

Ponderosa Community Services District

Minutes of meeting

May 10, 2012

Present:

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

Absent:

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

Absent staff:

Staff volunteers: Jim Parminter

Guests: B. Arnold, Bozanich

The meeting was called to order at 1:10 p.m. followed by the flag salute. The president welcomed the guests.

Comments from the Public

There will be a hazardous fuel reduction project on Kramer property and Arnold property funded by a grant. David Witt may be able to obtain a similar grant for the community, which could include the use of a chipper. Further information will be provided to Mrs. Dolmovic as the PPOA liaison

Communication

Rec-

Report on Water Conditions in CA as of April 1, 2012

Insurance payment for Holby well site damage

Letter from Cal-EMA recommending FEMA grant extension request for storm clean up – Given to T. Griesbach

Letters from Witherow (some noted on the agenda)

Witherow – email(s)

Witherow letter dated April 14, 2012 forensic audit follow up

Witherow letter dated April 15, 2012 request for document

Witherow letter dated April 16, 2012 response to March 9 reply re: SWPPP doc

Witherow letter dated April 24, 2012 request for documents

President Comments

Not a lot of comments to make, Mr. Benton has a report from 4 Creeks. Mr. Griesbach will report on FEMA clean up. No news to report on easement, waiting on Forest Service. Have received a bill for special use permit that will be presented later in the meeting. There have been no special meetings.

Minutes from previous meeting – it was moved, seconded and passed to accept the minutes from April 14, 2012 regular meeting as revised.

Secretary Report

Letters from Witherow – requesting board direction on agenda item requests

Board directs secretary to write a letter to Mr. Witherow thanking him for his comments and suggestions but the board considers the financial discrepancy issue that lead to the proposal of a forensic audit closed and will not be placing his requested agenda item on a future agenda.

Board directs secretary do write a letter to Mr. Witherow thanking him for his comments and concerns regarding SWPPP document and soil disturbance at Summit. The work done by Vollmer Excavation was to help determine the feasibility of enlargement and soil compaction at the current Summit tank site and is therefore not considered to be the beginning of construction on the water system improvement project.

Contact with attorney, now have proposal from an appraiser for Summit tank

Bought stamps for postcards

CCR is due in July – usually send to every water users as well as post at mail building and now on website. Could send postcard indicating the report is available on website instead of direct mail with hard copies available upon request. – Board direction to send hard copy

The board needs to determine whether or not to increase snow removal rates for the 2012-2013 snow season. Specific amount cannot be determined until June, will be on June agenda.

Water rate calculation file – we do not seem to have the file that contains the actual calculation programming. It appears we do have the meter readings from last June, except for the meters that Michel noted “need data” and then did not update if data was ever obtained. Board direction to send letter to Ms. Strickbine requesting working copy of the water rate calculation file.

It is on the tickler file to review job descriptions. This item was not included on this agenda, does the board want that item for the June meeting and does the board wish to have a closed session to discuss job performance and salaries issues...board answer – NO – job descriptions were reviewed and updated not too long ago.

There are no board elections for this year, there will be 3 vacancies for the 2013 November election.

Mike Moroney – short term expires, will be for a full 4-year term

Bill Benton – regular term

Cheri Marchaunt – regular term

Reports

- Treasurer
Please see Financial Executive Monthly Summary (posted to website)

The last snow removal invoice was paid \$5400.00. There will be a final invoice for the balance of the guaranteed amount (\$18,348.75). It will be paid in this fiscal year.

There are still issues with the County accounting of payroll, treasurer is in contact requesting corrections before the end of the fiscal year.

The proposed budget for fiscal year 2012-2013 will be presented at the June meeting.

Invoices presented for payment through RCAC.

Resolution 2012-68-A to authorize RCAC payment

4 Creeks	\$19,985.77	inv# 2248
McCormick et al	\$435.00	inv# 6513
USDA FS	\$403.00	BF051352N0468
J. Parminter	\$611.72	C 41412

It was moved, seconded and passed to accept resolution 2012-68-A authorizing the payment of the above listed invoices through RCAC.

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

- Financial Coordinator
Nothing additional to report

Unfinished Business

Ongoing items

- PCSD building maintenance
 1. Replace portions of fascia boards
 2. Paint building
 3. New roof—with additional roof over fire truck door
 4. 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 – Mr. Doty has spoken to Seeley (Forest Service). A notice should appear in newspaper in the next 4-5 days. The PCSD needs to have a contingency plan to access Holby through Sequoia. WM is directed to speak to property owner Chapman.

- **Status on water system improvement project**

Regarding Summit tank easement - possible review of proposals and selection of appraiser. A proposal was received from Simon Company, Consultants in Real Estate in Hanford. Tim Simon proposed completing the appraisal of the Summit tank easement and property owned by Mr. and Mrs. Schollhammer for a fee of \$3500.00 with a target completion date of 4-5 weeks.

A second appraiser was suggested. Mandana Tarr was contacted via phone. She proposed completing the appraisal for a fee of \$3500.00 with a target completion date of May 30, 2012.

The PCSD attorney was consulted by phone.

It was moved, seconded and passed to pursue the possibility of contracting Mrs. Tarr to complete the appraisal for not more than \$3500.00 by the end of May 2012. If upon further research, PCSD counsel determined Mrs. Tarr did not possess the necessary qualifications to complete the appraisal, Mr. Simon would be contracted to complete the appraisal. A special meeting will be held when the board is ready to contract with an appraiser.

