

# *Ponderosa Community Services District*

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

July 22, 2021

Present:

Directors: B. Benton, R. Cope, J. Cavagnaro

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

Contracted staff: K. Klemcke

Guest: B. Arnold, Rich and Sharon Thomas

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

## **President comments**

Welcome to the guests. Welcome to Jeffrey Cavagnaro, our newly appointed director. Mr. Cavagnaro was appointed by the Tulare County Board of Supervisors last week. There is now a quorum of directors so the PCSD can do business.

## **Comments from the Public**

None

## **Immediate Business**

- Discussion and determination whether to appoint someone to fill a fourth seat on the Ponderosa CSD board of directors.

There were three vacancies on the PCSD board due to the resignations of Mr. Scott James II, Mrs. Tammi Stewart, and Mr. Larry Gray. Mr. Cavagnaro was appointed by the supervisors to the first seat vacated by Mr. James. Mr. Cavagnaro will serve the remainder of this term (expires Dec 2022). His seat will be up for election at the next regular election in Nov 2022.

After consultation with the attorney, the secretary recommends the board appoint a fourth director. This will make it easier to maintain a quorum in order for the district to do business. Per the attorney, the board has 60 days from the date of resignation to fill a vacancy. Mrs. Stewart's and Mr. Gray's resignations were effective on June 14, 2021. The PCSD board must fill the vacancy on or before August 13, 2021. Per the attorney, the board may only fill one vacancy as there cannot be a quorum of "appointed" directors.

It was moved by B. Benton to begin the appointment process to fill the seat vacated by Mrs. Stewart. This is a full four-year term due to expire in Dec 2024. An appointee may only serve in the term until the next regular election (Nov 2022). At that time, the term will be up for election as a short two-year term due to expire in Dec 2024. The motion was seconded by R. Cope. There was no further discussion. The motion carried by unanimous vote.

## **Minutes from June 10, 2021, regular meeting.**

It was moved by B. Benton to accept the minutes as written. The motion was seconded by R. Cope and passed unanimously.

## **Communications**

- ✓ 6/10 received email resignation from Scott James with a request his letter be read aloud at this meeting. *The secretary read his resignation letter aloud.*
- ✓ 6/11 email request from Matt Goldsmith to connect to fire hydrant for construction purposes – respond and temp use application sent to Mr. Goldsmith

- ✓ 6/11 email notification of approval for PCSD as awarding body on state department of industrial relations *This allows PCSD to award contracts*
- ✓ 6/11 email received temp use application from Goldsmith – contacted RC, sent copies of temp use permit to be given to Goldsmith and copy to be kept by PCSD
- ✓ 6/11 SENT email to Goldsmith with official response letter attached
- ✓ 6/13 received email resignation from Tammi Stewart, confirmed via email effective immediately on 6/14.
- ✓ 6/14 received email resignation from Larry Gray – effective immediately
- ✓ 6/14 email received from Jeff Cavagnaro interest in appointment to PCSD board
- ✓ 6/15 email received from Dave Sharp interest in appointment to PCSD board
- ✓ 6/15 SENT applications for appointment to Sharp and Cavagnaro
- ✓ 6/16 emails with Clerk of the board Supervisors/attorney regarding resignations and need for Supervisors to appoint
- ✓ 6/16 SENT email to Townsend, received reply
- ✓ 6/17 email with Townsend to confirm engineering/building requirement question
- ✓ 6/23 request treasurer to send 20-21 budget copy
- ✓ 6/28 email with clerk of board confirming agenda date 7/13 for supervisors to make appointment to PCSD board
- ✓ 7/9 SENT email funding request to Townsend and Jason Britt/county and hard copy letter to Senator Shannon Grove. The letter (per CSDA template) included the estimates provided by Benton for water infrastructure projects. Received reply from Townsend and Britt on 7/12 – no funding yet available
- ✓ 7/15 email received notice that Mr. Cavagnaro was officially sworn in and is now an active director.
- ✓ 7/16 received email from Greg Gillis Smith regarding his water connection and lack of response from anyone about it. Mr. Cope informed and Tim Harness phone contact at B&B sent to Smith.
- ✓ 7/19 email from SWRCB they will have a survey for water systems to complete (online) regarding Covid relief funding. Email forwarded to GM. PCSD will probably not qualify – funding is to reimburse unpaid water service fees, not to fund projects.

### **Water system report:**

*Water Technician – T. Harness*

Monthly water usage for June was 17,389 gallons/day      Total use 512,680 gallons

Holby 1 well – no longer in use, not enough water

Holby 2 well – running below normal

Lake well pumped 101,080 gallons

Fawn well pumped 152,700 gallons

Transferred from Holby to Summit 267,900 gallons

- Status of moving water service connection and installation of backflow preventer at Ponderosa Lodge – has been completed

Ponderosa is under stage 3 water restrictions per Ordinance 2014-1-W

### **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**

All District water customers shall be encouraged to:

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.

