

NOT YET APPROVED

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

August 10, 2017

Present:

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

Via telephone: P. Cohen

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

Contracted staff: Kirk Klemcke

Guest: M. Goldsmith, J. Webb

The meeting was called to order at 12:36, followed by the flag salute. Mr. Doty welcomed our guests.

Comments from the Public

President's comments:

Welcome

Acceptance of Minutes from July 13, 2017 regular meeting.

Having been reviewed, it was moved, seconded and passed unanimously to accept the minutes of the July 13, 2017 meeting as written.

Water Manager Report –

JP reported there was a main line break on Tamarack, 35 feet of 6 inch main line was replaced. There is an electrical problem at the Lake well house.

KK reported the lead/copper report has been completed and submitted to the state water board. Hopefully the recent good results will get us back on a reduced monitoring schedule.

The monthly routine test results were good.

The quarterly radium testing has been completed, and asbestos testing will be done soon.

Communications

Received

Reminder from state water about filing EAR (electronic annual report)
completed/accepted

Jennifer Thompson asking for water and snow removal rates for Ponderosa and all other mountain communities – sent current rate schedules and referred her to our website

CDSA – asking to update records – annual dues based on our annual budget

CSDA – save \$50 if register before Sept 21 for Board Secretary training

State water board – Jason – PCSD still needs to provide 3 items, asbestos testing, operations plan and cross control survey.

Staff Reports:

Secretary:

Agenda posted to the website on Friday, packet posted Monday.

Created an updated a master APN list – still need to confirm some APN numbers

Mailed water letters to overages – spoke to Mr. Moore about his bill

CSDA – amendments public records legislation

Tax assessment file sent electronically to county – need additional paperwork

There is still some paperwork that needs to be completed in hard copy including a resolution from the board certifying the assessments and authorizing the secretary or the president may sign any documents related to direct charges on behalf of the district. It was moved by D. Doty, seconded and carried unanimously to accept Resolution 2017-143-A.

Ask Kirk to help with operations plan

General Manager

Unable to reach state regarding new grant funding.

Financial Coordinator

Nothing to add

Treasurer's Report:

Paid \$4000 annual insurance, made the transfer for USDA loan payment

735 –we have spent \$10,000 so far on line breaks

Received a notice from State Fund – paperwork has been completed

Need resolution to pay invoices through 735

Jordan-Slate Earthwork	\$3825.00	inv#0001340
Jordan-Slate Earthwork	\$1005.00	inv#0001363
David Robertson	\$ 875.00	labor install water meter
Crouzet	\$ 950.00	inv#0139581
Crouzet	\$ 768.58	inv#138604
HD Supply	\$ 430.61	inv#H444336

It was moved by D. Doty and seconded to pay these invoices. There was a brief discussion. These invoices are for materials, contracted equipment use and/or labor for installation of water meters and new main water lines. All these expenses are deemed capital improvements and can be paid through the 735 fund. There will be additional invoices coming related to the main line replacement. There needs to be an agenda item next month authorizing the transfer of monies from 735 USDA reserves into 735 'professional and special expense' so we can continue to pay these water main replacement expenses. Following a roll call vote, the motion to accept Resolution 2017-144-A carried unanimously.

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

Water Coordinator's Report

There was a new break on Tamarack.

Snow Coordinator/Monitor:

Nothing to report

PPOA Liaison

Forest Service Liaison - There was no community meeting. The investigation into the recent fire near Ponderosa is not complete.

Director's Comments:

BB – do we want wood chips from the tree removal service? Yes.

The tree was removed from near the PCSD building; they did not leave part of it as requested, so no carving will be commissioned.

Request for September meeting to be moved to the first Thursday (9/7). A motion was made and seconded to move the regularly scheduled September meeting from 9/14 to 9/7. After a brief discussion the motion carried unanimously.

Unfinished Business

Ongoing items

- Well houses – not going to be completed in this summer/fall season
- Policies/procedures/task lists as proposed to be reviewed, discussed and accepted by the board.
- Possible June meeting date change – related to budget

New Business

Related to maintenance work – the roof covers over PCSD propane tanks. The covers at Holby and Fawn wells need to be repaired. Additionally there should be covers constructed over the propane tanks at the PCSD building and the Summit tank site. Following a brief discussion, it was determined to hire Jerry Webb to repair the covers at Fawn and Holby. Mr. Webb will receive \$18/hour and the work will be completed before the Sept 7, 2017, meeting. The district did not authorize the construction of new covers at the district building or Summit tank sites at this time.

- Consider, discuss and vote on request from Ponderosa Property Owners Association to build a 3-sided memorial enclosure and bench on PCSD property. Materials and labor to be provided by PPOA.

It was moved, seconded and passed to accept the PPOA proposal to build a memorial bench and shelter on PCSD property.

The next regular meeting will be one week early, on Thursday September 7, 2017 at 12:30 pm in the district building.

Adjournment 2:40 pm

Minutes prepared by Jennifer Robertson/Board Secretary

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

September 7, 2017

Present:

Directors: D. Doty, C. Marchant, W. Benton

Absent director: M. Moroney, P. Cohen

Absent Staff: T. Griesbach, J. Robertson, J. Landers, K. Klemcke

Guest: R. Cope

The meeting was called to order at 12:30, followed by the flag salute.

Comments from the Public

President's comments:

Due to the Pier Fire Hwy 190 between Springville and Ponderosa is closed. The only access to Ponderosa, at the moment, is through California Hot Springs. There is no staff present. The treasurer, Ms. Landers, and Mr. Klemcke are under mandatory evacuation from Camp Nelson. The secretary, Mrs. Robertson has only been home for one day after mandatory evacuation was lifted for part of Balch Park Rd. Ponderosa remains under voluntary evacuation and there is no power. The water system wells are being run by generators. The meeting agenda was posted to the District website. There is no agenda packet available.

Minutes from July 13, 2017 regular meeting.

Not available for review and acceptance

Communications

Staff Reports:

No staff reports available

Financial Coordinator - absent

Treasurer's Report:

No treasurer's report available

There are invoices related to water main replacement that need to be paid through 735 capital improvement. These expenses were unanticipated when creating the 2017-2018 fiscal year budget, therefore monies need to be moved within 735. Resolution 2017-145-A will authorize the treasurer to submit a request to the County of Tulare that the 2017-2018 fiscal year budget for line item 735/7043 Professional and Special Expense to be increased by \$12,000.00. Furthermore this increase shall be funded by a transfer in the amount of \$12,000.00 from object 735/USDA Capital Improvement Reserves.

It was moved by C. Marchant, and seconded to accept Resolution 2017-145-A. The motion carried by quorum.

An additional resolution is needed in order to pay invoices received.

Resolution 2017-146-A will authorize the treasurer to submit the following invoices for payment through 735 capital improvement.

Jordan-Slate Earthwork	\$1960.00	inv#0001383
David Robertson	\$ 750.00	labor install 2 water meters 9/10
David Robertson	\$ 750.00	labor install 2 water meters 9/13

It was moved by D. Doty, seconded, and passed by quorum to accept Resolution 2017-146-A.

Water Coordinator's Report

The water system wells will be run by generators until Edison can restore regular power service to the Ponderosa.

Snow Coordinator/Monitor:

Nothing to report

PPOA Liaison – nothing to report

Forest Service

Director's Comments:

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
- Possible meeting date change for June – related to annual budget approval

New Business

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

Adjournment

Minutes prepared by Jennifer Robertson/Board Secretary based on verbal report from the Board President.