

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 – heather.pecsd@gmail.com
Web-www.pecsd.org

BOARD MEETING
MINUTES
October 11, 2017

Board of
Directors
Chairperson Frank Shepard
Vice Chairperson Dave Stone
Board Director Melinda Bennett
Board Director Rich Machado
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 0901 hours.

2. Approval of September 13, 2017 Regular Board Meeting Minutes

Motion to approve the September 13th notes.

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 Melinda Bennett

Aye – Board Director Rich Machado

Absent – Board Director Dan Bastian

3. Approval of September 26, 2017 Special Board Meeting Minutes

Motion to approve the September 26, 2017 Special Board Meeting Minutes as corrected

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 Melinda Bennett
Aye – Board Director Rich Machado
Absent – Board Director Dan Bastian

4. Fire Chief's Report

Captain Rich Machado read Fire Chief Tom Forster's report in his absence.

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 Department ("PEFD") Administrative Office during regular business hours.

Fire Chief Tom Forster is working on the accounting, billing, and payments with the Minerva 5 Incident.

The Driver Operator 1A State course started September 15, 2017 with 33 students including Firefighter Ryan Nowling from PEFD. The course is hosted through Plumas County Fire Chiefs Association ("PCFCA") with Fire Chief Tom Forster and Quincy Fire Chief Robbie Cassou volunteering to instruct.

b. Personnel

Firefighter Craig Fox is leaving for Arizona for the winter season. This leaves PEFD with ten (10) active members.

c. Fire Apparatus & Equipment

Engine #9121's lift pump is broken. Emergency Medical Technician ("EMT") Jenni McGuire and Firefighter John Sea are working on repair options.

d. Defensible Space

A complete and thorough 4291 inspection process has been completed in the District with very good feedback overall. Firewise Committee Chairperson Dennis Lincoln, who was in attendance, confirmed. Mr. Lincoln noted a fantastic response from property owners.

e. Plumas County Fire Chief's Association

Fire Chief Tom Forster is managing a grant federal funded off-campus National Fire Academy weekend course on October 14 thru 15, to be held in Quincy. Fire Chief Tom Forster and Assistant Fire Chief Bill Robinson will be in attendance.

f. Firewise Committee

Nothing to report.

g. Miscellaneous

Assistant Fire Chief Bill Robinson coordinated Emergency Medical Service (“EMS”) coverage for the 4 day Lost Sierra Hoedown Music Festival event, with volunteers from PEFD, Graeagle Fire Protection District (“GFPD”), and Quincy Fire Protection District (“QFPD”).

Captain Rich Machado reported the Fireman’s Appreciation Dinner went well with two awards given out to Ms. McGuire and Mr. Sea.

5. Arsenic Remediation Project

- a. The last reported sample at the compliance point was September 7, 2017 and showed the arsenic level was 13 ppb. Samples taken on August 3, 2017 showed the level at Well 1B at 8 ppb and the level at Well 2 at 16 ppb.

Interim General Manager John Rowden complimented Systems Operator Lew Prince on operations at the wells.

The State Revolving Fund Planning Loan for \$350,000.00 has been approved and is now available to the District.

The Board selected 208 Lundy Lane for the location of the Water Treatment Plant (“WTP”). Farr West Engineering (“Farr West”) surveyed the property and showed the facility could be built on the site. Farr West issued a Task Order as District Engineer, to design the facility. Mr. Rowden and District Engineer Lucas Tipton will be meeting with Plumas County officials to determine the specific County requirements for the project, including encroachment permits and setback permits. Chairperson Frank Shepard noted a meeting with the county is crucial.

b. Farr West Invoice #8918

The Board was presented with Farr West Invoice #8918 for approval.

Motion to approve invoice #8918.

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

All in favor.

Aye – Chairperson Frank Shepard
Aye – Vice Chairperson Dave Stone

Aye – Board Director Melinda Bennett
Aye – Board Director Rich Machado
Absent – Board Director Dan Bastian

6. Rate Study

The Board received Task Order No. 5 for the District Engineer. The Task Order is for the conduct of a Rate Study that will be used for setting future rates to pay for the new Water Treatment Plant and costs associated with the operation and maintenance of the District water, sewer, and fire.

Interim General Manager John Rowden believes the rate study will be fairly straight forward. Mr. Rowden reported a variety of Public Meetings will be held. Chairperson Frank Shepard believes the Public Meetings should be held at a time where the public can attend.

Lucas Tipton, who was in attendance, noted PECSD should be conducting a rate study every five (5) years. It is also practical to adjust rates every year if feasible.

Motion to approve Task Order No. 5 – PECSD Rate Study.

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 Melinda Bennett
Aye – Board Director Rich Machado
Absent – Board Director Dan Bastian

7. Administrative Manager's Report

a. Accounts Receivable Report

Administrative Manager Heather Kotrc reported the second Shut Off Notices have gone out.

b. Miscellaneous

Ms. Kotrc reminded the Board the annual Audit for Fiscal Year 2016/2017 is scheduled for October 30-31, 2017.

8. Committee Report

a. Personnel

Nothing to report.

b. Recreation

Nothing to report.

c. Emergency Preparedness

Nothing to report.

d. Water Conservation

Nothing to report.

e. Benefits

- I. Vice Chairperson Dave Stone reported the Benefits Committee had an annual meeting September 22, 2017 at 1000 hours. The Committee looked at what was paid in 2017 versus 2018 rates.

