

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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**REGULAR
BOARD MEETING
MINUTES
May 10, 2017**

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 March 8, 2017 Regular Board Meeting Minutes

Motion to approve the March 8, 2017 Special 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 Melinda Bennett
Aye – Board Director Rich Machado
Aye – Board Director Dan Bastian

3. Approval of April 12, 2017 Regular Board Meeting Minutes

Motion to approve the April 12, 2017 Regular 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 Melinda Bennett
Aye – Board Director Rich Machado
Aye – Board Director Dan Bastian

Clerk's Note: Agenda Item No. 5 has been moved up as Vice Chairperson Dave Stone will be excusing himself early for Jury Duty.

5. Arsenic Remediation Project (“ARP”)

a. Update on Progress

PECSD received notice from the State Water Resources Control Board (“SWRCB”) that the quarterly running average at the compliance point was 11 parts per billion (“ppb”), exceeding the 10 ppb limit.

- b. The Board was presented with a Bench Test Report drawn up by Linkan (“Linkan”) Engineering and a draft Feasibility Study presented by Farr West (“Farr West”) Engineering. Both the Bench Test and Feasibility Study have been reviewed by SWRCB Representative Stephen Rooklidge. Interim General Manager John Rowden stated Mr. Rooklidge was pleased with both reports and felt adequate PECSD will be able to move forward.

As the Bench Test did show colloidal iron in the water, PECSD will be requesting a waiver from the SWRCB for the iron per the advice of Mr. Rooklidge. Board Director Dan Bastian noted the Feasibility Study is a “tool” for the Board to use to ultimately decide on a site location for the Arsenic Treatment Plant.

Interim General Manager John Rowden suggested a future Special Board Meeting to hold a Public Workshop to give the background of the ARP. The Board was in agreement and set a Public Workshop Special Board Meeting for June 24, 2017 at 1300 hours. The Board will also hold a Special Board Meeting on May 30, 2017 to meet with Farr West Project Manager Lucas Tipton to discuss the approach for the Public Workshop.

- c. The Board was presented with Farr West Engineering’s invoice #8243 in the amount of \$15,745.40 for work performed in the month of April 2017, for approval of payment. Interim General Manager John Rowden recommends the invoice should be approved for payment.

Motion to approve Farr West’s invoice #8243 for the amount shown.

Motioned – Board Director Dan Bastian

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

Clerk's Note: Agenda Item No. 6 has been moved up as Lucas Tipton, representing Farr West Engineering was in attendance.

6. District Engineer

- a. The District directed Interim General Manager John Rowden to post a Request for Qualifications (“RFQ”) for an engineering contract District Engineer on March 12, 2017. Four (4) proposals were received by the April 16, 2017 due date, proposals were received from the following:

- Farr West Engineering
- Shaw Engineering
- Linkan Engineering
- Northstar Engineering

Mr. Rowden along with Systems Operators Lew Prince and Jamar Tate reviewed the proposals according to the criteria listed in the RFQ. The proposal was also sent to Board Director Dan Bastian for review. Based on a point scale Interim General Manager John Rowden is recommending the Board select Farr West Engineering to serve as the District Engineer on an at-will basis and direct the Interim General Manager to enter into a contract with Farr West Engineering.

- b. Motion for Interim General Manager John Rowden to enter into a contract with Farr West Engineering.

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

4. Fire Chief's Report

The Board has reviewed the report, topics discussed are listed below. A full copy of the Chief's Report is available at Plumas Eureka Fire Department Offices at 200 Lundy Lane Blairsden CA or on our website at www.pecsd.org.

a. Call Report & Training Report

Firefighter Luke Scott is completing the Quincy Fire Academy on May 6, 2017. Fire Chief Tom Forster served as an instructor as well. Chief Forster secured and managed two (2) grants for the Academy this year.

- 1) A special live fire training weekend through California State Firefighters Association ("CSFA").
- 2) A grant through the Fire Services Training Institute ("FSTI") and Farmers Insurance for 50% of the cost of the International Fire Service Training Association ("IFSTA") Firefighter Essentials textbook for each student.

The Swiftwater Operations Technician course is coming up on May 12, 13, 14, classes will be held at Plumas Eureka Fire Department ("PEFD") and in the Feather River.

b. Personnel

Nothing to report.

c. Equipment & Vehicles

The apparatus check teams are completing detailed inventory reports for each engine. These will be used in a variety of ways.

d. Defensible Space

Nothing to report.

e. Plumas County Fire Chiefs Association ("PCFCA")

Nothing to report.

f. Firewise

A Firewise Committee Meeting has been scheduled for May 19, 2017. Clerk of the Board Heather Kotrc announced homeowner Dennis Lincoln will be taking the role of Chairperson for the Committee, homeowners Dave and Shirley Bauer as well as Board Chairperson Frank Shepard will remain on the Committee as members. Chief Forster thanked Mr. & Mrs. Bauer for the great service.

g. Miscellaneous

PEFD has been approved and are about to process reimbursement from CSFA/Federal Emergency Management Agency ("FEMA") grant funding for six (6) sets of structural firefighting coats and pants to replace existing ones that are now 11-17 years old. The grant requires completion of a basic physical exam,

firefighter certification and an agreement to remain with PEFD for at least one (1) year.

Board Director Melinda Bennett presented a check in the amount of \$2500.00, a donation from Plumas Eureka Estates HOA ("PEEHA") for a new fire suit. The Board thanked PEEHA for the donation.

Please note: full copies of the Chief's Report are available at the offices of PEFD at 200 Lundy Lane Blairsden CA or on our website at www.pecsd.org.

