

# *Ponderosa Community Services District*

Minutes of meeting  
November 12, 2015

Present:

Directors: D. Doty, C. Marchant, W. Benton, M. Moroney

Staff: D. Robertson, J. Robertson, J. Landers

Absent staff: T. Greisbach

Guest: B. Arnold, D. Moroney

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

## **President comments**

The work on the building is basically complete; the exterior still needs paint and trim, but will probably have to wait until spring due to the low temperatures and expected weather conditions.

The president asked the other board members to consider whether or not to hold a regular meeting in December – to be decided at the conclusion of regular business today.

## **Communications**

Received

From Tulare Co. Tax Collector – notice of estimated revenue and schedule of payments for PCSD water use and snow removal fees collected.

From D. Hylton CPA – finalized annual audit report and letter

From T. Nasca – submission of a bid for snow removal from fire hydrants for 2015-2016 snow season. *This was the only bid received. The directors reviewed and accepted the bid by unanimous consensus. Tony Nasca will perform snow removal from in front of each fire hydrant in the amount of \$12/hydrant per storm. Mr. Nasca will only remove snow as directed by the PCSD snow monitor.*

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

Having been reviewed; a question was asked about the well recovery rates for September 2015 in the Water Manager's report. It was determined that the information, as recorded in the minutes, was in error and will be corrected to read as follows:

Well average recovery rates

Sept 2015

Lake – 10 ft/hour

Fawn – 11 ft/hr

It was then moved, seconded, and passed unanimously to accept the minutes of the September 10, 2015 as corrected.

## **Water Manager Report**

October regular monthly bacteria test returned absent.

Water usage for October

Current year

351,390 gallons/month

11,335 gallons/day average

Last year (construction)

78,050 gallons/month

2,601 gallons/day average

Transferred from Holby 94,600 gallons  
 Fawn 154,300 gallons  
 Lake 102,490 gallons

Tested well depths – depth to water

	May 18	June 11	July 26	Aug	Sept	Oct	Nov
Holby 1	3 ft	7 ft	6 ft	10 ft	---	---	---
Holby 2	1.5 ft	4 ft	7 ft	8 ft	---	---	---
Fawn	12 ft	15 ft	15 ft	23 ft	23 ft	80 ft	18ft
Lake	18ft	20 ft	25 ft	17 ft	25 ft	25 ft	26 ft

Well average recovery rates

2015	June	July	Aug	Sept	Oct	Nov
Lake	25 ft/hr	17.7 ft/hr	30 ft/hr	10 ft/hr	---	---
Fawn	10 ft/hr	17.5 ft/hr	50 ft/hr	11 ft/hr	10 ft/hr	---
Holby 1&2						108 gal/hr

Leaks were discovered at both the Bed and Breakfast and Mr. Rudnick’s property. Both broken lines were due to property owner negligence in proper winterization, and resulted in significant water loss. Both have been repaired. Repairs to Tamarack have been completed. WM attended the CalTap fair in Visalia on Oct 21, and an additional training class on Oct 22. Both events earned contact hours for maintaining his Water Distribution license.

Jim Parminter came into the meeting to say the generator at Summit was working.

**Staff Reports:**

**Secretary**

Both the Agenda and packet posted to website on Monday Nov 9, 2015, @ approximately 8:45 am.

Received new safety training from GM, read, signed and returned.

Attended Board Secretary training in Tahoe. Purchased book and attended workshop on policy writing.

Plan to review current policies, possibly suggest some additional policies, procedures, and work lists for the board to review and discuss at future regular meetings.

Looked into SDRMA – we have to have at least one full time employee and we have to commit to an initial 3 year membership.

**From Dennis Hylton**

AB 1522 Section 3 Article 1.5 246(a) states

An employee who on or after 7/1/15 works in California for 30 or more days within a year from the commencement of employment is entitled to paid sick days as specified in this section.

This would exclude Tom from this benefit.

For the other three, each would accrue 1 hour sick leave monthly (1 for each 30 hours) with David 1.333 hours.

Since no one works 720 hours in a year, then to provide 24 hours sick up front does not make sense.

*Suggest creation of a policy that accounts for sick leave for all district employees*

Still working on Ordinance update, attorney requested some additional information – he has not gotten back to me.

**Reminder** that we should be receiving notification from county about appointment in lieu of election for 2 offices. Board members will need to be sworn in at the beginning of the December meeting – and the board traditionally determines board structure/director responsibilities in December.

The mission statement was added to PCSD website – home page and services page. It is now on the letterhead template as well. I will see if it possible to added to the webpage headers.

