

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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**BOARD MEETING
MINUTES
April 11, 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 (“PECSD”) at 0902 hours.
2. Closed Session: Personnel
The board adjourned into Closed Session to discuss the appointment of a new Administrative Manager. Upon resuming the open session, it was announced that the position would be offered to applicant Jillian Cole.
3. Approval of March 14, 2018 Board Minutes
Motion to approve the Regular Board Meeting Minutes of March 2018 as amended.

Motioned – Board Director Melinda Bennett
Second – Board Director Dan Bastian

All in Favor.

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

4. 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.

b. Personnel

No changes in Personnel status were reported. However, PECAUX elected several officers: Cheryl Shewmake has been elected President, Jenni McGuire was elected Recording Secretary, Kim Train will take the role of Treasurer, and Larry Walker will step in as Corresponding Secretary.

c. Firewise Community and CalFire Inspections

Firewise Community signs have been mounted near the entrances to the community. Thanks to Firewise committee Chair Dennis Lincoln for getting this task completed.

d. Emergency Medical Services (EMS) Equipment & Supplies

Jenni continues to replace outdated and/or expired EMS supplies with the goal of making all PEFD Engines Basic Life Support (BLS) compliant. Julie is assisting with this task.

e. Plumas County Fire Chiefs Association (PCFCA)

Quincy Fire Academy, regional new firefighter training, will be cancelled this year due to low enrollment numbers. Additionally, live firefighter burn training, as well as any regional Driver Operator 1B courses have been cancelled this year due to lack of enrollment.

f. Fire Apparatus & Equipment Maintenance

John Sea remains very active in ensuring maintenance needs are satisfied. Kudos to him for his tireless efforts.

g. Department Administrative Activities, Actions, and Issues

Nothing to report.

h. Miscellaneous

PEFD provided EMS coverage for the only Longboards race event held this year on Sunday March 18th. Volunteers included Bill, Julie, Ryan, Tom Connolly, Joanne Bourgueno, and Rachel Cudia from QFD

5. Water Treatment Facility Project: Arsenic Remediation

Samples taken March 8, 2018 showed the Ar level at the compliance point to be 8, at Well 1B to be 6ppb, and at Well 2 to be 11ppb. The EPA Standard is 10ppb. The Board discussed communicating a need for conservation to the public in order to keep Ar levels down.

a. Farr West Engineering reported that they were currently at 90% completion for the design portion of the project. The potholing performed earlier this month did not yield optimal results, so the procedure will be repeated to ensure accuracy in determining the location of water mains.

Interim General Manager John Rowden presented the drawings of the interior of the treatment plant, and gave a generalized overview of the building's functionality. It was also mentioned that Operator Grade may be an issue in the future. John will research and advise.

6. Committee Report

Nothing to Report.

7. Goals & Objectives

Interim General Manager introduced an updated Goals & Objectives statement for The Board's review. No action was taken at this time.

8. General Manager's Report

a. Finance

i. Consideration of March Financial Reports

The Board discussed ways to streamline and simplify the monthly Financial Reporting process. Suggestions included adding a financial Monthly Budget Report and omitting the Water and Wastewater Consolidated reports. The Board also requested that all Capital Expenses be tagged in future Financial Reports.

Motion to approve March2018 Financial Report as amended

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

All in Favor.

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

b. Administration

Nothing to Report.

c. Operations

Nothing to Report.

d. Special Projects: Rate Study Status

Interim General Manager John Rowden presented a “two prong” approach to implementing the upcoming rate adjustments. He stated the goal would be to have the process for Prop 218 run concurrently with the process for a new rate ordinance. He stated the final Rate Study by Farr West Engineering would be completed in time for a Special Board Meeting later in April. \

The Board expressed concern over attempting to hasten the rate process in order to meet a deadline.

Mr. Rowden stated that the schedule has some flexibility, as long as the Board is flexible about the date of implementation of the new rates.

The Board scheduled a Special Meeting for April 27th, 2018 at 3:00pm to view and discuss the final rate study, and make a decision on the new rate structure.

9. Written Correspondence to the Board

Nothing to Report

10. Public/Board Comment Period

Nothing to report.

11. Future Agenda Items

The Board will hold a Special Meeting April 27th, 2018 to discuss a new rate structure and possible introduction of a new rate ordinance. Future meetings will also feature the District’s water conservation plan and a Draft of the 2019 FY Budget

12. Adjournment

Chairperson Frank Shepard adjourned the regular Board meeting at 1323 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

