

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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**BOARD MEETING
MINUTES
July 8th, 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 0904 hours.

Clerk’s Note: Agenda Item #6, Arsenic Remediation Project, has been tabled.

2. Approval of June Meeting Minutes

Motion to approve as corrected.

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

All in Favor (5)
Nay (0)

3. Sequoia Circle Park

The Alliance for Workforce Development, Inc. (“Alliance”) has been awarded State Emergency Grant Funds to help provide temporary workers for drought related projects. General Manager Frank Motzkus has put in a request to provide Plumas Eureka Community Services District for two (2) workers.

General Manager Frank Motzkus met with Ray Merkel and Kim Roberts, Plumas Pines Master’s Home Owners Association (“Masters HOA”), at the Sequoia Circle “park area”. It was discussed the various ideas Masters HOA has for the care and maintenance of the park. Ray Merkel and Kim Roberts agreed to work with Alliance, if approved.

Home owner Laura Gray was in attendance, her home is located on Alder Court. Ms. Gray requested to have signs posted guiding a public path to the pool, Laura Gray receives foot traffic through her yard. General Manager Frank Motzkus stated that is an item on the list to “clean up” the park area. Ms. Gray volunteered her services to help with the cleanup and/or sign making.

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 Plumas Eureka Fire Protection District’s (“PEFPD”) administrative office during regular business hours.

Fire Chief Tom Forster has completed his Emergency Medical Technician I certification and received the final paperwork.

Fire Chief Tom Forster will be updating the Joint Training Schedule with Graeagle Fire Protection District (“GFPD”) for the second half of 2015 this month.

A National Fire Academy Class will be held on July 25th and July 26th, hosted by Quincy Fire Protection District.

Fire Chief Tom Forster gave a special thanks to Firefighter Jenni McGuire for her outstanding work in cleaning and organizing PEFPD’s storage areas. Ms. McGuire has also taken on the task of sewing patches on uniforms and helping with other needs. Chief Forster stated her enthusiasm and willingness to jump in and help where needed is very much appreciated.

b. Personnel

Volunteer Firefighter Bob Arieta is no longer with PEFPD due to his heavy work schedule. Fire Chief Tom Forster thanked him for his service.

c. Grant Update

Nothing to report.

d. Defensive Space

Fire Chief Tom Forster presented to the Board, in particular Board Director Dave Stone, Placer County’s Fire Prevention Ordinance for the Board to review. Chief Forster will be working on a draft ordinance to present to the Board at August 12th’s Board Meeting.

a. Miscellaneous

Fire Chief Tom Forster recently reported PEFPD’s Insurance Services Office (“ISO”) rating improved from a “5” to a “4/4Y”. Chief Forster is in discussion with

ISO what would be required from PEFPD to improve to a “3/3Y” for 2016. Fire Chief Tom Forster will be working on these low to no cost improvements.

The annual Fourth of July BBQ was a success, PEFPD offered GFPD and two (2) Firefighters from Plumas County Fire Department “to-go” food. Fire Chief Tom Forster offered special thanks to Firefighters John Sea, Rich Machado, Jenni McGuire and Captain Chad Castagnetti for all the extra work and/or supplies they provided.

There was only one call PEFPD responded to during the Fourth of July Celebration, a medical aid call at Little Bear RV Park. PEFPD coordinated an airlift via Care Flight to Reno, NV.

The 2nd Quarter meeting for the Plumas County Fire Chiefs Association (“PCFCA”) was held on Saturday, June 27th in Quincy. Fire Chief Tom Forster serves as the Secretary/Treasurer on the Board.

Clerk’s Note: Chairman Elmer Tretten moved Agenda Item No. 11-C up to discuss with Fire Chief Tom Forster.

11-C. Committee Report – Emergency Preparedness

Home owner Larry Walker contacted Fire Chief Tom Forster to discuss scheduling a mock Incident Command System (“ICS”). Chief Forster is looking into holding a mock ICS in August or September, he stated it would be a two (2) hour event possibly held in the evening. Chairman Elmer Tretten suggested to hold it on a scheduled Fire Training night which Fire Chief Tom Forster confirmed would be sufficient.

