



## SIERRA CEDARS COMMUNITY SERVICES DISTRICT

P.O. Box 494, Shaver Lake, CA 93664

(559) 348-8297, (559) 908-3468

email: [board@sierracedars.com](mailto:board@sierracedars.com)

[www.sierracedars.com](http://www.sierracedars.com)

Unadopted Minutes

Special Board Meeting

September 30, 2019

Vicki Collier McDonald's residence, Shaver Lake, CA 93664

### SPECIAL BOARD MEETING

**Item #1** President Bill Paloutzian called the meeting to order at 5:58 p.m.

**Directors Present:** Vicki Collier McDonald, Dave Finley, Dan Mockbee, Bill Paloutzian

**Directors Absent:** Phil Erdman

**Others Present:** Todd Bristol, Pete Conrad, Andy McMillan, Lee Kinzy

**Item #2 ADOPT AGENDA**

**M/S/C Vicki C./Dave F.** to adopt the agenda as presented (4/0).

**Item #3 APPROVAL OF MINUTES**

**M/S/C Dan M./Dave F.** to approve the minutes of the Annual Board Meeting of September 2, 2019 as presented (4/0).

**Item #4 WATERMASTER'S REPORT - Andy McMillan**

Efforts continue to get the five sampling station ports installed in different areas in the district. The idea is to place them near fire hydrants.

The watermasters completed mandated lead and copper sampling at five different locations. No lead was detected, and the copper levels were well below the action limits.

The Big Pine Ct. well was tested. Some arsenic was found, but not a whole lot. Radiological testing has not yet been done. (The Big Pine Ct well is not online to our water system.)

Well production reports indicated that about 81% of district water comes from the lateral well. Total production was about 261,000 gallons in August and 248,000 in September.

Seven malfunctioning water meters were replaced in the district.

Some unpermitted spraying of the cattails in the pond by an adjacent homeowner was noted, so the district ran extra pesticide tests on the pond water. No pesticides show up in the tests. (The district owns the water rights to the pond, however it does not own the pond.)

**M/S/C Vicki C./Dave F.** to approve the Watermaster's report as presented (4/0).

**Item #5 PROJECT CONTRACTOR REPORT - Pete Conrad**

a. Water Line Maintenance Project Update - The five water sampling stations are ready to be installed. Keorper Construction will do the work as soon as possible. Contractor has been delayed due to several emergency water calls that he has had to deal with. He will also check the fire hydrants.

b. Road Repair Update - To date Asphalt Technologies has repaved 12,792 sq. ft. of district road at a cost of \$122,547.36. A few areas are yet to be done. The County of Fresno has been busy in the district. They have checked and cleared most of the culverts and drains on their roads. Sierra Cedars

will take care of the culverts on district roads 13 and 16. The county has dug out around the Black Oak curve with the idea of putting in a “V” gutter.

If the weather cooperates the county will have their asphalt contractor come in around mid-month and do major asphalt patching. The temperature needs to be at least 55 degrees and rising during the day to lay asphalt. As soon as this is done, and the weather holds, the county will get to cape sealing their roads. District will then see if district roads can be done this year.

c. Fiber Optic Installation Update: LTEC has completed digging trenches and asphalt work has been done. Final items are being completed, and clean-up is starting. LTEC will leave Sierra Cedars soon. DTS continues to run the fiber optic cable.

**Item #6 PUBLIC PARTICIPATION - none**

**Item #7 GENERAL MANAGER’S REPORT - Todd Bristol**

Ownership Transfers:

42555 Rock Ledge Rd.: New Owner - Eric and Suzanne Wuhl, Previous Owner - Scott

Big Pine Ct. 130-920-37: New Owner - Nicholas and Maria Yost, Previous Owner - Pavich

Todd reported that he had a couple of meetings with Gary Osterberg, head of the Community Leach Field. This leach field serves approximately 16 homeowners and is not a part of Sierra Cedars Community Services District. The purpose of the meetings was to ensure that both the district and the Community Leach Field had the most up-to-date information about the leach field. They tried to clear up who exactly is part of the leach field system, looking back at the formation documents from the 70’s. Questions still remain.

