

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

September 12, 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

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

2. Approval of June 18, 2018 Special Board Meeting Minutes

Clerk’s Note: These minutes were already corrected and approved at the July 18, 2018 Board Meeting. No action was taken on minutes due to an error in the agenda. August Minutes will be addressed at the October Regular Board Meeting.

3. Water Treatment Facility Project: Arsenic Remediation

Samples taken August 20, 2018 showed the As level at the compliance point to be 12ppb, at Well 1B to be 7 ppb, and at Well 2 to be 19 ppb. The EPA Standard is 10 ppb. The running annual average (RAA) at the compliance point is 9.6 ppb, 7.5ppb at Well 1B, and 14.5ppb at Well 2.

a. Farr West Engineering has completed the Engineering Design for the Arsenic Remediation plant. The design is ready to be used to solicit construction bids.

Interim General Manager John Rowden advised the Board that he had been investigating other avenues for construction financing. The California Special Districts Association (CSDA) has the ability to finance the project, but it appears that the interest

rate would be higher than going through the State Revolving Fund (SRF), and would cost the District an additional \$50,000.00 per year.

Lucas Tipton and Samantha Stoughtenger from Farr West Engineering were in attendance, and fielded questions from the Board regarding the completion of the Engineering Design. The Board was assured that all invoicing for the Engineering Design Project has been completed.

The Board discussed ways to streamline the disbursement submittal process for obtaining funds for the construction of the plant.

b. There are approximately 20 trees located on the future building site which will need to be removed before construction commences. The District will need to be aware of environmental issues, such as nesting birds, when the trees are removed. Interim General Manager John Rowden recommends the trees be removed before the Spring nesting season begins. Bids for the tree removal will be addressed at the October Board Meeting.

c. Farr West Invoice #10642

The Board was presented with Farr West Invoice # 10462 in the amount of \$21,771.78 for review and approval.

Motion to approve Farr West invoice #10462 in the amount of \$21,771.78

Motioned: Board Director Melinda Bennett

2nd: Board Director Steve Janovick

All in Favor.

Aye – Board Director Dan Bastian

Aye – Vice Chairperson Dave Stone

Aye – Board Director Melinda Bennett

Aye – Board Director Steve Janovick

Absent – Chairperson Frank Shepard

d. The Board discussed moving forward with construction of the Arsenic Remediation Plant. A dialogue was started regarding factors that may have an effect on construction costs going forward. The discussion brought up the possibility of updating the cost estimate for the project. Board Director Dan Bastian expressed that it would be more prudent to wait for a cost estimate until just before the project goes out to bid, in order to mitigate market volatility in the meantime. All others in attendance were in agreement.

4. Variable Frequency Drive on Well #2

Interim General Manager John Rowden presented the Board with Arsenic data from before and after the installation of a Variable Frequency Drive (VFD) on Well 1b. The installation of the VFD significantly decreased the amount of Arsenic in the water from the well. John requested authorization from the Board to spend up to \$35,000.00 for the installation of a VFD at Well #2.

More information on this project will be brought to the October Board Meeting. No action was taken by the Board at this time.

5. Amendment to Farr West Task Order #2

The Board was presented with documents from Farr West Engineering requesting an amendment to Task Order #2 to include a new backup generator at WWTP #7. This improvement is required by a plan approved by the Regional Water Quality Control Board to address the Notice of Violation 1021722.

The generator currently being utilized by the District is outdated and requires a hand-crank start.

Samantha Stoughtenger of Farr West Engineering advised the Board that the update will include inspection of the electrical wiring currently in place.

Motion to approve the amendment to Task Order #2 from Farr West Engineering as submitted.

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

All in Favor.

Aye- Vice Chairperson Dave Stone
Aye – Board Director Melinda Bennett
Aye – Board Director Dan Bastian
Aye – Board Director Steve Janovick

Absent – Chairperson Frank Shepard

6. Task Order #6: Engineering Assessment of WWTP#6

The Board was presented with Farr West Engineering Task Order #6, an assessment of the condition of WWTP #6, for review. This project will give the District a clearer picture of any repairs required, and a timeline as to when these repairs will need to be completed.

A discussion ensued regarding pumping the vaults, and keeping up with State discharge requirements.

Farr West Engineering will make adjustments to the Task Order to reflect the total cost estimate.

Motion to approve Task Order #6 as amended.

Motioned: Board Director Dan Bastian

2nd: Board Director Melinda Bennett

All in Favor.

Aye – Vice Chairperson Dave Stone

Aye – Board Director Dan Bastian

Aye – Board Director Melinda Bennett

Aye – Board Director Steve Janovick

Absent – Chairperson Frank Shepard

7. 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

The department is working on purchasing and installing a siren for use in emergencies. The cost is expected to be in the vicinity of \$15,000.00-\$20,000.00.

