

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

200 LUNDY LANE BLAIRSDEN, CALIFORNIA 96103

PHONE: 530-836-1953 FAX: 530-836-2963 TOLL FREE: 877-377-1953

Email – jillian.pecsd@gmail.com Web-www.pecsd.org

REGULAR BOARD MEETING AGENDA

April 14, 2021 9:00 AM

Join Zoom Meeting

<https://us02web.zoom.us/j/83876794370>

Dial

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

ID

838 7679 4370

Board of Directors:

Chairperson Dave Stone

Vice Chairperson Steve Janovick

Director Sherry Panick

Director Russ Bowring

Director Mark Shadowens

***Members of the Public may address the Board on items of business immediately before or during the Board's consideration of the item after being recognized by the Board Chairman (limit on the time the public may address the Board is 3 minutes)**

Plumas Eureka CSD Regular Board Meeting
April 14, 2021

1. Call Meeting to Order

Chairperson Dave Stone

2. Approval of the March 10, 2021 Regular Board Meeting Minutes

Discussion and Possible Action

Plumas Eureka CSD Regular Board Meeting

April 14, 2021

3. Fire Chief's Report Chief Steve Munsen

Discussion and Possible Action

Call Reports and Training

- Calls – Medicals & MVA's: 1, Fire: 1

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

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

Personnel Activity

- COVID shot update: (8) fully vaccinated, (1) making appointment, (3) are no, and (1) can't due to medical issues. Department will be at 69% when all remaining shots are completed.

Plumas Eureka CSD Regular Board Meeting

April 14, 2021

Fire Equipment

- Our rescue rig 9153 is out of service, Chevron has attempted a couple of fixes but the issue still exists. 9100 the command vehicle, is now designated as first out for medical calls.

Other Activity

- Received check from State for Glass Fire participation.
- Updating Standard Operating Guidelines (SOG's). Last update was done in 2012.
- Continuing with community outreach program.
- 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.

Plumas Eureka CSD Regular Board Meeting

April 14, 2021

4. Water System Compliance Interim General Manager John Rowden.

Discussion and Possible Action

a. Status of Compliance Levels

Arsenic

- The most recent reported sample result from the Compliance point were taken on April 4, 2021 showed the arsenic levels at 8 ppb. The first quarter average was 10 ppb. The current Running Annual Average (RAA) is 10 ppb.
- The April 4 reportable result from Well 1B was 6 ppb; The first Quarter 2021 average was 6 ppb, the RAA is 7 ppb.
- The April 4 reportable result from Well 2 was 12; The first Quarter 2021 average was 15 ppb, the RAA is 15 ppb.

Plumas Eureka CSD Regular Board Meeting

April 14, 2021

Iron and Manganese Compliance Levels

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 .470 mg/l at Well 2; for Manganese were .100 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.).

Plumas Eureka CSD Regular Board Meeting
April 14, 2021

- b. The Board will be briefed on the status of financing the construction of the Water Treatment Plant.
- c. The Board will consider approving District Engineer Task Order 14 for the support for securing financing for the water treatment plant, securing bids for construction, and managing construction.

Plumas Eureka CSD Regular Board Meeting
April 14, 2021

5. WWTP 6 Lift Station Repair

Chief Wastewater Treatment Plant Operator Jamar Tate

Discussion and Possible Action

The Board will be briefed on the progress on the emergency repairs to the lift station at Waste Treatment Plant 6

Plumas Eureka CSD Regular Board Meeting

April 14, 2021

6. Introduction of Ordinance 2021-87 C

Interim General Manager John Rowden

The Board will consider revision the billing ordinance to replace the biannual billing cycle with quarterly billing, revising delinquent payment notifications, and increasing fees and penalties. This is the first reading of the proposed Ordinance.

Discussion and Possible Action

Plumas Eureka CSD Regular Board Meeting
April 14, 2021

Revised Billing Ordinance

- Clarification of the Billing process
- Change the Billing from Biannual to Quarterly
- No Monthly statements
- Increased fees for late notifications
- Increased fees for non payment
- Shutoff after 165 days after invoice
- Lien after 360 days after invoice

