

NOT YET APPROVED

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

May 12, 2022

Present:

Directors: B. Benton, J. Gordon, W. Dolmovic

Staff: T. Griesbach, R. Cope, K. Klemcke

(via zoom) attorney J. Landers

Absent staff: J. Robertson

Guest: B. Arnold, C. Marchaunt, F. Ohnesorgen, Bill Gordon

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

President comments

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

Comments from the Public – none

Minutes from March 10, 2022, regular meeting.

Having been reviewed, B. Benton moved to accept the minutes as presented. The motion was seconded by J. Gordon and carried unanimously.

Communications

- ✓ 3/14 sent notice of resignations to the county Board of Supervisors and received reply
- ✓ 3/15 received 1st quarter reminder from state waterboard
- ✓ 3/15 send email to Townsend about concerns from the public about vacation rentals, received reply.
- ✓ 3/21 received notice from the state water board the annual EAR is available and due by May 21, 2022.
- ✓ 4/7 received notice about appointment of Gordon and Walton to PCSD board
- ✓ 4/11 received email from Leah Walton declining appointment to PCSD board.
- ✓ 4/12 notified board of supervisors of Ms. Walton's refusal of appointment
- ✓ 4/23 emailed director appointment forms to William Dolmovic
- ✓ 4/26 received completed forms from Dolmovic, confirmed board of supervisors has also received.

Note: Please be aware that Mr. Klemcke usually receives the same communications from the state water board. Additionally, the secretary usually follows up with Mr. Klemcke about these communications.

Staff Reports

General Manager

Mr. Griesbach reported that there were missing receipts for credit card purchases in the month of April. He discussed with the treasurer how to make the process of getting receipt copies to her more efficient.

Made labor statistic reports to Washington.

Conferred regularly with Mr. Cope about water quality, expenditures, and back-up plans

Had phone conversation with secretary about the Holby easement/access documentation. She found a copy in her electronic files. It was provided to the Forest Service as they could not find a record. There was a discussion with the FS about what is allowed per the document.

- No creek disturbance
- Check annually any new endangered species
- Place copies of easement in Holby well house
- Any worker at Holby site or on access road should carry a copy of the access document in order to avoid conflict with local rangers.

Further instructed by FS – do not put a shovel in the dirt without prior approval. The easement allows fencing but must get permission to install a gate across access road.

Had conversations with secretary and treasurer about policies on purchases and estimates. Treasurer asked about establishing charge accounts with Giffords and Eagle Feather for fuel purchases. Stayed in contact with Mr. Cope about annual fire hazard clean-up at well sites, water issues and snow removal. Mr. Griesbach is behind in employee evaluations. There are no step payroll increases due, the secretary and treasurer are topped out. He will investigate the last time pay was increased and research COLA.

Secretary - not present to report

Water System Report

Water Manager – Cope

Mr. Cope reported: From 3/10/22 to 5/12/22 (56 days)

Lake pumped	209,670 gallons
Fawn pumped	298,200 gallons
Holby 2 pumped	410,947 gallons
Holby 1	331,629 gallons
Transferred to Summit	712,576 gallon
Total usage for system	537,870 gallons ~ 9,605 gal/day

There is still water in the creeks. No service line or main line breaks. J. Thompson water meter installed. When she is ready to install her side of the meter line, a backflow preventer valve needs to be installed (at her expense).

Phillip and Alex cleaned up the Holby site. They will continue to work for the PCSD on an ‘as needed’ basis, not as regular employees (*occasional labor*)

Contracted water operator – Klemcke

Re: notice from state water board, yes, we are up to date on tests. Lead/copper due annually in June. He has gone over the system with Robbie, Mr. Cope is doing a good job, and everything looks good.

- *This business item was referred to the attorney for review and advisement: Carry forward*
Discussion item – billing of property owner(s) during water loss event
Review of current procedure – see Oct 2007 minutes, winter letter 2007

Official Statement: *Only PCSD personnel may access bleeder valve boxes. Contact PCSD if there are any issues.*

The board discussed putting locks on the boxes. Mr. Cope will obtain locks and install.

Snow Removal Report

Snow removal Manager - Equipment serviced and stored for summer.

Treasurer report

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

- The 740 snow budget needs funds from contingency to balance insurance line. Benton moved to accept Resolution 2022-207-S authorizing the treasurer to submit a revised fiscal year 2021-2022 budget to the County of Tulare showing a transfer of funds in the amount of \$1,000 from object 740/2010 Snow, line 7432 Contingency to 740/2010 Snow, line 7010 insurance expense. Gordon seconded the motion, after a brief explanation, the motion carried unanimously.
- The 740 water budget needs funds from contingency to balance payroll and social security line items due to new employee position (Cope). Gordon moved to accept Resolution 2022-108-W authorizing the treasurer to submit a revised fiscal year 2021-2022 budget to the County of Tulare showing a transfer of funds in the amount of \$7,000 from object 740/2020 Water, line 7432 Contingency: \$1,000 to 740/2020, line 6012 social security, and \$6000.00 to 740/2020 Water, line 6001 salaries. Benton seconded the motion, after a brief explanation the motion carried unanimously.

