

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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**BOARD MEETING
MINUTES
September 9th, 2015**

Board of
Directors
Chairman Elmer Tretten
Vice Chairman Frank Shepard
Director Rich Machado
Director Dave Stone
Director Melinda Bennett

1. Call Meeting to Order

Chairman Elmer Tretten called to order the regular Board meeting of Plumas Eureka Community Services District (“PECS D”) at 0900 hours.

2. Approval of August Meeting Minutes

Motion to approve as corrected.

Motioned – Vice Chairman Frank Shepard

Second – Board Director Dave Stone

All in Favor (5)

Nay (0)

Abstain (0)

Absent (0)

3. Fire Chief’s Report

Please note: Fire Chief Tom Forster was not in attendance, the Fire Chief’s Report was read by General Manager Frank Motzkus

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 Protection District’s (“PEFPD”) administrative office during regular business hours.

The joint training schedule for August thru December was finalized.

Fire Chief Tom Forster is coordinating a second weekend class from the national Fire Academy titled “New Fire Chief: Challenging Issues”, which will be held the weekend of November 21st thru November 22nd.

Fire Chief Tom Forster completed a six-day National Fire Academy Class “21st Century Training for Fire and EMS at no cost to PEFPD.

b. Personnel

No changes in personnel, recruiting continues.

c. Grant Update

Nothing to report.

d. Defensive Space

Fire Chief Tom Forster and Board Director Dave Stone are working on drawing up a Draft Ordinance or Draft Policy regarding Fire Prevention, namely vacant lots.

e. Firewise

Plumas County Fire Safe Council Coordinator Nils Lunder has issued a third draft report for PECSD’s Firewise Committee to review.

f. Miscellaneous

Fire Chief Tom Forster thanked Larry and Renee Walker for their hard work on September 5th’s Pancake Breakfast, along with all of the Plumas Eureka Community Auxiliary (“PECAUX”) volunteers who helped. Chief Forster also mention Firefighters Rich Machado, Craig Fox, Jenni McGuire, Jeff Train and Bill Robinson thanking them as well.

All-Star Fire Equipment tested PEFPD’s Self-Contained Breathing Apparatus (“SCBA”), all passed after several repairs were made. Chief Forster thanked Firefighter Craig Fox for working with the All-Star Technician.

The Third Quarter Meeting for Plumas County Fire Chiefs Association (“PCFCA”) has been rescheduled for Saturday, October 3rd at Graeagle Fire Protection District (“GFPD”) Fire Hall.

Assistant Fire Chief Bill Robinson will be coordinating Emergency Medical Services (“EMS”) coverage for the Lost Sierra Hoedown four-day music and camping event held in late September at the Ski Bowl in Plumas Eureka State Park.

Chairman Elmer Tretten stated he was surprised there was no report on the Ponderosa Bowl Fire in Portola on August 28th. General Manger Frank Motzkus reported six (6) Fire Departments responded, they are as follows:

Portola Fire Department
Quincy Fire Department
Beckwourth Fire District
Plumas Eureka Fire Protection District
Graeagle Fire Protection District
Eastern Plumas Rural Fire District

Chairman Elmer Tretten also noted there were two (2) major accidents listed on the call report for the same weekend. One (1) on August 28th on Johnsville Road and one (1) on August 30th at the intersection of Hwy 70 and Hwy 89. Both of these accidents were reported as “roll overs”.

4. Arsenic Remediation Project

- a. General Manager Frank Motzkus reported to the Board a meeting was held on August 25th with the State Water Resources Control Board, Division of Drinking Water (“SWRCB, DODW”). In attendance was SWRCB, DODW Representative Steve Rooklidge, Mr. Rooklidge’s Supervisor Mike McNamera, SWRCB, DODW Region 1 Branch Chief Richard Hinrichs, Stantec Engineering, Ray Kruth, Board Director Rich Machado, Chairman Elmer Tretten, Homeowner Dan Bastian and Homeowner Dave Yeargin.

The Board received a “follow up” email from Mr. Rooklidge recapping the issues SWRCB, DODW went over in the meeting. General Manager Frank Motzkus read three (3) issues listed in the email to the Board. They are as follows:

1. For the treatment system proposed in the draft Preliminary Engineering Report (“PER”) received January 2014, the pilot study submitted to our office in July 2015 does not support the use of the proposed method of treatment. Although the treatment method may be viable with different operational circumstances, the pilot results must support the proposed treatment method prior to any treatment. Also, the pilot must be conducted in a manner that is reproducible and has appropriate quality controls during data collection. Examples of proper pilot study QAPP and SAP protocols are available from the Environmental Protection Agency (“EPA”) website. The pilot proposal should be submitted to our office for review prior to the start of the study.
2. The effects of the proposed water treatment system on the existing wastewater system must be sufficiently evaluated, and it is recommended that additional flows from backwash water be discussed with the Regional Board to determine if any wastewater permitting actions need to occur prior to use.

