

# *Ponderosa Community Services District*

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

June 11, 2020

Present:

Directors: D. Doty, T. Stewart, L. Gray, R. Cope, B. Benton (arrived 12:44)

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

Contracted: K. Klemcke

Guest: none

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

## **President comments**

The proposed budget will be reviewed today, approved at next month's meeting.

## **Comments from the Public**

None

## **Minutes from February 13, 2020 regular meeting.**

It was moved by D. Doty to accept the March 12, 2020 regular meeting minutes as written. The motion was seconded, and passed unanimously.

## **Communications**

Received:

From insurance agent; the annual insurance packet was received. The treasurer completed the information and returned to agent.

From Tulare registrar of voters; election timeline and documents for November board elections to be consolidated with general election

From auditor; solicitation from M. Green & Co. LLP for a proposed fee of \$10,500, includes audit, assistance with preparing of financial statement, filing annual transaction report, and preparing direct report if necessary.

It was moved by D. Doty to accept M. Green & Co. LLP as the auditor for Ponderosa CSD for a term of 3 years. The motion was seconded and passed with none opposed.

## **Water System Report**

Water Technician – T. Harness

Water use for February (45 days)      13,794 gallons/ day

Broken mainline on Aspen

Frozen line at Aspen/Pine

Frozen line opened at Tamarack/Kramer

Water use in March (24 days)      13,810 gallons/day

Heater out at PCSD building can't get a repairman due to Covid. Someone suggested asking Brian Swanson to look at it.

Another mainline break on Aspen

April water use (43 days)      13,811 gallons/day

Mainline and service line breaks on Tamarack

Bleeder valve replaced on Karen

May water use (32 days) 11,836 gallons/day  
All bleeders now operational  
3 mainline breaks on Aspen  
Some hydrants have been painted  
A leak on the vertical Holby tank was repaired  
2 dump runs from well site clean up

Contracted Water Manager – K. Klemcke  
The water coordinator went with Mr. Klemcke to collect test samples in early May  
Not much testing left to complete in 2020  
Well sites are looking good.

Water Coordinator – R. Cope  
There is a contractor starting a driveway on a Fox Dr. lot.  
Work needing to be done

- Roof on Holby
- Gate on Holby foot bridge
- Gate on access road to Holby well site
- Doors on PCSD building ‘carport’

Vollmer sent bill for road paving to Cope,  
Bill Bates can repair asphalt on recent leaks

**Staff Reports:**

Secretary  
Contacted attorney, Julia Lew, Re: renting tractor from High Sierra/Dolmovic  
Since director Robert Cope is the water coordinator, he cannot rent the tractor from High Sierra because High Sierra is also Mr. Cope’s employer. It is a direct violation of financial interest. Furthermore, having Mr. Dolmovic create an invoice through his realty business does not negate the conflict, because Mr. Dolmovic solely owns both business and Mr. Dolmovic is directly Mr. Cope’s employer.  
The rule of necessity does not apply because there are other businesses/individual proprietors that offer the same tractor services. It does not matter if these costs are higher.

There are a few solutions:  
The district purchases its own tractor and district personnel operate it. – Best Choice  
The district rents a tractor (not in any way associated with High Sierra) and district personnel operate it.  
Mr. Cope resigns from the board as a director, and the district contracts with him to do tractor work.

Directors MUST complete their ethics training!

The Consumer Confidence report is almost finished. Need to compose a letter to include explain the third year increase in water rates and how we plan to move forward in light of Covid.

The Electronic Annual Report is complete except for the CCR – deadline was extended due to Covid.

Prepared water meter reading worksheets and maps for annual reading. Need those lists asap, so tax roll can be prepared for county by first week of August.

Update annual water rate schedule to reflect the third year increase in water rates. Snow rates remain the same. Snow rates have not increased since July 1, 2015.

There are 2 director seats up for election in November of this year. Dale Doty and Tammi Stewart. Candidate filing period is July 13 to Aug 7. There is new ordinance related to campaign disclosures.

The County of Tulare passed an Ordinance in October 2019 requiring all campaign disclosure documents to be filed electronically. This means that all candidates filing nomination documents will need to file either a Form 460 or Form 470 using the eCampaign website, <https://www.southtechhosting.com/TulareCounty/eCampaign/>.

A user login ID will need to be issued to you prior to you being able to complete your forms online. To request a user login ID, email AV1@co.tulare.ca.us and include in your request your personal/campaign email address and a contact phone number. Please allow at least one business day for your request to be processed and your login ID to be issued to you. Your Form 460 or Form 470 will need to be filed prior to completing your nomination documents.