Committee Member Doyle Blaylock noted the HRA plan is no longer a Health Reimbursement *Assistant* plan, it is a Health Reimbursement *Arrangement* plan.

Mr. Stone noted the recommendation of the Benefits Committee was “to continue with the Silver Plan with the benefit level of the EPO continuation with HRA with Dental & Vision Policy”. The Committee also proposed Interim General Manager John Rowden develop a HIPPA plan prior to calendar year 2018.

Motion to continue for next year with Silver Plan with the EPO HRA Benefit Level.

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 Melinda Bennett
Aye – Board Director Rich Machado
Absent – Board Director Dan Bastian

f. Budget Finance

Nothing to report.

g. Insurance

A recommendation from Interim General Manager John Rowden and property owner Michael Peters was made to the Board to renew the existing policy of PECSD's and PEFD's annual Liability Insurance.

Motion to renew the existing policy.

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

All in favor.

Aye – Chairperson Frank Shepard
Aye – Vice Chairperson Dave Stone
Aye – Board Director Melinda Bennett
Aye – Board Director Rich Machado
Absent – Board Director Dan Bastian

9. Goals & Objectives

Nothing to report.

10. General Manager's Report

Clerk's Note: This item has been moved up as Lucas Tipton was in attendance.

c. Wastewater Treatment Plant ("WWTP") #7 Lift Station

- I. The Board reviewed Regional Water Control Board ("RWCB") September 28, 2017 correspondence. Mr. Rowden noted that RWCB's proposed No. 6 has been accomplished.
- II. Interim General Manager John Rowden would like the Board to review the Budget & Spending Authority for repairs or replacements moving forward. Mr. Rowden requested the Board consider a process of approval to discuss at a later date.
- III. The Board received Sierra Controls' Quotation No. 16-5098 REV1 for the purchase of an updated lift station control panel and alarm upgrades not to exceed \$27,115.00.

Motion to approve the Sierra Controls Contract for \$27,115.00.

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

All in favor.

Aye – Chairperson Frank Shepard
Aye – Vice Chairperson Dave Stone
Aye – Board Director Melinda Bennett
Aye – Board Director Rich Machado
Absent – Board Director Dan Bastian

Clerk's Note: This agenda item has been moved up as Lucas Tipton was in attendance.

d. WWTP #6

Interim General Manager John Rowden requested the Board give Mr. Rowden authority of up to \$30,000.00, not to exceed, to approve one (1) of the two bids Mr. Rowden is waiting on. This would be for the replacement of the control panel for the management of effluent.

Chairperson Frank Shepard suggested Mr. Rowden present both bids to the District Engineer for professional opinion, Mr. Rowden agreed.

Motion to authorized John to accept lowest and responsive bid for replacement of the control panel for WWTP #6 subject to review with District Engineer.

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

All in favor.

Aye – Chairperson Frank Shepard
Aye – Vice Chairperson Dave Stone
Aye – Board Director Melinda Bennett
Aye – Board Director Rich Machado
Absent – Board Director Dan Bastian

Clerk's Note: This agenda item has been moved up as Lucas Tipton was in attendance.

b. Operations Report

The total water flow for September 2017 was 10,216,900 gallons.
The total wastewater flow for September 2017 was 1,044,946.

FEMA is in the process of writing up the project worksheet. However if funding is not immediately forthcoming for the exposed water main, temporary emergency measures will be taken before the winter storm season.

The lead and copper testing has been completed.

The distribution system isolation valves have been exercised.

Four (4) pumps have been repaired or replaced by Sparks Electric. These pumps serve as backups in case of pump failure at the WWTPs.

A 150 foot section of Pine Cone Court that was severely eroded has been repaved with an overlay.

Interim General Manager John Rowden has contacted the Forest Service requesting repairs on Madora Lake Road.

- a. The Board reviewed Fiscal Year 2017/2018 September Financial Reports. Interim General Manager John Rowden reported percentages spent in Operations and Management (“O&M”) Budget, these are as follows:

<u>Year to Date Target</u>	25.0%
Water	28.0%
Wastewater	26.0%
Water/Wastewater	27.0%
Fire	16.0%

Mr. Rowden noted the water electricity costs are high due to the current Water Conservation Stage PECSD is currently enforcing.

- i. Motion to approve the September financials.

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

All in favor.

Aye – Chairperson Frank Shepard
Aye – Vice Chairperson Dave Stone
Aye – Board Director Melinda Bennett
Aye – Board Director Rich Machado
Absent – Board Director Dan Bastian

- b. Miscellaneous
Nothing to report.

11. Written Correspondence to the Board
Nothing to report.

12. Public Comment

Property Owner Shirley Bauer expressed concerns with the clean out of culverts in the District. Interim General Manager John Rowden will investigate which culverts are the District's responsibility and which are County's.

Property Owner Randy Williams commended Mr. Rowden and staff for taking the rate study further than just the Arsenic Remediation Project.

13. Future Agenda Items

Nothing to report.

14. Adjournment

Chairperson Frank Shepard adjourned the regular Board meeting at 1124 hours.

In Attendance: Chairperson Frank Shepard
 Vice Chairperson Dave Stone
 Board Director Melinda Bennett
 Board Director Rich Machado

Absent: Board Director Dan Bastian.

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.