

**NOT YET APPROVED**

# *Ponderosa Community Services District*

*RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL*

Minutes of meeting

February 10, 2022

Present:

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

Staff: T. Griesbach, R. Cope, J. Robertson, T. Harness, K. Klemcke

(via zoom) J. Landers

Guest: B. Arnold

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

## **President comments**

Ms. Benton welcomed the guest and thanked everyone for coming.

Ms. Benton has a proposed resolution to amend the water ordinance. Because Mr. Alexander may need to leave the meeting early, the business items requiring a board motion and vote will be taken first. The rest of the agenda items will follow.

## **Comments from the Public**

None

## **Minutes from January 13, 2022, regular meeting.**

Having reviewed the draft minutes, B. Benton moved and S. Cavagnaro seconded to accept the minutes of the January 13, 2022, regular meeting as presented. The motion carried unanimously with none opposed.

## **Financial Report**

The financial reports were reviewed. B. Benton moved and J. Cavagnaro seconded to accept the treasurer's report as presented. The motion passed unanimously.

## **New Business**

New water connections:

- Discussion and consideration of the development of a policy clarifying the District's requirements that applicants for new water service must apply for an obtain a will serve letter from the District and are not authorized to connect to the District water system until all appropriate connection/capacity fees are paid and confirmation of all approval of appropriate building permits from Tulare County has been provided.
- Consideration of a Resolution clarifying/confirming the current process for new service applications.

The PCSD attorney provided a proposed resolution for the board to amend the current water ordinance and possibly create a policy regarding new water applications. The resolution states the board plans to update part(s) of the current ordinance as it relates to new water service connections. B. Benton moved to put review and update of the Ordinance, in coordination with the attorney, on next months agenda. J. Cavagnaro seconded the motion. In the following discussion, it was mentioned that updating an ordinance has specific time requirements and procedures. Once the updates/changes are determined the ordinance must be read at a public meeting, and again 30 days later before it can be implemented. When called for a vote, the motion carried unanimously. It was also suggested that the current water application be reviewed and possibly raise the facility development fee. This fee has not increased in at least 15 years.

## Communications

- ✓ 1/18 email from CSDA article– How Special Districts can access federal infrastructure funding workshop information– forward to GM and directors
- ✓ 1/20 email invitation flyer to election fundraiser for Supervisor Townsend – forwarded to directors
- ✓ 1/21 email from State Water /Jason Autry – sent a copy of sanitary survey for PCSD, hard copy to follow
- ✓ 1/24 email from County Supervisors clerk reminder that Conflict of Interest statements (Form 700) due to their office by 4/1/2022.
- ✓ 1/24 email from Corrinne Scieszka/Rural Community Development Project Specialist for the Sierra Institute for Community and Environment about workshops to address capacity and needs of water systems in Tulare county, looking specifically for information about foothill and mountain communities. Reply sent and forwarded to Tom and Kirk.
- ✓ 1/27 email from RCAC – received check from PCSD but had no invoice due. Replied and forwarded to Treasurer.
- ✓ 1/31 email from CSDA call for nominations to Seat B on their regional board for 2023-2025 term.
- ✓ 1/31 email from county, Allison Guthrie Pierce, MPA, Supervising Staff Services Analyst, Tulare County General Services Agency with information about applying for Covid relief funding. Forwarded to Tom.
- ✓ 2/1 email from CSDA asking PCSD to participate in annual salary and benefits survey – forwarded to treasurer.
- ✓ 2/1 email from M. Goldsmith asking for name of company that insures PCSD snow removal equipment – reply sent.
- ✓ 2/2 email reply from Janet Gordon. She has completed both director appointment applications to be kept on file if/when there is a PCSD board vacancy.
- ✓ 2/5 email from attorney in reply to question from Benton about new water connection applications and agenda item description.
- ✓

## Staff Reports

### General Manager

Mr. Griesbach completed the annual OSHA accident report – no accidents.

A federal wage survey is due.

He attended a zoom meeting, as requested by the board, regarding the needs of the mountain community. Information was compiled about the infrastructure needs, the cultural strength of the mountain community, and cohesiveness of the local communities. The information will be sent to the state to try and get additional funding for mountain communities' needs.

Reviewed an email forwarded by the PCSD secretary for possible funding, but it was related to revenue losses due to Covid, so we do not qualify.

Mr. Griesbach spoke to the Bennetts about the pond. They plan to dig the pond deeper.

Conferred with R. Cope about property owner complaints on green water. Also spoke to customers. Contacted city of Tulare for advice. Then discussed plans with R. Cope and K. Klemcke to cure the problem.

The meeting with state senator Shannon Grove for Feb 23 has been rescheduled.

Mr. Griesbach authorized Cope to use the district credit card to purchase fuel and a trash pump.

New USDA contact – replaces Lisa Butler. Gene Valdez, 559.754-3139.

### Secretary Report

Prepared documents for meeting

Update website

Send and respond to email

Spoke/email with treasurer

Email with GM

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Respond to attorney  
Returned phone call from Dolmovic

For board and community knowledge, there are NO by-laws for PCSD. This is a government agency established by and following the laws set forth in the California government code. By-laws are not needed.

Received agenda item requests from Benton.

One item is on the agenda. The other item is not required as an action item.

Added an agenda item description sent from the attorney about water ordinance update.

### **Water System Report**

Water Manager

Mr. Cope reported: From 1/13/22 to 2/10/22 pumped less, wells on auto

Lake pumped	110,290 gallons	
Fawn pumped	132,100 gallons	
Holby 2 pumped	116,545 gallons	
Holby 1	120,041 gallons	Holby 1 is back online.
Transferred to Summit	221,586 gallon	
Total usage for system		353,976 gallons ~ 12,624 gal/day

Originally four customer complaints about green water. On 2/7/22 the system was treated with chlorine. The Holby tank was inspected and was clear. We will continue to monitor and flush the system in needed.

There were no leaks in main or service lines.

Contracted Water Operator – K. Klemcke  
Monthly Bacterial came back fine.

He received the new operating permit. Copies need to be posted at each well site.

There are four items from the state water board that need to be addressed this year. Test Holby 2 for VOC (volatile organic chemicals), all wells for SOC (synthetic organic contaminants), Wells 1,3, and four for TCP<sub>123</sub>, and submit a revised sample plan. He is currently attending online workshops for the revised EPA lead and copper rules.

### **Snow Removal Report**

Snow removal Manager

Mr. Cope reported there has been no additional snow to date.

The snowplow truck had/or in process of replacement of the alternator, battery, and serpentine belt.

### **Additional Reports**

- PPOA/PCSD Liaison – nothing to report
- US Forest Service Liaison – nothing to report

### **Director Comments - none**

### **Unfinished Business**

Ongoing items: these items are carried forward until completed as weather allows.

- 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 CA Department of Water Resources for Holby Tank Replacement Project Ms. Benton received a phone call from the program manager. We are assigned a project manager, but he is too busy to reach out yet. The program manager sent forms for PCSD to complete to set up PCSD as a payee.

**Business Carried forward from January**– all carried forward to March agenda

- Discussion and possible action to purchase equipment (mini backhoe) proposed cost \$1000.00.
- Discussion and possible action on invoices received from Del White.  
Rental of Skid Steer for back fill during water line replacement – 6 dates \$65/hour no minimum charge and no mobilization fees

**Adjourn at 2:07 pm**

The next regular meeting will be held Thursday March 10, 2022, at 12:30 pm in the district building.

Minutes prepared by Jennifer Robertson/Board Secretary