

# *Ponderosa Community Services District*

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

## Board Meeting Agenda

November 9, 2023

12:30 pm, in the District Building

Use this link to join via zoom: <https://tinyurl.com/fs46jc9w>, the link is also available on PCSD website's home page; <http://ponderosacsd.com/> phone in option: +1 669 900 6833 US (San Jose) • +1 669 444 9171 US, Meeting ID: 868 0750 7287 Passcode: 104487

Director O'Neill will participate via zoom from 1967 N Edgemont St, Los Angeles, CA 92007

Meeting Procedures: All meetings will follow Roberts' Rules of Order.

Purposes of the meeting are:

1. To provide an opportunity for public input
2. To set policy for the District and for Staff
3. *Meetings are always open to the public; however, any correspondence delivered to the Board at the meeting will not be accepted for action at that time.*

### **Welcome, Call to Order, Flag Salute, Guest introductions**

**Comments from the Public** ~ Please introduce yourself before you speak. Each speaker will be allowed three minutes. This is an opportunity for public comments to be made on the record. To comply with the requirements of the Brown Act, any item not already on this agenda can have discussion or action taken. After the public comments, any dialog with the Board must be an agenda item with recognition by the Board.

**Acceptance of Minutes** from October 12, 2023, regular meeting.

### **Communications**

10/25 from insurance broker – liability renewal due for snow removal equipment, fwd to treasurer.

10/29 from state water board – reminder drought reports due for August and September

10/30 from CSDA confirmation of board secretary training registration

### **Staff and Contractor Reports**

General Manager – Griesbach

- Proposed hourly wage increase.  
After consultation with the Operations manager (Dolmovic) and the treasurer (Landers), the general manager is asking the board to consider a wage increase for hourly employees. Mr. Dolmovic feels the increase is necessary to secure enough workers to properly remove snow, maintain snow removal equipment, and during water service emergencies. Some of these workers would not be regular employees, but temporary workers on a case-by-case basis.

Secretary – Robertson

Contracted water operator – Klemcke

Water Operations report

- Follow up on Director request for technology for water personnel to use.  
Status of providing smart phone for T. Harness. Determination of phone ownership and determination of responsibility for payment for service.

## Snow removal Operations report

- Update on purchase of new plow truck, status of plow blade installation

## Treasurer – Landers

- Credit card accounting issues
  1. Delinquent receipts for purchases – receipts must be turned in to the treasurer in order for the credit card bill to be paid in a timely manner. Delayed receipts equate to late fees on the credit card, this is not good fiscal management of public funds.
  2. Credit card used for fueling personal vehicles. Employees are not to use the PCSD card to refuel their personal vehicle while conducting PCSD business. PCSD reimburses for mileage which pays for your fuel and helps account for where-and-tear on the vehicle. If an employee chooses to use the credit card to refuel their vehicle, then they will not receive mileage reimbursement for that trip. That would be considered double-dipping into public funds.
  3. Receipts need to be itemized. Employees need to note on the receipt what the purchase is for: Water or Snow – parts or repairs – materials – new tools – etc. This information will allow the treasurer to correctly account for funds spent.

*Thank you for your cooperation*

## Acceptance of treasurer's report

## Additional Reports

PPOA Liaison

US Forest Service Liaison

## Status Update – Holby Tank replacement project (grant)

## Director Comments

C. Marchaunt – general discussion about ongoing community needs

## Business items:

Ongoing items: *These will be completed as weather and time allow.*

- Gates or access *barriers* on Holby foot bridge, and access road to Holby well site – on hold until Spring.
- Status of upgrade for current radio/walkie talkie communication equipment – *Dolmovic*

## Old Business

- Status on purchase of Starlink equipment and installation- *O'Neill*
- Update on County crew cleaning culverts on Snowflake to prevent flooding this coming winter season, and road repairs within the Ponderosa subdivision.
- Status of security cameras for PCSD building and well sites – *O'Neill and Dolmovic*
- Status of providing phone service and access for Fire Brigade.

## New Business

- Discussion and determination about moving regular monthly meetings to a Saturday instead of the second Thursday of the month.

Due to requirements of having a quorum of directors (3) be physically present in district in order to hold board meetings, and due to the fact that some current directors need to be absent from the Ponderosa community during the regular work week, the board is considering moving its regular monthly meetings to a Saturday.

## Adjourn

The next regular meeting is scheduled for December 14, 2023, at 12:30 pm in the district building.

Additionally, the zoom link is available on PCSD website home page, [www.ponderosacsd.com](http://www.ponderosacsd.com).

*Note: Per policy ADM 102, Any member of the public may request that a matter directly related to District business be*

*placed on the agenda of a regularly scheduled meeting of the Board of Directors. The request must be made no later than 7 am, 5 days prior to a scheduled meeting. The request is preferably in writing, email, or text, although a verbal request may be considered. No item that is legally required to be discussed in closed session can be added to a regular meeting agenda.*

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting or if you need to this agenda and documents in the agenda packet made available in an alternative format to accommodate a disability, please contact the Secretary to the Board, Jennifer Robertson at 559 359-6595. Notification 48 hours prior to the Board meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and/or to provide alternative formats to person with disability.*

Supporting agenda documents are available online [www.ponderosacsd.com/Agenda.php](http://www.ponderosacsd.com/Agenda.php) or hard copies are available upon request