

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@digitalpath.net
Web-www.pecsd.org

BOARD MEETING
MINUTES
July 12, 2017

Board of
Directors
Chairperson Frank Shepard
Vice Chairman 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 0902 hours.

2. Approval of May 30, 2017 Special Board Meeting Minutes

Motion to approve May 30 Special Minutes.

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 June 14, 2017 Regular Board Meeting

This item has been tabled to August 9, 2017 Regular Board Meeting for approval. This item was not listed as an action item. Clerk of the Board Heather Kotrc apologized for the error.

4. Approval of June 24, 2017 Special Board Meeting Minutes

This item has been tabled to August 9, 2017 Regular Board Meeting for approval. This item was not listed as an action item. Clerk of the Board Heather Kotrc apologized for the error.

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

Firefighter Luke Scott has completed his National Registry Emergency Medical Technician ("EMT") testing and is awaiting test results.

PEFD has completed approval to become certified as a provider for Emergency Medical Service ("EMS") continuing education, and RN/MICN Julie Cassou from Graeagle Fire Protection District ("GFPD") will serve as our required oversight.

There is a major national focus on firefighter health and safety and cancer prevention this year and moving forward. Research has shown that firefighters are more likely than the general public to contract a number of cancers due to exposure to carcinogen causing chemicals surrounding fires, diesel exhaust, and byproduct.

To this end PEFD has increased safety training and planning for prevention, including purchasing better fire hoods to protect the neck area. PEFD is stocking baby wipes in each engine for cleaning skin after fires. EMT Jenni McGuire spent July 1, 2017 cleaning out PEFD's shower station and painting the west bathroom in case firefighters need to shower after exposures before going home. Chief Forster thanked Ms. McGuire for this extra help.

b. Personnel

Craig Fox has returned for the summer and will serve as a volunteer Driver Operator/Engineer into early fall.

c. Fire Apparatus & Equipment

Nothing to report.

d. Defensible Space

CalFire hired two (2) new inspectors and it was reported that CalFire knows PECSD is on top of the list for 4291 inspections. Firewise Committee Chair Dennis Lincoln is gathering volunteers to train with CalFIRE for educational inspections.

Property owner Bill Grijalva believes it is too late for educational inspections. Mr. Grijalva thinks the District needs to find a different policy for Defensible Space. Mr. Grijalva would like the Board to consider an enforcement policy. Mr. Grijalva personally feels if people won't clean up their lots, they should be fined.

Property owner Larry Walker stated it seems that PECSD has volunteers to do educational inspections and write letters, then PECSD can report non-compliant parties to CalFIRE. Mr. Walker wondered if the Firewise Committee was up for the job, Mr. Walker volunteered his time as well. Mr. Lincoln stated he is happy to do whatever is needed, Mr. Lincoln would just like guidance.

Mr. Lincoln noted Fire Safe Council Representative Sue McCourt spoke to a property owner in Graeagle who has had success with CalFIRE 4291 inspections. Mr. Lincoln will be attending the Plumas County Fire Safe Council Meeting tomorrow and will introduce himself to this gentlemen and pick his brain. Vice Chairperson Dave Stone suggested to wait until Mr. Lincoln comes back and reports his findings.

e. Plumas County Fire Chief's Association

Nothing to report.

f. Firewise Committee

Nothing to report.

g. Miscellaneous

Chief Forster received news a grant from CalFire/FEMA for volunteer Fire Departments to fund 50% of replacement wildland firefighting safety gear has been approved, Chief Forster is awaiting formal notification. PECAUX will fund the remainder.

Chief Forster is processing reimbursement from CSFA/FEMA grant funding for six sets of structural firefighting coats and pants to replace our existing that were 11 – 17 years old.

Chief Forster congratulated Systems Operator Jamar Tate on the great job with pushing the piles on Dynamite Hill.

The Board of Directors thanked Fire Chief Tom Forster.

Clerk's Note: Fire Chief Tom Forster excused himself at 1007 hours.

6. Arsenic Remediation Project

- a. The last reported sample at the compliance point was on June 6, 2017 and showed the arsenic level at 7 ppb.

Samples taken on June 6, 2017 showed the level at Well 1B at 8 ppb and the level at Well 2 at 14 ppb.

The State Water Resources Control Board (“SWRCB”) is reviewing the proposed reduced planning loan in the amount of \$350,000. The State project manager corresponded with Interim General Manager John Rowden that the District can expect to have the loan offer in July.

A Public Workshop was held on Saturday, June 24, 2017 at 1:00 pm at 200 Lundy Lane. Mr. Rowden and Farr West Engineering (“Farr West”) Representative Lucas Tipton provided an overview of the project and answered questions. Approximately 60 people were in attendance. Mr. Rowden complimented everyone who attended.

