

Ponderosa Community Services District

Minutes of meeting

June 13, 2013

Present:

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

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

Absent staff: T. Griesbach

Guests: B. Arnold, Rick and Loretta Spansail from Sequoia Crest

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

Comments from the Public

None

Communication

Received

Insurance renewal forms from Turner & Assoc with invoice

President Comments

In July will review and confirm the snow removal contract for High Sierra Snow Removal

The Grand Jury contacted Mr. Doty, said they have interviewed enough witnesses and they canceled Mr. Doty's appearance – he is no longer required to appear before the Grand Jury.

There have been no applications for the board vacancy.

Minutes from previous meeting(s)

It was moved, seconded and passed to accept the minutes of the May 9, 2013 regular and special meeting, as well as the June 2, 2013 special meeting as written.

Secretary Report

Agenda posted to website at 11:24 am PST, packet posted before noon.

ENR – Construction cost index, 2.7% increase for snow removal, also recommendation from attorney, since there was an improper renewal and renegotiation of the snow removal contract, that the snow contract be put out for bid, and renegotiated – agenda item for July

Insurance renewal – contacted by Bill Armor, documents did not get to him, so still in process

Documents in order to close the loan to be sent to Lisa Butler – some were completed last year and are sufficient, other still need signatures – then entire packet needs to be sent to her

Attorney has reviewed the loan documents; the list of corrections/changes has been forwarded to Lisa Butler

CCR should be completed next week – letter from the board to be included? Yes, letter should explain that due to low rain/snow year, homeowners should be conservative with water use. Remind about Restricted Water Use Regulation

Need to start working on assessment list for tax roll – need water meter readings

Will post list of board positions available for election with candidate filing information closer to candidate filing period in July

Reports

- General Manager
Not present to report
- Financial Coordinator
Nothing to report – Treasurer will present budget
- Treasurer
Monthly report – see summary attached
Paid balance of guaranteed minimum, \$26,550.00 to High Sierra Snow Removal
May reports from the county were not available in order to reconcile
It was moved, seconded and passed to accept the regular monthly report as presented.

Discussion of water manager salary increase.

Mr. Benton proposed waiting until the water system project was completed as the required duties in the water manager job description may need to be completely rewritten and the amount of hours required may change. It was pointed out that the water manager has not had any type of salary increase in 5 years and that the board should consider, at the very least, a cost of living increase. The current COLA from social security is 1.7%.

After further discussion, it was moved, seconded and passed to increase the water manager's current monthly salary by 1.7% (from \$1035.00/month to \$1053.00/month) with the same additional time rate of \$25.00 per hour.

Mr. Benton also proposed that the possible new employee position of inventory manager be tabled until after the completion of the water system improvement project. Mrs. Towfiq increased the amount allotted for salaries in the budget – if the board does create a new employee position, it may be necessary to amend the budget at that time.

Presentation of proposed budget

Due to circumstances beyond the treasurer's control, there is no printed hard copy of the budget to disseminate to directors and the public.

The county has changed the entire accounting number system for budget items – the Fund numbers 740 and 735 will stay the same. Most of the category titles will stay the same and our internal subcategories will stay the same although the numbering system will change to match the county.

Mrs. Towfiq had the outline of the budget on her laptop and each item was reviewed, some were discussed and updated figures put in.

Water 2020

Water service income is estimated at \$108,884

The phone bill amount has been creeping up – so the current amount should be increased by 10%-15%

Hylton's total \$6250 will be split evenly between water and snow

The water test budget will be increased to \$5000 – some of these required tests are expensive

Total water budget \$138,000 for fiscal year 2013-2014

Snow 2010

Snow removal income estimated at \$87,611

Current cash balance \$171,000

Snow removal expense remains the largest portion of the snow budget

735

Need to include the following items in the capital improvement budget

Fire hydrant - \$3500

Pump system, commercial line - \$500

Generator - \$10,000

10 water meters - \$4000

2 main line valves - \$6000

It was moved to accept the proposed budget with figures as discussed with the expectation of a formal budget presented at a special meeting before the end of June. The motion was seconded and passed unanimously.

Resolution 2013-88-W water fees, sets the flat water rates and base tier water rate for fiscal year 2013-2014 at \$750.42. This increased the current water rate by \$10.00; this is the increment of the phased in rate increase approved at the Prop 218 hearing in 2007.

It was moved, seconded and passed unanimously to accept Resolution 2013-88-W water fees. Water fees for the fiscal year 2013-2014 will be as follows:

Annual flat rate for unmetered properties:	\$750.42
Base rate: under 75,000 gallons	\$750.42
2 nd tier: 75,100 – 150,000 gal	\$.30/100 gal
3 rd tier: 150,100 – 250,000 gal	\$.45/100 gal
4 th tier: 250,100 – 1,000,000 gal	\$.50/100 gal

Resolution 2013-89-S fee assessments, increases the current snow removal rates by 2.7% as allowed by the inflator clause on the snow removal fee schedule. It was moved, seconded and passed unanimously to accept resolution 2013-89-S fee assessments.

Snow removal rates for fiscal year 2013-2014 will be as follows:

Unimproved Residential	\$161.60 per parcel
Improved Residential	\$386.26 per parcel
Oversized Residential	\$746.10 per parcel
(where there were originally 2 or more APN combined into one on the County tax roll)	
Unimproved Commercial	\$208.58 per parcel
Improved Commercial	\$433.34 per parcel

- Water Manager

Monthly use	431,828	Gallons transferred	108,800
Daily use	13,929	Gallons – Fawn	209,700
		Gallons – Lake	113,328

Initial routine MAY test to PV lab – positive for total coliform

5 sample retest – clean

Boy Scouts – Michael Davis came to finish painting at Holby, was part of his Eagle project
 Installed bleeder valve on Karen
 Repaired pressure valve at Summit tank

Discussion of covering pipe at Summit – WM thinks the best plan will be to get 6 or 8 inch plastic pipe, cut in half and cover the pipe going to Summit tank. Take down the couple of trees that could possibly fall on the pipe and place next to the pipe absorb the shock of anything that may fall onto the pipe. Will see if this could possibly be a Boy Scout project.

- Water Coordinator
 - **Progress on water system improvement project**
 Waiting for Hobbs to sign contract, need to schedule a preconstruction meeting, trying to get loan documents to Lisa Butler before June 21 as she will be out of town for a week.
- Snow Monitor – nothing to report
 Snow Coordinator – nothing to report
- PPOA/PCSD Liaison
 No current liaison assigned – PPOA would like a liaison, maybe a community member would be willing to serve as the PCSD/PPOA liaison.
- Committees
 None

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

New Business

- Review of proposed new staff position (Inventory Manager) responsibilities, formulation of job description and determination of salary or hourly rate – this item will be removed from the agenda until the water system improvement project is at or near completion.

President closing comments – there are rumors from outside the Ponderosa community that the water project is in danger because the board members are at odds with each other – NOT true! The Board members are getting along and the project is moving forward.

The meeting was declared adjourned at 3:15 pm.

The date for the next regular Board meeting will be **Thursday July 11, 2013 at 12:30 p.m.** in the District Building.

Minutes prepared by Jennifer Robertson/Board Secretary