

NOT YET APPROVED

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

November 12, 2020

Present:

Directors: D. Doty, T. Stewart, R. Cope, B. Benton, S. James

Staff: T. Griesbach, J. Robertson, T. Harness, J. Landers (via phone)

Contracted: K. Klemcke

Guest: B. Arnold, M. Goldsmith

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

President comments

The board will do the annual reorganization today instead of waiting until next month. That way Mr. Doty can hand off his position with a board ready to go.

Comments from the Public

Ms. Arnold requested an update on the status of the PCSD water system.

The water system is fully operational and the water is good to use. The district was directed to issue a boil order following the contamination of the water system with untreated surface water. This water was put into the system to maintain water supply to fire hydrants when the generator on our system pumps failed during the Sequoia Complex fire. Our contracted water manager stayed in contact with PCS D personnel and the state water board. Appropriate treatment was implemented and repeated testing until the state water board was satisfied that the water was again potable. The district was told the boil order could be rescinded on Oct. 16, 2020.

Email from Angelique Russell regarding snow removal – read to board

On Nov 9, 2020, at 11:14 AM, Angelique Russell <[REDACTED]> wrote:

With thanks and gratitude for all the folks who keep our mountain roads clear, I would like clarification on our plow service parameters and a recommendation for modification of our plow service contract language.

On November 7-8, 4" + 9" of first season snow fell on each day respectively. By the morning on Nov. 8th there was at least 5" on the ground from overnight snowfall, My driveway is plowed by Jordan Slate within 24 hours of 4 inches of snow, reliably every time, so my driveway was plowed by mid-afternoon, before snow stopped. It was re-plowed on the morning of the 9th. For three years Matt Goldsmith at Jordan Slate has followed this interpretation of the 24 hour rule, often resulting in 2 passes if snowfall continues for more than 1 day.

Bill Dolmovic follows a different interpretation of the 24 hours language in the PCSD contract. When I arrived at 8 PM, I found the roads sufficiently plowed all the way to Crest Dr, but Snowflake and Ridge Dr were not plowed. My driveway was, but not the road, and while my vehicle is 4WD it cannot clear > 12" of powder. I waited a bit because I had heard the plow was running after dark, then called Bill, who advised me that he has 24 hours from the END of a snow event, and that it would therefore be done by 3 PM Monday since the snow stopped at 3 PM Sunday.

So...what if the snow had continued through Monday? Would I not have access until Tuesday? Sometimes it snows for days on end, how can I predict when my street will have < 5" inches? How long does it have to stop snowing for the 24 hour clock to begin?

At issue here is whether the 24 hour clock begins when there is 5 inches of snow (which would have been around midnight Saturday night), or whether it begins when the snow stops. I believe the contract language can be revised to clarify this time window so that those of us who live off-mountain can reliably predict when we can safely access our cabins. Since snow reached 5" overnight on the 7th I tried to time my arrival for end-of-day on the 8th so I could access

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my cabin. Bill asked that I telephone, or that Matt Goldsmith plow a small strip of Ridge as a courtesy, or that Matt Goldsmith call him, but I find all of these solutions inadequate: Ponderosa owners should be able to reliably predict when plowing has occurred. I had tire chains so if plowing had been early Sunday I could have made it just fine; no plowing at all until more than 48 hours after a significant storm rollers in is the issue.

Speaking of safety, a main reason for reliable plow is public safety: we want fire trucks, ambulance and sheriff to be able to access our properties in an emergency. To accomplish this, street plowing must be a high priority. Unfortunately, the plowing of private driveways by the same team plowing the streets creates delays that can cause some streets to not be plowed at all, as was the case on November 8th, when I observed several marked driveways plowed completely while streets like mine were untouched. Of course we will always have contractors who have a conflict of interest because they are contracted both by PCSD and by private residents; our community is too small and remote to prevent this. However, we should strengthen the language of the PCSD contract to ensure that public safety street access is prioritized above competing interests.

