

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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**BOARD MEETING
MINUTES
August 9, 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 0900 hours.

2. Approval of June 14, 2017 Regular Board Meeting Minutes

Motion to approve the June 14th Board Meeting Minutes.

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

Abstain – Board Director Melinda Bennett

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

Motion to approve June 24th Special Meeting Minutes.

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

Abstain – Board Director Melinda Bennett

4. Approval of July 12, 2017 Regular Board Meeting Minutes

This item has been tabled to the next Board Meeting.

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 passed his National Registry Emergency Medical Technician (“EMT”) testing and is now fully certified. Chief Forster congratulated Mr. Scott.

The Driver Operator 1A State course has been postponed until September 15, 2017 due to the Minerva Fire.

b. Personnel

Nothing to report.

c. Fire Apparatus & Equipment

Firefighter John Sea has completed the installation of the reflective safety tape on the back of all engines. Chief Forster thanked Mr. Sea for his good work.

d. Defensible Space

Fire Chief Tom Forster, Firewise Chairperson Dennis Lincoln and Firewise Committee Member Dennis Lincoln did a drive through conducting visual fire safety inspections in our community on July 24, 2017. The results were reviewed with Interim General Manager John Rowden showing less than 5% of the Districts structures were deemed to need work. These results will be shared with CalFire when the conduct 4291 inspections.

e. Plumas County Fire Chief's Association

Nothing to report.

f. Firewise Committee

A successful Firewise Education event was held July 8, 2017 with property owner Bob Graham speaking on the aftermath of his home fire and insurance issues.

Mr. Lincoln reported he will be speaking at the annual PEEHA dinner.

PEFD will be stepping up on public education efforts, working with Administrative Manager Heather Kotrc on the web site, and Dennis Lincoln in the Firewise Committee. Chief Forster, Mrs. Kotrc and Mr. Lincoln met to plan for an annual public education campaign, with topics spread over several years, shared to the community on a monthly basis.

g. Miscellaneous

Chief Forster reported as of today the Minerva Fire is contained to 91%

The Plumas County Fair's Fireman's Muster will be held on August 12, 2017. Fire Chief Tom Forster is organizing this event with Quincy Fire Chief Robbie Cassou. PEFD will be competing with a joint team consisting of Firefighters Ryan Nowling, Jenni McGuire, and Luke Scott, along with Jack Harris and Tom Connelly from Graeagle Fire Department.

Special thanks are due to neighbors Sue and Bill Carrera, for their outstanding support over the past 17 plus years in PECAUX to help the fire department. They will be missed. PECAUX is looking for a replacement for Ms. Carrera. If anyone is interested, please contact Murial Aman at (530) 836-2864 or Larry and Renee Walker at (530) 836-4119.

6. Arsenic Remediation Project

- a. The last reported sample at the compliance point was on July 6, 2017 and showed the arsenic level was 10 ppb. Samples taken on July 6, 2017 showed the level at Well 1B at 7 ppb and the level at Well 2 at 16 ppb.
- b. The Board received written correspondence from property owner Jeffrey D. Johnson regarding the Feasibility Report Preferred Alternative Evaluation. Interim General Manager John Rowden read the correspondence explaining Mr. Rowden's response to each issue Mr. Johnson raised.
- c. The Board reviewed the Location of the Water Treatment Plant Report which listed two sites. One (1) 200 Lundy Lane and two (2) 208 Lundy Lane. Interim General Manager John Rowden believes at this juncture it is critical to select a site to start a more detailed design plan. With the Planning Loan requiring approval of the Feasibility Study by August 15, 2017, Interim General Manager opened the meeting up for questions or comments.

Vice Chairperson Dave Stone noted if the Water Treatment Plant was built at 200 Lundy Lane, the Planning Loan will not cover the additional garage needed at 208 Lundy Lane to store vehicles and equipment.

Board Director Dan Bastian thanked Interim General Manager John Rowden for all his hard work. Mr. Bastian inquired if State Representative, Division of Drinking Water, Stephen Rooklidge is on board. Mr. Rowden confirmed he is in contact with Mr. Rooklidge and has email correspondence.

Mr. Bastian would like to see possibly a footprint or concept plan on how 208 Lundy Lane will work. Mr. Rowden stated once PECSD can focus on a specific site the Board can examine exactly how that site will work. Farr West Representative Lucas Tipton suggested conducting a survey for 208 Lundy Lane, \$5000.00 still remains in the Surveying Budget.

Mr. Bastian questioned the prudence to commit to a certain site at this time. Mr. Stone believes a decision with a qualifier subject to conditions needs to be made, Board Director Melinda Bennett agreed. Interim General Manager John Rowden noted the sensitivity of a decision is PECSD's time frame. Chairperson Frank Shepard agrees the Board needs to have focus on one site and if something jumps out in the survey the Board can switch gears. Mr. Bastian supports 208 Lundy Lane as a site subject to the survey.

- I. Motion to approve the site 208 Lundy Lane subject to results of survey and approval of the State and approval of funding.

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

Chairperson Frank Shepard opened for comments. Property owner Shirley Bauer believes it is an excellent idea to place the Water Treatment Plant at 208 Lundy Lane. This would eliminate traffic coming in and out of the Firehouse at 200 Lundy Lane.

Property owner Larry Walker noted neighbors are concerned of noise quality, Mr. Walker suggested starting there.

