

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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**BOARD MEETING
MINUTES
August 10, 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 0900 hours.

Mr. Shepard reported Director Dan Bastian has been held up and does not anticipate making attendance for the Regular Board Meeting. Mr. Shepard also reported Director Melinda Bennett will be late for attendance due to personal business issues.

2. Approval of July Regular Board Meeting Minutes

Motion to approve.

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

Absent – Board Director Melinda Bennett

Absent – Board Director Dan Bastian

3. Approval of July 14 Special Board Meeting Minutes

This item has been tabled. A Quorum who can approve the minutes is not in attendance.

4. Fire Chief's Report

a. Call Report & Training Report

Upcoming training is being coordinated in 2016 to include Low Angle Rescue, Social Media 101 and Social Media for use in Disasters (FEMA), the Incident Command System ("ICS") and Managing Resources in Emergencies (National Fire Academy), and Hazardous Materials First Responder.

Firefighters John Sea and Jeff Train have successfully completed the State Fire Training certified 40-hour Driver Operator 1A class this May and July over two weekends. Nineteen (19) students graduated on July 24, 2016.

Chief Forster and Fire Chief Bill Robinson and Firefighters Jeff Train, John Sea and Jenni McGuire completed the 8 hour Swiftwater Rescue Awareness course on August 9, 2016. Plumas Eureka Fire Department ("PEFD") also had students from the Chester, Graeagle and Sierra City Fire Departments, Chief Forster thanked Ms. McGuire for coordinating this course.

b. Personnel

Nothing to report.

c. Equipment

Engine #9122 is back from repair, repairs included the defroster system and airbrake governor calibration. The fuel gauge problem will not be fixed due to complexity and cost; a written fuel log will be used instead.

Fire Chief Tom Forster, Captain Rich Machado and Firefighter John Sea repaired the broken cab heater controls on Engine #9121.

Firefighter Jeff Train installed a "test" backup camera on Engine # 9178, and is soon to complete the wiring. If this works, the other vehicles will also get this retrofit to help improve backing up safety.

The latch on one of the rear compartments on #9178 remains broken due to wear and tear, it will be replaced soon.

d. Defensible Space

There has still been no progress on any Cal Fire SRA 4290 Inspections for the District. Cal Fire states there are communities with a higher inspection priority. Chief Forster does not anticipate inspections will happen for 2016.

e. Plumas County Fire Chiefs Association

Nothing to report.

f. Firewise

Please note a full copy of July 29 Firewise Committee Meeting Minutes are available PECSD's offices or at our website.

Fire Chief Tom Forster thanked property owners Dave and Shirley Bauer for taking over Co-Chair for the Firewise Committee. Chief Forster also thanked Chairperson Frank Shepard for his service as the original Chair, Mr. Shepard will remain on the Committee as a member.

The Committee has established an upcoming Firewise Day as a "Clean Up" Pinecone Court Day on August 24, 2016 from 8:00 am to 12:00 pm with food served after. The plan will be to clean up a lot owned by PECSD and two (2) elderly property owners' lots. Chairperson Frank Shepard and Administrative Manager Heather Kotrc encouraged both Board Members and members of the public to sign up for this event.

Chief Forster also spoke on behalf of Firewise at Plumas Eureka Estates HOA's ("PEEHA") dinner event on August 6, 2016. Chairperson Frank Shepard also spoke at that event. PECSD's new evacuation maps drawn up by Plumas County Fire Safe Council were distributed to the property owners at the dinner. Chairperson Frank Shepard is encouraging the other HOA's to distribute these fliers to the remaining property owners in the District. Administrative Manager Heather Kotrc thanked the Plumas County Fire Safe Council on the hard work on the fliers, Ms. Kotrc pointed out the fliers were covered under a grant and were free of charge to the District.

Chief Forster will be putting together an informational workshop Firewise Day in the near future.

g. Miscellaneous

Chief Forster is working with Quincy Fire Department's Fire Chief Robbie Casou and Indian Valley Fire Department's Fire Chief Jim Hamblin to plan and coordinate the Firefighters Muster competition at the Plumas Sierra County Fair on Saturday, August 13, 2016 at 4:00 pm. Details for the muster are posted on the Plumas County Fire Chief Association's ("PCFCA") website at <http://www.plumasfirechiefs.org/plumas-sierra-county-fair-firefighters-muster.html>.

