

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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**BOARD MEETING
MINUTES
August 12th, 2015**

Board of
Directors
Chairman Elmer Tretten
Vice Chairman Frank Shepard
Director Rich Machado
Director Dave Stone
Director Melinda Bennett

1. Call Meeting to Order

Chairman Elmer Tretten called to order the regular Board meeting of Plumas Eureka Community Services District (“PECSD”) at 0900 hours.

Clerk’s Note: Chairman Elmer Tretten moved Item #7 to Item #5 to accommodate the audience.

2. Approval of July Meeting Minutes

Motion to approve as corrected.

Motioned – Vice Chairman Frank Shepard
Second – Board Director Dave Stone

All in Favor (5)
Nay (0)
Abstain (0)

3. Approval of July Special Meeting Minutes

Motion to approve Item #'s 1 & 3.

Motioned – Vice Chairman Frank Shepard
Second – Board Director Melinda Bennett

All in Favor (4)
Nay (0)

Abstain (1) Board Director Rich Machado

Motion to approve Item # 2.

Motioned – Vice Chairman Frank Shepard

Second – Board Director Melinda Bennett

All in Favor (3)

Nay (0)

Abstain (2) Chairman Elmer, Board Director Rich Machado

4. Fire Chief's Report

a. Call Report & Training Report

Copies of the Call and Training Reports are included in the minutes and are available for viewing at Plumas Eureka Fire Protection District's ("PEFPD") administrative office during regular business hours.

Fire Chief Tom Forster is working with Assistant Fire Chief Bill Robinson in finalizing an August 2015 thru December 2015 Joint Training Schedule.

b. Personnel

No changes in personnel, recruiting continues.

c. Grant Update

Nothing to report.

d. Defensive Space

Board Director Dave Stone and Fire Chief Tom Forster are planning on meeting to discuss drawing up a Draft Ordinance or Policy for Fire Prevention including vacant lots. When a Draft is put together, Chief Forster will present it to the Board for review and possible approval.

e. Firewise

Chief Forster presented the Board with a second Draft Community Assessment for the Plumas Eureka Estates Community for the Board to review.

f. Miscellaneous

The 3rd Quarter Meeting for Plumas County Fire Chiefs Association ("PCFCA") will be held on Saturday, September 26th at the Graeagle Fire Protection District's fire hall.

Assistant Fire Chief Bill Robinson will be coordinating Emergency Medical Services coverage for the Lost Sierra Hoedown. This will be a four (4) day music and camping event to be held in late September at the Ski Bowl.

7. Arsenic Remediation Project

Ray Kruth, Stantec Engineering, was in attendance and presented the Board an Updated Project Description and Project Budget. This report lists a Project Schedule and a Project Cost. Ray Kruth stated the next crucial step in the Arsenic Remediation Project is for the Board to adopt a Preliminary Engineering Report (“PER”). Once the PER is adopted, Mr. Kruth can submit it to the State Water Resources Control Board, Division of Drinking Water (“SWRCB, DODW”) for approval.

General Manager Frank Motzkus stated a meeting is being scheduled for next week with Representative Stephen Rooklidge with SWRCB, DODW to discuss the Arsenic Remediation Project in depth. This meeting will give Ray Kruth insight to what newly appointed Representative Steve Rooklidge is requesting of PECSD.

Dan Bastian, Bastian Engineering, presented a formal letter stating his comments in regards to the Arsenic Remediation Project’s progress thus far. Mr. Bastian noted his concerns that the project could not be completed by the Environmental Protection Agency’s (“EPA”) November 1, 2016 deadline.

It was the consensus of the Board the time schedule to completion is “tight”, at this point PECSD needs to move forward with a project which will appease SWRCB, DODW.

Clerk’s Note: Fire Chief Tom Forster excused himself from the Regular Board Meeting at 0946 hours.

Audience Member Dave Bauer stated Mr. Bastian should attend the upcoming meeting with Mr. Rooklidge.

The Board authorized Ray Kruth to proceed with the PER for the Board’s possible adoption. The PER is to include Steve Rooklidge’s feedback.

Chairman Elmer Tretten noted a roll call vote is not needed.

All in favor (5)

Nay (0)

5. Operations Report

- a. Operations Manager Lew Prince had Smith’s Tree Service remove trees at the end of Lundy and in the meadow on East Ponderosa.
- b. Weed abatement on District Properties has been finished.
- c. A meter has been replaced at Well 1B. Well 1B and Well 2 have been running tandem, Operations Manager Lew Prince will switch Well 1B to run solely today.

