

# *Ponderosa Community Services District*

Minutes of meeting

July 11, 2013

Present:

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

Staff: D. Robertson, J. Robertson

Absent staff: T. Griesbach, M. Towfiq

Guests: Bill Dolmovic – High Sierra Snow Removal

The meeting was called to order at 12:30 p.m. followed by the flag salute.

## **Comments from the Public**

None

## **Communication**

Received

Witherow

Tulare County Counsel offering free training workshop in December

## **President Comments**

Nothing specific. On June 20<sup>th</sup> attended a project meeting, USDA gave Notice to Proceed.

The project should be substantially completed within 120 days of the Notice with an additional 30 days provided for final completion. There is a \$500/day penalty for the contractor if not completed in a timely manner.

As there were no applications received for the board vacancy, the board is unable to fill the vacancy by appointment. Since there is still a quorum of directors in order to conduct business, the seat will remain vacant at this time.

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

It was moved, seconded and passed unanimously to accept the minutes of the June 13, 2013 regular meeting. It was determined that the board desired clarification from the treasurer on the minutes of the June 29, special meeting, therefore those minutes will be reviewed for approval at the next regular meeting in July.

## **Secretary Report**

Agenda posted to website at 10:09 am PST on Sunday July 7. The packet posted 4:45 am PST on Tuesday July 9.

CCR – mailed to most water users (still need a few updated addresses, plan to contact Aspen Realty)  
A letter was included regarding low rain/snowfall, encouraging water conservation and copy of water restriction ordinance.

Appropriate notifications were mailed to the county and state.

Have started working on water assessments, some readings do not seem accurate, having WM confirm

Notification of elections is prepared for Nov 5, 2013

(3) 4-year terms are available – Currently held by Bill Benton, Cheri Marchaunt and Mike Moroney.

As there was no one appointed to the vacant directorship, there is no short term available.

Any candidate must reside within the Ponderosa community and be registered to vote in this district. The candidate filing period is from July 15 to August 9, 2013 at the Tulare Co Registrar of Voters.

## Reports

- General Manager  
Not present, communicated by phone to secretary that he has nothing specific to report.
- Financial Coordinator  
Nothing to report – see written treasurer report
- Treasurer  
Treasurer was not present, provided written report to secretary  
Monthly report – see summary attached  
Comments provided to secretary via email:

*Everything as usual. Utilities paid. Budget forms submitted to County.*

*County reports for comparison to treasurer file were not received before meeting, so final 12/13 numbers will be forthcoming, as well as the materials required by the CPA are being collected for annual audit. Still waiting on final budget from USDA for creation of project reports.*

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

- Water Manager  
Use down from last year.

Current		Last year	
Monthly use	411, 830	Monthly	732,100
Daily use	13,727	Daily	24,403
	Gallons transferred		83,600
	Gallons – Fawn		120,530
	Gallons – Lake		207,700

All routine test samples returned clean

There was a 6 inch main line break on June 23, the flapper valve saved Summit tank from draining.

### Water Coordinator

Regarding meter readings – discovered there are a few nonfunctional meters, others need to have readings confirmed

- **Progress on water system improvement project**

WC will attend a meeting tomorrow at 4 Creeks offices with Hobbs, USDA, and Newkirk for updated construction schedule.

Mr. Benton will be the primary board contact with the engineer, contractor and inspector. Mr. Doty will be the secondary contact if Mr. Benton is unavailable.

Per Cyndy Elliot with RCAC, treasurer needs to request a demand for payoff of the RCAC loan. USDA wants us to ask for a per diem interest rate in the event the loan does not close by July 31/Aug 1. Ms. Marchaunt can call Cyndy to request a 10 day extension.

- Snow Monitor – nothing to report

Snow Coordinator – Because the board did not understand that the snow contract should not have been renegotiated while Mrs. Dolmovic was a board member (per attorney due to ongoing financial conflict of interest), our attorney has advised that the contract be reviewed and reaffirmed. The board was further advised that it may be prudent to put the contract up for bid again.

There was a brief discussion about putting the snow removal contract out for bids. There was a consensus agreement that the amount of time needed for advertising and a bid submittal period would postpone the acceptance of a snow removal contract by at least 1 (or 2) month(s). Furthermore there has been little, if any, interest in the past from other contractors, so the advertising would not be the best use of snow funds.

Hearing no objections, Mr. Doty began review of the current snow removal contract.

The terms of the contract were reviewed with Mr. Dolmovic. There were no suggestions for changes offered. It was determined the terms of the contract were still satisfactory as written.

It was moved, seconded and passed unanimously with the agreement of Mr. Dolmovic, to accept the snow removal contract with the terms as written for the 2013-2014 and 2014-2015 snow seasons.

*Mr. Dolmovic departed at 1:20 pm*

- PPOA/PCSD Liaison  
No current liaison assigned – July party was great!  
PPOA would like a liaison, it was suggested a community member volunteer 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

The board directed the Water Manager and J. Parminter to finish cleaning up the PCSD yard in anticipation of the contractor stationing equipment and a temporary office on the property.

### **New Business**

None

Meeting adjourned 1:40 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