

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

June 10, 2021

Present:

Directors: B. Benton, R. Cope, S. James, L. Gray, T. Stewart (via zoom @ 12:45pm)

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

Guest: B. Arnold, L. Walton, D. Sharp, J. Parminter

The meeting was called to order at 12:40 pm by Ms. Benton, followed by the flag salute.

President comments

Thank you to the public for coming to the meeting. We will be working through the agenda.

Comments from the Public

None

Minutes from May 13, 2021, regular meeting.

It was moved by S. James to accept the minutes as written. The motion was seconded by B. Benton and passed with 4 ayes (Mrs. Stewart was not yet present).

Communications

5/15 email with attached letter from Yves DeClerck requesting PPOA use of PCSD facilities

Forward request to attorney, sent reply today to DeClerck

5/17 email confirmation from Porterville Recorder that ad was received and accepted

5/21 email SWRCB outstanding deadlines – forward to KK for assistance

5/21 email from Cole Karr with CSDA visiting mountain communities. He met with BB and TS.

5/27 email received direct charge packet from county

5/28 email from CSDA regarding their board of director elections – candidate information sent to all PCSD directors for review – any opinions? *The PCSD board chose not to participate in the CSDA board election.*

6/2 email SWRCB revised coliform rule approved and effective 7/1/2021

6/4 email from a law firm stating relaxed Brown Act requirements will temporarily remain in effect after June 15, 2021. Verified through CSDA and CA government website. Forwarded notice to directors.

6/8 email SWRCB drought notice to public water systems – forwarded to directors

Water system report:

Water Technician – T. Harness

Monthly water usage for May was 14,382 gallons/day

- Report on annual water meter reading on or around June 1, 2021
Annual water meter reading was done by T. Harness and E. Dick.
3 cabins were found with leaks
56998 Sequoia, 57612 Silver Tip, 58072 Summit. Their water was shut off at the street, a notice will be posted on the cabin doors.
- Status of moving water service connection and installation of backflow preventer at Ponderosa Lodge – will be done before the July meeting

Work on Summit and Lake buildings is completed

Water Coordinator – R. Cope

CJ Logan is done with work on Holby 1 & 2. They will install a restrictor on the wells (reduces amount pumped so that the well is not overworked). Holby 1 well is running low.

All electrical at the Holby site is now up to current code.

Still need to do the roof on Holby.

Toro cleaned brush from the Holby site and hauled it away.

T. Harness will be installing 10 new water meters.

Water tank information:

Estimate from Bates on removal of old tank from Holby - \$6500.00 Includes, demolition and haul away of both tanks

A new 20,000-gallon tank that will fit on the current footprint is \$32,000

Staff Reports:

- Secretary
 - Updated current website – begin working on Streamline site
 - Completed EAR, uploaded CCR – need to mail to water users
 - Began working on documents for county to send with assessment file
 - Placed notice for bids in Porterville Recorder. It ran May 18 through June 2, not published on Sundays. Cost \$200.00. No response
 - Communicate with attorney re: PPOA use of alcohol on PCSD property – her response
[There is no de facto prohibition on consumption of alcohol on public property.](#)
[It would be prudent to have the PPOA provide insurance coverage and indemnification to the District for their event \(particularly if alcohol will be consumed\). That is typically how public agencies handle the use of their property and facilities by other entities. I am sure that I could borrow some facility use agreement forms from our other agencies if the District would like.](#)
 - Communicate with treasurer re: USDA reserves documentation
 - Prepared documents for meeting
- General Manager
 - Regarding snow removal, Mr. Griesbach will contact Supervisor Townsend to see if the county will relieve PCSD from the financial burden of snow removal on the Divide Hwy.
 - GM has contacted McCarthy's office by phone and by email regarding funding for new water tanks. He feels their response was not encouraging.
 - They suggested that PCSD ask USDA for permission to use reserve funds to purchase a tank, OR apply for another USDA loan, OR apply to RCAC for a loan. Both loan alternatives would require new engineering reports and all other required paperwork.
 - There is a new survey that shows Ponderosa median household income is \$110,000, median income for USDA/RCAC loans is \$65,000. This means that PCSD will not qualify for USDA/RCAC loans.
 - GM spoke to Nunes office regarding county funding that may be available to help with water system projects (per S. James). Nothing yet.
 - Gm worked up a rough expense plan for PCSD snow removal. Reworked it a bit after consulting Mr. Dolmovic which increased the projections by about \$1000.

