

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT  
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**BOARD MEETING  
MINUTES  
September 13, 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 0903 hours.

**2. Approval of July 12, 2017 Regular Board Meeting Minutes**

Motion to approve the Board Meeting Minutes of July 12, 2017.

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

Aye – Board Director Dan Bastian

**3. Approval of August 9, 2017 Regular Board Meeting Minutes**

Motion that the Minutes be accepted.

Motioned – Board Director Rich Machado

Second – Board Director Melinda Bennett

All in favor.

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

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

Board Director Rich Machado read the Fire Chief's Report in Fire Chief Tom Forster's 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.

The Driver Operator 1A State course will be starting September 15, 2017. This 40-hour course continues over two (2) weekends. This is for DMV Firefighter Endorsement driving qualifications of the large/heavy engines.

Fire Chief Tom Forster is working on billing for the Minerva 5 Incident coverage we provided.

PEFD was dispatched for a Type I Engine for structure protection to the Toll and Squirrel Incidents, but were cancelled upon arrival at Oakland Camp. A second dispatch came in one (1) hour later for PEFD's Wildland Type III Engine #9178, which ended up covering for several hours into the evening under mutual aid. Chief Forster thanked Firefighters Ryan Nowling, Luke Scott and John Sea for their response.

b. Personnel

Nothing to report.

c. Fire Apparatus & Equipment

Firefighter John Sea and Emergency Medical Technician ("EMT") Jenni McGuire have been rotating PEFD's apparatus through oil and lubrication servicing at the Graeagle Chevron. Chief Forster thanked Mr. Sea and Ms. McGuire for their efforts.

Engine #9121's lift pump is broken. PEFD is researching repair or replacement options.

Firefighter Jeff Train continues to troubleshoot some electrical issues on Engine #9153, and is continuing with wiring including our thermal imaging camera truck charging mounts.

d. Defensible Space

CalFIRE inspections got underway on the day of the August Regular Board Meeting. The two (2) CalFIRE inspectors were in the District for several weeks. The general feedback was very good, the reports were the community was generally in very good shape. Properties needing work were very responses, including a bank owned property on Poplar Valley Road. A summary will be discussed at October 11, 2017 Regular Board Meeting.

e. Plumas County Fire Chiefs Association (“PCFCA”)

Chief Forster is managing a federally grant funded off campus National Fire Academy weekend course on October 14<sup>th</sup> and 15<sup>th</sup>, to be held in Quincy.

f. Firewise Committee

Firewise Chairperson Dennis Lincoln spent one day with the CalFire inspectors for awareness and training, Mr. Lincoln noted it was very helpful.

Chairperson Frank Shepard congratulated Mr. Lincoln on the great communication in the Pipelines.

g. Miscellaneous

Recruiting for PEFD Auxiliary (“PECAUX”) continues for new members. An update will be given at October 11, 2017 Regular Board Meeting.

Plumas Sierra County Fair Firefighter’s Muster was successfully held on Saturday, August 12, 2017. The results and photos have been posted on the PCFCA website at [www.plumasfirechiefsassociation.org](http://www.plumasfirechiefsassociation.org).

Fire Chief Tom Forster thanked Firefighter John Sea and EMT Jenni McGuire for driving Engine #9122 in the Railroad Days Parade on August 26, 2017.

Fire Chief Tom Forster thanked PECAUX and the PEFD Firefighters for another successful Pancake Breakfast fundraising event.

**5. Arsenic Remediation Project**

- a. The last reported sample at the compliance point was on August 3, 2017 and showed that the arsenic level was 11 parts per billion (“ppb”). The Environmental Prevention Agency (“EPA”) standard is 10 ppb.

Interim General Manager John Rowden signed the loan package on August 8, 2017 and sent the signed pages back to the State for final approval. Approval was delayed due to a miscommunication with the District’s legal counsel. The approving signatures need to be followed by an opinion letter from the District

Counsel supporting the approval of the loan. The Opinion letter was not sent until August 28, 2017. Mr. Rowden anticipates notice of approval of the loan to be received by the end of the week.

The Board selected 208 Lundy Lane for the location of the Water Treatment plant pending the demonstration that there was enough room on the parcel to accommodate the facility. Farr West Engineering (“Farr West”) surveyed the property however the completion of the survey was delayed by technical problems therefore the report was not ready by today’s Regular Board Meeting.

