

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT  
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REGULAR  
BOARD MEETING  
MINUTES  
April 10, 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 0904 hours.

2. Approval of March 13, 2019 Regular Board Meeting Minutes

Motion to approve the March 13, 2019 Regular Board Meeting Minutes as submitted.

Motioned: Vice Chairperson Dave Stone

2<sup>nd</sup>: Board Director Melinda Bennett

All in Favor.

Aye – Chairperson Frank Shepard

Aye – Vice Chairperson Dave Stone

Aye – Board Director Dan Bastian

Aye – Board Director Steve Janovick

Aye – 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

Jim Heiland has joined PEFD. Jim has previously volunteered with Graeagle Fire Department. We welcome him to the team.

c. Fire Apparatus & Equipment Maintenance

Truck 9178 was taken to Les Schwab for rear tire replacement. 9121 will follow, having its rear tires replaced later this month.

d. Training

Firefighter/EMT Jenni McGuire has completed the Operator 1A class hosted by Eastern Plumas Rural Fire. She will complete a final road test with Chief Sea, and will take the DMV exam later this month.

e. Plumas County Fire Chiefs’ Association Activities

Nothing to Report.

f. Firewise Committee Actions and Activities

Firewise Committee Chairman Dennis Lincoln advised he is still in talks with Rancho Seco to procure an emergency siren for the District. Mr. Lincoln also expressed a desire for funding budgeted to the Firewise Committee. He also stated concern for undeveloped, overgrown parcels in the District, and inquired as to an ordinance from the District to address these issues. After considerable discussion it was determined that the District did not currently have an individual with the authority to enforce such regulations nor was there sufficient interest from the community to have such an ordinance at this time

g. Miscellaneous

Nothing to Report.

4. Water Treatment Facility Project: Arsenic Remediation

Samples taken April 1, 2019 showed the As level at the compliance point to be 8 ppb, at Well 1B to be 5 ppb, and at Well 2 to be 9 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.

The SWRCB is in receipt of the letter from the District requesting they rescind their Compliance Order. They have been in contact with Interim General Manager John Rowden, and are considering the request.

The Variable Frequency Drive (VFD) installed on Well 2 is currently being tested at incremental speeds and intervals in order to determine its effect on arsenic levels.

5. Cultural and Biological Reports

The Board was presented with a reporting scope and budget for cultural and biological reports required to move forward with preparing for construction of the Arsenic Treatment Plant. After discussion, the consensus was to postpone moving forward with the reports until the District receives an answer from the SWRCB.

6. Technical Assessment of WWTP #6

Chief Plant Operator Jamar Tate briefed the Board on status of the prioritization of projects contained in the Technical assessment of WWTP #6, performed by Farr West Engineering. The Board was advised there were several major problems, and the feasibility of resolving these problems over time vs replacing the entire plant was discussed.

The Board directed Interim General Manager John Rowden to direct Farr West Engineering, to present options for addressing the problems at the plant at the next Board meeting.

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

The Budget Finance Committee met April 3, 2019, where the discussion contained Operations & Maintenance, and the results of the District's RFP for Audit Services. The Committee recommends the proposal from Fechter & Company for the District's audit needs.

Motion to award a Contract for Auditing Services to Fechter & Company for one year.

Motioned: Vice Chairperson Dave Stone

2<sup>nd</sup>: Board Director Malinda Bennett

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

f. Insurance

Nothing to Report.

g. Firewise

Nothing to Report.

h. Vacant Properties

Nothing to Report.

9. Goals & Objectives

Nothing to Report.

10. General Manager's Report

a. Finance

i. Consideration of March 2019 Financial Reports

The Board was presented with the financial reports for March 2019.

Motion to approve March 2019 Financials as submitted.

Motioned – board Director Steve Janovick  
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 Steve Janovick  
Aye – Board Director Melinda Bennett

ii. Budget Development: Capital Improvement Plan

The Board was presented with a draft Capital Improvement plan. After considering the contents, the Board requested the plan be reviewed by the Budget Finance Committee. They will meet before the next regular board meeting, and will provide recommendations.

b. Administration

i. Invoice Status

Administrative Manager Jillian Cole advised the Board that most payments have been received from the January 2019 billing. First shut-off notices have been sent to those with outstanding balances via Certified Mail.

- ii. Preparation for July Billing  
Nothing to Report.

c. Projects, Operations & Maintenance

i. Waste Discharge Report

The District continues to work with the State Regulator to satisfy all requirements to renew our Waste Discharge Permit. This includes continuing to gather data regarding the depth of the lines at Dynamite Hill Leach Field to permit vehicle traffic.

ii. WWTP #6

Operators have reviewed Farr West's Assessment, and continues to collaborate with them regarding prioritization of the issues presented, and to formulate recommendations for a plan of action.

iii. Collection System Cleaning & Video

Waters Vacuum Truck was scheduled to perform the cleaning and video of Areas 1 & 2, but the District was informed that their equipment was currently not functioning. As timing is crucial for identifying areas of I & I, the Board directs Interim General Manager John Rowden to contract with another company to perform the service.

iv. Operations & Maintenance

Water system flows for the month of March were 1,277,300 gallons

Wastewater flows were calculated at 2,925,777 gallons for the month of March.

Initial testing of the VFD at Well 2 has not shown a significant decrease in Arsenic at this time. Operators will continue to test different flows and intervals while monitoring Arsenic levels.

In March, during a significant rain event, a pump in WWTP #7 blew its seal. This caused the vault to flood, damaging the motors of the other pumps. Motors were sent to Sparks Electric Motor for repair, and parts were ordered. Once received, operators made the necessary repairs, and the plant is back to normal operation.

Operators have been experiencing persistent issues with debris clogging pumps. This issue is time-consuming for operators, who must pull the pump and repair it manually, and causes undue wear on mechanical seals. A basket strainer has been ordered, and will be delivered and installed this month.

McGarr Excavation will perform the manhole replacement in early May. While here, they will also address the suspected leak at the corner of Cottonwood and Sequoia Circle.

d. Miscellaneous

Interim General Manager John Rowden advised the Board that the community burn pile at Dynamite Hill Leach Field may be highly restricted this season due to issues raised during the District's Waste Discharge Permit Inspection. The Board was asked if green waste/pine needle disposal was a service the District wanted to continue to provide, once DHLF became full, by entering into a contract with a local entity, and collecting fees. The Board declined this plan.

Dan Bastian advised he had attended the sentencing hearing for Heather Kotrc who was convicted for embezzling from the District. She was sentenced to 120 days in County Jail, 3 years of probation, and the payment of restitution.

11. Written Correspondence to the Board

Nothing to Report.

13. Public/Board Comment Period

Nothing to Report.

14. Future Agenda Items

- a. Vacant Property Committee Meeting in May
- b. Water Conservation
- c. Business Expense & Mileage Reimbursement Policy

15. Adjournment

Chairperson Frank Shepard adjourned the regular Board meeting at 1237 hours.

In Attendance:

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

Respectfully Submitted,

Jillian Cole  
Board Clerk

