

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

October 10, 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 0905 hours.

2. Approval of August 8, 2018 Regular Board Meeting Minutes

Motion to approve the August 8, 2018 Regular Board Meeting Minutes as corrected.

Motioned: Board Director Melinda Bennett

2nd: Vice Chairperson Dave Stone

All in Favor.

Aye – Chairperson Frank Shepard

Aye – Vice Chairperson Dave Stone

Aye – Board Director Melinda Bennett

Aye – Board Director Steve Janovick

Abstain – Board Director Dan Bastian

3. Approval of September 12, 2018 Regular Board Meeting Minutes

Motion to approve the September 12, 2018 Regular Board Meeting Minutes as corrected.

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

Abstain – Chairperson Frank Shepard

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

Tom Connolly, also a member of Graeagle Fire Department, has joined PEFD in the role of EMT. Tom has completed EMT training, and will complete the EMT National Registry Exam in the near future.

c. Fire Apparatus & Equipment Maintenance

Sierra Electronics is scheduled to begin work on upgrading communications equipment in the Department's emergency response vehicles. Vehicles may need to travel to Reno to receive the upgrade. The Department would like to recognize the Plumas Eureka Community Auxiliary (PECAUX) for providing funding for these upgrades.

d. Training

Chief John Sea and Gary McFarland completed the HAZMAT First Responder Operations class at Eastern Plumas Fire Protection District on Sept 29th & 30th.

Chief Sea is also enrolled in the Strategy & Tactics for Initial Company Operations class scheduled for October 27th & 28th 2018.

e. Miscellaneous

Obsolete Firefighter's Personal Protection Equipment (PPE) has been donated to Lassen Community College, as well as Lassen High School, for use in their respective training (cadet) programs.

Payment status for the Minerva Fire Incident has not changed, though the process for setting up a Portal to Portal agreement for future incidents continues to progress.

5. Water Treatment Facility Project: Arsenic Remediation

Samples taken October 1, 2018 showed the As level at the compliance point to be 9ppb, at Well 1B to be 7 ppb, and at Well 2 to be 16ppb. 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. The completed Engineering Design is ready to be used to solicit construction bids.
- b. The District has submitted all documentation needed to complete the close out of the SRF Planning Loan.
- c. The District has submitted an application to the State Revolving Fund (SRF) for a construction loan to continue progress on the Arsenic Treatment Plant. The State Water Resources Control Board (SWRCB) Financial Assistance Division has assigned John Paul Blanco as its project manager. It has been recommended that the District postpone any tree removal until the completion of the environmental review being conducted as part of the loan application process.
- d. SWRCB – Division of Drinking Water has appointed Mey Bunte as our temporary contact until a permanent replacement for Stephen Rooklidge has been assigned.
- e. The District continues to work with FEMA to remove the Aresnic Treatment Plant site from the current floodplain designation.

6. Variable Frequency Drive on Well #2

The Board was presented with Resolution 2018-06, authorizing Interim General Manager John Rowden to purchase equipment and services from Sierra Controls, the District's electronic equipment provider, related to the installation of the Variable Frequency Drive (VFD).

After a brief discussion ensuring the District was acting within policy, the Board recommended an informal bidding process be performed for components not requiring sole sourcing through Sierra Controls.

Motion to approve Resolution 2018-06.

Motioned: Vice Chairperson Dave Stone
2nd: Board Director Melinda Bennett

All in Favor.

Aye – Board Chairperson Frank Shepard
Aye – Vice Chairperson Dave Stone
Aye – Board Director Melinda Bennett
Aye – Board Director Dan Bastian

Aye – Board Director Steve Janovick

The Board also considered authorizing Interim General Manager John Rowden to use the informal bid process to purchase a VFD for no more than \$8,000.00 and electrical services to install the VFD for no more than \$5,000.00.

Motion to authorize Interim General Manager John Rowden to expend up to \$17,500.00 for control components, \$8,000.00 to purchase the VFD, and \$5,000.00 for installation thereof.

Motioned: Board Director Melinda Bennett

2nd: Vice Chairperson Dave Stone

All in Favor.

