

Ponderosa Community Services District

Minutes of meeting
December 13, 2012

Present:

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

Absent: none

Staff: J. Robertson, M. Towfiq

Absent staff: T. Griesbach, D. Robertson

Guests: B. Arnold, William Dolmovic of High Sierra Snow Removal arrived for contract negotiation

The meeting was called to order at 12:35 p.m. followed by the flag salute.

Comments from the Public

None

Communication

Received

USDA original letter of conditions with amended project start date due by July 1, 2013

RCAC current loan extension agreement

Tulare Co Tax Collector – list of tax auction properties – no Ponderosa properties included
From S. Witherow via email on 11/18 letter dated 11/19 stating according to his research, the Nov 8 agenda was posted late. He gave a demand to cure and correct. *Issue addressed in secretary's report, from S. Witherow* via email on 12/3 letter reiterating request for Union bank account reconciliations for May 2012- July 2012. *The treasurer will make copies of the requested bank statements, redact any sensitive information and send them to Mr. Witherow.*

from S. Witherow via email on 12/3 letter reiterating his assertion that according to his personal calculations the district will be facing an approximate 25% revenue shortfall once there is a USDA loan payment and requesting the board explain how the district plans to account for said assumed shortfall. *The Board thanks Mr. Witherow for presenting his concerns to the Board, however the Board simply does not agree with Mr. Witherow's calculations and assumptions. The Board assumes there will be sufficient revenues to make loan payments and operate the water system.*

President Comments

FEMA – granted appeal for time extension on final phase of storm clean up, no FEMA monies will need to be repaid

Matt Ainley has provided a new timeline for the water improvement project

There was a phone conversation with Mr. Ainley regarding the possibility of moving the current Summit tank to Holby well site rather than purchasing new tank for Holby. Mr. Ainley explained why he did not feel this alternative was cost worthy – involves cost of permits, new footprint, possible new CEQA. The water coordinator and president agreed with Ainley that it will be best to follow 4 Creeks plan. If new bids still come in too high, the first item to consider dropping is replacing tanks at Holby.

Minutes from previous meeting(s)

It was moved, seconded and passed to accept the minutes of the November 8, 2012 regular meeting with the following change to be made; the list of water meters installed will be listed by site address and not by property owner's names

Secretary Report

No prepared report

Working on business credit card application

Website posting for December meeting done in early morning, regarding complaint of late posting for November meeting: the secretary apologizes to the board that it was slightly delayed. While online preparing to post (in a timely manner), the secretary's internet signal was lost. Repeated attempts were made to reconnect. The signal was not available until after the posting deadline of 12:30 pm on Monday – because the posting was done soon after, the secretary failed to report the late posting to the President or to mention it at the November meeting. The agenda posted – at most – 1.5 or 2 hours late on the website – it was physically posted on the bulletin board at the mail building on time. PCSD attorney did not seem to think this was a significant time lapse on the website and it was understandable due to the technical issues.

To answer Mr. Witherow's 'demand' – it was moved, seconded and passed to validate all business items and actions from the November 8, 2012 regular business meeting. The board now considers the 'late' posting corrected.

Reports

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

Unfinished business from November, because the treasurer was not present, the need for a resolution to pay invoices related to water meter installation was overlooked.

The following invoices were presented at the November 8, 2012 meeting for payment through 735 capital improvement.

Frank Schlitz Tractor Service	\$126.78	inv 12107
JM Parminter Construction	\$4200.89	inv P110712
HD Supply Waterworks	\$302.36	inv 5665800
David Robertson	\$1050.00	

It was moved and seconded accept Resolution 2012-81-A authorizing payment of the above invoices through 735 as capital improvements. There was a brief discussion to ensure that these invoices were for materials and labor related to water meter installation. The motion carried unanimously.

The treasurer noted that the board has requested the secretary to attend a CSDA training workshop. In addition to serving as treasurer for PCSD, Mrs. Towfiq also serves as the board secretary for Alpine Village/Sequoia Crest snow removal board. That board would like Mrs. Towfiq to attend the same workshop and is requesting that PCSD allow Mrs. Towfiq to register through PCSD's membership with CSDA and Alpine/Sequoia Crest will reimburse PCSD the registration and accommodation costs.

Following a brief discussion, the PCSD board agreed for Mrs. Towfiq and Mrs. Robertson to register for the training conference and overnight accommodations and accept reimbursement from Alpine/SC for one registration. Mrs. Towfiq will take care of the registration and hotel reservation.

