

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

April 8, 2020

Board of Directors

Chairperson Dave Stone

Vice Chairperson Melinda Bennett

Board Director Steve Janovick

Board Director Shery Panick

Board Director Scott Hall

1. Call Meeting to Order

Chairperson Dave Stone called to order the Special Board Meeting of Plumas Eureka Community Services District (“PECS D”) at 0909 hours.

2. Approval of February 12, 2020 Special Board Meeting Minutes

Motion to approve the February 12, 2020 Regular Board Meeting minutes as corrected.

Motioned - Board Director Steve Janovick

2nd – Vice Chairperson Melinda Bennett

All in Favor.

Aye – Chairperson Dave Stone

Aye – Vice Chairperson Melinda Bennett

Aye – Board Director Steve Janovick

Aye – Board Director Sherry Panick

Absent - Board Director Scott Hall

3. COVID-19- Changes in Operations

Interim General Manager John Rowden advised the Board of changes in operations to reduce possible exposure to COVID-19 while maintaining essential services. These changes include:

- Interim General Manager John Rowden and Administrative Manager Jillian Cole are working from home whenever

possible. Payments are still being processed at the office to ensure security. Operators are currently working alternating shifts in order to reduce the amount of people in the office at any given time.

4. 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

Firefighter Ryan Nowling has been promoted to Captain. EMT Tiffany Manchip has joined the department and will be responding to medical calls. Additionally, John Sea rejoined the Department on March 31, 2020. Welcome, Tiffany and welcome back, John!

c. Fire Apparatus & Equipment Maintenance

Acting Fire Chief Steve Munsen advised the Board the Department has the ability to participate in the Federal Excess Personal Property program, which would allow the Department to procure equipment for as little as \$1 plus the cost of repainting.

d. Training

Training was suspended in mid-March in order to reduce the risk of volunteers' exposure to COVID-19. Practices and procedures have been updated or put in place to ensure the safety of patients and responders.

The Quincy Fire Academy for 2020 has been canceled.

e. Firewise Committee Actions and Activities

Nothing to Report.

f. Miscellaneous

Nothing to Report.

g. Plumas County Fire Chiefs Association

Nothing to Report.

5. Policies 2370 Fire Chief

Interim General Manager John Rowden advised the Board that the current policy outlining the qualifications for the position of Fire Chief are out of alignment with the current needs and abilities of the Department. He recommended revising the policy and presented the Board with a draft.

Motion to approve Policy 2370 as revised.

Motioned – Vice Chairperson Melinda Bennett

2nd – Board Director Steve Janovick

All in Favor.

Aye – Chairperson Dave Stone
Aye – Vice Chairperson Melinda Bennett
Aye – Board Director Steve Janovick
Aye – Board Director Sherry Panick

Absent - Board Director Scott Hall

6. Resolution 2020-2 Authorizing Application for Federal Excess Personal Property Program

Motion to authorize Resolution 2020-2.
Motioned – Board Director Steve Janovick
2nd – Vice Chairperson Melinda Bennett

All in Favor.

Aye – Chairperson Dave Stone
Aye – Vice Chairperson Melinda Bennett
Aye – Board Director Steve Janovick
Aye – Board Director Sherry Panick

Absent - Board Director Scott Hall

7. Water System Compliance

Results from testing February 2 and March 3, 2020 showed the As level at the compliance point to be 8 ppb and 7 ppb, at Well 1B to be 6 ppb and 5 ppb; and at Well 2 to be 10 ppb and 11 ppb. The EPA Standard is 10 ppb. The 1st Quarter average is 7 ppb at the compliance point, 7 ppb at Well 1B, and 181ppb at Well 2. The running annual average (RAA) at the compliance point is 9 ppb, 7 ppb at Well 1B, and 13 ppb at Well 2.

Non-reportable monitoring samples have been suspended.

The results of testing for Iron and Manganese taken January 7, 2020 were 470 at Well 1B and 460 at Well 2; for Manganese were 94.5 mg/l at Well 1B and 84 mg/l at Well 2, The Secondary Standard for Iron is 300 mg/l. The Secondary Standard for Manganese is 50 mg/l.

Staff continue to work with District Engineer Farr West in determining the future of the District water system.

8. WWTP 6 Repair or Replacement

The Board discussed the current options for the rehabilitation or possible replacement of WWTP 6. No action was taken.

8. Committee Report

Interim General Manger John Rowden advised the Board he would be working with them on recruiting and organizing meetings for standing committees.

- Budget/Finance Committee
- Personnel and Benefits Committee
- Safety and Emergency Services Committee
- Water and Wastewater Services Committee
- Administrative Services Committee

10. General Manager's Report

a. Finance

i. Consideration of February 2020 Financial Reports

The Board was presented with the financial reports for February 2020
Motion to approve February 2020 Financials as submitted.

