

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@gmail.com
Web-www.pecsd.org

**REGULAR BOARD MEETING
MINUTES
November 8, 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 0902 hours.

2. Board Election

Chairperson Frank Shepard announced the *unofficial* final results of November 7, 2017 UDEL Election. So far all incumbents are in the lead.

3. Approval of October 11, 2017 Regular Board Meeting Minutes

Motion to approve the Board Meeting Minutes of October 2017 as amended.

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

4. Fire Chief's Report

a. Call Report & Training Report

Copies of the Call and Training Reports are available for viewing at Plumas Eureka Fire Department ("PEFD") Administrative Office during regular business hours.

The Fire Apparatus Driver Operator 1A State Fire Training course was completed by 32 students on October 22, 2017. The course was hosted through Plumas County Fire Chief's Association ("PCFCA") with Fire Chief Tom Forster serving as lead instructor, assisted by Quincy Fire Protection District's ("QFPD") Fire Chief Robbie Cassou. PEFD Firefighter Ryan Nowling successfully passed.

b. Personnel

Firefighter/Engineer Craig Fox has resigned/retired from PEFD due to a move to Arizona and very limited time each summer. Mr. Fox and his wife Pat were thanked for their many years of service to the community.

c. Fire Apparatus & Equipment

Nothing to report.

d. Defensible Space

Chief Forster is awaiting the summary from CalFIRE regarding the completed District inspections.

e. Plumas County Fire Chief's Association

Nothing to report.

f. Firewise Committee

Nothing to report.

g. Miscellaneous

Firefighter/Engineer Jeff Train's wife Kim may be willing to serve as Treasurer for Plumas Eureka CSD Auxiliary ("PECAUX"), more to come.

Chief Forster is working on the accounting and billing for the mutual aid coverage PEFD provided for the Minerva 5 Incident in Quincy. Chief Forster is working with the State of California ("State") and United States Forest Service ("USFS"). Chief Forster is investigating if a "portal to portal" resolution was submitted to the State during PEFD's Chief Castagnetti's tenure.

Having an agreement means the equipment and personnel are reimbursed from time of dispatch to time of return. If PEFD does not have an agreement with the State, a Board Resolution will be submitted for any future responses.

Chief Forster thanked PECAUX for hosting the annual Firefighter Appreciation Dinner at Longboards on October 6, 2017.

5. Water Treatment Facility Project: Arsenic Remediation

Interim General Manager John Rowden noted the project's title has been changed to Water Treatment Facility Project ("WFF").

- a. The last reported sample at the compliance point was on October 10, 2017 showed the arsenic level was 14 ppb. The Environmental Protection Agency's ("EPA") standard is 10 ppb. Samples taken on August 3, 2017 showed the level at Well 1B at 8 ppb and the level at Well 2 at 19 ppb.

PECSO is now under a Cease and Desist order with State Water Resources Control Board, Division of Drinking Water ("DDW"). The compliance Order No. 01-02-16R-002 requires the District "By November 1, 2017, Cease and Desist from failing to comply with the CHSC Section 116555(a)(1) and (3) by ensuring that the District's water system is provided with a reliable and adequate source of pure, wholesome, healthful, and potable water that is in compliance with all primary drinking water standards."

Interim General Manager John Rowden read out the possible penalties for non-compliance of the Cease and Desist order.

Board Director Dan Bastian inquired if the District could request a new compliance date. Mr. Rowden would like assurance from Farr West Engineering's ("Farr West") WTF design to have a better understanding at what date the District could comply.

Mr. Bastian is meeting with DDW Representative Stephen Rooklidge next week, unrelated to District business. Mr. Rowden inquired if the Board and the Interim General Manager would like Mr. Bastian to represent the Board to discuss what it would entail to request a new compliance date.

It was the consensus of the Board (quorum of four) to have Mr. Bastian represent the Board to discuss a new compliance order.

Mr. Rowden and Mr. Tipton met with the County Planning, Public Works, and Building officials. It was confirmed the WTF is exempt from county zoning ordinances and the District can determine the setback from the county road. The Planning Officials suggested alternatives for addressing the FEMA flood map designation to document the facility is not subject to a flood Hazard. Dick Short, a geotechnical engineer that has developed Letters of Map Adjustment ("LOMA") in the area gave a quote for \$3000.00.

Interim General Manager John Rowden has a limit of \$2500.00 spending limit, anything over requires Board approval. Mr. Rowden would like to sign off on the \$3000.00 with \$500.00 above the approved spending limit to avoid a Special Board Meeting.

Board Director Dan Bastian showed concerns spending \$3000.00 for the documentation. Mr. Rowden pointed out the County advised the District to address the flood issue. Vice Chairperson Dave Stone believes the District should abide by the County's advisement.

Interim General Manager John Rowden believes if the District does not acquire the LOMA document, it may affect financing. Property Owner Larry Walker suggested contacting the loan company and inquire what is required.