Minutes May 2022

- Monies for down payment on new Holby tank need to be accessed from 735 USDA reserve account into 735/8300 new equipment, these funds should be reimbursed from the grant. Gordon moved to accept Resolution 2022-209-A authorizing the treasurer to submit a request to the County of Tulare that the 2018-2019 fiscal year budget for line item 735/8300 New Equipment expense to be increased by \$12,000.00. Furthermore, this increase shall be funded by a transfer in the amount of \$12,000.00 from object 735/USDA Capital Improvement reserve. Benton seconded the motion, after a brief discussion and clarification, the motion carried unanimously.
- Pay invoice (number) from the (tank company) for (exact amount) as down payment of Holby tank(s). An invoice (#12114) was received from A-1 Tank, LLC in the amount of \$10,651.63. This represents a 50% deposit to ensure tank (15,000 gallon) construction. As the replacement of water tanks is capital improvement, this invoice may be paid through 735 fund. Benton moved to accept Resolution 2022-210-A authorizing the treasurer to submit a payment authorization to the County of Tulare for the above referenced invoice to be paid from fund 735 (capital improvement). Gordon seconded the motion, there was no further discussion and the motion carried unanimously.

Propose General Manager have a district credit card in order to pay expenses and not need to wait for reimbursement. Benton moved to authorize the general manager, Thomas Griesbach, to have a PCSD credit card with \$1,500 spending limit. Dolmovic seconded the motion and it carried unanimously.

The treasurer reported there were no large expenditures in March or April, only regular expenses. As there were no questions, Benton moved to approve the April financial report, second by Gordon, motion carried unanimously. Benton moved to approve the March 2022 financial report, second by Gordon, motion carried unanimously.

Acting Financial Coordinator – Ms. Benton will remain acting coordinator until July 1, at which time Mrs. Gordon will assume the coordinator responsibilities.

Additional Reports

- PPOA/PCSD Liaison – Mts. Gordon is the treasurer for PPOA. She said there is nothing really to report at the moment.
- US Forest Service Liaison – Mr. Dolmovic reported that the Trail of Giants will open tomorrow, May 13. There was an article in the Porterville Recorder about elected officials that visited the forest and pledged new funding to manage the Giant Sequoias.

Director Comments – none

Unfinished Business

Ongoing items: these items are carried forward until completed as weather allows. *No updates.*

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

Status Update

Ms. Benton reported that she completed the proposed budget for the tank project and gave copies to the board. The treasurer commended Ms. Benton on the thoroughness of the paperwork. Ms. Benton explained she developed the proposed costs from conversations with vendors and obtained quotes. General discussion followed about grant status and timeline. It was moved by Gordon and seconded by Dolmovic to receive the report as presented. The motion carried unanimously.

EXHIBIT A WORK PLAN

Project Description:

Remove existing out-dated and leaking water tanks. Installation of new water tanks on existing footprints. There will be no expansion construction.

Task 1 - Direct Project Administration

This task includes project administration, invoicing, and reporting.

Project administration includes working with DWR to develop and execute the grant agreement, administration of the Project including overseeing the budget and schedule, construction management and inspection, making payments to engineers and contractors after inspections and/or approval of work, and other activities related to the completion of the Project. Includes attending weekly/monthly meetings (as needed) with DWR Project Manager. Invoicing includes, preparing and submitting invoices and appropriate backup documentation to the DWR Project Manager describing the work completed and listing the costs incurred during the billing cycle.

Reporting includes preparing and submitting progress reports. Prepare quarterly reports and submit them to DWR. Draft Grant Completion Report and submit for DWR comment. Prepare final Grant Completion Report incorporating DWR comments. All reports should be prepared as specified in Exhibit F of this Agreement.

Deliverables:

- Executed grant agreement with schedule and budget
- Final CEQA documentation
- Environmental Information Form
- Records retention
- Invoices and supporting documents
- Quarterly progress reports
- Draft Grant completion report
- Final Grant completion report

EXHIBIT B
BUDGET

All work associated with the Project must be completed prior to payment of retention. Backup documentation for cost share will not be reviewed for the purposes of invoicing. The Grantee is required to maintain all financial documents related to the Project in accordance with Exhibit H (State Audit Document Requirements for Grantees).

