

**PLUMAS EUREKA COMMUNITY SERVICES DISTRICT**

**200 LUNDY LANE**

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**REGULAR  
BOARD MEETING  
MINUTES**

**April 14, 2021**

**HELD VIA ZOOM**

Board of Directors

Chairperson Dave Stone

Vice Chairperson Steve Janovick

Board Director Shery Panick

Board Director Russ Bowring

Board Director Mark Shadowens

1. Call Meeting to Order

Chairperson Dave Stone called to order the Regular Board Meeting of Plumas Eureka Community Services District (“PECSD”) at 0902 hours.

2. Approval of February 10, 2021 Regular Board Meeting Minutes

Motion to approve the February 10, 2021 Regular Board Meeting Minutes as corrected.

Motioned: Board Director Mark Shadowens

2<sup>nd</sup>: Board Director Sherry Panick

All in Favor.

Aye – Chairperson Dave Stone

Aye – Board Director Mark Shadowens

Aye– Board Director Sherry Panick

Absent – Vice Chairperson Steve Janovick

Absent – Board Director Russ Bowring

3. Fire Chief's Report

*Clerk's Note: Vice Chairperson Steve Janovick arrived at 0904 hours*

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

COVID shot update: (8) fully vaccinated, (1) making appointment, (4) have declined. The Department will be at 69% when all remaining shots are completed.

c. Fire Apparatus & Equipment Maintenance

Medical Response vehicle 9153 is out of service, Chevron has attempted a couple of fixes but the issue still exists. 9100 the command vehicle, is currently designated as first out for medical calls.

d. Training

CPR refresher training, Long Valley FD attended. Trauma assessments, back-boarding and applying traction.

e. Firewise Committee Actions and Activities

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

f. Miscellaneous

The Department continues with its community outreach program.

Reimbursement funds were received from PEFDs assistance with the 2020 Glass Fire.

People who have a burn permit are allowed to burn on burn days only. The Air Quality Board determines burn days, please call (530) 832-4528, then press 5 for our region and listen to the entire message to know when a burn day occurs.

g. Plumas County Fire Chiefs Association

All Meetings have been cancelled until future notice.

4. Water System Compliance

a. Results from testing April 4, 2021, showed the As level at the compliance point to be 8 ppb; at Well 1B to be 6 ppb; and at Well 2 to be 12 ppb. The EPA Standard is 10 ppb. The

1st Quarter average was 10 at the compliance point, 6 ppb at Well 1B, and 15 ppb at Well 2. The running annual average (RAA) at the compliance point is 10 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 April 4, 2021 for Iron were .660 mg/l at Well 1B and .4700 mg/l at Well 2; for Manganese were .10 mg/l at Well 1B and .073 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

b. Interim General Manager John Rowden advised the Board that he was working with District Engineers to submit the application to the State Revolving Fund for financing the Water Treatment Plant.

c. The Board was presented with Task Order 14 from Farr West Engineering. This task offers construction bid package preparation and review, as well as assistance with contractor selection and project management. The Board declined to take action at this time, as these needs will be in the future.

#### 5. WWTP 6 Repair or Replacement

The Board was briefed by Chief Operator Jamar Tate about the progress of the emergency lift station project at WWTP 6. Mr. Tate advised the Board progress continued with construction about 2 days from completion. The new lift station is currently operational. Landscaping and an Operations walk through will take place soon.

Board members questioned some of the costs incurred by the Contractor and whether the District would be reimbursed. It is understood that the District will negotiate this in the final contract payment.

#### 6. Introduction of Ordinance 2021-87 C

The Board was presented with Billing Ordinance 2021-87 C for review. The Ordinance adjusts the District's current billing period from semi-annual to quarterly; allows 90 days to satisfy an invoice; eliminates monthly statements; increases late fees from \$25 to \$35; and updates disconnect procedures. It is available in its entirety at: <https://www.pecsd.org/new-updated-billing-procedures> and is posted at 200 Lundy Lane, Blairsden, CA 96103.

