

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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**BOARD MEETING
MINUTES
October 14th, 2015**

Board of
Directors
Chairman Elmer Tretten
Vice Chairman Frank Shepard
Director Rich Machado
Director Dave Stone
Director Melinda Bennett

1. Call Meeting to Order

Chairman Elmer Tretten called to order the regular Board meeting of Plumas Eureka Community Services District (“PECSD”) at 0902 hours.

2. Approval of September Meeting Minutes

Motion to approve as corrected.

Motioned – Vice Chairman Frank Shepard
Second – Board Director Melinda Bennett

All in Favor.

Yes – Chairman Elmer Tretten
Yes – Vice Chairman Frank Shepard
Yes – Board Director Melinda Bennett
Yes – Board Director Dave Stone
Absent – Board Director Rich Machado

3. Fire Chief’s Report

a. Call Report & Training Report

Copies of the Call and Training Reports are included in the minutes and are available for viewing at Plumas Eureka Fire Protection District’s (“PEFPD”) Administrative Office during regular business hours.

Fire Chief Tom Forster is coordinating a second weekend class offered by the National Fire Academy, titled "New Fire Chief: Challenging Issues". This class will be hosted by Quincy Volunteer Fire Department ("QVFD") the weekend of November 21st thru November 22nd.

b. Personnel

Fire Fighter Dan Gearhart is no longer with PEFPD, Mr. Gearhart had moved to Graeagle last year and is currently serving on Graeagle Fire Protection District ("GFPD"); recruitment continues.

Assistant Fire Chief Bill Robinson coordinated Emergency Medical Services ("EMS") coverage for the four day Lost Sierra Hoedown held September 24th thru September 27th at the Ski Bowl in Plumas Eureka State Park. Fire Fighter John Sea was also on scene to assist.

Fire Chief Tom Forster gave a special thanks to Fire Fighter Jenni McGuire for her good work sewing patches on uniforms and Personal Protective Equipment ("PPE"). Ms. McGuire continues to organize EMS supplies and distribution among engines.

c. Grant Update

Nothing to report.

d. Defensive Space

The 3rd Quarter Meeting for Plumas County Fire Chiefs Association ("PCFCA") was held Saturday, October 3rd at GFPD Station #1. PCFCA is getting involved in the state wide update of Public Resources Code No. 429 which relates to defensible space and Firewise Communities. Chief Forster serves as Secretary/Treasurer of PCFCA Board.

e. Firewise

A Firewise Committee Meeting was held at PEFPD on September 30th at 1:00 pm. At that meeting the Firewise Communities/USA Community Assessment for the Plumas Eureka Estates Community was accepted with minor corrections. This can be viewed at www.pecsd.org or at PEFPD's Administrative Office.

An informational Firewise Table was set up at the Pancake Breakfast held on September 5th by Vice Chairman Frank Shepard and Committee Member Dave Bauer. Plumas County Fire Prevention Specialist Sue McCourt, who was in attendance at the Committee Meeting, confirmed this would be accepted as PECSD's Annual Firewise Day. Vice Chairman Frank Shepard stated Ms. McCourt has been very helpful in this process.

Chief Forster stated the application to be recognized as a Firewise Community will be submitted to National Fire Protection Agency (“NFPA”) soon. Fire Chief Tom Forster thanked Vice Chairman Frank Shepard for all his hard work.

- f. Miscellaneous
Nothing to report.

4. Arsenic Remediation Project

- a. Ray Kruth, Stantec Engineering was in attendance to go over the newest changes in the Draft Preliminary Engineering Report (“PER”). This report includes changes requested by State Water Resources Control Board, Division of Drinking Water (“SWRCB, DODW”). One of the suggestions from SWRCB, DODW was to “tie in” with Graeagle Land and Water (“GLW”). Mr. Kruth reported there has been no response as of yet from GLW’s Owner Dan West. General Manager Frank Motzkus reported his last communication with GLW was Mr. West is waiting to hear back from the Public’s Utility Commission (“PUC”). Chairman Elmer Tretten asked 1st if Mr. Motzkus is keeping track of the attempts made to contact Mr. West and 2nd if SWRCB, DODW Representative Stephen Rooklidge has been kept informed. General Manager Frank Motzkus confirmed that both actions were being performed.

