

# *Ponderosa Community Services District*

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

March 11, 2021

Present:

Directors: In PCSD building: B. Benton, R. Cope, T. Stewart

Via Zoom: S. James, L. Gray

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

Guest: none – departed due to late start of regular meeting

The meeting was called to order at 1:00 by Ms. Benton, followed by the flag salute.

## **President comments**

Thank you to the public for coming to the meeting, even though everyone has left. We apologize that the closed session went longer than anticipated. There was no action taken during the closed session.

## **Comments from the Public**

Kirk Klemcke interrupted the closed meeting to state he was leaving as he had been standing outside in the cold while the closed session went over the scheduled time. Other members of the public also departed and did not wait for the regular meeting.

The board sincerely apologizes.

## **Minutes from February 11, 2021 regular meeting.**

Having been reviewed, it was moved by R. Cope and seconded by T. Stewart to accept the minutes of the February 11, 2021 regular meeting as presented. Hearing none opposed the motion carried.

## **Communications**

Reminder Notice from County Board of Sup clerk – annual Form 700 due by April 1

CSDA – award website scholarship and agreement for website – forwarded to LG today.

Email from treasurer, forward from auditor, request for information. Responded and provided.

Email from CSDA rewards program stating we should have received a rebate for \$19.83 on credit card statement.

Emails from Phillip Muller with CA elected guide addressed to each board member – they have option to upload a picture to their online profile – forwarded to each board member.

Email with letter attached from Craig Parish with a complaint about snow removal contractor.

## **Water System Report**

*Water Manager – K. Klemcke*

Not present to report

*Water Technician – T. Harness*

Did not have water usage information prepared to report, will contact secretary at a later date.

There have been no breaks. Holby 1 is pumping now.

*Water Coordinator – R. Cope*

The system is still losing water.

Mr. Cope is still waiting for a response from Palmer tank. He will begin investigating companies from Fresno.

CJ Logan installed pump savers at Fawn and Lake.

Volunteer help – Mr. White has volunteered to help Mr. Cope with some things on the water system. There is a volunteer policy and registration form. The secretary will send a copy to all directors.

- Discussion and possible action on proposed purchase of a generator – Mr. Cope would like authorization to purchase a dual fuel 10K watt Champion generator from Mr. Del White. The PCSD generator died, Mr. White has an extra new generator that he loaned to the district. This generator is strong enough to run the jackhammer.

It was moved by T. Stewart for the Ponderosa CSD to purchase the Champion generator from Mr. White for \$1000.00 (valued at \$1400.00). The motion was seconded by B. Benton. There was a brief discussion. The motion carried by unanimous vote.

### **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.

General Manager

Mr. Griesbach reported that he spoke with R. Cope and handled some personnel issues for him,

Provided commentary to Ms. Benton on response letter to Mr. Goldsmith,

Spoke with board members,

And is still pursuing monetary reimbursement from the Forest Service for costs from the Castle Fire.

- Proposed increase to the rate of pay for occasional labor. There will be discussion and possible action about increasing the hourly rate of pay for occasional labor, as when there is a broken water line. The current rate of pay is \$15/hour. This will not affect the current rates of pay for regular district employees (secretary, treasurer, water technician).

There was a general discussion about current rate of pay, why some members of the board felt there was a need for an increase to the hourly rate of pay. The idea was that a higher rate of pay might increase the number of workers available. It was moved by S. James raise the rate of pay for temporary labor to \$20/hour. It was seconded by B. Benton and after another brief discussion, the motion carried unanimously.

### **Financial Coordinator**

Water budget has 44,900 remaining funds and appears to be in good shape.

Snow budget has 119,512 remaining. We have spent 23,000 on snow removal, but that does not include recent storms. The county has been paid \$1100 for our share of snow removal on the Divide Hwy so far this season.

Mr. Gray has met with the new auditor, Brenda, the meeting went well. She had some recommendations for financial procedures. Ms. Landers is working on putting what she does into written form.

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

The snow budget looks good.

Total vouchers for the month: \$6939.98, note 400 of that was in legal fees.

It was moved by S. James to accept the treasurer's report as presented. The motion was seconded by B. Benton and carried unanimously.

