

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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**BOARD MEETING
MINUTES
November 9, 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 0900 hours.

2. Approval of October 12, 2016 Regular Board Meeting Minutes

Motion to approve October 12, 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

Absent – Board Director Melinda Bennett

3. 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.

b. Personnel

Nothing to report.

c. Equipment

The rear dual tires and wheels on Engine #9122 have been replaced. Fire Chief Tom Forster thanked Firefighters John Sea and Luke Scott for handling the transfer driving.

Plumas Eureka Fire Department's ("PEFD") fire extinguishers are all due for servicing and certification soon by Alpine Fire Equipment.

d. Defensible Space

Nothing to report.

e. Plumas County Fire Chiefs Association

At Plumas County Fire Chiefs Association's ("PCFCA") last meeting of 2016 will be held on Saturday, December 3, 2016 at Graeagle Fire Protection District ("GFPD").

f. Firewise

Nothing to report.

g. Miscellaneous

A Work Party Day for PEFD is being scheduled a day or two after Thanksgiving. This will include going through and reducing storage.

4. Wastewater, Water and Greenbelt Operations

a. Wastewater Treatment Plant ("WWTP") #7's control panel was causing floats to fail. Caley Electric came out and found a voltage problem feeding excessive voltage to the floats. Caley Electric repaired the voltage problem.

b. Operations Manager Lew Prince researched the process and cost to replace a manhole and found a company, Eagle Lift, to come out to give a quote. Eagle Lift investigated five (5) manholes which have been documented as leaking. Eagle Lift's method is injecting an epoxy tie of sealant around the outside of the manhole which would completely seal it. An estimate of \$32,000.00 for the five (5) manholes was received.

Board Director Dan Bastian noted typically a District would have a District Engineer to evaluate and have suggestions for the Board of Directors. The Board would use the expertise as a guide to go out to bid for the project. Mr. Bastian stated PECSO needs a District Engineer under contract for projects such as this one. Interim General Manager John Rowden was in agreement.

- c. WWTP #7 is having an issue with the return from the clarifiers. The system is not returning the proper volume when running. Currently Mr. Prince and Facilities Operator Jamar Tate are running more frequent return runs, Chief Plant Operator (“CPO”) Frank Motzkus believes this is a good solution to the problem.
- d. PECSD has been issued an annual burn permit to burn the debris piles at Dynamite Hill Leach Field (“DHLF”). Interim General Manager John Rowden reported Tom Sherrard was in violation of his burn piles with Air Quality Control, and Mr. Rowden believes it is in the District’s best interest for Mr. Sherrard to burn at DHLF as the majority of his accounts are located within the District. DHLF could not capacitate that much debris every season.

Board Director Dan Bastian noted other communities may not appreciate the District supporting Mr. Sherrard’s burn pile. Mr. Rowden just wanted to notify the Board and would like to see how it plays out between Mr. Sherrard and Air Quality Control.

5. Draft Water Connection Policy

Interim General Manager John Rowden read over the draft Water Connection Policy from sections 6040.40 through 6040.70 for the Board. COP Frank Motzkus noted water meter boxes need to be specified in the draft policy.

Board Director Dan Bastian noted the policy contains quite a bit of verbiage and the Board should have a chance to digest & compare to other Districts. Comments will be sent to Interim General Manager John Rowden. Mr. Rowden stated he will clean up the policy and provide the Board with his research.

6. Notice of Violation

PECSD received two (2) Notice of Violations for the recent wastewater spills. Violation #101982 was blockage with WWTP #6, the spill drained into Plumas Pines Golf Course’s pond on hole #4. This spill was pumped out and contained. Violation #1010951 was an electrical failure at WWTP #7’s pump house, an estimated 150,000 gallons spilled into the Feather River.

Interim General Manager John Rowden reported both spills were reported in a timely fashion. PECSD is now required by the Central Valley Regional Water Quality Control Board to take all feasible steps to remediate the consequences of any future overflows and implement the provisions of the Sanitary Sewer Systems Waste Discharge Requirements, the proposed actions are required to be incorporated into PECSD’s revised Sewer System Management Plan (SSMP). The deadline for the revised SSMP is January 1, 2017.