**D. STAGE 3 – EMERGENCY RESTRICTIONS**

1. **Includes all suggestions, requirements and prohibitions from Stages 1 and 2.**
2. **All use of water beyond what is necessary for personal sanitation, cooking, drinking, and providing basic care for pets and livestock is prohibited.**

**E. ENFORCEMENT**

1. Initial violation of any mandatory requirements of prohibitions of any stage of this ordinance will result in a written warning.
2. After the receipt of written warning, repeated violations of Stage 2 will result in the assessment of a violation fee of \$125.00 per incident.
3. After the receipt of written warning, repeated violations of Stage 3 will result in a violation fee of 250.00 per incident.
4. Continued violations of Stages 2 or 3 of this ordinance may result in termination of water service.

If water service is terminated, a reconnection fee of \$125.00 shall be required to restore water service. Upon payment of this fee service will be restored within forty-eight hours.

K. Klemcke reported the 2<sup>nd</sup> quarter lead/copper tests results showed no detection at all sampling sites.

The bacterial tests for June and July were good, result = absent.

A major leak was found at the Snowhouse using pressure testing. The problem is on the property owner’s side of the meter. The water has been shut off at the street. The owner has been notified. Reminder: any property with a sprinkler system must install (at their cost) a back flow device or double check valve. It must be testable and must be tested each year.

*Water Coordinator – R. Cope*

CJ Logan completed the install of restrictor on the wells (reduces amount pumped so that the well is not overworked). Holby 1 well is too low to use and Holby 2 is half of normal.

T. Harness is only transferring half a load from Holby to Summit.

Fawn well level is dropping, Lake well seems to be OK.

Consulted with T. Griesbach about an emergency plan for water.

Tested the water system with pressure test, found the leak at Snowhouse.

Bill Bates will begin patching asphalt when he finishes his current project.

Still need to do the roof on Holby.

T. Harness has installed 8 of 10 new water meters. Will provide addresses to secretary.

Sequoia – There is not an access road or easement. There is a dozer line from fire crews. It is on private property owned by Chapman and another cabin. They do not want foot traffic or off road traffic on this path.

Water tank information:

TH just repaired a 6-inch crack on the vertical Holby tank.

Palmer Tank quote from last month is still good: new 20,000-gallon tank that will fit on the current footprint is \$32,000

Ms. Benton requested estimates for 32,000-gallon tank

18 by 6 = \$56,663      15 by 24 = \$59,903

### **Staff Reports:**

Secretary:

Update website – continue working on Streamline site, video meet with IT (7/14)

Communicate with attorney and county re: director resignations and need to appoint

Prepare documents for meeting

Prepare direct assessment file for county – need resolution certifying

Exchange email with board members to set date and time for special meeting June 15, 2021 – canceled after resignations

Completed a survey request from UC Irvine master's student doing a project on governance in special districts across the state.

**Resolution 2021-196-A CERTIFYING TO THE COUNTY OF TULARE THE VALIDITY OF THE LEGAL PROCESS USED TO PLACE DIRECT CHARGES (SPECIAL ASSESSMENTS) ON THE SECURED TAX ROLL.**

This is an annual resolution related to submitting direct charges to the county to be placed on the property tax bills. It was moved by R. Cope and seconded by B. Benton to accept resolution 2021-196-A. There was no further discussion, the motion carried by unanimous vote.

### **General Manager**

Mr. Griesbach contacted McCarthy's office again about possible funding for the PCSD. Their response is not encouraging. They suggest getting permission from the USDS to use short lived or long-term asset reserves.

Kyle – in McCarthy's office suggested applying for a new USDA loan or an RCAC loan.

TG also attended a central valley water meeting. State Senator Shannon Grove, Assemblyman Mathis and Valedajo, and self-help were there discussing how to apply for funding.

Jessie Snyder with self-help indicated most of the funding was for disadvantaged communities.

Ponderosa is now on the verge of qualifying as disadvantaged due to the status of PCSD wells. Self-help can provide emergency water and other items.

TG obtained quotes for replacement of water lines and repair of roadways 1.75 million to 1.95 million. Additional quotes for tear down of current tanks and repair to foundation at Holby.

He also took calls from directors and staff.

### **Snow Coordinator**

- Continued discussion of snow removal options for the 2021-2022 snow season

At the June meeting, it was determined to purchase snow removal equipment from Snoquip in Sacramento. Mr. Cope will be traveling up there next week to arrange delivery and create a charge account for parts.

