

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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**BOARD MEETING
MINUTES
November 11th, 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

Vice Chairman Frank Shepard called to order the regular Board meeting of Plumas Eureka Community Services District (“PECSD”) at 0904 hours.

Vice Chairman Frank Shepard announced Chairman Elmer Tretten took a spill on his front porch and would not be in attendance. Mr. Tretten sends his apologies and stated he will be in attendance for December’s Regular Board Meeting.

2. Election Results

- a. For the November 3rd, 2015 elections, PECSD had three (3) Candidates: Elmer Tretten, Dan Bastian and Melinda Bennett. Board Director Dave Stone ran unopposed. Dan Bastian and Melinda Bennett were successful in the election. Vice Chairman Frank Shepard congratulated Dan Bastian. Dan Bastian, Melinda Bennett and Dave Stone will be sworn in on December 4th by Clerk of the Board Heather Kotrc.
- b. In light of the elections, Board Director Elect Dan Bastian has requested the Board terminate Bastian Engineering’s District Engineer Professional Services Agreement with PECSD.

Motion to terminate.

Motioned – Board Director Rich Machado
Second – Board Director Dave Stone

All in favor.

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

3. Approval of October Meeting Minutes

This item has been tabled to December's Regular Board Meeting, there were not enough votes available to approve. Board Director Rich Machado was not in attendance at the October Meeting.

4. 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 Department's ("PEFPD") Administrative Office during regular business hours.

b. Personnel

Firefighter in Training Lew Prince has re-joined PEFPD as a volunteer firefighter. General Manager Frank Motzkus consulted PECSD's Labor Attorney to assure there is not a payroll issue given his full time employment with PECSD. Since his regular full-time job is in the Water and Wastewater Departments, the volunteer fire fighter role is allowed and regular stipends will apply. If Mr. Prince responds to a call while on duty with PECSD he will receive his regular employee hourly rate plus PEFPD's stipend rate.

Fire Captain Chad Castagnetti has relocated to Reno and will no longer be an active member as of December 31st, 2015. Firefighter/Engineer Rich Machado will be promoted to Captain as of November 1st, 2015. Fire Chief Tom Forster stated Mr. Machado has been one of PEFPD's most active members and congratulated him on his promotion.

c. Grant Update

Nothing to report.

d. Defensive Space

Fire Chief Tom Forster and Board Director Dave Stone will continue working on drawing up a Draft Ordinance or Draft Policy regarding Fire Prevention, namely for vacant lots. Fire Chief Tom Forster anticipates something to be in place by 2016's Fire Season.

e. Firewise

Vice Chairman Frank Shepard stated the application packet has been completed and wanted Plumas County Fire Prevention Specialist Sue McCourt to review the

packet prior to sending it out. Administrative Manager Heather Kotrc noted she will email an electronic version to Ms. McCourt.

f. Miscellaneous

Plumas Eureka Community Auxiliary (“PECAUX”) hosted the annual Firefighter Appreciation Dinner at Longboards on Friday, October 30th. The Firefighters opted to use part of PEFPD’s fundraising account to acknowledge active PECAUX Members Doris Olsen, Muriel Aman, Bill and Sue Carrera recognition trophies. The Firefighters also gave special thanks with plaques to Captain Chad Castagnetti and Firefighter/Emergency Medical Technician (“EMT”) Jenni McGuire.

