

# *Ponderosa Community Services District*

*RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL*

Minutes of meeting  
November 9, 2017

**Present:**

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

The meeting was called to order at 12:40, followed by the flag salute.

**Comments from the Public**

There is an DVD by National Geographic titled “Water & Power: A California Heist”.  
There is a community meeting tonight (Thur 11/9), at the Springville Veteran’s Memorial Building re: Pier Fire and the upcoming rainy season.

**President’s comments:**

Mr. Doty attended an audit report meeting with our CPA, Dennis Hylton. During the Treasurer’s report today, we will begin discussion of possible 218 hearings related to increasing snow removal and water service rates.

We have received one bid for snow removal on fire hydrants.

We have also received a letter from Kent Lowry claiming property damage to a water tank from the snow removal contractor last winter. Our insurance company said to turn the letter over to Mr. Dolmovic.

It has been brought the water coordinator’s attention that Mr. Lowry’s tank was placed on the PCSD easement. Mr. Lowry needs to be sent a letter telling him he may not place his tank on the easement, and the PCSD will not accept liability for damages incurred if the tank is on the easement. The secretary will not send the letter until we have communicated with our insurance adjuster about Mr. Lowry’s damage claim.

**Minutes from October 12, 2017 regular meeting.**

It was moved by D. Doty to accept the October 12, 2017 regular meeting minutes as written. The motion was seconded and passed unanimously by those present.

**Water Manager**

Routine water sample, submitted by K. Klemcke, passed.

October usage total 235,337

Holby 1           175,727

Holby 2           15,052

Lake             41,198 – on timer, 1,328gal/day

Fawn             3,360 – on timer

Transfer to Summit   120,000 gallons

D. Elliot – worked on Holby 2, adjusted flow and recalibrated pump saver

We need a new pressure pump on Holby well so businesses can have water when there is a system problem resulting in a loss of pressure.

Propane tanks have been filled for winter

New battery installed on Summit generator – still need service to Summit and Fawn generators

JP will be completing online water math with K. Klemcke

JP will be scheduling a community workshop on how to isolate the water system when there is a leak. The following community members have expressed an interest in learning how to assist district personnel during a water emergency: R. Cope, J. Bozanich, M. Goldsmith, T. Lane, L. Gray, D. Stewart, M. Moroney.

A policy will be drafted for board review regarding volunteers working on the water system.

### **Communications**

Rec. phone call from Community Water in Visalia requesting names and addresses of board members, call returned and information given.

Rec. message from F. Landucci requesting a return phone call, number given to J. Parminter for follow-up.

Re-sent, via email, previous asbestos testing results to J. Autry at CA State Water Resources Control Board in response to letter indicating PCSD was delinquent on this test.

### **Staff Reports:**

#### **Secretary:**

Agenda posted to website homepage on

Notes from CSDA Board Secretary training (October)

Keynote speaker stressed proper use of Robert's rules of order. One speaker at a time, point of order to bring attention to improper procedure, the chair declares point well taken/point not taken. Key point – NO ONE may speak a second time until everyone has spoken once.

Reviewed policy, procedure, task list – differences and why they are needed.

Form 700 – conflict of interest statements. High level officials [statutory filers] (directors) are required to file under the political reform act. Designated employees (code filers) are required to file based on our internal conflict of interest code. Recommended that any employee with the power to make un-reviewed financial decisions be included in District code. Statutory filers required to complete full disclosure – investment, Business propositions, real property (not home) and income. Code filers should be limited to certain types of investments, business propositions, real property (not home), and income. We are too small to be required to do electronic filing.

There was not a workshop specific to Prop 218 hearings and requirements, but recommendations for general public hearings.

Have a clear agenda

Consider having speaker cards – arrange the order to have loudest speakers at the end

Make sure we educate as to why the hearing is being held

Identify if there are additional goals for the hearing

Provide talking point cards for directors

Enforce time limit for speakers

Technology workshop: New regulations will be coming for websites.

- ADA compliance for visually impaired – enough color contrast, printability of web pages.
- Required for agenda (not packet) to be searchable and indexable – most text based

pdf documents fit the current criteria.

- Will be required to post the agenda as direct link on the home page (already done).

Personnel issues and the Brown Act – closed session vs. open session. 99% of documents are disclosable including salaries. There is a specific list of items that allow for closed session. Employee evaluations are closed unless the employee wants it public.

