

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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**REGULAR
BOARD MEETING
MINUTES
March 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.

Clerk’s Note: Due to time constraints, item 8c on the agenda was addressed at this time.

8. c. Community Member Tom Joyce addressed the Board regarding the rates paid for Plumas Pines Golf Group Inc. Mr. Joyce stated that since the parcels in question only operated for part of the year, and used little water, he felt that the organization was entitled to a reduction of service costs. The Board explained that PECSD’s rate structure was not based on usage, and therefore seasonal usage, or low usage were not valid reasons for a rate reduction at this time.

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

Motion to approve the February 13, 2019 Regular Board Meeting Minutes as amended.

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

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

3. Approval of February 26, 2019 Special Board Meeting Minutes

Motion to approve the February 13, 2019 Regular Board Meeting Minutes as amended.

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
Aye – Board Director Steve Janovick

Absent – Board Director Melinda Bennett

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

Firefighter/EMR Lewis Prince resigned his post on February 27, 2019. We thank him for his many years of service to the Department, and wish him well in his future endeavors.

c. Fire Apparatus & Equipment Maintenance

Jeff Train has begun performing required repairs to Fire Department vehicles. This is a time and materials contract. There is no date of completion available at this time.

d. Training

Firefighter/EMT Jenni McGuire is enrolled in an Operator 1A class hosted by the Eastern Plumas Fire Protection District. The class is 40 hours of driver training instruction. Once the class and DMV testing are completed, she will be an Operator/Engineer.

(Clerk's Note: Board Director Melinda Bennett arrived at 0925 hours).

e. Plumas County Fire Chiefs' Association Activities

Nothing to Report.

f. Miscellaneous

Nothing to Report.

5. Water Treatment Facility Project: Arsenic Remediation

Samples taken March 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 10 ppb. The EPA Standard is 10 ppb. The running annual average (RAA) at the compliance point is 8.3 ppb, 6.6 ppb at Well 1B, and 14.6 ppb at Well 2.

Interim General Manager John Rowden drafted a letter to the SWRCB requesting the State rescind its compliance order, and presented it to the Board. After reviewing the document, the Board directed the Interim General Manager to send the letter to the SWRCB.

6. Variable Frequency Drive for Well 2

Chief System Operator Jamar Tate advised that the Variable Frequency Drive (VFD) had been installed on Well 2. The operators will monitor any effects on the well water's Arsenic levels, and the Board will be advised accordingly.

7. Technical Assessment of WWTP #6

The Board was presented with a summary of the Technical assessment of WWTP #6 performed by Farr West Engineering. After a lengthy discussion of the findings, the Board requested further information from Farr West, including their recommendations for addressing the issues found. This item will be revisited at a future Board meeting once further information is received.

8. Sewer Connection and Adjustment to Residential Water Fees

a. The Board was presented with materials related to establishing a connection fee for PECSW Wastewater service. These materials included the procedure for establishing this fee, as well as a sample resolution for the Board to review. A lengthy discussion ensued regarding the fee, and whether it would be considered a buy-in fee, or connection fee. It was also suggested that more research be done on actual costs to the District in order to set the price.

b. The Board was advised that new construction rules for sprinkler systems are causing home builders to install a minimum of a 1" connection. Community members with these connections have requested that they be charged at the ¾" connection rate, as the 1" connection is only necessary for use in emergency situations. After reviewing the facts,

the Board instructed Interim General Manager John Rowden to draft a will-serve policy to address the issue.

c. *See item 8c on page 1.*

8. 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

Nothing to Report.

h. Vacant Properties

A resident of Pine Cone Court addressed the Board regarding a flooding issue on his property. He stated the flooding is being caused by a nearby creek on CSD property which is overflowing due to overgrowth in the creek bed. The Board consulted maps to ascertain the exact location of the parcel, and directed Interim General Manager John Rowden to meet with the Vacant Properties Committee (AD Hoc) in order to determine a course of action.

9. Goals & Objectives

Nothing to Report.

10. General Manager's Report

a. Finance

i. Consideration of February 2019 Financial Reports

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

Motion to approve February 2019 Financials as submitted.

Motioned - Vice Chairperson Dave Stone
2nd - 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

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. Late notices have been sent to those with outstanding balances.

ii. Preparation for July Billing

Nothing to Report.

iii. Reimbursement Policy Amendment

The Board was presented with a draft policy to update business expense and mileage reimbursements to employees. It was determined that the Board would like more information on the topic, including possible liability issues. This item will be revisited at a future Board meeting.

c. Projects

i. Backup Generator at WWTP #7

After careful consideration of the current Fiscal Year Budget, Operations has concluded it would be prudent to put off installation of the new backup generator at WWTP #7 until next fiscal year.

ii. SCADA Components at Water Tanks

An alternate power source has been installed at the water tanks for use during the Winter months to ensure consistent communication between the tanks and the rest of the system.

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 February were 1,247,700 gallons

Wastewater flows were calculated at 2,082,079 gallons for the month of February.

The District continues to experience significant issues with inflow & infiltration (I & I). Operators were able to reach Folchi engineering, and they will be out the week of March 11, 2019 to inspect and bid on the manhole project. Once received, the District will make a final decision on which company is awarded the contract.

Now that the VFD is in place at Well #2, operators will begin running the well at around 50% of its normal output. Arsenic results will be tabulated, and further adjustments made until the District can ascertain the effect on Arsenic levels from the well.

d. Miscellaneous

i. Insurance Claims

The Board was updated on the status of the insurance claim filed to recover funds embezzled by a former CSD Employee. Heather Kotrc's sentencing hearing is currently scheduled for March 28, 2019.

11. Written Correspondence to the Board

Nothing to Report.

13. Public/Board Comment Period

Nothing to Report.

14. Future Agenda Items

- a. Establishing a Connection Fee for New Sewer Customers
- b. Technical Assessment of WWTP #6
- c. Business Expense & Mileage Reimbursement Policy

15. Adjournment

Chairperson Frank Shepard adjourned the regular Board meeting at 1200 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