

# *Ponderosa Community Services District*

*RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL*

Minutes of meeting

May 9, 2019

Present:

Directors: D. Doty, R. Cope, L. Gray  
Staff: T. Griesbach, J. Robertson, J. Landers, T. Harness,  
Contractor: K. Klemcke, W. Dolmovic  
Guest: B. Arnold, CSDA representative- Cole Karr

The meeting was called to order at 12:33, followed by the flag salute.

## **President Comments**

Mr. Doty welcomed the guests and thanked them for coming.

## **Comments from the Public**

B. Arnold stated there is a large hole at the bottom of the driveway shared between her property and the PCSD building. She inquired about plans to repair it.

Mr. Karr introduced himself and explained his role as a public affairs coordinator for the California Special District Association (CSDA). He acts as liaison between the CSDA central network, which PCSD is part of, and the Sacramento headquarters. He provided information on CSDA regional workshop schedules, online training opportunities, and available resources for local districts such as ours. The board thanked Mr. Karr for the information and invited him to attend PCSD board meetings in the future.

## **Minutes from April 11, 2019 regular meeting.**

It was moved by D. Doty to accept the April 11, 2019 regular meeting minutes as written. The motion was seconded and passed unanimously.

## **Water Manager**

T. Harness reported that the average water usage for April was 16,776 gallons/day.

There was a service line break at 56958 Aspen; it was on the district side of the meter. There was also a main line break at Aspen/Tamarack. Currently there is a service line break, on the customer side of the meter, at the Tivanon cabin. Service has been turned off at the street and the owner has been notified.

## **Communications**

Received from:

Email – public records request for financial information, handled by treasurer.

Letter – from D. Hylton CPA with annual contract to act as PCSD auditor.

## **Staff Reports:**

### **Secretary:**

Reported on findings regarding fire hydrant responsibility

**General Manager**

Employee review forms are ready; he plans to meet with staff next week.

**Water Coordinator’s Report**

Mr. Cope has determined that PCSD can save a significant amount in the total cost of main water line repairs/replacements by completing road work themselves. PCSD can rent tractor equipment, Mr. Harness can operate the equipment, and occasional labor can be used for any necessary hand digging.

Mr. Cope would like to see Mr. Harness put on a regular monthly salary.

A concrete saw has been ordered.

There is a plan for work on Holby bridge.

Broken asphalt will be removed, and hauled away.

Frank Schlitz will be contracted to repave roads that have been dug up to work on water lines.

Need to get a quote on replacing the section of water main that crosses a roadway.

K. Klemcke reported that required water tests are completed.

He has talked with Jason and Brian at the State Water Board and increased frequency of Gross Alpha/Asbestos testing requirements have been removed for PCSD. Foaming agents/Perchlorate tests are due this year.

**Snow Coordinator/Monitor:**

There has been no new measurable snow – there was snow, but not enough to be removed from roadways. The 2018-2019 contracted snow season is officially ended.

The treasurer reported we have received an additional invoice from the county for snow removal on the Divide Hwy for \$11,530.

Total spent on Snow Removal to date is aprox. \$123,000. Our snow removal revenue was \$85,877.00. There is \$49,000 in snow removal reserve.

Mr. Doty requested that discussion of increasing snow removal rates and Proposition 218 procedures be put on future agendas.

**Financial Coordinator**

Mr. Gray indicated the monthly financial summary now has a new column showing the actual amount of monies remaining in budget line items.

**Treasurer’s Report:**

Ms. Landers got required signature page completed for the county auditor/controller. This page indicates who is authorized to give approvals on payments processed by the county for PCSD.

Treasurer received contract renewal letter from Dennis Hylton CPA as the PCSD auditor.

A resolution is needed authorizing the treasurer to pay invoices from 735 capital improvement. The following invoices have been received for main water line replacement.

\$ 340.00	Tim Harness labor
\$ 1850.00	Jordan-Slate
\$ 954.89	Core&Main
\$ 1535.44	Vollmer

It was moved by Mr. Doty and seconded to accept resolution 2019-169-A authorizing the treasurer to pay the above listed invoices through the 735 capital improvement fund. The motion carried by the following roll call vote:

D. Doty – aye, P, L. Gray – aye, R. Cope – aye

At the June meeting the treasurer will present the proposed 2019-2020 fiscal year budget. Directors need to be prepared to review, discuss and adopt a final budget.

Re: putting T. Harness on salary – the treasurer will need to contact the county payroll department to make changes from hourly to salary. The board also needs to create a job description.

The resolution for transferring the monies from snow removal reserves into the operating fund required different wording than what was passed by the board.

The PCSD treasurer shall submit a request to the County of Tulare requesting a transfer of funds in the amount of \$75,000.00 from object 740/2010 Snow Reserves to 740/2010 line item 7043 professional and special expense in the 2018-2019 fiscal year budget.

The county required the treasurer to submit a revised budget to the county. Resolution 2019-167-A simply authorized a transfer, not a revised budget. Mr. Doty called for a motion and roll call vote to revise the resolution as required by the county.

The PCSD treasurer shall submit a revised 2018-2019 budget to the County of Tulare showing a transfer of funds in the amount of \$75,000.00 from object 740/2010 Snow Reserves to 740/2010 line item 7043 professional and special expense in the 2018-2019 fiscal year budget.

It was moved by D. Doty and seconded to revise resolution 2019-167-A as needed. The motion carried by the following roll call vote.

Mr. Doty, Mr. Gray, Mr. Cope – aye.

Ms. Landers is still working on the credit card application. The laptop and software were purchased for the board secretary and under budget.

It was moved by D. Doty to accept the treasurer's report, seconded, hearing no objections the motion carried.

**PPOA Liaison** – There will be a BBQ on May 27, 2019.

**Forest Service** – nothing to report

**Director's Comments:**

There are street signs that need to be replaced – secretary reminded the board street signs are provided by PPOA, not PCSD. There are significant pot holes in Ponderosa subdivision roads and tree removal debris left by tree services along the sides of the roads. The secretary was directed to write a letter, on behalf of the board, to county RMA requesting pot holes be repaired, and roads repaved with a copy sent to Supervisor Townsend.

**Unfinished Business**

Ongoing items

- Well houses
  - Finish interior of PCSD building
- Security doors will be install once weather permits – T. Harness to begin work

**New Business**

The next regular meeting will be on Thursday June 13, 2019 at 12:30 pm in the district building.

Adjournment 3:19 pm

Minutes prepared by Jennifer Robertson/Board Secretary