

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

**BUDGET COMMITTEE
MEETING
MINUTES
MARCH 23, 2017**

Committee
Members

Member Dave Stone
Member Doyle Blaylock
Member Larry Walker
Member Interim General Manager John Rowden

1. Call Meeting to Order

Committee Member Dave Stone called to order the Benefits Committee Meeting at 1003 hours.

Clerk's Note: Committee Member Doyle Blaylock was in attendance via telephone.

2. Develop Strategy for upcoming 2017/2018 Capital and O&M Budget

Interim General Manager John Rowden stated he called this Budget Committee Meeting to seek guidance for the overall process for the upcoming Budget.

Committee Member Dave Stone noted the Board of Directors need a detailed budget like what previous General Manager Frank Motzkus drew up, the first draft is to be presented by the Board of Directors Regular Board Meeting on April 12, 2017.

Fire Chief Tom Forster, who was in attendance, noted that he has not been involved in the past with the budget process. Chief Forster would like to look out past five (5) years and be proactive with the capital side of the budget. Chief Forster went on to say he anticipates a new fire engine will be needed in the future considering the ages of the current four (4) fire engines.

Interim General Manager John Rowden would like to include a narrative with the capital side of the budget to explain these anticipated expenses. Fire Chief Tom Forster would like to layout a time of assets with the life expectancy and costs.

Board of Directors Chairperson Frank Shepard, who was in attendance, noted that the Budget Committee has two (2) separate projects; one (1) the upcoming budget, and two (2) a long-term proposal. Mr. Shepard suggested once Plumas Eureka Community Services District (“PECS D”) acquires a District Engineer, to involve the District Engineer with the long-term proposal. Interim General Manager John Rowden believes a long-term proposal is important with the current budget. Mr. Rowden agreed to have the anticipated District Engineer as well as the Fire Chief on board to validate the long-term proposals.

Chief Forster believes the Arsenic Remediation Project (“ARP”) is PECS D’s highest priority. Once the ARP has a determined direction PECS D can consider the next highest priority long-term project. Committee Member Dave Stone agreed with Chief Forster.

It was the consensus of Budget Committee Members Dave Stone, Fire Chief Tom Forster, and Board Director Frank Shepard to work on having a long-term plan by 2018/2019 fiscal year. Committee Member Doyle Blaylock agrees with looking & thinking about long-term projects.

Interim General Manager John Rowden acknowledged he will start working on a narrative for the Fiscal Year 2018/2019 Budget. Mr. Blaylock agrees that PECS D needs to attach capital money to specific budgets.

Committee Member Doyle Blaylock believes there should be a contingency account for emergencies, Mr. Rowden will speak to previous General Manager Frank Motzkus to see what was done in prior years. Mr. Shepard believes the capital account named “Building Expansion” should be re-classified.

Committee Member Dave Stone would like to look at the operational budget first. Fire Chief Tom Forster agreed until the ARP is figured out.

Committee Member Dave Stone would like to suggest to the Board of Directors to use the Social Security Consumer Price Index (“CPI”) for employees Cost of Living Adjustment (“COLA”) and guarantee an increase to employees every calendar year. Mr. Blaylock believes the CPI should be used from the Social Security rate, but noted COLA is not required. Mr. Blaylock believes PECS D should use COLA that social security retirees receive. Interim General Manager will take in to consideration what has been suggested for COLA for the upcoming budget.

For the 2016/2017 Approved Budget, it was determined to keep an allotted amount for the salaries budget, medical insurance and retirement budget for an anticipated General Manager. For the upcoming 2017/2018 Budget Mr. Rowden will be employed, therefore the General Manager’s salary will be removed and the medical and retirement benefits will be adjusted accordingly. A full time General Manager will be considered for the 2018/2019 Budget.

3. Public Comment Period

Nothing to report.

4. Adjournment

Motion to adjourn.

Committee Member Dave Stone adjourned the Budget Committee Meeting at 1150 hours.

In Attendance: Committee Member Dave Stone
 Committee Member Doyle Blaylock
 Committee Member Interim General Manager John Rowden
Absent: Committee Member Larry Walker

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.