

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

March 14, 2019

Present:

Directors: D. Doty, R. Cope, L. Gray, P. Cohen by phone @ 1:30

Staff: T. Griesbach, J. Robertson, J. Landers, T. Harness

Guest: A. Bozanich, B. Arnold, W. Dolmovic, K. Lane, D. Stewart

The meeting was called to order at 12:34, followed by the flag salute.

President Comments

Mr. Doty welcomed the guests and thanked them for coming. There was no board meeting in February due to weather conditions.

Comments from the Public

None

Minutes from January 10, 2019 regular meeting.

It was moved by D. Doty to accept the January 10, 2019 regular meeting minutes as written. The motion was seconded and passed unanimously.

Water Manager

T. Harness reported that all wells together produced 354,620 gallons in 32 days, for a January average daily use of 11,081 gallons.

All wells together produced 371,510 over 35 days, for a February average daily use of 10,614 gallons.

There was a major leak in a cabin, finally found and turned off. There seems to be another leak, possibly on Summit loop. Summit has been isolated; currently no cabins there are occupied on Summit.

Communications

Received from:

Board of Supervisors – request to notify we have complied with form annual form 700 filings

CSDA – call for nominations for seat B of their board

State Water Board – notice of documents still required

Tulare Co Probation – request for impact statement from District re: theft of trailer

Tulare Co. RMA – request for confirmation the PCSD agrees to request for increase in county budget for snow removal on Divide Hwy

Staff Reports:

Secretary:

Wrote letter to probation regarding trailer theft

Wrote email to Johnny Wong agreeing to increase in county budget for snow removal on Divide Hwy.

Sent another email for Board of Supervisor's secretary – finally received reply. They will not appoint Mrs. Bozanich per government code. We have to call an election to fill the vacant seat. I have emailed the country registrar of voters for more information.

Received email from SWRCB - Mr. Chad Fischer is no longer the District Engineer of the

Tulare District. Mr. Bryan Potter, P.E. has accepted the role of Tulare District Engineer and begins his new duties as of March 11, 2019 (Monday). Mr. Potter has been with the Division since 2008 and has been a member of the Tulare District since its formation in 2014.

Per the State Water Board we need to update our Emergency Notification Plan – need Kirk's phone number

Communication from our attorney

Re: board vacancy - we will probably need to call an election (per gov't code) to be consolidated with next general election. Resolution must be 130 days or more before the election. We can try to wait until the 2020 November, election, but may need to do this year.

Re: Fire hydrants – are they in the right of way? If they are and we are required to clear the right of way, then we probably have to clear the snow.

If we have been doing maintenance pointed out by the fire inspector, and the county sent the fire inspector – we are default responsible

Do we have anything written document from the county saying **whom** has responsibility?

If the fire hydrants are on private property, we can make the argument that the property owners are responsible, but if they are on PCSD easements, they are PCSD responsibility.

Website issue – Mrs. Robertson was unable to access the website to edit. She contacted the webhost, they contacted program supplier. It took about a week to get the problem fixed. The site can now be edited. However, now having email program issues. Our email server is blocked by Earthlink. A request can be sent directly to Earthlink to unblock our specific domain name. Is anyone else having issues? Yes, gmail is also blocking our domain.

Mrs. Robertson contacted a Sacramento company that provides website hosting. They are specifically tailored to special districts and are familiar with our compliance requirements. They do not currently provide email accounts with their service. Their pricing is based on our annual budget, as CSDA members we would pay \$50 per month.

It is not certain we could keep our domain name and just transfer it over to Streamline.

If not, Streamline does offer domain hosting, for an additional \$10 per month.

Asked Treasurer to check how much we pay now for current webhost.

General Manager

Mr. Griesbach will meet with Mr. Doty to complete annual OSHA report.

He has sexual harassment training ready for district personnel.

Water Coordinator's Report

We are working on leaks.

D. Elliot has not come back to check the Lake well.

The walkie-talkies are working well.

Mr. Cope and Mr. Harness are signed up to go to a water management class in Visalia.

Snow Coordinator/Monitor:

There has been 22 feet of snow to date, at times mixed with rain.

Mr. Doty told the board he would like to pay the hydrant removal contractor an extra \$220.00. There was some discussion between board members and Mrs. Lane about the conditions during the February storms and the extra effort required to complete the hydrant snow removal. Mr. Doty moved to pay the additional \$220.00 for hydrant snow removal. The

motion was seconded and passed with none opposed. Mrs. Lane will submit an invoice for the additional \$220.00 to the treasurer.

Financial Coordinator

Mr. Gray has been looking over the district budget and becoming familiar with the district finances. The water budget is looking good, but snow is already over budget and hydrant removal is at 99%. The county bill for snow removal on the Divide Hwy is 52,000 to date.

It looks like we will need to move some monies out of reserves. There was discussion between the board and treasurer about how much to move. It was initially suggested to move 30,000 from reserves, but after further discussion it was determined to move 75,000 with the understanding any monies not spent this fiscal year will be returned to reserves.

It was moved by Mr. Gray to authorize the treasurer to 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 motion was seconded and passed by the following roll call vote:

L. Gray – aye
D. Doty – aye
R. Cope – aye
P. Cohen - aye

Treasurer's Report:

Ms. Landers reported that there mostly basic expenses for the last 2 months. There has not been an Edison bill.

County snow removal for Dec 2018-Jan 2019 was \$4951.25

It is time to renew the propane tank rentals \$291.30

After having a discussion with the secretary prior to this meeting, Ms. Landers requested that the district purchase a lap top computer for the secretary to use for district business. It will make it easier to have electronic documents available at meetings, and provide another source of electronic storage other than her personal computer. The board has postponed purchasing a new computer during the water improvement project because we were unsure of the system requirements for a scada system. The board and water manager have since concluded that type of scada system is not practical or necessary for our small water system. Staff feels it is now time to get a district computer. The board agreed that Ms. Landers may purchase a laptop, printer and software, not to exceed \$1000.00.

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

PPOA Liaison – Snow Fest was canceled...due to too much snow.

Forest Service – nothing to report

Director's Comments:

Mr. Cohen apologized for being late phoning into the meeting. He is willing to stay on the board, but he wants the other directors to be aware that as his congregation increases there are other demands on his time and he may not be able to attend every meeting. He will resign if the other board members so desire or if there is another person willing to serve in his place. Mr. Doty assured him there was no other person at this time, and he would like Mr. Cohen to remain on the board and participate as much as possible.

Mr. Cohen also noted that long time Ponderosa resident, and former PCSD board member, Kent Lowry passed away on March 12, 2019.

Unfinished Business

Ongoing items

- Well houses
- Finish interior of PCSD building

New Business

Set agenda item for next meeting to call election for fill board vacancy – requires a resolution

The next regular meeting will be on Thursday April 11, 2019 at 12:30 pm in the district building.

Adjournment 2:00 pm

Minutes prepared by Jennifer Robertson/Board Secretary

DRAFT