3. Alternatives that are potentially viable have not been adequately explored. Communications with a local water company that may be an alternative supplier have not been conducted in several years, and this should be an action of high priority because it may be possible for this alternative to be exploited prior to the EPA deadline

SWRCB, DODW require that the final PER with supporting pilot study be submitted no later than November 15, 2015. Ray Kruth, Stantec Engineering, was in attendance and stated Mr. Rooklidge's suggestions should be considered more of mandated items to be completed.

General Manager Frank Motzkus presented the board with a letter received from Ray Kruth. The letter covers Mr. Kruth's goals after the August 25th meeting. It states SWRCB, DODW will not approve the project going forward unless a second pilot study is completed. Mr. Kruth has contacted a couple of pilot testing firms, and the projected cost for the pilot study is \$30,000 to \$40,000. Mr. Kruth's preferred pilot firm would be Blueleaf Incorporated, however they are not available until March 2016.

- b. Board Director Rich Machado showed concerns PECSD will not make EPA's deadline of November 1, 2016. Ray Kruth stated he is "not quite ready to say there is no chance" to make EPA's deadline, funding could take less time than anticipated. Vice Chairman Frank Shepard and Board Director Dave Stone believe it is "critical" to move forward with the Project regardless of the deadline. General Manager Frank Motzkus noted in Mr. Rooklidge's email it states "Although it appears doubtful PECSD can implement a solution by the EPA deadline, at least it will show due diligence in solving this public health issue, which may diminish the eventual regulatory impacts.

Clerk's Note: Board Director Rich Machado excused himself from the Board Meeting as he was paged out for a fire call.

General Manager Frank Motzkus has contacted Dan West, Graeagle Land and Water ("GLW"), and requested answers to certain questions for the possibility to tie in with GLW's potable water. Mr. Motzkus is awaiting Mr. West's response and will schedule a meeting for more discussion with GLW, Vice Chairman Frank Shepard stated he would like to attend. Board Director Dave Stone stated PECSD should confirm with GLW how much water per volume their system can accommodate. Vice Chairman Frank Shepard informed Ray Kruth the water source for GLW is from Long Lake and Graeagle Meadows Golf Course is from Gold Lake. Mr. Kruth noted the correction.

Homeowner Brian Shewmake asked if there is a problem in the potable water with manganese, General Manager Frank Motzkus stated PECSD has been treating manganese with chlorine over several years.

Homeowner Dan Bastian submitted to the Board a memo addressing concerns he has with the PER. Mr. Bastian was in attendance and stated he was not representing himself as PECSD's District Engineer but as a concerned stake holder. Mr. Bastian stated it seems SWRCB, DODW are more concerned with receiving the protocol for the pilot testing rather than seeing PECSD have the pilot testing completed. With this in mind, Dan Bastian stated PECSD should be working on the protocol right away. General Manager Frank Motzkus confirmed this is being done. Mr. Bastian also suggested PECSD pursue a meeting with GLW to discuss a potential tie in with GLW's water supply as soon as possible. General Manager Frank Motzkus stated Mr. West was out of town and will be pursuing a meeting as soon as time is available. General Manager Frank Motzkus and Vice Chairman Frank Shepard also confirmed PECSD is running both the pilot study project and the tie in with GLW project parallel.

Homeowner Cheryl Shewmake stated "with all due respect to the Board, she would like to see the Board work more with Dan Bastian".

Homeowner John Rowden encouraged more communication with SWRCB, DODW and that communication should come from General Manager Frank Motzkus rather than the engineer.

- c. In the letter General Manager Frank Motzkus received from Ray Kruth there is a request for additional funds to complete the PER and continue to respond to questions over the next few months. Stantec Engineering is requesting an additional \$15,000.00. Dan Bastian expressed concerns for allotting additional funds when Stantec Engineering has been "paid well for services which have not been provided". Ray Kruth stated \$5000.00 additional funds should be sufficient to finish the PER.

Motion to authorize \$5000.00 additional funds with a detailed job description from here on to move forward with the project.