Motion to adopt the first reading of Ordinance 2021-87 C

Motioned: Board Director Mark Shadowens  
2<sup>nd</sup>: Board Director Sherry Panick

All in Favor.

Roll Call Vote:

Chairperson Dave Stone – AYE  
Vice Chairperson Steve Janovick – AYE  
Board Director Sherry Panick – AYE  
Board Director Mark Shadowens – AYE

ABSENT – Board Director Russ Bowring

*Clerk's Note: Chairperson Dave Stone waived the physical reading of Ordinance 2021-87 C*

7. District Credit Card Resolution 2021-1

Interim General Manager John Rowden presented the Board with Resolution 2021-1 regarding procuring new District credit cards through CSDA. The District's current card vendor is unable to meet District needs and service interruptions have been an issue due to a lack of a single Guarantor. California Special Districts Association (CSDA) can provide an alternative at no additional cost.

Motion to approve Resolution 2021-1 to participate in the CSDA credit card program.

Motioned: Vice Chairperson Steve Janovick

2<sup>nd</sup>: Board Director Sherry Panick

All in Favor.

Aye – Chairperson Dave Stone

Aye – Board Director Mark Shadowens

Aye – Board Director Sherry Panick

Aye – Vice Chairperson Steve Janovick

Absent – Board Director Russ Bowring

8. Contract for Accounting Services

Interim General Manager John Rowden presented the Board with a contract from District Tax Accountant Bequette & Kimmel to provide monthly accounting assistance for the District. This was something that had been recommended by auditors and would provide an additional layer of oversight for District finances. The cost to the District would be \$1000 - \$1200 per month, depending on hours.

The Board authorizes John Rowden to execute the contract, as it is within his purview.

9. Refinancing Wastewater Treatment Plant Revenue Bonds

This item was tabled to another meeting/time.

10. Water Conservation

Interim General Manager John Rowden and Chief Operator Jamar Tate presented the Board with communications received from the State regarding preparations for a drought year

in the State of California. Mr. Rowden asked the Board about water conservation efforts and Stages for the District. Some Directors felt Stage 2 water restrictions should be implemented as soon as possible, while others felt it would be too severe this early in the season. The Board agreed to take steps to educate residents about water conservation in Community Newsletter notifications, website/postal outreach, and investigating the placement of a sign to notify residents and visitors about water conservation Stages and efforts.

11. Committee Report

- a. Administrative Services  
Nothing to report
- b. Budget and Finance  
Meeting To Be Scheduled May 2021
- c. Personnel and Benefits  
Meeting To Be Scheduled May 2021
- d. Water and Wastewater Services  
Meeting To Be Scheduled May 2021
- e. Safety and Emergency Services  
Meeting To Be Scheduled May 2021

10. General Manager's Report

a. Finance

i. Consideration of March 2021 Financial Reports

The Board was presented with the financial reports for March 2021

Motion to accept March 2021 Financials as submitted.

Motioned – Vice Chairperson Steve Janovick

2nd – Vice Chairperson Sherry Panick

All in Favor.

Aye – Chairperson Dave Stone

Aye – Board Director Sherry Panick

Aye – Board Director Russ Bowring

Aye – Board Director Mark Shadowens

Absent – Board Director Russ Bowring

ii. FY 2019-2020 Audit

The Board was advised District staff continue to work with Auditors. Working remotely has slowed the process, but completion is expected May 2021

b. Administration

i. Status of Invoices and Liens

Administrative manager Jillian Cole advised payment receipts are continuing to improve. Delinquent accounts are being investigated in preparation for lien filings and County Tax Roll attachment at the end of the fiscal year, with 30 day notices scheduled to be sent April 15, 2021. Additionally, delinquent accounts are being advised that, although a shutoff moratorium exists, the District reserves the right to lien delinquent parcels.

ii. Status of Administrative Improvements Contract

Administrative Manager Jillian Cole advised the Board that improvements had resumed and website updates had begun. More updates to come include pages for conservation, pine needle disposal, and a New Customer Welcome Page.

c. Projects, Operations & Maintenance

i. Operations and Maintenance

Water system flows for the month of March 2021 were 1,377,800 gallons at Well 1b and 7,700 gallons at Well 2.

