

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](mailto:heather.pecsd@gmail.com)  
Web-[www.pecsd.org](http://www.pecsd.org)

**SPECIAL  
BOARD MEETING  
AGENDA  
December 6, 2017  
9:00 AM**

Board of  
Directors  
Chairperson Frank Shepard  
Vice Chairperson Dave Stone  
Director Rich Machado  
Director Dan Bastian  
Director Melinda Bennett

\*Members of the Public may address the Board on items of business immediately before or during the Board’s consideration of the item after being recognized by the Board Chairman (limit on the time the public may address the Board is 3 minutes)

1. Call Meeting to order  
Chairperson Frank Shepard
2. Board Election  
Chairperson Frank Shepard  
The results of the November 7 UDEL Election of Board members will be announced.  
Discussion & Non Action Item
3. Elected Director  
Clerk of the Board Heather Kotrc  
Ms. Kotrc will swear in PECSD’s newly elected Director Stephen Janovick.  
Discussion & Action Item

4. Election of 2017 Board Officers

- a. Chairperson Frank Shepard will open up discussion on nominations for Chairperson and Vice Chairperson.
- b. Motion to elect a Chairperson.
  - I. Roll call vote
- c. Motion to elect a Vice Chairperson.
  - I. Roll call vote.

Discussion & Action Item

5. Approval of November 8, 2017 Regular Board Meeting Minutes

Discussion & Action Item

6. Fire Chief's Report

Fire Chief Tom Forster

- a. Call Report & Training Report Receive comments & answer questions from the Board.
- b. Personnel Information on present Fire Department staff levels.
- c. Fire Apparatus & Equipment  
Discuss the status of any equipment repairs and/or purchases.
- d. Defensible Space  
The Board will determine the need and the scope of a policy, program, or ordinance to help ensure properties within the District boundaries do not pose a risk or nuisance
- e. Plumas County Fire Chiefs Association  
The Board will be updated on the activities of the Plumas County Fire Chiefs Association.
- f. Firewise Committee  
The Board will be updated on any activity with the Firewise Committee.
- g. Miscellaneous

Discussion Item

7. Water Treatment Facility Project

Interim General Manager John Rowden

- a. The Board will be updated on progress made with the Water Treatment Facility Project.
- b. The Board will review invoice #? from Farr West Engineering for approval to pay.

Discussion & Action Item

8. Rate Study

Interim General Manager John Rowden

The District Engineer, Lucas Tipton, Farr West Engineering will present the plan for developing a Rate Study that will be used to establish new fees to ensure the District has sufficient funding to finance the new Water Treatment Facility and all other foreseeable future expenses.

Discussion & Action Item

9. Manhole Repair Contract

Interim General Manager John Rowden

The Board will consider bids for the repair of five (5) damaged manholes. The leaks from the manholes have significantly contributed to problems with the operation of WWTP #7.

Discussion & Action Item

10. Administrative Manager's Report

Administrative Manager Heather Kotrc

- a. Accounts Receivable Report
- b. Signature Cards
- c. Miscellaneous

Discussion & Non Action Item

11. Committee Report

- a. Personnel

The Board will consider a COLA salary increase for 2018.

- b. Recreation
- c. Emergency Preparedness Plan
- d. Water Conservation
- e. Benefits
- f. Budget Finance
- g. Insurance

Discussion & Possible Action Items

12. Goals & Objectives

Discussion & Possible Action

### 13. General Manager's Report

Interim General Manager John Rowden

- a. The Board will review and discuss Fiscal Year 2016/2017 Final Financial Reports.
  - I. Motion to approve.
- b. The Board will review and discuss Fiscal Year 2017/2017 November Financial Reports.
  - I. Motion to approve.
- c. Operations Report
- d. Special District Leadership Academy Conference
- e. Miscellaneous

Discussion & Possible Action Item

### 14. Written Correspondence to the Board

Discussion & Possible Action Item

### 15. Public/Board Comment Period

The public and/or the Board of Directors may address the Board on items within the District's subject matter jurisdiction that are on the agenda, the public and/or the Board of Directors may also address items not included on the agenda. The Board cannot comment or take actions on non-agenda items, but may suggest placing on future agenda(s) for discussion and/or action. Strict limit on the time the public may address the Board is three (3) minutes per speaker.

Discussion & Possible Action Item

### 16. Future Agenda Items

Clerk of the Board Heather Kotrc will review Future Agenda Items.

Discussion & Possible Action Item

### 17. Adjournment

ADA Compliance: This Agenda shall be made available upon request in alternative formats to persons with disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and the Ralph M. Brown Act (Cal. Govt. Code Sec. 54954.2). Persons requesting a disability-related modification or accommodation should contact Clerk of the Board, Heather Kotrc, at (530) 836-1953 during regular business hours, at least 24 hours prior to the time of the meeting.