary water use terminated

Payment must be made to the PCSD within 10 business days of notice of violation. Failure to pay fees will result on applicant’s temporary use privileges being permanently rescinded.

2. Following a discussion of the Temporary Use application and fees, changes were made to the Temp Use Fee Schedule.

**(Original) Temporary Water Use Fees
Schedule 3
 Effective July 1, 2007**

| <u>Per applicant</u> | <u>Rate</u> |
|----------------------|---------------|
| Licensed Contractor | \$250.00/day* |
| Property owner | \$75.00/day* |

*day is defined as normal working hours

This charge is levied without regard to property valuation.

| <u>Per applicant</u> | <u>Rate</u> |
|----------------------|--|
| Any person may apply | (Revision) \$25.00/day* – up to 2500 gallons/day There will be an additional charge of \$25.00 per each 2500 gallon increment. |

This temp use application process and fee excludes any official fire department/entity
 *day is defined as normal working hours

This charge is levied without regard to property valuation.

3. Home Owner Negligence

As of November 1, 2007, the PCSD will require that any homeowner reimburse the PCSD for costs incurred while searching for source of water loss, only if it is determined that the broken water lines were due to homeowner negligence in properly winterizing their cabin. Reimbursement costs will be in the amount of \$25/hour with a minimum charge of 3 hours (\$ 75.00).

4. Consequences have been addressed by items above. Violation notices already exist. They need to be issued and enforced when appropriate.

It was moved, seconded and passed to implement the above temporary use penalty fees, temporary use fee schedule changes, homeowner negligence penalties and require enforcement of these policies effective as of November 1, 2007. This information will be made available to all property owners in the annual winter letter.

- Discussion on whether or not Holby wells should be examined (Pacific Irrigation) and a video log created – information could be used to determine future action regarding wells

Information was presented at the last Board meeting regarding examination of the Holby wells. The costs can be taken out of the maintenance portion of the budget. If this expenditure overdraws this category, monies can be taken from the contingency fund. It was moved, seconded and passed to approve the expenditure of \$1500 + \$2200 for Holby tank inspection.

The next Board meeting will be Thursday November 8, 2007 at 9:00 a.m. in the District building.

The meeting was adjourned at 11:37 a.m.

Respectfully submitted,

Jennifer Robertson
Secretary to the Board