

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

June 13, 2019

Present:

Directors: D. Doty, R. Cope, L. Gray (quorum)
Staff: T. Griesbach, J. Robertson, J. Landers, T. Harness
Contractor: K. Klemcke, W. Dolmovic
Guest: B. Arnold

The meeting was called to order at 12:35, followed by the flag salute.

President Comments

Mr. Doty welcomed our guest and thanked her for coming.

Comments from the Public

Minutes from May 9, 2019 regular meeting.

It was moved by D. Doty to accept the May 9, 2019 regular meeting minutes as written. The motion was seconded and passed unanimously.

Water Manager

T. Harness reported that the average water usage for May was 11,000 gallons/day.

There were two service line breaks.

Water meters have been read, 8 are too flooded to read at this time.

There is a company currently servicing the generator at Summit.

Communications

- Received email from Fair Political Practices Commission – requesting population info to see if PCSD qualifies for streamlined process related to complaints
- Received email public records request for salary information – fwd to treasurer
- Received email from Leah Walton asking to be added to a list because of brownouts by SCE damaging her electronics – sent reply we have no such notification list
- Received phone call asking about connecting water service – returned call
- Water Finance Assistance – free webinar on water system priorities
- CLEO – meeting in Reedley on July 13

Staff Reports:

Secretary:

Director resignation – Mr. Cohen sent an email to be printed and read to the board. He is resigning his seat as director, effective immediately. This leaves a second vacancy on the board. This vacancy can be filled by appointment. The board has 60 days to appoint, or they can opt to let this vacancy go to the election called for November with the first vacancy.

Worked on EAR (electronic annual report) for State Water Board

Worked on reply to State Water Board letter citing overdue deadlines on 3 items.

- Mr. Klemcke has completed and submitted the cross control survey
- The emergency notification plan has been updated and resubmitted

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- Completed a tentative timeline for repair/replacement of Holby tank
Started work on annual CCR (consumer confidence report)
Created meter reading worksheets – Mt. Harness delivered completed sheets today
Will start working on assessments for county property tax roll – due in August

General Manager

Employee reviews are completed.
No news on grants.

Water Coordinator's Report

Mr. Cope reported he has been talking with a tank company looking for costs on a replacement tank at Holby. Maintenance is being done at Fawn and Summit. There is no generator at Lake.

There are no major issues at the moment.

We obtained the concrete saw and necessary blade; Now planning replacement of crossing pipe on Aspen.

Klemcke – there is at least one large log blocking drive in access to Holby well site. He needs to gain access in order to take a picture of the Holby tank.

Tests for foaming agents and Perchlorate were submitted with monthly sample.

There was discussion about the need to install a chain across Holby well site access road, and clear the drive in access road of any debris.

Snow Coordinator/Monitor:

There was about a foot of snow in May.

We received the final invoice for this snow season from High Sierra snow removal. The treasurer reported we also received another bill from the County for snow removal on Divide Highway (\$3000).

There was discussion about possibly keeping the back entrance into the subdivision open in the winter to provide an alternate route in the event of an emergency. Mr. Doty feels the cost would be prohibitive. Mr. Dolmovic volunteered to approach the Forest Service about paying for that road to remain open in the winter.

Financial Coordinator

Mr. Gray requested that if someone collects mail from the district box that he receive it as soon as possible in order to forward invoices to the treasurer, too ensure bills are paid in a timely manner. He reported on invoices received:

Core & Main, Jack Griggs, AT&T, Vollmer, Klemcke, Weisenberger, TC Resources, City of Porterville lab, Jordan-Slate, Harness, High Sierra

The treasurer agreed to cc Mr. Gray all vouchers submitted to the county.

Treasurer's Report:

Ms. Landers reported that it would not be possible to present a proposed budget today. The county did not yet have reports with final account totals and there were new invoices presented today that will be paid before the end of this fiscal year.

The treasurer requested that the adoption of a new fiscal year budget be changed to July instead of June. There was a discussion; the county does not require a final budget to be submitted until the beginning of August. Therefore changing adoption to July will not affect

the county deadline. It was moved by L. Gray to amend the current policy to adopt a new fiscal year budget each year in July instead of June. The motion was seconded and passed by a unanimous quorum. The policy revision will be placed on the July agenda and the adoption of the new fiscal year budget will be carried forward to the regular July meeting.

The treasurer reported the new insurance proposal for PCSD was \$4518.00, the board agreed to add a terrorism clause for an additional \$35/year.

