

# *Ponderosa Community Services District*

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

April 12, 2018

**Present:**

Directors: D. Doty, W. Benton

Via telephone: P. Cohen

Absent directors: C. Marchaunt, M. Moroney

Staff: J. Robertson, J. Landers, K. Klemcke, T. Griesbach

Guest: B. Arnold, M. Goldsmith, Toro, Sal Gurrola, Virginia Gurrola

The meeting was called to order at 12:30, followed by the flag salute.

**Comments from the Public**

Virginia Gurrola, former mayor of Porterville, is running for 5<sup>th</sup> district supervisor in the June 2018 election. The only other candidate at this time is Dennis Townsend. Mrs. Gurrola gave a brief biography and explained how she reached the decision to run for county office. She and her husband have lived in Porterville and raised their children there. She has served on the Porterville city council, including a term as mayor. Additionally she has served on committees at the county level doing her best to secure financing for local 5<sup>th</sup> district needs, including a share of Measure R monies. Mrs. Gurrola stressed she depends on residents to let local needs be known and wants to work with residents to find solutions to their unique situations. She said one of the issues she sees is that after the Sequoia Monument was designated, we never received the Federal support promised to promote tourism. The local high school pathway students have created a website to highlight our local campgrounds; however more needs to be done. Mrs. Gurrola indicated she would like to form a coalition of the unincorporated areas of district 5 in order to give them a stronger voice.

Mr. Doty told her Ponderosa residents are concerned with the condition of our local roads, local dump fees and the county snow removal fees on the highway.

Mrs. Gurrola thanked the board for inviting her to come to Ponderosa and learn about our community.

**President's comments:**

Reiterated the concern about the condition of Ponderosa subdivision roadways, and mentioned it would be nice if some of the Measure R money could be directed to improving the subdivision roads.

**Minutes from March 8, 2018 regular meeting.**

It was moved by P. Cohen to accept the February 8, 2018 regular meeting minutes as written. The motion was seconded and passed by the present quorum of directors.

**Water Manager**

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

Mr. Klemcke has spoken with the State engineer above Jason. The state will not allow reduced TCP123 monitoring, and he is still waiting on a decision about reduced Rad228 monitoring.

Need to send a cross control survey to water users.

Holby vertical tank (North face) has a leak.

There has been trouble with the transfer pump, the bearings seem to be compromised.

Bozanich has a pump for sale, needs a new seal

Re: replacing tanks at Holby – Mr. Klemcke mentioned new liners are much better than previous versions – possible cost effective way to repair the tank until monies can be saved to purchase a new one.

### Communications

Received:

By email: Fruit Growers Lab – test results available

V. Gurrola accept invitation to attend board meeting

Water Board – Electronic Annual Report (EAR) available

Public Record request to treasurer for financial purchase records from Jan 2013 to current

By mail: County Elections board – 2018 election information and paperwork

### Staff Reports:

#### Secretary:

Agenda and packet posted to website Sunday evening 9:30 pm

Emailed to copy of long range plan district staff and Cohen

Contacted attorney – associate Matt Pierce will be attending public hearing

Began EAR – almost finished

Began CCR

Prepared hearing agenda

#### General Manager

Attended a water meeting.

Has a new self-help contact, the young man said they may be able to help with Holby tank

4 new contacts for possible grants

Annual employee reviews have been completed. According to the 5-step salary structure for new hire, the treasurer is due a raise to the 4<sup>th</sup> step. This will bring her monthly salary from 792.00/month to 831.00/month. The GM recommends that the treasurer's raise be given as outlined in the salary step structure. ~~It was moved, seconded and passed unanimously by quorum to increase the treasurer's monthly salary as recommended by the GM.~~

#### Financial Coordinator

Not present

#### Treasurer's Report:

Need address to bill the tree removal service for broken water line repairs on Aspen, Tam/ Aspen and Tamarack @ Parminter's.

Utilities were high in the last month.

Need a resolution to pay invoices for contract labor. Since we are not currently paying a monthly salary for a water manager, the treasurer proposed taking some of the funds from the salary line item. As we are nearing the end of the current fiscal year, she also suggested taking funds from the training line item.

It was moved by D. Doty to accept resolution 2018-152-A authorizing a transfer of funds. It was seconded and after a brief discussion the motion carried by the following roll call vote. Benton – aye, Doty – aye, Cohen – aye. Marchaunt and Moroney – absent.

The treasurer shall submit a request to the County of Tulare that the 2017-2018 fiscal year budget for line item 740/7043 New Equipment to be increased by \$5,8000.00. Furthermore this increase shall be funded by a transfer in the amount of \$2,800 from object 740/7073 Training expense and \$3,000 from object 740/6001 Payroll.