Language like "A PCSD contractor conducting plowing must prioritize public safety access by first completing community roads before conducting private driveway plowing under separate residential contracts, with reasonable accommodations for resident requests." Harsher language might also be considered, such as "a plow driver carrying out PCSD street plowing must not delay street access by conducting plowing for privately contracted driveways simultaneously. This contract requires PCSD street plowing for public safety access to be a priority over private driveway plowing."

The point of such language is to prevent a situation where Ponderosa residents' safety is put at risk due to no plowed streets while other Ponderosa residents are enjoying a plowed driveway AND street completed by the PCSD contractor.

Thank you for your hard work serving our community. I have been so satisfied with the improvement in water "on" time due to infrastructure repairs, and our team was simply phenomenal in ensuring water access during SQF Complex and then restoring our drinking water. Thanks also for considering my feedback related to plow service, like all of you I love my Ponderosa cabin and my intent is to contribute to solutions, not to create any drama.

Thank you!

The board thanks Ms. Russell for her comments and input. The board would like to explain for newer cabin owners how the snow removal has run for the last 12 or so years with High Sierra. The primary roads are plowed first: Ponderosa, Aspen Tamarack, and the highway. The smaller roads are done next and cul-de-sac streets are done last.

We understand that it seems counter intuitive to ask you to call Mr. Dolmovic before you come up to your cabin to get your road plowed sooner. However, if you do call, Mr. Dolmovic will do his best to make sure your cabin is accessible by the time you arrive.

Minutes from August 13, 2020 regular meeting.

It was moved by D. Doty to accept the August 13, 2020 regular meeting minutes as written. The motion was seconded, and passed unanimously. There were no meetings held in September of October 2020 due to the Sequoia Complex fire.

Communications

Received emails SWRCB – past due notice of deadlines, this was also sent to Klemcke

Received email survey request from SWRCB on water rates - completed

Received email from county BOS clerk regarding conflict of interest code review/update

Received from county new property tax roll list

Received email from A. Perez with county RMA asking status of water system during fire

Received from Property owners:

- Russell email regarding snow removal – read during public comments
- Korf email regarding water boil notice
- Gray regarding PCSD director vacancy

- Cavagnaro re: PCSD vacancy

Received from CSDA:

- dues renewal notice – paid
- Nov take action brief, new laws for 2021 Independent contractor, public employee COVID exposure
- call for nominations to seat A of central network board for remainder of term

AWWA – free virtual training workshops

Sent email Boil order to some property owners

Water System Report

Water Manager – K. Klemcke

Bacterial samples came back clean, remove boil order

Lead/copper test – invalidated, retest, changing labs for lead/copper testing

Water Technician – T. Harness

Water use in August (18 days) – 19,247 gallons/day

There was a leak and filling trucks for forest service

Water use in Sept (31 days) – 12,454 gallons/day

Water use in Oct (47 days) – 12,225 gallons/day

Did not work on Holby roof, did complete Summit roof.

There is a leak on Fawn

Water Coordinator – R. Cope

During fire lost generators, no electricity to pump water from wells. Decision made to fill system from Peppermint Creek in order to maintain water to hydrants and for fire trucks.

Alltech Services from Paso Robles provided the district with generators at no charge for Holby and Lake wells so water could be pumped.

After inspection, it was suggested to retire the generator at Holby and the generator at Summit is insufficient for the job.

The break on Fawn was a 4 inch line

Ordered boxes for new water meters, all bleeders are operational

Aspen road patches need to be done

Mr. Doty and the board thanked Mr. Cope for all the work he did for the water system during the fire.

Staff Reports:

Secretary

Spoke with board president several times regarding the need to cancel meetings for Sept and Oct due to SQF fire.

