

# *Ponderosa Community Services District*

Minutes of meeting

October 14, 2011

## Present:

Directors: D. Doty, C. Marchant, B. Benton, Barbara Dolmovic, M. Moroney (arrived at 3:30 pm)

Absent:

Staff: D. Robertson, J. Robertson, M. Towfiq

Absent staff: T. Griesbach

Staff volunteers: J. Parminter (arrived 3:30 pm)

Guests: none

The meeting was called to order at 1:05 p.m. followed by the flag salute. The president noted there were no guests present.

## **Comments from the Public**

None

## **President Comments**

Apparently, the September board meeting was being video recorded – Mr. Doty received a suggestion that a policy about recordings be created – he suggested we wait and see if this became an issue in the future.

Mrs. Dolmovic has agreed to serve another term as director; the secretary was directed to notify the Tulare County board of supervisors.

There was a PPOA fire drill at Summit – there are two related items

- Siren – the PPOA has requested to mount a siren at Summit, there is a post with electricity already wired to it, suggest we allow them to connect siren to that post. The secretary was directed to write a letter to Mr. Cohen regarding this issue
- Fire use valve, apparently there is was a 4 inch brass fitting to allow a fire hose to be connected to allow a fire truck to pull water directly from the tank, this was not replaced when the current tank was rehabilitated, the board suggests installing a fire hydrant next to the tank to serve this need. The secretary was directed to write a letter to Mr. Thomas regarding this matter.

The board received an email from former Treasurer Michel Strickbine regarding the electronic water rate calculation file.

Mrs. Dolmovic has agreed to be the PPOA liaison

## **Minutes**

It was moved, seconded and passed to accept the minutes of the September 9, 2011 regular meeting as written.

## **Secretary Report**

Response to questions raised by Shawn Witherow at the September 9, 2011 business meeting:

*1. Has the board inquired about additional insurance and bonding requirements related to the water system improvement project?*

Have spoken with Bill Armor at Turner & Associates in Lindsay; He says we are probably fine with what we already have. He will look over the letter of conditions and check with the USDA to see if we need to add anything to our current policy. He said they have worked with companies that have agreements with the USDA before, he is aware of them, and they are aware of Turner & Associates as insurers – he does not anticipate a problem.

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*  
per page 4 of Letter of Conditions re funds transfer. USDA keeps all monies and only sends to us upon an approved request. Lisa comes up to inspect before releasing funds.

3. *Is the district going to be responsible to maintain a SWPPP program for the life of the loan?*  
The SWPPP is only for the construction, and ends with project completion – not required for the life of the loan.

As mentioned in the response to Mr. Witherow's questions, the secretary has contacted the PCSD insurance carrier, Bill Armor sent an email stating he sent a certificate of insurance to Lisa Butler at the USDA.

The PCSD website has not yet been created; there is a question about how to arrange payment. Mrs. Towfiq and Mrs. Robertson will take care of this issue. There was a question posted through Carl Cappelen's server regarding the PCSD site asking if the PCSD would be providing a notification service similar to Mr. Cappelen's. No, the PCSD will not be providing a subscribed email list for notifications. The website will be updated with progress reports on the water improvement project, but people will have to go to the site to read those updates or any other posted notices. Agendas and minutes can still be sent to Mr. Cappelen in order for him to send notifications.

### **Communications**

Received

Certificate of Insurance from 4 Creeks

Letter from Tulare Co. Board of Supervisors regarding seat currently held by Mrs. Dolmovic, a reply will be sent indicating Mrs. Dolmovic is willing to serve an additional term

EDD claim – two individuals have filed for unemployment and listed the PCSD as an employer – the dispute form will sent

UD Dept of Commerce sent a notification about government census

RCAC – loan application packet

Bill Dolmovic delivered his request for a \$25,000 draw on the snow removal contract and asked for clarification on the procedure for submitting snow removal invoices.

The snow removal contractor has presented an invoice to the PCSD requesting a \$25,000.00 draw against the contracted minimum (\$50,000) for the 2011-2012 snow year.

It was moved, seconded and passed for the PCSD to authorize the \$25,000 advance to be paid to Mr. Dolmovic, High Sierra Snow Removal.