Plumas Eureka CSD Regular Board Meeting

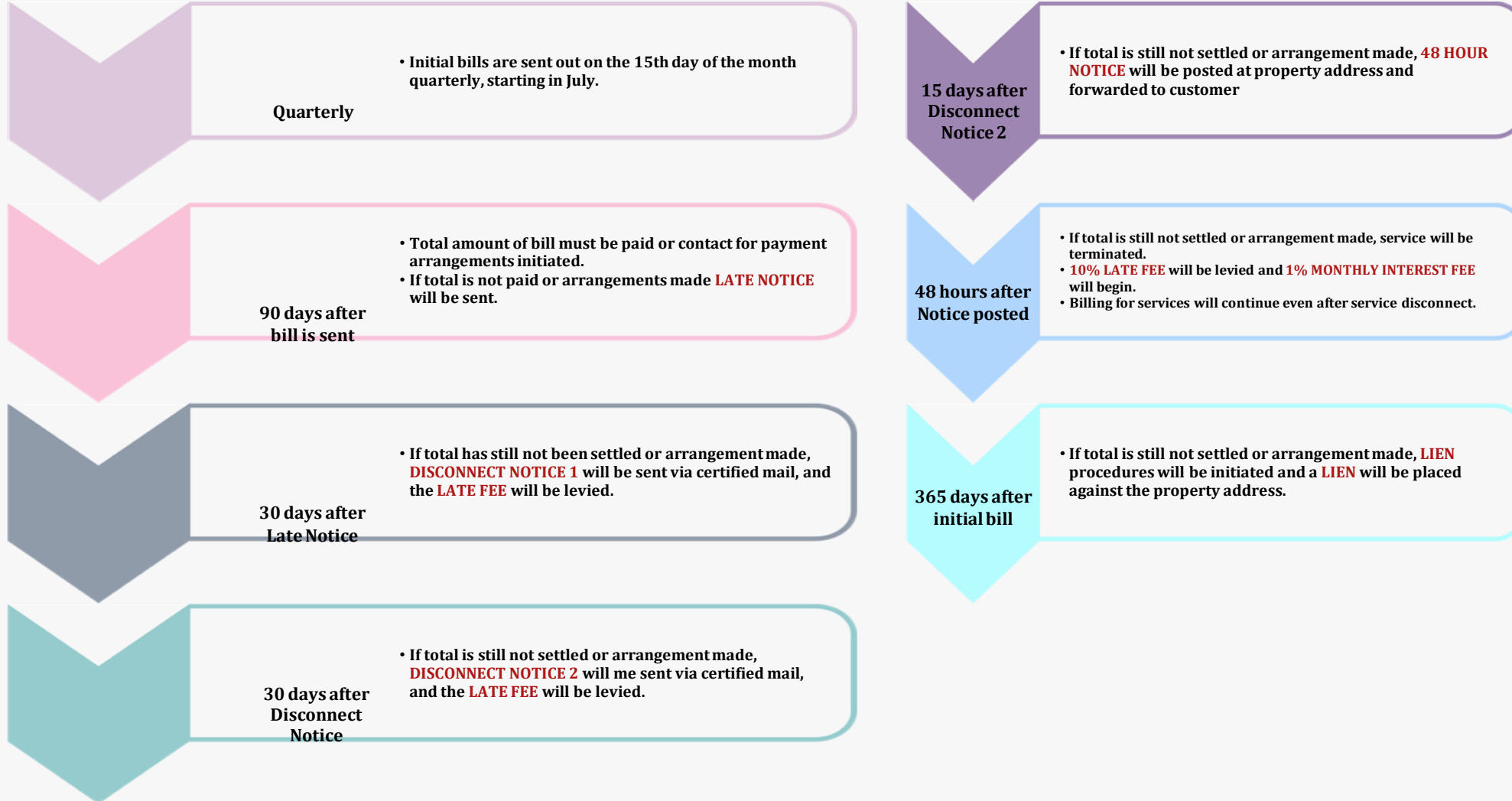
April 14, 2021

Revised Billing Ordinance

Interim General Manager John Rowden

- Increase of \$10 for Late notification \$25 to \$35.
- Charge of 10% of all aged balances over 180 days

Billing and Non-Payment Procedure



ORDINANCE NO: 2021-87 C

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE PLUMAS EUREKA COMMUNITY SERVICES DISTRICT AMENDING ORDINANCE NO. 2012-87 RELATED TO FEES, RATES AND CHARGES

WHEREAS, the Plumas Eureka Community Services District provides water, sewer and fire protection services within its jurisdiction; and

WHEREAS, the Board of Directors is empowered by various laws to adopt and impose fees, rates and charges and provide for the collection of unpaid fees, rates and charges; and

WHEREAS, the District's voters approved a special tax to fund fire protection services and provided that that the tax would be collected in the same manner as District charges; and

WHEREAS, the Board of Directors wishes to amend the billing collection provisions of Ordinance No. 2012-87 to provide for a quarterly billing period rather than biannual, clarifying how various services provided by the District are demarcated on such billing statements, and increase fees associated with processing late payments. This amended ordinance is otherwise consistent with the language, purpose, and intent of Ordinance No. 2012-87C, and the remainder of the language of the Ordinance has been left intact.