Resolution 2020-184-A ordering even-year board of directors' election; consolidation of elections; and specifications of election order. This resolution was adopted upon motion of Director Dale Doty, seconded by Director Marian (Beth) Benton, at a regular meeting on this 11th day of June 2020, by the following vote:

Ayes: 5, Nays: 0, Absent: 0

### **General Manager**

Mr. Griesbach has completed the annual employee evaluation/review

The Hazardous Material plan review/update is not due until next year.

He is also reviewing the anti terrorist plan.

And, he will continue to follow up with Wichita State regarding promised assistance.

### **Financial Coordinator**

Mr. Gray requested treasurer to send him copies of vouchers from county.

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

Electric bills were very high, consensus was that probably for more than one month of use.

We did just meet the guaranteed minimum for the snow removal contract, and received a bill from the county for \$10,000. To date we have paid \$3,844 for hydrant snow removal.

- Resolutions as needed to transfer monies or to pay invoices received

An invoice from Vollmer Excavation in the amount of \$25,114.32 was received for road repairs and paving within the Ponderosa subdivision. The extent of the road repair necessary as part of the water mainline replacements and therefore deemed payable through the 735 USDA reserve funds. It was moved by D. Doty to accept Resolution 2020-185-A authorizing payment of the reference invoice #37044 from Vollmer through 735 fund. The motion was seconded, and passed unanimously with none opposed.

- Resolution 2020-182-A authorizes transfers to USDA reserves and 735

Annual transfers from 740/2020 water to USDA reserves and to 735 fund are required to be made by resolution. It was moved by D. Doty, seconded and passed unanimously with none opposed to accept Resolution 2020-182-A authorizing the treasurer submit a request to the County of Tulare requesting a transfer of funds from 740/2020 in the amount of:

\$13,033.00 to the 735/USDA Short Term Assets Reserve

\$12,000.00 to the 735/USDA Capital Improvement Reserve

\$1869.00 to the 735/USDA Debt Reduction Reserve

\$10,877.00 to the 735 general fund

- Resolution 2020-181-W establishes water rates for 2020-2021

As allowed following a Public Hearing as stipulated by Proposition 218 in April 2018 water rates will increase \$50.00 in fiscal year 2020-2021 and 25% of the cumulative increase will be designated to the capital improvement fund. It was moved by D. Doty to accept Resolution 202-181-W establishing the new water use rates for the 2020-2021 fiscal year. The motion was seconded and passed unanimously with none opposed.

- Resolution 2020-180-S establishes snow removal rates for 2020-2021

There are no changes to the snow removal rates for the next fiscal year. It was moved by D. Doty to accept Resolution 2020-180-S establishing that snow removal rates will remain unchanged in fiscal year 2020-2021. The motion was seconded and passed unanimously with none opposed.

- Presentation of proposed 2020-2021 fiscal year budget, discussion and possible action to adopt: Resolution 2020-183-A for 2020-2021 fiscal year budget(s)

The proposed budget was reviewed. The actual numbers will change prior to next month's final version.

See link on district website for more detail.

