

**NOT YET APPROVED**

# *Ponderosa Community Services District*

*RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL*

Minutes of meeting

October 14, 2021

Present:

Directors: B. Benton, J. Cavagnaro, S. Alexander (via zoom)

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

Contracted staff: K. Klemcke

Guest: none

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

## **President comments**

Mr. Cope resigned from the Ponderosa CSD board of directors effective September 30, 2021.

There was a help wanted ad placed in the Porterville Recorder for a snow removal/water manger. Mr. Griesbach was in charge of reviewing applications, interviews, and hiring a new part-time staff member to fill this position. There was only one application received. Mr. Griesbach has hired Mr. Robert Cope to serve as the new snow removal and water manager. Mr. Cope will supervise and set the schedule for the snow removal equipment drivers. He will insure maintenance and repairs on snow removal equipment. He will also monitor the water system and organize repair work as needed. This is a part-time position with a guaranteed monthly pay of \$1500.00.

## **Comments from the Public**

None

## **Minutes from September 9, 2021, regular meeting.**

B. Benton moved to accept the minutes as written. J. Cavagnaro seconded it and the motion passed unanimously.

## **Communications**

- ✓ 9/11 received additional insured certificate from Bates Construction
- ✓ 9/30 suggestion from CSDA to participate in hazard mitigation plan
- ✓ 9/30 opinion from attorney about former directors being employed by the PCSD

Received written confirmation of Mr. Cope's verbal resignation effective September 30, 2021.

- ✓ 10/5 opinion from attorney about possible conflict of interest if Mrs. Cope were appointed to the PCSD board of directors while Mr. Cope is an employee.
- ✓ 10/6 received from SWRB email...Please read this message in its entirety. For systems that have incurred drought related costs, a request was made by the California Governor's Office of Emergency Services (CalOES) for Counties to submit drought related expenses via the Standardized Emergency Management System (SEMS). The State Water Board is assisting in notifying community water systems. Please submit your costs to your county office of emergency services (see attached list). For systems that have already reported drought related costs, there is no need to report them again. Refer to your local OES with any questions

## **Water system report:**

There is partial monthly water usage data for September due to the Windy Fire evacuation. Sept. 1 – 18, 2021 average 10,648/day.

Sept. 18 – Oct 1. – mandatory evacuation order – no data available.

Rob Cope stayed in Ponderosa during the evacuation to maintain the water supply. Fire crews drew

water from the PCSD water system. Due to the condition of our wells, we could not recover even after 2 days. Crews were instructed to draw water from the creek and not the PCSD system anymore. They did draw a second time and were again asked to draw from the creek.

Power was off and pumps run on generators.

There was a main line break on Aspen – about 20 feet of line replaced by Cope and Klemcke. There was another break at Pine and Aspen, replaced with 20 feet new pipe. Replacement parts need to be restocked.

Tim Harness replaced broken meters at Parkers and Russell. Painting inside Holby and Fawn well houses is completed. Shingles for roofing are ready for pick-up in Bakersfield.

Beginning today (10/14/21) R. Cope will begin well meter readings and use a formula to get more accurate recordings of water usage.

*On behalf of the Ponderosa Community – the board of directors wants to acknowledge and thank Robert Cope for his work in maintaining the water system during the Windy Fire.*

### **Notice:**

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 or 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.

### **Staff Reports:**

#### **Secretary**

Still trying to transition website to Streamline, changing host broke email link. Treasurer and I are researching email alternatives

Prepare documents for this meeting

Put Zoom link information for today onto website

Spoke with treasurer – invoice from CJ Logan for Holby repair

Spoke with R. Cope once during fire.

9/15 placed ad in PV Recorder for new job position – ran for 1 week in print and online

9/16 (legislation sponsored by CSDA) Virtual Meetings During Declared Emergencies

AB 361 adds new procedures and clarifies the requirements for conducting remote meetings, including the following:

- **Public Comment Opportunities in Real Time:** A legislative body that meets remotely pursuant to AB 361 must allow members of the public to access the meeting via a call-in option or an internet-based service option, and the agenda for the remote meeting must provide an opportunity for members

of the public to directly address the body in real time. A legislative body cannot require public comments to be submitted in advance of the meeting.

