

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

September 9, 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 12:30 pm by Ms. Benton, followed by the flag salute.

President comments

Board reorganization due to resignations and appointments

In applying for grants and loans, it is necessary on some of the applications to designate specific board offices. The board currently has a president, but needs a vice president. The other designations used by Ponderosa CSD (coordinators) are for internal organization and will not be assigned at this time.

It was moved to retain Beth Benton as board president and install Jeff Cavagnaro as vice president. Ms. Benton will remain the acting financial coordinator until the regular board reorganization in December/January. The motion was made by Ms. Benton and seconded by Mr. Cavagnaro. There was a brief discussion and vote. The motion carried by a unanimous vote.

Comments from the Public

There are likes and dislikes of each individual, however that and politics need to be set aside in order to get things done.

Minutes from August, 2021 and August 19, 2021, special meetings.

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

Communications

Sent

- ✓ Letters sent to Ms. Thompson and Ms. Killian regarding violation of Ordinance 99-W sections 2.36.010 and 2.36.190
- ✓ Email with letter attachment sent to Mrs. LaPere regarding housing of Ponderosa Fire Brigade fire truck and equipment
- ✓ Emailed guarantee to purchase letter to B. Benton, to be printed, signed and delivered to Mr. Dolmovic

Received

- ✓ 9/1 State water board: new water monitoring website launched and final reminder of new codes to be used by labs reporting testing results
- ✓ 8/23 Renewed insurance policy from our agent, coverage from 7/1/21-7/1/22, cost \$9250
- ✓ 8/19 email from Mr. James on behalf of the fire brigade thanking PCSD for housing the fire truck – with request to be read at 8/19 special meeting
- ✓ 8/17 from state water board about completing a questionnaire to see if PCSD qualifies for Covid relief funding, specifically to cover unpaid water bills – online questionnaire completed – PCSD does not qualify

✓ 8/16 from county – final confirmation of direct charges for 2021-2022 property tax roll
General Manager

Mr. Griesbach was contacted by Mrs. Toledo about applying for a water connection. She was referred to the website for an application.

The state agency that oversees water rights received an anonymous phone call about a violation related to the pumping of water from the creek into the local pond by Lake well. Mr. Griesbach explained the situation regarding a seasonal creek that is now dry and that although fish and wildlife had initially halted the transfer, a use permit had been applied for under Mr. Griesbach name, Mr. Griesbach also explained that he had spoken with another official and the matter is resolved.

Regarding funding status – Mr. Griesbach has continued contact with self-help and Townsend. Further guidelines are coming out in October.

The county applies to the state on our behalf. The county contracts the applications to self-help. Jessie Snider is writing an application on our behalf for water tanks and main line replacement. There may be funds available to us through drought relief and water conservation.

Mr. Griesbach was interviewed by the Sun Gazette. Self-help recommended the interview. There as a good article about how Ponderosa is affected by the drought.

Mr. Griesbach discussed budget issues with staff, and then worked with staff and board members to create a new PCSD job position. This new positions will manage both snow removal and water operations and supervise hourly employees. If the person hired for this position does not have a water operations certification, the district will continue to contract with Kirk Klemcke for services that require certification.

According to employment law, the minimum salary required is \$62,400/year. Therefore district employees must be hourly.

Mr. Griesbach requested that the board authorize an ad in the Porterville Recorder for the new position, along with interview and hiring authority. He has created a job application and rate of pay with opened ended number of hours expected.

It was moved by B. Benton and seconded by J. Cavagnaro to accept Mr. Griesbach's proposal for the new employee position. The motion carried unanimously.

Other water related discussion:

Developer fees are supposed to pay for new wells, expansion of the water system. Our one-time facility development fee is currently \$2500.00 and has not been increased in at least 15 years. The current new connection fee is \$700.00. This is intended to cover the cost of a new meter, box and installation. New construction is now required to install fire suppression sprinklers. These sprinkler systems require a 1 inch water line connection. The PCSD currently installs a ¾ inch connection and meter. Meters in new connections will now be one inch meters, which cost more than a ¾ inch meter. Mrs. Robertson did some research and found that there is about a \$50 cost increase for the larger meter, Employee pay cost has also increased. Staff recommends the board consider increasing the new connection fee. It was moved by R. Cope to increase the new connection fee on the water application to \$900.00. It was seconded by J. Cavagnaro. After further discussion, the motion carried unanimously. The water application will be updated with the new fee.

Other mountain communities have wells on Forest Service lands with special use permits. PCSD can apply to FS for special use permit if a new well is needed but not located on land within the subdivision.

Mr. Alexander suggested finding a grant writer/consultant.