It was the consensus of the Board to revise the SSMP internally due to the upcoming deadline, Interim General Manager John Rowden will work on revising the SSMP.

7. Arsenic Remediation Project (“ARP”)

a. Update on Progress

Interim General Manager John Rowden reported on November 4, 2016, the annual running quarterly average is 10.79 ppb which is above the compliance level of 10.49.

Mr. Rowden complimented Farr West Engineering (Farr West”) with obtaining a sub-contractor (Linkan, Inc.) for PECSD’s required Pilot Study. Mr. Rowden noted the Pilot Study is on schedule.

a The Board reviewed Farr West Engineering’s Arsenic Mitigation – Preferred Alternative Evaluation Technical Memorandum (“TM”). The purpose of this TM is to:

- 1) Define the evaluation approach by which to compare project alternatives.
- 2) Identify and describe the criteria that will be used to evaluate and rank the preferred arsenic treatment alternative and location.
- 3) Detail the results of the arsenic mitigation alternatives evaluation, and ultimately identify a preferred project alternative.
- 4) Offer the results of an arsenic treatment pilot study to provide proof of concept for the preferred alternative.
- 5) Present the preferred project alternative as the most feasible solution to reaching arsenic compliance.

Brent Farr, Farr West, reported 75% of the draft TM is completed, stopping short of the economical analysis & pilot study. Once these reports are plugged in to the PEA, Farr West can place the results with costs.

Interim General Manager John Rowden reported Stephen Rooklidge with the State Water Resources Control Board, Division of Drinking Water (“DOWD”) has received the TM, no issues have been noted. Mr. Rowden noted as items are added the TM will be circulated.

Mr. Rowden stated the pilot study should be completed on November 14, 2016 with a final feasibility study completed on December 20, 2016.

Clerk’s note: Agenda Item 7.d. has been moved up for action sequence purposes.

- d. For work related to environmental studies and permitting for an arsenic treatment plant (preferred alternative), Interim General Manager John Rowden is requesting a \$15,970.00 Arsenic Remediation Project (“ARP”) budget increase. This will cover the work performed with the environmental study.

Board Director Dan Bastian suggested the environmental study will be on the alternatives analysis that ranks the highest. Vice Chairperson Dave Stone disagreed and went on to state the study should be performed on all three (3) sites (Well 2, Well 1B & Evergreen Circle). Interim General Manager John Rowden is meeting with the Environmental Specialist this afternoon to look at all three sites. The Specialist will determine the alternative analysis which ranks the highest. Mr. Bastian noted Farr West has already determined the site which ranks highest.

Brent Farr stated Mr. Bastian's suggestion is typical, the feasibility study looks at all alternatives and proposes one (1).

- I. Motion to increase the ARP's budget by \$16,000.00 for purposes described.

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
Absent – Board Director Melinda Bennett

- c. An Amendment to Owner – Engineer Agreement (No. 1) from Farr West was presented to the Board which includes additional increases approved by the Board. The Board instructed Interim General Manager John Rowden to sign Amendment.

Motion to instruct Interim General Manager John Rowden to sign the Amendment.

Motioned – Board Director Dan Bastian
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
Absent – Board Director Melinda Bennett

- e. Interim General Manager John Rowden presented the Board with Farr West's invoice #7607 in the amount of \$43,076.60 for work performed through October 2016, Mr. Rowden confirmed the work had been performed.

Board Director Dan Bastian questioned whether or not the pilot study cost changed, Brent Farr confirmed it did not. Mr. Bastian expressed his appreciation to Linkan, Inc. for working with their contract to perform the pilot study.

Motion to approve invoice #7607.

Motioned – Board Director Dan Bastian
Second – Vice Chairperson Dave Stone

Interim General Manager John Rowden stated he is comfortable with Farr West's invoice #7607.

All in favor.

