

# *Ponderosa Community Services District*

*RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL*

Minutes of meeting

November 8, 2018

Present:

Directors: D. Doty, C. Marchaunt, B. Arnold, P. Cohen via telephone (called in at 1:30 pm)

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

Guest: Mark Hansen, Beth Benton, R. Cope, L. Gray, Boz, Annie Bozanich

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

## **President Comments**

We will be meeting with our CPA Dennis Hylton on Monday Nov 12, 2018 to review the annual audit information. This meeting is earlier than usual, at his request.

## **Comments from the Public**

None

## **Minutes from October 11, 2018 regular meeting.**

It was moved to accept the October 11, 2018 minutes with as written. The motion was seconded and passed unanimously by the quorum present.

## **Water Manager**

T. Harness reported October monthly water usage.

Lake            inoperable until pump replaced

Fawn            160,600 gallons

Transfer        91,012 gallons

In October, transferred water 4 times from Holby to Summit, Fawn is keeping up with usage.

Holby 1 status is unknown; Mr. Harness has not tried to pump water from it.

Mr. Harness reported his vehicle needed repair and he was unable to remove the remainder of the yard clean up debris. As soon as his vehicle is ready, he will do that.

Doty will contact Elliot about the pumps.

## **Communications**

The treasurer received a public records request from Smart Procure asking for financial records. She has fulfilled the request.

## **Staff Reports:**

### **Secretary:**

Agenda posted to website.

Attended the CSDA board secretary training conference

Need a signed copy of the current snow removal contract

Will create ponderosacsd.com email accounts for incoming directors, Gray and Cope.

Sent documents to treasurer for printing, new director packets that include the Brown Act, district policies, and Water and Parking ordinances.

**General Manager**

Mr. Griesbach set up an account with National Builders to purchase metal doors. They will deliver at no cost and the invoice will come directly to PCSD.

A response was received from a self-help contact saying they may be able to help PCSD find funding. Mr. Griesbach will follow up.

**Financial Coordinator**

Bills delivered to treasurer.

**Water Coordinator's Report**

K. Klemcke reported that he has requested the state water board reclassify Ponderosa CSD water system from community water system to non-transient water system. That will change some of our reporting requirements.

Bill Roberts has researched and found a 40,000 gallon bolt together water tank for \$40,000: Compared to \$28,000 for a tank liner.

Mr. Klemcke also reported that all water testing is completed for the year, except for the final quarter TCP123.

**Snow Coordinator/Monitor:**

Regarding fire hydrant snow removal contract:

Tim Harness was asked if he was interested – he declined to bid.

Phillip Rios indicated that he might be interested in submitting a bid, but we did not have anything in writing to review. Later reported he is no longer interested.

Kelsey Lane presented a proposed contract for review.

Her proposal states that Toro Lane will do the actual work, but she will be the contact person, manage the time cards, and receive payment in her name. The proposal is for 26 hydrants and 6 additional sites (4 well sites, mail building, PCSD building); a total of 32 locations @ \$14.00 each clearing.

It was moved by D. Doty to accept this proposed contract with Kelsey Lane for fire hydrant snow removal. The motion was seconded. After a brief discussion, the motion carried unanimously by quorum.

*Paul Cohen via telephone at 1:30 pm*

- Discussion of snow removal rates. Plan how to communicate with and educate the property owners, begin planning 218 hearing timeline.

Mr. Doty broached the subject of raising snow removal rates. The current rates are 406.20 for improved residential and 169.94 for unimproved residential. The current assessment brings in about \$85,900 annually. It will be necessary to create an education campaign to explain the need for an increase. Contract costs continue to go up, and negotiation is becoming more difficult.

Mr. Bozanich asked if there had been consideration for another alternative to contracting out the community's snow removal services.

The answer was yes, there was a business plan drafted by the General Manager and it came to about \$30,000 more than the current contract if PCSD does the work themselves. It would require hiring a manager and equipment operating personnel in addition to purchasing enough equipment to have redundancy in case of breakdowns. If we have a few more low snowfall years, we may have sufficient reserves to make those purchases.

Another option is to contract with the county for snow removal, but Ponderosa would be last in their list after other mountain communities. It is possible subdivision roads would not be cleared by county for a couple days after a significant storm.

Directors were asked to think about this issue and be prepared for further discussion at the November meeting.

**Treasurer's Report:**

\$20,000 draw against the snow removal contract was sent to High Sierra Snow Removal. Other expenses were utilities, website renewal, expenses for a water leak, and CRWA membership.

The treasurer attended the board secretary training conference as well this year. Ms. Landers learned many things and brought back an application for a credit card offered through CSDA. Mr. Doty agreed to have her apply but wanted a limit of no more than \$5,000 total. Ms. Landers also plans to purchase handbooks for new directors from CSDA.

The treasurer requested a resolution to authorize payment, of labor costs for water meter installation, out of the 735 fund.

It was moved by D. Doty to accept resolution 2018-164-A authorizing payment from 735 capital improvement fund for the following item.

David Robertson	2100.00	labor install 6 water meters
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The motion was seconded and passed by the following roll call vote:

C. Marchaunt – aye, B. Arnold – aye, P. Cohen – aye, D. Doty – aye.

This completes installation of 10 new water meters for this fiscal year.

It was moved by D. Doty to accept the treasurer's report, seconded, hearing no objections the motion carried.

**PPOA Liaison** – there is a flyer for party at the Lodge. Thanksgiving meal pot-luck. Everyone brings a side dish on Saturday after Thanksgiving.

**Forest Service** – nothing to report

**Director's Comments:**

The County patched holes in our roads. Schlitz came and paved some areas.

C. Marchaunt wanted to tell the new people coming onto the board that she is grateful they are here. She feels they will have a new perspective and new ideas. She confessed how naive she was when she came on the board. Being a director will take patience and persistence of people working together. She loves the creativity and sense of financial experience that the new directors will bring. She stressed that communication is very important, and she encouraged them to "Go for it!"

**Unfinished Business**

Ongoing items

- Well houses
- PCSD property needs clean up, baby Aspen trees at base of building need to be removed.
- Finish interior of PCSD building

The next regular meeting will be on Thursday December 13, 2018 at 12:30 pm in the district building.

Adjournment 2:30 pm

Minutes prepared by Jennifer Robertson/Board Secretary

DRAFT