5. Arsenic Remediation Project

- a. Ray Kruth, Stantec Engineering, was in attendance to update the Board with the progress made in the Arsenic Remediation Project. Mr. Kruth stated Dan West with Graeagle Land and Water Company (“GLW”) has been unresponsive, PECSD is waiting for questions to be answered by Mr. West. These answers will give PECSD a better idea of what a “tie in” with GLW would entail. Dan Bastian stated he has had conversations with Mr. West and it seems Mr. West is not opposed to the proposed project. Vice Chairman Frank Shepard asked if Mr. Bastian could assist in setting up a meeting with Mr. West to discuss the project, Mr. Bastian confirmed he would assist. Mr. Shepard also asked Mr. Bastian if he would be willing to attend this meeting, Mr. Bastian confirmed he would. It was the consensus of the Board to invite Steve Rooklidge with State Water Resources Control Board, Division of Drinking Water (“SWRCB, DODW”) to attend this meeting either in person or via conference call.
- b. The Board received a letter regarding the current Draft Preliminary Engineering Report (“PER”) from SWRCB, DODW. Ray Kruth is currently working with Steve Rooklidge to update the PER. This update will include comments and changes requested by Mr. Rooklidge.
- c. The Board received a letter from Plumas Pines Golf Course (“Golf Course”) regarding the Arsenic Remediation Project. In this letter it states Plumas Pines Golf Resort Owners and Management are in opposition to the proposed expansion of the Well #2 building for the addition of a treatment plant located between the 13th and 17th fairways on the golf course. The letter lists concerns for playability and liability issues. Board Director Elect Dan Bastian believes the proposed project was not described accurately to the Golf Course. Vice Chairman Frank Shepard noted receiving objections is part of the process.
- d. The Board received written correspondence from Board Director Elect Dan Bastian listing his concerns with the Arsenic Remediation Project. Mr. Bastian noted “it is a forgone conclusion that the latest PER submitted to the State will

be deemed inadequate and/or unacceptable". Mr. Bastian suggested no payments should be made to Stantec Engineering until a State-approved PER has been provided. Board Director Elect Dan Bastian stated concerns regarding the money billed out by Stantec Engineering for the first Pilot Study performed in the beginning of 2013. Mr. Bastian feels the first pilot study was not performed accurately and PECSD should receive some compensation from Stantec Engineering. Ray Kruth stated Stantec Engineering's position is the first Pilot Study was performed accurately, the Scope of Services has changed since then. The test results are valuable for the ongoing project. Mr. Bastian stated Stantec Engineering should draw up something in writing of their position in the matter.

- e. The Board considered Mr. Bastian's request for appointment as the Board Liaison for the Arsenic Remediation Project. Board Director Dave Stone stated he was opposed to the proposal from Mr. Bastian, PECSD has an engineering firm and a General Manager to speak in behalf of the Board of Directors. The Board of Directors is in charge of policies and oversight where the General Manager is in charge of operations. Vice Chairman Frank Shepard noted Mr. Bastian would be a valuable resource to work through General Manager Frank Motzkus with communications. Mr. Stone noted that a Board Member should not be working independently. Board Director Elect Dan Bastian withdrew his request.

6. Operations Report

Please Note: Operations Manager Lew Prince noted a typo on the 4th item of his report.

- a. Wastewater Treatment Plant ("WWTP") #6 was having problems with the effluent pumps getting clogged up. Operations Manager Lew Prince scheduled Plumas Sanitation to come out to clean out the tanks. One of the tanks was not completely cleaned out due to the weight of the solids at the bottom. Firefighter John Sea was able to wash down the tank with the wild land engine. Plumas Sanitation has pumped out the tank.
- b. WWTP #6's start float in the flow equalization tank had failed. That float has been replaced and WWTP #6 is back online.
- c. Caley Electric has replaced the flow equalization tank control panel in WWTP #6.
- d. Operations Manager Lew Prince and Operator Jamar Tate pulled apart and cleaned up WWTP #6's flow meter.
- e. General Manager Frank Motzkus authorized Sparks Electric Motor to repair WWTP #7's lift station pump. The total repair is quoted at \$1617.00.
- f. A leak at Well 1B was discovered. That leak has been repaired and Well 1B is back online.

- g. The Well Water samples for Pilot Testing have been sent off, four (4) five (5) liter samples were taken from each well and shipped out to Blueleaf Incorporated for their analysis.
- h. Operations Manager Lew Prince and Operator Jamar Tate have winterized Well 1B, Well 2 and the irrigation system at WWTP #7.
- i. Operations Manager Lew Prince reported the Backup Generator Project has been completed.
- j. Alliance Workforce employee Shannon Eccles has been “cleaning up” the Sequoia Park area for the past few months, Ms. Eccles contract expired October 30th. Mr. Prince and Mr. Tate completed the “clean up” including removal of a dead tree.
- 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. A representative from the Elks Lodge has picked up the firewood.

7. Accountant’s Compilation Report

The Board was presented with Auditor Robert W. Johnson’s Accountant’s Compilation Report. This report has been sent to the State Controller’s Office.

8. Special Districts Report

General Manager Frank Motzkus reported Plumas County Special Districts Association’s (“PCSDA”) next meeting will be on November 18th at 1:00 pm at the Quincy Library. PCSDA will be discussing possibly putting together a Board Training Workshop in the future.

