

# *Ponderosa Community Services District*

Minutes of meeting  
November 14, 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

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

## **Comments from the Public**

None

## **President Comments**

The project is concluding. Mr. Benton will give a full report during WC report. No snow problems yet.

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

Having been reviewed, there was a motion and second to accept the minutes as amended by the secretary.

## **Water Manager**

Monthly sample passed.

Street valves have been checked, maintained for winter weather

No stats available for water use

Installed meters – locations to be provided

Request from 2 property owners to check and verify water billings.

Status on propane tanks...

Holby tank is full, generator has been run

Will check other sites

Water coordinator directed WM to get new locks for all well sites as soon as possible; there has been sabotage and water theft...shame on people who jeopardize the community.

There was a brief discussion about the purchase of valve equipment. It was moved, seconded and passed unanimously to purchase valve equipment. WM will purchase valve tools and new packing materials.

## **Communication**

Received email request from Witherow for public record of closed session on July 31, 2013. Since this was a closed session for telephone consultation with our attorney, there is nothing to report to the public – therefore there is no record to provide.

Mr. Witherow also reiterated his request for a specific CEQA document. One was located in the treasurer's records and provided to Mr. Witherow; however, it was apparently not the one he wanted. Have contacted Emily Bowen again of Provost & Pritchard – we are still attempting to locate this document. It was noted that the statute of limitations has long since expired on the CEQA notification and posting process.

## Secretary Report

Agenda and draft minutes posted to website on Nov 11, 2013...the time was not noted.

Copies of Ordinance 99-W have been distributed to directors.

## Reports

- General Manager  
Not present to present report – Mr. Griesbach has had contact with Mr. Hylton regarding FEMA, resolving issues for 2012-2013 audit report.
- Financial Coordinator  
No comments
- Treasurer  
Recommend moving funds from contingency to budget item 7006 – cost of supplies  
There was a brief discussion; it was determined to move \$500.00 from the contingency funds to budget line item 7006 cost of supplies. This will require a formal resolution.

*J. Parminter arrived at 1:00 pm*

Mrs. Towfiq reported that Camp Nelson water company is a member of CRWA, they see value in maintaining membership, and their water manager feels they offer some good continuing education classes.

Following a discussion, it was moved, seconded and passed to pay the membership fees to join CRWA (California Rural Water Association).

Because this membership fee was not originally budgeted, the treasurer suggested moving funds from contingency to budget line item 7027 membership.

After further discussion, it was determined to move an additional \$335.00 from contingency to budget line item 7027 membership.

It was moved, seconded and passed unanimously to accept Resolution 2013-93-A authorizing the transfer of funds from contingency to specific line items in the 740/2020 budget for fiscal year 2013-2014. The PCSD treasurer shall submit a request to the County of Tulare requesting a transfer of funds in the amount of \$835.00, from object 2020-7432 Water Contingency budget item to object 2020-7006 Cost of Supplies Reissued budget item of the 740 Fund 2013-2014 budget.

Invoices were presented for review and authorization from HD Supply.

It was determined that these invoices were for capital improvement and should be paid through fund 735.

HD Supply	\$1483.71	inv# B512267
HD Supply	\$906.77	inv# B588076

It was moved, seconded and passed unanimously to accept Resolution 2013-94-A authorizing the payment of the above invoices through Fund 735.

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

- Water Coordinator
  - **Progress on water system improvement project**  
Preliminary completion date is Nov. 22  
Tank is installed, filling will begin soon.  
J. Parminter will be monitoring the water pressure in the system, he will let us know as soon as pressure drops  
WM will be transferring 20,000 gallons, and hold 10,000 in reserve. Wells will be running full time.
  
- Snow Monitor – 8.5 inches to date. Had snow removed one time thus far.  
  
Snow Coordinator – no additional comments
  
- PPOA/PCSD Liaison - none
  
- Committees – none  
Mr. Moroney will send a letter to Forest Service

**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 – Copies have been distributed. Directors are requested to review the first 10 pages and come prepared to discuss at the next meeting.

**New Business** - none

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

Adjourn 1:50 pm

Minutes prepared by Jennifer Robertson/Board Secretary