

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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**BOARD MEETING
MINUTES
October 12, 2016**

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

1. Call Meeting to Order

Chairperson Frank Shepard called to order the Regular Board Meeting of Plumas Eureka Community Services District (“PECSD”) at 0901 hours.

2. Approval of September 14, 2016 Regular Board Meeting Minutes

Motion to approve September 14, 2016 Regular Board Meeting Minutes as corrected.

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 Rich Machado

Aye – Board Director Melinda Bennett

Aye – Board Director Dan Bastian

3. Approval of October 5, 2016 Special Board Meeting Minutes

Motion to approve October 5, 2016 Special Board Meeting Minutes as amended.

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

4. **Fire Chief's Report**

Please Note: Fire Chief Tom Forster was not in attendance; Captain Rich Machado read the Fire Chief's Report.

a. **Call Report & Training Report**

Upcoming training is being coordinated before the end of the year by Chief Forster and others through Plumas County Fire Chief's Association ("PCFCA").

Assistant Fire Chief Bill Robinson is working on a Vehicle Extrication Class for November, Plumas Eureka Fire Department ("PEFD") is currently looking for old junked cars. Chief Forster and Captain Rich Machado noted if you have an old car you would like to donate, please contact us at (530) 836-0532.

Fire Chief Tom Forster coordinated and completed the recent Social Media 101 and Social Media use for Disasters courses held in Quincy.

b. **Personnel**

PEFD is processing an application received from Graeagle Fire Protection District's ("GFPD") Volunteer Firefighter Luke Scott. Dual Fire Department volunteering has worked successfully in the past, most recently with previous Volunteer Firefighter Danny Gearhart.

This will put us at eleven (11) active volunteers, with a goal of twelve (12).

c. **Equipment**

Plumas Eureka Community Services District Auxiliary ("PECAUX") has funded new protective clothing lockers, with the installation recently completed by Captain Rich Machado and Firefighter John Sea. The old plywood lockers were donated to Quincy Fire Protection District ("QFPD"). Fire Chief Tom Forster thanked both Mr. Machado and Mr. Sea for all of their hard work.

PEFD is currently working through a relocation of the Self Containing Breathing Apparatus ("SCBA") air compressor and shelving units. A work party day will be scheduled before the end of the year.

The front tires on Engine #9121 have been replaced due to excessive wear. Engine #9122's back two (2) tube style tires are out of services life and need

replacing. The tube style tires have been discontinued, therefore, PEFD will be replacing all four (4) tires to a tubeless style. The cost is roughly \$3,000.00.

PEFD's fire extinguishers are all due for servicing and certification which is performed by Alpine Fire Equipment. PEFD's SCBAs are also due for annual servicing and certification.

Still on the maintenance "to-do" list are replacing the station air filtration filters, the cab lift hydraulic pump on Engine #9121 and repair of a headphone in one (1) of the rear jump seats.

Fire Chief Tom Forster is researching the possibility of applying for a grant to retrofit a fire sprinkler into the Fire House.

d. Defensible Space

Cal Fire reported at PCFCA quarterly meeting this past Saturday that they have completed State Responsible Area ("SRA") inspections for the season. The inspections included areas in Plumas County which have never received inspections. This was Cal Fire's priority for 2016, and PCFCA was told Cal Fire would most likely be able to do inspections for communities like the District next year.

e. Plumas County Fire Chiefs Association

In informal critique on "After Action Review" on the recent 5-acre fire off Highway 70 east of Graeagle was held at the recent PCFCA meeting on Saturday, October 1, 2016. The cause of the fire remains undetermined.

f. Firewise

Administrative Manager Heather Kotrc is currently working on PECSD's membership renewal for 2016.

Board Director Rich Machado inquired who to contact for an elderly woman's yard to be cleaned up. Vice Chairperson Dave Stone stated the Plumas County Fire Safe Council has a program for senior citizens who need assistance with the removal of fire hazard material. Ms. Kotrc noted she has the information in her office if anyone is interested.

g. Miscellaneous

Assistant Fire Chief Bill Robinson coordinated Emergency Medical Service ("EMS") coverage for the recent 4-day Lost Sierra Hoedown music and camping event at Plumas Eureka State Park. Assistant Chief Robinson was assisted by Firefighters John Sea, Jeff Train and Ryan Nowling and Emergency Medical Technician ("EMT") Jenni McGuire.

5. 103 Evergreen Circle

The Board received a request from Plumas Pines Golf Course LLC stating 103 Evergreen Circle is not a buildable lot and no water hookup is located at this property. Co-Owner Tom Joyce was in attendance and noted Madora Creek is located on this property and the County map shows this parcel as Open Space. Vice Chairperson Dave Stone and Interim General Manager John Rowden confirmed 103 Evergreen Circle was an unbuildable lot and noted a stand by fee should not be billed out. Plumas Pines Golf Course LLC is requesting a refund for monies previously paid to the District.