Interim General Manager John Rowden suggested holding a Special Board Meeting once the survey is complete.

- b. Farr West Invoice #8710  
Motion to approve invoice #8710.

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  
Aye – Board Director Dan Bastian

- c. Farr West Invoice #8795  
The Board showed concerns regarding the billing of invoice #8795 and tabled approval to a potential Special Board Meeting once the survey is complete.

**6. Resolution 2017 – 05**

- a. The Board was presented with Resolution 2017 – 05, a resolution accepting an easement and abandoning current easement for the pressure sewer main. The pressure sewer effluent main easement is located on a parcel on Jack’s Court owned by Mark Callahan. Mr. Callahan was in attendance and introduced himself as a property owner in the District and Plumas Pines Golf Course’s Golf Course Superintendent.

Interim General Manager John Rowden provided summary and background regarding the easement with attachments including Engineering Opinions.

Interim General Manager John Rowden listed four (4) options:

- 1) Take no action.
- 2) Approve the Resolution.
- 3) Approve the Resolution and excavate and inspect the installed main.
- 4) Excavate and inspect the installed main before considering a resolution.

Mr. Rowden's recommendation is the Board should approve Resolution 2017 – 05.

Board Director Dan Bastian noted in the background provided it states "Dave Yeargin from Bastian Engineering who provided written information (Attachment E) relating to the history and his knowledge of the situation." Mr. Bastian clarified Mr. Yeargin was not acting under Bastian Engineering while consulting with Mr. Rowden.

Board Director Melinda Bennett showed concerns that previous General Manager Frank Motzkus stated he did not inspect the pressure sewer effluent main. Vice Chairperson Dave Stone stated he had a conversation with Mr. Motzkus, Mr. Motzkus confirmed he did not inspect it but had delegated the task to Systems Operator Lew Prince. Mr. Prince was in attendance and confirmed he was tasked to inspect it and did so.

Board Director Dan Bastian inquired why PECSD is responsible to resolve this problem. Interim General Manager John Rowden noted Mr. Callahan did not act on his own, he was given permission by the previous General Manager who was acting on behalf of the Board according to the General Manager's job description.

Mr. Callahan agreed with Mr. Bastian's concerns and confirmed he did not do this project with ill intent. Mr. Callahan was given permission by this organization, PECSD.

Mr. Bastian inquired if it is in the realm of the General Manager's duties to approve this project. Mr. Rowden has not found anything to the contrary. The General Manager has some authority when it comes to operations.

Mr. Bastian showed concerns with liability issues in the future if the pressure sewer effluent main was not constructed properly. Mr. Rowden stated he has confidence with Mr. Callahan and PECSD staff. Chairperson Frank Shepard stated the pressure sewer effluent main has had no problems in the last three (3) years. Mr. Shepard also noted Mr. Callahan received approval from the previous General Manager. The previous General Manager delegated inspection to staff. As far as Mr. Callahan is concerned the previous General Manager was acting on the authority of the Board.

Board Director Dan Bastian showed concerns with how it will affect the rate payers. Mr. Callahan pointed out he is also a rate payer and is very concerned with the Arsenic Remediation Project. Mr. Callahan believes the easement problem is minimal considering all that the Board of Directors have on their plate.

- b. Motion to approve Resolution 2017 – 05  
Motion to approve Resolution 2017 – 05 and follow up with all necessary recordable documents to affect the abandonment and authorize the chairperson to sign the new easement and the abandonment of the old easement.

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

- c. Roll Call Vote  
Clerk of the Board Heather Kotrc conducted a roll call vote.

Yes – Chairperson Frank Shepard  
Yes – Vice Chairperson Dave Stone  
Yes – Board Director Melinda Bennett  
Yes – Board Director Rich Machado  
No – Board Director Dan Bastian

*Chairperson Frank Shepard called a five (5) minute break at 1059 hours.*

*Chairperson Frank Shepard called the Regular Board Meeting back to order at 1101 hours.*

## **7. Administrative Manager's Report**

- a. Accounts Receivable Report  
Administrative Manager Heather Kotrc reported no changes on parcel liens.

Ms. Kotrc reported the first Shut Off notices have been sent out.