Posted notices as required regarding meeting status

Posted notices as required regarding water – Boil order and cancelation

Responded to email inquiries from property owners

Spoke with Mr. Cope and Mr. Harness during evacuation, update on water system status and generator issues

Spoke with treasurer, needed to purchase a new laptop – would like board to consider reimbursement
SAM registration was successfully updated

Provided water meter reading list in order to help repopulation after evacuation
 Directors Stewart and Benton have completed their ethics and sexual harassment trainings!
 Ponderosa CSD Conflict of interest code for review
 No changes to code, recommended changes to Exhibit A and Exhibit B

CONFLICT OF INTEREST CODE OF THE
 "CONFLICTS AND DISCLOSURE MONITOR AGENCY" OF THE
 PONDEROSA COMMUNITY SERVICES DISTRICT

SECTION 1. Incorporation by Reference of 2 Cal. Code Regs. Section 18730. The District Board of the Ponderosa Community Services District heretofore adopts, as its Conflict of Interest Code, the provisions of Section 18730 of Title 2, Division 6, of the California Code of Regulations and incorporates by reference the regulation in full. The District Board shall be deemed the "Code Reviewing Body" of the District.

SECTION 2. Designated Positions. The positions listed on Exhibit "A" attached hereto are designated positions. Officers and employees holding those positions are designated employees and are deemed, for the purposes of this Code, to make, or participate in the making of, decisions which may foreseeably have a material effect on any financial interest and for each such enumerated position, the specific types of investments, business positions, interests in real property, and sources of income which are reportable. An investment, business position, interest in real property, or source of income shall be made reportable by the Conflict of Interest Code if the business entity in which the investment or business position is held, the interest in real property, or the income or source of income may foreseeably be affected materially by any decision made or participated in by the designated employees by virtue of his or her position.

SECTION 4. Disclosure Categories. The Categories for Disclosure are attached as Appendix "B."

SECTION 5. Effective Date. The Conflict of Interest Code, and any amendments to said Code, shall become effective immediately upon passage and approval by the District Board.

Adopted this 14th day of September, 2006.

By: _____

DESIGNATED EMPLOYEES*
 EXHIBIT "A"

- A. ADMINISTRATION:
- | | |
|-------------------------------|--------------------|
| 1. Water Manager | 1. General Manager |
| 2. Finance Manager | |
- B. DISTRICT EMPLOYEES AS FOLLOWS:
- | | |
|--------------------------------------|-----------------------------------|
| 1. Office Manager | 1. Treasurer |
| 2. Secretary to the Board | 2. Board Secretary/Office Manager |
| | 3. Water Manager |
- B. CONSULTANTS: Consultants shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitations:

The District may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The District's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

* This designation does not include the District Board Members or other persons required to report their financial interests pursuant to Article 2 of Chapter 7 of the Act, Government Code Sections 87200, et seq.

CATEGORIES FOR DISCLOSURE
EXHIBIT "B"

1. All investments and business positions in business entities, sources of income, and interests in real property.
2. **Investments and business positions in business entities, and all sources of income** *from entities providing supplies, services, equipment, or machinery of the type used by the District.*
- ~~3. Interests in real property.~~
- ~~4. Investments and business positions in business entities, and sources of income from entities providing supplies, services, equipment, or machinery of the type used by the District.~~
5. **Investments and business positions in and income from entities** which are vendors or providers of business services.
6. **Investment and business positions in business entities and income from sources** engaged in construction supplies, building supplies, or material supplies.
7. Investments and business positions in business entities and income from sources engaged in construction or development.
8. Investments and business positions in business entities and in income from sources engaged in the construction of public works projects.
9. **Investments and business positions in business entities and income from business entities** of the type to provide bids, supplies, vehicles, and equipment.
10. Investments and business positions in business entities and sources of income of which provide services and supplies of the type used in training activities.
11. Investments and business positions in and income from business entities supplying or manufacturing electronic equipment, supplies, or services of the type utilized by the District.
- ~~12. Investments and business positions in and income from business entities providing supplies, service equipment, or machinery of the type used by District.~~
13. Investments and business positions in and income from business entities which are the type to provide employee insurance coverage.
14. **Investments and business positions in and income from business entities** which, within the last twelve months, have contracted, or in the foreseeable future may contract, with the District to provide services, supplies, materials, machinery, or equipment to the District.
15. **Income from any source** which, within the last twelve months has contracted, or may in the foreseeable future contract, with the District to provide services, supplies, materials, machinery, or equipment to the District.