5. Operations Report

- a. Operations Manager Lew Prince reported the weed abatement is 90% complete. Mr. Prince and Operator Jamar Tate are coordinating with PEFPD to be on standby for cleanup of the meadow behind East Ponderosa Drive.
- b. A blower has been repaired and reinstalled in Waste Water Treatment Plant (WWTP) #7.
- c. Well 1B is offline, the water meter has failed. PECSO has a water meter on hand and needs to install it. Operations Manager Lew Prince believes the installation is a big enough job to contract out. Steve’s Well Pump and Drill estimated the job to be between \$1400.00 and \$1500.00. Operations Manager Lew Prince will call around to get the best quote.
- d. Operator Jamar Tate has repainted the trim on the shed on Cottonwood Drive.

- e. Operations Manager Lew Prince and Operator Jamar Tate will be repainting the fire hydrants in the District this month.

6. Arsenic Remediation Project

This item was tabled to allow Ray Kruth, Stantec Engineering, additional time to put together an Arsenic Remediation Project Scope of Services. A Special Board Meeting could be held prior to August 12th's Regular Board Meeting to review the report.

7. Auditor's Understanding of Services

The Board received a Confirmation of Understanding of Services for the fiscal year 2014/2015 Audit from Robert W. Johnson for approval.

Motion to approve with the General Manager having authority to sign.

Motion – Vice Chairman Frank Shepard
Second – Board Director Rich Machado

All in favor (5)
Nay (0)

8. Resolution 2015 – 96

- a. General Manager Frank Motzkus introduced to the Board Resolution 2015 – 96, a Resolution authorizing submission of a Drinking Water State Revolving Fund Loan Application and designating the General Manager as the District Authorized Representative.

Motion to approve.

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

All in favor (5)
Nay (0)

- b. Roll Call

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

Yes – Chairman Elmer Tretten
Yes – Vice Chairman Frank Shepard
Yes – Board Director Melinda Bennett
Yes – Board Director Rich Machado
Yes – Board Director Dave Stone

9. Special Districts Report

Plumas County Special Districts Association (“PCSDA”) is holding an Executive Board Meeting on July 20th at Morning Thunder Café at 11:00am. This meeting is to discuss the process in which Board President Joe Waterman will be stepping down and Vice Chairman Steve Allen will be stepping in as President. This meeting is welcome to the public.

10. Accounts Receivable Report

a. First Billing Cycle for 2015/2016 Fiscal Year

Administrative Manager Heather Kotrc reported the first billing cycle for 2015/2016 has been sent out.

b. Final Draft 2015 Delinquent Fees Report

The Final Draft 2015 Delinquent Fees Report was presented to the Board and Public.

I. Public Hearing

Chairman Elmer Tretten opened a public meeting at 0953 hours.

General Manager Frank Motzkus stated to the public PECSA has a legal right to place delinquent accounts on the Plumas County Tax Roll. If these parcels’ property taxes are paid or the parcel forecloses, PECSA recoups the amount due.

PECSA was successful in the placement of delinquent accounts in 2014, roughly \$16,000.00 was reported and PECSA received roughly \$9,000.00 back.

Chairman Elmer Tretten closed the public meeting at 0958 hours.

II. Motion for Acceptance

Motion to accept Exhibit “A” Plumas Eureka Community Services District 2015 Delinquent Fees Report.

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

All in favor (5)
Nay (0)

III. Roll Call Vote

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

Yes – Chairman Elmer Tretten
Yes – Vice Chairman Frank Shepard
Yes – Board Director Melinda Bennett

Yes – Board Director Rich Machado
Yes – Board Director Dave Stone

11. Committee Report

a. Personnel

Nothing to Report

b. Recreation

Nothing to Report

c. Emergency Preparedness

This item was moved up to discuss with Fire Chief's Report, after Agenda Item No. 4.

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 42.0% in the month of June 2015 compared to June 2013.

Operations Manager Lew Prince reported with the Aspen Circle and West Ponderosa Drive irrigation tie ins with Plumas Pines Golf Course saved just under a million gallons in the month of June.

e. Benefits

Board Director Dave Stone would like to schedule a committee meeting in August or September to develop a recommendation for the Board.

f. Insurance

Nothing to report.

12. Goals & Objectives

The Board received the Goals & Objectives Draft which was updated May 13th, 2015 to review. Board Director Dave Stone was reassigned to Goal No. 3, Provide and Maintain Effective Wastewater Services. Board Director Rich Machado was reassigned to Goal No. 5, Continue PECSD's commitment to prevent/respond to community emergencies.

Motion to approve as amended.

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

All in Favor (5)

Nay (0)

13. General Manager's Report

a. May Financial Reports

I. Motion for Acceptance

Motion for acceptance as corrected.

