

# *Ponderosa Community Services District*

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of *SPECIAL* meeting

August 5, 2021

Present:

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

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

Guest: J. Parminter

The meeting was called to order at 12:35 pm by Ms. Benton, followed by the flag salute.

## **President comments**

Welcome everyone and thank you for coming.

## **Comments from the Public**

None

*NOTE: The water technician will give his report now so that he may leave the meeting.*

## **Water system report:**

*Water Technician – T. Harness*

Monthly water usage for July (31 days) was 19,064 gallons/day      Total use 590,984 gallons

- All meters have been read
- 10 new meters are installed
- There were 2 leaks in the remaining mainline transite pipe on Tamarack following the earthquake on 7/8/21. They have been repaired.
- 7/19/21 ran generators due to power outage. Generators ran pressure pump for Summit loop, and Fawn well.
- 3 new holes in the horizontal Holby tank were repaired
- Snowhouse water service is back on.

*Mr. Harness left the meeting*

## **Immediate Business**

- Review of received applications for appointment to the Ponderosa CSD board of directors.

Two applications were received for appointment to the vacancy caused by the resignation of Mrs. Stewart.

- Mr. David Sharp – manager of the Ponderosa Lodge has indicated he would like to serve as the Forest Service Liaison and can provide general construction insights.
- Mr. Shawn Alexander – owner of Superior Ag Construction, Inc is a general engineering contractor with experience in water piping.
- The board will discuss the candidates, and then vote to appoint one person to the vacancy caused by the resignation of Mrs. Stewart. The appointee will serve until the next regular election in Nov 2022. At that time the seat is available for election as a short-term due to expire in Dec 2024.

Neither candidate for appointment attended the meeting. After a vigorous discussion it was determined to appoint Mr. Shawn Alexander to the vacancy. It was moved by B. Benton, seconded by J. Cavagnaro to accept resolution 2021-198-A appointing Mr. Alexander to the vacancy caused by the resignation of Mrs. Tammi Stewart. The motion carried unanimously. Mr. Alexander will be provided with the oath of office, to be notarized, and turned in to the Tulare County Board of Supervisor's clerk, Hillary Robello.

**Acceptance of Minutes** from the July 22, 2021, regular meeting.

Having been reviewed, it was moved by B. Benton to accept the minutes as written. It was seconded by R. Cope. There was no discussion, the motion carried unanimously.

### **Communications**

All regular communications are moved forward to the next regular meeting on Thursday September 9, 2021.

- ✓ Completed SAM update this morning, received confirmation of submittal.

### **Return to water system report:**

*Water coordinator*

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

Holby 2 well, Fawn well and Lake well are ok, not great, but ok.

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

#### **A. 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.**

#### **B. ENFORCEMENT**

1. Initial violation of any mandatory requirements or 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.

### **Staff Reports: regular reports are carried forward to the next regular meeting on 9/9/21.**

Secretary – no report

General Manager – no report

### **Snow Coordinator**

- Discussion and possible action on the purchase of an additional snow blower from High Sierra Snow Removal/William Dolmovic. Ms. Benton was to present information on the type of equipment, cost and terms of purchase. Because Mr. Cope must recuse himself and the newly appointed director, Shawn Alexander was not present, nor yet sworn into office, this item will be carried forward to a future agenda.

Financial Coordinator – no report

Treasurer's Report:

The treasurer provided an electronic preliminary report as most of the financial information is not yet available from the county. There was no presentation, questions, or discussion of the preliminary report. Therefore, there was no motion or vote to accept the report.

**PPOA Liaison** – no report

**Forest Service** – no report

**Director's Comments:** none

**Unfinished Business** – carried forward to the next regular meeting

**Imperative New Business**

- Discussion and possible determination on applying for a loan from RCAV (Rural Community Assistance Corp) in order to purchase a replacement water tank for the Holby well site. Ms. Benton had previously contacted RCAC about a loan. The preliminary information indicates the PCSD will qualify for a loan and will get a good interest rate (details yet to be determined). There was a discussion about the need to replace at least one of the holding tanks at Holby. The horizontal tank has outlived its useful lifespan and requires constant repairs. The vertical tank should also be replaced, but the horizontal tank is in more critical condition. It was determined to apply to RCAC for a loan to cover replacing both tanks, on the current footprint. There will be no new construction only repair and replacement. It will be further investigated if RCAC will allow PCSD to replace one tank now, and wait until next summer to replace the second tank, or will they require replacement of both tanks simultaneously.
- Discussion and possible action to authorize a board member and/or staff to follow up with RCAC and complete any necessary paperwork.

