

**NOT YET APPROVED**

# *Ponderosa Community Services District*

*RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL*

Minutes of meeting

March 10, 2022

Present:

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

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

(via zoom) attorney Julia Lew

Absent staff: J. Landers

Guest: B. Arnold

The meeting was called to order at 12:33 by Ms. Benton, followed by the flag salute.

## **President comments**

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

The agenda will run a different order due to having the attorney with us via zoom.

## **New Business**

Consideration of an Amendment to the District's Water Ordinance, and corresponding revisions to the District's Application for Water Service and standard Will-Serve Letter

- A. Consideration and Introduction/First Reading of a Draft Ordinance Amending the District Water Ordinance (Section 2.16.060) to Clarify the Requirements for Connection to the District's Water System
- B. Consideration of adding an acknowledgment of building permit requirement to application for new water service connections
- C. Consideration of adding conditions to will serve letter consistent with the revised Section 2.16.060

J. Lew explained the amendment to the current resolution was discussion about the changes being proposed to the process for connecting new water service. The draft amendment was read.

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### **ORDINANCE 2022W-1**

**AN ORDINANCE OF THE PONDEROSA COMMUNITY SERVICES DISTRICT AMENDING ORDINANCE 99W-1-A (AS PREVIOUSLY AMENDED AND RESTATED BY ORDINANCE/RESOLUTION 2016-125-W), WHICH ESTABLISHED THE WATER DEPARTMENT AND WATER SERVICE STANDARDS, TO CLARIFY THE REQUIREMENTS FOR CONNECTION TO THE DISTRICT'S WATER SYSTEM**

WHEREAS the Board of the Directors of the PONDEROSA COMMUNITY SERVICES DISTRICT (hereinafter "District") wishes to clarify that approvals for connections to the District's domestic water system require service applicants to confirm that they have received a valid building permit from the County of Tulare; and

WHEREAS the Board of Directors desires to make additional revisions clarifying its ability to provide "will serve" letters when appropriate.

The Board of Directors of the PONDEROSA COMMUNITY SERVICES DISTRICT does hereby ordain as follows:

## **Section 1. Findings and Declaration**

The Board of Directors of the Ponderosa Community Services District finds and declares that:

1. The Ponderosa Community Services District “District or “the District” is a Community Services District duly recognizes its responsibility to maintain and administer a set of rules and regulations for water service maintenance and distribution.
2. The existing set of rules and regulations, set forth in Ordinance 99W-1-A, was last updated 2016 via Ordinance/Resolution 2016-125-W, and is hereinafter referred to as the “District Water Ordinance.”
3. The District recognizes that revisions are necessary to change, clarify and update the existing rules and regulations.

**Section 2. Section 2.16.060 of the District Water Ordinance is hereby amended as follows:**

2.16.060. Installation of new service connections.

A. For unimproved properties where no connection exists, installation of a new service connection shall be completed by the Water Department following receipt of the completed application, payment of all applicable connection fees and other charges, confirmation that the applicant is in compliance with all State, County, and District regulations, and the submittal by applicant of appropriate documentation, as determined by the Water Department, that the applicant has obtained a valid building permit for the property from the County of Tulare.

B. Prior to approval of a new connection, the Water Department may issue a written notification of its willingness to provide water service (i.e., a “will serve letter”), setting forth the conditions, consistent with all laws and regulations and the District Water Ordinance, upon which the service will be granted.

**Section 3. Effective Date**

This Ordinance shall be in effect thirty (30) days from and after its passage, adoption, and approval.

Following the reading the was discussion of publication and scheduling the second reading for the next regular meeting in April.

Public comment on the resolution – B. Arnold said members of the community should treat newcomers with courtesy and respect not suspicion.

B. Benton moved to accept the introduction of the ordinance revision/amendment. J. Cavagnaro seconded the motion. The motion carried with 3 ayes, and none opposed.

The next agenda will also include a draft revision of the application for water service and draft revision of the will serve letter template.

The attorney will provide information on the process to increase the facility development fees for new water service connections.

*The attorney disconnected at 12:52 pm.*

**Comments from the Public**

Bill Benton – He is happy to meet the new board members even if it through zoom and not in person. There are 2 things he wants to say.

1. The snow removal equipment needs to be kept under cover. (response from R. Cope. The newer blower is housed in the garage bay, and the older blower is housed in the carport). Mr. Benton would also like to see a larger facility, or additional facility with a bathroom and maybe a kitchen that could be used for other purposes in addition to housing equipment.
2. We are losing the sense of community. There are new people, part-timers or weekenders and several cabins being used as rentals. Those short-term visitors do not have the same feeling about supporting members of the community, looking out for each other.

There was a general discussion about whether rentals could be regulated, perhaps a rental ordinance. That type of ordinance would have to be at the county level. PCSD does not have the authority to regulate cabin use. The secretary volunteered to contact Supervisor Townsend and ask what might be done to address the situation.

Cheri Marchaunt – asked the secretary to explain to Townsend that Ponderosa is not a ‘normal’ community. It exists with a lot of volunteer time. Can we limit renters? She would like to see a renter’s checklist, how to turn water on/off to a cabin, water restrictions, winter parking regulation, etc. Perhaps the PPOA could put together a letter to send to rental owners and ask them to create some type of document to place in cabins.

