

NOT YET APPROVED

# Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

February 2, 2023

Present:

Directors: W. Dolmovic, B. Benton, G. O'Neill, J. Gordon, C. Marchant (via zoom)

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

Guests: none

The meeting was called to order at 12:47 by Mr. Dolmovic, followed by the flag salute.

## President comments

Welcome everyone.

## Comments from the Public

none

## Minutes from November 10, 2022, regular meeting.

Reminder that there are no minutes for December 2022 or January 2023. The December meeting was canceled due to illness creating a lack of quorum. The January 2023 meeting was rescheduled to today due to weather and travel conditions.

Having reviewed the draft minutes, Gordon moved to accept the November 10, 2022, regular meeting minutes as presented. Benton seconded, and the motion carried unanimously.

## Communications:

11/15 from CSDA: new law series article: Beginning January 1, 2023, State law has been amended to alter, slightly, the process by which local agencies will be required to evaluate and impose water and sewer connection fees and capacity charges. *Forward article to GM*

11/21 from CSDA salary survey report, *forward to GM*

11/22 from US census bureau survey census of governments, *staff will complete and submit*

12/1 from state water board, Notice of Regulatory Requirements for Reporting Drinking Water Monitoring Sample Results. This Notice is directed to California public water systems and accredited laboratories, and can be viewed at [https://www.waterboards.ca.gov/drinking\\_water/programs/](https://www.waterboards.ca.gov/drinking_water/programs/)

12/7 from Len Parker about snow removal and water charges, reply sent

12/13 from CSDA new law update: requirement to update public agency roster when new directors are seated

12/16 from state water board: reminder of upcoming deadlines

12/23 from Dustin Goings invoice for skidsteer and generator

### Jan 2023

1/4 from state water board: 2023 Drought and Conservation Technical Reporting Order. This Order requires all community water systems and non-transient non-community schools to prepare drought and conservation reports at a weekly, monthly, and/or quarterly frequency beginning January 2023. The first calendar reporting period includes January, February, and March 2023 and is due on April 30, 2023.

1/18 from state water board: notice that PCSD may be eligible for VOC and SOC monitoring waiver from Jan 1/2023 to Dec 1/2025.

1/18 email from attorney that engineering documents are subject to copyright.

1/26 email from CSDA reminder to pay annual dues.

## Staff Reports

General Manager - Griesbach

- Re: Goldsmith communication – TG called the Dept of Industrial Relations, got the wrong

department, but thought perhaps this communication was related to prevailing wages. TG contacted the city of Tulare public works director for advice, their interpretation is that prevailing wages are not required for maintenance, but for new infrastructure.

- Submitted the monthly report to the bureau of labor statistics
- Regular phone communication with RC, always receives notification when he goes for parts/fuel, and communicates each time there is a leak.
- Almost completed the public lead education information, it needs to be put into the correct wording for our district.
- Putting together a crude study for facility development fees.

Secretary:

- Update website
- Responded to communications as necessary
- Received scan of annual operating permit. Copies need to be placed at each wellsite and summit, and a copy in the PCSD office
- Prepared revised agenda policy for board review

Contracted Water Operator – K. Klemcke

Regular water sample passed.

Spoke with RC, leak repair on Tamarack, leak at Thompson's turned off at the building.

Applied for VOC waiver, PCSD may be allowed to go from testing once/year to every 3 years.

Water Foreman: Cope

Mr. Cope reported: From 11/10/22 to 2/2/2023 (84 days)

Lake pumped	406,640 gallons	
Fawn pumped	416,100 gallons	pump saver failed
Holby 2 pumped	734,898 gallons	
Holby 1 pumped	126,702 gallons	
Transferred to Summit	gallons	no information provided
Average total usage for system		aprox~18,500 gallons/day

Usage is high because of 3 major breaks, 3 service line breaks. The board directed Mr. Cope to maintain an inventory of parts and tools needed for repairing water line breaks, and special tools for snowblower repair.

- Review policy for charging negligent property owners for causing water loss. Board discussion and possible action to increase fees related to this policy.

This policy has been in effect since November 2007. The charges to homeowners deemed negligent are \$25.00/hour per man, with a minimum charge of \$75.00. This fee was based on employee pay rates at the time. This amount no longer covers the cost of PCSD employee time. The board discussed the need to increase the amount per hour and the minimum charge. The district needs to, at minimum, recoup the cost of wages paid in searching for the source of water loss. Until the actual costs can be calculated, it was determined to raise the rate to \$50.00/hour per man, with a minimum charge of \$150.00. It was moved by moved by O'Neill and seconded by Benton to accept the current policy with the increase to fees. The motion carried unanimously. These new fees will apply from today forward and not retroactively. The owners deemed negligent in recent water loss events will be charged the original fees.

This item may appear on a future agenda for further discussion of costs and a possible further increase in related fees.

Snow Removal foreman – Cope

Mr. Cope reported 9 ½ feet of snow Dec 12 to Jan 18.

Snow equipment is running, and roads are cleared.

**Snow Removal coordinator:** Mr. Dolmovic has measured a total of 13 ½ feet of snow for this season, to date. The forest service measures at Quaking Aspen, they measured 70” snowpack.

