

NOT YET APPROVED

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

October 13, 2022

Present:

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

Staff: T. Griesbach, R. Cope, K. Klemcke, J Robertson (via zoom)

Guests: C. Marchaunt, B. Arnold, Judy Martin, Mickey Kahn

The meeting was called to order at 12:29 by Mr. Dolmovic, followed by the flag salute.

President comments

none

Comments from the Public

None

Minutes from September 8, 2022, regular meeting.

Having reviewed the draft minutes, Gordon moved to accept the Sept 8 regular meeting minutes as presented. Benton seconded, and the motion carried unanimously.

Communications:

9/12 email acknowledgement from county of updated conflict of interest code

9/13 CSDA upcoming webinar for Manger's Sexual Harassment training – free for CSDA members

9/14 email from an escrow company for a lot on Fawn asking if there were any transfer fees – reply sent, buyer intends to leave the lot vacant.

9/21 email update from CSDA, Cole Karr, he will be leaving CSDA and working for the National Special Districts Coalition (NSDC) in Colorado.

9/26 email from state water board regarding lead service line inventory, this will become mandatory in Oct 2024 – forwarded to GM and Cope

9/27 email from state water board about fall funding fair – forward to GM – *Benton will attend*

Staff Reports

General Manager - Griesbach

- The regular monthly federal labor information was reported.
 - Began the lead education program
 - Reviewed information regarding lead line inventory that will be required in the future. The law requires PCSD to check 2 places on the customer side of the connection to determine if there are lead water lines. It was suggested that this item be calendared to next year.
 - Regular communications with staff/board/Cope
 - Contact the city of Tulare to discuss development fees and nexus to raise those fees
- Griesbach determined that currently there are 4 wells with 146 connections. That equates to approx. 36 connections/well. Therefore 36 new connections require a new well. Costs to be used to calculate a facility development increase are property acquisition, drill new well, well house and electrical, total to be divided by 36. It was mentioned there is an existing well on the Kramer property that could possibly be added to the PCSD system.

Secretary:

Treasurer obtained a new scanner for secretary.

Prepared meeting documents, routine communications, updated Conflict of Interest code was sent to county.

Questions to the attorney:

Truck use: Can the district require employees to use personal vehicles when there is a company vehicle available?

Response: It is suggested that the district create a policy to determine the use of the vehicle (plow truck). Continue to reimburse employees per IRS mileage which accounts for fuel, wear, and tear. Additionally check with insurance carrier to ensure employee is covered when in their own vehicle.

Barter for services:

The district owes a property owner for equipment rental. The property owner plans to connect water to undeveloped property and suggested an "exchange".

Response: It is not a good idea and can create bookkeeping issues for the annual audit. It is best practice for the district to pay invoiced fees for rental and collect appropriate fees. Alternatively, the rental amount could be credited toward the connection fee/facility development fee. However, that is a question for the PCSD accountant.

Contracted Water Operator – K. Klemcke

Porterville city lab sent a notice of overdue payment. (Treasurer said this is resolved)

FGL sent invoices to Klemcke, they are forwarded to the treasurer.

Klemcke sent his invoices to treasurer and Benton.

The system looks good. The lake has water in it, and only regular monthly testing for the remainder of this year.

Water Foreman: Cope

Mr. Cope reported: From 9/8 to 10/13

Lake pumped	98,100 gallons
Fawn pumped	147,552 gallons
Holby 2 pumped	243,306 gallons
Holby 1	0 gallons - offline
Transferred to Summit	488,858 gallons
Total usage for system	13,000 approx./day

Asphalt has been laid down in the roadways, everything is patched.

No leaks, no breaks.

Holby site, the new tank is set. The old plumbing needs to be removed, new plumbing installed, approved by the CE to continue.

Need to meet with Klemcke to chlorinate and test it before the new well can be put into service. The permit from the state water board will need to be amended to account for the new tank before it can be put online.