Still looking for a pick-up truck. Inventory for new and used is low right now. It was determined that a one-ton, 4 wheel drive, diesel is the best choice. It would be nice if the truck also had a utility bed, but not necessary.

High Sierra Snow Removal (Mr. Dolmovic) has offered to sell a snow blower to the PCSD since he will no longer be using it. The board requested an agenda item for Aug to consider purchasing a used blower from Mr. Dolmovic. Cost \$40,000. Mr. Dolmovic is willing to accept 2 payments of \$20,000, without interest, one this fiscal year and the other in the next fiscal year.

### **Financial Coordinator**

There is currently not a FC due to the resignation of Mr. Gray. Ms. Benton has been signing invoices and receipts until a new FC is chosen. Ms. Benton moved that she the designated board member to sign financial documents until further notice. The motion was seconded by J. Cavagnaro and passed by a unanimous vote.

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

June expenses totaled \$19,417.20

\$10,500 was for the auditor, \$2,135.66 for the final snow removal invoice.

Fiscal year ended on June 30, 2021. The new fiscal year (21-22) began on July 1, 2021.

There is currently \$113,000 in water. That has to last until the county deposits this year's revenues.

The county makes 4 deposits over the course of the fiscal year this is a typical schedule:

End of December	aprox	50%
Mid January	aprox	6%
End of April	aprox	38%
End of May	aprox	4%
Mid July	aprox	2% (in the next fiscal year)

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.

### **Public Hearing for 2021-2022 fiscal year budgets**

740/2020 (Water)

Cash balance 7/1/2021		\$155,712
Transfers to 735	(80,000)	adjustment to bring 735 balance current
USDA reserve	(12,000)	
USDA short term asset	(13,033)	annual amount + 5,000 payback
USDA debt reduction	( 1,869)	
25% from 218 increase	(12,811)	
Total beginning cash		\$35,999

Total estimated revenues	\$164,878
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Total available resources	<u>\$200,877</u>
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Estimated expenditures		
Total salaries	36,605	
Total services & supplies	87,375	
Total other charges	18,690	
Total fixed assets	50,000	
Contingency	8,207	
Total appropriations		<b><u>\$200,877</u></b>

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740/2010 (Snow)		
Cash balance 7/1/21		\$168,496
Future cap improve	(30,000)	
Total beginning cash		\$138,496
Total estimated revenues		\$86,028
Total available resources		<b><u>\$224,524</u></b>

Estimated Expenditures		
Total salaries	31,850	
Total services & supplies	71,100	
Total other charges	0	
Total fixed assets	100,005	
Contingency	21,569	
Total Appropriations		<b><u>\$224,524</u></b>

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735 Capital Improvements		
Cash balance 7/1/21		\$65,592
From 740/2020		\$80,000 adjustment to bring 735 balance current
From 740/2020		\$12,811 annual 25% from 218 increase
Future system cap improve	(100,000)	
USDA reserve	( 12,000)	
USDA short term asset	( 13,033)	
USDA debt reduction	( 1,869)	
Total available cash		\$28,501
Total estimated revenues		\$510
Total available resources		<b><u>\$29,011</u></b>

Estimated expenditures		
Total salaries	0	
Total services & supplies	10	
Total other charges	0	
Total fixed assets	25,000	
Contingency	4,001	
Total appropriations		<b><u>\$29,011</u></b>

#### Budget discussion:

There is 45,000 in water (equipment) that can be used towards purchase of a truck.

In snow, there is an additional 25,000 for payroll snow. It is difficult to estimate how much we will need since we have not done this in recent memory.

T. Griesbach reported that workmen's comp will be 14% for every dollar earned.

There is 100,000 in snow (equipment), however the treasurer warned that not all funds are available now. Funds are deposited by the county as they are collected from the property tax bills. There is enough right not to pay Snoquip for the approved purchase.

It was moved by B. Benton and seconded by J. Cavagnaro to accept resolution 2021-197-A adopting a budget for fiscal year 2021-2022. There was not further discussion. The motion to adopt 740/2010,

740/2020 and 735 budget(s) for Fiscal Year 2021-2022 as proposed by the District's Treasurer carried unanimously by the following roll call vote:

B. Benton – aye      R. Cope – aye      J. Cavagnaro – aye

**PPOA Liaison** – Rich Thomas mentioned that the PPOA is currently accepting ideas/design suggestions for a new sign to be installed at the entry to the subdivision. If anyone would like to submit designs or ideas they can be sent to the PPOA design committee.

**Forest Service** – no report

**Director's Comments:** none

**Unfinished Business**

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

Status of possible funding: see General Manager's report

**New Business:** none

The next regular meeting will be one week early on August 5, 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