It was the consensus of the Board to cease any future stand by fees as 103 Evergreen Circle has been determined an unbuildable lot.

Interim General Manager John Rowden and property owner Tom Joyce will meet to determine an exact refund amount which is being requested.

6. Wastewater, Water and Greenbelt Operations

- a. Wastewater Chief Plant Operator Frank Motzkus provided Operations Manager Lew Prince and Facilities Operator Jamar Tate with operations training for Wastewater Treatment Plant (“WWTP”) #7. Mr. Prince thanked Mr. Motzkus, who was in attendance.
- b. Waters Vacuum Truck Company (“Waters”) was scheduled to come out and flush the collection system in Eureka Springs. Unfortunately, Waters’ vacuum truck has mechanical issues and will not be available for the scheduled date. Mr. Prince’s suggestion is to wait to flush the collection system until he can coordinate to have Eureka Springs System videoed after the flush.

Interim General Manager John Rowden will solicit other companies for the cleaning and videoing of Eureka Springs’ collection system. Meanwhile, Chairperson Frank Shepard requested a quote on a man hole replacement and a determination of how many will need to be replaced.

- c. The fire hydrant on North Pinion Pine Circle has been replaced. After initial troubles with the installation, parts were ordered and the installation was completed. It is unlikely that the second fire hydrant will be installed this season.

Interim General Manager John Rowden will be looking into possibly contracting out the replacement of fire hydrants in the future. Safety issues have been brought to Mr. Rowden’s attention therefore, Mr. Rowden would like to go at this process more systematically and make sure staff members are safe.

- d. Mr. Prince and Mr. Tate will be flushing the distribution system to avoid any water quality issues.

- e. Operations Manager Lew Prince and Facilities Operator Jamar Tate will be taking the Grade III Wastewater exam in Redding on the 15th of October. The Board of Directors thanked both Mr. Prince and Mr. Tate for their hard work and wished them both good luck.
- f. Board Director Dan Bastian inquired about the recent inspection of the water tanks and if anything should be addressed from the inspection. Mr. Motzkus noted the tanks are in excellent condition and only need the outside of the tank painted. Mr. Motzkus suggested starting to go out to bid for the work needed to the outside of the tank. Mr. Motzkus also informed the Board there is a cd available in Mr. Rowden's office which shows the water tanks inspection if anyone is interested. The most recent inspection was performed in August, 2014.
- g. Board Director Dan Bastian believed the Board requested for Operations Manager Lew Prince and Facilities Operator Jamar Tate to rotate the monthly operations report. However, Mr. Prince has given the last three (3) including today's. Interim General Manager John Rowden stated the Board decided to return to Mr. Prince giving the monthly operations report as his title is Operations Manager. Chairperson Frank Shepard and Vice Chairperson Dave Stone confirmed.

7. Arsenic Remediation Project ("ARP")

a. Update on Progress

Interim General Manager John Rowden reported a Special Board Meeting was held on October 5, 2016 to discuss increasing the ARP budget to allow Farr West Engineering ("Farr West") to subcontract for the purpose of a Pilot Study. A motion to approve increasing the ARP budget not to exceed \$60,000.00 to allow Farr West to subcontract for the purpose of a Pilot Study, but for Farr West to include a de-chlorination station and contract out for the water sample lab work was made and approved with a 5-0 vote.

It was the consensus of the Board to allow Farr West to subcontract with their suggested vender, LoPrest Water Treatment Company ("LoPrest"). Interim General Manager John Rowden reported that on October 6, 2016 Farr West received notice that LoPrest would not be able to fulfill the initial bid due to a scheduling conflict. Farr West is in the process of going back to the other bids and working on requesting additional proposals to stay in compliance with the State Water Resources Control Board, Division of Drinking Water ("DOWD"). Interim General Manager John Rowden reported he is working closely with DOWD's Representative Stephen Rooklidge.

b. Farr West Engineering's Work Invoice

Interim General Manager John Rowden presented the Board with Farr West's invoice #7589 in the amount of \$10,462.00 for work performed through September 2016, Mr. Rowden confirmed the work had been performed.

Motion to approve the bill submitted on September 30, 2016 by Farr West Engineering.

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

8. Wastewater Discharge Report

At September 14, 2016 Regular Board Meeting the Board of Directors received a draft Waste Discharge Permit Application for review and discussion. Several Board Members noted changes needed, Chief Plant Operator Frank Motzkus requested the changes be sent via email. Interim General Manager John Rowden noted the changes and read them to the Board. A draft Waste Discharge Permit Application with the noted changes was sent to State Representative Heidi Bauer, Central Valley Regional Water Quality Control Board. Mr. Rowden has not heard back from Ms. Bauer.

Wastewater Chief Plant Operator Frank Motzkus stated Mr. Rowden will probably not hear from Ms. Bauer until the Board approves the application and the application process starts for the Wastewater Discharge Permit.

Motion to approve the final application as amended and put together by TRC Solutions.