An excerpt of these minutes will be prepared for the bookkeeper to send to the County as authorization of the invoice.

Snow Removal invoice procedure:

A hard copy of the invoice needs to be approved by Snow Monitor (J Parminter) and an electronic copy emailed to treasurer so she is aware there is an invoice due. Once SM has approved invoice, the Financial Coordinator needs to stamp it approved, then the invoice will be submitted to the county. Payment from the county typically takes 10-14 days for processing and mail delivery. Mrs. Towfiq is exploring the possibility for electronic (ACH) payments for the snow removal invoices.

**Reports**

- Treasurer

Mrs. Towfiq met with Mr. Hylton – his opinion is that the amount of paperwork the board has been getting in financial reports is not necessary and can be confusing. After discussion it was determined that the treasurer will provide an executive summary report that contains monthly expenditures, year to date totals and total budget (% recognized). Directors already have copies of the annual budget. Voucher logs and checking account activity will be provided as requested multiple copies are deemed unnecessary.

The policy on processing invoices was reviewed. Mr. Hylton would like to see the Snow Coordinator and Water Coordinator approve specific expenditures. The Financial Coordinator should approve all other expenditures and review and acknowledge bank statements each month.

In reviewing the treasurer job description, Mrs. Towfiq noticed that there is an increase in the duties assigned to treasurer without additional compensation from when she previously held this job. She also commented that the amount currently paid to the general manager seems inappropriate. Mrs. Robertson mentioned that when the board was told by the grand jury that the district was required to have a general manager, the title was added to the office manager/board secretary position and the monthly salary increased by \$25.00 to compensate for increased duties. Now that the general manager is a separate position, the salary should be reevaluated. Mrs. Towfiq was directed to research wages and report back to the board.

Mileage reimbursement, the current mileage reimbursement amount has not been increased for at least two years. It was moved, seconded and passed to increase mileage reimbursement to match the current amount allowed by the IRS.

Mrs. Towfiq asked Mr. Hylton how the FEMA monies should be accounted. He suggested asking the county to reopen a previous administration budget (2000). Then all FEMA monies could be dispersed from that budget (reimbursements to snow) and will keep a clean audit trail.

Friday meetings are problematic for the treasurer. It was moved and seconded to change the regular board meeting to the second Thursday of each month at 1:00 pm. After a brief discussion the motion carried.

The treasure has submitted one voucher run to date, mostly for utilities.

September financial report

Water 2020

Income	0.00
Salaries	0.00
Services/Supplies	756.52
Other	701.73
Total appropriations	1,137.38

Snow 2010

Income	0.00
Salaries	0.00
Services/Supplies	70.57 (year to date 24,168.46, county snow removal inv 21,711.35)
Other	0.00
Total appropriations	70.57

735 – no activity

There is an invoice for barrel clamps bought from F. Schlitz – account to water, approved for payment

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

- Financial Coordinator (not present at this time)  
No report

- General Manager (absent)  
No report

- Water Manager  
September usage  

Monthly	412,950 gallons	last year	707,565 gallons
Daily	13,765 gallons	last year	23,585 gallons
Gallons transferred 51,200			
Fawn	297,800		
Lake	63,950		

- Water Coordinator  
4 Creeks came and started to survey, take soil samples. The following board members, PCSD staff/volunteers and engineering members were present on September 13, 2011  

Cheri Marchaunt	Bill Benton	Mike Moroney
Jim Parminter	David Robertson	Rod Coffey
Matt Ainley	David DeGroot	Randy Wasnick
David Harris (geo tech)	Joe Provendar (SCADA)	

 Justin Aleson and Matt Razor – surveyors, stayed two additional days

Vollmer will be looking at excavation sites

- Snow Monitor/Snow Coordinator  
First storm – 2.5 inches snow  
Second storm – 3.5 inches snow  
No road clearing required
- PPOA/PCSD Liaison  
Nothing to report
- Committees – nothing to report

**Director Comments**

**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 – **paperwork has been sent to FS**
- PER (Preliminary Engineering Report) – P&P invoices for PER, CM has sent 3 emails to Craig requesting a statement that this is the final payment, no response and no statement. The president of P&P wants to know what they could have done better since they were not awarded the project.