The treasurer asked for a resolution to pay invoice #1836 for \$1980.00 from Jordan-Slate from the 735 fund. This invoice was for work done on main line replacement on Aspen. It was moved by D. Doty to accept resolution 2019-170-A authorizing the PCSD treasurer to submit a payment request to the County of Tulare for the above referenced invoice to be paid from fund 735 (capital improvement). The motion was seconded and passed by the following roll call vote. D. Doty – aye, L. Gray – aye, R. Cope – aye

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

PPOA Liaison – nothing to report

Forest Service – nothing to report

Director’s Comments:

CalFire begins property clearance inspections next week.

Unfinished Business

Ongoing items

- Well houses
- Finish interior of PCSD building
- Security doors will be installed - pending

New Business

Preliminary discussion of possible increase for snow removal rates and Prop 2018 procedures. Rate increases could be eligible for a hearing and property owner vote in 2019, however because of county deadlines for assessment submittal, the revenue increases would not be collected until 2020-2021 fiscal year.

The 2018-2019 snow season finally had an average snowfall. It started a little earlier and lasted longer than is typical; however the total amount was within the historical average. It was significantly more than what Ponderosa has received in recent years, but it is not an unusual amount when we look at the historical averages. The reason this causes concern is that we spent more on snow removal this past season than the amount collected in snow removal fees. The board had to transfer monies out of reserves in order to continue paying for removal services. Mr. Doty has concern that if there are a couple more of these ‘average’ years or one above average year, the reserves will be depleted. Snow removal rates have not been increased since 2015. It is time to consider raising snow removal rates in order to continue providing Ponderosa with quality snow removal service. Any new increase will not go into effect until the 2020-2021 fiscal year.

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There was discussion about how to conduct an education campaign to inform the property owners why an increase was necessary, and how to determine the amount of increase. Since there are new board members the general manager suggested they be provided with background information about snow removal costs and practices.

Mr. Dolmovic agreed to prepare a report on snow removal costs over the last 20 years in order to provide the board with appropriate information.

The discussion of increasing snow removal rates and Prop 2018 hearing procedures will be carried forward.

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

Adjournment 1:50 pm

Minutes prepared by Jennifer Robertson/Board Secretary

DRAFT

PROPOSED REVISION

Policy Title: Budget Preparation

Policy Number: 110

110.1 An annual Budget proposal shall be prepared by the Treasurer with input, advice and cooperation from the board member designated as the Financial Coordinator, or other board member if the FC is not available.

110.2 Prior to review by the Board of Directors, the Snow Coordinator and Water Coordinator shall meet with the Treasurer and review his/her annual budget proposal.

110.3 The proposed annual budget as reviewed and amended by the Annual Budget Review Committee (*consisting of the Treasurer, Snow Coordinator and Water Coordinator*) shall be reviewed by the full Board at its regular meeting in the month of May.

110.4 The proposed budget as amended by the Board during its review shall be adopted by resolution at its regular meeting in the month of ~~June~~ July. The accepted budget shall be signed by the Board President and submitted to the County of Tulare.

DRAFT

SECOND YEAR INCREASE

Annual Flat/Tiered Rate Water
 Schedule 1
 Effective July 1, 2019 for fiscal year 2019-2020

Water Rate Schedule 1

Per service connection

Flat rate for all unmetered properties:	\$1015.00
Tiered rate for metered properties:	
Base – usage to 75,000 gallons/year	\$1015.00
2 nd tier: usage 75,100 – 150,000 gallons/year	\$.30/100 gallons
3 rd tier: usage 150,100 – 250,000 gallons/year	\$.45/100 gallons
4 th tier :usage 250,100 – 1,000,000 gallons/year	\$.50/100 gallons

These charges are levied without regard for property valuation

Special Condition:

This schedule shall be increased annually for a 5 year period by an amount determined at a Proposition 218 hearing in April 2018.

Annual Flat Rate Snow Removal

Schedule 2

Effective July 1, 2019 for fiscal year 2019-2020

Assessments for each parcel within the service area shall be;

Unimproved Residential	\$169.94 per parcel
Improved Residential	\$406.20 per parcel
Oversized Residential	\$784.62 per parcel
(where there were originally 2 or more APN combined into one on the County tax roll)	
Unimproved Commercial	\$219.34 per parcel
Improved Commercial	\$455.70 per parcel

This charge is levied without regard to property valuation.