

**PORTOLA CITY COUNCIL**  
**MEETING MINUTES**  
**September 24<sup>th</sup>, 2014**  
**7:00 p.m.**

**1. CALL TO ORDER**

Mayor Oels called the meeting to order at 7:00 pm.

**2. PLEDGE OF ALLEGIANCE**

Mayor Oels led the Council in a moment of silence and the reciting of the pledge of allegiance.

**3. ROLL CALL**

Councilmembers Larrieu, Powers, and Morton, Mayor Pro Tem Gault and Mayor Oels responded to the roll call. City Manager Robert Meacher, City Planner Karen Downs, City Clerk Melissa Klundby, and City Attorney Steve Gross were also in attendance.

**4. PUBLIC COMMENT**

Audrey Ellis commented that the Eastern Plumas Chamber of Commerce will be requesting funds from the Council to attend trade shows in February 2015, to promote relocation and/or tourism to the area. Audrey also reported that recent attendance at a trade show had been successful in attracting tourists from as far as Japan.

Larry Douglas made public comment, noting that he thinks that the City policy regarding the business license code is “heavy-handed”. He requested that Council update its business license code.

**5. CITY COMMUNICATIONS**

**A. City Council/Committee Reports**

Councilmember Larrieu reported that the Transportation Commission meeting had been canceled and he had nothing further to report.

Mayor Pro Tem Gault reported that at the recent football game donations had been collected for those in the town of Weed, CA affected by recent fires. She also reported that donations could also be dropped off at City Hall and that those donations would be transported to Weed, CA by a local citizen.

Councilmember Powers reported that at the recent Eastern Plumas Chamber Board meeting it was discussed that the chamber website had over 3 million hits. He also reported that bucks had killed several trees in the park and he will be working with volunteers to plant additional trees. Councilmember Powers also noted that the Celtic Festival was happening in the near future and that this event was one of the largest fundraising events for the Eastern Plumas Chamber of Commerce. In closing, Councilmember Powers reported that Plumas County may be used for a rural model for state mental health policies.

Councilmember Morton reported that she had attended a Chamber mixer that focused on Domestic Violence and Mental Health issues and funding in Plumas County. Councilmember Morton then reported that the

Christmas Tree Lighting Committee had begun planning the annual event and that the Angel Tree Program meetings had also began.

Mayor Oels thanked Tony Borg for sanding the timber from the downed trees on the River Walk for use in the building of the picnic tables, which would be donated to the park located next to Memorial Hall. Mayor Oels also reported that he had received his Licensed Timber Operator permit and that the free wood program at the Willow Springs area would be begin within the next week. Mayor Oels noted that up to three cords of wood would be available for gathering by Portola households once the program began.

## **B. City Manager Communications**

Robert Meacher reported that public office hours were changed to 9:00 am through 5:00 pm on September 22<sup>nd</sup>. Mr. Meacher then showed several slides from the Landfill closure sight and reported on the following item:

- Public Works truck stolen over the weekend of September 13<sup>th</sup> and recovered in Oakland, CA. Staff is working with local deputies and the insurance company to recover the vehicle.
- Potential buyer of the Woodbridge Development are serious. Staff is working with the potential buyer on minor administrative issues and will be looking to schedule a special meeting of the Council before escrow closes.
- Staff is looking into the separating the nonpayment of garbage from water shutoffs at the request of Ricky Ross, IMD. Staff is also helping IMD complete the Public Notice mailing for changes under Proposition 218 to IMD rates.
- Staff has provided Terri Woods with responses to the questions she presented at the previous Council meeting and requested that Terri meet with staff to discuss any questions she has remaining.
- The recently attended CAJPA Conference was about risk management and loss prevention. Staff received information pertaining to JPAs and will meet with Gold Mountain CSD.
- Community Service Officer, Leah Turner has joined the California Code Compliance Officers Association and will be attending a conference for continuing education.
- Staff is working to complete Firewise Community status. When this is complete the City may qualify for grants to do thinning in and around the City for protection from wild land fires. This issue will be addressed at future council meetings.
- Painting of the fire hall is not complete as the painter hired is not currently free to complete painting.
- The City Council will hold a special meeting at Grizzly Creek Camp to learn more about Sierra Journeys on Monday the 29<sup>th</sup>.
- On October 14<sup>th</sup> there will be a Water Summit held at the Sierra Valley Grange.
- The City is currently back on Lake Davis. Slide of the repairs were shown and on 09/22 staff worked to increase flow from Willow Springs.
- Staff is working with County staff to respond to the Water Boards' request for suggestions on drought restrictions in the future.

## **6. CONSENT CALENDAR**

- A. **Minutes** - Adopt the minutes of the Regular City Council meeting held on September 10, 2014

- B. **Claims** - Adopt Resolution No. 2221 authorizing payment of claims for the period of September 6<sup>th</sup>, 2014 through September 19<sup>th</sup>, 2014.

Accounts Payable: \$ 61,229.20  
Payroll: \$ 39,420.29  
Total: \$100,649.49

Councilmember Powers made a motion to adopt the minutes of the Regular City Council meeting held on September 10, 2014 and adopt Resolution No. 2221 authorizing payment of claims for the period of September 6<sup>th</sup>, 2014 through September 19<sup>th</sup>, 2014. Councilmember Larrieu seconded the motion and it was unanimously approved.

