

NOT YET APPROVED

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

July 13, 2023

Present:

Directors: W. Dolmovic, B. Benton, G. O'Neill, J. Gordon

Absent: C. Marchant

Staff: J. Robertson, K. Klemcke, T. Harness

Staff via zoom: J. Landers

Absent staff: T. Griesbach

Guests: none

The meeting was called to order at 12:35 by Mr. Dolmovic, followed by the flag salute.

Comments from the Public - none

Minutes from June 22, 2023, regular meeting.

Having heard a summary of the draft minutes, Dolmovic moved to accept the April 13, 2023, regular meeting minutes as presented. O'Neill seconded, and the motion carried unanimously.

Communications:

6/24 email from Toro and Kelsey re: heliport

6/28 State water board – Electronic Annual Report (EAR) approved

7/1 State water board – drought report reminder, second quarter due by 7/31

7/6 email from Goldsmith – State Fund report request for past 2 years, forward to treasurer

7/6 email from SAM – reminder to renew entity registration, required for USDA loan

7/7 email from County Accountant-Auditor requesting documentation related to treasurer position, fulfilled

7/8 email from Rufert – property owner request for water service

Staff Reports

General Manager – Griesbach, not present, no report

Secretary:

Update website

Respond to public record requests

Meeting documents

Contact attorney

Finished CCR

Working on meter readings – created a list of unread and re-read meters

Sent temp water use request form to Goldsmith for work on Rufert property

Rufert request water connections – waiting on confirmation of payment

Response to heliport:

Toro is welcome to bring that up under public comment, or any other community member, or board member can request that as a discussion item on an agenda.

However, please be aware that preparing and maintaining the heliport is not part of the PCSD services. Legally the PCSD can only spend funds on water service or snow removal service. The fact that is on private land also prevents the PCSD from participating. The PCSD would be providing the service of clearing and maintaining something that benefits one property owner using public funds. Therefore, the heliport is something that would be better for the PPOA to oversee.

Contracted Water Operator – K. Klemcke

Everything is ok. Tank is full. No light at Lake.

Spoke with Bates about Holby project. Bates will use Toro's excavator, can get his dump truck up 190 with permission. Needs an electrician to turn off power.

Leak at Holby in a 2-inch line. Will order 1-inch valves and meters for inventory.

Klemcke departs at 1:08 pm.

Water System Operations Report

Mr. Dolmovic is directing routine operations until further notice.

There is a request to purchase new equipment – a soil compactor for use during water line repairs.

Dolmovic will research the cost of a soil compactor and present it at the next regular meeting. – carry forward

Snow Removal Report

Update status of plow truck.

Still no estimate on final cost. No decision can be made about an insurance claim until the estimate is received.

Financial Report

There have been payroll issues with the county. They have not been correctly accounting for Cope's hours between water and snow, therefore the reports from the county do not match the treasurer's accounting.

Gordon moved and O'Neill seconded to accept the June treasurer's report understanding why the county totals do not match.

Budget: 740/2020 water - proposed

Cash Balance	\$248,920	
Less reserves		-\$50,000
Transfer to 735 USDA		-\$101,143
Transfer to 735 USDA		-\$26,902
Capital improve		-\$14,855
Total beginning cash	\$56,020	\$56,020
Revenue		
Property tax	\$150	
Property use	\$1500	
Water service fees	\$171,404	
Total revenue		\$173,054
Available resources		\$229,074
Appropriations		
Total salaries/benefits	\$35,900	

Total services/supplies	\$128,250	
Total other charges	\$18,690	
Fixed assets	\$30,500	
Contingencies	\$15,734	
Total appropriations		\$229,074

Budget 740/2010 Snow Removal - proposed

Cash Balance	\$42,450	
Total beginning cash		\$42,450
Revenue		
Snow removal fees	\$86,028	
Total revenue		\$86,028
Available resources		\$128,478

Appropriations		
Total salaries/benefits	\$31,500	
Total services/supplies	\$73,450	
Total other charges	\$ -	
Fixed assets	\$20,005	
Contingencies	\$3,523	
Total appropriations		\$128,478

Budget 735 - proposed

Cash Balance	\$23,000	
Less cash reserves	-\$126,176	
Transfer from 740	\$14,855	
Future system cap impr	\$101,143	
USDA short term	\$13,033	
USDA reserve	\$12,000	
USDA debt reduct	\$1869	
Total beginning cash		\$39,724
Total Revenue		\$510
Available resources		\$40,234

Appropriations		
Total services/supplies	\$12,005	
Fixed assets	\$25,000	
Contingencies	\$3,229	
Total appropriations		\$40,234

- Annual resolutions to establish water service and snow removal service rates for fiscal year 2023-2024.
Resolution 2023-225-W establishing water service rates for fiscal year 2023-2024

It was moved by Gordon, seconded by Benton to establish 2023-2024 water service rates as follows:

1. Annual Flat Rate and Tiered Rate Water Service Fees as established by Resolution 2022-211-W for fiscal year 2022-2023 will remain in effect for fiscal year 2023-2024.
2. Fees for Water Service shall be as follows.

