

Ponderosa Community Services District

RESPONSIBLY PROVIDING PURE MOUNTAIN WATER AND EFFECTIVE SNOW REMOVAL

Minutes of meeting
Friday May 29, 2026

Present:

Directors: G. O'Neill, F. Ohnesorgen, M. Doty
Staff: T. Griesbach, K. Klemcke, T. Harness, J. Robertson
Guests: D. Ayers, M. Goldsmith (via Google meet)

The meeting was called to order at 10:05 am, followed by the flag salute. O'Neill welcomed the guests.

Comments from the Public

None

Communications

Acceptance of Minutes from the April 3, 2026 meeting

O'Neill moved to accept minutes as presented, Ohnesorgen seconded. There was no discussion. The motion carried unanimously.

Staff Reports

General Manager – Griesbach

Mr. Griesbach reported:

- Review proposed flyer for on-call workers, possible approval/revision, determine how to advertise
- Tree emergency – GM authorized removal of hazard tree on PCSD property and did not seek bids, nor board approval. Therefore, requesting that the board review and validate his actions.
The board president polled the other board members. The board unanimously approved Mr. Griesbach's decision and actions regarding the emergency tree removal.
- There is a second hazard tree, it is broken in 3 spots and poses a danger to the PCSD building.
Mr. Griesbach has received three bids for taking down the tree and removal of debris.

Alex Barnett - \$3000

Jordan-Slate - \$8240

Toro's Tree Service - \$2000 (verbal)

It was determined to contract with TTS for the tree removal pending written quote and proof of insurance.

- PCSD requires proof of insurance for any contractors listing PCSD as secondary insured and proof of workman's comp insurance (if applicable). If this documentation is not already on file, going forward, such documentation must be provided before any contract work is done.
- Regarding contracting of equipment – It is understood that any vehicle or equipment rental cost per hour is to include mileage. PCSD will not pay for both hourly use and mileage costs.
- Regarding PCSD plow truck – The general manager is to be notified any time the truck is driven out of the Ponderosa CSD boundaries or used for anything other than PCSD business – regardless of the reason.
- Other activities include: filing Federal labor report, getting receipts for treasurer, calls with staff and public (Goldsmith), answer board member emails, find job descriptions in preparation for employee reviews.
- Job descriptions are outdated. Review and revision will be placed on a future agenda.

Secretary – Robertson

- Review election information – 4 seats available,
- (3) full terms run 2026-2030, Ohnesorgen, Doty, vacant
- (1) short term runs 2026-2028, vacant

Nomination period is July 13, 2026-August 7, 2026

Candidates must be 18 years or older, and registered to vote within the Ponderosa services district

A resolution ordering the election is required and due to county by July.

Resolution 2026-252-A, Resolution Ordering Board of Directors Election; Consolidation of Elections; Specifications of the Election Order; and Specific Services Rendered to the District

It was moved by Oneill, seconded by Ohnesorgen, and carried unanimously to accept resolution 2026-252-A.

Other activities include: updating website, responding to communications, preparing meeting documents, and meter reading worksheets.

Certified Water Operator – Klemcke

Monthly routine testing had no bad results, second round of PFAS testing

Turn on Lake for 5 minutes to collect sample

Question to T Harness about billing for recent break on Aspen

- 1st day water off, cut concrete, no tractor available

- 2nd day Parminter excavator

- 3rd day repair Parminter and Toro, 2 tractors to fill 25 to 30 feet?

- PCSD was billed by Parminter 6 hrs. excavate, 4 hrs. backfill, Toro 6 hrs. backfill

Harness asserted that was correct

Regarding Radon removal plan – there is an issue with the original tank being considered, the final cost would be \$5,000 and would still need a tank.

