

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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**BOARD MEETING
MINUTES
December 14, 2016**

Board of
Directors
Chairperson Frank Shepard
Vice Chairperson Dave Stone
Director Rich Machado
Director Dan Bastian
Director Melinda Bennett

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.

Clerk’s Note: Interim General Manager John Rowden was not in attendance due to illness.

Chairperson Frank Shepard announced the passing of Gene & Marie Bunch, Mr. Bunch was a prior Board Director as well as an employee prior to the formation of the CSD.

2. Approval of November 9, 2016 Regular Board Meeting Minutes

This agenda item was tabled to PECSD’s Special Board Meeting on January 4, 2017. Clerk of the Board Heather Kotrc apologized for missing the deadline.

3. Fire Chief’s Report

a. Call Report & Training Report

Tonight, December 14, 2016 will be the last Fire Drill for 2016.

b. Personnel

Nothing to report.

c. Equipment

Nothing to report.

d. Defensible Space

Interim General Manager John Rowden coordinated with CalFire to clean up debris within the district. This is funded through the State Responsibility Area (“SRA”) Fees paid annually by property owners. Due to weather conditions, CalFire will return in the spring to complete the work.

Homeowner Larry Walker expressed concerns with CalFire using an inmate fire camp. Fire Chief Tom Forster confirmed the crew which performed the work were in fact CalFire staff.

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

PCFCA held its last meeting of the year on December 3, 2016, annual award were given out. This year’s awards included special recognition to Becky Osborn of Plumas County Planning, for her excellent work with Geographic Information Systems and mapping for emergency evacuation throughout the area.

Fire Chief Forster is working on identifying a new web-based share site solution for PCFCA and Plumas Eureka Fire Department’s (“PEFD”) local training.

f. Firewise

Nothing to report.

g. Miscellaneous

A work party day for PEFD was held November 25, 2016 to go through and reduce storage. Chief Forster thanked Captain Rich Machado, Firefighters John Sea, Steve Munsen, Lew Prince, and EMT Jenni McGuire for all of their help.

Unfortunately, Chief Forster was unable to complete the grant application for a Fire Sprinkler System Retrofit before the deadline, Chief Forster will submit the grant application in 2017.

PEFD are starting to plan for Emergency Medical Service (“EMS”) coverage for Longboards Ski Races and Sledding Days coming this winter at Plumas Eureka State Park.

4. Wastewater, Water and Greenbelt Operations

- a. Operations Manager Lew Prince reported fire suppression sprinklers are now required for all new construction. Mr. Prince noted a fairly large house is being put in on David Circle where a larger pipeline is needed for the sprinkler system. Mr. Prince is afraid of how this could affect PECSD’s fee schedule moving forward.

The Board instructed Administrative Manager Heather Kotrc to have Interim General Manager John Rowden to research this new requirement and report back to the Board.

- b. Mr. Prince and Facilities Operator Jamar Tate are experiencing well-to-tank telemetry communications problems with winter finally here. Mr. Prince and Mr. Tate are monitoring how the sun hits the tanks at different times of the day and determined if the solar panel is relocated it may greatly reduce the outages.
- c. A plumbing break at Wastewater Treatment Plant's ("WWTP") #6 pump house occurred. The break has been repaired however, it appears that the crack in the pipe extended further than observed. Mr. Prince and Mr. Tate will reevaluate this break and make the repair.

After the initial repair to the tank house plumbing, Mr. Prince turned the tank house pumps on to check for leaks to find additional leaks. Mr. Prince arrived at WWTP #6 and found a fairly serious plumbing break, this break has been repaired.

Neither of these leaks extended out of the confines of the facilities, therefore notification to the State was not necessary.

- d. Mr. Prince and Mr. Tate have experienced quite a few wiring problems associated with splice connections in WWTP #7's tanks, a Direct Bury Splice ("DBY") kit will be used in the future to have control wiring connections more reliable.
- e. Issues with the Return Activated Sludge ("RAS") continues at WWTP #7. It was discovered when Mr. Prince and Mr. Tate turned the supplied air down at the plant in an effort to lower the dissolved oxygen in the system it inadvertently affected the RAS. This issue has been resolved.
- f. The debris piles at Dynamite Hill Leach Field have been burned. The field will be cleaned and prepped next season for the reopening in May, 2017.

5. October 2016 Grade III Wastewater Exam

Chairperson Frank Shepard reported Facilities Operator Jamar Tate has successfully passed the Grade III Wastewater Exam. Operations Manager Lew Prince will continue to study and prepare for the exam in the fall, Mr. Prince congratulated Mr. Tate. Mr. Tate was also congratulated by the Board of Directors, the Board of Directors thanked Mr. Prince for his efforts and recognized this was a very difficult test with low passing odds.

6. Arsenic Remediation Project (“ARP”)

a. Update on Progress

It was reported during the week of November 28, 2016 the PECSD Arsenic Committee along with Interim General Manager John Rowden and Lucas Tipton from Farr West met with a representative of Plumas Pines Golf Course and presented updates of the schematic for the location of the building at Well 2 as well as a schematic of a 1200 square foot building. No decisions or recommendations resulted from the meeting. The representative stated that he would be meeting with his partners in two (2) weeks and would likely have a response.