Snow Coordinator/Monitor:

- Continued discussion of snow removal options for the 2021-2022 snow season
Discussion and vote on Resolution to discontinue using an independent contractor to provide snow removal services within the Ponderosa subdivision.

Background: The PCSD was originally formed (1970s) for the purposes of providing timely and effective snow removal to the Ponderosa community. The district provided direct snow removal services for the Ponderosa community. The PCSD owned and maintained snow removal equipment and hired drivers. After many years, the board determined it was more cost effective to hire an independent contractor to provide snow removal services. There have been a few different contractors over the years. The last contractor, Mr. Dolmovic, has retired from providing community snow removal services on the district roads. No new contractor has responded to the call for snow removal bids that ran in the Porterville Recorder from May 18 to June 2, 2021. Therefore, it appears there is no longer a choice about the PCSD resuming direct snow removal services.

It was moved by B. Benton to accept resolution 2021-193-A stating the Ponderosa CSD Board of Directors will discontinue the use of an independent contractor for snow removal services within the Ponderosa Community. Furthermore, the district will provide direct snow removal services; purchase and/or rent snow removal equipment and hire drivers. The district will still rely on the County of Tulare RMA to remove snow on the Divide Highway; from the end of 190 to just past the Ponderosa Lodge turn off. The motion was seconded by L. Gray. There was a brief discussion about a business plan, fixed costs for insurance and office expenses, and variable costs which include hourly wages for drivers. The business plan shows approximately \$60,000 total. That includes the county portion of the Divide Hwy and snow removal around fire hydrants. There has been some communication with the county. They prefer not to be responsible for the highway. It was discussed and agreed that the district would need 2 blowers if PCSD was responsible for the highway as well as the community. It was determined the PCSD would not take responsibility for the highway this next season and revisit the question next year. A vote on the motion was called. The motion carried unanimously. The PCSD will resume direct snow removal beginning with the 2021-2022 snow season.

- Exploratory committee report

- discussion and vote on Resolution to purchase snow removal equipment,

Mr. Cope found a piece of snow removal equipment for a particularly good price. Snoquip dealer has a refurbished MT6 tractor for \$30,000 and a blower for \$22,500, They also have a plow blade for 8,500 to be mounted on a pick-up truck. There is a written proposal with all costs including taxes, however, Ms. Benton did not bring it to the meeting. Some directors were not comfortable voting without the actual total cost. The secretary cannot write a resolution for purchase without the actual dollar amount.

It was determined to recess (about 1:45 pm) for 10 minutes so that Ms. Benton could bring the written proposal to the meeting.

The meeting resumed. The total cost of the refurbished equipment, blower, plow blade and sales taxes is \$65,067.75

It was moved by B. Benton and seconded by S. James to accept resolution 2021-195-S authorizing the purchase of snow removal equipment as stated above. There was a brief discussion thanking Mr. Cope for finding the equipment and providing such a professional looking proposal with all the costs outlined and equipment detailed. Mr. Gray requested that Ms. Benton make this type of information available to directors prior to meetings so they may be prepared with questions or comments. A vote was called on the motion. The motion carried unanimously

- discussion and vote on Resolution to purchase a pick-up truck.

Ms. Benton presented the need for the district to purchase a pick-up truck. The truck would be needed for snow removal once fitted with the plow blade. However, it can also be utilized by the water department during non-snow months for transporting materials.

There was general discussion about the type and size of truck. Ms. Benton would like to find a used truck without too many miles on it, preferably with a dump bed. Since there is not a specific truck or dollar amount, it was determined not to make a resolution at this time.

Financial Coordinator

Mr. Gray reported that he and Julie LaPere were able to transfer financial responsibility for the PCSD landline phone to the fire brigade.

Treasurer's Report:

May expenses were \$6,295.46, of which \$2200.00 were attorney's fees.

Please note, to purchase a truck, the treasurer will need an invoice first to send to the county.

