

# *Ponderosa Community Services District*

*RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL*

Minutes of meeting

June 13, 2024

## Present:

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

Absent director: G. O'Neill

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

Staff via zoom: K. Klemcke

Absent staff: J. Landers

Guests: B. Arnold, K. Lane

Having a quorum of board members, the meeting was called to order at 12:35 by Ohnesorgen, followed by the flag salute.

## **Comments from the Public**

None

**Acceptance of Minutes** Gordon moved, Benton seconded to accept the May 11, 2024, minutes as presented. The motion carried with none opposed.

## **Communications:**

5/14 from Snoquip regarding invoices – fwd to treasurer

5/21 from SAM.gov reminder for System Award Management entity registration renewal – expires in July 2024

5/24 from Tulare County Assessor annual direct charge packet – direct charge list due to county by Aug 10, 2024

5/28 from water programs and Klemcke - testing dates set for June 11, 2024 – fwd to Dolmovic

5/30 from CalRuralWater – information about free USDA Energy Efficiency Program assessments of water systems – fwd to Griesbach, O'Neill, and Ohnesorgen

6/1 from SAFER clearinghouse notice that May drought report due for submission – due by 7/31/2

6/7 from county notice for bi-annual review of PCSD conflict-of-interest code, due by September 13, 2024

## **Staff Reports**

Contracted water operator – Klemcke

PFAS testing on all wells, done by contractor

New lock on Holby well site, need key – Tim will provide key to Klemcke

Regular bacT test, no detection

Well house painted inside, still have electrical short at Lake, otherwise all looks good

## General Manager – Griesbach

Has been looking for accounting firms to function as backup for treasurer, if needed. Gordon suggested that someone with bookkeeping skills would be less costly and all that was necessary since we use an accountant as auditor.

Someone suggested contacting Linda Bauar in Exeter, she does Camp Nelson accounting

PCSD now has membership in Pacific Employers Council; received packet of current employee posters.

Will look into energy efficiency program.

Secretary:

Update website

Communications

Spoke with treasurer and GM

Required reports for state water board

Sent water meter reading sheets to Dolmovic – need meter readings no later than July 17, 2023.

Spoke with C. Marchaunt about her resignation

Contacted attorney about hiring temporary bookkeeping assistant – there might be a financial conflict of interest for Kelsey Lane if she is working with the finances while Toro’s Tree Service is a contractor for the PCSD.

There might also be an issue hiring someone for a current employee’s position – she will research and get back to the secretary general manager.

- Paperwork to be approved by the board related to direct charges for snow removal and water. Attachment C is a standard compliance certificate and hold harmless statement, and the authorized signatory document.

Attachment C: Certificate of Compliance and Hold Harmless Statement is included in the direct charge packet annually submitted to Tulare County Auditor and Controller. It states in part:

*...all the taxes, assessments, levies, and fees accompanying this submission to the County Auditor-Controller for inclusion on the secured property tax roll are in compliance with the law,*

*...the City/District agrees that it shall be solely liable and responsible, and will defend and hold the County harmless from any liability as a result of claims or claims for refunds and related interest due filed by taxpayers against any assessments, fees, charges, or taxes placed on the roll for the City/District by the County; and*

*The City/District shall be solely liable and responsible, and will defend and hold the County and the County Auditor harmless from any and all legal fees or other costs incurred related to such a claim.*

Benton moved, Gordon seconded to accept Attachment C, as presented, to be submitted to the Auditor/Controller as part of the 2024 direct charge packet. The motion carried with none opposed.

The authorized signatory sheet will include the PCSD board secretary, the General Manager, and the PCSD board president. These signatories may authorize changes to any direct charges on behalf of the district.

Water Operations report - Dolmovic

Reasonably standard month.

2 customer supply line breaks. One on Aspen, One on Ponderosa Dr

Hope to get pipe rack installed at end of this week

Solicit bids for road paving where water line repairs occurred – by end of June.

Annual meter reading in progress – hope to have most done by the end of next week

New meter installed at Mike Reeves. Still a small leak at this location will be fixed once the water table has lowered.

Frustration with delay in employees getting paid.

An exploratory dig across Ponderosa Drive for potential leak did not find the problem. Property owners running sprinklers in the area seems to account for additional water use.

Need propane, Fawn down to 15%, request Jack Griggs fill all tanks at all sites

There are 2 non-functioning hydrants. One needs to wait for the water table to subside before repairs are made. The other can be reactivated in the next few days.

Snow removal Operations report.

One blower box needs to go down to welder

Fire Hydrant snow removal – end of season report – Kelsey Lane

Seems like a successful year. In the fall, Toro will clean up around hydrants in preparation for next snow season. Had a good working relationship with F. Ohnesorgen and D. Stewart in terms of monitoring snowfall and determining when to activate snow removal.

