

NOT YET APPROVED

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

September 8, 2022

Present:

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

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

Guest: C. Marchant

The meeting was called to order at 12:38 by Mr. Dolmovic, followed by the flag salute.

President comments

none

Comments from the Public

None

Minutes from August 11, 2022, regular meeting and September 1, 2022, special meeting.

Having reviewed the draft minutes, Benton moved to accept both the August 11 regular meeting minutes and the September 1 special meeting minutes as presented. Gordon seconded and the motion carried unanimously with none opposed.

Communications:

8/18 email from attorney office asking for information in order to prepare the building contractor contract. Reply sent on

8/24 with information from the funding agreement. Associate began working on the contract.

8/26 email confirmation for direct charges. Confirmation letter printed, signed, and returned.

8/27 email from state water board reminder for upcoming deadlines

8/28 email from state water board, reopening of grant applications for back-up generators, forward to GM

8/30 email from insurance with new policy attached

8/30 email from county -2nd notice for conflict-of-interest code biennial review, due by Sept 16, 2022

8/31 email notification from state water board about energy conservation based on Governor's declared state of emergency and energy flex alert.

Staff Reports

General Manager - Griesbach

The proposed water service/snow removal foreman job description has been completed and given to directors for review. Discussion and adoption of this job description will be placed on the October agenda under unfinished business.

- GM has had regular calls with Cope; several projects: truck, water leaks, water use. Mr. Cope checks in with GM any time he goes off the mountain or needs to purchase fuel.
- GM asked secretary to consult attorney about whether an employee should use personal vehicle if there is a company vehicle available for use. The treasurer is concerned about wear and tear on a vehicle originally purchased for snow removal being used to make trips up and down the mountain for water system needs. There will need to be documentation for truck use so that it can be accounted correctly to water vs. snow fund.
- Gordon suggested this item be placed on a future agenda for further discussion.
- Dolmovic suggested a year of documentation to determine accurate accounting.
- Klemcke suggested truck be use be apportioned 80 snow/20 water as snow removal usage is more concentrated and more wearing than water service use.
- It was further suggested that more material be scheduled for delivery so that trips to pick up materials

become less necessary. Klemcke said Fresno Pipe will deliver 2 sticks for no fees.

- Additional actions to avoid last minute pick up of materials are keeping inventory updated – Mr. Cope has done a good job maintaining inventory.

Mr. Dolmovic offered to meet with Griesbach, Cope and Klemcke to produce more options.

Secretary: No report presented.

Water Foreman: Cope

Mr. Cope reported: From 8/11 to 9/8

Lake pumped	71,880 gallons	
Fawn pumped	112,400 gallons	
Holby 2 pumped	199,344 gallons	
Holby 1	0 gallons - offline	
Transferred to Summit	256,700 gallons	
Total usage for system		approx. 13,700/day

A1 Tank – the first tank for Holby is almost done.

Bates – asphalt repair, cannot get hot mix until 9/19

9/3-9/4 ran a test by turning off all pumps, read tank, 24 hours later recorded approx. 23,900-gallon use.

Installed meters at 55770 Fawn, 57181 Tamarack, 56977 Tamarack, 58037 Fox

Bates has completed footing at Holby

Engineer required 90% compaction, the test reported 97% compaction. The invoice for compaction will be sent to treasurer.

There was one line break on Fox – simple repair – no water service disruption to majority of cabins.

Snow Removal foreman – Cope

Front end of plow truck being rebuilt. Major service needed on MT5 (fluid and hoses)

Treasurer is applying for an account with Farmer's Tractor Supply for snow removal supplies.

Contracted Water Operator – K. Klemcke

Retest for copper. No copper in wells, but all 10 sites tested positive for copper.

The nitrate/nitrite retest (due to lab problem) results:

Fawn	MB5	ND	Holby 2	MB5	ND	Lake	MB5	ND
	Nitrate	.4		Nitrate	ND		Nitrate	.4
	Nitrite	ND		Nitrite	ND		Nitrite	ND

Reminder that lead-education program for the public needs to be completed.

Klemcke departed 1:25

Snow Removal coordinator: nothing to report

Financial Report

Treasurer – Landers

Expenses to report:

SCE \$435 for all well houses – however there was no bill for 6 months

USDA annual payment

Tires for truck \$1100.00

Klemcke invoices \$1450.00

Harness paid to install water meters

Benton moved to accept the treasurer's report, Gordon seconded, and the motion carried with none opposed.

Financial coordinator – nothing to report

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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
Cope directed to look for prefabricated gate to install before the October meeting
- Doors on PCSD building ‘carport’ - *will be removed from agenda*

Status Update on Holby tank replacement project

Concurrent Special Meeting business item:

Action item for Holby tank project: Review, possible revision, and approval of final contract for the Holby tank project.

At the special meeting on July 1, 2022, the board reviewed bids for construction portion of the Holby tank project. The board determined to award the contract to Bates Construction. The demolition portion of the job has been completed. The final draft of contract has been prepared by the PCSD attorney. The board will review the draft contract, possibly make revisions, and vote to approve/not approve said contract.

Having reviewed the final contract, Gordon moved to ratify the board’s previous action to award contract to Bates Construction. Benton seconded and the motion to ratify carried unanimously.