On July 5, 2017 Mr. Rowden met with Matt Jedra, Antonio Duenas from the US Forester Service (“USFS”) along with SWRCB Representative Stephen Rooklidge and Mr. Tipton to determine the viability of modifying the current use permit for the Water Storage Tanks to allow for moving the tanks and collocating the water treatment facility with the tanks. It was concluded it would be difficult to establish a non-operational reason to move the tanks as well as demonstrate the only option available would be on USFS property. The District was asked by Mr. Rooklidge to draft a summary of the results of the meeting and add the summary to the feasibility study as an addendum.

- b. Interim General Manager John Rowden requested guidance from the Board of Directors regarding site selection for the Water Treatment Plant. Mr. Rowden suggested picking the top three (3) sites and analyzing them, Vice Chairperson Dave Stone agreed to have Farr West look at the top sites with more detail.

Board Director Dan Bastian instructed Mr. Rowden to check with Mr. Rooklidge on what site the State suggests. Mr. Rowden has continued to keep Mr. Rooklidge in the loop.

It was the consensus of the Board to instruct Interim General Manager John Rowden focus on the two (2) PECSD properties, 1) 200 Lundy Lane and 2) 208 Lundy Lane, and verify numbers with Farr West (getting more details without additional cost).

- c. The Board reviewed invoice #8538 from Farr West for approval for to pay.

Motion the invoice from Farr West be approved.

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

All in favor.

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

7. Wastewater Treatment Plant (“WWTP”) #7

Farr West presented the Board with TASK ORDER No. 02 to prepare a Technical Memorandum (“TM”) for PECSD. The Project includes preparing a TM outlining improvement alternatives to address operational issues at WWTP #7 Lift Station as required by the Notice of Violation (“NOV”) dated April 6, 2017. The NOV is in response to a sanitary sewer that occurred on March 3, 2017 at Lift Station #7. The NOV requires PECSD to take the appropriate actions to prevent future sanitary sewer overflow occurrences, and take all feasible steps to remediate the consequences of any future overflows. An extension to August 1, 2017 has been received. Mr. Rowden plans on having a field meeting with Mr. Tipton, Sierra Controls and Chief Plant Operator Jamar Tate.

Board Director Dan Bastian feels this problem is more than a control pump problem. The NOV states “The PECSD continues to have SSO issues likely due to insufficient operation and maintenance of the collection system and aging infrastructure. PECSD should take the appropriate actions to prevent future SSO occurrences, take all feasible steps to remediate the consequences of any future overflows and implement the provisions of the Sanitary Sewer Systems WDRs”. Mr. Bastian believes PECSD should not micromanage the District Engineer, if PECSD has the money in Capital the Board should allow a more broad evaluation.

Mr. Rowden would like to focus on this TASK ORDER due to the deadline. However, Mr. Rowden is looking at Capital Improvements to address the entire system.

Motion to approve the task order submitted giving our General Manager authority to streamline and/or make necessary decisions to keep costs to a minimum.

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

8. Administrative Manager's Report

a. Accounts Receivable Report

Nothing to report.

b. Miscellaneous

Nothing to report.

9. Resolution 2017 - 04

a. The Board was presented with Plumas County's written Resolution No. 2017 – 04. A Resolution requesting collection of charges on the County's tax roll

I. Motion to approve.

Motion to approve Resolution 2017 – 05.

Motioned – Vice Chairperson Dave Stone

Second – Board Director Melinda Bennett

II. 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

Yes – Board Director Dan Bastian

10. Committee Report

a. Personnel

Nothing to report.

b. Recreation

Nothing to report.

c. Emergency Preparedness

Property owner Larry Walker is waiting for a preliminary meeting to be called.

d. Water Conservation

Nothing to report.

e. Benefits

Nothing to report.

- f. Insurance
Nothing to report.

11. Goals & Objectives
Nothing to report.

12. General Manager’s Report

- a. The Board reviewed Fiscal Year 2016/2017 June 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>	<u>100.0%</u>
Water	88.0%
Wastewater	93.0%
Consolidated	89.0%
Consolidated	76.0%

- I. Motion that the finances of June 2017 be approved with the exception of John Rowden reporting on questionable expenses.

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 water produced in June was 10,913,200 gallons. There were no interruptions to service and no spills

The total wastewater flow for June was 1,105,988 gallons. There were no interruptions to service and no spills.

- c. Re-pavement Priorities

Interim General Manager John Rowden is speaking with Fire Chief Tom Forster regarding re-pavement of the Fire Department driveway.

Mr. Rowden received a complaint from property owner from property owner Margaret Garner regarding re-pavement of Pine Cone Court. Mr. Rowden will research costs and options for both re-pavement jobs.

13. Policy No. 2130

The Board received Policy No. 2130, which changes employee pay date from the Friday of the end of the pay period to Wednesday after the end of the pay period.

Motion to approve the policy on the pay dates.

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

14. Written Correspondence to the Board

Nothing to report.

15. Public Comment

Property owner Randy Williams thanked the Board of Directors for their continued work.

16. Future Agenda Items

The Board will be presented with Capital Improvement Task Order.

17. Adjournment

Chairperson Frank Shepard adjourned the Regular Board Meeting at 1154 hours

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

Respectfully Submitted,

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.