Annual Tiered and Flat Rate Service
Schedule 1
Effective July 1, 2023, for fiscal year 2023-2024

Flat rate for all unmetered properties: \$1174.00

Tiered rate for metered properties:
 Base – usage to 75,000 gallons/year \$1174.00
 2nd tier: usage 75,100 – 150,000 gallons/year \$.30/100 gallons
 3rd tier: usage 150,100 – 250,000 gallons/year \$.45/100 gallons
 4th tier: usage 250,100 – 1,000,000 gallons/year \$.50/100 gallons

Applicability

Applicable to all flat and tiered rate water service without regard for property valuation

The motion carried: Dolmovic – aye, O’Neill – aye, Gordon – aye, Benton – aye, Marchaunt - absent
Resolution 2023-226-S establishing snow removal service rates for fiscal year 2023-2024

It was moved by Benton, seconded by Gordon to establish 2023-2024 snow removal rates as follows:

1. Flat rate service fees as established in Resolution 2022-212-S shall remain in effect for fiscal year 2023-2024
2. Fees for Snow Removal Service shall be as follows

Annual Flat Rate Snow Removal Service
 Schedule 2
 Effective July 1, 2023

Unimproved Residential	\$169.94 per parcel
Improved Residential	\$406.20 per parcel
Oversized Residential	\$784.62 per parcel
(where there were originally 2 or more APN combined into one on the County tax roll)	
Unimproved Commercial	\$219.34 per parcel
Improved Commercial	\$455.70 per parcel

This charge is levied without regard to property valuation.

The motion carried: Dolmovic – aye, O’Neill – aye, Gordon – aye, Benton – aye, Marchaunt - absent

- Annual resolution to authorize transfers into 735 reserves from water services revenues.

Resolution 2023-227-F authorizing transfers from 740/2020 water into 735 capital improvement reserves.

It was moved by Gordon, seconded by Benton to authorize the PCSD treasurer to submit a request to the County of Tulare requesting a transfer of funds from 740/2020 in the amount of:

- \$13,033.00 to the 735/USDA Short Term Assets Reserve
- \$12,000.00 to the 735/USDA Capital Improvement Reserve
- \$1869.00 to the 735/USDA Debt Reduction Reserve
- \$14,855.50 to the 735 general fund

The motion carried: Dolmovic – aye, O’Neill – aye, Gordon – aye, Benton – aye, Marchaunt - absent

- Budget review and Resolution of acceptance for 2023-2024 fiscal year budget.

Resolution 2023-228-F adopting 740/2010, 740/2020, and 735 budgets for fiscal year 2023-2024

It was moved by Gordon, seconded by Dolmovic that 740/2010, 740/2020 and 735 budget(s) for Fiscal Year 2023-2024 be adopted as proposed by the District’s Treasurer, with the understanding the final totals may be slightly different based on updated financial information from the county.

The motion carried: Dolmovic – aye, O’Neill – aye, Gordon – aye, Benton – aye, Marchaunt - absent

- Resolution certifying direct charges for snow removal and water services on the Tulare County property tax role

Resolution 2023-229-A certifying direct charges (special assessments)

It was moved by Gordon, seconded by Benton to certify as being correct the list submitted with parcel numbers and amounts. Furthermore, 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:

1. Parcel and Assessment listing
2. Direct Charge (Special Assessment) Control Sheet
3. Direct Charge (Special Assessment) Change Authorization Sheet
4. Compliance Certification and Hold Harmless Statement

The motion carried: Dolmovic – aye, O’Neill – aye, Gordon – aye, Benton – aye, Marchaunt - absent

Additional Reports - none

- PPOA/PCSD Liaison
- US Forest Service Liaison

Status Update on Holby tank replacement project

- Demolition of second tank – Toro and Tim will work for Bates during the tear down and removal of the second tank
- Blair electric is coming up tomorrow (7/14) to address the wiring
- The second tank is basically built, waiting for 10-gauge steel to complete the roof. Trying for delivery in August.
-

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 – no action to report

New Business

- Request from O’Neill to consider switching internet providers: leave Viasat for Starlink. A business account costs \$2500 for equipment and \$250 per month. A personal account is \$600 for equipment and \$110 per month. Service quality depends on an unobstructed view, dish can be placed in a tree. Discussion and determination are carried forward to August meeting.
- Proposal from Toro’s Tree service to fill water system and snow removal vacancies – not present
- Proposal from William Dolmovic regarding water system and snow removal vacancies. Mr. Dolmovic is offering his service to the Ponderosa community for the next year or two. The goal is to build and train a workforce that can run and maintain the water system, perform snow removal, and equipment maintenance into the future. There needs to be redundancy of knowledge and abilities for services to be sustainable. Processes, procedures, and inventory controls will be created to ensure efficiency and effectiveness.

Per consultation with the PCSD attorney, in order for Mr. Dolmovic to become an employee of the district, he must resign his office of director. The board determined to hold a special meeting on Saturday July 15, 2023, in order to discuss and determine whether to hire Mr. Dolmovic to oversee the water system and snow removal services. Mr. Dolmovic intends to resign his office effective 10:00 a.m. Friday July 14, 2023.

Adjourn – Gordon moved, Benton seconded, to adjourn the meeting. Hearing none opposed, the meeting adjourned at 2:54 pm.

The next regular meeting will be held August 10, 2023, at 12:30 pm in the district building, with zoom link available.

Minutes prepared by Jennifer Robertson/Board Secretary