

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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REGULAR BOARD MEETING
MINUTES
May 13, 2020

****Held remotely via Zoom****

Board of Directors
Chairperson Dave Stone
Vice Chairperson Melinda Bennett
Board Director Steve Janovick
Board Director Shery Panick
Board Director Vacant

1. Call Meeting to Order

Chairperson Dave Stone called to order the Special Board Meeting of Plumas Eureka Community Services District (“PECSD”) at 0903 hours.

2. Approval of April 8, 2020 Regular Board Meeting Minutes

Motion to approve the April 8, 2020 Regular Board Meeting minutes as corrected.

Motioned - Vice Chairperson Melinda Bennett
2nd – Board Director Sherry Panick

All in Favor.

Aye – Chairperson Dave Stone
Aye – Vice Chairperson Melinda Bennett
Aye – Board Director Sherry Panick

Absent - Board Director Steve Janovick

3. COVID-19- Changes in Operations

Interim General Manager John Rowden advised the Board that the CSD continues to take mitigating measures

against the spread of the COVID-19 virus. These steps include:

- Interim General Manager John Rowden and Administrative Manager Jillian Cole are working from home whenever possible. Payments are still being processed at the office to ensure security. Operators are currently working alternating shifts in order to reduce the amount of people in the office at any given time.

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

Nothing to Report.

c. Fire Apparatus & Equipment Maintenance

Fire Chief Steve Munsen advised the Board the Department continues to work on the procurement of equipment through the Federal Excess Personal Property program.

Department apparatus were inspected by Graeagle Chevron. This occurs on an annual basis.

The Department was able to obtain PPE for volunteers from various sources in April

d. Training

Training continues to be postponed due to COVID-19

e. Firewise Committee Actions and Activities

Nothing to Report.

f. Miscellaneous

Nothing to Report.

g. Plumas County Fire Chiefs Association

Nothing to Report.

5. Water System Compliance

Results from testing April 7, 2020 showed the As level at the compliance point to be 7 ppb, at Well 1B to be 6 ppb; and at Well 2 to be 10 ppb. The EPA Standard is 10 ppb. The 1st Quarter average is 7 ppb at the compliance point, 7 ppb at Well 1B, and 11ppb 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 results of Secondary Standard testing taken April 7, 2020 were 0.810mg/l at Well 1B and 0.520mg/l at Well

2 for Iron; for Manganese, they were 0.110mg/l at Well 1B and 0.080 mg/l at Well 2, The Secondary Standard for Iron is 0.300 mg/l. The Secondary Standard for Manganese is 0.050 mg/l.

There have been no new developments in determining the future of the water system at this time.

Secondary Standard Waiver letters and survey materials are in for printing. Packets will be distributed via certified mail in the coming month.

Clerk's Note: Board Director Steve Janovick arrived at 0923 hours.

6. District Engineer Task Order Budget

The Board was presented with Farr West Invoice #13566, and was advised of a Task Order cost overrun from Task Order 8 for Wastewater engineering services. It was recommended by Interim General Manager John Rowden to reallocate funds from Task Order 11 for General Services to cover the overrun.

Motion to authorize the movement of \$3,603.75 from Farr West Engineering Task Order 11 to Task Order 8.

Motioned: Vice Chairperson Melinda Bennett

2nd: Board Director Sherry Panick

All in Favor.

Aye – Chairperson Dave Stone

Aye – Vice Chairperson Melinda Bennett

Aye - Board Director Steve Janovick

Aye – Board Director Sherry Panick

7. Water Conservation

The Board was presented with the current District ordinance regarding water conservation stages. Interim General Manager John Rowden requested the Board consider enacting Stage 2 water restrictions as a means to combat high arsenic levels due to expected seasonal demand increases for irrigation and occupancy. Following discussion, the Board opted to leave Stage 1 conservation restrictions in place at this time.

8. WWTP 6 Repair or Replacement

Staff met with District Engineers regarding the repair or replacement of WWTP#6. It was communicated that the District wishes to remain conservative in its approach, as replacement would be cost prohibitive for so few customers.

9. Repair or Replacement of White CSD Truck

Systems Operator Jamar Tate advised the Board that the white truck used by District Operators is in a state of disrepair and will require extensive repairs to remain operational. Operators sought guidance for replacing the truck. Following discussion, the Board directed Operators to have the truck repaired while gathering more

information regarding an affordable replacement in the future.