Pond Issues: As mentioned in Item #4, some spraying of cattails in the pond took place. The pond owner was alerted, and further investigation revealed that this adjacent homeowner appeared to be trespassing and illegally spraying. Authorities were alerted and the water in the pond was tested.

Todd informed the district that their printer/copies/scanner/fax is over 6 years old and it is starting to have issues. It is not worth fixing. A new printer to be purchased when necessary.

**M/S/C Dan M./Vicki C.** to approve the General Manager’s report as presented (4/0).

**Item #8 FINANCIAL REPORT - Todd Bristol**

**Account Balances as of September 30, 2019**

5 Star Bank Money Market	150,030.71
CVCB CD-5	69,497.00
CVCB CD-6	221,190.17
CVCB CD-7	0.00
CVCB Money Market	131,131.40
CVCB Checking Account	24,757.02
Total Savings & Checking	\$596,606.30

Accounts Receivable	0.00
Total Current Assets	\$596,606.30
Fixed Assets	\$769,757.00

**Total Assets \$1,366,363.30**

Accounts Payable	1,778.95
<b>Total Liability</b>	<b>\$1,778.95</b>

Todd B. reviewed the August and September financial statements with the board.

**M/S/C Vicki C./Dan M.** to accept the August 2019 financial report as presented (4/0).

**M/S/C Dan M./Dave F.** to accept the September 2019 financial report as presented (4/0).

a. Check Signatories for District Checking and Saving Accounts - The board decided to add a third signatory to the checking account as it has had in the past.

**M/S/C Bill P./Dan M.** to add board member David Finley as a signatory to the Central Valley Community Bank Sierra Cedars account. (Bill Paloutzian and Dan Mockbee are already signatories.)

Disbursement Authorization Limits: At the July meeting the board passed the following policy:

*Level 1: up to \$5,000.00 - one signature needed on check - either board member or General Manager.*

*Level 2: above \$5,000.00 - two board members signatures needed on check.*

The board saw the need to modify Level 2 of this policy to read:

*Level 2: above \$5,000.00 - two board members, or one board member and General Manager signatures needed on check.*

**M/S/C Dan M./Bill P.** to accept the revision of Level 2 of the Check Authorization Policy as written above (4/0).

#### **Item #9 OLD BUSINESS**

a. Tree Removal - County still marking trees to be removed. Tree stump removed on Black Oak messed up asphalt.

#### **Item #10 NEW BUSINESS**

a. Fire Hydrants - fire hydrants to be checked when the water sampling stations are installed.

b. Project Contractor Contract revised to be a Part-Time (Employee) Projects Coordinator Contract - Due to the high cost of obtaining liability insurance for the Project Contractor and the CA labor laws that changed recently the board felt it was prudent to move the independent contractor contract to a part-time employee position. The Project Contractor is in full agreement with this action.

**M/S/C Dan M./Vicki C.** voted to terminate Project Contractor Contract of June 9, 2019 effectively immediately (4/0).

c. Review and Approval of Projects Coordinator Contract - Resolution #118

**M/S/C Dan M./Dave F.** to accept the Projector Coordinator Employment Agreement (Contract) and Resolution #118, subject to legal review (4/0).

#### **Item #11 BOARD MEMBER REPORTS**

Dan M. asked Todd to double check on the auto liability for part-time employees for the district to ensure proper coverage. Todd to call JPIA (district insurance carrier).

#### **Item #12 NEXT AGENDA REQUEST - none**

#### **Item #13 ADJOURNMENT**

**M/S/C Bill P./Dave F.** to adjourn the meeting at 7:35 p.m. (4/0)

Next Regular Meeting: Sunday, Nov. 3, 2019 at 1:00 p.m. at Vicki Collier-McDonald's residence. Address is 42568 Rock Ledge Rd. (Rd. 10), Shaver Lake, CA. Please note the board is meeting a day earlier due to schedule conflicts.