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

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

2 leaks – one caused by tree company at Tam/Aspen, the other caused by tree roots on Karen. The repair on Tam/Aspen had 20 feet of plastic line put in. The repair on Karen is already plastic – collared.

We were waiting on D. Elliot for Holby 2 well – low production.

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

Snow fall total to date is about 5 feet, includes 3 inches on 4/11/18 (evening).

Snow plowed 3 times.

Current snow removal contract period ends with this snow season. A new contract needs to be negotiated.

**PPOA Liaison** – no meetings to report. B. Arnold mentioned that Toro would like to install a swing – possibly a small playground on district property. The attorney will be consulted; however a playground would probably pose too much liability risk for the district.

**Forest Service** - nothing

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

PC – exemplified story of integrity

### **Unfinished Business**

Ongoing items

- Well houses
- Finish interior of PCSD building
- Possible meeting date change for June – related to annual budget approval

- Public hearing regarding proposed water rate increase– the hearing date is set for Saturday April 14, 2018  
PCSD attorney will be present to answer any questions or concerns and help keep the meeting on track. The treasurer will provide pie charts. To-date only two written protest votes have been received.

### **New Business**

- Begin work on creating a master plan for the water system, based on former board's long range plan. This plan may include any undone or incomplete projects from the water system improvement project as outlined in the PER.

### **Last updated in 2009**

**PART ONE** – General (Snow/Water)

Immediate (Present to 6 months)

1. ~~Plan for future staffing (operators, secretary/clerk, managers, bookkeeping services)~~  
Responsibility: Board of Directors \_\_\_\_\_ Proposed completion date: ongoing
2. ~~Review calendar year consumer price index for impact on water rates.~~  
Responsibility: Secretary \_\_\_\_\_ Proposed completion date: annually  
\_\_\_\_\_ due in February

3. ~~Review June edition of Los Angeles ENR construction cost index for impact on snow removal rates.~~  
 Responsibility: Secretary \_\_\_\_\_ Proposed completion date: annually  
 \_\_\_\_\_ due in June
4. Investigate/apply for grants/loans.  
 Responsibility: Jewett \_\_\_\_\_ Proposed completion date: ongoing  
 1<sup>st</sup> attempt completed 2008

Annually

1. Annually: review (in May) Strategic Plan and reaffirm, update or cancel items  
 Responsibility: Board of Directors \_\_\_\_\_ Proposed completion date: ongoing

One year (move to Snow Removal)

1. ~~Contact Snow Removal contractor for possible extension at current rates; if successful, prepare bid for June and review/recommend any changes in specifications.~~  
 Responsibility: Board of Directors \_\_\_\_\_ Proposed completion date: annual  
 \_\_\_\_\_ Current contract runs through 2010-2011
- Review contract, negotiate as needed.*

**PART TWO – Snow Removal**Annually

1. ~~Develop contingency plan in the event current contractor is not available to perform snow removal.~~  
 Responsibility: Board of Directors \_\_\_\_\_ Proposed completion date: ongoing

Three to Five Year

1. ~~Revisit Western Divide as a State of California Scenic Highway~~  
 Responsibility: Lowry \_\_\_\_\_ Proposed completion date: ongoing
2. ~~Develop alternatives to contracted services~~  
 Responsibility: Snow Monitor \_\_\_\_\_ Completed 2008

**PART THREE – Water**Immediate (On going)

1. Develop financial needs plan:
- a. Grant availability
  - b. Needs and cost estimates
    - Future water source(s)
    - Storage requirements (tanks)
    - Infrastructure replacements/additions
    - Automation requirements
    - Structural additions/replacements
    - Equipment needs
    - Well casing replacement(s)
    - Well depth adequacy
  - e. ~~Loan availability rates and origination costs~~  
 Responsibility: Board of Directors
2. Determine immediate system need and prioritize  
 Responsibility: Water Coordinator \_\_\_\_\_ Proposed completion date: ongoing

Annually

1. Identify and complete all safety checks

~~Responsibility: Water Manager/Jewett~~ ~~Proposed completion date:~~  
~~\_\_\_\_\_~~ ~~annually in Spring~~

One Year

- ~~1. Need for additional (not replacement) fire hydrants in system.~~  
~~Responsibility: Witherow~~ ~~Proposed completion date:~~  
~~ongoing~~

Three to Five Year

- ~~1. System upgrade and modernization~~  
~~Responsibility: Water Coordinator/Water Manager~~
- ~~2. Future acquisition of water storage tank property~~
- ~~3. Prepare/identify future financial requirements (needs/source).~~  
~~Responsibility: Treasurer~~