- d. One of Wastewater Treatment Plant's ("WWTP") #6 pumps were plugged up. Operations Manager Lew Prince and Operator Jamar Tate tore the pump apart and cleared the plug.
- e. The Madora Lake Leach Field inspection has been completed, solids were found again in the Distribution Box ("D Box"). Operations Manager Lew Prince called Plumas Sanitation to pump out the solids. Mr. Prince stated it could be possible one of the customer(s) who is connected to the leach field could be missing a baffle. Operations Manager Lew Prince requested Administrative Manager Heather Kotrc to send out requests to the nine (9) properties connected to schedule with PECSD to inspect the septic systems. Those letters have been sent out.
- f. Operations Manager Lew Prince and Operator Jamar Tate repainted the fire hydrants in the District. Chairman Elmer Tretten congratulated Mr. Prince and Mr. Tate on a job well done.
- g. Operations Manager Lew Prince and Operator Jamar Tate are planning on replacing the decking in Well 1B.
- h. Mr. Prince and Mr. Tate will also be performing hydrant maintenance and valve exercising.
- i. Operations Manager Lew Prince will be meeting with Steve Brigman, Shaw Engineering, this afternoon to discuss replacing the Lift Station at WWTP #6.

Audience Member Shirley Bauer asked Mr. Prince who maintains the culverts, Mr. Prince confirmed Plumas County is responsible.

6. Backup Generator Proposed Project

Operations Manager Lew Prince presented the Board with a proposed project to purchase and install a backup generator for PECSD's offices. Mr. Prince is asking for approval on the funding for the Backup Generator Proposed Project. General Manager Frank Motzkus stated there is \$15,000.00 in the budget for the project.

Motion to approve funding not to exceed \$10,000.00.

Motioned – Board Director Dave Stone
 Second – Vice Chairman Frank Shepard

All in favor (5)
 Nay (0)
 Abstain (0)

8. Special Districts Report

- a. California Special Districts Association (“CSDA”) call for Nominations
General Manager Frank Motzkus presented CSDA’s call for Nominations for candidacy. The deadline for receiving nominations is September 25, 2015.
- b. General Manager Frank Motzkus presented to the Board a 2016 CSDA Committee & Expert Feedback Team Participation form. The deadline to turn in the form is October 9, 2015.
- c. There is a Plumas County Special District Association (“PCSDA”) meeting September 19th at 1:00 pm at the Quincy Library.
- d. PCSDA will be putting on a “Best Management Practices” workshop on October 5th from 1:00 pm to 3:00 pm at the Quincy Library. Flyers are being made to hand out.

9. Accounts Receivable

- a. Liens
Nothing to report.

10. Committee Report

- a. Personnel
Nothing to Report
- b. Recreation
Leash Law flyers have been posted at the five (5) bulletin boards in the District and on the website, www.pecsd.org. Janet Grijalva of the Plumas Eureka Preservation Society (“PEPS”) is looking into making labels to stick on the “doggie pickup” around the District.
- c. Emergency Preparedness
Board Director Rich Machado handed out information he compiled for the Board to review. He thanked Administrative Manager Heather Kotrc for downloading and printing out the handouts for the Board.
- d. Water Conservation
PECSD is mandated by the State of California to report water conservation from the months of June 2015 thru November 2015 compared to June 2013 thru November 2013. General Manager Frank Motzkus presented the Board with these reports. The reports show a savings of 36.6% in the month of July 2015 compared to July 2013.

Operations Manager Lew Prince reported with the Aspen Circle and West Ponderosa Drive irrigation tie ins with Plumas Pines Golf Course (“Golf Course”) saved roughly 900,000 gallons in the month of July.

e. Benefits

Nothing to report.

f. Insurance

Nothing to report.

g. Firewise

Shirley Bauer, PEPS, asked who PEPS turns in volunteer hours for Firewise to. It was confirmed Administrative Manager Heather Kotrc will receive the hours.

Clerk’s Note: Fire Chief Tom Forster re-entered the Regular Board Meeting at 1052 hours.

