

# Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

August 11, 2022

Present:

Directors: B. Benton, W. Dolmovic, J. Gordon (via zoom)

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

Guest: Bill Benton, Cheri Marchaunt

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

## President comments

none

## Comments from the Public

None

## Minutes from July 14, 2022, regular meeting and July 30, 2022, special meeting.

Having reviewed the draft minutes, Benton moved to accept both the July 14 regular meeting minutes and the July 30 special 2 meeting minutes as presented. Dolmovic seconded and the motion carried unanimously with none opposed.

## Ratification Item

Gordon moved that the PCSD board ratify the August 4, 2022, acceptance of the documents below related to the annual placement of water and snow removal fees on the Tulare County property tax roll. Dolmovic seconded and the motion carried unanimously.

Resolution 2022-216-A

WHEREAS, the District is placing the special assessments on the Tulare County secured property tax roll for collection; and

WHEREAS, the District has complied with all laws pertaining to the levy of the special assessments to be collected; and

WHEREAS, the monies collected are not in any way to be based on the assessed valuation of the properties involved; and

WHEREAS, the District agrees that it shall be solely liable and responsible, and will defend and hold the County of Tulare harmless from any liability as a result of claims or claims for refunds and related interest due filed by taxpayers against any assessments, fees, charges or taxes placed on the roll for the District by the County;

NOW THEREFORE, the Board of Directors of the Ponderosa Community Services District does hereby RESOLVE and ORDER as follows: the list submitted with parcel

## Compliance Certification and Hold Harmless Statement Ponderosa CSD

The \_\_\_\_\_ certifies the following:

I have read and am familiar with the requirements of Article XIIC and XIID of the State Constitution as revised by Proposition 218, including the articles cited below, and believe that all of the taxes, assessments, levies and fees accompanying this submission to the County Auditor-Controller for inclusion on the secured property tax roll are in compliance with the law.

Article XIIC. Sec. 2 c. "Any general tax imposed, extended, or increased, without voter approval, by any local government on or after January 1, 1995, and prior to the effective date of this article, shall continue to be imposed only if approved by a majority vote of the voters voting in an election on the issue of imposition, which election shall be held within two years of the effective date of this article and in compliance with subdivision b."

Article XIIC. Sec. 2 d. "No local government may impose, extend, or increase any special tax unless and until that tax is submitted to the electorate and approved by a two-thirds vote. A special tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved."

<p>numbers and amounts are certified as being correct, the Board Secretary or Board President are hereby authorized to sign any documents required and directed to give the list to the Tulare County Auditor on behalf of the District for placement on the secured tax roll for collection:</p> <ol style="list-style-type: none"> <li>1. Parcel and Assessment listing</li> <li>2. Direct Charge (Special Assessment) Control Sheet</li> <li>3. Direct Charge (Special Assessment) Change Authorization Sheet</li> <li>4. Compliance Certification and Hold Harmless Statement</li> </ol> <p><u>So ordered on August 4, 2022</u></p>	<p>Article XIID. Sec. 5. "...this article shall become effective the day after the election unless otherwise provided. Beginning July 1, 1997, all existing, new, or increased assessments shall comply with this article."</p> <p>Article XIID. Sec. 6 d. "Beginning July 1, 1997, all fees or charges shall comply with this section."</p> <p>In addition, the City/District agrees that it shall be solely liable and responsible, and will defend and hold the County harmless from any liability as a result of claims or claims for refunds and related interest due filed by taxpayers against any assessments, fees, charges or taxes placed on the roll for the City/District by the County; and</p> <p>The City/District shall be solely liable and responsible, and will defend and hold the County and the County Auditor harmless from any and all legal fees or other costs incurred related to such a claim.</p> <p>Approved by the governing Board on <u>August 4, 2022</u></p>
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### Communications:

- ✓ 7/15 received invoice from Streamline for website, referred to treasurer, account canceled
- ✓ 7/18 received (via Benton) quote from Bates for asphalt work
- ✓ 7/19 received notice of free trainings for small water systems, forwarded to treasurer and GM.
- ✓ 8/3 received notice from CSDA to update records (financial information), forward to treasurer

### Staff Reports

#### General Manager

Spoke with Cope – flat tire on the truck, determined it was best to get all new tires. 4 tires cost about \$1000.00.

GM authorized purchase and additional work to strengthen front end and repack bearings.

Need to find dependable back up personnel so that Cope can take time off from the mountain. Klemcke volunteered to help with back up in the event Cope is unavailable.

There are possibly 2 new builds, however no water applications have been received to date.