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

- Financial Coordinator
Nothing to add
- General Manager
Not present/no report
- Water Manager
Not present/sent written report

November usage

Current usage	Last Year
329,240 gallons/month	543,100 gallons/month
10,974 gallons/day	18,103 gallons/day

82,400 Gallons transferred from Holby
 123,800 Gallons pumped from Fawn
 123,040 Gallons pumped from Lake

The Forest Service did fill 2 tanker trucks using PCSD water during recent burn.

- Water Coordinator
 Recently had an electrician (Vern) take a look at the current automatic warning system on the Summit tank. It cost the PCSD \$135.00 for him to look at it; this system has been repeatedly repaired with no long term success – WC recommend the district not spend any additional money to repair, but wait for the water system improvement project to be completed. The tank will be manually/visually inspected on a daily basis until then.

In the future recommend that other than ‘as needed or emergency repairs’ annual scheduled water meter installation will take place in summer months between June and September.

- Snow Monitor
 Most recent storm – 5 inches
 Previously 7 inches

Contract for fire hydrant snow removal
 Clear a total of 28

2 ft around the hydrant

Clear when 6 inches (or more) of snow as determined by SM

The PCSD building berm and mail building berm will also be cleared for the cost of 1 hydrant

There was a suggestion that it may be a good idea to purchase a personal size snow blower for district use. There was general discussion about proposed size, cost of such equipment, reasons for use, etc. It was determined that a snow blower would be useful to the water manager when needing to perform winter time repairs and for accessing the well sites – reducing costs by not having to utilize the snow removal contractor for small jobs. The blower could also be used by the fire-hydrant snow removal contractor. It was moved, seconded and passed for the PCSD to purchase a snow blower for district personnel to use. SM and WC will determine actual purchase not to exceed \$1000.00.

Snow Coordinator – The current snow removal contract runs through 2013-2014

Mr. Doty would like to make it clear that he feels the contractor is doing a wonderful job – there has only been 1 complaint

Mr. Doty would like to address the \$50,000 guaranteed minimum. No changes would be made to the current 2012-2013 snow season contract – but Mr. Doty proposes reducing the guaranteed minimum to \$35,000 for future years. There were a lot of comments after last winter's less than average snowfall, complaints about paying even though work was not required.

Historical review – former snow removal contractor. Mt. Valley, began the practice of a guaranteed minimum. They started at \$45,000 and increased that by \$2,500 each year they had the contract. Prior to this past year is only the second time, the guaranteed minimum was paid.

High Sierra started at \$50,000 and applied for the same \$2,500 annual increase to account for cost of living increases. In the last contract negotiation, High Sierra agreed to increase rates by the same percentage the district would raise rates, 2.6% (based on the Los Angeles Construction Cost Index in the Engineering News Record).

Mr. Dolmovic went on to say that he has a large investment small income. He does not consider a guarantee of \$35,000 worth maintaining the investment in equipment. He is willing to work with the board to reduce overall costs but feels he needs the current guaranteed minimum.

Mr. Dolmovic presented a proposed contract for 2013-2014 and 2014-2015.

The proposed contract included increasing the guaranteed minimum by \$2500 each year and increasing the hourly rate on each piece of equipment (these rates match what High Sierra charges Tulare Co for snow removal on the Divide Hwy).

There was further discussion...the board and Mr. Dolmovic agreed that the guaranteed minimum will be increased at the same percentage the district can increase snow removal rates (the CCI of the ENR). Furthermore the district agrees to the rate increases per hour per piece of equipment as proposed in the contract Mr. Dolmovic agreed to have a new contract prepared for signature this same day.

It was moved, seconded and passed to accept the snow removal contract with agreed upon terms for the 2013-2014 and 2014-2015 snow seasons.

Mr. Dolmovic departed at 2:15 pm

- PPOA/PCSD Liaison
No report - did not attend the last PPOA meeting
- Committees
Forest Service seems to be doing a good job with the controlled burn

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
 - Update water ordinance 99W
 - Obtaining an easement from the Forest Service for access to Holby well site – waiting for final document
- **Status on water system improvement project**

Due to the delay of construction for water project, it is necessary to extend the current RCAC loan. Once the USDA loan is funded, it will pay off this RCAC loan.
RCAC has been in contact with USDA and will extend the current loan for 6 months.

It was moved, seconded and passed to accept the RCAC extension agreement.

New Business

There was no new business.

Meeting adjourned at 2:30 pm

The date for the next regular Board meeting will be **Thursday January 10, 2013 at 12:30 p.m.** in the District Building.

Respectfully submitted,
Jennifer Robertson – board secretary