

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT  
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**SPECIAL  
BOARD MEETING  
MINUTES  
January 4, 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 Special Board Meeting of Plumas Eureka Community Services District (“PECSD”) at 0901 hours.

**2. Elections of 2016 Board Officers**

- a. Vice Chairperson Dave Stone nominated Chairperson Frank Shepard to remain as Chairperson. Chairperson Frank Shepard nominated Vice Chairperson Dave Stone to remain as Vice Chairperson.
- b. Motion to nominate Frank Shepard as Chairperson of the Board.

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

- I. Clerk of the Board Heather Kotrc conducted a roll call vote.

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

- c. Motion to nominate Dave Stone as Vice Chairperson of the Board.

Motioned – Board Director Melinda Bennett

Second – Board Director Rich Machado

- I. Clerk of the Board Heather Kotrc conducted a roll call vote.

Yes – Chairperson Frank Shepard

Yes – Board Director Melinda Bennett

Yes – Board Director Rich Machado

Yes – Board Director Dan Bastian

Abstain – Vice Chairperson Dave Stone

**3. Approval of November 9, 2016 Regular Board Meeting Minutes**

Motion to approve the November 9, 2016, 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 Rich Machado

Aye – Board Director Dan Bastian

Abstain – Board Director Melinda Bennett

**4. Approval of December 14, 2016 Regular Board Meeting Minutes**

Motion to approve December 14, 2016, 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 Rich Machado

Aye – Board Director Dan Bastian

Abstain – Board Director Melinda Bennett

## 5. Fire Chief's Report

### a. Call Report & Training Report

Upcoming training is being coordinated by Graeagle Fire Protection District ("GFPD") Fire Chief Ed Ward and Plumas Eureka Fire Department ("PEFD") Fire Chief Tom Forster.

Chief Forster thanked Emergency Medical Technician ("EMT") for developing a free online program through Canvas learning management system in Emergency Medical Service ("EMS") for Firefighters, called Emergency Medical Responder ("EMR"), formerly First Responder. Firefighters Jeff Train, Ryan Nowling and Lew Prince have enrolled in the online program.

Firefighter Luke Scott is enrolling in the Feather River College ("FRC") EMT program in the spring semester taught by Chief Ward.

### b. Personnel

Nothing to report.

### c. Equipment

Nothing to report.

### d. Defensible Space

Nothing to report.

### e. Plumas County Fire Chiefs Association

Chief Forster is working on finding an alternate web-based platform for both Plumas County Fire Chiefs Association ("PCFCA") and PEFD's joint training program.

Chief Forster will be serving as Chairman of the California State Firefighters Association Committee for Volunteers in 2017.

### f. Firewise

Nothing to report.

### g. Miscellaneous

- I. Chief Forster and Chief Ward held an introductory meeting December 27, 2016, with a possible insurance provider for PEFD's needs. Golden State Risk Management Association ("GSRMA") is a risk-sharing insurance pool that offers a full line of programs to public entities in California. They have been "Accredited with Excellence" through the California Association of Joint Powers Authorities since 1992.

The meeting went well and Chief Forster would like to schedule a meeting with Interim General Manager John Rowden and Administrative Manager Heather Kotrc for further exploration before possibly bringing a proposal and recommendation to the Board. Mr. Rowden suggested to include property owner Michael Peters into the conversation as he has consulted in the past on insurance matters.

- II. The Longboard Ski Races will be held the third Sundays of January, February, and March of 2017, weather permitting. If held, there will also be Sledding Days the Saturday prior to the race and the Monday after.

*Clerk's Note: Fire Chief Tom Forster excused himself at 0920 hours.*

#### **6. Wastewater, Water, and Greenbelt Operations**

- a. Operations Manager Lew Prince will be installing a 35-watt solar panel on the side of the tank that receives the most sunlight in an effort to correct the winter communications losses. The solar panel and charge controller have been ordered and should be here by February 8, 2017, Regular Board Meeting.
- b. Mr. Prince conducted research regarding the new State requirements regarding fire suppression sprinklers by contacting Plumas County Building Inspector. Mr. Prince found out that most sprinklers require 300 gallons, enough water to hopefully provide a safe evacuation time. With this new information, Mr. Prince and Interim General Manager John Rowden suggest to continue using PECSD's current fee schedule for the second tap connection. Mr. Prince and Mr. Rowden do not expect additional lines needed in common developments.

