

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT 200 LUNDY LANE

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REGULAR BOARD MEETING

MINUTES

May 21, 2024

9:00 AM

200 Lundy Lane

BLAIRSDEN, CA 96103

Board of Directors

Chairperson Don Fregulia

Vice Chairperson Todd Solomon

Director Rich Machado

Director Jeff Glick

Director Kim Train

Call Meeting to Order

Vice Chairperson Todd Solomon called to order the Regular Board Meeting of Plumas Eureka Community Services District ("PECSD") @ 0857.

Roll Call

In Attendance:

Vice Chairperson Todd Solomon

Director Rich Machado

Director Jeff Glick

Director Kim Train

Absent:

Chairperson Don Fregulia

Public in Attendance: 1

Adoption of Agenda

Vice Chairperson Todd Solomon moved to approve the agenda.

2nd: Director Kim Train

Approved 4:0

Written Correspondence and Public/Board Comment Period

No Public comment and no written correspondence.

Consent Calendar

1. Approve Meeting Minutes for April 16, 2024

Director Jeff Glick moved to approve the Minutes with the correction that Director Rich Machado was present and Chairperson Don Fregulia was absent.

2nd: Director Rich Machado

Approved 4:0

2. Approve Use of Reserve Funds
 - a. Wastewater Reserve \$15,583.70
 - b. Water Reserve \$17,923.06
 - c. FEERAM \$12,288.77

Director Jeff Glick moved to approve the use of the Reserve Funds.

2nd: Director Rich Machado

Approved 4:0

3. Approve Credit of \$422.98 to Customer Account 802 for Billing Error

After brief discussion Director Kim Train moved to approve the credit to Customer Acct 802.

2nd: Director Jeff Glick

Approved 4:0

Reports

4. General Manager's Report

General Manager, Jamar Tate, gave an overview of his report as submitted.

Tate reported that he is working on a possible grant to help fund the Water Treatment Plant, and that PECSD has been selected as a possible recipient. The matter is set to go before Congress and we will know in the next couple of months if it is awarded to PECSD.

It was also reported by Tate that the cleaning of the water tanks happened on 5/20/24 and that PECSD will be receiving a report on any findings in a few weeks.

5. Administration's Report

Administrative Manager, Gina-Marie Morris, gave an overview of her report as submitted.

Morris reported that she had the District Seal recreated from older documents to be able to seal official documents from here on, that 35 Past Due Notices were mailed on 5/20/24, establishing investment accounts is underway, and also that while there has been substantial progress, the Website is still under construction.

Action Items

6. Firewise Update and Approval to Purchase a Firewise Banner

Director Kim Train, who is also on the Firewise Board, shared with the Board the happenings and progress with Firewise. Train shared that PEEPS already paid for the Banner but did ask the Board to donate 1/3 of the cost of the pizza for the Firewise Community Day. The cost of the pizza would be split between PECAUX, Fire Department, and PECSD.

Vice Chairperson, Todd Solomon, moved to approve the donation of a portion of the pizza from Gumbas Restaurant, not to exceed \$150.

2nd: Director Jeff Glick

Approved 3:0 (Director Kim Train did not participate in this vote as she is also apart of the Firewise Board and this constitutes a Conflict of Interest.)

7. Approve April 2024 Financial Reports

Reviewed Cash Report for April Transactions and Current Cash Assets as of 05/17/24.

Approval was asked for the following:

- Statement of Net Position
- Statement of Activities
- Governmental Funds Balance Sheet
- Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance
- Statement of Net Position Proprietary Funds
- Proprietary Funds Statement of Revenues, Expenditures, and Changes in Fund Balance
- Proprietary Statement of Cash Flow
- Budget vs. Actuals
- Checks and Credit Card Transactions

Vice Chairperson Todd Solomon moved to approve the April 2024 Financial Reports.

2nd: Director Kim Train

Approved 4:0

8. Resolution 2024-08 – Amending Policy 3040 Expense Authorization

After discussion, with all department heads present, Vice Chairperson Todd Solomon moved to approve.

2nd: Director Kim Train

Approved 4:0

9. Approve the Scope of Work from DOWL for the Water Treatment Plant

Director Jeff Glick moved to approve.

2nd: Director Rich Machado

Approved 4:0

10. Select and Approve a Quote for Paving

The Board “took a fieldtrip” and looked at the area to be paved. After some discussion on the project, it was decided to put this on hold until the employees can do some renovations to the area to maximize the potential parking for employees, fire personnel, customers, and visitors.

11. Approval of work performed by TSA – Lights & Radios in New Brush Truck

Vice Chairperson Todd Solomon moved to approve.