## 7. PRESENTATION

- A. **Plumas Sierra Rural Electric Cooperative** – Presentation by representatives from PSREC, regarding the fiber optic installation timeline related to the City of Portola.

Bob Marshal, General Manager for Plumas Sierra Rural Electric Cooperative, gave the Council a detailed presentation on the installation timeline and scheduling of fiber optic in Plumas County. Mr. Marshal noted that the installation was guided by availability of poles and lines, cost of installation and driven by customer payments and coordination of areas. Mr. Marshal noted that is a goal of PSREC to install fiber optic along Commercial Street in Portola and that the company is applying for additional grant funds that will make installation more affordable and practical. The public asked Mr. Marshal numerous clarifying questions regarding installation and the Council thank Mr. Marshal for his in depth presentation.

## 8. ORDER OF BUSINESS

- A. **Water Drought Report**- Review and discuss California Water Conservation and Drought Concerns, review updates from the State of California. Discussion and/or possible action.

City Manager Robert Meacher reported that on October 14<sup>th</sup> there will be a Water Summit held at the Sierra Valley Grange. Mr. Meacher also reported that the City is currently back on Lake Davis and showed several slides of the repairs being completed by the State at the Lake Davis treatment facility. Mr. Meacher also reported that on September 22<sup>nd</sup>, the public works staff worked to increase flow from Willow Springs.

City Manager Robert Meacher then reported that he is working with County staff to respond to the State Water Resources Control Boards' request for solicitations regarding improvements to the implementation and enforcement of water rights during drought. Staff then presented slides of the Golden Springs area and reviewed staff recommendations to begin exploring repair of the water lines at that location.

- B. **Proclamation of Local Emergency Due to Drought Conditions in Portola, California**- Discussion and/or possible action.

City Manager Meacher reported that Mayor Oels had signed a drought Proclamation at the expiration of the 30 day period and presented the Council with a continued Proclamation of Local emergency Due to Drought Conditions, which needs to be proclaimed every 30 days.

Councilmember Larrieu made a motion to proclaim a Local Emergency Due to Drought Conditions in Portola, California. Mayor pro tem Gault seconded the motion and it was unanimously approved.

**C. Water Securities Plan**- Review and discuss City of Portola Water Supply and Sources and future development of a Water Securities Plan. Discussion and/or possible action.

City Manager Robert Meacher reported that recent drought related challenges faced by the City have made it necessary to look closely at the development of existing water resources that the City has access to, and to secure these sources so that future drought conditions can be managed without negatively affecting the citizens of Portola. Several options for securing water were discussed including:

- Seeking grant monies for wellhead treatment of the City wells
- Developing more supply at Willow Springs
- Redeveloping the pre 1914 water rights to the springs on Beckwourth Peak
- Renegotiating the Table A water allotment at Lake Davis
- Negotiating an agreement for a small portion of the USFS Grizzly Creek allotment

Staff then presented slides of the Golden Springs area and reviewed staff recommendations to begin exploring repair of the water lines at that location. Following a brief discussion the Council determined that this item will be continued as staff explores water security issues and options.

**D. City Council Meeting Time Changes** – Consider introduction of Ordinance No. 341, determining that the City Council regular meeting time and date be set by Resolution. Review a draft resolution, A Resolution of the City Council by the City of Portola Setting the City Council Meeting Date and Time. Discussion, possible action.

Staff reported that the City Council Regular Meeting Place and time are set by Portola Municipal Code Section 2.08.010. Staff then proposed that the regular City Council meeting dates change from 7:00 p.m. to 6:00 p.m. and that the code is amended by Ordinance to read that City Council meeting dates and time are to be set by Resolution. Staff presented the Council with the proposed amended Ordinance and a sample resolution. .

Mayor Oels asked for public comment and Larry Douglas commented that he does not recommend a meeting time change as it may defer public participation at meetings. Mic Housel stated that he has heard a positive response to changing the meeting times to 6 p.m.

Finding no further public comment Councilmember Larrieu made a motion to introduction and waive the reading of Ordinance No. 341 to place the Ordinance on the October 24<sup>th</sup>, 2014 meeting. Councilmember Powers seconded the motion and it was unanimously approved during a roll call vote.

**E. Grant Managers**- Review and discuss Contract Proposal from Grant Managers for Grant Writing Services. Discussion and/or possible action.

City Manager Robert Meacher presented the council with a Master Services Agreement from Grant Management Associates. Mayor Oels requested that representatives from Grant Managers Associates attend a future Council meeting to give a presentation to the Council regarding their services. Mr. Meacher noted that this contract is a fee for services, hourly contract and after a brief discussion regarding the addition of a termination clause, Mayor pro tem Gault made a motion to authorize City Manager, Robert Meacher to amend

the contract to include a 30 written termination clause, by either party, and to authorize the City Manager to enter into and sign an amended contract with Grant Management Associates.

**9. CLOSED SESSION**

**A. Anticipated Litigation** -Closed session pursuant to Government Codes Section 54956.9(d)(2), anticipated litigation, one case.

Following the closed session, Mayor Oels reported out that by unanimous approval of the Council members, the Council rejected the claim of Terri Woods and directed staff to mail notice of the rejection to Ms. Woods.

**10. ADJOURNMENT**

There being no further business to discuss, Mayor Oels adjourned the meeting at 8:45 p.m.

Respectfully Submitted,

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Melissa Klundby, City Clerk