To purchase snow removal equipment from this budget, monies need to be transferred within 740/2010 snow. There is enough money in line item 7043 professional and special expense to move into line item 8300 new equipment.

It was moved by B. Benton and seconded by L. Gray to authorize the PCSD treasurer to submit a request to the County of Tulare that the 2020-2021 fiscal year budget 740/2010 Snow line item 8300 New Equipment be increased by \$65,000. Furthermore, this increase shall be funded by a transfer from 740/2010 Snow line item 7043 Professional and Special Expense. There was no further discussion. The motion carried by unanimous vote.

It was moved by B. Benton to accept the treasurer's report as presented. The motion was seconded by S. James and carried with none opposed.

Discussion, determination, and vote on annual resolutions setting rates for new fiscal year and authorizing transfers:

- Resolution 2021-190-A authorizing transfers to 735/USDA reserves, and 735/general fund
- Resolution 2021-191-W establishing water rates for 2021-2022 fiscal year
- Resolution 2021-192-S establishing snow removal rates for 2021-2022 fiscal year

The above resolutions are voted on annually to make appropriate transfers to reserve funds and establish the water and snow removal service rates for the next fiscal year. The following transfers will be made from 740 general fund into 735 reserve/general fund.

Resolution 190-A: *The PCSD treasurer shall 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

\$12,811.50 to the 735-general fund

Resolution 191-W *Water rates will increase this year. This is the fourth year of a 5-year increase.*

Annual Tiered and Flat Rate Service

Schedule 1

Effective July 1, 2021, for fiscal year 2021-2022

Flat rate for all unmetered properties:

\$1118.00

Tiered rate for metered properties:

Base – usage to 75,000 gallons/year

\$1118.00

2 nd tier: usage 75,100 – 150,000 gallons/year	\$.30/100 gallons
3 rd tier: usage 150,100 – 250,000 gallons/year	\$.45/100 gallons
4 th tier: usage 250,100 – 1,000,000 gallons/year	\$.50/100 gallons

Resolution 192-S Snow removal rates will remain unchanged. The last increase in snow removal rates was in fiscal year 2015-2016.

Annual Flat Rate Snow Removal Service
Schedule 2
Effective July 1, 2021

Unimproved Residential	\$169.94 per parcel
Improved Residential	\$406.20 per parcel
Oversized Residential	\$784.62 per parcel
(where there were originally 2 or more APN combined into one on the County tax roll)	
Unimproved Commercial	\$219.34 per parcel
Improved Commercial	\$455.70 per parcel

It was moved by S. James to accept the above resolutions as written. The motion was seconded by L. Gray and carried by a unanimous vote.

Mrs. Stewart disconnected from Zoom at 2:45 pm.

PPOA Liaison – nothing to report

Forest Service – Mr. James reported there are still signs posted that the forest is closed in the burn area. It will remain closed un the end of the year (2021) unless notice is posted otherwise.

Director's Comments:

LG – thank you for not using the gavel today.

Unfinished Business

Ongoing water construction items – will occur as weather and conditions permit:

- Report on status of possible funding opportunity.
Discussion and vote to authorize submission of an application for Covid 19 relief funds from Tulare County. There is not a specific grant application, however there are letter templates provided by Cole Karr of CSDA to be sent to elected officials. These letters introduce our district and provide space to outline our financial/infrastructure needs. It was agreed that once quotes/proposed costs were obtained, the secretary would compose the letters and send to the appropriate officials.
- The proposed Board response letter to Mr. Goldsmith's complaint against the contracted snow removal contractor has been amended. The board will review, discuss, and vote on whether to send the letter at this time. The letter composed by the secretary was emailed to all directors for review. There was a motion by Mr. James to send the letter as written by the secretary to Mr. Goldsmith. The motion was seconded by B. Benton. There was a brief discussion. The motion carried by a quorum vote. There were none opposed, one absent (Mrs. Stewart had already left the meeting) and one abstention (Mr. Cope abstained from voting due to conflict of interest).

Hearing none opposed, the meeting was adjourned at 3:08 pm.

The next regular meeting will be on July 8, 2021, at 12:30 pm at the district building.

Hearing none opposed, the meeting was adjourned at 3:08 pm
Minutes prepared by Jennifer Robertson/Board Secretary

Minutes June 2021