The Board of Directors of the Plumas Eureka Community Services District ordains as follows:

Section 1. Chapter 3.01 of the Plumas Eureka Community Services District Billing Policy Ordinance is hereby amended to read in full as follows:

Sections:

3.01.10	Repeal
3.01.20	General Provisions
3.01.25	Water Standby Charges
3.01.30	Multiple Dwelling Units
3.01.40	Description of Services, and Billing Procedures <u>Fees, and Taxes</u>
<u>3.01.41</u>	<u>Billing Procedures</u>
3.01.50	Procedure Prior to Discontinuing Service(s)
3.01.60	Basic Penalties
3.01.65	Tapping or Connections - District permission required
3.01.70	Collection Methods
3.01.80	Days and Hours Restrictions on Termination
3.01.90	Schedule of Fees, Rates and Charges

Section 3.01.10. Repeal

All sections, rates, fees and charges for water, sewer, and fire services prescribed and set forth in all previously adopted ordinances, resolutions and orders by the District are hereby superseded.

Section 3.01.20. General Provisions

The Board of Directors shall review the District's fees and taxes each year, prior to the approval of the Fiscal Year Budget. The Board of Directors ~~shall adjust all rates and charges~~ shall take actions necessary to assure solvency and compliance with outstanding contractual obligations relating to services.

~~**Section 3.01.25. Water Standby Charges**~~

~~A standby charge shall be charged and collected from the owners of all vacant lots in the District. The amount of the charge shall be as set forth in Section 3.01.90.~~

Section 3.01.30 Multiple Dwelling Units

With the exception of special taxes which shall be imposed on a per parcel basis, parcels containing multiple dwelling units shall be charged fees as set forth in this section. The primary dwelling unit will be charged 100% of the scheduled fees prescribed by Section 3.01.90. Each additional dwelling unit located on the parcel shall be charged 50% of the scheduled fees prescribed by Section 3.01.90 as a separate dwelling unit even if there is a common water and/or sewer service connection. The General Manager shall determine when a parcel contains a multiple dwelling unit.

Section 3.01.40. — Description of Services and Billing Procedures

~~Services for improved parcels are comprised of Water, Sewer (if applicable), Leach Field Maintenance (if applicable), and Fire Tax. Services for unimproved lots are comprised of Water Standby Fees, Sewer Reserve fees (if applicable), Dynamite Hill Leach Field Bond fees (if applicable), Wastewater Treatment Plant #7 Bond fees (if applicable), and Fire Tax.~~

~~In the case of rental property, the property owner name listed on Plumas County Tax Records is considered the party responsible for payment of all service fees.~~

~~(a) — Charges and rates for those services are based on annual fees, but are billed in January and July of each year. All charges for services and facilities shall be listed on one invoice and collected together (Gov't Code 61115). The obligations may be paid, semi-annually, quarterly, or monthly*, at the option of the property owner.~~

~~* Property owners electing to pay monthly will be charged an additional fee of \$1.00 per month to reduce the resulting additional administrative costs.~~

~~(b) — Payment is due within 30 calendar days from the date of the billing. If not paid within 30 days, the account will be considered past due, at which time a Statement and a Past Due Notice shall be forwarded. Failure to pay any portion of the invoice will be considered as a default on the account and water shut off procedures will be implemented as per Section 3.01.50.~~

Section 3.01.40. Description of Services, Fees and Taxes

The District charges fees for water, sewer, and fire protection services. The District also charges a tax for overall fire protection. The amount charged for fee services in the District is determined by the location of the property, the service provided, and the development status of a property. Fees for operation and maintenance services are greater for developed properties than for undeveloped properties. Fees for capital reserves and debt service are the same for all properties.

- (a) The District recognizes three development units for purposes of fees and taxes: Plumas Eureka Estates, Eureka Springs, and the Village at Plumas Pines.
- (a) Properties in the Eureka Springs Development and the Village at Plumas Pines Development are charged in accordance with development agreements and may have higher or additional charges for sewer and emergency service.
- (a) Fees are charged for water system operation and maintenance, water capital reserve for major improvements to the system, and water system related debt service. Water fees are calculated according to the size of the water connection. The District has rates for ¾ inch, one-inch, and two-inch connections. Water service is not metered.
- (a) Fees are charged for sewer system operation and maintenance, sewer system capital improvements, and sewer system related debt service. Properties that are served by a septic system on the property, do not otherwise receive sewer service from the District, and are not within 200 feet of an existing sewer main are not charged sewer related fees.
- (a) Fees are charged for fire and emergency response (fire and medical) services and capital improvements. A fire protection tax is charged to all properties.

Fees for all services and any applicable cost-of-living adjustments are determined annually and approved at the Regular Board meeting in June of each year.

Section 3.01.41. Billing Procedure

The property owner listed on Plumas County Tax Records is considered the party responsible for payment of all service fees and taxes.

