

# *Ponderosa Community Services District*

Minutes of meeting  
August 9, 2012

## Present:

Directors: D. Doty, C. Marchant, B. Bento, M. Moroney  
Absent: Barbara Dolmovic  
Staff: T. Griesbach, J. Robertson, D. Robertson, M. Towfiq  
Absent staff: none  
Guests: Barbara Arnold

The meeting was called to order at 1:02 p.m. followed by the flag salute. The president welcomed the guests.

## **Comments from the Public**

none

## **Communication**

Rec- 2<sup>nd</sup> notification to complete biennial review of conflict of interest code or send determination that no revision is necessary to Tulare Co Board of Supervisors

From Gunderson (dated 8/2) disputing increase in snow removal charges

From Roger Smith (dated 8/6 email cc to secretary a letter to Janice Waddell regarding PCSD accounting for water system improvement project expenditures; referencing Mr. Witherow's letter dated June 18, 2012 on the same issue.

From Tom Vedder (dated 7/30) inquiring who to contact regarding bid results

Letters from Witherow (some noted on the agenda)

Witherow letter dated 7/14 concerns related to annual water CCR

Witherow letter dated 7/15 request for al 2012-2013 budget forms

Witherow letter dated 7/22 request for May and June voucher logs looking specifically for snow removal expenditures

Witherow letter dated 7/23 request for update on projected start date of water system improvement project

Witherow letter dated 7/25 comments on drug free workplace policy

Witherow – email(s) 7/26-27 question regarding lack of budget for object 2000 (FEMA)

Witherow letter dated 7/27 request for agenda item regarding lack of budget item for short term asset account and USDA loan payment

## **President Comments**

There is a lot of paperwork to get through. We will take each item as they come up and discuss.

**Minutes from previous meeting** – it was moved, seconded and passed to accept the minutes from July 12, 2012 regular meeting with the correction of Farrell to Frizzel. Minutes for the July 30, 2012 special meeting are unavailable Those will be approved at a later meeting.

## **Secretary Report**

Assessments completed and submitted to county

Water - Only 3 properties over the base (1 residential, 2 commercial)

Snow – Chapman, Gunderson, Thompson, Whittington all have combined lots that were not being charged additional fee – sent letters, received one response from Gunderson

Properties already being charged additional – Dolmovic, Pabst, Perry

- Lowry property – do not have answer yet as to whether county still sends him 3 property tax bills – 2011 tax records do NOT show combination of 3 lots – still show 3 individual APN for 3 lots. Board voted to waive additional fee in July 2011...

General Manager and secretary registered to attend Government seminar on Sept 4 in Visalia. Three spots reserved...

Response to received communications:

Gunderson – There was general discussion with a majority of the board agreeing that the property does fit the definition for oversized residential lots *where there were originally 2 or more APN combined into one on the County tax roll*. The board sympathizes with the fact that a portion appears to be unbuildable, however that can have no bearing on the determination of whether a lot is considered oversized by the PCSD established definition. The board also discussed the fact that the Fawn well for the Ponderosa community water system sits on the property and the district requires access to the well site for monitoring, maintenance and repairs. There are two access driveways to this well site. One access drive is very steep and difficult to navigate; the other drive is flat and much more convenient for PCSD staff or repair contractors to utilize. Based on this fact, the board determined to continue charging the property (223-181-010-000) the lower improved residential snow removal rate, rather than the increased oversized residential rate, in exchange for continued access via the flat drive to Fawn well site located in the property. For fiscal year 2012-2013 and future fiscal years, the parcel will continue to be assessed at the regular improved residential snow removal rate.

Tom Vedder will be referred to 4 Creeks regarding bid results.

Roger Smith’s letter is not addressed directly to the PCSD so no response is necessary/

The secretary was directed to send a letter to Mr. and Mrs. Lowry requesting official documentation confirming that the 3 individual lots were combined and recorded as combined on the Tulare County tax roll.

Regarding communications from Mr. Witherow – appropriate replies will be sent, documentation provided as required and if such documentation her is requesting exists. The projected start date for the water system improvement project is unknown at this time. The board will hold a special meeting to address adding a budget time for money to be set aside for deposit into a short-term asset account when such an account is actually created. No budget item will be created for a USDA loan payment since, at this time, there is no USDA loan, projected payment of payment due date.

**Reports**

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

Invoices presented for payment through RCAC.

Resolution 2012-75-A to authorize RCAC payment

4 Creeks	\$4597.75	inv# 2386
4 Creeks	\$ 840.00	inv# 2387
4 Creeks	\$3816.01	inv# 2547
4 Creeks	\$ 640.20	inv# 2548

It was moved, seconded and passed to accept Resolution 2012-75-A authorizing payment of the above listed invoices through RCAC.

