

NOT YET APPROVED

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

November 9, 2023

Present:

Directors: B. Benton, C. Marchaunt, F. Ohnesorgen (quorum in district)

Director via zoom: O'Neill from 1967 N. Edgemont St, Los Angeles, 90027

Absent director: J. Gordon

Staff: W. Dolmovic, T. Harness, T. Griesbach

Staff via zoom: K. Klemcke, J. Landers, J. Robertson

Guests: Bill Benton

The meeting was called to order at 12:32 by Ohnesorgen, followed by the flag salute.

Comments from the Public

None

Acceptance of Minutes from October 12, 2023, regular meeting.

Benton moved, Marchaunt seconded to accept minutes of the regular meeting from October 12, 2023. The motion carried unanimously.

O'Neill joined via zoom

Communications:

10/25 from insurance broker – liability renewal due for snow removal equipment, fwd. to treasurer.

10/29 from state water board – reminder drought reports due for August and September

10/30 from CSDA confirmation of board secretary training registration

Staff Reports

General Manager – Griesbach

- Secretary attended training conference in Monterey
- Submitted monthly labor report
- Investigated cell phone for Harness. The treasurer has donated an old iPhone. Harness will need to contact a carrier to activate it.
- The insurance claim for the old plow truck is completed. The insurance payout check is being sent to the district mailing address.
- Dolmovic reports trouble finding drivers for snow removal, workers in general. He is requesting a wage increase for hourly labor to \$25/hour.
Current workers are Dolmovic and Harness, Toro, Lauren, and Mark
Marchaunt moved, Benton seconded, to increase the current hourly rate from \$20 to \$25/hour. A brief discussion followed. The motion carried unanimously.
- Culverts will be marked so snow removal can keep them open for drainage
- County did clean the culverts, did most of the road repairs, missed a few places

Secretary:

Update website

Meeting documents

Conference 11/6-11/9 – 8:30 am to 4 pm with an hour/day for lunch. (6.5 hr/day)

The hotel provided breakfast, the conference provided lunch and snacks.

234 miles one way (4 hours).

Attended Board Secretary Conference

Monday – records retention policy

- Spoke to treasurer, we need to do record inventory, determine value of records, determine procedure for short- and long-term retention, location for retention, and time requirements for retention of all records.
- I was provided with a basic timetable for most records according to state laws and the citations for the specific sections of law.
- We will address the most critical records first and work backwards the least.

Regarding email. I will present the guidelines for email retention, until we have those guidelines in place you may not delete any email that related to PCSD business. That does NOT include sending me an email to request an agenda item, or to any staff member simply asking a question. It does mean any communication that includes information you present to the board or provide to staff. All email related to the grant, or with a vendor, the truck purchase, etc. The easiest way for you to save those is to forward them to me and I will create a file for them. Otherwise, you must keep them until we have the guidelines for retention or destruction.

We also need to get a cloud storage option for secure, off-site storage of files. Eventually all PCSD files need to be digitized so that if anything ever happens to the physical building the files can be restored.

Other workshops included updates to the Brown Act and Public Records Act.

No major changes other than the teleconferencing changes I already knew.

Unfortunately, there is no work around having a quorum of directors present in the district to conduct a meeting.

Under the old rules (which are still available),

- a quorum must be present in the district, do not need to be in the same physical location in district
- post agenda at teleconference location 72 hours prior to meeting
- Location must be identified on the agenda
- location must be open to the public

AB2449 provides “just cause” for individual directors

- can only use 2 times per year per director
- must make request for each time
- remaining board must make finding of just cause
- requires a quorum physically present in same location

Just cause reasons only include:

- Health emergency of the director, dependent, or family member
- The director is primary care for children, spouse, other relative and cannot get alternate caregiver
- Contagious illness
- Physical or mental disability
- Travel on official business

AB2449 for the district

Allows for teleconference without a quorum present in district under specific circumstances.

- Declared state of emergency
- Declared evacuation warning

Rules in this instance

- Director location addresses on agenda
- Zoom option for public, with phone in option both listed on agenda
- If there is an internet failure, the meeting must stop until repaired or adjourned to another date
- Directors must announce the presence of anyone over 18 that is in the room with them and their relationship to that person

Any teleconference meeting requires a roll-call vote for any board action.

Social Media:

- First the PCSD should never have a FB page, snapchat, twitter (X), or any other social media. It is an open invitation for misinformation, and a trap for directors to inadvertently violate the Brown Act.
- It is highly recommended that directors do not start “official” social media accounts. If you do want something like that. Please use controls to either prevent comment posting, or at least set posting guidelines and enforce them unilaterally, and enable word filtering.
- If you already have a personal account, do not discuss PCSD business on that account. Do not reply to anyone who asks you questions about district business. You CANNOT like, share, or comment on any other director’s post that has to do with PCSD business. You can like or comment on their personal posts
- In all other areas a quorum is 3 directors, on social media, it is 2.

