

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

January 9, 2019

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 0903 hours.

2. Approval of December 5, 2018 Special Board Meeting Minutes

Motion to approve the December 5, 2018 Special Board Meeting Minutes as corrected.

Motioned: Vice Chairperson Dave Stone

2nd: 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

Quarterly Vehicle Inspections have been delayed until January, due to the Holidays and scheduling issues.

d. Training

Future PEFD trainings will now be performed according to NFPA/OSFM State training procedures.

Chief John Sea has completed his EMT course. He will take the EMT National Registry cognitive exam once it has been scheduled in Reno, NV.

NorCal/State approved Continuing Education online program will be expanded in the near future. Currently, there are 22 hours of education available. The expansion will increase the total hours of available education to 42.

e. Miscellaneous

Nothing to Report.

4. Water Treatment Facility Project: Arsenic Remediation

Samples taken December 6, 2018 showed the As level at the compliance point to be 7 ppb, at Well 1B to be 5 ppb, and at Well 2 to be 13 ppb. The EPA Standard is 10 ppb. The running annual average (RAA) at the compliance point is 8.3 ppb, 6.9 ppb at Well 1B, and 14.6 ppb at Well 2.

a. Design Engineering: Farr West Engineering Project Manager Samantha Stoughtenger has left the firm.

b. SWRCB Division of Drinking Water: Mey Bunte and Michael Burgess, the District's SWRCB direct contacts, submitted a list of 13 questions regarding the completed design of the Water Treatment Plant. Interim General Manager John Rowden is in the process of determining the implications of these questions, and discussed possibilities with the Board.

d. SWRCB – Division of Financial Assistance: The environmental section of the DFA determined that additional work is required to satisfy Federal regulations known as "Cross-Cutters". The work includes a Cultural Report as well as a Biological Report. The District's environmental consultant has submitted an estimate of \$11,000.00 to complete the required reports.

e. FEMA Flood Map Designation: Response from FEMA has been delayed due to the ongoing Federal Government Shutdown.

5. Water & Wastewater Projects

Chief WWTP Operator Jamar Tate provided the Board with an update on several Water and Waste Water projects currently in progress:

a. Replacement of Backup Generator at WWTP #7: 3 bids have been received regarding the installation of a new backup generator at WWTP #7. One contractor submitted an inaccurate quote. The bid will be rewritten and resubmitted, with presentation of available bids to occur at the February Board Meeting.

b. Assessment of WWTP #6: The District is still awaiting the official report from Farr West Engineering regarding the assessment of WWTP #6. The latest update available is that the report has been completed and is currently under review. The report will be released once the review has been completed.

c. Inspection and Cleaning of the Wastewater Collection System: Bids have been solicited, we are awaiting response from vendors.

d. Installation of the Variable Frequency Drive (VFD) at Well #2: During the bidding process, one of the potential contractors noticed code issues with the existing electrical panel. The panel will need to be upgraded along with the installation of the VFD. Sierra Controls advised they were unaware of the panel issues.

e. Communications issues have been resolved after maintenance was performed on SCADA components at the water tanks.

6. RWQCB Inspection Report

The Board was advised that the District is still waiting on results from the monitoring well survey. The Board directed Interim General Manager John Rowden to request an extension from the Regional Water Quality Control Board.

7. Audit

The Board was presented with a Request for Proposals to be distributed to Accounting firms to bid on providing annual audit services for the CSD. After inspection, the board directed Interim General Manager John Rowden to proceed with the solicitation of bids.

8. Committee Report

a. Personnel

Nothing to report.

b. Recreation

Nothing to Report.

c. Emergency Preparedness Plan

Nothing to Report.

d. Benefits

The Benefits Committee met on January 8, 2019. The purpose of the meeting was to evaluate and revise the District's HRA Plan in order to facilitate proper administration.

e. Budget Finance

Nothing to Report.

f. Insurance

Nothing to Report.

g. Firewise

Nothing to Report.

9. Goals & Objectives

Nothing to Report.

10. General Manager's Report

a. Finance

i. Consideration of November & December 2018 Financial Reports

The Board was presented with the financial reports for November & December 2018.

Motion to approve November and December 2018 Financials as submitted.

Motioned: Vice Chairperson Dave Stone

2nd: 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

ii. Mid-Year Performance Review – Financials:

The Board was presented with reports regarding the financial position of the District mid-way through the fiscal year. No action was taken.

b. Administration

Nothing to Report.

c. Operations

Water system flows for the month of December were 1,417,500 gallons

Wastewater flows were calculated at 889,062 gallons for the month of December.

d. Miscellaneous

The Board was advised that the District could file an insurance claim for losses incurred by a former District employee. The Board directed Interim General Manager John Rowden to proceed with filing this claim.

11. Written Correspondence to the Board

Nothing to Report.

12. Public/Board Comment Period

Nothing to Report.

13. Future Agenda Items

Nothing to Report.

14. Adjournment

Chairperson Frank Shepard adjourned the regular Board meeting at 1226 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