### **Minutes from March 10, 2022, regular meeting.**

Having reviewed the draft minutes, B. Benton moved, and S. Alexander seconded to accept the minutes of the March 10, 2022, regular meeting as presented. The motion carried unanimously with none opposed.

Per request of Ms. Benton - Discussion and action on changing the regular board meeting date from the second Thursday of every month to a Friday. The idea is that changing the day of the week will make it easier for more people to attend the meetings in person. *This item will be moved forward to the next regular meeting in April.*

### **Financial Report**

#### **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 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**

- ✓ 2/17 email from CSDA to complete annual salary review – done.
- ✓ 2/23 received phone call from Supervisor Townsend regarding complaints of green water. Spoke with Mr. Townsend, explained steps taken to rectify and plans going forward.
- ✓ 2/24 email from Shelly Fisher of CA Women Leaders Assoc with invitation to join their group. I declined; Ms. Benton accepted.
- ✓ 2/28 email from Board of Supervisors clerk reminder for annual form 700, forwarded to all board members. Need copies sent to secretary as soon as possible.
- ✓ 2/28 email from Cole Karr of CSDA reminder to renew RSVP for rescheduled meeting with state senator Shannon Grove – email RSVP sent for Mr. Griesbach and Mr. Cavagnaro.
- ✓ 3/2 cc email from Joshua Bannister from Dept of Water Resources, introducing himself as the project manager for the Holby Well Project.

## Staff Reports

### General Manager

Mr. Griesbach spent time with city of Tulare water person, Klemcke, and Cope to address green water complaint. Recommended to Klemcke PCSD do additional test (plate test). The results came back not high for bacteria. Holby 1 well showed that it had a very small bacteria count. It was taken off-line and treated directly.

A copper test was done at the property. The PCSD provided 4 cases of bottled water to the property owner in case it was a water system issue. The results came back exceeding the maximum contaminant level. Mr. Klemcke met with the property owner for 2 hours. He explained that copper pipes react to chlorine, and that was the likely cause of her green water. The problem is site specific, not a water system issue.

Mr. Griesbach used his contact at High Sierra Lumber to obtain the required labor posters for this year. He will post them following the meeting.

State law now requires all employees to have 1 hour/year of sexual harassment training. Directors are required to have 2 hour/year.

The triennial environmental report is due to the county.

Employee annual review are due soon.

### Secretary Report

Prepared documents for meeting

Update website

Send and respond to email

Spoke/email with treasurer

Email with GM

Respond to attorney

Received agenda item requests from Benton.

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

## Water System Report

### Water Manager

Mr. Cope reported: From 2/11/22 to 3/10/22

Lake pumped	65,800 gallons	this well on auto
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Fawn pumped	111,800 gallons	this well on
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Holby 2 pumped	107,655 gallons	
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Holby 1	104,605 gallons	
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Transferred to Summit	212,260 gallon	
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Total usage for system		269,860 gallons ~ 9,995 gal/day
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We shut down the horizontal tank, had to put in a new valve. The system is running fine on just the vertical tank.

Put DG into low spots on the roadways.

There were no leaks in main or service lines.

On Sunday night there was a false alarm. A power surge tripped the safety shut-off valve, but there was no leak.

Expenses to notify the treasurer: Jack Griggs filled the propane tank at the PCSD building, water plate test, and bacteria test for Holby1. Holby 1 will remain out of production until tests lower for bacteria.

Griesbach added that he did speak to M. Goldsmith about his employee opening the bleeder valve instead of the customer service valve. Mr. Goldsmith wanted to know how close the bleeder valve was to the service valve, and why it was not marked. He was told that the bleeder valve is in a PCSD service box and only PCSD personnel are allowed to access it. Furthermore, his worker should have realized that the customer's service valve was buried under snow, not in a box above ground. The district will be locking all bleeder valve boxes from this point.

Contracted Water Operator – K. Klemcke

Monthly Bacterial came back fine.

Still working with Jason at state water board on items the state considers overdue.

### **Snow Removal Report**

Snow removal Manager

Ponderosa received about 8 inches from the last storm. Season total now 9 ft. 11 in.

The equipment serviced and ready to go, had to do a weld repair on the MT auger.

T. Griesbach authorized the purchase of a welder.

Fuel cost increases will affect the final cost of snow removal for the season.

### **Treasurer report**

Benton moved, and Alexander seconded to accept the treasurer's report as written. The motion carried with 3 ayes, and none opposed.

### **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 completed the paperwork to create an account for PCSD as a payee for reimbursement.  
Palmer tank says that steel costs are rising, The tanks now cost 44,000 instead of 40,000.  
Ms. Benton is working on the environmental requirement waiver.  
The project manager sent a package with examples of budgets and other forms.

### **Business Carried forward from January– all carried forward to April 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 2:24 pm**

The next regular meeting will be held Thursday April 14, 2022, at 12:30 pm in the district building.

Minutes prepared by Jennifer Robertson/Board Secretary

DRAFT