Jenni McGuire and John Sea will meet with Sierra Electronics to obtain a cost estimate for the installation of headphones in rigs 9153 and 9178. Additionally, the radio in rig 9153 was found to be not in compliance with FCC regulations. The Department will look into upgrading it.

d. Plumas County Fire Chiefs Association (PCFCA)

Nothing to Report.

e. Miscellaneous

John Sea has enrolled in EMT, HAZMAT First Responder Operations, and Strategy and Tactics for Initial Company Operations courses.

EMR class continues with Gary McFarland, Jillian Cole, and Jim Heiland of GFPD.

Careflight visited the District in late August to evaluate landing zones. Locations on Poplar Valley Road and East Ponderosa Drive were found to be desirable. A second training will be held to go over procedures, as well as hands-on landing demonstrations and training. Long Valley Fire Department and Graeagle Fire Protection District have been invited to attend as well.

PEFD will not be participating in the Lost Sierra Hoedown event this year, but will be available to respond to medical and fire calls should something arise.

8. Amendment to Resolution 2018-02 regarding payments related to Fire Department responses to Mutual Aid requests

The Board was presented with an amended version of Resolution 2018-02. The amendment updated the resolution to include all ranks of firefighters as qualified personnel to receive payments.

Motion to approve Resolution 2018-02a as presented.

Motioned: Board Director Melinda Bennett

2nd: Board Director Steve Janovick

All in Favor.

Aye – Vice Chairperson Dave Stone

Aye – Board Director Dan Bastian

Aye – Board Director Melinda Bennett

Aye – Board Director Steve Janovick

Absent – Chairperson Frank Shepard

9. Committee Report

a. Personnel

Nothing to report.

b. Recreation

The Labor Day Pancake Breakfast held by the Plumas Eureka Auxiliary raised an estimated \$3,000.00 in aid for the Department.

c. Emergency Preparedness Plan

Nothing to Report.

d. Benefits

Nothing to Report.

e. Budget Finance
Nothing to Report.

f. Insurance
Nothing to Report.

10. Goals & Objectives
Nothing to Report.

11. Consideration of Resolution 2018-04 Requesting the Collection of Delinquent Charges on County Tax Rolls
The Board was presented with a resolution requesting collection of delinquent charges on County Tax Rolls.

Board Director Melinda Bennett indicated that the totals on the Special Assessment Certification may need reworking, as they reflected the total amount due on the account, rather than the total for the last fiscal year. Administrative Manager Jillian Cole will follow up.

Motion to approve resolution 2018-04 as may need to be amended.

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

All in Favor.

Aye – Vice Chairperson Dave Stone
Aye – Board Director Dan Bastian
Aye – Board Director Melinda Bennett
Aye – Board Director Steve Janovick

Absent – Chairperson Frank Shepard

12. Consideration of Adopting Policy 3000: Financial Management
The Board was presented with Policy 3000: Financial Management. This policy would codify current financial management practices, and is a requirement of the State Revolving Fund Loan process.

After a brief discussion, Board Director Dan Bastian recommended the Board delay action on this item until Chairperson Frank Shepard could be in attendance.

The Board agreed to delay action until the October Regular Meeting.

13. General Manager's Report

a. Finance

i. Consideration of August Financial Reports

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

Inquiries regarding payroll, engineering services, and miscellaneous expenses were made, and answered to the Board's satisfaction.

Motion to approve the July Financial Reports as submitted.

Motioned – Board Director Steve Janovick

2nd – Board Director Melinda Bennett

All in Favor.

Aye – Board Director Dan Bastian

Aye – Vice Chairperson Dave Stone

Aye – Board Director Melinda Bennett

Aye – Board Director Steve Janovick

Absent – Chairperson Frank Shepard

b. Administration

Nothing to Report.

c. Operations

Water system flows for the month of August were 12,990,700 gallons

Wastewater flows were calculated at 1,219,005 gallons for the month of August.

The ventilation fan in Well #2 ceased working in August. A new one was ordered and installed within a few days.

Backflow testing was conducted, and issues noted at WWTP #7. Parts have been ordered for repair, and the system will require re-testing once repairs are made.

A water pressure issue was noted by a resident on Ponderosa Dr. Operators went out and adjusted the pressure at the PRVs to increase system pressure.

Operators were not able to locate the service box for 401 Lundy Lane. One will be installed accordingly.

d. Miscellaneous

Hazardous fuel reduction has been completed on all CSD properties.

13. Written Correspondence to the Board

The Board was presented with correspondence from Robert Graham, expressing concern for fire hazard conditions on unimproved lots. The Board discussed this issue and directed Interim General Manager John Rowden to correspond with Mr. Graham on their behalf.

14. Public/Board Comment Period

Nothing to Report.

15. Future Agenda Items

The closed session scheduled for this meeting was put off to the October Regular Meeting to facilitate the presence of Chairperson Frank Shepard.

16. Adjournment

Vice Chairperson Dave Stone adjourned the regular Board meeting at 1142 hours.

In Attendance: Vice Chairperson Dave Stone
 Board Director Steve Janovick
 Board Director Melinda Bennett
 Board Director Dan Bastian.

Absent: Chairperson Frank Shepard

Respectfully Submitted,

Jillian Cole
Board Clerk