- (a) The District will maintain a system of customer accounts for invoicing customers, tracking balances, and notifying customers.
- (a) The District shall send invoices for fees and taxes quarterly, in July, October, January, and April. All charges for services and facilities shall be listed on one invoice and collected together (Gov't Code 61115).
- (a) All or part of the amount charged must be paid within 30 days of the date of an invoice. The obligations may be paid monthly, but the entire balance must be paid quarterly. All accounts must be paid in full within ninety (90) days of the mailing date of each invoice, or by the succeeding invoicing date.
- (a) If not paid within 90 days of date of an invoice, an account will be considered past due, at which time a Past Due Notice shall be sent. Failure to pay any portion of the invoice within thirty (30) days of the mailing date of the Past Due Notice will be considered a default on the account and water shut off procedures will be implemented as per Section 3.01.50.
- (a) Past Due Notice shall include information regarding the following subjects:
 - 1. Arranging to make payments.
 - 2. Filing a complaint or requesting an investigation regarding service charges.
 - 3. Requesting information regarding financial assistance.
- (a) The District shall provide access to account information on a secured website or upon request.

Section 3.01.50. — Procedure Prior to Discontinuing Service(s)

~~_____ (a) _____ Past Due Notice shall include information regarding the following subjects:~~

~~_____ (1) Arrangements to make payments.~~

~~_____ (2) File a complaint or request an investigation regarding services or charges.~~

~~_____ (3) Request information regarding financial assistance.~~

~~_____ (b) — In the event payment is not received within 30 days AFTER the mailing of the Past Due Notice, a Notice of Intent to Shut Off Service shall be forwarded. Said notice shall be sent by Certified Mail, Return Receipt Requested. A fee of \$25.00 shall be charged to the delinquent account.~~

~~(c) — After the expiration of the additional thirty (30) days a Second Notice of Intent to Shut Off Service will be mailed in a similar manner as proscribed in paragraph (b), and in addition a copy of the notice shall be posted on the dwelling property. If payment is not received within fifteen (15) days a Final 48 Hour Shut Off Notice shall be forwarded and posted. If full payment is not received, service will be discontinued.~~

~~(d) — District service rates are flat rates, charged on a fiscal year basis, predicated on issuance of the Will Serve Letter. Therefore billing for services will continue whether or not service is terminated.~~

Section 3.01.50. Procedure Prior to Discontinuing Service(s) for Non-Payment

District may discontinue service for non-payment fees or for the violation of Section 3.01.65. In the case of non-payment of service fees, the following procedure shall be followed.

- (a) If payment has not been received within thirty (30) days after the mailing date of the Past Due Notice, a First Notice of Intent to Shut Off Service shall be sent by Certified Mail, Return Receipt Requested. A fee of \$35.00 shall be charged to the delinquent account in connection with this Notice.
- (a) If payment has not been received within thirty (30) days from the mailing date of the First Notice of Intent to Shut Off Service, a Second Notice of Intent to Shut Off Service shall be mailed and a fee of \$35.00 shall be charged as prescribed in paragraph (a). Additionally, a copy of the Second Notice shall be posted on the property.
- (a) If payment is not received within fifteen (15) days from the mailing date of the Second Notice of intent to Shut Off Service, a Final Notice to Shut Off Service shall be mailed and a fee of \$35.00 shall be charged as prescribed in paragraph (a). Additionally, a copy of the Final Notice shall be posted on the property.
- (a) If full payment is not received within forty-eight (48) hours, service to the property will be shut off.
- (a) Billing for services will continue whether or not service is terminated.

Section 3.01.60. Basic Penalties

Pursuant to the provisions of Government Code Section 61115, if payment is not ~~timely~~ received by the date of the Second Notice of Intent to Shut Off Service, a late charge of 10% of the amount outstanding during ~~the six (6) month~~ the ninety (90) day period will be charged to the account. After ~~the eight month~~ one hundred and eighty (180) days, interest of 1% of the amount outstanding, including the late charges and fees, during the ~~six (6) month~~ ninety (90) day period will be charged. This will continue monthly until all fees have been paid.

Section 3.01.65. Tapping or Connections - District permission required

No person shall tap, open valves and hydrants, or connect with any water main or pipe which forms any part of the system of the waterworks of the District, without first notifying and obtaining written permission to do so from the General Manager, who shall issue no such permit to or for any person or firm whose indebtedness to the District for water or other charges is delinquent. Remedying a violation of this section shall be subject to a fee as set forth in Section 3.01.90. Moreover, any violation of this section shall be a misdemeanor.

Section 3.01.70. Collection Methods

If payment is not received within ~~the fiscal year of the billing~~ three hundred and sixty (360) days of the mailing date of the Past Due Notice, the District may employ any and all legal methods to collect outstanding debts to include recording certificates specifying the amount(s) due and recording of which constitutes a lien.

