

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
200 LUNDY LANE BLAIRSDEN, CALIFORNIA 96103
PHONE: 530-836-1953 FAX: 530-836-2963 TOLL FREE: 877-377-1953
Email – jillian.pecsd@gmail.com
Web-www.pecsd.org

BOARD MEETING
MINUTES
January 10, 2018

Board of
Directors
Chairperson Frank Shepard
Vice Chairperson Dave Stone
Board Director Melinda Bennett
Board Director Steve Janovick
Board Director Dan Bastian

1. Call Meeting to Order

Chairperson Frank Shepard called to order the Regular Board Meeting of Plumas Eureka Community Services District (“PECS D”) at 0903 hours.

2. Approval of Dec Regular Board Meeting Minutes

No minutes available. Item tabled until Feb 14, 2018 meeting.

3. 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 Department (“PEFD”) Administrative Office during regular business hours.

Accounting and billing issues continue with the issue of the Minerva Fire Incident. We will continue to follow-up on reimbursement status.

b. Fire Apparatus & Equipment

Cal Fire has provided a Volunteer Assistance Grant to cover 50% of the expenses to provide Firefighters with new PPE. A request has been made to the PECAUX to cover the remaining 50%. Each firefighter is to be outfitted with 2 sets of PPE, which must be cleaned following each fire.

The air brakes on Engine 78 have been repaired.

c. Miscellaneous

Bid collection has begun on installing sprinklers in the main CSD building.

All ski events were cancelled this January due to lack of snow.

4. Arsenic Remediation Project

a. The last reported sample at the compliance point was December 7, 2017 and showed the arsenic level was within acceptable parameters.

Progress is being made on the Water Treatment Plant (“WTP”) project with design currently at 30%, with 50% of design scheduled to be completed by the end of January. A request has been submitted to the State Water Resources Control Board Division of Drinking Water (“SWRCB”) to extend the timeline on the current Cease and Desist Order for non-compliance. The district has requested to submit engineering plans and specifications to SWRCB by June 1, 2018 with project completion forecast for July 1, 2019. An application has also been submitted to FEMA for an adjustment to the flood map.

A disbursement request has been made on the State Revolving Fund Planning Loan in the amount of \$148,000.00. Invoicing issues have been resolved and accepted by the state.

Dan Bastian recommended potholing to locate underground utilities. An application for an encroachment permit will be submitted. The project is estimated to cost \$3,000.00 - \$4,000.00 according to Sierra Nevada Construction (“SNC”).

b. Farr West Invoice #9132

The Board was presented with Farr West Invoice #9132 for approval.

Motion to approve invoice #9132.

Motioned – Vice Chairperson Dave Stone
Second – Board Director Steve Janovick

All in favor.

Aye – Chairperson Frank Shepard
Aye – Vice Chairperson Dave Stone
Aye – Board Director Steve Janovick
Aye – Board Director Dan Bastian

Absent – Board Director Melinda Bennett

5. Audit Report

The board was presented with a discrepancy between reported Required Employment Contributions to retirement funds and actual practices. John Rowden, General Manager, will investigate and bring findings to the board at the February meeting.

6. Administrative Manager's Report

a. Accounts Receivable Report

The district is monitoring the status of delinquent tax bills where delinquent District charges are included.

b. Miscellaneous

Board Director Melinda Bennett has missed her 3rd meeting. Policies for seat vacancies were discussed, but Ms. Bennett has performed her duties, and is authorized to continue as a board member unless absences continue.

Board Directors Steve Janovick, Melinda Bennett, and Dan Bastian need to complete required ethics training. Further discussion will take place at the February Board Meeting.

7. Committee Report

a. Personnel

Nothing to report.

b. Recreation

Nothing to report.

c. Emergency Preparedness

Nothing to report.

d. Water Conservation

Nothing to report.

e. Benefits

Nothing to report

f. Budget Finance

Nothing to report.

g. Insurance

Nothing to report.

8. Goals & Objectives

Nothing to report.

9. General Manager's Report

a. Financials

Deferred until February meeting.

b. Capital Improvement Plan

A draft of a Capital Improvement Plan ("CIP") was submitted to the Board for review. The last plan was completed in 2003.

Board Director Dan Bastian stated the plan should be concise, omitting routine maintenance in order to facilitate project prioritization.

Interim General Manager John Rowden will be meeting with Farr West to review the details of the plan.

c. Operations Report

Farr West is still compiling data on district revenue for the rate study. We are on schedule to have the study completed by the end of February.

10. Written Correspondence to the Board

Nothing to report.

11. Public Comment

Nothing to report.

12. Future Agenda Items

Nothing to report.

13. Adjournment

Chairperson Frank Shepard adjourned the regular Board meeting at 1237 hours.

In Attendance: Chairperson Frank Shepard
 Vice Chairperson Dave Stone
 Board Director Steve Janovick
 Board Director Dan Bastian.

Absent: Board Director Melinda Bennett

Respectfully Submitted,

Jillian Cole
Acting Board Clerk