

# *Ponderosa Community Services District*

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting

December 7, 2017

**Present:**

Directors: D. Doty, W. Benton, C. Marchant, P. Cohen

Absent director: M. Moroney

Staff: J. Robertson, J. Landers, J. Parminter, K. Klemcke

Absent staff: T. Griesbach

Guest: B. Arnold, R. Coffey, W. Dolmovic, D. Stewart

The meeting was called to order at 12:40, followed by the flag salute.

**Comments from the Public**

Mowbray Tree Service has asked if they could place downed tree trunks on PCSD property because they have not removed them as quickly as they are cutting them down. After some discussion, the board felt there were too many unanswered questions, such as how much wood and for how long, for the board to reach a consensus. Furthermore it is in Mowbray's contract with Edison to remove the trees, and there are neighboring properties that would have a constant view of the wood piles. A worker (Goyo) from Mowbray arrived. He stated the company would leave the wood for 2 months and they can stack the logs neatly. He also said they don't have a place now to take the wood; they had been taking it to Redwood Dr, but there were no longer allowed to do that. He further stated that the company realized that if they could not find a location to store the logs, they would have to take them off the mountain. The board explained that in a typical snow year they would have already stopped cutting by this time. The board is concerned that if they allowed the logs to be put on PCSD property now, those logs would remain through the rest of the winter because we expect to have snow. There was consensus of the board not to allow Mowbray to put any logs on the PCSD property. The worker was also informed that the company needed to get all tree removal debris off the Ponderosa roadways before it snowed so as not to interfere with or damage snow removal equipment.

**President's comments:**

**Minutes from November 9, 2017 regular meeting.**

It was moved by D. Doty to accept the November 9, 2017 regular meeting minutes as written. The motion was seconded and passed unanimously by those present.

**Water Manager**

Routine water sample, submitted by K. Klemcke, passed.

October usage total 495,894

Holby 1 170,586

Holby 2 13,718

Lake 91,090

Fawn 220,500

Transfer to Summit 180,000 gallons

Dolmovic took booster pump down for repair of both pump and motor rebuild. Heat tapes and heaters are set and ready at well sites.

Mr. Parminter reported on his physical status – he will have spinal surgery as soon as it can be scheduled at UCLA. Once he has surgery, he will have a minimum 3 month recovery. T. Lane will be checking the Summit tank and well sites, W. Dolmovic, D. Stewart, R. Cope, T. Harness and W. Benton attended a water system training led by Mr. Parminter and will be offering volunteer assistance as requested by the board.

Mr. Doty reported that he has spoken to David Robertson and asked him to be available, as contract labor, to help with the water system.

The board is pleased with the water testing done by K. Klemcke, and with the training led by J. Parminter.

### **Communications**

Rec. State Water Resources Control Board – water systems required to inventory and record all lead service pipes. Per water managers, the PCSD has no lead service pipes.

Rec. Tulare County Counsel – free government training class in Visalia in January. Ms. Landers plans to attend; possibly Mrs. Robertson and Mr. Griesbach will be given the information.

Rec. USDA, Lisa Butler, reply to inquiry about Short Term asset reserve funds. If the board wants to use any of those funds, there needs to be a plan to repay anything taken out of that line item.

### **Staff Reports:**

#### **Secretary:**

Agenda posted to the website on Sunday night.

Worked on policies for board review

Sent email invite to D. Townsend, he is speaking in Bakersfield today, will try to attend next month.

Email to attorney re: 218

Updated website – redesigned services page

Wrote winter letter to cabin owners – sent to JL for printing/ mailing

Sent snow removal contract to JL for insurance

Sent requested information to M Goldsmith

Government training by Tulare Co. Council in January – in Visalia - FREE

#### **General Manager**

Mr. Griesbach is not present. Mr. Doty reported that personnel evaluations will be done in February or March. Also that Mr. Griesbach is still trying to find state grant funds for the district.

**Financial Coordinator** – absent

#### **Treasurer's Report:**

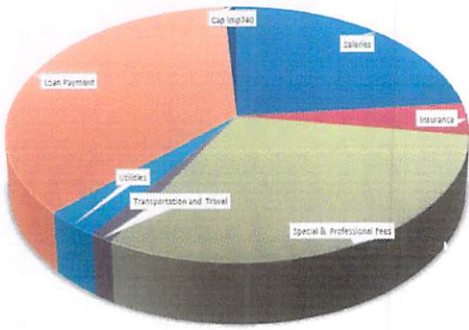
Expenses to note are \$8,000 in contract labor for Water.

Almost \$25,000 to date spent on main line breaks since July 1, 2017.

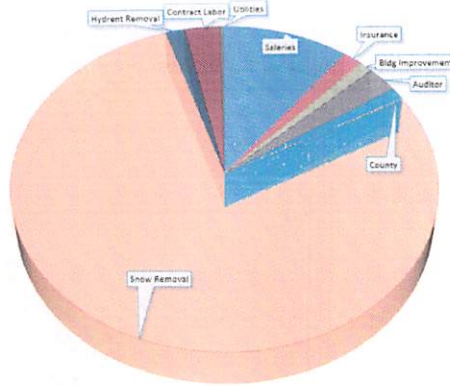
Ms. Landers prepared pie charts as requested showing breakdown of expenditures in Snow for fiscal years 16/17 and water for fiscal years 14/15, 15/16, 16/17, and to date 17/18.