Aye – Chairperson Frank Shepard

Aye – Vice Chairperson Dave Stone

Aye – Board Director Melinda Bennett

Aye – Board Director Dan Bastian

Aye – Board Director Steve Janovick

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

Dennis Lincoln reports that the community far exceeded the requirements for Firewise designation this year. A Firewise Meeting will be held on October 17, 2018 at 9:00 am.

8. Goals & Objectives

Nothing to Report.

9. Insurance

The Board was presented with a Liability Insurance Proposal from the Atwood Agency. The proposal covers commercial activities, automobile insurance, and an option for terrorism coverage.

The Board had some questions regarding volunteers potentially injured on the premises, and whether or not the District would be covered for such an occurrence.

Interim General Manager John Rowden advised he would look into a waiver of liability for volunteers.

Motion to approve the policy renewal minus terrorism coverage, pending any further input from Michael Peters.

Motioned: Board Director Melinda Bennett

2nd: Vice Chairperson Dave Stone

All in Favor.

Aye – Chairperson Frank Shepard

Aye – Vice Chairperson Dave Stone

Aye – Board Director Dan Bastian

Aye – Board Director Melinda Bennett

Aye – Board Director Steve Janovick

10. 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.

Chairperson Frank Shepard advised he thought the policy may not be expansive enough to be useful. He recommended the policy be re-worked to include more detail.

No action was taken on the policy at this time. Interim General Manager John Rowden will adjust the policy and discussion will resume at the November Board Meeting.

11. Consideration of Adopting Policy 3080: Debt Management

The Board was presented with Policy 3080: Debt Management. During the discussion, needed corrections were noted. Interim General Manager John Rowden will make the required corrections, and present the corrected policy at the November Board Meeting.

12. General Manager's Report

a. Finance

i. Consideration of September Financial Reports

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

Charges in Engineering Services were questioned. It was discovered that some Farr West Invoices would need to be moved to Capital Improvements.

Motion to approve the September Financial Reports as submitted.

Motioned – Vice Chairperson Dave Stone

2nd – Board Director Melinda Bennett

All in Favor.

Aye – Chairperson Frank Shepard

Aye – Board Director Dan Bastian

Aye – Vice Chairperson Dave Stone

Aye – Board Director Melinda Bennett

Aye – Board Director Steve Janovick

b. Administration

The USFS has notified the District of an upcoming Timber Sale for which Madora Lake Road will need to be used. In order to ascertain the impact this may have on existing infrastructure, interim General Manager John Rowden requested permission to negotiate with Bastian Engineering to procure a copy of as-built plans for the area. Permission was granted with no motion.

c. Operations

Water system flows for the month of September were 10,700,700 gallons

Wastewater flows were calculated at 1,076,021 gallons for the month of September.

Communications with the water tanks were an issue. Initially, operators believed the issue to be with the battery on top of the tank, but the issue persisted after battery replacement. A technician from Sierra Controls advised the issue may be the charge regulator responsible for charging the battery. The charge regulator was subsequently replaced, and yet, the issue

still persisted. Sierra Controls will dispatch a technician in the coming week to troubleshoot the situation.

The installation of a service box at 401 Lundy Lane continues. The site initially chosen for box installation proved to have high voltage electric lines as well as a phone line running nearby. An alternate site has been chosen for installation on the back side of the property, tapping into the main that runs from Pine Cone Court to Meadow Lane.

The backflow device at WWTP #7 has been repaired, and will require a re-test. This will occur as soon as possible.

Farr West Engineering visited WWTP #7 for the generator upgrade. These upgrades were mandated by the State. Farr West will provide a scope for the project including the size and type of generator required to fit the District's needs.

Plumas Sanitation pumped out the digester at WWTP #7. This is a maintenance procedure performed 2-3 times a year to control the amount of solids contained within the treatment plant.

d. Miscellaneous

Paving has been completed in a few areas in the District. These areas include the driveway for WWTP #7, a previously repaired area of Aspen Circle, and a small section of Pine Cone Court. Some shoulder work was done on Ponderosa Drive to repair a section that had deteriorated over the years.

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. Closed Session

Public Employee Performance

There was no action to report from the Closed Session.

17. Adjournment

Chairperson Frank Shepard adjourned the regular Board meeting at 1355 hours.

In Attendance:

Chairperson Frank Shepard

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

Respectfully Submitted,

Jillian Cole
Board Clerk