Homeowner Dave Yeargin presented the Board with a written report with comments and questions regarding the current Draft PER. Ray Kruth also received a copy and believes most of Mr. Yeargin’s comments can be incorporated into the Draft PER.

Homeowner Brian Shewmake questioned why the Board was not considering placing an Arsenic Treatment Plant (“ATP”) next to Well 2 located along Plumas Pines Golf Course (“Golf Course”) near Hole #13. General Manager Frank Motzkus noted the new Draft PER addresses this issue.

The Draft PER lists Arsenic Remediation Project’s completion date in June 2017, homeowner Dan Bastian was in attendance and expressed his concerns in which the date listed is past the Environmental Protection Agency’s (“EPA”) completion deadline of November 1, 2016. Mr. Bastian believes SWRCB, DODW is pushing PECSO to “tie in” with GLW and asks the Board to continue to pursue a meeting with Dan West. Vice Chairman Frank Shepard asked if Dan Bastian would be interested in attending this meeting, Mr. Bastian confirmed he would.

Ray Kruth’s suggestion to the Board is to send the current Draft PER to Stephen Rooklidge for comments and suggestions. Mr. Kruth will then present the Board with those changes at November 11th’s Board Meeting.

It was the sense of the Board to send the current Draft PER to Stephen Rooklidge for comments and suggestions with a cover letter stating PECSD is pursuing a meeting with GLW.

- b. The Board received a Proposal for Arsenic Removal Pilot Services from Blueleaf Incorporated. Mr. Kruth confirmed Mr. Rooklidge confirmed SWRCB, DODW will accept the Pilot Study to be completed in January 2016.

Mr. Bastian noted the previous Pilot Study completed in April 2013 included items listed in Blue Leaf Incorporated's Proposal, meaning Stantec Engineering's previous contract for the pilot study had not been completed. Mr. Bastian feels Stantec Engineering should finish the job. The Board instructed General Manager Frank Motzkus to contact Stantec Engineering for possible compensation from the previous Pilot Study.

- c. Motion to move forward through Step 3 of Arsenic Removal Pilot Services contingent of a cancelation clause.

Motioned – Board Director Dave Stone
Second – Vice Chairman Frank Shepard

- d. Roll Call Vote

Clerk of the Board Heather Kotrc conducted a roll call vote.

Yes – Chairman Elmer Tretten
Yes – Vice Chairman Frank Shepard
Yes – Board Director Melinda Bennett
Yes – Board Director Dave Stone
Absent – Board Director Rich Machado

5. Recycle Feasible Study Report

The Board received PECSD's Recycle Feasible Study Report drawn up by Bastian Engineering at the September 9th Board Meeting to review. The study is in preparation for possible future funding. Board Director Dave Stone stated it is a well-organized report however, if you are to submit a project to the State to obtain grants you need to show some kind of benefits to the State. It was in the opinion of Mr. Stone that none of the alternatives listed in the study showed any benefits. Mr. Stone asked General Manager Frank Motzkus if the report met the request to the degree that PECSD should make full payment to Bastian Engineering. Mr. Motzkus confirmed it did meet the request.

Motion to accept the report.

Motioned – Vice Chairman Frank Shepard

Second – Board Director Melinda Bennett

All in Favor.

Yes – Chairman Elmer Tretten

Yes – Vice Chairman Frank Shepard

Yes – Board Director Melinda Bennett

Yes – Board Director Dave Stone

Absent – Board Director Rich Machado

6. Operations Report

- a. PECSD has stopped reclaiming water with the Golf Course at Unit #6.
- b. A tank house pump was clogged, that clog has now been cleared.
- c. Wastewater Treatment Plant (“WWTP”) #6 had a pump plug up, that plug has been cleared out and WWTP #6 is back on line.
- d. WWTP #7 had a control float problem with the effluent tank, Operations Manager Lew Prince and Operator Jamar Tate have since mitigated the problem.
- e. Dollard Electric will be wiring the new backup generator by the end of this week, once this is done Bi State Propane will fill the tank. The generator will need to be inspected by Plumas County’s Building Inspector. Operations Manager Lew Prince anticipates the Backup Generator Project to be completed by November 11th’s Board Meeting.
- f. Operations Manager Lew Prince and Operator Jamar Tate have inspected eight (8) out of the nine (9) parcels connected to Madora Lake Leach Field. The one (1) remaining parcel needs to contact PECSD to schedule inspection.
- g. Mr. Prince and Mr. Tate flushed the water main in Eureka Springs due to a customer complaint. Mr. Prince stated if a customer has an issue with the water quality to be sure to contact PECSD’s administrative office for resolution.
- h. Operations Manager Lew Prince has scheduled with Graeagle Chevron an annual service for the White Ford.
- i. Mr. Prince and Mr. Tate have installed a new toilet in the front bathroom.
- j. Alliance Workforce employee Shannon Eccles has been “cleaning up” the Sequoia Park area, Operations Manager Lew Prince has donated his personal trailer to haul piles up to Dynamite Hill Leach Field (“DHLF”).

