

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT  
200 LUNDY LANE BLAIRSDEN, CALIFORNIA 96103  
PHONE: 530-836-1953 FAX: 530-836-2963 TOLL FREE: 877-377-1953  
Email – [jillian.pecsd@gmail.com](mailto:jillian.pecsd@gmail.com)  
Web-[www.pecsd.org](http://www.pecsd.org)

**SPECIAL BOARD MEETING  
MINUTES  
December 6, 2017**

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

**1. Call Meeting to Order**

Chairperson Frank Shepard called to order the Special Board Meeting of Plumas Eureka Community Services District (“PECSD”) at 0902 hours.

**2. Board Election**

Chairperson Frank Shepard announced the results of the November 7 election of board members. Frank Shepard, Dave Stone, and Stephen Janovick were elected to the three contested seats on the Board.

**3. Elected Director**

Clerk of the Board Heather Kotrc swore in PECSD’s newly elected Director Mr. Stephen Janovick. The Board welcomed Mr. Janovick, and thanked outgoing Director Rich Machado for his years of service.

**4. Election of 2018 Board Officers**

a. Chairperson Frank Shepard opened the floor for discussion regarding electing a Chairperson and Vice Chairperson for the coming year.

I. Motion to elect Frank Shepard Chairperson of the Board

Motioned – Vice Chairperson Dave Stone

Second – Board Director Steve Janovick

All in Favor.

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

II. Motion to elect Dave Stone Vice Chairperson of the Board

Motioned – Board Director Dan Bastian  
Second – Board Director Steve Janovick

All in Favor.

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

#### **5. Approval of November 8, 2017 Regular Board Meeting Minutes**

Motion to approve the Board Meeting Minutes of November 2017 as amended.

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

All in Favor.

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

#### **6. Fire Chief's Report**

*(Clerk's Note: Fire Chief Tom Forster was absent from this meeting. Chairperson of the Board Frank Shepard summarized in his absence)*

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.

Tom is serving as Lead Instructor of a State Fire Training 16-hour Basic Pump Operations course through the Chief's Association on December 2 & 3 in Quincy. Quincy Chief Robbie Cassou is also instructing. John Sea and Ryan Nowling from

PEFD are participating. Tom is also currently planning for two days of winter, ice and river rescue training over the winter, also through the Chiefs Association.

The Department was awarded a 2<sup>nd</sup> request in October for a Volunteer Fire Assistance (“VFA”) Grant. Details of the award are pending, but the grant should cover 50% of costs to provide protective clothing.

b. Personnel

Julie Cassou has been accepted into membership as a firefighter this month. We welcome Julie and her many skills to our Department.

c. Fire Apparatus & Equipment

Engine 1978 had its front wheels and tires replaced this month. Thanks to John Sea for his coordination efforts. Budgeting for the replacement of the remaining wheels and tires will take place next budget cycle. Replacement is necessary due to the need to switch to tubeless tires.

Inventory continues for Fire Apparatus as it pertains to the ongoing maintenance program.

d. Defensible Space

Cal-Fire inspections of the community have taken place. We are awaiting the summary to be sent from Cal-Fire in the near future.

e. Plumas County Fire Chiefs Association

The annual Plumas County Fire Chiefs Association (“PCFCA”) annual year-end meeting will take place December 9, 2017 from 9:00am to 1:30pm. The meeting will feature an awards ceremony as well as lunch. Board Members and PEFD members are welcome to attend.

f. Firewise Committee

Nothing to report.

g. Miscellaneous

Discussion took place regarding a Portal to Portal agreement with the State of California (“State”). It will be determined if an agreement exists. If not, a board resolution will be created to initiate such an agreement with the State.

**7. Water Treatment Facility Project**

a. Update. The district plans to request an extension from the State Water Resources Control Board on the Cease and Desist order received.

A disbursement request has been made from the State Revolving Fund Loan in the amount of \$ 148,000.00. The request will require the reformatting of some invoices. Farr West is involved in helping the request proceed smoothly.

The district will be contacting property owners adjacent to the proposed site, giving them the opportunity for queries and/or suggestions.

A Letter of Map Adjustment (“LOMA”) will be sent to the proper authorities. The services of Richard Short, PhD, a Geotechnical Engineer have been retained to complete the Letter of Map Adjustment for the Water Treatment Plant property. Farr West Engineering has provided the consultant with necessary survey information. It is expected that the LOMA will be issued before May 2018. The contract amount is \$3,000.

b. No invoice from Farr West for review.