- **No Action During Disruptions:** In the event of a disruption that prevents the local agency from broadcasting the remote meeting, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, AB 361 prohibits the legislative body from taking any further action on items appearing on the meeting agenda until public access to the meeting via the call-in or internet-based options is restored.
- **Periodic Findings:** To continue meeting remotely pursuant to AB 361, a legislative body must make periodic findings concerning the declared emergency and its effects. AB 361 will sunset on January 1, 2024.

### General Manager

Ad was placed in the Porterville Recorder for snow removal/water system manger.

Only one application received from Mr. Cope.

Consult with attorney about hiring a former board member as a regular employee and timing of resignation– per her advice, no restrictions in this case.

Obtained a moving permit to smog the plow truck. Mr. Griesbach will arrange with Mr. Cope to get the truck down to Porterville for smog check and complete the registration process.

Consulted with PCSD treasurer about

- labor budget
- insurance moratorium during declared emergency – Windy Fire
- CJ Logan invoice

Mr. Griesbach has an insurance broker that does snow removal equipment. He thinks the deductible is \$5000. He will also get quotes from comprehensive.

He spoke with our current broker about PCSD's current policy and the possibility of an umbrella. We will have to call a special meeting to review insurance options and authorize the purchase of insurance for snow removal equipment.

Mr. Griesbach met the man who drilled the original wells for Ponderosa at the Springville Lions Club. He will follow up to get more information.

Mr. Griesbach will try to reschedule the meeting regarding electricity usage plan.

Mr. Griesbach stressed that the plow truck is *only allowed on the roads with a temporary moving permit*. He recommended that no one drive it until the truck has new DMV tags.

Mr. Cope was requested to contact CJ Logan to discuss some of the items on the current invoice.

### **Snow Coordinator**

2 inches of snow.

All equipment is here on PCSD property but needs insurance.

Also, staff needs to pick up incidentals needed for running equipment (oil, hydraulic fluid, etc.).

*K. Klemcke departed at 1:35 pm.*

### Staffing of drivers:

Rob Cope, Tim Harness, Kelly Patterson (currently ill, out for now)

Ms. Benton will be trained as a back-up driver for the plow truck.

D. Robertson is another possible plow truck driver.

Mr. Griesbach will need a copy of every driver's license.

They will be paid as temporary day labor at the district's current rate of \$20/hour. Payroll will be

processed through the County. Treasurer will check with the county on adding drivers.

### **Acting Financial Coordinator**

Nothing to report.

### **Treasurer:**

High Sierra received payment for the plow truck. The rest of the month was basic expenses. \$3291.27 in vouchers, does not include payroll.

\$34,000 left in water budget.

There is a problem with the credit cards, in that the treasurer is not getting the receipts when purchases are made. Without receipts, the county will not pay the credit card bill.

Request direction from the board on spending limits for employees with credit cards.

It was moved by B. Benton, seconded by J. Cavagnaro to accept the treasurer's report as presented. The motion passed unanimously.

PPOA Liaison

Nothing to report

Forest Service Liaison

Nothing to report

Director Comments

None

### **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'

No work was done due to the Windy Fire evacuation. These items will be completed as weather permits.

### **Status Report**

- RCAC loan application – we are holding off on submitting the loan application until we know more about the grant.
- Grant application – Ms. Benton received a phone call saying we should know by the end of October if we are getting any grant funds and if yes, how much we would be awarded. They will then assign us a project manager. We must ask for 3 bids on the tank project. We have missed the building window for this year, but we can get things lined up for spring.

T. Harness found a new leak on the vertical tank.

### **New Business:**

None

### **November meeting date**

The regular meeting date, Thursday November 11, 2021, is Veteran's Day.

Discussion and determination of November meeting date

In observance of Veteran's Day, the date of the regular November meeting will be postponed to Thursday November 18, 2021.

*The Ponderosa CSD thanks all current and former members of the armed forces for their service.*

A special meeting will be called to – date to be determined

- review, discuss, and authorize the purchase of insurance for snow removal equipment
- move monies within the current budget line items to pay the CJ Logan invoice

Hearing none opposed the meeting was declared adjourned at 2:14 pm.

Minutes prepared by Jennifer Robertson/Ponderosa CSD Board Secretary.

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