Task	Funding Amount	Cost Share: Non-State Fund Source	Total Cost
	\$101,462		
Task 1 - Direct Project Administration	\$3633	0	\$3633
Task 1a Admin. Treasurer (Preparation of project budget, managing invoices, accessing funding, handling quotes and requests from manager as project unfolds.)	\$ 700	\$0	\$ 700
Task 1b Admin Secretary (Seeing to any correspondence with vendors, contractors and liaisons with Treasurer, General Manager, Water Manager and PCSD board as project unfolds)	\$ 200	\$0	\$ 200
Task 1c Supervision by Water Manager (Acquiring Quotes, managing overall work for deconstruction and construction aspects, acquiring needed supplies, and hiring of day help as needed for project)	\$ 1700	\$0	\$ 1700
Task 1d Admin. by General	\$ 250	\$0	\$ 250

Manager (Travel, Acquiring Quotes, Liaison with Water Manager as project unfolds)			
Task 1e – Advertisement for bids	\$ 250	\$0	\$ 250
Task 2 Filing Fee County Clerk for NOE	\$ 58	\$0	\$ 58
Task 3 – Travel Expenses to vendors and County Offices	\$ 525	\$0	\$ 525
Task 4 – Deconstruction Total Costs	\$8500	\$0	\$8500
Task 4a – Crane take away of Tank 1	\$ 2500	\$0	\$ 2500
Task 4b – Tear-down of Tank 2	\$ 6000	\$0	\$ 6000
Task 5 – Construction Costs	\$14,400	\$0	\$14,400
Task 5a – Refurbishment of 2 tank foundations	\$ 6000	\$0	
Task 5b – Crane placement of 2 tanks on footprints. Two separate events. \$2000 each event	\$ 4000	\$0	
Task 5c – Plumbing materials	\$ 1000	\$0	
Task 5d – Plumbing 2 tanks in - labor	\$ 800	\$0	
Task 5e – Purchase of 2 mechanical water level sensors (Can Switches), one for each tank.	\$ 2000	\$0	
Task 5f - Engineer inspection for both tanks	\$ 600	\$0	
Task 6 Total Costs of 2 tanks plus taxes	\$42,336	\$0	\$42,336
Task 6a - Purchase and delivery of 2 Tanks	\$39,542	\$0	
Task 6b Taxes @ 7.25%	\$ 2794	\$0	
Task 7 - Building Permit for both tanks	\$ 1000	\$0	
Grand Total	\$ 68,869	\$0	\$ 68,869

EXHIBIT C
SCHEDULE

Task	Start Date	End Date
Task 1 – Direct Project Administration	March 1	Dec. 31
Task 2 – Deconstruction of Tank 1	May 31	May 31
Task 2a Crane & Operator to lift old tank onto truck and trailer to be taken away	May 31	May 31

Task 3 Refurbishment of tank foundation preparing for new tank installation	June 7	June 9
Task 4 Delivery & Installation of 1 New Tank	July 13	July 15
Task 4a - Plumbing in of new tank	July 16	July 17
Task 5 - Deconstruction of Tank 2	July 25	July 30
Task 6 Refurbishment of tank foundation preparing for 2 nd new tank	August 6	August 8
Task 7- Delivery and placement of 2 nd new tank	Oct 17	Oct. 17
Task 7a – Plumbing in of 2 nd new tank	Oct 19	Oct 20
Task 8 - Engineer's Inspection of both new tanks.	Oct. 24	Oct. 24

Old Business.

Carried forward business:

Discussion and possible action to purchase equipment (mini backhoe) proposed cost ~~\$1000.00~~ **\$1500.00**

Discussion and possible action on invoices received from Del White

- Rental on Skid Steer for back fill during water line replacement – 6 dates \$65/hour no minimum charge and no mobilization fees

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.

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

- Second 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
- Consideration of adding an acknowledgment of building permit requirement to application for new water service connections
- Review of changes to will-serve letter template consistent with the revised Section 2.16.060
- Vote to adopt ordinance and accept changes to will-serve letter template.

Gordon moved to accept the draft amending the PCSD water ordinance (section 2.16.060) clarifying the requirements for connection of new water service to the PCSD system. Benton seconded and the motion carried unanimously.

After reviewing the changes to the will-serve letter template that incorporates the requirement of a building permit before an actual connection is made, the board determined to adopt the ordinance and accept the changes. Benton so moved, Gordon seconded, and the motion carried unanimously.

Prior to adjournment, Mr. Ohnesorgen asked to speak on behalf of the fire brigade. He presented a newsletter he wrote that includes a list of dates for fire brigade board meetings and trainings. He requested that the brigade use the district property on those dates. The board reaffirmed allowing the fire brigade to use the PCSD property, building, and furniture as they have done in the past. Hearing none opposed, the fire brigade was further given permission to park the fire truck on PCSD property during the summer months in order that it be more accessible.

Adjourn at 2:35 pm

The next regular meeting date to be determined.

Minutes prepared by Jennifer Robertson/Board Secretary

DRAFT