- k. Plumas Sierra Rural Electric Cooperative had a tree cut down on East Ponderosa Drive and left the rounds. At September's Board Meeting it was the consensus of the Board to instruct Operations Manager Lew Prince to contact the Elks Lodge to donate the rounds. The Elks Lodge has collected most of the rounds, Mr. Prince will be contacting them to collect the remaining rounds.
- l. WWTP #7 Lift Station had a float problem which burned up a pump. That pump is currently in Reno, Mr. Prince is waiting for a repair quote.
- m. Operations Manager Lew Prince has switched the fields at Dynamite Hill Leach Field ("DHLF"), this is done seasonally.
- n. Waters Vacuum Truck Service hydro-flushed all sewer mains and manholes in Area 2. Area 2 includes Sequoia Circle, Jacks Court, Cottonwood Drive, Evergreen Circle and Cedar Lane.

7. Caley Electric

- a. The Board received a Proposal to replace an existing sewer lift controller for WWTP #6 from Caley Electric.
- b. Motion to approve.
Motion to approve installation of sewer lift controller.

Motioned – Board Director Dave Stone
Second – Vice Chairman Frank Shepard

All in favor.

Yes – Chairman Elmer Tretten
Yes – Vice Chairman Frank Shepard
Yes – Board Director Melinda Bennett
Yes – Board Director Dave Stone
Absent – Board Director Rich Machado

8. Robert W. Johnson's Contract

- a. The Board received Auditor Robert W. Johnson's Proposal for a three year contract, which is up for review. General Manager Frank Motzkus stated the biggest addition is the increase in travel costs.
- b. Motion to approve.
Motion to approve contract.

Motioned – Vice Chairman Frank Shepard
Second – Board Director Dave Stone

All in favor.

Yes – Chairman Elmer Tretten

Yes – Vice Chairman Frank Shepard

Yes – Board Director Melinda Bennett

Yes – Board Director Dave Stone

Absent – Board Director Rich Machado

9. Special Districts Report

California Special Districts Association (“CSDA”) is having a Board Election for the seat who represents PECSD in Plumas County, the Board received the candidate information.

It was reported at September 9th's Board Meeting Plumas Community Services District Association (“PCSDA”) was putting on a “Best Management Practices” workshop on October 5th, that meeting has been cancelled due to medical issues. PCSDA will be working on rescheduling this workshop, General Manager Frank Motzkus stated it will be held possibly early next year.

PCSDA’s next meeting will be on 11/18/2015 at 1:00 pm at the Quincy Library.

10. Accounts Receivable Report

a. Liens

Administrative Manager Heather Kotrc reported one (1) lien had been paid in full.

b. 2nd Shut Off Notices

2nd Shut Off Notices were mailed out October 1st by Administrative Manager Heather Kotrc.

11. Committee Report

a. Personnel

Nothing to report.

b. Recreation

Nothing to report.

c. Emergency Preparedness

Nothing to report.

d. Water Conservation

- I. PECSD is mandated by the State of California to report water conservation from the months of June 2015 thru November 2015 compared to June 2013 thru November 2013. General Manager Frank Motzkus presented the Board with these reports. The reports

show a savings of 26% in the month of September 2015 compared to September 2013.

