

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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**BOARD MEETING
MINUTES
February 14, 2018**

Board of
Directors
Chairperson Frank Shepard
Vice Chairperson Dave Stone
Board Director Melinda Bennett
Board Director Steve Janovick
Board Director Dan Bastian

1. Call Meeting to Order
Chairperson Frank Shepard called to order the Regular Board Meeting of Plumas Eureka Community Services District (“PECS D”) at 0905 hours.
2. Closed Meeting: Personnel Issues
This item was tabled until the Special Board Meeting February 23, 2018.
3. Approval of December 6, 2017 Special Board Minutes
Motion to approve the Special Board Meeting Minutes of December 2017 as amended.

Motioned – Vice Chairperson Dave Stone
Second – Board Director Steve Janovick

All in Favor.

Aye – Chairperson Frank Shepard
Aye – Vice Chairperson Dave Stone
Aye – Board Director Dan Bastian
Aye – Board Director Steve Janovick
Abstain – Board Director Melinda Bennett

4. Approval of January 10, 2018 Regular Board Meeting Minutes
Motion to approve the Regular Board Meeting Minutes of January 10, 2018 as amended.

Motioned – Vice Chairperson Dave Stone
Second – Board Director Dan Bastian

All in Favor.

Aye – Board Director Steve Janovick
Aye – Board Director Melinda Bennett
Aye - Board Director Dan Bastian
Aye – Board Chairperson Frank Shepard
Aye – Vice Chairperson Dave Stone

5. Fire Chief's Report

a. Call Report & Training Report

Copies of the Call and Training Reports are available for viewing at Plumas Eureka Fire Department ("PEFD") Administrative Office during regular business hours.

Ryan Nowling has successfully upgraded his Driver/Operator license to include a Firefighter endorsement through the DMV.

A CPR/AED class was held for firefighters requiring renewal of their credentials.

b. Personnel

Luke Scott is currently on administrative leave. An update on his status will be provided at the March Board Meeting.

c. Fire Apparatus & Equipment

Jenni is evaluating our current stores of EMS supplies. She will determine what supplies need to be replaced due to age or changes in protocols. She and Julie will also identify any additional equipment or supplies required to ensure BLS compliance for all engines as well as the command vehicle.

d. Plumas County Fire Chiefs Association

There will be a meeting of the Plumas County Fire Chiefs Association on March 10, 2018. At this time, the Quincy Fire Academy may be cancelled this year due to a downturn in registration numbers.

e. Firewise Committee Actions and Activities

As CALFIRE has not yet appointed a new unit chief, we are still awaiting the written summary of the completed inspections from 2017. It was noted, however, that the community had a non-compliance rate of less than 5%, and that relations between CALFIRE inspectors and the community were pleasant.

f. Financial Assistance from the Auxiliary, Grants, and Other Funding Sources

PECAUX has agreed to fund 50% of a Volunteer Fire Assistance (VFA) Grant in order to purchase new Personal Protective Equipment (PPE) for our current Firefighters. It is anticipated that this grant will complete the needs for PPE for the next 8-10 years. A resolution will be presented to the board for approval.

g. Department Administrative Activities, Actions, and Issues

Nothing to report.

h. Miscellaneous

Nothing to report.

6. Fire Department Resolutions

a. Resolution for Acceptance of a VFA Grant

Motion to approve VFA Grant as presented by Chief Tom Forester.

Motioned – Vice Chairperson Dave Stone

Second – Board Director Melinda Bennett

All in Favor.

Aye – Chairperson Frank Shepard

Aye – Vice Chairperson Dave Stone

Aye – Board Director Dan Bastian

Abstain – Board Director Melinda Bennett

Aye – Board Director Dan Bastian

b. Resolution to Mutual Aid Reimbursements

Resolution tabled until March Board Meeting

7. Water Treatment Facility Project: Arsenic Remediation

a. The last reported sample at the compliance point was February 1, 2018 and showed the arsenic level was within acceptable parameters.