The board asked for additional information (Percentages and dollar amounts) on the graphs. It was moved, seconded and passed to accept the treasurer's report as presented.

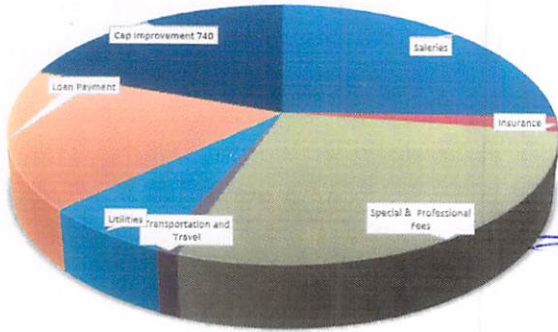
17/18  
\$ (49,259.56)



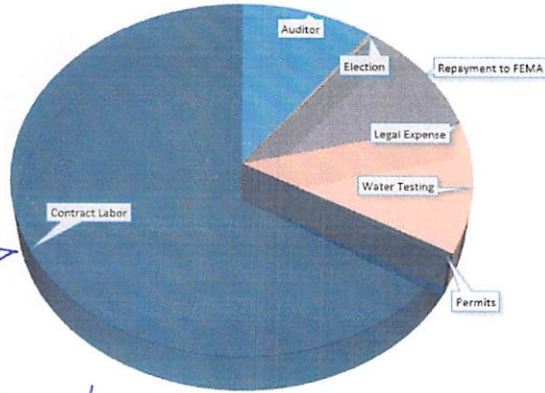
SNOW 16/17



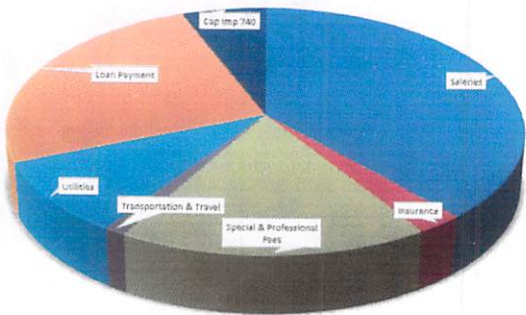
16/17  
\$106,839



PROFESSIONAL FEES & SERVICES  
\$30,045

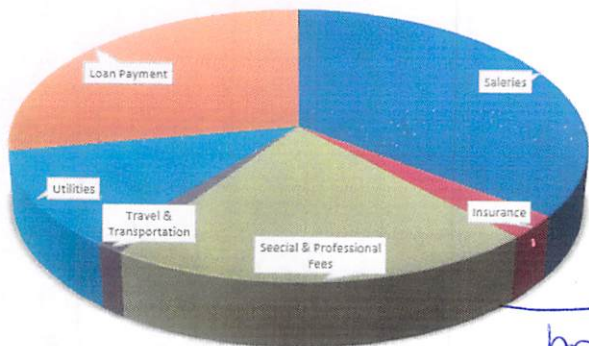


15/16  
\$73,346

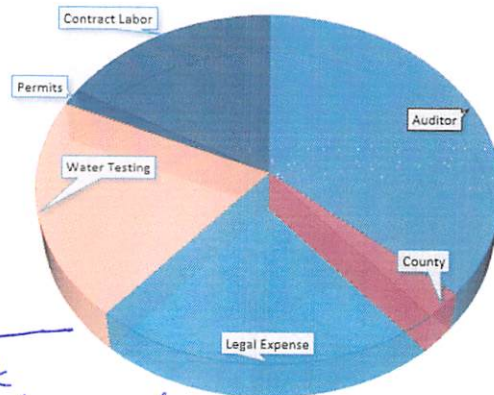


*break down of green section*

14/15  
\$66,366.13



SPECIAL & PROFESSIONAL FEES  
\$13,960



*break down of green section*

**Water Coordinator's Report**

K. Klemcke reported that all required water testing has been done for 2017. He has completed the next quarter on Radium testing. He has sent a letter to the Water Board requesting our lead monitoring be reduced to tri-annual. He has submitted an operations plan and new site sampling plan.

**Snow Coordinator/Monitor:**

There has been little snow to date.

Mr. Dolmovic stated that there are logs left on or near the roadways from the tree removal service companies. He was letting the board know this will be a problem for snow removal equipment if it is not cleaned up before it snows.

*Mr. Cohen departed at 2:30 pm.*

**PPOA Liaison** – nothing to report

**Forest Service** - nothing to report

**Director's Comments:**

None

**Unfinished Business**

Ongoing items

- Well houses
- Review of proposed policies/procedures/task lists

**Policy FS-404 Contracting Services for Ponderosa CSD**

After review, it was moved and seconded to accept this fiscal policy. The motion carried unanimously by quorum (DD, CM, WB).

