

# *Ponderosa Community Services District*

*RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL*

Minutes of meeting

October 10, 2019

Present:

Directors: D. Doty, R. Cope, L. Gray, T. Stewart

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

Contractor: K. Klemcke, W. Dolmovic (arrived 12:45 pm)

Guest: B. Arnold, Beth Benton, D. Stewart

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

## **President Comments**

Mr. Doty welcomed the guests. He stated some of the things to be covered today include an encroachment permit, fire hydrant snow removal, and the snow removal contract with High Sierra.

## **Comments from the Public**

None at this time.

## **Minutes from September 12, 2019 regular and concurrent special meeting.**

It was pointed out that this was the second year of the current snow removal contract, whereas the minutes indicate it was the third year. The secretary will correct the error. It was moved by D. Doty to accept the September 12, 2019 regular meeting minutes that included the September 12 concurrent special meeting as corrected. The motion was seconded and passed with none opposed.

## **Water Manager**

Mr. Harness reported that there had been no main line breaks.

September water use for the past 36 days averaged 11,815 gallons/day, for a total use of 425,340 gallons.

Mr. Harness has one water meter in process of being installed.

The concrete for the cover to be built at Summit is done.

K. Klemcke – The lead/copper report was sent in to the state water board. A picture of the Holby tank has also been sent.

Bozanich needs to be sent a letter stating he needs to have his backflow valve tested annually and results submitted to the PCSD.

## **Communications**

Received email from county – encroachment permit

From county – hard copy of encroachment permit

From state water board – permit to operate water system

From contractor – proposed fire hydrant snow removal contract

## **Staff Reports:**

**Secretary:**

**General Manager**

Mr. Griesbach was notified by email from the county that we passed the Haz. Mat inspection. Jack Griggs provided new propane warning stickers.

HR - Annual employee reviews have been completed. According to the 5-step salary structure for new hire, the treasurer is due a raise to the 5<sup>th</sup> step. This will bring her monthly salary from 831.00/month to 875.00/month. The GM recommends that the treasurer's raise be given as outlined in the salary step structure.

It was moved by D. Doty, seconded by L. Gray and passed unanimously to increase the treasurer's salary to \$875.00 per month per the 5 step salary structure.

Additionally – Mr. Harness needs to be put on regular payroll and no longer paid as a contract labor. There was a brief discussion as to whether Mr. Harness would be paid a salary or remain paid by the hour. Mr. Doty questioned if Mr. Harness is going to be regular employee, would he fall under the same 5 step pay structure as the treasurer and secretary.

Ms. Landers read the pay structure document:

*5 step pay structure for new hire*

**Secretary/Treasurer pay scale**

*Salary range - \$700 - \$875.00*

*Beginning monthly salary - \$700.00*

*Step 1. After 6 month probationary period 3% increase – \$721.00*

*Step 2. End of first full year following probationary increase – aprox 4.5% - 754.00*

*Step 3. End of second full year following previous increase – aprox. 5% - 792.00*

*Step 4. End of third full year following previous increase – aprox 5% - 831.00*

*Step 5. End of fourth full year following previous increase – aprox 5% - 875.00*

*Future salary increases follow the annual employee performance review.*

*Annual employee reviews may occur from April to June.*

*Salary increases become effective in the next fiscal year beginning July.*

*Salary tops out at the 5<sup>th</sup> step.*

*Salary above does not include any reimbursement package or other benefits.*

It was determined that the pay structure only pertains to the treasurer and secretary. Mr. Harness will remain at his current rate of hourly pay, without a set number of hours per month.

Mr. Doty requested the Mr. Griesbach investigate Prop 68 funding that is now available for some water systems and see if PCSD qualifies for any grants.

**Water Coordinator's Report**

Mr. Cope plans to have the transfer pump from Holby pulled on Wed, have bearings replaced, and reinstall on Thursday.

A 2-inch valve will also be installed so Holby can be isolated in the future.

All hydrants have been flushed and serviced.

Holby roof repair will be postponed until spring, it is covered for now.

