

**PLUMAS EUREKA COMMUNITY SERVICES DISTRICT**

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**SPECIAL**

**BOARD MEETING**

**MINUTES**

**January 14, 2022**

**9:00 AM**

**HELD VIA ZOOM**

**200 Lundy Lane**

**BLAIRSDEN, CA 96103**

Board of Directors

Board Director Mark Shadowens

Board Director Steve Janovick

Board Director Russ Bowing

Board Director Todd Solomon

Board Director VACANT

1. Call Meeting to Order

Chairperson Mark Shadowens called to order the Special Board Meeting of Plumas Eureka Community Services District (“PECSD”) at 0902 hours.

2. Approval of November 23, 2021, Special Board Meeting Minutes

The Board was presented with the November 23, 2021, Special Board Meeting minutes  
*Clerk’s Note: This item was tabled due to lack of a quorum to approve.*

3. Approval of December 31, 2021, Special Board Meeting Minutes

The Board was presented with the December 31, 2021, Special Board Meeting minutes for approval.

Motion to approve the December 31, 2021, Special Board Meeting minutes as submitted

Motioned: Board Director Todd Solomon

2<sup>nd</sup>: Board Director Russ Bowring

All in Favor. (Roll Call)

Aye – Chairperson Mark Shadowens

Aye – Board Director Russ Bowring

Aye – Board Director Todd Solomon

Absent - Vice Chairperson Steve Janovick

4. Appointment to Standing Committees

Following a discussion of District needs, the Board opted to suspend all standing committees except for Budget & Finance.

The Budget & Finance Committee will consist of Chairperson Russ Bowring and Member Mark Shadowens.

The Board will create Ad Hoc committees to deal with specific projects and issues as they arise.

5. Filling Board Vacancies, Board Terms, Election Notifications

Interim General Manager John Rowden confirmed that each Board Member serves a 4 year term. Elections are staggered to ensure Board continuity.

Board Clerk Jillian Cole will create and manage a schedule to ensure Members up for election are notified in a timely fashion.

The Board was advised that the District still had one vacancy to fill and were encouraged by Interim General Manager John Rowden to actively recruit members of the community to fill the position.

6. 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 upon request.

PEFD Volunteers are keeping abreast of the latest precautions for the coronavirus and will continue to follow CDC and NorCal EMS guidelines and requirements.

b. Personnel

Volunteer Jim Heiland has resigned from the Department.

1. Fire Apparatus & Equipment Maintenance

9122 has been serviced for scheduled maintenance and the steering was repaired. Air brakes will be replaced/repared upon delivery of a required part.

Firefighter SCBA (Self Contained Breathing Apparatus) systems have been pressure tested and batteries have been replaced.

The District's new Command Vehicle, 9100 has been fully customized. The old command vehicle will be donated to Long Valley Fire Department.

Chief Munsen advises a plan is being developed to update and specialize each Fire Department apparatus.

d. Training

Trainings have been scheduled for the first 6 (six) months for 2022.

e. Firewise Committee Actions and Activities

Outreach continues to procure a new Firewise Chairperson for the District.

f. Miscellaneous

**Burn permits are required and can be received on-line at the Cal Fire website or at the Mohawk Ranger station.** The Air Quality Board determines burn days. Please call (530) 832-4528, press 5 for our region, and listen to the entire message for day designation and instructions.

The Department has enrolled in FEMAs "GoGrant" system for equipment replacement. Chief Munsen has requested 12 new SCBA harnesses & packs, as well as 12 new masks, and 12 extra air bottles.

The Department is in receipt of payments from several large fire incidents in 2021 totaling approximately \$373,000.00. These payments are to reimburse the Department for personnel, equipment, and administrative fees. Volunteers who served on these fires will be paid by the District directly.

g. Plumas County Fire Chiefs Association

Nothing to Report.

7. Water System Compliance

Results from testing November 4, 2021, showed the As level at the compliance point to be 6 ppb; at Well 1B to be 10 ppb; and at Well 2 to be 14 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 15 ppb at Well 2.

Results from testing December 6, 2021, showed the As level at the compliance point to be 7 ppb; at Well 1B to be 7 ppb; and at Well 2 to be 14 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 15 ppb at Well 2.

The most recent results of the tests of the Quarterly samples taken on October 26, 2021, for Iron were .610 mg/l at Well 1B and .440 mg/l at Well 2; for Manganese were .0865 mg/l at Well 1B and .0966 mg/l at Well 2. (The Secondary Standard for Iron is .300 mg/l. The Secondary Standard for Manganese is .05 mg/l.)

#### Remediation Project Development

Interim General Manager John Rowden advised the Board that he is currently working with the State to draft agreements regarding the requirement for further pilot testing for the removal of phosphates and other contaminants that could affect chemical reactions in treatment for the remediation of arsenic.

#### 8. Generator Replacement Project

Interim General Manager John Rowden advised the Board that the generator replacement project continues. The District was given a \$137,000.00 grant to replace diesel powered or obsolete generators in 2021. Generators at Well 1B and Wastewater Treatment Plant 7 are in the process of being replaced. Wastewater Treatment Plant 6 has been determined to be unable to accommodate a new generator due to spacing issues. The District is currently working with Plumas Sierra Rural Electric Cooperative to determine and implement an alternative for that location.

#### 9. Refinancing WWTP 7 Debt

Interim General Manager John Rowden gave an update regarding the refinancing of the District's Wastewater Treatment Plant Bond Debt. In an earlier meeting with a financial advisor, the District was advised that refinancing would involve a 10 year loan term followed by a large balloon payment or the need to refinance the debt remaining at the end of that term.

