

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

June 21, 2018

Present:

Directors: D. Doty, C. Marchaunt, W. Benton, B. Arnold
Via telephone: P. Cohen joined via telephone at 1:30 pm.
Staff: J. Robertson, J. Landers, K. Klemcke
Guest: Larry Gray, J. Parminter

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

President Comments

Appointment to board vacancy due to the resignation of director Michael Moroney. We have received an application to fill the vacancy on the board from Ms. Barbara Arnold. Ms. Arnold will agree to serve the remainder of the term until it expires in November 2018. At the end of the term she will need to file for candidacy with Tulare County Registrar of voters to retain the directorship.

There will be three 4-year director terms available for election this year.

The terms will run from December 2018 to December 2022.

The oath of office was given to Ms. Arnold. She will participate as a director in the rest of this regular board meeting.

Comments from the Public

None

Minutes from May 17, 2018 regular meeting.

It was moved by C. Marchaunt to accept the May 17, 2018 regular meeting minutes as written. The motion was seconded and passed unanimously by those present.

Water Manager

Toro has quit.

R. Cope and L. Gray are learning the system along with Tim Harness.

There was a break on Aspen, repair and replacement of a large section is being supervised by J. Parminter.

K. Klemcke will resume reading well meters and reporting data to secretary.

All May and June water tests are completed.

The cross control survey report is the last item required for the state water board.

He also wanted the board to know that the Lake well door was wide open on Thur.

Mr. Doty wants new locks for all well houses, D. Robertson is supposed to be getting those locks. 4new locks, need 6 sets of keys. Benton, Parminter, Doty, Klemcke should all get a set.

Communications

Received:

Letter from: Cal OES (Office of Emergency Services) regarding copy of financial audit.

Information forwarded to Dennis Hylton, treasurer has taken care of PCSD response.

Email from: State Water Board engineer requesting clarification on EAR (Electronic Annual Report). Secretary has completed the requested information.

Insurance agent needed additional paperwork regarding insurance policy – treasurer has completed and returned.

Email from: CSDA is requesting PCSD vote for a representative to the central valley network. Biographies of 3 candidates were read to the PCSD board. Secretary will complete the requested actions.

Email from: Tulare County RDA (redevelopment agency) oversight board, the PCSD was requested to vote for a candidate on the consolidated countywide RDA board, if there are not enough districts voting to constitute a quorum, the state will appoint someone to the board.

Staff Reports:

Secretary:

Agenda and packet posted to website Monday morning.
 Completed CCR and cover letter – sent to Julie for printing
 Prepared docs to appoint new director
 Prepared meter reading worksheets
 Reviewed and began data entry for meter readings
 Updated master property owners/cross check with county property tax listing

General Manager

Mr. Griesbach is out of town.

Financial Coordinator

Ms. Arnold has collected mail and distributed to the treasurer.
 The treasurer has rented a po box in the Camp Nelson mail building for depositing PCSD mail. She will be reimbursed the \$35.00 fee for the box rental.'

Treasurer’s Report:

This month’s expenses included water testing and legal fees from the 218 hearing.
 Annual resolutions for establishing water service fees, snow removal service fees and authorizing transfers to 735 reserves.
 It was moved by D. Doty to accept resolution 2018-154-S establishing snow removal service fees for fiscal year 2018-2019. Flat rate service fees as established in Resolution 2017-137-S shall remain in effect for fiscal year 2018-2019.

Annual Flat Rate Snow Removal

Schedule 2

Effective July 1, 2018 for fiscal year 2018-2019

Assessments for each parcel within the service area shall be;

Unimproved Residential	\$169.94 per parcel
Improved Residential	\$406.20 per parcel
Oversized Residential	\$784.62 per parcel
(where there were originally 2 or more APN combined into one on the County tax roll)	
Unimproved Commercial	\$219.34 per parcel
Improved Commercial	\$455.70 per parcel

This charge is levied without regard to property valuation.

The motion was seconded, as there was no discussion the motion carried by the following roll call vote.

Doty – aye, Benton – aye, Marchaunt – aye, Cohen – aye, Arnold – aye

It was moved by D. Doty to accept resolution 2018-155-W establishing water service rates for the fiscal year 2018-2019. Annual Flat Rate and Tiered Rate Water Service Fees were

established by Resolution 2018-151-W implementing increases for the next five years beginning with fiscal year 2018-2019.

Annual Flat/Tiered Rate Water
Schedule 1
Effective July 1, 2018 for fiscal year 2018-2019

<u>Water Rate Schedule 1</u>	<u>Per service connection</u>
Flat rate for all unmetered properties:	\$967.00
Tiered rate for metered properties:	
Base – usage to 75,000 gallons/year	\$967.00
2 nd tier: usage 75,100 – 150,000 gallons/year	\$.30/100 gallons
3 rd tier: usage 150,100 – 250,000 gallons/year	\$.45/100 gallons
4 th tier: usage 250,100 – 1,000,000 gallons/year	\$.50/100 gallons

This charge is levied without regard to property valuation.