Treasurer – Landers – not present for verbal report

The written report was distributed to directors at the meeting. After review, Gordon moved to accept the report as presented, Benton seconded. The motion carried with none opposed.

Annual resolutions to establish water and snow removal rates and authorize transfers from 740/water general fund to 735/USDA reserve funds.

Gordon moved and Benton seconded to accept each resolution as presented. Following brief discussion, each motion carried unanimously, by roll call vote.

- **Resolution 2024-235-W establish water rates for fiscal year 2024-2025**

Annual Tiered and Flat Rate Service

Schedule 1

Effective July 1, 2024, for fiscal year 2024-2025

Flat rate for all unmetered properties: \$1174.00

Tiered rate for metered properties:

Base – usage to 75,000 gallons/year	\$1174.00
2 <sup>nd</sup> tier: usage 75,100 – 150,000 gallons/year	\$.30/100 gallons
3 <sup>rd</sup> tier: usage 150,100 – 250,000 gallons/year	\$.45/100 gallons
4 <sup>th</sup> 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

Passed on *June 13, 2024*, by the following roll call vote:

Gabrielle O’Neill - absent	Frank Ohnesorgen - aye
Marian (Beth) Benton - aye	Janet Gordon – aye

- **Resolution 2024-236-S establish snow removal rates for fiscal year 2024-2025**

Annual Flat Rate Snow Removal Service

Schedule 2

Effective July 1, 2024

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.

**Applicability**

Applicable to all rates for snow removal service without regard for property valuation

Passed on *June 13, 2024*, by the following roll call vote:

Gabrielle O’Neill - absent	Frank Ohnesorgen - aye
Marian (Beth) Benton – aye	Janet Gordon – aye

- **Resolution 2024-237-F authorize annual transfers to USDA reserves**

The PCSD treasurer shall 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

Passed on June 13, 2024, by the following roll call vote:

Gabrielle O'Neill – absent	Frank Ohnesorgen – aye
Marian (Beth) Benton – aye	Janet Gordon – aye

Review, discussion, acceptance of 2024-2025 fiscal year budgets – due to health issues the treasurer was unable to present 2024-2025 budgets for consideration. This item will be carried forward to the July regular meeting.

- Resolution 2024-238-F adopt budgets for fiscal year 2024-2025

### **Additional Reports**

PPOA Liaison – Ohnesorgen

July 6, 2024, PPOA will host Independence Day celebration on PCSD grounds. There will be a BBQ and silent auction fund-raiser.

The PPOA is requesting to create a plaque to honor those individuals who have dedicated time and service to the water system. The secretary will research and provide a list of names for Mr. Ohnesorgen.

US Forest Service Liaison - none

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

2<sup>nd</sup> review, a small issue found during the first review was resolved.

Hoping to have reimbursement monies by next month – expecting 2 checks.

The end is in site!

### **Director Comments**

FO – would like to see a chart of items to be done, who is responsible for getting each item completed and the due date for items. Furthermore, would like to see this chart posted conspicuously for reminder and accountability.

Suggestion to send information letter to all property owners (with water connections) explaining that PCSD personnel will be on properties to complete the water service line inventory.

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 – *suggestion to install gate across Holby access road at the highway.*
- 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 – this item is moving to contracted water manager report

### Old Business – continue to carry forward until completed

- Status update: Starlink equipment purchase complete, new installation suggestion and estimated cost - *O'Neill not present.* At the May regular meeting, O'Neill reported that the new (reduced) installation cost from Toro is \$600.00 and was to be discussed at this meeting. Although O'Neill is not present to make recommendations, the secretary confirmed with Kelsey that the new cost was \$600.00. Therefore,

Gordon moved, Benton seconded to move forward with Starlink equipment installation for \$600.00 with work done by Toro's Tree Service. The motion passed unanimously.

- Status of security cameras for PCSD building and well sites – *O'Neill and Dolmovic*
- Ongoing discussion of Snow Removal rates: Are current rates meeting costs to provide services? Rate increases must go through Proposition 218 public hearing – timeline: 45-day notice prior  
Voting requirements: ballots can be mailed with the public hearing notice and due at the public hearing.  
Justification requirement for rate of increase: Need technical survey/report – *Gordon: in reviewing the financial information provided by the treasurer for the past 5-6 years, it appears that current rates are meeting current expenses. In order to justify an increase in snow removal rates, there needs to be more research and determination of probable future costs.*  
Determination about whether to move forward with the rate increase process - This item will stay on the agenda while more information is collected.
- Grant for water system needs – O'Neill, Ohnesorgen

### **New Business**

The next regular meeting is scheduled for Saturday July 13, 2024, at 12:30 pm in the district building.

### **Adjournment**

The meeting adjourned at 2:30 pm.

Minutes prepared by Jennifer Robertson/Board Secretary