Section 3.01.80. Days and Hours Restrictions on Termination

The District shall not, by reason of delinquency in payment for any services, cause cessation of the services on any Saturday, Sunday, Legal Holiday, or at any time during which the business offices of the District are not open to the Public.

Section 3.01.90. Schedule of Fees, Rates, and Charges.

The fees, rates and charges set forth in this ordinance shall be imposed as set forth in the attached Attachment “A”. This attachment may be amended or modified by ordinance or resolution.

Section 3.03.00. Definitions.

Dwelling unit -"Dwelling Unit" shall mean a building with separate access, which provides for sleeping, cooking, eating, and sanitation for one family.

Family – “Family” shall mean a person or persons living as an economic unit.

Section 3.04.00. Severability

If any section, subsection, subdivision, paragraph, sentence, clause or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board of Directors hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses or phrases are declared unconstitutional, invalid or ineffective.

Section 4. The Clerk of the Board of Directors shall certify to the adoption of this Ordinance and shall post or publish this Ordinance as required by law.

Section 5. This Amended Ordinance shall take effect and be in full force and effect thirty (30) days from and after the date of its final passage and adoption.

2021 Attachment "A"

PECSO Ordinance #2018 - C

Section 3.01.90 Schedule of Fees, Rates, and Charges.

The following are the annual fees, rates and charges effective July 1, 2021.

Fees: Plumas Eureka Estates	Annually	Monthly
Water (Service Size 3/4")	\$ 1,228.44	\$ 10
Service Charge ¹	\$ 804.03	2.37
Capital Program ¹	\$ 90.37	7.00
Debt Service	\$ 334.04	7.53
		6
Water (Service Size 1")	\$ 1,842.54	\$ 15
Service Charge ¹	\$ 1,135.19	3.54
Capital Program ¹	\$ 150.62	4.60
Debt Service	\$ 556.73	2.55
		1
Water (Service Size 2")	\$ 5,225.06	\$ 43
Service Charge ¹	\$ 2,956.58	5.42
Capital Program ¹	\$ 481.98	6.38
Debt Service	\$ 1,781.54	0.16
		4
Water Standby Charge (per unimproved parcel)	\$ 739.10	\$ 14
Service Charge ¹	\$ 307.29	1.59
Capital Program ¹	\$ 90.37	5.61
Debt Service	\$ 334.04	7.53
		2
Water Hook-Up - At issuance of Will Serve	\$ 1,000.00	7.84
<i>Note: At this time, a security deposit is not required for commencement of water service to an</i>		
Sewer (Developed)	\$ 1,527.65	\$ 12

2021 Attachment "A"

PECSO Ordinance #2018 - C

Section 3.01.90 Schedule of Fees, Rates, and Charges.

The following are the annual fees, rates and charges effective July 1, 2021.

Fees: Eureka Springs Subdivision	Annually	Monthly
Water (Service Size 3/4")	\$ 1,228.44	\$ 10
Service Charge ¹	\$ 804.03	2.37
Capital Program ¹	\$ 90.37	7.00
Debt Service	\$ 334.04	7.53
		2
Water (Service Size 1")	\$ 1,842.54	7.84
Service Charge ¹	\$ 1,135.19	3.54
Capital Program ¹	\$ 150.62	4.60
Debt Service	\$ 556.73	2.55
		1
		4
Water (Service Size 2")	\$ 5,225.06	6.39
Service Charge ¹	\$ 2,956.58	5.42
Capital Program ¹	\$ 481.98	6.38
Debt Service	\$ 1,781.54	0.16
		4
		14
Water Standby Charge (per unimproved parcel)	\$ 739.10	8.46
Service Charge ¹	\$ 307.29	1.59
Capital Program ¹	\$ 90.37	5.61
Debt Service	\$ 334.04	7.53
		2
		7.84
Water Hook-Up - At issuance of Will Serve	\$ 1,000.00	
<i>Note: At this time, a security deposit is not required for commencement of water service to an</i>		
Sewer (Developed w/ Buy Out)	\$ 1,402.96	\$

2021 Attachment "A"

PECSD Ordinance #2018 - C

Section 3.01.90 Schedule of Fees, Rates, and Charges.

The following are the annual fees, rates and charges effective July 1, 2021.