Invoices for environmental reports required for CEQA can be processed through RCAC

Sierra Valley	550.00	9/22/11	
Vanherweg	1450.00	8/4/11	
Attorney	1354.75	8/25	6049
Attorney	108.75	4/25	5728
Attorney	326.25	9/25	6085

It was moved, seconded and passed to authorize payment of these invoices through RCAC

- Review, discussion and acceptance of the final version CEQA documents  
 Due to the property owner’s requirements, it has been determined that the allowed site for placing an additional water tank at Summit is not optimum. Therefore it has been determined a second tank should not be placed at Summit, rather remove the current tank and place a larger tank on current site. This forces a change in the CEQA approved last month. Revised copies were distributed to board members. Page 2-5 contains the project description

It was moved, seconded and passed to approve the amended CEQA to allow for a larger tank.

*Mike Moroney arrived at 3:30, J. Parminter arrived at 3:30, M. Towfiq departed at 3:40*

- Discussion on collection of delinquent water fees.  
 The secretary has researched the Government code sections 60370-60375 as they relate to termination of water service for nonpayment of fees and other water service providers policies. Based on this research a termination notice was created and sent to the attorney for review. The attorney did recommend a few additions/alterations. The final version was distributed to directors for review. Because we do not bill water service monthly, the PCSD must use April 15<sup>th</sup> (tax bill due date) for determination of delinquency.

After a brief discussion, the following policy was proposed:

Once it has been determined by confirming with the county tax collector that a property owner has not paid their tax bill and therefore not paid water service fees a notice shall be sent to the property owner of record. The notice demands payment within 15 days (per government code 60373(a) - 10 days from the date of delinquency and allowing 5 days for mail delivery). If payment is not received, a second notice will be sent demanding payment within 30 days, failure to pay will result in termination of water service to the property. If payment of delinquent fees is still not received, a final notice will be mailed and posted on the property 48 hours prior to water service termination. If water service is terminated, there will be an

additional fee assessed to resume water service to the property. All delinquent fees and reconnection fees must be paid in order for water service to resume to the property. Per government code 60371 - actual users have the right to become customers of the district without being required to pay the amount due on the delinquent account.

It was moved, seconded and passed to accept the delinquent water service notice as written and the policy as stated.

- Status on water system improvement project  
As reported earlier there was a meeting with 4 Creeks.

Official engineering agreement – our attorney made a few changes to the proposed agreement. The changes have been reviewed by 4 Creeks and the USDA and are acceptable. After board members reviewed the agreement, it was moved, seconded and passed to accept the EJCDC agreement between PCSD and 4 Creeks Engineering incorporating the suggested changes made by our attorney.

It is necessary to get a new loan (Infrastructure predevelopment) through RCAC; the application packet has been received. Ms. Marchaunt has reviewed the application and checklist of necessary documentation. This loan will pay off the existing RCAC loan and provide additional funds for preliminary design, legal fees and interest.

It was moved and seconded to accept a corporate resolution to borrow from RCAC.

This loan will be for \$144,617.00

President Dale Doty and Vice President Cheri Marchaunt are authorized to execute in the name of the PCSD, the loan application and agreement, promissory note, secure and other instruments and any and all documentation for the disbursement of funds required by RCAC to make and secure the loan and any amendments thereto.

Treasurer Margaret Towfiq is authorized to execute in the name of PCSD, documentation required for the disbursement of funds during the term of the loan.

After a brief discussion, the motion carried unanimously.

Tank easement – Robert (USDA) wants drawings of the easement for Summit water tank  
4 Creeks will be asked to write a new easement description for the larger tank.

## **New Business**

*Barbara Dolmovic departed at 4:15 pm*

Office needs to be rearranged, need file cabinet that locks, recycle old computer

Fire hydrant snow removal – is there anyone that could submit a bid, possible request PPOA to share costs

The date for the next regular Board meeting will be **Thursday November 10, 2011 at 1:00 p.m.** in the District Building.

The meeting adjourned at 4:22 pm

Respectfully submitted,  
Jennifer Robertson – board secretary