

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

January 14, 2021

Present:

Directors: B. Benton, T. Stewart, R. Cope, S. James, L. Gray

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

Absent Contracted: K. Klemcke

Guest: B. Arnold, J. Parminter, M. Cope, D. Stewart, Del & Agatha White

The meeting was called to order at 12:34 by Ms. Benton, followed by the flag salute.

President comments

Thank you to the public for coming to the meeting.

Comments from the Public

B. Arnold – thank you to the board members for serving. Happy New Year!

Minutes from December 10, 2020 regular meeting.

Having been reviewed, it was moved by B. Benton to accept the minutes as written. The motion was seconded and passed hearing none opposed.

Communications

Received

Follow up email from Angelique Russell – please address the 24 hour time frame

Request from Matt Goldsmith for snow removal contract and invoices, contract sent, invoice request referred to treasurer

Email from Gillis-Smith regarding property near PCSD, asking if purchased if he could use the driveway for egress to property – referred him to real estate agent or county property description for easement question

Water System Report

Water Manager – K. Klemcke

Not present to report, however regular monthly bacterial sample returned clean

Water Technician – T. Harness

Water use in November...10,654 gallons/day (35 days)

Worked on replacing gate valve/ball valve/check valve

Dec 13 replace breaker on Holby 2

Added vents to Fawn and Summit

Water Coordinator – R. Cope

Holby 2 well producing 2-8 gallons/minute

The pump saver went out, new one installed by CL Logan

Holby 1 dry, in spring have the well inspected. Install newer energy efficient pumps, clean up the electric panel, have the well head on pump 2 replaced

The generator invoices have been given to the treasurer

Matt Goldsmith cleaned out the culverts; R. Cope will discuss maintenance with RMA in spring

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Mr. Cope requested that he review all road work invoices and approve before they are sent to finance coordinator and treasurer. There will now be double approval required on road work invoices

Mr. Cope will get estimates

- On pulling Holby 2 well and inspection
- Holby 1
- Connecting the well on Sequoia
- Take directors on a walk-about of the water system for information and understanding of issues

There was discussion on the amount of water being used may be higher than it should be for the number of people in residence. It was mentioned to ask people to conserve; the board was reminded there is a water restriction ordinance. It was moved, seconded and passed to implement phase 2 water restrictions.

Ordinance 2014-1-W Restrictions on Water Use

Established September 11, 2014 by Resolution 2014-104-A

A. ORGANIZATION

1. This Ordinance shall be referred to as the Restrictions on Water Use Ordinance.
2. This Ordinance consists of three separate stages of water conservation measures.
3. The Board, by majority vote at a properly noticed and regularly scheduled meeting, shall determine the stage currently necessary for the District.
4. In the event of an emergency, the Board shall be able to change the current stage by a unanimous vote, and said change shall remain in effect until the next regularly scheduled Board Meeting.
5. A sign indicating the water restriction stage will be hung below the “Welcome” sign at the entrance to the Ponderosa area (the Lodge parking lot).

B. STAGE 1 – VOLUNTARY CONSERVATION

1. Reduce landscape watering by using a soaker hose, drip irrigation or by hand watering using a hose with a shut off nozzle or valve instead of sprinklers;
2. Reduce all other outside water use;
3. Wash cars only with bucket and hose with a shut off nozzle or valve;
4. Refrain from pressure washing exterior house surfaces, decks or driveways unless necessary for construction purposes; and
5. Reduce personal sanitation use by measures such as placing a dam or other displacement method in toilet tanks, installing low-flow shower heads, taking shallow baths, turning off water while brushing teeth, filling sink basins when hand washing dishes instead of allowing water to run and operating clothes washers and dishwashers only with full loads.

C. STAGE 2 – MANDATORY CONSERVATION

- 1. All water conservation suggestions from Stage 1 become mandatory.**
- 2. Exterior water use on weekends and major holidays is prohibited.**
3. Landscape watering weekends and major holidays is prohibited.
4. Landscape watering is permitted only two days per week, and for no longer than one hour per day, for a total of two watering hours per week.
- 5. All private car washing is prohibited**

Staff Reports:

Secretary

Update website

Sending and responding to email from directors

Speak with GM

Email and speak with attorney

Email and speak with treasurer

Prepare agenda and minutes

Post as required

Respond to emails from Board

General Manager

Mr. Griesbach reported that he is still chasing after the forest service for reimbursement. They want a land use permit to verify water use. Our case #2194719

Spoke with McCleod, he remembers the situation.

Mr. Griesbach has applied for reimbursement of costs for

Water testing, chlorine, fuel for generators, travel of PCSD personnel, labor, road repairs,

Crushed water main, generator replacement.

*Action point – Mr. Cope will provide dates the FS pulled water

GM also needs to complete the annual injury report with total hours worked by hourly employees.

Statement from Mr. Griesbach – Thank you to all the people who do volunteer work, free labor and provide wisdom. Without them there would be no water and no snow removal.

Financial Coordinator

Received anticipated revenue totals from county - \$247,092.00

Review internet installation – ViaSat installed, not wifi, cat 5 outlet. Wifi access point was added, password protected.

Internet Phone: download app. to check voicemail, can also dial voicemail from district building.

*Mr. Gray will research TV, battery backup for power outages.

*Mr. James will look into security cameras.

Treasurer's Report:

Ms. Landers was given receipts from Wal-Mart for router and power strip related to internet.

She has the invoice from Alltech for the generator rental and purchase.

3 generators, over \$12,000 and rental cost \$5128.82. The purchase should be paid through 735 as capital improvement, the rental cost will come out of 740/water.

\$7003.10 total invoices paid in December. There was a bill from Couzet for a restock fee of \$525.

Mr. Cope said it was for a water meter that was returned.

