

Ponderosa Community Services District

Minutes of meeting
September 10, 2015

Present:

Directors: D. Doty, C. Marchant, W. Benton, M. Moroney
Staff: D. Robertson, J. Robertson, J. Landers, T. Griesbach
Guest: B. Arnold, P. Cohen, K. Cohen

The meeting was called to order at 12:35 pm followed by the flag salute. Mr. Doty welcomed the guests.

President comments

Several improvements have been completed on the PCSD building. The office floor has been lifted and braced. New linoleum was installed in the office and bathroom. New carpet was laid in the meeting room. The office window has been replaced with a new entry door. Directors, staff and guests will no longer enter through the bathroom and the interior has been painted. Thank you to those who helped with these improvements.

Acceptance of Minutes from previous meeting(s)

Having been reviewed; it was then moved, seconded, and passed unanimously to accept the minutes of the August 6, 2015 as written.

Communications

Received

from Tulare Co Counsel – Government 101, FREE workshop on Jan. 13, 2016 5:00 pm-9:00 pm, in Visalia.

From RMA – the draft revision of the Tulare Co Housing Element is available for review and comment.

From State Water Resources Control Board – acknowledging receipt of Water Manager's license renewal fees and reminder to submit proof of training contact hours before Dec. 1, 2015.

Water Manager Report

August regular monthly bacteria test returned absent.

Water usage for August

Current year

Last year – data unavailable

384,010 gallons/month

12,387 gallons/day average

Transferred from Holby 114,200 gallons

Fawn 141,600 gallons

Lake 128,210 gallons

Tested well depths – depth to water

	on May 18	on June 11	on July 26	Aug	Sept
Holby 1	3 ft	7 ft	6 ft	10ft	-----
Holby 2	1 ½ ft	4 ft	7ft	8ft	-----
Fawn	12 ft	15 ft	15 ft	23ft	23ft
Lake	18 ft	20 ft	25 ft	17ft	25ft

Well average recovery rates

June 2015	7/28/15	August 2015	Sept 2015
Lake – 25 ft/hour	17.7 ft/hour	30ft/hour	80ft/hour
Fawn – 10 ft/hour	17.5 ft/hour	50 ft/hour	85ft/hour

WM provided an application for water service to the Board President, there is a property owner that is considering building and would need a new water service connection.

Staff Reports:

Secretary

Both the Agenda and packet posted to website on Monday, Sept 7, 10:41 am PST.

Secretary training conference in South Lake Tahoe, Oct 18-20

There was a brief discussion regarding timing and costs of the CSDA annual Board secretary training conference. The conference has is no longer scheduled in the spring, it is now in October. The location this year is South Lake Tahoe. Mrs. Robertson will need to go up Sunday evening in order to be there Monday morning. She will stay 2 nights (Sun/Mon) in the hotel where the conference is being held. It was moved, seconded and passed that the PCSD board secretary will attend the CSDA training conference. Additionally the district will pay the registration fees, reimburse the hotel costs and mileage. The motion was seconded and passed with a unanimous vote.

Sent final confirmation of direct charge list to county

Training available from County Counsel – Jan 2016

Water waste portal reports to date – zero

Water saving requirements from state media release notes

Clarification on water applications and will serve letters. It is understood that Tulare Co requires a will serve (water) letter before they will issue a building permit. It is the policy of the PCSD, that once a water service application has been received WITH the required fees, and accepted by PCSD, then a will serve letter will be provided to the County RMA.

General Manager

GM has spoken with Tim Smith of CalEMA (now CalOES – office of emergency services) regarding the final FEMA payment. We received a letter from the state saying that they have reviewed all our paperwork and determined everything is fine and the final payment should be sent to us. The state then forwarded the determination to FEMA, where it will be reviewed and approved for closure of the claim. Once approved by FEMA, it will be returned to the state agency. The state will send copies to PCSD for approval. We send our approval back to the state – THEN, PCSD should receive the final payment.

Financial Coordinator

Nothing to add to treasurer report.

Treasurer's Report:

Election costs for PCSD \$359.75

New water applications include a facility development fee of \$2500.00. These funds are to be deposited into 735 for capital improvements.

The treasurer asked for a resolution to deposit the anticipated \$2500.00 into a specific line item within the 735 fund.

