

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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REGULAR
BOARD MEETING
MINUTES
October 9, 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 (“PECS D”) at 0900 hours.

2. Approval of September 20, 2019 Special Board Meeting Minutes

Clerk’s Note: This item was addressed later in the meeting due to a Board Director’s pending arrival.

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

The recently acquired 9122 was officially placed into service September 18, 2019.

To prepare for winter, an estimate for the installation of automatic tire chains for 9122 was obtained and would cost approximately \$3,600.00. Captain Rich Machado suggested engine 9121 be, and remain, chained for the winter months to be used during inclement weather, postponing the need for chains on 9122 until next season.

Issues were discovered with Engine 9178's gear shift selector, and local repair efforts have been exhausted. The engine will be towed to a transmission specialist in Reno for an evaluation and repair. Current cost estimates are for \$2,400.00 - \$5,000.00.

d. Training

Firefighter Jim Heiland has received his official EMR Certification. The Department now stands at 8 EMRs, 2 EMTs, and one Nurse.

f. Firewise Committee Actions and Activities

Nothing to Report.

g. Plumas County Fire Chiefs Association Actions and Activities

The association met on September 21, 2019. No significant actions to report.

h. Miscellaneous

Nothing to Report.

Clerk's Note: Board Director Dan Bastian arrived at 0904 hours.

4. Water Treatment Facility Project: Arsenic Remediation

Results from testing September 5, 2019 showed the As level at the compliance point to be: 13 ppb. The 3rd Quarter average for the compliance point was 13 ppb. Well 1B tested at: 9 ppb, with a 3rd quarter average of 9 ppb; and Well 2 tested at 18ppb with a 3rd Quarter average of 18 ppb. The EPA Standard is 10 ppb. The running annual average (RAA) at the compliance point is 9 ppb, 7 ppb at Well 1B, and 13 ppb at Well 2.

Staff continues to work with the State Water Resources Control Board to refine the District's updated water operations plan. The EPA equation for determining blended concentrations from individual wells was provided to the District as a tool to estimate future blending concentrations. Farr West Engineering continues to review data to determine how to best ensure the District can continue to meet demand and stay in compliance, including:

- Reducing Demand
- Improving Well Performance
- Optimizing Blending
- Developing known sources of compliant water
- Identifying and developing new sources of compliant water

The Board was advised that the least costly solution for the District may be to reduce demand for compliant water via conservation efforts which may also reduce the amount of water from Well 2 in the system. The Board directed Interim General Manager John Rowden to explore reduced demand as a strategy for reducing arsenic.
john

5. WWTP#6 Repair or Replacement
Nothing to Report.

6. Surplus Property
Nothing to Report. A meeting of the Ad Hoc Surplus Property Committee is scheduled to follow this Regular Meeting.

7. SDRMA Memorandum and Resolution 2019-09
The Board was presented with a Memorandum of Understanding (MOU) from SDRMA, as well as a resolution to continue participation in its Medical, Dental, and Vision Benefits Programs.

Motion to Approve MOU and Resolution 2019-09.

Motioned: Board Director Steve Janovick
2nd: Board Director Melinda Bennett

All in Favor.
Roll Call Vote:

Vice Chairperson Dave Stone: Aye
Board Director Dan Bastian: Aye
Board Director Steve Janovick: Aye
Board Director Melinda Bennett: Aye

8. Committee Report
Interim General Manager John Rowden presented the Board with Committee Organization Options to streamline and realign committees with current policies. The Board Directed Interim General Manager John Rowden to create a policy proposal for five committees:
- Personnel & Benefits Committee
 - Budget/Finance Committee
 - Emergency Services Committee (Fire Dept, Emergency Planning, Firewise, Fuel Management)
 - Water and Wastewater Services Committee
 - Administrative Services and Property Management Committee(Financial Management, Customer Service, Web Page Management, Filing, Computer, and Phone Systems)

- 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
Nothing to Report.

9. Goals & Objectives

Board Director Melinda Bennett will examine the District's Goals and Objectives for updates and required reassignments due to departed and departing Board Members.

10. General Manager's Report

a. Finance

i. Consideration of the September 2019 Financial Reports

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

Motion to approve September 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 Melinda Bennett

Aye - Board Director Steve Janovick

b. Administration

i. Invoice Status

Administrative Manager Jillian Cole advised the Board that 1st shut-off notices went out to delinquent accounts at the beginning of the month. 23 notices were issued.

c. Projects, Operations & Maintenance

Water system flows for the month of September were 4,154,320 gallons at Well 1b, and 5,004,400 at Well 2 for a total of 9,158,720 gallons.

GPRS completed their location of transmission lines to the water tanks on 9/17/2019. Farr West Engineering were on site as well to mark locations and advised an estimated cost of \$4,800.00 to survey the markings and provide a map. This will be brought to the Board again at a later meeting.

Mike Burgess with SWRCB visited the District on September 25, 2019 to inspect the District's Water System. Mr. Burgess will submit an inspection report detailing any issues or concerns to be addressed by the District.

Water demand has decreased significantly, and Well 2 has been dialed back to only assist should demand exceed Well 1B's capacity.

Wastewater flows were 291,700 gallons at WWTP #6 and 879,199 gallons at WWTP #7 for a total of 1,170,899 gallons for the month of September.

Map and monitoring sample updates have been submitted to regulators in compliance with their requirements for the District's Waste Discharge Permit. Jet Plumbing performed a camera inspection of the lines at Dynamite Hill Leach Field. Operators, overseeing the process, noted no visible damage to any lines at the time of the inspection, though the video will still need an official review.

Influent samples from WWTP #6 have been submitted to Farr West Engineering to assist with their analysis of the impending upgrade or replacement of that plant.

d. Miscellaneous

Interim General Manager John Rowden advised the Board the District had received compensation from its insurance carrier for embezzlement of District funds by a previous employee in the amount of \$11,000.00

Clerk's Note: Item #2 on the Agenda was addressed at this time.

2. Approval of September 20, 2019 Special Board Meeting Minutes
Motion to approve the July 11, 2019 Special Board Meeting Minutes as amended.

Motioned: Board Director Steve Janovick

2nd: Board Director Dan Bastian

All in Favor.

Aye – Vice Chairperson Dave Stone

Aye – Board Director Steve Janovick

Aye – Board Director Dan Bastian

Abstain – Board Director Melinda Bennett

Absent – Chairperson Frank Shepard

11. Written Correspondence to the Board

Nothing to Report.

12. Public/Board Comment Period

Community member Bryan Shewmake commended Board Director Dan Bastian for his dedication to the District during the last several years. His insight and expertise were crucial to the District, [and his service is appreciated.

Community member Cheryl Shewmake encouraged the District to recommend landscaping changes and an increase in conservation enforcement during the Summer months to help combat arsenic levels.

Community Member Randy Williams thanked Interim General Manager John Rowden for speaking at the recently held PEEHA Dinner, as well as fielding questions.

13. Future Agenda Items

a. Accepting Credit Card Payments

14. Adjournment

Vice Chairperson Dave Stone adjourned the regular Board meeting at 1044 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