Motioned - Board Director Melinda Bennett
2nd - Board Director Steve Janovick

All in Favor.
Aye – Vice Chairperson Dave Stone
Aye – Board Director Steve Janovick
Aye – Board Director Melinda Bennett

Absent – Board Director Scott Hall

ii. Consideration of February 2020 Financial Reports

The Board was presented with the financial reports for February March 2020

Motion to approve March 2020 Financials as submitted.

Motioned – Vice Chairperson Melinda Bennett
2nd - Board Director Sherry Panick

All in Favor.
Aye – Chairperson Dave Stone
Aye – Board Director Steve Janovick
Aye – Board Director Melinda Bennett

Absent – Board Director Scott Hall

iii. 2019 Audit

The Board was presented with the completed FY 2019 Audit by Fechter & Co.

Motion to accept the 2019 Audit as submitted.

Motioned – Vice Chairperson Melinda Bennett
2nd - Board Director Sherry Panick

All in Favor.

Aye – Chairperson Dave Stone
Aye – Board Director Steve Janovick
Aye – Board Director Melinda Bennett
Aye - Board Director Sherry Panick

Absent – Board Director Scott Hal

b. Administration

i. Status of Invoices and Liens

Administrative manager Jillian Cole advised the Board that Delinquent notices for March had been sent. No changes in liens at this time.

ii. Ms. Cole advised the Board that the transition to UB Max had been complicated by issues related to COVID-19. The transfer was progressing and all features of the new system would be ready and available soon. These issues also created a backlog of payments to be posted, as all accounts needed to remain frozen until the data transfer had been completed.

c. Projects, Operations & Maintenance

i. Operations and Maintenance

Water system flows for the month of February were 1,307,500 gallons at Well 1b and 3,950 gallons at Well 2.

A leak in the system was discovered at 110 Lundy Lane service was shut off and the customer notified

Wastewater flows were calculated at 167,836 gallons at WWTP 6 and 764,868 gallons at WWTP 7 for the month of February.

Operators replaced the sand media in the tertiary filters at WWTP 6. It was a tedious and dirty job. Once supplies were received, operators put in the media and reassembled the vessels. But this was not without some setbacks. The vessels have gaskets that must be in place properly for the adjoining pieces to seal with no leaks. After a few attempts, operators were able to get the gaskets seated properly and return the filters to operation.

Operators took a measuring wheel and physically walked Area #2 of the collection system. Area #2 includes Sequoia Circle, Cottonwood Drive, Jacks Court, and small sections of Evergreen Circle, Poplar Valley Road and Cedar Lane. These measurements were done to verify the linear footage of the

collection system in that area for the cleaning that will take place in April by Underground Video Technologies. Area #2 has 7,500ft of collection system main. Area #1 was also measured in the same manner to verify the footage as well. This area includes the Unit 6 condos on Ponderosa Drive and Aspen Circle and a section that runs down East Ponderosa. Area #1 has 4,000ft of collection system main. As part of the assessment of Area #1/Unit 6; cleanouts for all the dwellings were inspected. Numerous cleanouts were found to have broken or missing caps. These broken and missing caps can lead to unnecessary excess water entering the collection system and being processed by the treatment plant. Operators replaced any cap that was broken or missing.

The drive motor for the Kaeser blower at WWTP 7 has been replaced; the motor itself cost \$4,307.55 The technician was on site for two days doing the replacement. The blower has been operational and online since the repair. The second blower will need to have the bearings assessed by the technicians from Kaeser as a preventative measure, so the district does not experience another issue with the blower and getting proper parts and service in a timely manner.

Water system flows for the month of March were 1,409,000 gallons at Well 1b and 2,800 gallons at Well 2.

On March 15th during the big snowstorm we received, the county snowplow hit the fire hydrant located on the corner of Madora Lake Road & Timber Lane. The county plow truck driver notified the on-call operator who was in district doing snow removal himself about the incident. Fire Chief Munsen was notified by operators that the hydrant had been hit and would be out of service until a repair can be made. Once the repair is made, the district will put in a claim to the county for payment of the repair.

Wastewater flows were calculated at 191,261 gallons at WWTP 6 and 934,475 gallons at WWTP 7 for the month of March.

On a Sunday night/Monday morning a district operator received an alarm call for a communication communicating with the system located in the operations office. Sierra Controls was able to replace the radio and communication was reestablished.

d. Miscellaneous

Operator Anthony Campbell completed a training course in Distribution in preparation for his upcoming state examination. Due to the COVID-19 crisis, his exam was canceled by the state. He will not be able to take that exam until the fall.

11. Written Correspondence to the Board

Nothing to Report.

12. Public/Board Comment Period

Nothing to Report

13. Future Agenda Items

- a. FY 20/21 Budget
- b. Waiver of iron and manganese standards
- c. WWTP 6 update

14. Adjournment

Chairperson Dave Stone adjourned the regular Board meeting at 1125 hours.

In Attendance:

Chairperson Dave Stone

Vice Chairperson Melinda Bennett

Board Director Steve Janovick

Board Director Sherry Panick

Absent - Board Director Scott Hall

Respectfully Submitted,

(Signature on file)

Jillian Cole
Board Clerk