Fees: Village at Plumas Pines Subdivision	Annually	Monthly
Water (Service Size 3/4")	\$ 1,228.44	\$ 10
Service Charge ¹	\$ 804.03	2.37
Capital Program ¹	\$ 90.37	7.00
Debt Service	\$ 334.04	7.53
		6
Water (Service Size 1")	\$ 1,842.54	\$ 15
Service Charge ¹	\$ 1,135.19	3.54
Capital Program ¹	\$ 150.62	4.60
Debt Service	\$ 556.73	2.55
		1
Water (Service Size 2")	\$ 5,225.06	\$ 43
Service Charge ¹	\$ 2,956.58	5.42
Capital Program ¹	\$ 481.98	6.38
Debt Service	\$ 1,781.54	0.16
		4
Water Standby Charge (per unimproved parcel)	\$ 739.10	\$ 14
Service Charge ¹	\$ 307.29	1.59
Capital Program ¹	\$ 90.37	5.61
Debt Service	\$ 334.04	7.53
		2
Water Hook-Up - At issuance of Will Serve	\$ 1,000.00	7.84
<i>Note: At this time, a security deposit is not required for commencement of water service to an</i>		
Sewer (Developed w/ Buy Out)	\$ 1,402.96	\$

Fees: All Areas

Returned Check Charge		\$	
		25.0	
		0	
Service Reconnection fee		\$	
		50.0	
		0	
Unauthorized tapping or connection ²	\$	250.00	
Administrative charge for monthly payment plan		\$	per month
		1.0	
		0	

1 - Fee subject to COLA adjustment July 1st of each year

2 - Possible civil action for treble damages under Civil Code §1882 et seq.

Plumas Eureka CSD Regular Board Meeting
April 14, 2021

7. Credit Card Resolution

Interim General Manager John Rowden

The Board will consider adopting a resolution that allows the Interim General Manager to contract with Umpqua Bank for credit card services.

Discussion and Possible Action

CSDA Umpqua Bank Card

Advanced online reporting tools

- Analyze company spend trends
- Manage payables and vendors
- Create spend reports to negotiate preferred pricing with suppliers
- Integrated online expense approval system
- Competitive rebate

Expense controls

- Greater security and control over employee spending through use of customized limits
- Controlled spend guidelines by card type, employee, purchase type or department level
- Fleet management, providing clear oversight of fuel and vehicle maintenance expenses
- Customized billing and payment options
- Select the statement cycle and due date that's right for your organization
- Choose central or individual billing preferences to suit your company's needs

Streamline processes

- Streamline accounts payable and reduce administrative costs
- Manage card portfolio with online company administrator tool
- Integrate with third-party accounting and expense management software

Realize efficiencies

- Improve expense reporting with detailed reports, downloads and automated extracts
- Support accounting and reconciliation with enhanced data for cost allocation, regulatory reporting, budget reporting and reconciliation of cardholder activity

Gain cost savings

- Save on expenses by converting checks to card payments
- Control unauthorized spending by leveraging security features
- Negotiate discounts with preferred vendors

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

RESOLUTION 2021-1

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLUMAS EUREKA COMMUNITY SERVICES DISTRICT AUTHORIZING AGREEMENT WITH UMPQUA BANK TO PARTICIPATE IN THE CSDA DISTRICT PURCHASING CARD PROGRAM

WHEREAS, Credit cards and purchasing cards are mechanisms for purchasing goods and services for the convenience of the Plumas Eureka Community Services District and

WHEREAS, the California Special Districts Association (CSDA) has negotiated with Umpqua Bank to provide a Purchasing Card Program for vendor payments, purchasing, travel or fleet transactions, and

WHEREAS, the CSDA District Purchasing Card Program is available to members of the CSDA and the District is a member of the CSDA; and

WHEREAS, the Program requires an application for credit approval, a resolution by the District Governing Board, and District policy and procedures regarding the use of the credit cards; and

WHEREAS, the District has a Standard Practice of procedures for using credit cards as required by the Program,

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Plumas Eureka Community Services District directs the following actions:

- a. Authorize participation with Umpqua Bank in the CSDA District Purchasing Card program,
- b. Authorize the application to the Program for credit cards or purchasing cards,
- c. Authorize the Interim General Manager to execute any necessary agreements,
- d. Authorize the General Manager or the Administrative Manager to add new participants or cancel former employees.

BE IT FURTHER RESOLVED, that this Resolution shall be effective upon adoption.

Plumas Eureka CSD Regular Board Meeting

April 14, 2021

8. Contract for Accounting Services

The Board will consider adding accounting services for monthly financial reporting and technical assistance to the current contract for tax bookkeeping services services with Bequette and Kimmel Accountancy Corporation.

Discussion and Possible Action

Plumas Eureka CSD Regular Board Meeting

April 14, 2021

8. Contract for Accounting Services

Current Services

- Payroll Tax Returns
- W2s
- 1099s

New Additional Services

- Combined Financial Statement
- Balance sheet
- Statement of Income
- Statement of Summary Cash Flow

Estimated Monthly Cost: \$1000-\$1200 depending on hours.