Board Director Dan Bastian prefers to minimize additional connections as PECSD is not metered. Mr. Rowden suggested to include a clause in the Will Serve application process not allowing backflow systems for new construction. Mr. Rowden will contact Plumas County for proper procedures. Chairperson Frank Shepard directed Mr. Prince to contact the county to make sure any residential new construction did not require backflow systems, Mr. Prince will conduct the research.

- c. Operations Manager Lew Prince and Chief Plant Operator ("CPO") are still working on the break at Wastewater Treatment Plant ("WWTP") #6's Tank House. The plumbing bring repaired is difficult due to the tight clearances, Mr. Prince is hopeful to have the repair completed by February 8, 2017, Regular Board Meeting.

#### **7. Shaw Engineering Professional Services Agreement**

Recently the Board of Directors directed Interim General Manager John Rowden to have Shaw Engineering ("Shaw") present a proposal for being named PECSD's District

Engineer. Mr. Rowden presented the Board with Shaw's Proposal for District Engineer Services.

Board Director Dan Bastian would like to defer discussion of obtaining a District Engineer until PECSD has an accurate fee schedule, giving the Board a better idea of what PECSD's budget will look like. Also, PECSD needs to send out a Request for Qualifications ("RFQ") to give other vendors a chance to come up with proposals as well.

This item has been tabled until further notice.

## **8. Arsenic Remediation Project ("ARP")**

### **a. Update on Progress**

Interim General Manager John Rowden received written correspondence from Plumas Pines Golf Course's ("Golf Course") Co-Owner Tom Joyce opposing the proposed expansion of Well #2 and the Arsenic Treatment Plant located between the 13<sup>th</sup> and 17<sup>th</sup> fairways.

This written correspondence was received after the Board Agenda was distributed therefore, Mr. Rowden handed out copies of the correspondence for the Board of Directors to review for discussion at February 8, 2017, Regular Board Meeting.

Mr. Joyce does make reference to a suggested alternate location in the letter, which Mr. Rowden discussed during a meeting with Mr. Joyce, Co-Owner Brandon Bowling and Golf Course Superintendent Mark Callahan on January 3, 2017, which was a very good conversation. Mr. Rowden noted the new site would need a biological survey; to perform this the site would need to be rid of snow. The site would also need geo-tech trenching as well as other tests.

Board Director Dan Bastian prefers to look at this suggested site with the other alternatives. This will be discussed further at February 8, 2017, Regular Board Meeting.

Lucas Tipton with Farr West Engineering was in attendance and stated he has received the Pilot Test from Linkan Inc. and will be meeting with their representatives later today. Mr. Tipton believes some revisions need to be made prior to acceptance. Mr. Tipton is hopeful a draft Feasible Study should be ready around January 20, 2017, for review.

Mr. Rowden will be calling a Special Board Meeting in the next couple of weeks for discussion and possible approval for Farr West Engineering's proposed Scope of Work for preparing a Water Treatment Plant Design. Vice Chairperson Dave Stone appreciates the work Mr. Rowden is doing.

- b. The Board was presented with Farr West Engineering’s invoice #7817 in the amount of \$17,620.89 for work performed in the month of December 2016, for approval of payment. Interim General Manager John Rowden recommends the invoice should be approved for payment.

Motion to approve Farr West’s invoice #7817.

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

**9. Wastewater Discharge Report**

Frank Motzkus was in attendance and notified the Board he hasn’t heard back from Steve Huvane with TRC Solutions, this is something Mr. Motzkus anticipated given the recent Holiday.

**10. Resolution 2017 – 02**

- a. The Board reviewed the Upper Feather River Integrated Regional Water Management (“IRWM”) Plan (“Watershed Plan”) over the past few weeks with the Watershed Plan’s online draft. Board Director Dan Bastian noted the Watershed Plan is fairly complex with several hundred (100) pages to review. Interim General Manager John Rowden and Vice Chairperson saw no negatives by accepting the Watershed Plan.

