

**PLUMAS EUREKA COMMUNITY SERVICES DISTRICT  
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**BOARD MEETING**

**MINUTES**

**November 14, 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 (“PECSD”) at 0902 hours.

2. Approval of October 10, 2018 Regular Board Meeting Minutes

Motion to approve the October 10, 2018 Regular Board Meeting Minutes as corrected.

Motioned: Vice Chairperson Dave Stone

2<sup>nd</sup>: Board Director Steve Janovick

All in Favor.

Aye – Chairperson Frank Shepard

Aye – Vice Chairperson Dave Stone

Aye – Board Director Dan Bastian

Aye – Board Director Steve Janovick

Absent – Board Director Melinda Bennett

3. Fire Chief’s Report

a. Call Report & Training Report

Copies of the Call and Training Reports are available for viewing at Plumas Eureka Fire

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

b. Personnel

Nothing to Report.

c. Fire Apparatus & Equipment Maintenance

Sierra Electronics was on site Thursday, Nov 8, 2018 and completed the installation of 2 Position Sigtronics Intercom Systems with interface cable for TK780 radio, and 2 headsets for 9178.

9153 will be delivered to Sierra Electronics’ Sparks, NV location Monday November 19, 2018 to have 4 Position Sigtronics Intercom System with interface cable for TK780 radio and 4 headsets. Additionally, a used Motorola CM300 UHF mobile radio will be installed to replace the existing M120 radio. 9153 will also be fitted with a bed cover at KAR Upholstery in Sparks, NV. The rig will be returned November 21, 2018.

The following additional equipment was received from Sierra Electronics and programmed for personnel use. This equipment will be held in storage for use as needed:

4 2-way handheld radios – VHF 136-174MHZ 128 channel portable (includes Li-Ion battery, belt clip, charger, antenna).

3 Motorola Minitor VI 2-tone voice pager single frequency

Alpine Fire was on site Tuesday November 6, 2018 to perform the annual servicing of all in-house and vehicle fire extinguishers.

The Department purchased an extrication suit. It is fire resistant and padded, and at only six pounds, promises to be very effective in increasing maneuverability and access to patients during a motor vehicle accident.

d. Training

Chief John Sea will participate in a ride-along with REMSA, as well as a shift at the Plumas District Hospital Emergency Room as requirements for EMT Training. Training will be completed Dec 14, 2018.

e. Miscellaneous

Chief John Sea and Tyler Stockdale of GFPD travelled to the Camp Fire Incident in Butte County to assist crews working on containment from November 9, 2018 to November 13, 2018.

Sam Blesse, a Supervisor for Care Flight in Quincy, will conduct an EMS class in

January. Due to time constraints, The classes being held at PEFD have been canceled, and PEFD's EMS Students have been enrolled in this class.

4. Water Treatment Facility Project: Arsenic Remediation

Samples taken November 1, 2018 showed the As level at the compliance point to be 6 ppb, at Well 1B to be 5 ppb, and at Well 2 to be 14 ppb. The EPA Standard is 10 ppb. The running annual average (RAA) at the compliance point is 7.7 ppb, 7.5 ppb at Well 1B, and 14.5 ppb at Well 2.

a. Design Engineering: Nothing to Report.

b. State Revolving Fund Planning Loan: The District has submitted all closing documents for this loan.

c. State Revolving Fund Construction Loan: The loan application has been submitted. No update at this time.

d. SWRCB – Division of Drinking Water: Nothing to Report.

e. The District continues to work with FEMA to remove the Arsenic Treatment Plant site from the current floodplain designation. Farr West Engineering has been directed to provide a meets & bounds description of the project site.

5. Waste Discharge Permit

The Board was provided with an update on Waste Discharge Permit activities. Heidi Bauer, of the Regional Water Quality Control Board (RWQCB), inspected WWTP #6, WWTP #7, Dynamite Hill Leach Field, as well as both Wells and French Drains. There were potential issues cited with pine needle collection on DHLF. These issues will be addressed further once a report is made available and brought to the Board at the December Meeting.

6. Backup Generator for WWTP #7 and Lift Station #7

The Board was presented with a Technical Memorandum from Farr West Engineering : Evaluation of Existing Generator and Electrical Supply. The Memo found that the current generator is outdated and is in need of an upgrade.

Motion that CSD Staff solicit bids through the RFP process for equipment recommended in the Farr West Engineering Technical Memorandum and return to the Board with findings thereof.

Motioned: Board Director Dan Bastian  
2<sup>nd</sup>: Vice Chairperson Dave Stone

All in Favor.

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

Absent – Board Director Melinda Bennett

## 7. Committee Report

### a. Personnel

Nothing to report.

### b. Recreation

Nothing to Report.

### c. Emergency Preparedness Plan

Nothing to Report.

### d. Benefits

Nothing to Report.

### e. Budget Finance

Nothing to Report.

### f. Insurance

Nothing to Report.

### g. Firewise

Nothing to Report.

## 8. Goals & Objectives

Nothing to Report.