<http://ponderosacsd.com/documents/2020-21BudgetForm-DRAFT.pdf>

-
+
40%

| (USE WHOLE DOLLARS ONLY-NO CENTS)   |                |  |                  |
|---|----------------|--|------------------|
|   |                | 2019-2020 Budget/Actual<br>(OPTIONAL)* | 2020-2021 Budget |
| <b>AVAILABLE RESOURCES</b>  |                |  |                  |
| <b>CASH</b>   |                |  |                  |
| 1. Cash Balance - July 1, 2019  | \$             | 70620                                  | 70620            |
| Less Cash Reserves: (Specify)   |                | -25000                                 | -25000           |
| 2. Future System Capital Improvements   |                | -12000                                 | -12000           |
| 735 txfr USDA Assets RESERVE FUND   |                | -8033                                  | -8033            |
| 3. USDA Loan reserves txfr to 735 fund  |                | -1869                                  | -1869            |
| 4. Transfer to Capital Improvement 735  |                | -9052                                  | -10877           |
| 5. Total Beginning Cash Available<br>(Line 1 minus Lines 2 thru 4)                                    | \$             | 14866                                  | 12841            |
| <br><b>BUDGETED REVENUES (See your monthly BA-A203 report for a listing of your revenue accounts)</b> |                |  |                  |
|   | <b>ACCOUNT</b> |  |                  |
| 6. Property Taxes-Current Secured   | 4001           | 150                                    | 150              |
| 7. Property Taxes-Current Unsecured   | 4006           |  |                  |
| 8. Property Taxes-Prior Secured   | 4008           |  |                  |
| 9. Property Taxes-Prior Unsecured   | 4009           |  |                  |
| 10. Supp. Property Taxes-Current Secured  | 4030           |  |                  |
| 11. Supp. Property Taxes-Prior  | 4033           |  |                  |
| 12. Other Taxes   | 4052           |  |                  |
| 13. Interest (in PPP)   | 4801           | 1500                                   | 1500             |
| 14. Use of money and property   | 4800           |  |                  |
| 15. Rents and Concessions   | 4807           |  |                  |
| 16. Aid From Other Governmental Agencies  | 5000           |  |                  |
| 17. St Homeowners Property Tax Relief   | 5050           |  |                  |
| 18. St Aid-Supp. Subvention-SD  | 5052           |  |                  |
| 19. Charges for Current Services  | 5400           |  |                  |
| 20. Charges for Cur Serv-Water & Sewer  | 5531           | 148190                                 | 155490           |
| 21. Burial Fee  | 5542           |  |                  |
| 22. Miscellaneous Revenues  | 5805           |  |                  |
| 23. Other Sales-Taxable   | 5816           |  |                  |
| 24. Other Revenue   | 5835           |  |                  |
| 25.   |                |  |                  |
| 26.   |                |  |                  |
| 27. Total Budgeted Revenues<br>(Lines 6 thru 26)  | Total \$       | 149840                                 | 157140           |
| 28. Total Available Resources<br>(Line 5 plus Line 27)  | Total \$       | 164506                                 | 169981           |

\* Prior year budget/actual is optional as a reference only.

- + 40%

DISTRICT NAME \_\_\_\_\_ FUND NO. 740 2010

(USE WHOLE DOLLARS ONLY-NO CENTS)

|                            |   | 2018-2020 Budget/Actual<br>(OPTIONAL)* | 2020-2021 Budget |
|----------------------------|---|--|------------------|
| <b>AVAILABLE RESOURCES</b> |   |  |                  |
| CASH                       |   |  |                  |
| 1.                         | Cash Balance - July 1, 2020   | \$ 150913                              | 100000           |
|                            | Less Cash Reserves: (Specify)   |  |                  |
| 2.                         | _____   | 55217                                  | 30000            |
| 3.                         | _____   |  |                  |
| 4.                         | _____   |  |                  |
| 5.                         | <b>Total Beginning Cash Available<br/>(Line 1 minus Lines 2 thru 4)</b> | <b>\$ 95696</b>                        | <b>70000</b>     |

**BUDGETED REVENUES** (See your monthly BA-A203 report for a listing of your revenue accounts)

|     | ACCOUNT  |                        |               |
|-----|--|------------------------|---------------|
| 6.  | Property Taxes-Current Secured                             | 4001                   | 150 150       |
| 7.  | Property Taxes-Current Unsecured                           | 4006                   |               |
| 8.  | Property Taxes-Prior Secured                               | 4008                   |               |
| 9.  | Property Taxes-Prior Unsecured                             | 4009                   |               |
| 10. | Supp. Property Taxes-Current Secured                       | 4030                   |               |
| 11. | Supp. Property Taxes-Prior                                 | 4033                   |               |
| 12. | Other Taxes  | 4052                   |               |
| 13. | Interest (in PPP)  | 4801                   |               |
| 14. | Use of money and property                                  | 4800                   |               |
| 15. | Rents and Concessions                                      | 4807                   |               |
| 16. | Aid From Other Governmental Agencies                       | 5000                   | 1 1           |
| 17. | St Homeowners Property Tax Relief                          | 5050                   |               |
| 18. | St Aid-Supp. Subvention-SD                                 | 5052                   |               |
| 19. | Charges for Current Services                               | 5400                   |               |
| 20. | Charges for Cur Serv-Water & Sewer                         | 5531                   |               |
| 21. | Burial Fee   | 5542                   |               |
| 22. | Miscellaneous Revenues                                     | 5805                   |               |
| 23. | Other Sales-Taxable  | 5816                   |               |
| 24. | Other Revenue  | 5835                   |               |
| 25. |  |                        | 85877 85877   |
| 26. |  |                        |               |
| 27. | <b>Total Budgeted Revenues<br/>(Lines 6 thru 26)</b>       | <b>Total \$ 86028</b>  | <b>86028</b>  |
| 28. | <b>Total Available Resources<br/>(Line 5 plus Line 27)</b> | <b>Total \$ 181724</b> | <b>156028</b> |

\* Prior year budget/actual is optional as a reference only.

