

Ponderosa Community Services District

Minutes of meeting
September 9, 2011

Present:

Directors: C. Marchaunt, M. Moroney, B. Benton

Absent: Dale Doty, Barbara Dolmovic

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

Staff volunteers:

Guests: Shawn Witherow, Margaret Towfiq, Barbara Arnold

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

Comments from the Public –

S Witherow – a few questions

1. Has the board inquired about additional insurance and bonding requirements related to the water system improvement project?
 2. Will the district be able to maintain the FDIC requirements and still utilize the County treasury as a depository for grant and loan monies – the county will be contacted for verification
 3. Is the district going to be responsible to maintain a SWPPP program for the life of the loan?
- The answers to these questions will be researched and reported.

Minutes

It was moved, seconded and passed to accept the minutes of the August 12, 2011 regular meeting as written. It was moved, seconded and passed to accept the minutes of the August 13, 2011 Public Hearing as written. It was moved, seconded and passed to accept the minutes of the August 24, 2011 special meeting with the correction on page 5 of Roger Neilson to Robert Neilson.

President Comments

President Dale Doty is out of town; he will return at the end of the month and be here for the October meeting. Mrs. Dolmovic is also out of town and will be here for the October meeting.

Secretary Report

The board recognizes and thanks Mr. Cappelen for the service he has provided for several years by posting PCSD documents on his Ponderosa website. However, there has been concern from members of the public and PCSD staff that a government agency should be responsible for providing information to the public itself and not rely on the good will of private citizens. Mrs. Robertson has researched the possibility of the PCSD creating its own website. Webhostingpad.com can provide hosting, free set up, free support services and domain name registration. The cost per month decreases with a longer contract period. Prices begin at \$3.99 per month and decrease to \$1.99 per month, Domain name registration is \$14.95 per year, with the first year discounted to free. There is an additional cost of \$12.00 per month for domain privacy, a service that will shield the website creator's personal information from the public. A five-year contract will cost a total of \$131.40 with annual recurring costs of \$14.95 (domain) and \$12.00 (domain privacy). The site would allow unlimited bandwidth, unlimited email addresses, and we would be able to upload documents. There was a brief discussion.

There are other alternative hosting sites. There are ways to create free websites; however, it does not appear that we would be able to upload documents. Or, if we are able to upload documents, the available space is limited. The suggested host provides unlimited hosting space, unlimited bandwidth, unlimited email addresses, free set up, and free site builder, with a 30-day money back guarantee. It also

guarantees to have 99.9% uptime. The ponderosacsd.com is available. After further discussion, it was moved, seconded and passed to authorize the secretary to set up a website, ponderosacsd.com, using webhostingpad.com for a three-year term.

Communications

Received

Resignation of Michel Strickbine as PCSD treasurer and a rebuttal to the disciplinary action.

A letter from Rollie Moore to be disseminated to board members, thanking each board member and staff for their dedication, time, energy and commitment to securing the improvements needed on the water system. Also encouraging board members to continue both on the direction they have established and their participation on the board. Mr. Moore also suggests that the board reconsider the base amount of water used in the tiered rate fee structure. As the board has discussed before, many people consider the base amount of usage (75,000 gallons/year) too high. He also recommends the board look into developing its own website as a means of providing communication to the public.

A check from FEMA for \$1688.00

Reports

- Treasurer

As there is currently no treasurer, there is no report

- Financial Coordinator

Due to the resignation of Ms Strickbine, we are in transition. Some current bills need to be paid. The GM called Margaret Towfiq to discuss the possibility of her taking the staff position of treasurer. Mrs. Towfiq previously held this position. Mrs. Towfiq expressed some concerns about her own schedule, especially in the summer time. She now manages several rental properties and Friday afternoons can be busy for her. How is mail collected and dispersed, will she be able to get the bills in a timely manner. The monthly salary does not seem to be increased, yet the current job description seems to include more duties than previous and there will be more responsibility once the loan and grant monies are received.

The board indicated a willingness to accommodate Mrs. Towfiq's schedule. The Financial Coordinator collects the mail and will deliver any bills or notices to Mrs. Towfiq. All bills and reimbursements will be stamped 'approved for payment' by the FC. Current financial policy requires the approval of an additional board member before being submitted to the county for processing. The board also agreed to negotiate the monthly salary issues once the full board was available. Mrs. Towfiq agreed to resume the position of treasurer.

It was moved, seconded and passed to hire Margaret Towfiq to serve as the PCSD treasurer.

- General Manager

Federal papers are all back; the State has allocated monies for Fawn, Lake and Ponderosa emergency control center at the Lodge. This check received was part of the Federal portion based on the first paperwork sent, should receive the state portion next. GM is expecting two more allocation letters for larger amounts, will follow up.