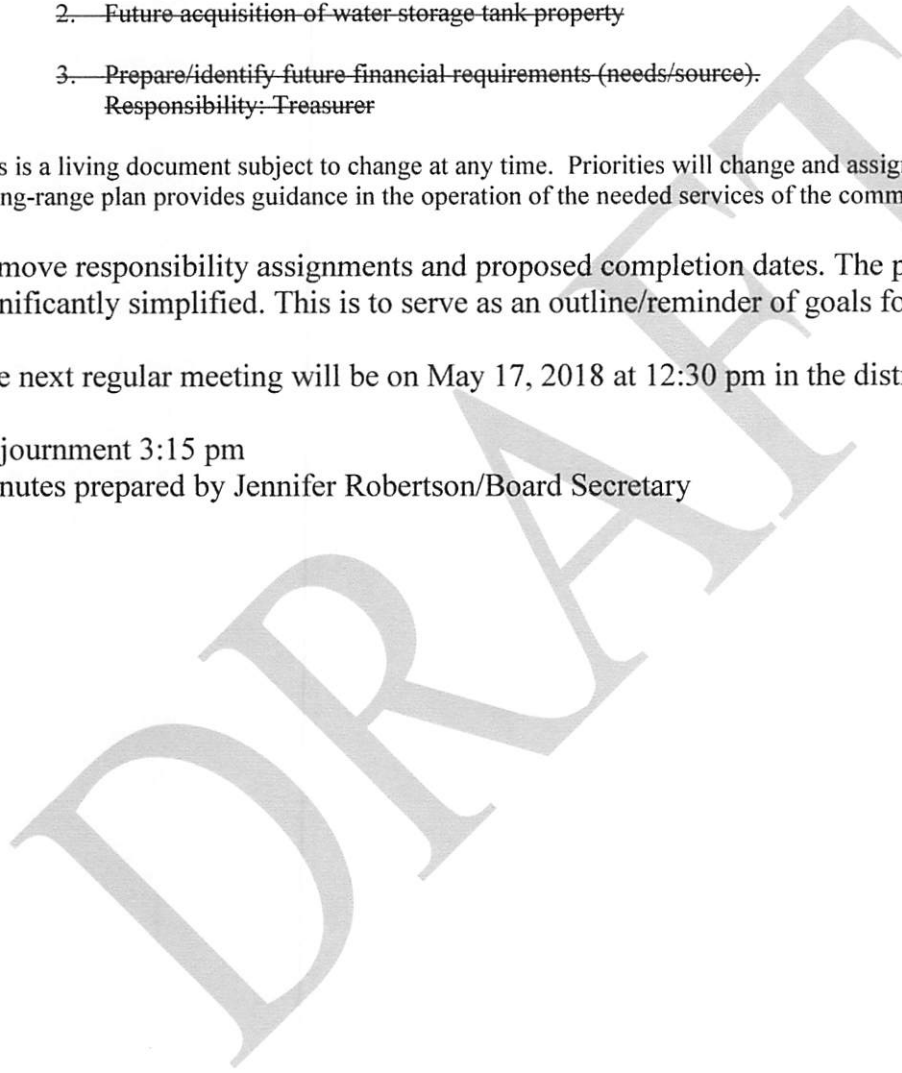
This is a living document subject to change at any time. Priorities will change and assignments will change, but a long-range plan provides guidance in the operation of the needed services of the community.

Remove responsibility assignments and proposed completion dates. The plan was significantly simplified. This is to serve as an outline/reminder of goals for the district.

The next regular meeting will be on May 17, 2018 at 12:30 pm in the district building.

Adjournment 3:15 pm

Minutes prepared by Jennifer Robertson/Board Secretary



Revised March 2018

## **Ponderosa Community Services District Strategic Long Range Planning Document**

### **PART ONE – General (Snow/Water)**

#### Current

- Investigate/apply for grants/loans.

Proposed completion date: Ongoing

#### Annually

- Annually in May: review Strategic Plan and reaffirm, update or cancel items

Proposed completion date: ongoing

### **PART TWO – Snow Removal**

#### Annually

- Review snow removal contract – negotiate as necessary

Proposed completion date: June each FY

### **PART THREE – Water**

#### Immediate (On going)

##### 1. Develop financial needs plan:

- a. Grant availability
- b. Needs and cost estimates
  - Future water source(s)
  - Storage requirements (tanks)
  - Infrastructure replacements/additions
  - Automation requirements
  - Structural additions/replacements
  - Equipment needs
  - Well casing replacement(s)
  - Well depth adequacy

##### 2. Determine immediate system needs and prioritize

Proposed completion date: ongoing

#### Annually

- Identify and complete all safety checks

Proposed completion date: as required

#### Three to Five Year

- System upgrade and modernization

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