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

8. Wastewater Discharge Report

- a. Interim General Manager John Rowden submitted the approved report to State Representative Heidi Bauer, Central Valley Regional Water Quality Control Board, no notices have been received.
- b. The Board was presented with TRC Solutions' invoice #38176 in the amount of \$5,231.50 for work performed, Chief Plant Operator ("CPO") Frank Motzkus agreed with the work performed.

Move to have TRC Solutions' bill be approved.

Motioned – Vice Chairperson Dave Stone
Second – Board Director Dan Bastian

All in favor.

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

Absent – Board Director Melinda Bennett

12. Administrative Manager’s Report

a. Accounts Receivable Report

Administrative Manager Heather Kotrc reported to the Board new liens have been placed and one lien has been removed. The new report will be available for the December 14, 2016 regular Board Meeting.

b. Miscellaneous

January 11, 2017 regular Board Meeting has been moved to a special Board meeting on January 4, 2017.

13. Separation of Fire Department

a. Administrative Manager Heather Kotrc requested Board approval to open up a second checking account with Plumas Bank for the Fire Department. This is under the advisement of PECSD’s auditor Robert Johnson to completely separate Fire from Water & Wastewater.

b. Motion to separate the Fire Department from everything else with a second checking account.

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
Absent – Board Director Melinda Bennett

Vice Chairperson Dave Stone noted he met with Mr. Johnson during the annual audit. During the meeting they spoke of three things: 1) Creating the separate checking account, 2) Having a Board Member conduct a monthly financial review, and 3) Creating an accounting manual to prevent fraud. Administrative Manager Heather Kotrc is working on the accounting manual.

Mr. Stone requested a more elaborate explanation regarding CalPERS unfunded liability in the 2015/2016 audit.

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
Board Director Dan Bastian inquired if Interim General Manager John Rowden is putting together a yearly report for the DOWD, Mr. Rowden confirmed he is.
- e. Benefits
Nothing to report.
- f. Insurance
Nothing to report.

14. Goals & Objectives

Board Director Dan Bastian noted a few corrections needed to be made. Administrative Manager Heather Kotrc will make those corrections.

15. General Manager's Report

- g. Fiscal Year 2016/2017 October 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>34%</u>
Water	36%
Wastewater	36%
Water & Wastewater	35%
Fire	32%

- I. Motion for approval
Motion to approve the Fiscal Year 2016/2017 October Financial Reports.

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
Absent – Board Director Melinda Bennett

16. Written Correspondence to the Board

- a. The Board received written correspondence from home owner Al Richard requesting installation of a “DEAD END” or “NOT A THRU STREET” sign for the lane leading to East Ponderosa’s #'s 39, 41, & 43 at the expense of Mr. Richard.

Operations Manager Lew Prince did not feel Al Richard should pay for it as it is the District’s road. Board Director Dan Bastian is concerned it could be conceived as a gift, therefore making it misuse of funds. Mr. Prince believes it falls under road maintenance. Vice Chairperson Dave Stone stated if Mr. Richard wants to pay for it the District should accept his offer. Mr. Bastian stated the sign should meet Plumas County’s standards prior to installation.

- b. Motion to install a sign to County standards in which Al Richards provides.

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

17. Public Comment Period

Vice Chairperson Dave Stone installed an effluent filter in his septic tank recently as did his neighbor. Mr. Stone was instructed by Plumas Sanitation to clean it out every three (3) months, Mr. Stone will report back to the Board to confirm whether every three months is necessary. Home owner Randy Williams has worked with District Engineers in the past, and in his experience it does work.

Mr. Williams noted Plumas Eureka Villas Home Owners Association (“PEVHA”) Unit #7 is contracted with Tom Sherrard, PEVHA would appreciate any Board assistance regarding Mr. Sherrard’s burn pile.

Mr. Williams stated PEVHA #7 and himself are very appreciative of PECSD’s Board of Directors, Staff & Volunteers. Home owner Dave Bauer seconds the appreciation.

Chairperson Frank Shepard shared his appreciation of all public attendees as well.

Mr. Williams also wanted to recognize home owners Cynthia Bastian, Dave Yeargin and Dave Bauer for all of their work.

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 1203 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.