

NOT YET APPROVED

Ponderosa Community Services District

Minutes of meeting

May 8, 2014

Present:

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

Staff: D. Robertson, J. Robertson, M. Towfiq

Absent staff: T. Griesbach

Snow Monitor: J. Parminter

Guests: B. Arnold

The meeting was called to order at 12:35 p.m. followed by the flag salute.

Welcome: The president welcomed our guest.

Comments from the Public

None

President Comments

Begin work on the budget for next year. Notify cabin owners on Summit of planned work. Notify community of water project completion.

Minutes from previous meeting(s)

Having been reviewed there was a motion to accept the minutes as written. The motion was seconded and carried unanimously.

Communication

Turner & Assoc - Annual insurance questionnaire

CPA Hylton - annual proposal letter

Water Manager

Average use is aprox 4400 gallons/day

Total for the month 133,000 gallons

Transfer from Holby 48,400

Fawn 49,900

Lake 34,700

Use about 2000 gallons per day during the week, additional use on weekends

No frozen main lines this past winter season, only one cabin froze.

A sump pump has been purchased

Change main valve at Holby well

Board wants to send letter to all water users with annual Consumer Confidence Report (CCR)

Completion of water system improvement project

No freezing lines

Daily consumption is down

Improved water quality (clarity and taste) at Summit and below Summit

Celebrate Summit tank 122,000 gallon capacity – replaced 60,000 gallon old tank

Still to be done – booster pumps at Summit, pumps already purchased

Will continue installing meters

All of CA needs to conserve water – Governor declared drought

Please conserve – voluntary reduction is appreciated – we have nowhere else to get water

Letter to Summit property owners

Pumps will be installed

Pressure regulators on cabins – individual cabin pressure will be increased 70-75 psi, currently at 40 psi

Owners will NEED a pressure regulator on each cabin

If owner is unsure whether they have or currently do not have a pressure regulator, Parminter or Robertson can inspect to determine (no charge for inspection)

Owner may contract with either Robertson or Parminter to install, approx \$60 for parts/labor not included

June 1, 2014 meter reading 9:00 am

Secretary Report

Both the Agenda and packet posted to website on May 5, 2014 @ 7:50 am.

Received email from attorney, Notice of Completion filed with county on May 1, 2014

Contact CSDA about drought grant seminar

Spoke with GM

Reports

- General Manager - Not present spoke with secretary via telephone
Water Manager's job description and salary
Need to develop accountability procedure
Annual Employee review procedure
Recommend a 2% increase to WM current salary

It was moved and seconded to accept the recommendation to increase the water manager's salary by 2%, which will increase the current salary of \$1053.00 to \$1074.00 per month, beginning July1, 2014.

The motion carried unanimously.

- Financial Coordinator
Final snow removal bill received
- Treasurer
Request a motion to pay final snow removal invoice for the 2013-2014 snow season.
It was so moved, seconded and passed unanimously to pay the final snow removal invoice the balance of which includes fulfillment of the contract guaranteed \$50,000 minimum.

PCSD holding reimbursement request for easement acquisition and attorney's fees until final retainage is paid to contractor. Treasurer warns that there may not be as much money left in USDA funds as board anticipates.

Monthly report

Snow under budget even with contract guarantee payment to High Sierra

A resolution is required to complete the transfer of funds from the general operating fund to the 735 reserve funds required by USDA.

It was moved by Bill Benton and seconded to accept Resolution 2014-99-A, authorizing the treasurer to submit a request to the County of Tulare requesting a transfer of funds from 740/2000 in the amount of:

\$8,033.00 to the 735/USDA Short Term Assets Reserve

\$12,000.00 to the 735/USDA Capital Improvement Reserve

\$21,204.00 to the 735/USDA Debt Reduction Reserve

Motion carried by unanimous roll call vote.

Preliminary budget figures were reviewed and discussed, adjustments made as necessary. The final budget will be presented, reviewed and adopted at the June meeting.

There are some PCSD building improvements that are necessary, secretary directed to check with attorney to see if the snow fund can carry more of the cost of building maintenance

- Water Coordinator
 - **Progress on water system improvement project** – project officially complete, waiting for final payments to be made to contractor per construction contract.
- Snow Monitor
 - 2 storms, brought 10 inches and 2 inches respectively.
 - Season total 9 feet 2 inches
- Snow Coordinator – nothing to add
- PPOA/PCSD Liaison – none
- Forest Service Liaison – nothing to report

Director Comments – The County was scheduled to resurface subdivision roads, delayed due to water system improvement project construction and possible SCE work. Water project is now complete, and SCE will not be doing any work within the subdivision. Secretary directed to write a letter to Supervisor Ennis requesting promised resurfacing be done this summer season.

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.

This item will be postponed to the next regular meeting. Directors are requested to have reviewed pages 10-20 and be prepared with comments or recommendations. – carry forward.

New Business

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- Preliminary 2014-2015 fiscal year budget discussion, review of current 2013-2014 fiscal year budget amounts and spending, review of current water and snow removal rates.

Directors and staff were directed to provide a list of probable expenses, purchases and possible project expense to the treasurer before the next regular board meeting.

The board will consider raising current water rate by the December 2013 CPI, and snow rates by the June 2013 Los Angeles, ENR.

Discussed during treasurer's report.

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

Adjourn 4:15 pm

Minutes prepared by Jennifer Robertson/Board Secretary

DRAFT