

# *Ponderosa Community Services District*

Minutes of meeting

June 14, 2012

## Present:

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

Absent: C. Marchaunt

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

Absent staff: none

Guests: none

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**

none

## **Communication**

Rec-

Notice from insurance seeking authorization to renew the policy as quoted.

Notice from Tulare Co. Counsel of public hearing and availability of environmental reports related to the updated county general plan

Notice from Tulare Co Counsel of government 104 class registration due in Aug for class Sept 4 – general manager and secretary to attend

A CPA requesting consideration for contract to perform annual audit for PCSD

From McCormick, et al – receptionist leaving office statement

Letters from Witherow (some noted on the agenda)

Witherow – email(s)

Witherow letter dated May 17, 2012 request for Hazardous Communication Plan document consulted GM, sent reply fulfillment in process

Witherow letter dated May 18, 2012 request for Mitigation Monitoring and Reporting Program (MMRP) document, emailed pdf file

Witherow letter dated May 29, 2012 request for Hazardous Energy Control, Heat Illness and IILP program documents – passed to GM, in process of fulfillment

Witherow letter dated May 26, 2012 request to create expenditure tracking reports

Witherow letter dated May 28, 2012 agenda item request re: March 22 SWPPP response letter

Witherow letter dated May 29, 2012 agenda item request re: Executive Monthly Summary issue

## **President Comments**

There was a special meeting held May 17, 2012 to hire an appraiser in order to move forward with the Summit tank easement. The board hired Mandana Tarr, the appraisal has been completed, there will be further discussion of this issue in a closed session later today.

Several letters have been received from Mr. Witherow, some issues are on the agenda today.

Today we review and approve the budget for the next fiscal year.

Water rates – we are unable to obtain last year's meter readings (2011) and the previous year (2010).

We will discuss how to determine water rates later in this meeting.

**Minutes from previous meeting** – it was moved, seconded and passed to accept the minutes from May 10, 2012 regular meeting. There are no minutes created yet for the May 17, 2012 special meeting. Those will be approved at a later meeting.

### **Secretary Report**

No prepared report

The engineering news record indicates the board may increase snow removal rates by 2.6%

Board direction on communications received:

It was moved, seconded and passed to authorize Turner & Assoc renew the PCSD insurance policy as quoted (for a total annual premium of \$3778.00).

Witherow letter re: creation of expenditure tracking method

The USDA and RCAC already track all expenditures. The PCSD does not feel the need to duplicate the work already done by these entities. The PCSD does not distrust the USDA or RCAC. The PCSD board approves invoices for payment by resolution, the resolution is then sent to USDA for approval for payment. The USDA has a monthly outlay report. Mr. Witherow is free to contact the USDA and request that report.

Witherow letter re: March 22 SWPPP response

Mr. Witherow's interpretation of work done by Vollmer is in error. Thank you for your letter.

Witherow letter re: executive monthly summary discrepancy issue

The treasurer acknowledges that there have been ongoing discrepancies in the salary portion of the report, partly due to continued county accounting errors. However, after receiving Mr. Witherow's letter, the treasurer reviewed her file and discovered a macro error – one cell was pointing to the wrong cell when performing calculations. The treasurer thanks Mr. Witherow for pointing out the error the file has been corrected. The treasurer is working with county payroll to straighten out the actual accounting before the end of the current fiscal year. The board thanks Mr. Witherow for his other comments regarding fiduciary responsibility; they will be taken under advisement. The board has no current plans to place this financial issue on the agenda.

### **Reports**

- Treasurer

Please see Financial Executive Monthly Summary (posted to website)

The salary issue is corrected, however the county is still having issues with the proper accounting of payroll between snow and water.

The last payments have been made for snow removal to High Sierra Snow Removal and Tulare County.

Need FEMA mileage from General Manager

The cleanup project is in progress, waiting on final invoices

Payment needs to be made to Bozanich, received documents from Bozanich, need resolution from secretary

Director's fees will be submitted

We have exceeded the budget for legal fees with RCAC loan. PCSD and USDA can continue to approve invoices but payment will be delayed until the USDA loan goes through.

Invoices presented for payment through RCAC.

Resolution 2012-70-A to authorize RCAC payment

4 Creeks	\$7589.65	inv# 2310
McCormick et al	\$1232.50	inv# 6557
Tarr – appraiser	\$3500.00	inv# 120501

It was moved, seconded and passed to accept resolution 2012-70-A authorizing the payment of the above listed invoices through RCAC.

Snow removal rates can be increased by 2.6%. There was brief discussion.

It was moved, seconded and passed by a quorum to accept resolution 2012-71-S setting annual snow removal rates as proposed in schedule 2 for fiscal year 2012-2013. Mrs. Dolmovic abstained from all discussion, debate and voting due to a financial conflict of interest.

Annual Flat Rate Snow Removal

**Schedule 2**

Effective July 1, 2012 for fiscal year 2012-2013

Assessments for each parcel within the service area shall be;

Unimproved Residential	\$157.35 per parcel
Improved Residential	\$376.10 per parcel
Oversized Residential	\$726.48 per parcel
(where there were originally 2 or more APN combined into one on the County tax roll)	
Unimproved Commercial	\$203.10 per parcel
Improved Commercial	\$421.84 per parcel

The board understands that the snow removal contract for snow season 2012-2013, will also increase by the same 2.6% as agreed in the current contract.

