

NOT YET APPROVED

# *Ponderosa Community Services District*

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

April 13, 2017

Present:

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

Via telephone: P. Cohen

Staff: J. Robertson, J. Landers, J. Parminter

Absent staff: T. Griesbach

Contracted temporary staff: Kirk Klemcke

Guest: B. Arnold

The meeting was called to order at 12:32, followed by the flag salute. Mr. Doty welcomed our guest.

## **Comments from the Public**

Will there be an update on road repairs?

## **President's comments:**

### **Acceptance of Minutes from March 9, 2017 regular meeting.**

Having been reviewed, it was moved, seconded and passed unanimously to accept the minutes of the March 9, 2017 meeting as written.

## **Water Manager Report**

Our water test samples will continue be collected by licensed water operator Klemcke from Camp Nelson until further notice. March routine sample returned absent for total coliform. We were required to submit a 6 month follow up lead/copper test (5 samples) by the end of March.

March water usage

Current year

728,450 gallons/month

23,501 gallons/day average

Last year

379,250 gallons/month

12,233 gallons/day average

Transferred from Holby 75,000

Lake 222,740

Fawn 430,800

There was a main line break that resulted in significant water loss as indicated by the amount of water produced by the wells. Fawn pump burned out. WM has contacted Doug Elliot to repair.

The RMA has given PCSD a commitment to helping repair roadways within the subdivision; including re-asphalt over break repairs, widening roads where edges have worn away, and fix where asphalt is lifting. PCSD will buy one load of asphalt; the county is waiting on supplies.

Radios have been purchased, now waiting on programming.

## **Communications**

Received

- insurance renewal questionnaire
- Tank cleaning diver contact

- Phone call from the State Water Board about copper/lead tests due.

### **Staff Reports:**

#### **Secretary:**

No report

#### **General Manager**

Report from Little Hoover Commission that LAFCOs are lax in inspecting local government agencies.

#### **Financial Coordinator**

Not present

#### **Treasurer's Report:**

State controller's report completed and submitted by the accountant.

Need to move funds from snow contingencies into professional and special expense in order to pay snow removal invoice from Tulare County. The county has billed us \$22,000, High Sierra billed the county \$35,000. The treasurer will make sure we are not being overcharged by the county for our portion of the Divide Hwy.

It was moved by D. Doty, seconded, and passed by a roll call vote to accept resolution 2017-136-A authorizing the transfer of \$18,000 from 740/7432 (snow contingencies) into 740/7043 (snow professional and special expense).

D. Doty      aye      C. Marchant   aye  
M. Moroney   aye      W. Benton      aye      P. Cohen      aye

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

#### **Water Coordinator's Report**

Main line leak on Aspen (April 4<sup>th</sup>) Water service was disrupted for about 8 hours, the lowest end of the system had water. The break was isolated; no full-time residents or visitors were without water. The pressure was increased at Holby in order to maintain effective water service while the system was isolated.

Need to talk about meter readings in June. Reading will not be done by directors this year; the work will be hired out. Ian Robertson, Logan Tyler and Aiden Willet will read meters with supervision by either Jim Parminter or David Robertson.

#### **Snow Coordinator/Monitor:**

Mr. Dolmovic was not able to attend to discuss possibly extending the current snow removal contract terms for 2017-2018 snow season. He authorized J. Parminter act as his agent and accept the third year option with the current terms. It was moved by D. Doty to extend the current snow removal contract with High Sierra Snow Removal for the 2017-2018 snow season. The motion was seconded, hearing no further discussion, the motion carried by a 4 to 1 vote, with Mr. Cohen voting no.

A contract extension signature page will be created and attached to the current contract.

Monitor: add 5.5 inches to previous total, bringing current season total to 220 inches.

**PPOA Liaison** – nothing to report

**Forest Service Liaison** - Nothing to report

**Director's Comments:** We would like to acknowledge Robby Cope for his volunteer work during the recent break and repair on Aspen.

### **Unfinished Business**

Ongoing items

Well houses - will be completed in the Spring/Summer as weather and budget permit  
Policies/procedures/task lists as proposed to be reviewed, discussed and accepted by the board.

Proposed employment policy: the purpose of this policy is to define all PCSD employees as at-will employees.

#### **POL-HR-105 AT-WILL EMPLOYMENT**

This policy applies to all Ponderosa CSD employees

- 1. Current employees are considered 'at-will' employees.**
  - All current employees are considered 'at-will' employees, regardless of:
    - hire date
    - conclusion of probationary period
    - duration of employment
    - completion of performance reviews
    - salary level
- 2. New employees are required to serve a probationary period.**
  - The length of probation will be determined by the supervisor or the board.
  - Except when determined unnecessary by the board.
- 3. At the conclusion of the probationary period, the employee becomes a regular 'at-will' employee.**
  - Except when the board determines to extend probation or terminate employment.
- 4. All employees are subject to annual performance reviews.**
  - Employee performance reviews will be conducted by the General Manager and reviewed by the board president.
  - Except the board president will conduct the performance review of the General Manager.
- 5. All employees are subject to employee disciplinary procedures.**
  - See policy HR-104 Progressive Discipline Plan
- 6. Ponderosa CSD is not a 'for cause' employer.**
  - Completion of a probationary period, participation in annual performance reviews and being subject to a progressive employee discipline policy will not confer 'for-cause' employment status on any Ponderosa CSD employee.

Having been reviewed by the board, it was moved, seconded and passed unanimously

to accept policy HR-105 defining all PCSD employees as at-will employees.

**New Business**

The next regular meeting will be Thursday April 13, 2017 at 12:30 pm in the district building.

Adjournment at 2 pm

Minutes prepared by Jennifer Robertson/Board Secretary

DRAFT