

Ponderosa Community Services District

Minutes of meeting

January 12, 2012

Present:

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

Absent:

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

Absent staff:

Staff volunteers: Jim Parminter

Guests: B. Arnold

The meeting was called to order at 1:05 p.m. followed by the flag salute. The president welcomed our guest.

Comments from the Public

None

Minutes – from previous meeting were reviewed, a couple of typographical errors were corrected. It was moved, seconded and passed to accept the minutes of the December 8, 2011 regular meeting as corrected.

President Comments

The board will be drafting a letter to Mr. Schollhammer attempting to address his concerns and clarify the district's intentions regarding the placement of water storage tank on the easement at Summit as part of the water system improvement project.

Secretary Report

Water delinquency notices were sent to two property owners. M. Moroney reported receiving full payment of delinquent water fees from Abbasi. The secretary will contact the county to remove the water fee assessment from the 2010-2011 tax bill. Altering the tax roll will probably incur a charge from the county, usually \$25.00. It was suggested that the current water delinquency notice be amended to include the fees the county will charge the district.

Ms. Marchant asked if we could somehow send a delinquency notice for snow removal costs as there are a greater number of unpaid tax bill for unimproved properties. There was a general discussion...unlike water; we cannot stop service to properties that do not pay their snow removal assessments. The secretary was directed to consult the attorney about taking these unimproved properties to small claims court in order to collect snow removal fees.

Communication

Rec- Notice from State Controller's office of delinquent reports

Immediately prior to the meeting, the secretary received a return phone call from the State Controller's office regarding the PCSD Financial Transaction report and Compensation report. There is no record of these reports having been submitted, however Hylton's secretary has electronically resubmitted the FTR, we are investigating whether the compensation report has been completed and submitted.

Letter from Witherow

Mr. Witherow was sent the agenda via email. We do not have documents with the titles specified in his letter; he will be sent copies of the financial documents that are presented at this meeting. If the treasurer can provide the executive summary to the secretary in a pdf format, it can be posted to the website.

Notice from US Dept of Commerce regarding census of governments not yet received – M Towfiq will contact them through email; the document was submitted through regular mail

Secretary picked up a certified letter – from County, a list of tax delinquent properties that will be going to auction (none in Ponderosa area)

Reports

- Treasurer

FEMA monies will show in 740 voucher log because the county puts all PCSD monies into one operating fund (740), but it will be accounted to object 2000

2000 FEMA

Income	62,826.00
Serv/supplies	29,943.29
Total appropriations	29,943.29

2020 Water	Dec-11	year to date
Income	5,645.03	2,230.69
Salary	0	5300.69
Serv/supply	666.77	13,427.36
Other	0	1,726.24
Total Appropriations	666.77	21,892.04

2010 Snow	Dec-11	year to date
Income	23,800.50	23,800.50
Salary	0	5300.69
Serv/supply	588.02	50,709.03
Other	0	0
Total Appropriations	588.02	56,009.72

735	Dec-11	year to date
Income	0	246.12
Other Expense	4,651.17	4,651.17
Total appropriations	4,651.17	4,651.17

Invoices presented to be paid through FEMA funds

Lake Well Building

- Advertising invoice 38.59
- J Parminter construction 3801.62

It was moved, seconded and passed to authorize payment of these invoices with FEMA funds

Resolution 2012-59-A to authorize dispersal of funds from 735 Capital Improvement.

The following invoices are deemed to be related to capital improvement of the PCSD water system.

- Invoice Elliot Elect & Pump 409.21 (includes parts and labor)
- J Parminter Construction 1200.00 (Fawn & Holby propane tank roofing)
- Dennis Lack - reimbursement 2040.43 (purchase Holby pump & motor)

It was moved, seconded and passed to accept Resolution 2011-59-A authorizing dispersal of 735 funds to pay the listed invoices.

A thank you letter will be sent to Mr. Lack for purchasing a \$6500.00+ motor at a substantial discount for the PCSD.

Treasurer called attention to detail in SNOW

One line in the sub account will be over budget for the rest of the fiscal year. Under the previous treasurer, the county bill for PCSD portion of 2010-2011 snow removal costs on Divide Hwy was paid in the current 2011-2012 fiscal year, instead of the past 2010-2011 fiscal year. This will also skew the figures for total snow removal costs of both the past season and the current season.

2150-02 \$21,711.35 for county snow removal should have been accounted as snow removal fees not as county accounting fees.

Director fee amounts are also off due to when payments were made – some monthly payments for previous fiscal year were carried over to current fiscal year.