Regarding road repaving needed after main line repairs, Mr. Doty reported Schlitz is unable to do the work at this time. Vollmer provided a bid to patch holes and fix damage on Holby, Aspen, Tamarack, and Ponderosa.

**Snow Coordinator**

Mr. Dolmovic came to the meeting in order to discuss with the board adding a 3% increase as stated in the terms of the current snow removal contract with High Sierra. There was discussion about costs, and what schedule to use to determine the amount of increase. Mr.

Dolmovic referred to the Los Angeles Engineering News Record (ENR) as a typical source. The board agreed that a 3% increase to the cost of the snow removal contract was appropriate for the 2019-2020 snow season.

There was further discussion about the methods and routes used for removing snow. Mr. Gray asked Mr. Dolmovic if there was specific route the driver's follow after each storm. Mr. Dolmovic explained how he and the drivers determine the order of roads plowed. The amount of snowfall, the type of snow, the number of cabins occupied, and general conditions all factor into their decisions. All roads are opened at least one lane as soon as possible, and they always respond to emergency requests.

Basically, Ponderosa Drive is done first, on the way to Aspen and the highway.

Mr. Dolmovic agreed to post a notice in the community mail room with his contact information on it.

Fire Hydrant snow removal – only one proposal was received for removing snow from the Ponderosa fire hydrants. The contract would be with Toro's Tree Service, the work would be done by Toro, and overseen by Kelsey. The proposal requests \$15/site for the first 6 inches of snow, with an another \$1/additional 6 inches after the initial snowfall of the same storm. There was a discussion about the need for quality control, and who determines when the contractor is called out.

It was moved by D. Doty, and seconded to accept the proposal for fire hydrant snow removal for the 2019-2020 snow season. The motion was seconded, there was not further discussion. The motion carried unanimously.

### **Financial Coordinator**

Mr. Gray reported on vendor invoices received totaling \$9870.02

### **Treasurer's Report:**

Ms. Landers reported water meters from Core & Main have been paid through the general fund. Mr. Dolmovic's draw of \$20,000 has been processed.

Mr. Doty inquired if the secretary was registered for the secretary training conference in November. She was not yet registered. The second day of the conference is the same day as the PCSD Nov meeting. The board decided to postpone the November regular meeting to the following Thursday so the secretary could attend the training conference.

Therefore the regular November meeting will be held on Thurs Nov 21, 2019. It was also determined to cancel the regular December meeting. If any urgent business comes up, a special meeting will be called. The director elected in the Nov 5, 2019 election will be sworn in at the regular January meeting.

The treasurer reported that she had contacted Lisa Butler with USDA and requested to use funds from the USDA short-term asset reserve in order to pay for the road repaving. She said the PCSD may use those funds provided they are repaid to the reserve. She agreed to the PCSD withdrawing \$35,000 from the short-term reserve and a 5 year repayment schedule. A resolution will be needed to pay the invoice once it is submitted at the end of the job.

The treasurer needs a resolution to move funds within 740/water. She wants to take \$10,000 from contingency and put it into 740/8300 new equipment. It was moved by D. Doty to accept resolution 2019-178-A authorizing the PCSD treasurer to request the county transfer \$10,000.00 from line 740/7432 Contingency into line 740/8300 new equipment within the

object 2020 water of the 2019-2020 fiscal year budget. The motion was seconded and passed by the following roll call vote.

Aye – T. Stewart, L. Gray, R. Cope, D. Doty

Nay - none

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

**PPOA Liaison** – there will soon be a new mail room door

### **Forest Service**

#### **Director's Comments:**

None

#### **Unfinished Business**

Ongoing items

- Finish interior of PCSD building
  - Propane tank cover at Summit – concrete is done, structure complete by 11/21.
  - Roof at Holby – postpone until spring
- Status on installation of security doors – not done

#### **New Business**

The next regular meeting will be on Thursday October 10, 2019 at 12:30 pm in the district building.

Adjournment 2:55 pm

Minutes prepared by Jennifer Robertson/Board Secretary