

Ponderosa Community Services District

Minutes of meeting

November 10, 2011

Present:

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

Absent:

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

Absent staff:

Staff volunteers:

Guests: none

The meeting was called to order at 1:00 p.m. followed by the flag salute. The president noted there were no guests present.

Comments from the Public

None

President Comments

Minutes

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

Secretary Report

Secretary apologizes that the website is not yet completed due to illness and more difficulty than anticipated.

Communications

Received

Census of Governments – need some financial information to complete

From county – property tax revenue estimates and distribution dates (\$157,086.00)

Invoice from CSDA

County auditor – notice about bookkeeping fee changes

Reports

- Treasurer

There has been an ongoing question about monies spent from the 735 fund. According to records, there has been no money spent from this fund since 2009. The current balance of this fund is \$53,170.23, there is no money ‘missing’ from this fund.

735 is for capital improvements. Water meters have been and should continue to be paid for with this fund. There is a payment for water meters (\$1726.24) that was accounted to 740 (2020 water) that should have been designated from 735 – as capital improvement. A board resolution is require to authorize a general journal entry to remove 1726.24 from 740 (water) and reapply to 735.

It was moved, seconded and passed to accept Resolution 2011-53-A – board authorization for PCSD treasurer to have county create a general journal entry removing \$1726.24 expense for water meters from fund 740 and reapplying to fund 735.

Summary of monthly expenses

Normal utility expenses (water tank electric bill is less than normal?)
 Bookkeeping charges from county
 Office expense, mileage, invoices from Kracik, Schlitz
 Advance for snow removal contractor – processed for automatic deposit

2020 Water

Income	0
Salary	0 (figures from county not available at this time)
Serv/supply	1579.40
Other	0
Total Appropriations	1579.40

2010 Snow

Income	0
Salary	0
Serv/supply	25,276.60 (included 25,000 draw)
Other	0
Total Appropriations	25,276.60

735 – no activity

New attorney fees, one new invoice, will pay non-water project portion, remainder will be paid with proceeds from new loan.

Provost & Pritchard invoice

It was moved, seconded and passed to pay \$11,034.00 of the total invoice through RCAC. 10% of the invoice (\$4,942.87) will be retained.

Mike Moroney (Financial Coordinator) and Tom Griesbach (General Manager) will be added to the county authorization form for financial and payroll transactions.

Regarding FEMA monies, the county has agreed to reopen the 2000 administration object for the PCSD. All FEMA checks will be deposited into and dispersed from this account in order to create a clear audit trail. A budget will need to be created, approved and submitted.

Mr. Griesbach reported that we have received promissory letters for \$65,162.00 and have received to date \$62,826.00. 5 projects have been approved for payment:

Lake, Fawn, Holby, Emergency operations center (Lodge), Emergency snow removal/road clean up
 A draft budget for object 2000 was presented, a final budget will presented and adopted in December.

Salary increases – There was a brief discussion about extra duties that have been assigned to the treasurer’s job description. Board members also determined that both the treasurer and secretary have increased responsibilities since their previous employment in their respective positions. Rather than increase the monthly salary, it was moved to pay an hourly rate for all hours worked above the set number of hours in each job description. The motion was seconded and passed to pay the treasurer and secretary an hourly rate to be determined by dividing their respective salary by number of hours set forth in their respective job descriptions. A letter will be written notifying county payroll of the changes.

The treasurer will continue at the current monthly salary plus hourly for any additional hours over base time. The board secretary will continue at current monthly salary plus hourly for any additional hours over base time. Time cards will be kept then reviewed and approved prior to submission to county.

At the October business meeting, it was mentioned that the current general manager’s monthly salary of \$25.00 seemed inappropriate for the amount of work and responsibility undertaken by Tom Griesbach. The \$25.00 salary was originally added to the monthly salary of the office manager/board secretary as compensation for additional duties. President, Dale Doty, asked for research in order to take action at the November meeting. Following a general discussion, and over Mr. Griesbach’s protest, it was moved, seconded and passed to increase the general manager’s monthly salary to \$150.00 and to authorize payment for mileage reimbursement when on district business. A letter will be written notifying county payroll of the change to the general manager’s salary and mileage reimbursement.

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

- Financial Coordinator
Thank you to treasurer and board secretary for their hard work.
Nothing to add to financial report.
- General Manager
FEMA files prepared for treasurer.
Thank you to board members and community members (B. Dolmovic, J. Parminter) for all their help getting FEMA information together. Thank you to C. Marchaunt and Barbara Dolmovic for gathering information on volunteer hours. FEMA reps said this community had unbelievable volunteerism and they worked extra hard to get our funds approved.

We have advertised for the road clean-up, no responses received, we are now free to hire to get work done. FEMA requires debris brought to one specific spot and document by measuring and photographing then send to FEMA.

Still need to place ad for concrete piers, studs, siding (Lake well repair).

