

**PLUMAS EUREKA COMMUNITY SERVICES DISTRICT**  
**200 LUNDY LANE BLAIRSDEN, CALIFORNIA 96103**  
**PHONE: 530-836-1953 FAX: 530-836-2963 TOLL FREE: 877-377-1953**  
Email – [jillian.pecsd@gmail.com](mailto:jillian.pecsd@gmail.com)  
Web-[www.pecsd.org](http://www.pecsd.org)

**REGULAR  
BOARD MEETING  
MINUTES  
February 13, 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 0901 hours.

2. Approval of January 9, 2019 Regular Board Meeting Minutes

Motion to approve the January 9, 2019 Regular Board Meeting Minutes as amended.

Motioned: Vice Chairperson Dave Stone

2<sup>nd</sup>: Board Director Dan Bastian

All in Favor.

Aye – Chairperson Frank Shepard

Aye – Vice Chairperson Dave Stone

Aye – Board Director Dan Bastian

Absent – Board Director Steve Janovick

Absent – 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

Nothing to Report.

c. Fire Apparatus & Equipment Maintenance

Quarterly vehicle inspections have been completed. Jeff Train has been tapped to perform the necessary repairs on a time and materials basis.

d. Training

On February 20th, Fire Chief Bret Russell of the Beckwourth Fire District will give a presentation regarding structure fire/SCBA Familiarization. In the weeks to follow, Plumas Eureka Personnel will participate in a live burn training with Chief Russell.

e. Plumas County Fire Chiefs’ Association Activities

The first meeting of the PCFCA occurred on January 19, 2019. Discussion topics included the development of a County wide training schedule/standard, the Quincy Fire Academy, currently slated for April 2019, and Plumas County Fire Departments’ participation in the Camp Fire.

f. Miscellaneous

Payments from the Minerva Fire have been received and distributed.

4. Water Treatment Facility Project: Arsenic Remediation

Samples taken January 3, 2019 showed the As level at the compliance point to be 7 ppb, at Well 1B to be 5 ppb, and at Well 2 to be 11 ppb. The EPA Standard is 10 ppb. The running annual average (RAA) at the compliance point is 8.3 ppb, 5.7 ppb at Well 1B, and 14.6 ppb at Well 2.

a. SWRCB – Division of Financial Assistance: Lucas Tipton of Farr West Engineering was brought into the meeting via telephone conference. He provided suggestions for addressing the questions posed by the Division of Drinking Water in relation to the design and regulation of the proposed Water Treatment Plant. Because two Board Directors were absent from the meeting, the Board thought it prudent to reconvene during a special meeting this month to discuss this issue with all members in attendance.

b. FEMA Flood Map Designation: Response from FEMA has been delayed due to the recent Federal Government Shutdown.

5. Inspection and Cleaning of Wastewater Collection System

Chief WWTP Operator Jamar Tate provided the Board with quotes from NorCal Pipeline and Waters Vacuum Truck for the task of cleaning and video documentation of the Wastewater Collection System.

Motion to select Waters Vacuum Truck as the contractor to perform cleaning and inspection of the Wastewater Collection System

Motioned - Vice Chairperson Dave Stone  
2nd - Board Director Dan Bastian

All in Favor.

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

Absent – Board Director Steve Janovick  
Absent – Board Director Melinda Bennett

#### 6. Manhole Replacement

The Board was advised that bids had been solicited for the replacement of a manhole on Cottonwood Drive. At the time of the meeting, only one bid had been received. It was from McGarr Excavation in the amount of \$7,875.00. Work on the manhole will have to be performed once the snow melts, and bids may be received in the interim.

Motion to approve the bid from McGarr Excavation subject to response to the District's request for additional bids.

Motioned - Vice Chairperson Dave Stone  
2nd - Board Director Dan Bastian

All in Favor.

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

Absent – Board Director Steve Janovick  
Absent – Board Director Melinda Bennett

#### 7. Sewer Connection and Adjustment to Residential Water Fees

*(Clerk's Note: This agenda item was tabled to the next Regular Board Meeting in order to ensure presentation to the full Board.)*

8. Committee Report

a. Personnel

Nothing to report.

b. Recreation

Nothing to Report.

c. Emergency Preparedness Plan

Nothing to Report.

d. Benefits

The Benefits Committee presented to the Board, for approval, their final draft of the Health Reimbursement Agreement for PECSD Employees.

