

# *Ponderosa Community Services District*

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

April 8, 2021

Present:

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

Staff: J. Robertson, T. Griesbach, K. Klemcke, T. Harness

(via zoom) J. Landers

Guest: B. Arnold, (via zoom: J. Inestroza, A. White, K. Lane)

The meeting was called to order at 12:30 by Ms. Benton, followed by the flag salute.

## **President comments**

Ms. Benton welcomed the guests and thanked them for coming. She had no other opening comments.

## **Comments from the Public**

None

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

Having been reviewed, it was moved by S. James and seconded by L. Gray to accept the minutes of the March 11, 2021 regular meeting as presented. Hearing none opposed the motion carried.

## **Communications**

Email: Kirk Klemcke regarding last meeting late start

Email: new property owner Gallardo

Email: past due invoices, Aero-Craft Hydraulics, Inc. contacted to verify – suspicious attachment, no response. Not a valid demand for payment.

Email: attorney regarding changes to state law for independent contractors

Sent email: Goldsmith.

*Mr. Goldsmith,*

*Thank you for your previous communication to the PCSD board regarding the current snow removal contractor. Your letter was shared with the board. The board does intend to respond.*

*Since you made allegations that indicate potential liability, the board must collaborate on and consult with legal counsel before any response is made in writing.*

*On behalf of the board, thank you for your patience and understanding.*

*Jennifer Robertson, board secretary*

## **Water System Report**

*Water Manager – K. Klemcke*

Lead and Cooper testing done.

L. Gray mentioned the Fruit Growers Lab sent back a check saying they had already received payment for the invoice in question. J. Landers will investigate and take care of that issue.

*Water Technician – T. Harness*

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

Bleeder valves have been shut off.

Working on electrical and sheet rock at Holby.

Cleaned out Lake well house and Summit. Still need to paint.

*Water Coordinator – R. Cope*

The system is still losing water.

Palmer Tank is working on 30,000-gallon tank for Holby. It will be a welded tank and fit into the same footprint. This will be a replacement/repair not new construction.

- Propose a list of authorized persons to access Ponderosa water system.

Mr. Cope proposed creating a list of persons authorized to access the water system. Besides Tim Harness and himself, he would like to recommend Jim Parminter, David Robertson, and William Dolmovic. JP formally did work for the district and helped on main line breaks. DR was the former licensed water manager for PCSD, and Mr. Dolmovic has many years of experience helping work on the water system.

S. James and L. Gray suggested that the fire brigade members needed to know how to manually turn off the safety shut off valve on Summit tank. In the event of a fire, or even during training, the sudden draw of water from a hydrant will trigger the shut off at the tank. Mr. Cope is concerned that when the valve has shut and is reopened, it must be done slowly. Otherwise, a water hammer can result and will break a water main. It has happened before. Mr. James feels that all directors should be trained to do a slow fill of the system in the event one of the aforementioned individuals cannot be found in a timely manner.

It was agreed that all board members would be trained. Training and system tour will be done immediately following adjournment of every board meeting.

**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.

- Consideration, discussion, and determination of request to change webhost to Streamline, financial impact offset by CSDA website scholarship.

Spoke with Mr. Gray regarding website scholarship for Streamline webhost. Received an email today – the original monthly price quote of \$10 is wrong; it will be \$50 per month – covered by the scholarship for 12 months+3 additional months. Website will be compliant with all required information and accessibility compliant as well – our current website is not.

It was moved by L. Gray and seconded by S. James to move to Streamline as host for PCSD website. There was a brief discussion. The secretary will need to connect with Streamline for training on set up of new website. The motion carried by unanimous vote.

- Discussion and determination of a logo for PCSD website

The directors agreed there should be a logo for the district. Ms. Benton suggested an outline of Ponderosa pine trees. Other directors thought a logo should include something that indicated water and snow removal services. Ms. Landers volunteered to create a logo and send it to directors for input. There will be a status update at the next meeting.

Mr. James requests keys to all directors for all PCSD locks (building, well houses, Summit tank) In the past, not all directors had keys to all PCSD locks. All directors did have a key to the office. There is a key storage box in the office with a full set of keys. In the event of an emergency, those keys can be used.

Persons with keys to well houses and Summit were water manager (Bill Risch, David Robertson, and Jim Parminter) and water coordinator (John Kracik, Bill Benton)– or board president (Jim Perry).