Director fees 1018 – per the minutes of September 2010 this line was changed to director per diem – current treasurer does not think this is the correct terminology for director fees as the directors are paid per meeting, not per day...treasurer will consult with the county to see if terminology matters.

Note – the locking file cabinet has been purchased. The 4-drawer cabinet was on sale. The financial records have been archived and some of the records needed for the audit have been collected.

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

- Financial Coordinator

M. Moroney is worried about the Financial Transaction Report to the State of CA. The PCSD received letters indicating it was not yet received. Mr. Moroney believes it has been submitted twice.

The secretary has contacted the State and asked Hylton by email to verify transmission of the report. This report needs to be submitted by the auditor. We will contact him again to see if we can get the electronic file and submit it ourselves if necessary. The second report is a Compensation Report. The State has no record of that report being submitted either. Controller’s office is sending the secretary an email with link and instructions to complete this report.

Hylton’s office sent a second cover letter, M Moroney has signed it, it will be sent in again with delivery confirmation.

- General Manager

Have not finished extension request for FEMA road clean up.

Will start work on an Emergency Plan. John Baker has offered to come up to help fill in the information gathered to complete the plan and certify it at the same time. The plan needs to address procedures for things like tank rupture, mail line breaks and have a list of licensed contractors to call for repairs.

Jim Parminter added that Ruffert and Sons did electrical work on Fawn well. There is now auto start on the generator – the FEMA electrical work is completed

All FEMA work is now complete except for the road clean up. 8 weeks ago, we were transferred to a different FEMA representative.

- Water Manager

Routine water test came back clear

Dec usage	Last year	Gal. transferred from Holby	23,200
402,860 gal/month	345,080 gal/month	Gal from Fawn	227,100
12,995 gal/day	11,131 gal/day	Gal from Lake	157,560

Doug Elliot fixed lever at Summit
 Reopen drain at end of Tamarack
 Problem w/Holby, would only run 30 sec, then shut off. Called Elliot, now repaired
 Replaced valve gaskets at Holby
 Replaced plug in filter at Holby
 Ran generator at Fawn & Holby, transfer pump at Holby is running well
 There was a break on Snowflake – in the 1-inch line for the bleeder valve

- Water Coordinator
 A new leak detector was ordered. A locking cabinet will be installed in the PCSD building meeting room for items that need to be kept warm (not freeze).

Jim Parminter added that the new door will be installed in the next few days. Additional keys will be made.

- Snow Monitor/Snow Coordinator
 There has been no new snow

D. Doty as Snow Coordinator

There was an issue brought up in August about the PCSD purchasing equipment and providing its own snow removal rather than using a contractor. Mr. Bozanich proposed that leasing a tractor/blower and hiring drivers would reduce the overall cost of snow removal compared to using a contractor. The PCSD would not have to worry about repairs, the tractor company would provide mechanics if the tractor broke down.

Following Mr. Bozanich suggestion, Mr. Doty did some research. We can lease a tractor but we must own the blower. We would need two blowers (expensive). We would have to provide the mechanic and order parts to maintain/repair the blower. This proposal as suggested by Mr. Bozanich is not feasible, therefore, the president thanks Mr. Bozanich for his concerns, but will not request an agenda item for the board to consider the PCSD providing its own snow removal as proposed by Mr. Bozanich.

In the future, anyone wishing to suggest the PCSD operate its own snow removal service, please put your proposal in writing with actual numbers from specific equipment vendors/dealers for the board to consider.

- PPOA/PCSD Liaison
 Nothing to report, there have been no meetings
- Committees – nothing to report

Director Comments

None

Unfinished Business

Ongoing items

- New keys to PCSD building or combination locks, or? – B. Benton (waiting for new door installation) *pending*
- PCSD building maintenance
 1. Install new door *pending*
 2. Replace portions of fascia boards

3. Paint building
 4. New roof—with additional roof over fire truck door
 5. Repair North & South ends of Holby bridge – *pending*
- 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*
- Status on water system improvement project
Matt Ainley has completed the preliminary design, would like it reviewed
The design contains the three options for Summit tank

Lisa Butler approved Vollmer bill, it will be considered additional work, it is understood the work done was not in the original agreement with 4Creeks. Vollmer will be paid through grant/loan.

RCAC loan –

There will be a new procedure with this RCAC loan. The board must resolve to pay invoices. The invoices will be sent to USDA for approval then back to PCSD for submission to RCAC.

Resolution 2012-60-A to authorize RCAC payment

Invoice	Vollmer	\$1615.00 (widen pad at Summit)
Invoice	4 Creeks	17,530.50 (engineering costs)
Invoice	attorney	761.25
Invoice	attorney	580.00
Invoice	attorney	181.25
Invoice	Prov&Pritch	494.29 final payment of original invoice

It was moved, seconded and passed to submit the listed invoices for payment through the RCAC loan.

