

NOT YET APPROVED

# *Ponderosa Community Services District*

*RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL*

Minutes of meeting

January 13, 2024

Present:

Directors: B. Benton, C. Marchant, F. Ohnesorgen, J. Gordon

Absent director: G. O'Neill

Staff: W. Dolmovic, T. Harness, J. Robertson

Staff via zoom: K. Klemcke, J. Landers, T. Griesbach

Guests: D. Stewart, K. Lane, T. Lane, Sawyer, Hugo, Morgan Loux, Abbie Dean

The meeting was called to order at 12:50 by Ohnesorgen, followed by the flag salute. We apologize for the Wi-Fi connection issues.

## **Comments from the Public**

None

**Acceptance of Minutes** there were no meeting minutes or notes available from the December meeting.

## **Communications:**

### **Staff Reports**

General Manager – Griesbach

- Research on salaries versus hourly wage. Employees can be considered salaried if they make a minimum of 66,000/year. Otherwise, they are hourly. All PCSD employees are hourly. For wage reference – per accountant, bookkeepers are \$25-\$35/hour. Looking for administrative assistant comparative wage amounts.
- Federal Labor report sent
- It was a good session with Rich Thomas
- Employee job descriptions need review
- Regular communications with operations personnel
- Confirmed with Toro per contract, remove snow from hydrants once it reaches 6 inches  
In the past, Kracik and Doty helped monitor snow amount  
Lately community members have requested snow to be removed more often  
Currently, Toro reports to General Manager, GM checks with board members

### Secretary:

Update website

Meeting documents

Elections: this is an election year. There are 3 terms of office for election.

Kirk suggested that board members and staff join RCAC workshop (online) re: Lead/Copper Rule

Secretary will register all board members and send them information

Rural Community Assistance Corporation: Get the Lead Out; Lead & Copper Rule Revisions (California)

January 30, 2024 @ 10 am or 2 pm

Contracted Water Operator – K. Klemcke

Regular monthly BacT was good

Lead and Copper Rule – required service line inventory due mid-October 2024. This is an RPA mandate.

Type of service line, from PCSD main to cabin.

Can use building records or physical, visual verification.

Can get plans from the county building department – general manager will do this

Klemcke suggest that all directors and appropriate staff register for an online workshop

RCAC – Tues. Jan 30, 2024, at 10 am or at 2 pm

Cabin owners will be notified that PCSD will be on the property and need access to house valve and water line.

### Water System and Snow Removal Operations Report

SCE contractor (Outsource) broke 2 service lines and one main line – need to bill for repairs

Holby pump saver tripped, there is a leak somewhere

2 frozen service lines

Tim will take Toro and 2 guys to search for leak

Snow – plow is working, lights need to be installed

16 inches – 2 storms

The area between the 2 tanks at Holby needs to be shoveled

### **Financial Report**

Excel program not working properly – no written report

Insurance currently covers the truck completely, but snowblowers only for liability. It was discussed and determined to add complete coverage for the snowblowers. In the event there is a total loss, the district needs compensation from insurance to purchase replacement equipment.

Director Gordon requested to meet with treasurer to review excel file and accounting practices

### **Additional Reports**

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

### **Status Update** on Holby tank replacement project

- Waiting for reimbursement from grant

### **Director Comments**

Ohnesorgen – related to fire brigade – they have figured out how to remedy the phone situation. They need to get a VOIP and cable to connect to the internet.

### **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 not present to report*  
Toro presented a proposal for installation of pole and setting up for wiring - \$2630.00  
This is taken under advisement and will be discussed at the next meeting.
- Status of security cameras for PCSD building and well sites – *O'Neill and Dolmovic not present to report*
- Discussion of Snow Removal rates

Are current rates meeting costs to provide services

Rate increases must go through Proposition 218 public hearing – timeline and voting requirements’

Justification requirement for rate of increase

Determination about whether to move forward with the rate increase process, determine when new rates would be in effect.

### **New Business**

- Discussion of current of fire hydrant snow removal contract specifications
  - Current contract activates snow removal at 6 inches snow accumulation
  - Requires logbook recording of dates and accumulation measurements
  - Possible determination to designate specific PCSD representative for accountability and oversight.

Dana Stewart reported that he walks the subdivision regularly and monitors the hydrants. He said the guys were doing a great job and gave them a map. If he sees something that is not done well, he will tell Toro and notify directors Benton and Ohnesorgen. Ohnesorgen will coordinate with Stewart for hydrant removal, Benton will be back up.

Kelsey will bring the logbook to meetings. Invoices will go to Benton.

- Discussion and possible action to change the time of regular board meetings.  
*With the meeting day of the week on Saturday, is 12:30 still the best time to begin meetings?*  
The original decision was to try the new meeting date for 6 months. There will be no time change for the meeting at this time.

The next regular meeting is scheduled for Saturday February 10, 2024, at 12:30 pm in the district building.

### **Adjournment**

It was moved and seconded to adjourn, hearing non opposed, the meeting adjourned at 2:48 pm.

Minutes prepared by Jennifer Robertson/Board Secretary