

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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SPECIAL BOARD MEETING
MINUTES
November 15, 2019

Board of Directors
Chairperson Vacant
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 Special Board Meeting of Plumas Eureka Community Services District (“PECSD”) at 0900 hours.

2. Approval of October 9, 2019 Special Board Meeting Minutes

Motion to approve the October 9, 2019 Special Board Meeting Minutes 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
Aye – Board Director Dan Bastian

3. Election Results

Vice Chairperson Dave Stone announced that Melinda Bennett and Dan Bastian’s positions were open to election this year. The election resulted in Melinda Bennett retaining her seat for another 4-year term, and Scott Hall will replace Dan Bastian. The incumbents’ terms will

expire on December 6, 2019, with Directors being sworn-in for new terms on Dec 11, 2019 at the Regular Meeting of the Board.

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

Nothing to Report.

c. Fire Apparatus & Equipment Maintenance

Thermal imaging equipment was installed on 9122.

9178 had to be towed to Reno for repair/replacement of its ECU. The work is estimated to be completed the week of November 11.

d. Training

Burn Box training, initially scheduled for Nov 9, 2019 has been postponed due to limited volunteer availability. This training is usually done with multiple departments.

PEFD personnel did train with Long Valley Fire Department on a drafting drill Oct 19, 2019.

e. Firewise Committee Actions and Activities

Nothing to Report.

f. Miscellaneous

Nothing to Report.

5. Treatment Facility Project: Arsenic Remediation

Results from testing Nov 4, 2019 showed the As level at the compliance point to be 7 ppb, at Well 1B to be 6 ppb, and at Well 2 to be 16 ppb. The EPA Standard is 10 ppb. The 3rd Quarter average is 13 ppb at the compliance point, 9ppb at Well 1B, and 18ppb at Well 2. The running annual average (RAA) at the compliance point is 9 ppb, 7 ppb at Well 1B, and 13ppb at Well 2.

A meeting was held between District, Golf Course, HOA, and Landscaping Services Personnel to begin to ascertain priorities regarding cost, water quality, and different approaches to further reduce demand on the system; and to gauge interest in collaboration or cooperation in reducing demand and identifying additional sources of compliant water.

6. District Engineer Task Order 10: Water Resource Sustainability Analysis

The Board was presented with an update from Farr West Engineering regarding the progress made in analyzing current data, and the gathering of additional data in order to determine how the District can continue to provide compliant water in the future.

The Board was also presented with Task 4 for approval. This task would allow Farr West Engineering to locate and develop supplemental sources of compliant water, and costs associated with this approach. Board Director Dan Bastian urged caution at this time regarding repeating steps already examined by previous Boards. The Board took this under advisement and requested that Interim General Manager John Rowden further collaborate with Farr West Engineering in order to present a “big picture” to the Board including other options to ensure future compliance.

7. WWTP #6 Repair or Replacement

District Engineer Lucas Tipton presented the Board with a report on the progress made in determining the proper course of action to address the deteriorating condition of WWTP#6. Currently, the project is estimated to cost \$2-\$4 Million, based on square footage required. Mr. Tipton asked the Board if they were ready to move forward with developing a Preliminary Engineering Report (PER) for the project at this time. The Board advised they would like to explore financing options before proceeding.

8. Backup Generator for WWTP #7

Chief Waste Water Treatment Plant Operator Jamar Tate advised the Board of the current status of replacing the backup generator at WWTP #7. The existing generator is outmoded, uses diesel fuel, and must be started manually by operators. The replacement generator would use propane fuel and would activate automatically if power is interrupted. The cost estimate for this project is estimated at \$70,000.00: \$30,000.00 for the generator itself, and \$40,000.00 for installation and configuration. Before approving this project, the Board requested a budget review with Interim General Manager John Rowden.

9. CSD & Fire Department Insurance Renewals

The Board was presented with approvals for renewing insurance liability coverages for both the District and Fire Department.

- a. Motion to approve CSD Invoice #12809 to ISU Atwood Insurance in the amount of \$7284.00 pending approval from Michael Peters of the Insurance Committee.

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

Aye – Board Director Dan Bastian

b. Motion to approve Fire Invoice #12672 to ISU Atwood Insurance in the amount of \$10,285.00.

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

Aye – Board Director Dan Bastian

10. Surplus Properties

Interim General Manager John Rowden advised the Board that negotiations with eligible parties continue with two of the three undevelopable properties designated for disposal by the District (North Pinion Pine Circle and Pine Cone Ct). The Lundy Lane parcel has been amicably divided amongst all parties. Board Director Melinda Bennett advised residents are responsible for arranging lot line adjustments via Title Company at no expense to the District.