9. Accounts Receivable Report

- a. Liens
Nothing to report.
- b. Administrative Manager Heather Kotrc reported the Final 48 Hour Shut Off Notices have been sent out.

10. Committee Report

- a. Personnel
Nothing to report.
- b. Recreation
Nothing to report.

c. Emergency Preparedness

Board Director Rich Machado presented to the Board Plumas County Wildfire Preparation & Evacuation Plan fliers and noted they are in PECSD's Administrative Office. Mr. Machado also pointed out in the local Rural Life monthly mailer there is an article for evacuations in disasters.

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 -26.8% in the month of October 2015 compared to October 2013.

e. Benefits

Nothing to report.

f. Insurance

Nothing to report.

g. Firewise

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

11. Goals & Objectives

General Manager Frank Motzkus noted PECSD should reassign Goals & Objectives tasks due to the upcoming change on the Board. Vice Chairman Frank Shepard asked Dan Bastian to take home the Goals and Objectives to review.

12. General Manager's Report

- a. The Board reviewed Fiscal Year 2015/2016 October 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>	33.4%
Water	34.3%
Wastewater	30.6%
Water/Wastewater Consolidated	32.6%
Fire	36.7%

- I. Motion to accept the October Financials.

Motioned – Board Director Dave Stone
Second – Board Director Rich Machado

All in favor.

Yes – Vice Chairman Frank Shepard

Yes – Board Director Rich Machado

Yes – Board Director Dave Stone

Absent – Chairman Elmer Tretten

Absent – Board Director Melinda Bennett

b. Miscellaneous

- I. General Manager Frank Motzkus received a Review of Technical Documents and Request for Additional Information, Plumas Eureka CSD, Waste Discharge Requirements Order No. 98 – 001, Plumas County from Representative Heidi Bauer, RWQCB. The deadline for the information requested was November 1, 2015. General Manager Frank Motzkus presented the Board with the information he sent to Ms. Bauer by the deadline. Mr. Motzkus is waiting to hear back from Ms. Bauer.

II. Upcoming Dates

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|---------------------------|--|
| November 16 th | General Manager Frank Motzkus will be attending a seminar on ground water in Sacramento and will be out of the office. |
| November 18 th | PCSDA's 3 rd Quarter Meeting is at 1:00 pm at the Quincy Library. General Manager Frank Motzkus will be in attendance. |
| November 19 th | Integrated Regional Water Management ("IRWM") Municipal Group's Meeting will be at 1:00 pm in the conference room of the Planning Building in Quincy. General Manager Frank Motzkus will be in attendance. |
| November 26 th | PECSD offices will be closed for the Thanksgiving holiday. |
| November 27 th | PECSD offices will be closed for the Thanksgiving holiday. |
| December 4 th | General Manager Frank Motzkus will be out of the office. |
| December 7 th | General Manager Frank Motzkus will be out of the office. |
| December 16 th | The Regular Board Meeting on December 9 th has been rescheduled to December 16 th . |

13. Written Correspondence to the Board

The Board received Auditor Robert W. Johnson’s Responsibility correspondence letter which goes over the Auditor’s views of PECSD’s accounting system and how he felt the audit went. General Manager Frank Motzkus noted it was the best audit in the years he has been employed. Vice Chairman Frank Shepard noted the audit looks clean in the letter and the Board should be receiving the actual Audit and a Management letter by the next Board Meeting. General Manager Frank Motzkus confirmed.

14. Public Comment

Audience member Randy Williams noted PECSD should ask for written documentation from Stantec Engineering showing the first Pilot Study met the requirements. General Manager Frank Motzkus noted he will check into it. Mr. Williams stated Chairman Elmer Tretten should get some kind of recognition for his dedication to the Board of Directors. Mr. Williams welcomed Board Director Elect Dan Bastian and thanked the Board for all that they do.

15. Future Agenda Items

- a. Approval of October Meeting Minutes.
- b. The Board will discuss and reassign Goals & Objectives tasks.
- c. General Manager Frank Motzkus will offer the Board and Public a State Revolving Fund Presentation.

16. Adjournment

Motioned – Board Director Dave Stone

Vice Chairman Frank Shepard adjourned the regular Board meeting at 1154 hours.

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

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.