2nd: Director Jeff Glick

Approved 4:0

Discussion and Information

12. Update on the removal of two Fire Trucks per the December 27th meeting

Chief Munsen reported that there has been disposition of 1 truck, the other is located at Director Rich Machado’s residence with all “stuff” removed. Munsen reported that he has an opportunity to receive a greater yield from the vehicle by taking the pump from the newly acquired truck and installing it on the one to be disposed of, thus giving the vehicle a greater value. This is possible due to the Chief acquiring a new pump via a grant for the new truck.

13. Acceptance of two Vehicles from Contra Costa Fire Department

Chief Munsen briefed the Board on his acceptance of the two vehicles from Contra Costa. The 2007 is to be used as both the previously approved "Chase Vehicle" as well as the first out medical. The 2007 only needs the radio installed, all other aspects (lights) are present. Parked at a volunteer's house is the 2006 Ranger. Currently, it is the plan to place an ad on the 2006 to sell it at auction. Policy on this matter was discussed.

14. Use of the Recreation Private Gym by the Fire Department Volunteers

Vice Chairperson, Todd Solomon, questioned Chief Munsen regarding the actual use from the fire department volunteers. Munsen informed the Board that the Gym is used by the volunteers, more so in the winter months.

15. Water System Compliance

General Manager, Jamar Tate, reviewed his report on Arsenic Compliance Actions as submitted.

16. Water Treatment Plant Project

The Board was briefed on the status of the Water Treatment Plant Project by Project Manager, John Rowden. The State needs to see that we are financially stable, for this the results of the Rate Study, recent audits, and the Budget come into play. On the technical side the engineering report and the design are crucial, and we are working on getting these finished. For environmental, there is a new component that may require another public hearing, as well as us reaffirming the categorical exemption for the project. The cultural report and the air district analysis have been completed. Things that are outstanding are the letter of map adjustment, getting the project location and the CSD office/firehouse out of the FEMA flood zone. We are looking to get a grant as well as loans to pay for it which needs to be established in order to report it to the State and show that we will be able to complete the project.

Clerk Note: Director Rich Machado left at about 1120, during the update on the Water Treatment Plant.

17. Proposed FY 24/25 Budget for Review, Discussion, & Direction

The Board was presented with a draft of the proposed FY 24/25 and was asked for input or direction prior to the final presentation at the May meeting. Within the Budget some suggestions were given for lowering costs within FY 24/25. It was noted to the Board that within the next month, if more accurate figures become available, in any area, those figures will be updated prior to the presentation for final approval.

18. ADA Accessibility

The Board was updated that there still has only been one contractor who has looked at the project and will submit a quote.

19. Prop 218 Update

The Board was updated that we have received 3 letters to date. The Board was reminded that the public has 45 days, until June 11th, to submit letters of objection. If we receive 50%+1 of the properties objecting than we can not adopt the new rates.

20. Strategic Plan

Project Manager, John Rowden, reported that he's spoken with a couple folks from the HOAs, but with the current Prop 218 he doesn't want to overwhelm people. In the meantime, Rowden is working out how to proceed with this.

Reports

21. Committee Reports

- a. Budget and Finance Committee
Preliminary budget was reviewed
- b. Water and Wastewater Committee
No Report
- c. Personnel, Benefits, and Administrative Committee
No Report
- d. Safety and Emergency Committee
Director Kim Train shared that she has been in contact with CHP regarding the speeds used on Poplar Valley Road. Train also gave an update on the stop sign going in on Cottonwood and Lundy, and shared that they will not put a stop sign on Poplar Valley because it's a main thoroughfare. Train will work on asking homeowners put out signs such as "Drive like your kids live here."
- e. Investment Committee
Vice Chairperson, Todd Solomon, shared where the cash funds are being moved to, and what we are expecting with the investments.

22. Fire Chief's Report

The Fire Chief was not present, but his report was submitted.

Public Comment

An individual from the public was present and was heard at this time.

Closed Session

Closed Session opened at 1212 and was reported out at 1300.

The General Manager agreement was satisfactory. With the Project Manager they would like more accountability on a quarterly basis.

23. Employment Agreements for General Manger and Project Manager

Vice Chairman Todd Solomen moved to approve both the contracts.

2nd: Director Jeff Glick

Approved 3:0

Future Meetings and Agenda Items

- Closed Session for employee evaluations/reviews on a quarterly basis
- Inventory on the Fire department trucks.

Adjournment

Vice Chairperson Todd Solomon adjourned the regular Board meeting at 1313.

APPROVED: 
Don Fregulia, Chairperson

ATTEST: : 
Gina-Marie Morris, Clerk of the Board