

NOT YET APPROVED

# *Ponderosa Community Services District*

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

April 13, 2023

\*\*\* Voluntary evacuation orders along with ongoing limited accessibility to Ponderosa create an “emergency” situation that allows directors to participate in the board meeting remotely. It is posted on the PCSD website and noted at the opening of the meeting from where each director is participating. \*\*\*

Present:

Directors: B. Benton via zoom from the PCSD building 56287 Aspen Dr, Springville, CA 93265  
W. Dolmovic via zoom from 593 Lucern Ave, Cayucos, CA  
G. O’Neill via zoom from 1967 N Edgemont St, Los Angeles, CA 92007  
J. Gordon via zoom from 13762 1<sup>st</sup> Ave, Hanford, CA 93230  
C. Marchant via zoom from 15474 de la Cruz, Rancho Murieta, CA 95683  
Staff via zoom: T. Griesbach, J Robertson, J. Landers, K. Klemcke  
Guests via zoom: M Goldsmith, M. Cope, L. Walton, B. Arnold (with Benton)

The meeting was called to order at 12:31 by Mr. Dolmovic, followed by the flag salute.

## **Comments from the Public**

MG – wants an answer to his prevailing wage question. Additionally, the community was without water for 6 days for a break that only took 1 day to fix.

The board apologized for the frustration; it has been a difficult winter season for everyone.

Griesbach explained that he ordered the delay in repair because the break was in a new area, unknown what would be found once the road was opened, and another storm was incoming.

Griesbach used his best judgment, with the information available, and determined to wait for clear weather.

## **Minutes from February 9, 2023, 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 Feb. 9 due to weather and travel conditions.

Having reviewed the draft minutes, Dolmovic moved to accept the February 9, 2023, regular meeting minutes as presented. O’Neill seconded, and the motion carried by unanimous roll call vote.

## **Communications:**

2/20 received email from Matt Goldsmith with information related to awarding contracts and prevailing wages – this item will be read and discussed under new business on this agenda

2/23 received an email from Netcraft Takedown Service informing PCSD that our website was sending phishing email to their client – this issue was resolved through our website host

2/23 received follow up email from Goldsmith requesting our attorney provide opinion on contract issue

2/28 received email from CSDA recommending members send support letter for AB 557 Extend

Authorization of Emergency Remote Meetings – form letter response was composed and submitted on behalf of PCSD

2/28 received additional email from Goldsmith requesting agenda item for discussion of the information he provided

3/2 received from State Water Board regarding registration for drought and conservation reporting – contacted Klemcke, then registered for access, no response from water board yet

3/10 March meeting postponed to April 13, 2023

3/14 CSDA newsletter includes an article about declaration of emergency due to winter storms

3/16 CSDA central network, email introducing the new public affairs field coordinator, Melissa Green

3/21 from state water board, the lead and copper rule service line inventory requirements – due in 2024

3/25 - 3/30 email from M. Goldsmith regarding ongoing water service disruption

4/1 from state water board SAFER clearing house, first quarter drought and conservation report due by 4/30/23.

## Staff Reports

### General Manager – Griesbach

- Gathering information related to study for facility development fees. Contacted a well drilling company in Springville to get an estimate on a new well.
- Disregard request for office equipment – not needed at this time.
- Spoke with Supervisor Townsend – County Office of Emergency Services is gatekeeper for FEMA, for both organizations and individuals.  
PCSD needs help with electrical at flooded well sites, flooded roads and culverts, possible structural damage to buildings.
- Re: Goldsmith communication – TG called the Dept of Industrial Relations again and was referred to their website. He called the enforcement office. He was told a labor compliance program is needed if the project funding comes from Prop 84. The Holby tank replacement project is funded by a grant from the Small Community Drought Relief program, not Prop 84. Therefore, the enforcement office concluded PCSD is not required to have a labor compliance program.  
Furthermore, the Holby Tank replacement project is prevailing wage compliant and has been approved by the state’s project manager.
- Griesbach determined to relieve Toro’s Tree Service from the hydrant snow removal contract for the remainder of 2022-2023 snow season. Due to the extreme amount of snow on the ground, his equipment cannot throw snow high enough to clear the hydrants efficiently.
- Submitted the monthly report to the bureau of labor statistics.
- Need to create an injury procedure for workmen’s comp claims. Need a designated (safety) contact and provide a claim kit for employees.
- Turned in annual form 700 to secretary
- Arranged for a backup bookkeeper, Dennis Hylton, in the event Ms. Landers requires medical leave of absence.
- Regular phone communication with Cope. Mr. Cope has resigned as an employee of PCSD. He will take the summer off and meet with Mr. Griesbach to consider continuing to work in snow removal next season. Currently, Dolmovic will help direct local workers.
- Crouzet and Core&Main are out of water pipe. T Harness will pick up couplings today, and Toro will dig out pipe. (Klemcke is checking with Fresno Pipe)
- Need to arrange annual water meter readings in June.
- Annual personnel reviews are due soon.