Now that the board has determined to apply for a loan, there is a list of documents required by RCAC to complete the loan application. One important item is a resolution to borrow. The secretary has prepared this resolution (using wording from RCAC template) for the board to consider and vote.

*Resolution to Borrow 2021-199-A*

WHEREAS the Ponderosa Community Services District, a Community Services District duly organized under the laws of the State Of California, is authorized to provide Water and Snow Removal Services to the community known as Ponderosa, an unincorporated area in the County of Tulare, and

WHEREAS Ponderosa CSD (hereinafter referred to as “PCSD”) is a corporate entity empowered to borrow money and give security for loans, and

WHEREAS Rural Community Assistance Corporation (hereinafter referred to as “RCAC”) is authorized to make loans for housing, environmental infrastructure and community facilities for low-income people, and

WHEREAS the Ponderosa CSD wishes to obtain a loan from RCAC for the development of replacement water tanks (hereinafter referred to as “project”) on the property of the Holby well site,

NOW THEREFORE, the Board of Directors of the PCSD does hereby RESOLVE and ORDER as follows:

1. The PCSD shall submit to the RCAC an application for a loan for the project to be developed in the County of Tulare, in the State of California.
2. If the loan is approved, the PCSD is hereby authorized to incur indebtedness in an amount not to exceed the amount approved by the RCAC and to enter into a loan agreement with RCAC for the purposes set forth in the loan application and approved by RCAC. It also may give a promissory note and execute security and other instruments required by RCAC to evidence and secure the indebtedness.
3. The PCSD is further authorized to request amendments, including increases in the loan amount up to amounts approved by RCAC, and to execute any and all documents required by RCAC to evidence and secure these amendments.
4. The PCSD authorizes \_\_\_\_\_

*(Title and position of authorized signers)*

to execute in the name of the PCSD, the loan application and loan agreement, promissory note, security and other instruments, and any and all documentation for the disbursement of funds required by RCAC to make and secure the loan and any amendments thereto.

5. The PCSD authorizes \_\_\_\_\_

\_\_\_\_\_  
*(Title and position of authorized signers)*

to execute in the name of the PCSD, only that documentation required by RCAC for the disbursement of funds during the term of the loan.

There was a discussion and determination to authorize Ms. Benton to sign the required documents in item #4, and authorize the treasurer, Ms. Landers, and general manager, Mr. Griesbach as signers of paperwork to disburse funds in item #5.

It was moved by B. Benton, seconded by J. Cavagnaro, and passed by unanimous roll call vote to accept Resolution 2021-199-A to borrow funds from RCAC. This resolution only begins the application process; there is no actual loan at this time.

Prior to adjournment, Ms. Benton requested a special meeting, once Mr. Alexander was sworn in, and before the regular meeting on September 9, to discuss and vote on whether to purchase the pickup truck and plow blade from High Sierra. Although the official snow season begins on October 1, there have been several years that measurable snowfall requires plowing prior to Oct. 1. Ms. Benton would prefer to purchase the truck sooner rather than later. If the board chooses not to purchase this truck from High Sierra, the district will need to keep looking for an alternative, so time is an issue. It was therefore determined to hold a special meeting on August 19, 2021, at 8:00 pm. Ms. Benton will be present at the district building, Mr. Cavagnaro, Mr. Alexander, and necessary staff will attend via Zoom. Mr. Cope will not attend in person or Zoom due to a conflict of interest.

The next **special meeting** will be on Thursday August 19, 2021, at 8:00 pm in the district building and via Zoom.

The next **regular meeting** will be on Thursday September 9, 2021 at 12:30 pm, in the district building.

The meeting was adjourned at 2:00 pm  
 Minutes prepared by Jennifer Robertson/Board Secretary