5. Wastewater, Water and Greenbelt Operations

a. Repairs on Well 2 Pump

The booster pump at Well 2, which is used to push chlorine into the transmission line, failed. Facilities Operator Jamar Tate was able to increase the dosage at Well 1B while running Well 2 with no chlorine to meet the demand. A new seal was ordered and installed, the system is running normal.

b. Ventilation Installment at Well 1B

As previously reported, the air temperature in Well 1B was a concern. To mitigate this issue a thermostat controlled vent fan has been installed as well as a vent intake on the door. This installation has been successful.

c. Replacement Breaker at Lift Station at Wastewater Treatment Plant

It was determined that a tripped breaker was the cause of the sewer overflow at Wastewater Treatment Plant's ("WWTP") #7 lift station. A new breaker was ordered, during the attempt of installation it was found the new breaker was bad. Plumas Sanitation was called out for standby in case another spill occurred while Facilities Operator and Electrician Josh Dollard re installed the older breaker. Interim General Manager John Rowden noted Operations Manager Lew Prince was not able to help with the issue as he was called out on a two (2) hour fire call for a vehicle accident. Mr. Rowden congratulated both Mr. Prince and Mr. Tate on a job well done. A new breaker has been ordered.

d. Madora Road Leachfield Inspection

The annual inspection of Madora Road Leachfield has been completed and a scum layer has been found. This has been a problem which has been existing for the past three (3) years. Mr. Prince noted he is hesitant to switch fields until the issue has been resolved. Vice Chairperson Dave Stone reported he knows of four (4) other homeowners who are planning on installing bio filters into their systems.

e. Quote for Hydrants Replacements

Mr. Prince and Mr. Tate are planning on replacing (2) hydrants in the District. The estimated cost is roughly \$6000.00 which has already been included in the capital side of the budget, therefore no approval is required.

f. Completion of Fuel Reduction

Fire hazard fuel reduction on CSD properties has been completed.

g. WWTP #7 Air Filter Replacement

The Variable Frequency Drive ("VFD") controller for the blower motors needed the air intake filter media replaced. The new media was ordered and installed.

6. Arsenic Remediation Project ("ARP")

a. Update on Progress Made with the ARP

Interim John Rowden reported the ARP Temporary Committee met with Farr West and State Water Regional Quality Control Board, Division of Drinking Water ("DODW") Representative Stephen Rooklidge to discuss a new Scope of Work and a possible new DODW Compliance Order.

Mr. Rowden reported the meeting went well stating Mr. Rooklidge will continue to give PECSD full support as long as concrete progress is being made. After getting a better idea of what DODW is looking for, Farr West will be amending PECSD's current Preliminary Engineering Report ("PER"). In the PER, an alternative project will include looking at treating Well 2, which is located on Plumas Pines Golf Course ("Golf Course"). Vice Chairperson Dave Stone noted PECSD has looked at this alternative in the past and there were issues which included land availability, the need for an access road and the stability of the 30-year-old well. Mr. Stone expressed his concern that these issues need to be addressed, Mr. Rowden confirmed they will be. Vice Chairperson Frank Shepard reported a ARP Temporary Committee Meeting is scheduled for Tuesday, August 6, 2016 and Mr. Stones concerns will be discussed.

Mr. Rowden reported a compliance report for 2016's third quarter was received from Mr. Rooklidge stating PECSD's arsenic level was in compliance. Mr. Rowden believes this is in result of Operations Manager Lew Prince running Well 1B for demand and only running Well 2 during slack time.

- b. Approval of Blueleaf Incorporated's Request for Payment ("RFP")
Mr. Rowden has reviewed the Blueleaf Incorporated contract approved by the Board of Directors and believes there is no reason to not compensate the work performed through March of 2016. It was the consensus of the Board to instruct Mr. Rowden to pay the invoice received from Blueleaf Incorporated.

7. Wastewater Discharge Permit

- a. Progress Report on Waste Discharge Requirements
Wastewater Chief Plant Operator Manager Frank Motzkus presented the Board with progress reports received from TRC Project Manager Stephen Huvane, who was in attendance. Chief Operator Motzkus received an email from Mr. Huvane with specific questions needed to complete a Draft Waste Discharge Permit Application yesterday. Unfortunately, Mr. Motzkus was not able to review the email due to arriving home late last night.

Mr. Huvane requested if the draft application would need Board approval prior to submission. Vice Chairperson Dave Stone believes that in this situation the Board should review and approve the draft application.

Clerk's note: Board Director Melinda Bennett arrived at 0952 hours.

It was the consensus of the Board to approve the draft application. Mr. Huvane will send out the draft application for comments after receiving the information requested of Chief Operator Motzkus. After amending the draft application per

comments received Mr. Huvane will present the Board with a draft Waste Discharge Permit Application for approval.

b. TRC Invoice #35438 for Approval

The Board received TRC's invoice #35438 for review and approval. Chief Operator Motzkus and Mr. Rowden believed the invoice is fair and payment should be made.

Motion to approve TRC invoice #35638.

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

8. Administrative Manager's Report

a. Accounts Receivable Report

Administrative Manager Heather Kotrc presented the Board with the current liens on file for the District. Ms. Kotrc noted the liens run current with amounts due, therefore the amounts went up from June 2016 to July 2016 due to the first billing cycle for fiscal year 2016/2017.

