

NOT YET APPROVED

Ponderosa Community Services District

Minutes of meeting
October 9, 2014

Present:

Directors: D. Doty, C. Marchant, M. Moroney
Absent Director: B. Benton
Staff: D. Robertson, J. Robertson, M. Towfiq, T. Griesbach
Snow Monitor: J. Parminter
Guest: J. Landers

The meeting was called to order at 12:40 pm followed by the flag salute. Mr. Doty welcomed our guest.

Public Comments:

None

President comments

The State and Federal agencies acknowledge and accept all our documentation. PCSD is still owed about \$5000.00 from State of CA.

The New Business item on the agenda will be discussed and acted on during the FC report. There will be a closed session today after the regular business meeting.

Communication:

Received 4 returned notices
Email from state water agency regarding charges for monitoring
Resignation as Treasurer from Mrs. Towfiq, effective October 15, 2014

Acceptance of Minutes from previous meeting(s)

As all directors have reviewed the minutes, there was a motion to accept the minutes as written, it was seconded and passed unanimously.

Water Manager Report

Water consumption

Current	Last year	Holby 72,800 gallons
8,994 gallons/day	10,097 gallons/day	Fawn 56,000 gallons
269,820 gallons/month	302,920 gallons/month	Lake 144,020 gallons

Need to build a box over valve at Summit tank
Summit booster pumps in process (per J. Parminter)

Staff Reports:

Secretary

No report

General Manager

There are new State requirements when leaving employment

GM will meet with M. Towfiq

Safety meeting information will be sent to employees

Financial Coordinator

New Business item

New Business

- In anticipation of the treasurer's resignation, the board will review all résumés or letters of interest for the PCSD treasurer position. The board will also review, discuss and possibly revise the treasurer's job description and compensation.

Before hiring a new treasurer – Mr. Doty proposed creating a pay scale, or 5-step pay structure. This will help a new employee know what to expect and help the employer in budgeting and scheduling annual performance reviews.

There was a general discussion about new hires not starting at the top of the pay scale and the length of time required to reach the top of a pay scale. The treasurer's current salary is \$875.00 per month with an automatic monthly reimbursement of \$35 for telephone and internet expenses. Mr. Doty proposed to start a new Treasurer at \$700.00 per month (and include the monthly reimbursement) for a probationary period. At the end of the probationary period, the salary will be increased and thereafter be increased following annual performance reviews as determined by the board in accordance with a pre-determined 5 step pay structure. Once the top level of pay is reached, any increases in salary will be due to cost of living increases. There was a brief discussion. A motion was made by M. Moroney to accept the 5-step pay structure as proposed. The motion was seconded and carried unanimously. (A pay structure document will be created for General Manager and employee files).

Review of résumés**Mrs. Gail Lack**

She is a Ponderosa property owner currently living in Bakersfield. Mrs. Lack has a nice resume and seems to have the skills necessary for the job as treasurer. Of concern is the issue of reimbursement for supplies. Mr. and Mrs. Lack have been kind enough in the past to purchase materials for the PCSD, usually at significant savings. If Mrs. Lack were an employee of the PCSD, these reimbursements could be deemed a financial "conflict-of-interest".

Ms. Julie Landers

She is a resident of Camp Nelson. Ms. Landers also seems to have the necessary skills for the job as treasurer, does not have the potential financial conflict of interest, and has the added benefit of living closer to the district as well at the recommendation of Mrs. Towfiq.

The board has received 2 résumés for the position of treasurer. After review, it was determined that both candidates are qualified for the position. Following further discussion, it was determined to hire Julie Landers to assume the responsibilities of treasurer. Mrs. Towfiq has agreed to train her and remain available by phone or email to assist Ms. Landers as needed. It was further agreed that Ms. Landers would start with a salary of \$700.00 per month and an automatic reimbursement of \$35.00 per month.

It was moved, seconded and passed unanimously to hire Julie Landers as the new PCSD Treasurer with a starting salary of \$700.00 per month and an automatic authorized reimbursement amount \$35.00 per month.

Treasurer's Report:

Due to resignation of Mrs. Towfiq, the Union bank account(s) signatory cards will need to be changed to remove Mrs. Towfiq and include the new treasurer.

The current signatories, Mr. Moroney and Mr. Doty(?) will need to go to the bank and request the changes. The board secretary will write the letter requesting the changes and include an excerpt of minutes. The secretary may also be required (by the bank) to go into the branch and sign attesting to the requested changes.

The contact person at Union bank is Sherry Bischel. Mrs. Towfiq will contact her and let her know that PCSD will be making these changes in the immediate future.

It was moved by D. Doty, seconded and passed unanimously to change the signature card for all Union bank accounts to include the current signatories and the new treasurer.

Normal financial business this past month – see Executive Summary.

FEMA monies – if PCSD does receive any additional FEMA monies, Mr. Hylton will need to be consulted as to where to account the funds.

Hylton reports he is almost done with the annual audit. He needs to meet with MT, MM, and DD on Tues.

The printer purchased by PCSD for Mrs. Towfiq will be passed to Ms. Landers along with all toner cartridges, and financial files.

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

Water Coordinator's Report:

Generator @ Summit
Holby – find cable (copper)

Snow Coordinator:

No snow yet

Snow Monitor's Report

Contractor is ready

Tony Nasca has submitted a bid for hydrant snow removal - \$12/hydrant.

There was a brief discussion. It was determined to add another 4 hydrants worth of snow removal for various access paths. Hearing no objections, it was determined to grant the bid to Mr. Nasca for \$384.00/storm. Mr. Nasca will be asked to remove snow from all hydrants and other access paths designated by the Snow Monitor, Jim Parminter, after 6 inches of snow accumulation or as deemed necessary by Mr. Parminter. All invoices from Mr. Nasca will be reviewed and initialed by JP and the FC before being processed for payment.

PPOA Liaison

Nothing to report

Forest Service Liaison

Nothing to report

Director's Comments:

B. Arnold had her house painted and asked painter to give a bid on painting for PCSD. The bid was \$1200 for material, prep and painting.

Mr. Lowry's preliminary hearing for water theft has been postponed to Oct. 22, 2014

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 – was discussed and determined under Financial Coordinator

The regular business meeting was adjourned to closed session at 2:50 pm

Closed Session:

The closed session began at 2:50 – the attorney, Julia Lew was contacted by telephone.

- Conference with Legal counsel pursuant to Government Code Section 54956.9(b) Anticipated Litigation – one item

The closed session was adjourned at 3:40 pm

The date for the next regular Board meeting will be **Thursday December 11, 2014** at 12:30 p.m. in the District Building.

Minutes prepared by Jennifer Robertson/Board Secretary