New Business

- Review and approval of new RCAC loan terms

The October 14, 2011 agenda had an action item listed under *Status on water system improvement project*. This item was the *discussion and determination to extend the loan with RCAC*. The minutes of the October 14, 2011 meeting reflect the action taken by the board. See the following excerpt:

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.

Once the application was completed, it was submitted to the USDA for review and to RCAC. It was believed that the board would be required to review the loan documents again and give final approval at this January meeting, but that was not correct. The loan is approved and funded by RCAC. No further action was required at this meeting.

- Letter from PCSD to Schollhammer addressing water tank easement

The president prepared a rough draft letter to be amended by the board. Mr. Schollhammer is concerned about the size and placement of an additional water storage tank or new water tank on his Summit property. It seems that through phone conversations and previous written communications the size of the current tank has been reported incorrectly. This has led to some confusion regarding how much larger a new tank will be. The current tank is 24 feet tall with a 22 foot diameter. See attached final draft of the letter to Dr. and Mrs. Schollhammer for further clarification of water storage tank proposal.

The date for the next regular Board meeting will be **Thursday February 9, 2012 at 1:00 p.m.** in the District Building.

The meeting adjourned at 3:40 pm

Respectfully submitted,
Jennifer Robertson – board secretary

Ponderosa Community Services District

56827 Aspen Dr
Springville, CA 93265

January 12, 2011

Dr. and Mrs. Schollhammer

Re: Ponderosa property Summit water tank easement

Dear Dr. and Mrs. Schollhammer,

The Ponderosa CSD board of directors would like to thank you for your willingness to contribute to the community through the easement, on your Summit property, for the water storage tank. It has come to our attention that there is some confusion regarding the size of the current water tank and its location on the PCSD easement on your Ponderosa property. We understand the uncertainty as the proposal for replacing the current tank has gone through some transformations while we worked for a final design and plan for the water system upgrade here at the Ponderosa.

Initially, the United States Department of Agriculture (USDA) advised us that the State of California (State) recommended a community of our size and growth potential should have a primary storage and delivery system of at least 120,000 gallons. The USDA would like to see at least 150,000 gallons total storage. This can be accomplished with a 120,000 gallon water tank at Summit and an additional 30,000 gallon water storage tank at the Holby well site. Since we were applying to the USDA for a grant/loan to accomplish the necessary water system improvements, their opinion carried considerable weight.

So began the search for a solution to the water storage problem. The early idea was to enlarge the footprint of the current tank to allow placement of a second storage tank in order to gain a total of 150,000 gallons of water storage. This idea was negated when we learned you were not agreeable to the site necessary to place a secondary tank. The next idea was that a second 60,000 gallon tank could be placed behind the existing 60,000 gallon tank and that with additional storage at one of the Holby site, we would reach the desired 150,000 gallons of storage. After the PCSD had secured a grant/loan from

the USDA and selected an engineering firm to complete the final design, we learned that the current Summit site (your property) will not accept a second tank without enlargement of the area by significant addition of fill dirt and mechanical soil compaction. The additional cost of this process was estimated in the six-figure range, much more than the available funds allow. Therefore, the final plan that the board, in conjunction with the engineering firm, is proposing is to remove the existing 60,000 gallon water storage tank and replace it with a 120,000 gallon water storage tank. The existing tank has a 22 foot diameter and is 24 feet tall. The proposed new tank will have a 29 foot diameter and 24 feet tall. This solution will only require an alteration to the current tank footprint, as this proposed new tank is only 7 feet wider in diameter than the current tank. Please refer to the enclosed drawings to see how the existing tank pad will need to be enlarged by 7 feet. We are asking you to communicate your approval either by phone to Dale Doty (559 xxx-xxxx) or by mail to the Ponderosa CSD board of directors.

Because this Summit water tank is so crucial to the project the PCSD has undertaken, the board felt we should address your concerns to the best of our ability. We are very interested in maintaining the truly amicable relationship we have had with you and are looking forward to a long, friendly relationship in the future.

If this letter has not cleared up your questions or addressed your concerns, please contact board president Dale Doty by phone at 559 xxx-xxxx or by mail at Ponderosa CSD 56827 Aspen Dr, Springville, CA 93265. You may also send communications by email to secretary@ponderosacsd.com. Thank you for your time. We take this opportunity to again thank you for being willing to work with us to bring the Ponderosa community an improved water system.

Respectfully,
Ponderosa CSD Board of Directors