Frank Motzkus noted Chester Public Utilities District accepted the Watershed Plan, as well as passed the required Resolution by IRWM. Mr. Motzkus went on to state the Watershed Plan is the only one (1) that met with Prop 1 requirements, and if PECSD accepts the Watershed Plan it may open up grant funding options in the future. Mr. Rowden believes the Watershed Plan may have potential upsides and went on record supporting the Watershed Plan.

- b. Motion to approve Resolution 2017 – 02

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  
Abstain – Board Director Dan Bastian

## **11. Administrative Manager’s Report**

### **a. Accounts Receivable Report**

- I. Administrative Manager Heather Kotrc presented a revised Liens Currently on File Report listing the Aged Lien. Chairperson Frank Shepard requested a report for the accounts listed on the county tax rolls, Ms. Kotrc will provide this starting at February 8, 2017, Regular Board Meeting.
- II. Ms. Kotrc reported to the Board the second billing cycle for fiscal year 2016/2017 has been sent out.

### **b. Miscellaneous**

Ms. Kotrc reminded the Board of Directors that accounts payable signers are needed for the next few weeks. Ms. Kotrc will email out those dates for confirmations.

## **12. Grade III Wastewater Certificate**

Interim General Manager John Rowden reported Frank Motzkus’ contract terminated as CPO on December 31, 2016. The Board of Directors held a Special Meeting on December 30, 2016, to discuss the options PECSD had for CPO. PECSD’s employee Jamar Tate received his Grade III Certification on December 29, 2016, which was presented to the Board at December 30, 2016 Special Meeting. With this new information, the Board of Directors acted on “not” extending Mr. Motzkus’ contract and naming Mr. Tate PECSD’s CPO for the District.

The Board extended their gratitude to Mr. Motzkus for his years of employment with PECSD. Mr. Motzkus thanked everyone and stated he is available as a resource to Mr. Tate as well as the rest of the staff if needed.

## **13. Committee Report**

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

### **a. Personnel**

Interim General Manager John Rowden reported a Personnel Committee on December 20, 2016, which went into Closed Session. Mr. Rowden presented to the Committee an organization compensation process for the anticipated Grade

III Certification. Mr. Rowden is working on revising employment description policies to hopefully flatten out employment rolls. These changes will be presented to the Board as soon as possible as Mr. Tate’s compensation is retroactive to December 27, 2016.

- b. Recreation  
Nothing to report.
- c. Emergency Preparedness Plan  
Nothing to report.
- d. Water Conservation  
Nothing to report.
- e. Benefits  
Nothing to report.
- f. Insurance  
Nothing to report.

**14. Goals & Objectives**

Nothing to report.

**15. General Manager’s Report**

- a. Final Fiscal Year 2015/2016 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>	100%
Water	95%
Wastewater	87%
Water & Wastewater	93%
Fire	86%

Vice Chairperson noted the Medical Benefits line item is inaccurate, the Health Benefits Reimbursement (“HRA”) does not appear to be included in the budget. Administrative Manager Heather Kotrc will research and report back to the Board at February 8, 2017 Regular Board Meeting.

- I. Motion to approve the 2015/2016 Fiscal Year End Financial Reports.

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 Rich Machado  
Aye – Board Director Dan Bastian  
Aye – Board Director Melinda Bennett

- b. The Board received the final Fiscal Year 2015/2016 Annual Audit for discussion and approval. The Board of Directors reviewed with Interim General Manager John Rowden and Administrative Manager Heather Kotrc if the suggestions from Fiscal Year End 2014/2015 Annual Audit are being implemented, Mr. Rowden and Ms. Kotrc confirmed.

- I. Motion to accept the Annual Audit completed by Bob Johnson.

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**

Interim General Manager John Rowden would like to schedule a Public Meeting possibly around mid-March regarding placing an Arsenic Treatment Plant in the District.

**18. Future Agenda Items**

- a. The Board will discuss written correspondence received from Co-Owner of Plumas Pines Golf Course Tom Joyce.
- b. Approval of Fiscal Year 2016/2017 December Financial Reports.

**19. Adjournment**

Motion to adjourn.

Chairperson Frank Shepard adjourned the regular Board meeting at 1136 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

*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.*