

# *Ponderosa Community Services District*

Minutes of meeting  
February 13, 2014

## Present:

Directors: D. Doty, C. Marchaunt, M. Moroney, B. Benton  
Staff: D. Robertson, J. Robertson, M. Towfiq  
District Counsel: J. Lew  
Snow Monitor: J. Parminter  
Absent staff: T. Griesbach  
4 Creeks Engineering: M. Ainley (did not stay for board meeting)  
Guests: B. Arnold, D. Moroney

The meeting was called to order at 12:50 p.m. followed by the flag salute.

**Welcome:** The president welcomed the guests and requested those present to introduce themselves.

Matt Ainley reported that the walk-through inspection was completed following the progress meeting; he has consulted with the contractor's representative onsite today. Now that the project has been deemed substantially complete, Matt and Paul Newkirk will be compiling the final punch-list of items that needed to be completed before the project can be certified as complete.

*Mr. Ainley departed.*

## **Comments from the Public**

None

## **President Comments**

Mr. Doty plans to move quickly through the agenda. The regular meeting started late due to the walk through following the progress meeting.

## **Communication**

Received from Cohen continuing question about their water meter reading. *Mr. Doty composed a letter apologizing for the confusion. The secretary typed the letter and mailed to the Cohens along with records of their water meter readings for the past few years for their insurance company.*  
Received a public records request from California Tax Payer group asking for Prop 218 documents for both snow and water rate increases – *in process.*

## **Secretary Report**

Working on Public Records Act reimbursement claim forms to send to state.  
Spoke with GM/Tom Griesbach – completed final forms for FEMA, he has not heard anything from the state requesting more documentation (will request Mr. Griesbach to bring FEMA binder to district office for storage). He is still working on OSHA documentation. He has some of the requested forms in his computer as part of a larger document. His computer has some technical difficulties and now that it is working again, he does not know how to access the document. He will have someone at his workplace help him with it.  
Emailed and spoke with attorney

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

Having been reviewed, there was a motion and second to accept the minutes from the regular January 9, 2014 meeting as written. Motion carried unanimously,

## Reports

- General Manager  
Not present to give report – see secretary report
- Financial Coordinator  
Have received the annual audit report from Hylton.
- Treasurer  
Received monthly county reports from the FC at this meeting. Quick review shows additional income of \$16,000 in snow, \$18,000 water

The County budget numbers are not in synch with our budget as submitted; they [County] are in the process of updating their information

The issues with SCE billing are about 90% resolved; treasurer had to request copies of past bills. A large part of the problem is SCE not billing in regular cycles for the past year or so.

The treasurer brought a bookkeeping issue to the attention of the board. The 735 budget does not have a line item for the cost of supplies reissued in order to reimburse individuals for the purchase of capital improvement materials. A board resolution is required to make any changes to submitted budgets. Therefore the treasurer requests the board to pass a resolution to open said line item (735/line 7006) and move funds from 735/line 8300 equipment in order to fund the new line item.

There was a brief discussion for clarification. It was moved by D. Doty to pass a resolution opening line 7006 (cost of supplies reimbursed) in the 735 budget and to move \$4910.00 from 735/line 8300 (equipment) to fund 735/line 7006. The motion was seconded, hearing no further discussion, a vote was called. The motion carried unanimously. The treasurer will submit the resolution and revised budget to the county.

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

- Water Manager  
Monthly test passed  
Attended a continuing education class on Jan 15 for 6 contact hours  
Attended progress meeting and walk through
- Water Coordinator
  - **Progress on water system improvement project**  
Attended a progress meeting today with USDA, 4 Creeks, P. Newkirk, PCSD staff, and our attorney. Hobbs was not present, nor his representative.  
Following the progress meeting, the walk-through was completed. A punch-list was created and we signed off on substantial completion. Hobbs now has 30 days to final completion.
- Snow Monitor - recent storms produced 10 inches of snow, followed by 6 inches of snow, followed by rain. There is already dirt showing.

Snow Coordinator - nothing to add

- PPOA/PCSD Liaison – none  
Snow day will be on Sunday Feb 16<sup>th</sup> – hope there is sufficient snow.
- 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 – Copies have been distributed. Directors are requested to review the first 10 pages and come prepared to discuss at the next meeting.  
*This item will be postponed to the next regular meeting. Directors are requested to have reviewed 20 pages and come prepared to discuss, suggest amendments and take action if necessary.*

**New Business** - none

The date for the next regular Board meeting will be **Thursday March 13, 2013 at 12:30 p.m.** in the District Building.

Adjourn 1:45 pm

Minutes prepared by Jennifer Robertson/Board Secretary