Return to regular meeting agenda

- Discussion and possible action to purchase “builder’s insurance” as stated in the civil engineer proposed contract.

The proposed contract from Dee Jasper and Associates has been forwarded to our attorney for review and advisement. Item 45, of the contract states: *CLIENT agrees to purchase and maintain, during the course of construction, builder’s risk "all risk" insurance which will name CONSULTANT as an additional insured as their interest may appear.*

Engineer has been in contact with Benton – all issues are resolved, builder’s insurance not required for this project. Now waiting for grant manager to fix typographical errors on paperwork. Once the grant paperwork is signed, the engineering contract can be signed.

Cope will meet and guide up the tank company for delivery of the first Holby replacement tank. Need to coordinate with crane operator for the same day.

New Business

- Required biennial review of current conflict of interest code.

As required by law, the board will review, determine, and vote if revision is needed on the PCSD conflict of interest code.

The current code was reviewed. It was determined that only one change needed to be made on Exhibit A: change office manager to general manager (see below). The code will be forwarded to the county.

CONFLICT OF INTEREST CODE OF THE
"CONFLICTS AND DISCLOSURE MONITOR AGENCY" OF THE
PONDEROSA COMMUNITY SERVICES DISTRICT

SECTION 1. Incorporation by Reference of 2 Cal. Code Regs. Section 18730. The District Board of the Ponderosa Community Services District heretofore adopts, as its Conflict-of-Interest Code, the provisions of Section 18730 of Title 2, Division 6, of the California Code of Regulations and incorporates by reference the regulation in full. The District Board shall be deemed the "Code Reviewing Body" of the District.

SECTION 2. Designated Positions. The positions listed on Exhibit "A" attached hereto are designated positions. Officers and employees holding those positions are designated employees and are deemed, for the purposes of this Code, to make, or participate in the making of, decisions which may foreseeably have a material effect on any financial interest and for each such enumerated position, the specific types of investments, business positions, interests in real property, and sources of income which are reportable. An investment, business position, interest in real property, or source of income shall be made reportable by the Conflict of Interest Code if the business entity in which the investment or business position is held, the interest in real property, or the income or source of income may foreseeably be affected materially by any decision made or participated in by the designated employees by virtue of his or her position.

SECTION 4. Disclosure Categories. The Categories for Disclosure are attached as Appendix "B."

SECTION 5. Effective Date. The Conflict-of-Interest Code, and any amendments to said Code, shall become effective immediately upon passage and approval by the District Board.

Adopted this 14th day of September 2006.

By: Jennifer Robertson

Reviewed September 2022
DESIGNATED EMPLOYEES*
EXHIBIT "A"

CATEGORIES FOR DISCLOSURE
EXHIBIT "B"

A. ADMINISTRATION:

1. ~~Water Manager~~ General Manager
2. ~~Office Manager~~ Water/Snow Removal Foreman

B. DISTRICT EMPLOYEES AS FOLLOWS:

1. ~~Finance Manager~~ Treasurer
2. Secretary to the Board

B. CONSULTANTS: Consultants shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitations:

The District may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of disclosure requirements. The District's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict-of-Interest Code.

* This designation does not include the District Board Members or other persons required to report their financial interests pursuant to Article 2 of Chapter 7 of the Act, Government Code Sections 87200, et seq.

Exhibit A: Originally accepted on September 14, 2006, subject to biennial review
Amended September 8, 2022.

1. All investments and business positions in business entities, sources of income, and interests in real property.
2. Investments and business positions in business entities, and all sources of income.
3. Interests in real property.
4. Investments and business positions in business entities, and sources of income from entities providing supplies, services, equipment, or machinery of the type used by the District.
5. Investments and business positions in and income from entities which are vendors or providers of business services.
6. Investment and business positions in business entities and income from sources engaged in construction supplies, building supplies, or material supplies.
7. Investments and business positions in business entities and income from sources engaged in construction or development.
8. Investments and business positions in business entities and income from sources engaged in the construction of public works projects.
9. Investments and business positions in business entities and income from business entities of the type to provide bids, supplies, vehicles, and equipment.
10. Investments and business positions in business entities and sources of income of which provide services and supplies of the type used in training activities.
11. Investments and business positions in and income from business entities supplying or manufacturing electronic equipment, supplies, or services of the type utilized by the District.
12. Investments and business positions in and income from business entities providing supplies, service equipment, or machinery of the type used by District.
13. Investments and business positions in and income from business entities which are the type to provide employee insurance coverage.
14. Investments and business positions in and income from business entities which, within the last twelve months, have contracted, or in the foreseeable future may contract, with the District to provide services, supplies, materials, machinery, or equipment to the District.
15. Income from any source which, within the last twelve months has contracted, or may in the foreseeable future contract, with the District to provide services, supplies, materials, machinery, or equipment to the District.

Exhibit B: Originally accepted on September 14, 2006, subject to biennial review.
No current amendment

Adjourn – moved by Gordon, seconded by Dolmovic, hearing none opposed, meeting adjourned at 2 pm.

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The next regular meeting will be held Thursday October 13, 2022, at 12:30 pm in the district building.
Cope will go to Texas in October.
Robertson will go to Georgia and zoom in for the October meeting.

Minutes prepared by Jennifer Robertson/Board Secretary

DRAFT