II. The Board discussed changing PECSD's current Water Conservation Stage II to Stage I. General Manager Frank Motzkus stated as PECSD is mandated by the State of California to report water conservation thru the month of November, it seems Stage II should stay in place at least till then. It was the Consensus of the Board to remain in Stage II.

e. Benefits

General Manager Frank Motzkus handed out to PECSD's employees Special District Risk Management ("SDRMA") enrollment forms and gave a deadline of October 21st to hand them into Administrative Manager Heather Kotrc.

f. Insurance

General Manager Frank Motzkus received two different options for Liability Insurance Renewals for PECSD and PEFPD. Mr. Motzkus requested the Board for direction in reviewing the policies to possibly save the District money. Mr. Motzkus asked if homeowner Michael Peters could give his insight in the matter. It was the consensus of the Board to direct Mr. Motzkus to consult with Mr. Peters.

g. Firewise

This agenda item was discussed under Agenda Item #3, section #E.

12. Goals & Objectives

Nothing to report.

13. General Manager's Report

a. The Board reviewed Fiscal Year 2015/2016 September Financial Reports. General Manager Frank Motzkus reported percentages spent in Operations and Management ("O&M") Budget, these are as follows:

<u>Year to Date Target</u>	25.0%
Water	24.6%
Wastewater	21.5%
Fire	16.9%
Consolidated	21.9%

Chairman Elmer Tretten and Vice Chairman Frank Shepard noted "Fire" should not be included in the O&M Consolidated Report. General Manager Frank Motzkus and Administrative Manager Heather Kotrc made a note of the change requested.

- I. Motion to accept as presented.

Motioned – Vice Charmain Frank Shepard
Second – Board Director Melinda Bennett

All in favor.

Yes – Chairman Elmer Tretten
Yes – Vice Chairman Frank Shepard
Yes – Board Director Melinda Bennett
Yes – Board Director Dave Stone
Absent – Board Director Rich Machado

Clerk's Note: Fire Chief Tom Forster excused himself from the Regular Board Meeting at 1115 hours.

b. Miscellaneous

- I. Cantella Investments Financial Advisor Mark Edelman, who specializes in Certificate of Deposits (“CDs”) has been in contact with General Manager Frank Motzkus. Mr. Motzkus requested from the Board a direction to possibly place monies into a CD or leave the monies in Local Agency Investment Fund (“LAIF”). The Board will consider this in the future.

II. Upcoming Dates

October 26th thru October 30th General Manager Frank Motzkus is planning on taking time off for a home project.

November 3rd General Manager Frank Motzkus will be out of the office.

- III. General Manager Frank Motzkus reminded the Board and the Public “Elections are coming up, please do not forget to vote.”

- IV. General Manager Frank Motzkus presented the Board with a map showing how many properties PECSO owns and what properties PECSO is responsible for. Board Director Rich Machado requested this map from Mr. Motzkus. Homeowner Dave Yeargin stated Mr. Machado also requested this information from him. Mr. Yeargin informed Mr. Motzkus’ map was missing some information. Mr. Motzkus stated he will contact Mr. Machado to compare the information.

- V. General Manager Frank Motzkus reported PECSD has gone through the 2014/2015 Audit and it went extremely well, best audit Mr. Johnson has had with PECSD in the last 20 years. Mr. Motzkus congratulated Administrative Manager Heather Kotrc on a very successful audit.

14. Written Correspondence to the Board

Nothing to report.

15. Public Comment

Homeowner Brian Shewmake stated he and his wife Cheryl Shewmake will be leaving for the season and requested the Board to consider “alternative” arsenic remediation projects more seriously. Mr. Shewmake noted the Board is “lucky to have Dan Bastian”.

Cheryl Shewmake announced PECAUX is holding a Firefighter Appreciation Dinner at Longboards on October 30th at 6:00 pm and encouraged everyone to come and support the local volunteers.

16. Future Agenda Items

Nothing to report.

17. Adjournment

Motioned – Vice Chairman Frank Shepard

Chairman Elmer Tretten adjourned the regular Board meeting at 1131 hours

In Attendance:	Chairman Elmer Tretten
	Vice Chairman Frank Shepard
	Board Director Melinda Bennett
	Board Director Dave Stone
Absent:	Board Director Rich Machado

Respectfully Submitted,

Signature on file

Heather J Kotrc
Clerk of the Board

For the Public’s convenience, full copies of any and all documents/reports discussed at this meeting are either posted on the web site listed above, or available for viewing at Plumas Eureka Community Services District’s Administrative Office during the hours of operation.