### Secretary:

- Per article from CSDA: March 1 and 8 – Gov. Newsom declares state of emergency for severe winter storms – including Tulare county, President Biden then issued federal declaration which allows application for FEMA funds.
- Email from Melissa Green (CSDA) included a call for letter of support for AB557, requirements for remote meetings under the Brown Act. *Template provided, completed, and submitted for PCSD.*
- There is specific information needed to complete the drought/conservation report for SWRCB.
  - water shortage contingency plan
  - information on all wells, date created; water level below ground surface, well completion report
- Updated the PCSD website home page and news and events pages.

### Contracted Water Operator – K. Klemcke

First Mr. Klemcke wanted to commend all the people who have been working on water and snow during this difficult winter.

- Regular monthly water sample passed.
- Klemcke was checking with Fresno Pipe, they have in-stock 6-inch blue pipe and couplers. They will get back to him with stock numbers. In the meantime, Alpine has 2 sticks of pipe if needed.
- Reminder for Lead and Copper rule inventory – goes from PCSD valve to edge of property owner's home. All service lines need to be identified. Lead infused galvanized must be replaced (can be tested with magnets). Pipe material can be identified through construction reports (no lead was used after 1986) or visual inspection (via 2 potholes)

Water Foreman: no report

Snow Removal foreman: no report

**Snow Removal coordinator**: 42.5 feet of snow, not including rain.

### **Financial Report**

Treasurer – Landers

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

The annual insurance cost has increased significantly creating a shortage in both water and snow budgets insurance expense line items. Therefore, the treasurer requests the board authorize transferring funds from line 8100 building and improvements to line 7010 insurance in the 740/2020 water budget, and transfer \$20,000 from reserves to be dispersed as needed in the 740/2010 snow budget to cover expenses.

Gordon moved to accept Resolution 2023-221-W authorizing the PCSD treasurer to submit a request to the County of Tulare that the 2022-2023 fiscal year budget 740/2020 water line item 7010 Insurance be increased by \$4,900.00. Furthermore, this increase shall be funded by a transfer from 740/2020 water line item 8100 Building and Improvements. The motion was seconded by Benton and passed unanimously with a roll call vote.

Gordon moved to accept Resolution 2023-222-S authorizing the PCSD treasurer to submit a revised fiscal year 2022-2023 budget to the County of Tulare showing a transfer of funds in the amount of \$20,000 from object 740/2010 Snow reserves to individual expense lines as needed to balance. The motion was seconded by Benton and passed unanimously with a roll call vote.

It was determined not to accept the financial report at this time due to formular errors in some of the cells resulting in incorrect information. Once the report is correct, it can be represented for approval

### **Additional Reports**

- PPOA/PCSD Liaison
- US Forest Service Liaison – Forest is currently closed. See FOREST ORDER NO. 0513-22-12

**Status Update** on Holby tank replacement project

- Electrical work on hold until conditions allow work to resume
- Status on reimbursement of expenses to date. – made required changes to report for reimbursement, still waiting for funds to come in.

We are on budget for the tank project with one tank in place.

**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**

- Proposal to upgrade current radio/walkie talkie communication equipment  
Due to recent circumstances, the board will discuss the possibility of upgrading communication equipment, determine if there is a need and assign responsibility for researching potential products.  
*Carried forward – Dolmovic will research and report at the next meeting.*

- Discussion item regarding email received from Matt Goldsmith about contract awards and prevailing wages.

The board chose not to discuss this further. The board feels that Mr. Griesbach has answered this question by contacting the Dept of Industrial Relations. Mr. Goldsmith will be provided with the website and contact information for the person with which Griesbach spoke.

**Adjourn** – Gordon moved, Benton second to adjourn. Hearing none opposed Dolmovic adjourned the meeting at 2:09 pm.

The next regular meeting will be held Thursday May 11, at 12:30 pm in the district building, with zoom link available.

Minutes prepared by Jennifer Robertson/Board Secretary