

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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REGULAR BOARD MEETING
MINUTES

December 9, 2020

HELD VIA ZOOM

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 November 11, 2020 Regular Board Meeting Minutes

Motion to approve the November 11, 2020 Regular Board Meeting minutes as corrected.

Motioned – Vice Chairperson Melinda Bennett

2nd – Board Director Russ Bowring

All in Favor.

Aye – Chairperson Dave Stone

Aye - Vice Chairperson Melinda Bennett

Aye – Board Director Russ Bowring

Aye – Board Director Steve Janovick

Absent – Board Director Sherry Panick

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 upon request.

b. Personnel

Nothing to Report

c. Fire Apparatus & Equipment Maintenance

Engines 9122 & 9121 have completed their annual major service and DOT inspection. Engine Pump testing for ISO (Insurance Service Office) has also taken place.

d. Training

Training continues on a limited basis due to COVID-19 restrictions.

e. Firewise Committee Actions and Activities

Outreach continues to procure a new Firewise Chairperson.

f. Miscellaneous

The Department continues with its community outreach program.

People who have a burn permit are allowed to burn on burn days only. The Air Quality Board determines burn days, please call (530) 832-4528, then press 5 for our region and listen to the entire message to know when a burn day occurs.

g. Plumas County Fire Chiefs Association

All Meetings have been cancelled until future notice.

4. Water System Compliance

Results from testing Nov 10, 2020, showed the As level at the compliance point to be 8 ppb; at Well 1B to be 8ppb; and at Well 2 to be 11 ppb. The EPA Standard is 10 ppb. The 3rd Quarter average is 13 at the compliance point, 8 ppb at Well 1B, and 19 ppb at Well 2. The running annual average (RAA) at the compliance point is 9 ppb, 7 ppb at Well 1B, and 13 ppb at Well 2.

The most recent results of the tests of the Quarterly samples taken on October 6, 2020 for Iron were .280 mg/l at Well 1B and .450 mg/l at Well 2; for Manganese were .092 mg/l at Well 1B and .101 mg/l at Well 2. (The Secondary Standard for Iron is .300 mg/l. The Secondary Standard for Manganese is .05 mg/l.)

5. WWTP 6 Repair or Replacement

The Board was Briefed by Chief Operator Jamar Tate about the progress of the emergency lift station project at WWTP 6. Mr. Tate advised the Board that the project was 1/3 completed, with the project expected to be finished in late January 2021.

6. Committee Report

a. Administrative Services

i. Billing Changes

Administrative Manager Jillian Cole and Board Director Melinda Bennett advised the Board of the results of the Administrative Services Committee meeting held in November. The following actions were recommended:

- Change to quarterly billing only
- Eliminate monthly statements

As these recommendations will require a change in the PECSD billing Ordinance, the Board directed Interim General Manager John Rowden to make the necessary changes and bring the updated Ordinance to the Board to begin the approval process at a subsequent meeting.

b. Budget and Finance

c. Personnel and Benefits

d. Water and Wastewater Services

i. Wastewater system status

Board Director Steve Janovick reported on the results of the November meeting of the Water & Wastewater Services Committee. The following actions have been recommended regarding the PECSD Wastewater system:

- Update Capital Improvement Plan including payment methods
- Determine Project Priorities for Financing
- Develop a financing plan and schedule

e. Safety and Emergency Services

7. General Manager's Report

a. Finance

i. Consideration of November 2020 Financial Reports

The Board was presented with the financial reports for November 2020

Motion to approve November 2020 Financials 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 Russ Bowring

Absent – Board Director Sherry Panick

ii. FY 2019-2020 Audit

Interim General Manager John Rowden advised the Board that the FY 2019-2020 audit had been rescheduled for early February 2021, and that auditors would be working with District Staff to prepare.

b. Administration

i. Status of Invoices and Liens

Administrative manager Jillian Cole advised preparations were being made for January 2021 invoices. With assistance from the administrative contractor, all charges, addresses, and email contacts have been updated to ensure as smooth a process as possible. Delinquent accounts are currently being evaluated in tandem with General Manager John Rowden. Notices will be issued shortly after the January invoicing.

ii. Status of Administrative Improvements Contract

Administrative Manager Jillian Cole advised the Board that property files had been completed and she was working with Contractor Kate Burns on further database updates while preparing for January invoicing. Website updates and redesign will be the next task for completion.

Clerk's Note: Board Director Sherry Panick arrived at 0954 hours.

c. Projects, Operations & Maintenance

i. Operations and Maintenance

Water system flows for the month of November 2020 were 1,849,000 gallons at Well 1b and 7,800 gallons at Well 2.

Issues & Updates:

- **Water Tank Communication:** An additional battery and solar panel were installed to address the power draw and reduced sun exposure during the winter months.
- **Water Leak at 19 West Ponderosa:** A major leak was repaired, but the effort required the overnight shutoff of the main in the area. A boil notice was issued. Thirteen customers were affected.

Wastewater Flows for the Month of November 2020 were 225,980 gallons at WWTP 6 and 894,323 gallons at WWTP 7.

Issues & Updates:

- **WWTP 6 Lift Station Project:** The contractor has broken ground on the project. A vault for check valves has been installed as well as the new manhole.
- **Plumas Sanitation Pumping:** Plumas Sanitation pumped out some of the basins that are on normal rotation to be pumped. The remaining basins are scheduled to be pumped out this summer.
- **Flow Meter @ WWTP 6:** The flow meter at the plant had a power supply failure.

Operators went to Reno and purchased a replacement power supply and had the flow meter back online by the end of the day.

d. Miscellaneous

i. Facilities Operator Job Description

Interim General Manager John Rowden presented the Board with an updated Facilities Operator Job description. After a brief discussion, the Board requested Mr. Rowden bring the item back at the January meeting.

8. Written Correspondence to the Board

Nothing to Report.

9. Public/Board Comment Period

Members of the public in attendance noted the higher than usual 3rd quarter water usage could be due to more full-time residents in the District.

10. Future Agenda Items

- a. Facilities Operator Job Description
- b. Water System Future/Treatment Plant
- c. Billing Ordinance
- d. Wastewater System/Treatment Plants

11. Closed Session: Public Employee Performance

Chairperson Dave Stone adjourned to Closed Session at 1011 hours.

Chairperson Dave Stone reconvened Open Session at 1040 hours.

Taking place during closed session was the Annual Performance Review of the General Manager

Nothing to Report.

Also during closed session, Vice Chairperson Melinda Bennett advised of her resignation from the PECSD Board of Directors effective January 1, 2021.

12. Adjournment

Chairperson Dave Stone adjourned the regular Board meeting at 1041 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

