

NOT YET APPROVED

# *Ponderosa Community Services District*

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

December 10, 2020

Present:

Directors: D. Doty (exiting), T. Stewart, R. Cope, B. Benton, S. James, L. Gray (elect)

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

Absent staff: T. Griesbach

Contracted: K. Klemcke

Guest: B. Arnold, J. Parminter, D. Sharp, M. Cope, D. Stewart, B. Dolmovic, R. Coffee

The meeting was called to order at 12:39 by exiting board president, Dale Doty, followed by the flag salute.

## **President comments**

Thank you to all responding agencies during the Sequoia Complex Fire.

After fire there is a possibility of flooding within subdivision due to blockage of culverts by debris.

Mr. Cope volunteered to contact RMA and request they prepare/enlarge culverts.

## **Comments from the Public**

Thank you to Dale Doty for his years of service on the board of PCSD.

Business meeting suspended (@12:49) to present a gift basket and serve cake.

Meeting resumed, called back to order by new board president, Beth Benton, at 1:07 pm.

## **Minutes from November 19, 2020 regular meeting.**

Having been reviewed, it was moved by S. James to accept the minutes as corrected. The motion was seconded and passed unanimously.

## **Communications**

Received email from Mr. Gray and Mr. James stating they are sworn in with attached copies of oath of office and ethics training.

From County Assessor collected direct charge distribution schedule – copy to Financial Coordinator

Application for water service from Jeffrey Johnson of Bakersfield with payment– copy to Water Coordinator for service connection and meter installation

Email receipt from CSDA for annual dues payment

Email from state water board about update to grant funding – forward to General Manager

Application for waiver from VOC and SOC testing from Jan 2020 to Dec 31, 2022

Email from USDA – rural development has launched a new online tool, AskUSDA, to streamline customer service – forward to General Manager

CSDA article on the social media and Brown Act for elected officials – emailed copy to directors

## **Water System Report**

*Water Manager – K. Klemcke*

Lead/copper test – lead/copper returned no detection.

There are no special testing requirements upcoming, only standard scheduled tests

Submitted waiver to State Board for VOC and SOC testing

Treasurer will send a (11/15/20) Porterville lab bill to Mr. Klemcke to review charges

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*Water Technician – T. Harness*

Water use in November... 11,699 gallons/day (33 days)

There are 2 holes in the Holby 20,000 gallon tank – will repair

Worked on the ceiling patch in the district building

*Water Coordinator – R. Cope*

Have books for well houses. Daily readings will be recorded in the books and brought to board meetings. Mr. Gray offered to transfer data to a Google document.

The service line for the Lodge was located. (D. Sharp) Back flow valve will be installed when the service connection and meter box are moved outside of the Lodge.

Propane tanks at Fawn and Summit were full during the fire. Treasurer will call Jack Griggs to ensure Holby and PCSD building tanks are filled.

Generators – need billing from Josh. Mr. Dolmovic has information for the General Manager to provided to Forest Service

Note - Even though Mr. Cope is taking the responsibility to contact RMA about the culvert work, any expenses involved need to come out of snow removal not water.

**Staff Reports:**

Secretary

Prepare agenda and minutes

Post as required

Respond to emails from the board

**General Manager** - Not present to report

**Financial Coordinator**

Report on installing internet at the district building.

Viasat has 3 plan levels – 24 month contract, cancellation fee \$15 x # months left on contract

Unlimited	\$175.00/month	35GB/sec
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50 data download	\$150/month	speed slowed down once limit met
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20 data download	\$100/month	speed slowed down once limit met
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Install fee \$100.00, includes equipment – no lease

With phone service \$250.00

There was a motion and a second to get the unlimited internet package with Viasat. A brief discussion followed about whether to include phone service. The current phone with AT&T is over \$100.00/month. One option for phone service is to install a VoIP unit and no longer use a land line. Further discussion involved the fact that the fire brigade depends on access to a land line phone. The VoIP phone will not work if the internet signal goes out or if there is a loss of power. It was suggested someone contact the fire brigade and see if their board would share the cost of the land line phone, or possibly take over the payment altogether. Several people made comments in support of the district moving forward and installing internet...remote meeting capability (Zoom), electronic reports, research, and communications. A vote was called, the motion passed unanimously with none opposed.

**Treasurer's Report:**

Ordered a new Property Tax roll for the board secretary – electronic version received

Looked into a Zoom account – recommend the unlimited professional, can have multiple admin

Deposited checks for new water service connection and a refund from State Fund (\$1309)

All other transactions routine

It was moved by B. Benton to accept the treasurer's report as presented. The motion was seconded and carried with none opposed.

**Snow Coordinator/Monitor:** no new snow

**PPOA Liaison** – no report

Fire Brigade – Mr. James shared the idea of the fire brigade getting their own liability insurance as they are no longer the umbrella of PPOA. The fire brigade has its own board and is obtaining funding. Mr. James will approach them about reimbursing the PCSD for a share of heating and phone costs.

**Forest Service** – the Forest Service wants to remind local residents that forest closures are in effect until Dec 31, 2020. There is a map posted on the internet.

There are 2 pieces of snow removal equipment staged, Pine Flat, look like they intend to keep the Divide Hwy open this winter. Plan to clear 1½ lanes, but keep gates locked unless Hwy 190 becomes impassable. Mr. James will speak to RMA next week and report back to PCSD in January.

**Director's Comments:**

L. Gray will; try to arrange internet install between Christmas and New Year.

S. James directors need to follow organizational rules and policies – request a closed session to discuss policy 107. It was moved by S. James to adjourn to a closed session as there was a possibility that employee performance would be discussed. The motion was seconded and passed. CLOSED SESSION began at 2:36 pm – adjourn at 3:02 pm

Resume public meeting at 3:03 pm

Mr. Gray formally accepts the current board organizational structure that was conducted at the regular November 19, 2020 board meeting.

*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*

Report on closed session discussion: The directors agreed to review policies on future agendas. It was reiterated that directors have a responsibility to their constituents and should set an example by following policies and obeying laws. Directors have agreed to use their PCSD email accounts in order to protect their private email from public record requests. Board positions and employee duties were clarified.

**Unfinished Business**

Ongoing items

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

**New Business** - none

Future meetings will be held indoors 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 in the district building.

Adjournment 3:08 pm

Minutes prepared by Jennifer Robertson/Board Secretary

DRAFT