Mr. Griesbach reported that the Bennetts will dredge the lake in the next couple weeks to deepen it and build up the island.

Water system report:

Water Technician – T. Harness

Monthly water usage for August was 14,200 gallons/day Total use 440,200 gallons

Holby 1 well...884 gallons

Holby 2 well pumped 27,077 gallons

Lake well pumped 120,170 gallons

Fawn well pumped – no reading

Transferred from Holby to Summit – no reading

The water systems supply is just under being OK. The Holby 2 pump saver is working.

There were 2 water supply meters. Fawn had a new meter installed on 8/28, a new transfer meter was installed on 9/4.

Holby 1 and Fawn well houses have sheetrock hung, need paint.

The roofing material is in Bakersfield.

Ponderosa remains 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

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.

ENFORCEMENT

3. Initial violation of any mandatory requirements of prohibitions of any stage of this ordinance will result in a written warning.
4. 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.
5. After the receipt of written warning, repeated violations of Stage 3 will result in a violation fee of 250.00 per incident.
6. 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 this month is routine test and next lead/copper.

Staff Reports:

Secretary

Prepared for 2 special meetings in August

Still trying to transition website to Streamline – notice received from CSDA, Streamline is no longer a partner with CSDA, no guarantee of future pricing and no future scholarship funds for website hosting through Streamline

Prepare documents for this meeting

Spoken and emailed with Tom several times – put a forward on his district email account to his gmail account

Put Zoom link information for today onto website

CSDA free online training for sexual harassment, supervisor and non supervisor and Ethics

Letters written:

- ✓ Aug 19 Guarantee to purchase letter – snow blower in 2 payments, for High Sierra
- ✓ Aug 26 water ordinance violation letter to Thompson and Killian- emailed to TG asked him to mail to ladies
- ✓ Sept 1 Ponderosa Fire Brigade re: housing of fire truck – emailed to Mrs. LaPere

Communications received reported on the agenda

Research

Water meter costs: USA Blue Book:

Zenner Lead-Free Multi-Jet Water Meter, 5/8" x 3/4", cost 70.95

Zenner Lead-Free Multi-Jet Water Meter, Gallons, 1 inch, cost 120.95

Snow Coordinator

Both pieces of snow removal equipment from High Sierra Snow Removal are delivered and on site. Snoquip will deliver and provide training on Sept. 13, 2021.

OSHA requires training log for equipment operators. The carport area is partially cleaned out and will be ready on Monday. The old blower will be housed in the carport, the new blower in the garage bay.

Financial Coordinator

No report

Treasurer's Report:

August expenses totaled \$89,860.75, included purchase of snow equipment.

Received an invoice from Core&Main for water meters and required fittings (Fawn and Transfer).

The treasurer needs W-9 forms completed by new directors Cavagnaro and Alexander.

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

PPOA – no report

Forest Service – no report

Director's Comments:

SA – do we continue to issue water connections when our supply is in jeopardy due to drought?

Mr. Griesbach will research if and how to place a building moratorium in place.

Mr. Griesbach left the meeting @ 2:30 pm

Unfinished Business

Ongoing items:

- Roof on Holby
- Gates or access barriers on Holby foot bridge, and access road to Holby well site
- Doors on PCSD building 'carport'

Status Update on RCAC loan application for Holby water tank project.

- Sent to attorney for review and opinion letter
- Total 20 year loan. The first 10 years at 5%, the next 10 years at whatever is current rate.
- Can make semi-annual payments rather than monthly, plus a 1% fee

Minutes September 2021

- \$90,000 on initial application, actual loan will be around \$72,000
- PCSD needs to provide \$20,000 toward the cost of the project

Treasurer will contact Daryl English to discuss loan payment process and terms.

New Business

- Discussion and possible determination to apply for a CA State Water Resources Department grant for the purchase of replacement water tanks at Holby well site:

Resolution 2021-202-A authorizing grant application, acceptance, and execution

The CA state water resources department requires a resolution in order to apply for grant funds. Ms. Benton has begun the process of filing the grant application. Certain designations are required for the application. The following designations were made:

Kirk Klemcke – consultant

Bill Bates – project manager

Beth Benton – project director, completes the grant paperwork

It was moved by B. Benton to accept resolution 2021-202-A authorizing the application, acceptance, and execution of a grant for the Holby Tank Project in response to drought conditions.

- Review, discussion, and possible action to revise current Application for Water Service terms and/or fees. This was done previously in the meeting under general manager's report.

The next regular meeting will be one week early on October 14, 2021, at 12:30 pm at the district building.

Hearing none opposed, the meeting was adjourned at 3:23 pm

Minutes prepared by Jennifer Robertson/Board Secretary