Board Director Dan Bastian instructed Administrative Manager Heather Kotrc to instruct Mr. Rowden to send out the Pilot Test Report to the Board of Directors as soon as it is received from Linkan, Inc.

- b. The Board was advised of monies needed to be transferred from PECSD’s Local Agency Investment Fund (“LAIF”) into PECSD’s water & wastewater checking account. This will cover anticipated costs for the ARP until PECSD receives approval of the ARP Planning Loan, at which time the monies will repaid.

Administrative Manager Heather Kotrc advised the Board updated authorized signatures will be needed for PECSD’s LAIF account. Currently, Chairperson Frank Shepard is authorized and can transfer funds.

- c. Motion to move \$145,700.00 from LAIF to our general fund.

Motioned – Vice Chairperson Dave Stone
Second – Board Director Dan Bastian

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

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

- d. The Board reviewed Farr West Engineering’s invoice #7774 for approval. Administrative Manager Heather Kotrc reported Mr. Rowden did not see any reason not approve.

Motion to approve invoice #7774 received from Farr West.

Motioned – Board Director Dan Bastian

Second – Vice Chairperson Dave Stone

All in favor.

Aye – Chairperson Frank Shepard

Aye – Vice Chairperson Dave Stone

Aye – Board Director Rich Machado

Aye – Board Director Dan Bastian

Absent – Board Director Melinda Bennett

7. Wastewater Discharge Report

Administrative Manager Heather Kotrc reported Interim General Manager John Rowden has received comments back from Heidi Bauer with the Central Valley Regional Water Quality Control Board regarding PECSD's Wastewater Discharge Permit Application, Mr. Rowden is working with PECSD's Chief Plant Operator Frank Motzkus and TRC Solutions' Steve Huvane to make the necessary changes.

8. Resolution 2016 – 02

This item has been tabled to January 4, 2017 Special Board Meeting for the purpose of addition research of the Upper Feather River Integrated Regional Water Management Plan prior to passing Resolution 2016 – 02.

9. Administrative Manager's Report

a. Accounts Receivable Report

Administrative Manager Heather Kotrc submitted the updated Accounts Receivable Report showing the changes reported last month. Chairperson Frank Shepard requested Ms. Kotrc to update the report with the aged liens for January 4, 2017 Special Board Meeting.

b. Upcoming Dates

December 26, 2016 PECSD's offices will be closed in recognition of the holiday.
January 2, 2017 PECSD's offices will be closed in recognition of the holiday.

a. Committee Reports

Please note: A current list of committees is available at PECSD's Administrative Office during regular business hours.

a. Personnel

Chairperson Frank Shepard anticipates and upcoming meeting given the recent credential change with Facilities Operator Jamar Tate.

b. Recreation

Nothing to report.

c. Emergency Preparedness Plan

Nothing to report.

d. Water Conservation

The Board received PECSD's annual water report which will be submitted to the State Water Resource Control Board, Division of Drinking Water ("DODW").

e. Benefits

Nothing to report.

f. Insurance

Nothing to report.

10. Goals & Objectives

Nothing to report.

11. General Manager's Report

a. Fiscal Year 2016/2017 November Financial Reports

Administrative Manager Heather Kotrc reported percentages spent in the month of November, these amounts are as follows:

<u>Year to Date Target</u>	42%
Water	39%
Wastewater	42%
Water & Wastewater	41%
Fire	36%

I. Motion for approval

Motion to approve the Fiscal Year 2016/2017 November Financial Reports.

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

All in favor.

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

- b. The Board of Directors received a Sewer System Management Plan ("SSMP") revised by Interim John Rowden. The Board of Directors instructed Administrative Manager Heather Kotrc to forward to Mr. Rowden their comments, questions and/or corrections. Board Director Dan Bastian suggested

instructing Mr. Rowden to request from the State Regulators an extension on the deadline of the submittal of the SSMP.

12. Written Correspondence to the Board

The Board received written correspondence from Auditor Robert W. Johnson updating the Board that Fiscal Year 2015/2016 Annual Audit has been completed, and have issued their report thereon dated October 28, 2016. Administrative Manager Heather Kotrc handed out Fiscal Year 2015/2016 Annual Audit to the Board and requested them to review for January 4, 2017 Special Meeting for approval.

13. Public Comment Period

Nothing to report.

14. Future Agenda Items

- a. Discussion regarding requirements for new construction with fire suppression sprinklers.
- b. Discussion and possible approval of Resolution 2017-02.
- c. Approval of final Fiscal Year 2015/2016 Financial Reports.
- d. Approval of Fiscal Year 2015/2016 Annual Audit.

15. Adjournment

Motion to adjourn.

Chairperson Frank Shepard adjourned the regular Board meeting at 1103 hours.

In Attendance: Chairperson Frank Shepard
 Vice Chairperson Dave Stone
 Board Director Rich Machado
 Board Director Dan Bastian

Absent: Board Director Melinda Bennett
 Interim General Manager John Rowden

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.