The invoice from HD Supply for water meters is deemed capital improvements to be paid through 735 Resolution 2012-76-A to authorize the s=distribution of funds from 735  
 HD Supply \$1106.07 inv# 5090996  
 It was moved, seconded and passed to accept Resolution 2012-76-A authorizing the payment of the above listed invoice from Fund 735

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

- Financial Coordinator  
 Nothing to add

- General Manager  
 Mr. Griesbach has been in touch with CalEMA representative, went over appeal, will email it to him for review. GM has also completed notification of project completion, will start the rest of project completion paperwork.

Has meeting scheduled Aug 30 to improve Emergency Response Plan

Aug 14 @ 10 am, County Environmental Health will inspect for Hazardous Materials Business plan, request Water Manger, D. Robertson and J. Parminter to be present.

Hazardous communication plan is completed  
 Hazardous Material Inventory is completed  
 Anti-Terrorism plan is completed, not available for public view

- Water Manager
 

Current usage	Last year
680,530 gallons/month	643,440 gallons/month
21,952 gallons/day	20,756 gallons/day
Gallons transferred from Holby	154,700
Gallons pumped from Fawn	312,000
Gallons pumped from Lake	213,830

- Water Coordinator  
 Holby pipe replacement – waiting for law water, should be able to complete soon

Propane gauges do not seem to work, therefore all propane tanks will be filled  
 Arrange to have Jack Griggs inspect the tanks and see if they can supply the mandatory safety training for WM/staff  
 Plan to write article for PPOA newsletter about recent water loss incidents  
 Some were due to leaks, others were due to homeowner carelessness/negligence/ignorance  
 A loss of 30,000 gallons from Summit tank will not show up on unmetered properties and may not result in additional charges for an occasional water user  
 Invoices will be generated for properties with broken pipes

Fire Hydrant maintenance is complete

- Snow Monitor/Snow Coordinator  
 Snow contractor unavailable for negotiation, will place 2013-2014 contract on October agenda

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- PPOA/PCSD Liaison  
No report
- Committees  
Forest Service Liaison committee – C. Marchaunt sent an email in appreciation of FS personnel attendance at recent community event

Gail Lack has indicated she is willing to chair this committee; she will replace PCSD secretary, Jennifer Robertson on this committee

M. Moroney will organize a walk-through for Rick Stevens. Mr. Moroney has received a letter from Mr. Stevens – he is looking forward to working with the PCSD and Ponderosa community – we want to keep communications open

### **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 – *COMPLETED*
- Update water ordinance 99W
- Obtaining an easement from the Forest Service for access to Holby well site –  
Waiting on final report from Mr. Seeley
- **Status on water system improvement project**  
Review on status of Summit tank easement – under new business/closed session
- Status of bidding process – Bids were opened on July 20, 2012 at the 4 Creeks office in Vislaia. 2 bids were received from contractors out of Fresno, although some local contractors attended the pre-bid walk-through, no local contractors submitted bids. Both bids were over budget. It was proposed by Engineer ot either negotiate bid or eliminate items
  - 4 Creeks will contact low bidder, Hobbs, and seek to negotiate
  - Prioritize Tamarack pipes, Summit tank, Holby tanks, pressure system for Summit loop
  - Eliminate \$35,000 propane generator
  - Reduce SCADA system
  - SCADA system can be installed at a later time – no further action until we receive report from 4 Creeks, Board members will perform due diligence and check references

### **New Business**

- Discussion and determination about purchase of office equipment, specifically fax/printer  
PCSD Treasurer has been using the office printer to print the postcards and other documents as required. The replacement ink for the printer is expensive and the printer does not seem efficient – this was a poorly researched purchase. The General Manager suggests the PCSD purchase new equipment for the treasurer to use. Mrs. Towfiq has done research and presented her choice of printers to the board. It was moved, seconded and passed to authorize the purchase of the printer

- suggested by Mrs. Towfiq. The current printer will be continue to be used as a fax machine and back up for the stand-alone copier.

The regular meeting adjourned at 3:10 pm

The closed session was called to order at 3:11 pm

Present: D. Doty, B. Benton, M. Moroney, C. Marchaunt

Absent: B. Dolmovic

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:** Mr. Griesbach has been in contact with the Schollhammers and their attorney – negotiation is still in process

The date for the next regular Board meeting will be **Thursday September 13, 2012 at 1:00 p.m.** in the District Building.

Respectfully submitted,  
Jennifer Robertson – board secretary

Please note that due to computer issues, these minutes were not posted following the September meeting.