

# *Ponderosa Community Services District*

Minutes of meeting

April 11, 2013

## Present:

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

Absent Directors: none

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

Guests: Richard and Loretta Spansail of Sequoia Crest, B. Arnold

The meeting was called to order at 12:37 p.m. followed by the flag salute.

## **Comments from the Public**

None

## **Communication**

Received

Letter from insurance agent Turner & Assoc – Glatfelter will no longer be writing policies for districts such as ours. Our agent recommends another company to carry PCSD insurance policy. Annual questionnaire forms were provided to be completed and returned to insurance agent. *The board determined to allow Turner & Assoc to find an insurance company for PCSD.*

From S. Witherow received via email 4/16 clarification of document request

From S. Witherow received 4/19 email regarding information given to Mr. Witherow by Mr. Smith regarding the special meeting with USDA to clarify reserve account requirements. Mr. Witherow asserts that Resolution 2012-65-A is in error and wants to know if the board plans to rescind this resolution, and pass a new one to reflect actual USDA requirements. *Resolution 2012-65-A is not in error; therefore it will not be rescinded. See additional follow up in secretary report.*

From S. Witherow received via email 4/26 letter dated 4/24 clarifying his expectations on reporting dates within financial reports

From S. Witherow received via email 4/26 letter dated 4/24 requesting harassment training records for employee supervisors. *Mr. Griesbach has received training through his regular employment. Per PCSD attorney, other PCSD staff positions do not meet criteria requiring training; however the General Manager is creating a process to complete anti-harassment training for district personnel.*

## **President Comments**

There are more policies to review, a possible staff position to be discussed that will be proposed by the water coordinator

## **Minutes from previous meeting(s)**

It was moved, seconded and passed to accept the minutes of the March 14, 2013 regular meeting and March 14, 2013 special meeting minutes.

## **Secretary Report**

Agenda posted to website 10:10 am PDT on Monday April 8, 2013

Packet posted to website 11:04 am PDT

Have begun compiling CCR. It will cover Jan 1-Dec 31, 2012, recent water test results will not be included.

Follow up information pertinent to response to Mr. Witherow March 19, 2013 email  
Resolution 2012-65-A is a loan security agreement and was a form provided by the USDA. The USDA calculated the amounts contained within the resolution. The secretary filled in the appropriate information for the district, engineering firm, date, etc. The resolution was read, discussed and approved as provided by the USDA.

The second reserve account required by the USDA is not part of the loan security agreement. It is part of the original letter of conditions from the USDA (see March 14, 2013 committee special meeting minutes). Therefore resolution 2012-65-A does not stand in error as Mr. Witherow insists.

Furthermore, there was no disinformation provided regarding resolution 2012-65-A at the previous meeting. An excerpt of the resolution is provided here:

Section 4 (Protection and Disposition of Fund)

Subsection (d) Reserve Account

From the remaining funds in the General Account, after transfers and payments required in (b) (1) or (b) (2) and (c), there

shall be set aside into an account(s) designated as the Reserve Account(s) the sum of \$1,767.00

each month until the sum of \$212,040.00 is reached. With the prior written approval of the Government, funds may be withdrawn and used for such things as loan installments, emergency maintenance, extensions to facilities and replacement of short-lived assets, subject to conditions established by the Government.

This statement was reviewed and confirmed with Lisa Butler of the USDA at a special meeting last month. There is no further clarification that can be provided to Mr. Witherow.

Review remaining original policies

104 – Board Actions and Decisions

Any typographical errors will be corrected

104.3 change Office Manager to all staff

104.3.1 Change Chairperson to President, shall determine by consensus a Board directive and shall state for clarification, (add) hearing no objections, the directive will be delivered.

104.3.2 change Office Manager to any staff

Hearing no objections, policy 104 will be amended as indicated.

105 – Review of Administrative Decisions

No amendments were suggested

Hearing no objections, policy 105 stands as written

106 – Board Meeting Conduct

Any typographical errors will be corrected

106.1 change Chairperson to Board President

106.4.1 change Five minutes to Three minutes (delete) and a maximum of 20 minutes to each subject

106.4.2 change Chairperson to President, (add) continued violation will result in removal of the perpetrator from the meeting.

106.5 change Chairperson to President

106.5.3 change Chairperson to President

Hearing no objections, policy 106 will be amended as indicated

107 – Board Members

Any typographical errors will be corrected

107.1 President and Vice President from among its members to serve until the next regular bi-annual election of Board members. Appoint... (delete) Safety Officer.

107.5.3 change Safety Officer to General Manager

107.9 change Chairperson to President

Brief discussion – the designation of a specified Safety Officer is no longer necessary. The General Manager will serve as the official safety officer.

Hearing no objections, policy 107 will be amended as indicated

Issue from conference – per attorney from Meyers/Knave

- Barbara Dolmovic as director while High Sierra Snow Removal is contracted for snow removal services

Since contract was in place prior to Mrs. Dolmovic's appointment to the board – not a problem.