Regarding annual water rates, as mentioned previously in President's comments, the district is unable to obtain meter readings from the last 2 years (2010 and 2011). The board has attempted to contact Ms. Strickbine via registered letter, to date; there is no record of her having received the letter. Ms. Strickbine has been in communication with Mr. Griesbach via email. She maintains that she provided electronic and hard copies of these meter readings. No hard copies have been located. The electronic file received by Mr. Benton only contains meter readings up to 2009. Water meters were read this year on June 2, 2012. Those readings have been recorded, there are 2 meters that still need reading. The board was reminded that due to the lack of protest votes received at the 218 hearing August 2011, water rates increase significantly this year. It was proposed that all water service connections be charged the base rate this year and that the tiered rates start over with the June 2012 readings as year 1. There was a discussion of options. Given the current response from Michel Strickbine to Mr. Griesbach, the board determined that pursuing recovery of the necessary information would be time consuming with no guarantee of success. In order to submit the direct charge listing to the county on time, it was moved, seconded and passed to charge all properties with water service the annual flat rate or base rate for fiscal year 2012-2013 regardless of meter reading. The tiered rates based on usage will resume next fiscal year.



D. Elliot repaired pump saver, a new pump saver was ordered and installed  
Braches have been removed at Holby

- Water Coordinator  
Met with water manager, reviewed list of summer repairs to be done

County had no record of repairs completed at Holby. Due to resignation of key personnel, the county office in charge of water is having trouble finding records. The office spoke with Matt Ainley to verify conditions at Holby well sight. The county has signed off PCSD water system for the next 5 years on required repairs

Notice for bids on water system improvement project goes out on June 15, 2012

Suggest that during the project, the management team meet weekly on a selected day and time for progress reports/problem solving. Once the regular date, time and location are determined, the secretary will create a notice to be posted informing community of weekly meetings

Need to install 10 meters this fiscal year

- Snow Monitor/Snow Coordinator  
Snow Coordinator – there will be a 2.6% increase in annual snow removal rates as previously discussed
- PPOA/PCSD Liaison  
PPOA BBQ set for Sat July 7 here on PCSD property
- Committees  
Water committee – will provide definite details to secretary so notice can be posted of proposed weekly meetings. Meetings will not commence until construction is underway.

### **Director Comments**

None

### **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 – request for plans
    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 –  
According to Mr. Seeley, the document is in San Francisco for final approval. No objections were filed should be approved by next week. Once approved, use permit will be good for 20 years.
- **Status on water system improvement project**

Review on status of Summit tank easement – under new business/closed session

Status of bidding process – notice will appear in newspapers on June 15, 2012 and July 6, 2012

- Delinquent snow removal fees notice review – this item will be removed from the agenda, subsequent removal of any paid fees from delinquent tax bills is not feasible at this time
- Proposed budget for fiscal year 2012-2013

	740 Snow 67.6%	740 Water 32.4%	740 Total	735
<b>Resources</b>				
Cash Balance as of June 13, 2012	\$129,638	\$62,703	\$192,341	\$45,309
<b>Less Reserves:</b>				
Future System Capital Improvement Debt Reduction	(\$75,000)	(\$55,000)	(\$130,000)	(\$15,000)
Total Reserves	\$54,638	\$7,703	\$62,341	\$30,309
Total Estimated Revenue	\$84,759	\$108,032	\$192,489	\$1,000
<b>Fund Total *</b>	<b>\$139,397</b>	<b>\$115,735</b>	<b>\$255,132</b>	<b>\$31,309</b>

\* Cash minus Reserves Plus Revenue

	Snow 2010	Water 2020	TOTAL	
<b>Appropriations</b>				
<b>TOTAL SALARIES</b>	<b>\$8,455</b>	<b>\$27,650</b>	<b>\$36,105</b>	
<b>Total Services and Supply</b>	<b>\$78,125</b>	<b>\$50,225</b>	<b>\$128,350</b>	
<b>Contingencies</b>	\$46,007	\$30,000	\$76,007	\$5,309
<b>Total Appropriations</b>	<b>\$139,397</b>	<b>\$115,735</b>	<b>\$255,132</b>	<b>\$31,309</b>

Proposed expenditures were reviewed and discussed.

The actual insurance premium is higher than what was allotted in the proposed budget, therefore the amount for insurance will be increased to 1889.00 in each snow and water for a total expenditure of 3778.00.

There was discussion and determination to add funds to replace the roof on the PCSD building.

Building & Improvements (5000) will have 7500.00 in each snow and water for a total expenditure of 15,000.00

It was moved, seconded and passed to accept Resolution 2012-73-A adopting a budget for fiscal year 2012-2013.

The regular meeting adjourned at 3:35 pm

The closed session was called to order at 3:37 pm

Present: D. Doty, B. Benton, M. Moroney, B. Dolmovic

Absent: C. Marchaunt

Staff requested to be present: J. Robertson, M. Towfiq, T. Griesbach

**Closed session item:**

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN# 223-183-013-000 (Easement)

Agency Negotiator: (District staff/board member to be determined)

Negotiating parties: Ponderosa Community Services District and Hans and Holly Schollhammer

Under negotiation: terms and price

The closed session adjourned at 4:00 pm

**Report of action at closed session:** The board has determined, per advice of counsel, to send a statutory offer to Summit tank property owners Dr. and Mrs. Schollhammer. The board has authorized PCSD General Manager, Tom Griesbach, to act as negotiator for the PCSD.

The date for the next regular Board meeting will be **Thursday July 12, 2012 at 1:00 p.m.** in the District Building.

Respectfully submitted,  
Jennifer Robertson – board secretary