The motion was seconded, as there was no discussion the motion carried by the following roll call vote.

Doty – aye, Benton – aye, Marchaunt – aye, Cohen – aye, Arnold – aye

It was moved by D. Doty to accept resolution 2018-156-A authorizing the PCSD treasurer to submit a request to the County of Tulare requesting a transfer of funds from 740/2020 in the amount of:

- \$8,033.00 to the 735/USDA Short Term Assets Reserve
- \$12,000.00 to the 735/USDA Capital Improvement Reserve
- \$1869.00 to the 735/USDA Debt Reduction Reserve
- \$7300.00 to the 735 general fund

The motion was seconded. In a brief discussion the board was reminded that this annual authorization for USDA reserve funds included the new determination of the board to transfer 25% of cumulative water rate increases to the 735 general fund. The motion carried by the following roll call vote.

Doty – aye, Benton – aye, Marchaunt – aye, Cohen – aye, Arnold – aye

Budget discussion

740/2020 water

Beginning cash balance	37750
Less:	
Cash reserves	-15000
Future cap improve	-12000
USDA reserves to 735	-21902
25% rate increase to 735	-7300
Total beginning cash balance available	<u>-18452</u>

Estimated revenues

Property taxes	150
Interest	1500
Water service fees	141182
Total estimated income	<u>142832</u>
Total available resources	<u>124380</u>

Appropriations

Total salaries & benefits	20900
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Total services & supplies	69825
Total other charges	18690
Total fixed assets	3800
Total contingencies	11165
Total appropriations	<u>124380</u>

740/2010 Snow

Beginning cash balance	186950
Less future cap improve	-137500
Total beginning cash available	<u>49450</u>

Estimated revenues	
Property taxes	150
Aid from other agencies	1
Snow removal fees	85877
Total estimated income	<u>86028</u>
Total available resources	<u>135478</u>

Appropriations	
Total salaries & benefits	19200
Total services & supplies	113200
Total other charges	0
Total fixed assets	2105
Total contingencies	973
Total appropriations	<u>135478</u>

735 Capital Improvement

Beginning cash balance	58744
Transfer from 740-2020 water	7300
Less:	
Cash reserve	-10000
USDA short term asset reserve	-8033
USDA capital improve reserve	-12000
USDA debt reduce reserve	-1869
Total beginning cash available	<u>34142</u>

Estimated revenues	
Interest	500
Aid from other agencies	5
Other revenue	5
Total estimated revenues	510
Total available resources	<u>34652</u>

Appropriations	
Total services & supplies	18005
Total fixed assets	11610
Total contingencies	5037
Total appropriations	<u>34652</u>

It was moved by D. Doty to accept resolution 2018-157-A adopting the budgets for fiscal year 2018-2019. There was a brief discussion about anticipated revenues and clarification on

some anticipated expenditures. The motion was seconded and passed by the following roll call vote.

Doty – aye, Benton – aye, Marchaunt – aye, Cohen – aye, Arnold – aye

Mr. Doty moved to accept the treasurer's report as presented; the motion was seconded and passed unanimously.

Water Coordinator's Report

Presented during water manager's report

Snow Coordinator/Monitor:

Mr. Dolmovic delivered a proposed contract to Mr. Doty. Mr. Dolmovic has included an increase in his hourly rates for each piece of equipment; however the district is unable to increase property owner's snow removal rates to compensate. This past snow season totals resulted in the district having to pay about \$5,000 above actual snow removal costs in order to meet the contract's guaranteed minimum.

There was a brief discussion about the contract's proposed hourly equipment rates. The board would like for the general manager to negotiate with Mr. Dolmovic on the hourly rates before making a final decision.

The snow removal contract item will be carried forward.

K. Klemcke departed 1:50 pm

PPOA Liaison – there will be a 4th of July celebration on Saturday July 7th. There will be a parade and a BBQ.

Forest Service – nothing to report

Director's Comments:

The PCSD little trailer was stolen during the most recent break-in. The suspects have been apprehended. The trailer is at the Camp Nelson fire station. There have been varying reports as to the condition of the trailer. It needs to be assessed for damage and either repaired or replaced. We have a case # for the theft with Tulare Co. Sherriff.

Unfinished Business

Ongoing items

- Well houses
- Finish interior of PCSD building
- Review and possible revision/approval of Long Range plan discussed at April 12 regular meeting. This item will be moved to the July meeting agenda.

New Business

The next regular meeting will be on July 12, 2018 at 12:30 pm in the district building.

Adjournment 2:55 pm

Minutes prepared by Jennifer Robertson/Board Secretary