

**PLUMAS EUREKA COMMUNITY SERVICES DISTRICT**  
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**REGULAR BOARD MEETING**  
**MINUTES**  
**July 8, 2020**

Board of Directors  
Chairperson Dave Stone  
Vice Chairperson Melinda Bennett  
Board Director Steve Janovick  
Board Director Shery Panick  
Board Director Russ Bowring

1. Call Meeting to Order

Chairperson Dave Stone called to order the Special Board Meeting of Plumas Eureka Community Services District (“PECS D”) at 0900 hours.

2. Approval of June 10, 2020 Regular Board Meeting Minutes

Motion to approve the June 10, 2020 Regular Board Meeting minutes as corrected.

Motioned – Board Director Russ Bowring

2nd – Board Director Steve Janovick

All in Favor.

Aye – Chairperson Dave Stone

Aye – Board Director Russ Bowring

Aye – Board Director Steve Janovick

Aye – Board Director Sherry Panick

Absent - Vice Chairperson Melinda Bennett

*Clerk’s Note: Vice Chairperson Melinda Bennett arrived at 0902 hours.*

3. Approval of June 17, 2020 Special Board Meeting Minutes

Motion to approve the June 17, 2020 Special Board Meeting minutes as submitted.

Motioned – Board Director Steve Janovick  
2nd – Board Director Sherry Panick

All in Favor.

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

4. Fire Chief's Report

*Clerk's Note: In the absence of Fire Chief Steve Munsen, the report was read by Administrative Manager Jillian Cole.*

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

3 PEFD members attended and passed a Pump Operations 1B class provided by Eastern Plumas Rural Fire. Firefighter John Sea resigned from the Department.

c. Fire Apparatus & Equipment Maintenance

Engine 9121 is back in service after repairs were made to its foam system. Engine 9122 also has a foam issue. Firefighters will work to repair it as well.

d. Training

Recent trainings have included wildland preparedness, proper entrance of shelters, and inventory of wildland bags. New PPE has also been ordered.

e. Firewise Committee Actions and Activities

Nothing to Report.

f. Miscellaneous

Sierra Nevada Corporation donated a crew to paint parking lines and handicap areas at the Fire Station. All outside burning has been suspended until further notice.

g. Plumas County Fire Chiefs Association

Meetings have been cancelled.

5. Water System Compliance

Results from testing June 4, 2020 showed the As level at the compliance point to be 8 ppb; at Well 1B to be 7 ppb; and at Well 2 to be 13 ppb. The EPA Standard is 10 ppb. The 2nd Quarter average is not listed at the compliance point, 8 ppb at Well 1B, and 11 ppb at Well 2. The running annual average (RAA) at the compliance point is 9 ppb, 8 ppb at Well 1B, and 13 ppb at Well 2.

The results of testing for Iron and Manganese taken April 7, 2020 were 0.810 at Well 1B and 0.52 at Well 2; for Manganese were 0.110 mg/l at Well 1B and 0.080 mg/l at Well 2, The Secondary Standard for Iron is 0.300 mg/l. The Secondary Standard for Manganese is 0.05 mg/l.

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

The customer survey questionnaire required to request a waiver from the State have been printed and are being assembled for distribution in the coming days.

#### 6. WWTP 6 Repair or Replacement

The Board was advised by Chief Systems Operator Jamar Tate that operators continue to work with Farr West Engineering to determine a plan of action to repair or replace WWTP 6 by evaluating the most severe needs in the most cost-effective way possible.

Interim General Manager John Rowden advised the Water and Wastewater Committee would meet to discuss the options presented in the near future.

#### 7. Committee Report

Interim General Manager John Rowden advised the Board he would continue working on scheduling meetings for standing committees.

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

#### 8. General Manager's Report

##### a. Finance

##### i. Consideration of June 2020 Financial Reports

The Board was presented with the financial reports for June 2020

Motion to approve June 2020 Financials as submitted.

Motioned - Board Director Melinda Bennett

2nd - Board Director Sherry Panick

All in Favor.

Aye – Vice Chairperson Dave Stone

Aye – Board Director Steve Janovick

Aye – Board Director Melinda Bennett

Aye – Board Director Russ Bowring

ii. The Board was advised that Fiscal Year Close Out was occurring in the office at this time.

The District will have its independent audit take place in the first week of November 2020.

b. Administration

i. Status of Invoices and Liens

Administrative manager Jillian Cole advised the Board that invoicing had taken place and bill cards were distributed with relative ease, in less than half the time it took in recent billings. The moratorium on disconnecting service is still in effect through the end of 2020.

ii. Administrative Improvements

The Board was advised that a major backlog of filing and organizational projects had accrued due, in part, to the abrupt departure of the previous admin and recent developments with the COVID-19 pandemic.

The Board was presented with a request for bids for a limited scope contract to temporarily assist the Administrative Manager with the above-mentioned tasks.

Motion to approve the Administrative Improvements Contract not to exceed \$12,000.00.

Motioned: Board Director Steve Janovick

2<sup>nd</sup>: Board Director Sherry Panick

All in Favor.

Aye – Chairperson Dave Stone

Aye – Vice Chairperson Melinda Bennett

Aye – Board Director Steve Janovick

Aye – Board Director Sherry Panick

Aye – Board Director Russ Bowring

c. Projects, Operations & Maintenance

i. Operations and Maintenance

Water system flows for the month of June were 9,458,000 gallons at Well 1b and 1,026,000 gallons at Well 2.

The weekend of June 27, operators received a call of a main break inside the dual service meter pit for 105/107 Cottonwood Dr caused by tree maintenance nearby. Service was shut off and the main was repaired before the end of the day.

Fire hydrant maintenance has been performed throughout the District.

Water demand is on the rise with the arrival of the busy summer holiday season.

Wastewater flows were calculated at 350,799 gallons at WWTP 6 and 868,511 gallons at WWTP 7 for the month of June.

A new standby pump has been ordered for the lift station at WWTP 6. The old pump, having been rebuilt several times, is no longer of use. The new pump cost \$5,500.00.

Operators have been working diligently cleaning up District properties removing debris and trimming tall grass. The Care Flight landing zone has also been prepped.

Smith's tree service has removed two hazard trees.

Operators have performed pothole repairs on District roads and are also working on refurbishing the exterior of the pump house near WWTP 6.

9. Written Correspondence to the Board

Nothing to Report.

10. Public/Board Comment Period

Nothing to Report

11. Future Agenda Items

- a. County Tax Rolls
- b. WWTP 6 update
- c. Excess District Properties

12. Adjournment

Chairperson Dave Stone adjourned the regular Board meeting at 1016 hours.

In Attendance:

Chairperson Dave Stone

Vice Chairperson Melinda Bennett

Board Director Steve Janovick

Board Director Sherry Panick

Board Director Russ Bowring

Respectfully Submitted,

(Signature on file)

Jillian Cole  
Board Clerk