11. Committee Report

Interim General Manager John Rowden advised the Board he was still formulating the revised policy regarding Committee Structure. He stated he would have a draft prepared for the December meeting.

a. Personnel

Nothing to report.

b. Recreation

Nothing to Report.

c. Emergency Preparedness Plan

Board Director Steve Janovick discussed the District's Firewise renewal and advised that maintaining Firewise status can have a positive impact on acquiring or maintaining coverage. Director Janovick also attended the Fire Safe Council meeting, representing one of 19 designated Firewise Communities in Plumas County.

d. Benefits

Nothing to Report.

e. Budget Finance

Nothing to Report.

f. Insurance
Nothing to Report.

g. Firewise
Nothing to Report.

h. Vacant Properties
Nothing to Report.

12. Goals & Objectives

Board Director Melinda Bennett advised she would draft a revision of the District's Goals and Objectives for discussion or action at the December meeting.

13. General Manager's Report

a. Finance

i. Consideration of October 2019 Financial Reports

The Board was presented with the financial reports for October 2019. Motion to approve October 2019 Financials as submitted.

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 Steve Janovick

Aye – Board Director Melinda Bennett

ii. Audit for FY 18-19

The Board was advised that the District's Annual Audit was completed October 30, 2019-Nov 1, 2019. Interim General Manager John Rowden reported that the auditors were incredibly thorough and were willing to look at all aspects of the District's policies and accounting practices. Audit reports are currently being prepared, and draft reports are expected later this month.

b. Administration

Administrative Manager Jillian Cole was unable to attend the meeting. Interim General Manager John Rowden advised the Board in her stead.

i. Status of Invoices and Liens

The Board was advised that 15 day shut off notices had been distributed Nov 5, 2019.

ii. Status of Insurance Policies and Coverage
Nothing to Report.

c. Projects, Operations & Maintenance

i. Water Main Pressure Relief Valve Replacement

Service technicians from CLA-VAL serviced the Pressure Relief Valves for the District's water system. The service has stabilized pressure across the District.

ii. Water Storage Tank Cleaning

Inland Potable performed an inspection and cleaning of the District water storage tanks on Nov 1, 2019. Operators were provided a video of the divers' work. No issues or problems were noted with the integrity of the tanks.

iii. Water SCADA Improvements

Interim General Manager John Rowden advised the Board that Farr West Engineering and Sierra Controls had provided an estimate of approximately \$24,000.00-\$28,000.00 to improve SCADA components at the storage tanks to mitigate communication issues that occur during the Winter months. Mr. Rowden inquired as to whether the Board would like to open the project for bids. Board Director Dan Bastian advised that for SCADA issues, a "sole source" would be prudent. The Board directs Interim General Manager John Rowden to further explore the project with the selected vendors.

iv. Operations and Maintenance

Water system flows for the month of October were 4,361,600 gallons. Operators have ceased daily operation of Well 2 for the season due to the decreased demand for irrigation, and the departure of most of the District's part-time residents for the season. The well will still be run weekly for operational checks, and for monthly sampling purposes. Operators are in receipt of the latest inspection report from State Regulators. Among the deficiencies noted was wells not in compliance with secondary standards for Iron and Manganese. The District will be compelled to perform a survey among residents for input on how the District should address the issue.

Wastewater flows were calculated at 1,027,888 gallons for the month of October.

Jet Plumbing performed a visual inspection of the leach field lines at Dynamite Hill. Results were positive, with no indications of damage to leach lines. It was noted, however, that there are "bellies" in a few sections. All other requested information has been submitted to the RWQCB. The District is currently awaiting a reply.

Operators noticed a blower issue in WWTP 7 in November. The blower was taken offline and replaced with a backup. A technician was dispatched by the manufacturer, who

found worn bearings. Parts have been ordered, and repairs will be scheduled once they arrive.

During the weekend of October 26,2019 weather downed a tree on Pine Cone Ct, damaging a power line. PSREC was notified, cleared the road, and restored power to the home.

d. Miscellaneous

Interim General Manager John Rowden advised the Board he and Operators had reached a decision in selecting a Laborer/Operator in Training (OIT) and requested to offer the applicant the top tier of pay for Laborer.

Motion to authorize the General Manager to hire a Laborer at top tier Laborer pay schedule.

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 Steve Janovick

Aye – Board Director Melinda Bennett

14. Written Correspondence to the Board

Nothing to Report.

15. Public/Board Comment Period

The Board thanked Board Director Dan Bastian for his service and contribution during his tenure at this, his final meeting. PECSD

Community Member Randy Williams also thanked Mr. Bastian for his service and dedication to the district and its rate-payers. Mr. Williams also urged the Board to move forward with the survey for Iron and Manganese levels within the system.

16. Future Agenda Items

- a. Swearing in of new Board Director
- b. Goals & Objectives Presentation
- c. Auditor's Report
- d. Water Sustainability Report

17. Adjournment

Chairperson Frank Shepard adjourned the regular Board meeting at 1230 hours.

In Attendance:

Vice Chairperson Dave Stone Board

Director Dan Bastian

Board Director Melinda Bennett Board

Director Steve Janovick

Respectfully Submitted,

(Signature on File)

Jillian Cole
Board Clerk