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

Board Director Dan Bastian went on record for the Board and Public to know Stephen Rooklidge has offered to help with the Arsenic Discharge process and will work with Heidi Bauer.

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

12. Administrative Manager’s Report

a. Accounts Receivable Report

Administrative Manager Heather Kotrc reported no changes to PECSD’s current liens have occurred.

Ms. Kotrc has sent out the second “Shut Off” notices.

b. Miscellaneous

Ms. Kotrc reported PECSD’s Annual Audit will be on October 18, 2016 and October 19, 2016; encouraging the Board of Directors to set up a time to meet with the Auditors if they have any questions or concerns. Vice Chairperson Dave Stone noted he is available on October 19, 2016, Ms. Kotrc will touch base with Mr. Stone after the Board Meeting to coordinate a time.

13. Committee Report

Please note: A current list of committees is available at PECSD’s Administrative Office during regular business hours.

a. Personnel

Nothing to report.

b. Recreation

Nothing to report.

c. Emergency Preparedness Plan

Nothing to report.

d. Water Conservation

Nothing to report.

e. Benefits

I. Annual Renewal Recommendation

Vice Chairperson Dave Stone reported the Benefits Committee met on September 14, 2016 to review 2015/2016 Health Care Benefits and the Health Reimbursement Assistance (“HRA”) plan. The Benefits Committee also developed strategy for the Health Care Benefits for 2017 for the purpose of coming up with a recommendation to the Board of Directors for the upcoming Health Care Plan. *Please note a full copy of the Benefits Committee Meeting minutes is available on PECSD’s website at*

www.pecsd.org or a copy can be requested at PECSD's Administrative Office.

In attendance at the Benefits Committee Meeting are as follows:

Committee Chairperson Dave Stone
Committee Member Frank Shepard
Committee Member Doyle Blaylock
Committee Member Michael Peters
Interim General Manager John Rowden
PECSD Employee Jamar Tate
PECSD Employee Heather Kotrc

Currently there are three (3) staff members enrolled in the Silver Plan with HRA, giving PECSD employees EPO Plan Benefits.

Vice Chairperson Dave Stone reported at the Benefits Committee Meeting Mr. Tate and Ms. Kotrc were asked for their opinions of the current Health Care Benefits Plan. Jamar Tate showed concerns of a violation of Health Insurance Portability and Accountability ("HIPPA") Act when asking staff and staff's family members to produce Explanations of Benefits ("EOB") for reimbursement. Ms. Kotrc agreed and went on to state the District is at risk if requests for EOBs are not performed legally. Ms. Kotrc and Mr. Tate thanked the committee for their time and effort.

Interim General Manager John Rowden informed the Board he will be working on the legalities with the HIPPA act. Mr. Motzkus stated the HRA Plan needs to be reviewed as HIPPA laws have changed.

The Benefits Committee's recommendation to the Board of Directors is to continue with the District's Health Plan and HRA Plan running current.

- II. Motion to approve Silver Health Care Plan with HRA that brings health care level back to EPO Benefits.

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

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

f. Insurance

Homeowner Michael Peters was in attendance and gave a brief history of PECSD’s liability insurance. Mr. Peters has, in the past, consulted with previous General Manager Frank Motzkus with Board approval for PECSD’s liability insurance options.

PECSD’s liability insurance is up for renewal with a deadline of November 1, 2016. Mr. Peters reviewed the renewal coverage and cost of roughly \$18,000.00 with Atwood Insurance and recommended to both the Board of Directors and Interim General Manager John Rowden to remain with Atwood Insurance for 2016/2017 fiscal year.

Motion to renew under Atwood Insurance under their proposal.

Motioned – Board Director Melinda Bennett

Second – Board Director Rich Machado

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

14. Goals & Objectives

Nothing to report.

15. General Manager’s Report

g. Fiscal Year 2016/2017 September Financial Reports

Interim General Manager John Rowden reported percentages spent in the month of July, these amounts are as follows:

<u>Year to Date Target</u>	<u>25%</u>
Water	25%
Wastewater	22%
Water & Wastewater	23%
Fire	26%

i. Motion for approval

Motion to approve the Fiscal Year 2016/2017 September Financial Reports.

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

16. Written Correspondence to the Board

Nothing to report.

17. Public Comment Period

Mr. Motzkus reported to the Board the Integrated Regional Water Management (“IRWM”) group received notification from the Department of Water Resources (“DWR”) that the Upper Feather River IRWM Plan has been accepted. Mr. Motzkus also stated that the Plan is the first in California to meet the Proposition 1 guidelines for grant funding opportunities. The process of developing the new Plan took over two (2) years and the people who were involved should be congratulated on their accomplishment. Administrative Manager Heather Kotrc will keep the Board of Directors posted with any upcoming IRWM meetings.

18. Future Agenda Items

Nothing to report.

19. Adjournment

Motion to adjourn.

Motioned – Board Director Dan Bastian

Chairperson Frank Shepard adjourned the regular Board meeting at 1045 hours.

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

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.