Is was moved by S James to accept the Conflict of Interest code with the recommended changes to Exhibits A and B. The motion was seconded, after a brief discussion, the motion carried unanimously.

General Manager

Mr. Griesbach completed his sexual harassment training.

He has contact the state about possible grants.

He applied online for FEMA funds, took the account number to the local office.

He was told FEMA is only for individual, not entities. They sent him to Tulare County, county sent him to Cal-Fire, Cal-Fire sent him to USFS. He met with Forest Service, has contact info for Albuquerque, NM. We were given a case #.

Mr. Griesbach needs documentation for costs

K. Klemcke – time/water testing/mileage

T. Harness – labor/mileage

B. Dolmovic – mileage/labor

Cost of new generators

Mr. Dolmovic provided great photos, documentation, and prices. Mr. Griesbach made a pdf file and sent hard copies via USPS.

The board thanked Mr. Griesbach for doing such a thorough job!

Financial Coordinator

Mr. James reported that everything looks good. He has spoken with Mr. Cope and Mr. Harness about creating a job invoice and tracking form in order to make the bookkeeping more accurate.

Treasurer's Report:

Ms. Landers was present via telephone.

The secretary provided copies of financial reports for Sept, Oct and Nov. (see on website at)

Ms. Lander's laptop died while she was evacuated from Camp Nelson. She had to purchase a new one in order to continue working on PCSD business. During her annual employee review, Mr. Griesbach asked if there was anything the district could provide her to aid in duties. She did request a new computer. It is the recommendation of the general manager and the board president that the district reimburse Ms. Landers for the cost of her new computer. The cost was \$497.74 from Office Depot. It was moved by D. Doty to reimburse the treasurer for the new laptop computer. The motion was seconded and passed unanimously to authorize the reimbursement.

Snow Coordinator/Monitor:

Monitor – one storm. 2 inches on the first day, another 9 inches on the second day.

Coordinator –

2 proposals received for snow removal from fire hydrants.

Clark Thompson - \$17 per unit (32 units) 2 ft by 2 ft clearance every 6 inches of snowfall.

Toro Tree Service - \$14 per location (32 locations) 3.5 ft by 2.5 ft clearance for the first 6 inches of snowfall. If the same storm continues accumulation charges will be added at \$1/ each new 6 inches. Licensed and insured.

After a brief discussion, it was moved by T. Stewart to accept the proposal from Toro's Tree Service. The motion was seconded. There was another brief discussion, the motion carried.

PPOA Liaison – the mail room looks very nice.

Forest Service – no report

Director's Comments: none

Unfinished Business

Ongoing items

- Well houses
- Finish interior of PCSD building – the meeting room ceiling was patched

New Business

- Annual board organization –The board president proposes to discuss, nominate and vote on slate of officers/coordinators/positions for internal organization of the Ponderosa CSD board of directors for the upcoming calendar year.

Mr. Cope desired to remain as the water coordinator and Mrs. Stewart desired to remain as the vice president.

There were 2 candidates for board president.

Ms. Benton – has experience teaching, managing groups, committee work, projects and psychology. She is willing to get her hands dirty and do what needs to be done.

Mr. James – used a power point presentation. He feels he has a proven record of leadership. He has relationships with several county officers, is observant of issues and wants to see better organization and management of district assets.

Following the counting of written votes by Mr. Doty and Mrs. Robertson, Ms. Benton was elected board president.

The following slate of board officers and management for 2021 is as follows:

Marian (Beth) Benton – Board president also Snow Monitor/Coordinator

Tammi Stewart – vice president

Robert Cope – water coordinator

Lawrence Gray – Financial coordinator

Scott James - PPOA/Forest Service Liaison

- Any other new business as determined necessary by the board for immediate discussion and action

Future meetings will be held indoor due to weather. Masks will be required for entry to the meetings and social distancing will be practiced to the extent possible.

The next regular meeting will be on January 14, 2021 at 12:30 pm outside the district building.

Adjournment 2:30 pm

Minutes prepared by Jennifer Robertson/Board Secretary