

**PLUMAS EUREKA COMMUNITY SERVICES DISTRICT**  
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**REGULAR**  
**BOARD MEETING**  
**MINUTES**  
**February 9, 2022**

Board of  
Directors

Chairperson Mark Shadowens  
Vice Chairperson Steve Janovick  
Board Director Russ Bowring  
Board Director Todd Solomon  
Board Director Vacant

1. Call Meeting to Order

Chairperson Mark Shadowens called to order the Regular Board Meeting of Plumas Eureka Community Services District (“PECSD”) at 0904 hours. The meeting was held over Zoom teleconferencing.

2. Resolution Regarding Virtual Board Meetings

Resolution 2022-1 was presented. The resolution authorizes the Board of Directors to meet remotely using telecommunications to reduce risk to the public and the Board from COVID in accordance with Government Code 6558.

A motion to approve Resolution 2022-1 regarding Virtual Board Meetings.

Motion made by Russ Bowring  
Motion seconded by Steve Janovick

A roll-call vote was made

Those in Favor.

Aye – Chairperson Mark Shadowens  
Aye – Vice Chairperson Steve Janovick  
Aye – Board Director Todd Solomon  
Aye – Board Director Russ Bowring

The motion passed.

3. Approval of January 14, 2019 Special Board Meeting Minutes

Action was tabled.

6. Task Order 17: Pilot Study 4

The Chair moved Item 6 up in the agenda to accommodate the schedule of Board members.

The Board considered authorizing funding for a pilot study related to a Water Treatment Plant to remove arsenic, iron, and manganese. The study that will verify water loading rates, the best Oxidant, Coagulant, and determine the correct pH adjustment needed to remove Iron, Manganese, and Phosphates in the Manganese Dioxide filter media.

District Engineer, Lucas Tipton from Farr West Engineering presented an overview of the Water Treatment Project to date to explain why an additional Pilot Test was needed. The slide presentation showed the chronology of events from 2013. Mr. Tipton explained that the District had completed a Preliminary Engineering Report, three pilot studies, and a full design of the plant and that much of the planning was financed by a loan from the State Revolving Fund (SRF) that has been paid off. Mr. Tipton also explained that upon submittal of the construction plans as part of an application for an SRF construction loan, the reviewers at the State Water Resources Control Board (SWRCB) posed thirteen technical questions. During the same time period it was determined that the District had complied with an order issued by the SWRCB to meet arsenic regulatory standards and to design a treatment plant. The District delayed the project to determine if it was best for the District to continue. During that time, the SWRCB, issued another directive requiring the District to either develop a plan to remove iron and manganese from the water or request a waiver from the regulations for those metals. The resulting effort to go through the waiver process and further analysis of other alternatives to building the plant resulted in a two-year delay.

After the presentation of history, Mr. Tipton explained that the proposed pilot test was to address the removal of iron, manganese, and phosphates and the adjustment of pH to remove the secondary contaminants and improve the removal of arsenic. The Testing was proposed to be done in two steps. The first a bench test to identify the ideal Oxidant, Coagulant, and pH adjustment for treatment. Oxidant – Benefits the removal of all constituents but the selection of the ideal oxidant is going to be governed by how much Iron it oxidizes (turns from dissolved to insoluble) Coagulant – Neutralizes all particles and uses a polymer to Bond the insoluble Iron, Phosphorus, Manganese, and potentially Arsenic to create larger particles which get filtered out in the Manganese Dioxide media. pH adjustment – Required to optimize the media performance and chemical reaction conditions. The second step was a month long testing of the selected oxidants, coagulants, and pH at a larger scale to simulate the treatment in the plant.

Mr. Tipton also reported that he and John Rowden had been in discussion with the staff of the SWRCB Division of Drinking Water in late January and went over the pilot test. The DDW staff agreed with the procedure, but cautioned that the Division of Financial Assistance may require pilot testing of the “polishing” media that would remove arsenic if the arsenic was not removed in the initial processing.

Motion to proceed with the Bench Test only and meet with the Division of Financial Assistance to determine if a pilot test will be required for the arsenic removal technology.

Motion made by Todd Solomon  
Motion seconded by Steve Janovick

A roll-call vote was made  
Those in Favor.  
Aye – Chairperson Mark Shadowens  
Aye – Vice Chairperson Steve Janovick  
Aye – Board Director Todd Solomon  
Aye – Board Director Russ Bowring

The motion passed.

9. Check Signatory Authorization

The Chair moved Item 9 up in the agenda to accommodate the schedule of Board members.

A motion authorizing Board members, Mark Shadowens, Steve Janovick, Russ Bowring, and Todd Solomon and the Interim General Manager, John Rowden to sign District checks.