Interim General Manager John Rowden will investigate.

b. Project Management Plan

The Board of Directors received PECSD – Water Treatment Plant Project Management Plan (“PMP”) from Farr West for review. Interim General Manager John Rowden asked the Board if there were any questions or comments.

Mr. Rowden pointed out the Rate Study was not included. Board Director Dan Bastian requested a Rate Study schedule for the District. Mr. Bastian believes the Board should review Capital Improvements prior to the rate study, possibly forming a Rate Study Committee with Board Members, Staff, and PECSD's District Engineer Lucas Tipton.

Mr. Bastian inquired if Plumas Rural Electric has been contacted regarding the electrical usage the WTP would need. Mr. Rowden and Mr. Tipton will investigate.

c. Farr West Invoice #9004 & #9005

The Board was presented with Farr West Invoices #9004 & #9005 for approval.

Motion to approve invoice #9004 & #9005.

Motioned – Vice Chairperson Dave Stone

Second – Board Director Dan Bastian

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

6. Administrative Manager's Report

a. Accounts Receivable Report

Administrative Manager Heather Kotrc reported final shut off notices will go out next week.

b. Audit of Fiscal Year 2016/2017

Ms. Kotrc reported PECSD's Audit of Fiscal Year 2016/2017 was scheduled for October 30th & 31st, the process went well. Mr. Rowden & Ms. Kotrc were complimented by Auditor Bob Johnson.

c. Miscellaneous

Nothing to report.

7. Committee Report

a. Personnel

Nothing to report.

b. Recreation

Nothing to report.

c. Emergency Preparedness

Nothing to report.

d. Water Conservation

Nothing to report.

e. Benefits

Nothing to report.

f. Budget Finance

Nothing to report.

g. Insurance

Nothing to report.

h. Vacant Properties (Adhoc)

Board Director Rich Machado reported the Vacant Properties Adhoc committee had their first meeting.

8. Goals & Objectives

Nothing to report.

9. General Manager's Report

- a. The Board reviewed Fiscal Year 2017/2018 September 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>	33.0%
Water	35.0%
Wastewater	33.0%
Water/Wastewater	34.0%
Fire	34.0%

- I. Motion to approve the October financials.

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

All in favor.

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

b. Operations Report

Influent flows for both Wastewater Treatment Plants ("WWTP") totaled 926,576 gallons. Flows for wells were 5,719,100 gallons. During the month of October 2016 the flows were 7,648,200 gallons.

Control panels for the lift station at WWTP #7 and the effluent basin at WWTP #6 have been ordered through Sierra Controls. There is a lead time of 8-10 weeks for parts to be received and the panels built. Price for the effluent panel at WWTP #6 is \$20,775.00, this price includes a new PLC controlled RTU allowing all data and alarms to be sent to PECSD's office. The panel upgrade for WWTP #7 lift station has been priced at \$25,725.00.

Mr. Rowden believes PECSD is in better shape than last year for preparation of the upcoming winter season.

The exposed transmission line that crosses the creek has been sand bagged by Plumas Pines Golf Course to provide some protection until a permanent solution is decided upon.

c. LAFCo Sphere on Influence Report

The Board received a revised LAFCo write up that describes the District. Mr. Rowden sent it out to Board Directors and staff prior to the Regular Board Meeting to receive comments. Those comments were received and Mr. Rowden made the necessary changes.

It was the consensus of the Board to direct Mr. Rowden to consult with LAFCo Chairperson John Benoit regarding what is required in the report and what will be the results of the Resolution. Mr. Rowden will investigate.

d. Miscellaneous

Mr. Rowden is in the process of investigating who is responsible for cleaning out the culverts in the District.

Mr. Rowden was tasked at the last Regular Board Meeting to investigate what the penalties will be if the rates are not approved. Mr. Rowden reported if the rates are not approved the worst case scenario is PECSD loses their water rights permit.

10. Written Correspondence to the Board

The Board received written correspondence from property owner John Donohue. Mr. Donohue was inquiring to the Board why the District leases to AmeriGas for their tank on Sequoia Circle, expressing concerns of AmeriGas' rate increase. The Board noted when the District accepted the land they accepted it with the tank on it. The District has a yearly lease with AmeriGas and requires proof of insurance, which is up to date.

It was the consensus of the Board that it is the Customer's responsibility to negotiate rates with AmeriGas not the District's.

11. Public Comment

Nothing to report.

12. Future Agenda Items

- a. Consideration of COLA salary increase on January 1, 2018.
- b. Possible review and approval of Fiscal Year 2016/2017 Final Financial Reports.

13. Adjournment

Chairperson Frank Shepard adjourned the regular Board meeting at 1223 hours.

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

Absent:

Board Director Melinda Bennett

Respectfully Submitted,

Signature on file.

Heather J Kotrc
Clerk of the Board

DRAFT

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.