

NOT YET APPROVED

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

June 8, 2017

Present:

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

Via telephone: P. Cohen

Staff: T. Griesbach, J. Robertson, J. Landers

Contracted temporary staff: Kirk Klemcke

Guest: B. Arnold, W. Dolmovic, Toro

The meeting was called to order at 12:33, followed by the flag salute. Mr. Doty welcomed our guests.

Comments from the Public

President's comments:

There have been several main line breaks. Due to the continual breakage of the main line on Aspen, and for the most long-term cost effectiveness, the District will be placing a new full length section of main line at each new break, rather than continuing to piece in shorter lengths.

Last month there was a problem with the Fawn well. The motor was replaced and now it does not produce as it did previously. Per Doug Elliot, Fawn should be run for an hour at a time then shut off. There was a leak at Smith's cabin, on the PCSD side of the meter, it has been repaired.

Acceptance of Minutes from May 11, 2017 regular meeting.

Having been reviewed, it was suggested to add Mr. Cope's first name on page 2. It was moved, seconded and passed unanimously to accept the minutes of the April 13, 2017 meeting as amended.

Water Manager Report – see president's comments
May routine sample returned absent for total coliform.

May water usage – statistics not available at this time
K. Klemcke will begin recording well meter readings when he collects routine samples.

Communications

Received

- Reminder notice for government census
- Roger Smith notifying PCSD ownership of his cabin has been transferred to his son.
- Public Records request for Employee Compensation report
- Notice from the State Water Board to all water districts about new requirements related to lead water service lines
- Email from Bev Richardson – bought Cappelen's cabin
- Inland Potable Service – offering storage tank inspections

- Telephone call from new property owner, David Sin, regarding his application for water service

Staff Reports:

Secretary:

CCR – in progress, will be mailed to property owners
 CSDA – notification of new workplace harassment guidelines – given to General Manager
 State Water Board – email notice of public meeting seeking input for water districts to provide low-income assistance for water fees
 Request from David Sin re: water connection. PCSD will wait to hear from Mr. Sin following his meeting with additional building contractors.

General Manager

State Water has designated areas of the state as water basins. New regulations will not allow agriculture to take more water out of the ground than can recharge. Ponderosa is just outside of the recharge basin designation.
 Employee reviews are complete.
 The treasurer is due a raise based on the step-salary schedule. Hearing no objections, the treasurer’s rate of pay will be increased to the next step (step 3). She will go from \$745/month to \$792/month. The secretary will prepare a letter for county payroll.

Financial Coordinator

Nothing to add

Treasurer’s Report:

Need signatures on the District funds’ signatory list
 Monthly report
 \$6056.87 is the PCSD portion of County snow removal for Divide Hwy.
 There is a final invoice from High Sierra for \$888.
 Need a resolution to transfer funds into line item 740/7043 Professional and Special Expense. It was moved by C. Marchaunt, that the budget for line item 740/7043 be increased by \$6000.00. Furthermore this increase shall be funded by transferring \$3500.00 from 740/7081 utilities and \$2500 from 740/7073 training, in order to pay received invoices. The motion was seconded and passed by the following roll call vote:
 C. Marchaunt – aye W. Benton – aye
 D. Doty – aye P. Cohen – aye
 Mr. Moroney – aye

Final review and approval of proposed budgets:

735		
Cash balance	\$54,481	
Less cash reserves		
Future system cap improve		\$1000.00
USDA Assets		\$8033
USDA Cap Imp		\$12000
USDA reserve		\$ 1869
Estimated revenues	<u>\$510</u>	
Total cash available	\$31,069	

Expenses

Cost of Supplies reissued	\$5
Contract labor	\$5005

Building improve	\$12500
Equipment	\$ 9200
Contingencies	<u>\$4359</u>
	\$31,069

740/2020

Cash Balance	\$30,000	
Less cash reserves		
Future system cap improve		\$12000
USDA loan reserves		\$21902
Estimated Revenues	<u>\$109,119</u>	
Total available	\$105,217	

Expenditures

Total Salaries & Benefit	\$30,800
Total Services & Supplies	\$53,100
Repay long-term debt	\$18,690
Total Fixed Assets	\$1500
Contingencies	<u>\$1127</u>
	\$105,217

740/2010

Cash balance	\$182,993	
Less cash reserves		
Future system cap improve		\$132,000
Estimated Revenues	<u>\$86,028</u>	
Total available	\$137,021	

Expenditure

Total Salaries & Benefit	\$18,200
Total Services & Supplies	\$112,950
Total Fixed Assets	\$2105
Contingencies	<u>\$3766</u>
	\$137,021

It was moved by C. Marchant to accept Resolution 2017-142-A, approving the 2017-2018 fiscal year budgets as proposed by the treasurer. The motion was seconded and passed by a unanimous roll call vote.

C. Marchant – aye W. Benton – aye
 D. Doty – aye P. Cohen – aye
 Mr. Moroney – aye

It was moved, seconded and passed to accept the treasurer’s report.

Water Coordinator’s Report

Lead/Copper test results and report were accepted by the state.

There has been a change to the Site Sampling Plan – the state now requires one sample point for calendar year, if it gets a bad test result, then additional tests are to be done within 5 connections of the original sample site.

Snow Coordinator/Monitor:

Nothing to report

PPOA Liaison – July 2nd will be the 4th of July potluck, to be held at the PCSD building.

Forest Service Liaison - Nothing to report

Director's Comments:

CM – inquired about June meter readings – they are done. The cost was \$400.00

B. Arnold – A forester now owns a cabin, he will look into grant \$ for tree removal.

WB – we've had a lot of broken lines and need to do major repairs to Aspen. Fawn is producing well right now – broken lines will not move water.

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.
- Ponderosa subdivision road repairs

New Business

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

Adjournment at 2:25 pm

Minutes prepared by Jennifer Robertson/Board Secretary