Motion made by Steve Janovick  
Motion seconded by Russ Bowring

A roll-call vote was made  
Those in Favor.  
Aye – Chairperson Mark Shadowens  
Aye – Vice Chairperson Steve Janovick  
Aye – Board Director Todd Solomon  
Aye – Board Director Russ Bowring

The motion passed

4. Fire Chief’s Report

a. Call Report & Training Report

Calls – Medicals & MVA's: 0, Fire: 0

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

Training – (3) Training Saturday's

Jan 08 - Operation of air station, filled SCBA bottles and proper use of extinguishers.

Jan 22 – How to administer and look for signs/symptoms using Narcan and Epi. (2) From Long Valley FD attended.

Jan 29 - Recertification of CPR, O2 admin, BVM. (4) From Long Valley FD and (1) Forest Service attended

b. Personnel

Nothing to Report.

c. Fire Apparatus & Equipment Maintenance

- 9178's water pump issue has been resolved \$173.00.
- 9122 Waiting on part for air brakes.
- Developing plan to make each apparatus more specialized.

f. Other Activities

- 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.
- \$34,387 from the Beckwourth Complex Fire has been distributed to Firefighters, \$30,573 to the department.
- \$262,347 check received for the Dixie Fire. Breakdown should be \$141,213 to Firefighters and \$121,134 to department.
- \$46,018 from OES for our Pre-Position assignment remains. That breakdown should be \$26,155 to Firefighters and \$19,863 to the department.
- \$171,570 department revenue from Beckwourth and Dixie Fires.
- Projects on increasing Department revenue, Reflective address numbers for homes on Lundy and older sections, Organizing upstairs Fire supplies.

g. Miscellaneous

Nothing to Report.

5. Water System Compliance

Arsenic Levels

The most recent reported sample from the Compliance point were taken on January 13, 2022. The result showed the arsenic levels at 7 ppb. The fourth quarter 2021 average was 7 ppb. The current Running Annual Average (RAA) is 9 ppb. Samples were taken at

Well 1B and Well 2 on January 13, 2022. The result from Well 1B was 6 ppb. The result from Well 2 was 13 ppb. The fourth Quarter 2021 average for Well 1B was 7 ppb with the RAA of 7 ppb. The fourth Quarter average for Well 2 was 14 with the RAA of 15 ppb. The results of the February 2022 test will be reported at the Board meeting if the information is available.

#### Iron and Manganese Compliance Levels

The most recent results of the tests of the Quarterly samples taken on January 13, 2022 for Iron were .870 mg/l at Well 1B and .620 mg/l at Well 2; for Manganese were .0982 mg/l at Well 1B and .130 mg/l at Well 2. (The Secondary Standard for Iron is .300 mg/l. The Secondary Standard for Manganese is .05 mg/l.).

Concerning the status of the Water Treatment Project, the General Manager referred to the Pilot Test presentation.

#### 7. Sewer System Cleaning Services

The Interim General Manager reported that the District has one of three sections of the sewer system cleaned per year. The cleaning is budgeted under sludge removal that also includes the periodic cleaning of tanks at collection facilities. Current annual budget is \$14,300. The District has received a quote from Waters Vacuum Truck Service to Hydro-clean the Lines, Manholes and Lift stations over three years for \$21,203.50. The proposal includes cleaning one section per year at a fixed price of \$7,034.50 per year with a Price Match Guarantee. It was reported that the Waters Quote is similar to past arrangements. Historically, the Waters' prices have been lower and more predictable than all others.

Motion to approve accepting the bid from Waters providing that the Interim General Manager the action and the amount are within bid policies.

Motion made by Steve Janovick  
Motion seconded by Todd Solomon

A roll-call vote was made

Those in Favor.

Aye – Chairperson Mark Shadowens  
Aye – Vice Chairperson Steve Janovick  
Aye – Board Director Todd Solomon  
Aye – Board Director Russ Bowring

The motion passed

#### 8. Survey Services

The Interim General Manager reported that the District needs surveys to support construction, better identify boundaries and easements, support changes in Flood

Mapping, support construction, and identify new easements as needed and that Farr West Surveying Services are expensive. It was recommended that the District request proposals for Surveying Services. With the RFPs due in by March 7 and the contractor selected by March 9.

Motion to issue the Request for Proposals as described.

Motion made by Todd Solomon  
Motion seconded by Steve Janovick

A roll-call vote was made  
Those in Favor.

Aye – Chairperson Mark Shadowens  
Aye – Vice Chairperson Steve Janovick  
Aye – Board Director Todd Solomon  
Aye – Board Director Russ Bowring

The motion passed

#### 10. Merging Properties

The Interim General Manager reported that there is a trend in property owners merging properties, and there may be a loss of revenue without a decrease in expected service. It was reported that the question was posed to the District's attorney, but no response was received by the meeting. This issue will be further examined by staff and any significant findings will be reported to the Board.

#### 11. Committee Reports

- a. The Budget and Finance Committee: Russ Bowring reported that the committee met with Brittany Wilcox from Bequett and Kimmel Accountancy Corporation, who is contracted with the District. The Committee Recommended the following:
  1. The District recognizes that it manages two types of funds, Governmental funds and Enterprise Funds.
  2. The District recognizes that it has three service departments: Fire, Water, and Wastewater.
  3. The District maintains an accounting system that clearly separates the financial activities, including income, expenses, and balances, of each department.
  4. The District establishes a process through which money can be loaned and repaid among Departments if needed and approved by the Board of Directors.