However no negotiation of the contract can be done with Mrs. Dolmovic on the board even if she recuses due to conflict of interest – no increase to current contract can be made – alternative – Mrs. Dolmovic resigns from the board – issue has been directed to PCSD attorney for clarification and advisement

## Reports

- Treasurer  
Mrs. Towfiq was not present, sent written report for review

Please see Financial Executive Monthly Summary (posted to website)

Routine transactions – nothing specific to report

Need a resolution to pay invoices

4 Creeks	721.21	in 3258
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4 Creeks	2998.00	inv 3175
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It was moved, seconded and passed to accept Resolution 2013-84-A authorize RCAC payment for the above listed invoices.

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

- Financial Coordinator  
Nothing to add to finance reports. Do not have a survey of comparable salaries to present at this time.
- General Manager  
Have 2 different employee review forms one is very detailed and complicated and does not seem appropriate to district position. The other is a much simpler version that has employees rate their own performance. The board reviewed the forms followed by comments and a brief discussion.  
It was determined to create a new HR policy for employee reviews

The GM will meet with each employee and go through review form.

The GM will contact water coordinator and financial coordinator to get input on specific employee performance

GM will meet with board president to discuss reviews and any actions recommended by GM. If it is determined that an issue needs to be addressed with the employee, the GM will meet with that employee to discuss what needs to be corrected or changed. The employee will be asked to sign an acknowledgement that they have met with GM to discuss issue.

It was moved, seconded and passed to have the secretary write policy HR-103 Employee review, to be formally adopted at the next regular board meeting.

GM presented an employee anti-harassment training brochure for review. After a brief discussion it was determined by consensus to adopt this brochure as anti-harassment training for PCSD staff. Hearing no objections staff was directed to format the brochure, have it printed and given to each employee to review. Once an employee has reviewed the brochure, their training will be document by the General Manager, signed and dated by the employee.

GM met with an insurance adjuster. The adjuster will determine if there was any coverage available for damages done during the winter storm for which PCSD has received FEMA funds (this is a FEMA paperwork requirement).

- Water Manager

Still need to complete asphalt repairs, need more asphalt delivered

Still need another valve on Peppermint

Karen road repair completed, insulation replaced on meter by Karen, installed a bleeder valve

Work on PCSD building lines is in progress

There was discussion of the need for a small trailer for district personnel to use during road repairs, leak detection, snow blower transport, etc. The board directed the WM to get a price quote for a small trailer to be stored at the PCSD building and used for PCSD business. WM was also directed to get an updated price quote in fire hydrants.

Water usage

Figures not available for same month last year

Current use

390,920 gallons/month	transfer from Holby	63,900
13,480 gallons/day	Fawn	187,700
	Lake	139,320

Waiting on final estimate from Doug Elliot for pump/electrical box repair at Holby, probably will be under \$6,000.

In order to facilitate the Holby repair, it was moved, seconded and passed to authorize Doug Elliot to replace the Holby 1 pump and Holby electrical control panel for a cost not to exceed \$6,000.00 When WM receives the final estimate, he will contact the water coordinator or president with the actual amount and direct Mr. Elliot to proceed.

- Water Coordinator

March Madness – 6 main line breaks in a short period of time, many within the two weeks before Easter weekend. These were spiral breaks, a result of frozen water lines; all pipes

were buried 3 feet. There were 11 days of below 28 degrees, on lines with lack of water movement because there are few residents on those lines.

Recommend installation of bleeder valves on Karen, Peppermint, Summit and others to be determined.

Propose that the WM job description be reorganized and some responsibilities given to a new staff position – Inventory Manager.

This item will be placed on the next regular agenda. An inventory manager will be responsible for maintaining all current supplies and tools and the regular ordering of parts to ensure that repairs and maintenance can be done in a timely and efficient manner. The salary is yet to be determined and will be accounted to both snow and water.

- Snow Monitor  
3 inches...season total 6 ft. 6 inches

Snow Coordinator

PCSD will have to pay the balance of the guaranteed minimum to snow contractor.

- PPOA/PCSD Liaison  
Nothing to report
- Committees

### **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
- **Status on water system improvement project**  
Bids will be opened on Monday April 22, 2013 at 2:00 pm in the 4Creeks Visalia office. The secretary should prepare and post a notice of the bid opening. The board president will attend the bid opening. The other directors have not yet determined if they plan to attend the bid opening.

There will be a special meeting following the bid opening, probably May 2, 2013 in order for the board to make a tentative choice of contractor for the project. The board's choice is subject to final approval by USDA. Lisa Butler needs to be notified of the special meeting.

### **New Business**

- Review of current board policies, discussion and revision as needed.  
Review, discussion, possible revision and adoption of additional proposed policies.  
Completed under secretary's report.

Meeting adjourned at 2:40 pm

The date for the next regular Board meeting will be **Thursday May 9, 2013 at 12:30 p.m.** in the District Building.

Minutes prepared by Jennifer Robertson/Board Secretary