Doug Elliot works with a company in CA, custom made – would need a 10,000 gal tank – will get quote

Water system - Currently transferring water every 2 to 3 days,

Operations Manager report – Dolmovic absent

The general manager read notes sent by Dolmovic

D. Elliot corrected and reset Fawn well

There was a drop in production

The parts and tool rooms have been cleaned up

Making good use of the side-by-side to check on wells

Treasurer's Report – Klemcke

Working on preliminary budget

Current activity:

Fund 735 – Budget \$87,380, expenditures to date: \$39,375

Fund 740/2010 Snow – Budget \$136,956, expenditures to date: 108,752.59

Fund 740/2020 Water - \$205,641, expenditures to date: \$164,005.14

Title for the side-by-side vehicle. Where is it, the title must be transferred to Ponderosa CSD (as agricultural use) A triangle sign must be mounted on the back and it must be added to insurance policy.

Credit card issues: still having trouble getting receipts from Dolmovic, the county will not pay for charges on the credit card without valid documentation supporting the charge.

There is a credit card policy – FS 403 was reviewed

Credit purchases must comply with Policy FS-402 purchasing and authorization.

Purchase receipts must be submitted to the treasurer.

The treasurer must have receipts within five (5) days of purchase.

- If receipts are not directly delivered to the treasurer, they may be scanned or photographed, then emailed or text to treasurer.
- If there is an option to email receipt at time of purchase, then it should be emailed to pcsdtreasurer@gmail.com.

Review of credit privileges

The board may opt to rescind credit privileges for any of the following:

- Continued failure to submit purchase receipts
- Continued failure to adhere to purchase authorization policy
- Continued failure to follow purchase policy guidelines
- Repeated use of card(s) not issued in your name

Time card issues: ALL employees **must** punch in and out with the time clock in the office. No handwritten entries, on time cards, will be accepted.

Any contract work totals for payment must be submitted on an invoice, not a proposal/bid/estimate.

Klemcke met with US Bank regarding access to the bank accounts. The bank requires a letter and meeting minutes listing the new signatories.

There was a discussion about who should be the signatories on the account. The board agreed that is should be staff members only because directors come and go.

The secretary was directed to write a letter to US Bank requesting the signatory form for the Ponderosa CSD bank accounts be updated.

Remove Julie Landers

Add: Kirk Klemcke (treasurer), Tom Griesbach (GM), and Jennifer Robertson (board secretary)

O'Neill moved to accept the treasurer's report as presented. M. Doty seconded, and the motion carried unanimously.

Additional Reports

PPOA Liaison – Ohnesorgen

Held a 4th of July event. The group is still working on the helipad site. Working on getting new PPE for fire brigade. The first brigade training will be around June 28.

US Forest Service Liaison – no one to report

Business items:

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

Status updates:

- Gate for access road to Holby well site – completed! This will be removed from the agenda
- Funding opportunities for a new building to house district equipment and workshop

Old Business – carry forward

- Continuing discussion of Snow Removal rates: current rates related to cost of services, Proposition 218 public hearing requirements, working on justification requirement for rate of increase.

Note: New rates cannot become effective until July 1, 2027, for fiscal year 2027-2028.

Education campaign public meetings are not subject to 45-day notice.

- Grant for water system needs – O'Neill and/or Ohnesorgen to report

O'Neill did attend the Water Conference of the West in San Diego.

- Diane Ayers
Met with engineering firm, looking at the parcel map; Kramer property is not part of the Ponderosa CSD. PCSD would need to expand their sphere of influence and annex the parcels – this would require a metropolitan service review and incur significant costs.
Ms. Ayers proposes the board meet with her and the engineering firm so that all parties can make a more informed decision. PCSD would also ask our attorney to join this meeting. Ms. Ayers will investigate arranging a time for this meeting.

Policy Review – *carry forward*

- W-303 – possible revision of fees
- FS-401 – review for relevance and determining procedures

New Business

- Determination whether to create a policy/ordinance regarding the dumping of removed driveway snow into Ponderosa community roadways

Secretary directed to draft an ordinance for review at the next meeting.

The next meeting will be Friday June 19, 2026, at 10 am, in the PCSD building.

Adjourn 2:06 pm

Minutes prepared by Jennifer Robertson, Board Secretary

Note June 19 meeting canceled due to lack of quorum