### **General Manager**

Mr. Griesbach reported that he is still trying to get money from the Forest Service to reimburse costs of the fire.

He needs to provide heat avoidance training to all employees.

He met with Dave LaPere of the fire brigade.

Mr. Gray will forward the contact information for the representative about a time-of-use plan for electricity. Mr. Griesbach will email/phone and ask him if he can join our next meeting on May 13, 2021, via zoom.

All PCSD equipment needs to be marked (key chip/engrave)

- Review, discussion, and action on water technician rate of pay

Mr. Griesbach stated there should be a spread between Tech pay rate and occasional labor pay rate.

This item will be carried forward to the next agenda, following annual employee reviews.

### **Financial Coordinator**

Thank you to Julie for adding another column to the summary page.

We need a timecard from Tim. Please send all documents to Mr. Gray first for approval. He will forward them to the treasurer.

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

The treasurer would like to discuss trainings. She would like to take a budgeting course – cost is \$85.00.

The board would like the GM to attend an HR course - \$175.

Mr. James should be reimbursed for his director training – cost \$175.

Ms. Benton would like to attend a course on prop 218 & 26, rate setting.

It was moved by S. James for the district to pay all registration fees for board/staff education related to improving knowledge beneficial to the district. The motion was seconded by B. Benton. There was no further discussion. The motion carried by unanimous vote.

Mr. James requested that all directors be given the username and password for the district Zoom account.

Having reviewed the financial report, 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:**

- Continued discussion of snow removal options for the 2021-2022 snow season  
As Mr. Cope no longer works for High Sierra Snow Removal, he can participate in the discussion and planning of snow removal options. He may not vote on any item of business that involves High Sierra Snow Removal or High Sierra Building for 12 months following the last day of his employment by those entities.
- Exploratory committee report
- Discussion and action on request for authorization for fact finding trip, Mr. Cope would travel to Sacramento to research snow removal equipment options.  
Ms. Benton requested authorization for Mr. Cope to make a fact-finding trip regarding snow removal equipment. It was moved by B. Benton and seconded by L. Gray to authorize Mr. Cope to travel to northern California and investigate the types of equipment available and costs involved. There was a brief discussion, the motion carried unanimously.

**PPOA Liaison** – nothing to report.

**Forest Service** – Mr. James reported the forest is still closed. It is open on the Peppermint side and some special permits are available.

Mr. James also reported on the fire brigade. They are revamping. They have created a code of conduct and will be getting approximately \$19,000 worth of equipment. There will possibly be a training in May. They are looking at property in order to have a more permanent station for housing the truck and equipment.

There is new staffing at the Camp Nelson station.

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

SJ – Mr. James has spoken with Townsend and McCarthy's offices. He believes there are \$400,000 earmarked to help PCSD with water system piping. The water situation is critical.

RC – Mr. Cope will schedule the moving of the water connection at Ponderosa Lodge and installation of a new meter along with a back-flow preventer.

BB – Ms. Benton has been looking at different options for water tanks, specifically to replace the leaking tank at Holby. She is investigating costs and financing options. The district does qualify for a short-term loan from RCAC (80% loan over 10 years @ 5%). She is hoping to have estimates by the next meeting.

### **Unfinished Business**

- Board response to M. Goldsmith letter re: allegations against current snow removal contractor

Ms. Benton drafted a letter of response to Mr. Goldsmith. She consulted the attorney and the general manager when writing this letter. Having been reviewed by the remaining board members, Ms., Benton requested a motion to send the letter. It was moved by S. James and seconded by B. Benton to send the letter to Mr. Goldsmith. There was a lengthy discussion. Mr. James indicated he did not care for the letter. A vote was called. Ms. Benton and Mr. James voted aye, Ms. Stewart and Mr. Gray voted nay. Mr. Cope abstained from voting as the letter was regarding snow removal and his

former employer High Sierra Snow Removal. The motion did not carry for lack of a majority. The letter written by Ms. Benton will not be sent to Mr. Goldsmith.

- Discussion and possible action on lease of parking bay for the Ponderosa Fire Brigade engine.

After speaking with our General Manager, there is no current request from the fire brigade.

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

No review at this meeting.

**New Business**

None

The next regular meeting will be on May 13, 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