7. Waste Discharge Permit

Nothing to report.

Clerk's note: Vice Chairperson Dave Stone Excused himself at 1053 hours.

9. Administrative Manager's Report

a. Accounts Receivable Report

Administrative Manager Heather Kotrc reported July 2017 billing will start going out in the beginning of June 2017.

b. Miscellaneous

Dynamite Hill Dumpsite has been running smoothly, Pine Needle Pick Up will be June 3, 2017.

The Pancake Breakfast will be on May 28, 2017.

Administrative Manager Heather Kotrc has replaced the bathroom signs with ADA compliance signs.

10. County Tax Roll

The Board received a draft 2017 Delinquent Fees Report, Administrative Manager recommends approval of the draft 2017 Delinquent Fees Report. Once approved Ms. Kotrc will prepare June 14, 2017 Regular Board Meeting for 1) a Public Hearing and 2) approval of the final draft. This process will eventually allow Ms. Kotrc to submit the delinquent fees to be placed on the County Tax Roll.

Motion to approve the draft 2017 Delinquent Fees Report.

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 Dan Bastian
Absent – Vice Chairperson Dave Stone

11. 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
Interim General Manager John Rowden reported water usage has doubled.
- e. Benefits
Nothing to report.
- f. Budget Finance
The Board received a draft copy of the March 23, 2017 Budget Committee Minutes for review.
- g. Insurance
Nothing to report.

12. Goals & Objectives

Nothing to report.

13. General Manager’s Report

- a. Fiscal Year 2016/2017 April Financial Reports
Interim General Manager John Rowden reported percentages spent in the Fiscal Year, these amounts are as follows:

<u>Year to Date Target</u>	83%
Water	72%
Wastewater	80%
Water & Wastewater	70%
Fire	60%

I. Motion to approve the April Financial Reports.

Motioned – Board Director Melinda Bennet
Second – Board Director Dan Bastian

All in favor.

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

b. Fiscal Year 2017/2018 Second Draft Budget

The Board was presented with Fiscal Year 2017/2018 Second Draft Budget (“Budget”) for review. Interim General Manager John Rowden was directed to give detail and comparison from current year 2016/2017 and future year 2017/2018. Mr. Rowden also highlighted changes requested from May 10, 2017 Regular Board Meeting.

It was the consensus of the Board to review the Budget and discuss at the May 30, 2017 Special Board Meeting.

c. Notice of Violation

PECSD received a Notice of Violation, Raw Sewage Spill from California Water Boards Central Valley Regional Water Quality Control Board (“the State”) for 40,000 gallons of sewage spilled in the river due to a malfunction at Lift Station #7. The State is requiring PECSD to draw up a plan of prevention by July 31, 2017.

d. Operations Report

- I. In March, the water system provided the District 1,699,300 gallons of water with no disruptions to service.
- II. It was noted the water pressure was running roughly 10 lbs. too low. The main PRV on Madora Lake Road has been adjusted for the summer season.
- III. The chlorine line at Well 1B had a minor leak that was discovered during daily rounds. The line has been repaired.
- IV. In March, Wastewater Treatment Plant (“WWTP”) #6 processed 355,152 gallons of influent, WWTP #7 processed 1,241,901 gallons of influent with no interruption of service.
- V. The recirculating pumps from WWTP #6 have been rebuilt and will be reinstalled.

- VI. A leak was discovered in a vault at WWTP #6 Tank House. Bids will be received for the repair.
- VII. The California Office of Emergency Services (“OES”) and the FEMA have scheduled a kickoff meeting on May 24, 2017 at 1100 hours at PECSD. Damage from the storm includes malfunctioning pumps at WWTP #6, exposed water line, damage to the driveway at WWTP #7 and fallen trees. Funds from OES and FEMA could cover up to 94% of the repair and replacement costs.

e. Miscellaneous

Interim General Manager John Rowden noted Board Director Dan Bastian and Mr. Rowden still need to meet to discuss the Water Connection Policy. Mr. Bastian does not feel this is a priority at present time.

Mr. Rowden would like to look into hiring a part time employee for weed abatement. Mr. Rowden would like to pull both Systems Operators from weed abatement to address more pressing tasks Mr. Rowden has assigned them. The Board was in consensus to Direct Interim General Manager John Rowden to investigate extra help for weed abatement.

14. Written Correspondence to the Board

The Board received correspondence from PECSD’s Auditor Robert W. Johnson informing Interim General Manager John Rowden CalPERS will no longer be providing the additional information needed by employers to meet their GASB-68 reporting requirements. Mr. Johnson gave PECSD two proposals as he cannot absorb the additional costs of these GASB-68 pension computations, his proposals are as follows:

- Robert W. Johnson would charge our District an additional fee of \$1500.00, or
- The District may hire a consulting firm specializing in such work. (Mr. Johnson has heard quotes from \$800.00 to \$1500.00

Administrative Manager Heather Kotrc has an upcoming CalPERS training and will investigate why CalPERS has discontinued providing the additional information.

15. Public Comment Period

Nothing to report

16. Future Agenda Items

- a. A Special Board Meeting will be held to prepare for an Arsenic Public Workshop on May 30, 2017 at 0900 hours.
- b. A Special Board Meeting will be held to present an Arsenic Remediation Project Public Workshop on June 24, 2017 at 1300 hours.

Adjournment

Chairperson Frank Shepard adjourned the regular Board meeting at 1217 hours.

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

Absent: Vice Chairperson Dave Stone (*after 1053 hours*)

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.