Motioned – Vice Chairman Frank Shepard

Second – Board Director Dave Stone

All in favor (5)

Nay (0)

b. 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 August 12th's Board Meeting, giving General Manager Frank Motzkus the opportunity to make the necessary corrections.

c. Miscellaneous

I. At June 10th's Board Meeting it was discussed General Manager Frank Motzkus would conduct a Water Rates Study. In Mr. Motzkus' findings, PECSD is in the lower quarter for water rates in Plumas County. The Board requested a more in depth Water Rates Study to be reported to them at August 12th's Board Meeting.

II. Upcoming Dates

July 15th Integrated Regional Water Management ("IRWM") Group will be meeting at 1:00 pm in the conference room at the Planning Department.

July 18th Plumas Eureka Village #7 Annual Homeowners Association's Meeting will be held at PECSD at 9:00 am.

July 20th PCSDA Executive Meeting will be at 1:00 pm in Quincy at the Morning Thunder Café.

III. In researching the ownership of Dynamite Hill, General Manager Frank Motzkus found that Three Trees Holding II, Inc., Plumas Pines Golf Course, is the owner. This is according to the Plumas County Assessor's office. Mr. Motzkus is working on finding the original Covenants, Conditions & Restrictions ("CC&Rs") on this parcel.

IV. General Manager Frank Motzkus received a complaint of unleashed dogs in the area. Mr. Motzkus found that Plumas County does have a leash law which covers PECSD. If any person(s) has concerns their instructions are to contact the Sherriff's office at (530) 283-6300, the Sherriff will then dispatch

Animal Control to respond. PECSD will post informational fliers on the five (5) bulletin boards in the District. Information will also be available on PECSD's web site listed above.

Homeowner Shirley Bauer, who was in attendance, asked if there was a possibility that PEEHA could post signs next to the "doggie pick up". Board Director Melinda Bennett stated she would look into it.

Fliers will also be distributed to the local rental companies.

14. Written Correspondence to the Board

- a. The Board received a formal letter from homeowner Tom Joyce in response to a water violation letter he received, requesting more information. It was noted the violation was reported by a PECSD staff member as well as by Board Director Rich Machado. Mr. Machado stated he did not recall reporting this violation, it was the consensus of the Board to remove Mr. Machado from the report. General Manager Frank Motzkus will send out a formal letter listing the additional information Mr. Joyce requested.
- b. The Board received a formal request from Director Mimi Garner, Eastern Plumas Recreations District ("EPRD") for a one-time donation of up to \$1,000.00. It was unanimously decided by the Board not to make the donation. General Manager Frank Motzkus will send out a formal response to this request.

15. Public Comment

Audience member Brian Shewmake commented on the possibility of contacting an investigative reporter from a local news company with the goal to have the Environmental Protection Agency ("EPA") arsenic compliance looked into.

Audience member Cheryl Shewmake thanked the Board and General Manager Frank Motzkus for the advice and assistance given for the Plumas Eureka Preservation Society ("PEPS") Gardens on be-half of Shirley Agnos, PEPS.

Mrs. Shewmake announced Plumas Eureka Community Services District Auxiliary ("PECAUX") will be holding another Raffle this year to benefit PEFPD. The Raffle prize is a 3 night stay in a 2 bedroom/2 bath Villa at Plumas Pines Golf Resort for up to 4 people with a round of golf for 4, including cart. The drawing for the Raffle will be at the Pancake Breakfast Saturday, September 5th, at PEFPD. This package is donated by Plumas Pines Golf Resort and Graeagle Vacation Rentals/Plumas Pines Vacation Rentals.

Audience member Shirley Bauer thanked home owner Laura Gray for her donated time painting the art work on the bus stops on Cottonwood Drive and Poplar Valley Drive.

General Manager Frank Motzkus noted the bulletin board on Poplar Valley Road is being repaired and will be posted up soon.

16. Future Agenda Items

- a. An Arsenic Remediation Project Scope of Services will be presented to the Board for approval.
- b. Fire Chief Tom Forster will present the Board with a First Draft Fire Prevention Resolution.
- c. The Board will review June's Final Financial Reports for approval.
- d. The Board will discuss the suggested Wage Study in depth.
- e. The Board will review the Water Rates Study.
- f. The Board will review the second draft of PECSD's Firewise Community Assessment.

17. Adjournment

Motioned – Board Director Dave Stone

Chairman Elmer Tretten adjourned the regular Board meeting at 1127 hours

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

Respectfully Submitted,

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.