- + 40%

DISTRICT NAME \_\_\_\_\_ FUND NO. 735 2000

(USE WHOLE DOLLARS ONLY-NO CENTS)

|                            |   | 2018-2020 Budget/Actual<br>(OPTIONAL)* | 2020-2021 Budget |
|----------------------------|---|--|------------------|
| <b>AVAILABLE RESOURCES</b> |   |  |                  |
| CASH                       |   |  |                  |
| 1.                         | Cash Balance - July 1, 2019   | \$ 65301                               | 65301            |
|                            | Transferred from 740 to 735   | 16532                                  | 27409            |
|                            | USDA FUNDS  | -52000                                 | -17000           |
| 2.                         | Future System Capital Improvement                                       |  |                  |
|                            | 740 bxf USDA Assets RESERVE FUND  | -8033                                  | -8033            |
| 3.                         | 740 bxf USDA Capital Improvement Reserve Fund                           | -12000                                 | -12000           |
| 4.                         | 740 bxf USDA RESERVE FUND   | -1869                                  | -1869            |
| 5.                         | <b>Total Beginning Cash Available<br/>(Line 1 minus Lines 2 thru 4)</b> | <b>\$ 7931</b>                         | <b>53808</b>     |

**BUDGETED REVENUES** (See your monthly BA-A203 report for a listing of your revenue accounts)

|     | ACCOUNT  |                      |              |
|-----|--|----------------------|--------------|
| 6.  | Property Taxes-Current Secured                             | 4001                 |              |
| 7.  | Property Taxes-Current Unsecured                           | 4006                 |              |
| 8.  | Property Taxes-Prior Secured                               | 4008                 |              |
| 9.  | Property Taxes-Prior Unsecured                             | 4009                 |              |
| 10. | Supp. Property Taxes-Current Secured                       | 4030                 |              |
| 11. | Supp. Property Taxes-Prior                                 | 4033                 |              |
| 12. | Other Taxes  | 4052                 |              |
| 13. | Interest (in PPP)  | 4801                 | 500 500      |
| 14. | Use of money and property                                  | 4800                 |              |
| 15. | Rents and Concessions                                      | 4807                 |              |
| 16. | Aid From Other Governmental Agencies                       | 5000                 | 5 5          |
| 17. | St Homeowners Property Tax Relief                          | 5050                 |              |
| 18. | St Aid-Supp. Subvention-SD                                 | 5052                 |              |
| 19. | Charges for Current Services                               | 5400                 |              |
| 20. | Charges for Cur Serv-Water & Sewer                         | 5531                 |              |
| 21. | Burial Fee   | 5542                 |              |
| 22. | Miscellaneous Revenues                                     | 5805                 |              |
| 23. | Other Sales-Taxable  | 5816                 |              |
| 24. | Other Revenue  | 5835                 | 5 5          |
| 25. |  |                      |              |
| 26. |  |                      |              |
| 27. | <b>Total Budgeted Revenues<br/>(Lines 6 thru 26)</b>       | <b>Total \$ 510</b>  | <b>510</b>   |
| 28. | <b>Total Available Resources<br/>(Line 5 plus Line 27)</b> | <b>Total \$ 8441</b> | <b>54318</b> |

\* Prior year budget/actual is optional as a reference only.

**Snow Coordinator/Monitor:**

There was about 6 inches of snow in May.

The snow removal contract should be reviewed prior to October 1. This is the 3<sup>rd</sup> year of the 3-year contract. Expect the contractor to request a 3% increase, the district will ask GM to negotiate.

**PPOA Liaison** – Due to Covid, there will not be a community BBQ for the 4<sup>th</sup> of July, there may be a parade.

**Forest Service** – Heliport opened today

**Director's Comments:** none

**Unfinished Business**

Ongoing items

- Well houses
- Finish interior of PCSD building
  
- **Carry forward – this item will be tabled until further notice**  
Continued discussion of possible increase for snow removal rates and Prop 2018 procedures. Because of county deadlines for property related fee submittal to be placed on the property tax roll, the revenue increases would not be collected until 2020-2021 fiscal year.
  - Review PCSD annual snow removal costs

**New Business**

None

Depending on social distancing mandates from the Federal and/or State, future meetings will be held outdoors, as weather permits.

The next regular meeting will be on July 9, 2020 at 12:30 pm outside the district building.

Adjournment 3:10 pm

Minutes prepared by Jennifer Robertson/Board Secretary