GM wants an audit trail for how disaster monies are dispersed; perhaps create an account to track.

- Water Manager

Regular monthly water test was OK. Boy Scouts came up and worked on the bridge repair.

Average water use was 17,000 gal/day compared to 24,000 gal/day last year

Replaced fuses in Holby booster pump

On 8/31, notified that 4 fire hydrants were not functional

On 9/1 corrected 2 hydrants (Marilyn Ct and Aspen) – the street valves were shut off, nothing else wrong. The other 2 have been out of service for a while. One hydrant is behind the Lodge; it needs a new line and is still a wet barrel hydrant. The other hydrant is off the Divide Hwy where there are lots but no structures; this hydrant has been turned off at the street valve.

6 water meters have been purchased

- Water Coordinator
Tulare county fire came to check hydrants – has this been done in the past, how often, whom do they typically notify if there are problems with the hydrants.
The electronic devices at Summit are out of synch. The WM does not have the electronic expertise to repair. John Kracik was hired to repair, PCSD was billed a 2 hour minimum (\$90.00). We need to find out if there are any operation manuals around. The secretary was directed to write a letter to Mr. Kracik (formerly water coordinator) inquiring if he knows where any manuals might be found.
- Snow Monitor/Snow Coordinator
No report
- PPOA/PCSD Liaison – C. Marchant
Nothing to report
- Committees – nothing to report

Director Comments

CM – inquired about a letter from Rollie Moore. Secretary reported that there was a letter sent from Mr. Moore to be disseminated to the directors. The secretary apologized for not providing copies of the letter to board members at this meeting; they will be given copies later. The letter basically said that the Moore's thank the directors and staff for their dedication, time, energy and commitment to securing the improvements needed on the water system. He also suggests the PCSD obtain its own website and review the tier rate structure. He feels the base tier usage amount should be lowered.

Unfinished Business

Ongoing items

- Water system documentation – creation of operations manual – B. Benton
- 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
- PER (Preliminary Engineering Report)
- Discussion on collection of delinquent water and snow removal fees. Determination of action necessary to collect delinquent fees. Establish procedure for notification of termination of water service due to non-payment. – this item will be carried forward, waiting for information from attorney.
The secretary will create a delinquency notice and procedure for the board and attorney to review and discuss.
The water service application needs to be updated and reviewed.

There are still 2 delinquent water fees.

Attorney will be asked if penalties can be added to delinquent snow properties.

- Review and acceptance of snow removal contract

The snow removal contract has been reviewed by board members following a special meeting to negotiate terms. This contract contains the terms agreed upon at that meeting and includes wording changes suggested by the PCSD attorney.

It was moved, seconded and passed to accept the snow removal contract.

New Business

- Review, discussion and acceptance of the CEQA documents
The final CEQA document is completed, board members have reviewed. When reading the draft, CM had requested some wording changes be made. Either the changes were made or an explanation was given as to why they could not be changed. No part of the project is designated to have “impact” or to “require mitigation to reduce impact”.
It was moved, seconded and passed to accept the CEQA document as written.
- Status on water system improvement project
Special meetings were held to interview potential engineers. The 4 Creeks engineering firm has been selected. Representatives will be here Sept 13, 2011 at 9:00 am. From 9:30 to 11:30 some of the directors and staff will meet with the reps. A notice will be posted so the community is aware of what is happening as there may be a quorum of directors present during the time with the engineers. No PCSD action items will be discussed or action taken during this meeting with the engineers.

Director Doty will be back in the community by 9/24 and Director Dolmovic will be back by 9/26. 4 Creeks has mentioned having a “kick-off” event for the community. They will be asked to wait until the other directors have returned to discuss this event.
- Discussion of hiring a new treasurer due to resignation of Michel Strickbine – possible recommendations, review of applications and hiring of personnel – Margaret Towfiq was hired during the Financial report to fill the position of treasurer.

The date for the next regular Board meeting will be Friday September 9, 2011 at 1:00 p.m. in the District Building.

The meeting was adjourned at 2:55 pm

The meeting was reconvened briefly at 2:59 pm due to the need to address changes for the Union bank accounts and county.

It was moved, seconded and passed to remove Michel Strickbine as an authorized signatory on the Union bank account(s) and to add Margaret Towfiq as an authorized signatory to the Union bank account(s). Director Michael Moroney will remain a signatory on the Union bank accounts as Financial Coordinator.

It was moved, seconded and passed to notify the county of the hire of Margaret Towfiq as PCSD treasurer and to authorize Mrs. Towfiq to represent and act for the PCSD in all board approved county financial and payroll transactions.

Final adjournment at 3:02 pm

Respectfully submitted

Jennifer Robertson – board secretary