11. Goals & Objectives

Nothing to report

12. General Manager’s Report

a. June Financial Reports

i. Motion for Acceptance

The Board received the June Financial Reports and noted the balances were not totaled correctly. The reports were tabled to September 9th’s Board Meeting, giving General Manager Frank Motzkus the opportunity to make the necessary corrections.

b. July Financial Reports

i. Motion for Acceptance

The Board received the July Financial Reports and noted the balances were not totaled correctly. The reports were tabled to September 9th’s Board Meeting, giving General Manager Frank Motzkus the opportunity to make the necessary corrections.

c. Miscellaneous

i. Upcoming Dates

August 15th Annual Plumas Eureka Estates (“PEEHA”) Homeowners Association Dinner will be held at Longboards at 5:00 pm. General Manager Frank Motzkus will be in attendance.

August 17th General Manager Frank Motzkus will be out of the office.

August 21st General Manager Frank Motzkus will be attending an all-day Integrated Regional Water Management (“IRWM”)

	meeting starting at 9:00 am in the Mineral Building at the Fair Grounds.
August 26 th	General Manager Frank Motzkus will be out of the office.
August 27 th	General Manager Frank Motzkus will be out of the office.
September 5 th	Plumas Eureka Community Services District Auxiliary (“PECAUX”) will be holding their bi-annually Pancake Breakfast from 8:00 am thru 11:00 am at the Fire House.
September 7 th	PECSD’s office will be closed for the holiday.

13. Written Correspondence to the Board

- a. A formal letter was received from Homeowner Vera Eby requesting the Board to consider rescinding a First Water Violation she received. The Board noted the possible malfunction to the irrigation system. The Board also took into consideration the immediate response Ms. Eby showed when receiving the violation.

Motion to rescind Home Owner Vera Eby’s First Water Violation from her account.

Motioned – Board Director Rich Machado
 Second – Chairman Elmer Tretten

All in favor (4)
 Nay (0)
 Abstain (1) Vice Chairman Frank Shepard

- b. The Board received a formal letter requesting a reconsideration of a Third Water Violation and the \$150.00 fine from Homeowner Dr. Joseph Eberle. PECSD has received a total of seven (7) complaints of watering at the incorrect times and days.

After taking these complaints into consideration a motion to deny Dr. Eberle’s appeal was made.

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

All in favor (4)
 Nay (0)
 Abstain (1) Vice Chairman Frank Shepard

Clerk’s Note: Board Director Dave Stone excused himself at 1117 hours.

It was the consensus of the Board to ignore a violation report received on July 21st, after the Third Violation was issued. The July 21st report will be kept on file and will be taken into consideration if any future complaints are received.

- c. Homeowner Steve Potvin was in attendance to discuss a First & Second Water Violation he received. Mr. Potvin stated he was using a drip system to conserve water at the time of the report.

Mr. Potvin requested first (1st), for the Board to waive the Second Water Violation with the \$50.00 fine, and second (2nd), to waive the First Water Violation from his account.

Motion to waive the Second Water Violation and \$50.00 fine.

Motioned – Vice Chairman Frank Shepard
Second – Board Director Melinda Bennett

All in favor (4)
Nay (0)
Abstain (0)
Absent (1) Board Director Dave Stone

Audience Member Shirley Bauer stated the Stage 2 – Water Alert Declaration was confusing to the public. The Board will review the Stage 2 – Water Alert Declaration at September 9th's Regular Board Meeting. The Board tabled Mr. Potvin's 2nd request to September 9th's Regular Board Meeting.

14. **Public Comment**

Randy Williams, Plumas Eureka Village #7 Homeowners Association ("PEEVA") thanked General Manager Frank Motzkus and PECSD's staff for allowing PEEVA #7 to hold their annual Homeowners Association meeting on July 18th at 200 Lundy Lane.

15. **Future Agenda Items**

- a. Ray Kruth will present the Board with a Draft Preliminary Engineering Report, which includes changes requested by SWRCB, DODW.
- b. The Board will review the wording of PECSD's Stage 2 – Water Alert Declaration
- c. The Board will discuss anonymous Water Violation Reports.
- d. The Board will consider Homeowner Steve Potvin's request to waive a First Water Violation received.
- e. The Board will review Fiscal Year 2014/2015 June Financial Reports
- f. The Board will review Fiscal Year 2015/2016 July Financial Reports

16. **Adjournment**

Motioned – Vice Chairman Frank Shepard

Chairman Elmer Tretten adjourned the regular Board meeting at 1208 hours

In Attendance: Melinda Bennett, Elmer Tretten, Frank Shepard and Rich Machado

Absent: Dave Stone (departed early)

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.