

NOT YET APPROVED

# *Ponderosa Community Services District*

*RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL*

Minutes of meeting

May 10, 2024

Present:

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

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

Staff via zoom: J. Robertson, K. Klemcke (joined late)

Guests: B. Arnold, Bill Benton

The meeting was called to order at 12:33 by Ohnesorgen, followed by the flag salute.

## **Comments from the Public**

None

**Acceptance of Minutes** Benton moved, Gordon seconded to accept the March 9, 2024, minutes as presented. The motion carried with none opposed.

## **Communications:**

April

Received email from state water board for reports due: electronic annual report April 1, 2024, monthly drought reports due April 30, 2024, and lead line inventory due October 16, 2024.

4/10 state water board: electronic annual report accepted

4/23 USDA sent letter for annual report related to USDA loan due within 90 days from close of fiscal year

4/24 CSDA network newsletter regarding proposed legislation related to employment, grant accessibility, and local revenues.

4/25 state water board spring funding fair information – forwarded to O’Neill and Ohnesorgen

4/30 CSDA additional email regarding legislative initiative 1935 which could retroactively invalidate local revenue, CSDA is requesting all members to pass a resolution in opposition.

**May**

5/1 from Benton regarding RCAC technical assistance. After researching RCAC website, an email was sent to RCAC requesting assistance to help us develop an "asset management system", help us "assess our local economy and identify potential projects" and then help us figure out how to fund those projects, and if they offer any sort of training specifically on service line identification methods. Waiting for response from RCAC Jean Thompson

RCAC / ENVIRONMENTAL PROGRAMS, Assistant Field Manager / Lodi.

5/7 from CSDA – “U.S. House of Representatives overwhelmingly passed the *Special District Grant Accessibility Act (H.R. 7525)*, legislation that would codify a first-ever definition of “special district” in federal law. Additionally, the bill would direct the White House Office of Management and Budget to require federal agencies to ensure that special districts are eligible for all appropriate forms of federal assistance.” This legislation still needs to go through the Senate.

## **Staff Reports**

Contracted water operator – Klemcke joined the meeting later – see report further down

**General Manager** – Griesbach, not present to report

The board will discuss these business items knowing that Mr. Griesbach has discussed the increase with Mr. Harness and recommends the increase to the board.

- Proposed wage increase for T. Harness

Mr. Dolmovic commented that he feels Harness deserves increase because he cares for the community, he has

been working well and taking on more responsibilities.

It was moved by Marchant, to increase the hourly wage for Tim Harness to \$28.50, retroactive to the same date of the salary increase for the secretary and treasurer. Benton seconded the motion, there was a brief discussion. The secretary reported the salary increase for secretary and treasurer was discussed and accepted during the February 2024 regular meeting and went into effect with the Feb/March pay period. A vote was called and passed unanimously for Harness wages to increase to \$28.50/hour retroactive to the Feb/March pay period. The treasurer will submit the necessary paperwork to the county.

- Discussion and possible revision to treasurer job description to require in-person attendance at board meetings

There was some discussion. It was decided to move this item forward to the next meeting with input from the attorney and general manager.

There are issues with collecting mail, invoices are not getting paid in a timely manner because the treasurer is not receiving them. The treasurer's current job description specifies that the Financial Coordinator will collect mail. There is no FC at this time. Dolmovic offered to collect the mail and deliver it to the treasurer.

The secretary will mail the mailbox key to Dolmovic. And email meter reading sheets to Dolmovic.

#### Secretary:

4/18 CSDA reported a ruling by the US Supreme Court on impact/development fees – need to consult our attorney how this impacts PCSD, specifically the one-time facility development fee for new water connections

Update website

Communications

Confer with treasurer and gm

Required reports for state water board

CCR is done, but not mailed

Need to prepare water meter reading sheets for first week of June

Working on creating hard copy sheets for lead line inventory

Spoke to RCAC rep about assistance – asset inventory, infrastructure needs and possible funding sources

#### Water Operations report

Average month usage

Replaced 100 feet of main water line

Broken main line on Tamarack between Aspen/Ponderosa. The line up to the break was new line, the broken section was completely fractured.