Need to create an Emergency Plan - required

- Water Manager
October usage

Monthly	396,270 gallons	last year	682,260 gallons
Daily	13,209 gallons	last year	22,575 gallons
Gallons transferred 65,300			
Fawn	192,200		
Lake	138,700		

We have ordered a new booster pump – Holby. Will hook new valve to booster pump for future use

- Water Coordinator
Nitrate test cannot be done until all wells are repaired

There will be a new pump with a new motor. Dennis Lack is getting this for us. The past pump was installed 3 years ago, need protection from electric fluctuation. The new pump will be connected by Elliot or other licensed electrician.

Abbasi will be sent a delinquency notice

Holby access road – Benton has prepared a reply for Tim Seeley (forest service), permit in process

Winterizing – still need to open 3 bleeder valves, all other items on list complete

County required fixes – raised slab at Holby 1, Dave needs to complete west wall

Pipe over Holby Creek – welded 2 years ago, creeks level has not dropped sufficiently to install a new pipe

Gauge at Summit – adjusted, per Dennis Lack problem could be electrical, contacts were corroded. John Kracik is on call back to fix correctly

Tony Nasca has submitted a bid for snow removal from fire hydrants

- Snow Monitor/Snow Coordinator
There have been 6 inches of snow from 2 storms; no road clearing (billed to PCSD) was required

- Snow removal from fire hydrants – received bid from Tony Nasca. \$9.00 per hydrant, 27 hydrants total. It was moved, seconded and passed that under the supervision and direction of J. Parminter, Mr. Nasca is contracted to remove snow from designated hydrants within the Ponderosa subdivision for the 2011-2012 snow season.

- PPOA/PCSD Liaison
Mrs. Dolmovic did submit an article to the PPOA newsletter. President D. Doty requested that Mrs. Dolmovic plan to submit something to PPOA newsletter after each PCSD meeting.

- 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
 6. Lake well rehab - **pending**

7. Repair North & South ends of Holby bridge – **pending, ready to walk across, ends were extended, broken boards replaced**
8. Holby 1 snow shed – **done** (Eagle project by Michael Davis, Troop 152)
 - Update water ordinance 99W
 - Obtaining an easement from the Forest Service for access to Holby well site – B. Benton with attorney Julia Lew – **in process**
 - PER (Preliminary Engineering Report) – **P&P final invoice approved for payment**
- Status on water system improvement project
 - CEQA
 - Resolution adopting the Mitigated Negative Declaration
 - Resolution adopting the Mitigation Monitoring and Reporting Program
 - Sign the Notice of Determination

NEGATIVE DECLARATION

LEAD AGENCY: Ponderosa Community Services District
57830 Fox Drive
Springville, CA 93265

PROJECT TITLE: Water Facilities Replacement Project_

ADDRESS/LOCATION: SR 190 in the Sequoia National Forest, Tulare County

PROJECT APPLICANT: Ponderosa Community Services District

PROJECT DESCRIPTION: The Project includes the replacement of water main pipe, installation and replacement of storage tanks, and installation of booster pumps, source flow meters and SCADA stations with connections to the existing water distribution network for the community of Ponderosa.

The Board of Directors of the Ponderosa Community Services District has reviewed the proposed project described herein and has found that this project will have no significant impact on the environment for the following reasons:

1. The project does not have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory.
2. The project does not have the potential to achieve short-term environmental goals to the disadvantage of long-term environmental goals.
3. The project does not have possible environmental effects which are individually limited but cumulatively considerable, “cumulatively considerable” means that the incremental effects of an individual project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.
4. The environmental effects of a project will not cause substantial adverse effects on human beings, either directly or indirectly.
5. Mitigation measures were, were not made a condition of the approval of the project.

On November 10, 2011, the Board of Directors determined that the above project will have no significant effect on the environment.

Mitigation Monitoring and Reporting Program

This Mitigation Monitoring and Reporting Program (MMRP) has been formulated based upon the findings of the Initial Study/Mitigated Negative Declaration (IS/MND) for the proposed Water Facilities Replacement Project (Project) in Tulare

County. The MMRP lists mitigation measures recommended in the IS/MND for the proposed Project and identifies monitoring and reporting requirements.

Table 1 presents the mitigation measures identified for the proposed Project. Each mitigation measure is numbered with a symbol indicating the topical section to which it pertains, a hyphen, and the impact number. For example, BIO-2 would be the second mitigation measure identified in the Biological Resources analysis of the IS/MND.

The first column of Table 1 identifies the mitigation measure. The second column, entitled "Party Responsible for Implementing Mitigation," names the party responsible for carrying out the required action. The third column, "Implementation Timing," identifies the time the mitigation measure should be initiated. The fourth column, "Party Responsible for Monitoring," names the party ultimately responsible for ensuring that the mitigation measure is implemented. The last column will be used by the District to ensure that individual mitigation measures have been monitored.

Although listed as 2 resolutions these were actually combined into one resolution per template received from Emily Bowen (P&P).

It was moved, seconded and passed to accept Resolution 2011-52-A Approving Mitigated Negative Declaration for the Water Facilities Improvement Project and Adopt Mitigation Monitoring and Reporting Program.

New Business

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

The meeting adjourned at 3:30 pm

Respectfully submitted,
Jennifer Robertson – board secretary