Discussion and Possible Action

Plumas Eureka CSD Regular Board Meeting
April 14, 2021

9. Refinancing Wastewater Treatment Plant Revenue Bonds

The Board will consider authorizing the Interim General Manager to enter into an agreement for refinancing two USDA backed bonds used to finance the construction of Wastewater Treatment Plant 7 to reduce the annual debt payment.

Discussion and Possible Action

Plumas Eureka CSD Regular Board Meeting
April 14, 2021

10. Water Conservation

The Board will consider adopting water conservation measures for the coming summer months.

Discussion and Possible Action

March 22, 2021 Contact: Ailene Voisin Ailene.Voisin@waterboards.ca.gov

SACRAMENTO

As dry conditions persist throughout California, the State Water Resources Control Board today mailed early warning notices to approximately 40,000 water right holders, urging them to plan for potential shortages by reducing water use and adopting practical conservation measures.

Reservoir and groundwater levels are significantly below average, and despite recent storms, snowpack is only 63% of average as of March 10. After two years of below average precipitation, officials don't expect the April 1 snow survey to reveal significant improvement in the water supply outlook this year. April 1 is typically the peak of California's snowpack, which, in an average year, provides 30% of the state's water supply.

Drought is a recurring feature of the California climate, and what we've learned from our past efforts in previous droughts has improved our drought resilience. We know from experience that early action can help minimize short term drought impacts and improve our ability to withstand multiple dry years in a row.

"Planting crops and other decisions that are dictated by water supply are made early in the year, so early warnings are vital," said Erik Ekdahl, deputy director for the Water Board's Division of Water Rights. "These letters give water users time to prepare and help minimize the impacts of reduced supplies on businesses, farms and homes."

Water Boards. Voisin

Agricultural water users can implement practical actions now to improve their drought resilience, including reducing irrigated acreage, managing herd size, using innovative irrigation and diversifying water supply portfolios. Urban water users can conserve by putting in drought-resistant landscape, reducing outdoor irrigation and replacing older house fixtures and appliances with more efficient ones.

Additionally, all diverters are legally required to report their annual water use to the State Water Board. Accurate and timely reporting of information is crucial to managing the state's water resources.

In preparing for potential droughts, the State Water Board partners with multiple state, local and federal agencies, including California Department of Water Resources, Fish and Wildlife, the U.S. Bureau of Reclamation, Bureau of Land Management, U.S. Forest Service, Tribal governments and water management organizations. Staff will continue to coordinate as it monitors the situation and engage more frequently with water users if conditions continue or worsen.

Current drought conditions can be found on the National Integrated Drought Information System website.

The State Water Board's mission is to preserve, enhance and restore the quality of California's water resources and ensure proper allocation and efficient use for the benefit of present and future generations. Please visit California's Water Resilience Portfolio to learn more about how our state is preparing for our future water needs.

Water Conservation Policy

- **Stage 1 – Normal Conservation**

-
- a. PECSD shall encourage water conservation by all residents and property owners on the Community by:
 -
 - 1) Including articles in the PIPELINE dealing with the subject of water conservation.
 - 2) Securing a supply of water conservation information pamphlets to distribute at pancake breakfasts and other functions.
 - 3) Including water conservation information in the Annual Water Quality Report.
 - 4) Posting on bulletin boards and other appropriate places, and changing on a regular basis, information dealing with water conservation.
 - 5) An e mail address or phone number data base will be developed for customer contact and notification.
 - 6) Lawn and landscape watering will occur only between 6 PM and 8:00 AM. (Please water once a day only).
 - 7) Irrigation watering shall be controlled as to not allow excess irrigation water to flow down streets or drainages.
 - 8) PECSD will contact customers failing to comply with conservation requirements and stress compliance

Stage 2 – Water Conservation Alert

(Notification will be via e mail or phone calls, hand flyers distribution, follow up flyers will be distributed and water patrols initiated)

- a. No washing down of driveways, parking lots or other similar areas with PECSD potable water.
- b. Residences, businesses and properties with addresses ending in odd numbers will water on Monday, Wednesday and Friday.
- c. Residences, businesses and properties with addresses ending in even numbers will water only on Tuesday, Thursday and Saturday.
- d. No watering will occur on Sunday.
- e. Lawn and landscape watering will occur only between 6 PM and 12 Noon. (Please don't double time).
- f. PECSD potable water shall not be used for dust control.
- g. No filling of swimming pools, ponds or reservoirs over 200 cubic feet (1500 gallons) with PECSD potable water except by special permission from the District.