### **Snow Coordinator/Monitor:**

Recent snowfall:

Feb 12 – 2.5 in

Feb 13 – 2 in

Mar 10 – 12 in

Mar 11 – 1.5 in

- Discussion of snow removal options for the 2021-2022 snow season and formation of an exploratory committee

There are 2 pathways going forward for snow removal; continue to contract out the service or bring it in-house as in the past. The board is waiting for more information from the attorney about future options in contracting out services. Until we have a definitive answer, Ms. Benton would like to form an exploratory snow removal committee. She and Mr. Griesbach are working on a business plan for the district to lease/purchase equipment, hiring a snow removal manager and drivers. Ms. Benton requested that Mr. James contact Mr. Goldsmith to see if he would be willing to provide a rough idea of what he would charge for a snow removal contract. She stressed keeping all options on the table, nothing is definite. The general manager was asked to reach out to other districts, and any other contacts he might have. Mr. Cope would like to take a fact-finding trip to Sacramento to speak with SnowQuip about equipment options as well as visit Truckee and Donner to investigate their snow removal operations.

Mr. Gray requested that as information is obtained, all board members be informed.

**PPOA Liaison** – nothing to report.

**Forest Service** – Mr. James reported the forest is still closed. The prescribed burning at the Trail of 100 Giants has begun.

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

SJ – We as directors need to follow the same rules as the rest of the community. If the parking ordinance says no parking on the road during snow conditions, then we cannot park our vehicles and/or equipment/trailers on the roads. A property owner complained to Mr. James that Mr. Cope parks his truck and trailer on the road when she has been told she may not park her car on the road.

### **Unfinished Business**

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

Mr. James suggested that considering the past two closed meetings with the attorney, the first three items below had been sufficiently resolved that no further action or discussion was needed. There was a consensus agreement to consider the first three items resolved and removed from the agenda.

- Board discussion and determination concerning setting meeting dates and time, per Policy 101.1 – requested by Mr. James. RESOLVED
- Discussion of Board Member request to consider revising Policy to remove board member coordinator positions, and proposal that Directors no longer act as Coordinators/Supervisors of District staff. – requested by Mr. James. RESOLVED – Coordinators are basically liaisons to the remainder of the board for each operational unit, not direct supervisors of staff.
- Possible addition to Policy regarding directors contacting district legal counsel – requested by Ms. Benton. RESOLVED – board members will contact staff with questions but may contact the attorney directly with specific questions when necessary.

This item required action.

- Board discussion and determination on proposal to change the Policy terms President/Vice Presidents to Chairman/Vice Chairman – requested by Mr. James.

There was a brief discussion. Mr. James made a motion to change the title of board officers from President and Vice President to Chair and Vice Chair. The motion was seconded by Rob Cope. After a call for a vote, the motion did not carry with a vote of 2 ayes, 3 nays.

### **New Business**

- Housing of Ponderosa Fire Brigade fire truck and equipment. Mr. Griesbach has been in contact with the Ponderosa FB. He will present their concept to the board for discussion. The board will consider what action, if any, to take moving forward after consulting with counsel and hearing the Fire Brigade's proposal

*The Ponderosa Fire Brigade would like to enter a lease agreement, amount to be negotiated, with the Ponderosa CSD. They propose installing a physical barrier within the parking bay in order to limit access to the fire engine and fire fighting equipment. Additionally, they would like to install security cameras.*

There was a general discussion. It is agreed that the fire brigade provides a necessary service to the Ponderosa community. The PCSD board wants to support the PFB. However, at this time, some board members are hesitant to enter into a long-term lease agreement because future snow removal operational needs are unknown. The PCSD may need to utilize the space that is currently occupied by the PFB for district equipment. The district does own the property adjacent to the current PCSD building. Perhaps the PFB could utilize that space in some way, depending on their funding opportunities. It was determined that the fire brigade could continue to use the parking bay for the time being. Mr. Griesbach will contact the Chief LaPere.

Future meetings will be held indoors to facilitate zoom participation. Masks will be required for in person entry to the meetings and social distancing will be practiced to the extent possible.

The next regular meeting will be on March 11, 2021 at 12:30 pm in the district building.

Hearing none opposed, the meeting was adjourned at 2:45 pm  
Minutes prepared by Jennifer Robertson/Board Secretary