Issues & Updates:

**Water Conservation:** Due to the lack of precipitation during the winter and anticipation of drought conditions, it is the recommendation of the operators that the board of directors consider water conservation measures.

**Well 2 Rehabilitation:** Operators are refining the scope of work with the addition of contingencies for the well rehabilitation project. Start of the project is anticipated to be in the fall after the golf course has closed for the season.

Wastewater Flows for the Month of March 2021 were 191,257 gallons at WWTP 6 and 989,585 gallons at WWTP 7.

Issues & Updates:

- **Annual Report:** The annual report for the wastewater system was created by Farr West, with the assistance of district operators. The report rejected by the State and needed revisions, with a resubmission date of May 15th. The report has since been revised and will be resubmitted to the state.
- **Collection System Cleaning:** Area #2 of the collection system was cleaned by Water's Vacuum Service. Operators monitored the progress of the cleaning; ensuring that all manholes and line were cleaned.
- **Permit Fees:** Operators and the General Manager contacted the state regulator for the wastewater system concerning the permit fees in preparation for developing the budget for next fiscal year. During correspondence between the district and the state there was unclarity

as to how the district was being charged for permit fees. Fees for next year have not yet been approved by the state water board for this next fiscal year.

**WWTP 6 EQ Basin Pump:** During daily rounds, operators noticed that one of the pumps in the equalization (EQ) basin was not operating. The following day, operators attempted to remove the pump for replacement. Unfortunately, the mounting plate for the hoist failed, causing the base plate, hoist, and pump to fall into the bottom of the basin. The failure was due to the mounting hardware failing; the hardware that was used was old and failed to hold the weight of the pump. Fortunately, there were no injuries to personnel. Operators re-group the following week and were able to remove the base plate and hoist after making a confined space entry, pulling the equipment out by tying a cable to them and using a battery powered winch. Once the equipment was removed, operators drilled new holes and placed new concrete anchors, securing the base plate. The pump was then removed and replaced with a rebuilt pump that had staged on site as a replacement in anticipation of a pump failure.

#### Misc. & Small Projects

**Generator Grant:** Last October, operators and the General Manager worked together and applied for a grant that would provide funds for the purchase of generators to supply backup power for district facilities. The district identified the need for three generators; WWTP6, WWTP7 and Well 1b, explaining that the current generators at the facilities are antiquated and are in desperate need of replacement. Also stating that reliable backup power is essential for our district due to power outages that are experienced numerous times during year and that power is important to prevent any sewer overflows that could impact the Feather River should there be a power failure with no backup power. The district was awarded the grant in the amount of \$137,000 for the purchase of generators and other essential equipment needed. Operators are working with electrical engineers from Farr West to get the proper specifications for each facility. Once the specifications are identified, operators will contact vendors for bids on the pricing of the equipment.

- eAR: The Electronic Annual Report for 2020 has been completed. This report has to do with water production, rates, population served, and other aspects of the operation of the water system.

#### d. Miscellaneous

Interim General Manager John Rowden advised he is pursuing grant funds for fuels management with the Feather River Resource Conservation District.

A Spring Pipeline will be going out to residents advising of Water conservation efforts, Sewer projects, Billing changes, and traffic issues with the coming Summer season.

13. Written Correspondence to the Board  
Nothing to report

14. Public/Board Comment Period

Dave and Shirley Bauer thanked Chief Steve Munsen and the PEFD for their response to their home when they needed them.

15. Future Agenda Items

- a. Billing Ordinance 2<sup>nd</sup> reading
- b. FY 2021-2022 Budget
- c. FY 2019/2020 Audit
- d. Refinancing of WWTP 7 Bonds

16. Adjournment

Chairperson Dave Stone adjourned the regular Board meeting at 1137 hours.

In Attendance:

Chairperson Dave Stone  
Vice Chairperson Steve Janovick  
Board Director Sherry Panick  
Board Director Mark Shadowens

Absent - Board Director Russ Bowring

Respectfully Submitted,

(Signature on file)

Jillian Cole  
Board Clerk