**Policy W-301 Volunteer Assistance for Ponderosa CSD**

After review, it was moved and seconded to accept this water policy. The motion carried unanimously by quorum (DD, CM, WB).

- Finish interior of PCSD building
- Possible meeting date change for June – related to annual budget approval
- Proposed 218 hearings – the board will continue discussion about holding Prop 218 hearings for water and snow removal rate increases. These increases would not go into effect until the fiscal year 2018-2019.

**Water 218**

Tract 391 and Tract 404 are the oldest tracts; therefore the pipes are the oldest and get the most traffic. Transit pipe has about a 50 year lifespan and these pipes were laid about 50 years ago. Mr. Benton pointed out this part of the system also has the highest pressure (120-130 psi). There have been 10 recent main line breaks in this part of the system.

It was suggested that the board seek quotes from local contractors for installation of new live on Holby and Tamarack. We should also check the Engineering Report for items we still need to complete that require a fee increase (replace main lines, replace Holby tanks, replace transfer lines).

A 218 hearing can be used to increase fees for a 5 year period.

It was suggested that a portion of each year's increase be designated for the 735 – capital improvement fund.

**Snow 218**

Snow removal is considered a property related fee and unlike water does require a ballot. Either a ballot can be mailed directly to all property owners. Only returned ballots will be counted – one ballot per parcel. The other option is to place it on a general election ballot, then only registered voters within the district will get to vote. The board decided to try placing a snow removal increase on the 2018 November ballot which means any snow removal increase will not go into effect until fiscal year 2019-2020.

**New Business**

The next regular meeting will be on January 11, 2018 at 12:30 pm in the district building.

Adjournment 4:00 pm

Minutes prepared by Jennifer Robertson/Board Secretary

**DRAFT**

# *Ponderosa Community Services District*

Effective date: 12/7/17

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## **POLICY**

New

Approved by: Board of Directors

### **FS-404 Contracting Services for Ponderosa CSD**

This policy applies whenever services are contracted for the Ponderosa CSD.

#### **1. Independent contractors**

Independent contractors will be used when deemed necessary by the water manager, water coordinator, snow monitor, or snow coordinator.

#### **2. Estimates, quotes or bids are required.**

All contracted services require at least 2 (two) estimates, quotes, or bids, except when an emergency situation requires immediate attention due to disruption of services to property owners.

- Estimates, quotes or bids may be written, emailed, faxed or verbal, however a summary of verbal estimates, quotes or bids will be hand written and signed by the contractor and PCSD representative.

No contracted services will be accepted until estimates, quotes, or bids are reviewed and approved by both the board president and the treasurer in accordance with the current budget.

- If the board president is not available, any other board member may provide approval.

#### **3. Submitted invoices**

The contractor will be held to the original estimate, quote or bid total, unless there are circumstances that justify an increased total. Final payment may be withheld until the board can review and approve the submitted invoice.

#### **4. Annual Contracts**

The board contracts Snow removal services on an annual basis unless the contract is negotiated for a longer term.

#### **5. Occasional labor**

Estimates, quotes or bids are not required for occasional hourly-rate labor, unless it is for a non-emergency project.

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Effective date: 12/7/17

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## **POLICY**

New

Approved by: Board of Directors

### **W-301 Volunteer assistance for Ponderosa CSD**

**This policy applies whenever an individual performs an agreed task for no fee for the Ponderosa CSD.**

The PCSD board has decided that, due to the remoteness of the Ponderosa community, there are times when volunteer assistance helps maintain services to all Ponderosa property owners.

**Recruitment of volunteers is at the discretion of water manager or snow monitor with approval from the board president. If the president is unavailable any other board member may approve recruits.**

#### **1. Volunteer responsibilities**

- All volunteers must complete a registration form with current contact information.
- All volunteers agree to undertake training with district personnel.
- No volunteer will perform work directly on district water lines unless the volunteer holds a current State certified water distribution license or current contractor's license.
- All volunteers will conduct themselves appropriately as representatives of the Ponderosa CSD.

#### **District responsibilities**

**The district water manager, snow monitor or other authorized district representative will provide appropriate information and training for all volunteers.**

**The district water manager or other authorized district representative will supervise all volunteer work on the Ponderosa CSD water system, unless a volunteer is proven appropriately certified/licensed.**

**All volunteers are covered under the district's liability insurance policy while performing work for the PCSD.**

- All reasonable steps will be undertaken to provide volunteers with a workplace compliant with OSHA standards.

# Volunteer Registration Form

**First Name**

**Last Name**

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**Residence Address**

**Mailing address if different**

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**Home phone**

**Cell phone**

**Other phone**

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**Emergency contact information**

**Name**

**Address**

**Phone**

**Relationship to you**

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Special skills, trainings, or certifications you may have.

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I have read and agree with the responsibilities outlined in the Volunteer Assistance for the Ponderosa CSD policy.

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**Signature**

**Print name**

**Date**