5. The Board of Directors review for approval, the listed financial reports.

- Monthly Department Budget Performance Report of Revenue and Expenses
- Monthly Department Balance Sheets
- Monthly Department Cash Flow statements
- Monthly Department Accounts Receivables Report
- Quarterly Payroll Report
- Quarterly Bank Reconciliation Report
- Quarterly Comparative Balance Sheet
- Annual Audit Reports

The monthly reports will be reviewed one month after the month the financial activity was completed.

6. The District establishes an ad hoc committee to oversee the completion of a Financial Management Policy to implement these recommendations and to define the rules, methodologies and processes to ensure sound financial practices that are in accordance the General Accepted Accounting Practices and defined the Governmental Accounting Standards Board.

Motion to approve establish the ad hoc Committee to oversee the completion of a Financial Management Policy to implement these recommendations and to define the rules, methodologies and processes to ensure sound financial practices that are in accordance the General Accepted Accounting Practices and defined the Governmental Accounting Standards Board.

Motion made by Todd Solomon  
Motion seconded by Steve Janovick

A roll-call vote was made  
Those in Favor.  
Aye – Chairperson Mark Shadowens  
Aye – Vice Chairperson Steve Janovick  
Aye – Board Director Todd Solomon  
Aye – Board Director Russ Bowring

The motion passed

b. Water and Wastewater Committee.

The Interim General Manager reminded the Board that this standing committee will be active in the coming months.

## 12. General Manager's Report

### a. Finance

#### i. Financial Reports

The Interim General Manager provided the updated December Revenue and Income Budget Performance Report that showed the current revenues of Fire and properly displayed the Arsenic Remediation Expense. Future Monthly Reports will follow the policy adopted for Agenda Item 11a.

#### ii. Audit for FY 2020/21

The Interim General Manager reported that the audit is scheduled for March and that the District Accountant, Brittany Wilcox, prepared an Accountant's Compilation Report, that will be used to support the audit. It is hoped that the time it will take to completed the audit will be short.

### b. Administration

#### i. Invoice Status

Interim General Manager reported that the following were number of accounts were overdue: 30 days- 99 accounts \$47,027.32; 60 days- 37 accounts \$17,153.54; 90 days- 8 accounts \$15,657.51.

#### ii. Status of Administrative Improvements Project

Interim General Manager reported that the main desk top computer used for Administration is being replaced.

### c. Projects, Operations & Maintenance

#### Water

- Flow: Well 1b- 1,625,600 gallons Well 2- 104,900 gallons Total- 1,730,500 gallons Daily Avg 55,822 gallons

- Water Leaks/Shutoffs: During the month operators had three shutoff requests due to water leak at residences; #24 N Pinion, #1 Ponderosa, & #8 Cedar. These leaks contributed to the higher daily average and Well 2 running more than usual. During the winter months, Well 2 is only run weekly for a short duration for an operational check.

#### Wastewater

- Flow: WWTP 6- 251,269 gallons WWTP 7- 1,641,220 gallons Total- 1,892,489 gallons Daily Avg 61,048 gallons

#### Misc., Future & Small Projects

- Tree Removal: The District had two trees in the greenbelt area on Cottonwood, across the street from the building removed. Residents adjacent to the area were concerned about these trees falling and damaging homes. The trees were leaning extremely towards the adjacent homes, creating a liability for the district should the trees end up falling.

- Auto CAD Map Update: Operators use an Auto CAD map to identify locations of water boxes of residents and locations of other infrastructure. This map is



missing The Village at Plumas Pines on Eureka Springs. Operators have contacted Joy Engineering, who did the installation, requesting As-Built maps of the area. Should Joy Engineering have the maps, the Auto-CAD map will be updated.

d. Miscellaneous

Interim General Manager reported that there have been incidents of minor vandalism and that a security camera has been purchased and will be installed by the operators

13. Written Correspondence to the Board

Nothing to Report.

14. Public/Board Comment Period

Helen Shadowens suggested that the Board of Directors permanently put the District into Water Conservation Stage 2 in light of the continuing drought in California.

15. Closed Session: Review of General Manager Performance

Chair Shadowens reported that the Board of Directors was satisfied with the performance of the Interim General Manager.

16. Future Agenda Items

- a. Ordinance related to water conservation.
- b. Pilot Test update
- c. Financial Management Policy
- d. January 14 Minutes
- e. SDRMA Liability Insurance

17. Adjournment

Chairperson Mark Shadowen adjourned the regular Board meeting at 1145 hours.

In Attendance:

Chairperson Mark Shadowens  
Vice Chairperson Stave Janovick  
Board Director Russ Bowring  
Board Director Todd Solomon

Respectfully Submitted,

John Rowden  
Interim General Manager