Need to start the process to increase the facility development fee.

Spoke with Cope about job description – not yet completed, however GM directed the treasurer to begin the increase in monthly pay beginning September 1, 2022. GM did not remember that the motion made last month stated that the pay would be increased once there was a final job description, and the increase would be retroactive to July 1, 2022. The GM requested that the board ratify his action of increasing Cope's monthly pay, despite the lack of final job description. There was lively discussion; Benton did not want to authorize the increase without the job description, Dolmovic is working on the job description and will provide to GM when completed, Gordon did not think that Cope should have to wait.

It was moved by Gordon to ratify the former motion regarding Cope's pay and begin the pay increase now, still retroactive to July 1, 2022. Dolmovic seconded the motion. The motion carried unanimously.

#### Secretary:

Update website

Completed SAM renewal – approval confirmation received on 8/9/22

Prepare documents for special meeting and this meeting

Completed electronic assessment file and submitted, documents mailed

The county is using a new program for the assessments, they are not able to run my electronic file to see if there are any errors. They will let me know if there are any errors and I will be able to adjust them if needed.

Update: 8/9/22 there is an error (mistyped entries), the file must be corrected and resubmitted.

#### Note on assessments.

- Request we develop a better system for tracking meter installations and replacements.

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- Develop a written procedure for reading meters.
- Require a written report on failed meters and problems obtaining readings.
- Determine a plan (before next June) for future meter readings

Prepared a list of possibly broken meters along with a list of properties that do not appear to have meters.

Re-sent will-serve letter to county via email and hard copy for Thompson.

Email discussion with Benton about asphalt repair work.

7/25 sent email with candidacy link information to all directors

7/27 received email from Benton about civil engineer. Discussed need for a special meeting.

7/29 received notice that the EAR was rejected for not listing the monthly well production numbers. Production numbers were listed, apparently, neglected to click the checkbox to indicate PCSD had meters on wells. The report has been resubmitted – waiting for acceptance

## **Water System Report**

Water Foreman: Cope

Mr. Cope reported: From 7/14 to 8/11

Lake pumped	166,390 gallons	
Fawn pumped	106,200 gallons	
Holby 2 pumped	225,637 gallons	
Holby 1	60,239 gallons	
Transferred to Summit	315,876 gallon	
Total usage for system		478,466 approx. 17,000/day

7/19 Bates took out the horizontal tank, and broke a main line about 1 pm, service restored by 7 pm.

7/20 completed repair with Bates

7/23 Mario Tree Service dropped a tree and ruptured a main line on Ponderosa Dr. The treasurer will bill the tree service for 16 man-hours (2 men @ 8 hrs each), Bates invoice for \$850.00, and parts.

8/4 Main line on Holby, repaired in 5 hours

8/8 Main line on Fox. Service interruption isolated to one customer; Bates assisted in repair (will invoice) repair completed in 11.5 hours.

Contracted Water Operator – K. Klemcke

The lab testing for nitrate/nitrite (3 wells) had an instrument failure. A new sample will be submitted for no new charges.

Copper tested present at all 10 testing sites, did not exceed the maximum contaminant level (MCL), but was present. This could be a source for color in the water. Need to test all 4 wells for copper.

Only other testing for the rest of the year is regular monthly BacT.

**Snow Removal Report:** nothing to report

## **Financial Report**

Treasurer not present to report.

Financial coordinator – Gordon reviewed previous reports and was able to reconcile. There are a few formatting and formula corrections/suggestions, but nothing major.

Gordon said that the treasurer was doing a good job.

## **Additional Reports**

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

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## 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 on Holby tank replacement project

### New Business

- Report on need for asphalt work within the subdivision – *due to water mainline breaks and mainline replacements, there are sections of roadway within the Ponderosa that have been dug up, then patched, but not completely repaired.*

Board discussion, determination and action regarding quote received from Bates, timeline for work, location for repairs.

Although the repair of roadways following a main line break is usually considered part of the repair process, because the bid received is more than the \$2000.00 maximum (Policy 108 expense authorization), and because this is cumulative repairs not immediately following a break, the board will review the quote received. Per email from Benton “*Bates sent a "bid" for \$18,796 for 1310 cubic feet of roadway to be repaired with "hot mix"*”. There was general discussion, Dolmovic moved to accept the quote for asphalt repair from Bates Construction. Benton seconded; the motion carried unanimously.

### Adjourn

The next regular meeting will be held Thursday September 8, 2022, at 12:30 pm in the district building.

Minutes prepared by Jennifer Robertson/Board Secretary