EXCEPTION: Infrequent hand watering is allowed to keep plants alive

Plumas Eureka CSD Regular Board Meeting
April 14, 2021

11. Committee Reports

Discussion and Possible Action

- a. Administrative Services
- b. Budget and Finance
- c. Personnel and Benefits
- d. Water and Wastewater Services
- e. Safety and Emergency Services

Plumas Eureka CSD Regular Board Meeting
April 14, 2021

12. General Manager's Report

Discussion and Possible Action

a. Finance

Interim General Manager John Rowden

- i. March Financial Reports (Summary of Expenses)
 - Water: Month end: 48% Target: 75%
 - Wastewater: Month end: 124% Target: 75%
 - Fire: Month end: 71% Target: 75%
- ii. FY 2019-20 Audit

Plumas Eureka CSD Regular Board Meeting
April 14, 2021

12b. Administration

Administrative Manager Jillian Cole

- i. Status of invoices and liens
- ii. Status of Administrative Improvements Project

Plumas Eureka CSD Delinquent Accounts Tracking March 31, 2021

Acct#	Stat	Current	Over 30	Over 60	Over 90	Balance	
150	N	\$1,391.22	1219.36	0.00	0.00	\$2,610.58	Scheduled for lein 06/01/2021
165	N	\$1,416.22	1391.22	2561.51	0.00	\$5,368.95	Scheduled for lein 06/01/2021
226	N	\$1,391.22	1391.22	0.00	0.00	\$2,782.44	
253	N	\$1,391.22	1391.22	0.00	0.00	\$2,782.44	
312	N	\$627.84	602.84	1634.97	0.00	\$2,865.65	Liened property
329	N	\$967.08	942.08	3423.34	0.00	\$5,332.50	Liened property
352	N	1688.94	564.86	70.08	0.00	\$2,323.88	
362	N	\$1,391.22	1391.22	0.00	0.00	\$2,782.44	Pending payment
411	N	\$634.94	375.00	0.00	0.00	\$1,009.94	
453	N	\$1,391.22	1391.22	0.00	0.00	\$2,782.44	
474	N	1269.89	634.94	2015.55	0.00	\$3,920.38	Scheduled for lien 06/01/2021
485	N	1416.22	1391.22	1376.80	0.00	\$4,184.24	Pending payment
488	N	634.94	634.94	0.00	0.00	\$1,269.88	
492	N	1751.49	1726.49	1702.58	0.00	\$5,180.56	Payment arrangement pending (JR)
506	N	1391.22	480.09	0.00	0.00	\$1,871.31	Current monthly payment customer
535	N	634.94	237.64	0.00	0.00	\$872.58	Current monthly payment customer
537	N	659.94	329.97	0.00	0.00	\$989.91	
552	N	1416.22	1064.55	0.00	0.00	\$2,480.77	Customer payment issues - COVID - in contact
594	N	888.93	158.78	0.00	0.00	\$1,047.71	Good faith regular payments
660	N	1763.21	358.96	0.00	0.00	\$2,122.17	Good faith payments made
674	N	1391.22	1295.32	0.00	0.00	\$2,686.54	Payments made. Plan needed.
715	N	967.08	942.08	9507.04	0.00	\$11,416.20	Liened property
		26476.42	19915.22	22291.87	\$0.00	\$68,683.51	

Plumas Eureka CSD Regular Board Meeting

April 14, 2021

12c. Operations –

Water

- Flow: Well 1b: 1,377,800 gallons Well 2: 7,700 gallons
Total: 1,385,500 gallons Daily Avg: 44,694 gallons
- 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.

Plumas Eureka CSD Regular Board Meeting

April 14, 2021

Wastewater

- Flow: WWTP 6 – 191,257 gallons WWTP 7—989,585 gallons Total- 1,180,842 gallons
- 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.

Plumas Eureka CSD Regular Board Meeting

April 14, 2021

Wastewater

- **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.

Plumas Eureka CSD Regular Board Meeting

April 14, 2021

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.

Plumas Eureka CSD Regular Board Meeting

April 14, 2021

12d. General Managers Miscellaneous

Interim General Manager John Rowden

Plumas Eureka CSD Regula Board Meeting

April 14, 2021

13. Written Correspondence to the Board

Discussion and Possible Action

14. Public Comment

The public and/or the Board of Directors may address the Board on items within the District's subject matter jurisdiction that are on the agenda, the public and/or the Board of Directors may also address items not included on the agenda. The Board cannot comment or take actions on non-agenda items but may place the items on future agenda(s) for discussion and/or action. Strict limit on the time the public may address the Board is three (3) minutes per speaker.

Discussion

Plumas Eureka CSD Regula Board Meeting

April 14, 2021

15. Future Agenda Items Interim General Manager John Rowden

Discussion and Possible Action

16. Adjournment Chairperson Dave Stone

ADA Compliance: This Agenda shall be made available upon request in alternative formats to persons with disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and the Ralph M. Brown Act (Cal. Govt. Code Sec. 54954.2). Persons requesting a disability-related modification or accommodation should contact Interim General Manager, John Rowden, at (530) 836-1953 during regular business hours, at least 24 hours prior to the time of the meeting