The Board indicated that this would not be a prudent financial decision at this time.

#### 10. Liability Insurance

The Board was advised by Interim General Manager John Rowden that the District is currently awaiting more information from prospective vendor SDRMA (Special District Risk Management Agency). This item will be re-addressed at a later meeting.

#### 11. General Manager's Report

##### a. Finance

- i. The Board was presented with the District's Financial Reports for November and

December 2021.

Motion to accept the Plumas Eureka CSD Financial Reports for November and December 2021.

Motioned: Board Director Todd Solomon

2<sup>nd</sup>: Board Director Russ Bowring

All in Favor. (Roll Call)

Aye – Chairperson Mark Shadowens

Aye – Board Director Russ Bowring

Aye – Board Director Todd Solomon

Absent - Vice Chairperson Steve Janovick

- ii. The Board was advised that District staff continue to work with the USDA to comply to their requirement to separate Water and Wastewater financial information in annually required bond debt reports.

The District has currently scheduled field work for the 2020-2021 Fiscal Year Audit for the first week of March 2022.

b. Administration

- i. Administrative Manager Jillian Cole advised the Board there are currently no changes to District Liens on delinquent properties.
- ii. District income reports were discussed as well as ways to improve the accuracy of financial reporting between UB Max and Quickbooks, as well as transferring financial report compilation to Bequette & Kimmel. Brittany Wilcox of B & K, and Budget & Finance Chairperson Russ Bowring will meet to determine report formatting, etc. Financial reports will be presented to the Board in arrears going forward.
- iii. Ms. Cole advised the Board of required and recommended training available through the California Special District Association for ethics, harassment, and best practices education, as well as the requirement for FPPC Form 700 financial disclosures.
- iv. Office Operation and Hours have been sporadic due to Covid-19 complications. Administrative Manager Jillian Cole has been performing duties remotely when not in the office.

c. Operations, Maintenance, Small Projects

**Water**

November Flow: Well 1b – 1,529,800 gallons Well 2- 1,900 gallons Total-1,531,700 gallons.

December Flow: Well 1b - 1,392,300 gallons Well 2- 1,500 gallons Total- 1,393,800

gallons.

Water Leaks: During the month of December, operators received multiple calls for emergency shutoffs, mostly due to improper winterizing.

#### **Wastewater**

November Flow: WWTP 6- 223,791 gallons WWTP 7: 921,318 gallons Total: 1,145,109 gallons

December Flow: WWTP 6- 241,599 gallons WWTP 7: 1,435,644 gallons Total: 1,677,243 gallons

WWTP 7 Blowers: Due to part delays and the weather, the replacement of motor pulley seals has been postponed until further notice from Kaeser. Operators were experiencing multiple issues with the blowers during November and December. Jim Bryant of Bryant Electric investigated the issues being observed. One motor had loose wires causing the equipment to fault. This issue was immediately rectified. Additionally, he found that the parameters for the VFD were not set properly, causing the blowers to “fault”. Bryant was able to adjust the parameters within the proper operating range for the equipment.

WWTP 6 Sludge Holding Tank: Over the previous months the sludge holding tank had been leaking into the “Gallery”, an extra storage basin, which then would have to be pumped back into the headworks of the plant. Operators were able to identify and successfully patch the leak. Operators are currently researching a more permanent repair to the issue.

#### **Misc, & Small Projects**

Truck Issues: Operators have been experiencing issues with the White work truck. On one occasion, the truck had run out of fuel even though the gas gauge indicated that there was fuel in the truck. Mechanics at Chevron identified the problem as being a faulty sending unit; a new part has been ordered. Second, the windshield wiper on the driver side had malfunctioned with the gears while Operators plowed roads during the December storms. A temporary fix was found and implemented by Graeagle Chevron mechanics. The replacement part for the wiper has been ordered as well and will be replaced.

Snow Removal: During Christmas and the following week, Operators worked diligently removing snow from district roads and fire hydrants. The snow became deep and heavy enough that the plow truck could not move the snow effectively; Operators utilized the District’s Bobcat with the snowblower attachment to clear the roads and berms in front of the fire hydrants.

d. **Miscellaneous**

The Board was advised that COLA wage increases were adjusted to 5.9% in accordance with the Social Security COLA index.

The District received reports of several downed trees during the December storms, including one which caused property damage when it fell from District property onto a resident’s deck. The resident will be filing a damage claim with the District.

## **12. Closed Session**

Board Chairperson Mark Shadowens adjourned to Closed Session at 1134 hours.

Board Chairperson Mark Shadowens reconvened Open Session at 1206 hours.

Discussion included the continued recruitment of a permanent General Manager by Interim General Manager John Rowden.

No action was taken.

13. Written Correspondence to the Board

*Clerk's Note: This item was addressed before adjournment to Closed Session.*  
Nothing to report.

14. Public/Board Comment Period

*Clerk's Note: This item was addressed before adjournment to Closed Session.*  
Nothing to report.

15. Adjournment

Chairperson Mark Shadowens adjourned the regular Board meeting at 1209 hours.

In Attendance:

Chairperson Mark Shadowens  
Board Director Russ Bowring  
Board Director Todd Solomon  
Board Director – VACANT

Absent - Vice Chairperson Steve Janovick

Respectfully Submitted,

(Signature on file)

Jillian Cole  
Board Clerk