Record retention – emails are written records. Recommend that we destroy anything not required to be kept by statute, unless the district has an internal reason for keeping it. Any document, once kept, subject to public records act request.

Invited Dennis Townsend to our board meeting – willing to come

Would the board like to invite other District 5 candidates? Julie will contact V. Gurrola.

Sent asbestos results to Jason Autry at State water – do not have email cc Chad Fischer

### **General Manager**

Mr. Griesbach is following up on new financing opportunities, and getting paperwork together for the next OSHA training.

**Financial Coordinator** – new invoices from Krouzet and M. Goldsmith have been given to treasurer.

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

Ms. Landers received notice that county payroll will no longer be sending paper copies of paychecks that were direct deposited for employees.

No new expenses in snow and nothing too much in general water.

Treasurer does need a resolution to pay invoices through 735 capital improvement.

D. Robertson	\$ 700.00	installation 2 water meters
Krouzet	\$1976.84	141149, 141207 141303, 141415

It was moved by D. Doty to accept a resolution 2017-148-A authorizing the treasurer to submit the above invoices for payment through 735 capital improvement fund. The motion was seconded. Following a brief discussion about how these expenses qualified as capital improvements, the motion carried by unanimous roll call vote of those present.

The treasurer requested the board to authorize moving funds within the 735 budget. She proposed increasing line 8100 new equipment by \$12,000 and funding that increase by transferring \$5,000 from line 7043 professional and special expense and \$7,000 from line 8100 building and improvements.

It was moved by D. Doty to accept resolution 2017-149-A authorizing a transfer of funds. The motion was seconded. Following a brief discussion about why the transfer was necessary and the types of invoices that would be paid through this line item, the motion carried by a unanimous roll call vote of those present.

*Director Cohen departed the meeting at 2:20 pm*

Mr. Doty reported during their meeting, CPA Hylton suggested the board consider raising both water service and snow removal rates. These increases would require a proposition 218 hearing for property related fees. The secretary did confirm with attorneys at the conference and our own attorney that it would be possible to combine both increases into one hearing, as

long as the notices for the meeting and the agenda were absolutely clear about the amount of increase on each and the justifications for those increases.

The board needs to begin discussing the amount of proposed increases, and the justifications for them. Public education about the need for increases, routine operations of the district and recent water line replacements.

One 218 hearing can be used to cover a 5-year period of increases. Water hearing notices need to go to 146 water users; however every property within the subdivision pays snow removal. Snow removal increase notices will need to go to all property owners.

There are different standards for passage of water rates versus snow rates. Snow removal increases require a vote and may need to be placed on a general election ballot. The secretary will look up ballot initiative deadlines.

CM – would like to see a graph that shows increases in expenses compared to current water rates. Then the board can discuss needs assessments and expense chart.

One idea is to do a first year flat dollar amount increase, then a percentage increase for the following four years.

The treasurer will speak to USDA, Lisa Butler, about accessing the short-lived asset reserves.

When an information letter is drafted to water users, it will stress that we have been looking for grants and other cost saving programs to help fund repairs and improvements to the water system that do not include any more loans.

*Director Moroney departed at 3:15 pm*

Hearing no objections the treasurer's report was accepted as presented.

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

Comments made under water manager's report

### **Snow Coordinator/Monitor:**

Directors need to be prepared to discuss possible 218 hearing for snow removal increase. Information will be brought by the treasurer for review and cost analysis. The secretary will have a timeline for notices and ballot consideration.

Hydrant snow removal contract – proposal from T. Lane. He proposes \$14/hydrant, with a total of 32 hydrants per storm. This would be a total cost of \$448 per event. Any additional work required by the district would be a \$14/hour.

Having received no other proposal or bids, it was moved by D. Doty to accept this bid from T. Lane for the 2017-2018 snow season. The motion was seconded and carried unanimously by those present.

**PPOA Liaison** – nothing to report

**Forest Service** - nothing to report

### **Director's Comments:**

None

**Unfinished Business**

Ongoing items

- Well houses – no more work will be done until budget permits
- Ponderosa subdivision road repairs
- Possible meeting date change for June – related to annual budget approval

**New Business**

The next regular meeting will one week early on Thursday December 7, 2017 at 12:30 pm in the district building.

Adjournment 3:30 pm

Minutes prepared by Jennifer Robertson/Board Secretary