- b. Miscellaneous  
Ms. Kotrc noted fiscal year 2016/2017 Audit has been scheduled on October 30<sup>th</sup> and 31<sup>st</sup>.

## **8. Committee Report**

- a. Personnel  
Nothing to report.

- b. Recreation  
Nothing to report.

- c. Emergency Preparedness

Nothing to report.

d. Water Conservation

Interim General Manager John Rowden will be highlighting water conservation next season and will tie it into the Arsenic Remediation Project.

e. Benefits

A Benefits Committee Meeting will be held on September 22, 2017 at 1000 hours.

f. Budget Finance

Nothing to report.

g. Insurance

Nothing to report.

h. Firewise

*This agenda item was discussed under Agenda Item #4, section #F.*

**9. Vacant Property Ad Hoc Committee**

Interim General Manager John Rowden suggested the Board of Directors form a Vacant Property Ad Hoc Committee for the purpose to develop a recommend plan with the Districts vacant lots for the Board of Directors.

It was the consensus of the Board of Directors to establish a Vacant Property Ad Hoc Committee.

Board Director's Rich Machado and Melinda Bennett volunteered to sit on the ad hoc committee. Property owner Dave Yeargin also volunteered.

**10. Goals & Objectives**

Nothing to report.

**11. General Manager's Report**

- a. The Board reviewed Fiscal Year 2017/2018 August 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>	17.0%
Water	21.0%
Wastewater	21.0%
Consolidated	22.0%
Fire	11.0%

- I. Motion to approve the August financials.

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  
Aye – Board Director Dan Bastian

- b. Operations Report

The total wastewater flow for August 2017 was 1,069,969 gallons.  
The total water produced in August 2017 was 13,312, 500 gallons.

Wastewater Treatment Plant (“WWTP”) #6 tank house is not pumping to its full capacity. The plan is to remove the motor and pump to inspect it and remove any blockage that may be found in the pump.

A switch in the Poplar Valley Road Effluent Lift Station controls failed over the weekend of August 19<sup>th</sup>, a new switch has been installed.

Madora Lake leach field has been inspected. Water and solids were observed in the distribution box (“D-Box”). Due to the installation of effluent filters at customers’ homes, the amount of solids has been reduced but there are still solids present.

On August 15, 2017 the electric motor for the pump at Well 2 failed. Carson Electric provided a pump on a temporary basis while the District’s pump is being repaired. Mr. Rowden reported the staff at Plumas Pines Golf Course cooperated during the repair.

The Consumer Confidence Report (“CCR”) for calendar year 2016 has been completed.

Samples were taken and sent in for the mandatory lead & copper testing. The lab missed the time line for testing so PECSD staff must collect and turn in samples again.

Road patching was done on the potholes on Pine Cone Court near Aspen Circle. Estimates are being solicited to make more substantial repairs in the area.



c. Wastewater Treatment Plant #7 Lift Station

In response to the April 6, 2017 Notice of Violation (“NOV”), Farr West was asked to help to identify improvements to the Lift Station to eliminate or reduce the chance the Lift Station would overflow. On August 8, 2017 Farr West inspected the Lift Station and met with Systems Operator Jamar Tate to help identify possible solutions that include upgrades to the electrical system, control system, and rehabilitation of the interior of the Lift Station. Mr. Rowden noted there is \$100,000.00 in wastewater capital fund for improvements.

d. Miscellaneous

Nothing to report.

**12. Written Correspondence to the Board**

Nothing to report.

**13. Public Comment**

Chairperson Frank Shepard noted Interim General Manager John Rowden and Firewise Committee Chairperson Dennis Lincoln spoke at the Plumas Eureka HOA (“PEEHA”) dinner. Mr. Shepard congratulated them both on an outstanding job.

Chairperson Frank Shepard reported there will be an upcoming election with three incumbents. Chairperson Frank Shepard, Vice Chairperson Dave Stone, Board Director Rich Machado, and property owner Steve Janovick are in the running.

**14. Future Agenda Items**

Approval of Farr West invoice #8795

The Board will receive the Benefits Committee’s recommendation and will decide what Benefits Insurance Plan to approve for calendar year 2018.

**15. Adjournment**

Chairperson Frank Shepard adjourned the Regular Board meeting at 1202 hours.

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