An extension has been granted on the Cease and Desist order from the State Water Resources Control Board until August 2019.

Invoicing issues thought to have been previously resolved continue with the requested disbursement from the State Revolving Fund Planning Loan (“SRF Loan”).

Communication will continue through appropriate channels to update Farr West’s invoices to an acceptable format.

b. Farr West gave a presentation updating the board with progress made on system design and Draft Environmental Documents.

c. Amendment to the District Engineer Task Order 4

Farr West presented the Board with an amendment to Task Order 4, calling for the use of potholing to locate underground utilities. This amendment will increase the budget by \$21,300.00

It was later discovered that there was a discrepancy of \$30 between Farr West's paperwork, and that of the Board. Farr West will resubmit Exhibit F to reflect the total of \$21,300.00.

Motion to Approve Exhibit F as amended, with any unused funds being redirected to Task 6.

Motioned – Board Director Melinda Bennett
Second – Vice Chairperson Dave Stone

All in Favor.

Aye – Board Director Melinda Bennett
Aye – Vice Chairperson Dave Stone
Aye – Board Chairperson Frank Shepard
Aye – Board Director Dan Bastian
Aye – Board Director Steve Janovick

d. Farr West Invoices 9253 & 9514

The Board was presented with Farr West Invoices #9253 and #9514 for approval.

Motion to approve Invoices #9253 & #9514

Motioned – Vice Chairperson Dave Stone
Second – Board Director Melinda Bennett

All in Favor.

Aye – Board Director Dan Bastian
Aye – Vice Chairperson Dave Stone
Aye – Board Director Steve Janovick
Aye – Board Chairperson Frank Shepard
Aye – Board Director Melinda Bennett

8. Audit Report

a. Motion to approve the FY 2016-2017 Audit as presented

Motioned – Vice Chairperson Dave Stone
Second – Board Director Melinda Bennett

All in Favor.

Aye – Vice Chairperson Dave Stone
Aye – Board Director Melinda Bennett
Aye – Board Director Steve Janovick
Aye – Board Director Dan Bastian
Aye – Chairperson Frank Shepard

9. Administrative Manager's Report

a. Accounts Receivable Report

The district will continue to monitor delinquent properties for payment of back taxes and CSD fees.

b. Miscellaneous

Nothing to report.

10. Committee Report

(Clerk's Note: This agenda item was tabled until the Special Board Meeting February 23, 2018.)

11. Goals & Objectives

(Clerk's Note: This agenda item was tabled until the Special Board Meeting February 23, 2018.)

12. General Manager's Report

a. Dec 2017 Financial Report

(Clerk's Note: This agenda item was tabled until the Special Board Meeting February 23, 2018.)

b. Operations Report

(Clerk's Note: This agenda item was tabled until the Special Board Meeting February 23, 2018.)

c. Rate Study: Revenue Requirements

A lengthy discussion took place regarding revenue requirements for the District as they pertain to impending rate adjustments. It was decided that John Rowden and Lucas Tipton will determine the current state of the District's reserves in order to more accurately predict revenue requirements for the board.

d. Miscellaneous

(Clerk's Note: This agenda item was tabled until the Special Board Meeting February 23, 2018.)

13. Written Correspondence to the Board

(Clerk's Note: This agenda item was tabled until the Special Board Meeting February 23, 2018.)

14. Public/Board Comment Period

Nothing to report.

15. Future Agenda Items

(Clerk's Note: This agenda item was tabled until the Special Board Meeting February 23, 2018.)

16. Adjournment

Chairperson Frank Shepard adjourned the regular Board meeting at 1426 hours.

In Attendance: Chairperson Frank Shepard
 Vice Chairperson Dave Stone
 Board Director Steve Janovick
 Board Director Dan Bastian
 Board Director Melinda Bennett.

Respectfully Submitted,

Jillian Cole
Acting Board Clerk