It was determined by consensus that all financial documents will go to the financial coordinator first, he will send them to the treasurer.

It was moved by L. Gray to accept a resolution authorizing the PCSD treasurer to submit a request to the County of Tulare that the 2020-2021 fiscal year budget for line item 735/8300 New Equipment expense to be increased by \$12,000.00. Furthermore, this increase shall be funded by a transfer in the amount of \$12,000.00 from object 735/USDA Capital Improvement reserve. The motion was seconded and passed by a unanimous vote.

The cost of purchase of new generators is deemed a capital improvement of equipment. Invoices were received from All Tech in the amount of

\$9,717.01 Inv# 19-11408 (2 generators)

\$2,961.36 Inv# 19-11410 (1 generator)

It was moved by L. Gray to accept a resolution authorizing the PCSD treasurer to submit a payment authorization to the County of Tulare for the above referenced invoices to be paid from fund 735 (capital improvement). The motion was seconded and passed by a unanimous vote.

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:

Dec 12 – 1 inch

Dec 14 – 2 inches

Dec 17 – 1.75 inches

Dec 27 – 3 inches

Year-to-date, approximately 20 inches

Hydrant snow removal done 1 time. One additional hydrant (on Summit) was added to the list.

Ms. Benton drove around to check the work, it was done well.

High Sierra cleared roads once

J. Parminter commented that Mowbray tree service was placing logs too close the roadways. It will interfere with plowing. Additionally, renters are parking vehicles in the roadways, even if the driveways are plowed. Property owners need to notify renters and guests of parking ordinance.

*J. Landers will see if she can find an email list of rental cabin owners

PPOA Liaison – There was a zoom meeting. All current events have been canceled. They are waiting for a president and activities coordinator before making plans for future events.

Forest Service – per Teresa Benton there will be no designated snow parks at this time. She also wants to remind everyone that the Forest is closed through January 31, 2021.

Mr. James suggested installing signage for public that comes up to play in the snow.

Director's Comments:

Ms. Benton inquired about the search for a new tank for Holby site. She asked Mr. Cope to investigate the possibility of getting a used tank.

Unfinished Business

Ongoing items

- ○ Well houses – work at well houses will resume when weather permits
- ○ Interior of PCSD building – repairs as needed

Policy Review - subject to review by request from a board member or at the discretion of the board secretary.

Policy 107 Board Members

Mr. James requested review of this policy. Specifically 107.6

Policy Title: Board Members

Policy Number: 107

107.1 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at a regular meeting in December). At this meeting the Board will discuss and determine organizational positions from among its members to serve during the coming calendar year, will appoint the Office Manager as the Board's Secretary and will appoint the General Manager to serve as Safety

Officer. The Board will elect a Board President and Vice President from among its members following the biennial general election of directors.

107.2 Members of the Board of Directors shall attend all regular meetings and special meetings of the Board unless there is a good cause for absence.

107.3 A vacancy shall occur if any member ceases to discharge the duty of his/her office for a period of three (3) consecutive months except as authorized and excused by the Board of Directors.

107.4 The Ponderosa Community Services District Board of Directors is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

107.4.1 The dignity, style, values and opinions of each Director shall be respected. Responsiveness and attentive listening in communication is encouraged;

107.4.2 The needs of the District's constituents should be the priority of the Board of Directors;

107.4.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District;

107.4.4 Differing viewpoints are healthy in the decision making process. Individuals have the right to disagree with ideas and opinions but not to be disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not create barriers to the implementation of said action.

107.5 Directors should practice the following procedures:

107.5.1 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade or enhance their knowledge to improve legislative decision-making;

107.5.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the appropriate coordinator;

107.5.3 In handling items related to safety, concerns for safety hazards should be reported to the General Manager and the Board. Emergency situations should be dealt with immediately by seeking appropriate assistance;

107.5.4 In presenting items for discussion at Board meetings follow Policy 102: Board Meeting Agenda;

107.5.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances and programming, said concerns should be referred directly to the appropriate coordinator, President and/or Office Manager.

107.6 Directors should not give work instructions directly to District employees. Directors should always direct their comments or suggestions to the employee's coordinator. The chain of command should be supported.

107.6.1 No Board member shall discuss employee job performance at a public board meeting. Job discussions should always be conducted in closed session with the employee's supervisor per California labor laws.

107.7 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

107.7.1 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff before meetings or exchanged between Directors within constraints of the open meeting laws (described in the Brown ACT);

107.7.2 Written information that is exchanged before meetings shall be distributed through the Office Manager, and Directors will receive all information being distributed.

107.8 Directors shall defer to the President for conduct of the meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

107.9 Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

107.10 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision making responsibilities.

107.11 Directors should function as a part of a whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

107.12 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

107.13 Issues or problems that result in a lengthy discussion should be resolved outside of the regular monthly business meeting. Either a committee may be formed to find a solution and bring suggestions back to the board for discussion or a special meeting can be arranged as determined by the board.

By consensus, it was determined to remove the first sentence from section 107.6. There was brief discussion on section 107.5 with no final determination.

New Business

There was no other urgent new business as determined necessary by the board for immediate discussion and action

Closed Session - Discussion of supervisor/employee interaction expectations and employee performance issues.

Mr. Gray requested this agenda item; however when asked by the president if he still wanted a closed session, he seemed to indicate he was satisfied with the determination on policy 107. However, a session was held related to the listed item.

Return to Public Meeting – report of any action or determination during closed session

Although there was discussion of the item listed for closed session, no action was taken.

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 February 11, 2021 at 12:30 pm in the district building.

Hearing none opposed, the meeting was adjourned at 4:00 pm

Minutes prepared by Jennifer Robertson/Board Secretary