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**2012 July Minutes**  
**Ponderosa Community Services District**

Minutes of meeting  
July 12, 2012

Present:

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

Absent:

Staff: T. J. Robertson, M. Towfiq

Absent staff: D. Robertson, T. Griesbach

Guests: none

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

**Comments from the Public**

none

**Communication**

Received

Notice from Tulare Co. Board of Supervisors accepting revised agreement with auditor's office related to direct charge assessments

Notice from Tulare Co. Board of Supervisors notice to complete bi-annual review of conflict of interest code

Notice from Tulare Co HHS notice of violation related to CCR – a copy of the Consumer Confidence Report was sent to the address listed online but not sent to the Health and Human Services Dept. in Visalia, one will be sent before 7/31 deadline.

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

Letters from Witherow (some noted on the agenda)

From S. Witherow SWPPP follow up – request for agenda item

From S. Witherow Noted financial discrepancy on executive summary – request for agenda item - *secretary requesting direction from the board regarding clarification on agenda item request for alleged SWPPP violation and Executive Summary discrepancy...see response letter for reference...direction from board...no on placing this item on the agenda, send notification to Witherow*

From S. Witherow Tracking of water project expenditures – request for creation of expense tracking report

From S Witherow Request for documents

request for Form AD-1049 Certification regarding Drug-Free Workplace requirements for grants as submitted to the USDA - *this is coming from Lisa Butler of the USDA*

request for PCSD written workplace drug policy – *this was forwarded to the general manager. At this meeting, he presented a policy to the board for consideration. The policy was reviewed and briefly discussed. It was moved, seconded and passed to accept the drug use policy as presented. A formal copy will be written and distributed to employees.*

request for documentation of method used by the PCSD to comply with the grant certification requirement – *the district self-certified using implied common sense*

request for copy of May 2012 documentation used to perform the monthly reconciliation of water 2020 account with the county of Tulare's balances for water 2020...*after consultation with attorney, any saved files or notes are public record – if there are no such saved documents, then the PCSD is not required to create them in order to fulfill a request. Furthermore...secretary spoke with current treasurer, M. Towfiq. She does not now and did not previously perform a monthly*

*reconciliation...M. Strickbine added that to the job description (with board approval) because it was something she decided needed to be done. The cash balances are provided in the monthly report but it is not required by the auditor, the county or the state to attempt to reconcile these balances. The county balances change daily. Treasurer has an excel spreadsheet that she inputs current information. When the county report comes, she compares files to verify numbers match and makes corrections if needed. The salaries in the Exec Summary are usually estimates because the report from the county usually comes after the regular monthly meetings. Treasurer does not SAVE her file with a new file name each time she closes it, the only way of going back to a previous month and printing the exact same report is to recreate it. Therefore there are no saved notes, or other files to deliver to Mr. Witherow*

**President Comments**

The board has received a complaint of improper notice of the regular June 14, 2012 business meeting. Per advice of district counsel, in order to exercise an abundance of caution, there will be a review of all business conducted at the June 14, 2012 regular business meeting with the exception of the business items addressed at the special meeting held June 27, 2012.

**Minutes from previous meeting –**

Although the validity of the meeting has been called into question for lack of proper notice, the June 14, 2012 draft minutes contains a record of the business conducted therefore it was moved, seconded and passed to accept the minutes of the June 14, 2012 as written.

It was moved, seconded and passed to accept the minutes of the May 17, 2012 special meeting and the minutes if the June 27, 2012 special meeting as written.

**REVIEW OF JUNE 14, 2012 Regular Business items**

It was moved, seconded and passed to validate Resolution authorizing payment from RCAC loan. It was moved and seconded to rescind approval of annual water use and snow removal rates, rescind approval of new insurance policy and associated increased cost, and rescind acceptance of all staff reports. Following a brief discussion the motion carried.

It was then moved and seconded to accept the increased annual water rates as determined by the results of the August 2011 Prop 218 hearing and the 2.1% increase of annual snow removal rates as determined by the Los Angeles ENR.

It was moved, seconded and passed to approve Turner and Associates to issue a new insurance policy for the PCSD at a cost of \$xxx.