Motioned – Board Director Dave Stone
Second – Vice Chairman Frank Shepard

All in Favor (4)

Nay (0)

Abstain (0)

Absent (1) Board Director Rich Machado

Clerk's Note: Chairman Elmer Tretten called a short recess at 1056 hours.

Clerk's Note: Chairman Elmer Tretten called the Board Meeting back to order at 1107 hours.

5. Operations Report

- a. Wastewater Treatment Plant ("WWTP") #7 Lift Station had a float problem which burned up a pump, this pump has been replaced. Operations Manager Lew Prince will have the pump repaired.
- b. Operations Manager Lew Prince had new tires put on the white ford.
- c. The Generator Project is proceeding, Mr. Prince anticipates the generator will be installed by October 14th's Board Meeting.
- d. Alliance Workforce employee Shannon Eccles has been "cleaning up" the Sequoia Park area, Operations Manager Lew Prince has donated his personal trailer to haul piles up to Dynamite Hill Leach Field ("DHLF").
- e. A control float has been replaced at WWTP #6.
- f. The Back Flow devices have been tested, this is done annually.
- g. Operations Manager Lew Prince and Operator Jamar Tate installed new decking in Well 1B's well house.
- h. Operations Manager Lew Prince and Operator Jamar Tate have inspected seven (7) out of the nine (9) parcels connected to Madora Lake Leach Field. The two (2) remaining parcels need to contact PECSD to schedule inspections. Operations Manager Lew Prince stated septic tanks should be accessible at all times.
- i. A tree at the end of Lundy Lane has been cut down and removed.
- j. Plumas Sierra Rural Electric Cooperative had a tree cut down on West Ponderosa Drive and left the rounds. It was the consensus of the Board to instruct Operations Manager Lew Prince to contact the Elk's Lodge to donate the rounds.

6. Regional Water Quality Control Board's ("RWQCB")

Please note: A Copy is included in the minutes and is available for viewing PECSD administrative office during regular business hours.

General Manager Frank Motzkus received a Review of Technical Documents and Request for Additional Information, Plumas Eureka CSD, Waste Discharge Requirements Order No. 98 – 001, Plumas County from Representative Heidi Bauer, RWQCB. The deadline for the information requested is November 1, 2015. General Manager Frank Motzkus went over and addressed the items requested:

- Item #1: Due to the irrigation tie in with Plumas Pines Golf Course (“Golf Course”), Mr. Motzkus will have to address this item during the off season when the irrigation system is shut off.
- Item #2: General Manager Frank Motzkus will be submitting the information requested to Ms. Bauer. General Manager Frank Motzkus noted he will be addressing if PECSD should shut down Dynamite Leach Field dumping site under the “advisement” of Heidi Bauer.
- Item #3: General Manager Frank Motzkus noted in a State adopted policy the Permitting Agency is responsible for monitoring homeowners to concur with the State wide policy, which is Plumas County. The Board advised General Manager Frank Motzkus to address this item with council. Mr. Motzkus thanked the Board for their advisement.
- Item #4: General Manager Frank Motzkus stated more specifics are needed from Heidi Bauer to address this item.

General Manager Frank Motzkus noted “more to come” on this agenda item.

7. Special Districts Report

General Manager Frank Motzkus is working with California Special Districts Association (“CSDA”) to set up a workshop to cover Administrative Training.

It was reported at September 9th's Board Meeting PCSDA was putting on a “Best Management Practices” workshop on October 5th, that meeting has been cancelled due to medical issues. PCSDA will be working on rescheduling this workshop sometime in December.

8. Accounts Receivable

a. Liens

Nothing to report.

b. 1st Shut Off Notices

Administrative Manager Heather Kotrc reported 1st Shut Off Notices have been sent out.

9. Committee Report

a. Personnel

Chairman Elmer Tretten asked Vice Chairman Frank Shepard how the wage study was coming along. Vice Chairman Frank Shepard stated he is still working on it.

b. Recreation

Nothing to report.

c. Emergency Preparedness

Nothing to report.

d. Water Conservation

- I. PECSD is mandated by the State of California to report water conservation from the months of June 2015 thru November 2015 compared to June 2013 thru November 2013. General Manager Frank Motzkus presented the Board with these reports. The reports show a savings of 29.4% in the month of August 2015 compared to August 2013.

Operations Manager Lew Prince reported with the Aspen Circle and West Ponderosa Drive irrigation tie ins with the Golf Course PECSD saved 1,075,000 gallons in the month of August.