The secretary received an email from Business Recognition (commissi.org) saying the PCSD had won an award as the 2015 best water service provider in the Springville area. A plaque is available for purchase. There was a brief discussion before it was moved, seconded and passed unanimously to purchase the award plaque for display in the PCSD building. The secretary will forward the information to the treasurer.

#### **General Manager**

Unable to attend today's meeting.

#### **Financial Coordinator**

Nothing to add to treasurer report.

#### **Treasurer's Report:**

In addition to routine expenses, the following items were paid:

- The authorized \$20,000 draw against the snow removal contract to High Sierra Snow Removal.
- A bill for \$6,000+ to High Sierra Lumber for materials on the PCSD building improvements/maintenance.
- The annual dues to CSDA.
- \$288 for website hosting, domain name, and privacy features. The hosting was renewed for 4 years.

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

#### **Water Coordinator's Report**

WC feels we need to be considering a new back-up person for the Water Manager. Mr. Parminter will be unavailable until late spring. Mr. Sanford no longer resides within Ponderosa. Mr. Benton and Mr. Doty need to learn how to close the valves to isolate the system in the event of a large break that closes the auto-valve at Summit tank. Mr. Benton will approach some other individuals about being trained. Mr. Parminter agreed to begin studying for the water distribution license test.

**Snow Coordinator:**

J. Parminter will be the snow monitor again this year, backed up by Mr. Doty.

Mr. Benton has started a snow storm log and has begun numbering the storms. The treasurer needs to determine if our numbering matches the contractors numbering system. Do we need to track time spent on driveways versus roads?

The board outlined snow removal priorities.

Main Road and Highway

Cul-de-sac roads

Enforcement of Parking Ordinance with tow-away of vehicles in violation. Car owners will be given 1(one) warning. The Ordinance should be posted in all rental cabins and all property owners notified. Furthermore, if the tow truck is called and the vehicle in question is moved before the truck arrives, the car owner is still responsible for the charges incurred.

Any damage done to a car left on the road way, in violation of the ordinance, is the responsibility of the car owner. The PCSD and the contractor will not assume liability for damages.

**Snow Monitor's Report –**

2 storms

11/3-11/4 resulted in 11.5 inches

11/9 resulted in 6.5 inches

Total snowfall 18 inches to date

J. Parminter shared how the snow removal machines are numbered on invoices. Snow removal is contracted to begin at 6 inches of accumulation, but it also at the contractor's discretion (dependant on conditions). The snow monitor must sign all snow removal invoices before they are processed for payment. Invoice must have the signature of Mr. Parminter and the FC, Mr. Moroney. If Mr. Parminter is unavailable, Mr. Doty will be second signatory.

Leah Walton called a couple PCSD directors, requesting her street to be plowed sooner as her daughter needs to get to school. She was told she may discuss it with the snow contractor directly. Residents are responsible for notifying the contractor if they have a need to get out. The board maintains that she will receive the same conditions as all other Ponderosa residents, unless there is an emergency.

The current order of streets plowed is main roadways, followed by cross streets, then cul-de-sacs with residents, finally cul-de-sacs with no occupied cabins.

Mr. Cohen lodged a complaint about snow removal with the board. In the new section of subdivision, there is a curb. It has been caught by one of the plows and moved. It needs to be fixed.

**PPOA Liaison - none**

**Forest Service Liaison**

Nothing to report

**Director's Comments:**

Mr. Doty - Regarding the dam in Holby Creek to pump water into the lake at Snowhouse.

The plan had been to build a small dam in the creek and pump water into the lake in order to provide additional fire protection for the Ponderosa community. PCSD decided to remove the dam prior to winter because it partially blocked the drainage culvert.

## Ongoing items

- PCSD building maintenance
  1. Paint exterior of building – set to completed when weather permits
  
- Update water ordinance 99W - the secretary will work with the attorney on recommendations for updating the current water ordinance. Once these recommendations are prepared, they will be presented to the board for review and discussion, and determination. After the board has reviewed and discussed and determined what changes to accept, those changes will be published, as required, before final adoption by the board.

**New Business**

December meeting – Mr. Cohen will be appointed in lieu of election and will need to be sworn in as will Mr. Doty. However, Mr. Cohen will be gone for the month of December. As there are no other pressing business items, it was determined to not hold a regular business meeting in December 2015. A special meeting can be called if something requiring immediate action comes up before the regular January meeting.

Hearing no objections the meeting was adjourned at 2:45 pm.  
The date for the next regular Board meeting will be held **Thursday January 14, 2016** at 12:30 p.m. in the District Building.

Minutes prepared by Jennifer Robertson/Board Secretary