Consideration of approval of documents related to the loan transaction/Resolutions

Review and completion of final USDA-RD loan documents

The original letter of conditions from USDA was reviewed

The permits will be completed by the engineer

Electronic fund transfer docs need to be completed by Treasurer

Counsel opinion forms will be sent to attorney

Resolution 2012-64-A to borrow \$500,000 and accept \$310,000 grant from USDA-RD

It was moved, seconded and passed unanimously to accept Resolution 2012-64-A agreeing that the Ponderosa CSD will borrow \$500,000 and accept a grant of \$310,000 from the USDA-Rural Development to be used for improvements to the Ponderosa water system.

Resolution 2012-65-A security agreement to set aside \$1,767.00 each month until \$212,040.00 is reached in a reserve account for \$500,000 loan at 2.5% interest for 40-year term.

It was moved, seconded and passed unanimously to accept Resolution 2012-65-A, stating the terms of the security agreement as written by the USDA.

The PCSD board secretary will compile all the necessary documents for the loan package to be submitted to USDA representative, Lisa Butler.

- Delinquent snow removal fees notice review – carried forward

New Business

- Discussion and determination on issue with property owner Bozanich and possible refund owed by PCSD related to the promised installation of a fire hydrant by a previous board.

Mr. Bozanich contends that when he applied for a water connection, he also paid for a fire hydrant. He maintains that a previous board told him he needed to pay for the fire hydrant as it would be installed on his (privately owned) property. He agreed to pay for the hydrant with the understanding that it would be installed where he requested on his property.

A search of old minutes found the following;

PONDEROSA COMMUNITY SERVICES DISTRICT
MINUTES of SPECIAL MEETING July 25, 2001

Directors Present: Mr. Brewer, Mr. Lowry, Mr. Luis, Mr. Perry
Staff: Mr. Risch, Mrs. Risch
Visitors: Mrs. Lowry, Mr. Farrell, Mr. Bozanich

A special meeting of the Board of Directors to respond to the application of John Bozanich for service to the remainder of Tract 652 was convened at 9:00 a.m. by Vice President Perry following the flag salute. Mr. Perry advised that the meeting is being tape recorded, a practice which will be continued at future meetings due to impending staff changes.

Mr. Perry summarized that the property for which service has been requested falls within District boundaries. It is proposed to install a 1" water line at the property line which will include a back flow device and a water meter for tracking purposes. It was noted that standard statewide average residential consumption is one acre foot per year. Inasmuch as the parcel to be served is larger than any present service, it is considered advisable to track consumption. It was suggested to Mr. Bozanich that he might wish to install an additional valve on his side of the 1" line for his use in shutting off water to the line for personal convenience inasmuch as it is not permissible for Mr. Bozanich to shut off water at the customer service valve. Only District personnel are authorized to shut off water at a customer service valve.

Research has indicated that when the parcel was initially developed for the construction of the pump-house, all requirements for fire suppression were in compliance. The District does not feel there is a need for an additional hydrant at this time and therefore the District will not install a hydrant at its expense. Advice has been received indicating that it is not legal to provide service from a 6" line to a private residence and therefore the existing 6" line will be capped off at the property line to prevent any possible commingling of water between the well located on the Bozanich property with water from the community system.

In response to questions from Mr. Bozanich, Mr. Perry advised that anything he chooses to do in terms of fire suppression on his private property is at his discretion and expense. Existing fire hydrants have been installed on street easements and the only privately installed hydrant is at the Ponderosa Lodge. Mr. Bozanich inquired whether he could put in a hydrant at his expense. He was advised that the hydrant could be placed within the District road easement and would be the property of the District. The District is willing to facilitate Mr. Bozanich's purchase of a dry-barrel hydrant to be installed at the property line fed by the existing District system.

Following further discussion, a motion by Mr. Brewer and seconded by Mr. Lowry was unanimously adopted as follows:

1. The application of Mr. Bozanich for water service is accepted.
2. A fire hydrant will be installed at the property line at Mr. Bozanich's expense. The hydrant will be located on District easement and will be dedicated to the District.
3. A 1" service connection, backflow device and water meter will be installed at the property line at District expense.
4. All work outside the property line will be completed by the District.

Mr. Perry advised the Board that the regular meeting scheduled for August will be canceled. If necessary, a special meeting can be called. The next meeting of the Board will be September 6, 2001 at 9:00 a.m. in the District Services Building.

Recorded by: Carol S. Risch, Secretary

A discussion followed the reading of the Special Meeting minutes from July 2001. It was determined that the previous board did charge Mr. Bozanich for a fire hydrant that would have been necessary for the PCSD to installed anyway. As no other property owner has been required to purchase a fire hydrant to insure fire protection for their property, the current board feels Mr. Bozanich should be refunded.

It was moved, seconded and passed unanimously to accept Resolution 2012-69-W refunding Mr. Bozanich for the value of check he wrote to PCSD as payment for a fire hydrant and installation of the hydrant.

The board thanks Mr. Bozanich for bringing this matter to their attention and for providing documentation in order to complete the refund.

The date for the next regular Board meeting will be **Thursday June 14, 2012 at 1:00 p.m.** in the District Building.

The meeting adjourned at 3:35 pm

Respectfully submitted,
Jennifer Robertson – board secretary