Ms. Kotrc reported the approved County Tax Roll past due amounts has been reported to Plumas County and the first anticipated payments should be received after December 2016.

b. Miscellaneous

Nothing to report.

9. Committee Report

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

a. Personnel

Nothing to report.

b. Recreation

Nothing to report.

- c. Emergency Preparedness Plan
Board Director Rich Machado reported he is working with Interim General Manager John Rowden and Fire Chief Tom Forster to get information out to the District. Mr. Rowden is working on starting the progress to plan an ICS table top exercise to include staff.
- d. Water Conservation
PECSD saved 10% in the month of July compared to the month of July in 2013.
- e. Benefits
Vice Chairperson Dave Stone reported the Benefits Committee will be meeting on September 14th at 1:00 pm to discuss the upcoming rate change for January 1, 2017. Mr. Stone encouraged PECSD staff to attend.
- f. Insurance
Nothing to report.

10. Goals & Objectives

Interim General Manager John Rowden offered to draw up a report based on what PECSD staff is currently working on correlating with the Board of Directors’ Goals & Objectives.

11. General Manager’s Report

- a. Fiscal Year 2015/2016 June Financial Reports
Interim General Manager John Rowden reported percentages spent through the month of June, these amounts are as follows:

<u>Year to Date Target</u>	<u>100%</u>
Water	92%
Wastewater	87%
Water & Wastewater	90%
Fire	86%

- I. Motion for approval
Motion to approve the Fiscal Year 2015/2016 June Financial Reports.

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

b. Fiscal Year 2016/2017 O&M Budget & 2016/2017 Capital Budget Discussion

Interim General Manager Jon Rowden reported no changes were made to either the O&M Fiscal Year 2016/2017 Budget and the Capital Fiscal Year 2016/2017 Budget due to the many variables the District is looking at for Fiscal Year 2016/2017. The Budgets which were presented to the Board are previous General Manager Frank Motzkus' drafts which were presented to the Board at May 11, 2016 Regular Board Meeting. It was the consensus of the Board considering the potential variables for personnel changes for the 2016/2017 Fiscal Year the Budget should remain as is.

I. Chairperson Frank Shepard called a Public Hearing at 1039 hours. Property owner Randy Williams asked the Board if there is an estimated rate increase included in the Budgets. Chairperson Frank Shepard noted the only place the Board could increase rates without a Proposition 218 meeting is in the Fire Department. The possible increase was approved for a 1.2% increase. Fire Chief Tom Forster would like to see how Fiscal Year 2016/2017 will play out with the personnel variables and review for Fiscal Year 2017/2018 Budgets, the Board of Director concurred.

II. Chairperson Frank Shepard closed the Public Hearing at 1041 hours.

III. Motion to Approve

Motion to approve the Fiscal Year 2016/2017 O&M and Capital Budgets.

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

IV. 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
Absent – Board Director Dan Bastian (noted by Clerk of the Board Heather Kotrc)

c. Miscellaneous

Interim General Manager John Rowden reported an invoice was received from Farr West on Monday, August 8, 2016. It was received too late to place on the current Board Agenda for approval. Mr. Rowden asked the Board for direction to received approval of payment. The Board instructed Mr. Rowden to produce

the invoice at the ARP Temporary Committee Meeting on August 16 for review. Once reviewed if the Committee agrees, Mr. Rowden will be instructed to pay Farr West's current invoice.

12. Resolution 2016 – 99

a. Discussion of Resolution of 2016 – 99

The Board received Resolution 2016 – 99 a Resolution authorizing the General Manager to perform specific clerical duties for the Sate Revolving Fund (“SRF”) and PECSD dedicating net water revenues to payment of Drinking Water SRF financing. Chairperson Frank Shepard noted the Resolution is a part of the process to receive financing through a SRF planning loan.

b. Motion to Approve

Motion to approve Resolution 2016 – 99

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
Absent – Board Director Dan Bastian (noted by Clerk of the Board Heather Kotrc)

13. Written Correspondence to the Board

Nothing to report.

14. Public Comment Period

Property Owner Randy Williams who is President of Unit #7 HOA stated he attended the PEEHA dinner and thanked both Chief Forster and Chairperson Frank Shepard for speaking at the event. Mr. Shepard also thanked Chief Forster and noted PEFD has never been in better shape.

Mr. Williams also thanked Interim General Manager John Rowden for attending and speaking at Unit #7 HOA's recent meeting.

15. Future Agenda Items

- a. Fiscal Year 2016/2017 July Financial Reports will be presented to the Board for approval.

16. Adjournment

Motion to adjourn.

Motioned – Board Director Melinda Bennett

Chairperson Frank Shepard adjourned the regular Board meeting at 1055 hours.

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

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.