- II. At September 9th's Board Meeting the definition of "hand watering" in both Ordinance No. 2015 – E and PECSD's Stage 2 – Water Alert Declaration were in question by the audience. General Manager Frank Motzkus stated the definition for hand watering is listed on the top of page 2 of the Ordinance: "Hand Watering" shall mean the use of a garden hose equipped with a positive shut-off device to manually water vegetation and/or the watering of vegetation by means of a hand held container.

General Manager Frank Motzkus will insert this definition in PECSD's Stage 2 – Water Alert Declaration and will take out the word "infrequent" for next season.

- III. The Board discussed accepting anonymous water violation reports, stating anything reported is Public Record. It was suggested if an anonymous report is taken to ask a PECSD employee to observe the alleged violation. It was the consensus of the Board to discontinue accepting anonymous water violation reports.
- IV. Homeowner Steve Potvin requested the Board to consider waiving the First Water Violation he received, Mr. Potvin was in attendance to state his case. At the September 9th Board Meeting the Board motioned to waive Mr. Potvin's Second Water Violation and Fine. Mr. Potvin stated he believes there is a fine line between "hand watering" and "trickle watering" and suggested re-writing No. Ordinance 2015 – E. Vice Chairman Frank Shepard stated the Board will take his suggestion into consideration, however in the meantime the Board has to follow what is in place.

Motion to deny Steve Potvin's request.

Motioned – Vice Chairman Frank Shepard
Second – Board Director Melinda Bennett

All in favor (4)
Nay (0)
Abstain (0)
Absent (1) Board Director Rich Machado

e. Benefits

Board Director Dave Stone updated the Board on the Benefits Committee's recommendation to adopt Special Districts Risk Management's ("SDRMA") Silver Plan with the Health Reimbursement Assistance Plan ("HRA") reimbursing employees equal to the deductible and maximum of the EPO Plan. Mr. Stone reported two (2) employees were in attendance at the September 2nd Committee Meeting and had no objections to this suggestion.

Motion to accept the Benefits Committee's suggestion.

Motion – Board Director Dave Stone
Second – Vice Chairman Frank Shepard

All in favor (4)
Nay (0)
Abstain (0)
Absent (1) Board Director Rich Machado

f. Insurance

Nothing to report.

g. Firewise

Vice Chairman Frank Shepard informed the Board a Firewise Committee meeting will be scheduled in the near future. Mr. Shepard anticipates the Board will be updated with this meeting at October 14th's Board Meeting.

10. Goals & Objectives

Nothing to report

11. General Manager’s Report

- a. Review Fiscal Year 2014/2015 June Financial Reports.
- b. Review Fiscal Year 2015/2016 July Financial Reports.
- c. Review Fiscal Year 2015/2016 August Financial Reports.
 - I. Motion for Acceptance

Motion to accept the two (2) carry over months and August as presented.

Motioned – Vice Chairman Frank Shepard
Second – Board Director Dave Stone

All in favor (4)
Nay (0)
Abstain (0)
Absent (1) Board Director Rich Machado

d. Miscellaneous

- I. General Manager Frank Motzkus presented the Board with a rate study for the Board to review.
- II. Upcoming Dates
 - September 10th General Manager Frank Motzkus will be out of the office.
 - September 11th General Manager Frank Motzkus will be out of the office.
 - September 19th Plumas Eureka Villas Home Owners Association #6”s annual meeting at 12:30 at PECSD.
 - September 21st PECSD annual audit.
 - September 22nd PECSD annual audit, General Manager Frank Motzkus will be out of the office in the morning.
 - September 29th General Manager Frank Motzkus will be out of the office.
- III. General Manager Frank Motzkus submitted PECSD’s Draft Recycle Feasible Study Report drawn up by Bastian Engineering for the Board to review. This report will be agendized for October 14th’s Board Meeting.

12. Written Correspondence to the Board

Nothing to report.

13. Public Comment

Nothing to report.

14. Future Agenda Items

- a. A possible Special Board Meeting could be scheduled for the Arsenic Remediation Project.
- b. The Board will discuss and possibly accept PECSD’s Recycle Feasible Study Report drawn up by Bastian Engineering.

15. Adjournment

Motioned – Vice Chairman Frank Shepard

Chairman Elmer Tretten adjourned the regular Board meeting at 1219 hours

In Attendance: Melinda Bennett, Elmer Tretten, Frank Shepard and Dave Stone

Absent: Rich Machado (departed early)

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.