There was a supply line valve failure to the Rodomski cabin

There is no more pipe inventory – need to restock, will be using flat bed trailer to go to Core & Main

Request pipe rack for the truck

Well site clean up ongoing

Generators need new filters

Streets need repaving due to damage from water line repairs – need at least 2 bids, 3 is better

Hydrant removal – no scheduled date yet – 2 possible faulty hydrants

#### Snow removal Operations report

2023-2024 winter season was very average

17 feet of snow total

New battery in MT6

Snow clearing lights installed on plow truck (donated by Dave Stone)

#### Treasurer – Landers

Insurance renewal cost is 17,000+, includes liability for district and all water system property

Still need employment packet from Lauren

Treasurer suggested asking the PPOA be to contribute to fire hydrant snow removal costs

- Resolutions to move monies within current budgets – monies need to be moved from contingency to other line items

Resolution 2024-234-F authorizing transfer from contingency to designated line items within the 740/2020 water budget for 2023-2024 fiscal year. Gordon moved to accept this resolution; Benton seconded. There was a brief discussion during which the treasurer explained the amounts needed to transfer as follows:

740/2020 Water

<i>From Line</i>	<i>To Line</i>	
7432 Contingencies	6001 Salaries	\$5,500.00
7432 Contingencies	6004 Benefits	\$ 250.00
7432 Contingencies	6012 Soc Security	\$1,000.00
7432 Contingencies	7010 Insurance	\$2,000.00
7432 Contingencies	7021 Maintenance Equipment	\$3,000.00
7432 Contingencies	7036 Office Expense	\$1,000.00
7432 Contingencies	7081 Utilities	\$2,000.00

The motion carried by the following roll call vote: Ohnesorgen – aye, Benton – aye, Gordon – aye, Marchant – aye, O’Neill – absent. The PCSD treasurer shall submit a revised 2023-2024 budget to the County of Tulare showing the above transfer of funds.

Gordon moved; Benton seconded to accept the treasurer’s report as presented. Motion carried unanimously.

Return to water report once Klemcke joined via zoom:

Normal BacT test

Asbestos and Gross Alpha tests are due this year (due once every 9 years)

There will be some quiet months as far as testing is concerned, until 2025, then secondary water standard tests become due. Porterville Lab is no longer available to the public. Testing will now be done primarily through Fruit Growers Lab. Klemcke will obtain an updated price list – water testing budget will most likely need to be increased.

### **Additional Reports**

PPOA Liaison – Ohnesorgen reported the PPOA is:

- talking about reintegrating the fire brigade with PPOA,
- looking for someone to do the PPOA newsletter and website,
- looking to provide shredding and chipping options to support the community; Toro and Matt volunteer for one day, the PPOA might sponsor a second day,
- looking for funding for a Community Center type building to house equipment

The PPOA requests to provide a plaque recognizing those who have worked on the water system – create an agenda item to discuss who should be included on the plaque.

The 4<sup>th</sup> of July celebration will actually be held on July 6 or 7

US Forest Service Liaison - none

**Status Update** – Holby Tank replacement project (grant)

The state is reviewing the submitted invoices, doing due diligence, no problems anticipated.

Comment – B. Arnold – Thank You to Beth Benton for getting the grant for new tanks!

### **Director Comments**

**Business items: ALL Ongoing and Old business is carried forward.**

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 – on hold until Spring.
- Status of upgrade for current radio/walkie talkie communication equipment – *Dolmovic*
- Look for funding opportunities for new building to house district equipment and workshop
- Inspection of Summit tank

Old Business – continue to carry forward

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

Toro has a new installation proposal for about \$600. This will be on the agenda for the next meeting.

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

- Social media – discussion whether to create social media presence for PCSD, which platform(s) to use, need policy and guidelines for use and engagement.

The board wants input from O’Neill, in the meantime the secretary will look into joining Ponderosa Private Facebook page to see Kelsey Lane’s “Boots on the Ground” posts.

- Grant for water system needs – O’Neill to report

**New Business**

- Review, discussion, and possible adoption of proposed fiscal policies

FS-401 Contracting Services (new)

This policy was reviewed. Benton moved to accept this policy, Marchaunt seconded. In the discussion following it was agreed to add “a change order is submitted with” to item 3.

The motion carried unanimously with the policy amended as indicated.

FS-402 Purchasing and Authorization (revises and combines current polices 108 and 109)

FS-403 Credit Card (new)

- This policy was reviewed. Gordon moved to accept this policy with a change to the wording in item 1A... must be ~~authorized~~ *endorsed* by the Treasurer and must be in conformance... It was noted that this wording does not give the treasurer ultimate authority to approve/disapprove a purchase. If there is a disagreement, the issue will be taken to the entire board for determination. Benton seconded the motion. The policy was accepted as amended by a unanimous vote.

This policy was reviewed. Gordon moved and Benton seconded to accept this policy. During the following discussion, the board determined there should be two administrators with online access to the credit card. The treasurer will add the secretary as a second administrator on the credit card. The motion carried unanimously.

The next regular meeting is scheduled for Saturday June 8, 2024, at 12:30 pm in the district building.

**Adjournment**

The meeting adjourned at 3:25 pm.

Minutes prepared by Jennifer Robertson/Board Secretary