

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

September 12, 2019

Present:

Directors: D. Doty, R. Cope, L. Gray

Absent director: T. Stewart

Staff: T. Griesbach, J. Landers, J. Robertson, T. Harness (arrived at 1:00 pm.)

Contractor: K. Klemcke, W. Dolmovic

Guest: B. Arnold

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

President Comments

Mr. Doty welcomed the guest and determined the business meeting would continue with a quorum. Ms. Stewart was not present today. However, it seems there are 2 candidates for the November election for the 5th director seat.

Comments from the Public

Minutes from August 8, 2019 regular meeting.

It was moved by D. Doty to accept the August 8, 2019 regular meeting minutes as written. The motion was seconded and passed with none opposed.

Water Manager

Mr. Harness was not yet present. Report given by Water Coordinator.

There was a main line break on Tamarack.

A bid was received from Vollmer for repaving (\$63,000).

A bid was requested from Schlitz – have not yet received reply.

RLK tank coating – needs dimensions of Holby tank in order to give an estimate. Will come do an inspection when other mountain water systems are scheduled.

The transfer pump bearings are making noise. It will take one day to pull, repair in Bakersfield, then re-install the following day.

Estimate for Holby metal roof material \$659.86, will check for less expensive materials

Estimate for Summit materials \$567.65

K. Klemcke – conference call with state water board about new testing procedures. We should begin receiving a quarterly letter with tests that are due. The state's watch dog website listing all water system's testing status has not been very accurate. That issue is supposed to be fixed.

Donated shingles have been brought up from Nelson.

Mr. Doty met with J. Wong from RMA. They discussed road conditions and work that needs to be done. The county wants an encroachment permit every time PCSD opens a road for water line repairs. The hole must be closed before dark, or steel plates laid over the opening. During the last break Mr. Doty called the Porterville division RMA supervisor and told him it was an emergency repair. If doing emergency repairs, the procedure will be for the Water Coordinator to call Porterville RMA supervisor as soon as possible to inform them of road work. If planning to do routine water line repairs an encroachment permit must be obtained first; then call once completed.

T. Harness arrived. He reported that August water usage was 11,598 gallons/day.

Communications

Received

Staff Reports:

Secretary:

Worked on annual winter letter to water users, includes introduction of possible snow removal rate increase. Read to board – see website “news” page.

General Manager

Mr. Griesbach received an email about the Hazardous Material inspection due. He got the business activity plan updated and scheduled the HazMat inspection. Mr. Griesbach has begun safety training for T. Harness.

Water Coordinator’s Report

This will be the 2nd year of the current snow removal contract (2018-2021).

It needs to be reviewed for costs. Mr. Doty wants the current engineering news record for annual cost increase information. He also wants the other directors to have a copy of the current contract for review before having a discussion next month.

Financial Coordinator

Mr. Gray reported on vendor invoices received.

Treasurer’s Report:

Ms. Landers reported that most expenditures were regular bills.

At this time the special meeting was opened in order to address one specific action item.

- Action item – discussion and determination whether to adopt resolution 2019-177-A, authorizing an agreement with Umpqua Bank for a district credit card account

Resolution authorizing agreement with Umpqua Bank to participate in the CSDA district purchasing card program

The PCSD treasurer has been researching programs for the district to have a credit card account.

There are situations where it is advantageous for the district to have a credit card for purchasing via the internet or by phone. Access to a credit card will be limited to designated PCSD staff, and credit limits will be low. Previous board authorization is required for any purchase over a designated amount. Ms. Landers has been working on the credit card application, the issuing bank requires a resolution from the board authorizing an agreement with Umpqua Bank.

It was moved by D. Doty, seconded and passed to accept resolution 2019-177-A authorizing the Ponderosa CSD to participate in the CSDA purchasing program using credit issued by Umpqua Bank.

Special meeting adjourned to resume regular meeting agenda.

Ms. Landers is due a raise per the 5 step pay structure. This item will be placed on the next agenda.

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

PPOA Liaison

Forest Service

Director's Comments:

Unfinished Business

Ongoing items

- Well houses – all have been cleaned
- Finish interior of PCSD building
- Propane tank cover at Summit
- Roof at Holby

Status on installation of security doors

New Business

The next regular meeting will be on Thursday October 10, 2019 at 12:30 pm in the district building.

Adjournment 2:20 pm

Minutes prepared by Jennifer Robertson/Board Secretary