

Ponderosa Community Services District

Minutes of meeting

June 10, 2011

Present:

Directors: D. Doty, C. Marchaunt, M. Moroney, B. Benton, Barbara Dolmovic

Staff: D. Robertson, J. Robertson, M. Strickbine, T. Griesbach

Staff volunteers: Jim Parminter – Asst WM, Snow Monitor and member of the water management group

Guests: none

The meeting was called to order at 1:00 p.m. followed by the flag salute.

Guest introductions – there were no guests present

Comments from the Public - none

President Comments

There is a new agenda order. Hopefully this will make the meeting flow better and can be altered in the future if necessary.

It was moved, seconded and passed to accept the minutes from the May 13, 2011 regular business meeting as presented.

Secretary Report

Communications

Received

A letter from an accountant requesting to submit a bid to become the PCSD auditor. T. Griesbach offered to supply some additional CPA contacts to be presented at the next meeting for discussion about possibly seeking bids for auditor.

Reports

- Treasurer
 - Attempting to resolve ongoing payroll issues
 - Water rates – any unread meters will be charged the annual flat rate
 - Credit card – D. Doty needs to follow up on this
 - Water leak billings – received payment from Meyer, one remaining outstanding invoice
 - Hylton wants codes on invoices, purchaser please note what supplies are for on hardware receipts
- Financial Coordinator - nothing new to add
- General Manager
 - Has prepared a rough draft of ad calling for contractor bids on FEMA work, looks like our FEMA application is in process and looking promising
- Water Manager
 - May went well
 - Average daily usage 15, 849 gallons
 - Hydrants will be flushed
 - Monthly water tests passed
 - Lead/Copper test due

- Water Coordinator
 - In communication with attorney about Holby access road letter, sent May 24, 2011. Requesting special use permit or permanent easement
 - Mr. Doty would like authorization to maintain the road
 - Mr. Benton will notify Mr. Lowry to cease and desist communication with the USFS regarding Holby road access
 - Budget estimates given to Treasurer but figures are not solid
 - Insulation bags will be prepared so when water meters are read missing or damaged insulation can be replaced
 - Boy Scouts Troop would like to paint the fire hydrants as a service project, the paint will be donated by the PPOA
- Snow Monitor
 - May and June storms produced 15 inches of snow
 - Season total 32 feet 7 inches
- Snow Coordinator
 - Have not yet met with county regarding snow removal fees for Divide Hwy
 - There is no date yet for special meeting with snow removal contractor Dolmovic to negotiate terms of snow removal contract
 - T. Griesbach to contact county regarding snow removal expenses related to FEMA application
- PPOA/PCSD Liaison – C. Marchant
 - Last meeting went well. The next PPOA meeting will be a tea on June 2
 - Community chipping of yard clean up debris is scheduled for June 28
- Committees – nothing to report

Director Comments

- CM – have received a central contractor registration number
- Information on the loan extension the board voted on last month. The extension on the original loan is 6 months the fee was \$500 and the additional interest is \$625.00
- USDA needs verification that the PCSD is following Hylton's recommended procedures

Unfinished Business

Ongoing items

- Water system documentation – creation of operations manual – B. Benton
- Consolidate PCSD records in one place with a back-up system
- New keys to PCSD building or combination locks, or? – B. Benton (waiting for new door installation)
- PCSD building maintenance
 1. Install new door
 2. Replace portions of fascia boards
 3. Paint building
 4. New roof—with additional roof over fire truck door
 5. Holby wells rehab and cement slab
 6. Lake well rehab
 7. Repair North & South ends of Holby bridge – have received wood
 8. Holby 1 snow shed
- Update water ordinance 99W
- Obtaining an easement from the Forest Service for access to Holby well site – B. Benton with attorney Julia Lew
- Reprogram water computer alert calling phone numbers - completed

- PER (Preliminary Engineering Report)
 - Received letter on conditions from USDA, dated June 9, 2011. They are offering the PCSD a 40 year loan of \$500,000 at 2.75% interest with an additional grant of \$310, 000.
 - Directors please study section 7 recommended alternative (pg 56) of the PER. This is the project we will use the \$810,000 to complete
 - Storage at Summit
 - Replace Holby tanks
 - Pumping Station
 - Distribution System Improvements
 - Source Flow Meters
 - Management System
 - Additive alternatives
 - We will need a 218 hearing for an increase in water rates to offset the cost of servicing the debt and establish a reserve account as required by USDA. We will need a vote by the end of June to accept this offer; the first payment would be due June 1, 2012. Would like to set a date of Aug 13 for the public hearing, engineer selection would be after Aug 13.
 - A special meeting was set for Friday June 24 at 1:00 pm to discuss the details of the grant/loan package, whether to accept the offer and to set a date for a public hearing regarding a water rate increase.
- 218 hearing for increased snow removal rates – this items will be removed until a later time

T. Griesbach departed at 3:35 pm

Snow removal contract for 2011-2012 snow season

Letter sent to Mr. Dolmovic of High Sierra Snow Removal, waiting for his response

New Business

- Resolution 2011-47-W establishing water rates for the 2011-2012 fiscal year
 - The water rates for fiscal year 2011-2012 are \$511.00 flat/base tier as established by a public hearing April 30, 2009. It was moved, seconded and passed to accept resolution 20011-47-W.
- Resolution 2011-48-S establishing snow rates for the 2011-2012 fiscal year
 - The inflator clause on the snow removal rate schedule allowed for 3.1% increase to the current annual snow removal rates. Snow removal rates for fiscal year 2011-2012 would be as follows:

Unimproved Residential	\$153.36 per parcel
Improved Residential	\$366.56 per parcel
Oversized Residential	\$649.36 per parcel
(where there were originally 2 or more APN combined into one on the County tax roll)	
Unimproved Commercial	\$197.94 per parcel
Improved Commercial	\$411.14 per parcel

It was moved, seconded and passed to accept resolution 2011-48-S increasing annual snow removal rates by 3.1%

Additionally there are currently only 2 parcels being charged the oversized lot fee, however there are other parcels that qualify for this charge. It was moved, seconded and passed to notify property owners, Perry and Lowry that they will now be charged the oversized lot fee as they have combined individual lots into one APN number. As the board becomes aware of other properties with the same criteria, those lots will also incur the increased fee. The secretary will notify the affected property owners by letter of the change in their snow removal fees.

- Resolution 2011-49-A adopt a budget for fiscal year 2011-2012

Proposed Budget

Water estimated revenue - \$68,000

Maintenance equipment expense will be changed to 6,000

Building maintenance expense will be changed to 1,500

Office expense – no new computer this next fiscal year

Increase budget for attorney fees expense

Increase propane expense

Budget for installation of 10 water meters

735 – cash balance 39,105, estimated revenue 0

Snow estimated revenue - \$79,000

Add to building maintenance expense

County bill for snow removal on Divide Hwy \$21,711.35

Remove expense of snow removal from fire hydrants – return to home owner/volunteer removal

Increase propane expense

Reduce loan payment expense – loan will be paid off

Final figures for revenue and expenses will balance.

It was moved, seconded and passed to accept resolution 2011-49-A.

The date for the next regular Board meeting will be Friday July 8, 2011 at 1:00 p.m. in the District Building.

The meeting was adjourned at 4:10 pm

The next regular board meeting will be held Friday July 8, 2011 at 1:00 p.m., in the district building.

Respectfully submitted,

Jennifer Robertson – board secretary