## **8. Rate Study**

Lucas Tipton of Farr West Engineering gave an overview of the rate study process and key items needed. The purpose of this rate study will be to evaluate and ensure that the district receives, and continues to receive sufficient funding to finance the new Water Treatment Facility, as well as other foreseeable future damage. Mr. Tipton indicated that the cost of water, on average, nationwide, rises around 4% on a yearly basis.

Board Director Dan Bastian asked if the Board may informally make decisions to keep moving forward. According to Mr. Rowden, the schedule has been reviewed by an attorney and things appear to be in order.

Following the presentation and ensuing discussion, the Board informally approved Mr. Tipton to conduct the rate study on behalf of the district.

## **9. Manhole Repair Contract**

Interim General Manager John Rowden requested to table this topic for future discussion.

Board Director Dan Bastian had questions or comments, though discussion was tabled. He wondered if we were taking the correct approach in collecting bids. He wanted to ensure that the District operates as efficiently as possible.

Mr. Rowden explained that the issue needs to be addressed by the year 2020, so there is time to revisit the plans and make adjustments, if needed. He also indicated that he is working with Waters Vacuum Truck Service to have the system inspected via camera.

## **10. Administrative Manager’s Report**

a. Accounts Receivable

Nothing to report.

b. Signature Cards

New signature cards for the Plumas Bank checking account are pending distribution.

c. Miscellaneous

Nothing to report.

**11. Committee Report**

a. Personnel

Approval of the most recent budget changed the annual Cost of Living Adjustment (“COLA”) from Western States to the SSI table. The COLA for 2017 was 0.38%, but beginning 1/1/2018 the COLA allowance will be 2%.

I. Motion to approve the 2% COLA increase remaining constant with Social Security beginning 1/1/2018.

Motioned – Vice Chairperson Dave Stone

Second – Board Director Dan Bastian

All in Favor.

Aye – Chairperson Frank Shepard

Aye – Vice Chairperson Dave Stone

Aye – Board Director Steve Janovick

Nay – Board Director Dan Bastian

Absent – Board Director Melinda Bennett

b. Recreation

Nothing to report.

c. Emergency Preparedness Plan

A short discussion between Larry Walker and Tom Forster took place regarding the Emergency Preparedness plan. It was suggested that our plan needs to be updated.

d. Water Conservation

Nothing to report.

e. Benefits

Nothing to report.

f. Budget Finance

Nothing to report.

g. Insurance

Nothing to report.

**12. Goals & Objectives**

Nothing to report.

**13. General Manager's Report**

a. Motion to approve the Final Fiscal Year 2016/2017 Financial Reports.

Motioned – Vice Chairperson Dave Stone

Second – Board Director Dan Bastian

All in Favor.

Aye – Chairperson of the Board Frank Shepard

Aye – Vice Chairperson of the Board Dave Stone

Aye – Board Director Dan Bastian

Aye – Board Director Steve Janovick

Absent – Board Director Melinda Bennett

b. Motion to approve Fiscal Year 2017/2018 November Financial Reports.

Motioned – Vice Chairperson Dave Stone

Second – Board Director Dan Bastian

All in Favor.

Aye – Chairperson of the Board Frank Shepard

Aye – Vice Chairperson of the Board Dave Stone

Aye – Board Director Dan Bastian

Aye – Board Director Steve Janovick

Absent – Board Director Melinda Bennett

c. Operations Report

I. Wastewater

The repairs/replacement to the Effluent and WWTP #6 pumps were reported. Some sealing improvements were discussed as a solution to intermittent power issues with the new pump at WWTP #6.

Manhole repairs were also reported.

II. Water

In the protecting of the water gauge in Madora Creek, the Plumas Pines Golf Resort took measures to protect the exposed water main. The creek flow was

diverted, and concrete was poured over the creek bottom below the gauge and over the main to prevent future. The District assisted by buying concrete.

A leak was discovered on Aspen Circle, and was determined to be coming from the CSD Main. The District is currently accepting bids for repair.

d. Special Districts Leadership Academy Conference

Board Director Steve Janovick and Chairperson of the Board Frank Shepard expressed interest in attending the conference. They will check their schedules and advise of their preferences.

e. Miscellaneous

Nothing to report.

**14. Written Correspondence to the Board**

Nothing to report.

**15. Public/Board Comment Period**

Nothing to report.

**16. Future Agenda Items**

Nothing to report.

**17. Adjournment**

Chairperson Frank Shepard adjourned the regular Board meeting at 1207 hours.

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

Respectfully Submitted,

*Signature on file.*

Jillian Cole  
Acting Clerk of the Board