10. Committee Report

Interim General Manager John Rowden advised the Board that committee meetings would commence in the coming months, beginning with the Budget/Finance Committee Meeting later this Month.

- Budget/Finance Committee
- Personnel and Benefits Committee
- Safety and Emergency Services Committee
- Water and Wastewater Services Committee
- Administrative Services Committee

Clerk's Note: Item #3 on the Agenda was addressed at this time.

3. Filling Vacancy on the Board

The Board was presented with information regarding appointing Russ Bowring to the PECSD Board of Directors following the resignation of Board Director Scott Hall.

a. Motion to appoint Russ Bowring as a Director of the Board of the Plumas Eureka CSD.

Motioned: Vice Chairperson Melinda Bennett

2nd: Board Director Sherry Panick

All in Favor.

Aye – Chairperson Dave Stone

Aye – Vice Chairperson Melinda Bennett

Aye - Board Director Steve Janovick

Aye – Board Director Sherry Panick

Russ Bowring is hereby appointed as Director.

b. Administrative Manager Jillian Cole administered the Oath of Office to Mr. Bowring.

11. General Manager's Report

a. Finance

i. Consideration of April 2020 Financial Reports

The Board was presented with the financial reports for April 2020

Motion to approve April 2020 Financials as submitted.

Motioned - Board Director Melinda Bennett

2nd - Board Director Sherry Panick

All in Favor.

Aye – Chairperson Dave Stone

Aye –Vice Chairperson Melinda Bennett

Aye – Board Director Steve Janovick

Aye – Board Director Sherry Panick

Abstain – Board Director Russ Bowring

ii. FY 20/21 Budget

Interim General Manager John Rowden presented the Board with a draft of the FY 20/21 Budget. Following discussion, the Board advised Mr. Rowden to adjust expected expenditures for chlorination and sludge removal due to increases in costs. The Budget/Finance Committee will meet to further discuss the budget and offer recommendations before the June Board Meeting.

b. Administration

i. Status of Invoices and Liens

Administrative manager Jillian Cole advised the Board that delinquent accounts were being reconciled with delayed payments due to delays caused by the transfer of data coinciding with the COVID-19 pandemic.

ii. Ms. Cole advised the Board that account migration notices were currently being sent to customers advising of the District's new billing platform and expanded payment acceptance systems.

c. Projects, Operations & Maintenance

i. Operations and Maintenance

Water system flows for the month of February were 2,843,100 gallons at Well 1b and 1,800 gallons at Well 2.

Demand for water has doubled in the last month with snowbirds returning for the season and irrigation systems being turned on.

A leak in the system was discovered near a fire hydrant on South Pinion Pine Circle. McGarr Excavation was called out to make the repair. Service to the area was off for roughly 3 hours.

Operators were called to a residence on Cottonwood for low pressure and an irrigation leak. It was determined the occupant had an irrigation leak. Operators shut off the irrigation valve and advised the occupant to contact a plumber.

A call was received for another property on Cottonwood advising no water. The valve in the box was off. Operators restored service, no other action was necessary.

Wastewater flows were calculated at 222,210 gallons at WWTP 6 and 1,204,898 gallons at WWTP 7 for the month of April.

Operators were notified that there appeared to be an effluent leak near WWTP 7 in the

greenbelt. Upon inspection, it was discovered that the leak was from the treatment plant pressure sewer line. Operators excavated the area, located the leak, and made repairs. No issues have been observed since.

The scheduled maintenance for cleaning and camera documentation of collection area #2 has again been postponed. Underground Video Technologies does not have an operator for their vacuum truck at present. Operators will research using a different vendor.

The District's new Wastewater Discharge permit has newly adjusted reporting parameters. The District will now report Quarterly on Treatment Plants, receiving water and groundwater, and will include additional reporting on pumping of basins.

d. Miscellaneous

Operators continue compiling and updating SOPs for treatment plants and wells.

11. Written Correspondence to the Board

Nothing to Report.

12. Public/Board Comment Period

Nothing to Report

13. Future Agenda Items

- a. FY 20/21 Budget
- b. Waiver of iron and manganese standards mailings
- c. CSD Excess property update
- d. Committee Meetings

14. Adjournment

Chairperson Dave Stone adjourned the regular Board meeting at 1047 hours.

In Attendance:

Chairperson Dave Stone

Vice Chairperson Melinda Bennett

Board Director Steve Janovick

Board Director Sherry Panick

Board Director Russ Bowring

Respectfully Submitted,

Jillian Cole
Clerk of The Board