A few other items:

The chair is neutral until they vote, so chair should always vote last.

We are not required to provide zoom option for public

Not required to provide public comments via zoom – can be view only

If a board member falls off zoom, and still have quorum physically present the meeting can continue

Enterprise car rental has a significantly discounted rate for CSDA members. Rental also comes with other benefits. It may be more cost effective for the district to pay for a rental car on PCSD business than for staff/directors to use their own vehicles.

Contracted Water Operator – K. Klemcke

Regular monthly BacT was good.

No visible leaks

Need a 2-inch meter, not worth it to repair the old one

Water System and Snow Removal Operations Report

- Received diesel fuel for blowers and truck, should be enough to get through the winter
- New plow truck is fully operational
- Will tarp to enclose fuel and pipe storage
- Snow drivers: Harness, Toro (if available) Lauren, Clark, Dolmovic will train other on plow truck
- Replaced 3 phase generator at Holby
- All above ground pipes at Holy are protected for winter
- Flow meter installed
- Board member – do not direct employees, refer them back to Dolmovic
- Now have 4 Motorola radio phones to replace walkie talkie system
- Need to have community roadways cleared of vehicles for snow removal

The board thanks Bozanich and Ohnesorgen for finding recent water leaks.

Financial Report

November to date report – not all information is available from the county

September and October reports presented.

- Current insurance for snowplow truck is liability only, add \$2,500 for comp/collision with a \$2,500 deductible. There was a consensus that comprehensive, and collision should be added to the current policy.

Marchaunt moved, Benton seconded to accept the treasurer’s report as presented. The motion carried unanimously.

Additional Reports

- PPOA/PCSD Liaison - no report
- US Forest Service Liaison – no report

Status Update on Holby tank replacement project

- The final inspection is complete, the civil engineer signed off as final
- The sensors will be installed in a couple of weeks
- Benton needs to complete the reports for reimbursement

Director Comments

C. Marchaunt – general discussion about ongoing community needs

- Is there a need for a building to house and repair equipment?
- can there be a discussion about what the district needs or what the board would like to see done?
- can funding be shared with another organization
- is there a need for additional office space

O'Neill is looking at two grant possibilities – funding choices for building will be added to the on-going items list.

Additional future agenda items:

- begin formal discussion to look at snow removal rates
- general manager will investigate pay rate increase norms
- treasurer request for internet upgrade cost share
- review monthly financial stipend for employees

Unfinished Business

Ongoing items: *These will be completed as weather and time allow.*

- Gates or access *barriers* on Holby foot bridge, and access road to Holby well site - Spring
- Status of upgrade for current radio/walkie talkie communication equipment – *Dolmovic*
See above under operations report – Motorola radio phones

Old Business

- Status on purchase of Starlink equipment and installation- *O'Neill*

Starlink installed with borrowed equipment, seems to work well. However, PCSD is currently paying for 2 services. Starlink will be disconnected, the borrowed equipment returned, and new equipment purchased. This project will wait until O'Neill is ready to spearhead it.

O'Neill departs at 3 pm

- Update on County crew cleaning culverts on Snowflake to prevent flooding this coming winter season, and road repairs within the Ponderosa subdivision.

County has completed most of the work. Ohnesorgen will follow up with the county.

- Status of security cameras for PCSD building and well sites – *O'Neill and Dolmovic*

Carry forward

- Status of providing phone service and access for Fire Brigade.

Ohnesorgen reported that per a conversation with a tech knowledge friend, the brigade just needs to provide a phone and connect to the PCSD wifi for it to work using the current PCSD phone number.

New Business

- Discussion and determination about moving regular monthly meetings to a Saturday instead of the second Thursday of the month.

Due to requirements of having a quorum of directors (3) be physically present in district to hold board meetings, and since some current directors need to be absent from the Ponderosa community during the regular work week, the board is considering moving its regular monthly meetings to a Saturday.

Benton moved, Marchaunt seconded to move the regular board meeting day of the week from the second Thursday to the second Saturday of each month. A discussion followed. During the discussion, the secretary mentioned that meetings were not on Saturdays at the time of her hiring. Since she still has a child at home who has activities on weekends, there will be conflicts for her attending meetings in person.

Ohnesorgen offered a friendly amendment to the motion; trail period of moving the meetings to Saturdays until June, then revisit the issue.

Ohnesorgen restated the motion; the board proposes moving the regular meeting day of the week from the second Thursday to the second Saturday. This change will be in effect until June 2024, then the board will consider whether to make the change permanent. Marchaunt seconded the restated motion. The motion carried unanimously with 3 aye votes.

Adjourn – Hearing none opposed, the meeting adjourned at 3:18 pm.

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The next regular meeting will be held Saturday December 9, 2023, at 12:30 pm in the district building.

Minutes prepared by Jennifer Robertson/Board Secretary

DRAFT