

NOT YET APPROVED

## *Ponderosa Community Services District*

Minutes of meeting  
January 9, 2014

**Present:**

Directors: D. Doty, C. Marchaunt, M. Moroney, B. Benton  
Staff: D. Robertson, J. Robertson, M. Towfiq  
Snow Monitor: J. Parminter  
Absent staff: T. Griesbach  
Guests: B. Arnold

The meeting was called to order at 12:37 p.m. followed by the flag salute.

**Comments from the Public**

None

**President Comments**

There has been no real work done on the water system improvement project over the holidays. Hobbs removed the tractor and some equipment. The district representative plans have a meeting with Hobbs and 4 Creeks in the next couple weeks.

**Minutes from previous meeting(s)**

Having been reviewed, there was a motion and second to accept the minutes from the regular December 12, 2013 meeting as written. Motion carried unanimously.

**Communication**

Received from S. Witherow...1/2/2014 request on status of annual financial audit report and Hazardous Communication plan. *Mr. Witherow was sent an email stating that Mr. Hylton has not yet completed the final report and therefore one cannot be provided to Mr. Witherow at this time. The request regarding the Haz Comm plan was forwarded to the general manager as he was the one working in these issues last year...see general manager's report.*

**Water Manager**

Monthly sample passed.

Monthly water use

Lake well 114,520 gallons

Fawn well 156,700 gallons

Transferred from Holby 94,800 gallons

Total gallons 366,700 gallons

Average daily water use 11,807 gallons

Heat tape has been installed on the pipe running under Holby bridge, W. Dolmovic assisted. Summit pressure is holding.

The float on the new tank is not working, it freezes in place – someone needs to talk to the construction company or engineer about this issue.

**Secretary Report**

Agenda posted to website on Jan 6, 2014 @ 8:21 am PST – packet @ 8:31 am PST same day.

Sent oaths of office to county.

Received email from Witherow – requests in process.

New printer arrived. Secretary was not able to purchase the same model printer. Instead purchased a Brother printer and ink tank for \$128.50. The new model has low ink replacement costs.

Emailed and spoke with Tom Griesbach

Emailed and spoke with attorney

**Reports**

- General Manager

Not present to give report – Mr. Griesbach via phone to secretary reported that he is working on a the request for the Hazardous Material Communication plan. He has placed calls to OSHA and Rural Water and left messages but has not heard back from them yet.

He has also been in communication with the county.

The Haz Comm plan is another document from the Hazardous Material Business plan that Mr. Griesbach worked on last year. The county is providing the multi-page booklet template to Mr. Griesbach. He hopes to complete the plan in the next 2-3 weeks.

Mr. Griesbach spoke to Dennis Hylton this morning. Hylton needs to confirm some FEMA documentation, and then he will get his final report to the PCSD.

- Financial Coordinator

Nothing to address

- Treasurer

December was pretty slow due to the holidays and lack of snowfall.

The county did not process payments for 2 weeks.

There are income deposits in water and snow budget items.

The \$68.97 income deposit in 735 is from interest.

As the treasurer was reviewing county reports, it appears the county did not update their budget numbers in snow and water to match the pdf budget file PCSD submitted to the county. The budget reports are off by aprox. \$25,000.

The treasurer will follow up with county personnel.

It was determined that no additional invoices for the water project will be submitted to the USDA for processing until there has been a meeting with 4 Creeks.

Treasurer reported that SCE seems to be having trouble with meter readings and providing regular bills, treasurer is working to resolve these issues with SCE.

The PCSD building at the Summit tank site needs to be upgraded. The materials and hours worked to complete this upgrade are considered a capital improvement and will be paid through fund 735.

It was moved seconded and passed to accept Resolution 2014-95-A authorizing payment from 735 for the work done to upgrade the Summit tank building.

J. Parminter \$2607.50

E. Sanford \$1080.00

D. Robertson \$140.00

The invoice for materials used in the building upgrade was not available at this time for payment approval and will be presented at the next meeting.

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

- Water Coordinator
  - **Progress on water system improvement project**  
Mr. Benton would like to have a walk-through meeting with Hobbs, 4 Creeks and USDA and develop a punch list of items needed to complete the project.  
We need updated deadlines and completion dates  
Other issues include
    - Installation of (2) flow meters on Holby
    - Electronics/control panels for Summit and the redesign
    - Operation/management controls
- Snow Monitor - no new snow  
Snow Coordinator - nothing to add
- PPOA/PCSD Liaison - none
- Committees – none

**Director 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 – request for plans
- Update water ordinance 99W – Copies have been distributed. Directors are requested to review the first 10 pages and come prepared to discuss at the next meeting.

The first 10 pages were reviewed. It was determined that no changes were necessary to these pages. Directors are asked to be prepared to review the next 10 pages in February.

**New Business** - none

The date for the next regular Board meeting will be **Thursday February 13, 2013 at 12:30 p.m.** in the District Building.

Adjourn 2:30 pm

Minutes prepared by Jennifer Robertson/Board Secretary