Snow Removal foreman – Cope

Still need to service MT5 (fluid and hoses)

Snow Removal coordinator:

Received proposal from Toro's Tree Service for fire hydrant snow removal. There are 2 proposals. One is a 1-year contract, the other is a 3-year contract. The 1-year contract is \$17/location, the 3-year contract is \$16/location.

Benton moved to accept the 3-year contract; Gordon seconded. There was a brief discussion and the motion carried unanimously.

Financial Report

Treasurer – Landers

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Not present to report – secretary provided some information from the treasurer

Per attorney recommendation, contacted the insurance: Cope not currently covered by PCSD insurance in personal vehicle while on district business. However, a rider to the current policy can be obtained to provide liability coverage while he is on district business in personal vehicle. No information on the cost for that yet.

Question from the insurance company regarding snow removal: Does the district wish to purchase terrorist coverage. (Federal terrorist program) Cost \$269.00 annually. There was a consensus terrorist insurance was unnecessary.

- Resolutions to move monies within the established budget(s), and to pay invoice(s).

Proposed resolution 2022-217-F transfer funds within 735

Having been reviewed, Gordon moved to accept resolution 2022-217-R authorizing the treasurer to submit a request to the County of Tulare that the 2022-2023 fiscal year budget for line item 735/7043 Professional and Specialized expense to be increased by \$17,000.00 Furthermore, this increase shall be funded by a transfer in the amount of \$12000.00 from object 735/USDA Capital Improvement reserve, and the amount of \$5,000.00 from object 735/7432 Contingency.

Benton seconded the motion, there was not additional discussion, and the motion carried by the following roll call vote: Dolmovic – aye, Gordon – aye, Benton - aye

Proposed resolution 2022-218-W to pay invoice through 735

Having been reviewed, Benton moved to accept resolution 2022-218-W authorizing the payment of the invoice from William F. Bates Construction in the amount of \$18,796.00 through the 735, capital improvement fund. Gordon seconded the motion, there was no further discussion and the motion carried by the following roll call vote: Dolmovic – aye, Gordon – aye, Benton – aye.

Gordon moved to accept the treasurer's report as presented. Benton seconded; the motion carried with none opposed.

Financial coordinator – Gordon feels she is too busy to assume the duties of FC. Benton will remain as acting FC until further notice.

Additional Reports

- PPOA/PCSD Liaison – Gordon reported the PPOA by-laws required updating and modernization. Members could vote by email, regular mail, or in person.
- US Forest Service Liaison – nothing to report

Director Comments – none

Status Update on Holby tank replacement project

The first new tank is in place. The next step is to begin sending in invoices for reimbursement to the grant people. A quarterly report must be created – first quarter beginning 3 months from the date on the acknowledgement letter.

- Discussion and possible action to accept bid for electrical work at Holby project site.
No discussion, bids were not received.

Unfinished Business

- Discussion and possible action on invoices received from Del White – *carried forward*
Rental on Skid Steer for back fill during water line replacement –
6 dates \$65/hour no minimum charge and no mobilization fees

- Discussion, possible revision, and possible acceptance of water service/snow removal foreman job description(s).

The proposed job description was reviewed. There was general discussion. Some suggestions were made to clarify expectations/add duties to regular vs. extra. Under snow removal foreman, regular monthly pay includes supervisory duties. Hourly pay will apply to driving time and mechanical work. Additions requested to regular monthly duties and responsibilities; supervise water meter installations, inventory control, maintain inventory list, inspect roads.

It was determined to carry forward the review and possible adoption of the job description with proposed revisions to the next agenda.

Ongoing items: *These will be completed as weather allows.*

Gates or access barriers on Holby foot bridge, and access road to Holby well site – no status report

New Business

Adjourn – moved by Benton, seconded by Gordon, hearing none opposed, meeting adjourned at 1:54 pm.

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

Minutes prepared by Jennifer Robertson/Board Secretary