## Financial Report

Treasurer – Landers

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

Because of the unexpected increase in the electric bill, it is necessary to move monies from the contingency line into the utilities line within the 740/2020 water budget. Gordon moved and Benton seconded to accept Resolution 2023-219-W authorizing the treasurer to submit a revised fiscal year 2022-2023 budget to the County of Tulare showing a transfer of funds in the amount of \$10,000 from object 740/2020 Water, line 7432 Contingency to 740/2020 Water, line 7081 utilities. The motion carried unanimously.

Additionally, because there has been more snowfall this season than in recent years, it is necessary to move monies from the contingency line into the professional and special expense line within the 740/2010 budget. Gordon moved and Benton seconded to accept Resolution 2023-220-S authorizing the treasurer to submit a revised fiscal year 2022-2023 budget to the County of Tulare showing a transfer of funds in the amount of \$8,000 from object 740/2010 Snow, line 7432 Contingency to 740/2010 Snow, line 7043 Professional and Special Expense. The motion carried unanimously.

Gordon asked the treasurer for detailed information from July to December 2022. Gordon said the treasurer is doing a fantastic job, the worksheets must have a flawed formula. Gordon send corrected formula(s) to treasurer.

Gordon moved to accept the treasurer’s report as presented, second by Benton. The motion carried with none opposed.

## Additional Reports

- PPOA/PCSD Liaison – getting ready to send out annual renewal notices
- US Forest Service Liaison – no report

## Status Update on Holby tank replacement project

The new tank is working well!

- Discussion and possible action to accept bid for electrical work at Holby project site. No discussion, bids were not received.
- Status on reimbursement of expenses to date. - Invoices were submitted in November to the state for reimbursement.

**Policy Review** – As presented by staff: review, discussion, acceptance, or confirmation of new and/or current policies.

*This is a proposed revision of Policy 102 renamed as ADM-102*

### ADM - 102 Creating Board Meeting Agenda

This policy applies to any agendas for regular, special, and emergency meetings.

#### 1. Regular board meetings

The board secretary shall prepare an agenda for each regular meeting of the Board of Directors. Furthermore, a regular meeting draft agenda shall be provided for director review no later than 48 hours prior to the agenda posting deadline.

##### A. Adding agenda items

The Board President or Any Director may contact the board secretary with an agenda item request no later than 7 am, 5 days prior to a scheduled meeting.

Exception: when notified of a business item with insufficient time to include the item on the regular agenda,

- AND it is determined that the item needs timely action,
- AND there is sufficient time to call and post notice of a special meeting.
- THEN a special meeting will be called to run concurrently with the regularly scheduled meeting.

Exception: Any item that is not listed on the agenda can be added to the agenda by a four-fifths majority vote of the board.

- IF there is need of timely discussion and action that cannot wait until the next regular board meeting for determination.
- AND there is insufficient time to call and post notice for a special meeting to run concurrently with the regular meeting.

#### **B. Public agenda item requests**

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors.

*Stipulations:*

- The request is provided no later than 7 am, 5 days prior to a scheduled meeting.
- The request is preferably in writing, email, or text, although verbal requests may be considered.
- No item that is legally required to be discussed in closed session can be added to a regular meeting agenda.

#### **2. Special Meetings**

The board secretary shall prepare an agenda for each special meeting of the Board of Directors. The agenda will be made available for director review as soon as possible before the special meeting.

A. **Additions:** Special meetings are not intended for regular business items. Additions can only be made in rare circumstances.

#### **3. Emergency meetings**

When possible, an emergency meeting agenda will be created. In the event of an emergency meeting, it is unlikely the agenda will be available for director review prior to the meeting.

#### **4. Posting requirements**

Regular meeting agenda must be posted no less than 72 hours prior to the scheduled meeting date.

A special meeting agenda must be posted no less than 24 hours prior to the scheduled meeting date.

An emergency meeting agenda, if available, must be posted as soon as reasonably possible.

#### **5. Alteration to posted agenda**

No changes can be made to agenda item descriptions on an already posted agenda.

Exception: If the agenda was posted before the 72-hour deadline, items can be altered, added, or removed.

The agenda is reposted as a *revised* agenda by the 72-hour deadline.

There was a robust discussion about due dates and time allowances. O'Neill moved to accept policy ADM-102 as presented. Benton seconded and the motion carried unanimously.

### **Director Comments – none**

### **Unfinished Business**

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

Gates or access barriers on Holby foot bridge, and access road to Holby well site

### **New Business**

- Annual board organization
- Election of officers: President, Vice President

Discussion question: Are coordinator positions still necessary? Upon determination of necessity, appointment of coordinators: Water, Snow Removal, Finance

There was a very brief discussion. Gordon moved for Dolmovic to remain board president; Benton seconded. The motion carried with 4 aye votes. Dolmovic abstained.

Gordon then moved for O'Neill to become board vice president. Benton seconded and the motion carried unanimously.

It was further determined to keep the coordinator positions, at this time Dolmovic will continue to fulfill snow coordinator and Benton will continue to fulfill financial coordinator with input from Gordon as needed.

**NOT YET APPROVED**

**Adjourn** – Hearing none opposed, Dolmovic adjourned the meeting at 2:26 pm.

The next regular meeting will be held Thursday April 13, at 12:30 pm in the district building.

Minutes prepared by Jennifer Robertson/Board Secretary

DRAFT