

# *Ponderosa Community Services District*

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

November 18, 2021

Present:

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

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

Contracted staff: K. Klemcke

Guest: M. Goldsmith

The president called the meeting to order at 12:30 pm by Ms. Benton.

## **President comments**

Mr. Alexander needs to leave as soon as possible. Therefore, we have foregone the flag salute and will take care of specific agenda items immediately while there is a quorum.

Resolutions, the hydrant snow removal contract, and board direction for the general manager.

## **Comments from the Public**

None

## **Treasurer –**

The treasurer learned that the USDA short-term asset reserve can pay for the Holby well site repair work done by CJ Logan. Therefore, she needs a resolution to move transfer \$31,000 from USDA short-term reserve into 735/7043 special expense. She also needs a resolution authorizing payment of the CJ Logan invoice from the 735 fund.

It was moved by B. Benton to accept resolution 2021-204-A authorizing the PCSD treasurer to submit a revised 2021-2022 735 budget to the County of Tulare showing a transfer of funds in the amount of \$31,000.00 from object 735/USDA short term asset reserve into 735/7043 special expense. The motion was seconded by J. Cavagnaro. There was no discussion. The motion carried by the following roll call vote.

B. Benton – aye, S. Alexander – aye, J. Cavagnaro – aye.

CJ Logan Pump & Electric, Inc. submitted a revised invoice in the amount of  
\$30,962.42                      inv#4162

It was moved by B. Benton to accept resolution 2021-205-A directing the PCSD treasurer to submit a payment authorization to the County of Tulare for the above referenced invoice to be paid from fund 735 (capital improvement). The motion was seconded by S. Alexander. During the discussion, Mr. Cope reviewed the invoice for the removal of a specific charge. It was determined that the invoice had not been revised (reduced). As there was an active motion on the floor a vote was called. The motion did not pass by the following roll call vote. B. Benton – nay, S. Alexander – nay, J. Cavagnaro – nay.

The treasurer will contact CJ Logan, explain the reason for nonpayment, and request a revised invoice.

## **Snow removal –**

Only one proposal was received for snow removal around the fire hydrants. Toro's Tree Service submitted a proposal for removing snow at xx locations for a cost of xx/location.

It was moved by B. Benton to accept the proposal from Toro's Tree Service for fire hydrant snow removal for the 2021-2022 snow season. The motion was seconded by J. Cavagnaro and passed unanimously. The treasurer will notify Toro that he has the contract and request a copy of his insurance naming Ponderosa CSD as secondary insured.

**Board direction for GM –**

Mr. Griesbach received a forwarded email from the board secretary. The email was from Matt Goldsmith asking to know how the district hired contractors. He saw some road work being done in the community and his company had not been asked to bid on the work. Mr. Griesbach consulted with the city of Tulare about how they contracted work. They have a prepared list of vendors (contractors) that have been preapproved by the city council. Not all projects go out to bid, but any work is done by contractors on the list – depending on pre determined prices, availability, dependability, and quality of work. Mr. Griesbach asked the board if they would like him to prepare such a list for all future work hired out by the district. There was a brief discussion. The board would like to see such a list. In order to be on the list contractors must submit a price list, contractor's license number and proof of insurance. It was noted that if the district obtains the correct equipment, there may be less need for hiring contractors.

The meeting was declared adjourned at 12:45 pm.

*Mr. Alexander departed.*

Staff remained in the district building to informally present relevant information. No further distinct business occurred.

The General Manager informed those present that the snowplow truck was now tagged. It passed the smog test and was cleared for driving.

All snow removal equipment insurance is en-force.

Mr. Cope informed those present about water use for the past 46 days.

Fawn well produced 138,400 gallons

Lake well produced 108,531 gallons

Holby 2 produced 171,145 gallons

Transferred to Summit 172,400 gallons

Monthly use total 293,076 – average 6,660/day

There seems to be a leak on Aspen. It is wet under the asphalt, but the dirt is dry. It will stay covered for now. The roof at Holby is DONE!

Mr. Cope continued that the snow total is 10 inches to date from 3 storms. Only one day of plowing was necessary. The county came and cleared the Divide Highway.

Treasurer told Mr. Cope she needs an updated W4 from him.

*Mr. Griesbach departed at 1:25*

Ms. Benton informed those present that she received notice that the PCSD had been granted funds for the Holby Well Tank Replacement Project. We are waiting to be assigned someone to our project. Bill Bates will be the site manager. The tanks will be coming from Palmer tank.

We will not apply for an RCAC loan at this time.

**All the following agenda items will be carried forward to the regular December meeting.**

**Acceptance of Minutes** from the October 14, 2021, regular meeting, the October 24, 2021 special meeting, and the October 31, 2021 special meeting.

**Communications**

- ✓ 10/17 email from M. Goldsmith inquiring how the district chooses what contractors to hire. Referred to the general manager.
- ✓ 10/19 contact attorney regarding insurance purchase

- ✓ 10/20 contact attorney regarding filling board vacancy
- ✓ 10/22 annual dues renewal notice from CSDA
- ✓ 10/23 email request from S. James for *1. the most recent list with gallons used by property owners, 2. properties that don't have a meter, 3. properties that don't have a structure and have water connections. Break out by if they have a building permit or not. All requests should be detailed as much as possible.* Fwd to attorney for advisement. Response sent to Mr. James.
- ✓ 10/27 second request from Mr. James for the same information
- ✓ 11/1 and 11/4 email with attorney regarding James' request
- ✓ 11/12 email from Steven Stieg with RCAC introducing a water resource consultant, fwd to GM

#### **Staff Reports**

General Manager

Secretary

#### **Water System Report**

Water Manager

Contracted Water Operator

#### **Snow Removal Report**

Snow removal Manager

Snow Coordinator

- Review, discussion and action on fire hydrant snow removal proposal

#### **Financial Report**

Treasurer

- Resolution(s) as needed to move money within current budget or pay invoices

Financial Coordinator

#### **Additional Reports**

- PPOA/PCSD Liaison
- US Forest Service Liaison

#### **Director Comments**

#### **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**

- Grant application to
- RCAC loan application

#### **New Business**

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

Minutes prepared by Jennifer Robertson/Ponderosa CSD Board Secretary