It was moved, seconded and passed to accept all PCSD staff reports presented at the June 14, 2012 regular business meeting.

**Secretary Report**

Certified letter to Michel Strickbine, a notice was left on May 23, 2012. The letter was returned to PCSD on June 16, 2012 as unclaimed. The only communication with Ms. Strickbine has been via email through Tom Griesbach. On July 10, received email from Tom, Michel emailed the requested excel calculation file to him on July 9. The file does contain all previous meter readings...discussion – determination of action regarding 2012-2013 water rate calculations.

*It was moved and seconded to rescind previous motion to charge all water users the annual flat/base rate for water use. Discussion followed motion-PCSD now has access to the water rate calculation file and previous meter readings, it should be possible to determine actual water usage for metered properties. The motion to rescind previous action passed unanimously. It was moved, seconded and passed to charge metered properties using June 2012 water meter readings to determine usage.*



Found leak at end of Karen, leak at Frizell's turned off at street

6" main break at Tamarack/Ponderosa

4" main break at Tamarack/Kramer – drained Summit tank to 50%, flapper valve worked

Found leak on Ponderosa, cabin occupant left drain valve open, isolated street, found using new leak detector

- Water Coordinator

There were 4 major leaks, the stop valve (flapper valve in Summit tank) worked  
a security cabinet has been installed (bolted to wall) to hold leak detector equipment  
Well sites are all cleaned, storeroom has been cleaned out and organized  
Kent Lowry helped with his tractor at Lake well site

- Snow Monitor/Snow Coordinator

August meeting add Snow Contractor negotiation discussion

- PPOA/PCSD Liaison

There is a request to allow volunteer work crew to do maintenance on fire hydrants  
Board response – Thank you – however because of liability issues, only PCSD staff can work  
on system hydrants. Concerns about hydrant maintenance have been noted and it will be  
added to the work list

- Committees

Water Committee – Friday July 20, 2012 @ 2:00 pm bids on the water system improvement  
project will be opened at the 4 Creeks Engineering office in Visalia

Once 4 Creeks verifies contractor qualifications, board members will review references.  
Meet with Engineer to select a contractor, pending acceptance by USDA

### **Director Comments**

New FS District Ranger, Rick Stevens, attended recent PPOA meeting  
B. Benton would like to see PCSD work in cooperation with FS to make the mountains a better place  
Offer PCSD building as local meeting place, post announcements on PCSD website when  
appropriate  
Need to make FS aware of water restrictions during certain construction phases of system  
improvement project  
Secretary was asked to write letter to Mr. Stevens – thanking him for coming to recent POPOA 7<sup>th</sup> of  
July BBQ, thank you for quick response to community concern, offer access to water during planned  
burns, offer access to land line phone in office and conference room. The PCSD will form a liaison  
committee of C. Marchant, M. Moroney, J. Parminter, and J. Robertson. The goal is to maintain  
open communication between US Forest Service and Ponderosa Community. Director Moroney  
volunteered to write the letter.

### **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 – should be completed by next week.

- **Status on water system improvement project**

Review on status of Summit tank easement – will be conducted in closed session

Status of bidding process – The project is open for bidding; bids will be opened on July 20, 2012 at 2:00 pm at the 4 Creeks office in Visalia

Discussion and determination of action/methods of communication regarding public notification once construction starts specifically

- If/When water will be shut off
- Water availability when tanks replaced
- Water availability during Tamarack construction

There was a discussion over how to inform both full time residents and part time property owners about water conditions. It was finally determined that a postcard should be created explaining that during certain phases of construction, water service may be interrupted. Notices will be posted at the mail building and on the website regarding disruption of water service – postcard will suggest checking the website before coming up to your cabin.

New Business

- Review and update water service application

The water service application was reviewed. It was determined that no changes or increases in fees were necessary at this time.

The regular meeting adjourned at 3:35 pm

The closed session was called to order at 3:36 pm

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

Absent:

Staff requested to be present: J. Robertson

**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

**Report of action at closed session:** Negotiations still in process.

Closed session adjourned at 3:40 pm.

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

Respectfully submitted,  
Jennifer Robertson – board secretary