It was moved, seconded and passed by a unanimous roll call vote that if there is a \$2500.00 facility development fee received this fiscal year, that it be deposited to the specific line item 8300 within the 735 capital improvement fund. At this time no actual resolution is necessary, as no facility development fee has been received.

Mr. Benton submitted receipts for materials he purchased for the maintenance and upgrades to the interior of the PCSD building and meeting room. The receipts total approximately \$2000.00. This utilizes the funds donated to the PCSD by the PPOA. The board thanks the Ponderosa Property Owner's Association for their support in providing a pleasant meeting facility for the Ponderosa community.

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

Water Coordinator's Report

Need to get the water system ready for winter.

The propane tanks need to be filled.

The portable generator needs to be repaired.

Need to finish cleaning out the north storage.

Snow Coordinator:

Snow Monitor's Report – nothing to report at this time

PPOA Liaison - none

C. Marchaunt reported that there was a good turnout at the last PPOA meeting. There seems to be a real sense of community developing with people interested in promoting and rebuilding the Ponderosa community.

Forest Service Liaison

B. Arnold reported that she had a call from David Witt. There is a small grant available to pay for a community chipper for 3 days. Ms. Arnold will coordinate the event. The board agreed to allow the event to take place on PCSD property.

Director's Comments:

Regarding a Mission Statement – should we have one? What should it address?

Mr. Doty requested board members to come to the next meeting with ideas and suggestions so that it can be formulated and possibly adopted during the regular October meeting.

Ms. Arnold commented that she appreciates the board has made the effort to provide equal access and treatment for all property owners.

Ongoing items

- PCSD building maintenance
 1. The office floor has begun separating from the meeting room – needs immediate attention. **DONE**
 2. Remove office window – replace with an entry door. **DONE**
 3. Replace flooring in the office, bathroom, and meeting room **DONE**
 4. Paint interior of PCSD building **DONE**
 5. Replace portions of fascia boards
 6. Paint exterior of building
 7. New roof

- Update water ordinance 99W - review of pages 7-13. Directors will discuss their suggestions/recommendations for changes to the water ordinance. Following the discussion, they may adopt amendments/revisions/deletions of items.

It was determined that this form of review was probably not very efficient. Therefore, the board requested the secretary review the ordinance, and then bring recommendations for revision/deletion to the board. The board will then review the recommendations and take action as appropriate.

New Business

- Ponderosa CSD Mission Statement

The president asked all board members to prepare ideas and suggestions to present at the October meeting. Following the discussion, the board will determine whether to create a mission statement or not. The mission statement may be formed and adopted during the October meeting or carried forward depending on time constraints.

There was a general discussion about why we should have a mission statement. Mr. Doty proposed that it be a short and to the point, one line statement. Some suggestions were made.

Provide Customers	Operate Business	High Quality Water Service
Superior Cost Effective Services	enhance quality of life	
provide public health and safety	environmentally friendly	
promote safe courteous attitude	Pure Mountain Water	Quality Snow Removal

Who Are We	What Are We	Why Are We Here	How We Do It
Servants	Government	Water	Integrity
Providers	<i>Managers*</i>	Protection	<i>Responsibly*</i>
<i>Caring*</i>	Elected	<i>Provide service*</i>	Efficiently
Efficient	<i>Servers*</i>	Snow Removal	<i>Effectively*</i>
Tidy	Protectors	Promote	Cooperatively
<i>Custodians*</i>		<i>Enhance*</i>	Transparently
Community		Infrastructure	
		Improvement	

Caring custodians who responsibly provide pure mountain water and effective snow removal.

Prior to adjournment, Joel Boggus, a utility arborist for SCE entered the meeting. He came to tell the board that there are some trees he is concerned about on PCSD property. He also informed the board that a certified arborist will be surveying the area approximately every 90 days looking for dead or dying trees that may pose a threat to SCE lines or equipment. If an arborist determines a tree needs to be removed, it will be marked with a white 2"x2" tag. If the tree is on private property, there will be no charge to the owner.

The meeting was adjourned at 2:50 pm

The date for the next regular Board meeting will be held **Thursday October 8, 2015** at 12:30 p.m. in the District Building.

Minutes prepared by Jennifer Robertson/Board Secretary