*Clerk's Note: Due to the attendance of Samantha Stoughtenger from Farr West Engineering, Item 13c was partially addressed at this time.*

13c. Samantha Stoughtenger of Farr West Engineering gave a brief report on the findings of the evaluation of WWTP #6. Engineers assessed the condition of the electrical system and wiring, mechanical equipment, the structural integrity of the building, and the functionality of the plant. Some of the findings were that the plant has structural deterioration both inside and out, which are of "significant concern". Serious issues were also found in the electrical systems within the plant. Farr West Engineering will compile and submit an evaluation report to the District that summarizes the full findings to the District, and will give a recommendation of how the District should proceed moving forward.

9. Consideration of Adopting Policy 3000: Financial Management

The Board was presented with an amended Policy 3000 for consideration. After a brief discussion, it was decided that this policy will require further amendment, and approval was tabled to a future date.

10. Consideration of Adopting Policy 3005: Credit Card Use

The Board was presented with Policy 3005: Credit Card Use. This policy outlines acceptable usage of District Credit Cards.

Motion to approve Policy 3005: Credit Card Use as amended.

Motioned: Vice Chairperson Dave Stone  
2<sup>nd</sup>: Board Director Steve Janovick

All in Favor.

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

Absent – Board Director Melinda Bennett

11. Consideration of Adopting Policy 3080: Debt Management

The Board was presented with Policy 3080: Debt Management. This establishes a debt management policy for both long and short term debt. It is a requirement of the State Revolving Fund Loan Process.

Motion to approve Policy 3080: Debt Management as submitted.

Motioned: Vice Chairperson Dave Stone  
2<sup>nd</sup>: Board Director Steve Janovick

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

Absent – Board Director Melinda Bennett

12. Consideration of Amending Policy 3045: Goods & Services Procurement

The Board was presented with an amended version of Policy 3045: Goods & Services Procurement. The amendment raises the threshold for soliciting written bids from \$2,500.00 to \$25,000.00, to be consistent with State statute.

Motion to approve Policy 3045: Goods and Services Procurement as submitted, increasing the written bid threshold to \$25,000.00.

Motioned: Board Director Dan Bastian

2<sup>nd</sup>: Board Director Steve Janovick

All in Favor.

Aye – Chairperson Frank Shepard

Aye – Vice Chairperson Dave Stone

Aye – Board Director Dan Bastian

Aye – Board Director Steve Janovick

### 13. General Manager's Report

#### a. Finance

##### i. Consideration of October Financial Reports

The Board was presented with the financial reports for October 2018.

Motion to approve the October Financial Reports as submitted.

Motioned – Board Director Steve Janovick

2<sup>nd</sup> – Vice Chairperson Dave Stone

All in Favor.

Aye – Chairperson Frank Shepard

Aye – Board Director Dan Bastian

Aye – Vice Chairperson Dave Stone

Aye – Board Director Steve Janovick

Absent – Board Director Melinda Bennett

#### b. Administration

i. Administrative Manager Jillian Cole updated the Board with the status of current liens. One lien is in the process of being settled, as the property is transferring ownership. The Board was also presented with current past due accounts and collection activities.

ii. Jillian Cole also gave a brief summary of the CSDA Board Secretary/Clerk Conference she attended October 22-24, 2018 in South Lake Tahoe.

### c. Operations

Water system flows for the month of October were 5,820,500 gallons

Wastewater flows were calculated at 910,174 gallons for the month of October.

There are persisting intermittent communication issues with the water tanks. Sierra Controls will be sending the District specs on equipment that needs to be replaced, in order for the District can acquire the equipment from the vendor with the best price. Once the needed equipment has been delivered, Sierra Controls will come out and perform any programming necessary to ensure communication between the tanks, wells, and office.

Operators have reached out to three electrical contractors willing to bid on the installation of the VFD for Well #2. Sierra Controls will be providing the District with specs for the equipment, so the District can purchase the VFD from the vendor of its choice. Specs will also be sent to prospective contractors.

The District received a request from PEVHA #7 to decrease the size of their service from 2" to 1". The reduction has been completed, and the Association has been made aware that they will need to install a backflow prevention device before service is reactivated in the Spring.

FGL, the District's contracted laboratory, advised of a positive coliform test for Well 1B on November 2, 2018. The well was immediately taken offline. FGL took an additional sample which came back negative, but the State mandates that the well pass 4 consecutive tests to be put back into operation. Test samples have been sent to a secondary lab for analysis, and the well will be brought back online once the negative results are returned. It is believed that an error in sampling occurred. The District will work with FGL to ensure proper sampling in the future.

Hydrant and valve maintenance has been started by system operators, and should be completed within 1-2 weeks, along with flushing of the water mains.

### d. Miscellaneous

Operators cleared sediment and debris from District culverts on E Ponderosa, Pine Cone Ct, and Well 1B near the 16<sup>th</sup> fairway to allow better flow through these culverts during the winter months.

The Park on Sequoia Circle has been winterized for the season, along with the facilities. Operators will continue preparations including placing snow poles to mark hydrants, servicing snow removal equipment and clearing the District building's rain gutters.

### 13. Written Correspondence to the Board

Nothing to Report.

14. Public/Board Comment Period

Nothing to Report.

15. Future Agenda Items

Nothing to Report.

16. Adjournment

Chairperson Frank Shepard adjourned the regular Board meeting at 1156 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  
Board Clerk