Motion to adopt the HRA as submitted.

Motioned - Vice Chairperson Dave Stone

2nd - Board Director Dan Bastian

All in Favor.

Aye – Chairperson Frank Shepard

Aye – Vice Chairperson Dave Stone

Aye – Board Director Dan Bastian

Absent – Board Director Steve Janovick

Absent – Board Director Melinda Bennett

e. Budget Finance

Nothing to Report.

f. Insurance

Nothing to Report.

g. Firewise

Nothing to Report.

9. Goals & Objectives

Nothing to Report.

## 10. General Manager's Report

### a. Finance

#### i. Consideration of January 2019 Financial Reports

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

Motion to approve January 2019 Financials as submitted.

Motioned - Vice Chairperson Dave Stone

2nd - Board Director Dan Bastian

All in Favor.

Aye – Chairperson Frank Shepard

Aye – Vice Chairperson Dave Stone

Aye – Board Director Dan Bastian

Absent – Board Director Steve Janovick

Absent – Board Director Melinda Bennett

#### ii. Budget Development: Capital Improvement Plan

*(Clerk's Note: This agenda item was tabled to the next Regular Board Meeting in order to ensure presentation to the full Board.)*

### b. Administration

Nothing to Report.

### c. Operations

#### i. Projects

##### 1. Backup Generator at WWTP #7

The District has received bids for the upgrade of the generator at WWTP #7, and these bids have been reviewed by Farr West Engineering to ensure all components were included. Due to Budget constraints, it is recommended that the purchase of the generator be postponed until next fiscal year. Bids will need to be re-submitted at that time.

##### 2. Assessment of WWTP #6

Farr West Engineering has completed their assessment of WWTP #6. The report will be reviewed by and discussed amongst District personnel, and recommendations will be made to the Board.

##### 3. Variable Frequency Drive (VFD) at Well 2

After receiving two bids, the District awarded the contract for installation of the VFD to Bryant Electric, a contractor familiar with the District. The speed of installation will be dependent upon the weather.

ii. Operations & Maintenance

Water system flows for the month of January were 1,222,500 gallons

Wastewater flows were calculated at 1,666,322 gallons for the month of January.

The District experienced significant issues with inflow & infiltration (I & I) in the month of January. During the investigation into the source of the problem, it was discovered that the interior of a manhole near 113 Cottonwood had collapsed causing a blockage. The blockage was cleared, contractors have been contacted for repairs, and a manhole inspection checklist has been created by operators to track any new or existing issues.

d. Miscellaneous

Nothing to Report.

11. Written Correspondence to the Board

The Board was presented with a letter from Tom Joyce, requesting a reduction to fees paid by his golf-course related facilities based on seasonal usage.

Since District rates are not based on usage, the argument to reduce based on usage is not considered valid by the Board at this time.

The Board directed Interim General Manager John Rowden to respond to Mr. Joyce's letter.

12. Closed Session

*Chairman Frank Shepard adjourned to Closed Session at 1038 hours.*

*Chairman Frank Shepard reconvened Open Session at 1048 hours.*

Motion to deny Claim based on late filing.

All in Favor.

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

Absent – Board Director Steve Janovick  
Absent – Board Director Melinda Bennett

13. Public/Board Comment Period

Nothing to Report.

14. Future Agenda Items

Sewer connection and adjustment to residential water fees

Budget Development: Capital Improvement Plan

*Clerk's Note: Vice Chairperson Dave Stone exited the meeting at 1057 hours.*

15. Adjournment

Chairperson Frank Shepard adjourned the regular Board meeting at 1100 hours.

In Attendance:

Chairperson Frank Shepard

Vice Chairperson Dave Stone

Board Director Dan Bastian.

Absent:

Board Director Melinda Bennett

Board Director Steve Janovick

Respectfully Submitted,

Jillian Cole

Board Clerk