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

Property owner Brian Shewmake questioned why the Board of Directors couldn't send a letter to the EPA requesting a waiver. Chairperson Frank Shepard stated Congressman Doug LaMalfa's office has been contacted with confirmation a waiver is not an option. Mr. Shepard went on to state the project is so far along, PECSD needs to move on.

- d. The Board reviewed the State Revolving Fund ("SRF") reissued loan offer.
 - I. Motion to affirm the Interim General Manager authority to sign loan document.

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

- e. This item has been tabled to acquire the appropriate documents for approval to either September 13, 2017 Regular Board Meeting or a Special Meeting.
- f. This item was cancelled as an approval was not needed.

Clerk's Note: Vice Chairperson Dave Stone excused himself at 1045 hours.

Clerk's Note: During the meeting CalFIRE showed up at the Fire Department to meet with Fire Chief Tom Forster to start 4291 inspections. After inspections are completed a report will be sent to Chief Forster.

7. Administrative Manager's Report

- a. Accounts Receivable Report
Nothing to report.

- b. Miscellaneous

Administrative Manager Heather Kotrc reported Candidates Packages are available at PECSD office for anyone interested in filing for positions on the Board. The Official filing period for the 2017 Election is July 17, 2017 thru August 11, 2017 at 5:00 pm.

Dynamite Hill Dumpsite will be closing August 11, 2017 at 2:30 pm.

PECAUX's Labor Day Pancake Breakfast will be on September 2, 2017 from 8:00 am 11:00 am.

8. Committee Report

a. Personnel

Chairperson Frank Shepard noted a closed session needs to be scheduled to conduct an Interim General Manager Review. Committee Members Larry Walker and Dave Stone will correspond with Mr. Shepard to set up a date and time.

b. Recreation

Nothing to report.

c. Emergency Preparedness

Nothing to report.

d. Water Conservation

Board Director Dan Bastian noted PECSD's Stage 1 Water Conservation, Item No. 5 states "Monitoring lawn and landscape watering to ensure watering does not take place between 10:00 am and 6:00 pm. Mr. Bastian has noticed watering going on between these hours. Mr. Rowden and Mrs. Kotrc will discuss a process to send out notices to property owners watering on restricted times.

e. Benefits

Clerk of the Board Heather Kotrc is setting up an annual Benefits Committee Meeting, more to come.

f. Budget Finance

Nothing to report.

g. Insurance

Nothing to report.

9. Goals & Objectives

Nothing to report.

10. General Manager's Report

- a. The Board reviewed Fiscal Year 2017/2018 July 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>08.0%</u>
Water	12.0%
Wastewater	14.0%

Water/Wastewater 13.0%
Fire 08.0%

I. Motion to approve the financials.

Motioned – Board Director Melinda Bennett
Second – Board Director Rich Machado

All in favor.

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

b. Operations Report

The total water produced in July was 14,131,100 gallons. There were no disruptions of service.

Due to extremely high water demands, management of the wells in an effort to maintain below the MCL arsenic results can no longer be achieved. Both wells must now run to keep up with the current demand. A VFD at Well 2 is essential for improved well management.

The Consumer Confidence Report (“CCR”) is a report identifying pollutant levels and incidents related to the District Water System. Completing and posting the report is an annual requirement due annually in July. This year’s report is late, but will be completed and posted before the end of August.

The total wastewater flow for July was 1,348,894 gallon. There were no interruptions to service and no spills.

The USDA inspection was completed. No issues at the time of inspection were brought up. Correspondence was received requesting to see Water & Wastewater separate on 2016/2017 Audit.

c. Miscellaneous

Interim General Manager sent out a list of task orders to PECSD’s District Engineer Farr West Engineering and Board Director Dan Bastian for comments.

Mr. Rowden received correspondence from property owner Mark Callahan regarding events of movement of the pressure sewer line at 228 Jack’s Court. Mr. Rowden forwarded Mr. Callahan’s correspondence to previous General

Manager Frank Motzkus, Mr. Motzkus confirmed the inspection of the sewer line.

Based on these findings Mr. Rowden suggested to not dig up the sewer line, Mr. Callahan will incur costs of defining the easement. PECSD will then abandon the old easement.

Board Director Dan Bastian showed concerns there is no design and having a previous Manager saying the sewer line was inspected without any inspection notes. Mr. Bastian would like to see if Mr. Motzkus took any such notes. Without a design plan and inspection notes, Mr. Bastian believes this could potentially end up being a liability.

The Board instructed Mr. Rowden to request design plan from Mr. Callahan and inspection notes from Mr. Motzkus.

Interim General Manager John Rowden is hopeful to see reimbursement for FEEMA projects within 60 day, not including the exposed pipe.

Mr. Rowden was contacted by an interested party looking to purchase PECSD's lot on North Pinion Pine Circle. The Board will discuss forming an Ad hoc Committee for the management and disposition of vacant properties at September 13, 2017 Regular Board Meeting.

11. Written Correspondence to the Board

Nothing to report.

12. Public Comment

Property owner and President of Plumas Eureka Villas HOA Unit #7 Randy Williams noted there are 38 units in the association. If watering is noticed between the restricted hours, PECSD should notify Mr. Williams as he will contact Tom Sherrard. Mr. Williams suggested to consider other associations with notifications of water violations.

13. Future Agenda Items

Nothing to report.

14. Adjournment

Chairperson Frank Shepard adjourned the regular Board meeting at 1249 hours.

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

Absent: Board Director Dave Stone after 1045 hours.

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.